

# Maintenance Managers Report, August 2011

August 12, 2011

Unicoi Springs Owners Association  
2444 Hwy 356 North  
Helen, Ga. 30545

To: Board Members

Work completed by Maintenance personnel from 7/14/2011 thru 8/8/2011.

## **Campers Moved:**

- Moved 424 campers. This time last year we moved 412 campers.

## **Grounds:**

- Cut grass in Park, leach fields, and at barn twice this month.
- Put in sewage enzymes in all septic tanks, cycled all lift station pumps for proper operation.
- Did monthly inspections on all swings and playground equipment.
- Repaired TV cable at the following Sites 146, 200, 131, 125, 150, 10, 203, 67, 223, 163, 152, and 236.
- Checked or repaired power at the following Sites 196, 301, 207, 25, 49, and , 20.
- Repaired or replaced bulbs in the following Site lights, 222, 135, 136, 295, 292, 236, 312, 168, 204, 162, 204, 181.
- Cleaned and maintained the water quality in both pools daily.
- Repaired golf cart stop wall twice, at golf cart parking in front of Clubhouse.
- Repaired light over front steps going into Activities Building.
- Trimmed limbs from Site 38 thur 48.
- Cut down trees behind Site 4.
- Sprayed for bees as requested by owners, removed 3 hornets nests from trees.
- Put down oil dry by Clubhouse and Site 208.
- Cut limbs at Site 237 and put down gravel.
- Replaced 120 volt GFI in RV box at Site 77.
- Installed new pipes on broken see-saw.
- Repaired deck railing on Site 251.
- Drilled hole in bucket signs at Upper Pool to prevent mosquitoes from breeding.
- Installed tetherball next to putt-putt course.

- Moved golf cart trailers back and forth to trailer storage as needed.
- Install small 4x6 wall around Site 199 to divert water.
- Secured RV box to post at Site 14.
- Replaced spigot at 317 and 51.
- Repaired water leak at 306.
- Cut down 5 trees in G-lot that could have damaged campers.
- Put down gravel at Sites 217, 26, 25, 76, and at the corner of Dogwood and Cardiac.
- Pulled out railroad ties, built small wall at Site 195 and put down gravel.
- Replaced frost-free faucet on Site 252.
- Adjusted gate at Upper Pool.
- Tightened handrail at Upper Pool.
- Replaced two bulbs at pole lights around Lower Pool.
- Replaced GFI at fish station.
- Replaced photo eye in Area 1 for site lights.
- Replaced sewer cap on Site 51 and 119.
- Replaced deck board on 135.
- Spread gravel on Site 215.
- Replaced picnic table on Site 132.
- Cleaned out storm drains at Bath House 1, Upper Pool, and at Site 4.
- Replaced site light globe at 178.
- Sprayed for weeds at Site 139 and Lower Pool.
- Wireless system that automatically turns Well #1 on and off was hit by lightning we sent it out to be repaired we are filling the tanks manually at this time.
- Cut limbs at Site 35, 207, and Bath House #1.
- Changed out 50 amp breaker Site 140.

### **Buildings:**

- Replaced missing shower handle in Bath House #5.
- Repaired broken rocker from Clubhouse porch.
- Replaced two 8ft bulbs in Bath House 2.
- Replaced both elements and thermostat on hot water tank in Clubhouse.
- Repaired leak behind shower wall Bath House #4 removed section of wall, replaced wall section, trimmed, and painted.
- Replaced two 8ft bulbs in Bath House #5 men's side.
- Repaired leak in Lower Pool storage room.
- Install two new receptacles in covered golf cart parking.
- Repaired 3 torn screens from clubhouse.
- Replaced faucet in Activities Building bathroom.
- Replaced leaking shower head pipe in Bath House 3.
- Changed out light bulbs in Laundry.

- Bath House 2 reset Gfi to get receptacles working.
- Changed out 8ft light fixture in Bath House #1.
- Changed out electrical switch in cabin 39.
- Replaced two photo eyes on Bath House #1.
- Replaced stopper in commode Bath House #1 lady's side.

**Rentals:**

- Re-attached side of sofa in Rental 8.
- Replaced bath room faucet in Rental 283.
- Replaced TV in Rental 150.
- Replaced commode seat in Rental 2.
- Repaired valance in Rental 2 and 3.
- Worked on frozen AC unit in Rental 66.
- Caulked around kitchen window in Rental 221.
- Repaired bed room door in Rental 65.
- Installed new radio/cd player in Rental 150.
- Installed slide out awnings on Rentals 13 and 283.
- Repaired outside light on Rental 221 was full of water.
- Purchased and installed two new chairs in Rental 231.
- Rebuilt commode in Rental 3, and installed 2 new plumbing vents to stop odor.
- Rental 167 installed new Luann panel to go behind TV old one was removed by renter.
- Replaced commode paper roll in Rental 64 and fixed bath room door.
- Repaired shower door in Rental 135.
- Replaced catch on cabinet door Rental 22.
- Replaced photo eye for Site lights 46-49.
- Repaired front door lockset in Rental 283.

**Activities:**

- Recovered all four holy boards with new carpet.

**Equipment Maintenance:**

- Had front brakes replaced and added a can of freon to F-350.
- Purchased and installed new blades on bush hog.
- Repaired jammed coin machine in Laundry.
- Case and Kubota tractors greased and fluids checked.
- Cleveland Golf Carts serviced all carts.

**Administration:**

- Maintained Equipment Preventive Maintenance Program.
- Took daily water samples and maintained paper work, as required by EPD.
- Cleaned shop and office and removed garbage weekly.
- Completed monthly maintenance report.
- Took aluminum cans to be recycled.
- Finished Haz-matt inventory and attached it to Unicoi Springs Hazard Communication written program.
- Had first safety meeting, topic was "The Hazard Communication Standard" training was given by our Zep representative.
- White County Health Department came out for their second inspection on pools, both pools past there inspection.
- Met with KAT tree service for prices on tree removal.