

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**June 5, 2018**

**MAINTENANCE DEPARTMENT REPORT**

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

Glassboro High School

1. Cleared a urinal in the male lavatory by room A-114.
2. Ran the standby generator and checked all emergency lighting.
3. Turned on chiller and switched building to cooling mode.
4. Assisted an outside contractor with a chilled water piping leak.
5. Worked on cooling for the auditorium.
6. Prepared the football field sprinkler system for summer watering.
7. Checked unit in room B-103 for burning smell.
8. Cleared roof drain over room A-116.
9. Reset RTU #2.
10. Reset RTU #2 and RTU #3 and checked building temperatures.
11. Delivered products to the County for hazardous waste disposal.
12. Worked on cooling issues at the media center.
13. Worked on an overheating issue with room C-119.
14. Adjusted the water flow to the cooling unit in room A-137.
15. Repaired the lock for the 11/12 cafeteria.
16. Remounted the GFI outlet at the baseball field.
17. Installed new ceiling tiles in the back A-wing hallway.
18. Sealed holes in the block near the main entrance keypad.
19. Repaired the lock on the female lavatory across from room A-115.
20. Changed out bulbs in the shower in the girl's locker room.
21. Adjusted the door closer for room C-110.
22. Replaced broken drive belts for exhaust fans on the science wing roof.
23. Repaired one table in the 11/12 cafeteria.
24. Repaired wooden stands on the stage for prom.
25. Unclogged the roof drain pipe over room A-116.
26. Replaced light tubes in the storage rooms near rooms A-131 and A-141.

27. Connected a new power supply for the copy machine in room B-102.
28. Repaired the door closer for the rear exit door in the boy's locker room.
29. Installed a projection screen in the media center.
30. Drilled out the lock for a cabinet in room B-102.
31. Repaired the lock for room A-134.
32. Repaired the door closer at the rear of the boy's locker room (second time).
33. Replaced the ballast and lamp for the wall pack light at the science wing.

#### Intermediate School

1. Checked the operation of the chiller and checked building temperatures.
2. Repaired one faucet in the kitchen.
3. Ran the stand by generator and checked emergency lights and exit signs.
4. Replaced the actuator valve cartridge in room 204.
5. Worked on diagnosing problems with the chiller with an outside contractor.
6. Installed a wall protector for the first floor boy's lavatory.
7. Scraped one wall and spackled in room 203.
8. Painted walls in room 203.
9. Worked on finding roof leaks at the computer room.
10. Repaired the thermostat cover in the hall near room 219 that was vandalized.
11. Caulked cracks in the exterior wall of the computer room.
12. Adjusted the door closer at the guidance office.
13. Repaired one light cover in room 206.
14. Checked for roof leaks at the science wing ramp hallway.
15. Repaired one window shade in room 205.
16. Cleared all roof drains.
17. Rewired the electrical outlet on the ramp outside of the kitchen hall.
18. Replaced ceiling tiles in room 114.
19. Caulked around all toilets in the first floor boy's lavatory.
20. Replaced the outlet for the cooler box in the kitchen.
21. Changed light tubes in the hallway outside of the girl's locker room.
22. Replaced the light switch in room 114.
23. Patched a roof leak over room 301.
24. Repaired the lock at the back ramp exit door.
25. Adjusted the door closer on the main entrance doors.
26. Ran conduit for the table saw in the basement.

#### Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Turned on all air conditioning compressors for the rooftop units.
3. Replaced the supply fan belt on MZ-10.
4. Checked the serving line in the kitchen.
5. Tested the stand by generator and check emergency lights and exit signs.
6. Changed the building set points for cooling.
7. Removed the condenser fan motor for MZ-3.

8. Rebuilt a custodial vacuum cleaner.
9. Checked all exhaust fans for proper operation.
10. Installed a new condenser fan motor in MZ-3.
11. Repaired the soap dispenser in the 5<sup>th</sup> grade girl's lavatory.
12. Reset the circuit breaker for the steam table in the kitchen.
13. Repaired the door handle for room C-143.
14. Repaired the cover on the hand dryer in the 6<sup>th</sup> grade boy's lavatory.
15. Replaced the bearings in one custodial vacuum cleaner.
16. Assisted an outside contractor removing one speaker in the gym.
17. Replaced water stained ceiling tiles in the computer room.
18. Cleaned water stains in the gym at the roof drain.
19. Painted the ceiling in the gym at the roof drain that had been repaired.
20. Installed new lock cores in four interior gym doors.
21. Assembled ten desk chairs.
22. Repaired the door handle for the staff lavatory outside of the workroom.
23. Replaced broken belts on rooftop exhaust fans.
24. Checked the light switch in the girl's locker room.
25. Replaced three exhaust fan motors.

#### J. Harvey Rodgers School

1. Checked all rooftop exhaust fans.
2. Reset the unit ventilators in the A-wing.
3. Changed all filters in the A-wing unit ventilators.
4. Checked temperature set points for cooling and adjusted as needed.
5. Shut down one of the DOAS units for repair.
6. Lit the pilot for the serving line in the kitchen.
7. Checked B-wing for roof leaks near the mechanical room hall.
8. Changed temperature set points in the speech room.
9. Repaired one exhaust fan on the B-wing roof.
10. Replaced air filters in the B-wing.
11. Changed air filters in the A-wing air handlers.
12. Remounted one letter on the B-wing building school sign.
13. Reinstalled one light sensor in the B-wing hallway.
14. Hung the backdrop on the stage for the closing performances.
15. Repaired a leak on a toilet in the A-wing staff lavatory.
16. Cleaned all roof drains on the A and B wings.
17. Replaced ceiling tiles outside of room B-2.
18. Installed a drain for the A/C unit on the roof near the playground.

#### Bullock School

1. Worked on the chiller with an outside contractor to add additional glycol to the system.
2. Adjusted cooling set points as needed.
3. Reset the freeze stat for room A-7.

4. Tested the stand by generator and checked exit signs and emergency lights.
5. Reset the breaker for the D-wing parking lot lights and reset the timer.
6. Checked room A-2 for roof leaks and changed stained ceiling tiles.
7. Replaced the transformer and drive motor for the unit ventilator in room D-21.
8. Changed the set points for the hallway fan coil units.
9. Cleared the condensate drains for the hall units in the C-wing.
10. Caulked the window sill in room D-17 and the media center.
11. Replaced the drive bearing for the unit ventilator in room A-15.
12. Capped a pipe end in the hallway that was leaking and replaced stained ceiling tile.
13. Replaced the soap dispenser in room C-33.
14. Replaced filters in thirteen classrooms and lubricated the bearings in same.
15. Assembled a shelf unit in room C-38.
16. Cleared the drain holes in the concealed gutter at the main entrance.
17. Repaired the door closer at the gym.
18. Replaced the bearing in the unit ventilator for room D-21.
19. Repaired one custodial vacuum cleaner.
20. Repaired the cable going across the road at the D-wing playground.
21. Installed a new lock on the retention pond gates by the D-wing playground.
22. Repaired the carpet molding in room D-11.
23. Replaced the filters in all hallway fan coil units.
24. Repaired a leak under the sink in the nurse's office.
25. Changed filters in the main office and in the nurse's office.
26. Reinstalled a pencil sharpener in room A-11.
27. Repaired one lock on a stall door in the third grade boy's lavatory.
28. Remounted the door closer on the main entrance doors.

#### Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Hung three pictures in the large office area.
4. Replaced one light ballast in the large office area.

#### Transportation Garage

No repairs to report for the month.

#### Brick Annex

1. Checked exit signs and emergency lights.
2. cleared the condensate drain in room 3.

#### Operations Office

1. Installed reflective tape on the road gates near the pool.
2. Unclogged the toilet in the driver's lavatory.

Wood Annex

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