



Memo

To: Jamie Lapke and Mike Didenko
From: Bill Hamilton, Superintendent of Revenue Facilities
Date: November 1st, 2014
Re: Gymnastics and Recreation Center Operations and Maintenance Plan

The recently completed Gymnastics and Recreation Center Operations and Maintenance Plan is the culmination of all the hard work that you have put in to developing the areas of your expertise. This plan will be a tool for current and future staff to provide a base level of knowledge, ensure that programs and operations are effective, efficient and consistent from year to year, and serve as a guide to maintain facilities and assets in quality condition for years to come. The report is located in the Public Drive, K-drive, GRC Operations Plan folder, in a Word document titled, "GRC Ops Plan - Final Draft". Please review each of your areas a final time. If there aren't any additional changes or after any additional changes have been made, the document will be stored in the Public K-Drive, GRC Operations Plan Folder, GRC Ops Plan PDF folder, labeled GRC Ops Plan 2014 .pdf" .

This Operations and Maintenance Plan will be reviewed and updated on and an annual basis by the Superintendent of Revenue Facilities, GRC Program and Operations Manager and the Maintenance Supervisor. This process will begin in March of 2015 and completed by the end of the month and will take place, annually in March thereafter. This task will be listed on the Revenue Facilities Outlook Calendar to provide a reminder to staff.