

**Buildings and Grounds  
Status Report  
October 22, 2015 – October 28, 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
- Replaced ceiling tiles in the Finance Office
- Continued painting in the Country Lakes Rec Building
- Completed sidewalk repairs at the Dominique Johnson Building
- Cleaned leaves/debris from the roof drains at the Municipal Building
- Repaired light in Administration
- Worked on an air compressor Mechanics garage
- Trimmed trees and bushes at the Library, Browns Mills Fire House and the Senior Center
- Painted section of parking lot area in DPW
- Installed new door lock on DPW break room door
- Repaired door in DPW lunch room
- Painted parking lot lines at the Library. Still need to paint handicap spaces.
- Transported 12 tables from the BMIA to the Court Room and set up chairs
- Put away all new tools in Supervisor's Office
- Repaired paper towel holder in ladies' room in the Municipal Bldg between Inspections and the Detective's offices
- Ran a cat 5 cable in the Police Dept to the server room
- Replaced lights in the Police Dept
- Displayed the water report and hood suppression certificate in the kitchen area of the BMIA Bldg
- Stripped kitchen floor at the Bmia building
- Repaired high hat light that was out and converted all other high hats to led
- Continued stripping the floor at the Dominique Johnson Building
- Changed out fluorescent light fixtures to led light fixtures in the finance office
- Old heater has been removed and new one has been installed at the old squad building. Waiting on pse&g to run gas line. Do not have a time yet when this is to be done
- Met with Jif inspector to go over boilers in the dpw garage and the Municipal building.  
Waiting for his report to repair minor violations
- Received final sprinkler report for Senior Center. No issues

**Parks**

- Trash picked up from all parks/beaches on a rotating basis
- Grass cutting and weed whacking on a rotating basis
- Repaired marquee at Imagination Kingdom
- Repaired bench at Bayberry Park
- Painted backboards on hoops at the basketball court at Bayberry Park

- Put fence up at wash out at the West End Park
- Trimmed trees at the Nesbit Park and the Train Station Also along walking paths
- Removed broken tree at Nesbit Park and dug out stump. Filled in hole.
- Folded tarp at Birmingham Ball Field and put in dug out
- Replaced missing fence rails at the Soroptimist Park and Chippewa Park

### **Miscellaneous**

- Picked up 2 trees at Homestead Nursery and planted at Mirror Lake and Country Lakes
- Delivered recycling totes to 309 Navajo, 610 Marie, 126 Chippewa and 9 Pear
- Picked up damaged recycling tote from 610 Marie Drive
- Stocked 7 pallets of salt in the salt barn
- Boarded up 36 Earlin Avenue
- Transported load of scrap
- Dropped off 8 recycling buckets on Ridge Road in Southampton for pumpkins
- Picked up pumpkins from Roohr's Farm and transported them to the Country Lakes Fire House
- Cleaned out the fence conex in DPW. Need to install plywood floor.
- Winterized 34 Lakehurst Road and turned off hot water heater
- Checked all flood gates on all dams and cleared all debris