

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

September 7, 2018

MAINTENANCE DEPARTMENT REPORT

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

Glassboro High School

1. Assisted with the State boiler inspection.
2. Ran the standby generator and checked all emergency lighting.
3. Restored power for the ovens in the kitchen.
4. Set up scaffolding in the auditorium to replace burned out bulbs.
5. Repaired three extension cords.
6. Repaired the water fountain by room A-114.
7. Installed replacement control cover inside two classroom BARD units.
8. Removed hornets nest at the concession stand and at the home bleachers.
9. Cleaned the grease trap in the kitchen.
10. Changed out auditorium light bulbs.
11. Replaced the hose end on the auto scrubber.
12. Reset the filters timers on the water fountains.
13. Replaced the GFCI outlet for the ice maker in the trainers room.
14. Replaced the filter for the water fountain near room B-109.
15. Replaced light tubes in the kitchen.
16. Attended the annual asbestos awareness refresher training.
17. Repaired a door threshold in the gym.
18. Replaced the bulb on the exterior corner wall pack by the gym.
19. Replaced various ceiling tiles from condensation leaks.
20. Repaired the cage door in the boy's locker room.
21. Replaced one light ballast in the kitchen lavatory.
22. Bolted down one new trashcan outside of the auxiliary gym.
23. Reinstalled the loading dock steps.
24. Repaired the door closer at the main entrance.
25. Installed a pull handle on the auxiliary gym courtyard door.
26. Repaired one art room table.

Intermediate School

1. Reset the chiller.
2. Painted and insulated piping for the air handlers in the cafeteria.
3. Ran the stand by generator and checked emergency lights and exit signs.
4. Cleaned the grease trap in the kitchen.
5. Worked on repairing condensation issues throughout the building.
6. Replaced the filters and adjusted belts for the media center air handlers.
7. Replaced one urinal seal and rebuilt the flush valve in the first floor boy's lavatory.
8. Repaired damaged ceiling grid and replaced ceiling tiles in room 200.
9. Replaced ceiling tiles throughout damaged by condensation leaks.
10. Replaced the three way mixing valve for room 212.
11. Worked on the media center duct detectors.
12. Cleaned the water strainer for room 212 for the chilled water.
13. Cleaned the strainer and flushed the cooling coil for room 205.
14. Worked on second floor classrooms not cooling.
15. Cleared the condensate drain and changed the filter for the kitchen basement unit.
16. Restored cooling to rooms 204 and 205.
17. Reinsulated chilled water piping throughout.
18. Repaired the fire door in the south stairwell.
19. Repaired the handrail on the exterior door near the kitchen.
20. Repaired various cafeteria tables.
21. Reinstalled the two doors at the gym that were removed for lift access.
22. Serviced the girl's locker room air handler.
23. Repaired the desk in the principal's office.
24. Insulated the control valve in room 205.
25. Insulated valves in the nurse's office and room 204.

Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Cleaned two smoke detectors in the art room and reset the system.
3. Cleaned and treated the sewer lift station pit.
4. Checked water fountains and reset filters.
5. Tested the stand by generator and check emergency lights and exit signs.
6. Replaced the bulb in one wall pack on the front of the building.
7. Installed a plaque in the main office.
8. Replaced batteries in the flush valve for one toilet in the 6th grade boy's lavatory.
9. Repaired a leak for the sink in the 4th grade girl's lavatory.
10. Repaired a toilet seal in the 4th grade boy's lavatory.
11. Repaired a sink leak in the 4th grade boy's lavatory.
12. Replaced a bulb in a wall pack light near the front doors.
13. Installed a no parking sign at the service driveway.

J. Harvey Rodgers School

1. Repaired a clogged sink drain in the kitchen.
2. Checked sink drain in the kitchen with the Water Department.
3. Repaired the exhaust fan near the roof hatch.
4. Painted door and window trim in the main office.
5. Repainted the lines in the B-wing parking lot.
6. Checked all exit signs and emergency lights.
7. Repaired the lock for the girl's lavatory in the B-wing.
8. Replaced various stained ceiling tiles throughout.
9. Repaired the lock on the speech room door.
10. Reinstalled the sewer cover in the kitchen.
11. Assembled a chain in the main office.

Bullock School

1. Changed filters in the cafeteria air handlers.
2. Painted gym walls.
3. Cleaned the grease trap in the kitchen.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Painted various walls in the main hall.
6. Painted the front gym wall.
7. Painted walls in the cafeteria.
8. Painted ceiling tiles in the 3rd grade boy's lavatory.
9. Checked the operation of the unit ventilator in room A-21.
10. Checked all the A-wing exhaust fans. Replaced one belt.
11. Cleared the condensation drain for the unit ventilator in room C-24.
12. Replaced bulbs in two parking lot pole lights.
13. Repaired the flush valve for the toilet in the custodial office.
14. Repaired the lock for the door at room C-41.
15. Installed a no parking sign at the kitchen loading dock.
16. Replaced various ceiling tiles due to condensation leaks.

Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Checked the filters on the two air handlers.
4. Hung one plaque in the Superintendent's office.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Checked exit signs and emergency lights.

2. Cleared the condensation drain for the air handler in PAC 1.
3. Replaced various ceiling tiles damaged from condensation leaks.

Operations Office

1. Replaced one light ballast and two light tubes in the transportation office.

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. Readied fields for fall sports practices and scrimmages.