

## Buildings Grounds Weekly Status Report

<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
5/31/2018	BMIA	Cleaned, supplied baths, swept floors, cleaned stove, removed trash.	KM
5/31/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, main floor, kitchen and hall. Set up tables on the main floor, removed trash.	KM
5/31/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash and recycling.	KM
5/31/2018	Police	Cleaned, supplied baths, swept halls, squad room, holding area and removed trash.	KM
5/31/2018	Public Works	Locked doors and gates.	KM
5/31/2018	Senior Center	Removed trash and recycling.	KM
5/31/2018	Sports Complex	Cleaned, supplied baths, removed trash and locked doors.	KM
5/31/2018	Senior Center	Hung sign in the front entrance.	MM
5/31/2018	Buildings	Checked air conditioning.	MM
5/31/2018	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM
5/31/2018	Mirror Lake Beach	Placed and secured three trash cans. One by the walk, gazebo and by the picnic tables	MM
5/31/2018	Buildings	Moved voting machines.	MM
5/31/2018	Presidential Lakes	Installed new lock on meter building due to vandalism of old lockset	MM
5/31/2018	Tabernacle Sod Farm	Picked up six more pallets of sod and continued installing at Reflections Park.	EB/KW
5/31/2018	Reflections Park	Weed whacked and removed branches.	JM/DG
5/31/2018	Veterans Park	Turned water on.	JM/DG
5/31/2018	South Lakeshore Drive	Took four loads of branches from the lot across from Reflections Park.	JM/DG
5/31/2018	Sports Complex	Weed whacked the retention pond.	JM/DG
5/31/2018	Wissahickon	Cut down branches at dam.	JM/DG
5/31/2018	Public Works Office	Covered phones for lunch break.	DG
5/31/2018	Public Works	Greased trailer hitch.	JM
5/31/2018	Public Works	Adjusted mowers reverse and forward speeds.	JM/DG
5/31/2018	Mirror Lake Concession	upgraded electrical panel.. Still have wiring and outlets to do	JR/AN
5/31/2018	Public Works	Continued public works project.	JE/CG
5/31/2018	Oak Pines Island	Cut grass and weed whacked.	HW/CP
5/31/2018	Lake Pemberton	Cut grass and weed whacked.	HW/CP
5/31/2018	Lake Valley Ditch	Cut grass and weed whacked.	HW/CP
5/31/2018	Presidential Lakes Park	Cut grass and weed whacked.	HW/CP

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5/31/2018	Sports Complex	Opened doors at 7:30 AM, cleaned, supplied baths, removed trash, picked up litter from playground and parking lot.	JS
5/31/2018	Municipal Bldg.	Cleaned, supplied baths, administration, room 9 removed trash and recycling. Removed dead fish from pond.	JS
5/31/2018	Police	Cleaned, supplied baths and holding cells and removed trash.	JS
5/31/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS
5/31/2018	Public Works Garage	Cleaned, supplied baths, dropped off recycling.	JS
5/31/2018	Library	Cleaned, supplied baths, vacuumed, removed trash and recycling.	JS
5/31/2018	Country Lakes Rec	Cleaned, supplied baths removed trash and recycling.	JS
5/31/2018	Reflections Park	Continued laying sod and watered.	JJ/DW
6/1/2018	304 Otter Avenue	Delivered recycling tote.	MM
6/1/2018	Buildings	Check all air conditioning units.	MM
6/1/2018	Municipal Bldg.	Checked finance for packages and delivered to appropriate offices.	MM
6/1/2018	Buildings	Worked on fire extinguisher log.	MM
6/1/2018	Sports Complex	Opened doors at 7:30 AM, cleaned, supplied baths, removed trash, picked up litter from playground and parking lot.	JS/CG
6/1/2018	Municipal Bldg.	Cleaned, supplied baths and room 10. Swept and mopped lobby floors, vacuumed fire and tax collectors' office.	JS/CG
6/1/2018	Police	Cleaned, supplied baths and holding cells and removed trash.	JS/CG
6/1/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS/CG
6/1/2018	Public Works Garage	Cleaned, supplied baths and removed trash. Dropped off recycling.	JS/CG
6/1/2018	Library	Cleaned, supplied baths, cleaned all tables and study room removed trash and recycling. Picked up litter in the parking lot. Emptied outside trash cans.	JS/CG
6/1/2018	Country Lakes Rec	Cleaned, supplied baths and recycling.	JS/CG
6/1/2018	Mirror Lake Concession	Continued electrical upgrades at the Mirror Lake concession building.	JR/AN
6/1/2018	Municipal Bldg.	Cleaned, supplied baths, swept floors, spot mopped, removed trash and recycling.	KM
6/1/2018	Nesbit Center	Cleaned, supplied baths, swept and mopped lobby, hall and main room, removed trash.	KM
6/1/2018	Library	Cleaned, supplied baths, café, break room, removed trash.	KM
6/1/2018	Police	Cleaned, supplied baths, swept, mopped squad room, hall and holding cells, removed trash.	KM

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6/1/2018	Public Works	Locked doors and gates.	KM
6/1/2018	Senior Center	Removed trash and recycling.	KM
6/1/2018	Sports Complex	Cleaned, supplied baths, removed trash, locked doors.	KM
6/1/2018	Mirror Lake Spillway	Cut grass and weed whacked.	JM/DG
6/1/2018	Library	Cut grass and weed whacked.	JM/DG
6/1/2018	Wissahickon Spillway	Started cutting grass and weed whacking.	JM/DG
6/1/2018	Municipal Bldg.	Cut grass.	JM/DG
6/1/2018	Reflections Park	Put hose and sprinklers in the shed. Finished cutting sod.	JJ/DW
6/1/2018	Nesbit Center	Fixed fence rails	JJ/DW
6/1/2018	Buildings and Imagination Kingdom	Picked up trash.	JJ/DW
6/1/2018	Public Works	Continued public works project. Spackled tire room. Sheet rocked back room.	JJ/DW
6/1/2018	Sports Complex	Cut grass and weed whacked.	HW/CP
6/4/2018	Municipal Bldg.	Picked up three 6 ft. tables and put in room 10. Removed two 8 ft. tables and chairs.	JM/KW
6/4/2018	Wissahickon Guardrails	Started weed whacking.	JM/KW
6/4/2018	Police	Removed television stand.	JM/KW
6/4/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, floors, lobby and trash. Picked up tables and chairs for elections.	KM
6/4/2018	Municipal Bldg.	Cleaned, supplied baths, floors and removed trash.	KM
6/4/2018	Nesbit Center	Cleaned, supplied baths, swept floors, stripped and waxed two offices and removed trash.	KM
6/4/2018	Police	Cleaned, supplied baths, removed trash.	KM
6/4/2018	Public Works	Locked doors and gates.	KM
6/4/2018	Senior Center	Removed trash and recycling.	KM
6/4/2018	Sports Complex	Cleaned and supplied.	KM
6/4/2018	Public Works	Continued project, spackled, sanded and painted.	EB/JE
6/4/2018	Sports Complex	Opened doors at 7:30 AM, cleaned, supplied baths, removed trash, picked up litter from playground and parking lot.	JS
6/4/2018	Municipal Bldg.	Cleaned, supplied baths, cleaned tables in room 10 for voting. Removed trash and recycling.	JS
6/4/2018	Police	Cleaned, supplied baths, holding cells, vacuumed offices, removed trash.	JS
6/4/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS

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6/4/2018	Public Works Garage	Cleaned, supplied baths, removed trash. Dropped off recycling.	JS
6/4/2018	Library	Cleaned, supplied baths, removed trash and recycling inside and outside. Picked up litter in the parking lot.	JS
6/4/2018	Country Lakes Rec	Cleaned, supplied baths, swept and mopped baths and kitchen. Removed trash and recycling.	JS
6/4/2018	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	JS
6/4/2018	Mirror Lake Concession	Continued electrical upgrades.	JR/AN
6/4/2018	Nesbit Center	Checked drainage.	JJ/DW
6/4/2018	Public Works	Cut out letters for the Water Carnival.	JJ/DW
6/4/2018	Police Trailer	Investigated leak.	JJ/DW
6/4/2018	231 Lafayette Avenue	Delivered recycling tote.	MM
6/4/2018	Vincentown Post Office	Picked up trays and sleeves for recycling/storm water mailer.	MM
6/4/2018	Buildings	Continued work on fire extinguisher log.	MM
6/4/2018	Library	Fixed sink in women's bathroom.	MM
6/5/2018	Police Locker Room	Fixed faucet in women's locker room. Replaced cracked shower drain under trailer.	JJ/DW
6/5/2018	Lowe's	Picked up 4-pack of plastic tables for recreation.	JJ/DW
6/5/2018	Polling sites	Marked out 100 ft. marks with wheel and painted lines at all polling places.	JM/HW
6/5/2018	Nesbit Center	Had 15 keys made.	JM/HW
6/5/2018	Presidential Lakes Beach Bldg.	Removed pressure washer and took to Mirror Lake Beach.	JM/HW
6/5/2018	Sports Complex	Open doors at 7:30 AM, cleaned and supplied baths, remove trash.	JS
6/5/2018	Municipal Bldg.	Cleaned and supplied baths, administration, room 9, removed trash and recycling.	JS
6/5/2018	Public Works Office	Cleaned, supplied baths, removed trash and recycling.	JS
6/5/2018	Public Works Garage	Cleaned, supplied baths, removed trash, dropped off recycling.	JS
6/5/2018	Library	Cleaned and supplied baths, removed trash and recycling.	JS

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6/5/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling.	JS
6/5/2018	Public Works Garage	Continued project.	JE
6/5/2018	Juliustown Road	Cleared branches and debris from township sign.	EB/KW
6/5/2018	Country Lakes Guardrails	Finish weed whacking.	CP
6/5/2018	Chippewa Park	Cut grass.	CP
6/5/2018	Country Lakes Ballfield	Weed whacked.	CP
6/5/2018	Country Lakes Dam	Weed whacked.	CP
6/5/2018	Chippewa Park	Weed whacked.	CP
6/5/2018	Mirror Lake Concession	Continued electrical upgrades.	JR/AN
6/5/2018	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors and lobby, removed trash.	KM
6/5/2018	Municipal Bldg.	Cleaned, supplied baths, swept and spot mopped floors, removed trash.	KM
6/5/2018	Library	Cleaned, supplied baths, café, vacuumed study 1 and 2, removed trash.	KM
6/5/2018	Police	Cleaned, supplied baths, locker rooms, swept floors, removed trash.	KM
6/5/2018	Public Works	Locked doors and gates.	KM
6/5/2018	Senior Center	Removed trash and recycling.	KM
6/5/2018	Sports Complex	Cleaned, supplied baths, removed trash and locked doors.	KM
6/5/2018	Police Locker Room	Cleaned and supplied, cleaned mildew from walls and ceiling. Mopped floor and removed trash.	KM
6/6/2018	BMIA	Cleaned, supplied baths, kitchen swept floor and removed trash	KM
6/6/2018	Municipal Bldg.	Cleaned, supplied baths, swept and spot mopped floors, removed trash.	KM
6/6/2018	Nesbit Center	Cleaned, supplied baths, stripped floor.	KM
6/6/2018	Police	Cleaned, supplied baths, swept halls and removed trash.	KM
6/6/2018	Public Works	Locked doors and gates.	KM
6/6/2018	Senior Center	Removed trash and recycling.	KM
6/6/2018	311 Serrano Trail	Delivered recycling tote.	MM
6/6/2018	111 Crescent Drive	Delivered recycling tote.	MM
6/6/2018	Buildings	Checked HVAC.	MM
6/6/2018	Nesbit Center	Replaced broken and missing rails.	MM
6/6/2018	Municipal Bldg.	Checked finance for packages and delivered to the appropriate offices.	MM
6/6/2018	Municipal Bldg.	Removed 6 foot tables from room 10 and delivered to Mirror Lake concession bldg.	MM

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<b>Date</b>	<b>Location</b>	<b>Work Performed</b>	<b>Completed By</b>
6/6/2018	Imagination Kingdom	Patched holes in matting. Showed Hainesport Township how to patch holes in matting.	JM
6/6/2018	Veterans Park and Reflections Park	Connected and turned on sprinklers.	JM
6/6/2018	Imagination Kingdom	Cut grass.	JM
6/6/2018	Clubhouse Triangle	Cut grass.	JM
6/6/2018	BMIA	Cut grass.	JM
6/6/2018	Presidential Lakes Church and Browns Mills Firehouse	Picked up election signs and cones.	JM
6/6/2018	Nesbit Center	Added stone and leveled out parking areas.	JJ/DW
6/6/2018	Nesbit Center	Started removing sidewalk and covered with plywood at the end of the day.	JJ/DW
6/6/2018	Sports Complex	Opened doors at 7:30 AM. Cleaned, supplied baths, removed trash, picked up litter in parking lot and playground.	JS
6/6/2018	Municipal Bldg.	Cleaned, supplied baths. Swept, mopped and put up chairs in room 10, removed trash.	JS
6/6/2018	Police	Cleaned, supplied baths and holding cells. Cleaned downstairs and locker room bathrooms. Removed trash.	JS
6/6/2018	Public Works Office	Cleaned, supplied baths, removed trash.	JS
6/6/2018	Public Works Garage	Cleaned, supplied baths, removed trash. Dropped off recycling.	JS
6/6/2018	Library	Cleaned, supplied baths, removed trash and recycling.	JS
6/6/2018	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling.	JS
6/6/2018	Mirror Lake Concession	Continued electrical upgrades.	JR/AN
6/6/2018	105/107 Kinsley Road	Cut and weed whacked vacant property.	EB/JE/KW
6/6/2018	Public Works	Continued public works project.	EB/JE/KW
6/6/2018	Municipal Bldg.	Checked sprinkler system. Started weeding and adding mulch to flower beds.	EB/JE/KW
6/6/2018	Country Lakes	Weed whacked and cut grass at boat launches and guardrails. Cut grass and weed whacked along water edge.	HW/CP
6/6/2018	Blueberry Manor	Cut grass and weed whacked park.	HW/CP
6/6/2018	code properies	Cut, weedwhacked, removed trash and debris. Four propeties were completed	EB/JE/HW/CP/AN KW