

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**March 9, 2018**

**MAINTENANCE DEPARTMENT REPORT**

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

Glassboro High School

1. Repaired the rope and pulley system on the stage curtains.
2. Ran the standby generator and checked all emergency lighting.
3. Replaced the ignitor injection assembly on Boiler #1.
4. Cleaned boiler room.
5. Cleaned all three heating boilers and two domestic hot water boilers.
6. Received owner training on the new BARD classroom HVAC units.
7. Received owner training on the Carrier air handlers in the gym, cafeterias and media center.
8. Received owner training on the Aerco boilers.
9. Received owner training on the Aaon air handlers for the band room, choral room, orchestra room, auxiliary gym and science rooms.
10. Received owner training on the single and dual temperature pumps and VFD's.
11. Re-attached the cover on one smoke detector in the gym.
12. Received owner training on the new fan coil units.
13. Replaced the photocell on the science wing wall pack light.
14. Replaced six light tubes and one ballast in the boy's side gym foyer.
15. Remounted the stall lock for the gym office lavatory.
16. Hung new signs in the gym.
17. Tightened the bolts on one front door closer.
18. Remounted the cleat holding the center bar for the C-wing entrance doors.
19. Installed a TV mount, TV and ran H.D. cable in the main office foyer.
20. Repaired the dryer vent door in the boy's locker laundry room.
21. Repaired loose floor tiles near A-138.
22. Hung a new light fixture in the Nurse's office.
23. Repaired the door threshold at the boy's side gym entrance doors.
24. Repaired the bulletin board in the hall near room A-107.

25. Remounted one sink in the boy's C-wing lavatory that was ripped from the wall.
26. Repaired the flush valve for the principal's office lavatory.
27. Replaced the lamp in the exterior light near the gym.
28. Replaced lock cores in two storage room doors.
29. Installed three additional CO detectors in the auxiliary gym.
30. Repaired the door handles / locks on the girl's side gym entrance doors.
31. Replaced three ceiling tiles in room C-110.
32. Replaced four light tubes in the Nurse's office.
33. Repaired a roof leak over the principal's office.
34. Replaced one flush valve in the girl's lavatory near A-107.
35. Sealed one abandoned vent pipe on the roof near the main office.
36. Repaired the door locks going into the TV studio.
37. Replaced the lock for the inner door in the nurse's office.
38. Repaired the A-wing front hall security gate.
39. Repaired the throw pins in nine classroom doors.
40. Repaired one chair in the media center office.
41. Replaced the ballast and lamp in the pole light behind C-wing.
42. Repaired the latch for the exterior gym doors.
43. Unclogged one toilet in the girl's locker room.
44. Replaced the key for the hallway security gates.

#### Intermediate School

1. Restored heat in room 307.
2. Checked room 205 for overheating issue.
3. Ran the stand by generator and checked emergency lights and exit signs.
4. Began changing filters in unit ventilators.
5. Replaced the actuator on the heat control valve in room 307.
6. Completed changing filters in unit ventilators.
7. Replaced the actuator on the heat valve for room 205.
8. Cleared the sink drain in the basement custodial sink.
9. Replaced a broken light switch in room 108.
10. Replaced a broken light switch in room 301.
11. Replaced the lamps in the light near the kitchen stairway.
12. Tightened the bolts on one basketball hoop in the gym.
13. Repaired the door closer for the locker room door on the boy's side of the gym.
14. Repaired the lock on the principal's desk.
15. Replaced one ballast and two tubes in the hall next to the media center.
16. Repaired the window shade in room 207.
17. Replaced the office door for the nurse to an intruder function lock.
18. Repaired the door lock for the back door in the nurse's office.
19. Repaired the round light over the back door ramp.
20. Replaced the vacuum breaker for the toilet in the nurse's office.

21. Installed hasps and locks on all circuit breaker panels.
22. Repaired the door frame for the door at the top of the science wing staircase.
23. Repaired the door lock for the guidance office.
24. Repaired the door for room 104.
25. Repaired the door frame for the second floor staff lavatory.
26. Changed the lock for the main office door.
27. Installed a lever handle lock set for the kitchen basement door.
28. Installed a lever handle lock set for the south side basement door.
29. Re attached wire mold to the wall in the south side stairwell.
30. Installed eight light tubes and one ballast in the basement.
31. Unclogged one toilet in the girl's locker room.
32. Replaced the lamps in the round exterior light over the gym doors.
33. Repaired the "S" hooks for the projection screen in room 201.
34. Replaced the drive belt in the air handler for the nurse's office.

#### Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Replaced all older exit signs with new LED signs. Total of eighteen signs.
3. Cleaned the filters and replaced aerators for the kitchen hand wash sinks.
4. Cleared a clog in the kitchen sewer line.
5. Tested the stand by generator and check emergency lights and exit signs.
6. Installed new lever handle lock sets on the cafeteria food line doors.
7. Repaired the lock for the gym teacher's office.
8. Repaired a vandalized exit sign in the sixth grade hall.
9. Replaced the lamp in the exterior wall pack light near the main entrance.
10. Replaced one light ballast and three light tubes in the girl's locker room.
11. Replaced the door handle for the art room.
12. Repaired the door handle for room C-123.
13. Replaced the door lock for the art room.
14. Replaced four defective auto flush valves.
15. Hung a plaque in the main hallway.
16. Installed new weather stripping on the front doors.
17. Replaced eight light tubes in the boiler room.
18. Replaced six light tubes in the kitchen.
19. Repaired the door lock for room C-116.
20. Repaired the door lock for room B-144.
21. Replaced light tubes throughout in hallways.

#### J. Harvey Rodgers School

1. Worked on overheat issues for rooms A-2 and A-10.
2. Replaced the valve body and actuator for the unit ventilator in room A-9.
3. Reset heating boiler number 2.

4. Replaced the ceiling tile outside of the A-wing boiler room.
5. Reset the freeze stat for the unit ventilator in room A-8.
6. Replaced the ceiling tile in the hall near B-5.
7. Repaired the hand rail in the B-wing staff lavatory.
8. Replaced broken ceiling tiles in the B-wing staff lavatory.
9. Replaced seven older exit signs with new LED signs.
10. Replaced eight ceiling tiles in the A-wing hallway.
11. Checked all emergency lights.
12. Replaced one auto flush valve in the B-wing girl's lavatory.
13. Repaired the lock for room A-2.
14. Installed a speaker in the ceiling of room A-5.
15. Painted ceiling tiles outside of the main office and the all purpose room.
16. Repaired the lock for the A-wing staff lavatory and replaced the key.

#### Bullock School

1. Completed piping repairs and replaced the wall cabinets in room A-21. Restored heat to room.
2. Replaced the main suction hose for the carpet machine.
3. Replaced the belt for the combustion air intake fan.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Replaced the faucet in room A-10.
6. Repaired one custodial vacuum cleaner.
7. Repaired the unit ventilator in room C-37.
8. Repaired the door handle for the door between the media center and the workroom.
9. Replaced the lamp in the wall pack light outside of the art room.
10. Replaced the lock core in one cafeteria door.
11. Unclogged one toilet in the third grade boy's lavatory.
12. Repaired the door handles for rooms A-12 and A-13.
13. Tightened the sink in the third grade girl's lavatory.
14. Cleared a clogged toilet in room D-2.
15. Installed a dry erase board in the technology office.
16. Installed two new locks on the exterior gym doors.
17. Tightened the electronic latch on the main entrance doors.
18. Replaced one light ballast and two light tubes in room C-33.

#### Board Office

1. Tested the emergency generator.
2. Moved technology director from the Board Office to Bullock.
3. Moved the HR generalist into the technology office.
4. Spackled holes and painted walls in the old technology office.
5. Assembled a new desk for the Superintendent.
6. Moved the Superintendent's old desk into Mrs. Sochor's office.

7. Moved 40 file boxes from the Board Office to the White Annex for storage.
8. Moved partitions around outside of the Superintendent's office.
9. Moved file cabinets around on the business side of the office.

#### Transportation Garage

No repairs to report for the month.

#### Brick Annex

1. Repaired one window shade in the STEAM room.
2. Repaired one exterior wall pack light.

#### Operations Office

1. Replaced the door lock on the driver's door.
2. Replaced four light tubes throughout.

#### 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. Continued prepping the baseball / softball fields for spring sports practices.