

# JOSLYN ADULT RECREATION CENTER

Updated: 4/19/2025

## Monthly Grounds Maintenance Schedule

The following grounds maintenance schedule should be followed once per month (more often if needed). Some tools (rake / brooms / debris bucket, etc.) are located in the small shed behind the gate on the east side of the building; ask for the combination to the lock if needed, it may be easier for groups to bring their own supplies.

MONTH	RESPONSIBLE CLUB
JANUARY	Poker Club
FEBRUARY	Couples Dance Club
MARCH	Table Tennis Club
APRIL	Joslyn Investment Club + Spirit and Drum Circle
MAY	Inner Rhythm
JUNE	Lawn Bowls
JULY	Chorale
AUGUST	Dancersize
SEPTEMBER	Fishing Club
OCTOBER	Bridge Club
NOVEMBER	Tai Chi
DECEMBER	Rough Writers

## Guidelines for Monthly Grounds Maintenance:

The club responsible for the month's maintenance should ensure that all of the following areas receive attention. The garden area inside the front wall does not need any work as this is being maintained by our resident horticulturist Judy Butler and the Mah Jongg group on an ongoing basis. Work on the front parking areas is best performed when clubs are **not** in attendance at the Center when fewer vehicles are in the parking areas.

### Patio & Walkways & Front Seating Area:

- Broom-sweep patio and entryway
- Remove all litter and debris (paper, leaves, bottles, trash).
- Dust / wipe down patio furniture
- Dust / wipe down walls and lighting fixtures
- Empty outside trash can / replace plastic bin liner
- Remove debris from outside mats

### Frontage / parking area: (from JARC trash enclosure to Cambria PT building)

- Sweep and remove surface dirt / grit / sand from pathway and parking stalls
- Dust / wipe down front display case
- Broom clean area inside trash enclosure
- Remove weeds along frontage
- Remove all litter / trash

Tools and brushes, etc. are kept in the shed on the east side of the building with access through the gate on the left-hand side of the building; a combination for the lock is required to get in.