

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	Please check the lock on the Youth Services' office door along with the librarian's office door key. The door is becoming harder to unlock.	Check door using their key it was hard to turn so I put some lubricant in the key hole and it works great now	Windows/Doors	Closed	8/19/21	8/23/21
Baker Branch Library	The light at the staff entrance/exit door is out and needs to be changed, the light outside of the door, not inside the building		Electrical	On Hold (Waiting for parts)	8/20/21	
Baker Branch Library	A/C out in the building, temps starting at 81 and rising	unstable power grid , power to building single phased	HVAC	Closed	9/2/21	9/13/21
Baker Branch Library	A/C issue: Temps in building are rising steadily within the last 20 minutes. Thermostats ranging from 75-77 across building	reset controls chilled water pump failure	HVAC	Closed	9/10/21	9/13/21
Carver Branch Library	The lawn service apparently cracked a window yesterday while weedeating.		Windows/Doors	On Hold (Waiting for parts)	8/20/21	
Carver Branch Library	Chiller needs reset; building at 81 degrees	Labor: Laborer: Rhett Hodges Found the chiller was in alarm but couldn't clear it. So we called a technician from Dakin to come and fix it. Technician found a bad compressor on one circuit and put system back in service.	HVAC	Closed	9/2/21	9/5/21
Carver Branch Library	Carver Library does not have any air from the AC system circulating in the building. It is 76 degrees in the building.	Labor: Laborer: Rhett Hodges Found two AHU'S were tripped and had to be reset.	HVAC	Closed	9/4/21	9/5/21
Carver Branch Library	The alarm on the emergency door will not activate without completely setting off the alarm.	Labor: Laborer: Terry Lewis Found that the existing door alarm was broken so I replaced it with a new one.	Electrical	Closed	9/4/21	9/13/21
Central Branch Library	Fire Panel beeped a trouble code about pressure	I called allied to check the system tech from allied came out to troubleshoot and repaired problem system now operating properly.	Life Safety	Closed	8/16/21	8/24/21
Central Branch Library	Building is warm and very humid again	Claude and myself adjusted the controls and reset chiller.	HVAC	Closed	8/17/21	8/17/21

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Central Branch Library	Power outage please check AC	Check out the chiller the breaker was off I turn it back on check all the air handler and everything was working I	HVAC	Closed	8/17/21	8/20/21
Central Branch Library	AC not working properly on the YS side	Laborer: Terry Lewis, Notes: Check chiller found circuit #2 tripped due to low superheat found (2) bad temperature sensor pump down circuit #2 pull vacuum remove and replace sensor open valve equalize system restart unit all ok	HVAC	Closed	8/18/21	8/27/21
Central Branch Library	AC still not working well	Laborer: Terry Lewis, Notes: Check chiller found circuit #2 tripped out on low superheat found bad temperature sensor Pump down pull vacuum remove and install new sensor chiller working fine	HVAC	Closed	8/19/21	8/23/21
Central Branch Library	AC on YS side		HVAC	On Hold (Waiting for parts)	8/23/21	
Central Branch Library	AC not working...	Laborer: Rhett Hodges Found the chiller was in alarm and had to manually reset it to get it going	HVAC	Closed	9/5/21	9/5/21
Central Branch Library	AC turned off and then restarted		HVAC	New	9/9/21	
Delmont Gardens Branch Library	Children's Left Side Patio Door Hard to lock/unlock		Windows/Doors	In Progress	8/23/21	
Delmont Gardens Branch Library	Air Conditioner is not working at DGB	Laborer: Rhett Hodges found that the pump for the chiller was in alarm so I switch it over to the second pump too get it running.	HVAC	Closed	9/5/21	9/7/21
Eden Park Branch Library	There is one loose carpet square behind the Information desk and one in front of one of the teen computers.	Reinstalled carpet squares , Re glued units	Flooring	Closed	8/19/21	8/24/21
Eden Park Branch Library	Building is getting warm	adjust temp in building	HVAC	Closed	9/2/21	9/13/21
Eden Park Branch Library	Patron reported Library Tree hanging over her fence	Laborer: Terry Lewis, Notes: Check for tree hanging over house found tree believed to be in between the two properties lines	Grounds Maintenance	Closed	9/7/21	9/9/21
Fairwood Branch Library	Roof Leaks		Roofing	New	8/15/21	

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Fairwood Branch Library	Server room Humidifying	Check out A/C unit everything was working properly and there was no noise when i arrived there	HVAC	Closed	8/15/21	8/15/21
Fairwood Branch Library	Fire Alarm Outage		Life Safety	New	8/19/21	
Pride-Chaneyville Branch Library	AC off	Check chiller and all the air handler and everything was working properly	HVAC	Closed	8/17/21	8/17/21
Pride-Chaneyville Branch Library	Alarm panel open fault		Life Safety	In Progress	8/25/21	
River Center Library	A/C Issues throughout Building	Chilled water system was off line at the river center plant.	HVAC	Closed	8/20/21	8/25/21
River Center Library	Ceiling Leak		Plumbing	On Hold (Waiting for parts)	8/27/21	
River Center Library	Elevator Access		Electrical	In Progress	9/2/21	
River Center Library	Exterior window facing North Blvd shattered around 4:30p.		Windows/Doors	In Progress	9/3/21	
River Center Library	4B Conference Room Door not closing/locking properly	Labor: Laborer: Rhett Hodges Found that there was a metal plate causing the door not to be able to close correctly. I removed the plate and it worked fined. I tested it several times to make sure. Also fixed the door leading to the outside balcony by the staff breakroom. The spring had come loose inside the door latch and the top plunger that keeps the door locked needed to be adjusted.	Windows/Doors	Closed	9/4/21	9/7/21
River Center Library	Elevator #1 is on 4th floor. Doors are open. Doors will not shut. Elevator will not respond to button commands and move.		Life Safety	In Progress	9/9/21	
Scotlandville Branch Library	Light bulbs burned out	I changed ballast and light bulbs in various areas of the library.	Electrical	In Progress	8/14/21	8/16/21
Scotlandville Branch Library	Broken fluourescent bulbs in shipping room	Removed broken bulbs	General Maintenance	Closed	8/19/21	8/24/21
Zachary Branch Library	Clocks are wrong	Labor: Laborer: Shedrick Ridgley, Notes: Set all clocks and replace all batteries Laborer: Terry Lewis, Notes: Set all clocks and replace all batteries	General Maintenance	Closed	8/18/21	8/25/21

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Community Branch Library						
Zachary Branch Library	Front Door Malfunctioning	Labor: Laborer: reset controls the door is now operating properly	Windows/Doors	Closed	9/2/21	9/8/21
Zachary Branch Library	Staff Toilet Will Not Flush	Toilet didn't have any issues with it.	Plumbing	Closed	9/3/21	9/7/21
Zachary Branch Library	Emergency Exit Alarm battery low	Labor: Laborer: Terry Lewis, Notes: Cut off door alarm remove from door removed old battery replaced with new one reattached alarm to door and reset alarm unit ok	Electrical	Closed	9/8/21	9/9/21
Main Library						
Main Library	Alarm company called		Life Safety	New	8/18/21	
Main Library	There is water on the floor in the storage closet in the large meeting room.	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges couldn't find exactly where the source of the water was coming from but we did find that the janitorial mop sink was clogged up possibly causing the leak.	Flooring	Closed	8/19/21	8/23/21
Main Library	Interior Double Doors Not Working	The door power needed to be reset in order for doors to work.	Windows/Doors	Closed	8/20/21	8/23/21
Main Library	Air Conditioning Boiler	The boilers were tripped system has been reset and back in service.	HVAC	Closed	8/23/21	8/23/21
Main Library	Johnson Control Alarm		Life Safety	On Hold (Waiting for parts)	8/24/21	
Main Library	At this time there are four ceiling lights out in the children's room.	Installed new bulbs.	Electrical	Closed	8/25/21	9/9/21
Main Library	It's very cold in Special Collections	system reset required system working properly	HVAC	Closed	8/28/21	8/28/21
Main Library	Drain plugged		Plumbing	New	9/1/21	
Main Library	Chiller and Service Elevator	reset power to controllers UPS failure form power outages	HVAC	Closed	9/5/21	9/13/21
Main Library	Air vent raining down dust	Labor: Laborer: Rhett Hodges I cleaned the return air vent that was causing the dust issue and also cleaned the other's in the area as well.	HVAC	Closed	9/7/21	9/7/21

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Main Library						
Main Library	Control panel for "roller coaster" lights and lighted towers at entrances is unresponsive.	Labor: Laborer: Rhett Hodges Couldn't find anything wrong with the light system. Thinking that the power outage may have caused the problem. Because the teen dept said theirs weren't working either. I did hit the power button on both controller's and they seemed to work correctly.	HVAC	Closed	9/7/21	9/10/21
Main Library	the hindges of the outlet on one of the AV study tables broke		Electrical	In Progress	9/8/21	
Main Library	hot water is not working	Labor: Laborer: Rhett Hodges Found that the coil inside the hotwater heater had gone bad so I replaced the whole setup with a brand new one. And made sure it worked correctly	Plumbing	Closed	9/8/21	9/10/21
Non Public Service Workspace						
Recycled Reads/Outreach	multiple rats are scurring around office and are now (possibly) setting off alarms, causing staff to have to come to building for call outs		Pest Control	In Progress	8/14/21	
Recycled Reads/Outreach	back Receiving door arm is broken .	replace retainment hardware system closing fine	Windows/Doors	Closed	8/23/21	9/8/21
Regional Branch Library						
Bluebonnet Regional Library	loud noise from ceiling in gallery area	secured loose panel on VAV box squeaking noise	HVAC	Closed	9/2/21	9/13/21
Greenwell Springs Road Regional Library	While Checking for Ceiling Leaks, We found a Line of New Line of Water Spots in Meeting Room 129A	Labor: Laborer: Shedrick Ridgley, Notes: Check for water leak the leak appears to come from roof falling on duct work then rolling off side of duck work on to ceiling Laborer: Terry Lewis, Notes: Check for water leak the leak appears to come from roof falling on duct work then rolling off side of duck work on to ceiling	Roofing	Closed	8/17/21	8/25/21

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Regional Branch Library						
Greenwell Springs Road Regional Library	New Spotlight Blinking in Children's Skylight Area		Lighting	New	8/18/21	
Greenwell Springs Road Regional Library	Possibly Under Warranty Through Furniture Manufacturer -- Light Box Table in Toddler Area Damaged	This equipment is under warranty and will be fixed by manufacturer. That's what branch manger told me.	Upholstery/Floor Cleaning	Closed	8/18/21	8/24/21
Greenwell Springs Road Regional Library	Damage to Meeting Room 129A Where Replacement Endcaps and Surplus furniture had been stored		Painting	On Hold (Waiting for parts)	8/25/21	
Jones Creek Regional Library	Lights Out at JCR	Labor: Laborer: Terry Lewis, Notes: Replace lightbulbs that was out and dim all working fine	Electrical	Closed	8/16/21	8/17/21
Jones Creek Regional Library	JCR - Spider Infestation at the staff back doors (loading dock area)	Labor: Laborer: Rhett Hodges I spoke with Tasha to see if she had any spider poison spray and she said she didn't have any at the moment, but that she would go get some and deliver it to them.	Pest Control	Closed	8/18/21	8/27/21
Jones Creek Regional Library	JCR Study Room E is Hot	Adj temp on thermostat	HVAC	Closed	8/18/21	8/24/21
Jones Creek Regional Library	JCR - Graffiti on handle of exterior closet doors next to the staff entrance/ exit doors (loading dock area)	Cleaned graffiti off door with paint remover.	General Maintenance	Closed	8/18/21	8/19/21
Jones Creek Regional Library	JCR - Ant piles forming on old sandbags located behind the library near Teen Emergency Exit Door	Removed sand bags and placed ant killer on the ants	Pest Control	Closed	8/18/21	8/19/21
Jones Creek Regional Library	Squeaky Door Arm Hinge When Opening And Closing	Labor: Laborer: Terry Lewis, Notes: Check door found door closure needed to be oiled door ok	Windows/Doors	Closed	8/19/21	8/27/21
Jones Creek Regional Library	Jones Creek is at 76-77 degrees! We melt!	reset chill water pump controller	HVAC	Closed	8/24/21	9/13/21
Jones Creek Regional Library	Sink in janitorial closet not working	unstopped mop sink in janitors closet	Plumbing	Closed	9/9/21	9/13/21