

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

September 14, 2017

MAINTENANCE DEPARTMENT REPORT

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

Glassboro High School

1. Repaired the boy's locker room exhaust fan.
2. Replaced the photo cell on the pole light at the back drive.
3. Cleared the water fountain drain for the mechanical contractor installing the new water fountains.
4. Repaired the wall pads in the auxiliary gym.
5. Tested the stand by generator and inspected the exit signs and emergency lighting.
6. Checked for power to the exterior gym lights.
7. Replaced five faucets in the female lavatory at the science wing.
8. Repaired toilets in the boy's locker room.
9. Replaced the faucet for the two compartment sink in the kitchen.
10. Replaced the toilet seat for the lavatory inside the nurse's office.
11. Cleared the drain for the gym custodial closet.
12. Changed filters in the main office and auditorium air handlers.
13. Removed white board in room A-132.
14. Installed a new toilet in the boy's locker room lavatory.
15. Lit all kitchen equipment pilot lights.
16. Changed filters in all classroom units.
17. Removed old electrical box from the floor in the kitchen.
18. Repaired the lock on the auxiliary gym door.
19. Installed a new electrical outlet near the copier in the faculty work room.
20. Replaced the lamp in the fixture outside of the B-wing.
21. Repaired the countertop in room A-104.
22. Installed LED lamps in the gym side night lights.
23. Replaced the electrical outlet in room A-113.

Intermediate School

1. Repaired water damaged lockers in the media center hall.
2. Reset the chiller and pumps.
3. Tested the stand by generator and checked emergency lights and exit signs.
4. Repaired the handle lock on the floor scrubber.
5. Replaced filters in the cafeteria air handlers and adjusted one drive belt.
6. Repaired the sump pump in the basement.
7. Repaired a condensation leak on one cafeteria unit. Necessary to repair the pan.
8. Lit all kitchen equipment pilot lights.
9. Cleared the well drains leading to the sump pump.
10. Painted the lobby ceiling.
11. Replaced the battery in the emergency light near the media center.
12. Replaced electrical outlets in rooms 204, 301, 302, 303 and 306.
13. Moved banner in the cafeteria.
14. Painted room 310.
15. Assembled four chairs and one table for room 114.
16. Painted the first floor elevator lobby area.
17. Repaired the panic bar for the front 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. Painted the fourth, fifth and sixth grade hallways.
3. Replaced the fuse in the laminator in the media center.
4. Lit all pilots in kitchen equipment.
5. Mounted a new board in room C-116.
6. Tested the stand by generator and check emergency lights and exit signs.
7. Lined no parking areas in the back of the building.
8. Changed the lock cores in the assistant principals and principal's doors.
9. Repaired the door handle for room B-146.
10. Repaired the door lock for room B-138.

J. Harvey Rodgers School

1. Tied all unfastened wires up in the B-wing hall ceiling.
2. Tested all exit signs and emergency lights.
3. Installed an LED lamp in the cafeteria ramp light.
4. Removed the water fountain bubbler in rooms B-5 and B-5 and capped off.
5. Remounted the photo cell for the A-wing outside lights.
6. Restored power to the outlets in the main office copier room.
7. Replaced the drive belt for the main office air handler.
8. Removed old carpet from the speech room.

9. Adjusted the gates at the bus drop off area.
10. Installed new lock cores in the new classroom doors.
11. Removed old tree bench in the courtyard.

Bullock School

1. Restored air conditioning to the main office.
2. Replaced the motor for the custodial office exhaust fan.
3. Reset the circuit breaker for the outside pole lights.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Ran new conduit and feed wires to one pole light at the playground.
6. Installed an LED lamp for the playground pole light.
7. Replaced three additional pole light lamps.
8. Lit all pilots for kitchen equipment.
9. Replaced one electrical outlet in room A-10.
10. Tightened one sink in the third grade lavatory.
11. Repaired the lavatory door in room D-21.

Board Office

1. Replaced the gas valve for the heater.
2. Rehung plaques in the Superintendent's office.

Transportation Garage

No repairs to report for the month.

Brick Annex

No repairs to report for the month.

Operations Office

1. Changed out one emergency light in the rear hallway.

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. Mowed and trimmed at all facilities.
3. Picked up and delivered inner office mail district wide every day.
4. Delivered custodial supplies to the schools as requested.
5. Began getting all athletic fields ready for fall sport practices and scrimmages.