

Maintenance Managers Monthly Report, October 2012

October 16, 2012

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

To: Board Members

Non routine work completed by maintenance personnel from 9/18/2012 thru 10/16/2012.

Grounds:

- Repaired site lights 122,221,197,127,1234,173,229,,124,236,57,316,125,229,126.
- Repaired cable sites 67,68,197,64,120,211,270,68.
- Checked power sites 253,215,301,311,245 .
- Trimmed tree limbs and shrubs around park.
- Repaired security camera #1 in security bldg.
- Repaired front entrance lights.
- Cut grass and weed eat as needed.
- Repaired water leak site 253.
- Replaced dog bag dispenser in area 1.
- Had North Ga. Sewer pump out septic tank sludge.
- Cut dead pine at site 317.
- Put exit gate back on.
- Repaired water leak in road at 69.
- Replaced deck boards on sites 255,288,268.
- Sprayed weeds and poison ivy around park.
- Installed new lights w/motion detector at ramp of clubhouse.
- Started working on new steps at horseshoe area.
- Put new picnic tables sites 255,268.
- Repaired sump pump at lower pool.
- Put asphalt patch in holes around park.
- Bush hog back fields.
- Repaired loose handrails at clubhouse entrances.
- Tightened handrails on both stairways in clubhouse.
- Cut firewood and put out around park.
- Blew out gutters on clubhouse and laundry.
- Replaced 30 amp receptacle at site 301.

Buildings:

- Cleaned/replaced hvac filters.
- Installed new flooring in activity building restroom.
- Repaired steps outside clubhouse.
- Replaced 2 overhead logs at clubhouse porch.
- Replaced ballast on light in front office.
- Repaired toilet in ladies restroom clubhouse.
- Put vent covers back on at bathhouses and checked heaters.
- Lit and checked out heater in activity bldg.
- Replaced 8ft bulbs bathhouse 5.
- Put door handle back on bathhouse 2 ladies side.
- Checked emergency lights in clubhouse.
- Put new push button light in ladies restroom clubhouse
- Repaired toilet bathhouse 3 men's side.

Rentals:

- Replaced screen door latch in rental 58.
- Repaired shower floor in rental 150.
- Replaced cable outlet in rental 67.
- Checked ac for leaks in rental 64.
- Repaired sofa in rental 8.
- Repaired outside light on rental 221.
- Repaired threshold on doorway rental 150.
- Checked for water leak rental 167.
- Repaired water leak kitchen window rental 125.
- Repaired backwash hose rental 167.
- Repaired furnace in rental 65.
- Repaired handrail on handicap ramp rental 250.
- Checked power on rental 22.

Activities:

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- Brought chairs to clubhouse and set up for meeting.

Equipment Maintenance:

- Equipment greased and fluids by maintenance as needed.
- Service and needed repairs on golf carts completed by Cleveland Carts.
- Equipment washed and cleaned out by maint.

Administration:

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- Took annual water samples compliance.
- Moved 381 campers.
- Closed lower pool.