

1. Established Cleaning and Standard Operating Procedures

Assignment Sheets – Our Supervisors have prepared “Daily Assignment Sheets” which is our method of tracking the areas that our crews are cleaning on a routine basis. Supervisors are assigned to East and West areas and are responsible for all cleaning of storm and sanitary sewers in their respective area.

Data Base Reports – Our data base is queried monthly to retrieve our performance measures related to cleaning. The enclosed documents are representative of our efforts from January 1 to May 22, 2015.

Crew Standard Operating Procedure – Crews routinely follow this procedure to ensure that all daily operations are addressed in an orderly fashion.

TRUCK	CREW MEMBERS	MAP	LOCATION	NOTES	ON/OFF
2078	FOSTER GLAZE				
2032	BRITTON FARMER	S.P.			
2067	EWING - SMWC3 Taylor				
2010	DAVIS CHARLES	Water Water			
2042	R WALTON-SSW2 HIDGEN-SSW1				
926-Fleet	WRIGHT-SC1				
All crews members are to report to supervision if no assignment or you complete given assignment early.					
SAMPLE					

Water Utility Field Operations Sewer Maintenance Bureau Crew Assignments

Date: Date	Assignment	On/ Off - Duty	Investigation/Assist
2003	HAYNES S. - Lift station Mechanic II		
2003	HURT M. - Lift Station Mechanic I		
2051	TRIPLETT J. - SIT 2		
2051	SUHR B. - Training		
2002	SUHR R. - SIT 2		
2002	JERNIGAN T. - SIT 1		

S = Sick leave
 V = Vacation
 P = Personal leave
 O = Other

SAMPLE

City Of Dayton Department of Water
Division Of Sewer Maintenance
Completed Sewer Main Projects By Group ID
Excluding Group FU-Follow Up Projects

Print Date:5/21/2015

*NOTE: Group Service
Length Totals provided by
Sewer Maintenance*

Summary from 1/1/2015 To 5/21/2015

SMWC2 Total Service Length 261,836.99 Feet
 20.84% Total of Completed Serviced Length From 1/1/2015 to 5/21/2015
13 Projects consisting of 242 Work Orders 54,575.93 Feet

SMWC3 Total Service Length 318,246.17 Feet
 12.67% Total of Completed Serviced Length From 1/1/2015 to 5/21/2015
11 Projects consisting of 195 Work Orders 40,319.46 Feet

SMWC4 Total Service Length 359,474.40 Feet
 23.32% Total of Completed Serviced Length From 1/1/2015 to 5/21/2015
14 Projects consisting of 334 Work Orders 83,818.83 Feet

SMWC-C730905 Total Service Length 0.00 Feet
 0.00% Total of Completed Serviced Length From 1/1/2015 to 5/21/2015
2 Projects consisting of 2 Work Orders 668.80 Feet

Completed Sewer Main Group Projects Overall Summary

 Total Service Length 2,646,805.72 Feet
19.00% Total of Completed Serviced Length From 1/1/2015 to 5/21/2015
120 Projects consisting of 2,084 Work Orders 502,820.20 Feet

Standard Operating Procedure:

Cleaning Crew Leaders

Beginning of shift

- I. Clock in- 7:00 AM
- II. Report to supervisors office 7:00-7:05 AM
 - A. Turn in routine job assignments that are in progress or completed
 1. Yellow Sheet- filled out with
 - a. Group project # (I.E. SMEC1-01)
 - b. Footage completed (**that day only**)
 - c. Crew leader's name
 - d. Helper's name
 - e. Date the project was started
 - f. Date the project was completed
 - g. Waste water dump
 - 1) Start times
 - 2) Stop times
 - h. Atlas page attached "if completed"
 2. Any other assignment paperwork
 - B. Input
 1. Work sheet problems/routine/special assignment request
 2. Needs camera work
 - a. Fill out camera request sheet
 3. Needs assistance with job for completion (I.E. traffic control, skim/repair manholes)

C. Additional Job Assignments

1. Follow-ups
 - a. Complaint truck
 - b. Overtime truck
 - c. Camera truck
 - d. Other
2. Special assignments
 - a. Any City of Dayton department (I.E. Water Reclamation, Water Supply & Treatment, W.U.F.O. Water Bureau, Street Maintenance, Fire, Police, Airport, Fleet)
 - a. Catch basins
 - b. Laterals
 - c. Outfalls
 - d. Flooded streets, alleys, etc.

D. Crew

1. Changes in crew assignments
 - a. Sick
 - b. Vacation
 - c. Other issues

E. Any other issues

1. License verification
 - a. 1st day of every month
2. Green sheets (attendance issues, KRONUS)
3. Discipline action
 - a. Counseling
 - b. Reprimand
 - c. Other
4. Medical Certifications (must be filled out appropriately)
 - 1) Return to work
 - 2) Duty status

III. Supplies

A. Stocked Items

1. Supplies for crew
2. Supplies for truck
 - a. Missing tools
 - b. Other
3. Special supplies
 - a. Jet powers
 - b. Grease blocks
 - c. Root-x
 - d. Other

IV. Truck Inspection

A. Mandatory Vehicle Maintenance

1. All items that pertain to equipment on driver's log sheet
 - a. All items are to be checked per driver's "daily equipment report" on reverse of log sheet

V. Tool Check

A. Unit Inventory and Tool Safety Survey

1. Picks, shovels, any tools that pertain to daily job assignments

VI. Leave building for job/job assignments

A. Target departure time- 7:30 AM

1. Any deviation should be reported to supervisor

B. Departure may be changed

1. Repairs
2. Supplies
3. Training
4. Changing equipment
5. Additional inspection of truck or equipment

VII. Arrive at work site

A. Check work site for

1. Overhead obstructions
2. Problems that may impede traffic flow (traffic safety)
3. Pedestrians (foot) traffic
4. Business impact
5. Private home impact

B. Set-up jobsite

1. Proper traffic control for road conditions
2. All personal protective equipment must be enforced on all crews
 - a. Reflect vest/shift/coat (mandatory on site)
 - b. Hard hat (mandatory on site)
 - c. Steel toe shoes (mandatory on site)
 - d. Hand protection (recommended on site)
 1. Gloves (recommended on site)
 - e. Hearing protection (recommended on site)
 1. Ear plugs
 2. Head sets
 - f. Any other safety protection for employees and or public (can be requested by employee for approval)

VIII. Proceed to do work

A. Use of proper nozzle

1. Per training provided yearly

B. Proper pressures/gallons per minute for the model of equipment that is in use

1. Per training provided yearly
 - a. Per manual for operations

C. Rodder

1. Check all moving parts to ensure the unit is functioning properly
2. Choose the correct cutter size
 - a. Following with heavy roots
 1. Start small- work up to pipe dia.
 - b. Grease
 1. Blade- go up with small cutter, return with blade spinning fast and returning very slow

D. Bucket machine

1. Check all moving parts to ensure the unit is functioning properly
2. Recommended one span at a time for proper cleaning
3. Start small bucket
4. Work to proper pipe dia. bucket

E. Easement machine

1. Check all moving parts to ensure the unit is functioning properly
2. Use correct nozzles that come with machine
3. Stoppage buster nozzles are on the machines

F. Other