



GLASSBORO SCHOOLS OPERATIONS DEPARTMENT

Maintenance
Grounds
Housekeeping

Maintenance Department

- ▣ Bill Wooton
- ▣ Brian Douthitt

Maintenance Highlights 2014-15

- ▣ Completed 994 work requests
 - 497 per Maintenance Mechanic
- ▣ Serviced all HVAC equipment
 - Including replacing the air filters 3 times per year
- ▣ Additional duties include the following:
 - Repairing classroom furniture (as needed)
 - Hanging replacement dry erase boards
 - Adding electrical outlets and power polls for Technology Department

With this type of work load, and meeting the daily needs of aging equipment, it is difficult to perform routine preventative maintenance

Maintenance Highlights Summer 2014

- ▣ Rebuilt the lawn sign at the Beach Administration Building

- ▣ Repainted the entire All-Purpose Room at the J. Harvey Rodgers School

- ▣ Replaced 80 feet of underground storm water piping at the J. Harvey Rodgers School
 - Existing piping had collapsed and was creating sink holes

Maintenance Highlights Summer 2014, Continued

- ▣ Rebuilt a vanity/sink combination for the Nurse's Office in the High School
- ▣ Changed out motors, belts, etc. on all HVAC equipment

Grounds Department

- ▣ Wilbur Calloway
- ▣ Jesse DeGarmo
- ▣ Mike Fanfarillo
- ▣ Grounds Worker (position to be filled)

Grounds Department Responsibilities

- ▣ Maintain the grounds of all District facilities
 - This includes all mowing, edging, string trimming, as well as trimming all shrubbery and leaf removal

- ▣ Maintain all athletic fields
 - This includes the laying out of all outside sporting events, as well as setting up all equipment and storing it at the end of the season
 - ▣ For the 2014 fall season, which included football, soccer, and field hockey, the staff marked the fields 55 times using 200 gallons of white field marking paint and 15 gallons of yellow field marking paint when soccer was played on the Varsity field

Grounds Department Responsibilities, Continued

- ▣ Pick up and deliver Inter-Office mail daily
- ▣ Perform any moving of District-Owned equipment
- ▣ Perform snow and ice prevention and removal
 - During the winter of 2014, the Grounds staff spread 23 tons of rock salt on our parking lots and driveways

Housekeeping Department

- ▣ Within our District, we have 26 Custodians/Housekeepers

Custodial/Housekeeping Responsibilities

- **Day Custodians are responsible for the following:**
 - Opening the buildings
 - Addressing daily needs (deliveries, accidental sickness, etc.)
 - Set-up and clean up for lunch programs
- **Night Custodians are responsible for the following:**
 - Cleaning and sanitizing all classrooms, office areas, and lavatories nightly
 - On average, each Custodian/Housekeeper is responsible for approximately 19,000 square feet of cleaning in their respective buildings
 - Set-up and clean up for any evening events

Custodial/Housekeeping Responsibilities, Continued

- ▣ Each summer, our 26 staff members are responsible for heavy cleaning in all facilities to prepare them for the start of school
- ▣ The Custodial/Housekeeping staff are also responsible for handling snow and ice control on sidewalks immediately around their facilities
 - In winter 2014, the staff applied 10,000 pounds of ice melt on sidewalks

**I would like to take this opportunity
to publicly thank all of our support
staff for their hard work and
dedication to the students and
instructional staff of
Glassboro Public Schools.**