

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**September 9, 2015**

**MAINTENANCE DEPARTMENT REPORT**

The month of August was very hectic for the custodial staff. With school starting prior to Labor Day this year the buildings had to be completed earlier to accommodate the staff returning to set up their rooms. The buildings were fresh and clean in time for everyone's return. I applaud the hard work of this staff completing the heavy summer cleaning on time. The maintenance men worked on as many projects as they could but unfortunately one of our two men has gotten sick and was out the last week of August and has not returned. The paving the borough did at the Intermediate School is complete and looks great. In addition the borough did some patch work at the back of the High School at the circle and also did some patching on the access road to the Operations complex. The emergency repairs on the roof of the High School were completed and all the ceiling tiles in the C-wing hallway have been replaced. The test of the repair will be a rain. During the last week of the month all of the maintenance, grounds and custodial staff received their annual asbestos awareness annual refresher training as well as their every two year Right to Know refresher training.

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

Glassboro High School

1. Cleared the condensation line for the unit ventilator in the trainer's room.
2. Repaired one toilet in the male lavatory near the gym entrance.
3. Replaced one electrical outlet by the auditorium.
4. Worked on a condensation leak on the air handler in the gym on the girl's side.
5. Repaired the roof by the art room.
6. Assisted the contractor in performing the annual sprinkler testing.
7. Replaced light tubes that were out throughout.
8. Repaired one toilet in the staff lavatory near the mail room.
9. Repaired five leaking faucets in room A-107.
10. Painted the room behind the nurse's office.

#### Intermediate School

1. Mounted a new staff picture in the main hall.
2. Replaced three u-tubes in the main office.
3. Replaced thirty light tubes and three light ballasts in the boy's locker room.
4. Checked boilers, chiller and circulating pumps.
5. Checked the operation of one wall pack light on the front of the building.
6. Replaced light tubes throughout the building.
7. Worked with the Glassboro Fire Company and removed the storm damaged weather vane on top of the cupola.

#### 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. Painted the wall outside of room C-113.
3. Repaired one soccer goal post on the practice field.
4. Installed a new power pole and electrical circuit in room B-122.
5. Installed a sound system in room B-122.
6. Assisted the contractor with the sprinkler testing.

#### J. Harvey Rodgers School

1. Disconnected and removed the commercial dishwasher from the kitchen.
2. Repaired one toilet in room A-5.
3. Removed the motor from the air handler in the main office to be sent out for rebuilding.
4. Replaced two compact lights in the B-wing entrance canopy.
5. Replaced the lamp in one A-wing wall pack light.
6. Reinstalled the motor for the main office air handler and reset the system.
7. Replaced one electrical outlet in room B-5.

#### Bullock School

1. Had new keys cut for new staff members.
2. Reset the timers for the exterior lights.
3. Installed plywood to vandal proof the area near the generator cage to prevent roof access.
4. Checked fluids for the generator and topped off.
5. Replaced the light switch for the freezer in the kitchen.
6. Replaced the ballast for the wall pack light by the latchkey entrance.
7. Replaced the outlet for the milk cooler.

Board Office

No repairs to report for the month.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Cleared the condensation drain for the air handler in PAC 1.
2. Repaired two toilets in the female lavatory.
3. Replaced two faucets in the female lavatory.
4. Replaced two light ballasts in the male lavatory.
5. Repaired one toilet in the male lavatory.
6. Worked on the air handler for PAC 1. Unit not cooling.

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. Prepared all athletic fields for the beginning of fall sports.