

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

January 20, 2017

MAINTENANCE DEPARTMENT REPORT

The month of December was extremely cold for a prolonged period of time. We were able to keep all heating equipment operational and any of the new equipment was repaired under warranty. Door replacements continued at the Intermediate School and work continued at all the schools with the new vestibules. The grounds staff began removing the trees in front of the High School preparing the way for the Water Department to come and replace the sewer main that the trees were planted over.

The following tasks were completed by our maintenance staff:

Glassboro High School

1. Repaired a leaking toilet seal on a toilet in the main hall female lavatory.
2. Replaced one light outside of the receiving room doors.
3. Replaced one light ballast in Mr. Preston's office.
4. Replaced twenty- four light tubes and one light ballast in the library.
5. Replaced two toilet vacuum breakers in the male lavatory in the main hall.
6. Secured the ice maker water line in the trainer's room.
7. Sealed the holes in the weight room wall where piping had been removed from HVAC demo.
8. Replaced wax seals on two toilets in the female lavatory in the main hall.
9. Replaced lamps and ballasts on the lights over the exterior doors of the gym and the boy's locker room entrance.
10. Replaced lock cores as new locks were installed.
11. Restored heat to rooms A-113 and A-116.
12. Repaired the lock for room A-116.
13. Replaced the blower motor for the unit ventilator in room A-110.
14. Reset the freeze stat for room A-102.
15. Cleared a clogged sink drain in the main hall female lavatory.
16. Repaired the cabinet door for the unit ventilator in room A-136.

17. Replaced one light ballast and one tube in room A-113.
18. Installed a hold open chain for the interior doors of the gym.
19. Replaced a seal on the cold water side of the faucet in room A-138.
20. Replaced one lamp in the B-wing exterior wall pack light.

Intermediate School

1. Repaired the lock for room 200.
2. Reset boiler number 2.
3. Reset the freeze stats for the two cafeteria air handlers.
4. Installed lock cores in new doors.
5. Adjusted the closer on the guidance door.
6. Installed ceiling tiles in room 202.
7. Hung a new banner near room 109.
8. Repaired the center bar for the media center exterior doors.
9. Reset the heat for the gym.
10. Replaced one ballast and three light tubes in room 205.
11. Replaced the drive bearing for the unit ventilator in room 302.
12. Repaired a hole in the wall in the first floor female lavatory.
13. Replaced two thermostats in the cafeteria.
14. Replaced one ballast and one tube in room 304.
15. Installed a new thermostat guard on one stat in the cafeteria.
16. Repaired the panic bar on one door at the gym.
17. Rebuilt the flush assembly for the toilet in the first floor male lavatory.
18. Repaired the fire door at the science wing stairs.
19. Reinstalled the fire magnet on the second floor fire doors.
20. Hung one poster in the kitchen.
21. Replaced one light tube in the hall outside the media center.
22. Restored power to one exterior wall pack on the rear of the building.

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 water stained ceiling tiles outside of the boiler room and the gym.
3. Restored heat to room B-107.
4. Replaced ceiling tiles in the hall outside of the main office.
5. Restored heat in room B-122.
6. Replaced filters in three of the rooftop units.
7. Replaced the drain valve for the steam table in the kitchen.
8. Replaced the lamp in one exterior wall pack light.
9. Replaced four light tubes in room B-106.
10. Replaced one outlet in the all purpose room.

J. Harvey Rodgers School

1. Hung the wreaths for the winter production at the stage.
2. Repaired a water leak on the toilet in the B-wing faculty lavatory.
3. Replaced the sink faucet battery for room A-3.
4. Repaired one toilet in the gang lavatory near room B-6.
5. Restored heat to room B-6.
6. Extended the sewer vent pipe on the roof between rooms A-5 and A-7.
7. Replaced faucets in rooms A-3, A-7 and the nurse's office.
8. Replaced the light fixture outside the B-wing by the gas meter.
9. Isolated the coil in the middle unit ventilator in the all purpose room due to freeze up.
10. Replaced the drive motor in the unit ventilator closest to the exit doors.
11. Repaired a roof leak over room A-1.
12. Replaced one ballast and three tubes in the B-wing small group room.
13. Repaired the emergency light outside the all purpose room in the hall.
14. Replaced ceiling tiles in room A-1.
15. Repaired a leak in the roof outside of the all purpose room.
16. Reset the heat for rooms A-7 and the media center.
17. Replaced ceiling tiles in the hall outside the all purpose room.
18. Repaired the cold water faucet in the faulty lavatory by the nurse.
19. Replaced light tubes in the A-wing boy's lavatory.

Bullock School

1. Repaired one custodial vacuum cleaner.
2. Replaced the drive belt on the carpet cleaner.
3. Restored heat to the kitchen.
4. Repaired the lights in room D-23.
5. Repaired one leaking toilet in the third grade girl's lavatory.
6. Replaced two ballasts and four tubes in room D-23.
7. Replaced the lamp for the light outside the latchkey entrance.

Board Office

1. Replaced the faucet in the male lavatory.
2. Installed LED bulbs in all exterior canopy lights.
3. Checked heater on business office side for operation.
4. Replaced one ballast and two tubes in the technology office.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Repaired one toilet in the male lavatory.

Operations Office

1. Replaced light tubes in the driver's room.
2. Installed a new toilet paper dispenser in the female lavatory.

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. Removed leaves district wide.
4. Delivered custodial supplies to the various buildings.
5. Continued cutting down the trees in front of the High School.
6. Brought snow removal equipment out of storage and installed.