

**Buildings and Grounds
Status Report
December 29, 2016 – January 4, 2017**

Buildings

- All trash picked up from all buildings.
- Buildings cleaned daily.
- Put away cleaning supplies.
- HVAC checked daily in all buildings and filters changed as needed.
- Delivered packages to various offices from the Finance Office.
- Checked phone line in Presidential Lakes Beach Building.
- Started repairing the walls and touching up paint at the Dominique Johnson Building,
- Installed faucet next to the sergeant's office on the police side.
- Reattached base board molding in the Dominique Johnson Building.
- Changed ribbon on DPW time clock.
- Inspected fire extinguishers, sliding doors, emergency lights and generators at all buildings.
- Checked sump pumps in the Municipal Building and Train Station basements.
- Changed three lights at the Library.
- Waiting on a part which should be in today to repair the upstairs heater at the BMIA building.
- Performed maintenance on the pond.
- Repaired light in detective's office.
- \Start stripping the floors on the police side
- Moved the entire office around for the police secretary
- Put a few bags of salt in each building for upcoming snowfall
- Cleaned and organized dpw's side of the Mirror Lake Concession Building
- Worked on alarm phone lines with Administration

Parks

- Trash picked up from all parks/beaches
- Continued fence and gate installations at Nesbit Field.
- Picked up two truckloads of brush from Dominique Johnson Park; one load of brush from Veteran's Park and one load of brush from Pole Bridge Park and Blueberry Manor Park.
- Checked and picked up brush from Reflections Park, Tensaw Park, Jean Ammerman Park and Presidential Lakes Beach Park.
- Prepped Bayberry park for soft opening
- Resecured blue trash cans at the Nesbit football field. Also removed all trash from woods line

Miscellaneous

- Delivered three recycling totes.

- Inventoried and organized tools in trucks and in the dpw tools storage area.
- Moved serviced snow blower back up front to the Municipal building
- Met with state boiler inspector for the dpw and Municipal boilers which all passed inspection.
- Cut and removed fallen tree on the roadway of Connecticut