**Maintenance Report November 2016**

**Goodwood Main Library**
- Performed Lighting Preventive Maintenance
- Repaired and Adjusted Door
- Pressure Washed Louvers in North Courtyard

**Baker Branch Library**
- Performed Chiller Preventive Maintenance
- Repaired ADA Doors
- Contract Signed for Exterior Lighting Project; Pre-Construction Meeting on 11/28

**Bluebonnet Regional Branch Library**
- Performed Chiller Preventive Maintenance

**Carver Branch Library**
- Performed Interior and Exterior Lighting Preventive Maintenance
- Repaired Exterior Lighting
- Completed Repairs to Air Handler #1
- Pre-Construction Meeting for Exterior Bld. Project Held on 11/1
- Notice to Proceed on Exterior Bld. Project Issued on 11/9
- Contractor Working on Schedule for Scope of Work on Exterior Bld. Project

**Central Branch Library**
- Performed Boiler Preventive Maintenance and Adjusted Water Flow on Boiler
- Pre-Construction Meeting for Exterior Bld. Project Held on 11/1
- Notice to Proceed on Exterior Bld. Project Issued on 11/9
- Contractor Working on Schedule for Scope of Work on Exterior Bld. Project
- Meeting Room Flooring Project Specifications Sent to Purchasing to Request Bids

**Delmont Gardens Branch Library**
- Performed Preventive Maintenance to Energy Management System
- Contract Signed for Exterior Lighting Project; Pre-Construction Meeting on 11/28
- Pre-Construction Meeting for Exterior Bld. Project Held on 11/1
- Notice to Proceed on Exterior Bld. Project Issued on 11/9
- Contractor Working on Schedule for Scope of Work on Exterior Bld. Project

**Eden Park Branch Library**
- Repaired ADA Doors
- Repaired and Re-glued Carpet
- Contract Signed for Exterior Lighting Project; Pre-Construction Meeting on 11/28
- Pre-Construction Meeting for Exterior Bld. Project Held on 11/1
- Notice to Proceed on Exterior Bld. Project Issued on 11/9
- Contractor Working on Schedule for Scope of Work on Exterior Bld. Project

**Fairwood Branch Library**
- Performed Chiller Preventive Maintenance
- Performed Preventive Maintenance on Air Handlers

**Greenwell Springs Road Regional Branch Library**
- Completed Moving Excess Books from Teen and Children's Areas to Storage
- Continue to Clean Floor of Adhesive in Defined Service Areas
- Finished Moving Supplies and Equipment to Reference Area for Storage
- Continued to Move Bookshelves
- Finished Testing Floor Boxes; All Are Operational
- Purchased Staff Lounge Refrigerator and 2 Small Refrigerators for Meeting Rooms
- Purchased & Installed Sinks in 2 Workrooms, Staff Lounge & 2 Meeting Rooms
- Relocating Some Teen Books so that Wall Shelving Can Be Removed for Dry Wall Work
- Janitorial Staff Spot Cleaning so that Adult Collection Can Be Pulled
- Pre-Construction Meeting for Exterior Bld. Project Held on 11/1
- Notice to Proceed on Exterior Bld. Project Issued on 11/9
- Contractor Working on Schedule for Scope of Work on Exterior Bld. Project

**Jones Creek Regional Branch Library**
- Performed Chiller Preventive Maintenance
- Performed Preventive Maintenance on Air Handlers
- Performed Preventive Maintenance to Energy Management System
- Worked on Plumbing Issues
- Repaired Back Door

**Outreach Center at 3434 North Boulevard**
- Installed 3 New Toilets

**Pride-Chaneyville Branch Library**
- Replaced Flag Pole Light
- Performed Chiller Preventive Maintenance
- Performed Preventive Maintenance on Air Handlers
- Meeting Room Flooring Project Specifications Sent to Purchasing to Request Bids

**Scotlandville Branch Library**
- Performed Chiller Preventive Maintenance
- Unclogged Urinal
- Contract Signed for Exterior Lighting Project; Pre-Construction Meeting on 11/28
- Pre-Construction Meeting for Exterior Bld. Project Held on 11/1
- Notice to Proceed on Exterior Bld. Project Issued on 11/9
- Contractor Working on Schedule for Scope of Work on Exterior Bld. Project

**Zachary Branch Library**
- Worked on Lighting Issues
- Contract Signed for Exterior Lighting Project; Pre-Construction Meeting on 11/28
- Pre-Construction Meeting for Exterior Bld. Project Held on 11/1
- Notice to Proceed on Exterior Bld. Project Issued on 11/9
- Contractor Working on Schedule for Scope of Work on Exterior Bld. Project
- Library Facilities Mgr. Submitted Quote & Specs to Purchasing for Flooring Project