

Buildings Grounds Weekly Status Report

Location	Work Performed	Completed By
Public Works	Continued public works project	EB/JE/KW
Buildings	HVAC all buildings	MM
Municipal Bldg.	Checked finance for packages and delivered to appropriate offices	MM
Sports Complex	Repaired water fountain	MM
Nesbit Center	Fixed air conditioning	MM
Police	Worked on air conditioning	MM
306 Cayuga Trail	Delivered recycling bucket	MM
Sports Complex	Opened doors at 7:30 AM, cleaned, supplied baths, removed trash, picked up litter in parking lot and playground	JS/CG
Municipal Bldg.	Cleaned, supplied baths, administration, room 9, swept and mopped court room, removed trash and recycling	JS/CG
Dominique Johnson Bldg.	Cleaned, supplied baths, removed trash	JS/CG
Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS/CG
Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
BMIA	Cleaned, supplied baths	JS/CG
Library	Cleaned, supplied baths, removed trash and recycling, cleaned, up litter in parking lot	JS/CG
Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
Public Works	Continued public works project	EB/JE/AN/JR/KW
Nesbit Football Field	Cut grass and striped field	JM/CP/HW
Dominique Johnson Bldg.	Cut and weedwhacked grass	JM/CP/HW
Senior Center	Repaired sink	JJ/DW
Mirror Lake Beach	Finished lifeguard chair	JJ/DW
PL Beach Bldg.	Replaced toilet and sink in mens bathroom	JJ/DW
Senior Center	Removed trash and recycling	JJ/DW
Sports Complex	Opened doors at 7:30 AM, cleaned, supplied baths, removed trash, picked up litter in the parking lot and playground	JS/CG
Municipal Bldg.	Cleaned, supplied baths, room 10, removed trash and recycling	JS/CG
Police	Cleaned, supplied baths, holding cells, removed trash	JS/CG

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Nesbit Center	Cleaned, windows on the BCCAP side, swept and mopped all floors on recreation side, cleaned baths, swept and mopped floors in the big room, lobby, kitchen and old supplies closet	JS/CG
DPW Office	Cleaned, supplied baths, removed trash and recycling	JS/CG
DPW Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
Dominique Johnson Bldg.	Cleaned, supplied baths, spot mopped floors, mopped baths, removed trash	JS/CG
BMIA	Checked baths and trash	JS/CG
Library	Cleaned, supplied baths, removed trash and recycling, picked up litter in parking lot and around the building	JS/CG
Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
Municipal Bldg.	Removed trash and dropped off recycling	JS/CG
Library	Replaced HVAC motor	MM
Municipal Bldg.	Checked finance for packages and delivered to appropriate offices	MM
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/CP
Nesbit Center	Picked up trash from ditches on Anderson Road and along property, picked up two drain lid covers and installed them in the ditches	JM/CP
Nesbit Center	Repaired toilets on Head Start side	JJ/DW
Public Works	Worked on cameras	JJ/DW
Imagination Kingdom	Painted sprinkler box	JJ/DW
Buildings	Checked HVAC systems	MM
Nesbit Center	Painted sprinkler box	MM
Municipal Bldg.	Picked up packages from finance and delivered to appropriate offices	MM
Library	Completed work on AHU motor replacement and breaker	MM

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Sports Complex	Opened doors at 7:30 AM, cleaned, supplied baths, removed trash, picked up litter in parking lot and playground	JS
Municipal Bldg.	Cleaned, supplied baths, removed trash	JS
Police	Cleaned, supplied baths, holding cells, removed trash	JS
Nesbit Center	Swept and mopped kitchen on BCCAP side	JS
DPW Office	Cleaned, supplied baths, removed trash and recycling	JS
DPW Garage	Cleaned, supplied bath, removed trash, dropped off recycling	JS
Library	Cleaned, supplied baths, removed trash inside and outside picked up litter in parking lot	JS
Country Lakes Rec	Cleaned, supplied baths, swept and mopped kitchen and baths, removed trash and recycling	JS
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	CP/HW
American Legion	Cut grass	CP/HW
Public Works	Continued public works project - electric	JR/AN
Public Works	Continued public works project - sheet rock	EB/KW
BMIA	Cleaned, supplied baths, removed trash	KM
Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
Nesbit	Cleaned, supplied baths, swept floors, removed trash inside and outside	KM
Library	Cleaned, supplied baths, café, removed trash and recycling	KM
Police	Cleaned, supplied baths, swept floors, removed trash and recycling	KM
Public Works	Locked doors and gates	KM
Senior Center	Removed trash and recycling	KM
Sports Complex	Cleaned, supplied baths, removed trash, locked doors	KM
Reflections, Country Lakes, Presidential Lakes	Removed kayak banners and put up fishing derby banners	JJ/DW

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Nesbit Center	Fixed leaks on both children's toilets, replaced faucet on classroom sink, fixed leak on small sink in kitchen and straightened cold handle, fixed leak on faucet in janitor's closet	JJ/DW
234 Princeton Alley	Delivered recycling bucket	JJ/DW
140 Lester Street	Delivered recycling bucket	JJ/DW
130 Harwich Street	Delivered recycling bucket	JJ/DW
Hollock's Farm	Picked up plants for Veterans park	JM/DG
Veterans Park	Started planting flowers	JM/DG
Dominique Johnson Bldg.	Cleaned, supplied baths, swept floor	KM
Municipal Bldg.	Cleaned, supplied baths, swept floors, mopped hallways, removed trash	KM
Cleamtis	Spread 4 loads of stone in boat trailer parking area	HS
Nesbit Center	Cleaned, supplied, swept and mopped rooms 105 and 106 (office and storage)	KM
Library	Cleaned, supplied baths, removed trash and recycling	KM
Police	Cleaned, supplied baths, swept halls and squad room, removed trash	KM
Public Works	Locked doors and gates	KM
Senior Center	Removed trash and recycling	KM
Sports Complex	Cleaned, supplied baths, removed trash, locked doors	KM
Veterans Park	Planted flowers, trimmed bushes	JM/DG
Post Office	Picked up trays and sleeves for solid waste	JM/DG
Acme Lingo	Picked up flags	JM/DG
Birmingham and Dominique Johnson	Cut grass	HW/CP
Public Works	Continued public works project, started putting light up in garage	JR/AN
Public Works	Continued work on generator for offices	JR/AN
Police	Replaced two red light bulbs for holding area	SA
Public Works	Continued public works project - spackled and put up sheetrock	JE/KW
Sports Complex	Opened doors at 7:30 PM, cleaned, supplied baths, cleaned feces on floor, toilet and stall door, removed trash, picked up litter in playground and parking lot, cleaned up feces from stall and from floor leading out the main door	JS
Municipal Bldg.	Cleaned, supplied baths, administration, room 9, removed trash and recycling	JS
Police	Cleaned, supplied baths, holding cells, removed trash	JS

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Location	Work Performed	Completed By
All buildings	Took fire extinguisher company around to inspect all fire extinguishers	MM
Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
Public Works Garage	Cleaned, supplied bath, removed trash, dropped off recycling	JS
Library	Cleaned, supplied baths, vacuumed, removed trash and recycling	JS
Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
Municipal Bldg.	Picked up boxes from the trailer and delivered to inspections	JJ/DW
Buildings	Took Western Pest technician to buildings	JJ/DW
Municipal Bldg.	Repaired lock in detective's office	JJ/DW
Public Works	Went through flags and put new ones together, replaced faeded and torn flags	EB/JM
Mirror Lake Beach	Removed beach hour signs	EB/JM
Public Works	Continued public works project	JE/KW
Public Works	Serviced mowers	CP/HW
Dominique Johnson Park	Removed brush	CP/HW
108 Kentucky Trail	Delivered recycling bucket	CP/HW
Sports Complex	Opened doors at 7:30 AM, checked baths and trash	JS
Municipal Bldg.	Cleaned, supplied baths, swept and mopped court offices, vacuumed offices, removed trash	JS
Police	Cleaned, supplied baths, holding cells, cleaned downstairs and police locker room baths, removed trash	JS
DPW Office	Cleaned, supplied baths, removed trash and recycling	JS
DPW Garage	Cleaned, supplied bath, removed trash, dropped off recycling	JS
Library	Cleaned, supplied baths, removed trash	JS
Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
Mirror Lake Beach	Spread 4 loads of sand on the beach and dressed up beach	HS