

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

May 10, 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. Worked on repairing heat issues in the B and C wings
3. Repaired the water fountain on the boy's side of the gym.
4. Replaced the top door hinge on the walk in refrigerator in the kitchen.
5. Worked with outside contractor on make- up air units on the roof.
6. Moved speaker wires on the press box to prepare for roof replacement.
7. Repaired the faucet in the B-wing faculty lavatory.
8. Checked for roof leaks after heavy rainfall.
9. Escorted fire department on annual building inspection.
10. Replaced the emergency light in the music room.
11. Installed a cover over the electrical box in the kitchen.
12. Replaced a bulb in the exterior light near room C-108.
13. Installed a door closer on the interior door for the trainer's room.
14. Repaired the door latch on the back doors by the receiving room.
15. Repaired the carpet at one of the auditorium doorways.
16. Repaired one table in room C-105.
17. Installed new batteries in the floor machine.
18. Adjusted the spotlights for the stage.
19. Lubricated the wheels on the dumpsters.
20. Made repairs to the bleachers on the boy's side of the gym.
21. Removed the contents of the press box to storage.
22. Adjusted the door closer for room C-107.
23. Repaired the lock on the custodian's room.
24. Cleaned the rods and lubricated for the basketball backstops.
25. Removed the book scanner from the media center.
26. Drilled the wall and installed an outside faucet at the C-wing.

27. Replaced a bulb in the C-wing entrance canopy.
28. Installed a new monitor at the entrance to the B-wing hallway and ran cables.

Intermediate School

1. Ran the stand by generator and checked emergency lights and exit signs.
2. Replaced two emergency light packs.
3. Adjusted the domestic hot water temperature for hand washing.
4. Replaced the heat valve on the air handler for the girl's side of the gym.
5. Reset boiler #1.
6. Adjusted room temperatures as needed.
7. Worked on repairing an overheating issue for the guidance area.
8. Changed filters in all unit ventilators on the third floor.
9. Repaired one custodial vacuum cleaner.
10. Replaced the heat actuator on the air handler for the girl's side of the gym.
11. Replaced ceiling tiles in front of the girl's locker room.
12. Replaced the emergency light pack at the main entrance.
13. Replaced light tubes in room 303.
14. Replaced the light switch in the first floor electrical closet.
15. Repaired the panic bar on the gym exit doors.
16. Cleaned roof drains.
17. Removed all wood scraps from the basement.
18. Installed a new emergency light in the basement.
19. Filled in gaps around the location of the gas line going into the side of the building.
20. Scraped paint on walls in room 219.
21. Installed a thermostat cover on the sensor in the media center office.
22. Painted walls at the science wing hall and the SRO's office.
23. Changed filters in all unit ventilators on the second and first floors.
24. Replaced one light ballast on the third floor stair tower landing.

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.
4. Checked building temperatures.
5. Checked domestic hot water temperature in the kitchen for hand washing.
6. Replaced light tubes in room B-122.
7. Repaired the door lock on the rear art room door.
8. Replaced the batteries in the flush valve in the male lavatory by the boiler room.
9. Covered one old clock hole in the media center closet.
10. Replaced batteries in the flush valve in the 6th grade female lavatory.
11. Replaced light tubes in room B-106.

12. Replaced bulbs in the kitchen hood.
13. Replaced light tubes in the kitchen.
14. Replaced light tubes in room B-113.
15. Repaired the soap dispenser in the 5th grade male lavatory.
16. Replaced light tubes in the hall near the 6th grade male lavatory.
17. Replaced the ballast and bulb in the exterior light pack near the transformer.
18. Moved the projector screen in room C-123.
19. Adjusted the main entrance door closer.
20. Replaced light tubes in room C-126.
21. Checked building for roof leaks after heavy rain.
22. Replaced light tubes in room C-139, room C- 123 and C-144.
23. Replaced the bulb in the exterior gym wall pack near the back of the building.
24. Replaced the bulb in the exterior light by the kitchen.

J. Harvey Rodgers School

1. Checked boilers and building temperatures.
2. Checked all exit signs and emergency lights.
3. Replaced two emergency light units.
4. Changed filters in all B-wing unit ventilators.
5. Replaced the valve actuator for heat in room B-3.
6. Worked on an overheating issue in room B-2.
7. Reinstalled the gas regulators on the rooftop make up air units.
8. Changed the occupancy schedule for the gym.
9. Worked on repairing an overheating issue in the media center.
10. Removed a bad heat coil from one unit ventilator in the all purpose room.
11. Cleaned the automatic make up water valve for the B-wing boilers.
12. Repaired one custodial vacuum cleaner.
13. Tightened the toilet seat in the B-wing boy's lavatory.
14. Repaired a floor tile in the all purpose room.
15. Repaired one slate floor tile at the main entrance vestibule.
16. Replaced the bulb in one A-wing exterior wall pack light.
17. Replaced a broken toilet seat in the nurse's office.
18. Installed a doorstop for the kitchen serving room line door.
19. Cleared a clogged roof drain on the B-wing entrance canopy roof.
20. Replaced the pad lock on the B-wing roof hatch.

Bullock School

1. Tested the stand by generator and checked exit signs and emergency lights.
2. Replaced the freeze stat for the unit ventilator in room C-41.
3. Reset the freeze stats for the unit ventilators in rooms C-37 and C-40.
4. Removed the water fountain in the cafeteria. Cleared the drain and reinstalled.
5. Replaced the drive motor and bearing for the unit ventilator in room A-2.
6. Replaced the pencil sharpener in room A-11.

7. Made repairs to the outside air damper for the unit ventilator in room C-37.
8. Worked on installing a condensation pump for one hall fan coil unit.
9. Tightened the packing on the heat valve in the receiving room.
10. Pumped down the glycol expansion tank in the boiler room for the chiller.
11. Unclogged the sink drain and installed a new trap in room A-13.
12. Reinstalled a metal filler panel in the main hall by the main office entrance.
13. Removed an old wall clock in the cafeteria and covered with a plate.
14. Replaced the handle on the sink in the 3rd grade girl's lavatory.
15. Replaced one faucet in the 3rd grade girl's lavatory.
16. Cleaned the concealed gutter at the main entrance vestibule.
17. Replaced stained ceiling tiles in the main office.
18. Repaired the door lock for the faculty dining room.
19. Cleaned ice build-up from the walk in freezer.
20. Replaced the vacuum breaker for the toilet in room D-9.
21. Adjusted the light cover in the lavatory in room D-2.
22. Installed an electrical outlet for a condensation pump.
23. Replaced a broken wheel on a trash dumpster.
24. Replaced the handicap sign on the exterior wall by the gym doors.
25. Replaced the soap dispenser in room D-11.
26. Repaired the panic bar on the doors near the playground.

Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Assembled one office chair.
4. Shampooed the vestibule carpet runner.
5. Repaired a union on one air handler.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Checked boilers and pumps.
2. Checked gutters on entire building.
3. Replaced one stained ceiling tile in room 3.
4. Replaced four stained ceiling tiles in room 2.

Operations Office

1. Walked a magnet over entire bus lot for metal pieces.

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. Mowed grass at all facilities.
5. Maintained all spring sports areas for both practices and competitions.