

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
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
Baker Branch Library	Temperature in YA/Children's	made adjustment on boiler, reset chiller.	None	Closed	12/9/20	12/17/20
Baker Branch Library	A patron etched his name into the wood ledge in the Children's room, at the seated area (bench)		None	New	12/10/20	

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Baker Branch Library	The sound of air coming from A/C vent in Reference Librarian office is getting louder & louder	Labor: Laborer: Rhett Hodges Checked all A/C units and found that the A/C unit that controls the reference side was running in bypass and not being controlled by the VFD drive. It was running at full speed and the office where they said they heard the noise was right next too the mechanical room which made it sound louder than normal but the A/C unit was fine. the drive is scheduled too be worked on.	HVAC	Closed	12/16/20	12/22/20
Baker Branch Library	Please have someone come out and check out PA system. It is causing an alarm to go off when we use it.		Electrical	In Progress	12/17/20	
Baker Branch Library	Install chiller pump motor	Labor: Laborer: Terry Lewis, Notes: Install chill water pump motor	HVAC	Closed	12/22/20	12/22/20
Baker Branch Library	One of the lightbulbs has blown out in the staff restroom .	Labor: Laborer: Rhett Hodges Found that the light fixture had a wire that had been cut causing only one bulb too fully light up and only half of the other. I replaced the bulbs and repaired the bulb holder wiring issue.	Lighting	Closed	12/23/20	12/28/20
Baker Branch Library	Light cover was falling in Teen room, it has been taken down and needs to be replaced, also light out in staff exit hallway	Replace fallen light cover and straighten out the other ones	Lighting	Closed	1/4/21	1/13/21
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
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

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Community Branch Library						
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
Carver Branch Library	outside wall outlet by Head Start side doors is not working	Installed a new gfi receptacle.	Electrical	Closed	12/22/20	12/29/20
Carver Branch Library	Carver breaker flipped for gate counts	I went into Library storage room to reset the circuit breaker feeding the gates.	Electrical	Closed	12/28/20	12/29/20
Carver Branch Library	No heat in bldg	Reset boiler and replace fuses in 3 air handlers, possible power loss	HVAC	Closed	1/11/21	1/13/21
Carver Branch Library	Staff says it's too hot in bldg		HVAC	New	1/13/21	
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
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

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Community Branch Library						
Central Branch Library	Cold in the building	Labor: Laborer: Rhett Hodges Checked the boiler and found that it wasn't running because it was in alarm. So I reset it and it started up and I made sure both stages came on. Also checked the control system too make sure everything was working correctly.	HVAC	Closed	12/16/20	12/17/20
Central Branch Library	Cold at Central again	Labor: Laborer: Rhett Hodges found boiler was in alarm so I reset it and made sure it came back on and also checked the controls for any problems.	HVAC	Closed	12/19/20	12/28/20
Central Branch Library	Cold again	Labor: Laborer: Rhett Hodges Boiler was in alarm so I reset it and it came back on.	HVAC	Closed	12/21/20	12/28/20
Central Branch Library	It's cold (58 degrees) in the building	Labor: Laborer: Rhett Hodges found boiler was in alarm so I reset it and it came back on. Checked controls to make sure everything was ok.	None	Closed	12/26/20	12/28/20
Central Branch Library	CEN building is still only 58-60 degrees at 11:23 a.m.	Labor: Laborer: Rhett Hodges Checked boiler and found it was running correctly at the time. I also checked the control system too make sure there wasn't any alarms.	HVAC	Closed	12/26/20	12/30/20
Central Branch Library	Communication Alarm		None	New	12/28/20	
Central Branch Library	Hot in the building	Reset chiller possible power loss	HVAC	Closed	12/30/20	1/13/21
Central Branch Library	Cold in the bulding	Labor: Laborer: Rhett Hodges Found the boiler was in alarm so I reset it and made sure it came on and also checked the control system too make sure everything was working correctly and no alarms were showing.	HVAC	Closed	1/2/21	1/4/21
Central Branch Library	Cold yet again	Labor: Laborer: Rhett Hodges found boiler was in alarm so I reset it.	HVAC	Closed	1/4/21	1/8/21

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Community Branch Library						
Central Branch Library	Still COLD	Labor: Laborer: Rhett Hodges checked boiler and found it was in alarm so I reset it	HVAC	Closed	1/4/21	1/8/21
Central Branch Library	Staff Breakroom paper towel holder broken	There was nothing wrong with it	General Maintenance	Closed	1/6/21	1/8/21
Central Branch Library	Unknow rodent in the ceiling above the Reference Department	There was a squirrel in the attic . I set a trap to catch it	General Maintenance	Closed	1/7/21	1/8/21
Central Branch Library	Rodent in the ceiling again running around	Check trap and their were nothing in it	General Maintenance	Closed	1/9/21	1/12/21
Central Branch Library	Squirrel is still in the building	Labor: Laborer: Rhett Hodges Found squirrel trapped in cage so I removed it and reset the trap because staff reported still hearing noises in ceiling.	Pest Control	Closed	1/12/21	1/13/21
Central Branch Library	Reference reports squirrel in trap.	Labor: Laborer: Rhett Hodges I the found squirrel trapped in the cage so I removed it, cleaned it and reset trap input it back in the ceiling because staff said the were still hearing noises	Pest Control	Closed	1/12/21	1/13/21
Central Branch Library	Squirrel	Unknown Resolution Took squirrel off and let it go	Pest Control	Completed	1/14/21	1/19/21
Central Branch Library	test		None	New	1/14/21	
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
Delmont Gardens Branch Library	Ants in Teen Area of the Library		Pest Control	New	12/7/20	
Delmont Gardens Branch Library	Toilet bubbling up after each flush	Pump was not operating correctly due to being clogged up. Wastewater collections tech came out and cleaned out the manhole so that the pump could run.	Plumbing	Closed	12/7/20	12/22/20
Delmont Gardens Branch Library	Lights out in Children's Room	Drilled hole into light fixture to get light bulbs out. Then replaced the lights and ballast.	Lighting	Closed	12/27/20	12/30/20
Delmont Gardens Branch Library	DGB Roof leak	Industrial roofing made repairs.	Roofing	Closed	12/31/20	1/14/21

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Community Branch Library						
Delmont Gardens Branch Library	Sewer alarm	Unknown Resolution Reset alarm and called plumber	Plumbing	Completed	1/11/21	1/19/21
Delmont Gardens Branch Library	Outside patio gate will not lock		None	New	1/14/21	
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	
Eden Park Branch Library	Fence Repair		Grounds Maintenance	New	12/17/20	
Eden Park Branch Library	Branch Cold	Adjusted boilers bypass valve	HVAC	Closed	1/11/21	1/13/21
Eden Park Branch Library	Clocks, etc. need to be removed from wall for painting	All request have been completed .	General Maintenance	Completed	1/15/21	1/15/21
Fairwood Branch Library	Make Up Air Unit Preventative Maintenance		None	New	12/1/20	
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	Labor: 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
Fairwood Branch Library	Adjust Thermostat	Labor: Laborer: Terry Lewis, Notes: Checked temp in building All set to night set temp on computer controls	HVAC	Closed	12/21/20	12/29/20
Fairwood Branch Library	Chiller Preventative Maintenance		None	New	1/1/21	
Fairwood Branch Library	Make Up Air Unit Preventative Maintenance		None	New	1/1/21	
Fairwood Branch Library	Alarm going off in server room	Reset system outside Temp 55 *f and below Possible power surge	HVAC	Closed	1/11/21	1/13/21
Fairwood Branch Library	Alarm is going off in the data room. The screen says "high hea".	reset the a/c unit in the data room.	HVAC	Closed	1/11/21	1/12/21
Fairwood Branch Library	Roof Leak after outside maintenance		Roofing	In Progress	1/14/21	

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Community Branch Library						
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
Pride-Chaneyville Branch Library	Automatic door not working	Door controls came out and installed a new motion sensor on exterior entrance door.	Windows/Doors	Closed	1/11/21	1/14/21
River Center Library	Toilet Backup	Labor: Laborer: Rhett Hodges Found backed up toilet in women's 3rd floor restroom and tried too use plunger to unstop it but it wasn't enough. So I had too use a hand held drain snake too unstop the backup. Once I was able to get it loose and flush I noticed it looked too be stuffed full with toilet paper. I did several test flush too make sure Everything was working correctly.	Plumbing	Closed	11/28/20	12/7/20
River Center Library	Clock is 1 hr fast	Labor: 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
River Center Library	No Air Movement	Labor: Laborer: Rhett Hodges found that AHU units 2,4,5 were all in alarm and not on. So I got on the controls and checked everything. I found they were in alarm for open safety. I found the button you hit to clear the alarm on the side of the unit and got them up and running.	HVAC	Closed	12/9/20	12/11/20
River Center Library	Clogged Toilets	Unclogged toilet with auger	Plumbing	Closed	12/12/20	12/10/20
River Center Library	Leak from ceiling Tile	Airtrol came out and made repairs	HVAC	Closed	12/20/20	12/29/20
River Center Library	Temperature too high	Labor: Laborer: Claude Lindsey Laborer: Rhett Hodges Had to adjust the differential pressure switch on the AHU unit to fix the issue.	HVAC	Closed	12/20/20	12/29/20
River Center Library	Alarm going off (now silenced)		General Maintenance	New	12/26/20	
River Center Library	Wall Clock Stopped Working	changed the batteries in all clocks throughout the library.	General Maintenance	Closed	1/12/21	1/13/21

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Community Branch Library						
Scotlandville Branch Library	Air Handling Unit Preventative Maintenance	Replaced defective float switch 4 Belts Replaced all air filters Cleaned evaporator coils and rinse drain lines	None	Closed	12/1/20	12/9/20
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	61 degrees in Children's Area, 64 in Circulation		None	New	12/4/20	
Scotlandville Branch Library	Evidence of rodents in the building		Pest Control	New	12/9/20	
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
Scotlandville Branch Library	Extremely cold in Children's Room	Labor: Laborer: Rhett Hodges Checked A/C control system and AHU that supply's the children's area. Also changed the filters and cleaned return air grills. Seems the problem may be in the control system and were gonna have to get Trane out there too check it out.	HVAC	Closed	12/26/20	12/30/20
Scotlandville Branch Library	5 light bulbs need replacements at circulation desk	Change out bulb at circulation desk	Lighting	Closed	1/4/21	1/8/21
Scotlandville Branch Library	the air conditioning in the children's room is noticably colder than the rest of building	Labor: Laborer: Rhett Hodges Checked A/C unit that supplies the children's area and found it was running, so I got on the controls system and adjusted the thermostats. It seemed to solve the issue.	HVAC	Closed	1/8/21	1/12/21
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

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Community Branch Library						
Zachary Branch Library	Building Temperature	Labor: Laborer: Rhett Hodges Found that the Chiller wasn't running and the flow switch had it cut off. Also the outside temperature wasn't warm enough for the chiller to come on.	HVAC	Closed	12/16/20	12/22/20
Zachary Branch Library	Window Pane Split	Labor: Laborer: Shedrick Ridgley Laborer: Rhett Hodges found that the glass have moved about an inch and a half to the right leaving and open gap in it. we used suction cups too slide it back over. Will have too re caulk the left side.	Windows/Doors	Closed	12/17/20	12/28/20
Zachary Branch Library	Endcap Coming Apart	Glued piece back on	HVAC	Closed	12/29/20	1/8/21
Zachary Branch Library	Lights Out in Women's Restroom	Change out bulb and ballast	Lighting	Closed	1/3/21	1/8/21
Zachary Branch Library	Heat not working	Boiler and disconnect box tripped , reset both units System heating fine	HVAC	Closed	1/7/21	1/13/21
Zachary Branch Library	Ants in the Staff Restroom		Pest Control	New	1/12/21	
Zachary Branch Library	Lightbulb Cover Fell From Ceiling		General Maintenance	Queued	1/15/21	
Main Library						
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, 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

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Main Library						
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	Cork Board needs hanging in our workroom	Hung the cork board that was needed to be hung	None	Closed	12/9/20	12/10/20
Main Library	Electrical sockets not working		Electrical	New	12/12/20	
Main Library	Study Table Legs Loose	Labor: Laborer: Claude Lindsey, Notes: tightened legs on unit	General Maintenance	Closed	12/16/20	1/8/21
Main Library	The left urinal in the second floor Men's restroom is backed up and close to overflowing.	Labor: Laborer: Shedrick Ridgley The toilet was stop up,so I plunged it to clear out the paper.	Plumbing	Closed	12/18/20	12/22/20
Main Library	Teen Programming Room Sink Leaks	Completed by sherrick	Plumbing	Closed	12/19/20	1/13/21
Main Library	Fire Safety Odd Sound		General Maintenance	New	12/21/20	
Main Library	Noisy AC unit turning on and off rapidly		HVAC	On Hold (Waiting for parts)	12/23/20	
Main Library	Loading dock door handle partly detached		Windows/Doors	New	12/23/20	
Main Library	The cover fell off of a light fixture in a stairwell on the 3rd Floor.		Lighting	New	12/23/20	
Main Library	Back Door Handle for Staff (on to loading dock) came loose	Re secured handle on door	General Maintenance	Closed	12/23/20	1/13/21
Main Library	Front door at Main Loose	Labor: Laborer: Rhett Hodges found that the doors have a steel ball that holds them in place until forced opened. Both steel balls have threads on them and needed too be adjusted to make the door fit tighter so it wont open so easy.	None	Closed	12/23/20	12/28/20

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Main Library						
Main Library	2nd floor is cold	Labor: Laborer: Rhett Hodges boilers were in alarm so I cleared them and made sure they came back up.	HVAC	Closed	12/26/20	12/28/20
Main Library	Urinal in men's restroom backed up		Plumbing	New	12/26/20	
Main Library	The fragrance free staff restroom has had a strong sewage smell for over a week		Plumbing	Queued	12/28/20	
Main Library	Painter's Tape from a touch up job last year is still along the ceiling in our Patron Restroom. We would like some one to take it down.	Removed tape from ceiling	General Maintenance	Closed	12/28/20	1/13/21
Main Library	Drain plugged	Unknown Resolution	Plumbing	Closed	1/1/21	1/4/21
Main Library	Air handling machinery in 2nd Floor ceiling constantly cycles on / off.		HVAC	New	1/2/21	
Main Library	Kayla's DOOR Lock fell off in her hand	Labor: Laborer: Claude Lindsey, Notes: replaced defective latching assembly	Windows/Doors	Closed	1/4/21	1/13/21
Main Library	White boards must be removed in MULTIPLE CONFERENCE ROOMS by Jan 14		Space/Moves	New	1/4/21	
Main Library	Move 30 tables plus cart to BBR	load on trailer and delivery to BBR .	Space/Moves	Closed	1/4/21	1/11/21
Main Library	Main Library Gates Down	Reset the circuit breaker breaker.	Electrical	Closed	1/4/21	1/19/21
Main Library	There is a cockroach carcass in the hallway near the mailboxes. We need to have someone come up and spray the third floor.		Pest Control	New	1/5/21	
Main Library	Rip out bad floor in MR CLOSET	Labor: Laborer: Shedrick Ridgley Laborer: Darren Rivers Laborer: Rhett Hodges pulled all grey rubber tile up from floor then had too use electric hammer drill with surface scrapper attachment too remove the material that the rubber tile and concrete were glued to. then we put everything back into too the closet as it was.	Flooring	Closed	1/5/21	1/13/21
Main Library	Shipping Room needs to be fogged	Sprayed technical ,circulation and shipping area	General Maintenance	Closed	1/6/21	1/8/21
Main Library	Mounting a plaque		General Maintenance	New	1/7/21	

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Main Library						
Main Library	Generator Alarm	GPS came out to troubleshoot and found wires crossed.	Electrical	Closed	1/11/21	1/14/21
Main Library	Flooring	Laborer: Shedrick Ridgley, Notes: Darren Rivers, Rhett Hodges helped with this job We remove all tables chairs out of room then removed the carpet tiles from off floor and threw it away.	Flooring	Closed	1/11/21	1/11/21
Main Library	Security Gates	turned circuit breaker off and back on.	Electrical	Closed	1/13/21	1/13/21
Main Library	Can we install a Drop rod for a people counter in Teens?		None	New	1/13/21	
Non Public Service Workspace						
Recycled Reads/Outreach	Need to get a pallet jack over to Outreach by Thursday morning. This is for mk Solutions to use to prepare a shipment.		Space/Moves	New	12/1/20	
Recycled Reads/Outreach	Air Handling Unit Preventative Maintenance		None	New	12/1/20	
Recycled Reads/Outreach	ORP Shutters Not functioning		None	New	12/10/20	
Recycled Reads/Outreach	Two of the retractable storm windows (2nd and 3rd on Outreach side) cannot be raised.		None	New	12/11/20	
Recycled Reads/Outreach	Front door lock on Outreach side is not working properly.	Laborer: Rhett Hodges Disassembled the door locking mechanism and removed the key cylinder too try and see if it could be repaired but I couldn't get it too work properly so I had a new cylinder cut to match existing keys and installed it and tested it multiple times to make sure it worked correctly.	General Maintenance	Closed	12/23/20	12/28/20
Recycled Reads/Outreach	We need to get a new perimeter alarm system.		Life Safety	In Progress	1/11/21	
Regional Branch Library						
Bluebonnet Regional Library	Fire alarm panel shows Trouble in System Uduct Trouble	Allied came out and made repairs.	Life Safety	Closed	11/30/20	1/13/21

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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
Bluebonnet Regional Library	Anchor is stuck on wall partition. Cannot put wall back up.	Labor: Laborer: Terry Lewis, Notes: Check Meeting room portion doors found door stop stuck on lock unlocked door working fine	General Maintenance	Closed	12/17/20	12/17/20
Bluebonnet Regional Library	Cooling Tower Preventative Maintenance		None	New	1/1/21	
Bluebonnet Regional Library	Chiller Preventative Maintenance		None	New	1/1/21	
Bluebonnet Regional Library	Computer table has lost power	Labor: Laborer: Rhett Hodges tested outlets on computer tables and found they were all off so I checked the breaker panel and found the breaker was tripped so I reset it and everything came back on.	Electrical	Closed	1/8/21	1/12/21
Greenwell Springs Road Regional Library	Large Water Spot Appeared in Ceiling Over Weekend	Warranty work roofing contractor came out to make repairs.	Roofing	Closed	11/30/20	12/20/20
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

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Regional Branch Library						
Greenwell Springs Road Regional Library	Pneumatic door closer ripped off righthand door (your right) of double-door entrance to meeting room #1	Labor: Laborer: Terry Lewis, Notes: Check meeting room wall found partition wall door stop stuck in the locked position unlocked doors are now working.	Windows/Doors	Closed	12/14/20	12/21/20
Greenwell Springs Road Regional Library	GSR CR ceiling tile water stains Warranty?		None	New	12/23/20	
Greenwell Springs Road Regional Library	Loose toilet seat in handicap accessible public restroom located outside of the entrance to Meeting Room 2	Labor: Laborer: Rhett Hodges I found and tightened the loose toilet seat and also found 2 others that were loose so I tightened them up.	Plumbing	Closed	12/31/20	1/4/21
Greenwell Springs Road Regional Library	GSR fire alarm panel near the Reference area is displaying a trouble code.		Life Safety	In Progress	1/7/21	
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
Jones Creek Regional Library	JCR Library is currently 60 degrees. Staff and patrons say it is too cold in the building.	Unable to log onto controls, Vendor is addressing issue	HVAC	Closed	12/5/20	12/9/20
Jones Creek Regional Library	Clogged Toilet in Men's Restroom	Unstop toilet remove a lot of toilet paper snaked and plunged toilet back in service	Plumbing	Closed	12/26/20	12/29/20
Jones Creek Regional Library	Need to find someone to mount the old monumental sign on the Shannendoah entrance side.		Grounds Maintenance	New	12/29/20	
Jones Creek Regional Library	PM chiller	Work with Corporate Mechanical to pull P.M. on chiller	HVAC	Closed	12/30/20	12/29/20

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Regional Branch Library						
Jones Creek Regional Library	Chiller pump making noise	Labor: Laborer: Terry Lewis, Notes: Replace chiller pump motor coupling pump and motor back in to system	HVAC	Closed	12/30/20	12/30/20
Jones Creek Regional Library	Repair sheetrock between entrance doors.		General Maintenance	In Progress	12/30/20	
Jones Creek Regional Library	Cooling Tower Preventative Maintenance		None	New	1/1/21	
Jones Creek Regional Library	Chiller Preventative Maintenance	CMC performed quarterly maintenance maintenance found defective dynamite module display.received a quote to replace module, waiting for PO.	None	Completed	1/1/21	1/19/21
Jones Creek Regional Library	Please move 2 empty gondolas from JCR to GSR for moving book collections.	Unknown Resolution Move from jcl to Greenwell spring	General Maintenance	Closed	1/8/21	1/13/21
Jones Creek Regional Library	Lights	Changed out light bulbs and ballast throughout the library.	Electrical	Closed	1/8/21	1/8/21
Jones Creek Regional Library	JCR - Broken Window in Study Room A		Windows/Doors	On Hold (Waiting for parts)	1/11/21	
Jones Creek Regional Library	move 21 empty gondolas to Renaissance	Unknown Resolution Move gondolas to renaissance	Space/Moves	Completed	1/11/21	1/19/21
Jones Creek Regional Library	Cracked Window Glass		Windows/Doors	On Hold (Waiting for parts)	1/12/21	