

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

July 8, 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. Conducted additional training with contractor on the ATC system.
3. Completed painting C-119.
4. Changed filters in the back hallway.
5. Reset the make up air unit in the girl's locker room.
6. Cleared the drain in the prep room for room A-138.
7. Remounted the fin tube heat covers in the 11/12 cafeteria.
8. Changed the filter cartridge for the refrigeration monitor in the boiler room.
9. Checked building temperatures and changed light timers.
10. Replaced one cleaning chemical dispenser.
11. Reinstalled a soap dispenser in the male lavatory across from A-115.
12. Assembled a desk chair for the main office.
13. Repaired the lock on one set of auditorium doors.
14. Replaced one light ballast and two light tubes in the female locker room office lavatory.
15. Cleared a clogged drain in the art room.
16. Installed new rims on the main backstops in the gym.
17. Replaced the toilet paper dispenser cover in the female lavatory across from A-116.
18. Removed a broken key from the closet door behind the auditorium.
19. Replaced two light tubes in the boiler room.
20. Patched and painted the walls in room A-134.
21. Replaced the bulb in the second pole light in the back driveway.
22. Scraped and painted the walls in room A-114.
23. Touched up walls in the auditorium with paint.
24. Replaced the plywood and painted the soccer kick wall.

25. Patched and painted the walls in room A-131.
26. Replaced the GFCI outlet at the baseball field.
27. Changed out the faucet and valves for the sink in room C-110.

Intermediate School

1. Ran the stand by generator and checked emergency lights and exit signs.
2. Adjusted the space temperature for room 114.
3. Checked the guidance area for smell. Treated carpet.
4. Installed a dehumidifier in the second floor music room.
5. Installed a dehumidifier in room 100.
6. Installed two dehumidifiers in room 103.
7. Checked building temperatures.
8. Reset the RTU for the orchestra room.
9. Repaired the panic bar on the ramp door at the rear of the building.
10. Repaired the latch on exit door #6.
11. Reset the music room air handler.
12. Repaired the lock on the male lavatory in the science wing.
13. Repaired the door handle for room 206.
14. Repaired the switch for the girl's side backstop hoist.
15. Replaced one toilet seat in the first floor female lavatory.
16. Repaired locker #27 and #28 in the media center hallway.
17. Hung nine banners in the second floor hallway.
18. Replaced the light switch in the gym on the girl's side.
19. Checked the emergency door alarm in the media center for proper operation.
20. Painted one cafeteria wall.
21. Repaired the window trim on the outside of the nurses office.

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. Adjusted the room temperatures for units MZ-6 and MZ-7.
4. Checked building temperatures.
5. Replaced the supply air fan motor for MZ-6.
6. Installed two dehumidifiers in the band room.
7. Changed light timers.
8. Repaired one wet vac.
9. Reset the compressor for MZ-7.
10. Replaced light tubes in the 6th grade hallway.
11. Repaired cabinet locks in room C-116.
12. Provided cases of floor tiles for the contractor to retile room B-138.
13. Moved the bulletin board in room C-116.
14. Hung a shelf in room B-143.
15. Repaired the water fountain next to the gym.

16. Replaced the batteries in the automatic flusher and replaced the vacuum breaker on toilets in the 5th grade girl's lavatory.
17. Removed a broken key for the closet in room C-121.
18. Took shelves apart in the media center to be moved.

J. Harvey Rodgers School

1. Checked all exit signs and emergency lights.
2. Changed temperature set points for the B-wing.
3. Checked and rest the DOAS units on the roof.
4. Replaced one belt for the media center air handler.
5. Adjusted the motor for one cafeteria unit ventilator.
6. Worked with contractor on the cafeteria units freezing up.
7. Changed occupancy schedules for the cafeteria units.
8. Replaced two light bulbs in the gym.
9. Replaced one light ballast and two light tubes in room A-10.
10. Replaced the light ballast for the closet between rooms A-9 and A-10.
11. Sealed a roof leak in the SRO's office.
12. Painted rooms B-7 and B-8.

Bullock School

1. Tested the stand by generator and checked exit signs and emergency lights.
2. Pumped down the chiller glycol expansion tank.
3. Began wiring and installing condensation pumps on all hallway fan coil units.
4. Reset the chiller.
5. Replaced the pressure switch for pump #1 in the boiler room.
6. Reset the outside light timers.
7. Checked building temperatures.
8. Greased all building pumps in the boiler room.
9. Worked on repairing the pole lights at the back of the building.
10. Replaced the ballast for one parking lot pole light.
11. Cleared the condensation drain for fan coil #26.
12. Raised the temperature set points for fan coil #33.
13. Replaced the drive bearing for the unit ventilator in the demo room.
14. Cleared a clogged toilet in room C-33.
15. Repaired the trim on cafeteria tables.
16. Replaced the glass in the door for room C-34.
17. Resealed a leak for the drain for the garbage disposal in the kitchen.
18. Replaced ceiling tiles in the music room closet.
19. Repaired the base of one toilet in the 3rd grade girl's lavatory.
20. Repaired the closer on one set of fire doors.

Board Office

1. Tested the emergency generator.

2. Checked all emergency lights and exit signs.
3. Replaced one light ballast and two light tubes in the small conference room.
4. Cleaned the filter for the portable A/C unit in the Superintendent's office.
5. Assembled a stand up desk in the Noelia's office.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Cleared the condensate drain for the air handler in room 3.

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. Mowed grass at all facilities.
5. Took down spring sports events and stored for the season.