



*Downtown Lights
Spray List*

Monthly Inspections for the month of January '22

D.P.S. FACILITY

- Hazards, Housekeeping *C*
- Put water in drain traps.
- Check all lights (write install date on bulbs)
- Generator test
- Check furnace filters (replace as needed)
- Drain air compressors (2)
- Small Engines - Check fluids and start and run (5 minutes)
- Make sure all gas cans are full
- Inspect all Ladders
- ~~Change batteries in faucets, urinal, and soap dispensers (February, June, October)~~
- K.S.P.* change batteries in door locks (January)(Kevin or Danny)

Inspected by: JH, G.M Date: 1/10/22, 1/7/22

Inspect Ladders for:	4' Step	6' Step	6' Step	8' Step	10' Step	20' EXT.
Stored properly and safely along ladder wall	✓	✓	✓	✓	✓	✓
No loose rungs or steps						
No visible cracks or broken components						
Manufacturers labels and warnings are legible						
Clean, no grease on ladder, no slip hazards						
All locking mechanisms (as applicable) are functional						
Safety feet on step and extension ladders present and in						
Hinged spreader on step ladders secure and in good condition						

SANITARY SEWER

- Clean Oak street sewer flume
- Oak street meter reads (Kevin or Danny)
- Sanitary spray list - *KP/KS*

Inspected by: 1-12-22 Date: _____

MUSEUM

- Check lights (write install date on bulbs)
- Basement Sump Pump
- water in drain traps
- ~~Check roof for drainage (clean out drains. April - November.)~~

Inspected by: JH Date: 1/7/22

LIBRARY

- Check all lights (write install date on bulbs)
- Hazards, Housekeeping
- Water in drain traps
- Check roof for drainage (clean out drains as needed. April – November.)
- Change batteries in soap dispensers (February, June, October)

Inspected by: J.H. Date: _____

Replace outlets
Carpet cleaning

POLICE / FIRE

- Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages, write install date on bulbs)
- Water in drain traps

Inspected by: J.H. Date: 1/7/22

Replaced toilet seat, Men's room, Police

CITY HALL

- Change HEPA filter in server room (if needed)
- Hazards, Housekeeping
- Inside and outside, Check lights; repair as needed. This includes all offices, bathrooms, hallways, council chambers, etc. write install date on bulbs)
- Put water in all drain traps
- Put BIO-Clean in breakroom sink drain at the end of the day (3:30)
- Check roof for drainage (clean out drains as needed. April – November.)
- Check generator oil/coolant levels (look for leaks)
- Change batteries in soap dispensers (February, June, October)
- Check Water softener for Salt
- change batteries in door locks (January)(Kevin or Danny)

Inspected by: J.H. Date: 1/7/22

WELCOME CENTER

- Check for safety / repairs
- Inside and outside. Check all lights (write install date on bulbs)
- Hazards, Housekeeping
- Put water in drain traps.
- Check / Replace furnace filter in attic
- Change batteries in faucets and soap dispensers (February, June, October)

Inspected by: JH. Date: 1/7/22

SS 12/21

CEMETERY BUILDINGS (April - October)

- Hazards, Housekeeping, Repairs.
- Check lights repair as needed (write install date on bulbs)

Inspected by: JH. Date: 1/7/22

COMMUNITY CABIN

- Hazards, Housekeeping
- Lights- Repair as needed (write install date on bulbs)
- Clean coil fins under Refrigerator and freezer
- Check to make sure vacuums are working and bags are not full. All filters cleaned.
- Put water in drain traps
- Check basement sump pump
- Change batteries in faucets, urinals, and water closets, soap dispensers (February, June, October)
- Carpet / chair cleaning
- Cloud light lens cleaning
- Appliance cleaning

Inspected by: JH. Date: 1/7/22

Green, Beige Paint from chips on wall
South West damage to gutters from wind storm

DOWNTOWN

- Inspect all street lights and Ballards for operation (write install date on bulbs)
- Check reds deck and parking lot lights. Use bypass switch in utility room (write install date on bulbs)

Inspected by: DB Date: 1-13-22

STORM WATER

Inspected by: k.k. Date: 1/10/22

INSPECT ALL DETENTION PONDS

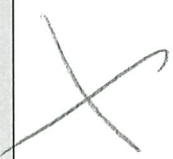
- 11 mile by Heritage Park(2)
- Heritage Park (start of Blakeslee creek)
- Glen Carin Pond
- Rollingwood at curve
- North Creek
- Shale CT.
- 10 mile between Highland and Gibraltar
- Rockford Industrial Park Dr. (Northwest of Post Office)
- Behind 61 Highlander
- Highlands (Glenbrook Court)
- Old Millpond by footbridge (behind Parkside along Memorial Trail)

CATCH BASINS / DRAINAGE COURSES

- Shaw Creek behind Lift Station
- Between 81-83 Riverchase behind the residence
- WPT drainage easement behind Gaylord
- Drain on north edge of NAPA parking lot
- Check inlet culvert on Cahill (Clayton Ct. for access)

PARKS (April – October)

Use park inspection forms



- Items in blue to be completed by specific personnel. Make sure they complete.
- Items in green- if needed notify command staff.



Monthly Inspections for the month of FEB / 2022

D.P.S. FACILITY

- Hazards, Housekeeping
- Put water in drain traps.
- Check all lights (write install date on bulbs)
- Generator test
- Check furnace filters (replace as needed)
- Drain air compressors (2)
- Small Engines - Check fluids and start and run (5 minutes)
- Make sure all gas cans are full
- Inspect all Ladders
- Change batteries in faucets, urinal, and soap dispensers (February, June, October)
- change batteries in door locks (January)(Kevin or Danny)

Inspected by: RP | JC Date: 2.2.21

Inspect Ladders for:	4' Step	6' Step	6' Step	8' Step	10' Step	20' EXT.
Stored properly and safely along ladder wall	✓	✓	✓	✓	✓	✓
No loose rungs or steps	✓	✓	✓	✓	✓	✓
No visible cracks or broken components	✓	✓	✓	✓	✓	✓
Manufacturers labels and warnings are legible	✓	✓	✓	✓	✓	✓
Clean, no grease on ladder, no slip hazards	✓	✓	✓	✓	✓	✓
All locking mechanisms (as applicable) are functional	✓	✓	✓	✓	✓	✓
Safety feet on step and extension ladders present and in	✓	✓	✓	✓	✓	✓
Hinged spreader on step ladders secure and in good condition	✓	✓	✓	✓	✓	✓

SANITARY SEWER

- Clean Oak street sewer flume
- Oak street meter reads (Kevin or Danny)
- Sanitary spray list

Inspected by: _____ Date: _____

*Per PV. - SPRAY LIST WAS DONE 1/22
- NO FLUME CHECK*

MUSEUM

- Check lights (write install date on bulbs)
- Basement Sump Pump
- water in drain traps
- Check roof for drainage (clean out drains. April - November.)

Inspected by: RP Date: 1.31.22

LIBRARY

- Check all lights (write install date on bulbs)
- Hazards, Housekeeping
- Water in drain traps
- ~~Check roof for drainage (clean out drains as needed. April – November.)~~
- Change batteries in soap dispensers (February, June, October)

Inspected by: XC / KP Date: 2-1-22

POLICE / FIRE

- Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages, write install date on bulbs)
- Water in drain traps

Inspected by: KP / XC Date: 1-31-22

CITY HALL

- Change HEPA filter in server room (if needed)
- Hazards, Housekeeping
- Inside and outside, Check lights; repair as needed. This includes all offices, bathrooms, hallways, council chambers, etc. write install date on bulbs
- Put water in all drain traps
- Put BIO-Clean in breakroom sink drain at the end of the day (3:30)
- ~~Check roof for drainage (clean out drains as needed. April – November.)~~
- Check generator oil/coolant levels (look for leaks)
- Change batteries in soap dispensers (February, June, October)
- ~~Check Water softener for Salt~~
- change batteries in door locks (January)(Kevin or Danny)

Inspected by: KP / XC Date: 1-31-22

WELCOME CENTER

- Check for safety / repairs
- Inside and outside. Check all lights (write install date on bulbs)
- Hazards, Housekeeping
- Put water in drain traps.
- Check / Replace furnace filter in attic
- Change batteries in faucets and soap dispensers (February, June, October)

Inspected by: _____ Date: 2.1.22

*NO POWER!
O.O.S.*

~~**CEMETERY BUILDINGS (April - October)**~~

- Hazards, Housekeeping, Repairs.
- Check lights repair as needed (write install date on bulbs)

Inspected by: _____ Date: _____

COMMUNITY CABIN

- Hazards, Housekeeping
- Lights- Repair as needed (write install date on bulbs)
- Clean coil fins under Refrigerator and freezer
- Check to make sure vacuums are working and bags are not full. All filters cleaned.
- Put water in drain traps
- Check basement sump pump
- Change batteries in faucets, urinals, and water closets, soap dispensers (February, June, October)
- Carpet / chair cleaning
- Cloud light lens cleaning
- Appliance cleaning

Inspected by: MP / SC Date: 1.31.22

DOWNTOWN

- Inspect all street lights and Ballards for operation (write install date on bulbs)
- Check reds deck and parking lot lights. Use bypass switch in utility room (write install date on bulbs)

Inspected by: SC / MP Date: 2.1.22

STORM WATER

Inspected by: JE / KP Date: 2-1-22

INSPECT ALL DETENTION PONDS

- 11 mile by Heritage Park(2)
- Heritage Park (start of Blakeslee creek)
- Glen Carin Pond
- Rollingwood at curve
- North Creek
- Shale CT.
- 10 mile between Highland and Gibraltar
- Rockford Industrial Park Dr. (Northwest of Post Office)
- Behind 61 Highlander
- Highlands (Glenbrook Court)
- Old Millpond by footbridge (behind Parkside along Memorial Trail)

CATCH BASINS / DRAINAGE COURSES

- Shaw Creek behind Lift Station
- Between 81-83 Riverchase behind the residence
- WPT drainage easement behind Gaylord
- Drain on north edge of NAPA parking lot
- Check inlet culvert on Cahill (Clayton Ct. for access)

~~**PARKS (April – October)**~~

~~Use park inspection forms~~

- **Items in blue to be completed by specific personnel. Make sure they complete.**
- **Items in green- if needed notify command staff.**



Monthly Inspections for the month of 3-01-2022

D.P.S. FACILITY

- Hazards, Housekeeping
- Put water in drain traps.
- Check all lights (write install date on bulbs)
- Generator test
- Check furnace filters (replace as needed)
- Drain air compressors (2)
- Small Engines - Check fluids and start and run (5 minutes)
- Make sure all gas cans are full
- Inspect all Ladders
- Change batteries in faucets, urinal, and soap dispensers (February, June, October)
- change batteries in door locks (January)(Kevin or Danny)

Inspected by: _____ Date: _____

Inspect Ladders for:	4' Step	6' Step	6' Step	8' Step	10' Step	20' EXT.
Stored properly and safely along ladder wall	✓	✓		✓	✓	✓
No loose rungs or steps						
No visible cracks or broken components						
Manufacturers labels and warnings are legible						
Clean, no grease on ladder, no slip hazards						
All locking mechanisms (as applicable) are functional						
Safety feet on step and extension ladders present and in						
Hinged spreader on step ladders secure and in good condition						

SANITARY SEWER

- Clean Oak street sewer flume
- Oak street meter reads (Kevin or Danny)
- Sanitary spray list

Inspected by: J.H. / G.N. Date: 3/7/22

MUSEUM

- Check lights (write install date on bulbs)
- Basement Sump Pump
- water in drain traps
- Check roof for drainage (clean out drains. April – November.)

Inspected by: J.H. Date: 3/3/22
~~Sink not draining properly etc~~

LIBRARY

- Check all lights (write install date on bulbs)
- Hazards, Housekeeping
- Water in drain traps
- Check roof for drainage (clean out drains as needed. April – November.)
- Change batteries in soap dispensers (February, June, October)

Inspected by: J.H. Date: 3/4/22

POLICE / FIRE

- Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages, write install date on bulbs)
- Water in drain traps

Inspected by: J.H. Date: 3/3/22

CITY HALL

- Change HEPA filter in server room (if needed) *checked*
- Hazards, Housekeeping
- Inside and outside, Check lights; repair as needed. This includes all offices, bathrooms, hallways, council chambers, etc. write install date on bulbs)
- Put water in all drain traps
- Put BIO-Clean in breakroom sink drain at the end of the day (3:30)
- Check roof for drainage (clean out drains as needed. April – November.)
- Check generator oil/coolant levels (look for leaks)
- Change batteries in soap dispensers (February, June, October)
- Check Water softener for Salt
- change batteries in door locks (January)(Kevin or Danny)

Inspected by: J.H. Date: 3/3/22

*Council Chambers broken cellular bling
25" x 49" white cellular*

WELCOME CENTER

- Check for safety / repairs
- Inside and outside. Check all lights (write install date on bulbs)
- Hazards, Housekeeping
- Put water in drain traps.
- Check / Replace furnace filter in attic
- Change batteries in faucets and soap dispensers (February, June, October)

Inspected by: JH Date: 3/3/22

CEMETERY BUILDINGS (April - October)

- Hazards, Housekeeping, Repairs.
- Check lights repair as needed (write install date on bulbs)

Inspected by: _____ Date: _____

COMMUNITY CABIN

- Hazards, Housekeeping
- Lights- Repair as needed (write install date on bulbs)
- Clean coil fins under Refrigerator and freezer
- Check to make sure vacuums are working and bags are not full. All filters cleaned.
- Put water in drain traps
- Check basement sump pump
- Change batteries in faucets, urinals, and water closets, soap dispensers (February, June, October)
- Carpet / chair cleaning
- Cloud light lens cleaning
- Appliance cleaning

Inspected by: J.H. Date: 3/4/22

Needs cleaning as well as other light lenses

DOWNTOWN

- Inspect all street lights and Ballards for operation (write install date on bulbs)
- Check reds deck and parking lot lights. Use bypass switch in utility room (write install date on bulbs)

Inspected by: KS / KD Date: 3-3-22

STORM WATER

Inspected by: JH Date: 3/8/22

INSPECT ALL DETENTION PONDS

- 11 mile by Heritage Park(2)
- Heritage Park (start of Blakeslee creek)
- Glen Carin Pond
- Rollingwood at curve
- North Creek
- Shale CT.
- 10 mile between Highland and Gibraltar
- Rockford Industrial Park Dr. (Northwest of Post Office)
- Behind 61 Highlander
- Highlands (Glenbrook Court)
- Old Millpond by footbridge (behind Parkside along Memorial Trail)

East drainage area not properly draining

Signs to indicate drains

structure needed (catchalls) stake?
Snow covered

CATCH BASINS / DRAINAGE COURSES

- Shaw Creek behind Lift Station
- Between 81-83 Riverchase behind the residence
- WPT drainage easement behind Gaylord
- Drain on north edge of NAPA parking lot
- Check inlet culvert on Cahill (Clayton Ct. for access)

retrenched for proper flow

PARKS (April – October)

Use park inspection forms

March

- Items in blue to be completed by specific personnel. Make sure they complete.
- Items in green- if needed notify command staff.



Monthly Inspections for the month of 4-1-2022

D.P.S. FACILITY

- Hazards, Housekeeping
- Put water in drain traps.
- Check all lights (write install date on bulbs)
- Generator test *1/14*
- Check furnace filters (replace as needed)
- Drain air compressors (2)
- Small Engines - Check fluids and start and run (5 minutes)
- Make sure all gas cans are full
- Inspect all Ladders
- Change batteries in faucets, urinal, and soap dispensers (February, June, October)
- change batteries in door locks (January)(Kevin or Danny)*

JS/DVD

Inspected by: JS Date: 3/31/22

Inspect Ladders for:	4' Step	6' Step	6' Step	8' Step	10' Step	20' EXT.
Stored properly and safely along ladder wall						
No loose rungs or steps						
No visible cracks or broken components						
Manufacturers labels and warnings are legible						
Clean, no grease on ladder, no slip hazards						
All locking mechanisms (as applicable) are functional						
Safety feet on step and extension ladders present and in						
Hinged spreader on step ladders secure and in good condition						

one subed in upper garage

SANITARY SEWER

- Clean Oak street sewer flume
- Oak street meter reads (Kevin or Danny)*
- Sanitary spray list

Inspected by: _____ Date: _____

~~_____~~

MUSEUM

- Check lights (write install date on bulbs)
- Basement Sump Pump
- water in drain traps
- Check roof for drainage (clean out drains. April – November.)

Inspected by: _____ Date: _____

KD / KS

LIBRARY

- Check all lights (write install date on bulbs)
- Hazards, Housekeeping
- Water in drain traps
- Check roof for drainage (clean out drains as needed. April – November.)
- Change batteries in soap dispensers (February, June, October)

Inspected by: _____ Date: _____

KD/KS

POLICE / FIRE

- Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages, write install date on bulbs)
- Water in drain traps

Inspected by: _____ Date: _____

KD/KS

CITY HALL

- Change HEPA filter in server room (if needed)
- Hazards, Housekeeping
- Inside and outside, Check lights; repair as needed. This includes all offices, bathrooms, hallways, council chambers, etc. write install date on bulbs)
- Put water in all drain traps
- Put BIO-Clean in breakroom sink drain at the end of the day (3:30)
- Check roof for drainage (clean out drains as needed. April – November.)
- Check AC Coil on Roof, Clean as needed (July-September)
- Check generator oil/coolant levels (look for leaks)
- Change batteries in soap dispensers (February, June, October)
- Check Water softener for Salt
- change batteries in door locks (January)(Kevin or Danny)

Inspected by: _____ Date: _____

KD/KS

WELCOME CENTER

- Check for safety / repairs
- Inside and outside. Check all lights (write install date on bulbs)
- Hazards, Housekeeping
- Put water in drain traps.
- Check / Replace furnace filter in attic
- Change batteries in faucets and soap dispensers (February, June, October)

Inspected by: _____ Date: _____

KD/KS

CEMETERY BUILDINGS (April – October)

- Hazards, Housekeeping, Repairs.
- Check lights repair as needed (write install date on bulbs)

Inspected by: _____ Date: _____

DV

COMMUNITY CABIN

- Hazards, Housekeeping
- Lights- Repair as needed (write install date on bulbs)
- Clean coil fins under Refrigerator and freezer
- Check to make sure vacuums are working and bags are not full. All filters cleaned.
- Put water in drain traps
- Check basement sump pump
- Change batteries in faucets, urinals, and water closets, soap dispensers (February, June, October)
- Carpet / chair cleaning
- Cloud light lens cleaning
- Appliance cleaning

Inspected by: _____ Date: _____

KD/KS

DOWNTOWN

- Inspect all street lights and Ballards for operation (write install date on bulbs)
- Check reds deck and parking lot lights. Use bypass switch in utility room (write install date on bulbs)

Inspected by: _____ Date: _____

KP/GM

STORM WATER

Inspected by: _____ Date: _____

INSPECT ALL DETENTION PONDS

- 11 mile by Heritage Park(2)
- Heritage Park (start of Blakeslee creek)
- Glen Carin Pond
- Rollingwood at curve
- North Creek
- Shale CT.
- 10 mile between Highland and Gibraltar
- Rockford Industrial Park Dr. (Northwest of Post Office)
- Behind 61 Highlander
- Highlands (Glenbrook Court)
- Old Millpond by footbridge (behind Parkside along Memorial Trail)

Drained pond east of Heritage

10 mile between Highlander and Gibraltar has erosion issues near the outlet pipe

KD/ KS

CATCH BASINS / DRAINAGE COURSES

- Shaw Creek behind Lift Station
- Between 81-83 Riverchase behind the residence
- WPT drainage easement behind Gaylord
- Drain on north edge of NAPA parking lot
- Check inlet culvert on Cahill (Clayton Ct. for access)

KD/ KS

PARKS (April – October)

Use park inspection forms

- Items in blue to be completed by specific personnel. Make sure they complete.
- Items in green- if needed notify command staff.



Monthly Inspections for the month of Sept '22

D.P.S. FACILITY

- Hazards, Housekeeping
- Put water in drain traps.
- Check all lights (write install date on bulbs)
- Generator test
- Check furnace filters (replace as needed)
- Drain air compressors (2)
- Small Engines - Check fluids and start and run (5 minutes)
- Make sure all gas cans are full
- Inspect all Ladders
- Change batteries in faucets, urinal, and soap dispensers (February, June, October)
- change batteries in door locks (January)(Kevin or Danny)**

Inspected by: J.H. Date: _____

Add new 6' blue ladder

Inspect Ladders for:	4' Step	6' Step	6' Step	8' Step	10' Step	20' EXT.
Stored properly and safely along ladder wall	✓	✓	✓	✓	✓	✓
No loose rungs or steps						
No visible cracks or broken components						
Manufacturers labels and warnings are legible						
Clean, no grease on ladder, no slip hazards						
All locking mechanisms (as applicable) are functional						
Safety feet on step and extension ladders present and in						
Hinged spreader on step ladders secure and in good condition						

SANITARY SEWER

- Clean Oak street sewer flume
- Oak street meter reads (Kevin or Danny)**
- Sanitary spray list

Inspected by: _____ Date: _____

MUSEUM

- Check lights (write install date on bulbs)
- Basement Sump Pump
- water in drain traps
- Check roof for drainage (clean out drains. April – November.)

Inspected by: J.H. Date: 9/9/22

LIBRARY

- Check all lights (write install date on bulbs)
- Hazards, Housekeeping
- Water in drain traps
- Check roof for drainage (clean out drains as needed. April – November.)
- Change batteries in soap dispensers (February, June, October)

Inspected by: JH Date: 9/13/22

POLICE / FIRE

- Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages, write install date on bulbs)
- Water in drain traps

Inspected by: JH Date: 9/13/22

CITY HALL

- Change HEPA filter in server room (if needed)
- Hazards, Housekeeping
- Inside and outside, Check lights; repair as needed. This includes all offices, bathrooms, hallways, council chambers, etc. write install date on bulbs
- Put water in all drain traps
- Put BIO-Clean in breakroom sink drain at the end of the day (3:30)
- Check roof for drainage (clean out drains as needed. April – November.)
- Check AC Coil on Roof, Clean as needed (July-September)
- Check generator oil/coolant levels (look for leaks)
- Change batteries in soap dispensers (February, June, October)
- Check Water softener for Salt
- change batteries in door locks (January)(Kevin or Danny)

Inspected by: JH Date: 9/13/22

WELCOME CENTER

- Check for safety / repairs
- Inside and outside. Check all lights (write install date on bulbs)
- Hazards, Housekeeping
- Put water in drain traps.
- Check / Replace furnace filter in attic
- Change batteries in faucets and soap dispensers (February, June, October)

Inspected by: J.H.

Date: 9/9/22

CEMETERY BUILDINGS (April - October)

- Hazards, Housekeeping, Repairs.
- Check lights repair as needed (write install date on bulbs)

Inspected by: D.V.

Date: 9/9/22

COMMUNITY CABIN

- Hazards, Housekeeping
- Lights- Repair as needed (write install date on bulbs)
- Clean coil fins under Refrigerator and freezer
- Check to make sure vacuums are working and bags are not full. All filters cleaned.
- Put water in drain traps
- Check basement sump pump
- Change batteries in faucets, urinals, and water closets, soap dispensers (February, June, October)
- Carpet / chair cleaning
- Cloud light lens cleaning
- Appliance cleaning

Inspected by: J.H.

Date: 9/9/22

looked

9/1/22

DOWNTOWN

- Inspect all street lights and Ballards for operation (write install date on bulbs)
- Check reds deck and parking lot lights. Use bypass switch in utility room (write install date on bulbs)

Inspected by: _____

Date: _____

STORM WATER

INSPECT ALL DETENTION PONDS

- 11 mile by Heritage Park(2) →
- Heritage Park (start of Blakeslee creek)
- Glen Carin Pond
- Rollingwood at curve
- North Creek
- Shale Ct.
- 10 mile between Highland and Gibraltar
- Rockford Industrial Park Dr. (Northwest of Post Office)
- Behind 61 Highlander
- Highlands (Glenbrook Court)
- Old Millpond by footbridge (behind Parkside along Memorial Trail)

CATCH BASINS / DRAINAGE COURSES

- Shaw Creek behind Lift Station
- Between 81-83 Riverchase behind the residence
- WPT drainage easement behind Gaylord
- Drain on north edge of NAPA parking lot
- Check inlet culvert on Cahill (Clayton Ct. for access)

PARKS (April – October)

Use park inspection forms

Inspected by: JH Date: 9/14

Can't physically see drain but can hear it. Water level lower w. Very clear

Cannot see drain

D.V.D./D.O. 9/13/22

cannot see, but hear (structure needed)

Trees becoming an issue, cleaned off grate

Re-trenched needed

cleaned out brush by drain

GM

- Items in blue to be completed by specific personnel. Make sure they complete.
- Items in green- if needed notify command staff.



Monthly Inspections for the month of Oct 2022

D.P.S. FACILITY

- Hazards, Housekeeping
- Put water in drain traps.
- Check all lights (write install date on bulbs)
- Generator test
- Check furnace filters (replace as needed)
- Drain air compressors (2)
- Small Engines - Check fluids and start and run (5 minutes)
- Make sure all gas cans are full
- Inspect all Ladders
- Change batteries in faucets, ~~urinal~~, and soap dispensers (February, June, October)
- change batteries in door locks (January)(Kevin or Danny)

Inspected by: 10/7/22 JH D.S Date: _____

Missing 4' & 8' bulbs

Inspect Ladders for:	4' Step	6' Step	6' Step	8' Step	10' Step	20' EXT.
Stored properly and safely along ladder wall		✓	✓	✓	✓	✓
No loose rungs or steps						
No visible cracks or broken components						
Manufacturers labels and warnings are legible						
Clean, no grease on ladder, no slip hazards						
All locking mechanisms (as applicable) are functional						
Safety feet on step and extension ladders present and in						
Hinged spreader on step ladders secure and in good condition						

SANITARY SEWER

- Clean Oak street sewer flume
- Oak street meter reads (Kevin or Danny) ~~OK~~
- Sanitary spray list

Inspected by: Olson / Chad Date: _____

MUSEUM

- Check lights (write install date on bulbs)
- Basement Sump Pump
- water in drain traps
- Check roof for drainage (clean out drains. April – November.)

Inspected by: JH / D.S Date: 10/5/22

LIBRARY

- Check all lights (write install date on bulbs)
- Hazards, Housekeeping
- Water in drain traps
- Check roof for drainage (clean out drains as needed. April – November.)
- Change batteries in soap dispensers (February, June, October)

Inspected by: J.H./D.S. Date: 10/5/22

Roof Drainage

POLICE / FIRE

- Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages, write install date on bulbs)
- Water in drain traps

Inspected by: J.H./D.S. Date: 10/5/22

CITY HALL

- Change HEPA filter in server room (if needed)
- Hazards, Housekeeping
- Inside and outside, Check lights; repair as needed. This includes all offices, bathrooms, hallways, council chambers, etc. write install date on bulbs)
- Put water in all drain traps
- Put BIO-Clean in breakroom sink drain at the end of the day (3:30)
- Check roof for drainage (clean out drains as needed. April – November.)
- Check AC Coil on Roof, Clean as needed (July-September)
- Check generator oil/coolant levels (look for leaks)
- Change batteries in soap dispensers (February, June, October)
- Check Water softener for Salt
- change batteries in door locks (January)(Kevin or Danny)

Inspected by: J.H./D.S. Date: 10/5/22

WELCOME CENTER

- Check for safety / repairs
- Inside and outside. Check all lights (write install date on bulbs)
- Hazards, Housekeeping
- Put water in drain traps.
- Check / Replace furnace filter in attic
- Change batteries in faucets and soap dispensers (February, June, October)

Inspected by: J.H. / D.S. Date: _____

CEMETERY BUILDINGS (April - October)

- Hazards, Housekeeping, Repairs.
- Check lights repair as needed (write install date on bulbs)

Inspected by: D.V. Date: _____

COMMUNITY CABIN

- Hazards, Housekeeping
- Lights- Repair as needed (write install date on bulbs)
- Clean coil fins under Refrigerator and freezer
- Check to make sure vacuums are working and bags are not full. All filters cleaned.
- Put water in drain traps
- Check basement sump pump
- Change batteries in faucets, urinals, and water closets, soap dispensers (February, June, October)
- Carpet / chair cleaning
- Cloud light lens cleaning
- Appliance cleaning

Inspected by: _____ Date: _____

Chair cleaned needed

DOWNTOWN

- Inspect all street lights and Ballards for operation (write install date on bulbs)
- Check reds deck and parking lot lights. Use bypass switch in utility room (write install date on bulbs)

Inspected by: J.H. / D.S. Date: 10/6/22

Anderson's street light

STORM WATER

INSPECT ALL DETENTION PONDS

- 11 mile by Heritage Park(2)
- Heritage Park (start of Blakeslee creek)
- Glen Carin Pond
- Rollingwood at curve
- North Creek
- Shale CT.
- 10 mile between Highland and Gibraltar
- Rockford Industrial Park Dr. (Northwest of Post Office)
- Behind 61 Highlander
- Highlands (Glenbrook Court)
- Old Millpond by footbridge (behind Parkside along Memorial Trail)

CATCH BASINS / DRAINAGE COURSES

- Shaw Creek behind Lift Station
- Between 81-83 Riverchase behind the residence
- WPT drainage easement behind Gaylord
- Drain on north edge of NAPA parking lot
- Check inlet culvert on Cahill (Clayton Ct. for access)

PARKS (April – October)

Use park inspection forms

Inspected by: JH / DS. Date: 10/6

Pipe is covered

structure needed

Gage

- Items in blue to be completed by specific personnel. Make sure they complete.
- Items in green- if needed notify command staff.



Monthly Inspections for the month of Dec 1, 2022

D.P.S. FACILITY

- Hazards, Housekeeping
- Put water in drain traps.
- Check all lights (write install date on bulbs)
- Generator test
- Check furnace filters (replace as needed)
- Drain air compressors (2)
- Small Engines - Check fluids and start and run (5 minutes)
- Make sure all gas cans are full
- Inspect all Ladders
- Change batteries in faucets, urinal, and soap dispensers (February, June, October)
- change batteries in door locks (January)(Kevin or Danny)

Inspected by: _____ Date: _____

Inspect	4' Step	6' Step	6' Step	8' Step	10' Step	20' EXT.
Ladders for:						
Stored properly and safely along ladder wall	✓	✓				✓
No loose rungs or steps						
No visible cracks or broken components						
Manufacturers labels and warnings are legible						
Clean, no grease on ladder, no slip hazards						
All locking mechanisms (as applicable) are functional						
Safety feet on step and extension ladders present and in						
Hinged spreader on step ladders secure and in good condition						

SANITARY SEWER

- Clean Oak street sewer flume
- Oak street meter reads (Kevin or Danny)
- Sanitary spray list

Inspected by: _____ Date: _____

MUSEUM

- Check lights (write install date on bulbs)
- Basement Sump Pump
- water in drain traps
- Check roof for drainage (clean out drains. April – November.)

Inspected by: I-H Date: 12/6

LIBRARY

- Check all lights (write install date on bulbs)
- Hazards, Housekeeping
- Water in drain traps
- Check roof for drainage (clean out drains as needed. April - November.)
- Change batteries in soap dispensers (February, June, October)

Inspected by: JH Date: 12/6

~~12/6~~

DVD/JS

POLICE / FIRE

- Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages, write install date on bulbs)
- Water in drain traps

Inspected by: JH Date: 12/6

CITY HALL

- Change HEPA filter in server room (if needed)
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Inspected by: 12/6 JH Date: _____

Flagpole light city of Rockford flag not lit.

DVD/JS

WELCOME CENTER

- Check for safety / repairs
- Inside and outside. Check all lights (write install date on bulbs)
- Hazards, Housekeeping
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- Check / Replace furnace filter in attic
- Change batteries in faucets and soap dispensers (February, June, October)

Inspected by: JH Date: 12/7

CEMETERY BUILDINGS (April - October)

- Hazards, Housekeeping, Repairs.
- Check lights repair as needed (write install date on bulbs) *

Inspected by: _____ Date: _____

~~Security light, cemetery office not working~~

COMMUNITY CABIN

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- Carpet / chair cleaning
- Cloud light lens cleaning
- Appliance cleaning

Inspected by: JH Date: 12/6

*Carpet cleaning needed
Light lenses need cleaning

DOWNTOWN

- Inspect all street lights and Ballards for operation (write install date on bulbs)
- Check reds deck and parking lot lights. Use bypass switch in utility room (write install date on bulbs)

Inspected by: _____ Date: _____

Done
Done
Done

STORM WATER

Inspected by: DV Date: 12/12/22
DUD

INSPECT ALL DETENTION PONDS

- 11 mile by Heritage Park(2)
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- Rollingwood at curve
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PARKS (April – October)

Use park inspection forms

NA. 12/6

- Items in blue to be completed by specific personnel. Make sure they complete.
- Items in green- if needed notify command staff.