

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
4/18/2019	Sports Complex	Checked doors before 7:30 AM.	JS/CG
4/18/2019	Municipal Bldg.	Cleaned and supplied baths and administration. Removed trash and recycling.	JS/CG
4/18/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS/CG
4/18/2019	Senior Center	Dropped off supplies.	JS/CG
4/18/2019	Public Works Office	Cleaned and supplied bath. Removed trash and recycling.	JS/CG
4/18/2019	Public Works Office	Manned phones at lunch.	JS
4/18/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS/CG
4/18/2019	Country Lakes Recreation	Cleaned and supplied baths. Swept and mopped big room, front office, bathrooms and hallways. Removed trash and recycling.	JS/CG
4/18/2019	421 Colorado Trail	Delivered recycling tote.	DG
4/18/2019	Public Works	Manned gate from 9:00 AM to 2:00 PM	DG
4/18/2019	Municipal Bldg.	Checked County flag, needs a bucket truck to be taken down and replaced.	DG
4/18/2019	Old Shopping Center	Continued work on old jewelry store.	EB/JJ/KW/HW
4/18/2019	Little Red Schoolhouse	Had plywood loaded on to stake body and took to Mirror Lake Concession Bldg.	AN/CP
4/18/2019	Little Red Schoolhouse	Finished weeding and mulching.	AN/CP
4/18/2019	Presidential Lakes Firehouse	Worked on electrical connection and panels.	JR/JE
4/18/2019	BMIA Bldg.	Cleaned and supplied baths.	KM
4/18/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, swept floor and removed trash.	KM
4/18/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, spot mopped, vacuumed code enforcement. Removed trash and recycling.	KM
4/18/2019	Library	Cleaned and supplied baths, break room, café, vacuumed study 1 and 2, librarian area and adult lounge. Removed trash and recycling.	KM
4/18/2019	Police	Cleaned and supplied baths, swept halls, squad room, holding cells and interview rooms. Removed trash.	KM
4/18/2019	Public Works	Locked gates.	KM
4/18/2019	Water Dept.	Cleaned and supplied bath.	KM
4/18/2019	Sports Complex	Cleaned and supplied baths, removed trash. Unclogged toilets, boys and girls.	KM
4/18/2019	Buildings	Checked hvac.	MM
4/18/2019	Nesbit Building	Painted and stained.	MM
4/18/2019	Browns Mills Post Office	Picked up trays and sleeves and delivered to the tax collector's office.	MM
4/23/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash.	JS
4/23/2019	Municipal Bldg.	Cleaned, supplied baths, administration and room 9. Removed trash and recycling.	JS

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4/23/2019	Police	Cleaned, and supplied baths and holding cells, swept floors and outside entrance. Removed trash.	JS
4/23/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling. Manned phones at lunch.	JS
4/23/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
4/23/2019	Library	Cleaned and supplied baths, removed trash and recycling. Removed outside trash cans.	JS
4/23/2019	BMIA Bldg.	Cleaned and supplied baths, wiped baseboard, walls, swept and mopped, cleaned counters and sink in the kitchen. Swept and mopped main floor. Swept and mopped baths, hall and entrance. Removed trash.	KM
4/23/2019	Municipal Bldg.	Cleaned, supplied baths. Swept floors, mopped main employee entrance. Removed trash.	KM
4/23/2019	Library	Cleaned and supplied baths and cafe.	KM
4/23/2019	Police	Cleaned, supplied baths, swept squad room, holding cells and removed trash.	KM
4/23/2019	Public Works	Locked gates.	KM
4/23/2019	Presidential Lakes Firehouse	Continued work on electrical connections and panels.	JR/AN
4/23/2019	Old Shopping Center	Continued work on the old jewelry store.	CP/KW/HW/DW
4/23/2019	Buildings, Parks and Bus Stops	Emptied trash/recycling cans at Municipal Bldgs., Public works, Country Lakes, BMIA, Country Lakes Recreation Park, Pole Bridge Park. Bus stops and Imagination Kingdom.	DG
4/23/2019	Municipal Bldg. and across street	Cut grass	DG
4/23/2019	Public Works	Washed off mower with hose.	DG
4/24/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Checked parking lot.	JS
4/24/2019	Municipal Bldg.	Cleaned and supplied baths, removed trash and recycling.	JS
4/24/2019	Police	Cleaned and supplied baths and holding cells. Swept and mopped squad room. Cleaned downstairs and locker room bathrooms. Put supplies away.	JS
4/24/2019	Public Works Office	Cleaned and supplied baths, removed trash and recycling. Dropped off mail and supplies.	JS
4/24/2019	Public Works Garage	Cleaned and supplied bath and removed trash. Dropped off recycling.	JS
4/24/2019	Library	Cleaned and supplied baths, removed trash and recycling.	JS
4/24/2019	Country Lakes Recreation	Cleaned and supplied baths, removed trash and recycling.	JS
4/24/2019	Municipal Complex	Weed whacked entire complex.	DG
4/24/2019	Pemberton Browns Mills Road	Cut grass.	DG
4/24/2019	Municipal Bldg. Field	Started cutting, too thick needs big mower.	DG

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Date	Location	Work Performed	Completed By
4/24/2019	Mirror Lake Concession Bldg.	Picked up John Deere mower and put a battery in mower and brought back to public works.	DG
4/24/2019	Home Depot	Picked up special order of flooring. Paint, rollers, etc.	JJ
4/24/2019	Mirror Lake Concession Bldg.	Dropped off supplies.	JJ
4/24/2019	Senior Center	Installed toilet paper holders. Put flooring in the closet and finished trim work.	JJ
4/24/2019	Public Works	Brought down boxes for inspections.	JM
4/24/2019	Public Works	Brought down boxes and binders for tax collector's office.	JM
4/24/2019	Public Works	Removed completed boxes from the office and put in records room.	JM
4/24/2019	Public Works	Continued organizing yard.	JM
4/24/2019	Municipal Bldg.	Cleaned filter pads in pond.	JM
4/24/2019	Home Depot	Picked up supplies, dropped off a Mirror Lake concession.	KW
4/24/2019	Old Shopping Center	Continued work on old jewelry store.	KW
4/24/2019	Presidential Lakes Firehouse	Continued electrical work.	JR/AN
4/24/2019	Nesbit Football Field	Striped field.	HW/DW
4/24/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, swept floors, picked up outside litter. Emptied trash inside and outside.	KM
4/24/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, wiped vending machines. Removed trash.	KM
4/24/2019	Police	Cleaned and supplied baths, swept hall, squad room, interview rooms. Removed trash.	KM
4/24/2019	Public Works	Locked gates.	KM
4/24/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
4/24/2019	Country Lakes Recreation	Cleaned and supplied baths. Swept floor, moved tables and chairs, Buffed floor. Moved tables and chairs pack.	KM
4/24/2019	Municipal Bldg.	Picked up supplies.	KM
4/25/2019	Veterans Park and sidewalks	Cut grass.	CP/DW
4/25/2019	Municipal Bldg.	Went with tax collector to Cherry Hill to pick up filing cabinets.	CP/DW
4/25/2019	Municipal Bldg.	Moved old cabinets out of tax collector's and put new ones in.	CP/DW
4/25/2019	Presidential Lakes Firehouse	Finished sub panel.	JR/AN
4/25/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, spot mopped. Removed trash and recycling.	KM
4/25/2019	Library	Cleaned and supplied baths, removed trash. Unclogged toilets, boys and girls.	KM
4/25/2019	Police	Cleaned and supplied baths, swept squad room. Removed trash.	KM
4/25/2019	Public Works	Locked gates.	KM
4/25/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM

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4/25/2019	Public Works Office	Cleaned rubber runners. Swept floor in the reception area and mopped hallway floor. Removed trash.	KM
4/25/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
4/25/2019	Public Works	Moved boxes to records storage area.	JM
4/25/2019	Public Works	Checked for military flags.	JM
4/25/2019	Public Works	Continued cleaning and organizing.	JM
4/25/2019	Municipal Bldg.	Picked up old printers from administration.	JM
4/25/2019	Municipal Bldg.	Assisted installing new pump for pond.	JM
4/25/2019	Old Shopping Center	Finished old jewelry store project.	JJ/KW
4/25/2019	Library and Nesbit Center	Hung placards.	JJ
4/25/2019	UEZ	Continued cutting and weed whacking.	DG/HW
4/25/2019	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
4/125/2019	Municipal Bldg.	Cleaned and supplied baths, administration, room 9. Cleaned swept and mopped courtroom. Removed trash and recycling.	JS/CG
4/25/2019	Police	Cleaned and supplied baths and holding cells, removed trash.	JS/CG
4/25/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling. Manned phones at lunch.	JS
4/25/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	CG
4/25/2019	Library	Cleaned and supplied baths. Removed trash and recycling. Manned phones at lunch.	JS/CG
4/26/2019	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
4/26/2019	Municipal Bldg.	Cleaned and supplied baths, administration, swept and mopped mail room. Cleaned swept and mopped room 10. Helped move filing cabinets.	JS/CG
4/26/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS/CG
4/26/2019	Public Works Office	Cleaned and supplied baths, removed trash and recycling. Manned phones at lunch.	JS
4/26/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	CG
4/26/2019	Library	Cleaned and supplied baths. Removed trash and recycling.	JS/CG
4/26/2019	BMIA Bldg.	Cleaned and supplied baths, cleaned kitchen sink, refrigerator and window sill. Removed trash.	KM
4/26/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, swept floor and removed trash.	KM
4/26/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, cleaned court room, tax collector and police records windows. Removed trash and recycling.	KM

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4/26/2019	Library	Cleaned and supplied baths, break room and café, vacuumed office, circulation desk, information desk, adult computer area and vestibule. Removed trash.	KM
4/26/2019	Police	Cleaned and supplied baths, swept floors, mopped squad room and removed trash.	KM
4/26/2019	Public Works	Locked gates.	KM
4/26/2019	Public Works Garage	Cleaned and supplied bath.	KM
4/26/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
4/26/2019	Old Shopping Center	Finished at old jewelry store.	KW
4/26/2019	Municipal Bldg.	Took down ripped flag. Put new flag up.	KW
4/26/2019	West side of town	Removed trash.	KW
4/26/2019	Recreation	Brought 15 cones and a case of trash bags.	CP
4/26/2019	609 Weymouth Street	Delivered recycling tote.	CP
4/26/2019	118 Blanche Street	Delivered recycling tote.	CP
4/26/2019	89 Wilkins Avenue	Delivered recycling tote.	CP
4/26/2019	303 Red Feather Trail	Delivered recycling tote.	CP
4/26/2019	303 Red Feather Trail	Replaced lid on tote.	CP
4/26/2019	26 Drexel Street	Replaced lid on tote.	CP
4/26/2019	211 California Trail	Delivered recycling tote.	CP
4/26/2019	593 Magnolia Road	Delivered recycling tote.	CP
4/26/2019	10 North Road	Delivered recycling tote.	CP
4/26/2019	117 South Pemberton Road	Delivered recycling tote.	CP
4/26/2019	244 Princeton Avenue	Delivered recycling tote.	CP
4/26/2019	110 Reed Avenue	Delivered recycling tote.	CP
4/26/2019	419 Salvia Street	Delivered recycling tote.	CP
4/26/2019	39 Filbert Avenue	Delivered recycling tote.	CP
4/26/2019	2434 Range Road	Delivered recycling tote.	CP
4/26/2019	1102 Junction Road	Delivered recycling tote.	HW/DW
4/27/2019	Mirror Lake Spillway	Knocked down and cleaned up concrete/brick walls. Cleaned up debris.	RE/DH/CP/HS/KW/ RW
4/29/2019	Mirror Lake Concession Bldg.	Prepped for painting.	DG
4/29/2019	Public Works	Changed blades on John Deere Zero Mower. Filled reservoir with hydraulic oil.	DG
4/29/2019	Dominique Johnson Park	Started cutting.	DG
4/29/2019	Public Works	Signed tools in/out.	JM

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Date	Location	Work Performed	Completed By
4/29/2019	Mirror Lake Concession Bldg.	Relieved Dave with painting prep. Cleaned wall.	JM
4/29/2019	Public Works	Picked up rakes, shovels and bags for recreation clean-up at Mirror Lake Beach.	JM
4/29/2019	Public Works	Changed blades on John Deere Zero Mower 3.	JM
4/29/2019	Mirror Lake Concession Bldg.	Picked up leaf bags and brought back to public works.	JM
4/29/2019	Municipal Bldg.	Turned off heat.	MM/DW
4/29/2019	Presidential Lakes Beach Bldg.	Repaired pipe fitting.	MM/DW
4/29/2019	Recreation	Removed Super Hero banners from around township.	MM/DW
4/29/2019	West side of town	Cut grass.	CP
4/29/2019	BMIA Bldg.	Cleaned and supplied baths, swept floor and removed trash.	KM
4/29/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, swept kitchen floor, cleaned sink and removed trash. Removed six bags of trash from the outside and put in public works dumpster; put cardboard in recycling.	KM
4/29/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, spot mopped spills, removed trash.	KM
4/29/2019	Library	Cleaned and supplied baths, break room and café. Vacuumed children's areas. Removed trash	KM
4/29/2019	Police	Cleaned and supplied baths, swept halls, and squad room. Removed trash.	KM
4/29/2019	Public Works	Locked gates.	KM
4/29/2019	Country Lakes Recreation	Picked up floor buffing machine and took to Dominique Johnson Bldg.	KM
4/29/2019	BMIA Bldg.	Unclogged men's toilets. Removed trash and put in public works dumpster.	KM
4/29/2019	Sports Complex	Checked doors before 7:30 am. Cleaned and supplied baths. Removed trash. Picked up litter in the parking lot and playground.	JS
4/29/2019	Municipal Bldg.	Cleaned and supplied baths, swept and mopped court office. Removed trash and recycling.	JS
4/29/2019	Police	Cleaned and supplied baths. Removed trash. Cleaned police car 16.	JS
4/29/2019	Public Works Office	Cleaned and supplied baths, swept and mopped floors. Removed trash.	JS
4/29/2019	Public Works Garage	Cleaned and supplied bath. Dropped off recycling.	JS
4/29/2019	Library	Cleaned and supplied baths, removed trash and recycling.	JS
4/29/2019	Country Lakes Recreation	Cleaned and supplied baths. Removed trash and recycling.	JS
4/29/2019	Nesbit Center	Repaired exit light and emergency light.	JR/AN
4/29/2019	Buildings	Worked on fire inspection violations.	JR/AN
4/29/2019	Presidential Lakes Firehouse	Worked on electric.	JR/AN
4/29/2019	Mirror Lake Park	Started repairing/replacing fence.	EB/JE
4/29/2019	Municipal Building	Removed cabinets by the court and put in auction trailer.	EB/JE

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Date	Location	Work Performed	Completed By
4/30/2019	Buildings	Checked hvac.	MM/DW
4/30/2019	Old Shopping Center	Fixed heater at Ernie's Barber Shop.	MM/DW
4/30/2019	Municipal Bldg.	Unclogged toilet.	MM/DW
4/30/2019	Public Works	Cleaned and organized.	JM
4/30/2019	Mirror Lake Concession Bldg.	Assisted painting.	JM
4/30/2019	BMIA Bldg.	Cleaned and supplied, mopped main floor and kitchen floor.	KM
4/30/2019	Dominique Johnson Bldg.	Cleaned and supplied, swept and buffed kitchen and hall. Cleared cobwebs in corners. Wiped baseboard.	KM
4/30/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, removed trash.	KM
4/30/2019	Library	Cleaned and supplied baths and café. Removed trash	KM
4/30/2019	Police	Cleaned and supplied baths, swept halls and interview rooms, mopped holding cell. Removed trash.	KM
4/30/2019	Public Works	Locked gates.	KM
4/30/2019	Sports Complex	Cleaned and supplied baths, removed trash. Unclogged toilets, boys and girls.	KM
4/30/2019	Presidential Lakes Firehouse	Continued electrical work.	JR/AN
4/30/2019	Presidential Lakes Firehouse	Continued working on building.	KW
4/30/2019	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
4/30/2019	Dominique Johnson	Cut grass.	CP/HW
4/30/2019	Lake Valley Ditch	Cut grass.	CP/HW
4/30/2019	Cert Bldg.	Cut grass.	CP/HW
4/30/2019	Train Station	Started cutting grass.	CP/HW
4/30/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths, removed trash. Picked up litter in the parking lot and playground.	JS
4/30/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling.	JS
4/30/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
4/30/2019	Library	Cleaned and supplied baths, removed trash and recycling inside and outside.	JS
4/30/2019	Country Lakes Recreation	Cleaned and supplied baths, swept front offices. Removed trash and recycling.	JS

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Date	Location	Work Performed	Completed By
4/30/2019	Mirror Lake Beach	Worked on fence.	EB/JE
5/1/2019	Presidential Lakes Firehouse	Continued electrical work.	JR/AN
5/1/2019	Mirror Lake Beach	Continued painting.	JM
5/1/2019	RCBC, Mt. Laurel	Picked up storm water flyers and brought back to public works.	JM
5/1/2019	Public Works	Organized tool room.	JM
5/1/2019	Sports Complex	Checked doors at 7:30 AM. Cleaned and supplied baths, removed trash. Picked up litter in the playground and parking lot.	JS
5/1/2019	Municipal Bldg.	Cleaned and supplied baths. Removed trash.	JS
5/1/2019	Police	Cleaned and supplied baths and holding cells. Cleaned downstairs and locker room bathrooms.	JS
5/1/2019	Public Works Office	Cleaned and supplied bathrooms, removed trash and recycling.	JS
5/1/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
5/1/2019	Library	Cleaned and supplied baths, removed trash and recycling.	JS
5/1/2019	Country Lakes Recreation	Cleaned and supplied baths, swept floors, mopped kitchen and bathrooms. Removed trash and recycling.	JS
5/1/2019	Dominique Johnson Bldg.	Cleaned and supplied, broke down tables and chairs. Swept and buffed floor. Set up tables and chairs.	KM
5/1/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, mopped halls and removed trash.	KM
5/1/2019	Police	Cleaned and supplied baths. Removed trash.	KM
5/1/2019	Public Works	Locked gates. Switched trucks. Picked up supplies for Dominique Johnson Bldg.	KM
5/1/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
5/1/2019	Municipal Bldg.	Turned off lights and locked building after meeting.	KM
5/1/2019	Train Station	Cut grass and weed whacked.	HW/CP
5/1/2019	American Legion	Cut grass and weed whacked.	HW/CP
5/1/2019	Rottau Village	Cut grass and weed whacked.	HW/CP
5/1/2019	Presidential Lakes Park	Cut grass and weed whacked.	HW/CP
5/1/2019	Sports Complex	Replaced part and unclogged sink. Waiting for part. Shut off water to sink.	JE/DW
5/1/2019	Dominique Johnson and Train Station	Installed "R" signs.	JE/DW
5/1/2019	Nesbit Center	Replaced all damaged and missing split rail fence.	JE/DW
5/1/2019	Sports Complex	Replaced all damaged and missing split rail fence.	JE/DW