

## Buildings Grounds Weekly Status Report

<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
2/2/2017	Pole Bridge Park	Park clean up. Remove dead limbs and leaves	EB/DH/BM/HW/DW
2/2/2017	Presidential Lakes Park	Park clean up. Removed dead trees, limbs and leaves	EB/DH/BM/HW/DW
2/2/2017	BMIA Bldg.	Cleaned, supplied baths, kitchen okay, spot mopped spills	KM
2/2/2017	Dominique Johnson	Cleaned, supplied baths, kitchen, swept floor, removed trash	KM
2/2/2017	Municipal Building	Cleaned, supplied baths, swept floors, put supplies in the basement, removed trash	KM
2/2/2017	Nesbit Center	Cleaned, supplied baths, swept floors, removed trash and recycling	KM
2/2/2017	Library	Cleaned, supplied baths, café, vestibule, employee entrance, break room, removed trash	KM
2/2/2017	Police	Cleaned, supplied baths, removed trash	KM
2/2/2017	DPW	Locked doors and gates	KM
2/2/2017	Senior Center	Removed trash and recycling	KM
2/2/2017	Sports Complex	Cleaned, supplied baths, removed trash	KM
2/2/2017	DPW	Installed shelf	JJ
2/2/2017	Dominique Johnson	Attached chairrail molding that was coming off the wall	JJ
2/2/2017	Buildings	Fire extinguisher inspections at DPW, Water Garage, Municipal Building, Concession Building, Nesbit Center, Dominique Johnson Building, Senior Center, Library, BMIA Building, Country Lakes Recreation and Train Station	JJ
2/2/2017	Municipal Building	Repaired damaged sheetrock in basement phone room	JJ
2/2/2017	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/JM
2/2/2017	Senior Center	Worked on Senior Center game room project	MM/JM
2/2/2017	Municipal Building	Cleaned, supplied Administration and Room 9, put supplies away that were delivered	CG/JS
2/2/2017	Sports Complex	Cleaned, supplied	CG/JS
2/2/2017	DPW	Cleaned, supplied bathrooms, removed trash and recycling	CG/JS
2/2/2017	Library	Cleaned and supplied	CG/JS
2/2/2017	Country Lakes Rec	Cleaned and supplied	CG/JS
2/2/2017	Lafayette	Put new outlet in well building, changed two light bulbs	DG/JR
2/2/2017	BMIA Bldg.	Took trash from second floor to DPW	DG/JR
2/2/2017	Lester Street	Got rid of three truck loads of old lights	DG/JR
2/3/2017	BMIA Bldg.	Cleaned, supplied baths, kitchen, removed trash	KM
2/3/2017	Dominique Johnson	Cleaned, supplied baths, swept floors, cleaned counters, removed trash	KM
2/3/2017	Municipal Building	Cleaned, supplied baths, swept and mopped floors, removed trash	KM
2/3/2017	Nesbit Center	Cleaned, supplied baths, floors	KM
2/3/2017	Library	Cleaned, supplied baths, cleared leaves at entrance, picked up litter, removed trash	KM
2/3/2017	Police	Cleaned, supplied baths, removed trash	KM

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2/3/2017	DPW	Locked doors and gates, swept offices	KM
2/3/2017	Senior Center	Removed trash and recycling	KM
2/3/2017	Sports Complex	Cleaned, supplied baths, removed trash	KM
2/3/2017	Municipal Building	Cleaned, supplied all bathrooms, scrubbed a couple of sinks with comet, changed all urinal screens after scrub. Room 10 wiped down all chairs, tables and swept floor. Picked up all trash and recycling. Vacuumed Tax Assessor, Finance Office and Fire Offices.	JS/CG
2/3/2017	Police	Cleaned bathroom, holding cells and swept floor	JS/CG
2/3/2017	Sports Complex	Cleaned and supplied bathrooms, mopped floors, checked and picked up trash from playground and parking lots, threw away five bottles of five gallon cooking grease.	JS/CG
2/3/2017	DPW	Cleaned, supplied bathrooms, plunged toilet that was not flushing, removed trash and recycling, dropped off recycling.	JS/CG
2/3/2017	Library	Cleaned, supplied, mopped bathrooms, removed trash and recycling, swept and mopped front floor, picked up trash in parking lot.	JS/CG
2/3/2017	Country Lakes Rec	Cleaned, supplied bathrooms, removed trash and recycling, swept all but the big room	JS/CG
2/3/2017	DPW	Dropped off recycling	JS/CG
2/3/2017	All 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/JM
2/3/2017	Senior Center	Continued work on Senior Center project	MM/JM
2/3/2017	19 South Lakeshore Drive	Removed decorative railing and put in auction trailer	DG/JJ
2/3/2017	Municipal Building	Picked up a new blind and installed in records room to replace broken blind	DG/JJ
2/3/2017	Parks, Mirror Lake 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/JJ
2/3/2017	Nesbit Football Field	Used the bucket truck and installed the uprights on the football goal posts	EB/DH/JR/HW/DW
2/6/2017	BMIA Bldg.	Cleaned, supplied baths, removed trash	KM
2/6/2017	Dominique Johnson	Cleaned, supplied baths, removed trash	KM

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2/6/2017	Municipal Building	Cleaned, supplied baths, swept floors, removed leaves at entrances and handicap ramp, removed trash	KM
2/6/2017	Nesbit Center	Cleaned, supplied baths, swept floors, mopped main room, stocked closet, removed trash, checked concession stand	KM
2/6/2017	Library	Cleaned, supplied baths, café, employee entrance, removed trash, removed outside trash, picked up litter	KM
2/6/2017	Police	Cleaned, supplied baths, removed trash	KM
2/6/2017	DPW	Locked doors and gates	KM
2/6/2017	Senior Center	Removed trash and recycling	KM
2/6/2017	Municipal Building	Cleaned and supplied	DH
2/6/2017	Sports Complex	Cleaned and supplied	DH
2/6/2017	Library	Cleaned and supplied	DH
2/6/2017	Country Lakes Rec	Cleaned and supplied	DH
2/6/2017	DPW/Water Garage	Cleaned, supplied baths, removed trash	DH
2/6/2017	Senior Center	Sanded spackle on three wall areas, spackled two of the areas	BM
2/6/2017	Nesbit Concession Bldg.	Replaced smoke detector batteries, oiled all door mechanisms and locks on door handles	BM
2/6/2017	Nesbit Concession Bldg.	Boarded up two glass windows	BM/DG/EB
2/6/2017	Presidential Lakes Park	Fixed tennis nets	BM/DG/EB
2/6/2017	Dominique Johnson	Pulled metal trash can from ditch	BM/DG/EB
2/6/2017	DPW	Unloaded railing from pick-up	DG/EB
2/6/2017	DPW	Snake the drain in bathrooms	DG/EB
2/6/2017	BMIA Bldg.	Put doors on trash bin	DG/EB
2/6/2017	Library	Open library before 7:45 am	JJ/JR
2/6/2017	All 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/JR
2/6/2017	Library	Replaced both heating elements on hot water heater	JJ/JR
2/6/2017	Senior Center	Replaced batteries on door key pad lock, replaced broken kick stop on door	JJ/JR
2/6/2017	PBM Road	Repaired street light	JJ/JR

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2/6/2017	Parks, Mirror Lake 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	DW
2/7/2017	Dominique Johnson	Cleaned, supplied, swept and mopped main floor, removed trash	KM
2/7/2017	Municipal Building	Cleaned, supplied baths, swept and mopped floors, removed leaves from exterior basement door and steps, wiped vending machines, removed trash	KM
2/7/2017	Library	Cleaned, supplied baths, café, removed trash and recycling	KM
2/7/2017	Police	Cleaned, supplied baths, removed trash	KM
2/7/2017	DPW	Locked doors and gates	KM
2/7/2017	Senior Center	Removed trash and recycling	KM
2/7/2017	Municipal Building	Cleaned, supplied baths, admin, room 9, break room, swept lobby floor, spot mopped in front of soda machine	JS
2/7/2017	Library	Opened library at 7:57 am	JS
2/7/2017	Police	Cleaned, supplied baths, removed trash	JS
2/7/2017	Sports Complex	Cleaned, supplied baths, removed trash, checked playground and parking lot	JS
2/7/2017	DPW	Cleaned, supplied baths, removed trash and recycling	JS
2/7/2017	Library	Cleaned, supplied, baths, swept floors, blew all leaves away from entrances	JS
2/7/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
2/7/2017	DPW	Dropped off recycling	JS
2/7/2017	Municipal Building	Checked heater pipe in administration office for leak, tightened bolts	JJ/DW
2/7/2017	Nesbit Concession Bldg.	Shut water off to fountain and disconnected fountains for winter	JJ/DW
2/7/2017	Buildings	Went through Nesbit Center, Dominique Johnson, Municipal Bldg., Country Lakes Recreation, BMIA Bldg. and Library to check for three foot clearance around all mechanical panels, put supplies away and cleaned up any trash	JJ/DW
2/7/2017	BMIA Bldg.	Replaced exterior lights	JR/JM
2/7/2017	DPW	Ran wire for light to be installed over printer in the sign shop	JR/JM
2/7/2017	Nesbit Center	Removed four foot light fixture in mechanical room and installed flush mount led	JR/JM
2/7/2017	Dominique Johnson	Attached the cove base in the big room, replaced the stained ceiling tires in the closet, installed toilet seat dispensers and covers in the bathrooms	EB/DG

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2/7/2017	ABC	Picked up j-channel	EB/DG
2/7/2017	53 Dakota Trail	Delivered recycling tote	EB/DG
2/7/2017	Schneider Supply	Hung banner, hung three sections of stockade fence, put j-channel on back and side of trash bin, sided back of trash bin	EB/DG
2/7/2017	Train Station	Went through both trails and cut and removed fallen limbs and trees	DH/HW
2/7/2017	Senior Center	Leonard's mechanical install replacement grease trap	SA
2/7/2017	Library	Walked fire inspector around the building for annual fire inspection	SA
2/7/2017	Parks	Checked Pole Bridge Park, Presidential Lakes Park for needed repairs	DH/HW
2/7/2017	Country Lakes Rec	Wiped down all trim, baseboard, windows, doors, ramp and rail areas, started staining baseboard and ramp in meeting room, started painting windows and trim	BM
2/7/2017	Nesbit	Touched up paint on the baseboard trim in the meeting room	BM
2/8/2017	BMIA Bldg.	Cleaned, supplied baths, swept and mopped kitchen and entrance, spot mopped	KM
2/8/2017	Dominique Johnson	Cleaned, supplied baths, swept floors, removed trash and recycling	KM
2/8/2017	Municipal Building	Cleaned, supplied baths, swept floors, removed trash inside and outside building	KM
2/8/2017	Nesbit Center	Cleaned, supplied baths, swept floors, mopped main room, removed trash	KM
2/8/2017	Library	Cleaned, supplied baths, café, vacuumed study 1 and 2, tech room, removed trash	KM
2/8/2017	Police	Cleaned, supplied baths, removed trash	KM
2/8/2017	DPW	Locked doors and gates, put bags of salt in van	KM
2/8/2017	Senior Center	Removed trash and recycling	KM
2/8/2017	Municipal Building	Made sure all buckets by entrances had salt	JS
2/8/2017	Municipal Building	Cleaned, supplied baths, vacuumed zoning, detectives, tax collector's office and lobby rugs	JS
2/8/2017	Police	Cleaned bathrooms, dusted shift commander's office, cleaned holding cells, wiped down the walls, cleaned police locker rooms, removed trash	JS
2/8/2017	Sports Complex	Cleaned, supplied bathrooms	
2/8/2017	DPW	Cleaned, supplied bathrooms, removed trash and recycling, dropped off recycling	JS
2/8/2017	Library	Cleaned, supplied bathrooms, cleaned graffiti off outside wall, vacuumed employee hallway and front entrance, wiped down the kid's section top of book cases	JS
2/8/2017	Country Lakes Rec	Cleaned, supplied bathrooms, mopped bathroom, kitchen and part of big room, removed trash and recycling	JS
2/8/2017	DPW	Put on plows and fueled up all small trucks	EB/DG/JM/JR/JJ/MM/HW/DH/BM/DW
2/8/2017	Bayberry Park	Replaced broken rail that was hit by a vehicle	EB/DG
2/8/2017	Schneider Supply	Removed 2 signs and took to DPW, installed banner	EB/DG
2/8/2017	Presidential Lakes Park	Helped crew cleaning up leaves	EB/DG

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2/8/2017	DPW	Installed light upstairs over printer in the sign shop	JR/JM
2/8/2017	DPW	Installed light outside DPW	JR/JM
2/8/2017	Trenton Road	Fixed decorative street light that was out	JR/JM
2/8/2017	160A South Pemberton Rd.	Delivered recycling tote	JR/JM
2/8/2017	BMIA Bldg.	Installed light in closet	JR/JM
2/8/2017	DPW	Changed ballast and light bulbs in locker room	JR/JM
2/8/2017	Buildings	Went through Nesbit Concession, Senior Center and Train Station to check for three foot clearance around all mechanical panels, put supplies away and cleaned up any trash	JJ/MM
2/8/2017	Municipal Building	Checked administration to see if heater pipe is leaking	JJ/MM
2/8/2017	Senior Center	Continued work on Senior Center project	JJ/MM
2/8/2017	Presidential Lakes Park	Cleaned up and removed leaves	HW/DH/BM/DW