

Maintenance Report February 2019*

Goodwood Main Library

Installed Ballasts and Replaced Light Bulbs
Repaired Drinking Fountain near Entrance of the Plaza
Repaired Leaking Hose Bib on North Side of Bld.
Replaced Batteries in Automatic Faucet in BR Room
Replaced Loose Carpet Squares in Various Locations
Checked Operation of Glass Doors in Teen Svc.
Checked Drainage Problem on Northeast Side of Bld.; Separate Drain is Needed
Repaired Loading Dock Camera
Ordered Parts to Repair Shipping Room Door
Repaired Shipping Yard Pole Lights
Repaired Exterior Lights on Shipping Dock Area
Replaced Outlet Cover by Pool; Pressure Washed Muddy Parking Spaces

Baker Branch Library

Performed Lighting Preventative Maintenance
Reset Chillers
Replaced Paper Towel Dispenser in Men's Restroom
Coordinated Grounds Cleanup w/ Grounds Keeping Contractor

Bluebonnet Regional Branch Library

Repaired Toilet in Men's Restroom
Sealed an Outlet in Children's Svc.
Repaired Front Sliding Doors
Met w/ Architect & Vendor to Review End Panel Mockups
Inspecting Trees on Site for Issues, i.e. Limbs Touching Roof, Dead Limbs, Unhealthy Trees

Carver Branch Library

Performed Lighting Preventative Maintenance
Repaired and Cleaned A/C Vents
Stained & Varnished & Installed Chair Rail in Meeting Rooms
Coordinated Repairs to Roof Leaks
Replaced Toilet Paper Dispenser in Men's Restroom
Completed High Ceiling Dusting to Remove Dust & Cobwebs

Central Branch Library

Performed Lighting Preventive Maintenance
Installed New Hot Water Pump & Motor; Replaced Hot Water Bypass Actuator
Working with Svc. Contractor to Troubleshoot Noises Associated with Heating System
Repaired Toilet in Men's Restroom
Replaced Paper Towel Dispenser in Staff Restroom

Delmont Gardens Branch Library

Repaired Leaking Handle on Urinal in Men's Rest Room
Replaced Batteries in Fire Alarm Panel
Repaired CCTV DVR & Pulled New Wiring for the Surveillance System
Coordinated Cleanup of Courtyards and Flower Beds w/ Landscaping Contractor
Repaired Electric Gates around the Bld.
Repaired Courtyard Gates
Prepped Walls for Painting

Eden Park Branch Library

Performed Lighting Preventative Maintenance
Reset Chillers
Unclogged Toilets
Contractor Repaired Exterior Sliding Door
Coordinated Repairs to Roof Leaks
Re-glued Multiple Carpet Squares throughout the Bld.

Greenwell Springs Road Regional Branch Library

Reset Valve on Controller for Chilled Water System
Adjusted A/C Temperature
Repaired Urinal in Men's Rest Room
Cleaned Air Vents above Adult Computers
Repaired Water Outlet on Refrigerator & Fixed Ice Maker
Moved Computer Tables in Adult Area in Preparation for Construction
Moved or Covered All Furniture and Equipment in Preparation for Construction

Jones Creek Regional Branch Library

Performed Lighting Preventative Maintenance
Reset Boiler
Unclogged Toilets
Replaced Toilet Paper Dispenser in Men's Restroom
Coordinated Roof Leak Repairs

Pride-Chaneyville Branch Library

Coordinated Grounds Clean Up w/ Grounds Keeping Contractor

Recycled Reads

Unclogged Toilets
Repaired Leaking Roof Drain at Front Entrance

Scotlandville Branch Library

Adjusted Chilled Water Valves in Meeting Room; Replaced Filters for Air Handler
Repaired Urinal in Men's Rest Room
Coordinated Roof Leak Repairs

Zachary Branch Library

Adjusted Meeting Room Temperature
Coordinated Repairs to Roof Leaks & Replaced Stained Ceiling Tiles

*New Fire Alarm Contract Awarded Recently; All Branches Inspected

*Energy Mgt. System Maintenance/Repair Contracts in Process of Being Awarded; One System Being Rebid