

**Buildings and Grounds  
Status Report  
February 11, 2016 – February 17, 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
- Opened the Library for AARP taxes
- Spackled and painted an office in the Country Lakes Rec Bldg
- Continued painting the floor in the Sports Complex Concession Stand
- Replaced broken towel dispenser by the Mechanic's sink the Fleet Garage
- Replaced the faucet in the men's room in the Municipal Building
- Escorted Fire Inspector at the Senior Ctr, Dominique Johnson Bldg and the Nesbit Bldg
- Removed all cardboard from Mirror Lake Concession Bldg
- Repaired the ice machine at the Senior Center
- Exterior PVC stairwell spindles and outside trash container has been damaged at the Bmia building. Pictures were taken and Police report was filed. Replacement spindles were ordered and are due in two weeks
- Escorted exterminator to township buildings for monthly maintenance
- Replaced leaking heater bleeder valve in the Municipal building ceiling. Removed and replaced damaged ceiling tile and cleaned up mess
- Started installing pvc piping for computer and phone lines from the Municipal building to the dpw building

**Parks**

- Trash picked up from all parks/beaches on a rotating basis
- Removed three picnic tables from the creek in the woods at the Dominique Johnson Park
- Assembled one picnic table and transported three picnic tables to Tensaw Drive Park. Chained and locked all tables to trees.
- Assembled two recycling cans and two garbage cans for parks
- Picked up brush from Tensaw Drive Park

**Miscellaneous**

- Picked up supplies from Griffith Electric for phone lines
- Repaired street lights
- Washed trucks at the Country Lakes Fire House
- Delivered a recycling tote to 7 Maine Terrace, 4A-B Meadowbrook Lane, 54 Meadowview Lane and 20 Ellen Dr.
- Lights have been repaired on the downstream of Mirror Lake dam by JCP&L
- Removed spreader box from trucks

**Abandoned Properties – Code Enforcement**

- Cleaned up debris from Ridge Road