

**Buildings and Grounds
Status Report
October 15, 2015 – October 21, 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
- Delivered tables from the Senior Center to the BMIA Bldg
- Completed repairing sidewalks at the employee entrance of the Municipal Bldg
- Removed boards from bathrooms, turned water on and stocked bathrooms at the Presidential Lakes Beach Bldg for Clean Communities clean up on Saturday
- Installed sump pump in the Municipal Building
- Completed office build in DPW
- Continued installing lights at the DPW Salt Barn exterior
- Winterized the sprinkler systems at the Municipal Bldg and the Country Lakes Rec Bldg
- Transported tables, light poles and other supplies to Lester Street
- Transported table to the Dominique Johnson Bldg
- Repaired clogged sink at the Dominique Johnson Bldg
- Assembled LED lights and started installing in the Finance Office
- Started scrubbing, stripping and waxing the floor at the Dominic Johnson Bldg
- Continued painting at the Country Lakes Rec Bldg
- Repaired a toilet at the Nesbit Bldg
- Picked up an organ in Southampton and delivered it to the Senior Center
- Cleaned and organized storage on Lester Street
- Relocated the main computer switch in DPW for easier access
- Escorted exterminator at buildings for monthly maintenance
- Relocated paddle boats and row boats at the Lester Street Building

Parks

- Trash picked up from all parks/beaches on a rotating basis
- Grass cutting and weed whacking on a rotating basis
- Striped the Nesbit football field
- Winterized the sprinkler system at IMK
- Weeded and mulched around the exercise equipment at the Nesbit Park area
- Weeded and mulched Tensaw Drive Park
- Installed support for IMK marquee

Miscellaneous

- Picked up order from Diamond M Lumber
- Picked up and delivered lunch orders for the Senior Center
- Picked up four dumped televisions on Cherokee Drive
- Traced electric line for decorative street lighting on Trenton Road near 7-11