

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Michael Lee

DEPARTMENT

Public works

MONTH

August

TASKS COMPLETED

- Routine (bathrooms, youth center, city hall, sewer, Dig Lines...)
- Cont. cleaning
- Painting
- Lawn care and weed whacking, skate park
- City Hall requests
- Mapping out street valves
- Help Organize Youth Center Maintenance rms
- Setting up classes

PROJECTS IN PROGRESS

- Exercise water valves
- Sewer manholes mapping ad inspection
- Fire hydrant flushing
- Mapping (water valves, meter pits, manholes, ...)
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CHALLENGES / ISSUES

- Keys and locks
- Truck

COMMUNITY INPUT & COMMENTS