

**Buildings and Grounds  
Status Report  
December 3, 2015 – December 9, 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
- Re-fueled generator
- Picked up material and repaired DPW barn roof
- Lowered flags to half staff at buildings
- Raised flags back to full staff at buildings
- Annual fire test at the Library
- Checked egress doors at the Municipal Building

**Parks**

- Trash picked up from all parks/beaches on a rotating basis
- Continued playground install at the Tensaw Drive Park
- Removed playground equipment from Presidential Lakes Park and transported to DPW

**Miscellaneous**

- Stored John Deere zero turn mowers for the winter at the beach building
- Delivered a recycling tote to 174 S. Pemberton Road and 18 Palm Avenue
- Employees attended Right to Know, Fire Safety, Bloodborne Pathogens and Stormwater training
- One B&G employee working with S&R doing leaf collection
- Picked up material from Fazzio's in Glassboro

**Winter Festival**

- Continued decorating the Fire House with Recreation for the Winter Festival
- Picked up large decorations from Wayne Leonard's and transported to the Fire House
- Picked up two bleachers from Nesbit and placed across from the Fire House
- Picked up two picnic tables from the West End Park
- Anchored the x-mas tree to the float. Set up the float on the lake, anchored and installed electric
- Picked up x-mas trees from Farmer Jacks and transported to Little Red School House area
- Picked up generator, helium tank and tents from Country Lakes Rec Bldg and transported to the Browns Mills Fire House
- Loaded truck 13 with orange plastic fence, poles, zip ties and carpet for ice sculpture
- Located signs to be placed inside of stores
- Located large stand up sign with arrow pointing right

- Set up x-mas decorations at the Municipal Building
- Assisted with Winter Festival clean up at the Browns Mills Fire House
- Stored generator in Mirror Lake Beach Bldg
- Stored indoor/outdoor carpet in Mirror Lake Beach Bldg