

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

August 12, 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 on the temperature control system with contractor.
3. Checked the chiller and building temperatures.
4. Checked the cafeteria for leaks.
5. Reset the compressors on the science wing rooftop unit from power failure.
6. Replaced the locks in the kitchen office and kitchen storage room to match the district keying system.
7. Installed a dry erase board in room C-101.
8. Floor tile installed in the former faculty room and the SRO office by private contractor.
9. Added additional stickers to banners in the gym.
10. Replaced one cleaning chemical dispenser.
11. Repaired a toilet leak in the male lavatory near room A-108.
12. Repaired one cabinet in room B-109.
13. Installed an LED lamp in the pole light near the auxiliary gym parking lot.
14. Painted and installed a panel to replace a broken window for room A-121.
15. Replaced one bulb at the C-wing canopy.
16. Replaced the pellets in the boiler drain receptacles.
17. Installed new drainpipes for the C-wing canopy drains.
18. Painted missing areas of stripping in the main hallway.
19. Attached the plaque rail in the main hall on the girl's side gym entrance.
20. Reinstalled the fire alarm cover on the girl's side of the gym.
21. Installed removable security bars on both sets of gym entrance doors.
22. Installed a guitar hanging devise in the music room.
23. Replaced the faucet in the weight room lavatory.

24. Replaced the hand soap dispenser in the nurse's office lavatory.
25. Cleaned all roof drains and trimmed tree limbs laying on the roof.

Intermediate School

1. Ran the stand by generator and checked emergency lights and exit signs.
2. Checked the chiller and the building temperatures.
3. Cleared the condensation drain, replaced the drive belt and filters in one air handler in the cafeteria.
4. Serviced the remaining two air handlers in the cafeteria.
5. Cleaned all discharge and return air vents in the cafeteria.
6. Replaced eight light ballasts and twenty- five light tubes in the cafeteria.
7. Replaced the switch for the backstop hoist on the girl's side of the gym.
8. Painted "no parking" at the main entrance driveway.
9. Repaired the garden storage shed.
10. Replaced the glass frame strip over the north stairwell doors.
11. Replaced the door sweeps at the main entrance with new ones.
12. Repaired the toilet paper holder for the female lavatory at the science wing.
13. Repaired the hinge on the handicap stall in the female lavatory at the science wing.
14. Replaced the faucet for the sink in the male lavatory across from the main 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. Reset the compressor for HVAC unit MZ-5.
4. Checked building temperatures.
5. Reset the return fan for HVAC unit MZ-11.
6. Cleared the condensation drain for HVAC unit MZ-1.
7. Removed one main entrance door, cut the bottom of the door and replace.
8. Replaced various exterior wall pack light bulbs.
9. Replaced the screw in the exterior door near room C-111.
10. Repaired ceiling tiles in rooms C-111 and C-144.
11. Replaced one lamp in the gym.
12. Floor tiles in room B-138 removed and replaced by contractor.
13. Replaced the lock core for room B-141.
14. Moved shelves in the media center.

J. Harvey Rodgers School

1. Checked all exit signs and emergency lights.
2. Painted all B-wing classrooms.
3. Repaired one unit ventilator in the all purpose room.
4. Changed temperature set points for the A-wing.

5. Reset the hot water boiler for the B-wing.
6. Worked with the Water Department on shutting down the A-wing for a new street connection.
7. Repaired one backflow preventer in the A-wing mechanical room.
8. Moved the convection oven in the kitchen to a new location.
9. Repaired one GFCI floor outlet in the kitchen.
10. Repaired the sewer clean out cap near the flagpole.
11. Replaced the filters in all rooftop units.
12. Replaced the pellets in the boiler condensate receptacles.
13. Repaired loose letters on the B-wing Rodgers sign.
14. Cleaned all boilers and boiler rooms.
15. Painted the A-wing hallway lower walls.

Bullock School

1. Tested the stand by generator and checked exit signs and emergency lights.
2. Pumped glycol into the system to increase the pressure.
3. Continued installing condensate pumps for the hallway fan coil units.
4. Reset the chiller.
5. Replaced the drive motor and the drive bearing for the unit ventilator in room B-36.
6. Replaced the drive motor and repaired wiring for the unit ventilator in room B-44.
7. Replaced the freeze stat for the unit ventilator in room A-8.
8. Checked the air handler in the nurse's office.
9. Cleared the condensation drain and changed filters in one cafeteria air handler.
10. Cleared the condensation drain for the unit ventilator in room D-7.
11. Replaced the freeze stat and transformer for the unit ventilator in room A-2.
12. Worked with outside contractor on chiller resetting problems.
13. Repaired spots on the ceilings of rooms A-14 and A-15.
14. Repaired a leaking toilet in room D-9.
15. Cleared a clogged toilet in room C-33.
16. Replaced the filters in all cafeteria air handlers.
17. Repaired the door lock on the exterior door near the dumpsters.
18. Installed one new battery for the automatic floor scrubber.
19. Replaced eighteen floor tiles in the faculty dining room.
20. Repaired one fire extinguisher box in the gym.
21. Installed outlets in twenty fan coil units for condensate pumps.
22. Replaced the lock core on the side door near the kitchen.
23. Cleaned the boilers and the boiler room.
24. Replaced the filters in the gym air handlers.
25. Replaced the bulb in the pole light opposite the boiler room entrance.

Board Office

1. Tested the emergency generator.
2. Checked all emergency lights and exit signs.
3. Assembled one desk chair.
4. Hung pictures in the Superintendent's office.
5. Repaired one panic bar at the main entrance doors.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Adjusted air temperatures for rooms 3 and 4.
2. Replaced the lamp and ballast for one exterior light.

Operations Office

1. Repaired the toilet in the female lavatory.

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. Removed the batting cage, wind screen and outfield fence at the varsity baseball field.