WATER TREATMENT PLANT YEARLY SCHEDULE

	2009		WTP		SCHEDULE	STAFFING LEVEL = 2.1 FTP
	PROJECT TITLE	STATUS	START DATE	DURATION	QUANTITY PER YEAR	NOTES/GOALS
1	Plant O&M	On sch.	January	12 Months	SOP	Daily - operations, maintenance, records - 365 days per year
2	Water Quality	On sch.	January	12 Months	SOP	Daily, as needed for operations and compliance, 365 days per year
3	Coloiform Monitoring	On sch.	January	12 Months	132	11 samples per month & new construction as needed
4	Weekend Duty	On sch.	January	12 Months	52	Check Sewer Stations-Catlin, Donation, Haussler, Maple (also on Holidays)
5	Minor RD Reservoir	On sch.	January	12 Months	12	Monitor leaking once per month
6	Cryptosporidium Testing	On sch.	January	12 Months	12	Sample monthly at well along with coloiform and turbidity - two year program
7	Relief Operation Training	On sch.	January	12 Months	2 days per month	Maintain and advance, relief operator training and related SOPs
8	Filter Inspections	On sch.	January	12 months	Jan,Apr.Jul,Oct	Quarterly
9	Chlorinate Well	On sch.	January	12 Months	12	Monthly capacity maintenance 12 man hours per month
10	Grounds Maintenance	On sch.	January	12 Months	90 hrs	3Hrs per week-Spring/summer/fall, 1 hr month during winter
11	Emergency Response	On sch.	January	12 Months	Varies	Emergency Response to plant and other as needed
12	Assist Other Departments	On sch.	January	12 Months	Varies	Assist Other Departments As Requested
13	Check Valve Inspections	On sch.	February	12 months	Feb,Jun,Oct	Inspect parts for wear every four months (six 10 inch valves total)
14	Water Line Repair	On sch.	February	8 Months	1	10" Supply from Ranney Well to Treatment Facility
15	Alum Transfer Pump	On sch.	February	1 Month	2	Replace transfer pumps from inventory
16	Plant Software Maint.	On sch.	February	1 Month	1	Not Budgeted - Back up program changes made during Tybren Upgrade
17	Tubidmiter Calibration	On sch.	February	12 Months	Feb,May,Aug,Nov	Quarterly
18	Water Quality Report	On sch.	February	1 Month	1	Printed Coppies to Finance in March and mailed to customers by July
19	Annual Perfromance Report	On sch.	January	5 Months	1	For Water Use Efficiancy Rule - Due July
20	Proffesional Growth	On sch.	February	11 Months	7-CEUs	Attend water related training classes & seminars
21	Plant Data Maintenance	On sch.	February	12 Months	Feb,May,Aug,Nov	Quarterly Back up of OIT data
22	HAA5s THMs	On sch.	March	12 Months	Mar,Jun,Sep,Dec	Quarterly water quality sampling
23	EPA UCMR2 Monitoring	On sch.	May	12 Months	May,August,November	Assessment Monitoring List 1
24	Painting	On sch.	August	1 Month	30 Hrs	Outside Painting as needed (Clearwell,Well,Trim, Doors, Hatches)
25	2010 WTP Budget	On sch.	August	1 Month	1	Submitt 2009 requests to Superintentent by September 15th
26	Pump Replacement	2009?	September	4 Months	1	Next time service is needed, lower pump bowl at same time
27	Inventory	On sch.	December		1	Due December 15th
28	Water Plant Annual Report	On sch.	December		1	Due December 31
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						Last Updated - 1/6/09