

Chris, Greg, Rich

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

~~—————12 02 2016 @ 12 PM~~

### Vac Collection System

Self Storage Division Valve 10" Mueller

Order the internal mechanism, get model number off of actual valve (field dig) **check daily notes may have to redig**

Yoman – impeller off to put on new impeller

**Oceanside valve, Tortuga West, SPCA valve, Airvac EAAV**

### Vac Stn

Clean Conical Filters Monthly

Tighten down all electrical connections, vacuum panel, per Jon Hartsock

Annuals – vac oil and exhaust **check when the oil was done Jamie**

Train on panel – Hartsock

Manual operation

**Annuals**

**Purge Cycle when we have problems??**

**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.**

### WWTP

~~Gear Drive Back up motor and drive~~

~~Surge Pump (Barnes 3 HP) Order 2 Barnes Pumps Greg to check~~

Shop Goulds back under warranty **in service West EQ basin**

CCC cleaning better pump to move heavier liquid **order \$922 electric pump**

### Collection System

Matt to check on Keen pump that was returned (Eric??) **Greg to Call Eric D.**

**Keen slicer on order has not been received**

Quarterlies – Lift Stations **half way to completion**

L2A Meyers pump is installed Keen on Monday – **Meyers coming back, L2A, FM, Boyds**

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

Backyard surveys – helter skelter no organization, not complete, need to reassess

Jet Rodding system sched for next week

Lift station cleaning BRIAN needs to set up at KWGC also need to clean MCDC

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

### 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.

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)
- 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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