

## Buildings Grounds Weekly Status Report

<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
1/26/2017	Dominique Johnson Bldg.	Cleaned, supplied and worked on scrubbing main floor	KM
1/26/2017	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, removed leaves at entrance, removed trash	KM
1/26/2017	Police	Cleaned, supplied baths, removed trash	KM
1/26/2017	DPW	Locked doors and gate	KM
1/26/2017	Senior Citizens Center	Removed trash and recycling	KM
1/26/2017	Sports Complex	Cleaned and supplied	KM
1/26/2017	Municipal Bldg.	Cleaned and supplied Administration, Room 9 and Court Room	JS/CG
1/26/2017	DPW	Cleaned and supplied	JS/CG
1/26/2017	Library	Cleaned and supplied	JS/CG
1/26/2017	Country Lakes Rec	Sealed floor	JS/CG
1/26/2017	Country Lakes Rec	Stripped and waxed floor	DW
1/26/2017	Municipal Bldg.	Repaired crosswalk sign	EB/JM
1/26/2017	Well 1	Checked roof	EB/JM
1/26/2017	Well 2	Checked roof	EB/JM
1/26/2017	Water	Checked roof	EB/JM
1/26/2017	Senior Citizens Center	Spackled walls	EB/JM
1/26/2017	Nesbit Football Field	Poured both concrete poles for football goal, put bottom length of wire down the long side of football field	DG/DH/BM/JR
1/27/2017	All Buildings	Checked heaters @ Municipal, DPW, Water, Country Lakes Recreation Center, Police basement and locker rooms, Senior Center, Library, Nesbit, Dominique Johnson, BMIA, Sports Complex, the Nesbit concession building, Train Station and CERT Building	JJ
1/27/2017	Municipal Bldg.	Picked up a blind and installed in the records room	JJ
1/27/2017	BMIA	Water quality report	JJ
1/27/2017	BMIA	Fixed floor on stage	JJ
1/27/2017	BMIA	Adjusted doors to close	JJ
1/27/2017	BMIA	Cleaned up leaves and picked up trash and cigarette butts	JJ/DW
1/27/2017	BMIA	Went through tables and chairs and put new pads on	JJ, DH, DW
1/27/2017	BMIA	Spackled in closet	JJ
1/27/2017	Municipal Bldg.	Cleaned and supplied	JS/CG
1/27/2017	Lafayette Avenue	Repaired the roof	EB/JM
1/27/2017	BMIA	Scrubbed kitchen and storage floor	EB/JS/CG/DW/DH
1/27/2017	BMIA	Cleaned main floor	EB/JS/CG/DW/DH
1/27/2017	BMIA	Organized and stocked supply cabinet	EB/JS/CG/DW/DH
1/27/2017	BMIA	Attached lower trim to island cabinet	EB/JS/CG/DW/DH

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1/27/2017	BMIA	Wiped down all baseboards molding throughout the entire building and bathrooms	EB/JS/CG/DW/DH
1/27/2017	BMIA	Replaced almond trim on side door by parking lot.	EB
1/27/2017	BMIA	Thoroughly cleaned stove	EB/JS/CG/DW/DH
1/27/2017	BMIA	Cleaned refrigerator inside and out	EB/JS/CG/DW/DH
1/27/2017	BMIA	Set up tables and chairs	EB/JS/CG/DW/DH
1/27/2017	BMIA	Used stainless cleaner on sink and trash can top	EB/JS/CG/DW/DH
1/27/2017	BMIA	Wiped walls down by sink	EB/JS/CG/DW/DH
1/27/2017	BMIA	Removed wire shelf and hanger from the top of refrigerator	EB/JS/CG/DW/DH
1/27/2017	BMIA	Checked all trash cans were completely emptied	EB/JS/CG/DW/DH
1/27/2017	BMIA	Fixed and emptied trash bin outside	EB/JS/CG/DW/DH
1/27/2017	BMIA	Thoroughly cleaned all steps and railings	EB/JS/CG/DW/DH
1/27/2017	BMIA	Removed dust and spider webs from corners	EB/JS/CG/DW/DH
1/27/2017	BMIA	Cleaned entire toilet, sinks and hand dryers	EB/JS/CG/DW/DH
1/27/2017	BMIA	Wiped down all door handles	EB/JS/CG/DW/DH
1/27/2017	BMIA	Wiped down all table tops	EB/JS/CG/DW/DH
1/27/2017	BMIA	Cleaned vent covers up on stage	EB/JS/CG/DW/DH
1/27/2017	BMIA	Made sure all tables and chairs are not broken and have felt pads on them	EB/JS/CG/DW/DH
1/27/2017	BMIA	Removed all tables from the stage	EB/JS/CG/DW/DH
1/27/2017	BMIA	Cleaned upstairs glass looking down into the big room	EB/JS/CG/DW/DH
1/27/2017	Dominique Johnson Bldg.	Cleaned and supplied baths, swept floors, mopped kitchen, removed trash	KM
1/27/2017	Municipal Bldg.	Cleaned and supplied baths, swept floors, removed trash	KM
1/27/2017	Nesbit Community Center	Cleaned and supplied baths, swept and mopped all floors and removed trash	KM
1/27/2017	Library	Cleaned and supplied baths, café, vestibule, employee entrance, removed trash and recycling	KM
1/27/2017	Police	Cleaned and supplied baths and trash	KM
1/27/2017	DPW	Locked doors and gate	KM
1/27/2017	Senior Citizens Center	Removed trash and recycling	KM
1/27/2017	Nesbit Football Field	Finished putting wire on bottom of the new football field.	DG/JM/BM/JR
1/27/2017	Nesbit Football Field	Picked up trash cans that were lying all over the field	DG/JM/BM/JR
1/30/2017	Water	Repaired roof	EB/DG
1/30/2017	Municipal Bldg.	Finished cabinet for records room	EB/DG
1/30/2017	Municipal Bldg.	Removed shelf and relocated in Records Room	EB/DG
1/30/2017	Country Lakes Rec	Replaced the bulb on the outside light post	JR/DW
1/30/2017	Senior Citizens Center	Replaced emergency light in the basement	JR/DW
1/30/2017	3 Maricopa Trail	Delivered recycling tote	JR/DW

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1/30/2017	Country Lakes Rec	Replaced lights	JR/DW
1/30/2017	BMIA	Went to Lowes picked up felt pads for remaining tables and chairs and installed	JJ
1/30/2017	Senior Citizens Center	Picked up molding from Lowes and dropped it off	JJ
1/30/2017	Senior Citizens Center	Picked up weather strip from Creekside and installed on front door	JJ
1/30/2017	Imagination Kingdom	Repaired tire swing	JM/BM
1/30/2017	Choctaw Drive	Removed blue barrel stuck in large spillway	JM/BM
1/30/2017	Senior Citizens Center	Removed long tables and installed small tables from Mirror Lake Concession Building.	JM/BM
1/30/2017	Public Works	Cleaned out cert van	JM/BM
1/30/2017	Country Lakes	Picked up log at spillway in Country Lakes	JM/BM
1/30/2017	Imagination Kingdom	Picked up Christmas tree	JM/BM
1/30/2017	Municipal Bldg.	Cleaned police car 17	DH/JS
1/30/2017	Nesbit	Cleaned and supplied	DH/JS
1/30/2017	Dominique Johnson Bldg.	Cleaned and supplied	DH/JS
1/30/2017	Sports Complex	Cleaned and supplied	DH/JS
1/30/2017	DPW	Cleaned and supplied	DH/JS
1/30/2017	Library	Cleaned and supplied	DH/JS
1/30/2017	Country Lakes Rec	Cleaned and supplied	DH/JS
1/30/2017	BMIA	Cleaned and supplied baths, removed trash and recycling	KM
1/30/2017	Dominique Johnson Bldg.	Cleaned and supplied baths, removed trash	KM
1/30/2017	Municipal Bldg.	Cleaned and supplied baths, swept floors, removed trash	KM
1/30/2017	Nesbit	Cleaned and supplied baths, swept floors, removed trash	KM
1/30/2017	Library	Cleaned and supplied baths, café, break room, removed trash	KM
1/30/2017	Police	Cleaned, supplied baths, removed trash	KM
1/30/2017	DPW	Locked doors and gate	KM
1/30/2017	Senior Citizens Center	Removed trash and recycling	KM
1/30/2017	Sports Complex	Cleaned and supplied	KM
1/30/2017	Parks, Mirror Lakes 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. 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	HW

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1/30/2017	All Buildings	Checked heaters @ Municipal, DPW, Water, Country Lakes Recreation Center, Police basement and locker rooms, Senior Center, Library, Nesbit, Dominique Johnson, BMIA, Sports Complex, the Nesbit concession building, Train Station and CERT Building	MM
1/30/2017	Municipal Bldg.	Turned on air conditioning in Court Room	MM
1/30/2017	Senior Citizens Center	Installed molding	MM
1/30/2017	Senior Citizens Center	Painted	MM
1/31/2017	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors, picked up litter in parking lot, removed trash	KM
1/31/2017	Municipal Bldg.	Cleaned, supplied, baths, swept floors, spot mopped, vacuumed weather mats, vacuumed outside detectives, wiped snack machine, removed trash	KM
1/31/2017	Library	Cleaned, supplied baths, café, vacuumed quiet study 1 and 2, vestibule, employee entrance, removed trash	KM
1/31/2017	Police	Cleaned, supplied baths, swept and mopped by Sgt.'s office and interview room, removed trash	KM
1/31/2017	DPW	Locked doors and gate, checked bathrooms	KM
1/31/2017	Senior Citizens Center	Removed trash and recycling	KM
1/31/2017	Municipal Bldg.	Cleaned supplied, Administration, Room 9, vacuumed Detective's office	JS
1/31/2017	Sports Complex	Cleaned, supplied	JS
1/31/2017	DPW	Cleaned, supplied baths, removed trash	JS
1/31/2017	Library	Cleaned, supplied	JS
1/31/2017	Country Lakes Rec	Cleaned, supplied	JS
1/31/2017	BMIA	Finished installed pads on the tables and chairs	JJ
1/31/2017	Library	Fixed door alarm	JJ
1/31/2017	Buildings	Checked fire panels to see if they are functioning properly	JJ
1/31/2017	DPW	Installed new plastic bins	JJ
1/31/2017	Kentucky Trail	Installed park sign	JJ
1/31/2017	DPW	Made shelf for office	JJ
1/31/2017	Dominique Johnson Bldg.	Sanded spackle above doorway, swept entire floor	JJ
1/31/2017	Municipal Bldg.	Checked for ice on walks, blew snow off police ramp and deck	DG/BM
1/31/2017	Senior Citizens Center	Checked for ice on walks	DG/BM
1/31/2017	Library	Checked for ice on walks	DG/BM
1/31/2017	BMIA	Checked for ice on walks, blew snow off side steps and deck	DG/BM

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1/31/2017	Dominique Johnson Bldg.	Checked for ice on walks, blew snow off from bridge to park area	DG/BM
1//31/2017	Nesbit Center	Checked for ice on walks	DG/BM
1/31/2017	DPW	Emptied ambulance and took 3 loads of pipe to Lester Street	DG/BM
1/31/2017	DPW	Removed two new steel tables and benches from ambulance and took to Lester Street	DG/BM
1/31/2017	Country Lakes Rec	Fixed door	DG/BM
1/31/2017	Senior Citizens Center	Crawled under kitchen area to check out smell coming into kitchen.	DG/BM
1/31/2017	Oak Pines	Repaired roof	EB/HW
1/31/2017	BMIA	Started making trash container	EB/HW
1/31/2017	Country Lakes Rec	Finished changing the bulbs in the big meeting room	JR/DW
1/31/2017	Library	Repaired 11 lights	JR/DW
1/31/2017	BMIA	Removed old fluorescent lights, put in two led lights	JR/DW