

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	The paper towel dispenser in the women's restroom is broken and needs to be replaced	Labor: Laborer: Terry Lewis, Notes: Replace paper towel dispenser	General Maintenance	Closed	11/24/20	11/25/20
Baker Branch Library	Air Handling Unit Preventative Maintenance	Replaced all air filters Cleaned evaporator coils and rinse drain lines	HVAC	Closed	12/1/20	12/9/20
Baker Branch Library	It is very cold in the building. Thermostat in the Children's Room shows 64.7 degrees. Please check the pilot light for heater.	Reset boiler	HVAC	Closed	12/2/20	1/15/21
Baker Branch Library	Too warm	Labor: Laborer: Terry Lewis, Notes: Check chiller found chiller is off cause of external source chill water pump #1 off due to blown fuse pump #2 motor bearings bad motor must be replaced	HVAC	Closed	12/3/20	12/8/20
Baker Branch Library	There are 2 lights out and multiple clocks in the branch need battery changes/time corrections and one missing	Labor: Laborer: Shedrick Ridgley, Notes: Replace lightbulbs 4'fluorescent throughout building Laborer: Darren Rivers, Notes: Replace lightbulbs 4'fluorescent throughout building Laborer: Shedrick Ridgley, Notes: Replace lightbulbs 4'fluorescent throughout building Laborer: Terry Lewis, Notes: Replace (23) 4' fluorescent lights throughout building	General Maintenance	Closed	12/4/20	12/8/20
Baker Branch Library	Letters are peeling off the sign at the entrance to the library		General Maintenance	On Hold (Waiting for parts)	12/8/20	
Baker Branch Library	Pull chill water pump motor	Labor: Laborer: Terry Lewis, Notes: Pulled pump motor	Electrical	Closed	12/9/20	12/15/20
Carver Branch Library	Usual two leaks: in Meeting Room #1 closet and at the bottom of the car crash plywood wall	Labor: Laborer: Rhett Hodges Checked out areas where they said was leaking and also put some silicone caulk around where it was leaking around the car crash area of the wall.	General Maintenance	Closed	11/25/20	12/22/20
Carver Branch Library	AC not functioning	Travel to Branch found power surge Replaced fuses in 3 units	HVAC	Closed	11/29/20	12/9/20

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Carver Branch Library	Air Handling Unit Preventative Maintenance	Replaced all air filters Cleaned evaporator coils and rinse drain lines	HVAC	Closed	12/1/20	12/9/20
Carver Branch Library	Security gate not counting	Labor: Laborer: Rhett Hodges Reset breaker that powers the Terrace St gate counters.	General Maintenance	Closed	12/3/20	12/3/20
Carver Branch Library	We need face plates covering where the old security cameras were removed near circulation/lobby areas.	Installed new receptacle plates	General Maintenance	Closed	12/11/20	1/8/21
Carver Branch Library	One of the outside lights (Terrace St side) is strobing.	Installed a new led light bulb.	Electrical	Closed	12/14/20	12/22/20
Carver Branch Library	List of lights that are out around the building	All the lights that was out has been change out	Electrical	Closed	12/15/20	1/12/21
Carver Branch Library	Staff complaining of heat in offices	There is no thermostat in the office therefore temperature can not be adjusted	HVAC	Closed	12/15/20	1/8/21
Central Branch Library	Hissing sound from the air vents on the Ref side and Rumbling sound from the AC unit same side 64-65 degree	replace belt on air handler unit.	HVAC	Closed	11/16/20	12/21/20
Central Branch Library	Cold in building	Labor: Laborer: Rhett Hodges Found boiler was in alarm so I reset it and it fired up with no problems.	HVAC	Closed	11/18/20	11/19/20
Central Branch Library	Cold in meeting room	Labor: Laborer: Terry Lewis, Notes: Adjust hot water flow valve	HVAC	Closed	11/20/20	11/20/20
Central Branch Library	Blinking light in DVD area	Labor: Laborer: Rhett Hodges Laborer: Terry Lewis Changed bulb and ballast that was blinking in dvd area.	Electrical	Closed	11/20/20	11/24/20
Central Branch Library	Meeting room is very cold again for the early voters	Unknown Resolution	HVAC	Closed	11/21/20	12/9/20
Central Branch Library	Meeting room 63 degrees		HVAC	New	11/21/20	
Central Branch Library	Elections staff complaining it is too cold in the meeting room. Library staff are comfortable.	Relight boiler and adj controls, system back in service.	HVAC	Closed	11/28/20	12/9/20

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Community Branch Library						
Central Branch Library	Air Handling Unit Preventative Maintenance	Replaced all air filters Cleaned evaporator coils and rinse drain lines Unit #3 has chill water valve unwired and needs contractor support	HVAC	Closed	12/1/20	12/9/20
Central Branch Library	Lost Key for paper towel dispensers		General Maintenance	Queued	12/4/20	
Central Branch Library	Cold in Building	Reset boiler	HVAC	Closed	12/5/20	12/5/20
Central Branch Library	Replacement Key for lockers	Labor: Laborer: Rhett Hodges found Heather Harrison to show me which locker it was but said someone was able to get it open.	General Maintenance	Closed	12/7/20	1/13/21
Central Branch Library	cold- temps around 65 degrees	Reset boiler the building is now warming up.	HVAC	Closed	12/7/20	12/31/20
Central Branch Library	Cold in the building	Labor: Laborer: Rhett Hodges Found that the boiler as in alarm. I reset the controller and cleared the alarm and the boiler came back on.	HVAC	Closed	12/10/20	12/22/20
Central Branch Library	Spider banner in the Children's Area needs to be taken down	Labor: Laborer: Rhett Hodges Took down the spider banner that was hanging from the ceiling.	General Maintenance	Closed	12/11/20	12/22/20
Delmont Gardens Branch Library	Air Handling Unit Preventative Maintenance	Replaced all air filters Cleaned evaporator coils and rinse drain lines	HVAC	Closed	12/1/20	12/9/20
Eden Park Branch Library	Desk drawers (bottom) in circulation workroom are off the track and need to be repaired.	Reset draw so it would work properly	General Maintenance	Closed	11/18/20	11/27/20
Eden Park Branch Library	Air Handling Unit Preventative Maintenance	Cleaned coils and replaced Filters	HVAC	Closed	12/1/20	12/22/20
Eden Park Branch Library	Gate Broken		General Maintenance	On Hold (Waiting for parts)	12/8/20	
Eden Park Branch Library	Alarm is going off constantly	Allied came out and made repairs.	HVAC	Closed	12/10/20	12/20/20
Eden Park Branch Library	Patrons are complaining about the cold		HVAC	New	12/15/20	
Fairwood Branch Library	A/c filters an belts	Labor: Laborer: Shedrick Ridgley. Changed all filters , belts and oil all air handlers.	HVAC	Closed	11/20/20	11/25/20
Fairwood Branch Library	A/c filters,belts.	Checked all filters and belts to make sure they had been changed.	HVAC	Closed	11/20/20	12/18/20

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Community Branch Library						
Fairwood Branch Library	Air Handling Unit Preventative Maintenance	Replaced all air filters Cleaned evaporator coils and rinse drain lines	HVAC	Closed	12/1/20	12/9/20
Fairwood Branch Library	Chiller Preventative Maintenance	Daikin performed quarterly maintenance found no problems.	HVAC	Closed	12/1/20	1/14/21
Fairwood Branch Library	Staff Entrance door getting stuck on concrete	Laborer: Laborer: Shedrick Ridgley I made adjustments to the door closure the door is now opening and closing properly.	Grounds Maintenance	Closed	12/9/20	12/18/20
Pride-Chaneyville Branch Library	Air Handling Unit Preventative Maintenance	Replaced all air filters Cleaned evaporator coils and rinse drain lines	HVAC	Closed	12/1/20	12/9/20
River Center Library	Please complete installation of the Gallery Wall Art Hanging system	Laborer: Laborer: Claude Lindsey, Notes: Install pitcher hangers Laborer: Terry Lewis, Notes: Installed pitcher hangers	General Maintenance	Closed	11/20/20	12/4/20
River Center Library	Ceiling began leaking without cause	Laborer: Laborer: Rhett Hodges I checked above the drop ceiling on the second floor too see where the leak was coming from. I found that one leak was coming from the third floor bathroom floor drain when the toilet backed up. It was not leaking when I arrived but I could see where the insulation was still wet around the floor drain. The other leak seems too be coming from a sprinkler head. I took pictures and replaced the 2 damaged ceiling tiles.	General Maintenance	Closed	11/21/20	11/23/20
River Center Library	Clock is 1 hr fast	Laborer: Laborer: Rhett Hodges Changed time and batteries on 3rd floor clock and two clocks on the fourth floor.	General Maintenance	Closed	11/30/20	12/4/20
Scotlandville Branch Library	Areas of the library are below 68 degrees	Adjusted Hot Water valve System operating fine	HVAC	Closed	12/2/20	12/22/20
Scotlandville Branch Library	Lights an ballist	Installed new light bulbs and ballast.	Electrical	Closed	12/15/20	12/15/20
Scotlandville Branch Library	Scotlandville Branch Men's Restroom: damaged electrical outlet cover	repaired receptacle plate.	Electrical	Closed	12/15/20	12/17/20

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Community Branch Library						
Zachary Branch Library	Light out in Janitorial Closet	Labor: Laborer: Shedrick Ridgley Laborer: Rhett Hodges Found that the light was on but a little dim so I changed the bulbs and ballast.	Electrical	Closed	11/20/20	11/24/20
Zachary Branch Library	Unsecured HVAC Stuff	Found the chiller yard gate unlocked so I put the lock back on the gate.	General Maintenance	Closed	11/25/20	12/8/20
Zachary Branch Library	Parking Lot	Problem has been resolved	Grounds Maintenance	Closed	11/25/20	12/31/20
Zachary Branch Library	Covid Cleaning Request	Unknown Resolution Sprayed the whole library	General Maintenance	Closed	11/30/20	12/8/20
Zachary Branch Library	Air Handling Unit Preventative Maintenance	Replaced all air filters Cleaned evaporator coils and rinse drain lines	HVAC	Closed	12/1/20	12/9/20
Main Library						
Main Library	water leak outside library	Labor: Laborer: Shedrick Ridgley. I found that there was no water leaking from anywhere in that area	Grounds Maintenance	Closed	11/17/20	11/18/20
Main Library	i found the leak the patron was talking about	Labor: Laborer: Shedrick Ridgley. I located the drain that sits in front of library and saw the water that is running in drain. There is no problem with the drain .	Grounds Maintenance	Closed	11/17/20	11/19/20
Main Library	cold in room 324	Labor: Laborer: Shedrick Ridgley I went into boiler room on 1st. Floor an reset two of the boilers.	Grounds Maintenance	Closed	11/18/20	11/18/20
Main Library	Electrical outlet OUTSIDE the Public Ladies Bathroom does not work; janitors having issues vacuuming	Labor: Laborer: Terry Lewis, Notes: Check plug for ground are broken wire found tripped breaker	Electrical	Closed	11/18/20	11/19/20
Main Library	table missing plug for patron use; there is a hole in the table	Labor: Laborer: Rhett Hodges I found broken outlet on the table. The plastic hinge is broken and will need too be replaced when we locate some.	Lighting	Closed	11/18/20	1/5/21
Main Library	Hang new Award Plaques in Lobby	Labor: Laborer: Terry Lewis, Notes: Hang plaque on lobby wall	General Maintenance	Closed	11/19/20	11/23/20

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Main Library						
Main Library	Light bulbs out	Labor: Laborer: Terry Lewis, Notes: Replaced lights bulbs	Lighting	Closed	11/19/20	11/20/20
Main Library	Replace a/c filters	Labor: Laborer: Terry Lewis, Notes: Replace filters in ERV unit	HVAC	Closed	11/23/20	11/23/20
Main Library	Low Battery - Door Alarm	Unknown Resolution Change battery	General Maintenance	Closed	11/24/20	11/30/20
Main Library	62 degrees in Special Collections again	Boilers #1 and #2 were tripped on combustion failure and fan purge fan switch , cleared alarms and reset boilers.	HVAC	Closed	11/27/20	11/30/20
Main Library	Low Battery - Door Alarm	Unknown Resolution Completed by Rhett	General Maintenance	Closed	11/30/20	1/13/21
Main Library	cold--heat does not seem to be working	Unknown Resolution Boiler was off needed to be reset, I reset the boiler system is now back in service.	HVAC	Closed	11/30/20	12/8/20
Main Library	Light bulbs needing replaced	Labor: Laborer: Rhett Hodges Changed out bad light bulbs and changed two ballast in Special Collections area. Also changed out several bad light bulbs in reference Area.	Lighting	Closed	12/2/20	12/3/20
Main Library	Door to phone booth not working properly	Labor: Laborer: Rhett Hodges Found that the sliding door on the telephone booth had come out of the metal track it slides on. I was able too unscrew the metal rod and plate that is attached too the door and reinsert it back into the metal track that it slides on and screw it back to the door. I tested it and it seems to work correctly.	General Maintenance	Closed	12/2/20	12/8/20
Main Library	Replace lightbulbs	Labor: Laborer: Terry Lewis, Notes: Replace lightbulbs 54w & 28w 4' fluorescent	Electrical	Closed	12/4/20	12/4/20
Main Library	Electrical sockets not working		Electrical	New	12/12/20	

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Regional Branch Library						
Bluebonnet Regional Library	Air Handling Unit Preventative Maintenance	Replaced all air filters Cleaned evaporator coils and rinse drain lines	HVAC	Closed	12/1/20	12/9/20
Bluebonnet Regional Library	Cooling Tower Preventative Maintenance	Found leaking drain pan contractor submitting quote Labor: Laborer: Terry Lewis, Notes: PM cooling tower	HVAC	Closed	12/1/20	12/11/20
Bluebonnet Regional Library	Chiller Preventative Maintenance	CMC performed quarterly maintenance found system operating properly.	HVAC	Closed	12/1/20	1/19/21
Greenwell Springs Road Regional Library	Air Handling Unit Preventative Maintenance	Replaced all air filters Cleaned evaporator coils and rinse drain lines Unit #1 has issues with VFD " Earth Ground "	HVAC	Closed	12/1/20	12/9/20
Greenwell Springs Road Regional Library	Water Filter on Patron Water Fountain Indicates Replacement Required	Labor: Laborer: Rhett Hodges Located where the existing water filter was and replaced it with a new one. Also ran the water for several too get excess sir out of the line.	Grounds Maintenance	Closed	12/4/20	1/11/21
Jones Creek Regional Library	The conditions in the building is below 50 degrees. Please have someone check this right away.	Reset boiler	HVAC	Closed	11/18/20	12/9/20
Jones Creek Regional Library	A/c filters belts	Unknown Resolution changed filters on two units.	HVAC	Closed	11/20/20	11/20/20
Jones Creek Regional Library	Chiller Preventative Maintenance	CMC performed quarterly maintenance found that system is operating properly, but display on the chiller needs to be replaced. Ordered parts waiting to install.	HVAC	Closed	12/1/20	1/14/21
Jones Creek Regional Library	Cooling Tower Preventative Maintenance	Labor: Laborer: Terry Lewis, Notes: PM cooling tower	HVAC	Closed	12/1/20	12/11/20
Jones Creek Regional Library	Air Handling Unit Preventative Maintenance	Replaced all air filters Cleaned evaporator coils and rinse drain lines	HVAC	Closed	12/1/20	12/9/20
Jones Creek Regional Library	65 degrees in the building	System is unreachable for Remote access Trane is troubleshooting the issue	HVAC	Closed	12/2/20	12/9/20

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Regional Branch Library						
Jones Creek Regional Library	JCR Library is currently 60 degrees. Staff and patrons say it is to cold in the building.	Unable to log onto controls, Vendor is addressing issue	HVAC	Closed	12/5/20	12/9/20