

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
3/28/2019	Municipal Bldg.	Trimmed grass and cleaned pond area.	JM/KW
3/28/2019	Public Works/Records	Took boxes to inspections.	JM/KW
3/28/2019	Public Works/Municipal	Moved cleaning supplies to the building service worker's van.	JM/KW
3/28/2019	Presidential Lakes	Opened electrical shed for JCP&L.	JM
3/28/2019	Public Works Office	Moved boxes and equipment to public works storage and records.	JM/KW
3/28/2019	Old Shopping Center	Continued work on old jewelry store.	EB/JR/HW
3/28/2019	Municipal Bldg.	Finished cleaning up leaves and fallen branches; weeded beds and installed mulch.	JJ/JE/AN/CP
3/28/2019	BMIA	Cleaned up leaves and fallen branches; weeded beds and installed mulch.	JJ/JE/AN/CP
3/28/2019	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
3/28/2019	Municipal Bldg.	Cleaned, supplied baths, administration and room 9. Cleaned and mopped courtroom. Removed trash and recycling.	JS/CG
3/28/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS/CG
3/28/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling.	JS/CG
3/28/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	JS/CG
3/28/2019	Library	Cleaned, supplied baths, removed trash and recycling. Picked up trash in the parking lot and around building.	JS/CG
3/28/2019	Country Lakes Recreation	Cleaned and supplied baths. Removed trash and recycling.	JS/CG
3/28/2019	Buildings	Collected and cleaned out salt buckets and put away.	JS/CG
3/28/2019	Buildings	Checked hvac.	MM/DW
3/28/2019	Country Lakes Recreation	Assisted with Super Hero event preparation.	MM/DW
3/28/2019	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM/DW
3/28/2019	BMIA	Repaired door.	MM/DW
3/28/2019	Nesbit	Worked on heater.	MM/DW
3/29/2019	Presidential Lakes Firehouse	Continued working on plumbing at the new firehouse.	JJ
3/29/2019	Municipal Bldg.	Finished cleaning up grass and cleaning up pond area.	JM/CP
3/29/2019	Public Works	Clean up yard.	JM/CP
3/29/2019	Public Works	Painted parking bumpers.	JM/CP
3/29/2019	Public Works	Painted base of new shed.	JM/CP
3/29/2019	Public Works	Picked up and delivered strap to Senior Center.	JM
3/29/2019	Police Records	Picked up boxes and took to the conex. Found boxes in conex and took to records. Took down a wooden shelf. Took out a desk.	JM/CP

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
3/29/2019	Old Shopping Center	Continued working on the old jewelry store.	JR/HW
3/29/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths, removed trash.	JS
3/29/2019	Municipal Bldg.	Cleaned, supplied baths, vacuumed police records and animal control. Cleaned out leaves downstairs and outside of evidence doors. Removed trash and recycling.	JS
3/29/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS
3/29/2019	Public Works Office	Cleaned and supplied baths. Swept and mopped floors. Removed trash and recycling.	JS
3/29/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
3/29/2019	Library	Cleaned, supplied baths, Vacuumed employee and teen areas. Removed trash and recycling.	JS
3/29/2019	Presidential Lakes Beach Bldg.	Opened building, cleaned and turned water on.	MM/JE
3/29/2019	Country Lakes Recreation	Assisted with Super Hero event preparation.	MM/JE
3/29/2019	Library	Took apart and moved shelf. Fixed door handle	MM/JE
3/29/2019	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/KW
3/29/2019	512 Laurel Blvd.	Delivered recycling tote.	AN/KW
3/29/2019	608 Arlene Drive	Delivered recycling tote.	AN/KW
3/29/2019	1103 Tecumseh Trail	Delivered recycling tote.	AN/KW
3/29/2019	206 Robin Road	Delivered recycling tote.	AN/KW
3/29/2019	73 Dakota Trail	Removed two damaged totes and replaced.	AN/KW
4/1/2019	Municipal Bldg.	Installed relay	JR/JE
4/1/2019	Old Shopping Center	Continued work on old jewelry store.	JR/JE
4/1/2019	Public Works	Signed out tools.	JM
4/1/2019	Senior Center	Removed trash and recycling while there	JM/CP
4/1/2019	Home Depot	Picked up and ordered items for the Senior Center.	JM/CP
4/1/2019	PTHS	Picked up the soccer nets.	JM/CP
4/1/2019	Tax Collector's Offices	Fixed filing cabinet. Picked up boxes for destruction and put in recycling. Removed a metal cabinet a bookshelf, broken calculator, file hangers and binders.	JM/CP
4/1/2019	Library	Opened doors before 8:00 AM for the tax program.	MM

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
4/1/2019	Buildings	Checked hvac.	MM
4/1/2019	Library	Fixed heater/leak.	MM
4/1/2019	Old Shopping Center	Continued work on old jewelry store.	EB/JE/HW
4/1/2019	Sports Complex	Checked doors before 7:30AM. Cleaned and supplied baths, removed trash. Picked up litter in the playground and parking lot.	JS
4/1/2019	Municipal Bldg.	Cleaned and supplied baths. Removed trash.	JS
4/1/2019	Police	Cleaned, supplied baths and holding cells. Swept and mopped all floors. Removed trash.	JS
4/1/2019	Public Works Office	Cleaned, supplied baths, vacuumed mats and rugs. Removed trash and recycling.	JS
4/1/2019	Public Works Garage	Cleaned, supplied bath. Removed trash. Dropped off recycling.	JS
4/1/2019	Library	Cleaned, supplied baths, removed trash and recycling inside and outside.	JS
4/1/2019	Country Lakes Recreation	Cleaned, supplied baths, removed trash and recycling.	JS
4/1/2019	Public Works	Locked doors and gates at 3:30 PM.	KM
4/1/2019	BMIA Building	Cleaned, supplied baths, swept floors, cleaned small trash and recycling containers. Picked up trash around building and parking lot.	KM
4/1/2019	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors and removed trash.	KM
4/1/2019	Municipal Bldg.	Cleaned, supplied baths, swept halls, court lobby and removed trash.	KM
4/1/2019	Library	Cleaned, supplied baths, café, break room, vestibule and removed trash.	KM
4/1/2019	Police	Cleaned, supplied baths, swept halls and squad room. Removed trash and recycling.	KM
4/1/2019	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.	KW
4/2/2019	BMIA	Cleaned and supplied stock closet, mopped kitchen and scrubbed bathroom floors. Cleaned refrigerator, wiped counters, cleaned sink, stove doors, back splash and shelf.	KM
4/2/2019	Municipal Bldg.	Cleaned and supplied baths, removed trash from offices. Put bags of shreds in dumpster. Cardboard boxes to recycling. Picked up supplies. Turned out lights and locked building after MUA meeting.	KM
4/2/2019	Library	Cleaned and supplied baths, café, vacuumed adult area and employee entrance. Removed trash.	KM
4/2/2019	Police	Cleaned and supplied baths, removed trash.	KM
4/2/2019	Public Works	Locked doors and gates at 3:30 PM.	KM

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
4/2/2019	Sports Complex	Cleaned, supplied baths, removed trash.	KM
4/2/2019	Sports Complex	Opened doors before 7:30 AM. Cleaned, baths, removed trash. Picked up litter in the parking lot and playground.	JS
4/2/2019	Municipal Bldg.	Opened room 10 for 8:30 AM meeting. Cleaned, supplied baths, administration and room 10. Removed trash and recycling.	JS
4/2/2019	Public Works Office	Cleaned and supplied bathrooms, removed trash and recycling.	JS
4/2/2019	Public Works Garage	Cleaned and supplied bath, removed trash. Dropped off recycling.	JS
4/2/2019	Library	Cleaned, supplied baths. Helped set up tables. Removed trash and recycling.	JS
4/2/2019	Country Lakes Recreation	Cleaned, supplied baths. Removed trash and recycling.	JS
4/2/2019	Public Works	Signed out tools.	JM
4/2/2019	Senior Center	Installed thresholds and heater covers. Replaced mats at entrances.	JM/JE
4/2/2019	Old Shopping Center	Continued working on the old jewelry store.	JR/AN
4/2/2019	Library	Opened doors before 8:00 AM for the tax program.	MM/DW
4/2/2019	Buildings	Checked hvac.	MM/DW
4/2/2019	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM/DW
4/2/2019	Train Station	Worked on benches.	MM/DW
4/2/2019	Public Works	Organized and cleaned out truck.	JJ
4/2/2019	Municipal Bldg.	Attended class.	JJ
4/2/2019	Municipal Bldg. and Senior Center	Delivered trash totes.	JJ
4/3/2019	Sports Complex	Opened doors at 7:30 AM	JS
4/3/2019	Municipal Bldg.	Cleaned and supplied baths. Cleaned room 10. Removed trash and recycling. Swept and mopped court office.	JS
4/3/2019	Police	Cleaned, supplied baths and holding cells. Cleaned downstairs and locker room bathrooms. Removed trash.	JS
4/3/2019	Public Works	Signed out tools.	JM
4/3/2019	Senior Center	Continued installing thresholds. Finished floor. Installed base molding. Brought tools to public works.	JM/JE
4/3/2019	Buildings	Checked hvac.	MM/DW
4/3/2019	Old Shopping Center	Continued working on old jewelry store.	MM/DW
4/3/2019	Presidential Lakes Firehouse	Continued work on building.	JJ/KW

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
4/3/2019	BMIA	Cleaned and supplied baths. Cleaned over and relined with foil including drip trays. Swept and mopped entrance and bathroom hall.	KM
4/3/2019	Dominique Johnson Bldg.	Cleaned and supplied baths. Swept and mopped kitchen and bathroom floors. Cleaned counters.	KM
4/3/2019	Municipal Bldg.	Cleaned and supplied baths, swept halls, removed leaves at entrances. Removed office trash. Removed bags of paper shredding to trash and took boxes to recycling.	KM
4/3/2019	Library	Cleaned, supplied baths, café, vestibule. Vacuumed information area, circulation and sitting areas. Removed trash.	KM
4/3/2019	Police	Cleaned and supplied baths. Swept squad room. Removed trash.	KM
4/3/2019	Public Works	Locked doors and gates at 3:30 PM.	KM
4/3/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
4/3/2019	Old Shopping Center	Continued working on old jewelry store. Worked on roof.	EB/JR