

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**July 10, 2017**

**MAINTENANCE DEPARTMENT REPORT**

The following tasks were completed by our maintenance staff during the month:

Glassboro High School

1. Replaced the brush motor on the carpet cleaning machine.
2. Cleaned the discharge duct for the HVAC unit in room B-104.
3. Cleared a clogged toilet in the male lavatory near A-114.
4. Cleared the condensation drain on one gym air handler.
5. Tested the stand by generator and inspected the exit signs and emergency lighting.
6. Charged and tested the sprinkler system for the baseball field.
7. Changed the filters for the science wing HVAC unit.
8. Replaced the hot water heating mixing valve located in room A-141.
9. Repaired the sink strainer and trap in the kitchen.
10. Replaced lamps in the female locker room shower area.
11. Remounted the dry erase board in the TV classroom.
12. Hung banners in the gym.
13. Moved the box for the scoreboard modem for the baseball scoreboard.
14. Repaired the lids on one recycle dumpster.
15. Adjusted gates at the football stadium.
16. Repaired the latch on one front entrance door.
17. Painted the wall outside the 11/12 cafeteria where a bulletin board had been removed.
18. Removed the wires out of the table trays in room B-104.
19. Trimmed tree branches away from the roof line.
20. Cleared all roof drains of debris.
21. Mounted a new bulletin board in the C-wing hall.
22. Removed ballasts and tubes from lights that were being replaced by contractors.
23. Disconnected the pass through warmers in the kitchen for the auction.

24. Re-mounted the center bar in the C-wing for the exit doors.
25. Scraped, primed and painted sections of the walls in the auditorium.

#### Intermediate School

1. Replaced ceiling tiles in the female locker room hall.
2. Repaired the gym air handlers.
3. Tested the stand by generator and checked emergency lights and exit signs.
4. Attempted to diagnose issue with chiller. Necessary to call outside contractor.
5. Repaired a roof leak over room 200.
6. Cleared debris out of the old coal bin area.
7. Repaired the lock for the main office door.
8. Repaired the door for room 307.
9. Re-mounted the wall mats in the gym.
10. Repaired one light in the teachers work room.
11. Replaced lights in the basement near the elevator.
12. Repaired the exit sign near the kitchen.
13. Repaired the rear ramp door panic bar and closer.
14. Replaced light tubes in rooms 201 and 202.
15. Installed a new outlet in the media center.
16. Assembled a plastic shed for the garden.
17. Replaced ceiling tiles in the media center office.
18. Adjusted the door closer on the exit doors by the science wing.
19. Continued repairing window screens.
20. Changed out the hot water heating valve in room 201.
21. Disconnected the mixer in the kitchen for the auction.

#### 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 controllers are in the units on the roof.
2. Worked on the laminator in the media center.
3. Repaired one custodial vacuum cleaner.
4. Made repairs to air flow and temperature for room B-107.
5. Replaced the burner modulation motor for HVAC unit MZ-2.
6. Replaced the flame rod and flame sensor for HVAC unit MZ-3.
7. Tested the stand by generator and check emergency lights and exit signs.
8. Repaired the toilet in the nurse's office lavatory.
9. Repaired the panic bar for the exit door by the music room.
10. Began rebuilding wooden access steps on the roof.
11. Replaced broken straps on poles around driveway and access road.
12. Moved the FM system from C-137 to C-141.
13. Replaced the belt on the kitchen exhaust fan.
14. Painted the electrical cage protectors behind the school.

### J. Harvey Rodgers School

1. Replaced 4 auto vents for hot water pipes in the B-wing boiler room.
2. Changed all air handler filters.
3. Reset the freeze stat for the main office air handler.
4. Cleared a clogged toilet in room A-4.
5. Repaired the door closer for the B-wing entrance doors.
6. Disconnected the washer in the kitchen.

### Bullock School

1. Replaced the motor and bearing for the unit ventilator in the music room.
2. Replaced the motor fuse and serviced the drive bearing for the unit ventilator in room B-36.
3. Serviced a noisy bearing for the air handler in the nurse's office.
4. Tested the stand by generator and checked exit signs and emergency lights.
5. Serviced the main office air handler.
6. Repaired the door handle and locks for rooms A-12 and A-13.
7. Repaired the door handle for room C-33.
8. Installed the outside library for the garden.
9. Replaced the flush valve for one toilet in the C-wing male lavatory.
10. Rebuilt the flush valve for one toilet in the third grade female lavatory.
11. Replaced one sink handle in the C-wing male lavatory.
12. Replaced one broken stall latch in the C-wing male lavatory.
13. Replaced the vacuum breaker for one urinal in the second grade male lavatory.
14. Repaired one custodial vacuum cleaner.
15. Adjusted the kitchen exterior door closer.
16. Adjusted one cafeteria door closer.
17. Reset the circuit breaker for the air compressor for the HVAC system.
18. Tightened the glass for the fire extinguisher cabinet near the gym.
19. Adjusted the speed on the main entrance door closers.
20. Disconnected the steam kettle for the auction.

### Board Office

1. Shut gas off to the air handlers.
2. Cleared a clogged toilet in the female lavatory.
3. Removed one lock for a file cabinet with missing keys.

### Transportation Garage

No repairs to report for the month.

Brick Annex

1. Repaired a broken window in the male lavatory.

Operations Office

No repairs to report for the month.

Wood Annex

1. Replaced shingles around the chimney to stop a roof leak.
2. Moved boxes and cleared the alarm sensor.

The following assignments were completed by our Ground's staff:

1. Policed up the grounds at all facilities for trash.
2. Maintained all athletic areas for spring sports.
3. Mowed and trimmed at all facilities.
4. Picked up and delivered inner office mail district wide every day.
5. Delivered custodial supplies to the schools as requested.