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## NOVEMBER MAINTENANCE REPORT

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**TO:** HONORABLE CHAIRMAN & MEMBERS OF THE PARKS & RECREATION COMMISSION

**FROM:** ANTHONY JORDAN, PARKS AND MAINTENANCE SUPERINTENDENT

**SUBJECT:** NOVEMBER MAINTENANCE REPORT

**DATE:** 11/10/16

**MEETING DATE:** 11/17/16

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During the previous month, the Public Works Maintenance Staff has been working on various tasks throughout the City. The following is a brief recap of key maintenance items completed.

### Diamond Bar Center

- Re-lamped twenty-three (23) light fixtures throughout the facility.
- Replaced two (2) lighting ballasts.
- Serviced water feature weekly (contractor). Drained cleaned and filled water feature additionally as needed.
- Removed malfunctioning motion sensor from staff offices.
- Cleared clogged ice machine drain line in the kitchen and cleared one floor drain.
- Repaired toilet in lower men's restroom.
- Assisted with the setup of the Management barbeque.
- Performed weekly test on wheel chair lift.
- Performed monthly emergency generator test.
- Performed monthly exterior lighting maintenance. (Best)

### Heritage Park

- Performed park/playground inspections.

- Assisted with the setup and operation of the Fall Fun Festival. Ran electrical for activity booths and strung lights.
- Re-lamped fifty (50) light fixtures throughout the facility.
- Replaced fourteen (14) lighting ballasts.
- Cleared excessive sand from the men's room drain lines.
- Cleared clogged drinking fountain line.
- Installed new bucket swing in the 2-5 year old play area.

#### **Longview North Mini-park**

- Performed Park/playground inspections.

#### **Longview south Mini-park**

- Performed Park/playground inspections.

#### **Maple Hill Park**

- Performed Park/playground inspections.

#### **Paul C. Grow**

- Cleared clogged drinking fountain.
- Performed Park/playground inspections.

#### **Pantera Park**

- Assisted with the set-up and operation of the "Barktoberfest" dog park event.
- Painted handrails along Dog Park walkway (SGVCC).
- Performed park/playground inspections.
- Repaired toilet in men's restroom.
- Removed graffiti from basketball court area.

#### **Peterson Park**

- Performed park/playground inspections.

#### **Ronald Reagan Park**

- Installed new hand dryer blower motor in the men's restroom.

- Cleared clogged sink in men's restroom.
- Performed park/playground inspections.

### **Silvertip Park**

- Performed Park/playground inspections.

### **Summitridge Park**

- Performed park inspections.

### **Sycamore Canyon Park**

- Repaired drinking fountain adjacent to the softball field.
- Performed Park/playground inspections.

### **City Hall/Library**

- Repaired refrigerant leak in LG air-conditioning unit for EOC and Broadcast rooms.
- Cleaned monument sign and bollards. Sprayed for spiders and insects.
- Performed monthly emergency generator test.
- Re-lamped twelve (12) light fixtures in the City Hall spaces and twenty (20) lights in the Library spaces.
- Replaced one (1) ballast in the City Hall spaces.
- Performed monthly carpet cleaning in City Hall spaces.
- Performed quarterly upholstery cleaning in City Hall and Library spaces.
- Performed monthly exterior lighting maintenance. (Best)

### **Citywide**

- The San Gabriel Valley Conservation Corps (SGVCC) assisted with the cleanup of several trails and trailheads throughout the City.
- Assisted with traffic control to facilitate the repair of a damage vinyl fence in District 41.
- Wash, fuel and service City vehicles.
- Inspected fire extinguishers and first aid kits at all City Facilities. Re-stocked as needed.

- Re-stocked pet bags throughout the City.
- Install/remove banners at parks for various City events.