

Buildings Grounds Weekly Status Report

Date	Location	Work Performed	Completed By
7/20/2017	Mirror Lake Beach	Cleaned up leaves and brush, Bryan took dump truck and picked up playground mulch and certificate	JM/BM/EB/DH
7/20/2017	Reflections Park	Cleaned sign	JM/BM
7/20/2017	Mirror Lake Bldg.	Cleaned bldg.	JM/BM/EB/DH
7/20/2017	Buildings	Checked air conditioning	MM/JJ
7/20/2017	Municipal Bldg.	Picked up packages from finance and delivered to various departments	MM/JJ
7/20/2017	Presidential Lakes	Plugged boat	MM/JJ
7/20/2017	Nesbit Center	Worked on air conditioning	MM/JJ
7/20/2017	Dominique Johnson Bldg.	Cleaned, supplied, continued stripping and waxing floor	KM
7/20/2017	Municipal Bldg.	Cleaned, supplied baths, removed trash	KM
7/20/2017	Police	Cleaned, supplied baths, removed trash	KM
7/20/2017	Public Works	Locked doors and gates	KM
7/20/2017	Mirror Lake Park	Cut grass and weed whacked	DG/HW
7/20/2017	Veteran's Park	Weed whacked	DG/HW
7/20/2017	Rails to Trails	Checked	DG/HW
7/20/2017	Birmingham Ballfield	Picked up trash	DG/HW
7/20/2017	341 Birmingham Road	Delivered recycling tote	JR/JE
7/20/2017	Municipal Bldg.	Continued running phone wire	JR/JE
7/20/2017	Municipal Bldg.	Cleaned, supplied baths, administration, room 9, court room, removed trash and recycling	JS/CG
7/20/2017	Police	Cleaned, supplied baths, holding cells, removed trash	JS/CG
7/20/2017	Sports Complex	Cleaned, supplied baths, picked up litter in the parking lot and playground, removed trash	JS/CG
7/20/2017	Public Works	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS/CG
7/20/2017	Library	Cleaned, supplied baths, dusted and wiped down ledges by study room and offices, picked up litter in parking lot, removed trash and recycling	JS/CG
7/20/2017	Country Lake Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
7/21/2017	Municipal Bldg.	Cleaned, supplied baths, room 10, removed trash and recycling	JS/CG
7/21/2017	Police	Cleaned, supplied baths, holding cells, vacuumed offices, removed trash	JS/CG
7/21/2017	Dominique Johnson Bldg.	Dropped off supplies	JS/CG
7/21/2017	Sports Complex	Cleaned, supplied baths, picked up litter in the parking lot and playground, removed trash	JS/CG
7/21/2017	Public Works	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS/CG

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7/21/2017	Library	Cleaned, supplied baths, scrubbed café floor, removed trash	JS/CG
7/21/2017	Country Lake Rec	Cleaned, supplied baths, removed trash and recycling	JS/CG
7/21/2017	Dominique Johnson Bldg.	Cleaned, supplied, stripped and waxed kitchen floor, set-up tables and chairs in big room	KM
7/21/2017	Municipal Bldg.	Cleaned, supplied, removed trash and recycling	KM
7/21/2017	Police	Cleaned, supplied, removed trash and recycling	KM
7/21/2017	Public Works	Locked doors and gates	KM
7/21/2017	Senior Center	Removed trash and recycling	KM
7/21/2017	Mirror Lake Park	Mulched	JM/BM
7/21/2017	Senior Center	Took information board to Senior Center	JM/BM
7/21/2017	Country Lake Rec	Cut grass	JM/BM
7/21/2017	Totally T's	Picked up order and brought to public works	JM/BM
7/21/2017	Dominique Johnson Bldg.	Continued stripping and waxing floor	DW
7/21/2017	Municipal Bldg.	Ran extra wire for phones	JR/JE
7/21/2017	Mirror Lake Lifeguards	Delivered pressure washer and gas can	JR/JE
7/21/2017	All Buildings	Checked air conditioning	JJ/MM
7/21/2017	Finance	Picked up packages and delivered to offices	JJ/MM
7/21/2017	Mirror Lake Beach	Installed handicap signs	JJ/MM
7/21/2017	Municipal Bldg.	Installed crosswalk sign and took old one to the lifeguards	JJ/MM
7/24/2017	BMIA Bldg.	Cleaned, supplied baths, removed trash	KM
7/24/2017	Dominique Johnson Bldg.	Cleaned, supplied baths, removed trash	KM
7/24/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, spot mopped, removed trash	KM
7/24/2017	Nesbit Center	Cleaned, supplied baths, swept floor, mopped lobby, removed trash	KM
7/24/2017	Library	Cleaned, supplied baths, swept and mopped café, wiped chairs, tables and vending machines, removed trash	KM
7/24/2017	Police	Cleaned, supplied baths, removed trash	KM
7/24/2017	Public Works	Locked doors and gates	KM
7/24/2017	Senior Center	Removed trash and recycling	KM
7/24/2017	Sports Complex	Cleaned, supplied baths, removed trash	KM
7/24/2017	UEZ	Cut and weed whacked sidewalks	JM/BM
7/24/2017	Imagination Kingdom	Checked sprinklers	JM/BM
7/24/2017	Coyle Field	Picked up two light towers	JM/BM

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7/24/2017	Home Depot	Picked up flooring and 2 boxes of black cove base	JR/MM
7/24/2017	Municipal Bldg.	Cleaned, supplied baths, swept and mopped court office floors, removed trash	JS
7/24/2017	Police	Cleaned, supplied, baths, holding cells, removed trash	JS
7/24/2017	Sports Complex	Cleaned, supplied baths, picked up litter in the parking lot and playground, removed trash	JS
7/24/2017	Public Works	Cleaned, supplied baths, removed trash and recycling	JS
7/24/2017	Library	Cleaned supplied baths, removed trash	JS
7/24/2017	Country Lake Rec	Cleaned supplied baths, removed trash and recycling	JS
7/24/2017	Police	Fixed two doors	EB/DH
7/24/2017	Public Works	Repaired door lock	EB/DH
7/24/2017	UEZ	Cut and weed whacked sidewalks	EB/DH
7/24/2017	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	HW/DG
7/25/2017	Dominique Johnson Bldg.	Cleaned, supplied baths, swept and mopped floors, removed trash	KM
7/25/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
7/25/2017	Nesbit Center	Cleaned, supplied baths, swept floors	KM
7/25/2017	Library	Cleaned, supplied baths, employee break room, café, vacuumed, removed trash	KM
7/25/2017	Police	Cleaned, supplied baths, removed trash and bio-hazard	KM
7/25/2017	Senior Center	Removed trash and recycling	KM
7/25/2017	Sports Complex	Cleaned, supplied baths, removed trash, picked up litter	KM
7/25/2017	Imagination Kingdom	Removed trash and picked up litter	KM
7/25/2017	Finance	Picked up packages and delivered to offices	JJ/MM
7/25/2017	36 Earlin Avenue	Delivered recycling tote	JJ/MM
7/25/2017	260 Park Street	Delivered recycling tote	JJ/MM
7/25/2017	Lowes	Went to pick up supplies for Clean Communities	JJ/MM
7/25/2017	Mirror Lake Beach	Picked up four rolls of tape and dropped off to the lifeguards	JJ/MM
7/25/2017	Recreation	Picked up three tents and put them in the Recreation side of Mirror Lake Beach Bldg.	JJ/MM
7/25/2017	Lebanon Lakes	Picked up a light tower from Byrne Forestry	JJ/MM

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7/25/2017	Mirror Lake	Set up trash cans	JJ/MM
7/25/2017	Pemberton Browns Mills Rd.	Cut sidewalks	JM/BM/DW
7/25/2017	Broadway	Cut sidewalks	JM/BM/DW
7/25/2017	Trenton Road	Cut sidewalks	JM/BM/DW
7/25/2017	Bayberry Park	Shoveled sand off sidewalk	JM/BM/DW
7/25/2017	Senior Center	Cut grass	JM/BM/DW
7/25/2017	Municipal Bldg.	Weeded beds	DH
7/25/2017	Municipal Bldg.	Cleaned, supplied baths, administration, removed trash and recycling	JS
7/25/2017	Police	Cleaned, supplied baths, holding cells, removed trash	JS
7/25/2017	Public Works	Cleaned, supplied baths, removed trash and recycling, dropped off recycling, cleaned out old number 40 van	JS
7/25/2017	Library	Cleaned, supplied baths, scrubbed the kitchen-break room	JS
7/25/2017	Country Lake Rec	Cleaned, supplied baths, removed trash and recycling	JS
7/25/2017	Nesbit Center	Cut grass	DG/HW
7/25/2017	Municipal Bldg.	Put down flooring, cut door, put anchor screw in brick in Planning and Zoning	EB
7/26/2017	BMIA Bldg.	Cleaned, supplied baths, kitchen, swept floors, removed trash	KM
7/26/2017	Dominique Johnson Bldg.	Cleaned, supplied baths, swept, removed trash	KM
7/26/2017	Municipal Bldg.	Cleaned, supplied baths, swept floors, removed trash	KM
7/26/2017	Nesbit Center	Cleaned, supplied baths, swept floors, vestibule, removed trash	KM
7/26/2017	Library	Cleaned, supplied baths, cafe, break room, removed trash	KM
7/26/2017	Police	Cleaned, supplied baths, removed trash	KM
7/26/2017	Public Works	Locked doors and gates	KM
7/26/2017	Senior Center	Removed trash and recycling	KM
7/26/2017	Sports Complex	Cleaned, supplied baths, trash	KM
7/26/2017	Finance	Moved boxes of paper	KM
7/26/2017	Municipal Bldg.	Cleaned, supplied baths, removed trash and recycling, put away three pallets of supplies	JS
7/26/2017	Police	Cleaned, supplied baths, holding cells, downstairs baths, locker room baths	JS
7/26/2017	Sports Complex	Cleaned, supplied baths, removed trash	JS
7/26/2017	Public Works	Cleaned, supplied baths, removed trash and recycling, dropped off recycling	JS
7/26/2017	Library	Cleaned, supplied baths, cleaned and vacuumed both study rooms, computer room, main office and front area	JS

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Date	Location	Work Performed	Completed By
7/26/2017	Country Lake Rec	Cleaned, supplied baths, swept and spot mopped, removed trash and recycling	JS
7/26/2017	122 Hanover Blvd	Replaced broken lid	JJ/MM
7/26/2017	Mirror Lake Beach	Inspected water by walk gate to ensure it is working correctly	JJ/MM
7/26/2017	Buildings	Hung certificates	JJ/MM
7/26/2017	Mirror Lake Concession	Removed rail from Mirror Lake Concession to Mirror Lake parking lot	JJ/MM
7/26/2017	Finance	Picked up packages and delivered to appropriate office	JJ/MM
7/26/2017	Mirror Lake Beach Bldg.	Installed new air conditioning unit	JJ/MM
7/26/2017	Finance	Destroyed files	JJ/MM
7/26/2017	Mirror Lake Beach	Cut and weed whacked	JM
7/26/2017	Sports Complex	Took trash cans from the Sports Complex and set up at Reflections Park, the Dam and by the Concession Building and basketball area	JM
7/26/2017	Mirror Lake Beach	Painted parking lot signs	JM/JR/DW
7/26/2017	Public Works	Moved pallets of supplies from Public Works to Municipal Bldg.	JR/DW
7/26/2017	Mirror Lake Parking Lot	Removed rail and put rail and hardware in the beach building	JR/DW
7/26/2017	Public Works	Took three tables from public works and drop them off upstairs in the lifeguard building. Pick up two more tables from Lester Street and took to upstairs of lifeguard building	JR/DW
7/26/2017	Nesbit Center	Weed whacked	DG/HW
7/26/2017	Dominique Johnson Park	Started cutting grass	DG/HW