

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

July 20, 2016

MAINTENANCE DEPARTMENT REPORT

The month of June continued to be unseasonably warm and the air conditioning systems were working extremely hard to keep up with the demand. The day after graduation the contractors came in and began the bond projects. As the month ran on the projects ramped up. The high school custodians had to move all of the main office and guidance office to the science wing for the summer and performed that task quickly and never held up construction. Summer cleaning started at the other facilities and some of the high school staff have been reassigned to other buildings to help for the summer.

The following tasks were completed by our maintenance staff:

Glassboro High School

1. Checked the chiller and pumps and started the unit ventilators.
2. Cleared the condensation drain for the main office air handler.
3. Replaced the right side bearing for the unit ventilator in room B-103.
4. Cleared condensation drains in rooms A-114, A-116 and B-101.
5. Cleared a clogged toilet and urinal in the male lavatory near the gym.
6. Replaced the drive belt for the unit ventilator in room A-113.
7. Cleared the condensation drain for the unit ventilator in room B-103.
8. Replaced two sprinkler heads at the baseball field.
9. Shut down the chiller and drained the cooling tower for construction.
10. Removed various wall hangings in the main office for storage.
11. Salvaged various lavatory fixtures for other parts of the building.
12. Removed and replaced one door lever and assembly on the boy's side gym entrance. Handle assembly was vandalized beyond repair.
13. Replaced the lock core for the exterior trainer's door.
14. Replaced broken plywood on the soccer kick wall.
15. Replaced the lock core on the faculty room door.
16. Removed toilet paper dispensers and soap dispensers from all lavatories getting remodeled.

17. Painted the supports for the baseball scoreboard.
18. Painted the goal post at the practice football field.
19. Painted the storage containers and sheds on the athletic fields.
20. Repaired two chairs from the media center.

Intermediate School

1. Replaced the drive belts on one of the gym air handlers.
2. Reset the chiller.
3. Checked all electrical outlets for power in room 206.
4. Removed the antenna and repeater from the roof and basement for the transportation radio system. Components to be relocated off site.
5. Replaced light bulbs in the attic.
6. Repaired the air handler for room 200.
7. Repaired one floor fan in room 307.
8. Replaced the drive belt for the air handler for the nurse / guidance areas.
9. Repaired the center bar for the media center exit doors.
10. Repaired the wall trim around the locker on the first floor.
11. Replaced one bad dumpster wheel.
12. Scrapped, primed and painted one wall in the cafeteria.
13. Primed and painted the science wing hallway on the second floor.
14. Scrapped and painted one wall in room 305.
15. Assembled ten new tables.
16. Reinstalled one downspout drain pipe.
17. Primed and painted one wall in room 114.

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 floor cleaning machine.
3. Changed filters and serviced all the multi-zone rooftop units for summer.
4. Removed and replaced the main blower motor for HVAC unit MZ-11.
5. Unfastened and moved the bookshelf in the media center to allow for the wall to be removed.
6. Removed and replaced the return fan motor for HVAC unit MZ-7.
7. Replaced a broken lock core for classroom C-142 door.
8. Removed toilet paper dispensers and soap dispensers from the four media center lavatories.
9. Replaced various broken floor tiles in rooms B-125 and the music room.
10. Cleaned out the outside storage closet of discarded debris.
11. Replaced one exterior wall pack lamp.
12. Restriped the handicap parking stalls.

J. Harvey Rodgers School

1. Cleared the condensation drains for the all purpose room unit ventilators.
2. Adjusted the drive belt for the hallway air handler.
3. Changed all unit ventilator filters.
4. Replaced the belt for the copier room air handler.
5. Replaced the faucet and supply lines for the sink in the A-wing faculty lavatory.
6. Replaced one back canopy light bulb and one photocell for the exterior lights.
7. Patched a roof leak at the media center.
8. Replaced one light ballast and two light tubes in room A-1.
9. Replaced two light tubes in room A-2.

Bullock School

1. Repaired the drive bearing for the unit ventilator for room D-9.
2. Reset the chiller and checked the occupancy schedule.
3. Removed the housing from one of the ice pumps for the chiller.
4. Repaired one custodial vacuum cleaner.
5. Replaced the valve for the unit ventilator in the CST office.
6. Removed a broken door lock for room A-8.
7. Repaired one fold up cafeteria table.
8. Repaired one hallway keyed light switch.
9. Repaired the classroom door for room D-21.
10. Restriped the handicap parking stalls.

Board Office

No repairs to report for the month.

Transportation Garage

1. Replaced one back up battery for an exit sign.

Brick Annex

1. Primed and painted one hall wall.
2. Assembled racks for room 2.

Operations Office

1. Rewired the air compressor at the garage.

Wood Annex

1. Secured the lock on one exterior window.

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. Delivered items to rowan for graduation.
5. Delivered chairs to the high school for class night.
6. Removed all spring sports equipment and stored for the season.