



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

**AGENDA
VILLAGE OF SUSSEX
PARK AND RECREATION BOARD
TUESDAY, OCTOBER 18, 2016
6:30 PM
SUSSEX COMMUNITY CENTER, W240 N5765 MAPLE AVENUE
SUSSEX, WI 53089**

Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Village of Sussex Park & Recreation Board, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.)

1. Call to order
2. Roll call
3. Citizen comments
4. Consideration and possible action on the minutes from the September 20, 2016 meeting minutes.
5. Consideration and possible action on the Hidden Hills Tree Preservation Plan.
6. Consideration and possible action on the Special Events Permit Form.
7. Parks and Recreation Board Chair election.
8. Civic Campus Update
9. Deputy Director Report
10. Director Report
11. Topics for future agenda items.
12. Adjournment

Robert Fourness
Chairperson

Jeremy Smith
Village Administrator

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipalities may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jeremy Smith at 246-5200.

Village of Sussex
Sussex, WI
Park and Recreation Board Minutes
Tuesday, September 20, 2016

Meeting called to order 6:35 p.m.

Members Present: Chairman Bob Fourness, Trustee Wendy Stallings, Kelly Tetting and Anne Golding.

Members Absent: Don Spenner and Chris-Prange-Morgan.

Also Present: Park & Recreation Deputy Director Megan Sackett and Administrative Service Director Casey Griffiths.

Citizen Comments: Bob Fourness commented that two trash cans were moved out of their usual positions in Village Park for an organized event and not moved back. The locations of the garbage cans are important in that park users such as dog walkers make use of them knowing the cans are on their personal "route." Megan Sackett will follow up.

Consideration and possible action on the minutes from the Tuesday, August 16, 2016 meeting: A motion was made by Stallings, seconded by Golding to approve the minutes.

Motion carried.

Consideration and possible action on the Mount Cavalry Cross Country contract for September 28th:

A motion was made by Fourness, seconded by Tetting to recommend that the Village Board approve the contract as presented.

Motion carried.

Consideration and possible action on the changes to the rental policies: Discussion was held regarding the proposed rental policy changes captured in two sets of forms. One set of forms apply for the rental of Civic Center facilities and the other set of forms for the rental of Park facilities. Policy language regarding how early an event may be scheduled in advanced and large reoccurring special events" to be further defined and presented at the next meeting.

A motion to accept the changes to the rental policies as presented and recommend that the Village Board approve the policies was made by Stallings, seconded by Tetting; recognizing that additional information is to be shared next month.

Motion carried.

Parks and Recreation Board Chair Election: Recommendation made by Stallings to table the election until next month on account of several members being excused from the meeting tonight. A motion to accept the recommendation was made by Fourness, seconded by Golding.

Motion carried.

Civic Campus Update report was given by Director Griffiths. Discussion was held.

Deputy Director Report was given by Deputy Director Sackett and discussion was held.

Director Report was given by Director Griffiths on behalf of Director Snapp and discussion was held. Of particular note, the Village Board had approved the promotion of Interim Deputy Director Sackett to Deputy Director Sackett. The official change recognizes Ms. Sackett's outstanding work and contributions to the Village. Congratulations Deputy Director Sackett!

Next Meeting: October Meeting will be held at the Community Center on October 18th. There will be a chairman election and rental policy language refinement review / follow up.

A motion was made by Golding, seconded by Stallings to adjourn the meeting at 7:19 p.m.

Motion carried.

Minutes respectfully submitted by
Anne Golding

Parks and Recreation Board – Community Member



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

MEMORANDUM

To: Park and Recreation Board
From: Kasey Fluet, Assistant Development Director
Re: Hidden Hills Subdivision

Date: October 10, 2016

Hidden Hills is a proposed 41 lot single family subdivision to be annexed to the Village of Sussex. The proposed subdivision is to be located at W239N7542 Maple Avenue east of Maple Avenue north of Good Hope Road, between the Majestic Heights and Pine Ridge subdivisions. The goal of this subdivision is to protect a large percentage of the woods, which will be deed restricted for protection in all areas outside of areas A, B, and C on the map. This not only maintains a young forest (it started in the 90's) and allows it to develop into a mature forest, but create an extensive buffer between adjoining developments to give lot owners privacy. Many of these trees are ash trees and they will die due to the ash borer problem.

A majority of the trees in section A, B, C, where tree removal will occur for roadways and lots are in poor condition or are non-protected species. See the inventory and plan for information. The developer will hit the cap of \$100,000 for tree mitigation per Village policy and thus the plan meets the standards. The Village will utilize those funds to establish trees in rights of way and in parks.

Staff recommends: Staff recommends the Park and Recreation Board approve the tree preservation and mitigation plan for Hidden Hills Subdivision and require the onetime payment of \$100,000 to meet the standards for the same.



Garland Alliance, Inc.

**Hidden Hills Subdivision
Maple Avenue, Village of Sussex, WI
Tree Preservation Plan prepared for Brian Tetting**

Methodology:

Subdivision broken down into 3 areas that were then surveyed with crew. Limits were to clearing/grading extent per plan submitted by Trio Engineering.

General Findings:

Woods were dominated by Fraxinus (Ash), Acer Negundo (Box Elder), Populus (Poplar), and Prunus Serotina (Pin Cherry), Rhamnus (Buckthorn), Prickly Ash and Lonicera (Honeysuckle) were present.

The existing Oaks were in decline with several (10) being of good quality.

In general, the trees were in fair to poor condition due to neglect and lack of forestry management programs/practices.

Finding as follows is list of desirable trees that are scheduled to be removed:

Area A

293 total trees consisting of:

Tilia Americana (American Basswood), Carya gratata (Hickory), Prunus Serotina (Pin Cherry), Quercus Rubra/Alba (Red/White Oak) ranging in size. DBH of 5" –24" with 8" DBH or less being dominate in numbers and Tilia Americana (American Basswood) dominating species.

Area B

243 total trees consisting of:

Acer Saccharum (Sugar Maple), Prunus Serotina (Pin Cherry) and Quercus Rubra (Red Oak) ranging in size DBH 5" – 18" with 1 Maple at 18" DBH otherwise 7-8" DBH dominated. Prunus Serotina (Pin Cherry) dominating species with Fraxinus (Ash) species overwhelming area.

Area C

166 total trees consisting of:

3 Acer Saccharum (Sugar Maple) and 163 Prunus Serontina (Pin Cherry). Acer (Maple) species DBH 10-14", remaining Prunus (Cherry) 5-12". Other dominating species in this area was Acer negundo (Box Elder), some Fraxinus (Ash) and Acer Saccharinum (Silver Maple).



PO BOX 510125 Milwaukee, WI 53202
Metro Milwaukee and areas beyond
(414) 688-1641 / (414) 897-7291 Fax
www.garlandalliance.com / garlandalliance@gmail.com
Like us on Facebook and Follow us on Twitter & Houzz
Search for Garland Alliance





GARLAND ALLIANCE
LANDSCAPE ARCHITECTS

P.O. BOX 11913
SHOREWOOD, WI 53211
PHONE: (414) 962-1602

TREE INVENTORY PLAN

HIDDEN HILLS SUBDIVISION

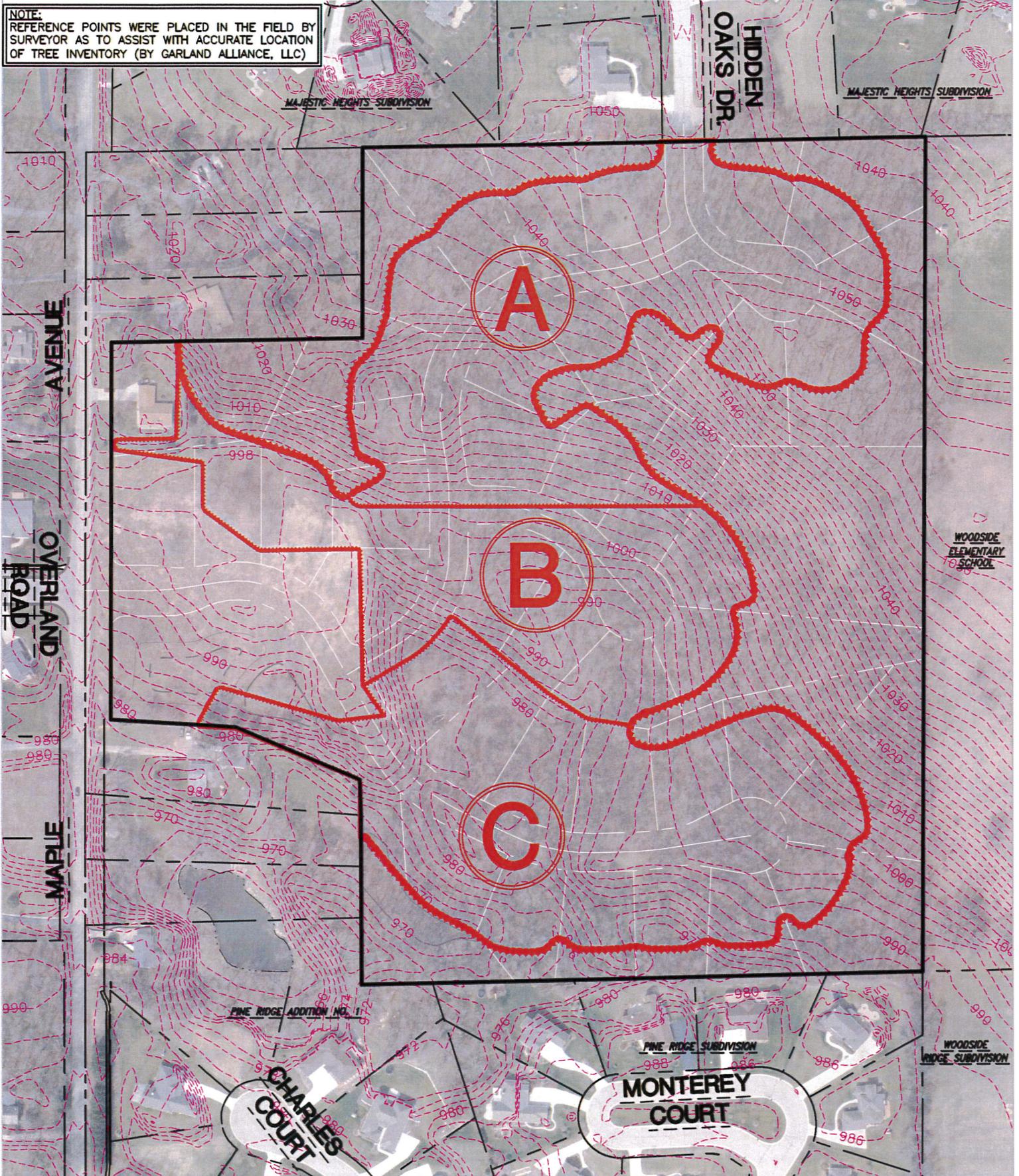
MAPLE AVENUE

VILLAGE OF SUSSEX, WI

10/03/2016



NOTE:
REFERENCE POINTS WERE PLACED IN THE FIELD BY SURVEYOR AS TO ASSIST WITH ACCURATE LOCATION OF TREE INVENTORY (BY GARLAND ALLIANCE, LLC)





AERIAL OF THE SITE in 2015



N64W23760 Main Street
Sussex, Wisconsin 53089
Phone (262) 246-5200
FAX (262) 246-5222
Email: info@villagesussex.org
Website: www.villagesussex.org

MEMORANDUM

To: Sussex Park and Recreation Board

Cc: Casey Griffiths, Administrative Services Director

From: Sasha Snapp, Parks and Recreation Director

Re: Special Events Permit Form

Date: October 13, 2016

Each year the number of outside groups the Parks and Recreation Department works with to host their special event in Village Park increases. The Department would like to institute the use of a Special Event Permit Form that has a number of questions that will better assist the staff to prepare for these rentals and therefore provide better customer service. Similar forms are used in a number of other communities. Included in your packets is the form from Middleton, Wisconsin.



Application for a Special Event Permit

Sussex Parks & Recreation Department

N64 W23760 Main Street - Sussex, WI 53089

Phone: 262-246-5200 Fax: 262-246-5222

Email: recinfo@villagesussex.org

A Special Event is defined as any event with over 200 people in attendance. Reservations must be made six weeks in advance and are subject to an approval process.

ORGANIZATION INFORMATION - Answer all questions completely

Permit Fee \$25.00

Name of Organization: _____

Address: _____ City, State, Zip: _____

Website: _____ Tax Exempt Number (attach proof): _____

CONTACT INFORMATION

Event Contact Person: _____ Email: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Alternate Contact: _____ Email: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

EVENT INFORMATION - Answer all questions completely

Name of Event: _____

Date(s) of Event: _____

Event Hours: (include both your set-up time and clean up time) _____

FACILITIES THAT WILL BE USED DURING EVENT:

Park Open Air Shelters

- _____ \$100 Deposit Required
- _____ \$155 Village Park Lion's Open Air Shelter (Cap. 240)
- _____ \$55 Village Park Early Days Open Air Shelter (Cap. 40)
- _____ \$80 Village Park North Open Air Shelter (Cap. 60)
- _____ \$55 Armory Park Open Air Shelter (Cap. 40)

Enclosed Facilities

- _____ \$100 Deposit Required
- _____ \$100 Village Park Lion's Building (Cap. 40)
- _____ \$50 Armory Concession Stand

Alcoholic Beverage Permit - see page 2 for details

- _____ \$15 Beer Permit Fee per day

Disc Golf & Softball - Tournaments and Leagues

- _____ \$400 Deposit Required for rental
- _____ \$100 Tournament/Closure for special event
- _____ \$25 League (3 hour period per facility per day)

Non-designated Field Rental/Open Space - Approval needed

- _____ \$100 Deposit Required for rental
- _____ \$25 Field Rental/Open Space (max of \$100)

Soccer Fields (3 hour period per rental)

- _____ \$100 Deposit Required for rental
- _____ \$25 Armory #1-6 _____ \$5 Armory #7

Baseball Diamonds (3 hour period per field)

- _____ \$100 Deposit Required for rental
- _____ \$10 Village Park #1 South
- _____ \$10 Village Park #2 Central
- _____ \$10 Village Park #3 North
- _____ \$10 Village Park Lighted Diamond
- _____ \$10 Lights for Lighted Diamond (fee/day)
- _____ \$10 Hardball Diamond
- _____ \$10 Armory Park #1
- _____ \$10 Armory Park #2
- _____ \$10 Armory Park #3
- _____ \$10 Armory Park #4 (T-ball/Little League)
- _____ \$15 Field Prep Per Diamond

Tennis Courts (fee per court)

- _____ \$10 Village Park #1
- _____ \$10 Village Park #2
- _____ \$10 Melinda Weaver #1
- _____ \$10 Melinda Weaver #2

Volleyball Courts (fee per court)

- _____ \$10 Village Park #1
- _____ \$10 Village Park #2
- _____ \$10 Armory Park #1

GENERALLY DESCRIBE YOUR EVENT AND ITS PURPOSE

Estimated Parking Needs: _____ **Estimated Attendance:** _____

ADDITIONAL INFORMATION - Special Event Permit

| | NO | YES | ACTION TO BE TAKEN | FEE |
|---|----|-----|--|-----|
| Was a Special Event Permit ever previously approved or denied for this event? | | | | |
| Will there be outdoor amplified sound? | | | Auto radios, portable radios, television sets, band instruments, and any musical devices must be turned low at all times so as not to be heard from a distance beyond 20 feet from the instrument, | |
| Will alcohol be served or consumed? | | | \$15 Beer/Beverage Permit Fee per day | |
| Will alcohol be sold? | | | \$10 Picnic License, \$7 for each background | |
| Are you requesting any Village street(s) to be closed to traffic? | | | Prepare traffic control plan in conformance with Waukesha County Sheriffs Department. | |
| Will items or services be sold or given away at the event? | | | A State Sellers permit may be required. | |
| Does this event involve a plan for tents, stages, inflatable bounce houses or temporary structures? | | | Must contact Diggers Hotline to have the area marked. Other lines may be required to be located by the Village Department of Public Works for a fee. Site plan may be required. | |
| Does your event include food concession, preparation areas, and/or do you intend to cook food in the event area? If so, will there be open flame cooking in booths, food trucks, or | | | The food vendors need to be licensed through the state. | |
| Will there be any temporary electrical wiring used? | | | Use of electricity will be metered and charged after the event is complete. | |
| Will there be a need for additional refuse or recycling containers? | | | Indicate in your plan of operations your anticipated refuse and recycling needs. | |
| Do you plan to provide portable toilets at your event? | | | Ratio 1 to 100 or 1 to 50 for Alcohol Focused Events. | |
| Does this event involve banners/signage? | | | \$30 Temporary Sign Permit may be required. | |
| Do you have a site map and plan that includes information about security and emergency services? | | | | |
| Will you be having any kind of animals, performances, or amusement rides? | | | Must provide a certificate of insurance listing Village of Sussex as other insured. | |
| Will there be a clear path of travel (min 18' wide) for emergency vehicles throughout your even venue? | | | | |
| Are you requesting the use of traffic safety equipment, signs or barricades? | | | | |
| TOTAL OF ADDITIONAL FEES | | | | |

Special Requirements

_____ \$15 Beer/Beverage Permit: Village ordinances stipulate that the consumption of beer will be allowed in any Village park/facility by permit only. Checking this section on the Park/Facility Rental Permit will request your desire for a beer/beverage permit and will inform the staff to issue/deny permission to issue a permit. All individuals requesting the beer/beverage permit must be 21 years old or older. Proof required. The issuance of the permit will be incorporated into this contract for signature. No other documents will be issued.

If applicable to this application, sales of alcoholic beverages are regulated by the State of Wisconsin and the Village. Groups who would like to sell beer or wine must be bonafide clubs, fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least 6 months. Renters must comply with all relevant state statutes and municipal ordinances. The Village Clerk's office must be contacted to obtain appropriate rules and regulations regarding sales and service, as it relates to the sales of alcoholic beverages and permit applications must be submitted no later than thirty (30) days prior to the exhibition.

Birthdate _____ **Driver's License #** _____

_____ Indoor Restrooms: These restrooms are accessible from the outside of the building and are only available upon request. There is no charge for access to these restrooms. Concession stand restrooms at Village Park and Armory Park and port-a-johns are available without special request at most parks. There is no charge for the use of these restroom facilities unless additional port-a-johns or additional maintenance are needed in which a fee will be determined and added to the rental.

_____ Electrical Use: Electricity is available in the rafters in the open air shelters and by the stage in the Lion's Open Air Shelter. Renter must provide their own ladder and extension cords if they wish to use electricity. Fees may be invoiced at the discretion of the Village, depending on the type, size and duration of the event.

What will electricity be used for? _____

_____ Inflatables: Inflatables are allowed in Village Park contingent on location approval by Village staff. Renter(s) must provide proof to the Community Center of homeowner's insurance naming the Village of Sussex as an additional insured. There is no charge for inflatables.

Inflatables location in park? _____

_____ Field Prep: Please explain the field preparation requirements for your group(s). Define base and pitcher mound distances requested for each group. Please state whether the field preparation requests are for games or practices. If special preparation is needed for an event, there may be a charge for time and materials. Fees will be incorporated into a final agreement. Please provide specifics: _____

I the undersigned, will assume all responsibility for the proper care and utilization of the stated public area and/or facilities, including all equipment and grounds contained therein, in accordance with the policies and rules of the Village of Sussex, as stated on page three and four of this document. In addition to, and not to the exclusion or prejudice of, any provisions of this agreement, I shall indemnify and hold harmless and agree to accept tender of defense and to defend and pay any and all legal, accounting, consulting, engineering and other expenses relating to the claim asserted or imposed upon the Village, its officers, agents, employees, and independent contractors growing out of the agreement as stated by any party or parties. Upon approval, a permit will be issued to show any Village official upon request. Reservations do not include exclusive use of playgrounds. Individuals must be a least 18 years of age to request a rental permit.

Renter's Signature

Renter's Name (please print)

Date

Payment Method
(Check all that apply.)

_____ Checks Payable to:
Village of Sussex

_____ Cash
_____ Gift Certificate
_____ Credit Card

If for any reason payment is returned as "not payable" a service fee of \$30 is charged for each returned submission. Full payment plus accrued service fees must be paid in full to become registered.

Required Information for Credit Card Transactions (write legibly)

Circle One: Visa MasterCard Discover American Express **Total Amount: \$** _____

Card #: _____ **Expiration Date:** _____

Entire **name is it appears on the credit card** (please print legibly):

I Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the Issuer.

Signature (REQUIRED): _____

(This portion of the form will be destroyed after transaction is complete.)

General Rental Regulations

RESERVATIONS

All organized groups shall reserve a field/court before utilizing Village of Sussex facilities. An unorganized group is any group that is less than 10 people or whose participants are almost entirely family. All other groups are considered organized. To guarantee facility availability unorganized groups must reserve the facility.

FEES & DEPOSITS

All fees and deposits must be paid at the time of the reservation. The deposits will be cashed at the time of the reservation and any refundable deposit will be returned after the event. Groups may make cash donations instead of payment as long as the amount of the donation is equal to or greater than the required fee and the item to be purchased does not directly relate to the groups use of facilities. Non-profit and fund raising events are required to pay fees just like all other groups. Water available from an outside faucet at the Lion's Building and the Lion's Den only. Fees may be invoice at the discretion of the Village, depend on the type, size and duration of the event.

LIMITS TO RESERVATION TIME

- All parks close at 9 pm with the exception of Village Park and Armory Park which close at 11 pm. Our indoor facilities can be rented until 11 pm.
- Programs and facility needs of the Village of Sussex, Village Board/Committees, and the Pauline Haass Library/Committees take precedence over private reservations. In the event a Village need conflicts with an already approved reservation, an alternate will be provided. If that alternative does not meet the expectations of the renter, a refund will be given.
- Tenants of the Civic Campus building (i.e. SOS, Historical Society, Chamber of Commerce) will have free use of the first floor meeting room and second floor conference room.
- The Village can not guarantee privacy to any group.
- Reservations may be limited on Memorial Day, July 4, Good Friday, Easter Sunday, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve Day or New Year's Day.
- Reservations are made for a specific time frame. Set-up and clean-up time must be included in the scheduled time. No equipment, supplies, or materials shall be placed at the facility prior to or after the scheduled rental time.
- To keep park facilities accessible, renters may reserve park facilities for a limit of two times a month unless otherwise allowed through contract.

LIMITS ON USE OF FACILITIES

- Alcoholic beverages may be served by permit only. Permits are applied for and granted through the Community Center and the Park/Facility Rental Request process.
- Smoking is prohibited inside all Village public buildings. Violations of these prohibitions may be punishable by law. All smoking refuse must be disposed of properly into the appropriate trash containers, as to not litter.
- There will be no parking on the grass or vehicles driven on the grass; unless otherwise agreed upon.
- Groups of young people under 18 are required to have the rental contract signed by a sponsoring adult who must be present during the rental. Additional security may be required and would be a cost incurred by the renter.
- The Village is not responsible for private equipment or material used in a Village of Sussex facility.
- All pets must be leashed and under control of its owner at all times. Clean up after your pet, deposit waste into the appropriate trash receptacle.
- Charcoal must be properly disposed of in the labeled containers.
- Any facility decorations must not be removed. Individuals who wish to decorate may do so as long as the facility is

General Rental Regulations

HOW TO APPLY

Make your reservation online by clicking on the link on the Village of Sussex webpage at www.villagesussex.org to fill out the form and pay or complete the rental permit form and submit it with the required fees and deposits to the Parks and Recreation Department. The reservation must be submitted at least five (5) business days prior to the reservation date. Reservations are processed on a first-come, first-serve basis and/or with respect to the priority system that has been established. An authorized representative 18 years old or older of the group who shall be personally responsible for the conduct of the participants and for damages must sign the contract. Reservation requests for the months of January - March for enclosed facilities will be accepted the first working day in November. All other reservations can be made starting the first working day in January. Requests to hold large reoccurring special events or weddings may be submitted prior to the first working day in January, however no earlier than two years prior to the event date. These events may need approval from the Park and Recreation Board. All rental fees include Wisconsin sales tax (where applicable).

KEY & DEPOSIT REFUND POLICY: Providing no damage to turf or vandalism to property occurs, as well as general cleanliness of reserved area is maintained, any refundable portion of the deposit will be returned to the remitter within 30 days after the event. If the rental requires a facility key there is a \$25 refundable key deposit incorporated into the stated deposit amount. The key can be picked up at the Civic Center during normal business hours. Failure of the responsible party to pick up the key and staff is contacted to issue a key, a \$50 fee will be assessed and held from the deposit. The key must be returned to the Civic Center the next business day during the hours of 8:00 a.m. - 5:00 p.m. A minimum of \$50 will be assessed for the failure to empty the trash and recycling receptacles after the event. If the deposit does not cover the costs associated with damage or clean-up to the facility, the responsible party will be invoiced for the remaining fees.

CANCELLATION POLICY: Cancellations will be issued ONLY if the department is notified in writing **30 days or more** prior to the scheduled date. Failure to cancel a reservation at least thirty (30) days in advance will result in forfeiture of the entire deposit. If an event is cancelled prior to thirty (30) days before the event date, the group will forfeit a \$25 administrative fee which will be taken from the deposit. If the event has been cancelled due to adverse weather conditions or rain out, the Parks and Recreation Department must be contacted within twenty-four (24) hours to inform staff of the cancellation. If possible, arrangements can be made for another date. Rain cancellations can be rescheduled at no cost. All Village activities (i.e. youth sports, special events, special board meetings) supersede any outside reservation. All reservations are subject to review.

RETURNED CHECKS: Checks written and returned as not payable will be charged \$30 for each returned submission. Participants will be removed from reservation list until the issuer "makes good" on the amount of the returned checks and pays the accrued service charges in full.

TAX EXEMPT: If your group is tax-exempt, a WI Sales and Use Tax Exemption Certificate must be appropriately completed, signed and submitted with the final signed contract. Copies of these certificates are available upon request. Tax-exempt status does not reduce rentals fees, but eliminates paying unnecessary taxes on fees at the end of the year.

FACILITY PROBLEMS

Prior to the day's event, contact the Community Center at 262-246-6447. If the problem occurs the day of the event, please call the **Village's on-call employee immediately at 414-587-1965.**

SET-UP & CLEAN-UP

The responsibility for set-up and clean-up is assumed by the group using the facility for all locations with the exception of an evening Board Room rental. Failure to do so will result in loss of deposit as outlined in our Deposit Refund Policy. The person responsible must see that the procedures listed for cleaning are carried out, including but not limited to the following:

- Assume responsibility for the contents and security of the building. Opening and closing the building securely will avoid loss of deposit to the user for damage from vandalism.
- Leave the park and facility in the condition it was found. Nothing can be left on the premises overnight. You may not come in early in the next morning to clean-up. Renters must bag and remove all garbage from the cans and deposit the trash and/or recyclables into the appropriate dumpsters that are provided at each location.
- Sweep the floor of the facility, wipe the tables and surfaces after use, and clean up and mop/vacuum any stains or spills. Janitorial supplies are available for use (sink, paper towels, broom, mop, etc.)