

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**November 3, 2017**

**MAINTENANCE DEPARTMENT REPORT**

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

Glassboro High School

1. Checked room A-131 for cooling issues.
2. Ran the standby generator and checked all emergency lighting.
3. Replaced the ballast in the school sign board.
4. Repaired the power wiring for the TV studio air handler.
5. Capped the balancing valve bleeder above the ceiling in room A-138.
6. Constructed a log book for water fountain filter replacements.
7. Repaired the work table sink drain by the back door of the kitchen.
8. Ordered a new interface module for the RTU for room A-107.
9. Replaced one faucet in room C-108.
10. Adjusted the hot water flow for the air handler in room A-137.
11. Replaced the vacuum breaker in the TV hallway lavatory.
12. Worked on the laminator in the media center.
13. Replaced one lamp in the exterior light under the C-wing canopy.
14. Repaired the carpeting leading into the main office.
15. Replaced the lock for the door in room A-120.
16. Repaired a leak for the toilet in the female lavatory in the mail room.
17. Replaced three parking lot lamps with new LED lamps at the stadium.
18. Replaced ceiling tiles in room A-139.
19. Replaced the lamp for one main entrance pole light.
20. Replaced the lamp in the wall pack near the board office.
21. Replaced one light in the hall near room B-105.
22. Replaced the panic bar for the B-wing exit doors.
23. Repaired the lock mechanism for the trainer's door.
24. Tightened the screws on the front of the media center doors.
25. Replaced loose floor tiles in the 11 /12 cafeteria.
26. Assembled a cart in room A-118.

27. Replaced one electrical outlet in room A-108.
28. Adjusted the door for room A-112.
29. Repaired a urinal leak in the male lavatory near room A-114.
30. Repaired the door for the laundry room in the boy's locker room.
31. Changed light switches in the boy's locker room to key type.

#### Intermediate School

1. Replaced the lamp in the light above the garden.
2. Checked for leaks above ceiling in the science wing.
3. Ran the stand by generator and checked emergency lights and exit signs.
4. Replaced ceiling tiles in room 210.
5. Replaced light tubes in room 210.
6. Installed new toilet seat second floor boy's lavatory.
7. Replaced ceiling tiles in room 303.
8. Repaired a leak for a urinal and repaired the wall – second floor boy's lavatory.
9. Replaced vent on the piping for the unit ventilator in room 212.
10. Repaired broken exit sign first floor north stairwell.
11. Replaced one light ballast in the hall by room 217.
12. Installed stop on the second and third floor stairwell windows for security.
13. Hung one banner in the cafeteria.
14. Checked for stained ceiling tiles throughout building.

#### 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 batteries in the sink faucet in the kitchen.
3. Replaced the lamp in the walk in freezer.
4. Repaired a leaking toilet in the lavatory near the media center.
5. Tested the stand by generator and check emergency lights and exit signs.
6. Repaired one leaking toilet in the staff lavatory by the faculty workroom.
7. Checked locks for the storage closet and staff lavatory.
8. Checked outlets in room B-107.
9. Sealed drain in male coach's lavatory.
10. Replaced the cord end for the power cord for the computer cart for room B-107.
11. Replaced the cover for the roll towel dispenser in the 4<sup>th</sup> grade girl's lavatory.
12. Replaced the lamp in the wall pack light outside the main entrance.
13. Extended the sewer vent stack for the coach's lavatory on the roof.
14. Checked for smell in kitchen. Food left in oven from prior day by cooks.

#### J. Harvey Rodgers School

1. Checked for a roof leak near room A-3 in the hallway.
2. Refastened the panic bar for one cafeteria exit door.
3. Repaired the lock for the staff lavatory near A-1.
4. Replaced one vacuum breaker for a toilet in the faculty lavatory in the B-wing.
5. Installed banner on exterior front wall.
6. Tightened the toilet seat for room B-3.
7. Replaced the sink faucets in room A-5.
8. Installed lock cores in the cafeteria doors.
9. Replaced one light ballast and two light tubes in room A-7.
10. Repaired two sink faucets in the female lavatory near the main office.
11. Replaced one light ballast in room A-6.
12. Replaced one faucet and supply lines in the A-wing multi stall lavatory.
13. Replaced the faucet and supply lines in the faculty lavatory in the B-wing.
14. Replaced the drive belt for the main office air handler.
15. Tightened the hinges for the swing gates in the main office.

#### Bullock School

1. Repaired a condensate leak for the unit ventilator in room D-2.
2. Replaced the rear wheels on the floor machine.
3. Rebuilt the condensate drain pan for the unit ventilator in room D-2.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Repaired two custodial vacuum cleaners.
6. Turned the water back on for the faucet and bubbler in room D-7.
7. Replaced the drive motor and belt for the D-wing exhaust fan.
8. Replaced the drive motor for the unit ventilator in room A-10.
9. Replaced the motor for the air handler in the art room.
10. Replaced motors and belts for the A and B wing exhaust fans.
11. Installed new locks and lock cores for the gym.
12. Installed new door signs for the CST.
13. Tightened the toilet for the lavatory in room D-11.
14. Replaced lamps in three parking lot pole lights.
15. Repaired the door handle for room D-19 lavatory.
16. Repaired one urinal in the 2<sup>nd</sup> grade boy's lavatory.
17. Installed two new parking signs.
18. Cleaned the box gutter for the main entrance vestibule.
19. Repainted handicap parking lines and added a van area.

#### Board Office

No repairs to report for the month.

#### Transportation Garage

No repairs to report for the month.

Brick Annex

No repairs to report for the month.

Operations Office

1. Cleared clog in driver's room lavatory.

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.