

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**April 9, 2015**

**MAINTENANCE DEPARTMENT REPORT**

The month of March certainly did not let up from winter weather events. Unfortunately, some instructional days were lost due to the storms however the staff did a great job getting the facilities ready as quickly as possible once the storms ended. Ice was a real problem this winter both with freezing rain and also with extremely cold temperatures at night. The maintenance staff continued to keep our heat plants operating to the best of their ability but we are all certainly happy the referendum was a success!

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

Glassboro High School

1. Replaced a control board in the hand dryer in the female lavatory by room A-115.
2. Repaired the cord on one lap top cart in the media center.
3. Began the spring servicing of all HVAC units.
4. Changed the master clock and the outside light timers for daylight saving time.
5. Replaced the GFCI outlet in room A-132.
6. Replaced the relief valve for boiler #2.
7. Replaced one vacuum breaker and faucet washers for the sink in room A-107.
8. Replaced two vacuum breakers for sinks in room A-141.
9. Replaced one exterior lamp outside of the 9/10 cafeteria.
10. Replaced the drive belt for the unit ventilator in room A-111.
11. Replaced the left side drive bearing for the unit ventilator in room a-121.
12. Cleared one toilet in the C-wing male lavatory.
13. Shut down power to the dimmer rack on the stage for a contractor repair.
14. Repaired a control problem for the unit ventilator in room A-119.
15. Repaired the unit ventilator in room A-122 from overheating the room.
16. Hung additional banners in the gym.
17. Replaced the cove base molding in room A-108.
18. Repaired the door handle for A-106.

19. Re secured the straps for various driveway poles.
20. Chained new picnic tables at the back circle.
21. Installed two speakers on the baseball storage container.
22. Repaired two chairs in the media center.
23. Moved a bookshelf from the media center into the office.
24. Repaired cabinet shelving in room A-103.
25. Installed new pole vault standards at the track event area.

#### Intermediate School

1. Replaced five light ballasts in room 112 and the third floor hall collectively.
2. Restored power to the heat unit in the first floor female lavatory.
3. Rewired the lights to enable the light sensor for the first floor female lavatory.
4. Installed missing toilet paper dispensers in the female lavatories.
5. Replaced light tubes in room 114.
6. Replaced a leaking supply line for a sink in room 200.
7. Repaired one panic bar on a gym door.
8. Replaced light tubes in room 202.
9. Began servicing all HVAC unit ventilators for spring.
10. Corrected an overheating problem with the unit ventilator in room 210.
11. Repaired the panic bar for the gym entrance door.
12. Repaired one custodial vacuum cleaner.
13. Replaced light tubes in the nurse's office.

#### 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 two 250 watt lamps in exterior wall pack lights.
3. Replaced one light ballast in the hallway.
4. Replaced the classroom light switch for room B-134.
5. Made repairs to the front door security system.
6. Ran a new electric supply for the new copier in the faculty work room.
7. Repaired one custodial vacuum cleaner.
8. Replaced fifteen light ballasts in the cafeteria.
9. Replaced twelve light tubes in the cafeteria.
10. Remounted the exit sign outside of the music room.
11. Repaired the panic bar for the kitchen door.
12. Removed one old soccer goal from the playground due to deterioration.
13. Repaired the panic bar for the girl's locker room hall door.
14. Repaired the custodial chemical dispensing machine in the kitchen.

#### J. Harvey Rodgers School

1. Adjusted the arm on the paper cutter in the faculty work room.
2. Replaced the spud on the toilet for room A-7.
3. Removed brackets for the serving line shelf that had been removed.
4. Replaced one light ballast and three light tubes in the media center.
5. Replaced two 70 watt canopy light bulbs.
6. Repaired the toilet in the faculty lavatory.
7. Cleared the sink drains for rooms A-6 and A-8.
8. Tightened all toilet seats in the B-wing lavatories.
9. Replaced one light ballast in room A-3.
10. Patched broken floor tile at the main office vestibule.
11. Repaired the door closers at the all purpose room ramp.
12. Installed one white board in room B-3.
13. Adjusted the drive belt for the air handler in the gym.
14. Repaired the paper cutter in the faculty work room.

#### Bullock School

1. Adjusted the light timers for day light saving time.
2. Adjusted the heat for the unit ventilator in room B-43.
3. Repaired the drive bearing for the unit ventilator in the demo room.
4. Removed the pump motor for boiler #2.
5. Reset the burner for the kitchen heating unit.
6. Replaced one light ballast and two lamps in parking lot lights.
7. Replaced one 70 watt lamp on an exterior wall pack lamp at the front of the building.
8. Replaced a broken toilet in the B-wing male lavatory.
9. Replaced the custodial chemical dispenser in the kitchen.
10. Repaired three toilets in the C-wing female lavatory.
11. Repaired one custodial vacuum cleaner.
12. Installed new pump motor for boiler #2.
13. Repaired a leak on the heating unit outside of the boiler room.
14. Repaired a broken partition panel in the A-wing female lavatory.

#### Board Office

1. Repaired the center support for the table in the small conference room.
2. Replaced ten light tubes throughout the office area.
3. Reinstalled all awards / plaques in the large conference room.

#### Transportation Garage

No repairs to report for the month.

Brick Annex

No repairs to report for the month.

Operations Office

1. Replaced light tubes over the secretaries desk.
2. Repaired the door lock / latch for the main entrance door.

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. Handled snow and ice issues as necessary.
5. Began getting the event areas prepared for spring sports.