

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**April 24, 2014**

**MAINTENANCE DEPARTMENT REPORT**

The month of March did not offer us a reprieve from the continual issues with snow and ice. The maintenance and grounds staff dealt with yet more storms during the month. The grounds and maintenance staff then went right into getting the High School athletic facilities ready for spring sports. All events were laid out, marked and readied so the athletes could begin practices.

The following assignments were completed by our staff:

Glassboro High School

1. Repaired the air handler for room A-132.
2. Assisted the grounds crew taking out and setting up the track mats.
3. Replaced the left drive bearing on the unit ventilator in room C-108.
4. Replaced the drive belt on one rooftop exhaust fan.
5. Cleared a toilet in the main office.
6. Repaired a leaking valve on the baseboard heat for the C-wing.
7. Replaced the drive motor and belt for the C-wing lavatory exhaust fans.
8. Attempted to patch some roof leak areas on the C-wing.
9. Cleared coffee grounds out of the sink in the coach's office.
10. Replaced one light ballast and two light tubes in room A-120.
11. Replaced one light ballast and two light tubes in the boiler room.
12. Repaired the unit ventilator in room B-101.
13. Ordered parts needed to repair on of the sinks in the kitchen.
14. Replaced one window screen in the 11/12 cafeteria.
15. Replaced one light ballast and one lamp in the stadium storage cage.
16. Replaced the 70 watt lamp in one front entrance pole light.
17. Mounted two dry erase boards in room A-108.
18. Replaced the chain on the flush valve for the toilet in the main office.
19. Cleared the toilet in the faculty lavatory by room A-116.
20. Mounted two dry erase boards in room A-106.
21. Replaced two light tubes and one bulb in the SRO office hallway.
22. Replaced the right bearing in the unit ventilator for room B-101.
23. Replaced the right drive bearing for the unit ventilator in room B-102.

24. Repaired one custodial floor scrubber.
25. Replaced the clock motor for room A-134.
26. Replaced two exhaust fan belts for the science wing female lavatory.
27. Cleaned the circuit breaker panel rack for the auditorium lighting panels.
28. Sealed the floor drains in the science wing female lavatory.
29. Cleared one toilet in the A-wing male lavatory.
30. Replaced the packing and stem washers for the prep sink in the kitchen.
31. Replaced the drive belts for the HVAC air compressor in the boiler room.
32. Replaced four light tubes and one light ballast in room A-136.
33. Repaired one cabinet and checked the electric in room A-140.
34. Repaired one cabinet in room A-141.
35. Replaced the right side bearing in one unit ventilator in the 11/12 cafeteria.
36. Replaced the squeegee wheels on the floor scrubbing machine.
37. Replaced the strainer for the three compartment sink in the kitchen.
38. Installed a sheet metal cover and sealed for roof unit RTU – 2.
39. Replaced ceiling tiles in room C-103.
40. Adjusted the door closer for the kitchen loading dock doors.
41. Patched the floor around the drain cover in the kitchen.
42. Replaced ceiling tiles in room C-104.
43. Repaired chairs in the library.
44. Installed ceiling tiles in room A-107.
45. Installed soap dispensers in the A-wing female lavatory and the main hall male lavatory.

#### Intermediate School

1. Reset the HVAC unit for the girl's locker room.
2. Replaced the drive bearing for the unit ventilator in room 203.
3. Unload a delivery of furniture into the PAC building.
4. Hung pictures in the assistant principal's office.
5. Repaired the classroom door handle for room 210.
6. Replaced the drive belt for the orchestra room HVAC unit.
7. Serviced the HVAC unit for the nurse's area.
8. Repaired the center bar for the cafeteria exit doors.
9. Replaced the motor for one exhaust fan for RTU – 1.
10. Extended vent pipe on the science wing roof.
11. Drained and cleaned the separator tank for the science wing lab sinks.
12. Assembled one projection cart for room 104.

#### Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Replaced the showcase light and ballast in the art room.
3. Worked on a problem with the gym storage cage.
4. Repaired the storm drain grate in the front bus loop.

### J. Harvey Rodgers School

1. Replaced one light ballast by the kitchen lavatory.
2. Replaced the key for the B-wing faculty lavatory.
3. Replaced the drive belt for the main office HVAC unit.
4. Patched various roof leaks.
5. Replaced various ceiling tiles throughout.
6. Patched a hole in the window frame in room A-7
7. Repaired an over heating problem in room A-7.

### Bullock School

1. Reassembled cabinets in the demo room that were removed to repair and HVAC problem.
2. Checked the washing machine in the nurse's office for proper operation.
3. Replaced the starter battery for the stand by generator.
4. Replaced one 70 watt lamp for the courtyard wall pack light.
5. Reset boiler number 2.
6. Replaced one 250 watt lamp at the latchkey parking area.
7. Repaired one toilet in the teacher dining room lavatory.
8. Replaced clock motors for rooms A-2, A-3, D-13 and D-15.
9. Replaced the faucet and supply lines for the sink in the C-wing visitor lavatory.
10. Replaced the hose for one custodial vacuum cleaner.
11. Replaced the drive wheels for the floor scrubbing machine.
12. Replaced the cord end on one custodial vacuum cleaner.

### Board Office

1. Replaced the batteries in the thermostats.
2. Replaced one exterior canopy light bulb.
3. Repaired the lawn sign lights that were vandalized.
4. Replaced the electrical junction box for the lawn sign lghts.

### Transportation Garage

No repairs to report for the month.

### Brick Annex

No repairs to report for the month.

### Operations Office

1. Replaced the exit sign in the driver's room.

### 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. Trimmed the fence line at the Bullock School.
6. Delivered sidewalk ice melt to the schools as necessary.