

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
8/24/2017	Browns Mills Firehouse	Completed driveway pad	JE/DH/JR/DW
8/24/2017	Public Works	Hearing test	JE/DH/DW/EB/HW/ JJ/MM/JM/
8/24/2017	Nesbit Fields	Cut grass, weed whacked and striped	EB/HW/JM
8/24/2017	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, removed trash and recycling	JS/CG
8/24/2017	Police	Cleaned, supplied baths, holding cells, removed trash	JS/CG
8/24/2017	Dominique Johnson	Let fire inspector in building	JS/CG
8/24/2017	Sports Complex	Cleaned, supplied baths, removed trash, picked up litter in the parking lot and playground	JS/CG
8/24/2017	Public Works	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS/CG
8/24/2017	Library	Cleaned, supplied baths, vacuumed front from employee area to the kid section, removed trash and recycling picked up litter in the parking lot.	JS/CG
8/24/2017	Country Lake Rec	Cleaned, supplied baths, vacuumed swept and mopped, removed trash and recycling	JS/CG
8/24/2017	Municipal Bldg.	Painted parking lines	JJ/MM
8/24/2017	Buildings	Check air conditioning units	JJ/MM
8/24/2017	Municipal Bldg.	Delivered packages from finance to the appropriate offices	JJ/MM
8/24/2017	Senior Center	Picked up lunches	JM/BM
8/24/2017	Public Works	Picked up four recycling totes from Lester Street and delivered to Public Works to be picked up for soccer fields	JM/BM
8/24/2017	Senior Center	Hung picture	BM
8/24/2017	Imagination Kingdom, Country Lakes Rec	Reset irrigation clock	BM
8/24/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
8/24/2017	Nesbit Center	Cleaned, supplied baths, swept floors, mopped lobby, removed trash	KM
8/24/2017	Library	Cleaned, supplied baths, café, break room, removed trash	KM
8/24/2017	Police	Cleaned, supplied baths, removed trash	KM
8/24/2017	Public Works	Locked doors and gates	KM
8/24/2017	Senior Center	Removed trash and recycling	KM
8/24/2017	Sports Complex	Cleaned, supplied baths, removed trash	KM
8/24/2017	Police	Wiped down and cleaned wall and baseboard in hall by Chief's office	KM
8/25/2017	Nesbit Complex	Worked on sprayer, then sprayed the Nesbit complex	BM
8/25/2017	Senior Center	Picked up lunches	BM

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
8/25/2017	Municipal Bldg.	Cleaned, supplied baths, room 10, removed trash and recycling	JS/CG
8/25/2017	Police	Cleaned, supplied baths, holding cells, worked on baseboard, removed trash	JS/CG
8/25/2017	Sports Complex	Cleaned, supplied baths, removed trash, picked up litter in the parking lot and playground	JS/CG
8/25/2017	Public Works	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS/CG
8/25/2017	Library	Cleaned, supplied baths, mopped front entrance, dusted and wiped down all tables, cleaned part of the kids area, removed trash and recycling, check parking lot	JS/CG
8/25/2017	Country Lake Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
8/25/2017	Central Jersey	Picked up parts	JJ/MM
8/25/2017	Municipal Bldg.	Changed out faucet in men's bath in administration, changed soap dispenser in both men's and ladies	JJ/MM
8/25/2017	Dominique Johnson	Picked up key from recreation for the bulletin board and hung up occupancy certificate	JJ/MM
8/25/2017	Municipal Bldg.	Picked up packages from finance and delivered to appropriate offices	JJ/MM
8/25/2017	Outer Buildings	Check air conditioning units	JJ/MM
8/25/2017	Dominique Johnson	Cleaned, supplied baths, swept floor, removed trash	KM
8/25/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
8/25/2017	Nesbit Center	Cleaned, supplied baths, swept floors, removed trash	KM
8/25/2017	Library	Cleaned, supplied baths, café, removed trash	KM
8/25/2017	Police	Cleaned, supplied baths, swept squad room, holding area, hallways, scrubbed cove base and wiped walls by time clock, removed trash	KM
8/25/2017	Public Works	Locked doors and gates	KM
8/25/2017	Senior Center	Removed trash and recycling	KM
8/25/2017	Sports Complex	Cleaned, supplied baths, removed trash	KM
8/25/2017	Nesbit	Finished weed whacking, replaced broken rails	DH
8/25/2017	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/JE
8/25/2017	Bayberry Park	Secured lids on the trash/recycling containers	JR/JE

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
8/28/2017	Dominique Johnson	Cleaned, supplied baths, removed trash	KM
8/28/2017	Municipal Bldg.	Cleaned, supplied baths, vending, swept floors, removed trash	KM
8/28/2017	Nesbit Center	Cleaned, supplied baths, swept floors, removed trash	KM
8/28/2017	Library	Cleaned, supplied baths, café, removed trash and recycling	KM
8/28/2017	Police	Cleaned, supplied baths, removed trash, worked on cove base	KM
8/28/2017	Public Works	Locked doors and gates	KM
8/28/2017	Senior Center	Removed trash and recycling	KM
8/28/2017	Sports Complex	Cleaned, supplied baths, removed trash	KM
8/28/2017	Imagination Kingdom	Marked out and painted parking areas	JM/BM
8/28/2017	Veterans Park	Pulled weeds from star landscape bed	JM/BM
8/28/2017	Municipal Bldg.	Cleaned, supplied baths, removed trash and recycling	JS
8/28/2017	Police	Cleaned, supplied baths, holding cells, worked on baseboards in hallway and squad room, removed trash	JS
8/28/2017	Sports Complex	Cleaned, supplied baths, removed trash, picked up litter in parking lot and playground	JS
8/28/2017	Public Works	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS
8/28/2017	Library	Cleaned, supplied baths, removed trash and recycling	JS
8/28/2017	Country Lake Rec	Cleaned, supplied baths, removed trash and recycling	JS
8/28/2017	Municipal Bldg.	Made repairs to roof near administration offices and between detectives and inspections, replaced vent cap	EB/DH
8/28/2017	North Lakeshore & Hydrangea	Pulled safe out of water for police	EB/DH/SA
8/28/2017	Train Station	Cut grass and weed whacked	DG/HW/DW
8/28/2017	Birmingham Field	Cut grass and weed whacked	DH/HW/DW
8/28/2017	Lake Valley Ditch	Cut grass and weed whacked	DH/HW/DW
8/28/2017	Dominique Johnson Park	Started cutting grass, did some weed whacking	DH/HW/DW
8/29/2017	Municipal Bldg.	Replaced soap dispensers in administration bathrooms. Cleaned caulk off the sink in the men's bathroom	JJ/DW
8/29/2017	Buildings	Cleaned up boiler and mechanical rooms	JJ/DW
8/29/2017	Senior Center	Changed filters on air conditioners	JJ/DW
8/29/2017	Library	Replaced soap dispenser in family bathroom	JJ/DW
8/29/2017	BMIA Bldg.	Cleaned, supplied baths, kitchen sink, counters, stove, fridge, floor, removed trash	KM

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
8/29/2017	Dominique Johnson Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
8/29/2017	Municipal Bldg.	Cleaned, supplied baths, floors, removed trash	KM
8/29/2017	Nesbit Center	Cleaned, supplied baths, swept floors, removed trash	KM
8/29/2017	Library	Cleaned, supplied baths, café, tables, chairs, vending machines and floors, removed trash	KM
8/29/2017	Police	Cleaned, supplied baths, swept floors, removed trash	KM
8/29/2017	Public Works	Locked doors and gates	KM
8/29/2017	Senior Center	Removed trash and recycling	KM
8/29/2017	Sports Complex	Cleaned, supplied baths, removed trash	KM
8/29/2017	Imagination Kingdom	Cut the asphalt for the handicap spots	JM/BM
8/29/2017	Municipal Bldg.	Moved boxes for planning and zoning to storage room and storage trailer	JM/BM
8/29/2017	Senior Center	Moved items upstairs and cleaned upstairs	JM/BM
8/29/2017	Senior Center	Hung two bulletin boards	JM/BM
8/29/2017	Lippincott's	Returned lolly columns	JM/BM
8/29/2017	Public Works	Swept break room, men's room and hallway, disposed of six broken chairs	DG
8/29/2017	Public Works	Swept hallway by office and put old metal file cabinet in metal pile	DG
8/29/2017	Public Works	Put away parts, etc., from Steve's office to upstairs	DG
8/29/2017	Public Works	Cleaned, straightened up, swept floor upstairs	DG
8/29/2017	Public Works	Cleared floor in the barn	DG
8/29/2017	Municipal Bldg.	Cleaned, supplied baths, administration, removed trash and recycling	JS
8/29/2017	Police	Cleaned, supplied baths, holding cells, removed trash	JS
8/29/2017	Sports Complex	Cleaned, supplied baths, removed trash	JS
8/29/2017	Public Works	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS
8/29/2017	Library	Cleaned, supplied baths, removed trash and recycling	JS
8/29/2017	Country Lakes Rec	Cleaned, supplied baths, mopped all floors, removed trash and recycling	JS
8/29/2017	Trenton Road	Marked out breaks on the electric line near the trailer park	JR/JE
8/29/2017	P/L Beach Bldg.	Removed refrigerator from beach building and disposed it in the public works yard	JR/JE
8/30/2017	BMIA Bldg.	Measured distance of poles for bollards and signs	JM/BM
8/30/2017	Imagination Kingdom	Continued working on handicap spots	JM/BM
8/30/2017	Senior Center	Delivered lunches	JM/BM
8/30/2017	Presidential Lakes Beach	Removed lifeguard chair and put it in enclosed area at the Country Lakes Rec Bldg.	JR/JE

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
8/30/2017	BMIA Bldg.	Spackled all nicked and damaged walls, removed all tape and strings hanging from walls and beams, checked tables and chairs, put felt pads on tables and chairs where needed.	JR/JE
8/30/2017	Municipal Bldg.	Repaired leak in the corner ceiling of room 9	EB/DH
8/30/2017	Imagination Kingdom	Trimmed all trees and shrubs	EB/DH
8/30/2017	Senior Center	Repaired roof, replaced two vent flashings	EB/DH
8/30/2017	Municipal Bldg.	Cleaned, supplied baths, vacuumed from fire office to finance and tax assessor's offices, removed trash and recycling	JS
8/30/2017	Police	Cleaned, supplied downstairs baths and locker room baths	JS
8/30/2017	O'Brien and Sons	Stopped to order Drano	JS
8/30/2017	Public Works	Cleaned, supplied baths, removed trash and recycling	JS
8/30/2017	Sports Complex	Cleaned, supplied baths, picked up litter in parking lot	JS
8/30/2017	Library	Cleaned, supplied baths, removed trash and recycling, checked parking lot	JS
8/30/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
8/30/2017	Presidential Lakes Park	Cut grass and weed whacked	HW/DW
8/30/2017	Rottau Park	Cut grass and weed whacked	HW/DW
8/30/2017	Dominique Johnson Park	Cut grass and weed whacked	HW/DW
8/30/2017	American Legion Park	Cut grass and weed whacked	HW/DW
8/30/2017	Dominique Johnson	Cleaned and supplied	KM
8/30/2017	Municipal Bldg.	Cleaned and supplied, picked up supplies for public works	KM
8/30/2017	Nesbit Center	Cleaned and supplied	KM
8/30/2017	Police	Cleaned and supplied	KM
8/30/2017	Public Works	Locked doors and gates, cleaned door, swept and mopped office, cleaned, toilets, sinks, showers, swept and mopped baths	KM
8/30/2017	Dominique Johnson	Picked up scrubber for public works office. Scrubbed floor in dpw office area	KM