

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
<b>Community Branch Library</b>						
Baker Branch Library	There is a black particle falling from the ceiling vent in the circ workroom		General Maintenance	In Progress	1/26/22	
Baker Branch Library	Temps in building are rising and the building is getting warm		HVAC	In Progress	1/26/22	
Baker Branch Library	Complaints about temp in the building, temps across building ranging from 64-68	Temperature was adjusted to confort the building.	HVAC	Closed	2/4/22	2/9/22
Baker Branch Library	Thermostats reading 75 degrees & up throughout the building.		HVAC	In Progress	2/8/22	
Baker Branch Library	Prevention maintenance	I changed all filters,oiled all motors on air handler unit. I made sure belts where in cold conditions also drain was draining correctly. I also made sure all motors was running as they should	HVAC	Closed	2/10/22	2/11/22
Carver Branch Library	the meeting room electric wall will not retract	Laborer: Rhett Hodges Looks like the wall has come of the track or bracket. It's putting the system in alarm until the problem is solved. We're gonna have to get a company to come take a look at it to see what needs to be done.	General Maintenance	Closed	1/19/22	1/24/22
Carver Branch Library	CAR's burglar alarm has gone off 2X in the past week		Electrical	New	1/24/22	
Carver Branch Library	light out in patron women's restroom (above mirror)	Laborer: Rhett Hodges replaced lightbulb and ballast in can light fixture.	Lighting	Closed	1/24/22	2/1/22
Carver Branch Library	I received another Zone 19 (meeting room) burglar alarm last night		Electrical	In Progress	1/25/22	
Carver Branch Library	received a 4th burglar alarm call from Allied last night at 12:25 AM (meeting room zone 19)		Electrical	New	1/27/22	
Carver Branch Library	pressure wash exterior, repaint retaining walls and planters in front with mildew resistant concrete paint		General Maintenance	New	1/28/22	
Carver Branch Library	Restripe parking lot and curbs around building		General Maintenance	New	1/28/22	
Carver Branch Library	Replace missing letters and numbers from the address on the Terrace street side		General Maintenance	In Progress	1/28/22	

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Carver Branch Library	TV on wall and shelf unit need to be removed for painting	Remove the monitor from wall. Disassembled the book self and move to renaissance.	Electrical	Closed	2/9/22	2/10/22
Central Branch Library	Thermostats read between 59 and 64 degrees in the building	Labor: Laborer: Terry Lewis, Notes: Boiler in alarm reset controls unit working fine.	HVAC	Closed	1/16/22	1/18/22
Central Branch Library	Squirrel update	Labor: Laborer: Rhett Hodges I checked all the traps but they were empty so I reset them. And also climbed up In the ceiling to try I find where they were getting into but couldn't locate the area.	Pest Control	Closed	1/24/22	1/25/22
Central Branch Library	Squirrel in trap??	I checked all traps and didn't find anything. So I placed fresh food in each trap and reset them all.	Pest Control	Closed	1/27/22	1/27/22
Central Branch Library	Squirrel in trap over circ	Unknown Resolution	Pest Control	Closed	1/28/22	1/31/22
Central Branch Library	Toilets are loose	Tighten toilet seat .	Plumbing	Closed	2/3/22	2/4/22
Central Branch Library	Fridge drops black stuff when you use the ice dispenser on the door.	Ice basket was not all the way .	General Maintenance	Closed	2/3/22	2/3/22
Central Branch Library	Sewer smell in the men's restroom	Travel to branch located sewer smell, smell coming from floor drain Filled floor drain with mop water .  Instructed cleaning crew to put water in floor drain when smell comes back.	General Maintenance	Closed	2/7/22	2/8/22
Central Branch Library	Squirrel has returned	There was no squirrels found	Pest Control	Closed	2/8/22	2/9/22
Central Branch Library	Front parking lot smells like sewer	Did not smell anything.	Plumbing	Closed	2/8/22	2/10/22
Delmont Gardens Branch Library	DGB Break Room Bathroom Toilet Not Flushing	Water was turn off.	Plumbing	Closed	1/18/22	1/19/22
Delmont Gardens Branch Library	The temperature in the branch is 59 degrees at the time of this report. It was 56 degrees when I arrived at 8:25am	Mr. Billy. called CMC out to come reset the boilers.	HVAC	Closed	1/20/22	1/21/22
Delmont Gardens Branch Library	Roof leaking onto computers.		Roofing	New	1/25/22	
Delmont Gardens Branch Library	Broken ceiling piece near plastic caps		General Maintenance	On Hold (Waiting for parts)	1/25/22	
Delmont Gardens Branch Library	The first stall in the ladies bathroom is not working	Replace valve and handle.	Plumbing	Closed	1/29/22	1/31/22

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<b>Community Branch Library</b>						
Delmont Gardens Branch Library	Meeting room door lock jams		Windows/Doors	In Progress	2/7/22	
Eden Park Branch Library	Hanging light on study table	Secured worn brackets in light fixture above study table.	Electrical	Closed	1/24/22	1/26/22
Eden Park Branch Library	Smoke smell	Traveled to facility , found no sign of smoke or appliance smoking or fire. Possible cause of issue could've been a ballast or trucking company next door as fresh air intake is at east side of building	HVAC	Closed	2/9/22	2/11/22
Fairwood Branch Library	Clocks Off	Labor: Laborer: Terry Lewis Laborer: Rhett Hodges Replaced batteries with new ones and changed clock to correct time.	General Maintenance	Closed	1/20/22	2/9/22
Fairwood Branch Library	Make Up Air Unit Preventative Maintenance	I blew out all drain pipes,oiled ,and changed all filters. I checked and changed the belts on all units.	HVAC	Closed	2/1/22	2/2/22
Fairwood Branch Library	Beeping AC Server	This was an HVAC system problem CMC tech came out and made repairs,the system is now operating properly.	HVAC	Closed	2/7/22	2/9/22
Pride-Chaneyville Branch Library	Deaerator Tank Preventative Maintenance	Check system.	HVAC	Closed	2/1/22	2/3/22
River Center Library	All floors are cold...Temperature Adjustment Request	The building didn't have heat due to the boilers being repaired at the central plant . I wasn't notified by building maintenance that this would be taking place.	HVAC	Closed	1/15/22	1/19/22
River Center Library	Patron elevator door remained stuck half-open with patrons inside until the door open alarm sounded and they were able to exit.		Life Safety	New	1/27/22	
River Center Library	Air Handling Unit Preventative Maintenance	I changed all filters,oiled all motors on air handler unit. I made sure belts where in cold conditions also drain was draining correctly. I also made sure all motors was running as they should.	HVAC	Closed	2/1/22	2/9/22
River Center Library	Graffiti on Outside of building	Labor: Laborer: Rhett Hodges I used graffiti remover too remove the graffiti on the outside wall.	General Maintenance	Closed	2/8/22	2/9/22

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<b>Community Branch Library</b>						
Scotlandville Branch Library	SCO gates not counting	Went there and hit the breakers to reset the gate counter.	Electrical	Closed	1/20/22	1/21/22
Scotlandville Branch Library	Fluorescent light flickering	Change bulb in adult area and over circ desk.	Lighting	Closed	1/31/22	2/3/22
Scotlandville Branch Library	Clean boiler room	I cleaned all spiderwebs, and floors in the room. I also stacked up the other supply's neatly in Conner of the room.	General Maintenance	Closed	2/4/22	2/4/22
Scotlandville Branch Library	Downed tree	Labor: Laborer: Terry Lewis, Notes: Cut tree into smaller pieces to remove and throw into dumpster.	None	Closed	2/7/22	2/9/22
Scotlandville Branch Library	Ant pile on parking lot sidewalk	Labor: Laborer: Terry Lewis, Notes: Locate several ant pile apply ant control along all walkways	General Maintenance	Closed	2/7/22	2/8/22
Scotlandville Branch Library	Faucet leak in courtyard	Labor: Laborer: Terry Lewis, Notes: Reset valve gasket	Plumbing	Closed	2/7/22	2/8/22
Zachary Branch Library	ZAC Chiller Issues - Building Cold Again	Labor: Laborer: Terry Lewis, Notes: Check boiler temperature good chiller temperature good set all thermostat throughout building raised temperature on thermostats and set controls temperature on thermostat temperature in building fine.	HVAC	Closed	1/18/22	1/18/22
Zachary Branch Library	Children's Bathroom Toilet Clogged and Overflowing	I plunged the toilet to unstop it.	Plumbing	Closed	1/18/22	1/19/22
Zachary Branch Library	Computer Chair broken	Replace wheel.	General Maintenance	Closed	1/21/22	2/10/22
Zachary Branch Library	AC Problem	Contractor came out to check.	HVAC	Closed	1/24/22	2/10/22
Zachary Branch Library	Requesting Paint on Handicap Sidewalk Slop - Tripping Hazard	Painted curb red.	General Maintenance	Closed	1/25/22	1/28/22
Zachary Branch Library	Building is Too Hot		HVAC	In Progress	1/26/22	
Zachary Branch Library	Building Temp has crept up again - 76.6 - 79.5		HVAC	In Progress	1/28/22	
Zachary Branch Library	Replacement of Women's Restroom Toilet Seat	I replaced the toilet seat.	Plumbing	Closed	1/29/22	1/31/22
Zachary Branch Library	01.29.22 Library is again in the upper 70s - server room is 86 degrees	Chiller was turn off.	HVAC	Closed	1/29/22	2/1/22
Zachary Branch Library	ZAC Circ Area 67		HVAC	In Progress	2/1/22	
Zachary Branch Library	Battery Dying	Change out battery.	Windows/Doors	Closed	2/4/22	2/9/22

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<b>Main Library</b>						
Main Library	Base board fell off	Secured baseboard.	Flooring	Closed	1/15/22	1/24/22
Main Library	Light out over men's room door. Flickering light near plaza side windows in LMR.	Labor: Laborer: Rhett Hodges Laborer: Darren Rivers Laborer: Terry Lewis Changed out the bulb and ballast to get it working.	Lighting	Closed	1/16/22	1/19/22
Main Library	Lights in middle of the cherry wall on the plaza side of Large Meeting Room are flickering	Labor: Laborer: Rhett Hodges Laborer: Darren Rivers Laborer: Terry Lewis Changed bulbs and ballast on the light fixture that was flickering.	Lighting	Closed	1/18/22	1/19/22
Main Library	Bird Carcasses	I removed the two dead birds from overhead.	General Maintenance	Closed	1/25/22	1/27/22
Main Library	Daikin AC unit		HVAC	In Progress	1/28/22	
Main Library	Graffiti	I remove the graffiti off the building.	General Maintenance	Closed	1/28/22	1/31/22
Main Library	Possible Moisture Concern	The HVAC system was down due to a power outage.	HVAC	Closed	1/29/22	2/1/22
Main Library	Temperature and Humidity Too High	The entire Hvac system was down due to the power outage.	HVAC	Closed	1/29/22	2/1/22
Main Library	Key Fob at Staff Back Door Not Functioning	Found loose connection in electrical compartment department.	Windows/Doors	Closed	1/29/22	2/1/22
Main Library	too warm on 3rd floor		HVAC	New	1/29/22	
Main Library	Temperature needs adjusting	System has power outage or power surge, adjusted controls and restart chiller.	HVAC	Closed	1/30/22	2/1/22
Main Library	Rat feces from vents in office		General Maintenance	In Progress	1/31/22	
Main Library	Air Handling Unit Preventative Maintenance		HVAC	In Progress	2/1/22	
Main Library	Drain plugged		Plumbing	New	2/1/22	
Main Library	Very warm in hospitality room		HVAC	In Progress	2/1/22	
Main Library	Too hot in PR		HVAC	In Progress	2/3/22	
Main Library	Elevator down button, automatic door for staff is sticking	System repaired.	General Maintenance	Closed	2/5/22	2/9/22
Main Library	I need the brochure holder removed from #1 of the Main Library's storywalk	Unknown Resolution: Remove the brochure holder from pole need to give it to pabby.	General Maintenance	Closed	2/7/22	2/8/22

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<b>Main Library</b>						
Main Library	HDMI Plugs not connecting/Wall plate running hot	Labor: Laborer: Rhett Hodges Talked with Computer Div and they told me they were gonna have to get a Tech from Crestron to fix the HDMI issues because it part of there system.	Electrical	Closed	2/8/22	2/10/22
Main Library	Workroom sink is holding water.	Unknown Resolution : used plunger to unstop drain.	Plumbing	Closed	2/8/22	2/8/22
Main Library	The Allergy Free Staff restroom needs treatment for sewage smell		Plumbing	In Progress	2/8/22	
<b>Non Public Service Workspace</b>						
Recycled Reads/Outreach	Key will not work in the lock on the exterior door to get into the building on the Recycled Reads side.	Lock was stiff put oil on lock.	Windows/Doors	Closed	1/24/22	1/25/22
Recycled Reads/Outreach	Moving books	Labor: Laborer: Shedrick Ridgley, Notes: Move books from renaissance to Greenwell and recycle reads Laborer: Terry Lewis, Notes: Move books from renaissance to Greenwell and recycle reads Laborer: Terry Lewis, Notes: Moving books from renaissance to Greenwell and main	General Maintenance	Closed	1/27/22	1/27/22
<b>Regional Branch Library</b>						
Bluebonnet Regional Library	Ant pile in Study Room A	Labor: Laborer: Terry Lewis, Notes: Check to see if I could find out where the ants are coming in pulled up carpet didn't find a trail layout ant control inside and out.	General Maintenance	Closed	1/24/22	1/26/22
Bluebonnet Regional Library	Allied left multiple ceiling tiles open	Labor: Laborer: Terry Lewis, Notes: Replaced ceiling tiles.	General Maintenance	Closed	1/25/22	2/2/22
Bluebonnet Regional Library	alarm panel not working right again		Electrical	New	1/27/22	
Bluebonnet Regional Library	perimeter alarm now in watch mode		Electrical	In Progress	1/31/22	
Bluebonnet Regional Library	Cooling Tower Preventative Maintenance		HVAC	New	2/1/22	

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<b>Regional Branch Library</b>						
Greenwell Springs Road Regional Library	Black particles from A/C Vents on Tables in Computer Lab	Labor: Laborer: Rhett Hodges Found the particles they were talking about. It's dust from the ac ducts coming out the vents. May need ducts to be cleaned.	General Maintenance	Closed	1/20/22	1/24/22
Greenwell Springs Road Regional Library	GSR 1.27.2022 Heating Issues Throughout Building	Labor: Laborer: Terry Lewis, Notes: Check all pumps motors chiller and boiler all working fine used energy management system to adjust temperature all working fine.	HVAC	Closed	1/27/22	2/1/22
Greenwell Springs Road Regional Library	burglar alarm has been malfunctioning for months		Electrical	In Progress	2/4/22	
Greenwell Springs Road Regional Library	P.M. all motors and pumps and air handlers	Labor: Laborer: Terry Lewis, Notes: Greased all pumps and motors replaced belts (2)a42 (1)a45(2)a41(2a46 (2)5vx650 (32) 16x20x2 (17)20x25x2 (6)16x25x2	General Maintenance	Closed	2/11/22	2/11/22
Jones Creek Regional Library	Move unused keypad to workroom door near staff bathrooms. Remove other unused keypad and give to Brian Thornhill	Waiting for contractors	General Maintenance	Closed	1/26/22	2/10/22
Jones Creek Regional Library	Replace belt on air handler	Labor: Laborer: Terry Lewis, Notes: Replace belt on air handler.	HVAC	Closed	1/27/22	1/27/22
Jones Creek Regional Library	Adjust Temp	Labor: Laborer: Terry Lewis, Notes: Adjust temperature and reset boiler all working fine.	HVAC	Closed	1/28/22	2/2/22
Jones Creek Regional Library	Door not locking	Labor: Laborer: Terry Lewis, Notes: Remove door handle cover adjust latch door working fine	Windows/Doors	Closed	1/28/22	2/1/22
Jones Creek Regional Library	Meeting Rooms Cold	Labor: Laborer: Terry Lewis, Notes: Check rooms thermostat adjusted temperature up 2 degrees checked boiler found it to be tripped reset unit working fine.	HVAC	Closed	2/3/22	2/7/22
Jones Creek Regional Library	Roof Leak		Roofing	New	2/3/22	

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<b>Regional Branch Library</b>						
Jones Creek Regional Library	Building is very cold	Labor: Laborer: Terry Lewis, Notes: Check boiler found to be tripped removed pilot assembly cleared repair wire to the igniter replaced start unit working fine.	HVAC	Closed	2/5/22	2/7/22
Jones Creek Regional Library	Very cold in building	Labor: Laborer: Terry Lewis, Notes: Reset boiler working fine.	HVAC	Closed	2/9/22	2/10/22