

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

March 21, 2014

MAINTENANCE DEPARTMENT REPORT

The month of February provided the staff with yet even more snow and ice to deal with. Again the grounds, maintenance and custodial staff did a tremendous job working together and getting the facilities safe and ready for students and staff. Hopefully March will be more forgiving.

The following assignments were completed by our staff:

Glassboro High School

1. Replaced one light ballast in room A-110.
2. Replaced the custodial chemical dispenser with a new one in the A-wing closet.
3. Repaired the drive bearing for the unit ventilator in room A-101.
4. Cleared the water fountain drain in the back hall.
5. Repaired a control air line for the unit ventilator in room A-103.
6. Replaced the left side drive bearing for the unit ventilator in room A-101.
7. Cleaned the drive bearings for the unit ventilator in room C-107.
8. Replaced one light ballast and thirteen light tubes in the two cafeterias.
9. Replaced the faucet stems for the sink in the faculty lavatory by room A-113.
10. Built a power strip for the music teacher.
11. Worked with the outside vendor to set the bell schedule.
12. Replaced one light ballast in the hallway near room A-106.
13. Cleared the toilet in the handicap stall at the A-wing male lavatory.
14. Replaced the fire alarm heat detector in room C-103 that had water damage.
15. Replaced one light ballast in the male lavatory by room A-115.
16. Made repairs to the air handler in room A-132.
17. Repaired the drive motor for the unit ventilator in room A-101.
18. Repaired a leaking drain valve for the air handler in room C-107.
19. Cleared snow away from all roof drains.
20. Shoveled snow and pushed slush off the C-wing roof to stop it from leaking into C-103 and C-104.
21. Hung a tarp in rooms C-103 and C-104 to attempt to divert the roof water leaking in.
22. Pushed puddled water to the roof drains on the C-wing roof.

23. Cleaned and lubricated the drive bearings for the unit ventilator in room C-107.
24. Tightened the urinals to the wall and adjusted their water flow in the boy's locker room lavatory.
25. Replaced the lint trap for the washing machine in the kitchen.
26. Replaced one light ballast and three light tubes in room C-107.
27. Cleaned and cleared out the sewer lift pit for the science wing lavatory.
28. Replaced one light ballast and seven light tubes in room A-138.
29. Replaced one lamp for the C-wing entrance.
30. Rewired the motor starter for the male physical education teachers office exhaust fan.
31. Adjusted the blower wheels for the unit ventilator in room B-101.
32. Cleaned the bearings for the unit ventilators in rooms A-121 and C-107.
33. Replaced the handle for the hot water faucet for the C-wing male lavatory.
34. Needed to clear all toilets in the female A-wing lavatory. Girl's had plugged them up intentionally.
35. Replaced the right side drive bearing for the unit ventilator in room C-107.
36. Replaced the 9 volt batteries for the bell boxes.
37. Repaired the door threshold for the art room.
38. Repaired the loading dock steps.
39. Opened a locked file cabinet for the nurse.

Intermediate School

1. Replaced twenty light tubes and one light ballast throughout the first floor.
2. Replaced one drive belt and replaced the air filters for the air handler in the media center.
3. Replaced the freeze stat for the unit ventilator in room 207.
4. Replaced the drive motor and bearing for the unit ventilator in room 217.
5. Replaced the battery for the stand by generator.
6. Reset the unit ventilator for room 213.
7. Replaced light tubes in the media center.
8. Cleared a clogged sink in the principal's office lavatory.
9. Reset the gym air handlers.
10. Reset the freeze protection devise for the science wing units.
11. Replaced light tubes in the main office.
12. Replaced the drive bearing for the unit ventilator in room 213.
13. Drained the expansion tanks for the boilers.
14. Cleaned all sink traps for the science room sinks.

Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Replaced the light in the gym teacher's lavatory.
3. Replaced two bulbs in exterior wall pack lights.
4. Repaired one custodial vacuum cleaner.
5. Repaired the hot water faucet in the main office kitchen.

6. Restored power for the power projection screen in the music room.
7. Repaired the handle for the water fountain in the 4th grade area.
8. Replaced one 400 watt ballast and two 400 watt lamps in the gym.
9. Replaced two lamps in the main office.
10. Installed three hand soap dispensers in the 5th grade lavatories.
11. Removed a broken key from a cabinet in the main office.
12. Installed one hand soap dispenser in the 6th grade female lavatory.

J. Harvey Rodgers School

1. Replaced the cord end for an overhead projector in room B-2.
2. Replaced two exterior canopy lamps.
3. Replaced one light ballast and five light tubes in the R2R room.
4. Oiled the unit ventilator motor for room A-1.
5. Replaced one light ballast in the main hallway.
6. Replaced the hot water faucet stem for the B-wing faculty lavatory.
7. Repaired a water leak in the lavatory for room A-8.

Bullock School

1. Replaced the drive bearing for the unit ventilator in room D-2.
2. Repaired a control problem with the boiler program.
3. Replaced one light ballast and three 400 watt lamps in the cafeteria.
4. Replaced the motor for the wall clock in room A-2.
5. Restored power to the air handler for the art room.
6. Removed one heat pump for rebuilding.
7. Repaired one custodial vacuum cleaner.
8. Reinstalled the rebuilt heat pump and replaced the drive coupling.
9. Repaired the temperature control air compressor.
10. Replaced the actuator for the cooling side of the unit ventilator in the demo room.
11. Replaced the kick down doorstops for the main entrance doors and the nurse's office.
12. Removed the cabinets in the demo room to be able to access the unit ventilator components.

Board Office

1. Replaced one emergency wall pack light.
2. Replaced one emergency light battery.
3. Replaced two light tubes in the small conference room.
4. Repaired the flush flapper on one toilet in the male lavatory.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Replaced the drain trap, repaired the push button supply, and repaired the supply line for the water fountain.
2. Assisted in unloading a furniture delivery.
3. Assisted in district wide snow removal.

Operations Office

1. Checked outlets for bus motor heaters.
2. Replaced one light bulb in the office area.

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. Delivered custodial supplies to the schools as necessary.
5. Assisted in unloading a large furniture delivery at the Intermediate School.
6. Delivered sidewalk ice melt to the schools as necessary.