

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

September 19, 2014

MAINTENANCE DEPARTMENT REPORT

The month of August was extremely busy for the staff. As summer school programs wrapped up the custodians went into full swing to finish getting their respective buildings ready so teachers could begin coming back and setting up their classrooms. The buildings really looked great for the start of the new school year and I commend the job that the staff did to make the facilities look so welcoming on the first day.

In addition to the regular heavy cleaning the following was completed the month of August as well:

1. All boilers and hot water heaters were inspected and re certified by the State of New Jersey Boiler Compliance Division.
2. All fire sprinkler systems were inspected and re certified.
3. All fire extinguishers throughout the district were inspected and re tagged.

This summer some large projects were completed as well either by outside contractors or our own staff:

1. The entire sewage waste system piping was replaced for three lavatories at the high School so those lavatories could be reopened for the beginning of school.
2. The broken in slab hot water piping for building heat in the B-wing of Rodgers School was cut out and replaced overhead so the heat will be ready to start in October for that section of the building.
3. The lawn sign at the Beach Administration Building was rebuilt with all new framing wood and posts.
4. Eighty feet of underground storm water piping was excavated and replaced at the Rodgers School.
5. Repainted the entire all purpose room at the Rodgers School.

In addition the following tasks were completed by our maintenance staff:

Glassboro High School

1. Cleaned the strainer for the chiller cooling tower.
2. Replaced the faucet and supply lines for the sink in the C-wing male faculty lavatory.
3. Replaced two worn electrical receptacles in the C-wing.
4. Checked for a no cooling condition in the trainer's room.
5. Replaced the plywood on the field hockey cages.
6. Removed the carpet and painted the floor in the male coach's office.
7. Replaced various ceiling tiles in the A-wing.
8. Repaired a roof leak over the entrance to the gym.
9. Replaced plywood on the soccer kick wall and painted both sides.
10. Repaired the B-wing hall security gate.
11. Secured the smoke detector in the guidance area.
12. Replaced two tennis court nets.
13. Installed 12 foot white board in room A-136.
14. Repaired the chalkboard frame in room A-112.
15. Repaired the door handle for the trainer's room.

Intermediate School

1. Rebuilt the backflow preventer for one boiler.
2. Replaced the glass on one gym wall clock.
3. Repaired the toilet in the nurse's office lavatory.
4. Installed a replacement toilet paper dispenser in the boy's locker room.
5. Patched roof leaks over the media center.
6. Replaced ceiling tiles in the science wing classrooms and hallway.
7. Replaced light tubes in the computer lab.
8. Assembled a cart for the main office.
9. Repaired the center bar and panic bar for the media center exit doors.
10. Replaced broken floor tiles in the media center hallway.

Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed. This is a daily activity as there is no way of checking unit operation from an area inside the building. The controllers are in the units on the roof.
2. Rebuilt one urinal flush valve and one toilet valve in the 6th grade male lavatory.
3. Rebuilt the flush valve for the toilet in the gym teacher's office lavatory.
4. Painted one entire classroom.
5. Assembled two bookcases for the main office.
6. Anchored one bookcase to the wall in room C-141.

7. Assembled two metal bookcases for the media center.
8. Adjusted the outside security gates by the rear entrance.
9. Patched a hole in the wall and painted in the C-wing hallway.
10. Mounted a fire extinguisher in the main office.
11. Mounted a replacement hand soap dispenser in the female lavatory.
12. Installed a door stop for room C-142.
13. Replaced cabinet locks in the music room.
14. Turned gas on to all appliances in the kitchen.

J. Harvey Rodgers School

1. Replaced the bulb in one exterior canopy light.
2. Replaced one toilet seat for the lavatory by room A-1.
3. Replaced one light ballast in room A-6.
4. Replaced two light ballasts and three light tubes in room A-7.
5. Replaced one broken electrical outlet in the all purpose room.
6. Replaced one light tube and the light cover in the media center.
7. Replaced the vacuum breaker for the toilet in the A-wing faculty lavatory.
8. Repaired cabinets in rooms A-4 and B-3.
9. Repaired the door for the unit ventilator in room B-5.
10. Replaced ceiling tiles in the all purpose room.
11. Patched some roof leak areas outside the all purpose room.
12. Installed white boards in the principal's office.
13. Repaired one shelf in room A-6.
14. Assembled a new chair for the principal.

Bullock School

1. Replaced the faucet and supply lines for the sink in room D-2.
2. Replaced the water shut off for the sink in room C-33.
3. Rebuilt the mixing valve for the air handler in the C-wing hall.
4. Replaced the power switch and motor brushes on one custodial vacuum.
5. Repaired the wheel on the floor scrubbing machine.
6. Repaired swings at the D-wing side playground.

Board Office

1. Mounted a fire extinguisher outside the technology closet.
2. Rebuilt the lawn sign.

Transportation Garage

No repairs to report for the month.

Brick Annex

No repairs to report for the month.

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. Delivered custodial supplies to the schools as necessary.
3. Mowed grass at all facilities and athletic fields.
4. Trimmed grass away at all facilities as well as sidewalks and curbs.
5. Laid out and marked all athletic fields to prepare for fall sports training.