

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
3/23/2017	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	JJ/MM
3/23/2017	High School, Denbo and Busansky	Picked up soccer nets and stored at Mirror Lake Beach Bldg.	JJ/MM
3/23/2017	Fleet Garage	Hooked up trap for drop sink	JJ/MM
3/23/2017	Senior Center	Fixed screen on window	JJ/MM
3/23/2017	DPW Office	Put tint on the window	JJ/MM
3/23/2017	111 Pemberton Blvd.	Delivered recycle tote	JJ/MM
3/23/2017	363 Woodbine Street	Delivered recycle tote	JJ/MM
3/23/2017	423 Florida Trail	Delivered recycle tote	JJ/MM
3/23/2017	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, removed trash and recycling	JS/CG
3/23/2017	Police	Cleaned, supplied baths, holding cells, removed trash	JS/CG
3/23/2017	Sports Complex	Cleaned, supplied baths, check parking lot and playground	JS/CG
3/23/2017	DPW	Cleaned, supplied baths, removed trash and recycling	JS/CG
3/23/2017	Library	Cleaned, supplied baths, removed trash, recycling, checked outside building for trash, went to True Value to have bathroom key made	JS/CG
3/23/2017	Country Lakes Rec	Cleaned, supplied baths, swept and mopped floors, removed trash and recycling	JS/CG
3/23/2017	DPW	Dropped off recycling	JS/CG
3/23/2017	Veteran's Park	Changed flags, also changed flags at other buildings as needed	JM/BM
3/23/2017	Blue Back	Checked out Mad Vac, found correct key for machine, took off both rear wheels that had come off the rims, installed battery to get running and took pictures.	JM/BM
3/23/2017	Trenton Road	Replaced decorative street pole #45, repaired #46 and #35	JE/JR
3/23/2017	Library	Repaired library clock and lights	JE/JR
3/23/2017	Sports Complex	Repaired fan in men's bathroom	JE/JR
3/23/2017	Boiler Room	Put up exit light	JE/JR
3/23/2017	Municipal Bldg.	Repaired two lights	JE/JR
3/23/2017	Pole Barn	Put cover on junction box	JE/JR
3/23/2017	Municipal Bldg., Water Garage, Lafayette Well and Oak Pine Well	Repaired roofs	EB/DW
3/23/2017	DPW	Moved two propane tanks to fire retardant locker	EB/DW
3/23/2017	BMIA Bldg.	Cleaned, supplied baths and kitchen	KM

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3/23/2017	Dominique Johnson	Cleaned, supplied baths, swept and mopped kitchen, hall and main floor, removed trash	KM
3/23/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, cleaned door tracks, removed trash, cleaned trash out of pond, removed leaves outside employee entrance	KM
3/23/2017	Library	Cleaned, supplied baths, café, tables, chairs, vending machines, floor, vacuumed big meeting room, cleaned tracks on sliding doors, removed trash	KM
3/23/2017	Police	Cleaned, supplied baths, removed trash	KM
3/23/2017	DPW	Locked doors and gates	KM
3/23/2017	Senior Center	Removed trash and recycling	KM
3/23/2017	Sports Complex	Cleaned, supplied baths, removed trash	KM
3/24/2017	Municipal Bldg.	Cleaned, supplied baths, room 10, removed trash and recycling	JSCG
3/24/2017	Police	Cleaned, supplied bathroom, cleaned, swept and mopped locker room, removed trash	JS/CG
3/24/2017	Deborah Hospital	Dropped off sharps container	JS/CG
3/24/2017	Sports Complex	Cleaned, supplied bathroom, check parking lot and playground	JS/CG
3/24/2017	DPW	Cleaned, supplied baths, removed trash and recycling	JS/CG
3/24/2017	Library	Cleaned, supplied baths, checked parking lot, removed trash and recycling	JS/CG
3/24/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
3/24/2017	DPW	Dropped off recycling	JS/CG
3/24/2017	Veteran's Park	Changed flags	BM/JM
3/24/2017	Beach Building	Moved portable generator from DPW to the beach building	BM/JM
3/24/2017	Country Lakes Rec	Applied fertilizer to turf areas	BM/JM
3/24/2017	Veteran's Park	Applied pre-emergence landscape bedding material to star	BM/JM
3/24/2017	Imagination Kingdom	Applied fertilizer to turf areas	BM/JM
3/24/2017	Senior Center	Washed off equipment. Checked trash	BM/JM
3/24/2017	Municipal Bldg.	Fixed handrail on police deck	BM/JM
3/24/2017	Sports Complex	Worked on the infield	DG/HW
3/24/2017	Municipal Bldg.	Repaired lights	JR
3/24/2017	Library	Replaced lights	JR
3/24/2017	Senior Center	Fixed timer, repaired lights, took out trash, cleaned off back steps	JR
3/24/2017	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	JJ/MM
3/24/2017	Country Lakes Rec	Started cleaning small condensing units	JJ/MM
3/24/2017	Finance	Delivered packages to police and Country Lakes Recreation	JJ/MM
3/24/2017	Library	Fixed sliding doors	JJ/MM

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Date	Location	Work Performed	Completed By
3/24/2017	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
3/27/2017	Imagination Kingdom	Shed was broken into, door needs to be fixed, nothing stolen, police report completed	SA
3/27/2017	Municipal Bldg.	Cleaned, supplied baths, removed trash and recycling	JS
3/27/2017	Police	Cleaned, supplied baths, holding cells, removed trash	JS
3/27/2017	Sports Complex	Cleaned, supplied baths, removed trash, checked parking lot and playground	JS
3/27/2017	DPW	Cleaned, supplied baths, removed trash and recycling, helped clean out fire van 1818	JS
3/27/2017	Library	Cleaned, supplied baths, removed trash	JS
3/27/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
3/27/2017	DPW	Dropped off recycling	JS
3/27/2017	DPW	Picked up tool box for truck 17	HW/DG
3/27/2017	Country Lakes Rec	Repaired broken sewer line	HW/JJ/MM
3/27/2017	Country Lakes Rec	Started installing concrete and bollard for handicap parking spot	DG/HW/DW
3/27/2017	Library	Open before 7:45 am	MM/JJ
3/27/2017	301 Manahawkin Trail	Delivered recycling tote	MM/JJ
3/27/2017	Imagination Kingdom	Repaired shed door	MM/JJ
3/27/2017	Country Lakes Rec	Picked up Colonial supplies and delivered to Senior Center	MM/JJ
3/27/2017	Library	Fixed door closer on Study 1 room	MM/JJ
3/27/2017	Train Station	Took light globe to Griffin Electric to see if one can be ordered, reinstalled globe	JR
3/27/2017	Mirror Lake Building	Straightened up electrical items, and inventoried for needed stock	JR
3/27/2017	Library	Changed out lights	JR
3/27/2017	BMIA Bldg.	Removed sidewalks, started making forms for new walks. Removed end fence post and moved to new location	EB/DH/JM/BM

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3/28/2017	Municipal Bldg.	Cleaned and supplied baths, administration, removed trash and recycling	JS
3/28/2017	Police	Cleaned and supplied baths, holding cells, removed trash	JS
3/28/2017	Municipal Bldg.	Installed led lights in administration	JE/JR
3/28/2017	DPW	Cleaned and organized the connex with the weed whackers	JM/BM
3/28/2017	DPW	Worked on equipment	JM/BM
3/28/2017	Library	Cleaned and supplied	DH/DW
3/28/2017	BMIA Bldg.	Cleaned and supplied	DH/DW
3/28/2017	Nesbit Center	Cleaned and supplied	DH/DW
3/28/2017	Dominique Johnson Bldg.	Cleaned, supplied, worked on floor	DH/DW
3/28/2017	DPW	Installed tool box and tools from truck 18 to truck 17	DG/HW
3/28/2017	Rails to Trails, Bayberry Park, BMIA, Pole Bridge Park, Country Lakes Beach Park, Chippewa Park, Jean Ammerman Park, Presidential Lakes Park, Presidential Lakes Beach Park, Dominique Johnson Park, Rottau Park, Birmingham Field, Legion	Checked parks for needed repairs, downed branches, and trash.	DH/HW
3/28/2017	DPW	Put three boxes of old tools away	DH/HW
3/28/2017	Library	Opened before 7:45 am	EB/JJ
3/28/2017	241 Lafayette	Delivered recycling tote	EB/JJ
3/28/2017	Municipal Bldg.	Checked roof for leaks and repaired	EB/JJ
3/28/2017	Municipal Bldg.	Delivered packages from Finance to various offices	EB/JJ
3/28/2017	Municipal Bldg.	Recycled cardboard	EB/JJ

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3/28/2017	Water Garage	Made repairs to roof to prevent leaking and changed stained ceiling tiles.	EB/JJ
3/28/2017	Senior Center	Picked up trash	EB/JJ
3/29/2017	Municipal Bldg.	Cleaned supplied baths, swept and spot mopped court office	JS
3/29/2017	Police	Cleaned, supplied baths, holding cells, locker rooms	JS
3/29/2017	Sports Complex	Cleaned, supplied baths, removed trash, checked playground and parking lot	JS
3/29/2017	DPW	Cleaned, supplied baths, removed trash and recycling	JS
3/29/2017	DPW	Dropped off recycling	JS
3/29/2017	Library	Cleaned, supplied baths, empty trash and recycling	JS
3/29/2017	Country Lakes Rec	Cleaned, supplied baths, trash, recycling, mopped kitchen and bathrooms	JS
3/29/2017	BMIA Bldg.	Finished forms	EB/DH/JM/BM
3/29/2017	Clematis parking area	Filled in ruts made by someone four wheelin	DG/HW/DW
3/29/2017	BMIA Bldg.	Installed railing and post	EB/DH/JM/BM
3/29/2017	BMIA Bldg.	Leveled area, installed bollards, and sign break away posts, installed 8x8 post for fence rail system	DG/HW/DW
3/29/2017	Country Lakes Rec	Installed bollards, sleeves and sign post	DG/HW/DW
3/29/2017	Administration	Completed light project	JE/JR
3/29/2017	Police	Fixed exit light in men's locker room	JE/JR
3/29/2017	Library	Picked up bike for police	JE/JR
3/29/2017	Senior Center	Removed trash and recycling	JE/JR
3/29/2017	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/JJ
3/29/2017	Finance	Delivered packages to various offices	MM/JJ
3/29/2017	Senior Center	Removed trash and recycling	MM/JJ