

We are here from 8 to 4 every day and may be around later and earlier, but you should call if you come late or early to make sure. (647-8580).

Supplies you should have:

- CBI handbook
- Inspector T-Shirt
- Survey forms – If you are doing the Songo Lock, you will need a special yellow survey form.
- Winch stickers (remove all plants)
- Infested lakes brochures
- Inspect Yourself Stickers
- Plant sample bags (bring your own permanent marker)
- CBI lawn signs (signed out under your name)
- Chairs (signed out under your name)

Timesheets are due every two weeks on a Sunday. Your time should include any hours the Sunday the sheet is due. Timesheets received later than Sunday will be held until the following pay period.

There is a mailbox beside the back door of the main office building for timesheet drop offs.

Timesheets must be accompanied by all inspection forms for that pay period.

If you are sick and cannot make a shift and cannot make an exchange, email lakes@leamaine.org immediately.

Do not swap shifts without emailing in advance.