

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

July 5, 2018

MAINTENANCE DEPARTMENT REPORT

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

Glassboro High School

1. Cleared a toilet in the C-wing male lavatory.
2. Ran the standby generator and checked all emergency lighting.
3. Replaced the plastic drain line with copper for the concession stand ice machine.
4. Dismantled the computer carousel in room C-109.
5. Scraped and spackled rooms C-107 and C-108 for painting.
6. Completed the HVAC inventory to include the new DOAS units.
7. Changed the filters for the science wing rooftop unit.
8. Checked the operation of one new water fountain.
9. Scraped walls in the 9/10 cafeteria for paint.
10. Repaired vandalized temperature sensor in the auditorium.
11. Repaired the power cord on the floor scrubber.
12. Painted all walls in the 9/10 cafeteria.
13. Received additional user training on the new ATC system.
14. Scraped the walls and painted the 11/12 cafeteria.
15. Removed the electrical conduit and boxes from the floor in room C-107.
16. Painted room C-107.
17. Pulled new wire for receptacles in room C-107.
18. Replaced the gaskets on the dielectric unions for the heat pipes in room A-102.
19. Painted the hallway walls in the C-wing hall.
20. Repaired one toilet seat in the female lavatory across from room A-115.
21. Replaced the pipe chase access door in the male locker room.
22. Reinstalled the closet door in room A-131.
23. Re-glued carpet molding in room C-108.
24. Worked with roofer repairing two possible leaks for room A-116.
25. Replaced the automatic flush valve for the principal's lavatory.

26. Tightened the faucet for the sink in the kitchen office.
27. Cleaned the eye wash heads in the science classrooms.
28. Changed out the lock core in the auxiliary gym.
29. Scraped and painted the walls in the Little Bulldogs room.
30. Re-hung the "Home" sign in the gym.
31. Terminated the water for the eye wash and chemical shower in room A-141.
32. Installed a curtain rod over the door glass in room A-141.
33. Removed the power pole in room C-108.

Intermediate School

1. Checked the operation of the chiller and checked building temperatures.
2. Cleaned the fire alarm duct detector for the air handler on the girl's side of the gym.
3. Ran the stand by generator and checked emergency lights and exit signs.
4. Repaired the unit ventilator in room 212.
5. Repaired the power cord for the floor scrubber.
6. Repaired the locks for the boy's locker room doors.
7. Replaced the panic bar on the boy's locker room hallway exit door.
8. Ran conduit and wire for the table saw in the basement.
9. Replaced ceiling tiles in room 200.
10. Replaced ceiling tiles in the second floor staff lavatory.
11. Installed a new lock core in the principal's office door.
12. Replaced the light switch for the lights on the boy's side of the gym.
13. Repaired one head on the emergency light at the main entrance.
14. Mounted handicap sign on the ramp in the parking lot.

Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Cleaned the fire alarm duct detector for MZ unit 7 and reset the alarm.
3. Replaced the condenser fan motor for MZ unit 3.
4. Reset MZ unit 2 and unit 5.
5. Tested the stand by generator and check emergency lights and exit signs.
6. Assisted the outside contractor with repairing the sound system in the gym.
7. Checked the operation of the dehumidifiers in room A-102.
8. Changed filters in multi zone units.
9. Changed two bulbs in the gym lights.
10. Changed filters in the gym air handlers.
11. Replaced one flush valve in the fifth grade girl's lavatory.
12. Installed a new drive belt on MZ unit 4.
13. Moved one projector screen in a classroom.
14. Reinstalled a sewer clean out cap near the playground.
15. Remounted the door stop outside of room B-145.
16. Removed the wood off of the wall in room C-116.
17. Assembled one desk in the media center.

18. Installed cork strips throughout in hallways.
19. Removed one bulletin board in room B-106 and paint the wall.
20. Installed a dry erase board in room B-106.
21. Installed a new cork board in room C-116.

J. Harvey Rodgers School

1. Changed filters and cleaned coils on all the DOAS units.
2. Cleaned all the condensing unit coils for the A-wing units.
3. Checked the refrigerator in the demo kitchen. Unit needs to be replaced.
4. Replaced the exhaust fan belt for the kitchen fan.
5. Cleaned the B-wing condensing unit coils.
6. Checked all exit signs and emergency lights.
7. Lit the pilot for the serving line.
8. Repaired the wand for one custodial vacuum cleaner.
9. Reset the main office air handler.
10. Updated the HVAC log list to include the new DOAS units.
11. Cleared the condensation drain for room A-7.
12. Replaced one broken electrical outlet in the B-wing hallway.
13. Checked and cleared all roof drains.
14. Took down and stored the backdrop on the stage from the closing program.

Bullock School

1. Checked steamer in the kitchen. Needs to be serviced by an outside contractor.
2. Repaired the power cord and replaced the switch for one custodial vacuum cleaner.
3. Installed a new impeller on one custodial vacuum cleaner.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Repaired the carpet cleaning machine.
6. Changed set points for the hallway fan coil units.
7. Caulked along the window sill in room A-10.
8. Replaced the filters for the kitchen make up air unit.
9. Replaced the drive bearing for the unit ventilator in room D-9.
10. Replaced the air filters in the two air handlers for the media center.
11. Replaced one light ballast in the main office copier room.
12. Replaced six light tubes in the faculty work room.
13. Replaced light tubes in the principal's office.
14. Repaired one table bench in the cafeteria.
15. Repaired a leak on a sink in room A-15.

Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Checked the air conditioning on both sides and reset the thermostats.

4. Checked for a water leak in the female lavatory.
5. Replaced one toilet seat in the female lavatory.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Checked exit signs and emergency lights.
2. Reinstalled cleanout pipe behind the building.
3. Repaired the boy's lavatory door.

Operations Office

1. Replaced light tubes in the main entrance area and in the transportation supervisor's office.
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. Picked up and delivered chairs from Bullock to the High School for year end activities.
5. Moved music stands from Bowe to Bullock for a concert.
6. Delivered graduation materials to Rowan University.
7. Mowed grass and trimmed at all facilities.