

## Buildings Grounds Weekly Status Report

<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
6/7/2018	Municipal Bldg.	Cleaned and supplied baths, swept and spot mopped floors, removed trash.	KM
6/7/2018	Nesbit Center	Cleaned and supplied. Put two coats of wax on Room 105, stripped room 100.	KM
6/7/2018	Police	Cleaned, supplied baths, removed trash	KM
6/7/2018	Public Works	Locked doors and gates.	KM
6/7/2018	Senior Center	Removed trash and recycling.	KM
6/7/2018	Sports Complex	Cleaned, supplied baths, removed trash and locked doors.	KM
6/7/2018	210 Colorado Trail	Replaced broken lid.	MM
6/7/2018	Buildings	Checked HVAC.	MM
6/7/2018	Mirror Lake Bldg.	Installed lights on dock.	MM
6/7/2018	Municipal Bldg.	Checked finance for packages and delivered to offices	MM
6/7/2018	Public Works	repaired running toilet.	MM
6/7/2018	Municipal Bldg.	Weeded, checked sprinkler system and added mulch to flower beds around building and parking lots.	EB/KW
6/7/2018	Reflections Park	Started removing the walking platform.	EB/KW
6/7/2018	Veterans Park	Mowed grass and watered.	JM/DG
6/7/2018	Senior Center	Cut grass and weed whacked, blew off parking lot.	JM/DG
6/7/2018	Reflections Park	Cut grass, weed whacked, blew down entire parking lot. Watered grass.	JM/DG
6/7/2018	BMIA	Weed whacked.	JM/DG
6/7/2018	Public Works Office	Answered phones.	DG
6/7/2018	Nesbit Center	Removed sidewalk and leveled ground.	JE/DW
6/7/2018	Nesbit Center	Cut grass and weed whacked.	HW/CP
6/7/2018	Sports Complex	Opened doors at 7:30 AM. Cleaned, supplied baths, removed trash, picked up litter in playground and parking lot.	JS/CG
6/7/2018	Municipal Bldg.	Cleaned, supplied baths, administration and room 9. Dusted inside of lobby windows and ledges, cleaned window and front entrance. Swept, mopped and cleaned court room. Removed trash and recycling.	JS/CG
6/7/2018	Police	Cleaned, supplied baths, holding cells, removed trash.	JS/CG
6/7/2018	Public Works Office	Cleaned, supplied baths, vacuumed mats, removed trash.	JS/CG
6/7/2018	Public Works Garage	Cleaned, supplied baths, removed trash. Dropped off recycling.	JS/CG

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6/7/2018	Library	Cleaned, supplied baths, swept and mopped front entrance, removed trash and recycling inside and outside.	JS/CG
6/7/2018	Country Lakes Rec	Cleaned, supplied baths, swept and mopped big room, removed trash and recycling.	JS/CG
6/7/2018	Mirror Lake Concession	Continued electrical upgrades.	JR/AN
6/8/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, kitchen, swept floors, set up tables and chairs, removed trash.	KM
6/8/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
6/8/2018	Nesbit Center	Cleaned, supplied baths, swept and mopped main room, swept hall and lobby, removed trash. Picked up floor scrubber and took to Municipal Bldg. boiler room.	KM
6/8/2018	Library	Cleaned, supplied baths, café, break room, vacuumed adult area, removed trash.	KM
6/8/2018	Police	Cleaned, supplied baths, swept floors, removed trash.	KM
6/8/2018	Public Works	Locked doors and gates.	KM
6/8/2018	Senior Center	Removed trash and recycling.	KM
6/8/2018	Nesbit Center	Formed out area where sidewalk was removed, added three inches of blend and tamped down, covered hole with plywood at the end of the day.	JJ/DW
6/8/2018	Veterans Park and Reflections Park	Water grass. Moved sprinklers around.	JM/DG
6/8/2018	Mirror Lake Beach Park	Cut grass.	JM/DG
6/8/2018	Baseball Fields	Cut grass on A, B, T and 1/2 of C fields.	JM/DG
6/8/2018	Sports Complex	Opened bathrooms.	MM
6/8/2018	120 Clover Street	Delivered recycling tote.	MM
6/8/2018	305 Cayuga Trail	Replaced broken lid.	MM
6/8/2018	2434 Range Road	Delivered recycling tote and replaced lid on original tote.	MM
6/8/2018	Buildings	Checked HVAC.	MM
6/8/2018	Tensaw Park, Jean Ammerman Park and Nesbit Park.	Replaced broken and missing rails.	MM
6/8/2018	Municipal Bldg.	Picked up packages from finance and delivered to appropriate offices.	MM
6/8/2018	Municipal Bldg.	Dropped off a roll of double sided tape to police.	MM
6/8/2018	Mirror Lake Concession	Continued electrical upgrades. Finished beach building.	JR/AN
6/8/2018	Public Works Garage	Finished electrical in the back room.	JR/AN

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6/8/2018	Browns Mills town	Checked decorative street lights.	JR/AN
6/11/2018	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	HW/CP
6/11/2018	Lake Valley	Cleaned off storm drains	HW/CP
6/11/2018	Sports Complex	Opened doors at 7:30 AM. Cleaned, supplied baths, removed trash, picked up litter in playground and parking lot.	JS
6/11/2018	Municipal Bldg.	Wet vacuumed downstairs supplies area and police areas. Cleaned, supplied baths, removed trash.	JS
6/11/2018	Police	Cleaned, supplied baths and holdings cells, removed trash.	JS
6/11/2018	DPW Office	Cleaned, supplied baths, removed trash and recycling.	JS
6/11/2018	DPW Garage	Cleaned, supplied baths. Dropped off recycling.	JS
6/11/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and outside.	JS
6/11/2018	BMIA	Cleaned, supplied baths, removed trash.	KM
6/11/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors, removed trash. Removed bags of trash in the kitchen.	KM
6/11/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash, locked doors, turned off lights.	KM
6/11/2018	Nesbit Center	Cleaned supplied baths, swept rooms 100 and 105. Waxed floors, 105 completed, 100 needs more wax.	KM
6/11/2018	Police	Cleaned, supplied baths, removed trash.	KM
6/11/2018	Public Works	Locked doors and gates.	KM
6/11/2018	Senior Center	Removed trash and recycling.	KM
6/11/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors.	KM
6/11/2018	Public Works	Picked up stone for sink hole on South Lakeshore Drive.	KM
6/11/2018	Dams	Checked.	JM/DG
6/11/2018	UEZ Bldgs.	Checked buildings.	JM/DG
6/11/2018	Babe Ruth Field	Cut grass.	JM/DG

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6/11/2018	C Field	Cut grass.	JM/DG
6/11/2018	Municipal Bldg.	Started cutting field.	JM/DG
6/11/2018	Concession Bldg.	Checked to make sure it was not flooded.	JJ/DW
6/11/2018	Recreation	Worked on water carnival items.	JJ/DW
6/11/2018	Buildings	Checked building lights.	JR/AN
6/11/2018	Police	Repaired roof leak.	EB/JE
6/11/2018	Inspections	Checked leak in office.	EB/JE
6/11/2018	Municipal Bldg.	Checked pumps./Replaced a faulty pump	EB/JE
6/12/2018	Municipal Bldg.	Cleaned, supplied baths, floors, spot mopped, removed trash.	KM
6/12/2018	Nesbit Center	Cleaned, supplied baths, swept and mopped hall and small room. Small room floors waxed.	KM
6/12/2018	Library	Cleaned, supplied baths, café, break room, removed trash.	KM
6/12/2018	Police	Cleaned, supplied baths, removed trash.	KM
6/12/2018	Public Works	Locked doors and gates.	KM
6/12/2018	Senior Center	Removed trash and recycling.	KM
6/12/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors.	KM
6/12/2018	Browns Mills Post Office	Picked up sleeves for tax collector's office.	MM
6/12/2018	51 Syringa Street	Delivered recycling tote.	MM
6/12/2018	2419 Elm Street	Delivered recycling tote.	MM
6/12/2018	11 Clubhouse Road	Delivered recycling tote.	MM
6/12/2018	Buildings	Check HVAC units.	MM
6/12/2018	Library	Tightened locks.	MM
6/12/2018	Reflections Park	Took down fishing derby banners and returned to recreation.	MM
6/12/2018	Municipal Bldg.	Cut field, straightened up connex.	JM/DG
6/12/2018	Country Lakes Rec	Cut grass and weed whacked	JM/DG
6/12/2018	Bayberry Park	Cut grass and weed whacked.	JM/DG
6/12/2018	Public Works	Cleaned off John Deere zero turn mower and John Deere tractor mower.	JM/DG
6/12/2018	Municipal Bldg.	Replaced ceiling tiles that were water damaged.	JE
6/12/2018	Public Works	Continued sheet rock.	JE
6/12/2018	Municipal Bldg.	Checked sewer line to find out size of pipe.	JJ/DW
6/12/2018	Recreation	Worked on water carnival items.	JJ/DW

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6/12/2018	Mirror Lake Beach Park	Leveled out sand pile by the volley ball net. Scraped away excess dirt.	JJ/DW
6/12/2018	Dominique Johnson Bldg.	Cut grass.	HW/CP
6/12/2018	American Legion	Cut grass.	HW/CP
6/12/2018	Cert Bldg.	Cut grass.	HW/CP
6/12/2018	Sports Complex	Opened doors at 7:30 AM. Cleaned, supplied baths, removed trash.	JS
6/12/2018	Municipal Bldg.	Cleaned, supplied baths, administration and room 9. Removed trash and recycling.	JS
6/12/2018	Police	Cleaned, supplied baths, holding cells, removed trash.	JS
6/12/2018	Public Works Office	Cleaned, supplied baths, swept and mopped floors, removed trash.	JS
6/12/2018	Public Works Garage	Cleaned, supplied bathroom, removed trash. Dropped off recycling.	JS
6/12/2018	Library	Cleaned, supplied baths, removed trash and recycling.	JS
6/12/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling.	JS
6/12/2018	Library	Replaced ten lights.	JR/AN
6/12/2018	Beach Bldg.	Replaced light in bathroom.	JR/AN
6/12/2018	Police Station	Replaced light.	JR/AN
6/13/2018	BMIA	Cleaned, supplied baths, removed trash and recycling.	KM
6/13/2018	Dominique Johnson Bldg.	Cleaned, supplied, swept and mopped main floor.	KM
6/13/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash. Cleaned baths second time.	KM
6/13/2018	Library	Cleaned, supplied baths, café, removed trash.	KM
6/13/2018	Police	Cleaned, supplied baths, swept squad room and hallways, removed trash.	KM
6/13/2018	Public Works	Locked doors and gates.	KM
6/13/2018	Senior Center	Removed trash and recycling.	KM
6/13/2018	Sports Complex	Cleaned, supplied baths, removed trash and locked doors.	KM
6/13/2018	Mirror Lakes Concession	Repaired ladies bathroom door.	MM
6/13/2018	72 Tensaw Drive	Replaced tote lid.	MM
6/13/2018	Bayberry Park	Filled in washouts by fishing dock	JJ/DW
6/13/2018	Nesbit Center	Tamped down stone in forms. Worked on parking areas.	JJ/DW
6/13/2018	Sports Complex	Opened bathrooms.	JJ/DW
6/13/2018	Reflections Park	Turned water on. Moved sprinklers three times.	JM/DG
6/13/2018	Browns Mills town	Weed whacked sidewalks by old doctor's office and old auto parts store.	JM/DG

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Date	Location	Work Performed	Completed By
6/13/2018	Browns Mills Firehouse to Light	Weed whacked	JM/DG
6/13/2018	Old Trenton Road	Weed whacked both sides of road.	JM/DG
6/13/2018	Birmingham Road	Cut grass.	HW/CP
6/13/2018	Train Station	Cut grass.	HW/CP
6/13/2018	Rottau Park	Cut grass.	HW/CP
6/13/2018	Lake Valley ditch	Cut grass.	HW/CP
6/13/2018	Dominique Johnson Bldg.	Trimmed hedges and over hanging bushes over the walking bridge.	EB/JE
6/13/2018	Mirror Lake Beach Bldg.	Assisted recreation with cleaning up after school program items.	EB/JE
6/13/2018	Public Works	Continued sheet rocking.	EB/JE
6/13/2018	Mirror Lake Dock	Picked up materials for electrical work	JR/AN
6/13/2018	Buildings	Checked building lights.	JR/AN
6/13/2018	Public Works	Continued public works project.	JR/AN