

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

February 13, 2017

MAINTENANCE DEPARTMENT REPORT

The month of January was not as cold as the month prior however did bring us our first snow of the season. Fortunately, the storm came on a weekend and the staff had ample time to have the facilities ready for the start of the week with no issues. We continue to work with only one maintenance mechanic while the other is out on medical leave. This has put a tremendous burden on that one mechanic. He is doing an outstanding job filling in for the job of two.

The following tasks were completed by our maintenance staff:

Glassboro High School

1. Replaced one light ballast in the main hall male lavatory.
2. Replaced the cord end on one computer cart in room A-122.
3. Re hung the "No food or drink" sign over the girl's side gym entrance.
4. Reset the heating unit for room A-102 and A-107.
5. Replaced four burned out lamps in the gym.
6. Replaced the blower motor for the unit ventilator in room A-136.
7. Replaced the filters in the air handlers for rooms A-102 and A-107.
8. Replaced the flush valve and relief valve of the staff lavatory in the TV hallway.
9. Replaced one light ballast in the gym.
10. Removed balls from on top of the air handlers.
11. Replaced one lamp in the pole light near the boiler room entrance.
12. Assembled a desk for the library.
13. Replaced the thermostat in room A-113.
14. Replaced one light ballast and one light tube in room A-113.
15. Replaced one light fixture in the boy's locker room.

Intermediate School

1. Reset the freeze stats on two of the cafeteria air handlers.
2. Replaced two drive belts for the girl's locker room air handler.
3. Replaced the filters in all three cafeteria air handlers.
4. Replaced the drive belt for the air handler for the music room.
5. Reset the freeze stat for the air handler in the media center.
6. Replaced the belt for the exhaust fan for the music room.
7. Replaced light bulbs in the attic.
8. Tightened one sink in the boy's locker room that was coming away from the wall.
9. Repaired the lock for room 303.
10. Repaired the hand rail near the basement door.
11. Replaced the drive motor for the unit ventilator in room 203.
12. Repaired the lock for the gym closet.
13. Repaired seats on one cafeteria table.
14. Inspected all exit signs and emergency lights.
15. Replaced one outlet in room 308.
16. Replaced ballasts and tubes in the gym and repaired the scoreboard.
17. Replaced light tubes in the cafeteria.
18. Replaced the light switch in room 305.
19. Repaired the drive motor for the unit ventilator in room 211.
20. Continued replacing lock cores as doors were switched out.

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 water supply line for the coffee machine.
3. Installed door holders for lavatory doors.
4. Cleared a clogged drain in the boy's lavatory near the fourth grade.
5. Cleared clogged drains in the boy's lavatory near the sixth grade area.
6. Assembled two tables in the media center.
7. Repaired the door lock for room C-116.
8. Checked all emergency lights and exit signs.
9. Replaced light ballasts and light tubes in room B-111.

J. Harvey Rodgers School

1. Replaced eight light tubes in room A-4.
2. Replaced two light ballasts and two light tubes in the A-wing hallway.
3. Rebuilt the backflow valve in the A-wing boiler room.
4. Repaired the toilet in the staff lavatory next to the nurse's office.
5. Repaired loose floor tiles in room B-4.
6. Replaced two faucets in the boy's lavatory near the main office.
7. Replaced the battery in the auto faucet in room A-10.
8. Repaired loose floor tiles in the cafeteria.

9. Replaced the photocell for the light by the gas meter.
10. Replaced multiple flush valves throughout the A-wing after the water was shut off.

Bullock School

1. Repaired the door handle for D-9.
2. Repaired two custodial vacuum cleaners.
3. Adjusted the door closer at the main entrance.
4. Restored heat in the child study team office.
5. Repaired the rooftop unit heat for the kitchen.
6. Replaced the drive belt for the main office air handler.
7. Replaced the batteries on the automatic floor scrubber.
8. Repaired the sink in room B-36.
9. Replaced light tubes in room D-5.
10. Repaired a leak in the third grade boy's lavatory.
11. Repaired the receiving room doors.
12. Replaced the belt for the kitchen exhaust fan.
13. Replaced the lamp in the exterior light by the latchkey entrance.
14. Repaired the lock for the female lavatory in the faculty room.
15. Repaired the door handle for the main office.
16. Repaired a leak on the kitchen roof.

Board Office

No repairs to report for the month.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Installed two electric cord reels in the STEM room.

Operations Office

1. Installed a new battery back-up for the computer.
2. Installed two new LED lights on the exterior of 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. Removed leaves district wide.
3. Delivered custodial supplies to the various buildings.
4. Removed snow and salted following a storm.
5. Worked on clearing the fence line at the Bullock School.