

Harry Morgan BP – Standards of Operation – Landscaping



Overview:

The standards for Landscaping at Harry Morgan BP located on 1930 W Morgan Ave. Milwaukee, WI consist of (1) daily functions of cleaning the property and adjusting the tiles, (2) bi-weekly functions of mowing the lawn, trimming the bushes and removing any overgrown weed during Spring, Summer, and Fall season, and lastly (3) for seasonal function, management is responsible to install & maintain both year-round and season flowers in 6 different sites, and additionally during winter season, management is responsible to keep the side walks and property clean by removing snow and salting the property from high traffic area and sidewalks.

Responsibilities:

1. Daily Functions:

- a. **Cleaning the Property:** Employees and Management are expected to keep the property clean by emptying trash can, clearing any trash that is found on the property, and removing any "graffiti" that were found onsite. This will be logged on a daily basis.
- b. **Adjusting the tiles:** Responsibility of the employees and management to align the tiles properly on day to day basis.



2. Bi-Weekly Functions:

- a. **Mowing the Lawn:** At minimum it is expected to have lawn mowed every two weeks during the non-winter season. The frequency of mowing is subject to increase on as needed basis.
- b. **Trimming the bushes and removing overgrown weeds:** Every two weeks, it is expected to have the bushes properly trimmed and remove any overgrown weed. This will assist in maintaining great visual appearance at the property.



3. Seasonal Functions:

- a. The following are responsibility that are expected for both non-winter and winter season. The flowers will be installed in 6 different sites in the property: 2 sites facing the Morgan Ave, 2 flowers at the intersection of Morgan Ave and 20th Street, and 2 sites facing 20th street. Pictures of the location as shown below.
 - i. For non-winter seasons:
 1. Maintaining and Installing (if needed) 2 different year-round perennial flowers. This will bring out the great visual appearance throughout the property.
 2. Installing 1 seasonal perennial flower each year and maintaining it throughout the non-winter season
 - ii. For winter season.
 1. Snow removal and cleaning the sidewalks: It is the responsibility of management and employees to remove snow from areas of high traffic within the property and cleaning the sidewalks within 12 hours of snow stoppage. The cleaning also includes de-icing measurements by spreading salts in the property and on the sidewalks
 2. Maintaining and Installing (if needed) 2 different year-round perennial flowers. This will bring out the great visual appearance throughout the property.



The signatures below are to ensure that management of Harry Morgan BP will stay in accordance to these responsibilities.

RAVI BEHL

HIMANSHU BEHL

Ravi Behl: Owner – Harry Morgan BP

Himanshu (Harry) Behl: Manager – Harry Morgan BP