

**GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY**

December 8, 2014

MAINTENANCE DEPARTMENT REPORT

The month of November was fairly uneventful in the district. The HVAC systems in the facilities continued to give us the usual problems due to their condition and their age. At this point only replacement of the equipment and controls systems will help remedy the problems. The grounds department removed the equipment from the fall sports programs and stored it away for the season. They are now busy with leaf removal and getting the equipment ready for the winter.

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

Glassboro High School

1. Cleared out and cleaned the floor drain in the kitchen.
2. Replaced four walkway safety lights in the auditorium.
3. Removed the heating coil from the unit ventilator in the trainer's room.
4. Drained and winterized the tower for the chiller.
5. Replaced a light switch for backstage lights.
6. Replaced the exhaust fan belt for the B-wing male lavatory.
7. Repaired the door for the unit ventilator in room A-111.
8. Replaced the drive belt for the unit ventilator in room C-108.
9. Rebuilt the cleaning chemical dispenser for the closet near A-106.
10. Repaired three chairs in room C-109.
11. Shut off the water and winterized the sprinkler system for the baseball complex.
12. Adjusted the return water temperature for the science wing.
13. Replaced one electrical outlet in room C-107.
14. Lowered one sprinkler head on the football field.
15. Checked one stove for operation in the concession stand.
16. Repaired microphone wires on the stage in the auditorium.
17. Cleared one toilet in the main hall female lavatory.
18. Replace the repaired heat coil for the trainer's room.

19. Replaced one light ballast and four light tubes in the SRO office.
20. Reset the heat for room A-102.
21. Repaired the cord for the laptop cart in room A-106.
22. Serviced the unit ventilators in the cafeterias.
23. Replaced three light bulbs in the front canopy.
24. Replaced light tubes in the nurse's office.
25. Checked stove and coffee pot cord in the concession stand.
26. Removed microphone wires on the stage.
27. Replaced one light ballast in the middle hallway.
28. Winterized the concession stand for the season.
29. Replaced broken bench seat boards at the memory walk.
30. Removed the showcase and prepared the wall at that spot for paint at the main office.
31. Removed the tires from the floor scrubber and replaced with new foam filled tires.
32. Repaired the exit doors leading to the Beach Building.
33. Repaired the sprinkler control box at the baseball field.
34. Replaced wheels on chairs in room C-110.
35. Removed the room number sign for room C-108.
36. Repaired the wall partition in the girl's locker room.
37. Repaired pipe covers in room A-136.
38. Repaired the metal wiring strip in the library.
39. Set up holiday schedule for the science wing HVAC system.
40. Worked on getting the overhead air handler working in the 9/10 cafeteria.

Intermediate School

1. Removed the relief valve for the fire sprinkler system to locate a rebuild kit.
2. Replaced two light ballasts and three light tubes in the first floor hallway.
3. Sealed an area from cold air infiltration in room 305.
4. Cleaned the return air vent in room 305.
5. Greased the circulating pumps for the boilers.
6. Filled sink traps in room 305.
7. Replaced light tubes in room 210.
8. Installed new white board in room 219.
9. Repaired chalkboard trim in room 107.
10. Adjusted door closers for the main entrance doors.
11. Changed air filters in rooms 217 and 219.
12. Replaced light tubes in room 308.
13. Replaced light tubes in the principal's office.
14. Set holiday schedule for the HVAC system.

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. Checked sinks and toilet seats in the 4th and 5th grade female lavatories.
3. Turned on the boiler room gas heater.
4. Reset the set points for more heat throughout.
5. Replaced ten light tubes for the 6th grade female lavatory, the boiler room, C-111 and C-113.
6. Replaced one exterior wall pack lamp and ballast at the cafeteria.
7. Installed window blinds for room C-121.
8. Repaired the door handle for room C-111.
9. Repaired a carpet strip in room C-121.
10. Replaced the wheels on the custodial hand truck.

J. Harvey Rodgers School

1. Replaced one light ballast at the main entrance.
2. Repaired one custodial vacuum cleaner.
3. Reset the B-wing boiler and changed the set points on it.
4. Replaced one light ballast for the faculty lounge.
5. Replaced two light ballast and two light tubes in room A-7.
6. Replaced the lamp in the exterior light for the playground equipment.
7. Replaced the spud and vacuum breaker for the toilets in rooms A-5, a-7 and A-9.
8. Re anchored the sign posts for the parking lots.
9. Repaired table benches in the cafeteria.
10. Repaired the unit ventilator blower in room B-5.
11. Covered the window unit air conditioners.

Bullock School

1. Installed new cleaning chemical dispenser in the B-wing closet the C-wing closet and the kitchen.
2. Repaired the eye wash station in the art room.
3. Repaired one folding cafeteria table tension rod.
4. Replaced the vacuum breaker on one urinal in the A-wing boy's lavatory.
5. Repaired the railing at the D-wing exit ramp.
6. Repaired the fire extinguisher cabinet at the gym.
7. Mounted AED signs in various areas of the building.
8. Installed a kick down door stop on the main entrance door.

Board Office

No repairs to report for the month.

Transportation Garage

No repairs to report for the month.

Brick Annex

1. Replaced the lock core for the art room.
2. Repaired the heating unit for room #3.

Operations Office

No repairs to report for the month.

Wood Annex

1. Made structural repairs to the three entrance step units.
2. Secured loose phone and cable wires that had been terminated.

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. Lined the football field, practice football field and the marching band field as needed.
5. Dismantled and stored the field hockey and soccer equipment.
6. Removed leaves as needed at all facilities.
7. Emptied the large conference room for voting.