

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

July 18, 2014

MAINTENANCE DEPARTMENT REPORT

The month of June remained extremely hot and really worked our air conditioning systems to their extremes. In addition the grounds staff stayed busy preparing the facilities for year-end activities and events.

The following assignments were completed by our staff:

Glassboro High School

1. Cleared a toilet in the A-wing female lavatory.
2. Replaced the tires on the automatic floor scrubbing machine.
3. Rebuilt one urinal in the A-wing male lavatory.
4. Repaired the rooftop HVAC unit for room A-102.
5. Replaced sixteen light tubes and three light ballasts in room A-102.
6. Replaced the ceiling tiles in the A-wing hall near room A-114.
7. Replaced one electrical outlet in room A-119.
8. Replaced the lint trap for the washing machine in the kitchen.
9. Replaced twenty light tubes in the faculty dining room and kitchen.
10. Replaced seven light tubes and two u-tubes in the media center.
11. Replaced one light tube and one light ballast in the C-wing.
12. Calibrated the temperature in room A-105.
13. Disassembled the large kitchen exhaust fan to see what parts needed to be replaced.
14. Cleaned the chiller tower strainer and flushed the tower.
15. Repaired the unit ventilator in room B-101.
16. Shut off the reheat system in the assistant principal's office.
17. Replaced twenty light tubes, replaced one light ballast and cleaned nine light covers in the 11/12 cafeteria.
18. Replaced the left side drive bearing for the unit ventilator in room A-121.
19. Replaced ten light tubes and two light ballasts in the 9/10 cafeteria.
20. Hung banners on the walls of the gymnasium.
21. Installed two dry erase boards in the gym.

22. Mounted one dry erase board in room C-103.
23. Removed wall cabinets and installed a dry erase board in room A-131.

Intermediate School

1. Replaced the blower wheel and bearings for one of the rooftop gym air handlers.
2. Repaired the water line on the ice machine in the nurse's office.
3. Replaced the drive belt for the main office air handler.
4. Replaced the drive shaft for the main blower on boiler number one.
5. Repaired a broken lock in the kitchen.
6. Replaced the filters for the main office air handler.
7. Replaced the belt for one rooftop unit air handler.
8. Repaired student locker number 63.

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 building. The controllers are in the units on the roof.
2. Repaired the door handle for room C-143.
3. Repaired the center bar and the electronic door latch for the gym doors.
4. Replaced the battery for the faucet sensor in the kitchen at the hand wash sink.

J. Harvey Rodgers School

1. Tightened the toilet seat for the lavatory in room A-6.
2. Replaced two light bulbs and repaired the cover at the B-wing bus entrance.
3. Cleaned the coil for the main office air handler.
4. Cleaned all roof drains and blew off the roof of debris.
5. Cleared the downspout for the main office roof.
6. Replaced the light switch cover in the faculty dining room.
7. Replaced one light tube and one light ballast in the main office.
8. Replaced the relief valves on the two boilers in the A-wing boiler room.
9. Replaced a cracked toilet and the floor flange in the A-wing faculty lavatory.
10. Hung the "freedom quilt" in the hallway.
11. Replaced ceiling tiles by the all purpose room exit.
12. Replaced the drive belt for the principal's office air handler.
13. Replaced the motor brushes in one custodial vacuum.
14. Replaced the drive belt for one hallway air handler in the A-wing.
15. Mounted "AED" signs for the nurse.
16. Mounted a refrigerator lock box for the nurse.
17. Moved the FM system from room A-8 to room A-6.
18. Removed the backdrop from the stage.

Bullock School

1. Adjusted the chilled water flow to the coil for the air handler in the nurse's office.
2. Replaced two light bulbs in the walk in freezer in the kitchen.
3. Cleaned the blower wheels for the unit ventilator in room C-33.
4. Repaired the hose in the boiler room.
5. Repaired the door center bar at exit 10.

Board Office

1. Replaced the belt for the air handler on the business office side of the building.
2. Checked for a gas leak on the air handler on the north end of the building.
3. Mounted and occupancy sign in the large conference room.
4. Installed cork strips in the large conference room.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Replaced the cold water faucet stem in the art room.

Operations Office

1. Replaced the handle on the toilet in the female bathroom.

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. Delivered custodial supplies to the schools as necessary.
3. Inspected and cleaned up the track events areas and the tennis courts.
4. Mowed grass at all facilities and athletic fields.
5. Trimmed grass away at all facilities as well as sidewalks and curbs.
6. Delivered chairs to the High School for the Intermediate School graduation.