

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
2/1/2018	BMIA Building	Cleaned, supplied baths and kitchen	KM
2/1/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, moved tables and chairs to one side, swept	KM
2/1/2018	Municipal Bldg.	Cleaned, supplied baths, swept and spot mopped floors, mopped entrance, cleaned floor in room10, removed trash	KM
2/1/2018	Library	Cleaned, supplied baths, café, break room, vacuumed and cleaned tables and chairs in children's area, removed trash and recycling	KM
2/1/2018	Police	Cleaned, supplied baths, removed trash	KM
2/1/2018	Public Works	Locked doors and gates	KM
2/1/2018	Senior Citizens	Removed trash and recycling	KM
2/1/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors	KM
2/1/2018	Mirror Lake Bldg.	Continued construction of shelves and bins on clean communities trailer	JM/CP
2/1/2018	Municipal Bldg.	Removed tables from courtroom and put them back, picked up packages in finance and delivered to the appropriate offices	JJ/MM
2/1/2018	Buildings	Checked HVAC	JJ/MM
2/1/2018	Public Works	Delivered and assembled chair for public works' office	JJ/MM
2/1/2018	Library	Changed spark wire on boiler	JJ/MM
2/1/2018	Public Works	Delivered two tote lids from Lester Street	JJ/MM
2/1/2018	429 Lakeview Terrace	Delivered recycling tote	JJ/MM
2/1/2018	2376 Range Road	Delivered recycling tote	JJ/MM
2/1/2018	21 Orchard Avenue	Delivered recycling tote	JJ/MM
2/1/2018	Public Works	Put away parts, cleaned up tiles in front of break room, started taking apart shelves	DG/HW
2/1/2018	Public Works	Cleaned out a locker	JS/CG
2/1/2018	Municipal Bldg.	Cleaned, supplied baths, administration, vacuumed room 9, cleaned and mopped court room, removed trash and recycling	JS/CG
2/1/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS/CG
2/1/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
2/1/2018	Library	Cleaned, supplied baths, scrubbed employee and ladies room floors, removed trash and recycling, picked up litter in parking lot.	JS/CG
2/1/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
2/1/2018	Public Works	Continued public works project	KW

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2/1/2018	Public Works	Moved all lockers from upstairs to Mirror Lake Concession Bldg., continued restacking parts shelves	AN/DW
2/1/2018	Public Works	Continued with electrical on the public works' project	JR/JE
2/2/2018	Dominique Johnson Bldg.	Cleaned, supplied, buffed floor, set up tables and chairs	KM
2/2/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed leaves at entrance, removed trash and recycling	KM
2/2/2018	Library	Cleaned, supplied baths, break room, café, removed trash	KM
2/2/2018	Police	Cleaned, supplied baths, swept floors, removed trash	KM
2/2/2018	Public Works	Locked doors and gates	KM
2/2/2018	Senior Center	Removed trash and recycling	KM
2/2/2018	Sports Complex	Cleaned, supplied baths, locked doors	KM
2/2/2018	Concession Bldg.	Continued construction of shelves and bins on clean communities trailer	JM/CP
2/2/2018	Country Lakes Rec	Installed new door closure	JJ/MM
2/2/2018	Buildings	Checked HVAC	JJ/MM
2/2/2018	BCC/Rowan	Picked up envelopes	JJ/MM
2/2/2018	Home Depot	Picked up door closer and floor mats	JJ/MM
2/2/2018	226 University Avenue	Delivered recycling tote	JJ/MM
2/2/2018	10 Pear Avenue	Delivered recycling tote	JJ/MM
2/2/2018	Public Works	Continued public works' project	EB/AN/KW
2/2/2018	Municipal Bldg.	Cleaned, supplied baths, cleaned and mopped room 10, swept and mopped half of lobby, vacuumed police records all of police side, tax collector's office and lobby mats	JS/CG
2/2/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS/CG
2/2/2018	Public Works Garage	Cleaned, supplied baths, swept break room, mopped baths, dropped off recycling	JS/CG
2/2/2018	Library	Cleaned, supplied baths, scrubbed men's bathroom floor, removed trash and recycling	JS/CG
2/2/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
2/2/2018	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	DG/HW

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Date	Location	Work Performed	Completed By
2/2/2018	Recreation	Hung up two signs	DG/HW
2/2/2018	Public Works Garage	Swept and acid washed office	DG/HW
2/2/2018	Municipal Bldg.	Installed green lights in marquee and under front eave	JR/JE
2/2/2018	Public Works	Continued electrical work on public works project	JR/JE
2/5/2018	Public Works	Continued public works project, painted office, cut three inch vent pipe upstairs, hung sheets of peg board and cut out outlet demolished sheetrock, put up peg board in office	EB/DW/KW
2/5/2018	Municipal Bldg., Senior Center, Country Lakes Rec, Library, Nesbit Center, BMIA and Dominique Johnson	Salted	AN/CP
2/5/2018	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/CP
2/5/2018	Municipal Bldg.	Checked and salted if needed, cleaned, supplied baths, removed trash and recycling	JS
2/5/2018	Sports Complex	Opened doors, checked and cleaned baths	JS
2/5/2018	Police	Cleaned, supplied baths, holding cells, swept and mopped all of police side	JS
2/5/2018	Public Works Office	Cleaned, supplied baths, swept offices, removed trash and recycling	JS
2/5/2018	Public Works Garage	Cleaned, supplied baths, removed trash	JS
2/5/2018	Library	Cleaned, supplied baths, removed trash and recycling	JS
2/5/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS
2/5/2018	Library	Opened library before 8:00 am for taxes, salted sidewalk	JJ/DW
2/5/2018	Nesbit Concession	Inspection	JJ/DW
2/5/2018	Buildings	Checked heaters	JJ/DW
2/5/2018	Mirror Lake Beach	Opened double gates	JJ/DW
2/5/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, kitchen, swept floors, removed trash, picked up trash in parking lot and along tree line	KM

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2/5/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed leaves and salt from entrance and handicapped ramp picked up trash and litter in the parking lot, removed building trash and recycling	KM
2/5/2018	Nesbit Center	Cleaned, supplied baths, swept floors	KM
2/5/2018	Library	Cleaned, supplied baths, café, break room, vestibule, employee entrance, removed trash and recycling	KM
2/5/2018	Police	Cleaned, supplied baths, swept squad room, removed trash, pick up trash along fence line and in parking lot, emptied trash cans outside	KM
2/5/2018	Public Works	Locked doors and gates	KM
2/5/2018	Senior Center	Removed trash and recycling	KM
2/5/2018	Sports Complex	Cleaned, supplied baths	KM
2/6/2018	Library	Opened library before 8:00 am for taxes, salted sidewalk	JJ/MM
2/6/2018	Nesbit and Sports Complex	Hung reports	JJ/MM
2/6/2018	Administration	Picked up two cases of paper and delivered to recreation	JJ/MM
2/6/2018	Finance	Assembled desks	JJ/MM
2/6/2018	Buildings	Checked heaters	JJ/MM
2/6/2018	Sports Complex	Opened doors, cleaned and stocked	JS
2/6/2018	Municipal Bldg.	Cleaned, supplied baths, administration, vacuumed zoning office, removed trash and recycling	JS
2/6/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS
2/6/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
2/6/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
2/6/2018	Library	Cleaned, supplied baths, swept and mopped front entrance, removed trash and recycling	JS
2/6/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
2/6/2018	Senior Center	Dropped off supplies	JS
2/6/2018	Public Works	Moved office, demolished old office	EB/DG/KW
2/6/2018	Public Works	Removed all items from upstairs, moved maps made sure tubes were sealed	AN/DW
2/6/2018	Public Works	Started removing walls from old sign shop and stripping entire floor	AN/DW
2/6/2018	Concession Bldg.	Completed work on clean communities trailer	JM/CP
2/6/2018	307 Cayuga Trail	Delivered recycling tote	JM/CP
2/6/2018	Lowe's	Picked up lock	JM/CP

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2/6/2018	BMIA Building	Cleaned, supplied baths, mopped main floors, wiped doors	KM
2/6/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, spot mopped, opened room 10, removed leaves at employee entrance, removed trash	KM
2/6/2018	Library	Cleaned, supplied baths, café, break room, removed trash and recycling	KM
2/6/2018	Police	Cleaned, supplied baths, swept floors, removed trash	KM
2/6/2018	Public Works	Locked doors and gates	KM
2/6/2018	Senior Center	Removed trash and recycling	KM
2/6/2018	Sports Complex	Cleaned, supplied baths, removed trash	KM
2/7/2018	Public Works and Water	Salted entrances	KW
2/7/2018	Public Works	Demolished rooms, helped complete office and new parts room	KW
2/7/2018	Water	Started to install lock set	KW

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