

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	There are two lights out in the branch. One in the women's restroom (over sink) and the other at back hallway entrance (staff entrance)	Switch was not completely on for the hallway light. Replace ballast and bulb in the women's bathroom	Lighting	Closed	5/17/21	5/19/21
Baker Branch Library	Building temps are higher than normal and still rising since 8:30 am; I think the chiller is tripped, please come check	Power surge from Heavy rain Storm	HVAC	Closed	5/19/21	5/20/21
Baker Branch Library	Both meeting room temps are not reflective of the thermostat settings	Travel to branch, found hot water valves at " 0 % " adjusted valves for comfort setting	HVAC	Closed	5/28/21	6/1/21
Baker Branch Library	High Temperature in building		HVAC	In Progress	6/12/21	
Carver Branch Library	Need 2 outlets for landscape lights replaced on Terrace St side	Checked GFCI outlet found out that both of them were not working properly and one of the breakers was off so I replace both of the GFI outlets and turn on the breaker that was off.	Electrical	Closed	5/26/21	5/27/21
Carver Branch Library	Maintance on a/c units	I went to all the air handler rooms and cleaned all drain pipes. (I also checked filters and belts. I changed if need) Drain pan was also cleaned.	HVAC	Closed	5/27/21	5/27/21
Carver Branch Library	It's 63 degrees in the meeting room #1	Heavy weather conditions	HVAC	Closed	6/3/21	6/4/21
Central Branch Library	Reference side mechanical room- water leaking under wall inside building	Check out leak carpet was not wet	General Maintenance	Closed	5/18/21	5/26/21
Central Branch Library	Wasps		Pest Control	New	5/25/21	
Central Branch Library	Termites in the building		Pest Control	New	5/26/21	
Central Branch Library	AC at CEN	Travel to branch , chiller not running, system error " Latch fault" Reset controller and inspect pumps. System is now operating properly.	HVAC	Closed	5/27/21	6/1/21
Central Branch Library	Water filter in Break room fridge		General Maintenance	In Progress	6/1/21	
Central Branch Library	Floor Problem	Unknown Resolution Floor was starting to come loose but it was not bad	Flooring	Completed	6/1/21	6/15/21
Central Branch Library	Light Bulbs need replacing and we have a strobing light	Replaced bulbs and ballast in childrens area.	General Maintenance	Closed	6/2/21	6/3/21
Central Branch Library	CEN- very humid in the building	Checked the ac system and found everything operating normally.	General Maintenance	Closed	6/2/21	6/3/21
Central Branch Library	Squirrel maybe back	Completed Br Darren	Pest Control	Completed	6/4/21	6/7/21
Central Branch Library	Strobing light over Circ Desk computer	Changed bulb and ballast.	Lighting	Closed	6/6/21	6/10/21

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Central Branch Library	The buidling temperperature in the childrens area is 73 degrees and extremely muggy.	Chiller was running all the air handler was working properly could not find anything wrong	HVAC	Closed	6/7/21	6/14/21
Central Branch Library	CEN AC still not cooling properly - patrons complained	Power failure, system cooling fine	HVAC	Closed	6/9/21	6/11/21
Central Branch Library	CEN AC not functioning properly	Labor: Laborer: Rhett Hodges the chiller keeps randomly going into alarm because of power issues it is receiving from the main power coming in from the service to the building. Causing it to only run on one circuit instead of two.	HVAC	Closed	6/12/21	6/14/21
Delmont Gardens Branch Library	Front ladies restroom door jam	Trim top of door door so it would open and close easier.	General Maintenance	Closed	5/17/21	5/26/21
Delmont Gardens Branch Library	Safe battery is low	I checked the safe out but the battery was to low to open it let them know that they needed to contact a lock company	General Maintenance	Closed	5/20/21	5/26/21
Delmont Gardens Branch Library	Leak over print release computer	Need a roofer	General Maintenance	Closed	5/20/21	5/26/21
Delmont Gardens Branch Library	Ceiling leak and strong smell of mold on carpet	Unknown Resolution Change ceiling tile	General Maintenance	Completed	6/8/21	6/15/21
Delmont Gardens Branch Library	Replace toilet paper dispenser and install paper towel dispensers	I went to Delmont and found the tissue paper denspener was broken in front lady's restroom. I replaced that one. I also installed paper towel denspeners one in each restroom. (Total of four)	General Maintenance	Closed	6/9/21	6/11/21
Eden Park Branch Library	Gate to employee parking lot is not closing	All tech came out and made repairs which were under warranty.	General Maintenance	Closed	5/16/21	6/14/21
Eden Park Branch Library	Building is Cold	Building cold replaced igniter for Boiler	HVAC	Closed	5/17/21	5/20/21
Eden Park Branch Library	Building Light timer	Labor: Laborer: Terry Lewis, Notes: Checked timer on the lighting controls found the timer is set for 7 am Monday through Friday and Saturday and Sunday for 1pm all setting are in order checked air handlers all are working fine	Electrical	Closed	5/22/21	5/24/21

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Eden Park Branch Library	Burning smell coming from vent in office	Problem has been assessed and needs to be checked out by a/c company.	General Maintenance	Closed	5/24/21	5/26/21
Eden Park Branch Library	Table lights out	Laborer: Terry Lewis, Notes: Replaced lights on table top lights working fine.	Lighting	Closed	5/25/21	5/27/21
Eden Park Branch Library	Two carpet squares are loose in the Teen Department	I found the carpet tile that came unglued from floor, cleaned the floor and reglued tile back down.	Flooring	Closed	6/11/21	6/11/21
Eden Park Branch Library	There are some carpet squares loose in the Circulation workroom.	I found the carpet tile that came unglued from floor, cleaned floor and reglued tile back down.	Flooring	Closed	6/11/21	6/11/21
Fairwood Branch Library	Hot in the building	Reset Chiller power surge from heave rain storm	HVAC	Closed	5/17/21	5/20/21
Fairwood Branch Library	Building is Hot Again	Travel to branch, system is down pumps running , Reset chiller power surge has system non operational	HVAC	Closed	5/20/21	5/26/21
Fairwood Branch Library	AC Woes	System back on line and cooling fine Reset chiller and check all air handler to make sure they were working properly.	HVAC	Closed	5/23/21	5/24/21
Fairwood Branch Library	AC on the fritz again	Laborer: Terry Lewis, Notes: Check chiller found chiller tripped on Evap pressure low reset unit ok.	HVAC	Closed	5/25/21	5/25/21
Fairwood Branch Library	Air handler drainage clean up	I went to all air handlers and cleaned all drain pipes I also checked filters and belts and changed them if needed. Drain pan was also vacuumed out as well.	HVAC	Closed	5/26/21	5/26/21
Fairwood Branch Library	A/C Not Working	Laborer: Terry Lewis, Notes: Check chiller found chiller in alarm due to Evap pressure lo reset unit working	HVAC	Closed	5/29/21	6/2/21
Fairwood Branch Library	Building over 80 degrees- no air	Bed sensor, need factory representative to order and install sensors	HVAC	Closed	6/1/21	6/1/21
Fairwood Branch Library	AC not working	I went to library and found that chiller was in alarm. I check the codes on unit and was able to reset the system.	HVAC	Closed	6/3/21	6/3/21

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Community Branch Library						
Pride-Chaneyville Branch Library	HVAC	Power failure system cooling fine	HVAC	Closed	6/6/21	6/6/21
Pride-Chaneyville Branch Library	AC out	Unknown Resolution Air handler was off due to power failure	HVAC	Closed	6/7/21	6/8/21
River Center Library	Water leak in staff elevator	Could not tell if roof was leaking but elevator was not wet inside	General Maintenance	Closed	5/17/21	5/19/21
River Center Library	Sink not draining	Checked out the sink it was not stop up.	Plumbing	Closed	5/21/21	5/26/21
River Center Library	Plexiglass Falling out of Lockers	Labor: Laborer: Terry Lewis, Notes: Replaced plexiglass in lockers on third floor lockers in teens area used silicone to stick plexiglass back in	General Maintenance	Closed	6/2/21	6/2/21
River Center Library	Puddle of water underneath/next to toilet and sink		General Maintenance	Queued	6/4/21	
River Center Library	Wall Cover for outlet has fallen off (3rd floor near computers)	went to job site ,replace receptacle plate.	Lighting	Closed	6/7/21	6/8/21
River Center Library	Ceiling Tiles Wet and Small Puddles of Water on Floor	Checked for leaks in the meeting room on fourth floor and found out that the a/c boxes was sweating.	General Maintenance	Closed	6/8/21	6/11/21
River Center Library	Beanbag landed inside one of the large meeting room lights. Shut off row to avoid possible fire hazard.	Labor: Laborer: Rhett Hodges I used a latter and pole to knock the bean bag down off the top of the light.	General Maintenance	Closed	6/11/21	6/14/21
Scotlandville Branch Library	Children's room significantly colder than the rest of the building	Travel to branch adjusted hot water actuated for warming of children's area	HVAC	Closed	5/15/21	6/1/21
Scotlandville Branch Library	The air conditioning does not seem to be working and the building is heating up	Travel to branch found system running on 1 circuit System experience bad or dirty power Reset system , checked pumps System cooling fine	HVAC	Closed	5/26/21	5/27/21
Scotlandville Branch Library	broken toilet paper dispenser	Labor: Laborer: Terry Lewis, Notes: Replaced toilet paper dispenser	Plumbing	Closed	6/2/21	6/3/21

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Community Branch Library						
Zachary Branch Library	Wash chiller	Labor: Laborer: Shedrick Ridgley, Notes: Shut down chiller remove chiller fin guards clean top and bottom coils replace fin guards and restart chiller unit working fine Laborer: Terry Lewis, Notes: Shut down chiller remove chiller fin guards clean top and bottom coils replace fin guards and restart chiller unit working fine	General Maintenance	Closed	5/27/21	5/27/21
Zachary Branch Library	Meeting Room AC Not Working		HVAC	In Progress	6/1/21	
Zachary Branch Library	Really Hot in the Branch		HVAC	On Hold (Waiting for parts)	6/1/21	
Zachary Branch Library	AC in meeting room not working		HVAC	On Hold (Waiting for parts)	6/3/21	
Main Library						
Main Library	Mirror Light out in restroom closest to Branch Services	Labor: Laborer: Rhett Hodges Replaced blown out bulbs with new ones in staff restroom.	Electrical	Closed	5/16/21	5/24/21
Main Library	Allergen Free Restroom sewage smell has returned and leakage of water from toilet.	Filled P-trap with liquid	General Maintenance	Closed	5/17/21	5/20/21
Main Library	burnt out light bulbs.	Labor: Laborer: Rhett Hodges Replaced blown out blubs with new ones.	Electrical	Closed	5/17/21	5/24/21
Main Library	A small tree has fallen near the front entrance of the library. The area has been roped off but that was 2 days ago.	Bayou tree has reinstalled the tree.	Grounds Maintenance	Closed	5/21/21	5/25/21
Main Library	Ground prong of electrical plug on table missing	Labor: Laborer: Rhett Hodges	Electrical	Closed	5/22/21	6/11/21
Main Library	We have some lights out in the public service area	Labor: Laborer: Rhett Hodges Laborer: Shedrick Ridgley Found 4 fixtures that were out. We replaced 8 bulbs and one ballast.	Lighting	Closed	5/22/21	5/24/21

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Main Library						
Main Library	key broke in desk drawer	Remove broken key ,Will try to have one made. Keys have been made and Lesa's have received A set.	General Maintenance	Closed	5/26/21	5/26/21
Main Library	ANTS in plaza on stage and in various other places including grass	Spread ant poison over all the ground	Landscaping	Closed	5/27/21	5/28/21
Main Library	Loose and uncovered irrigation hoses around newly restored tree	Spread mulch over all exposed hoses	Landscaping	Closed	5/27/21	5/29/21
Main Library	Tripping hazard		Flooring	Queued	5/29/21	
Main Library	Women's Restroom Toilet Overflowing	Replaced damaged toilets flush head and unstopped floor drain	Plumbing	Closed	6/3/21	6/4/21
Main Library	Clean up of 2nd Floor Women's Rest Room	Labor: Laborer: Rhett Hodges Floors are clean in womens restroom	General Maintenance	Completed	6/8/21	6/14/21
Main Library	The middle urinal would not turn off in men's room by large meeting room	Labor: Laborer: Rhett Hodges Found that the manual flush button was stuck causing the urinal to constantly run making it over flow so I sprayed the inside spring with oil and worked it back and forth to make sure it was working correctly and also plunged the urinal too make sure there wasn't a blockage in the line.	Plumbing	Closed	6/8/21	6/10/21
Main Library	Light bulb out in staff restroom shower	relamp shower area	Lighting	Closed	6/9/21	6/11/21
Main Library	Lights out	relamped 3rd floor stairwell	Electrical	Closed	6/9/21	6/11/21
Main Library	Leak	Labor: Laborer: Rhett Hodges checked both bathrooms for leaks around toilets and sinks but couldn't find anything.	Plumbing	Closed	6/9/21	6/11/21
Main Library	Light not working in room between CS and Stairwell.		Lighting	In Progress	6/10/21	
Main Library	Workroom Hot	Labor: Laborer: Rhett Hodges checked and made some adjustments to the AC unit that controls that area and the thermostat.	HVAC	Closed	6/10/21	6/11/21

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Main Library						
Main Library	Office is not cooling.	Labor: Laborer: Rhett Hodges Adjusted the thermostat in the office and got the temperature down to a comfortable level.	HVAC	Closed	6/11/21	6/14/21
Non Public Service Workspace						
Recycled Reads/Outreach	light going out in front bathroom	Unknown Resolution Change out bulb	Lighting	Completed	5/28/21	5/28/21
Recycled Reads/Outreach	Water pressure is fluctuating. Water was not working at all in Kitchen this am.	Darren and myself went to recycle reads and found that the water company had open the main water lines on the outside of the building. Once it was put back together it had air in lines that may have cause the low water pressure informed them to let water run a few minutes.	Plumbing	Closed	6/1/21	6/3/21
Recycled Reads/Outreach	blowing heat in Tameka's office	Travel to branch found system running in heat mode downloaded Manuel for sensor programing reprogramed sensor for cool mode system cooling fine	HVAC	Closed	6/9/21	6/11/21
Recycled Reads/Outreach	blowing heat instead of cool air from air conditioner	Labor: Laborer: Rhett Hodges checked everything out and found it was a programing issue in the thermostat that controls the area in question. He fix the issue and the room started cooling.	HVAC	Closed	6/10/21	6/14/21
Regional Branch Library						
Bluebonnet Regional Library	leak from ceiling	Labor: Laborer: Terry Lewis, Notes: Check attic found cooling coil sweating moved insulation closer to coil unit ok	HVAC	Closed	5/25/21	5/27/21
Bluebonnet Regional Library	air in Adult and Teen areas	Labor: Laborer: Terry Lewis, Notes: Check air handler found unit off start unit working fine	HVAC	Closed	5/25/21	5/25/21
Bluebonnet Regional Library	air in Adult and Teen areas not working again	Labor: Laborer: Terry Lewis Laborer: Claude Lindsey, Notes: Terry Lewis	HVAC	Closed	5/26/21	5/27/21

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Regional Branch Library						
Bluebonnet Regional Library	trees that need to be trimmed around areas	Trimmed all trees that needed to be trimmed .	Landscaping	Closed	5/26/21	6/28/21
Bluebonnet Regional Library	Damage due Ceiling Tiles & Cables		General Maintenance	New	6/4/21	
Bluebonnet Regional Library	faucet handle came off tap in front women's restroom	Labor: Laborer: Terry Lewis, Notes: Replace faucet in women's restroom clean storm drains	Plumbing	Closed	6/7/21	6/8/21
Bluebonnet Regional Library	new leak in Children's room	Industrial roofing made repairs.	Plumbing	Closed	6/7/21	6/14/21
Bluebonnet Regional Library	multiple lights need bulb replacement	Labor: Laborer: Terry Lewis, Notes: Replace lightbulbs ceiling tiles and a/c vents	Lighting	Closed	6/7/21	6/8/21
Bluebonnet Regional Library	BBR AIR	Labor: Laborer: Rhett Hodges Brought several fans to help circulate air while system is being upgraded and repaired.	HVAC	Closed	6/10/21	6/12/21
Greenwell Springs Road Regional Library	Room 114 and 118 need to be emptied for Shelving Install	Move materials from rooms 114 and 118 to meeting room	Lighting	Closed	5/19/21	5/24/21
Greenwell Springs Road Regional Library	Soap dispenser in Teen Programming Room has fallen	I put screws in soap dispenser so it don't fall off again.	General Maintenance	Closed	5/19/21	5/20/21
Greenwell Springs Road Regional Library	glass door and lock fell off childrens display case needs immediate reinstall	Glass door was not setting in rail correctly. I had to shim it down a quarter of an inch.	General Maintenance	Closed	5/25/21	5/26/21
Greenwell Springs Road Regional Library	Air handler drainage clean up	cleaned drain pipes on all air handler units. I also checked filters and belts and,changed them if need. Drain pan was vacuumed out as well.	HVAC	Closed	5/26/21	5/26/21
Greenwell Springs Road Regional Library	GSR 6.2.2021 Medium Sized Leak in Quiet Study Room	I spoke with the contractor and he stated to me that if there is a leak in GSR it's under the old roof. He showed me where he believe the new roof started from outside of the building	General Maintenance	Closed	6/2/21	6/3/21
Greenwell Springs Road Regional Library	Temperature in Study, Conference Rooms, Innovation Space and Computer Lab is too warm and needs to be adjusted.	Adjusted hot water valve going to vav box.	HVAC	Closed	6/3/21	6/11/21
Greenwell Springs Road Regional Library	Moisture Leaking from Vents in Meeting Room "A" (Room127) discoloration in Ceiling Tiles		General Maintenance	In Progress	6/8/21	

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Regional Branch Library						
Greenwell Springs Road Regional Library	Warm temperature in Study Room A and Conference Room C. Sound of air coming through the vent in Study Room B.		HVAC	New	6/9/21	
Jones Creek Regional Library	Staff Toilet requires plunging	Labor: Laborer: Terry Lewis, Notes: Unstop toilet in staff restroom	Plumbing	Closed	5/24/21	5/24/21
Jones Creek Regional Library	JCR Parking Lot Lights Are Not Turning On At Night	Labor: Laborer: Terry Lewis, Notes: Check lighting system found a bad photo cell. Installed a new photo cell.	Lighting	Closed	5/28/21	6/1/21
Jones Creek Regional Library	JCR - Water Damage on New Ceiling Tiles in Staff Workroom	I removed the ceiling tile and look around to see if I can find where the leak was coming from I notified the roofer that was on site then changed the tiles out.	General Maintenance	Closed	5/29/21	6/1/21