

**Buildings and Grounds
Status Report
November 12, 2015 – November 18, 2015**

Buildings

- All trash has been picked up from all buildings
- Buildings are being cleaned daily
- HVAC checked daily in all buildings and filters changed as needed
- Grass cutting and weed whacking on a rotating basis
- Delivered packages to various offices from the Finance Office
- Completed stripping and waxing the floor at Dominique Johnson
- Finished painting at the Country Lakes Rec Bldg
- Repaired leaking HVAC pipe in the Municipal Building
- Checked the exterior lighting on the salt barn in DPW
- Replaced missing soap dispenser in the men's room at the Library
- Escorted exterminator to buildings for monthly maintenance
- Purchased a light for the flag at the Country Lakes Rec Bldg
- Repaired a toilet in the ladies room at the Nesbit Bldg
- Turned off and winterized water fountains at the Sports Complex
- Covered the horseshoe pegs at the Bmia building with cones
- Installed missing felt pads on the tables and chairs at the Bmia building

Parks

- Trash picked up from all parks/beaches on a rotating basis
- Transported 3 skids of playground equipment to the Presidential Lakes Fire House. Started assembling equipment. Brought cardboard and pallets back to DPW yard for disposal.
- Cleared area at Orion park for new playground equipment
- Started installing new playground equipment at Orion park in PI

Miscellaneous

- Started setting up the guardrail on Choctaw Drive
- Delivered a recycling tote to 39 Sepulga Drive and 2 South Carolina
- Transported all broken recycling totes from the DPW Yard to Lester Street
- Completed installation of guiderail on Choctaw Drive and gate
- Set up tables and chairs in the Fleet Garage for Saturday's Rabies Clinic. Removed tables and chairs after the clinic and return them to Lester Street storage.
- Picked up mailing trays and sleeves from the post office for Administration/Trash
- Gates on the Choctaw big dam have been locked
- Looked for boxes in the storage trailers for the inspections department