

## Maintenance Report November 2016

### Goodwood Main Library

Performed Lighting Preventive Maintenance  
Repaired and Adjusted Door  
Pressure Washed Louvers in North Courtyard

### Baker Branch Library

Replaced Sign Light  
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