

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

September 12, 2016

MAINTENANCE DEPARTMENT REPORT

The month of August continued the major construction at the High School, Intermediate and Bowe. As the month came to an end the high school staff were brought back to the high school and some staff from other schools were brought over to begin the massive task of getting the high school ready for the new year. As the contractors cleaning crew went through our staff followed behind setting rooms up and final cleaning. The grounds staff worked on the athletic fields preparing them for practices and scrimmages.

The following tasks were completed by our maintenance staff:

Glassboro High School

1. Salvaged stall partitions from lavatories getting renovated for other lavatories.
2. Replaced piping and a hose bib for the front of the building.
3. Replaced the drive belt for the boy's locker room exhaust fan.
4. Rebuilt three flush valves for the boy's locker room lavatory.
5. Shut the gas off to the ovens in the kitchen.
6. Checked for a loss of power to the sprinkler control at the football field.
7. Repaired the water tank on the older floor machine.
8. Capped a leaky valve in the ceiling of room A-141.
9. Cleared the mop sink drain in the custodial closet by room A-106.
10. Removed plaque rails in the main hall interfering with the new ceiling.
11. Cleared the mop sink drain for the custodial closet near room A-114.
12. Replaced the broken lever handle on the boy's side gym entrance.
13. Installed new sign posts and signs at the front of the school.
14. Replaced the bulb in the kitchen loading dock light.
15. Painted sealer on chilled water pipe insulation throughout the hallways.
16. Replaced ceiling tiles in room A-141.

Intermediate School

1. Flushed rust and sediment from all faucets and flush valves.
2. Replaced four vacuum breakers for toilets in the first floor male lavatory.
3. Cleared the condensation drain for one gym air handler.
4. Replaced the drive belt for one cafeteria air handler.
5. Rebuilt and cleaned flush valves in all lavatories.
6. Restored power to the exterior lights on the gym.
7. Repaired sinks in the girl's locker room.
8. Reset the air handler for the media center.
9. Replaced the motor for the fan coil unit in the media center workroom.
10. Cleaned all intake and discharge vents in the cafeteria.
11. Capped two water lines in room 306.
12. Replaced one light ballast and two light tubes in the third floor female lavatory.
13. Repaired a condensation leak in room 103.
14. Replaced the filters in both cafeteria air handlers.
15. Assembled a chart stand and chair for 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. Replaced the drive belt for the kitchen exhaust fan.
3. Repaired the cord on one projector cart.
4. Replaced the wheel on the front of the wet/dry vacuum.
5. Replaced the supply fan motor for HVAC unit MZ-11.
6. Disconnected the keypad and speaker at the main entrance.
7. Rebuilt the flush valve for the toilet in the girl's locker room lavatory.
8. Repaired the door handle for room B-114.
9. Replaced the lock core for room C-142.
10. Repaired the door lock for room B-144.
11. Repaired the door closer for the boiler room.
12. Replaced various floor tiles throughout the halls and classrooms.
13. Removed the bulletin board from the dry goods room in the kitchen.
14. Installed one bulletin board outside room C-125.
15. Repaired one goal post on the soccer field.
16. Repaired the coat rack in room C-123.
17. Began painting the gas pipe on the roof.
18. Repaired the door lock for room A-143.
19. Replaced one lamp and one ballast for the front wall exterior light.
20. Replaced the photocell on the gym wall.

J. Harvey Rodgers School

1. Replaced the two drive bearings for the gym exhaust fan.

2. Replaced the faucet washers and the batteries for the sink in room A-5.
3. Repaired the condensation lines for the univents in rooms A-3 and A-4.
4. Cleared the condensation line for room A-8.
5. Repaired roof leaks at the media center.
6. Replaced the lock core for room B-1.
7. Replaced the drive belt for one exhaust fan on the gym roof.
8. Replaced four belts on various exhaust fans and greased all fans.
9. Replaced the insulation on the condenser lines for the all purpose room A/C units.
10. Repaired the insulation on the rooftop condenser lines for all A/C units.
11. Painted and installed a new pipe cover in the boy's multi stall lavatory in the B-wing.
12. Installed light ballasts throughout as needed.

Bullock School

1. Replaced the bulb in parking lot pole light #6.
2. Worked on the drive brush for the carpet cleaning machine.
3. Cleared the condensation drain for room A-13.
4. Tightened the drive belt for the main office air handler.
5. Cleared the condensation drain for room D-2.
6. Removed a squirrel's nest from the ceiling of room A-2.
7. Painted all rooftop hoods and vents.
8. Installed a new bulletin board in the hallway near room C-33.

Board Office

1. Restored power to the A/C unit for the server room.
2. Moved ceramic wall art in the Superintendent's office.
3. Assembled a new desk for the P.R. office.
4. Painted all the parking lot lines and handicap spaces.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Replaced three exhaust fan motors and two drive bearings.
2. Painted one wall in the male lavatory.
3. Replaced the heat pipe cover in the male lavatory.

Operations Office

No repairs to report for the month.

Wood Annex

1. Secured the sash for one window.

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. Put out above ground pipe and watering athletic fields.
4. Began preparing all athletic fields for fall athletics.