

**Buildings and Grounds  
Status Report  
May 5, 2016 – May 11, 2016**

**Buildings**

- All trash has been picked up from all buildings
- Buildings are being cleaned daily. In the process of striping and waxing the Dominique Johnson floor.
- HVAC checked daily in all buildings and filters changed as needed
- Delivered packages to various offices from the Finance Office
- Repaired two additional file cabinet handles in the Tax Office
- Removed binders from the Tax Office vault and transported to new records storage area
- Installed a light and switch in the stairwell of the supplies area in DPW
- Repaired seven lights in the Municipal Building
- Started stripping and re-staining the front and office doors at Country Lakes Rec Bldg
- Started removing and replacing existing ceiling in the kitchen of the Country Lakes Rec Building. Also installing new high hat lighting.
- Cleaning and organizing the tool room area in DPW
- Repaired a toilet in the Police locker room
- Repaired sink in the Water Garage
- Removed the existing water softener at the CERT Building and installed whole house filter
- Continued installing new ceiling tiles in the Dominique Johnson Building
- Replaced stained ceiling tiles in the hallway by the court room on the Police side
- Continued stripping the floor at the Dominique Johnson Building
- Picked up letters for Veteran's room at the library
- Purchased and installed a blind for the janitor's closet in the Nesbit Building
- Escorted Fire Inspector at the BMIA Building
- Finished ceiling tile in the detective's office and picked up paint for office
- Escorted Cintas to the Bmia building for the stove suppression repair
- Repaired sump pump in the Municipal basement
- Adjusted ac stat in the courtroom
- Resecured boards on the police and records deck.
- Checked Bm firehouse for plumbing project and materials that will be needed

**Parks**

- Trash picked up from all parks/beaches on a rotating basis. Using two separate trucks with a single employee in each truck.
- Grass cutting at all parks on a rotating basis
- Striped the Nesbit Football Field
- Striped the foul lines at the Sports Complex, Legion and Birmingham fields

- Reinstalled the netting that was down on the first base side of the babe Ruth field
- Finished weeding and mulching Veteran's park

### **Miscellaneous**

- Exchanged recycling tote at 510 Cactus Street
- Received first quote for grass seed at the Nesbit field. (See Attached)
- One of the old records trailers has been removed. Waiting for the removal of the second one
- Picked up a bicycle for the police
- Opened pl firehouse for contractor and resecured the building
- Opened sports complex mechanical room for JCP&L
- Took pictures of Bayberry park before and after the brush removal