

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
5/3/2018	BMIA	Cleaned, supplied baths, kitchen, sink, stove, refrigerator, counters, swept and mopped main floor, mopped stage, removed trash	KM
5/3/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, spot mopped, removed trash and recycling	KM
5/3/2018	Library	Cleaned, supplied baths, removed recycling	KM
5/3/2018	Police	Cleaned, supplied baths, swept floors, removed trash and recycling	KM
5/3/2018	Public Works	Locked doors and gates	KM
5/3/2018	Senior Center	Removed trash and recycling	KM
5/3/2018	Sports Complex	Cleaned, supplied baths, locked doors, removed trash	KM
5/3/2018	Imagination Kingdom	Repaired broken sprnkler lines.	JJ/DW
5/3/2018	Dominique Johnson Park, Rottau Park, Oak Island, West End Ditch	Cut and weed whacked.	DG/JM/CP/HW
5/3/2018	Sports Complex	Open doors at 7:30 AM, cleaned, supplied baths, removed trash, pick up litter in playground and parking lot	JS/CG
5/3/2018	Municipal Bldg.	Cleaned, supplied baths, swept and mopped court room, cleaned chairs, administration, grabbed supplies for buildings, removed trash and recycling	JS/CG
5/3/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS/CG
5/3/2018	Public Works	Cleaned, supplied baths, removed trash and recycling	JS/CG
5/3/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS/CG
5/3/2018	Mirror Lake Beach	Supplied	JS/CG
5/3/2018	Library	Cleaned, supplied baths, removed trash and recycling, picked up litter in parking lot, emptied outside trash	JS/CG
5/3/2018	Country Lakes Rec	Cleaned, supplied baths, swept and mopped all floors, big room, kitchen, removed trash and recycling	JS/CG
5/3/2018	Municipal Bldg.	Removed record boxes out of trailer for inspections	MM
5/3/2018	Municipal Bldg.	Checked finance for boxes and delivered to appropriate offices	MM
5/3/2018	Library	Installed breaker and motor	MM
5/3/2018	Public Works	Continued public works project	EB/JE/AN/JR/KW
5/3/2018	Imagination Kingdom	Removed and made new sprinklerbox for the sprinkler system.	JJ/DW

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5/4/2018	Public Works	Continued public works project	EB/JE/AN/JR/KW
5/4/2018	Presidential Lakes Park, Imagination Kingdom, Veteran's Park, behind old doctors' office and lots by Suns Market and BMIA	Cut and weed whacked.	
5/4/2018	Sports Complex	Opened at 7:30 AM, cleaned and supplied baths, removed trash, picked up litter in parking lot and playground	JS/CG
5/4/2018	Municipal Bldg.	Cleaned, supplied baths, cleaned, swept, mopped room 10, vacuumed finance, tax assessor and fire offices, removed trash and recycling	JS/CG
5/4/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS/CG
5/4/2018	Presidential Lakes Beach	Stocked supplies	JS/CG
5/4/2018	DPW Office	Cleaned, supplied baths, removed trash and recycling	JS/CG
5/4/2018	DPW Garage	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS/CG
5/4/2018	Library	Cleaned, supplied baths, scrubbed feces off concrete behind building, swept and mopped front entrance, picked up litter in parking lot.	JS/CG
5/4/2018	Country Lakes Rec	Cleaned, supplied baths, vacuumed offices removed trash and recycling	JS/CG
5/4/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept and mopped floor, removed trash and litter	KM
5/4/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, mopped court lobby to room 10 area, removed office trash	KM
5/4/2018	Nesbit Center	Cleaned, supplied baths, swept and mopped main room and hallway	KM
5/4/2018	Library	Cleaned, supplied baths, café, removed trash and recycling	KM
5/4/2018	Police	Cleaned, supplied baths, swept floors and halls, mopped squad room, removed trash	KM
5/4/2018	Public Works	Locked doors and gates	KM
5/4/2018	Senior Center	Removed trash and recycling	KM
5/4/2018	Sports Complex	Cleaned, supplied bath, removed trash, locked doors	KM
5/4/2018	Buildings	Escorted fire inspector for reinspection. All buildings passed inspection	MM
5/4/2018	Buildings	Checked all air conditioning units to ensure they are working properly	MM
5/4/2018	Municipal Bldg.	Checked finance for boxes and delivered to appropriate offices	MM

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Date	Location	Work Performed	Completed By
5/4/2018	Senior Center	Checked ice machine that was not making ice. Picked up parts	MM
5/7/2018	Senior Center, Mirror Lake Beach Park, Reflections and Library	Cut grass and weed whacked	DG/JM/CP/HW
5/7/2018	Triangles	Cut grass and weed whacked both triangles, cut off all mums at ground level	DG/JM/CP/HW
5/7/2018	Country Lakes Rec	Cut grass and weed whacked, went to Bayberry Park too many children	DG/JM/CP/HW
5/7/2018	1503 Red Feather Trail	Delivered recycling tote	MM
5/7/2018	219 Chippewa Trail	Delivered recycling tote	MM
5/7/2018	143 Lemmon Avenue	Delivered recycling tote	MM
5/7/2018	401 Evergreen Blvd.	Delivered recycling tote	MM
5/7/2018	Buildings	Made sure all air conditioners were up and running	MM
5/7/2018	Municipal Bldg.	Checked finance for boxes and delivered to appropriate offices	MM
5/7/2018	Senior Center	Continued working on ice machine	MM
5/7/2018	Nesbit Center	Turned on water fountain	MM
5/7/2018	Primrose Lane	Delivered recycling tote	MM
5/7/2018	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
5/7/2018	Dominique Johnson Park	Fixed bench at basketball court	JJ/DW
5/7/2018	Municipal Bldg.	Cleaned and supplied	DW
5/7/2018	Sports Complex	Cleaned and supplied	DW
5/7/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
5/7/2018	Nesbit Center	Cleaned, supplied baths, swept and mopped floors, removed trash	KM
5/7/2018	Library	Cleaned, supplied baths, café, break room, removed trash inside and outside, picked up litter outside	KM
5/7/2018	Police	Cleaned, supplied baths, swept floors and halls, removed trash	KM

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5/7/2018	Public Works	Locked doors and gates	KM
5/7/2018	Senior Center	Removed trash and recycling	KM
5/7/2018	Sports Complex	Cleaned, supplied baths, removed trash, picked up litter around building, locked doors	KM
5/7/2018	Public Works	Continued public works project	EB/JE/AN/JR/KW
5/8/2018	Mirror Lake Concession	Removed all mirrors/ per recreations request	JJ/DW
5/8/2018	Presidential Lakes Beach Bldg	Checked the status of toilet and sink that was ordered	JJ/DW
5/8/2018	Mirror Lake Lifeguard Bldg.	Built shelf for lifeguard supplies	JJ/DW
5/8/2018	Veterans Park	Checked key for breaker panel. Delivered key to Mike Pinto	JJ/DW
5/8/2018	Mirror Lake Beach Bldg.	Took cabinets to the auction trailer	JJ/DW
5/8/2018	Mirror Lake Beach Bldg.	Disposed of tree	JJ/DW
5/8/2018	Senior Center	Worked on ice machine	MM
5/8/2018	Library	Worked on AHU	MM
5/8/2018	Sports Complex	Worked on fountain	MM
5/8/2018	Sports Complex	Opened doors at 7:30 AM, cleaned, supplied baths, removed trash, checked parking lot and playground	JS
5/8/2018	Municipal Bldg.	Cleaned, supplied baths, admin, room 9, removed trash and recycling	JS
5/8/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS
5/8/2018	DPW Office	Cleaned, supplied baths, swept floors, removed trash and recycling	JS
5/8/2018	DPW Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
5/8/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and outside	JS
5/8/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
5/8/2018	Public Works	Locked doors and gates	JS
5/8/2018	Public Works	Continued public works project, framing, sheet rock, electric	EB/JE/AN/JR/KW
5/8/2018	Pemberton Browns Mills Rd.	Cut grass and weed whacked	DG/JM/CP/HW
5/8/2018	Pole Bridge Park	Cut grass, weed whacked and picked up branches in the park	DG/JM/CP/HW
5/8/2018	Country Lakes Ballfield	Cut grass and weed whacked ballfield and lot across the street	DG/JM/CP/HW
5/8/2018	County Lakes Islands, Jean Ammerman, 1st Dam on Choctaw and Island	Cut grass and weed whacked	DG/JM/CP/HW

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5/8/2018	Municipal Bldg., Field and Sports Complex	Cut grass and weed whacked	DG/JM/CP/HW
5/8/2018	Bayberry Park	Cut grass and weed whacked, took 30 feet of 2 inches of sand off walkway leading to dock	DG/JM/CP/HW
5/8/2018	Municipal Bldg.	Removed trash	JS
5/8/2018	Nesbit Center	Vacuumed carpet on BCCAP side, cleaned and stocked, swept and mopped all baths, vacuumed all cobwebs, removed trash	JS
5/9/2018	Municipal Bldg.	Retrieved boxes from the records trailer for community development, changed a light bulb over the tax collectors window	SA
5/9/2018	Dominique Johnson Bldg.	Met with the building inspector to inspect the fire panel, which passed inspection.	SA
5/9/2018	Sports Complex	Opened doors at 7:30 AM, cleaned, supplied baths, removed trash, checked parking lot and playground	JS
5/9/2018	Municipal Bldg.	Cleaned, supplied baths, vacuumed zoning, tax assessor, finance and fire offices, removed trash and recycling	JS
5/9/2018	Police	Cleaned, supplied baths, holding cells, removed trash	JS
5/9/2018	DPW Office	Cleaned, supplied baths, swept and mopped floors, removed trash and recycling	JS
5/9/2018	DPW Garage	Cleaned, supplied baths, removed trash, dropped off recycling	JS
5/9/2018	Library	Cleaned, supplied baths, removed trash and recycling	JS
5/9/2018	Country Lakes Rec	Cleaned, supplied baths, vacuumed, removed trash and recycling	JS
5/9/2018	Beach Building	Checked status of toilet and sink	JJ/DW
5/9/2018	Mirror Lake Lifeguard Bldg.	Continue building the shelf to go onto railing	JJ/DW
5/9/2018	Library	Took the carpet shampoo machine and put it on BCCAP side at Nesbit Center	JJ/DW
5/9/2018	Burlington County College	Picked up recycling flyers	JJ/DW
5/9/2018	Police Locker Room Deck	Secured all loose boards on deck	JJ/DW
5/9/2018	Senior Center	Worked on sink that was pulled off the wall in the men's room	JJ/DW
5/9/2018	Public Works	Continued public works project, framing, sheet rock, electric	EB/JE/AN/JR/KW
5/9/2018	Senior Center	Finished repairs on the ice machine	MM
5/9/2018	Water Division	Repaired ice machine water line	MM
5/9/2018	Library	Worked on HVAC motor and breakers	MM

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5/9/2018	Municipal Bldg.	Checked finance for boxes and delivered to appropriate offices	MM
5/9/2018	Buildings	Hung fire certificates	MM
5/9/2018	Public Works	Made two trips to the County Household Hazardous Waste from twp drop off	DG/JM
5/9/2018	Chippewa Trail	Picked up pipe	DG/JM
5/9/2018	Public Works	Put away and locked up safety equipment	DG/JM
5/9/2018	Public Works	Covered phones during lunch for public works office	DG
5/9/2018	Nesbit Football Field	Cut grass and striped field	CP/HW
5/9/2018	Nesbit Center	Continued cutting grass	CP/HW