

## Buildings Grounds Weekly Status Report

<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
4/12/2018	Chippewa Park	Finished cleaning up	JM/DG
4/12/2018	Jean Ammerman Park	Blew pine needles into piles and started picking up piles	JM/DG
4/12/2018	Sports Complex	Opened doors, checked baths, cleaned up parking lot	JS/CG
4/12/2018	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, cleared front entrance, side employee door of leaves, started cleaning outside windows, swept and mopped courtroom, removed trash and recycling	JS/CG
4/12/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS/CG
4/12/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS/CG
4/12/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
4/12/2018	O'Brien and Sons	Got keys made	JS/CG
4/12/2018	Library	Cleaned, supplied baths, cleaned tables, cleaned up parking lot and around the building, cleared front entrances of leaves, removed trash and recycling	JS/CG
4/12/2018	Country Lakes Rec	Cleaned, supplied baths, swept and mopped big room, removed trash and recycling	JS/CG
4/12/2018	Chippewa Park	Cleaned up park	HW/CP
4/12/2018	Jean Ammerman Park	Cleaned up park	HW/CP
4/12/2018	Public Works Garage	Continued with public works project, framed wall, worked on electric	EB/JE/AN/JR/KW
4/12/2018	Presidential Lakes Baseball Field	Repaired lockset on brick building, had 6 keys made	JJ/DW
4/12/2018	Municipal Bldg.	Repaired detectives' door	JJ/DW
4/12/2018	Public Works Office	Continued installing cameras	JJ/DW
4/12/2018	Nesbit Concession Bldg.	Dropped six cases of white field paint off, checked for machine and put in building	JJ/DW
4/12/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept, mopped floor, cleaned counters and sink, wiped wood cabinets in the kitchen, swept and mopped hall and side entrance, broke down and moved tables and chairs, swept and mopped floors, set up tables and chairs in the main room, swept and mopped floor, cleaned windows in the lobby removed trash	KM
4/12/2018	Municipal Bldg.	Cleaned, supplied baths, break room, swept floors, spot mopped, removed trash	KM
4/12/2018	Police	Cleaned, supplied baths, swept and mopped squad room, swept hallways, removed trash	KM
4/12/2018	Public Works	Locked doors and gates	KM
4/12/2018	Senior Center	Removed trash and recycling	KM

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4/12/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors, removed leaves by doors, cleaned fountains	KM
4/13/2018	BMIA	Cleaned, supplied baths, swept and mopped kitchen, swept main floor and spot mopped, removed trash and recycling, picked up buffing machine and took to Nesbit	KM
4/13/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
4/13/2018	Nesbit Community Center	Cleaned, supplied, swept and buffed main room	KM
4/13/2018	Police	Cleaned, supplied baths, swept squad room, removed trash and recycling	KM
4/13/2018	Public Works	Locked doors and gates	KM
4/13/2018	Senior Center	Removed trash and recycling	KM
4/13/2018	Concession Stand	Supplied and removed trash	KM
4/13/2018	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
4/13/2018	Public Works	Continued public works project, worked on electric, demolition and plumbing	JR/AN/KW
4/13/2018	Sports Complex	Opened doors, cleaned, supplied baths, removed trash, picked up litter in the parking lot and playground	JS/CG
4/13/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped room 10, cleaned outside windows, removed trash and recycling	JS/CG
4/13/2018	Police	Cleaned, supplied baths, holding cells, swept and mopped floors, removed trash	JS/CG
4/13/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS/CG
4/13/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
4/13/2018	Library	Cleaned, supplied baths, swept and mopped front entrance, vacuumed employee area, front area and front entrance area, removed trash and recycling, cleaned up parking lot	JS/CG
4/13/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
4/13/2018	Public Works	Continued with cameras	JJ/JE
4/13/2018	100 Crocus Street	Delivered recycling tote	JJ/JE

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<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
4/16/2018	Public Works	Organized tools upstairs	JM/DG
4/16/2018	35 Alyssum Street	Delivered recycling tote	JM/DG
4/16/2018	414 Montana Trail	Delivered recycling tote	JM/DG
4/16/2018	Presidential Lakes Entrance	Took down super hero run sign and returned to recreation	JM/DG
4/16/2018	Veterans Park	Picked up two shopping carts and returned to Acme Markets	JM/DG
4/16/2018	Public Works	Continued with public works project	EB/JE/AN/JR/KW
4/16/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept and mopped, removed trash	KM
4/16/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, cleaned vending, removed trash and recycling	KM
4/16/2018	Nesbit Center	Cleaned, supplied baths, swept floors, removed trash	KM
4/16/2018	Library	Cleaned, supplied baths, café, removed trash	KM
4/16/2018	Police	Cleaned, supplied baths, swept floor and halls, removed trash	KM
4/16/2018	Public Works	Locked doors and gates	KM
4/16/2018	Senior Center	Removed trash and recycling	KM
4/16/2018	Public Works	Continued working on cameras	JJ/DW
4/16/2018	Sports Complex	Opened doors before 7:30 am, cleaned, supplied baths, removed trash, picked up litter in parking lot and playground	JS
4/16/2018	DPW Office	Cleaned, supplied baths, removed trash and recycling	JS
4/16/2018	DPW Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
4/16/2018	Library	Building did not have power, emptied outside trash cans, picked up litter in parking lot	JS
4/16/2018	Country Lakes Rec	Cleaned, supplied baths, swept and mopped floors, removed trash, recycling	JS
4/16/2018	Municipal Bldg.	Cleaned, supplied baths, removed trash	JS
4/16/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS
4/16/2018	Buildings	Checked heaters	MM
4/16/2018	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices	MM

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4/16/2018	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	HW/CP
4/17/2018	BMIA Bldg.	Cleaned, supplied baths, swept and mopped kitchen, wiped counters, removed trash	KM
4/17/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept and mopped floor, set up tables and chairs	KM
4/17/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, removed trash	KM
4/17/2018	Library	Cleaned, supplied baths, break room, café, vacuumed vestibule, removed trash	KM
4/17/2018	Police	Cleaned, supplied baths, sweep squad room and hallways, removed trash	KM
4/17/2018	Public Works	Locked doors and gates	KM
4/17/2018	Senior Center	Removed trash and recycling	KM
4/17/2018	Recreation	Hung up banners	JJ/DW
4/17/2018	DPW	Finished installing cameras	JJ/DW
4/17/2018	Country Lakes Rec	Cleaned vent covers	JJ/DW
4/17/2018	Schneider's Supply	Fixed fencing	JJ/DW
4/17/2018	Library	Opened before 8:00 am for tax program	MM
4/17/2018	226 Pardee Blvd.	Delivered recycling tote	MM
4/17/2018	101 East Lakeshore Dr.	Delivered recycling tote	MM
4/17/2018	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices	MM
4/17/2018	Police	Fixed frayed carpet in office	MM
4/17/2018	Jean Ammerman Park	Finished cleaning up	JM/DG/HW/CP
4/17/2018	Presidential Lakes Park	Started clean up	JM/DG/HW/CP
4/17/2018	Public Works	Continued public works project	EB/JE/AN/JR/KW
4/17/2018	Well 6	Changed all light bulbs	JR/AN
4/17/2018	Sports Complex	Opened doors, cleaned, supplied baths, removed trash, checked parking lot and playground	JS
4/17/2018	Municipal Bldg.	Cleaned, supplied bath, administration, room 9, removed trash and recycling	JS

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4/17/2018	Police	Cleaned, supplied baths, swept floors, removed trash	JS
4/17/2018	Public Works Office	Cleaned, supplied baths, swept and mopped floors, removed trash and recycling	JS
4/17/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
4/17/2018	Library	Cleaned, supplied baths, dropped off trash and recycling	JS
4/17/2018	Country Lakes Rec	Cleaned, supplied baths, vacuumed, removed trash and recycling	JS
4/18/2018	BMIA	Swept and spot mopped floor	KM
4/18/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, hallways, removed trash, removed leaves at employee entrance	KM
4/18/2018	Nesbit Community Center	Cleaned, supplied, buffed floor and hallway, picked up trash outside of building	KM
4/18/2018	Library	Cleaned, supplied baths, café, break room, removed trash and recycling	KM
4/18/2018	Police	Cleaned, supplied baths, swept squad room, halls and removed trash	KM
4/18/2018	Public Works	Locked doors and gates	KM
4/18/2018	Senior Center	Removed trash and recycling	KM
4/18/2018	Sports Complex	Cleaned, supplied	KM
4/18/2018	Municipal Bldg.	Replaced stained ceiling tiles	MM
4/18/2018	1300 Evergreen Blvd.	Delivered recycling tote	MM
4/18/2018	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices	MM
4/18/2018	Library	Continued working the air handler motors	MM
4/18/2018	Buildings	Escorted exterminator	MM
4/18/2018	OTC	Picked up 50 recycling tote lids and delivered to Lester Street	MM
4/18/2018	Mirror Lake Concession	Removed the light tower and brought to public works yard	JJ/DW
4/18/2018	Recreation	Cut plywood and set up sheets to be stenciled fo the Water Carnival	JJ/DW
4/18/2018	Senior Center	Cleaned gutters and repaired roof leak	JJ/DW
4/18/2018	Lester Street	Helped unload boxes	JJ/DW
4/18/2018	Presidential Lakes Park	Continued cleaning up park	JM/DG/HW/CP
4/18/2018	Public Works	Continued public works project	EB/AN/JR/KW
4/18/2018	Sports Complex	Opened doors, checked baths and trash	JS
4/18/2018	Municipal Bldg.	Cleaned, supplied baths, vacuumed detectives and zoning offices	JS
4/18/2018	Police	Cleaned, supplied baths, holding cells, downstairs and locker rooms, removed trash	JS

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<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
4/18/2018	Public Works Office	Cleaned, supplied baths, vacuumed mats, removed trash and recycling	JS
4/18/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
4/18/2018	Library	Cleaned, supplied baths, vacuumed front area and down the middle section, removed trash and recycling	JS
4/18/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS