

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**November 5, 2018**

**MAINTENANCE DEPARTMENT REPORT**

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

Glassboro High School

1. Replaced the outlet for the ice crème freezer in the kitchen.
2. Ran the standby generator and checked all emergency lighting.
3. Replaced the well screws for the 9/10 cafeteria serving line.
4. Replaced the filter for the water fountain by room A-103.
5. Cleared a clogged toilet in the male lavatory in the C-wing.
6. Cut and cleared the C-wing canopy drain.
7. Restored heat to room A-137.
8. Transitioned the building from cooling to heating. Shut down the chiller and drained the cooling tower.
9. Changed all classroom filters.
10. Repaired the automatic floor scrubbing machine. Loose wire on the water solenoid.
11. Replaced the outlet in the media center for the new copier.
12. Repaired the wiring on the actuator valve for room C-123.
13. Replaced the battery for the emergency generator.
14. Replaced the handle/ lock on the exterior boiler room door.
15. Installed wall pocket file holders in the guidance department.
16. Repaired the flush valve for the toilet in the nurse's office.
17. Installed shelving in the nurse's office.
18. Ground the concrete pad by the Board Office exit doors to prevent the door from hanging.
19. Repaired and reinstalled one bench in the boy's locker room.
20. Replaced one ceiling tile in the main hallway.
21. Replaced the paper towel dispenser in the nurse's office.
22. Replaced ceiling tiles outside of room A-113.
23. Tightened the garage door lock at the stadium.

24. Adjusted the door closer on one front entrance door.
25. Repaired a sink leak in the custodial closet in C-wing.
26. Changed the lock for the cage in the girl's locker room.
27. Repaired the bus only sign at the main drive entrance that was vandalized.
28. Replaced light bulbs in the staff lavatory across from the main office.
29. Adjusted the door lock on the main office door leading to the hall.
30. Tightened the door handle for the lavatory door in the little bulldogs room.
31. Replaced the filters in the cafeteria air handlers, auditorium air handler, media center air handler and the weight room air handler.

### Intermediate School

1. Made repairs to the portable dehumidifier in the orchestra room.
2. Ran the stand by generator and checked emergency lights and exit signs.
3. Cleaned the ductwork and diffusers for the nurse's office.
4. Replaced the fuses and reset the freeze stat for the girl's locker room air handler.
5. Replaced the condensing fan motor and replaced the filters for the girl's side gym air handler.
6. Reset the air handler for room 103.
7. Replaced the freeze stat, air filters and cleaned the blower wheels for the unit ventilator in room 2017.
8. Reinstalled the hot water heat actuator for room 212.
9. Changed heat set points for classrooms throughout.
10. Changed the outlet in the main office for the new copier.
11. Worked on exhaust fans for the second and third floor male lavatories.
12. Tightened a table leg in room 206.
13. Replaced light covers in room 200.
14. Scraped and painted areas in rooms 206 and 305.
15. Repaired the lock on the male lavatory door in the science wing.
16. Reset the air handler for the orchestra room.
17. Replaced one belt for the science wing exhaust fan.
18. Replaced the photocell on the exterior gym wall pack light.
19. Repaired roof leaks over the cafeteria and science wing hall ramp.
20. Replaced five light tubes and one light ballast in room 210.
21. Replaced one light ballast and two light tubes in room 308.
22. Replaced one light tube and one light ballast in room 306.
23. Cleaned gutters and drain baskets on all flat roofs.

### Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed.
2. Tested the stand by generator and check emergency lights and exit signs.
3. Reset the damper for room C-137.
4. Replaced the ballast and bulb in one parking lot light pole.
5. Turned burners on for all rooftop units.

6. Replaced the burner controller for HVAC unit MZ-1.
7. Repaired a leak on the gas pilot supply line for HVAC unit MZ-6.
8. Replaced the flame rod and flame ignitor on HVAC unit MZ-10.
9. Replaced the flame rod and flame ignitor on HVAC unit MZ-1.
10. Replaced the outlet for the new copy machine.
11. Installed a cover over exposed wiring in the new vestibule.
12. Put a picnic table together for outside of the building.
13. Unclogged the sewer line leading from the kitchen.
14. Replaced the wax seal on the toilet in the kitchen lavatory.
15. Adjusted the door closer for the door leading out to the back driveway.
16. Installed a new soap dispenser in the mechanical room.
17. Reset the surge protector in the electrical room.
18. Replaced stained ceiling tiles in the sixth grade hallway.
19. Replaced bulb and one ballast in the wall pack light outside of the girl's locker room door.
20. Repaired a faucet leak in the art room.
21. Replaced batteries in flush valves in the fifth grade boy's lavatory and the sixth grade girl's lavatory.
22. Installed a bulletin board outside of the media center.
23. Installed new wheels on the kitchen hand truck.
24. Replaced seven two foot light tubes in the back hallway.
25. Replaced filters in all rooftop units and serviced units as well.
26. Replaced the bulb in the exterior wall pack near the Rowan banner.
27. Re fastened metal strapping on two parking lot poles.
28. Rewired one outlet to accommodate the new copiers.

#### J. Harvey Rodgers School

1. Lowered heat set points in the nurse's office.
2. Checked all exit signs and emergency lights.
3. Cleaned unit ventilator coils in rooms A-2, A-6 and B-1.
4. Changed filters in all air handlers.
5. Started boilers in the A-wing and B-wing.
6. Replaced the bulb in one exterior all purpose room light.
7. Ordered and installed a new gas valve for one rooftop dehumidification unit.
8. Installed a new can opener in the kitchen.
9. Adjusted the door going to the bus area.
10. Replaced the bulb in the exterior wall pack near the gym on the A-wing.
11. Adjusted the sink handles in room A-3.
12. Adjusted the door closer on the right front main entrance door at the A-wing entrance.
13. Replaced the bulb in one B-wing canopy light.
14. Repaired the lock on the B-wing faculty work room door.
15. Replaced three aerators on sinks in the A-wing girl's lavatory.
16. Removed and resealed the toilet in room A-4.
17. Repaired two rooftop exhaust fans. Replaced two motors and one set of bearings.
18. Repaired the carpet and molding in the media center pit area.

19. Replaced the soap dispenser in room A-3.
20. Replaced the drive belt for one media center air handler.
21. Checked all roof drains and cleared debris.
22. Cleaned the battery cables on the floor scrubber.
23. Checked the classroom door for room B-4. Adjusted tension on closer.

#### Bullock School

1. Tested the stand by generator and checked exit signs and emergency lights.
2. Checked D-wing parking lot pole light for shorts. Repaired connections.
3. Cleared the condensation drain line for the unit ventilator in room D-7.
4. Ran new wire feed for one D-wing parking lot pole light.
5. Reset the chiller.
6. Cleared one condensation drain line for the cafeteria.
7. Replaced the relief valve on boiler #2.
8. Replaced the bulb in the parking lot pole light near the mechanical room.
9. Replaced the circulator coupling for boiler #2.
10. Checked for proper operation of the outside air dampers for rooms B-36 and B-44.
11. Changed ceiling tiles in various areas throughout.
12. Replaced the light switch cover in the gym.
13. Secured two cabinets to the wall in room C-39.
14. Repaired sticking door for room C-39.
15. Changed filters in all air handlers.
16. Cleared a clogged condensation line for the art room air handler.
17. Replaced light tubes in the main office lavatory.
18. Repaired a loose door handle for room A-4.
19. Replaced the outlet in the copy room next to the media center for the new copier.

#### Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Replaced the outlet for the new copier.
4. Replaced one light ballast in the business office area.

#### Transportation Garage

No repairs to report for the month.

#### Brick Annex

No repairs to report for the month.

Operations Office

1. Repaired a water pipe leak in the driver's room.
2. Repaired wood trim around one garage door.

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. Kept all game and practice fields mowed and lined for fall sport events.