

Annual Operating Schedule by Month Bedford Reservation											Operating Year 2009	
Task	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC
Picnic Areas:												
Ground litter pickup	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Empty trash barrels	As needed	As needed	As needed	Daily	Daily	Daily	Daily	Daily	Daily	Daily	As needed	As needed
Clean pads/grills	As needed	As needed	As needed	2x week	2x week	2x week	2x week	2x week	2x week	2x week	As needed	As needed
Paint grills					As needed							
Restrooms checked	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Check/repair tables	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Turn on water				1x year								
Turn off water											1x year	
Install new tables				As needed	As needed							
Blow/mulch leaves					As needed					As needed	As needed	As needed
Snow removal	As needed	As needed	As needed	As needed							As needed	As needed
APT:												
Litter pickup	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Empty trash barrels	As needed	As needed	As needed	As needed	Daily	Daily	Daily	Daily	Daily	Daily	As needed	As needed
Blow/mulch leaves				As needed	As needed					As needed	As needed	As needed
Snow removal	As needed	As needed	As needed	As needed							As needed	As needed
Clean surface	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Inspect signs	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Hiking Trails:												
Litter pickup	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Empty trash barrels	As needed	As needed	As needed	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	As needed	As needed
Surface Repairs	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Deadwood Removal	1x month	1x month	1x month	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	1x month	1x month
Blow/mulch leaves				As needed	As needed					As needed	As needed	As needed
Inspect signs	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Shelters:												
Inspection	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Litter pickup	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Empty trash barrels	As needed	As needed	As needed	Daily	Daily	Daily	Daily	Daily	Daily	As needed	As needed	As needed
Chimney Inspection					Annually							
Clean	As needed	As needed	As needed	2x week	5x week	5x week	5x week	5x week	5x week	3x week	As needed	As needed
Snow removal	As needed	As needed	As needed	As needed							As needed	As needed
Repairs	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Roadways:												
Litter pickup	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Snow removal	As needed	As needed	As needed	As needed							As needed	As needed
Blow/mulch leaves				As needed	As needed					As needed	As needed	As needed
Sign inspection	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month
Patch holes	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Clear drains	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Bridges:												
Litter pickup	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Snow removal	As needed	As needed	As needed	As needed							As needed	As needed
Blow/mulch leaves				As needed	As needed					As needed	As needed	As needed
Inspect signs	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month
Clear drains	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Clean abutments and Piers					As needed		As needed		As needed		As needed	
Clean debris from channel	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Power wash deck and abutments					As needed		As needed		As needed		As needed	
Add channel protection	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Patch holes	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Report to Park Operations and PDNR											Annually	
Play Equipment:												
Inspect swings	1x month	1x month	1x month	2x month	2x month	2x month	2x month	2x month	2x month	2x month	1x month	1x month
Replace parts					As needed				As needed			

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Task	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC
Trees:												
Removal	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Inspection	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month
Mulch				As needed	As needed	As needed	As needed	As needed	As needed	As needed		1x month
Water					As needed	As needed	As needed	As needed	As needed	As needed		
Install "spring" trees					As received							
Install "fall" trees										As received		
Planters:												
Inspect					2x month	2x month	2x month	2x month	2x month	2x month		
Prepare beds				As needed	As needed							
Weed beds				As needed	As needed	As needed	2x month	2x month	2x month	As needed		
Mulch beds				As needed	As needed	As needed	As needed	As needed	As needed			
Deadhead plants									As needed	As needed	As needed	
Plant perennials					As received					As received		
Turf Areas:												
Mow				As needed	Weekly	Weekly	Weekly	Weekly	Weekly	As needed		
Fertilize					1x year							
Aerate					1x year							
Trim				As needed	As needed	Weekly	Weekly	Weekly	Weekly	As needed		
Management Center/Rangers												
Inspection	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month	1x month
Repairs	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Replace supplies	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Gasoline/Diesel	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Payroll	2x month	2x month	2x month	2x month	2x month	2x month	2x month	2x month	2x month	2x month	2x month	2x month
Records	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Equipment:												
Inspect equipment	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly
Prepare "winter" equipment								As needed	As needed	As needed		
Prepare "summer" equipment	As needed	As needed	As needed									As needed
Repair "winter" equipment	As needed	As needed	As needed								As needed	As needed
Re-hab "summer" equipment	As needed	As needed	As needed								As needed	As needed
Repair "summer" equipment				As needed	As needed	As needed	As needed	As needed	As needed	As needed		
Re-hab "winter" equipment				As needed	As needed	As needed	As needed	As needed	As needed	As needed		
PM service	1x quarter	1x quarter	1x quarter	1x quarter	1x quarter	1x quarter	1x quarter	1x quarter	1x quarter	1x quarter	1x quarter	1x quarter
Boundaries:												
walk/inspect	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly