

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

March 16, 2017

MAINTENANCE DEPARTMENT REPORT

The Maintenance Department continues to operate short-handed with only one of our normally two mechanics. Our new hire, Len has been pulling double duty and I want to state for the record he has been doing an outstanding job. He picks up quickly on what has to be accomplished and is keeping up with the tremendous amount of work orders we receive. It will be a real relief when our other mechanic returns from his medical leave.

The following tasks were completed by our maintenance staff:

Glassboro High School

1. Repaired one emergency light in the auxiliary gym.
2. Replaced the lamp for the emergency light in the kitchen.
3. Replaced one exit sign in the gym and one in the girl's locker room.
4. Repaired the sink in room A-107.
5. Replaced the batteries in one auto flush in the female lavatory near room A-109.
6. Sealed floor drain caps in the boy's locker room.
7. Repaired one door latch near the boiler room door.
8. Replaced the door handle assembly on the storage room door in the weight room.
9. Repaired the hoist cable for the basketball backstops.
10. Repaired a broken chair in the library.
11. Repaired the door trim on the gym doors.
12. Repaired a leak on one of the kitchen sinks.
13. Installed a kick plate on the main office door.
14. Repaired the lock on the faculty dining room door.
15. Tightened toilet seat bolts in the main hall male lavatory.
16. Replaced one lamp in the B-wing exterior wall pack lights.
17. Repaired the flush valve components on the toilet in the mail room.
18. Painted the baseball /softball foul poles.

19. Repaired one set of gym bleachers.
20. Replaced weakened chains on pipes above the stage used for theatrical rigging.
21. Replaced an outlet in the library and one in the main hall.
22. Repaired the unit ventilator in room A-138.
23. Glued loose tiles in room B-108.

Intermediate School

1. Replaced the belt on the exhaust fan for the girl's locker room.
2. Repaired one emergency light in the main hall and one in the second floor stair well.
3. Replaced the lamp in the eye goggle cabinet in room 201.
4. Repaired desks in rooms 200, 201 and 202.
5. Reset the freeze stat for room 308.
6. Repaired the toilet in the first floor female staff lavatory.
7. Replaced light tubes in room 200.
8. Replaced five light ballasts and twelve light tubes in room 201.
9. Replaced ceiling tiles in room 200 and 201.
10. Reset freeze stats in various rooms.

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 a broken toilet paper dispenser in the sixth grade boy's lavatory.
3. Replaced one exterior wall pack lamp.
4. Replaced four lamps and two light ballasts in the gym.
5. Replaced the exit sign in the girl's locker room.
6. Replaced lamps in the freezer in the kitchen.
7. Repaired the toilet in the main office lavatory.
8. Re-secured the Rowan banner in the front of the building.
9. Assembled one table for the art room.

J. Harvey Rodgers School

1. Re-glued floor tiles in the all purpose room.
2. Repaired the tire on the auto scrubber.
3. Replaced the emergency light near the sprinkler room.
4. Removed broken gate from the playground fence.
5. Installed a "hold open" for the playground gate.
6. Repaired lights in room A-7.
7. Removed a clog in the B-wing boy's lavatory.
8. Replaced four light tubes in room A-6.
9. Replaced one light ballast and four light tubes in the faculty work room.
10. Replaced light ballasts and tubes in rooms A-2, A-5 and A-9.

Bullock School

1. Removed the motor for the kitchen exhaust hood for repair.
2. Repaired one custodial vacuum cleaner.
3. Replaced the battery for the exit sign near the main office.
4. Repaired the door closer at the latch key entrance.
5. Replaced the rebuilt motor for the kitchen exhaust hood.
6. Reset the kitchen heating unit.
7. Replaced the drive belt for the library air handler.
8. Replaced broken stall latches in the C-wing boy's lavatory.
9. Replaced the lock for the closet in room D-4.
10. Replaced the under stage door handle in the cafeteria.
11. Repaired one classroom paper towel holder.
12. Reinstalled the handicap stall door in the C-wing boy's lavatory.
13. Replaced the fan motor for the lavatory across from the main office.
14. Repaired the drive belt for the kitchen exhaust fan.
15. Replaced light tubes in the C-wing custodial closet.
16. Repaired the drain for the steamtable in the kitchen.
17. Repaired the door closer for the gym doors.

Board Office

1. Replaced light ballasts and light tubes in the Superintendent's office.
2. Replaced one light ballast in the general office area.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Replaced one emergency light in the main hall.
2. Repaired the door closer for room 1.
3. Reset boilers.

Operations Office

1. Replaced dead bolt lock on the driver's door.
2. Cleared a clogged drain in the driver's 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. Worked on setting up the baseball and softball fields for spring sports.
3. Began to bring out equipment for spring track.
4. Picked up limbs district wide and cleared leaves that accumulated.