

Maintenance Report April 2018

Goodwood Main Library

Performed Lighting Preventive Maintenance
Performed General Plumbing Maintenance
Replaced GFI Electrical Receptacles on 1st & 2nd Floors
Worked w/ Contractor Who Cleaned Chairs in Children's Svc. & Circ.
Ordered Parts for Repair of Changing Table in Children's Family Restroom
Repaired South Staff Entrance Door & Ordered Parts for West Employee Entrance Door
Repaired Window Leak in Teen Svc. Caused by Storm
Repaired Boiler & Generator after Storm Caused Power Outage

Baker Branch Library

Performed Lighting Preventive Maintenance
Checked AC Controls, Inspected Condenser Pump Couplings
Greased Cooling Tower Bearings
Worked w/ Contractor to Complete Moisture Testing for Partial Floor Replacement
Cleaned Gutters
Staff Worked w/ RFID Vendor Deliver & Install Exterior Return

Bluebonnet Regional Branch Library

Performed Lighting Preventive Maintenance
C/P Awarded Bid for Shelving End Panels in Adult & Children's Svc.
Staff Worked with RFID Vendor to Deliver & Install Automated Handling System & Kiosks
Installed Exterior & Interior Book Drops

Carver Branch Library

Performed Lighting Preventive Maintenance
Repaired Roof Leak & Window Seal
Replaced Soap Dispenser
Staff Worked with RFID Vendor to Deliver & Install Automated Handling System & Kiosks

Central Branch Library

Performed Lighting Preventive Maintenance
Performed Preventive Maintenance on HVAC and Heating
Checked Building Controls; Worked w/ Vendor to Reconfigure VAV Boxes
Repaired Staff Restroom Toilet
Replaced 6 Wall Clocks
Library Facilities Mgt. Installed RFID Exterior Returns

Delmont Gardens Branch Library

Performed Lighting Preventive Maintenance
Performed Preventive Maintenance on HVAC and Heating
Installed New Door for Women's Restroom
Replaced Floor Tiles in Meeting Room
Disinfected Carpet in 3 Offices near Reference Desk
Staff Worked w/ RFID Vendor & Movers to Deliver & Install Automated Handling System

Eden Park Branch Library

Performed Lighting Preventive Maintenance
Repaired Gate Leading to Employee Parking
Repaired Carpet Squares in Various Locations throughout Branch
Ordered Replacement Parts for Damaged Compressor Due to Lightning Strike
Repaired Leaking Window in Children's Svc. Caused by Storm
Staff Worked w/ RFID Vendor & Movers to Deliver Automated Handling System

Fairwood Branch Library

Library Facilities Mgt. Installed RFID Exterior Returns and Kiosks

Greenwell Springs Road Regional Branch Library

Checked Building Controls
Worked on Plumbing in Restrooms
Replaced Batteries in Clocks
Repaired Front Door
Replaced Smoke Detectors for Fire Alarm System
Staff Worked w/ RFID Vendor to Deliver & Install Automated Handling System & Kiosks

Jones Creek Regional Branch Library

Performed Lighting Preventive Maintenance
Repaired Lights in Display Case
Worked w/ Contractor to Repair Roof Leaks in Children's Svc.
Repairing Roof Leak in Atrium & Children's Svc. Caused by Storm
Staff Worked w/ RFID Vendor & Movers to Deliver Automated Handling System & Kiosks

Pride-Chaneyville Branch Library

Adjusted Thermostats
Adjusted Clocks & Replaced Clock Batteries
Repaired Door in Children's Svc.
Staff Worked w/ RFID Vendor to Deliver & Install Automated Handling System & Kiosks

Recycled Reads

Completed AC Repairs

Scotlandville Branch Library

Performed Lighting Preventive Maintenance
Checked Building Controls
Worked on Plumbing in Restrooms
Replaced Some of the Wall Clocks
Staff Worked w/ RFID Vendor & Movers to Deliver Automated Handling System

Zachary Branch Library

Repaired Broken Lights
Reset Boiler, Repaired Condenser Pump Coupling, Checked Building Controls
Adjusted Clocks & Replaced Clock Batteries
Repairing Exterior Light and Exposed Wires Caused by Storm
Staff Worked w/ RFID Vendor to Deliver & Install Automated Handling System

*At Most Branches, Staff Worked with Vendor to Coordinate Transfer to New Fire Alarm Monitoring Svc.