

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
7/18/2019	Little Red Schoolhouse	Started removing weeds from the flower beds and installing black mulch.	CP/DW
7/18/2019	Public Works	Gathered recycling totes for delivery the next day.	CP/DW
7/18/2019	BMIA	Cleaned and supplied baths. Removed trash.	KM
7/18/2019	Municipal Bldg.	Cleaned and supplied baths. Swept floors, spot mopped, cleaned cashier, court and records windows. Vacuumed finance, tax assessor and tax collector offices. Removed trash. Mopped up rain water.	KM
7/18/2019	Library	Cleaned and supplied baths and café. Vacuumed summer reading room. Cleaned table lobby, vestibule and children's area. Removed trash.	KM
7/18/2019	Police	Cleaned and supplied baths. Swept halls and squad room. Removed trash.	KM
7/18/2019	Public Works	Cleaned and supplied baths. Removed trash and recycling. Locked gates.	KM
7/18/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
7/18/2019	Entire Township	Put up National Night Out banners.	JJ
7/18/2019	Presidential Lakes Firehouse	Assisted with painting.	JJ
7/18/2019	Presidential Lakes Firehouse	Continued painting the firehouse.	MM/CP
7/18/2019	Library	Fixed air conditioning.	MM/CP
7/18/2019	Nesbit Center	Worked on air conditioning.	MM/CP
7/18/2019	Municipal Bldg.	Continued weed whacking the parking lot and gas pumps. Weed whacked around building and entrance. Cut some of the municipal field. Trimmed trees in front of building and field.	JM
7/18/2019	Public Works	Moved records boxes.	JM
7/18/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in the parking lot and playground.	JS/CG
7/18/2019	Municipal Bldg.	Cleaned and supplied baths and administration. Shampooed spot in clerk's office. Removed trash and recycling.	JS/CG
7/18/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS/CG
7/18/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling.	JS/CG
7/18/2019	Public Works Garage	Cleaned and supplied bath. Picked up trash bags. Removed trash. Dropped off recycling. Dropped off supplies to the water division.	JS/CG
7/18/2019	O'Brien and Sons	Picked up supplies and had keys made.	JS/CG
7/18/2019	Library	Cleaned and supplied baths. Removed trash and recycling.	JS/CG
7/18/2019	Country Lakes Recreation	Cleaned and supplied baths. Removed trash and recycling.	JS/CG
7/18/2019	Nesbit Center	Dropped off key for bathroom toilet paper holder.	JS/CG
7/18/2019	Presidential Lakes Firehouse	Continued installing forms.	HW/KW

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7/19/2019	Municipal Bldg.	Cleaned and supplied restrooms, emptied trash and recycling, swept and mopped court office. Cleaned and mopped Room 10. Picked up trash in parking lot. Vacuumed Fire Dept, Finance and Tax Assessor's offices.	JS/CG
7/19/2019	Police Dept	Cleaned and supplied restrooms and holding cells and emptied trash	JS/CG
7/19/2019	Sports Complex	Cleaned and supplied bathrooms, emptied trash and picked up trash in playground and parking lot	JS/CG
7/19/2019	DPW Offices	Cleaned and supplied restrooms, emptied trash and recycling	JS/CG
7/19/2019	DPW Garage	Cleaned and supplied restroom and emptied trash	JS/CG
7/19/2019	DPW Yard	Dropped off recycling	JS/CG
7/19/2019	Library	Cleaned and supplied restrooms, emptied trash and recycling, cleaned kids area and picked up trash in the parking lot	JS/CG
7/19/2019	Country Lakes Recreation	Cleaned and supplied restrooms and emptied trash and recycling	JS/CG
7/19/2019	Presidential Lakes Firehouse	Continued installing forms.	CP
7/19/2019	10 North Road	Delivered recycling tote	DW
7/19/2019	223 Princeton Avenue	Delivered two 48 gallon recycling totes and picked up two 96 gallon recycling totes	DW
7/19/2019	405 Magnolia Road	Replaced recycling tote	DW
7/19/2019	203 Hargrove Avenue	Delivered recycling tote	DW
7/19/2019	127 Apple Avenue	Replaced recycling tote	DW
7/19/2019	126 Carlisle Street	Replaced recycling tote	DW
7/19/2019	14 Trainor Place	Delivered recycling tote	DW
7/19/2019	18 Jarvis Way	Delivered recycling tote	DW
7/19/2019	450 Salvia Street	Delivered recycling tote	DW
7/19/2019	642 Forest Avenue	Delivered recycling tote	DW
7/19/2019	1110 East Lakeshore Drive	Delivered recycling tote	DW
7/19/2019	319 Cayuga Trail	Repaired lid to recycling tote	DW
7/19/2019	19 Cherokee Drive	Delivered recycling tote	DW
7/19/2019	315 Serrano Trail	Repaired lid to recycling tote	DW
7/19/2019	205 Colorado Trail	Repaired lid to recycling tote	DW
7/19/2019	315 Colorado Trail	Delivered recycling tote	DW
7/19/2019	206 Florida Trail	Delivered second recycling tote and repaired lid on first recycling tote	DW
7/19/2019	417 Kentucky Trail	Delivered recycling tote	DW
7/19/2019	10 Michigan Trail	Repaired lid to recycling tote	DW

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7/19/2019	Stevenson's Supply	Picked up drain supplies for Presidential Lakes Firehouse sidewalk	DW
7/19/2019	Presidential Lakes Firehouse	Continued painting the interior	MM/AN
7/19/2019	Nesbit Center	Checked AC	MM
7/19/2019	Library	Checked AC	MM
7/19/2019	Senior Center	Checked AC	MM
7/19/2019	Community Development Dept	Repaired leak in ceiling and repaired desk drawer	KW
7/19/2019	Presidential Lakes Firehouse	Continued installing forms.	KW
7/19/2019	Presidential Lakes Firehouse	Continued working on electrical items. Installed conduit for future marquee	JE
7/19/2019	BMIA Building	Cleaned and supplied restrooms and swept floor	KM
7/19/2019	Municipal Bldg.	Cleaned and supplied restrooms, swept floors, spot mopped, locked Room 10 and emptied trash	KM
7/19/2019	Police Dept	Cleaned and supplied restrooms and cells, swept holding area and removed trash	KM
7/19/2019	Public Works	Cleaned and supplied restrooms, emptied trash, cleaned floors, swept and hosed off runners and locked gates	KM
7/19/2019	Fleet Garage	Cleaned and supplied restroom	KM
7/19/2019	Nesbit Center	Opened building for the Police	KM
7/22/2019	Presidential Lakes Firehouse	Continued working on forms.	HW/KW
7/22/2019	DPW Yard	Unloaded barricades off Truck #6 and stored	DW/AN
7/22/2019	Township bldgs, parks, bus stops and around the lake.	Emptied all trash cans and picked up trash from the ground	DW/AN
7/22/2019	Library	Checked HVAC	MM
7/22/2019	Nesbit Center	Checked HVAC	MM
7/22/2019	Presidential Lakes Firehouse	Continued painting the interior	MM/CP
7/22/2019	Presidential Lakes Firehouse	Transported wire and trough, installed conduit between the rec door and firehouse door, installed 2 pull boxes and installed wiring for sump pump	JR/JE
7/22/2019	Sports Complex	Cleaned and supplied restrooms, emptied trash and opened doors before 7:30	JS
7/22/2019	Municipal Bldg.	Cleaned and supplied restrooms, emptied trash, vacuumed Zoning, Detectives and lobby mats	JS
7/22/2019	Police Dept	Cleaned and supplied restrooms and holding cells and emptied trash	JS
7/22/2019	DPW Offices	Cleaned and supplied restrooms and emptied trash and recycling	JS
7/22/2019	DPW Garage	Cleaned and supplied restrooms and emptied trash	JS
7/22/2019	Library	Cleaned and supplied restrooms, emptied trash (interior and exterior) and recycling	JS
7/22/2019	Country Lakes Recreation	Cleaned and supplied restrooms, emptied trash and recycling and mopped restrooms	JS

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7/22/2019	DPW Yard	Dropped off recycling	JS
7/22/2019	BMIA Building	Cleaned and supplied restrooms, emptied kitchen fridge, emptied trash and swept and mopped	KM
7/22/2019	Municipal Bldg.	Cleaned and supplied restrooms, swept floors, spot mopped and emptied trash	KM
7/22/2019	Library	Cleaned and supplied restrooms	KM
7/22/2019	Police Dept	Cleaned and supplied restrooms, swept halls, interview roms and holding cells and emptied trash	KM
7/22/2019	DPW Offices	Cleaned and supplied restrooms, locked gates	KM
7/22/2019	Municipal Complex	Weeded parking lot flower beds and cleared curbside of weeds and sand	KM
7/22/2019	Municipal Bldg.	Checked bldg and basement from storms	MM
7/22/2019	Library	Checked HVAC	MM
7/22/2019	Nesbit Center	Checked HVAC and installed a cover for the thermostate on main side of building	MM
7/22/2019	Presidential Lakes Firehouse	Continued painting and sanding the interior	MM/CP
7/23/2019	Municipal Bldg.	Cleaned and supplied restrooms, swept floors, mopped halls and court lobby and removed trash	KM
7/23/2019	Police Dept	Cleaned and supplied restrooms, swept halls and squad rom, emptied trash	KM
7/23/2019	DPW Offices	Cleaned and supplied restrooms, emptied trash and locked gates	KM
7/23/2019	Sports Complex	Cleaned and supplied restrooms and emptied trash	KM
7/23/2019	Country Lakes Recreation	Swept and mopped floors	KM
7/23/2019	Municipal Bldg.	Cleaned and supplied restrooms and replaced 4 bulbs	AN
7/23/2019	Sports Complex	Cleaned and supplied restrooms and swept floor	AN
7/23/2019	Library	Cleaned and supplied restrooms	AN
7/23/2019	Country Lakes Recreation	Cleaned and supplied restrooms	AN
7/23/2019	Presidential Lakes Firehouse	Picked up materials for scheduled concrete work. Installed drains for sidewalks. Loaded a brine tank with water and secured it in a truck for concrete work.	KW/DW
7/23/2019	Presidential Lakes Firehouse	Worked on ditch and wires	JR/JE
7/23/2019	Presidential Lakes Firehouse	Continued painting the interior	HW/CP
7/24/2019	Presidential Lakes Firehouse	Installed concrete for sidewalk.	JR/JE/CP/KW/HW/DW
7/24/2019	Sports Complex	Cleaned and supplied restrooms, emptied trash, picked up trash from parking lot and playground areas, and unlocked doors before 7:30	JS
7/24/2019	Municipal Bldg.	Cleaned and supplied restrooms, emptied trash and recycling	JS
7/24/2019	Police Dept	Cleaned and supplied restrooms and holding cells, emptied trash, vacuumed offices, cleaned downstairs and cleaned and supplied locker room bathrooms	JS

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7/24/2019	DPW Offices	Cleaned and supplied restrooms, emptied trash and recycling	JS
7/24/2019	DPW Garage	Cleaned and supplied restrooms and emptied trash	JS
7/24/2019	DPW Yard	Dropped off recycling	JS
7/24/2019	Senior Center	Dropped off supplies	JS
7/24/2019	Library	Cleaned and supplied restrooms, emptied trash and recycling and picked up trash in parking lot	JS
7/24/2019	DPW Yard	Dropped off recycling	JS
7/24/2019	Presidential Lakes Firehouse	Continued painting	MM/AN
7/24/2019	Buildings	Escorted exterminator for monthly maintenance	MM