



JACKSON PARISH POLICE JURY

Jackson Parish Courthouse
500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

Fax: (318) 259-5660

www.jacksonparishpolicejury.org

Notice Posted:

Wednesday, February 19, 2020, 12:00 PM

February 28, 2020 Operations Committee Meeting

MEMBERS

District 1

TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

District 2

LEWIS CHATHAM
1575 Mariah Road
Chatham, LA. 71226
(318) 235-0254

District 3

AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

District 4

JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

District 5

TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 480-9095

District 6

REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

District 7

LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

MEETING DATE:

Friday, February 28, 2020

MEETING TIME:

12:00 PM

PLACE OF MEETING:

**Jackson Parish Courthouse
500 E. Court Street, Room 301
Jonesboro, LA 71251**

AGENDA:

Call to Order

Invocation & Pledge of Allegiance

Public Comments

Agenda Items

1. Discuss & recommend action on operational duties
2. Discuss & recommend action on monthly report and work schedules
3. Discuss & recommend action on department materials and supplies
4. Discuss & recommend action on procedures for equipment maintenance
5. Discuss & recommend action on submitted complaints
6. Discuss & recommend action on the Maintenance Department fleet
7. Discuss & recommend action on operational changes for Jury Office Building and land

Adjourn

Committee: Ms. Amy Magee, **Chairman**

Mr. Lewis Chatham

Mr. Lynn Treadway

Gina M. Thomas, Secretary-Treasurer

Jackson Parish Police Jury

500 E. Court Street, Room 301, Jonesboro, LA. 71251

(318) 259-2361 extension 203

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Gina Thomas at (318) 259-2361, extension 203 describing the assistance that is necessary.

It is possible that a quorum of the Police Jury may be in attendance at the meeting, but no action of the Police Jury as a whole will be taken.

ADMINISTRATION & MAINTENANCE DEPARTMENTS

**Secretary-Treasurer
(Parish Administrator)**

Administrative Clerk

Administrative Clerk

Maintenance Supervisor

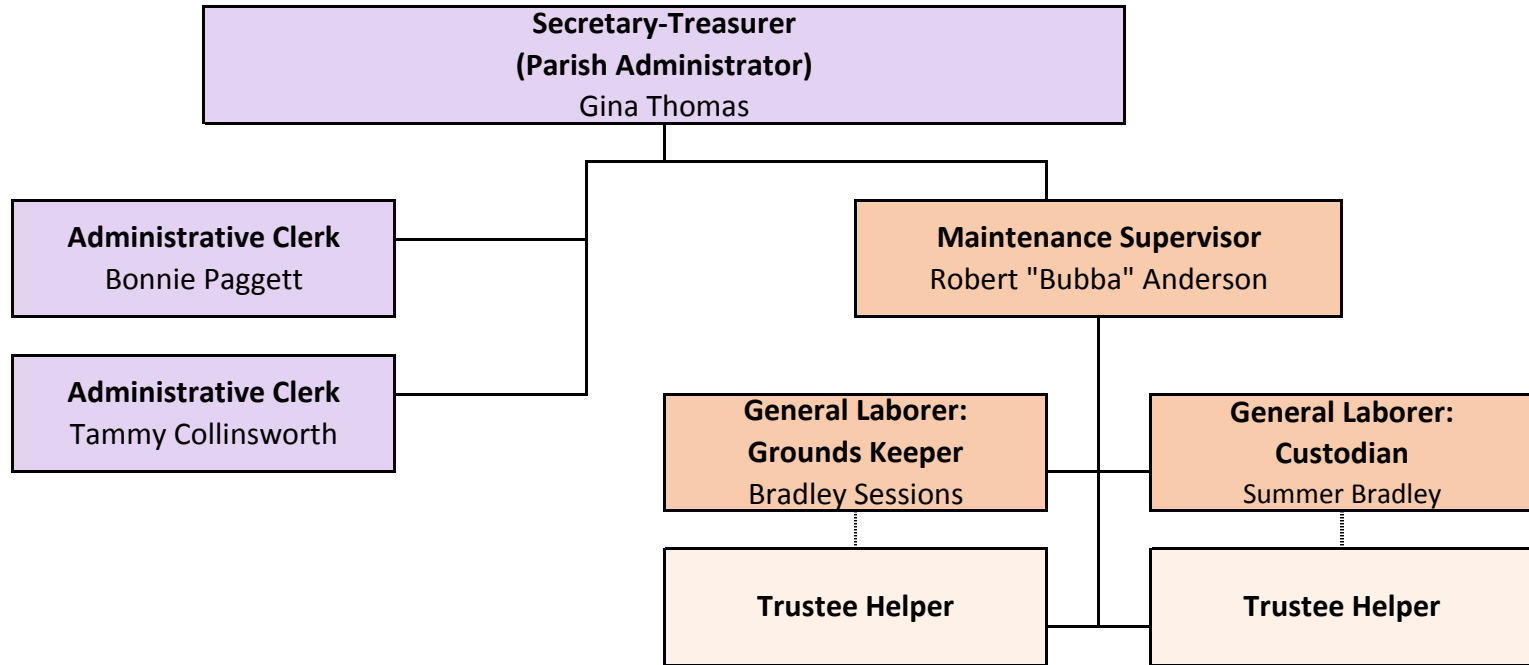
**General Laborer:
Grounds Keeper**

**General Laborer:
Custodian**

Trustee Helper

Trustee Helper

ADMINISTRATION & MAINTENANCE DEPARTMENTS





Jackson Parish Police Jury

Supervisor- Maintenance Department

Daily

- Approve staff time on Time Clock Plus
- Morning and Evening meeting with Maintenance staff
- Perform Maintenance checks on boilers, pumps, chiller generator, air handlers
- Review and maintain schedules for the upcoming day
- Inspect work areas
- Prepare work orders and establish labor and cost of repairs
- Inspect Courthouse grounds and annex buildings for repairs
- Maintain documentation and records
- Directs and works alongside maintenance department staff

Weekly

- Meeting with Secretary/Treasurer on Tuesdays
- Safety Meeting with maintenance staff on Wednesday
- Approve invoices
- Prepare work schedules for upcoming week
- Review and approve staff time on Time Clock Plus
- Order supplies
- Check with all Courthouse Department Heads for any issues/repairs needed
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Bi-Weekly

- Visual inspection on air handlers, chiller, generators, boilers and pumps

Monthly

- Emergency startup of generator on 1st scheduled work day of the month
- Document run time and hours
- Prepare report for Jury meeting

Quarterly

- Schedule, plan, and order supplies for fertilizing of lawns
- Servicing air compressors
- Changing air filters at Courthouse, Community Center, Health Unit, Jury Office Buildings (all annex buildings)



Jackson Parish Police Jury

- Grease pumps in the basement
- Schedule, plan and order supplies for refurbishing of floors at the Community Center and Health Unit

Semi-Annually

- Planning planting schedules and ordering seasonal flowers
- Cleaning Outside air compressor

Annual

- Routine Maintenance on the new K & N Boiler
- Rental of Boom lift for hanging of Christmas lights on Courthouse and scheduling on-site safety training
- Inspect Christmas cards and contact department heads for repairs
- Planning and scheduling stripping and waxing the Courthouse floors
- Planning and scheduling striping parking lots at Courthouse, Community Center, Health Unit and Jury Office Buildings
- Schedule and coordinating Rye grass and St. Augustine grass treatment
- Planning and preparing power washing all annex buildings

Other Duties

- Contact and coordinate with vendors
- Order and maintain inventory of Lawn and garden supplies
- Work and/or arrange staffing for Community Center Events
- Monitor and arrange for vehicle Maintenance
- Coordinate Maintenance scheduling with vendors
- Gather bids and quotes for upcoming projects
- Listen and resolve issues or complaints from staff, building occupants, and the public
- Acts as backup/fill in the event of absent personnel
- Handles routine personnel matters, recommends pink slips, disciplinary actions
- Attend classes/seminars that are related to the maintenance department
- Implementing operational schedules and policies in coordination with Secretary/Treasurer

Periodic Schedules:

Grounds Keeper

Weekly Schedule:

Grounds Keeper: Bradley Sessions

MONDAY

Mowing, weed-eating, and blowing: Courthouse, Veteran’s Park, Blake Building, Museum, & Fain Building

TUESDAY

Weed & general maintenance of all flower beds at Courthouse, Veteran’s Park, Blake, Fain, & Museum buildings

WEDNESDAY

Maintenance on mowers & trucks

THURSDAY

Mowing, weed-eating, and blowing: Cooper Street, Community Center, & Jury Office Building

Mow land at Jury Office Building on alternating weeks

Weed & general maintenance of all flower beds at Cooper Street, Community Center, & Jury Office Building

FRIDAY

Mowing, weed-eating, and blowing: Courthouse, Veteran’s Park (if needed)

Maintenance of flower beds at Courthouse, Veteran’s Park, etc.

Monthly Schedule:

Grounds Keeper: Bradley Sessions

Grease and oil all air units

Replace filters where needed

Replace ceiling tiles where needed

Semi-Annual Schedule:

Grounds Keeper: Bradley Sessions

Annual Schedule:

Grounds Keeper: Bradley Sessions

JANUARY

Remove Christmas lights (check bulbs and inventory as they are stored, prepare order for next year)

Strip and wax Community Center

Strip and wax Health Unit

Assist Custodian to shampoo carpets: Tax Assessor, Clerk of Court, Community Center, etc.

FEBRUARY

Edging and cleaning out drainage around buildings/lots

*** Special projects for outdoors

MARCH

Power-wash Courthouse

Mulch flower beds & replace/plant shrubbery where needed

APRIL

Floor treatment on Community Center, Health Unit, & Courthouse

Weed & feed on all grass areas

Prep and plant spring flowers (after Easter, pending weather)

Service and clean all A/C units

Trimming & shaping all shrubbery → continue through summer months

MAY

Begin mowing & watering schedule and general lawn treatments → continue through summer months

JUNE

Inventory & prepare order for Christmas lights (should have a good start on this from January)

~ Let Courthouse departments know if they need to repair/replace Christmas cards

*** Special projects for indoors

Annual Schedule:

Grounds Keeper: Bradley Sessions

JULY

Floor treatment on Community Center, Health Unit, & Courthouse

AUGUST

Fertilizing all grass areas

SEPTEMBER

Rye grass treatment

Fertilizing all grass areas

Begin reducing mowing and watering schedule

Start hanging Christmas lights → rental of lift if needed

OCTOBER

Floor treatment on Community Center, Health Unit, & Courthouse

Prepare and plant fall/winter flowers

Continue hanging Christmas lights

NOVEMBER

Finish hanging Christmas lights & set up Christmas cards

DECEMBER

Strip and wax Courthouse offices (as available)

Periodic Schedules:

Custodian

Daily Schedule:

Custodian: Summer Bradley

DAILY

Sweep 1st floor lobby and halls

Vacuum/clean all rugs

Clean all public restrooms:

Wet mop and disinfect all floors

Wash and sterilize all washbowls, toilet seats, toilet bowls, urinals, including pipes and trim

Spot clean partitions and tile

Clean mirrors and sanitize all exposed dispensers and containers

Restock all towels, toilet tissue, and soap dispensers

Clean glass/mirrors in public areas including entrance doors (interior & exterior)

Clean and disinfect drinking fountains

Wash towels/rags

Restock towels, soap dispensers, and other cleaning supplies in common/break areas (as needed)

Clean scheduled area (see weekly schedule)

(evening) Sweep and dry mop stairs, landings, and lobby area

(evening) Take out trash on all floors

Routine Items:

Custodian: Summer Bradley

To be done at all times, as needed

Clean Community Center bathrooms and kitchen after all events

Empty ashtrays at exterior of buildings

Stock and inventory all supplies in restrooms, closets, etc.

Spot clean trash cans/receptacles as needed

Spot clean furniture, fixtures, walls, partitions, doors, etc.

Check areas of the Courthouse and other buildings to remove litter

Clean and maintain cleaning materials & equipment: carts, closets, floor scrubbers/buffers

Preparing orders/requests to Supervisor for supplies & equipment

Preparing Work Orders for Supervisor as needed

Preparing proposals for special projects, equipment/supply needs (outside of regular) for Supervisor

Weekly Schedule:

Custodian: Summer Bradley

MONDAY

All "Daily Routine" items (public restrooms, sweeping, disinfecting, glass/mirrors, etc.)

Clean Registrar's office: dusting, wiping, glass/mirrors, private bathrooms, vacuum/mop, etc.

Clean Tax Assessor's office: dusting, wiping, glass/mirrors, private bathrooms, vacuum/mop, etc.

Take out trash on all floors

Sweep stairs, landings, lobby area

TUESDAY

All "Daily Routine" items (public restrooms, sweeping, disinfecting, glass/mirrors, etc.)

Clean Judge's office: dusting, wiping, glass/mirrors, private bathrooms, vacuum/mop, etc.

Clean Courtroom: dusting, wiping, glass/mirrors, private bathrooms, vacuum/mop, etc.

Clean D.A.'s office: dusting, wiping, glass/mirrors, private bathrooms, vacuum/mop, etc.

Take out trash on all floors

Sweep stairs, landings, lobby area

WEDNESDAY

All "Daily Routine" items (public restrooms, sweeping, disinfecting, glass/mirrors, etc.)

Clean Clerk of Court office: dusting, wiping, glass/mirrors, private bathrooms, vacuum/mop, etc.

Clean all out-buildings: dusting, wiping, glass/mirrors, private bathrooms, vacuum/mop, etc.

~ Blake Building, Fain Building, Community Center, LSU Ag (4H) offices, Cooper Street

Take out trash on all floors

Sweep stairs, landings, lobby area

THURSDAY

All "Daily Routine" items (public restrooms, sweeping, disinfecting, glass/mirrors, etc.)

Clean Police Jury office: dusting, wiping, glass/mirrors, private bathrooms, vacuum/mop, etc.

Clean Sales Tax office: dusting, wiping, glass/mirrors, private bathrooms, vacuum/mop, etc.

Take out trash on all floors

Sweep stairs, landings, lobby area

FRIDAY

All "Daily Routine" items (public restrooms, sweeping, disinfecting, glass/mirrors, etc.)

Buff all floors (lobby after lunch)

Sanitize and clean elevator (clean lighting fixture if needed)

Take out trash on all floors

Sweep stairs, landings, lobby area

Monthly Schedule:

Custodian: Summer Bradley

Dust window blinds

High and low surface dust

Dust and polish stairwell railing

Semi-Annual Schedule:

Custodian: Summer Bradley

Clean windows, sills, and ledges (interior & exterior where possible)

Shampoo carpets in all areas: Tax Assessor, Clerk of Court, Community Center, Jury Office Building, etc.

Annual Schedule:

Custodian: Summer Bradley

Wash walls in all buildings
