

**Buildings and Grounds  
Status Report  
December 10, 2015 – December 16, 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
- Delivered packages to various offices from the Finance Office
- Repaired dumpster gate at the Library
- Adjusted light on outside of the Library building
- Changed light bulbs inside Library
- Repaired the floor at the entranceway to the BMIA Bldg. Sealed the door sill with caulk to prevent water from entering the building.
- Removed dead plants from beds at the Municipal Building
- Hung x-mas decorations at the Municipal Building
- Installed support beams for the Police trailer
- Repaired Detectives' door in the Municipal Bldg
- Repaired employee entrance door in the Municipal Bldg
- Repaired counter edging in Tax Collectors Office
- Completed trailer supports

**Parks**

- Trash picked up from all parks/beaches on a rotating basis
- Installed border at Tensaw Park
- Put down and spread mulch at Tensaw Park
- Hauled, put down and spread mulch at Presidential Lakes Park
- Replaced a torn flag at Veterans Memorial Park
- Removed the old swing set from Tensaw Park
- Removed the bleachers from Trenton Road and took to West End basketball court.
- Dam maintenance
- Replaced three outlets on Mirror Lake Dam

**Miscellaneous**

- Employees received Right To Know, Fire Safety, Bloodborne Pathogens and Stormwater training
- Delivered recycling totes to 262 Phillips Avenue, 3 New Hampshire Road and 3 Mandan

**Winter Festival:**

- Met with Recreation at the Country Lakes Fire House and transported bags of presents and extra toys to the Blue Building at Mirror Lake
- Took down the Winter Festival banners and returned them to Recreation