

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
5/17/2018	Township Buildings	Checked all A/C units	MM/CP
5/17/2018	Nesbit Building	Worked on painting punch list	MM/CP
5/17/2018	Sports Complex	Unlocked doors at 7:30 am	JS/CG
5/17/2018	Municipal Building	Emptied trash and recycling, cleaned and supplied bathrooms, and swept and mopped lobby	JS/CG
5/17/2018	Police Dept	Emptied trash, cleaned and supplied bathrooms, and cleaned holding cells	JS/CG
5/17/2018	Administration	Emptied trash and recycling, cleaned and supplied bathrooms, and cleaned Room 9	JS/CG
5/17/2018	Nesbit Bldg	Emptied trash, cleaned and supplied bathrooms, mopped floors, shampooed carpets on BCCAP side, and worked on cleaning kitchen on BCCAP side.	JS/CG
5/17/2018	Mirror Lake Beach	Assembled speaker platforms for the water carnival	JJ/DW
5/17/2018	Nesbit Building	Transported the foosball table from Headstart to DPW auction trailer	JJ/DW
5/17/2018	Little Red School House	Appointment @ 10am for supply delivery to be taken to Mirror Lake Concession Stand	JJ/DW
5/17/2018	Water Division Garage	Replaced toilet	JJ/DW
5/17/2018	Library	Repaired clogged toilet and cleaned feces from floor	JJ/DW
5/17/2018	Fleet Garage	Completed electrical work and wired lift	JR/AN
5/17/2018	DPW	Continued working on DPW project	EB/KW
5/17/2018	Veterans Park	Replaced worn flags	DG/JM
5/17/2018	DPW	Picked up 8' metal screed for concrete work	DG/JM
5/17/2018	Country Lakes Rec Bldg	Delivered a load of stone and repaired the entrance to the building	DG/JM
5/17/2018	PL Beach Building	Relocated pressure washer and 200' of hose from Mirror Lake Lifeguard Bldg to PL Beach Bldg.	DG/JM
5/17/2018	Senior Center	Obtained ceiling tile count	DG/JM
5/18/2018	Nesbit Building	Continued working on painting punch list	MM
5/18/2018	DPW	Replenished van with trash bags	JS/CG
5/18/2018	Sports Complex	Unlocked doors at 7:30 am	JS/CG
5/18/2018	Municipal Building	Emptied trash and recycling, cleaned and supplied bathrooms, and mopped courtroom. Replenished van with towels.	JS/CG
5/18/2018	Nesbit Bldg	Checked and supplied	JS/CG
5/18/2018	Dominique Johnson Bldg	Emptied trash and cleaned and supplied bathroom	JS/CG
5/18/2018	Sports Complex	Emptied trash, cleaned and supplied bathrooms and picked up trash in parking lot and on playground	JS/CG
5/18/2018	DPW Offices	Emptied trash and recycling and cleaned and supplied bathrooms	JS/CG

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Date	Location	Work Performed	Completed By
5/18/2018	DPW Garage	Emptied trash and cleaned and supplied bathroom	JS/CG
5/18/2018	DPW Yard	Dropped off recycling and filled van with gas	JS/CG
5/18/2018	BMIA	Emptied trash and cleaned and supplied bathroom	JS/CG
5/18/2018	Library	Emptied trash and recycling, cleaned and supplied bathrooms, swept and mopped front entrance, emptied exterior trash cans.	JS/CG
5/18/2018	Country Lakes Rec Bldg	Emptied trash and recycling and cleaned and supplied bathrooms	JS/CG
5/18/2018	DPW	Dropped off recycling	JS/CG
5/18/2018	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, Presidential Lakes Beach, Country Lakes Park on Tensaw Drive, Jean Ammerman Park, Pole Bridge Park, Mirror Lake Park/Basketball Court, Mirror Lake Beach, 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
5/18/2018	Mirror Lake Beach	Removed brush from the beach	HW/CP
5/18/2018	Rottau Village	Cut grass	HW/CP
5/18/2018	Lake Valley	Cut ditch area in front of Lake Valley on Vincentown Road	HW/CP
5/18/2018	DPW	Installed plywood on the paint trailer	ED/KW
5/18/2018	DPW	Continued working on DPW project	ED/KW
5/18/2018	Nesbit Bldg	Relocated carpet shampooer from the Nesbit Bldg to the Library stairwell.	DG/JM
5/18/2018	Nesbit Bldg	machine. Also repaired door closure on closet on Headstart side.	DG/JM
5/18/2018	Bayberry Dam, Hanover Dam, Mirror Lake Dam, Country Lakes Dams 1, 2 & 3, Presidential Lakes Middle Embankment and Oregon Trail Dam.	Checked all dams and removed debris.	JJ/DW
5/18/2018	Finance Office	Picked up and delivered all packages	JJ/DW
5/18/2018	DPW	Painted previously constructed speaker stands	JJ/DW
5/18/2018	Mirror Lake Concesion Bldg	Removed rope lights from DPW Office and relocated them to the Mirror Lake Concession Bldg	JJ/DW
5/18/2018	Senior Center	Removed trash bags from the building and placed bags in dumpster	JJ/DW
5/18/2018	Reflections Park	Filled in a sink hole	JJ/DW

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Date	Location	Work Performed	Completed By
5/18/2018	BMIA Bldg	Cleaned and supplied bathrooms, swept floor and removed trash	KM
5/18/2018	Dominique Johnson Bldg	Cleaned and supplied bathrooms, swept floors and removed trash from the vestibule. Relocated buffing machine to Nesbit Bldg.	KM
5/18/2018	Municipal Building	Cleaned and supplied bathrooms, swept floors, spot mopped floors and removed trash and recycling	KM
5/18/2018	Nesbit Bldg	Cleaned and supplied bathrooms, swept hall and main room and removed trash	KM
5/18/2018	Library	Cleaned and supplied bathrooms, cleaned café and break room and removed trash	KM
5/18/2018	Police Dept	Cleaned and supplied bathrooms, swept hallways and squad room and removed trash and recycling	KM
5/18/2018	DPW	Closed and locked gates	KM
5/18/2018	Sports Complex	Cleaned and supplied bathrooms and removed trash	KM
5/18/2018	DPW	Continued working on DPW project	JR/AN
5/18/2018	Trenton Road	Continued working on street light	
5/21/2018	Nesbit Bldg	Continued working on painting punch list	MM/DW
5/21/2018	Veterans Park	Picked up flags from Acme Lingo. Cut grass, weed whacked and blew off sidewalks, street and parking lot. Started mulching star.	DG/KW
5/21/2018	DPW	Removed old roof and installed new roof over oil drum area.	EB/JE
5/21/2018	DPW	Continued installation of generator for office bldg.	JR/AN
5/21/2018	Trenton Road	Continued working on street lights	JR/AN
5/21/2018	Buildings and Imagination Kingdom	Emptied trash and recycling at Municipal Building,	HW/CP
5/21/2018	Sports Complex	Cut grass	HW/CP
5/21/2018	Sports Complex	Unlocked doors at 7:30 am	JS
5/21/2018	Municipal Building	Emptied trash and cleaned and supplied bathroom	JS
5/21/2018	Police Dept	Emptied trash, cleaned and supplied bathrooms and holding cells; swept and mopped floors	JS
5/21/2018	Sports Complex	Emptied trash, cleaned and supplied bathrooms, parking lot and playground	JS
5/21/2018	DPW Offices	Emptied trash and recycling, cleaned and supplied bathrooms, vacuumed floor mats, mopped floors, covered phones during lunch break	JS
5/21/2018	DPW Garage	Emptied trash and cleaned and supplied bathrooms	JS
5/21/2018	Library	Emptied trash and recycling, cleaned and supplied bathrooms, and emptied exterior trash cans	JS
5/21/2018	Country Lakes Rec Bldg	Emptied trash and recycling and cleaned and supplied bathrooms	JS

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5/21/2018	DPW	Emptied recycling	JS
5/22/2018	Sports Complex	Unlocked doors at 7:30 am	JS
5/22/2018	Municipal Building	Emptied trash and recycling and cleaned and supplied bathrooms	JS
5/22/2018	Police Dept	Emptied trash, cleaned and supplied bathrooms and holding cells	JS
5/22/2018	Administration	Emptied trash and recycling, cleaned and supplied bathrooms, cleaned Room 9	JS
5/22/2018	Sports Complex	Emptied trash, cleaned and supplied bathrooms, parking lot and playground	JS
5/22/2018	DPW	Dropped off recycling	JS
5/22/2018	DPW Offices	Emptied trash and recycling, cleaned and supplied bathrooms, covered phones during lunch break	JS
5/22/2018	DPW Garage	Emptied trash and cleaned and supplied bathroom	JS
5/22/2018	Library	Emptied trash and recycling and cleaned and supplied bathrooms	JS
5/22/2018	Country Lakes Rec Bldg	Emptied trash and recycling and cleaned and supplied bathrooms	JS
5/22/2018	DPW	Dropped off recycling	JS
5/22/2018	Soroptomist Park	Removed dumped logs and branches, removed dead tree and cut grass	HW/JE
5/22/2018	Mirror Lake Beach	Removed brush from the beach	HW/JE
5/22/2018	Trenton Road/Veterans Park	Cut grass on sidewalks	DW
5/22/2018	PBM Road	Cut grass on sidewalks	DW
5/22/2018	Veterans Park	Mulched	DG/KW
5/22/2018	Nesbit Bldg	Continued working on painting punch list	MM
5/22/2018	Finance Office	Delivered packages	MM
5/22/2018	Police Dept	Repaired A/C	MM
5/22/2018	Municipal Building	Unclogged roof drains	MM
5/22/2018	Library	Adjusted belt on AC	MM
5/22/2018	Nesbit Bldg	Worked on AC	MM
5/22/2018	Country Lakes Rec Bldg	Unclogged toilet	JJ
5/22/2018	PL Beach Building	Hooked up water hose for lifeguards	JJ
5/22/2018	Police Dept/DPW	Measured sewer line from Police Lockerrooms to DPW Office.	JJ
5/22/2018	Home Depot	Picked up flooring order for Room 9. Stock put in boiler room of Municipal Bldg.	JJ
5/22/2018	PL Beach Building	Installed time card holder	JJ
5/22/2018	Trenton Road	Cut grass on sidewalks	JJ
5/22/2018	BMIA Bldg	kitchen sink and counters	KM

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Date	Location	Work Performed	Completed By
5/22/2018	Municipal Building	Cleaned and supplied bathrooms, swept and spot mopped floors and emptied trash	KM
5/22/2018	Nesbit Bldg	Swept and mopped hall, cleaned glass doors, and removed cob webs from bldg	KM
5/22/2018	Library	Cleaned and supplied bathrooms, cleaned café and break room, vacuumed lobby and emptied trash	KM
5/22/2018	Police Dept	Cleaned and supplied bathrooms, swept and mopped hallways and emptied trash	KM
5/22/2018	Senior Center	Removed trash bags from the building and placed bags in dumpster. Brought recycling to drop off.	KM
5/22/2018	Sports Complex	Cleaned and supplied bathrooms, emptied trash and locked doors	KM
5/23/2018	Municipal Building	Replaced missing vent cap	JJ
5/23/2018	Trenton Road	Installed flags along parade route for Memorial Day	JJ
5/23/2018	Sports Complex, Municipal Bldg, and Mirror Lake Beach Bldg	Cut grass	EB/AN
5/23/2018	Sports Complex	Completed weed whacking baseball field	EB/AN
5/23/2018	BMIA Bldg	Swept and mopped kitchen floor and cleaned refrigerator	KM
5/23/2018	Dominique Johnson Bldg	Cleaned and supplied bathrooms and emptied trash. Picked up buffing machine from Nesbit and brought to Dominique Johnson.	KM
5/23/2018	Municipal Building	Cleaned and supplied bathrooms, swept floors and emptied trash	KM
5/23/2018	Nesbit Bldg	Swept hallway	KM
5/23/2018	Library	Cleaned and supplied bathrooms, cleaned café and break room, vacuumed sitting area and employee entrance and emptied trash	KM
5/23/2018	Police Dept	Cleaned and supplied bathrooms and emptied trash	KM
5/23/2018	Senior Center	Removed trash bags from the building and placed bags in dumpster. Brought recycling to drop off.	KM
5/23/2018	Sports Complex	Cleaned and supplied bathrooms, emptied trash and locked doors	KM
5/23/2018	Trenton Rd/PBM Rd	Cut sidewalks	DW
5/23/2018	Veterans Park	Assisted with mulching	DW
5/23/2018	Trenton Road	Assisted with installing flags along parade route for Memorial Day	DW
5/23/2018	Veterans Park	Completed mulching and cleaning out beds. Repaired POW flag and installed Airforce flag.	DG/KW
5/23/2018	Nesbit Bldg	Completed painting punchlist	MM
5/23/2018	Township Buildings	Checked HVAC	MM
5/23/2018	Finance Office	Delivered packages	MM
5/23/2018	Nesbit Bldg	Repaired AC	MM

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Date	Location	Work Performed	Completed By
5/23/2018	BMIA	Unclogged toilet	MM
5/23/2018	1300 Evergreen Blvd	Delivered a recycling tote	MM
5/23/2018	Sports Complex	Unlocked doors at 7:30 am	JS
5/23/2018	Municipal Building	Emptied trash and recycling, cleaned and supplied bathrooms, vacuumed Detectives, Zoning, Records, Animal Control and all of police side (except Chief)	JS
5/23/2018	Sports Complex	Checked building	JS
5/23/2018	DPW Offices	Emptied trash, cleaned and supplied bathrooms, covered phones during lunch break	JS
5/23/2018	DPW Garage	Emptied trash, cleaned and supplied bathrooms, dropped off packages from UPS	JS
5/23/2018	DPW	Dropped off recycling	JS
5/23/2018	Library	Emptied trash and recycling and cleaned and supplied bathrooms	JS
5/23/2018	Country Lakes Rec Bldg	Emptied trash and recycling and cleaned and supplied bathrooms	JS
5/23/2018	Senior Center	Restocked supplies and instructed on use of backpack vacuum	JS
5/23/2018	DPW	Dropped off recycling	