

## Buildings Grounds Weekly Status Report

| <b>Date</b> | <b>Location</b>        | <b>Work Performed</b>   | <b>Completed By</b>          |
|-------------|------------------------|---|------------------------------|
| 1/12/2017   | Municipal Bldg.        | Cleaned, supplied, cleaned baths, swept floors, removed trash and recycling   | KM                           |
| 1/12/2017   | Municipal Bldg.        | Opened and closed building for Juvenile Conference  | KM                           |
| 1/12/2017   | Library                | Dropped off recycling bucket  | KM                           |
| 1/12/2017   | Police                 | Cleaned, supplied, cleaned baths, removed trash   | KM                           |
| 1/12/2017   | DPW                    | Locked gates  | KM                           |
| 1/12/2017   | Senior Center          | Removed trash and recycling   | KM                           |
| 1/12/2017   | Sports Complex         | Cleaned baths   | KM                           |
| 1/12/2017   | Municipal Bldg.        | Cleaned administration, room 9 and court room.  | JS/CG                        |
| 1/12/2017   | Sports Complex         | Cleaned and supplied  | JS/CG                        |
| 1/12/2017   | DPW                    | Cleaned bathrooms and removed trash and recycling   | JS/CG                        |
| 1/12/2017   | Library                | Vacuum office, hallway areas and youth room   | JS/CG                        |
| 1/12/2017   | Country Lakes Rec      | Cleaned and supplied  | JS/CG                        |
| 1/12/2017   | Reflections Park       | Took down Christmas tree. Took Christmas tree to Lester Street for storage  | EB/EDG/DH/BM/JR/<br>HW/DW/JJ |
| 1/12/2017   | BM Firehouse           | Took down lights  | JR/DH                        |
| 1/12/2017   | Nesbit                 | Continued installing fence  | HW/BM/DG/EB/DH/<br>DW/JJ     |
| 1/12/2017   | BM Firehouse           | Repaired siding   | JR/DH                        |
| 1/12/2017   | DPW                    | Repaired GFI outlet for trucks  | JR                           |
| 1/12/2017   | All Buildings          | Checked heaters @ Municipal, DPW, Water, Country Lakes Recreation Center, Police basement and locker rooms, Senior Center, Library, Nesbit, Dominique Johnson, BMIA, Sports Complex, the Nesbit concession building and Train Station | MM                           |
| 1/12/2017   | Schneider's            | Drained hot water heater  | MM                           |
| 1/12/2017   | Nesbit                 | Painted   | JJ/DW                        |
| 1/12/2017   | Tax Collector's Office | Fixed chair   | JJ/DW                        |
| 1/13/2017   | BMIA                   | Cleaned baths and removed trash   | KM                           |
| 1/13/2017   | Dominique Johnson      | Cleaned baths, swept floors, removed trash  | KM                           |
| 1/13/2017   | Municipal Bldg.        | Cleaned baths, swept floors, removed trash  | KM                           |
| 1/13/2017   | Nesbit                 | Cleaned baths, swept floors, removed trash inside and outside.  | KM                           |
| 1/13/2017   | Library                | Cleaned baths, café, vacuumed tech room and vestibule, removed trash and recycling  | KM                           |
| 1/13/2017   | Police                 | Cleaned baths, removed trash and recycling  | KM                           |
| 1/13/2017   | DPW                    | Locked gates  | KM                           |
| 1/13/2017   | Senior Center          | Removed trash and recycling   | KM                           |
| 1/13/2017   | Sports Complex         | Cleaned and supplied  | KM                           |
| 1/13/2017   | Municipal Bldg.        | Cleaned and supplied  | JS/CG                        |

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| 1/13/2017   | DPW                    | Cleaned bathrooms and removed trash and recycling  | CG                  |
| 1/13/2017   | DPW                    | Put snow blowers away  | DG/EB               |
| 1/13/2017   | Press Avenue           | Delivered recycling tote   | DG/EB               |
| 1/13/2017   | All buildings/parks    | Picked up all trash and recycling  | DG/EB               |
| 1/13/2017   | BMIA                   | Repaired trash bin   | DG/EB               |
| 1/13/2017   | Nesbit Field           | Continued installing fence   | DH/BM/JR/HW         |
| 1/13/2017   | All buildings          | Checked heaters @ Municipal, DPW, Water, Country Lakes Recreation Center, Police basement and locker rooms, Senior Center, Library, Nesbit, Dominique Johnson, BMIA, Sports Complex, the Nesbit concession building, Train Station and CERT Bldg | MM                  |
| 1/13/2017   | Senior Center          | Moved tables from Senior Center to the Mirror Lake Beach Building  | MM                  |
| 1/13/2017   | Senior Center          | Painted  | MM                  |
| 1/13/2017   | Nesbit Center          | Set tables and chairs up for County meeting  | JJ/DW               |
| 1/13/2017   | Senior Center          | Picked up supplies at Lowes  | JJ/DW               |
| 1/13/2017   | Senior Center          | Fixed gap, weather stripped door   | JJ/DW               |
| 1/13/2017   | Senior Center          | Painted door   | JJ/DW               |
| 1/13/2017   | Senior Center          | Picked up material for 1/2 door  | JJ/DW               |
| 1/13/2017   | Senior Center          | Replaced floor mats  | JJ/DW               |
| 1/17/2017   | BMIA                   | Cleaned baths, removed trash and recycling   | KM                  |
| 1/17/2017   | Dominique Johnson      | Cleaned baths, swept floor, removed trash  | KM                  |
| 1/17/2017   | Municipal Bldg.        | Cleaned baths, swept floors, removed trash   | KM                  |
| 1/17/2017   | Nesbit Center          | Cleaned baths, removed trash   | KM                  |
| 1/17/2017   | Library                | Cleaned baths, café, break room, removed recycling and trash   | KM                  |
| 1/17/2017   | Police/Detectives      | Cleaned baths, removed recycling and trash   | KM                  |
| 1/17/2017   | DPW                    | Locked gates   | KM                  |
| 1/17/2017   | Senior Center          | Removed trash and recycling  | KM                  |
| 1/17/2017   | Country Lakes Rec      | Cleaned and supplied. Removed trash  | KM                  |
| 1/17/2017   | All buildings/parks    | Removed outside trash and recycling  | DH/JR               |
| 1/17/2017   | 19 South Lakeshore Dr. | Opened building for asbestos contractor  | DH/JR               |
| 1/17/2017   | BMIA                   | Repaired light   | DH/JR               |
| 1/17/2017   | DPW                    | Checked phone lines for gas pumps  | DH/JR               |
| 1/17/2017   | Nesbit                 | Installed gates  | BM/HW               |
| 1/17/2017   | PL Ballfield           | Repaired post on baseball backstop   | EB/DG/JJ            |
| 1/17/2017   | PL Tennis Court        | Repaired posts and double gates  | EB/DG/JJ            |
| 1/17/2017   | Norwood Avenue         | Delivered recycling tote   | EB/DG/JJ            |
| 1/17/2017   | PL Tennis Court        | Repaired tennis net  | EB/DG/JJ            |

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| 1/17/2017   | Park                   | Picked up 4 loads of leaves with truck 16  | EB/DG/JJ            |
| 1/17/2017   | Municipal Bldg./Police | Removed trash and recycling  | EB/DG/JJ            |
| 1/17/2017   | All Buildings          | Checked heaters @ Municipal, DPW, Water, Country Lakes Recreation Center, Police basement and locker rooms, Senior Center, Library, Nesbit, Dominique Johnson, BMIA, Sports Complex, the Nesbit concession building, Train Station and CERT Building | MM/DW               |
| 1/17/2017   | Senior Center          | Painted  | MM/DW               |
| 1/18/2017   | Municipal Building     | Cleaned and supplied   | EB                  |
| 1/18/2017   | Country Lakes Rec      | Cleaned and supplied   | EB                  |
| 1/18/2017   | Dominique Johnson      | Cleaned, supplied and swept  | EB                  |
| 1/18/2017   | Sports Complex         | Cleaned and supplied   | EB                  |
| 1/18/2017   | Public Works           | Cleaned and supplied   | EB                  |
| 1/18/2017   | Water Shop             | Cleaned and supplied   | EB                  |
| 1/18/2017   | Nesbit Bldg            | Cleaned, supplied and swept  | EB                  |
| 1/18/2017   | Library                | Cleaned and supplied   | EB                  |
| 1/18/2017   | Nesbit Football Field  | Completed building gates, installed gates and hardware.  | HW/BM               |
| 1/18/2017   | Imagination Kingdom    | Removed and replaced old chairs on tire swing  | HW/BM               |
| 1/18/2017   | PL Park                | Checked for damages and loose parts  | HW/BM               |
| 1/18/2017   | Tensaw Park            | Checked for damages and loose parts  | HW/BM               |
| 1/18/2017   | Jean Ammerman          | Checked for damages and loose parts  | HW/BM               |
| 1/18/2017   | Soroptomist Park       | Checked for damages and loose parts  | HW/BM               |
| 1/18/2017   | All Buildings          | Checked heaters @ Municipal, DPW, Water, Country Lakes Recreation Center, Police basement and locker rooms, Senior Center, Library, Nesbit, Dominique Johnson, BMIA, Sports Complex, the Nesbit concession building, Train Station and CERT Building | MM                  |
| 1/18/2017   | Senior Center          | Continued painting   | MM                  |
| 1/18/2017   | Buildings              | Escorted Western Pest Control for monthly maintenance at township buildings  | MM                  |
| 1/18/2017   | Nesbit Building        | Escorted phone contractor for phone line repair  | MM                  |
| 1/18/2017   | All buildings/parks    | Removed outside trash and recycling  | DH/JR               |
| 1/18/2017   | 19 South Lakeshore Dr. | Opened for asbestos contractor   | DH/JR               |
| 1/18/2017   | Fleet Garage           | Installed a 220 line for Fleet   | DH/JR               |
| 1/18/2017   | Browns Mills           | Picked up litter on sidewalks and curbs from Browns Mills Ave on PBM Road to Library   | DG/JJ/DW            |
| 1/18/2017   | Trenton Road           | Picked up litter on sidewalks and curbs from the Shell Station passed Deborah  | DG/JJ/DW            |
| 1/18/2017   | Reflections Park       | Picked up litter in parking lot area   | DG/JJ/DW            |
| 1/18/2017   | Municipal Bldg         | Cleaning and supplied bathrooms and hall areas.  | DW                  |