

OPERATIONS CHECKLIST			
Preparation for Beach Park Events	Staff	Completed	Date
GENERAL PARK AREAS			
Mulch around all trees			
Trim Palm tree limbs			
Cut Grass			
Rake Leaves			
Pick up trash and garbage from common areas			
Mosquito spraying if necessary			
Blow dust and dirt away			
CAROUSEL BUILDING			
Blow dust and dirt away from Caousel Building			
Clean Glass Block inside/outside			
Remove debris from around Carousel Building			
Spray for bugs and wasps			
DANCE PAVILION			
Clear weeds from Dance Pavilion			
Clean surface of Dance Pavilion			
Edge grass around concrete			
CONCESSION STAND BUILDING			
Sweep and clean floors			
wipe down all kitchen machines and appliances			
Wipe down sinks and countertops			
Load up ice machine			
Prepare trash cans and liners			
Clean and spray down dumpster and parking area			
Clean exterior of building			
Spray for bugs and wasps			
HISTORIC PICNIC PAVILION			
Sweep and clean floors			
Remove debris from around the pavilion			
Cut and trim grass around pavilion			
Edge grass around concrete			
Spray for bugs and wasps			
BATH HOUSE AND RESTROOMS			
clean sinks and toilets			
stock hand soap, napkins, garbage bags			
Sweep, clean, mop floors			
Clean mirrors			
clean down doors - inside and out			
Be sure all lights, toilets, and equipment is working			
PARKING LOT			
Pick up trash and garbage from common areas			
Cut grass			
Edge grass around parking spaces			