

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
1/19/2017	BMIA	Cleaned and supplied baths, removed trash and recycling	KM
1/19/2017	Dominique Johnson Bldg.	Cleaned and supplied baths, swept floors, removed trash	KM
1/19/2017	Municipal Bldg.	Cleaned and supplied baths, swept floors, removed trash and recycling	KM
1/19/2017	Nesbit Center	Cleaned and supplied baths, swept and mopped main room, removed trash	KM
1/19/2017	Library	Cleaned and supplied baths, cafe, spot vacuumed, removed trash	KM
1/19/2017	Police/Detectives	Cleaned and supplied baths, removed trash	KM
1/19/2017	DPW	Locked doors and gate	KM
1/19/2017	Senior Center	Removed trash and recycling	KM
1/19/2017	Sports Complex	Cleaned and supplied baths, removed trash	KM
1/19/2017	Municipal Bldg.	Cleaned and supplied all bathrooms, mopped entry hallway, removed all trash and recycling	JM/CG
1/19/2017	Police Station	Cleaned all bathrooms, removed all trash and recycling, mopped squad room, swept hallways	JM/CG
1/19/2017	DPW	Cleaned bathrooms, removed trash and recycling	JM/CG
1/19/2017	Nesbit Center	Removed trash	JM/CG
1/19/2017	Dominique Johnson Bldg.	Cleaned bathrooms, removed trash, picked up trash from outside building.	JM/CG
1/19/2017	Country Lakes Rec	Swept and mopped big room, removed trash and recycling	JM/CG
1/19/2017	BMIA	Cleaned bathrooms	JM/CG
1/19/2017	Senior Center	Cleaned gutters	EB/DG/JJ
1/19/2017	Senior Center	Raked 2 loads of leaves, blew down parking lot for the second time this year	EB/DG/JJ
1/19/2017	West End Park	Removed broken bench	JR/DH
1/19/2017	DPW	Marked electrical panel	JR/DH
1/19/2017	Senior Center	Checked building electrical panel for missing blanks and breakers not marked	JR/DH
1/19/2017	Country Lakes Rec	Checked building electrical panel for missing blanks and breakers not marked	JR/DH
1/19/2017	Nesbit Football Field	Built forms for concrete	BM/HW
1/19/2017	Nesbit Football Field	Cut rebar for forms	BM/HW
1/19/2017	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/DW
1/19/2017	Senior Center	Continued painting project	MM/DW
1/20/2017	BMIA	Cleaned and supplied	KM
1/20/2017	Dominique Johnson Bldg.	Cleaned, supplied, baths, swept floor, trash	KM
1/20/2017	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, removed trash	KM
1/20/2017	Nesbit Center	Cleaned, supplied baths, swept and removed trash	KM
1/20/2017	Library	Cleaned, supplied, baths, café, mopped lobby, vacuumed vestibule, removed trash	KM

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1/20/2017	Police	Cleaned, supplied baths, swept and mopped hall, removed trash	KM
1/20/2017	DPW	Locked doors and gate	KM
1/20/2017	Senior Center	Removed trash and recycling	KM
1/20/2017	Municipal Bldg.	Cleaned all bathrooms, emptied trash and recycling	JM/CG
1/20/2017	Police	Cleaned all bathrooms, emptied trash and recycling	JM/CG
1/20/2017	Dominique Johnson Bldg.	Cleaned bathrooms, emptied trash and recycling, swept floor, picked up trash outside	JM/CG
1/20/2017	Country Lakes Rec	Cleaned bathrooms, emptied trash and recycling, swept floor	JM/CG
1/20/2017	BMIA	Checked bathrooms and emptied trash	JM/CG
1/20/2017	Parks, Mirror Lake & 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	DH/DW
1/20/2017	American Legion	Picked up trash	HW
1/20/2017	Train Station	Removed dead branches	HW
1/20/2017	Birmingham	Picked up litter	HW
1/20/2017	PL Park	Picked up litter	HW
1/20/2017	Bayberry Park	Picked up litter	HW
1/20/2017	Mirror Lake	Picked up litter	HW
1/20/2017	South Lakeshore Gazebo	Picked up litter	HW
1/20/2017	Chippewa	Picked up litter	HW
1/20/2017	Jean Ammerman	Picked up litter	HW
1/20/2017	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
1/20/2017	Senior Center	Continued painting project	MM
1/20/2017	Senior Center	Fixed toilet	MM
1/20/2017	Senior Center	Worked on door, sanded and painted hinges, picked up lunch for Seniors	EB/DG

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1/23/2017	Parks, Mirror Lake & 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	DG/JJ
1/23/2017	Kentucky Trail	Picked up down park sign	DG/JJ
1/23/2017	Senior Center	Finished making half door	DG/JJ
1/23/2017	DPW	Put equipment away	DG/JJ
1/23/2017	Dominique Johnson Bldg.	Cleaned, supplied baths, swept and began cleaning the main floor	KM
1/23/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
1/23/2017	Nesbit Center	Cleaned, supplied baths, swept floors, removed trash	KM
1/23/2017	Library	Cleaned, supplied baths, removed trash	KM
1/23/2017	Police	Cleaned baths, removed trash	KM
1/23/2017	DPW	Locked doors and gate	KM
1/23/2017	Senior Center	Removed trash and recycling	KM
1/23/2017	Nesbit Center	Cleaned and supplied	JS/DW
1/23/2017	Dominique Johnson Bldg.	Cleaned and supplied	JS/DW
1/23/2017	Country Lakes Rec	Cleaned and supplied	JS/DW
1/23/2017	Municipal Bldg.	Cleaned and supplied	JS/DW
1/23/2017	BMIA	Cleaned and supplied	JS/DW
1/23/2017	Sports Complex	Cleaned and supplied	JS/DW
1/23/2017	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/JM
1/23/2017	Senior Center	Continued painting project	MM/JM
1/23/2017	Parks	Checked the following parks for trash, downed trees/branches and any damage - Jean Ammerman, Chippewa Park, Tensaw Park, Presidential Lakes Park, Presidential Lakes Beach Park, Reflections Park, Veterans Park, Bayberry Park, American Legion Park, Mirror Lake Beach Park, Soroptomist Park	BM/HW
1/23/2017	Cabot Drive	Delivered recycling tote	BM/HW
1/23/2017	Shawnee Drive	Delivered recycling tote	BM/HW

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Date	Location	Work Performed	Completed By
1/23/2017	Chippewa Trail	Delivered recycling tote	BM/HW
1/23/2017	Sports Complex	Replaced light in ladies room	JR/DH
1/23/2017	BMIA	Repaired light by exterior front door	JR/DH
1/23/2017	Municipal Bldg.	Repaired light in Clerk's office	JR/DH
1/23/2017	Buildings	Labeled unmarked breakers in the electrical panels at C.L rec and Dominique Johnson	JR/DH
1/23/2017	Clubhouse/Oak Ave	Assisted streets and roads with removal of two large oak trees blocking the roadway	SA
1/23/2017	Detectives	Installed double stick tape on fingerprint machine	JR/DH
1/23/2017	Finance/DPW	Picked up packages and delivered to DPW	JR/DH
1/23/2017	Detectives	Repaired two lights	JR/DH
1/24/2017	BMIA	Cleaned, supplied baths, swept and mopped kitchen	KM
1/24/2017	Dominique Johnson Bldg.	Cleaned, supplied baths, swept and mopped kitchen and hallway	KM
1/24/2017	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, removed trash and recycling	KM
1/24/2017	Nesbit	Cleaned, supplied baths, swept floor, removed trash	KM
1/24/2017	Library	Cleaned, supplied baths, café, vestibule, lobby, employee entrance, vending, removed trash and recycling	KM
1/24/2017	Police	Cleaned, supplied baths, trash	KM
1/24/2017	DPW	Locked doors and gate	KM
1/24/2017	Senior Center	Removed trash and recycling	KM
1/24/2017	Sports Complex	Cleaned, supplied baths	KM
1/24/2017	Municipal Bldg.	Cleaned admin, room 9.	JS/DW
1/24/2017	Municipal Bldg.	Cleaned out fish pond	JS/DW
1/24/2017	Municipal Bldg.	Cleaned out bugs in ceiling lights in tax assessors office and vacuum	JS/DW
1/24/2017	Municipal Bldg.	Wet vacuumed rug in detectives office	JS/DW
1/24/2017	Municipal Bldg.	Picked up tree branches in front of building	JS/DW
1/24/2017	DPW	Cleaned and supplied	JS/DW
1/24/2017	Dominique Johnson Bldg.	Cleaned and supplied	JS/DW
1/24/2017	Country Lakes Rec	Cleaned and supplied	JS/DW
1/24/2017	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/JM
1/24/2017	Senior Center	Continued painting project	MM/JM
1/24/2017	Municipal Bldg.	Replaced outlet in the hallway by Tax Assessors Office	JR/DH

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Date	Location	Work Performed	Completed By
1/24/2017	Library and Senior Center	Checked all emergency lights due to the power outages	JR/DH
1/24/2017	Municipal Bldg.	Repaired emergency light in courtroom	JR/DH
1/24/2017	Detectives	Replaced lights	JR/DH
1/24/2017	Nesbit Center	Repaired lights	JR/DH
1/24/2017	Parks	Picked up branches at Rails to Trails, Rottau Park, Dominique Johnsons Park, Birmingham Park, Presidential Lakes Beach Park, Presidential Lakes Park, Chippewa Park, Jean Ammerman Park, Tensaw Park, South Lakeshore Gazebo, Reflections Park, Pole Bridge Park, Blueberry Park, Veterans Park, Bayberry Park, Mirror Lake Park	DG/BM/HW
1/24/2017	Dams	Checked for debris at Bayberry Dam, Hanover Blvd. Dam, Mirror Lake Dam, Country Lakes Dam 1, Country Lakes Dam 2, Country Lakes Dam 3, Oregon Trail Dam, Spillway grates by North and South Lakeshore and Presidential Lakes	DG/BM/HW
1/24/2017	Senior Center	Spackled patches in the kitchen and by the main window	EB/JJ
1/24/2017	Senior Center	Finished half door	EB/JJ
1/24/2017	Senior Center	Fixed closet door	EB/JJ
1/24/2017	Municipal Bldg.	Cleaned debris out of pond	DW
1/24/2017	Municipal Bldg.	Repaired crosswalk sign	DW
1/25/2017	Dominique Johnson Bldg.	Worked on floor, removed trash	KM
1/25/2017	Municipal Bldg.	Cleaned, supplied baths, removed trash and recycling	KM
1/25/2017	Library	Cleaned, supplied baths, break room, café, removed trash and recycling	KM
1/25/2017	Police	Cleaned, supplied baths, removed trash	KM
1/25/2017	DPW	Locked doors and gate. Swept and mopped reception area	KM
1/25/2017	Senior Center	Removed trash and recycling	KM
1/25/2017	Municipal Bldg.	Cleaned, supplied, vacuumed administration	JS/DW
1/25/2017	Country Lakes Rec	Stripping floors	JS/DW
1/25/2017	Nesbit Football Field	Dug two holes, put in two forms and two goal posts, installed rebar in footers	DG/DH/BM/JR/HW
1/25/2017	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/JM
1/25/2017	Senior Center	Continued painting project	MM/JM
1/25/2017	Municipal	Checked the roof for leaks, replaced damaged tiles and sealed up leaks	EB/JJ
1/25/2017	501-4 Lakehurst Road	Delivered recycling tote	EB/JJ
1/25/2017	Senior Center	Repaired trim on front exterior door	EB/JJ

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1/25/2017	Senior Center	Spackled wall	EB/JJ