

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

October 5, 2015

MAINTENANCE DEPARTMENT REPORT

The start to the new school year went well. The air conditioning systems continued to have to work extremely hard with the high outdoor air temperatures. The facilities looked nice and fresh thanks to the hard work of the custodial staff. One of our maintenance men has been out sick and the other maintenance man has been doing his best to keep up with the demand. We have been prioritizing the work since we have been down to just one man. The grounds staff was busy attempting to keep the athletic fields watered so the athletes had some form of a cushion to practice and play on.

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

Glassboro High School

1. Turned on all gas to kitchen appliances and lit pilots.
2. Made repairs to the above ground sprinkler system for the athletic fields.
3. Replaced five light ballasts in the back hallway.
4. Repaired the air handler in room C-104.
5. Repaired the unit ventilator in room B-103.
6. Repaired the air conditioning for rooms C-103 and C-105.
7. Installed temporary air conditioners in rooms C-103 and C-104.
8. Raised two sprinkler heads on the varsity football field.
9. Repaired the air handler in room A-131.
10. Repaired the wiring for the air conditioning unit for room C-106.
11. Replaced the drive bearing in the unit ventilator for room B-104.
12. Serviced the drive bearings for the air handlers in rooms A-131 and A-132.
13. Replaced burned out lamps in the football field scoreboard.
14. Provided new room keys for rooms A-118 and A-139.
15. Installed one bulletin board in room A-105.
16. Repaired the unit ventilator in room B-103.
17. Replaced two light ballasts in room B-103.
18. Replaced one light ballast in room C-110.

19. Replaced four light tubes, four light bulbs and two light ballasts in the school store.
20. Replaced the stove in the concession stand with a good used one from the home ec. room.
21. Repaired the fittings for the chemical feed pump for the chiller tower.
22. Repaired one custodial vacuum.
23. Restored power for the projector touch pad in the sound booth at the auditorium.
24. Disconnected the 220 volt power for the UPS batteries in the technology closet.
25. Replaced the legs on one table in room C-109.
26. Replaced one light ballast on the girl's side of the gym.
27. Reattached falling banners in the gym.
28. Cleared one toilet in the C-wing female lavatory.
29. Cleared the condensation drain for the media center air handler.
30. Reattached pads on the gym wall.

Intermediate School

1. Reset the compressor for the chiller.
2. Turned gas on to all appliances in the kitchen and lit pilots.
3. Replaced the photocell on one from exterior wall pack light.
4. Repaired leaking flush valves on toilets for the first floor male lavatory.
5. Replaced the light switch for room 204.
6. Replaced vacuum breakers on toilets in the first and third floor female lavatories.
7. Disconnected the 200 volt UPS batteries in the technology closet.
8. Replaced the faucet for the hand wash sink in the kitchen.
9. Checked the serving line for water leaks.
10. Replaced the lamp for the exterior wall pack light by the kitchen.

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. Relocated the projector screen in room B-145.
3. Lubricated sticking door handles throughout the building.
4. Turned the gas on to all appliances in the kitchen and lit the pilots.
5. Repaired the toilet in the faculty lavatory.
6. Mounted the Rowan banner on the front wall of the building.
7. Reset the hot water boiler.
8. Repaired one urinal in the 6th grade male lavatory.
9. Replaced the door closer for room B-122.
10. Moved the power pole to a different location in room B-122.
11. Disconnected the 220 volt battery back up for the UPS in the technology closet.
12. Closed the outside air damper for the HVAC in room B-107.
13. Replaced the lamp for one exterior gym wall pack light.

14. Hung twelve bulletin boards throughout the hallways in the school.
15. Removed a prong from one electrical outlet in room C-126.

J. Harvey Rodgers School

1. Turned the gas on to all appliances in the kitchen and lit pilots.
2. Replaced two light bulbs in the B-wing boy's lavatory.
3. Replaced six lamps in the media center.
4. Replaced two light ballasts and three lamps in wall pack lights for the A-wing.
5. Replaced the fill valve for the toilet in the B-wing female lavatory.
6. Replaced one light ballast in the media center.
7. Replaced one light ballast in the B-wing hallway.
8. Adjusted the latch for the exterior door for room B-3.
9. Replaced the light ballast and lamp for the wall pack light by the main office.
10. Replaced two light ballasts in room B-6 and two light ballasts in room B-7.
11. Made repairs to the faucet and drain for the sink in room A-8.
12. Removed the old coat racks in room B-4.

Bullock School

1. Replaced one light switch in the D-wing hallway.
2. Made repairs to the air controls for room A-10.
3. Removed squirrel nest from above the ceiling and behind the pipe chase in room A-2.
4. Reset compressor #1 for the chiller.
5. Cleaned the unit ventilator and changed the filters for room A-2.
6. Patched the soffit where it appeared squirrels were getting in.
7. Replaced one receptacle under the counter in the kitchen and installed a new cover.
8. Replaced two lamps in exterior wall pack lights.
9. Repaired toilets in the lavatory by room A-14.
10. Repaired the toilet in the lavatory for room D-7.
11. Disconnected the 220 volt UPS battery back up in the technology closet.
12. Replaced the filters for the air handlers in the gym and cafeteria.
13. Replaced one 400 watt lamp in the gym.
14. Repaired the faucet at the outside garden.
15. Restored power to the exhaust fan for room A-2.
16. Checked the serving line drain in the kitchen for proper operation.

Board Office

1. Replaced one light ballast in the lobby.
2. Hung one plaque in the Superintendent's office.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Cleared the condensation drain for the air handler in PAC 1.
2. Rebuilt the flush valve for one toilet in the male lavatory.
3. Turned the gas service on and lit the hot water heater pilot.
4. Replaced one faucet stem for the sink in room 4.
5. Repaired the air handler in room 1.

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. Maintained athletic fields for fall practices and competitions.
5. Put out above ground sprinkler piping each day on various fields to keep hydrated.