

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	Assemble and deliver interactive Learning table at Baker and other branches	Put table together and put in children area	General Maintenance	In Progress	1/21/21	2/4/21
Baker Branch Library	The temperature throughout the branch is rising. The reference area is the warmest with 76+ degrees.	reset chiller and chiller pumps.	HVAC	Closed	1/23/21	1/26/21
Baker Branch Library	Next week, we will need a large box transferred from Main to Baker	Unknown Resolution Move box to baker	General Maintenance	Closed	1/29/21	2/2/21
Baker Branch Library	Too warm in building		HVAC	In Progress	2/1/21	
Baker Branch Library	Building Warm	Reset chiller check out system	HVAC	Closed	2/9/21	2/12/21
Carver Branch Library	It's 77 degrees in Childrens and 75 in Reference dept.	Reset chiller from power surge	HVAC	Closed	1/16/21	1/22/21
Carver Branch Library	The paper towel holder fell off of the wall in the children's restroom.	Labor: Laborer: Terry Lewis, Notes: Remove old drywall screws replace with new ones and rehang paper towel dispenser	General Maintenance	Closed	1/29/21	2/1/21
Carver Branch Library	too hot	Unknown Resolution	HVAC	Canceled	2/2/21	2/2/21
Carver Branch Library	electrical cord for the new children's game table	Labor: Laborer: Terry Lewis, Notes: Used 2'of cable protection and secure cord along baseboard to outlet	Lighting	Closed	2/3/21	2/3/21
Carver Branch Library	three lights out	Labor: Laborer: Terry Lewis, Notes: Replaced a number of 4'fluorescent & 4 pin 1' fluorescent & ballast	Lighting	Closed	2/10/21	2/11/21
Carver Branch Library	no heat in bldg---- 50 degrees		HVAC	New	2/17/21	
Carver Branch Library	Temperature rising in back of building (reference/teen/PC area). Has risen from 75 to 77.7 in the last 30 minutes.		HVAC	New	2/20/21	
Central Branch Library	Reference/Adult side of the building is 76 degrees	Reset chiller	HVAC	Closed	1/20/21	1/22/21
Central Branch Library	One of teh patron area parking lot lights is not working		Electrical	New	1/21/21	
Central Branch Library	Squirrels!	Check trap there were nothing in them	Pest Control	Closed	1/26/21	2/1/21
Central Branch Library	Communication alarm at 1:41 am Monday Morning		Electrical	New	1/26/21	
Central Branch Library	Trouble Alarm on the NFW2-100	Allied checked the system and determined that alarm was due to a power outage.	Electrical	Closed	1/26/21	2/3/21
Central Branch Library	It is 61 degrees in the meeting room	Duplicate work order	HVAC	Closed	2/2/21	2/3/21

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Central Branch Library	Cold in the building	Traveled to branch, checked system Reset boiler	HVAC	Closed	2/2/21	2/3/21
Central Branch Library	Cold on Reference side of the building	System heating fine All control functionality ,Good Building comfortable	HVAC	Closed	2/3/21	2/3/21
Central Branch Library	Lights burned out and a set that is blinking	Labor: Laborer: Rhett Hodges Changed out lights above the Circulation desk on top of the wood beams. Changed out blinking light in REF area and recess can in children's area. Also marked all pole lights that need to be repaired.	Lighting	Closed	2/3/21	2/11/21
Central Branch Library	Silver/chrome book drop	Book drop has been moved to the shop	General Maintenance	Closed	2/10/21	2/12/21
Central Branch Library	Outside fire sprinkler is spraying water onto the sidewalk.		Life Safety	In Progress	2/19/21	
Delmont Gardens Branch Library	There are ants in my office.	Unknown Resolution	Pest Control	Closed	1/19/21	2/1/21
Delmont Gardens Branch Library	Noxious odor, potential dead animal	I went there but it didn't smelt anything	General Maintenance	Closed	2/4/21	2/12/21
Eden Park Branch Library	Too cold in building		HVAC	New	1/16/21	
Eden Park Branch Library	Building is cold		HVAC	New	2/12/21	
Eden Park Branch Library	Trash can assembly		General Maintenance	New	2/12/21	
Eden Park Branch Library	EDE is extremely cold and thermostats are out		HVAC	New	2/18/21	
Fairwood Branch Library	Server Room Overheated	Clear alarm reset thermostat.	HVAC	Closed	1/29/21	1/29/21
Fairwood Branch Library	High Temp alarm in server room	Labor: Laborer: Terry Lewis, Notes: Check unit found no alarms check Freon unit little low put a half a pound of Freon (407c) unit working fine	HVAC	Closed	2/2/21	2/2/21
Pride-Chaneyville Branch Library	Tamper valve supervisory alarm	Contractor replaced relay and checked for air leaks Cleared fire alarm panel and blue tagged system for maintenance	Life Safety	Closed	1/25/21	1/27/21
Pride-Chaneyville Branch Library	AC does not appear to be working	Reset chiller and checked air handlers System cooling fine	HVAC	Closed	1/25/21	1/27/21
Pride-Chaneyville Branch Library	Paper towel dispenser in meeting room not working	installed new despencer	General Maintenance	Closed	1/26/21	2/1/21

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Community Branch Library						
River Center Library	2nd Request- Keyboard Tray Installation	installed computer tray	General Maintenance	Closed	1/17/21	2/1/21
River Center Library	Toilet not Flushing	Labor: Laborer: Terry Lewis, Notes: Checked toilet found to be clogged plunged & snake toilet working	General Maintenance	Closed	2/11/21	2/12/21
River Center Library	Water Coming In from Terrace Doors	Labor: Laborer: Terry Lewis, Notes: Check door seals they are in good shape adjusted one a little lower to the floor	Windows/Doors	Closed	2/11/21	2/12/21
Scotlandville Branch Library	Toilet paper dispenser does not lock	Unit working properly new unit in 1 stall and unit operating fine in handicapped stall	Plumbing	Closed	1/21/21	1/26/21
Scotlandville Branch Library	A/C needs to be put on	Lowers Temp. On chiller 62°F System cooling fine	HVAC	Closed	1/25/21	1/27/21
Scotlandville Branch Library	Door to courtyard won't latch	Adj. locking assembly and lube Mechanical device.	Windows/Doors	Closed	1/26/21	1/27/21
Scotlandville Branch Library	More evidence of rodents in the library	Unknown Resolution	Pest Control	Closed	1/30/21	2/1/21
Scotlandville Branch Library	Staff restroom keypad making noises		General Maintenance	New	2/5/21	
Scotlandville Branch Library	Temperature in Meeting Room 1 and Meeting Room Hallway	Labor: Laborer: Terry Lewis, Notes: Used computer controls to check hot water value found it needed to be adjusted and set	HVAC	Closed	2/7/21	2/12/21
Zachary Branch Library	Really Hot	Labor: Laborer: Rhett Hodges Had to adjust temperatures on controls system	HVAC	Closed	1/16/21	1/20/21
Zachary Branch Library	Broken Paper Towel Dispenser	Bad roll of paper deposit in unit Replaced paper and lubed gears	Plumbing	Closed	1/21/21	1/26/21
Zachary Branch Library	Alarm Chirping	Replace battery in screamer.	Electrical	Closed	1/25/21	1/27/21
Zachary Branch Library	Anthills Everywhere	Unknown Resolution	Pest Control	In Progress	1/28/21	2/1/21
Zachary Branch Library	Lightbulb Cover Fell from the Ceiling	Put light cover back in place	Electrical	Closed	2/1/21	2/3/21
Zachary Branch Library	Lightbulb Cover is still not replaced even though you've marked it completed twice	Put cover back in light fixture	Lighting	Closed	2/3/21	2/4/21
Zachary Branch Library	New Roof Leak		Roofing	New	2/11/21	
Zachary Branch Library	Toilet in family bathroom		Plumbing	New	2/19/21	

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Main Library						
Main Library	GONDOLA HAS SPLINTERS	Labor: Laborer: Terry Lewis, Notes: Sanded all corners of the gondola	General Maintenance	Closed	1/16/21	1/20/21
Main Library	Light out	Labor: Laborer: Shedrick Ridgley I changed out the light and ballast by lady's restroom on first floor.	Lighting	Closed	1/17/21	1/19/21
Main Library	Fire Alarm Panel trouble alarm reporting trouble and sounding alarm. Activated acknowledge response. About 7:50 AM o1/18/21.		Life Safety	On Hold (Waiting for parts)	1/18/21	
Main Library	None of the refrigerator water dispensers are working. Ice is working, but not water.	No errors found	General Maintenance	Closed	1/20/21	1/22/21
Main Library	Lights Out	I changed out the bad bulbs and replaced them with new ones.	Lighting	Closed	1/25/21	1/26/21
Main Library	When setting alarm last night, I got a message that 2 doors were not shut.	The doors were left open by the contractor therefore the alarm could not be armed.	Electrical	Closed	1/26/21	2/3/21
Main Library	Paint Office in children's area	Labor: Laborer: Shedrick Ridgley, Notes: Paint Office wall Laborer: Terry Lewis, Notes: Paint Office wall Laborer: Claude Lindsey, Notes: Prime Office wall in children's area Laborer: Terry Lewis, Notes: Prime Office wall in children's area	Painting	Closed	1/26/21	1/26/21
Main Library	Office lights motion detector	Labor: Laborer: Terry Lewis, Notes: Move motion sensor closer to his location	General Maintenance	Closed	1/26/21	1/27/21
Main Library	sink faucet hot temperature is too hot	Labor: Laborer: Terry Lewis, Notes: Adjust mixing valve and adjust water Heater temperature	General Maintenance	Closed	1/26/21	1/27/21
Main Library	Too Cold	reset boilers , controls are off	HVAC	Closed	2/1/21	2/1/21
Main Library	Drain plugged	This is a DUPLCATE	Plumbing	Canceled	2/1/21	2/1/21
Main Library	the box of station to be delivered this week to Baker Branch have arrived	Delivered pallet to Baker	General Maintenance	Closed	2/1/21	2/3/21
Main Library	New carpet tiles		Flooring	Queued	2/1/21	
Main Library	Replace ballast and light bulb in administration hallway	relamped Fixture	Lighting	Closed	2/2/21	2/3/21

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Main Library						
Main Library	Alarm Panel beeping regularly in the Circulation Workroom & in the Lobby		General Maintenance	New	2/4/21	
Main Library	Lights out in the Sorting Room & in the Workroom		Electrical	In Progress	2/12/21	
Main Library	Door Hold did not HOLD on Concierge Elevator		General Maintenance	New	2/13/21	
Regional Branch Library						
Bluebonnet Regional Library	paper towel dispenser in kitchenette not working	Labor: Shedrick Ridgley, Notes: Remove broken paper towel dispenser and instant new paper towel dispenser Laborer: Terry Lewis, Notes: Remove broken paper towel dispenser and instant new paper towel dispenser	General Maintenance	Closed	1/28/21	1/21/21
Bluebonnet Regional Library	Light out in break room	Labor: Terry Lewis, Notes: Remove globe from light fixture replace bulb attach globe back to fixture	Lighting	Closed	2/2/21	2/4/21
Bluebonnet Regional Library	Deliver game table	Labor: Shedrick Ridgley, Notes: Deliver and assemble children's game table and make sure it works Laborer: Terry Lewis, Notes: Deliver and assemble children's game table and make sure it works	Electrical	Closed	2/2/21	2/2/21
Bluebonnet Regional Library	Remove old broken tables	Labor: Terry Lewis, Notes: Remove old broken tables from meeting room 1	General Maintenance	Closed	2/4/21	2/4/21
Bluebonnet Regional Library	Replace ceiling tiles	Labor: Terry Lewis, Notes: Clean a/c vents replace ceiling tiles and remove spider webs Laborer: Terry Lewis, Notes: Clean a/c vents and replace ceiling tiles Laborer: Terry Lewis, Notes: Clean a/c vents	General Maintenance	Closed	2/8/21	2/8/21
Bluebonnet Regional Library	Trouble in system UDACT Trouble		Life Safety	New	2/9/21	
Bluebonnet Regional Library	New leak in Children's		Roofing	New	2/11/21	

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Regional Branch Library						
Bluebonnet Regional Library	Wall clock no longer works		Grounds Maintenance	New	2/20/21	
Greenwell Springs Road Regional Library	Table height adjustment	Adjusted tables height from 30in to 25in	General Maintenance	Closed	2/3/21	2/8/21
Jones Creek Regional Library	JCR Staff Lounge/Dining Area needs Paper Towel Dispenser and Soap Dispenser installed again.	Unknown Resolution Rehung both paper towels and soap dispenser	General Maintenance	Closed	1/20/21	1/27/21
Jones Creek Regional Library	All Public Restrooms have soap dispensers and paper towel dispensers that are not Handicap accessible.	Unknown Resolution Rehung both paper Towel and soap dispenser in both bathrooms	General Maintenance	Closed	1/20/21	1/27/21
Jones Creek Regional Library	Drip Marks below Air Intake Vent @ JCR Teen		General Maintenance	In Progress	1/21/21	
Jones Creek Regional Library	Group Tapa seating in vestibule		General Maintenance	Queued	1/22/21	
Jones Creek Regional Library	Leak in the ceiling		Roofing	New	2/6/21	
Jones Creek Regional Library	Data Room door is locked and CANNOT BE UNLOCKED	I did get door open needed some adjustment.this in still under warranty.	Windows/Doors	Closed	2/8/21	2/10/21
Jones Creek Regional Library	Move 7 Gondolas to GSR for Re-Shelving Project	Unknown Resolution Gondolas have been move from jcr to gsr	Space/Moves	Closed	2/9/21	2/12/21
Jones Creek Regional Library	Move 10 Gondolas from JCR to Renaissance	Move gondolas from jcr to renaissance	General Maintenance	Closed	2/9/21	2/10/21
Jones Creek Regional Library	Rain Seepage at JCR Teen Emergency Door	Place sandbag outside of door and place is blower inside to help dry the floor	General Maintenance	Closed	2/11/21	2/12/21