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# OFFICE PROCEDURES

- ◆ Process telephone requests
- ◆ Check ownership and burial records
- ◆ Recording burials and locations
- ◆ Service opportunity (complaint) forms written and followed through
- ◆ Data entry
- ◆ Assisting family and friends in locating grave(s)
- ◆ Follow up on incomplete information
- ◆ Recording on maps and books
- ◆ Accounting
- ◆ Scheduling service requests
- ◆ Office supplies and equipment purchased
- ◆ Maintenance and Preservation Fund
- ◆ NJ State Cemetery Board Fees
- ◆ Transitions - Grief Support Services

## Actual Grave Opening.....

- ◆ Layout and cross check grave location
- ◆ Locating grave for vault companies and Funeral Directors
- ◆ Drawing grave diagram, marking
- ◆ Trucking plows and tools to grave site
- ◆ Breaking frost in the winter
- ◆ Removing bronze memorial
- ◆ Excavating grave
- ◆ Remove excess earth
- ◆ Assist Vault Company
- ◆ Fill grave
- ◆ Removal of flower arrangements from funeral

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- ◆ Refill grave after settling
  - ◆ Seeding and fertilizing grave
  - ◆ Weed control
  - ◆ Flower removal and turning down vases
  - ◆ Mowing grass
  - ◆ Installation and care of bronze memorial

## Directing Interment Service.....

- ◆ Time waiting for funeral
- ◆ Directing and escorting funeral procession and generally assisting Funeral Director
- ◆ Assisting with flowers
- ◆ Assisting with casket
- ◆ Assisting with vault cover
- ◆ Park workers' time at grave site

## .....Return of Equipment

- ◆ Driver of truck and helper
- ◆ Picking up planks, etc.
- ◆ Return compressor and tools to storage
- ◆ Sorting and cleaning
- ◆ Flower cart, casket cart

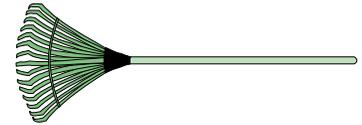


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## Equipment and Necessary Materials..

- ◆ Backhoe
- ◆ Dump Truck
- ◆ Compressor and hand tools
- ◆ Casket cart
- ◆ Planks
- ◆ Flower cart
- ◆ Gasoline and Oil
- ◆ Maintenance of all the above equipment



## Overhead Expenses...

A portion of the expenses shown are for accounting, purchasing, administration, legal services, state and federal payroll taxes, insurance and compensation, depreciation on trucks and equipment, equipment maintenance and upgrades.

- ◆ Maintenance of grounds
  - \* Entrances, trees and shrubs, monuments culverts, flower and wreath removal
- ◆ Building maintenance
- ◆ Road maintenance
  - \*Plowing and sanding in the winter -
  - \*Resurfacing and sweeping in the summer
- ◆ Office staff and supplies
- ◆ Equipment maintenance
- ◆ Purchase of new equipment

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What costs are included in the grave opening charge?

The facts are there are many different labor, material and service charges included in the grave opening fee paid at the time of death. There are many expenses included in addition to the labor charge to dig the grave.

Here is a comprehensive list of these charges.....



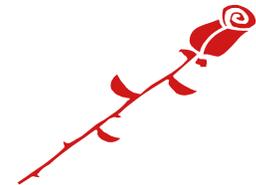
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**“It’s  
More  
Than  
Just Digging  
The Grave”**



**GRAVE OPENING  
CHARGES INCLUDE DIFFERENT  
PROCEDURES, MATERIALS AND  
LABOR**