



**RECREATION DEPARTMENT  
MONTHLY REPORT  
MAY  
2011**

STAFF: Norma Jean Page, Recreation Director  
Karrie Ferrell, Assistant Director (programs)  
Ben Hull, Recreation Supervisor (athletics)  
Will McElheny, Recreation Supervisor (special events)  
Christina Willson, Community Specialist  
Miklos "Nick" Bako, Parks & Grounds Supervisor  
Shelia Redmon, Parks & Facilities Specialist

## PROGRAMS & ACTIVITIES

### **Auditions/ Acting**

Theater Camp will be held August 1<sup>st</sup> – August 12<sup>th</sup> from 9:00 a.m. – 12:00 p.m. There are currently nine (9) participants enrolled in the camp. Participants will learn fundamentals of stage performance, audition techniques and acting styles. Participants will hold a performance at the end of camp. Jimmy Ward, Director.

### **Babysitting Course**

Nine (9) people participated in the American Red Cross babysitting course that was held on Saturday, May 7<sup>th</sup>. A new babysitting class will be held in the fall. Instructor, American Red Cross.

### **Ballet**

Ballet class will resume in September. Kim Chesley-Breland, Instructor.

### **Boater Education**

Twenty-one (21) people participated in the Boater Education class on Saturday, May 21<sup>st</sup>. Class was held from 9:00 a.m. - 4:00 p.m. Class was instructed by Department of Natural Resources.

### **Dog Obedience**

#### Kinderpuppy May 9<sup>th</sup>

Ten (10) people are participating in the Kinderpuppy class. Classes are held on Mondays at 6:30 p.m. in the gymnasium. The next session of Kinderpuppy is scheduled to begin Monday, July 11<sup>th</sup>. No one is enrolled at this time.

#### Canine Good Citizenship: May 9<sup>th</sup>

Eleven (11) people are enrolled in the Canine Good Citizenship class. Class is held on Mondays at 7:30 p.m. in the gymnasium. Susan Marrett, Instructor.

#### Companion Dog Class: July 11<sup>th</sup>

The next companion dog obedience class will be held on Mondays beginning July 11<sup>th</sup>. Two (2) people are enrolled at this time. Class will be held on Mondays at 7:00 p.m. Susan Marrett, Instructor.

### **Evening Yoga**

May: Twelve (12) people participated in the yoga class; two (2) people paid for the month, and all other participants paid by the class. Classes are held on Monday and Wednesday at 5:30 p.m. in the High Tide/Low Tide Room. Jen Schoolfield, Instructor.

### **Gather Knit & Stitch**

May: Eight (8) participants took part in the Gather Knit & Stitch program which is held on Mondays from 10:00 a.m. – 11:30 a.m. in the Lobby.

### **Guitar Lessons**

May: Three (3) people are enrolled in guitar lessons. Class is held on Tuesdays at 4:15p.m. for ages 8-12 and at 5:15p.m. for 13 years and older. Guitar will resume in September.

Lee Archer, Instructor.



## **Gymnastics/Tumbling**

Gymnastics class will not be held during the summer months but will resume in September. Tricha Tapio, Instructor.

## **Hip Hop: Ages 5 -12**

Hip Hop will resume in September. Emily Self, Instructor

## **Hip Hop - Adult**

May: Thirty (30) people have participated in the adult hip hop class. Adult Hip Hop is an hour and fifteen minute intense dance workout. The class begins with a warm-up and continues with learning dance moves to songs. Classes are held on Thursdays at 7:00 p.m. in the High Tide/Low Tide Room. Angel Roberts, Instructor

## **Jump Start**

2011-2012 Jump Start registration began in January; participants must be four years old by September 1, 2011. Eleven (11) children have registered for the Monday/ Wednesday/ Friday classes; three (3) people have registered for the Tuesday/Thursday classes. Registration will continue until all spaces are full. The maximum participation is ten (10) students per class. The Jump Start school calendar parallels the Charleston County School calendar and City of Isle of Palms holiday calendar. Robin Lee, Instructor.

## **Keenagers**

May: Forty-five (45) members attended a potluck lunch in May; Marty Bettelli attended the meeting to inform the seniors of CARTA opportunities. Members also played Bingo and enjoyed an ice cream social for the last meeting. Seventeen (17) attended Lunch Bunch at Long Island Café. Keenager Committee members will meet with recreation staff in August to discuss plans for 2011 – 2012 activities and meetings will resume in September.

## **Kensington Etiquette: Ages 4-5 & 6-12**

The Kensington Etiquette classes will resume in September. Kensington Etiquette of Charleston, Instructor.

## **Middle School Dance**

Approximately three hundred (300) students attended the Middle School Dance on Friday, May 13<sup>th</sup>. This was the last IOP middle school dance for the school year. No dances are scheduled at this time.

## **Mah Jongg**

Seven (7) people played in the month of May. Mah Jongg is scheduled for Mondays from 12:30 p.m. - 3:00 p.m. Participants supply materials for this activity.

## **Mommy & Me**

May 11<sup>th</sup> sixteen (16) mommies and children gathered, socialized and played. Mommy & Me is held on the 2<sup>nd</sup> Wednesday of the month at 9:30 a.m. - 11:00 a.m. in the Palmetto Room. The organized playgroup will resume in September.

## **Saturday Yoga**

May: Four (4) people have been participating in the Saturday class that meets from 10:00 a.m. - 11:15 a.m. in the High Tide/Low Tide rooms. Jen Schoolfield, Instructor.



## **School's Out Activities/Spring Break**

School's Out activities will resume in September for the 2011 – 2012 school year.

### **Semi-Personal Training**

May: Ten (10) people are participating in the morning semi-personal training classes held on Tuesdays and Thursdays at 10:30 a.m. Five (5) people are enrolled in the evening class held on Tuesdays and Thursdays at 5:30 p.m. Geri D'Italia, Instructor.

### **Senior Aerobics**

May: Fifteen (15) people have been participating in the senior aerobics class. Class is open to all levels of exercise and is offered at the nominal fee of \$5 per class or \$30 for the month. Classes are held on Tuesdays and Thursdays from 3:00 p.m. – 4:00 p.m. Judy Fischer, Instructor.

### **Senior Exercise**

May: Sixty-two (62) active seniors participated in the classes that continue to have a waiting list; classes are held on Mondays, Wednesdays & Fridays at 3:00 p.m. in the High Tide/Low Tide rooms. Judy Fischer, Instructor.

### **Tae Kwon Do**

Youth May: Ten (10) participants attended youth Tae Kwon Do offered Saturdays in the Gym at 9:00 a.m. New participants can join the youth class in January, June and September.

Adult May: Twenty - Three (23) participated in the adult class offered Saturdays in the Gym from 11:00 a.m. to 12:00 noon, Wednesdays in the gym from 7:00 p.m. to 9:45 p.m., and Mondays in the Magnolia Room from 6:30 p.m. to 7:30pm. Adults can join class anytime.

Dr. Jack Emmel, Instructor.

### **Tiny Tots**

Enrollment for the 2011-2012 school year is closed. Both the Monday/Wednesday/Friday and the Tuesday/Thursday classes are full with seven (7) participants, and a waitlist for the 2011-2012 school year has begun. Cathy Adams, Instructor.

### **Total Body Challenge (TBC)**

May: Fifteen (15) people participated in the group fitness classes held Monday through Friday at 8:00 a.m. to 9:00 a.m. in the High Tide/ Low Tide Rooms. Pat Boyd and Angela Reinhardt, Instructors.

### **Yoga**

May: Ten (10) people have been participating in yoga classes held on Tuesdays and Thursdays in the High Tide/Low Tide rooms from 12:30 p.m. – 2:00 p.m. Pat Boyd, Instructor.

### **Zumba**

Fifty (50) people participated in the Zumba class for May. Twenty (20) participants have paid for the session while all other participants are paying by the class. Participants can buy four (4) classes for \$25 or eight (8) classes for \$50; participants also have the option of paying \$8 per class. Classes are held Mondays and Wednesdays at 6:45 p.m. in the High Tide/Low Tide room.

Dale Ellison, Instructor.

### Miscellaneous Work:

- Created employee schedules.
- Met with staff and part-time employees.
- Conducted daily employee shift change meetings.
- Made weekly deposits for Recreation Department.
- Facilitated Instructor payroll.
- Sent *The Island Eye News* Recreation pictures and information, when requested.
- Updated website.
- Interviewed for Evening Desk Attendant position and part-time staff positions
- Hired new part-time employee Geri Turnamian, evening desk attendant
- Assisted with front desk duties and class check-ins.
- Completed Rec Trac system upgrades and maintenance work and updated information.
- Sent Weekly Public Service Announcement for local newspapers.
- Trained front desk staff, Community Specialist and Evening Attendant.
- Assisted with *Peter Pan* production.

### SPECIAL EVENTS

#### **Piccolo Spoleto Sand Sculpting Contest**

The annual Sand Sculpting Contest was held on Saturday, May 28th, 2011 at 9:00am. Thirty-six (37) teams preregistered and thirteen (13) teams registered on Saturday morning. The 2011 Piccolo Spoleto Sand Sculpting consisted of twenty-five (25) sponsors including: American Institute of Architecture, All American Awards, Atlanta Bread Company, Banana Cabana, Beach House Spa, Blackbeard's Cove, , Carvel Ice Cream, Charleston Crab House, Charleston Limo, Coconut Joe's, Barrier Island Eco Tour's, East Copper Sporting Goods, Isle of Palms Accommodation Tax, Isle of Palms Marina, My Favorite Things, Navy/ Marine Corp Energy Efficiency, Sea Biscuit, Battery Soccer Team, Twin River Lanes, Coastal Eco Tour, Coleman Public House, Trek, Windjammer, Wild Dunes. Winners for the 2011 Piccolo Spoleto Sand Sculpting Contest are:

#### **Best of Children's**

- 1st Site O - Bee Green
- 2nd Site R - Mickey Mouse
- 3rd Site P - Save Our Oceans

#### **Best Architectural**

- 1<sup>st</sup> Site 18 On Stranger Tides
- 2<sup>nd</sup> Site 16 Not a Gaudi Castle
- 3<sup>rd</sup> Site 35 Smurf's Village

#### **Best of Young Adults**

- 1st Site N - Oliver the Octopus

#### **Best Adults**

- 1<sup>st</sup> Site 19 Bent Chain
- 2<sup>nd</sup> Site 15 Camp IOP
- 3<sup>rd</sup> Site 21 Thank you Navy SEALS

#### **Best of Family**

- 1st Site 26 - Tubers
- 2nd Site 27 - Sand Gecko
- 3rd Site 30 - Cowabunga

#### **BEST OF SHOW - Overall**

- Site 23 Mona Lisa

#### **Most Creative**

- 1st Site 20 - Biccolo Spoleto
- 2nd Site 36 - Gulliver Swimming
- 3rd Site BB - Toasted on the Beach



### **Peter Pan Production**

The Isle of Palms Recreation, in conjunction with Crabpot Players, put on the production of *Peter Pan* on May 25<sup>th</sup> through May 28<sup>th</sup>. The production was supported by the Isle of Palms Accommodations Tax. The attendances for each night were limited to one hundred (100) chairs with all advanced tickets sold. Ninety-three (93) attended Wednesday, ninety (90) on Thursday, eighty-one (81) on Friday and eighty (80) Saturday.

### **Camp Summershine/Wee Camp**

Camp Summershine/Wee Camp will begin on Monday, June 6<sup>th</sup>. This eight (8) week camp will end on Friday, July 29<sup>th</sup>. Nine (9) camp counselors were hired to supervise the seventy-two (72) children who will be participating each week. Counselors will develop and organize a schedule of activities, games and events for each week of camp according to the weekly theme. Some themes include: Wild Waters, Dodge This, Around the World, and Island Idol week. The Counselors, along with recreation staff, organized and supervised daily morning fitness activities, arts and crafts, team building activities and games. Campers participate in onsite activities provided by Charleston Jump Castles and field trips to Splash Zone, Blackbeard's Cove, River Dog Game, and Carolina Ice Palace.

## **ATHLETICS**

### **Spring Softball**

Six (6) teams competed in the 2011 spring season. Games began on Monday, March 14<sup>th</sup> and were played every Monday and Wednesday evening. Seaworthy, captained by David Sykes won the regular season. Windjammer, captained by Larry Trace, finished the regular season as runners-up. The regular season ended Monday, May 9<sup>th</sup>. A double-elimination post-season tournament began on Wednesday, May 11<sup>th</sup> and ended on Monday, May 23<sup>rd</sup>. Seaworthy finished as the tournament champions while Windjammer finished as the tournament runners-up. Lowcountry Officials umpired games, while a recreation staff member was onsite to keep score. Regular season champions and runners-up received shirts, and tournament champions received championship plaques.

### **Adult 3-on-3 Basketball**

Eight (8) teams registered to play in the league including two (2) new teams. The season started on Thursday, March 18<sup>th</sup> and was played on Tuesday evenings. Chem South, captained by Tom Oppold, won the regular season. Able Minded Charters, captained by Mike Able, finished as the regular season runners-up. The regular season ended on Tuesday, April 26<sup>th</sup>. A double-elimination tournament followed the regular season that began on Tuesday, May 3<sup>rd</sup>. The players officiated the games, and a recreation staff member was onsite to keep score. Chem South finished as the tournament champions while Able Minded Charters finished as the tournament runners-up. Regular season champions received champion shirts. Tournament champions received champion t-shirts.

### **13<sup>th</sup> Annual Half Rubber Tournament**

The 13<sup>th</sup> Annual Half Rubber Tournament is scheduled for Saturday, August 20<sup>th</sup> and Sunday, August 21<sup>st</sup> if needed. The Captain's meeting/check-in will begin at 7:30 a.m. and games will begin at 8:00 a.m. The registration fee is \$20 per person. Teams may consist of 3 or 4 players. Sponsors for the tournament are being solicited for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winners. Information concerning the tournament can be found on the City's website.



### **T-Ball (5 & 6 year olds)**

A coach's meeting was held Wednesday, February 23<sup>rd</sup> at 5:00 p.m. Games were played on Saturday mornings on the baseball field. Practices were held through March, and games kicked off Saturday, April 9<sup>th</sup>. The season ended on Saturday, May 21<sup>st</sup>. Coaches umpired the games. No scores or league standings were kept. Staff was onsite to supervise games and practices. All participants received a trophy.

### **Machine Pitch (7 & 8 year olds)**

A coach's meeting was held Wednesday, February 23<sup>rd</sup> at 5:15 p.m. Games were played on Saturday mornings on the softball field. Practices were held through March, and games kicked off Saturday, April 9<sup>th</sup>. The season ended on Saturday, May 21<sup>st</sup>. Coaches umpired the games. No scores or league standings were kept. Staff was onsite to supervise games and practices. All participants received a trophy.

### **Youth Baseball (9 – 12 years old)**

The Skill evaluation/coach meeting was held on Wednesday, February 23<sup>rd</sup> at 6:00 p.m. Practices were held through March, and games kicked off Tuesday, April 5<sup>th</sup>. The regular season champions were Luke-N-Ollies, coached by Jim Anderson. Windjammer finished as the regular season runners-up. The regular season runners-up and champions received trophies. Luke-N-Ollies finished as the tournament champions and Windjammer finished as tournament runners-up. Postseason runners-up and champions received plaques. Lowcountry Officials umpired the games while recreation staff was onsite to keep score. Two (2) teams of twelve (12) players were selected to the all star game that took place on Tuesday, May 31<sup>st</sup>.

### **Youth Baseball Participation**

Fast Start Baseball	Total: 42	Isle of Palms: 15	Non Residents: 27
5/6 T-Ball	Total: 51	Isle of Palms: 29	Non Residents: 22
7/8 Machine Pitch	Total: 35	Isle of Palms: 13	Non Residents: 22
9/12 Cal Ripken	Total: 45	Isle of Palms: 36	Non Residents: 9

### **Friday Night Hoops**

Friday Night Hoops is an opportunity for youths ages 7–12 to participate in a basketball clinic where Scottie Frier and Recreation staff supervise, instruct and play from 6:00 p.m. – 8:00 p.m. The most recent Hoops session was offered on May 6<sup>th</sup> where four (4) players participated and learned the various skills of basketball. The next Friday Night Hoops will be offered on June 24<sup>th</sup>. There is a \$10 registration fee per athlete, and all participants receive a shirt, towel, magnet or duffle bag during each session.

### **Friday Night Hoops Participation:**

November 19 <sup>th</sup>	Session Total: 17	Isle of Palms: 12	Non Residents: 5
December 3 <sup>rd</sup>	Session Total: 13	Isle of Palms: 10	Non Residents: 3
December 17 <sup>th</sup>	Session Total: 4	Isle of Palms: 2	Non Residents: 2
January 7 <sup>th</sup>	Session Total: 10	Isle of Palms: 7	Non Residents: 3
January 21 <sup>st</sup>	Session Total: 23	Isle of Palms: 16	Non Residents: 7
February 11 <sup>th</sup>	Session Total: 16	Isle of Palms: 9	Non Residents: 7
March 11 <sup>th</sup>	Session Total: 6	Isle of Palms: 5	Non Residents: 1
March 25 <sup>th</sup>	Session Total: 6	Isle of Palms: 4	Non Residents: 2
May 6 <sup>th</sup>	Session Total: 4	Isle of Palms: 4	Non Residents: 0



## Friday Night Spikes

Friday Night Spikes is an opportunity for youth ages 7–16 years to participate in a volleyball clinic where Laura Togami and Recreation staff supervise, instruct, and play from 6:00 p.m. – 8:00 p.m. Teens will learn and improve the fundamentals of volleyball through drills and instruction aimed at developing the whole player. The next session of Friday Night Spikes will be held on Friday, June 10<sup>th</sup>.

## Friday Night Hoops Spikes:

March 4	Session Total: 9	Isle of Palms: 5	Non Residents: 4
March 18	Session Total: 13	Isle of Palms: 9	Non Residents: 4
April 1	Session Total: 13	Isle of Palms: 10	Non Residents: 3
April 29	Session Total: 11	Isle of Palms: 8	Non Residents: 3
May 20	Session Total: 6	Isle of Palms: 5	Non Residents: 1

## Youth Dodgeball Pick Up Games

The games are scheduled from 3:45- 5:00pm. and are geared for children 7-12 years old. It is free to participate. Children can sign up in advance or just show up to play. Games are played in the IOP Gymnasium. Three (3) children came to May 15<sup>th</sup>, so the game was cancelled. A recreation staff member is onsite to supervise these games.

## Dodgeball Pick Up Games Participation:

March 9 <sup>th</sup>	Session Total: 31
March 23 <sup>rd</sup>	Session Total: 7
April 13 <sup>th</sup>	Session Total: 9
May 15 <sup>th</sup>	Session Total: 3

## Isle of Palms Beach Run

The Isle of Palms Beach Run is scheduled for Saturday, July 23<sup>rd</sup>. The beach run consists of a 5K Run/Walk beginning at 8:00 a.m. and Youth Fun Runs begin at 9:00 a.m. The registration fee is \$20 for the 5K Run/Walk or \$5 for the Youth Fun Runs. Packet pickup will be held on Friday, July 22<sup>nd</sup> from 4:00-6:30pm at the Windjammer. Currently, five (5) participants are registered for the run and two (2) are scheduled for the Fun Runs. The 5K Run/Walk winners will receive medals. The Youth Fun Run participants will all receive participation ribbons and Carvel Ice Cream coupons. All sponsors are finalized.

## Baseball Camp (7-12 year olds)

Camp was scheduled for June 13<sup>th</sup> – 17<sup>th</sup> from 9:00am – 12:00pm. Registration began March 28<sup>th</sup> for IOP Residents. Open Registration began April 11<sup>th</sup>. Only four (4) children registered for camp, therefore the camp has been cancelled since it did not reach the required minimum of ten (10) participants.

## Rising Stars Basketball Camp (5-13 year olds)

The Isle of Palms Rising Stars Basketball Camp is instructed by Rising Stars Staff. Half-day camp will run from 9:00 a.m.- 12:00 p.m. with full-day camp running from 9:00 a.m.-4:00 p.m. Camp is for children ages 5-12 years old. Registration began March 28<sup>th</sup> for IOP Residents. Open registration began on April 11<sup>th</sup>. The registration fee for a half day is \$125 and for a full day \$180. Currently, twenty seven (27) children are registered for the full day session and seven (7) children are registered for the half day camp. Campers will receive a camp shirt, head band, basketball and water bottle.



### **Girls Volleyball Clinic (10-15 year olds)**

The Isle of Palms Volleyball clinic is instructed by Wando High School Volleyball Coach, Alexis Glover. The clinic is scheduled for July 5<sup>th</sup> - 8<sup>th</sup> from 9:00 a.m.- 12:30 p.m. The registration fee is \$125 and is open to girls ages 10-15 years old. Registration began March 28<sup>th</sup> for IOP Residents. Open registration began on April 11<sup>th</sup>. Currently, twenty (20) participants are enrolled in camp. The camp is limited to 50 participants. Campers will receive a camp shirt.

### **Boys Lacrosse Camp (7-18 year olds)**

The Isle of Palms Lacrosse Camp is instructed by Lowcountry Lacrosse. The Boys Lacrosse camp is scheduled for July 18<sup>th</sup> - 22<sup>nd</sup> from 9:00 a.m.- 12:00 p.m. The registration fee is \$125 for residents and \$130 for non-residents. The camp is open to boys and girls ages 7-18 years old. Registration began March 28<sup>th</sup> for IOP Residents. Open registration will begin on April 11<sup>th</sup>. Currently, forty seven (47) have registered for the introduction session. There is a minimum requirement of fifteen (15) participants in order to run this camp. Campers will receive a 1-year membership to US Lacrosse, reversible pinny, lanyard, and sticker.

### **Girls Lacrosse Camp (7-18 year olds)**

The Isle of Palms Lacrosse Camp is instructed by Lowcountry Lacrosse. The Introduction to Lacrosse camp is scheduled for July 25<sup>th</sup> -29<sup>th</sup> from 9:00 a.m.- 12:00 p.m. The registration fee is \$125 for residents and \$130 for non-residents. The camp is open to boys and girls ages 7-18 years old. Registration began March 28<sup>th</sup> for IOP Residents. Open registration will begin on April 11<sup>th</sup>. Currently, eleven (11) are registered for the girls' session. There is a minimum requirement of fifteen (15) participants in order to run this camp. Campers will receive a 1-year membership to US Lacrosse, reversible pinny, lanyard, and sticker.

### **Soccer Camp (5-13 year olds)**

The Isle of Palms Soccer Camp is instructed by Suarez Soccer School. The camp is scheduled for August 1<sup>st</sup> - 5<sup>th</sup>. The registration fee for a half day of camp is \$125, while the registration fee for the full day of camp is \$180. Registration began March 28<sup>th</sup> for IOP Residents. Open registration began on April 11<sup>th</sup>. Currently, seventeen (17) are registered for a full day of camp and eight (8) for a half day. Campers will receive a camp t-shirt.

## **COMMUNITY SPECIALIST**

### **Daily Responsibilities**

- Completed opening procedures and reported damages to supervisor.
- Prepared classrooms for next program when supervisors were unavailable.
- Updated Department's media center as needed.
- Registered class participants, answered phones and welcomed visitors.
- Updated daily front desk information folders.
- Monitored security cameras.
- Managed the sign-in sheets for gymnasium and Cardio Room.
- Answered questions regarding current and upcoming programs/events.
- Assisted the Director and other staff members on a regular basis.
- Prepared purchase orders for staff.
- Participated in daily/weekly staff meetings.



- Continued to post and update events and activities onto community calendars and media outlets event sites/contacts.
- Showed first-time visitors around Recreation Center and introduced them to the facilities and programs that are available.
- Updated and maintained recreation portion of city website.

**Other Duties**

- Matched invoices & purchase orders and then filed.
- Located and entered special events/newspaper articles into binder.
- Maintained lost-and-found folder and bins.
- Completed and sent out weekly PSAs.
- Helped to create program participant roster sheets.
- Contacted local machine vendors for machine repair and replacement.
- Completed housekeeping duties when supervisor was unavailable.
- Worked in Microsoft Publisher to complete following month’s main and room calendars that display daily programs and activities being held.
- Helped in the completion of Tiny Tots/Jump Start graduation programs and certificates.
- Organized Magnolia room library.
- Helped to train new part time front desk employee(s).
- Called class participants to inform them of class cancellations/changes.
- Helped to organize *Peter Pan* production tickets and programs.

**Most Frequently Asked Questions**

- “Do you have a pool here?”
- “Do you still have summer camp availability?”
- “Is there a fee to use the cardio room and gymnasium?”

**Most Frequent Unsolicited Comments**

- “Your Recreation Center is so beautiful.”
- “My children really love your playground.”
- “This building looks brand new!”

<b>Front Desk Summary: Monday – Friday</b>	<b>Cardio Room Usage:</b>	257
Phone Calls: 278	<b>Open Gym Participants</b>	
Walk-Ins: 302	Residents:	167
	Non-Residents:	255

**PARKS & FACILITIES**

**Housekeeping**

- Performed routine housekeeping duties.
- Completed monthly safety inspections.
- Cleaned and serviced maintenance equipment.
- Replaced and refilled air fresheners and other sanitary devices.
- Sanitized ice machines.
- Supervised monthly pest control service.



## **Facility Preparations**

- Assisted with the set-up of gymnasium and class rooms for daily scheduled programs, athletics, activities, meetings and special events.

## **Interior Maintenance**

- Serviced and cleaned Cardio room equipment.
- Unclogged toilets and drains as needed.
- Replaced light bulbs, fixtures and ballast as needed.
- Contacted Palmetto Fitness Repair regarding Cardio room equipment repairs.
- Supervised Berkeley Heating and Air during Unit #7 repairs and compressor unit replacement.
- Supervised Beasley Mechanical Contractor, Inc. for ice machine repairs.
- Repaired ping-pong table.

## **Exterior Maintenance**

- Inspected playground equipment and removed graffiti and treated for wasps.
- Removed trash and debris from around the building.
- Washed Expansion exterior under eave, walls, windows and furniture.
- Inspected facilities exterior for damages after several hail storm.

## **Miscellaneous**

- Attended staff meetings and Wellness Connection.
- Placed phone calls to and met with supply sales representatives.
- Ordered and received maintenance supplies.
- Updated the maintenance records.
- Assisted Grounds Maintenance Supervisor with the marking of parking designation along Palm Boulevard.

## **PARKS & GROUNDS MAINTENANCE**

### **Recreation Building and Activities**

- Replaced timer for the outside lighting for the building.
- Manufactured stanchions for outside activities.
- Attended all staff meetings.
- Completed monthly inspection reports.
- Helped set up and break down for most ongoing and special events.

### **Recreation Grounds**

- Weeded and applied herbicide to all beds around the main building.
- Replaced # 14 Frisbee Golf flag pole.

### **Playground**

- Reset border spikes as needed.
- Applied weed control "Dollar Weed" in the playground area.



### **Basketball and Tennis Courts**

- Repaired Tennis court Fountain.
- Retied Tennis court Windscreen.
- Retied Basketball nets as needed.

### **Baseball (Scalise) Field**

- Applied weed killer to areas in dugout.
- Dragged and lined as needed for games and practices.

### **Softball (Clarkin) Field**

- Dragged and lined as needed for games and practices.

### **Soccer Field**

- Applied 18-0-8 fertilizer with Allectus insecticide.
- Replaced several bulbs in the Scoreboard.

### **Bark Park**

- Made repairs to doggie park fencing at several areas.
- Reset cement blocks at seating area in the doggie park.

### **Multi-purpose Field**

- Picked up debris and maintained as needed.
- Filled holes on the field as needed.

### **Equipment**

- Repaired small mower Rope Pull.
- Serviced truck for lube & oil.
- Repaired adjuster for the field chalkier.