

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	Large tree limbs fell during last hard rain last week, need to be picked up	Bayou tree removed the damaged tree.	Grounds Maintenance	Closed	7/29/21	8/9/21
Central Branch Library	CEN-Brown out please check AC	Traveled to Central , there was a power glitch from heavy rain , reset chiller checked pumps for proper operation and rotation All is well system cooling fine	HVAC	Closed	7/17/21	7/19/21
Central Branch Library	AC may not be cooling	Labor: Laborer: Rhett Hodges Found that the chillers was only running off one circuit so I reset it and both circuits came on.	HVAC	Closed	7/18/21	7/19/21
Central Branch Library	Light bulbs need replacing	Labor: Laborer: Rhett Hodges Replaced all bulbs and ballast that were out in the mentioned light fixtures and others that were also out around the building.	HVAC	Closed	7/19/21	8/6/21
Central Branch Library	CEN Mens Bathroom	I took the urinal handle and put oil on it to stop it from getting stuck and causing it to steadily run.	Plumbing	Closed	7/20/21	7/21/21
Central Branch Library	Correction for Missing Deficiency with priority Priority 2		Electrical	Queued	7/21/21	
Central Branch Library	Correction for Missing Deficiency with priority Priority 2		Electrical	Queued	7/21/21	
Central Branch Library	Install cover plate		Electrical	Queued	7/21/21	
Central Branch Library	Fire Panel Alarm		Life Safety	New	7/21/21	
Central Branch Library	AC is not cooling	Labor: Laborer: Rhett Hodges I had to reset the chiller too clear the alarms that were keeping circuit number 2 from coming on. Once cleared it started up.	HVAC	Closed	7/25/21	7/26/21
Central Branch Library	Men's room urinal "kinda stopped up"	Labor: Laborer: Rhett Hodges Fou.d urinal was draining slowly so i plunged it to remove any possible blockage. It seemed to clear the problem.	Plumbing	Closed	7/26/21	7/28/21
Central Branch Library	Fire Alarm- Trouble in system Telco line 1	Allied team came to make repairs	Life Safety	Closed	7/28/21	8/1/21

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Central Branch Library	AC on the Circ/Youth Side of the building		HVAC	New	8/11/21	
Delmont Gardens Branch Library	Possible mold growth on ceiling		General Maintenance	New	7/26/21	
Delmont Gardens Branch Library	Meeting room #1 lock is not working properly	Sprayed lubricant in key hole	Windows/Doors	Closed	7/29/21	7/30/21
Delmont Gardens Branch Library	DGB drain clogged up and water is entering building	Labor: Laborer: Rhett Hodges Garden drain was clogged up with mulch. I cleared it out and the water started draining quickly. Also vacuumed up water that got into the building and set fans out to dry it up.	General Maintenance	Closed	8/3/21	8/4/21
Delmont Gardens Branch Library	DGB Meeting room #1 exterior lock is still jamming	I took the door lock off door and oiled everything on it then put it back together. The door now works properly ,I also unlocked the door with someone else key.	Windows/Doors	Closed	8/9/21	8/10/21
Eden Park Branch Library	There is a wasp nest located in front of a bench.		Pest Control	New	7/21/21	
Eden Park Branch Library	Light Hanging in Front		Electrical	Queued	7/28/21	
Eden Park Branch Library	Ceiling Leak		Roofing	New	7/31/21	
Eden Park Branch Library	New Building Keys and locked desk		Windows/Doors	Queued	8/2/21	
Fairwood Branch Library	Workroom is very warm.	Labor: Laborer: Rhett Hodges Found the chiller had a alarm on it that had to be cleared before it would come on and run.	HVAC	Closed	8/8/21	8/9/21
Fairwood Branch Library	Roof Leaks		Roofing	New	8/15/21	
Fairwood Branch Library	Server room Humidifying		HVAC	New	8/15/21	
Pride-Chaneyville Branch Library	Alarm panel in maintenance room going off	Allied came out and did repairs.	Life Safety	Closed	8/4/21	8/11/21
River Center Library	The Right Side of the East Doors to the terrace won't unlock.	Door company was called to repair it	Windows/Doors	Closed	7/26/21	8/10/21
River Center Library	Running Toilets- No pressure	Louis Mecheanical made repairs all toilets and urinals are now operating correctly	Plumbing	Closed	7/26/21	7/28/21
River Center Library	Air Conditioning Off	The river center chilled water plant was off line . Called building maintenance to reset the system.	HVAC	Closed	7/31/21	8/1/21

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River Center Library	Siemens alarm going off	Allied came out to troubleshoot and make repairs.	Life Safety	Closed	8/6/21	8/9/21
Scotlandville Branch Library	Gates not counting		Electrical	Queued	8/2/21	
Scotlandville Branch Library	light bulbs need replacing in reference book stacks	I changed out the light bulbs and ballist to get the lights too work	Electrical	Closed	8/2/21	8/4/21
Scotlandville Branch Library	Sediment runoff onto sidewalk during heavy rain - slip and fall risk	I put chemical on ground in area where the slip hazard was located and then sprayed it all off with water.	Grounds Maintenance	Closed	8/11/21	8/12/21
Scotlandville Branch Library	Light bulbs burned out		Electrical	New	8/14/21	
Zachary Branch Library	Air Vent Blowing Dirt Out	I took the supply grill down that trash was coming out of,and cleaned it with a brush .I also cleaned all return air vents.	HVAC	Closed	7/17/21	7/21/21
Zachary Branch Library	Women's Restroom stall out of order	Toilet still had a lot of tissue in it so I flush it and it all went down	Plumbing	Closed	8/3/21	8/4/21
Zachary Branch Library	Very warm in the building		HVAC	Queued	8/4/21	
Main Library						
Main Library	Ground Fault Loop 1 message on Johnson Controls box	Johnson controls tech came out and made repairs the system is now operating properly.	Life Safety	Closed	7/18/21	7/20/21
Main Library	Toilet clogged	Flush toilet and it was working properly	Plumbing	Closed	7/21/21	7/23/21
Main Library	A/C Not Blowing	Travel to branch , checked temp and airflow, Reset thermostat, system cooling fine	HVAC	Closed	7/21/21	7/26/21
Main Library	Office is not getting cooler	Thermostat offline , Replace Batteries and reset tstat System cooling fine	HVAC	Closed	7/22/21	7/26/21
Main Library	Pressure washing needed in Parking Lot		Painting	In Progress	7/27/21	

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Main Library						
Main Library	Electrical Socket Doesn't Work	Labor: Laborer: Rhett Hodges I found the outlet that powers the refrigerator was dead so I pulled the outlet out and checked to make sure it wasn't damaged. then after checking it out I went and located the breaker that powers that outlet and saw it was tripped, so I reset it and it stayed on. I went back to make sure the refrigerator on and it was running. Not sure what caused the breaker to trip.	Electrical	Closed	7/29/21	7/30/21
Main Library	Conference Room B Shade pulled down, Loose hanging wires at top of window	Repairs made by installing contractor Shade pulled out of frame	General Maintenance	Closed	7/29/21	8/5/21
Main Library	Interior Lobby Door broken	Door repairs are completed by Contractor Support Rollers We're replaced , moving parts lubed and adjusted	Windows/Doors	Closed	8/1/21	8/5/21
Main Library	PLease fix clocks in LARGE MEETING ROOM and LARGE CONFERENCE ROOM #102	Labor: Laborer: Rhett Hodges Corrected the time on both clocks and changed the batteries.	General Maintenance	Closed	8/1/21	8/4/21
Main Library	A/C Not Blowing	Labor: Laborer: Rhett Hodges I got on the HVAC control system and made some adjustments to the thermostats to lower the temperature and to make sure everything was working properly and were getting proper air flow.	HVAC	Closed	8/2/21	8/3/21
Main Library	Water Leakage	Labor: Laborer: Rhett Hodges Found area where the original window seal caulking had separated and water could get into the interior side of the window. I re-caulked several area's that looked like water could possibly get into.	Windows/Doors	Closed	8/2/21	8/3/21
Main Library	Fire Alarm Panel trouble alarm reporting trouble and sounding alarm. Activated acknowledge response. About 7:50 AM o1/18/21.	Unknown Resolution	Life Safety	Closed	8/9/21	8/9/21

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Main Library						
Main Library	Most of the lights are out	Labor: Laborer: Rhett Hodges I checked the staff breakroom area and all light fixtures were on. I found the light switch that controls that area and turned it off and found all but 2 night lights turned off. So it seems someone had turned the switch off on accident.	Electrical	Closed	8/10/21	8/10/21
Main Library	Lights out in Special Collections reading room		Electrical	New	8/11/21	
Main Library	5 carpet tiles need replacement, something red was spilled on it. janitorial services has tried twice to clean it but that's not possible.		Flooring	New	8/12/21	
Main Library	Leak in roof above Reference Desk		Roofing	New	8/12/21	
Regional Branch Library						
Bluebonnet Regional Library	Multiple trouble signals from perimeter and fire alarms	Allied came it and made repairs	Life Safety	Closed	7/26/21	8/1/21
Greenwell Springs Road Regional Library	Need Temp Book Drop @ GSR	I dropped off the book drop in front of Greenwell spring library.	General Maintenance	Closed	7/22/21	7/23/21
Greenwell Springs Road Regional Library	Nail in the wall		General Maintenance	New	7/28/21	
Greenwell Springs Road Regional Library	A/C out	The chiller was out of service due to power issues. Buffalo electric installed a new electrical Disconnect feeding the trane chiller. The system is now back in service	HVAC	Closed	7/29/21	7/30/21
Jones Creek Regional Library	JCR needs an outdoor book return bin/ Intelligent Return is not working properly	I went to Renaissance and picked up book drop and dropped it off in front of Jones Creek.	General Maintenance	Closed	7/26/21	8/2/21
Jones Creek Regional Library	I am requesting immediate pickup of the furniture, gondolas and tables to clean and free up meeting room 3.	We dropped off items from Jones Creek to Renaissance and Women's for storage. We also dropped off tables back to Main for children's area.	General Maintenance	Closed	7/28/21	7/30/21
Jones Creek Regional Library	Rebar stubs sticking out of driveway in patron walk-path	Concrete was broken pored some more concrete in the hole	General Maintenance	Closed	7/30/21	8/10/21
Jones Creek Regional Library	Amber System Trouble light and un-Silence-able Alarm on JCR FireVoice-20/50 System		Life Safety	New	7/31/21	
Jones Creek Regional Library	Roof Leaks at JCR		Roofing	In Progress	8/3/21	

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Regional Branch Library						
Jones Creek Regional Library	Building temperature higher in adult area	Rhett and myself was able to get the hot water valve turned down to allow the library to cool down	HVAC	Closed	8/7/21	8/8/21