**Maintenance Report May 2019**

**Goodwood Main Library**
- Performed Lighting Preventative Maintenance
- Unclogged Toilets in Public Restrooms
- Installed New Flush Valves in Women’s First Floor Restroom
- Installed New Manual Faucet in Shipping Room
- Performed Bi-monthly Elevator Inspections & Maintenance
- Installed New Automatic Air Fresheners in Restrooms
- Repaired Leaking Window Seal near Large Meeting Room
- Repaired Carpet Tiles in Study Room B
- Installed New Water Filters in Staff Refrigerators in Break Room
- Replaced Paper Towel and Toilet Paper Dispensers
- Obtaining Quotes & Information re: Repair /Replacement of Exterior Electronic Street Sign
- Contractor Installing Drain & Pipes near Live Oaks for Better Drainage & Tree Preservation
- Working with Landscape Contractor to Replace Flower Beds around Flagpoles

**Baker Branch Library**
- Performed Lighting Preventative Maintenance
- Reset A/C Chiller
- Pressure Washed the Exterior of the Building & Walkways
- Received a Quote & Purchase Order for Installation of New Letters for Outdoor Branch Sign
- Ordered Blinds for Study Room
- Replaced Ceiling Tiles in Study Room & Story Time Room
- Installed Automatic Air Fresheners in All Restrooms
- Adjusted Wall Clocks

**Bluebonnet Regional Branch Library**
- Performed Lighting Preventative Maintenance
- Repaired Drinking Water Fountain
- Cleaned Gutters in Courtyard Area
- Installed New Soap Dispensers

**Carver Branch Library**
- Renewed Contract for Quarterly Chiller Maintenance
- Installed New Toilet Seat in Women’s Restroom
- Contractor Repaired Roof & Window Seal Leak in Branch Mgr.’s Office
- Painted Branch Mgr.’s Office

**Central Branch Library**
- Performed Lighting Preventative Maintenance
- Repaired VAV Boxes in Children’s Svc.
- Reset A/C Chiller
- Checked Partition Wall in Meeting Room
- Moved Tables to Central Branch from Baker Branch

**Delmont Gardens Branch Library**
- Performed Lighting Preventative Maintenance
- Reset A/C Chiller
- Received Quote for Cleaning A/C Ductwork

**Eden Park Branch Library**
- Performed Lighting Preventative Maintenance
- Repairs Made on Chiller by Contractor

**Fairwood Branch Library**
- Performed Lighting Preventive Maintenance
- Renewed Contract for Quarterly Chiller Maintenance
- Repaired Faucets in Women’s Restroom
- Contractor Repaired Roof Leaks
- Pressure Washed Exterior Sign
- Repaired Gasket on Refrigerator

**Greenwell Springs Road Regional Branch Library**
- Adjusted HVAC Controls
- Cleaned Several Areas Due to Roof Leaks & Installed New Tile

**Jones Creek Regional Branch Library**
- Performed Lighting Preventative Maintenance
- Repaired VAV Boxes
- Reset A/C Chiller
- Unclogged Toilets in Public Restrooms
- Contractor Pruned Trees & Removed 2 Crepe Myrtles Near Flag Pole

**Pride-Chaneyville Branch Library**
- Performed Lighting Preventive Maintenance
- Unclogged Toilets in Public Restrooms
- Contractor Repaired Water Leak in Chiller Plant Yard
- Contractor Removed Dead Pine Tree

**Recycled Reads**
- Installed New Fan Motor & Cleaned Coils on A/C Unit

**Scotlandville Branch Library**
- Performed Lighting Preventative Maintenance
- Reset A/C Chiller Due to Power Outages
- Unclogged Toilets in Public Restrooms

**Zachary Branch Library**
- Performed Lighting Preventive Maintenance

*Contract Awarded for Window Washing All Facilities-Biannual Exterior & Annual Interior