

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
5/7/2019	Country Lakes Park, Country Lakes Boat Launch, Country Lakes Beach, Mirror Lake Park and Beach	Cleaned up parks, removed debris.	CP/HW
5/8/2019	Mirror Lake Park and Beach	Cleaned up park, removed debris.	CP/HW
5/9/2019	Presidential Lakes Firehouse	Continued working on building.	JE/JJ/AN/JR/DW
5/9/2019	Public Works	Signed out tools	DG/JM
5/9/2019	Municipal Building	Picked up tables from the courtroom and took to Lester Street.	DG/JM
5/9/2019	Imagination Kingdom	Cleaned up and removed all cones.	DG/JM
5/9/2019	Old Records Trailer	Picked up two pallets of boxes to be shredded and put in the salt barn. Picked up 35 boxes and put in the recycling dumpster.	DG/JM
5/9/2019	Vincentown Post Office	Picked up 20 sleeves and delivered to tax collector's office.	DG
5/9/2019	Senior Center	Picked up eight crates for the clean-up.	DG/JM
5/9/2019	Municipal Building	Turned on sprinkler system.	JM
5/9/2019	Old Shopping Center	Continued working on old jewelry store.	EB/KW
5/9/2019	BMIA	Cleaned and supplied baths, kitchen counters, sink, stove and refrigerator. Removed trash.	KM
5/9/2019	Dominique Johnson Bldg.	Cleaned supplied, swept kitchen and main floor.	KM
5/9/2019	Municipal Building	Cleaned and supplied baths, swept floors, spot mopped, removed trash and recycling.	KM
5/9/2019	Library	Cleaned and supplied baths, break room and café. Removed trash. Picked up litter in the parking lot.	KM
5/9/2019	Police	Cleaned and supplied baths and holding cells. Swept holding area floors. Removed trash.	KM
5/9/2019	Public Works	Locked gates. Blocked off area by the impound lot.	KM
5/9/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
5/9/2019	Mirror Lakes Spillway	Removed signs and posts. Filled in holes.	CP/HW
5/9/2019	Country Lakes Tensaw, Country Lakes Ballfield, Mirror Lake Beach	Cleaned up parks, removed debris.	HW/CP
5/9/2019	Sports Complex	Opened doors before 7:30 AM, cleaned and supplied baths. Removed trash. Picked up litter in the parking lot and playground.	JS/CG
5/9/2019	Municipal Building	Cleaned and supplied baths, administration, room 9. Cleaned, mopped and set up chairs in the courtroom. Removed trash and recycling.	JS/CG
5/9/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS/CG

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Date	Location	Work Performed	Completed By
5/9/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling.	JS/CG
5/9/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS/CG
5/9/2019	Library	Cleaned and supplied baths. Swept and mopped front entrance. Removed trash and recycling. Picked up trash in the parking lot.	JS/CG
5/9/2019	Country Lakes Recreation	Cleaned and supplied baths. Removed trash and recycling.	JS/CG
5/9/2019	BMIA	Finished staining the doors.	MM
5/9/2019	Senior Center	Picked up the paint for the deck.	MM
5/9/2019	Buildings	Started cleaning condensing units.	MM
5/9/2019	Buildings	Put state certificates in plaques and hung in buildings	MM
5/9/2019	Municipal Bldg.	Replaced sump pump.	MM
5/10/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, swept main room floor. Removed trash.	KM
5/10/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, vacuumed tax collector's, tax assessor's and finance. Removed trash in and around building. Picked up litter in parking lots.	
5/10/2019	Library	Cleaned and supplied baths, café and break room. Vacuumed vestibule, adult and children's areas. Removed trash.	KM
5/10/2019	Police	Cleaned and supplied baths, swept halls, Removed trash inside and outside. Picked up litter in parking lot.	KM
5/10/2019	Public Works	Locked gates. Picked up cones and caution tape.	KM
5/10/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
5/10/2019	Municipal Bldg.	Checked the pumps in the basement.	MM
5/10/2019	Senior Center	Spackled the front foyer.	MM
5/10/2019	Buildings	Continued cleaning condensing units.	MM
5/10/2019	Dominique Johnson Bldg.	Checked the towel dispenser.	MM
5/10/2019	Presidential Lakes Firehouse	Continued working on building.	JE/JJ/AN/JR/DW
5/10/2019	Public Works	Signed out tools	JM
5/10/2019	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.	JM
5/10/2019	402 Washington Blvd.	Delivered recycling tote.	JM
5/10/2019	19 Syringa Street	Delivered recycling tote.	JM

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5/10/2019	109 Tensaw Drive	Delivered recycling tote.	JM
5/10/2019	205 Seminole Trail	Delivered recycling tote.	JM
5/10/2019	226 Norcross Street	Delivered recycling tote.	JM
5/10/2019	224 Norcross Street	Delivered recycling tote.	JM
5/10/2019	Public Works	Helped go through administration/public works confidential shredding boxes removing metal.	JM
5/10/2019	Public Works	Picked up a hose and spray nozzle and put in the court yard to use for watering plants.	JS/CG
5/10/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter from the park and parking lot.	JS/CG
5/10/2019	Municipal Building	Cleaned and supplied baths. Cleaned, swept and mopped room 10. Removed trash and recycling.	JS
5/10/2019	Nesbit Center	Opened doors for JCP&L.	JS
5/10/2019	Police	Cleaned and supplied baths, removed trash.	JS
5/10/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling.	JS
5/10/2019	Public Works Garage	Cleaned and supplied bath, removed trash. Dropped off recycling.	JS
5/10/2019	Library	Cleaned and supplied baths, removed trash and recycling.	JS
5/10/2019	Country Lakes Recreation	Cleaned and supplied baths, removed trash and recycling.	JS
5/10/2019	Public Works	Went through administration/public works confidential shredding boxes removed metal.	CG
5/10/2019	Country Lakes Recreation	Picked up two lifeguard chairs and dropped off at Mirror Lake Beach. Put together the chair at the public works yard and dropped off to Presidential Lakes Beach.	HW/CP
5/10/2019	Presidential Lakes Beach and Country Lakes Beach	Cleaned up parks.	HW/CP
5/13/2019	Birmingham Field	Removed signs.	MM
5/13/2019	American Legion Field	Removed signs.	MM
5/13/2019	Police	Fixed lock.	MM
5/13/2019	Municipal Bldg.	Worked on heat.	MM
5/13/2019	Buildings	Did fire extinguisher check log.	MM
5/13/2019	BMIA Building	Cleaned and supplied baths, kitchen sink and counters, swept floors. Cleared cobwebs from hanging lights. Removed trash.	KM
5/13/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, kitchen counters and sink, swept floors. Removed trash.	KM
5/13/2019	Municipal Bldg.	Cleaned and supplied baths. Cleaned floors, turned out lights and locked building.	KM
5/13/2019	Library	Cleaned and supplied baths and café. Vacuumed video area, adult computers. Removed trash.	KM
5/13/2019	Police	Cleaned and supplied baths, swept halls and squad room. Removed trash.	KM

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Date	Location	Work Performed	Completed By
5/13/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
5/13/2019	Presidential Lakes Firehouse	Continued padding out the sides and top for the garage.	JE/JJ/AN/JR/DW
5/13/2019	Public Works	Worked on palletizing paints and taking paints out of conex.	JM/DG
5/13/2019	Burlington County HHW	Took trucks 13, 6 and 102 to recycle tires from drop off.	JM/DG
5/13/2019	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.	CP
5/13/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter from the park and parking lot.	JS
5/13/2019	Municipal Bldg.	Cleaned and supplied baths, swept and mopped court offices. Removed trash and recycling.	JS
5/13/2019	Police	Cleaned and supplied baths and holding cells. Swept hallways and outside entrance by Lieutenant's office.	JS
5/13/2019	Public Works Office	Cleaned and supplied baths, removed trash and recycling. Manned phones at lunch.	JS
5/13/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
5/13/2019	Library	Cleaned and supplied baths, removed trash and recycling inside and outside.	JS
5/13/2019	Old Shopping Center	Worked on old jewelry store.	EB/HW
5/14/2019	Public Works	Sorted paints from clean-up and put them on pallets and loaded stake body.	JM
5/14/2019	Public Works	Cleaned up yard and buildings.	JM
5/14/2019	Presidential Lakes Firehouse	Continued work on building.	JE/JJ/AN
5/14/2019	Old Shopping Center	Finished up and cleaned up doctor's office.	EB
5/14/2019	Mirror Lake Concession	Cut bolts from the picnic tables to make flush with the concrete.	EB
5/14/2019	Country Lakes Recreation	Helped weeding beds and installing mulch.	EB
5/14/2019	Public Works Yard	Signed out tools.	DG
5/14/2019	Site One	Picked up fertilizers and herbicides and put away in trailer at the public works yard.	DG
5/14/2019	Public Works Yard	Continued working on paints in the Conex.	DG
5/14/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter from the park and parking lot.	JS
5/14/2019	Municipal Bldg.	Cleaned and supplied baths, administration, room 9. Removed trash and recycling. Picked up trash in parking lot.	JS
5/14/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS

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5/14/2019	Public Works Office	Cleaned and supplied baths, swept and mopped all floors. Removed trash and recycling.	JS
5/14/2019	Public Works Garage	Cleaned and supplied bathroom, removed trash. Dropped off recycling.	JS
5/14/2019	Library	Cleaned and supplied baths, removed trash and recycling.	JS
5/14/2019	Country Lakes Recreation	Cleaned and supplied baths, removed trash and recycling.	JS
5/14/2019	Municipal Bldg.	Picked up tools from public works and installed plants.	DW
5/14/2019	Municipal Bldg.	Repaired sprinkler system.	DW
5/14/2019	Country Lakes Recreation	Started mulching.	DW
5/15/2019	BMIA Building	Cleaned and supplied baths, swept floors and stage. Removed trash and recycling.	KM
5/15/2019	Municipal Building	Cleaned and supplied baths, swept floors. Removed trash.	KM
5/15/2019	Library	Cleaned and supplied baths, café and break room. Vacuumed lobby and vestibule. Removed trash.	KM
5/15/2019	Police	Cleaned and supplied baths, swept halls, squad room, swept and mopped holding cells. Removed trash.	KM
5/15/2019	Public Works	Locked gates.	KM
5/15/2019	Sports Complex	Cleaned and supplied baths, cleared entrance with blower. Removed trash.	KM
5/15/2019	Municipal Building	Watered flower beds. Locked doors and shut out lights after Council Meeting.	KM
5/15/2019	Presidential Lakes Firehouse	Continued work on building.	JR/JJ/JE
5/15/2019	Country Lakes Recreation	Continued weeding the beds and installing black mulch.	HW/CP/AN
5/15/2019	Mirror Lake Concession	Stood up and cleaned the ice machine.	MM/DW
5/15/2019	Veterans Park	Changed the torn flags.	MM/DW
5/15/2019	Buildings	Escorted Western Pest technician.	MM
5/15/2019	Public Works	Loaded and took one truck load of tires and three truck loads of household hazardous waste to Burlington County Household Hazardous Waste site.	DG/JM
5/15/2019	Sports Complex	Checked door before 7:30 AM. Checked bathrooms and trash.	JS
5/15/2019	Municipal Building	Cleaned and supplied bathrooms. Checked on right to know list for all chemicals. Cleaned up a mess from the detective's door to the main men's bathroom. Shampooed carpet and mopped hallway between detective's and main men's bathroom.	JS
5/15/2019	Police	Cleaned and supplied bathrooms and holding cells. Cleaned downstairs and locker room bathrooms.	JS
5/15/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
5/15/2019	Library	Checked bathrooms. Removed trash.	JS
5/15/2019	Veterans Park	Cut grass and weed whacked.	HW/JM/DG/SH/RB
5/15/2019	Blueberry Manor Park	Cut grass and weed whacked.	HW/JM/DG/SH/RB
5/15/2019	Country Lakes Recreation	Cut grass and weed whacked.	HW/JM/DG/SH/RB

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Date	Location	Work Performed	Completed By
5/15/2019	Country Lakes Ballfield	Cut grass and weed whacked.	HW/JM/DG/SH/RB
5/15/2019	Split Rock Guardrails	Cut grass and weed whacked.	HW/JM/DG/SH/RB