

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

February 10, 2016

MAINTENANCE DEPARTMENT REPORT

The month of January gave us our first snow storm of the winter. The large storm kept our staff working throughout the entire weekend to have the schools ready to open on that Monday. The maintenance, grounds and custodial staff worked extremely hard to ensure the safety of our students and staff when they came in on that Monday morning.

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

Glassboro High School

1. Energized the reheat units for the media center and the main office.
2. Turned heat on for the auxiliary gym.
3. Made repairs to the unit ventilators in rooms A-106, A-122 and A-135.
4. Repaired the door frame for the serving line door for the 9/10 cafeteria.
5. Repaired the faucet and hose for the loading dock at the kitchen.
6. Replaced two lights at the kitchen entrance.
7. Replaced broken light switches in the auxiliary gym.
8. Replaced one 400 watt lamp in the gym.
9. Repaired four light covers in the gym.
10. Repaired the unit ventilator in room B-103.
11. Removed one broken cafeteria table in the 11/12 cafeteria.
12. Treated all drains in the kitchen with degreaser.
13. Replaced various light tubes throughout.
14. Removed old scoreboard wire in the gym.
15. Checked for air leaks in the hallways and classrooms for the temperature controls.
16. Hung one bulletin board in room A-109.
17. Moved lockers in the team locker room together and installed new mounting clips.

18. Worked on temperature controls in all classroom unit ventilators.
19. Repaired the door closer on the boy's side of the gym.
20. Replaced light tubes in the AD's office.
21. Replaced the light lens cover in the main hallway.
22. Repaired the heat in room A-141.
23. Replaced ceiling tiles in various locations in C-wing rooms.
24. Removed broken treads on the bleachers in the gym.
25. Repaired the electrical outlet in room A-103.
26. Replaced light ballasts in rooms C-107 and C-109.
27. Replaced light tubes in the boiler room.
28. Repaired the door lock for the A-wing female lavatory.
29. Installed door sweeps on the loading dock kitchen doors.
30. Repaired the media center door locks.
31. Hung a bulletin board in room C-108.
32. Repaired the door lock for room C-108,

Intermediate School

1. Rehung the privacy door in the first floor female lavatory.
2. Replaced one vacuum breaker and rebuilt one flush valve in the second floor male lavatory.
3. Repaired the heat for the lavatory in the science wing.
4. Reset the heat for room 206.
5. Replaced the light sensor for the main office lavatory.
6. Replaced the key operated switches for the backboards in the gym. Installed new switches all keyed the same.
7. Repaired the unit ventilator in room 306.
8. Replaced two light ballasts in the cafeteria.
9. Replaced the three way heat valve on the second floor.
10. Replaced one faucet in the girl's locker room.
11. Replaced two light ballasts for the second floor hallway.
12. Repaired the custodial chemical dispensing systems.
13. Replaced eleven light ballasts and twelve light tubes in various classrooms.
14. Replaced light tubes and ballasts in the media center.
15. Cleaned all vents for the air handlers in the cafeteria.
16. Treated all drains with degreaser in the kitchen.
17. Repaired the grates on the unit ventilator in room 116.
18. Replaced the light switch in the fire pump room.
19. Replaced light tubes in the boiler room.
20. Replaced one light ballast and one U-Tube in the cafeteria.
21. Replaced the drive belt for HVAC unit RTU – 2.
22. Repaired the door locks for the hallway media center doors.
23. Removed locks from the display case in the main hallway.

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 controllers are in the units on the roof.
2. Reset the domestic hot water boiler.
3. Started the heating units for the gym.
4. Replaced the burner actuator for MZ-5.
5. Mounted a picture in the music room hallway.
6. Checked for a reported water leak in room C-141. Nothing found.
7. Replaced the burner modulator motor interface module for MZ-5.
8. Treated all drains in the kitchen with degreaser.
9. Removed plied up snow around the rooftop HVAC units.
10. Replaced light tubes in the kitchen.
11. Repaired the center bar lock for the front side exterior gym doors.

J. Harvey Rodgers School

1. Replaced one stage light lamp.
2. Removed the holiday backdrop from the stage.
3. Repaired the custodial chemical dispensing unit.
4. Repaired the sink in the A-wing faculty lavatory.
5. Repaired an overheat issue in room A-7. Same issue in A-9 but need parts to complete.
6. Treated all drains in the kitchen with degreaser.
7. Repaired the unit ventilator in room A-5.
8. Tightened door handles for rooms A-3, A-4 and the main office.
9. Replaced one light ballast in the B-wing faculty lavatory.

Bullock School

1. Repaired the heating unit on the kitchen roof.
2. Repaired the door handle for the faculty dining room.
3. Replaced the cabinets for the custodial chemical dispensers in the C-wing closet.
4. Repaired the gutter in the front of the building.
5. Replaced the vacuum breaker for the main office lavatory toilet.
6. Replaced the electronic pneumatic switch for the unit ventilator in room A-8.

Board Office

1. Installed a cork board in the business administrator's office.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Removed the boiler circulating pump to be rebuilt.
2. Replaced the air handler drive motor in room 3
3. Reinstalled the circulating pump motor for the boiler.

Operations Office

1. Replaced the two access road gate locks.

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 along the fence line at the Bullock School.
4. Plowed snow and took care of ice control from a major snowfall.