

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**March 14, 2016**

**MAINTENANCE DEPARTMENT REPORT**

The month of February gave the staff a few days where light snow and ice had to be handled to keep the facilities safe. In addition cold temperatures kept the heating systems working as hard as they could to keep everyone comfortable. The high school also experienced another unit ventilator coil crack which unfortunately dumped a lot of steam and hot water into one classroom that spilled out into the hallway and a second room. The staff did a quick job getting the rooms cleaned up and dried out. Hopefully this is the end of the major issue that occurred back in January.

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

Glassboro High School

1. Worked on finding leaks in the boiler room for the pneumatic temperature control system.
2. Disassembled the old kiln in the art room to make room for a replacement.
3. Repaired one pole light in the faculty parking lot.
4. Cleared the drain on one urinal and adjusted the water flow for it in the main hall men's lavatory.
5. Removed the old sound system microphone pipe on the stage.
6. Replaced one electrical outlet in room B-103.
7. Replaced the drive belt for the unit ventilator in room B-103.
8. Repaired the outside air damper for the unit ventilator in room A-110.
9. Removed one of the grinder lift pumps from the sewer pit room for repairs.
10. Cleared a clogged urinal in the male lavatory by room A-115.
11. Replaced the drive belt for the unit ventilator in room A-106.
12. Replaced the light bulb for the black- out safety light backstage in the auditorium.
13. Replaced the drive belt and lubricated the drive bearings for the unit ventilator in room A-120.

14. Disconnected the main power supply for the old Simplex clock system.
15. Cleaned all the breakers on the dimmer rack backstage in the auditorium.
16. Replaced the left hand drive bearing for the unit ventilator in room A-103.
17. Adjusted the outside air damper for the unit ventilator in room A-104.
18. Checked for power problem in the auditorium. Found that stage crew was overloading the circuits causing the breakers to trip.
19. Cleared the sink drain in room C-110.
20. Cleared the toilet and sink drain for the lavatory in the boy's locker room.
21. Repaired the night thermostat in room C-105.
22. Replaced two ceiling tiles in room A-113.
23. Installed a new kiln in the art room.
24. Replaced thirty light tubes and three ballasts in various light fixtures in the hallways.
25. Installed a new exhaust line for the kiln fan in the art room.
26. Replaced one lamp in the school sign light on the B-wing roof.
27. Repaired the door to the male lavatory by room A-113.
28. Replaced ceiling tiles in room C-103.
29. Replaced thirty light tubes and four ballasts in rooms A-110, A-138, A-140, B-102, B-104 and the media center.
30. Installed a new bulletin board in room A-111.
31. Installed six light tubes and two ballasts backstage.
32. Repaired one door closer in the gym.
33. Replaced one 400 watt lamp in the gym.
34. Replaced one ballast and two light tubes in room A-102.
35. Repaired the panic bar at the C-wing entrance.
36. Replaced light tubes in the cafeterias.
37. Removed the heat coil from the unit ventilator in room A-113.
38. Repaired a pneumatic air line leak in room A-113.
39. Repaired a leak on the domestic hot water pump in the boiler room.
40. Replaced the unit ventilator motor in room B-103.
41. Replaced the glass lens in the rear entrance parking lot light.
42. Replaced more treads on the bleachers in the gym and tightened all the hardware on the bleachers.
43. Replaced light tubes and ballasts in the weight room.
44. Replaced one ballast in the team locker room.
45. Repaired the door going from the locker room to the gym on the boy's side.
46. Adjusted two door closers in the gym.

#### Intermediate School

1. Repaired one custodial vacuum cleaner.
2. Replaced the switch for the lawn sign.
3. Restored heat in the science wing classrooms.
4. Replaced the motor and drive bearing for the unit ventilator in room 310.
5. Replaced the hot water valve for the unit ventilator in room 310.
6. Replaced ceiling tiles in the computer lab.

7. Tightened the hardware for the serving line shelf in the kitchen.
8. Changed the hot water valve for the unit ventilator in room 307.
9. Repaired the toilet in the first floor male staff lavatory.
10. Replaced the light sensor in room 213.
11. Installed a new emergency light in the second floor hallway.
12. Replaced the ballast in the first floor display case.
13. Replaced one toilet seat in the first floor female lavatory.
14. Patched one roof leak by the science wing.

#### 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. Repaired one custodial vacuum cleaner.
3. Reset the heat unit on the gym roof.
4. Replaced the lamp and ballast for two exterior wall pack lights.
5. Removed balls from the ceiling and ducts in the gym.
6. Replaced cracked floor tiles in room C-111.
7. Re-anchored the Rowan banner to the building.
8. Repaired the cover on the vent pipe for the hot water boiler.
9. Replaced light tubes in the gym office and storage area.
10. Assembled four new shelf units.
11. Removed and relocated one projection screen.
12. Replaced light tubes in the mail room.

#### J. Harvey Rodgers School

1. Troubleshoot overheat problems with the unit ventilators in rooms A-7 and A-9.
2. Checked the faucet in room A-2.
3. Repaired one custodial vacuum cleaner.
4. Replaced the batteries for the automatic faucets in the lavatories in A-wing.
5. Replaced the drive motor for one cafeteria unit ventilator.
6. Attempted to seal the gutter box at the B-wing entrance.
7. Repaired one glass lens on a wall pack light.
8. Replaced the ballast and lamp on one exterior wall pack light on the A-wing.
9. Repaired five additional wall pack light covers on the A-wing.
10. Replaced light tubes and ballast in the kitchen.

#### Bullock School

1. Repaired the bag for one custodial vacuum cleaner.
2. Replaced the coupler on one boiler circulator pump.
3. Repaired one toilet in the A-wing boy's lavatory.
4. Restored heat in the large conference room.

5. Replaced the chain with a cable to prevent cars from driving to the rear of the building.
6. Reset the kitchen heating unit.
7. Replaced the soap dispenser in room D-23.
8. Repaired a roof leak at the media center.
9. Replaced the wall pack lamp at the A-wing entrance.
10. Replaced the lamp for the wall pack light at the latchkey entrance.
11. Replaced two 400 watt lamps and one ballast in the gym.
12. Replaced one 400 watt lamp in the cafeteria.

#### Board Office

1. Replaced one exterior canopy light bulb.
2. Repaired a roof leak over the business administrator's office.
3. Installed window shades in one room at the Chesterbrook Academy.

#### Transportation Garage

1. Replaced twelve light tubes and one ballast.

#### Brick Annex

1. Repaired one sewer clean out pipe.

#### Operations Office

1. Replaced lamps and ballast in the garage.

#### Wood Annex

1. Replaced two light tubes and one ballast.

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. Completed trimming low limbs throughout the district.
4. Took care of ice control from two small storms.
5. Cleaned up the grounds of the Operations yard.