



# Memo

**To:** Mike Lushniak, Kyle Sandine and Mike Didenko  
**From:** Bill Hamilton, Superintendent of Revenue Facilities  
**Date:** November 1<sup>st</sup>, 2014  
**Re:** Pool and Rink Operations and Maintenance Plan

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The recently completed Ridgeland Common Recreation Complex and Rehm Pool Operations 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, RCRC Operations Plan folder, in a Word document titled, "RCRC Operations 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, RCRC Operations Plan Folder, labeled "RCRC-Rehm Operations Plan 2014.pdf".

This Operations and Maintenance Plan will be reviewed and updated on an annual basis by the Superintendent of Revenue Facilities, Revenue Facilities Program and Operations Manager, Program Supervisor 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.