

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
2/28/2019	Buildings	Checked hvac.	MM/DW
2/28/2019	Library	Repaired door handle. Removed all door stops from bathroom doors.	MM/DW
2/28/2019	Country Lakes Recreation	Repaired door trim on the front door.	MM/DW
2/28/2019	Municipal Bldg.	Fixed hallway heater.	MM/DW
2/28/2019	Nesbit Center	Finished the floor and threw away black chairs. Moved the floor machine and chemicals to the Country Lakes shed.	EB/JM
2/28/2019	Public Works	Repaired the back walk through door in the mechanic's shop.	EB/JM
2/28/2019	Nesbit Center	Painted baseboard in the big room.	EB/JM
2/28/2019	Veterans Park	Checked flags.	EB/JM
2/28/2019	Sports Complex	Opened doors before 7:30 AM. Cleaned and supplied baths, removed trash. Picked up litter in the parking lot and playground.	JS/CG
2/28/2019	Municipal Bldg.	Cleaned, supplied baths and administrations, swept and mopped court room, removed trash.	JS/CG
2/28/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS/CG
2/28/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS/CG
2/28/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling. Dropped off supplies to water division.	JS/CG
2/28/2019	Library	Cleaned, supplied baths, vacuumed side front area, employee hallway and children's area. Removed trash and recycling inside and outside.	JS/CG
2/28/2019	Country Lakes Recreation	Cleaned, supplied baths, swept and mopped office front, bathrooms and kitchen. Removed trash and recycling.	JS/CG
2/28/2019	Public Works	Continued cleaning and organizing upstairs. Picked up one full bag of trash behind plow. Blew out both conexes with blower. Taking some rakes, pitch forks and shovels out of truck and put away. Took metal rake, shovel, pitch fork and ice scraper from guard shack and put in conex. Took plastic letters to Country Lakes recreation. Moved six cans of fuel from upstairs to conex.	DG
2/28/2019	Public Works	Spackled and taped ceiling in storage room.	JE/JR
2/28/2019	Sports Complex	Finished painting the meeting room. Starting cleaning ceiling fans; may need to be replaced. Removed two Pepsi machines and put in scrap pile. Removed television. Started painting bathrooms.	JE/JR
2/28/2019	Senior Center	Continued flooring, finished back foyer area and installed heater cover. Touched up paint on the doors and frames.	AN/KW
3/1/2019	Senior Center	Cleared and salted sidewalks.	JJ/KW

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3/1/2019	Senior Center	Installed temporary floor strip in bathroom. Painted back foyer. Finished painting the ladies bathroom door.	JJ/KW
3/1/2019	Mirror Lake Beach Bldg.	Organized paints.	JJ/KW
3/1/2019	BMIA	Cleaned, supplied baths, swept and mopped floors. Wiped down counter and sink in kitchen. Cleaned stove and refrigerator. Wiped down tables.	EB
3/1/2019	Country Lakes Recreation	Swept and mopped floors, cleaned and supplied baths. Wiped down tables and cleaned blinds and windows.	EB
3/1/2019	Library	Cleaned, supplied baths. Vacuumed floors.	EB
3/1/2019	Dominique Johnson Bldg.	Swept, mopped floors. Wiped down tables. Cleaned fridge, sink, counters and refrigerator.	EB
3/1/2019	Sports Complex	Cleaned and supplied baths.	EB
3/1/2019	Library and Old Acme	Cleared and salted walkways.	MM/DW
3/1/2019	Buildings	Checked hvac.	MM/DW
3/1/2019	Municipal Bldg.	Worked on heater motor.	MM/DW
3/1/2019	Dominique Johnson Bldg., Nesbit Center.	Cleared and salted walkways.	EB/JM
3/1/2019	Veterans Park	Replaced four flags.	EB/JM
3/1/2019	Public Works	Replaced door lock on mechanic's back door.	EB/JM
3/1/2019	Public Works	Continued spackling records room.	AN/HW
3/1/2019	Municipal Bldg. and Police	Cleared and salted walkways.	DG
3/1/2019	344 Dogwood Street	Delivered recycling tote.	DG
3/1/2019	517 Wisconsin Trail	Delivered recycling tote.	DG
3/1/2019	152 Oak Pines Blvd.	Delivered recycling tote.	DG
3/1/2019	1500 Red Feather Trail	Delivered recycling tote.	DG
3/1/2019	Public Works	Shoveled handicap parking spots.	DG
3/1/2019	Municipal Bldg.	Cleared and salted sidewalks.	JS/CG
3/1/2019	Municipal Bldg.	Cleaned, supplied baths, swept and mopped, dusted, cleaned chairs in room 10. Removed trash and recycling.	JS/CG
3/1/2019	Sports Complex	Checked baths and trash.	JS/CG
3/1/2019	Public Works Office	Cleaned, supplied baths, mopped floors, removed trash and recycling. Manned phones at lunch.	JS
3/1/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	CG

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3/1/2019	Library	Cleaned, supplied baths, study rooms and children's area. Removed trash and recycling.	JS/CG
3/4/2019	Senior Center	Worked on men's bathroom.	JJ/JM/CP/KW
3/4/2019	Library	Opened door for tax program.	MM/DW
3/4/2019	Library and Old Acme	Cleared and salted walkways.	MM/DW
3/4/2019	Nesbit Center	Moved chairs and tables to different rooms and put some in storage. Labeled tables. Repaired leaking valve on bcap side	MM/DW
3/4/2019	Buildings	Checked hvac.	MM/DW
3/4/2019	Train Station, Dominique Johnson Bldg., Nesbit Center, Train Station and Country Lakes Recreation	Changed hvac filter.	MM/DW
3/4/2019	Senior Center	Cleared and salted walkways.	EB/JR
3/4/2019	Senior Center	Disconnected electric in men's bathroom.	EB/JR
3/4/2019	Sports Complex	Started painting the bathrooms.	EB/JR
3/4/2019	Public Works, Municipal Bldg., Police	Cleared and salted walkways.	DG
3/4/2019	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.	DG
3/4/2019	BMIA	Picked up two loads of trash. Took apart and picked up six skids.	DG
3/4/2019	Municipal Bldg.	Checked all sidewalks.	JS
3/4/2019	Sports Complex	Opened doors before 7:30 AM. Cleaned and supplied baths, removed trash.	JS
3/4/2019	Municipal Bldg.	Cleaned, supplied baths, picked up supplies, removed trash and recycling.	JS
3/4/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS
3/4/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS
3/4/2019	Public Works Garage	Cleaned supplied bath and removed trash. Dropped off recycling.	JS
3/4/2019	Library	Cleaned, supplied baths, removed trash and recycling inside and outside.	JS
3/4/2019	Country Lakes Recreation	Cleaned, supplied baths, removed trash and recycling.	JS
3/4/2019	Public Works	Continued spackling records room.	HW/AN

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Date	Location	Work Performed	Completed By
3/4/2019	Municipal Bldg.	Cleaned, supplied baths after court. Cleaned floors on police side.	KW
3/4/2019	BMIA	Cleaned, supplied baths, swept and mopped floors. Wiped down counter and sink in the kitchen.	KW
3/4/2019	Country Lakes Recreation	Cleaned and supplied baths. Swept and mopped floors.	KW
3/4/2019	Library	Cleaned and supplied baths. Vacuumed floors.	KW
3/4/2019	Dominique Johnson Bldg.	Cleaned, supplied baths. Swept and mopped floors.	KW
3/4/2019	Sports Complex	Cleaned, supplied baths.	KW
3/5/2019	Library	Opened doors for tax program.	MM/DW
3/5/2019	Municipal Bldg.	Attended safety classes.	MM/DW
3/5/2019	Buildings	Checked hvac.	MM/DW
3/5/2019	Lowe's	Picked up hot water heater and table.	MM/DW
3/5/2019	Public Works	Inventoried and sorted hvac supplies.	MM/DW
3/5/2019	Municipal Bldg.	Attended safety classes.	JJ/JM/CP/KW
3/5/2019	Senior Center	Continued working on men's room.	JJ/JM/CP/KW
3/5/2019	Municipal Bldg.	Attended safety classes.	DG/HW
3/5/2019	Public Works	Finished painting walls in record room. Painted border around room and windows.	DG/HW
3/5/2019	Public Works	Washed and mopped floor.	DG/HW
3/5/2019	Public Works	Started sheet rocking walls in mechanics bathroom.	DG/HW
3/5/2019	Municipal Bldg.	Attended safety classes.	JR/JE
3/5/2019	Public Works	Installed lights in records room.	JR/JE
3/5/2019	Public Works	replaced bulbs in lights over mechanics shop	JR/JE
3/5/2019	Municipal Bldg.	Opened room 10 before 8:00 AM for classes.	JS
3/5/2019	Municipal Bldg.	Attended safety classes.	JS
3/5/2019	Sports Complex	Checked doors before 7:30 AM.	JS
3/5/2019	Municipal Bldg.	Cleaned, supplied baths, administration, removed trash and recycling.	JS
3/5/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS
3/5/2019	Public Works Office	Cleaned, supplied baths, swept and mopped offices, removed trash and recycling. Manned phones at lunch.	JS
3/5/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	JS
3/5/2019	Library	Cleaned, supplied baths, removed trash and recycling.	JS
3/6/2019	Fazzio's	Picked up steel I-beams for mechanic's garage.	DG
3/6/2019	Public Works	Started moving maps to the new storage room.	DG

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3/6/2019	Senior Center	Removed the heater from the men's room and reconnected the loop.	MM/DW
3/6/2019	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM/DW
3/6/2019	Buildings	Checked hvac.	MM/DW
3/6/2019	Public Works	Continued going through hvac supplies	MM/DW
3/6/2019	Public Works	Finished cleaning up and painted the floor.	HW/AN
3/6/2019	Public Works	Started moving boxes to the new storage rom.	HW/AN
3/6/2019	Shopping Center	Removed door lock from jewelry store. Installed new lock	EB/JR
3/6/2019	Public Works	Hooked up hot water heater.	EB/JR
3/6/2019	Sports Complex	Checked doors before 7:30 AM.	JS
3/6/2019	Municipal Bldg.	Cleaned, supplied baths, removed trash.	JS
3/6/2019	Police	Cleaned, supplied baths and holding cells. Cleaned downstairs and locker room bathrooms. Removed trash.	JS
3/6/2019	BMIA	Cleaned, supplied baths, put down mats. Removed trash.	JS
3/6/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS
3/6/2019	Public Works Garage	Cleaned, supplied bath, removed trash.	JS
3/6/2019	Library	Cleaned, supplied baths, removed trash and recycling.	JS
3/6/2019	Country Lakes Recreation	Cleaned, supplied baths, removed trash and recycling. Swept and mopped all floors.	JS
3/6/2019	Dominique Johnson Bldg.	Checked baths and trash.	JS
3/6/2019	Municipal Bldg.	Swept and mopped lobby floors and police hallways.	JS
3/6/2019	Public Works	Vacuumed mats.	JS
3/6/2019	Senior Center	Continued working on men's room.	JJ,JM,CP,KW