

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

May 17, 2017

MAINTENANCE DEPARTMENT REPORT

The Maintenance Department has been completing work orders and also changing the air filters in all the air handlers and unit ventilators for spring and to get the equipment ready to switch to the cooling season. The grounds staff have remained very busy keeping up with spring sports as well as maintaining all the grass at the district facilities.

The following tasks were completed by our maintenance staff:

Glassboro High School

1. Replaced light covers in the auxiliary gym that were vandalized.
2. Repaired the remote controller for the gym bleachers.
3. Reconnected the water at the baseball field for the season.
4. Closed the hot water heat supply valve for room A-107.
5. Shut off the hot water valves for rooms A-102 and A-138.
6. Opened the concession stand for the season.
7. Tested the stand by generator and inspected the exit signs and emergency lighting.
8. Replaced the belts on the gym exhaust fans.
9. Removed floor outlets in the little bulldogs room and covered.
10. Cleared a clogged toilet in the C-wing male lavatory.
11. Filled the chiller cooling tower for the season.
12. Replaced twelve light tubes and six light ballasts in room A-131.
13. Replaced one broken electrical outlet in room A-109.
14. Replaced ceiling tiles in the closet of room A-131 and in the kitchen.
15. Removed the electric range top in room C-108.
16. Secured wiring for the fire pump in the boiler room.
17. Installed a water distilling unit in the prep room for room A-139.
18. Installed missing ceiling tiles throughout.
19. Installed a dry erase board outside of room A-139.
20. Repaired one electrical outlet in room A-134.

21. Installed plaque rails outside of the girl's side gym entrance.
22. Reinstalled the wire chase for computer outlets in room B-104.
23. Reattached wire molding in room A-109.
24. Repaired a phone wire in room A-121.
25. Repaired a roof leak in room A-132.
26. Installed a drain cap on the clean out in the A-wing custodial closet.
27. Repaired sheet rock in room A-131.
28. Replaced the light bulbs outside of the 11/12 cafeteria entrance.
29. Repaired the lock for the gym storage closet door.
30. Repaired ping pong tables in the gym.
31. Repaired the center bar for the boy's side gym entrance doors.

Intermediate School

1. Replaced the drive motor for the unit ventilator in room 213.
2. Contacted Adam's Refrigeration to repair the exhaust fan for the freezer.
3. Tested the stand by generator and checked emergency lights and exit signs.
4. Changed all air filters on the second floor.
5. Replaced the exhaust blower belt on both boilers.
6. Installed a new flush valve in the second floor male lavatory.
7. Replaced various missing ceiling tiles throughout.
8. Replaced one electrical outlet in room 306.
9. Replaced light ballasts in rooms 206, 207 and 219.
10. Replaced light tubes and light ballasts in rooms 205, 206, 208, 209, 211, 303, 304, 307, 308 and 310.
11. Replaced one light ballast in the female locker room.

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 a cap on one sewer clean out near the cafeteria.
3. Replaced the drive belt on one rooftop exhaust fan.
4. Repaired the door handle for the main office entrance door.
5. Replaced the capacitor for the wall pack light near the recycle dumpster.
6. Repaired the exit sign in the hall by room C-121.
7. Replaced the missing ceiling tiles in the media center closet.
8. Repaired the parking lot side gym entrance door.
9. Replaced the lamp in the wall pack light near the gym entrance doors.
10. Tested the stand by generator and check emergency lights and exit signs.
11. Cleaned the battery terminals on the stand by generator.
12. Replaced the contact relays for the burner on HVAC unit MZ-5
13. Replaced filters on all rooftop HVAC units.
14. Began to service all rooftop units to get ready for cooling.

J. Harvey Rodgers School

1. Checked all exit signs and emergency lights.
2. Repaired the faucet in room B-3.
3. Repaired one roof leak.
4. Replaced various water stained ceiling tiles.
5. Cleared a clogged sink drain in the B-wing boy's lavatory.
6. Replaced two light ballasts in room B-7.

Bullock School

1. Issued new keys to all staff for the new door hardware that was installed.
2. Replaced lock cores in various classrooms.
3. Repaired the speaker outlet cover in the gym in front of the stage.
4. Installed handles and locks on the stage doors in the cafeteria and gym.
5. Repaired the door handle for room A-4.
6. Replaced the flush valve for the toilet in room D-5.
7. Replaced various ceiling tiles.
8. Replaced the vacuum breaker for the toilet in room D-13.
9. Replaced one toilet seat in the third grade boy's lavatory.
10. Cleared a clogged toilet in room D-25.
11. Repaired a water leak on one gym air handler.
12. Tested the stand by generator and checked exit signs and emergency lights.
13. Replaced the bulb in the wall pack light at the art room.
14. Rebuilt one custodial vacuum cleaner.
15. Restored power to the unit ventilators in the C and D wings.

Board Office

1. Assembled two new office desk chairs.
2. Cleaned the filter for the A/C unit in the Superintendent's office.
3. Repaired the gas pipe for the domestic hot water heater.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Checked and reset the condensing boilers.
2. Replaced one exit sign.
3. Removed an emergency light in the art room storage closet.

Operations Office

1. Cleared debris from all roof gutters.
2. Constructed water flow path plans for all district facilities for lead testing plan.

Wood Annex

1. Patched a roof leak around the chimney.

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. Mowed and trimmed at all facilities.
4. Picked up and delivered inner office mail district wide every day.
5. Delivered custodial supplies to the schools as requested.