

## Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
2/23/2017	Buildings	Checked heaters @ Municipal, DPW, Water, Country Lakes Recreation Center, Police basement and locker rooms, Senior Center, Library, Nesbit, Dominique Johnson, BMIA, Sports Complex, the Nesbit concession building, Train Station and CERT Building	MM/JJ
2/23/2017	Senior Center	Waiting on part to repair water fountain at Senior Center	MM/JJ
2/23/2017	Lester Street	Counted remaining recycling totes available	MM/JJ
2/23/2017	Nesbit Football Field	Striped the main football field	HW/DW
2/23/2017	Nesbit Football Field	Checked all trash cans emptied and put bags in	HW/DW
2/23/2017	DPW/Senior Center	Picked up skids of supplies from DPW took to Senior Center and put away	EB/CG/DH
2/23/2017	Parks	Park clean-up Chippewa Park and Spring Lake Island in process	EB/CG/DH
2/23/2017	Bayberry	Started patching the sidewalk	EB/CG/DH
2/23/2017	Municipal Bldg.	Cleaned, supplied, cleaned up water from overflow in men's room by detectives	KM
2/23/2017	Municipal Bldg.	Took two floor buffing machines to Nesbit Center	KM
2/23/2017	Nesbit Center	Cleaned, supplied baths, swept floors, removed trash	KM
2/23/2017	Police	Cleaned, supplied, removed trash	KM
2/23/2017	DPW	Cleaned up after drain back-up, wiped two doors, swept office floor, locked doors and gates	KM
2/23/2017	Senior Center	Removed trash and recycling	KM
2/23/2017	Mirror Lake Concession	Put away skid of lights	JE/JR
2/23/2017	Library	Continued with the emergency lights	JE/JR
2/23/2017	PL Firehouse	Removed lights that are hanging from siren pole and building	JE/JR
2/23/2017	Country Lakes Firehouse	Rewired commercial coffee pot	JE/JR
2/23/2017	Municipal Bldg.	Cleaned, supplied administration and room 9, vacuumed detective's office, deep cleaned clerk's offices, removed trash and recycling	JS
2/23/2017	Police	Cleaned, supplied baths	JS
2/23/2017	Municipal Bldg.	Worked on MSDS sheets	JS
2/23/2017	DPW	Cleaned, supplied baths, removed trash, recycling, dropped off recycling	JS
2/23/2017	Country Lakes Rec	Cleaned, supplied baths, vacuumed, removed trash and recycling	JS
2/23/2017	Senior Center	Took skid of supplies from DPW and put them away at the Senior Center	JM/DG
2/23/2017	DPW	Started a list of stand-up mower parts needed for upcoming season	JM/DG
2/23/2017	Library	Checked sinks for parts to order to finish repair	JM/DG
2/23/2017	106 California	Delivered recycling tote	JM/DG

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2/23/2017	DPW	Fixed rear door on UEZ trailer	JM/DG
2/23/2017	DPW	Moved stand up mower to UEZ Trailer	JM/DG
2/24/2017	BMIA Bldg.	Cleaned, supplied baths, swept and mopped kitchen, wiped counters and sink	KM
2/24/2017	Dominique Johnson Bldg.	Cleaned, supplied baths, swept and mopped floors, removed trash	KM
2/24/2017	IMK	Litter pick up at parks	KM
2/24/2017	Municipal Bldg.	Cleaned, supplied baths, removed trash, recycling, dropped off recycling	
2/24/2017	Library	Cleaned, supplied baths, café, swept break room, collected recycling and removed trash in and outside of the building	KM
2/24/2017	Police	Cleaned, supplied baths, removed trash	KM
2/24/2017	DPW	Locked doors and gates	KM
2/24/2017	Senior Center	Removed trash and recycling	KM
2/24/2017	Sports Complex	Cleaned, supplied baths, removed trash	KM
2/24/2017	DPW	Continued working on clogged toilets	MM/JM
2/24/2017	700 Pardee Blvd.	Delivered recycling tote	MM/JM
2/24/2017	22 Trainor Place	Delivered recycling tote	MM/JM
2/24/2017	234 Pemberton Blvd.	Delivered recycling tote	MM/JM
2/24/2017	Buildings	Checked heaters @ Municipal, DPW, Water, Country Lakes Recreation Center, Police basement and locker rooms, Senior Center, Library, Nesbit, Dominique Johnson, BMIA, Sports Complex, the Nesbit concession building, Train Station and CERT Building	MM/JM
2/24/2017	Parks, Mirror Lake, Bus Stops	Emptied trash/recycling cans at Birmingham Ballfield, American Legion Ballfield, Rottau Park, Lake Pemberton, Nesbit Park, West End Park, Presidential Lakes Park by Firehouse and Presidential Lakes Beach Building, Country Lakes Park on Tensaw Drive, Jean Ammerman Park, Pole Bridge Park, Mirror Lake Park/Basketball Court, Imagination Kingdom, Bayberry Park and Reflections Park. Mirror Lake - around North Lakeshore Drive and South Lakeshore Drive. Bus stops - two on Trenton Road, two in Country Lakes and two on Pemberton Browns Mills Road	DG
2/24/2017	Municipal Bldg.	Cleaned, supplied baths, cleaned up leak from Detective's bathroom, shampooed carpet from leak by Zoning, swept hallways and vacuumed entrance rugs, helped with MSDS, cleaned windows, blinds, baseboards, cabinets and vacuumed in Tax Collector's office	JS
2/24/2017	Police	Cleaned, supplied baths, removed trash and recycling	JS
2/24/2017	DPW	Removed trash and recycling	JS

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2/24/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
2/24/2017	DPW	Dropped off recycling	JS
2/24/2017	Municipal Bldg.	Check men's toilet on detective's side, turned back on and repaired	EB
2/24/2017	Bayberry Park	Filled low spots on sidewalk with concrete	EB
2/24/2017	Parks	Continued work on park clean-ups	EB/HW/DW/DH/ BM/CG
2/27/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, mopped floors, removed trash	KM
2/27/2017	Courtroom	Swept and mopped floor, set up tables and chairs, stacked the rest	KM
2/27/2017	Library	Cleaned, supplied baths, café, break room, removed trash, removed outside trash, picked up litter in parking lot	KM
2/27/2017	Police	Cleaned and supplied	KM
2/27/2017	DPW	Locked doors and gates	KM
2/27/2017	Senior Center	Removed trash and recycling	KM
2/27/2017	Municipal Bldg.	Cleaned, supplied baths, dusted windows in lobby, cleaned out rug shampoo machine, started deep cleaning detectives	JS
2/27/2017	Police	Cleaned, supplied baths, holding cells, removed trash	JS
2/27/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
2/27/2017	DPW	Removed trash and recycling	JS
2/27/2017	Library	Opened before 7:45 am	MM
2/27/2017	Courtroom	Loaded 6 plastic tables and delivered to the courtroom	MM
2/27/2017	Senior Center	Checked hot water heater/per message of no hot water	MM
2/27/2017	Parks	Continued clean-up at parks	HW/DW/BM
2/27/2017	Municipal Bldg.	Delivered packages to various offices from Finance	MM
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2/27/2017	Parks, Mirror Lake, Bus Stops	Emptied trash/recycling cans at Birmingham Ballfield, American Legion Ballfield, Rottau Park, Lake Pemberton, Nesbit Park, West End Park, Presidential Lakes Park by Firehouse and Presidential Lakes Beach Building, Country Lakes Park on Tensaw Drive, Jean Ammerman Park, Pole Bridge Park, Mirror Lake Park/Basketball Court, Imagination Kingdom, Bayberry Park and Reflections Park. Mirror Lake - around North Lakeshore Drive and South Lakeshore Drive. Bus stops - two on Trenton Road, two in Country Lakes and two on Pemberton Browns Mills Road	DH
2/27/2017	DPW	Snaked the toilets, started from the pit in the yard	EB/JE
2/28/2017	BMIA Bldg.	Cleaned, supplied baths, removed trash	KM
2/28/2017	Dominique Johnson Bldg.	Cleaned, supplied baths, removed trash	KM
2/28/2017	IMK	Litter pick up, removed trash	KM
2/28/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
2/28/2017	Nesbit Center	Cleaned, supplied baths, removed trash and recycling	KM
2/28/2017	Library	Cleaned, supplied baths, café, removed trash and recycling	KM
2/28/2017	Police	Cleaned, supplied baths, removed trash	KM
2/28/2017	DPW	Locked doors and gates	KM
2/28/2017	Senior Center	Removed trash and recycling	KM
2/28/2017	Sports Complex	Cleaned, supplied baths and removed trash	KM
2/28/2017	Municipal Bldg.	Cleaned, supplied baths, removed trash and recycling, cleaned Room 9, finished deep cleaning in Detective's office, started deep cleaning in Zoning, put supplies away	JS
2/28/2017	Police	Cleaned, supplied baths, holding cells, removed trash	JS
2/28/2017	DPW	Removed trash and recycling, dropped off recycling	JS
2/28/2017	Country Lakes Rec	Cleaned, supplied baths, mopped floors, removed trash and recycling	JS
2/28/2017	Library	Open building before 7:45 am	JJ/MM
2/28/2017	Courtroom	Picked up 6 plastic tables from the courtroom and returned to Mirror Lake Concession Bldg.	JJ/MM
2/28/2017	Buildings	Checked heaters @ Municipal, DPW, Water, Country Lakes Recreation Center, Police basement and locker rooms, Senior Center, Library, Nesbit, Dominique Johnson, BMIA, Sports Complex, the Nesbit concession building, Train Station and CERT Building	JJ/MM
2/28/2017	Senior Center	Worked on water fountain	JJ/MM
2/28/2017	DPW	Picked up boxes from the high school print shop and brought back to Public Works	JR

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2/28/2017	Country Lakes Rec	Removed service panel from the shed and took it for storage to Mirror Lake Concession Bldg.	JR
2/28/2017	Lester Street	Replaced light at Lester Street, repaired lights on little poles at Lester Street	JR
2/28/2017	Nesbit Center	Repaired light	JR
2/28/2017	Parks	Continued clean-up at parks	HW/BM/JM/DH
2/28/2017	Tensaw beach	Removed dead goose	SA
3/1/2017	BMIA Bldg.	Cleaned, supplied, mopped kitchen, wiped counters	KM
3/1/2017	Dominique Johnson Bldg.	Cleaned, supplied, baths, swept and mopped floor	KM