

Buildings Grounds Weekly Status Report

| Date | Location | Work Performed | Completed By |
|-------------|-------------------------------|--|---------------------|
| 5/16/2019 | Country Lakes Recreation | Continued weeding the beds and installing black mulch. | EB/AN/HW |
| 5/16/2019 | Presidential Lakes Firehouse | Continued work on building. | JR/JJ/JE |
| 5/16/2019 | Browns Mills | Started installing flags throughout town. | MM/DW |
| 5/16/2019 | Atlantic Plumbing | Ordered parts for Mirror Lake concession. | MM |
| 5/16/2019 | Mirror Lakes Concession Bldg. | Finished cleaning ice machine. | MM/DW |
| 5/16/2019 | Sports Complex | Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in the playground and parking lot. | JS/CG |
| 5/16/2019 | Municipal Bldg. | Cleaned and supplied baths, administration, room 9, removed trash and recycling. | JS/CG |
| 5/16/2019 | Police | Cleaned and supplied baths and holding cells. Removed rash. | JS/CG |
| 5/16/2019 | Sports Complex | Cleaned and supplied baths. Removed trash. Picked up litter in the parking lot and playground., | JS/CG |
| 5/16/2019 | Public Works Office | Cleaned and supplied baths, removed trash and recycling. | JS/CG |
| 5/16/2019 | Public Works Garage | Cleaned and supplied bath. Removed trash. Dropped off recycling. | JS/CG |
| 5/16/2019 | Library | Cleaned and supplied baths, swept and mopped front entrance. Removed trash. | JS/CG |
| 5/16/2019 | Country Lakes Recreation | Cleaned and supplied baths, swept and mopped kitchen and bathrooms. Swept offices. Removed trash and recycling. | JS/CG |
| 5/16/2019 | Public Works | Moved cabined in hallway. Hung time clock and card holder. | JM/DG |
| 5/16/2019 | Records Room | Put public works records boxes away. Put boxes to be destroyed in trailer. | JM/DG |
| 5/16/2019 | Public Works | Boxed up fluorescent bulbs from conex. Eight 8 foot boxes, Nine 4 foot boxes, two 6 foot boxes and two 2 foot boxes. Put in truck 13 and parked under the eave. Put tires in truck 16. Straightened some of the paint in the conex. Put away mower parts. Fixed American flag. Worked on SDS sheets. | JM/DG |
| 5/16/2019 | BMIA Building | Cleaned and supplied baths and kitchen. Mopped kitchen floor. Removed trash. | KM |
| 5/16/2019 | Dominique Johnson Bldg. | Cleaned and supplied baths, swept floor. Removed trash inside and outside. | KM |
| 5/16/2019 | Municipal Building | Cleaned and supplied baths, swept floors, spot mopped and removed trash. | KM |
| 5/16/2019 | Library | Cleaned and supplied baths and café. Removed trash and recycling inside and outside. | KM |
| 5/16/2019 | Police | Cleaned and supplied baths, swept squad room, removed trash. | KM |
| 5/16/2019 | Public Works | Locked gates. | KM |
| 5/16/2019 | Municipal Bldg. | Locked building and turned off lights after scheduled juvenile conference. Watered flower beds. | KM |
| 5/16/2019 | BMIA & Library | Placed right to know survey in the right to know centers in the buildings. | KM |
| 5/16/2019 | Choctaw Guardrails | Cut grass and weed whacked. | EB/SH/HS/HW |
| 5/16/2019 | Dominique Johnson | Cut grass and weed whacked. | EB/SH/HS/HW |

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| 5/16/2019 | West End Park | Cut grass and weed whacked. | EB/SH/HS/HW |
| 5/17/2010 | BMIA Building | Cleaned and supplied, checked bathrooms for supplies, wiped sink and toilets. | KM |
| 5/17/2019 | Dominique Johnson Bldg. | Cleaned and supplied. Cleaned up rain water in lobby and main room entrance. | KM |
| 5/17/2019 | Municipal Building | Cleaned and supplied baths, swept and mopped floors. Removed trash inside and outside. Picked up litter in the parking lot. | KM |
| 5/17/2019 | Library | Cleaned and supplied baths, café, break room. Vacuumed employee entrance. Removed trash. | KM |
| 5/17/2019 | Police | Cleaned and supplied baths, swept halls and squad room. Removed trash inside and outside. Picked up litter in the parking lot. | KM |
| 5/17/2019 | Country Lakes Recreation BMIA and Dominique Johnson | Removed outside trash, took to public works and put in dumpster. | KM |
| 5/17/2019 | Sports Complex | Cleaned and supplied baths. Removed trash. | KM |
| 5/17/2019 | Presidential Lakes Firehouse | Continued work on building. | JR |
| 5/17/2019 | Burlington County HHW | Delivered bulbs and tires from public works. | JM/DG |
| 5/17/2019 | Public Works | Worked on SDS. | JM/DG |
| 5/17/2019 | Municipal Building | Cut grass and weed whacked. Cut about 3/4 of Municipal field. | JM/DG |
| 5/17/2019 | 102 Lee Street | Delivered recycling tote. | DG |
| 5/17/2019 | 59 South Pemberton Road | Delivered recycling tote. | DG |
| 5/17/2019 | 806 Pemberton Browns Mills Rd. | Delivered recycling tote. | DG |
| 5/17/2019 | Sports Complex | Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in the playground and parking lot. | JS/CG |
| 5/17/2019 | Municipal Bldg. | Cleaned and supplied baths. Cleaned and mopped court room and room 10. Vacuumed tax collector's office and lobby mats. Picked up supplies for buildings. Removed trash and recycling. | JS/CG |
| 5/17/2019 | Police | Cleaned and supplied baths and holding cells. Removed trash. | JS/CG |
| 5/17/2019 | Public Works Office | Cleaned and supplied baths. Removed trash and recycling. | JS/CG |
| 5/17/2019 | Public Works Garage | Cleaned and supplied bath. Removed trash. Dropped off recycling. | JS/CG |
| 5/17/2019 | Library | Cleaned and supplied baths. Cleaned tables in children's area. Removed trash and recycling inside and outside. Picked up litter in the parking lot. | JS/CG |
| 5/17/2019 | Country Lakes Recreation | Cleaned and supplied baths. Swept and mopped big room and front entrance office. Removed trash and recycling. | JS/CG |
| 5/17/2019 | Buildings | Continued cleaning air conditioning units. | MM |
| 5/17/2019 | Police | Removed lock and installed new lever lock in the room downstairs. | MM |

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| 5/17/2019 | Library | Picked up motor. | MM |
| 5/17/2019 | Mirror Lakes Concession Bldg. | Worked on ice machine. | MM |
| 5/17/2019 | Country Lakes Recreation | Continued weeding beds and installing mulch. | EB/AN/CP/HW |
| 5/17/2019 | Pemberton Vincentown Rd. Ditch | Cut and weed whacked. | RB/CP |
| 5/17/2019 | Rottau Park | Cut and weed whacked. | RB/CP |
| 5/17/2019 | Oak Pines | Cut and weed whacked. | RB/CP |
| 5/17/2019 | Lake Pemberton | Cut and weed whacked. | RB/CP |
| 5/20/2019 | Municipal Bldg. | Finished cutting the field. Watered flowers. | JM |
| 5/20/2019 | Public Works | Weed whacked around fuel pumps, public works offices and recycling center. | JM |
| 5/20/2019 | Public Works | Continued working on Safety Data Sheets. | JM |
| 5/20/2019 | Buildings, Parks and Bus Stops | Emptied trash/recycling cans at American Legion Basketball Court, 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, Imagination Kingdom, Bayberry Park and Reflections Park. Bus stops - two on Trenton Road, two in Country Lakes and two on Pemberton Browns Mills Road. Took out all the piping and springs from bin along with trampoline by bin at the Mirror Lake Park. | DG |
| 5/20/2019 | Buildings | Continued cleaning air conditioning units. | MM |
| 5/20/2019 | Mirror Lakes Concession Bldg. | Picked up paint for the exterior of the building. | MM |
| 5/20/2019 | Nesbit Center | Fixed air conditioning. | MM |
| 5/20/2019 | Mirror Lakes Concession Bldg. | Continued working on ice machine. | MM |
| 5/20/2019 | Senior Center | Removed and installed back door. | EB/KW |
| 5/20/2019 | Mirror Lakes Beach Park | Cut grass and weed whacked. | HW/CP |
| 5/20/2019 | Cert Bldg. | Cut grass and weed whacked. | HW/CP |
| 5/20/2019 | Train Station | Cut grass and weed whacked. | HW/CP |
| 5/20/2019 | Sports Complex | Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in the playground and parking lot. | JS |
| 5/20/2019 | Municipal Bldg. | Cleaned and supplied baths. Removed trash and recycling. | JS |
| 5/20/2019 | Police | Cleaned and supplied baths and holding cells. Swept and mopped floors. Removed trash. | JS |
| 5/20/2019 | Public Works Office | Cleaned and supplied baths, removed trash and recycling. | JS |
| 5/20/2019 | Public Works Garage | Cleaned and supplied bath. Removed trash. Dropped off recycling. | JS |
| 5/20/2019 | Library | Cleaned and supplied baths, removed trash and recycling inside and outside,. | JS |
| 5/20/2019 | Country Lakes Recreation | Cleaned and supplied baths, swept and mopped big room. Removed trash and recycling. | JS |

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| Date | Location | Work Performed | Completed By |
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| 5/20/2019 | Veterans Park | Weeded beds, added new mulch and trimmed bushes. Removed dead limbs and blew off parking lot. Cleaned up and removed leaves and pine needles. | JE/AN/DW |
| 5/20/2019 | Dominique Johnson Bldg. | Cleaned and supplied baths, broke down tables and chairs then put in closet. Removed trash. | KM |
| 5/20/2019 | BMIA | Cleaned and supplied baths and kitchen. Cleaned stove, relined over with foil. Removed trash. | KM |
| 5/20/2019 | Municipal Bldg. | Cleaned and supplied baths, swept floors and removed trash. Watered plants. | KM |
| 5/20/2019 | Police | Cleaned and supplied baths, swept squad room. Removed trash. | KM |
| 5/20/2019 | Public Works | Moved paper products under salt barn over hang. Changed hand soap in fleet garage. Locked gates. | KM |
| 5/20/2019 | Sports Complex | Cleaned and supplied baths, scraped paint off floor. Removed trash. | KM |
| 5/21/2019 | Buildings | Met the fire inspected at the train station and escorted through buildings. | MM |
| 5/21/2019 | Mirror Lake Concession Bldg. | Picked up paint at Lowes | MM |
| 5/21/2019 | RCBC Print Shop | Picked up recycling flyers/schedules. | MM |
| 5/21/2019 | Mirror Lake Concession Bldg. | Fixed the ice machine. | MM |
| 5/21/2019 | Home Depot | Picked up parts for Municipal Bldg. irrigation system. | JM |
| 5/21/2019 | Municipal Bldg. | Repaired breaks and heads on irrigation system. | JM |
| 5/21/2019 | Dominique Johnson Bldg. | Cleaned and supplied. Swept floor and mopped kitchen. Dropped off supplies. | KM |
| 5/21/2019 | Municipal Building | Cleaned and supplied bathrooms and administration. Swept floors. Moved around supplies in stock room to make room for new supplies. Removed trash inside and outside building. Picked up litter in the parking lots. Added water to the fish pond. | KM |
| 5/21/2019 | Library | Cleaned and supplied bathrooms, café and break room. Swept lobby, vacuumed vestibule. Removed trash. | KM |
| 5/21/2019 | Police | Cleaned and supplied baths swept halls. Removed trash inside and outside. | KM |
| 5/21/2019 | Public Works | Locked gates. | KM |
| 5/21/2019 | Sports Complex | Cleaned and supplied baths, removed trash. Picked up litter in the parking lot. | KM |
| 5/21/2019 | Sports Complex | Repaired sink. | JJ |
| 5/21/2019 | Presidential Lakes Firehouse | Installed drain to sink in the crawl space and ran drain lines on air handler. | JJ |
| 5/21/2019 | Municipal Building | Plunged toilet. | JJ |
| 5/21/2019 | Train Station | Finished weed whacking. | HW/DG/CP |
| 5/21/2019 | Browns Mills Town Area | Started cut grass and weed whacking all sidewalks. | HW/DG/CP |
| 5/21/2019 | Herman's Trucking | Picked up black mulch. | JE |

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| 5/21/2019 | Veterans Park | Weeded beds, trimmed bushes and removed dead limbs. Cleaned up pine needles and leaves. Blew off parking lot. | JE/KW/DW |
| 5/21/2019 | Old Shopping Center | Installed an emergency light in the doctor's office. Removed the toilet. | EB/JR |
| 5/21/2019 | Senior Center | Finished door. | EB/JR |
| 5/21/2019 | Browns Mills Town Area | Finished installing flags. | EB/JR |
| 5/22/2019 | Buildings | Continued inspections with fire inspector. | MM |
| 5/22/2019 | Lowes | Picked up paint for the Senior Center. | MM |
| 5/22/2019 | Browns Mills Town Area | Cut and weed whacked all sidewalks. | HW/DG/CP |
| 5/22/2019 | Veterans Park | Continued weeding, mulching, and cleaning up. | HW/JE/KW |
| 5/22/2019 | Inspections | Moved boxes. | JE |
| 5/22/2019 | Public Works | Moved boxes to records. Removed trash. | JM |
| 5/22/2019 | Imagination Kingdom | Checked and turned on sprinkler system. | JM |
| 5/22/2019 | Public Works | Worked at guard shack. | JM |
| 5/22/2019 | Buildings | Escorted fire extinguisher inspector. | JJ |
| 5/22/2019 | Veterans Park | Assisted with clean-up. | JJ |
| 5/22/2019 | Nesbit Head Start Side | Repaired the emergency lights. | JR/AN |
| 5/22/2019 | Browns Mills Town Area | Continued installing flags. | JR/AN |
| 5/22/2019 | Trenton Road | Checked bulbs and globes on decorative lights. | JR/AN |
| 5/22/2019 | Veterans Park | Checked the power. | JR/AN |
| 5/22/2019 | Dominique Johnson Bldg. | Cleaned and supplied baths. | KM |
| 5/22/2019 | Municipal Bldg. | Cleaned and supplied baths. Swept floors. Removed trash. | KM |
| 5/22/2019 | Library | Cleaned and supplied baths, café. Vacuumed children's area. Removed trash inside and outside. | KM |
| 5/22/2019 | Police | Cleaned and supplied baths, swept halls and removed trash. | KM |
| 5/22/2019 | Public Works | Locked gates. | KM |
| 5/22/2019 | Sports Complex | Cleaned and supplied baths. Removed trash. | KM |
| 5/22/2019 | Country Lakes Recreation | Cleaned and supplied baths, swept floor. Removed trash and recycling. | KM |