

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

January 9, 2019

MAINTENANCE DEPARTMENT REPORT

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

Glassboro High School

1. Checked one outlet in the kitchen for power.
2. Ran the standby generator and checked all emergency lighting.
3. Repaired the hand soap dispenser in the female lavatory by room A-116.
4. Restored heat in room C-123.
5. Worked on the report for the third party commissioning company.
6. Checked boilers and room temperatures each day.
7. Replaced the filter cartridge for the water fountain by room B-102.
8. Changed the occupancy schedule for the winter recess.
9. Diagnosed a problem with the floor scrubber.
10. Began to work with the representative from the commissioning agency.
11. Replaced six ceiling tiles in the hallway outside of the boy's side gymnasium.
12. Repair the handle on the exterior boiler room door.
13. Tightened toilet seats throughout the building.
14. Repaired the cross bar on the drop ceiling outside of the boy's locker room.
15. Installed a cover over the thermostat in the TV studio.
16. Adjusted the photocell outside of the 11/ 12 cafeteria.
17. Repaired the ice machine outlet in the kitchen.
18. Remounted and secured one border telephone pole along the back driveway.
19. Installed a new hand soap dispenser in the girl's locker room.
20. Repaired the mounts for the door closer on the boy's side of the gym.
21. Repaired the panic bar on one gym entrance door.
22. Assembled four display carts in the kitchen.
23. Checked all roof drains.
24. Replaced one flush controller in the male lavatory across from room A-107.
25. Replaced the filters in the science wing rooftop unit.

26. Installed a new hand soap dispenser in the female lavatory across from room A-120.
27. Replaced the lamp in the light for the mechanical closet by the gym entrance.
28. Worked on diagnosing a problem with the auto faucet for the sink in the female lavatory by room A-107.
29. Installed a new hand soap dispenser in the female lavatory by room A-107.

Intermediate School

1. Checked the boilers and building temperatures.
2. Ran the stand by generator and checked emergency lights and exit signs.
3. Reset both boilers.
4. Replaced new heating controller for the unit ventilator in room 205.
5. Checked the exhaust fan for the second floor boy's lavatory for operation.
6. Repaired the circulating pump for the science wing heat pump.
7. Removed and replaced the drive motor for the air handler in room 100.
8. Reset boiler number one.
9. Changed the occupancy schedule for the winter recess.
10. Checked the boilers and building temperatures over the winter recess.
11. Installed a lock on the switch for the exhaust fans in room 201.
12. Repaired the door handle for room 210.
13. Repaired the pipe insulation above room 204 and replaced the ceiling tile.
14. Replaced damaged ceiling tiles in the hall near room 200.
15. Checked the operation of all rooftop mounted exhaust fans.
16. Reset the freeze stat for the unit ventilator in room 204.
17. Hung six pictures in the media center.
18. Reset the circuit breaker for rooms 304 and 306.
19. Replaced two outlets in room 304 and one outlet in room 306.
20. Checked and cleaned roof drains on the second and third floor roofs.
21. Remounted the trash container in the third floor female lavatory.
22. Repaired one flush valve in the second floor male lavatory.
23. Replaced the filters in all first, second and third floor unit ventilators.
24. Replaced the door stop for room 201.

Thomas Bowe School

1. Tested the stand by generator and check emergency lights and exit signs.
2. Checked all rooftop HVAC units every day and reset as needed.
3. Reset the burner for MZ-3
4. Adjusted the dampers for MZ-10.
5. Worked with contractor on MZ-2.
6. Reset the burner for MZ-7.
7. Replaced the flame rod and adjusted the dampers for unit MZ-11.
8. Changed the occupancy schedule for the winter recess.
9. Worked with the contractor on unit MZ-1
10. Repaired the weather stripping on the exterior mechanical room door.

11. Installed cork strips in room C-136.
12. Moved a projector screen from room B-122 to room B-114.
13. Replaced a vandalized paper towel dispenser cover in the 4th grade boy's lavatory.
14. Repaired the door closer for main entrance door #2.
15. Repaired a vandalized exit sign in the 5th grade hallway.
16. Moved the paper rack from the art room and installed it in the faculty work room.
17. Mounted eight cork strips in room B-106.
18. Reset units MZ-3 and MZ-11
19. Installed a locking cover over the thermostat in the mechanical room.
20. Repaired two exterior wall pack lights by the back garden area.
21. Mounted cork strips in room B-106.
22. Checked and cleared all roof drains.
23. Cleaned the heat diffusers in the cafeteria.
24. Repaired one exterior wall pack light at the main entrance and one at the rear of the building.

J. Harvey Rodgers School

1. Replaced the heating valve in room A-4.
2. Checked all exit signs and emergency lights.
3. Worked on heat issues in the B-wing.
4. Replaced the valve actuator in the unit ventilator in room A-4.
5. Worked with the contractor in room A-4 unit ventilator.
6. Adjusted the temperature for media center.
7. Changed the occupancy schedule for the winter recess.
8. Repaired the salt spreader wheels.
9. Issued the principal with a new master key.
10. Replaced the toilet in room B-4.
11. Repaired the latch for the mini library on the side lawn.
12. Repaired leaking valves in rooms B-6 and B-7.
13. Repaired one toilet in the boy's lavatory near the main entrance.
14. Repaired a leaking sink faucet in room B-2.
15. Cleared all roof drains and scupper boxes.
16. Replaced the lamp in the canopy light outside of the gym hallway.
17. Replaced the lock on the playground gate.
18. Re mounted the center bar top support on the exterior all purpose room doors.
19. Installed a bulletin board in the SRO's office.
20. Replaced the vacuum breaker for the toilet in the lavatory for room B-5.
21. Adjusted the belt for the media center air handler and reset the unit.
22. Removed the backdrop on the stage and stored for the season.
23. Installed two bulletin boards outside of the SRO's office.

Bullock School

1. Tested the stand by generator and checked exit signs and emergency lights.
2. Replaced the light ballast and lamp in one exterior pole light.
3. Repaired the wiring and worked on an overheat issue with the unit ventilator in the OT room.
4. Reset the freeze stat for the unit ventilator in the tech room.
5. Checked boilers and building temperatures over the winter recess.
6. Replaced the hot water valve for the classroom sink.
7. Changed the occupancy schedule for the winter recess.
8. Wired the drive motor for the air handler in the OT room.
9. Repaired a leaking valve in the unit ventilator in room A-14
10. Replaced two light ballasts in room A-8.
11. Repaired the lock on the main office entrance door.
12. Reset the unit ventilators in rooms C-33, C-35, C-36, C-37, C-40 and C-41.
13. Replaced ceiling tiles in the hallway in front of the main office.
14. Repaired the door handle for room C-40.
15. Adjusted and tightened the door handle for the boiler room door.
16. Adjusted the belt for the air handler in the media center office.
17. Repaired one toilet flush valve in the third grade boy's lavatory.
18. Adjusted the door closer for door #7 by the gym office.
19. Installed a new drive motor for the air handler in room C-15.
20. Replaced the water supply line for the sink in room D-2.

Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Replaced two light ballasts on the administration side.
4. Replaced four light tubes throughout.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Checked boilers and pumps.
2. Cleaned gutters on entire building.
3. Adjusted the temperature set point for room 3.
4. Lit the oven for room 2.

Operations Office

1. Replaced two light tubes in the transportation supervisor's office.
2. Repaired the lock for the door at the garage.

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. Aerated all athletic fields for the season.
5. Applied grass seed to all bare areas on the athletic fields.
6. Began cleaning up retention basins at the Bullock School.