

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

February 9, 2015

MAINTENANCE DEPARTMENT REPORT

The month of January provided plenty of times to have to deal with slippery conditions. The custodial and grounds staff has done a very good job so far keeping the facilities and the perimeter sidewalks as safe as possible. One storm provided just enough snow to need to be plowed away while the others required salt. Heating issues continue to be a concern as our equipment has reached its life expectancy many years ago. The maintenance staff continues to patch and do what they can to keep the systems operating.

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

Glassboro High School

1. Painted and caulked behind the replacement toilet in the main office lavatory.
2. Made adjustments to the heating system for the science wing.
3. Adjusted the thermostat for room A-105.
4. Replaced the drive belt for the unit ventilator in room A-109.
5. Installed an electrical outlet for the new copier in the library.
6. Cleared one sink drain in the science wing.
7. Replaced backflow preventers and caps on the custodial chemical cleaning solution machine.
8. Replaced one electrical outlet in room A-116.
9. Replaced one light ballast in the male lavatory near room A-115.
10. Adjusted the discharge water temperature for the science wing.
11. Replaced one faucet stem in the main hall female lavatory.
12. Replaced light tubes and tightened toilet seats in the main hall male and female lavatories.
13. Repaired heating issues in room A-141.
14. Repaired an overheat problem for the main office air handler.
15. Ran new lines for microphones on the stage.

16. Replaced three ceiling tiles by room A-105.
17. Replaced two light ballasts and five light tubes in the faculty work room.
18. Replaced light tubes in the nurses office.
19. Replaced eighteen light tubes in the science wing hallway.
20. Replaced a broken drive gear on the walk behind salt spreader.
21. Replaced the faucet and supply valves in the male lavatory.
22. Repaired the cleaning chemical dispenser in the B-wing custodial closet.
23. Replaced the wall seal on one toilet in the main hall female lavatory.
24. Removed a broken transformer for one of the gym scoreboards.
25. Repaired a desk in room C-105.
26. Installed AED signs in various areas.
27. Repaired the backstage panic bar hardware.
28. Installed a door stop for the nurse.

Intermediate School

1. Worked on the automatic floor scrubber.
2. Adjusted the high and low limits on one heating boiler.
3. Replaced one ballast for the first floor hall.
4. Replaced faucet washers for the first floor male lavatory.
5. Replaced one electrical outlet in room 204.
6. Replaced one light switch in room 302.
7. Worked on troubleshooting a no power issue for the unit ventilator in room 303.
8. Reset the unit ventilator for room 201.
9. Replaced the ice machine for the nurse.
10. Reset the freeze stat for rooms 116 and 308.
11. Replaced fourteen light tubes in room 116.
12. Drained the expansion tanks for the boilers.
13. Reset the freeze stat for room 201.
14. Replaced one light ballast in the assistant principal's office.
15. Adjusted the door closer for the main office.
16. Secured the sink to the wall in the first floor female lavatory.
17. Replaced the hand soap dispenser for the main office lavatory.
18. Repaired the panic bar for one gym door.

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. This month over 40 hours were spent on these units.
2. Replaced the seal and vacuum breaker for one toilet in the 6th grade male lavatory.
3. Replaced the flame rod for the burner on HVAC unit MZ-2.
4. Replaced the flame rod and the igniter for the burner on HVAC unit MZ-4.

5. Replaced two light ballasts and one lamp in the gym.
6. Replaced the burner relay for HVAC unit MZ-1.
7. Replaced two light ballasts in the cafeteria hall.
8. Adjusted the air handler air flow to room C-121.
9. Replaced one light ballast in the hall near the music room.
10. Replaced the drive belt on one exhaust fan.
11. Installed one bulletin board in room C-137.

J. Harvey Rodgers School

1. Replaced the fill line and fill valve for the B-wing faculty lavatory toilet.
2. Replaced one faucet in the A-wing faculty lavatory.
3. Repaired one toilet in room A-7.
4. Replaced one light ballast in the media center.
5. Replaced the low voltage transformer for the R to R room.
6. Replaced one light ballast and three light tubes in room B-4.
7. Replaced one light ballast in room B-6.
8. Removed the back drop and wreaths in the all purpose room.
9. Covered a broken window in the faculty work room.
10. Replaced the door stop for the copy room door in the main office.
11. Installed a replacement toilet paper dispenser in room A-4.

Bullock School

1. Repaired one custodial vacuum cleaner.
2. Repaired the unit ventilator for room B-43.
3. Adjusted the outside air damper for the unit ventilator in room B-44.
4. Changed the electrical outlet for the new copy machine.
5. Repaired the air line for the air dryer and restarted the boilers.
6. Repaired the cleaning chemical machine for the B-wing.
7. Installed panels on the backs of the book shelves in the media center.
8. Repaired the door handles for rooms C-15, C-24 and C-25.

Board Office

No repairs to report for the month.

Transportation Garage

No repairs to report for the month.

Brick Annex

No repairs to report for the month.

Operations Office

1. Replaced the lamp in one of the outside security lights on the garage.
2. Checked the outlet for bus block heaters for power.

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. Continued trimming the fence line at the Bullock School.
5. Handled snow and ice issues as necessary.