

City of Rockford

**Stormwater Controls
Inspection, Maintenance and Effectiveness
August 1, 2019 to December 31, 2020**

Inspections:



Monthly Inspections for the month of 1-2-2020

D.P.S. FACILITY

- Hazards, Housekeeping
- Put water in drain traps. J.H.
- Check all lights (replace bulbs, ballasts as needed) J.H.
- Generator test
- Check furnace filters (replace as needed) J.H.
- Drain air compressors (2) J.H.
- Small Engines - Check fluids ✓ and start and run (5 minutes)
- Make sure all gas cans are full
- Inspect all Ladders J.H.
- change batteries in door locks (January)(Kevin or Danny)
- Change out air fresheners / urinal cakes

Kat

Inspected by: 1/3/20 J.H. 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./D.A. Date: 1/3

KK
KK
D.A. & J.H.

<p>MUSEUM</p> <p>Check lights ✓ Basement Sump Pump ✓ water in drain traps ✓ Check roof for drainage (clean out drains. April – November.)</p>	<p>Inspected by: <u>J.H.</u> Date: <u>1/6/2020</u></p>
<p>LIBRARY</p> <p>Check all lights ✓ Hazards, Housekeeping ✓ Water in drain traps ✓ Check roof for drainage (clean out drains as needed. April – November.) Change out air fresheners / urinal cakes</p>	<p>Inspected by: <u>J.H.</u> Date: <u>1/6/2020</u></p> <p>Updates to bathrooms are needed</p>
<p>POLICE / FIRE</p> <p>Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages) ✓ Water in drain traps ✓ Change out air fresheners / urinal cakes</p>	<p>Inspected by: <u>J.H.</u> Date: <u>1/6/2020</u></p>
<p>CITY HALL</p> <p>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. ✓ Put water in all drain traps ✓ Put BIO-Clean in breakroom sink drain at the end of the day (3:30), J.H., 1/3/2020 Check roof for drainage (clean out drains as needed. April – November.) — Check generator oil/coolant levels (look for leaks) ✓ change batteries in door locks (January)(Kevin or Danny) — Change out air fresheners / urinal cakes</p>	<p>Inspected by: <u>J.H.</u> Date: <u>1/3/2020</u></p> <p>New bathrooms Updated flooring Lights under cabinet in breakroom</p>

WELCOME CENTER

Check for safety / repairs
Inside and outside. Check all
lights repair as needed. ✓
Hazards, Housekeeping ✓
Put water in drain traps. ✓
Change batteries in faucets,
urinals, water closets, and
soap dispensers (February,
June, October)
Change out air fresheners /
urinal cakes

Kat

Inspected by: J.H. Date: 1/6/2020

**CEMETERY BUILDINGS (April
- October)**

Hazards, Housekeeping, ✓
Repairs.
Check lights repair as needed

Inspected by: J.H. Date: 1/6/2020

Security light outside of garage not working

COMMUNITY CABIN

Hazards, Housekeeping ✓
Lights- Repair as needed. ✓
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 out air fresheners /
urinal cakes
Change batteries in faucets,
urinals, and water closets,
soap dispensers (February,
June, October) —
Carpet / chair cleaning —
Cloud light lens cleaning —
Appliance cleaning —

Kat

Inspected by: J.H. Date: 1/6/2020

A painting is needed throughout building!
New artwork needed
Security light out back bar out.
Ceiling boards coming undone (few)

DOWNTOWN

Inspect all street lights and
Ballards for operation
Check reds deck and parking
lot lights. Use bypass switch in
utility room ✓

Inspected by: J.H. Date: 1/7/2020

lights under bridge

STORM WATER

Inspected by: AK

Date: 20191230

INSPECT ALL DETENTION PONDS

- 11 mile by Heritage Park(2) **E** → Filled w/ water
- Heritage Park (start of Blakeslee creek) **W** → OK
- Glen Carin Pond → really high
- Rollingwood at curve → Filled w/ water extremely high (not over edge)
- North Creek → OK
- Shale CT. → a lot of water in yards of 12 & 20 but drain looks OK
- 10 mile between Highland and Gibraltar → Filled w/ water (really high)
- Rockford Industrial Park Dr. (Northwest of Post Office) → OK
- Behind 61 Highlander → OK
- Highlands (Glenbrook Court) → OK
- Heritage Field → lots of leaves covering the drains

CATCH BASINS / DRAINAGE COURSES

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

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.
- Items in purple to be completed by person cleaning that day.



Monthly Inspections for the month of FEB. / 2020

D.P.S. FACILITY

Hazards, Housekeeping
 Put water in drain traps.
 Check all lights (replace bulbs, ballasts as needed) ✓
 Generator test —
 Check furnace filters (replace as needed) ✓
 Drain air compressors (2) ✓
 Small Engines - Check fluids *by* and start and run (5 minutes)
 Make sure all gas cans are full ✓
 Inspect all Ladders
 change batteries in door locks (January)(Kevin or Danny)
 Change out air fresheners / urinal cakes *JH.*

Inspected by: J.H. / D.A. Date: 2/3/2020

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)

KP Sanitary spray list
KP / KD

Inspected by: _____ Date: _____

WELCOME CENTER

Check for safety / repairs
Inside and outside. Check all
lights repair as needed.
Hazards, Housekeeping
Put water in drain traps.
Change batteries in faucets,
urinals, water closets, and
soap dispensers (February,
June, October)
Change out air fresheners /
urinal cakes

Inspected by: EP/KD Date: 2.4.20

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

~~Hazards, Housekeeping,
Repairs.
Check lights repair as needed~~

~~Inspected by: _____ Date: _____~~

COMMUNITY CABIN

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

Inspected by: KP/KD Date: 2.4.20

DOWNTOWN

Inspect all street lights and
Ballards for operation
Check reds deck and parking
lot lights. Use bypass switch in
utility room *KP*

Inspected by: EP Date: 2.5.20

MUSEUM

Check lights
 Basement Sump Pump
 water in drain traps
 Check roof for drainage (clean
 out drains. April – November.)

Inspected by: KP Date: 2.3.20

LIBRARY

Check all lights
 Hazards, Housekeeping
 Water in drain traps
 Check roof for drainage (clean
 out drains as needed. April –
 November.)
 Change out air fresheners /
 urinal cakes →

Inspected by: KP Date: 2.3.20

POLICE / FIRE

Check all lights repair as
 needed (This includes all
 offices, break rooms,
 bathrooms, and garages)
 Water in drain traps
 Change out air fresheners /
 urinal cakes →

Inspected by: KP Date: 2.3.20

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.
 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 door locks
 (January)(Kevin or Danny)
 Change out air fresheners / urinal
 cakes →

Inspected by: KP Date: 2.3.20

STORM WATER

Inspected by: RP/KD Date: 2.4.20

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)

HIGH LEVEL

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.
- Items in purple to be completed by person cleaning that day.



Monthly Inspections for the month of MARCH 2020

D.P.S. FACILITY

- ✓ Hazards, Housekeeping
Put water in drain traps.
- ✓ Check all lights (replace bulbs, ballasts as needed)
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 door locks (January)(Kevin or Danny)~~
- ✓ Change out air fresheners / urinal cakes

Inspected by: DS Date: 2/28/20

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
- KK
PAT

Inspected by: _____ Date: _____

WELCOME CENTER

Check for safety / repairs
Inside and outside. Check all
lights repair as needed.
Hazards, Housekeeping
Put water in drain traps.
Change batteries in faucets,
urinals, water closets, and
soap dispensers (February,
June, October)
Change out air fresheners /
urinal cakes

Inspected by: KP/JS Date: 2-27-20

ALL DONE

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

~~Hazards, Housekeeping,
Repairs.
Check lights repair as needed~~

~~Inspected by: N/A Date: _____~~

COMMUNITY CABIN

✓ Hazards, Housekeeping
Lights- Repair as needed.
✓ 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 out air fresheners/
urinal cakes
Change batteries in faucets,
urinals, and water closets,
soap dispensers (February,
June, October)
Carpet / chair cleaning
Cloud light lens cleaning
Appliance cleaning

Inspected by: KP Date: 2-27-20

ALL DONE

DOWNTOWN

Inspect all street lights and
Ballards for operation
Check reds deck and parking
lot lights. Use bypass switch in
utility room

Inspected by: _____ Date: 3-2-20

KV - PAT

<p>MUSEUM KP</p> <p>Check lights Basement Sump Pump water in drain traps Check roof for drainage (clean out drains. April – November.)</p>	<p>Inspected by: <u>KP</u> Date: <u>2.28.20</u></p> <p style="text-align: center;"><u>ALL DONE</u></p>
<p>LIBRARY</p> <p>Check all lights Hazards, Housekeeping Water in drain traps Check roof for drainage (clean out drains as needed. April – November.) Change out air fresheners / urinal cakes</p>	<p>Inspected by: <u>KP/JS</u> Date: <u>2.27.20</u></p> <p style="text-align: center;"><u>ALL DONE</u></p>
<p>POLICE / FIRE</p> <p>Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages) Water in drain traps Change out air fresheners / urinal cakes</p>	<p>Inspected by: <u>KP</u> Date: <u>2.27.20</u></p> <p style="text-align: center;"><u>ALL DONE</u></p>
<p>CITY HALL</p> <p><input checked="" type="checkbox"/> Change HEPA filter in server room (if needed) Hazards, Housekeeping <input checked="" type="checkbox"/> Inside and outside, Check lights; repair as needed. This includes all offices, bathrooms, hallways, council chambers, etc. 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 door locks (January)/(Kevin or Danny) Change out air fresheners / urinal cakes</p>	<p>Inspected by: _____ Date: _____</p>

STORM WATER ✓

Inspected by: JS Date: 2.27.20

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)

ALL DONE
→

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)

→ CLEANED

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.
- Items in purple to be completed by person cleaning that day.



COVID 19

Monthly Inspections for the month of 4-1-20

D.P.S. FACILITY

- Hazards, Housekeeping
- Put water in drain traps.
- Check all lights (replace bulbs, ballasts as needed)
- ~~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 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: _____ Date: _____

<p>MUSEUM</p> <p>Check lights Basement Sump Pump water in drain traps Check roof for drainage (clean out drains. April – November.)</p>	<p>Inspected by: <u>KP</u> Date: <u>4.9.20</u></p>
<p>LIBRARY</p> <p>Check all lights Hazards, Housekeeping Water in drain traps Check roof for drainage (clean out drains as needed. April – November.)</p>	<p>Inspected by: <u>KP</u> Date: <u>4.9.20</u></p>
<p>POLICE / FIRE</p> <p>SS Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages) Water in drain traps</p>	<p>Inspected by: <u>JS / KP</u> Date: <u>4.9.20</u></p>
<p>CITY HALL</p> <p>SS 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. 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 door locks (January)(Kevin or Danny)</p>	<p>Inspected by: <u>KP / JS</u> Date: <u>4.9.20</u></p>

WELCOME CENTER

Check for safety / repairs
Inside and outside. Check all
lights repair as needed.
Hazards, Housekeeping
Put water in drain traps.
Change batteries in faucets,
urinals, water closets, and
soap dispensers (February,
June, October)

Inspected by: KP Date: 4.9.20

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

~~Hazards, Housekeeping,
Repairs.
Check lights repair as needed~~

Inspected by: _____ Date: _____

COMMUNITY CABIN

Hazards, Housekeeping
Lights- Repair as needed.
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: DVD Date: 4.7.20

DOWNTOWN

DJ Inspect all street lights and
Ballards for operation
KP Check reds deck and parking
lot lights. Use bypass switch in
utility room

Inspected by: _____ Date: _____

STORM WATER

Inspected by: KP/JS Date: 4.9.20

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)~~

KP
JS

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

covid 19 Park Closed

- 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 May 2020

D.P.S. FACILITY

Inspected by: J.S. Date: 4/30/20

- ⓧ Hazards, Housekeeping
- ⓧ Put water in drain traps.
- ⓧ Check all lights (replace bulbs, ballasts as needed)
- ⓧ Generator test *Need to be Done*
- ⓧ 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 door locks (January)(Kevin or Danny)

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

Inspected by: _____ Date: 4/30/20

- Need to be Done* → Clean Oak street sewer flume
- Oak street meter reads (Kevin or Danny)
- Sanitary spray list

DVD ↗

MUSEUM

- ✓ Check lights
- ✓ Basement Sump Pump
- ✓ water in drain traps
- ✓ Check roof for drainage (clean out drains. April – November.)

Inspected by: JS Date: 4/30/20

LIBRARY

- Check all lights
- Hazards, Housekeeping
- Water in drain traps
- Check roof for drainage (clean out drains as needed. April – November.)

Inspected by: JS Date: 4/30/20

POLICE / FIRE

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

Inspected by: JS Date: 4/30/20

CITY HALL

Not needed

- 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.
- 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 door locks (January)(Kevin or Danny)

Inspected by: JS Date: 4/30/20

coolant low still

WELCOME CENTER

- ✓ Check for safety / repairs
- ✓ Inside and outside. Check all
- ✓ lights repair as needed.
- ✓ Hazards, Housekeeping
- ✓ Put water in drain traps.
- ✓ Change batteries in faucets,
- ✓ urinals, water closets, and
- ✓ soap dispensers (February,
- ✓ June, October)

Inspected by: JS Date: 4/30/20

**CEMETERY BUILDINGS (April
- October)**

- Hazards, Housekeeping,
- Repairs.
- Check lights repair as needed

Inspected by: JS Date: 4/30/20

COMMUNITY CABIN

- Hazards, Housekeeping
- Lights- Repair as needed.
- 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: DJ Date: 4/30/20

DOWNTOWN

- Inspect all street lights and
- Ballards for operation
- Check reds deck and parking
- lot lights. Use bypass switch in
- utility room

Inspected by: KP Date: 4/30/20

STORM WATER

Inspected by: JS Date: 4/29/20

INSPECT ALL DETENTION PONDS

- 1 11 mile by Heritage Park(2) ✓
- 2 Heritage Park (start of ✓
Blakeslee creek)
- 3 Glen Carin Pond ✓
- 4 Rollingwood at curve ✓
- 5 North Creek ✓
- 6 Shale CT. ✓
- 7 10 mile between Highland and ✓
Gibraltar
- 8 Rockford Industrial Park Dr. ✓
(Northwest of Post Office)
- 9 Behind 61 Highlander ✓
- 9 Highlands (Glenbrook Court) ✓

CATCH BASINS / DRAINAGE COURSES

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

PARKS (April – October)

Use park inspection forms

Covid 19 ~~Parks~~ Parks Closed

- 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 July 2020

D.P.S. FACILITY

Inspected by: PV/KP/DK Date: 7.10.20

- PV Hazards, Housekeeping
- PV Put water in drain traps.
- PV Check all lights (replace bulbs, ballasts as needed)
- ~~Generator test~~
- PV Check furnace filters (replace as needed)
- PV Drain air compressors (2)
- KP Small Engines - Check fluids and start and run (5 minutes)
- Make sure all gas cans are full
- JK Inspect all Ladders
- change batteries in door locks (January)(Kevin or Danny)

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

Inspected by: KK Date: 7/9/20

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

MUSEUM

Check lights ✓
Basement Sump Pump ✓
water in drain traps ✓
Check roof for drainage (clean out drains. April – November.)

Inspected by: J.H Date: 7/14/2020

LIBRARY

Check all lights
Hazards, Housekeeping
Water in drain traps
Check roof for drainage (clean out drains as needed. April – November.)

Inspected by: R Date: 7/13/20

Everything checked w/ roof drains

POLICE / FIRE

Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages)
Water in drain traps

Inspected by: R Date: 7/13/20

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.
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 door locks (January)(Kevin or Danny)

Inspected by: R Date: 7/13/20

- Leak in basement behind door with water softener in the room

WELCOME CENTER

Check for safety / repairs
Inside and outside. Check all
lights repair as needed.
Hazards, Housekeeping
Put water in drain traps.
Change batteries in faucets,
urinals, water closets, and
soap dispensers (February,
June, October)

Inspected by: _____ Date: _____

PH

**CEMETERY BUILDINGS (April
– October)**

Hazards, Housekeeping,
Repairs.
Check lights repair as needed

Inspected by: JH Date: 7.10.20

COMMUNITY CABIN

Hazards, Housekeeping
Lights- Repair as needed.
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: _____

KP

DOWNTOWN

Inspect all street lights and
Ballards for operation ✓
Check reds deck and parking
lot lights. Use bypass switch in
utility room ✓

Inspected by: JH Date: 7/14/2020

Car Care

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.

7-9-20

KP 10 mile between Highland and
Gibraltar
Rockford Industrial Park Dr.
(Northwest of Post Office)
Behind 61 Highlander
Highlands (Glenbrook Court)

**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

J.N. 7/14/2020

- 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 Aug 2020

D.P.S. FACILITY

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

Inspected by: KK Date: 8/4/20

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: KK Date: 8/18/20

— still needs to be done

✓ Echo rdger needs gas line repair.
JS

<p>MUSEUM</p> <p>Check lights Basement Sump Pump water in drain traps Check roof for drainage (clean out drains. April – November.)</p>	<p>Inspected by: <u>[Signature]</u> Date: <u>8/6/20</u></p>
<p>LIBRARY</p> <p>Check all lights 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)</p>	<p>Inspected by: <u>[Signature]</u> Date: <u>8/6/20</u></p> <p>Lights are all good, put water in all floor drains Hand rail at both handi cap walk way have <u>Broken welds</u> (marked with caution tape)</p>
<p>POLICE / FIRE</p> <p>Check all lights repair as needed (This includes all offices, break rooms, bathrooms, and garages) Water in drain traps</p>	<p>Inspected by: <u>[Signature]</u> Date: <u>8/6/20</u></p> <p>all lights are good, water down the drains S.F. Sawyer office has a piece of Carpet coming up?</p>
<p>CITY HALL</p> <p>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. 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) change batteries in door locks (January)(Kevin or Danny)</p>	<p>Inspected by: <u>[Signature]</u> Date: <u>8/6/20</u></p> <p>Hepa filter look good AUP changed 7/13/20 all lights are good, put water down all drains</p>

WELCOME CENTER

Check for safety / repairs
Inside and outside. Check all
lights repair as needed.
Hazards, Housekeeping
Put water in drain traps.
Change batteries in faucets
and soap dispensers
(February, June, October)

Inspected by: [Signature] Date: 8/6/20

*I didn't see any safety issues
all lights are working
water down drains*

CEMETERY BUILDINGS (April – October)

Hazards, Housekeeping,
Repairs.
Check lights repair as needed

Inspected by: [Signature] Date: 8/6/20

COMMUNITY CABIN

Hazards, Housekeeping
Lights- Repair as needed.
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
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Change batteries in faucets,
urinals, and water closets,
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Carpet / chair cleaning
Cloud light lens cleaning
Appliance cleaning

Inspected by: [Signature] Date: 8/6/20

*Refrigerator and freezer are good
Vacuums are working and filters are good
poured water down all floor drains
Sump pump is working
didn't see any hazards around and all
lights are working.*

DOWNTOWN

Inspect all street lights and
Ballards for operation
Check reds deck and parking
lot lights. Use bypass switch in
utility room

Inspected by: JH Date: 8/18/20

STORM WATER

Inspected by: JS Date: 8/6/20

INSPECT ALL DETENTION PONDS

11 mile by Heritage Park(2) *ok*
Heritage Park (start of *ok*
Blakeslee creek)
Glen Carin Pond *ok*
Rollingwood at curve *ok*
North Creek *ok*
Shale CT. *ok*
10 mile between Highland and *ok*
Gibraltar
Rockford Industrial Park Dr. *ok*
(Northwest of Post Office)
Behind 61 Highlander
Highlands (Glenbrook Court) *ok*

CATCH BASINS / DRAINAGE COURSES

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

PARKS (April – October)

Use park inspection forms

~~JS~~ JS started / KK

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