Maintenance Report October 2016

**Baker Branch Library**
Performed Lighting Preventive Maintenance
Replaced Broken Flag Pole Light
Metropolitan Council Awarded Exterior Lighting Project to Allrite Electric on 9/14

**Bluebonnet Regional Branch Library**
Performed Preventive Maintenance on Air Handlers
Worked on Plumbing Issues
Final Acceptance of Renovation Approved by Metropolitan Council on 10/12

**Carver Branch Library**
Performed Chiller Preventive Maintenance
Adjusted Temperature Control for Fall Mode
Purchase Order Issued for Exterior Bld. Project by Purchasing
DPW Scheduling Pre-Construction Meeting for Exterior Bld. Project for November

**Central Branch Library**
Performed Chiller Preventive Maintenance
Adjusted Temperature Control for Fall Mode
Purchase Order Issued for Exterior Bld. Project by Purchasing
DPW Scheduling Pre-Construction Meeting for Exterior Bld. Project for November
Meeting Room Flooring Project Specifications Sent to Purchasing to Request Bids

**Delmont Gardens Branch Library**
Performed Exterior Maintenance on Pole Lights
Performed Boiler Preventive Maintenance
Metropolitan Council Awarded Exterior Lighting Project to Allrite Electric on 9/14
Purchase Order Issued for Exterior Bld. Project by Purchasing
DPW Scheduling Pre-Construction Meeting for Exterior Bld. Project for November

**Eden Park Branch Library**
Performed Lighting Preventive Maintenance
Performed Exterior Maintenance on Pole Lights
Metropolitan Council Awarded Exterior Lighting Project to Allrite Electric on 9/14
Purchase Order Issued for Exterior Bld. Project by Purchasing
DPW Scheduling Pre-Construction Meeting for Exterior Bld. Project for November

**Fairwood Branch Library**
Performed Chiller Preventive Maintenance
Repaired Front Door

**Greenwell Springs Road Regional Branch Library**
Streamlined Children’s & Teen Collections in Preparation for Renovation/Restoration
Moved items to Reference Area to Clear Spaces for Restoration Process
To facilitate Restoration Work Quality Group Moved 43 Gondolas of Books to Storage
Cleaned Floor of Adhesive in Defined Service Areas
Facilities Staff Tested Floor Boxes to Ensure They Are Operational
Awaiting Bids for Installation of Walls
Purchase Order Issued for Exterior Bld. Project by Purchasing
DPW Scheduling Pre-Construction Meeting for Exterior Bld. Project for November

**Jones Creek Regional Branch Library**
Performed Lighting Preventive Maintenance
Performed Boiler Preventive Maintenance

**Outreach Center at 3434 North Boulevard**
Cleared Blocked Sewer Line

**Pride-Chaneyville Branch Library**
Performed Lighting Preventive Maintenance
Performed Preventive Maintenance on Air Handlers
Worked on Energy Management Controls
Meeting Room Flooring Project Specifications Sent to Purchasing to Request Bids

**Scotlandville Branch Library**
Performed Exterior Maintenance on Pole Lights
Metropolitan Council Awarded Exterior Lighting Project to Allrite Electric on 9/14
Purchase Order Issued for Exterior Bld. Project by Purchasing
DPW Scheduling Pre-Construction Meeting for Exterior Bld. Project for November

**Zachary Branch Library**
Worked on Plumbing Issues
Metropolitan Council Awarded Exterior Lighting Project to Allrite Electric on 9/14
Energy Management Controls Project Complete
Purchase Order Issued for Exterior Bld. Project by Purchasing
DPW Scheduling Pre-Construction Meeting for Exterior Bld. Project for November
Library Facilities Mgr. Submitted Quote & Specs to Purchasing for Flooring Project.