

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

April 11, 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. Capped water lines and drain in the old mailroom.
3. Replaced twenty-four light tubes in room A-139.
4. Cleared a clogged toilet in the C-wing male lavatory.
5. Checked boilers and building temperatures.
6. Restored heat to room A-131.
7. Removed the main blower motor and blower wheel for room A-107.
8. Opened the concession stand for the spring season.
9. Replaced the blower wheel and reinstalled the assembly for room A-107.
10. Replaced the switch for the oven in the kitchen.
11. Checked the exhaust fan for room C-107.
12. Installed the bubbler to the water head at the baseball field to prepare for the water being turned back on.
13. Reversed the direction of the air louvers in room A-114 to accommodate concerns.
14. Removed inside wall panels in the stadium press box.
15. Installed a banner on the gym wall on the boy's side.
16. Added decal to basketball banner in the gym.
17. Installed batteries in two urinal flush valves for the male lavatory by room A-112.
18. Changed the door handle on the male lavatory by the freshmen cafeteria.
19. Repaired the flush valve on the toilet in the weight room lavatory.
20. Replaced light tubes in the boy's locker room.
21. Replaced light tubes in the gym hall outside of the boy's locker room.
22. Repaired a leaking water line in the old mailroom.
23. Repaired the faucet valve in room C-108.

24. Repaired the railing on the steps at the loading dock.
25. Adjusted the door closer on the exterior gym door.
26. Replaced the switch for the exhaust fan in room C-108.
27. Scraped the walls in the faculty room to prepare for paint.
28. Repaired a pipe leak in the male lavatory by the freshmen cafeteria.
29. Replaced the door closer arm on the door leading out of the boy's side of the gym.
30. Reinstalled loose padding on the gym walls.
31. Removed cabinets and the sink from the old mailroom.
32. Removed the TD Bank sign from the lawn sign.
33. Replaced the flush control for one toilet in the female lavatory by room A-114.
34. Repaired one pin pong table in the gym.
35. Caulked around one interior window in the freshmen cafeteria.
36. Repaired one set of locks on the auditorium doors.
37. Replaced the bulb in the exterior light by room A-107.
38. Repaired the lock on the lavatory door by room A-107.
39. Replaced stained ceiling tiles in room C-107.
40. Replaced bulbs for the lights in the girl's locker room shower.

Intermediate School

1. Checked the boilers and building temperatures.
2. Ran the stand by generator and checked emergency lights and exit signs.
3. Replaced the pump coupling on one heat pump in the boiler room.
4. Repaired one gas leak in the boiler room with an outside contractor.
5. Worked on repairing an overheat in room 107.
6. Replaced the heating actuator valve in room 307.
7. Worked on heating issues in rooms 208, 210, 301, 306, 307 and 308.
8. Replaced the air pressure switch on the hot water heater for the girl's locker room.
9. Replaced the blower wheel for the air handler for the boy's side of the gym.
10. Checked boilers and building temperatures.
11. Repainted the handicap parking spots near the dumpsters.
12. Repaired the door latch for room 305.
13. Repaired the door lock for room 210.
14. Replaced the window shade in room 206.
15. Replaced ceiling tiles in the science wing hall.
16. Checked panic bar on the media center exit doors.
17. Mounted thirteen mirrors in various locations throughout.
18. Rehung the fire extinguisher in the second floor hall.
19. Replaced the bulb in the light at the main entrance.
20. Repaired a desk drawer for the desk in the science wing hall.
21. Tightened the handles on the doors for the girl's locker room.

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 unit MZ-3 heat.
4. Checked the water fountain for fifth grade for proper operation.
5. Checked building temperatures.
6. Hung staff picture in the main hall.
7. Replaced three light tubes in room B-122.
8. Replaced three light tubes in the main office.
9. Repaired the security gate in the gym.
10. Repaired the lock on one cafeteria door.
11. Repaired the lock on the staff lavatory next to the faculty room.
12. Repaired one flush valve in the sixth grade girl's lavatory.
13. Replaced the toilet seat for one toilet in the girl's lavatory by the gym.
14. Replaced one trash dumpster wheel.
15. Replaced light tubes in the boiler room.
16. Installed a hand soap dispenser in the fourth grade girl's lavatory.
17. Painted a spot on the wall above the water fountain in the boiler room hall.
18. Reinstalled a toilet paper dispenser in the sixth grade boy's lavatory.
19. Replaced batteries in one urinal flush valve in the sixth grade boy's lavatory.
20. Replaced the vacuum breaker on flush valves for two toilets in the fourth grade girl's lavatory.
21. Replaced one ballast kit and lamp for a gym light.

J. Harvey Rodgers School

1. Checked boilers and building temperatures.
2. Checked all exit signs and emergency lights.
3. Replaced the pump coupler on the B-wing hot water heater.
4. Worked with contractor repairing overheat in room A-4.
5. Reinstalled the handle for the water fountain in room A-6.
6. Installed a new toilet paper dispenser in the A-wing staff lavatory.
7. Caulked cracks in the walls in the cafeteria.
8. Caulked windows in the kitchen to prevent ant access.
9. Repaired a hole in the wall in room B-3.
10. Repaired one office chair in the main office.
11. Replaced light bulbs in two ovens in the kitchen.
12. Reinstalled the hand soap dispenser in the A-wing girl's lavatory.
13. Repaired one sink drain in the kitchen.
14. Repaired the sliding board at the playground.
15. Tightened the letters on the B-wing exterior wall school sign.
16. Repaired the drain handle on the kitchen sink near the windows.
17. Repaired a pipe leak in the kitchen under one sink.

Bullock School

1. Tested the stand by generator and checked exit signs and emergency lights.
2. Repaired one bench seat in the cafeteria.
3. Checked boilers and building temperatures.
4. Repaired one custodial vacuum cleaner.
5. Repaired overflow on glycol make up tank in the boiler room.
6. Repaired the flange for the garbage disposal in the kitchen.
7. Replaced the bulb in one parking lot light pole.
8. Repaired classroom door locks at rooms A-13 and D-19.
9. Tightened the main office door handle.
10. Repaired the sprayer handle in the kitchen.
11. Reinstalled the pencil sharpener in room A-11.
12. Reinstalled the occupancy sign over the main office door in the vestibule.
13. Replaced the faucet for the sink in the third grade boy's lavatory.
14. Tightened the valve cap in the unit ventilator for room D-5.
15. Removed graffiti from stall wall in the third grade girl's lavatory.
16. Replaced the glass on one fire extinguisher cabinet.
17. Covered holes from removed old wall clocks in the gym and cafeteria.

Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Sealed one hole in the exterior soffit.
4. Repaired the latch on the right front door.
5. Replaced the bulb in one lawn sign lamp.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Checked boilers and pumps.
2. Checked gutters on entire building.
3. Reset both boilers.

Operations Office

1. Had spare driver's door and gate keys made.

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.
5. Picked up snow blowers at schools and placed in storage.
6. Removed snow and ice control equipment from vehicles.
7. Began setting up for spring sports practices.