

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
6/6/2019	George's Lock	Picked up a deadbolt and had it master keyed and individually keyed. Took to Presidential Lakes Beach Bldg. removed and replaced deadbolt in the ladies bathroom	JJ
6/6/2019	Pepe's Island	Measured the railings, posts and spindles on the bridge so supplies can be picked up	JJ
6/6/2019	Mirror Lake Concession	Picked up plastic yellow covers and covered the guide wires on the beach.	JJ
6/6/2019	Mirror Lake Concession	Removed stones and debris that has collected on the roof of the building. Cleaned out gutters.	JJ
6/6/2019	Senior Center	Unclogged 3 bay sink in the main kitchen	JJ
6/6/2019	BMIA	Checked bathrooms. Mopped main floor, bathroom, walkway and entrance. Cleaned kitchen window and sink.	KM
6/6/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, spot mopped. Vacuumed finance, tax assessors, tax collector and zoning. Removed trash.	KM
6/6/2019	Library	Cleaned and supplied baths, café and break room. Removed trash.	KM
6/6/2019	Police	Cleaned and supplied baths, swept squad room. Removed trash.	KM
6/6/2019	Sports Complex	Cleaned and supplied bath. Removed trash.	KM
6/6/2019	Mirror Lake Concession	Continued painting the eave. Picked up the paint for the rest of the exterior of the building.	MM/DW
6/6/2019	Veterans Park	Turned the water on.	EB/KW
6/6/2019	Mirror Lake Concession	Removed sealed door and blocked in with block and mortar.	EB/KW
6/6/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in playground and parking lot.	JS/CG
6/6/2019	Municipal Bldg.	Cleaned and supplied baths, administration room 9, Vacuumed fire offices and finance offices. Cleaned and mopped court room.	JS/CG
6/6/2019	Police	Cleaned and supplied baths, removed trash and recycling.	JS/CG
6/6/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling. Manned phones at lunch.	JS/CG
6/6/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS/CG
6/6/2019	Library	Cleaned and supplied baths, cleaned all tables. Removed trash and recycling inside and outside. Picked up litter in the parking lot.	JS/CG
6/6/2019	Senior Center	Dropped off trash bags.	JS/CG
6/6/2019	Public Works	Signed out tools.	JM
6/6/2019	Impound Lots	Cut and weed whacked.	JM
6/6/2019	Municipal Bldg.	Weeded beds along main parking lot and island.	JM
6/6/2019	Central Jersey	Picked up mower parts.	JM
6/6/2019	Public Works	Weed whacked around office building.	JM

Buildings Grounds Weekly Status Report

6/6/2019	Municipal Bldg.	Blew off parking lot.	JM
6/6/2019	Municipal Bldg.	Weed whacked around fuel station.	JM
6/6/2019	Public Works	Continued organizing the yard.	JM
6/6/2019	Browns Mills Town	Cut sidewalks.	DG/AN/CP/HW
6/6/2019	Reflections Park	Cut and weed whacked.	DG/AN/CP/HW
6/7/2019	Mirror Lake Concession	Put sonotube in building for Reflections project	JR/JE
6/7/2019	Soroptimist Park	Replaced three fence rails.	JR/JE
6/7/2019	Presidential Firehouse	Delivered generator.	JR/JE
6/7/2019	Dominique Johnson Bldg.	Checked and replaced light bulbs.	JR/JE
6/7/2019	Public Works	Cleaned out truck.	JR/JE
6/7/2019	Lake Valley Ditch	Cut and weed whacked.	HW/AN
6/7/2019	Dominique Johnson Bldg.	Finished cutting and weed whacking.	HW/AN
6/7/2019	Rottau Park	Cut and weed whacked.	HW/AN
6/7/2019	Cert Bldg.	Cut and weed whacked.	HW/AN
6/7/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in playground and parking lot.	JS/CG
6/7/2019	Municipal Bldg.	Cleaned and supplied baths, cleaned and mopped room 10. Swept and mopped court offices. Removed trash and recycling. Picked up supplies for buildings. Picked up litter around the building.	JS/CG
6/7/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS/CG
6/7/2019	Public Works Office	Cleaned and supplied baths. Removed trash and recycling. Manned phones at lunch.	JS/CG
6/7/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS/CG
6/7/2019	O'Brien & Sons	Picked up supplies.	JS/CG
6/7/2019	Library	Cleaned and supplied baths. Removed trash and recycling.	JS/CG
6/7/2019	Country Lakes Recreation	Cleaned and supplied baths. Removed trash.	JS/CG
6/7/2019	Dominique Johnson Bldg.	Cleaned and supplied baths, swept floors and removed trash.	KM
6/7/2019	Municipal Bldg.	Cleaned and supplied baths, swept floors, wiped window sills. Removed trash.	KM
6/7/2019	Library	Cleaned and supplied baths, café and break room. Vacuumed meeting room. Removed trash inside and outside.	KM
6/7/2019	Police	Cleaned and supplied baths, swept halls, squad room, and holding cells. Mopped holding cells. Removed trash.	KM
6/7/2019	Public Works	Locked gates. Cleaned and supplied baths. Cleaned runners and floors, shook out door mats. Removed trash.	KM
6/7/2019	Sports Complex	Cleaned and supplied baths. Removed trash.	KM

Buildings Grounds Weekly Status Report

6/7/2019	Water Division	Cleaned and supplied bath.	KM
6/7/2019	Mirror Lake Concession	Continued painting.	JJ/MM
6/7/2019	242 Pemberton Blvd.	Delivered recycling tote.	DG
6/7/2019	15 Pemberton Vincentown Rd.	Delivered recycling tote.	DG
6/7/2019	251 Princeton Avenue	Delivered recycling tote.	DG
6/7/2019	202 Haddon Road	Delivered recycling tote.	DG
6/7/2019	201 Iroquois Trail	Delivered recycling tote.	DG
6/7/2019	17 Rottau Avenue	Delivered recycling tote.	DG
6/7/2019	120 Clubhouse Road	Delivered recycling tote.	DG
6/7/2019	119 Almond Avenue	Delivered recycling tote.	DG
6/7/2019	Room 9	Interview.	DW
6/7/2019	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.	DG/DW
6/10/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in playground and parking lot.	JS
6/10/2019	Municipal Bldg.	Cleaned and supplied baths, removed trash.	JS
6/10/2019	Police	Cleaned and supplied baths and holding cells. Vacuumed offices. Removed trash.	JS
6/10/2019	Public Works Office	Cleaned and supplied baths, swept and mopped floors. Removed trash and recycling.	JS
6/10/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
6/10/2019	Library	Cleaned and supplied baths, removed trash and recycling inside and outside.	JS
6/10/2019	Country Lakes Recreation	Cleaned and supplied baths Swept office floors. Swept and mopped bathroom and kitchen floors. Removed trash and recycling.	JS
6/10/2019	Country Lakes Recreation	Removed and returned banners.	MM/DW
6/10/2019	Hainesport Supply	Picked up parts and repaired police roof top air conditioning unit.	MM/DW
6/10/2019	Municipal Bldg.	Checked sump pumps in basement.	MM/DW
6/10/2019	Buildings	Checked hvac.	MM/DW
6/10/2019	BMIA	Worked on fire violations	MM/DW
6/10/2019	BMIA	Cleaned and supplied baths. Swept and mopped kitchen. Removed trash.	KM
6/10/2019	Dominique Johnson Bldg.	Cleaned and supplied baths. Swept floors and mopped kitchen. Removed trash.	KM

Buildings Grounds Weekly Status Report

6/10/2019	Municipal Bldg.	Cleaned and supplied baths. Swept floors, mopped entrance. Removed trash and recycling inside and outside.	KM
6/10/2019	Library	Cleaned and supplied baths and break room. Vacuumed study rooms 1 and 2 and NJ room. Removed trash.	KM
6/10/2019	Presidential Firehouse	Worked on wiring for attic fans.	JR/JE
6/10/2019	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/CP
6/10/2019	Mirror Lake Beach	Picked up a load of garbage from Recreation cleanup	AN/CP
6/10/2019	Public Works	Signed out tools.	JM
6/10/2019	O'Brien & Sons	Picked up sink strainers and installed in the Municipal Building.	JM
6/10/2019	Public Works	Picked up two cases of trash bags and took to Mirror Lake Concession for Recreation.	JM
6/10/2019	Pemberton Browns Mills Rd.	Fixed flag pole.	JM
6/10/2019	Records Room	Assisted finding boxes for inspections.	JM
6/10/2019	Public Works	Labeled and organized mower parts.	JM
6/10/2019	Public Works	Returned supplies from Saturday's house fire board up.	EB/KW
6/10/2019	Mirror Lake Beach	Repaired dock.	EB/KW
6/10/2019	O'Brien & Sons	Picked up supplies.	EB/KW
6/11/2019	BMIA	Broke down tables and chairs, mopped floor.	KM
6/11/2019	Municipal Bldg.	Cleaned and supplied baths. Swept floors and spot mopped. Removed trash. Locked doors and turned off lights after MUA meeting.	KM
6/11/2019	Library	Cleaned and supplied baths, café, break room, inside and outside lobby doors. Removed trash.	KM
6/11/2019	Police	Cleaned and supplied baths, swept halls and holding cells. Removed trash.	KM
6/11/2019	Public Works	Locked gates.	KM
6/11/2019	Public Works Garage	Cleaned and supplied bath, mopped floor.	KM
6/11/2019	Public Works	Signed out tools.	JM
6/11/2019	Municipal Bldg.	Continued putting in strainers.	JM
6/11/2019	O'Brien & Sons	Picked up screws.	JM
6/11/2019	Lester Street	Organized, repaired recycling totes. Disposed damaged totes.	JM

Buildings Grounds Weekly Status Report

6/11/2019	Presidential Firehouse	Continued running electric to attic fans.	JR/JE
6/11/2019	Old Shopping Center	Met buyers of auction equipment, checked identifications, etc.	JJ
6/11/2019	Municipal Bldg.	Checked sump pumps in basement.	JJ
6/11/2019	Buildings	Distributed right to know information.	JJ
6/11/2019	Mirror Lake Concession	Continued painting.	JJ
6/11/2019	Dams	Checked and removed debris.	DG/HW
6/11/2019	Blueberry Park	Cut and weed whacked.	DG/HW
6/11/2019	Bayberry Park	Cut and weed whacked.	DG/HW
6/11/2019	Choctaw Guardrail	Cut and weed whacked.	DG/HW
6/11/2019	American Legion Basketball	Cut and weed whacked.	DG/HW
6/11/2019	Oak Pines	Cut and weed whacked.	DG/HW
6/11/2019	Lake Pemberton	Cut and weed whacked.	DG/HW
6/11/2019	Mirror Lakes Beach	Continued work on the dock.	AN/KW
6/11/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in playground and parking lot.	JS
6/11/2019	Municipal Bldg.	Cleaned and supplied baths, administration and room 9. Removed trash and recycling.	JS
6/11/2019	Police	Cleaned and supplied baths and holding cells. Removed trash.	JS
6/11/2019	Public Works Office	Cleaned and supplied baths. Swept and spot mopped. Removed trash and recycling.	JS
6/11/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
6/11/2019	Library	Cleaned and supplied baths. Removed trash and recycling.	JS
6/11/2019	Country Lakes Recreation	Cleaned and supplied baths. Swept and mopped offices and front lobby area. Removed trash and recycling.	JS
6/11/2019	Senior Center	Worked on sinks that pulled away from the walls	DW
6/11/2019	Library	Fixed door and replaced batteries on electronic lockset	DW
6/11/2019	BMIA	Continued working on fire violations	DW
6/11/2019	Mirror Lake Beach	Assisted with the dock.	DW
6/11/2019	Mirror Lake Concession	Continued painting.	DW
6/12/2019	Presidential Lakes Firehouse	Finished hook-up for crawl space fan.	JR/JE
6/12/2019	Presidential Lakes Firehouse	Assisted with the forms for concrete.	JR/JE
6/12/2019	Presidential Lakes Firehouse	Started set up forms for concrete.	JJ/CP
6/12/2019	Country Lakes Recreation	Hung shelf.	MM/DW
6/12/2019	Buildings	Continued hanging right to know posters.	MM/DW
6/12/2019	Municipal Bldg.	Installed contactors on police air conditioning unit.	MM/DW

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6/12/2019	Mirror Lake Concession	Continued painting.	MM/DW
6/12/2019	Senior Center	Fixed sink.	MM/DW
6/12/2019	Public Works	Signed out tools.	JM
6/12/2019	Municipal Bldg.	Cut and weed whacked.	JM
6/12/2019	Municipal Bldg.	Removed the dead pine by the generator.	JM
6/12/2019	Urgent Care.	Dropped off and picked up employee.	JM
6/12/2019	Municipal Bldg.	Worked on doors.	JM
6/12/2019	Library	Cut and weed whacked.	DG/AN/HW
6/12/2019	Mirror Lake Park and Beach	Cut and weed whacked.	DG/AN/HW
6/12/2019	Choctaw Big Dam	Weed whacked.	DG/AN/HW
6/12/2019	Country Lakes Islands and Park	Cut and weed whacked.	DG/AN/HW
6/12/2019	Cert Bldg.	Cut and weed whacked.	DG/AN/HW
6/12/2019	Train Station	Picked up litter.	DG/AN/HW
6/12/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash. Picked up litter in playground and parking lot.	JS
6/12/2019	Municipal Bldg.	Cleaned and supplied baths. Vacuumed offices. Removed trash and recycling.	JS
6/12/2019	Police	Cleaned and supplied baths and holding cells. Cleaned downstairs and locker room bathrooms. Removed trash.	JS
6/12/2019	Public Works Office	Cleaned and supplied baths, removed trash and recycling.	JS
6/12/2019	Public Works Garage	Cleaned and supplied bath. Removed trash. Dropped off recycling.	JS
6/12/2019	Library	Cleaned and supplied baths. Removed trash and recycling.	JS
6/12/2019	Country Lakes Recreation	Cleaned and supplied baths. Removed trash and recycling.	JS