

## Buildings Grounds Weekly Status Report

<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
2/16/2017	Parks	Removed leaves Presidential Lakes Beach and Jean Ammerman parks	EB/BM/HW/DW/CG
2/16/2017	BMIA	Cleaned, supplied baths, kitchen, swept floors	KM
2/16/2017	Dominique Johnson	Cleaned, supplied baths, swept floor, removed trash	KM
2/16/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, cleaned break room, removed trash	KM
2/16/2017	Library	Cleaned, supplied baths, café, swept, mopped, wiped tables and chairs, wiped vending machines, cleaned leaves in vestibule and vacuumed, vacuumed meeting room, swept employee break room, wiped tables, swept and mopped lobby hardwood floor, cleaned leaves inside employee entrance, vacuumed hall, removed trash, removed trash from outside, picked up litter in front of building and parking lot	KM
2/16/2017	Police	Cleaned, supplied baths, removed trash	
2/16/2017	DPW	Locked doors and gates	KM
2/16/2017	Senior Center	Removed trash and recycling	KM
2/16/2017	Dpw	Emergency repair to overhead garage door motor and door track rollers	MJ/JJ
2/16/2017	Sports Complex	Cleaned, supplied baths, swept and mopped floors, removed trash	KM
2/16/2017	Buildings	Checked heaters @ Municipal, DPW, Water, Country Lakes Recreation Center, Police basement and locker rooms, Senior Center, Library, Nesbit, Dominique Johnson, BMIA, Sports Complex, the Nesbit concession building, Train Station and CERT Building	MM/JJ
2/16/2017	BMIA	Removed all plastic tables from the BMIA building and put them in the Mirror Lake Concession Building	MM/JJ
2/16/2017	Municipal Bldg.	Cleaned, supplied baths, cleaned Room 9, all walls and baseboards are cleaned, scrubbed kick plate, cleaned tax assessor office, removed trash and recycling.	JS/DH
2/16/2017	Police	Cleaned baths, cells, removed trash	JS/DH
2/16/2017	Country Lakes Rec	Cleaned, supplied baths, cleaned windows, swept floor, started buffing floor, removed trash and recycling	JS/DH
2/16/2017	DPW	Dropped off recycling	JS/DH
2/16/2017	Police	Painted doors and cells	JM/DG
2/16/2017	Police	Installed 2 kick plates	JM/DG
2/16/2017	Municipal Bldg.	Changed bulb in the courtroom	JR/JE
2/16/2017	Library	Emergency light change over	JR/JE
2/16/2017	Country Lakes Firehouse	Worked on service panel	JR/JE
2/17/2017	DPW	Diabetes seminar	DH/JS/CG/JM/HW/ DW
2/17/2017	Dominique Johnson	Cleaned, supplied baths, burnished main floor, removed trash	KM
2/17/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM

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Date	Location	Work Performed	Completed By
2/17/2017	Nesbit Center	Cleaned, supplied baths, removed trash	KM
2/17/2017	Library	Cleaned, supplied baths, café, swept and mopped, wiped tables, swept employee break room, removed trash and recycling.	KM
2/17/2017	Police	Cleaned, supplied baths, removed trash	KM
2/17/2017	DPW	Locked doors and gates	KM
2/17/2017	Senior Center	Removed trash and recycling	KM
2/17/2017	Sports Complex	Cleaned and supplied bathrooms	KM
2/17/2017	Parks, Mirror Lake, 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	DH
2/17/2017	Municipal Bldg.	Cleaned, supplied baths, cleaned, swept Room 10 and Courtroom. Cleaned walls, windows, cabinets, vacuumed, baseboards in Finance, removed trash and recycling	JS/CG
2/17/2017	DPW	Cleaned, supplied baths, wiped tables down, swept floor, removed trash and recycling	JS/CG
2/17/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
2/17/2017	DPW	Dropped off recycling	JS/CG
2/17/2017	Police	Continued painting police doors and cells, installed 3 kick plates	JM/DG
2/17/2017	Country Lakes Firehouse	Continued service panel switch over.	JE/JR
2/17/2017	Parks	Continued cleaning up parks	HW/EB/BM/DW
2/21/2017	Imagination Kingdom	Checked trash cans, removed as needed, picked up litter in parking lot and playground	KM
2/21/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
2/21/2017	Library	Cleaned, supplied baths, café, swept, mopped, wiped tables, chairs and vending, swept lobby and cleaned fountains, removed trash, emptied outside trash	KM
2/21/2017	Police	Cleaned, supplied baths, removed trash	KM
2/21/2017	DPW	Locked doors and gates, swept reception office floor, cleaned office door	KM
2/21/2017	Senior Center	Removed trash and recycling	KM
2/21/2017	Sports Complex	Cleaned, supplied baths, stalls, walls, mirrors, changing station, hand dryers, swept and mopped, removed trash	KM
2/21/2017	Municipal Bldg.	Cleaned, supplied baths, removed recycling	JS
2/21/2017	Police	Cleaned, supplied baths, cells, removed trash	JS

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2/21/2017	Municipal Bldg.	Worked on MSDS sheets	JS
2/21/2017	DPW	Cleaned, supplied baths, removed trash and recycling	JS
2/21/2017	Country Lakes Rec	Cleaned, supplied baths, swept and mopped floor, cleaned out trash cans, wiped food off wall by the ramp	JS
2/21/2017	Library	Open before 7:45 am for taxes	JJ/MM
2/21/2017	Buildings	Checked heaters @ Municipal, DPW, Water, Country Lakes Recreation Center, Police basement and locker rooms, Senior Center, Library, Nesbit, Dominique Johnson, BMIA, Sports Complex, the Nesbit concession building, Train Station and CERT Building	JJ/MM
2/21/2017	Senior Center	Repaired water fountain	JJ/MM
2/21/2017	Senior Center	Checked to see if we have a door in stock to replace the door on the ramp	JJ/MM
2/21/2017	P/L Firehouse	Boarded up panels on the garage door where it was broken into	JM/DG
2/21/2017	Police	Continued painting doors and cells	JM/DG
2/21/2017	JC Market	Opened and locked up for contractor	JM/DG
2/21/2017	DPW	Fixed stockade fence	JM/DG
2/21/2017	Sports Complex	Worked on bathroom sink in women's room	JM/DG
2/21/2017	232 Dogwood	Delivered recycling tote	JM/DG
2/21/2017	63 Begonia	Delivered recycling tote	JM/DG
2/21/2017	Nesbit Football Field	Straighten out the goal posts/ Cut uprights to match other field	EB/BM/HW/DW
2/21/2017	Parks	Continued park clean-ups	EB/BM/HW/DW
2/21/2017	Parks, Mirror Lake, 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	DH
2/21/2017	Library	Continued working on the emergency lights	JE/JR
2/21/2017	Country Lakes Firehouse	Continued service panel switch over	JE/JR
2/21/2017	509 New Jersey Road	Delivered recycling tote	JE/JR
2/22/2017	BMIA	Cleaned, supplied baths, removed trash	KM
2/22/2017	Dominique Johnson	Cleaned, supplied baths, removed trash	KM
2/22/2017	Municipal Bldg.	Locked door and turned off lights	KM
2/22/2017	Nesbit Center	Cleaned, supplied baths, removed trash and recycling	KM
2/22/2017	Library	Cleaned, supplied baths, cleaned up leaves in vestibule, removed trash	KM

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2/22/2017	DPW	Cleaned outer office door, men's room cleaned shower, wall, swept and mopped floor, toilet not working overflowed - mopped up, ladies room swept and mopped floor	KM
2/22/2017	Senior Center	Removed trash and recycling	KM
2/22/2017	Sports Complex	Cleaned, supplied	KM
2/22/2017	Municipal Bldg.	Cleaned, supplied baths, swept all leaves from entrances, removed trash and recycling, dusted ceiling tiles, windows, blinds walls, baseboards, cabinets, doors and vacuumed in Tax Assessor's office	JS
2/22/2017	Police	Cleaned supplied baths and cells, checked police locker rooms	JS
2/22/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
2/22/2017	DPW	Cleaned, supplied baths, removed trash, recycling, dropped off recycling	JS
2/22/2017	Senior Center	Continued putting formica pieces under hand dryers	JJ/MM
2/22/2017	Buildings	Checked heaters @ Municipal, DPW, Water, Country Lakes Recreation Center, Police basement and locker rooms, Senior Center, Library, Nesbit, Dominique Johnson, BMIA, Sports Complex, the Nesbit concession building, Train Station and CERT Building	JJ/MM
2/22/2017	Senior Center	Checked for parts for the door on the ramp	JJ/MM
2/22/2017	Sports Complex	Continued working on sinks, ordered new parts	DG/JM
2/22/2017	Sports Complex	Dropped off parts to Stevenson's Supply	DG
2/22/2017	Nesbit Center	Picked up broken rails at Nesbit and threw away	DG/JM
2/22/2017	Country Lakes Firehouse	Completed service panel	JR/JE
2/22/2017	Library	Still in the process of changing over the emergency lights at Library	JR/JE
2/22/2017	Nesbit Center	Replaced two ballast at Nesbit Center	JR/JE
2/22/2017	Parks	Continued park clean-ups	EB/DH/BM/HW/DW