

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**August 16, 2016**

**MAINTENANCE DEPARTMENT REPORT**

The month of July saw the summer construction projects in full swing. The high school custodial staff went to the other facilities to help get those schools farther along with summer cleaning in anticipation of all the custodians coming to the high school at the end of the summer. With the lack of precipitation, the grounds staff began watering the athletic fields at the high school to keep them green for the start of fall sports practices.

The following tasks were completed by our maintenance staff:

Glassboro High School

1. Shut down the rooftop HVAC unit for the science wing.
2. Removed the old master clock control panel from the main office.
3. Removed all old speakers and wiring from abandoned PA systems throughout the building.
4. Checked football field sprinkler well for proper operation.
5. Repaired a break in the underground piping for the football field sprinkler system.

Intermediate School

1. Painted the lines for the handicap parking spaces.
2. Painted the wall outside the girl's locker room.
3. Replaced broken bleacher seats.
4. Removed abandoned PA speakers and wiring from halls.

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. Shut off the exhaust fans for the lavatories being renovated.
3. Cleared out old fixtures from the lavatory chases.
4. Replaced various floor tiles in rooms C-123, C-139 and C-141.

#### J. Harvey Rodgers School

1. Replaced broken drive belts and serviced all rooftop exhaust fans.
2. Repaired the wet vacuum.
3. Repainted the lines for the handicap parking spaces.
4. Repainted all parking lot lines.

#### Bullock School

1. Replaced one pump unit for the ice pumps in the boiler room for the chiller.
2. Serviced the ATC air compressor.
3. Cleared the condensation drain for the unit ventilator in room D-2.
4. Replaced one 250 watt exterior wall pack light fixture.
5. Installed vandal cages on four exterior wall pack light fixtures.
6. Painted the front entrance canopy and doors.
7. Rebuilt the vandal wall on the side of the building near the art room.
8. Painted the C-wing entrance doors.
9. Repaired the lock on the outside kitchen entrance.
10. Painted the exterior gym entrance doors.

#### Board Office

1. Replaced the filters in both air handler units.

#### Transportation Garage

No repairs to report for the month.

#### Brick Annex

No repairs to report for the month.

#### Operations Office

1. Rewired the air compressor at the garage.

#### Wood Annex

1. Replaced one light ballast and two light tubes.

The following assignments were completed by our Ground's staff:

1. Policed up the grounds at all facilities for trash.
2. Mowed and trimmed at all district facilities.
3. Began putting out above ground pipe and watering athletic fields.