

## Buildings Grounds Weekly Status Report

<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
2/22/2018	Public Works	Continued public works project	JR/EB/JE/AN/KW
2/22/2023	Sports Complex	Continued work on sports complex, picked up three rolls of fencing from Lowes	HW/CP
2/22/2018	Finance	Continued assembling furniture	JJ/DW
2/22/2018	Police	Finished painting the cells	JJ/DW
2/22/2018	Police	Made box to protect pipes in cell 3 and added shutoff valves	JJ/DW
2/22/2018	Mirror Lake Concession	Continued hand wash sink installation	JJ/DW
2/22/2018	Sports Complex	Moved bags of fertilizer from the mechanical room to the meeting room	DG/JM
2/22/2018	Mirror Lake Concession	Made four trips removing televisions and carts, recycled televisions, threw away carts and trash	DG/JM
2/22/2018	221 Chippewa Trail	Delivered recycling tote	DG/JM
2/22/2018	Public Works	Installed flag and pole, took down old one	DG/JM
2/22/2018	Nesbit Center	Put two fence rails up and picked up trash around basketball court	DG/JM
2/22/2018	Finance	Picked up right to know stickers	DG/JM
2/22/2018	Buildings	Inspected fire extinguishers	MM
2/22/2018	Municipal Bldg.	Showed court employee how to use courtroom thermostat	MM
2/22/2018	Buildings	Checked all mechanical rooms for upcoming fire inspections	MM
2/22/2018	Municipal Bldg.	Replaced light bulbs in room 10	MM
2/22/2018	Municipal Bldg.	Worked on heater	MM
2/22/2018	Library	Worked on heater, patched up walls	MM
2/22/2018	Sports Complex	Opened doors	JS
2/22/2018	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, cleaned and mopped room 10, dusted and disinfected all ledges and door handles to offices, removed trash and recycling	JS
2/22/2018	Police	Cleaned, supplied baths, holding cells, swept floor, removed trash	JS
2/22/2018	Public Works Office	Cleaned, supplied baths, spot mopped, removed trash	JS
2/22/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
2/22/2018	Library	Cleaned, supplied baths, computers room, cleaned and bleached file cart, removed trash inside and outside	JS
2/22/2018	Country Lakes Rec	Cleaned, supplied baths, mopped floors, removed trash and recycling	JS
2/23/2018	Buildings	Started going through chemicals in all outer building and made sure they had labels on them. Disposed of items no longer in use.	DG/JM
2/23/2018	Public Works	Continued public works project, put window in office, installed door closer	JR/JE/AN/KW

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2/23/2018	Mirror Lake Concession	Installed hooks in room to hang wreaths and snowflakes	MM/DW
2/23/2018	Senior Center	Wiped down all ceiling fans	MM/DW
2/23/2018	Municipal Bldg.	Fixed heater	MM/DW
2/23/2018	Diamond M	Picked up fence for sports complex	HW/CP
2/23/2018	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
2/23/2018	Sports Complex	Opened doors, cleaned, supplied baths, removed trash	JS/CG
2/23/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped court office, picked up supplies for other buildings, removed trash and recycling	JS/CG
2/23/2018	Police	Cleaned, supplied baths and holding cells, removed trash	JS/CG
2/23/2018	O'Brien & Sons	Picked up supplies	JS/CG
2/23/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS/CG
2/23/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
2/23/2018	Library	Cleaned, supplied baths, wiped down tables, vacuumed front office, computer room, both study rooms and both librarian offices, removed trash and recycling	JS/CG
2/23/2018	Country Lakes Rec	Clean, supplied baths, removed trash and recycling	JS/CG
2/23/2018	Municipal Bldg.	Removed trash	JS/CG
2/26/2018	Sports Complex	Opened doors, cleaned, supplied baths, removed trash	JS
2/26/2018	Municipal Bldg.	Cleaned, supplied baths, vacuumed zoning and finance offices, removed trash	JS
2/26/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS
2/26/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
2/26/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
2/26/2018	Library	Cleaned, supplied baths, removed inside and outside trash and recycling	JS
2/26/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
2/26/2018	Sports Complex	Started removing old fencing and installing new fence on C-field	HW/CP
2/26/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM

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2/26/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, spot mopped, vacuumed tax collector's office, removed trash	KM
2/26/2018	Nesbit Center	Cleaned, supplied baths, swept floors, removed trash and recycling	KM
2/26/2018	Police	Cleaned, supplied baths, removed trash	KM
2/26/2018	Public Works	Locked doors and gates	KM
2/26/2018	Senior Center	Removed trash and recycling	KM
2/26/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors	KM
2/26/2018	Library	Opened before 8:00 am for tax program	MM
2/26/2018	Library	Added weather stripping to exterior doors, worked on heater	MM
2/26/2018	Municipal Bldg.	Delivered packages from finance to appropriate offices. Picked up pressure valve for boiler.	MM
2/26/2018	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	JJ/DW
2/26/2018	Municipal Bldg.	Made repairs to the roof in inspections	JJ/DW
2/26/2018	Public Works	Fixed toolbox on truck	JJ/DW
2/26/2018	Public Works	Continued dpw project	JR/EB/JE/AN/KW
2/27/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
2/27/2018	Police	Cleaned, supplied baths, swept squad room, removed trash	KM
2/27/2018	Public Works	Locked doors and gates	KM
2/27/2018	Sports Complex	Cleaned, supplied baths, removed trash	KM
2/27/2018	Country Lakes Rec	Continued stripping floor	KM
2/27/2018	Senior Center, Country Lakes Recreation, Public Works	Continued working on chemical list for Right To Know	JM
2/27/2018	101 Firehouse Road	Delivered recycling tote	JM
2/27/2018	Library	Opened before 8:00 am for tax program	MM
2/27/2018	Municipal Bldg.	Picked up trays and sleeves from the post office delivered to tax collector's office	MM

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2/27/2018	Municipal Bldg.	Continued servicing filters, pumps, belts on heaters	MM
2/27/2018	Dominique Johnson Bldg.	Replaced damaged ceiling tile in the front foyer	JJ/DW
2/27/2018	Imagination Kingdom	Repaired 50 holes in matting	JJ/DW
2/27/2018	Police	Made a box to cover drains in cell 3	JJ/DW
2/27/2018	Public Works	Continued public works project	JR/EB/JE/AN/KW
2/27/2018	Sports Complex	Continued removing old fencing and installing new fencing	HW/CP
2/27/2018	Sports Complex	Opened doors, checked baths and trash	JS
2/27/2018	Municipal Bldg.	Cleaned, supplied baths, administration, room, 9, vacuumed tax collector's office, put supplies away, removed trash and recycling	JS
2/27/2018	Police	Cleaned, supplied baths, room 9, removed trash and recycling	JS
2/27/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
2/27/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
2/27/2018	Library	Cleaned, supplied baths, children's area and removed trash	JS
2/27/2018	Country Lakes Rec	Cleaned, supplied baths, vacuumed offices, removed trash and recycling	JS
2/28/2018	BMIA Bldg.	Cleaned, supplied baths	KM
2/28/2018	Municipal Bldg.	Cleaned, supplied baths, removed trash	KM
2/28/2018	Library	Cleaned, supplied baths	KM
2/28/2018	Police	Cleaned, supplied baths, removed trash	KM
2/28/2018	Public Works	Locked doors and gates	KM
2/28/2018	Senior Center	Removed trash and recycling	KM
2/28/2018	Sports Complex	Cleaned, supplied baths, removed trash	KM
2/28/2018	Country Lakes Rec	Continued stripping floor	KM
2/28/2018	308 Cherokee Drive	Delivered recycling tote	JJ/DW
2/28/2018	503 Junction Road	Delivered recycling tote	JJ/DW
2/28/2018	Police	Finished pipe cover for plumbing in cell 3	JJ/DW
2/28/2018	Imagination Kingdom	Removed cones and tape from area that was patched	JJ/DW
2/28/2018	Municipal Bldg.	Installed flooring in the foyer area of tax collector's office	JJ/DW
2/28/2018	Buildings	Inspected emergency lights. Repaired/replaced emergency lights/bulbs	JR/AN
2/28/2018	Municipal Bldg.	Cleaned up around entire building, removed leaves, brush, cut dead flowers and weeded	JM/DG
2/28/2018	Public Works	Continued public works project	EB/JE/KW
2/28/2018	Sports Complex	Unlocked doors	JS

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2/28/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped lobby floors, started wiping down walls, removed trash and recycling	JS
2/28/2018	Police	Cleaned, supplied baths, holdings, cells, downstairs, police locker rooms, swept and mopped	JS
2/28/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
2/28/2018	Public Works Garage	Cleaned, supplied baths, picked up cases of trash bags	JS
2/28/2018	Sports Complex	Continued fence replacement	HW/CP