

## 11-May-05

<b>Park Operations</b>	<b>Date Completed</b>
Bell South Telephone Service in Concession Stand Building	
Make provisions for plumbing services	
Discuss handyman services with Lorenzo - computer skills, internet, electrical, plumbing, drywall, tiling, painting, building & installation, etc.	
Develop maintenance service report and action form	
Organize warranty information and contact files on all equipment and new purchases at VKBP	
Inventory of all Trust assets at the VKBP - furniture, tools, supplies, etc. - For annual inventory	
Develop a City/Trust or both inventory seal	
VKBPT letterhead, envelopes, scissors, paper, labels, door stops, coffee maker, toaster oven, microwave, garbage cans, large garbage can & bags, double sided tape	
Park visitors list - weekly appointments & meetings - share with security	
Utilities at the park, what are the monthly costs, electric, phone service, water, etc. - Who is currently paying those costs?	
Door bell system for front and rear of building - call box from front gate?	
Start a park operations file	