

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
6/20/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, spot mopped water, set up tables and chairs. Removed trash.	KM
6/20/2019	Municipal Bldg.	Cleaned and supplied baths, spot mopped water, set up tables and chairs. Removed trash. Set up chairs for court.	KM
6/20/2019	Library	Cleaned and supplied baths, café and break room. Removed trash.	KM
6/20/2019	Police	Cleaned and supplied baths, swept halls. Removed trash.	KM
6/20/2019	Public Works	Cleaned and supplied baths. Removed trash.	KM
6/20/2019	Sports Complex	Cleaned and supplied baths. Removed trash. Cleaned water in ladies room.	KM
6/20/2019	Sports Complex	Inspected for water infiltration/flooding and damage caused by storm.	MM/DG
6/20/2019	Buildings	Checked hvac.	MM
6/20/2019	Dominique Johnson Bldg.	Checked building for water infiltration/flooding and damage. Mopped floors. Took pictures.	JJ/DW
6/20/2019	100 Pemberton Browns Mills Rd.	Met buyers from the auction to pick up their merchandise.	JJ
6/20/2019	Fern Street	Shoulder work.	JJ/DW
6/20/2019	North Lakeshore Drive	Shoulder work.	JJ/DW
6/20/2019	Snow, Pardee, and other roads.	Road repairs.	JJ/DW
6/20/2019	Bayberry Park	Assessed any damage at Bayberry Park by the dock. Took pictures.	HW/KW
6/20/2019	Various areas	Road repairs.	HW/KW
6/20/2019	Harvard Avenue	Filled in sink hole between road and property.	HW/KW
6/20/2019	Eldridge Street	Sink hole.	HW/KW
6/20/2019	Sports Complex	Checked concession building. Cleaned and supplied, cleaned up water from flooding. Removed trash.	JS/CG
6/20/2019	Municipal Bldg.	Cleaned and supplied baths and administration. Swept and mopped up floors from leaks. Helped with ceiling tiles, vacuumed rugs. Checked for leaks. Remove trash and recycling.	JS/CG
6/20/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS/CG
6/20/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS/CG
6/20/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS/CG
6/20/2019	Library	Cleaned and supplied baths, removed trash. Checked parking lot.	JS/CG
6/20/2019	Municipal Bldg.	Replaced damaged ceiling ties.	JM
6/20/2019	Municipal Bldg.	Sucked up standing water in the basement with wet vac.	JM
6/20/2019	Municipal Bldg.	Cleaned all roof drains.	JM
6/21/2019	BMIA	Cleaned and supplied baths and kitchen. Swept and mopped kitchen, swept and mopped main floor. Removed trash.	KM

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6/21/2019	Dominique Johnson Bldg.	Cleaned and supplied baths. Removed mop heads and dust mop heads due to moldy smell.	KM
6/21/2019	Municipal Bldg.	Cleaned and supplied baths, swept floor. Removed trash.	KM
6/21/2019	Library	Cleaned and supplied baths, cafe and break room. Cleaned debris from entrance and walkway. Removed trash inside and outside.	KM
6/21/2019	Police	Cleaned and supplied baths. Cleaned and swept holding cells. Removed trash.	KM
6/21/2019	Public Works	Swept office floors and runners.	KM
6/21/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM
6/21/2019	Country Lakes Recreation	Cleaned and supplied baths, swept and mopped floor. Removed trash.	KM
6/21/2019	Senior Center	Assisted officer secure french doors.	KM
6/21/2019	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/DG
6/21/2019	American Legion Baseball Field	Removed four trash and recycling cans.	AN/DG
6/21/2019	7 Arethusa Avenue	Delivered recycling tote.	DG
6/21/2019	109 Chippewa Trail	Delivered recycling tote.	DG
6/21/2019	603 Concord Drive	Delivered recycling tote.	DG
6/21/2019	86 Delap Court	Delivered recycling tote.	DG
6/21/2019	12 Second Avenue	Delivered recycling tote.	DG
6/21/2019	469 Magnolia Road	Delivered recycling tote.	DG
6/21/2019	438 Virginia Drive	Delivered recycling tote.	DG
6/21/2019	305 Red Feather Trail	Delivered recycling tote.	DG
6/21/2019	Municipal Bldg.	Removed tables in the courtroom and took to Mirror Lake Concession.	JM/CG
6/21/2019	Municipal Bldg.	Escorted insurance adjuster around the basement.	JM
6/21/2019	Municipal Bldg.	Picked up packages from finance and delivered to appropriate offices.	JM
6/21/2019	Municipal Bldg.	Cleaned and supplied bathrooms, removed trash.	JM/CG
6/21/2019	Public Works	Cleaned and supplied bathrooms. Removed trash.	JM/CG
6/21/2019	Sports Complex, Nesbit Center, Nesbit Concession, Dominique Johnson, Train Station.	Checked buildings for water/flooding damage. Emptied trash.	JE/JR

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6/21/2019	Sports Complex	Filled in holes around the dugouts.	JE/JR
6/21/2019	Lake Valley	Cleaned off storm drains.	JE/JR
6/21/2019	235 Harvard Avenue	Checked/fixed sink hole.	KW/HW
6/21/2019	Dennis Avenue	Road repairs.	KW/HW
6/21/2019	Bayberry Street	Fenced off.	KW/HW
6/21/2019	Senior Center, Country Lakes Recreation, BMIA, Mirror Lake Concession and Lifeguard Bldgs.	Checked buildings for water/flooding damage. Emptied trash.	JJ/DW
6/21/2019	100 Pemberton Browns Mills Rd.	Met buyers from the auction to pick up their merchandise.	JJ
6/21/2019	Library	Checked - power went out.	JJ/DW
6/24/2019	Pepe's Bridge	Continue working on bridge.	CP/KW
6/24/2019	Dominique Johnson Bldg.	Assisted with summer recreation items.	CP/KW
6/24/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Picked up littering the playground and parking lot.	JS
6/24/2019	Municipal Bldg.	Cleaned and supplied baths, picked up supplies, picked up packages and delivered to public works and garage. Cleaned some of the windows. Removed trash and recycling.	JS
6/24/2019	Police	Cleaned and supplied baths and holding cells. Swept floors. Removed trash.	JS
6/24/2019	Public Works Office	Cleaned and supplied baths, swept and mopped floor. Removed trash.	JS
6/24/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
6/24/2019	Library	Cleaned and supplied baths. Removed trash and recycling inside and outside.	JS
6/24/2019	Dominique Johnson Bldg.	Went to meet Servpro for evaluation of damage to the building. They did not show.	MM
6/24/2019	Sports Complex	Fixed the door to the fence around the dumpster.	MM
6/24/2019	Buildings	Checked buildings for damage.	MM
6/24/2019	Seniors Center	Painted deck.	MM
6/24/2019	Dominique Johnson Bldg.	Assisted with summer recreation items.	AN/DW
6/24/2019	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.	AN/DW
6/24/2019	Senior Center	Cut and weed whacked.	DG/HW
6/24/2019	BMIA	Cut and weed whacked.	DG/HW

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6/24/2019	Both Clubhouse Triangles	Cut and weed whacked.	DG/HW
6/24/2019	South Lakeshore Gazebo	Weed whacked.	DG/HW
6/24/2019	Mirror Lake Beach Park	Cut grass.	DG/HW
6/24/2019	Rails to Trails/Train Station	Cut grass.	DG/HW\
6/24/2019	Reflections Park	Continued working on lighting.	JR/JE
6/24/2019	BMIA Bldg.	Cleaned and supplied baths, swept floors. Removed trash and recycling.	KM
6/24/2019	Dominique Johnson Bldg.	Checked building.	KM
6/24/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, mopped court lobby. Removed trash. Turned off lights and locked doors after court.	KM
6/24/2019	Library	Cleaned and supplied baths, café and break room. Cleaned lobby windows. Removed trash and recycling.	KM
6/24/2019	Police	Cleaned and supplied baths, swept halls. Removed trash.	KM
6/24/2019	Public Works	Locked gates. Moved boxes to salt barn.	KM
6/24/2019	Sports Complex	Cleaned and supplied baths. Unclogged toilet. Removed trash.	KM
6/24/2019	Public Works	Signed out tools.	JM
6/24/2019	Vincentown Post Office	Picked up trays.	JM
5/24/2019	100 Pemberton Browns Mills Rd.	Met buyers from the auction to pick up their merchandise.	JM
6/24/2019	Municipal Bldg.	Started cutting grass.	JM
6/25/2019	Police	Installed new air conditioner unit.	MM/DW
6/25/2019	Buildings	Checked air conditioner units.	MM/DW
6/25/2019	Public Works	Signed out tools.	JM
6/25/2019	Public Works	Put clean community boxes in trailer.	JM
6/25/2019	Buildings	Escorted Right to Know representative to check buildings.	JM
6/25/2019	100 Pemberton Browns Mills Rd.	Met buyers from the auction to pick up their merchandise.	JM
6/25/2019	Central Jersey	Picked up John Deere parts.	JM
6/25/2019	Public Works	Stenciled generators for right to know.	JM
6/25/2019	Public Works	Assisted fixing tailgate on #16.	JM
6/25/2019	100 Pemberton Browns Mills Rd.	Took air conditioning unit to doctor's office.	JM
6/25/2019	Browns Mills Town	Started cutting sidewalks.	AN/CP/HW
6/25/2019	Emergency Squad	Cut grass.	AN/CP/HW
6/25/2019	Veterans Park	Cut grass.	AN/CP/HW
6/25/2019	Reflections Park	Worked on lighting. Concrete work is done.	JR/JE
6/25/2019	Public Works	Loaded up pitch fork and rakes and dropped them off at Mirror Lakes concession.	JJ

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6/25/2019	100 Pemberton Browns Mills Rd.	Took air conditioning unit to doctor's office - she was not there.	JJ
6/25/2019	Municipal Bldg.	Assisted moving file cabinets. Checked leaks in ceiling.	JJ
6/25/2019	Municipal Bldg.	Replaced stained ceiling tiles.	JJ
6/25/2019	Municipal Bldg.	Unclogged roof drain.	JJ
6/25/2019	Sports Complex	Checked doors before 7:30 AM.	JS
6/25/2019	Municipal Bldg.	Cleaned and supplied baths, administration and room 9. Cleaned up leaks. Picked up ceiling tile that fell. Wet vacuumed hallway and fire office to suck up water in carpet. Mopped floor from kitchen to boiler room. Spot mopped leaks in lobby area from ceiling leak.	JS
6/25/2019	Police	Cleaned and supplied baths. Removed trash.	JS
6/25/2019	Public Works Office	Cleaned and supplied baths. Removed trash.	JS
6/25/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
6/25/2019	Library	Cleaned and supplied baths. Removed trash and recycling.	JS
6/25/2019	Country Lakes Recreation	Cleaned and supplied baths. Removed trash and recycling.	JS
6/26/2019	BMIA Bldg.	Cleaned and supplied baths, swept floors, mopped kitchen and stage. Cleaned kitchen sink and window and counters.	KM
6/26/2019	Municipal Bldg.	Cleaned and supplied baths, swept and mopped from employee entrance to finance. Vacuumed floor mats. Removed trash. Tried to unclog sink. Would not go down.	KM
6/26/2019	Library	Cleaned and supplied baths, café and break room. Vacuumed children's area, front and back of circulation desk, adult computer area, around information desk, employee entrance and hall.	KM
6/26/2019	Police	Cleaned and supplied baths, swept hallways and squad room. Removed trash. Picked up trash around dumpster.	KM
6/26/2019	Public Works	Locked gates.	KM
6/26/2019	Water Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	KM
6/26/2019	Various areas	Hung water carnival banners.	JJ/MM
6/26/2019	Mirror Lakes Concession	Painted gas meter same color as building.	JJ/MM
6/26/2019	Mirror Lake Concession	Put together game booths for carnival.	JJ/MM
6/26/2019	Mirror Lake Beach Bldg.	Tried to replace air conditioner newer one would not fit.	JJ/MM
6/26/2019	Recreation	Work on water carnival game.	JJ/MM
6/26/2019	Public Works	Sign out tools.	JM
6/26/2019	Browns Mills Town	Cut sidewalks.	JM/HW/CP
6/26/2019	Municipal Field	Cut grass.	JM
6/26/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash.	JS

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6/26/2019	Municipal Bldg.	Cleaned and supplied baths. Swept and mopped court office. Removed trash.	JS
6/26/2019	Police	Cleaned and supplied baths and holding cells. Wet vacuumed down stairs. Cleaned downstairs and locker room bathrooms.	JS
6/26/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling.	JS
6/26/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
6/26/2019	Library	Cleaned and supplied baths. Removed trash and recycling.	JS
6/26/2019	Country Lakes Recreation	Cleaned and supplied baths. Removed trash and recycling.	JS
6/26/2019	Municipal Bldg.	Repaired leak and replaced ceiling tiles.	KW
6/26/2019	Diamond M	Picked up materials for floating dock and brought to public works.	KW
6/26/2019	Public Works	Hooked up trailer to truck 112.	KW
6/26/2019	Reflections Park	Pulled wires for lights. Started to put lights together.	JR/JE
6/26/2019	Catesville Road	Assisted paving crew.	DW