

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	Temperature is rising in building, no air is circulating	Labor: Laborer: Rhett Hodges Had to meet up with the mechanical contractor to look at what was causing the chiller to go in alarm. He figured out what was causing the problem. He got everything back up and running.	HVAC	Closed	3/16/22	3/17/22
Baker Branch Library	Preventative maintenance of chiller check chiller And condenser water temperatures and pressures throughout System and run each circuit chec	Labor: Laborer: Terry Lewis, Notes: Preventative maintenance of chiller check chiller And condenser water temperatures and pressures throughout System and run each circuit check all logs check all voltage and wiring and contractor coil voltage amp draw	HVAC	Closed	3/30/22	3/30/22
Baker Branch Library	Building extremely warm	Change out fuses in water pump	HVAC	Closed	3/31/22	4/1/22
Baker Branch Library	AC Outlet	There was no faulty power outlets at the Library.	HVAC	Closed	4/13/22	4/14/22
Baker Branch Library	Blown out light bulbs in Children's Room above picture books	Darren and myself changed all the blown out light bulbs.	Lighting	Closed	4/13/22	4/14/22
Baker Branch Library	Blown out light bulbs in Teen Services area	Darren and myself changed out all blown out light bulbs.	Lighting	Closed	4/13/22	4/14/22
Carver Branch Library	Burglar alarm panels at front door and at Terrace St doors are constantly beeping and saying LOW BATTERY		Electrical	In Progress	3/22/22	
Carver Branch Library	Burglar alarm panel is displaying a "Communication failure" message		Electrical	In Progress	4/4/22	
Carver Branch Library	burglar alarm panel saying "communication failure"	Allied came out to troubleshoot and repaired.	Electrical	Closed	4/6/22	4/14/22
Carver Branch Library	Cox tech says phone line into bldg is working now	Allied came out and made repairs.	Electrical	Closed	4/7/22	4/12/22
Central Branch Library	CEN-Heater seems to be off	Had to reset boiler due to power outage.	HVAC	Closed	3/23/22	3/23/22
Central Branch Library	Chiller Preventative Maintenance	CMC performed quarterly maintenance.	HVAC	Closed	4/1/22	4/19/22
Central Branch Library	Blinking lights over circ desk	Labor: Laborer: Terry Lewis, Notes: Replaced track lighting remove one track light due to damage all lighting is working fine.	Lighting	Closed	4/13/22	4/18/22

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Delmont Gardens Branch Library	Change clocks due to dst	I changed the time and batteries on all clocks.	Electrical	Closed	3/14/22	3/15/22
Delmont Gardens Branch Library	Back magnetized gate will not lock, locking mechanism is broken.	Tighten the nut on the lock and lock the gate.	Electrical	Closed	3/19/22	3/21/22
Delmont Gardens Branch Library	Leaves covering drains next to staff parking lot.	Blew all leaves away from covering the drain.	Grounds Maintenance	Closed	3/20/22	3/21/22
Delmont Gardens Branch Library	Put out sandbags	put sand bags in low places ,where water seek into building.	Grounds Maintenance	Closed	3/22/22	3/23/22
Delmont Gardens Branch Library	Cleaning Gutters Out	Labor: Laborer: Shedrick Ridgley Laborer: Darren Rivers Laborer: Rhett Hodges unclogged and cleaned out the gutters around the courtyard and unclogged the floor drains of debris.	Grounds Maintenance	Closed	4/1/22	4/1/22
Eden Park Branch Library	Light Bulbs Out in Stacks	Labor: Laborer: Shedrick Ridgley, Notes: We have several lights out in our teen and adult stacks area. They are the ones connected to the shelving units. Laborer: Terry Lewis, Notes: We have several lights out in our teen and adult stacks area. They are the ones connected to the shelving units.	Lighting	Closed	3/25/22	3/28/22
Eden Park Branch Library	Lights	Terry Lewis and Sherdrick Ridgley changed out lights bulbs and ballast thru out library.	Lighting	Closed	3/25/22	3/25/22
Eden Park Branch Library	Bulb Out in Children's Rest Room	I changed out the bulbs in bathroom fixture.	Lighting	Closed	4/10/22	4/11/22
Eden Park Branch Library	Cold in Building	Labor: Laborer: Terry Lewis, Notes: Got parts to level motor and pump install all working fine Laborer: Terry Lewis, Notes: Got a pump #1 up and running Pump #2 not running due to motor mounts not level ordered parts to level pump and motor Laborer: Terry Lewis, Notes: Check boiler pumps and motors found that boiler pumps not working due to motor spiders broken how to auto parts	HVAC	Closed	4/12/22	4/14/22

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Fairwood Branch Library	Overhead Light Out	Labor: Laborer: Terry Lewis, Notes: One of the lights that hang near the dvd collection is not coming on. I only noticed this afternoon. It's not the lower light that hangs directly over the material, but it is above a common walkway in the library and near the patron computers.	Lighting	Closed	3/28/22	4/4/22
Fairwood Branch Library	Chiller Preventative Maintenance	Daikin performed quarterly maintenance.	HVAC	Closed	4/1/22	4/19/22
Fairwood Branch Library	One of the hanging lights is out near dvd and computer section	Labor: Laborer: Rhett Hodges Replaced the ballast and bulb with a LED retrofit fixture.	Electrical	Closed	4/5/22	4/6/22
Fairwood Branch Library	Light Blew Out	Labor: Laborer: Shedrick Ridgley, Notes: Replace lightbulbs on bookshelf and hanging light Laborer: Terry Lewis, Notes: Replace lightbulbs on bookshelf and hanging light	Lighting	Closed	4/6/22	4/14/22
Pride-Chaneyville Branch Library	prior Power washing job not sufficient	Went back to pressure wash the spot that was missed.	Grounds Maintenance	Closed	3/21/22	4/19/22
Pride-Chaneyville Branch Library	deliver 3 tents from MAIN to PRI by 4/2/2022	Labor: Laborer: Terry Lewis, Notes: We need Main's 3 tents sent to PRI for our Community History festival on 4/2/2022 at 8am.	Grounds Maintenance	Closed	3/28/22	3/31/22
Pride-Chaneyville Branch Library	Chiller Preventative Maintenance	Cmc performed quarterly maintenance.	HVAC	Closed	4/1/22	4/19/22
Pride-Chaneyville Branch Library	80 degrees in building	Labor: Laborer: Rhett Hodges The chiller was in alarm and needed to be reset to start running.	HVAC	Closed	4/2/22	4/4/22
Pride-Chaneyville Branch Library	AC out after power outage	Reset Chiller, system trips on 2nd Stage	HVAC	Closed	4/5/22	4/6/22
Pride-Chaneyville Branch Library	Fire alarm trouble signals		Electrical	In Progress	4/12/22	
River Center Library	Light in Quiet Room Out	There was nothing wrong with the light.	Electrical	Closed	3/14/22	3/15/22
River Center Library	Cold Building		HVAC	In Progress	3/29/22	

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Community Branch Library						
River Center Library	Ceiling leak		HVAC	In Progress	4/12/22	
Scotlandville Branch Library	Broken plug on charging tower	Labor: Laborer: Rhett Hodges Looks like the male plug came apart. I rewired it and put it back together. Seems to be working fine.	Electrical	Closed	3/15/22	3/17/22
Scotlandville Branch Library	Put out sandbags	Labor: Laborer: Shedrick Ridgley, Notes: Put out sandbags in courtyards Laborer: Terry Lewis, Notes: Put out sandbags in courtyards	Grounds Maintenance	Closed	3/22/22	3/23/22
Scotlandville Branch Library	Light fixture in Ladies' Restroom not working	Change out bulb.	Lighting	Closed	3/23/22	3/24/22
Scotlandville Branch Library	Received a system alerting Chiller Failure	Labor: Laborer: Terry Lewis, Notes: Reset chiller (Latch Fault Manual Reset)	HVAC	Closed	3/24/22	3/24/22
Zachary Branch Library	ZAC Building Hot Again	Labor: Laborer: Rhett Hodges I checked the chiller and pumps to make sure they were working properly. Also checked out the controls for chilled water system. Everything seems to be working correctly at this time.	HVAC	Closed	3/12/22	3/13/22
Zachary Branch Library	ZAC Building Temp High Again	Labor: Laborer: Terry Lewis, Notes: Check chiller reset adjusted temperature in energy management system all working fine.	HVAC	Closed	3/14/22	3/15/22
Zachary Branch Library	Need 2 New Outlet Plate Covers	Replace outlet cover and gfci receptacle.	Electrical	Closed	4/8/22	4/11/22
Main Library						
Main Library	Broken Plug	Labor: Laborer: Rhett Hodges I removed the broken piece out of the receptacle.	Electrical	Closed	3/12/22	3/13/22
Main Library	2 more broken outlets		Electrical	On Hold (Waiting for parts)	3/13/22	
Main Library	Missing outlets and power cords on tables		Electrical	On Hold (Waiting for parts)	3/16/22	

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Main Library						
Main Library	Lights out	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges We replaced all light bulbs and ballast that we found that were out.	Electrical	Closed	3/18/22	3/31/22
Main Library	Large Meeting Room is warm	Labor: Laborer: Rhett Hodges The AHU that controls the meeting room was in alarm so I reset the system and everything came back up.	HVAC	Closed	3/22/22	3/23/22
Main Library	Air handler making loud noise	Labor: Laborer: Terry Lewis, Notes: Check air handler #1 found belts was worn and motors bearings are worn a little replaced belts and greased bearing all ok.	HVAC	Closed	3/25/22	3/25/22
Main Library	Outlets in the plaza	reset one outlet and replace Two.	Electrical	Closed	3/26/22	3/31/22
Main Library	Too cold in Technical Servies	Adjust temperature on Heating coil and allow to take affect.	HVAC	Closed	3/29/22	3/30/22
Main Library	Tile at elevator entrance needs to be replaced. It has become a tripping hazard.		Flooring	On Hold (Waiting for parts)	3/30/22	
Main Library	Floor electrical outlets not working	Examined floor box for damaged receptacle, reset breaker.	Electrical	Closed	3/31/22	4/4/22
Main Library	Light bulb or ballast is going out. It is located to the front right hand side of large meeting room.	Labor: Laborer: Claude Lindsey Laborer: Darren Rivers Laborer: Rhett Hodges Replaced all light bulbs and ballast that were out in the large meeting room.	Lighting	Closed	4/8/22	4/12/22
Main Library	Overhead Light		Lighting	New	4/9/22	
Main Library	Damaged outlet on outdoor terrace	Labor: Laborer: Terry Lewis, Notes: Remount box into hole Laborer: Terry Lewis, Notes: Push box back into wall Secure Until I get parts to remount box	Electrical	Closed	4/9/22	4/11/22

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Main Library						
Main Library	Replace lights	Labor: Laborer: Shedrick Ridgley, Notes: We have several lights out in the teen programming room that will need to be replaced.And children Laborer: Terry Lewis, Notes: We have several lights out in the teen programming room that will need to be replaced.And children	Lighting	Closed	4/12/22	4/14/22
Main Library	It is cold in here again! Please check our air temp in Tech Services. Thanks!	System working fine , contractors are installing Air Scrubbers for Air purification.	HVAC	Closed	4/13/22	4/14/22
Main Library	A/C Out in Teen Services	There is nothing wrong with the a c it is being worked on it will be back on shortly.	HVAC	Canceled	4/13/22	4/13/22
Regional Branch Library						
Bluebonnet Regional Library	multiple lights out in display case	Labor: Laborer: Rhett Hodges Replaced all light bulbs with LED bulbs in display case.	Electrical	Closed	3/14/22	3/16/22
Bluebonnet Regional Library	display case lights	Labor: Laborer: Rhett Hodges Seems to be a short somewhere in the lights. I will have to take apart the lights inside the case to see if i can find the issue.	Electrical	Closed	3/17/22	3/18/22
Bluebonnet Regional Library	air in Conference Room A not blowing	Labor: Laborer: Terry Lewis, Notes: Check air handlers all motors and blowers working fine adjusted damper on vents air flow good room cooling.	HVAC	Closed	3/21/22	3/21/22
Bluebonnet Regional Library	air blasting through ceiling vent-very loud and rather chilly	Labor: Laborer: Rhett Hodges I found a flex air duct line that had separated from the main line so I reconnected it. I also found a thermostat that was not working the controlled the area around the circulation desk. We called LA Controls to send a technician out to come take a look at it and see about fixing the problem.	HVAC	Closed	3/23/22	3/31/22
Bluebonnet Regional Library	Chiller Preventative Maintenance	Cmc performed quarterly maintenance.	HVAC	Closed	4/1/22	4/19/22

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Regional Branch Library						
Bluebonnet Regional Library	multiple lights out in building		Grounds Maintenance	New	4/11/22	
Bluebonnet Regional Library	tiles need to be replaced on road sign		Grounds Maintenance	On Hold (Waiting for parts)	4/11/22	
Bluebonnet Regional Library	Exit light blinking-about to go out		Lighting	In Progress	4/14/22	
Greenwell Springs Road Regional Library	Pictures for GSR Black Particles - Work Order Request 997073.		HVAC	In Progress	3/24/22	
Greenwell Springs Road Regional Library	GSR Burglar Alarm Displaying Error Code "Serv Ground Fault"	I called allied they checked the system remotely and cleared the fault.	HVAC	Closed	4/12/22	4/19/22
Jones Creek Regional Library	Temperature in Children's Study Room J is frigid despite thermostat set to 75	Boiler was in alarm reset boiler.	HVAC	Closed	3/14/22	3/14/22
Jones Creek Regional Library	power to adult computers		Electrical	New	3/21/22	
Jones Creek Regional Library	possible water leak in parking lot median	Labor: Laborer: Terry Lewis, Notes: Dig around area to find irrigation system leak find water cut off to repair leak call sprinkler company to repair leak.	Grounds Maintenance	Closed	3/22/22	4/14/22
Jones Creek Regional Library	JCR's Rolling Sidewalk Sign is leaking sand		Grounds Maintenance	New	3/28/22	
Jones Creek Regional Library	Preventative maintenance	Labor: Laborer: Terry Lewis, Notes: Preventative maintenance of chiller check chiller And condenser water temperatures and pressures throughout System and run each circuit check all logs check all voltage and wiring and contractor coil voltage amp draw.	HVAC	Closed	3/29/22	3/30/22
Jones Creek Regional Library	Need power outlet installed for new AV rack. The location of the outlet to be determined by IT or TSG.	Wired up and put in a new receptacle.	Electrical	Closed	3/31/22	4/4/22
Jones Creek Regional Library	Chiller Preventative Maintenance	Cmc performed quarterly maintenance.	HVAC	Closed	4/1/22	4/19/22
Jones Creek Regional Library	baseboard fell off wall	Labor: Laborer: Terry Lewis, Notes: Remove old glue from baseboard and wall re-glue and placed back on the wall	Flooring	Closed	4/8/22	4/11/22
Jones Creek Regional Library	Outlet covers broken off in floor drops in MR's	Labor: Laborer: Terry Lewis, Notes: Replace cover and lock down	Electrical	Closed	4/8/22	4/11/22