

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

May 22, 2014

MAINTENANCE DEPARTMENT REPORT

The month of April was a busy one for the grounds staff. Spring sports were in full swing and the grass at all the facilities really started growing with all the rain. They are doing a nice job handling all of their responsibilities. The maintenance mechanics spent time readying the facilities for the switch from heat to air conditioning.

The following assignments were completed by our staff:

Glassboro High School

1. Replaced the ceiling tile and smoke detector that had been water damaged.
2. Cleared the sink trap and drain in the little bulldogs room.
3. Replaced the faucet mounts and supply lines to the prep sink in the kitchen.
4. Turned the water supply on for the baseball field faucet.
5. Cleared the sewer line for the science wing and cleaned the pit and pumps.
6. Turned water supply on for the concession stand.
7. Cleared two toilets in the female lavatory by room A-116.
8. Made repairs to water piping damaged this winter.
9. Repaired the water supply for the chiller cooling tower.
10. Replaced one light ballast and three light tubes in room A-109.
11. Repaired one light fixture cover in room A-105.
12. Replaced one light ballast and two light tubes in the main entrance.
13. Cleaned out the chiller tower and water lines to get ready to start the chiller.
14. Replaced the drive belt for the main office air handler.
15. Greased all pumps and motors in the boiler room.
16. Cleared the drain for the A-wing water fountain.
17. Replaced the exhaust fan unit on the boy's locker room roof.
18. Replaced two grates on the unit ventilator in room A-118.
19. Replaced the clock in room C-110.
20. Checked for roof leaks throughout the building.
21. Repaired one file cabinet in the guidance area.
22. Caulked window sills in rooms around the courtyard area.

23. Repaired one cabinet in room A-139.
24. Repaired the classroom door lock for room A-135.
25. Removed a broken lock from the teacher's desk in room A-134.

Intermediate School

1. Replaced two lamps in the first floor male lavatory.
2. Removed the motor and motor coupling from the unit ventilator in room 213.
3. Replaced worn parts on the first floor custodial chemical dispenser.
4. Replaced twenty five light tubes and two light ballasts in the faculty dining room.
5. Repaired the clock in room 302.
6. Replaced light tubes in room 210.
7. Replaced the motor and coupler for the unit ventilator in room 213.
8. Repaired the light fixture in the first floor female lavatory.
9. Shut down and closed the valves off for one boiler for the season.
10. Replaced broken floor tiles in room 210.

Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Replaced one light ballast in room C-108.
3. Replaced the faucet battery for the hand wash sink in the kitchen.
4. Made repairs to the automatic floor scrubber.
5. Replaced one 250 watt lamp on the exterior kitchen wall.
6. Performed additional repairs to the front loop storm drain.
7. Repaired malfunctioning door handles for rooms C-113, C-144 and B-144.

J. Harvey Rodgers School

1. Replaced the strainer and drain tail for one three compartment sink in the kitchen.
2. Repaired one custodial vacuum cleaner.
3. Assisted the Water Department clearing a sewer backup.
4. Replaced one light ballast in the hallway near the kitchen.
5. Installed a cleanout and extension for the main sewer line for the B-wing.
6. Replaced one light ballast in room B-6.
7. Repaired a leak in the B-wing boiler room.
8. Tightened one sink trap in the kitchen.
9. Replaced the light fixture in the lavatory in room B-3.
10. Replaced two lamps in the B-wing female lavatory.
11. Cleared the sink drain in room B-3.
12. Patched roof leaks.
13. Repaired air intake lids on the roof.
14. Repaired benches in the cafeteria.
15. Removed the backdrop on the stage.

16. Repaired the gate for the fence at the playground.
17. Repaired the downspout drains at the playground.
18. Patched floor tile areas at the B-wing vestibule.

Bullock School

1. Serviced pumps and motors in the boiler room.
2. Replaced one exhaust fan motor for the D-wing.
3. Cleared the toilet and adjusted the water flow in the B-wing boy's lavatory.
4. Tightened all toilet seats in the A-wing boy's lavatory.
5. Checked the ice machine for a possible leak in the kitchen.
6. Tightened all drain stopper handles in the kitchen.
7. Capped the faucet valve for the nurse's office air handler.
8. Replaced one vacuum breaker for a toilet in the B-wing girl's lavatory.
9. Replaced ten circuit breakers in the stage lighting electrical panel.
10. Checked for noise on the HVAC controls air compressor.
11. Replaced fourteen bulbs on the stage lights.
12. Replaced one broken light bulb in the kitchen freezer.
13. Repaired one stall partition panel in the A-wing boy's lavatory.
14. Repaired / reset the street flashing lights.
15. Repaired one teacher's chair.

Board Office

1. Replaced one lamp and cleaned the cover for one canopy light.
2. Cleared the drain for the kitchen sink.
3. Hung the bulletin board back up in the kitchen.
4. Replaced the tank parts in one toilet in the male lavatory.
5. Removed items from walls in preparation for painting.
6. Secured the baseboard molding in various areas.
7. Reassembled the desk area in the business office.
8. Mounted bulletin boards in Ms. Sochor's office.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Cleared the gutters around the building.
2. Rebuilt the flush valve and fill for one toilet in the female lavatory.
3. Replaced three hot and three cold faucet stems for sinks in room 4.

Operations Office

1. Replaced the handle and lock for the key / tool room in 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. Inspected and cleaned up the track events areas and the tennis courts.
4. Drug the baseball and softball fields daily.
5. Marked all sporting event areas as needed.
6. Mowed grass at all facilities and athletic fields.
7. Trimmed grass away at all facilities as well as sidewalks and curbs.