

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

November 14, 2014

MAINTENANCE DEPARTMENT REPORT

The month of October gave us our first real test of our heating systems. The buildings were switched to heat to cover cold mornings and the systems switched over from cooling with relatively minor issues. With our equipment being so old there will be continuing issues with temperature comfort but heat at least works in all of the facilities. The grounds staff continued to work hard at keeping both our athletic fields and our facilities looking good as the fall season approached.

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

Glassboro High School

1. Replaced one light ballast in room A-133.
2. Replaced one light ballast and three light tubes in the front hall.
3. Made repairs to the water supply for the main hall female lavatory.
4. Replaced one broken toilet seat in the boy's locker room lavatory.
5. Repaired the toilet in the main hall female lavatory.
6. Replaced one faucet in the female lavatory by room A-116.
7. Replaced the belt for the exhaust fan controlling the lavatory by room A-107.
8. Replaced one electrical outlet in room A-122.
9. Replaced one light ballast and five light tubes in the TV studio.
10. Replaced sixteen light tubes and three light ballasts in the faculty work room.
11. Checked temperature issue in room A-113.
12. Replaced one light ballast and four light tubes in room C-109.
13. Replaced two light ballasts and four light tubes in room C-108.
14. Replaced two light ballasts in each cafeteria.
15. Replaced fifteen light tubes and one light ballast in room C-102.
16. Replaced one light ballast in room A-121.
17. Replaced the bulb in one parking lot light pole.
18. Identified and marked the circuit breakers for unit ventilators and air handlers.

19. Replaced one bulb at the C-wing bus canopy.
20. Replaced the drive belt for the unit ventilator in room A-111.
21. Replaced one light ballast in room A-110.
22. Replaced eighteen light tubes in the language classrooms.
23. Replaced eighteen light tubes and five light ballasts at the back stage of the auditorium.
24. Repaired one broken light cover and replaced two 400 watt lamps in the gym.
25. Replaced one light ballast and one light tube in room A-115.
26. Replaced nine light tubes in room A-138.
27. Replaced nine house light lamps in the auditorium.
28. Replaced light tubes in the main hall female lavatory.
29. Replaced forty one light tubes and two light ballasts in the back hall classrooms.
30. Replaced two drive bearings and the drive motor for the C-wing lavatory exhaust fan.
31. Replaced three light tubes for the top of the front lawn school sign.
32. Removed, repaired and replaced the tires on the automatic floor scrubber.
33. Replaced one tennis court net.
34. Changed out banners in the cafeterias.
35. Mounted the Will Gallon tribute plaque in the main hall.
36. Replaced hasps and installed new locks on the A-wing circuit breaker boxes.
37. Replaced the door threshold for the faculty work room.
38. Switched all valves from cooling to heating in the boiler room and front hall.
39. Replaced broken boards on the press box observation deck.
40. Repaired the floor in the C-wing male lavatory.
41. Removed the locks and set up doors for the display cabinet in room C-108.
42. Installed a replacement toilet paper dispenser in the A-wing female lavatory.
43. Installed a replacement "Do Not Enter" sign at the student parking lot.
44. Replaced ceiling tiles in the hallway near room A-107.

Intermediate School

1. Replaced the three way light switch for room 305.
2. Tightened the toilet seats in the first floor female lavatory.
3. Repaired the milk coolers in the kitchen.
4. Repaired a desk drawer for the nurse.
5. Mounted AED signs in various areas of the building.
6. Patched a leak around a drain above the second floor.
7. Replaced ceiling tiles in room 215.
8. Patched steps at the cafeteria entrance.
9. Removed the roof cap and patched around the roof drain above room 215.
10. Hung art work at the main entrance vestibule.
11. Installed a white board in room 207.
12. Adjusted the door closer and checked the door latches at the main entrance.

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. Changed the film for the laminator.
3. Replaced two rooftop exhaust fan belts.
4. Turned the burners on for all of the rooftop HVAC units.
5. Replaced four exterior wall pack lamps.
6. Installed two replacement exhaust fan motors.
7. Replaced the ballast, lamp and photocell for the light at the cafeteria entrance.
8. Replaced one toilet seat in the 6th grade boy's lavatory.
9. Replaced one toilet seat and repaired one seat hardware for the staff lavatory.
10. Replaced the bubbler button for the water fountain for the 6th grade.
11. Repaired one custodial vacuum.
12. Repaired one toilet flush valve in the nurse's office.
13. Mounted AED signs at various locations.
14. Removed and changed the location of the exterior door sweep for the music room.
15. Repaired one stall door in the 6th grade boy's lavatory.
16. Installed paper holders in the main office.

J. Harvey Rodgers School

1. Replaced one faucet in the B-wing girl's lavatory.
2. Rebuilt the faucet stems and adjusted the handles for the sink in room A-7.
3. Replaced the exhaust fan motor for the A-wing lavatory.
4. Replaced the lamp in the courtyard wall pack light and repaired the exit signs.
5. Rebuilt the faucet stems for the sink in room A-3.
6. Replaced the drive belt and adjusted the motor for the gym air handler.
7. Replaced one light ballast and one light tube in the A-wing.
8. Rebuilt the urinal flush valve and rebuilt the sink faucet for the B-wing boy's lavatory.
9. Replaced the drive belt for the air handler by room A-8.
10. Repaired one custodial vacuum cleaner.
11. Replaced the filters in all A-wing air handlers.
12. Mounted AED signs at various locations.
13. Replaced two soap dispensers in the girl's lavatory.
14. Reversed the lock mechanism for the courtyard exit door for room B-1.

Bullock School

1. Replaced four 400 watt lamps and one light cover on parking lot light poles.
2. Replaced the motor brushes for two custodial vacuum cleaners.
3. Replaced the faucet stem and handle for one sink in the A-wing boy's lavatory.
4. Repaired the front door intercom system.
5. Repaired one door at the gym entrance.
6. Repaired the swing set on the D-wing playground.

7. Repaired the molding on one cafeteria table bench.
8. Repaired one gate for the D-wing retention pond fence.

Board Office

1. Lit the gas valve pilot and started the heater for the air handler on the superintendent's side of the building.
2. Replaced the batteries for the automatic flush valve in the male lavatory.
3. Replaced the vacuum breaker and rebuilt the flush valve for the urinal in the male lavatory.
4. Patched holes from the removed cork strips and touched up with paint.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Replaced ceiling tiles 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. 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.
6. Delivered a desk from the PAC building to the Child Study Team office at Bullock.