

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

October 9, 2014

MAINTENANCE DEPARTMENT REPORT

The start of the new school year went well as did the month of September. The cooling systems in all of the facilities ran as well as they could and we kept both students and staff comfortable of those hot September days. In addition the grounds staff stayed diligent on keeping our athletic fields in great condition for our fall athletic competitions.

In addition the following tasks were completed by our maintenance staff:

Glassboro High School

1. Replaced one light ballast and fifteen light tubes in room A-132.
2. Replaced one light ballast and four light tubes in the A-wing custodial closet.
3. Replaced two light ballasts and four light tubes in room B-109.
4. Repaired the air conditioning condensing unit for the trainer's room.
5. Cleared the condensation drain and adjusted the outside air damper for the HVAC unit in room A-115.
6. Serviced the drive bearings and started the air handler in room A-131.
7. Replaced bad light bulbs in the stadium scoreboard.
8. Replaced the drive belt and cleared the condensation drain for the unit ventilator in room A-109.
9. Replaced one broken sprinkler head on the stadium field.
10. Reset the bell schedule.
11. Rewired the outlet and ran a new power cord for the unit ventilator in room A-112.
12. Installed four new outlets for additional equipment in the kitchen.
13. Cleared the drain for the front hall water fountain.
14. Assembled and installed a wash tub back stage for the drama department.
15. Checked the stadium lights and checked the press box for power.
16. Removed one toilet and one sink backstage and capped off to prepare for the new wash tub.

17. Rebuilt the flush valve on one toilet in the C-wing faculty lavatory.
18. Installed new pizza box in the kitchen.
19. Replaced ten light tubes in various middle hall classrooms.
20. Replaced one light ballast and four light tubes in room A-103.
21. Replaced one light ballast and three light tubes in the female locker room.
22. Reset the clock for room A-122.
23. Remounted the center post and tightened all hardware for the left side main entrance doors.
24. Replaced the drive belt on the main office air handler.
25. Replaced one light ballast backstage.
26. Repaired the teacher's desk chair in room C-107.
27. Assembled and installed new faculty mailbox units for the main office.
28. Mounted occupancy signs in both cafeterias.
29. Replaced various ceiling tiles in the main hall.
30. Replaced the lock latch for the doors going from the hallway to backstage.

Intermediate School

1. Replaced one light ballast and one light tube in room 212.
2. Cleared the condensation drain and changed the filters for one of the cafeteria air handlers.
3. Flushed the water supply lines and cleaned the faucet aerators for sinks in the first floor female lavatory.
4. Checked the faucets on all sinks for all three floors of male / female lavatories.
5. Replaced four light ballasts and eleven light tubes on the third floor.
6. Replaced one light ballast and ten light tubes in room 204.
7. Replaced one light ballast and two light tubes for the second floor stairwell.
8. Replaced the filters for the unit ventilator in room 107.
9. Patched a roof leak at the science wing.
10. Replaced light tubes in room 212.
11. Installed a new soap dispenser for the second floor male lavatory.
12. Removed a broken mirror in the second floor male lavatory.
13. Replaced ceiling tiles in room 205.
14. Replaced light tubes in the second floor hall.
15. Installed fire blanket canisters in the science rooms.
16. Installed a calculator holder in room 211.
17. Replaced the thermostat in room 306.

Thomas Bowe School

1. Checked the rooftop HVAC units every day and reset as needed. This is a daily activity as there is no way of checking unit operation from an area inside the building. The controllers are in the units on the roof.
2. Opened the damper for room B-107 for air flow.
3. Reset the hot water boiler and flowed water to get hot water to the kitchen.

4. Tightened the water fountain head to the countertop in the music classroom.
5. Replaced three gaskets for leaking toilets in the 5th grade female lavatory.
6. Installed a power pole and ran a new power line in room B-138.
7. Repaired the flush valve on the toilet in the staff lavatory.
8. Repaired the laminator in the main office.
9. Assembled three bookcases for room B-142.
10. Assembled a new chair for the principal's office.
11. Installed cork strips in the art room.
12. Repaired the door handle for the music room.
13. Installed cork strips in room B-113.
14. Installed locking medicine box in the refrigerator in the nurse's office.

J. Harvey Rodgers School

1. Replaced one vacuum breaker in the toilet for the lavatory by room A-1.
2. Replaced two vacuum breakers on toilets in the B-wing girl's lavatory.
3. Replaced three light ballasts in room B-2.
4. Replaced the lamp in one exterior wall pack light.
5. Replaced the light in the B-wing canopy light by room B-6.
6. Replaced one light ballast in the hall by room A-3.
7. Cleared the drain for the sink in the B-wing girl's lavatory.
8. Replaced one light ballast and one light tube in the media center.
9. Installed new posts / signs for the parking lots.
10. Replaced the clean out cap on the line by the B-wing entrance.
11. Glued the molding back to the steps in the media center.
12. Replaced ceiling tiles in the B-wing hallway.
13. Caulked around A-wing windows for bees.
14. Investigated a roof leak over the B-wing hallway.

Bullock School

1. Replaced the power switch on one custodial vacuum cleaner.
2. Replaced the lamp and ballast for the D-wing playground light pole.
3. Cleared the condensation drain and changed the filters for the main office air handler.
4. Repaired four flush valves on toilets in the B-wing female lavatory.
5. Repaired one flush valve for a toilet in the B-wing male lavatory.
6. Cleared the condensation line on one cafeteria air handler.
7. Cleared the condensation line on one gym air handler and replaced the filter.
8. Replaced one lamp in the gym.
9. Replaced the clock motor for the child study team office.
10. Replaced one broken toilet seat in the A-wing male lavatory.
11. Replaced one light ballast in room A-12.
12. Cleared one toilet in the A-wing male lavatory.
13. Serviced all gym air handlers.
14. Repaired the toilet in the female bathroom by the faculty room.

15. Replaced the lamp in pole light #7
16. Repaired the microphone cord in the cafeteria.
17. Repaired the faucet for the A-wing custodial closet.
18. Repaired one faucet in the A-wing female lavatory.
19. Replaced one faucet for the B-wing female lavatory.
20. Replaced broken ceiling tiles in room A-6.
21. Replaced the lamp in the exterior wall pack light by room A-14.
22. Cleaned the blower wheels for the unit ventilator in room A-2.

Board Office

1. Replaced four light tubes for the Superintendent's assistant.
2. Replaced one exterior canopy light near the dumpsters.
3. Installed shelves for laptops in the technology director's office.
4. Moved cork strips from projection area in the large conference room.

Transportation Garage

No repairs to report for the month.

Brick Annex

No repairs to report for the month.

Operations Office

1. Replaced the filter for the air handler.

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. Delivered custodial supplies to the schools as necessary.
3. Mowed grass at all facilities and athletic fields.
4. Trimmed grass away at all facilities as well as sidewalks and curbs.
5. Laid out and marked all athletic fields to prepare for fall sports events.