

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	There is an active wasp nest at the back door (staff entrance)	Labor: Laborer: Rhett Hodges I sprayed the wasp nest with poison to kill them.	Lighting	Closed	8/16/22	8/17/22
Baker Branch Library	We need a light installed at the back staff entrance door		Lighting	On Hold (Waiting for parts)	8/16/22	
Baker Branch Library	7 light bulbs are out in the Children's Room. Please see the Children's Services Librarian, Lillian and she can show you where they are .	I changed lights bulbs and ballast through out library.	Lighting	Closed	8/17/22	8/18/22
Baker Branch Library	Lights are out in stack area	I changed out all the lights and ballast that was bad in the area.	Lighting	Closed	8/17/22	8/18/22
Baker Branch Library	There are multiple leaks coming from the window in the children's room	Labor: Laborer: Terry Lewis, Notes: Clean and silicone windowsills for water leak.	Windows/Doors	Closed	8/23/22	8/24/22
Baker Branch Library	Outside lights around perimeter of building and parking lot are not turning on at dusk/night	Reset timer on light inside of building.	Lighting	Closed	9/8/22	9/8/22
Carver Branch Library	A/C must be off. All thermostats are 75 or 76 degrees throughout the building.	Chiller was down Daikin came out to troubleshoot and repaired system.	HVAC	Closed	8/17/22	9/1/22
Carver Branch Library	Says "Comm Failure" on the burglar alarm panels at each entrance	Allied came out to troubleshoot and repaired system reset.	Electrical	Closed	8/18/22	9/1/22
Carver Branch Library	It's 62 degrees in the building.	Reset Boiler.	HVAC	Closed	8/18/22	8/18/22
Carver Branch Library	janitor says toilet paper dispenser in female patron handicapped stall is broken	Repaired locking assembly.	Plumbing	Closed	8/29/22	9/1/22
Carver Branch Library	fill in dead crepe myrtle hole in front of bldg with cement	Fill in area in question with Concrete.	Grounds Maintenance	Closed	8/30/22	9/1/22
Carver Branch Library	need a wall clock for branch head's office	Replaced battery in wall clock in front of circulation desk Replaced broken clock in branch managers office.	General Maintenance	Closed	8/30/22	9/1/22
Carver Branch Library	clock high up on wall across from circulation desk doesn't work anymore	I replaced the battery in the clock.	General Maintenance	Closed	9/9/22	9/9/22
Central Branch Library	CEN. Strobe light in the women's restroom	Replaced bulbs in 2 fixtures in ladies public restroom over handicapped restroom	Lighting	Closed	8/15/22	8/16/22

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Central Branch Library	Youth Services dehumidifier is leaking	Labor: Laborer: Rhett Hodges I talked to Heather and she showed me where the leak was coming from. It was from the drain plug. She told me that they were draining the water from the top inlet instead of the drain hole because if the plug wasn't push back tight that it would leak. I tested the plug and could find any leaks at the moment so I put it back in the machine and let it run.	General Maintenance	Closed	8/18/22	8/22/22
Central Branch Library	AC needs to be restarted	Labor: Laborer: Rhett Hodges AHU 2 has a motor problem that is being addressed. We have already gotten the AC contactor out to check the unit and are waiting for the parts to repair it.	HVAC	Closed	8/21/22	8/22/22
Central Branch Library	Strobe light in Ref	Darren and myself changed out ballast and light bulbs through out the library.	Electrical	Closed	8/23/22	8/24/22
Central Branch Library	Light in Women's restroom	Change out bulbs and ballast.	Lighting	Closed	8/24/22	8/25/22
Central Branch Library	Meeting room is 74° patrons complaining	Labor: Laborer: Rhett Hodges We found that the AHU-2 blower motor had gone out and had to be replaced. I also found a bad contactor that had to be replaced also. Everything should be working correctly now.	HVAC	Closed	8/30/22	9/6/22
Central Branch Library	Fire alarm panel has a Troubl Pull Station Meeting Rm 1 message		Electrical	In Progress	9/6/22	
Delmont Gardens Branch Library	A/c maintenance	I checked all units at Delmont. I changed the filters,oiled all motors. I blew out all drain pipes. I also checked all belts and changed them out if it was necessary. I even had to unstop the up stairs unit drainage pipe.	HVAC	Closed	8/17/22	8/18/22

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Delmont Gardens Branch Library	A/c maintenance	I checked all units at Delmont. I changed the filters,oiled all motors. I blew out all drain pipes. I also checked all belts and changed them out if it was necessary. I even had to unstop the up stairs unit drainage pipe.	HVAC	Closed	8/17/22	8/17/22
Delmont Gardens Branch Library	Women's toilet continuously flushing.	Labor: Laborer: Terry Lewis, Notes: Check front toilet just replaced flush handle and vacuum break in Beck women's bathroom Laborer: Terry Lewis, Notes: Check all restroom all toilets flushing fine	Plumbing	Closed	8/20/22	8/23/22
Delmont Gardens Branch Library	Front women's restroom stall toilet running	Labor: Laborer: Terry Lewis, Notes: Replace vacuum breaker on toilet.	Plumbing	Closed	8/24/22	8/25/22
Delmont Gardens Branch Library	Sewage Alarm went off	Waste water collections Dept came out to troubleshoot and repaired.	Plumbing	Closed	8/25/22	8/30/22
Delmont Gardens Branch Library	Front area	Unstopped systems drain line & removed water from secondary drain pain.	HVAC	Closed	9/2/22	9/6/22
Delmont Gardens Branch Library	Building area hot	Traveled to Branch drain line stopped up , Unstopped drain and removed water from secondary pan ; system cooling.	HVAC	Closed	9/2/22	9/2/22
Delmont Gardens Branch Library	Lights	I changed all the burnt out light bulbs through out library.	Electrical	Closed	9/8/22	9/8/22
Eden Park Branch Library	Broken Window		Windows/Doors	New	8/18/22	
Eden Park Branch Library	The Paper Towel Dispenser to Dry Hands In The Staff Bathroom is Broken	I changed the old paper towel dispenser for a new one.	General Maintenance	Closed	8/19/22	8/24/22
Eden Park Branch Library	Front Area Fence Down	The fence did not fall. That is the old fence that was taken down by fence company.	Landscaping	Closed	8/26/22	8/29/22
Eden Park Branch Library	Parking lot lights	Labor: Laborer: Shedrick Ridgley Laborer: Billy Ray Laborer: Darren Rivers Laborer: Rhett Hodges we found that a bad wire was the cause of the problem .	Electrical	Closed	8/30/22	8/31/22

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Fairwood Branch Library	A/c Maintenance	I checked all units at Fairwood . I changed the filters,oiled all motors. I blew out all drain pipes. I also checked all belts and changed them out if it was necessary.	HVAC	Closed	8/19/22	8/19/22
Fairwood Branch Library	Branch Manager Office Hot	Laborer: Rhett Hodges I found that a fan belt had broken so I replaced it with a new one and it solved the problem.	HVAC	Closed	8/22/22	8/23/22
Fairwood Branch Library	Meeting Room Door Broken	Laborer: Rhett Hodges I made some adjustments but the card reader system seems to have some problems.	Windows/Doors	Closed	8/22/22	8/25/22
Fairwood Branch Library	Middle Stall in Women's Restroom Won't Stop Flushing	I changed the flush master on the toilet.	Plumbing	Closed	8/23/22	8/23/22
Fairwood Branch Library	Lights half out	Check all light that was out in the work area. The switches needed to be turn on.	Electrical	Closed	8/24/22	8/25/22
Fairwood Branch Library	Lights	I changed out two ballast and six light bulbs by the two study rooms.	Electrical	Closed	9/9/22	9/9/22
Pride-Chaneyville Branch Library	Alarm panel going off	Allied came out to troubleshoot and repaired system reset.	Electrical	Closed	8/17/22	9/1/22
River Center Library	Replace TV	Laborer: Billy Ray, Notes: Install TV on wall all working fine Laborer: Terry Lewis, Notes: Install TV on wall all working fine.	General Maintenance	Closed	8/17/22	8/17/22
River Center Library	Grants room door squeaks/squeals when pushed inward.		Windows/Doors	In Progress	8/18/22	
River Center Library	Temperature in lower 60s on 3rd floor	Laborer: Rhett Hodges The boiler was off so I contacted building maintenance and they got it back up and running.	HVAC	Closed	8/30/22	8/30/22
River Center Library	Toilet periodically flushing with no one there	There was nothing going on with the toilet this morning it was working properly.	Plumbing	Closed	9/3/22	9/6/22
River Center Library	Elevator 1 apparently not working		Electrical	New	9/7/22	
River Center Library	Walls need to be repainted		General Maintenance	New	9/9/22	
River Center Library	Shelf Support Clip Missing		General Maintenance	New	9/9/22	

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Scotlandville Branch Library	Broken shoe molding in meeting room hallway		Flooring	In Progress	8/22/22	
Scotlandville Branch Library	Flowerbed edging needs repair		Grounds Maintenance	In Progress	8/29/22	
Zachary Branch Library	Children's Toilet Leaking	Unstopped toilet ,used plunger.	Plumbing	Closed	8/13/22	8/14/22
Zachary Branch Library	Light bulb replacement	Labor: Laborer: Terry Lewis, Notes: Replace lightbulbs and ballast in both bathrooms and meeting room.	Lighting	Closed	8/17/22	8/18/22
Zachary Branch Library	Building Temp needs adjusting	Labor: Laborer: Terry Lewis, Notes: Check chiller and all pumps and motors all working fine on chiller Circuit two sensor tripped reset working fine look over Energy management system all working fine adjusted temperature in children's area	HVAC	Closed	8/17/22	8/18/22
Zachary Branch Library	Warm in Library	Labor: Laborer: Terry Lewis Laborer: Darren Rivers Laborer: Rhett Hodges we found the chiller had a bad breaker a needed to be replaced. We got it back up and going.	HVAC	Closed	8/31/22	9/8/22
Main Library						
Main Library	Ground prong broken off table plug	Ground Plug was removed from wall plug.	Electrical	Closed	8/13/22	8/13/22
Main Library	Bench that Wraps around pole in front of Circ Desk is loose and tipping over	Labor: Laborer: Terry Lewis, Notes: Replace benches and bolt back together all working fine Laborer: Terry Lewis, Notes: Remove benches to find parts	General Maintenance	Closed	8/13/22	8/15/22
Main Library	signage for 1st non-fiction stacks	Labor: Laborer: Rhett Hodges I installed the sign on the bookshelf.	General Maintenance	Closed	8/15/22	8/25/22
Main Library	GRAFFITI IN 3RD FLOOR RESTROOM	Needed grinder to buff etching out of metal door casing.	General Maintenance	Closed	8/16/22	9/1/22
Main Library	Light in Reference Workroom Out	relamped fixture.	Lighting	Closed	8/16/22	8/17/22
Main Library	toilet clogged	replaced defective flush head	Plumbing	Closed	8/20/22	8/23/22

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Main Library						
Main Library	Locked Restroom	Labor: Laborer: Terry Lewis, Notes: Check door Lock found It stuck in lock position remove lock lube lock assembly replace working fine.	General Maintenance	Closed	8/23/22	8/24/22
Main Library	No building AC	Labor: Laborer: Rhett Hodges Had to do a system reset to clear the alarms that had the chiller shutdown.	HVAC	Closed	8/25/22	8/25/22
Main Library	Light bulb out in Special Collections	Replaced bulbs	Lighting	Closed	8/25/22	9/1/22
Main Library	Bulb out and dead bugs	Replaced 8 bulbs in fixtures	Lighting	Closed	8/25/22	9/1/22
Main Library	Ice Machine	Supervisor will schedule for cleaning of lenses. Labor: Laborer: Rhett Hodges I cleaned the area that the pink buildup was on. I also found the breaker was tripped so I reset it and the machine came on and started running.	Plumbing	Closed	8/26/22	8/26/22
Main Library	Dead Roach Inside Light Feature	Removed dead insects from ceiling grid.	General Maintenance	Closed	8/31/22	9/1/22
Main Library	ants	sprayed the area of infection with the insect repellent.	Pest Control	Closed	9/2/22	9/6/22
Main Library	Dead Roach in Light Feature	fix light.	General Maintenance	Closed	9/6/22	9/6/22
Main Library	Window Water Leak		Windows/Doors	New	9/7/22	
Main Library	Damaged Outlets in AV	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges We located the broken table outlets and replaced them with new ones.	Electrical	Closed	9/8/22	9/8/22
Main Library	Door won't latch		Windows/Doors	New	9/9/22	

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Non Public Service Workspace						
Recycled Reads/Outreach	air is out on the other side of the building.	Labor: Laborer: Rhett Hodges, Notes: Checked unit found unit off due to low voltage control power reset power unit working fine Laborer: Terry Lewis, Notes: Checked unit found unit off due to low voltage control power reset power unit working fine	HVAC	Closed	8/15/22	8/16/22
Recycled Reads/Outreach	door lock is broken	made adjustment on lock , lock is working .	Windows/Doors	Closed	9/7/22	9/8/22
Regional Branch Library						
Bluebonnet Regional Library	Exit light flickering, will soon go out	Labor: Laborer: Rhett Hodges I replaced the blown bulbs in the exit sign.	None	Closed	8/17/22	8/19/22
Bluebonnet Regional Library	multiple pendant lights out	Replaced bulbs in fixtures over refrence.	Lighting	Closed	8/17/22	9/1/22
Bluebonnet Regional Library	latch broken on handicapped stall door - front women's bathroom	Labor: Laborer: Terry Lewis, Notes: Repaired lock on door working fine	General Maintenance	Closed	8/25/22	8/29/22
Bluebonnet Regional Library	Power strip on table not working, plugged into possibly bad outlet	Labor: Laborer: Terry Lewis, Notes: Attempt to locate breaker for outlet no key to get in breaker box found key for breaker box found breaker not trip replace outlet outlet was damage plug working fine.	Electrical	Closed	8/27/22	9/6/22
Bluebonnet Regional Library	Front doors will not close		Windows/Doors	New	9/8/22	
Bluebonnet Regional Library	Preventive maintenance on all Air handlers motors and pumps	Labor: Laborer: Terry Lewis, Notes: Replace all filters and belts greased all pumps and motors	General Maintenance	Closed	9/9/22	9/9/22
Greenwell Springs Road Regional Library	GSR Children's Room Ceiling Leak	I remove the ceiling tile and found hot water valve leaking water on floor. I put caution tape around the area and placed a trash can to catch the water.	Roofing	Closed	8/25/22	8/25/22
Greenwell Springs Road Regional Library	Staff Toilets Have Water and Residue Coming Out of Floor Drains	Labor: Laborer: Terry Lewis, Notes: Used wiggle stick floor drain and some drain opener all working fine.	Plumbing	Closed	8/31/22	9/1/22

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Regional Branch Library						
Jones Creek Regional Library	Family Restroom Toilet Leaking	Labor: Laborer: Rhett Hodges I found the area that was leaking and replaced the gasket to correct the issue. I tested the toilet several times to make sure the leak was fixed and it was.	Plumbing	Closed	8/17/22	8/18/22
Jones Creek Regional Library	AC is not working in the meeting rooms	Labor: Laborer: Terry Lewis, Notes: Check meeting room unit found unit tripped off reset unit working fine.	HVAC	Closed	8/22/22	8/22/22
Jones Creek Regional Library	Tree limb coming down and trash in tree	Cut limbs off cut up put in dumpster.	Landscaping	Closed	8/25/22	8/26/22
Jones Creek Regional Library	Clean cooling tower	Labor: Laborer: Shedrick Ridgley, Notes: Clean all fields material greased all pumps and motors replaced all belts and cooling tower area Laborer: Terry Lewis, Notes: Clean all fields material greased all pumps and motors replaced all belts and cooling tower area	General Maintenance	Closed	8/30/22	8/30/22
Jones Creek Regional Library	Toilet Troubles	Labor: Laborer: Shedrick Ridgley, Notes: Repaired toilet seat and flush handle Laborer: Terry Lewis, Notes: Repaired toilet seat and flush handle	Plumbing	Closed	8/30/22	8/30/22
Jones Creek Regional Library	Put AV cart together	Installed by Terry Lewis.	General Maintenance	Closed	9/1/22	9/2/22
Jones Creek Regional Library	Meeting Room Floor Outlets not working	I had to reset the breaker to get plug back working.	Electrical	Closed	9/8/22	9/8/22
Jones Creek Regional Library	flush handle broken in 1st stall of Women's Restroom	Labor: Laborer: Terry Lewis, Notes: Replace flush handle kit toilet working fine.	Plumbing	Closed	9/9/22	9/9/22
Jones Creek Regional Library	Hang Bulletin Board		Plumbing	New	9/9/22	