

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**April 19, 2016**

**MAINTENANCE DEPARTMENT REPORT**

The month of March provided weather that was good enough for our grounds staff to be able to get the outside athletic facilities ready for spring sports. Temperatures remained on the cold side and the maintenance men continued to hold the heating systems together until the needed referendum work can be started. During the spring recess three classrooms at the High School had the asbestos floor tile removed and replaced with new vinyl tile as a result of the insurance claim from the heating coils rupturing. During the spring recess we were also able to repaint fire lane curbs at the High School, Intermediate School, Rodgers School and the Bullock School. We will continue this over the summer recess.

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

Glassboro High School

1. Replaced the blower switch on the convection oven.
2. Adjusted the lights on the B-wing roof for the sign.
3. Turned on the water at the baseball field and the concession stand.
4. Repaired the custodial chemical dispenser in the C-wing closet.
5. Repaired two extension cord ends.
6. Started the ice machine and the hot water heater in the concession stand.
7. Replaced the left drive bearing for the unit ventilator in room A-106.
8. Adjusted one motor and replaced three belts on kitchen exhaust fans.
9. Repaired one custodial cart.
10. Patched a roof leak over room A-102.
11. Repaired emergency lights and exit signs as needed per inspection.
12. Replaced five belts on rooftop exhaust fans for lavatories.
13. Replaced the right drive bearing for the unit ventilator in room A-114.
14. Replaced two light ballast in the front hallway.
15. Ran the emergency generator and transferred it to emergency test.
16. Reinstalled the rebuilt grinder pump for the sewer pit.
17. Changed out a lock on the guidance conference room door.

18. Chained and locked the tennis court gates per the recommendation of our insurance carrier.
19. Set up the pole vault standards.
20. Repaired the door latch for the library doors.
21. Repaired two chairs in the library.
22. Replaced one light ballast in room C-108.
23. Replaced the lamps for the wall pack light outside the gym.
24. Replaced light ballasts and tubes in room A-116.
25. Repaired the unit ventilator fan motor for room A-110.
26. Replaced light tubes in room A-121.
27. Replaced one exit sign near the operations entrance.
28. Replaced one exit sign in the old cooking room.

#### Intermediate School

1. Restored power to the HVAC unit for the girl's locker room.
2. Cleared the drain in the second floor custodial closet.
3. Inspected all emergency lights and exit signs.
4. Replaced one radiator hose on the emergency generator.
5. Ran the emergency generator and performed a transfer.
6. Reset the freeze stats in rooms 213 and 310.
7. Replaced one exhaust fan belt.
8. Replaced missing floor tile in the computer lab.
9. Replaced missing floor tiles under the teacher desk in room 208.
10. Replaced the wall pocket in the main office.
11. Repaired the countertop edge in room 105.
12. Mounted a no trespassing sign on the Fish Pond Road fence.
13. Cleared all roof drains.
14. Replaced light tubes in the main office and principal's office.
15. Installed a new light switch in the main office and in room 307.
16. Replaced light tubes in room 208.
17. Replaced one light ballast in room 213.

#### 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. Replaced the lamp in one front wall pack light.
3. Replaced three toilet seats in the female lavatory.
4. Replaced the lamp in one parking lot light pole.
5. Replaced two lamps for rear wall pack lights.
6. Repaired one custodial vacuum.
7. Ran the emergency generator and performed a transfer.
8. Repaired the back gates.
9. Repaired the panic bar on the kitchen door.

10. Replaced light tubes in room C-139.
11. Replaced one light ballast in room C-141.
12. Replaced bulbs in the gym exit lights.
13. Removed the chalkboard in the gym.
14. Repaired the door handle for room B-114.
15. Installed a new dry erase board in the gym.
16. Repaired the stall door in the male lavatory on the 5<sup>th</sup> grade side.

#### J. Harvey Rodgers School

1. Rebuilt the flush valve and replaced the vacuum breaker in room B-2.
2. Inspected the faucet in room A-2. Found nothing malfunctioning.
3. Replaced the vacuum breaker for room A-8 toilet.
4. Installed an isolation valve for the sink in room A-9.
5. Replaced the vacuum breaker for the toilet in B-4.
6. Inspected and tested all emergency lights and exit signs.
7. Replaced ceiling tile in the B-wing hall.
8. Replaced the floor in the sink cabinet for room A-9.
9. Replaced the timer for the washing machine in the kitchen.
10. Replaced three emergency light units.

#### Bullock School

1. Replaced the EP switch for the PT room unit ventilator.
2. Rebuilt one custodial vacuum cleaner.
3. Inspected exit signs and emergency lights.
4. Ran the emergency generator and performed a transfer.
5. Replaced the belt and bearings on the boiler intake fan.
6. Repaired the squeegee on the auto floor scrubber.
7. Replaced one broken soap dispenser in the B-wing girl's lavatory.
8. Mounted one bulletin board.
9. Repaired the door closer for the latchkey entrance.
10. Repaired the unit ventilator in room C-34.
11. Replaced one parking lot lamp.
12. Replaced one emergency light in the cafeteria.

#### Board Office

1. Replaced two exterior canopy light bulbs.
2. Replaced the aerator for the faucet in the female lavatory.
3. Installed a portable air conditioning unit in the Superintendent's office.

#### Transportation Garage

No repairs to report for the month.

Brick Annex

1. Replaced emergency light units in both the male and female lavatories.

Operations Office

1. Replaced the photocell and lamp on one garage light.
2. Replaced one garage light fixture.
3. Cleared the toilet clog in the driver's lavatory.

Wood Annex

1. Replaced the batteries for the exit signs.

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. Brought out all spring sports equipment.
5. Lined all athletic facilities for spring sports.