

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

October 5, 2018

MAINTENANCE DEPARTMENT REPORT

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

Glassboro High School

1. Turned the gas on to all appliances in the kitchen and lit all gas pilots.
2. Ran the standby generator and checked all emergency lighting.
3. Reset the compressors for the science wing rooftop unit.
4. Replaced the cord end on the drink machine at the serving line.
5. Replaced the GFCI outlet for the ice machine in the trainer's room.
6. Checked the unit in room A-107 for leaks.
7. Installed a new faucet in the kitchen.
8. Cleared the condensation drain for the unit in room A-112.
9. Relocated the ice machine in the trainer's room. Too much on existing circuit.
10. Repaired condensation lines on the back of the BARD unit in room A-112.
Never connected properly from the time of installation.
11. Changed out the flame detector, igniter injector and air filter on hot water boiler #2.
12. Repaired two custodial vacuum cleaners.
13. Changed out the flame detector, flame igniter and air filter on heating boiler #3.
14. Installed two security mirrors in the main office complex.
15. Installed a new light in the bleacher garage for ticket sales.
16. Installed a gun safe in the SRO office.
17. Reinsulated pipes in the girl's locker room.
18. Replaced the toilet paper holder in the girl's lavatory in the main hall by the gym.
19. Trimmed the storage room door on the girl's side of the gym.
20. Repaired the panic bar in the TV studio hall.
21. Repaired the LEGO table in the nursery.
22. Remounted the soap dispenser in the girl's lavatory near room A-140.
23. Installed signs at all athletic fields for the athletic director.

24. Replaced the bulb and installed new wire nuts on the pole light by room C-107.
25. Repaired the wiring on the second pole light on the back driveway.
26. Hung a projector screen in room A-106.
27. Replaced the hand dryer in the girl's lavatory by room A-140.
28. Repaired a wooden cart in the nursery.
29. Assembled a computer desk in the guidance office.
30. Reattached the wall padding on the boy's side of the gym.
31. Removed old shelving and installed new shelving in the nurse's office.
32. Repaired the air handler door behind the library.
33. Installed two light ballasts and six light tubes in the TV studio.
34. Installed plaque rails and plaques in the main hallway.
35. Repaired the door in the TV studio going into the editing room.
36. Replaced the batteries for the flush valve in the girl's lavatory by the gym.
37. Replaced the batteries for the flush valve in the C-wing boy's lavatory.
38. Tested and logged all CO detectors.

Intermediate School

1. Turned the gas on to all kitchen appliances and lit the pilots.
2. Ran the stand by generator and checked emergency lights and exit signs.
3. Replaced the drive bearing and motor for the unit ventilator in room 305.
4. Worked on flow to the unit ventilators in rooms 114 and 219.
5. Patched a domestic hot water leak in the boiler room.
6. Tested and logged all CO detectors.
7. Worked on repairs for the orchestra room air handler.
8. Repaired the unit ventilator for room 303.
9. Replaced twelve light tubes in the cafeteria.
10. Started one boiler and heat pumps for dehumidification in the orchestra room and main hall.
11. Shut off heat valves for rooms 205 and 207.
12. Started the hot water heater and adjusted the mixing valve.
13. Cleaned the blower wheels and changed the filter for the unit ventilator in room 206.
14. Added a portable dehumidifier in the band room.
15. Cleaned the band and orchestra room.
16. Added a portable dehumidifier to the orchestra room.
17. Installed a bulletin board in front of the SRO office.
18. Replaced the light bulb in the main hall male faculty lavatory.
19. Replaced the door handle for room 219.
20. Replaced ceiling tiles in the media center and the computer lab.
21. Replaced the toilet seat in the principal's office lavatory.
22. Installed a gun safe in the SRO's office.
23. Hung two pictures in the main office.
24. Replaced the cover for the paper towel dispenser in the 2nd floor girl's lavatory.
25. Replaced the toilet paper dispenser in the girl's science wing lavatory.

26. Replaced one light ballast and three light tubes in the north stairwell.
27. Replaced two light tubes and one light ballast in the science wing stairwell.
28. Replaced the filters for the air handler controlling nurse and guidance.
29. Replaced six light ballasts and twelve light tubes in the cafeteria.
30. Installed a new door sweep on one library exit door.
31. Reinstalled the light cover in room 210.
32. Caulked around the exterior windows of the media center.

Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Turned the gas on to all kitchen appliances and lit pilots.
3. Replaced the condenser fan motor for MZ-11.
4. Tested and logged all CO detectors.
5. Tested the stand by generator and check emergency lights and exit signs.
6. Replaced various ceiling tiles in the cafeteria.
7. Replaced the stem in the hot water side of the faucet in the nurse's office.
8. Replaced the battery pack for one flush valve in the 6th grade girl's lavatory.
9. Removed and replaced the return fan motor for MZ-5. Needed to be rebuilt with new bearings.
10. Installed a new return air fan motor for MZ-11.
11. Removed the poles and spikes next to the parent pick up lane by the gym.
12. Repaired the door handle for the main office lavatory.
13. Stenciled on three exterior doors for the security plan.
14. Repaired the toilet in the staff lavatory by the workroom.
15. Repaired the center bar on the exit doors by the boiler room.
16. Removed old numbers from the exit doors.
17. Adjusted the front door closer.
18. Installed new ceiling tiles around the building in various areas.
19. Installed a gun safe in the SRO's office.
20. Installed a dry erase board in the assistant principal's office.
21. Assembled a desk chair in room B-119.
22. Installed an FM system in room C-126.
23. Installed new basketball nets on the outside courts.
24. Replaced the lock cores in the SRO's office.
25. Relocated the projector screen in room C-111.
26. Relocated the projector screen in the computer lab.
27. Installed coat hooks in room B-113.
28. Repaired the staff lavatory lock by room C-126.
29. Adjusted the lock on the main office lavatory door.
30. Replaced two flush valves. One in the 5th grade girl's lavatory and one in the 5th grade boy's lavatory.

J. Harvey Rodgers School

1. Turned the gas on to all appliances in the kitchen and lit pilots as needed.

2. Checked all exit signs and emergency lights.
3. Tested and logged all CO detectors.
4. Cleared the condensation drain for rooms A5, A7 and A9.
5. Replaced the faucet for the B-wing custodial sink by the cafeteria.
6. Replaced the cutter and wheel for the can opener for the kitchen.
7. Checked the blue box food warmer for temperature.
8. Installed a new drive belt for the main office air handler.
9. Repaired the paper towel dispenser for room A10.
10. Repaired the crack on the sliding board on the playground.
11. Replaced one light ballast in the A-wing faculty lavatory.
12. Replaced one light ballast in room B-1 and the principal's office.
13. Tightened the faucet handle in room B-1.
14. Installed a new soap dispenser in room A-9.
15. Repaired the speech room door.
16. Installed a bulletin board outside of the main office.
17. Installed a gun safe in the SRO's office.
18. Installed a new "truss" sign on the outside wall of A-wing.
19. Repaired the desk lock in room A4.
20. Replaced one light ballast in the A-wing hall near room A8.
21. Repaired a stuck button on the water fountain in room B-3.
22. Replaced a valve cartridge in the sink for room A6.
23. Repaired one cafeteria table.
24. Replaced the belt for the air handler for the nurse's office.
25. Replaced the belt for the media center air handler.

Bullock School

1. Turned the gas on to all appliances in the kitchen and lit pilots as necessary.
2. Replaced two exterior parking lot light pole lamps.
3. Tested and logged all CO detectors.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Changed the temperature set points for the hall fan coil units.
6. Began to troubleshoot an electrical issue with the D-wing parking lot lights.
7. Replaced the drive motor and bearing for the unit ventilator in room D-5.
8. Cleared the condensation drain for room C-25.
9. Removed ice chunks from the walk in freezer in the kitchen.
10. Remounted the sink in the 2nd grade girl's lavatory.
11. Installed clips on the dry erase board for a projector screen in the art room.
12. Re-secured the sign for the 2nd grade girl's lavatory.
13. Repaired one cafeteria table.
14. Installed a new faucet in the lavatory in room D-15.
15. Tightened the faucet in the lavatory for room D-17.
16. Removed the chain from the slide at the D-wing playground.
17. Repaired the door handle for the door at room D-9.
18. Installed new flagpole rope with the assistance of the Glassboro Fire Department.

19. Installed a gun safe in the SRO's office.
20. Remounted the soap dispenser in the kitchen lavatory.
21. Adjusted the closing of one exterior door at the gym.
22. Sanded graffiti from one lavatory stall door in the 3rd grade girl's lavatory.
23. Issued keys to various staff members at the request of the main office.
24. Repaired one custodial vacuum cleaner.
25. Replaced ten light tubes in the kitchen dishwasher room.
26. Repaired the lock and door handle for room A-6.
27. Checked for a roof leak at the hallway near the main office.
28. Adjusted one set of interior gym doors.
29. Replaced one outlet in the gym at the stage.

Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Tested and logged the CO detectors.
4. Replaced one light ballast and nine light tubes throughout.
5. Painted around a newly installed emergency light pack.
6. Primed and painted graffiti in the large conference room.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Checked exit signs and emergency lights.
2. Cleared the condensation drain in room 3.
3. Replaced the drive belt for the exhaust fan in room 3.
4. Cleaned debris from the back rain gutter.

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. Readied fields for fall sports practices and scrimmages.