

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

February 8, 2019

MAINTENANCE DEPARTMENT REPORT

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

Glassboro High School

1. Ran the standby generator and checked all emergency lighting.
2. Repaired a leak on the supply line for the air handler in room A-102.
3. Replaced the water solenoid valve on the floor machine.
4. Adjusted the heating valve for room A-102.
5. Worked with the commissioning company on temperature controls.
6. Reset boiler #1 circulating pump.
7. Adjusted the temperature for room 114.
8. Updated the log on the HVAC computer.
9. Reassembled the thermostat for room B-103.
10. Worked with an outside vendor on some rooftop unit issues.
11. Worked on clearing the drain for the water fountain by the side entrance of the auditorium.
12. Replaced the heating valve actuator for the media center.
13. Replaced two light ballasts in room A-102.
14. Remounted the hand soap dispenser in the female lavatory in the main hall.
15. Repaired one set of bleachers in the gym.
16. Readjusted the door closer for room A-139.
17. Replaced the solenoid and valve for the water supply on the sink in the female lavatory by room A-107.
18. Repaired the handle on one set of bleachers in the gym.
19. Replaced the light ballast for the gym girl's side storage closet.
20. Cleared the paint sink drain backstage of the auditorium.
21. Repaired the cash box for basketball games.
22. Checked all roof drains.
23. Repaired the handle for the girl's side gym entrance doors.
24. Replaced the bulb in the light pole by the auxiliary gym parking lot.

25. Replaced one ceiling tile in the C-wing hallway that was vandalized.
26. Repaired the top of the portable scoreboard table in the gym.
27. Replaced the vacuum breaker in the female lavatory across from room A-113.
28. Replaced the aerator on one sink in the art room.
29. Repaired a roof leak for room A-113 and the main office.
30. Reinstalled ceiling grid in the hallway near room A-114.
31. Replaced two toilet paper dispensers in the male lavatory by room A-114.
32. Assembled a rolling table.

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. Removed the blower wheel from the RTU for the boy's side of the gym.
5. Restored heat for the RTU for the girl's side of the gym.
6. Checked out a sinkhole on the front lawn. Covered with protection until it can be repaired.
7. Replaced the drive coupling for one heating circulating pump.
8. Repaired the hose for one custodial vacuum cleaner.
9. Adjusted the belt for the RTU and replaced the exhaust fan belt for room 200.
10. Removed an old PA box in the main office.
11. Repaired a roof leak in the gym.
12. Repaired the door lock for the principal's office.
13. Checked the scoreboard in the gym for a power issue.
14. Replaced the filters for the air handler in room 206.
15. Repaired the door lock for room 202.
16. Repaired a leaking toilet flush valve in the second floor girl's lavatory.
17. Repaired the alarmed panic bar in the media center.
18. Removed graffiti from the wall near room 114.
19. Replaced the belt on the rooftop exhaust fan above the science wing.
20. Repaired the arm on the door closer for the fire doors by the girl's locker room.
21. Replaced the auto vent on the heating coil in the second floor girl's lavatory.
22. Replaced the light bulb in the goggle cabinet in room 201.
23. Reset the breaker for the cold serving cart in the kitchen.
24. Installed chair railing in the principal's office.
25. Checked the occupancy sensor for the third floor hall lights.

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. Adjusted the heat dampers for unit MZ-11.
4. Cleaned the flame rod and reset the burner for unit MZ-11.
5. Adjusted the heat dampers for unit MZ-7.

6. Issued space heaters to the rooms controlled by units MZ-1 and MZ-2.
7. Repaired the cord and replaced the motor brushes on one custodial vacuum cleaner.
8. Replaced the filter for the water fountain by the media center.
9. Repaired a roof leak at the gym.
10. Repaired ceiling tiles in the main office conference room.
11. Replaced light tubes in the principal's office.
12. Replaced batteries in the flush valves in the 6th grade girl's lavatory.
13. Replaced light tubes throughout the hallways.
14. Assembled a table in room C-136.
15. Repaired the door closer for the rear entrance doors by the garden.
16. Replaced batteries in flush valves in the 5th grade boy's lavatory.
17. Repaired a roof leak over the main office conference room.
18. Repaired a hand dryer cover in the 6th grade boy's lavatory.
19. Reset the circuit breaker for rooms B-145 and B-146.
20. Checked and cleared all roof drains.
21. Replaced light tubes in the main office lavatory.
22. Repaired one front main entrance door.
23. Repaired a leaking flush valve on the toilet in the main office lavatory.
24. Repaired the center bar for the main entrance.
25. Repaired the lock on one set of doors for the gym.

J. Harvey Rodgers School

1. Adjusted the heat for room B-7.
2. Checked all exit signs and emergency lights.
3. Lit the gas pilots for the serving line.
4. Cleared boiler alarms and repaired heat for room B-8.
5. Serviced the unit ventilator for room A-10.
6. Adjusted the belt for the air handler for the principal's office.
7. Reset the heating units for rooms A-6 and A-8.
8. Replaced the hot water actuator for the unit in room B-6.
9. Repaired a leak for the air handler in the gym office.
10. Repaired the door closer for room B-4.
11. Replaced light tubes in the A-wing hall.
12. Replaced three light bulbs in the over in the kitchen.
13. Replaced the door closer cover for the fire doors near room B-1.
14. Replaced the door handle for the faculty lavatory door across from the cafeteria.
15. Cleared all roof drains and scupper boxes.
16. Repaired a sink leak in the kitchen.
17. Repaired the exhaust piping for the oven in the kitchen.
18. Repaired the outside air intake for the unit ventilator in room B-6.
19. Adjusted the door at the B-wing entrance.

Bullock School

1. Tested the stand by generator and checked exit signs and emergency lights.
2. Adjusted the pump coupler on boiler #1.
3. Reset the freeze stat for rooms C-40 and C-41.
4. Replaced the drive motor for the coach's office heating unit.
5. Replaced the outlet on the counter and changed the circuit breaker in the kitchen.
6. Replaced the freeze stat for room C-33.
7. Reset the freeze stats in rooms A-8, A-9 and C-37.
8. Cleaned up a paint spill from the trash dumpster at the loading dock.
9. Replaced one broken dumpster wheel.
10. Sealed a knock out hole in an outlet in the boiler room.
11. Remove abandoned conduit in the boiler room.
12. Installed a new paper towel dispenser in the 3rd grade boy's lavatory.
13. Lubricated the drive bearing for the unit ventilator in room A-13.
14. Repaired the key operating switch for the hall security gate.
15. Adjusted the door closer and repaired the sill plate for the main entrance doors.
16. Repaired a leaking flush valve for the toilet in the faculty room female lavatory.
17. Tightened the door handle for room A-20.
18. Installed blinds on the windows for the nurse's office.
19. Installed an alarm in the AED cabinet by the gym.
20. Installed two kick down doorstops for the exterior doors by the gym.

Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Checked the thermostats and space temperatures.
4. Replaced light tubes in one office and small conference room.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Checked boilers and pumps.
2. Cleaned gutters on entire building.
3. Repaired emergency light in the hallway.
4. Repaired a roof leak over room 1.
5. Worked on correcting an overheat for room 3.
6. Adjusted space temperatures for room 4.

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. Rototilled all four baseball and softball field infields.
5. Handles snow removal and ice control.