

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
3/22/2018	Township	Storm - plowed roads, salted and shoveled building sidewalks and entrances	JR/MM/HW/JJ/JE/ JM/DG/CG/EB/KM/J S/DW/CP/AN/KW
3/23/2018	UEZ	Cleared building sidewalks, cleared sidewalks in town	EB/AN/KW
3/23/2018	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	DG/CG
3/23/2018	32 Clubhouse Road	Installed new post and mailbox	DG/CG
3/23/2018	Buildings	Checked heaters	MM
3/23/2018	Municipal Bldg.	Cleaned, supplied, removed trash and recycling	CP
3/23/2018	Library	Cleaned, supplied, removed trash and recycling	CP
3/23/2018	Public Works	Cleaned, supplied, removed trash and recycling	CP
3/23/2018	Country Lakes Rec	Cleaned, supplied, removed trash and recycling	CP
3/23/2018	BMIA Bldg.	Cleaned, supplied, removed trash and recycling	CP
3/23/2018	BMIA Bldg.	Cleaned, supplied baths, kitchen, removed trash	KM
3/23/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, kitchen, swept and mopped all floors	KM
3/23/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash and recycling	KM
3/23/2018	Nesbit Center	Cleaned, supplied baths, swept and mopped lobby, hallway and main room	KM
3/23/2018	Police	Cleaned, supplied baths, removed trash	KM
3/23/2018	Public Works	Locked doors and gates	KM
3/23/2018	Senior Center	Removed trash and recycling	KM
3/26/2018	BMIA Bldg.	Cleaned, supplied baths, removed trash	KM
3/26/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, removed trash and recycling	KM
3/26/2018	Library	Cleaned, supplied baths, café, vacuumed vestibule, removed trash and recycling	KM
3/26/2018	Police	Cleaned, supplied baths, swept and mopped squad room, hallways and holding area, removed trash	KM
3/26/2018	Public Works	Locked doors and gates	KM
3/26/2018	Senior Center	Removed trash and recycling	KM

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3/26/2018	Sports Complex	Cleaned, supplied baths, removed trash	KM
3/26/2018	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	JM/DG
3/26/2018	Car Wash	Washed trucks	JM/DG
3/26/2018	Recreation	Worked on items for set up of hero run and egg hunt	JJ/DW
3/26/2018	Car Wash	Washed trucks	JJ/DW
3/26/2018	Municipal Bldg.	Fixed door lock in detectives' office	JJ/DW
3/26/2018	Senior Center and BMIA	Repaired exit lights	JR/AN
3/26/2018	Country Lakes Rec	Installed new lamp post	JR/AN
3/26/2018	Car Wash	Washed trucks	JR/AN
3/26/2018	Public Works	Started install of new LED light	JR/AN
3/26/2018	Parks	Went through parks and removed downed limbs and checked for repairs	HW/CP
3/26/2018	Car Wash	Washed vehicles	HW/CP
3/26/2018	Township	Checked plowed areas and picked up cones, etc.	HW/CP
3/26/2018	Township	Checked plowed areas and picked up cones, etc.	EB/JW/KW
3/26/2018	Car Wash	Washed trucks	EB/JE/KW
3/26/2018	Public Works	Continued public works project	EB/JE/KW
3/26/2018	Library	Opened building before 8:00 am for tax program	MM
3/26/2018	Buildings	Checked heaters	MM
3/26/2018	Lowe's	Purchased carbon monoxide detectors	MM
3/26/2018	Senior Center	Unclogged toilet	MM
3/26/2018	Sports Complex	Unlocked doors, cleaned and supplied baths	JS
3/26/2018	Municipal Bldg.	Cleaned, supplied baths, removed trash and recycling	JS
3/26/2018	Police	Cleaned, supplied baths, swept and mopped all hallways	JS
3/26/2018	Car Wash	Washed van	JS
3/26/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
3/26/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS

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3/26/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and outside	JS
3/26/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
3/27/2018	BMIA Bldg.	Cleaned, supplied kitchen, cleaned stove and refrigerator, replaced chair pads as needed.	KM
3/27/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
3/27/2018	Library	Cleaned, supplied baths, café, break room, vacuumed check out and kids' area, removed trash	KM
3/27/2018	Police	Cleaned, supplied baths, swept hallways, squad room, removed trash, cleaned car 4	KM
3/27/2018	Public Works	Locked doors and gates, cleaned breakroom	KM
3/27/2018	Senior Center	Removed trash and recycling	KM
3/27/2018	Sports Complex	Cleaned, supplied baths, removed trash	KM
3/27/2018	416 Kentucky Trail	Delivered recycling tote	JM/DG
3/27/2018	Community Development	Filed boxes	JM/DG
3/27/2018	Nesbit Center	Cleaned out office	JM/DG
3/27/2018	Public Works	Searched for binder	JM/DG
3/27/2018	Recreation	Finished with Hero Run tasks.	JJ/DW
3/27/2018	Police	Repaired toilet	JJ/DW
3/27/2018	Municipal / DPW Bldgs.	Escorted fire marshal for inspection	JJ/DW
3/27/2018	Presidential Lakes Beach and Tennis Courts	Set timers	JR/AN
3/27/2018	Public Works	Ran power and put up new LED light	JR/AN
3/27/2018	Public Works	Continued public works project	EB/JE/KW
3/27/2018	Sports Complex	Cleaned the stone off the walkways	EB/JE/KW
3/27/2018	Sports Complex	Opened doors	JS
3/27/2018	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, removed trash and recycling	JS
3/27/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS
3/27/2018	Public Works Office	Cleaned, supplied baths, vacuumed mats, cleaned steps off, removed trash and recycling	JS
3/27/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
3/27/2018	Library	Cleaned, supplied baths, removed trash and recycling	JS
3/27/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
3/27/2018	Imagination Kingdom	Replaced broken playground parts, tree work	HW/CP
3/27/2018	Library	Opened doors before 8:00 am for tax program	MM

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Date	Location	Work Performed	Completed By
3/27/2018	Buildings	Check all heaters	MM
3/27/2018	BMIA Bldg.	Installed carbon monoxide detectors	MM
3/27/2017	Country Lakes Rec	Replaced fire extinguisher	MM
3/27/2018	Senior Center	Installed carbon monoxide detectors	MM
3/27/2018	Library	Installed carbon monoxide detectors	MM
3/28/2018	Buildings and UEZ	Checked lights in buildings and decorative street lights	JR/AN
3/28/2018	BMIA Bldg.	Repaired stage egress light	JR/AN
3/28/2018	Senior Center	Replaced exit light battery	JR/AN
3/28/2018	Library	Checked main entrance egress light	JR/AN
3/28/2018	Senior Center	Put sign up at the basement entrance door	JJ/DW
3/28/2018	Public Works Office	Installed smoke detector	JJ/DW
3/28/2018	Municipal Bldg.	Repaired sinks, one drained slow the other was leaking	JJ/DW
3/28/2018	Municipal Bldg.	Replaced two fire extinguishers and brackets and hung extinguisher in boiler room	JJ/DW
3/28/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, kitchen, swept floor, removed trash	KM
3/28/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
3/28/2018	Nesbit Center	Cleaned, supplied baths	KM
3/28/2018	Library	Cleaned, supplied baths, café, vacuumed tech room, vestibule and office, removed trash and recycling	KM
3/28/2018	Police	Cleaned, supplied baths, swept hallways and holding area	KM
3/28/2018	Public Works	Locked doors and gates, cleaned employee break room	KM
3/28/2018	Senior Center	Removed trash and recycling	KM
3/28/2018	Sports Complex	Cleaned, supplied baths, removed trash	KM
3/28/2018	Nesbit Center	Cleaned out storage closet	DG/JM
3/28/2018	Senior Center	Cut up trees and pick up broken branches, took out three loads of brush	DG/JM
3/28/2018	Municipal Bldg.	Helped inspections with boxes	DG/JM
3/28/2018	Veterans Park	Cut up branches and trimmed trees in back parking lot, took out four loads of brush	DG/JM
3/28/2018	Buildings	Checked all heaters	MM
3/28/2018	Municipal Bldg.	Installed carbon monoxide detector	MM
3/28/2018	Buildings	Inspected fire extinguishers	MM
3/28/2018	Sports Complex	Opened doors	JS

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3/28/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped lobby floors and hallways, cleaned up salt bucket and put away salt bags	JS
3/28/2018	Police	Cleaned, supplied baths, holdings cells, downstairs and locker room, removed trash	JS
3/28/2018	DPW Office	Cleaned, supplied baths, swept floors, removed trash	JS
3/28/2018	DPW Garage	Cleaned, supplied baths, removed trash, put away bags in salt barn, dropped off recycling	JS
3/28/2018	Library	Cleaned, supplied baths, swept and mopped front entrance, removed trash and recycling	JS
3/28/2018	Country Lakes Rec	Cleaned, supplied baths, swept and mopped kitchen, removed trash and recycling	JS
3/28/2018	258 Mt. Misery Road	Delivered recycling tote	HW/CP
3/28/2018	Parks	Removed down branches	HW/CP
3/28/2018	Public Works	Continued public works project, removed plow and washed truck	EB/JE/KW