<u>January</u>

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks
Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans
Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms
Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool
Mow – Hall, Office,	Mow – Cormack to	Mow – Westside, Ball	Mow – Annin to	Southgate Park		
Barker and Maple,	include	Fields and Skate Park to	include			
Ball Fields to include	Weed eating	include	Weed eating	Blow off and		
Weed eating	Edging	Weed eating	Edging	clean shelters		
Edging & Bushes		Edging				
			Clean office &	Clean Hall to		
Maintain flower	Graffiti Abatement		windows	include floors,		
beds and bushes				restrooms,		
			Graffiti Abatement	kitchens,		
				windows		

Check all tot-lots

Turn on heater at pool, add vacuum to pool daily

Clean pool deck, bleachers, guard room and restrooms daily, remove debris from gutters- WHS will be utilizing the facility

Finish any ending projects that were not completed in December

Plant winter rye/weed and feed around the office and hall

Check all timers for lighting and sprinklers

SWID water will be available in February- prepare sprinklers

Clean up at the shop, throw things away, shop needs to be clear of clutter and trash

Finish edging, seeding, fertilizing, killing around fence lines, tree roots, running lanes and water valves

^{*}Make a list of what needs to be painted and turn it in to District Manager

^{*}Do an inventory of signage at all parks/facilities that need replacement

^{*}Check all parks and ballfields to include dugouts, pitching mounds, bull pins, announcer booth, grandstand, bleachers, concessions and fences what repairs are needed?

^{*}Audit ballfield lighting

February

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks
Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans
Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms
Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool
Mow – Hall, Office, Barker and Maple,	Mow – Cormack to include	Mow – Westside, Ball Fields and Skate Park to	Mow – Annin to include	Southgate Park		
Ball Fields to include	Weed eating	include	Weed eating	Blow off and		
Weed eating Edging and Bushes	Edging	Weed eating Edging	Edging	clean shelters		
Maintain flower	Buff Hall Floors		Clean office & windows	Clean Hall to include floors,		
beds and bushes	Graffiti Abatement	Prep for Baseball		restrooms,		
Prep for Baseball			Graffiti Abatement	kitchens and windows		

Check all tot-lots

Order supplies for ballfields-chalk, weed abatement, grass seed, amendments, sprinklers etc. Fertilize as scheduled

Little League and Ballpark grass need to be amended and sprayed, Westside softball fields- order clay/weed killer etc. Start to prepare fields for season-WHS will be utilizing the ball park

Add vacuum to pool daily, maintain pool & clean pool deck, bleachers, guard room, restrooms, remove debris from gutters daily WHS will be utilizing the facility

Finish any projects that were not completed in December or January

Check all timers for lighting and sprinklers- days are longer and lights should turn on later

SWID - prepare sprinklers

Steam clean all shelters to prepare for rentals, clean up at the shop, throw things away, shop needs to be clear of clutter and trash

Finish edging, seeding, fertilizing, weed control around fence lines, tree roots, running lanes and water valves

^{*}Make a list of what needs to be painted and turn it in to District Manager

^{*}Check all parks and ballfields to include dugouts, pitching mounds, bull pins, announcer booth, grandstand, bleachers, concessions and fences what repairs are needed?

March

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks
Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans
Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms
Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool
Mow – Hall, Office, Barker and Maple,	Mow – Cormack to include	Mow – Westside, Ball Fields and Skate Park to	Mow – Annin to include	Southgate Park	Prep shelters for rentals	Prep shelters for rentals
Ball Fields to include Weed eating Edging and Bushes	Weed eating Edging	include Weed eating Edging	Weed eating Edging	Blow off and clean shelters	Post shelter reservations	Post shelter reservations
Maintain flower	Buff hall floors		Clean office and windows	Clean Hall to include floors,	Wash trucks	
beds & bushes	Graffiti Abatement	Prep for Baseball	Graffiti Abatement	restrooms, Kitchens and	Put away	
Prep for Baseball			C. a.m. r. batchieff	windows Prep for Baseball	tools/equipment - tidy up shop area	

Check all tot-lots

Add vacuum to pool daily, maintain pool and clean pool deck, bleachers, guard room and restrooms daily - WHS will be utilizing the facility Maintain ball fields-WHS will be utilizing the ball park

Edge baseball field lanes, repair mounds, home plate and running lanes, fertilize as scheduled

Blow all leaves away/pick them up from bleachers/facility at all ball parks, fence lines, tot-lots, shelters, hall, shop area

Check all bark at tot-lots-add/fluff/rake/weed control, check volleyball court-add/fluff/rake/weed control

Check all timers for lighting and sprinklers- days are longer and lights should turn on later

Repair replace all chains at shelter tables/clean repair BBQ's

Steam clean all shelters to prepare for rentals, clean up at the shop, throw things away, shop needs to be clear of clutter and trash

Westside softball fields- order clay/weed killer etc. to start preparing fields for softball season

Finish edging, seeding, fertilizing, killing around fence lines, tree roots, running lanes and water valves

^{*}Make a list of what needs to be painted and turn it in to District Manager

^{*}Check all parks and ballfields to include dugouts, pitching mounds, bull pins, announcer booth, grandstand, bleachers, concessions and fences what repairs are needed?

April

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks
Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans
Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms
Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool
Mow – Hall, Office, Barker and Maple, Ball Fields to include	Mow – Cormack to include	Mow – Westside, Ball Fields and Skate Park to include	Mow – Annin to include Weed eating	Southgate Park Blow off and	Prep Shelters for rentals	Prep shelters for rentals
Weed eating Edging and Bushes	Weed eating Edging	Weed eating Edging	Edging	clean shelters	Wash trucks	Post shelter reservations
Maintain flower	Buff hall floors		Clean office and windows	Clean Hall to include floors,	Put away tools/equipment -	
beds & bushes	Graffiti Abatement	Prep for Baseball		restrooms,	tidy up shop area	
Prep for Baseball			Graffiti Abatement	Kitchens and windows Prep for Baseball		

Check all tot-lots

Pool covers will be coming off soon, make sure heater is turned off before they are taken off

Add vacuum to pool daily, maintain pool and clean pool deck, bleachers, guard room and restrooms daily - WHS will be utilizing the facility

Maintain ball fields- WHS will be utilizing the ball park, drag and prep ballfields, Edge baseball field lanes, repair mounds, home plate and running lanes

Blow all leaves away/pick them up from bleachers/facility at all ball parks, fence lines, tot-lots, shelters, hall, shop area

Fertilize as scheduled

Maintaining Parking lots, blow off parking lots and paint

Repair replace all chains at shelter tables/clean repair BBQ's

Steam clean all shelters to prepare for rentals, clean up at the shop, throw things away, shop needs to be clear of clutter and trash

Westside softball fields- order clay/weed killer etc. to start preparing fields for softball season

Finish edging, seeding, fertilizing, killing around fence lines, tree roots, running lanes and water valves

^{*}Make a list of what needs to be painted and turn it in to District Manager

^{*}Check all parks and ballfields to include dugouts, pitching mounds, bull pins, announcer booth, grandstand, bleachers, concessions and fences what repairs are needed?

<u>May</u>

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks
Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans
Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms
Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool
Mow – Hall, Office, Barker and Maple, Ball Fields to include	Mow – Cormack to include Weed eating	Mow – Westside, Ball Fields and Skate Park to include	Mow – Annin to include Weed eating	Southgate Park Blow off and	Prep Shelters for rentals	Prep shelters for rentals
Weed eating Edging and Bushes	Edging	Weed eating Edging	Edging	clean shelters	Wash trucks	Post shelter reservations
Maintain flower	Buff hall floors		Clean office and windows	Clean Hall to include floors,	Put away tools/equipment -	
beds & bushes	Graffiti Abatement	Prep for Baseball	0. ((()))	restrooms,	tidy up shop area	
Prep for Baseball			Graffiti Abatement	Kitchens and windows Prep for Baseball		

Check all tot-lots

Add vacuum to pool daily, maintain pool and clean pool deck, bleachers, guard room and restrooms daily - WHS will be utilizing the facility

Maintain ball fields and bullpens-WHS will be utilizing the ball park

Drag and chalk every field as scheduled, fertilize as scheduled

Edge baseball field lanes, repair mounds, home plate and running lanes

Blow all leaves away/pick them up from bleachers/facility at all ball parks, fence lines, tot-lots, shelters, hall, shop area

Check all bark at tot-lots-add/fluff/rake/weed control

Check volleyball court-add/fluff/rake/weed control

Prepare for Primavera event

Steam clean all shelters to prepare for rentals, clean up at the shop, throw things away, shop needs to be clear of clutter and trash

Maintain Westside softball fields- preparing fields and bullpens for softball season

Finish edging, seeding, fertilizing, killing around fence lines, tree roots, running lanes and water valves

*Check all parks and ballfields to include dugouts, pitching mounds, bull pins, announcer booth, grandstand, bleachers, concessions and fences what repairs are needed?

June

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks
Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans
Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms
Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool
Mow – Hall, Office, Barker and Maple, Ball Fields to include	Mow – Cormack to include Weed eating	Mow – Westside, Ball Fields and Skate Park to include	Mow – Annin to include Weed eating	Southgate Park Blow off and	Prep Shelters for rentals	Prep shelters for rentals
Weed eating Edging and Bushes	Edging	Weed eating Edging	Edging	clean shelters	Wash trucks	Post shelter reservations
Maintain flower	Buff hall floors		Clean office and windows	Clean Hall to include floors,	Put away tools/equipment -	
beds & bushes	Graffiti Abatement	Prep for Baseball	C ((()))	restrooms,	tidy up shop area	
Prep for Baseball			Graffiti Abatement	Kitchens and windows Prep for Baseball		

Check all tot-lots

Add vacuum to pool daily- Pool open for the summer

Maintain ball fields and bullpens, drag and chalk every field as scheduled

Fertilize as scheduled-sledge hammer for nut grass

Edge baseball field lanes, repair mounds, home plate and running lanes

Blow all leaves away/pick them up from bleachers/facility at all ball parks, fence lines, tot-lots, shelters, hall, shop area

Repair replace all chains at shelter tables/clean repair BBQ's

Steam clean all shelters to prepare for rentals, clean up at the shop, throw things away, shop needs to be clear of clutter and trash

Maintain Westside softball fields- drag, prep fields and bullpens for softball season

Finish edging, seeding, fertilizing, killing around fence lines, tree roots, running lanes and water valves

July

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks
Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans
Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms
Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool
Mow – Hall, Office, Barker and Maple, Ball Fields to include	Mow – Cormack to include Weed eating	Mow – Westside, Ball Fields and Skate Park to include	Mow – Annin to include Weed eating	Southgate Park Blow off and	Prep Shelters for rentals	Prep shelters for rentals
Weed eating Edging and Bushes	Edging	Weed eating Edging	Edging	clean shelters	Wash trucks	Post shelter reservations
Maintain flower	Buff hall floors		Clean office and windows	Clean Hall to include floors,	Put away tools/equipment -	
beds & bushes	Graffiti Abatement	Prep for Baseball	Cuaffiti Abatamant	restrooms, Kitchens and	tidy up shop area	
Prep for Baseball			Graffiti Abatement	windows Prep for Baseball		

Check all tot-lots

Add vacuum to pool daily, Pool open for the summer

Maintain ball fields and bullpens, drag every field as scheduled

Prepare for Fireworks event, put extra trashcans out for the holiday and summer

Edge baseball field lanes, repair mounds, home plate and running lanes

Check all bark at tot-lots-add/fluff/rake/weed control

Check volleyball court-add/fluff/rake/weed control

Blow all leaves away/pick them up from bleachers/facility at all ball parks, fence lines, tot-lots, shelters, hall, shop area

Blow off parking lots and re-paint lines if needed

Steam clean all shelters to prepare for rentals, clean up at the shop, throw things away, shop needs to be clear of clutter and trash

Finish edging, seeding, fertilizing, killing around fence lines, tree roots, running lanes and water valves

August

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks
Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans
Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms
Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool
Mow – Hall, Office, Barker and Maple, Ball Fields to include	Mow – Cormack to include Weed eating	Mow – Westside, Ball Fields and Skate Park to include	Mow – Annin to include Weed eating	Southgate Park Blow off and	Prep Shelters for rentals	Prep shelters for rentals
Weed eating Edging and Bushes	Edging	Weed eating Edging	Edging	clean shelters	Wash trucks	Post shelter reservations
Maintain flower	Buff hall floors		Clean office and windows	Clean Hall to include floors,	Put away tools/equipment -	reservations
beds & bushes	Graffiti Abatement		Graffiti Abatement	restrooms, Kitchens and windows	tidy up shop area	

Check all tot-lots

Add vacuum to pool daily, Pool open for the summer

Clean exterior of Hall, prepare to paint exterior as needed

Replace or trim bushes at hall

Paint interior walls in hall as needed, shampoo carpets as needed, check for any repairs that may be needed at hall

Replace/inventory all security and parking lot lights and prepare a list of bulbs

Blow all leaves away/pick them up from bleachers/facility at all ball parks, fence lines, tot-lots, shelters, hall, shop area

Blow off parking lots and paint lines

Steam clean all shelters to prepare for rentals, clean up at the shop, throw things away, shop needs to be clear of clutter and trash

Finish edging, seeding, fertilizing, killing around fence lines, tree roots, running lanes and water valves

<u>September</u>

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks
Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans
Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms
Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool
Mow – Hall, Office, Barker and Maple, Ball Fields to include	Mow – Cormack to include Weed eating	Mow – Westside, Ball Fields and Skate Park to include	Mow – Annin to include Weed eating	Southgate Park Blow off and	Prep Shelters for rentals	Prep shelters for rentals
Weed eating Edging and Bushes	Edging	Weed eating Edging	Edging	clean shelters	Wash trucks	Post shelter reservations
Maintain flower	Buff hall floors		Clean office and windows	Clean Hall to include floors,	Put away tools/equipment -	, , , , , , , , , , , , , , , , , , , ,
beds & bushes	Graffiti Abatement		Graffiti Abatement	restrooms, Kitchens and windows	tidy up shop area	

Check all tot-lots

Add vacuum to pool daily, shut down pool, clean pool deck, bleachers, guard room and restrooms. Place pool covers

Spread fertilizer in all parks

Strip and wax floors in the hall

Scalp infields in preparation for planting winter rye in Oct- seed and fertilizer, prepare to aerate and maintain all ballfields

Get batting cages ready for winter

Check all bark at tot-lots-add/fluff/rake/weed control, check volleyball court-add/fluff/rake/weed control

Replace/inventory all security and parking lot lights and prepare a list of bulbs

Blow all leaves away/pick them up from bleachers/facility at all ball parks, fence lines, tot-lots, shelters, hall, shop area

Steam clean all shelters to prepare for rentals, clean up at the shop, throw things away, shop needs to be clear of clutter and trash. Begin Winter Clean-up at Shop Finish edging, seeding, fertilizing, killing around fence lines, tree roots, running lanes and water valves

*Check all parks and ballfields to include dugouts, pitching mounds, bull pins, announcer booth, grandstand, bleachers, concessions and fences what repairs are needed?

October

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks
Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans
Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms
Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool
Mow – Hall, Office, Barker and Maple, Ball Fields to include	Mow – Cormack to include Weed eating	Mow – Westside, Ball Fields and Skate Park to include	Mow – Annin to include Weed eating	Southgate Park Blow off and	Prep Shelters for rentals	Prep shelters for rentals
Weed eating Edging and Bushes	Edging	Weed eating Edging	Edging	clean shelters	Wash trucks	Post shelter reservations
Maintain flower	Buff hall floors		Clean office and windows	Clean Hall to include floors,	Put away tools/equipment -	reservations
beds & bushes	Graffiti Abatement		Graffiti Abatement	restrooms, Kitchens and windows	tidy up shop area	

Check all tot-lots

Maintain pool

Check all bark at tot-lots-add/fluff/rake/weed control, check volleyball court-add/fluff/rake/weed control

Complete inventory all security and parking lot lights and prepare a list of bulbs

Blow all leaves away/pick them up from bleachers/facility at all ball parks, fence lines, tot-lots, shelters, hall, shop area

Steam clean all shelters to prepare for rentals, clean up at the shop, throw things away, shop needs to be clear of clutter and trash, begin Winter Clean-up at Shop Maintain all ballfields

Cut back on watering? check with District Manager

Call arborist to come and evaluate trees for pruning and removal, call out tree service to trim tree at Southgate Park

Finish edging, seeding, fertilizing, killing around fence lines, tree roots, running lanes and water valves

November

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks
Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans
Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms
Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool
Mow – Hall, Office, Barker and Maple, Ball Fields to include	Mow – Cormack to include Weed eating	Mow – Westside, Ball Fields and Skate Park to include	Mow – Annin to include Weed eating	Southgate Park Blow off and	Prep Shelters for rentals	Prep shelters for rentals
Weed eating Edging and Bushes	Edging	Weed eating Edging	Edging	clean shelters	Wash trucks	Post shelter reservations
Maintain flower	Buff hall floors		Clean office and windows	Clean Hall to include floors,	Put away tools/equipment -	reservations
beds & bushes	Graffiti Abatement		Graffiti Abatement	restrooms, Kitchens and windows	tidy up shop area	

Check all tot-lots

Maintain pool

Send mowers in for service, service edgers/weed eaters

Mulch leaves as much as possible

Blow all leaves away/pick them up from bleachers/facility at all ball parks, fence lines, tot-lots, shelters, hall, shop area

Check all bark at tot-lots-add/fluff/rake/weed control, check volleyball court-add/fluff/rake/weed control

Steam clean all shelters to prepare for rentals, clean up at the shop, throw things away, shop needs to be clear of clutter and trash, begin Winter Clean-up at Shop Maintain all ballfields

Cut back on watering? Check with SWID about water shut-off, Winter Projects? check with District Manager

Winter rye the office and hall

Finish edging, seeding, fertilizing, killing around fence lines, tree roots, running lanes and water valves

*Check all parks and ballfields to include dugouts, pitching mounds, bull pins, announcer booth, grandstand, bleachers, concessions and fences what repairs are needed?

December

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks	Walk Parks
Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans	Dump all trash cans
Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms	Clean Restrooms
Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool	Check Pool
Mow – Hall, Office, Barker and Maple, Ball Fields to include	Mow – Cormack to include Weed eating	Mow – Westside, Ball Fields and Skate Park to include	Mow – Annin to include Weed eating	Southgate Park Blow off and	Prep Shelters for rentals	Prep shelters for rentals
Weed eating Edging and Bushes	Edging	Weed eating Edging	Edging	clean shelters	Wash trucks	Post shelter reservations
Maintain flower beds & bushes	Buff hall floors Graffiti Abatement	Luging	Clean office and windows	Clean Hall to include floors, restrooms,	Put away tools/equipment - tidy up shop area	reservations
Seas & Susines	Granic Abatement		Graffiti Abatement	Kitchens and windows	tay up shop area	

Check all tot-lots and detail all tot-lots

Maintain pool, be prepared for opening in January for WHS and turn on heater

Check on mower service, when are they expected back

Service edgers/weed eaters

Mulch leaves as much as possible

Trim/remove trees at parks

Blow all leaves away/pick them up from bleachers/facility at all ball parks, fence lines, tot-lots, shelters, hall, shop area

Clean up at the shop, throw things away, shop needs to be clear of clutter and trash, begin Winter Clean-up at Shop

Maintain all ballfields, spread infield brick dust

Cut back on watering? Winter Projects? check with District Manager