



## Gogebic County Forestry and Parks Commission

500 N. Moore St.

Bessemer, Michigan 49911-1099

906-663-4687 FAX: 906-663-4058 Parks – 906-663-4428

[www.gogebicforestryandparks.com](http://www.gogebicforestryandparks.com)

**John Matonich** – Chairman  
**Dan Siirila** – Vice Chairman  
**Randal Charles** - Commissioner  
**Bob Orlich** – Commissioner  
**Dan Peterson** - Commissioner

**Greg Ryskey** – Director  
**Corey Magdziak** – Forester  
**Anthony Wieneri** – Forest Technician  
**Amy Hamel** – Administrative Secretary

January 22, 2024

### NOTICE TO BID

#### Office & Janitorial Services

#### Little Girl's Point County Park/Lodge & Oman's Creek Access Site

The Gogebic County Forestry and Parks Commission is requesting interested parties to submit a bid for Office & Janitorial Services at this county park. These services include public relations, cleaning and supplying restrooms, assisting with online reservations as necessary, registering/checking out users of The Lodge, etc. A full list of duties and requirements is provided with a bid packet. These services DO NOT include Lawn Maintenance. Lodging and utilities are provided at no cost. No pets permitted. Successful bidder will be required to agree to a criminal background check, provide two references and proof of liability insurance.

Bid proposal packets may be picked up at the Forestry and Parks Office, located at the Natural Resources Center, 500 N. Moore St., Bessemer, MI. Bid proposal packets may also be downloaded at [www.gogebicforestryandparks.com](http://www.gogebicforestryandparks.com) Bids will be received until 4:00 p.m. C.S.T. on February 12, 2024. Contact (906)663-4687 with any questions.

Submit bid to:  
Gogebic County Forestry and Parks Commission  
Natural Resources Center  
500 N. Moore St.  
Bessemer, MI 49911

**INDEPENDENT CONTRACTOR AGREEMENT**

An Agreement between

\_\_\_\_\_ (Name)

Of

\_\_\_\_\_ (Address)

*(Hereinafter referred to as "Contractor")*

and

**Gogebic County Forestry & Parks Commission**

\_\_\_\_\_ (Name)

of

**500 N. Moore St., Bessemer, Michigan 49911**

\_\_\_\_\_ (Address)

*(Hereinafter referred to as "Client")*

Contractor and Client hereby agree as follows:

1. This Agreement shall commence on **May 6, 2024** and shall terminate on **October 4, 2024** -unless sooner terminated by either party at any time, by providing **five (5)** days' written notice to the other party. Notice must be delivered in person or via U.S. postal mail.
2. Contractor will abide by the requirements specified in the **Park Maintenance Specifications** attached. Failure of contractor to adhere to Park Maintenance requirements may cause Client to terminate this contract for cause without 5 days' written notice.
3. Contractor will record all Park Maintenance completed and will bill Client for said work. Client agrees to compensate **Contractor at a rate of \$ \_\_\_\_\_ dollars per month** for the park maintenance at **Little Girl's Point Park**. Total Contract Value not to exceed **\$ \_\_\_\_\_ dollars**. Client also agrees to compensate Contractor **at a rate of \$ \_\_\_\_\_ dollars per week for janitorial duties of the Oman's Creek Access site**. Final payment may be held in order to verify all duties have been completed and all keys/park property is returned.
4. Contractor will invoice Client once a month, **prior to the third Tuesday of each month**, for work performed. Client will pay Contractor in full within **thirty (30)** calendar days of receiving each invoice. Contractor reserves the right to refuse to perform additional work until full payment has been received.
5. Contractor's daily schedule and hours worked under this Agreement shall be subject to Contractor's discretion with approval by Client. Client relies upon Contractor to devote sufficient time as is reasonably necessary to fulfill the spirit and purpose of this Agreement.
6. In all activities under this Agreement, Contractor shall be an independent contractor. Contractor is not, nor shall be deemed to be, the employee of Client at any time during the term of this Agreement. Client shall have no liability for withholding, collecting, or paying taxes, insurance or workman's compensation of any nature on behalf of Contractor.
7. Any change, amendment, or modification to this Agreement shall be made in writing and duly executed by each party.
8. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of Michigan. Any legal action or proceeding relating to this Agreement shall be instituted in a state or federal court in Michigan.

9. Contractor agrees to maintain and provide Client with certificates of statutory Workers' Compensation insurance (unless eligible for and sign attached statement), as well as Comprehensive General Liability or Commercial General Liability Insurance coverage with combined single limits each occurrence of not less than \$300,000 throughout the term of this contract. Certificate of Proof of Insurance, the Accord form, identifying the County as the certificate holder, with the above specified coverage, must be submitted within 10 days of notification of award. The contractor will be responsible for the payment of any deductible. The contractor shall notify the Client 30 days in advance of any termination, cancellation or change to the insurance coverage.
10. Contractor must maintain a valid driving permit. Contractor's vehicle must be properly licensed, insured and conform to all applicable laws. Contractor assumes all liability relating to Contractor's vehicle and its operation.
11. This Agreement represents the entire understanding between the parties and supercedes any prior verbal or written agreement(s) or other representation(s) relating to the subject matter of this Agreement.
12. The Language in all parts of this Agreement shall in all cases be construed as a whole according to its fair meaning, and not strictly for or against Contractor or Client.
13. Refusal or failure of either party to enforce a portion or term of this Agreement does not constitute waiver by that party.
14. If any provision of this Agreement is held to be invalid by a court of competent jurisdiction, the remaining provisions shall remain enforceable, and the offending portion shall be deemed modified accordingly.

IN WITNESS WHEREOF, the parties have executed this Agreement this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

**Witnesses:**

\_\_\_\_\_

**Client:**

For: Gogebic County Forestry & Parks Commission  
(Client)

By: \_\_\_\_\_  
(Signature)

Greg Ryskey  
(Name)

Director  
(Title)

**Contractor:**

\_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

# PARK, LODGE AND OMAN CREEK ACCESS SITE MAINTENANCE SPECIFICATIONS

These park maintenance specifications are for the park janitorial duties, office record keeping, and public relations of the Little Girl's Point County Park and Lodge, located at E1930 Lake Road, Ironwood, MI 49938, and janitorial duties at the Oman's Creek Access Site.

## PARK OPENS

May 10, 2024

## PARK CLOSES

September 29, 2024

***NO ALCOHOLIC BEVERAGES MAY BE CONSUMED AT ANY TIME WHILE PERFORMING THE DUTIES IDENTIFIED IN THIS CONTRACT.***

## **SPECIFICATIONS:**

### **LITTLE GIRL'S POINT PARK & LODGE GROUNDS AND JANITORIAL MAINTENANCE**

The contractor shall perform all ground and janitorial maintenance to an acceptable standard according to the procedures required by the GCFPC.

#### **A. GROUNDS**

**1. Prepare Facilities For Opening And Closing.** The contractor shall provide the minimum maintenance requirements as follows for the opening and closing of the park and lodge.

- a. Remove/Install Parking Lot Barriers.
- b. Turn Power On/Off, Test and Repair Breakers or Outlets Not Working.
- c. Distribute/Store Trash Cans.
- d. Unlock/Lock Dumpster.
- e. Unlock/Lock Restrooms.
- f. Clean Restrooms.
- g. Clean Pavilions.
- h. Clean Lodge.
- i. Clean Caretakers House/Office Building.
- j. Clean BBQ Grills and Fire Pits.
- k. Put Up/Take Down Laminated Signs Around Park.
- l. Fill/Empty Mutt Mitt Dispensers.
- m. Trash Pickup – Walk Beach, Park and Campsites and Pick up Trash.
- n. Pick Up any Branches and Sticks that have fallen through the winter.
- o. Put Flag Up/Down For Season.
- p. Perform Minor Building Maintenance.
- q. Update Bulletin Board.
- r. Report any damages or problems to the GCFPC.

**2. Daily Ground Maintenance Requirements.** The contractor shall provide the following minimum ground maintenance work seven days per week. (Maintenance Checklist attached)

- a. Pick up litter, tree limbs, and animal droppings, from the grounds and parking area.
- b. Monitor & clean beach daily.
- c. Empty/replace trash barrel liners and remove contents to dumpster.
- d. Remove/dispose of ashes in fire pits.
- e. Clean picnic grills.
- f. Clean picnic tables.
- g. Clean pavilions.
- h. Monitor water supply.

#### **B. JANITORIAL**

**1. Daily Restroom Janitorial Maintenance Requirements.** The contractor shall provide the following minimum janitorial maintenance work seven days per week.

- a. Clean cobwebs from inside and outside of building.
- b. Spray to control insects when needed.
- c. Sweep floors.
- d. Either remove or cover toilet tissue to keep dry during cleanup.
- e. Wash inside walls with a non-abrasive detergent disinfectant.
- f. Clean and disinfect all portions of toilets with provided supplies.
- g. Mop floor with detergent-disinfectant.
- h. Remove all excess water from floor surfaces.
- i. Remove Graffiti.
- j. Re-supply toilet tissue, hand towels, and hand cleaners.
- k. Add enzymes as needed.
- l. Replace air fresheners as needed.
- m. Notify GCFPC if holding tanks need pumping
- n. Report any damages or problems to the Forestry and Parks Commission.

**SPECIFICATIONS:  
LITTLE GIRL'S POINT OFFICE/LODGE AND PUBLIC RELATIONS**

The contractor shall perform all office record keeping and public relations to an acceptable standard according to the designated forms and procedures required by the GCFPC for accounting regarding money, supplies, and work details.

**A. Office Record Keeping/Public Relations Requirements.**

- 1. Office Hours.** The contractor shall establish regular and consistent daily office hours and post on office door. (sign provided) This shall include receiving and returning phone calls.
- 2. Placement of Reservation Signs.** If necessary, the contractor shall place reservation signs on camping sites daily.
- 3. Register, Check In and Check Out Lodge Renters.** The contractor shall register and check-in all renters of the Lodge. This will include:
  - a. Distributing/collecting the key to the Lodge building.
  - b. Distributing a copy of the Check-out list. (Attachment C.)
  - c. Unlocking the gate and accompanying the rental group to the Lodge facility.
  - d. Reviewing the rules and accommodations of the facility.
  - e. Checking-out the renters which includes inspection of the facilities to verify checklist items completed.
  - f. Submit signed check-out form to office along with results of facility inspection. (Renters will receive a check for refund of damage deposit upon satisfactory results)
- 4. Lodge Maintenance** – Renters are expected to clean the facility prior to check-out in accordance with items outlined on check-out list. (Attachment C.) However, if there is anything overlooked it is the contractor's responsibility to make certain the Lodge is clean for the next renter's. Other maintenance as necessary should also be performed regularly. (Maintenance Checklist attached)
- 5. Financial Reporting.** The contractor shall submit any revenue received along with of all receipts on a weekly basis.
- 6. Park Supplies.** The contractor shall maintain an inventory of park supplies and replenish as needed from the GCFPC office. Any additional park supplies that need to be purchased shall either be called in directly to the GCFPC office or documented on a Supply Request form (Attachment D.)

7. **Park Security and Safety.** The contractor shall enforce all park/lodge rules (Attachments A & B) and provide for safety and security in park. This will include:
  - a. Notifying the Proper Authorities and GCFP staff in the case of emergency.
  - b. Providing Basic First Aid for park users.
  - c. Providing emergency weather messages to park users.
  - d. Be the point of contact in case of emergencies.
8. **Public Relations.** The contractor shall maintain a positive rapport with the patrons of the park and the general public. Fee schedules, emergency contacts, campground license and any other required postings will be updated annually, and park manager will post to park bulletin board.
9. **Communication.** While reservations are booked online, it is expected that the contractor will assist customers when necessary. The contractor shall foster and maintain a line of communication with the public and the GCFPC office.

**SPECIFICATIONS:  
OMAN'S CREEK ACCESS SITE JANITORIAL**

The contractor shall perform all ground and janitorial maintenance to an acceptable standard according to the procedures required by the GCFPC.

**A. GROUNDS & MAINTENANCE**

1. **Daily Restroom Janitorial Maintenance Requirements.** The contractor shall provide the following minimum janitorial maintenance work seven days per week. The minimum maintenance requirements are as follows:
  - a. Restroom Buildings
    1. Clean cobwebs from inside and outside of building.
    2. Spray to control insects when needed.
    3. Sweep floors.
    4. Either remove or cover toilet tissue to keep dry during cleanup.
    5. Wash inside walls with a non-abrasive detergent disinfectant.
    6. Clean and disinfect all portions of toilets with provided supplies.
    7. Mop floor with detergent-disinfectant.
    8. Remove all excess water from floor surfaces.
    9. Remove Graffiti.
    10. Re-supply toilet tissue, hand towels, and hand cleaners.
    11. Add enzymes as needed.
    12. Replace air fresheners as needed.
    13. Notify GCFPC when holding tanks need pumping.
    14. Report any damages or problems to the GCFPC.
  - b. Grounds.
    1. Pick up litter, including animal droppings, from the grounds and parking area.
    2. Monitor & clean beach daily.
    3. Empty/replace trash barrel liners and remove contents to dumpster.

# Gogebic County Park Rules

The following regulations have been adopted by the Gogebic County Forestry and Parks Commission as of February 8, 2001 to ensure that the Gogebic County Park facilities are as enjoyable as possible for all visitors.

1. All Campers **MUST** register via website at [www.gogebicforestryandparks.com](http://www.gogebicforestryandparks.com) prior to occupying a site. Check in time is 2 P.M. or later on arrival date and check out is 11 A.M. on departure date.
2. Reservations cancelled more than one day in advance of arrival date will be refunded all prepaid fees EXCEPT (1) NIGHT. Reservations cancelled with less than one day of arrival date will be refunded all prepaid fees EXCEPT (2) NIGHTS. No-shows forfeit all prepaid fees.
3. Camping will be permitted only in established campground sites or in areas designated by a park official.
4. Not more than one recreational unit, occupied by a single family, will be permitted on an individual site. No individual or family shall occupy more than one camp site. Only one individual or family may reserve a site and the reserved site shall not be sublet or transferred to any other party for any purpose. Unoccupied, reserved campsites shall not be utilized by any other camper unless authorized by a park official.
5. **Quiet Hours** must be observed between 10:00 P.M. and 7:00 A.M. Non-registered visitor hours: 7:00 A.M. to 10:00 P.M. All users of park facilities shall conduct themselves in a manner that does not create excessive noise or disturb and annoy others.
6. **PET FRIENDLY RULES: Limit of 2 pets per camp site.** Pets (with the exception of service animals) must be under immediate control by the owner and on a leash at all times. Pet owners will be responsible for any damages or injuries caused by their pets. Pets should not be left in campers or tied up unattended to prevent barking from negatively affecting the camping experience of other visitors. No pet, except service animals, are allowed in the swimming area at any time. The owner of any pet must ensure that any droppings are cleaned up immediately and disposed of properly.
7. Campsites must be kept clean and waste deposited in dumpster/garbage cans provided. Fish entrails must be put in plastic bags and disposed of properly.
8. Containers must be kept under trailer drains and emptied only at places designated. No waste lines shall be permitted to drain to the ground surface. All waste lines must be capped.
9. No diapers, cans, or other trash shall be deposited in privies or holding tank.
10. There shall be no bathing, cleaning, or washing fish, dishwashing, or other similar activity at any water faucet.
11. No hoses or water supply lines shall be connected to hydrants or drinking fountains.
12. Fires shall only be built in designated fire rings or stoves.
13. Persons shall not destroy, damage, or remove County property, trees, shrubs, wildflowers, or other vegetation and may not cut trees in park boundaries for firewood.
14. Ground cover may not exceed the length and width of the RV's awning.
15. No nails, bolts, or screws will be allowed in site markers.
16. Any camper that utilizes outside cooling units larger than 5 Cubic. Ft. will be assessed an additional **\$5.00** per day of use.
17. Children must be kept under supervision by a parent or responsible adult.
18. You may swim at your own risk, as no lifeguard is on duty.
19. Absolutely no glass containers of any kind allowed in beach area.
20. ORV'S as defined by the State of Michigan are permitted under the following conditions: they must be operated in a safe and prudent manner, they must be operated in compliance with all State of Michigan Laws, operation of the ORV does not exceed a speed of 5 mph. ORV use by registered campers is limited to entering or exiting the Park from their camping site, unless otherwise permitted by the Gogebic County Forestry and Parks Commission. ORV use by non-registered campers is limited to accessing the amenities of the park or to visit a specific camper's site.
21. Persons may not operate or park a motor vehicle anywhere except on designated roads or parking areas. The speed limit shall be obeyed as posted.
22. During the camping season, persons shall not discharge or operate firearms, air guns, slingshots, crossbows or bow and arrow, and there shall be no hunting, trapping, killing or intentionally disturbing wildlife within park boundaries.
23. No private docks may be constructed or placed within the boundaries of the park unless permitted by the Forestry and Parks Commission.
24. There shall be **NO** washing of vehicles, campers, or boats.
25. Seasonal campers shall be responsible for mowing of the immediate area around their site, unless mowing arrangements are made with the caretakers.
26. Available seasonal sites will be posted at [www.gogebicforestryandparks.com](http://www.gogebicforestryandparks.com) Requests for a Seasonal site can only be made via phone call to the Forestry and Parks Commission office at 906-663-4428 (**Lake Gogebic only**)
27. A resident is considered a person living in Gogebic County as it pertains to park fees.
28. All boat launch users must purchase a daily or annual pass. (**Lake Gogebic Park only**)
29. No storing or leaving a watercraft, or fish shanty on County owned land for more than 24 hours. This subdivision does not apply to a lawfully occupied designated camping site.
30. Absolutely **NO** feeding of any wildlife in the park!
31. Dump station (walk-ins) \$15.00/use.
32. Dumpster is for registered campers use only.

**\*At the Park Caretaker's discretion, violations of any of these rules may result in eviction from park without any refund of camping fees.**

*Park users agree to protect, indemnify, and save harmless the Forestry and Parks Commission and the County of Gogebic and their agents, servants, and employees from and against all causes of action, claims, demands, suits, liability, or expense by reason of loss or damage to any property or bodily injury to any person, including death, as a direct or indirect result of the identified use or uses of the park.*

*\*revised 10-20-2022*

## *The Lodge* **Procedures and Rules**

**A. Check-in** At the scheduled check-in time, a representative of the rental group shall go to the park office and complete the following with the Park Manager: (This person or persons should also be the one to check out). NO ONE shall enter The Lodge before scheduled check-in time unless otherwise scheduled with the Park Manager. Please make sure your party is aware of this, so the check-in process runs smoothly.

The renter will be presented with a set of keys to the Lodge.

The Park Manager will unlock The Lodge gate and accompany the rental group to The Lodge.

At The Lodge, the Park Manager will then review the following rules and accommodations of the facility:

1. Round white dining tables (9) and chairs (90) should be placed back on provided storage rack after use so floors can be properly cleaned. Outside picnic tables MUST remain outside. Not for inside use.
2. Firewood is not provided; you must provide your own from a vendor within Gogebic County.
3. Water sources – potable water in 450-gal tanker and 5-gal bottles for cooler, all other water non-potable in The Lodge.
4. Parking Areas – grass field on left of road is off limits to all vehicles and trailers. Parking on right side of road only.
5. All furniture and items inside The Lodge are to remain inside – not to go outside under any circumstances.
6. Shown location of light switches for all interior and exterior lights.
7. Shown location of all fire extinguishers.
8. Instructed on the operation of LP gas heater and fireplace.
9. Shown the type, use, and location of all cleaning supplies for The Lodge. Renter is responsible for hauling all trash to dumpster.
10. Verification of the check-out date and time.
11. In the event of any type of accident, the Park Manager **MUST** be notified immediately. 932-1913

**B. Check-out** At the scheduled check-out time or earlier, the following items will be completed.

1. Renter shall call go to the Park Office or call (932-1913) to let the Park Manager know when you are ready for check-out.
2. Park Manager will inspect all areas of the Lodge per the check-out list. Particular attention will be given to the exterior grounds, kitchen and bathrooms.
3. If facility is clean and in good repair, renter will sign the check-out list, keys are to be returned to the park manager and renter released to depart The Lodge. Damage deposit will be returned to renter an voided receipt returned to office. If the facility is not cleaned to satisfaction or damage is done to the facility, the amount of damage will be deducted from the damage deposit and additional billed if necessary.



# The Lodge

## CHECK-OUT LIST

Renter Name: «Contact Name»

Date of Checkout (11 am): «OUT»

- \_\_\_\_\_ 1. All tables and chairs returned to racks provided.
- \_\_\_\_\_ 2. Floors swept and MOPPED.
- \_\_\_\_\_ 3. Counters and sinks cleaned.
- \_\_\_\_\_ 4. All kitchen equipment returned to original location.
- \_\_\_\_\_ 5. Refrigerators cleaned out and left plugged in.
- \_\_\_\_\_ 6. All tape or tacks for displays/decorations removed.
- \_\_\_\_\_ 7. Fireplace (indoors) – fire extinguished.
- \_\_\_\_\_ 8. Bathrooms – Toilets, sinks, floors cleaned.
- \_\_\_\_\_ 9. Outside areas picked up (all garbage/cigarette butts)
- \_\_\_\_\_ 10. Outside tables returned to original location.
- \_\_\_\_\_ 11. Fire pit (outdoors) fire extinguished.
- \_\_\_\_\_ 12. Trash emptied from all refuse containers and deposited in dumpster.
- \_\_\_\_\_ 13. Call (906)932-1913 or come to office to get Park Manager when ready for Check-out!

**DO NOT LEAVE ANY ITEMS YOU BROUGHT IN SUCH AS COOKING UTENSILS, SMALL APPLIANCES, FOOD ITEMS, ETC. THEY CANNOT BE UTILIZED AND WILL BE DISPOSED OF!**

The above items must be done in order to receive your deposit back. Any damage to the premises or additional cleaning will be taken into account and a claim against the deposit will be made. In addition, the Forestry and Parks Commission reserves the right to seek compensation for damages over and above deposit.

Check-out satisfactory

Check-out unsatisfactory

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature of Park Manager \_\_\_\_\_

Signature of Renter \_\_\_\_\_

## Gogebic County Forestry and Parks Park Supply Orders

Name of Park: \_\_\_\_\_  
Date of Request: \_\_\_\_\_

Item		Per Box	Quantity Requested
<b>Paper Products</b>			
Jumbo Toilet Tissue 2 ply -1000/roll		12/cs	
2 Ply single roll Toilet Tissue Advtg.		96 rolls	
Hand Towel certerpull towel	6/cs	6/cs	
Mutt Mitt			

### Trash Bags

60 gal Bags - black	10/10	100/cs	
small - black liners rolls	20/50 per case	1000/case	

### Cleaning Products

Air Freshner refills		6/case	
Air Freshner dispenser		1	
Hand Sanitizer		6/1000	
Tidy foam - Hand Soap		6/1000	
Tidy Foam - hand soap dispenser		1	
Disinfectant spray		12	
Aerofoam disinfectant cleaner		12	
Urinal Screens		12/case	
Pine Sol Commercial		3/case	
Toilet Bowl Cleaner			
Windex		12/case	
Mop Head		1	
Sponge		1	
Gloves		1 box	

### Miscellaneous

Item		Per Bx	
Dynasty Enzyme 300 BC -granules Septic		6	
Dynasty BOC - Odor Counteractant Vaults		6/1gal	

Received by Signature \_\_\_\_\_

Date Received \_\_\_\_\_

**Gogebic County Forestry & Parks Commission Park Maintenance Check-list**

**Little Girl's Point Park**

Daily Duties

Date

- Post office hours on office door.
- Return all phone calls/messages throughout the day
- View reservation software for arrivals/departures/etc.
- Sweep and mop vaults/restrooms and ensure excess water is removed
- Wash vault/restroom wall with detergent-disinfectant
- Clean and disinfect all portions of toilets
- Resupply toilet tissue/hand towels/hand cleaners
- Replace restroom and vault deodorizers as necessary (1x/month)
- Restock park informational brochures as needed
- Refill mutt mitt stations as needed
- Assess campsites for cleanliness after checkout
- Remove any refuse left by campers throughout park and sites
- Assess campfire rings and dispose of ashes as necessary
- Order supplies from main office for week of operation
- When pavilion is reserved, indicate with signage
- Monitor and clean beach daily
- Clean picnic grills
- Clean picnic tables
- Empty trash/replace can liners and move refuse to dumpster
- Monitor water supply

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

As Necessary Maintenance

- Check vaults to assess if they require pumping
- Add granules/change deodorizers in vaults 1x month
- Clean cobwebs from inside/outside of buildings
- Spray to control insects as needed
- Remove any graffiti
- Report any damages to GCFPC office


**Lodge**

Daily Duties

Date

- View reservation software for arrivals/departures/etc.
- Prior to arrival assess supplies to make sure enough garbage bags/toilet tissue/hand towel
- Prior to arrival assess restroom deodorizers and replace as necessary (1x/month)
- Prior to arrival assess restroom cleanliness
- When party arrives check them in as outlined in Procedures & Rules
- Verify check out date and times with party upon arrival
- Verify both indoor and outdoor of facility is cleaned as outlined in checkout list form
- Verify all tables and chairs indoor & outdoors returned to original location prior to check out.
- Remove any garbage upon check out & replace liners
- Monitor water supply

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

As Necessary Maintenance

- Monitor water cooler/bottles (notify office when need to order)
- Monitor propane tank (notify office when need to fill)
- Sweeep outdoor patio as necessary
- Removes ashes from indoor fireplace
- Remove ashes from outdoor fire pit
- Wash windows as necessary and time permits


**\*this list is to be utilized to assist with park duties but does not encompass all requirements outlined in the contract.**