

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

May 10, 2016

MAINTENANCE DEPARTMENT REPORT

The month of was basically uneventful for the maintenance department. After the winter we experienced the lack of emergencies was welcome for a change. The heating systems continued to hold on as many mornings were still cold. Contractors have begun to come into the buildings after hours to begin measuring and planning for the upcoming construction. The grounds staff continued keeping our athletic fields in competition condition for our spring sports.

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

Glassboro High School

1. Performed an emergency transfer of the generator to check for emergency circuit operation.
2. Made repairs to the emergency lights in the gym.
3. Reset the upright standards for the high jump event.
4. Replaced the lamp in the science wing wall pack light.
5. Replaced three light ballasts and two light tubes in the cafeteria.
6. Repaired one custodial chemical cleaning dispensing unit.
7. Repaired the unit ventilator in the little bulldog's room.
8. Began spring change out of air filters in the unit ventilators.
9. Replaced the drive belts for the main office and media center air handlers.
10. Performed preventative maintenance on the roof units and the auditorium air handler.
11. Rebuilt the flush valve for one toilet in the girl's locker room.
12. Cleared a clogged toilet in the C-wing male lavatory.
13. Closed the hot water heating supply valves for the science wing for the season.
14. Replaced two vacuum breakers and rebuilt one flush valve for the science wing female lavatory.
15. Patched a leak on the chiller water tower.
16. Made repairs to the overhead unit ventilator in room A-132.

17. Washed out the chiller tower and filled and cycled.
18. Replaced one transformer for the gym bleachers and checked for shorted wiring.
19. Replaced the wheels on the squeegee for the automatic floor scrubber.
20. Repaired the door knob on the ticket booth.
21. Moved the score cards in the gym to a new location.
22. Hung a new banner in the gym.
23. Replaced the lamp in the light outside the boy's locker room.
24. Replaced a piece of wind damaged flashing on the auxiliary gym.
25. Repaired one table in the art room.
26. Installed two new hand soap dispensers in the male lavatory by the gym.
27. Replaced the lamp in the wall pack light on the stadium bleachers.
28. Replaced four light tubes in the library.
29. Replaced one light tube in the boiler room.
30. Repaired one door latch in the kitchen.
31. Repaired the door frame for room A-114.
32. Replaced three light tubes in room A-136.
33. Repaired the door for the little bulldog's room.
34. Replaced one light ballast and two light tubes in the back "A" hallway.
35. Constructed covers for ceiling vents in the kitchen.
36. Repaired the door frame for room B-108.
37. Tightened toilet seats in all lavatories.
38. Finished removing and disconnecting all equipment in the former head end area.
39. Replaced one light ballast and five tubes in the faculty lounge.
40. Replaced one light ballast and one tube in the weight room.
41. Repaired the door frame for room A-114.
42. Replaced one light ballast and two tubes at the rear entrance doors.

Intermediate School

1. Transferred the building to emergency power and checked all emergency circuits.
2. Replaced one outlet cover in the cafeteria.
3. Restored power to the ovens and lit the pilots in the kitchen.
4. Restored heat in room 307.
5. Checked the faucet in room 105.
6. Adjusted the hot water flow to the unit ventilator in room 307.
7. Tightened the sink and caulked for the first floor female lavatory.
8. Reset the chiller and turned on the chilled water pumps.
9. Repaired one cafeteria table top.
10. Replaced one broken hand soap dispenser in the first floor female lavatory.
11. Replaced ceiling tiles in the computer lab.
12. Replaced two emergency light units on the first floor.
13. Replaced missing ceiling tiles throughout.
14. Replaced one broken paper towel dispenser cover in the first floor female lavatory.
15. Replaced four light tubes in the faculty work room.

16. Repaired the door frame in the science wing stairwell.
17. Reinstalled the electrical outlet to the wall in room 109.
18. Repaired the serving line door frame in the cafeteria.
19. Changed out the photocell for one rear building wall pack light.
20. Repaired the handicap parking sign near the media center.
21. Reattached one light to the ceiling in room 109.

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 heater.
3. Replaced the lamps for the emergency lights in the gym.
4. Repaired two exit signs that were knocked down.
5. Replaced two light bulbs for the walk in freezer in the kitchen.
6. Replaced lamps and ballasts in two exterior wall pack lights.
7. Tightened toilet seats in the female lavatory near the gym.
8. Repaired the lock on the staff lavatory in the sixth grade area.
9. Repaired the door closer for room B-115.
10. Replaced two light tubes in room 107.
11. Replaced three drive belts on rooftop exhaust fans.
12. Replaced one light tube in the nurse's office lavatory.
13. Repaired the door threshold for room C-115.
14. Checked for wasps in room B-125.

J. Harvey Rodgers School

1. Replaced the belt and filter in the main office air handler.
2. Replaced the batteries in two automatic faucets in the A-wing female lavatory.
3. Repaired the unit ventilator in room A-5.
4. Removed the burner assembly from one A-wing boiler and installed a replacement.
5. Replaced the faucet stem for the sink in room B-3.
6. Replaced one light ballast in room A-2.
7. Replaced three light tubes in room B-3.
8. Replaced one light ballast in the faculty work room.
9. Replaced one light ballast in room A-8.
10. Adjusted the door closer for room A-6.
11. Replaced two light ballasts and two light tubes in the A-wing hallway.
12. Replaced one 250 watt lamp in the gym.

Bullock School

1. Replaced lamps in two exterior wall pack lights.
2. Reset the kitchen rooftop heating unit.
3. Serviced the air handlers for the main office, the media center and the nurse.

4. Capped a leaking water valve in the unit ventilator for room A-10.
5. Replaced two vacuum breakers and rebuilt two flush valves in the C-wing female lavatory.
6. Repaired the wiring for the stage lighting.
7. Replaced one light ballast in room A-4.
8. Repaired the door closer for the latchkey entrance.
9. Replaced the cord end for one laptop cart.
10. Replaced three drive belts on rooftop exhaust fans.
11. Replaced one bench top in the cafeteria.
12. Repaired the door stop for the custodial office.
13. Repaired one toilet in room D-17.
14. Checked for a water leak in the unit ventilator for room C-35.

Board Office

1. Replaced the timer for the exterior lights.
2. Replaced two exterior canopy lamps.

Transportation Garage

1. Installed a new exhaust fan.

Brick Annex

1. Installed one new hinge for the handicap stall in the female lavatory.

Operations Office

1. Installed new exhaust fan for the driver's lounge lavatory.

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 and trimmed at all district facilities.
4. Lined all athletic facilities for spring sports.

