

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**December 5, 2018**

**MAINTENANCE DEPARTMENT REPORT**

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

Glassboro High School

1. Replaced the filters in both air handlers in the gym.
2. Ran the standby generator and checked all emergency lighting.
3. Winterized the sprinkler system on the baseball field.
4. Adjusted the temperature set point for room A-102.
5. Serviced the air filters for the boilers.
6. Checked all buildings for heat over the holiday break.
7. Replaced the water fountain cartridge on the fountain near the boiler room.
8. Raised the temperature set points in rooms C-103, C-104 and C-105.
9. Adjusted the drive belt for the RTU for the TV tech studio.
10. Reset the circulating pump for boiler #1.
11. Repaired the pot rinse for the sink in room C-109.
12. Winterized the concession stand.
13. Made adjustments to increase heat in the main office area.
14. Replaced the faucet for the sink in the C-wing faculty lavatory.
15. Winterized the sprinkler system on the football field.
16. Added year numbers to banners in the gym.
17. Installed one new banner in the gym.
18. Replaced a broken wheel on one dumpster.
19. Tightened the valve for the sink in the copy room of the main office.
20. Repaired the back curtains on the stage so they could operate.
21. Installed a new cleaning chemical dispenser in the custodial closet by the girl's locker room.
22. Changed batteries for urinal flush valves in the male lavatory by room A-108.
23. Installed a dry erase board in room A-113.
24. Repaired one toilet flush valve in the female lavatory across from room A-113.
25. Repaired the latch on the door going out of the boy's locker room.

26. Replaced batteries for the flush valves in the female lavatory by the gym.
27. Moved the dry erase board to a new location in room C-105.
28. Replaced three dumpster wheels.
29. Installed a chalkboard in room C-105.
30. Installed a new flush controller in the male lavatory across from room A-108.
31. Replaced the bulb in the pole light outside of room C-106.
32. Checked all roof drains for debris.
33. Tightened the door handle on the male lavatory by the boy's side gym entrance.

#### Intermediate School

1. Checked the boilers and building temperatures. Changed set points for the gym.
2. Ran the stand by generator and checked emergency lights and exit signs.
3. Reset both boilers.
4. Changed the heating set points for the second floor rooms.
5. Restored heat to the main office.
6. Replaced the auto vent on the hot water line in room 207.
7. Replaced the heating valve for the unit ventilator in room 205.
8. Repaired window blinds in the principal's office.
9. Greased all pumps in the boiler room.
10. Repaired the tabletop on one cafeteria table.
11. Cleared all roof drains.
12. Adjusted the door closer for room 116.
13. Remounted the closer for the storage room door in the basement.
14. Replaced the paper towel dispenser in the second floor female lavatory.
15. Replaced one light ballast in the first floor faculty workroom.
16. Replaced one u-shaped light tube in the main office and one in the guidance office.
17. Remounted wall padding in the gym.
18. Replaced three ceiling tiles at the second floor science wing ramp.
19. Repaired the closet door across from the main office that was sticking.
20. Replaced light tubes in room 206.
21. Replaced the flush valve and vacuum breaker for one urinal in the first floor male lavatory.

#### Thomas Bowe School

1. Tested the stand by generator and check emergency lights and exit signs.
2. Adjusted the outside air dampers for rooms D-105 and B-188 for MZ-7.
3. Checked all rooftop HVAC units every day and reset as needed.
4. Reset the burners for MZ-3 and MZ-7.
5. Restored power to the cabinet heater in the boiler room.
6. Water tested unit MZ-1 to show contractor where the leak was for repair.
7. Reset the return fan and adjusted dampers for MZ-10.

8. Checked an issue with the serving line in the kitchen. Necessary to contact an outside contractor for repair.
9. Repaired the center bar locking mechanism on the doors near the outside garden.
10. Hung a renaissance shirt in the hall outside of the main office.
11. Checked the lock for the lavatory door outside of the media center.
12. Replaced the batteries in the flush valve for a toilet in the 6<sup>th</sup> grade female lavatory and for one in the 5<sup>th</sup> grade male lavatory.
13. Hung various signs in hallways throughout.
14. Labeled the outside of the music room, storage and gym doors for the SRO.
15. Replaced the filters for MZ-5.
16. Replaced various light tubes that were out in the hallways.
17. Replaced light tubes in the two locker rooms.
18. Adjusted the door closer on the entrance door.
19. Installed latches on two cabinets in the cafeteria.
20. Repaired leaking faucets in the nurse's office.
21. Installed an AED sign in the front hallway.
22. Replaced the toilet seat in the main office lavatory.
23. Repaired the coffee machine water line in the faculty workroom.
24. Installed a dry erase board in the principal's office.
25. Replaced the toilet paper dispenser in the 6<sup>th</sup> grade female lavatory.
26. Replaced the flush valve for one toilet in the 6<sup>th</sup> grade female lavatory.
27. Replaced bulbs in exterior lights by the kitchen and by the main entrance.
28. Replaced one ballast and two bulbs in exterior wall pack lights.
29. Checked and cleaned all roof drains.
30. Replaced three light tubes in the assistant principal's office.
31. Sealed the bottom of the outside music room door.
32. Tightened the water valves for the sink in the faculty workroom.
33. Repaired the door lock for room B-145.
34. Replaced the vacuum breaker for one toilet in the 6<sup>th</sup> grade male lavatory.

#### J. Harvey Rodgers School

1. Replaced the internal gas valve on DOAS unit #3.
2. Checked all exit signs and emergency lights.
3. Reset freeze stats in various rooms and adjusted temperature set points.
4. Repaired the hose for one custodial vacuum cleaner.
5. Closed the heat valves for room A-4. Room overheating.
6. Repaired overheating in the media center.
7. Replaced the freeze stat for room B-1.
8. Replaced the light ballast in the closet for room A-1.
9. Replaced the drive belt and pulley's for the exhaust fan near room A-3.
10. Replaced the vacuum breaker for one toilet in room A-5.
11. Replaced the sink stoppers for the sink in the kitchen near the window.
12. Repaired the handle for the food cart in the kitchen.
13. Cleared the toilet in room A-4.

14. Replaced two light tubes in the kitchen.
15. Cleared all roof drains and scupper boxes.
16. Assembled one desk for room A-4.
17. Replaced one light tube in the kitchen by the back door.
18. Anchored the coat racks to the wall in room B-5.
19. Installed lock down straps on the media center and cafeteria doors.
20. Repaired the kick down doorstop for the copy room door in the main office.
21. Removed the toilet in room A-4 and removed an object that was causing the toilet to clog.
22. Installed hooks on doors outside of the main office.
23. Hung two wreaths on either side of the stage.
24. Installed the backdrop for the winter show.
25. Repaired a leaking faucet in room B-3.
26. Repaired one desk drawer in the main office.

### Bullock School

1. Tested the stand by generator and checked exit signs and emergency lights.
2. Reset the chiller.
3. Worked on overheating for rooms C-34 and C-37.
4. Reset the breaker for the intake fan and restarted the boilers.
5. Repaired a heating water leak for the unit ventilator in room A-11.
6. Worked on overheating throughout the building.
7. Installed blinds on the windows in the nurse's office.
8. Assembled a new scale in the nurse's office.
9. Repaired the hinge on one cafeteria entrance door.
10. Installed a new LED wall pack light outside of the D-wing at the ramp.
11. Assembled a new desk for room C-38.
12. Sealed roof leaks over room A-14.
13. Tightened the drive bearing bolts for the boiler room intake fan.
14. Removed rusted grab bar in room D-21. Bar no longer needed.
15. Repaired one toilet in the faculty lounge lavatory across from the kitchen.
16. Assembled a new chair in the main office.
17. Replaced the hand soap dispenser in room D-11.
18. Had four keys made for the light switch lock boxes in the gym.

### Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Replaced the battery in one emergency light on the business office side.
4. Changed filters in both air handlers.
5. Repaired the drama sign on the front lawn.
6. Adjusted the latch on the right side entrance door.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Checked boilers and pumps.
2. Cleaned gutters on entire building.
3. Remounted wire molding in room 1.
4. Removed wet ceiling tiles in room 3 from a roof leak.

Operations Office

1. Replaced light tubes that were out in the hall and storage room.

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. Removed leaves at all facilities.
5. Maintained the athletic fields for fall sports.