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.
<table>
<thead>
<tr>
<th>TRUCK</th>
<th>CREW MEMBERS</th>
<th>MAP</th>
<th>LOCATION</th>
<th>NOTES</th>
<th>ON/OFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>2078</td>
<td>FOSTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GLAZE</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2032</td>
<td>BRITTON</td>
<td>S.P.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>FARMER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2067</td>
<td>EWING - SMWC3</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Taylor</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>DAVIS</td>
<td>Water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHARLES</td>
<td>Water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2042</td>
<td>R WALTON-SSW2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIDGEN-SSW1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>926-fleet</td>
<td>WRIGHT-SC1</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

All crews members are to report to supervision if no assignment or you complete given assignment early.

SAMPLE
<table>
<thead>
<tr>
<th>TRUCK</th>
<th>CREW MEMBERS</th>
<th>MAP</th>
<th>LOCATION</th>
<th>NOTES</th>
<th>ON/OFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>2098</td>
<td>G. WALTON - SMEC1</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. PARKS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2052</td>
<td>W. KEETON - SMEC2</td>
<td>79,81</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>J. MCCONNELL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2095</td>
<td>N. DANIEL - SMEC3</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>J. VAN WINKLE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. ROBERTS - SMEC4</td>
<td></td>
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</tr>
</tbody>
</table>

R. IRELAND to CCTV

SAMPLE
<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment</th>
<th>On/Off - Duty</th>
<th>Investigation/Assist</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>HAYNES S. - Lift station Mechanic II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>HURT M. - Lift Station Mechanic I</td>
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</tr>
<tr>
<td>2051</td>
<td>TRIPLETT J. - SIT 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2051</td>
<td>SUHR B. - Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002</td>
<td>SUHR R. - SIT 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002</td>
<td>JERNIGAN T. - SIT 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

SAMPLE
<table>
<thead>
<tr>
<th>Group</th>
<th>Total Service Length</th>
<th>% of Total</th>
<th>Projects consisting of</th>
<th>Work Orders</th>
<th>Total Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMEC TS</td>
<td>0.00 Feet</td>
<td>0.00%</td>
<td>19</td>
<td>3,140.40</td>
<td></td>
</tr>
<tr>
<td>SMEC1</td>
<td>274,101.35 Feet</td>
<td>10.99%</td>
<td>165</td>
<td>30,111.27</td>
<td></td>
</tr>
<tr>
<td>SMEC2</td>
<td>393,699.70 Feet</td>
<td>29.06%</td>
<td>534</td>
<td>114,421.95</td>
<td></td>
</tr>
<tr>
<td>SMEC-2052</td>
<td>0.00 Feet</td>
<td>0.00%</td>
<td>13</td>
<td>1,346.79</td>
<td></td>
</tr>
<tr>
<td>SMEC3</td>
<td>309,223.30 Feet</td>
<td>8.54%</td>
<td>108</td>
<td>26,410.80</td>
<td></td>
</tr>
<tr>
<td>SMEC4</td>
<td>306,390.99 Feet</td>
<td>39.52%</td>
<td>519</td>
<td>121,090.31</td>
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</tr>
<tr>
<td>SMEC-G WALTON</td>
<td>0.00 Feet</td>
<td>0.00%</td>
<td>3</td>
<td>875.50</td>
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<tr>
<td>SMISP-3-24-05</td>
<td>0.00 Feet</td>
<td>0.00%</td>
<td>120</td>
<td>20,779.47</td>
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<tr>
<td>SMWC1</td>
<td>423,832.82 Feet</td>
<td>1.24%</td>
<td>22</td>
<td>5,260.68</td>
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</tr>
</tbody>
</table>
City Of Dayton Department of Water  
Division Of Sewer Maintenance  
Completed Sewer Main Projects By Group ID  
Excluding Group FU-Follow Up Projects  
Summary from 1/1/2015 To 5/21/2015

<table>
<thead>
<tr>
<th>Group ID</th>
<th>Total Service Length</th>
<th>% of Total Service Length</th>
<th>Projects Consisting of</th>
<th>Work Orders</th>
<th>Total Service Length</th>
<th>% of Total Service Length</th>
<th>Projects Consisting of</th>
<th>Work Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMWC2</td>
<td>261,836.99 Feet</td>
<td>20.84%</td>
<td>13</td>
<td>242</td>
<td>54,575.93 Feet</td>
<td>20.84%</td>
<td>13</td>
<td>242</td>
</tr>
<tr>
<td>SMWC3</td>
<td>318,246.17 Feet</td>
<td>12.67%</td>
<td>11</td>
<td>195</td>
<td>40,319.46 Feet</td>
<td>12.67%</td>
<td>11</td>
<td>195</td>
</tr>
<tr>
<td>SMWC4</td>
<td>359,474.40 Feet</td>
<td>23.32%</td>
<td>14</td>
<td>334</td>
<td>83,818.83 Feet</td>
<td>23.32%</td>
<td>14</td>
<td>334</td>
</tr>
<tr>
<td>SMWC-C730905</td>
<td>0.00 Feet</td>
<td>0.00%</td>
<td>2</td>
<td>2</td>
<td>668.80 Feet</td>
<td>0.00%</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

**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. 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