

## Maintenance Report September 2018

### Goodwood Main Library

Performed Lighting Preventive Maintenance  
Replaced Sink in Teen Services  
Repaired Toilets and Faucets  
Coordinated Broken Window Replacement in Children's, Large Meeting Rm. & AV  
Worked w/ Elevator Contractor to Install New Phone Lines & Phones in Elevators  
Repaired Flag Pole  
Repaired Staff Refrigerator  
Worked with Contractor to Locate & Repair Irrigation Leak  
Pressure Washed Sidewalks Affected by Irrigation Leak

### Baker Branch Library

Performed Lighting Preventive Maintenance  
Performed HVAC & Heating Preventive Maintenance  
Repaired Rest Room Door

### Bluebonnet Regional Branch Library

Performed Lighting Preventive Maintenance  
Performed HVAC & Heating Preventive Maintenance  
Adjusted HVAC Temperature  
Worked with Vendors to Move & Install New Furniture  
Fixed Electrical Receptacles  
Replaced Ceiling Tiles in Various Locations throughout the Building  
Verified the Exterior Intelligent Return had Adequate Power & Data  
Working w/ Architect on Images for End Panels in Children's Svc.

### Carver Branch Library

Performed Lighting Preventive Maintenance  
Completed Sprinkler System Repairs  
Coordinated Roofing Repairs  
Repaired Restroom Mirror & Replaced Soap Dispenser

### Central Branch Library

Performed Lighting Preventive Maintenance  
Performed HVAC & Heating Preventive Maintenance  
Repaired HVAC System  
Repairs Made to Front Sliding Doors

### Delmont Gardens Branch Library

Performed Lighting Preventive Maintenance  
Performed HVAC & Heating Preventive Maintenance  
Repaired HVAC System  
Coordinated Roofing Repairs  
Repaired Meeting Room Door  
Replaced Toilet Paper Dispenser in Staff Restroom & in Women's Restroom  
Replaced 2 Transformers on Courtyard Gates  
Unstopped a Drain for 1 of the HVAC Units

### Eden Park Branch Library

Performed Lighting Preventive Maintenance  
Performed HVAC & Heating Preventive Maintenance  
Repaired Front Exterior Doors & Security System Keypad  
Coordinated Roofing Repairs

### Fairwood Branch Library

Performed Lighting Preventive Maintenance  
Performed HVAC & Heating Preventive Maintenance  
Repaired Chiller & Water Pump  
Worked w/ Vendor to Install RFID Gates

### Greenwell Springs Road Regional Branch Library

Performed Lighting Preventive Maintenance  
Performed HVAC & Heating Preventive Maintenance  
Repaired Toilets  
Started Clearing out Reference Area to Prepare for Renovations  
Cleaned Out Wooden Pallets by the Cooling Tower  
Fixed Chain Leak Fence on East Side of Parking Lot for Renovation Staging Area  
Worked w/ Vendor to Install Automated Materials Handling System

### Jones Creek Regional Branch Library

Performed Lighting Preventive Maintenance  
Performed HVAC & Heating Preventive Maintenance  
Coordinated Roofing Repairs in Reference Area  
Prepared for Purple Heart Trail Dedication

### Pride-Chaneyville Branch Library

Performed Lighting Preventive Maintenance  
Performed HVAC & Heating Preventive Maintenance  
Repaired Humidifier & Door Threshold

### Recycled Reads

Performed Lighting Preventive Maintenance  
Performed HVAC & Heating Preventive Maintenance  
Repaired Toilets

### Scotlandville Branch Library

Performed Lighting Preventive Maintenance  
Performed HVAC & Heating Preventive Maintenance  
Repaired Toilets  
Repaired Door Sensor  
Worked w/ Fire Alarm Vendor to Make Temporary Repairs to Fire Alarm  
Worked w/ Fire Alarm Vendor to Replace Fire Alarm Panel

### Zachary Branch Library

Performed Lighting Preventive Maintenance  
Performed HVAC & Heating Preventive Maintenance  
Repaired Boiler  
Repaired Outlets near the Computer Area  
Replaced Ceiling Tiles & Completed Sprinkler System Repairs

Staff Oversaw Inspection of Fire Extinguishers at All Locations & as Needed, Replaced Some Fire Extinguishers