



Business Administration & Operations Activities

Update November 13, 2019

Administration

- **Set up two new employees with FOS Handbooks and required documents**
- **Communicate with Williams Scotsman to prepare for research trailer removal**
- **Set up operations with second Home Depot credit card**
- **Meet with Coverall, cleaning company to work on new contract. Contacting other companies as well**
- **Get all water quality emails forwarded to research. Set up new password for water quality**
- **Communicate with Rydan Electronics on present phone issues and try to prevent any issues in new building**

Cathy Muir
Administrative Assistant

Grounds/Building

- **Preparation for research trailer removal including disconnecting power, communications, waste line and water.**
- **Grade all of research area after trailer removal**
- **Continue with behind the scenes clean up**
- **Reinstall trail map containers at the head of the trail**
- **Install new rear seat kit on golf cart**
- **Fix up area for volunteer's bike rack**

Shaun Jackson
Operations Manager