

## Maintenance Report March 2018

### 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 9<sup>th</sup>; Awaiting Results  
Staff Worked with RFID Vendor to Deliver & Install Automated Handling System  
Installed Exterior & Interior Book Drops

### Carver Branch Library

Performed Lighting Preventive Maintenance  
Changed Bulbs and Ballasts  
Serviced AC after a Power Surge  
Fixed Sink in Meeting Room  
Staff Onsite while Upholstery Cleaning Contractor Cleaned Chairs  
Replaced Soap Dispenser & Repaired Window Seal in Meeting Room  
Repaired 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 Front 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