

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

December 7, 2017

MAINTENANCE DEPARTMENT REPORT

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

Glassboro High School

1. Trouble shot a water leak in the ceiling in room A-121.
2. Ran the standby generator and checked all emergency lighting.
3. Located a heating water leak in room A-139.
4. Switched the building systems over from cooling to heating.
5. Repaired one lid on a recycle dumpster.
6. Worked on heating issues with the temperature controls contractor.
7. Repaired one custodial vacuum cleaner.
8. Cleared the drain for the water fountain in the B-wing hall.
9. Turned lab gas on for room A-137.
10. Replaced the temperature actuator interface module for room A-102.
11. Reset the freeze stat fro room A-107.
12. Winterized the chiller cooling tower for the season.
13. Tightened all cabinet doors on the science wing roof unit.
14. Replaced the batteries for the auto flush for the faculty lavatory by room A-106.
15. Shut off power to the well for the winter at the football field.
16. Worked on heat issues with room A-135.
17. Re-attached wall pad in the gym on the boy's side.
18. Shaved down the door for room A-112 to close better.
19. Reinstalled one light cover in the faculty work room.
20. Replaced the lamp in the light outside of the auxiliary gym lot.
21. Installed new rubber base guards on the volleyball standards in the gym.
22. Replaced one lamp on the wall light near the cafeteria.
23. Removed the middle row of lockers in the boy's locker room and reinstalled them in the weight room.
24. Replaced the cord end on one computer charging cart in the media center.
25. Installed safety mirrors in both the boy's and girl's locker rooms.

26. Changed light switches in the boy's and girl's locker rooms to key switches.
27. Unclogged the sewer line for the girl's lavatory across from the auditorium.
28. Rehung another wall pad in the gym on the girl's side this time.
29. Repaired the closet lock for room A-131.
30. Readjusted the door closer for the assistant principal's suite.
31. Removed the sprinkler backflow preventer for the baseball sprinkler system.

Intermediate School

1. Changed out water damaged ceiling tiles in the science wing hallway.
2. Started heating boilers for the season.
3. Ran the stand by generator and checked emergency lights and exit signs.
4. Replaced ceiling tiles in the first floor.
5. Replaced two auto air vents on cafeteria air handlers.
6. Replaced ceiling tiles in the cafeteria.
7. Repaired one leaking toilet in the girl's locker room.
8. Replaced one toilet seat in the third floor girl's lavatory.
9. Replaced the emergency light in the second floor boy's bathroom.
10. Scraped and painted the trim around the cafeteria entrance doors and the North end entrance doors.
11. Trimmed the female staff bathroom door on the first floor so it closed securely.
12. Replaced the drive belt on one cafeteria air handler.
13. Installed a new wheel on one trash dumpster.
14. Replaced ceiling tiles in room 109 and the media center.
15. Installed window stops for the two gym hallway windows requested by the SRO.
16. Installed chair rail in the main office and the guidance office.
17. Replaced one light tube and one light ballast in the main office.
18. Repaired one toilet for the handicap stall on the second floor girl's bathroom.
19. Repaired the light cover for a light at the bottom of the basement step.

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. Changed filters in all roof units.
3. Replaced various ceiling tiles throughout.
4. Reinstalled the ceiling access doors in the locker room hallways.
5. Tested the stand by generator and check emergency lights and exit signs.
6. Repaired one auto flush valve in the sixth grade bathroom.
7. Sealed holes in the exhaust fan flashing over the art room.
8. Installed the FM system in room C-126.
9. Re-glued the transition strip in the fifth grade hallway.

10. Replaced ceiling tiles in the boiler room hallway and the gym hallway near the girl's locker room.
11. Repaired the lock for room B-106.
12. Repaired the cover for the hand dryer in the sixth grade boy's bathroom.
13. Restored power to the boy's locker room exhaust fan.
14. Repaired the lock for room C-142.
15. Repaired locks for rooms C-114, C-115 and C-116.

J. Harvey Rodgers School

1. Worked with temperature control contractor on various room temperature issues.
2. Repaired wires for the power in the unit ventilator in room B-6.
3. Replaced one light ballast and one light tube in room B-1.
4. Replaced two light ballasts and four light tubes in room A-5.
5. Replaced two light ballasts and four light tubes in room A-10.
6. Replaced two light ballasts and one light tube in room A-2.
7. Replaced three light tubes in room A-1.
8. Restarted the air handler for the media center.
9. Replaced one drive belt and replaced filters in the media center air handlers.
10. Replaced one 70 watt lamp in one B-wing canopy light.
11. Checked all emergency lights.
12. Repaired the emergency light in the gym office.
13. Restarted the unit ventilator in room A-9.
14. Replaced one light ballast and two light tubes in the gym office.
15. Replaced two light ballasts and thirteen light tubes in the media center.
16. Replaced the motor for one rooftop exhaust fan.
17. Replaced the faucet in the bathroom of room A-6.
18. Installed a time clock for the exterior building lights and eliminated the photocell.
19. Installed a new drive motor for the unit ventilator in room B-6.
20. Installed holiday backdrop on the stage.
21. Replaced ceiling tiles in the A-wing hall.
22. Repaired the door stop for the door for room B-3.
23. Unclogged the toilet in room A-2.
24. Repaired a hole in the wall in the main office.

Bullock School

1. Removed the water fountain bubbler in room A-7.
2. Cleared a piece of debris from the hot water heat system strainer basket.
3. Worked on restoring heat to rooms B-5, D-5 and D-15.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Replaced the 400 watt lamp in one parking lot pole light near the A-wing playground.
6. Checked rooms for overheating in the C-wing.

7. Changed filters in the cafeteria air handlers.
8. Replaced one light ballast in a parking lot pole light.
9. Repaired one custodial vacuum cleaner.
10. Replaced the faucet in the female lavatory by the CST office.
11. Fastened padding to the underside of one of the basketball backstops.
12. Repaired leaking internal rain gutter for the main entrance vestibule.
13. Repaired one cafeteria table.
14. Repaired the stall latch in the third grade lavatory.
15. Tightened the faucet and cleaned the aerator in room A-21.
16. Repainted the lines for the handicap parking in the front of the building and added a “van accessible” sign.
17. Installed lock boxes on the new light dimmer switches in the gym and cafeteria.
18. Replaced the key switches for the basketball backstop hoists.
19. Repaired door locks for rooms C-23 and D-25.
20. Changed out the lock in two D-wing storage closets.
21. Replaced broken stall door hinges for the handicap stall in the D-wing.
22. Installed new lock cores in the locks for the CST storage room.

Board Office

1. Disconnected the electric vestibule heater.
2. Tested the emergency generator.
3. Assembled a new desk for the business office.
4. Unlocked one filing cabinet.
5. Cleaned and lubricated both main entrance door locks.
6. Repaired both toilets in the female lavatory.
7. Repaired the lock on the fire proof safe.
8. Hung one plaque in the Superintendent’s office.
9. Assembled a computer table for the Superintendent.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Started the heating boilers for the season.
2. Adjusted heat temperature for rooms 1 and 3.
3. Replaced the hot water faucet in room 4.
4. Repaired the paper towel dispenser in the girl’s bathroom.

Operations Office

1. Cleared clog in driver’s room lavatory.
2. Replaced the toilet seat in the driver’s 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. 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. Set up the conference room for voting.
6. Winterized the sprinkler systems for the baseball field and football field.
7. Removed fall sports equipment from the fields as practices and games ended.