WATER	Check for Leaks	Mowing/Weed Eating	Check Flags (if torn replace)	Vegatation on Fences	Damages to Fence	Barbwire and Trigger Wire	Make sure Phospate Line is Feeding from Tank	Check Pressure Gauges & Functioning	Check A/C is working in Control Room	Check GST Levels	Check Float Targets are Working Properly
Well 1			N/A						N/A	N/A	N/A
Well 2			N/A						N/A	N/A	N/A
Well 3			N/A						N/A	N/A	N/A
Well 4			N/A						N/A	N/A	N/A
Booster Pump 1			N/A						N/A	N/A	N/A
Booster Pump 2			N/A						N/A	N/A	N/A
Booster Pump 3			N/A						N/A	N/A	N/A
Chlorine Feed			N/A						N/A	N/A	N/A
Phosphate Feed			N/A						N/A	N/A	N/A
GST 1			N/A				N/A		N/A		
GST 2			N/A				N/A		N/A		
Peach Tower			N/A				N/A	N/A	N/A	N/A	N/A
Hackberry Tower			N/A				N/A	N/A	N/A	N/A	N/A

WWTP	Check Bar Screen	Check Clarifiers	Check A/C is working	Check Pumps have No Clogs or Stops	Check for Vegatation on Fences	Check Damages to Fence	Mowing/Weed Eating	Check for Leaks	Make sure No Alarms are Sounding/Troubleshoot
Wet Well Pump 1	N/A	N/A	N/A		N/A	N/A	N/A		
Wet Well Pump 2	N/A	N/A	N/A		N/A	N/A	N/A		
Wet Well Pump 3	N/A	N/A	N/A		N/A	N/A	N/A		
Wet Well Pump 4	N/A	N/A	N/A		N/A	N/A	N/A		
Auto Bar Screen		N/A	N/A	N/A	N/A	N/A	N/A		
Aerator (East)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Aerator (West)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Clarifier (East)	N/A		N/A	N/A	N/A	N/A	N/A		N/A
Clarifier (West)	N/A		N/A	N/A	N/A	N/A	N/A		N/A
RAS Pump 1	N/A	N/A	N/A		N/A	N/A	N/A		
RAS Pump 2	N/A	N/A	N/A		N/A	N/A	N/A	N/A	
RAS Pump 3	N/A	N/A	N/A		N/A	N/A	N/A	N/A	
RAS Pump 4	N/A	N/A	N/A		N/A	N/A	N/A	N/A	
Chlorine Contact Chamber	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Offfice	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A
Control Room	N/A	N/A		N/A	N/A	N/A	N/A	N/A	
NPW Pump1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
NPW Pump 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

LIFT ST	ATIONS	Check Pumps have No Clogs or Stops	Check for Vegatation on Fences	Check Damages to Fence	Mowing/Weed Eating	Check for Leaks	Make sure No Alarms are Sounding/Troubleshoot	Make sure Lift Stations are working properly	Notate Readings
Lift Station 1									
Lift Station 2									
Lift Station 3									
Lift Station 4									
Lift Station 5									
Lift Station 6									

GENERATORS	Check Oil	Check Air Filters	Check for Gas Leaks	Check Hours	Weed Control	Check for Alarms	Check Diesel (Sewer Plant)
City Hall							N/A
401 N. Cedar							N/A
103 Powell							N/A
1002 Kent							N/A
1501 Azelea							N/A
Bernard St.							N/A
107 Pecan							N/A
Library							N/A
FS1							N/A
Water Plant							N/A
Sewer Plant (Diesel)							

PUBLIC WORKS VEHICLES	Check Oil	Check Tires	Check Air Filters	Inspection	Check Wiper Blades	Check for ANY Damages
2015 Chevrolet Silverado 2500						
2013 Ford F-150						
2011 Ford F-150						
Ford F-150 (Director) 11-05						
Suburban						
Chevrolet Silverado (Shay's)						
2008 Ford Crown Victoria						
Side by Side						
Dump Truck						

CITY BUILDINGS	Air Filters	Light Bulbs	Parking Lot	Weed Kill	Pressure Washing	Fire Ant Treatment	Mowing	Weed Eating
City Hall								
Seniors Building								
Community Center								
Library								
Public Works								

CITY PARKS	Lights	* Trash Cans	Weed Eating	Mowing
MLK	N/A	✓		✓
Backyard Park				
Gazebo Park	N/A	✓		N/A
Examae Keller Park	N/A	✓		N/A
Walking Trail	N/A	<b>√</b>		N/A

\* Trash Cans - Replace Trash bags

EQUIPMENT	Check Oil	Check Air Filters	Grease Fittings	Check Fuel Lines	Transmission Fluid	Check Lights	Check Batteries	Check Tire Pressure/Check Tires	Make sure everything is Functioning	Check for Damages
Backhoe	✓	√	✓	√	✓	$\checkmark$	✓	✓	✓	
Kubota Tractor	√	√	✓	✓	✓	✓	✓	√	<b>√</b>	

✓	✓	✓	✓	✓	✓	✓	✓	✓	
✓	√	✓	✓	√	✓	✓	✓	✓	
✓	√	√	√	√	√	√	√	✓	
✓	√	✓	√	√	√	√	√	✓	
✓	√	✓	✓	√	√	√	√	✓	
✓	√	N/A	✓	N/A	N/A	N/A	N/A	✓	
✓	√	N/A	N/A	N/A	N/A	N/A	N/A	✓	
✓	√	N/A	√	N/A	N/A	✓	√	✓	
✓	√	N/A	√	N/A	N/A	N/A	N/A	✓	
✓	√	N/A	√	N/A	N/A	N/A	N/A	✓	
<b>√</b>	√	N/A	√	N/A	N/A	N/A	N/A	✓	
<b>√</b>	√	N/A	✓	N/A	N/A	N/A	N/A	✓	
✓	√	N/A	✓	N/A	N/A	N/A	N/A	✓	
✓	√	N/A	√	N/A	N/A	N/A	N/A	✓	
✓	√	N/A	✓	N/A	N/A	N/A	N/A	✓	
✓	√	N/A	✓	N/A	N/A	N/A	N/A	✓	
N/A	N/A	N/A	N/A	N/A		N/A		√	
N/A	N/A	N/A	N/A	N/A		N/A		√	
N/A	N/A	N/A	N/A	N/A		N/A		√	
N/A	N/A	N/A	N/A	N/A		N/A		√	

Not Working/Broke

Track Hoe Lawn Mower 60" Lawn Mower 52" Jetter Machine Industrial Light Plant Street Roller 3" Pump

1" Submersibal Pump 6500 Generator

Stihl Chainsaw M5311 Stihl Chainsaw MS251C Stihl Chainsaw MS201TC

Sthil Weedeaters
Sthil Weedeaters
Sthil Weedeaters
Sthil Weedeaters
Sthil Blower
Bore Machine
16' Trailer
16' Trailer
15' Trailer
10' Trailer

Damaged/Not Properly Working

In good condition

**EMERGENCY NEEDS** 

Electrical at Sewer and Water Plant