

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

August 20, 2014

MAINTENANCE DEPARTMENT REPORT

The month of July was busy for all of the staff. The custodial staff was well into their summer cleaning routine while still maintaining the facilities for summer school at the High School as well as summer school, latchkey and the summer lunch program all at the Dorothy Bullock School. The maintenance staff has a list of their own projects they have been chipping away at while the grounds staff remained busy keeping the facilities mowed and trimmed.

The following assignments were completed by our staff:

Glassboro High School

1. Cleaned and lubricated the drive bearing for the unit ventilator in room B-101.
2. Disconnected the meat grinder in the kitchen for the district auction.
3. Cleared a clogged toilet in the main office.
4. Replaced the cord end on the 20 inch floor scrubber.
5. Repaired the water supply line for the chiller cooling tower.
6. Cleared the condensation drain for the unit ventilator in room A-119.
7. Replaced two bearing for the large kitchen exhaust fan.
8. Rebuilt the faucet stems and replaced the hose extension for the A-wing custodial closet.
9. Installed and rewired the drive motor for one kitchen exhaust fan.
10. Cleared all the condensation drains for the unit ventilators in the middle and back hallway classrooms.
11. Replaced one light ballast in the nurse's office.
12. Serviced all unit ventilators throughout and changed all air filters.
13. Replaced the left side drive bearing and the drive belt for the unit ventilator in room B-108.
14. Reset the rooftop cooling unit for room A-102.
15. Checked and repaired all exit signs and emergency lighting.
16. Cleaned and lubricated the drive bearings for the air handler in room A-133.
17. Escorted the boiler inspector from the state around for the annual inspections.

18. Brushed and cleaned both of the heating boilers to ready for paint.
19. Replaced light ballasts in rooms A-131 and A-133.
20. Replaced a broken outlet cover at the tennis courts.
21. Began installing new gaskets on the domestic hot water headers on the Number two boiler in the boiler room.
22. Removed the pole vault standards for the season.
23. Sealed a rain water leak for the rooftop HVAC unit for room A-107.
24. Attempted to repair a roof leak over the gym entrance in the main hallway.
25. Installed additional banners in the gym.
26. Assembled two new desks and one table for the guidance department.
27. Replaced the lockset for the concession stand.

Intermediate School

1. Replaced one light ballast in the basement.
2. Replaced the emergency light pack at the boiler room steps.
3. Checked all emergency lights and exit signs throughout.
4. Cleaned the sink trap and repaired the faucet for the hand wash sink in the kitchen.
5. Replaced the vacuum breaker and rebuilt one flush valve for the first floor female lavatory.
6. Poured a concrete bottom for one driveway storm drain.
7. Painted the south side wall in the cafeteria that was peeling.
8. Repaired the lighting for the first floor female lavatory.

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 building. The controllers are in the units on the roof.
2. Replaced the suction motor and gaskets for the wet vacuum floor machine.
3. Moved the desk configuration in the principal's office.
4. Replaced a broken lock cylinder for the electrical room.

J. Harvey Rodgers School

1. Completed the replacement of a toilet in the A-wing faculty lavatory.
2. Cleaned all roof drains.
3. Refilled the heating loop for the B-wing to check for leaks for the new pipe work.
4. Repaired the control wiring for the unit ventilator in room A-5.
5. Replaced two batteries in the emergency light at the main entrance.
6. Checked the sinks in the kitchen for proper water temperature.
7. Painted the walls in room A-6
8. Sealed leaks in the gutter for the old main entrance canopy roof.
9. Painted the entire all purpose rooms (walls and trim)
10. Painted the walls in room B-5.

11. Built a pipe chase cover for the new heat pipes in the OT room.
12. Repaired the pole / column at the old main entrance canopy.

Bullock School

1. Repaired the drain and valve for the newer domestic hot water heater.
2. Repaired leaks on the older domestic hot water heater.
3. Cleared the condensation drain for the unit ventilator in room B-44.
4. Repaired the electrical cord for the floor scrubber.
5. Checked all exit signs and emergency lighting.
6. Repaired the mechanical cooling for the child study team office.
7. Repaired one damaged downspout scupper and downspout pipe.
8. Moved the FM sound system from room D-25 to room A-2.
9. Mounted a medicine box in the nurse's refrigerator.
10. Mounted AED signs.

Board Office

1. Repaired one desk drawer for the community relations director.
2. Repaired the flush valve for one toilet in the male lavatory.
3. Installed the remainder of the cork tack strips.

Transportation Garage

No repairs to report for the month.

Brick Annex

No repairs to report for the month.

Operations Office

No repairs to report for the month.

Wood Annex

1. Cut and capped the water supply for the building.

The following assignments were completed by our Ground's staff:

1. Policed up the grounds at all facilities for trash.
2. Delivered custodial supplies to the schools as necessary.
3. Stored all the track and field event equipment for the season.

4. Mowed grass at all facilities and athletic fields.
5. Trimmed grass away at all facilities as well as sidewalks and curbs.
6. Dismantled the baseball and softball fields and stored all equipment.
7. Picked up all items from the facilities for the district auction.