

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**August 8, 2017**

**MAINTENANCE DEPARTMENT REPORT**

The following tasks were completed by our maintenance staff during the month:

Glassboro High School

1. Cleaned the A/C coils for the units for the TV studio, A-102 and A-107.
2. Shut power off to the pass through warmer in the kitchen.
3. Replaced filters in the auditorium and main office air handlers.
4. Repaired the drain for the sink by the ice machine in the kitchen.
5. Tested the stand by generator and inspected the exit signs and emergency lighting.
6. Assisted the electrical contractor to conduct a load test on the generator.
7. Assisted an outside contractor diagnosing a problem with the science wing rooftop unit.
8. Conducted a filter survey with our air filter vendor.
9. Installed a hasp on the soccer shed for a pad lock.
10. Adjusted four gates at the football stadium.
11. Sealed roof hatch on the press box.
12. Removed old stall partitions, replaced heater cover and scraped walls in the boy's locker room lavatory.
13. Painted boy's locker room lavatory.
14. Installed a new toilet in the boy's locker room lavatory.
15. Installed new stall partitions in the boy's locker room lavatory.
16. Removed sink in the backstage dressing room. Capped all lines.
17. Repaired one front door latch.

Intermediate School

1. Replaced the hot water mixing valve in room 200.
2. Replaced eighty cafeteria table rubber feet.
3. Tested the stand by generator and checked emergency lights and exit signs.

4. Replaced the light switch for the first floor staff female lavatory.
5. Drained the water from the basement stair drain and cleared the drain.
6. Painted the gas line for the generator proper color.
7. Replaced the sewer clean out cap for the annex in the driveway.
8. Replaced two broken wheels on one trash dumpster.
9. Cleaned the duct detector for the air handler in room 103 and checked the sensor on the band room.
10. Repaired the lockers across from room 103.
11. Replaced ceiling tiles in the principal's office.
12. Replaced floor tiles at the ramp door.

#### 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 light switch for the main office work room.
3. Replaced the batteries for the flush valve in the 5<sup>th</sup> grade female lavatory.
4. Moved the dry erase board in the computer lab to a different wall.
5. Changed the lock core for the principal's office to match all other cores.
6. Installed a new cord end on one extension cord.
7. Tested the stand by generator and check emergency lights and exit signs.
8. Painted walls in rooms C-113, C-116 and C-137.
9. Replaced floor tiles in the 4<sup>th</sup> grade hall.
10. Painted walls in rooms B-104, B-106, C-107, C-108, C-111 and C-112.
11. Open one locked file cabinet in the main office.

#### J. Harvey Rodgers School

1. Cleaned up from roof leaks after heavy rain.
2. Tested all exit signs and emergency lights.
3. Cleaned the A-wing boiler room.

#### Bullock School

1. Disconnected equipment for the district auction.
2. Removed a shorted exit sign.
3. Replaced five exit signs due to age.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Replaced the starter battery for the generator.
6. Repaired the control wires for the unit ventilator in room C-36.
7. Replaced the light ballast in the B-wing girl's lavatory.
8. Replaced the lamp for the exterior kitchen door.
9. Installed a new drive motor for the unit ventilator in room C-38.
10. Installed a kick down door stop on the A-wing side cafeteria door.
11. Checked for a condensation leak in room C-15.

12. Checked for a condensation leak in room C-33. Cleaned drain to outside.

Board Office

1. Replaced hot water heater.
2. Cleared a clogged drain for the kitchen sink.
3. Opened air handler vent in the kitchen and superintendent's area.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Replaced missing floor tiles.

Operations Office

No repairs to report for the month.

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. Took down and stored equipment from spring sports activities.
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.