

## PUBLIC WORKS

### A. WATER DEPARTMENT

1. EPA monthly production & chemical report
2. Hydrant Cards
3. Pumpage and chemical report
4. Water pressure
5. Pump changes / Pump runs
6. Reservoirs levels / Tower levels
7. Power outages
8. Equipment maintenance
9. Pumps and generator hour reports
10. Distribution maps
11. Water pumped / Water Sold
12. Water Accounts and Reports – Residential / Industrial / Business

### B. STREET DEPARTMENT

1. Correspondence to: Citizens, Contractors, Utility Companies
2. Repair Records – Streets, Sewer, Water
3. Forestry Records
4. Paintings
5. Street Cleaning
6. Signs
7. Snow Removal & Salt purchased / used
8. Specifications for all New Equipment
9. Equipment Purchased
10. Cost of Materials Purchased
11. J.U.L.I.E. Dig Reports
12. Confined Spaces Seminar Information
13. Hazardous Material Data Sheets
14. Maps
  - a. Alley
  - b. Storm Sewer
  - c. Sanitary Sewer
  - d. Salting Routes
  - e. Plowing Routes
15. Call out List
16. Seniority List
17. Vehicle Maintenance Reports
18. Purchase Orders
19. All Work-Orders Completed and Outstanding

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