



*Spreckels Veterans Memorial Building  
Home of Lt. Billy Paulson VFW Post 6849*

Spreckels Veterans Memorial District  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday October 11, 2023 5:30 pm**  
 Spreckels Veterans Memorial Building, 5<sup>th</sup> & Llano, Spreckels, CA 93962

### AGENDA

*Agenda order may be adjusted by the Chair for purposes of meeting flow and to be respectful of the time concerns of guests present.*

1. CALL TO ORDER:
2. PLEDGE OF ALLEGIANCE:
3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President  
 Walan Chang, Vice-President  
 Saren Pierson, Secretary  
 Shaheen Jorgensen, Director

4. PUBLIC COMMENTS: *At this time any person may comment on any item which is not on the agenda. Please state your name and address for the record. Action will not be taken on any item that is not on the agenda. If it requires action, it will be referred to staff and/or placed on the next agenda. Board members may briefly respond to statements made or questions posed as permitted by Government Code Section 54954.2. In order that all interested parties have an opportunity to speak, please limit comments to a maximum of five (5) minutes. Any member of the public may comment on any matter listed on this agenda at the time the matter is being considered by the Board of Directors.*

5. APPROVAL OF MINUTES:

- a. SVMD Regular Board Meeting September 6, 2023.

6. GENERAL MANAGER'S REPORT:

- a. Financial Reports November.
  1. Fund Balances as of 9/30/2023
  2. Budget FY 2022 FYTD to 9/30/2023
  3. Review of Deposits: County Fund 668 June [Period 14] August [Period 2]

4. Review of Deposits: Five Star General Checking September.
5. Review of Five Star Bank Statements/Reconciliations August 2023.
6. Review of Expenditures August 2023.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$30,000.00 from County Fund 668 to Five Star General Checking.
- b. Resolution 2023-02: Adopt Budget for Fiscal Year 2023-24.
- c. Board Member Vacancy: Application from Broderick Lance Cleaver.

8. USE REQUESTS:

- |                    |                |
|--------------------|----------------|
| a. Rosalie Sanchez | Anniversary    |
| b. Natalie Verba   | Birthday Party |

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Budget FYE 6/30/2024
- b. Facility Manager Employment Agreement.
- c. Future Projects.

11. NEW BUSINESS:

12. REGULAR MONTHLY FACILITIES REPORTS:

- a. Review of Building/Equipment Inspection Report.
- b. Review of Park Operations and Safety Report

13. FUTURE AGENDA ITEMS:

14. ADJOURN REGULAR MEETING: Next meeting Wednesday November 1, 2023 5:30 PM.

*2023 Meeting Dates: January 4, February 1, March 1, April 5, May 3, June 7, June 28, August 2, September 6, October 5, November 1, December 6.*

ADA COMPLIANCE

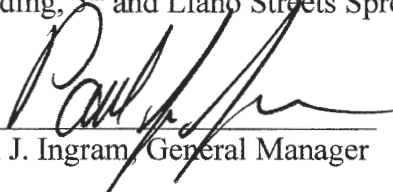
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Spreckels Veterans Memorial District • P.O. Box 7266 • Spreckels, CA 93962  
 Park & Veterans Memorial Building Rental (831) 597-1189 • District Business (831) 455-7855  
 Email: spreckelsmd.main@gmail.com • www.spreckelsmd.specialdistrict.org

**In Compliance with Government Code section 54957.5**, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at Spreckels Veterans Memorial Building, 5<sup>th</sup> and Llano Streets, Spreckels, CA 93962, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the District during normal business hours. Email requests please use spreckelsmd.main@gmail.com.

**Certification**

I, Paul J. Ingram, General Manager/Board Clerk for Spreckels Veterans Memorial District, do hereby declare that the foregoing agenda was posted at least (72) hours prior to the October 11, 2023 Regular Meeting of the District Board of Directors scheduled for 5:30 pm at Spreckels Veterans Memorial Building, 5<sup>th</sup> and Llano Streets Spreckels, CA 93962

  
\_\_\_\_\_  
Paul J. Ingram, General Manager

Date 9/27/2023

**To download the full agenda packet, please go to [www.spreckelsmd.specialdistrict.org](http://www.spreckelsmd.specialdistrict.org) and click on the meeting date. Click on the link to the agenda.**

*Spreckels Veterans Memorial Building  
Home of Lt. Billy Paulson VFW Post 6849*

Spreckels Veterans Memorial District  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
**Wednesday September 6, 2023 5:30 pm**  
Spreckels Veterans Memorial Building, 5<sup>th</sup> & Llano, Spreckels, CA 93962

1. CALL TO ORDER:

*The meeting was called to order by President Magno at 5:42 pm.*

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL & ESTABLISHMENT OF QUORUM:

Rick Magno, President  
Walan Chang, Vice-President  
Saren Pierson, Secretary  
Shaheen Jorgensen, Director

*Present: Magno, Chang, Jorgensen*

*Absent: Pierson*

**QUORUM ESTABLISHED**

4. PUBLIC COMMENTS:

5. APPROVAL OF MINUTES:

- a. SVMD Regular Board Meeting August 2, 2023.

*Motion to approve [Jorgensen] 2<sup>nd</sup> [Chang].*

*Ayes: Magno, Chang, Jorgensen*

*Noes: None*

**MOTION CARRIED**

6. GENERAL MANAGER'S REPORT:

- a. Financial Reports November.

1. Fund Balances as of 8/30/2023
2. Budget FY 2022 FYTD to 8/30/2023
3. Review of Deposits: County Fund 668 June [Period 13] July [Period 1]
4. Review of Deposits: Five Star General Checking August.

5. Review of Five Star Bank Statements/Reconciliations July 2023.
6. Review of Expenditures July 2023.

7. ACTION ITEMS: DISCUSSION AND POSSIBLE APPROVAL

- a. Transfer \$20,000.00 from County Fund 668 to Five Star General Checking.

*Motion to approve [Chang] 2<sup>nd</sup> [Jorgensen].*

*Ayes: Magno, Chang, Jorgensen*

*Noes: None*

**MOTION CARRIED**

- b. Renew Facilities Use Agreement: Sign With Us 3.

*Motion to renew agreement maintaining the rental cost at 10% of income [Chang] 2<sup>nd</sup> [Jorgensen].*

*Ayes: Magno, Chang, Jorgensen*

*Noes: None*

**MOTION CARRIED**

8. USE REQUESTS:

9. FUNCTION RECAP:

10. CONTINUED BUSINESS:

- a. Budget FYE 6/30/2024

*Draft budget session was completed. Proposed budget will be approved at the October 11<sup>th</sup> regular meeting.*

- b. Facility Manager Employment Agreement.

*General Manager will proof read and amend the draft agreement and have the final ready for approval at the October 11<sup>th</sup> regular meeting.*

- c. Spreckels School Parking Lot MOU

*School appears to have cancelled the MOU and informed the Facilities Manager to close both gates to prevent staff and parents from entering the parking lot.*

- d. Future Projects.

*Derek Johnson of Central Coast Engineering will attend the October 11<sup>th</sup> regular meeting to discuss options for repurposing or tearing down the racquetball court.*

11. NEW BUSINESS:

a. Director Jorgensen: Report on CSDA Annual Conference and Exhibitors Showcase.

12. REGULAR MONTHLY FACILITIES REPORTS:

- a. Review of Building/Equipment Inspection Report.
- b. Review of Park Operations and Safety Report

13. FUTURE AGENDA ITEMS:

*Update on park equipment bids and evaluating planting a tree in the middle of the Annex lawn to replace cypress trees being removed due to disease.*

14. ADJOURN REGULAR MEETING: Next meeting Wednesday October 11, 2023 5:30 PM.

*The meeting was adjourned at 6:39 pm.*

Respectfully submitted,

Approval date \_\_\_\_\_

\_\_\_\_\_  
Paul J. Ingram



## **SPRECKELS VETERANS MEMORIAL DISTRICT FUND BALANCES AS OF 9/30/2023**

<b>COUNTY FUND 668</b>	<b>\$ 112,457.59</b>
<b>FIVE STAR GENERAL CHECKING</b>	<b>\$ 19,893.26</b>
<b>FIVE STAR PAYROLL CHECKING</b>	<b><u>\$ 3,359.55</u></b>
<b>TOTAL</b>	<b>\$ 135,710.40</b>

<b>Report ID</b> : MC-FIN-BS-0301	<b>County of Monterey</b>	<b>Page 1 of 4</b>
<b>Run Date</b> : 09/13/2023	<b>Trial Balance By Accounting Distribution</b>	
<b>Run Time</b> : 04:06 PM	<b>Fiscal Year 2023 / 14 through 14</b>	

**Fund** 668 - Spreckels Memorial District  
**Account Type** Asset  
**BSA/Obj/Rev** B-1001 - Cash  
**Sub BSA/Obj/Rev** No Sub-BSA Specified

Transaction ID	Jrnl Doc Ref (Code,Dept,ID)	Transaction Date	Description	Beginning Balance	Debits	Credits	Ending Balance
JVA,1110,INTALLOQ42023-07		06/30/2023	InterestAllocation 4th Qtr2022-23		1,808.20	0.00	
<b>Total for Sub-BSA No Sub-BSA Specified</b>				<b>206,584.51</b>	<b>1,808.20</b>	<b>0.00</b>	<b>208,392.71</b>
<b>Total for B-1001 - Cash</b>				<b>206,584.51</b>	<b>1,808.20</b>	<b>0.00</b>	<b>208,392.71</b>



### Deposit Summary

10/10/2023 2:23 PM

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 09/06/2023

<b>Chk No.</b>	<b>PmtMethod</b>	<b>Rcd From</b>	<b>Memo</b>	<b>Amount</b>
		Mercyde Davis	Deposit	500.00
		Salinas Valley AA	Building Rent	1,200.00
		Spreckels Community Services District	Office Rent	100.00

**Less Cash Back:**

**Deposit Total:** **1,800.00**

## Deposit Summary

10/10/2023 2:24 PM

Spreckels Memorial District

Summary of Deposits to Five Star General Checking on 09/27/2023

<b>Chk No.</b>	<b>PmtMethod</b>	<b>Rcd From</b>	<b>Memo</b>	<b>Amount</b>
		Sign With Us 3	Building Rent	140.00
		Joe Sanchez	Deposit	1,000.00
		Rolando Verba	Deposit	1,000.00
		Diana Serpa	Building Rent	400.00
		David Hernandez	Building Rent	900.00
		Spreckels Community Services District	Office Rent	100.00
<b>Less Cash Back:</b>				
<b>Deposit Total:</b>				<b>3,540.00</b>

	Budget	FYTD		
<b>Income</b>				
July 4th	\$10,000.00		\$10,000.00	0.00%
Memorial Building & Park rent	\$35,000.00		\$35,000.00	0.00%
<b>Sub Total</b>	<b>\$45,000.00</b>	\$0.00	\$45,000.00	0.00%
Property Tax	\$235,000.00		\$235,000.00	0.00%
Special Assessment	\$44,500.00		\$44,500.00	0.00%
Interest on Pooled Investments	\$1,000.00		\$1,000.00	0.00%
<b>Sub Total</b>	<b>\$280,500.00</b>	\$0.00	\$280,500.00	0.00%
<b>Total Income</b>	<b>\$325,500.00</b>	\$0.00	\$325,500.00	0.00%
<b>Expense</b>				
<b>Salaries</b>				
Pay Roll Expenses	\$100,000.00		\$100,000.00	0.00%
<b>Employee Benefits</b>				
Workers Comp	\$2,500.00			0.00%
<b>Total Salary and Benefits</b>	<b>\$102,500.00</b>	\$0.00	\$102,500.00	0.00%
<b>Operations Budget</b>				
<b>4th of July</b>	<b>\$10,000.00</b>		\$10,000.00	0.00%
<b>Professional Services</b>				
Audits	\$1,000.00		\$1,000.00	0.00%
Administration Fees	\$3,000.00		\$3,000.00	0.00%
Advertising	\$1,000.00		\$1,000.00	0.00%
Legal Services	\$2,000.00		\$2,000.00	0.00%
Parcel Management	\$3,875.00		\$3,875.00	0.00%
Bank Fees	\$0.00		\$0.00	#DIV/0!
Property Tax	\$450.00		\$450.00	0.00%
<b>Sub Total</b>	<b>\$11,325.00</b>	\$0.00	\$11,325.00	0.00%
<b>Education</b>				
Board and Staff Education	\$800.00		\$800.00	0.00%
Dues and Subscriptions	\$2,500.00		\$2,500.00	0.00%
<b>Sub Total</b>	<b>\$3,300.00</b>	\$0.00	\$3,300.00	0.00%
<b>MAINTENANCE</b>				
Building Materials	\$1,500.00		\$1,500.00	0.00%
Electrical Repairs Hall	\$1,000.00		\$1,000.00	0.00%
Electrical Repairs Park	\$4,000.00		\$4,000.00	0.00%
Equipment Purchase	\$25,000.00		\$25,000.00	0.00%
Equipment Rental	\$1,000.00		\$1,000.00	0.00%
Power Equipment Repairs	\$500.00		\$500.00	0.00%
Plumbing Repairs Hall	\$250.00		\$250.00	0.00%

Plumbing Repairs Park	\$12,000.00		\$12,000.00	0.00%
HVAC	\$2,000.00		\$2,000.00	0.00%
Equipment Maint & Repairs Hall	\$3,000.00		\$3,000.00	0.00%
Equipment Maint & Repairs Park	\$1,000.00		\$1,000.00	0.00%
Sprinkler Supplies	\$1,000.00		\$1,000.00	0.00%
Sprinkler System Repairs	\$2,000.00		\$2,000.00	0.00%
Park Plants	\$1,000.00		\$1,000.00	0.00%
Fuel	\$1,200.00		\$1,200.00	0.00%
Pest Contol	\$400.00		\$400.00	0.00%
Landscape Maintenance Contract	\$25,500.00		\$25,500.00	0.00%
Tree Maintenance	\$4,000.00		\$4,000.00	0.00%
Turf Treatment	\$6,500.00		\$6,500.00	0.00%
Water Treatment	\$1,400.00		\$1,400.00	0.00%
<b>Sub Total</b>	<b>\$94,250.00</b>	\$0.00	\$94,250.00	0.00%
<b>Utilities</b>				
PG&E Park	\$4,000.00		\$4,000.00	0.00%
PG&E Hall	\$18,000.00		\$18,000.00	0.00%
Water / Park	\$20,000.00		\$20,000.00	0.00%
Water / Hall	\$4,000.00		\$4,000.00	0.00%
Sewer	\$2,000.00		\$2,000.00	0.00%
Telephone and Internet	\$4,000.00		\$4,000.00	0.00%
<b>Sub Total</b>	<b>\$52,000.00</b>	\$0.00	\$52,000.00	0.00%
<b>Supplies</b>				
Janitorial Supplies	\$4,000.00		\$4,000.00	0.00%
<b>Sub Total</b>	<b>\$4,000.00</b>	\$0.00	\$4,000.00	0.00%
<b>Office/Operating Expenses</b>				
Office Supplies	\$800.00		\$800.00	0.00%
Office Equipment	\$100.00		\$100.00	0.00%
Post Office Box	\$250.00		\$250.00	0.00%
Website	\$600.00		\$600.00	0.00%
Postage and Delivery	\$60.00		\$60.00	0.00%
<b>Sub Total</b>	<b>\$1,810.00</b>	\$0.00	\$1,810.00	0.00%
<b>Insurance</b>				
General Liability / Property Insurance	\$11,000.00		\$11,000.00	0.00%
<b>Sub Total</b>	<b>\$11,000.00</b>	\$0.00	\$11,000.00	0.00%
<b>Total Operations</b>	<b>\$290,185.00</b>	\$0.00	\$290,185.00	0.00%
<b>Capital Expense</b>				
Building	\$75,000.00		\$75,000.00	0.00%
Park	\$60,000.00		\$60,000.00	0.00%
<b>Sub Total</b>	<b>\$135,000.00</b>	0		0.00%
<b>Emergency Reserve</b>	<b>-\$99,685.00</b>			
<b>Total Expense</b>	<b>\$325,500.00</b>	\$0.00	\$325,500.00	0.00%



*Spreckels Veterans Memorial Building  
Home of Lt. Billy Paulson VFW Post 6849*

## **Resolution #2023-02**

### **RESOLUTION TO ADOPT BUDGET**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE **SPRECKELS MEMORIAL DISTRICT**, FOR THE FISCAL YEAR BEGINNING ON THE FIRST DAY OF JULY, 2023 AND ENDING ON THE LAST DAY OF JUNE, 2024.

**WHEREAS**, the Board of Directors of Spreckels Veterans Memorial District has directed the General Manager to prepare and submit a proposed budget to this governing body at the proper time, and;

**WHEREAS**, the Business Manager has submitted a proposed budget to this governing body on October 11, 2023 for its consideration, and;

**WHEREAS**, upon due and proper notice, published or posted accordance with the law, said budget was open for inspection by the public at a designated place, a public hearing was held on October 11, 2023, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

**WHEREAS**, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance as required by law.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors of the Spreckels Veterans Memorial District of Spreckels, California:

Section 1. That the budget as submitted, amended and summarized by fund, hereby is approved and adopted as the budget of the Spreckels Veterans Memorial District for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by Richard Magno, Jr., Board President and made a part of the public records of the Spreckels Memorial District.

**ADOPTED**, this 11<sup>th</sup> day of October 2023, with a Motion by \_\_\_\_\_ and a second by \_\_\_\_\_.

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

Signed:

\_\_\_\_\_  
Richard Magno Jr., President

Attested:

\_\_\_\_\_  
Paul J. Ingram, General Manager



Spreckels Veterans Memorial Building  
Home of Lt. Billy Paulson VFW Post 6849

**Application for Appointment to fill Board Vacancy**

*[Instructions: Please fill in all applicable information, then read the "Board Member Qualifications and Expectations" section and sign at the bottom. All applicants please attach a letter describing their experience, qualifications and reason they wish to seek this appointment. Please mail all documents to the District address below or email scanned documents to the Districts email address.]*

NAME Roderick Lance Cleaver

PRIMARY PHYSICAL RESIDENTIAL ADDRESS 90 Patton Ave

MAILING ADDRESS [IF DIFFERENT FROM ABOVE] P.O. Box 7624

PHONE 831.776.1082 EMAIL BATCOM@AOL.com

ARE YOU A REGISTERED VOTER IN MONTEREY COUNTY?

ARE YOU A MILITARY VETERAN? IF YES, PLEASE PROVIDE A COPY OF YOUR DD214  1 APR 71

DISHARGE DOCUMENT. YES  NO

**Board Member Qualifications and Expectations**

**District Information:**

1. Spreckels Veterans Memorial District is one of forty-two Independent Special Districts of Monterey County. The purpose of the district is to manage Spreckels Veterans Memorial Building and Spreckels Memorial Park under CA Military and Veterans Code, Sections 1170-1259, et seq.
2. Oversight of the District is by an elected Board of Directors, of which there are five positions. Three board positions must be reserved for military veterans. Directors serve terms of four years and are subject to reelection on the odd numbered years. Terms are staggered to have two or three board positions up for reelection every two years. According to the CA Military and Veteran's Code, three of the five board positions must be reserved for military veterans. If no veterans apply, the board may choose to appoint a non-veteran to the position.
3. SVMD is funded by a property tax benefit assessment of \$95 per parcel, totaling \$32,600 per year, and a share of the 1% property tax, totaling \$155,600. The district also receives \$15,000-\$20,000 per year in rental income from the Memorial Building.
4. District staff consists of a part-time General Manager/Board Clerk, Full Time Facilities Manager and Part Time District Utility Worker.

**Applicant Qualifications and Expectations:**

1. Directors for SVMD are constitutional elected officials and are required to file the Form 700 Statement of Economic Interests with Monterey County on a yearly basis.
2. Directors must be registered voters and their primary physical residence must be within district boundaries shown on the District map.
3. Regular SVMD board meetings are held the first Wednesday of every month at 5:30 pm at the Memorial Building meeting room. Board members are expected to attend these and any Special Meetings called by the Board President. Meetings are held in accordance with the Brown Act for open governmental meetings.
4. This is an unpaid position.

I have read and understand the information provided above.

Applicant Signature R.E. Lance Cleaver

Applicant Printed Name Roderick Lance Cleaver

Date 4 Sept-23



# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 \* SPRECKELS, CA 93962

## USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Rosalie Sanchez

Organization Name

Contact Person

1431 Burgundy Way  
Mailing Address

Gonzales CA 93926  
City & Zip Code

Work Telephone #

Home Telephone #

Cell Phone #

DATE OF FUNCTION: Aug 31st 2024  
Day of Week, Date & Year

TYPE OF FUNCTION: Anniversary

Circle areas of use required:

Kitchen  
Meeting Room  
Auditorium

Barbeque Room  
Banquet Room  
Other \_\_\_\_\_

Bar Facilities: Yes - No  
Dancing: Yes - No  
PA System: Yes - No

HOURS OF USE: 9 to 11pm NUMBER OF GUESTS 200

PLEASE NOTE: No guests will be allowed in building until contract starting time. Loss/Damage and Cleaning Deposit is due within 7 days after contract approval. Balance of rent is due 10 days prior to function.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### FOR OFFICE USE ONLY:

Rental Fee	\$ <u>1800</u>	LD&C Deposit	\$ <u>1000</u>
Approval Date	_____	Disapproved on	_____
# of Security Required	<u>4</u>	Postponed	_____
DATE DEPOSIT RECEIVED	_____	CASH _____	CHECK # _____
DATE BALANCE RECEIVED	_____	CASH _____	CHECK # _____
DATE RETURNED LD&C MAILED	_____	AMOUNT \$ _____	CHECK # _____

# SPRECKELS MEMORIAL DISTRICT

P.O. BOX 7266 \* SPRECKELS, CA 93962

## USE REQUEST FOR SPRECKELS MEMORIAL BUILDING AND/OR FACILITIES

Organization Name

Contact Person

Mailing Address

City & Zip Code

Work Telephone #

Home Telephone #

Cell Phone #

DATE OF FUNCTION:

Day of Week, Date & Year

TYPE OF FUNCTION:

Circle areas of use required:

Kitchen

Barbeque Room

Bar Facilities: Yes - No

Meeting Room

Banquet Room

Dancing: Yes - No

Auditorium

Other \_\_\_\_\_

PA System: Yes - No

HOURS OF USE:

3pm to 10pm

NUMBER OF GUESTS

150

PLEASE NOTE: No guests will be allowed in building until contract starting time. Loss/Damage and Cleaning Deposit is due within 7 days after contract approval. Balance of rent is due 10 days prior to function.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### FOR OFFICE USE ONLY:

Rental Fee

\$ 1800

LD&C Deposit

\$ 1000

Approval Date

Disapproved on

# of Security Required

3

Postponed

DATE DEPOSIT RECEIVED

CASH \_\_\_\_\_

CHECK # \_\_\_\_\_

DATE BALANCE RECEIVED

CASH \_\_\_\_\_

CHECK # \_\_\_\_\_

DATE RETURNED LD&C MAILED

AMOUNT \$ \_\_\_\_\_

CHECK # \_\_\_\_\_

BUILDING EQUIPMENT INSPECTION:

SPECT FOR PROPER OPERATION OF: DISHWASHER

REFRIGERATOR UNITS

OVENS

COOKTOPS

HOT WELLS

~~COFFEE URN~~

PLUMBING FIXTURES

P A SYSTEM

BANQUET ROOM

	✓	date	✓	date	✓	date	✓	date	✓	date	✓	date
	✓	9-2	✓	9-9	✓	9-16	✓	9-23	✓	9-30		
	✓		✓		✓		✓		✓			
	✓		✓		✓		✓		✓			
	✓		✓		✓		✓		✓			
	✓		✓		✓		✓		✓			
	✓		✓		✓		✓		✓			
	✓		✓		✓		✓		✓			
	✓		✓		✓		✓		✓			
	✓		✓		✓		✓		✓			
	✓		✓		✓		✓		✓			
	✓		✓		✓		✓		✓			
	✓		✓		✓		✓		✓			

AFTER EACH FUNCTION

SPECT CHAIR LEGS FOR MISSING LEG PADS

SPECT TAILS FOR LOOSE SCREWS IN RAILS

ADDITIONAL SHEETS AS MAY BE REQUIRED

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

*Joe Williams*

Date 10-11-2023

SCHEDULE OF MONTHLY BUILDING EQUIPMENT INSPECTION

CHECK FOR PROPER OPERATION ON AIR CONDITION UNIT FOR:

	✓	Date
AUDITORIUM	✓	9-30-23
" " " " " "	✓	
BANQUET ROOM	✓	
" " " " " "	✓	
KITCHEN	✓	
" " " " " "	✓	
LOUNGE	✓	
" " " " " "	✓	
MEETING ROOM	✓	

INSPECT ALL ROOF AIR CONDITION AND HEATER DUCTS

INSPECT EXHAUST FANS FOR PROPER OPERATION AND LUBRICATION ON:

KITCHEN HOOD	✓	
" " " "		
DISHWASHER		
" " " "		
BATHROOM	✓	
" " " "		
OFFICE	✓	
BANQUET ROOM	✓	

Exhaust fans NOT working  
Scheduled electric for inspection

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

*Joell*  
Date 10-11-2023

SCHEDULE OF WEEKLY BUILDING EQUIPMENT INSPECTION

	Week #1	Week #2	Week #3	Week #4
INSPECT ALL (4) HOT WATER HEATERS FOR: LEAKS	✓	✓	✓	✓
" " PILOT LIGHTS	✓	✓	✓	✓
CHECK EMERGENCY LIGHTING BATTERY	✓	✓	✓	✓

SIGN AND SUBMIT AT MONTHLY BOARD OF DIRECTORS MEETING

*[Signature]*  
Date: 10-11-2023



## Ergonomics Tips For Remote Workstations

More and more, public agencies are offering alternative work schedules. Many of these include an option to work remotely.

Whether working from home or the office employees must maintain neutral body postures to prevent fatigue and soft tissue injuries. This safety talk will give you tips to maintain neutral postures when working remotely.

### LOCATION

Select an area that is conducive for work. It should be quiet with minimal distractions. Ideally, your remote workstation will look like the one at your office.

### LEGS

Start with your feet flat on the floor. Adjust the chair height until your thighs and feet are parallel to the ground. Your knees should be bent at an angle somewhere between 90° and 120°.



### How?

- **Avoid working on the couch and floor!** Invest in a standard task chair with the following adjustment features: chair height, back angle, seat pan tilt, arm rest height, and seat pan depth.
- If the chair must be raised to reach the table/desk, use a footrest to maintain a 90° knee bend. In place of a footrest, use a cushion or a few books.
- If using a dining room chair, place cushions on the seat to protect your tailbone.

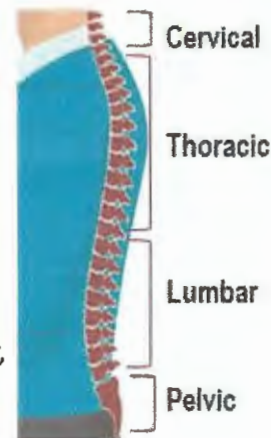


### BACK

The neck/cervical area should be aligned with lumbar support. Avoid twisting in the trunk area.

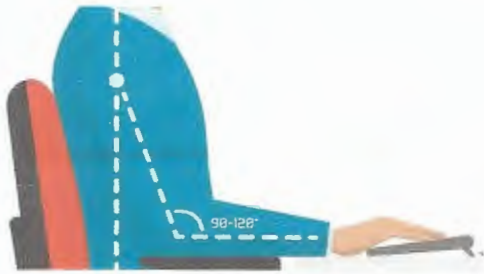
### How?

- Adjust the chair's backrest and lumbar support to be able to relax into the backrest while maintaining an upright position.
- If using a kitchen chair, use pillows to achieve the proper alignment.



**ARMS & WRISTS**

Next, ensure the best posture for your upper body. Keep your arms close to your sides with your shoulders relaxed and elbows bent at about 90°.

**How?**

- Adjust the chair height and/or keyboard height to allow for a 90° elbow bend.
- If you adjusted the chair height, recheck your leg posture. Is it still somewhere between 90° and 120°?
- The keyboard should be flat. Lower the “kickstands,” if necessary.
- Try to keep your elbows in line with your shoulders and ears while typing. This may feel awkward at first, but in time, it will feel second nature.
- Keep your wrists straight and relaxed. Pretend your wrist is in a cast when mousing. This forces you to use your larger forearm muscles instead of tiring your wrist.



- Use a wrist pad to avoid contact stress from resting on a hard surface

**NECK**

Your neck should be relaxed with minimal bending up, down, or side-to-side.

**How?**

- The top of the monitor should be at eye level and slightly titled. If wearing bifocals, lower the monitor an additional 2-3 inches below eye level to prevent tipping your head back when reading.
- When using a laptop, use a separate monitor or use a laptop riser to ensure a neutral position. This requires the use of a separate keyboard and mouse but is strongly recommended.



- Avoid cradling the phone. Use a headset or the speakerphone feature instead.
- When viewing your cell phone try to reduce your neck bend. A 60° neck bend places 60 lbs. of pressure on your spine.



This *Safety Talk* provides awareness level training on office ergonomics. If this information is unclear or if you have any additional questions, please talk to you supervisor.