Maintenance Report January 2019

**Goodwood Main Library**
- Installed Ballasts and Replaced Light Bulbs
- Reset Chillers, Boilers & Air Handling Units & Checked Gas Pressure on Boilers
- Replaced Display Module on Pulse Boiler #2
- Reset Air Handling Units after Power Outage
- Repaired Toilets in Children’s Services
- Repaired Faucet in Third Floor Restroom, Repaired Auto-Sensor in 1st Floor Restroom Sink
- Unclogged Water Fountain on 3rd Floor & Replaced Batteries in Auto Faucet in Outreach Rm.
- Coordinated Stripping & Waxing Floors
- Installed Toilet Paper/Paper Towel Dispensers in 2nd Floor Women’s Restroom
- Repaired South Entrance Door
- Replaced Valve on Gas Meter
- Repaired Carpet Tiles in Teen Svc.
- Received Estimates to Replace Granite Tiles in Reflecting Pools
- Replaced Broken Glass on North Side on 2nd Floor

**Baker Branch Library**
- Performed Quarterly Chiller Maintenance and Reset Chillers
- Assisted Vendor with Chiller Preventive Maintenance
- Received Estimates to Repair Exterior Monumental Sign
- Repaired Security Cameras, & a Plug for Table Outlet
- Replaced Current Transformer for a Motor

**Bluebonnet Regional Branch Library**
- Performed Quarterly Chiller Maintenance & Repaired Float Valve on Cooling Tower
- Coordinated Repairs to Roof Leaks
- Replaced Clocks
- Met w/ Architect to Review End Panel Mockups and Awaiting their Response

**Career Branch Library**
- Installed Light Bulbs and Ballasts
- Diagnosed Problem w/Chilled Water Pump Malfunctioning
- Unclogged Toilets in Staff & Children’s Restrooms
- Coordinated Repairs to Roof Leaks
- Repaired Toilet Paper Holders
- Replaced Batteries in Fire Alarm Panel
- Rebuilt and Replaced Hot Water Pumps & Motors

**Central Branch Library**
- Performed Lighting Preventive Maintenance
- Installed Ballasts and Replaced Light Bulbs
- Performed Quarterly Chiller Maintenance, Installed New Fan Motor & Reset Boilers
- Replaced Batteries in Fire Alarm Panel
- Received Quote & Replaced Hot Water Bypass Actuator
- Met with Vendor to Assess Performance of Hot Water Valve
- Unclogged Water Caused by Outside Water Leak from Rain

**Delmont Gardens Branch Library**
- Performed Quarterly Chiller Maintenance
- Replaced Hot Water Pump & Motor
- Unclogged Toilets in Women’s Restroom
- Vacuumed Wet Carpet after Power Seeped into Bld. during Heavy Rain
- Repaired Meeting Room Doors, Security Cameras & Front TV Monitor
- Coordinated Installation of New Fire Alarm Panel & Coordinated Repairs to Roof Leaks
- Installed Cap over a Clean Out

**Eden Park Branch Library**
- Installed Light Bulbs and Ballasts
- Repaired Light Fixtures on Tabletop Lamps
- Cleared Line & Replaced Flush Valve in Children’s Restroom
- Repaired Exterior Sliding Doors
- Coordinated Repairs to Roof Leaks
- Re-glued Multiple Carpet Squares throughout the Bld.

**Fairwood Branch Library**
- Performed Lighting Preventive Maintenance
- Repaired Toilets in Children’s Services
- Repaired Patio Door
- Cleaned Up Water from Leak in Restroom

**Greenwell Springs Road Regional Branch Library**
- Performed Quarterly Chiller Maintenance
- Adjusted Hot & Cold Water Valves
- Repaired Accordion Doors

**Jones Creek Regional Branch Library**
- Performed Quarterly Chiller Maintenance & Cleaned & Repaired Boiler
- Repaired Energy Mgt. System Controls
- Coordinated Repairs to Roof Leaks above Story Time Room #2
- Repaired Back Entrance Door

**Pride-Cheneyville Branch Library**
- Assisted Vendor with Chiller Preventive Maintenance & Cleaned Chiller Plant
- Repaired Heating System & Front Sliding Doors

**Scotlandville Branch Library**
- Performed Quarterly Chiller Maintenance
- Obtained Quotes to Repair AC Controls System
- Located Origin of Roof Leak over Women’s Restroom

**Zachary Branch Library**
- Repaired Toilets in Children’s Services
- Coordinated Repairs to Roof Leaks
- Replaced Battery in UPS System that Powers the DVR