

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	Temps on the children/Teen side of building are rising, current temp is 74-75 in that area; other areas of building around 70	Adj. Thermostats.	HVAC	Closed	6/13/22	6/15/22
Baker Branch Library	Dark in ladies' public restroom. One or two light bulbs have blown out and are in need of replacement. Thank you.	Labor: Laborer: Rhett Hodges I replaced two t8 flourscent light bulbs over the mirror's and the GFCI outlet in the ladies restroom.	Lighting	Closed	6/13/22	6/15/22
Baker Branch Library	There is no a/c blowing in the entire building, temps across building range from 80-84 on thermostats (and still rising), please check ASAP	system cooling fine , controls failure tech replaced component , system cooling fine.	HVAC	Closed	6/27/22	6/28/22
Baker Branch Library	Fire extinguishers	replaced 4 outdated units units at branch are current until August 5, 2022 contacting contractor to have units retagged.	Life Safety	Closed	6/29/22	7/1/22
Baker Branch Library	A/C needs attention. Temps in building upon arrival today at 1:30 pm, reading 76-78. 95 degrees outside and building is getting warm.	travel to branch , contacted Bernhard and i was instructed on how to reset VFD after a major power failure reset system and air handler #2 is running fine.	HVAC	Closed	7/3/22	7/5/22
Baker Branch Library	A/C check/re-start needed due to loss of power & power restored	Traveled to facility checked system, all is well.	HVAC	Closed	7/8/22	7/8/22
Baker Branch Library	On Friday, July 8, 2022, the digital thermostat does not give a reading. It is blank. This thermostat is located nearest the Children's Roo	Unknown Resolution	HVAC	Completed	7/8/22	7/12/22
Baker Branch Library	Lights out in Men's Restroom, please change bulbs		Lighting	On Hold (Waiting for parts)	7/11/22	
Carver Branch Library	Shelf unstable in janitorial closet	Secured Shelf.	General Maintenance	Closed	6/11/22	6/13/22
Carver Branch Library	Lightbulb flashing in children's area	Replace bulb and ballast.	Lighting	Closed	6/18/22	6/23/22
Carver Branch Library	all thermostats are reading 61 degrees	Reset Boiler.	HVAC	Closed	6/20/22	6/21/22
Central Branch Library	Delivered a/c filters	Labor: Laborer: Darren Rivers, Notes: Delivered a/c filters Laborer: Terry Lewis, Notes: Deliver a/ c filters.	HVAC	Closed	6/15/22	6/15/22

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Central Branch Library	Periodical storage closet door	Labor: Laborer: Rhett Hodges I was able to hammer the hinge pins back down to fix the problem.	Windows/Doors	Closed	6/21/22	6/22/22
Central Branch Library	Electrical plug face plate is broken in the meeting room	Labor: Laborer: Rhett Hodges I replaced the broken outlet plate with a new one.	Electrical	Closed	6/21/22	6/22/22
Central Branch Library	74° throughout building	Labor: Laborer: Billy Ray Laborer: Rhett Hodges We are gonna have to schedule for the AC company to come out and take a look at the AC system.	HVAC	Closed	6/26/22	6/27/22
Central Branch Library	Staff toilet near break room is bubbling heavily when flushed.	Labor: Laborer: Claude Lindsey Laborer: Billy Ray Laborer: Rhett Hodges We ran the big drain snake and discovered that the main sewer line was backed up. We had to call and get Waster Water Division out to suck out the line to clear the issue up.	Plumbing	Closed	6/28/22	6/29/22
Central Branch Library	Light above Circ desk is blinking.		Lighting	In Progress	7/11/22	
Central Branch Library	More than one patron complained today about it being hot and muggy in the building.	Traveled to building checked controls , system cooling at maximum until coil is changed.	HVAC	Closed	7/11/22	7/13/22
Central Branch Library	Carpet square near patron computer 8	Secured carpet in place , patrons chair keeps digging into groves of carpet	Flooring	Completed	7/12/22	7/13/22
Central Branch Library	Carpet Square at Computer 8		Flooring	New	7/13/22	
Delmont Gardens Branch Library	Deliver a/c filters	Labor: Laborer: Darren Rivers, Notes: Delivered a/c filters replaced all filters and belts greased all pumps motors and pumps Laborer: Terry Lewis, Notes: Delivered a/c filters replaced all filters and belts greased all pumps motors and pumps.	HVAC	Closed	6/15/22	6/15/22

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Delmont Gardens Branch Library	Men's bathroom toilet paper dispensar came off the wall. Courtyard drains clogged up.	Labor: Laborer: Rhett Hodges I reattached the toilet paper dispensar to the wall and also cleared out all the debris in the drain covers and around them.	General Maintenance	Closed	6/15/22	6/15/22
Delmont Gardens Branch Library	Front door possible motor issues	Oiled track, bad Nylon wheels on unit.	Windows/Doors	Closed	6/15/22	6/16/22
Delmont Gardens Branch Library	Rear gate still not locked.	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges The matlock plate surfaces had some rust on them preventing them from making a solid connection. I cleaned the rust off and tested it too make sure everything was working and it held shut.	Grounds Maintenance	Closed	6/24/22	6/28/22
Delmont Gardens Branch Library	Ceiling leak above Reference Print Release Computer		Roofing	In Progress	6/27/22	
Delmont Gardens Branch Library	The area is dark. At least 4 sections of lights are out	relamped 4 fixtures and replaced 1 -2 Bulb Ballast.	Lighting	Closed	6/28/22	7/1/22
Delmont Gardens Branch Library	Multiple lights out in Clerk's Office	relamped clerks office.	Lighting	Closed	6/30/22	7/1/22
Delmont Gardens Branch Library	LEAKING ROOF		Roofing	New	7/6/22	
Delmont Gardens Branch Library	Automatic Door will not shut off	Labor: Laborer: Terry Lewis, Notes: check automatic door found to be working With off and on switch and either position will refer to door Company may have to replace control board with off and on switch and either position will refer to door Company may have to replace control board.	Windows/Doors	Closed	7/8/22	7/8/22
Delmont Gardens Branch Library	Wire in UV lights	Labor: Laborer: Shedrick Ridgley, Notes: Wire in UV lights Laborer: Terry Lewis, Notes: wire in UV lights.	Electrical	Closed	7/8/22	7/8/22
Delmont Gardens Branch Library	Back gate will not lock		Electrical	In Progress	7/8/22	
Delmont Gardens Branch Library	Rear Patio Gate Not Locking		Electrical	New	7/13/22	

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Eden Park Branch Library	The roof is leaking in several locations		Roofing	New	7/6/22	
Eden Park Branch Library	Air Conditioner Settings		HVAC	New	7/13/22	
Fairwood Branch Library	FAI GAtes not counting	Reset gates breaker.	General Maintenance	Closed	6/20/22	6/21/22
Fairwood Branch Library	All uv light need to be wired up to work		Electrical	In Progress	7/6/22	
Fairwood Branch Library	Wire in UV lighting	Labor: Laborer: Shedrick Ridgley, Notes: Wire in UV lights to each air handler Laborer: Darren Rivers, Notes: Wire in UV lights to each air handler Laborer: Terry Lewis, Notes: Wire in UV lights to each air handler Laborer: Terry Lewis, Notes: Wire in UV lights to each air handler	Electrical	Closed	7/6/22	7/6/22
Fairwood Branch Library	Exterior Door sealant	Labor: Laborer: Rhett Hodges I filled the gaps in the doors with some sealant. That should fix the problem with the water leaking through and the snakes.	General Maintenance	Closed	7/8/22	7/8/22
Fairwood Branch Library	Nonfunctioning Door Locks	Computer Division has been in contact with access company and they will complete repairs.	Windows/Doors	Closed	7/11/22	7/13/22
Fairwood Branch Library	Metal piece on teen desk hanging	Labor: Laborer: Terry Lewis, Notes: Glue down trimming on desk.	General Maintenance	Closed	7/11/22	7/13/22
Pride-Chaneyville Branch Library	Deliver and replace filters	Labor: Laborer: Darren Rivers, Notes: Replace all a/c filters and belts greased all pumps motors Laborer: Terry Lewis, Notes: Replace all a/c filters and belts greased all pumps motors.	HVAC	Closed	6/14/22	6/14/22
Pride-Chaneyville Branch Library	AC not working well	Labor: Laborer: Rhett Hodges I discovered that AHU-1 wasn't running. So I did a power cycle to the VFD then put it in run mode and it started running.	HVAC	Closed	6/26/22	6/26/22
Pride-Chaneyville Branch Library	Leak in front of Children's bathroom		Roofing	In Progress	7/6/22	
Pride-Chaneyville Branch Library	Perimeter and fire alarm cannot call out		Life Safety	New	7/11/22	

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
River Center Library	Toilet overflow on 3 = ceiling leak on 2	Used sewer machine to unstop main line.	Plumbing	Closed	6/11/22	6/14/22
River Center Library	Tighten all toilet seats and staff in Public restroom	Labor: Laborer: Terry Lewis, Notes: Tighten all toilet sets on all floors.	General Maintenance	Closed	6/14/22	6/15/22
River Center Library	Water Leaking from Ceiling	Waiting for Lewis mech to come out	Plumbing	Closed	6/20/22	6/21/22
River Center Library	Leak over 900s	The area that is leaking seems to be an old leak.	Roofing	Closed	6/26/22	6/27/22
Scotlandville Branch Library	Noisy Front Doors	I oiled the front door to stop the noise.	Windows/Doors	Closed	6/13/22	6/13/22
Scotlandville Branch Library	A/c	I cleaned the water out of pan and vacuumed the drain pipe out.	HVAC	Closed	6/15/22	6/16/22
Scotlandville Branch Library	Most bulbs in Circ manager's office are burned out	I changed the bulbs an Ballist to get lights back working.	Lighting	Closed	6/20/22	6/21/22
Scotlandville Branch Library	Teen room needs new clock	I replace the clock with another new clock.	General Maintenance	Closed	6/27/22	6/28/22
Scotlandville Branch Library	Fire extinguisher used	replaced new unit , will deliver 2 small extinguishers for Branch managers office and circulation.	HVAC	Closed	6/27/22	6/28/22
Zachary Branch Library	Deliver a/c filters	Labor: Laborer: Darren Rivers, Notes: Replaced all filters and belts greased all pumps and motors Laborer: Terry Lewis, Notes: Replaced all filters and belts greased all pumps and motors.	HVAC	Closed	6/15/22	6/15/22
Zachary Branch Library	Thermostat off in circ area	Claude and. myself adjusted some set points in library from 74 to 70 F.	HVAC	Closed	6/21/22	6/21/22
Zachary Branch Library	Wasp Nest Outside of Building	Labor: Laborer: Rhett Hodges I located and sprayed the wasp nest with wasp spray.	Pest Control	Closed	6/23/22	6/26/22
Zachary Branch Library	Lights out in parking lot	Reset Breaker , have one light by the sign next to the road need replacing, and one short pole light next to building.	Electrical	Closed	6/29/22	7/1/22
Zachary Branch Library	Staff Bathroom Door dragging on floor	Took door down and cut a 1/2 in off the bottom of the door and replace the door back in place.	Windows/Doors	Closed	6/29/22	7/6/22
Zachary Branch Library	Soap dispenser in women's restroom needs refill or replacing	Replace the soap in the dispenser.	Plumbing	Closed	6/29/22	7/6/22

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Zachary Branch Library	Exterior water hose hook up leaking	Repair handle and replace gasket on valve.	Fountain	Closed	6/29/22	7/6/22
Zachary Branch Library	Vent still blowing black debris in Reference		HVAC	In Progress	6/29/22	
Zachary Branch Library	Women's restroom - toilet flushing	Turn water off to make repair air in the line will clear up soon .	Plumbing	Closed	6/30/22	7/2/22
Zachary Branch Library	Two leaks above Circulation area		Roofing	New	7/1/22	
Zachary Branch Library	Emergency exit screamer battery is low and chirping in Meeting Room on right side	Change out battery.	Electrical	Closed	7/6/22	7/11/22
Zachary Branch Library	Many Lights Out in Parking Lot	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges found that the wire in the front sing lights had burned up and was causing the breaker to trip. Se we pulled in a new wire and that seemed too solve the issue.	Electrical	Completed	7/6/22	7/13/22
Zachary Branch Library	Men's Urinal Clogged and Overflowing	Plunged urinal and unclogged it.	Plumbing	Closed	7/12/22	7/13/22
Main Library						
Main Library	Air conditioning not working	Labor: Laborer: Rhett Hodges Had to get Johnson Controls out to check on the control system.	HVAC	Closed	6/16/22	6/21/22
Main Library	The vent in the Career Center's public space, over the staff's head appear to be clogged with dust.		HVAC	Queued	6/17/22	
Main Library	Speakers	computer division controls these type of repairs.	General Maintenance	Closed	6/18/22	6/20/22
Main Library	PRESET 1 ON LIGHT PANEL NOT WORKING	Reset touch screen.	Lighting	Closed	6/18/22	6/20/22
Main Library	Toilet in 2nd floor men's restroom will not stop its flushing cycle.	Replaced flush head from vandalism.	Plumbing	Closed	6/20/22	6/22/22
Main Library	The electrical outlet in the center of the table in the study room is pulled out and looks unsafe.	Labor: Laborer: Rhett Hodges I repaired the table outlet so it won't pull out anymore.	Electrical	Closed	6/20/22	6/21/22

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Main Library						
Main Library	Urinal in public men's restroom leaking onto floor	Labor: Laborer: Rhett Hodges I found the o-ring that keeps the water tight seal had gone bad so I replaced it with a new one and also replaced the vacuum breaker. It seems to have fixed the leak.	Plumbing	Closed	6/21/22	6/21/22
Main Library	Reference Staff Chairs Broken	Labor: Laborer: Rhett Hodges I checked out the chairs in question and two of them are in bad shape and need to be replaced.	Space/Moves	Closed	6/24/22	6/26/22
Main Library	blinds are not working correctly		General Maintenance	Queued	6/25/22	
Main Library	Light bulbs dim/ out in special collections reading room	Labor: Laborer: Terry Lewis, Notes: Replace lightbulbs throughout area	Lighting	Closed	6/29/22	6/30/22
Main Library	Toilet Not Flushing	Replaced defective flush head.	Plumbing	Closed	6/29/22	7/8/22
Main Library	Chipped Window		Windows/Doors	On Hold (Waiting for parts)	6/30/22	
Main Library	Drain plugged	Duplicate work order.	Plumbing	Canceled	7/1/22	7/12/22
Main Library	A total of 5 wires are hanging from lights in Circulation Workroom.	secured support cables from the light fixtures.	Electrical	Closed	7/3/22	7/6/22
Main Library	Unknown Plastic Piece - Fluorescent Lights	no sign of plastic trash, will check with Kelly on tomorrow to where items are located . items are not a part of the light fixtures.	Lighting	Closed	7/3/22	7/6/22
Main Library	Office is warmer than usual	Replaced thermostat , unit was not on graphics chart , Replace batteries! Unit cooling fine	HVAC	Closed	7/8/22	7/8/22
Main Library	replace soap dispenser in workroom		Plumbing	In Progress	7/12/22	
Non Public Service Workspace						
Recycled Reads/Outreach	air is blowing out heat, instead of just the fan or air		HVAC	In Progress	6/13/22	
Recycled Reads/Outreach	Tameka's air is out. AGAIN.	Dove was call out.	HVAC	Closed	6/20/22	6/21/22
Recycled Reads/Outreach	Door handle bar on back door inside of Recycled Reads is falling off	Drill hole through door to secure panic bar,also shave door to close property.	Windows/Doors	Closed	6/21/22	6/22/22

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Non Public Service Workspace						
Recycled Reads/Outreach	AC/fan is blowing heat--seems like dehumidifiers have been reattached. Thermostat was set to 72 and now reads 76	Reset unit and dove group technician replace the thermostat.	HVAC	Closed	6/21/22	6/24/22
Recycled Reads/Outreach	air is blowing HEAT.	Traveled to branch reprogrammed thermostat , system cooling fine.	HVAC	Closed	7/12/22	7/13/22
Recycled Reads/Outreach	fan is blowing at 75--no cool air is circulating in Tameka and Melodie's Office--big warehouse is now warm as well.		HVAC	New	7/14/22	
Regional Branch Library						
Bluebonnet Regional Library	air in break room, Circ workroom, and Branch Manager's office is not working	Reset chiller.	HVAC	Closed	6/13/22	6/15/22
Bluebonnet Regional Library	no air in break room/server room	Adj. control of VAV control unit was off , i turned on system cooling fine.	HVAC	Closed	6/15/22	6/16/22
Bluebonnet Regional Library	Inconsistent temperatures throughout the building	Reset thermostat.	HVAC	Closed	6/18/22	6/22/22
Bluebonnet Regional Library	Still very hot in Circ and the Break room	Contractor adjusted Airflow and time schedule to cool areas.	HVAC	Closed	6/19/22	6/22/22
Bluebonnet Regional Library	Inconsistent temperatures throughout the building	duplicate work order	HVAC	Closed	6/20/22	6/20/22
Bluebonnet Regional Library	Inconsistent temperatures throughout the building	duplicate work order	HVAC	Closed	6/20/22	6/20/22
Bluebonnet Regional Library	multiple broken curbs in parking lot	Rhett and myself picked up all rocks and put them in dumpster.	Grounds Maintenance	Closed	6/21/22	6/24/22
Bluebonnet Regional Library	power surge knocked out air	Laborer: Laborer: Terry Lewis, Notes: Check all pumps and motors found chiller off due to power failure check power coming in all good reset chiller unit working fine.	HVAC	Closed	6/26/22	6/27/22
Bluebonnet Regional Library	new clock needed for study room area	replaced defective clock.	General Maintenance	Closed	6/28/22	6/29/22
Bluebonnet Regional Library	air is very cold in our meeting rooms	I adjusted the Thermostat.	HVAC	Closed	7/9/22	7/11/22
Bluebonnet Regional Library	two wall sconces out - lift will be needed	Laborer: Laborer: Shedrick Ridgley Laborer: Rhett Hodges replaced the blown out bulbs with new ones.	Electrical	Closed	7/9/22	7/13/22

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Regional Branch Library						
Bluebonnet Regional Library	Light grid fell from ceiling at front door	Labor: Laborer: Rhett Hodges replaced broken light fixture lens that had fallen out with a new one and checked the ones around it.	Electrical	Closed	7/9/22	7/13/22
Greenwell Springs Road Regional Library	GSR -- High Priority -- A/C for Entire Building Just Went Out	reset 2 drives from power loss.	HVAC	Closed	6/16/22	6/20/22
Greenwell Springs Road Regional Library	Check chiller	Unknown Resolution	HVAC	Closed	6/17/22	6/27/22
Greenwell Springs Road Regional Library	A/C is out after power failure last night	Labor: Laborer: Rhett Hodges, Notes: Check all pumps and motors all good check chiller found breaker tripped due to power outage reset unit fine Laborer: Terry Lewis, Notes: Check all pumps and motors all good check chiller found breaker tripped due to power outage reset unit fine.	HVAC	Closed	6/27/22	6/27/22
Greenwell Springs Road Regional Library	GSR Toilet leak	Labor: Laborer: Terry Lewis, Notes: Remove toilet repair flange replace wax ring replace toilet all working fine.	Plumbing	Closed	7/9/22	7/11/22
Jones Creek Regional Library	Pick Up 4 remaining gondolas	Remove the gondolas from Jones Creek and took them to Renaissance.	Space/Moves	Closed	6/13/22	6/14/22
Jones Creek Regional Library	JCR - Air conditioning is not on in the meeting rooms	Adj. Chill water valves on Air Handler 2,4,,7,9 to 80%.	HVAC	Closed	6/14/22	6/15/22
Jones Creek Regional Library	Rainwater leaking out of light fixture above Mi-Pa books in JCR Reference	Labor: Laborer: Shedrick Ridgley, Notes: Clean Pineneedles from roof drain Laborer: Terry Lewis, Notes: Clean Pineneedles from roof drain.	Roofing	Closed	6/16/22	7/8/22
Jones Creek Regional Library	Study Room C Door Latch Issues	adjusted latching assembly	Windows/Doors	Closed	6/20/22	6/27/22
Jones Creek Regional Library	Electrical Floor Drop Cover Broken Off & Missing JCR MR 2		Electrical	On Hold (Waiting for parts)	6/21/22	
Jones Creek Regional Library	Door in Meeting Room 3 wont lock/ close properly	Labor: Laborer: Rhett Hodges The latch that locks the door engaged before the door had shut preventing it from closing. I reset it by pushing the push bar in.	Windows/Doors	Closed	6/23/22	6/27/22

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Regional Branch Library						
Jones Creek Regional Library	Very warm and stuffy	Check out chiller and it was working properly check out all of the air handler and they was working properly.	HVAC	Closed	6/26/22	6/28/22
Jones Creek Regional Library	JCR Teen Study Room F is above 80 degrees in temp	Labor: Laborer: Terry Lewis, Notes: Check unit found unit temperature needed to be adjusted unit working fine.	HVAC	Closed	6/30/22	6/30/22
Jones Creek Regional Library	JCR - AC not working in the meeting rooms	Labor: Laborer: Terry Lewis, Notes: Meeting room unit tripped check fan motors & compressors amp draw all working fine at this time.	HVAC	Closed	7/6/22	7/6/22
Jones Creek Regional Library	AC not working in the meeting rooms, teen study rooms, and the data room	Labor: Laborer: Terry Lewis, Notes: Check unit found to be tripped reset unit working fine.	HVAC	Closed	7/11/22	7/11/22
Jones Creek Regional Library	Light bulb replacement needed for Gallery Hallway Storage Closet	Labor: Laborer: Terry Lewis, Notes: Replace lightbulb in closet and some throughout building.	Lighting	Closed	7/12/22	7/13/22
Jones Creek Regional Library	Drops not working in meeting rooms	Labor: Laborer: Terry Lewis, Notes: Check receptacle found no power to a few locate Breaker reset all working fine.	Electrical	Closed	7/14/22	7/14/22