

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	Building is very warm	check all a/c unit.	HVAC	Closed	7/20/22	7/21/22
Baker Branch Library	Baking Parking Lot painting job not completed by company		General Maintenance	On Hold (Waiting for parts)	7/22/22	
Carver Branch Library	water fountain between patron restrooms is flooding the carpet, won't turn off	vacuumed water from Hall and carpet areas installed blowers to help dry carpet.	General Maintenance	Closed	7/27/22	7/28/22
Carver Branch Library	hand dryer in women's patron restroom is still continually coming on by itself		General Maintenance	On Hold (Waiting for parts)	8/11/22	
Carver Branch Library	both water fountains are broken--- need replacements		Plumbing	On Hold (Waiting for parts)	8/11/22	
Central Branch Library	Display cabinet door handles	Parts has been ordered.	General Maintenance	Closed	7/19/22	7/20/22
Central Branch Library	CEN- Washes in the backyard		General Maintenance	New	7/19/22	
Central Branch Library	CEN-AC fan noise	A/c unit seem to be working as it should. The noises reported are from normal operations.	HVAC	Closed	7/19/22	7/20/22
Central Branch Library	Safety light for staff restrooms	Install emergency light in both staff bathroom	Electrical	Closed	7/25/22	8/11/22
Central Branch Library	AHU UV Light's	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges we ran power to all UV lighting and made sure everything worked on them.	Electrical	Closed	7/26/22	7/26/22
Central Branch Library	UV Light power supply install	Labor: Laborer: Rhett Hodges Laborer: Darren Rivers We ran power to the new UV lights that were installed on the AC units.	Electrical	Closed	7/28/22	7/28/22
Central Branch Library	De-humidifier leaking	Found that the Dehumidifier water bucket was leaking.I went to (GSR) an got another dehumidifier.	General Maintenance	Closed	7/30/22	8/1/22
Central Branch Library	Fire Panel Trouble Alarm	Cleared the alarm and reset the system.	Electrical	Closed	8/4/22	8/8/22
Central Branch Library	Carpet tile at Patron PC #8	Labor: Laborer: Rhett Hodges I re-glued the carpet tile back down and placed cones around it to allow time for the glue to bond.	Flooring	Closed	8/8/22	8/9/22
Central Branch Library	CEN-Fire Panel Troubl Tamper Pressure message		Electrical	In Progress	8/10/22	

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Delmont Gardens Branch Library	Alarm Panel error	Allied came out to troubleshoot and repaired system.	Electrical	Closed	7/17/22	7/19/22
Delmont Gardens Branch Library	Leaking Around Floor to Ceiling Windows	Laborer: Laborer: Rhett Hodges We found that the drain in the courtyard was clogged up with mulch so we had to dig it out and clear it. We also sucked up the water that had reached the offices and other area's then put floor fans on them to help dry.	General Maintenance	Closed	7/26/22	7/28/22
Delmont Gardens Branch Library	Leaking ceiling		Roofing	In Progress	7/26/22	
Delmont Gardens Branch Library	Gutters and drainage clogged	Laborer: Laborer: Darren Rivers Laborer: Rhett Hodges We cleaned out the gutter's and drain's. We also unclogged any drain grates that were stopped up.	General Maintenance	Closed	7/26/22	8/4/22
Delmont Gardens Branch Library	UV lighting power supply	Laborer: Laborer: Rhett Hodges Ran power to to UV lights that were recently installed on the AC units .	Electrical	Closed	7/28/22	7/28/22
Delmont Gardens Branch Library	ceiling leaks, flooding in office and walls	Laborer: Laborer: Darren Rivers Laborer: Rhett Hodges We vacuumed up all the water and put floor fans out to dry the carpet areas that were wet. We also cleaned the gutter's out and drain grate's.	Flooring	Closed	8/3/22	8/4/22
Delmont Gardens Branch Library	Missing key.	Laborer: Laborer: Rhett Hodges I left them a key to the back gate lock to put in the key box.	General Maintenance	Closed	8/6/22	8/9/22
Delmont Gardens Branch Library	Staff door can trigger alarm by pulling on it	Adjust catch on lock so door door will close tight and will not move.	Windows/Doors	Closed	8/8/22	8/9/22
Eden Park Branch Library	Water on floor	Unstopped Toilets in women's restroom	Plumbing	Closed	7/18/22	7/19/22
Eden Park Branch Library	Toilet paper dispenser in womens restroom broken	replaced broken toilet paper dispenser.	General Maintenance	Closed	7/22/22	7/25/22
Eden Park Branch Library	Malfunctioning Water Faucet	I put a cap on the faucet that was broken until the new part comes in.	Plumbing	Closed	7/27/22	7/28/22

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Eden Park Branch Library	UV lighting power supply	Labor: Laborer: Rhett Hodges Ran power to the UV lights that were recently installed on the AC units.	Electrical	Closed	7/28/22	7/28/22
Eden Park Branch Library	Roof badly leaking between childrens and adult graphic novel section		Roofing	In Progress	7/28/22	
Eden Park Branch Library	Lights out	I changed out all the lights that had blown out in library.	Electrical	Closed	8/9/22	8/9/22
Fairwood Branch Library	Unexplained Smokey Smell	I checked lights,belts on air handlers,and plugs and did not find anything burnt are burning.	Electrical	Closed	7/20/22	7/20/22
Fairwood Branch Library	Sunshade stuck	Labor: Laborer: Rhett Hodges I was able to get the breakroom and study room blind's to come down. They were pulled up tohigh to were have too pull hard too get them to come down.	General Maintenance	Closed	8/9/22	8/9/22
Pride-Chaneyville Branch Library	BABY SNAKE IN CIRC WORK ROOM It has been removed but was newly hatched so we are concerned that there maybe a nest and more may hatch.	Spread Snake a way around the entire building.	Pest Control	Closed	7/26/22	7/27/22
Pride-Chaneyville Branch Library	UV lighting power supply install	Labor: Laborer: Rhett Hodges Ran power to recently installed UV lights the the AC units	Electrical	Closed	7/28/22	7/28/22
River Center Library	Water Leaking in Large Meeting Room--Wet Ceiling Tiles	Terry,Rhett, and myself found under some vav boxes there was Condensation forming so we added installation to try and stop the water and also changed out some tiles.	General Maintenance	Closed	8/4/22	8/5/22
River Center Library	Warm, Still air in teen room - possible problem with AC?	The VFD for AHU number 3 was in alarm I cleared the alarm and reset the drive . The system is now back in service and cooling.	HVAC	Closed	8/6/22	8/8/22
River Center Library	Teen Librarian Office - Water Spot on Ceiling		General Maintenance	New	8/10/22	
Scotlandville Branch Library	ceiling leak near sprinkler head		Roofing	New	7/26/22	

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Scotlandville Branch Library	Front Door not opening/closing smoothly	I found the door opening and closing as it should. I oiled the door and reattach the alarm reader.	Windows/Doors	Closed	8/1/22	8/3/22
Scotlandville Branch Library	Possible Leak in South Courtyard		Plumbing	New	8/8/22	
Zachary Branch Library	Cash drawer lock needs adjusting or replacing	Removed old cam lock , Replace new one.	General Maintenance	Closed	7/16/22	7/19/22
Zachary Branch Library	Blinds in Meeting Room jammed or broken	Check out the blinds and set them back in place so they will work.	General Maintenance	Closed	7/19/22	7/21/22
Zachary Branch Library	Corroded Pipe in Pump Room		HVAC	In Progress	7/19/22	
Zachary Branch Library	Leak in Meeting Room Hallway		Roofing	On Hold (Waiting for parts)	7/25/22	
Zachary Branch Library	Lock on Meeting Room 1 not working correctly	Door was operating properly.	Lighting	Closed	7/27/22	8/2/22
Zachary Branch Library	Sconce lights out	Replace the bulb in both light.	Lighting	Closed	7/27/22	8/2/22
Zachary Branch Library	Continuous beeping from battery back-up for A/C	Troubleshoot and found that his wasn't the problem.	HVAC	Closed	8/8/22	8/10/22
Main Library						
Main Library	STAFF DOOR ENTRY SENSOR IN REFERENCE HALLWAY NOT WORKING PROPERLY	unit is working properly.	Windows/Doors	Closed	7/16/22	7/25/22
Main Library	German Roaches found in Advocate Collection	Bay pest control came and treated area for roaches.	Pest Control	Closed	7/18/22	7/26/22
Main Library	Door Alarm in Special Collections	installed door alarm on stairwell door , delivered key to apartment Head.	Windows/Doors	Closed	7/20/22	7/25/22
Main Library	Toilet flushing button sticks	replaced flush head.	Plumbing	Closed	7/20/22	7/25/22
Main Library	Men's room toilet overflowing	I checked all toilets and did not find anything wrong with any of them.	Plumbing	Closed	7/22/22	7/22/22
Main Library	Patron reported trash on property by the fenceline	Labor: Laborer: Rhett Hodges I checked both sides of the parking lot. I didn't notice any trash besides what was around the dumpster fenced in area's.	Grounds Maintenance	Closed	7/26/22	8/3/22
Main Library	Sensor on toilet may be malfunctioning	adjusted sensor flush valve	Plumbing	Closed	7/27/22	7/28/22
Main Library	Black Widow Spider & Eggs	Labor: Laborer: Rhett Hodges Located spider web and sprayed it with poison.	Pest Control	Closed	7/27/22	7/28/22

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Main Library						
Main Library	UV light power supply	Labor: Laborer: Terry Lewis Laborer: Shedrick Ridgley Laborer: Darren Rivers Laborer: Rhett Hodges we ran power to the recently installed AC units	Electrical	Closed	7/28/22	7/28/22
Main Library	Drain plugged	Duplicate work order.	Plumbing	Canceled	8/1/22	8/8/22
Main Library	Light cover open	Secured Light fixture cover	Lighting	Closed	8/2/22	8/4/22
Main Library	Conference Room B Room Temperature		HVAC	New	8/3/22	
Main Library	two toilet malfunctions: automatic flush not working this week	replaced defective flush heads on both toilets replaced bulbs at lavatory in restroom closest to the elevator	Plumbing	Closed	8/4/22	8/9/22
Main Library	Refrigerator at branch services no longer working	Replace refrigerator.	General Maintenance	Closed	8/10/22	8/13/22
Main Library	Sanitary napkin dispensers	I screwed that sanitary napkin dispensers back to the wall in restroom.	General Maintenance	Closed	8/11/22	8/11/22
Non Public Service Workspace						
Recycled Reads/Outreach	The filter in the refrigerator needs to be replaced.	replaced water filter and dated unit for 7/27/2022	General Maintenance	Closed	7/26/22	7/28/22
Regional Branch Library						
Bluebonnet Regional Library	piece came off closet door for storing meeting room wall	Parts are on order.	Windows/Doors	Closed	7/19/22	7/22/22
Bluebonnet Regional Library	handicapped stall in front women's restroom does not flush	I changed out the flushmeter valve on toilet.	Plumbing	Closed	7/20/22	7/21/22
Bluebonnet Regional Library	Front doors not closing	Labor: Laborer: Rhett Hodges I found that the door had come unhinged a little bit ,enough to prevent it from opening all the way. I was able to close it and it started working correctly.	Windows/Doors	Closed	8/5/22	8/8/22
Greenwell Springs Road Regional Library	Ceiling leaks	I checked for ceiling leaks threw out library. I found none,so I changed out all the tile that I could in library. To see if it leaks in those area again.	Roofing	Closed	8/2/22	8/2/22
Jones Creek Regional Library	AC Out in Meeting Room- Group meeting at 10am	Check out the chiller and turn unit back on.	HVAC	Closed	7/16/22	7/21/22

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Regional Branch Library						
Jones Creek Regional Library	No AC in Meeting Rooms and Teen Study Rooms	Reset power on the unit.	HVAC	Closed	7/17/22	7/21/22
Jones Creek Regional Library	Hang Artwork in CR @ JCR	hung paintings and artwork	General Maintenance	Closed	8/2/22	8/4/22
Jones Creek Regional Library	Hang various items in Childrens	Claude and myself hung all items around the library that needed to be hung.	General Maintenance	Closed	8/2/22	8/3/22
Jones Creek Regional Library	Wooden piece under the sink in the children's bathroom which covers up the pumbing is off and leaning up under the sink.	Labor: Laborer: Rhett Hodges I found that the wooden panel had come off the base. I put it back on and made sure it was secure.	Plumbing	Closed	8/6/22	8/9/22
Jones Creek Regional Library	Family Restroom toilet clogged		Plumbing	In Progress	8/12/22	