

Maintenance Report June 2019*

Goodwood Main Library

Performed Lighting Preventative Maintenance & Replaced Bulbs & Ballasts
Ordered Replacement Frequency Drive for Cooling Tower
Installed New Toilet Paper Dispenser in Children's Rest Room
Installed New Pumps & Replaced Broken Slate Tile in Reflection Pool
Received Quote to Repair Broken Window in Large Meeting Room
Repaired Door Locks on Bathroom Stalls in Men's First Floor Rest Room
Reviewed Report & Added Systems to Generator Backup Power
Re-glued Carpet Tiles in Reference at the 300's
Repaired Shipping Room Door
Purchased New Microwave for Staff Break Room
Reset Circuit Breaker for Countertop Appliances in Reference Workroom
Completed Exterior & Interior Window Washing
Installed 24" Catch Basin for Drainage at Pod Boxes Housing Pump Motors
Repaired ERV Fan & Wheel

Baker Branch Library

Performed Quarterly Chiller Maintenance
Repaired & Installed New Flush Valves on Toilets & Urinals
Vendor Repaired Outdoor Branch Sign
Replaced Ceiling Tiles in Various Areas of Bld.
Installed New Toilet Paper Dispenser in Women's Rest Room
Repaired Leaking Window Seal in Children's Services

Bluebonnet Regional Branch Library

Performed Lighting Preventative Maintenance
Performed Quarterly Chiller Maintenance
Cleaned A/C Cooling Tower & Drains
Repaired & Installed New Flush Valves on Toilets & Urinals
Unclogged Toilets
Repaired Sliding Door in Teen Services
Received Estimate for Repair of Speed Bump

Carver Branch Library

Repaired Roof Leaks
Washed & Cleaned Chiller Coils
Unclogged Toilets
Repaired Leaking Window Seal in Branch Manager's Office
Worked on Resolving Security Gate Issue
Completed Exterior & Interior Window Washing

Central Branch Library

Repaired Roof Leaks
Performed Lighting Preventative Maintenance
Performed Quarterly Chiller Maintenance
Cleared & Cleaned Drains on A/C Air Handler & Reset Chiller
Repaired & Installed New Flush Valves on Toilets & Urinals
Installed New Toilet in Men's Rest Room
Repaired Meeting Room Divider Wall

Delmont Gardens Branch Library

Repaired Roof Leaks
Performed Quarterly Chiller Maintenance
Received Quote for Cleaning HVAC Unit
Cleaned & Removed Debris from Gutters
Pest Control Treated for Insect Infestation
Installed New Toilet Paper & Paper Towel Dispensers in Women's Rest Room
Hung Summer Reading Banner
Working on Bid Pkg. to Replace Boiler & Chiller

Eden Park Branch Library

Repaired Roof Leaks
Repaired A/C Chiller (Installed New Fan Motor, Sensors, Expansion Valve)
Cleaned Carpet through the Building
Repaired Wood Fence around Dumpsters
Repaired Lights over Circulation Desk Area
Working on Bid Pkg. to Replace Chiller

Fairwood Branch Library

Repaired Roof Leaks
Performed Lighting Preventative Maintenance
Installed Batteries in Screamers
Hung Summer Reading Banner
Installed New Faucets in Men's & Women's Rest Rooms

Greenwell Springs Road Regional Branch Library

Fixed A/C Issues in Reference & Circ. Areas, Adjusted VAV Boxes & Dampers
Installed Toilet Paper, Paper Towel & Soap Dispensers in New Men's Rest Room
Repaired Power Feeding to UPS Room
Installed New Water Line for Ice Maker & Water in Staff Break Room
Replaced Drain Valve on Sprinkler System
Pulled Network & Fiber Cables for New Data Room
Moved Equipment in Circulation Work Room for Installation of Temporary Wall
Hung Summer Reading Banner

Jones Creek Regional Branch Library

Repaired Roof Leaks & Replaced Ceiling tiles
Performed Lighting Preventative Maintenance
Performed Quarterly Chiller Maintenance
Performed A/C Repairs on Energy Mgt. System (VAV Boxes & Dampers)
Cleaned Cooling Tower & Drains
Pressure Washed Exterior of Bld.
Completed Exterior & Interior Window Washing

Pride-Chaneyville Branch Library

Performed Lighting Preventive Maintenance
Performed Quarterly Chiller Maintenance
Unclogged HVAC Unit Drain Line
Replaced Damaged Ceiling Tiles in Meeting Rm. from Leaking HVAC System
Repaired Security Alarm System
Ordered New Drinking Fountain
Installed New Paper Towel Dispenser in Staff Break Room

Recycled Reads

Installed New Fan Motor & Air Filters
Working on Bid Pkg. to Replace A/C

Scotlandville Branch Library

Repaired Roof Leaks
Performed Lighting Preventative Maintenance
Installed New Batteries in Fire Alarm Panel
Performed Quarterly Chiller Maintenance, Adjusted A/C Controls
Installed A/C Filters in All Air Handler Units
Re-glued Carpet Tiles in Meeting Room
Repaired File Cabinet Handles

Zachary Branch Library

Performed Lighting Preventive Maintenance
Adjusted A/C Temperature in Staff Break Room
Unclogged Toilets
Installed Batteries in Screamers
Installed New Paper Towel Dispenser in Break Room
Replaced Ceiling Tiles in Various Areas

- * Cleaned Exhaust Fans in All Restrooms
- * Hurricane Supplies Delivered to All Branches Needing Them