

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

December 4, 2015

MAINTENANCE DEPARTMENT REPORT

The month of November was uneventful for the maintenance staff. Both our one mechanic and our substitute mechanic completed work order requests from all the facilities. Preparations continue for the upcoming bond projects for this summer as well. The grounds staff continued to not only maintain the grounds at all our facilities but also kept the athletic fields cut and lined for the balance of fall sports. The final tally from the grounds staff was a total of lining fields forty five times and consumed seventy two five gallon pails of field marking paint for the season.

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

Glassboro High School

1. Shut off the water supply to the chiller cooling tower and winterized.
2. Repaired the right side drive bearing for the unit ventilator in room A-114.
3. Replaced the pipe and replaced the pad lock for the football field cable gate.
4. Replaced one light ballast in room A-121.
5. Installed brackets on the center post for the main entrance doors.
6. Replaced the light switch in the ticket booth.
7. Replaced three photocells on exterior lights.
8. Cleared one toilet in the C-wing hallway.
9. Repaired the main entrance electronic door latch.
10. Replaced the lamp in one cafeteria wall pack light.
11. Replaced the drive belts on the C-wing and A-wing lavatory exhaust fans.
12. Replaced the hand soap dispenser for the A-wing female lavatory.
13. Replaced lamps in the front and rear canopies.
14. Replaced the photocell on the science wing wall.
15. Replaced one light ballast and two light tubes in the kitchen storage room.
16. Replaced two light ballasts and three light tubes in room C-109.
17. Repaired the lock latch on the pass through refrigerator.
18. Ordered parts to repair one faucet in the kitchen.

19. Cleared one toilet in room C-108.
20. Replaced two light ballasts in room C-107.
21. Replaced one electrical outlet and outlet cover at the counter area.
22. Tightened all the table legs in the media center.
23. Adjusted the door latch for the auxiliary gym.
24. Removed the lock from the file cabinet in room A-111.
25. Greased all pumps and motors in the boiler room.
26. Reattached the wall padding on the backboards and cleaned them in the gym.
27. Re-secured the banners in the gym.
28. Removed the old clocks and covered the old openings in the gym.
29. Restored power to the counter top outlets in room A-140.
30. Replaced the sink drain in room C-108.
31. Cleared one toilet in the male lavatory by A-114.
32. Lubricated the key latch on the backstage door.
33. Hung a projector screen in room A-133.
34. Replaced the screws for the speaker in the gym.
35. Repaired the locks on two female lavatories.

Intermediate School

1. Cleared one toilet in the first floor male lavatory.
2. Replaced two light ballasts and six light tubes on exterior wall pack lights.
3. Repaired the door closer at the rear ramp entrance.
4. Replaced four lamps in additional wall pack lights.
5. Replaced tubes in the main office and first floor.
6. Rebuilt the beater bar brush assembly on one upright vacuum.
7. Replaced light ballasts and light tubes in first floor classrooms.
8. Removed the heat valve and actuator in the music room due to a leak.
9. Repaired one light fixture in room 307.
10. Repaired one table in room 204.
11. Secured one bulletin board to the wall in the main hallway.
12. Replaced the "Do Not Enter" sign at the media center driveway.
13. Replaced the calculator holder in room 210.
14. Installed a portable air conditioning unit in the principal's office.
15. Installed a new "fire lane" sign in front of the wood annex.

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. Rerouted the electric cord for the freezer in room D-138.
3. Moved the ceiling electrical outlet to a new location in room B-145.
4. Changed the filters in all rooftop units and replaced two drive belts.
5. Checked one electric outlet in room C-137 for operation.

6. Repaired a roof leak around the flashing for units MZ-2 and MZ-4.
7. Reset the hot water boiler.
8. Replaced the lamp in one rear wall pack light.
9. Adjusted the speed on the front door closer.
10. Repaired one parking lot pole.
11. Replaced nets on the outside basketball court.

J. Harvey Rodgers School

1. Replaced the flame igniter and control board on the A-wing hot water heater.
2. Removed graffiti from playground equipment.
3. Repaired the crack on the sliding board at the playground.
4. Replaced one light ballast in room A-10.
5. Replaced two light ballasts in room A-8.
6. Replaced one light ballast in room A-5.
7. Replaced one light ballast in room A-7.
8. Replaced the water coupling for one water fountain.
9. Repaired one cafeteria table wheel.
10. Replaced the faucet battery for room A-1.
11. Greased the pumps and motors in the A and B wing boiler rooms.
12. Replaced the exterior light fixture on the B-wing.
13. Reattached the pipe cover in the all purpose room.
14. Tied the heating coils for two unit ventilators back into the system after repair.
15. Repaired the toilet in the B-wing faculty lavatory.
16. Installed a new toilet paper dispenser in the B-wing faculty lavatory.
17. Repaired the hand soap dispenser in the nurse's office.
18. Replaced the toilet seat in the B-wing girl's lavatory.
19. Replaced the hand soap dispenser in room B-2.
20. Replaced the sink battery in room A-6.
21. Removed the old stove and installed the replacement in the kitchen.

Bullock School

1. Removed the FM system from room D-23 and installed in room A-4.
2. Changed the occupancy schedule for heat during school closure times.
3. Repaired a broken interior door handle for the lavatory in room D-5.
4. Replaced the light fixture for the walk in refrigerator in the kitchen.
5. Repaired the wand for one custodial vacuum.
6. Repaired the faucet in the music room.
7. Repaired the door handle for room A-6.
8. Started the heating unit on the kitchen roof for the season.
9. Repaired the shelf for the kitchen serving line.
10. Replaced the hand soap dispenser in the A-wing boy's lavatory.

Board Office

1. Repaired a chair in the Superintendent's office.
2. Installed two additional light fixtures in the office area.
3. Replaced one canopy lamp.
4. Replaced one light ballast in the copy room.
5. Replaced one light ballast in the business office manager's office.

Transportation Garage

1. Replaced burned out light tubes.
2. Installed a shut off valve for the air line.

Brick Annex

1. Replaced two light ballasts and six light tubes.

Operations Office

1. Replaced one emergency light.
2. Repaired the water fountain.
3. Replaced one emergency light battery.

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. Installed additional playground mulch at Rodgers School and Bullock School.