

Dountown lights Spray List

Monthly Inspections for the month of January '22 **D.P.S. FACILITY** Inspected by: TH, AM Date: 1022 1722 Hazards, Housekeeping ℃ Put water in drain traps. ✓ Check all lights (write install) date on bulbs) Generator test M Check furnace filters (replace Inspect 20' as needed) Step Ladders for: Step Step Step Step EXT. Drain air compressors (2) Stored properly and safely along ladder ☐ Small Engines - Check fluids K. 5. 7 and start and run (5 minutes) No loose rungs or steps ☐ Make sure all gas cans are full No visible cracks or broken components Change batteries in faucets, Manufacturers labels and warnings are legible urinal, and soap dispensers Clean, no grease on ladder, no slip (February, June, October) hazards change batteries in door locks All locking mechanisms (as applicable) are (January)(Kevin or Danny) functional Safety feet on step and extension ladders present and in Hinged spreader on step ladders secure and in good condition SANITARY SEWER Inspected by: /-/Z-ZZ Date: ☐ Clean Oak street sewer flume ☐ Oak street meter reads (Kevin or Danny) \Box Sanitary spray list $-\kappa r/\kappa 5$ **MUSEUM** Inspected by: 5-4 Date: 1/7/22 Check lights (write install date on bulbs) Basement Sump Pump water in drain traps ☐ Check roof for drainage (clean out drains. April - November.)

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

WELCOME CENTER ☐ Check for safety / repairs ☐ Inside and outside. Check all lights (write install date on bulbs) ☐ Hazards, Housekeeping ☐ Put water in drain traps. ☐ Change batteries in faucets	Inspected by: 5H. Date: 17/22
and soap dispensers (February, June, October) CEMETERY BUILDINGS (April – October) Hazards, Housekeeping, Repairs. Check lights repair as needed (write install date on bulbs)	Inspected by: 514. Date: 1/7/27
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: THE 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: Date: 1-13-22

STORM WATER	Insuranted by 1614
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)	Inspected by: \(\lambda \) \(
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 Inspe	ctions for the month of	- =B	120	022			
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	Inspected by: P JC Date	e: <u>2·</u>	<u>2.Z</u> 1	 6'	8'	10'	20'
as needed)	Ladders for:	Step	Step	Step	Step	Step	EXT.
Drain air compressors (2) Small Engines - Check fluids	Stored properly and safely along ladder wall	1	/	1	V	~	C
and start and run (5 minutes)	No loose rungs or steps		/	6	V	/	V
Make sure all gas cans are full Inspect all Ladders	No visible cracks or broken components	/	1	/	1	/	/
Change batteries in faucets, urinal, and soap dispensers (February, June, October) change batteries in door locks	Manufacturers labels and warnings are legible	/	~	1	1	v	~
	Clean, no grease on ladder, no slip hazards	1		v	1	V	~
(January)(Kevin or Danny)	All locking mechanisms (as applicable) are functional	1	/	1	1	V	/
	Safety feet on step and extension ladders present and in	V	1	1	1	V	~
	Hinged spreader on step ladders secure and in good condition	/	/	1	V	/	/
SANITARY SEWER ☐ Clean Oak street sewer flume	Inspected by:Dat	e:					
Oak street meter reads (Kevin or Danny)	PER DV SPRAY LIST WAS DONE 1/22						
☐ Sanitary spray list	- NO FLL						
MUSEUM Check lights (write install date on bulbs)	Inspected by: 16 Date: 1.31.22						
 ☑ Basement Sump Pump ☑ water in drain traps ☐ Check roof for drainage (clean out-drains. April – November.) 							

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: $S M$ 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: PX 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: B X Date: 1-31-22

WELCOME CENTER	2.1.72
 Check for safety / repairs Inside and outside. Check all lights (write install date on bulbs) 	Inspected by:Date:
 Hazards, Housekeeping Put water in drain traps. Check / Replace furnace filter in attic 	& NO POWER. O.O.S.
 Change batteries in faucets and soap dispensers (February, June, October) 	0.0.5.
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: W 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: JC P Date: Z·1·22

STORM WATER	7 1 72	
	Inspected by: JC KP Date: Z-1-ZC	
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		

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Monthly Inspections for the month of 3-01-2022

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中国 四日 中国	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)	Inspect 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	4' Step V	6' Step V	6' Step	8' Step J	10' Step	20' EXT.
SANI ⁻	Clean Oak street sewer flume Oak street meter reads (Kevin or Danny) Sanitary spray list	Inspected by: THE Date	e: <u>3/7</u>	122				
MUSI	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 Sink not drawing property Lac	e: <u>3/3</u> ,	122				

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: <u>\$\ 4\ 22</u> _
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: 万州	_Date: <u>3 3 22 </u>
CITY HALL Change HEPA filter in server room (if needed) / hecked 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: TH. Council Chambers broken 25" x49" while cellular	Date: 3/3/22

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: TH. Date: 3/3/14
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,	Date: 3 4 22
June, October) Carpet / chair cleaning Cloud light lens cleaning Appliance cleaning	Needs cleaning as well as other light lenses
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: Th. Date: 3/9/22
INSPECT ALL DETENTION PONDS 11 mile by Heritage Park(2) Heritage Park (start of Blakeslee creek) Glen Carin Pond Rollingwood at curve	East drainage area not properly draining
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)	Structure needed (Cattails) 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)	retreached for proper flow
PARKS (April – October) Use park inspection forms	March

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Monthly Inspec	ctions for the month of 4^{-1}	1-2022
D.P.S. FACILITY ☐ Hazards, Housekeeping ☐ Put water in drain traps. ☐ Check all lights (write install date on bulbs) ☐ Generator test V\V	Inspected by:Date	e: 3/31/22 one substitution of the substituti
 □ 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) 	Inspect 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	4' 6' 6' 8' 10' 20' Step Step Step Step EXT.
SANITARY SEWER Clean Oak street sewer flume Oak street meter reads (Kevin or Danny) Sanitary spray list	Inspected by:Date	e:
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	e:

LIBRARY			
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	on bulbs)			

STORM WATER	Inspected by	Data	
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)	10 mile bethes	Date:	
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)	K) 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** Inspected by: 5# Date: Hazards, Housekeeping Add fler ☑ Put water in drain traps. Check all lights (write install date on bulbs) Generator test Check furnace filters (replace) Inspect 10' 20' as needed) Step Ladders for: Step Step Step Step EXT. ☑ Drain air compressors (2) Stored properly and safely along ladder Small Engines - Check fluids and start and run (5 minutes) No loose rungs or steps Make sure all gas cans are full No visible cracks or broken ■ Inspect all Ladders components Change batteries in faucets, Manufacturers labels and warnings are urinal, and soap dispensers Clean, no grease on ladder, no slip (February, June, October) hazards □ change batteries in door locks All locking mechanisms (as applicable) are (January)(Kevin or Danny) Safety feet on step and extension ladders present and in Hinged spreader on step ladders secure and in good condition SANITARY SEWER Inspected by: Date: ☐ Clean Oak street sewer flume ☐ Oak street meter reads (Kevin or Danny) ☐ Sanitary spray list MUSEUM Inspected by: J-H. Date: 9/9/22 M Check lights (write install date on bulbs) ■ Basement Sump Pump water in drain traps ☐ Check roof for drainage (clean out drains. April - November.)

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: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:	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:	Date: 9/13/21	

	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: T.H.	Date: 9/9/22
- Octo	TERY BUILDINGS (April bber) Hazards, Housekeeping, Repairs. Check lights repair as needed (write install date on bulbs)	Inspected by: D. V.	Date: 9/9/22
	HUNITY 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	Inspected by: J.H.	Date: 9/9/22
	Change batteries in faucets, urinals, and water closets, soap dispensers (February, June, October) Carpet / chair cleaning Cloud light lens cleaning Appliance cleaning	9/1/22	
DOWI	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:

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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	Inspected by: The Date: 9/14 E. cont physically see drain but can hear it. Water level lowe J. Jery clear Gannof see drain D.V. D./D.O. 9/13/22 Cannof see, but hear (structure needed)
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)	From becoming on issue, cleaned off speate Re-franched needled Cleaned out brush by drain
PARKS (April – October) Use park inspection forms	GM

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Monthly Inspections for the month of 64 2017

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)	Inspect 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	4' Step	6' Step	6' Step	8' Step V	10' Step	20' EXT.
SANITARY SEWER Clean Oak street sewer flume Oak street meter reads (Kevin or Danny) Sanitary spray list	Inspected by: OSon / Chad Date	e:					
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: 14 17.5 Date	e: <u>/</u> 0/5/	122				

LIBRA		Inspected by: 1105 Date: 10512
□ /	Check all lights (write install	Inspected by: 1 D.S Date: 10 5 12
	date on bulbs)	1
T	Hazards, Housekeeping	
	Water in drain traps	
N	Check roof for drainage (clean	
	out drains as needed. April –	A Prairie
	November.)	Koot Mariate
~_	Change batteries in soap	V V
	dispensers (February, June,	
	October)	
DOLLO	F / FIDE	
	E / FIRE	Inspected by: $JHVS$. Date: $DKIZ$
\textbf{\textbf{Z}}\textbf{/}	Check all lights repair as	Date: 1015/12
	needed (This includes all	· ·
	offices, break rooms,	
	bathrooms, and garages, write	
V	install date on bulbs)	
A	Water in drain traps	
CITY H	IALL	
A	Change HEPA filter in server room	Inspected by: J.H 7.5. Date: 10/5/22
	(if needed)	
A	Hazards, Housekeeping	
白	Inside and outside, Check lights;	
	repair as needed. This includes all	
	offices, bathrooms, hallways,	
	council chambers, etc. write	
T	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)	
d	Check roof for drainage (clean out	
	drains as needed. April –	
1	November.)	·
Ta	Check AC Coil on Roof, Clean as	
1	needed (July-September)	
百	Check generator oil/coolant levels	
	(look for leaks)	
	Change batteries in soap	
	dispensers (February, June,	
N/	October) Check Water softener for Salt	
	change batteries in door locks	
ш	(January)(Kevin or Danny)	
	(and the state of st	

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	101	
– October)	Inspected by:	Date:
🖞 Hazards, Housekeeping,		
Repairs. Check lights repair as needed		
Check lights repair as needed (write install date on bulbs)		
COMMUNITY CABIN		
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	Chair elegaed neofed	Date:
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: JH. 125.	Date: <u>/の/4/</u> 2フ

STORM WATER	Inspected by: JH D5. Date: 106
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)	Pipe is 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)	
PARKS (April – October) Use park inspection forms	Gage

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Monthly Inspec	ctions for the month of	c'	1,2	.072			
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 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	Step	6' Step	6' Step	8' Step	10' Step	20' EXT.
Clean Oak street sewer flume Oak street meter reads (Kevin or Danny) Sanitary spray list	Inspected by:Date	e:					,
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: 1-H Date	e: <u>/2/</u> &	<u> </u>		,		

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: JADate:
CEMETERY BUILDINGS (April October) Hazards, Housekeeping, Repairs. Check lights repair as needed (write install date on bulbs)	Security light, cemetery office not working
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: I.H. Date: 12/6 Carpet cleaning needed Light loases 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: Pone Done Done Done

INSPECT ALL DETENTION PONDS I 1 mile by Heritage Park(2) Heritage Park (start of Blakeslee creek) Glen Carin Pond Rollingwood at curve North Creek Shale CT. I 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)	STORM WATER		 	
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	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	Inspected by	Date: 12 (12/EZ	
	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			

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