

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	It is very warm in the building. Nearest thermostat shows 80.1 degrees. We just re-opened the building after having no electricity.		HVAC	In Progress	10/11/20	
Baker Branch Library	There is a toilet leak in the women's restroom , handicapped stall	Unknown Resolution Replace gasket and leaking pipe	Plumbing	Closed	10/20/20	11/6/20
Baker Branch Library	There is a leak in both the men's and women's restroom.	Labor: Laborer: Shedrick Ridgley , Rhett Hodges We changed out the wax rings behind the toilet to fix leak	Plumbing	Closed	10/27/20	10/29/20
Baker Branch Library	The letters on the sign at the entrance/ exit of the driveway are peeling, please either peel the covering off or reattach it		General Maintenance	New	10/27/20	
Carver Branch Library	A/C isn't working. It's 79 in reference and 76 in Circulation.	Reset pump #2 , valve out pump #1 . Called contractors to repai defective pump System cooling fine	HVAC	Closed	10/15/20	10/30/20
Carver Branch Library	patrons and staff are complaining about the heat in the building	Labor: Laborer: Rhett Hodges Checked out a/c control system and everything seemed too be running correctly so I checked all the thermostats and found the one that controls the area around circulation had been turned all the way up on accident so I adjusted it and that fixed the heat problem	HVAC	Closed	10/17/20	10/20/20
Carver Branch Library	Strong natural gas smell by the outside courtyard door/chiller gate area.	System purge , no Natural Gas Leak found near gas meter or boiler	General Maintenance	Closed	10/27/20	10/30/20
Carver Branch Library	flip breakers for security gates	Labor: Laborer: Rhett Hodges Laborer: Shedrick Ridgley Found the breakers that powers the two sets of gates and recycled power to them.	Electrical	Completed	11/5/20	11/6/20
Central Branch Library	AC does not appear to be running. The thermostats are mostly showing 75 degrees.		HVAC	New	10/11/20	
Central Branch Library	Meeting room is warm	Travel to branch adjustment needed on chill water valve	HVAC	Closed	10/12/20	10/15/20
Central Branch Library	Meeting room floor has glue seeping up from seams	completed by Shedrick	Windows/Doors	Closed	10/29/20	10/30/20

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Central Branch Library	Mechanical room door at Youth Services	Clean Lube and adjust latch	Windows/Doors	Closed	10/29/20	10/30/20
Central Branch Library	Carpet Square issue	Labor: Laborer: Shedrick Ridgley I glued the carpet square back down to the floor.	Flooring	Closed	10/29/20	10/30/20
Central Branch Library	No Heat	NoI heat reset boiler and Checked controls	HVAC	Closed	10/30/20	10/30/20
Central Branch Library	Meeting room room glue	All is well Labor: Laborer: Shedrick Ridgley. I put paint thinner on floor too remove glue spots.also clean floor where it was being track.	Flooring	Closed	11/4/20	11/5/20
Delmont Gardens Branch Library	Air out in breakroom	Reset the boiler controls	HVAC	Closed	10/13/20	10/15/20
Delmont Gardens Branch Library	Alarm panel says service required		Electrical	New	10/26/20	
Delmont Gardens Branch Library	Clocks set back one hour	Labor: Laborer: Shedrick Ridgley I changed the time on all clocks and also placed new batteries in them.	General Maintenance	Closed	11/2/20	11/3/20
Delmont Gardens Branch Library	Install shade near intelligent return machine	Labor: Laborer: Rhett Hodges Went and checked out the intelligent book return in question. Took several pictures too show height and area placement and also may need too look into contacting MK Solutions too check out the problem with the touch screen.	General Maintenance	Closed	11/4/20	11/6/20
Eden Park Branch Library	Hang White Board	Labor: Laborer: Shedrick Ridgley I hung white board in branch manger office.	General Maintenance	Closed	10/14/20	10/21/20
Fairwood Branch Library	Roof Leak (skylight) over Teen/Ref Services	Industrial roofing made repairs.	Roofing	Closed	10/10/20	10/26/20
Fairwood Branch Library	Ceiling panel falling in Meeting Room	Secured unit	General Maintenance	Closed	10/29/20	10/30/20
Fairwood Branch Library	Broken Table	Table broken beyond repair	General Maintenance	Closed	10/29/20	10/30/20

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Fairwood Branch Library	Fai security gates/flip breaker	Labor: Laborer: Shedrick Ridgley Laborer: Rhett Hodges Found the breaker and reset the power to the gates.	Electrical	Completed	11/5/20	11/6/20
Pride-Chaneyville Branch Library	water leakage		Windows/Doors	On Hold (Waiting for parts)	10/10/20	
Pride-Chaneyville Branch Library	Building alarm says low battery	Allied installed new batteries system is back in service.	Electrical	Closed	10/21/20	11/5/20
Pride-Chaneyville Branch Library	The vent closest to the building under the copula needs to be tacked back up.		General Maintenance	On Hold (Waiting for parts)	10/21/20	
Pride-Chaneyville Branch Library	There are several areas inside that need to be touch up painted.		Painting	New	10/22/20	
Pride-Chaneyville Branch Library	Low battery for perimeter alarm		Electrical	New	10/26/20	
Pride-Chaneyville Branch Library	Need to replace the flooring at the staff entrance. staff lounge, electrical and storage closetst.		Flooring	New	11/2/20	
River Center Library	Clogged Toilet	Labor: Laborer: Rhett Hodges Tried using plunger too unstop the toilet but it was too clogged so I used a drain snake and got it. Someone had flushed a toothbrush an that was causing the backup.	Plumbing	Closed	11/2/20	11/3/20
Scotlandville Branch Library	Shingles blown off of roof	Industrial roofing made repairs.	Roofing	Closed	10/12/20	10/26/20
Scotlandville Branch Library	Storm Damage at SCO	Industrial roofing made repairs	Roofing	Closed	10/13/20	10/26/20
Scotlandville Branch Library	Alarm Panel Beeping	Allied made repairs to the system	Electrical	Closed	10/22/20	11/5/20
Zachary Branch Library	Major Water Leak in Periodical Storage	Industrial roofing made repairs.	Roofing	Closed	10/10/20	10/26/20
Zachary Branch Library	Alarm tweeting in Meeting Room - new batteries needed	Labor: Laborer: Shedrick Ridgley Installed new batteries in the exterior door screamers.	Electrical	Closed	10/26/20	10/27/20
Zachary Branch Library	Mirror in Bathroom Scratched	Unknown Resolution I Tried to clean scratches off mirror but was unable too. They are to deep in it ,so I measure it an took pictures of mirror to be replaced	General Maintenance	Closed	10/28/20	10/30/20

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Zachary Branch Library	Mirror	Labor: Laborer: Shedrick Ridgley I tried to clean off the scratches off mirror, but the scratches were too deep in mirror. So I measure and took pictures of the glass to see if it need replacing.	Windows/Doors	Closed	10/29/20	10/29/20
Main Library						
Main Library	63 degrees	Labor: Laborer: Claude Lindsey, Notes: Travel to branch reset boilers,	HVAC	Closed	10/12/20	10/15/20
Main Library	key stuck in terrace door lock	key was removed	General Maintenance	Closed	10/13/20	10/13/20
Main Library	The lock on the drive thru window does not remain locked after being locked. Even when the lock is checked that it is in the locked position	Labor: Laborer: Rhett Hodges Checked door lock and latch for any problems, only thing I found was a screw that had loosened up. I also clean the track out so there was nothing obstructing it from fully closing. I tested it several times and it worked correctly.	General Maintenance	Closed	10/14/20	10/14/20
Main Library	Temperature in Special Collections	Unknown Resolution Reset boiler	HVAC	Closed	10/15/20	10/16/20
Main Library	62 degrees in administration area.	Labor: Laborer: Rhett Hodges boilers needed to be reset	HVAC	Closed	10/15/20	10/16/20
Main Library	Temperature too cold on 3rd floor and various places in building	Labor: Laborer: Rhett Hodges Had to reset boilers that were in alarm and call Johnson Controls too look at the control system to see why they were going into alarm.	HVAC	Closed	10/16/20	10/16/20
Main Library	Temperature too cold in Special Collections	Labor: Laborer: Rhett Hodges Found that all three boilers were in alarm, so I reset them and also had to reset the hot water pump that was also not running. I checked the control system on the computer and noticed 12 thermostats that were dead so I changed the batteries in them and made sure they were working correctly.	HVAC	Closed	10/19/20	10/20/20

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Main Library						
Main Library	Low temps, high humidity...again	Cmc came out to troubleshoot the boiler system and they will be doing an assessment on the system next week.	HVAC	Closed	10/20/20	10/26/20
Main Library	Light bulbs out near phone booth on south side of dept.	Labor: Laborer: Shedrick Ridgley Laborer: Rhett Hodges Replaced two fluorescent light bulbs that were blown out.	Electrical	Closed	10/26/20	10/29/20
Main Library	70 degrees	Labor: Laborer: Rhett Hodges Went and got on the metasys control system and seen the boiler system was down and in alarm so I Cleared the alarms and did a system reset on it and it cleared everything up.	HVAC	Closed	10/27/20	10/27/20
Main Library	60 degrees in Special Collections again	Labor: Laborer: Rhett Hodges I had to reset the boilers that were in alarm too get the system back up an going	HVAC	Closed	10/28/20	10/30/20
Main Library	Drain plugged		Plumbing	New	11/2/20	
Main Library	Need to check the batteries in the automatic flush valves. In the restroom at the top of the south stairs it has stopped working.	Labor: Laborer: Rhett Hodges Replaced batteries in toilet flush valves by breakroom and south stairwell.	Plumbing	Closed	11/2/20	11/3/20
Main Library	security gate/breaker flip		Electrical	Queued	11/6/20	
Non Public Service Workspace						
Recycled Reads/Outreach	Front door lock is not working again	Labor: Laborer: Rhett Hodges Tested door lock and found that when turning the key left or right it had some resistance before turning so I sprayed some oil on it and worked it left to right and it seem too start working better and also adjusted some set screws that hold that cylinder and door lock mechanism in place.	Windows/Doors	Closed	11/4/20	11/5/20

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Regional Branch Library						
Bluebonnet Regional Library	Middle stall in front women's restroom latch sticking	Labor: Laborer: Rhett Hodges I found the stall latch that was sticking and sprayed some wd-40 on it and slid it forward and backwards to work it in. Seems to have corrected the problem.	General Maintenance	Closed	10/13/20	11/2/20
Bluebonnet Regional Library	parking lot lights out	Buffalo electric tech installed new drivers in pole lights.	Electrical	Closed	10/22/20	11/5/20
Bluebonnet Regional Library	BBR - Leaking Pipe and fallen ceiling tiles near shipping room	Labor: Laborer: Rhett Hodges Found that the VAV Box above the ceiling was the cause of the leak. The main drain line was stopped up. I used a nitrogen tank to blow he blockage out and a shop vav too suck the remaining water out the pan.	HVAC	Closed	10/27/20	10/29/20
Bluebonnet Regional Library	EXIT lights out in meeting room area	Labor: Laborer: Rhett Hodges I changed out bulbs and two ballast on meeting room and exit door exit sign lights. Also while I was there I noticed all meeting room door stops needed to be replaced so I replaced them also.	Electrical	Closed	10/28/20	11/2/20
Bluebonnet Regional Library	Air in break room/SERVER room and Branch Manager's office HOT	Labor: Laborer: Rhett Hodges Checked all AHU's and chiller to make sure everything was running. Found two units that weren't running when I first went too check them but noticed they did come on around 10:00 a.m and I checked the temperature in the branch managers office and it had cooled off also. Seems to be a scheduling issue in the control system that we'll have too correct.	HVAC	Closed	11/3/20	11/4/20
Greenwell Springs Road Regional Library	Flags Were Shredded in Storm		General Maintenance	New	10/10/20	
Greenwell Springs Road Regional Library	Need the Padlock Key to the Exterior Mechanical Yard	Labor: Laborer: Rhett Hodges Gave Brandon the branch manager my padlock key so he wouldn't have too wait for one to be made in case he needed one before they got made.	General Maintenance	Closed	10/21/20	10/27/20

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Regional Branch Library						
Jones Creek Regional Library	Water grass	Labor: Laborer: Shedrick Ridgley, Notes: Claude Lindsey helped we also put up paper towel dispensers. We placed an water soaker hose and timer,around back of library too keep the newly installed grass wet to keep it from dying.	Plumbing	Closed	10/21/20	10/21/20
Jones Creek Regional Library	Rodents present	Labor: Laborer: Shedrick Ridgley I put down glue traps in children area of library.	Pest Control	Closed	11/4/20	11/5/20