

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	New chair that was assembled last week, needs to be disassembled before it can be returned to store for replacement	Unknown Resolution Took chair apart and put it back in the box	General Maintenance	Closed	7/13/20	8/5/20
Baker Branch Library	There have been reports of flying roaches in the youth services area, please send the pest control company out	Bay pest control came out and sprayed the building	Pest Control	Closed	7/13/20	7/24/20
Baker Branch Library	Chiller circuit 2 not coming on	Laborer: Laborer: Terry Lewis, Notes: Chiller #2 not working working with cmc Laborer: Terry Lewis, Notes: Chiller circuit 2 found cm bad replaced 1 will replace all on order circuit #2 is working Laborer: Terry Lewis, Notes: Chiller circuit 2 Will replace 3 other cm on order should be in in a week	HVAC	Closed	7/14/20	7/15/20
Baker Branch Library	We are having a roach problem, staff are repeatedly seeing roaches across the branch	Unknown Resolution Pest control came out	General Maintenance	Closed	7/16/20	7/23/20
Baker Branch Library	Chair for Teen department is in meeting room and needs to be assembled	Unknown Resolution Put chair together	General Maintenance	Closed	8/4/20	8/5/20
Baker Branch Library	Water is randomly leaking from the handicapped stall toilet in the Women's restroom	Unknown Resolution Replace wax ring spud bolt flush gasket and o ring	Plumbing	Closed	8/4/20	8/5/20
Baker Branch Library	Youth services side of building is getting extremely hot everyday around 12 pm		HVAC	New	8/12/20	
Carver Branch Library	We have three clocks that need maintenance.	Laborer: Laborer: Rhett Hodges Changed batteries in all three clocks and installed a Sheetrock anchor too hold one up in the break room	General Maintenance	Closed	7/15/20	7/22/20
Carver Branch Library	Thermostat says it's 66 degrees	Laborer: Laborer: Rhett Hodges Boiler needed too be reset	HVAC	Closed	7/25/20	7/28/20
Carver Branch Library	The lock on my PMAS files cabinet in my office is coming off.	Unknown Resolution Repair lock	General Maintenance	Closed	8/3/20	8/5/20
Central Branch Library	reference motion detector alarmed	Allied tech came out and installed a new motion detector.	General Maintenance	Closed	7/12/20	7/26/20

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Community Branch Library						
Central Branch Library	75 degrees in lounge	Labor: Laborer: Rhett Hodges Checked ac units, controls system, and adjusted some temperatures	HVAC	Closed	7/14/20	7/22/20
Central Branch Library	motion sensor at reference alarmed Sunday night	Allied systems came out and install a new motion sensor.	None	Closed	7/15/20	7/24/20
Central Branch Library	One of the fluorescent lights is glowing pinkish orange.	Labor: Laborer: Rhett Hodges Replaced bad light bulb with new one	Lighting	Closed	7/20/20	7/22/20
Central Branch Library	Air Conditioning not on or working throughout the entire building.	Unknown Resolution Had to get on computer an put air handlers2&3 back in the on position to allow a/c to come back on.	HVAC	Closed	7/25/20	7/27/20
Central Branch Library	Lights out in the Children's Area	Unknown Resolution I changed out several lights an ballastes in teen area of library.	Lighting	Closed	7/25/20	7/28/20
Central Branch Library	Cold in the meeting room		HVAC	New	7/27/20	
Central Branch Library	AC off at Youth Serives desk		HVAC	New	7/27/20	
Central Branch Library	Drip from the ceiling over circ desk is back	Industrial roofing made repairs	Roofing	Closed	7/28/20	8/10/20
Central Branch Library	Ants at the road where the early voting sign is.		Pest Control	In Progress	8/4/20	
Central Branch Library	There is an intense rattling comming from the light above the teen/children office desks	Labor: Laborer: Rhett Hodges Checked area where they said noise was coming from and found that the noise was coming from a light fixture that was next too a air vent causing it too rattle. I put some spacers in between the fixture too make it stop vibrating and rattling.	General Maintenance	Closed	8/6/20	8/10/20
Central Branch Library	HVAC system - It's warm in the entire building.	Labor: Laborer: Rhett Hodges Checked ac system and controls made some temperature adjustments and filter change on the units.	HVAC	Closed	8/9/20	8/10/20
Central Branch Library	Clean coil on air handler	Labor: Laborer: Terry Lewis, Notes: Clean evap coil unstop drain unit cooling	HVAC	Completed	8/10/20	8/10/20
Delmont Gardens Branch Library	Leak in the Reference department where the magazines are located	Industrial roofing made repairs	Roofing	Closed	7/27/20	8/10/20

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Community Branch Library						
Delmont Gardens Branch Library	No Air Circulating at DGB	Labor: Laborer: Rhett Hodges Had to reset chiller plant and ac units because of power outage	HVAC	Closed	8/2/20	8/3/20
Delmont Gardens Branch Library	Chill water pump #1	Materials: Description: Coil pack, Vendor: ELECTRICAL WHOLESALERS INC Labor: Laborer: Terry Lewis, Notes: Replace coil on chill water pump contractors Laborer: Terry Lewis, Notes: Check chill water pump #1 not working found coil on contractors bad order Parts's	HVAC	Closed	8/4/20	8/11/20
Delmont Gardens Branch Library	Large number of blowflies in staff lounge	We checked above ceiling tile To make sure nothing was dead, then we set off raid floggers to kill the fly's	Pest Control	Closed	8/5/20	8/6/20
Delmont Gardens Branch Library	The temperature at DGB is 73.5 degrees		HVAC	New	8/7/20	
Delmont Gardens Branch Library	There are dead bugs in the lights located in the breakroom and breakroom bathroom.	Labor: Laborer: Shedrick Ridgley Went an vacuum all dead bug out light fixtures	General Maintenance	Closed	8/10/20	8/11/20
Eden Park Branch Library	Roof in Children's Office/Workroom Leaking in the Rain	Industrial roofing made repairs	Roofing	Closed	7/28/20	8/10/20
Fairwood Branch Library	Inner front sliding doors not working	Labor: Laborer: Rhett Hodges Checked out sliding inner entrance door couldn't find any issues but sensor might be going bad.	Windows/Doors	Closed	7/11/20	7/13/20
Fairwood Branch Library	Spiders/Pest Control	Bay pest control came out and sprayed the building.	General Maintenance	Closed	7/14/20	7/26/20
Fairwood Branch Library	Outside Lights on Patio	Labor: Laborer: Rhett Hodges Changed light fixtures that were out and have some on order waiting for them too come in. Changed bulbs and ballast on all other outside light fixtures. Also changed bulbs and ballast on all inside lighting that was out.	Electrical	Closed	7/22/20	8/10/20

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Community Branch Library						
Fairwood Branch Library	interior lighting	Labor: Laborer: Rhett Hodges Changed all bulbs and ballast that were out in the interior.	Electrical	Closed	7/22/20	8/7/20
Fairwood Branch Library	FAI alarm system off-line	Allied tech came out and made repairs .	General Maintenance	Closed	7/24/20	7/26/20
Fairwood Branch Library	New Flags	Labor: Laborer: Rhett Hodges Brought two new replacement flags	General Maintenance	Closed	7/28/20	8/3/20
Fairwood Branch Library	Chiller Preventative Maintenance		HVAC	In Progress	8/1/20	
Fairwood Branch Library	Make Up Air Unit Preventative Maintenance		None	New	8/1/20	
Pride-Chaneyville Branch Library	Alarm panel alarm	Coastal Fire reset a tamper switch on the sprinkler system and drained water out of the air compressor. The system is back in service.	General Maintenance	Closed	7/20/20	7/24/20
Pride-Chaneyville Branch Library	Air conditioning out	Unknown Resolution Reset chiller	HVAC	Closed	7/20/20	7/30/20
Pride-Chaneyville Branch Library	Air conditioner handler not working	Labor: Laborer: Claude Lindsey, Notes: Adj HVAC controls	HVAC	Closed	7/21/20	7/28/20
River Center Library	Installation of mounting bracket for the new cash drawer at the circulation desk	Unknown Resolution Install drawer under circulation desk	Grounds Maintenance	Closed	7/14/20	7/15/20
River Center Library	Assembly of Literature Organizer & Installation of Keyboard Tray		None	New	7/24/20	
River Center Library	Removal of 2 Yellow High Back Chairs	Unknown Resolution Loaded chair on truck and brought them to sco	Space/Moves	Closed	7/28/20	8/5/20
Scotlandville Branch Library	Chiller	Labor: Laborer: Terry Lewis, Notes: Adjust water temp on chiller	HVAC	Closed	7/15/20	7/15/20
Scotlandville Branch Library	Broken paper towel dispenser	Labor: Laborer: Shedrick Ridgley: I replace the old paper towel dispenser with an new one.	General Maintenance	Closed	7/20/20	7/21/20
Scotlandville Branch Library	Mud on sidewalks	Unknown Resolution Contracted out	None	Completed	7/24/20	8/17/20
Scotlandville Branch Library	Roof Leak in SCO Restroom Hallway	Industrial roofing made repairs	Roofing	Closed	7/27/20	8/10/20
Scotlandville Branch Library	SCO Leak	Duplicate ticket	Roofing	Completed	7/27/20	8/18/20

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Community Branch Library						
Scotlandville Branch Library	Boiler Preventative Maintenance	Unknown Resolution: Cleaned out pan that sits under air handlers ,we also changed out water valve ,an repaired drainage line	HVAC	Closed	8/1/20	8/11/20
Scotlandville Branch Library	Sidewalks need pressure washing and edging	Birds removed. LSU wildlife hospital called	Grounds Maintenance	Closed	8/4/20	8/7/20
Scotlandville Branch Library	Clock in Black Heritage Area needs to be replaced	Unknown Resolution I replaced the old clock with a new one	General Maintenance	Closed	8/4/20	8/4/20
Scotlandville Branch Library	Broken Chair	Labor: Laborer: Shedrick Ridgley I placed new screws in the seat of chair to fix it	Space/Moves	Closed	8/4/20	8/4/20
Scotlandville Branch Library	Sprinkler system check		None	New	8/13/20	
Zachary Branch Library	Water Leak and Soaked Carpet	Unknown Resolutions Unclugged A/C drain	HVAC	Closed	7/15/20	7/20/20
Zachary Branch Library	Cooling controls problems	Unknown Resolution Adjust controls	HVAC	Closed	7/15/20	7/28/20
Zachary Branch Library	Fire Inspection		Life Safety	In Progress	7/29/20	
Zachary Branch Library	The sink in the teen workroom seems to be stopped up.		Plumbing	New	8/11/20	
Zachary Branch Library	Periodical Workroom Light Out		Lighting	In Progress	8/13/20	
Main Library						
Main Library	how to access above ceiling in Story Time Room		None	In Progress	7/16/20	
Main Library	Water from Refrigerators	Unknown Resolution Water line was frozen	Plumbing	Closed	7/20/20	7/22/20
Main Library	Air freshener, flushing and seats (Both Restrooms)	Unknown Resolution Tighten toilet seat	Plumbing	Closed	7/20/20	8/5/20
Main Library	No air in large meeting room.	Replaced fuses and surge suppressor in VFD from power surge	HVAC	Closed	7/28/20	7/28/20
Main Library	New Supply Office door		General Maintenance	In Progress	7/28/20	
Main Library	The south door is jammed and will not open from either side.	Labor: Laborer: Claude Lindsey, Notes: Adjusted locking system	Windows/Doors	Closed	7/28/20	7/30/20
Main Library	Wall Paint update		None	New	7/29/20	
Main Library	Air Handling Unit Preventative Maintenance		None	New	8/1/20	
Main Library	Climate control/ temperature is too low.		None	New	8/1/20	

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Main Library						
Main Library	cold in administration corridor	Labor: Laborer: Rhett Hodges Boiler was in alarm and had too be rest and cleared	HVAC	Completed	8/1/20	8/14/20
Main Library	Air Out In Various Areas of Main including 3rd Floor, Computer Services, Staff Lounge and 1st Floor Circulation Workroom	Labor: Laborer: Rhett Hodges Had to reset ac system and units	HVAC	Closed	8/1/20	8/3/20
Main Library	Hang large white board on wall and take down small white board and move small white board to Rosana's office.	Unknown Resolution Hung board	Space/Moves	Closed	8/3/20	8/5/20
Main Library	splash fountain needs to be turned back on	Labor: Laborer: Rhett Hodges	Fountain	Closed	8/3/20	8/5/20
Main Library	Humdity readings high in archives		HVAC	New	8/8/20	
Main Library	Breaker Popped for Microwave.	Labor: Laborer: Shedrick Ridgley, Notes: Darren Rivers also with me.	Electrical	Closed	8/10/20	8/10/20
Main Library	Hornet spotted inside office. There may be nests in the area that need to be taken care of		Pest Control	New	8/12/20	
Non Public Service Workspace						
Recycled Reads/Outreach	Please bring the 3 empty silver rolling display carts, currently in front of Teen Services, to Recycled Reads.	Deliver carts to recycled reads	General Maintenance	Closed	7/17/20	7/28/20
Recycled Reads/Outreach	Collect a donated Book Fixture from Old State Capitol and bring to Recycled Reads	Unknown Resolution Pick up book self and took it to river center	Space/Moves	Closed	7/28/20	7/28/20
Recycled Reads/Outreach	Blown light bulb	I changed out the lights in light fixture bulb blown out	Electrical	Closed	7/30/20	8/4/20
Recycled Reads/Outreach	back lights out by bathroom--need new bulbs	Changed out blown light bulbs	Lighting	Closed	8/3/20	8/4/20
Regional Branch Library						
Bluebonnet Regional Library	multiple leaks in Teen room ceiling	Industrial roofing made repairs	Roofing	Closed	7/29/20	8/10/20
Bluebonnet Regional Library	Cooling Tower Preventative Maintenance		None	New	8/1/20	
Bluebonnet Regional Library	Chiller Preventative Maintenance		HVAC	New	8/1/20	
Bluebonnet Regional Library	Wall sconce needs light replaced. Lift is required to reach height.	Unknown Resolution Replace bulb and ballast	Electrical	Closed	8/4/20	8/7/20

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Regional Branch Library						
Bluebonnet Regional Library	TWO wall sconces need lights replaced	Unknown Resolution Change bulb and ballast	Electrical	Closed	8/6/20	8/10/20
Bluebonnet Regional Library	Patio and front entryway need to be pressure washed	Unknown Resolution Pressure wash back patio and front entrance	Grounds Maintenance	Completed	8/10/20	8/17/20
Bluebonnet Regional Library	Leak coming from sink in front women's restroom	Labor: Laborer: Terry Lewis, Notes: Lavatory overflow tube repaired and replaced	Plumbing	Completed	8/12/20	8/14/20
Bluebonnet Regional Library	VERY HOT in parts of building	Labor: Laborer: Shedrick Ridgley, Notes: Check air handlers Laborer: Terry Lewis, Notes: Get on controls to fix's hot spots throughout the building	HVAC	Completed	8/14/20	8/18/20
Bluebonnet Regional Library	New roof leaks, one leaking onto floor from storm last night		HVAC	New	8/14/20	
Greenwell Springs Road Regional Library	A/C needs adjusting. It's 79 degrees in the Children's/Teen Computer lab.		HVAC	New	7/19/20	
Greenwell Springs Road Regional Library	Lift needed	Labor: Laborer: Shedrick Ridgley Assist pest control with lift so that they can spray up high in the building for pest.	Pest Control	Closed	7/20/20	7/21/20
Greenwell Springs Road Regional Library	Dropped lift off	Pest control used lift to spray up high in building for insects.	Pest Control	Closed	7/20/20	7/20/20
Greenwell Springs Road Regional Library	Alarm Panel Tone, Loud, Piercing, Unrelenting	Unknown Resolution There was no noise that I could hear it may have stop	Electrical	Closed	8/5/20	8/5/20
Greenwell Springs Road Regional Library	Drip in Branch Head Office	Unknown Resolution Did not hear any noise	HVAC	Closed	8/5/20	8/7/20
Greenwell Springs Road Regional Library	Sugar Ants inside and Out		Pest Control	In Progress	8/5/20	
Greenwell Springs Road Regional Library	Move RFID gate panels from GSR storage to Outreach building.	Labor: Laborer: Shedrick Ridgley, Went to Greenwell spring an transported 3 RIFD to Out reach	Space/Moves	Completed	8/6/20	8/14/20
Greenwell Springs Road Regional Library	3 foot hole cut out of chain link fence behind dumpster and staff parking -- safety issue.	Labor: Laborer: Rhett Hodges Checked area and found large hole in fence that we are going too repair with fencing.	Grounds Maintenance	Closed	8/6/20	8/10/20

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Regional Branch Library						
Greenwell Springs Road Regional Library	3 Going on 4 days Now, We have an Alarm Panel that has Been Emitting a Continuous Loud Tone that can be Heard Through Most of the Building	Labor: Laborer: Rhett Hodges Checked fire alarm system and found that the sounds is emitting from the alarm control panel. I tried to silence, acknowledge, and clear whatever is causing the sound. Allied will be contacted and will have to come check it out too see what the problem is and make repairs as needed.	General Maintenance	Completed	8/6/20	8/10/20
Greenwell Springs Road Regional Library	Book readers	Labor: Laborer: Shedrick Ridgley	Space/Moves	Closed	8/7/20	8/7/20
Greenwell Springs Road Regional Library	GSR A/C Issues Multiple Rooms.	Labor: Laborer: Rhett Hodges Reset ac units too clear alarm	HVAC	Completed	8/10/20	8/14/20
Jones Creek Regional Library	Air Conditioning does not seem to be working properly.	Unknown Resolution	HVAC	Closed	7/16/20	7/28/20
Jones Creek Regional Library	Closet needed items removed	Labor: Laborer: Shedrick Ridgley We cleaned paint cans,papers, a/c motor and chairs out of janitorial closet.	General Maintenance	Closed	7/20/20	7/20/20
Jones Creek Regional Library	Move materials out of Janitorial closet for construction.	Labor: Laborer: Shedrick Ridgley We moved out all paint cans, papers,an chill water motor,books an some wiring	Space/Moves	Closed	7/20/20	7/24/20
Jones Creek Regional Library	ADA Restroom has puddles all over the floor	Unknown Resolution: I plunged staff restroom because it was stopped up with tissue paper.	General Maintenance	Closed	7/20/20	7/21/20
Jones Creek Regional Library	Plumbing	I plunged the restroom toilet to unstop it, so it would flush	Plumbing	Closed	7/20/20	7/20/20
Jones Creek Regional Library	AC seems to not be working properly	Adjusted HVAC controls For proper cooling	HVAC	Closed	7/22/20	7/28/20
Jones Creek Regional Library	AC is still not cooling the building		HVAC	New	7/30/20	
Jones Creek Regional Library	Cooling Tower Preventative Maintenance		None	New	8/1/20	
Jones Creek Regional Library	Chiller Preventative Maintenance	CMC performed quarterly maintenance	HVAC	Closed	8/1/20	8/10/20

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Regional Branch Library						
Jones Creek Regional Library	Building not cool	Labor: Laborer: Terry Lewis, Notes: Building not cool found unit #4&3 valve not working got 3 working have to #4 valve out for bid	HVAC	Completed	8/4/20	8/11/20
Jones Creek Regional Library	We need to gondolas from Renaissance and one gondola from Fairwood moved to Jones Creek by the end of the week	Unknown Resolution Move goulet from renesanse and fairwood to jcr	Space/Moves	Closed	8/6/20	8/7/20
Jones Creek Regional Library	Clean evap coils on air handlers #2-8	Materials: Description: Air handlers #2-8, Vendor: AIR-NU OF BATON ROUGE Labor: Laborer: Shedrick Ridgley, Notes: Clean evap coils and change filters Laborer: Terry Lewis, Notes: Clean evap coils & replace filters (10) 16x20x2 (11)16x25x2 (20) 20x25x2 completed	General Maintenance	Closed	8/6/20	8/6/20
Jones Creek Regional Library	Clean evap coils on air handlers #2-8	Labor: Laborer: Shedrick Ridgley, Notes: Clean evap coils & change filters on air handler #8 Laborer: Terry Lewis, Notes: Clean evap coils on air handler #8 & change filters Laborer: Shedrick Ridgley, Notes: Clean evap coils on air handler #5-7 & change filters Laborer: Terry Lewis, Notes: Clean evap coils on air handler #5-7 & change filters Laborer: Shedrick Ridgley, Notes: Clean evap coils on air handlers #2-4 & change filters Laborer: Terry Lewis, Notes: Clean evap coils on air handlers #2-4 & change filters	General Maintenance	Completed	8/7/20	8/13/20

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Regional Branch Library						
Jones Creek Regional Library	Clean evap coils on air handlers #2-8	Materials: Description: Clean air handlers, Vendor: AIR-NU OF BATON ROUGE Labor: Laborer: Shedrick Ridgley, Notes: Cleaned air handle #8 Laborer: Terry Lewis, Notes: Clean air handler evap coil #8 Laborer: Shedrick Ridgley, Notes: Clean evap coils on air handlers #2-4 Laborer: Terry Lewis, Notes: Cleaned evap coils on air handlers #2-4 Services: & #8 Vendor: AIR-NU OF BATON ROUGE, Notes: (11)20x16x2 (10) 16x25x2	HVAC	Closed	8/7/20	8/7/20
Storage						
Police HQ Storage	Please grab 8 working book trucks from Police HQ and deliver them to Jones Creek	Labor: Laborer: Shedrick Ridgley, Notes: Terry Lewis worked with me. We loaded all the book trucks onto back of work truck and transport them too Jones creek.	Space/Moves	Closed	8/6/20	8/11/20