

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
1/31/2019	County Lakes Recreation	Continued painting.	JR/JE/JM
1/31/2019	Public Works	Continued inventory and straightening the tools. Took two barrels of flag poles to Mirror Lakes Concession Bldg. Moved three skids of black and clear trash bags to the overhang. Threw out three pallets of garbage and a metal file cabinet and old water cooler. Measured upstairs and downstairs floor dimensions in file room.	DG
1/31/2019	Buildings	Checked HVAC.	MM
1/31/2019	Train Station and Mirror Lake Concession	Turned on faucets to drip to avoid freezing.	MM
1/31/2019	Senior Center	Continued painting.	MM
1/31/2019	Municipal Bldg.	Cleaned, supplied removed trash.	CP/CG
1/31/2019	Sports Complex	Cleaned, supplied removed trash.	CP/CG
1/31/2019	Public Works	Cleaned, supplied removed trash.	CP/CG
1/31/2019	Library	Cleaned, supplied removed trash.	CP/CG
1/31/2019	County Lakes Recreation	Cleaned, supplied removed trash.	CP/CG
1/31/2019	Lowes	Picked up bags of mortar, tile nippers, spackle and paint.	KW
1/31/2019	Senior Center	Dropped supplies off at the Senior Center.	KW
1/31/2019	Country Lakes Recreation	Assisted with painting.	KW
2/1/2019	Nesbit Center	Continued painting.	EB/JJ
2/1/2019	Library	Family room toilet was leaking at the bottom. Fixed flange, replaced wax gasket. Installed new toilet seat. Cleaned toilet. Mopped floor.	JJ
2/1/2019	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
2/1/2019	County Lakes Recreation	Continued painting. Cleaned up and put everything back where it belonged.	JM/HW
2/1/2019	County Lakes Recreation	Assisted with painting. Made sure all electrical items were put back up and covered.	JR/JE
2/1/2019	Municipal Bldg.	Blew off sidewalks twice and salted them.	DG
2/1/2019	Public Works	Salted by offices.	DG
2/1/2019	Senior Center	Picked up lunches.	DG
2/1/2019	110 Bobwhite Blvd.	Delivered recycling tote.	DG

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2/1/2019	330 University Ave.	Delivered recycling tote.	DG
2/1/2019	517 Wisconsin	Delivered recycling tote.	DG
2/1/2019	Nesbit Center	Assisted painting.	CP/KW
2/1/2019	Buildings	Checked HVAC.	MM
2/1/2019	Senior Center	Continued painting.	MM
2/1/2019	Stevenson's	Picked up parts.	MM
2/1/2019	Sports Complex	Checked door before 7:30 AM. Checked and cleaned baths.	JS/CG
2/1/2019	Municipal Bldg.	Cleaned, supplied baths, cleaned and mopped room 10. Removed trash and recycling.	JS/CG
2/1/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS/CG
2/1/2019	Dominique Johnson Bldg.	Checked and cleaned.	JS/CG
2/1/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS/CG
2/1/2019	Public Works Garage	Cleaned, supplied baths, removed trash. Dropped off recycling.	JS/CG
2/1/2019	Library	Cleaned, supplied baths, salted sidewalks. Removed trash and recycling.	JS/CG
2/1/2019	Country Lakes Recreation	Cleaned, supplied baths, swept and mopped kitchen, bathrooms and big room. Removed trash.	JS/CG
2/4/2019	Public Works	Removed time cards, time card holder and key board from new file room and set up in the office.	JJ/DW
2/4/2019	Sports Complex	Repaired water leak.	JJ/DW
2/4/2019	Country Lakes Recreation	Repaired door.	JJ/DW
2/4/2019	Country Lakes Recreation	Continued painting.	JJ/DW
2/4/2019	Senior Center	Blocked off bathroom area with cones and caution tape. Started working on the walls and drain.	JM/KW
2/4/2019	Public Works	Removed and replaced broken door lock.	DG
2/4/2019	Public Works	Took 16 chairs, wooden desk and 8 ft. bulletin board from old break room and put in dumpster. Swept and mopped floor twice in old break room. Put two benches in the salt barn. Took JCPL banner to recreation department. Removed computers from break room and placed upstairs. Put boxes in corner.	DG

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2/4/2019	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
2/4/2019	Municipal Bldg.	Cleaned, supplied baths, spot mopped lobby floor and offices. Removed trash and recycling.	JS
2/4/2019	Sports Complex	Checked baths and trash, Mopped up all water from leak.	JS
2/4/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS
2/4/2019	Public Works Office	Cleaned, supplied baths, mopped offices, Removed trash and recycling. Manned phones at lunch.	JS
2/4/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	JS
2/4/2019	Library	Cleaned, supplied baths, removed trash and recycling. Checked parking lot.	JS
2/4/2019	Nesbit Center	Salted sidewalks. Dropped off paper towels. Changed both dispensers in bathrooms.	JS
2/4/2019	Country Lakes Recreation	Repaired the roof on the Santa Clara side.	EB/CP
2/4/2019	Nesbit Center	Continued painting.	EB/CP
2/5/2019	Country Lakes Recreation	Started stripping and waxing the hallway, kitchen and bathrooms.	DW
2/5/2019	Nesbit Center	Continued painting. Big room is completed.	EB/CP
2/5/2019	Library	Night shift - cleaned supplied. Cleaned up leaves by door and in front of building.	EB
2/5/2019	BMIA	Night shift - cleaned supplied. Cleaned up sidewalk.	EB
2/5/2019	Dominique Johnson Bldg.	Night shift - cleaned supplied, swept and mopped.	EB
2/5/2019	Sports Complex	Night shift - cleaned and supplied.	EB
2/5/2019	Municipal Bldg.	Night shift - cleaned floors, carpets and checked bathrooms. Opened and locked up for meeting.	EB
2/5/2019	Nesbit Center	Continued painting.	JJ
2/5/2019	Senior Center	Assisted moving old ice machine to Mirror Lake Concession Bldg. Assisted moving new machine from Public Works to Senior Center.	JJ
2/5/2019	Public Works	Continued work on sewer system.	JE/JR
2/5/2019	Senior Center	Electrical work.	JE/JR
2/5/2019	Senior Center	Continued working on bathroom.	JM/KW/HW

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Date	Location	Work Performed	Completed By
2/5/2019	Public Works	Took apart all old boxes and shelving in conex and put in dumpster. Swept floor. Took all lawn mower parts and mower tires from upstairs and put in mechanic's conex. Threw away more trash from upstairs. Put all containers of nails on shelves. Moved more public works office items. Threw away a generator. Put two compressors in cabinet. Took paint supplies to the Mirror Lake Concession Bldg.	DG/AN
2/5/2019	Library	Opened building before 8:00 AM for tax preparation.	MM
2/5/2019	Buildings	Checked HVAC.	MM
2/5/2019	Senior Center	Removed old ice machine and started installing new one.	MM
2/5/2019	Senior Center	Continued painting.	MM
2/5/2019	Sports Complex	Checked door before 7:30 AM. Checked baths and trash.	JS
2/5/2019	Municipal Bldg.	Cleaned, supplied baths, administration, room 9. Vacuumed room 9. Wrote up supply inventory list. Removed trash and recycling.	JS
2/5/2019	Police	Cleaned, supplied baths, removed trash. Dropped off recycling.	JS
2/5/2019	Public Works Office	Cleaned, supplied baths, vacuumed mats, removed trash and recycling.	JS
2/5/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	JS
2/5/2019	Library	Cleaned, supplied baths, removed trash and recycling.	JS
2/5/2019	Country Lakes Recreation	Cleaned, supplied baths, mopped front area and offices, removed trash and recycling.	JS
2/5/2019	Senior Center	Finished moving junction box.	JR/JE
2/5/2019	Public Works	Continued hooking up pump system.	JR/JE
2/6/2019	Buildings	Checked HVAC.	MM
2/6/2019	Library	Escorted Tri State for sprinkler system test.	MM
2/6/2019	Senior Center	Continued with ice machine installation.	MM
2/6/2019	Senior Center	Finished painting.	MM
2/6/2019	Nesbit Center	Continued painting.	JJ/CP
2/6/2019	Public Works	Repaired roof on conex.	EB
2/6/2019	Well 1	Repaired roof.	EB
2/6/2019	Nesbit Center	Continued painting.	EB
2/6/2019	Public Works	Continued inventory and straightening. Installed and screwed down plywood in conex. Threw out six bags of trash from upstairs.	DG/AN
2/6/2019	Country Lakes Recreation	Put down three coats of wax.	DW
2/6/2019	Nesbit Center	Assisted painting.	DW
2/6/2019	Senior Center	Continued with project.	JM/KW/HW

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2/6/2019	Sports Complex	Checked doors, bathrooms and trash.	JS
2/6/2019	Municipal Bldg.	Cleaned, supplied baths, removed trash and recycling.	JS
2/6/2019	Police	Cleaned, supplied baths and holding cells. Swept and mopped hallways. Cleaned downstairs and locker room bathrooms. Removed trash.	JS
2/6/2019	Public Works Office	Cleaned, supplied baths, swept and mopped floors and mats, removed trash and recycling. Covered phones at lunch.	JS
2/6/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	JS
2/6/2019	Library	Cleaned, supplied baths, removed trash and recycling.	JS
2/6/2019	Country Lakes Recreation	Cleaned, supplied baths, swept and mopped big room, removed trash and recycling.	JS
2/6/2019	Dominique Johnson Bldg.	Night Shift - Cleaned, supplied baths, removed trash.	EB
2/6/2019	BMIA	Night Shift - Cleaned, supplied baths, swept and mopped floors.	EB
2/6/2019	Municipal Bldg.	Night Shift - Cleaned and mopped basement.	EB
2/6/2019	Municipal Bldg.	Night Shift - Cleaned, supplied baths, Swept floors, removed trash. Opened and closed for Council Meeting.	EB
2/6/2019	Senior Center	Night Shift - Removed trash and recycling.	EB