

## Buildings Grounds Weekly Status Report

Location	Work Performed	Completed By
Municipal Bldg.	Defensive Driving Class	DH/JJ/MM/KM/JR/DW
West End Park	Cleaned up, removed overgrowth and sand from sidewalk near roadway outside of park	DH/DW
Municipal Bldg.	Cleaned up leaves and debris	JJ
Senior Center	Picked up parts at Groves	JJ
Buildings	Escorted fire inspector for inspections at Dominique Johnson Bldg., Nesbit Center and Senior Center	JM
Senior Center	Replaced light on emergency light	JR/JM
Senior Center	Replaced faulty surge protector	JR/JM
Nesbit Center	Cleaned, supplied, mopped floors and removed trash	BM/CG
Dominique Johnson	Cleaned, supplied, mopped floors and removed trash	BM/CG
Sports Complex	Cleaned, supplied picked up trash around building	BM/CG
IMK	Picked up litter	BM/CG
Library	Cleaned, supplied baths, mopped floor, removed trash	BM/CG
Municipal Bldg.	Cleaned, supplied and removed trash	BM/CG
Police	Cleaned, supplied and removed trash	BM/CG
301 Odd Fellows Road	Delivered recycling tote	DG/HW
245 Lafayette Avenue	Delivered recycling tote	DG/HW
Nesbit Center	Removed the 2 by 4's from the footers on the goal post and installed fill dirt around the posts.	DG/HW
Rails to Trails	Removed branches	DG/HW
Pole Bridge Park	Picked up litter	DG/HW
Jean Ammerman Park	Changed basketball nets	DG/HW
Presidential Lakes Park	Picked up trash and branches	DG/HW
Nesbit Football Field	Picked up two bags of trash from the fence line	DG/HW
Nesbit Tennis Courts	Picked up one bag of trash	DG/HW
Dominique Johnson Park	Picked up trash	DG/HW
DPW	Installed temporary drain line to sink in mechanic's garage	EB/JE
Police	Replaced fob striker on squad room door	EB/JE
BMIA	Cleaned, supplied baths, stocked closet	KM
Dominique Johnson	Cleaned, supplied baths, swept floor, removed trash	KM
Municipal Bldg.	Cleaned, supplied baths, swept floors, removed leaves and trash	KM
Nesbit Center	Cleaned, supplied baths, swept floors, stocked closet and removed trash	KM

## Buildings Grounds Weekly Status Report

Location	Work Performed	Completed By
Library	Cleaned, supplied baths, café, cleaned up leaves, vacuumed vestibule and employee entrance, removed trash and recycling	KM
Police	Cleaned, supplied baths and removed trash	KM
DPW	Locked doors and gates	KM
Senior Center	Removed trash and recycling	KM
Municipal Bldg.	Cleaned, supplied baths, cleaned Room 9, spot mopped court room, removed trash	JS/DG
Police	Cleaned, supplied baths and holding cells, removed trash	JS/DG
Nesbit Center	Checked, supplied	JS/DG
Dominique Johnson	Cleaned, supplied baths	JS/DG
Sports Complex	Cleaned, supplied baths, check playground parking lot	JS/DG
DPW	Removed trash and recycling	JS/DG
BMIA	Cleaned, supplied baths, swept floor	JS/DG
Library	Cleaned, supplied baths, removed trash and recycling	JS/DG
Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS/DG
Senior Center	Drop off supplies	JS/DG
Municipal Bldg.	Removed sand from main lot. Removed leaves	JM/CG/BM
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	JM/CG
Dominique Johnson	Mulched park	EB/DG/HW
Presidential Lakes Park	Mulched park	EB/DG/HW
PL Beach Park	Mulched park	EB/DG/HW
Pole Bridge Park	Started mulching park	EB/DG/HW
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/DW
BMIA	Brought down supplies for the paint and sip	JJ/DW
Court	Picked up envelopes from Rowan/BCC print shop and delivered to court	JJ/DW
JC Market	Let contractor in to inspect building	JJ/DW
Schneider's Supply	Removed public auction signs	JJ/DW

## Buildings Grounds Weekly Status Report

Location	Work Performed	Completed By
BMIA	Set up tables and chairs	JJ/DW
West End Park	Cleared off the sidewalk	JJ/DW
Police Station	Repaired six lights	JE/JR
Municipal Bldg. Hallway	Repaired two lights	JE/JR
Clerk's Office	Put in four new LED lights	JE/JR
Beach Building	Dropped off 11 street globes that came in for stock	JE/JR
Nesbit Center	Changed two ballasts and replaced 12 lights	JE/JR
Municipal Bldg.	Cleaned, supplied baths, remove all trash and recycling	JS
Police	Cleaned, supplied baths, holding cell, swept and mopped by Chief's office, removed trash	JS
DPW	Cleaned outside baths, removed trash and recycling	JS
BMIA	Cleaned and supplied	JS
Nesbit Center	Cleaned and supplied	JS
Dominique Johnson	Cleaned and supplied	JS
Library	Cleaned, supplied, vacuumed and cleaned computer room, removed trash	JS
DPW	Dropped off recycling	JS
311 Virginia Drive	Delivered recycling tote	DG/JM
601 New York	Delivered recycling tote	DG/JM
203 Colorado	Delivered recycling tote	DG/JM
Senior Center	Picked up paint and sip equipment and took to Country Lakes Rec	DG/JM
Sports Complex	Fixed sinks in women's bathroom	DG/JM
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/JR
Nesbit Center	Replaced broken rails	JJ/JR
Municipal Bldg.	Repaired the door by the generator. Installed new fob striker	JJ/JR
United Electric	Picked up light bulbs for street lights	JR
Police	Changed ballast in office	JJ/JR
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	JE

## Buildings Grounds Weekly Status Report

Location	Work Performed	Completed By
Pole Bridge Park	Finished mulching	EB/DH/BM/DW
Parks	Continued cleaning up the leaves and branches at Mirror Lake Park and Beach	EB/DH/BM/DW
Library	Open by 7:45 am for taxes	JJ/MM
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
PL Beach Bldg.	Removed boards from door and Turned on water for paving crew	JJ/MM
Library	Worked on boiler	JJ/MM
BMIA	Cleaned, supplied, mopped floors	EB
Dominique Johnson Bldg.	Cleaned, supplied, spot mopped, tried to remove paint from floor and wall	EB
IMK	Picked up litter	EB
Nesbit Center	Cleaned, supplied, spot mopped	EB
Library	Cleaned, supplied, mopped floors	EB
Senior Center	Removed trash and recycling	EB
Sports Complex	Cleaned and supplied	EB
Municipal Bldg.	Cleaned, supplied baths, administration, swept court clerk offices, removed trash and recycling	JS
Police	Cleaned, supplied baths, swept floor, removed trash	JS
Nesbit Center	Cleaned and supplied, picked up trash out of ditches	JS
DPW	Cleaned, supplied outside baths, removed trash and recycling	JS
DPW	Put away supplies	JS/JR/JE
Library	Removed trash, put away supplies	JS
Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
DPW	Dropped off recycling	JS
Country Lakes Rec	Repaired six lights	JR/JE
DPW	Put shelves and racks in ambulance for building service workers	JR/JE
14 Spruce Blvd.	Delivered recycling tote	JR/JE
Sports Complex	Cleaned up leaves and debris	DW/EB/DG/DH/JM
Sports Complex	Fixed other sink in ladies room	DG/JM
Mirror Lake Park	Mulched park	DG/JM
Mirror Lake Beach	Picked up leaves and debris	DG/JM
DPW	Swept office and hallway floor, cleaned windows, swept breakroom floor	KM

## Buildings Grounds Weekly Status Report

Location	Work Performed	Completed By
Municipal Bldg.	Swept all floors, cleaned doors, knobs, handles file cabinets in Finance, Tax Assessor and Courtroom, cleaned tables, bench, counter, railing and spindles in courtroom	KM
Police	Clean supplied, wiped down baths	KM
Municipal/Police	Picked up litter around building, police parking lot, employee parking, lot, visitor parking lot and grass along Pemberton Browns Mills Road	KM
DPW	Locked doors and gates	KM
DPW	Started picking up trash around yard, cleaned doors in office	KM
Municipal Bldg.	Removed trash	KM
Squad Room	Swept floor, wiped down walls and tables	KM
Police	Swept all floors, vacuumed carpet at public entrance, wiped doors, disinfected door knobs and handles, cleaned glass window at public entrance, removed trash	KM
Municipal Bldg.	Picked up trash in front of building, under trees by generator and along wood line	KM
Municipal Bldg.	Cleaned, supplied baths	JS/DH
Police	Cleaned, supplied baths, cells, locker rooms, removed trash	JS/DH
DPW	Cleaned out van and truck, put supplies from van into truck, picked up more supplies from basement and stocked truck	JS/DH
Country Lakes Rec	Cleaned, supplied baths, swept and mopped floors, removed trash and recycling	JS/DH
DPW	Dropped off recycling	JS/DH
Library	Worked on sinks to see what parts are needed to repair	JM/DG
O'Briens	Had 12 keys cut for Sports Complex gate	JM
Stevensons Supply	Ordered parts	DG
Mirror Lake Beach Bldg.	Cleaned up	JM/DG
DPW	Disconnected and drained hose to temporary bathrooms	JM/DG
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
PL Beach Bldg.	Closed up building and drain water system again	JJ/MM
Country Lakes Rec	Delivered packages from Finance	JJ/MM
Library	Worked on boiler	JJ/MM
Library	Worked on emergency light change over	JR/JE
Lester Street	Worked on damaged totes	JR/JE
Mirror Lake Park	Finished cleaning up Mirror Lake Park	EB/BM/HW/DW
Sports Complex	Cleaned up leaves, replaced broken rail and picked up litter	EB/BM/HW/DW

**Buildings Grounds Weekly Status Report**

Location	Work Performed	Completed By
BMIA Bldg.	Mopped kitchen and front entrance, wiped down wall and baseboards in bathrooms	JS
Dominique Johnson Bldg.	Swept and mopped kitchen, spot mopped big room, removed trash	JS
Nesbit Center	Mopped all floors, removed trash	JS
Library	Vacuumed office areas, cleaned bathrooms, removed trash	JS
Senior Center	Removed trash and recycling	JS
Sports Complex	Cleaned, supplied baths, swept and mopped	JS
Chotaw Dam Country Lakes	Inspected crack under bridge	SA/BH
Bayberry lake	Checked depth for floating dock	SA/BH
Country Lakes Dam	Checked for erosion along riprap	SA/BH