

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

June 10, 2014

MAINTENANCE DEPARTMENT REPORT

The month of May kept the maintenance men and grounds staff busy. Spring sports continued through the month and the grass at all our facilities continued to grow non-stop with all the precipitation. The warm temperatures kept our air conditioning systems working extremely hard and this kept our maintenance men working hard to keep the aging and failing systems working to the best of their ability.

The following assignments were completed by our staff:

Glassboro High School

1. Cleared one urinal drain in the A-wing male lavatory.
2. Cleaned the strainer for the chiller tower and removed rust from the system.
3. Repaired the laptop cabinet charger cord plug for room A-104.
4. Replaced the left side drive bearing for the unit ventilator in room A-105.
5. Turned the power on for the air conditioning condensing units in the C-wing classrooms.
6. Repaired the drives for the unit ventilators in rooms A-110 and A-112.
7. Cleared the condensation drain for the unit ventilator in room A-115.
8. Repaired the drive bearing for the unit ventilator in room A-116.
9. Loaded and delivered discarded chemicals for the County hazardous chemical drop off in Clayton.
10. Made repairs to the urinal in the male lavatory near A-116.
11. Replaced light tubes in classrooms A-103, A-104 and A-105.
12. Replaced the drive belt for the unit ventilator in room A-122.
13. Replaced the faucet for the female faculty lavatory in the A-wing.
14. Replaced the electrical outlet in the front of room A-115.
15. Rebuilt one flush valve, replaced one vacuum breaker and tightened all toilet seats in the female lavatory in the back science hallway.
16. Replaced the left side drive bearing for the unit ventilator in room A-120.
17. Replaced the anti-siphon valve for the irrigation on the baseball field.

18. Charged the irrigation system on both the football field and baseball field and checked for proper operation.
19. Replaced the left side drive bearing for the unit ventilator in room A-115.
20. Replaced one light ballast in room A-103.
21. Repaired the electrical outlet for the ice machine in the kitchen.
22. Stenciled the standby generator and outside water faucet with the appropriate wording for the Right to Know inspection.
23. Repaired one broken pole vault standard.
24. Removed the small dry erase board in the art room.
25. Repaired the door threshold for room A-118.
26. Installed a 12 foot dry erase board in room C-104 and the art room.
27. Repaired the door from the faculty dining room into the kitchen.
28. Replaced the plug for the laptop cart in room A-104.
29. Hung banners in the gym.
30. Mounted pictures in the library.
31. Adjusted the door closers at the main entrance.
32. Repaired the rooftop HVAC unit for room A-102.

Intermediate School

1. Replaced one light ballast in the second floor hallway.
2. Replaced one light ballast and six light tubes in room 301.
3. Rebuilt the exhaust fan drive for one boiler.
4. Replaced a defective light switch in room 305.
5. Installed art work in the media center.
6. Replaced the filters in all of the rooftop HVAC units.
7. Repaired a malfunction with the gym units. Found a defective wire.
8. Replaced the filter for the unit ventilator in room 212.
9. Repaired the door lock for the main office workroom.
10. Repaired the door center bar for the cafeteria exit doors.
11. Repaired the pedestrian walk sign in the front drive.
12. Repaired a shorted wire for the main entrance electronic door latch.

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 building. The controllers are in the units on the roof.
2. Flushed the water line in the kitchen and cleaned the faucet aerators.
3. Started all the air conditioning compressors for the HVAC units.
4. Replaced the carbon motor brushes in one custodial vacuum cleaner.
5. Cleared one toilet and rebuilt one toilet flush valve for the boy's lavatory.
6. Repaired the swing gate at the counter of the main office.
7. Repaired the door handle for room C-144.
8. Repaired the door lock for room C-113.

J. Harvey Rodgers School

1. Repaired the air conditioning for room A-6.
2. Replaced the drive belt for air handler #3 (main office).
3. Anchored one bench to the landscape timber at the playground.
4. Repaired the plastic fence at the bus area.
5. Removed the covers from the window unit air conditioners.
6. Ran new wiring for the condenser fan for room A-6.
7. Cleaned all roof drains.
8. Installed a backdrop on the stage for the closing ceremonies.
9. Sealed up the openings around the wiring for the outside air conditioning condensing units.
10. Repaired loose wiring for the unit ventilator in room A-6.

Bullock School

1. Rebuilt the actuator for the air handler in front of the gym at the bus entrance.
2. Replaced one broken drive motor on the HVAC air compressor.
3. Replaced four defective light switches in the media center.
4. Cleared the sink trap and sink drain in the custodial office.
5. Adjusted the water flow on the automatic floor scrubber.
6. Reset the chiller compressor.
7. Cleaned the sink trap and drain in the art room.
8. Replaced the cold water actuator and rebuilt the cold water valve for the unit ventilator in room D-17.
9. Cleared the condensation drain for the air handler in room D-7.
10. Repaired the exhaust vent for the kiln in the art room.
11. Repaired swings at the playground.
12. Repaired the paper towel dispenser in the B-wing girl's lavatory.
13. Replaced the storage cabinet lock in room D-13.
14. Shut heating boilers down for the season.

Board Office

1. Replaced one light ballast and four light tubes in the business office area.
2. Installed a bulletin board in the payroll office.
3. Installed partitions at the Superintendent's assistant's area.
4. Hung pictures in the Superintendent's office.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Repaired the main entrance door closer.

Operations Office

No repairs to report for the month.

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. Inspected and cleaned up the track events areas and the tennis courts.
4. Drug the baseball and softball fields daily.
5. Marked all sporting event areas as needed.
6. Mowed grass at all facilities and athletic fields.
7. Trimmed grass away at all facilities as well as sidewalks and curbs.