

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

October 12, 2016

MAINTENANCE DEPARTMENT REPORT

The month of September brought to a conclusion for the most part of the phase one construction work at the facilities. Thanks to all the hard work from the school support staff, the cooperation of the contractors and the cooperation of the construction code enforcement office the students entered all our facilities on time. There will be some second shift work throughout the school year and then a big final push next summer. While there will be some discomfort for a while the end product is such a gain compared to what we started with.

The following tasks were completed by our maintenance staff:

Glassboro High School

1. Remounted a toilet and connected associated plumbing in the boy's locker room.
2. Rebuilt flush valves on bathroom fixtures not getting replaced until summer of 2017.
3. Started the air conditioning for the science wing.
4. Worked on restoring power to the walk in freezer.
5. Replaced one light ballast in the girl's locker room.
6. Cleared the drain for the sink in the custodial closet by room A-114.
7. Replaced the drive motor for the uninvent in room A-116.
8. Replaced one light bulb in the walk in refrigerator.
9. Repaired the condensation drain pan for the uninvent in room A-114.
10. Replaced one lamp for the C-wing canopy.
11. Replaced burned out bulbs in the football scoreboard.
12. Replaced the modulation controller and interface for the air handler for room A-107.
13. Disconnected the condenser for the trainer's room.
14. Lit all pilots for the kitchen equipment.
15. Cleared a clogged sewer main in the front hall.

16. Replaced the drive belt for the kitchen hood exhaust fan.
17. Replaced all plumbing behind the wall in the girl's locker room lavatory.
18. Cleaned the filters for the hood in the kitchen.
19. Serviced the drives for the univents in rooms A-115 and A-116.
20. Cleared clogged toilets in the male lavatory by the gym entrance.
21. Repaired one upright vacuum cleaner.
22. Replaced washers for the faucets in the kitchen.
23. Repaired one faucet in the nurse's office lavatory.
24. Rebuilt the fixtures in the old main office lavatories.
25. Repaired the center bar for the receiving doors.
26. Installed a hasp and lock on the electric room door.
27. Repaired the door trim for the boy's side gym entrance doors.
28. Switched out doors – A-138 with store room door from A-140.
29. Remounted hall of fame plaques.
30. Attached shelving to the wall in the guidance area.
31. Mounted an "Epi Pen" box in the nurse's office.
32. Repaired the drop ceiling in room A-109.
33. Replaced three light ballasts and one light tube in room A-116.
34. Installed ceiling tracks for a curtain in the nurse's office.
35. Replaced two banners in the cafeteria.
36. Repaired one desk for the secretary.
37. Repaired the exhaust piping for the kiln in the art room.
38. Replaced various ceiling tiles in rooms A-137, A-139 and A-140.

Intermediate School

1. Shut off water to the insta- hot water heater in the media center.
2. Reset the air handlers for rooms 200 and 201.
3. Replaced the filters and adjusted the outside air for RTU -3.
4. Replaced the filters and the belt for RTU - 4
5. Replaced the modulation controller for RTU – 3.
6. Repaired one custodial vacuum cleaner.
7. Changed second floor hall light switches from a toggle to a key switch.
8. Replaced stained ceiling tiles throughout.
9. Repaired the vision glass on the entrance door for room 208.
10. Installed a door hook on the custodial closet.
11. Repaired the handrail outside of the gym exit doors.
12. Scraped and painted one wall in room 305.
13. Replaced four toilet paper holders in the first floor female lavatory.
14. Installed cork strips in room 202.
15. Replaced one light ballast in the second floor south stairwell.
16. Repaired two sinks in the boy's gym locker room.
17. Repaired a bulletin board in room 107.

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. Removed and replaced the condenser fan motor for HVAC unit MZ-3.
3. Lit all pilots on kitchen equipment.
4. Adjusted the damper motor for one area on HVAC unit MZ-3.
5. Repaired the equipment cage roll up door in the gym.
6. Repaired the faucet in the gym teacher's office.
7. Replaced the broken faucet on the mop sink in the kitchen.
8. Repaired one custodial vacuum cleaner.
9. Replaced two light ballasts on exterior lights.
10. Replaced various floor tiles in the hallways.
11. Replaced two toilet paper holders in the 5th and 6th grade lavatories.
12. Remounted the bookcase to the wall in the media center.
13. Painted the gas pipe on the roof.
14. Hung a banner in the gym.
15. Hung one bulletin board in room C-116.
16. Changed the bulb in the walk in refrigerator.
17. Replaced nine light tubes in the halls.
18. Hung pictures on the wall of the main hall.
19. Repaired the straps on the parking lot poles.

J. Harvey Rodgers School

1. Replaced batteries for the faucets in the lavatories for rooms A-2 and A-7.
2. Cleaned the condenser coil and replaced the condenser capacitor and fan for room A-3.
3. Replaced the drive belt for the media center air handler.
4. Replaced various ceiling tiles.
5. Installed hand soap dispensers in the boy's lavatories in A-wing and C-wing.
6. Repaired one rocking chair.
7. Remounted the occupancy sign in the media center.
8. Repaired a divider and installed a hand soap dispenser in room B-1.
9. Replaced one light ballast in the faculty work room.
10. Replaced the toilet seat in the lavatory for room B-3.
11. Repaired a roof leak near room B-1.

Bullock School

1. Replaced the drive belt on the nurse's room air handler.
2. Replaced the toilet seat for the lavatory in room D-5.
3. Repaired the toilet for the main office male lavatory.
4. Repaired one custodial vacuum cleaner.
5. Replaced the faucet for the sink in room D-5.

6. Rebuilt one kitchen faucet.
7. Removed the wall cabinets in room A-2 for cleaning purposes.
8. Repaired the lock on one cafeteria hallway door.
9. Mounted a bulletin board in the nurse's office.
10. Replaced one soap dispenser in the B-wing girl's lavatory.
11. Repaired the door lock for room D-5.

Board Office

1. Moved desk and cabinets to a new location.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Replaced one air handler motor in PAC 1.
2. Replaced one air handler motor in PAC 3 and turned power back on the condenser unit on the roof.
3. Installed a new hand soap dispenser in the male lavatory.
4. Moved a projection screen in PAC 4.

Operations Office

1. Painted a dumpster to be taken to the Bullock School.

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. Mowed and trimmed at all district facilities.
3. Put out above ground pipe and watering athletic fields.
4. Continued preparing all athletic fields for fall athletics.
5. Took two dumpsters to the transportation garage for welding repairs.