

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
5/24/2018	Sports Complex	Opened doors at 7:30 AM, cleaned, supplied baths, removed trash, picked up litter in the parking lot and playground.	JS/CG
5/24/2018	Municipal Bldg.	Cleaned, supplied baths and holding cells, removed trash.	JS/CG
5/24/2018	Police	Cleaned, supplied baths, courtroom, administration and room 9, removed trash and recycling.	JS/CG
5/24/2018	Mirror Lake Concession	Removed trash and recycling.	JS/CG
5/24/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling. Answered phones.	JS/CG
5/24/2018	Public Works Garage	Cleaned, supplied bath, removed trash, dropped off recycling.	JS/CG
5/24/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and outside.	JS/CG
5/24/2018	Country Lakes Rec	Cleaned, supplied baths, swept and mopped all floors, removed trash and recycling.	JS/CG
5/24/2018	Nesbit Center	Replaced broken fence rail, picked up litter, cut grass and weed whacked.	EB/HW
5/24/2018	Presidential Lakes Beach	Cut and weed whacked.	EB/HW
5/24/2018	High School	Picked up two platforms.	DB/KW
5/24/2018	Veterans Park	Set up the platforms. Set up the steps and bunting on the frames.	DB/KW
5/24/2018	Lester Street, Recreation, Senior Center	Started loading a trailer with the event items for the parade.	DB/KW
5/24/2018	Nesbit Center	Worked on painting punch list.	MM
5/24/2018	4 Piegan Lane	Delivered recycling tote.	MM
5/24/2018	Buildings	Checked HVAC.	MM
5/24/2018	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM
5/24/2018	Mirror Lake Concession	Repaired sink sprayer hose. Hosed down window and wall.	MM
5/24/2018	Library	Replaced kick-down.	MM
5/24/2018	Municipal Bldg.	Repaired vent pipe.	JJ/DW
5/24/2018	High School	Helped pick up platforms and set them up at Veterans Park.	JJ/DW
5/24/2018	Trenton Road	Continued putting up flags.	JJ/DW
5/24/2018	Public Works	Continued electrical work.	JR
5/24/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, spot mopped, removed trash and recycling.	KM
5/24/2018	Nesbit Center	Cleaned, supplied baths, swept main room and hallway, removed trash	KM
5/24/2018	Police	Cleaned, supplied baths, swept squad room, halls, holding area and removed trash.	KM
5/24/2018	Public Works	Locked doors and gates.	KM

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5/24/2018	Senior Center	Removed trash and recycling.	KM
5/24/2018	Sports Complex	Cleaned, supplied baths, removed trash and locked doors.	KM
5/24/2018	Water Dept.	Cleaned, supplied baths.	KM
5/24/2018	Nesbit Center	Cleaned office and storage rooms, swept, mopped, scraped up paint, etc. and mopped again. Blew off exterior door slabs and sidewalk.	KM
5/25/2018	BMIA	Cleaned, supplied baths.	KM
5/25/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floor, removed trash.	KM
5/25/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, removed trash and recycling.	KM
5/25/2018	Nesbit Center	Cleaned, supplied baths, swept and mopped main room and hall, removed trash.	KM
5/25/2018	Library	Cleaned, supplied baths, café, break room, removed trash	KM
5/25/2018	Police	Cleaned, supplied baths, swept squad room, hallways, holding area, removed trash.	KM
5/25/2018	Public Works	Locked doors and gates.	KM
5/25/2018	Senior Center	Removed trash and recycling.	KM
5/25/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors.	KM
5/25/2018	Juliustown Road	Cut grass and weed whacked old doctor's office and around parking lots in town.	KM
5/25/2018	Clubhouse Triangle	Cut grass and weed whacked.	EB/JE
5/25/2018	BMIA	Cut grass and weed whacked.	EB/JE
5/25/2018	Mirror Lake Beach	Cut grass and weed whacked.	EB/JE
5/25/2018	Presidential Lakes Beach	Cut grass.	EB/JE
5/25/2018	Senior Center	Installed sign.	JE
5/25/2018	Veterans Park	Planted plants and turned on water.	DG/CP/AN/DW
5/25/2018	Recreation, Senior Center, Dominique Johnson, Mirror Lake Concession Bldg.	Continued loading trailer with event items for the parade.	DG/CP
5/25/2018	Veterans Park	Painted parking lines.	DG/CP
5/25/2018	Little Red School House	Cleaned up debris and dressed up flower beds.	AN/DW
5/25/2018	Mirror Lake Beach	Removed branch over the boat parking area.	AN/DW
5/25/2018	Sports Complex	Opened doors at 7:30 AM, cleaned, supplied baths, removed trash, picked up litter in parking lot and playground.	JS/CG
5/25/2018	Nesbit Center	Swept and mopped.	JS/CG

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5/25/2018	Municipal Bldg.	Cleaned, supplied baths, room 10, swept lobby, cleaned some windows, removed trash and recycling.	JS/CG
5/25/2018	Police	Cleaned, supplied baths and holding cells, removed trash.	JS/CG
5/25/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS/CG
5/25/2018	Public Works Garage	Cleaned, supplied bath, removed trash, dropped off recycling.	JS/CG
5/25/2018	Library	Cleaned, supplied baths, removed trash and recycling, cleaned up litter in the parking lot.	JS/CG
5/25/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling.	JS/CG
5/25/2018	Buildings	Checked HVAC.	MM
5/25/2018	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM
5/25/2018	Dominique Johnson Bldg.	Painted parking lines.	MM
5/25/2018	Trenton Road	Installed flags on parade route.	MM/DW
5/28/2018	Veterans Park	Lowered flags before parade and raised after. Set up chairs and tents. Picked up litter. Put chairs, tents, table and podium in the trailer at the end of the event.	CP/KW
5/29/2018	BMIA Bldg.	Cleaned, supplied baths, stocked cleaning closet, removed trash.	KM
5/29/2018	Dominique Johnson Bldg.	Cleaned, supplied baths.	KM
5/29/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, spot mopped, removed trash.	KM
5/29/2018	Library	Cleaned, supplied baths, café, break room, vacuumed, removed trash.	KM
5/29/2018	Police	Cleaned, supplied baths, swept squad rom, removed trash.	KM
5/29/2018	Public Works	Locked doors and gates.	KM
5/29/2018	Senior Center	Removed trash and recycling.	KM
5/29/2018	Sports Complex	Cleaned, supplied baths, removed trash and locked doors.	KM
5/29/2018	Nesbit Center, Municipal Bldg., Library, Browns Mills Firehouse and Country Lakes Buildings.	Opened buildings for voting machines delivery.	KM
5/29/2018	Buildings	Checked all HVAC.	MM
5/29/2018	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM
5/29/2018	Nesbit Center	Worked on air conditioning.	MM
5/29/2018	Presidential Lakes Park	Cut off lock.	MM
5/29/2018	Beaches	Installed hours of operations signs.	MM

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5/29/2018	54 Sepulga Drive	Delivered recycling tote.	MM
5/29/2018	Veterans Park	Took chairs to Senior Center, Lester Street and Dominique Johnson Building. Returned bunting and table to Mirror Lake Building. Took tents and podium to Country Lakes Recreation.	JM/DG
5/29/2018	Home Depot	Returned sod cutter.	JM/DG
5/29/2018	PTHS	Returned three platforms.	JM/DG
5/29/2018	Lester Street	Returned concrete steps.	JM/DG
5/29/2018	Mirror Lake Building	Returned 2x4.	JM/DG
5/29/2018	Public Works	Repaired mower.	JM/DG
5/29/2018	Train Station, Cert Bldg., Dominique Johnson	Cut grass and weed whacked.	HW/CP
5/29/2018	Sports Complex	Opened doors at 7:30 AM. Cleaned and supplied baths, removed trash, picked up litter in the parking lot and playground.	JS
5/29/2018	Municipal Bldg.	Cleaned, supplied baths, administration and room 9. Removed trash and recycling.	JS
5/29/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS
5/29/2018	Public Works Garage	Cleaned, supplied baths, removed trash. Dropped off recycling.	JS
5/29/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and outside.	JS
5/29/2018	Country Lakes Rec	Cleaned, supplied baths, swept and mopped kitchen, removed trash and recycling.	JS
5/29/2018	Home Depot	Picked up sod machine and took to Nesbit Center.	JJ/DW
5/29/2018	Presidential Lakes Beach Bldg.	Siding needs repair has been damaged by bikes and someone trying to burn with a lighter.	JE/KW
5/29/2018	Buildings, Parks and Bus Stops	Emptied trash/recycling cans at Birmingham Ballfield, 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. Bus stops - two on Trenton Road, two in Country Lakes and two on Pemberton Browns Mills Road	JE/KW
5/29/2018	Nesbit Center and Dominique Johnson Bldg.	Cut off dead branches.	JE/KW
5/29/2018	Juliustown Road	Trimmed around sign.	JE/KW

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Date	Location	Work Performed	Completed By
5/30/2018	BMIA	Cleaned, supplied, kitchen, swept and mopped floor, cleaned refrigerator, sink and counter.	KM
5/30/2018	Dominique Johnson Bldg.	Cleaned, supplied, swept and mopped main floor.	KM
5/30/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, mopped court room and lobby. Removed trash.	KM
5/30/2018	Library	Cleaned, supplied baths, café, vacuumed, removed trash and recycling.	KM
5/30/2018	Police	Cleaned, supplied baths, swept halls and holding area, removed trash.	KM
5/30/2018	Public Works	Locked doors and gates.	KM
5/30/2018	Senior Center	Removed trash and recycling.	KM
5/30/2018	Sports Complex	Cleaned and supplied. Removed trash. Locked doors.	KM
5/30/2018	707 Lakehurst Road	Replaced hinge on recycling tote.	MM
5/30/2018	15 Santa Clara Trail	Delivered recycling tote.	MM
5/30/2018	401 Florida Trail	Replaced recycling tote lid.	MM
5/30/2018	400 New Jersey Road	Delivered recycling tote.	MM
5/30/2018	214 California Trail	Delivered recycling tote and replacement lid.	MM
5/30/2018	302 Louisiana Trail	Delivered recycling tote.	MM
5/30/2018	306 Shoshoni Trail	Delivered recycling tote.	MM
5/30/2018	318 Cherokee Drive	Delivered recycling tote.	MM
5/30/2018	Buildings	Checked air conditioning units.	MM
5/30/2018	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM
5/30/2018	Utah Terrace & Dakota Trail	Picked up brush	MM
5/30/2018	Nesbit Center	Loaded up Kubota and continued with the drainage project.	JJ/DW
5/30/2018	Reflections Park	Helped lay sod.	JJ/DW
5/30/2018	Reflections Park	Went to Tabernacle sod farm and picked up four pallets of sod. Started installing sod.	EB
5/30/2018	Mirror Lake Concession	Started installing new electrical panel.	JR/AN
5/30/2018	Imagination Kingdom	Cut grass, weed whacked and blew off excess grass.	JM/DG
5/30/2018	Impound Lot	Cut grass and weed whacked.	JM/DG
5/30/2018	Reflections Park	Cut grass and weed whacked.	JM/DG
5/30/2018	South Lakeshore Drive	Cut grass and weed whacked field across the street from Reflections.	JM/DG
5/30/2018	American Legion	Cut grass and weed whacked.	HW/CP
5/30/2018	Birmingham Park	Cut grass and weed whacked.	HW/CP

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5/30/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mop court offices, removed trash.	JS
5/30/2018	Police	Cleaned, supplied baths, holding cells, cleaned downstairs and locker room baths, removed trash.	JS
5/30/2018	Public Works Office	Cleaned, supplied baths, swept and mopped floors, removed trash and recycling.	JS
5/30/2018	Public Works Garage	Cleaned, supplied baths, removed trash. Dropped off recycling.	JS
5/30/2018	Library	Cleaned, supplied baths, removed trash, picked up litter in parking lot.	JS
5/30/2018	Country Lakes Rec	Cleaned, supplied baths, swept and mopped big room, removed trash.	JS
5/30/2018	Reflections Park	Went to Herman's and picked up a load of top soil, placed along the tree line. Helped install sod.	KW