

## **Maintenance Report January 2020**

We continue to perform preventive maintenance and to complete repairs at the branches. This month's list includes work on the following:

### **Roofing:**

- Roofing contractor made repairs to the roof in Teen Services at the Zachary Branch, and worked on roof leaks at the Carver Branch.

### **Lighting:**

- Performed lighting preventive maintenance at the following locations:
  - Main
  - Baker
  - Bluebonnet
  - Carver
  - Central
  - Delmont Gardens
  - Eden Park
  - Fairwood
  - Pride-Chaneyville
  - Scotlandville
  - Zachary
- Removed bulbs in light fixtures in the Special Collections area for the Google Event at the Main Library, as well as installed new bulbs and ballasts in the exterior canopy lights. Electrical contractor also installed new bulbs and ballasts in the parking lot pole lights.
- Ordered a new driver for parking lot light at the Bluebonnet Branch.
- Electrical contractor installed new bulbs and ballasts in the parking lot pole lights at the Carver Branch.
- Ordered a new LED driver for exterior pole light at the Eden Park Branch.
- Repaired exterior light fixtures and the time clock for regulating the lights at the Outreach facility.

### **HVAC and Heating:**

- Changed belts and filters on air handler units at the following locations:
  - Main
  - Baker
  - Bluebonnet
  - Carver
  - Central
  - Delmont Gardens
  - Eden Park
  - Fairwood
  - Greenwell Springs
  - Jones Creek
  - Pride-Chaneyville
  - Scotlandville
  - Zachary

## **HVAC and Heating (con't.):**

- Cleaned cooling tower debris at the Main Library, Baker, Bluebonnet, and Jones Creek Branches.
- Contractor performed annual chiller maintenance at the following locations:
  - Baker
  - Bluebonnet
  - Central
  - Delmont Gardens
  - Greenwell Springs
  - Jones Creek
  - Pride-Chaneyville
  - Scotlandville
- Contractor identified problem and repaired boilers, and vendor installed a new Variable Frequency Drive (VFD) for cooling tower #2 at the Main Library.
- Reset the boilers due to power outages at the Baker and the Central Branches.
- Contractor cleaned and repaired the boilers at the Greenwell Springs Road and the Jones Creek Branches.
- Contractor installed a new fan motor and blades on the chiller at the Pride-Chaneyville Branch.
- Reset the chiller due to a power failure. Contractor installed a fan motor and blade on the chiller, and vendor changed a hot water valve on the air handler unit at the Scotlandville Branch.
- Contractor installed a new fan motor on the chiller at the Zachary Branch.

## **Plumbing:**

- Contractor installed a new chilled water pump in the main mechanical room at the Main Library. He also repaired a water leak in the staff restroom on the first floor, and repaired flush valves in the first floor women's restroom.
- Guttered the sewage clean-out and found roots blocking the sewer line causing toilets to back up at the Bluebonnet Branch. The contractor also installed a new chilled water pump.
- Repaired water leak on toilet in the women's restroom at the front entrance of Delmont Gardens.
- Repaired leaking toilet in the women's restroom at the Fairwood Branch.
- Repaired leaking toilet in the children's restroom at the Scotlandville Branch.
- Replaced the heaters in chilled water pump #2 at the Zachary Branch.

## **Miscellaneous Repairs and Work Completed by the Library Facilities Staff and Vendors**

### **Minor Work Completed throughout the System:**

- General maintenance performed at all locations.
- Vendor cleaned exterior windows at the following locations:
  - Baker
  - Bluebonnet
  - Carver
  - Central
  - Delmont Gardens
  - Eden Park
  - Fairwood
  - Pride-Chaneyville
  - Scotlandville
  - Outreach

### **Main Library:**

- Installed picture rail in Special Collection area.
- Repaired and rehung the white board in the Teen Services study room.
- Installed new batteries in all toilets and urinals.
- Installed a new paper towel dispenser in men's first floor restroom.
- Contractor trimmed trees in various areas of the property.
- Carpet was cleaned and shampooed in various areas of the building.
- Unclogged toilet in restrooms.
- Received a quote from vendor for removing and replacing a bad pressure switch on the pre-action system.
- Vendor cleaned and swept the parking lot.

### **Baker Branch:**

- Vendor repaired broken glass door.
- Vendor identified issue and repaired the burglar alarm system.

### **Bluebonnet Regional Branch:**

- Repaired door handles in Meeting Room No. 3.
- Installed a new microwave in the staff lounge.
- Vendor installed new batteries in the fire alarm panel.
- Vendor installed new Exit-Only signs.

### **Carver Branch:**

- Installed a new drinking water fountain.
- Cleaned carpet throughout the branch.
- Contractor cut down dead trees.

### **Central Branch:**

- Changed the motors on all bathroom vent fans.
- Reset the time and installed new batteries on all wall clocks.
- Adjusted the temperature in the building.
- Repaired 5-drawer file cabinets in Children's Services.
- Vendor cleaned and restriped the parking lot.

### **Delmont Gardens Branch:**

- Repaired an electrical outlet in Teen Services.
- Unclogged the sink in the men's restroom.
- Repaired the meeting room divider wall.

### **Eden Park Branch:**

- Repaired the flag pole latch.
- Vendor repaired the exterior and interior sliding entrance doors.

### **Fairwood Branch:**

- Oiled and adjusted the staff entrance door handle.

### **Greenwell Springs Road Branch:**

- Identified problem and repaired the front entrance door.

**Outreach/Recycled Reads:**

- Contractor pressure washed the building.
- Repaired potholes in the parking lot.
- Received quotes for new awnings.
- Received quote for new dry system riser mount air compressor and new FDC sign.

**Pride-Chaneyville Branch:**

- Installed new clocks in various areas of the building.

**Scotlandville Branch:**

- Removed all landscape edging around trees.
- Contractor trimmed trees and removed trees.

**Zachary Branch:**

- Unclogged men's restroom toilet.
- Repaired the rear door of the building.