

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

May 7, 2015

MAINTENANCE DEPARTMENT REPORT

The month of April was fairly uneventful for the maintenance staff for a pleasant change! Temperatures were moderating enough not to make the buildings extremely cold or extremely hot so the HVAC equipment didn't have to work as hard as it usually does. The grounds staff continued to keep the athletic facilities in good shape for spring sports competitions and kept the grounds at all the facilities maintained as well.

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

Glassboro High School

1. Replaced thirty six light tubes throughout the building.
2. Chemically treated both the sewer light station pits.
3. Serviced all air handling equipment in the middle hall.
4. Cleared one toilet in the C-wing male lavatory.
5. Replaced (3) four light ballasts and (2) two light ballasts throughout the building.
6. Escorted the contractor for the six month fire suppression system inspection.
7. Replaced one light ballast in the media center.
8. Replaced one light ballast and one tube in room A-133.
9. Replaced six light tubes and two light ballasts in the 9 /10 cafeteria.
10. Replaced four light tubes and three light ballasts in the 11 / 12 cafeteria.
11. Turned the water on for the concession stand. Started the hot water heater and ice machine running for the season.
12. Turned the water on at the baseball field for the water fountain and hose.
13. Replaced two light ballasts and three light tubes under the stadium bleachers.
14. Serviced all the HVAC units in the C-wing.
15. Rebuilt the faucets and cleared the drains for the sinks in the art room.
16. Replaced the double outlet cover for the lap top cart in the media center.
17. Repaired the water fountain by the auditorium.
18. Repaired one sink in the kitchen.

19. Replaced the faucet for the sink in the concession stand.
20. Replaced the 250 watt lamp in one back driveway light.
21. Checked the building for proper operation of emergency lights and exit signs.
22. Replaced one light ballast and three light tubes in the main hallway.
23. Removed the toilet that was leaking in the faculty lavatory near A-115.
24. Removed the protective netting from the scoreboards.
25. Repaired a leak on the tank of the floor scrubbing machine.
26. Checked the wiring for the bell and PA system.
27. Installed the protective screens over the new scoreboards in the gym.
28. Repaired the pole vault base standard.
29. Constructed and installed a new countertop for the school store in B-101.
30. Repaired the batting cage at the baseball field.
31. Moved filing cabinets from A-101 to the media center storage room.
32. Removed one file cabinet lock in the media center.
33. Repaired the showcase entrance door at room B-101.
34. Installed a door sweep at the concession stand.
35. Repaired the lock set for the back door to the media center storage room.
36. Repaired the door lock for room A-139.
37. Repaired the center bar for the gym exit doors.
38. Removed and reinstalled the center bar at the back doors for the lift to come in for scoreboard installation.

Intermediate School

1. Checked all gas pilots after the new meter installation.
2. Replaced the faucet in the main office lavatory.
3. Removed the light ballast for the recessed lighting for a replacement sample.
4. Replaced three light ballasts and eight light tubes in the media center.
5. Removed one set of lights from the football field light post.
6. Replaced one light ballast and six light tubes in the SRO's office.
7. Replaced five light bulbs over the counter in the media center.
8. Repaired the wheels for the volleyball standards in the gym.
9. Repaired the door handle for room 200.
10. Repaired the panic bar for one gym door.
11. Restarted the boilers and pumps after the gas shut down for the meter replacement.
12. Hung an American flag in the gym.
13. Removed paper that was stuck in the blower fan for the unit ventilator in room 310.
14. Checked all emergency lights and exit signs for operation.
15. Repaired stair treads on the second floor stairwell.

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 domestic hot water heater from a flame failure.
3. Repaired one water fountain bubbler.
4. Cleaned the grate in the kitchen for air flow behind the walk in freezer.
5. Serviced all the rooftop units and replaced all filters.
6. Sealed around the flashing for HVAC unit MZ-6 from a roof leak.
7. Installed a sound system in room C-138.
8. Replaced two toilet seats in the 6th grade female lavatory.
9. Repaired an exit sign in the old boy's locker room.
10. Checked all emergency lights and exit signs for proper operation.
11. Replaced one bulb for the exterior gym wall pack light.
12. Repaired the cable gate at the JV baseball field.
13. Assembled two bookcases.
14. Installed hand soap dispensers in the boy's lavatory.
15. Repaired a broken handle for the refrigerator in the teachers dining room.

J. Harvey Rodgers School

1. Replaced one toilet seat in the gym lavatory.
2. Replaced two canopy lights at the A-wing main entrance.
3. Checked emergency lights and exit signs for proper operation.
4. Replaced the bulb for the exterior gym wall pack light.
5. Replaced one light ballast and three light tubes in room A-4.
6. Repaired the door latch for the main office.
7. Made lavatory keys for the A-wing lavatory deadbolt locks.

Bullock School

1. Completed the installation and wiring for boiler #2 circulator pump.
2. Assisted an outside contractor in installing a new transfer switch for the emergency generator.
3. Checked the unit ventilator in room A-2 for leaks.
4. Replaced eight light tubes and two light ballasts in the boiler room.
5. Replaced three light tubes and two light ballasts in the C-wing male lavatory.
6. Remounted the exit sign in the B-wing hall.
7. Reset the heating unit for the kitchen.
8. Replaced the handle on the faucet in the C-wing male lavatory.
9. Installed a banner over the media center entrance.
10. Removed shelving in the art room.
11. Installed a pipe hanger for art work in the art room.

Board Office

1. Repaired the custodial chemical dispenser.
2. Repaired one outside light cover and cleaned out two others.

3. Reset the circuit breaker for the outlets on the business office side of the building.
4. Repaired the door knob / lock for the electrical room.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Repaired the main entrance panic bar.

Operations Office

1. Checked the hot water heater for proper operation.

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. Mowed grass and trimmed at all facilities.
5. Maintained all spring sports event areas.