

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

April 18, 2018

MAINTENANCE DEPARTMENT REPORT

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

Glassboro High School

1. Cleared a clogged sink in the kitchen.
2. Ran the standby generator and checked all emergency lighting.
3. Removed the paint sink in the auditorium and cleared a clogged drain. Replaced the sink trap as well.
4. Received owner training on new exhaust fans and make up air units.
5. Removed overhead lines from the building to the press box. Wires were abandoned telecommunications lines.
6. Checked the rooftop unit for room C-110.
7. Manually opened the heat valve for room A-137.
8. Replaced the outlet behind the desk in the kitchen.
9. Changed filters in the cafeteria air handlers and in the fan coil units.
10. Reset the breakers for the exterior gym lights.
11. Changed filters in the make-up air units.
12. Repaired the electric feed for the TV studio rooftop unit.
12. Changed filters in the air handlers for the main office, auditorium, media center and weight room.
13. Restored heat to room A-137.
14. Replaced two faucets and ran a new drain line for the ice machine in the concession stand.
15. Replaced one lamp in the light fixture on the corner on B-wing.
16. Installed a cable line for the monitor in the main entrance lobby.
17. Repaired the desk for the secretary in the main office.
18. Repaired the emergency light backstage in the auditorium.
19. Re-timed every classroom lock building wide.
20. Repaired the door closer for room A-131.
21. Repaired the bottom of the security officer's door.

22. Replaced the batteries for the flush valve in the female lavatory near room A-114.
23. Reinstalled the gate at the track driveway.
24. Relocated the fire blanket from room A-131 to room A-137.
25. Replaced the lamp in the little bulldog's bathroom.
26. Changed filters in the rooftop units for rooms A-102 and A-107.
27. Repaired the exit signs at the main entrance.
28. Repaired the center bar cleat for the girl's side gym exit doors.
29. Mounted new pole vault standards at the track.

Intermediate School

1. Checked the fan coil unit for the second floor male lavatory.
2. Removed circulating pump and bearing assembly for the science wing in the boiler room for repairs.
3. Ran the stand by generator and checked emergency lights and exit signs.
4. Flushed sewer vents and checked for leaks for sewer gas smell.
5. Replaced the light switch for room 219.
6. Installed an outlet for grow lights outside room 201.
7. Installed a new ballast and lamp in the exterior ramp light behind the building.
8. Repaired the door at the kitchen.
9. Repaired table tops in the cafeteria.
10. Replaced the battery in the emergency light outside of the media center.
11. Changed filters in the air handlers for rooms 100 and 116.
12. Changed filters in the hallway fan coil units.
13. Replaced the motor for the exhaust fan for the boy's lavatories.
14. Cleared a clogged toilet in the girl's locker room.
15. Repaired the door lock for room 206.
16. Flushed out sewer vents and removed leaves. Cover with screening.
17. Caulked around the base of toilets in the third floor boy's lavatory.
18. Repaired the flush valve for one toilet in the second floor boy's lavatory.

Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Restored power to HVAC unit MZ-10.
3. Installed hasps / locks to all circuit breaker panels.
4. Reinstalled the burner linkage for HVAC unit MZ-2.
5. Tested the stand by generator and check emergency lights and exit signs.
6. Replaced the faucet for the kitchen steamer.
7. Checked the burner for HVAC unit MZ-11.
8. Reset the return air fan for HVAC unit MZ-11.
9. Repaired one custodial vacuum cleaner.
10. Repaired the dampers for HVAC unit MZ-10 and MZ-11.
11. Replaced the burner modulation motor for HVAC unit MZ-10.

12. Replaced one lamp in the rear exterior wall pack light near the mechanical room entrance.
13. Replaced the lamp in the exterior wall pack light at the main entrance.
14. Replaced the batteries in the flush valve for two toilets in the sixth grade boy's lavatory.
15. Replaced eight light tubes in the art room.
16. Repaired the lock for the door between the nurse and the waiting area.
17. Remounted the box on the power pole in room A-104.
18. Replaced a vandalized toilet paper holder in the sixth grade boy's lavatory.
19. Repaired window screens for room B-125.
20. Installed locks / hasps on filing cabinets in the guidance office.

J. Harvey Rodgers School

1. Replaced the light ballast in the principal's office.
2. Replaced the light switch backstage near the steps.
3. Replaced the battery in the emergency light outside of the nurse's office.
4. Installed a new doorstop for the girl's lavatory across from room A-1.
5. Repaired the main entrance center bar.
6. Restarted all air handlers and unit ventilators for the A-wing.
7. Replaced the lock core for the main entrance center bar.

Bullock School

1. Replaced the faucet in room A-15.
2. Checked power for the main hall security gate. Need to replace key switch.
3. Replaced the lock for the art room closet.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Repaired one toilet in the girl's lavatory across from CST.
6. Replaced three light tubes in room D-33.
7. Repaired the center bar for the gym doors across from the boiler room.
8. Repaired the lid on one trash dumpster.
9. Replaced the lamp in the exterior wall pack near the kitchen.
10. Replaced the latches on the stage storage doors.
11. Cleared out the art room drain separator.
12. Repaired the cable gate at the D-wing playground.
13. Replaced the key switch for the main hall security gate.
14. Replaced one ceiling tile in room A-14.
15. Replaced four kick down door stops for the gym entrance doors.

Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Installed a leg and attached desk pieces for the Superintendent.
4. assembled a new desk chair for the Superintendent.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Replaced the cover on the fire alarm horn / strobe.
2. Replaced the unit ventilator motor in PAC 3.
3. Replaced filters in PAC 1, 2 and 4.
4. Replaced the bearings on one exhaust fan.
5. Cleaned leaves from gutters.
6. Replaced stained tiles in PAC 4.
7. Checked exit signs and emergency lights.

Operations Office

1. Replaced four light ballasts and seven light tubes.
2. Replaced the faucet in the female lavatory.
3. Replaced batteries in two exit signs.
4. Checked all emergency lights and exit signs.

Wood Annex

1. Began assembling additional metal shelving.

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 and track for spring sports practices.