

- South CCC clean to standard
- Blower#2 Bearing is now in stock, need to make the repair.
- Meyers Sewerage Pump from Vacuum Vessel – Ship to be evaluated and completely refurbished by Kaman. Richard to call Mark Silver at Kaman to work out the scheduling of work.
- Richard taking care of mixer going out to be repaired.
- Greg to purchase a mixer to backup the mixer in the .350MGD plant
- Emglo Compressor Richard to get a new replacement unit
- Pines and Palms – valves and valve piping in the valve vault must be replaced.
- Blower #3 Erica of Gardner Denver to give options for new, rebuild, etc.
- Ship two KWRU Busch pumps out for rebuild and ship the Marathon loaner pump for rebuild and have the shop rebuilding the pump ship back directly to Marathon. Wed March 8<sup>th</sup> new service company will be on site with a loaner pump to swap out PUMP#3. What kind of oil is recommended by the Busch guy, additional filter, etc.
- Organize CONEX – make sure that the lists we keep on the computer match the actual inventory, and tag pumps, make sure each and every model of pump has a backup in inventory.
- Mike to do division valve exercise, paint, clean with shop vac, lubricate, and make notes if not working properly. Dig up to get model number and Record in Maintenance Log. All vacuum division valves are the same series of (Mueller) valve so you do NOT need to dig up more than one. self storage=10” 5<sup>th</sup>&5<sup>th</sup> = 6” El Mar=
- Manhole Repairs for B.R.I.A.N. the list is on the board in office ADD to this list as other FM system/gravity system problems are discovered. Greg to talk to Brian.
- Vac Station – Richard has oil on hand (synthetic). More oil is to be ordered after Busch guy consult, then purchase.
- US Jetter Jet Rodder as of 3/3 not working well. Richard to get with Brian Barton to look at it when doing the muffin monster. May need to call up service tech to make a repair.
- Dispose of spent oil, and such EMC
- Goulds pump is a Warranty repair back to PUMP PRODUCTS. Greg to follow up.
- Crew needs to pick up tools, materials, etc. and do a general policing of yard on a more frequent basis.
- Coast/Hippie Place on Front St. the vacuum pit fires too often. I suspect a small crack, poor glue joint that is leaking, or other problem that is causing it. The problem is not going to be a massive failure but something more like what I listed. The concrete that protects the cleanout is disturbed needs to be reset level. Before this is done a camera should be used to determine why the pit fires so often and the problem should be corrected.
- Purchase air plugs 6”-8” and 10”-12” and most service trucks should have a 3” to 4” test ball.

## Vac Collection System

- Airvac EAAV – Hartsock to show us on-site when in Key West in January
- New controllers have been received.
- Richard ordering a few more firing magnets.

## Vac Stn

Clean Conical Filters Monthly as steel is corroding

- Tighten down all electrical connections, vacuum panel, per Jon Hartsock
- Annuals – vac oil and exhaust ~~check when the oil was done Jamie~~ Was done in August 2016 next oil change is scheduled for December once the oil comes in. Rich is checking shelf life of Chevron oil
- Richard has oil on hand (synthetic). More oil is to be ordered.
- Add quarterly probe cleaning to maint list
- Manual operation
- **Purge Cycle** - You can toggle off AND on as you see fit, but if things are working keep in Purge mode. We are operating in Purge mode on new fiberglass tank.

## WWTP

**Goolds pump is a Warranty repair back to PUMP PRODUCTS.**

## Collection System

C16 drain in yard (give pics to Jami and send Letter to owner) **Open**

Grease Traps **Jami Golf Course Main, Laundry mat, letters going out**

## Inspections

- A28 new unit scheduled DEMO Dec 8<sup>th</sup>.
- Oceanside has been inspected and Greg has put in all inspection paperwork.
- SIMV Greg and Richard have done inspections, need to request Louis Germain reports for file.
- 6450 Sunshine Ivan Irbay – underground has been inspected. Richard to do a drive by.

**Backyard surveys – helter skelter no organization, not complete, need to reassess** Will do the hit list (Greg has) plus C16 and will reassess in Jan/Feb. Richard to get the list of properties that knowingly damaged cleanouts (Greg has list). Richard is to have someone verify the properties are okay. Make note, have the guys look for brand new caps as well. If someone knows you are coming (i.e. they see the yard survey tag posted) they may put a new one on last minute. Also have the employee flip the cleanout and install with the special tool.

Jet Rodder as of 3/3 not working well. Brian Barton to look at it when doing the muffin monster. May need to call up service tech to make a repair.

Lift station cleaning **DONE**

Exercise division valves - North Stock Island too Force main system and vacuum system. Private vacuum system division valves too.

ADD Check Miriam manholes to Friday checklist

## General Issues and Administrative

- Safety Meetings Richard to have these regularly and maintain paperwork.
- Maintain Maint Log - make daily entries

## General Management Goals:

Set standards for the crew, clearly communicate to all employees the expectations, spot check their work (give them feedback positive/negative, instill discipline, stop the wandering, make the employees responsible for having their tools on trucks, everyone should have ALL the regular tools at all times. Keep trucks clean inside and out, these are company trucks not personal trucks. Noon is lunch time but this is not holy, lunch can be shifted to accommodate work. Same with 3:30 no reason to quit working a half hour early. Reorganize the crew and the crew structure to be team oriented and the crew assignment should be set by the Maint Super not by the crew. **KWRU 017205**

### Establish a 10 minute list (here are a few ideas)

- Pick up yard litter
- Put away tools, supplies, materials, etc.
- Clean out the back of trucks
- Spray down trucks, equipment as needed
- Kill weeds
- Chop down bushes, limbs, branches, etc.
- Clean skim box, take trash down off of plant, clean skimmer box.
- Wipe down vacuum pumps and equipment to keep it clean

Paperwork – everyone bring binders to meeting every morning, keep sheets updated, receipts in there, notes, ideas, etc. Rule for paperwork fill it out NOW not LATER.

### Employee Responsibility paperwork

- Receipts
- Call Out
- Job Invoices
- Inspection Reports

Making use of morning meetings to inform and educate

Make sure guys have plastic boxes to take notes and to turn things in

- Safety equipment (write down)
- Trucks (write down problems with the trucks)
- Tools (write down)
- Supplies (write down)
- Basic Training (i.e. Chatter box, how to read a camera inspection report, etc.)
- Telephone numbers programmed??
- Private system list

Managing Employees **Rich to formulate individual plans going forward**

- Pierre
- Jojo
- Mike

~~#2 Vacuum Pits and Buffer Tank Annuals~~

~~#3 Lift Station Cleaning (B.R.I.A.N) while doing this assess Bio-Blocks at Lift Stations Golf Cart – being serviced at KWGC~~

~~Controller Rebuild – Training – 15 Return YES and new controllers were received~~

~~HOA switches were ordered – Floats – 8 were found in inventory received~~

KWRU 017206

~~Order Ring and Cutter should have one on the shelf for Keen and one on the shelf for Meyers received~~  
~~Bio Blocks—Reassess with BRIAN when conducting lift station cleaning.—Done, as of 3/3 plenty of bio blocks in inventory~~

~~Yoman—impeller off to put on new impeller~~

~~Oceanside valve abandoned, Tortuga West was recently turned when doing Oceanside it is functional, SPCA valve—Greg located it is not buried~~

~~Matt to check on Keen pump that was returned (Eric??) —Greg to Call Eric D.—Warranty Rebuild Keen has been received—Keen slicer on order has not been received it is due to arrive the week of 12-5-2016. Slicer installed at L2A and is working great as of 3/3 not a problem since installing in December.~~

~~Quarterlies—Lift Stations half way to completion DONE~~

~~L2A Meyers pump is installed—Meyers coming back, L2A, FM, Boyds— Meyers was received~~

~~Oil Change Bart – Ask about wiping down pan to get all shavings, grit, etc. out. Matt came back from Airvac and said no we don't need to. Chris and Greg heard from the Top Dog this is not the case. Please come back with this information for us. Always wipe pan every single time~~

~~Jet Rodding system—sched for next week Project Complete.~~

~~Train on panel—Hartsock~~

~~Order the internal mechanism, get model number off of actual valve (field dig) —check daily notes—may have to re-dig verified we don't have the model number so a re dig is planned.~~

~~Annuals—F Line complete began E—Line in process DONE as of 3/3~~

~~Bio Blocks—done as of two weeks ago~~

~~Gear Drive Back up motor and drive~~

~~Surge Pump (Barnes 3 HP) Order 2 Barnes Pumps Greg to check—received 2 new Barnes ,-one was installed 12/1/2016 in the West Plant, and one is on standby in inventory.~~

~~Shop Goulds back under warranty—in service West EQ basin~~

~~CCC cleaning better pump to move heavier liquid—order \$922 electric pump Received and should be wired in and operational 12 02 2016~~

~~Lift station cleaning BRIAN needs to set up at KWGC also need to clean MCDC Golf Course Main and L4 are the scheduled first and Pines and Palms will be last We are cleaning all lift stations.~~

~~Safety Meeting we must do this religiously no excuses.—Rich is new Safety Officer to begin ASAP doing every other week. Greg to show where binders are in office.—First meeting scheduled for Friday Dec 9 2016.~~

- Exercise HALF of ALL valves within collection systems and treatment facilities
- Check or verify the influent and effluent flow meters for accuracy.
- Check the perimeter fencing and repair any holes in the fence. All wastewater facilities are required to be fenced per FAC 62-600
- Inspections of all tanks within the facility for any structural deficiencies
- Test eye wash and emergency shower
- Inspect fire extinguishers