

## **Building and Grounds**

## **Grounds:**

### Department Aspects

- A. Head grounds person: Is responsible for the upkeep of exterior of all buildings and the landscaping of manicured yards and maintenance of grounds. Must maintain many time based maintenance schedule items examples - Checking leach field drainage and liming, pumping septic tanks, checking gutters, checking house UV water filters, furnace/HVAC maintenance. Will need to refer to manual often to effectively satisfy property needs.
- B. Staff:
- C. Volunteers:
- D. List of buildings:
  - A. Blue Sky Center
  - B. Cabins
  - C. Cottage
  - D. Coups
  - E. Lake House,
  - F. Main House, Main house Addition
  - G. Newman House
  - H. Panini House, Panini House Annex
  - I. Sapphire House
  - J. Shrine
- E. List of Gardens:

#### F. Grounds Maintenance List:

1. Winter snow removal: From coop roof and Lake House Dinning Hall, order Sand and Salt, insure grounds safety, plowing of roads and shoveling of walk ways.
2. Trash collection and debris removal
3. Rake Stones from Grass (from winter plowing) to protect mowers
4. Keep mowers and weed whackers in good tune
5. Check tool inventory and materials
6. Clean areas around buildings
7. Fill in holes found in the yards
8. Mow, weed whack lawns and control poison ivy
9. Liming of septic fields (see maps)
10. Small tree removal
11. Maintain fuel for mowers, weed whackers, and other equipment

#### G. Safety Aspects for Karma Yogi's

1. Proper footwear
2. Eye protection (provided)
3. Gloves (provided)
4. Sun block

Pay attention to needs of help as they are under your responsibility. Insure they hydrate and are working in a safe manner.