

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
5/23/2019	BMIA Building	Cleaned and supplied baths and kitchen. Stocked supplies. Removed trash. Picked up litter around building.	KM
5/23/2019	Dominique Johnson Bldg.	Cleaned and supplied baths. Spray buffed kitchen, hallway, rear exit and started main floor.	KM
5/23/2019	Municipal Building	Cleaned and supplied baths. Swept floors. Removed trash and recycling.	KM
5/23/2019	Library	Cleaned and supplied baths, café and break room. Swept and mopped lobby. Removed trash.	KM
5/23/2019	Police	Cleaned and supplied baths, swept floors. Removed trash and recycling.	KM
5/23/2019	Public Works	Locked gates. Cleaned and supplied baths. Removed trash.	KM
5/23/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
5/23/2019	Hollocks Farm	Picked up plants for Veterans Park and dropped off.	JM/JJ
5/23/2019	Senior Center	Started painting the foyer, alarm room, back door and deck.	JM/HW
5/23/2019	Old Shopping Center	Met auctioneer to look at freezers.	JR/AN
5/23/2019	Old Shopping Center	Disconnected all appliances in two stores.	JR/AN
5/23/2019	Lakehurst Rd., South Lakeshore and Reflections Park	Made a supply list for the street lights to be installed.	JR/AN
5/23/2019	Senior Center	Used bucket truck to clean the gutters.	JR/AN
5/23/2019	Mirror Lake Beach and Presidential Lakes Beach	Drug beaches with the Kubota.	JJ
5/23/2019	Presidential Lakes Beach	Mounted lifeguard chair at the end of the dock at Mirror Lake Beach.	JJ
5/23/2019	High School	Picked up platforms for parade.	JE/KW/DW
5/23/2019	Veterans Park	Planted flowers and watered.	JE/KW/DW
5/23/2019	Municipal Building	Picked up all packages from finance and delivered.	MM
5/23/2019	Finance	Put together a chair.	MM
5/23/2019	Country Lakes Recreation	Repaired broken drawer front.	MM
5/23/2019	Country Lakes Recreation	Hung Fishing Derby banners at Reflections Park, Presidential Lakes, Country Lakes and Municipal Bldg.	MM
5/23/2019	Juliustown Road	Cut and weed whacked behind the old Doctor's off and old auto store.	DG/EB/CP/HW
5/23/2019	Library	Cut and weed whacked.	DG/EB/CP/HW
5/23/2019	Reflections Park	Cut and weed whacked.	DG/EB/CP/HW
5/23/2019	Old Acme	Cleaned up the grass clippings piles.	DG/EB/CP/HW
5/23/2019	Browns Mills Lots	Cut and weed whacked lots in town.	DG/EB/CP/HW
5/23/2019	Library	Cut grass and weed whacked.	DG/EB/CP/HW

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5/24/2019	Public Works	Changed blades and greased both stand-up mowers.	DG/CP
5/24/2019	Veterans Park	Cut and weed whacked. Blew parking lot.	DG/CP
5/24/2019	Rancocas Lane	Cut and weed whacked.	DG/CP
5/24/2019	Public Works	Manned phones.	DG
5/24/2019	Rancocas Lane	Used Kubota tractor and cleaned the leaves off the sidewalk.	DG/CP
5/24/2019	Spillway	Cut grass and weed whacked.	DG/CP
5/24/2019	Senior Center	Cut grass and weed whacked.	DG/CP
5/24/2019	Public Works	Signed out tools	JM
5/24/2019	Municipal Building	Opened door. Checked on cart for police.	JM
5/24/2019	Central Jersey	Picked up parts.	JM
5/24/2019	Public Works	Organized parts.	JM
5/24/2019	Veterans Park	Set up platforms and wrapped with landscape fabric. Set up stands and installed flags on them. Loaded up trailer with 54 folding chairs, two tents, podium, extension cords, signs and folding table.	JE/KW
5/24/2019	Veterans Park	Checked all flags and changed as needed.	JE/KW
5/24/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, finished buffing floors. Set up tables and chairs.	KM
5/24/2019	Municipal Building	Cleaned and supplied baths, swept floors. Removed trash and recycling.	KM
5/24/2019	Police	Cleaned and supplied baths. Removed trash inside and outside. Put away supplies in the basement stock room.	KM
5/24/2019	Public Works	Locked gates. Cleaned and supplied baths. Removed trash.	KM
5/24/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
5/24/2019	Veterans Park	Dropped off stages and flag holders.	DW
5/24/2019	133 Cherokee Drive	Delivered recycling tote.	DW
5/24/2019	145 Newton Street	Delivered recycling tote.	DW
5/24/2019	603 Berkeley Street	Delivered recycling tote.	DW
5/24/2019	203 Seneca Trail	Delivered recycling tote.	DW
5/24/2019	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, 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.	DW

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5/24/2019	Municipal Building	Cleaned and supplied. Removed trash and recycling.	CG
5/24/2019	Public Works Office	Cleaned and supplied. Removed trash and recycling.	CG
5/24/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	CG
5/24/2019	Buildings	Continued cleaning air conditioning units.	MM
5/24/2019	Buildings	Started working on fire violations.	MM
5/24/2019	Buildings	Worked on fire violations	JR/AN
5/24/2019	Lowes	Picked up supplies.	JR
5/24/2019	Mirror Lake Beach and Presidential Lakes Beach	Finished dragging beaches.	JJ
5/24/2019	Stevenson's Supplies	Picked up supplies to repair sink at sports complex.	JJ
5/24/2019	Imagination Kingdom	Repaired sprinkler system.	JJ
5/24/2019	Country Lakes Recreation	Checked sprinkler system.	JJ
5/24/2019	Library	Fixed bracket on a book shelf and hung a bulletin board.	JJ
5/24/2019	Municipal Building	Checked sprinkler system.	JJ
5/28/2019	BMIA Building	Cleaned and supplied baths, removed trash.	KM
5/28/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, swept floors. Removed trash and recycling.	KM
5/28/2019	Municipal Building	Cleaned and supplied baths, swept floors, spot mopped. Removed trash. Cleaned court, police record and tax collector's windows. Added water to pond.	KM
5/28/2019	Library	Cleaned and supplied baths, café, break room, vacuumed computer center, children's Area, play area, vestibule and employee entrance. Removed trash inside and outside.	KM
5/28/2019	Police	Cleaned and supplied baths, swept halls, swept and mopped squad room. Removed trash.	KM
5/28/2019	Public Works	Locked gates. Cleaned and supplied baths. Removed trash.	KM
5/28/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
5/28/2019	Browns Mills Firehouse, Country Lakes Recreation	Opened buildings for voting machine delivery.	KM
5/28/2019	Mirror Lake Concession	Picked up 10 tables and delivered and set-up in the courtroom.	MM/DW
5/28/2019	Mirror Lake Dam	Replaced bent flag.	MM/DW
5/28/2019	Municipal Building	Set up wooden table by the generator.	MM/DW
5/28/2019	Buildings	Continued working on fire violations.	MM/DW
5/28/2019	Buildings	Checked hvac.	MM/DW
5/28/2019	Mirror Lake Concession	Repaired handicap toilet. Checked door and repaired.	JJ
5/28/2019	Sports Complex	Started repairing sink.	JJ

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Date	Location	Work Performed	Completed By
5/28/2019	Presidential Lakes Beach	Repaired lock on bathroom door.	JJ
5/28/2019	Public Works	Manned phones.	DG
5/28/2019	American Legion Basketball Court	Cut grass and weed whacked.	HW/CP
5/28/2019	Cert Bldg.	Cut grass and weed whacked.	HW/CP
5/28/2019	Dominique Johnson Bldg.	Cut grass and weed whacked.	HW/CP
5/28/2019	Veterans Park	Returned all parade items to the appropriate place.	KW/JE
5/28/2019	Veterans Park	Turned on water.	KW/JE
5/28/2019	Old Shopping Center	Put everything back together in the doctor's office.	KW/JE
5/28/2019	Mirror Lake and Presidential Lakes Beach Buildings	Supplied.	KW/JE
5/28/2019	Municipal Building	Put supplies downstairs.	KW/JE
5/28/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in the playground and parking lot.	JS
5/28/2019	Library	Cleaned and supplied baths. Removed trash and recycling.	JS
5/28/2019	Municipal Building	Cleaned and supplied baths, administration and room 9. Removed trash and recycling.	JS
5/28/2019	Police	Cleaned and supplied baths, removed trash.	JS
5/28/2019	Public Works Office	Cleaned and supplied baths. Swept and mopped all floors. Removed trash and recycling.	JS
5/28/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
5/28/2019	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, 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	AN
5/29/2019	BMIA Building	Cleaned and supplied. Mopped main floor, entrance, bath, hallway, kitchen and stage. Cleaned and supplied kitchen, sink, counter, window and sill.	KM
5/29/2019	Municipal Building	Cleaned and supplied baths, swept floors, spot mopped and removed trash.	KM
5/29/2019	Library	Cleaned and supplied baths and café. Vacuumed adult area. Removed trash.	KM
5/29/2019	Police	Cleaned and supplied baths. Removed trash.	KM
5/29/2019	Public Works	Locked gates. Cleaned and supplied baths. Removed trash.	KM
5/29/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
5/29/2019	Shopping Center	Picked up street light at Acme that was hit.	JR/AN

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5/29/2019	Municipal Building and Public Works	Replaced exit light. Repaired two lights. Took out extra wire from light. Installed outlet cover. Fixed exit light.	JR/AN
5/29/2019	Rottau Park	Cut grass and weed whacked.	HW/CP
5/29/2019	Lake Valley Ditch	Cut grass and weed whacked.	HW/CP
5/29/2019	Oak Pines	Cut grass and weed whacked.	HW/CP
5/29/2019	Lake Pemberton	Cut grass and weed whacked.	HW/CP
5/29/2019	Train Station	Cut grass and weed whacked.	HW/CP
5/29/2019	Mirror Lake Beach and Presidential Lakes Beach	Dropped off gloves.	JJ
5/29/2019	Municipal Bldg.	Adjusted the detective's door.	JJ
5/29/2019	Country Lakes Recreation	Dropped off a piece of chain and lock.	JJ
5/29/2019	Presidential Lakes Beach Bldg.	Repaired water fountain.	JJ
5/29/2019	Tensaw Park	Finished mulching.	EB/JE/DG/KW
5/29/2019	Public Works	Fixed door locks.	KW
5/29/2019	Dominique Johnson Park	Pulled out tree.	EB/JE/DG/KW
5/29/2019	Dominique Johnson Bldg.	Mulched front and side of building.	EB/JE/DG/KW
5/29/2019	Public Works	Manned phones at lunch.	DG
5/29/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in the playground and parking lot.	JS
5/29/2019	Municipal Bldg.	Cleaned and supplied baths. Picked up supplies from downstairs. Removed trash and recycling.	JS
5/29/2019	Police	Cleaned and supplied baths, holding cells, downstairs and locker room bathrooms. Removed trash.	JS
5/29/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling.	JS
5/29/2019	Public Works Garage	Cleaned and supplied bath. Dropped off recycling.	JS
5/29/2019	O'Brien and Sons	Picked up supplies.	JS
5/29/2019	Library	Cleaned and supplied baths, removed trash and recycling inside and outside. Cleaned outside trash cans.	JS
5/29/2019	Public Works	Signed out tools	JM
5/29/2019	Red Lion Scrap Metal	Delivered propane tanks.	JM
5/29/2019	Public Works	Cut grass and weed whacked salt barn.	JM
5/29/2019	Public Works	Worked on SDS violations.	JM
5/29/2019	Imagination Kingdom	Put cones around broken equipment.	JM

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Date	Location	Work Performed	Completed By
5/29/2019	Municipal Bldg.	Went over irrigation system.	JM
5/29/2019	Buildings	Checked hvac.	MM/DW
5/29/2019	Nesbit Building	Worked on air conditioning.	MM/DW
5/29/2019	Buildings	Continued working on fire violations.	MM/DW