

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

October 10, 2017

MAINTENANCE DEPARTMENT REPORT

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

Glassboro High School

1. Worked with outside contractor diagnosing a problem with the A/C for room A-107.
2. Ran the standby generator and checked all emergency lighting.
3. Checked the stadium lighting for operation prior to first home game.
4. Turned water on to the concession stand and started the ice maker.
5. Changed filters as needed in the new water fountains.
6. Replaced two light ballasts and six light tubes in the girl's locker room.
7. Removed banners in the gym.
8. Installed new CO detectors throughout the building as required.
9. Installed new white board in room A-111.
10. Installed a new soap dispenser in the kitchen.
11. Repaired the boy's locker room entrance door.
12. Assembled a machine for the weight room.
13. Replaced six light tubes and one light ballast in room A-138.
14. Replaced one toilet paper dispenser in the female lavatory near room A-115.
15. Installed a new paper towel dispenser in the nurse's office.
16. Repaired the fin tube heat cover in the cafeteria.
17. Repaired the wall padding around the electrical outlet in the gym.
18. Repaired the door handle for the boy's coach's office.
19. Repaired the down marker for football games.
20. Repaired the lock for room A-111.
21. Repaired one drain in the kitchen.
22. Replaced the lamp in the custodial closet near A-106.
23. Replaced the batteries in flush valve in the female lavatory near the 9/10 cafeteria.
24. Checked out the lock for room A-120.

25. Tightened the packing on one valve for the fire pump.
26. Hung one banner in the gym.

Intermediate School

1. Installed CO detectors throughout as required.
2. Replaced the drive belt for the unit ventilator in room A-103.
3. Tested the stand by generator and checked emergency lights and exit signs.
4. Adjusted the air temperature for room 103.
5. Replaced ceiling tiles in room 100.
6. Worked on balancing temperatures throughout the building.
7. Checked all rooftop exhaust fans.
8. Cleaned the ductwork for room 103.
9. Installed one new toilet paper dispenser in the third floor female lavatory.
10. Installed one bulletin board in the first floor hallway.
11. Removed keyboard trays from desks in the main office.
12. Installed a door sweep on the back ramp door.
13. Cleaned boiler room and wiped down boilers prior to start of the heating season.
14. Thoroughly cleaned entire room 100. Wiped down all shelving and vents.
15. Changed ceiling tiles in rooms 107 and 109.
16. Repaired the door lock for the guidance area.
17. Adjusted the door closers for the exit doors at the north and south stair towers.
18. Reattached wire molding in the third floor.
19. Sealed holes in room 200 and replaced ceiling tiles.
20. Assembled stools for room 114.

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 CO detectors throughout as required.
3. Cleaned the ductwork and discharge grates in room C-143
4. Closed all heat dampers for MZ-2.
5. Tested the stand by generator and check emergency lights and exit signs.
6. Repaired the wheel on one vacuum cleaner.
7. Replaced three lamps in the gym.
8. Replaced light tubes in the cafeteria.
9. Replaced filters on water fountains as necessary.
10. Replaced the main blower belt for HVAC unit MZ-10.
11. Repaired locks for room B-125 and the music room.
12. Installed keyed electrical switches in the male and female lavatories outside the gym.
13. Repaired the lock for room C-108.

14. Repaired the door handle for room C-114.
15. Issued new keys to all staff.
16. Installed a bulletin board in the kitchen.
17. Repaired the door handle for room B-114.
18. Installed a bulletin board in the computer lab.
19. Changed out the power supply for the FM system in room C-141.
20. Replaced one breaker for gym lighting.
21. Replaced ceiling tiles in the hallway outside of the mechanical room.
22. Replaced batteries in one flush valve in the 5th grade female lavatory.
23. Replaced the toilet flange in the staff lavatory in the 4th grade hallway.

J. Harvey Rodgers School

1. Lit all pilots for kitchen equipment.
2. Checked for hot water in the kitchen.
3. Removed and replaced the hot water circulating pump.
4. Repaired one custodial vacuum.
5. Cleared the condensation drain for the air handler for the nurse's office.
6. Assisted with a leak in the boiler room caused by the contractors.
7. Installed CO detectors throughout as required.
8. Repaired one door closer at the B-wing entrance.
9. Repaired the lock for room B-5.
10. Installed one new ballast in the kitchen.
11. Assembled two office chairs.
12. Replaced various ceiling tiles throughout.
13. Repaired the toilet in room B-2.
14. Installed the lock core for the main office.

Bullock School

1. Installed CO detectors throughout as required.
2. Checked for power to the pass through warmer in the kitchen.
3. Cleared condensation drains for rooms A-21 and C-33.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Replaced the faucet for one food prep sink.
6. Replaced ceiling tiles throughout.
7. Repaired the water fountain for room A-7.
8. Repaired power feeds for the heat pumps for the boilers.
9. Repaired the magnet for one fire door.
10. Replaced the swivel casters on the auto scrubber.
11. Replaced the faucet in room A-6.
12. Replaced the drive belt for the dishwasher exhaust fan in the kitchen.
13. Mounted the condensation pump for the fan coil unit outside of the gym.
14. Replaced belts on seven rooftop exhaust fans.
15. Replaced the circuit breaker for the heat pumps.
16. Repaired a condensation pan leak in room D-2.

17. Installed a new soap dispenser in the kitchen.
18. Repaired a pipe leak for the bathroom in room D-5.
19. Issued new keys to staff.
20. Glued the molding back in room D-11.
21. Removed graffiti from a stall door in the 3rd grade boy's lavatory.
22. Installed banner in the main entrance tower.
23. Repaired the door handle for the workroom door in the media center.
24. Repaired the door handle for room A-13.
25. Replaced bulbs in three exterior lights.

Board Office

1. Replaced six light tubes in the payroll office.

Transportation Garage

No repairs to report for the month.

Brick Annex

No repairs to report for the month.

Operations Office

1. Replaced light tubes in the driver's room.

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. Maintained athletic fields for fall sport practices and competitions.