

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
4/11/2019	Senior Center	Picked up and delivered lunches.	DG
4/11/2019	Sports Complex.	Tied nets together; so they are not blowing around the field. Attached footage marker back on the ballfield foul pole. Emptied trash and recycling cans. Removed sign by the softball field dugout. Blew off and cleaned out dugouts. Removed stockade fence and 2x4's on the hill between A field and Babe Ruth fields. Removed five concrete blocks, three by the concession building and two by the bleachers. Repaired/replaced split rail by dumpster. Striped all five baseball outfields.	DG/CP/DW/MM
4/11/2019	Presidential Lakes Firehouse	Continued taping and spackling walls in the kitchen.	KW
4/11/2019	Old Shopping Center	Assisted with old jewelry store.	KW
4/11/2019	Sports Complex.	Repaired/replaced junction box by A field backstop. Repaired/replaced junction box behind concession building.	JR
4/11/2019	Old Shopping Center	Worked on the floor in the old jewelry store.	JR
4/11/2019	BMIA Building	Cleaned and supplied baths. Removed trash.	KM
4/11/2019	Dominique Johnson Bldg.	Cleaned and supplied, swept and mopped foyer, cleaned windows and sills. Cleaned kitchen counters, mopped floors and removed trash. Picked up trash outside	KM
4/11/2019	Municipal Bldg.	Cleaned and supplied baths, swept halls and court lobby, mopped by finance, room 10 and tax collector's office. Removed trash.	KM
4/11/2019	Library	Cleaned and supplied baths and café. Vacuumed adult and children areas.	KM
4/11/2019	Police	Cleaned and supplied baths, swept halls and interview rooms. Removed trash.	KM
4/11/2019	Public Works	Locked gates.	KM
4/11/2019	Sports Complex.	Cleaned and supplied baths, removed trash.	KM
4/11/2019	Well on Lafayette Roof	Finished repairing roof.	EB/JE
4/11/2019	Buildings	Checked hvac.	MM
4/11/2019	Municipal Bldg.	Replaced high pressure relief valve on boiler.	MM
4/11/2019	Public Works	Signed out tools	JM
4/11/2019	Public Works	Put wheel barrels in conex. Cleaned up trash and chain link fence by impound lot. Cleaned up and started organizing the yard.	JM
4/11/2019	Public Works	Fixed door on the guard shack.	JM
4/11/2019	Old Shopping Center	Continued work on old jewelry store.	JJ/AN/HW
4/11/2019	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
4/11/2019	Municipal Bldg.	Cleaned, supplied baths, administration and room 9. Vacuumed. Swept and mopped court room.	JS/CG

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4/11/2019	Public Works Office	Manned phones in the morning.	JS
4/11/2019	Public Works Office	Cleaned and supplied baths, removed trash and recycling. Manned phones at lunch.	JS
4/11/2019	Public Works Garage	Cleaned and supplied bath, removed trash. Dropped off recycling.	JS/CG
4/11/2019	Library	Cleaned, supplied baths, cleaned and dusted back room by children's area. Removed trash and recycling inside and outside.	JS/CG
4/12/2019	Public Works	Sign out tools	JM
4/12/2019	Public Works	Brought up boxes of records from storage barn to the public works' office.	JM
4/12/2019	Public Works Office	Repaired shelf in the copier room.	JM
4/12/2019	Public Works Yard	Cleaned up trash around impound lot.	JM
4/12/2019	Municipal Bldg.	Put ornamental birds next to pond in court room.	JM
4/12/2019	Sports Complex.	Helped remove two wooden pitchers mounds.	JM
4/12/2019	Sports Complex.	Threw out an old I-beam. Replaced outlet cover. Replaced chain for the gate.	JM
4/12/2019	Public Works Yard	Continued cleaning up and organizing.	JM
4/12/2019	Sports Complex.	Dropped off extra trash bags and supplies.	JS/CG
4/12/2019	Sports Complex.	Opened doors before 7:30 AM. Cleaned and supplied baths. Removed trash.	JS/CG
4/12/2019	Municipal Bldg.	Cleaned and supplied baths. Cleaned and mopped room 10. Vacuumed. Removed trash and recycling.	JS/CG
4/12/2019	Municipal Bldg.	Took safety class on computer.	JS
4/12/2019	Municipal Bldg.	Picked up trash around municipal building and parking lot.	CG
4/12/2019	Police	Cleaned, supplied baths and removed trash.	JS/CG
4/12/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling. Manned phones at lunch.	JS/CG
4/12/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS/CG
4/12/2019	Library	Cleaned, supplied baths, removed trash and recycling inside and outside.	JS/CG
4/12/2019	Buildings	Checked hvac.	MM
4/12/2019	Old Shopping Center	Assisted with old jewelry store.	MM
4/12/2019	Library	Changed belts on AHU1.	MM
4/12/2019	Sports Complex.	Emptied all trash and recycling cans. Put lock on shed door inside of dugout on the softball field.	DG/CP
4/12/2019	Mirror Lake Concession	Picked up guide rail sleeves and installed them at the sports complex on A field.	DG/CP
4/12/2019	Sports Complex.	Spray painted black guide wire sleeve yellow. Raked up both areas where wooden pitcher mounds are. Fixed metal gate by dugout of girls' softball field.	DG/CP

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4/12/2019	Public Works	Picked up heavy, rusted, jagged edge metal beam from where the conex sat and put in metal pile. Helped Joe move boxes.	DG
4/12/2019	Senior Center	Installed toilet paper holders.	KW
4/12/2019	Old Shopping Center	Assisted with old jewelry store.	KW
4/12/2019	16 Grove Avenue	Delivered recycling tote.	KW
4/12/2019	317 Spring Lake Blvd.	Delivered recycling tote.	KW
4/12/2019	114 Tensaw Drive	Delivered recycling tote.	KW
4/12/2019	165 Reed Avenue	Delivered recycling tote.	KW
4/12/2019	7 Winnebago Trail	Delivered recycling tote.	KW
4/12/2019	201 Tennessee Trail	Exchanged recycling tote.	KW
4/12/2019	Old Shopping Center	Continued work on old jewelry store.	JE/JJ/AN/DW
4/15/2019	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.	CP
4/15/2019	Presidential Lakes Firehouse	Worked on electrical connections.	JR/JE
4/15/2019	Old Shopping Center	Moved outlets in old jewelry store.	JR/JE
4/15/2019	Dominique Johnson Bldg.	Cleaned and supplied baths. Removed trash.	KM
4/15/2019	Municipal Bldg.	Cleaned and supplied baths. Swept and mopped floors. Removed leaves from employee entrance. Removed trash in and around outside.	KM
4/15/2019	Library	Cleaned and supplied baths, break room, café and vestibule. Removed trash.	KM
4/15/2019	Police	Cleaned and supplied baths holding cells and squad room. Swept. Removed trash.	KM
4/15/2019	Public Works	Locked gates.	KM
4/15/2019	Sports Complex.	Cleaned and supplied baths. Removed trash.	KM
4/15/2019	Nesbit Center	Cleaned and supplied baths. Removed trash.	KM
4/15/2019	Public Works Garage	Van broke down, started using a pick up truck.	KM
4/15/2019	Library	Opened before 8:00 AM for tax program.	MM/DW
4/15/2019	Nesbit Center	Picked up caulk and sealed the gaps under the cove base.	MM/DW
4/15/2019	Nesbit Center	Picked up stencils and painted letters on the mechanical room.	MM/DW
4/15/2019	Buildings	Checked hvac.	MM/DW

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4/15/2019	Senior Center	Repaired outside step.	MM/DW
4/15/2019	Old Shopping Center	Continued work on old jewelry store.	EB/KW/HW
4/15/2019	Public Works	Removed boxes and put in recycling bins	JM/DG
4/15/2019	Public Works	Emptied shelf in records room and restacked.	JM/DG
4/15/2019	Public Works	Picked up yellow metal case for propane tank and two 6 ft. tables. Put tables in records room. Picked up shovels and rakes from around yard.	JM/DG
4/15/2019	Sports Complex.	Removed metal post from dugout that was sticking up	JM/DG
4/15/2019	Municipal Bldg.	Cleaned, supplied, removed trash and recycling.	AN
4/15/2019	Library	Cleaned, supplied, removed trash and recycling.	AN
4/15/2019	Public Works	Cleaned, supplied, removed trash and recycling.	AN
4/15/2019	Sports Complex.	Cleaned, supplied, removed trash and recycling. Unclogged toilet.	AN
4/15/2019	Country Lakes Recreation	Cleaned, supplied, removed trash and recycling.	AN
4/16/2019	Presidential Lakes Firehouse	Installed electrical pipe from sub panel to main panel	JR/JE
4/16/2019	O'Brien and Sons	Picked up paint and stain. Started painting exterior doors at Country Lakes Recreation and BMIA.	MM/DW
4/16/2019	Nesbit Center	continued caulking and sealing the gaps under the cove base along the walls. Finished lettering the mechanical room.	MM/DW
4/16/2019	Buildings	Checked hvac.	MM/DW
4/16/2019	BMIA Building	Cleaned and supplied baths and kitchen. Removed trash	KM
4/16/2019	Dominique Johnson Bldg.	Cleaned and supplied baths. Swept floors.	KM
4/16/2019	Municipal Bldg.	Cleaned and supplied baths. Swept floors and spot mopped. Removed trash.	KM
4/16/2019	Library	Cleaned and supplied baths, café and break room. Removed trash.	KM
4/16/2019	Police	Cleaned and supplied baths. Swept squad room, holding cell and Sergeant's office. Removed trash.	KM
4/16/2019	Public Works	Locked gates.	KM
4/16/2019	Sports Complex.	Cleaned and supplied baths. Stocked supplied. Removed trash.	KM
4/16/2019	Public Works	Brought record boxes to office. Organized boxes in the barn.	JM
4/16/2019	Veterans Park	Fixed Army flag.	JM
4/16/2019	Senior Center	Blew leaves and picked up brought to public works.. Picked up branches and took to public works yard. Mulched. Blew off parking lot.	DG/AN/CP
4/16/2019	Marlton	Attended training class.	JJ
4/16/2019	Little Red School House	Blew and picked up leaves and took to public works yard.	DG/AN/CP

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4/16/2019	Old Shopping Center	Picked up the rest of the flooring. Continued working on floor, cove base, plumbing and painting.	EB/KW/HW
4/16/2019	Sports Complex.	Checked doors before 7:30 am. Cleaned and supplied baths, removed trash. Picked up litter in the parking lot and playground	JS
4/16/2019	Municipal Bldg.	Cleaned and supplied baths administration and room 9. Swept and mopped mail room, closet and file room. Removed trash and recycling.	JS
4/16/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS
4/16/2019	Public Works Office	Cleaned and supplied. Removed trash and recycling.	JS
4/16/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
4/16/2019	Library	Cleaned and supplied baths. Removed trash and recycling.	JS
4/16/2019	Country Lakes Recreation	Cleaned and supplied baths. Swept and mopped bathrooms and kitchen. Removed trash and recycling.	JS
4/17/2019	Imagination Kingdom	Repaired piece of equipment.	MM/DW
4/17/2019	Sports Complex.	Checked doors before 7:30 am. Cleaned and supplied baths, removed trash.	JS
4/17/2019	Municipal Bldg.	Cleaned and supplied baths. Removed trash and recycling.	JS
4/17/2019	Police	Cleaned and supplied baths and holding cells. Swept and mopped floors. Cleaned downstairs and locker room bathrooms. Removed trash.	JS
4/17/2019	Public Works Office	Cleaned and supplied baths. Swept and mopped floors. Manned phones at lunch.	JS
4/17/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
4/17/2019	Library	Cleaned and supplied baths. Removed trash and recycling. Check parking lot.	JS
4/17/2019	Littles Red School House	Started mulching.	DG/AN/CP
4/17/2019	Country Lakes Recreation	Weeded and dug out 1/2 of the beds. Cut grass.	DG/AN/CP
4/17/2019	Dominique Johnson Bldg.	Cleaned and supplied. Set up chairs and wiped tables.	KM
4/17/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors. Vacuumed finance, tax assessor and tax collector's offices. Removed trash in and around the building. Turned off lights and locked building after council meeting.	KM
4/17/2019	Library	Cleaned and supplied baths, café and break room. Vacuumed office and vestibule. Removed trash.	KM
4/17/2019	Police	Cleaned and supplied baths, swept halls and squad room. Removed trash.	KM
4/17/2019	Public Works	Locked gates. Swept hallways and reception area.	KM
4/17/2019	Sports Complex.	Cleaned and supplied baths. Removed trash.	KM