

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Carver Branch Library	new water fountain by meeting rooms is slowly leaking, carpet underneath is soaking wet	Labor: Laborer: Terry Lewis, Notes: Disassemble water fountain to repair leaking drain Put back together all working fine	Plumbing	Closed	10/17/22	10/20/22
Carver Branch Library	several lights out in both meeting rooms	Labor: Laborer: Terry Lewis, Notes: Replaced lightbulbs in meeting room	Lighting	Closed	10/20/22	10/21/22
Carver Branch Library	central station called - said not receiving burglar alarm signals	Allied came out to troubleshoot and repaired the system.	Electrical	Closed	11/1/22	11/8/22
Carver Branch Library	have a few clocks that need to be changed for the time change this week (1 across from circ desk, 2 in mtg rooms)		General Maintenance	Queued	11/9/22	
Central Branch Library	Hiring Professional Pest Control for Squirrels in Central's Attic		None	New	10/19/22	
Central Branch Library	Meeting room needs bulbs replaced		Lighting	Queued	10/19/22	
Central Branch Library	61 degrees in the meeting room	Labor: Laborer: Terry Lewis, Notes: Adjusted hot water valve.	HVAC	Closed	10/19/22	10/26/22
Central Branch Library	Automatic front door is opening for no reason	Labor: Laborer: Rhett Hodges I cleaned off the motion sensor and told the branch manager if that didn't solve the issue to let us know so we could get the door company to come and check it out.	Windows/Doors	Closed	10/20/22	10/26/22
Central Branch Library	Blinking light over circ desk	Labor: Laborer: Rhett Hodges I took the fixture down and adjusted the rest of them to match evenly until I get the correct parts to fix the broken light fixture.	Lighting	Closed	10/25/22	10/26/22
Central Branch Library	Lights	I changed out light bulbs and ballast thru out library.	Electrical	Closed	10/27/22	10/27/22
Central Branch Library	REF workroom window is spiderwebbing after lawn service		Windows/Doors	In Progress	11/2/22	
Delmont Gardens Branch Library	Black slug coming up from Men's Restroom drain	Labor: Laborer: Terry Lewis, Notes: Check drain found all ok flushed toilet in urinals and let water run in sink all ok	Plumbing	Closed	10/25/22	10/26/22

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Community Branch Library						
Delmont Gardens Branch Library	Teen/Reference Courtyard Gate Fell Off	Replace hindge on gate.	Grounds Maintenance	Closed	10/26/22	10/31/22
Delmont Gardens Branch Library	Parking lot lights remain on during day.	Photo cell was covered.	Electrical	Closed	10/30/22	10/31/22
Delmont Gardens Branch Library	Lights	I changed all the burned out lights that was in the building.	Electrical	Closed	11/1/22	11/1/22
Delmont Gardens Branch Library	Alarm panel issue (error code)		Electrical	In Progress	11/7/22	
Delmont Gardens Branch Library	Replacement blind in Study Room		General Maintenance	New	11/7/22	
Eden Park Branch Library	Cold Temperatures at Branch	Reset boiler And adj controls.	HVAC	Closed	10/17/22	10/24/22
Eden Park Branch Library	The building is very cold	Boiler was out had to light it up again.	HVAC	Closed	10/21/22	10/25/22
Eden Park Branch Library	Fence Boards Missing/Damaged	Replace all the missing board on the fence.	Grounds Maintenance	Closed	10/21/22	10/24/22
Eden Park Branch Library	Lights out	I changed all lights that was not working in library.	Electrical	Closed	10/25/22	10/25/22
Eden Park Branch Library	The temperature in this branch stays around 60-62 degrees. Too cold.	Reset the boiler.	HVAC	Closed	10/28/22	10/31/22
Eden Park Branch Library	Building is cold again. Thermostats reading low 60s	Labor: Laborer: Terry Lewis, Notes: Reset boiler all working.	HVAC	Closed	11/5/22	11/5/22
Fairwood Branch Library	Clocks Wrong		General Maintenance	On Hold (Waiting for parts)	10/26/22	
Fairwood Branch Library	Fairwood's gates not counting	Labor: Laborer: Rhett Hodges I reset the breaker for the rfid gates.	Electrical	Closed	10/28/22	10/28/22
River Center Library	Replace weather cover	Labor: Laborer: Terry Lewis, Notes: Replace all weather cover for outside receptacle	Electrical	Closed	10/20/22	10/21/22
River Center Library	Floor Plate Missing Screws	I replaced all the screws that need to be replaced.	General Maintenance	Closed	10/27/22	10/28/22
River Center Library	The keypad on the first floor janitorial closet in the patron restroom isn't working.	Replace batteries in door pad.	Windows/Doors	Closed	10/28/22	10/31/22
River Center Library	Ceiling Leak over the 900s		Roofing	In Progress	10/29/22	
River Center Library	Public Restroom Door Lock Broken	Replace the locking mechanism on the door.	Windows/Doors	Closed	10/30/22	11/1/22
River Center Library	Wynd Filters	I replaced the filters in all Wynd purifiers.	HVAC	Closed	11/4/22	11/7/22

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River Center Library	Leak over walkway between paperback books and study rooms has started up again. Put bucket under leak, no water on books.		Roofing	New	11/5/22	
Scotlandville Branch Library	Liberty Pump Alarm sounded	Labor: Laborer: Terry Lewis, Notes: Checked out all seem to be working fine replace outside receptacle cover.	Plumbing	Closed	10/23/22	10/25/22
Scotlandville Branch Library	Outlet cover broken off exterior outlet	Outlet cover was replaced.	Electrical	Closed	10/23/22	10/24/22
Scotlandville Branch Library	No power in building	Labor: Laborer: Terry Lewis, Notes: On power in building Cut off all Breaker's On all pumps and motors and chiller to minimize any damage from power coming back on all ok.	Electrical	Closed	10/26/22	10/26/22
Scotlandville Branch Library	Meeting room temperature	Adj defective hot water valve on AH#4.	HVAC	Closed	10/28/22	10/28/22
Scotlandville Branch Library	Kitchenette room next to meeting room 1 heater blowing instead of cool air	Labor: Laborer: Terry Lewis, Notes: Check unit found hot water control valve is not working properly need to be reset in Energy management system.	HVAC	Closed	10/30/22	11/1/22
Scotlandville Branch Library	Meeting Room 1 Very Hot	Labor: Laborer: Terry Lewis, Notes: Check hot water valve not working properly check control system found hot water valve leaking by allowing hot water to continue heat room valve will be replaced Laborer: Terry Lewis, Notes: Check air handler motor and belt all ok chill water valve working fine	HVAC	Closed	11/1/22	11/3/22
Scotlandville Branch Library	Lights	Leo and myself replaced all light bulbs, balast and light bulbs holders in cans lights that need them.	Electrical	Closed	11/3/22	11/3/22
Zachary Branch Library	Circ Workroom Hot - Thermostat not working		HVAC	On Hold (Waiting for parts)	10/17/22	
Zachary Branch Library	Electrical outlet not working	Service not needed.	Electrical	Canceled	10/26/22	10/26/22
Zachary Branch Library	The Front Doors need maintenance	Door controls came out to troubleshoot and repair problems.	Windows/Doors	Closed	10/31/22	11/4/22

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Zachary Branch Library	Light cover left off; shelf top bent; decorations knocked down	I replaced all the paper lanterns back on its display.I also replaced the light cover back in ceiling.	Electrical	Closed	10/31/22	11/1/22
Zachary Branch Library	Missing ceiling tile	Labor: Laborer: Rhett Hodges I replaced the missing ceiling tile in the teen office.	General Maintenance	Closed	11/3/22	11/3/22
Main Library						
Main Library	Light bulb out	relamped fixtures.	Lighting	Closed	10/22/22	10/25/22
Main Library	Bulb out	Relamped Fixtures.	Lighting	Closed	10/25/22	10/25/22
Main Library	remove overhead storage from desk?	Remove top section of shelf.	Space/Moves	Closed	10/31/22	11/1/22
Main Library	damaged wall		General Maintenance	New	10/31/22	
Main Library	Drain plugged	Duplicate work order	Plumbing	Canceled	11/1/22	11/2/22
Main Library	Large Meeting Room door not staying open	Adjust catch on the door.	Windows/Doors	Closed	11/1/22	11/2/22
Main Library	Board Room ice maker needs defrosting	Labor: Laborer: Rhett Hodges I was able to remove all the frozen ice completely. And turned the machine back on.	Plumbing	Closed	11/2/22	11/2/22
Main Library	Overhead light not turning off		Electrical	New	11/4/22	
Main Library	COLD, COLD BUILDING	Labor: Laborer: Terry Lewis, Notes: Adjusted temperature in room.	HVAC	Closed	11/5/22	11/5/22
Main Library	Running faucet in ladies restroom	Labor: Laborer: Terry Lewis, Notes: Remove old faucet replaced with new faucet all working fine Laborer: Terry Lewis, Notes: Replace batteries and faucet faucet continually running found mixing valve bad will replace	Plumbing	Closed	11/5/22	11/7/22
Main Library	1st FLOOR WOMEN'S HANDICAPPED TOILET WIRES EXPOSED		Plumbing	New	11/6/22	
Main Library	Patron Elevator 2 Not Going to 2nd Floor		General Maintenance	On Hold (Waiting for parts)	11/8/22	
Regional Branch Library						
Bluebonnet Regional Library	front women's bathroom		Windows/Doors	On Hold (Waiting for parts)	10/27/22	

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Regional Branch Library						
Bluebonnet Regional Library	handle on microwave is coming off		General Maintenance	In Progress	10/27/22	
Bluebonnet Regional Library	extremely hot in Reference workroom and office/Innovation Space	Labor: Laborer: Terry Lewis, Notes: Check all air handlers found air handler #5 tripped off reason unknown all belt on motor amps all good reset unit working fine.	HVAC	Closed	10/31/22	11/1/22
Bluebonnet Regional Library	Blinking Ceiling Light	Labor: Laborer: Terry Lewis, Notes: Check light found ballast bad replaced ballast and lights all working fine.	Electrical	Closed	11/1/22	11/1/22
Bluebonnet Regional Library	prong stuck in electrical outlet	Remove item from outlet.	Electrical	Closed	11/2/22	11/2/22
Bluebonnet Regional Library	Reference workroom and office/Innovation Space very hot	Adjust thermostat	HVAC	Closed	11/2/22	11/3/22
Bluebonnet Regional Library	replace motion sensor light with manual light switch	Replace sensor with a new single pole light switch.	Electrical	Closed	11/2/22	11/3/22
Bluebonnet Regional Library	Electrical problem with bank of Adult Computers	Labor: Laborer: Rhett Hodges, Notes: Reset breaker check all outlet's working fine Laborer: Terry Lewis, Notes: Check breaker found breaker tripped reset breaker tripped again unplug all Computers table connections may be bad.	HVAC	Closed	11/5/22	11/7/22
Bluebonnet Regional Library	Breaker flipped again for the powered table with adult computers	Labor: Laborer: Rhett Hodges I checked all outlets and couldn't find any thing wrong with them so I turned the power back on and everything appears to be working correctly.	Electrical	Completed	11/5/22	11/8/22
Greenwell Springs Road Regional Library	GSR Spotlight		Electrical	On Hold (Waiting for parts)	10/26/22	
Greenwell Springs Road Regional Library	3 can ceiling lights in a row are out in teens		Lighting	On Hold (Waiting for parts)	11/5/22	
Jones Creek Regional Library	Allied Alarm Issue	Allied came out to troubleshoot and reset system.	Electrical	Closed	10/22/22	11/4/22
Jones Creek Regional Library	Base Kit in for swivel chair in teens	Labor: Laborer: Terry Lewis, Notes: Remove broken base kit on chair in teen room replace with new base kit	General Maintenance	Closed	10/26/22	11/1/22

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Regional Branch Library						
Jones Creek Regional Library	JCR gates not counting	Labor: Laborer: Rhett Hodges I reset the breaker for the rfid gates.	Electrical	Closed	10/28/22	10/28/22
Jones Creek Regional Library	Cooling Tower Preventative Maintenance		HVAC	New	11/1/22	
Jones Creek Regional Library	JCR Teen Study Room F is at 75.6 degrees	I changed the temperature on the thermostat and also changed the filters in unit outside.	HVAC	Closed	11/5/22	11/7/22