City of Novi Parks, Recreation, and Cultural Services Novi Civic Center Regulatory, Permits, Licenses, and Inspections



Updated

December 2020

By Jessica Mistak

		9	
			×
ē			
	4		

Matrix of Permits, Licenses, and Inspections Table of Contents

- 1. Matrix of Permits, Licenses, and Inspections
- 2. Novi Park Inspections
- 3. Novi Civic Fire Inspection
- 4. CDS-1 Boiler Inspection
- 5. Novi Alcohol Policy
- 6. Summer Camp Parent Handbook
- 7. Summer Camp Staff Manuel
- 8. ServSafe Certifications
- 9. 2020 State of Michigan Food Service License
- 10.2020 Oakland County Food Service Establishment Inspection Report

			9
		H	
	,		
*			.51

Matrix of Permits, Licenses, & Inspections

	Civic Center	Ice Arena	Township Hall	Power Park Athletic Fields	Lakeshore Park Shelter & Building	Lakeshore & Power Park Camp
Alcohol Allowance Policy	2/2018		2/2018		N/A (Lakeshore building is under construction)	
Rental Policies & Rules	10/29/20	Ongoing	10/29/20	1/12/18	10/29/20	
Fire Department Inspection	10/16/19	9/20/19	10/16/19	10/16/19	8/6/20	
Alarm & Life Safety System Inspection	4/2020	9/2020			N/A (Lakeshore building is under construction)	
Emergency Sign Inspection	10/2020	3/15/19			N/A (Lakeshore building is under construction)	
Extinguisher Inspection	10/2020	9/2020	10/2020	10/2020	N/A (Lakeshore building is under construction)	
AED Inspection	9/10/20	9/10/20	7.1	9/10/20	N/A (Lakeshore building is under construction)	9/10/20
ServSafe Certification	Jessica Mistak through 2025	3/2017 (exp. 2022)		Jessica Mistak through 2025	N/A (Lakeshore building is under construction)	
Health Inspection	8/25/20	5/8/19		6/26/19	N/A (Lakeshore building is under construction)	
Emergency Action Guidelines	12/2017	12/2017	12/2017	12/2017	12/2017	4/17/20
Camp Certification						Lakeshore: 9/11/20-9/10/22 Power Park: 8/24/20-8/23/22

i.e.			9	
ž.				
		¥		

Dog Park Inspection

Inspection Id: 23871

Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	4/1/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	4/6/2020 4:26:00 PM
Scheduled Finish	
Actual Finish	4/1/2020 7:49:16 AM
Date Closed	4/1/2020 7:49:16 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

o distributed in the states	1.	5 1 1	
Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		k
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 24144

PARKS
Pavilion Shore Park
4/22/2020 4:00:00 PM
TOLSDORF, MARC D
4/14/2020 12:00:00 PM
6/9/2020 7:48:53 AM
6/9/2020 7:48:53 AM
TOLSDORF, MARC D
CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		41

Work Orders

Work Orders	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Rotary Park Inspection

mapeenon la. 24145	
Entity Type	PARKS
Name	Rotary Park
Inspection Date	4/22/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	

Scheduled Start	4/14/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	6/9/2020 7:51:42 AM	
Date Closed	6/9/2020 7:51:42 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	- 1

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Good		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Restrooms in Working Order	Yes		
Picnic Table Condition	Good		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Restrooms in Working Order	N/A		
Picnic Table Condition	Good		
Grills in Working Order	Yes		
Overall Structure Condition	Fair		
Playground Surfacing Level &	Yes		
Meets Depth Requirement			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Concrete Condition	Good		
Condition of Nets & Posts	Fair		
Fence Condition	Fair		

WORK Oruers	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 24146

PARKS
Village Wood Lake Park
4/22/2020 4:00:00 PM
TOLSDORF, MARC D
4/14/2020 12:00:00 PM
6/9/2020 7:54:03 AM
6/9/2020 7:54:03 AM
TOLSDORF, MARC D
CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Good		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		

Work Orders

Work Orders	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Wildlife Woods Park Inspection

Entity Type	PARKS
Name	Wildlife Woods Park
Inspection Date	4/22/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	

Recommendations		
Scheduled Start	4/14/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	6/9/2020 7:55:44 AM	
Date Closed	6/9/2020 7:55:44 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Fair		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Turf Condition	Fair		
Drainage	Good		
Benches	Fair		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	Yes		
Overall Structure Condition	Fair		
Turf & Infield Condition	Fair		
Drainage	Good		
Benches	Fair		
Turf & Infield Conditions	Fair		
Drainage	Good		
Benches	Fair		

Work Orders

WOLK CIUCIS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Brookfarm Park Inspection

inspection Id. 241	70	
Entity Type	PARKS	2

Name	Brooklarm Park
Inspection Date	4/22/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	4/14/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/9/2020 7:58:22 AM
Date Closed	6/9/2020 7:58:22 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Good		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Goals & Nets	Good		
Benches	Good		

Work Orders

Work Orucis	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Power Park Inspection

Entity Type	PARKS
Name	Ella Mae Power Park
Inspection Date	4/22/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	

Recommendations	
Scheduled Start	4/14/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/9/2020 7:59:58 AM
Date Closed	6/9/2020 7:59:58 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results			
Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees. Mulch &	Good		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Restrooms in Working Order	Yes		
Picnic Table Condition	Good		
Grills in Working Order	IN/A		
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Playground Surfacing Level &	Yes		
Meets Depth Requirement			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Playground Surfacing Level &	Yes		
Meets Depth Requirements			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes	31	
Furf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good	1	
Fence Condition	Good		
. J Condition	0004		

Work Orders	
Work Order 1d	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	*
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
l'otal Material Cost	
Total Cost	
Comments	
Instructions	

Lakeshore Park Inspection

Inspection Id: 24150

Signage Present

Yes

nspection 10; 24150		
Entity Type	PARKS	
Name	Lakeshore Park	
Inspection Date	4/22/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary	park under constructioin	
Repairs Made		
Recommendations		
Scheduled Start	4/14/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	6/9/2020 8:02:11 AM	
Date Closed	6/9/2020 8:02:11 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Answer	Explanation	Instruction
Yes		
Yes		
Fair		
Fair		
No		
Fair		
Fair		
Fair		
N/A		
Fair		
N/A		
Fair		
	Yes Yes Fair Fair No Fair Fair Fair Fair N/A Fair N/A	Yes Yes Yes Fair Fair No Fair Fair Fair Fair Fair N/A

	N/A		·
Order			
Picnic Table Condition	Fair		
Grills in Working Order	Yes		
Overall Structure Condition	Fair		
Restrooms in Working Order	N/A		
Picnic Table Condition	Good		
Grills in Working Order	Yes		
Overall Structure Condition	Good		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Playground Surfacing Level &	N/A		
Meets Depth Requirement		n	
Play Components in Good	N/A		
Working Order	ri-		
Area Free of Debris & Trip	N/A		
Hazards			
Overall Structure Condition	Fair		
Playground Surfacing Level &	Yes		
Meets Depth Requirements			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Fair		
Sand Level & Proper Depth	Yes		
Lifeguard Stands	Fair		
Equipment Functional	Yes		

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Inspection

Inspection 1a: 2415	I .	
Entity Type	PARKS	
Name	Fuerst Park	
Inspection Date	4/22/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	,

Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	4/14/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/9/2020 8:02:48 AM
Date Closed	6/9/2020 8:02:48 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		-
Drainage Issues	No		

Work Orders

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

ITC Community Sports Park Insp

Entity Type	PARKS	
Name	ITC Community Sports Park	
Inspection Date	4/22/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary		
Repairs Made		
Recommendations		
Scheduled Start	4/14/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	6/9/2020 8:05:08 AM	
Date Closed	6/9/2020 8:05:08 AM	
Closed By	TOLSDORF, MARC D	

Observations / Results		le t d	le
Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		10
Good Condition			
Condition of Trees, Mulch &	Fair		l.
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Turf Condition	Good		
Goals & Nets	Good		
Benches	Good		
Signage Present	Yes		
Restrooms in Working Order	Yes		
Picnic Table Condition	Good		
Grills in Working Order	Yes		
Overall Structure Condition	Good		-
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
Signage Present	Yes		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Playground Surfacing Level &			
Meets Depth Requirement			2: 1
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards	103		
Overall Structure Condition	Good		
Playground Surfacing Level &			
Meets Depth Requirements	165		
Play Components in Good	Vac		
	Yes		
Working Order	V		
Area Free of Debris & Trip	Yes		
Hazards	Pain.		
Overall Structure Condition	Fair		stairs need replacing
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
Signage Present	Yes		
Turf & Infield Condition	Good		
		1	·

Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Concrete Condition	Good	
Nets & Posts	Good	
Fences & Benches	Good	

Work Orders	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Power Park Inspection

Entity Type	PARKS
Name	
Inspection Date	4/15/2020 4:00:00 PM
Inspected By	ΓOLSDORF, MARC D
Observation Summary	X.
Repairs Made	
Recommendations	
Scheduled Start	4/3/2020 11:56:11 AM
Scheduled Finish	
Actual Finish	6/9/2020 7:44:24 AM
Date Closed	6/9/2020 7:44:24 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results			
Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Good		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
	No		
Restrooms in Working Order	Yes		
Picnic Table Condition	Good		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Intield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Playground Surfacing Level &			
Meets Depth Requirement			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Playground Surfacing Level &	Yes		
Meets Depth Requirements			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		

Work Order Id		
Description		
Location		
Address		
Actual Start Date		

Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 24682

inspection lu: 24082	
Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	2/14/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	2/13/2020 8:23:26 AM
Scheduled Finish	
Actual Finish	4/1/2020 7:45:15 AM
Date Closed	4/1/2020 7:45:15 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		
Drainage Issues	No		
Benches	Good		
Fences & Entrance Area	Good		

Work Order Td	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Labor Cost	

Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Winter Inspection

Inspection Id: 24687

dispection 1u. 24007		
Entity Type	PARKS	
Name	Rotary Park	
Inspection Date	2/18/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary		
Repairs Made		
Recommendations		
Scheduled Start	2/6/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	4/1/2020 7:40:17 AM	
Date Closed	4/1/2020 7:40:17 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Observations / Results

C DDOT (DOTTO) TEODETIC			
Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		
Drainage Issues	No		
Playground Structure Conditions	Good		
Building Conditions	Good		

General Park Winter Inspection

Inspection Id: 24688

Entity Type	PARKS
Name	Village Wood Lake Park
Inspection Date	2/18/2020 4:00:00 PM
Inspected By	TOLSDORF. MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	2/6/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	4/1/2020 7:41:02 AM
Date Closed	4/1/2020 7:41:02 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		
Drainage Issues	No		
Playground Structure Conditions	N/A		
Building Conditions	N/A		

Work Orders	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 24689

Entity Type	PARKS	
Name	Wildlife Woods Park	
Inspection Date	2/25/2020 4:00:00 PM	
Inspected By	TOLSDORF. MARC D	
Observation Summary	*	
Repairs Made		
Recommendations		
Scheduled Start	2/6/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	4/1/2020 7:42:01 AM	
Date Closed	4/1/2020 7:42:01 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Observations / Results

O DOCT VICTORIO / ITCOUNTS			
Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		(4
Drainage Issues	No		
Playground Structure Conditions	N/A		
Building Conditions	Fair		

Work Orders

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Winter Inspection

inspection 1a: 2469	3
Entity Type	PARKS
Name	ITC Community Sports Park
Inspection Date	2/20/2020 4:00:00 PM
<u></u>	

Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	2/6/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	4/1/2020 7:44:42 AM
Date Closed	4/1/2020 7:44:42 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		
Drainage Issues	No		
Playground Structure Conditions	Good		
Building Conditions	Good		

Work Orders

General Park Winter Inspection

mspection fu: 2524/	
Entity Type	PARKS
Name	Rotary Park
Inspection Date	3/18/2020 4:00:00 PM
Inspected By TOLSDORF, MARC D	
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	3/6/2020 12:00:00 PM

Scheduled Finish	
Actual Finish	4/1/2020 7:52:07 AM
Date Closed	4/1/2020 7:52:07 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		
Drainage Issues	No		
Playground Structure Conditions	Good		
Building Conditions	Good		

Work Orders

WOLK OTHERS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Winter Inspection

mapection Iu. 23240		
Entity Type	PARKS	
Name	Village Wood Lake Park	
Inspection Date	3/18/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary		
Repairs Made		
Recommendations		
Scheduled Start	3/6/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	4/1/2020 7:52:36 AM	
Date Closed	4/1/2020 7:52:36 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		
Drainage Issues	No		
Playground Structure Conditions	N/A		
Building Conditions	N/A		

Work Orders

WOLK OLUCIS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Winter Inspection

Inspection Id: 25249

Entity Type	PARKS	
Name	Wildlife Woods Park	
Inspection Date	3/19/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary		
Repairs Made		
Recommendations		
Scheduled Start	3/6/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	4/1/2020 7:53:44 AM	
Date Closed	4/1/2020 7:53:44 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		

Entrance & Street Signs in Good Condition	Yes	
Condition of Trees & Ornamentals	Fair	
Parking Lots, Roads & Sidewalks Plowed	Yes	
Drainage Issues	Yes	water pooling where the new access road was built.
Playground Structure Conditions	N/A	
Building Conditions	Good	

Work Orders	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Winter Inspection

Inspection Id: 25250

Inspection Iu. 25250	
Entity Type	PARKS
Name	Brookfarm Park
Inspection Date	3/19/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	3/6/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	4/1/2020 7:54:26 AM
Date Closed	4/1/2020 7:54:26 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results				
Question	Answer	Explanation	Instruction	
Park Free of Litter	Yes			
Entrance & Street Signs in Good Condition	Yes			
Condition of Trees & Ornamentals	Fair			
Parking Lots, Roads &	Yes			

Sidewalks Plowed	1		
Drainage Issues	No		
Playground Structure Conditions	N/A		
Building Conditions	N/A		

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Winter Inspection

Inspection Id: 25251

inspection fu. 25251			
Entity Type	PARKS		
Name	Lakeshore Park		
Inspection Date	3/2/2020 4:00:00 PM		
Inspected By	TOLSDORF, MARC D		
Observation Summary	park closed.		
Repairs Made			
Recommendations			
Scheduled Start	3/6/2020 12:00:00 PM		
Scheduled Finish			
Actual Finish	4/1/2020 7:55:02 AM		
Date Closed	4/1/2020 7:55:02 AM		
Closed By	TOLSDORF, MARC D		
Status	CLOSED		

Question	Answer	Explanation	Instruction
Park Free of Litter	No		
Entrance & Street Signs in Good Condition	No		
Condition of Trees & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		
Drainage Issues	No		
Playground Structure Conditions	Fair		
Building Conditions	Fair		

TOTAL CAMELD	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Winter Inspection

Inspection Id: 25252

100
PARKS
Fuerst Park
3/13/2020 4:00:00 PM
TOLSDORF, MARC D
3/6/2020 12:00:00 PM
4/1/2020 7:55:42 AM
4/1/2020 7:55:42 AM
TOLSDORF, MARC D
CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		
Drainage Issues	No		
Playground Structure Conditions	N/A		
Building Conditions	Good		

Work Order Id				
Description				

Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Winter Inspection

Inspection Id: 25253

Inspection Iu. 25255	
Entity Type	PARKS
Name	ITC Community Sports Park
Inspection Date	3/20/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	3/6/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	4/1/2020 7:56:23 AM
Date Closed	4/1/2020 7:56:23 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
		DAPIGNATION	manachon
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees &	Fair		
Ornamentals			
Parking Lots, Roads &	Yes		
Sidewalks Plowed			
Drainage Issues	No		
Playground Structure	Good		
Conditions			
Building Conditions	Good		

Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 25254

Inspection Iu. 23234	
Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	2/21/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	2/20/2020 8:23:26 AM
Scheduled Finish	
Actual Finish	4/1/2020 7:45:45 AM
Date Closed	4/1/2020 7:45:45 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		1
Drainage Issues	No		
Benches	Good		
Fences & Entrance Area	Good		

WOIR OIGEIS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	

Comments	
Instructions	

Inspection Id: 25255

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		
Drainage Issues	No		
Benches	Good		
Fences & Entrance Area	Good		

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 25257

inspection for wower	
Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	3/13/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	3/12/2020 8:23:26 AM
Scheduled Finish	
Actual Finish	4/1/2020 7:47:25 AM
Date Closed	4/1/2020 7:47:25 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		
Drainage Issues	No		
Benches	Good		
Fences & Entrance Area	Good		

Work Orders

TOTAL OTHERS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Dog Park Winter Inspection

Inspection Id. Mone	70	
Entity Type	PARKS	
Name	Novi Dog Park	
Inspection Date	3/20/2020 4:00:00 PM	

Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	3/19/2020 8:23:26 AM
Scheduled Finish	
Actual Finish	4/1/2020 7:47:57 AM
Date Closed	4/1/2020 7:47:57 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		
Drainage Issues	No		
Benches	Good		
Fences & Entrance Area	Good		

Work Orders

.,	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Dog Park Winter Inspection

Entity Type	PARKS	
Name	Novi Dog Park	
Inspection Date	3/25/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary		
Repairs Made		
Recommendations		
Scheduled Start	3/26/2020 8:23:26 AM	
Scheduled Finish		

Actual Finish	4/1/2020 7:48:35 AM	
Date Closed	4/1/2020 7:48:35 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		
Drainage Issues	No		
Benches	Good		
Fences & Entrance Area	Good		

Work Orders

Dog Park Winter Inspection

mopeetion ful 20200	
Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	[0/13/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	11/2/2020 8:23:26 AM
Scheduled Finish	
Actual Finish	10/21/2020 8:05:41 AM
Date Closed	10/21/2020 8:05:41 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes -		
Condition of Trees, Mulch & Ornamentals	Fair		
Parking Lots, Roads & Sidewalks Plowed	Yes		
Drainage Issues	No		
Benches	Good		
Fences & Entrance Area	Good		

Work Orders

WOLK OLUCIS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Dog Park Inspection

Inspection Id: 25261

PARKS			
Novi Dog Park			
4/3/2020 4:00:00 PM			
TOLSDORF, MARC D			
4/13/2020 4:26:00 PM			
6/9/2020 8:23:04 AM			
6/9/2020 8:23:04 AM			
TOLSDORF, MARC D			
CLOSED			

O D D D T T T T T T T T T T T T T T T T						
Question	Answer	Explanation	Instruction			
Park Free of Litter	Yes					
Entrance & Street Signs in Good Condition	Yes					
Condition of Trees, Mulch &	Fair					

Ornamentals		
Condition of Parking Lots,	Good	
Roads & Sidewalks		
Drainage Issues	No	
Turf Condition	Good	
Drainage	Good	
Benches	Good	
Fences & Entrance Area	Good	

General Park Inspection

Inspection Id: 26481

iispection fu. 20461		
Entity Type	PARKS	
Name	Pavilion Shore Park	
Inspection Date	5/20/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary		
Repairs Made		
Recommendations		
Scheduled Start	5/14/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	6/9/2020 8:09:36 AM	
Date Closed	6/9/2020 8:09:36 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

C C C C C C C C C C C C C C C C C C C			
Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Good		
Condition of Parking Lots. Roads & Sidewalks	Good		
Drainage Issues	No		

Work Orders	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Rotary Park Inspection

Inspection Id: 26482

inspection in: 20402	
Entity Type	PARKS
Name	Rotary Park
Inspection Date	5/20/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	5/14/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/9/2020 8:11:03 AM
Date Closed	6/9/2020 8:11:03 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Restrooms in Working Order	N/A		
Picnic Table Condition	Fair		
Grills in Working Order	Yes		
Overall Structure Condition	Good		

Playground Surfacing Level & Meets Depth Requirement	Yes	
Play Components in Good Working Order	Yes	
Area Free of Debris & Trip Hazards	Yes	
Overall Structure Condition	Good	
Concrete Condition	Fair	
Condition of Nets & Posts	Good	
Fence Condition	Fair	

General Park Inspection

Inspection Id: 26483

Inspection 1a: 26485	
Entity Type	PARKS
Name	Village Wood Lake Park
Inspection Date	5/20/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	5/14/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/9/2020 8:12:34 AM
Date Closed	6/9/2020 8:12:34 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots. Roads & Sidewalks	Good	ń	

Work Orders	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Wildlife Woods Park Inspection

Inspection Id: 26484

Drainage Issues

No

Inspection 1u: 20464	
Entity Type	PARKS
Name	Wildlife Woods Park
Inspection Date	5/20/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	5/14/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/9/2020 8:13:50 AM
Date Closed	6/9/2020 8:13:50 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes	2	
Condition of Trees, Mulch & Ornamentals	Fair	¥1	
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Fair		
Benches	Fair		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	Yes		
Overall Structure Condition	Fair		

Turf & Infield Condition	Good	
Drainage	Good	
Benches	Fair	
Turf & Infield Conditions	Good	
Drainage	Good	
Benches	Fair	

TOTAL OTHERS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Brookfarm Park Inspection

Inspection Id: 26485

Entity Type	PARKS
Name	Brookfarm Park
Inspection Date	5/20/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	5/14/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/9/2020 8:14:31 AM
Date Closed	6/9/2020 8:14:31 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		i i
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Fair		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Turf Condition	Good		
Goals & Nets	Fair		

Work Orders				
Work Order Id				
Description				
Location				
Address				
Actual Start Date				1
Actual Finish Date				1
Submit To				1
Submit To Date				
Status				1
Total Equipment Cost	#			1
Total Labor Cost				1
Total Material Cost				1
Total Cost				+
Comments				1
Instructions				1
Inspection Id: 26486	23	Park Inspection		
Entity Type	PARKS			
Name	Ella Mae Power Pa	rk		
Inspection Date	5/27/2020 4:00:00			
Inspected By	TOLSDORF, MAR			
Observation Summary	TODSDOTT, WITH			
Repairs Made				-
Recommendations				-
Scheduled Start	5/14/2020 12:00:00) PM		
Scheduled Finish	77.17.20.20.12.10.01.00			
Actual Finish	6/9/2020 8:15:44 A	M		
Date Closed	6/9/2020 8:15:44 A			
Closed By	TOLSDORF, MAR			
Status	CLOSED			
\				
Observations / Results				
Observations / Results Question	Answer	Explanation	Instruction	
	Answer Yes	Explanation	Instruction	
Question Park Free of Litter		Explanation	Instruction	
Question	Yes	Explanation	Instruction	
Question Park Free of Litter Entrance & Street Signs in	Yes	Explanation	Instruction	
Question Park Free of Litter Entrance & Street Signs in Good Condition	Yes Yes	Explanation	Instruction	
Question Park Free of Litter Entrance & Street Signs in Good Condition Condition of Trees, Mulch &	Yes Yes	Explanation	Instruction	
Question Park Free of Litter Entrance & Street Signs in Good Condition Condition of Trees, Mulch & Ornamentals	Yes Yes Good	Explanation	Instruction	
Question Park Free of Litter Entrance & Street Signs in Good Condition Condition of Trees, Mulch & Ornamentals Condition of Parking Lots,	Yes Yes Good	Explanation	Instruction	
Question Park Free of Litter Entrance & Street Signs in Good Condition Condition of Trees, Mulch & Ornamentals Condition of Parking Lots, Roads & Sidewalks	Yes Yes Good	Explanation	Instruction	
Question Park Free of Litter Entrance & Street Signs in Good Condition Condition of Trees, Mulch & Ornamentals Condition of Parking Lots, Roads & Sidewalks Drainage Issues	Yes Yes Good Good No	Explanation	Instruction	

Fair

Good

Good Good

Good

Overall Structure Condition

Turf & Intield Condition

Equipment Condition Fence Condition

Benches

Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Playground Surfacing Level &	Yes		
Meets Depth Requirement			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
	Good		
Playground Surfacing Level &	Yes		
Meets Depth Requirements			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good	4-	
Signage Present	Yes		- 1

Location Address Actual Start Date Actual Finish Date	
Actual Finish Date	
Address Actual Start Date Actual Finish Date	
Actual Start Date Actual Finish Date	
Actual Finish Date	
Submit To	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 26488

mapeedon Iu. 20400	
Entity Type	PARKS
Name	Fuerst Park
Inspection Date	5/27/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	5/14/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/9/2020 8:18:32 AM
Date Closed	6/9/2020 8:18:32 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Fair		
Drainage Issues	No		

Work Orders

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

ITC Community Sports Park Insp

Inspection Iu. 2040)	
Entity Type	PARKS
Name	ITC Community Sports Park
Inspection Date	5/27/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	

Scheduled Start	5/14/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/9/2020 8:22:06 AM
Date Closed	6/9/2020 8:22:06 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results			
Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Fair		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Turf Condition	Good		
Goals & Nets	Good		
Benches	Fair		
Signage Present	Yes		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	Yes		
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
Signage Present	Yes		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Restrooms in Working Order	Yes		-
Picnic Table Condition	Fair	†	
Grills in Working Order	N/A	 	
Overall Structure Condition	Good	 	
Playground Surfacing Level &			
Meets Depth Requirement			
Play Components in Good Working Order	Yes		
Area Free of Debris & Trip	Yes		
Hazards	165		
Overall Structure Condition	Good		
Playground Surfacing Level &	Yes		
Meets Depth Requirements			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip Hazards	Yes		
Overall Structure Condition	Good		
Turf & Infield Condition	Good	-	-
Equipment Condition	Good	-	
Fence Condition	Fair		
Signage Present	Yes		

Turf & Intield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Concrete Condition	Good	
Nets & Posts	Good	
Fences & Benches	Fair	

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Inspection

inspection full 20175	
Entity Type	PARKS
Name	Pavilion Shore Park
Inspection Date	6/23/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	6/15/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/30/2020 2:42:47 PM

Date Closed	6/30/2020 2:42:47 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Good		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		

Work Orders

WOLK OLUCIS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Rotary Park Inspection

Inspection Id: 26496

Entity Type	PARKS
Name	Rotary Park
Inspection Date	6/23/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	6/15/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/30/2020 2:44:05 PM
Date Closed	6/30/2020 2:44:05 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
			7

Entrance & Street Signs in Good Condition	Yes	
Condition of Trees, Mulch & Ornamentals	Good	
Condition of Parking Lots, Roads & Sidewalks	Good	
Drainage Issues	No	
Restrooms in Working Order	Yes	
Picnic Table Condition	Fair	
Grills in Working Order	Yes	1
Overall Structure Condition	Fair	
Restrooms in Working Order	N/A	
Picnic Table Condition	Fair	
Grills in Working Order	Yes	
Overall Structure Condition	Fair	
Playground Surfacing Level & Meets Depth Requirement	Yes	
Play Components in Good Working Order	Yes	
Area Free of Debris & Trip Hazards	Yes	
Overall Structure Condition	Good	
Concrete Condition	Good	
Condition of Nets & Posts	Good	
Fence Condition	Fair	

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Inspection

PARKS
Village Wood Lake Park
6/24/2020 4:00:00 PM
TOLSDORF, MARC D
6/15/2020 12:00:00 PM

Actual Finish	6/30/2020 2:44:41 PM	
Date Closed	6/30/2020 2:44:41 PM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Good		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		

Work Orders

Wildlife Woods Park Inspection

Inspection Id: 26498

Entity Type	PARKS			
Name	Wildlife Woods Park			
Inspection Date	6/22/2020 4:00:00 PM			
Inspected By	TOLSDORF, MARC D			
Observation Summary				
Repairs Made				
Recommendations				
Scheduled Start	6/15/2020 12:00:00 PM			
Scheduled Finish				
Actual Finish	6/30/2020 2:45:56 PM			
Date Closed	6/30/2020 2:45:56 PM			
Closed By	TOLSDORF, MARC D			
Status	CLOSED			

Question	Answer	Explanation	Instruction

Park Free of Litter	Yes	
Entrance & Street Signs in	Yes	
Good Condition		
Condition of Trees, Mulch &	Good	
Ornamentals		
Condition of Parking Lots,	Good	
Roads & Sidewalks		
Drainage Issues	No	
Turf Condition	Good	
Drainage	Good	
Benches	N/A	
Restrooms in Working Order	Yes	
Picnic Table Condition	Fair	
Grills in Working Order	Yes	
Overall Structure Condition	Fair	
Turf & Infield Condition	Good	
Drainage	Good	
Benches	Fair	
Turf & Infield Conditions	Good	
Drainage	Good	
Benches	Fair	

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Brookfarm Park Inspection

Entity Type	PARKS			
Name	Brookfarm Park			
Inspection Date	6/24/2020 4:00:00 PM			
Inspected By	TOLSDORF, MARC D			
Observation Summary				
Repairs Made				
Recommendations				
Scheduled Start	6/15/2020 12:00:00 PM			
Scheduled Finish				
Actual Finish	6/30/2020 2:46:39 PM			
Date Closed	6/30/2020 2:46:39 PM			
Closed By	TOLSDORF, MARC D			

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Fair		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Turf Condition	Good		
Goals & Nets	Fair		
Benches	Fair		

Work Orders

Power Park Inspection

Inspection Id: 26500

The Control of the Co	
Entity Type	PARKS
Name	Ella Mae Power Park
Inspection Date	6/24/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	6/15/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/30/2020 2:49:28 PM
Date Closed	6/30/2020 2:49:28 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction

Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition	100		
Condition of Trees, Mulch &	Good		
Ornamentals	300		
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good	-	
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Playground Surfacing Level &	L		
Meets Depth Requirement	103		
Play Components in Good	Yes		
Working Order	1.03		
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Playground Surfacing Level &	Yes		
Meets Depth Requirements			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		

TOTAL STACES	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	V.

Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Lakeshore Park Inspection

Inspection Id: 26501

inspection in 20501	
Entity Type	PARKS
Name	Lakeshore Park
Inspection Date	6/29/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	Park is under construction.
Repairs Made	
Recommendations	
Scheduled Start	6/15/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/30/2020 2:52:56 PM
Date Closed	6/30/2020 2:52:56 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	No		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Fair		
Ornamentals			
Condition of Parking Lots.	Fair		
Roads & Sidewalks			
Drainage Issues	No		
Turf Condition	Good		
Goals & Nets	Fair		
Benches	Fair		
Restrooms in Working Order	N/A		
Picnic Table Condition	Fair		
Grills in Working Order	N/A		
Overall Structure Condition	Fair		
Restrooms in Good Working	N/A		
Order			
Picnic Table Condition	Fair		
Grills in Working Order	Yes		
Overall Structure Condition	Fair		
Restrooms in Working Order	N/A		
Picnic Table Condition	Fair		
Grills in Working Order	N/A		
Overall Structure Condition	Fair		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		

Grills in Working Order	Yes	
Overall Structure Condition	Good	
Playground Surfacing Level & Meets Depth Requirement	N/A	
Play Components in Good Working Order	N/A	
Area Free of Debris & Trip Hazards	N/A	
Overall Structure Condition	Poor	
Playground Surfacing Level & Meets Depth Requirements	Yes	
Play Components in Good Working Order	Yes	
Area Free of Debris & Trip Hazards	Yes	
Overall Structure Condition	Good	
Sand Level & Proper Depth	Yes	
Lifeguard Stands	Good	
Equipment Functional	No	

WOLK OLUCIS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Inspection

mapeedon ru. 20302	
Entity Type	PARKS
Name	Fuerst Park
Inspection Date	6/26/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	6/15/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/30/2020 2:52:29 PM
Date Closed	6/30/2020 2:52:29 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Fair		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		

Work Orders

TOTAL CAMELE	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

ITC Community Sports Park Insp

Inspection Id: 26503

Entity Type	PARKS
Name	ITC Community Sports Park
Inspection Date	6/29/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	6/15/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	6/30/2020 2:57:08 PM
Date Closed	6/30/2020 2:57:08 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		Λ
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Good		
Condition of Parking Lots,	Good		

	1	
Roads & Sidewalks	h T	
Drainage Issues	No .	
Turf Condition	Good	
Goals & Nets	Good	
Benches	Good	
Signage Present	Yes	
Restrooms in Working Order	Yes	
Picnic Table Condition	Fair	
Grills in Working Order	Yes	
Overall Structure Condition	Good	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Fair	
Fence Condition	Fair	
Signage Present	Yes	
Restrooms in Working Order	Yes	
Picnic Table Condition	Fair	
Grills in Working Order	N/A	
Overall Structure Condition	Good	
Restrooms in Working Order	Yes	
Picnic Table Condition	Fair	
Grills in Working Order	N/A	
Overall Structure Condition	Good	
Playground Surfacing Level &	Yes	
Meets Depth Requirement		
Play Components in Good	Yes	
Working Order		
Area Free of Debris & Trip	Yes	
Hazards		
Overall Structure Condition	Good	
Playground Surfacing Level &	Yes	
Meets Depth Requirements		
Play Components in Good	Yes	
Working Order		
Area Free of Debris & Trip	Yes	
Hazards		
Overall Structure Condition	Good	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	-
Turf & Infield Condition	Good	
Equipment Condition	Fair	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Fair	
Fence Condition	Fair	
Signage Present	Yes	

Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Concrete Condition	Good	
Nets & Posts	Good	
Fences & Benches	Fair	

Will Olders	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Dog Park Inspection

Inspection Id: 26504

PARKS
Novi Dog Park
4/22/2020 4:00:00 PM
TOLSDORF, MARC D
4/20/2020 4:26:00 PM
6/9/2020 8:23:44 AM
6/9/2020 8:23:44 AM
TOLSDORF, MARC D
CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		

Drainage	Good	
Benches	Good	
Fences & Entrance Area	Good	

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Dog Park Inspection

Inspection Id: 26505

inspection fu: 20505	
Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	4/29/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	4/27/2020 4:26:00 PM
Scheduled Finish	
Actual Finish	6/9/2020 8:24:16 AM
Date Closed	6/9/2020 8:24:16 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch &	Fair		
Ornamentals			
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Orders Work Order Id Description Location Address Actual Start Date Actual Finish Date

Submit To Date Status

Total Equipment Cost

Total Labor Cost
Total Material Cost

Total Cost

Comments

Submit To

Instructions

Dog Park Inspection

Inspection Id: 26506

Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	5/6/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	5/4/2020 4:26:00 PM
Scheduled Finish	
Actual Finish	6/9/2020 8:24:53 AM
Date Closed	6/9/2020 8:24:53 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Order Id				
Description				

Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 26507

mspection fu. 2030/	
Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	5/13/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	5/11/2020 4:26:00 PM
Scheduled Finish	
Actual Finish	6/9/2020 8:25:20 AM
Date Closed	6/9/2020 8:25:20 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	

Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 26508

dispection 1a. 2000		
PARKS		
Novi Dog Park		
5/20/2020 4:00:00 PM		
TOLSDORF, MARC D		
5/18/2020 4:26:00 PM		
6/9/2020 8:25:57 AM		
6/9/2020 8:25:57 AM		
TOLSDORF, MARC D		
CLOSED		

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

WOIN OTHER	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	

Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 26509

PARKS
Novi Dog Park
5/28/2020 4:00:00 PM
TOLSDORF, MARC D
5/26/2020 4:26:00 PM
6/9/2020 8:26:42 AM
6/9/2020 8:26:42 AM
TOLSDORF, MARC D
CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

WOLK OLDER	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	

Inspection Id: 26510

PARKS
Novi Dog Park
6/3/2020 4:00:00 PM
TOLSDORF, MARC D
6/2/2020 4:26:00 PM
6/9/2020 8:27:22 AM
6/9/2020 8:27:22 AM
TOLSDORF, MARC D
CLOSED

Observations / Results

Extra production of the contract of the contra	I have see to the control of		
Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Order Id	
Description	
Location	
Address	
Actual Start Date	V
Actual Finish Date	
Submit To	
Submit To Date	4
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 26511

Entity Type	PARKS	
Name	Novi Dog Park	
Inspection Date	6/8/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary		
Repairs Made		
Recommendations		
Scheduled Start	6/9/2020 4:26:00 PM	
Scheduled Finish		
Actual Finish	6/9/2020 8:27:52 AM	
Date Closed	6/9/2020 8:27:52 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Orders

TOTAL GIGGIS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Dog Park Inspection

Entity Type	PARKS	

Name	Novi Dog Park
Inspection Date	6/18/2020 4:00:00 PM
Inspected By	FIELD OPERATIONS, SEASONAL
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	6/16/2020 4:26:00 PM
Scheduled Finish	
Actual Finish	6/30/2020 2:53:50 PM
Date Closed	6/30/2020 2:53:50 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Orders

WOLK OLUCIS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	l l
Instructions	

General Park Inspection

inspection fu. 27027		
Entity Type	PARKS	
Name	Pavilion Shore Park	
Inspection Date	7/14/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary		

Repairs Made		
Recommendations		
Scheduled Start	7/15/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	7/30/2020 7:40:46 AM	
Date Closed	7/30/2020 7:40:46 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		-
Good Condition			
Condition of Trees, Mulch &	Good		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		

Work Orders

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Rotary Park Inspection

mapeedon id. 27020	
Entity Type	PARKS
Name	Rotary Park
Inspection Date	7/27/2020 4:00:00 AM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	7/15/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	7/30/2020 7:43:03 AM
Date Closed	7/30/2020 7:43:03 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

O DD CT / HELIOID / TEED WILD			
	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Fair		
Ornamentals			
3 ,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	Yes		
Overall Structure Condition	Good		
Restrooms in Working Order	N/A		
Picnic Table Condition	Good		
Grills in Working Order	N/A		
Overall Structure Condition	Fair		
Playground Surfacing Level &	Yes		
Meets Depth Requirement			
	Yes		
Working Order			
	Yes		
Hazards			
Overall Structure Condition	Good		
Concrete Condition	Good	and the second second	
Condition of Nets & Posts	Good		
Fence Condition	Fair		

Work Orders

Description Location Address Actual Start Date Actual Finish Date Submit To Submit To Date Status Fotal Equipment Cost Fotal Labor Cost Fotal Material Cost Fotal Cost Comments	,, ,,,,,,	
Location Address Actual Start Date Actual Finish Date Submit To Submit To Date Status Fotal Equipment Cost Fotal Material Cost Fotal Cost Comments	Work Order Id	
Address Actual Start Date Actual Finish Date Submit To Submit To Date Status Fotal Equipment Cost Fotal Labor Cost Fotal Material Cost Fotal Cost Comments	Description	
Actual Start Date Actual Finish Date Submit To Submit To Date Status Fotal Equipment Cost Fotal Labor Cost Fotal Material Cost Fotal Cost Fotal Cost Fotal Cost Fotal Cost	Location	
Actual Finish Date Submit To Submit To Date Status Fotal Equipment Cost Fotal Labor Cost Fotal Material Cost Fotal Cost Fotal Cost Fotal Cost Fotal Cost	Address	
Submit To Submit To Date Status Fotal Equipment Cost Fotal Material Cost Fotal Cost Cotal Cost Comments	Actual Start Date	
Submit To Date Status Fotal Equipment Cost Fotal Labor Cost Fotal Material Cost Fotal Cost Fotal Cost Fotal Cost	Actual Finish Date	
Status Fotal Equipment Cost Fotal Labor Cost Fotal Material Cost Fotal Cost Fotal Cost Comments	Submit To	
Fotal Equipment Cost Fotal Labor Cost Fotal Material Cost Fotal Cost Fotal Cost Comments	Submit To Date	
Total Labor Cost Total Material Cost Total Cost Comments	Status	
Fotal Material Cost Fotal Cost Comments	Total Equipment Cost	
Total Cost Comments	Total Labor Cost	
Comments	Total Material Cost	
	Total Cost	
	Comments	
nstructions	Instructions	

General Park Inspection

Entity Type	PARKS	
Name	Village Wood Lake Park	
Inspection Date	7/28/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	

Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	7/15/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	7/30/2020 7:43:32 AM
Date Closed	7/30/2020 7:43:32 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		

Work Orders

TOTAL CITATIO	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Wildlife Woods Park Inspection

Entity Type	PARKS
Name	Wildlife Woods Park
Inspection Date	7/28/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	7/15/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	7/30/2020 7:44:59 AM
Date Closed	7/30/2020 7:44:59 AM
Closed By	TOLSDORF, MARC D

CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Fair		
Benches	N/A		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	Yes		
Overall Structure Condition	Fair		
Turf & Infield Condition	Good		
Drainage	Good		
Benches	Fair		
Turf & Infield Conditions	Good		
Drainage	Good		
Benches	Fair		

Work Orders

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Brookfarm Park Inspection

Entity Type	PARKS
Name	Brookfarm Park
Inspection Date	7/28/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	

Scheduled Start	7/15/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	7/30/2020 7:45:42 AM
Date Closed	7/30/2020 7:45:42 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes	120	
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Goals & Nets	Fair		
Benches	Fair		

Work Orders

WOLK OLDERS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Power Park Inspection

Inspection 1a: 2/636				
Entity Type	PARKS			
Name	Ella Mae Power Park			
Inspection Date	7/28/2020 4:00:00 PM			
Inspected By	TOLSDORF, MARC D			
Observation Summary				
Repairs Made				
Recommendations				
Scheduled Start	7/15/2020 12:00:00 PM			
Scheduled Finish				
Actual Finish	7/30/2020 7:47:15 AM			
Date Closed	7/30/2020 7:47:15 AM			
Closed By	TOLSDORF, MARC D			

Observations / Results			
Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Good		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Playground Surfacing Level &			
Meets Depth Requirement	103		
Play Components in Good	Yes		
Working Order	105		
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Playground Surfacing Level &			
Meets Depth Requirements			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition			
	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		

Work Order Id		
Description		

Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Lakeshore Park Inspection

Inspection Id: 27639

Inspection fair a root		
Entity Type	PARKS	
Name	Lakeshore Park	
Inspection Date	7/15/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary	The park is under construction.	
Repairs Made		
Recommendations		
Scheduled Start	7/15/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	7/30/2020 7:49:14 AM	
Date Closed	7/30/2020 7:49:14 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Question	Answer	Explanation	Instruction
Park Free of Litter	No		
Entrance & Street Signs in	No		
Good Condition			
Condition of Trees, Mulch &	Fair		
Ornamentals			
Condition of Parking Lots,	Fair		
Roads & Sidewalks			
Drainage Issues	No		
Turf Condition	Fair		
Goals & Nets	Fair		
Benches	Fair		
Restrooms in Working Order	No		
Picnic Table Condition	Fair		
Grills in Working Order	No		
Overall Structure Condition	Fair		
Restrooms in Good Working	No		
Order			
Picnic Table Condition	Fair		
Grills in Working Order	No		
Overall Structure Condition	Fair		
Restrooms in Working Order	No		
(J.	, I	J.

Picnic Table Condition	Fair	
Grills in Working Order	No	
Overall Structure Condition	Fair	
Restrooms in Working Order	No	
Picnic Table Condition	Fair	
Grills in Working Order	No	
Overall Structure Condition	Fair	
Playground Surfacing Level & Meets Depth Requirement	No	
Play Components in Good Working Order	No	
Area Free of Debris & Trip Hazards	No	
Overall Structure Condition	Fair	
Playground Surfacing Level & Meets Depth Requirements	No	
Play Components in Good Working Order	No	
Area Free of Debris & Trip Hazards	No	
Overall Structure Condition	Fair	
Sand Level & Proper Depth	No	
Lifeguard Stands	Fair	
Equipment Functional	No	

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Inspection

inspection fut 2/040		
PARKS		
Fuerst Park		
7/9/2020 4:00:00 PM		
TOLSDORF, MARC D		
7/15/2020 12:00:00 PM		
7/30/2020 7:49:39 AM		

Date Closed	7/30/2020 7:49:39 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees. Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		

Work Orders

WOLK OTHERS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Dog Park Inspection

Inspection Id: 27642

mopeetion Idi 27012	
Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	6/24/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	6/23/2020 4:26:00 PM
Scheduled Finish	
Actual Finish	6/30/2020 2:54:29 PM
Date Closed	6/30/2020 2:54:29 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		

Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		The state of the s
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good	i	

WOIR OIUCIS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Dog Park Inspection

Inspection Id: 27643

PARKS	
Novi Dog Park	
6/30/2020 4:00:00 PM	
TOLSDORF, MARC D	
6/30/2020 4:26:00 PM	
6/30/2020 2:54:54 PM	
6/30/2020 2:54:54 PM	
TOLSDORF, MARC D	
CLOSED	-
	Novi Dog Park 6/30/2020 4:00:00 PM TOLSDORF, MARC D 6/30/2020 4:26:00 PM 6/30/2020 2:54:54 PM 6/30/2020 2:54:54 PM TOLSDORF, MARC D

O DD T THE TOTAL T			
Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		

Condition of Parking Lots, Roads & Sidewalks	Good	
Drainage Issues	No	
Turf Condition	Good	
Drainage	Good	
Benches	Good	
Fences & Entrance Area	Good	

WOLK OTUCIS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Dog Park Inspection

Inspection Id: 27644

PARKS
Novi Dog Park
7/7/2020 4:00:00 PM
TOLSDORF, MARC D
7/7/2020 4:26:00 PM
7/9/2020 7:42:47 AM
7/9/2020 7:42:47 AM
TOLSDORF, MARC D
CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		

Drainage	Good	
Benches	Good	
Fences & Entrance Area	Good	

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

ITC Community Sports Park Insp

Inspection Id: 27647

Entity Type	PARKS	
Name	ITC Community Sports Park	
Inspection Date	7/28/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary		
Repairs Made		
Recommendations		
Scheduled Start	7/15/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	7/30/2020 7:51:45 AM	
Date Closed	7/30/2020 7:51:45 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Good		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Goals & Nets	Good		
Benches	Good		
Signage Present	Yes		
Restrooms in Working Order	Yes		

Picnic Table Condition	Fair	
Grills in Working Order	Yes	
Overall Structure Condition	Good	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Restrooms in Working Order	Yes	
Picnic Table Condition	Fair	
Grills in Working Order	N/A	
Overall Structure Condition	Fair	
Restrooms in Working Order	Yes	
Picnic Table Condition	Fair	
Grills in Working Order	N/A	
Overall Structure Condition	Fair	
Playground Surfacing Level &	Yes	
Meets Depth Requirement		
Play Components in Good	Yes	
Working Order		
Area Free of Debris & Trip	Yes	
Hazards		
Overall Structure Condition	Good	
Playground Surfacing Level &	Yes	
Meets Depth Requirements		
Play Components in Good	Yes	
Working Order		
Area Free of Debris & Trip	Yes	
Hazards		
Overall Structure Condition	Good	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Concrete Condition	Good	
Nets & Posts	Good	
Fences & Benches	Fair	
chees at Belleties	p wit	

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Dog Park Inspection

Inspection Id: 27971

inspection fu. 2/7/1	
Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	7/17/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	7/14/2020 4:26:00 PM
Scheduled Finish	
Actual Finish	7/30/2020 7:32:50 AM
Date Closed	7/30/2020 7:32:50 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Fair		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Work Order Id	

Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 28734

Inspection Iu. 20/34		
Entity Type	PARKS	
Name	Novi Dog Park	
Inspection Date	7/23/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary		
Repairs Made		
Recommendations		
Scheduled Start	7/21/2020 4:26:00 PM	
Scheduled Finish		
Actual Finish	7/30/2020 7:34:10 AM	
Date Closed	7/30/2020 7:34:10 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

	W	or	k	Or	ders
--	---	----	---	----	------

WOLK OLUCIS	4
Work Order Id	
Description	
Location	
Address	
Actual Start Date	

Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 28735

mapeenon ru. 20733		
Entity Type	PARKS	
Name	Novi Dog Park	
Inspection Date	7/29/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary		
Repairs Made		
Recommendations		
Scheduled Start	7/28/2020 4:26:00 PM	
Scheduled Finish		
Actual Finish	7/30/2020 7:35:39 AM	
Date Closed	7/30/2020 7:35:45 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Julia	

Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 28736

PARKS
Novi Dog Park
8/3/2020 4:00:00 PM
TOLSDORF, MARC D
8/4/2020 4:26:00 PM
8/4/2020 7:26:08 AM
8/4/2020 7:26:08 AM
TOLSDORF, MARC D
CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	

Comments				
Instructions				

General Park Inspection

Inspection Id: 28742

Inspection 1a: 28/42	
Entity Type	PARKS
Name	Pavilion Shore Park
Inspection Date	8/25/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	8/17/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	8/27/2020 12:35:53 PM
Date Closed	8/27/2020 12:35:53 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction	
Park Free of Litter	Yes			
Entrance & Street Signs in Good Condition	Yes			
Condition of Trees, Mulch & Ornamentals	Good			
Condition of Parking Lots, Roads & Sidewalks	Good			
Drainage Issues	No			

Work Order Id Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 28743

Entity Type	PARKS
Name	Rotary Park
Inspection Date	8/24/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	8/17/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	8/27/2020 12:36:56 PM
Date Closed	8/27/2020 12:36:56 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	Yes		
Overall Structure Condition	Good		
Restrooms in Working Order	N/A		
Picnic Table Condition	Fair		
Grills in Working Order	Yes		
Overall Structure Condition	Good		
Playground Surfacing Level & Meets Depth Requirement	Yes		
Play Components in Good Working Order	Yes		
Area Free of Debris & Trip Hazards	Yes		
Overall Structure Condition	Good		
Concrete Condition	Good		
Condition of Nets & Posts	Good		
Fence Condition	Fair		

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	

Total Cost					
Comments					
Instructions					

General Park Inspection

Inspection Id: 28744

Entity Type	PARKS
Name	Village Wood Lake Park
Inspection Date	8/24/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	8/17/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	8/27/2020 12:37:24 PM
Date Closed	8/27/2020 12:37:24 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		

WOLK OTHERS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Wildlife Woods Park Inspection

Inspection Id: 28745

Entity Type	PARKS
Name	Wildlife Woods Park
Inspection Date	8/26/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	8/17/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	8/27/2020 12:38:25 PM
Date Closed	8/27/2020 12:38:25 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Good		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Fair		
Drainage	Good		
Benches	Fair		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	Yes		
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Drainage	Good		
Benches	Fair		
Turf & Infield Conditions	Good		
Drainage	Good		
Benches	Fair		

TOTAL GLACID	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Brookfarm Park Inspection

Inspection Id: 28746

mspection Iu. 20740	
Entity Type	PARKS
Name	Brookfarm Park
Inspection Date	8/26/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	8/17/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	8/27/2020 12:39:55 PM
Date Closed	8/27/2020 12:39:55 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Goals & Nets	Fair		
Benches	Fair		

Work Order Id	2
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Power Park Inspection

Inspection Id: 28747

mapeetion ra. 20747	
Entity Type	PARKS
Name	Ella Mae Power Park
Inspection Date	8/25/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	8/17/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	8/27/2020 12:41:01 PM
Date Closed	8/27/2020 12:41:01 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Good		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Restrooms in Working Order	Yes		
Picnic Table Condition	Good		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Playground Surfacing Level &	Yes		
Meets Depth Requirement	X		
Play Components in Good	Yes		
Working Order	40		
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Playground Surfacing Level &	Yes		
Meets Depth Requirements			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Turf & Infield Condition	Good	in the second se	
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
	J		1 5

Equipment Condition	Good	
Fence Condition	Good	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	7
Fence Condition	Good	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Good	
Signage Present	Yes	

Work Orders	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Lakeshore Park Inspection

Inspection Id: 28748

Inspection 1a: 28/48		
Entity Type	PARKS	
Name	Lakeshore Park	
Inspection Date	8/11/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary	Park is under construction.	
Repairs Made		
Recommendations		
Scheduled Start	8/17/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	8/17/2020 2:50:50 PM	
Date Closed	8/17/2020 2:50:50 PM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Observations / Results			
Question	Answer	Explanation	Instruction
Park Free of Litter	No		
Entrance & Street Signs in Good Condition	No		
Condition of Trees, Mulch & Ornamentals	Fair		

Condition of Parking Lots,	Fair	
Roads & Sidewalks		
Drainage Issues	No	
Turf Condition	Fair	
Goals & Nets	Fair	
Benches	Fair	
Restrooms in Working Order	Yes	
Picnic Table Condition	Fair	
Grills in Working Order	Yes	
Overall Structure Condition	Good	
Restrooms in Good Working Order	No	
Picnic Table Condition	Fair	
Grills in Working Order	No	
Overall Structure Condition	Fair	
Restrooms in Working Order	No	
Picnic Table Condition	Fair	
Grills in Working Order	No	
Overall Structure Condition	Fair	
Restrooms in Working Order	No	
Picnic Table Condition	Fair	
Grills in Working Order	No	
Overall Structure Condition	Fair	- 1
Playground Surfacing Level & Meets Depth Requirement	N/A	
Play Components in Good Working Order	N/A	
Area Free of Debris & Trip Hazards	N/A	
Overall Structure Condition	Poor	
Playground Surfacing Level & Meets Depth Requirements	N/A	
Play Components in Good Working Order	N/A	
Area Free of Debris & Trip Hazards	N/A	
Overall Structure Condition	Poor	
Sand Level & Proper Depth	No	
Lifeguard Stands	Fair	
Equipment Functional	No	

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Inspection

Inspection Id: 28749

Inspection 10. 2074)	
Entity Type	PARKS
Name	Fuerst Park
Inspection Date	8/25/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	8/17/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	8/27/2020 12:41:32 PM
Date Closed	8/27/2020 12:41:32 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		

Work Orders

Work Order Id Description Location Address Actual Start Date Actual Finish Date Submit To	
Location Address Actual Start Date Actual Finish Date	
Address Actual Start Date Actual Finish Date	
Actual Start Date Actual Finish Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

ITC Community Sports Park Insp

inspection fu: 20	50
Entity Type	PARKS
Name	ITC Community Sports Park

Inspection Date	8/26/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	8/17/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	8/27/2020 12.44.23 PM
Date Closed	8/27/2020 12:44:23 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Good		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Turf Condition	Good		
Goals & Nets	Good		
Benches	Good		
Signage Present	Yes		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	Yes		
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
Signage Present	Yes		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Playground Surfacing Level &			
Meets Depth Requirement			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Playground Surfacing Level &			
Meets Depth Requirements			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			

Overall Structure Condition	Good	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Fair	
Signage Present	Yes	
Concrete Condition	Good	
Nets & Posts	Good	
Fences & Benches	Fair	

Work Orders	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Dog Park Inspection

mapeedon fu. 20050		
Entity Type	PARKS	
Name	Novi Dog Park	
Inspection Date	8/11/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	7)
Observation Summary		

Repairs Made		
Recommendations		
Scheduled Start	8/11/2020 4:26:00 PM	
Scheduled Finish		
Actual Finish	8/11/2020 3:26:57 PM	
Date Closed	8/11/2020 3:26:57 PM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		50
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Orders

TOTAL OTHER	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Dog Park Inspection

Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	8/18/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	8/18/2020 4:26:00 PM
Scheduled Finish	

Actual Finish	8/19/2020 7:44:04 AM	
Date Closed	8/19/2020 7:44:04 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Orders

TIORIK CIGGETO	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Lakeshore Park Inspection

PARKS
Lakeshore Park
9/21/2020 4:00:00 PM
TOLSDORF, MARC D
Park closed for construction
9/17/2020 12:00:00 PM
9/27/2020 5:28:19 AM
9/27/2020 5:28:19 AM
TOLSDORF, MARC D
CLOSED

Observations / Results			
Question	Answer	Explanation	Instruction
Park Free of Litter	No		
Entrance & Street Signs in	No		
Good Condition			
1	Fair		
Ornamentals			
Condition of Parking Lots,	Fair		
Roads & Sidewalks			
Drainage Issues	No		
Turf Condition	Poor		
Goals & Nets	Poor		
Benches	Poor		
Restrooms in Working Order	N/A		
Picnic Table Condition	Poor		
Grills in Working Order	N/A		
Overall Structure Condition	Poor		
Restrooms in Good Working	N/A		
Order			
Picnic Table Condition	Poor		
Grills in Working Order	N/A		
Overall Structure Condition	Poor		
Restrooms in Working Order	N/A		
Picnic Table Condition	Poor		
Grills in Working Order	N/A		
Overall Structure Condition	Poor		
	N/A		
Picnic Table Condition	Poor		
	N/A		
Overall Structure Condition	Poor		
Playground Surfacing Level &			
Meets Depth Requirement			
Play Components in Good	N/A		
Working Order			
Area Free of Debris & Trip	N/A		
Hazards			
Overall Structure Condition	Poor		
Playground Surfacing Level &	N/A		
Meets Depth Requirements			
	N/A		
Working Order			
Area Free of Debris & Trip	N/A		
Hazards	-		
The second secon	Poor		
Sand Level & Proper Depth	No		
Lifeguard Stands	Poor		
Equipment Functional	No		
Samplifore Carrottona			

Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 30292

Inspection Id. 30272	
Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	9/2/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	9/1/2020 4:26:00 PM
Scheduled Finish	
Actual Finish	9/27/2020 5:19:24 AM
Date Closed	9/27/2020 5:19:24 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Fair		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Order Id	
Description	
Location	
Address	¥
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	

Total Cost		
Comments		
Instructions		

General Park Inspection

Inspection Id: 30293

inspection fu: 30293		
Entity Type	PARKS	
Name	Pavilion Shore Park	
Inspection Date	9/23/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary		
Repairs Made		
Recommendations		
Scheduled Start	9/17/2020 12:00:00 PM	
Scheduled Finish		
Actual Finish	9/27/2020 5:32:55 AM	
Date Closed	9/27/2020 5:32:55 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		

Rotary Park Inspection

Inspection Id: 30294

PARKS
Rotary Park
9/24/2020 4:00:00 PM
TOLSDORF, MARC D
9/17/2020 12:00:00 PM
9/27/2020 5:29:25 AM
9/27/2020 5:29:25 AM
TOLSDORF, MARC D
CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Good		
Ornamentals			
	Good		
Roads & Sidewalks			
Drainage Issues	No		
	N/A		
Picnic Table Condition	Good		
Grills in Working Order	Yes		
Overall Structure Condition	Fair		
Restrooms in Working Order	Yes		
Picnic Table Condition	Good		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Playground Surfacing Level &	Yes		
Meets Depth Requirement			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Concrete Condition	Good		
Condition of Nets & Posts	Good		
Fence Condition	Fair		

	WOIR Olders
	Work Order Id
	Description
	Location
	Address
	Actual Start Date
	Actual Finish Date
	Submit To
	Submit To Date
	Status
	Total Equipment Cost
1	Total Equipment Cost

Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

General Park Inspection

Inspection Id: 30295

inspection ru. 50275	
Entity Type	PARKS
Name	Village Wood Lake Park
Inspection Date	9/24/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	9/17/2020 12:00:00 PM
Scheduled Finish	i i
Actual Finish	9/27/2020 5:29:58 AM
Date Closed	9/27/2020 5:29:58 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Good		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		

TOTAL CIUCIS	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Wildlife Woods Park Inspection

Inspection Id: 30296

The same and the s	
Entity Type	PARKS
Name	Wildlife Woods Park
Inspection Date	9/21/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	9/17/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	9/27/2020 5:31:16 AM
Date Closed	9/27/2020 5:31:16 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction	
Park Free of Litter	Yes			
Entrance & Street Signs in Good Condition	Yes			
Condition of Trees, Mulch & Ornamentals	Good			
Condition of Parking Lots, Roads & Sidewalks	Good			
Drainage Issues	No			
Turf Condition	Good			
Drainage	Fair			
Benches	Fair			
Restrooms in Working Order	Yes			
Picnic Table Condition	Good			
Grills in Working Order	Yes			
Overall Structure Condition	Fair			
Turf & Infield Condition	Good			
Drainage	Good			
Benches	Fair			
Furf & Infield Conditions	Good			
Drainage	Good			
Benches	Fair			

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Brookfarm Park Inspection

Inspection Id: 30297

Entity Type	PARKS
Name	Brookfarm Park
Inspection Date	9/21/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	9/17/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	9/27/2020 5:31:54 AM
Date Closed	9/27/2020 5:31:54 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Goals & Nets	Fair		
Benches	Fair		

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Power Park Inspection

Inspection Id: 30299

PARKS
Ella Mae Power Park
9/24/2020 4:00:00 PM
TOLSDORF, MARC D
П
9/17/2020 12:00:00 PM
9/27/2020 5:34:31 AM
9/27/2020 5:34:31 AM
TOLSDORF, MARC D
CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Good		
Ornamentals			
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Restrooms in Working Order	Yes		
Picnic Table Condition	Good		
Grills in Working Order	N/A		
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Playground Surfacing Level &	Yes		
Meets Depth Requirement			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Playground Surfacing Level &	Yes		
Meets Depth Requirements			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Good		
Signage Present	Yes		
Turf & Infield Condition	Good		

Equipment Condition	Good	
Fence Condition	Good	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Good	
Signage Present	Yes	
Turf & Infield Condition	Good	
Equipment Condition	Good	
Fence Condition	Good	
Signage Present	Yes	

General Park Inspection

Inspection Id: 30300

inspection fu. 50500	
Entity Type	PARKS
Name	Fuerst Park
Inspection Date	9/23/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	9/17/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	9/27/2020 5:32:24 AM
Date Closed	9/27/2020 5:32:24 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		=

Condition of Parking Lots, Roads & Sidewalks	Good	
Drainage Issues	No	

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

ITC Community Sports Park Insp

Inspection Id: 30301

Entity Type	PARKS
Name	(TC Community Sports Park
Inspection Date	9/24/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	9/17/2020 12:00:00 PM
Scheduled Finish	
Actual Finish	9/27/2020 5:37:07 AM
Date Closed	9/27/2020 5:37:07 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage (ssues	No		
Turf Condition	Good		
Goals & Nets	Good		
Benches	Good		
Signage Present	Yes		
Restrooms in Working Order	Yes		

Picnic Table Condition	Good	1	1
Grills in Working Order	Yes		
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	1		
	Fair		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
Signage Present	Yes		
Restrooms in Working Order	Yes		
Picnic Table Condition	Fair		
Grills in Working Order	N/A		
Overall Structure Condition	Fair		
Restrooms in Working Order	Yes		
Picnic Table Condition	Good		
Grills in Working Order	N/A		
Overall Structure Condition	Fair		
Playground Surfacing Level &	Yes		
Meets Depth Requirement			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		= = =
Hazards			
Overall Structure Condition	Good		
Playground Surfacing Level &	Yes		
Meets Depth Requirements			
Play Components in Good	Yes		
Working Order			
Area Free of Debris & Trip	Yes		
Hazards			
Overall Structure Condition	Good		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
	Yes		
Signage Present			
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
Fence Condition	Fair		
Signage Present	Yes		
Turf & Infield Condition	Good		
Equipment Condition	Good		
	Fair		
Fence Condition			
Fence Condition Signage Present	Yes		
Signage Present	Yes		

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Dog Park Inspection

Inspection Id: 30962

mspection ra. 50702	
Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	9/9/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	9/8/2020 4:26:00 PM
Scheduled Finish	
Actual Finish	9/27/2020 5:20:01 AM
Date Closed	9/27/2020 5:20:01 AM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Order Id	

Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 30963

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Order Id	
Description	
Location	
Address	
Actual Start Date	

Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 30964

Inspection 1a: 30964		
Entity Type	PARKS	
Name	Novi Dog Park	
Inspection Date	9/23/2020 4:00:00 PM	
Inspected By	TOLSDORF, MARC D	
Observation Summary		
Repairs Made		
Recommendations		
Scheduled Start	9/22/2020 4:26:00 PM	
Scheduled Finish		
Actual Finish	9/27/2020 5:21:02 AM	
Date Closed	9/27/2020 5:21:02 AM	
Closed By	TOLSDORF, MARC D	
Status	CLOSED	

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in	Yes		
Good Condition			
Condition of Trees, Mulch &	Fair		
Ornamentals			×
Condition of Parking Lots,	Good		
Roads & Sidewalks			
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 30965

PARKS
Novi Dog Park
9/29/2020 4:00:00 PM
TOLSDORF, MARC D
9/29/2020 4:26:00 PM
10/21/2020 3:28:21 PM
10/21/2020 3:28:21 PM
TOLSDORF, MARC D
CLOSED

Observations / Results

Y		
Answer	Explanation	Instruction
Yes		
Yes		
(a)		
Fair		
0		
Good		
No		
Good		
	Yes Yes Fair Good No Good Good Good	Yes Yes Fair Good No Good Good Good Good

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	

Comments				
Instructions				

Inspection Id: 31498

Inspection 1u: 31496	
Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	10/8/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	10/6/2020 4:26:00 PM
Scheduled Finish	
Actual Finish	10/21/2020 3:28:58 PM
Date Closed	I0/21/2020 3:28:58 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Orders	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 31499

Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	10/15/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	10/13/2020 4:26:00 PM
Scheduled Finish	
Actual Finish	10/21/2020 3:29:51 PM
Date Closed	10/21/2020 3:29:51 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

C DD CT THE COURT / A CODULED			
Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Orders	
Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

Inspection Id: 31500

Entity Type	PARKS
Name	Novi Dog Park
Inspection Date	10/20/2020 4:00:00 PM
Inspected By	TOLSDORF, MARC D
Observation Summary	
Repairs Made	
Recommendations	
Scheduled Start	10/20/2020 4:26:00 PM
Scheduled Finish	
Actual Finish	10/21/2020 3:30:43 PM
Date Closed	10/21/2020 3:30:43 PM
Closed By	TOLSDORF, MARC D
Status	CLOSED

Observations / Results

Question	Answer	Explanation	Instruction
Park Free of Litter	Yes		
Entrance & Street Signs in Good Condition	Yes		
Condition of Trees, Mulch & Ornamentals	Fair		
Condition of Parking Lots, Roads & Sidewalks	Good		
Drainage Issues	No		
Turf Condition	Good		
Drainage	Good		
Benches	Good		
Fences & Entrance Area	Good		

Work Order Id	
Description	
Location	
Address	
Actual Start Date	
Actual Finish Date	
Submit To	
Submit To Date	
Status	
Total Equipment Cost	
Total Labor Cost	
Total Material Cost	
Total Cost	
Comments	
Instructions	

		8	
Δ			
	*		



Healey Fire Protection, Inc.

Special Hazard Systems

134 Northpointe Drive Orion, MI 48359
24 HR. EMERGENCY SERVICE
(248)373-7800 ~ fax (248)373-6678
www.HealeyFire.com

CERTIFICATE OF: INSPECTION / SERVICE / TEST

City of Novi ADDRESS CITY REASON FOR SERVICE	State I access		NAI	City of Nov	/i - City Hall				
CITY	erare I made		14						
	STATE ZIP CODE				W 10 Mile R	d.			
REASON FOR SERVICE	STATE ZIP CODE		CIT	Novi		STA		DE 48375	
REASON FOR SERVICE			نا ل	IVOVI		M	40373		
SCHEDULED INSPECTION ☐ FM-200 ☐ INERGEN		YSTEM		STATUS OF SYSTEM			HAZARD(S)		
□ SCHEDULED INSPECTION □ SCHEDULED SERVICE □ SYSTEM TEST/ CHECKOUT □ FINAL SYSTEM ACCEPTANCE □ WARRANTY □ CONCENTRATION TEST □ INSTALLATION □ EMERGENCY SERVICE □	NOVEC 1230	NOVEC 1230			1				
DESCRIPTION OF SERVICE / CO	MMENTS:								
MATERIAL REQUIRED / USED: PART NO. 1. 2. 3.			DESCR	IPTION		QT	r. D	EVICE LO	CATION
4. 5.									
6,									
HEALEY REPRESENTATIVE SIGNATURE	ha				REF.# 2	BERVICE 4-23 28142	ck -2020		
CUSTOMER SIGNATURE	W nul	No			PRINT NAM PHONE (EMAIL B		69	org	
TIME RECORD:	DATE:					4-23]
TECHNICIAN NAME:		SUN	MON	TUES	WED	THUR	FRI	SAT	TOTAL
Paul Mack	ST								0.0
	OT ST								0.0
	OT								0.0
	ST								0.0
	OT								0.0
	ST								0.0
	STRAIGHT TIME	0.0	0.0	0.0	0.0	0.0		-	0.0
	SIKAIGHI IIME	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

	*		
E			
€			
€.			
ŧį			
ŧŝ			
ŧŝ			
ŧį			



134 Northpointe Drive ~ Orion, MI 48359 (248)373-7800 Fax (248)373-6678 Email: FireProtection@HealeyFire.com

Facility Name	City of Novi - City Hall	Date April 15, 2020	
Facility Number	607153	Hazard Building	
Lead Technician	Paul Mack	System Fire Alarm & Sprinkler	

SYSTEM SUMMARY **SYSTEM IMPAIRMENTS:** NONE **RECOMMENDATIONS:** Recommend replacing sheer pin on handwheel. **REPAIRS PERFORMED:** NONE NOTES: 1. 120vac waterflow bells operate off the 2 flow switches directly. 2. A/V booster panel is mounted above the ceiling above the panel. 3. Upgraded firmware to 1.2.6. Eastman inspects kitchen system.

This is to indicate that the Fire Alarm System has been tested in accordance with NFPA Standards and these records document the results of testing performed.

LIMITATION OF LIABILITY CLAUSE

This report indicates that this fire protection system has been serviced by a professional in the manner required by the manufacturer's guidelines and in accordance with the latest publication of the National Fire Protection Association regulations that is applicable. Healey Fire Protection, Inc., does not assume any liability or responsibility for the system failing to operate, suppress or extinguish a fire for the reason that such failures may be due to causes beyond our control, including but not limited to, malicious tampering, accidents, failure to perform required modifications, enclosure changes, lack of required maintenance by the owner, etc. This system has been placed back in service in operational condition as of the date of service. From such date thereafter, the owner is responsible for keeping the system in operational condition. Healey Fire Protection, Inc.'s liability for any damages or loss arising out of, or in connection in any way with the service performed shall be limited to that stated in its Service Report and/or Inspection and Maintenance Agreement.



134 Northpointe Drive ~ Orion, MI 48359 (248)373-7800 Fax (248)373-6678 Email: FireProtection@HealeyFire.com

Facility Name	City of Novi - City Hall	Date	April 15, 2020	
Facility Number	607153	Hazard	Building	
Lead Technician	Paul Mack	System	Fire Alarm & Sprinkler	

FIRE CONTROL PANEL TEST RESULTS

PANEL FN	6000 / Ver. 1.2.6		SUPPLY POW	ER PANEL #	1ST E	LE CLOSET	RP-2
MANUFACTURER	Fenwal			CIRCUIT#		14	
	TESTED					TESTED	-
POWER-ON INDICATOR	YES		ALARM SIGNA SILENCE OPE			YES	
COMMON TROUBLE LAMP	YES		ALARM SIGNA	AL SILENCE	LAMP	YES	
COMMON TROUBLE SIGNAL	YES		INITIATING CI		•	YES	
TROUBLE SILENCE SWITCH	YES		INITIATING CI		/IDUALLY	YES	
TROUBLE LAMPS (INDICATING CIRCUITS)	YES		ALARM LAMP (INDIVIDUALL		4	YES	
TROUBLE LAMPS (SIGNAL CIRCUITS)	YES	ALL AUDIBLE ALARM SIGNALS OPERATED ON DC POWER		YES			
AC POWER FAILURE TROUBLE	YES	INTERLOCK RELAYS OPERATE			YES		
GROUND DETECTION LAMP	YES	PLUG-IN COMPONENTS SECURELY IN PLACE			YES		
GROUND DETECTION TROUBLE	YES	RESET OPERATION		YES			
GENERAL ALARM OPERATION	YES	CONTROL PANEL LOCK		YES			
AUTOMATIC RELEASE TIMER 0 SECON	NDS NA	ELECTRIC	MANUAL RELI		0 SECONDS	NA	
BATTERY TESTS:	PANEL	BOOSTER	DIALER	SET#4	SET #5	SET #6	SET #7
BATTERY	TYPE 12V 18AH	12V 8AH	(1) 12V 8AH				
BATTERY	DATE APR-2019	APR-2019	APR-2019				
BATTERY VOLT, STANDBY (A	C OFF)						
BATTERY VOLTAGE W/LOAD (A	C OFF)						
TERMINALS CLEANED,	TIGHT YES	YES					

INTERLOCK DEVICE TESTS:

TESTED	SPECIFIC DESIGN	DESCRIPTION/LOCATION		
NA	COMPUTER POWER			
YES	SUPPLY AIR FAN	AHU 1, 2, 3 & 4 SHUTDOWN WITH RESPECTIVE DUCT DETECTOR & RF		
YES	RETURN AIR FAN	RF 1, 2,3 & 4 SHUTDOWN WITH RESPECTIVE AHU		
NA	SUPPLY DAMPER			
NA	RETURN DAMPER			
NA	EXHAUST FAN			
NA	A/C UNIT			
NA	DOOR HOLDERS			
NA	PROCESS PLC			
NA	PAINT MIX SHUTDOWN			
NA	CONVEYOR SHUTDOWN			
YES	PROPRIETARY ALARM	TROUBLE, SUPERVISORY & ALARM		
YES	OTHER - SPECIFY	ROLL UP FIRE CURTAINS (11 IN ALL)		
NA	OTHER - SPECIFY			
YES	PROPER SEQUENCE OF OPERATIONS WAS VERIFIED.			
NA	AUTOMATIC RELEASE SEQUENCE VERIFIED FOR DETECTORS.			
NA	MANUAL RELEASE SEQUENCE VERIFIED FOR ALL MANUAL PULL STATIONS.			



134 Northpointe Drive ~ Orion, MI 48359 (248)373-7800 Fax (248)373-6678 Email: FireProtection@HealeyFire.com

Facility Name City of Novi - City Hall	Date April 15, 2020
Facility Number 607153	Hazard Building
Lead Technician Paul Mack	System Fire Alarm & Sprinkler

DEVICE RECORD SHEET

DEVICE	LOCATION	TYPE	QTY.	TESTED	READINGS
SMOKE DETECTOR	BUILDING & SAFETY WINDOW, 1ST FLOOR	РНОТО	1	1	01, 02
SMOKE DETECTOR	TREASURER WINDOW, 1ST FLOOR	РНОТО	1	1	04, 05
SMOKE DETECTOR	PARKS & REC WINDOW, 1ST FLOOR	РНОТО	1	1	06, 07
SMOKE DETECTOR	ELE CLOSET, 2ND FLOOR	РНОТО	1	1	51, 52
SMOKE DETECTOR	IT ASSESSING / OFFICE, 2ND FLOOR	РНОТО	2	2	58, 59
SMOKE DETECTOR	TELEPHONE CLOSET, 2ND FLOOR	РНОТО	1	1	53
SMOKE DETECTOR	COMPUTER ROOM, 2ND FLOOR	РНОТО	4	4	54, 55, 56
SMOKE DETECTOR	WAITING AREA, 2ND FLOOR	РНОТО	2	2	57
SMOKE DETECTOR	TELE/ELECT. CLOSET A117, 1ST FLOOR	РНОТО	1	1	03
SMOKE DETECTOR	TELE/ELECT. EQUIP. B118, 1ST FLOOR	РНОТО	1	1	08
SMOKE DETECTOR	WAITING AREA, 1ST FLOOR		2	2	N/A
SMOKE DETECTOR	SECURITY STORAGE, 2ND FLOOR	РНОТО	1	1	N/A
WATERFLOW SWITCH	TREASURERS OFFICE A124 ABOVE CEILING	WATERFLOW	1	1	41 SUP W/F 45 SEC.
WATERFLOW SWITCH	REC EQUIP STORAGE B111, 1ST FLOOR	WATERFLOW	2		40 SECONDS
WATERFLOW SWITCH	ENV ENG A218 ABOVE CEILING, 2ND FLOOR	WATERFLOW	2		81,82
MANUAL PULL STATION	1ST FLOOR	LIFT & PULL	10	10	21 - 30
MANUAL PULL STATION	2ND FLOOR	LIFT & PULL	4	4	71,72,111 & 74
MANUAL PULL STATION	3RD FLOOR	LIFT & PULL	1	1	74
AUDIBLE / VISUAL	UDIBLE / VISUAL THROUGHOUT BUILDING		10	10	CEILING
AUDIBLE / VISUAL	JDIBLE / VISUAL THROUGHOUT BUILDING		23	23	WALL MOUNT
VISUAL	THROUGHOUT BUILDING	STROBE	31	31	CEILING
VISUAL	THROUGHOUT BUILDING	STROBE	4	4	WALL MOUNT
LIST AI	L DELUGE OR PRE-ACTION SPRIN	KLER VALVES	S - IF T	ESTED	

#004 Building Fire Alarm



134 Northpointe Drive ~ Orion, MI 48359 (248)373-7800 Fax (248)373-6678 Email: FireProtection@HealeyFire.com

Facility Name City of Novi - City Hall	Date April 15, 2020
Facility Number 607153	Hazard Building
Lead Technician Paul Mack	System Fire Alarm & Sprinkler

DEVICE RECORD SHEET

DEVICE	LOCATION	TYPE	QTY.	TESTED	READINGS
DUCT DETECTOR	AHU 1,2 & RF 1,2 MECH RM B200	РНОТО	4	4	101,102,103,104
DUCT DETECTOR	AHU 3, 4 & RF 3, 4 MECH RM A300	РНОТО	4	4	131,132,133,134
SMOKE DETECTOR	ABOVE PANEL	РНОТО	1	1	09
TAMPER SWITCH	REC EQUIP STORAGE B111, 1ST FLOOR	TAMPER	3	3	46
TAMPER SWITCH	TREASURER OFFICE A124 ABOVE CEILING	TAMPER	1	1	47
TAMPER SWITCH	ENV ENG A218 ABOVE CEILING, 2ND FLOOR	TAMPER	2	2	87
AUDIBLE	INSIDE & OUTSIDE MAIN RISER WALL	BELL	2	2	120 VAC
PRESSURE SWITCH	JANITOR CLOSET, 2ND FLOOR		1	1	N/A
LISTAL	L DELUGE OR PRE-ACTION SPRINKL	ED VALVE	- IE 7	ESTED	



134 Northpointe Drive ~ Orion, MI 48359 (248)373-7800 Fax (248)373-6678 Email: FireProtection@HealeyFire.com

Facility Name City of Novi - City Hall	Date April 15, 2020
Facility Number 607153	Hazard Computer Room
Lead Technician Paul Mack	System Pre-Action Sprinkler

INSPECTION AND TEST SYSTEM SUMMARY SYSTEM IMPAIRMENTS: NONE **RECOMMENDATIONS:** NONE **REPAIRS PERFORMED:** 1. Replaced (3) nitrogen tanks due to being low. (2) Size 40CGA 580 / (1) Size 20CGA 580 NOTES:

This is to indicate that the Fire Alarm System has been tested in accordance with NFPA Standards and these records document the results of testing performed.

LIMITATION OF LIABILITY CLAUSE

This report indicates that this fire protection system has been serviced by a professional in the manner required by the manufacturer's guidelines and in accordance with the latest publication of the National Fire Protection Association regulations that is applicable. Healey Fire Protection, Inc. does not assume any liability or responsibility for the system failing to operate, suppress or extinguish a fire for the reason that such failures may be due to causes beyond our control, including but not limited to, malicious tampering, accidents, failure to perform required modifications, enclosure changes, lack of required maintenance by the owner, etc. This system has been placed back in service in operational condition as of the date of service. From such date thereafter, the owner is responsible for keeping the system in operational condition. Healey Fire Protection, Inc.'s liability for any damages or loss arising out of, or in connection in any way with the service performed shall be limited to that stated in its Service Report and/or Inspection and Maintenance Agreement.



134 Northpointe Drive ~ Orion, MI 48359 (248)373-7800 Fax (248)373-6678 Email: FireProtection@HealeyFire.com

Facility Name City of Novi - City Hall	Date April 15, 2020
Facility Number 607153	Hazard Computer Room
Lead Technician Paul Mack	System Pre-Action Sprinkler

FIRE CONTROL PANEL TEST RESULTS

PANEL FHD20	02-R3		SUPPLY POW	ER PANEL#			
MANUFACTURER SIEM	ENS			CIRCUIT#			
	TESTED					TESTED	
POWER-ON INDICATOR	YES		ALARM SIGNA SILENCE OPE	-	1	YES	
COMMON TROUBLE LAMP	YES		ALARM SIGNA	L SILENCE I	_AMP	YES	
COMMON TROUBLE SIGNAL	YES		INITIATING CII TESTED FOR			YES	
TROUBLE SILENCE SWITCH	YES		INITIATING CII		IDUALLY	YES	
TROUBLE LAMPS (INDICATING CIRCUITS)	YES	ALARM LAMP OPERATION (INDIVIDUALLY TESTED)		YES			
TROUBLE LAMPS (SIGNAL CIRCUITS)	YES	ALL AUDIBLE ALARM SIGNALS OPERATED ON DC POWER		YES			
AC POWER FAILURE TROUBLE	YES	INTERLOCK RELAYS OPERATE		YES			
GROUND DETECTION LAMP	YES	PLUG-IN COMPONENTS SECURELY IN PLACE		YES			
GROUND DETECTION TROUBLE	YES	RESET OPERATION		YES			
GENERAL ALARM OPERATION	YES		CONTROL PAI	NEL LOCK	Ī	YES	
AUTOMATIC RELEASE TIMER 0 SECONDS	YES	ELECTRIC	0 SECONDS	PNEUMATIC	0 SECONDS	YES	
BATTERY TESTS:	SET#1	SET #2	SET#3	SET #4	SET#5	SET#6	SET #7
BATTERY TYPE	12V12AH						
BATTERY DATE	APR-2019						
BATTERY VOLT. STANDBY (AC OFF)							
BATTERY VOLTAGE W/LOAD (AC OFF)							
TERMINALS CLEANED, TIGHT							

INTERLOCK DEVICE TESTS:

TESTED	SPECIFIC DESIGN	DESCRIPTION/LOCATION	
NA	COMPUTER POWER		
NA	SUPPLY AIR FAN		
NA	RETURN AIR FAN		
NA	SUPPLY DAMPER		
NA	RETURN DAMPER		
NA	EXHAUST FAN		
NA	A/C UNIT		
NA	DOOR HOLDERS		
NA	PROCESS PLC		
NA	PAINT MIX SHUTDOWN		
NA	CONVEYOR SHUTDOWN		
NA	PROPRIETARY ALARM		
NA	OTHER - SPECIFY		
NA	OTHER - SPECIFY		
YES	PROPER SEQUENCE OF OPERATIONS WAS VERIFIED.		
YES	AUTOMATIC RELEASE SEQUENCE VERIFIED FOR DETECTORS.		
YES	MANUAL RELEASE SEQUENCE VERIFIED FOR ALL MANUAL PULL STATIONS.		



134 Northpointe Drive ~ Orion, MI 48359 (248)373-7800 Fax (248)373-6678 Email: FireProtection@HealeyFire.com

Facility Name	City of Novi - City Hall	Date April 15, 2020	
Facility Number	607153	Hazard Computer Room	
Lead Technician	Paul Mack	System Pre-Action Sprinkler	

DEVICE RECORD SHEET

DEVICE	LOCATION	TYPE	QTY.	TESTED	READINGS
SMOKE DETECTOR	2ND FLOOR COMPUTER ROOM		2	2	N/A
PRESSURE SWITCH	2ND RISER	LOW AIR	1	1	N/A
PRESSURE SWITCH	2ND RISER	DISCHARG E	1	1	N/A
TAMPER SWITCH	2ND RISER		2	2	N/A
10					
LICT AL	L DELUGE OR PRE-ACTION SPRIM	NEL EB VALVE	C 1E 7	LEGTED.	



134 Northpointe Drive ~ Orion, MI 48359 (248)373-7800 Fax (248)373-6678 Email: FireProtection@HealeyFire.com

Facility Name City of Novi - City Hall	Date April 15, 2020
Facility Number 607153	Hazard Building
Lead Technician Paul Mack	System Sprinkler

TESTING AND MAINTENANCE OF SPRINKLER SYSTEM X ANNUAL SEMI-ANNUAL QUARTERLY

All questions are to be answered Yes, No, or Not Applicable.
All "NO" answers are to be explained in the comments portion of the form.

SECTION 1: GENERAL / VISUAL INSPECTION	YES	NO	NA	SE	CTION 2: TESTING	YES	NO	N/
QUESTIONS TO BUILDING OWNER				37.	Dry Type sprinklers in service less than 10 yrs			Х
Is the building currently occupied?			Х	38.	Tamper Devices Passed		Х	
Has the building occupancy and contents remained				39.	Waterflow Device Passed	Х		
the same since last inspection?			Х	40.	ITV Location:			
Are all fire protection systems in service?			Х		Dry Sprinkler / Preaction / Deluge Systems			
Has the system(s) remained in service without				41.	Full flow performed every 3 years			Х
modifications since last inspection?			Х	42,	Date of last flow:			. X
5. Was the system free of actuations or alarms				43.	Starting Air Pressure			Х
since last inspection?			Х	44,	Starting Water Pressure			Х
VISUAL INSPECTION				45,	Low Air Pressure device			; X
Valve(s) / Riser:		-			Trip Air Pressure			Х
Model / Type:				47.	Valve Trip time			X
6. Valve / Riser free from physical damage	X			48.	3 year water to ITV time			X
7. Valves in correct open or closed position	X			49.	Quick opening devices passed			Х
No leakage from valve seat or Intermediate chamber			Х		Air maintenance device passed			X
Electrical components in service	X				Antifreeze loop present			Х
10. All gauges in good condition and normal psi	X			52.	Antifreeze specific gravity:			X
11. Is air pressure and priming water level normal			Х		5 year internal inspection done			Х
12. Valves are sealed or supervised	Х			54.	Date of internal inspection:			Х
13. Retarding chambers & drains are leakage free			Х	55.	5 year internal check valve inspection done	X		
14. OS & Y not leaking and in open position	Х			56.	Date of internal inspection:	2016		
15. Handwheel in good condition		Х		57.	All low points have been drained			Х
16. No physical damage to alarm devices	X			58.	Number of Low point drains:			X
17. Hydraulic nameplate secure to riser and legible	X			59.	Flow observed	1		X
18. Spare sprinklers have proper type, number and				60.	Manual activation devices passed			X
sprinkler wrench	Х				Valve Full Trip Test			
Fire Department connections:				61.	Hydraulically most remote nozzle			0
19. Accessible and visible	X				pressure reading:			Х
20. Couplings and swivels in good condition	Х			62.	Residual pressure at valve:	1		X
21. Plugs or caps in good condition	X			63.	Unimpeded water discharge from nozzles			Х
22. Gaskets in good condition	X				Main Drain Test:			
23. Identification sign(s) in place	X			64.	Residual Pressure			
24. No leakage from check valve	X			65.	Static Pressure			
25. Automatic drain valve in good working condition	X			66.	Gauges	Х		
Visible sprinklers free of:								
26. Corrosion	X							
27. Obstructions to spray patterns	Х			Ċ.				
28. Foreign materials including paint	Х							
29. Physical damage	Х					1000		
30. Visible pipe in good condition	X							
31. Hangers and braces of visible pipe in good condition	Х					4 - 4		
32. Areas with wet piping have enough heat	Х						1	
33. Low temp. alarms in dry-pipe, preaction and deluge	1 20							
valve enclosures work			Х					
34. Interior of pipe in preaction and dry-pipes free of ice			Х					
Sprinklers:								
35. Standard sprinklers less than 50 years old	X	-	4					
36. Fast Response sprinklers in service less than 20 years								
Comments and/or System Open Issues:								
#15. Sheer P/N on handle of valve needs to be replaced - bro	ken							

ASME CSD-1 Report

Performed By: R. W. Mead & Sons, Inc.

33795 Riviera, Fraser, MI 48026

Phone: 586-296-3650

Fax.: 586-294-0410

Certification and Reporting	(CG-500) for Controls and Safety Device	ces		
Customer Name Address City Telephone	Nov. Civic Conter 45175 WIOMILE ZD Novi State Fax.		Zip 48375	
Unit Identification Manufacturers Model No. ASME No.: UL No: Jurisdicition:	RBI MB1750	Year Built Natl. Bd. No. CSA No.	2013 31384	
<u>Steam</u> Max. W.P. Min. Safety Valve Cap.	psig	Hot Water Max. W.P. Max. Temp. Min. Safety Relief Valve Capacity	160 250° 1707	psig. Degree F PPH/BTU
Boiler Unit Description f Modular (No. of Modules Boiler Unit Capacity (Out	(Type) Finner Copper tPut) 14875 MBH	Tube boiler	2	
Burner Manufacturer JL or CSA No.	2BI	Model Serial No.	MB1750	
Fuels (As Shipped)	NATURAL			
	Gas Manifold Pressure Oil Nozzle/Delivery Pres.(at max High Gas Pressure Switch Setting Low Oil Pressure Switch Setting	2.0"4	<u> </u>	

11:55

Hot Water Heating Boiler Log

Year: 2020 2021

Suggested Outline for Compliance to CSD-1 Requirements Boiler Log for Low Pressure Hot Water Heating Systems (* Signifies Rule27/CSD-1 Required Testing)

Check Bollor/System Water Level in Expansion Tank Sight glass (^1)	Check Boiler Pressure/Temp. On Gauge (See Note*2)	"Drain /Test Low Water Fuel Cut-Out (Scc Note "3)	"Manually/Harte Test Boiler Safety/Relief Valve (*4)	Gheck/Observe Bumer Operation (See Note *5)	Comments Or Observations
					***** **** ***************************
	-	- West man			
		1			Arrange trainer
45%	19psx 1450	Yes ox	Lifted OK	Yes ok	
					The state of the s
		A.E			

ALL TESTING SHALL BE DONE TO MANUFACTURERS RECOMMENDATIONS

- Note *1: Not all Hot Water Heating Systems have expansion tanks with water level sight glasses.
- Note *2: Normal system pressures between 10-20 psi-Temperature between 140°-200° F during heating season.
- Note *3: a) Acceptable devices such as "Test & Checks" may be installed in the connection piping to float type LWCO's to facilitate the testing by draining.
 - b) Electronic probes or flow switch type LWCO testing may be modified to an annual test of isolating the boiler and draining it until the LWCO de-energizes the burner.
 - c) For float type LWCO's without a device to facilitate drain testing-it is required that the LWCO be flushed out regularly and then annually the boiler must be shutdown, isolated from the system and drained until the LWCO de-energizes the burner.
- Note *4: When testing boiler safety relief valves Use Caution-Water Temperatures can be up to 180° 230° F.
- Note *5: Some burner configurations have a Pre-Purge/Pilot/Main Flame/Post Purge Cycle(s).

Boiler Division Ph. 517-241-9334

Rule 518 (R-408.4518)/Low Water Cut-off Inspection R408.4518 Inspection of Low Water Cutoffs

Rule 518 requires that the owner shall ensure that an inspection of the low water cutoff is performed at least once during the certificate period, preferably at the time of the certificate inspection.

Float model, low water fuel cutoffs are to be disassembled and cleaned to allow an inspection of the float and float chamber. After reassembly a operational test of low water cut off is required.

Probe and flow switch model low water fuel cutoffs, shall be removed from the boiler or its associated piping for inspection. After reassembly a operational test of low water cut off is required.

(Maintain documentation of this low water cutoff inspection at the boiler location!)

Explanation: This rule requires inspection of all types of low water fuel cutoffs. How often the low water cutoff has to be inspected is determined by the inspection frequency of your boiler. Power & Process boilers-inspection is done once every year. For low pressure hot water heat with a manhole and steam heating boilers-inspection is done once every two years. For low pressure hot water heat and hot water supply-inspections done once every three years. If there are more than one low water fuel cutoffs on

Suggested Outline of recording inspection of Low Water Fuel Cutoffs

elc.)	(Float, Flow Switch, Probe)	Method of Inspection (#1, #2.)	Results of Inspection (Acceptable/Unacceptable)	Comments
0-21-20	Probe	#2	Austable	

Methods for Inspection-All Type(s) of Low Water Fuel Cutoffs

Method #1. Float type Low Water Cutoff disassembled, cleaned, float and float chamber inspected. Method #2. Probe or Flow Switch type Low Water Cutoff removed from piping for inspection. SPEC TROHER FURNISHS RSTSI WELL TOLL

	а		
		w	
		a	

ASME CSD-1 Report

Performed By: R. W. Mead & Sons, Inc.

33795 Riviera, Fraser, Mil 48026 Phone: 586-296-3650

Fax.: 586-294-0410

Certification and Reporting	(CG-500) for Cor	itrols and Safety Device	ces		
Customer Name Address City Telephone	Nov. (45175 Nov.	NIC Conte W 10 mile 18 State Fax.		Zip <u>48375</u>	
Unit Identification Manufacturers Model No. ASME No.: UL No.: Jurisdicition:	PBI	MB1750	Year Built Natl. Bd. No. CSA No.	2013 31219	
Steam Max. W.P. Min. Safety Valve Cap.	,	psig PPH	Hot Water Max. W.P. Max. Temp. Min. Safety Relief Valve Capacity	160 250 1707	psig. psig.
Boiler Unit Description f Modular (No. of Module: Boiler Unit Capacity (Ou	81	TIS MBH	tube boiler		
Burner Manufacturer JL or CSA No.	RBI		Model Serial No.	MB1750	
fuels (As Shipped)	NATURA	*1	**		
	High Gas Pre	Pressure elivery Pres.(at max. essure Switch Setting sure Switch Setting	input) = 7 "w/c 2 2 0 " w/	6	

Certification and Reporting (CG-500) for Controls and Safety Devices

Control/Device	Reference ASME CSD-1	Manufacturer	Model Number	Operation Test Performed, Date
Operating Controls		N N		
Low-Water Fuel Cutoff	CW-120(a),CW-140	SAFGARD	550	10-21-20
Forced Circulation	GW-210(a)	TACO	IFS 01	10-21-20
Steam Pressure	CW-310(b)		1	
Water Temperature	CW-410(b)			
Safety Controls				
_ow-Water Fuel Cutor	f CW-120(a),CW-120(b)	- 0		
	CW-130,CW-140	SAFGARD	_550	10-21-20
Forced Circulation	CW-210(b)	TACO	IFS-01	10-21-20
ligh Steam Pressure Limit	CW-310(c	2		
ligh Water Temp, Limil ,	CW-410(b)	Jumo	603070/00705	10-21-20
uel Safety Shutoff Valve	CF-180(b)(2)		1	
lain	CF-180(b)(3)	Dungs	MBC-SE2500/602505	10-21-20
ilot Safety Shutoff Valve	CF-180(c	MAxited	CUIDOQ 5NW	10-21-20
omlzing Medium Swilch	CF-450(b)			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
ombustion Air Switch	CF-220	Cleveland	NS2-0407-00	10-21-20
igh Gas Pressure	CF-162	Antunes	8101111202	10-21-20
ow Gas Pressure	CF-162			
ow Oil Pressure	CF-450(a)		¥	
gh Oil Temperature	CF-450(c			
w Oil Temperature	CF-450(d)			
rge Air Flow	CF-210	Cleveland	NS2-0402-00	10-21-20
me Safeguerd (Primary)	CF-310,CF-320			
anie Detector	CF-310, CF-320	Honeywell	ZM78954012	10-21-20
w Fire Start w Fire Start	CF-610 -			
fety or Safety Relief fety Valve	Valve(s) CW-510	Wattsm	740	10-21-20
fety Relief Valve	- CW-520	The second secon	- 10	10 01 00

R. W. Mead & Sons, Inc.

	Certfication and Reporting (CG-500) for Controls and Safety Devices
HOTES	
im, _	
	ection & cleaning if Requires
	J. Acquired
-	-
Technicia	an Aron Roche
Date <u>lo</u>	-21-20

Hot Water Heating Boiler Log

Year: 2020/2021

Suggested Outline for Compliance to CSD-1 Requirements Boiler Log for Low Pressure Hot Water Heating Systems (* Signifies Rule27/CSD-1 Required Testing)

	Check Boiler/System Water Level in Expansion Tank Sight glass (*1)	Check Boiler Pressure/Temp. On Gauge (See Note*2)	"Drain /Test Low Water Fuel Cut-Out (See Note *3)	*Manually/Hand Test Boiler Safety/Relief Valve (*4)	Check/Observe Bumer Operation (See Note *5)	Comments Or Observations
Jan						
Feb					100	
Mar						
Apr		- Marie - Transport				
Vlay						
Jun				, and a second		
៤វ						
/ng						
Sept		0.04.1				
Oct	-		- Winner			
lov						
Dec	45%	9ps:/1402	les ox	les ok	Yes ox	

ALL TESTING SHALL BE DONE TO MANUFACTURERS RECOMMENDATIONS

- Note *1: Not all Hot Water Heating Systems have expansion tanks with water level sight glasses.
- Note *2: Normal system pressures between 10-20 psi-Temperature between 140°-200° F during heating season.
- Note *3: a) Acceptable devices such as "Test & Checks" may be installed in the connection piping to float type LWCO's to facilitate the testing by draining.
 - b) Electronic probes or flow switch type LWCO testing may be modified to an annual test of isolating the boiler and draining it until the LWCO de-energizes the burner.
 - c) For float type LWCO's without a device to facilitate drain testing-it is required that the LWCO be flushed out regularly and then annually the boiler must be shutdown, isolated from the system and drained until the LWCO de-energizes the burner.
- Note *4: When testing boiler safety relief valves Use Caution-Water Temperatures can be up to 180° 230° F.
- Note *5: Some burner configurations have a Pre-Purge/Pilot/Main Flame/Post Purge Cycle(s).

Boiler Division Ph. 517-241-9334

Rule 518 (R-408.4518)/Low Water Cut-off Inspection R408.4518 Inspection of Low Water Cutoffs

Rule 518 requires that the owner shall ensure that an inspection of the low water cutoff is performed at least once during the certificate period, preferably at the time of the certificate inspection.

Float model, low water fuel cutoffs are to be disassembled and cleaned to allow an inspection of the float and float chamber. After reassembly a operational test of low water cut off is required.

Probe and flow switch model low water fuel cutoffs, shall be removed from the boiler or its associated piping for inspection. After reassembly a operational test of low water cut off is required.

(Maintain documentation of this low water cutoff inspection at the boiler location!)

Explanation: This rule requires inspection of all types of low water fuel cutoffs. How often the low water cutoff has to be inspected is determined by the inspection frequency of your boiler. Power & Process boilers-inspection is done once every year. For low pressure hot water heat with a manhole and steam heating boilers-inspection is done once every two years. For low pressure hot water heat and hot water supply-inspections done once every three years. If there are more than one low water fuel cutoffs on

Suggested Outline of recording inspection of Low Water Fuel Cutoffs

Date of Inspection (01/03/2003- etc.)	Type of Culoff (Float, Flow Switch, Probe)	Method of Inspection (#1, #2,)	Results of Inspection (Acceptable/Unacceptable)	Comments
10-21-20	Probe	#2	Acceptable	-
				-
				~

Methods for Inspection-All Type(s) of Low Water Fuel Cutoffs

Method #1. Float type Low Water Cutoff disassembled, cleaned, float and float chamber inspected. Method #2. Probe or Flow Switch type Low Water Cutoff removed from piping for inspection. STRUCTRONLLE FURNIS BOTH MET 1014

	Ą			
	14			

CITY OF NOVI

POLICY AND RULES

REGARDING ALCOHOL ON PUBLIC PROPERTY

Purpose

In response to inquiries and requests from residents, local businesses, and community organizations, the City of Novi has determined to authorize, on a limited basis, the use of alcohol at certain City-owned or City-managed facilities. The use is limited to specific locations and is subject to the rules set forth below. The purpose of this Policy and corresponding Rules is to prevent common and recognized problems that can arise from alcohol consumption, to ensure a safe and enjoyable environment for all those who use City facilities, and to reduce the risk of liability.

General Policy

The City does not maintain a liquor license for any of its facilities. In addition, by City ordinance, alcohol may not be consumed at public facilities except as authorized by City Council resolution. The City Council has determined that, at the specific facilities designated in this policy **only**, alcohol can be possessed and consumed either:

- (1) Under to a special event license issued by the State of Michigan/Liquor Control Commission to a non-profit organization for a specific event; or alternatively
- (2) As part of a private event for which no license is required from the State of Michigan.

Private events for which no special event license is required are those in which a limited number of people are invited in connection with a private gathering—such as a wedding shower or reception or a banquet sponsored for a particular group of individuals and their guests—and alcohol is provided free of charge by the host or Sponsor or brought to the event by individuals for personal consumption.

Events requiring a special event license are those that the general public is permitted to attend and which involve the provision of alcohol by the non-profit entity sponsoring the event for a charge, as Michigan law does not allow the provision of alcohol to the general public free of charge.

Some of the following rules apply to either type of event. Additional rules may apply depending on which type of event is held.

The City reserves the right to deny the request for the use of alcohol, and to deny the Alcohol Use Application, if it finds that the Sponsor cannot or likely will not meet the requirements of this Policy and these Rules, cannot sufficiently indemnify or hold harmless the City, or if the proposed event is in any way inconsistent with the use of the public facilities and the purpose of this Policy as stated above.

Generally-Applicable Rules

In addition to any and all applicable state and local laws, ordinances, or regulations relating to the sale, service, consumption, and possession of alcohol, the following rules shall apply to carry out the Policy stated herein.

- 1. Unless otherwise specified in this Policy and under these Rules, an Alcohol Use Application shall be completed indicating the intent to serve or sell alcoholic beverages. Approval shall be received from the City Manager and the Police Chief or their designees. An Application for a **private event** shall be submitted at least five (5) business days before the event. An Application for an event under a **special event license** shall be submitted at the time the application for the license is submitted to the State of Michigan Liquor Control Commission.
- 2. A \$1000 deposit is required to be paid when the space is booked for the event to guarantee compliance with these rules. The deposit is refundable at the conclusion event unless forfeited in accordance with these rules.
- 3. No alcohol may be consumed at any City facility during hours of operation for the conduct of official business. (8:00 am to 5:00 pm, Monday through Friday.)
- 4. No alcohol may be taken from the City facility. All alcoholic beverages shall be consumed on the premises where use has been authorized.
- 5. Alcohol service is limited to beer, wine, and champagne packaged in bottles. Hard liquor and beer kegs are not allowed.
- Low and non-alcoholic drinks must be available at all times that alcohol is available. Non-alcoholic drinks must be available at a lower price than alcoholic drinks.
- 7. Food must be available at all times when alcohol is being served.
- 8. If bar service is provided, a maximum of two drinks may be served to an individual at any one time.
- 9. If bar service is provided, no special sales or reductions will be permitted for volume purchases.

- 10. Alcohol may be possessed or consumed only by individuals over the age of 21. The event Sponsor shall ensure that identification is in accordance with applicable law, to ensure that no one under the age of 21 is served alcohol. The only acceptable forms of identification shall be a state or other official identification card, a driver's license with photo, or a passport.
- 11. No alcohol shall be served to any person who is obviously intoxicated. Doing so may result in criminal prosecution.
- 12. The availability of liquor at an event shall not be advertised without the prior written approval of the City.
- 13. If bar service is provided, no announcement of "last call" may be made. The bar shall simply close at the required time.
- 14. Alcohol must be possessed, consumed, and served only in areas designated for the specific event by the City.
- 15. City representatives may enter the event at any and all times to review compliance with this policy and these rules.

Event Sponsor Obligations

For purposes of this policy, "Sponsor" means the person or group responsible for organizing an event involving alcohol in a City facility or on City lands.

Individual representatives(s) of the event Sponsor shall be identified in the Alcohol Use Application and the event Sponsor, if an individual, or at least representative of the event Sponsor, if a group, must be present at the event at all times.

The event Sponsor is responsible for:

- (1) Submitting the Alcohol Use Application, if required, and posting the required deposit.
- (2) Securing and paying the premium for insurance and providing proof of insurance (to the extent required by this Policy and these Rules).
- (3) Securing the required special event license from the State of Michigan/Michigan Liquor Control Commission, if alcohol is to be sold at the event.
- (4) Providing "server trained" supervisors or bartenders as required in this Policy and these Rules.
- (5) Providing the required hold harmless/indemnification agreement to the City.

Insurance

Insurance requirements differ depending on whether the event involves the sale of alcohol to invited members of the public in connection with an event sponsored by a non-profit organization or is a private event at which the Sponsor provides the alcohol free of charge or alcohol is brought for personal consumption.

A. Non-profit "special event"

A certificate of insurance coverage of not less than \$500,000 per occurrence and a minimum aggregate coverage of not less than \$1,000,000, including \$1,000,000 of alcohol liability coverage, is required to cover any liability arising out of or associated with the event. The City of Novi and its City Council, officers, agents, and employees must be named as "additional insured." The certificate is required five (5) days in advance of the event. The certificate shall be provided to the City Clerk's office, which shall be responsible for verifying that the required coverage is provided.

B. Private event/party

Sponsors must provide a copy of their Personal Liability Home Owners, Condominium Owners, or Renters liability policy reflecting coverage for the event of not less than \$500,000 per occurrence and a minimum aggregate coverage of not less than \$1,000,000, including \$1,000,000 of Host Liquor Law/Liquor Law Liability coverage, or other evidence of sufficient coverage for the event as determined by the City. Sponsors are strongly encouraged to advise their insurance broker that they will be serving/selling alcohol at an event away from their residence in order that their Personal Liability Home Owners or Tenants and Condominium Owners Liability can be extended and endorsed to include such coverage.

Indemnification/Hold Harmless Agreement Required

The event Sponsor must agree to defend, indemnify and hold harmless the City of Novi, its officers, agents and employees from all claims, liabilities, demands, damages and actions, or whatever form or nature, for property damage, personal injury or death, arising out of or in any way relating to the event and the use by the Sponsor.

Alcohol to be served by Trained Servers (Licensed Events and Large Private parties)

At every event conducted under a **special event license** at which alcohol is sold, the sponsor must provide at least one (1) bartender who has completed a Michigan Server Training Program established pursuant to the Michigan Liquor Control Commission, and specifically MCL 436.1906 (such as TAM, TIPS, C.A.R.E., or ServSafe Alcohol. The trained

server must oversee all other servers during the event. All servers shall be over the age of 21.

At any **private event** at which more than 25 people will be present and at which alcohol will be provided by the Sponsor at no charge, the Sponsor shall provide least one (1) bartender who has completed a Michigan Server Training Program, except as otherwise provided in this Policy and these Rules.

Violation of Policy/Rules

A City of Novi staff member will intervene whenever he or she encounters a violation of the policy. Depending upon the severity of the infraction, City of Novi staff may ask the Sponsor of the event to stop the violation, or may close down the portion of the event involving alcohol. Should the Sponsor fail to comply, staff members may call the police for enforcement. Violations of this Policy and these Rules shall result in a forfeiture of the deposit.

No Gambling or Games of Chance

No gambling or games of chance will be permitted at any event except as specifically authorized by the City Council.

City Facilities at which Alcohol is Permitted

Alcohol may be possessed and consumed in the following facilities or on the following properties, subject to the above rules except as noted below and to the extent authorized by Resolution of the City Council:

- The Civic Center, Township Hall, and Villa Barr Art Park, in locations identified in the approval of the Alcohol Use Application by the City Manager and Police Chief or their designees.
- (2) The Novi Public Library, in locations authorized by the Library Director and identified in the approval of the Alcohol Use Application by the City Manager and Police Chief or their designees. The City will grant the Application only if and to the extent the Board of Trustees of the Library similarly authorize the use of alcohol at the Library facility.
- (3) Lakeshore Park, subject to the following:
 - a. Alcohol may be possessed and consumed by individuals who provide their own alcohol, or may be provided at no charge by an event Sponsor.
 - b. Unless the event is conducted under a special event license, a trained server is not required to be provided by the event Sponsor.

- c. Unless the event is conducted under a special event license, no alcohol may be sold.
- d. Park hours must be observed; no consumption is permitted outside of park hours.
- e. No insurance is required.
- (4) Novi Ice Arena, subject to the following:
 - a. Non-profit "special events" only (i.e., licensed through the State of Michigan.
 - b. The non-profit must be connected to or involved in activities that relate to the City of Novi (i.e., a local Novi-area youth hockey or skating group) and that generate rental fees for the ice arena in excess of \$100,000 per year.
 - c. The City will grant the Application only if and to the extent the Director of Parks, Recreation, and Cultural Services and the Arena Manager authorize the use of alcohol at the Library facility.
 - d. No more than three (3) events may be held by any one non-profit within any 12-month period.

Adopted: September 27, 2010

Amended: June 3, 2013

Amended: February 7, 2018

Novi Parks, Recreation and Cultural Services



2020 PARENT HANDBOOK



Welcome to the 2020 Summer Camp Program!

We are so happy your child is going to spend some of the summer with us! We are very excited about our camp and are very eager to start having fun!

On a typical day at camp, campers will play games, create an arts and crafts project, participate in sports and games, enjoy water activities and much more! There is a staff ratio of 2 counselor for every 8 participants daily. Campers will work with 4 the counselors each week, and will make new friends!

Hours of Operation*

The scheduled hours for all camp sessions begin at 8 am and conclude at 5 pm, Monday through Friday from June 15 – August 21. Between the hours of 8-9am and 4:30-5pm, campers will take part in general recreation activities. Full camp activities take place between 9am and 4:30pm. *Please note: The extended hours do not mean you have to have your child there at 8 am, and that you have to wait to pick them up at 5 pm. These hours are meant to make it more convenient for parents who need the entire time frame. If you are later than 5 pm, you will be charged \$1 a minute to your account.

Our Staff

City of Novi, Parks, Recreation and Cultural Services (PRCS) has taken great pride in hiring committed and enthusiastic counselors that are ready to make this summer one your child won't forget! Many are college-aged students who have a background in education or similar fields. The entire staff has successfully completed a criminal background check, a department orientation, as well as an extensive week long training prior to camp including: rules and regulations, safety, emergency action plans, planning, strategies for working with youth, diversity, games and customer service. A safe, fun filled experience for each camper is our goal. If at any time you have any suggestions, concerns or complaints about the program and/or staff, please address the immediate supervisor on site. If the problem continues, please contact Cristin Spiller, Recreation Supervisor at 248.347.0474.

Important Phone Numbers

Main Office, Civic Center	248.347.0400
Novi Summer Camp	248.763.8678 or 248-255-1386
Cristin Spiller, Recreation Supervisor	248.347.0474 (Office) or 248.521.7427 (Cell)

Daily Operations and Policies

Daily Schedule

Each day the campers will have a schedule that will highlight active, passive, and aquatic activities. Activities will be focused on each of the weekly themes. Lunch will take place from 11:30am -12 pm, Snack will take place between 1:30-2pm and between 4 pm and 4:30 pm, we will begin to wrap up the full camp activities and prepare for pick up. General activities will continue until 5 pm. Themes for this summer include:

<u>Week</u>	<u>Theme</u>
Jun 15-19	Summer Kickoff
Jun 22-26	Oh the Places You'll Go
Jun 29-Jul 3	Around the World
Jul 6-10	Ooey Gooey Week
Jul 13-17	Music Makers
Jul 20-24	Water Works
Jul 27-31	Olympics Week
Aug 3-7	Artful Antics
Aug 10-14	Movie Mania
Aug 17-21	Challenge Week

Sign-In & Sign-Out Procedures

Every child must be signed in at the start of day of camp and signed out at the end of each day. Campers will be released only to a person listed on the child's information sheet. Please be sure that anyone picking your child has their ID ready - THERE WILL BE NO EXCEPTIONS. We know that sometimes your hectic schedule presses you for time and every extra second is valuable, but the safety of your child does come first. Therefore, there will be strict enforcement of the sign-in and sign-out policy. At the beginning and end of camp, there may be lines as other parents drop off or pick up their children, so please be patient remember to practice social distancing with you and your child. The system we have designed has been set up to work efficiently and effectively. Please allow yourself a few extra minutes to allow for sign-in and sign-out. Also realize we have a lot of parents come through over the course of the summer, so even though you might feel the counselors should, "know you," we still need to check ID's.

New This Year:

Parents will drop campers off at the north entrance of the Novi Civic Center. Full-time Novi Parks, Recreation and Cultural Services staff will meet you and your camper at the check in table, complete a health screening and escort campers into the Civic Center. At pick up parents will contact camp via cell phone, staff will escort camper out of the Civic Center at the north entrance. Camper drop off and pick up will be conducted outside unless it is raining. In the case or rain, drop off and pick up will be conducted in the Civic Center Atrium. Please respect our staff and wear a mask when signing-in and signing-out your child. Please respect the 6ft social distancing guidelines when waiting to sign your child in. Map on page 3 show drop off parking and sign in locations. You will not be able to walk through the Civic Center to get to drop off locations.



Food

Please send your child with a lunch and afternoon snack every day. If there will be a time where a lunch will not be needed, we will notify you. There is not a refrigerator on site to store cold lunches, please do not send anything that needs to be heated.

Cell Phones/Electronics

We strongly recommend and encourage that your child <u>does not</u> bring a cell phone or electronics to camp. If an electronic or cell phone is brought to camp, it is expected that it be off and in a bag or backpack once the full camp day begins. Children will not be allowed to use phones for recreational purposes. Use of the phone will be monitored by staff, and we ask that parents do not excessively use the phone as a way to talk to your child throughout the day. Parks and Recreation is not responsible for lost/stolen phones/electronics. If you need to get a message to your child while he or she is at camp, please call the appropriate camp number found on page 2.

Lost and Found

Each year we accumulate many pieces of lost clothing, towels, sports equipment, lunch boxes, etc. Please be sure that your camper leaves with everything they brought. **Everything your child brings to camp should be clearly marked with their name, so there is ease in returning lost items**. If your camper loses something, please check with the counselors; there is a Lost and Found at camp. All items at the end of the summer are disposed of or donated to a local charity, so please claim your items as soon as possible.

Forms

As you register your camper, you will be required to fill out a Medical/Information/Release Form. It is very important that this form is completed in its entirety with accurate and up to date information. Copies of this information are kept on site and sent with staff on every field trip away from the camp. Parents will also complete a Health Screening Tool each morning and will bring a completed form to camp.

Inclement Weather

All activities will come to a stop if thunder is heard or lightning is seen during camp. All staff and participants will return to the building. Staff will wait 30 minutes from the last sound of thunder or sight of lightning to resume outdoor activities. If the forecast does not include lightning, activities may take place in the pavilion. Extreme weather conditions may warrant the cancellation of the remainder of the day, in which cases, parents/guardians will be notified by phone. The rain out line will also be updated: 248.347.0473.

Clothing

On your first day of camp, your child will receive a Camp T-shirt. One shirt is given to each participant for the camp season regardless of how many weeks you are registered. Please dress your child sensibly for camp activities so that they are comfortable and can enjoy the day as much as possible. Many camp activities require physical activity; therefore, we recommend that all campers wear closed toed shoes every day. We incorporate arts and crafts in daily activities that may deal with paint, markers and other potentially messy items. Every effort is made to keep the mess to a minimum, but accidents do happen so please do not dress your child in their best clothes. We will play water games each week, please send your child with an appropriate bathing suit and towel with your child daily. Don't forget to label all clothing items with a name and phone number.

Sunscreen and Bug Spray*

*Please apply Sunscreen to your child before arriving at Camp. If you want your child to reapply during the day, please have them bring SPRAY Sunscreen (we cannot help apply the lotion sunscreen due to health concerns and liability reasons). Same goes for bug spray.

Medicines

All medication must be self-administered; staff will not distribute or administer medication. Campers are responsible for holding all meds while at camp. We recommend sending only the necessary doses for the day and when at all possible, adjusting the medication schedule so the child will not have to take medication at camp. If your child has an **Epi-pen**, we ask that you leave one at camp for the week(s) your child is attending and will have an additional medical form for you to fill out the first day of camp.

Injuries

Safety for all campers is the number one priority of the entire staff. Policies and procedures will be implemented and enforced to keep all campers safe. However, we know that there will be bumps, bruises and scrapes. Immediate care will be provided to any camper injured. Minor bumps and bruises will be treated by staff on-site. Camp PowerPaly is stocked with a first aid kit. Parents will be notified when campers are picked up at the end of the day of any minor injury. In the unlikely event of a serious injury, 911 will be called immediately and parents will be contacted as soon as possible. All camp staff is certified in basic CPR and First Aid

Please bring

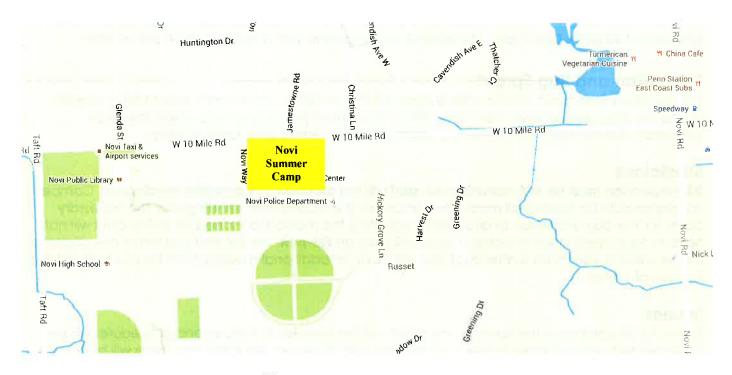
- Packed lunch and Afternoon Snack
- Bathing suit
- Towel
- Refillable Water Bottle
- Sunscreen (SPRAY VERSION)
- Sandals/beach shoes
- Bug Spray

The items should be packed in a regular sized backpack that will fit into a milk crate cubby, Please remember to label everything you send with your camper.

Please do not bring

- Electronic Games or IPODS/MP3 Players
- Playing Cards/Trading Cards
- Pocket knives or anything else that could be considered a weapon
- Expensive items or large amounts of cash
- Cell phones
- Sports equipment (balls, skates, etc.)/toys & games

Map to Novi Summer Camp



Thank you for choosing Novi Parks, Recreation and Cultural Services as your source for summer fun!



For more information contact: Cristin Spiller at 248.347-0474 or visit cityofnovi.org

Novi Parks | 45175 W. Ten Mile Road | Novi, Michigan 48375 | 248.347.0400

Enriching Lives... Strengthening Community





2020

STAFF MANUAL



TABLE OF CONTENTS

Staff	4
Important Phone Numbers	5
Staff Roster	6
Job Descriptions	7-8
Employment at Will	9
General Requirements	10-11
Payroll Information	12
Operational Procedures	13-15
Staff Training	16
Training Schedule	17
Goals & Objectives	18-20
Ages and Stages	21-22
Behavior Management	23-27
Camp Schedule	28
Theme of the Week	29
Field Trips	30-31
Planning Form	32
Emergency Procedures	33
Child Protection Law	34
Participant Accident Procedures	35
Exposure Control Plan	336
Employee Medical Treatment Instructions Health Service Policy	
Site Safety & Emergency Procedures	40-44

Novi Parks, Recreation and Cultural Services 45175 10 Mile Rd., Novi, MI 48375 Phone: 248.347.0474 Fax: 248.347.3286

E-mail: noviparks@cityofnovi.org

City of Novi City Council

Bob Gatt, Mayor
Dave Staudt, Mayor Pro Tem
Andrew Mutch, Council Member
Laura Marie Casey, Council Member
Kelly Breen, Council Member
Hugh Crawford, Council Member
Justin Fischer, Council Member

Pete Auger, City Manager

City of Novi Parks and Recreation and Cultural Services Commission

Jay F. Dooley
Supriya Joshi
Salene Riggins
Scott A. Pratt
Charles A. Staab
Brian Smith
Hideki "Harry" Torimoto

Saketh Ogirala – Student Representative Ananya Kamalesh – Student Representative

STAFF

Phone #'s Roster

General Requirements

Payroll Procedures

Operational Procedures

IMPORTANT PHONE NUMBERS

CAMP LAKESHORE: 601 S. Lake Dr. Novi, MI 48377

CAMP POWERPLAY: 45175 10 Mile Rd., Novi, MI 48375

Police NON EMERGENCY	.248-348-7100
Non-Emergency Fire	248-349-2162
Emergency: Police, Fire, Ambulance	911
Poison Control	313-745-5711
Animal Control	248-306-9039
American Red Cross	248-788-1395
Department of Health	248-424-7000
Matt Turco - Parks and Municipal Property Superintendent	248-343-1876
Maintenance Garage	248-735-5648
Emergency Deep Dive Squad: US Coast Guard Search	248- 582-8364
Oakland County Sheriff Department Marine Division	248-858-783
Oakland County Health Departnent	248.858.1280
Novi Parks	oetween 8AM-5PM)
Novi Parks Hotline	248-347-0473
Cristin Spiller, Recreation Supervisor, office	248-347-0474
Cristin's cell	248-521-7427
Tracie Ringle , Deputy Director of PRCS(For emergency reasons ONLY)	248-343-8808

STAFF ROSTER

Name	Position	Phone	Camp Location
Kristin Blonde	Head Counselor		Lakeshore
Kristin Gunleman	Head Counselor		PowerPlay
Kaleb Bloomfield	Counselor		PowerPlay
Mallory Bryant	Counselor		PowerPlay
Ryan Gunkleman	Counselor		Lakeshore
Lindsey Jones	Counselor		PowerPlay
Sophia Kim	Counselor		PowerPlay
Celia McGrath	Counselor		PowerPlay
Jillian Marshick	Counselor		Lakeshore
Caitlin Parsons	Counselor		Lakeshore
Sarah Perris	Counselor		Lakeshore
Sean Pitcher	Counselor		PowerPlay
Rhasean Scales	Counselor		Lakeshore
Hannah Turner	Counselor		Lakeshore
Dakota Watterson	Counselor		Lakeshore
Tristan Wrong	Counselor		Lakeshore
Kyle Yapp	Counselor		Lakeshore

JOB DESCRIPTIONS

Position Title: Head Counselor

Responsible to: Recreation Supervisor

Qualities Needed:

General:

- 1. Understanding of aims and objectives of camp
- 2. Ability to deal with people
- 3. Knowledge of camp program and planning
- 4. Winning way with campers
- 5. Ability to appear before groups of campers and staff Specific:
- 1. At least 21 years old
- 2. Experience working with children
- 3. Ability to work in the out of doors comfortably
- 4. Be enthusiastic and dependable
- 5. CPR certification required (provided by department)

Responsibilities:

General:

- 1. Coordinating and supervising site staff
- 2. Assist in setting camp standards for camp program
- 3. Be responsible for camp operations

Specific:

- 1. Monitor staff schedules
- 2. Coordinate activities such as all camp activities, field trips and special events
- 3. Assist in planning and executing staff training
- 4. Assist in hiring staff
- 5. Supervise and evaluate staff
- 6. To keep accurate records and to submit reports that are properly completed, in a timely fashion
- 7. Organize and monitor camper paperwork

JOB DESCRIPTIONS

Position Title: Camp Counselor

Responsible to: Camp Supervisor/Recreation Supervisor

Qualities Needed:

General:

1. Understanding of aims and objectives of camp

- 2. Ability to work with children to grow in character, experiences, and insights
- 3. Knowledge of camp program and planning
- 4. Winning way with campers
- 5. Guard the health and well-being of campers at all times

Specific:

- 1. At least 18 years old
- 2. Experience working with children
- 3. Ability to work in the out of doors comfortably
- 4. Be enthusiastic and dependable
- 5. CPR certification required (provided by the department)

Responsibilities:

General:

- 1. Work with a group of 8-10 campers to experience a safe, growing, fun camp experience
- 2. Work with other staff in a supportive manner
- 3. To always conduct yourself in a personable and "professional" manner as befits a member of our staff, and an employee of the City of Novi.

Specific:

- 1. Greet campers and families upon arrival and orientate them to camp
- 2. Establish with campers camp jobs, rules and emergency procedures
- 3. To plan, organize and implement a balanced recreation program to include, but not limited to, the following activities: Performing Arts, Nature Activities. Creative Crafts, Special Events, Instructional Sports, Field Trips, Sports and Games, Special Programs, Activities listed on your sites plan
- 4. Participate in all camp functions
- 5. To promote the summer program with posters, flyers and bulletin board displays
- 6. Attend all staff trainings and meetings
- 7. To keep accurate records and to submit reports that are properly completed, in a timely fashion.
- 8. To participate in the process of program evaluation.
- 9. Report any suspicion of child abuse to your supervisor and discuss it with no one else.
- 10. Help out where needed in any area of camp to contribute to the successful operation of camp.

EMPLOYMENT AT WILL

The City of Novi Parks, Recreation and Cultural Services Department is an "at will," employer. The policies, rules, and guidelines in this handbook are not intended to be a contract of employment or guarantee of any or all policies or rules set forth. The department expressly reserves the right to revoke or revise any or all parts of this handbook, and any or all of the policies and rules described herein, at any time, for any reason, without prior notice.

In addition, nothing in this handbook should be construed as a contractual agreement with the City of Novi Parks, Recreation and Cultural Services Department to be employed for any particular time. Your employment with the Novi Parks, Recreation and Cultural Department is "at will," which means that both the department and you have the right to terminate employment with or without notice at any time, with or without cause.

THE FOLLOWING ACTS SHALL BE BASIS FOR IMMEDIATE TERMINATIONOF EMPLOYMENT:

- ✓ Reporting to work intoxicated (drugs or alcohol).
- ✓ Blatant disregard for rules/operating procedures covered in orientation training or training manuals.
- ✓ Gross negligence.
- ✓ No call, no show for work.
- ✓ Other: at the discretion of the Recreation Supervisor

Staff should also note:

- ✓ Guests are only welcome with permission from the supervisors and under the condition that they will not deter your attention from the campers.
- ✓ Staff should always be supportive and assist all co-workers to ensure a fun and safe camp for all.
- ✓ Staff should **ALWAYS**, **ALWAYS**, **ALWAYS**, be engaged with the children, **especially on field trips** because this is when we're most visible to the public.

Novi Parks takes a ZERO TOLERANCE stand on the abuse of alcohol and drugs.

GENERAL REQUIREMENTS

Dress Code

The old adage that "you have only one chance to make a good first impression" should not be lost in a program that lasts for only 9 weeks. Think of those 45 days as opportunities for presenting 45 "good first impressions." We expect no less of you.

The primary considerations are good appearance and comfort, to allow you participation in activities.

- 1. Staff shirt MUST be worn and all clothing worn must be neat and clean
- 2. Staff shirts cannot be altered in any way. No cutting, embroidering or marking up, etc.
- 3. Neat and clean, woven cotton or jean, shorts, athletic or pants are allowed. Extremely short shorts, ripped or torn pants or shorts are not. If you fear for a garment's safety, do not wear it.
- 4. Athletic shoes are appropriate.
- 5. Sandals, slippers (house shoes) and bare feet are not allowed. (except during lake/pool time)
- 6. Expensive jewelry is discouraged because of the active and outdoor nature of your work.
- 7. Hats must be worn forward facing and please keep in mind what the hat is advertising and do not wear anything inappropriate.
- 8. While swimming, a one-piece for females and trunks for males are appropriate.
- 9. Cloth Face Covering or mask (provided by the City of Novi)

Remember that you are a role model for the children and a representative of the City of Novi Parks, Recreation and Cultural Services Department. If you are dressed inappropriately for camp, you will be asked to go home and change. Your pay will reflect the time you are missing from camp.

GENERAL REQUIREMENTS

Absenteeism

Employees are required to report to work on time. Excessive tardiness, absenteeism or any unexcused absences are prohibited. If you are unable to report to work due to illness or for any other reason, contact your supervisor as soon as possible.

Any absence due to a pre-planned event should be discussed with your supervisor, giving the earliest advance notice as possible. This allows for us to attempt to schedule a substitute leader.

Smoking

We know that children are led by example and role models. You, as a leader, become that positive role model. It is the belief that the leadership for the Novi Parks, Recreation and Cultural Services Department is responsible for displaying positive behavior practices. Smoking or using other tobacco products during your contact with the public is not allowed.

Internet

Please remember, your internet self is your public self. What you do on social networking sites, You Tube, etc. is accessible to the public which includes campers, their parents and your employer. You are a role model and people trust you with their children and are expected to maintain that image inside and outside of work.

General Supervision

As part of your responsibilities, general supervision will come into play. Please try and be aware of who is involved in your program. Children running aimlessly, in and out of the bathrooms and being generally disruptive will not be tolerated. Children should be directed to activities in which they are interested.

If an area is being used for an activity, one of the leaders must be in the area, supervising the activity. At no time should an activity that utilizes our equipment or the facility be left unsupervised.

PAYROLL INFORMATION

Turning in Time Sheets

- 1. All time sheets are on line; you should have or will receive an e-mail from BS&A.
- 2. All time sheets MUST be completed by 6pm on that Friday.
- 3. Time sheets should be accurate and honest-please fill in the correct time you arrived and left your site. If you work over your scheduled 7.5 hours please leave notes stating why.
- 4. Please make sure the box at the top of the page titled this **time sheet is now complete** is checked.
- 5. You are responsible for checking the time sheet is now complete box if it is not checked if you miss the opportunity you will not be paid on time.

Time sheets are due	For Hours Worked	Pay Day
Fri. May 29	May 17 – May 30	Fri. June 5
Fri. June 12	May 31 – June 13	Fri. June 19
Fri. June 26	June 14 – June 27	Fri. July 3
Fri. July 10	June 28 – July 11	Fri. July 17
Fri. July 24	July 12 - July 25	Fri. July 31
Fri. Aug 7	July 26 - August 8	Fri. Aug 14
Fri. Aug 21	August 9 - August 22	Fri. Aug 28
Fri. Sep 4	August 22 – September 5	Fri. Sep 11

Pay Check Pick Up

- 1. There is a chance that your first paycheck is not a direct deposit. All paper checks will be mailed out via the finance department.
- 2. If you have Direct Deposit, your check will be deposited on pay day Friday and you will receive an email with your check stub.
- 3. Pay day is every other Friday(see dates above).

OPERATIONAL PROCEDURES

Sign in/out policy

To further ensure the safety of the children at our summer camps, parents are required to sign their child in and out of camp every day. There will be a sign in sheet inside the building with the camp staff.

Each child with have a form with all authorized persons listed to drop them off and pick up them up. We reserve the right to ask for personal identification from the authorized person that would be picking up the child.

Parents will drop campers off at the north entrance of the Novi Civic Center. Full-time Novi Parks, Recreation and Cultural Services (PRCS) will meet you camper at the check in table, complete a health screening and temperature check. Staff will escort campers into camp. At pick up parents will contact camp via cell phone, staff will escort camper out of the Civic Center at the north entrance.

Health Checks

Parents will have to complete a health check for their child each morning when they drop their child off. The questions that will be asked are:

- 1. Has your child had a fever (temperature over 100.4°) in the last 72 hours? What is your child's current temperature?
- 2. Does your child have any of the following symptoms:
 - a. Cough? (excluding chronic cough tied to a known medical reason other than COVID-19); or
 - b. Shortness of breath; or
 - c. At least two of the following symptoms; chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell and/or diarrhea (excluding diarrhea due to a known medical condition), and extreme fatigue.
 - d. Also watch for the following symptoms connected to Kawasaki Disease persistent high fever (over 101°F) for at least 4 days in addition to rash, redness to eyes, lips/tongue, swelling and redness to hands/feet and neck swelling
- Has your child had close contact with anyone diagnosed with COVID-19 in the last 14 days?
- 4. Has your child traveled internationally OR domestically in the last 14 days?
- Staff will ask camper if they have felt sick in the last three days and if they currently feel sick.

Temperature checks will also be conducted at lunchtime and if you child has over a 100° temperature they will be quarantined and you will be asked to pick them up within 60 minutes of our call. A camper and their family are to remain home until confirmation of diagnosis can be made, and if positive, remain home until the household is determined cleared of infectious risk. A doctor's note is required to return back to camp.

Closing the Area – field trips/outdoor programming

If you have to close your site for any reason (i.e. field trips), you must post a sign in a conspicuous place so that the participants will know when you plan to return.

Telephone

Camp Lakeshore and Camp PowerPlay have a phone available for emergency purposes. The onsite phone is not to be used for personal phone calls, at any time (even lunch). These phones are available to us for emergency purposes or work related calls only. Personal cell phones should only be used in the case of emergency, not to conduct personal business.

Reports

Communication often refers to the passing of information and understanding from one person to another. Report writing is but one mechanism available to you for passing information and creating mutual understanding between you and your supervisor. How often and how well you communicate with others will affect the effectiveness of your program and the results we expect from you.

The reports are designed to help you identify your needs, program plans and accomplishments. This communication will in turn assist us in developing an efficient and productive working relationship with you. Much of the information that you turn in is compiled and utilized for planning future programs.

Areas and Facilities

In order to facilitate the diversity in programming that is desired, it is necessary to utilize all areas and facilities that are available. Not only is the building facility available for programming, but also active play areas, playground apparatus, trails and the beach may be available. Your activities should incorporate the use of all areas available to you.

Opening Procedures

Punctuality is a leadership characteristic that both the community and the Department expect of you. Your arrival time should be in 15 minutes before the opening time of your site. Make sure you arrive early enough to have enough time to follow through with the duties listed below:

- Sign in on your time sheet giving the exact time of arrival.
- Open all areas for recreation use.
- Inspect the grounds and equipment daily. Report any unsafe conditions or situations immediately to your supervisor. Make sure the grounds and equipment are safe and clean for children to play on.
- Be observant for any signs of vandalism. If vandalism is evident, inform the supervisor immediately.
- Make sure all activity areas are clean and well organized.
- Review the plan for the day so you can implement it smoothly.

Mid-Day Procedures

- Complete temperature scan on all campers
- Clean and sanitize all tables, chairs, doorknobs and light switches. (11:30am, 2:30pm, 5pm)
- Clean and sanitize shared use equipment after completing an activity.
- Have campers wash their hands after each activity, preferably with soap and water but hand sanitizer containing at least 60% alcohol is also acceptable.

OPERATIONAL PROCEDURES

Closing Procedures

- Take all equipment inside and be sure to lock all equipment boxes and storage areas.
- Clean and Sanitize all tables, chairs, doorknobs and light switches.
- Pick up debris in the areas used. Indoor facilities should be cleaned and set up for the activities planned for the following day, if possible.
- Make sure all lights and faucets are turned off.
- Lock all doors and windows. Double-check everything.
- See that all children have left the area, restrooms and building.
- Make a general survey of the area just before you leave.
- Sign out on your time sheet giving the exact time of departure.

Camp Distancing Plan

As recommended by the CDC groups at camp should be kept in cohorts. Camp cohorts will be assigned to be together throughout the day, each day. Small groups of campers will stay together all day, each day. Campers remain at least 6 feet apart and there will be a limit to objects that campers will share. If items are shared campers will wash hands after activity and camp staff will disinfect equipment after each activity. Outdoor activities will be prioritized.

Hand Hygiene and Respiratory Etiquette

Camp staff will teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among campers and staff.

- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Encourage staff and campers to sneeze into the crease of their elbow or cover coughs
 and sneezes with a tissue. Used tissue should be thrown in the trash and hands washed
 immediately.

Cloth Face Coverings

Cloth face coverings should be worn by staff as feasible and are most essential in times when physical distancing is difficult. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

Badges

All staff will receive badges; some staff will be issued badges pertinent to the facility. You are responsible for them all summer. Do not loan your badge to any group or individual and do not give your badge to the participants. Also, do not leave your badge unattended at any point in time. If for some reason you will be absent from your work station, it is your responsibility to make sure that whoever is in charge will have the badge to the facility. Lost badges can have a detrimental effect on your programming. For lost badges, you may be assessed a fee.

OPERATIONAL PROCEDURES

Transporting Participants

It is the policy of the Parks, Recreation and Cultural Services Department to prohibit all staff from transporting participants for any reason. Transporting participants after your assigned work hours is also discouraged as it may be misconstrued by parents, and affects your personal liability. All trips will be taken using Novi Schools Busing.

TRIPS:

- When a vehicle leaves on a trip with campers aboard there must be a trip agenda left behind.
- The driver should carry: maps, emergency hospital information, campers records and emergency health release, camp emergency contact numbers

LOADING/UNLOADING:

- All loading and unloading of campers and gear will be done off roadways
- Campers are to remain orderly and enter and leave in single file
- A staff member is to take roll call each time campers enter or leave.
- No gear can be stored in a manner that causes aisles or exits to be blocked

EVACUATION:

- Staff will be aware of all available exits from the vehicle to be utilized.
- Campers are to be evacuated away from vehicle and any other hazards and held as group until
 they can be released to their parents or another vehicle.
- Once clear of vehicle staff will take a roll call.
- The vehicle will be marked with flares if in a traffic area.

Supplies and Equipment

Camp Lakeshore and PowerPlay are stocked with athletic and game equipment as well as creative craft supplies sufficient to open the program. You should take immediate inventory to ensure that everything is in your possession. During the course of the summer, as your supplies dwindle and your program ideas change, you will have the opportunity to submit new supply and equipment requests to your Supervisor.

Check all equipment each day before starting your program and report lost stolen or defective equipment to your supervisor immediately.

IF YOU PURCHASE ANYTHING WITH YOUR OWN MONEY, YOU WILL NOT BE REIMBURSED

Cleanliness of Areas

It is imperative that the areas used are cleaned up afterwards. It is important to the image of the Parks, Recreation and Cultural Services Dept., the program and the facility itself. Make it a practice to pick up and clean up after each activity. Impress upon the participants that maintaining the area being used is part of their responsibility and solicit their help in doing so. To help with the spread of COVID-19 all tables, chairs, light switches and doorknobs must be cleaned and disinfected at least three times a day. Game and activity equipment that is going to be shared outside your cohort must be cleaned and disinfected before moving on to your next activity. The City's contracted cleaning crew remains on site conducting nightly cleaning of City buildings. Integrated Solutions will conduct a weekly deep clean or sanitization of buildings on the weekend during off hours.

Cleaning: Cleaning is using a soap and water mixture to remove dirt and grime from items

Disinfect: Cleaning an item with an approved EPA product (Lysol)

STAFF TRAINING

Schedule
Goals and Objectives
Ages and Stages
Behavior Management

TRAINING SCHEDULE

Tuesday, June 3: 4-8pm

4PM: Staff Introduction and Ice Breaker

4:30PM: Employee Handbook: Staff and Scenario Role Play

5PM: Work on week 1 schedule

6PM: Employee Handbook: Operational Procedures

3PM: Work on week 2 schedules

Thursday, June 4: 4-8pm

4PM: Get to Know You

4:30PM: Employee Handbook: Staff Training, Goals and Objectives

5PM: Work on week 3 schedule

6PM: Ages and Stages and Behavior Management

7PM: Work on week 4 schedule

Monday, June 8: 4-8pm

5-9PM: CPR Training

Tuesday, June 9: 5-9pm

5PM: Staff Ice Breaker

5:30PM: Emergency Procedures

6PM: Work on week 5 schedule

7PM: Emergency Procedures

8PM: Work on week 6 schedule

Thursday, June 11: 4-8pm

4PM: Staff Ice Breaker

4:30PM: Work on week 7 schedule

5:30PM: First Aid Training

7pm: Work on week 8 schedule

Friday, June 12: 10am-2pm

10AM: Ice Breaker

10:30PM: COVID-19 Training

11:30 Camp Tour

12PM: Lunch (Bring your own)
12:30pm: Prep Camp Room

Staff In services will be on Wednesday June 17, June 24, July 8, July 22, July 29 & Aug 12 from 5:30 – 6:30pm

GOALS & OBJECTIVES

Department Vision

"To be seen as an essential service whose benefits are recognized and valued in the Novi Community"

Department Mission

"Provide exceptional park, recreation and cultural opportunities that are diverse and enhance lives."

Training Theme:

Skills Essential to running a successful camp Learn these skills and you will succeed

Skills needed to be a successful Camp Counselor

Skill number One - Communication with listening is a top priority

Children have a lot to say, that goes without saying, but how much do you actually hear? When a child is talking to you it is very important that you listen. Get down to their level; hear what they have to say. Once you are at their level, follow the five steps to active listening:

Skill number two- Learn children's names and staff member's names

One of the most important things we possess is our name. How do you feel when you have met someone and they forget your name? As crazy as it sounds, children love when an adult takes the time to learn their name. Whatever strategy works for you, use it, and learn names quick.

Skill number 3 - Practice the art of Patience

There are going to be times when your patience is tested. Maybe it is a staff member who you felt didn't help you like you thought they should. Maybe it is a parent who got bent out of shape about something you did. Or it is just that one child who keeps following you and bugging you and fighting around you. The key, patience.

Skill number 4: Holding a high level of energy

Children have a ton of energy. Some staff members have a ton of energy. How can you keep up? Just stay energetic. Sometimes it's going to be tough. Maybe you stayed up too late or you just aren't feeling it on a given day. But as staff members we have look like we have all the energy in the world.

Strategies include taking deep breaths, splashing water in your face, smile when you don't feel like smiling. Getting more active in a game. Staying hydrated.

Skill number 5: Opening the creative mind

Over the course of this training, you are going to be asked to be creative. Planning a week of activities can be hard. However, there are going to be times you are going have to get creative at camp. Maybe a game didn't go as long as you planned so you have to come up with a mini game to hold things over until the next activity. Maybe it's a craft gone bad and you have to come up with a new one. Whatever the case, creativity is important.

Skill number 6 - Team work is essential to successful camp experience

Coming together is a beginning. Keeping together is a progress. Working together is a success. - Henry Ford

During a camp year it is important to work together as a staff to create the best environment as possible. Because when people don't work together, camp will not be a success.

CAMP OBJECTIVES

- Camp Lakeshore & PowerPlay will provide a safe place, both psychologically and physically, for children to play.
- Scan area every morning for anything that could injure children. Check grounds for glass or other harmful objects and inspect play structures for safety.
- Be aware of people hanging around the camp; make sure you know why they're there.
- Know what children get picked up and which walk.
- Teach children to speak positively of one another.
- Do not allow negative or sarcastic language at camp.
- Every effort should be made to make every moment of camp fun for every child.
- 2. Greet the children enthusiastically when they're coming into camp.
- Plan out the day so there isn't down time; know what game or activity is next at all times.
- Introduce new games throughout the summer so kids don't get bored with repeated activities.
- Get the children's input on what games and activities to do.
- Always be aware if kids are being left out and make every effort to include them.
- 3. As a result of camp, campers will know more games and crafts than then did when they arrived.
- Introduce at least one new game a day.
- Encourage every child to participate in the craft, approach it with enthusiasm (big smile, get supplies quickly, describe craft in upbeat tone).
- 4. As a result of camp, campers will leave with more friends than they did when they arrived.
- Encourage campers to group with kids they don't know as well.
- Teach campers to use positive words towards each other.
- Teach campers to celebrate differences.
- Introduce many team building games to the group.
- 5. As a result of camp, campers will use more positive, specific and supportable words to describe themselves than they did when they arrived.
- Teach them positive self-talk using supportable words to describe themselves.
- Provide specific praise for things they've done well.
- Notice the small things the camper does to help make the camp what it is.
- 6. As a result of camp, campers will be able to be physically active for longer periods of time, be more confident when playing a game and be aware of how to stay physically active.
- Teach how the games are improving their physical fitness

- Introduce new games that work the body in a different way.
- 7. As a result of camp, campers will be able to develop creative solutions to problems, be willing to try arts and crafts, and adapt to new ways of doing things.
 - •Encourage campers to create or change games.
 - ■Encourage all campers to participate in arts and crafts and encourage individualities in projects.
 - 8. As a result of camp, both campers and staff will be able to lead groups with a positive focus.
 - •Give the children opportunities to lead games and activities.
 - •Make sure training is focused on what staff can DO to lead activities.
 - Reward positive behavior in both campers and staff.
 - 10. Camp Lakeshore will be a fun summer job that provides staff with an opportunity to work with children and make a difference in those children's lives.
 - •Fully prepare staff for the job at hand, teach them games and crafts, but also teach them leadership and techniques.
 - •Check in on staff; make sure they're enjoying themselves throughout the summer.
 - Constantly train staff throughout the summer.
 - 10. Camp Lakeshore will develop pride with the campers and staff about the City of Novi and the neighborhood the camp is set in.
 - •Teach campers to pick up park.
 - Do small community service projects for the neighborhood.
 - Ask a police officer to come in and talk/play with the kids.
 - Develop camp banners, cheers and outfits.
 - 12. Staff will work at finding every child's talent.
 - By introducing different activities.
 - Listen to what the campers want to do.
 - Staff should keep their eyes open and notice small things the children do well.
 - 13. Camp Lakeshore will provide a high energy environment for the staff and the campers.
- Greet each staff person at training and meetings with a smile.
- Supervisors should be at high energy at all times.
- Staff should greet campers with a smile.
- Staff should be prepared with what activity is next so there is no down time.

AGES AND STAGES

Ages 6-8

Physical Growth

- Are learning to use their bodies and master physical skills; skills are not yet polished
- Experience slow, steady physical growth

Cognitive Growth

- Are more interested in the process than the product
- Are learning to sort things into categories
- Are very concrete thinkers; can make choices from a group of concrete options

Social Growth

- Are learning how to be friends; may have several "best friends" at a time.
- Are better able to observe others and are more aware of peers and peer opinions
- Can depend on adults other than their parents; need clearly defined and monitored roles

Emotional Growth

- Enjoy playing games but are not yet ready to accept losing
- Are learning about and wrapped up in self
- Want approval of parents; parents and family are primary role models

Ages 9-11

Physical Growth

- Are very active and enjoy activities that involve movement; are not comfortable sitting still for long periods of time
- Experience slow, steady physical growth; puberty may be starting for some early maturing girls

Cognitive Growth

- Understand their world in absolutes; right or wrong, good or bad, fair or unfair.
- Are more concrete thinkers but are beginning to think more logically; are able to generate concrete options in decision-making
- Are curious and open to exploring many interests

Social Growth

- Are beginning to identify with peers; enjoy being in groups or clubs.
- Have difficulty understand another person's thinking, but are beginning to recognize the benefit of making others happy
- Complete work to gain approval of adults and follow rules out of respect for adults

Emotional Growth

- Prefer cooperative activities; comparison with others has negative impact.
- Are continuing to learn about gender identity and how to get along with same gender peers
- Admire and imitate older youth; teens serve as role model.

Ages 12-14

Physical Growth

- May be uncomfortable with their body image due to rapid changes.
- Experience a growth spurt which occurs across a wide range of ages with girls maturing before boys

Cognitive Growth

- Tend to reject ready-made solutions from adults in favor of their own.
- Are moving from concrete to abstract thinking; can set short-term goals generate options and predict outcomes
- Regard justice and equality as important issues

Social Growth

- Are moving away from dependence on parents; enjoy participating in activities away from home.
- Are shifting from dependence on opinions of adults to dependence on opinions of peers; role models are adult public figures
- Are continuing to learn about who they are in relation to the opposite sex and to feel at ease with members of the opposite sex

Emotional Growth

 Want to be part of something important

į į		
		 May be beginning an emotional roller coaster ride Experience challenges to their self-concept
Ages 15-17	Ages 18-19	
 Physical Growth Are accepting the physical changes that have occurred; recognize their physical abilities. Have completed most of their growth; have reached maximum height Cognitive Growth Can set long-term goals, generate options and determine strategies for carrying them out. Are maturing in abstract thinking; may still have difficulty understanding compromise Reject goals set by others Are beginning to explore and prepare for future careers Social Growth Enjoy belonging to groups but want to be recognized as unique individuals within the group Want acceptance by members of the opposite sex Dating increases Emotional Growth Actively search for independence and personal identity See emotional autonomy from parents Lose patience with meaningless or "busy work" activities 	Physical Growth Are no longer as preoccupied with body changes and body image Are perfecting performance levels in sports Cognitive Growth Are mastering abstract thinking; can set long-term goals, generate options and strategies to reach those goals, and implement those strategies Choose to participate in activities that are in line with goals they have for the future Desire meaningful roles in the community Social Growth Become preoccupied with the need for intimacy; some will marry at this age Find that employment and education fill the need for social relationships which were earlier filled by group activities Control their own activities; still appreciate respectful adult guidance Emotional Growth Have achieved identity formation and established their sense of independence Feel they have reached the stage of full maturity and expect to be treated as adults Leave home for education and employment; are establishing their own households, separate from parents	

BEHAVIOR MANAGEMENT

Discipline

The administration of discipline is often necessary in a program of this type where many children gather together for long periods of time. However, it is needed less in those programs where the leadership has developed activities that capture the interest and enthusiasm of the participants. Approach discipline in a manner that is as positive as your program.

- 1. Discuss the basic ground rules of camp and why they are important, as well the consequences.
- 2. Set rules together. If possible, let children set their own and agree to them as a group, using your judgment as to acceptable behavior. Let them learn to be responsible for themselves. In most cases, they can set their own consequences as well and take responsibility for that, too.
- 3. IF **SAFETY** IS AN ISSUE, do not haggle! State the rule and the behavior that is wrong and stop it immediately!!!
- 4. Encourage positive behavior. Say "do this" rather than "don't do that."
- 5. Have a reason for what you ask a child to do and whenever possible take the time to give the reasons.
- 6. Be honest and consistent in what you say and do. A child's faith is your greatest ally.
- 7. Find out all the facts before disciplining a child.
- 8. Repeated warnings without definite action weaken the leader's authority in the eyes of the children.
- 9. Enforce rulings and don't make any promises that you can't follow through on.
- 10. Try every means of correction before resorting to removal from the activity or suspension from the site.
- 11. It is good policy to not touch the children, either in affection or anger. This will avoid problems of your actions being misinterpreted.
- 12. Notify your supervisor of continuing problems.
- 13. Document problems. Keep notes indicating the child's actions and how you handled the matter.
 - 14.Tell your fellow camp counselor whenever you have a problem or have made a decision that affects a child's ability to participate. DO SO RIGHT AWAY. You do not want to have a situation where two partners allow a child to manipulate two opposite decisions.

BEHAVIOR MANAGEMENT

DO NOT

- DEPRIVE ANY CHILD OF FOOD OR WATER
- PLACE A CAMPER ALONE WITHOUT SUPERVISION
- SUBJECT A CAMPER TO:
- RIDICULE
- THREATS
- CORPORAL PUNISHMENT
- EXCESSIVE PHYSICAL EXERCISE OR EXCESSIVE RESTRAINT
- VERBAL ABUSE

KEEP THE CAMP DIRECTOR INFORMED OF ALL DISCIPLINARY ACTION!

Steps to stopping a Negative Behavior

- 1. Stop activity and using a stern look and firm voice, let them know the behavior is wrong.
- 2. If behavior is repeated, stop activity. Pull those/the person involved aside and put the responsibility on them to change their behavior by:
- identifying the bad behavior
- stating the broken rule
- stating the consequences
- issuing last warning
- 3. If behavior persists, do not hesitate. Carry through your warning.
- 4. If child refuses to adhere to the stated rules after warnings and consequences have been issued, get another counselor or your supervisor.
- 5. Normally, at this point, the matter has been taken care of. On the rare occasion that the camper still persists; your supervisor will take care of this one. This is an unusual situation calling for more individual attention than a counselor has available.

Acceptable Consequences for rule break include:

- 1. Quiet time
- 2. Restriction from activity
- 3. Restriction to the campsite
- 4. Clean appropriate designated facility
- 5. Conference with Director
- 6.Conference with parent/guardian

ADMINISTRATIVE STAFF WILL MAKE PERIODIC EVALUATIONS of the program, staff members, and camper groups to insure that the camp environment is not contributing to behavior problems.

BEHAVIOR MANAGEMENT

Positive Behavior Management Techniques

- Adjective Names everyone has a nickname can create them in a name game at the beginning of camp
- Positive Statement Calendar assign a positive statement for each day
- use that phrase with every child during the day
- Put one penny for each camper in your pocket; transfer the penny to the other pocket when you use the positive statement.
- Good Day/Bad Day have kids give you thumbs up or thumbs down so you know how they're feeling that day.
- Thumbs up Create a large thumbs up with butcher paper, when a child is caught being good they get to put their thumb print on the large thumb to show they are "Thumbin Special".
- When praising children say statements like "You must be really proud of yourself!" or "You should be proud to" this helps increase their self-esteem.
- Self Esteem Tree Create a small tree out of a can and a stick and make paper leaves. When a child is caught being good they get to sign a leaf and add it to the tree.
- Red Carpet Treatment if the child is good they get the red carpet treatment the next day. They get a red carpet square to take with them all day (they sit on it anytime you sit on the ground/floor).
- Links when a child is good they get to make a link, this creates a paper chain you can hang up on your walls.
- Dot to -Dot Connect the dots one line for good behavior
- Slot Machine 3 cups, a prize under each, if the child is good, they get to pick a cup and keep the prize underneath.
- P.O.Ping or P.I.Ping Praise on Paper (certificate) or Praise in Public
- Hug & Care Cards
- Raffle Tickets child gets a raffle ticket for good behavior, hold the raffle at the end of the day or week
- B.U.G.s Being Unusually Good, make small bugs that you stick on kids when you catch them being good.

GOALS OF MISBEHAVIOR

Child's Goal	Child's Feelings	Child's Actions Active	Child's Actions Passive	Adult's Feelings	Child's Feelings	Some Adult Corrective Steps
Attention	I only count when I am being noticed or served	1. bothers others 2. show off 3. minor mischief 4. walking question mark 5. Clown 6. keep counselor busy	1. shy 2. uptight 3. saying I can't 4. speech problem 5. messy 6. worry 7. puts others in their service	1. Annoyed 2. is kept busy 3. Reminds often 4. Coaxes 5. Delighted with "Good Child"	1. Temporarily stops annoying actions when given attention 2. Later resumes same behavior or disturbs in other ways	1. Ignore or do the unexpected: punishing nagging, giving service 2. Stand close to them with your back to them focusing on well behaved kids having a GREAT time. (be animated!) 3. Do not show annoyance 4. Be firm 5. Give lots of attention any other time
Power	I only count when I am dominating and when you do what I want you to do.	1. argues 2. contradicts 3. continuous forbidden acts 4. temper tantrums 5. dishonest 6. kills time or goofs off	1. laziness 2. stubborn 3. disobedience 4. forgetting 5. does little or no work	Angry 1. Provoked 2. Authority vs. threatened 3. Challenged 4. "Preachy"	1. Intensifies action when reprimanded 2. Child wants to win, be the boss	1. Remove yourself from the conflict 2. Act, not talk, be friendly 3. Recognize and admit that the child has power 4. Redirect child's effort into constructive channels 5. Be a Broken Record - repeat request with CALM tone, don't get mad

Revenge	I can't be liked. I don't have power, but I'll count if I can, hurt others as I feel hurt by life.	1. malicious, spiteful, grudge 2. violent 3. cruel 4. steals 5. bedwetting 6. will hurt animals, peers and adults 7. kicks, bites, scratches 8. sore loser	1. moody or pouty 2. rebel-challenges 3. threat 4. extremely withdrawn 5. tries to hurt as he/she feels hurt	Deeply Hurt Wants to get even	Wants to get even Makes self disliked	1. Never say you are hurt 2. Maintain order with minimum restraint (Punishes produces rebellion) 3. Avoid retaliations (Take time and effort to help child) 4. Convince child he/she is liked 5. Develop trust and rapport, do more cooperative games, 6. Be fair and consistent
Inadequacy	I can't do anything right so I won't do anything at all. I am no good.		1. inferiority complex 2. gives up 3. tries to be left alone 4. rarely participates 5. projects "you can't do anything with me"	Helpless 1. Throws hands up 2. Doesn't know what to do	1. No reprimand therefore no reaction 2. Feels there is no use to try, passive	1. Eliminates all criticism 2. Encourage and recognize any positive attempt no matter how small 3. Don't give up 4. Red light, Green Light carpet square

CAMP SCHEDULE

Weekly Themes
Field Trips
Daily Planner

THEME OF THE WEEK

As you will see below, there are themes for each week. The job you have as counselors is to create activities for each day that represents the theme. From crafts to field games to aquatic activities, do whatever it takes to create a fun filled day for the campers.

Dates	Theme	Ideas
6/15-6/19	Summer Kickoff	
	CRAFT: Stained Glass	
	Window Craft FE	
6/22-6/26	Oh the Places You'll Go	
	CRAFT: Color-Me	
	Lanyard KeychainSS	
6/29-7/3	Around the World	
	CRAFT: Ojo De Dios	
	MedIlionsSS	
7/6-7/10	Ooey Gooey Week	
	CRAFT: TieDyeA	
7/13-7/17	Music Makers	
	CRAFT: Humming Toy	
	Craft	
7/20-7/24	Water Works	
	CRAFT: Sand Dollar	
	NecklacaesSS	
7/27-7/31	Olympics Week	
	CRAFT: Color Your Own	
	International TorchFE	
8/3-8/7	Artful Antics	
	CRAFT: Color Me Bisque	
	ShapeSS	
8/10-8/14	Movie Mania	
	CRAFT: Kaleidoscopes FE	
8/17-8/21	Challenge Week	
	CRAFT: Sand ArtSS	

FIELD TRIPS

DATE	LOCATION	DEPART	RETURN
June 19	BONAVENTURE Eat before you leave for the trip Corpor trip: 248.476.2200	12PM	ЗРМ
June 26	D ATT CAPITAL By lunch, eat on the grounds C act for trip: 517.485.9888	9AM	2PM
July 3	Bring lum or grounds C. Trip: 1 541.5717	10AM	ЗРМ
July 10	UNIVERSITY C .HIGAN	8:30AM	1:30PM
July 16	CRANBROOK ON THE APPLICATION OF	1PM	2PM
July 24	ROLLING HILLS WATER P Bring Lunch, will eat on the grov Contacts for trip: 734.484.967	9AM	4PM
July 31	NOVI ICE ARENA Bring Lunch, will eat on the grounds Contact for trip: 248.347.1010	11. M	2:30PM
August 7	GREENFIELD VILLAGE Bring Lunch, will eat on the grounds Contact for trip: 313.982.6001	9:30AM	ЗРМ
August 14	EMAGINE THEATRE Eat before you leave for the trip Contact for trip: 248.794.7447	OPM	JPM
August 21	Bounce House Celebration – onsite LUNCH PROVIDED	10:30am	4:00pm

FIELD TRIPS

Field Trip Policies

Preparation-

- Every child signed up for camp goes on the field trip
- We must have a camp waiver filled out on everyone.
- Designate groups and buddy system.

Day of Field Trip

- Everyone must wear their Camp Lakeshore/Camp PowerPlay shirt on field trips
- Make an extra list of the participants' names for roll call.
- Bring Camper info forms for emergency purposes
- Make a Door Sign stating your site is closed for the day

Example:

Friday, June 20

Sorry, Camp Lakeshore is closed from the hours 11:30 am – 2:30 pm.

We are on a field trip Lucky Strike in Novi.

We will be back no later than 2:30 pm!

See you then! Thank You!

Take roll call when you get on the bus, to assure you have all of the participants that signed up.

Roll Call Procedure

Head Counselor will stand at the door of the bus and check-in each camper as they enter the bus. This is to happen when you leave camp and field trip destination. Once on the bus counselors will take roll of their assigned group of campers.

Arriving at the Field Trip Destination

- Have participants leave the bus and break into groups
- If you split up, designate a meeting place and time to meet later for lunch.

Leaving the Field Trip Site

- Have your site cleanup any area used for lunch. Do not clean up after them!! Everyone ate, so everyone cleans up.
- Take roll call of your participants BEFORE getting on the bus. Be sure you have EVERYONE!
- After everyone is together get on the bus, and take roll call again! DO NOT COUNT HEADS!
- This will help you clear up any miscommunications of who is with you and who is not.

Arriving Back at your Site

- Have participants put up any windows that are down. Bus drivers will greatly appreciate it!
- Remove any garbage, wrappers, cans, belongings before getting off the bus.
- Be sure all of your participants have left the site, before you do.
- Take down the sign as soon as you get back from the field trip.

å	8	c	R	a section is	E	- B	H.	aa.
		Camp La	keshore I	esson Pla	n			
ok:	4		July 16-20		igers, and Bears	он мү		
TIME	HONDAT	TUESDAT	WEDNESDAT	THURSDAT	FRIDAT			
9:30	Before Care	Before Care	Before Care	Before Care	Before Care			
9:30	Check In	Agenda	Agenda	Agenda	Agenda			
10:00	Name and Motion	Vater Balloon Toss	Vater Balloon Volleyball		Elbow Tag			
10:30	Paper Bag Animal Puppets	Batting Order (From Training)	To the	game	To the			
11:00	Capture the Pigskin	Flag Football	Lake	and the land	Lake			
11:30	Capture the Pigskin	Paw Print Animals		Po Tigers				
12:00	Lunch	Lunch	Lunch	S =	Lunch			
12:30	Circle Games	Hela Hoop Relag	Blue 33, HIKE!	1	Blanket Drop			
1:00	To the	To the	Animal Fuse	F 7	Baseball			
1:30	Lake	Lake	Animal Fuse	D용	Pony Bead Animals			
2:00			Vho's Your Tiger	d Fi	Ewok Wars			
2:30	Free Time	Hungrg Hungrg Hippos	Triangle Tag	For	Ewok Vars			
3:00	Pro- snatching (Back	100 Yards (Dice)	Missing Lion		Animal Signs			
3:30	Wrap Up	Wrap Up	Vrap Up	Wrap Up	Vrap Up			
-5:30	After Care	After Care	After Care	After Care	After Care			

EMERGENCY PROCEDURES

Child Protection Law
Health Service Policy

Procedures for Fire, Weather & Missing Camper

CHILD PROTECTION LAW

The Child Protection Law, Act No. 238, Public Acts of 1975, as amended, being 722.621 et seq. of the Michigan Complied Laws, and known as the Child Protection Law will serve as the guideline for discipline policies at Camp Sample.

- 1. Upon arrival of camper, screen all campers as to their physical condition. Note any bruises, cuts, or markings on the child's body.
- 2. The counselor shall also watch for any signs of child abuse or neglect.
- 3. If child abuse is suspected, follow the chain of command in reporting.
- 4. If camper confides to you of having been abused or neglected, only relate this information to those in authority. Do NOT tell any camper or other staff member.
- 5. Camper's records and applications shall be confidential. No one shall have access to the camp and camper's files except from permission of the Director, or other designated official.
- 6. The camper has a right to review and screen their own record.

DEFINITIONS IN ACCORDANCE WITH SEC. 722.621 OF MICHIGAN STATE LAW.

- 1. "Child" means a person under 18 years of age.
- 2. "Child abuse" means harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
- 3. "Child neglect" means harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, or medical care.
- 4. "Department" means the State Department of Social Services.

ACTION TO BE TAKEN TO REPORT CHILD ABUSE OR NEGLECT

- 1. Camp Director or designated official shall make an oral report within 8 hours.
- 2. Within 72-hours a written report shall be made to the Department of Social Services. A written report shall contain the name of the child and a description of the abuse or neglect. If possible, the report shall contain the names and addresses of the child's parents/guardians, or the persons with whom the child resides, and the child's age. The report shall contain other information available to the Department of Social Services which might establish the cause of abuse or neglect and the manner in which it occurred.
- 3. If a camper appears to be injured, medical treatment will be given by the nearest medical facility.
- 4. Reporting is handled through the local county Department of Social Services.
- 5. The office to report to is: Child Protective Services 855.444.3911.

PARTICIPANT ACCIDENT PROCEDURES

In the event of an injury to a participant, City guidelines for medical assistance must be followed:

EMERGENCY Situation: An injury or condition which appears life threatening, requiring medical attention. Examples include apparent heart attacks, unconsciousness and severe lacerations resulting in profuse bleeding. (Direct pressure with a sterile pad should be applied immediately to a severe laceration, as it only takes a couple of minutes to bleed to death from a major cut.)

Action: Call 9-1-1.

- Give your name,
- Tell them you are a Parks & Rec employee
- Give the location of the victim.
- Explain the injury. Make sure the victim is attended.
- Wait for the emergency vehicle and direct to the injured individual. Do not move the victim.
 Notify the family.

NON-Emergency Situation: An injury or condition resulting in immobility but not endangering life support. Examples include broken bones and severe cuts. The injured is conscious.

Action: If injured (or parent/guardian of injured) feels an emergency vehicle should be called, call 9-1-1, and relay information as outlined above. Notify the family.

Minor Injury: An injury that can be treated at home. Example is a scraped knee.

Action: Offer the participant a band-aid. Encourage them to wash the cut before they apply the band-aid. Call the family if requested. Let the victim make the determination whether the injury is minor or not. If the victim cannot make the determination or if you are in doubt, about the seriousness of the injury, call 9-1-1 and relay information as outlined above.

In all cases, an Incident Report must be completed at the time of the accident to ensure accuracy.

For serious injuries, notify your supervisor immediately.

Employees must NOT transport an injured person.

EXPOSURE CONTROL PLAN

Camp Counseling Staff

While the potential for exposure to blood-borne pathogens is minimal for general counseling staff, it does exist. The camp health care plan vests authority in general staff to respond to emergencies at the level of their training while initiating the camp emergency response system. Since camp emergency response occurs within minutes, the potential for exposure is limited and most likely confined to initiating CPR/artificial respiration and slowing severe bleeding.

- 1. Staff is instructed to use a CPR mask for CPR and artificial respiration.
- 2. Staff is instructed to use gloves when potential for contact with blood or blood-tinged fluids exist. Gloves are in all first aid kits.
- 3. Staff is instructed to respond in emergency situations to the level of their training per State Good Samaritan regulations.
- 4. Staff is instructed to initiate the camp emergency response system immediately.
- 5. Staff participates in a discussion of "emergency" to establish defining attributes of their response.
- 6. Staff is educated to approach care of minor injuries from a coaching perspective The following are guidelines, recommended by the Centers for Disease Control, to prevent crosscontamination from blood-borne pathogens.
- All health care providers should use appropriate barrier precautions to prevent skin and mucousmembrane exposure when contact with blood or body fluid of any person is anticipated.
 Personal Protective equipment such as latex or vinyl disposable gloves should be readily available in health care, housekeeping and maintenance areas, in all first aid kits, and in vehicles.
- 2. Any person giving first aid should always wear latex or vinyl disposable gloves if blood is visible on the skin, inside the mouth, or if there is an open cut on the victim. Gloves should be changed after contact with each person.
- 3 Gloves should always be worn when handling items or surfaces soiled with blood or bloody fluids. Such areas (floor, counter, etc.) should be flooded with bleach solution (1 part bleach to 10 parts water), alcohol, or a dry sanitary absorbent agent. However, routine cleaning practices are all that are needed if blood is not visible or likely to be present. Disposable towels and tissues or other contaminated materials should be disposed of in a trash container lined with plastic.
- 4. Remove gloves properly pulling inside out. Place gloves in bag with waste. Hands and other skin surfaces should be washed with soap and water immediately and thoroughly if contaminated with blood or other body fluids.

Post-Exposure Plan for Camp

Camp employees who have a blood exposure incident are eligible for follow-up treatment. Follow-up is initiated by the employee who must immediately (within fifteen minutes) notify the camp supervisor when a blood exposure incident occurs. Camp administration debriefs each incident in an effort to identify ways to improve the camp's exposure risk.

EMPLOYEE MEDICAL TREATMENT INSTRUCTIONS

Report all Injuries Immediately to your Supervisor

If a city employee requires treatment for a work-related injury or illness, except for life threatening situations, the following procedure shall be used:

In the unfortunate event that you sustain a work-related injury and require medical attention, please take note of the following:

1. You must report all job-related injuries to your supervisor immediately.

2. You must go to one of our Occupational Health Partners to receive treatment.

a. Providence Park Hospital, Outpatient Center

47601 Grand River Ave., Ste. B230, Novi, MI 48374

Phone: 248-465-4800

Hours: Monday-Friday 7:30am-4pm. Closed weekends and holidays

b. Concentra, Novi

42875 Grand River Ave., Ste. 101, Novi, MI 48375

Phone: 248-478-1616

Hours: Monday-Friday 8am-8pm; Saturday 8am-4pm

- 3. Any life threating injuries sustained, you must seek immediate medical treatment at the nearest emergency room.
- 4. If you work between the hours of 6pm and 7am, all follow-up appointments will be conducted at Concentra, regardless of whether you were originally treated at the ER or Concentra. Due to the convenient hours of Concentra, these followup appointments should be done during your regular shift.
- 5. When receiving treatment, advise the medical provider that this is a worker's compensation injury and have them bill:

a. CareWorks

ATTN: Meadowbrook 2000 Mallory Lane Ste. 130-603 Franklin, TN 37067

- 6. If the medical provider requires a claim number from you, please refer them to Human Resources at 248-347-0452 or https://www.numanresources@cityofnovi.org.
- 7. It is important that you never provide personal health insurance information to the medical providers for a work-related injury.
- 8. If you receive a bill at your home address, please forward to Tyresse Ferguson and Meadowbrook Insurance Group immediately.

HEALTH SERVICE POLICY - EAP

Camp Point of Contact (COP): Cristin Spiller

Staffing Requirements

All members of the Camp Lakeshore and Camp PowerPlay staff must be American Heart Association certified in Adult, Infant & Child CPR as well as Standard First Aid. First Aid certification is valid for three years and CPR is valid for two years. A camp counselor will be with the group that leaves the camp site to play a game or take a hike. A first aid kit will be with a camp counselor at all times. Copies of all certifications will be made and placed in their employment file.

Health Screening of Campers (Waiver of Liability/Health Form)

All participants must have completely signed copy of this form on file before their parent can leave them at camp. This screening will include a review of the camper's health history, date of their last physical, and check for all medications. Be sure all areas are filled out and signed. Head Counselor shall be alert to the signs of communicable disease and alert the Recreation Supervisor. The Recreation Supervisor will flag and make a note of any campers that may have allergies and or diseases and be sure that staff is aware of them as well.

Consultation Services – Providence Park Hospital 47601 Grand River Ave., Suite B230 Outpatient Center – NE Entrance Novi MI 48374 248-465-4800 Phone 248-465-4872 Fax

Daily Health Screenings

Parents will complete a health check for their child each morning when they drop their child off. The questions that will be asked are:

- 1. Has your child had a fever (temperature over 100°) in the last 72 hours? What is your child's current temperature?
- 2. Does your child have any of the following symptoms:
 - a. Cough? (excluding chronic cough tied to known medical reason other than COVID-19); or
 - b. Shortness of breath; or
 - c. At least two of the following symptoms; chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell and/or diarrhea (excluding diarrhea due to a known medical condition), and extreme fatigue.
 - d. Also watch for the following symptoms connected to Kawasaki Disease persistent high fever (over 101°F) for at least 4 days in addition to rash, redness to eyes, lips/tongue, swelling and redness to hands/feet and neck swelling
- 3. Has your child had close contact with anyone diagnosed with COVID-19 in the last 14 days?
- 4. Has your child traveled internationally OR domestically in the last 14 days?
- 5. Ask campers have you felt sick in the last three days, do you feel well today?

Temperature checks will also be conducted at lunchtime and if you child has over a 100° temperature they will be quarantined and you will be asked to pick them up within 60 minutes of our call. A camper and their family are to remain home until confirmation of diagnosis can be made, and if positive, remain home until the household is determined cleared of infectious risk. A doctor's note is required to return back to camp.

If a camper of staff member

Emergency Transportation

At Camp:

It is policy of the City of Novi that a staff person never transports a camp participant for any reason. In the event of a medical emergency staff should call 911 immediately for EMS to provide transportation. In the event that this happens, a staff person should ride with the camper to the designated hospital and the staff remaining should contact the Recreation Supervisor who in turn will contact the camper's parent. Staff person riding with the camper should bring their Child Health Form and Medical Hx. Routine at camp should continue as scheduled. (Camp staff person at the hospital will be picked up by another staff member when the parent of the camper arrives.)

On a field trip:

In the event of a medical emergency while away from our facility, camp staff should notify the staff of the field trip destination staff (who in turn will call 911) and again, one staff person should ride with the camper to the designated hospital and the staff remaining should contact the Recreation Supervisor who in turn will contact the camper's parent. Staff person riding with the camper should bring their Child Health Form and Medical Rx. Routine on field trip should continue as scheduled. (Camp staff person at the hospital will be picked up by another staff member when the parent of the camper arrives.)

First Aid Kit Supplies

First Aid fanny packs are always on a camp counselor. This fanny pack will be with camp staff when on a field trip and available on a daily basis at camp. Low supplies should be reported to Recreation Supervisor for refill. Appropriate form should be filled out regarding injuries at camp.

First Aid Kits will contain the following:

- 20 Band-Aids
- 2 Instant Ice Packs
- 10 Gauze Pads (variety of sizes)
- 10 Alcohol Prep Pads
- 1 Ink Pen/pencil
- 10 Incident Forms
- 2 Pair of gloves

PPE Supplies

Each camp counselor will be supplied with the following PPE Supplies: Face Masks
Latex Gloves
Disposable Aprons
Safety Glasses

Medication Storage and Administration

No medication is held at camp or will not be administered by camp staff with the exception of an Epi-Pen and Breathing Inhaler. Camp staff will keep these medications with them at all times. The medications must be in the original packaging, prescribed to the camper for that specific dose. Breathing Inhaler will have multiple dosages; follow dosing as prescribed on original packaging.

Daily Observation

Campers should attend camp in good health. Report to the Supervisor any camper that shows signs of being ill or any unusual signs of possible abuse or neglect. Any changes in a camper's appearance, appetite, activity level, behavior patterns or health habits should also be reported.

Parent or Authorized Person Notification

The Recreation Supervisor will make all contact with the camper's authorized parent or guardian regarding topics such as: repeated poor behavior, repeated tardiness, illness, injury, admission to the hospital or death.

Preventing Disease Transmission

All staff must follow proper procedure and guidelines for handling injuries, cleanup of spills, and for sanitizing the facility and equipment as given at the Blood borne Pathogens training to prevent disease transmission. Follow American Red Cross procedures.

Signs and Symptoms of COVID-19

- Anyone can have mild to severe symptoms.
- Older adults and people who have severe underlying medical conditions like heart or lung
 disease or diabetes seem to be at higher risk for developing more serious complications from
 COVID-19 illness.

Symptoms to Watch for

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms **may** have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. As the CDC learns more about COVID-19 and updates us with possible symptoms this list will be updated.

Response to Possible or Confirmed Case of COVID-19

If a staff member or camper become symptomatic at camp the following guidelines will be followed.

Staff Member:

If a staff member starts to feel symptomatic during camp they need to contact the COP and report that they are not feeling well and that you need to leave the camp site. If they are not able to leave the camp site due to staff to camper ratios they should continuously wear a face mask and limit close interaction with campers. Staff member will be replaced with substitute staff member as soon as possible.

Camper

If a camper starts to feel symptomatic at camp they will be separated from the rest of the campers and will report to the designated isolation room. Camp staff will contact the COP, COP will contact the parents to let them know that their child is displaying signs of COVID-19 and that they are required to pick their child up within 60 minutes. Child will be required to wear a mask if they are showing signs of COVID-19. A designated staff member will assigned to stay with the camper.

Guidelines if camper or staff become symptomatic

If it is reported that we have a staff member or camper that becomes symptomatic at camp please report this to the COP who will them report it to the Novi Parks, Recreation and Cultural Services Deputy Director and Director. The Deputy Director or Director will report all cases to the local health department. Staff and campers will not be able to report back to camp until they have a negative COVID-19 test. If a test is positive or not available the staff or camper will have to self-quarantine for 14 days. COP, Deputy Director and Director will evaluate each case to decide if the entire camp program will to be closed. COP will be responsible for reporting exposure to the state licensing consultant.

Guidelines if camper or staff come in close contact with someone who has tested positive

If it is reported that a camper or staff member comes in close contact with someone who has tested positive for COVID-19 they need to report this information to the COP. **Coming in close contact is defined as living in the same household or working or interacting with individuals within 6feet for a prolonged period of time.** COP will work with the Deputy Director and Director to contact the Oakland County Health Department and state licensing consultant for guidance on the next steps that need to be taken. COP, Deputy Director and Director will evaluate each case to decide if the entire camp program will to be closed.

When Can Campers and Staff Return to Work

Staff and camper return date will be determined on a case by case situation after receiving a negative COVID-19 test.

If a camper or staff member test positive for COVID-19 they will be required to stay home until they are fever free for at least 72 hours without the use of fever reducing medicine, other symptoms have improved and at least 10 days have passed since their symptoms first appeared or since they tested positive. If a staff or camper are immunocompromised individual the health department may require two negative tests in a row, 24 hours apart.

If staff or camper choose not to get tested they will be required to self quarantine for a full 14-day period prior to returning to camp.

Cleaning and Disinfecting Shared Space after Positive COVID-19 test

Designated camp area will remain closed for 24 hours before cleaning and disinfecting camp area. After 24 hours camp area will be cleaned and disinfected with an approved EPA product.

Camp Distancing Plan

As recommended by the CDC groups at camp should be kept in cohorts. Camp cohorts will be assigned to be together throughout the day, each day. Small groups of campers will stay together all day, each day. Campers remain at least 6 feet apart and there will be a limit to objects that campers will share. If items are shared campers will wash hands after activity and camp staff will disinfect equipment after each activity. Outdoor activities will be prioritized.

Hand Hygiene and Respiratory Etiquette

Camp staff wil teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among campers and staff.

- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Encourage staff and campers to sneeze into the crease of their elbow or cover coughs and sneezes with a tissue. Used tissue should be thrown in the trash and hands washed immediately.

Cloth Face Coverings

Cloth face coverings should be worn by staff as feasible and are most essential in times when physical distancing is difficult. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.



HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated.
- If your hands get contaminated during glove removal, immediately wash your hands or use an elcohol-based hand santiteer
- Using a gloved hand, grasp the pain area of the other gloved hand and pael off first glove
- Hold removed glove in gloved hand.
- Side fingers of ungloved hand under remaining glove at wrist and past off second glove over first glove
- Discard gloves in a waste container



2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated it
- If your hands get contaminated during goggle or face shield removal, immediately weak your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear places
- If the tem is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



3. GOWN

- Gown front and alegves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sentiteer
- Unfaster gown ties, taking care that sleaves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a weats container

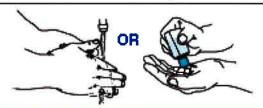
4. MASK OR RESPIRATOR

- Front of mask/respirator is conteminated DO NOT TOUCH!
- if your hands get contaminated during mastyrespirator removal, immediately wash your hands or use an alcohol-based hand sarritizer
- Grasp bottom ties or electics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a weste container





5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE



(3.70m)(3.6

SITE SAFETY & EMERGENCY PROCEDURES

Fire Emergency

If there is a fire at camp:

Get the campers out to safety!

If fire is large or spreading...

- Get everyone (including yourself) out to safety!
- Alert other staff/adults in area.
- Gather campers in your area and calm everyone! (Bring shoes and towels if time)
- Dial 911 on a cell phone!
- Camp Lakeshore: Evacuate to open grass area alongside the beach tunner and perform a buddy check.
- Camp Power Play: Evacuate to the Entrance of Power Park by the Baseball Fields
- If the fire is small...
- Use fire extinguisher by twisting out pin, aim hose at base of fire and pull trigger
- Tell campers to alert other staff
- Send runner for help at office and send all campers a safe area
- If fire is not out evacuate and if no one is in office, call 911 on a cell phone!
- If fire is out send for other fire extinguishers to make sure it will stay out!
- Report incident to office! Calm campers and reassure everyone!
- If no camp staff is found and an evacuation is needed call 911 and then sound alarm

Inclement Weather

Lightning and Thunder

- Camp Lakeshore: Camp will take place inside Lakeshore Park Building and you must wait a
 half hour without seeing lightning or hearing thunder before going outside.
- Camp PowerPlay: Camp will take place inside the Civic Center and you must wait a half hour without seeing lightning or hearing thunder before going outside.

If you are unsure whether or not you should close because of inclement weather, call your supervisor for assistance.

Tornado

If outside, go into the building immediately. DO NOT LET ANYONE LEAVE. Sit in a hallway or bathroom (IMPORTANT: Stay away from windows) Stay calm and encourage your kids relax and keep talking to them.

Police Assistance

In situations where police assistance is required, call 483-7600. Identify yourself as a Parks & Rec employee; inform them of the nature of your problem, and the location of your site. Be very specific about your situation. Describe the incident taking place and whether your needs are immediate or not. If you have an emergency situation at your site, call 911 immediately.

SITE SAFETY & EMERGENCY PROCEDURES

MISSING CAMPER

- IF YOU CANNOT LOCATE A CAMPER...WE NEED YOU TO:
- Do a quick check of the area
- Ask other campers for information
- Check with other staff/adults in area
- Let your site supervisor know you are looking for a camper.
- Check all their favorite places.
- If you do not find the camper within 10 minutes let the supervisor know and they will help.
- If they do not find the camper in 15 20 minutes they will do a fire drill and start a lost camper drill.
- LOST CAMPER DRILL...
- Run a fire drill to bring in all campers and staff to your predetermined area
- Ask campers for more information about missing camper.
- Calm everyone and have two staff supervise campers and lead songs
- Organize searchers to:
 - o Check each area and building in camp.
 - o Use vehicles to search roads near the camp.
- Searchers will:
 - o Call the camper's name as they search.
 - o Report in to pass along information and get their next assignment.
 - o Continue to search until you hear a whistle.

WHEN CAMPER IS FOUND ...

The camper will be treated "gently" and the situation will not be discussed with the camper until an administrative group person is present. The whistles will be sounded to call in the searchers. Campers will go on with programming.

IF CAMPER IS NOT FOUND...

Administrative staff will contact the police and guardian.

Theft

When a theft occurs, it is important to determine the approximate value of the stolen property. Depending upon the value of the stolen property, Novi Police Department may need to be contacted. A general rule of thumb is if the value is perceived to be over \$50, it should be reported to the police.

When completing an incident report form to document the event, please get as much information as possible concerning the theft. Include specifics, such as: location of the theft, description and value of all stolen articles, and addresses and phone numbers of all parties involved.

Armed Robbery

In the event of an armed robbery, all of the assets in the facility combined would not equal the safety of a customer or staff member. Do not attempt to be a hero! The best thing you can do is to be a good witness and take charge once the incident has ended.

- 1. Immediately call 911 and direct aid to any injured individuals.
- 2. Immediately contact Recreation Supervisor Cristin Spiller. The Recreation Supervisor will then contact the Recreation Deputy Director.
- 3. Lock the doors.
- 4. Protect any evidence that may be valuable and direct another staff member to meet the police as they arrive.
- 5. Distribute pencils and paper to all witnesses so they can write down exactly what they saw. Try and prevent them from discussing it with other customers.
- 6. Please do not talk to any media personnel if they arrive. Refer all questions to the Parks and Recreation Director.

Bomb Threat

Bomb threat may be received by phone, mail, person-to-person, e-mail, etc. In most cases, however, the threat will be made by phone.

In the event of a bomb threat, the following guidelines are in effect:

- 1.Remain Calm
- 2. If possible, note the phone number and name on the caller ID display. DO NOT hang up your phone.
- 3. Keep caller on the line as long as possible and gain as much information as possible.
- 4. Write down what the caller says, what time they call and note any background noises.
- 5. **Ask the following questions:** When is the bomb going to explode? Where is the bomb? What kind of bomb is it? What does it look like? Why are you doing this? Who are you? Where are you calling from?

Note caller and voice description: Male or Female

Adult or child

Excited, angry, drunk, laughing Foreign language or slang Obvious attempt to disguise Note any background noises

- 7.Call 911 and report that a bomb threat has been received and ask the 911 operator for future instruction on evacuation location.
- 8. Upon hanging up with 911 your supervisor should be notified.
- 9. Inform all persons in the park that there is an emergency situation and that they need to leave.
- 10. Encourage patrons/staff to remain calm and exit in an orderly fashion

- 10. All patrons and staff are to leave the park except the supervisor and one other staff person. Once law enforcement has arrived the remaining staff will follow their instruction.
- 11. The staff will make a swift circuit of the building to ensure all patrons have exited, then staff will vacate after all patrons have cleared the park.
- 12. The facility will reopen when the Fire and Police Departments announce that it is safe.
- 13. Only the Parks and Recreation Director will handle media communications, news releases, interviews, etc. Lakeshore staff members are not allowed to talk to the media.

Park Evacuation

- 1. In the event of an evacuation contact your immediate supervisor, who will then contact Recreation Supervisor Cristin Spiller
- 2. Camp staff and participants will meet outside the camp building and will walk down to Pavilion Shore Park shelter. All participants and staff will be picked up by Novi Community Schools bus and taken to the Novi Civic Center.
- 3. Lifeguards will clear and close down the beach.
- 4. Booth Attendants and Lifeguards will clear the park starting at the trailhead and work forward towards the booth.
- 5. Inform park patrons that the park is being evacuated.

The recommended message is:

- "Attention, there is an emergency situation. Please leave the building in a calm and orderly manner, using the nearest exit, and meet (state a specific site)."
- 6. Check all rooms, bathrooms, storage closets, etc. on your way out of the building. Close each door after you have verified that a space is vacant.
- 7. One staff member will meet law enforcement at the front entrance.
- 8. Once the park has been cleared of patrons, all park staff will meet at the booth. The secondary meeting spot is the entrance to the tunnel.
- 9. Staff will follow instructions from law enforcement.
- 10. At the end of the incident, when you have emergency personnel approval, you may allow patrons and staff to re-enter the facility. You will need the supervisor's approval to resume activities for the day.
- 11. Complete an incident report.

Plumbing Problems

- 1. For minor leaks, turn off water flow to the leaking line, post the faucet or attached device as "Out of Order"; mop up the spill; post "Wet Floor" signs where necessary; fill out an "Incident Report" form.
- 2. For major leaks, Turn off the main valve; mop up spill; post "Wet Floor" signs where necessary; call appropriate maintenance personnel (Matt Turco); call your supervisor to notify them of the situation; fill out an incident report form.

Explosions

Faulty boilers, leaking gas and chemicals all are possible causes for explosions. If you hear an explosion, or are a victim of one:

- 1. Be alert and aware of your surroundings. Remain calm
- 2. Evacuate as quickly as possible, (meet at the fence line along South Lake Dr. and head towards Fire Station 3)
- 3. If debris is falling from above, take shelter under a sturdy table.
- 4. If possible dial 911 and give them your location and a description of the incident.
- 5. If you are trapped in debris, cover your mouth with a piece of cloth and tap on something so rescuers can hear you. As a last resort, try shouting (shouting can cause inhalation of dangerous fumes or dust)
- 6. Untrained people should not attempt to rescue people in a collapsed building. Wait for emergency personnel to arrive
- 7. Contact your immediate supervisor as soon as possible, who will then contact the Recreation Supervisor
- 8. Do not use matches or lighters for any reason.
- 9. Open doors very carefully.
- 10. Be prepared for additional explosions.

Mechanical Problems

- 1. For heating, ventilation and pump failure call your supervisor for guidance
- 2. Call appropriate maintenance personnel.
- 3. Complete an incident report form.

Incident Forms

Anything that may occur that a child would later "re-tell" his/ her parent.

- 1. All incidents must be written down in the logbook. Check individual sites.
- 2. Behaviors such as hitting, pushing, swearing, etc. should be written down in case of future reference are needed.
- 3. If you need to call a parent concerning a child's continual unacceptable behavior, it is much more creditable to be able to state exact dates and examples, rather than saying "he hits a lot".
- 4. Please include enough detail to make this log a complete record.



CERTIFICATION ServSaf

JESSICA MISTAK

which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP). for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination,

5461

EXAM FORM NUMBER

1/14/2020

DATE OF EX

1/14/2025

Local laws apply. Che ncy for recertification requirements. DATE OF EXPIRATION

ociation Solutions

nd the ServSafe logo are trademarks of the NRAEF. National Restaurant Association® and the arc design





ServSafe Allergens™ Michigan Certificate of Completion Awarded to

JESSICA MISTAK

Provided by the National Restaurant Association For completing ServSafe Allergens Michigan Training and Assessment

Certificate Number 2933446

Date 05/31/2017

Expiration Date 5/31/2022

>

Sherman Brown Senior Vice President, National Restaurant Association

solutioned foreignion (NRAE). All lights reserved Service and the Service logic ore registered inchanges and Service Allegain to inchange of the NEST National Resource Assistance and the are design are





ISE NO.

SFE4063053118

BY THE MI DEPARTMENT OF AGRICULTURE & DEVELOPMENT TO OPERATE A FOOD SERVICE SHMENT UNDER THE PROVISIONS OF THE IN FOOD LAW BEING ACT 92 OF THE PUBLIC ACTS

N 10 MILE RD NOVI MI 48375

NTED TO: NOVI CIVIC CENTER

CITY OF NOVI DEPT PARKS & RECREATION 45175 W 10 MILE RD NOVI MI 48375



EXPIRES: 04/30/2021

THIS LICENSE IS NOT TRANSFERABLE AS TO PERSON OR PLACE. NOTIFY THE LOCAL HEALTH DEPARTMENT PRIOR TO CHANGE OF OWNERSHIP. (SECTION 4123)

RESTRICTIONS OR CONDITIONS:

DIRECT INQUIRIES TO: OAKLAND (S) COUNTY DEPT 4063

OPERATOR COPY FAILURE TO POST IN A CONSPICUOUS PLACE IS A MISDEMEANOR SECTION [4119] FI-210 (9/2012)



OAKLAND COUNTY EXECUTIVE DAVID COULTER

Leigh-Anne Stafford, Health Officer (248) 858-1280 | health@oakgov.com

FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

Establishment Name: CITY OF NOVI DEPT PARK & REC

Establishment ID: 418141

Establishment Address: 45175 10 MILE RD

Establishment Type: FIXED ESTABLISHMENT

City, State, Zip:

License Number: NOVI MI 48375

SFE4063053118

Establishment Phone: (248)347-0404 Owner Name:

CITY OF NOVI CIVIC CENTER

Establishment Fax:

CVT:

246

INSPECTION INFORMATION:

Inspection Date:

08/25/2020

NSDI:

02/25/2021

Follow-up Date:

Cited:

Inspection Type:

Routine

Consumer Advisory Required:

No

Consumer Advisory Correct:

N/A

N/A

Priority and Priority Foundation Violations No.

Consumer Advisory Handout Provided:

All Priority and Priority Foundation Violations Corrected:

N/A

Repeat Violations Cited:

All Priority and Priority Foundation **Violations Not Corrected:**

N/A

No

Inspection ID: 416415 License Limitations: Variance:

Allergen Awareness Posted: Water:

Yes Municipal

License Posted:

No No

Sewage:

Municipal

Anti-Choking Techniques Posted:

Yes Yes Seating Capacity: Non-Smoking Area: 20 No

Based on this inspection, the following items marked are violations of the Michigan Food Law. Violations cited in this report shall be corrected within the time frames specified, but within a period not to exceed 10 calendar days for priority and priority foundation items (8-405.11) or 90 days for core items (8-406.11). Failure to comply with this notice may result in action against your food service license. You have the right to appeal any violations listed.

Take our client satisfaction survey at www.oakgov.com/healthsurvey.

Received By: Jessica (Person in Charge)

Inspected By: Jonathan Boyda

Senior Public Health Sanitarian

Date: 08/25/2020

Page 1 of 2

OAKLAND COUNTY HEALTH DIVISION

FOOD SERVICE ESTABLISHMENT INSPECTION REPORT

Establishment Name: CITY OF NOVI DEPT PARK & REC Establishment ID: 418141

Establishment Address: 45175 10 MILE RD Establishment Type: FIXED ESTABLISHMENT

City, State, Zip: NOVI MI 48375 License Number: SFE4063053118

Establishment Phone: (248)347-0404 Owner Name: CITY OF NOVI CIVIC CENTER

Establishment Fax: CVT: 246

CERTIFIED MANAGER INFORMATION:

Manager NameCertificate NumberCertificate TypeIssue DateExp. DateVerifiedAllergenJESSICA MISTAK18830311State Food Safety01/14/202001/14/20207csYes

A certified foodservice manager is a requirement of the Oakland County Sanitary Code, Article IV.

COMMENTS:

This routine inspection was completed by Jonathan Boyda. No violations cited at the time of the inspection.

For any questions please call 248-285-8643.

Please be advised, per Executive Directive 2020-08, Section 3b, when the director of the Department of Agriculture and Rural Development becomes aware of a violation of law at a food establishment inspected and licensed by the department that would create an imminent and substantial hazard to the public health, including a violation of a COVID-19 executive order or epidemic order, the director must consider whether to order immediate cessation of operation under section 2113 of the Food Law, 2000 PA 92, as amended, MCL 289.2113(1).

PREVENTING CORONAVIRUS DISEASE 2019 (COVID-19) FOOD SERVICE WORKERS TOOLKIT

Oakland County Health Division (OCHD) is working closely with healthcare providers, Michigan Department of Health and Human Services (MDHHS), and Centers for Disease Control and Prevention (CDC) to actively monitor and prepare for the presence of coronavirus (COVID-19) in the community.

OCHD has developed toolkits available to you and your employees about how to stay healthy and prevent illness. This is an evolving situation and information/resources will be updated as available at www.oakgov.com/health.

Our Nurse on Call is also available at 800-848-5533, Monday through Friday, 8:00 a.m. to 6:00 p.m., and Saturday 9:00 a.m. to 12:00 p.m., or noc@oakgov.com.

Received By: Jessica (Person in Charge)

Inspected By: Jonathan Boyda

Senior Public Health Sanitarian

Date: 08/25/2020