

## Buildings Grounds Weekly Status Report

<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
3/8/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, removed trash	KM
3/8/2018	Library	Cleaned, supplied checked building, put on lights	KM
3/8/2018	Police	Cleaned, supplied baths, removed trash	KM
3/8/2018	Public Works	Locked doors and gates	KM
3/8/2018	Senior Center	Picked up trash and recycling, removed snow from ramps and salted	KM
3/8/2018	Country Lakes Rec	Shoveled and salted walkways	KM
3/8/2018	Senior Center, Library and Country Lakes	Checked walkways for ice or snow	KM
3/8/2018	Buildings	Checked heaters	MM
3/8/2018	Library	Worked on heater	MM
3/8/2018	Grainger	Picked up parts	MM
3/8/2018	All of township	Plowed, salted and shoveled	JR/MM/HW/JJ/JE DG/CG/EB/KM/JS/ DW/CP/AN/KW
3/9/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors, spot mopped, removed trash	KM
3/9/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
3/9/2018	Nesbit Center	Cleaned, supplied bath, swept floors, mopped lobby, vestibule and trash	KM
3/9/2018	Library	Cleaned, supplied baths, café, break room, removed trash	KM
3/9/2018	Police	Cleaned, supplied baths, swept and mopped halls, removed trash	KM
3/9/2018	Public Works	Locked doors and gates	KM
3/9/2018	Senior Center	Removed trash and recycling	KM
3/9/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors	KM
3/9/2018	Lake Valley, Rottau and Oak Pines	Checked and cleared sidewalks and storm drains, picked up branches	JJ/AN
3/9/2018	Browns Mills Bldgs., Blueberry Manor, T&M Homes	Checked and cleared sidewalks and storm drains, picked up branches	DG/JM
3/9/2018	South Lakeshore Drive	Picked up litter at Gazebo and fixed split rail fence.	DG/JM
3/9/2018	Municipal Bldg.	Cleaned, supplied baths, administration, swept and mopped court room, checked sidewalks for ice, removed trash	JS/CG
3/9/2018	Police	Cleaned, supplied baths, holding cells, swept and mopped floors, removed trash	JS/CG

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3/9/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS/CG
3/9/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
3/9/2018	Library	Cleaned, supplied baths, removed trash and recycling	JS/CG
3/9/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
3/9/2018	208 Piute Trail	Placed cones to block downed wire	HW/CP
3/9/2018	Country Lakes Rec	Cleared and salted sidewalks	HW/CP
3/9/2018	Country Lakes Area	Cleared storm drains, picked up branches	HW/CP
3/9/2018	UEZ Zone	Cleared snow and ice off of sidewalks in town	EB/JE/KW
3/12/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
3/12/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
3/12/2018	Nesbit Center	Cleaned, supplied swept and mopped floors	KM
3/12/2018	Library	Cleaned, supplied baths, café, break room, removed trash	KM
3/12/2018	Police	Cleaned, supplied baths, swept halls, squad room, removed trash	KM
3/12/2018	Public Works	Locked doors and gates	KM
3/12/2018	Senior Center	Removed trash and recycling	KM
3/12/2018	Sports Complex	Cleaned, supplied baths, locked doors	KM
3/12/2018	Public Works	Reset all time clocks	JJ/DW
3/12/2018	Buildings	Checked burglar and fire alarms to ensure they are functioning properly	JJ/DW
3/12/2018	Schools	Picked up soccer nets from the High School, Denbo, and the Pre-school and took them to the beach building	JJ/DW
3/12/2018	Senior Center	Moved boxes of paper upstairs	JJ/DW
3/12/2018	Public Works	Cleaned truck 5 and switched tools over	JJ/DW
3/12/2018	Public Works	Worked on toilet	JJ/DW
3/12/2018	Press Avenue	Picked up brush	EB/JE/JM/KW
3/12/2018	Municipal Bldg.	Cleaned, supplied baths, vacuumed, removed trash and recycling	JS
3/12/2018	Sports Complex	Opened doors, check baths, removed trash	JS
3/12/2018	Police	Cleaned, supplied baths, holding cells, swept all floors, removed trash	JS
3/12/2018	Public Works Office	Cleaned, supplied baths, mopped baths and offices, removed trash and recycling	JS
3/12/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
3/12/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and out	JS
3/12/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS

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<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
3/12/2018	Dams	Checked and removed anything blocking dams	HW/CP
3/12/2018	Oak Avenue and North Lakeshore	Picked up brush	HW/CP
3/12/2018	Buildings	Checked exit and emergency lights	JR/AN
3/12/2018	Mirror Lake Beach Bldg.	Put new light in	JR/AN
3/12/2018	Library	Opened before 8:00 am for tax program	MM
3/12/2018	Buildings	Checked all heaters	MM
3/12/2018	Municipal Bldg.	Picked up packages from finance and delivered to appropriate offices	MM
3/12/2018	Library	Worked on AHU2	MM
3/13/2018	Public Works	Replaced toilet, reattached sink to wall, replaced faucet and cleaned floors	JJ/DW
3/13/2018	BMIA Bldg.	Cleaned, supplied, swept and mopped floors, wiped tables	KM
3/13/2018	Dominique Johnson Bldg.	Cleaned, supplied baths	KM
3/13/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
3/13/2018	Library	Cleaned, supplied baths, café, removed trash	KM
3/13/2018	Police	Cleaned, supplied baths, removed trash	KM
3/13/2018	Public Works	Locked doors and gates	KM
3/13/2018	Senior Center	Removed trash and recycling	KM
3/13/2018	Sports Complex	Cleaned, supplied baths, locked doors	KM
3/13/2018	Library	Replaced missing soap dispenser in men's bathroom	KM
3/13/2018	Library	Opened doors before 8:00 am for tax program	MM
3/13/2018	Buildings	Checked heaters	MM
3/13/2018	Municipal Bldg.	Picked up packages from finance and delivered to appropriate offices	MM
3/13/2018	Senior Center	Reset timer box for lights	MM
3/13/2018	Municipal Bldg., Senior Center, Library, BMIA and Country Lakes Rec	Cleared and salted sidewalks	JE/DG/JM/KW
3/13/2018	Dominique Johnson Bldg.	Shoveled and salted bridge	JE/DG/JM/KW
3/13/2018	Public Works	Shoveled and salted	JE/DG/JM/KW
3/13/2018	Press Avenue & streets off of South Lakeshore Drive	Picked up brush	JE/DG/JM/KW
3/13/2018	Sports Complex	Opened doors	JS

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3/13/2018	Municipal	Shoveled and salted sidewalks, cleaned, supplied baths, administration, room 9, removed trash and recycling	JS
3/13/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS
3/13/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
3/13/2018	Public Works Garage	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS
3/13/2018	Library	Cleaned, supplied baths, removed trash and recycling	JS
3/13/2018	Country Lakes Rec	Cleaned, supplied baths, mopped kitchen and bathrooms, removed trash	JS
3/13/2018	Library	Replaced lights	JR/AN
3/13/2018	Nesbit Center, Dominique Johnson Bldg.	Cleared and salted sidewalks, picked up outside trash at Dominique Johnson	HW/CP
3/14/2018	BMIA Bldg.	Cleaned, supplied baths, kitchen, removed trash	KM
3/14/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, buffed floor	KM
3/14/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, removed leaves at employee entrance, removed trash	KM
3/14/2018	Police	Cleaned, supplied baths, swept squad room and holding area, removed trash	KM
3/14/2018	Public Works	Locked doors and gates	KM
3/14/2018	Senior Center	Removed trash and recycling	KM
3/14/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors	KM
3/14/2018	BMIA Bldg. & Bayberry Park	Repaired fences	JJ/DW
3/14/2018	Lowe's	Picked up order and delivered to recreation	JJ/DW
3/14/2018	Presidential Lakes Beach Bldg.	Replaced broken light fixtures	JR/AN
3/14/2018	Library	Continued replacing lights	JR/AN
3/14/2018	Library	Worked on one man lift would not work, called mechanics to repair	JR/AN
3/14/2018	Buildings	Checked all heaters	MM
3/14/2018	Municipal Bldg.	Picked up packages from finance and delivered to appropriate offices	MM
3/14/2018	Buildings	Framed state inspection certificates and hung in appropriate buildings	MM
3/14/2018	Municipal Bldg.	Escorted pest control technician	MM
3/14/2018	Country Lakes Rec	Repaired fence	MM
3/14/2018	Sports Complex	Opened doors	JS
3/14/2018	Municipal Bldg.	Cleaned, supplied baths, vacuumed, removed trash and recycling	JS

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<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
3/14/2018	Police	Cleaned, supplied baths, holding cells, downstairs and locker room baths, removed trash	JS
3/14/2018	Public Works	Cleaned, supplied baths, vacuumed mats, removed trash	JS
3/14/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
3/14/2018	Library	Cleaned, supplied baths, removed trash and recycling	JS
3/14/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
3/14/2018	Lippincott's	Picked up lolly columns and put in DPW yard	JM/DG
3/14/2018	Public Works	Located radios and delivered to Phil	JM/DG
3/14/2018	Public Works	Located two maps and gave to Tom	JM/DG
3/14/2018	Senior Center, Veterans, Country Lakes Rec, Nesbit Center and Dominique Johnson	Checked flags - all are okay	JM/DG
3/14/2018	Country Lakes Rec	Removed 15 bags of trash and a table and chair rack	JM/DG
3/14/2018	Veterans Park	Cut branches and took full load to public works yard	JM/DG
3/14/2018	Birmingham Park, Oak Pines Island	Checked for branches, need the chipper	JM/DG
3/14/2018	Rails to Trails	Removed brush	HW/CP
3/14/2018	Tensaw Park	Inspected	HW/CP
3/14/2018	Chippewa Park	Removed brush	HW/CP
3/14/2018	Public Works	Continued dpw project	EB/JE/KW
3/14/2018	Joseph Fazzio	Picked up steel for dpw project	EB/KW