

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
7/26/2017	Municipal Bldg.	Assisted Joanie putting supplies away	DH
7/26/2017	Mirror Lake Beach	Weed whacked, placed trash cans for carnival, painted parking spots	DH
7/27/2017	BMIA Bldg.	Cleaned, supplied kitchen, baths, removed trash	KM
7/27/2017	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors, spot mopped, removed trash	KM
7/27/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
7/27/2017	Library	Cleaned, supplied baths, café, tables, chairs and vending machines, floor, removed trash	KM
7/27/2017	Library	Had trouble setting alarm, inner entry door, cleaned track, pushed and pulled doors on and off track, a couple of times then it was okay, rechecked and okay.	KM
7/27/2017	Police	Cleaned, supplied baths, swept floors, removed trash	KM
7/27/2017	Public Works	Locked doors and gates	KM
7/27/2017	Senior Center	Removed trash and recycling	KM
7/27/2017	Sports Complex	Cleaned, supplied baths, removed trash	KM
7/27/2017	Reflections Park	Weed whacked	JM/BM
7/27/2017	Public Works	Cleaned out side of building for equipment storage	JM/BM
7/27/2017	Mirror Lake Beach	Pulled lifeguard chair from Country Lakes and chained it up at Mirror Lake beach	JM/BM
7/27/2017	Public Works	Had to get lights on trailer repaired	JM/BM
7/27/2017	Public Works	Trailer John Deere tractor from Blue Building to Public Works	JM/BM
7/27/2017	Mirror Lake Beach	Put fence up around sand pile	JM/BM
7/27/2017	Mirror Lake Park	Put fence by playground	JM/BM
7/27/2017	Municipal Bldg.	Hung banners for National Night Out	JJ/MM
7/27/2017	Mirror Lake Beach	Turned water on by walk gate for water slide	JJ/MM
7/27/2017	Buildings	Hung up certificates in buildings	JJ/MM
7/27/2017	Pepe's Bridge	Installed orange fence to keep boats out	JJ/MM
7/27/2017	Finance	Picked up packages from Finance and delivered to various offices	JJ/MM
7/27/2017	O'Brien and Sons	Had copy of key made for use at Library.	JS/CG
7/27/2017	Municipal Bldg.	Cleaned, supplied baths, courtroom, vacuumed administration, fire office and finance office, removed trash and recycling	JS/CG
7/27/2017	Police	Cleaned, supplied baths, holding cells, removed trash	JS/CG
7/27/2017	Sports Complex	Cleaned, supplied baths, picked up litter in the parking lot and playground, removed trash	JS/CG
7/27/2017	Public Works	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS/CG

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7/27/2017	Library	Cleaned, supplied baths, picked up litter in the parking lot, removed inside and outside trash and recycling	JS/CG
7/27/2017	Country Lake Rec	Cleaned, supplied baths, swept and mopped floors, removed trash and recycling	JS/CG
7/27/2017	Dominique Johnson Bldg.	Cut grass and weed whacked	DG/HW/DW
7/27/2017	Birmingham	Cut grass and weed whacked	DG/HW/DW
7/27/2017	American Legion	Cut grass and weed whacked	DG/HW/DW
7/27/2017	Train Station	Cut grass and weed whacked	DG/HW/DW
7/27/2017	Cert	Cut grass and weed whacked field	DG/HW/DW
7/28/2017	Dominique Johnson Bldg.	Cleaned, supplied, swept and mopped floors, vestibule, doors, floor and windows	KM
7/28/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
7/28/2017	Nesbit Center	Cleaned, supplied baths, swept floors, removed trash	KM
7/28/2017	Library	Cleaned, supplied baths, café, removed trash inside and outside	KM
7/28/2017	Police	Cleaned, supplied baths, removed trash	KM
7/28/2017	Public Works	Locked doors and gates	KM
7/28/2017	Senior Center	Removed trash and recycling	KM
7/28/2017	Sports Complex	Cleaned, supplied baths, removed trash	KM
7/28/2017	Beach Building	Took quads and mules to beach building	JM/BM
7/28/2017	Beach Building	Took Public Works big boat and batteries to beach building	JM/BM
7/28/2017	505 Tecumseh Trail	Delivered recycling tote	JM/BM
7/28/2017	Beach Building	Found first aid sign and put it on Recreation's side of building	JM/BM
7/28/2017	Public Works	Picked up bee spray	JM/BM
7/28/2017	Pepe's Island	Dropped off garbage truck	JM/BM
7/28/2017	Senior Center	Picked up chairs and took to the Lifeguard Building	JM/BM
7/28/2017	Public Works	Supplied trucks for Water Carnival event	DG
7/28/2017	Public Works	Fueled up truck 15 and loaded with supplies for carnival	DG
7/28/2017	Public Works	Fueled up truck 102	DG
7/28/2017	Municipal Bldg.	Cleaned, supplied baths, mopped court room floor, removed trash and recycling, picked up supplies for Mirror Lake	JS/CG
7/28/2017	Mirror Lake Concession	Supplied	JS/CG
7/28/2017	Sports Complex	Cleaned, supplied baths, picked up trash in parking lot and playground, removed trash	JS/CG

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7/28/2017	Public Works	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS/CG
7/28/2017	Library	Cleaned, supplied baths, mopped front entrance, checked parking lot and around building, removed trash and recycling	JS/CG
7/28/2017	Country Lake Rec	Cleaned, supplied baths, vacuumed offices, removed trash and recycling	JS/CG
7/28/2017	Lake Valley Ditch	Cut grass, weed whacked	HW/DW
7/28/2017	Rottau Park	Trimmed trees	HW/DW
7/28/2017	Oak Pines	Cut grass, weed whacked	HW/DW
7/31/2017	Parks, Mirror Lake 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	EB/DH
7/31/2017	Municipal Bldg.	Cleaned, supplied baths, vacuumed Zoning, Records and Animal Control office, removed trash and recycling	JS
7/31/2017	Police	Cleaned, supplied baths, holding cells, removed trash	JS
7/31/2017	Sports Complex	Cleaned, supplied baths, removed trash, picked up litter in parking lot and playground	JS
7/31/2017	Public Works	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS
7/31/2017	Library	Cleaned, supplied baths, removed trash inside and outside	JS
7/31/2017	Country Lake Rec	Cleaned, supplied baths, mopped floors, removed trash and recycling	JS
7/31/2017	Public Works	Unloaded trucks from Water Carnival	DG/HW/DW
7/31/2017	Municipal Bldg.	Cut and weed whacked the field, trimmed parking island and main parking lot	DG/HW/DW
7/31/2017	Municipal Bldg.	Set-up and started striping field for National Night Out	DG/HW/DW
7/31/2017	Pemberton Signs	Weed whacked Pemberton signs on Magnolia Road, Four Mile Road, Route 70, Juliustown Road, Birmingham Road and Pointville Road	DG/HW/DW
7/31/2017	Country Lake Rec	Removed banners and took them to Country Lakes Recreation	JM/BM
7/31/2017	Mirror Lake Beach	Moved National Night Out banners and installed at the entrance to Country Lakes and entrance to Presidential Lakes	JM/BM
7/31/2017	Coyle Field	Took back two light towers	JM/BM

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7/31/2017	Public Works	Brought back gators and quads	JM/BM
7/31/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, vacuumed Fire, Finance, Tax Assessor, Tax Collector and Zoning, removed trash	KM
7/31/2017	Nesbit Center	Cleaned, supplied baths, swept floors, removed trash	KM
7/31/2017	Library	Cleaned, supplied baths, café, vacuumed computer room, removed trash	KM
7/31/2017	Police	Cleaned, supplied baths, removed trash	KM
7/31/2017	Public Works	Locked doors and gates	KM
7/31/2017	Senior Center	Removed trash and recycling	KM
7/31/2017	Sports Complex	Cleaned, supplied baths	KM
8/1/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, stacked chairs, swept and mopped court room, removed trash, kept bathrooms clean during National Night Out	KM
8/1/2017	Police	Cleaned, supplied baths, removed trash	KM
8/1/2017	Public Works	Locked doors and gates	KM
8/1/2017	Senior Center	Removed trash and recycling	KM
8/1/2017	Sports Complex	Cleaned, supplied baths, removed trash twice	KM
8/1/2017	Imagination Kingdom	Cut grass and checked the sprinkler system	BM/DW
8/1/2017	Municipal Bldg.	Weeded beds in parking area	BM/DW
8/1/2017	Country Lake Rec	Cut grass and weed whacked	BM/DW
8/1/2017	Municipal Bldg.	Hung up National Night Out banner	BM/DW
8/1/2017	Trenton Road	Replaced street light globe across from Little Red Schoolhouse	JR/JM
8/1/2017	Senior Center	Took apart board with hooks used for Water Carnival and put upstairs	JR/JM
8/1/2017	Municipal Bldg.	Brought light tower from Public Works and put in the field	JR/JM
8/1/2017	Byrne Forest Shop	Brought back state light tower	JR/JM
8/1/2017	Public Works	Brought boat from Public Works to Lester Street and gave D. Doty the batteries	JR/JM
8/1/2017	Mirror Lake Beach	Picked up three tents and a generator from the lifeguard building and took back to Country Lakes Recreation Bldg.	JR/JM
8/1/2017	Mirror Lake	Picked up extra trash cans around the lake, took and secured blue cans at Nesbit football field and the metal cans back to sports complex	JR/JM
8/1/2017	Mirror Lake Concession	Installed missing rails at Concession Bldg. and basketball court	JR/JM
8/1/2017	Public Works	Replaced two ballasts and four light bulbs in Public Works	JR/JM

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8/1/2017	Mirror Lake Lifeguard	Removed the folding tables and put them by the stage in the Municipal field, returned chairs to the Senior Center	EB/DH
8/1/2017	Reflections Park	Took four picnic tables and set them up in the Municipal field	EB/DH
8/1/2017	Mirror Lake	Took 4 sets of trash/recycling cans and placed in the Municipal field	EB/DH
8/1/2017	60 Clubhouse Road	Picked up buoy that had been stuck on the island and brought to Public Works	EB/DH
8/1/2017	Pepe's Island	Picked up materials left from fireworks and the orange fence from the walkway bridge	EB/DH
8/1/2017	Mirror Lake Beach	Took extra lifeguard chair back to the Country Lakes Recreation Building	EB/DH
8/1/2017	Mirror Lake Beach	Installed two rails at Mirror Lake Beach parking lot and basketball court	EB/DH
8/1/2017	Sports Complex	Opened gate for fireworks crew	DG/HW
8/1/2017	Municipal Field	Purchased a tarp and covered the stage	DG/HW
8/1/2017	Lester Street	Pick up 30 tables and 40 chairs and bring to Municipal Field	DG/HW
8/1/2017	Public Works	Clean off the following equipment with air hose and swept the insides out - Zero Turn John Deere, Sidewalk Sweeper, Stand Up Mower and Skid Steer	DG/HW
8/1/2017	Public Works	Take two light towers to the Municipal Field	DG/HW
8/1/2017	Municipal Field	Delivered two bleachers for Night Out, one from Nesbit and one from Baseball Field B	DG/HW
8/1/2017	Municipal Bldg.	Cleaned, supplied baths, Administration, Room 9, removed trash and recycling	JS
8/1/2017	Police	Cleaned, supplied baths, holding cells, removed trash	JS
8/1/2017	Deborah Hospital	Dropped off red bag	JS
8/1/2017	Sports Complex	Cleaned, supplied baths, removed trash	JS
8/1/2017	Public Works	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS
8/1/2017	Library	Cleaned, supplied baths, removed trash	JS
8/1/2017	Country Lakes Rec	Cleaned, supplied baths, mopped floors, removed trash and recycling	JS
8/2/2017	BMIA Bldg.	Cleaned, supplied baths, swept and mopped kitchen, removed trash	KM
8/2/2017	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floor, removed trash	KM
8/2/2017	Municipal Bldg.	Cleaned, supplied baths, removed trash, swept floors, spot mopped	KM
8/2/2017	Nesbit Center	Cleaned, supplied baths, swept and mopped, removed spider webs, removed trash	KM
8/2/2017	Police	Cleaned, supplied baths, removed trash	KM
8/2/2017	Public Works	Locked doors and gates	KM
8/2/2017	Senior Center	Removed trash and recycling	KM
8/2/2017	Courtroom	Swept and mopped floor wiped down all tables, put up some of the chairs	JS

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8/2/2017	Municipal Bldg.	Cleaned, supplied baths, removed trash	JS
8/2/2017	Police	Cleaned, supplied baths, removed trash	JS
8/2/2017	Sports Complex	Cleaned, supplied baths, removed trash, picked up litter in parking lot and playground	JS
8/2/2017	DPW	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS
8/2/2017	Library	Cleaned, supplied baths, dusted, cleaned up kids area, removed trash	JS
8/2/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
8/2/2017	OTC Center	Picked up recycling tote lids and took to Lester Street	JM/JR
8/2/2017	Town	Removed all National Night Out Banners and returned to Lisa	JM/JR
8/2/2017	Municipal Bldg.	Added phone cord and set up wall mount for counter phone in Tax Collector's Office	JM/JR
8/2/2017	Cert Bldg.	Patched hole in the rear of building	JM/JR
8/2/2017	Municipal Field	Removed tarp from stage, put all tables and trash cans, bleachers back where they came from	EB/DG/DH
8/2/2017	Public Works	Put supplies away	EB/DG/DH
8/2/2017	Courtroom	Set up eight tables in the Courtroom	EB/DG/DH
8/2/2017	Municipal Field	Picked up litter	EB/DG/DH
8/2/2017	427 California Trail	Delivered recycling tote	BM/DW
8/2/2017	Lester Street	Cut grass and weed whacked	BM/DW
8/2/2017	Public Works Yard	Cut grass, weed whacked and picked up any litter	BM/DW
8/2/2017	Municipal Bldg.	Weeded beds in parking area	BM/DW
8/2/2017	Municipal Field	Assisted Dave and Ed with bleachers	BM/DW