

Month:	October 2020		
Date	Task Description/Notes	Regular Hrs and Duties (M-F)	Additional Hrs (above 50hrs*/month)
10/1/20	Performed daily checks, checked lubrication of all pumps.	1.50	
10/2/20	Performed daily checks, checked lubrication of all pumps.	1.50	
10/5/20	Performed daily checks, checked lubrication of all pumps.	1.50	
10/6/20	Performed daily checks, checked lubrication of all pumps. Topped off oil at Library site. Added 33 gallons to Library site. Collected quarterly samples and delivered them th Basic Laboratory, Inc.	2.00	
10/7/20	Performed daily checks, checked lubrication of all pumps.	1.50	
10/8/20	Performed daily checks, checked lubrication of all pumps.	1.50	
10/9/20	Performed daily checks, checked lubrication of all pumps. Topped oil off at Library.	1.50	
10/12/20	Performed daily checks, checked lubrication of all pumps.	1.50	
10/13/20	Performed daily checks, checked lubrication of all pumps. Added 19 gallons to Library site.	1.50	
10/14/20	Performed daily checks, checked lubrication of all pumps.	1.50	
10/15/20	Performed daily checks, checked lubrication of all pumps.	1.50	
10/16/20	Performed daily checks, checked lubrication of all pumps.	1.50	
10/19/20	Performed daily checks, checked lubrication of all pumps. Added 25 gallons to Library site. Added 19 gallons to Holland site.	2.00	
10/20/20	Performed daily checks, checked lubrication of all pumps.	1.50	
10/21/20	Performed daily checks, checked lubrication of all pumps.	1.50	
10/22/20	Performed daily checks, checked lubrication of all pumps. Met with North State Electric and Pump to test the generator transfer switch by simulating a power outage. <u>Generator fuction: Normal.</u> <u>Transfer switch function: Normal.</u> <u>Time delay for Drive function: Normal.</u> Three phase power on generator had stable 480v on L1, L2, and L3. Drive functioning normal on back up power. Requested a bid from North State Electric and Pump and Durham Pump to install a generaor at Alley site.	1.50	1.00
10/23/20	Performed daily checks, checked lubrication of all pumps. Picked up FM-32 oil from Hunt & Son's.	1.50	0.50
10/26/20	Performed daily checks, checked lubrication of all pumps.	1.50	
10/27/20	Performed daily checks, checked lubrication of all pumps. Responeded to a leak at 9248 Goodspeed . Service line broke due to corrosion, contacted R&R Horn for repairs. Isolated leak after it was exposed. Replaced old 3/4" galv service line with 3/4" poly line. Tested new line for leaks and backfilled.	1.50	4.00
10/28/20	Performed daily checks, checked lubrication of all pumps. Added 34 gallons to Library site. Changed pump tube at Library site.	2.00	
10/29/20	Performed daily checks, checked lubrication of all pumps.	1.50	

Date	Task Description/Notes	Regular Hrs and Duties (M-F)	Additional Hrs (above 50hrs*/month)
10/30/20	Performed daily checks, checked lubrication of all pumps. Topped oil off at Library.	1.50	
Subtotal Regular Hours		34.50	
Date	METER READING (assumes meter reading approx. 10 hrs/month)*		
10/27/20	Meter Reading	5.00	
10/28/20	Meter Reading	5.00	
Subtotal Meter Reading		10.00	
TOTAL REGULAR HOURS		44.50	
Total Additional Hours (above 50hrs/month)			5.50
Signature:	<i>Michael Butler</i>		
Title:	Operation's Assistant		