

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
3/9/2017	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
3/9/2017	Water Dept.	Delivered packages from finance to water garage	JJ/MM
3/9/2017	J.C. Market	Met Arctic and removed two air conditioning units	JJ/MM
3/9/2017	DPW	Continued picking up trash around yard	KM
3/9/2017	DPW	Swept offices and hallway	KM
3/9/2017	Municipal Bldg.	Wiped down chairs in room 10, cleaned blinds and window sills	KM
3/9/2017	Police	Wiped down all bathroom fixtures, removed trash	KM
3/9/2017	Municipal Bldg.	Continued picking up trash along woods line	KM
3/9/2017	Municipal Bldg.	Wiped down and disinfected counter, cashier window and vacuumed in tax collector's office, wiped window sills around court yard and administration, cleaned front door and employee door	KM
3/9/2017	Country Lakes Rec	Repaired trash bin	EB/HW
3/9/2017	P.L. Firehouse	Removed all tension from all garage doors, took apart two garage doors	EB/HW
3/9/2017	DPW	Swept up around garage and car port, cleaned up leaves by the brine tanks, cleaned break room, washed windows and doors	CG
3/9/2017	IMK	Repaired 14 holes in mat.	DG/JM
3/9/2017	Lester Street	Sorted and removed all light fixtures that were no good	DG/JM
3/9/2017	Municipal Bldg.	Put together two chairs for finance	DG/JM
3/9/2017	Library	Completed emergency light change over	JE/JR
3/9/2017	Train Station	Checked all lights and repaired eight	JE/JR
3/9/2017	Lester Street	Cleaned up lights	JE/JR
3/9/2017	Sheldon Road	Picked up recycling tote	JE/JR
3/9/2017	Trenton Road	Repaired street light	JE/JR
3/9/2017	Municipal Bldg.	Cleaned up pond and grasses	BM/DW
3/9/2017	IMK	Cleaned up leaf piles	BM/DW
3/9/2017	Baseball Fields	Checked all gate openings, dugouts, hardware and picked up trash at the Sports Complex, American Legion Field, and Birmingham Field	BM/DW
3/9/2017	BMIA	Cleaned and supplied	BM
3/9/2017	Dominique Johnson Bldg.	Cleaned and supplied	BM
3/9/2017	IMK	Picked up rocks and removed caution tape where matting was repaired, picked up litter	BM

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3/9/2017	Nesbit Center	Cleaned and supplied	BM
3/9/2017	Library	Cleaned and supplied	BM
3/9/2017	Senior Center	Removed trash and recycling	BM
3/9/2017	Sports Complex	Cleaned and supplied	BM
3/9/2017	Country Lakes Rec	Cleaned, supplied baths, mopped all floors	BM
3/9/2017	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, cleaned and swept courtroom	JS/DH
3/9/2017	Sports Complex	Cleaned supplied baths, picked up trash at playground, parking lot and field	JS/DH
3/9/2017	DPW	Dropped off recycling	JS/DH
3/9/2017	Library	Cleaned, supplied baths, vacuumed middle sections, removed trash and recycling, picked up litter outside	JS/DH
3/9/2017	Country Lakes Rec	Cleaned, supplied baths, vacuumed, swept floors, removed trash	JS/DH
3/10/2017	Buildings	Completed right to know survey at Sports Complex, BMIA, Library, Country Lakes Recreation, Nesbit Center, Dom Johnson	KM
3/10/2017	Municipal Bldg.	Supplied baths, swept floors	KM
3/10/2017	Police	Supplied baths, removed trash	KM
3/10/2017	Municipal Bldg.	Cleaned, supplied baths, vacuumed finance office and fire offices	JS
3/10/2017	Police	Cleaned, supplied baths, cells, removed trash, shoveled and salted sidewalk and wooden deck	JS
3/10/2017	Library	Cleaned, supplied baths, vacuumed kids area, removed trash	JS
3/10/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
3/10/2017	DPW	Dropped off recycling	JS
3/10/2017	Municipal Bldg.	Removed all high hat lights and installed new lights in the mayor's office	JR/JM
3/10/2017	DPW	Continued picking up trash and litter around the yard, cleaned break room	CG
3/10/2017	OTC Center	Picked up lids for recycling totes	DG/BM
3/10/2017	Lester Street	Replaced lids on recycling totes that were missing lids or had broken lids	DG/BM
3/10/2017	Lester Street	Straightened up boxes on floor and around circuit breaker, swept floor, removed trash	DG/BM
3/10/2017	BMIA Bldg.	Cleaned, supplied, salted sidewalks	DH
3/10/2017	Dominique Johnson Bldg.	Cleaned, supplied, salted sidewalks	DH
3/10/2017	IMK	Picked up litter	DH
3/10/2017	Nesbit Center	Cleaned, supplied, salted sidewalks	DH
3/10/2017	Library	Cleaned, supplied, salted sidewalks	DH
3/10/2017	Police	Cleaned, supplied, salted sidewalks	DH

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3/10/2017	Senior Center	Removed trash and recycling	DH
3/10/2017	Sports Complex	Cleaned, supplied, salted sidewalks	DH
3/10/2017	PL Firehouse	Continued working on the garage doors and fence	EB/HW
3/10/2017	Parks, Mirror Lake and 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
3/10/2017	Library	Picked up and installed new part for heater	MM/DW
3/10/2017	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/DW
3/10/2017	Municipal Bldg.	Delivered packages from finance	MM/DW
3/13/2017	DPW	Locked doors and gates	KM
3/13/2017	DPW	Swept office, swept break room, cleaned tables	KM
3/13/2017	Municipal Bldg.	Cleaned, supplied baths, disinfect door handles, swept floors, cleaned courtroom and cashier windows, swept courtroom floor and cleaned tables, removed trash	KM
3/13/2017	Police	Swept all floors, removed all trash	KM
3/13/2017	DPW	Prepared for storm, put plows on trucks, check over trucks, check fluids, wipers, etc.	JJ/MM/JM/DW/JE/JR/BM/DG/HW/EB
3/13/2017	Nesbit Center	Suppression system inspection and repair	JJ/MM
3/13/2017	Country Lakes Rec	Checked office door handle and repaired	JJ/MM
3/13/2017	Municipal Bldg.	Turned on heat in courtroom	JJ/MM
3/13/2017	Library	Repaired paper towel holders	JJ/MM
3/13/2017	Municipal Bldg.	Delivered packages from finance to inspections	JJ/MM
3/13/2017	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
3/13/2017	Buildings	Salted all sidewalks	JM/DW
3/13/2017	In Town	Salted all sidewalks	JM/DW
3/13/2017	Library	Open building before 7:45 am	JS

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3/13/2017	Municipal Bldg.	Salt the walkways and police deck	JS
3/13/2017	Municipal Bldg.	Cleaned, supplied, baths	JS
3/13/2017	Police	Cleaned, supplied baths, holding cells, removed trash	JS
3/13/2017	DPW	Dropped off recycling	JS
3/13/2017	Library	Cleaned, supplied baths, removed trash and recycling	JS
3/13/2017	Country Lakes Rec	Cleaned, supplied baths, mopped kitchen and bathrooms, removed trash and recycling	JS
3/13/2017	DPW	Stocked van with seven bags of salt	JS
3/13/2017	Municipal Bldg.	Topped off fuel on the generator	JE/JR
3/13/2017	Municipal Bldg.	Remove printers and monitors from the server room and put in trailer	JE/JR
3/13/2017	Municipal Bldg.	Picked up litter on ground	JE/JR
3/13/2017	CERT Bldg.	Turned off lights and reset timer	JE/JR
3/13/2017	Parks, Mirror Lake and 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	EB/HW
3/13/2017	DPW	Checked over snow blowers, made sure they were fueled up and ready to go, cleaned up the entire DPW yard, removed trash, organized, etc.	DG/BM
3/14/2017	Area 1	Plowed snow in Sunbury Village, Pemberton Heights, Catesville Rd., Birmingham Area, North Road Area, Lake Valley, Rottau Village, Oak Pines, Simontown, Burrs Mills Road, Stockton Bridge and Sheep Pen Hill Road	EB
3/14/2017	Area 6	Plowed snow on all roads in Country Lakes and all roads off of Lakehurst Road from Choctaw Drive to Route 70	HW/JR
3/14/2017	Oak Pines Well	Temporary repair to leak in roof	EB/HW
3/14/2017	Water Dept. Garage	Temporary repair to leak in roof	EB/HW
3/14/2017	Buildings	Shoveled, salted and maintained building sidewalks and entrances	JS/DH/DW
3/14/2017	Police	Moved filing cabinet in detective's office	DH/DW
3/14/2017	Area 2	Plowed snow on all roads in Blueberry Manor, UEZ Business District, Clubhouse Road area, Newcomb Drive area	JE/BM

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Date	Location	Work Performed	Completed By
3/14/2017	Area 3	Plowed snow on all roads from Pemberton Boulevard to dead ends off of East Lakeshore Drive, and roads off of Trenton Road	MM/JJ
3/14/2017	Police	Repaired leaking window in sergeant's office	MM/JJ
3/14/2017	DPW	Repaired boiler that was not running properly	MM/JJ
3/14/2017	Area 5	Plowed all roads from South Lakeshore Drive to Ridge Road, including Ridgeview Avenue and the Pole Bridge area.	JM/DG
3/14/2017	Municipal Bldg.	Inspected leaking roof in clerk's and administrator's offices	JM/DG
3/14/2017	DPW	Swept office floor, cleaned baths, cleaned tables in break room	KM
3/14/2017	Municipal Bldg.	Cleaned, supplied and wiped down baths, cleaned all toilets and sinks thoroughly including the base of toilets, swept floors, wiped baseboards in hallways, vacuumed tax collector's office, swept room 10, disinfected council bench, vacuumed mail room, removed trash	KM
3/14/2017	Police	Cleaned, supplied baths, swept floor, removed trash	KM
3/15/2017	DPW	Locked doors and gates	KM
3/15/2017	DPW	Cleaned baths and removed trash, swept offices, hallways and break room, wiped tables in break room	KM
3/15/2017	Municipal Bldg.	Cleaned, supplied, wiped down tile walls in baths, cleaned, wiped down and removed gum from chairs in the court room, removed trash	KM
3/15/2017	Police	Vacuumed area by waiting room, wiped down tables and chairs in the squad room, swept floor, removed trash	KM
3/15/2017	Train Station/Library	Escorted for fire inspector for initial inspection at Train Station and reinspection at Library	JM/JR
3/15/2017	Municipal Bldg.	Removed computer items from administration	JM/JR
3/15/2017	Country Lakes Rec	Replaced the kick down stop on the front door	JM/JR
3/15/2017	Country Lakes Rec	Replaced sconce light bulbs	JM/JR
3/15/2017	CERT Bldg.	Repaired four emergency lights	JM/JR
3/15/2017	Municipal Bldg.	Repaired lights in Room 10	JM/JR
3/15/2017	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
3/15/2017	Senior Center	Replaced part on the water fountain	JJ/MM
3/15/2017	Finance	Delivered packages	JJ/MM

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3/15/2017	Buildings	Escorted Western Pest Control	JJ/MM
3/15/2017	JC's Market	Opened building for contractor	JJ/MM
3/15/2017	Dominique Johnson Bldg.	Fixed door	JJ/MM
3/15/2017	Municipal Bldg.	Salted sidewalks	JS
3/15/2017	Municipal Bldg.	Cleaned, supplied baths, cleaned spot in carpet in animal control	JS
3/15/2017	Police	Cleaned, supplied baths, holding cells, locker room, removed trash	JS
3/15/2017	DPW	Cleaned, supplied baths, removed trash and recycling	JS
3/15/2017	Library	Cleaned, supplied all baths, swept front entrance, removed trash	JS
3/15/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
3/15/2017	DPW	Dropped off recycling	JS
3/15/2017	Buildings	Salted entrances and sidewalks at Country Lakes Rec, Library, BMIA, Dominique Johnson, Nesbit and in town	DG/DH/BM/DW
3/15/2017	Train Station	Picked up limbs	EB/HW
3/15/2017	Presidential Lakes Park	Picked up limbs and trash	EB/HW
3/15/2017	Presidential Lakes Beach	Picked up limbs	EB/HW
3/15/2017	Chippewa Park	Replaced two rails and removed small tree	EB/HW
3/15/2017	Jean Ammerman Park	Picked up branches	EB/HW
3/15/2017	Tensaw Beach/Park	Picked up trash	EB/HW