

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
5/30/2019	Dominique Johnson Bldg.	Cleaned and supplied. Swept and mopped kitchen, cleaned up rain water along front wall. Swept main floor.	KM
5/30/2019	Municipal Bldg.	Cleaned, supplied baths. Swept floors and spot mopped. Vacuumed carpet in tax assessors, tax collectors, finance, inspections and zoning. Removed empty boxes in courtroom and put in recycling. Removed trash.	KM
5/30/2019	Library	Cleaned and supplied baths and café. Swept and mopped lobby. Removed trash.	KM
5/30/2019	Police	Cleaned and supplied baths, swept squad room. Removed trash.	KM
5/30/2019	Public Works	Locked doors and gates. Cleaned, supplied bath and removed trash in water division.	KM
5/30/2019	Sports Complex	Cleaned and supplied baths, removed trash.	KM
5/30/2019	Reflections	Started removing and installing fencing.	DG/KW
5/30/2019	Old Shopping Center	Moved doctor into new office.	DG/KW
5/30/2019	Library	Installed air handler motor.	MM/DW
5/30/2019	Buildings	Continued working on fire violations.	MM/DW
5/30/2019	Police	Worked on Chief's hvac unit.	MM/DW
5/30/2019	Buildings	Checked hvac.	MM/DW
5/30/2019	Nesbit Center	Fixed fence.	MM/DW
5/30/2019	Veterans Park	Turned off outlets.	JR/AN
5/30/2019	Buildings	Finished fire violations.	JR/AN
5/30/2019	Dominique Johnson Bldg., BMIA Bldg.	Checked electrical.	JR/AN
5/30/2019	Mirror Lake Concession	Replaced switch.	JR/AN
5/30/2019	Mirror Lake Dock	Repaired outlet.	JR/AN
5/30/2019	Mirror Lake Beach and Lifeguard Buildings	Checked all light and electrical. Installed outlet	JR/AN
5/30/2019	Public Works	Picked up boxes to be shredded from the salt barn.	JS/CG
5/30/2019	Sports Complex	Opened doors before 7:30 AM.	JS/CG
5/30/2019	Municipal Bldg.	Cleaned and supplied baths, administration and room 9. Shredded 16 boxes of paper from public works. Removed trash and recycling.	JS/CG
5/30/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS/CG
5/30/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling.	JS/CG
5/30/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS/CG
5/30/2019	Public Works	Picked up rest of boxes to be shredded from the salt barn.	JS/CG
5/30/2019	Public Works	Signed out tools.	JM

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5/30/2019	Public Works and Municipal Bldg.	Checked for generator service sheets.	JM
5/30/2019	Municipal Bldg.	Changed sprinkler heads.	JM
5/30/2019	Public Works	Finished working on SDS violations.	JM
5/30/2019	Burlington County HHW	Picked up pallets.	JM
5/30/2019	South Lakeshore Gazebo	Cut grass and weed whacked.	HW/CP
5/30/2019	Mirror Lake	Cut grass and weed whacked.	HW/CP
5/30/2019	BMIA	Cut grass and weed whacked.	HW/CP
5/30/2019	Bayberry Park	Cut grass and weed whacked.	HW/CP
5/30/2019	Senior Center	Picked up kitchen faucet and installed.	JJ
5/30/2019	Mirror Lake Beach Dock	Continued replacing bad boards on h-dock.	JJ
5/30/2019	Mirror Lake Beach Dock	Measure the h-dock toward the beach building for lighting	JJ
5/30/2019	Mirror Lake Park and Bldg.	Checked for items that need to be repaired.	JJ
5/30/2019	Mirror Lake Beach Park	Cleaned up dumped suitcase full of clothes.	JJ
5/30/2019	Reflections Park	Picked up John Deere at Dans Road and installed auger. Started digging fence post holes.	EB/JE
5/30/2019	Mirror Lake Basketball Court	Cleaned up a pile of leaves.	JJ
5/31/2019	Mirror Lake Beach Bldg.	Continued checking light and electrical.	JR
5/31/2019	Reflections Park	Check all electrical power.	JR
5/31/2019	Browns Mills Town	Checked street lights.	JR
5/31/2019	Library	Continued installing air handler motor.	MM/DW
5/31/2019	Buildings	Checked hvac.	MM/DW
5/31/2019	Senior Center	Turned on water to heater lines.	MM/DW
5/31/2019	Reflections Park	Continued installing the fence. Moved dirt to Noteboom.	EB/JE/DG/KW
5/31/2019	Public Works	Signed out tools.	JM
5/31/2019	310 Seminole Trail	Delivered recycling tote.	JM
5/31/2019	201 Iriquois Trail	Delivered recycling tote.	JM
5/31/2019	350 Pemberton Blvd.	Delivered recycling tote.	JM
5/31/2019	76 Four Mile Road	Delivered recycling tote.	JM
5/31/2019	4 Meadowview Lane	Delivered recycling tote.	JM
5/31/2019	77 Iris Street	Delivered recycling tote.	JM
5/31/2019	110 Tennessee Trail	Delivered recycling tote.	JM
5/31/2019	Old Shopping Center	Assisted with auction items.	JM

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5/31/2019	Blueberry Manor	Cut grass and weed whacked.	HW/CP
5/31/2019	Clubhouse Triangles	Cut grass and weed whacked.	HW/CP
5/31/2019	Pole Bridge Park	Cut grass and weed whacked.	HW/CP
5/31/2019	Country Lakes Ball Field	Cut grass and weed whacked.	HW/CP
5/31/2019	County Lakes Islands	Cut grass and weed whacked.	HW/CP
5/31/2019	Country Lakes Beach	Cut grass and weed whacked.	HW/CP
5/31/2019	Country Lakes Basketball Court	Cut grass and weed whacked.	HW/CP
5/31/2019	BMIA Bldg.	Cleaned and supplied baths, swept floors and removed trash.	KM
5/31/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, kitchen, counters, sink and refrigerator. Stocked cleaning supplies in the cabinet. Removed trash.	KM
5/31/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, wiped courtyard window sills. Removed trash.	KM
5/31/2019	Library	Cleaned and supplied baths, café and break room. Vacuumed vestibule. Removed trash inside and outside.	KM
5/31/2019	Police	Cleaned and supplied baths and holding cells. Swept halls and squad room. Removed trash.	KM
5/31/2019	Public Works	Waited for pot hole killer truck to be dropped off. Locked gates. Cleaned and supplied baths. Removed trash.	KM
5/31/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
5/31/2019	Public Works	Picked up supplies. Dropped off supplies at water division.	KM
5/31/2019	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.	AN
5/31/2019	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
5/31/2019	Municipal Bldg.	Cleaned and supplied baths. Removed trash and recycling. Finished shredding from public works. Took bags of shredding to the public works trash dumpster.	JS/CG
5/31/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS/CG
5/31/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling.	JS/CG
5/31/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS/CG
5/31/2019	Country Lakes Recreation	Cleaned and supplied baths. Removed trash and recycling.	JS/CG
5/31/2019	Old Shopping Center	Organized auction items.	JJ

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5/31/2019	Mirror Lake Dock	Continued replacing bad boards on h-dock.	JJ
5/31/2019	Mirror Lake Beach	Measured the length of the footbridge for lights	JJ
5/31/2019	Sports Complex	Checked bathrooms.	JJ
6/1/2019	Senior Center	Removed and installed heaters.	EB/BM/KW/HW
6/3/2019	Jean Ammerman Park	Weed whacked and trimmed trees.	HW/AN
6/3/2019	Country Lakes Beach	Weed whacked and trimmed trees.	HW/AN
6/3/2019	Country Lakes Island	Weed whacked and trimmed trees.	HW/AN
6/3/2019	Country Lakes Guardrails	Cut grass and weed whacked.	HW/AN
6/3/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, broke down tables and chairs. Swept floors. Removed trash. Brought out voting machines.	KM
6/3/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors and removed trash.	KM
6/3/2019	Library	Cleaned and supplied baths and café. Removed trash. Took voting machines out of meeting room .	KM
6/3/2019	Police	Cleaned and supplied baths. Removed trash inside and outside.	KM
6/3/2019	Public Works	Locked gates.	KM
6/3/2019	Nesbit Center	Moved tables and chairs. Swept and mopped main room for elections.	KM
6/3/2019	Water Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	KM
6/3/2019	Presidential Lakes Firehouse	Had 4 sets of keys made. Installed duct work. Continued spackling.	JJ/JR
6/3/2019	Buildings	Checked hvac.	MM/DW
6/3/2019	Senior Center	Checked new heaters for water leaks. Installed face covers.	MM/DW
6/3/2019	Buildings	Removed trash while checking hvac units	MM/DW
6/3/2019	Public Works	Signed out tools.	JM/DG
6/3/2019	Municipal Bldg.	Moved tables and boxes from court room to inspections and records room.	JM/DG
6/3/2019	Municipal Bldg.	Put away tables from the court room.	JM/DG
6/3/2019	Municipal Bldg. Field	Cut grass.	JM/DG
6/3/2019	Reflections Park	Continued installing fence. Removed shed.	EB/JE/KW
6/3/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in the parking lot and playground. Picked up dead skunk.	JS
6/3/2019	Municipal Bldg.	Cleaned and supplied baths, cleaned and mopped room 10. Set up room 10 for voting. Cleaned and put court room back up for court.	JS
6/3/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS
6/3/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling.	JS
6/3/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS

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6/3/2019	Library	Cleaned and supplied baths. Removed trash and recycling.	JS
6/3/2019	Country Lakes Recreation	Cleaned and supplied baths. Removed trash and recycling.	JS
6/4/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in the playground and parking lot.	JS
6/4/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling.	JS
6/4/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
6/4/2019	Municipal Bldg.	Helped mop up water from police urinal. Helped unclog urinal.	JS
6/4/2019	BMIA Bldg.	Cleaned and supplied baths. Swept and mopped kitchen, wiped counters. Removed trash.	KM
6/4/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors and removed trash.	KM
6/4/2019	Library	Cleaned and supplied baths, café and break room. Vacuumed meeting room. Swept and mopped lobby. Removed trash inside and outside. Picked up litter in the parking lot.	KM
6/4/2019	Police	Cleaned and supplied baths. Removed trash.	KM
6/4/2019	Public Works	Locked gates. Cleaned and supplied baths, swept floors and removed trash.	KM
6/4/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
6/4/2019	Public Works Fleet Garage	Cleaned and supplied bath. Removed trash.	KM
6/4/2019	Presidential Lakes Park	Cut grass and weed whacked.	AN/CP/HW
6/4/2019	Presidential Lakes Beach	Cut grass and weed whacked.	AN/CP/HW
6/4/2019	Train Station	Cut grass and weed whacked.	AN/CP/HW
6/4/2019	Senior Center	Continued installing heater covers and repaired factory leaking pipe	JJ/DW
6/4/2019	Presidential Lakes Firehouse	Continued spackling.	JJ/DW
6/4/2019	Senior Center	Repaired break in heating line.	JJ/DW
6/4/2019	Old Shopping Center	Escorted person to see equipment up for auction.	JJ
6/4/2019	Veterans Park	Turned on water.	EB/KW
6/4/2019	Old Shopping Center	Repaired the door closure at the doctor's office.	EB/KW
6/4/2019	Reflections Park	Continued installing fence.	EB/KW
6/4/2019	Reflections Park	Removed concrete slab.	EB/KW
6/4/2019	Public Works	Prepared household hazardous waste to take to the county. Swept out conex.	JM/DG
6/4/2019	Municipal Bldg. Field	Finished cutting field.	JM
6/4/2019	Public Works	Picked up pickers and containers from office and put in trailer.	JM/DG
6/4/2019	Public Works	Counted batteries in conex.	DG
6/4/2019	Municipal Bldg.	Worked on sink drain.	JM/DG/DW
6/5/2019	Public Works	Signed out tools.	JM/DG

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6/5/2019	Municipal Bldg.	Set up rom 10.	JM/DG
6/5/2019	Clubhouse Triangles	Repaired leaking hose.	JM/DG
6/5/2019	Mirror Lake Concession	Assisted recreation with summer items.	JM/DG
6/5/2019	Public Works	Took paints, etc. to Burlington County Household Hazardous Waste.	JM/DG
6/5/2019	Public Works	Worked on lock.	JM
6/5/2019	Public Works	Took ditch witch to Presidential Lakes Firehouse in truck #6.	JM/DG
6/5/2019	Public Works	Worked on SDS violations.	JM
6/5/2019	Lester Street	Cut grass and weed whacked.	HW/CP
6/5/2019	Veterans Park	Cut grass and weed whacked.	HW/CP
6/5/2019	Emergency Squad	Cut grass and weed whacked.	HW/CP
6/5/2019	Dominique Johnson Bldg.	Cut grass and weed whacked.	HW/CP
6/5/2019	Presidential Lakes Firehouse	Continued spackling.	JR/JE
6/5/2019	Veterans Park	Turned water on.	EB/KW
6/5/2019	Mirror Lake Beach Bldg.	Assisted recreation with summer items.	EB/KW
6/5/2019	Herman's Trucking	Picked up top soil. Took to Reflections Park and spread in low spot where shed was	EB/KW
6/5/2019	Sports Complex	Checked door before 7:30 AM. Checked bathrooms and trash.	JS
6/5/2019	Municipal Bldg.	Cleaned and supplied, baths. Cleaned and mopped room 10.	JS
6/5/2019	Police	Cleaned and supplied baths and holding cells. Swept and mopped halls. Cleaned downstairs and locker room bathrooms. Removed trash.	JS
6/5/2019	Public Works Office	Cleaned and supplied baths, removed trash and recycling.	JS
6/5/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
6/5/2019	O'Brien and Sons	Picked up supplies.	JS
6/5/2019	Library	Cleaned and supplied baths. Removed trash and recycling.	JS
6/5/2019	Country Lakes Recreation	Cleaned and supplied baths. Removed trash and recycling.	JS
6/5/2019	BMIA	Escorted Midlantic Fire technician to do stove suppression system testing.	MM
6/5/2019	BMIA	Repaired the molding near the stage.	DW
6/5/2019	Sports Complex	Fixed sink that will not shut off.	MM/DW
6/5/2019	BMIA Bldg.	Stocked supplies, swept floors, wiped tables and swept stage. Emptied trash and recycling inside and outside. Picked up litter around the building and parking lot.	KM
6/5/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, swept floor and mopped lobby. Removed trash. Cleaned up rain water that was seeping into lobby under front wall.	KM

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6/5/2019	Municipal Bldg.	Cleaned and supplied baths, swept and mopped floors. Removed trash inside and outside. Picked up litter in parking lots. Cleaned up water from heavy rain that came in basement.	KM
6/5/2019	Library	Cleaned and supplied baths, café and break room. Vacuumed office. Removed trash.	KM
6/5/2019	Police	Cleaned and supplied baths, removed trash inside and outside. Picked up trash in parking lot along tree line.	KM
6/5/2019	Public Works	Locked gates.	KM
6/5/2019	Public Works Garage	Cleaned and supplied bath.	KM