

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

June 5, 2015

MAINTENANCE DEPARTMENT REPORT

The month of May was extremely taxing on our HVAC equipment. We went from heating to the need for extreme cooling so rapidly that we never had the time to ease the equipment into service. Many problems occurred that our maintenance staff were able to overcome. Much of the troubled equipment and controls will be replaced as part of the referendum so hopefully these problems will go away once replaced next year.

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

Glassboro High School

1. Started the irrigation for the football field and baseball fields.
2. Filled the chiller cooling tower and started the chiller for the season.
3. Cleaned the strainer for the cooling tower.
4. Started the auditorium air handler and the reheat system.
5. Serviced all pumps for the HVAC equipment.
6. Cleaned the top of the chiller tower.
7. Repaired the drive bearings for the unit ventilator in room A-122.
8. Reset the freeze stat for the air handler in room C-105.
9. Replaced the battery in the emergency light unit in the choral room.
10. Replaced one pole light lamp at the back driveway.
11. Replaced the drive belts for the kitchen exhaust fan.
12. Service the drive bearings for the unit ventilator in room A-110.
13. Made repairs to the rooftop units for rooms A-102 and A-107.
14. Cleared the condensation drain for the unit ventilator in room A-122.
15. Replaced three light tubes in the main hallway.
16. Replaced the thermostat for room A-107.
17. Replaced one light ballast and four light tubes in the guidance area.
18. Replaced one light ballast and three light tubes in room A-105.
19. Replaced one light ballast and seven light tubes in room A-113.
20. Replaced one light ballast and three light tubes in room A-111.

21. Repaired two custodial vacuum cleaners.
22. Repaired the air conditioning for room A-141.
23. Repaired the door handle pull for the girls side gym exit doors.
24. Installed a bulletin board in the guidance area.
25. Repaired the door lock for room C-104.
26. Repaired the modulation motor for the rooftop unit for room A-102.
27. Removed the pole vault standards for the season.
28. Installed a panic bar on the auxiliary gym entrance door from the gym hallway.
29. Installed a lock on the art room door leading to the stage.
30. Assembled a ping pong table and ball carts.

Intermediate School

1. Replaced the lamp for the wall pack exterior light near the north entrance.
2. Replaced two exit signs on the first floor.
3. Replaced the main power fuses for the girl's locker room rooftop unit.
4. Removed the condensing fan motor for replacement for the unit that controls room 202.
5. Reinstalled the condensing fan motor for room 202.
6. Reset the motor for the unit ventilator in room 109.
7. Replaced the freeze stat for the unit ventilator in room 303.
8. Reset the motor for the unit ventilator in room 306.
9. Repaired a roll towel dispenser for the third floor.
10. Serviced the unit ventilator for room 212.
11. Replaced the thermostat in room 200.
12. Hung art work on the third floor.
13. Replaced broken exhaust blower belts on the boilers.
14. Patched the wall under one urinal for the second floor boy's lavatory.
15. Mounted an epi pen box for the nurse.
16. Replaced the filters for the science wing rooftop units.
17. Serviced the unit ventilators for rooms 107 and 109.

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 the cord on one custodial vacuum.
4. Changed the temperature set points on various rooftop units for cooling.
5. Relocated the night light for room C-108.
6. Repaired the gate at the back of the school.
7. Repaired the door handle at the nurse's office.
8. Secured the pipe chase door in the boy's lavatory.
9. Replaced twelve floor tiles in the all purpose room.

J. Harvey Rodgers School

1. Turned A/C on for the A-wing and changed set points for temperature.
2. Made repairs to the unit ventilator for room A-3.
3. Replaced the lamp in the exterior wall pack by the main entrance.
4. Replaced seven canopy lamps at the main entrance.
5. Reset the unit ventilator for rooms A-1, A-6 and the main office.
6. Repaired one custodial vacuum.
7. Removed the covers from the window unit air conditioners in the B-wing rooms.
8. Reset the freeze stat for the media center air handler.
9. Adjusted the drive belts for the air handler in the media center and main office.
10. Removed the lock assembly from the A-wing faculty lavatory due to a broken key.

Bullock School

1. Replaced the vacuum breaker and rebuilt the handle and flush valve on one toilet in the A-wing boy's lavatory.
2. Repaired one custodial vacuum.
3. Moved the ice machine in the nurse's office.
4. Adjusted the belt on the air handler for the main office.
5. Reset the compressors for the chiller.
6. Serviced the unit ventilator for room C-24.
7. Shut down the rooftop heating unit for the kitchen.
8. Replaced the broken door handle for the receiving room with a new handle kit.
9. Adjusted the door closers for the main entrance doors.
10. Repaired the door handles for the main office and media center.

Board Office

No repairs to report for the month.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Shut down the boilers for the season.
2. Replaced the battery in the emergency wall pack light.

Operations Office

1. Replaced the lamp in one exterior night light at 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. Mowed grass and trimmed at all facilities.
5. Maintained all spring sports event areas.