

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

August 13, 2015

MAINTENANCE DEPARTMENT REPORT

The month of July was a hard working month for the custodial staff. As part of summer cleaning all classrooms are emptied, furniture scrubbed, all surfaces wiped down and floors stripped, sealed and waxed. This work is extremely laborious as the furniture is bulky and heavy. Maintenance staff continued to work through various repairs and projects that were brought to our attention throughout the year. The boilers at the High School and the Intermediate School were opened and cleaned by an outside contractor. All boilers throughout the district were inspected by the State and new certificates were issued. In addition all the fire extinguishers throughout the district facilities were inspected and tagged for the new school year. Many of the extinguishers at the Bullock School had expired and had to be replaced.

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

Glassboro High School

1. Replaced three light ballasts and five light tubes in room A-114 and A-122.
2. Replaced one light ballast and four light tubes in the main office.
3. Cleaned the unit ventilator in room A-108.
4. Cleared the sink drain in the custodial closet by the gym.
5. Replaced three electrical outlets in room C-109.
6. Replaced one light ballast in the main hall.
7. Reset the freeze stat for the HVAC unit in room A-102.
8. Installed a new flush handle for the toilet in the faculty lavatory.
9. Replaced one light ballast in room B-103.
10. Worked with an outside electrical contractor surveying the stadium lights.
11. Replaced the wax seal for the toilet in the faculty lavatory.
12. Replaced thirteen light tubes and three light ballasts in room A-102.
13. Repaired the custodial chemical dispenser in the closet near the back hallway.
14. Cleaned the filters in the kitchen exhaust hood.
15. Made a temporary repair to the chiller tower to prevent water from spilling out.

16. Replaced one electrical outlet in the art room.
17. Replaced one broken dumpster wheel.
18. Painted the hot water pipes on the boilers.
19. Repaired the doors at the guidance hallway.
20. Repaired the bench in the boy's locker room.
21. Attached the room number sign for B-104.
22. Repaired the teacher's desk drawer in room A-137.

Intermediate School

1. Cleared the condensation drain for the air handler in the cafeteria.
2. Repaired the wet vacuum.
3. Escorted the electrical engineer through the building.
4. Cleaned the filters for the kitchen exhaust hood.
5. Repaired various lockers on the first floor.
6. Repaired a leak in the second floor hall ceiling and replaced the ceiling tile.
7. Serviced the air handlers in the cafeteria.
8. Repaired one stair tread for the second floor of the science wing.
9. Repaired one extension cord for the custodians.
10. Drained the expansion tanks for the boilers.

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. Replaced lamps in two exterior wall pack lights.
3. Replaced the ballast in one exterior wall pack light.
4. Cleaned the filters for the exhaust hood in the kitchen.
5. Replaced six floor tiles in room C-137.
6. Replaced the corner wall covers in room B-125.
7. Assembled three metal shelving units.
8. Replaced four floor tiles in the cafeteria hallway.
9. Replaced various ceiling tiles in the sixth grade hallway.

J. Harvey Rodgers School

1. Replaced the photocell for the A-wing night lights.
2. Cleaned the filters for the exhaust hood in the kitchen.
3. Removed the commercial dishwasher in the kitchen.
4. Assembled twenty metal bookshelves for classrooms.
5. Cleaned, painted and repaired the two boilers in the A-wing.
6. Patched roof leaks over the media center.
7. Repaired a missing closet door for the storage room in A-1.

Bullock School

1. Restored power for the doorbell at the latchkey entrance.
2. Cleaned the filters for the kitchen exhaust hood.
3. Replaced the light switch for the exhaust hood.
4. Replaced four light bulbs in the kitchen freezer.
5. Repaired the tile floor in the faculty dining room.
6. Cleaned and painted the older water heater in the boiler room.
7. Sealed areas in the kitchen between the floor and the wall.
8. Repaired the lids on one dumpster.

Board Office

1. Replaced one light ballast and three light tubes.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Cleaned and painted the two boilers.

Operations Office

No repairs to report for the month.

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. Picked up all items for the district auction.
5. Set up the district auction items on the field near Operations.