

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

June 5, 2017

MAINTENANCE DEPARTMENT REPORT

The Maintenance Department has continued 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 as well as completing work orders as received from the facilities. 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. Extended the vent for the sewer stack near the pump room.
2. Cleared a clogged toilet in the C-wing male lavatory.
3. Washed down the pit for the grinder pumps for the sewer lift station.
4. Had contractor respond to make emergency repair to one set of gym bleachers.
5. Secured the plumbing chase door by room A-113.
6. Replaced one faucet in the boy's lavatory near the gym entrance.
7. Tested the stand by generator and inspected the exit signs and emergency lighting.
8. Restored power to the C-wing exhaust fans.
9. Repaired a table in room A-131.
10. Replaced the light in one custodial closet.
11. Restored power to the pneumatic unit ventilators in the A-wing.
12. Rebuilt the flush valve for the toilet in the male coach's office.
13. Delivered used light tubes and light ballasts to the County hazardous waste drop off.
14. Replaced the outlet cover in room B-102.
15. Replaced the light ballast for the male lavatory next to room A-113.
16. Sealed the 1900 box next to the wash sink in the boiler room.
17. Resealed the drain plate covers in the boy's locker room.
18. Lubricated all rollers and tracks on the gym bleachers.

19. Secured cables on the roof near the boiler room.
20. Repaired one cabinet door in the weight room.
21. Installed nine new screens in front of the building.
22. Rearranged banners in the gym for the athletic director.
23. Repaired the benches at the memory walk.
24. Replaced one panic bar on the C-wing exit doors.
25. Replaced one light ballast and two light tubes in room A-116.
26. Installed new banners in the gym.
27. Rescreened eleven frames.
28. Replaced the lamp for one wall pack light on the auxiliary gym.
29. Repaired the bracket for the scoreboard protection net.
30. Repaired the lock for room A-116.
31. Repaired a leak in room A-141.

Intermediate School

1. Service unit ventilators on the third floor.
2. Replaced the hose bib for the exterior faucet near the garden.
3. Tested the stand by generator and checked emergency lights and exit signs.
4. Changed all air filters on the first floor.
5. Replaced filters in all rooftop units.
6. Cleared debris out of the old coal bin area.
7. Repaired the automatic floor scrubber.
8. Repaired the lock for the main office.
9. Repaired three windows and window shades.
10. Installed nine new window screens.
11. Repaired the lock for the nurse's office.
12. Replaced one light ballast and one light tube in room 303.
13. Repaired the rear ramp door.
14. Hung one poster in the second floor hall.
15. Repaired the door hinge in the kitchen at the serving line.
16. Checked room 200 for a water leak.
17. Replaced auto vent for the unit ventilator in room 307.
18. Cleaned the duct detector for room 200.
19. Replaced the auto vent for the girl's locker room unit.

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 burner cone, flame rod and flame sensor for HVAC unit MZ-4.
3. Cleaned the burner, flame rod and flame sensor for HVAC unit MZ-2.
4. Removed the main blower motor for MZ-11 for bearing replacement and overhaul.
5. Checked for power to the laminator in the library.
6. Reinstalled the main blower motor form MZ-11.

7. Replaced the batteries for the faucet sensor in the fifth grade female lavatory.
8. Adjusted the door closer on the hall main entrance doors.
9. Tested the stand by generator and check emergency lights and exit signs.
10. Repaired the door handle for the main office.
11. Replaced the main blower drive belt on unit MZ-11.
12. Repaired the door lock for the nurse's office.
13. Removed one ceiling heater in the boiler room for discard.
14. Replaced the vacuum breaker for one toilet in the fourth grade female lavatory.
15. Replaced light tubes in the media center and teachers work room.

J. Harvey Rodgers School

1. Checked all exit signs and emergency lights.
2. Changed drive belt and filters for the air handler for the teachers work room.
3. Met with outside contractor about a gas leak on the commercial stove in the kitchen.
4. Cleaned roof drains and downspouts.
5. Repaired two custodial vacuum cleaners.
6. Worked on heat system water leaks in the B-wing boiler room.
7. Repaired a keyboard tray in the media center.
8. Replaced the drive belt for the air handler near room A-8 in the hallway.
9. Replaced one exterior canopy light bulb.
10. Repaired a leak in room A-7 bathroom.
11. Repaired the faucet in the gym bathroom.
12. Replaced bearings in two rooftop exhaust fans.
13. Hung the backdrop for closing ceremonies.
14. Repaired the sink in room B-3.
15. Replaced the faucet screen in the nurse's room bathroom.
16. Remounted the soap dispenser in room A-5.

Bullock School

1. Replaced the drive bearing in the unit ventilator in room D-9.
2. Removed the drive motor for the unit ventilator in room B-44.
3. Replaced one light ballast in room D-15.
4. Repaired a leak in the unit ventilator in room D-7.
5. Replaced light bulbs in the walk in freezer.
6. Repaired the threshold plate on one boiler room door.
7. Repaired the door used by the after school program.
8. Hung one banner in front of the gym.
9. Repaired one of the gym exterior doors.
10. Removed graffiti vandalism on equipment on the first grade side playground.
11. Tightened all exterior door hardware.
12. Tested the stand by generator and checked exit signs and emergency lights.
13. Repaired a leak for the unit ventilator in room B-36.
14. Adjusted the door closer for the nurse's office.

Board Office

1. Assembled two new office desk chairs.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Replaced the hot and cold water faucets.
2. Replaced one light ballast and one light tube in PAC 3.
3. Changed filters in all overhead units.
4. Replaced the bearings on one rooftop exhaust fan.

Operations Office

1. Replaced the toilet seat in the driver's lounge lavatory.

Wood Annex

1. Replaced one light ballast and one light tubes.

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.