

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

January 10, 2018

MAINTENANCE DEPARTMENT REPORT

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

Glassboro High School

1. Cleared debris from the sewer line for the main hall female lavatory.
2. Ran the standby generator and checked all emergency lighting.
3. Winterized the concession stand.
4. Changed the air filters on the classroom HVAC units.
5. Worked on heating issues with the temperature controls contractor.
6. Replaced the neutralizer condensate pellets for the boilers.
7. Worked on a power issue for the student parking lot lights.
8. Installed trim boards for mats in the auxiliary gym.
9. Installed sanitary boxes in the female lavatory in the main hall.
10. Installed new dry erase board in room A-120.
11. Installed a door stop in the office conference room.
12. Switched out banners in the cafeteria.
13. Installed hand dryer in the boy's locker room.
14. Repaired cove base molding in room C-108.
15. Worked on lock cores for gym storage closets.
16. Made a piece to cover a hole in the countertop in the art room after a sink was removed.
17. Adjusted the closer for the main office door.
18. Repaired the flush valve for the toilet in the male lavatory by room A-108.
19. Replaced the photocell for the light in the student parking lot.
20. Replaced one lamp in the back parking lot light pole.

Intermediate School

1. Worked on restoring heat for the girl's locker room.
2. Replaced the heating valve actuator for room 306.

3. Ran the stand by generator and checked emergency lights and exit signs.
4. Replaced the belt for RTU 3 for room 200.
5. Replaced filters and checked belts on both gym roof units.
6. Changed filters in both the boy's and girl's locker room units.
7. Replaced belts on eight rooftop exhaust fans.
8. Replaced the light switch for room 100.
9. Repaired the hinges on the first floor staff lavatory.
10. Adjusted the panic bar on one gym exit door.
11. Painted ca stop bar on the back driveway at the stop sign.
12. Restored power to the sump pump in the basement.
13. Installed new lock cores in the cafeteria doors, rooms 100,103 and the kitchen doors.
14. Repaired the door handle for room 100.
15. Assembled three wire shelves.
16. Reattached the sink to the wall in the first floor girl's lavatory.
17. Repaired floor tiles in rooms 107 and 109.
18. Replaced the light switch in room 303.
19. Tightened the handrail at the north end second floor stairwell.

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. Worked on heat and setting heat dampers for MZ-7.
3. Restored power to the fan for the boy's locker room.
4. Replaced the flame sensor for MZ-7.
5. Tested the stand by generator and check emergency lights and exit signs.
6. Replaced light tubes in the art room.
7. Installed weather stripping on the mechanical room door.
8. Replaced batteries in two urinal flush valves for the fifth grade boy's lavatory.
9. Replaced the wheels on one custodial hand truck.
10. Repaired the lock cores for rooms C-123, C-126, C-141 and the nurse.
11. Hung cork strips in hallways.
12. Repaired one vandalized exit sign near the cafeteria hallway.

J. Harvey Rodgers School

1. Replaced the flame ignitor and burner for boiler # 2 in the A-wing.
2. Replaced the flame ignitor in boiler #1 in the A-wing.
3. Worked on valve actuator wiring for room A-10.
4. Replaced the valve and valve actuator for room A-7.
5. Reset the air handler for the main office.
6. Cleaned the heat exchanger for boiler #1 in the A-wing.
7. Scoped the chimneys for both A-wing boilers with the Water Departments camera.
8. Installed hooks on the B-wing boys and girls lavatory doors requested by the principal.

9. Replaced lock cores in various rooms.
10. Cleared a clogged toilet in room B-4.
11. Checked all emergency lights.
12. Worked on controls for the unit ventilator in room B-2.
13. Replaced six light tubes and two light ballasts in room A-8.
14. Tightened the lock plate on the B-wing staff lavatory.
15. Replaced the faucet aerator for the sink in the staff lavatory by the nurse's office.
16. Replaced the toilet paper dispenser in room A-4.

Bullock School

1. Cleaned the drive bearings for the unit ventilators in rooms D-13, D-21 and D-34.
2. Reset the freeze stats for rooms A-6, A-9 and A-21.
3. Replaced all filters in the gym units.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Received training on the new stage lighting.
6. Reset the freeze stat for room A-10.
7. Adjusted the heat set points for room D-17.
8. Removed the heating coil for room A-21 that froze and cracked.
9. Repaired the condensation drip pan for the unit in room A-21.
10. Repaired one leaking toilet in the second grade girl's lavatory.
11. Repaired two leaking urinals in the second grade boy's lavatory.
12. Repaired wall tile in the kitchen serving line.
13. Repaired the door handle in the copier room.
14. Reinstalled the cage over the exit sign in the gym.
15. Secured all cabinet doors on the gym and cafeteria air handlers.
16. Repaired the main entrance door lock.
17. Repaired a leaking toilet in the main hall boy's lavatory.
18. Repaired the door knob for the electrical room.
19. Replaced the drive bearings for the unit ventilators in rooms A-9 and A-12.
20. Repaired the control wiring for the unit ventilator in room A-10.
21. Replaced the drive motor for the unit ventilator in room A-12.
22. Repaired one cafeteria table.
23. Installed a new drive bearing for the unit ventilator in room D-13.
24. Installed a cover over the light switches on the stage.

Board Office

1. Tested the emergency generator.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Installed hand dryers in the boy's and girl's lavatories.
2. Reset boiler number 2.
3. Installed a new emergency light in the boiler room.

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. Removed leaves 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. got all snow removal equipment out of storage.