

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

January 21, 2016

MAINTENANCE DEPARTMENT REPORT

The month of December finally gave us the first cold snap of the season. The heating equipment worked for the most part and our maintenance staff were able to work out issues as they arose. The grounds staff began the annual trimming of the trees in front of the High School and once that is complete will then go around the district trimming low limbs.

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

Glassboro High School

1. Replaced basketball nets in the gym.
2. Repaired the lock on the back stage door of the auditorium.
3. Mounted a new projection screen in room A-133.
4. Checked all gym bleachers for proper operation prior to the start of basketball season.
5. Repaired the lock on the door for the female lavatory by A-115.
6. Repaired the drive motor for the unit ventilator in room A-134.
7. Checked the heat for the science wing and adjusted the occupancy schedule.
8. Replaced the right side bearing in the unit ventilator for room A-105.
9. Adjusted the flow of boiler water to the unit ventilator in room A-111.
10. Winterized the concession stand at the stadium.
11. Repaired the door from the faculty dining room to the kitchen.
12. Adjusted the water flow to the air handler in room A-131.
13. Replaced one light ballast and one light tube in the faculty dining room.
14. Repaired one of the two inch supply pipes for the football field sprinkler system.
15. Repaired the heat for room C-109.
16. Repaired the unit ventilator in the little bulldogs room.
17. Winterized the sprinkler system at the baseball field.
18. Replaced one toilet paper dispenser in the male lavatory by A-106.
19. Repaired the exit sign in the girl's locker room.

20. Remounted the trash can to the wall in the center hallway.
21. Replaced one light ballast and six light tubes in room A-119.
22. Replaced one light ballast in the SRO office.
23. Replaced the drive motor for the air handler in room C-109.
24. Replaced light tubes in rooms C-110 and A-120.
25. Repaired the wiring for the air handler in room C-109.
26. Assembled two ping pong tables.
27. Replaced six light tubes in the boy's locker room.

Intermediate School

1. Checked and cleaned all roof drains.
2. Replaced the lamp in the main entrance canopy light.
3. Replaced the hot water valve for the air handler in the music room.
4. Reset the air handler for the science wing.
5. Added make up water to the boilers.
6. Rebuilt one flush valve in the first floor male lavatory.
7. Remounted one rooftop exhaust fan cover.
8. Shut off the exhaust fan for the air handler in room 201.
9. Replaced various ceiling tiles throughout.
10. Replaced eleven light tubes on the second and third floors.
11. Repaired the panic bar on the rear entrance ramp door.
12. Replaced filters in all the unit ventilators.
13. Repaired the door hinges for the first floor female lavatory.
14. Repaired the hinges on the boy's side gym entrance door.
15. Remounted the door closer for the girl's side gym entrance door.

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. Cleared all roof drains.
3. Made repairs to the flow switch on the hot water boiler.
4. Repaired the door closer at the gym.
5. Repaired the pole at the upper parking lot.
6. Replaced the cabinet for the chemical bottle for the custodial cleaning chemical dispenser.
7. Replaced the vacuum breaker on one toilet in the faculty room near the sixth grade.
8. Replaced three exterior wall pack lamps.

J. Harvey Rodgers School

1. Opened the hot water valves in the A-wing boiler room.
2. Hung the backdrop for the holiday performance.

3. Replaced parts for the B-wing water fountain.
4. Replaced the motor for the kitchen exhaust fan.
5. Replaced the handle kit for one A-wing water fountain.
6. Replaced one light in the B-wing entrance canopy.

Bullock School

1. Repaired leaks on the drains for the three compartment sink.
2. Replaced the air bypass valve for the air dryer in the boiler room.
3. Replaced two door closers at the main office.
4. Replaced the door handle for the C-wing female lavatory.
5. Replaced the door handle assembly on the music room storage closet.
6. Replaced ceiling tiles in various locations.
7. Repaired the door handle for the electrical room door.
8. Repaired one custodial vacuum cleaner.
9. Checked the unit ventilator in room B-5 for a leak.

Board Office

No repairs to report for the month.

Transportation Garage

1. Changed light tubes and light ballasts.

Brick Annex

No repairs to report for the month.

Operations Office

1. Replaced the door handle assembly for the storage room at the garage.
2. Replaced the GFCI weather proof cover for the bus outlet.

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. Began trimming trees in front of the high school.

4. Replaced three zone valves and four valve boxes for the sprinkler system on the football field. Also replaced two sprinkler heads.
5. Aerated all athletic fields at the high school.
6. Seeded all goal mouths and the practice football field.