

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**June 7, 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 an electrical power issue with the bleachers in the gym.
3. Installed a hose bib outside of room C-108 in the rear exterior of the building.
4. Worked with the commissioning agent of the temperature control system.
5. Added degreaser to the sinks in the kitchen.
6. Changed building over from heating to cooling.
7. Repaired one custodial vacuum cleaner.
8. Assisted the day custodian in the auditorium during the Bullock School evacuation.
9. Repaired the carpet cleaning machine.
10. Repaired the curtain pulley in the auditorium.
11. Cleaned the front entrance canopy roof drain.
12. Removed broken security gate in the C-wing hall.
13. Prepped and painted the walls in room C-119.
14. Installed a new security gate for the C-wing hall.
15. Started up the irrigation at the baseball field for the season.
16. Reinstalled the cover over the fire detector in the girl's side of the gym.
17. Repaired a leak under the sink in room C-108.
18. Cut and delivered wood for a new press box sign.
19. Repaired the door closer at the trainer's door in the weight room.
20. Repaired one lid on the recycle dumpster.
21. Repaired the closer on the boy's side rear exit doors.
22. Caulked a crack in the floor behind the copier in room A-141.
23. Replaced the batteries for one urinal in the male lavatory by room A-112.
24. Repaired leaks on flush valves in the male lavatory by room A-112.
25. Hung a coat hanger in the boy's side gym office.

26. Removed old shelving in room C-119.
27. Painted the bollards around the generator and dumpsters.
28. Installed back flow preventer on the baseball sprinkler system.
29. Replaced one broken wheel on a trash dumpster.
30. Removed two display cabinets from the wall next to the music room.
31. Removed a shelf from the copier room.

#### Intermediate School

1. Ran the stand by generator and checked emergency lights and exit signs.
2. Checked building boilers and room temperatures.
3. Repaired the gas piping on the stand by generator.
4. Added degreaser to the sinks in the kitchen.
5. Checked the evaporator coil on the freezer for dust build up.
6. Changed filters on the roof units.
7. Replaced one drive belt on a rooftop unit.
8. Installed a new alarmed panic bar of the exterior media center doors.
9. Repaired window shades in the nurse's office.
10. Removed pictures in the third floor hallway.
11. Serviced the third floor exhaust fans.
12. Replaced the toilet seat in the first floor male staff lavatory.
13. Repaired the window shade in room 206.
14. Hung a mural in the third floor hallway.
15. Mounted an AED cabinet outside of the gym.
16. Remounted the cover on the unit ventilator in room 303.

#### 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. Worked with the commissioning agent on the rooftop units.
4. Checked building temperatures.
5. Removed the return air fan motor for MZ-7 to be rebuilt.
6. Reset the burners for MZ-3 and MZ-7.
7. Turned the compressors on for all units.
8. Reinstalled the return air fan motor for MZ-7.
9. Added degreaser to the sink drains in the kitchen.
10. Painted ceiling tiles in rooms B-122, C-137 and the hall by the girl's locker room.
11. Tightened the drain handle on the three compartment sink in the kitchen.
12. Installed hangers in the outside storage closet.
13. Remounted the door closer on one front entrance door.
14. Repaired two toilets in the 6<sup>th</sup> grade girl's lavatory.
15. Repaired the cord on one custodial vacuum cleaner.
16. Replaced light tubes in the media center.
17. Replaced two light tubes and one light ballast in room C-126.

18. Repaired the flush valve on the toilet in the main office lavatory.
19. Replaced one broken dumpster wheel.
20. Repaired a drain line leak on the water fountain in the middle hallway.
21. Replaced a cabinet latch in the main office.
22. Repaired one flush valve on a toilet in the 6<sup>th</sup> grade girl's lavatory.
23. Replaced bad floor tiles in rooms B-104 and B-106.
24. Checked operation of the water fountain by the gym.
25. Replaced two light tubes in the staff lavatory in the 6<sup>th</sup> grade hallway.
26. Replaced two light tubes in the boiler room.

#### J. Harvey Rodgers School

1. Checked boilers and building temperatures.
2. Checked all exit signs and emergency lights.
3. Cleaned the return vents and changed filters in the gym air handler.
4. Worked on an overheat issue with the media center.
5. Removed a burst heating coil in one cafeteria unit ventilator.
6. Replaced the key for the staff lavatory in B-wing.
7. Replaced the water fountain handle in room A-6.
8. Replaced the emergency light pack in the gym storage room.
9. Replaced the plug on the lap top cart in room A-7.
10. Installed the backdrop on the stage for the year- end production.
11. Repaired the lock on the door for the staff lavatory near the main office.
12. Replaced the key for the staff lavatory near the main office.
13. Replaced one light ballast and four light tubes in room A-1.
14. Replaced one light bulb in the kitchen office.
15. Repaired the handle for the sterno lid at the serving line in the kitchen.
16. Cleaned the B-wing entrance canopy gutter and checked all other roof drains.

#### Bullock School

1. Tested the stand by generator and checked exit signs and emergency lights.
2. Pumped down the chiller glycol expansion tank.
3. Changed the building occupancy schedules for latch key.
4. Cleaned and lubricated the bearings for the unit ventilator in the demo room.
5. Adjusted the air temperature in room D-15.
6. Reset boiler #1 and checked building temperatures.
7. Changed the filters in all of the hallway fan coil units.
8. Treated the kitchen sink drains with degreaser.
9. Replaced the motor for the main office kitchen unit ventilator.
10. Repaired an overheat issue in room A-14.
11. Replaced one light ballast and four light tubes in room A-7.
12. Replaced one light ballast and four light tubes in room A-5.
13. Replaced one light ballast and three light tubes in room A-10.
14. Cleaned and lubricated the drive bearing for the unit ventilator in room B-35.

15. Replaced two light ballasts and six light tubes in the boiler room.
16. Replaced the key operating switch for the security gate in the main hallway.
17. Replaced stained ceiling tiles in room B-6.
18. Repaired the magnet for the fire door holder in the B-wing hallway.
19. Replaced belts on six exhaust fans.
20. Replaced two service switches and one drive pulley on exhaust fans.
21. Replaced bulbs in three exterior wall pack lights on the rear of the building.
22. Replaced the bulb in one of the short pole lights at the rear of the building.
23. Unclogged the toilet in the lavatory of room C-33.
24. Adjusted the cabinet bolts for the air handler in the nurses office.
25. Remounted the coat rack to the wall in room A-8.
26. Removed the cork tack strips in room C-41.
27. Repaired the metal at the bottom of the stall in the 3<sup>rd</sup> grade boy's lavatory.
28. Replaced the drive motors for the unit ventilators in room B-36 and the demo room.
29. Adjusted the drive belt and lubricated the bearings for the kitchen exhaust hood.

#### Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Repaired a leak on the gas line for the heater in one air handler.

#### Transportation Garage

No repairs to report for the month.

#### Brick Annex

1. Checked boilers and pumps.
2. Turned on the air conditioning for room 3.

#### Operations Office

1. Replaced one light ballast and one light tube in the transportation office.

#### 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.