

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

March 6, 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. Removed the mail blower on RTU for A-107 to replace the drive motor.
3. Worked with the controls contractor for an issue with the art room.
4. Repaired the door handle and lock on the girl's side hall gym entrance.
5. Worked on flush valve issues with the C-wing female lavatory.
6. Repaired a leaking pipe on a toilet in the male lavatory by room A-114.
7. Replaced light tubes in the backstage storage closet.
8. Hung a new banner in the gym and added years to other existing banners.
9. Worked on repairing hall security gate issues.
10. Changed the lock cores on the C-wing security gate.
11. Reinstalled the hand soap dispenser in the nurse's office lavatory.
12. Repaired the flush assembly on the toilet in the principal's office lavatory.
13. Repaired the wheels on the paper cart in room C-109.
14. Replaced the lamp in the light fixture outside of room C-109.
15. Replaced the flush controller for one toilet in the female lavatory by room A-114.
16. Bolted the cage back to the wall in the girl's locker room.
17. Installed a new blower motor for the RTU for room A-107.
18. Repaired a roof leak over room C-107.
19. Installed a bleeding control cabinet in the main hallway.
20. Readjusted the latch on the boy's side gym doors.

Intermediate School

1. Checked the boilers and building temperatures.

2. Ran the stand by generator and checked emergency lights and exit signs.
3. Restored heat to the guidance office area.
4. Treated the drain for the kitchen.
5. Cleared the main kitchen drain line with the help of the Water Department.
6. Worked with an outside contractor to repair two gas leaks in the boiler room piping.
7. Worked on an overheat issue at the guidance office.
8. Reset the freeze stat for rooms 107 and 207.
9. Adjusted the heat valve for room 307.
10. Restored heat to room 307.
11. Checked exhaust for the second floor male lavatory.
12. Worked with controls contractor for the gym exhaust fans.
13. Reset freeze stats for rooms 204 and 206.
14. Removed and capped the water fountain on the second floor north side.
15. Sealed a waste pipe in the basement area under the kitchen.
16. Issued a master key to the new secretary in the main office.
17. Repaired the panic bar for the orchestra room door.
18. Sealed around roof drains on the third floor roof.
19. Replaced five light tubes and two light ballasts in the media center workroom.
20. Replaced one light tube in the second floor staff lavatory.
21. Re-secured the sill plate for room 206.
22. Tightened and glued all the chairs in the media center.
23. Replaced seventeen floor tiles in room 107.
24. Installed a door sweep on the elevator mechanical room door.
25. Repaired a valve in the sink in the media center workroom.

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. Turned on space heaters in all room for MZ- 1 and MZ- 2 while they are down.
4. Reset rooftop MZ -3.
5. Worked with contractors on units Mz-1, MZ-2 and MZ-6.
6. Worked with controls contractor readjusting control points for all the rooftop units.
7. Removed old shelving to the Highway yard for trash.
8. Reset unit MZ-11 on the roof.
9. Repaired a leak on the toilet in the nurse's office.
10. Replaced lamps in two exterior wall pack lights.
11. Assembled two tables in room C-137.
12. Repaired bookshelves in the media center.
13. Replaced six light tubes in the cafeteria and two tubes in the kitchen.
14. Changed the lock cores on the exterior gym doors by the parking lot.
15. Replaced batteries in the flush valves for the toilets in the male lavatory by the boiler room.

16. Mounted a picture in front of the main office.
17. Checked the temperature in room C-116.
18. Replaced batteries in flush controllers for the fifth grade male lavatory.
19. Repaired the supply line for one toilet in the fourth grade male lavatory.
20. Replaced batteries in flush valves in the sixth grade male lavatory.
21. Replaced light tubes in the fourth grade male lavatory.
22. Replaced light tubes in room C-113.
23. Repaired a leaking flush valve on the toilet in the fourth grade male lavatory.
24. Checked the temperature for room C-116.

J. Harvey Rodgers School

1. Restored heat to room B-6
2. Checked all exit signs and emergency lights.
3. Checked boilers and building temperatures.
4. Checked the unit ventilator in room A-8 for noise.
5. Worked on an overheat issue for the media center.
6. Serviced all the unit ventilators for A-wing.
7. Reset one A-wing boiler.
8. Replaced one light ballast and three light tubes in the A-wing mechanical room.
9. Repaired the entrance doors at the B-wing.
10. Replaced the batteries for the faucet in A-9.
11. Replaced the sprayer hose for the wash sink in the kitchen.
12. Installed one light ballast and four light tubes in room A-7.
13. Mounted a picture over the interior gym doors.
14. Replaced one lamp in the exterior lights at the all purpose room.
15. Replaced one light tube in the lavatory for room A-5.
16. Replaced the plug on the laminator in the workroom.
17. Replaced light tubes in the small group instruction room.
18. Replaced two light ballasts and one light tube in room A-4.
19. Replaced two light tubes in room A-7.
20. Assisted with snow removal.
21. Installed one light ballast in room A-10.
22. Replaced one broken dumpster wheel.
23. Repaired the library box and replaced the door latch in front of the building.

Bullock School

1. Tested the stand by generator and checked exit signs and emergency lights.
2. Checked for a noise in the unit ventilator for room A-12.
3. Checked boilers and building temperatures.
4. Worked on temperature controls for rooms B-35 and B-36.
5. Worked on an overheat issue in the media center.
6. Replaced the circulator coupling for boiler #2.

7. Checked the emergency generator for building load.
8. Replaced the coupler for the main building heat circulator pump.
9. Ordered and installed parts for one media center air handler.
10. Cleaned and lubricated the bearing for the unit ventilator in room B-6.
11. Repaired one pole light near the playground.
12. Repaired one custodial vacuum cleaner.
13. Replaced the couplers on both boiler circulating pumps.
14. Sealed two small areas near the windows in room B-6 for ants.
15. Replaced the coupler for the domestic hot water.
16. Replaced the hose sprayer and handle assembly for the dishwasher in the kitchen.
17. Replaced ceiling tiles in room A-15 that were stained.
18. Repaired the visitor lavatory door lock in the main hallway.
19. Repaired the custodial office lavatory door handle.
20. Repaired the toilet in the nurse's office.
21. Changed out ceiling tiles in room A-2.
22. Repaired the security gate wall switch.
23. Installed a new cover around the relief valve pipe for one domestic hot water tank.
24. Replaced one ceiling tile in the nurse's office.
25. Repaired a leaking toilet in the CST lavatory.
26. Checked the scoreboard controller in the gym.
27. Assisted with snow removal.
28. Ordered replacement bulbs for the scoreboard in the gym.

Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Replaced light tubes throughout.
4. Assisted with snow removal.
5. Assembled a new office chair.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Checked boilers and pumps.
2. Checked gutters on entire building.
3. Restored heat to room 3.
4. Repaired a sewer cleanout behind the building.

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 at least three times per week.
3. Delivered custodial supplies to the schools as requested.
4. Handled snow removal and ice control.