

STS. PETER & PAUL / ST. ANDREW CEMETERY
ST. JOSAPHAT EPARCHY

**PROCESS FOR A REPLACEMENT
HEADSTONE FOUNDATION**

1. Contact the Cemetery Office (440-843-9149). Provide deceased family member's full name (and cemetery location, if known). Explain current situation of the existing foundation. Photographs may be emailed to pastor@standrewucc.org
2. Cemetery Office will assess condition of existing foundation and provide options, including associated costs, to either repair or replace the foundation. This may include:
 - a. Shimming to make headstone level
 - b. Adding a skim coat of concrete to the existing foundation to make headstone level
 - c. Complete removal and replacement of existing foundation
3. Cost to move the existing headstone and to replace the existing foundation is the responsibility of the person (family member) asking for the repair/replacement. Please refer to the June 16, 2020 letter from the St. Josaphat Eparchial Office.
4. Cemetery Office coordinates repair/replacement of foundation with Cemetery Excavator and corresponding Monument Company. (NOTE: Outside contractors are not permitted to do work within cemetery grounds.)
5. All fees must be paid in advance to the Cemetery Office.
6. Cemetery Office will keep all paperwork of repairs/replacement for any future reference. Photograph of finished work will also be filed at the Office.