

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**August 14, 2018**

**MAINTENANCE DEPARTMENT REPORT**

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

Glassboro High School

1. Shut the gas off in the kitchen for summer break.
2. Ran the standby generator and checked all emergency lighting.
3. Painted in room C-107.
4. Painted in room C-108 and the C-wing hall.
5. Rebuilt one faucet in the administration office kitchen.
6. Repaired the floor scrubber electric cord.
7. Worked with contractor on kitchen equipment issues.
8. Checked for connections to install a washer and dryer in C-109.
9. Contacted the BARD representative about ordering electrical covers.
10. Rebuilt one faucet in the kitchen.
11. Ordered parts for the BARD units in rooms A-112 and A-136.
12. Cleaned and treated the pit for the sewer pump for the science wing.
13. Shut water off to the chemical shower and eye wash in A-136.
14. Repaired the cement landing at the loading dock.
15. Checked the hot water heater in the concession stand.
16. Changed the bulb in one front entrance pole light.
17. Repaired the ice maker drain line at the concession stand.
18. Assembled one rolling dry erase board.
19. Installed a new photo cell in the wall pack on the exterior of the science wing.
20. Sealed cracks in the wall under the wall pack light at the science wing.
21. Changed the light bulb in the pole light near the auxiliary gym.
22. Repaired the classroom lock for room A-102.
23. Removed the steps at the loading dock to prepare for paving the lot.
24. Installed a new dry erase board in room A-122 and painted the walls around it.
25. Replaced the light tubes in the school sign on the front lawn.
26. Installed screens in the sink drains for room A-141.

27. Reinsulated the pipes in room B-103 and replaced ceiling tiles.
28. Painted numbers on the parking spaces in the lot near the concession stand.

#### Intermediate School

1. Reset the chiller.
2. Shut the gas off in the kitchen for the summer break.
3. Ran the stand by generator and checked emergency lights and exit signs.
4. Adjusted the squeegee on the wet vacuum.
5. Replaced the filters and cleaned the air returns for the cafeteria air handlers.
6. Replaced the bowl gasket and O-ring on one toilet in the boy's lavatory.
7. Moved furniture in the media center to access air handlers.
8. Removed the doors on the boy's side of gym for access for a lift.
9. Cleared a clogged drain for the A/C unit in the hall near the media center.
10. Assembled shelves in room 114.
11. Repaired the fire doors at the first floor.
12. Assembled shelves in the media center.
13. Replaced ceiling tiles in one lavatory.
14. Replaced ceiling tiles in room 200.

#### Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Cleaned the coils in all rooftop A/C units.
3. Worked with contractor on HVAC unit MZ-1 controls.
4. Shut the gas off in the kitchen for summer break.
5. Tested the stand by generator and check emergency lights and exit signs.
6. Adjusted the squeegee on the wet vacuum.
7. Replaced the vacuum breaker for the toilet in the kitchen lavatory.
8. Remounted cork strips in the hallways.
9. Hung one sign in the media center.
10. Re-glued floor tiles outside of the cafeteria.
11. Installed a dry erase board in room C-107.
12. Installed a bulletin board and a dry erase board in room C-123.
13. Replaced batteries in two flush valves in the 5<sup>th</sup> grade boy's lavatory.
14. Painted the cafeteria.
15. Painted room C-141.
16. Hung pictures in the principal's office.
17. Sealed the window walls at the front hallway and back hallway.
18. Replaced ceiling tiles in the cafeteria.
19. Assembled a stand up desk in the media center.
20. Replaced drive belts for two rooftop exhaust fans.
21. Repaired the cold water side for the sink in the main office kitchen that was leaking.
22. Painted one wall in room C-107.
23. Checked damage cafeteria bench.

### J. Harvey Rodgers School

1. Shut gas off in the kitchen for the summer break.
2. Worked with the contractor on kitchen equipment repairs.
3. Cleaned the B-wing boiler room. Removed left over contractor materials.
4. Repaired one custodial vacuum hose and electrical cord.
5. Removed the backdrop from the stage.
6. Checked all exit signs and emergency lights.
7. Re-glued four floor tiles in room B-2.
8. Repaired a loose pulley on one rooftop exhaust fan.
9. Patched holes in one wall in the all purpose room.
10. Scraped and primed the canopy poles at the B-wing entrance.
11. Painted the all purpose room.
12. Ground down concrete under one entrance door at the B-wing entrance.
13. Painted the speech room across from the kitchen.
14. Painted a finish coat of paint to the canopy poles at the B-wing entrance.
15. Caulked the brick at the planter at the B-wing entrance.
16. Replaced two light ballasts in the demonstration kitchen in A-wing.
17. Replaced two light tubes and one light ballast in the media center.
18. Replaced one light ballast in room A-4.
19. Repaired one rooftop exhaust fan near the A-wing hatch.

### Bullock School

1. Reset one circuit of the chiller.
2. Cleaned the coils on the chiller.
3. Replaced the drive motor for the unit ventilator in room D-9.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Cleared the condensate drain, checked the drive belt and filters for the main office air handler.
6. Repaired two storm drain cleanouts near D-wing.
7. Diagnosed a problem with the unit ventilator leaking in room B-44.
8. Repaired the unit ventilator in room A-20.
9. Pumped spare glycol into the recovery tank in the boiler room.
10. Removed the valve hands on the ice tank bleeders to prevent vandalism.
11. Cleared the condensation line for the unit ventilator in room D-7.
12. Removed the old water fountain in the cafeteria that was broken.
13. Prepped the cafeteria for painting.
14. Checked the operation of the D-wing parking lot lights.
15. Installed a new water fountain in the cafeteria.
16. Replaced filters in the gym air handlers.
17. Assembled a board table for the child study team.
18. Assembled two office desks for the child study team.
19. Installed new exterior locks on the front doors, media center doors and the art room door.

20. Installed insulation on the pipes for the fan coil unit in the custodial office.
21. Replaced ceiling tiles in the main office.
22. Assembled twenty new chairs.
23. Installed an AED cabinet on the wall near the gym.
24. Installed a new transformer for the unit ventilator in room B-44.
25. Installed a new transformer for the unit ventilator in room A-20.
26. Replaced the drive motor for the unit ventilator in room B-44.
27. Hung AED signs in the A and B wing.
28. Replaced the outlet inside the unit ventilator cabinet for room B-44.
29. Replaced the lock in the nurse's closet.
30. Painted the cafeteria.
31. Cleaned the speakers and basketball backstops in the gym.
32. Cleaned the grease trap in the kitchen.

#### Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Replaced one outside hose bib.
4. Cut and capped the water line for the water fountain.
5. Removed the water fountain, patched and painted the wall.
6. Replaced the aerator for the faucet at the kitchen sink.
7. Moved furniture and cable after new carpet installation.
8. Drilled out the lock on one filing cabinet.
9. Installed a cork strip in the H.R. office.

#### Transportation Garage

No repairs to report for the month.

#### Brick Annex

1. Checked exit signs and emergency lights.

#### Operations Office

No repairs to report for the month.

#### Wood Annex

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 two times per week.
3. Delivered custodial supplies to the schools as requested.
4. Mowed grass and trimmed at all facilities.
5. Replaced broken slabs of concrete at the B-wing entrance at the Rodgers School and the main entrance at the Bowe School.