

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
4/26/2018	Mirror Lake, Presidential Lakes, Country Lakes	Addled eggs	JJ/MM
4/26/2018	Presidential Lakes Park	Cleaned-up leaves and branches	DG/CP/DW/HW
4/26/2018	Sports Complex	Opened doors before 7:30 AM, cleaned, supplied baths, removed trash, picked up litter in playground and parking lot	JS/CG
4/26/2018	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, cleaned and mopped courtroom, removed trash and recycling	JS/CG
4/26/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS/CG
4/26/2018	Public Works Office	Cleaned, supplied baths, swept and mopped floors, removed trash and recycling	JS/CG
4/26/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
4/26/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and outside	JS/CG
4/26/2018	Senior Center	Dropped off supplies	JS/CG
4/26/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
4/26/2018	Public Works	Continued public works project, put insulation in walls, sheet rocked	EB/JE/AN/JR/KW
4/26/2018	Buildings	Escorted Jif inspector	JM
4/26/2018	Presidential Lakes Beach	Picked up leaves	JM
4/26/2018	BMIA	Cleaned, supplied baths, swept floors, removed trash, picked up trash and litter around building and parking lot	KM
4/26/2018	Dominique Johnson Bldg.	Cleaned, supplied, finished buffing main floor, set up tables and chairs	KM
4/26/2018	Municipal Bldg.	Cleaned, supplied baths, swept and spot mopped floors, removed trash	KM
4/26/2018	Library	Cleaned, supplied baths	KM
4/26/2018	Police	Cleaned, supplied baths, swept squad room, removed trash	KM
4/26/2018	Public Works	Locked doors and gates	KM
4/26/2018	Senior Center	Removed trash and recycling	KM
4/26/2018	Sports Complex	Cleaned, supplied baths, locked doors, removed trash	KM
4/27/2018	Sports Complex	Opened doors at 7:30 AM, checked bathrooms and trash	JS/CG
4/27/2018	Municipal Bldg.	Cleaned, supplied baths, room 10, vacuumed fire, finance, tax collectors, detectives, zoning and lobby mats, removed trash and recycling	JS/CG
4/27/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS/CG

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4/27/2018	Public Works Office	Cleaned, supplied baths, spot mopped, removed trash and recycling	JS/CG
4/27/2018	Public Works Garage	Cleaned, supplied bath, removed trash, dropped off recycling	JS/CG
4/27/2018	Library	Cleaned, supplied baths, wiped down tables, swept and mopped front entrance, removed trash and recycling, picked up litter in parking lot.	JS/CG
4/27/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
4/27/2018	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	JE/CP
4/27/2018	328 Sassafras Street	Delivered recycling tote	JE/CP
4/27/2018	559 Larch Avenue	Delivered recycling tote	JE/CP
4/27/2018	Public Works	Continued public works project	EB/AN/JR/KW
4/27/2018	Police	Installed television wall bracket and removed old television	JM/DG
4/27/2018	Public Works	Picked up a power strip	JM/DG
4/27/2018	Browns Mills Post Office	Picked up 15 trays and sleeves and delivered to tax collector	JM/DG
4/27/2018	Concession Stand	Delivered 2 picnic tables	JM/DG
4/27/2018	Mirror Lake Concession	Removed rest of lifeguard float and stacked lockers against the wall	JM/DG
4/27/2018	Public Works	Worked on heater	JJ/MM
4/27/2018	Buildings	Checked heaters	JJ/MM
4/27/2018	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices	JJ/MM
4/27/2018	311 Blackfoot Trail	Delivered recycling tote	JJ/MM
4/30/2018	324 Seneca Trail	Delivered recycling tote	MM
4/30/2018	RCBC Print Shop	Delivered storm water flyer for printing	MM
4/30/2018	Johnstone and Griffith Elec.	Picked up parts	MM
4/30/2018	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices	MM
4/30/2018	BMIA Bldg.	Cleaned, supplied baths, cleaned and mopped floors, removed trash	KM

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Date	Location	Work Performed	Completed By
4/30/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept and mopped kitchen and hall, buffed kitchen and hall, removed trash	KM
4/30/2018	Municipal Bldg.	Cleaned, supplied baths, swept and spot mopped floors	KM
4/30/2018	Police	Cleaned, supplied baths, swept halls, squad room, holding cells, removed trash	KM
4/30/2018	Public Works	Locked doors and gates	KM
4/30/2018	Senior Center	Removed trash and recycling	KM
4/30/2018	Sports Complex	Cleaned, supplied baths, removed trash and locked doors	KM
4/30/2018	Sports Complex	Opened doors at 7:30 AM, cleaned, supplied baths, removed trash	JS
4/30/2018	Municipal Bldg.	Cleaned, supplied baths, removed trash and recycling	JS
4/30/2018	Police	Cleaned, supplied baths, holding cells, swept and mopped floors, removed trash	JS
4/30/2018	Public Works Office	Cleaned, supplied baths, swept floor, removed trash and recycling	JS
4/30/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
4/30/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and outside	JS
4/30/2018	Country Lakes Rec	Cleaned, supplied baths, swept and mopped kitchen and baths, spot mopped big room, removed trash and recycling	JS
4/30/2018	Municipal Bldg., Sports Complex	Cut grass and weed whacked	DG/JM/CP/HW
4/30/2018	Nesbit Complex	Started cutting grass and weed whacking	DG/JM/CP/HW
4/30/2018	Imagination Kingdom	Filled in hole	JJ/DW
4/30/2018	Municipal Bldg.	Unclogged toilet in men's' bathroom	JJ/DW
4/30/2018	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	JJ/DW
4/30/2018	Public Works	Continued public works project	EB/JE/AN/JR/KW
5/1/2018	BMIA Bldg.	Cleaned, supplied baths, removed trash and recycling	KM

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Date	Location	Work Performed	Completed By
5/1/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors and room 10, vacuumed tax collector and tax assessor, removed trash	KM
5/1/2018	Nesbit Center	Cleaned, supplied baths, swept floors and hall, removed trash and recycling	KM
5/1/2018	Library	Cleaned, supplied baths, café, tables, chairs, vending machine and floor, removed trash and recycling	KM
5/1/2018	Police	Cleaned, supplied baths, swept halls, squad room, removed trash	KM
5/1/2018	Public Works	Locked doors and gates	KM
5/1/2018	Senior Center	Removed trash and recycling	KM
5/1/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors	KM
5/1/2018	Water Division	Cleaned, supplied baths	KM
5/1/2018	329 Seminole Trail	Delivered recycling tote	MM
5/1/2018	55 Columbus Ave.	Delivered recycling tote	MM
5/1/2018	Buildings	Checked heaters, turn on air conditioning as needed	MM
5/1/2018	Sports Complex	Started painting yellow lines at concession building	MM
5/1/2018	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices	MM
5/1/2018	Municipal Bldg.	Checked the flooring stored in the boiler room for number	JJ/DW
5/1/2018	Lippincott's	Picked up a platform for shower at beach	JJ/DW
5/1/2018	Country Lakes Rec	Turned on the sprinkler system and set timer checked for leaks	JJ/DW
5/1/2018	BMIA Bldg.	Fixed power issue	JJ/DW
5/1/2018	Municipal Bldg.	Picked up package from finance and brought to Mirror Lake Beach Bldg.	JJ/DW
5/1/2018	Sports Complex	Locked gate	DG
5/1/2018	Nesbit Complex	Cut and weed whacked, blew off sidewalks	DG/JM/CP/HW
5/1/2018	Sports Complex	Opened doors at 7:30 AM, Cleaned, supplied baths, removed trash, picked up litter in playground and parking lot	JS
5/1/2018	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, removed trash and recycling	JS
5/1/2018	Police	Cleaned, supplied baths, removed trash and recycling	JS
5/1/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
5/1/2018	Bmia	Repaired front left main door	SA
5/1/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS

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5/1/2018	Library	Cleaned, supplied baths, removed trash and recycling, checked parking lot and around building for litter	JS
5/1/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
5/2/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
5/2/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped floors, removed trash	KM
5/2/2018	Library	Cleaned, supplied baths, break room, café, removed trash and recycling	KM
5/2/2018	Police	Cleaned, supplied baths, swept, mopped halls, swept squad room and holding cell, removed trash, recycling, outside trash, picked up litter at tree line	KM
5/2/2018	Public Works	Locked doors and gates	KM
5/2/2018	Senior Center	Removed trash and recycling	KM
5/2/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors	KM
5/2/2018	Municipal Building	Turned off lights and locked doors in room 10	KM
5/2/2018	Mirror Lake Beach Bldg.	Replaced faucet in ladies room	JJ/DW
5/2/2018	Stevenson's Supply	Ordered toilet for Presidential Lakes beach building	JJ/DW
5/2/2018	Mirror Lake Beach	Brought chairs, fixed grill, dropped off pressure washer, dropped off six buckets of concrete, put air conditioner in window	JJ/DW
5/2/2018	Presidential Lakes Beach	Brought chairs, turned on water and opened up Presidential Lakes beach building	JJ/DW
5/2/2018	Sports Complex	Opened doors at 7:30 AM, cleaned, supplied baths, removed trash	JS
5/2/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped court office and lobby, removed trash and recycling	JS
5/2/2018	Police	Cleaned, supplied baths, holding cells, downstairs and locker room baths, mopped squad room	JS
5/2/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling	JS
5/2/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
5/2/2018	Library	Cleaned, supplied baths, removed trash and recycling, cleaned up leaves by entrance inside and outside	JS
5/2/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
5/2/2018	HHW in Mansfield	Made two trips to pick up supplies for drop off event on Saturday	DG
5/2/2018	Train Station	Cut grass and weed whacked	JM/CP/HW

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Date	Location	Work Performed	Completed By
5/2/2018	American Legion	Cut grass and weed whacked	JM/CP/HW
5/2/2018	Cert Building	Cut grass and weed whacked	JM/CP/HW/DG
5/2/2018	Birmingham Ballfield	Cut grass and weed whacked	JM/CP/HW/DG