

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	A/C not blowing, there is no air flow in the building	Thermostat in teen not working	HVAC	Closed	4/10/21	4/10/21
Baker Branch Library	Children/YA Workroom Drawer Key	Unknown Resolution Took key to alton to have some made	General Maintenance	Completed	4/14/21	5/14/21
Baker Branch Library	Light fixture cover is hanging from ceiling in children's department	I replaced the light fixture cover the correct way back in its housing and removed caution tape.	Electrical	Closed	4/15/21	4/16/21
Baker Branch Library	I need a key copied for the Teen workroom, the key is in the branch manager's office on desk	Unknown Resolution Took key to have some made	General Maintenance	Completed	5/12/21	5/14/21
Carver Branch Library	key for paper towel dispenser?	Labor: Laborer: Rhett Hodges Found replacement key and gave it to the branch manager.	General Maintenance	Closed	4/11/21	4/13/21
Carver Branch Library	clock across from circulation desk needs battery	Labor: Laborer: Rhett Hodges Changed battery and adjusted time on clock.	General Maintenance	Closed	4/12/21	4/13/21
Carver Branch Library	water is leaking from ceiling at top of window across from the patron restrooms		None	New	4/13/21	
Carver Branch Library	new roof leak		None	New	4/15/21	
Carver Branch Library	temp in circulation area is rising; circ staff starting to complain	Labor: Laborer: Terry Lewis, Notes: Check thermostat adjust temperature from 72 degrees to 70 degrees by graphics on the controls	HVAC	Closed	4/15/21	4/15/21
Carver Branch Library	Some of the courtyard "fountain" pavers are missing	Unknown Resolution	None	Canceled	4/19/21	5/4/21
Carver Branch Library	A kid pulled a large crepe myrtle tree limb down in the parking lot by Head Start entrance, needs to be sawed off	Cut branch off tree and put it in the dumpster	Grounds Maintenance	Closed	4/26/21	5/26/21
Carver Branch Library	Fridge's ice maker is broken	Replace ice maker with a new one	General Maintenance	Closed	4/27/21	5/4/21
Carver Branch Library	holes in sidewalks (Head Start side of the building)	Labor: Laborer: Rhett Hodges filled holes with concrete caulking to fix the issue	General Maintenance	Closed	4/28/21	5/4/21
Carver Branch Library	We need Bay Pest Control to come out for the wasps in the building		Pest Control	New	4/30/21	
Carver Branch Library	4 lights are out	Change bulb in bathroom light and exterior light Fixtures.	Electrical	Closed	5/3/21	5/5/21

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Community Branch Library						
Central Branch Library	fire panel trouble alarm "telco line 1"	Unknown Resolution	None	Canceled	4/10/21	4/14/21
Central Branch Library	Meeting room warm		HVAC	New	4/10/21	
Central Branch Library	Automatic door does not work all the time	Doors working fine possible power related issue	Windows/Doors	Closed	4/11/21	4/29/21
Central Branch Library	Fire panel Alarm- Telco Line 1 Trouble	Doors working fine Allied came out to troubleshoot found bad phone lines which need to be repaired by computer services.	Life Safety	Closed	4/13/21	4/18/21
Central Branch Library	NO AC	Labor: Laborer: Rhett Hodges Checked the chiller plant, a/c units, and control system. I didn't see any issues at the present time. Everything seems to be working correctly.	HVAC	Closed	4/19/21	4/19/21
Central Branch Library	Light Bulbs need replacing		Lighting	Queued	5/13/21	
Central Branch Library	Cut tree limbs		General Maintenance	Queued	5/13/21	
Delmont Gardens Branch Library	A patron reported last night that she saw pubic crabs in the ladies room. I checked but did not see any. I notified the cleaning crew.	Unknown Resolution	None	Canceled	4/13/21	4/14/21
Delmont Gardens Branch Library	Toilet in men's restroom AND the sewage alarm went off again	Labor: Laborer: Rhett Hodges Found the toilet flush valve had gone bad so I replaced it and it started back working correctly. I couldn't find any issuer with the waste water alarm box and neither could the man they sent out from waste water dept.	Plumbing	Closed	4/14/21	4/15/21
Delmont Gardens Branch Library	Roof Leaks Over Reference Computers	Industrial roofing made repairs.	Roofing	Closed	4/16/21	5/10/21
Delmont Gardens Branch Library	LEAKY ROOF	Keys have been cut and giving to branch Mg.	Roofing	Completed	4/24/21	5/4/21
Delmont Gardens Branch Library	Alarm would not set	Allied came out to troubleshoot and repaired	General Maintenance	Closed	4/27/21	5/4/21
Delmont Gardens Branch Library	Rain pouring in from patio area	Labor: Laborer: Rhett Hodges Found the drain was clogged and causing water to get in the building. We vacuumed it up and put floor fans out to dry the carpet. Also cleaned out the drain that was clogged.	General Maintenance	Closed	5/10/21	5/11/21

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Eden Park Branch Library	Gate Broken		General Maintenance	On Hold (Waiting for parts)	5/11/21	
Fairwood Branch Library	Server Room Overheating	Reset system controls from power surge	HVAC	Closed	4/19/21	4/27/21
Fairwood Branch Library	fairwood gates not counting	Laborer: Rhett Hodges Checked power at the gate connection and it was good. I reset the breaker and tested the gate counter and it turned red when I passed a book thru it.	Electrical	Closed	4/21/21	4/22/21
Fairwood Branch Library	Data room High temperature alarm going off	Laborer: Terry Lewis, Notes: Check unit found condenser coils was dirty and low in Freon used 2 1/2 pounds of 407c Freon cleans coils unit working fine	HVAC	Closed	4/23/21	4/23/21
Fairwood Branch Library	Server Room Alarm: Loss of Power	Unknown Resolution	None	Canceled	4/24/21	5/4/21
Fairwood Branch Library	Tree Down in parking lot	Laborer: Rhett Hodges cut tree from stump were it was still attached and drug it to the back to cut up and remove.	General Maintenance	Closed	4/24/21	4/26/21
Fairwood Branch Library	Concerned Patron report of fence damage	Laborer: Rhett Hodges Couldn't find any problems with the fence only thing that was down was a tree in the parking lot.	General Maintenance	Closed	4/24/21	4/26/21
Fairwood Branch Library	Chiller Preventative Maintenance	Duplicate	None	Canceled	5/1/21	5/11/21
Fairwood Branch Library	Make Up Air Unit Preventative Maintenance	Unknown Resolution	None	Canceled	5/1/21	5/4/21
Fairwood Branch Library	Building is HOT	Laborer: Terry Lewis, Notes: Check chiller found chiller tripped due to power lost reset unit running	HVAC	Completed	5/11/21	5/12/21
Pride-Chaneyville Branch Library	AC not blowing	Air handler was off due to power outage	HVAC	Closed	4/15/21	4/26/21
Pride-Chaneyville Branch Library	Various "clean up" things from camera install	Put sprinkles cover and items that needed to be replace	General Maintenance	Closed	4/21/21	4/22/21
Pride-Chaneyville Branch Library	Fire alarm panel beeping says "Open Fault 0026"	Allied came out to troubleshoot and repaired.	Life Safety	Closed	5/2/21	5/11/21

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Community Branch Library						
River Center Library	Ceiling Leaks	Labor: Laborer: Terry Lewis Laborer: Rhett Hodges We inspected the 4th floor balcony and found that all the leaks seem to be originating from the balcony area. We got a shop vac and sucked up as much water as we could then we put some floor fans out too dry it. Were trying to get the roofers to come take a look at it.	General Maintenance	Closed	4/15/21	4/21/21
River Center Library	Men's restroom toilet not flushing	Labor: Laborer: Darren Rivers, Notes: Check toilet plunge and snaked did not work remove toilet to check out for anything that would block waterways nothing found set toilet back flush did not work remove and replace toilet with new one toilet working fine Laborer: Terry Lewis, Notes: Check toilet plunge and snaked did not work remove toilet to check out for anything that would block waterways nothing found set toilet back flush did not work remove and replace toilet with new one toilet working fine	Plumbing	Closed	4/20/21	4/20/21
River Center Library	Main entrance door will not close	Labor: Laborer: Darren Rivers, Notes: Check front entry door found door will not close clean door sensors and reset controller did not work will refer to door control company as with fire safety switches repaired toilet in staff 3rd floor bathroom Laborer: Terry Lewis, Notes: Check front entry door found door will not close clean door sensors and reset controller did not work will refer to door control company as with fire safety switches repaired toilet in staff 3rd floor bathroom	Electrical	Closed	4/20/21	4/20/21
River Center Library	Automatic flush on toilet in the third women's stall from the left is not working. It also wasn't flushing very well	Toilet was working fine	Plumbing	Closed	4/22/21	4/23/21
River Center Library	Sharp metal edge on door		General Maintenance	In Progress	4/22/21	

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Community Branch Library						
River Center Library	Water damage	Industrial roofing made repairs, now we will wait to see if it leaks again.	Roofing	Closed	4/24/21	5/11/21
River Center Library	Alarm malfunction	Allied came out to troubleshoot and repaired	Life Safety	Closed	4/26/21	5/4/21
River Center Library	Assembly of New Supplies	Laborer: Laborer: Shedrick Ridgley, Notes: Assemble of new supplies and check toilet on 4th floor women restroom not flushing properly checked unit working fine flushed several times Laborer: Terry Lewis, Notes: Assemble of new supplies and check toilet on 4th floor women restroom not flushing properly checked unit working fine flushed several times	General Maintenance	Closed	4/28/21	4/28/21
River Center Library	Air Handling Unit Preventative Maintenance	Unknown Resolution	None	Canceled	5/1/21	5/4/21
River Center Library	Patron Complaints- 3rd & 4th Floor too warm	Laborer: Laborer: Rhett Hodges Checked out a/c units and control system and everything seemed to be working correctly at the moment.	HVAC	Closed	5/1/21	5/4/21
River Center Library	Two Leaks from Ceiling		Roofing	In Progress	5/10/21	
River Center Library	All first floor toilets out of order		Plumbing	New	5/13/21	
River Center Library	Light out in 3rd floor restroom by elevators.		None	New	5/14/21	
Scotlandville Branch Library	Ceiling leak near entrance/Branch Managers office		Roofing	Queued	4/13/21	
Scotlandville Branch Library	screw missing from pneumatic door closer	Laborer: Laborer: Terry Lewis, Notes: Check double doors leading to court yard found screw has fallen out of door closure arm replaced screw adjust tension in door closing door is working	Windows/Doors	Closed	4/25/21	4/26/21
Scotlandville Branch Library	building temperature has been getting warmer	Lowered water temp and checked pumps and air handle	HVAC	Closed	4/27/21	4/29/21
Zachary Branch Library	Leak in Reference Periodical Room		Roofing	In Progress	4/16/21	

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Community Branch Library						
Zachary Branch Library	Very hot in the building	Labor: Laborer: Terry Lewis Laborer: Rhett Hodges we reset the chiller and repaired a sensor that was causing the problem and the chiller started up. Made sure everything was running correctly.	HVAC	Closed	4/22/21	4/26/21
Zachary Branch Library	Broken Paper Towel Dispenser	I changed out the old paper towel dispenser with a new one	General Maintenance	Closed	4/29/21	4/30/21
Zachary Branch Library	Lights ,ceiling tile	Unknown Resolution I replaced the lights an ballist in teen area of also replaced the ceiling tile threw out that I can change. I place light cover back in its light fixture over book by computer's	Electrical	Completed	5/13/21	5/13/21
Main Library						
Main Library	Drinking Fountain in PLAZA is running constantly		Fountain	On Hold (Waiting for parts)	4/10/21	
Main Library	The door chime outside the workroom door that leads to the public area of the Children's Room does not work.		None	New	4/12/21	
Main Library	AC in Reference workroom not running	Labor: Laborer: Rhett Hodges Found that AHU #5 wasn't running and checked the drive and and it was tripped. I checked everything out and found the motor overload relay had gone out so I replaced it and started it up and it ran fine.	HVAC	Closed	4/14/21	4/15/21
Main Library	Can we get the parking lot swept once the rain has passed.	Clean sweep swept the entire parking lot.	Grounds Maintenance	Closed	4/16/21	5/10/21
Main Library	Please turn the SPLASH FOUNTAIN back on		Fountain	On Hold (Waiting for parts)	4/18/21	
Main Library	Several Lights Out	I changed all the light bulbs in work room to insure they are all working.	Electrical	Closed	4/19/21	4/19/21
Main Library	Overhead Lights	I replaced the light bulbs with some new bulbs.	Electrical	Closed	4/24/21	4/26/21

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Main Library						
Main Library	2nd floor door leading from public area to staff hall doesn't fully close	Labor: Laborer: Rhett Hodges Adjusted the door closer and that seem to correct the problem. Tested several times and it closed and latched.	Windows/Doors	Closed	4/24/21	4/26/21
Main Library	Door rubs on door jam	Labor: Laborer: Rhett Hodges Adjusted the door hinges and closer. Tested it several times and it shut completely without rubbing.	Windows/Doors	Closed	4/24/21	4/26/21
Main Library	Commode is clogged in staff restroom	Labor: Laborer: Rhett Hodges plunged toilet to make sure the clog was clear and it worked correctly	Plumbing	Closed	4/26/21	4/27/21
Main Library	light hanging from ceiling about my desk is out giving no light in that corner of the workroom.	Labor: Laborer: Rhett Hodges replaced bulbs that were blown out.	Electrical	Closed	4/27/21	4/29/21
Main Library	Door to phone booth is broken.	Door is working fine	General Maintenance	Closed	4/28/21	4/29/21
Main Library	Bulbs in Staff Restroom	Labor: Laborer: Rhett Hodges Changed the bulbs and ballast in the mirror light fixture in the 2and floor staff bathroom.	Electrical	Closed	4/28/21	4/30/21
Main Library	Air Handling Unit Preventative Maintenance	Unknown Resolution	None	Canceled	5/1/21	5/4/21
Main Library	Drain plugged	Duplicate	Plumbing	Canceled	5/1/21	5/11/21
Main Library	main gates not counting	Labor: Laborer: Rhett Hodges reset the breaker for gates	Electrical	Closed	5/3/21	5/7/21
Main Library	Microwave Broken	Labor: Laborer: Terry Lewis, Notes: Remove broken microwave order new microwave pick up new microwave and install unit working fine	General Maintenance	Completed	5/4/21	5/13/21
Main Library	It's currently about 62 degrees f in the special collections room	Labor: Laborer: Terry Lewis, Notes: Checked Boiler's found Boiler's 2&3 off reset Boiler's came on then went in to controls reset controls units working fine	HVAC	Closed	5/8/21	5/10/21

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Main Library						
Main Library	AV side table leg needs repair	Labor: Laborer: Rhett Hodges Reattached table leg with larger screws because the original screws had stripped out the wood holes and needed a larger screw.	General Maintenance	Completed	5/11/21	5/11/21
Non Public Service Workspace						
Recycled Reads/Outreach	need rope or chain to aid in blocking parking lot	Installed chain	General Maintenance	Closed	4/12/21	4/22/21
Recycled Reads/Outreach	need white door unlocked to RR to control thermostat.	I unlocked the door on recycle reads side so that they can have access to thermostat.	General Maintenance	Closed	4/12/21	4/12/21
Recycled Reads/Outreach	electric cords for shoreline have frayed, need to be reattached for bookmobiles		Electrical	On Hold (Waiting for parts)	4/14/21	
Recycled Reads/Outreach	staff bathrooms toilets have begun backing up again, and sewage smell has started emitting from drain again ; also now need a new plunger	Labor: Laborer: Shedrick Ridgley, Notes: Check toilets and clean out lines found all lines are clear and toilets working fine change out ceiling tiles and lightbulbs Laborer: Terry Lewis, Notes: Check toilets and clean out lines found all lines are clear and toilets working fine change out ceiling tiles and lightbulbs	Plumbing	Closed	4/14/21	4/15/21
Recycled Reads/Outreach	Need two new building keys	Went to Alford's safe lock and had keys made.	General Maintenance	Closed	4/14/21	4/16/21
Recycled Reads/Outreach	Hired and hiring new staff. Need 3 new keys made for ORP.	This request have been completed	Windows/Doors	Closed	4/26/21	5/5/21
Recycled Reads/Outreach	air in Tameka's office and big warehouse is warm.	Adjusted Temperature for a lower comfortable setting	None	Closed	4/27/21	5/11/21
Recycled Reads/Outreach	need metal clips for gate, black clips have expanded because of either stretching or heat, so chain keeps slipping. also, can we get a meta		General Maintenance	In Progress	4/27/21	
Recycled Reads/Outreach	Shoreline on building needs repair	Labor: Laborer: Rhett Hodges Repaired and replaced male and female plugs on shoreline cords.	Electrical	Completed	5/13/21	5/14/21
Recycled Reads/Outreach	need metal chain and metal chain carabiners for gate plastic chain and carabiners are broken and being held together by tape		None	New	5/13/21	

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Regional Branch Library						
Bluebonnet Regional Library	Handle on moveable wall closet door broken		General Maintenance	On Hold (Waiting for parts)	4/22/21	
Bluebonnet Regional Library	Partition wall door not working properly	Labor: Terry Lewis, Notes: Check meeting room sliding doors found it was locked down and jammed in a angled position unlocked and centered doors they are working fine	General Maintenance	Completed	4/22/21	5/13/21
Bluebonnet Regional Library	Handle on faucet came off	Labor: Shedrick Ridgley I tighten the the screw up on the sink faucet in women restroom.	Plumbing	Closed	4/26/21	4/28/21
Bluebonnet Regional Library	Parking lot lights out	Labor: Shedrick Ridgley Laborer: Darren Rivers Laborer: Rhett Hodges Located the Led pole light that had a wire that had burnt in half so buffalo had to come out and pull the pole light up and run new wire to fix the problem.	Electrical	Closed	4/28/21	5/4/21
Bluebonnet Regional Library	Cooling Tower Preventative Maintenance	Unknown Resolution	None	Canceled	5/1/21	5/4/21
Bluebonnet Regional Library	Chiller Preventative Maintenance	Unknown Resolution	None	Canceled	5/1/21	5/4/21
Bluebonnet Regional Library	Air not working in Reference area	Replaced belts and restarted motor starters	HVAC	Closed	5/2/21	5/11/21
Bluebonnet Regional Library	Toilets making a lot of noise when flushing	I adjusted the value on the toilet to stop the gurgling noise	Plumbing	Closed	5/7/21	5/10/21
Bluebonnet Regional Library	air BBR	Labor: Terry Lewis, Notes: Check chiller all pumps and motors and air handlers water temperature has been met check air handlers over circulation found attic door open pulling hot air shut door observed for temperature change across coil unit working fine	HVAC	Closed	5/10/21	5/10/21
Bluebonnet Regional Library	multiple roof leaks		Roofing	In Progress	5/10/21	
Bluebonnet Regional Library	Flickering Light		Lighting	In Progress	5/13/21	

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Regional Branch Library						
Greenwell Springs Road Regional Library	Teen Room is 64 degrees	Reset and reset boiler controls	HVAC	Closed	4/10/21	4/27/21
Greenwell Springs Road Regional Library	Possible Sidewalk Issue		None	New	4/20/21	
Greenwell Springs Road Regional Library	80 degrees in Teen Room	Labor: Laborer: Rhett Hodges Replaced blown out fuses in the chiller disconnect box and called Trane to check out the chiller because it keeps going in alarm. Trane came out and fixed the chiller and got it up and running.	HVAC	Closed	4/24/21	4/30/21
Greenwell Springs Road Regional Library	GSR 4.24.2021 Follow up Temperatures Climbing Throughout the Building	Duplicate work order	HVAC	Canceled	4/24/21	4/26/21
Greenwell Springs Road Regional Library	No A/C in Building; building over 80 degrees	Duplicate work order	None	Canceled	4/25/21	4/26/21
Greenwell Springs Road Regional Library	Emergency Exit in Teens will not open	Alarm sensor was loose	Windows/Doors	Closed	4/25/21	4/26/21
Greenwell Springs Road Regional Library	Closing Time Temp	Duplicate work order	None	Canceled	4/25/21	4/26/21
Greenwell Springs Road Regional Library	Handle on Refrigerator Disconnected	Labor: Laborer: Rhett Hodges found the screw that holds the door handle had come loose and needed to be tightened up and reinstalled the door handle.	General Maintenance	Closed	4/27/21	4/29/21
Greenwell Springs Road Regional Library	Power Outage	Reset boilers and chiller from power loss	HVAC	Closed	4/29/21	5/11/21
Greenwell Springs Road Regional Library	Interior Sliding Door Lock Nonfunctional	Remove lock assembly, adjusted cylinder And reinstall	Windows/Doors	Closed	4/29/21	5/11/21
Greenwell Springs Road Regional Library	We had a power outage earlier and we now have partial power in the library.	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges Found after trouble shooting the hot water pump that that motor needs to be replaced.	Electrical	Closed	5/4/21	5/7/21
Greenwell Springs Road Regional Library	New Sound Coming from the Attic	Labor: Laborer: Rhett Hodges I found a belt that had gone bad in the AC unit so I changed it out and that solved the problem.	HVAC	Closed	5/5/21	5/10/21

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Regional Branch Library						
Greenwell Springs Road Regional Library	Workroom & Breakroom about 6 degrees warmer than the rest of the building	This is a duplicate work order	None	Canceled	5/5/21	5/11/21
Greenwell Springs Road Regional Library	Continuing HVAC issues @ GSR		HVAC	New	5/8/21	
Greenwell Springs Road Regional Library	GSR Loud Popping Sound Heard 7:35 on 5/11/2021 (Sorry if this is a repeat, Facilitize Timed Out on me, I don't see it in the queue)		Electrical	New	5/11/21	
Greenwell Springs Road Regional Library	Cash Drawer Reinstall @ at the Front Circulation Desk	Labor: Laborer: Rhett Hodges I installed the cash drawer under the circulation desk counter top.	General Maintenance	Completed	5/13/21	5/14/21
Jones Creek Regional Library	Blocked Landscaping Drain		Grounds Maintenance	New	4/10/21	
Jones Creek Regional Library	Caulk emergency exit door that opens onto the new sidewalk in the adult reference area.	Labor: Laborer: Shedrick Ridgley Laborer: Rhett Hodges Put down some caulking down one door threshold and also re-adjusted the weather stripping on the sides going up and down the door frame on several of the other exit doors on the backside of the building.	General Maintenance	Closed	4/15/21	4/22/21
Jones Creek Regional Library	Exterior Faucet Dripping Water Non-Stop Near Staff Ramp Walkway	I took water key and made sure the water spicket was turned all the way off, to stop the drip.	Plumbing	Closed	4/20/21	4/21/21
Jones Creek Regional Library	Cooling Tower Preventative Maintenance	Unknown Resolution	None	Canceled	5/1/21	5/4/21
Jones Creek Regional Library	Chiller Preventative Maintenance	Unknown Resolution	None	Canceled	5/1/21	5/4/21
Jones Creek Regional Library	Temperature at JCR is 75.2 degrees in Reference Area	Found nothing wrong all systems operating properly.	None	Closed	5/9/21	5/10/21