

Maintenance Yearly Calendar

January: Take down Christmas decorations Down Town; clean storm drains when raining; gutter cleaning on all buildings; street sign replacement; spot spray weeds; tree maintenance; check creeks.

February: Pre emerge landscaped areas, spray weeds; ball field prep; aerate fields; fertilize turf areas; trail maintenance.

March: Hire temporary; staff start trimming schedule; continue weed control; turn on irrigation controllers, check irrigation throughout the City.

April: Mow sides of trail for Art and Wine Festival; set up for Art and Wine; trim Downtown area; continue irrigation checks and repair.

May: Weed abatement; fire breaks (Waraner Brothers Tree Service); put up American flags downtown before Memorial Day; continue irrigation checks and repair.

June: Continue weed spraying and trimming; prepare for concerts; take trash cans and barricades to The Grove Park. Continue irrigation checks and repair.

July/August: Striping roadways; replace road buttons; paint red curbs; replace street signs; set up for 4th of July Parade and also BBQ cook off; take down American flags after the 4th of July.

September: Creek cleaning; V-ditch cleaning; install "Drains to the Creek" plaques on concrete curbs above storm drains as needed; clean trash captures; pick up trash cans and barricades from The Grove, clean and store in the yard; annual corporation yard stormwater inspection; clean storm drains.

October: Set up for Oktoberfest. Purchase 5 yards of sand for Keller House and 5 yards of sand in the yard. Fill 200 sand bags and store in the yard.

November Fertilize turf; aerate turf; over seed turf; turn off irrigation (weather permitting); set up Christmas decorations downtown; decorate City Hall.

December: Equipment maintenance; yard and shop cleaning.

Everyday tasks: Blow City Hall stairs and entry way; clean up The Grove Park, trash and ground; Graffiti removal in The Grove and surrounding areas.

Weekly tasks: Remove trash from all trash receptacles downtown; all parks and trails twice per week. Mow all turf areas.

As Needed: Main line repair at Clayton Community Park and throughout the City.