

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
4/4/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied bathrooms, removed trash. Picked up litter in playground and parking lot.	JS/CG
4/4/2019	Municipal Bldg.	Cleaned and supplied baths, administration and room 9. Dusted room 9, cleaned and dusted mayor's office. Swept and mopped cleaned court room. Removed trash and recycling.	JS/CG
4/4/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS/CG
4/4/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling. Manned phones at lunch.	JS
4/4/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	CG
4/4/2019	Library	Cleaned, supplied bathrooms. Removed trash.	JS/CG
4/4/2019	Deborah Hospital	Dropped off sharps.	JS/CG
4/4/2019	BMIA	Cleaned and supplied baths, swept floors, swept and mopped stage. Removed trash inside and outside.	KM
4/4/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, swept floors. Cleaned tables. Removed trash. Picked up litter.	KM
4/4/2019	Municipal Bldg.	Cleaned and supplied baths. Swept and spot mopped halls. Removed office trash. Took bags of shredded paper to the dumpster; boxes to recycling.	KM
4/4/2019	Library	Cleaned, supplied baths, café, break room, vestibule and employee hall. Removed trash.	KM
4/4/2019	Police	Cleaned, supplied baths, swept halls, squad room and holding cell. Removed trash.	KM
4/4/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
4/4/2019	Old Shopping Center	Continued work on the old jewelry store.	EB/MM/AN/JR/DW
4/4/2019	Municipal Bldg.	Bled hot water heater.	MM/DW
4/4/2019	Presidential Lakes Firehouse	Continued demolition work and building the wall in the kitchen area.	JE/JJ/JM/KW
4/4/2019	Senior Center	Picked up all tools and supplies and delivered to concession bldg.	JM/KW
4/5/2019	Mirror Lake Beach	Unlocked gate next to lifeguard building for JCP&L and locked back up after lunch.	JM
4/5/2019	Mirror Lake Beach	Assisted with unloading fence.	JM
4/5/2019	Presidential Lakes Firehouse	Continued work.	JM
4/5/2019	37 Third Avenue	Delivered recycling tote.	JM
4/5/2019	235 Cherokee Drive	Delivered recycling tote.	JM
4/5/2019	307 Seminole Trail	Delivered recycling tote.	JM
4/5/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, mopped main entrance. Removed trash.	KM
4/5/2019	Library	Cleaned and supplied baths and care. Removed trash and recycling.	KM
4/5/2019	Police	Cleaned and supplied baths, swept and mopped halls. Removed trash.	KM
4/5/2019	Public Works	Locked gates.	KM

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4/5/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
4/5/2019	Nesbit Center	Cleaned and supplied baths, main room, hall and entrance. Cleaned water fountains. Removed trash and cleaned trash can.	KM
4/5/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied bathrooms, removed trash. Picked up litter in playground and parking lot.	JS/CG
4/5/2019	Municipal Bldg.	Cleaned and supplied baths. Cleaned and mopped room 10. Removed trash and recycling.	JS/CG
4/5/2019	Mirror Lake Concession	Unclogged toilet.	JS/CG
4/5/2019	Police	Cleaned, supplied baths and holding cells. Vacuumed all of police side. Removed trash.	JS/CG
4/5/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS/CG
4/5/2019	Public Works Garage	Cleaned, supplied bath. Removed trash. Dropped off recycling.	JS/CG
4/5/2019	O'Brien & Sons	Picked up batteries and extension cord.	JS/CG
4/5/2019	Country Lakes Recreation	Cleaned, supplied baths. Removed trash and recycling.	JS/CG
4/5/2019	Presidential Lakes Firehouse	Continued demolition work and building the wall in the kitchen area.	JJ/KW
4/5/2019	Old Shopping Center	Continued work on the old jewelry store.	EB/AN/JR/HW
4/5/2019	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM/DW
4/5/2019	BMIA	Assisted recreation with setup for function	MM/DW
4/5/2019	Buildings	Checked hvac.	MM/DW
4/5/2019	Nesbit Center and Library	Started working on fire violation sheets.	MM/DW
4/5/2019	Rails to Trails	Finished benches.	MM/DW
4/5/2019	Diamond M Lumber	Picked up fence.	JE
4/5/2019	Mirror Lake Concession	Unloaded fence.	JE
4/5/2019	Presidential Lakes Firehouse	Continued project.	JE
4/8/2019	Library	Open before 8:00 AM for tax program.	MM/DW
4/8/2019	Tax Collector's Office	Removed boxes to be destroyed.	MM/DW
4/8/2019	Nesbit Center and Library	Continued working on fire violation sheet.	MM/DW
4/8/2019	Library	Fixed shelf.	MM/DW
4/8/2019	BMIA	Cleaned and supplied baths, swept floors. Removed trash.	KM
4/8/2019	Dominique Johnson Bldg.	Cleaned and supplied baths and kitchen. Removed trash.	KM
4/8/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors. Removed trash in and around building.	KM
4/8/2019	Library	Cleaned and supplied baths and café. Vacuumed vestibule. Removed trash.	KM
4/8/2019	Police	Cleaned and supplied baths. Removed trash.	KM

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4/8/2019	Public Works	Locked gates.	KM
4/8/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
4/8/2019	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. (Used 2 trucks/heavy trash day)	JM/KW
4/8/2019	Imagination Kingdom	Took down broken swing.	JM/KW
4/8/2019	Nesbit Center	Removed sign. Replaced split rail.	JM/KW
4/8/2019	Senior Center	Picked up lunches.	JM
4/8/2019	Veteran's Park	Replaced two cans.	JM/KW
4/8/2019	Old Shopping Center	Continued work on the old jewelry store.	EB/AN/JR/HW
4/8/2019	Presidential Lakes Firehouse	Continued work on the project.	JE/JJ
4/8/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied bathrooms, removed trash. Picked up litter in playground and parking lot.	JS
4/8/2019	Municipal Bldg.	Cleaned and supplied baths. Cleaned back sliding windows and doors. Removed trash and recycling. Cleaned and rinsed salt off salt spreader and buckets.	JS
4/8/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS
4/8/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS
4/8/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
4/8/2019	O'Brien & Sons	Had keys made.	JS
4/8/2019	Library	Cleaned, supplied baths, Removed trash and recycling inside and outside.	JS
4/8/2019	Country Lakes Recreation	Cleaned, supplied baths, removed trash and recycling.	JS
4/9/2019	Old Shopping Center	Continued work on the old jewelry store.	JR/KW/HW
4/9/2019	Imagination Kingdom	Blew and raked leaves Took three full truck loads to public works.	DG/CP
4/9/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied bathrooms, removed trash. Picked up litter in playground and parking lot.	JS
4/9/2019	Municipal Bldg.	Cleaned and supplied baths, administration and room 9. Removed trash and recycling.	JS
4/9/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS
4/9/2019	Public Works Office	Cleaned and supplied baths, swept and mopped all floors. Removed trash and recycling.	JS
4/9/2019	Public Works Garage	Cleaned, supplied bath and removed trash. Dropped off recycling.	JS

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4/9/2019	Library	Cleaned and supplied baths, swept front entrance. Removed trash and recycling.	JS
4/9/2019	Buildings	Checked hvac.	MM/DW
4/9/2019	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM/DW
4/9/2019	Library	Hung items on the walls.	MM/DW
4/9/2019	BMIA Building	Cleaned and supplied kitchen, cleaned floor, counters, sink, stove. Wiped and relined ovens. Swept and mopped stage.	KM
4/9/2019	Dominique Johnson Bldg.	Cleaned and supplied baths. Set up tables and chairs.	KM
4/9/2019	Municipal Bldg.	Cleaned and supplied baths, swept halls and court lobby. Removed trash.	KM
4/9/2019	Library	Cleaned and supplied baths, café and break room. Removed trash.	KM
4/9/2019	Police	Cleaned and supplied baths, swept halls and squadron room. Removed trash.	KM
4/9/2019	Public Works	Locked gates.	KM
4/9/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
4/10/2019	BMIA	Cleaned supplied baths, replaced wo light bulbs, mopped the main floor and entrance, wipe the bathroom doors down and cleaned floor matt	KM
4/10/2019	Municipal Bldg.	Cleaned and supplied bathrooms, swept and mopped halls, court lobby and removed trash	KM
4/10/2019	Library	Cleaned bathrooms and removed trash	KM
4/10/2019	Police	Clean and supplied bathrooms, swept holding area and removed trash	KM
4/10/2019	Public Works	Locked up dpw gate at 3:30	KM
4/10/2019	Sports Complex	Cleaned and supplied bathrooms and removed trash	KM
4/10/2019	Imagination Kingdom	Trimmed bushes, removed leaves and mulched park	JM/DG/AN
4/10/2019	Senior Center	Started spackling foyer area to be painted	JM
4/10/2019	Central Jersey	Picked up two stroke mix	JM
4/10/2019	Imagination Kingdom	Replaced chains on tire swing	DG/AN
4/10/2019	Public Works	Removed seventy plus feet of chain-link fence and posts next to office trailer	JJ/CP
4/10/2019	Sports Complex	Replaced broken split rails	CP
4/10/2019	Jewelry store	Picked up flooring from Lowes	JJ
4/10/2019	Sports Complex	Checked before 7:30 to make sure doors were open	JS
4/10/2019	Municipal Bldg.	Removed trash, cleaned and supplied bathrooms, swept and mopped kitchen area, vacuumed finance and fire chief's office	JS
4/10/2019	Police	Removed trash, cleaned and supplied bathrooms and holding cell area, cleaned downstairs and locker room bathrooms	JS

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4/10/2019	Sports Complex	Cleaned bathroom and removed trash from building, playground and parking lot	JS
4/10/2019	Public Works	Clean bathrooms, removed trash and recycling	JS
4/10/2019	Public Works Garage	Cleaned bathroom and removed trash	JS
4/10/2019	Library	Removed trash, recycling, cleaned bathrooms and dropped of supplies	JS
4/10/2019	Country Lakes Recreation	Removed trash, recycling, cleaned bathrooms, swept and mopped main room, offices, kitchen and bathrooms	JS
4/10/2019	Well #2	Picked up metal roofing	JE
4/10/2019	Well #2	Prepped roof and started installing metal decking	EB/JE
4/10/2019	Jewelry store	Finished painting, ceiling grid and tile and started prepping floor	KW/HW
4/10/2019	Dominique Johnson Bldg.	Repaired sink	MM/DW
4/10/2019	Mirror Lake Concession	Removed trim from broken window, took measurements so new window can be ordered	MM/DW
4/10/2019	Municipal Bldg.	Picked up packages from Finance and delivered	MM/DW
4/10/2019	Library	Checked and adjusted heat in the building	MM/DW
4/10/2019	BMIA	Checked heaters	MM/DW
4/10/2019	Nesbit Center	Checked heater and closed all BCAP doors	MM/DW
4/10/2019	Train Station	Checked heater and sump pumps	MM/DW
4/10/2019	Country Lakes Recreation	Dropped off packages and repaired bathroom door handle	MM/DW
4/10/2019	Municipal Bldg.	Relieved air pressure from boiler hot water tank	MM/DW