

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

January 21, 2015

MAINTENANCE DEPARTMENT REPORT

The month of December remained cold however no snow or ice to contend with. The maintenance mechanics worked on usual repair items and the grounds staff completed trimming the fence line at the Intermediate School and moved on to the bullock School to complete the same assignment there.

In addition the following tasks were completed by our maintenance staff:

Glassboro High School

1. Made repairs to both air handlers in room A-131.
2. Replaced the canopy light bulb for the entrance near the board office.
3. Removed the drive motor for one air handler in room A-131.
4. Replaced the lamp and photocell for the driveway light closest to the entrance ramp.
5. Adjusted the outside air damper for the main office air handler.
6. Replaced the sink trap in the main hall female lavatory.
7. Replaced faucet washers for one sink in room A-141.
8. Serviced the main office air handler.
9. Made adjustments to the mixing valve for the science wing.
10. Replaced the motor pulley and drive belt for the unit ventilator in room B-105.
11. Replaced a bad light switch in room A-105.
12. Replaced one light ballast in room A-108.
13. Worked on power problem for the left side gym scoreboard.
14. Repaired an overheating problem for the air handler in room A-132.
15. Worked on a water pipe leak in room A-138.
16. Replaced one light ballast and four light tubes in the main hall.
17. Replaced two light ballasts in the boy's locker room.
18. Replaced twenty one light tubes and one light ballast in room B-103.

19. Repaired the flush valves on the toilets for the female main hall lavatories.
20. Replaced two lamps in the gym.
21. Removed the countertop in the nurse's office and installed a new cabinet and sink.
22. Replaced the motor for the air handler in room A-132.
23. Repaired the cabinet doors in room A-122.
24. Remounted the room sign for room C-109.
25. Painted three locker doors in the B-wing.
26. Installed a new toilet in the main office lavatory.

Intermediate School

1. Replaced one light ballast in room 308.
2. Tested the battery voltage for the automatic floor scrubbing machine.
3. Repaired the sinks in the kitchen.
4. Replaced one light ballast for the third floor hallway.
5. Replaced the stem for the hot water faucet in the main office.
6. Repaired the rooftop heating unit for the girl's locker room.
7. Assembled one new basketball rack.
8. Repaired chairs in the library.

Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed. This is a daily activity as there is no way of checking unit operation from an area inside the building. The controllers are in the units on the roof.
2. Reset the boiler for domestic hot water.
3. Repaired the custodial chemical cleaning dispenser in the kitchen.
4. Replaced the light switch in the music room.
5. Repaired chairs in the media center.
6. Repaired the door closer on one gym exit door.
7. Assembled three metal bookshelves.
8. Repaired the panic bar on one gym door.
9. Assembled one special order student desk.
10. Installed AED signs in various areas.
11. Installed one bulletin board in room C-108.

J. Harvey Rodgers School

1. Tightened all toilet seats in the A-wing male lavatory.
2. Replaced one toilet seat in the A-wing female lavatory.
3. Cleaned the sink trap in the main office lavatory sink.
4. Tightened toilet seats in the lavatories for rooms A-5 and A-9.
5. Cleared the toilet in the B-wing male lavatory.
6. Replaced one bulb for the A-wing exterior wall lights.
7. Repaired the door stop for the principal's office.

8. Hung the back drop and wreaths in the all purpose room.

Bullock School

1. Adjusted the time on the clock in the media center.
2. Repaired three toilets in the B-wing male lavatory.
3. Repaired the unit ventilator for the demo room.
4. Serviced the drive bearing for the unit ventilator in room B-34.
5. Replaced the light bulb for parking lot pole number 15.
6. Repaired swings at the D-wing playground.
7. Repaired one custodial vacuum cleaner wand.
8. Repaired the door closer for the principal's office.
9. Repaired the railing in the gym.
10. Repaired bookshelves in the media center.
11. Repaired the door handle for the faculty dining room.
12. Repaired the door handle for room D-5

Board Office

1. Replaced the pilot tube, igniter and thermocouple for the boiler room side air handler.
2. Repaired the door handle and lock for the boiler room door.
3. Removed a wall cabinet to make room for the mailboxes.

Transportation Garage

No repairs to report for the month.

Brick Annex

No repairs to report for the month.

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. Delivered custodial supplies to the schools as necessary.

3. Removed leaves as needed at all facilities.
4. Trimmed fence line at the Intermediate School.
5. Began trimming low limbs and the fence line at the Bullock School.
6. Trimmed all the cherry trees in front of the High School.