



City of Chipley



Public Works Office NOVEMBER Activity Report From: Guy Lane

The following is a list of routine monthly duties and additions to by departments:

Bldg. Maintenance

Routine checks of all city buildings/Routine weekly checks of all flags, cleaning of all parks, removing trash and cleaning and stocking bathrooms/Routine monthly checks of all traffic signals, crosswalks and playground equipment at parks/Escorted Cross Country Exterminators to city buildings for monthly sprayings/Picked up trash downtown twice weekly for month/Picked up trash at Glenwood Cemetery weekly/Reset timers on antique street lamps downtown/Replaced filter in the water fountain at Public Works/Put out flags downtown for Veteran's Day/Changed out big USA flag at Wendy's/Lowered all flags to half-staff per Governor's order/Changed out USA flag at City Hall/Adjusted water flow to urinals in the men's bathroom at City Hall/Repaired electrical outlets that were not working at the Chamber of Commerce Office/Worked on Christmas lighting downtown and at Farmer's Market all month.

Street

Maintained ditches/Sign maintenance/Equipment maintenance/Maintained streets, sidewalks and driveways/Special pickups/Limb & leaf pickup/Patched potholes in various Wards/Spread millings in low spots on Pearson Street and on 3rd Street/Assisted in moving LP tank at the communications tower for Fire Department/Filled in ruts at the Farmer's Market/Installed "No Climbing" signs on caboose at the Farmer's Market/Cleaned dirt from ADA mats at 5th St. & Coggin Avenue/Set up road closure signs for Thursday Night Lights event downtown.

Gas

Locate Tickets (42)/Gas calls (4)/New Service (1)/Pressure test (2)/Replaced meter sets (0)/Pulled inactive meters (1)/Replaced gas warning signs (0)/Service Availability request (1)/Abandonments (0)/Performed rectifier and field odorization test/Performed valve maintenance/Serviced equipment/Took C.P. Readings/Changed gas charts 5 times for the month/Assisted Building Maintenance Department with Christmas lighting/Assisted Water Department with re-reads/Assisted Street Department with cleaning walkway on N. Railroad Avenue/Assisted Water Department with water leaks/Met with Branch Manager at Community South Credit Union on Main Street about natural gas/Odorization Solutions, Inc. replaced pump at Odorant Station on N. RR Ave./Remarked gas valves on South Blvd./Remarked gas lines behind the hospital.

Water

Water Connects (17)/Water Disconnects (34)/Gas Connects (1)/Gas Disconnects (0)/Re-reads (676)/Doorknockers (40)/Non-Payment Disconnects (0)/Non-Payment Reconnects (0)/Animal Complaints (7)/Cats Impounded (4)/Dogs Impounded (4)/Dead Animal Pick Up (3)/Replaced meter boxes (1)/Replaced meter box lids (3)/Hydrant meter sets (0)/Locates (31)/Service leaks (10)/After hours service leaks (1)/Water main breaks (2)/Measured length for water line between Coggin Avenue and MLK/Rebuilt backflow at Fire Department/Poured concrete at 827 Main Street/Took water samples from water main break at Orange Hill Rd. & Commerce Avenue/Flushed fire hydrant at Martin Woods Subdivision/Monitored bore crew on Hwy. 90 at the Community South Credit Union site/Assisted Gas Department with installing service on 2nd Street/Assisted Building Maintenance Department with Christmas lighting downtown.