

Maintenance Report September 2017

Goodwood Main Library

Performed Lighting Preventive Maintenance
Performed Plumbing Preventive Maintenance
Repaired Urinals and Toilet Valves
Repaired CCTV System
Repaired Door
Oversaw Upholstery Cleaning, & Stripping & Waxing of Floors
Worked on Electrical Floor Boxes on Second Floor

Baker Branch Library

Performed Lighting Preventive Maintenance
Coordinated Removal of Fallen Tree
Moved Furniture from Facility
DPW Executed Certificate of Substantial Completion for Exterior Lighting Project
DPW Executed Construction Change Directive # 2 for Exterior Lighting Project
Change Order # 1 for Exterior Lighting Project Sent for Signatures

Bluebonnet Regional Branch Library

Repaired Boiler
Disassembled Old Furniture in Preparation for New Furniture
Worked with Electrician & Contractor to Complete Power & Data for Connectrac System
Installation of New Furniture Began Week of September 4th
Installed Soft Seating in Adult and Children's Services
Installed Add't. Shelving in Adult Collection & Circular Display Shelving near Entrance
Added New Shelving Installed in Children's Services
Technology Tables, Individual Study Stations & Service Desks Scheduled for Delivery

Carver Branch Library

Performed Preventive Maintenance on Air Handlers
Repaired Boiler

Central Branch Library

Performed Lighting Preventive Maintenance
Repaired Back Door

Delmont Gardens Branch Library

Performed Lighting Preventive Maintenance
DPW Executed Certificate of Substantial Completion for Exterior Lighting Project
DPW Executed Construction Change Directive # 2 for Exterior Lighting Project
Change Order # 1 for Exterior Lighting Project Sent for Signatures

Eden Park Branch Library

Performed Lighting Preventive Maintenance
Replaced Variable Speed Drive on Air Handler #1
Compressor Replacement in Process
Repaired Carpet Tiles and Replaced a Lock
DPW Executed Certificate of Substantial Completion for Exterior Lighting Project
DPW Executed Construction Change Directive # 2 for Exterior Lighting Project
Change Order # 1 for Exterior Lighting Project Sent for Signatures

Fairwood Branch Library

Performed Lighting Preventive Maintenance
Repaired Chiller
Repaired Front Entrance Door, Air Handler Room Door & Rear Patio Door
Repaired Lock to Janitor's Closet
Repaired Countertop on Reference Service Desk
Repaired Bench near Front Door
Coordinated Pressure Washing the Building

Greenwell Springs Road Regional Branch Library

Performed Lighting Preventive Maintenance
Repaired Motor Starter on Air Handler #1
Placed Snake Repellent around the Building
Coordinated Removal of a Tree

Jones Creek Regional Branch Library

Performed Lighting Preventive Maintenance
Repaired Cabinet Doors in Break Room

Pride-Chaneyville Branch Library

Performed Lighting Preventive Maintenance
Repaired Water Leak on Chilled Water Line
Replaced the UPS

Recycled Reads

Completed Air Conditioning Repairs
Completed Plumbing Repairs
Installed Mouse Traps throughout Building

Scotlandville Branch Library

Performed Lighting Preventive Maintenance
Completed Plumbing Repairs
Repaired Electrical Floor Box
DPW Executed Certificate of Substantial Completion for Exterior Lighting Project
DPW Executed Construction Change Directive # 2 for Exterior Lighting Project
Change Order # 1 for Exterior Lighting Project Sent for Signatures

Zachary Branch Library

Performed Lighting Preventive Maintenance
Moved Furniture to Facilitate Carpet Installation
Completed Carpet Installation
DPW Executed Certificate of Substantial Completion for Exterior Lighting Project
DPW Executed Construction Change Directive # 2 for Exterior Lighting Project
Change Order # 1 for Exterior Lighting Project Sent for Signatures