

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
2/8/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, put chairs up, swept floor, removed trash	KM
2/8/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
2/8/2018	Nesbit Center	Cleaned, supplied baths, removed trash	KM
2/8/2018	Library	Cleaned, supplied baths, café, tables (adult and kids) removed trash and recycling	KM
2/8/2018	Police	Cleaned, supplied baths, swept and mopped halls, holding area, squad room, removed trash	KM
2/8/2018	Public Works	Locked doors and gates	KM
2/8/2018	Senior Center	Removed trash and recycling	KM
2/8/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors	KM
2/8/2018	Senior Center and Country Lakes Rec	Checked to see if they needed to be salted	DG
2/8/2018	117 Juliustown Road	Delivered recycling tote	DG
2/8/2018	1 Kelsonville Road	Replaced lid on recycling tote	DG
2/8/2018	4100 South Lakeshore Dr.	Delivered recycling tote	DG
2/8/2018	Country Lakes Rec	Worked on bin for banners	DG
2/8/2018	Nesbit Center and Dominique Johnson	Checked to see if they needed to be salted	CP
2/8/2018	Lowe's	Picked up electrical plates and installed	CP
2/8/2018	Public Works	Continued public works project	CP
2/8/2018	Public Works	Continued public works project, removed boxes and book shelves	AN
2/8/2018	Municipal Bldg.	Salted icy patches, cleaned and supplied baths, administration, room 9, vacuumed fire and finance offices, cleaned and mopped courtroom, removed trash and recycling	JS/CG
2/8/2018	Police	Cleaned, supplied baths and holding cells, removed trash	JS/CG
2/8/2018	Public Works Office	Cleaned, supplied baths, mopped offices and mats	JS/CG
2/8/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
2/8/2018	Library	Cleaned, supplied baths, dusted ledges by windows, removed trash and recycling inside and out, picked up litter in the parking lot	JS/CG
2/8/2018	Country Lakes Rec	Cleaned supplied baths, removed trash and recycling	JS/CG
2/8/2018	DPW Project	Salted entrances as needed, continued on project, moved boxes and book shelves, started demo	KW
2/8/2018	Library and BMIA	Checked to see if they needed to be salted	JJ/DW

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2/8/2018	Municipal Bldg.	Repaired sink in men's room, unclogged water fountain drain	JJ/DW
2/8/2018	Municipal Bldg.	Delivered packages from finance to appropriate office	JJ/DW
2/8/2018	BMIA	Cleaned, supplied baths, kitchen, swept floors, removed trash, stocked closet	KM
2/8/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, mopped floor, removed trash	KM
2/8/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped hallways, removed trash	KM
2/8/2018	Nesbit Center	Cleaned, supplied baths	KM
2/8/2018	Library	Cleaned, supplied baths, café, wiped vending, vacuumed meeting room, removed trash	KM
2/8/2018	Police	Cleaned, supplied baths, swept halls, squad room, holding area, removed trash	KM
2/8/2018	Public Works	Locked doors and gates	KM
2/8/2018	Senior Center	Removed trash and recycling	KM
2/8/2018	Sports Complex	Cleaned, supplied baths, locked doors	KM
2/9/2018	Municipal Bldg.	Cleaned, supplied, mopped baths, cleaned and dusted room 10, mopped hallways, removed trash and recycling	KM/CG
2/9/2018	Library	Cleaned, supplied baths, mopped floors, removed trash inside and out	KM/CG
2/9/2018	Country Lakes Rec	Cleaned, supplied and mopped baths and hallway, removed trash	KM/CG
2/9/2018	Municipal Bldg.	Installed phone tower and repaired/replaced phone jack in detectives' office	JR/AN
2/9/2018	Public Works	Continued electrical project	JR/AN
2/9/2018	Country Lakes Rec	Finished banner project and delivered	DG
2/9/2018	Public Works	Helped with project	DG
2/9/2018	Public Works	Continued public works project, demolished part of room	EB/JE
2/9/2018	Municipal Bldg.	Repaired leak in bathroom	JJ/DW
2/9/2018	Nesbit Concession	Took chlorine tablet pack and safety data sheets and put in building	JJ/DW
2/9/2018	Municipal Bldg.	Attached cove base in police offices	JJ/DW
2/9/2018	Municipal Bldg.	Bled air in heat water lines	JJ/DW
2/9/2018	Train Station	Fixed gutters	JJ/DW

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Date	Location	Work Performed	Completed By
2/9/2018	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	HW/CP
2/9/2018	Sports Complex	Checked and made list of work to be done before spring	HW/CP
2/9/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
2/9/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, water fountains, removed trash	KM
2/9/2018	Nesbit Center	Cleaned, supplied baths, removed items from the hallway and put in dumpster	KM
2/9/2018	Library	Cleaned, supplied baths, café, vacuumed video area and meeting room, removed trash	KM
2/9/2018	Police	Cleaned, supplied baths, swept floors, removed trash	KM
2/9/2018	Public Works	Locked doors and gates	KM
2/9/2018	Senior Center	Removed trash and recycling	KM
2/9/2018	Sports Complex	Cleaned, supplied baths, removed trash	KM
2/12/2018	4 Indian Run Trail	Delivered recycling tote	JM/DG
2/12/2018	240 Dennis Avenue	Delivered recycling tote	JM/DG
2/12/2018	Dams	Checked all dam spillways and removed debris blocking gates	JM/DG
2/12/2018	Country Lakes Rec	Picked up splash blocks for all downspouts, put signs on bathroom doors and janitorial supply closet	JM/DG
2/12/2018	Senior Center	Touched up paint	JM/DG
2/12/2018	BMIA, Country Lakes Rec, Nesbit Center	Counted chairs at each building	JM/DG
2/12/2018	Country Lakes Rec and Municipal Bldg.	Took down banners	JM/DG

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2/12/2018	Public Works	Continued working on project	JR
2/12/2018	Buildings	Checked all heaters	JJ/DW
2/12/2018	Municipal Bldg.	Picked up packages from finance and delivered to appropriate offices	JJ/DW
2/12/2018	Municipal Bldg.	Repaired and patched roof and replaced ceiling tiles in inspections	JJ/DW
2/12/2018	Country Lakes Rec	Fixed clogged sink in bathroom	JJ/DW
2/12/2018	Municipal Bldg.	Took care of bug problem	JJ/DW
2/12/2018	Nesbit Center	Replaced broken split rail fence	JJ/DW
2/12/2018	Municipal Bldg.	Cleaned and supplied baths, took down wet tile from code enforcement and cleaned up mess, removed trash and recycling	KW
2/12/2018	Sports Complex	Cleaned, supplied baths, removed trash	KW
2/12/2018	Public Works	Cleaned, supplied baths	KW
2/12/2018	Country Lakes Rec	Cleaned, supplied and mopped all floors, removed trash	KW
2/12/2018	County Lakes Rec	Check and fixed roof leak	EB/JE/KW
2/12/2018	Public Works	Continued working on project	EB/JE
2/13/2018	Municipal Bldg.	Picked up packages from finance and delivered to appropriate offices	JJ/DW
2/13/2018	Police	Worked on installation of toilet in cell	JJ/DW
2/13/2018	Browns Mills Firehouse	Fixed door closer	JJ/DW
2/13/2018	Sports Complex	Continued checking and making list of work to be done before spring	HW/CP
2/13/2018	Birmingham, American Legion, Presidential Lakes Baseball Field and Country Lakes Baseball Field	Checked and made list of work to be done before spring	HW/CP
2/13/2018	Sports Complex	Opened doors, checked baths and trash	JS
2/13/2018	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, removed trash and recycling	JS
2/13/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS

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2/13/2018	Public Works Office	Cleaned, supplied baths, swept floors, removed trash and recycling	JS
2/13/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
2/13/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
2/13/2018	Public Works	Continued electrical project	JR/AN
2/13/2018	BMIA Bldg.	Cleaned, supplied baths, removed trash	KM
2/13/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, removed trash	KM
2/13/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed leaves, trash and recycling	KM
2/13/2018	Library	Cleaned, supplied baths, café, break room, lobby, vestibule, removed trash	KM
2/13/2018	Police	Cleaned, supplied baths, removed trash	KM
2/13/2018	Public Works	Locked doors and gates, cleaned employee break room and baths	KM
2/13/2018	Senior Center	Removed trash and recycling	KM
2/13/2018	Sports Complex	Cleaned, supplied baths, removed trash	KM
2/13/2018	Library	Opened building before 8:00 am	MM/JM
2/13/2018	Buildings	Checked heaters	MM/JM
2/13/2018	Senior Center	Cut weather strip by back door ramp	MM/JM
2/13/2018	845 Nutmeg Street	Delivered recycling tote	MM/JM
2/13/2018	27 Radcliff Street	Delivered recycling tote	MM/JM
2/13/2018	Police	Mounted cell tower to outside wall and hooked up wire	MM/JM
2/13/2018	Dominique Johnson Bldg.	Counted tables and chairs	MM/JM
2/13/2018	Country Lakes Rec	Finished up water leak	EB
2/13/2018	Public Works	Continued public works project	EB
2/13/2018	Public Works	Worked in office	DG
2/14/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, set up all chairs in room 10, removed trash	KM
2/14/2018	Police	Cleaned, supplied baths, swept halls and squad room	KM
2/14/2018	Sports Complex	Cleaned, supplied baths, removed trash	KM
2/14/2018	Senior Center	Removed trash and recycling	KM
2/14/2018	Public Works	Locked doors and gates	KM
2/14/2018	Country Lakes Rec	Picked up machine at Nesbit, supplies from BMIA and started stripping floor	KM
2/14/2018	BMIA	Took five balloons down in the rafters, checked and attached missing felt pads to all chairs and tables, picked up 380 cigarette butts outside of building	JM/DG
2/14/2018	Dominique Johnson Bldg.	Blew the leaves behind and at the side of building, started blowing off parking lot	JM/DG

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Date	Location	Work Performed	Completed By
2/14/2018	Concession Bldg.	Looked for yellow guide line covers	JM/DG
2/14/2018	Public Works	Continued public works project	KW
2/14/2018	Sports Complex	Opened doors	JS
2/14/2018	Municipal Bldg.	Cleaned, supplied baths, vacuumed finance and fire office and lobby mats, removed trash and recycling	JS
2/14/2018	Police	Cleaned, supplied baths, holding cells, downstairs and police lockers, vacuumed records and all of police side, removed trash	JS
2/14/2018	Public Works Office	Cleaned, supplied baths, vacuumed mats, removed trash and recycling	JS
2/14/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
2/14/2018	O'Brien and Sons	Picked up supplies and put in order	JS
2/14/2018	Library	Cleaned, supplied baths, removed trash and recycling	JS
2/14/2018	Country Lakes Rec	Cleaned, supplied baths, mopped kitchen and bathrooms, removed trash and recycling	JS
2/14/2018	Sports Complex	Replaced aluminum bleachers with wood, replaced broken fence on Babe Ruth field, adjusted gates on Babe Ruth, A, B, C, T fields, removed gates on T-ball field, adjusted gates on T-ball field	HW/CP
2/14/2018	Country Lakes Ball Field	Replaced broken fence	HW/CP
2/14/2018	Buildings	Checked all heaters	MM
2/14/2018	Country Lakes Rec	Took lockset from side door to lock shop to have handle replaced	MM
2/14/2018	Municipal Bldg.	Picked up packages from finance and delivered to appropriate offices	MM
2/14/2018	Municipal Bldg.	Replaced door stop in administration	MM
2/14/2018	Library	Worked on heater	MM
2/14/2018	Police	Continued working on installation of toilet in cell 2	JJ/DW
2/14/2018	Public Works	Continued public works project demolition	EB/JE
2/14/2018	Public Works	Continued public works electrical project	JR/AN