

Entry Road/Front Gate Area – Friday morning (Jan. 4, 2008)

- Remove debris from both shoulder areas of Virginia Key Beach Drive
- Cut and trim remaining grass and brush
- Remove concrete blocks, rock and metal pipes
- Pick up paper, trash, bottles, etc.
- Cut chain link fencing; remove fencing and poles from both shoulder areas

Parking Lot and Concrete Pit – Monday (Jan. 7, 2008)

- Mow, edge and clean Main Parking Lot
- Clear around and remove sand and debris from “Concrete Pit” on south end of beach coastal dune area (see me for details)

Jorge, Steve & Crew

Concrete and Debris Clean up – Tuesday (Jan. 8, 2008)

Using the rented loader work on the list of small projects:

- **Move concrete rock at far North end of the shoreline**
- **Move concrete, rock and metal pile at far North end of the shoreline**
- **Remove all concrete car bumpers front rear of the park; create pile in the rear of park**
- **Collect all concrete bumpers through the park; place in concrete piles**
- **Merge concrete, rock and metal pile with concrete car bumper pile in rear of park**
- **Condense dead tree pile in rear of park**
- **Place Australian Pine tree debris on dead tree pile in rear of park**

HOT LIST

Jorge, Steve & Crew

Concrete and Debris Clean up – Wednesday (Jan. 9, 2008)

Using the rented loader work on the list of small projects:

- **Move concrete rock at far North end of the shoreline**
- **Move concrete, rock and metal pile at far North end of the shoreline**
- **Remove all concrete car bumpers front rear of the park; create pile in the rear of park**
- **Collect all concrete bumpers through the park; place in concrete piles**
- **Merge concrete, rock and metal pile with concrete car bumper pile in rear of park**
- **Condense dead tree pile in rear of park**
- **Place Australian Pine tree debris on dead tree pile in rear of park**

U-Haul storage and Larry Little Items:

- **Work with Dr. Dixon to organize U-Haul storage and admin. Office**

HOT LIST

Jorge, Steve & Crew

Concrete and Debris Clean up – Thursday (Jan. 10, 2008)

Using the rented loader work on the list of small projects:

- **Condense debris piles in the pond area and remove to large debris pile in rear of property**
- **Remove stumps in the pond area move to debris pile**
- **Remove debris piles near the train tunnel**
- **Spread mulch near the tunnel tree area**
- **Move mulch off of trailer and spread it near tunnel tree area**

HOT LIST

Jorge, Steve & Crew

Concrete and Debris Clean up – Friday (Jan. 11, 2008)

Using the rented loader work on the list of small projects:

- **Remove final concrete parking blocks – place on pile**
- **Place plastic over “excavation site” and replace beach sand**
- **Place concrete with newspaper inside from “excavation site” on plastic cover inside storage container**
- **Remove concrete without newspaper from “excavation site” and place on concrete pile**
- **Remove stumps in the pond area move to debris pile**
- **Remove debris piles near the train tunnel**
- **Spread mulch near the tunnel tree area**
- **Move mulch off of trailer and spread it near tunnel tree area**
- **Move cut Australian Pine tree pieces onto debris pile in rear of property**
- **Place beach sand on entry road to pond area**
- **Place beach around base of Sea Grape trees, man-hole**

HOT LIST

Jorge, Steve & Crew

Concrete and Debris Clean up – Monday (Jan. 14, 2008)

Using the rented loader work on the list of small projects:

- **Dig up “excavation site” for photographs then place plastic over area and replace beach sand**
- **Spread mulch near the tunnel tree area**
- **Move mulch off of trailer and spread it near tunnel tree area**
- **Move cut Australian Pine tree pieces onto debris pile in rear of property**
- **Place beach sand on entry road to pond area**
- **Place beach around base of Sea Grape trees**
- **Move additional sand to Children’s Play Area**

HOT LIST

Jorge, Steve & Crew

Mulch and Debris Clean up – Tuesday (Jan. 15, 2008)

Using the rented loader work on the list of small projects:

****** FINAL DAY *****

- **Place beach sand on entry road to pond area**
- **Move additional sand to Children's Play Area**
- **Remove the last of the mulch and smooth sandy area after mulch has been removed**
- **Remove wooden groin structure from entrance of tunnel, break up, place on debris pile**

HOT LIST

Jorge, Steve & Crew

Debris Clean up & sand moving – Wednesday (Jan. 16, 2008)

Using the rented loader work on the list of small projects:

****** FINAL DAY *****

- **Smooth sand mounds throughout the park area**
- **Move additional sand to Children's Play Area**
- **Remove the last of the mulch and smooth sandy area after mulch has been removed**

HOT LIST

Jorge, Steve,

Saturday (Jan. 19, 2008) VOLUNTEERS

- **9am - Go to North restroom area and sweep pavilions; clean metal table tops with water hose; make sure the north restroom and bathhouse restrooms are fully stocked - Campers**
- **Ice coolers, set up tables and tools**
- **Set up table, cooler, bottled water (2 cases VKBPT) for Artists**
- **Set up media kits for Artists**

Preparation for MLK Parade

- **Gather the parade banner**
- **Snacks, plastic eating utensils**
- **canvas bags, box of hats**
- **Ice cooler with water, (2 cases)**
- **Ice cold bottled water in cooler**
- **Load a box of sand for float**
- **Gather radios for parade day communication**

HOT LIST

Jorge,

Monday (Jan. 21, 2008) MLK Parade

- 8am – Meet at Beach Park
- Get business cards

Gather these items for transport to the Liberty City Winn Dixie

- parade banner
- Snacks, plastic eating utensils
- canvas bags, box of hats
- Ice cooler with water, (2 cases)
- Ice cold bottled water in cooler
- Box of sand for float
- radios from Ops/Admin Bldg. for parade day communication
- AFTERNOON transportation meeting place

HOT LIST

Jorge, Steve,

Monday (Jan. 28, 2008)

- **Remove the fence pole near the wetland area near the entrance of the park**
- **Remove the “Do Not Enter” sign near the wetland area near the entrance of the park**
- **Cut up and remove the sea grape tree that was cut down earlier in the front of the park.**
- **Recover the excavation site area with beach sand and erect a three foot high (3ft) 4”x4” post barrier around the area and tape/rope off.**
- **Go behind the chain link fence at the entrance of the park and remove the Brazilian Pepper plants that are starting to grow.**

HOT LIST

Jorge, Steve,

Thursday (Jan. 31, 2008)

- **Prepare everything needed for volunteers on the property; water, rakes, gloves, etc. (See Quentin for details)**
- **Kechi, David Friedman and Dr. Dixon need the truck first thing in the morning to take items to the MRC building (help them load up)**
- **Have city staff (contact Joe) continue to rake up areas of the park and finish picking up debris on our entry road.**

HOT LIST

Jorge,

Monday (Feb. 4, 2008)

- **Have City staff join you to continue to rake up areas of the park and finish picking up debris on our entry road.**
- **Repaint the metal railings at the Bath House entrance.**
- **Remove wood front plant box area, clean out and ready for mulch.**
- **Remove and store wood pallets and plastic fencing next to the YMCA storage container.**

HOT LIST

Jorge,

Monday (Feb. 11, 2008)

- **Replace fluorescent light bulb in women's restroom in Administrative Office**
- **Replace light bulb on right side of front door of Administrative Office**
- **Cut 10ft 4"x4" wood posts in three (3) pieces each**
- **Cut 1¼" holes in each wood post**

Steve,

- **Grounds crew should do final debris clearing of entry road area**
- **Grounds crew should complete debris clearing of mini train concrete platform area**

HOT LIST

Jorge, Steve,

Wednesday (Feb. 13, 2008)

- **Make arrangements to pick up skid loader for one week rental**
- **Go forward with Ultra Fence and the tunnel doors**
- **Grounds crew should smooth debris surrounding tree stump areas**
- **Grounds crew should complete debris clearing of mini train concrete platform area**

HOT LIST

Jorge, Steve, Guy

Thursday (Feb. 21, 2008)

- Contact SNP on no change to Trust funding scope of work
- Place 8 picnic tables in area near coconut grove for tournament
- Place 8 picnic tables under historic picnic pavilion for UPS
- Home Depot – return auger/drill; buy additional rebar; buy additional yellow caution tape; oil to mix with gas for small engines; flashlights; batteries; “off” bug spray
- Blow off rear road leading to overflow parking
- Return skid loader
- Go forward with Ultra Fence and the tunnel doors
- Confirm things with Ready Ice
- Complete the sand box
- Pick up nylon rope from Miami Cordage Co.
- Train Decals completed (Sign-na-Rama)
- Remove all old signs from front gate
- Check on progress of entry gate guardhouse
- Move boxes from outside of David Friedman’s office to Concession stand
- Clear additional space for Blue Flame Catering in rear of concession stand building

HOT LIST

Jorge,

Tuesday-Friday (Mar. 17 – Mar. 20, 2008)

These items need to be completed before Easter weekend.

- Move half of the table out from under the Historic Pavilion and around picnic grills and other areas
- Have all available garbage cans with liners ready for Easter weekend
- Drill holes in all existing 4x4 posts, measure additional shoreline area for additional 4x4 posts, purchase wood, place in ground.
- Clear debris piles from the lake area.
- Reinforce foot bridge barrier with heavy wood, orange plastic netting; reinforce barrier in rear of park blocking the North beach area.
- Gate House – build steps or ramp for front; purchase and install valance; measure, purchase and install black mini blinds
- Parking Lot – pull weeds from red mulch and from white rock drainage areas; order additional light bulbs
- Entry Road – Clear weed from road shoulder areas (both sides); re-stand the “speed limit” sign; clean any trash and debris.
- Mount the museum signs on heavy posts
- Rake and stir the sand in the kids sand box
- A large “No Pets Allowed” sign is needed at the front gate

HOT LIST

Jorge,

Tuesday-Friday (April 1 – April 4, 2008)

These items need to be completed before the weekend.

- **Get the Auger/Drill from Joe and place all existing 4x4 posts in the ground in coastal dune areas for continued post and rope barrier.**
- **Reinforce foot bridge barrier with heavy wood doors, gather the needed hardware (wood, wood screws, bolts, hedges, locks to reinforce foot bridge barrier in rear of park blocking the North beach area. This is for turtle survey ATV access. (see me for details)**
- **Gate House – install white mini blinds**
- **Parking Lot – pull weeds from red mulch and from white rock drainage areas;**
- **Mount 15 “Protected Natural Area” signs on green steel posts**
- **Rake and stir the sand in the kids sand box, remove sprouting grass**
- **Reinforce the 3 sewer line access ports behind the administrative building**
- **Clear the tall weeds from the sand mound in the rear of the park (see me for details)**
- **Clean up the roots, rocks, branches around the sand box area (see me for details)**
- **Repair the locks on North restroom breaker box**
- **Turn off timers for outside lights on the concession stand and bath house (Turtle Nesting Season begins today)**

HOT LIST

Jorge,

Friday (April 11 – April 18, 2008)

- **Develop the solution for the sand box frame (4x4 posts or metal)**
- **Gate House – install white mini blinds**
- **Gate House – install hurricane straps (See Joe for city generator)**
- **Mount 15 “Protected Natural Area” signs on green steel posts**
- **Rake and stir the sand in the kids sand box, remove sprouting grass**
- **Reinforce the 3 sewer line access ports behind the administrative building**
- **Clean up the roots, rocks, branches around the sand box area (see me for details)**
- **Repair the locks on North restroom breaker box**
- **Plant Juan’s three (3) Sea Grape Trees**
- **Secure the fallen sea grape Tree in the Pond area, re-stand; brace; and add sand fill to base**
- **Install playground area Palm Tree (See Quentin for location)**
- **Block off sand mound area with re-bar and orange plastic mess fence**
- **Install motion sensor for handicapped men’s restroom**

HOT LIST

Jorge,

Wednesday (May 21 – May 23, 2008)

- **Mount 15 “Protected Natural Area” signs on green steel posts**
- **Reinforce the 3 sewer line access ports behind the administrative building and other electrical items – give me cost estimate.**
- **Clean up debris piles in the Pond area**
- **Block off sand dune in rear of park with posts and orange plastic mess fence – give me materials list needed**
- **Install motion sensor for handicapped men’s restroom**
- **Find the “Beach Closed” sign and install it on the bridge at the rear of the park.**
- **Built barricades for blocking pedestrian areas of the park**
- **Be sure we have the supplies needed for Memorial Day weekend**
- **Lets discuss the staff work schedule for Memorial day weekend**
- **Please follow up on the toilet paper and hand napkins dispenser plan (Henry, Dade Paper – 305-300-3735)**

HOT LIST

Jorge,

Wednesday (May 21 – May 23, 2008)

- **Mount 15 “Protected Natural Area” signs on green steel posts**
- **Reinforce the 3 sewer line access ports behind the administrative building and other electrical items – give me cost estimate.**
- **Clean up debris piles in the Pond area**
- **Block off sand dune in rear of park with posts and orange plastic mess fence – give me materials list needed**
- **Install motion sensor for handicapped men’s restroom**
- **Find the “Beach Closed” sign and install it on the bridge at the rear of the park.**
- **Built barricades for blocking pedestrian areas of the park**
- **Be sure we have the supplies needed for Memorial Day weekend**
- **Lets discuss the staff work schedule for Memorial day weekend**
- **Please follow up on the toilet paper and hand napkins dispenser plan (Henry, Dade Paper – 305-300-3735)**

HOT LIST

Jorge,

Tuesday (June 10 – June 13, 2008)

- **Steve McKinnon's one year performance evaluation is due – please complete it and review it with me.**
- **Order or repair the rear right tire on the riding lawn mower.**
- **Get 15 green steel sign posts to mount “Protected Natural Area” signs.**
- **Reinforce the 3 sewer line access ports behind the administrative building and other electrical items.**
- **Install motion sensor for handicapped men's restroom**
- **Design and install three (3) grill stands for barbeque grills in the area near the dance pavilion – give me equipment list.**
- **Have Operations staff continue to put up all of the parking lot banners by June 20, 2008.**
- **Check the Trust storage container for water leaks; give me a cost estimate on a roof sealer for the container.**
- **Please follow up on the toilet paper and hand napkins dispenser plan (Henry, Dade Paper – 305-300-3735)**

HOT LIST

Jorge,

Tuesday (July 11 – July 15, 2008)

- **Steve McKinnon's one year performance evaluation is due – please complete it.**
- **Get 15 green steel sign posts to mount signs.**
- **Add sand around all of the sewer manhole access ports on the park property.**
- **Install motion sensor for handicapped men's restroom.**
- **Install a latch and lock for the small green plant nursery house.**
- **Store the yellow plastic curtain (Milano) inside the green plant nursery house.**
- **Install a locking door handle on Alfred's office door (just like David's)**
- **Remove the wood and old sign from under the tree at the North end of the park near the restroom**
- **Clean, patch and paint (with epoxy paint) the concrete floor of the main pavilion**
- **Clean, patch and paint (with epoxy paint) the concrete floor of the carousel building**
- **Give me a cost estimate on a roof sealer for the container(s).**
- **The inside walls of the front gate guard house need to have dry wall – lets talk.**

HOT LIST

Jorge,

Thursday (August 21 – August 24, 2008)

- Re-stand all trees that have fallen (gumbo Limbo)
- Repair post and rope
- Store marketing equipment in Main office
- Clean and trim around outdoor shower
- Clean paint off the wall of the rear of the bath house
- Retrieve the picnic table on the shoreline at South end
- Clean trash and debris from front gate area – trim grass
- Shoreline beach clean up is needed before weekend
- Change two light bulbs in copy room – Main Office
- Clear grass off of manhole and electric covers
- Begin removing all parking lot banners
- Get 15 green steel sign posts to mount signs.
- Install motion sensor for handicapped men's restroom.
- Install a latch and lock for the small green plant nursery house.
- Store the yellow plastic curtain (Milano) inside the green plant nursery house.
- Remove the wood from under the tree at the North end of the park near the restroom
- Clean, patch and paint (with epoxy paint) the concrete floor of the main pavilion
- Clean, patch and paint (with epoxy paint) the concrete floor of the carousel building
- Give me a cost estimate on a roof sealer for the container(s).
- The inside walls of the front gate guard house need to have dry wall – lets talk.
- Two picnic tabletops are painted – lets talk.
- What condition are our flags in – lets talk.

HOT LIST

Jorge, Steve -

Saturday - Monday (Sept. 6 – Sept. 8, 2008) Hurricane Ike Preparations

Saturday:

- Rearrange the storage containers (Trust/YMCA) to hold more items
- Clean up the maintenance yard area
- Take down YMCA tent structures (lets discuss)
- Move Museum archival files from Office side storage container

Sunday:

- Suspend fee collection use staff for park preparation
- Take down all signage on the park – shoreline, wetland areas, building identification, etc. (storage)
- Gather all trash cans (storage)
- Gather all VKBPT benches
- Store all recycling bins
- Remove coconuts from trees if possible
- Retrieve the picnic tables on the shoreline and throughout the park and group together
- Secure everything inside of the guardhouse; store front gate signage inside guardhouse and secure
- Store the yellow plastic curtain (Milano) inside the green plant nursery house.
- The outside wall of the front gate guard house needs sealing/repair near the new window.
- Check all flashlights; batteries, battery operated radio;

Monday:

- Mini Train preparation
- Move all computers to center cubicles/cover
- Clear items from window areas in offices
- Secure Rob's office
- Prepare COM staff for Trust assistance following the storm
- Turn office power to buildings Monday night

HOT LIST

Jorge,

(Sept. 16 – Sept 21, 2008)

- Re-stand all trees that have fallen (gumbo Limbo)
- Repair post and rope near wedding area – place additional sand on base of special posts
- Clean, re-paint and trim around outdoor shower
- Retrieve the picnic tables on the shoreline
- Shoreline beach clean up is needed in the wedding area before weekend – between 4 groins, seaweed and trash
- Rope off the entire dance floor area for weekend wedding event – including shoreline
- Change ballast in copy room – Main Office
- Clear grass off of manhole and electric covers
- Get 15 green steel sign posts to mount signs.
- Install motion sensor for handicapped men's restroom.
- Store the yellow plastic curtain (Milano) inside the green plant nursery house – repair edge of house roof.
- Clean, patch and paint (with epoxy paint) the concrete floor of the main pavilion – when possible
- Clean, patch and paint (with epoxy paint) the concrete floor of the carousel building – when possible
- The inside walls of the front gate guard house need to have dry wall – lets talk.
- Pick up two (2) cases of Vitamin Water from the storage facility – Drumming event
- Pick up tree trunk pieces in rear of park

HOT LIST

Jorge,

(Oct 3, & Oct 17, 2008)

- **Friday Oct. 3rd I need a draft schedule and procedures guidelines for the Trust and City of Miami Staff grounds keeping procedures, parking lot maintenance, weekend park preparations, tree trimming schedule.**
- **Friday Oct. 3rd I need a draft schedule and procedures guidelines for Trust Staff cleaning and supplies inventory. This will include cleaning the administrative office, historic building, amusement rides and their structures, front entry building and area.**
- **Friday Oct. 3rd I need a draft schedule and procedures guidelines for Trust and City of Miami Staff for shoreline maintenance and cleaning.**

Lets discuss these items.

HOT LIST

Jorge,

(Oct. 2 – Oct. 6, 2008)

- Clean, re-paint and trim around outdoor shower
- Change ballast in copy room – Main Office
- Clear grass off of manhole and electric covers – all over property
- Install motion sensor for handicapped men's restroom.
- Store the yellow plastic curtain on the shoreline with the other one (Milano) near green plant nursery house – repair edge of house roof.
- Clean, patch and paint (with epoxy paint) the concrete floor of the main pavilion – when possible (clear w/ David S.)
- The inside walls of the front gate guard house need to have dry wall – create the shopping list.
- Clean the plant nursery area – trimming and landscaping
- Pour concrete slabs for North pavilions – and schedule the completion of the job.
- Clean the areas around the train tunnel – trimming and landscaping

HOT LIST