

## **Buildings and Grounds**

### **Status Report February 25, 2016 – March 2, 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
- Completed painting the Sports Complex Concession
- Completed fire violations at the Senior Center, Dominique Johnson Building and the Nesbit Center
- Continued shampooing the carpets at the Country Lakes Rec Building
- Picked up parts to repair outside trash container at the Dominique Johnson Building
- Replaced a ceiling tile at the Dominique Johnson Building
- Finished spackling and painting the office at the Country Lakes Rec Building
- Spray buffed big room, hallway, kitchen and bathroom at Country Lakes Rec Building, Nesbit and The Dominique Johnson Building
- Repaired the exterior trash bin at the BMIA Building
- Picked up spindles from Diamond M Lumber and replaced the exterior spindles on the steps at the BMIA Building.
- Mopped and buffed the Court Room floor
- Moved Township Clerk files from old conex to the new storage trailer. First conex trailer is completely empty
- Repaired a light in Administration
- Completed installing underground conduit and pull boxes from Municipal Building to the dpw building
- Started roof maintenance on the Municipal building. Waiting for warmer weather to finish

#### **Parks**

- Trash picked up from all parks/beaches on a rotating basis
- Started park reports
- Finished replenishing playground mulch at Tensaw Park
- Picked up brush from Veterans Memorial Park
- Removed the old picnic table from Country Lakes Park and transported to Presidential Lakes Beach. Placed near the beach building and locked up.
- Replaced Air Force, Marine and Army flags at Veterans Memorial Park
- Repaired rail at Country Lakes Park
- Cut up tree at Nesbit Park
- Replaced two rails at Nesbit Park

- Picked up brush at Dominique Johnson Park and Pole Bridge
- Removed fallen limbs from Pole Bridge park and removed tree that fell across the road on Quail Run that a resident reported

### **Miscellaneous**

- Retrieved a box from the storage trailers for Inspections
- Picked up envelopes from the BCC Print Shop for the Court Office
- Started constructing and installing caps on the parking lot guardrails in front of the DPW Buildings
- Removed an abandoned flooded boat and a paddle boat from Country Lakes. Paddle boat placed in the impound lot. Bayliner boat disposed of in dumpster. No fuel or oil leak to lake. Registration was run by Police. No hin number on boat. Hin number was removed when the motor was removed.
- Set mice traps in storage conex
- Repaired a street light near Dunkin Donuts. One was our the other two were Dunkin Donuts. All are working now