

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

February 7, 2018

MAINTENANCE DEPARTMENT REPORT

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

Glassboro High School

1. Checked for piping leaks above ceiling in A-107.
2. Ran the standby generator and checked all emergency lighting.
3. Replaced the ceiling tile for the occupancy sensor in A-107.
4. Troubleshoot no heat from fan coil #8. Coil frozen.
5. Began to remove the heat coil from fan coil #8.
6. Began to make repairs to the heat pipe couplings above ceiling in A-107.
7. Received initial training on the new ATC system.
8. Replaced the dielectric union gaskets in the heat pipe above ceiling in A-107.
9. Worked with South Jersey Gas Company trying to identify a natural gas smell complaint.
10. Replaced one lamp in the back canopy lights.
11. Checked gym air handlers for no heat. Contacted installation contractor for service.
12. Ordered parts for one heating boiler.
13. Checked girl's locker room for sewer odor. Nothing found.
14. Worked with the ATC contractor on temperature issues.
15. Repaired two urinal flush valves in the boy's lavatory by A-108.
16. Replaced one ceiling tile in the main office. Could not find source that stained the tile.
17. Repaired the soap dispenser fill for the sink in the main hall boy's lavatory.
18. Repaired the door closer on the boy's side gym entrance doors.
19. Repaired the flush valve for the toilet in the girl's lavatory by A-107.
20. Replaced the flush valve controller in the boy's lavatory by A-108.
21. Replaced the flush valve controller in the gender neutral lavatory by the media center.
22. Replaced the lamp in the wall pack fixture facing the football field.

23. Repaired the door handle for room A-134.
24. Checked for a roof leak over the girl's locker room.
25. Replaced the light switch in the boy's locker room to a key switch.
26. Replaced the photocell on the exterior light near A-138.
27. Replaced the lamp in the wall pack light near the board office.
28. Repaired one custodial vacuum cleaner.
29. Repaired the lock on the guidance office doors.
30. Checked the operation of the bleachers in the gym on the boy's side.
31. Replaced one light ballast in room A-102.
32. Checked the outlet in the kitchen office and tested.
33. Changed out the door lock for the staff lavatory across from A-107.
34. Re hung the sprinkler head cabinet and fire extinguisher in the boiler room.
35. Repaired the center bar floor cleat for the back entrance doors.
36. Put the ceiling back up in room A-107 after pipe repairs.
37. Repaired the front entrance doors.
38. Repaired the lock on the girl's side gym exterior doors.
39. Repaired the light in the back stage paint sink room.
40. Replaced the counter in the school store.
41. Repaired the door lock for room A-134.

Intermediate School

1. Checked for above ceiling leaks in room 202.
2. Checked boilers for heat. Found new ATC controls were not controlling modulation properly.
3. Ran the stand by generator and checked emergency lights and exit signs.
4. Reset the freeze stat for room 206.
5. Replaced the drive belt for the air handler for room 114.
6. Restored heat in room 307.
7. Replaced the dielectric union gaskets for the above ceiling heat pipes in room 202.
8. Restored heat to rooms 306 and 307.
9. Cleared a clogged drain for the first floor custodial closet sink.
10. Cleared a clogged toilet in the girl's locker room.
11. Replaced the ceiling in room 202 after pipe repairs.
12. Replaced floor tiles near room 116. Total 12 tiles replaced.
13. Restored heat to the cabinet heater outside of the girl's locker room.
14. Repaired the kick plate on one gym exit door.
15. Repaired the wheels on the custodian's hand truck.
16. Replaced light tubes in the main office.
17. Repaired one light fixture cover in the Assistant Principal's office.
18. Repaired the drive shaft for the unit ventilator in room 213.

Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Reset the burner for MZ-7.
3. Replaced the burner modulation motor and interface module on MZ-10.
4. Worked with outside contractor on MZ-2.
5. Tested the stand by generator and check emergency lights and exit signs.
6. Replaced the batteries on the automatic floor machine.
7. Reset the burner for MZ-11.
8. Worked on burner and supply fan relays for MZ-7.
9. Reset the burner for MZ-10.
10. Replaced the light cover on the fixture outside the kitchen door.
11. Temporarily repaired one bleacher step in the gym. Tread was broken off.
12. Replaced one lamp in the wall pack closest to the cafeteria.
13. Repaired the lock for the 4th grade girl's lavatory.
14. Repaired four urinals and one toilet in the 5th grade boy's lavatory.
15. Repaired a leak in the 6th grade boy's lavatory.
16. Replaced one vacuum breaker for a toilet in the 5th grade girl's lavatory.
17. Replaced the lamp in the exterior light near the music room.
18. Repaired one custodial vacuum cleaner.
19. Re hung the exit sign near room C-137. Sign was vandalized.
20. Repaired the door lock for the main office and the SRO's office.
21. Repaired a leak on one toilet in the 4th grade girl's lavatory.
22. Repaired the door latch on the door for the storage closet near the art room.
23. Sealed up an area in the wall of the main entrance vestibule.
24. Ordered and received replacement keys for the roll up door in the kitchen.

J. Harvey Rodgers School

1. Removed the unit ventilator coil from room B-7 to be repaired.
2. Worked on heat issues in rooms A-2, A-4, A-7 and A-8.
3. Cleaned the bearing for the unit ventilator in room A-4.
4. Repaired one custodial vacuum cleaner.
5. Reinstalled the coil for room B-7 and got unit operational.
6. Repaired the sink stopper in the kitchen.
7. Restored heat in the resource room.
8. Patched holes that were created with the running of the new heat supply in the B-wing.
9. Replaced the lamp in the canopy fixture outside between rooms A-5 and A-5.
10. Readjusted the swing door in the main office.
11. Checked all emergency lights.
12. Restored heat in room A-8.
13. Repaired the cabinet door in room A-8.
14. Replaced the lamp in the fixture outside of the all purpose room.
15. Repaired the exit doors going out to the bus area.

Bullock School

1. Worked on restoring heat in the kitchen. Problem was that the kitchen staff did not have the air make up unit powered up.
2. Reset the freeze stat for rooms C-37 and C-40.
3. Reset the unit in room D-15.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Reset the freeze stat for rooms A-9 and A-14.
6. Removed #1 boiler circulating motor / pump assembly for overhaul.
7. Repaired a leaking valve in the C-wing boy's lavatory.
8. Reinstalled #1 boiler circulating motor / pump assembly and restarted the boiler.
9. Worked on a water leak for the unit ventilator in C-37.
10. Began to reinstall the heat coil in room A-21.
11. Replaced the vacuum breaker for the toilet in the kitchen lavatory.
12. Remounted the soap dispenser in the 2nd grade boy's lavatory.
13. Repaired the front doors so they would latch. Threshold had heaved from ice.
14. Repaired one custodial vacuum cleaner.
15. Changed out six lock cores from the construction core to permanent core.
16. Repaired one exterior gym entrance door.
17. Replaced the lockset for the stage door.
18. Replaced two drive belts on rooftop exhaust fans for the kitchen.
19. Repaired the door handle for the media center.
20. Replaced the drive motor and drive bearing for the unit ventilator in room C-40.

Board Office

1. Tested the emergency generator.
2. Rewired one canopy light fixture.
3. Rebuilt the toilets in the female lavatory.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Cleared a clogged toilet in the girl's lavatory.
2. Repaired a desk drawer in room #4.
3. Replaced two lamps in the exterior wall pack lights.

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. Picked up and delivered inner office mail district wide every day.
3. Delivered custodial supplies to the schools as requested.
4. Handled snow and ice events with plowing and salting.
5. Began prepping the baseball / softball fields for spring sports practices.