

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

April 12, 2017

MAINTENANCE DEPARTMENT REPORT

The Maintenance Department is finally back to two mechanics as our one returned from medical leave. This will reduce the burden on the other who did an outstanding job filling in. Our grounds crew is in full swing keeping up with spring sports and starting to need to mow at all the facilities. The winter event that brought ice and snow was a challenge as we kept the schools open but the staff did a great job keeping things safe for both students and staff that day.

The following tasks were completed by our maintenance staff:

Glassboro High School

1. Worked on an overheating issue with room A-107.
2. Replaced lamps in the auditorium for the house lights.
3. Replaced five light ballasts and twelve light tubes in the cafeterias.
4. Replaced one light ballast backstage in the auditorium.
5. Replaced four emergency light bulbs in the auxiliary gym.
6. Moved one banner in the gym.
7. Repaired one light cover and repaired some light wiring in the gym.
8. Repaired three light fixtures in the auxiliary gym that were vandalized.
9. Removed the sink and plumbing in the former mail room. Installed a cover over the hole left behind in the counter.
10. Repaired the lock for room B-103.
11. Installed plaque rails in the main hallway.
12. Replaced five light tubes in room A-102.
13. Replaced the blower motor for the air handler in room A-102.
14. Repaired the custodial chemical dispenser in the closet near the library.
15. Repaired the water supply line for the ice maker in the nurse's office.
16. Installed a drain cover for the mop sinks in the custodial closet by room A-106.
17. Replaced the fan for the air handler for room A-107.

18. Replaced one light ballast in room A-134.
19. Adjusted the window locks for room A-110.
20. Repaired the door handle on the girl's side gym entrance.
21. Tightened the wing ladders and secured the railings backstage in the auditorium.
22. Refastened the sewer clean out plate in the B-wing hall.
23. Glued loose floor tiles in room A-121.
24. Repaired three lights in the gym.
25. Repaired one bad emergency light in the gym.

Intermediate School

1. Repaired the faucet in the staff lavatory in the main hall.
2. Repaired faucets in the boy's locker room.
3. Replaced the drive belt on one media center air handler.
4. Lit the pilot for the oven in the kitchen.
5. Assembled ten chairs for room 205.
6. Reset the air handler for the nurse / guidance areas.
7. Restored heat for room 210.
8. Replaced light tubes in the faculty workroom.
9. Replaced two leaking faucets for the sink in the basement shop.
10. Connected the sink in the first floor female lavatory to the domestic hot water.
11. Replaced the light ballast in the first floor custodial closet.
12. Assembled ten student desks for room 205.
13. Replaced the light switch and one outlet in room 302.
14. Replaced one light ballast and two light tubes in the main office.
15. Re-glued the threshold for the rear door at the main office.
16. Installed dry erase boards in room 302.
17. Reinstalled the center bar for the cafeteria exit doors.

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. Shut off power and gas supply to the boiler room ceiling mounted heating unit.
3. Repaired the lock for the closet near the fifth grade boy's lavatory.
4. Replaced one exterior wall pack lamp.
5. Tightened door handles for rooms B-144, C-143 and C-144.
6. Repaired the door handle for the staff dining room.
7. Tightened fifteen chairs in the media center.
8. Adjusted the drive belt for HVAC unit MZ-2.

J. Harvey Rodgers School

1. Sealed around the new gas piping installed to the kitchen appliances.
2. Cleared all roof drains and scuppers.

3. Repaired the hose for one custodial vacuum cleaner.
4. Replaced the light switch for the music room.
5. Replaced the hot and cold water valves in room B-3.
6. Repaired a sewer smell in room A-5. Installed a clean out cap that was missing.
7. Cleaned the screen on the faucet in the nurse's office.
8. Replaced missing floor tile in the B-wing
9. Repaired a toilet paper dispenser in the B-wing boy's lavatory.
10. Repaired the outside fence near room B-2.
11. Checked all emergency lights and exit signs.

Bullock School

1. Repaired the door handle for room B-6.
2. Installed a new LED wall pack light outside of the latchkey entrance.
3. Repaired the cord on one custodial vacuum cleaner.
4. Repaired a leak on the cold water supply for one sink in the C-wing female lavatory.
5. Replaced the faucet in room D-17.
6. Replaced one broken cafeteria table bench top.
7. Repaired the exhaust fan for the boiler room.
8. Reset the heat in room B-5.
9. Replaced the lamps in parking lot pole lamps #9 and #17.
10. Repaired one stall door for the 3rd grade female lavatory.
11. Replaced one wall pack lamp on the front of the building.

Board Office

1. Cleared a clogged toilet in the female lavatory.
2. Hung one plaque in the large conference room.

Transportation Garage

1. Installed one light ballast and two light tubes in the office.

Brick Annex

1. Repaired the door latch for the entrance doors.
2. Installed shades in PAC room 2.

Operations Office

1. Replaced One light ballast and two light tubes in the main office.

Wood Annex

1. Installed plywood on two broken windows.

The following assignments were completed by our Ground's staff:

1. Policed up the grounds at all facilities for trash.
2. Maintained all athletic areas for spring sports.
3. Plowed and salted from a storm.
4. Picked up limbs district wide and cleared leaves that accumulated.
5. Began mowing and trimming at all facilities.