

**Buildings and Grounds
Status Report
November 19, 2015 – December 2, 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
- Touched up stain on baseboards and spindles at the Country Lakes Rec Bldg
- Purchased a generator, assembled and stored at the Mirror Lake Beach Bldg
- Repaired and adjusted sliding doors at the Library
- Hung a wreath in Police Records
- Replaced emergency light batteries in buildings
- Replaced a light in the ladies restroom in the DJ Building
- Nailed and secured fascia on Country Lakes Rec Bldg
- Checked fascia boards on BMIA Bldg
- Searched for box in trailer for Code Enforcement
- Checked Browns Mills Fire House garage doors for repairs that need to be done
- Re-set light timers at the Municipal Building
- Set up Winter Festival signs at the Country Lakes Rec Bldg
- Installed the push and pull plates on the men's and ladies restroom doors at the Library.
Removed the existing locks.
- Replaced ladies restroom light at the Dominique Johnson Bldg
- Repaired door at the Detective's Office
- Checked men's restroom vent and floor drain
- Repaired ceiling light in Public Works hall way
- PSE&G changed the gas meter at the Mirror Lake Concession Bldg
- Repaired interior door handle at the Library
- Transported lights from the Mirror Lake Concession Bldg to the Browns Mills Firehouse.
Starting setting up lights per Receptions instructions.
- Replaced missing soap dispenser in the ladies room at the Library

Parks

- Trash picked up from all parks/beaches on a rotating basis
- Started installing new playground equipment at Orion park in PL
- Started installing perimeter around Orion Park playground.
- Replaced flag hook at Veterans Park
- Started installing new playground equipment at Tensaw park
- Completed park inspection reports for Blueberry Manor, Chippewa, Jean Ammerman, Nesbit, Presidential Lakes
- Continued working on xmas tree hanging lights and tree topper

Miscellaneous

- Constructed 7 x-mas tree stands
- Picked up tree at Jenkins
- Transported float to Pepe's beach for safe storage
- Picked up/delivered lunches for the Senior Center
- Picked up recycling totes from 107 Drexel Street and 417 Rhode Island Road.