

**Buildings and Grounds  
Status Report  
January 21, 2016 – January 27, 2016**

**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
- Started installing hooks under kitchen cabinets in the Senior Center
- Cleared and salted all walkways and entrances to buildings
- Delivered bags of salt to each building
- Repaired leak in Administration
- Used shop vac on carpeting in Administration and Human Resources
- Ordered a new urinal for the Library
- Investigated and repaired alarm issue at the Nesbit Bldg
- Replaced ceiling tile in hallway in the Municipal Building
- Removed snow from all buildings and parking lots

**Parks**

- Trash picked up from all parks/beaches on a rotating basis
- Plowed IMK parking lot area for baseball registration

**Miscellaneous**

- Installed snow plows on trucks and prepped for snow storm
- Trimmed trees on Oak Pines Blvd., University Ave., Catesville Rd., Drexel St., S. Lakeshore Dr., Pasadena, City Line, N. Branch, Deep Run, Greenwood Bridge, Spindles Way, Mt. Misery, Hanover and Evergreen
- Plowed and treated roads from snow storm on 1/23/2016
- Treated roads and pushed slush
- Started working on sidewalks in town and Mirror Lake Dam snow removal