

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	Clean cooling tower	Labor: Laborer: Shedrick Ridgley, Notes: Oil and greased all pumps motors checked belts clean all field material and bottom of cooling tower Laborer: Terry Lewis, Notes: Oil and greased all pumps motors checked belts clean all field material and bottom of cooling tower	General Maintenance	Closed	2/17/22	2/22/22
Baker Branch Library	Chiller not working	Labor: Laborer: Rhett Hodges Found that the chiller was in alarm and needed to be reset.	HVAC	Closed	2/28/22	3/8/22
Baker Branch Library	Temp in building is rising, currently 75-76, getting complaints about it being too warm	Reset chiller.	HVAC	Closed	3/8/22	3/8/22
Baker Branch Library	Replaced with LED	Labor: Laborer: Terry Lewis, Notes: Replace 100w metal halide lightbulbs with LED bulbs Laborer: Terry Lewis, Notes: Replace 100w metal halide lightbulbs with LED bulbs.	Electrical	Closed	3/9/22	3/9/22
Carver Branch Library	Feels like A/C isn't on in my office	Labor: Laborer: Terry Lewis, Notes: Check all air handler all working fine adjusted temperature on energy management system all working fine.	HVAC	Closed	2/23/22	2/24/22
Carver Branch Library	Several lights are out	Labor: Laborer: Terry Lewis, Notes: Replaced all lightbulbs that was requested and more throughout the building.	Lighting	Closed	2/23/22	2/25/22
Carver Branch Library	need new Whirlpool fridge water filter replacement #WRS311SDHM	Replace refrigerator filter with a new one.	General Maintenance	Closed	3/3/22	3/3/22
Carver Branch Library	thermostat in my office says 74.4 degrees, it's been going up all morning	Adjusted damper control in Branch Managers office.	HVAC	Closed	3/7/22	3/8/22
Carver Branch Library	parking lot needs to be restriped		Grounds Maintenance	In Progress	3/8/22	
Central Branch Library	Automatic Door is opening on its own	Labor: Laborer: Terry Lewis, Notes: Checked door and all controls all working fine checked ahh #1 for bad sensor all working fine at this time.	Windows/Doors	Closed	2/12/22	2/23/22

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Community Branch Library						
Central Branch Library	The 2nd urinal in the Public Men's restroom is continually running	Labor: Laborer: Rhett Hodges found that the handle kit need to be replaced because it was getting stuck when used.	Plumbing	Closed	2/15/22	2/17/22
Central Branch Library	Meeting room is 61 degrees	Labor: Laborer: Terry Lewis, Notes: Meeting room is 61 degrees. It is being used for AARP tax Aide.Reset boiler unit ok	HVAC	Closed	2/22/22	2/23/22
Central Branch Library	Wasps!	Check around building sprayed wasp at back door.	Pest Control	Closed	2/24/22	2/25/22
Central Branch Library	Correction for Damaged Deficiency with priority Priority 3	Complete.	General Maintenance	Closed	2/28/22	3/2/22
Central Branch Library	Hole in wall	Repair and painted the hole	General Maintenance	Completed	2/28/22	3/10/22
Central Branch Library	One of the toilet paper roll holders fell off the stall wall.	I replaced Toilet paper dispenser to the wall.	General Maintenance	Closed	2/28/22	3/2/22
Central Branch Library	Move the 2 paperback spinners to storage	Labor: Laborer: Rhett Hodges, Notes: Pick up 2 spinner's and bring to storage Laborer: Terry Lewis, Notes: Pick up 2 spinner's and bring to storage	Space/Moves	Closed	3/3/22	3/7/22
Delmont Gardens Branch Library	Children's Room Courtyard exit door lock broken		Windows/Doors	In Progress	2/12/22	
Delmont Gardens Branch Library	Re-stripe parking lot		Grounds Maintenance	In Progress	3/8/22	
Eden Park Branch Library	Workroom desk drawer cannot lock. The drawers will not slide in all the way and will not lock.	I put desk drawers back on it's tracks so they can close properly.	General Maintenance	Closed	2/17/22	2/21/22
Eden Park Branch Library	Building is Cold	Labor: Laborer: Terry Lewis, Notes: Check boiler found the glow plug not working properly replaced and unit working fine.	HVAC	Closed	2/24/22	2/25/22
Eden Park Branch Library	Toilet Paper Holder Broken	I replaced the toilet paper dispenser with a new one.	General Maintenance	Closed	3/2/22	3/3/22
Eden Park Branch Library	Patron threw shoes on top of patio awning	Got shoes down from off top of library and placed them inside by back door.	General Maintenance	Closed	3/3/22	3/4/22
Eden Park Branch Library	Remove magazine shelves	We took the shelves down and placed them in the mechanical room.	Space/Moves	Closed	3/8/22	3/8/22
Fairwood Branch Library	Garbage Can in Men's Public Restroom Broke		Plumbing	In Progress	3/7/22	

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Fairwood Branch Library	Men's Urinal Leaking	There was no problems found with the urinal.	Plumbing	Closed	3/7/22	3/8/22
Pride-Chaneyville Branch Library	Ringing Noise near AC vents	Labor: Laborer: Rhett Hodges checked for ringing noise seems to be coming from either VAV box or in-line heater box. Willl have to return in the morning with the correct parts to repair.	HVAC	Closed	2/16/22	2/17/22
Pride-Chaneyville Branch Library	Please spray for ants/red bugs prior to our Community History Festival on Saturday, April 2, 2022 from 10am- 2pm		Grounds Maintenance	In Progress	3/2/22	
Pride-Chaneyville Branch Library	Several can lights out in bathrooms		Lighting	New	3/9/22	
River Center Library	Toilet leaks when flushed	tightened waste nut on valve.	None	Closed	2/16/22	3/8/22
River Center Library	Water Leak in Staff Entrance Hallway	CMC was called out to fix the problem which was a o ring.	General Maintenance	Closed	2/22/22	2/22/22
River Center Library	Cold Temperature in Building	Labor: Laborer: Rhett Hodges Found that the hot water pumps were down and had to be repaired.	HVAC	Closed	2/28/22	3/8/22
River Center Library	The toilet seat in the first stall of the woman's restroom is loose. Patrons have called it dangerous.	Tighten seat bolts.	Plumbing	Closed	3/4/22	3/7/22
River Center Library	Temperature Running Cold	Opened system in Launcher found No hot water coming into system from DPW once system had been fed with Hot water building will be heated.	HVAC	Closed	3/6/22	3/7/22
River Center Library	prolonged flushing		Plumbing	New	3/7/22	
Scotlandville Branch Library	Attic access door not latching	I tightened all screws on door. I also had to place washer behind the door strike to get door to lock.	Windows/Doors	Closed	2/13/22	2/14/22
Scotlandville Branch Library	Loud noise and flashing red light on Liberty pumps box on exterior of building	Dpw wastewater collections came out removed the blockage from the liberty pump ,the system is now operating properly.	Plumbing	Closed	2/16/22	2/22/22
Scotlandville Branch Library	Door alarm/screamer on rear shipping hallway door is chirping	I replaced the battery.	HVAC	Closed	3/4/22	3/4/22
Scotlandville Branch Library	Reference staff desk drawer off track	A pair of scissor was stuck in the track. I remove them and the drawer works properly	General Maintenance	Completed	3/8/22	3/10/22

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Community Branch Library						
Scotlandville Branch Library	light bulbs need replacement	We changed the light bulbs and ballast the lights that where not working.	Lighting	Closed	3/8/22	3/8/22
Zachary Branch Library	Soap Dispenser in Women's Restroom Needs to be Replaced	I found nothing wrong with soap dispenser. I just put new bag of soap in it.	General Maintenance	Closed	2/17/22	2/22/22
Zachary Branch Library	*Correction* Soap Dispenser in Women's Restroom Needs to Be Replaced	I found nothing wrong with soap dispenser. I just put new bag of soap in it.	General Maintenance	Closed	2/17/22	2/22/22
Zachary Branch Library	Double-Sided Truck with Warped Wheel Caster	I replaced the bent wheel with new one.	General Maintenance	Closed	2/17/22	2/22/22
Zachary Branch Library	Front Doors Keep Opening and Closing without Cause	I found nothing wrong with front doors.	Windows/Doors	Closed	2/19/22	2/22/22
Zachary Branch Library	Move 2 paperback spinners to storage	Labor: Laborer: Terry Lewis, Notes: Move 2 spinners to storage.	General Maintenance	Closed	3/9/22	3/9/22
Main Library						
Main Library	LMR at MAIN...loose ceiling panel above closet. Scraped panel outside West LMR exit.	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges found that the metal tile had come off track somehow but we were able to get it too go back in.	General Maintenance	Closed	2/13/22	2/22/22
Main Library	Lights out	Replaced light bulbs in restroom.	Electrical	Closed	2/14/22	2/16/22
Main Library	Tables and Plug Damage	units ordered by Alvin Rattle from Manufacturer	Electrical	Closed	2/14/22	3/7/22
Main Library	Help moving filing cabinet	Moved filing cabinet as per Melissa in special Collections request.	General Maintenance	Closed	2/14/22	2/16/22
Main Library	Light fixture out	Change the blub.	Lighting	Closed	2/25/22	2/28/22
Main Library	Last toilet in public women's restroom on second floor malfunctioning	No toilet was running.	Plumbing	Closed	2/25/22	2/28/22
Main Library	The magnetized piece that releases the fire door in the Circulation workroom has come off the door. The piece is on my desk (Lauren Jung).	Labor: Laborer: Rhett Hodges Found that the magnet on the door had come off so I had to put it back on the door and tightened the set screw that holds it on there that. That was the reason it came off in the first place.	Windows/Doors	Closed	2/26/22	2/28/22
Main Library	Drain plugged	Duplicate work order.	Plumbing	Canceled	3/1/22	3/2/22
Main Library	Gondolas	Terry Lewis performed this task.	Space/Moves	Closed	3/2/22	3/7/22

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Main Library						
Main Library	Sinks in 2nd floor staff restrooms draining slowly	I plunged the sink to-get it unstopped.	Plumbing	Closed	3/3/22	3/3/22
Main Library	Water Fountain sprays water on the floor	Claude linsey performed the job.	Plumbing	Closed	3/3/22	3/7/22
Main Library	Elevator near Business office let a patron off on 3rd floor	I checked the operation of the elevator and it was operating as designed, maybe someone pressed that floor and got off before it closed.	Electrical	Closed	3/7/22	3/8/22
Main Library	Ceiling tile has fallen in the Children's Toddler Programming Room	installed ceiling Tile.	General Maintenance	Closed	3/8/22	3/8/22
Main Library	Daikin AC		HVAC	New	3/9/22	
Regional Branch Library						
Bluebonnet Regional Library	Handicapped stall toilet will not stop running-near meeting rooms	Labor: Laborer: Rhett Hodges I replaced the flush valve, vacuum breaker, and handle assembly. Tested it several times to make sure that there were no problems.	Plumbing	Closed	2/14/22	2/14/22
Bluebonnet Regional Library	Staff do not have keys to glass entry doors to Teen room	Locksmith came out and re-keyed the door.	Windows/Doors	Closed	2/14/22	2/21/22
Bluebonnet Regional Library	section of sliding glass door will not move in Teen programming area	made adjustments.	Windows/Doors	Closed	2/14/22	2/28/22
Bluebonnet Regional Library	section of sliding glass door will not move in Teen programming area	Rhett Hodges and Billy Ray made necessary adjustments to the track , as of now the door is working.	Windows/Doors	Closed	2/23/22	2/23/22
Bluebonnet Regional Library	Broken Wall Clock		General Maintenance	In Progress	2/25/22	
Bluebonnet Regional Library	Door handle to Study Room B is only halfway attached/Handle to Room A very loose.	I replaced allen screws in both door handle.	Windows/Doors	Closed	3/5/22	3/7/22
Bluebonnet Regional Library	new soap dispensers needed in Children's restroom and meeting room kitchenette	I replace soap dispenser with new ones.	General Maintenance	Closed	3/5/22	3/7/22
Bluebonnet Regional Library	Patron noticed shingles missing from roof		Roofing	In Progress	3/9/22	
Greenwell Springs Road Regional Library	Can Lights -- Request to Deactivate		Lighting	Queued	2/13/22	
Greenwell Springs Road Regional Library	Burglar Alarm System Still Not Functioning		Electrical	In Progress	2/13/22	
Jones Creek Regional Library	Meeting Room 1 - Removable wall door wallpaper is peeling off	I glued the wall paper back to door.	Windows/Doors	Closed	2/23/22	2/23/22

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Regional Branch Library						
Jones Creek Regional Library	Fabric Peeling off wall door that leads from MR 1 to MR 2	I glued the wall paper back to door.	Windows/Doors	Closed	2/23/22	2/23/22
Jones Creek Regional Library	Side of table coming apart in conference room	I glued the end of table back on to table.	General Maintenance	Closed	2/24/22	2/25/22