

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
6/21/2018	14 Bobolink	Cut grass, weed whacked and cleaned up for code.	RB/DK/CP/KW
6/21/2018	367 Pardee Blvd.	Cut grass, weed whacked and cleaned up for code.	RB/DK/CP/KW
6/21/2018	43 Bishop Street	Cut grass, weed whacked and cleaned up for code.	RB/DK/CP/KW
6/21/2018	51 Bishop Street	Cut grass, weed whacked and cleaned up for code.	RB/DK/CP/KW
6/21/2018	46 Rancocas Road	Cut grass, weed whacked and cleaned up for code.	RB/DK/CP/KW
6/21/2018	217 Coville Drive	Boarded up, cut grass and picked up litter for code.	EB/JE/KW
6/21/2018	45 West Lakeshore Drive	Cleaned up trash for code.	EB/JE/KW
6/21/2018	Mirror Lake	Continued project.	EB/JE/KW
6/21/2018	Legion Ballfield	Cut grass.	HW/CP
6/21/2018	Train Station	Cut grass.	HW/CP
6/21/2018	Dominique Johnson	Started cutting grass.	HW/CP
6/21/2018	Sports Complex	Opened doors at 7:30 PM, cleaned, supplied baths, removed trash.	JS/CG
6/21/2018	Municipal Bldg.	Cleaned, supplied baths, administration and room 9, swept and mopped courtroom. Put away supplies. Removed trash and recycling.	JS/CG
6/21/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS/CG
6/21/2018	Public Works Garage	Cleaned, supplied baths, mopped floor, cleaned shower. Picked up supplies. Dropped off recycling.	JS/CG
6/21/2018	Library	Cleaned, supplied baths, cleaned tables. Removed trash and recycling inside and outside. Picked up litter in the parking lot.	JS/CG
6/21/2018	Library	Cut and weed whacked including retention pond.	JM/DG
6/21/2018	Imagination Kingdom	Cut grass.	JM/DG
6/21/2018	Public Works Office	Covered phones for lunch.	DG
6/21/2018	Bayberry Park	Cut grass.	JM/DG
6/21/2018	Mirror Lake Crosswalks	Painted lines.	MM
6/21/2018	Mirror Lake Parking Lot	Painted lines.	MM
6/21/2018	Presidential Lakes Beach Bldg.	Finished with water issue.	JJ/DW
6/21/2018	Mirror Lake Beach Bldg.	Continued working on water carnival items.	JJ/DW
6/21/2018	Auction Trailer	Put six tables in trailer.	JJ/DW
6/21/2018	Mirror Lake Beach Bldg.	Threw away items for recreation.	JJ/DW

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6/21/2018	BMIA	Cleaned, supplied kitchen, mopped floor, baths, swept and mopped stage, removed trash.	KM
6/21/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, spot mopped, cleaned glass doors, removed trash. Picked up litter in the parking lot.	KM
6/21/2018	Library	Cleaned, supplied baths, café, vacuumed. Removed trash.	KM
6/21/2018	Police	Cleaned, supplied baths, swept halls, removed trash and swept squad room.	KM
6/21/2018	Public Works	Locked doors and gates.	KM
6/21/2018	Senior Center	Removed trash and recycling.	KM
6/21/2018	Sports Complex	Cleaned, supplied baths, fountains, removed trash and locked doors.	KM
6/21/2018	Water Dept.	Finished electrical work - three new lights, rewired everything.	AN/JR
6/22/2018	Public Works	Gathered up concrete tools to take to Nesbit for concrete sidewalk pour	JJ/DW
6/22/2018	BMIA Bldg.	Cleaned, supplied baths, removed trash.	KM
6/22/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, spot mopped, removed trash.	KM
6/22/2018	Nesbit Center	Cleaned, supplied baths, cleaned cobwebs, removed trash.	KM
6/22/2018	Library	Cleaned, supplied baths, café, vacuumed. Removed trash.	KM
6/22/2018	Police	Cleaned, supplied baths, swept squad room, halls and holding area. Removed trash.	KM
6/22/2018	Public Works	Locked doors and gates.	KM
6/22/2018	Senior Center	Removed trash and recycling.	KM
6/22/2018	Sports Complex	Cleaned, supplied baths, removed trash and locked doors.	KM
6/22/2018	Library	Removed graffiti.	MM
6/22/2018	603 Tecumseh Trail	Delivered recycling tote.	MM
6/22/2018	Country Lakes Recreation	Delivered four chairs.	MM
6/22/2018	Country Lakes Recreation, Senior Center, Mirror Lake Concession	Checked helium tanks.	MM
6/22/2018	Country Lakes Recreation	Turned on outside water spigot.	MM
6/22/2018	Municipal Bldg.	Checked for bug in court office.	MM
6/22/2018	Municipal Bldg.	Repaired leaking toilet.	MM

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Date	Location	Work Performed	Completed By
6/22/2018	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	JM/DG
6/22/2018	Reflections Park	Form first section of walkway work for concrete.	AN/KW
6/22/2018	Dominique Johnson	Cut grass.	HW/CP
6/22/2018	Lake Valley Ditch	Cut grass.	HW/CP
6/22/2018	Presidential Lakes Park	Cut grass.	HW/CP
6/22/2018	Sports Complex	Opened doors at 7:30 PM, cleaned, supplied baths, removed trash. Picked up litter in the parking lot and playground.	JS/CG
6/22/2018	Municipal Bldg.	Cleaned, supplied baths. Swept and mopped room 10. Vacuumed zoning, cleaned windows and blinds in office. Removed trash and recycling. Picked up trash around building and parking lots.	JS/CG
6/22/2018	Police	Cleaned, supplied baths, removed trash.	JS/CG
6/22/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS/CG
6/22/2018	Public Works Garage	Cleaned, supplied bath, removed trash, dropped off recycling.	JS/CG
6/22/2018	Library	Cleaned, supplied baths, swept and mopped front entrance, cleaned and dusted glass case. Removed trash and recycling Picked up litter in parking lot.	JS/CG
6/25/2018	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	JR/AN
6/25/2018	Sports Complex	Opened doors at 7:30 AM. Cleaned, supplied baths, removed trash, picked up litter in the playground and parking lot.	JS
6/25/2018	Municipal Bldg.	Cleaned, supplied baths, removed trash.	JS
6/25/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS

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6/25/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling.	JS
6/25/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and outside.	JS
6/25/2018	Country Lakes Rec	Cleaned, supplied baths, swept and mopped kitchen and bathrooms. Removed trash and recycling.	JS
6/25/2018	Pole Bridge Park	Cut and weed whacked.	DG/CP
6/25/2018	Juliustown Road	Cut and weed whacked old doctor's office and all vacant lots around it.	DG/CP
6/25/2018	Blueberry Manor	Cut and weed whacked.	DG/CP
6/25/2018	Sports Complex	Cut five baseball fields and some areas outside of the fields.	DG/CP
6/25/2018	Reflections Park	Continued preparing for concrete.	EB/JE/KW
6/25/2018	Nesbit Center	Removed all forms, plastic, etc. Leveled out the side of the grass.	JJ/DW
6/25/2018	Mirror Lake Beach Bldg.	Continued working on water carnival items.	JJ/DW
6/25/2018	Mirror Lake Beach Bldg.	Put up two banners. Took care of bees nest.	MM
6/25/2018	Municipal Bldg.	Checked finance for packages and delivered to the appropriate offices.	MM
6/25/2018	Buildings	Checked HVAC.	MM
6/25/2018	6 Akwaala Trail	Delivered a 64 gallon tote.	MM
6/25/2018	27 Eldridge Street	Delivered recycling tote.	MM
6/25/2018	3100 Route 70	Delivered recycling tote.	MM
6/25/2018	BMIA Bldg.	Cleaned, supplied baths, removed trash.	KM
6/25/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, wiped vending machines, mopped floors, removed trash.	KM
6/25/2018	Library	Cleaned, supplied baths, break room, café, vacuumed, removed trash.	KM
6/25/2018	Police	Cleaned, supplied baths, swept squad room and holding area, removed trash and recycling.	KM
6/25/2018	Public Works	Locked doors and gates.	KM
6/25/2018	Senior Center	Removed trash and recycling.	KM
6/25/2018	Sports Complex	Cleaned, supplied baths, removed trash and locked doors.	KM
6/26/2018	Clubhouse Triangle, Veterans and Reflections	Turned on water and sprinklers.	JM/DG
6/26/2018	North Lakeshore and South Lakeshore	Cut grass.	JM/DG

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Date	Location	Work Performed	Completed By
6/26/2018	Reflections Park, Mirror Lake	Worked on water carnival items.	JJ/DW
6/26/2018	Mirror Lake	Replaced bad boards on the footbridge.	JJ/DW
6/26/2018	Dominique Johnson	Cleaned and supplied. Started buffing floors.	KM
6/26/2018	Municipal Bldg.	Cleaned, supplied baths, swept floor, removed trash	KM
6/26/2018	Nesbit Center	Cleaned, supplied baths, stocked cleaning closet.	KM
6/26/2018	Police	Cleaned, supplied baths, swept halls, squad room, removed trash.	KM
6/26/2018	Public Works	Locked doors and gates.	KM
6/26/2018	Senior Center	Removed trash and recycling.	KM
6/26/2018	Mirror Lake Lifeguard Bldg.	Put oil in the pressure washer.	MM
6/26/2018	Mirror Lake, Reflections Park	Continued painting lines on crosswalks and parking lots.	MM
6/26/2018	Recreation	Delivered packages.	MM
6/26/2018	151 Lester Street	Delivered recycling tote.	MM
6/26/2018	303 Spring Lake Blvd.	Delivered recycling tote.	MM
6/26/2018	1000 New York Road	Delivered recycling tote.	MM
6/26/2018	Inspections	Helped retrieve items for an OPRA request.	MM
6/26/2018	Reflections Park	Continued working on forms.	EB/JE/KW
6/26/2018	Sports Complex	Cut grass.	HW/CP
6/26/2018	Municipal Field	Cut grass.	HW/CP
6/26/2018	Mirror Lake Lifeguard Bldg., Reflections Park	Electrical work.	JR/AN
6/26/2018	Sports Complex	Opened doors at 7:30 AM. Cleaned, supplied baths, removed trash, picked up litter in the parking lot and playground.	JS
6/26/2018	Municipal Bldg.	Cleaned, supplied baths, administration and room 9. Removed trash and recycling.	JS
6/26/2018	Police	Cleaned, supplied baths, holding cells, removed trash.	JS
6/26/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS
6/26/2018	Public Works Garage	Cleaned, supplied bath, removed trash, dropped off recycling.	JS
6/26/2018	Library	Cleaned, supplied baths, removed trash and recycling. Picked up litter in parking lot.	JS
6/26/2018	Country Lakes Recreation	Cleaned, supplied baths, removed trash and recycling.	JS

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Date	Location	Work Performed	Completed By
6/27/2018	Mirror Lake Concession	Assisted loading items for summer recreation.	JJ/DW
6/27/2018	Presidential Lakes Beach Bldg.	Delivered two kayaks from Mirror Lake concession. Repaired vent.	JJ/DW
6/27/2018	Mirror Lake Beach Bldg.	Continued working on water carnival items.	JJ/DW
6/27/2018	Harker Wylie	Delivered two canopies from Country Lakes recreation.	JJ/DW
6/27/2018	Reflections Park	Continued working on forms.	EB/JE/KW
6/27/2018	Mirror Lake and Parking lot across from Reflections	Continued painting lines on crosswalks and parking lots.	MM
6/27/2018	Buildings	Checked HVAC.	MM
6/27/2018	Municipal Bldg.	Picked up packages from finance and delivered to appropriate offices.	MM
6/27/2018	Mirror Lake Concession	Delivered items to the school for the summer recreation program.	JM/DG
6/27/2018	Clubhouse Triangle, Veterans and Reflections	Turned on water and sprinklers.	JM/DG
6/27/2018	HHHW-Mansfield	Took a load of tires for recycling.	JM/DG
6/27/2018	South Lakeshore Drive, North Lakeshore Drive	Using John Deere cut around the lake.	JM/DG
6/27/2018	Veterans Park	Cut grass and weed whacked.	JM/DG
6/27/2018	Reflections Park	Dug up and repaired electrical lines. Repaired outlets.	JR/AN
6/27/2018	Sports Complex	Opened doors at 7:30 AM. Cleaned, supplied baths, removed trash, picked up litter in the parking lot and playground.	JS
6/27/2018	Municipal Bldg.	Cleaned, supplied baths, removed trash.	JS
6/27/2018	Police	Cleaned, supplied baths, holding cells, removed trash.	JS
6/27/2018	Nesbit Center	Checked bathrooms.	JS
6/27/2018	Dominique Johnson	Checked bathrooms.	JS
6/27/2108	DPW Office	Cleaned, supplied baths, vacuumed mats, removed trash.	JS
6/27/2018	DPW Garage	Cleaned, supplied bath, removed trash. Dropped off recycling.	JS
6/27/2018	Library	Cleaned, supplied baths, removed trash and recycling.	JS
6/27/2018	BMIA	Cleaned, supplied baths, mopped kitchen and front area, removed trash.	JS
6/27/2018	Country Lakes Recreation	Cleaned, supplied baths, vacuumed offices, removed trash and recycling.	JS
6/27/2018	309 Seminole Trail	Cut grass and weed whacked for code enforcement.	EB/AN/KW

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Date	Location	Work Performed	Completed By
6/27/2018	17 Cherokee Drive	Cut grass and weed whacked for code enforcement.	EB/AN/KW
6/27/2018	316 Kentucky Trail	Cut grass and weed whacked for code enforcement.	EB/AN/KW