

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
1/25/2018	BMIA Bldg.	Cleaned, supplied, swept and mopped floor	KM
1/25/2018	Municipal	Cleaned, supplied baths, swept floors, spot mopped, swept court room, removed trash	KM
1/25/2018	Library	Cleaned and supplied	KM
1/25/2018	Police	Cleaned, supplied baths, swept halls and squad room and removed trash	KM
1/25/2018	Public Works	Locked doors and gates	KM
1/25/2018	Senior Center	Picked up trash and recycling	KM
1/25/2018	Sports Complex	Cleaned, supplied baths, locked doors	KM
1/25/2018	Buildings	Checked HVAC	JJ/AN
1/25/2018	Nesbit Center	Worked on Nesbit sink, trash cans, thermometers and signs	JJ/AN
1/25/2018	398 Bishop Street	Delivered recycling tote	JJ/AN
1/25/2018	318 Ridge Road	Delivered recycling tote	JJ/AN
1/25/2018	1302 Vine Street	Delivered recycling tote	JJ/AN
1/25/2018	209 Apache	Delivered recycling tote	JJ/AN
1/25/2018	Police	Plunged toilet in ladies room	JJ/AN
1/25/2018	Police	Adjusted door closer	JJ/AN
1/25/2018	Inspection	Threw away broken chair	JJ/AN
1/25/2018	Senior Center	Continued working on floor and painting	JM/CP
1/25/2018	Public Works	Continued public works project, acid mopped bathroom floors and hallway, sanded both lunch tables, put on two coats of polyurethane vacuumed and mopped break room, wiped down all trim, heater vents and walls	DG/HW/DW
1/25/2018	Municipal Bldg.	Cleaned, supplied bathrooms, administration, room 9, court room, put down mats in lobby, removed trash and recycling	JS/CG
1/25/2018	Police	Cleaned, supplied baths, holding cells, put down mats, removed trash	JS/CG
1/25/2018	Public Works Office	Cleaned, supplied baths, vacuumed, scrubbed and mopped floor mats, removed trash and recycling	JS/CG
1/25/2018	Public Works Garage	Removed trash, dropped off recycling	JS/CG
1/25/2018	Library	Cleaned, supplied baths, mopped front entrance, removed trash and recycling	JS/CG
1/25/2018	Country Lakes Rec	Cleaned, supplied baths, mopped big room, removed trash and recycling	JS/CG
1/25/2018	Senior Center	Dropped off supplies	JS/CG
1/25/2018	Public Works	Continued with public works project	EB/KW

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Date	Location	Work Performed	Completed By
1/25/2018	Presidential Lakes, Evergreen and East Lakeshore areas	Inspected areas for pot holes and street sign damage	JE
1/25/2018	Public Works	Continued electrical work for the public works project	JR
1/26/2018	Buildings	Checked HVAC	JJ/MM
1/26/2018	17 Dans Road	Delivered recycling tote	JJ/MM
1/26/2018	Library	Inspected sprinkler system with Tri State technician	JJ/MM
1/26/2018	Public Works	Cleaned and inspected eye wash station	JJ/MM
1/26/2018	Walmart	Picked up test strip for chlorine	JJ/MM
1/26/2018	Buildings	Inspected fire extinguishers	JJ/MM
1/26/2018	Sports Complex	Installed new fire extinguisher	JJ/MM
1/26/2018	Public Works	Changed out electrical panel in mechanics' garage	JR/JE
1/26/2018	Public Works	Painted ceiling in women's bathroom, painted hallway by steps, painted bathroom and hallway floors, painted second coat in part of lunch room floor, put third coat of polyurethane on two tables. Helped unload plywood and 2 x 4s	DG/HW
1/26/2018	Public Works	Continued project	KW
1/26/2018	Senior Center	Continued floor project	JM/CP
1/26/2018	BMIA Bldg.	Cleaned, supplied baths	KM
1/26/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
1/26/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash inside and out	KM
1/26/2018	Library	Cleaned, supplied baths, café, vacuumed tech room, office and behind desk, removed trash	KM
1/26/2018	Police	Cleaned, supplied baths, swept hall and squad room, removed trash	KM
1/26/2018	Public Works	Locked doors and gates	KM
1/26/2018	Senior Center	Removed trash and recycling	KM
1/26/2018	Sports Complex	Cleaned, supplied baths, locked doors	KM
1/26/2018	Municipal Bldg.	Cleaned, supplied bath, room 10, removed trash and recycling	JS/CG
1/26/2018	Police	Cleaned, supplied baths and holding cells, removed trash	JS/CG
1/26/2018	DPW Office	Cleaned, supplied baths, swept floor, removed trash and recycling	JS/CG
1/26/2018	DPW Garage	Removed trash, dropped off recycling	JS/CG
1/26/2018	Library	Cleaned, supplied baths, removed trash and recycling, picked up litter in the parking lot	JS/CG

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Date	Location	Work Performed	Completed By
1/26/2018	Country Lakes Rec	Cleaned, supplied baths, vacuumed, removed trash and recycling	JS/CG
1/26/2018	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	AN/DW
1/26/2018	American Legion	Tried to fill in ruts; but ground was frozen	AN/DW
1/29/2018	Public Works	Pub cove base down in hallway, painted trim around back side of door by steps, mopped break room floor and set up both tables and chairs. Went to Mirror Lakes Beach Building and put away paint supplies. Mopped floor by time clock. Put down 20 ft. runner in break room. Took out three bags of garbage, threw out refrigerator. Took apart shelving and took down cage wall and throughout.	DG/HW
1/29/2018	Public Works	Continued running wires for parts room	JR/JE
1/29/2018	BMIA Bldg.	Cleaned, supplied baths, swept floors, removed trash and recycling	KM
1/29/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
1/29/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, swept court room, removed leaves, removed trash and recycling	KM
1/29/2018	Police	Cleaned, supplied baths, swept squad room, removed trash	KM
1/29/2018	Public Works	Locked doors and gates	KM
1/29/2018	Senior Center	Removed trash and recycling	KM
1/29/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors	KM
1/29/2018	Sports Complex	Opened doors, cleaned up soap dispenser that was knocked off the wall	JS
1/29/2018	Municipal Bldg.	Cleaned, supplied baths, removed trash and recycling, cleared entrances of leaves and old mats	JS
1/29/2018	Police	Cleaned, supplied baths, holding cells, removed trash, cleared away old mats	JS
1/29/2018	DPW Office	Cleaned, supplied baths, swept floors, removed trash and recycling	JS
1/29/2018	DPW Garage	Cleaned baths, removed trash, dropped off recycling	JS
1/29/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and outside	JS
1/29/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
1/29/2018	Buildings	Checked HVAC	MM/JJ

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1/29/2018	Lester Street	Brought recycling lid to Public Works	MM/JJ
1/29/2018	202 Scammel Drive	Delivered recycling tote	MM/JJ
1/29/2018	312 Magnolia Road	Delivered recycling tote	MM/JJ
1/29/2018	Dominique Johnson, Train Station, Nesbit, Municipal Complex, Senior Center, Library, Veterans Memorial, Country Lakes Recreation	Inspected and replaced flags as needed	MM/JJ
1/29/2018	Municipal Bldg.	Inspected generator, added coolant	MM/JJ
1/29/2018	BMIA Bldg.	Checked tables and chairs for pads on the legs	MM/JJ
1/29/2018	Sports Complex	Replaced soap dispenser	MM/JJ
1/29/2018	Train Station	Changed air filters on furnace	MM/JJ
1/29/2018	Public Works	Continued project	EB/KW
1/29/2018	Senior Center	Continued floor project	JM
1/29/2018	Lowes	Picked up supplies	JM
1/29/2018	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	AN/DW
1/29/2018	American Legion	Filled in ruts	AN/DW
1/29/2018	Country Lakes Island	Helped streets and roads remove pile of trash and tree stumps off island	AN/DW
1/30/2018	BMIA Bldg.	Cleaned, supplied mopped main floor and kitchen	KM
1/30/2018	Bldg.	Cleaned, supplied baths, kitchen sink and counters, removed trash	KM
1/30/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors removed trash	KM
1/30/2018	Library	Cleaned, supplied baths, café, break room, removed trash	KM
1/30/2018	Police	Cleaned, supplied baths, removed trash	KM
1/30/2018	Public Works	Locked doors and gates, cleaned break room	KM
1/30/2018	Senior Center	Removed trash and recycling	KM

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1/30/2018	Sports Complex	Cleaned, supplied baths, locked doors	KM
1/30/2018	Public Works	Took skids of supplies to the Senior Center and put away	JM/CP
1/30/2018	Senior Center	Finished floor	JM/CP
1/30/2018	Buildings	Checked HVAC	JJ/MM
1/30/2018	107 Alabama Trail	Delivered recycling tote	JJ/MM
1/30/2018	Municipal Bldg.	Picked up trays and sleeves from post office and delivered to administration	JJ/MM
1/30/2018	Municipal Bldg.	Picked up nine tables and set them up in the courtroom	JJ/MM
1/30/2018	Dominique Johnson	Changed HVAC filter	JJ/MM
1/30/2018	Nesbit Center	Changed HVAC filter	JJ/MM
1/30/2018	Pemberton Cert Bldg.	Changed HVAC filter	JJ/MM
1/30/2018	Water Dept.	Changed HVAC filter	JJ/MM
1/30/2018	Public Works	Took up plywood from upstairs, took apart wooden parts bin and threw away junk, put down cove base in men's' bath, replaced, painted and installed molding in women's bath, spray painted switch plate cover and socket and installed, helped frame out two 4 ft. by 8 ft. shelves.	DG/HW
1/30/2018	Public Works	Continued project	EB
1/30/2018	Municipal Bldg.	Salted sidewalks	JS
1/30/2018	Municipal Bldg.	Cleaned, supplied baths, administration, swept and mopped courtroom, removed trash and recycling	JS
1/30/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS
1/30/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
1/30/2018	Public Works Garage	Removed trash, dropped off recycling	JS
1/30/2018	Library	Cleaned, supplied baths, removed trash and recycling	JS
1/30/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
1/30/2018	Public Works	Continued electrical work for the public works project	JR
1/30/2018	Municipal Bldg., Public Works, Seniors, Country Lakes, Library	Checked sidewalks and salted if needed	AN/DW
1/30/2018	Public Works	Helped put up lights and shelves	AN/DW
1/30/2018	Buildings	Checked HVAC	JJ/MM
1/30/2018	Police Station	Worked on heat	JJ/MM

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1/31/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
1/31/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, cleaned fountain and vending machines, removed trash	KM
1/31/2018	Nesbit Center	Cleaned, supplied baths, mopped main room, wiped wall by trash can	KM
1/31/2018	Library	Cleaned, supplied baths, break room, cafe, vacuumed tech, vestibule, and study rooms 1 and 2, removed trash	KM
1/31/2018	Police	Cleaned, supplied baths, removed trash	KM
1/31/2018	Public Works	Locked doors and gates	KM
1/31/2018	Senior Center	Removed trash and recycling, cleaned break room	KM
1/31/2018	Sports Complex	Cleaned, supplied baths, locked doors	KM
1/31/2018	Buildings	Checked HVAC	JJ/MM
1/31/2018	Police	Picked up printer	JJ/MM
1/31/2018	Country Lakes Rec	Brought boxes from public works, filled office door closer with oil	JJ/MM
1/31/2018	Municipal Bldg., Senior Center	Went with Epic technician to do repairs to the fire system	JJ/MM
1/31/2018	Municipal Bldg.	Delivered packages from finance to appropriate offices	JJ/MM
1/31/2018	Buildings	Posted drinking water reports	JJ/MM
1/31/2018	Mirror Lake Beach Bldg.	Started constructing shelves and bins in clean communities trailer	JM/CP
1/31/2018	Public Works	Continued public works project, put switches back on wall in ladies room, helped work on shelves, started stocking shelves with auto parts, took down ceiling tiles in break room and swept up floor	DG/HW
1/31/2018	Public Works	Continued public works project	EB/KW
1/31/2018	Public Works	Continued electrical work for the public works project	JR/JE
1/31/2018	Municipal Bldg.	Cleaned, supplied baths, wiped down all doors and handles, vacuumed fire office, finance and detective offices, removed trash and recycling	JS
1/31/2018	Police	Cleaned supplied baths, holding cells, downstairs and both locker rooms	JS
1/31/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
1/31/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
1/31/2018	Library	Cleaned, supplied baths, vacuumed	JS
1/31/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS

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Date	Location	Work Performed	Completed By
1/31/2018	Public Works	Hung lights, helped run electric, moved boxes, took down wall, built shelves, moved parts, sealed ducts, ran duct, cleaned, moved shelves and books to public works office	DW/AN