

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**June 8, 2016**

**MAINTENANCE DEPARTMENT REPORT**

The month of May was unseasonably warm and the air conditioning systems were working extremely hard to keep up with the demand. The contractors continued their survey work to prepare for the work that will be happening during the summer recess. The grounds staff continued maintaining our sports facilities and kept up as best as possible mowing and trimming the schools.

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

Glassboro High School

1. Replaced one light ballast and three light tubes in room B-104.
2. Cleared the toilet in the male lavatory in the A-wing.
3. Replaced the faucet in room B-108 office.
4. Rebuilt the custodial chemical dispenser in the C-wing closet.
5. Cleared clogged toilets and urinals in the male lavatory near the gym.  
Bathroom had been vandalized by students.
6. Repaired one trash dumpster wheel.
7. Cleared the drain for the water fountain by room A-115.
8. Checked emergency lighting and load tested the emergency generator.
9. Replaced the lamp in the center exterior wall pack light at the science wing.
10. Repaired the urinals in the male lavatory by room A-106.
11. Replaced light bulbs in the C-wing entrance vestibule.
12. Installed a new eye wash in the nurse's office.
13. Repaired one toilet in the male lavatory by room A-115.
14. Repaired the auditorium doors by the guidance area.
15. Patched a hole in the wall in the storage room for room A-141.
16. Replaced a smashed toilet in the boy's locker room lavatory. This toilet was not even a year old.
17. Cleared a toilet in the C-wing male lavatory. Had to remove the toilet and removed a hairbrush that had been jammed in it.

18. Started the chiller and checked all air conditioning equipment.
19. Started the air handler for room A-131.
20. Caulked cracks between the wall and the floor in room A-108.
21. Repaired the panic bar for the boy's team room exit door. Panic bar had been kicked off and intentionally broken.
22. Repaired door handles for the art room, media center and A-105.
23. Removed old occupancy signs for the auditorium.
24. Repaired the panic bar on the girl's side gym exit doors.
25. Patched the soccer kick wall.
26. Replaced the toilet seat in the male lavatory by room A-108.
27. Replaced the photocell on the light near the electrical room.
28. Replaced four light tubes in the back stage area.
29. Replaced light tubes in rooms A-112, A-113, A-134, A-135, A-137 and A-139.
30. Replaced one light ballast in room A-134.
31. Repaired the floor and the wall in the kitchen with patch compound.
32. Replaced one light ballast in the girl's locker room.
33. Bolted a cabinet to the wall in the year book room.
34. Installed a replacement hand soap dispenser in the male lavatory in C-wing.
35. Replaced eight light tubes in the girl's locker room.
36. Repaired one window lock in the 9/10 cafeteria.
37. Replaced the light ballast and tubes in the female lavatory near room A-114.
38. Repaired seven window screens in the cafeterias.
39. Repaired the water supply valve in the female lavatory near room A-114.
40. Replaced one light tube in the hallway by room a-114.
41. Scraped, primed and painted the baseball storage container.

#### Intermediate School

1. Repaired the toilet in the SRO office.
2. Tested the emergency generator under load.
3. Replaced one emergency wall pack light.
4. Replaced two window shades in room 107.
5. Replaced the drive bearing and motor for the unit ventilator in room 301.
6. Installed hooks and door stops for the serving line doors in the kitchen.
7. Repaired the sink supports for one sink in the first floor female lavatory.
8. Repaired the door hinges for the first floor female lavatory.
9. Removed a broken cord end in a receptacle in room 206.
10. Repaired the air handler for the science wing.
11. Reset the chiller and cold water pumps.
12. Replaced the filter in the unit ventilator in room 307.
13. Repaired the exit sign in the kitchen hallway.
14. Replaced two light ballasts and three light tubes in room 202.
15. Painted the old press box building and the former concession stand building.

#### 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 faucet in the sixth grade female lavatory.
3. Ran the emergency generator under load.
4. Replaced the supply fan and return belts on HVAC unit MZ-3.
5. Replaced two thermostat covers in the hallways.
6. Replaced eight light tubes in the boiler room.
7. Installed two hooks on the doors for the kitchen.
8. Replaced two light tubes and one light ballast in the media center.
9. Repaired the lock on the door for room C-116.

#### J. Harvey Rodgers School

1. Replaced two vacuum breakers for toilets in the A-wing boy's lavatory.
2. Rebuilt one flush valve in the A-wing girl's lavatory.
3. Repaired one faucet in the B-wing girl's lavatory.
4. Changed the filters in all air handlers.
5. Repaired the sink faucet in room A-2.
6. Made repairs to the air conditioning unit for the technology closet.
7. Hung the backdrop on the stage for the year end performance.
8. Repaired the wheel on one cafeteria table.
9. Installed a drain pipe extension on one roof drain and cleaned all drain covers.
10. Sealed around one roof drain with roofing cement.

#### Bullock School

1. Replaced one vacuum breaker for a toilet in room D-17.
2. Repaired the unit ventilator valve in the CST room.
3. Ran the emergency generator under load.
4. Replaced one rooftop exhaust fan motor.
5. Repaired two custodial vacuum cleaners.
6. Repaired a leak in the overhead HVAC unit in the C-wing male lavatory.
7. Removed and replaced the domestic hot water circulating pump.
8. Reset the burner for the kitchen heater.
9. Repaired playground equipment.
10. Covered a broken window in room A-3.
11. Opened a locked file cabinet for the child study team secretary.
12. Replaced three light tubes in the D-wing hallway.
13. Replaced three light tubes in room D-5.
14. Replaced twenty nine light tubes in the kitchen.
15. Repaired one door in the media center.
16. Replaced six light tubes in room A-13.
17. Replaced nineteen light tubes in room A-8.

18. Repaired one stall door lock in the C-wing female lavatory.
19. Repaired fourteen window screens.
20. Replaced six light tubes in the art room.
21. Replaced nine light tubes and two light ballasts in the media center.
22. Replaced nine light tubes in the gym storage closet.
23. Installed a new cabinet for the custodial cleaning chemical dispenser in the B-wing closet.
24. Repaired one cafeteria table support rod.

#### Board Office

1. Replaced one exterior canopy lamp.
2. Replaced faucet stems for the kitchen sink.

#### Transportation Garage

No repairs to report for the month.

#### Brick Annex

No repairs to report for the month.

#### Operations Office

1. Repaired the outside soffit.
2. Removed all stored used light tubes and light ballasts for the county drop off.
3. Repaired the gutters and downspouts on the garage.

#### Wood Annex

1. Replaced missing siding on the back of the building.
2. Rebuilt the soffit in the front of the building.

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.