

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

December 8, 2016

MAINTENANCE DEPARTMENT REPORT

The month of November afforded us the opportunity to really check out the new heating systems at the high school. As with all new equipment there are and will be kinks to work out but the contractor has been very responsive to date taking care of issues as they arise. Door replacements continue at the Intermediate School as well as fire alarm replacements at the Bullock and Rodgers Schools. The grounds staff began to put away fall sports equipment and started aerating and seeding all the athletic fields.

The following tasks were completed by our maintenance staff:

Glassboro High School

1. Worked on unclogging the sewer main. This eventually required the Water and Sewer Department to respond. They used their jet truck and removed a large clump of roots in the main from the trees planted above it.
2. Repaired two custodial vacuum cleaners.
3. Made repairs to unit ventilators with the old pneumatic controls.
4. Removed graffiti from lavatory stalls.
5. Winterized the sprinkler system for the baseball field.
6. Cleaned the circuit breakers in the dimmer rack in the auditorium.
7. Replaced the drive belt for the unit ventilator in room A-116.
8. Repaired the electric hand dryer in the C-wing female lavatory.
9. Repaired the computer cart charging station electric cord in room A-141.
10. Checked the auxiliary gym for roof leaks.
11. Checked the science wing for heat.
12. Worked on restoring heat in room A-107.
13. Installed permanent lock cores in new doors.
14. Replaced eight light tubes in the cafeterias.
15. Replaced the bulb for the wall pack light outside the boy's locker room.
16. Removed old banners and installed new ones in the gym.
17. Repaired the door for the basketball storage closet.

18. Repaired the electrical outlet by the back door next to the boiler room.
19. Removed loose step trim in the band room.
20. Installed one light ballast and four light tubes in the faculty dining area.
21. Installed a paper towel dispenser in the main office kitchen.
22. Replaced one lamp at the C-wing entrance vestibule.
23. Replaced the light switch outside of room A-141.
24. Adjusted the heat in room A-134.
25. Repaired the lock on the outside kitchen door.
26. Installed an ice machine for the trainer.
27. Assembled a chair for Mr. Preston.
28. Rewired the mixer in the kitchen.
29. Repaired the lock for room B-109.
30. Installed a new pad lock on the roof hatch.
31. Replaced one exterior light outside of the girl's side of the gym.
32. Replaced the unit ventilator cover for room A-134.
33. Checked for power for the B-wing exterior lights.

Intermediate School

1. Restored heat to room 307.
2. Reset the boilers and checked the building for heat.
3. Checked for a domestic water leak in the basement.
4. Replaced the drive motor for the unit ventilator in room 302.
5. Worked on repairing an over- heating condition in room 306.
6. Replaced the switches on one side of the gym for the backstops.
7. Replaced the bulb in the exit sign in the basement.
8. Replaced the drive belt for the air handler in room 200.
9. Insulated valves in the second floor ceiling.
10. Repaired the exit sign in the north side stairwell.
11. Replaced two "u-tubes" in the media center hallway.
12. Replaced the door glass and trim for room 204.
13. Replaced four light tubes in the guidance conference room.
14. Replaced one light ballast in the faculty work room.
15. Replaced three light tubes and one light ballast in the media center.
16. Restored heat in room 310.
17. Replaced one faucet valve in room 105.
18. Installed new blinds in the nurse's office.
19. Replaced two ceiling tiles in room 109 and repaired a loose light fixture as well.
20. Replaced permanent lock cores in new doors each day.
21. Repaired one paper towel dispenser in room 200.
22. Installed ballasts and tubes in rooms 200 and 202.
23. Replaced six light tubes in room 114.
24. Repaired two cafeteria tables that had loose tops.
25. Replaced light tubes in the south stair tower.

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. Installed keyed switches for the lights in the lavatories to prevent accidental shut off.
3. Replaced three light ballasts and six light tubes in the media center.
4. Repaired strapping on the poles around the driveway and parking lot.
5. Installed a dry erase board outside of the main office.
6. Replaced the bulb in the walk in fridge in the kitchen.
7. Repaired the cover for the paper towel dispenser in the main office.
8. Repaired the lock on one lavatory door in the sixth grade hallway.

J. Harvey Rodgers School

1. Replaced the 70 watt bulb for the exterior light by the gas meter.
2. Tied existing wiring and fire proofed all penetrations in the B-wing hall.
3. Replaced the drive motor and bearing for the unit ventilator in room B-3.
4. Replaced the squeegee for the auto scrubber.
5. Replaced three lavatory faucets.
6. Adjusted the blade for the paper cutter.
7. Replaced the key for the faculty lavatory near B-6.
8. Replaced the battery for the nurse's sink.
9. Cleaned the exhaust vent for room A-5.
10. Cleared the sink drain in the main office.
11. Replaced one light ballast in the hall by the nurse's office.
12. Glued down tile in the all purpose room.
13. Hung the backdrop for the winter show.
14. Installed a bulletin board in room B-1.
15. Removed a broken playground gate.
16. Installed covers over the widow unit air conditioning units in the B-wing.

Bullock School

1. Reset the boilers and building pumps from a power failure.
2. Repaired one custodial vacuum cleaner.
3. Replaced the drive belt for exhaust fans 11 and 12.
4. Replaced one vacuum breaker for a toilet in the third grade girl's lavatory.
5. Replaced the cold water valve on the sink in room D-15.
6. Installed three handicap parking signs at the latchkey entrance.

Board Office

1. Checked power for the main server battery back- up system.
2. Installed two new handicap parking signs.

3. Installed a new hand soap dispenser in the female lavatory.
4. Replaced the lamp on the exterior light over the rear entrance.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Checked room 1 for a roof leak.
2. Shut the power off to all A/C units for the season.
3. Replaced three light ballasts and four light tubes in room 2
4. Replaced four light tubes in room 3.
5. Replaced two ceiling tiles in room 4.
6. Repaired one sink drain in room 3.
7. Checked all exit signs and emergency light fixtures.

Operations Office

1. Cleared a clogged toilet in the driver's lounge lavatory.
2. Replaced two light tubes in one lounge light.

Wood Annex

1. Repaired the rain gutter in the front of the building.

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. Removed and stored items from fall sports
4. Delivered custodial supplies to the various buildings.
5. Began cutting down the trees in front of the High School.
6. Removed tall shrubbery in front of the gym entrance at Bullock.