

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	Cooling tower PM	Labor: Laborer: Rhett Hodges, Notes: Clean cooling towel drain water wash out sludge grease and all motors replace belts wash down pad fill tower bleed air from system restart system all working fine Laborer: Terry Lewis, Notes: Clean cooling towel drain water wash out sludge grease and all motors replace belts wash down pad fill tower bleed air from system restart system all working fine	General Maintenance	Closed	9/23/22	9/23/22
Baker Branch Library	I need 2 wooden computer carrells/ stands moved from the reference dept to the children's dept ASAP	Darren completed the job.	General Maintenance	Closed	10/6/22	10/7/22
Baker Branch Library	Temps in building have been rising since 6 pm tonight, temps are now reading 77 across the building, time is 7:46 pm	Water was turn off to chilled water pumps accidentally.	HVAC	Closed	10/6/22	10/12/22
Baker Branch Library	Outside lights not staying on	Change out the photo cell.	Electrical	Closed	10/12/22	10/17/22
Baker Branch Library	Light out at back hallway on men's restroom side of the building	Need to order emergency ballast	Lighting	Completed	10/14/22	10/17/22
Carver Branch Library	several lights out plus 2 clocks need batteries	Change out bulb and ballast in all the light fixtures.	Lighting	Closed	9/21/22	9/23/22

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Community Branch Library						
Carver Branch Library	Paint outside walls That borders the library	Labor: Laborer: Rhett Hodges, Notes: Paint outside walls That borders the library Laborer: Claude Lindsey, Notes: Paint outside walls That borders the library Laborer: Darren Rivers, Notes: Paint outside walls That borders the library Laborer: Terry Lewis, Notes: Paint outside walls That borders the library Laborer: Darren Rivers, Notes: Paint outside walls That borders the library Laborer: Terry Lewis, Notes: Paint outside walls That borders the library Laborer: Claude Lindsey, Notes: Paint outside walls That borders the library Laborer: Rhett Hodges, Notes: Paint outside walls That borders the library Laborer: Darren Rivers, Notes: Paint outside walls That borders the library Laborer: Terry Lewis, Notes: Paint outside walls That borders the library	General Maintenance	Closed	9/30/22	9/30/22
Carver Branch Library	sudden, loud buzzing sound near computer area	Labor: Laborer: Terry Lewis, Notes: Check for noise and reference area Could not locate any thing that would make that sound.	Electrical	Closed	10/13/22	10/14/22
Central Branch Library	Chiller Preventative Maintenance	Corparate mechanical performed quarterly maintenance.	None	Closed	10/2/22	10/17/22
Central Branch Library	Skunk Smell in Building	No smell in building possibly smell could've gotten mixed in with fresh air system Need to return first thing in the morning to check on future episodes.	General Maintenance	Closed	10/5/22	10/5/22
Central Branch Library	Squirrels/Animals in Attic/Ceiling	I found no squirrels are any other animals in attic.	Pest Control	Closed	10/8/22	10/10/22
Central Branch Library	Squirrel back in attic	Labor: Laborer: Rhett Hodges checked traps and didn't find anything so we reset them .	Pest Control	Closed	10/12/22	10/13/22
Central Branch Library	Ceiling tiles loose over ref	Adjust tile so they would fit properly.	General Maintenance	Closed	10/12/22	10/13/22
Delmont Gardens Branch Library	Back gate lock issue	Drill hole in ground deeper.	Grounds Maintenance	Closed	10/11/22	10/12/22

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Community Branch Library						
Delmont Gardens Branch Library	Women's Restroom toilet is running and will not stop	Change out the flushometer.	Plumbing	Closed	10/12/22	10/12/22
Delmont Gardens Branch Library	DGB alarm will not set		Electrical	In Progress	10/14/22	
Eden Park Branch Library	Door in back by Romance paperback section not closing properly		Windows/Doors	On Hold (Waiting for parts)	9/17/22	
Eden Park Branch Library	Shattered Window Pane		Windows/Doors	On Hold (Waiting for parts)	9/19/22	
Eden Park Branch Library	Re-Glue Carpet Squares	I reglued the carpet square back to floor.	Flooring	Closed	9/19/22	9/20/22
Eden Park Branch Library	Cold at Circulation Desk	Adj t Stats, system operating fine.	HVAC	Closed	10/3/22	10/5/22
Eden Park Branch Library	Toilet tissue holder is in need of repair or replacement in men's restroom.	Operator error, toilet paper box not sealed correctly.	General Maintenance	Closed	10/3/22	10/5/22
Eden Park Branch Library	Electrical floor drop box is coming out of the floor	secured electrical Box.	General Maintenance	Closed	10/7/22	10/12/22
Eden Park Branch Library	Branch safe needs to be serviced		General Maintenance	In Progress	10/10/22	
Eden Park Branch Library	Desk drawers need to be aligned.	Labor: Laborer: Terry Lewis, Notes: repair desk drawer Off track all working fine.	General Maintenance	Closed	10/10/22	10/12/22
Eden Park Branch Library	Water leaking from toilet handle.	Labor: Laborer: Terry Lewis, Notes: install Flush valve kit.	Plumbing	Closed	10/11/22	10/17/22
Eden Park Branch Library	Book Shelf Lights burnt out	Labor: Laborer: Darren Rivers, Notes: Check and found breaker tripped reset all working fine Laborer: Terry Lewis, Notes: Check and found breaker tripped reset all working fine.	Lighting	Closed	10/11/22	10/13/22
Fairwood Branch Library	Beeping in Data Room	condensate pump stopped up ,cleared algae from float switch added algicide tablets tp prevent further algie .from growing raising the PH in the drain line.	HVAC	Closed	9/21/22	9/26/22
Fairwood Branch Library	Chiller Preventative Maintenance	Cmc performed quarterly maintenance.	HVAC	Closed	10/2/22	10/17/22
Fairwood Branch Library	Air Conditioning Not Working at Fairwood	Travel to Branch reset chiller , system cooling fine.	HVAC	Closed	10/3/22	10/3/22

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Fairwood Branch Library	air isn't working	Reset chiller System tripped on "low evaporators temp" Factory Reps have been dispatched as per Alvin Rattle.	HVAC	Closed	10/5/22	10/5/22
Fairwood Branch Library	Air is out	Labor: Laborer: Rhett Hodges I found the chiller was in alarm so I checked all the air handler units and pumps to make sure they were running and then I reset it and made sure it came back up and running.	HVAC	Closed	10/7/22	10/13/22
Pride-Chaneyville Branch Library	Chiller Preventative Maintenance	Cmc performed quarterly maintenance.	HVAC	Closed	10/2/22	10/17/22
River Center Library	Running faucet in women's restroom sink	Checked the sensor,system operating properly now.	Plumbing	Closed	10/2/22	10/4/22
River Center Library	Follow-up to work-order request #1178664	The faucet is now operating properly.	Plumbing	Canceled	10/3/22	10/4/22
River Center Library	4th Floor Terrace Needs Pressure Washing	Terry,Darren and myself pressure washed the pavers on the fourth floor.	General Maintenance	Closed	10/4/22	10/5/22
River Center Library	Lectern Needs Assembling	Labor: Laborer: Terry Lewis, Notes: Assemble lectern.	General Maintenance	Closed	10/4/22	10/4/22
River Center Library	Walls need painting...See Manager	Walls have a fresh coat of paint on them.	Painting	Closed	10/4/22	10/5/22
River Center Library	Ceiling Tile Needs Replacing	Replace ceiling tile with new one.	General Maintenance	Closed	10/4/22	10/5/22
River Center Library	Clogged Sink	Sink drain line have been unclog.	Plumbing	Closed	10/4/22	10/5/22
River Center Library	Lockable Covers for Exterior Receptacles		None	Queued	10/5/22	
River Center Library	Broken Door lock - 3rd Floor Restroom	Labor: Laborer: Terry Lewis, Notes: Check door locking latch found broken and missing parts or on order repaired	Windows/Doors	Completed	10/7/22	10/17/22
River Center Library	Light under Cabinet, and above sink is out.	Labor: Laborer: Terry Lewis, Notes: Check lighting found LED lighting drive is bad parts is on order repaired	Lighting	Completed	10/14/22	10/17/22
Scotlandville Branch Library	Teen Chairs to be repaired	Remove bolt from broken chair to repair another one. Bolt that was sent to be used did not work chair is still under warranty.	General Maintenance	Closed	9/19/22	9/21/22

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Community Branch Library						
Scotlandville Branch Library	Hallway leading to restrooms needs better lighting		Electrical	New	9/19/22	
Scotlandville Branch Library	A/C thermostat reading very warm temperature (80 degrees)	Labor: Laborer: Terry Lewis, Notes: Check chiller found Circuit one-off due to oil system fault due to dirty coils clean coils system working fine.	HVAC	Closed	9/21/22	9/22/22
Scotlandville Branch Library	Water drop come from light	Labor: Laborer: Terry Lewis, Notes: Found pipe sweating dripping water repair and installation all working fine.	HVAC	Closed	9/22/22	9/22/22
Scotlandville Branch Library	Meeting Room 1 Very Cold	System cooling fine , someone turned Hot water valves off.	HVAC	Closed	10/4/22	10/5/22
Scotlandville Branch Library	Broken chair	Labor: Laborer: Terry Lewis, Notes: found one back slate lose Will retrieve Bret nail gun and repair repaired	Space/Moves	Completed	10/10/22	10/17/22
Scotlandville Branch Library	Meeting Room Temperature		HVAC	New	10/13/22	
Zachary Branch Library	Staff door malfunctioning	Made adjustment on the hard ware of the door , door is working now . panic bar need to be replace.	Windows/Doors	Closed	9/27/22	9/28/22
Zachary Branch Library	Staff toilet not flushing	Check out every thing seem good .	Plumbing	Closed	9/27/22	9/28/22
Zachary Branch Library	Emergency Exit light out (plus a few others)	Labor: Laborer: Rhett Hodges I repaired the light in the women's restroom. I'm going to have have to order the exit lights that are out to replace them.	HVAC	Completed	9/28/22	10/17/22
Zachary Branch Library	Temp needs adjusting - too cold	Labor: Laborer: Rhett Hodges I made several adjustments to the thermostats. But we are having some control issues and are waiting for parts needed to repair the problems.	HVAC	Closed	9/29/22	10/17/22
Zachary Branch Library	Back Door Lock Broken		Windows/Doors	On Hold (Waiting for parts)	9/29/22	
Zachary Branch Library	64.8 Degrees in Circ; 62.9 Degrees in Hallway		HVAC	On Hold (Waiting for parts)	10/6/22	
Zachary Branch Library	Children's bathroom overflowed	Billy and Darren completed the job.	Plumbing	Closed	10/8/22	10/12/22

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Main Library						
Main Library	Temperature	Labor: Laborer: Rhett Hodges I had to do a system reset on the chilled water system.	HVAC	Closed	9/21/22	9/21/22
Main Library	Lights out	Labor: Laborer: Rhett Hodges I replaced the blown out bulbs with new ones.	Lighting	Closed	9/21/22	9/22/22
Main Library	Light out	Labor: Laborer: Rhett Hodges I replaced the bad bulb's with new one's and the light came on.	Lighting	Closed	9/22/22	9/23/22
Main Library	PM all air handler	Labor: Laborer: Darren Rivers, Notes: PM air handlers on 1st and 2nd floors replaced all belts and filters greased all pumps and motors Laborer: Terry Lewis, Notes: PM air handlers on 1st and 2nd floors replaced all belts and filters greased all pumps and motors Laborer: Terry Lewis, Notes: PM air handlers on 1st and 2nd floors replaced all belts and filters greased all pumps and motors	HVAC	Closed	9/22/22	9/22/22
Main Library	Broken toilet	Replaced defective Flush Head " possible Vandalism "	Plumbing	Closed	9/23/22	9/26/22
Main Library	No AC in men's 2nd floor restroom	Adjusted thermostat system is now operating properly.	HVAC	Closed	9/29/22	9/29/22
Main Library	fountain not working	Labor: Laborer: Rhett Hodges We are still waiting on parts needed to repair the splash pad issues.	Fountain	Completed	9/29/22	10/17/22
Main Library	Drain plugged	Duplicate work for.	Plumbing	Canceled	10/2/22	10/3/22
Main Library	It's 64 degrees F in Special Collections	Labor: Laborer: Rhett Hodges Had to adjust temperatures on thermostats.	HVAC	Closed	10/5/22	10/13/22
Main Library	Pickup large task chair from Branch Services workroom and deliver it to JCR for staff person at JCR Circulation Desk	Delivered chair to JCR.	Space/Moves	Closed	10/11/22	10/12/22
Main Library	Fire Exit Door in the West Stairwell is stuck and will not open	Unit is working fine at time of inspection.	Windows/Doors	Closed	10/11/22	10/12/22

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Main Library						
Main Library	toilet in handicapped stall continues to run when flushed. knob on back sticks.	replaced flush head on toilet.	Plumbing	Closed	10/11/22	10/12/22
Main Library	Lights	I changed out lights and ballist threw out the library.	Electrical	Closed	10/12/22	10/12/22
Main Library	Flag pole need new clamps	Labor: Laborer: Rhett Hodges, Notes: The American flag needs new clamps replace clamps and swivel head other poles need to replace clamps will replace but all working fine Laborer: Terry Lewis, Notes: The American flag needs new clamps replace clamps and swivel head other poles need to replace clamps will replace but all working fine.	General Maintenance	Closed	10/13/22	10/13/22
Non Public Service Workspace						
Recycled Reads/Outreach	losing water pressure	Labor: Laborer: Terry Lewis, Notes: Check the Main water valve and all other throughout the building all working fine.	Plumbing	Closed	9/16/22	9/19/22
Recycled Reads/Outreach	Shoreline cords have shorts in connection so they are not charging the bookmobiles		Electrical	On Hold (Waiting for parts)	10/10/22	
Regional Branch Library						
Bluebonnet Regional Library	Patron ran into closing auto door, not closing fully.	Labor: Laborer: Terry Lewis, Notes: Put door back on track and adjusted it to close properly.	Windows/Doors	Closed	9/16/22	9/19/22
Bluebonnet Regional Library	Front door not closeting all the way	Labor: Laborer: Terry Lewis, Notes: Adjusted front door to close all the way.	General Maintenance	Closed	9/16/22	9/16/22

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Regional Branch Library						
Bluebonnet Regional Library	Multiple lights out	Labor: Laborer: Rhett Hodges I replaced all light bulbs and ballast that were out, that were reported in the work order. I also found several others throughout the building that were out so I repaired them as well. I ordered a light bulb for the teen programming room light fixture. As soon as it comes in I will get it repaired.	Lighting	Closed	9/18/22	9/21/22
Bluebonnet Regional Library	Lights were flickering on and off all over the building	Labor: Laborer: Terry Lewis, Notes: Check all pumps and motors lights air handlers and chiller all ok.	Electrical	Closed	9/23/22	9/26/22
Bluebonnet Regional Library	Monumental Sign at Bluebonnet		General Maintenance	On Hold (Waiting for parts)	9/26/22	
Bluebonnet Regional Library	Broken curb in Parking Lot - previously reported by patron whose elderly husband tripped on it.	Labor: Laborer: Terry Lewis, Notes: pick up broken pieces of concrete contractor will repair curb.	Grounds Maintenance	Closed	9/30/22	10/4/22
Bluebonnet Regional Library	Lock on handicapped stall is broken. Front women's restroom	Labor: Laborer: Terry Lewis, Notes: Pick up door latch from American door and replace door latch on woman's restroom stall door and replaced paper towel dispenser in children's bathroom.	General Maintenance	Closed	10/1/22	10/4/22
Bluebonnet Regional Library	TP dispenser is broken. Front women's restroom.	Labor: Laborer: Terry Lewis, Notes: Replace toilet paper dispenser.	General Maintenance	Closed	10/1/22	10/3/22
Bluebonnet Regional Library	paper towel dispenser needs to be replaced. Cover is broken.	Labor: Laborer: Terry Lewis, Notes: Replace paper towel in both women restroom staff and public.	General Maintenance	Closed	10/1/22	10/3/22
Bluebonnet Regional Library	Chiller Preventative Maintenance	Cmc performed quarterly maintenance.	HVAC	Closed	10/2/22	10/17/22

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Regional Branch Library						
Bluebonnet Regional Library	noise in boiler room	Labor: Laborer: Terry Lewis, Notes: Check all chiller and boiler pumps and motors found to be all working fine found one chiller motor spider connection a little warm we'll replace parts on order check emergency lighting system contact is bad will contract out for repairs.	HVAC	Closed	10/10/22	10/12/22
Bluebonnet Regional Library	front door not working properly...again		Windows/Doors	New	10/14/22	
Bluebonnet Regional Library	missing patio tiles		Grounds Maintenance	New	10/14/22	
Bluebonnet Regional Library	closet doors for partition walls not closing properly/partition doors off-kilter and do not close properly		Windows/Doors	New	10/14/22	
Greenwell Springs Road Regional Library	GSR Window shattered		Windows/Doors	On Hold (Waiting for parts)	9/16/22	
Greenwell Springs Road Regional Library	Conference/Study Room C in Reference Warming	Labor: Laborer: Terry Lewis, Notes: Adjusted temperature on coil fan room cooling.	HVAC	Closed	9/22/22	9/23/22
Greenwell Springs Road Regional Library	Left Hand Ice Maker in Left Hand Refrigerator Stopped Making Ice, Drained Water on to the Floor in front of the Fridge	Replace ice maker with a new one.	Plumbing	Closed	9/24/22	10/4/22
Greenwell Springs Road Regional Library	PM all air handlers	Labor: Laborer: Terry Lewis, Notes: PM all air handlers change filters belts greased all pumps and motors.	General Maintenance	Closed	9/27/22	9/28/22
Greenwell Springs Road Regional Library	Entrance door lock	Travel to branch, disassemble lock assembly, adjust Interior gears , reinstall cylinders adj.	Windows/Doors	Closed	10/2/22	10/3/22
Greenwell Springs Road Regional Library	AC Out in Study Room B (Near the Reference Work Desk)	Thermostat was showing a temperature of 70 degrees.	HVAC	In Progress	10/3/22	10/4/22
Jones Creek Regional Library	Public Women's 1st stall toilet leaking water when flushing	Labor: Laborer: Terry Lewis, Notes: Check toilet found that a small leak around cut off valve tighten working fine.	Plumbing	Closed	9/19/22	9/20/22
Jones Creek Regional Library	Women's Restroom First Stall won't flush	Terry replace the handle.	Plumbing	Closed	9/22/22	9/26/22
Jones Creek Regional Library	Broken Chair in Teen Room	Broken base at bottom of base, possible warranty, Branch manager will research issue.	General Maintenance	On Hold (Waiting for parts)	9/28/22	10/3/22

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Regional Branch Library						
Jones Creek Regional Library	Move stuff from storage to JCR	Delivered Items to JCR Branch.	General Maintenance	Closed	9/28/22	10/3/22
Jones Creek Regional Library	Handles on Glass Doors to Teen Room loose	Door missing bushing need installing contractor to make repairs.	Windows/Doors	Closed	9/30/22	10/3/22
Jones Creek Regional Library	Chiller Preventative Maintenance	Cmc performed quarterly maintenance.	HVAC	Closed	10/2/22	10/17/22
Jones Creek Regional Library	JCR Meeting Rooms are at 74.3 degrees	I changed the settings on each thermostat in each meeting room.	HVAC	Closed	10/13/22	10/14/22