

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**March 4, 2015**

**MAINTENANCE DEPARTMENT REPORT**

The month of February continued to provide a number of weather related events. The custodial and grounds staff has done a very good job so far keeping the facilities and the perimeter sidewalks as safe as possible. Snow storms as well as ice conditions have kept the staff extremely busy during the month. Between snow removal and salting the staff worked hard and I feel did an outstanding job. 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. Attempted to repair the one scoreboard in the gym.
2. Removed water damaged ceiling tiles in room C-103.
3. Replaced one light ballast in the back hall.
4. Made repairs to one set of bleachers in the gym.
5. Cleared the sewer main for the science wing. Necessary to borrow the sewer auger from the water department.
6. Escorted the health inspector through the kitchen.
7. Replaced three light ballasts and sixteen light tubes in rooms B-108 and B-109.
8. Repaired the transformer for one set of bleachers in the gym.
9. Removed the automatic exercise cycle for the emergency generator.
10. Replaced the water supply pipe for one toilet in the male lavatory by room A-115.
11. Repaired the oven door in the kitchen.
12. Checked out the clothes dryer in the kitchen. Needs to be replaced.
13. Serviced the drive bearings for the unit ventilator in room A-122.
14. Secured the cable wire from the building to the press box.
15. Repaired the drive for the unit ventilator in room B-104.
16. Serviced the drive bearings for the unit ventilator in room A-131.

17. Replaced the drive belts for the main office air handler.
18. Repaired the handle for the male coach's office door.
19. Repaired cabinet doors in the media center.
20. Repaired the door latch for the trainer's room exterior door.
21. Repaired the panic bar latch system for the guidance office hallway doors.
22. Replaced the kick down door stop for the trainer's door.
23. Replaced the door latch for classroom A-136.
24. Removed the laminate from the counter in the school store.
25. Repaired the door hinges at the trainer's room.
26. Repaired the sliding window for the school store.
27. Repaired the lock mechanism for the gate in the girl's locker room.
28. Repaired one table leg in room C-109.
29. Repaired the panic bar for the backstage door that was removed by the drama department.
30. Checked out noise in the unit ventilator in room B-104. Need to replace the drive bearing.

#### Intermediate School

1. Ran new power supply for the unit ventilator in room 303.
2. Replaced light tubes in room 206.
3. Replaced the exit sign for the second floor.
4. Replaced two vacuum breakers and one flush valve in the second floor female lavatory.
5. Isolated a water leak in the first floor female lavatory. Found broken hot water supply pipe broken.
6. Reset the freeze stats for the unit ventilators in rooms 201, 308 and 310.
7. Replaced the drive motor for the unit ventilator in room 303.
8. Replaced light tubes in rooms 204 and 206.
9. Repaired the panic bar lock on the exterior ramp door.
10. Replaced light tubes in the main office.
11. Repaired door glass trim for room 301.
12. Replaced the drive belt for the air handler for the health office.
13. Replaced the ceiling tiles in the first floor female lavatory.
14. Rewired the power for the lights in the first floor female lavatory.
15. Replaced light tubes in room 114.
16. Installed three new toilet paper holders that were vandalized in the second floor female lavatory.

#### 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. Reset the burner for HVAC unit MZ-4.

3. Worked on troubleshooting a power problem with one of the new copiers.
4. Checked the food warmer in the kitchen.
5. Scraped, primed and painted the wall in classroom C-107.
6. Replaced eleven floor tiles in room C-139.
7. Repaired the seam for a dry erase board in room C-142.
8. Moved large projection screen in room C-123.
9. Constructed trash can screen lids for the cafeteria trash cans.

#### J. Harvey Rodgers School

1. Replaced the transformer for the unit ventilator in the resource room.
2. Repaired one custodial vacuum cleaner.
3. Worked on a high water temperature issue with the A-wing boilers.
4. Repaired the water fountain in the all purpose room.
5. Replaced the showcase light tube.
6. Replaced the drive belt for the gym air handler.
7. Replaced one light ballast in room A-9.
8. Replaced the faucet washers for the sink in room A-4.
9. Mounted an epi pen box for the nurse.
10. Replaced the paper towel dispenser in the B-wing female lavatory.
11. Lit the pilot lights for the warmer table in the kitchen.
12. Repaired table cables in the all purpose room.

#### Bullock School

1. Installed a cord cover for the elmo projector in room D-25.
2. Repaired the air handler for the main office.
3. Repaired the unit ventilator in the computer lab.
4. Repaired two custodial vacuum cleaners.
5. Serviced the motors and pumps in the boiler room.
6. Replaced one vacuum breaker for a toilet in the C-wing female lavatory.
7. Replaced the vacuum breaker for the toilet in the custodial office lavatory.
8. Repaired the unit ventilator for room D-9.
9. Replaced the transformer, gas regulator and burner assembly for the kitchen rooftop heating unit.
10. Replaced three parking lot light lamps.
11. Replaced three 400 watt lamps and one ballast in the gym.
12. Replaced one vacuum breaker on a toilet in the lavatory for room D-5.
13. Repaired front main entrance doors.
14. Repaired the air dryer in the boiler room to get the air pressure back up to operating pressure.

#### Board Office

No repairs to report for the month.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Reset the heating boilers twice.

Operations Office

1. Replaced six light tubes and one ballast in the garage.

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 tree limbs / branches as needed at all facilities.
4. Continued trimming the fence line at the Bullock School.
5. Handled snow and ice issues as necessary.