

## Buildings Grounds Weekly Status Report

<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
3/7/2019	Senior Center	Continued with bathroom project.	JJ/JM/CP/KW
3/7/2019	Senior Center	Checked heater/drained and repaired	MM/DW
3/7/2019	Home Depot	Picked up six bags of grout, a table and truck tool box.	MM
3/7/2019	Buildings	Checked HVAC.	MM/DW
3/7/2019	Public Works	Hooked up hot water heater.	MM/DW
3/7/2019	Senior Center	Changed filters.	MM/DW
3/7/2019	BMIA	Changed filters.	MM/DW
3/7/2019	Sports Complex	Started painting.	JR/JE
3/7/2019	O'Brien & Sons	Picked up supplies.	JE
3/7/2019	Lowes	Picked up supplies.	JR
3/7/2019	Public Works	Picked up supplies from the garage.	JS/CG
3/7/2019	Sports Complex	Checked doors, Cleaned, supplied baths and removed trash. Picked up litter in the playground and parking lot.	JS/CG
3/7/2019	Municipal Bldg.	Cleaned, supplied baths, administration and room 9. Vacuumed administration, room 9 and detective's office. Cleaned and mopped court room. Put supplies away. Removed trash and recycling.	JS/CG
3/7/2019	Police	Cleaned supplied baths and holding cells, removed trash.	JS/CG
3/7/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling. Manned phones at lunch.	JS
3/7/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	CG
3/7/2019	Library	Cleaned, supplied baths, removed trash and recycling.	JS/CG
3/7/2019	Country Lakes Recreation	Cleaned, supplied baths, removed trash and recycling.	JS/CG
3/7/2019	Municipal Bldg.	Cleaned and supplied. Removed trash and recycling.	CG
3/7/2019	Police	Cleaned and supplied. Removed trash and recycling.	CG
3/7/2019	Public Works Office	Cleaned and supplied. Removed trash and recycling.	CG
3/7/2019	Public Works Garage	Cleaned and supplied. Removed trash and recycling.	CG
3/7/2019	Public Works	Continued moving shelves and records to new storage area.	EB/DG/AN/HW
3/7/2019	Public Works	Installed water proof box.	JR/JE
3/7/019	Old Shopping Center	Checked power for heater.	JR/JE
3/7/2019	Senior Center	Finished electric work.	JR/JE
3/8/2019	Senior Center	Continued with bathroom project.	JJ/JM/CP/KW
3/8/2019	Buildings	Completed fire extinguisher inspection and log sheet.	MMDW

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3/8/2019	Country Lakes Recreation	Installed a fire extinguisher in the kitchen. Checked both bathrooms and installed door stops as needed.	MM
3/8/2019	Buildings	Checked HVAC.	MM
3/8/2019	Library	Fixed door stops	MM/DW
3/8/2019	Old Shopping Center	Fixed heat at the old jewelry store.	MM/DW
3/8/2019	10 Canna Street	Delivered recycling tote.	DW
3/8/2019	75 Brandywine Road	Delivered recycling tote.	DW
3/8/2019	1 Pea Patch Road	Delivered recycling tote.	DW
3/8/2019	301 Odd Fellows Road	Delivered recycling tote.	DW
3/8/2019	BMIA	Cleaned, supplied baths. Swept and damped mop main floors. Cleaned tables. Cleaned kitchen , floor, cabinetry, sink, stove, window and refrigerator.	EB
3/8/2019	Country Lakes Recreation	Swept and mopped floors. Cleaned and supplied baths. Cleaned windows and removed cobwebs.	EB
3/8/2019	Dominique Johnson Bldg.	Cleaned and supplied baths. Swept and mopped floors. Cleaned tables and wiped down refrigerator.	EB
3/8/2019	Sports Complex	Cleaned and supplied baths.	EB
3/8/2019	Municipal Bldg./Police	Cleaned and supplied baths. Cleaned floors.	EB
3/11/2019	Senior Center	Continued with bathroom project.	JJ/JM/CP/KW
3/11/2019	Lowes	Picked up cases of tiles.	KW
3/11/2019	Library	Opened door for tax program before 8:00 AM.	MM/DW
3/11/2019	Buildings	Checked HVAC.	MM/DW
3/11/2019	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM/DW
3/11/2019	Sports Complex	Continued painting.	MM/DW
3/11/2019	Library	Changed filters.	MM/DW
3/11/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash.	JS
3/11/2019	Municipal Bldg.	Cleaned, supplied baths, vacuumed police records. Removed trash and recycling.	JS
3/11/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS
3/11/2019	Public Works Office	Cleaned, supplied baths, swept and mopped all floors, removed trash and recycling.	JS
3/11/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	JS
3/11/2019	Library	Cleaned, supplied baths, removed trash and recycling.	JS
3/11/2019	Country Lakes Recreation	Cleaned, supplied baths, removed trash and recycling.	JS
3/11/2019	BMIA Bldg.	Cleaned and supplied baths. Swept and mopped floors. Fixed switch in bathroom.	EB

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3/11/2019	Country Lakes Recreation	Cleaned and supplied baths. Swept floors.	EB
3/11/2019	Dominique Johnson Bldg.	Cleaned, supplied baths. Swept and mopped floors.	EB
3/11/2019	Library	Cleaned and supplied baths.	EB
3/11/2019	Municipal Bldg.	Cleaned and supplied baths.	EB
3/11/2019	Public Works	Continued moving shelves and records to new storage area.	EB/AN/JR/HW
3/12/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash.	JS
3/12/2019	Library	Opened door for tax program before 8:00 AM.	JS
3/12/2019	Municipal Bldg.	Cleaned, supplied baths, administration and room 9. Removed trash and recycling.	JS
3/12/2019	Police	Cleaned, supplied baths and holding cells. Removed trash.	JS
3/12/2019	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS
3/12/2019	Public Works Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	JS
3/12/2019	Library	Cleaned, supplied baths, removed trash and recycling inside and outside.	JS
3/12/2019	Country Lakes Recreation	Cleaned, supplied baths, removed trash and recycling.	JS
3/12/2019	Senior Center	Continued with bathroom project.	JJ/JM/CP/KW
3/12/2019	Public Works	Continued moving shelves and records to new storage area.	JR/AN
3/12/2019	Sports Complex	Swept, mopped and painted both floors. Hung up projector screen.	JR/AN
3/12/2019	Public Works	Continued moving shelves and records to new storage area.	EB/JE/HW/DW
3/13/2019	Buildings	Checked HVAC.	MM/DW
3/13/2019	Library	Removed tint from windows.	MM/DW
3/13/2019	Country Lakes Office	Removed the metal sign on the ground and put in the metal pile.	MM
3/13/2019	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM/DW
3/13/2019	Sports Complex	Checked doors before 7:30 AM. Cleaned and supplied baths. Removed trash.	JS
3/13/2019	Municipal Bldg.	Cleaned, supplied baths, swept and mopped court offices, removed trash and recycling.	JS
3/13/2019	Police	Cleaned, supplied baths and holding cells. Cleaned downstairs and locker room bathrooms. Removed trash.	JS
3/13/2019	Public Works Office	Cleaned, supplied baths, swept and mopped all floors, removed trash and recycling inside and outside. Manned phones at lunch.	JS
3/13/2019	Public Works Garage	Cleaned and supplied bath. Dropped off recycling.	JS
3/13/2019	Library	Cleaned, supplied bath, cleaned children's area. Removed trash and recycling.	JS
3/13/2019	Country Lakes Recreation	Cleaned, supplied baths, removed trash and recycling.	JS
3/13/2019	Police	Scrubbed police squad room. Vacuumed.	JS
3/13/2019	Public Works	Dropped off recycling.	JS

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3/13/2019	Sports Complex	Continued painting floor.	JR/AN
3/13/2019	Old Shopping Center	Jewelry store demolition.	JR/AN
3/13/2019	Public Works	Continued moving shelves and records to new storage area.	EB/JE/HW/DW
3/13/2019	Senior Center	Continued with bathroom project.	JJ/JM/CP/KW