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| WORK ASSIGNMENT FORM |
| NAME: | **DATE**: |
| JOB:SYSTEM MAINTENANCE | **TEAM LEADER**:**YES** [ ]  **NO** [ ]  |
|  |
| TASK:DAILY [x]  WEEKLY [ ]  | **SHIFT**:**A.M.** [ ]  **P.M.** [ ]  |
| PURPOSE |
| Maintaining the system is important. Monitoring of system to insure it is running properly will keep both the plants and the fish safe and healthy |
| ESSENTIAL DUTIES |
| * Check to make sure the electricity is on and that everything is SAFE
* Check to make sure the pumps are running in tanks 1-8 and that the up pipe is not clogged
* Check the weather
* Check the air temperature
* Check the plant conditions in tanks 1-8
 |
| GENERAL DESCRIPTION |  |
| * + Make note of this on the maintenance log sheet of your maintenance log book
	+ If any of the pumps in any of the tanks are trickling instead of having a steady stream unplug the pump remove the up pipe and clean it.
	+ Check the pump by removing the green filter pad to make sure the pump is not clogged with fish waste, if it is spray to pump with a hose to remove fish waste. Place green filter pad back on pump over the slits
	+ Reattached the up pipe
	+ Plug in the pump
	+ Record what the weather is like on the maintenance log sheet in your maintenance log book
	+ Have your partner double check the air temperature with you to confirm and give the most accurate reading; record the air temperature on the maintenance log sheet in your maintenance log book
	+ Make note of how the plants look, if they are under water, number of leaves, and any other observations about the plants and record this information on the maintenance log sheet in your maintenance log book.
 |
| SPECIAL ATTENTION/ADDITIONAL SCOPE OF WORK |
| REMEMEBER TO CLOCK IN AND CLOCK OUT |

***I have reviewed this WORK ASSIGNMENT and agree to the work*** [ ]

***I don’t agree to the work as follows*** [ ]

**1.**

**2.**

**3.**

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**Team Leader Signature Date Employee Signature Date**