

Buildings Grounds Weekly Status Report

| Date | Location | Work Performed | Completed By |
|-------------|--------------------------------|--|---------------------|
| 3/15/2018 | BMIA Bldg. | Cleaned, supplied baths, removed trash | KM |
| 3/15/2018 | Municipal Bldg./Police | Cleaned, supplied, disinfected toilets and urinals, wiped down mirrors and sinks, wiped down baseboards, stalls and door handles in bathrooms, swept police and courtroom, vacuumed tax collector, removed trash inside and outside | KM |
| 3/15/2018 | Library | Cleaned, supplied, disinfected toilets and urinals, wiped down mirrors and sinks, wiped down baseboards, stalls and door handles in baths, café, break room, vacuumed employee entrance and lobby, wiped down sinks, counters, baseboards, door handles in kitchen, cleaned cafe and breakroom, removed trash and recycling inside and outside | KM |
| 3/15/2018 | Public Works | Swept employee breakroom floor, locked doors and gates | KM |
| 3/15/2018 | Senior Center | Removed trash and recycling | KM |
| 3/15/2018 | Sports Complex | Cleaned, supplied baths, removed trash and locked doors | KM |
| 3/15/2018 | Library | Put in lights | JR/AN |
| 3/15/2018 | Griffith | Picked up supplies | JR/AN |
| 3/15/2018 | Presidential Lakes Beach Bldg. | Put in four lights | JR/AN |
| 3/15/2018 | Municipal Bldg. | Removed broken limbs | JM/DG |
| 3/15/2018 | Sports Complex | Removed 8 loads of broken limbs from around sports complex and road by Babe Ruth Field | JM/DG |
| 3/15/2018 | Pemberton Car Wash | Washed truck | JM/DG |
| 3/15/2018 | Buildings | Checked all heaters | MM |
| 3/15/2018 | Municipal Bldg. | Picked up packages from finance and delivered to appropriate offices | MM |
| 3/15/2018 | Pemberton Car Wash | Washed truck | MM |
| 3/15/2018 | Municipal Bldg. | Retrieved files from pods and delivered to police records | MM |
| 3/15/2018 | Public Works | Continued public works project | EB/JE/KW |
| 3/15/2018 | Pemberton Car Wash | Washed trucks | EB/JE/KW |
| 3/15/2018 | Country Lakes Rec | Took new tables and set them up. Picked up old tables took to Mirror Lake Concession Bldg., Picked up bad tables and desk and put in the dumpster at public works | DW/CG |
| 3/15/2018 | Mirror Lake Beach | Cut a small piece of black fence | DW/CG |
| 3/15/2018 | Pemberton Car Wash | Washed truck | DW/CG |
| 3/15/2018 | Public Works | Picked up cones | DW/CG |
| 3/15/2018 | Country Lakes Rec | Fixed walls | DW/CG |

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| 3/15/2018 | Sports Complex | Opened doors | JS |
| 3/15/2018 | Municipal Bldg. | Cleaned, supplied baths, administration, room 9, vacuumed, cleaned sliding glass doors, removed trash and recycling | JS |
| 3/15/2018 | Police | Cleaned, supplied baths, removed trash | JS |
| 3/15/2018 | Public Works Office | Cleaned, supplied baths, mopped floors and mats, removed trash and recycling | JS |
| 3/15/2018 | Public Works Garage | Cleaned, supplied baths, removed trash, dropped off recycling | JS |
| 3/15/2018 | Library | Cleaned, supplied baths, swept front entrance, removed trash and recycling | JS |
| 3/15/2018 | Presidential Lakes Beach Bldg. | Cleaned, supplied baths, removed trash and recycling | JS |
| 3/15/2018 | Sports Complex | Picked up brush | CP/HW |
| 3/15/2018 | Dominque Johnson | Picked up brush | CP/HW |
| 3/16/2018 | Buildings | Checked all heaters | MM |
| 3/16/2018 | Municipal Bldg. | Picked up packages from finance and delivered to appropriate offices | MM |
| 3/16/2018 | Sports Complex | Opened doors | JS/CG |
| 3/16/2018 | Municipal Bldg. | Cleaned, supplied baths, swept and mopped court office, courtroom and room 10, removed trash and recycling | JS/CG |
| 3/16/2018 | Police | Cleaned, supplied baths, holding cells, swept and mopped floors | JS/CG |
| 3/16/2018 | Public Works Office | Cleaned, supplied baths, removed trash and recycling | JS/CG |
| 3/16/2018 | Public Works Garage | Cleaned, supplied baths, removed trash, dropped off recycling | JS/CG |
| 3/16/2018 | Library | Cleaned, supplied baths, swept and mopped front entrance, cleaned table, removed trash and recycling | JS/CG |
| 3/16/2018 | Country Lakes Rec | Cleaned, supplied baths, scrubbed bathroom floors, vacuumed, removed trash and recycling | JS/CG |
| 3/16/2018 | 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 |
| 3/16/2018 | Public Works | Continued organizing public works tools and supplies | DG/JM |
| 3/16/2018 | Public Works | Filled trucks with tools and safety equipment | DG/SA |

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| 3/16/2018 | Public Works | Picked up two loads of trash and metal from new bay in garage | DG |
| 3/16/2018 | Buildings | Escorted Jif inspector | JM |
| 3/16/2018 | Public Works | Continued public works project | EB/JE/KW |
| 3/16/2018 | Public Works | Picked up trash cans, trash bags, caution tape, pvc and cones and delivered to Country Lakes Recreation | JJ/DW |
| 3/16/2018 | 233 Purdue Avenue | Delivered recycling tote | JJ/DW |
| 3/16/2018 | 219 Garden Avenue | Delivered two recycling totes that had been stolen | JJ/DW |
| 3/16/2018 | Lester Street | Picked up recycling tote lid and brought to public works for resident to pick up | JJ/DW |
| 3/16/2018 | Country Lakes Rec | Sanded and spackled walls | JJ/DW |
| 3/16/2018 | Nesbit Center | Met with company to inspect range hood | JJ/DW |
| 3/19/2018 | Municipal Bldg. | Cleaned, supplied, disinfected toilets and urinals, wiped down mirrors and sinks, wiped down baseboards, stalls and door handles in bathrooms, swept floor removed leaves by entrances, removed trash inside and outside | |
| 3/19/2018 | Library | Cleaned, supplied, disinfected toilets and urinals, wiped down mirrors and sinks, wiped down baseboards, stalls and door handles in baths, vacuumed employee entrance and hallway, wiped down tables, sinks, counters, baseboards, door handles in kitchen, cleaned cafe and breakroom, removed trash and recycling | KM |
| 3/19/2018 | Police | Cleaned, supplied baths, swept hallways and squad room | KM |
| 3/19/2018 | Public Works | Locked doors and gates | KM |
| 3/19/2018 | Senior Center | Removed trash and recycling | KM |
| 3/19/2018 | Sports Complex | Cleaned, supplied baths, removed trash, locked doors | KM |
| 3/19/2018 | Buildings | Escorted fire inspector | KM |
| 3/19/2018 | Library | Opened doors for tax program | MM |
| 3/19/2018 | Buildings | Checked all heaters | MM |
| 3/19/2018 | Municipal Bldg. | Picked up packages from finance and delivered to appropriate offices | MM |
| 3/19/2018 | Administration | Moved boxes to storage trailer | JJ/DW |

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| 3/19/2018 | Rt. 70 and Lakehurst, New Lisbon Road Magnolia Road off circle Birmingham Rt. 206 and Woodlane Rd. Pointville Road Juliustown Road | Inspected Welcome to Pemberton Township/UEZ signs for damage | JJ/DW |
| 3/19/2018 | 9 Sioux Trail | Delivered recycling tote | JJ/DW |
| 3/19/2018 | 57 Dakota Trail | Delivered recycling tote | JJ/DW |
| 3/19/2018 | Police Basement | Fixed sump pump | JJ/DW |
| 3/19/2018 | Library | Repaired lights | JR/CP |
| 3/19/2018 | Presidential Lakes Beach, PL Park and Municipal Bldg. | Reset timers | JR/CP |
| 3/19/2018 | United Supply | Picked up and ordered parts | JR/CP |
| 3/19/2018 | Public Works | Put snow plow on | JR/CP |
| 3/19/2018 | Public Works | Continued with public works project | EB/KW |
| 3/19/2018 | Municipal Bldg. | Put away supplies | EB/KW/JS |
| 3/19/2018 | O'Brien & Sons | Picked up supplies | EB/KW |
| 3/19/2018 | Sports Complex | Opened doors | JS |
| 3/19/2018 | Municipal Bldg. | Cleaned, supplied baths, removed trash and recycling | JS |
| 3/19/2018 | Police | Cleaned, supplied baths, holding cells, removed trash | JS |
| 3/19/2018 | Public Works Office | Cleaned, supplied office, removed trash and recycling | JS |
| 3/19/2018 | Public Works Garage | Cleaned, supplied baths, removed trash, dropped off recycling | JS |
| 3/19/2018 | Library | Cleaned, supplied baths, cleared entrances of leaves, removed trash and recycling inside and outside. | JS |
| 3/19/2018 | 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 | JM/DG |

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| 3/19/2018 | C.E.R.T Bldg. | Replaced American flag | JM/DG |
| 3/20/2018 | Municipal Bldg. | Cleaned, supplied baths, removed trash, salted, shoveled sidewalks and entrances | KM |
| 3/20/2018 | Police | Cleaned, supplied baths, removed trash, salted, shoveled sidewalks and entrances | KM |
| 3/20/2018 | Senior Center | Removed trash and recycling | KM |
| 3/20/2018 | Buildings | Escorted fire inspector | JJ/DW |
| 3/20/2018 | Recreation | Made sign boards | JJ/DW |
| 3/20/2018 | Public Works | Loaded and prepared for snow storm | JJ/DW |
| 3/20/2018 | Presidential Lakes Beach and Presidential Lakes Park | Cut up and took out five loads of branches | HW/JM/DG/CP |
| 3/20/2018 | Country Lakes Beach Park and Chippewa Park | Cut up and removed branches | HW/JM/DG/CP |
| 3/20/2018 | Sports Complex | Opened doors | JS |
| 3/20/2018 | Municipal Bldg. | Cleaned, supplied baths, administration, removed trash and recycling, filled salt buckets, picked up bags of salt from salt barn | JS |
| 3/20/2018 | Police | Cleaned, supplied baths, holding cells, removed trash | JS |
| 3/20/2018 | Public Works Office | Cleaned, supplied baths, removed trash | JS |
| 3/20/2018 | Public Works Garage | Cleaned, supplied baths, removed trash, dropped off recycling | JS |
| 3/20/2018 | Library | Cleaned and supplied baths, removed trash and recycling | JS |
| 3/20/2018 | Country Lakes Rec | Cleaned, supplied baths, swept and mopped kitchen and baths, removed trash and recycling | JS |
| 3/20/2018 | Public Works | Continued public works project | EB/JE/KW |
| 3/21/2018 | Township | Prepped for storm, plowed and salted | JR/MM/HW/JJ/JE/ JM/DG/EB/KM/JS/ DW/CP/AN |