

## **Maintenance Report March 2020**

We continue to perform preventive maintenance and to complete repairs at our branches. This month's list includes work on:

### **Lighting:**

- Performed lighting preventative maintenance at various locations:
  - Main
  - Baker
  - Bluebonnet
  - Carver
  - Central
  - Delmont Gardens
  - Eden Park
  - Fairwood
  - Scotlandville
  - Zachary
- Replaced batteries in all Emergency Lights at Baker.
- Ordered parts for LED pole lights at Bluebonnet.
- Repaired lights over staff restroom sink at Carver.
- Repaired outside lights at Eden Park.

### **HVAC and Heating:**

- Cleaned A/C air vents in special collections area and installed a new motor for air handler unit #6.
- Vendor made repairs to the cooling tower and installed O-Rings in the heads of the chiller at Baker. Also, staff cleaned return A/C grills throughout the branch.
- Vendor replaced O-rings, oil filter rods, and brushes on the chiller at Bluebonnet.
- Cleaned all return air vents and ordered new coils for the chiller at Carver. Also, vendor performed the quarterly maintenance inspection and found a leak in the chiller coils which is covered by the warranty.
- Reset A/C chiller at Central, and replaced belts and filters on air handler units.
- Cleaned all A/C return air vents at Delmont Gardens.
- Cleaned all A/C return air vents and replaced all A/C air filters at Eden Park.
- Vendor performed the quarterly chiller inspection and other vendor completed the upgrades to the energy management system at Fairwood.
- Unclogged the drain on A/C unit in the computer/data room and replaced air filter at Greenwell Springs.
- Received Purchase Order to install hot water actuator on AHU #5 and to make repairs to the AHU #3 motor starter.
- Cleaned all A/C return air vents at Zachary.

**Plumbing:**

- Repaired urinal and unclogged floor drain in restroom at Central.
- Unclogged staff restroom toilet at Delmont Gardens.
- Unclogged toilets in the men and women's restroom at Zachary.

**Miscellaneous Repairs and other Work Completed by the Facilities Staff****Minor work completed throughout the system:**

- General Maintenance at all locations

**Main:**

- Vendor pressure washed the loading dock area
- Installed a new paper towel dispenser in the 2nd floor men's public restroom
- Repaired the staff entrance door at the loading dock
- Carpet on the 3rd floor was shampooed
- Repaired the door in Teen Services workroom
- Repaired the lock on the patron roof access door
- Repaired a broken stool in the A/V section
- Installed a new clock in study room #2E

**Baker:**

- Installed a new paper towel dispenser in the men's restroom
- Changed out ceiling tiles in all areas of the building
- Cleaned out the storage room
- Painted walls in the Circulation room
- Cleaned all spider webs in the front entrance/foyer area
- Removed surplus items from the storage room

**Bluebonnet Regional:**

- Installed chair rail and painted the meeting rooms and walls
- Removed and replaced soiled ceiling tiles in all areas of the building
- Cleaned spider webs in all areas of the building
- Vendor installed new concrete speed bumps
- Repaired outlets in Teen Services
- Repaired meeting room doors
- Removed tree limbs

**Carver:**

- Repaired water fountain in the meeting room hallway
- Removed old security cameras
- Painted the meeting room hallway
- Repaired wallpaper on meeting room wall
- Painted walls in the break room

**Delmont Gardens:**

- Replaced all stained and soiled ceiling tiles with new ceiling tiles
- Removed all soap dispensers from restroom walls
- Cleaned all spider webs from foyer ceiling area

- Replaced all stain and mildew carpet tiles
- Painted damaged walls
- Vendor installed a new sewer pump

**Eden Park:**

- Installed chair rail and painted meeting room walls
- Painted hall walls outside meeting room
- Cleaned floor vents
- Removed ant piles from landscape areas

**Fairwood:**

- Installed chair rail in the meeting and study rooms
- Painted the meeting room and study rooms
- Repaired staff entrance door
- Installed new soap dispensers in restrooms
- Installed toilet seat cover dispensers in restrooms
- Removed graffiti from fence
- Cleaned exterior gutters

**Greenwell Springs**

- Installed new paper towel dispensers in the meeting rooms

**Scotlandville:**

- Installed a new toilet paper dispenser in the men's restroom

**Zachary:**

- Repaired the staff entrance door
- Cleaned Foyer/Front entrance ceiling
- Replaced stain soiled ceiling tiles in all areas of the building
- Cleaned spider web from skylight area
- Repaired walls and painted in Circulation
- Painted walls in the Children's Services
- Repaired wallpaper in meeting room