

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
2/15/2018	Sports Complex, Birmingham Baseball Field, American Legion Baseball Field, and Country Lakes Baseball Field	Went over everything to see what needed to be done, started repairs on gates and fences	HW/CP
2/15/2018	Public Works	Continued project, framed upper wall	EB/KW
2/15/2018	Public Works	Continued project, ran pipe for outlets	JR/AN
2/15/2018	Sports Complex	Opened doors, cleaned, supplied baths, removed trash, picked up litter in parking lot	JS/CG
2/15/2018	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, cleaned and mopped courtroom, vacuumed in tax assessors office, removed trash and recycling	JS/CG
2/15/2018	Police	Cleaned, supplied baths, holding cells	JS/CG
2/15/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS/CG
2/15/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
2/15/2018	Library	Cleaned, supplied baths, mopped front entrance, removed trash inside and out	JS/CG
2/15/2018	Country Lakes Rec	Took lockset to door handle to Labars and had it replaced	MM
2/15/2018	Municipal Bldg.	Picked up packages from finance and distributed to appropriate offices	MM
2/15/2018	Municipal Bldg.	Replaced door stop in administration	MM
2/15/2018	Library	Worked on air conditioning	MM
2/15/2018	Nesbit Center	Worked on fountain	MM
2/15/2018	Oak Pines	Installed Oak Pines signs	JM/DG
2/15/2018	Dominique Johnson	Put a new plastic cap on fence rail, straightened fence	JM/DG
2/15/2018	Senior Center	Cleaned up garbage under dumpster	JM/DG
2/15/2018	Municipal Bldg.	Put ant bait traps in room 10	JM/DG
2/15/2018	Municipal Bldg.	Picked up two lost keys and gave to public works director	JM/DG
2/15/2018	Police	Worked on installation of toilet in cell 2	JJ/DW
2/15/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
2/15/2018	Police	Cleaned, supplied baths, removed trash	KM
2/15/2018	Public Works	Locked doors and gates	KM
2/15/2018	Senior Center	Removed trash and recycling	KM
2/15/2018	Country Lakes Rec	Worked on stripping wax off floor	KM
2/16/2018	Public Works	Continued project, framed upper wall, framed door, put blocking in for door, put blocking in for hand rail	EB/JE/KW

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2/16/2018	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
2/16/2018	Country Lakes Rec	Cleaned, supplied baths, vacuumed, mopped floors in the big room, removed trash and recycling	JS/CG
2/16/2018	Municipal Bldg.	Cleaned, supplied baths, vacuumed detectives office, removed trash and recycling	JS/CG
2/16/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS/CG
2/16/2018	Public Works Office	Cleaned, supplied baths, mopped floors, removed trash and recycling	JS/CG
2/16/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
2/16/2018	Library	Cleaned, supplied baths, removed trash and recycling, checked parking lot	JS/CG
2/16/2018	Police	Continued work on installation of toilet in cell 2	JJ/DW
2/16/2018	Municipal Bldg.	Replaced lock on janitor's closet	JJ/DW
2/16/2018	Municipal Bldg.	Checked leak in inspections	JJ/DW
2/16/2018	Public Works	Continued project	JR/AN
2/16/2018	BMIA	Cleaned, supplied baths	KM
2/16/2018	Dominique Johnson	Cleaned, supplied baths	KM
2/16/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors	KM
2/16/2018	Library	Cleaned, supplied baths, café, break room, vestibule, removed trash	KM
2/16/2018	Police	Cleaned, supplied baths, swept and mopped halls, squad room and holding area, removed trash	KM
2/16/2018	Public Works	Locked doors and gates	KM
2/16/2018	Senior Center	Removed trash and recycling	KM
2/16/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors	KM
2/16/2018	334 Snow Avenue	Delivered recycling tote	MM/JM
2/16/2018	1302 Vine Street	Delivered recycling tote	MM/JM
2/16/2018	Buildings	Checked heaters	MM/JM
2/16/2018	Senior Center	Picked up and delivered lunches	MM/JM
2/16/2018	Nesbit Center	Removed bags of trash from the hallway	MM/JM

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2/16/2018	Nesbit Center	Worked on fountain	MM/JM
2/20/2018	BMIA	Cleaned, supplied baths, swept floors	KM
2/20/2018	Dominique Johnson	Cleaned, supplied baths, swept floors, removed trash	KM
2/20/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, vacuumed finance, removed trash	KM
2/20/2018	Library	Cleaned, supplied baths, café, vestibule, lobby, kids area, removed trash	KM
2/20/2018	Police	Cleaned, supplied baths, removed trash	KM
2/20/2018	Public Works	Locked doors and gates	KM
2/20/2018	Senior Center	Removed trash and recycling	KM
2/20/2018	Sports Complex	Cleaned, supplied baths, removed trash and locked doors	KM
2/20/2018	Public Works	Continued project	EB/JE/AN/JR/KW
2/20/2018	Library	Opened before 8:00 am for taxes	MM
2/20/2018	Buildings	Checked heaters	MM
2/20/2018	Nesbit Center	Finished fixing fountain	MM
2/20/2018	Library	Spackled	MM
2/20/2018	320 Mohawk Trail	Delivered recycling tote	JM/DG
2/20/2018	319 Colorado Trail	Delivered recycling tote	JM/DG
2/20/2018	Country Lakes Rec	Hung up four banners	JM/DG
2/20/2018	Veteran's Park	Picked up trash	JM
2/20/2018	Tensaw Park	Replaced broken split rail	JM
2/20/2018	BMIA	Picked up trash	JM
2/20/2018	Tensaw Park	Removed graffiti	JM
2/20/2018	Police records	Retrieved three boxes from storage trailer	JM
2/20/2018	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
2/20/2018	Municipal Bldg.	Cleaned filters on heating unit in court office	JJ/DW
2/20/2018	Police	Painted cell #2 floor and touched up paint on walls	JJ/DW
2/20/2018	Sports Complex	Opened doors, cleaned, supplied baths, removed trash	JS

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2/20/2018	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, removed trash and recycling	JS
2/20/2018	Police	Cleaned, supplied baths, holding cells, swept floors, removed trash	JS
2/20/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
2/20/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
2/20/2018	Library	Cleaned, supplied baths, removed trash and recycling	JS
2/20/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS
2/21/2018	Municipal Bldg.	Cleaned and supplied	DW
2/21/2018	Country Lakes Rec	Cleaned and supplied	DW
2/21/2018	Sports Complex	Cleaned, supplied and opened bathrooms	DW
2/21/2018	Library	Cleaned, supplied	DW
2/21/2018	Public Works Office	Cleaned, supplied baths, swept and mopped floors	DW
2/21/2018	Public Works Garage	Cleaned, supplied baths	DW
2/21/2018	Buildings	Escorted Western Pest for monthly service	MM
2/21/2018	Country Lakes Rec	Worked on door lock	MM
2/21/2018	85 Iris Street	Delivered recycling tote	MM
2/21/2018	121 Juliustown Road	Delivered recycling tote	MM
2/21/2018	Public Works	Continued public works garage project	EB/JE/AN/JR/KW
2/21/2018	O'Brien & Sons	Picked up 6 bags of 10-10-10 fertilizer and put away in storage	JM/CP
2/21/2018	Senior Center	Hung up clock	JM/CP
2/21/2018	Sports Complex	Picked up new gates at Lowes and installed at T-Field	JM/CP
2/21/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, spot mopped, swept room 10, removed leaves, removed trash in and around building	KM
2/21/2018	Police	Cleaned, supplied baths, removed trash	KM
2/21/2018	Public Works	Locked doors and gates	KM
2/21/2018	Senior Center	Removed trash and recycling	KM
2/21/2018	Sports Complex	Cleaned, supplied baths, removed trash	KM
2/21/2018	Police	Finished painting cells	JJ
2/21/2018	Mirror Lake Concession	Picked up supplies needed for the sink	JJ
2/21/2018	Public Works	Organized truck 15	JJ
2/21/2018	Mirror Lake Concession	Started work on hand wash sink	JJ