

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
4/19/2018	Public Works	Continued public works project	EB/JE/AN/JR/KW
4/19/2018	19 Pineview Drive	Traded a 95 gallon recycling tote for a 48 gallon	MM
4/19/2018	Lester Street	Counted 48 gallon recycling totes	MM
4/19/2018	101 Sepulga Drive	Delivered recycling tote	MM
4/19/2018	109 Lemmon Avenue	Delivered recycling tote	MM
4/19/2018	Nesbit Center	Picked up buffer and took to Municipal Bldg.	
4/19/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, cleaned front of vending machines, buffed tile floor from room 10 to employee break room, cleaned outside of police records, court clerks and tax collectors windows, vacuumed door mats, removed leaves and confetti from front entrance, removed trash	KM
4/19/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, mopped kitchen floor, removed trash	KM
4/19/2018	Library	Dropped off recycling tote	KM
4/19/2018	Police	Cleaned, supplied baths, swept hallways and squad room, removed trash	KM
4/19/2018	Public Works	Locked doors and gates	KM
4/19/2018	Senior Center	Removed trash and recycling	KM
4/19/2018	Sports Complex/Concession	Cleaned, supplied baths, removed trash, locked doors	KM
4/19/2018	Water Division	Cleaned, supplied bath, toilet out of order	KM
4/19/2018	Mirror Lake Beach	Repaired lifeguard building main door	JJ/DW
4/19/2018	Mirror Lake Concession Bldg.	Arranged plywood for Water Carnival stencil	JJ/DW
4/19/2018	Public Works	Installed hot water heater to replace existing one	JJ/DW
4/19/2018	Court Office	Relocated bulletin boards	JS/CG
4/19/2018	Sports Complex	Opened doors, checked baths, trash, parking lot and playground	JS/CG
4/19/2018	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, vacuumed room 9 and all lobby mats, swept and mopped court room, removed trash and recycling	JS/CG
4/19/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS/CG
4/19/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS/CG
4/19/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG

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4/19/2018	Library	Cleaned, supplied baths, vacuumed computer room, study room, computer desks, info desk, library office and middle section between the books, removed trash and recycling inside and outside, picked up litter in the parking lot	JS/CG
4/19/2018	Country Lakes Rec	Cleaned, supplied baths, and recycling	JS/CG
4/19/2018	Presidential Lakes Park	Continued public works project	DG/JM/CP/HW
4/19/2018	Buildings	Picked up trash	DG/JM/CP/HW
4/19/2018	Public Works	Worked organizing upstairs	DG/JM/CP/HW
4/20/2018	Buildings	Checked heaters	MM
4/20/2018	Municipal Bldg.	Checked finance for packages and delivered as needed	MM
4/20/2018	Library	Continued working on air handler motors	MM
4/20/2018	Sports Complex	Picked up yellow traffic paint and starting painting no parking lines	MM
4/20/2018	Municipal Bldg.	Reattached heater cover in room 9	JJ/DW
4/20/2018	Municipal Bldg.	Retrieved loose tree branch with bucket truck and cleaned up all other fallen branches	JJ/DW
4/20/2018	BMIA	Filled in holes in parking lot with stone	JJ/DW
4/20/2018	BMIA	Fixed gap in floor	JJ/DW
4/20/2018	Presidential Lakes Park	Continued cleaning up leaves	DG/JM/HW
4/20/2018	Public Works	Continued working upstairs	DG/JM/HW
4/20/2018	Public Works	Continued public works project	EB/JE/AN/JR/KW
4/20/2018	Sports Complex	Cleaned, supplied baths, removed trash, picked up litter in playground and parking lot, unlocked doors	JS/CG
4/20/2018	Municipal Bldg.	Cleaned, supplied baths, removed trash and recycling, picked up supplies for other bldgs.	JS/CG
4/20/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS/CG
4/20/2018	Nesbit Center Dominique Johnson Bldg.	Supplied buildings	JS/CG
4/20/2018	Public Works Office	Cleaned, supplied baths, mopped floors and mats, removed trash and recycling	JS/CG
4/20/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
4/20/2018	BMIA	Checked and supplied	JS/CG
4/20/2018	Library	Cleaned, supplied baths, removed trash and recycling	JS/CG
4/20/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG

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4/20/2018	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	DW
4/20/2018	Imagination Kingdom	Repaired fence	DW
4/23/2018	Sports Complex	Opened doors, cleaned, supplied baths, removed trash, picked up litter in playground and parking lot	JS
4/23/2018	Municipal Bldg.	Cleaned, supplied baths, removed trash, picked up all salt buckets	JS
4/23/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS
4/23/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
4/23/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
4/23/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and outside	JS
4/23/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
4/23/2018	Presidential Lakes Park	Continued cleaning up leaves	DG/JM/HW
4/23/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, removed trash	KM
4/23/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, removed trash	KM
4/23/2018	Nesbit Center	Cleaned, supplied baths, swept floors	KM
4/23/2018	Library	Cleaned, supplied baths, café, vacuumed office, removed trash	KM
4/23/2018	Police	Cleaned, supplied baths, removed trash and recycling	KM
4/23/2018	Public Works	Locked doors and gates	KM
4/23/2018	Senior Center	Removed trash and recycling	KM
4/23/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors	KM
4/23/2018	Buildings	Checked heaters	MM
4/23/2018	Municipal Bldg.	Checked finance for packages and delivered as needed	MM
4/23/2018	Library	Continued working on air handler motors	MM
4/23/2018	Public Works	Continued public works project, started moving air line, finished water line	EB/JE/AN/JR/KW

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4/24/2018	Sports Complex	Opened doors, cleaned, supplied baths, removed trash, picked up litter in playground and parking lot	JS
4/24/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
4/24/2018	Public Works Garage	Cleaned, supplied baths, dropped off recycling	JS
4/24/2018	Library	Cleaned, supplied baths, removed trash and recycling, clear outside entrance, checked parking lot and around building for trash	JS
4/24/2018	Country Lakes Rec	Cleaned, supplied baths, swept and mopped kitchen and bathroom floors, removed trash and recycling	JS
4/24/2018	Presidential Lakes Park	Finished cleaning up leaves	DG/JM/CP/HW
4/24/2018	Presidential Lakes Beach Park	Started picking up and removing leaves	DG/JM/CP/HW
4/24/2018	Public Works	Continued public works project, completed moving air line, started sheetrock	EB/JE/AN/JR/KW
4/24/2018	Sports Complex	Changed light in ladies room	JR/JE
4/24/2018	BMIA	Cleaned, supplied baths, kitchen floor and counters, removed trash	KM
4/24/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, moved tables and chairs, swept and mopped floor	KM
4/24/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, removed trash	KM
4/24/2018	Library	Cleaned, supplied baths, café, break room, removed trash and recycling	KM
4/24/2018	Police	Cleaned, supplied baths, swept floors, removed trash inside and outside	KM
4/24/2018	Public Works	Locked doors and gates	KM
4/24/2018	Senior Center	Removed trash and recycling	KM
4/24/2018	145 Blanche Street	Delivered recycling tote	MM
4/24/2018	155 Garden Avenue	Delivered recycling tote	MM
4/24/2018	113 Newton Street	Delivered recycling tote	MM
4/24/2018	Buildings	Checked heaters	MM
4/24/2018	Municipal Bldg.	Checked finance for packages and delivered as needed	MM
4/24/2018	Library	Continued working on air handler motors	MM
4/24/2018	135 Syringa	Delivered recycling tote	MM
4/24/2018	714 Lakehurst Road	Delivered recycling tote	JJ/DW
4/24/2018	203 Shoshoni Trail	Delivered recycling tote	JJ/DW

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4/24/2018	19 Wenatchi Trail	Delivered recycling tote	JJ/DW
4/24/2018	Dams	Inspected	JJ/DW
4/24/2018	Mirror Lake Lifeguard	Unlocked door for recreation	JJ/DW
4/24/2018	Parks	Checked parks for maintenance needs	HW/CP
4/24/2018	Public Works	Worked on mower maintenance	HW/CP
4/25/2018	Sports Complex	Unlocked doors, cleaned, supplied baths, removed trash	JS
4/25/2018	Municipal Bldg.	Cleaned, supplied baths, vacuumed records, animal control, tax assessor offices, removed trash	JS
4/25/2018	Police	Cleaned, supplied baths, holding cells, vacuumed, cleaned downstairs and locker room baths	JS
4/25/2018	Public Works Office	Cleaned, supplied baths, removed trash	JS
4/25/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
4/25/2018	Library	Cleaned, supplied baths, vacuumed front entrance, middle sections and front desk area, removed trash and recycling, checked parking lot and behind building for litter	JS
4/25/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
4/25/2018	Senior Center	Dropped off trash bags and soap	JS
4/25/2018	Public Works	Worked on mower maintenance, put batteries in all mowers, changed blades, oil, gas filters, oil filters, hydraulic oil, put air in tires on all zero turn mowers, changed throttle cable on one zero turn mower, put air in police trailer, UEZ trailer, both stand up mower tires, all five mowers are ready to go	DG/JM/CP/HW
4/25/2018	Jersey Central	Picked up parts for mowers	DG
4/25/2018	Veterans Park, UEZ sidewalks, old Trenton Road and Library	Checked for grass height, mulch needed and weeding to be done	DG/JM
4/25/2018	Recreation	Started building shelves	JJ/DW
4/25/2018	Lifeguard Bldg.	Put away lifeguard items for recreation	JJ/DW
4/25/2018	Presidential Lakes Beach	Brought rope for lake from recreation	JJ/DW
4/25/2018	Dominique Johnson Bldg.	Cleaned, supplied, began buffing main floor	KM
4/25/2018	Municipal Bldg.	Cleaned and supplied, picked up buffer and took to Dominique Johnson Bldg.	KM

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Date	Location	Work Performed	Completed By
4/25/2018	Nesbit Center	Cleaned, supplied baths, swept floors, cleaned glass doors, removed trash	KM
4/25/2018	Police	Cleaned, supplied baths, removed trash	KM
4/25/2018	Public Works	Locked doors and gates	KM
4/25/2018	Senior Center	Removed trash and recycling	KM
4/25/2018	Sports Complex	Checked baths, locked doors	KM
4/25/2018	Public Works	Continued public works project	EB/JE/KW
4/25/2018	Municipal Bldg.	Tried to repair leak in ceiling in zoning office	EB
4/25/2018	Public Works	Continued electrical work on project	JR/AN