

**Buildings and Grounds
Status Report
October 29, 2015 – November 4, 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
- Assisted Recreation at the Country Lakes Fire House with setting up for the Hallows Eve event and also cleaning up afterwards
- Trimmed shrubs at the Country Lakes Rec Building
- Painted handicap spots in the Library parking lot
- Painted parking lot lines at the Dominique Johnson Building
- Cut up and removed fallen tree on the sidewalk at the Senior Center
- Repaired roof leak at the Dominique Johnson Building
- Reset timers at the Dominique Johnson Building
- Rewired exterior receptacle at the Country Lakes Fire House
- Repaired organ cord at the Senior Center
- Removed tables from the Court Room and re-set all chairs
- Re-set timeclocks for day-light-savings
- Continued painting in the Country Lakes Rec Building
- Ran cable line underground at the old Pemberton First Aid Building. Also marked out electric so PSE&G knows where it is when they start digging
- Checked a faulty phone line at the library. A squirrel chewed through a wire on Evergreen causing the fire alarm to act up
- Checked another faulty phone line at the Dominique Johnson Building. Phone company was working on the wires on Scrapetown road
- Replaced broken light switch cover in the men's bathroom at the Sports Complex
- Set up Room 10 for elections. Removed tables, cleaned room and set room back up after elections.
- Adjusted door closure in the ladies room in the main bathroom in the Municipal Building
- Removed dead annuals along front walkway of the Municipal Building
- Removed dead annuals by the office sidewalk of the Country Lakes Rec Building
- Removed cones by the employee sidewalk at the Municipal Building
- Installed filter on ice machine at the Senior Center and cleaned out machine
- Removed cobwebs from light fixtures in the BMIA Building
- Replaced sink faucet in the ladies' room in the Municipal Building
- Removed Fire Prevention Week banner in the Municipal Building
- Repaired a table at the BMIA Building

Parks

- Trash picked up from all parks/beaches on a rotating basis
- Grass cutting and weed whacking on a rotating basis
- Picked up brush at Presidential Lakes Park and Beach areas
- Repaired approximately 20 holes in matting at Imagination Kingdom
- Blew all of the leaves off of the matting and equipment at IMK II
- Installed four additional engraved pavers at the Veterans Memorial Park

Miscellaneous

- Met with Arctic at Well #13. They have completed installing the heat at well # 13
- Delivered a recycling tote to 201 Salvia Street
- Painted over graffiti on light pole in front of 442 Temple
- Picked up mailing trays and sleeves at the Vincentown Post Office for recycling/storm water brochure mailings
- Installed (3) new LED lights in the DPW Yard
- Assisted with clean up in Sunbury Village
- Retrieved storage box from storage trailers for the Inspections Office
- Payment was sent out to pse&g for underground gas line at old station 199. Waiting for start date which should be shortly
- Took recycling/storm water brochures to the Vincentown Post Office for mailing