

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
1/5/2017	DPW	Locked gate	KM
1/5/2017	Municipal Bldg.	Unlocked and locked building for Planning Board Meeting	KM
1/5/2017	BMIA	Cleaned baths	KM
1/5/2017	Municipal Bldg.	Cleaned baths, swept floors, spot mopped, mopped employee break room and hallway. Took out trash	KM
1/5/2017	Library	Cleaned and supplied	KM
1/5/2017	Police Dept.	Cleaned baths and took out trash	KM
1/5/2017	Senior Center	Took out trash and recycling	KM
1/5/2017	Municipal Bldg.	Salted municipal bldg., police and DPW sidewalks	KM
1/5/2017	Municipal Bldg.	Placed salt buckets at Police and Municipal entrances	JS/CG
1/5/2017	Municipal Bldg.	Cleaned and supplied administration and room 9	JS/CG
1/5/2017	Sports Complex	Cleaned and supplied	JS/CG
1/5/2017	DPW	Cleaned and supplied	JS/CG
1/5/2017	Library	Cleaned and supplied	JS/CG
1/5/2017	Country Lakes Rec	Shampooed carpet	JS/CG
1/5/2017	Municipal Bldg.	Checked heaters	MM
1/5/2017	Police Basement	Checked heaters	MM
1/5/2017	Police Locker Rooms	Checked heaters	MM
1/5/2017	DPW	Checked heaters	MM
1/5/2017	Water	Checked heaters	MM
1/5/2017	Sports Complex	Checked heaters	MM
1/5/2017	Nesbit	Checked heaters	MM
1/5/2017	Nesbit Concession	Checked heaters	MM
1/5/2017	Train Station	Checked heaters	MM
1/5/2017	Dominique Johnson	Checked heaters	MM
1/5/2017	Country Lakes Rec	Checked heaters	MM
1/5/2017	Senior Center	Checked heaters	MM
1/5/2017	BMIA	Checked heaters	MM
1/5/2017	Library	Checked heaters	MM
1/5/2017	Mirror Lake Dam	Removed string lights and building lights and brought back to DPW to store in the stage.	JR
1/5/2017	Municipal Bldg.	Repaired light in detective's office	JR
1/5/2017	Library	Fixed heater	MM/JR
1/5/2017	DPW	Put plows on all small trucks	MM/JR/DB/BM/EB/ HW/DH/DW/JJ

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1/5/2017	All Buildings	Dropped off 2 bags of salt and buckets to each building	DG/BM
1/5/2017	Blue Building	Picked up soccer nets and delivered to PTHS	DG/BM
1/5/2017	Country Lakes Rec	Repaired exterior door handle. Drilled handle and installed a set screw.	DG/BM
1/5/2017	DPW Office	Answered phone during lunch.	DG
1/5/2017	DPW	Set up dump truck for snow storm	BM
1/5/2017	Dominique Johnson	Repaired sheetrock above inside door	EB
1/5/2017	Dominique Johnson	Repaired sheetrock walls	EB
1/5/2017	Nesbit Building	Repaired sheetrock wall	EB
1/5/2017	Municipal Bldg.	Replaced faucet on police side by sgts office	DW/JJ
1/5/2017	Dominique Johnson	Spackled and touched up paint	DW/JJ
1/5/2017	Bayberry Park	Started cutting up dead trees that are down and falling limbs on lake side	HW/DH
1/6/2017	Lifeguard Bldg.	Unlocked gate for JCP&L @ Mirror Lake lifeguard building	SA
1/6/2017	Senior Center	Picked up lunches and delivered to Senior Center	DG/BM
1/6/2017	Senior Center	Picked up microwave from Country Lakes Recreation and set it up at the Senior Center	DG/BM
1/6/2017	PL Park	Picked up limbs and trash	DG/BM
1/6/2017	All Parks	Fallen limbs have been removed except for Bayberry Park	DG/BM
1/6/2017	Public Works	Filled truck 15 and gas cans for snow blowers	DG/BM
1/6/2017	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 and the Nesbit concession building and Train Station	MM
1/6/2017	Municipal Bldg.	Removed Seasons Greeting display and put back in Mirror Lake concession building	JR
1/6/2017	BMIA	Replaced motor on upstairs heater at the BMIA building	MM/JR
1/6/2017	Dominique Johnson	Finished patch over top of interior door at Dominique Johnson building	EB
1/6/2017	Records Room	Started making a shelf	EB
1/6/2017	Detectives	Installed a bar and lock on fire safe	EB
1/6/2017	Sports Complex	Cleaned and supplied bathrooms	JS/CG
1/6/2017	Public Works	Cleaned and supplied bathrooms	JS/CG
1/6/2017	Library	Cleaned and supplied	JS/CG
1/6/2017	Country Lakes Rec	Cleaned and supplied	JS/CG
1/6/2017	Municipal Bldg.	Cleaned and supplied. Also thoroughly cleaned and mopped Room 10	JS/CG
1/6/2017	Public Works	Emptied recycling	JS/CG
1/6/2017	Municipal Bldg.	Cleaned bathrooms, floors and trash	KM
1/6/2017	Public Works	Locked gate	KM
1/6/2017	Senior Center	Removed trash and recycling	KM
1/6/2017	Police Station	Continued stripping floors	KM

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Date	Location	Work Performed	Completed By
1/7/2017	South Lakeshore	Plowed roads	JR/DG
1/7/2017	Evergreen Area	Plowed roads	MM/JJ
1/7/2017	West Side	Plowed roads	EB/BW
1/7/2017	Country Lakes	Plowed roads	HW
1/7/2017	Buildings	Cleared sidewalks and salted	DH
1/9/2017	BMIA	Cleaned and supplied, baths, spot mopped and removed trash	KM
1/9/2017	Dominique Johnson	Cleaned and supplied, baths and removed trash	KM
1/9/2017	Municipal Bldg.	Cleaned and supplied, baths, swept floors, vacuumed mats and removed trash	KM
1/9/2017	Nesbit	Cleaned and supplied, baths, swept floors and removed trash	KM
1/9/2017	Library	Cleaned and supplied, baths, cafe, break room and removed trash	KM
1/9/2017	Police	Cleaned and supplied, baths and removed trash	KM
1/9/2017	Public Works	Locked gate	KM
1/9/2017	Senior Center	Removed trash and recycling	KM
1/9/2017	Sports Complex	Cleaned and supplied	KM
1/9/2017	Municipal Bldg./Police	Checked, shoveled and salted all sidewalks	JS
1/9/2017	Municipal Bldg.	Cleaned all bathrooms, unclogged drain in closet.	JS
1/9/2017	Sports Complex	Cleaned and supplied	JS
1/9/2017	DPW	Cleaned and supplied, bathrooms, collected all trash and recycling in offices.	JS
1/9/2017	Library	Removed trash, cleaned all bathrooms	JS
1/9/2017	Country Lakes Rec	Cleaned bathroom, removed trash and mopped	JS
1/9/2017	South Lakeshore Drive	Removed slush after snow melted	JR
1/9/2017	Police	Repaired four lights	JR
1/9/2017	CL Firehouse	Repaired light	JR
1/9/2017	BM Firehouse	Checked light	JR
1/9/2017	Dam	Helped clear snow on the Dam	JR
1/9/2017	All Buildings	Removed trash	HW
1/9/2017	Country Lakes Area	Removed slush after snow melted	HW
1/9/2017	Senior Citizens	Delivered lunches	DG
1/9/2017	All Buildings	Cleared off sidewalks and added salt if needed	EB/DG/DH/JJ/DW
1/10/2017	Municipal Bldg.	Cleaned and supplied, baths, swept floors and removed trash	KM
1/10/2017	Nesbit Building	Cleaned and supplied, baths, swept and mopped	KM
1/10/2017	Library	Cleaned and supplied, baths, cafe, vestibule and removed trash	KM
1/10/2017	Police/Detective	Cleaned and supplied, baths, removed trash	KM
1/10/2017	DPW	Cleaned and mopped office floors	KM
1/10/2017	DPW	Locked gate	KM

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1/10/2017	Senior Citizens	Removed trash and recycling	KM
1/10/2017	Municipal/Police	Checked sidewalks and cleaned off as needed	JS
1/10/2017	Administration	Removed trash and recycling. Cleaned bathroom, vacuumed, swept and mopped	JS
1/10/2017	Sports Complex	Cleaned and supplied	JS
1/10/2017	DPW	Removed trash and recycling. Cleaned bathrooms	JS
1/10/2017	Library	Cleaned bathrooms, mopped front entrance, vacuumed entrance area	JS
1/10/2017	Country Lakes Rec	Cleaned bathrooms, removed recycling, swept and mopped floors	JS
1/10/2017	Town	Cleared sidewalks in town and salted	EB/DG/DH/BM
1/10/2017	Country Lakes Rec	Took speaker system from Recreation to Senior Center	DG
1/10/2017	Senior Center	Set speaker system up at Senior Center	DG
1/10/2017	Senior Center	Pick up lunches for seniors	HW/DW
1/10/2017	Deborah	Picked up air conditioning units from Deborah and stored them in the Mirror Lake concession building	HW/DW/JJ/JR
1/10/2017		Plowed slush/trained DW on how to plow	DW/HW
1/10/2017	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, Nesbit concession building and Train Station	MM
1/10/2017	Library	Fixed heat	MM
1/10/2017	BMIA	Worked on heat	MM
1/10/2017	Finance	Checked Finance for packages and delivered	MM
1/10/2017	BM Firehouse	Repaired lights	JR/JJ
1/10/2017	Mirror Lake Concession	Alarm call. Reset alarm and repaired door striker to rest rooms	SA
1/10/2017	Mirror Lake Concession	Mva into wooden guardrail reported to police. Went through guardrail.	SA
1/11/2017	BMIA	Cleaned and supplied	KM
1/11/2017	Dominique Johnson	Cleaned bathrooms, mopped main floor, removed trash	KM
1/11/2017	Municipal Bldg.	Cleaned baths, swept floors, removed trash	KM
1/11/2017	Nesbit Building	Cleaned baths, swept floors, removed trash	KM
1/11/2017	Library	Cleaned baths, cafe, break room, spot vacuum, vacuum tech room	KM
1/11/2017	Police/Detective	Cleaned bathrooms, removed trash	KM
1/11/2017	DPW	Locked gate	KM
1/11/2017	Senior Center	Removed trash and recycling	KM
1/11/2017	Municipal Building	Opened and closed building for Zoning Board meeting	KM
1/11/2017	Municipal Building	Wiped down and vacuumed zoning office.	JS
1/11/2017	Detectives	Vacuumed office	JS

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Date	Location	Work Performed	Completed By
1/11/2017	Municipal Building	Cleaned all entrances of bldg.	JS
1/11/2017	Municipal Building	Cleaned salt off hallway and floors on police side	JS
1/11/2017	Sports Complex	Cleaned and supplied	JS
1/11/2017	DPW	Cleaned bathrooms, removed trash and recycling	JS
1/11/2017	Library	Cleaned bathroom, mopped front entrance	JS
1/11/2017	Country Lakes Rec	Cleaned bathroom and vacuumed	JS
1/11/2017	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, Nesbit concession building, Train Station and Schneider's Supply	MM
1/11/2017	Library	Went with Tri State to do annual sprinkler test at the Library. Put system on test.	MM
1/11/2017	BMIA	Work on the motor.	MM
1/11/2017	CL Firehouse	Took all pick-up trucks to hose off	MM/JJ/DW/EB/DG/ BM/HW/JR
1/11/2017	DPW	Removed plows from all pick-up trucks	MM/JJ/DW/EB/DG/ BM/HW/JR
1/11/2017	Detectives	Repaired leaking trap in ladies bathroom	JJ/DW
1/11/2017	Country Lakes Rec	Insulated pipe in the mechanical room	JJ/DW
1/11/2017	Nesbit	Continued working on the fence	HW/BM/JJ/DW
1/11/2017	DPW	Put spreaders away and greased or oiled them	EB/DG
1/11/2017	Records Room	Worked on shelf	EB/DG
1/11/2017	Country Lakes Rec	Caulked two sinks	EB/DG
1/11/2017	Country Lakes Rec	Put new hasp on shed	EB/DG
1/11/2017	Mirror Lake Concession	Replaced broken wooden guardrail	BM/HW
1/11/2017	Sports Complex	Replaced light that is out above sink in ladies bathroom	JR/DH
1/11/2017	DAM	Removed all decorations.	JR/DH
1/11/2017	Press Avenue	Delivered recycling tote	JR/DH