

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

February 21, 2014

MAINTENANCE DEPARTMENT REPORT

The month of January provided the staff with not only snow and ice problems but also the extreme cold temperatures really worked our heating systems in the district. I commend all of our staff for the job they have been doing attempting to keep all the heating issues repaired as well as the fine job of snow removal and ice control.

The following assignments were completed by our staff:

Glassboro High School

1. Checked the science wing for heat issues.
2. Repaired the unit ventilators in the cafeteria and room C-107.
3. Replaced one light ballast in the C-wing hall.
4. Replaced the lamp for one plaque in the main hall.
5. Repaired the drive bearing for the unit ventilator in room A-114.
6. Attempted to repair a frozen hot water line in the boy's locker room.
7. Repaired heat for the main office.
8. Raised the water temperature for the boilers to accommodate the colder temperatures.
9. Repaired the exhaust for the C-wing faculty lavatory.
10. Cleared snow and ice from the roof drains on the C-wing roof.
11. Replaced the drive belt for the unit ventilator in room A-115.
12. Replaced one lamp in the front entrance canopy.
13. Replaced the lamp in the exterior wall pack near the board office.
14. Replaced thirty light tubes and three light ballasts in the front A-wing classrooms.
15. Replaced two light tubes in the science wing exit wall pack.
16. Repaired the unit ventilator in room A-121.
17. Replaced the faucet handle for the sink in the C-wing male lavatory.
18. Serviced the drive bearings for the unit ventilator in room A-115.
19. Replaced the drive belt for the unit ventilator in room A-116.
20. Made temporary repairs to the floor scrubbing machine.
21. Replaced one light ballast at the girl's locker room entrance.

22. Cleared a clogged toilet and increased the water flow in the female lavatory by room A-116.
23. Repaired the unit ventilator in room A-101.
24. Repaired the air handler in room A-132.
25. Started the air handler in room A-131.
26. Replaced the custodial cleaning chemical dispenser for the C-wing closet.
27. Replaced six light tubes and one light ballast in the girl's locker room.
28. Replaced five light tubes and one light ballast in room A-105.
29. Repaired the partition door for the C-wing lavatory.
30. Assembled seven sets of bleachers for the athletic fields.
31. Removed damaged ceiling tiles in rooms C-103 and C-104 from roof leaks.

Intermediate School

1. Replaced the faucet stem for the main office workroom.
2. Replaced the cold water faucet stem in room 105.
3. Rebuilt two flush valves on toilets in the girl's locker room.
4. Replaced one of the three way light switches in the media center.
5. Repaired two toilets and all the sink faucets in the second floor male lavatory.
6. Replaced one light ballast in the second floor hall.
7. Made repairs to the rooftop units for the girl's locker room and the gym.
8. Replaced the emergency light for the first floor north stairwell.
9. Reset the freeze protection device in room 213.
10. Replaced ceiling tiles in rooms 200 and 202.
11. Reset freeze protection devices in throughout as needed due to the extreme temperatures.
12. Drained the expansion tanks and adjusted the pressure on both boilers.
13. Cleaned the exhaust fan grills and changed light tubes in the gym.
14. Repaired the drive motor and changed the filters for the unit ventilator in room 207.
15. Repaired light covers in the music room.
16. Reset the heating actuator for room 202.
17. Serviced the unit ventilator in room 217.
18. Installed picture hooks in room 305.
19. Replaced the heat actuator in room 207.
20. Adjusted the heat actuators for both gym air handlers.

Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Replaced a broken drive belt for HVAC unit MZ-1
3. Replaced the fuse for the blower motor for the gym heating unit.
4. Replaced the gas regulator for the heating unit in the boiler room.
5. Adjusted the heating damper for HVAC unit MZ-1.
6. Cleared the sink drain for the custodial closet in the A-wing.
7. Replaced the vent on the three compartment sink in the kitchen.

8. Cleared the sewer line for the kitchen lavatory.
9. Cleared snow from around all rooftop units.
10. Repaired the hoses for two custodial vacuums.
11. Repaired the salt spreader for sidewalks.
12. Adjusted the main entrance door closers.
13. Repaired the center bar for the gym doors.
14. Reset the gas regulator for HVAC unit MZ-9.

J. Harvey Rodgers School

1. Repaired a broken heating supply pipe in room B-6.
2. Replaced the bulb in the wall pack outside of room B-6.
3. Refilled and started the B-wing boiler after the leak was repaired.
4. Replaced one bulb in the light outside the A-wing boiler room.
5. Replaced light ballasts in rooms B-7 and B-8.
6. Replaced the battery pack holder for the sink faucet in room A-7.
7. Replaced the faucet washers for the sink in room A-1.
8. Changed the bulb for the wall pack light near the shed entrance.
9. Replaced the belt for the air handler in the gym.
10. Reset the heat actuator for room B-3.
11. Flushed the heat pipes for all the B-wing unit ventilators.
12. Repaired the sidewalk salt spreader.
13. Repaired a bookshelf in room A-10.
14. Anchored a shelf in the media center.

Bullock School

1. Repaired a leak on the sink at the nurse's office.
2. Repaired the unit ventilator for the demo room.
3. Raised the water temperature for the boilers.
4. Adjusted the hot water flow to the heating coil for room D-15.
5. Repaired the drive for the unit ventilator in room D-13.
6. Repaired the unit ventilator in the coach's office.
7. Replaced the vacuum breaker for the toilet in the C-wing visitor lavatory.
8. Repaired a problem with the mixer in the kitchen.
9. Replaced the vacuum breaker for the toilet in room D-13.
10. Rebuilt the flush valve for the toilet in room D-21.
11. Replaced four vacuum breakers on toilets in the C-wing female lavatory.
12. Repaired the air dryer in the boiler room for the HVAC controls.
13. Repaired a leaking valve for the air handler on the stage.
14. Replaced the blower motor for the unit ventilator in the coach's office.
15. Replaced faucet stem washers for one sink in the art room.
16. Replaced the custodial chemical dispenser for the A-wing closet.
17. Repaired the door closers at the main entrance and installed a kick down door holder.
18. Installed a new soap dispenser for the lavatory in the nurse's office.

19. Replaced the drive motor for the unit ventilator in room D-2.

Board Office

1. Replaced two exterior canopy light bulbs.
2. Unclogged the sink drain in the store room.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Reset the boilers.
2. Repaired one teacher desk.

Operations Office

No repairs to report for the month.

Wood Annex

No repairs to report for the month.

The following assignments were completed by our Ground's staff:

1. Policed up the grounds at all facilities for trash.
2. Cleared snow and treated areas for ice district wide.
3. Continued trimming trees in front of the High School.
4. Assembled and delivered newly purchased bleachers for the High School athletic fields.