

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

July 14, 2015

MAINTENANCE DEPARTMENT REPORT

The month of June continued to work our HVAC equipment extremely hard. The maintenance staff continued to do whatever was needed to keep the buildings comfortable for both students and staff.

The severe storm that ripped through the county fortunately did not have any effect on our buildings. Several limbs came down though out the district that had to be hauled away by our grounds staff and one tree came down at the high school that our staff cut up and removed. We were fortunate that the only inconvenience was the loss of power to several buildings for a few days.

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

Glassboro High School

1. Assisted the custodial staff cleaning up from the C-wing hallway roof leak.
2. Installed a new toilet in the faculty lavatory by room A-116.
3. Replaced one ballast and five light tubes in room A-122.
4. Replaced twenty light tubes in the front hallway classrooms.
5. Replaced one ballast and three light tubes in room B-102
6. Replaced one ballast and two light tubes under the stadium.
7. Cleared a clogged toilet in the C-wing female lavatory.
8. Cleared the HVAC condensation drain for room A-105.
9. Replaced the suction motor on the floor scrubber.
10. Cleared the condensation drain for the main office air handler.
11. Replaced one ballast and two light tubes in the athletic director's office.
12. Repaired the insulation on the cold water pipes in the girl's locker room.
13. Replaced one ballast in room A-114.
14. Cleared the condensation drains in rooms A-101 and A-121.
15. Mounted a room sign for room A-113 and the SRO office.
16. Shut the gas off in the kitchen for the summer.
17. Removed three electrical outlets in room C-109.

18. Repaired the center bar for the exit doors on the girl's side of the gym.
19. Removed an old bulletin board in the choral room.
20. Installed a new sixteen foot white board in the choral room.
21. Removed old cabinets / countertops from room C-109.
22. Mounted additional "distinguished alumni" plaques.
23. Repaired one cable gate at the athletic fields.

Intermediate School

1. Replaced one 250 watt lamp on the front security lighting.
2. Replaced two ballasts and one light tube in room 209.
3. Reset the chiller from the power outage.
4. Replaced light tubes in the guidance conference room.
5. Replaced the drive motor for the unit ventilator in room 109.
6. Replaced the thermostat in room 202.
7. Adjusted the door closers for the media center.
8. Removed the condensing fan motor from rooftop unit 2.
9. Replaced light tubes in room 209.
10. Installed a new condensing fan motor for rooftop unit 2.
11. Replaced the modulation motor for RTU 2.
12. Replaced the drive belt for the boy's locker room unit.
13. Repaired the door lock for room 301.
14. Adjusted the drive belt and replaced the air filters for the main office air handler.
15. Mounted a sign in the lobby.

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. Repaired the handles for the floor machine.
3. Replaced two 250 watt exterior lamps.
4. Repaired the cord for the PA system.
5. Replaced the exhaust fan belt for the gym unit.
6. Shut the gas off to the heater in the boiler room.
7. Shut off the gas to all appliances in the kitchen for the summer.
8. Repaired the wheels on the speed scrubber.
9. Replaced clean out caps on the roof drain pipes.
10. Removed the map from the wall in room C-141.
11. Installed a door stop for room C-139.

J. Harvey Rodgers School

1. Added air to the tires for the floor machine.

2. Disconnected the electric to the dishwasher.
3. Replaced the vacuum breaker for the toilet in the main office.
4. Repaired the toilet in the faculty lavatory by the nurse's office.
5. Shut the gas off to the appliances in the kitchen.
6. Changed the filters in all air handlers and adjusted the drive belts.
7. Hung the backdrop and pictures for the year end performance.
8. Adjusted the door closer for room A-7
9. Removed the backdrop in the all purpose room.

Bullock School

1. Replaced the drive bearing for the unit ventilator in room C-24.
2. Shut water off to the cooler in the A-wing.
3. Repaired the downspout cleanout pipe at the D-wing.
4. Repaired one custodial vacuum.
5. Reset the compressors for the chiller.
6. Repaired one toilet in the faculty lavatory in the faculty room.
7. Replaced the main blower belt for the kitchen roof unit.
8. Replaced three belts on the A-wing roof exhaust fans.
9. Cleared the condensation drain for the gym teacher's office.
10. Repaired the sink drain in room D-23.
11. Sealed cracks in the kitchen to stop ant travel.
12. Replaced the lock set for the exterior boiler room doors.
13. Installed a new lock set on the interior boiler room door.
14. Removed a broken key and repaired the lock at the gym entrance doors.

Board Office

No repairs to report for the month.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Disconnected the power to the equipment being placed in the district auction.

Operations Office

1. Repaired the back door.
2. Replaced two light tubes in the back hallway.

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.
4. Delivered chairs to the high school for the Intermediate graduation.
5. Delivered graduation items to Rowan for the high school graduation.