

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
2/21/2019	Municipal Bldg.	Cleaned, supplied and removed trash and recycling.	CG
2/21/2019	Public Works	Cleaned, supplied and removed trash and recycling.	CG
2/21/2019	Senior Center	Continued with project.	JJ/KW
2/21/2019	Public Works	Washed trucks and plows; removed plows.	JJ/KW/JE/JR/MM/ DW/EB/CP/SA
2/21/2019	Senior Center	Repaired cameras. Built and put in outlet. Installed hand dryer.	JR/JE
2/21/2019	Municipal Bldg.	Picked up motor.	MM
2/21/2019	Municipal Bldg. Public Works, Library	Cleaned, supplied and removed trash and recycling.	DW
2/21/2019	Buildings	Checked HVAC.	MM/DW
2/21/2019	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM/DW
2/21/2019	Senior Center	Worked on foyer area by back stairwell	MM/DW
2/21/2019	Municipal Bldg.	Night Shift - Cleaned out basement, swept floors, wiped down window sills. Wiped down courtroom. Vacuumed carpets.	EB
2/21/2019	Nesbit Center	Continued stripping and waxing floors.	EB/CP
2/22/2019	100B West Lakeshore Drive	Delivered recycling tote.	DG
2/22/2019	612 Weymouth Road	Replaced recycling tote lid.	DG
2/22/2019	Sports Complex	Continued painting/cleaning project.	HW/JE
2/22/2019	Sports Complex	Opened doors by 7:30 AM. Clean and supplied baths, removed trash, picked up litter in the playground and parking lot.	JS/CG
2/22/2019	Municipal Bldg.	Cleaned, supplied baths, cleaned and mopped room 10, removed trash and recycling.	JS/CG
2/22/2019	Police	Cleaned, supplied baths and holding cells, removed trash.	JS/CG
2/22/2019	Dominique Johnson Bldg.	Cleaned, supplied baths, removed trash.	JS/CG
2/22/2019	BMIA Bldg.	Cleaned, supplied baths, removed trash. Picked up litter in parking lot.	JS/CG
2/22/2019	Public Works Office	Cleaned, supplied baths, swept and mopped floors, removed trash and recycling. Manned phones to cover lunch.	JS
2/22/2019	Public Works Garage	Cleaned, supplied baths, removed trash. Dropped off recycling.	JS/CG
2/22/2019	Library	Cleaned, supplied baths, removed trash and recycling.	JS/CG
2/22/2019	Senior Center	Dropped off supplies.	JS/CG
2/22/2019	519 Berkley Drive	Delivered recycling tote.	DG
2/22/2019	100B West Lakeshore Drive	Delivered recycling tote.	DG
2/22/2019	612 Weymouth Road	Replaced recycling tote lid.	DG

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2/22/2019	Public Works	Continued organizing tools and cleaning. Finished building shelves for sign conex.	DG/JM
2/22/2019	Buildings	Checked HVAC.	MM
2/22/2019	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM
2/22/2019	Senior Center	Worked on the floor in the foyer area.	MM
2/22/2019	Municipal Bldg.	Moved boxes from storage to room 10.	MM
2/22/2019	Senior Center	Continued bathroom project.	JJ/KW
2/25/2019	Library	Opened door for tax program.	JS
2/25/2019	Sports Complex	Opened doors by 7:30 AM. Checked baths and trash.	JS
2/25/2019	Municipal Bldg.	Cleaned, supplied baths, removed trash.	JS
2/25/2019	Police	Cleaned, supplied baths and holding cells. Cleaned up blood in a police car.	JS
2/25/2019	BMIA Bldg.	Cleaned, baths, mopped kitchen and front entrance. Removed trash.	JS
2/25/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling. Manned phones at lunch.	JS
2/25/2019	Public Works Garage	Cleaned, supplied baths, removed trash. Dropped off recycling.	JS
2/25/2019	Library	Cleaned, supplied baths, removed trash and recycling.	JS
2/25/2019	Home Depot	Picked up grab bars, grout, 36 sheets of 1/2 duroc and heater cover.	KW
2/25/2019	Senior Center	Installed heater covers and worked on the foyer floor.	KW
2/25/2019	Buildings, Parks and Bus Stops	Emptied trash/recycling cans at American Legion Ballfield, Rottau Park, Lake Pemberton, Nesbit Park, West End Park, Presidential Lakes Park by Firehouse and Presidential Lakes Beach Building, Country Lakes Park on Tensaw Drive, Jean Ammerman Park, Pole Bridge Park, Mirror Lake Park/Basketball Court, Imagination Kingdom, Bayberry Park and Reflections Park. Mirror Lake - around North Lakeshore Drive and South Lakeshore Drive. Bus stops - two on Trenton Road, two in Country Lakes and two on Pemberton Browns Mills Road.	AN
2/25/2019	Lowes	Picked up paint for upstairs floor.	DG
2/25/2019	Public Works	Swept floor, painted upstairs floor and stairs. Put 15 sheets of sheet rock in old break room. Picked up form insulations for pipes and sheet rock screws at O'Brien and Sons. Put foam insulation around pipes upstairs.	DG/EB
2/25/2019	Senior Center	Assisted at senior center.	JE
2/26/2019	Senior Center	Continued work at the senior center.	JJ/KW
2/26/2019	Public Works	Covered gate. Put away barricade and bench that was by old break room. Picked up trash in yard. Helped with three pieces of sheet rock for ceiling.	DG
2/26/2019	Lowes	Picked up paint and railing.	EB
2/26/2019	Public Works	Installed railing. Repaired roof on barn. Wind blew roofing material off	EB

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2/26/2019	Nesbit Center	Checked to see if floors were waxed.	EB
2/26/2019	Public Works	Installed light and sheet rock.	JE/AN/JR/HW
2/26/2019	Library	Opened before 8:00 AM for tax program.	MM
2/26/2019	Sports Complex	Picked up letters from recreation and put up on the marquee.	MM/DW
2/26/2019	Buildings	Checked HVAC.	MM/DW
2/26/2019	Municipal Bldg.	Adjusted door outside of detective's office.	MM/DW
2/26/2019	Sports Complex	Removed broken door.	MM/DW
2/26/2019	Municipal Bldg.	Repaired door in courtroom.	MMDW
2/26/2019	Dominique Johnson Bldg.	Repaired emergency light.	JE/JR
2/26/2019	Senior Center	Finished electric in ladies room.	JE/JR
2/26/2019	Public Wor4ks	Hooked up air compressor. Put in switch and light in closet.	JE/JR
2/26/2019	Sports Complex	Checked sports complex doors.	JS
2/26/2019	Municipal	Cleaned, supplied baths and administration, removed trash and recycling. Cleared leaves out of lobby.	JS
2/26/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS
2/27/2019	Public Works	Wiped down railing.	EB/JM
2/27/2019	Nesbit Center	Put four coats of wax down.	EB/JM
2/27/2019	Lester Street	Checked for chairs and delivered to Dominique Johnson Bldg.	EB/JM
2/27/2019	Nesbit Center	Picked up trash in the ditches.	EB/JM
2/27/2019	Public Works	Sorted and organized nuts, bolts, hardware on shelves. Hung 10 brackets in conex. Hung two 10 ft. PT 2x4 on conex wall to hold more brackets. Blew off the concrete and 25 feet of blacktop in front of garage.	DG
2/27/2019	Sports Complex	Checked doors before 7:30 AM. Put away supplies. Cleaned, supplied baths.	JS
2/27/2019	Municipal Bldg.	Cleaned, supplied baths, removed trash and recycling.	JS
2/27/2019	Police	Cleaned, supplied baths and holding cells, swept and mopped hallways. Cleaned downstairs and locker room baths.	JS
2/27/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS
2/27/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	JS
2/27/2019	Library	Cleaned, supplied baths, cleared leaves from side entrance, removed trash and recycling.	JS
2/27/2019	Country Lakes Recreation	Cleaned, supplied baths, removed trash and recycling.	JS
2/27/2019	Buildings	Checked HVAC.	MM/DW

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2/27/2019	Nesbit Center	Checked for leaking pipe per Bcap	MM/DW
2/27/2019	Nesbit Concession	Fixed doors. Fixed heat. Cleaned up trash. Turned off fountains. Boarded up windows.	MM/DW
2/27/2019	Johnstone Supply	Picked up motor.	MM
2/27/2019	Public Works	Spackled and taped ceiling in records storage room. Started second coat	AN/HW
2/27/2019	Sports Complex	Continued project.	AN/HW
2/27/2019	Senior Center	Continued project.	JJ/KW