

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
<b>Community Branch Library</b>						
Baker Branch Library	BAK has a leaking toilet in the handicap stall of the men's public restroom.	I changed the flush valve on toilet to stop the leak.	Plumbing	Closed	11/19/21	11/22/21
Baker Branch Library	Air Fresheners Women's, Men's and Staff restroom need to be changed	I changed the air fresheners in all restrooms.	General Maintenance	Closed	11/29/21	11/30/21
Baker Branch Library	Air Handling Unit Preventative Maintenance	Laborer: Rhett Hodges Checked AC unit out for any issues and replaced air filters.	HVAC	Closed	12/1/21	12/16/21
Baker Branch Library	Public ladies' restroom toilet in handicap stall is on the verge of overflowing. Cleaning crew reports water gets high when it flushes.	Unstopped toilet.	Plumbing	Closed	1/13/22	1/14/22
Carver Branch Library	water is leaking from ceiling at top of window across from the patron restrooms	This will be taken care of in the re-roof project,	Roofing	Closed	4/13/21	12/6/21
Carver Branch Library	A artist has donated many pieces of her wooden art (most are about 2 ft wide by 3 ft tall.) They need to be hung around the branch.	Unknown Resolution	Painting	Closed	6/22/21	12/6/21
Carver Branch Library	fire alarm panel trouble signal/alarm sounding	Allied and coastal Fire came out and repaired the system.	None	Closed	9/30/21	11/15/21
Carver Branch Library	no water is working in the bldg (no toilets, water fountains, faucets, etc)	Louis mechanical came out and made repairs. They had to bust up the concrete to repair a busted water line and they installed a backflow preventer.the system is now operating properly.	Plumbing	Closed	11/13/21	11/15/21
Carver Branch Library	fire alarm panel siren went off just now	Allied came out to troubleshoot and repaired.	Life Safety	Closed	11/18/21	11/23/21
Carver Branch Library	Need three magazine racks hung on the wall.	Hung rack were they wanted them	General Maintenance	Closed	11/22/21	11/24/21
Carver Branch Library	Air Handling Unit Preventative Maintenance	I changed the filters ,belts on all air handlers.I also blow all drain pipes and oiled the motors. I made sure everything was working as it should with each unit.	HVAC	Closed	12/1/21	12/13/21
Carver Branch Library	water is brown coming out of the HOT water tap in the staff kitchen sink	I let the hot water run for 20 minutes and it was not brown.	Plumbing	Closed	12/2/21	12/3/21
Carver Branch Library	Employee has tested positive for COVID-19. Need building sprayed.	Spray Covid disinfectant throughout the building.	General Maintenance	Closed	12/29/21	1/11/22
Central Branch Library	Coastal Fire is here replacing a sprinkler thing	Costal Fire finished work.	Life Safety	Closed	3/22/21	12/6/21

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<b>Community Branch Library</b>						
Central Branch Library	Water filter in Break room fridge	Water filter has been changed.	General Maintenance	Closed	6/1/21	1/5/22
Central Branch Library	Automatic door keeps opening and closing	Labor: Laborer: Rhett Hodges checked out sliding door and reset the power to get it working.	Windows/Doors	Closed	9/3/21	12/17/21
Central Branch Library	Fire Alarm Panel has a communication trouble message	Allied installed a new pull station in the meeting room, the system is now operating properly properly.	Life Safety	Closed	10/23/21	1/10/22
Central Branch Library	Chiller Preventative Maintenance	CMC performed quarterly maintenance the system is operating properly.	HVAC	Closed	11/1/21	11/15/21
Central Branch Library	Hurricane fence in the back of the building needs repair	Labor: Laborer: Terry Lewis, Notes: Remove old and fencing replace 22' of top poles and 3 caps and 3 cupping and tire wire	Grounds Maintenance	Closed	11/10/21	11/16/21
Central Branch Library	Need light bulbs changed all over the building	I changed light bulbs and ballist threw out the library.	Lighting	Closed	11/15/21	11/16/21
Central Branch Library	Need light bulbs changed	Change the bulb	Electrical	Closed	11/18/21	11/30/21
Central Branch Library	Burglar alarm panel beeping about comm failure	Allied came out to fix it.	Electrical	Closed	11/19/21	12/1/21
Central Branch Library	The Meeting Room is at 60 degrees	Boiler not running , checked pumps and controls Reset Boiler and check Air-Handlers	HVAC	Closed	11/22/21	11/24/21
Central Branch Library	Chiller Preventative Maintenance	CMC performed quarterly maintenance.	HVAC	Closed	12/1/21	12/29/21
Central Branch Library	Fire Alarm panel trouble message about a pull station in meeting room 2	Allied came out to troubleshoot and repaired the system.	None	Closed	12/6/21	12/22/21
Central Branch Library	Squirrel in Branch Manager's Office	Labor: Laborer: Rhett Hodges Checked the branch managers office but I couldn't find any squirrel in there. I also checked the traps we had previously set and they were empty with the bait still untouched. I'm going to put one above the drop ceiling in the branch managers office to see if we can catch it.	Pest Control	Closed	12/20/21	12/20/21
Central Branch Library	Squirrel	Did not see the squirrel in ceiling.	Pest Control	Closed	12/22/21	12/22/21

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<b>Community Branch Library</b>						
Central Branch Library	Hear squirrels over Reference desk	Labor: Laborer: Rhett Hodges Checked around the area where the noise was reported in the reference area. I didn't see anything at the moment. I set up a couple live cage traps in the drop ceiling over the reference desk and book stacks area.	General Maintenance	Closed	12/27/21	12/28/21
Central Branch Library	Squirrel is making A LOT of noise	Labor: Laborer: Rhett Hodges checked above ceiling but didnt see anything.	General Maintenance	Closed	12/29/21	1/5/22
Central Branch Library	CEN- Outside bookdrop	Darren and myself took the big book drop from women's,and dropped it off too Central.	General Maintenance	Closed	12/30/21	12/30/21
Central Branch Library	Squirrel is causing small pieces of ceiling tile to fall on the floor	Labor: Laborer: Rhett Hodges I checked above the drop ceiling but didn't see anything. I also checked the traps and re-baited them.	Pest Control	Closed	12/30/21	12/31/21
Central Branch Library	Squirrel noises in attic space	Labor: Laborer: Rhett Hodges Checked all around the drop ceiling in that reference area but couldn't find anything. i set a trap above the ceiling.	Pest Control	Closed	12/31/21	1/7/22
Central Branch Library	Large bookdrop does not lock.	On 12/31/2021 Darren and myself tried to fix lock on book drop but was unable too to do so. It's number code on it and may need lock smith to ok at it.	General Maintenance	Closed	1/3/22	1/4/22
Central Branch Library	64 degrees in the library	62*f in. Building reset Boiler Wait till water warmed Water 125* Building is now warming up	HVAC	Closed	1/3/22	1/3/22
Central Branch Library	Blinking lights and burnt out lights	Darren and myself checked the bulbs in the lights she say was blinking and was unable to get them to blink,also we changed all burnt out bulbs in library.	Lighting	Closed	1/3/22	1/4/22
Central Branch Library	Squirrel report- they are over Youth Services today	I did not see any squirrels in any of the traps we set out,are inside the building .	Pest Control	Closed	1/3/22	1/4/22

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<b>Community Branch Library</b>						
Central Branch Library	Squirrel update -they are in the dropped ceiling at the front door.	There was a squirrel in the cage over front door entry. I took him to Baker and released him out of cage. I then placed more food in cage and put cage back where it was.	Pest Control	Closed	1/5/22	1/6/22
Central Branch Library	Might have a squirrel in the trap about the front door	I took the squirrel that was in the cage to Baker and released him.	General Maintenance	Closed	1/5/22	1/7/22
Central Branch Library	Lock down a power plug on the floor-tripping hazard.	I took screwdriver and locked down all plates on floor to stop the hazard.	Electrical	Closed	1/5/22	1/6/22
Central Branch Library	All of our parking lot lights are off.	Switch was turn off.	Lighting	Closed	1/5/22	1/6/22
Central Branch Library	Pick up bookdrop	Pick up bookdrop and drop it off at Women's.	General Maintenance	Closed	1/6/22	1/7/22
Central Branch Library	Corridor lights that lead to public restrooms and the server room are going out.	Changed out all light bulbs in the area where they was out.	Lighting	Closed	1/8/22	1/10/22
Delmont Gardens Branch Library	Fire Ants	I am assuming this was done by Bay Pest control. This reporting procedure has changed since work order submitted.	Pest Control	Closed	4/5/21	12/6/21
Delmont Gardens Branch Library	Front door on/off switch does not work; remains on at all times	Door controls tech came out and made repairs,the door is now operating properly.	Windows/Doors	Closed	11/6/21	11/17/21
Delmont Gardens Branch Library	Air Handling Unit Preventative Maintenance	Labor: Laborer: Rhett Hodges I checked and made sure everything was working correctly and replaced the filters.	HVAC	Closed	12/1/21	12/13/21
Delmont Gardens Branch Library	Bathroom fan broken in women's restroom and going out in men's restroom	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges After checking both exhaust fans, we found that both exhaust fans needed to be replaced. So we installed new ones and made sure they worked correctly.	Electrical	Closed	12/6/21	12/13/21
Delmont Gardens Branch Library	Tree limb hanging low	Trim limbs out of the way, cut up in small pieces and place in dumper.	Grounds Maintenance	Closed	12/9/21	12/10/21
Delmont Gardens Branch Library	Computer # 9 in adult reference is out of order because of rainwater.	Industrial roofing made repairs to the roof on12/28/2021.	Roofing	Closed	12/20/21	12/29/21
Delmont Gardens Branch Library	Computers 25-35 do not have power supplied to them. Everything is plugged in but nothing is on.	Breakers turned off in electrical panel , reset breakers Units back online	Electrical	Closed	12/27/21	12/28/21

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Delmont Gardens Branch Library	No lights above reference section	Changed out light bulbs and had to reset breaker on some lights throughout library.	Electrical	Closed	1/5/22	1/5/22
Delmont Gardens Branch Library	Water is coming into the building	Laborer: Rhett Hodges found the drain that was clogged up and cleared it out and the area around it.	General Maintenance	Closed	1/9/22	1/10/22
Delmont Gardens Branch Library	The gate to the meeting room courtyard (left side) is not magnetized. It is broken again.	Laborer: Rhett Hodges checked to make sure everything was working correctly. found out that someone had turned the maglock for the gate off and forgot to turn it back on.	General Maintenance	Closed	1/9/22	1/10/22
Eden Park Branch Library	Vent making strange noise	Contractor repaired damper	HVAC	Closed	10/26/21	11/15/21
Eden Park Branch Library	EDE is cold	Reset Boiler and turn System on from controls	HVAC	Closed	11/23/21	11/24/21
Eden Park Branch Library	Shelves need to be moved	Shelves have been moved back in place	Space/Moves	Closed	11/29/21	11/30/21
Eden Park Branch Library	Air Handling Unit Preventative Maintenance	Replace filter change out belt grease motor	HVAC	Closed	12/1/21	12/29/21
Eden Park Branch Library	Building is Warm	Reset Chiller	HVAC	Closed	12/2/21	12/8/21
Eden Park Branch Library	Building is Cold	Travel to branch found system unresponsive , reset system and check igniter System came back on line, heat fine	HVAC	Closed	12/4/21	12/8/21
Eden Park Branch Library	Vent emitting burning smell	Replace belt on ahu 2	HVAC	Closed	12/13/21	12/15/21
Eden Park Branch Library	Strange smell coming from vent in Branch managers office	Found broken Belt inside of Air-handler, Replaced Belts	None	Closed	12/17/21	12/28/21
Eden Park Branch Library	Building is Cold	Laborer: Terry Lewis, Notes: Adjust thermostat and adjust temperature in the energy management system all working fine	HVAC	Closed	12/19/21	12/20/21
Eden Park Branch Library	Gondolas can be picked up	We remove the gondolas from Eden park and dropped them off to the Renaissance.	Space/Moves	Closed	12/20/21	12/23/21
Fairwood Branch Library	Fire Alarm @ FAI	Allied repaired the system.	Life Safety	Closed	10/22/21	1/7/22

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<b>Community Branch Library</b>						
Fairwood Branch Library	Chiller Preventative Maintenance	Daikin performed quarterly maintenance nd found that the system is operating properly.	HVAC	Closed	11/1/21	11/15/21
Fairwood Branch Library	Air Handling Unit Preventative Maintenance	I changed the filters ,belts on all air handlers.I also blow all drain pipes and oiled the motors. I made sure everything was working as it should with each unit.	HVAC	Closed	12/1/21	12/17/21
Fairwood Branch Library	Staff member complains about mold smell	I walked around the library several time in the area where the smell was at and could not smell. I ask few staff member and they also could not smell it.	General Maintenance	Closed	12/6/21	12/6/21
Fairwood Branch Library	Alarm going off for high temperature	Fuse in disconnect box was blown	HVAC	Closed	12/15/21	12/29/21
Fairwood Branch Library	High Temperature Alarm going off in Server Room @ FAI	Condenser fan motor needed to be replace. Was change by terry.	HVAC	Closed	12/17/21	12/29/21
Fairwood Branch Library	Data Room alarm going off.	Laborer: Shedrick Ridgley, Notes: Found condenser motor dad replaced with new motor Laborer: Terry Lewis, Notes: Found condenser motor dad replaced with new motor	HVAC	Closed	12/19/21	12/22/21
Fairwood Branch Library	Data room alarm going off	Laborer: Terry Lewis, Notes: Check pump remove pump housing check float switch all working properly cleared discharge line unit working fine	HVAC	Closed	12/22/21	12/22/21
Fairwood Branch Library	hi water in pan message and very hot	Unstopped condensate pump System draining fine.	HVAC	Closed	12/27/21	1/11/22
Fairwood Branch Library	Lights out in branch FAI	Change out two bulb and ballast and have some more on order	Lighting	Closed	1/2/22	1/5/22
Fairwood Branch Library	gate not counting	Reset breaker #34 for gate counter outside elect. room.	General Maintenance	Closed	1/3/22	1/5/22
Pride-Chaneyville Branch Library	There are several areas inside that need to be touch up painted.	This will be taken care of in Minor Building improvement package 2022	Painting	Closed	10/22/20	12/6/21
Pride-Chaneyville Branch Library	Chilled Water Pump Preventative Maintenance	Duplicate work order.	None	Closed	8/2/21	8/25/21
Pride-Chaneyville Branch Library	Mechanical noise in teen section	Contact was replace with new one by terry.	HVAC	Closed	9/14/21	1/10/22

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<b>Community Branch Library</b>						
Pride-Chaneyville Branch Library	Chiller Preventative Maintenance	Cmc performed quarterly maintenance the system is operating properly.	HVAC	Closed	11/1/21	11/15/21
Pride-Chaneyville Branch Library	Chilled Water Pump Preventative Maintenance	Grease motor check spider out everything was working properly.	HVAC	Closed	11/1/21	1/10/22
Pride-Chaneyville Branch Library	Chiller Preventative Maintenance	Laborer: Rhett Hodges Checked out unit for any issues and replaced air filters.	HVAC	Closed	12/1/21	12/16/21
Pride-Chaneyville Branch Library	Air Handling Unit Preventative Maintenance	Rhett completed this work order.	HVAC	Closed	12/1/21	12/30/21
Pride-Chaneyville Branch Library	light ballast	It was not a ballast that was making noise, it was contact in one of the heating units.	Electrical	Closed	1/5/22	1/10/22
River Center Library	Water Stained Ceiling Tiles- Need Replacing	Replace all of the tile that was stained.	General Maintenance	Closed	9/2/21	1/10/22
River Center Library	Pressure Washing- 4th Floor Courtyard	Outside floor was pressure wash by contractor.	Plumbing	Closed	10/13/21	1/10/22
River Center Library	Book Drop Closet Door Handle is loose	Tighten handle back on door.	General Maintenance	Closed	10/18/21	1/10/22
River Center Library	Air Handling Unit Preventative Maintenance	Replace filter, check motor and belt.	HVAC	Closed	11/1/21	1/10/22
River Center Library	Continuously Running Sink - 3rd Floor	Change out the water valve	Plumbing	Closed	11/9/21	12/29/21
River Center Library	Elevators need servicing	Otis elevator technician came out and made repairs.	Electrical	Closed	11/16/21	11/23/21
River Center Library	Sink not running	Replace valve on faucet.	Plumbing	Closed	11/19/21	1/5/22
River Center Library	Toilets Running & Not Flushing	Laborer: Terry Lewis, Notes: Pick up new valve and install all working fine Laborer: Shedrick Ridgley, Notes: Check flush sensor found flush valve stuck open remove sensor recycle power flush valve reset remove flush valve to replace on order Laborer: Terry Lewis, Notes: Check flush sensor found flush valve stuck open remove sensor recycle power flush valve reset remove flush valve to replace on order	Plumbing	Closed	11/22/21	12/3/21
River Center Library	Patron Restroom Door Jammed	Plain door and it works better.	Windows/Doors	Closed	11/24/21	11/30/21
River Center Library	Public Elevators	Otis technician on site 12/6/21	None	Closed	12/2/21	12/8/21

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<b>Community Branch Library</b>						
River Center Library	Clocks	I changed the time on all clocks in library.	General Maintenance	Closed	12/2/21	12/3/21
River Center Library	Room Temperature	Thermostat was set higher than normal	HVAC	Closed	12/3/21	12/8/21
River Center Library	Low temperature throughout building, patrons are leaving due to it, 3rd floor thermostat reads 57F.	Laborer: Rhett Hodges found that the boiler system was in alarm. We contacted DPW and they let us know that they were gonna get it up and going quick as they could.	HVAC	Closed	12/4/21	12/6/21
River Center Library	Water leaking again in the 900's section	Water is leaking again from the same place	Roofing	Closed	12/9/21	12/13/21
River Center Library	A/C setting is still too high	Johnson control tech replaced the actuator on van box.	HVAC	Closed	12/9/21	12/13/21
River Center Library	Thermostat too high	Johnson control change the agitator.	None	Closed	12/14/21	12/30/21
River Center Library	TV will not turn on	There was no problems with the tv.	Electrical	Closed	12/14/21	12/30/21
River Center Library	Ceiling Leak has started again	Laborer: Rhett Hodges checked were ceiling tile was wet. Will have to get roofer repair company to check it out.	Roofing	Closed	12/30/21	1/5/22
River Center Library	Stair way covering coming up in two places	Put them back in place with some contact cement.	Flooring	Closed	1/8/22	1/10/22
Scotlandville Branch Library	Door to courtyard acting up	Door was slightly rubbing the floor	Windows/Doors	Closed	10/12/21	12/29/21
Scotlandville Branch Library	flying insects outside front entrance of building	I found warps nest and kill the warps in front of library	Pest Control	Closed	11/16/21	11/19/21
Scotlandville Branch Library	Loose door in ladies' room	Laborer: Rhett Hodges replaced broken screws on the door hinge with new one's.	Windows/Doors	Closed	11/20/21	11/23/21
Scotlandville Branch Library	Too hot in the library	Unknown Resolution check chiller pump and motors all working fine chiller tripped on low sucking reset both circuits #1 circuit tripped on low sucking circuit #2 working fine building is cooling down	HVAC	Closed	11/29/21	11/29/21
Scotlandville Branch Library	Air Handling Unit Preventative Maintenance	I changed the filters ,belts on all air handlers.I also blow all drain pipes and oiled the motors. I made sure everything was working as it should with each unit.	HVAC	Closed	12/1/21	12/13/21



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<b>Community Branch Library</b>						
Scotlandville Branch Library	Fluorescent light is flickering near entrance	Labor: Laborer: Rhett Hodges Replaced ten flourscent light bulbs that were out or about too go out.	Lighting	Closed	12/11/21	12/13/21
Scotlandville Branch Library	Fire Alarm Panel Error	Allied came out to troubleshoot and repaired the system.	Life Safety	Closed	12/15/21	12/29/21
Scotlandville Branch Library	Ceiling drip	Labor: Laborer: Shedrick Ridgley Laborer: Rhett Hodges found where the water was leaking from the roof above the branch managers office. will have to get the roofing contractors tout there to make the repairs.	Roofing	Closed	12/20/21	12/21/21
Zachary Branch Library	Very Cold in Building	Contractor replaced vent switch adjusted airflow to burner assembly	HVAC	Closed	11/4/21	11/15/21
Zachary Branch Library	gates not counting	Cycled power and reconnected RJ45 connector to devise System reading books	Electrical	Closed	11/12/21	11/15/21
Zachary Branch Library	Storage Room Lock not working	Labor: Laborer: Terry Lewis, Notes: Repair door lock	Windows/Doors	Closed	11/15/21	11/17/21
Zachary Branch Library	It's 80 degrees in the library today.	System was turned off enable controls Turned #2 pump on system cooling fine.	HVAC	Closed	11/15/21	1/10/22
Zachary Branch Library	Water in Parking Lot	Labor: Laborer: Rhett Hodges found that the sprinkler system at the front of the parking lot had a wiring malfunction. I turned it off till we can get someone out there to look at it.	Irrigation	Closed	11/19/21	11/22/21
Zachary Branch Library	Public Restroom paper towel dispenser has no key	Labor: Laborer: Rhett Hodges found two replacement keys for the paper towl and toilet paper dispensers.	General Maintenance	Closed	11/26/21	12/6/21
Zachary Branch Library	Florescent lights needed in Children/ Teen area	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges CHANGED LIGHT BULBS AND BALLAST THAT WERE OUT AROUND THE BUILDING.	Lighting	Closed	11/28/21	12/29/21

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<b>Community Branch Library</b>						
Zachary Branch Library	Air Handling Unit Preventative Maintenance	Labor: Laborer: Rhett Hodges Checked out the units for any issues and changed air filters.	HVAC	Closed	12/1/21	12/16/21
Zachary Branch Library	Lock on circ cash drawer is broken	lube and adjusted wafers in cam lock.	General Maintenance	Closed	12/28/21	12/29/21
Zachary Branch Library	Water on staff fridge (frigidaire model ffhs2622mw3) not working	Water line was frozen.	General Maintenance	Closed	12/29/21	1/5/22
Zachary Branch Library	Building is 75-78 degrees	Both compressor was in alarm for low pressure.	HVAC	Closed	1/4/22	1/5/22
Zachary Branch Library	Building Too Cold	Adjusted thermostats in library.	HVAC	Closed	1/13/22	1/14/22
<b>Main Library</b>						
Main Library	New Supply Office door	Door installed by contractor Door working fine.	General Maintenance	Closed	7/28/20	3/31/21
Main Library	The cinder block wall under the loading dock needs to be pressure washed and painted. The mortar is also crumbling a bit	This work has been completed.	Painting	Closed	8/18/20	12/6/21
Main Library	New carpet tiles	Can not find exact replacement floor tiles Need supervisors to order floor tile.	Flooring	Closed	2/1/21	1/11/22
Main Library	Card Access doors to the staff lounge are not working	This is actually a programming issue and should be sent in to IT. I let Brian know awhile back about it and he took care of it.	Electrical	Closed	11/3/21	12/6/21
Main Library	Main Teen Table Broken	Labor: Laborer: Rhett Hodges Removed broken outlet assembly from the table and covered the hole. Will have to locate and purchase a replacement outlet for the table.	Electrical	Closed	11/16/21	11/19/21
Main Library	Broken Door	Put another screw in catch	Windows/Doors	Closed	11/19/21	11/23/21
Main Library	Interior Double Doors not locking	I tightened the screws on door and oiled the lock.	Windows/Doors	Closed	11/27/21	11/30/21
Main Library	Hydraulic arm on door leading into Reference hall not working	Labor: Laborer: Rhett Hodges Checked out door and found that it has several issues that need to be fixed. we are going to contact the door repair company and set up a time so they can come and repair it.	Windows/Doors	Closed	12/1/21	12/6/21

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<b>Main Library</b>						
Main Library	Mens bathroom on second floor has a toilet that won't stop running.	Replace flush valve	Plumbing	Closed	12/2/21	12/3/21
Main Library	Floor drop boxes don't have power	Reset breaker in large meeting room.	Electrical	Closed	12/2/21	12/3/21
Main Library	Compact shelving not working again- same as a couple of months ago that was fixed.	Sensor fell out of hole had to take shelves apart to replace it	General Maintenance	Closed	12/2/21	12/8/21
Main Library	Replacing toilet seats in staff restrooms near staff lounge	Replace both toilet seat.	Plumbing	Closed	12/3/21	12/30/21
Main Library	Wallpaper	repaired hole ,re glue wallpaper.	General Maintenance	Closed	12/3/21	12/6/21
Main Library	Ice Maker in the refrigerator closest to the vending machine does not appear to be working properly	I defrosted the the refrigerator and waited til it made ice in ice maker	General Maintenance	Closed	12/3/21	12/6/21
Main Library	Sink wont shut off	Labor: Laborer: Rhett Hodges The battery in the sink had gone bad, so I changed it with a new one and it started working correctly.	HVAC	Closed	12/4/21	12/8/21
Main Library	It's current less than 60 degrees F in Special Collections	Labor: Laborer: Rhett Hodges Found that the boiler system was in alarm and had too be reset. Once I reset it the boilers came back on and started running.	HVAC	Closed	12/4/21	12/6/21
Main Library	light seems to have fallen out of the ceiling	Labor: Laborer: Rhett Hodges found the fixture lens cover was broken and had to be repaired.	Lighting	Closed	12/5/21	12/7/21
Main Library	Lights won't come back on & Lights out in Large Meeting Room	Labor: Laborer: Rhett Hodges i found that the preset channel in the touchscreen display panel was not working correctly. So I programmed the other three channels to work until we get the issue solved.	Electrical	Closed	12/6/21	12/8/21
Main Library	@ lights out in Special Collections	Labor: Laborer: Rhett Hodges Replaced the bad light bulbs with new ones and the light worked.	Electrical	Closed	12/7/21	12/13/21
Main Library	Replacing toilet seats in staff restrooms near staff lounge	Replace toilet seat with new one's.	Plumbing	Closed	12/13/21	1/10/22
Main Library	Clocks in branch services workroom and offices need to be adjusted to correct time.	Reset Clocks	Electrical	Closed	12/14/21	12/15/21

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<b>Main Library</b>						
Main Library	More carpet pieces coming unglued in Childrens	Labor: Laborer: Rhett Hodges cleaned out surface then re-applied carpet glue then set carpet pieces back down.	Flooring	Closed	12/16/21	12/17/21
Main Library	Flickering light fixture	relamped light fixture.	Lighting	Closed	12/20/21	12/29/21
Main Library	Fumes in Archivist office	No smell found in Office , searched office with employee and had same results	General Maintenance	Closed	12/21/21	12/28/21
Main Library	Broken ground prong	Removed broken ground prong.	Electrical	Closed	12/22/21	12/22/21
Main Library	Water on floor in janitors closet and adjacent storage room in large meeting room	Defective chemical feeder from janitorial stall , Removed water.	Plumbing	Closed	12/27/21	1/10/22
Main Library	Teen room back door buzzer won't stop beeping	replaced Batteries in Both Door buzzers.	General Maintenance	Closed	1/3/22	1/10/22
Main Library	Loose Endcaps	replaced nuts in incaps and added double sided tape in other signage.	Space/Moves	Closed	1/6/22	1/10/22
Main Library	automatic flush not working on toilet	replaced batteries in automatic flush heads.	Plumbing	Closed	1/6/22	1/10/22
Main Library	Stopped up sink	Unstopped sink in bathroom	Plumbing	Closed	1/10/22	1/10/22
Main Library	MEN'S HANDICAPPED STALL FLUSHING MECHANISM	Labor: Laborer: Rhett Hodges Checked toilet and found the manual push button was getting stuck when pressed down to flush. I put oil on it and work it in to get it to stop sticking. I did several test flushes and it work correctly.	Plumbing	Closed	1/10/22	1/13/22
<b>Non Public Service Workspace</b>						
Recycled Reads/Outreach	We need to get a new perimeter alarm system.	Allied installed a new system.	Life Safety	Closed	1/11/21	12/6/21
Recycled Reads/Outreach	leak in bathroom around toilet and wall that connects to janitor's closet: several leaks in janitor's close	Hot water heater line had a small hole in it drain the line and soldered the hole.	General Maintenance	Closed	11/30/21	12/1/21
Recycled Reads/Outreach	need a new chain for front entrance	Billy Ray and myself changed the old plastic chain link down and replaced it with metal one.	General Maintenance	Closed	11/30/21	12/2/21
<b>Regional Branch Library</b>						
Bluebonnet Regional Library	Damage due Ceiling Tiles & Cables	Contractor fixed and cleaned area associated.	General Maintenance	Closed	6/4/21	12/6/21

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
<b>Regional Branch Library</b>						
Bluebonnet Regional Library	inspection of trees	Unknown Resolution	None	Closed	9/2/21	12/6/21
Bluebonnet Regional Library	Light pole in parking lot leaning a lot	Checked all of the bolts on the concrete base ,they are tight and secure .The concrete base is 4feet deep and secured.	Grounds Maintenance	Closed	9/7/21	12/29/21
Bluebonnet Regional Library	Cooling Tower Preventative Maintenance	Laborer: Shedrick Ridgley, Notes: Clean all filler material drain cooling tower clean floor's of tower grease all pumps and motors refill all working fine Laborer: Terry Lewis, Notes: Clean all filler material drain cooling tower clean floor's of tower grease all pumps and motors refill all working fine	HVAC	Closed	11/1/21	12/22/21
Bluebonnet Regional Library	Allied called--Trouble in System signal	Allied tech came out and made repairs.	Electrical	Closed	11/10/21	11/23/21
Bluebonnet Regional Library	Rat in building	Laborer: Terry Lewis, Notes: Set traps in staff work room and storage room	Pest Control	Closed	11/19/21	12/3/21
Bluebonnet Regional Library	Men's toilet backed up.	Laborer: Rhett Hodges	Plumbing	Closed	11/23/21	12/6/21
Bluebonnet Regional Library	UDACT trouble fire alarm panel	Allied came out to troubleshoot and repaired the system.	Life Safety	Closed	12/7/21	12/22/21
Bluebonnet Regional Library	when setting alarm at night, have to force set alarm.	Allied came out to troubleshoot and repaired the system.	Electrical	Closed	12/30/21	1/11/22
Bluebonnet Regional Library	multiple lights out	Laborer: Terry Lewis, Notes: Replace lightbulbs throughout building Laborer: Shedrick Ridgley, Notes: Replace lightbulbs throughout building Laborer: Terry Lewis, Notes: Replace lightbulbs throughout building Laborer: Shedrick Ridgley, Notes: Replace lightbulbs throughout building Laborer: Terry Lewis, Notes: Replace lightbulbs throughout building	Electrical	Closed	1/7/22	1/13/22
Greenwell Springs Road Regional Library	We need to get quotes to repair/ replace the irrigation system at GSR.	Planet plant it installed a new system.	Irrigation	Closed	6/12/20	12/6/21
Greenwell Springs Road Regional Library	Need to have the parking lot re-stripped.	This work has been completed.	General Maintenance	Closed	8/19/20	8/16/21

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
<b>Regional Branch Library</b>						
Greenwell Springs Road Regional Library	Boiler Preventative Maintenance	Cmc performed annual maintenance.	HVAC	Closed	10/1/21	12/22/21
Greenwell Springs Road Regional Library	Maintenance Alarm Code No Longer Valid at GSR	Allied should have fixed	None	Closed	10/25/21	12/6/21
Greenwell Springs Road Regional Library	Leaky toilet in women's restroom	Labor: Laborer: Rhett Hodges I found that the wax ring around the toilet drain started too leak, so I replaced the wax ring and made sure that it wasn't leaking anymore.	Plumbing	Closed	11/15/21	11/18/21
Greenwell Springs Road Regional Library	faulty sensor causing repeated false burglar alarms	Allied made repairs.	Electrical	Closed	11/21/21	12/13/21
Greenwell Springs Road Regional Library	Air Handling Unit Preventative Maintenance	Preventive maintenance on Air handlers, Check belts, filters, amp draw and drain pans.	HVAC	Closed	12/1/21	1/11/22
Greenwell Springs Road Regional Library	Carpet Tile Lifting Behind Circulation Desk	Labor: Laborer: Rhett Hodges found two carpet squares that were coming up so I re-glued them tooo the floor.	Flooring	Closed	12/17/21	12/20/21
Greenwell Springs Road Regional Library	Blister Appeared under Linoleum Flooring in Staff Hallway	This is located in the center of the floor and between the walls, I don't think this is under warranty so we're not going to destroy the flooring at this point because it's not coming up anywhere else.	Flooring	Closed	12/28/21	12/29/21
Greenwell Springs Road Regional Library	Quiet Reading Room - Multiple Issues	The water spots are due to roof leaks.	General Maintenance	Closed	12/28/21	1/5/22
Jones Creek Regional Library	Get a quote to install a french drain in the electrical area in the back of the meeting room.	Unknown Resolution	Plumbing	Closed	3/1/21	12/6/21
Jones Creek Regional Library	Blocked Landscaping Drain	KE handles landscaping company issues. This was taken care of already. If happens again follow Reporting Building Issues procedure that was updated in 2021	Grounds Maintenance	Closed	4/10/21	12/6/21
Jones Creek Regional Library	Possible Flying Projectiles	Terry Lewis completed the work task for this work order.	Pest Control	Closed	8/28/21	1/12/22

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
<b>Regional Branch Library</b>						
Jones Creek Regional Library	Cooling Tower Preventative Maintenance	Labor: Laborer: Terry Lewis, Notes: Remove and wash field material grease all pumps and motors Laborer: Terry Lewis, Notes: Remove and wash field material grease all pumps and motors	HVAC	Closed	10/1/21	11/22/21
Jones Creek Regional Library	Boiler Preventative Maintenance	CMC performed quarterly maintenance maintenance.	HVAC	Closed	10/1/21	12/15/21
Jones Creek Regional Library	Cooling Tower Preventative Maintenance	Labor: Laborer: Terry Lewis, Notes: Clean filled material grease all pumps and motors all working fine	HVAC	Closed	11/1/21	12/22/21
Jones Creek Regional Library	Lights on During the Day in Parking Lot @ JCR	Labor: Laborer: Rhett Hodges replaced old photo cell with new one and tested it to make sure it worked correctly	Electrical	Closed	11/20/21	11/23/21
Jones Creek Regional Library	Heat not on in staff workroom	Labor: Laborer: Shedrick Ridgley, Notes: Check boiler ok check air handler ok found hot water valve closed recycle power to control valve reset unit working fine Laborer: Terry Lewis, Notes: Check boiler ok check air handler ok found hot water valve closed recycle power to control valve reset unit working fine	HVAC	Closed	11/23/21	11/23/21
Jones Creek Regional Library	Building temperature is very cold	Labor: Laborer: Terry Lewis, Notes: Check boiler pumps and motors all working fine adjust temperature on energy management system temperature rising	HVAC	Closed	11/27/21	12/1/21
Jones Creek Regional Library	73° Outside and 68° inside is the wrong way round!	Labor: Laborer: Terry Lewis, Notes: Adjust temperature on chiller check boiler found pilot assembly needed to be clean and adjusted Laborer: Terry Lewis, Notes: Work on energy management system with Johnson Controls found back board not working properly ordering board	HVAC	Closed	11/30/21	12/8/21

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
<b>Regional Branch Library</b>						
Jones Creek Regional Library	Send Chairs to storage from meeting room closet	Labor: Laborer: Terry Lewis, Notes: Remove chairs from meeting room take to storage	Space/Moves	Closed	11/30/21	12/3/21
Jones Creek Regional Library	Chiller Preventative Maintenance	CMC performed quarterly maintenance.	Pest Control	Closed	12/1/21	12/13/21
Jones Creek Regional Library	Air Handling Unit Preventative Maintenance	Labor: Laborer: Terry Lewis, Notes: Used (10) 16x24x2 (11) 16x25x2 (20)20x25x2 (2) a36 (1)a48 (2)a50 (1)b58(1)a59(1)a40 belts greased all pumps motors	HVAC	Closed	12/1/21	12/20/21
Jones Creek Regional Library	Toilet Handle Doesn't Always Flush	Labor: Laborer: Terry Lewis, Notes: Replace flush handle.	Plumbing	Closed	12/2/21	12/8/21
Jones Creek Regional Library	Replace lightbulbs	Replace lightbulbs throughout building	Lighting	Closed	12/10/21	12/13/21
Jones Creek Regional Library	Stopped up Sink in staff kitchen	Labor: Laborer: Shedrick Ridgley, Notes: Used plunger to unstop drain didn't work used pressure shock wave cans had to snake the line with machine all working fine Laborer: Terry Lewis, Notes: Used plunger to unstop drain didn't work used pressure shock wave cans had to snake the line with machine all working fine	Plumbing	Closed	12/13/21	12/14/21
Jones Creek Regional Library	Move Mobile Depository from GSR to JCR	Rhett and myself removed the mobile depository from GSR, and dropped it off to Jones Creek.	General Maintenance	Closed	12/29/21	12/30/21
Jones Creek Regional Library	Teen Study Room G Lock Case Catching on Doorframe	Adjusted lock.	Windows/Doors	Closed	1/4/22	1/10/22
Jones Creek Regional Library	Need toilet tissue key copied	I dropped off key to branch manger.	General Maintenance	Closed	1/6/22	1/7/22