

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	Building Warm/Stuffy	I reset the chiller and checked all air handlers to make sure they were running.	HVAC	Closed	4/25/22	4/25/22
Baker Branch Library	Fixture hanging from ceiling in hallway, right at Meeting Rm 1 entrance	I pushed the sprinkler head back up into the ceiling.	General Maintenance	Closed	4/27/22	4/27/22
Baker Branch Library	Air Fresheners in all 3 restrooms needs to be replaced	I replaced all air fresheners with new ones.	General Maintenance	Closed	4/27/22	4/27/22
Baker Branch Library	Branch feels warm and stuffy, please check chiller before temps rise	Check branch chiller and all air handler are running. Bldg temp 71 nice .	HVAC	Closed	5/10/22	5/10/22
Baker Branch Library	Too warm	Labor: Laborer: Rhett Hodges I found that the thermostat in teens was malfunctioning and putting out incorrect readings. I went and readjusted the setpoint and did a power cycle to reset the thermostat. That seems to have corrected the issue. I made sure the temperature was cooling before I walked away. I also adjusted several other thermostats that were turned up to high.	HVAC	Closed	5/10/22	5/11/22
Baker Branch Library	Boiler pump, chilled water pump, and condenser pump are in alarm.	Labor: Laborer: Rhett Hodges I found that the boiler pump had a bad fuse so I replaced it and cleared the alarm on the control system. I checked everything out on the condenser and chilled water pump to make sure nothing was wrong with any of the parts and everything was good in them, so I cleared the alarm's in the control system so they could rotate over correctly.	HVAC	Closed	5/11/22	5/11/22
Baker Branch Library	Bollard at the front of Baker is broken/wobbly		Electrical	On Hold (Waiting for parts)	5/12/22	
Baker Branch Library	The kitchen sink is draining slowly and needs to be checked	Labor: Laborer: Terry Lewis, Notes: Tear down and replace basket and all plumbing under kitchen sink.	Plumbing	Closed	5/12/22	5/13/22

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Carver Branch Library	One of the fluorescent lights in the Children's Room office is flickering off and on. It is very distracting and hard to work under.	relamped 2 18" fixtures & 2-- 4' fixtures.	Electrical	Closed	4/26/22	4/28/22
Carver Branch Library	Female patron restroom -- middle stall-- clogged	unstop toilet.	Plumbing	Closed	4/29/22	5/2/22
Carver Branch Library	Need our courtyard hose replaced		General Maintenance	In Progress	5/10/22	
Carver Branch Library	need the bookshelf unit returned	Darren,Rhett and myself located the bookshelf at Renaissance. We returned it to Carver and put it back together.	Space/Moves	Closed	5/11/22	5/12/22
Central Branch Library	Squirrel noises back over reference desk	There was no squirrel in the library,so I reset the trap.	Pest Control	Closed	4/25/22	4/25/22
Central Branch Library	Fire Panel Alarm	Allied came out to troubleshoot and repaired system.	Electrical	Closed	5/4/22	5/16/22
Central Branch Library	AC is not working well.	Power surge from Entergy or Demco. Reset chiller.	HVAC	Closed	5/8/22	5/9/22
Central Branch Library	AC in Youth Side not working well.	Cleared the alarm and reset the chiller.	HVAC	Closed	5/9/22	5/9/22
Central Branch Library	AC at Central	Check out the system. The chiller was working properly and all the air handler was working properly, the thermostats was all at temperatures between 69 and 72 degrees.	HVAC	Closed	5/9/22	5/10/22
Central Branch Library	Momentary loss of power A/C hasn't kicked back on	Labor: Laborer: Rhett Hodges I checked the chiller and all the AHU's and they seem to be working correctly. I also checked the controls to make sure everything in the system was operating correctly and it was.	HVAC	Closed	5/13/22	5/16/22
Delmont Gardens Branch Library	Alarm will not set		Electrical	In Progress	4/27/22	
Delmont Gardens Branch Library	flagpole rope needs changing	Labor: Laborer: Rhett Hodges Replaced old flag pole rope with new rope and flag clips.	General Maintenance	Closed	5/5/22	5/6/22
Eden Park Branch Library	Employee Parking Lot Gate Malfunctioning	Travel to Eden Park , found gate frozen Reset control Board and cycles power unit working fine.	General Maintenance	Closed	4/24/22	4/25/22
Eden Park Branch Library	The gate won't open	waiting on installing contractor to complete repairs.	General Maintenance	Closed	5/4/22	5/5/22

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Eden Park Branch Library	Building is warm	Labor: Laborer: Rhett Hodges I found that almost all the thermostats were turned up to 73-75 degrees. I went and adjusted every thermostat to 70 degrees. I also changed the filters and belt on AHU-3 that were also ready to be replaced. I checked the control system and the temperature was starting to go down.	HVAC	Closed	5/9/22	5/9/22
Fairwood Branch Library	AC is out	Labor: Laborer: Shedrick Ridgley, Notes: Check chiller found out power was off reset and checked all air handler and pumps and motors all working fine Laborer: Terry Lewis, Notes: Check chiller found out power was off reset and checked all air handler and pumps and motors all working fine	HVAC	Closed	5/2/22	5/2/22
Pride-Chaneyville Branch Library	A/C IN CHILDREN'S ROOM	Reset air handler #1.	HVAC	Closed	4/23/22	4/25/22
Pride-Chaneyville Branch Library	Staff Lounge Restroom lights burnt out.	Change out bulb and ballast.	Lighting	Closed	5/1/22	5/2/22
Pride-Chaneyville Branch Library	A/C not working	Air handlers tripped from power surge reset 3 Airhandlers.	HVAC	Closed	5/7/22	5/9/22
River Center Library	Employee elevator randomly makes loud noise, closes slowly, and then stops closing leaving a 3-4 inch gap. Eventually will work but unsafe?	Otis came out to troubleshoot and do maintenance on the elevators.	Life Safety	Closed	4/23/22	4/28/22
River Center Library	Front Door Malfunctioning	Labor: Laborer: Rhett Hodges The front entrance sliding glass door seemed to be working correctly. But when the problem occurred it's possible the panel might have gotten off the track causing it to not operate correctly. I tested the locks and the doors too make sure there weren't any issues. Everything seems to be operational.	Windows/Doors	Closed	5/2/22	5/2/22
River Center Library	Lift dropped off	I took lift to River Center, for Johnson controls to work on a/c on the 3rd floor. I then returned the lift to women's.	HVAC	Closed	5/3/22	5/3/22

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Community Branch Library						
Scotlandville Branch Library	Paper Towel Dispenser broken - Women's Restroom	Replaced paper towel dispenser and delivered new key to Cullen " Supervisor "	General Maintenance	Closed	4/29/22	5/2/22
Scotlandville Branch Library	Staff restroom handle broken		Windows/Doors	On Hold (Waiting for parts)	5/4/22	
Zachary Branch Library	Bulb Replacement in Staff Hallway	Labor: Laborer: Shedrick Ridgley, Notes: Replace lightbulbs.	Lighting	Closed	4/26/22	4/27/22
Zachary Branch Library	Outlets along wall in Circ Workroom no longer working	Labor: Laborer: Terry Lewis, Notes: Install wall mounting bracket Laborer: Terry Lewis, Notes: Labor: Laborer: Terry Lewis, Notes: Check for power at outlets no power check circuit breakers found nothing tripped look to find what breaker controls that area reset and found GFI in line reset it power restored.	Electrical	Closed	4/26/22	4/28/22
Zachary Branch Library	Front cover on toilet paper holder needs replacing in Children's restroom	Labor: Laborer: replacement of toilet paper holders.	Plumbing	Closed	4/26/22	4/27/22
Zachary Branch Library	Toilet seat needs replacing in Men's restroom	Labor: Laborer: Terry Lewis, Notes: Replace toilet sets in men's and ladies and staff restroom Laborer: Shedrick Ridgley, Notes: Replace toilet sets in men's and ladies and staff restroom	Plumbing	Closed	4/26/22	4/27/22
Zachary Branch Library	Toilet leaking in women's restroom	Labor: Laborer: Terry Lewis, Notes: Check water leak found wax ring leaking replaced toilet working fine.	Plumbing	Closed	4/26/22	4/27/22
Zachary Branch Library	Vent in Children's Blowing Heat	Thermostat 2e was set at 80 degrees. I lowered the settings to 69 degree.	HVAC	Closed	5/2/22	5/2/22
Zachary Branch Library	Teen Office and Children's Offices are 75 Degrees	Labor: Laborer: Rhett Hodges Checked the control system and the ac unit. Everything looked good. I adjusted the temperature on thermostat in the office and I also adjusted the chilled water valve.	HVAC	Closed	5/6/22	5/6/22
Zachary Branch Library	Spiders, Spiders, Everywhere		Pest Control	New	5/6/22	
Zachary Branch Library	Black Stuff Blowing out of Air Vents		HVAC	New	5/9/22	

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Community Branch Library						
Zachary Branch Library	Several different problems around the building listed below.	Labor: Laborer: Rhett Hodges Cleaned out the roof down drain and the drain grates that were clogged up with roots. Contractor is gonna be today to clean a/c units. Goin to get replacement water filter. Found that the wax ring was leaking so I replaced it with a new one. The thermostat might need to be replaced it seems to not be working correctly.	General Maintenance	Closed	5/11/22	5/11/22
Zachary Branch Library	Water filter replacement in breakroom/ Shipping room thermostat not working	Labor: Laborer: Rhett Hodges I replaced the current water filter that was not working with a new one. I reset the thermostat and adjusted the temperature. That corrected the problem and it started cooling down.	General Maintenance	Closed	5/11/22	5/11/22
Zachary Branch Library	Leak in Women's Restroom	Replace the valve that was leaking.	Plumbing	Closed	5/12/22	5/16/22
Zachary Branch Library	Bee in library	Did not find any bees around the building.	Pest Control	Closed	5/13/22	5/16/22
Main Library						
Main Library	2nd Request: FLAG HOOK STILL NEEDED FOR AMERICAN FLAG		General Maintenance	On Hold (Waiting for parts)	4/25/22	
Main Library	New Desk Module coming from Frost-Barber on May 9 - need response ASAP please		Electrical	In Progress	4/27/22	
Main Library	Large Meeting Room - Lights Will Not Turn Off	Lighting control touch screens are back in service.	Lighting	Closed	4/27/22	4/28/22
Main Library	Sink drain extremely slow	Mr. Billy and myself ran the auger down drain pipe line. We also changed the pipes under the sink	Plumbing	Closed	4/28/22	4/29/22
Main Library	Light Controls not functioning in Large Meeting Room	Lighting control switch was in the on position instead of auto.	Lighting	Closed	4/29/22	5/2/22
Main Library	Power outlets not working	Unknown Resolution	Electrical	Closed	5/2/22	5/2/22
Main Library	Daikin unit can not cool server room		HVAC	New	5/2/22	
Main Library	Insulation falling from vents	I cleaned up the the dust that was blowing out of the vents.	General Maintenance	Closed	5/2/22	5/2/22
Main Library	Drain plugged		Plumbing	New	5/2/22	

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Main Library						
Main Library	It gets very warm in the PR room in the afternoons. Please help us before real summer gets here!	adjusted setpoint from 75°F to 72°F.	HVAC	Closed	5/3/22	5/5/22
Main Library	Chair and Table Closet Door Threshold Strip		Flooring	On Hold (Waiting for parts)	5/5/22	
Main Library	paper wads on ceiling of CR restroom closest to CR entrance	removed spitballs from ceiling.	General Maintenance	Closed	5/5/22	5/6/22
Main Library	Teen Section & Circulation Workroom Lights Out	Reset lighting controller in front of Building.	Electrical	Closed	5/7/22	5/9/22
Main Library	stains on CR restroom ceiling	Removed spit balls from ceiling	Plumbing	Closed	5/9/22	5/9/22
Main Library	Can you paint over the gross stains on the ceiling of CR restroom closest to entrance?	ceiling touched up with primer.	General Maintenance	Closed	5/9/22	5/11/22
Main Library	Toilet handle gets stuck	Clean Lube & adjusted pinning system.	HVAC	Closed	5/9/22	5/11/22
Main Library	flush button on toilet gets stuck	Clean Lube & adjusted pinning system.	Plumbing	Closed	5/10/22	5/11/22
Non Public Service Workspace						
Recycled Reads/Outreach	Shore chord sparks and makes a popping noise; bookmobile cannot be connected to outlet	No signs of damage to cords , rapped cord ends with electrical tape . possibility cords were under a load when they were being plugged into service.	Electrical	Closed	5/10/22	5/11/22
Regional Branch Library						
Bluebonnet Regional Library	lights out in entry to Children's		Lighting	On Hold (Waiting for parts)	5/1/22	
Bluebonnet Regional Library	A/C cutting on and off	Labor: Laborer: Terry Lewis, Notes: Check air handler found belt pulley gap size was to big for belt remove motor adjust pulley size and replaced motor and belt all working fine.	HVAC	Closed	5/3/22	5/5/22
Bluebonnet Regional Library	Emergency and exit lights out by fire exit	I changed the light bulbs in the exit sign.	Lighting	Closed	5/9/22	5/9/22
Bluebonnet Regional Library	A/C Alarm at a Blue Bonnet library	Labor: Laborer: Terry Lewis, Notes: Checked air handler five found unit tripped off all motor and bearings are good reset unit working fine air handler # 7 found belt getting stuck in pulley on motor pull motor reset gap on pulley reset motor all working fine.	HVAC	Closed	5/10/22	5/10/22

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Regional Branch Library						
Bluebonnet Regional Library	automatic front door not closing	Door controls came out and made repairs.	Windows/Doors	Closed	5/11/22	5/16/22
Bluebonnet Regional Library	men's urinal stopped up	Laborer: Shedrick Ridgley, Notes: Unstop urinal replaced lights and exit sign repair light on table Laborer: Terry Lewis, Notes: Unstop urinal replaced lights and exit sign repair light on table	Plumbing	Closed	5/11/22	5/11/22
Bluebonnet Regional Library	light detached inside pod	I replaced the screw on the light.	Electrical	Closed	5/11/22	5/11/22
Bluebonnet Regional Library	dead animal smell in Children's	Laborer: Rhett Hodges I changed the air filters in the unit that supplies the children's area and I sprayed disinfectant spray inside the duct to kill any bad odor coming from them.	Pest Control	Closed	5/12/22	5/13/22
Greenwell Springs Road Regional Library	Front door automatic opening function is not working	I reset the door at library.	Windows/Doors	Closed	4/25/22	4/25/22
Greenwell Springs Road Regional Library	Loose Floor Tile	I glued carpet tile back down to the floor.	Flooring	Closed	5/4/22	5/5/22
Greenwell Springs Road Regional Library	No Air Circulating in the following Rooms	Reset the chiller.	HVAC	Closed	5/7/22	5/9/22
Greenwell Springs Road Regional Library	A/C Appears to be Out Throughout Building	Laborer: Terry Lewis, Notes: Circuit one in alarm due to Evaporator liquid level sensor needs to be replaced.	HVAC	Closed	5/9/22	5/11/22
Greenwell Springs Road Regional Library	A/C Appears to be Failing Again	Laborer: Rhett Hodges I checked the control system and found that the chiller was in alarm. So I reset the the chiller to clear the alarm and it came up working correctly.	HVAC	Closed	5/12/22	5/13/22
Greenwell Springs Road Regional Library	Air conditioning	Laborer: Rhett Hodges The chiller was in alarm so I reset it and made sure it started up correctly.	HVAC	Closed	5/12/22	5/16/22

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Regional Branch Library						
Greenwell Springs Road Regional Library	GSR A/C is Not Working Again	Labor: Laborer: Rhett Hodges The chiller was in alarm so I reset it and made sure it came back up and was running and also cooling and it was.	HVAC	Closed	5/13/22	5/16/22
Jones Creek Regional Library	2nd toilet in Women's Restroom clogged up	Used plunger to unstop toilets.	Plumbing	Closed	4/26/22	4/27/22
Jones Creek Regional Library	Pipe fixtures in JCR Family Restroom leaking and forming large water puddle on floor	Labor: Laborer: Terry Lewis, Notes: Check water leak found cold water faucet valve leaking shut down water drain line remove and replace valve all working fine.	Plumbing	Closed	5/9/22	5/10/22
Jones Creek Regional Library	AC not cooling the building	Labor: Laborer: Terry Lewis, Notes: Check chiller and all pumps and motors all working fine adjusted temperature on chiller all working fine.	HVAC	Closed	5/9/22	5/10/22
Jones Creek Regional Library	JCR - Front Sliding Doors Not Closing Like Normal	Door controls came out and made repairs.	Windows/Doors	Closed	5/10/22	5/16/22
Jones Creek Regional Library	Lights	I changed out lights that I could reach in library and also went in air handler room and changed out lights and brought down the trash.	Electrical	Closed	5/11/22	5/11/22
Jones Creek Regional Library	Temperature height in children's	Labor: Laborer: Terry Lewis, Notes: Checked energy management system found air handler for children's side not working reset United Communication lines back up unit working fine.	HVAC	Closed	5/11/22	5/11/22
Jones Creek Regional Library	Leak in Reference	I did not find ny water leaking inside the library. I also went on top of building and cleaned out all drain holes.	General Maintenance	Completed	5/13/22	5/16/22
Storage						
Renaissance Park	PLease bring packed & labeled boxes of books to GSR	I dropped off the 10 boxes to GSR.	Space/Moves	Closed	5/6/22	5/6/22