

## **Historic Virginia Key Beach Park Daily Opening Procedures**

### **6:30am**

- Open/Unlock front gate
- Clean Administrative Building
  - Empty all garbage cans
  - Wipe down kitchen and restroom facilities
  - Re-stock paper towels, soap, etc. in kitchen and restrooms
  - Dust desk tops, window blinds and vacuum floors when needed
  - Pick up litter and garbage surrounding the Admin. Building
  - Check exterior of building for damage or graffiti
- Open/Unlock all public restrooms (Historic bath house & Northern restroom)
  - Turn on lights
  - Empty all garbage cans (If needed)
  - Wipe down sinks, toilets, urinals, walls, clean mirrors, etc. (If needed)
  - Re-stock paper towels, soap, etc. (If needed)
  - Check exterior of building for damage or graffiti
- Water special plants
- Pick up litter and garbage on the park grounds (include special check of shoreline areas, kids playground and sand box, all pavilions, etc.)
- Check and clean all picnic areas
- Raise the park flags

### **7:00am – 5:00pm (Sunrise)**

Welcome guests

\*\*\*(Perform normal grounds keeping and maintenance schedule)\*\*\*

## **Historic Virginia Key Beach Park Daily Closing Procedures**

### **5:00pm/6:30pm – Dusk (Sunset)**

- Inform guests entering the park that the beach park closes at Dusk (Sunset)
- Bring down the park flags
- Instruct park guests to exit the park
- Pick up litter and garbage on the park grounds
- Check and clean all picnic areas
- Close/Lock all public restrooms (Historic bath house & Northern restroom)
  - Turn off lights
  - Empty all garbage cans (If needed)
  - Wipe down sinks, toilets, urinals, walls, clean mirrors, etc. (If needed)

- Re-stock paper towels, soap, etc. (If needed)
- Instruct park guests to exit the park
- Check that all lights that are to be on are set and that all lights that should be off (inside and Out) are off
- Check and be sure that all doors are locked and secure; that all roll down shutter doors are locked and secured with steel latch and chain; and that all alarms are activated
- Close/Lock front gate (**Dusk – Sunset**)