

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

November 8, 2016

MAINTENANCE DEPARTMENT REPORT

The month of October was much slower with regard to the construction projects. Some work continued while other phases concluded. There will be some work being completed during second shift throughout the school year such as door and lock hardware replacements. Our grounds staff continued to keep our athletic fields competition ready while also keeping up with mowing and trimming at all our facilities.

The following tasks were completed by our maintenance staff:

Glassboro High School

1. Repaired a fitting causing a gas leak in room A-139.
2. Checked the pneumatic HVAC lines in room A-114 for leaks.
3. Replaced one canopy light bulb at the student drop off.
4. Disconnected unused duct work in the trainer's room and kitchen for removal by the roofer.
5. Worked on repairing lights in the gym.
6. Replaced the hinges on one gate at the stadium.
7. Ran a plumbing snake to clear out a clog in the front A-wing hall.
8. Rebuilt two light fixtures in the gym.
9. Made repairs to the back board hoist on the girl's side of the gym.
10. Turned heating water valves on for rooms A-102 and A-107.
11. Repaired one hose in the custodial closet in C-wing.
12. Replaced the drive belts for the science wing air handler.
13. Replaced one electrical outlet in the library.
14. Cleared the drain in the auditorium for the paint sink.
15. Repaired the door threshold and center bar for the C-wing entrance doors.
16. Repaired a rain leak on one window in the weight room.
17. Changed various lock cores as doors were replaced.
18. Replaced hall of fame plaques and rails in the main hall.
19. Re-secured wall padding in the gym.

20. Mounted three bulletin boards in the new guidance area.
21. Replaced light tubes in the male and female staff lavatories in the mail room.
22. Repaired the floor plate cover for the sewer clean out in the main hall.
23. Replaced ceiling tiles in the faculty lunch room.
24. Repaired one toilet flush valve in the main hall female lavatory.
25. Installed door holders on the interior gym doors and the cafeteria doors.
26. Installed a kick plate on the inside of the band room door.
27. Removed a broken pulley from the stage curtains.
28. Checked the washing machine in the boy's locker room for leaks.
29. Installed a door holder on the faculty lunch room door.
30. Replaced the condensation trap and line on the rooftop unit over the TV production studio.
31. Installed corner guards in the new main office area.
32. Repaired the sewer line clean out in front of B-wing in the lawn.
33. Replaced the 400 watt lamp in the parking lot light fixture.
34. Repaired the cleat for the flag pole.

Intermediate School

1. Repaired the rooftop unit for room 200.
2. Made repairs to the media center air handlers.
3. Repaired one toilet in the girl's locker room lavatory.
4. Repaired the center bar for the media center exit doors.
5. Replaced the auto vent for the unit ventilator in room 205.
6. Replaced stained ceiling tiles in the media center.
7. Repaired the faucet in room 203.
8. Replaced the drive belt and filters in one air handler for the media center.
9. Replaced four switches in the second floor hallway with key switches.
10. Hung a calculator holder in room 212.
11. Repaired a window shade in room 301.
12. Replaced ceiling tiles in rooms 200 and 210.
13. Replaced the hot and cold water valves for the sink in the first floor male staff lavatory.
14. Replaced one 200 watt lamp on a front exterior wall pack light.
15. Replaced a missing ceiling tile on the first floor near the main office.
16. Tightened sinks in the boy's locker room.
17. Repaired the legs for the guidance room conference table.
18. Replaced three light tubes in the kitchen.
19. Repaired one backstop hoist switch.
20. Replaced light tubes in the science wing hallway.

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. Hooked up the surround sound unit in room B-122.
3. Changed the set points on various HVAC units for heating.
4. Replaced two ballasts and three lamps in exterior wall pack lights.
5. Replaced the motor brushes in one custodial upright vacuum cleaner.
6. Installed keyed switches in the remodeled lavatories.
7. Hung staff group pictures in the main hallway.
8. Removed an old video camera from the main hallway wall.
9. Repaired door handles for rooms B-125 and B-136.
10. Removed the auditory trainer from room C-144 and relocated it to room B-144.
11. Replaced the photocell on the wall pack light above the cafeteria entrance doors.
12. Repaired two sewer vent pipe stacks on the roof.
13. Replaced four light tubes and one ballast in room B-122.
14. Replaced one closet hook in room B-138.
15. Patched holes in the main hallway wall and touched up with matching paint.
16. Hung a teacher of the year picture.
17. Replaced three light tubes in the boiler room.
18. Replaced one exterior wall pack light near the gym.
19. Installed lock cores in the new door for the computer room.

J. Harvey Rodgers School

1. Replaced one faucet stem in room A-7.
2. Made repairs to the unit ventilators in rooms A-2 and A-9.
3. Repaired various roof leaks on the A-wing roof.
4. Repaired the roof ladder for A-wing to B-wing.
5. Replaced one light ballast in the all purpose room.
6. Repaired the sink in room A-4.
7. Adjusted the blade on the paper cutter.
8. Installed one light ballast in the resource room.
9. Replaced the battery for the sink faucet in room A-1 and A-3.
10. Assembled four tables for classrooms.

Bullock School

1. Repaired two urinals in the A-wing boy's lavatory.
2. Rebuilt one flush valve for a toilet in the third grade girl's lavatory.
3. Checked for hot water for the main office kitchen sink.
4. Repaired one leaking faucet in the art room.
5. Repaired the power cord on one custodial vacuum cleaner.
6. Removed one broken swing chain.
7. Replaced the paper towel dispenser in the third grade boy's lavatory.
8. Repaired the main office door handle.
9. Installed a second bulletin board for the nurse.
10. Installed a new soap dispenser in room D-15.
11. Replaced ceiling tiles in the art room closet.

12. Replaced the lock and repaired the cable at the playground.
13. Replaced one soap dispenser in the B-wing boy's lavatory. Tightened the sink in the third grade girl's lavatory.
14. Repaired two toilets in the second grade girl's bathroom.
15. Replaced the valve for the sink in the third grade girl's bathroom.
16. Adjusted the main entrance door closer.
17. Repaired one lock in the art room.

Board Office

1. Replaced the faucet and drain for one sink in the female lavatory.
2. Prepped the wall and painted outside of George Week's office.
3. Replaced two canopy lamps and rewired one fixture.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Lit all pilots for cooking equipment in PAC 3.
2. Repaired air handlers in PAC 1.

Operations Office

1. Repaired loose soffit outside the building.

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. Continued preparing all athletic fields for fall athletics.
4. Delivered custodial supplies to the various buildings.