

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	The handicapped stall toilet in the women's restroom is leaking after it is flushed and the men's urinal is not flushing	Materials: Description: Toilet handle repair kit, Vendor: COBURNS WHOLESALE DISTRIBUTORS Labor: Laborer: Rhett Hodges Installed new toilet handle repair kit in women's restroom toilet. Checked men's urinal but found it was working properly after testing several times with no issues.	Plumbing	Completed	6/25/20	6/27/20
Baker Branch Library	Tree limb have been cut up and need to put in dumpster	Picked up tree limbs an placed in dumpsters	Grounds Maintenance	Completed	6/25/20	6/26/20
Baker Branch Library	We received a new Task stool for the teen department and it needs to be assembled ASAP to follow social distancing	I put the chair together for staff member	General Maintenance	Completed	7/1/20	7/6/20
Baker Branch Library	There is a buzzing/humming sound throughout the library. We think it is coming from the chiller area outside, not sure	I found that the chiller was in alarm so I cleared it all up. Also the noise I think ic coming from the motor in boiler room. I noticed Mr. Billy, to fix problem	HVAC	Completed	7/6/20	7/6/20
Carver Branch Library	A crepe myrtle tree has been cut in half due to the high winds yesterday. It's right in front of the meeting room window that was taken whe	Unknown Resolution Cut tree up and put in dumpster	Landscaping	Completed	6/26/20	6/29/20
Carver Branch Library	Water is coming into the Meeting Room #1 under the temporary wall put up for the car crash.	Labor: Laborer: Rhett Hodges Put down some silicone Caulk too prevent water from leaking into meeting room.	Plumbing	Completed	7/6/20	7/7/20
Central Branch Library	AC is not cooling. All Thermostats in the building except the meeting room read between 73-77 degrees.	Labor: Laborer: Rhett Hodges Checked A/C system and found HVAC controls are having issues	HVAC	Completed	6/21/20	6/22/20
Central Branch Library	Automatic door does not always open when someone walks up to it.	Clean eye on door unit working	Electrical	Completed	7/1/20	7/6/20
Central Branch Library	leak in roof ner meeting room door	Labor: Laborer: Rhett Hodges Checked roof and ceiling for leak.	HVAC	Completed	7/9/20	7/13/20

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Community Branch Library						
Central Branch Library	drip over circ desk	Labor: Laborer: Rhett Hodges Checked ceiling but didn't notice any water spots or leaks	Roofing	Completed	7/9/20	7/13/20
Delmont Gardens Branch Library	Air filter change in A/C units	Labor: Laborer: Shedrick Ridgley Laborer: Rhett Hodges Changed air filters in AHU 1 & AHU 2	HVAC	Completed	6/17/20	6/17/20
Delmont Gardens Branch Library	Delmont Gardens Branch Library needs some to fix a gate.	Labor: Laborer: Rhett Hodges Key cylinder was loose so I tightened it up so it doesn't spin when turning the key. Found that rust on the mag lock was preventing the gate from fully making a solid connection. So I used a side grinder to remove the rust on both rear gates and found that it fixed the issue. I tested it several times to make sure everything was working properly.	Grounds Maintenance	Completed	6/18/20	6/18/20
Delmont Gardens Branch Library	Water in building	Labor: Laborer: Billy Ray Laborer: Darren Rivers Laborer: Rhett Hodges Laborer: Shedrick Ridgley Vacuumed rain water that got into building from heaven storm and put out fans to dry carpet.	Flooring	Completed	6/24/20	6/25/20
Delmont Gardens Branch Library	More leaks found at DGB	Vacuumed the library floor that was wet from heavy storm and put fans in building to dry floor	Flooring	Completed	6/24/20	6/25/20
Delmont Gardens Branch Library	Rain water getting in building around teen area and offices	Labor: Laborer: Billy Ray Laborer: Rhett Hodges Cleaned and unclogged gutters and drains in teen courtyard.	Grounds Maintenance	Completed	6/26/20	6/26/20
Delmont Gardens Branch Library	Gate broken in Childrens patio		General Maintenance	On Hold (Waiting for parts)	7/5/20	

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Community Branch Library						
Eden Park Branch Library	Toilet keeps running when flushed	<p>Materials:</p> <p>Description: Sloan handle repair kit, Vendor: COBURNS WHOLESALE DISTRIBUTORS</p> <p>Description: Sloan vacuum breaker, Vendor: COBURNS WHOLESALE DISTRIBUTORS</p> <p>Description: Sloan flush valve, Vendor: COBURNS WHOLESALE DISTRIBUTORS</p> <p>Labor:</p> <p>Laborer: Rhett Hodges</p> <p>Found handle was leaking when flushed and rocks in line were stuck in flush valve causing it to steadily flush and was worn out. Replaced vacuum breaker also and the problem seemed too stop.</p>	Plumbing	Completed	6/30/20	6/30/20
Fairwood Branch Library	Please remove the small dead tree from the front of the property.	<p>Unknown Resolution</p> <p>Remove from property</p>	Grounds Maintenance	Completed	6/15/20	6/18/20
Fairwood Branch Library	Too Hot	<p>Unknown Resolution</p> <p>Check out cooler tower and all air handler they were working</p>	HVAC	Completed	6/21/20	6/22/20
Fairwood Branch Library	78 Degrees	<p>Labor:</p> <p>Laborer: Rhett Hodges</p>	HVAC	Completed	6/24/20	6/25/20
Fairwood Branch Library	4 Outdoor column lights out buy front entrance		Electrical	On Hold (Waiting for parts)	6/30/20	
Fairwood Branch Library	Data Room and Workroom Area are warmer than they should be.	<p>Check unit it's cycling off and on to temp</p>	HVAC	Completed	7/7/20	7/7/20
Fairwood Branch Library	The inner front doors misaligned	<p>I had to put door back on it lining so it was able to close properly</p>	Windows/Doors	Completed	7/7/20	7/7/20
Fairwood Branch Library	Inner front sliding doors not working	<p>Labor:</p> <p>Laborer: Rhett Hodges</p> <p>Checked out sliding inner entrance door couldn't find any issues but sensor might be going bad.</p>	Windows/Doors	Completed	7/11/20	7/13/20
River Center Library	Move 4 white metal A frame shelving units to the Main library.	<p>Moving shelving</p>	Space/Moves	Completed	6/18/20	6/23/20
Scotlandville Branch Library	Building temperature	<p>The chiller was in alarm had to reset it to allow cool to come back on</p>	HVAC	Completed	6/14/20	6/15/20
Scotlandville Branch Library	A/C is not working or temp needs to be lowered	<p>System tripped on high oil temp</p>	HVAC	Completed	6/18/20	6/23/20

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Community Branch Library						
Scotlandville Branch Library	Electric box latch broken, door open	I replaced old lock with a new lock to allow electrical box to be locked	General Maintenance	Completed	6/19/20	6/22/20
Scotlandville Branch Library	A/C not working.	Unknown Resolution Reset chiller	HVAC	Completed	6/20/20	6/21/20
Zachary Branch Library	Battery Dying in Alarm	Charged all batteries in all door alarm to fix problem	Windows/Doors	Completed	6/15/20	6/15/20
Zachary Branch Library	Front Door Not Opening	I found door breaker switched it off/on to try any reset doors I also took top off door to oil them to try and fix the problem. But was on able to get oe door to work correctly. Mr Billy calling door people to come look at it.	Windows/Doors	Completed	7/6/20	7/6/20
Zachary Branch Library	The outside gate to the patio, behind the circulation desk (on the left hand side, closest to the staff parking) doesn't lock.	Unknown Resolution Wiring was broke repaired it and put conduit over it	General Maintenance	Completed	7/6/20	7/9/20
Zachary Branch Library	Hot in the Library	Labor: Laborer: Rhett Hodges Checked AHU'S, chiller, and HVAC controls system for problems. Adjusted temperatures on thermostats.	HVAC	Completed	7/9/20	7/13/20
Main Library						
Main Library	2 clocks & 1 small print need to be hung on our walls	Hung clocks and print	General Maintenance	Completed	6/15/20	6/16/20
Main Library	Mount tv bracket and new tv to wall	Labor: Laborer: Shedrick Ridgley Laborer: Rhett Hodges Installed the bracket and new tv to wall in conference room.	General Maintenance	Completed	6/16/20	6/16/20
Main Library	Several lights are out in the north side of the large meeting room. There could be more.	Materials: Description: 54w t5 electronic ballast, Vendor: Notoco lighting supply shop Description: 54w T-5 fluorescent light bulbs, Vendor: Notoco lighting supply shop Labor: Laborer: Shedrick Ridgley Laborer: Darren Rivers Laborer: Rhett Hodges Changed light bulbs and ballast on all lights that are out.	Electrical	Completed	6/18/20	6/26/20

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Main Library						
Main Library	Wall Mount installation needed for 4 Hand Sanitizer Dispensers	I placed wall sanitizers machines on walls at library	Plumbing	Completed	6/20/20	6/22/20
Main Library	Cabinet Door Broken	Unknown Resolution Drill and Allin hindge	Windows/Doors	Completed	6/22/20	6/23/20
Main Library	Ants in workroom?	Labor: Laborer: Rhett Hodges Check area but couldn't find any traces of ants	Pest Control	Completed	6/22/20	6/24/20
Main Library	The doors leading from the loading dock into the Shipping Room do not remain in an open position as they have in the past.	Labor: Laborer: Rhett Hodges Tightened set screw too Make door hold open better. Gonna replace it soon with new one. Found switch was turned in the wrong direction not allowing the door too stay propped open. Tested, Oiled and cleaned both doors to make sure they were good.	Windows/Doors	Completed	6/23/20	6/24/20
Main Library	Electrical outlets not working. Patrons complaining.	Labor: Laborer: Rhett Hodges Located breaker panel that controlled that area of reference and found and tripped break. I reset it and tested several outlets too make sure they had power and they did	Electrical	Completed	6/23/20	6/24/20
Main Library	janitorial supervisor reports that all of the power outlets on the wall are not working as of Tuesday June 23	Labor: Laborer: Rhett Hodges Found trip breaker on second floor electrical room so reset it and checked outlets in the reported area too make sure they were working.	Electrical	Completed	6/24/20	6/26/20
Main Library	Auto flush is not working on the staff toilet closest to the reference office	Unknown Resolution Replace battery in sensor	Plumbing	Completed	6/25/20	6/26/20
Main Library	power outage - temperature rising in server room	Labor: Laborer: Rhett Hodges Had too reset both chillers and pumps manually and from the computer controls.	HVAC	Completed	6/25/20	6/26/20
Main Library	Critters in elevator shaft?	Labor: Laborer: Rhett Hodges	Pest Control	Completed	6/26/20	7/6/20
Main Library	A/C is off and computer sever room is hot	Labor: Laborer: Rhett Hodges Has to reset chiller	HVAC	Completed	6/28/20	6/29/20
Main Library	Toilet issue	Unknown Resolution	Plumbing	Completed	6/29/20	7/6/20

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Main Library						
Main Library	Shipping room outside door not functioning properly	Materials: Description: Sargent door closer Model 1431-PSH-EN-TB, Vendor: AMERICAN DOOR & HARDWARE LLC Labor: Laborer: Rhett Hodges Found door closer needed to be replaced. Installed new closer and tested too make sure everything was working properly.	General Maintenance	Completed	6/30/20	6/30/20
Main Library	South staff ebtry not closing properly. Screw loose in door	Labor: Laborer: Rhett Hodges Adjusted the door closure too were it wouldn't close as fast and allow the locking mechanism too catch properly.	Electrical	Completed	7/2/20	7/6/20
Main Library	hang new white board on workroom wall	I had to drill holes in the children wall in staff office to hang up weekly planner	General Maintenance	Completed	7/6/20	7/7/20
Main Library	Changing all eight bulbs and ballast in the spotlights.	Materials: Description: 100watt metal halide ballast, Vendor: Notoco lighting supply shop Description: 100watt Metal halide spotlight light bulb, Vendor: Notoco lighting supply shop Labor: Laborer: Darren Rivers Laborer: Rhett Hodges Changed all bulbs and ballast In meeting room one spotlights	Electrical	Completed	7/9/20	7/9/20

Non Public Service Workspace

Recycled Reads/Outreach	Alarm Issues	Labor: Laborer: Rhett Hodges Found that the rear receiving door was loose causing the security door position switch to break contact if door was push or pulled. I put a plastic shim behind the security switch which extended it outward so the door wont be loose and stays secure when closed and the security alarm is armed.	Windows/Doors	Completed	6/16/20	6/18/20
Recycled Reads/Outreach	Air out at ORP	Unknown Resolution	HVAC	Completed	6/29/20	7/6/20

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Non Public Service Workspace						
Recycled Reads/Outreach	Newly added soap dispensers keep falling off walls in warehouse bathrooms at rear of warehouse	Labor: Laborer: Shedrick Ridgley I placed screws in the walls to insure soap dispenser don't fall off wall again.	General Maintenance	Completed	7/1/20	7/2/20
Recycled Reads/Outreach	Newly formed, Dripping leak in ceiling tile in Senior Services Supervisor office	Unknown Resolution Roof is being replaced	Fountain	Completed	7/6/20	7/9/20
Recycled Reads/Outreach	Multiple ceiling leaks, some are over electrical fixtures.	Unknown Resolution Roof is being replaced	Plumbing	Completed	7/6/20	7/9/20
Recycled Reads/Outreach	back drains need to be cleaned and cleared due to possbile reflood of bay	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges Cleared out all debris from drain area and unclogged drain.	Grounds Maintenance	Completed	7/8/20	7/9/20
Regional Branch Library						
Bluebonnet Regional Library	LED light out in innovation room	Materials: Description: LED Light Engine strips, Vendor: Notoco lighting supply shop Labor: Laborer: Rhett Hodges Replaced bad LED light strips in light fixture.	Electrical	Completed	6/17/20	7/6/20
Bluebonnet Regional Library	Front door sticking and weather stripping loose	Unknown Resolution Glued weather stripping back in place door work fine	Lighting	Completed	6/22/20	6/23/20
Bluebonnet Regional Library	Lights out in hallway near meeting rooms and fire exit	Unknown Resolution Replace bulb in three light	Windows/Doors	Completed	6/22/20	6/26/20
Bluebonnet Regional Library	Front entryway walls near ceiling	Unknown Resolution Clean web from area	General Maintenance	Completed	6/22/20	6/29/20
Bluebonnet Regional Library	handicapped stall toilet not flushing properly-women's restroom near meeting rooms	Replace diaphragm & vacuum breaker	Plumbing	Completed	7/7/20	7/6/20
Greenwell Springs Road Regional Library	Install blower motor	Install blower motor air handler unit #1 at GSR	Electrical	Completed	6/19/20	6/18/20
Greenwell Springs Road Regional Library	1 recessed light out in lobby entrance	Labor: Laborer: Rhett Hodges Checked recessed can light and found that it was working fine at the moment. It's a LED fixture with no bulb just a light board.	Lighting	Completed	6/24/20	6/30/20

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Regional Branch Library						
Greenwell Springs Road Regional Library	A/C not working in Teen Area and Quiet Reading Room	Labor: Laborer: Rhett Hodges Adjusted temperatures on AHU's and VAV's throughout building.	HVAC	Completed	7/1/20	7/7/20
Greenwell Springs Road Regional Library	Partial power - AC out in 1/2 Building	Labor: Laborer: Rhett Hodges Found a wire shorted out inside the electrical panel upstairs in the mezzanine area. Reconnected it and turned main breaker back on to make sure that was the only problem and it fixed the issue.	HVAC	Completed	7/5/20	7/6/20
Greenwell Springs Road Regional Library	GSR 7.6.2020 Water Stains Appeared on Ceiling Tile During Rain Events	Replace ceiling tile work is being done by contractor under warranty work	Roofing	Completed	7/6/20	6/30/20
Greenwell Springs Road Regional Library	Water dispenser from refrigerator in staff breakroom leaking	Labor: Laborer: Terry Lewis, Notes: Repair refrigerator	General Maintenance	Completed	7/6/20	7/10/20