

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
3/30/2017	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
3/30/2017	Senior Center	Removed trash and recycling	JJ/MM
3/30/2017	Nesbit Center	Removed trash from the front ditch and along Anderson Road	JJ/MM
3/30/2017	Nesbit Center	Investigated issue with alarm	JJ/MM
3/30/2017	Dominique Johnson Center	Cleaned condensing units	JJ/MM
3/30/2017	Country Lakes Rec	Cleaned condensing units	JJ/MM
3/30/2017	Municipal Bldg.	Picked up supplies for buildings, cleaned and supplied baths, cleaned, swept and wiped down chairs and table in court room, removed trash and recycling	JS/CG
3/30/2017	Police	Cleaned, supplied baths, holding cell, removed trash	JS/CG
3/30/2017	Nesbit Center	Cleaned and supplied	JS/CG
3/30/2017	DPW	Cleaned and supplied baths, removed trash and recycling	JS/CG
3/30/2017	Dominique Johnson Center	Cleaned, supplied baths, stocked up supplies, swept big room	JS/CG
3/30/2017	Library	Cleaned, supplied baths, removed trash and recycling	JS/CG
3/30/2017	Country Lakes Rec	Cleaned, supplied baths, mopped big floor, removed trash and recycling	JS/CG
3/30/2017	DPW	Dropped off recycling	JS/CG
3/30/2017	Library	Replaced lights	JR/JE
3/30/2017	Municipal Bldg.	Put latch on bathroom door by detective's office	JR/JE
3/30/2017	DPW	Worked on pole barn garage doors	JR/JE
3/30/2017	BMIA	Oiled forms, prepared area for concrete delivery	EB/DH/JM/BM
3/30/2017	DPW	Repaired blowers	EB/DH/JM/BM
3/30/2017	DPW	Repaired the fence around the drain pipes, screened the front of the pipes and filled in the trench with rip-rap	DG/HW/DW
3/30/2017	Bayberry Park	Repaired the rails and posts	DG/HW/DW
3/30/2017	Lester Street	Cleaned out	DG/HW/DW
3/30/2017	DPW	Took two trips to Allied to dispose of propane tanks	DG
3/30/2017	Pemberton Browns Mills Rd.	Assisted officer putting deer down	SA
3/31/2017	DPW	Worked on pole barn	EB/JE/JR/DW
3/31/2017	Municipal Bldg.	Cleaned, supplied baths, cleaned, dusted in Room 10, vacuumed tax collectors, detectives, administration and lobby rugs, removed trash and recycling. Came back in the afternoon and removed trash and recycling.	JS/CG

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3/31/2017	DPW	Cleaned, supplied baths, removed trash and recycling	JS/CG
3/31/2017	DPW	Dropped off recycling	JS/CG
3/31/2017	Library	Cleaned, supplied baths, mopped front entrance, cleaned study room and wiped down all tables, removed trash	JS/CG
3/31/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
3/31/2017	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
3/31/2017	Lowes	Returned carpet samples for Clerk's office	MM/JM
3/31/2017	Library	Repaired clogged sinks in kitchen and bathroom	MM/JM
3/31/2017	Country Lakes Rec	Repaired clogged bathroom and kitchen sinks	MM/JM
3/31/2017	Finance	Delivered packages to appropriate offices	MM/JM
3/31/2017	Municipal Bldg./Trains Station	Checked pumps	MM/JM
3/31/2017	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	DG/HW
3/31/2017	Rails to Trails	Checked for downed trees	DG/HW
3/31/2017	Library	Cleaned and supplied	DW
3/31/2017	Sports Complex	Cleaned and supplied	DW
3/31/2017	Nesbit Center	Cleaned and supplied	DW
3/31/2017	Dominique Johnson Center	Cleaned and supplied	DW
3/31/2017	BMIA	Checked bathrooms - could not clean party going on	DW
4/3/2017	Municipal Bldg.	Class in Room 10	JE/DH/DG/DW

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4/3/2017	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	JE/DH/DG/DW
4/3/2017	Municipal Bldg.	Cleaned, supplied baths, removed trash and recycling	JS
4/3/2017	Police	Cleaned, supplied baths, holding cells, swept hallways, removed trash	JS
4/3/2017	Nesbit Center	Cleaned, supplied baths, removed trash	JS
4/3/2017	Dominique Johnson Center	Cleaned, supplied baths, swept floor, spot mopped, removed trash	JS
4/3/2017	Sports Complex	Cleaned, supplied baths, removed trash	JS
4/3/2017	DPW	Cleaned, supplied baths, removed trash and recycling	JS
4/3/2017	BMIA	Cleaned, supplied baths, swept and mopped front entrance and kitchen, removed trash and recycling	JS
4/3/2017	Library	Cleaned, supplied baths, removed trash	JS
4/3/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
4/3/2017	BMIA	Concrete work	EB/JJ/JM/BM
4/3/2017	BMIA	Installed bollard, sleeves and sign pole	EB/JJ/JM/BM
4/3/2017	Country Lakes Rec	Installed bollard, sleeves and sign pole	EB/JJ/JM/BM
4/3/2017	Library	Open before 7:45 am	MM/JR
4/3/2017	Mirror Lake Concession	Met Comcast	MM/JR
4/3/2017	Senior Center	Removed trash and recycling	MM/JR
4/3/2017	Police	Repaired exhaust fan in women's bathroom	MM/JR
4/3/2017	54 Tecumseh Trail	Replaced lid on recycling tote	MM/JR
4/3/2017	201 Iriquois Trail	Delivered recycling tote	MM/JR
4/3/2017	103 Tennessee Trail	Delivered recycling tote	MM/JR
4/4/2017	Municipal Bldg.	Took lights to boiler room for storage	JE/JR/DW
4/4/2017	DPW	Continued working on installation of garage doors	JE/JR/DW
4/4/2017	Municipal Bldg.	Moved old computers to DPW computer trailer	DG/HW
4/4/2017	Municipal Bldg.	Moved boxes for Inspection's office	DG/HW
4/4/2017	157 Truro Street	Delivered recycling tote	DG/HW
4/4/2017	DPW	Fixed rails and put in new fence post to protect guide wire	DG/HW

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4/4/2017	DPW	Changed blades, oil, oil filters, air filters on John Deere Zero Turns 1 and 2	DG/HW
4/4/2017	Sports Complex	Tighten foul net on third base side	DG/HW
4/4/2017	Country Lakes Rec	Finished bollard and sleeves	JM/BM
4/4/2017	Library	Installed dca inspection certificate	JM/BM
4/4/2017	DPW	Worked on blowers	JM/BM
4/4/2017	DPW	Checked for paint and supplies for handicap parking lines	JM/BM
4/4/2017	Library	Replaced flag	JM/BM
4/4/2017	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, removed trash and recycling	JS
4/4/2017	Police	Cleaned, supplied baths, holding cells, swept squad room, removed trash	JS
4/4/2017	Nesbit Center	Cleaned, supplied baths, swept and mopped floor, removed trash	JS
4/4/2017	Dominique Johnson Center	Cleaned, supplied baths, swept and removed trash	JS
4/4/2017	Sports Complex	Cleaned, supplied baths, checked parking lot and playground, removed trash	JS
4/4/2017	DPW	Cleaned, supplied baths, removed trash and recycling	JS
4/4/2017	BMIA	Cleaned, supplied baths, removed trash and recycling	JS
4/4/2017	Library	Cleaned, supplied baths, checked parking lot, removed trash	JS
4/4/2017	Country Lakes Rec	Cleaned, supplied baths, mopped floor, removed trash and recycling	JS
4/4/2017	DPW	Dropped off recycling	JS
4/4/2017	DPW	Locked up doors and gates	DW
4/4/2017	Municipal	Opened up building for MUA meeting	DW
4/4/2017	Municipal	Cleaned, supplied baths, swept and mopped main floors, dusted hallways, removed tape and adhesives from doors, windows and walls	DW
4/4/2017	Municipal	Picked up litter in parking lots and around the building	DW
4/4/2017	Library	Opened before 7:45 am	JJ/MM
4/4/2017	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
4/4/2017	Seniors	Picked up recycling	JJ/MM
4/4/2017	Municipal Bldg.	Painted heat covers	JJ/MM
4/4/2017	Municipal Bldg.	Delivered packages to appropriate offices	JJ/MM
4/5/2017	Country Lakes Rec	Blew off parking spots and cleared of dirt and sand, painted parking spots and attached parking bumpers	EB/JM/BM/DW
4/5/2017	BMIA	Blew off parking spots and cleared of dirt and sand, painted parking spots and attached parking bumpers	EB/JM/BM/DW

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4/5/2017	DPW	Continued working on installation of garage doors	JE/DH/JR
4/5/2017	Lowes	Picked up materials and put in the boiler room for storage	JJ/MM
4/5/2017	OTC Center	Picked up recycling lids	JJ/MM
4/5/2017	125 Ongs Hat Road	Traded out recycling totes	JJ/MM
4/5/2017	Municipal Bldg.	Cleaned, supplied baths, removed trash and recycling	JS
4/5/2017	Police	Cleaned, supplied baths, holding cells, removed trash	JS
4/5/2017	Nesbit Center	Cleaned, supplied baths, mopped front area and baths, removed trash	JS
4/5/2017	Dominique Johnson Center	Cleaned, supplied baths, removed trash	JS
4/5/2017	Sports Complex	Dropped off trash bags at concession stand. Cleaned, supplied baths, removed trash inside and outside	JS
4/5/2017	DPW	Cleaned, supplied baths, removed trash and recycling	JS
4/5/2017	BMIA	Checked baths and removed trash	JS
4/5/2017	Library	Cleaned, supplied all baths, removed trash	JS
4/5/2017	Country Lakes Rec	Cleaned, supplied baths, removed trash and recycling	JS
4/5/2017	DPW	Dropped off recycling	JS
4/5/2017	Sports Complex	Cut entire sports complex, striped five baseball fields	DG/HW
4/5/2017	DPW	Locked up doors and gates	JE
4/5/2017	Municipal Bldg.	Opened doors at 6 pm for meeting, cleaned, supplied baths, picked up litter in parking lots, cleaned and wiped down windows, swept dirt from front and back sliding door tracks, removed any leaves that collected by doors and walkways	JE