

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

May 15, 2018

MAINTENANCE DEPARTMENT REPORT

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

Glassboro High School

1. Assisted the electrician working on adjusting the new light sensors.
2. Ran the standby generator and checked all emergency lighting.
3. Adjusted the condensate drains for the hot water boilers in the mechanical room.
4. Worked on diagnosing heat issues in the 9/10 cafeteria.
5. Cleared two sink drains in the kitchen.
6. Replaced one toilet seat in the boy's locker room.
7. Charged water for the baseball field for the summer.
8. Checked the fire pull station at the main entrance for proper operation.
9. Worked on an overheating issue with room A-105.
10. Rebuilt the flush valve and the water shut off valve for the TV studio hall lavatory.
11. Repaired the sink drain in the girl's locker room.
12. Covered the old clock outlet in the boiler room for safety.
13. Traced wires and restored power to exit signs in room B-109.
14. Restored heat to room A-137.
15. Filler the chiller cooling tower and cleared pump alarms.
16. Restored power to the exit signs in room B-108.
17. Repaired one leaking drain in the girl's locker room.
18. Closed the heating valves for the air handler in room A-102.
19. Replaced three light bulbs in the C-wing canopy.
20. Repaired the security bar for the serving window at the concession stand.
21. Shut off heat valves for the air handler in room A-107,
22. Replaced one light ballast for the kitchen pantry.
23. Replaced the door locks for rooms A-111 and A-115.
24. Removed extension cords backstage.
25. Replaced stained ceiling tiles in room A-105.

26. Replaced one lamp in the pole light near the auxiliary gym.
27. Checked for roof leaks after storm.
28. Installed a new intruder lockset for room A-107.
29. Remounted the bench seat in the boy's locker room.
30. Painted the light post base in the middle of the faculty parking lot.
31. Removed hardware off of two interior doors that were replaced.
32. Replaced the lamp for the security light on the stadium.
33. Installed a "gender neutral" sign on the new lavatory door next to the media center.
34. Replaced one toilet paper dispenser in the female lavatory across from A-105.

Intermediate School

1. Replaced the rebuilt science wing heating pump #2 and the bearing assembly.
2. Repaired one upright vacuum.
3. Ran the stand by generator and checked emergency lights and exit signs.
4. Rebuilt one custodial vacuum.
5. Replaced a rusted out auto vent for the main office air handler heat supply pipe.
6. Added make up water to the boilers.
7. Rebuilt the flush valve, vacuum breaker and replaced the spud for one toilet in the second floor girl's lavatory.
8. Replaced missing ceiling tiles in the first floor electrical closet.
9. Cover abandoned fire alarm wires on the third floor hallway.
10. Installed two new caps on standpipes at the fire boxes.
11. Replaced molding in the hallway near the main office around a bulletin board.
12. Installed a hose holder near the outside garden area.
13. Repaired one window shade in room 206.
14. Installed light tubes in the Assistant Principal's office.
15. Replaced one light ballast and two light tubes in room 200.
16. Sealed outside conduit entering room 114.
17. Replaced stained ceiling tiles in room 114.

Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Reset rooftop units 2,3,10 and 11.
3. Replaced the flame rod for rooftop unit MZ-10.
4. Cleaned the floor drain in the kitchen for the hot water heater condensate drain.
5. Tested the stand by generator and check emergency lights and exit signs.
6. Replaced the flame rod for rooftop unit MZ-11.
7. Rebuilt the flush valve for the toilet in the male coach's office.
8. Replaced two bulbs in the kitchen stove hood and cleaned the globes.
9. Adjusted the sink handles in the nurse's office.
10. Tightened the sink to the wall in the third grade boy's lavatory.

11. Cleared a clog in the sewer line in the kitchen.
12. Checked for bee activity in room B-125.
13. Repaired one light cover in room B-115.
14. Replaced floor tiles in room B-143.
15. Reinstalled the hoses for the soap dispenser in the lavatory.
16. Replaced floor tiles in room B-125.
17. Installed a clock in the computer room.
18. Replaced floor tiles in rooms C-123 and C-137.
19. Remounted the gym exit doors closer.
20. Replaced floor tiles in room C-139.
21. Replaced batteries in the flush valve for the fifth grade female lavatory.
22. Replaced a wall mounted filer in the main office.
23. Replaced the hand soap dispenser and toilet paper dispenser in the main office lavatory.
24. Installed a hanger for the “teacher of the year” photo.
25. Replaced bulbs in two exterior wall pack lights.
26. Replaced the light ballast for the exterior wall pack over the rear gym doors.
27. Repaired one toilet in the sixth grade female lavatory.
28. Installed cork strips in the media center.

J. Harvey Rodgers School

1. Repaired one custodial vacuum cleaner.
2. Checked power for lights in the B-wing boy’s bathroom.
3. Adjusted the temperature for the A-wing boiler.
4. Checked all B-wing rooftop exhaust fans for operation.
5. Replaced one light ballast and two light tubes in room A-9.
6. Replaced one light ballast and two light tubes in room A-10.
7. Remounted the light sensor in the B-wing hallway.
8. Reset the outside light timers.
9. Replaced four exhaust fan motors on the B-wing roof.
10. Restored power to one B-wing rooftop exhaust fan.
11. Changed air filters in the A-wing classroom unit ventilators.

Bullock School

1. Reset the unit ventilators in rooms A-9 and C-40.
2. Replaced the drive motor and drive bearing for the unit ventilator in room A-7.
3. Changed air filters in rooms A-9 and C-40.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Started the chiller for cooling mode.
6. Checked the media center for overheating.
7. Changed all A-wing air filters.
8. Repaired the wiring for the D-wing parking lot lights.
9. Replaced the belt for the exhaust fan for the third grade hall exhaust fan.

10. Replaced the belt for one third grade bathroom fan.
11. Replaced the motor for the dishwasher exhaust fan in the kitchen.
12. Replaced the drain for one sink in the second grade boy's lavatory.
13. Repaired the lock for the exterior kitchen door.
14. Replaced one bench seat on a cafeteria table.
15. Tightened the drive belt for the media center air handler.
16. Removed a lock for a filing cabinet in the main office.
17. Repaired the cord on one custodial vacuum.
18. Replaced the electrical outlet near the desk in room A-7.
19. Repaired the conduit for one exterior light pole at the D-wing.
20. Replaced the GFI outlet cover at the main entrance.
21. Repaired a leaking toilet in the CST lavatory.
22. Repaired a vacuum cleaner bag.
23. Repaired a table leg in room A-2.
24. Adjusted the front door closers for warmer weather.
25. Repaired electrical outlet covers in the kitchen.
26. Replaced the stall door hinges for one stall in the third grade boy's lavatory.
27. Caulked the inside of the windows in the media center.

Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Reset one circuit breaker for outlets.
4. Replaced two light ballasts and one light tube in the small conference room.
5. Installed a cork board in the payroll office.
6. Replaced the batteries in the auto flush in the men's lavatory.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Checked exit signs and emergency lights.
2. Repaired the front doors.

Operations Office

1. Tightened driver's door handle and lock.
2. Replaced one gate lock that was stolen.
3. Unclogged the toilet in the driver's lavatory.
4. Replaced the door handle / lock for the driver's lavatory.

Wood Annex

1. Completed 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. Continued prepping the baseball / softball fields and track for spring sports practices and contests.
5. Mowed and trimmed at all district facilities.