

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
6/13/2019	Buildings	Checked hvac units.	MM/AN
6/13/2019	Buildings	Continued working on fire violations.	MM/AN
6/13/2019	Mirror Lake Concession Bldg.	Worked on ice machine.	MM/AN
6/13/2019	100 Pemberton Browns Mills Rd.	Met buyers from the auction to pick up their merchandise.	JJ
6/13/2019	100 Pemberton Browns Mills Rd.	Escorted Arctic technician to Doctor's office.	JJ
6/13/2019	Mirror Lake Beach	Shut off alarm and locked shed.	JJ
6/13/2019	Mirror Lake Concession Bldg.	Removed paint and placed in household hazardous waste trailer at public works.	JJ
6/13/2019	Municipal Building	Checked sump pumps in basement.	JJ
6/13/2019	West End Playground	Replaced plywood on equipment. Measured boards, went to Mirror Lake Concession to cut boards out and painted to be installed at a later date.	CP/KW
6/13/2019	Mirror Lake Concession Bldg.	Cleaned up. Disposed of light fixtures. Started organizing building.	CP/KW
6/13/2019	Library	Replaced 12 light bulbs.	JR/JE
6/13/2019	BMIA	Repaired three lights.	JR/JE
6/13/2019	Public Works	Worked on moving electric supplies to new location.	JR/JE
6/13/2019	Public Works	Topped off hydraulic fluids, changed oil, air filter and blades on zero turn mowers. Greased mowers and put grease caps on wheels.	HW/DG/JM
6/13/2019	Lester Street	Put together two tables, took to Reflections Park and secured.	HW/DG
6/13/2019	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
6/13/2019	Municipal Building	Cleaned and supplied baths, administration and room 9. Swept and mopped the courtroom. Removed trash and recycling.	JS/CG
6/13/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS/CG
6/13/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling. Manned phones at lunch.	JS
6/13/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	CG
6/13/2019	Library	Cleaned and supplied baths and both study rooms. Cleaned windows. Removed trash and recycling inside and outside. Picked up litter in parking lot.	JS/CG
6/13/2019	BMIA Building	Cleaned and supplied baths, swept floors, mopped stage and removed trash.	KM
6/13/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, swept kitchen and main floors. Removed trash.	KM
6/13/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, mopped entrance. Removed trash.	KM
6/13/2019	Library	Cleaned and supplied baths, break room and café. Removed trash.	KM
6/13/2019	Police	Cleaned and supplied baths, swept halls. Removed trash.	KM
6/13/2019	Public Works	Cleaned and supplied baths, cleaned runners and floor. Removed trash.	KM
6/13/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM

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6/13/2019	Dominique Johnson Bldg.	Cleaned up water in building from the rain - lobby and entrance to the main room.	KM
6/13/2019	Public Works	Pulled parts for mower service.	JM
6/13/2019	Buildings	Escorted people picking up the voting machines.	JM
6/13/2019	Municipal Building	Worked on doors in court room and employee door.	JM
6/13/2019	Public Works	Put away mower parts.	JM
6/13/2019	Public Works	Brought equipment replacement parts to the Imagination Kingdom shed.	JM
6/14/2019	Buildings	Checked hvac units.	MM
6/14/2019	Municipal Bldg.	Checked sump pumps in basement.	MM
6/14/2019	Library	Replaced kick down.	MM
6/14/2019	Dominique Johnson Bldg.	Replaced batteries on stat.	MM
6/14/2019	Library	Fixed sink.	MM
6/14/2019	Senior Center	Painted deck.	MM
6/14/2019	5 Akwaala Trail	Delivered recycling tote.	AN
6/14/2019	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
6/14/2019	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
6/14/2019	Municipal Bldg.	Cleaned and supplied baths. Picked up supplies. Cleaned and mopped room 10. Cleaned outside windows. Removed trash and recycling. Checked parking lot and around building for litter.	JS/CG
6/14/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS/CG
6/14/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling.	JS/CG
6/14/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS/CG
6/14/2019	Library	Cleaned and supplied baths. Cleaned, mopped and dusted kitchen and break room. Removed trash and recycling.	JS/CG
6/14/2019	Country Lakes Recreation	Cleaned and supplied baths, swept and mopped front office. Removed trash. Emptied trash cans at playground. Picked up litter in the parking lot.	JS/CG
6/14/2019	Public Works	Signed out tools.	JM
6/14/2019	100 Pemberton Browns Mills Rd.	Met buyers from the auction to pick up their merchandise.	JM

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6/14/2019	Imagination Kingdom	Repaired spinner.	JM
6/14/2019	Municipal Bldg.	Mowed field.	JM
6/14/2019	Nesbit Center	Replaced six fence rails.	JM
6/14/2019	Municipal Field	Fixed Blueberry Festival banner.	JM
6/14/2019	Public Works	Cleaned and organized yard.	JM
6/14/2019	Lester Street	Picked up six tables and placed them at the sports complex meeting room.	JR/JE
6/14/2019	Mirror Lake Concession Bldg.	Made plywood templates for street lights.	JR/JE
6/14/2019	Mirror Lake Concession Bldg.	Continued moving electrical supplies.	JR/JE
6/14/2019	Mirror Lake Concession Bldg.	Removed two foot light fixtures and saved the bulbs.	JR/JE
6/14/2019	Mirror Lock Beach	Installed an outlet on the h-dock.	JR/JE
6/14/2019	Public Works	Manned phones. Stuffed recycling flyers.	DG
6/14/2019	Municipal Bldg.	Cut down dead pine tree.	CP/KW
6/14/2019	West End Playground	Installed plywood on the playground equipment.	CP/KW
6/14/2019	West End Playground	Removed swings. Replaced boards on the stair case of the jungle gym.	CP/KW
6/14/2019	West End Playground	Installed a piece of plastic fence by the black chain link fence near the ditch.	CP/KW
6/14/2019	West End Playground	Weed whacked the weeds and blew off the tennis court. Removed tree behind the building.	CP/KW
6/14/2019	Public Works	Scrapped the metal steps from West End Park.	CP/KW
6/17/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in the playground and parking lot.	JS
6/17/2019	Municipal Building	Cleaned and supplied baths. Removed trash and recycling.	JS
6/17/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS
6/17/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling. Manned phones.	JS
6/17/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
6/17/2019	Library	Cleaned and supplied baths. Removed trash and recycling inside and outside.	JS
6/17/2019	Municipal Building.	Cleaned up blood in administration.	JS
6/17/2019	Country Lakes Recreation	Cleaned and supplied baths. Removed trash and recycling.	JS
6/17/2019	BMIA	Cleaned and supplied baths, swept floors. Removed trash and recycling.	KM
6/17/2019	Dominique Johnson Bldg.	Cleaned and supplied baths. Broke down tables and chairs. Cleaned floor. Removed trash. Set up tables and chairs.	KM
6/17/2019	Municipal Bldg.	Cleaned and supplied baths. Swept floors, mopped wet floors. Removed trash.	KM
6/17/2019	Library	Cleaned and supplied baths and café. Removed trash.	KM
6/17/2019	Police	Cleaned and supplied baths. Removed trash	KM

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6/17/2019	Public Works	Locked gates.	KM
6/17/2019	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. Bus stops - two on Trenton Road, two in Country Lakes and two on Pemberton Browns Mills Road.	KM
6/17/2019	100 Pemberton Browns Mills Rd.	Met buyers from the auction to pick up their merchandise.	JJ
6/17/2019	Mirror Lake Concession Bldg.	Continued painting.	JJ
6/17/2019	Reflections Park	Made templates for lights.	JR/JE
6/17/2019	Mirror Lake Concession Bldg.	Continued cleaning up supplies.	JR/JE
6/17/2019	Mirror Lake Concession Bldg.	Blocked in door.	CP/KW
6/17/2019	Buildings	Checked all hvac units.	MM
6/17/2019	Mirror Lake Concession Bldg.	Continued painting.	MM
6/17/2019	Train Station	Cut grass and weed whacked retention pond, bridge and all benches.	HW/DG
6/17/2019	Juliustown Road	Cut grass and weed whacked behind doctor's office, three lots and first aid squad.	HW/DG
6/17/2019	Dominique Johnson Bldg.	Cut grass.	HW/DG
6/18/2019	Mirror Lake	Picked up trash around North Lakeshore Drive and South Lakeshore Drive.	AN
6/18/2019	Juliustown Road/Dominique Johnson	Assisted with grass cutting and weed whacking.	AN
6/18/2019	Municipal Bldg.	Picked up tables and set up in the courtroom.	CP/KW
6/18/2019	Urgent Care	Took injured employee to Urgent Care.	KW
6/18/2019	100 Pemberton Browns Mills Rd.	Met buyers from the auction to pick up their merchandise.	JJ
6/18/2019	Mirror Lake Concession Bldg.	Continued painting.	JJ
6/18/2019	Public Works	Signed out tools.	JM
6/18/2019	Public Works	Inventoried tools in the conex and around the yard.	JM
6/18/2019	Public Works	Cleaned and organized yard.	JM
6/18/2019	Reflections Park	Started installing light poles.	JR/JE
6/18/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in the playground and parking lot.	JS
6/18/2019	Municipal Bldg.	Cleaned and supplied baths, administration and room 9. Removed trash and recycling. Picked up litter in parking lot and around building. Picked up packages for public works.	JS
6/18/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS
6/18/2019	Public Works Office	Cleaned and supplied baths, removed trash and recycling. Dropped off packages.	JS

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6/18/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
6/18/2019	Library	Cleaned and supplied baths. Cleaned children's computer area. Removed trash and recycling. Picked up litter in parking lot.	JS
6/18/2019	Country Lakes Recreation	Cleaned and supplied baths. Swept and mopped bathrooms, kitchen area and part of big room. Removed trash and recycling.	JS
6/18/2019	Buildings	Checked hvac units.	MM/DW
6/18/2019	Municipal Building	Checked sump pumps in basement.	MM/DW
6/18/2019	Mirror Lake Concession Bldg.	Continued painting.	MM/DW
6/18/2019	Mirror Lake Lifeguard Bldg.	Painted upstairs.	MM/DW
6/19/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors and removed trash.	KM
6/19/2019	Police	Cleaned and supplied baths, swept squad room.	KM
6/19/2019	Public Works	Locked gates.	KM
6/19/2019	Water Garage	Cleaned and supplied bath.	KM
6/19/2019	Municipal Bldg.	Heavy rain, cleaned and kept building floors mopped. Cleaned up leaks at windows of the courtyard. Cleaned up water in the basement.	KM
6/19/2019	Dominique Johnson Bldg.	Building flooded and cleaned up water.	KM
6/19/2019	Municipal Bldg.	Class at 8:00 AM in room 10.	JJ
6/19/2019	Mirror Lake Concession Bldg.	Assisted with painting.	JJ
6/19/2019	Buildings	Checked hvac units.	MM/DW
6/19/2019	Mirror Lake Concession Bldg.	Continued painting concession stand and lifeguard building	MM/DW
6/19/2019	Pepe's Bridge	Continued working on bridge. Started the ramp to bridge.	KW
6/19/2019	Mirror Lake Concession Bldg.	Built wall.	KW
6/19/2019	Rottau Park	Cut and weed whacked.	DG/AN/HW
6/19/2019	American Legion	Cut and weed whacked basketball court and big strip.	DG/AN/HW
6/19/2019	Cert Building	Cut and weed whacked.	DG/AN/HW
6/19/2019	Presidential Lakes Park	Cut and weed whacked.	DG/AN/HW
6/19/2019	Reflections Park	Cut and weed whacked	DG/AN/HW
6/19/2019	Blueberry Park	Cut and weed whacked	DG/AN/HW
6/19/2019	Public Works	Handed out tools	JM
6/19/2019	Browns Mills Post Office	Picked up 28 sleeves.	JM
6/19/2019	100 Pemberton Browns Mills Rd.	Met buyers from the auction to pick up their merchandise.	JM
6/19/2019	Reflections Park	Brought the water division tractor.	JM
6/19/2019	Municipal Field	Finished cutting.	JM

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6/19/2019	Reflections Park	Picked up tractor and brought back to water division.	JM
6/19/2019	Reflections Park	Continued work on decorative lighting.	JR/JE
6/19/2019	Sports Complex	Checked doors before 7:30 AM. Checked bathrooms and trash.	JS
6/19/2019	Municipal Bldg.	Cleaned and supplied baths. Cleaned swept and mopped court room. Vacuumed detective's office. Removed trash and recycling.	JS
6/19/2019	Police	Cleaned and supplied baths and holding cells. Cleaned downstairs and locker room bathrooms	JS
6/19/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling. Dropped off packages.	JS
6/19/2019	Public Works Garage	Cleaned and supplied bath, removed trash. Dropped off recycling.	JS
6/19/2019	Library	Cleaned and supplied baths. Removed trash and recycling.	JS
6/19/2019	Country Lakes Recreation	Cleaned and supplied baths. Removed trash and recycling.	JS