

Maintenance Report November 2018

Goodwood Main Library

Performed Lighting Preventive Maintenance
Coordinated Quarterly Chiller Preventive Maintenance
Installed New Faucet in Children's Svc. & Repaired Carpet Tiles
Coordinated Annual Sprinkler System Inspections
Repaired Staff Entrance Door & Cleaned & Oiled Front Entrance Doors
Lowered White Boards in Children's Svc. Study Room
Obtained Estimates & Work Begun for Restriping Parking Lot

Baker Branch Library

Replaced Lighting in Ceiling above Entryway
Repaired Exterior & Interior Light near Staff Exit
Coordinated Quarterly Chiller Preventive Maintenance
Unclogged Sink
Coordinated Annual Sprinkler System Inspections
Sealed Window above Window Seat Area in Children's Svc.
Affixed Letters on Monumental Sign & Hung Metal Plaques outside Entrance
Applied Snake Repellent near Staff Walkway & in Parking Lot
Moved Items to Surplus Storage
Repaired Security Alarm
Changed Air Freshener in Public Restrooms

Bluebonnet Regional Branch Library

Coordinated Quarterly Chiller Preventive Maintenance
Repaired Water Heater
Coordinated Annual Sprinkler System Inspections
Obtained Estimates to Install New Sensors on Front Entrance Door
Coordinated Roof Repairs
Moved Display Cases from Storage Facility to Branch
Received Shop Drawings for End Panels in Children's Svc.

Carver Branch Library

Coordinated Quarterly Chiller Preventive Maintenance
Coordinated Annual Sprinkler System Inspections
Coordinated Roofing Repairs & Replacement of Broken Window
Installed New Refrigerator in Staff Break Room

Central Branch Library

Performed Lighting Preventive Maintenance
Coordinated Quarterly Chiller Preventive Maintenance & Adjusted Temperature Controls
Repaired Urinals in Public Restroom
Coordinated Annual Sprinkler System Inspections
Repaired Security System Keypad
Replaced Magazine Shelving

Delmont Gardens Branch Library

Coordinated Quarterly Chiller Preventive Maintenance
Coordinated Annual Sprinkler System Inspections
Coordinated Roofing Repairs
Obtained a Quote to Replace the Fire Alarm Panel

Eden Park Branch Library

Repaired Lights in Adult Stacks; Reset 1 Lighting Circuit Breakers
Coordinated Quarterly Chiller Preventive Maintenance & Reset Chiller
Coordinated Annual Sprinkler System Inspections
Coordinated Roofing Repairs & Security Alarm System Repair
Installed New Refrigerator in Staff Break Room
Repaired a Door Threshold

Fairwood Branch Library

Performed Lighting Preventive Maintenance
Coordinated Quarterly Chiller Preventive Maintenance
Installed New Faucets & Replaced Batteries in Faucets
Coordinated Annual Sprinkler System Inspections

Greenwell Springs Road Regional Branch Library

Coordinated Quarterly Chiller Preventive Maintenance
Reset Chiller Several Times & Cleaned Cooling Tower
Coordinated Annual Sprinkler System Inspections
Completed A/C Repairs & Unstopped A/C Drain Line
Repaired an Entrance Door

Jones Creek Regional Branch Library

Coordinated Quarterly Chiller Preventive Maintenance
Repaired Toilets
Coordinated Annual Sprinkler System Inspections & Replacement of 2 Windows

Pride-Chaneyville Branch Library

Coordinated Quarterly Chiller Preventive Main & Cleared Clogged Drain in Air Handler Room
Pressure Washed Bld. & Transported Equipment for Community History Day
Coordinated Sprinkler System Maintenance
Coordinated Installation of New Door Switches for Sliding Doors

Recycled Reads

Repaired Exterior Light Fixtures on Loading Dock
Installed Portable A/C Unit
Repaired Toilet in Men's Restroom
Coordinated Annual Sprinkler System Inspections
Cut Down Oak Tree
Repaired Door Lock & Installed New Locks on Gates
Coordinated Security Alarm System Repairs

River Center Branch Library

Worked with Contractor to Clean Upholstered Furniture

Scotlandville Branch Library

Performed Lighting Preventive Maintenance
Coordinated Quarterly Chiller Preventive Maintenance
Repaired Urinals in Public Restroom
Coordinated Annual Sprinkler System Inspections
Coordinated Installation of New Fire Alarm Panel & Coordinated Roof Repairs
Replaced Lock on Teen Svc. Door & Repositioned Security Cameras

Zachary Branch Library

Replaced Boiler Igniters
Coordinated Annual Sprinkler System Inspections
Replaced Stained Ceiling Tiles & Coordinated Repairs to Roof Leaks
Coordinated Replacement of Check Valve for Sprinkler System

Vendor for RFID Equipment Worked on DVD Unlocking Systems in Several Locations; Repairing & Fixing as Needed.
Rebidding for Energy Mgt. Systems Maintenance /Repair Contracts