

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	Toilet in men's restroom is leaking when flushed	made adjustment on flush value.	Plumbing	Closed	6/18/21	6/28/21
Baker Branch Library	There is a row of lights out in the women's restroom above the sink and a row out in front of the branch manager's office	Remove old t8 bulbs replace with new.	Lighting	Closed	6/18/21	6/18/21
Baker Branch Library	The alarm box (in circ workroom) has a piece of key stuck in it and cannot be opened, please have someone come clear it or change it out	Remove broken key	None	Closed	6/18/21	6/18/21
Baker Branch Library	Refrigerator in kitchen needs a new filter installed	Installed a new water filter.	General Maintenance	Closed	6/29/21	7/6/21
Baker Branch Library	Gutters on the wraparound driveway and in court yard need to be cleaned, they are full of leaves	Labor: Laborer: Rhett Hodges Used blower to clear out gutters and debris on the roof	General Maintenance	Closed	6/29/21	7/13/21
Carver Branch Library	We need some sort of security mirror near to the Ref/YA desk	Labor: Laborer: Rhett Hodges Installed mirror at the location I was shown.	General Maintenance	Closed	6/14/21	6/17/21
Central Branch Library	Floor Problem	Floor was starting to come loose	Flooring	Closed	6/1/21	6/15/21
Central Branch Library	Strobbing light over Circ Desk computer	Changed bulb and ballast.	Lighting	Closed	6/6/21	6/10/21
Central Branch Library	The buidling temperperature in the childrens area is 73 degrees and extremely muggy.	Chiller was running all the air handler was working properly could not find anything wrong	HVAC	Closed	6/7/21	6/14/21
Central Branch Library	CEN AC still not cooling properly - patrons complained	Power failure, system cooling fine	HVAC	Closed	6/9/21	6/11/21
Central Branch Library	CEN AC not functioning properly	Labor: Laborer: Rhett Hodges the chiller keeps randomly going into alarm because of power issues it is receiving from the main power coming in from the service to the building. Causing it to only run on one circuit instead of two.	HVAC	Closed	6/12/21	6/14/21
Central Branch Library	Display cabinet lock does not open	I had to oil the key lock on the display case because it was stuck and would not open are lock.	General Maintenance	Closed	6/14/21	6/17/21
Central Branch Library	CEN- AC	Electrical issue Reset chiller , Dirty power / Surge , System cooling fine	HVAC	Closed	6/14/21	6/22/21

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Community Branch Library						
Central Branch Library	Meeting room temp is 81 degrees	Unknown Resolution Check chiller and all air handler was working properly, and all the thermostat read between 71 and 72	HVAC	Closed	6/15/21	6/16/21
Central Branch Library	80 degrees in the computer closet	Bernhart came out and reset the damper on the vav box also cut off the hot water valve on air handler 3 so the meeting room will cool better also he said that the coil in air handler 2 is simi clogged up	HVAC	Closed	6/16/21	6/18/21
Central Branch Library	Break room microwave is making a strange noise.	The microwave oven was making loud noise. So Rhett and Claude replaced it with the new one that was at library.	General Maintenance	Closed	6/30/21	7/8/21
Central Branch Library	Transport a wooden shelf to DGB	Sherdrick transported it to dgb	General Maintenance	Closed	7/5/21	7/7/21
Central Branch Library	Transport plywood gondala back to Goodwood.	I removed the book cart from Central and drop it off to Main.	General Maintenance	Closed	7/5/21	7/6/21
Central Branch Library	Central is very humid again	Travel to branch found building warm and humid Found chiller on latch fault " Power Failure " Reset chiller chiller cooling fine	HVAC	Closed	7/13/21	7/14/21
Delmont Gardens Branch Library	roof is leaking	Industrial roofing made repairs.	Roofing	Closed	5/21/21	6/14/21
Delmont Gardens Branch Library	Ceiling leak and strong smell of mold on carpet	Change ceiling tile	General Maintenance	Closed	6/8/21	6/15/21
Delmont Gardens Branch Library	Replace toilet paper dispenser and install paper towel dispensers	I went to Delmont and found the tissue paper dispenser was broken in front lady's restroom. I replaced that one. I also installed paper towel dispensers one in each restroom. (Total of four)	General Maintenance	Closed	6/9/21	6/11/21
Delmont Gardens Branch Library	Water leaking into building near adult fiction and adult paperback.	It was one of the old leaks from the floor turned on the fan so it would help dry it up faster	General Maintenance	Closed	6/21/21	6/21/21
Delmont Gardens Branch Library	Gate will not open in courtyard, will not respond to keys	Sanded lock and it is working properly	General Maintenance	Closed	6/26/21	6/28/21
Delmont Gardens Branch Library	Water coming in from rain near adult fiction/paperback	Vacuum carpet turn on fan and caulk bottom of windows. Removed excessive mulch covering the exterior drain .	General Maintenance	Closed	7/6/21	7/7/21

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Community Branch Library						
Eden Park Branch Library	Gate to employee parking lot is not closing	All tech came out and made repairs which were under warranty.	General Maintenance	Closed	5/16/21	6/14/21
Eden Park Branch Library	Trees need trimming	Trimmed trees to clear camera view.	Landscaping	Closed	6/10/21	6/14/21
Eden Park Branch Library	Two carpet squares are loose in the Teen Department	I found the carpet tile that came unglued from floor, cleaned the floor and reglued tile back down.	Flooring	Closed	6/11/21	6/11/21
Eden Park Branch Library	There are some carpet squares loose in the Circulation workroom.	I found the carpet tile that came unglued from floor, cleaned floor and reglued tile back down.	Flooring	Closed	6/11/21	6/11/21
Eden Park Branch Library	EDE Trees are blocking camera	Informed branch manager that camera needs to be move or trees need to be cut down in order to see everything that she want to see	Grounds Maintenance	Closed	6/14/21	6/16/21
Eden Park Branch Library	There is a light out in the bathroom located in Children's.	I replaced the old blowed out bulbs with new bulbs . I also changed out all the blowed out bulbs thru out the entire library.	Electrical	Closed	6/27/21	6/28/21
Eden Park Branch Library	Someone needs to glue down the carpet squares where the Reference Technician sits.	I glued the carpet squares back down to the floor at Eden park.	Flooring	Closed	7/5/21	7/6/21
Fairwood Branch Library	Clocks	changed the time on each clock to show the correct time.	General Maintenance	Closed	6/15/21	6/16/21
Fairwood Branch Library	Alarm in the data room is going off	Power Loss from Heavy rain storm	HVAC	Closed	6/28/21	7/7/21
Fairwood Branch Library	Automatic lights are flickering and keep going off	Unstable power from rain storm	Lighting	Closed	6/28/21	7/7/21
Fairwood Branch Library	security gates not counting	Labor: Laborer: Rhett Hodges Reset the breaker in the electrical panel for the gate counters.	Electrical	Closed	7/6/21	7/7/21
Pride-Chaneyville Branch Library	The building is hot. The air conditioner is not properly cooling the building.	Power surge from heavy rain storm	HVAC	Closed	6/14/21	6/22/21
Pride-Chaneyville Branch Library	Building is warm	Unknown Resolution Chiller and all of the air handler was working properly change the settings on the thermostat to 70 degrees to see if that would work	HVAC	Closed	7/5/21	7/6/21
River Center Library	All first floor toilets out of order	Labor: Laborer: Terry Lewis, Notes: Check all lavatories and toilets valves to make that it had not been shut down then check water flow all came on all working fine	Plumbing	Closed	5/13/21	5/14/21

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Community Branch Library						
River Center Library	Puddle of water underneath/next to toilet and sink	Completed by Billy Ray	General Maintenance	Closed	6/4/21	7/7/21
River Center Library	Ceiling Tiles Wet and Small Puddles of Water on Floor	Checked for leaks in the meeting room on fourth floor and found out that the a/c boxes was sweating.	General Maintenance	Closed	6/8/21	6/11/21
River Center Library	Beanbag landed inside one of the large meeting room lights. Shut off row to avoid possible fire hazard.	Laborer: Rhett Hodges I used a latter and pole to knock the bean bag down off the top of the light.	General Maintenance	Closed	6/11/21	6/14/21
River Center Library	In women's patron restroom on the 4th' the first sink near the door is stopped up and holding water.	went to job site used plunger to unstop sink.	Plumbing	Closed	6/14/21	6/16/21
River Center Library	Roof hatch won't close properly	Laborer: Terry Lewis, Notes: Check roof hatch door is warped need to be replaced	General Maintenance	Closed	6/23/21	7/6/21
River Center Library	Highboy Table Delivery	Laborer: Terry Lewis, Notes: Move table to RCB from main change of plan do not move	General Maintenance	Closed	6/24/21	6/30/21
River Center Library	New water spots on ceiling tiles in Teen Area	Laborer: Shedrick Ridgley, Notes: Check for water leak on floor 3 found know leak from a/c or any duck work only floor drain for fourth floor Laborer: Terry Lewis, Notes: Check for water leak on floor 3 found know leak from a/c or any duck work only floor drain for fourth floor	General Maintenance	Closed	6/30/21	7/1/21
River Center Library	Balcony Door Lock broken	Laborer: Rhett Hodges Found that the spring that controls the latch had come loose so I put it back in its correct place and tested it to make sure it worked correctly.	Windows/Doors	Closed	7/11/21	7/13/21
River Center Library	2 toilets on the 1st floor will not stop running.	The restroom toilet was working perfectly once we arrived to the library, So I informed branch manager and she say if it occur again she will contact us.	Plumbing	Closed	7/13/21	7/15/21

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Community Branch Library						
River Center Library	Leaking Pipe	Labor: Laborer: Terry Lewis, Notes: Check water leak come from a sprinkler line at a cupping it was showing that it was damp did not appear to be leaking at this time	Plumbing	On Hold (Waiting for parts)	7/16/21	7/16/21
Scotlandville Branch Library	A/C in staff lounge area not working	Check chiller all air handler and everything appear to be working properly	HVAC	Closed	6/15/21	6/17/21
Zachary Branch Library	Grimy AC Vents	Check vents for debris did not see anything falling	None	Closed	4/20/20	6/15/21
Zachary Branch Library	Meeting Room AC Not Working	Contractor completing repairs	HVAC	Closed	6/1/21	6/28/21
Zachary Branch Library	Really Hot in the Branch	Compressor replacement Bad compressor on circuit #1	HVAC	Closed	6/1/21	6/22/21
Zachary Branch Library	AC in meeting room not working	Bad compressor on circuit #1	HVAC	Closed	6/3/21	6/22/21
Zachary Branch Library	Zachary Automatic doors not functioning	power were out at branch for a some time when power was restored ,chiller didn't restart . reset chiller and chiller motors check all air handler, also reset front inner and outer doors.	Windows/Doors	Closed	6/12/21	6/14/21
Zachary Branch Library	Light out by Staff Entrance	Change out bulb and ballast	General Maintenance	Closed	6/14/21	6/16/21
Zachary Branch Library	AC out entirely	Circuit 2 was not working because of low pressure reading	HVAC	Closed	6/15/21	6/16/21
Zachary Branch Library	AC out after being fixed.	Chiller was not working it read low suction pressure. Cmc troubleshoot and made repairs.	HVAC	Closed	6/16/21	6/16/21
Zachary Branch Library	AC is out again	Reset chiller system now operating properly but still waiting for parts to repair the circuit number 1.	HVAC	Closed	6/18/21	6/21/21
Zachary Branch Library	AC out	Reset chiller, System cooling fine	HVAC	Closed	6/20/21	6/22/21
Zachary Branch Library	Cash Drawer Malfunction	Unit running on circuit #2 Bad compressor on circuit #1 Waiting for parts to replace bad compressor.	General Maintenance	Closed	6/20/21	6/22/21
Zachary Branch Library	ZAC Women's Restroom soap refills	Tighten the screw up on back of lock Put soap in dispenser	General Maintenance	Closed	6/25/21	7/6/21

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Main Library						
Main Library	Please turn the SPLASH FOUNTAIN back on	Labor: Laborer: Rhett Hodges Checked out the pump room and we're going to have to contact the fountain/pool company to get them to check everything out.	Fountain	Closed	4/18/21	6/17/21
Main Library	Ground prong of electrical plug on table missing	Labor: Laborer: Rhett Hodges	Electrical	Closed	5/22/21	6/11/21
Main Library	Clean up of 2nd Floor Women's Rest Room	Labor: Laborer: Rhett Hodges Floors are clean in womens restroom	General Maintenance	Closed	6/8/21	6/14/21
Main Library	Light bulb out in staff restroom shower	relamp shower area	Lighting	Closed	6/9/21	6/11/21
Main Library	Lights out	relamped 3rd floor stairwell	Electrical	Closed	6/9/21	6/11/21
Main Library	Leak	Labor: Laborer: Rhett Hodges checked both bathrooms for leaks around toilets and sinks but couldn't find anything.	Plumbing	Closed	6/9/21	6/11/21
Main Library	Light not working in room between CS and Stairwell.	Labor: Laborer: Claude Lindsey Laborer: Rhett Hodges Changed blown out bulbs with new ones	Lighting	Closed	6/10/21	6/17/21
Main Library	Workroom Hot	Labor: Laborer: Rhett Hodges checked and made some adjustments to the AC unit that controls that area and the thermostat.	HVAC	Closed	6/10/21	6/11/21
Main Library	Office is not cooling.	Labor: Laborer: Rhett Hodges Adjusted the thermostat in the office and got the temperature down to a comfortable level.	HVAC	Closed	6/11/21	6/14/21
Main Library	Broken Table	I took off all the screw-off on the legs of the table so that it can sit flat on the floor.	General Maintenance	Closed	6/15/21	6/15/21
Main Library	Cold in Special Collections	Found boilers tripped I reset the system it should be warming up shortly	HVAC	Closed	6/16/21	6/16/21

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Main Library						
Main Library	Toilets in children's restrooms leak when flushed.	Labor: Laborer: Rhett Hodges Tested and checked both toilets for leaks and couldn't find anything at the moment but told the staff to keep an eye on it to see where it's leaking from and to let us know if it happens again.	Plumbing	Closed	6/16/21	6/17/21
Main Library	Toilet seat loose	Labor: Laborer: Rhett Hodges Found that the nuts had come loose so I tightened them up witch fixed the problem.	Plumbing	Closed	6/17/21	6/17/21
Main Library	Toilet seat loose in Men's restroom	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges Found the toilet seat was broken so I replaced it with a new one.	Plumbing	Closed	6/17/21	6/17/21
Main Library	Bottom drawer jammed, which want allow the top drawer to lock and it's open.	Check drawer it had folder that had fell behind it. Removed folder now operating properly.	General Maintenance	Closed	6/17/21	6/17/21
Main Library	Toilet seat is loose in one of the stalls in Men's bathroom	Labor: Laborer: Rhett Hodges Replaced the toilet seat in the men's stall.	Plumbing	Closed	6/18/21	6/23/21
Main Library	2nd floor door to public area	Labor: Laborer: Rhett Hodges The on/off switch was turned off because the window washer's needed to get in and out. I turned it on and made sure it was working correctly.	Windows/Doors	Closed	6/19/21	6/23/21
Main Library	Unusually cold in the Baton Rouge room	Labor: Laborer: Rhett Hodges boilers had to be reset and alarms had to be cleared	HVAC	Closed	6/19/21	6/25/21
Main Library	temperature not going above 69 degrees in 324 and 325	Reset boilers	HVAC	Closed	6/29/21	7/7/21
Main Library	Bookshelf	I drilled new holes in the book shelve and placed new screws in it to hold up the shelves.	Space/Moves	Closed	6/29/21	6/30/21
Main Library	Sink faucet in the Special Collections Lab	Labor: Laborer: Terry Lewis, Notes: Remove broken faucet purchase new faucet and install and clean cooling tower drain holes	Plumbing	Closed	7/2/21	7/7/21

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Main Library						
Main Library	4 ceiling lights in the front of the children's room have gone out.	Unknown Resolution Change bulb in light	Lighting	Closed	7/2/21	7/6/21
Main Library	Ground prong broken off in outlet	Remove prong from outlet	Electrical	Closed	7/3/21	7/6/21
Main Library	Data Room door near Branch Services will not unlock	I opened that door with my GGM key this morning and it opened just fine for me so we may have to get you another key.	Windows/Doors	Closed	7/7/21	7/8/21
Main Library	Teen Study Room Temperature	Labor: Laborer: Rhett Hodges Found that the batteries were bad and the twist knob on the thermostat was put on upside down will have to be repaired.	HVAC	Closed	7/13/21	7/16/21
Non Public Service Workspace						
Recycled Reads/Outreach	requesting help with moving a desk from one office to another office.	Desk was already moved when we got there	Space/Moves	Closed	5/27/21	6/15/21
Recycled Reads/Outreach	light going out in front bathroom	Change out bulb	Lighting	Closed	5/28/21	5/28/21
Recycled Reads/Outreach	need to have someone come and lock the data room door. No one here has a key. Leaves the building unsecured.	Traveled to branch , lube and adjust lock Door is locking and unlocking as needed	Windows/Doors	Closed	6/8/21	7/7/21
Recycled Reads/Outreach	blowing heat in Tameka's office	Travel to branch found system running in heat mode downloaded Manuel for sensor programing reprogramed sensor for cool mode system cooling fine	HVAC	Closed	6/9/21	6/11/21
Recycled Reads/Outreach	blowing heat instead of cool air from air conditioner	Labor: Laborer: Rhett Hodges checked everything out and found it was a programing issue in the thermostat that controls the area in question. He fix the issue and the room started cooling.	HVAC	Closed	6/10/21	6/14/21
Regional Branch Library						
Bluebonnet Regional Library	new leak in Children's room	Industrial roofing made repairs.	Plumbing	Closed	6/7/21	6/14/21

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Regional Branch Library						
Bluebonnet Regional Library	BBR AIR	Labor: Laborer: Rhett Hodges Brought several fans to help circulate air while system is being upgraded and repaired.	HVAC	Closed	6/10/21	6/12/21
Bluebonnet Regional Library	ceiling leaks	I looked at the leak over the stove area in break room and it appears to be coming from sprinkler pipe in the attic part of ceiling. I called and let my Billy know, Also the debris that was coming out the vents seem not to be coming out anymore.	Roofing	Closed	6/14/21	6/14/21
Bluebonnet Regional Library	lights out in Study Room C	I changed all the light bulbs in study room c.	Electrical	Closed	6/14/21	6/15/21
Bluebonnet Regional Library	hot spots BBR	Labor: Laborer: Terry Lewis, Notes: Check chiller , pumps and motors all working check air handlers found all to be working replaced 3 belts found too lose to increase blower speed Also found duck detached from fan coil in Ooffice on meeting room side reattach all working fine	HVAC	Closed	6/23/21	6/23/21
Bluebonnet Regional Library	water fountain is shooting water onto the wall	Labor: Laborer: Terry Lewis, Notes: Adjust water flow on water fountain	Plumbing	Closed	6/24/21	6/28/21
Bluebonnet Regional Library	Cooling Tower Preventative Maintenance	Labor: Laborer: Terry Lewis, Notes: Drain cooling tower clean wash field filler and Fill with water start pumps unit working fine	HVAC	Closed	7/1/21	7/9/21
Greenwell Springs Road Regional Library	GSR Recurrent Leak in Ceiling Above Workroom, directly above first staff computer station	Faulk and Meeks warranty work.	Roofing	Closed	5/20/21	6/15/21
Greenwell Springs Road Regional Library	Temperature in Study, Conference Rooms, Innovation Space and Computer Lab is too warm and needs to be adjusted.	Adjusted hot water valve going to vav box.	HVAC	Closed	6/3/21	6/11/21
Greenwell Springs Road Regional Library	GSR 6.8.2021 Additional Keys Needed for Story Time Room -- V.L. Priority	I went to Alford lock and had them cut 3 new keys and gave them to branch manger.	Windows/Doors	Closed	6/8/21	6/14/21

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Regional Branch Library						
Greenwell Springs Road Regional Library	Moisture Leaking from Vents in Meeting Room "A" (Room127) discoloration in Ceiling Tiles	Labor: Laborer: Darren Rivers, Notes: Large Quiet Reading Room has a possible roof leak could not find any water markets at this time Laborer: Terry Lewis, Notes: Large Quiet Reading Room has a possible roof leak could not find any water markets at this time check meeting room 2 found that thermostat set at 63 degrees and the grills was sweating in large meeting room 2	General Maintenance	Closed	6/8/21	6/21/21
Greenwell Springs Road Regional Library	Warm temperature in Study Room A and Conference Room C. Sound of air coming through the vent in Study Room B.	Labor: Laborer: Terry Lewis, Notes: Check chiller water pump & motor all working fine check air handlers #1,6 off unit was not tripped it was just off check computer found it was calling for it to run push auto unit now running	HVAC	Closed	6/9/21	6/28/21
Greenwell Springs Road Regional Library	GSR Chirper Dying Battery on Adult Side Emergency Exit	Installed new batteries in the screamer.	General Maintenance	Closed	6/18/21	6/18/21
Greenwell Springs Road Regional Library	Alarm panel by reference going off, showing trouble codes	Allied came out to troubleshoot but the alarm was cleared they didn't find any faults .	Life Safety	Closed	6/24/21	7/6/21
Greenwell Springs Road Regional Library	The window blind in the Computer Lab will not go up all of the way.	Labor: Laborer: Terry Lewis, Notes: Remove Cover and all brackets Pull chain blinds were placed in backwards install correctly working fine	General Maintenance	Closed	6/28/21	6/30/21
Greenwell Springs Road Regional Library	Row of Lights Out in Lobby Area	Labor: Laborer: Rhett Hodges Checked both light fixtures to make sure they were getting power and also checked the power supply. For the LED light board and found that when I disconnected the hot wire from the power supply and reconnected it the lights came on.	Electrical	Closed	7/5/21	7/7/21
Greenwell Springs Road Regional Library	Leak in Vending	Labor: Laborer: Rhett Hodges Put silicone caulk in the areas around the window where it looked like water could get through.	Windows/Doors	Closed	7/5/21	7/7/21

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Regional Branch Library						
Greenwell Springs Road Regional Library	Replace blower motor	<p>Labor:</p> <p>Laborer: Darren Rivers, Notes: Remove broken motor remove pulley from broken motor install on new motor put motor in palace in air handler tightened down set belt tension start unit all ok</p> <p>Laborer: Rhett Hodges, Notes: Remove broken motor remove pulley from broken motor install on new motor put motor in palace in air handler tightened down set belt tension start unit all ok</p> <p>Laborer: Terry Lewis, Notes: Remove broken motor remove pulley from broken motor install on new motor put motor in palace in air handler tightened down set belt tension start unit all ok</p>	Electrical	Closed	7/13/21	7/13/21
Jones Creek Regional Library	AC not working in all 3 Meeting Rooms at JCR	Found unit tripped, reset now system is operating properly.	HVAC	Closed	6/16/21	6/16/21
Jones Creek Regional Library	Please install musical clock	I drilled one hole in wall in children's to hang clock on the wall.	General Maintenance	Closed	6/16/21	6/16/21
Jones Creek Regional Library	Air Condition is not working in areas located on the south side of the Library building	Trane service came out and made repairs.	HVAC	Closed	6/23/21	6/24/21
Jones Creek Regional Library	JCR Public Bathrooms unpleasantly warm and humid compared to other library areas	<p>Labor:</p> <p>Laborer: Terry Lewis, Notes: Check air handler ok check chill water water valve found not open reset controls unit ok</p>	HVAC	Closed	6/28/21	6/29/21
Jones Creek Regional Library	Air Conditioner Problem	<p>Labor:</p> <p>Laborer: Terry Lewis, Notes: Check chiller pump motor air handler t stat all working adjust stat and chill water valve all working</p>	HVAC	Closed	6/30/21	7/6/21