

## Maintenance Report September 2019\*

### Goodwood Main Library

Performed Lighting Preventative Maintenance  
Changed and Cleaned Filters & Changed Belts in Air Handler Units  
Unclogged & Cleaned Drains in Air Handler Units  
Replaced Flush Valves in Women's Rest rooms  
Replaced Batteries in Toilets & Repaired Leak in Toilet on 3<sup>rd</sup> Floor  
Installed New Electrical Contactors for Fountains  
Mounted Art Hanging System in Baton Rouge Room  
Repaired Cabinet Doors in Children's Services Workroom  
Hung New Clock in Circulation Sorting Room  
Repaired Irrigation Leaks in All Areas of Courtyard

### Baker Branch Library

Removed Broken Exterior Light Fixtures & Installed New Fixtures  
Changed and Cleaned Filters in Air Handler Units  
Repaired Broken Wooden Fence Damaged by Fallen Tree  
Cut & Removed Large Tree Branches

### Bluebonnet Regional Branch Library

Performed Lighting Preventative Maintenance  
Changed and Cleaned Filters in Air Handler Units  
Found Cause of Water Leak in Ceiling at Teen Study Room & Repaired It  
Repaired Leaking Faucet in Reference Department  
Removed Tree Limbs Hanging near Trash Dumpsters  
Installed New Flags  
Received Purchase Orders to Update Energy Mgt. System

### Carver Branch Library

Changed and Cleaned Filters in Air Handler Units  
Repaired Toilet in Women's Rest Room  
Replaced Burned Fuses in Hot Water Pumps  
Repaired Bookcases in Story Time Room  
Repaired Floor Outlet in Meeting Room  
Replaced Ceiling Tiles in Branch Manager's Office

### Central Branch Library

Performed Lighting Preventative Maintenance  
Repaired Parking Lot Lights  
Changed and Cleaned Filters in Air Handler Units  
Reset A/C Chiller after Power Failure  
Installed New Clock in Branch Manager's Office  
Repaired Divider Wall in Meeting Room

### Delmont Gardens Branch Library

Performed Lighting Preventative Maintenance  
Reset A/C Chiller after Power Failure  
Repaired Toilet in Women's Restroom  
Installed New Flags  
Received Purchase Orders to Update Energy Mgt. System

### Eden Park Branch Library

Performed Lighting Preventative Maintenance  
Repaired Roof Leaks  
Changed and Cleaned Filters & Changed Belts in Air Handler Units  
Reset A/C Chiller after Power Failure  
Oiled A/C Motor  
Repaired Leaking Window Seal  
Repaired Broken Lock on Desk  
Received Purchase Orders to Update Energy Mgt. System

### Fairwood Branch Library

Performed Lighting Preventative Maintenance  
Changed and Cleaned Filters in Air Handler Units  
Unclogged & Cleaned Drains in Air Handler Units  
Reset Circuit Breaker to RFID Gates  
Received Purchase Orders to Update Energy Mgt. System

### Greenwell Springs Road Regional Branch Library

Changed and Cleaned Filters in Air Handler Units  
Unclogged & Cleaned Drains in Air Handler Units  
Replaced Air Handler #6 Motor  
Installed Toilet Paper, Paper Towels, and Soap Dispensers in All New Restrooms  
Cleaned & Moved All Shelving from Meeting Rooms to Storage Building  
Installed New Shelving in New Janitor's Closet  
Repaired Staff Entrance Doors  
Covered Exterior Book Drop Hole with Plywood

### Jones Creek Regional Branch Library

Repaired Light Fixtures in Staff Break Room  
Changed and Cleaned Filters & Changed Belts in Air Handler Units  
Oiled A/C Motor  
Repaired Chiller Pump & Adjusted Air Dampers  
Moved Equipment & Book Shelves to Storage Building

### Pride-Chaneyville Branch Library

Changed and Cleaned Filters in Air Handler Units  
Unclogged & Cleaned Drains in Air Handler Units  
Installed New Flush Valve in Women's Restroom  
Repaired Broken Window  
Received Purchase Orders to Update Energy Mgt. System

### Recycled Reads

Metro Council App'd Contract for Design Fees & Documents for A/C Replace.  
Metro Council App'd Contract for Design Fees & Documents for Roof Replace.  
Installing Vertical Lift Module Equipment for Storage of Books

### River Center Branch Library

Repaired Light Fixtures in Various Areas of the Facility

### Scotlandville Branch Library

Repaired Roof Leaks  
Changed and Cleaned Filters & Changed Belts in Air Handler Units  
Reset A/C Chiller after Power Failure  
Installed New Drinking Water Fountain  
Repaired Door to Men's Restroom  
Repaired Stall Door in Men's Restroom  
Repairing Leaks in Chilled Water Lines Leading to Chiller Unit

### Zachary Branch Library

Cleaned Coils on Meeting Room Air Handler Units  
Unclogged & Repaired Toilet in Children's Services  
Installed New Backflow Preventer  
Cleaned High Ceiling Area & Removed Stains  
Reset Fire Alarm System  
Installed Anchors to Secure Gate to Brick Wall

\* General Maintenance at All Locations