VETERANS MEMORIAL PARK

OPERATIONAL PROCESSES

BRICK PAVERS (JimO has all documents and files)

Prepared by J. Olyniec Sept 22, 2024

**RECEIPT**

1. Forms are typically mailed to the Post Home and put in VMPJC folder on VFW side of the entry hall
2. Pick up and make copy of form and payment
3. Original form and original payment go to treasurer for deposit

**ORDERING**

1. Put copy in the front of the “Brick Pavers” notebook (presently at Olyniec house) and wait until several orders received to consolidate. Typically order every 2 months. There is a $15 added charge for orders less than 10 pavers. We usually have to pay that.
2. Enter 4x8 pavers on spreadsheet, assigning a sequential VMPJC order number and a unique sequential number for each paver; Do the same for 8x8 pavers.
3. Staple each order spreadsheet along with the paver forms. On each paver form, note in upper right corner the VMPJC Order number AND the unique VMPJC sequence number. Put in Brick Pavers notebook.
4. Now, with few new pavers, actual ordering is done directly into BricksRUs. We have an account with them Each paver size is a SEPARATE order.

BricksRUs web site: BricksRus.com

CUSTOMER ID: LBVET

PASSWORD: OldStuff21!

PAVERS:

* 4 X 8 Belden Brick with spacer bars Wheatfield (BBBW48S); sandblasting; Font: Optima-Paint Black – F:.50 LS: .938
* 8 X 8 Belden Brick (Thick) Beveled Edge Tumbleweed (GELDTW88); sandblasting; Font: Optima – paint black – F:.50 LS: 1.063

BE SURE EVERYTHING IS CORRECT; WHEN FINISHED AND SUBMITTED, THE ORDER IS FINAL FOR PRODUCTION.

**PAYMENT AND SHIPPING**

1. After order is submitted, invoice will be sent by email from BricksRUs to contact (JimO) email. We use ECHECK option for BRICKSRUS. Get check # from treasurer and enter all information in the BRICKSRUS system. Select shipping date (usually about a month).
2. Print out the proof sheets with ordering info from the BRICKSRUS website.
3. Send invoice, along with check # used, to treasurer for our records.
4. I have orders sent to my house. With small amount, they come in boxes, about 40 # each.

**MAPPING AND INDEX**

1. On MAPPING spreadsheet, place each new paver in location to be set. Enter the UNIQUE ID # and the NAME on the paver on the map to signify where the paver will actually be located. Typically place pavers by sequence # at the next open spot, but not required. Some new paver owner may want new paver to be placed next to previously installed. OK to do this, but MOVE THE EARLIER paver to new open spot at the end of existing pavers and put both together there. Then infill with another new paver later..
2. Make a note on each paver form the PANEL, ROW, AND COLUMN where the paver is located.
3. On INDEX spreadsheet, fill out all information. This helps to identify where a paver is located based on PAYER. This has the PURCHASER NAME, but I am trying to infill the LAST NAME of the first person listed on the paver also for sorting by that information.

**CERTIFICATES (certificates should be mailed out about the same time that pavers are installed)**

1. Gary C previously prepared the certificates by using mail merge with our spreadsheet. Because we have very few, I am now taking existing certificates and editing them with the new information. This requires paid Adobe Acrobat.
2. Edit and make new certificates for new pavers
3. Send certificates file to Tennessee Valley Sign for printing to DJ at: tnvalley5@scottsboro.org. VMPJC has an account there. Pick up after printing.
4. When pavers arrive, get certificates to Jim Blackburn along with the “file” (Unique order spreadsheet with stapled individual paver forms). JimB sends out certificates
5. Jim B will return “files”. Put in BRICK PAVER book for easy reference.

**INSTALLATION**

1. When pavers arrive (at my home), need to install quickly. Usually only 7 days limit to report any damage or other problems.
2. I unpack the pavers (inside my house) that are wrapped in bubble wrap inside the boxes filled with foam pellets. I keep in the bubble wrap until ready to install. If unpacking box outside, the pellets easily blow away and litter the area.
3. Using tools (special tool for removal in stg room, hammer, putty knife, small brush, sand, 2 x 4 x 12” for tapping level) install new pavers per the MAPPING spreadsheet and put regular sand in joints and clean up.
4. Remember special requests to put pavers together
5. Take pictures of all new pavers in place.
6. Put removed blanks in stack behind the pavilion.

**SOCIAL MEDIA**

1. Post installed pavers on VMPJC Facebook Page