

Chris, Greg, Rich

Operations Meeting ~~11-10-2016 @12:00 PM~~

~~12 02 2016 @ 12 PM~~

TOP 5 Items in order of Priority

- #1 Oil change Busch pumps
- #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
- #4 Organize CONEX – make sure that the lists we keep on the computer match the actual inventory, also tag pumps, make sure each and every model of pump has a backup in inventory.
- #5 Division Valve (Self Storage) on 5th Street. Dig up to get model number and Record in Maintenance Log. Then Order parts for both division valves (self storage and 5th and 5th). Rich NOTE that the division valves are different sizes.

self storage = 10"

5th and 5th = 6"

Both are the same series (Mueller) valve so you do NOT need to dig up more than one.

Rich to get the list of properties that knowingly damaged cleanouts (Greg has list). Rich 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.

Golf Cart – being serviced at KWGC

Englo Compressor in vacuum building need service?

Controller Rebuild - Training - 15 Return YES/NO

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.

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

Order Ring and Cutter should have one on the shelf for Keen and one on the shelf for Meyers

Bio Blocks - Reassess with BRIAN when conducting lift station cleaning.

ADD Check Miriam manholes to Friday checklist

Vac Collection System

Self Storage Division Valve 10" Mueller also 5th and 5th valve is frozen

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.

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~~

Airvac EAAV – Hartsock to show us on-site when in Key West in January

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

~~Train on panel—Hartsock~~

Add quarterly probe cleaning to maint list

Manual operation

Annuals F Line complete began E –Line in process

Purge Cycle when we have problems - You can switch off an on as you see fit, but if things are working should always keep it in Purge mode

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

WWTP

~~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

Collection System

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

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

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

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

Grease Traps Jami Golf Course Main, Laundry mat

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

Inspections David Greg Rich A28 new unit scheduled DEMO Dec 8th. Oceanside and SIMV ongoing.

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

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

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

KWRU 017220

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

General Issues and Administrative

~~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.~~

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 by the Maint Super not by the crew.

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)
 - Tools (write down)
 - Supplies (write down)
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- 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
- David
- Juan

Vac Grease – Done ????

Oil change out for chevron

Dispose of spent oil, and such EMC

US Jetter – set up maint visit

- 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
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