

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
1/24/2019	Buildings	Check HVAC.	MM
1/24/2019	Municipal Bldg.	Worked on heater water leak.	MM
1/24/2019	BMIA	Continued painting, stripping and waxing floors.	JJ/JM/CP/HW
1/24/2019	Country Lakes Recreation	Checked roof leak.	KW/DW
1/24/2019	Public Works Office	Checked front entrance door for rain coming in.	KW/DW
1/24/2019	BMIA	Assisted with painting, stripping and waxing floors.	KW/DW
1/24/2019	Sports Complex	Checked doors before 7:30 AM. Checked bathrooms and trash.	JS/CG
1/24/2019	Municipal Bldg.	Cleaned, supplied baths, administration and room 9. Swept the courtroom. Removed trash and recycling.	JS/CG
1/24/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS/CG
1/24/2019	Dominique Johnson Bldg.	Checked bathrooms and trash.	JS/CG
1/24/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS/CG
1/24/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	JS/CG
1/24/2019	Library	Cleaned, supplied baths, removed trash and recycling inside and outside.	JS/CG
1/24/2019	Country Lakes Recreation	Cleaned, supplied baths, removed trash and recycling.	JS/CG
1/24/2019	Home Depot	Picked up supplies.	JR/JE
1/24/2019	Senior Center	Worked on electrical. Lights/ceiling fans	JR/JE
1/25/2019	BMIA	Finished painting, stripping and waxing floors.	JJ/JM/HW/DW
1/25/2019	Buildings	Checked HVAC.	MM
1/25/2019	Municipal Bldg.	Checked finance for packages and delivered to the appropriate offices.	MM
1/25/2019	Water Shop	Repaired heater.	MM
1/25/2019	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
1/25/2019	146 Newton Street	Delivered recycling tote.	DG
1/25/2019	58 Larkspur Street	Delivered recycling tote.	DG
1/25/2019	801 Pemberton Browns Mills Rd.	Delivered recycling tote.	DG

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1/25/2019	Dominique Johnson Bldg.	Checked building for smell. Found two mop heads that smelled in the closet. Threw them away.	DG
1/25/2019	BMIA	Assisted with painting, stripping and waxing floors.	DG
1/25/2019	Senior Center	Delivered supplies. Worked on cameras.	JR/JE
1/25/2019	Municipal Bldg.	Moved computers, etc. from the construction office to the auction trailer.	JR/JE
1/25/2019	Public Works	Moved thermostat.	JR/JE
1/25/2019	Sports Complex	Checked doors before 7:30 AM. Checked bathrooms and trash.	JS/CG
1/25/2019	Municipal Bldg.	Cleaned, supplied baths, room 10, removed trash and recycling.	JS/CG
1/25/2019	Police	Cleaned, supplied baths and holding cells, swept and mopped hallways.	JS/CG
1/25/2019	BMIA	Dropped off supplies.	JS/CG
1/25/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS/CG
1/25/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	JS/CG
1/25/2019	Library	Cleaned, supplied baths, swept and mopped front area. Cleared leaves from both entrances inside and outside. Removed trash and recycling.	JS/CG
1/25/2019	Country Lakes Recreation	Cleaned, supplied baths, swept and mopped big room, removed trash and recycling.	JS/CG
1/25/2019	Public Works File Room	Finished roof, fixed second leak on roof. Sheet rocked.	EB/CP
1/28/2019	Municipal Bldg.	Picked up and installed heater motor in the court area.	MM
1/28/2019	Municipal Bldg.	Continued working on the heater.	MM
1/28/2019	Buildings	Checked HVAC.	MM
1/28/2019	Train Station	Troubleshoot phone trouble on alarm.	MM
1/28/2019	Mirror Lake Concession	Continued with repairs, painting. Moved table and fence post from recreation side to public works side.	JJ/DW
1/28/2019	Country Lakes Recreation	Started painting the big room.	HW/DG
1/28/2019	Public Works	Continued spackling, sanding and painting.	EB/KW
1/28/2019	Country Lakes Recreation	Repaired roof. Fixed leak.	EB/KW
1/28/2019	Municipal Bldg.	Checked for leaks.	EB/KW

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1/28/2019	Sports Complex	Opened doors before 7:30 AM, cleaned, supplied baths, removed trash. Checked playground and parking lot.	JS
1/28/2019	Municipal Bldg.	Cleaned, supplied baths, cleaned up leaves by employee entrance. Removed trash and recycling.	JS
1/28/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS
1/28/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS
1/28/2019	Public Works Garage	Cleaned, supplied bath, picked up supplies, removed trash. Dropped off recycling.	JS
1/28/2019	Library	Cleaned, supplied baths, removed trash and recycling.	JS
1/28/2019	Country Lakes Recreation	Cleaned, supplied baths, removed trash and recycling.	JS
1/28/2019	Senior Center	Dropped off supplies.	JS
1/28/2019	Country Lakes Recreation	Assisted with painting.	AN/JR
1/28/2019	Nesbit Center	Went to start painting in the meeting room; a meeting was in progress.	AN/JR
1/29/2019	Public Works	Put plows on small trucks and fueled up.	JJ/DW
1/29/2019	Mirror Lake Concession	Finish the wall.	JJ/DW
1/29/2019	BMIA	Repaired hardware on door jamb	JJ/DW
1/29/2019	Nesbit Center	Started painting the big room.	JJ/DW
1/29/2019	Senior Center	Helped unload tile.	JJ/DW/SA
1/29/2019	Public Works	Put plows on small trucks and fueled up.	MM
1/29/2019	Municipal Bldg.	Continued working on the heater.	MM
1/29/2019	Buildings	Checked HVAC.	MM
1/29/2019	Public Works	Changed ribbon on time clock.	MM
1/29/2019	Public Works	Put plows on small trucks and fueled up.	EB/DG/KW
1/29/2019	File Room	Finished painting time clock area. Mopped floor. Took everything upstairs out.	EB/DG
1/29/2019	Lowes	Picked up tiles and delivered to Senior Center.	KW
1/29/2019	Public Works Garage	Started cleaning tool room and inventorying tools.	EB/DG/KW

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1/29/2019	File Room	Cleaned out first floor and moved items to the Mirror Lake Concession.	EB/DG/KW
1/29/2019	Public Works	Put plows on small trucks and fueled up.	HW/AN/CP
1/29/2019	Country Lakes Recreation	Continued painting.	HW/AN/CP
1/29/2019	Public Works	Put plows on small trucks and fueled up.	JR/JE
1/29/2019	Public Works	Worked on electric for sewer pumps.	JR/JE
1/29/2019	Cert Building	Troubleshoot lights not working.	JR/JE
1/29/2019	Public Works	Picked up salt bags.	JS
1/29/2019	Sports Complex	Checked doors before 7:30 AM. Checked bathrooms and trash.	JS
1/29/2019	Municipal Bldg.	Cleaned, supplied baths, administration and room. Removed trash and recycling. Checked all salt buckets.	JS
1/29/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS
1/29/2019	Public Works Office	Cleaned, supplied baths, vacuumed mats, mopped floors. Removed trash and recycling.	JS
1/29/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	JS
1/29/2019	Library	Cleaned, supplied baths, cleaned the children's area, removed trash and recycling inside and outside.	JS
1/30/2019	Old Acme, Library and BMIA	Salted sidewalks	JJ/DW
1/30/2019	BMIA	Repaired side door locking mechanism.	JJ/DW
1/30/2019	Nesbit Center	Continued painting the community room.	JJ/DW
1/30/2019	Buildings	Escorted Western Pest technician.	JJ
1/30/2019	Sports Complex	Checked doors before 7:30 AM. Checked bathrooms and trash.	JS
1/30/2019	Municipal Bldg.	Cleaned, supplied baths, vacuumed offices, removed trash.	JS
1/30/2019	Police	Cleaned, supplied baths and holding cells. Cleaned downstairs and locker room baths. Removed trash.	JS
1/30/2019	Public Works Office	Cleaned, supplied baths, mopped floors, removed trash and recycling.	JS
1/30/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	JS
1/30/2019	Library	Cleaned, supplied baths, removed trash and recycling.	JS
1/30/2019	Country Lakes Recreation	Cleaned, supplied baths, removed trash and recycling.	JS
1/30/2019	Country Lakes Recreation	Continued painting.	HW
1/30/2019	Public Works, Municipal and Police	Salted sidewalks.	EB/DG

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1/30/2019	Public Works	Inventoried tools. Took 13 cases of rags from upstairs and put in new hallway. Brought down three boxes of sweeper parts and put in hallway. Took 65 cases of field paint, two 5 gallon paint buckets, three gallons of Promar making paint and four 1 gallon cans of yellow traffic paint and delivered to Mirror Lake Concession Bldg.	DG/EB
1/30/2019	Cert Bldg.	Continued repairing lights.	JE/JR
1/30/2019	Public Works	Continued wiring and setting up items for the sewer pump.	JE/JR
1/30/2019	Nesbit Center, Dominique Johnson and Country Lakes Recreation	Salted sidewalks.	AN/CP
1/30/2019	Country Lakes Recreation	Continued painting.	AN/CP