

## Maintenance Report August 2019\*

### Goodwood Main Library

Performed Lighting Preventative Maintenance  
Replaced Wireless Router for A/C Controls & Metasys System  
Performed Annual Boiler Preventive Maintenance, Passed Fire Marshall Inspect.  
Performed Quarterly Chiller Maintenance  
Installed New Flush Valves on Toilets  
Repaired Carpet Tiles in Reference Department  
Repaired Table for AWE Computers  
Performed Annual Preventive Maintenance on Generator & Added Coolant  
Repaired Chemical Pumping System for Fountains  
Ordered Parts to Repair Leaks in Lines Leading to Splash Pad  
Working with C/P on Ventilation System in Special Collections Work Room  
Working with C/P on Doors for Staff Lounge

### Baker Branch Library

Repaired Emergency Lights  
Installed New Bulbs & Ballasts in Non-Fiction Stacks & Staff Restroom  
Performed Quarterly Chiller Maintenance  
Repaired Red Stools in Teen Services  
Replaced Batteries on Staff Breakroom Door

### Bluebonnet Regional Branch Library

Repaired Roof Leaks  
Performed Lighting Preventative Maintenance  
Installed New Batteries in Emergency Lights  
Checked Control System & Made Repairs to Restore Air Flow  
Performed Quarterly Chiller Maintenance

### Carver Branch Library

Repaired Roof Leaks  
Repaired Light Fixtures in Reference Department  
Checked Control System & Made Repairs to Restore Air Flow  
Replaced Fuses in Air Handlers Due to Brown Out & Reset Boiler  
Performed Quarterly Chiller Maintenance  
Unclogged Toilets & Installed New Wax Rings  
Installed Bookcases in Children's Story Time Room  
Repaired Weather Stripping Seal around Window in Reference Department  
Installed New Ground Fault Circuit Interrupter Outlet outside Front Door

### Central Branch Library

Performed Lighting Preventative Maintenance  
Reset A/C Chiller & Air Handlers Due to Brown Out from Tropical Storm Barry  
Performed Quarterly Chiller Maintenance  
Installed New Flush Valves on Toilets  
Installed New Electrical Receptacle for Staff Time Clock  
Installed New Wall Clock in Children's Story Time Room  
Repaired Wall in Staff Breakroom  
Repaired Toilet Seat in Children's Services Restroom  
Repaired Electrical Receptacle in Children's Services  
Installed New Toilet Paper Dispenser in Men's Restroom

### Delmont Gardens Branch Library

Installed New Batteries in Emergency Lights  
Performed Quarterly Chiller Maintenance  
Called City-Parish DPW to Address Sewer Alarm  
Installed New Exhaust Fan in Men's Restroom  
Repaired Security Alarm System  
Installed New Flags on Flag Pole  
Metropolitan Council Approved Replacement of Boiler and Chiller

### Eden Park Branch Library

Performed Lighting Preventative Maintenance  
Reset Circuit Breaker to Light Fixtures  
Reset Boiler & Cleaned the Chiller Coils

### Fairwood Branch Library

Performed Lighting Preventative Maintenance  
Installed New Batteries in Emergency Lights  
Performed Preventive Maintenance on A/C Air Handler Units  
Checked A/C In Children's Svc. & Adjusted VAV Boxes  
Performed Quarterly Chiller Maintenance

### Greenwell Springs Road Regional Branch Library

Reset A/C Chiller & Air Handlers Due to Brown Out from Tropical Storm Barry  
Performed Quarterly Chiller Maintenance  
Moved Books from Storage to Branch

### Jones Creek Regional Branch Library

Repaired Roof Leaks  
Installed New Batteries in Emergency Lights  
Performed Quarterly Maintenance on Energy Mgt. System  
Performed Quarterly Chiller Maintenance  
Unclogged Toilets  
Called for Service on Security Alarm  
Installed New Carpet Tiles after Moving Shelves for Renovation  
Purchased Moving Carts, Dollies & Boxes to Move Equipment & Furniture

### Pride-Chaneyville Branch Library

Installed New Bulbs & Ballasts in Light Fixtures in Front of Bld.  
Unclogged Air Handler Pan which Caused Leak in Children's Svc. Office  
Performed Quarterly Chiller Maintenance

### Recycled Reads

Repaired A/C Unit  
Ordered Dumpster to Clean Storage Area for Installation of New Compact Shelving  
Generator Tested, Maintenance Performed & All Systems Connected to It

### Scotlandville Branch Library

Installed New Batteries in Emergency Lights  
Performed Quarterly Chiller Maintenance  
Adjusted Pressure on Drinking Water Fountain  
Repaired Staff Breakroom Door

### Zachary Branch Library

Repaired Roof Leaks  
Performed Preventive Maintenance on A/C Air Handler Units  
Replaced Sensors & Cleaned Coils on Chiller  
Repaired Exterior Sliding Doors

- \* Working with Vendor on Replacement of All Leased Copiers with New Devices at All Locations
- \* Inspected and Repaired All Fire Extinguishers at All Facilities
- \* Replaced Air Fresheners in All Restrooms at All Branches