

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
<b>Community Branch Library</b>						
Baker Branch Library	Toilet seat in first stall of Women's restroom is loose and needs to be tightened	Labor: Laborer: Shedrick Ridgley Laborer: Rhett Hodges Tightened toilet seat in first and second women's bathroom stalls that were loose.	Plumbing	Closed	3/25/21	3/26/21
Baker Branch Library	All wall clocks need to be adjusted to reflect the time change	Labor: Laborer: Shedrick Ridgley Laborer: Rhett Hodges Corrected all clock times that hadn't been changed and put new batteries also.	General Maintenance	Closed	3/25/21	3/26/21
Baker Branch Library	Lock in men's public restroom stall does not work	Adjuster latch assembly	Plumbing	Closed	3/31/21	4/1/21
Baker Branch Library	Too warm	check chiller	HVAC	Closed	4/5/21	4/6/21
Carver Branch Library	light is out in staff restroom in the breakroom	replaced light bulb in staff restroom	Lighting	Closed	3/18/21	3/19/21
Carver Branch Library	temperature is rising in building	Traveled to building found both systems non operational from Bad rain storm from night before  reset both Boiler pumps and reset Boiler  Found all 5 air Handlers with blown fuses , replaced fuses and restarted system	HVAC	Closed	3/18/21	3/19/21
Carver Branch Library	Temperature rising	Travel to branch check systems , unit non operational Called " La Controls " Greg walked me through systems controls found and adjusted controls , system cooling fine	HVAC	Closed	3/18/21	3/19/21
Carver Branch Library	Two broken carrels.		General Maintenance	On Hold (Waiting for parts)	3/19/21	
Carver Branch Library	temperature rising in building again	Labor: Laborer: Rhett Hodges I found that the chiller was in alarm and I checked the chiller pumps and found they were both off and needed to be reset. Once I reset them and cleared the alarm on the chiller it started up.	HVAC	Closed	3/20/21	3/22/21

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Carver Branch Library	Roof leaks		Roofing	New	3/23/21	
Carver Branch Library	play-doh on light	Labor: Laborer: Rhett Hodges Removed playdough from the top of the light fixture and replaced the bulbs it was on.	General Maintenance	Closed	3/23/21	3/24/21
Carver Branch Library	soap dispenser (on wall next to kitchen sink) has fallen down	Labor: Laborer: Rhett Hodges Removed old Sheetrock anchors that had come out the wall with some bigger ones and reinstalled the soap dispenser	General Maintenance	Closed	3/23/21	3/24/21
Carver Branch Library	2 lights out: one light out over Circ desk and one right outside of the Children's restroom	relamped kitchen lighting system	Lighting	Closed	3/29/21	3/31/21
Carver Branch Library	need a new water key(s)		General Maintenance	New	3/29/21	
Carver Branch Library	water leaked in again under the new storefront window in the meeting room	Labor: Laborer: Terry Lewis, Notes: Replace track lights in children's, copy area ,computers hallway, and repair men's restroom vent Laborer: Terry Lewis, Notes: Replace track lights in children's, copy area ,computers hallway, and repair men's restroom vent	General Maintenance	Closed	4/8/21	4/9/21
Central Branch Library	Another carpet square at Central Circ is pulling up.	Replace glue on tile	Flooring	Closed	3/13/21	3/16/21
Central Branch Library	Blinking light in Branch managers office	Replace bulb in light	Lighting	Closed	3/14/21	3/16/21
Central Branch Library	Shelves from Carver	. I went too Carver and got 15 book shelves,and took them to Central library	Space/Moves	Closed	3/18/21	3/19/21
Central Branch Library	Coastal Fire is here replacing a sprinkler thing		Life Safety	In Progress	3/22/21	
Central Branch Library	Patron Parking lot lights out	Buffalo electric installed new LED bulbs .	Electrical	Closed	3/22/21	4/7/21

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<b>Community Branch Library</b>						
Central Branch Library	Meeting room Fire Exit that opens onto the breezeway is not opening correctly	Labor: Laborer: Rhett Hodges Tested meeting room exit door and found that the crash bar plunger was no fully going in all the way when pressed down not allowing the door too open. I took the bar off the door and put oil on all the inside moving parts and also grinded down the latch plate on the frame to help it out to close easier. put everything back together and tested it several times too make sure it worked correctly.	Windows/Doors	Closed	3/23/21	3/31/21
Central Branch Library	Temperature is increasing in the building	reset chiller from power surge	HVAC	Closed	4/3/21	4/5/21
Central Branch Library	Rodent (Squirrel / Mouse?) pellets on one of the meeting room tables	Labor: Laborer: Rhett Hodges sets live traps in ceiling	Pest Control	Closed	4/5/21	4/8/21
Central Branch Library	Squirrel crying in the ceiling above Adult Large Print Cs	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges Found Where squirrel was entering the building and closed off the hole by screwing several wooden boards to the ceiling to block the whole.	General Maintenance	Closed	4/5/21	4/8/21
Central Branch Library	Install new dorm fridge	Old refrigerator has been removed and new one has been put in it's place	General Maintenance	Closed	4/6/21	4/8/21
Central Branch Library	Outside meeting room door	Labor: Laborer: Rhett Hodges Took inside door handle loose and checked everything out to make sure nothing was broken and also out some grease in it. that seemed to fix the problem.	Windows/Doors	Completed	4/8/21	4/12/21
Delmont Gardens Branch Library	Building is warm	Labor: Laborer: Terry Lewis, Notes: Check building controls found that the outside temperature gauge not working and it caused the temperature to go up and down repaired building cooling	HVAC	Closed	3/16/21	3/16/21

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<b>Community Branch Library</b>						
Delmont Gardens Branch Library	Flooding in teen section	Labor: Laborer: Billy Ray Laborer: Shedrick Ridgley Laborer: Terry Lewis Laborer: Darren Rivers Laborer: Claude Lindsey Laborer: Rhett Hodges we vacuumed up all water that had gotten into the building and also unclogged all outside drains and dug a trench to the drain from each side were the water was pooling up and getting into the building.	Grounds Maintenance	Closed	3/23/21	3/31/21
Delmont Gardens Branch Library	DGB Ceiling leaks	Industrial roofing made repairs	Roofing	Closed	3/25/21	4/9/21
Delmont Gardens Branch Library	Workroom Without power	Labor: Laborer: Billy Ray Mr. Billy had taken care of the work order	Electrical	Closed	4/1/21	4/8/21
Delmont Gardens Branch Library	Fire Ants		Pest Control	New	4/5/21	
Eden Park Branch Library	A light needs to be changed at Eden Park	Change bulb in light	Lighting	Closed	3/15/21	4/8/21
Eden Park Branch Library	Water leak		Plumbing	In Progress	3/16/21	
Eden Park Branch Library	Employee Entrance Door	realigned door closer	Windows/Doors	Closed	3/16/21	3/19/21
Eden Park Branch Library	Roof Leaking in Circulation	Industrial roofing made repairs	Roofing	Closed	3/23/21	4/9/21
Eden Park Branch Library	A row of lights is out in the Adult Services section in Eden Park Branch Library.	Labor: Laborer: Rhett Hodges Reset power to lights and row of fixtures started working again.	Lighting	Closed	3/31/21	4/1/21
Fairwood Branch Library	LOCK NEEDS REPAIR.	serviced and adjusted locking system	Windows/Doors	Closed	3/30/21	4/5/21
Fairwood Branch Library	Leaking Toilet in Staff Restroom	Tighten hub bolt at base of toilet	Plumbing	Closed	4/6/21	4/7/21
Fairwood Branch Library	Carpet Threshold needs to be reglued	Glued threshold cover back to the floor	General Maintenance	Closed	4/6/21	4/7/21
Pride-Chaneyville Branch Library	Light out	Labor: Laborer: Rhett Hodges changed burned out light bulbs in safe room.	Lighting	Closed	3/14/21	3/16/21
Pride-Chaneyville Branch Library	Front Entry	Unknown Resolution Alarm company came out to fix it	Windows/Doors	Closed	3/26/21	3/31/21

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<b>Community Branch Library</b>						
River Center Library	(3) Water leaks coming from the ceiling	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges Discovered that the third floor bathroom drainage backup caused the leaks on the second floor ceiling tiles. Had to mop up some sewage that had push out one of the floor drains on the third floor bathrooms and replaced all ceiling tiles that were damaged on the second floor as well. Louis Mechanical came out and got the drains unclogged and were trying to figure out the cause of the leaks too the second floor from the floor drains.	Plumbing	Closed	3/31/21	4/6/21
River Center Library	Assembly of Leaf Blower and Pressure Washer	Labor: Laborer: Terry Lewis, Notes: Assemble pressure washer and leaf blower	General Maintenance	Closed	4/5/21	4/7/21
River Center Library	Wall Clocks- Set proper time	Labor: Laborer: Shedrick Ridgley, Notes: Replace Batteries and set time on all wall clocks Laborer: Terry Lewis, Notes: Replace Batteries and set time on all wall clocks	General Maintenance	Closed	4/5/21	4/6/21
Scotlandville Branch Library	The air conditioning does not seem to be working and the building is heating up.	lowered Water temp on Chiller 45* F	HVAC	Closed	3/16/21	3/19/21
Scotlandville Branch Library	Roof leaking	Industrial roofing made repairs	Roofing	Closed	3/23/21	4/9/21
Scotlandville Branch Library	temperature in children's room	Bad hot water valves request Trane to make repairs	HVAC	Closed	3/24/21	3/31/21
Zachary Branch Library	Alarm Chirping in Meeting Room	Replace battery	General Maintenance	Closed	3/13/21	3/16/21
Zachary Branch Library	Lights out in Staff Hallway	Labor: Laborer: Rhett Hodges Changed both ballast and bulbs in the two light fixtures	General Maintenance	Closed	3/24/21	3/25/21
Zachary Branch Library	Low Signal Alarm	Unknown Resolution Alarm panel wasn't showing any fault	Electrical	Closed	3/28/21	3/28/21
Zachary Branch Library	Alarm chirping in the meeting room.	Replace the battery in the screamer.	General Maintenance	Closed	3/31/21	3/31/21
Zachary Branch Library	water won't go down in toilet in the women's restroom (handicap stall)	Plunged and unclogged the toilet.	Plumbing	Closed	4/1/21	4/6/21

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Zachary Branch Library	Broken Ladies' Restroom Soap Dispenser	Replace broken dispenser with a new one	General Maintenance	Closed	4/7/21	4/8/21
Zachary Branch Library	Shelving needed in Children's Room	Added another shelf in the racks.	General Maintenance	Closed	4/7/21	4/8/21
<b>Main Library</b>						
Main Library	There is a wasp in my office. If there is one in here I imagine there are more inside.	Unknown Resolution	Pest Control	Closed	3/18/21	3/23/21
Main Library	Possible leak	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges Checked toilet for leaks and couldn't smell any urine smell at the time. checked the flush pressure and noticed it was a lil weak so I turned it up and that solved the issue.	Plumbing	Closed	3/22/21	3/25/21
Main Library	leak under one of the doors that leads to 3rd floor patio	Unknown Resolution I placed caulk around the bottom of door too stop water from getting in.	Flooring	Closed	3/23/21	4/9/21
Main Library	flooring is peeling up at entrance of Business Office	Labor: Laborer: Rhett Hodges Glued peeled up tile back down with adhesive spray.	Flooring	Closed	3/23/21	3/24/21
Main Library	Floor coming up when you walk into the business office	Labor: Laborer: Rhett Hodges Glued tile back down with adhesive spray.	Flooring	Closed	3/23/21	3/24/21
Main Library	floor tile in business office	Labor: Laborer: Rhett Hodges Reglued floor tile in business office with adhesive spray.	Flooring	Closed	3/23/21	3/24/21
Main Library	toilet paper dispenser are broken	Labor: Laborer: Rhett Hodges Replaced 4 toilet dispensers in womens 1st floor bathroom that were broken also tightened all toilet seats that were loose.	General Maintenance	Closed	3/23/21	3/24/21
Main Library	toilet seats	Labor: Laborer: Rhett Hodges Tightened all toilet seats that I found loose.	General Maintenance	Closed	3/23/21	3/24/21

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<b>Main Library</b>						
Main Library	men's public bathroom	Labor: Laborer: Rhett Hodges The toilet seat was very loose so I tightened it up	General Maintenance	Closed	3/23/21	3/24/21
Main Library	toilet paper dispenser face is off	Labor: Laborer: Shedrick Ridgley Laborer: Rhett Hodges replaced toilet paper dispenser in 1st floor men's, 2 in 1st floor women's and 1 in 2nd floor staff restroom.	General Maintenance	Completed	3/23/21	4/12/21
Main Library	staff restroom in front of branch services / toilet paper dispenser broken	Labor: Laborer: Rhett Hodges Replaced the old Sheetrock anchors that had come loose from the wall with bigger heavy duty ones and installed the dispenser back to the wall.	General Maintenance	Closed	3/23/21	3/24/21
Main Library	Our staff work stations are 6-7 inches away from the wall. We would like them pushed against the wall to make more room in the workroom	Moved desks closer to wall	Space/Moves	Closed	3/24/21	3/30/21
Main Library	Stool leg broken	repaired larger fasteners	Grounds Maintenance	Closed	3/25/21	4/9/21
Main Library	Preventive maintenance	Labor: Laborer: Terry Lewis, Notes: Replace a/c filters and belts greased motors used (6)12x24x4(12)24x24x4(12)20x20x4(15); Laborer: Terry Lewis, Notes: Replace a/c filters and belts greased motors used (12)24x24x4(12)20x24x4(9)20x20x4(6)1 Laborer: Shedrick Ridgley, Notes: Replace a/c filters and belts greased motors used(16)24x24x4(16)20x24x4(8)20x20x Laborer: Terry Lewis, Notes: Replace a/c filters and belts greased motors used(16)24x24x4(16)20x24x4(8)20x20x	General Maintenance	Closed	3/25/21	3/25/21
Main Library	Table Outlet broken	removed broken stud from receptacle	Electrical	Closed	3/27/21	3/31/21
Main Library	Purse hooks removed in bathroom		General Maintenance	On Hold (Waiting for parts)	4/5/21	

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<b>Non Public Service Workspace</b>						
Recycled Reads/Outreach	Men's hot water not working	Labor: Laborer: Terry Lewis, Notes: Check water heater found water heater not working will replace	Plumbing	Completed	3/26/21	4/6/21
<b>Regional Branch Library</b>						
Bluebonnet Regional Library	Unstop drain in men's restroom	Labor: Laborer: Terry Lewis, Notes: Unstop drain in men's restroom and move (2) 55gallon drums of water treatment chemicals into chiller room	Plumbing	Closed	3/25/21	3/25/21
Bluebonnet Regional Library	one of the sinks in the men's restroom is not draining	Labor: Laborer: Terry Lewis, Notes: Unstop drain in men's restroom	General Maintenance	Closed	3/29/21	4/7/21
Bluebonnet Regional Library	Fluorescent light out in display case	Labor: Laborer: Terry Lewis, Notes: Replace light bulbs and ballast upgrade from t-12 to t-8	Lighting	Closed	3/31/21	4/7/21
Bluebonnet Regional Library	Chiller Preventative Maintenance	Corporate mechanical performed quarterly maintenance.	HVAC	Closed	4/1/21	4/9/21
Greenwell Springs Road Regional Library	I need a Kiosk Moved from its current position to the front of the same column it sits next to.	Labor: Laborer: Shedrick Ridgley Laborer: Rhett Hodges Moved kiosk to the front side of the column and moved the power cord too the specified outlet.	General Maintenance	Closed	3/25/21	3/26/21
Jones Creek Regional Library	Haworth Key KA326 Request		General Maintenance	In Progress	3/16/21	
Jones Creek Regional Library	Cooling Tower Preventative Maintenance	Corporate mechanical performed quarterly maintenance.	HVAC	Closed	4/1/21	4/9/21
Jones Creek Regional Library	Chiller Preventative Maintenance	Corporate mechanical performed quarterly maintenance.	HVAC	Closed	4/1/21	4/9/21