

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
4/5/2018	Public Works Office	Covered phones, cleaned, supplied baths, vacuumed mats, mopped floors, removed trash	JS
4/5/2018	Grouse Street	Cut trees, remove fallen trees and brush on hydrant, brought debris back to yard	JM
4/5/2018	Municipal Bldg.	Cleaned up leaves and debris in pond area	JM
4/5/2018	Municipal Bldg.	Cleaned, supplied, removed trash and recycling	JM/CG
4/5/2018	Country Lakes Rec	Cut up brush	JM
4/5/2018	Nesbit Bldg.	Cleaned, supplied, swept and mopped floors, cleared cobwebs, picked up litter around building, ditch in front and along, curb.	KM
4/5/2018	Dominique Johnson Bldg.	Cleaned, supplied, swept floors, picked up litter in parking lot.	KM
4/5/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
4/5/2018	Library	Cleaned, supplied baths, café, break room, vestibule, employee entrance, removed trash	KM
4/5/2018	Police	Cleaned, supplied baths, swept floors, hallways, removed trash	KM
4/5/2018	Public Work	Locked doors and gates	KM
4/5/2018	Senior Center	Removed trash and recycling	KM
4/5/2018	Sports Complex	Cleaned, supplied baths, removed trash and locked doors	KM
4/5/2018	Grouse Street	Assisted with cutting trees and brush	JJ/DW
4/5/2018	Public Works Office	Installed blue bollard	JJ/DW
4/5/2018	Public Works Office	Moved and reassembled desk	JJ/DW
4/5/2018	Sports Complex	Checked hose connections	JJ/DW
4/5/2018	Buildings	Continued fire violations	JJ/DW
4/5/2018	Choctaw Drive	Replaced 25 mph sign	JJ/DW
4/5/2018	Public Works Office	Continued public works project	EB/AN/KW
4/6/2018	Public Works	Started installation of office generator	AN/JR
4/6/2018	Public Works	Continued public works project	EB/JE/KW
4/6/2018	Sports Complex	Opened doors, checked bathrooms, pick up trash in parking lot and playground	JS/CG
4/6/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped lobby, cleaned up supply room, removed trash and recycling	JS/CG
4/6/2018	Police	Cleaned, supplied baths, holding cells, removed trash, put out salt bucket	JS/CG
4/6/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling, covered phones	JS
4/6/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
4/6/2018	Library	Cleaned, supplied baths, swept and mopped front entrance, removed trash and recycling, cleaned up parking lot and around building	JS/CG
4/6/2018	Municipal Bldg.	Cleaned, supplied baths, kitchen, swept floors, removed trash	KM
4/6/2018	Library	Cleaned, supplied baths, vestibule, vacuumed, removed trash	KM
4/6/2018	Police	Cleaned, supplied baths, swept and mopped squad 4oom, hallways and holding cells, removed trash	KM
4/6/2018	Public Works	Locked doors and gates	KM
4/6/2018	Senior Center	Removed trash and recycling	KM
4/6/2018	Sports Complex	Cleaned, supplied baths, removed trash	KM
4/6/2018	BMIA	Cleaned, supplied baths and kitchen, mopped stage, swept and mopped floor, removed trash	KM
4/6/2018	Country Lakes Rec	Supplied baths	KM
4/6/2018	Country Lakes Rec	Assisted recreation with super hero run set-up	JM/DW
4/6/2018	Mirror Lake Beach	Measured the main dock, height of poles on the gazebo	JM/DW
4/6/2018	Public Works Office	Cleaned-up wires under office desk	JM/DW
4/6/2018	Public Works	Put plows on 112 and 5	JM/DW
4/6/2018	Municipal Bldg.	Changed marquee for clean-up	JM/DW
4/6/2018	Mirror Lake Beach Bldg.	Picked up plywood	JM/DW
4/9/2018	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	HW/CP
4/9/2018	Library	Opened building before 8:00 am for tax program	MM
4/9/2018	Buildings	Checked all heaters, changed filters as needed	MM
4/9/2018	Police	Repaired broken door closure	MM
4/9/2018	Municipal Bldg.	Picked up packages from finance and delivered to the appropriate offices	MM
4/9/2018	Public Works	Installed wiring for generator	JR/AN

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
4/9/2018	Public Works	Continued public works project	EB/KW
4/9/2018	BMIA Bldg.	Cleaned, supplied baths, removed trash and recycling	KM
4/9/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors	KM
4/9/2018	Library	Cleaned, supplied baths, café, break room, vacuumed front desk, removed trash and recycling	KM
4/9/2018	Police	Cleaned, supplied baths, swept floors, hallways and holding cells, removed trash and recycling	KM
4/9/2018	Public Works	Locked doors and gates	KM
4/9/2018	Senior Center	Removed trash and recycling	KM
4/9/2018	Sports Complex	Cleaned, supplied baths, removed trash	KM
4/9/2018	Nesbit Center	Cleaned, supplied baths, removed trash	KM
4/9/2018	Diamond M	Picked up fence parts and installed	JJ/DW
4/9/2018	Municipal Bldg.	Cleaned and supplied, removed trash and recycling	JJ/DW
4/9/2018	Police	Cleaned blood in back of police vehicle 16	JJ/DW
4/9/2018	Detective's Office	Delivered ant traps	JJ/DW
4/9/2018	Township	Removed all UEZ signs from township signs	DG/JM
4/9/2018	Sports Complex	Removed bags of leaves	DG/JM
4/9/2018	Township	Removed super hero banners and returned to recreation, also put away items from event	DG/JM
4/9/2018	Veteran's Park	Picked up fallen branches	DG/JM
4/9/2018	3800 South Lakeshore Dr.	Filled large pot hole	JM
4/9/2018	Veteran's Park	Fixed Coast Guard flag	JM
4/9/2018	Public Works	Covered phones	DG
4/10/2018	Public Works	Continued with public works project	EB/JE/AN/JR/KW
4/10/2018	Mirror Lake Beach	Continued fence repair	JJ/DW
4/10/2018	Library	Opened before 8:00 am for tax program	MM
4/10/2018	Buildings	Checked all buildings and replaced filters as needed	MM
4/10/2018	BMIA	Attached quarter round under light switches	MM
4/10/2018	Municipal Bldg.	Painted bilco door	MM
4/10/2018	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices	MM

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
4/10/2018	69 Foxglove Street	Delivered recycling tote	JM/DG
4/10/2018	1300 Evergreen Blvd.	Delivered recycling tote	JM/DG
4/10/2018	BMIA	Cut off several tree limbs in parking lot. Blew off handicap parking spots, that were full of stones.	JM/DG
4/10/2018	Country Lakes Rec	Started removing leaves and brush	JM/DG
4/10/2018	Public Works	Covered phones	DG
4/10/2018	BMIA Bldg.	Cleaned, supplied baths, mopped main floor and halls, cleaned stove, removed trash	KM
4/10/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, removed trash and recycling	KM
4/10/2018	Municipal Bldg.	Cleaned, supplied baths, break room, swept floors, removed leaves and trash	KM
4/10/2018	Library	Cleaned, supplied baths, café, break room, vacuumed employee entrance, removed trash	KM
4/10/2018	Police	Cleaned, supplied baths, swept hallways, squad room, holding area, removed trash	KM
4/10/2018	Public Works	Locked doors and gates	KM
4/10/2018	Senior Center	Removed trash and recycling	KM
4/10/2018	Nesbit	Replaced six split rails	HW/CP
4/10/2018	South Lakeshore Drive	Replaced one rail at gazebo	HW/CP
4/10/2018	Country Lakes Court	Replaced nets	HW/CP
4/10/2018	BMIA	Trimmed trees	HW/CP
4/10/2018	Country Lakes	Started clean-up	HW/CP
4/10/2018	Sports Complex	Opened doors	JS
4/10/2018	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, removed trash and recycling	JS
4/10/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS
4/10/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
4/10/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
4/10/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and outside	JS
4/10/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
4/11/2018	BMIA	Cleaned, supplied baths, kitchen, swept floor	KM
4/11/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, room 10, break room, hallways, removed trash and recycling	KM
4/11/2018	Nesbit Center	Cleaned, supplied, swept and mopped hall and main room, cleaned window sills	KM

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
4/11/2018	Library	Cleaned, supplied baths, café, break room, vacuumed employee entrance, removed trash	KM
4/11/2018	Police	Cleaned, supplied baths, swept halls, holding area, squad room, removed trash	KM
4/11/2018	Public Works	Locked doors and gates	KM
4/11/2018	Senior Center	Removed trash and recycling	KM
4/11/2018	Sports Complex	Cleaned, supplied baths, removed trash and locked doors	KM
4/11/2018	Municipal Bldg.	Set-up chairs for zoning board meeting	KM
4/11/2018	Mirror Lake Beach	Continued fence repair	JJ/DW
4/11/2018	Public Works	Had mechanics fix brake light	JJ/DW
4/11/2018	Sports Complex	Replaced broken split rail	JJ/DW
4/11/2018	Nesbit Center	Opened doors for JCP&L	JJ/DW
4/11/2018	Presidential Lakes	Checked lock on door for JCP&L	JJ/DW
4/11/2018	Buildings	Continued working on fire violations	JJ/DW
4/11/2018	Buildings	Checked all heaters and changed filters as needed	MM
4/11/2018	Municipal Bldg.	Picked up packages from finance and delivered to the appropriate offices	MM
4/11/2018	Country Lakes Beach	Removed leaves and brush	DG/JM
4/11/2018	Chippewa Park	Started removing leaves and brush	DG/JM
4/11/2018	Sports Complex	Opened doors, cleaned, supplied baths, removed trash	JS
4/11/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped court office, removed trash and recycling	JS
4/11/2018	Police	Cleaned, supplied baths, holding cells, downstairs, locker rooms, removed trash	JS
4/11/2018	Public Works Office	Cleaned, supplied baths, swept and mopped floors	JS
4/11/2018	Public Works Garage	Cleaned, supplied baths, removed trash	JS
4/11/2018	Library	Cleaned, supplied baths, cleaned up leaves by entrance, removed trash	JS
4/11/2018	Country Lakes Rec	Cleaned, supplied baths, swept and mopped floors, kitchen, bathrooms, hallway, removed trash	JS
4/11/2018	Sports Complex	Park clean-up	HW
4/11/2018	Public Works	Continued public works project	EB/JE/AN/JR/KW