

SCHEDULE

7AM EVERYDAY

- CHECK ALL WATER METERS AND RECORD USAGE
- ON THE LAST DAY OF THE MONTH THE WATER USAGE REPORT IS TURNED INTO GLORIETA GEOSCIENCE
- CHECK WATER PUMPS, RESIVOIR, ALL WELLS, LOG CABIN, GUEST LODGE, YURT FOR WATER LEAKS
- CHECK PERIMETER FENCES AND LOCKS
- CHECK FOR MICE AT LOG CABIN, LODGE AND YURT
- CHECK FOR BIRD NESTS AT LOG CABIN, LODGE AND YURT
- CHECK HEATERS IN POLE BARN

EVERY TWO WEEKS

- CHECK BATTERY BACK UPS AROUND RANCH
- CHANGE MOUSE TRAPS YURT, LODGE AND LOG CABIN
- RUN WATER AT GUEST LODGE
- CHECK ALL FIRE ALARMS
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ONCE A MONTH (15TH OF THE MONTH)

- CLEAN PHONE CLOSET
- CLEAN OUT WELL HOUSE AT GUEST LODGE
- WOOD SHOP GETS A FULL CLEANING

MAY 15TH SPRING MAINTANENCE

- CHANGE SWAMP COOLER PADS.
- CHANGE AC PADS IN THE BUNKHOUSE.
- TEST ALL SWAMP COOLERS AND AC UNITS
- CLEAN OUT ALL COVERTS
- CHECK CONDITION OF TREES AND LET EDEN KNOW IF THERE ARE ANY PROBLEMS
- MAKE LIST OF ANY PAINTING THAT NEEDS TO BE DONE
- REPLACE WOODEN RAILS ON FENCES
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OCT 15TH WINTER MAINTANENCE

- TURN OFF ALL SWAMP COOLERS
- LIGHT ALL HEATERS IN HOUSES, STABLES, OFFICE, BUNKHOUSE AND SHOP
- CHECK WEATHER STRIPPING ON WINDOWS
- CHECK FIREWOOD SUPPLIES
- MAKE A LIST OF ALL PAINTING THAT NEEDS TO BE DONE.
- CHECK ALL RANCH WINDOWS