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|  |  | **TOWN OF PLATTSBURGH** | | |  |  |  |  |
|  |  | ***Highway Department*** | | **Timmy Dubrey** |  |  |  |  |
|  |  |  |  | **Highway Superintendent** |  |  |  |  |
|  |  | **151 BANKER ROAD** |  |  |  |  |  |  |
|  |  | **PLATTSBURGH, NEW YORK 12901** | | **Greg Burnell** |  |  |  |  |
|  |  | **(518) 562-6881** |  | **Deputy Superintendent** |  |  |  |  |
|  |  | **FAX # (518) 563-8136** |  |  |  |  |  |  |
|  |  | [Email: timd@townofplattsburgh.org](mailto:Timd@townofplattsburgh.org) |  | **Jason Cook** |  |  |  |  |
|  |  | [gregb@townofplattsburgh.org](mailto:gregb@townofplattsburgh.org) | | **Crew Supervisor** |  |  |  |  |
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|  |  |  |  | **Karen Pepper** |  |  |  |  |
|  |  |  |  | **Secretary** |  |  |  |  |

BUILDING AND GROUNDS MONTHLY REPORT

JULY 2020

July 1st.

1. Staff cleaned and disinfected front offices and Court Clerk’s office
2. Took tank and pump reads, recorded fuel reconciliations
3. Cleared undergrounds as they were received
4. Dick marked out underground located on Idaho Ave. for N.Y.S.E.G.
5. Performed monthly inspection of exterior fuel island holding tanks, interior waste oil, antifreeze and hydraulic fluid holding tanks as required by D.E.C.
6. Took monthly readings for fuel island usage by outside source’s to facilitate billing for finance office
7. Kerry and Brian returned to trimming and cutting grass in Park locations
8. Dick and Don assembled new base’s to be used on Cumberland Head Park ball fields, also started install of sand and red diamond clay at Cumberland Head fields
9. 11:00 A.M meeting at Norsk site
10. Staff returned to Town complex disinfected offices and Court Clerk’s office
11. Brian picked trash at Gougeville Spring area, scheduled area to be cut and trimmed

July 2nd

1. Took tank reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Cleaned and disinfected Town offices and Court Clerk’s office
4. Cut and trimmed grass Gougeville Spring’s
5. Cut and trimmed Town Mausoleum
6. Kerry continued grass cutting throughout Park’s
7. Finished installing red diamond clay on Town ball fields
8. Staff returned to Town disinfected offices and Court Clerk’s office
9. Disinfected work vehicles at end of shift

July 3rd

4TH JULY HOLIDAY

July 6th

1. Staff cleaned and disinfected Town offices and Court Clerk’s office
2. Cleaned beach restrooms and removed trash
3. Cleaned Cadyville Park outside restroom and East Morrisonville restroom
4. Kerry and Brian continued cutting Parks and trimming
5. Dick and Don performed streetlight repairs located at 26 Lakeshore Dr. replaced fuse link and at 6 Brookside Ave replaced 100 watt H.P.S. light head
6. Dick and Don sprayed baselines an ball fields in prep if baseball reopens
7. Disinfected Town offices and Court Clerk’s office
8. Burned CD for Court Clerk’s office concerning incident that took place at cashier window
9. Disinfected work vehicles

July 7th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Cleaned and disinfected Town offices and Court Clerk’s office
4. Cut and trimmed grass at Town complex
5. Cut and trimmed grass Wallace Hill Park
6. Crew cut and trimmed cemeteries
7. Staff returned to Town disinfected Town offices and Court Clerk’s office
8. Disinfected town work vehicles

July 8th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Cleaned and disinfected Town complex and Court Clerk’s office
4. Cut well 7&8 as part of shared services with W.W.W DEPT.
5. Staff finished cemetery mowing
6. Installed dog sign’s and dog feces bag dispenser
7. Cut and trimmed Town Mausoleum
8. Don checked out pickle ball court in Cliff Haven for pressure wash detail.
9. Started cutting East Morrisonville Park
10. Returned to Town disinfected offices and Court Clerk’s office
11. Disinfected town work vehicles

July 9th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Cleaned and disinfected Town offices and Court Clerk’s office
4. Kerry checked and cleaned outside Park restroom’s
5. Brian and Kerry returned to cutting East Morrisonville Park
6. Dick and Don started pressure washing pickle ball court in Cliff Haven Park
7. Kerry and Brian brush hogged around perimeter of tennis court in Cliff Haven
8. Staff returned to Town, disinfected office’s and Court Clerk’s office
9. Disinfected Town vehicles at end of shift

July 10th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Staff cleaned and disinfected Town offices and Court Clerk’s office
4. Brian and Kerry cleaned rental Park building’s and exterior restrooms
5. Discovered vandalized swing at Treadwell’s Park replaced swing
6. Kerry and Brian continued on with completing mowing and trimming of Park’s
7. Dick and Don continued with pressure washing of tennis and pickle ball court in Cliff Haven Park
8. Staff returned to Town disinfected Town offices and Court Clerk’s office
9. Disinfected vehicles at end of shift

July 13th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni cleaned and disinfected Town offices and Court Clerk’s office
4. Streetlight staff performed streetlight repairs located on Rte.3 replaced 100watt H.PS bulb and photocell eye, Wallace Hill area 504 replaced 100 watt H.P.S bulb
5. Dick and Don returned to pressure washing court’s in Cliff Haven
6. Kerry started cutting grass at Park’s located on West end of Town
7. Brian started cutting grass at Park’s located on South end of Town
8. Brian replaced bulbs in back shop area
9. Toni started cleaning and disinfecting Park buildings
10. Scheduled backflow preventer test for Park building’s excluded Park’s that have been gated
11. Staff returned to shop disinfected front offices and Court Clerk’s office
12. Disinfected town vehicles after shift

July 14th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Dick and Don marked out underground on Pine Brook
4. Staff cleaned all outside restrooms and performed trash run throughout the Park’s
5. Highway Mechanic Russell serviced bucket truck
6. Received E-mail from Highway Supervisor Tim Dubrey containing soccer camp to be held at May Currier field
7. Toni cleaned and disinfected Town offices and Court Clerk’s office
8. Dick and Don met with Rec’s Mel to discuss field layout and location, Mel wasn’t sure about field size Rick spoke with Mel at end of day, meeting was scheduled for Wednesday A.M to go over placement of soccer field
9. Brian and Kerry continued on with mowing and trimming of Park’s
10. Disinfected Town complex and Court Clerk’s office

July 15th

1. Took tank and pump reads, recorded fuel reconciliations
2. Toni and staff cleaned and disinfected Town offices and Court Clerk’s office
3. Don and Dick met with Mel, soccer field was laid out, staff returned to shop prepped sprayer for fields returned to field and completed painting of soccer field
4. Brian and Kerry performed trash run throughout Park’s and cleaned exterior restrooms
5. Toni returned to cleaning Park building’s and raking in wood chips around playground equipment
6. Cleared undergrounds as they were received
7. Kerry continued cutting and trimming Park’s
8. Brian cut and trimmed Wallace Hill Park
9. Pulled staff together cut trimmed and cleaned up La Pierre Lane Park
10. Returned to Town Dick and Don disinfected offices, lobby, restrooms and Court Clerk’s office
11. Disinfected work vehicles

July 16th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni, Brian and Kerry cleaned and disinfected front offices and Court Clerk’s office
4. Kerry removed trash from beach area and Dog Park
5. Dick, Brian and Don gathered materials for transfer of soccer goals from West Plattsburgh Park to new soccer field at May Currier, retrieved goals from West Plattsburgh and installed at May Currier location
6. Toni checked and cleaned Park buildings
7. Kerry completed grass cutting and trimming Cumberland Head
8. Gathered staff together installed wood chips and rubber mats at East Morrisonville Park
9. Toni picked weeds from flower beds around perimeter of Town
10. Brian and Kerry disinfected Town offices
11. Disinfected work vehicles

July. 17th

1. Took tank and fuel reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Received report from Highway Superintendent Tim Dubrey concerning vandalized streetlight’s located in Highway pit dispatched Don and Dick performed repairs
4. Kerry and Brian completed mulch install at East Morrisonville Park, while there Brian made repairs to swings
5. Received work order concerning streetlight outage located on Westland Ave. dispatched Don and Dick replaced 100watt H.P.S. bulb
6. Installation of basketball nets was completed in designated Park’s
7. Toni disinfected and cleaned Town offices and Court Clerk’s office
8. Dick and Don started bench construction for dugouts at Cadyville Park
9. Staff returned to Town disinfected Town offices and Court Clerk’s office
10. Disinfected work vehicles at end of shift

July 20th

1. Took tank and pump reads, recorded fuel reconciliations
2. Hung picture in main hall as per Meg’s request
3. Toni and Kerry disinfected and cleaned Town offices
4. Kerry removed recyclables to proper bin
5. Dick and Don resumed construction of benches for dug outs
6. Cleared undergrounds as they were received
7. Kerry checked all exterior restrooms and emptied dog feces container at East Morrisonville Dog Park
8. Installed benches at Cadyville in dug out’s
9. Removed lifeguard chair and placed behind bath building as per Mel’s request
10. Kerry began mowing Cliff Haven Park
11. Staff cut grass at Town complex
12. Staff accompanied W.W.W Fonze Rushford to perform backflow test at May Currier and East Morrisonville Park’s
13. Adjusted swing at East Morrisonville as per Mel’s request
14. Removed bee’s nest from dog bag dispenser at Cadyville Disc Golf
15. Staff disinfected Town offices and Court Clerk’s office
16. Disinfected work vehicles at end of shift

July 21st

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni and Kerry cleaned and disinfected Town offices and Court Clerk’s office
4. Dick and Don finished mowing and trimming the Town complex
5. Kerry removed trash from Cadyville beach and East Morrisonville Dog Park
6. Kerry continued on with mowing and trimming of Park’s
7. Dick and Don working on streetlight install as per N.Y.S.E.G. request
8. Met with W.W.W tech to perform backflow test at Treadwell’s Park and Cliff Haven Park
9. Toni cleaned and disinfected all outside restrooms located throughout the Parks and at beach, also cleaned and checked all Park buildings
10. Dick painted metal back board on Cadyville playground equipment
11. Staff returned to Town complex, disinfected front office complex and Court Clerk’s office
12. Disinfected work vehicles at end of shift

July 22nd

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni, Brian and Kerry cleaned and disinfected front office complex and Court Clerk’s office.
4. Dick took sick day
5. Don met with Crystal Clean service tech. pumped out oil water separator as per W.W.W Director Scott Stoddard recommendation
6. Kerry continued with cutting and trimming of Park’s
7. Brian vacuumed and damp mopped Town Mausoleum, while there he mowed and trimmed property as per Michael Cashman’s request
8. Don reset tennis nets at East Morrisonville Park in prep for tennis camp also while there he installed center straps as per Mel’s request
9. After completion of Town Mausoleum Brian trimmed Cadyville Disc Golf course
10. Toni cleaned and disinfected Park buildings
11. Staff returned to Town disinfected office complex and Court Clerk’s office
12. Disinfected work vehicles at end of shift

July 23rd

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds from the day prior and undergrounds received in the A.M
3. Toni and Kerry cleaned and disinfected Town office complex and Court Clerk’s office
4. Brian removed recyclables from Town complex placed in proper containers
5. Dick and Don went to Cadyville beach to assess bath building’s roof determination was made to replace roof started by rerouting vent pipes through gable end of building thus eliminating the necessity to cut any openings thru the new roof.
6. Don gather material for new roof began cutting material down at shop to help expedite the project
7. Toni continued on with cleaning and sterilizing of Park building’s
8. Brian and Kerry continued on with cutting and trimming of the grass at East Morrisonville Park including Dog Park and W.W.W plant located on Bullis Rd.
9. Staff returned to Town disinfected Town offices and Court Clerk’s office
10. Disinfected work vehicles at end of shift

July 24th

1. Toni took vacation day
2. Took tank and pump reads, recorded fuel reconciliation
3. Cleared undergrounds as they were received
4. Brian and Kerry cleaned and disinfected Town offices and Court Clerk’s office
5. Dick and Don repaired streetlight located at 223 Melody Lane Town Tag# 0444 repaired disconnect and replaced 10amp fuse, request was presented in form of work order received on 7/24/2020 in the A.M.
6. Received task, via work order to check security camera for possible incident occurring on 7/22/2020 in reference to scratch discovered on employee’s personal vehicle, hours in question were reviewed no evidence was found to substantiate claim it happened at area in question
7. Brian cleaned and disinfected exterior restrooms throughout the Park’s also cleaned and disinfected Park building’s that were in use and cleaned and disinfected Park building’s scheduled for rental
8. Kerry continued on with trimming and cutting grass at May Currier.
9. Brian and Kerry painted soccer lines specified by soccer coach running soccer camp.
10. Dick and Don began roof at Cadyville beach bath house, completed roof at beach bath house
11. Staff disinfected Town offices and Court Clerk’s office
12. Staff disinfected work vehicles

July 27th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Brian and Kerry cleaned and disinfected office complex and Court Clerk’s office
4. Dick and Don repaired streetlight located on Wallace Hill Rd.
5. Received report from Luck, Bros Inc. underground streetlight service was ripped up during excavation of Della Kia’s new local, Don was dispatched to remedy situation
6. Brian and Kerry cleaned Cadyville beach bathhouse checked trash and cleaned and disinfected all exterior restrooms
7. Don after inspecting underground power source break reported back to office that break was quite extensive, Rick, Don and Dick arrived at scene Rick coordinated with Luck, Bro’s field supervisor and working together excavated site patched in line break reburied service tested line ,O.K.
8. Don, Dick and Brian started marking out soccer fields in prep for upcoming soccer season
9. Kerry continued on with trimming and mowing the Park’s
10. Staff returned to Town disinfected offices and Court Clerk’s office
11. Disinfected work vehicles at end of shift

July 28th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni ,Brian and Kerry cleaned and disinfected Town offices and Court Clerk’s office
4. Toni continued on with cleaning and disinfecting Park buildings and exterior restrooms
5. Brian and Kerry started painting soccer fields that were marked out the prior day
6. Dick and Don continued on layout of soccer fields
7. Staff returned to Town disinfected office complex and Court Clerk’s office
8. Crew disinfected work vehicles at end of shift

July 29th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni, Brian and Kerry cleaned and disinfected Town offices and Court Clerk’s office
4. Dick and Don replaced over door sensor’s on door one in W.W.W shop
5. Brian and Kerry continued on with lining soccer fields
6. Dick and Don checked for the all clear for flag pole project on Hammond Lane
7. Dick and Don continued to mark out remaining soccer fields
8. Contacted Cologne security question of alarm system being updated touched base to received progress report
9. Reached out to Verizon need line check at Gougeville Spring water plant
10. Toni continued on with cleaning and disinfecting of exterior restrooms and beach house in Cadyville, also cleaned and disinfected Park buildings
11. Picked up more lining paint for soccer fields
12. Returned to Town disinfected offices and Court Clerk’s office
13. Disinfected work vehicles at end of shift

July 30th

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Dick and Don marked out undergrounds located on Fawn Ridge #6, marked out underground for N.Y.S.D.O.T. located on Rte. 3
4. Toni, Brian and Kerry cleaned and disinfected front office complex and Court Clerk’s office, also removed recyclables from complex and placed in proper containers for pickup
5. Brian and Kerry returned to lining soccer fields
6. Dick and Don fabricated inserts for soccer fields and installed
7. Toni returned to cleaning and disinfecting Park buildings and cleaned and disinfected exterior restrooms and Cadyville beach house
8. Staff returned to Town disinfected office complex and Court Clerk’s office
9. Disinfected work vehicles

July 31st

1. Took tank and pump reads, recorded fuel reconciliations
2. Cleared undergrounds as they were received
3. Toni and Dick took vacation
4. Brian, Don and Kerry cleaned and disinfected Town complex and Court Clerk’s office
5. Kerry performed trash run throughout the Parks
6. Brian continued on the cleaning of all exterior restrooms throughout the Parks and also Cadyville beach house.
7. Brian cleaned and disinfected all Park buildings
8. Rick and Don excavated at district 3 fire dept., set sauna tube and poured concrete in prep for relocation of flag pole
9. Brian cut and trimmed grass at Town Mausoleum and cleaned
10. Staff returned to Town disinfected office complex and Court Clerk’s office
11. Set dump truck up at Mel’s request, fueled up loaded with leaf blowers
12. Disinfected town work vehicles