

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
1/18/2018	Buildings	HVAC repairs	JJ/MM
1/18/2018	Senior Center	Continued replacing kitchen floor	JJ/MM
1/18/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, mopped floors, cleaned court, cashier and police records windows, removed trash and recycling, shut off lights and locked up building.	KM
1/18/2018	Police	Cleaned, supplied baths, swept and mopped floors, removed trash	KM
1/18/2018	Public Works	Locked doors and gates, swept and mopped office floors	KM
1/18/2018	Senior Center	Removed trash and recycling	KM
1/18/2018	Sports Complex	Cleaned, supplied baths, locked doors	KM
1/18/2018	Sports Complex	Fixed lights that were out in the ladies room, ceiling light over fountain, hanging light by concession door and light over concession door	JR/JM
1/18/2018	Municipal Bldg.	Put in new breaker in panel for GFI at pond, ran new wire to fish pond, put in GFI outlet	JR/JM
1/18/2018	Public Works	Put in new GFI at truck heaters	JR/JM
1/18/2018	Evergreen Blvd., East Lakeshore Dr.	Inspected area for pot holes and street sign damage	JE
1/18/2018	Ponderosa	Picked up tires	JE
1/18/2018	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, swept and mopped court room, removed trash and recycling	JS/CG
1/18/2018	Police	Cleaned, supplied baths and holding cells, removed trash	JS/CG
1/18/2018	Sports Complex	Cleaned, supplied baths, removed trash, picked up litter in parking lot	JS/CG
1/18/2018	DPW Office	Cleaned, supplied baths, removed trash and recycling	JS/CG
1/18/2018	DPW Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
1/18/2018	Library	Cleaned, supplied baths, mopped front entrance removed trash and recycling inside and outside	JS/CG
1/18/2018	Country Lakes Rec	Cleaned, supplied baths, mopped floors, removed trash and recycling	JS/CG
1/18/2018	Public Works	Continued work on the public works project	KW/DW
1/19/2018	Buildings	Checked buildings and sidewalks for ice	AN
1/19/2018	Clubhouse, North and East Lakeshore Drive	Picked up roadside litter	CP/DW
1/19/2018	Imagination Kingdom Concession	Delivered three tables and eight chairs	CP/DW
1/19/2018	Public Works	Continued work on the public works project	JM/KW

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1/19/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped lobby floors vacuumed lobby rugs, detectives' office, tax assessor, finance, and fire office, removed trash and recycling	JS/CG
1/19/2018	Police	Cleaned, supplied baths, removed trash	JS/CG
1/19/2018	Public Works Office	Cleaned, supplied baths, spot mopped, removed trash and recycling	JS/CG
1/19/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
1/19/2018	Library	Cleaned, supplied baths, vacuumed all of the front area, teen room, office area and employee entrance area, removed trash and recycling	JS/CG
1/19/2018	Country Lakes Rec	Cleaned, supplied baths, vacuumed, removed trash and recycling	JS/CG
1/19/2018	Evergreen Blvd. area, Country Lakes area	Inspected area for pot holes and street sign damage	JE
1/19/2018	Public Works	Continued with public works project, finished painting in break room, installed new kick plate on door, painted receptacles and switch plates	DG/HW
1/19/2018	Country Lakes Rec	Picked up trash	DG/HW
1/19/2018	3520 Weymouth Road	Delivered recycling tote	DG/HW
1/19/2018	47 Vincentown Rd.	Delivered recycling tote	DG/HW
1/19/2018	259 Pemberton Blvd.	Delivered recycling tote	DG/HW
1/19/2018	150 Phillips Avenue	Delivered recycling tote	DG/HW
1/19/2018	317 Manahawkin Trail	Replaced lid on recycling tote.	DG/HW
1/19/2018	1503 Red Feather Trail	Replaced lid on recycling tote.	DG/HW
1/19/2018	1300 Red Feather Trail	Delivered recycling tote	DG/HW
1/19/2018	52 Tecumseh Trail	Delivered recycling tote and replaced lid on tote that was there	DG/HW
1/19/2018	Buildings	Checked HVAC	JJ/MM
1/19/2018	Senior Center	Continued replacing kitchen floor	JJ/MM
1/19/2018	BMIA Bldg.	Cleaned, supplied baths, removed trash	KM
1/19/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, removed trash	KM
1/19/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, spot mopped, removed leaves, removed trash	KM
1/19/2018	Nesbit Center	Cleaned, supplied baths, swept floors, mopped main room, removed trash	KM
1/19/2018	Library	Cleaned, supplied baths, café, vacuumed tech room, removed trash, pick up litter	KM
1/19/2018	Police Dept.	Cleaned, supplied baths, swept floors, removed trash	KM
1/19/2018	Public Works	Locked doors and gates	KM
1/19/2018	Senior Center	Picked up trash and recycling	KM

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Date	Location	Work Performed	Completed By
1/19/2018	Sports Complex	Cleaned, supplied baths, locked doors	KM
1/22/2018	Sports Complex	Opened doors	JS
1/22/2018	Municipal Bldg.	Cleaned, supplied baths, vacuumed, removed trash and recycling	JS
1/22/2018	Public Works Office	Cleaned, supplied baths, removed trash	JS
1/22/2018	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	CP/DW
1/22/2018	Country Lakes Area	Inspected area for pot holes and street sign damage	JE
1/22/2018	Buildings	HVAC repairs	JJ/MM
1/22/2018	Senior Center	Continued floor repair	JJ/MM
1/22/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
1/22/2018	Nesbit Center	Cleaned, supplied baths, swept and mopped floors, removed trash	KM
1/22/2018	Library	Cleaned, supplied baths, café, kids area, study rooms, removed trash	KM
1/22/2018	Police	Cleaned, supplied baths, removed trash	KM
1/22/2018	Public Works	Locked doors and gates	KM
1/22/2018	Senior Center	Removed trash and recycling	KM
1/22/2018	Sports Complex	Cleaned, supplied baths	KM
1/22/2018	Municipal Bldg.	Removed leaves at all doors and handicap ramps	KM
1/22/2018	Public Works	Continued public works project, installed base cove, painted trim in bathrooms, put chairs back in break room	KM
1/22/2018	121 South Pemberton Rd.	Delivered recycling tote	DG/HW
1/22/2018	243 Amherst Avenue	Delivered recycling tote	DG/HW
1/22/2018	804 Red Feather Trail	Replaced lid on recycling tote	DG/HW
1/23/2018	Senior Center	Cleaned out two vents in big room, painted spackled areas, removed luan from kitchen floor.	JM/CP
1/23/2018	BMIA Bldg.	Adjusted entry doors	JM/CP
1/23/2018	Country Lakes Area	Inspected area for pot holes and street sign damage	JE
1/23/2018	Public Works	Continued public works project	EB/KW

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1/23/2018	Public Works	Electrical work for public works project	JR
1/23/2018	Sports Complex	Opened doors and removed trash	JS
1/23/2018	Municipal Bldg.	Cleaned, supplied baths, administration, removed trash and recycling	JS
1/23/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS
1/23/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
1/23/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
1/23/2018	Library	Cleaned, supplied baths, swept front entrance outside, removed trash and recycling	JS
1/23/2018	Country Lakes Rec	Cleaned, supplied baths, spot mopped, removed trash and recycling	JS
1/23/2018	BMIA Bldg.	Cleaned, supplied	KM
1/23/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept main floor, swept and mopped kitchen, hall and baths, removed trash	KM
1/23/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
1/23/2018	Library	Cleaned, supplied baths, break room, café, removed trash	KM
1/23/2018	Police	Cleaned, supplied baths, swept, removed trash	KM
1/23/2018	Public Works	Cleaned break room floor, locked doors and gates	KM
1/23/2018	Senior Center	Removed trash and recycling	KM
1/23/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors	KM
1/23/2018	Buildings	Checked HVAC	MM/JJ
1/23/2018	Nesbit Center	Started installing a hand wash sink in the concession building	MM/JJ
1/23/2018	Public Works	Finished painting baths and hallway except trim and heaters	HW/DG
1/23/2018	Public Works	Emptied out truck 6	AN/DW
1/23/2018	Finance	Took twelve boxes from finance and moved to tax collector's office storage	AN/DW
1/23/2018	Public Works	Cleaned off book case in hallway, repaired book case	AN/DW
1/23/2018	519 Laurel Blvd.	Delivered recycling tote	AN/DW
1/23/2018	439 Cornell Avenue	Delivered recycling tote	AN/DW
1/23/2018	180 Norcross Lane	Delivered recycling tote	AN/DW
1/24/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept and mopped floor removed trash	KM
1/24/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, swept court room, removed trash, picked up parking lot trash	KM
1/24/2018	Library	Cleaned, supplied baths, café, lobby, removed trash	KM

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Date	Location	Work Performed	Completed By
1/24/2018	Police	Cleaned, supplied baths, swept and mopped halls, interview rooms, squad room, holding area, sergeant's office hall, lieutenant's hall, removed trash	KM
1/24/2018	Public Works	Locked doors and gates	KM
1/24/2018	Senior Center	Removed trash and recycling	KM
1/24/2018	Sports Complex	Cleaned, supplied baths, locked doors	KM
1/24/2018	Public Works	Worked on gas pump putting in card reader with Habhegger technician	JR
1/24/2018	Public Works/Water	Worked on phones with administration	JR
1/24/2018	Senior Center	Continued working on kitchen floor, painted around chimney area	JM/CP
1/24/2018	Buildings	Checked HVAC	JJ/MM
1/24/2018	Nesbit Center	Continued installing a hand wash sink in the concession building	JJ/MM
1/24/2018	Home Depot	Picked up supplies	JJ/MM
1/24/2018	Public Works	Continued public works project	EB/KW
1/24/2018	Presidential Lakes	Inspected area for pot holes and street sign damage	JE
1/24/2018	Public Works	Finished signs and moved, started cleaning and taking apart locker room, helped with sheetrock	AN/DW
1/24/2018	Public Works	Painted door to toilet in men's room, touched up paint around all door and window trim, painted heater covers, swept and mopped baths, hallway and break room floor	DG
1/24/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped lobby floors, removed trash and recycling	JS
1/24/2018	Police	Cleaned, supplied baths up stairs and downstairs, removed trash	JS
1/24/2018	Public Works Office	Cleaned, supplied baths, removed trash	JS
1/24/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
1/24/2018	Library	Cleaned, supplied baths, spot clean carpet and cleaned a chair, removed trash and recycling	JS
1/24/2018	Country Lakes Rec	Cleaned, supplied baths, mopped kitchen, removed trash and recycling	JS