

Windham Public Works
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Department Monthly Report

Highway Maintenance, Vehicle Maintenance, and Building & Grounds Maintenance

November 2017

Public Works

November was a transitional month for the Public Works Highway and Grounds divisions. The summer objectives are completed, and we are not quite into full-blown winter operations.

DPW dealt with the cleanup of the Fall 2017 Windstorm. The crew spent 2 full weeks doing cleanup around town

After the storm, we resumed hauling winter sand from CR. Tandberg's pit in Windham. We hauled approximately 4,989 yards of sand for the 2017/2018 winter season.

The Public Works crew prepped all trucks and equipment for plowing and sanding.

There was one small storm on November 13th, which had our crew out for approximately 3 hours to clean up and salt the main roads. It produced a covering to 1" of snow.

Highway Activities:

- Cleanup from Fall Windstorm – 688 man hours
- Hauled 4,989 yards of winter sand
- Prepped equipment and trucks for the winter season
 - Painted plow equipment
 - Installed plows, wings and sanding mechanisms (chutes and spinners)
 - Tested all plow and sanding equipment
- Cleanup from 1 storm
- Sign work throughout town
- Cleaned catch basin tops for drainage
- Graded Brand Rd, Keene Rd, Hall Rd, and Gilman Rd.
- Cold patched as needed throughout town

FLEET MAINTENANCE DIVISION:

Annual (summer) Department Objectives

- Routine/preventative maintenance is completed twice a year on all dump trucks. Once in the spring/early summer and once in late fall before winter 100%
- Routine/preventative maintenance is completed at appropriate mileage increments for Police Dept. vehicles, Town Office vehicles, Rec. Dept. vehicles and Public Works pickup trucks/heavy equipment 100%
- Maine State Inspections are performed on all necessary vehicles required by State Law 100%
- Repair all minor breakdowns within 24 hours (normal business working hours) 100%
- Repair all major breakdowns as soon as possible 100%

- Maintain consistent stock of frequently used parts 100%
- Meet all Federal Stormwater regulations 100%

Projected Summer Goals (Success)

- Routine/preventative maintenance is completed twice a year on all dump trucks. Once in the spring/early summer and once in late fall before winter 100%
- Routine/preventative maintenance is completed at appropriate mileage increments for Police Dept. vehicles, Town Office vehicles, Rec. Dept. vehicles and Public Works pickup trucks/heavy equipment 100%
- Maine State Inspections are performed on all necessary vehicles required by State Law 100%
- Repair all minor breakdowns within 24 hours (normal business working hours) 75%
- Repair all major breakdowns as soon as possible 100%
- Maintain consistent stock of frequently used parts 100%
- Meet all Federal Stormwater regulations 100%

Percentage Achieved of Summer Goals for October (Measurement)

- Routine/preventative maintenance is completed twice a year on all dump trucks. Once in the spring/early summer and once in late fall before winter 100%
- Routine/preventative maintenance is completed at appropriate mileage increments for Police Dept. vehicles, Town Office vehicles, Rec. Dept. vehicles and Public Works pickup trucks/heavy equipment 100%
- Maine State Inspections are performed on all necessary vehicles required by State Law 100%
- Repair all minor breakdowns within 24 hours (normal business working hours) 85%
- Repair all major breakdowns as soon as possible 100%
- Maintain consistent stock of frequently used parts 100%
- Meet all Federal Stormwater regulations 100%

BUILDINGS & GROUNDS MAINTENANCE DIVISION:

Buildings

Annual (summer) Department Objectives

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 100%
- Preventative maintenance on HVAC units 100%
- Monthly Health and Safety inspections of municipal buildings 100%

- Painting of common areas of municipal buildings on a rotation of once every 7yrs
- Non-Scheduled repairs 100%
- Building improvement projects 100%

Projected Summer Goals (Success)

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 100%
- Preventative maintenance on HVAC units 100%
- Monthly Health and Safety inspections of municipal buildings 100%
- Painting of common areas of municipal buildings on a rotation of once every 7yrs 80%
- Non-Scheduled repairs 100%
- Building improvement projects 50%

Percentage Achieved of Summer Goals for November (Measurement)

- State regulated inspections/certificates 100%
- All VCT floors stripped and refinished annually 85%
- Preventative maintenance on HVAC units 100%
- Monthly Health and Safety inspections of municipal buildings 100%
- Painting of common areas of municipal buildings on a rotation of once every 7yrs 40%
- Non-Scheduled repairs 100%
- Building improvement projects 30%

Grounds

Annual (summer) Department Objectives

- Grass cut to a height between two to four inches for all town buildings and cemeteries 100%
- Trim branches along fences, roadways and entrances in cemeteries 100%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

Projected Summer Goals (Success)

- Grass cut to a height between two to four inches for all town buildings and cemeteries 100%
- Trim branches along fences, roadways and entrances in cemeteries 50%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

Percentage Achieved of Summer Goals for November (Measurement)

- Grass cut to a height between two to four inches for all town buildings and cemeteries 100%
- Trim branches along fences, roadways and entrances in cemeteries 75%
- Mark out grave sites for burials 100%
- Mark out locations for Stone memorials 100%

Additional Activities for Public Works

Building & Grounds Activities:

- Repaired hallway door handle at PD
- Replaced one window blind and repaired another in Registration
- Rehung Library hours of operation sign after wind storm
- Removed picture hangers and patched holes upstairs at the Library prepping for paint during renovations
- Removed old carpeting and installed new carpet tiles in the office previously occupied by Bill Andrew so the Fire Chief Brent can move into that office.
- Set up/disassembled voting booths for election
- Delivered wheelchair to Medical Loan Closet from SS Building
- Placed plow markers out at various buildings
- Delivered ice melt and snow shovels to all buildings
- Cleaned out wash bay drain at PD
- Marked out location of new outside outlet to be installed for Christmas lights at “NEW” South Fire
- Replaced lite exit sign downstairs at SS
- Removed old toilet tissue holders at Library and patched holes
- Fixed door catch at “NEW” South Fire
- Inspected all GFIC outlets at Public Works for trucks and replaced one
- Built custom corkboard for SS building 12’x4’
- Prepped and painted meeting room at Library
- Added baseboard to the Fire Chief’s office
- Installed outside weather proof outlet on B&G garage to plug in grounds trailer to maintain battery throughout winter months.
- Replaced door handle on Public Works Directors office door
- Went to Doug’s to cut Christmas tree for town hall
- Prepped Nancy Graves old office for new dividing wall
- Picked up food at Wayside twice
- Delivered copy paper to PD, Library and Town Managers office