

## Buildings Grounds Weekly Status Report

<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
1/11/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept kitchen, hall, main floor, vestibule, mop kitchen, hall and vestibule	KM
1/11/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
1/11/2018	Nesbit Center	Cleaned, supplied baths, swept and mopped hall, kitchen, main room and vestibule, clean counters, remove trash and recycling, clear salt from walkways	KM
1/11/2018	Library	Cleaned, supplied baths, café, removed trash	KM
1/11/2018	Police	Cleaned, supplied baths, removed trash	KM
1/11/2018	Public Works	Locked doors and gates	KM
1/11/2018	Senior Center	Removed trash and recycling	KM
1/11/2018	Sports Complex	Cleaned, supplied baths, locked doors	KM
1/11/2018	Buildings	Checked all heaters	JJ/MM
1/11/2018	Police	Finished door closure	JJ/MM
1/11/2018	Administration	Installed letters	JJ/MM
1/11/2018	Library	Fixed boiler	JJ/MM
1/11/2018	Center, Dominique Johnson	Counted all chairs and tables at each building.	JM/CP
1/11/2018	BMIA Bldg.	Installed felt pads on chairs and tables	JM/CP
1/11/2018	119 Morris Street	Delivered two recycling totes to group home	JM/CP
1/11/2018	1710 Red Feather Trail	Replaced broken lid, delivered second tote	JM/CP
1/11/2018	Police	Starting repairing urinal	KW/DW
1/11/2018	Oak Pines	Removed sign to repair and reinstall	KW/DW
1/11/2018	East Lakeshore / Vine Street area	Cleared drains off to allow water to get in	JE
1/11/2018	Municipal Bldg.	Cleaned, supplied baths, vacuumed tax collectors' offices, swept, mopped cleaned chairs and tables in court room, cleaned administration, room 9, removed trash and recycling	JS/CG
1/11/2018	DPW Office	Cleaned, supplied baths, vacuumed, removed trash and recycling	JS/CG
1/11/2018	DPW Garage	Cleaned, supplied baths, removed trash, picked up 6 cases of trash bags, dropped off recycling	JS/CG
1/11/2018	Library	Cleaned, supplied baths, swept and mopped front entrance, removed trash and recycling inside and outside	JS/CG
1/11/2018	Country Lakes Rec	Cleaned, supplied baths, mopped and swept big room, removed trash and recycling	JS/CG
1/11/2018	Presidential Lakes Park	Installed rope around the perimeter of the park	DG/AN/HW

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1/12/2018	Public Works	Applied second coat of spackle, painted back wall of breakroom	DG/HW
1/12/2018	Nesbit Center	Repaired one split rail that was down	DG/HW
1/12/2018	Train Station Platform	Checked for holes, there are three holes in three different boards, picked up trash	DG/HW
1/12/2018	Dominique Johnson Park, Rottau Park, Presidential Lakes Beach Park, Chippewa Park, Blueberry Park, Veteran's Park	Checked parks all are okay	DG/HW
1/12/2018	Presidential Lakes Park	Checked park, needs new capping for fence and leaves need to be removed.	DG/HW
1/12/2018	Jean Ammerman Park	Changed basketball net	DG/HW
1/12/2018	Country Lakes Beach Park	Picked up lid from garbage can	DG/HW
1/12/2018	Pole Bridge Park	Graffiti on slide	DG/HW
1/12/2018	Mirror Lake Beach Park	Put two rails back in their slots	DG/HW
1/12/2018	Police	Repaired urinal in the men's bathroom	KW/DW
1/12/2018	Virtua at Work	Received shots	KW/DW
1/12/2018	Nesbit Center	Cleaned and supplied, fixed wood panel, tried to fix door in kitchen needs new door, took tape off walls in main room, cleaned bathrooms, cleaned kitchen and main areas, mopped floors, cleaned spills on walls, wiped down doors	KW/DW
1/12/2018	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. 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	JE/CP
1/12/2018	Municipal Bldg.	Helped retrieve files for community development	EB/AN
1/12/2018	Police	Fixed lockset on ladies locker room door	EB/AN
1/12/2018	Oak Pines	Fixed broken sign	EB/AN
1/12/2018	Dominique Johnson Bldg.	Repaired light cove, and put WD on all doors	EB/AN
1/12/2018	Nesbit Center	Put WD on all doors	EB/AN
1/12/2018	Country Lakes Rec	Repaired roof leak	EB/AN
1/12/2018	Library	Started assembling and moving shelves	JJ/MM/EB/AN

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1/12/2018	Dominique Johnson Bldg., Nesbit Center	Went with health inspector to inspect kitchens	JJ/MM
1/12/2018	All buildings	Checked all heaters	JJ/MM
1/12/2018	BMIA Bldg.	Cleaned, supplied baths, baseboard, doors, stage, kitchen, mopped entrance, spot mopped main floor	KM
1/12/2018	Municipal Bldg.	Cleaned, supplied baths, mopped floors, removed trash in and around building	KM
1/12/2018	Library	Cleaned, supplied baths, café, mopped lobby, removed trash	KM
1/12/2018	Police	Cleaned, supplied baths, mopped halls and squad room, removed trash	KM
1/12/2018	Public Works	Locked doors and gates	KM
1/12/2018	Senior Center	Removed trash and recycling	KM
1/12/2018	Sports Complex	Cleaned, supplied baths, locked doors	KM
1/12/2018	Public Works	Continued working on lights in mechanics garage	JR/JM
1/12/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped room 10, filled up all salt buckets, removed trash and recycling	JS/CG
1/12/2018	Police	Cleaned, supplied baths, swept and mopped squad room, removed trash	JS/CG
1/12/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS/CG
1/12/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
1/12/2018	Library	Cleaned, supplied baths, vacuumed front entrance and front middle, cleaned off table, removed trash and recycling	JS/CG
1/12/2018	Country Lakes Rec	Cleaned, supplied baths, mopped up water leaking from wall, removed trash and recycling	JS/CG
1/16/2018	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. 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	JE/CP
1/16/2018	Sports Complex	Opened doors	JS
1/16/2018	Municipal Bldg.	Cleaned, supplied baths, administration and room 9, removed trash and recycling	JS
1/16/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS
1/16/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS

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1/16/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
1/16/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and outside	JS
1/16/2018	BMIA Bldg.	Drilled holes in door, fixed trim, cleaned and supplied baths, mopped floors, removed trash	KW/DW
1/16/2018	Nesbit Center	Cleaned, supplied baths, cleaned walls, mopped floors	KW/DW
1/16/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, cleaned walls, mopped floors, removed tape from walls, mopped floors	KW/DW
1/16/2018	Public Works	Continued cleaning, spackling and painting the break room	DG/HW
1/16/2018	BMIA Bldg.	Cleaned, supplied baths and kitchen	KM
1/16/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, kitchen, removed trash, picked up trash in parking lot	KM
1/16/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, spot mopped, removed trash	KM
1/16/2018	Nesbit Center	Cleaned, supplied baths, swept lobby and main room, wiped blinds and window sills, emptied refrigerator, removed trash	KM
1/16/2018	Library	Cleaned, supplied baths, café, break room, removed trash	KM
1/16/2018	Police	Cleaned, supplied baths, removed trash	KM
1/16/2018	Public Works	Locked doors and gates, cleaned baths, swept floors, removed trash	KM
1/16/2018	Senior Center	Removed trash and recycling	KM
1/16/2018	Sports Complex	Cleaned, supplied baths, removed trash and locked doors	KM
1/16/2018	Municipal Bldg.	Helped retrieve files for community development	EB/AN
1/16/2018	Country Lakes Rec	Repaired window, started repairing roof	EB/AN
1/16/2018	Diamond Lumber and O'Brien and Sons	Picked up supplies	EB/AN
1/16/2018	Public Works	Installed sign	EB/AN
1/16/2018	Country Lakes Rec	Continued roof repair	EB/AN
1/16/2018	All buildings	Checked heaters	JJ/MM
1/16/2018	Municipal Bldg.	Delivered packages from finance to appropriate office	JJ/MM
1/16/2018	Public Works	Hung shelf	JJ/MM
1/16/2018	Train Station, Sports Complex, Municipal Bldg.	Alarm - no test	JJ/MM
1/16/2018	BMIA Bldg.	Drilled holes in door	JJ/MM
1/16/2018	Library	Finished putting shelves together and secured to wall, fixed clogged drain in kitchen	JJ/MM
1/16/2018	Public Works	Worked on lights in garage	JR/JM

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1/16/2018	Police Station	Removed old lights and put up new lights	JR/JM
1/17/2018	BMIA Bldg.	Cleaned, supplied baths, swept and mopped entrance	KM
1/17/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept and mopped entrance	KM
1/17/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, mopped main entrance	KM
1/17/2018	Library	Cleaned, supplied baths, café, swept and mopped lobby, vacuumed vestibule	KM
1/17/2018	Police	Cleaned, supplied baths, swept floors, removed trash	KM
1/17/2018	Public Works	Locked doors and gates	KM
1/17/2018	Senior Center	Removed trash and recycling	KM
1/17/2018	Sports Complex	Cleaned and supplied	KM
1/17/2018	Recycling Area	Salted	KM
1/17/2018	Police Station	Replaced light fixture	JR/JM
1/17/2018	Buildings	Salted sidewalks	EB/AN/KW/DW
1/17/2018	Public Works	Started taking apart old offices, moved desk, threw out unwanted items, started taking down walls	EB/AN/KW/DW
1/17/2018	Lester Street	Picked up recycling lid and brought back to Public Works	KW
1/17/2018	Lake Valley, Rottau Village, Oak Pines areas	Inspected for street sign damage and pot holes	CP
1/17/2018	Municipal Bldg.	Salt sidewalks around building, cleaned and supplied baths, removed trash and recycling	JS
1/17/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS
1/17/2017	Public Works Office	Cleaned, supplied baths, mopped floors, removed trash and recycling	JS
1/17/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
1/17/2018	Library	Cleaned, supplied baths, cleaned both study room and computer room, removed trash and recycling	JS
1/17/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
1/17/2018	Blueberry Manor, South Lakeshore Drive, North Lakeshore Drive	Inspected for street sign damage and pot holes	JE