

**Buildings and Grounds  
Status Report  
March 3, 2016 – March 9, 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 monthly fire extinguisher inspections for buildings
- Completed fire inspection violations at the Dominique Johnson Building
- Completed painting at the Country Lakes Rec Building
- Repaired a door at the BMIA Building
- Installed five LED lights near the employee entrance at the Municipal Building
- Installed bulletin board in Police Records
- Supplied bags of salt at each building
- Removed 16 torn flags from poles at the Mirror Lake Concession Building
- Installed three guiderail caps in front of DPW Building
- Continued spackling holes and painting touch ups throughout the Nesbit Building
- Repaired the side exit door, supply room door and kitchen door at the Nesbit Building
- Installed door stops in areas of the Nesbit Building where walls are continually damaged
- Installed weather stripping on side exit door in hallway of the Nesbit Building
- Repaired door leading into the big room at the Dominique Johnson Building
- Salted building entrances from March 4, 2016 snow fall
- Started cleaning and organizing the Mirror Lake Concession Building
- Repaired emergency exit lights at Country Lakes Rec., Library, Dominique Johnson., Nesbit, BMIA. and the Train Station
- Checked out complaint of appliance leak in kitchen at Dominique Johnson Building
- Checked out alarm calls at the Municipal Building and the Senior Center
- Changed ceiling tiles in the Municipal Building
- Repaired leak in Municipal Building roof and DPW building roof
- Repaired exterior lights at the Senior Center and the Train Station
- Installed new lights at Police Station exterior and installed new LED at entrance.
- Escorted Comcast to the CERT Building for cable installation
- Worked with the Municipal Clerk emptying records trailers
- Replaced two exterior lights at the Municipal Building
- Repaired light in the Police Records Room
- Repaired brick outside of the Police Station
- Repaired Air handler at Library
- Worked on removing cover of display shelving at the Library
- Started Shampooing carpets in Detective's Bureau
- Repaired light in the Fleet Garage. Changed to led
- Installed new light near Detectives/Inspections in the Municipal Building
- Completed emergency light inspections for all buildings

## **Parks**

- Trash picked up from all parks/beaches on a rotating basis
- Installed playground mulch at Tensaw Park
- Started installing playground mulch at Presidential Lakes Park
- Picked up brush from PL Park, PL Beach, Blueberry Manor Park, Veterans Memorial Park, Mirror Lake Beach, Tensaw Park, Chippewa Park, Pole Bridge Park, Rottau Park, Lake Pemberton and Reflections Park
- Dragged American Legion and Birmingham Ball Fields
- Applied infield dirt and spread at the American Legion Ball Field
- Repaired matting at IMK II
- Picked up leaves from the Presidential Lakes Ball Field
- Copies of keys made for light control shed on A-Field at the Sports Complex

## **Miscellaneous**

- Installed plows on trucks for 3/4/2016 snowfall
- Completed trenching and installing conduit from DPW to the Municipal Bldg for phone/cable wires
- Picked up material from Griffith Electric
- Checked mice traps in conex
- Delivered recycling totes to 53 Hawthorne and 231 Cherokee Drive
- Picked up brush at Oak Pines Island
- Disconnected records conex in Municipal Building parking lot
- Completed dam inspections for Country Lakes Dams 1, 2 and 3, Hanover Dam and Bayberry Dam
- Picked up paint for Municipal Building generator
- Removed plows from trucks
- Took pickup truck to Monmouth Trucking for repair
- Started demo at 50 Juliustown Road. Removed metal siding, gutters, downspouts, etc., and knocked down part of the block chimney.
- Repaired the fence at the Police Impound Lot
- Met with Cummins serviceman for the water department/fuel island generator. Generator is leaking oil and still has broken handle. Generator will be covered under warranty. Also dpw will anchor generators to slab which contractor never did.
- Working on quotes from different alarm companies to take over monitoring of our alarms throughout the township.