Goodwood Main Library
Re-lamped Lighting and Replaced 7 Ballasts in Large Meeting Room
Assembled 6 Carts and Moved 3 Tables
Repaired Wooden Panel under Men's Restroom Sink
Installed Acoustical Soundboards in Genealogy
Pressure Washed Several Parking Spaces in Northeast Section of Front Parking Lot
Scheduled Pest Control for Rodent Problem in Storage Room
Staff Worked w/ RFID Vendor & Movers to Deliver & Install Automated Handling System
Installed Exterior & Interior Book Drops

Baker Branch Library
Repaired AC and Boiler
Replaced Loose Floor Tiles
Worked with Vendor to Conduct Moisture Tests on Areas with Resilient Flooring
Arranged for Removal of Damaged Tree
Ensuring Power & Data Connections Available for RFID System
Library Facilities Mgt. & DPW Prepared Openings for RFID Exterior Returns
Staff Worked w/ RFID Vendor & Movers to Deliver & Install Automated Handling System

Bluebonnet Regional Branch Library
Performed Lighting Preventive Maintenance
Changed Bulbs and Ballasts
Repaired Chiller and Greased Motor
Replaced Flush Valve Assembly Kit in Women's Restroom
Installed Exit Sign
Bids for Shelving End Panels in Adult & Children's Due March 9th; Awaiting Results
Staff Worked with RFID Vendor to Deliver & Install Automated Handling System
Installed Exterior & Interior Book Drops

Career Branch Library
Performed Lighting Preventive Maintenance
Changed Bulbs and Ballasts
Serviced AC after Power Surge
Fixed Sink in Meeting Room
Staff Onsite while Upholstery Cleaning Contractor Cleaned Chairs
Replaced Soap Dispenser & Repaired Window Seal in Meeting Room
Repairs Hole in Wall behind Refrigerator in Staff Lounge
Checked Roof for Leaks in Reference Area & Worked w/ Contractor to Make Repairs
Replaced Ceiling Tile after Roof Repair

Central Branch Library
Performed Lighting Preventive Maintenance
Changed Bulbs and Ballasts
Worked with Contractor on Chiller and Repaired AC
Replaced Thermostatic Expansion Valve (TXV)
Repaired Toilet
Repaired Refrigerator in Staff Lounge
Ensuring Power & Data Connections Available for RFID System
Library Facilities Mgt. & DPW Prepared Openings for RFID Exterior Returns
Staff Worked w/ RFID Vendor & Movers to Deliver & Install Automated Handling System

Delmont Gardens Branch Library
Performed AC Maintenance & Cleaned AC Intakes
Staff Onsite while Contractor Cleaned Flooring from Jan. Water Intrusion
Ensuring Power & Data Connections Available for RFID System
Library Facilities Mgt. & DPW Prepared Openings for RFID Exterior Returns
Staff Worked w/ RFID Vendor & Movers to Deliver & Install Automated Handling System

Eden Park Branch Library
Repaired Table Lights
Repaired Rest Room Sliding Doors
Ensuring Power & Data Connections Available for RFID System
Library Facilities Mgt. & DPW Prepared Openings for RFID Exterior Returns
Staff Worked w/ RFID Vendor & Movers to Deliver & Install Automated Handling System

Fairwood Branch Library
Performed AC Maintenance & Washed Chiller Coils
Investigated Minor Leak near Skylight & Worked with Contractor to Repair
Ensuring Power & Data Connections Available for RFID System
Library Facilities Mgt. & DPW Prepared Openings for RFID Exterior Returns
Staff Worked w/ RFID Vendor & Movers to Deliver & Install Automated Handling System

Greenwell Springs Road Regional Branch Library
Repaired Leak in Meeting Room
Ensuring Power & Data Connections Available for RFID System
Library Facilities Mgt. & DPW Prepared Openings for RFID Exterior Returns
Staff Worked w/ RFID Vendor & Movers to Deliver & Install Automated Handling System

Jones Creek Regional Branch Library
Performed Lighting Preventive Maintenance
Staff Worked with Contractor to Repair Several Roof Leaks
Repaired Surveillance System
Installed Portable Ext. Book Drop
Ensuring Power & Data Connections Available for RFID System
Library Facilities Mgt. & DPW Prepared Openings for RFID Exterior Returns
Staff Worked w/ RFID Vendor & Movers to Deliver & Install Automated Handling System

Pride-Chaneyville Branch Library
Performed AC Maintenance
Replaced Contactor on 2 Duct Heaters
Ensuring Power & Data Connections Available for RFID System
Library Facilities Mgt. & DPW Prepared Openings for RFID Exterior Returns
Staff Worked w/ RFID Vendor & Movers to Deliver & Install Automated Handling System

Recycled Reads
Performed Lighting Preventive Maintenance
Repaired AC System
Secured Bookshelves to Walls
Moved RFID Equipment to Other Locations

Scotlandville Branch Library
Performed Lighting Preventive Maintenance
Repaired Toilet and Urinal
Staff Worked with Contractor to Repair Several Roof Leaks

Zachary Branch Library
Completed AC Repairs & Worked on AC Controls
Repaired Urinal
Removed Millwork & Relocated Fire Alarm in Preparation for RFID Equip. Installation
Moved Vent Pipes, Capped Water Line, Disconnected Electric Outlets for RFID Install
Staff Worked w/ RFID Vendor & Movers to Deliver & Install Automated Handling System

Maintenance Report March 2018