

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	A/C issue: Temps in building are rising steadily within the last 20 minutes. Thermostats ranging from 75-77 across building	chilled water pump failure	HVAC	Closed	9/10/21	9/13/21
Baker Branch Library	There are 2 lights out at the library exit hallway, bulbs need to be replaced	Labor: Laborer: Terry Lewis, Notes: Replace (2) 175w lightbulbs and (1)175w ballast	Electrical	Closed	9/14/21	9/17/21
Baker Branch Library	There is a leak in the men's and women's restroom both in the last stall		Plumbing	In Progress	9/14/21	
Baker Branch Library	Both meeting rooms are very humid. The temps read 72.9	Labor: Laborer: Terry Lewis, Notes: Check chiller pumps and motors cooling tower all working except boiler pump motor and air handler #3 reset controls all came up could not get on controls due to computer problems but all is working	HVAC	Closed	9/14/21	9/15/21
Baker Branch Library	Thermostat in meeting room 1 still broken	Labor: Laborer: Terry Lewis, Notes: Checked and found that air handler #4 needed new down load unit or king properly	HVAC	Closed	9/17/21	9/22/21
Baker Branch Library	Toilet continuously leaking in women's restroom	Tighten up bolt around flush valve.	Plumbing	Closed	9/27/21	9/28/21
Baker Branch Library	Library entrance door not opening & closing automatically	I walked in and out door bout 20 times and could not find anything wrong with opening and closing of the door.	Windows/Doors	Closed	9/27/21	9/28/21
Carver Branch Library	Need a new whiteboard attached to the circ workroom wall	Myself and Claude put the white chalkboard on the wall for library staff.	General Maintenance	Closed	9/13/21	9/14/21
Carver Branch Library	An additional StoryWalk station came in and needs to be installed outside on Terrace Ave.	Labor: Laborer: Rhett Hodges, Notes: Install new display pedestal for the story walk Laborer: Terry Lewis, Notes: Install new display pedestal for the story walk	General Maintenance	Closed	9/16/21	9/16/21
Carver Branch Library	crepe myrtle stump needs to be removed	I cut the stump off so that it will not be tripping hazard.	General Maintenance	Closed	9/23/21	9/28/21
Carver Branch Library	my office thermostat says it's 141 degrees.... but I'm pretty sure it's not	Adjusted thermostat and instructed staff on units operation	HVAC	Closed	9/23/21	9/28/21
Central Branch Library	Outside light staff parking lot out		Electrical	On Hold (Waiting for parts)	9/11/21	

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Central Branch Library	AC not working on Reference/Adult side	Labor: Laborer: Rhett Hodges I found that the VFD drive for AHU-1 was in alarm because of phase loss. so i checked to make sure it was getting correct power and that all the fuses we still good and everything seemed too be ok so I turned the drive on and it started up along with the unit. I also found the chiller was in alarm and only one circuit was running. I reset the chiller and it cleared the alarm and started up.	HVAC	Closed	9/13/21	9/14/21
Central Branch Library	More keys	Delivered Medico keys to branch Manager	General Maintenance	Closed	9/30/21	10/5/21
Central Branch Library	AC not on at CEN	System was shut down due to bad power issue with energy Latch fault chiller running on 1 Circuit , Air-handler #2 same issue Reset both appliances and checked pumps , system is runny fine	HVAC	Closed	10/11/21	10/11/21
Central Branch Library	AC in Youth Services not working again	Claude and myself reset the chiller.	HVAC	Closed	10/12/21	10/12/21
Central Branch Library	Carpet tile loose- tripping hazard	Labor: Laborer: Rhett Hodges Pulled up loose carpet square and re-glued it.	Flooring	Closed	10/13/21	10/15/21
Central Branch Library	Fire ant colonies near entry of Staff Parking and near library Entrance under the awning.	Labor: Laborer: Rhett Hodges located several fire ant mounds checked to see if they were occupied or if the were empty several were empty so i knocked them down. I put poison on the other's I found around the sidewalks and back staff area.	Pest Control	Closed	10/13/21	10/15/21
Delmont Gardens Branch Library	Leaking roof		Roofing	In Progress	9/14/21	
Delmont Gardens Branch Library	Security Alarm fault issue		Electrical	On Hold (Waiting for parts)	9/24/21	
Delmont Gardens Branch Library	Plants growing in gutter	I removed the plants that was growing in the gutters.	General Maintenance	Closed	9/24/21	9/27/21

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Community Branch Library						
Delmont Gardens Branch Library	Lights out in the building	I changed out lights bulbs and ballast in various areas of the building.	Electrical	Closed	10/4/21	10/4/21
Delmont Gardens Branch Library	Air not properly working	Air is working properly at current time	HVAC	Closed	10/4/21	10/5/21
Delmont Gardens Branch Library	Breakroom door lock is not working	Lock need to be replaced	Windows/Doors	Closed	10/11/21	10/12/21
Eden Park Branch Library	Fence Down		General Maintenance	Queued	9/13/21	
Eden Park Branch Library	Circulation room desk drawer if off the track and unable to be locked at this time.	Aligned and straightened track of drawer tracks and sliders	General Maintenance	Closed	9/16/21	9/29/21
Eden Park Branch Library	Window Broken		Windows/Doors	In Progress	9/28/21	
Eden Park Branch Library	There are lights out that are located over the bookshelves		Electrical	In Progress	10/4/21	
Fairwood Branch Library	Handle came off of sink in the Women's Restroom		Plumbing	Queued	9/30/21	
Fairwood Branch Library	Kick stand broke off depository door	Labor: Laborer: Terry Lewis, Notes: Drill new holes and attached door stop	General Maintenance	Closed	10/8/21	10/8/21
Pride-Chaneyville Branch Library	AC out	Air handler will only come on by manually turning them on due to the server not working properly. contacted la controls to make repairs.	HVAC	Closed	9/14/21	9/14/21
Pride-Chaneyville Branch Library	Roof leak	Tile was wet took pictures and sent them to Alvin.waiting for roofing contractor to make roof repairs.	Roofing	Closed	9/14/21	9/14/21
Pride-Chaneyville Branch Library	Front door leaking water		Flooring	In Progress	9/16/21	
Pride-Chaneyville Branch Library	Roof still leaking		Roofing	On Hold (Waiting for parts)	9/18/21	
Pride-Chaneyville Branch Library	Water spots on ceiling in front of courtyard		Roofing	In Progress	9/20/21	
Pride-Chaneyville Branch Library	light ballast buzzing	Labor: Laborer: Terry Lewis, Notes: Check for humming noise found it to be coming from electric heat strips contacts bad found (4) others that needed to be replaced Laborer: Terry Lewis, Notes: Check for humming noise found it to be coming from electric heat strips contacts bad found (4) others that needed to be replaced	Electrical	Closed	9/26/21	9/30/21

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Community Branch Library						
River Center Library	Leak in Makerspace on 3rd Floor		HVAC	On Hold (Waiting for parts)	9/14/21	
River Center Library	3rd floor window northwest corner is slowly leaking again. Concern is the motorized blinds on that window may get damaged by water.		Windows/Doors	In Progress	9/14/21	
River Center Library	Ventilation System Racket		HVAC	On Hold (Waiting for parts)	9/25/21	
River Center Library	Water leaking from ceiling...clogged toilets on 3rd floor	Louis mechanical came out and unclogged the floor drains on the 3rd floor.	Plumbing	Closed	10/4/21	10/4/21
River Center Library	Toilets clogged	Laborer: Laborer: Rhett Hodges, Notes: Unstop toilets and remove water from floor Laborer: Darren Rivers, Notes: Unstop toilets and remove water from floor Laborer: Terry Lewis, Notes: Unstop toilets and remove water from floor	Plumbing	Closed	10/5/21	10/5/21
River Center Library	New Ceiling Leak	I seen area in library and there is discoloration on metal close by window, but didn't find any wet spots are water that was dripping	Windows/Doors	Completed	10/12/21	10/13/21
River Center Library	Toilet Continuously Running	Laborer: Laborer: Rhett Hodges i found the toilet was missing the manual push button that causes it to flush making the toilet constantly flush. i located the button and the spring laying on the floor so i cut the water off the the toilet and removed the button housing assembly and after inspecting it found that it had come unthreaded. So I screwed the button back on to the assembly and out it back on the flush valve and tested it several times too make sure it worked correctly.	Plumbing	Closed	10/13/21	10/14/21
Scotlandville Branch Library	Safe will not lock	Claude and myself changed the batteries on safe to make it lock	General Maintenance	Closed	10/8/21	10/12/21

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Community Branch Library						
Scotlandville Branch Library	Staff Restroom Toilet Backed Up	Labor: Laborer: Rhett Hodges I used the plunger to unclog the staff toilet that was backed up. Also flushed it several times too make sure everything was working properly.	Plumbing	Closed	10/16/21	10/16/21
Zachary Branch Library	Shingles in Courtyard	Looked on rooftop found where one tab of shingles were missing in various places throughout the roof may be 5 or 8 pieces	Grounds Maintenance	Closed	9/11/21	9/14/21
Zachary Branch Library	Very hot in the building	The chiller was off due to the air handler not running we reset the air handler and everything is working except the server needs to be reset	HVAC	Closed	9/12/21	9/14/21
Zachary Branch Library	Air handlers #2&1 not working in auto	Labor: Laborer: Claude Lindsey, Notes: Check the air handlers drive found all to be working found the controls needed to be reset .reset controls unit working fine Laborer: Darren Rivers, Notes: Check the air handlers drive found all to be working found the controls needed to be reset .reset controls unit working fine Laborer: Terry Lewis, Notes: Check the air handlers drive found all to be working found the controls needed to be reset .reset controls unit working fine	HVAC	Closed	9/14/21	9/14/21
Zachary Branch Library	Worsening Leaks in Roof	Changed soiled ceiling tiles waiting for roofing company to make roof repairs.	Roofing	Closed	9/14/21	9/20/21
Zachary Branch Library	Wasp Nest	Labor: Laborer: Terry Lewis, Notes: Checked and found wasps nest used wasps spray on nest	General Maintenance	Closed	9/17/21	9/20/21
Zachary Branch Library	Security System Battery Low		Electrical	On Hold (Waiting for parts)	9/24/21	
Zachary Branch Library	Getting hot in the building	Reset control panel	HVAC	Closed	9/26/21	9/28/21
Zachary Branch Library	Safe Battery Out	I replaced the 9 volt battery on the safe .	General Maintenance	Closed	10/4/21	10/5/21

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Community Branch Library						
Zachary Branch Library	Hole in ceiling of CR Room	Labor: Laborer: Terry Lewis, Notes: Replaced ceiling tiles that was damaged	General Maintenance	Closed	10/6/21	10/8/21
Zachary Branch Library	Alarm System Battery Dying	Allied came out to troubleshoot and replaced the batteries, the system is now operating properly.	Electrical	Closed	10/6/21	10/12/21
Main Library						
Main Library	Monday 9/13/21-The pear-shaped book bundle tree shelf had a shelf fall off of it. It has not been fixed.	Labor: Laborer: Rhett Hodges the screw's that were holding the shelf up came loose so I got some new ones and repaired the shelf.	General Maintenance	Closed	9/13/21	9/16/21
Main Library	Door stopper / wall damage	Replace door stopper	General Maintenance	Closed	9/16/21	9/27/21
Main Library	area of possible concern outside Large meeting Room	Secured audio cables in junction box	Electrical	Closed	9/20/21	9/27/21
Main Library	62 degrees in Special Collections	Both boilers were tripped, reset and system is back in service.	HVAC	Closed	9/26/21	9/27/21
Main Library	2 ceiling lights flickering and going out	Relamped fixture and installed new ballast	Windows/Doors	Closed	9/26/21	9/28/21
Main Library	Room B - Door Sticking	Unknown Resolution	Windows/Doors	Canceled	9/26/21	9/27/21
Main Library	Lateral Filing Cabinet Drawers	Extract key that was broken off in the lock and put lock in open position	General Maintenance	Closed	9/27/21	9/29/21
Main Library	Need 10 gondolas in place in early October, in time to offload shelves that YOU will move for lighting work	I went t Renaissance and got 10 gondolas and delivered them to Main library on 2nd floor.	General Maintenance	Closed	9/28/21	10/12/21
Main Library	Drain plugged	This was a test	Plumbing	Canceled	10/1/21	10/5/21
Main Library	Need to replace the filters in all three refrigerators. None of them are dispensing water.	Replace filter in all three refrigerators.	General Maintenance	Closed	10/4/21	10/5/21
Main Library	1 ceiling light is burned out	Labor: Laborer: Rhett Hodges Found the light fixture that was out and changed the bulbs and it started working.	Electrical	Closed	10/7/21	10/14/21
Main Library	Lights out in 2nd floor staff bathrooms	The lights are off because we turned them to work on another circuit.	Electrical	Canceled	10/11/21	10/12/21
Non Public Service Workspace						
Recycled Reads/Outreach	air freshner fell off wall, needs to be rehung	Replace with a new one	General Maintenance	Closed	9/14/21	10/5/21

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Non Public Service Workspace						
Recycled Reads/Outreach	light bulbs have blown out in several areas and need to be replaced; air freshner in bathroom needs to be rehung	Replace ballast and bulbs in various areas of the building.	Electrical	Closed	9/30/21	10/5/21
Regional Branch Library						
Bluebonnet Regional Library	Exterior lights out-loading dock	Labor: Laborer: Rhett Hodges found that light had gone bad so i replaced it with a new one.	Electrical	Closed	9/17/21	9/28/21
Bluebonnet Regional Library	Exit light is blinking	Labor: Laborer: Rhett Hodges found that the bulb had gone out so i replaced it with a new one.	Electrical	Closed	9/17/21	9/28/21
Bluebonnet Regional Library	hanging box outside of mechanical shed	Replace anchor bolt	Electrical	Closed	9/17/21	9/20/21
Bluebonnet Regional Library	light out in window display	Labor: Laborer: Rhett Hodges found that bulb was blown out so replaced it with a new one.	Electrical	Closed	9/19/21	9/28/21
Bluebonnet Regional Library	alarm keypad showing "No server battery" message		Electrical	In Progress	9/29/21	
Bluebonnet Regional Library	corner of window leaking rainwater	Travel to branch , resealed window	General Maintenance	Closed	9/30/21	10/4/21
Greenwell Springs Road Regional Library	Sensor Activated Light in Restroom will not turn on	All light systems are working fine	Electrical	Closed	10/9/21	10/11/21
Greenwell Springs Road Regional Library	Paper Towel Dispenser in Single Stall Public Bathroom in Children's Jammed or Broken	Removed paper from moving parts , system is dispensing paper	General Maintenance	In Progress	10/9/21	10/11/21
Greenwell Springs Road Regional Library	Second request for Children's Restroom paper towel dispenser	I changed the old paper towel dispenser with a new one.	General Maintenance	Closed	10/12/21	10/12/21

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Regional Branch Library						
Jones Creek Regional Library	JCR Staff Toilets Flushing Issues	<p>Laborer: Shedrick Ridgley, Notes: Check both staff bathroom found one set loose and flush handle sticking cut off water remove handle repair plastic sleeve put back together unit working other staff toilet set loose but flushing fine</p> <p>Laborer: Terry Lewis, Notes: Check both staff bathroom found one set loose and flush handle sticking cut off water remove handle repair plastic sleeve put back together unit working other staff toilet set loose but flushing fine</p>	Plumbing	Closed	9/16/21	9/20/21
Jones Creek Regional Library	Floor Drain in JCR Staff Bathroom full with water up to grate	<p>Laborer: Claude Lindsey, Notes: Check floor drains in staff bathroom found floor drain clogged with gravel and grit</p> <p>Laborer: Shedrick Ridgley, Notes: Check floor drains in staff bathroom found floor drain clogged with gravel and grit</p> <p>Laborer: Terry Lewis, Notes: Check floor drains in staff bathroom found floor drain clogged with gravel and grit.</p> <p>After trying unsuccessfully to clear the drain, Louis Mech came out and cleared the drain.</p>	Plumbing	Closed	9/21/21	9/22/21
Jones Creek Regional Library	JCR AC out in Meeting Rooms while groups are actively trying to use them	Reset condenser unit	HVAC	Closed	9/26/21	9/28/21
Jones Creek Regional Library	JCR - Women's Public Toilet sprays water from below flushing lever when flushed	<p>Laborer: Terry Lewis, Notes: Check toilet found the spud gaskets bad replace unit working fine</p>	Plumbing	Closed	10/2/21	10/5/21
Jones Creek Regional Library	JCR - Staff Bathroom Toilet Wobbles when you Sit on it & Flushing Handle is getting stuck again when you try to flush toilet	<p>Laborer: Rhett Hodges</p> <p>I found that the closet bolts nuts had become loose causing the toilet to shift around. So I tightened them up and that seemed to correct the problem. I also had to repair the manual flush had because it was sticking when used.</p>	Plumbing	Closed	10/12/21	10/14/21