

Maintenance Work Order Report

Library Board of Control April and May 2020

Facility	Facility Division	Summary	Date Committed	Category
Baker Branch Library	Building Interior	Replace light	3/18/20	Electrical
Baker Branch Library	Building Interior	Preventative Maintenance	3/19/20	HVAC
Baker Branch Library	Building Interior	Boiler Preventative Maintenance	3/27/20	None
Baker Branch Library	Building Interior	Air Handling Unit Preventative Maintenance	3/27/20	None
Baker Branch Library	Building Interior	Boiler Preventative Maintenance	4/29/20	None
Bluebonnet Regional Library	Building Interior	Light bulb out in front men's bathroom above toilet.	3/16/20	None
Bluebonnet Regional Library	Building Interior	Burnt out bulbs	3/19/20	Lighting
Bluebonnet Regional Library	Building Interior	Air Handling Unit Preventative Maintenance	3/27/20	None
Bluebonnet Regional Library	Building Interior	Chiller Preventative Maintenance	3/27/20	None
Bluebonnet Regional Library	Building Interior	Cooling Tower Preventative Maintenance	3/27/20	None
Bluebonnet Regional Library	Building Interior	Boiler Preventative Maintenance	3/27/20	None
Bluebonnet Regional Library	Building Interior	Handle on STAFF women's toilet does not work. Toilet will not flush.	4/14/20	None
Bluebonnet Regional Library	Building Interior	Boiler Preventative Maintenance	4/29/20	None
Bluebonnet Regional Library	Building Interior	Cooling Tower Preventative Maintenance	4/29/20	None
Bluebonnet Regional Library	Building Interior	Chiller Preventative Maintenance	4/29/20	None
Bluebonnet Regional Library	Building Interior	EXIT sign near Circ desk is out.	5/8/20	None
Carver Branch Library	Building Interior	Roof drains need cleaning	3/18/20	Roofing
Carver Branch Library	Building Interior	Replace light bulbs	3/19/20	HVAC
Carver Branch Library	Building Interior	Air Handling Unit Preventative Maintenance	3/27/20	None
Carver Branch Library	Building Interior	Boiler Preventative Maintenance	3/27/20	None
Carver Branch Library	Building Interior	Roof drains need cleaning	3/31/20	Roofing
Carver Branch Library	Building Interior	The faucet is completely off the middle faucet in the women's patron restroom.	4/10/20	Plumbing
Carver Branch Library	Building Interior	I checked the Meeting Room #1's closet. The tiles were replaced after the last leak. I see new leaks and water stains from today's rain.	4/28/20	None
Carver Branch Library	Building Interior	Boiler Preventative Maintenance	4/29/20	None
Central Branch Library	Building Interior	Drain plugged	3/19/20	Plumbing
Central Branch Library	Building Interior	Air Handling Unit Preventative Maintenance	3/27/20	None
Central Branch Library	Building Interior	Boiler Preventative Maintenance	3/27/20	None
Central Branch Library	Building Exterior	Keycard on Staff Breakroom door is not working	4/6/20	None
Central Branch Library	Building Interior	Temp in Building is 62 degrees	4/8/20	HVAC
Central Branch Library	Building Interior	Building repair list	4/9/20	Lighting
Central Branch Library	Building Interior	Building repair list	4/9/20	Lighting
Central Branch Library	Building Interior	Fixing items on building list from walkthrough	4/13/20	Electrical

Central Branch Library	Building Interior	Fixed items on building repair list	4/17/20	Roofing
Central Branch Library	Building Interior	Boiler Preventative Maintenance	4/29/20	None
Central Branch Library	Building Exterior	Needs a new American Flag	4/30/20	None
Central Branch Library	Building Interior	Ice marker is broken?	4/30/20	None
Central Branch Library	Building Exterior	Building Alarm went off	5/13/20	None
Delmont Gardens Branch Library	Building Interior	Boiler Preventative Maintenance	3/27/20	None
Delmont Gardens Branch Library	Building Interior	Air Handling Unit Preventative Maintenance	3/27/20	None
Delmont Gardens Branch Library	Building Interior	Floor Tile, Tripping Hazard	4/7/20	None
Delmont Gardens Branch Library	Building Interior	Boiler Preventative Maintenance	4/29/20	None
Eden Park Branch Library	2nd Floor	Air Handling Unit Preventative Maintenance	3/27/20	None
Eden Park Branch Library	Building Exterior	Boiler Preventative Maintenance	3/27/20	None
Eden Park Branch Library	Building Exterior	Boiler Preventative Maintenance	4/29/20	None
Fairwood Branch Library	Building Exterior	At 5:30PM for the second day in a row, Allied Monitoring called to report the Burglary Alarm at the Mechanical Room	3/26/20	None
Fairwood Branch Library	Building Interior	Air Handling Unit Preventative Maintenance	3/27/20	None
Fairwood Branch Library	Building Interior	Make Up Air Unit Preventative Maintenance	3/27/20	None
Fairwood Branch Library	Building Interior	Chiller Preventative Maintenance	3/27/20	None
Fairwood Branch Library	Building Interior	Reset circuit breaker	4/3/20	Electrical
Fairwood Branch Library	Building Interior	need a ladder	4/9/20	None
Fairwood Branch Library	Building Interior	Server Room Alarm Going Off- High Temp	4/15/20	None
Fairwood Branch Library	Building Interior	The temp in the Data Room is high--feels like the heat is on in that room only. The extreme temperature has tripped an alarm in the room.	4/16/20	None
Fairwood Branch Library	Building Interior	DATA ROOM HIGH TEMPERATURE ALARM	4/21/20	None
Fairwood Branch Library	Building Interior	Chiller Preventative Maintenance	4/29/20	None
Fairwood Branch Library	Building Interior	Make Up Air Unit Preventative Maintenance	4/29/20	None
Greenwell Springs Road Regional Library	Building Interior	Air Handling Unit Preventative Maintenance	3/27/20	None
Greenwell Springs Road Regional Library	Building Interior	Boiler Preventative Maintenance	3/27/20	None
Greenwell Springs Road Regional Library	Building Interior	Alarm Malfunctioning	4/6/20	None
Greenwell Springs Road Regional Library	Building Interior	Boiler Preventative Maintenance	4/29/20	None
Jones Creek Regional Library	Building Interior	A/C problems	3/19/20	HVAC
Jones Creek Regional Library	Building Interior	Air conditioner is not cooling the building	3/20/20	None
Jones Creek Regional Library	Building Interior	Chiller Preventative Maintenance	3/27/20	None
Jones Creek Regional Library	Building Interior	Cooling Tower Preventative Maintenance	3/27/20	None
Jones Creek Regional Library	Building Interior	Air Handling Unit Preventative Maintenance	3/27/20	None
Jones Creek Regional Library	Building Interior	Boiler Preventative Maintenance	3/27/20	None

Jones Creek Regional Library	Building Interior	JCR temp in children's is reading about 80; AC did not seem to be working at 9:30 when temp read.	3/27/20	None
Jones Creek Regional Library	Building Exterior	Ants Pile	3/28/20	HVAC
Jones Creek Regional Library	Building Exterior	Ant Pile at Exterior of Building Near Window	4/27/20	None
Jones Creek Regional Library	Building Interior	Cooling Tower Preventative Maintenance	4/29/20	None
Jones Creek Regional Library	Building Interior	Boiler Preventative Maintenance	4/29/20	None
Jones Creek Regional Library	Building Interior	Chiller Preventative Maintenance	4/29/20	None
Jones Creek Regional Library	Building Interior	Three new ceiling leaks	4/30/20	None
Jones Creek Regional Library	Building Interior	Temperture at JCR very high	5/5/20	None
Jones Creek Regional Library	Building Exterior	Pressure washing of JCR Cupola	5/12/20	Roofing
Main Library	2nd Floor	Large meeting room - beeping noise in crawl space above projector	3/16/20	None
Main Library	1st Floor	Toilet paper holder broken	3/17/20	Life Safety
Main Library	1st Floor	Toilet paper holders	3/17/20	Plumbing
Main Library	1st Floor	Drain stop up in janitorial closet	3/18/20	Plumbing
Main Library	Building Exterior	There is a broken part in the paper towel dispenser in the 2nd floor staff restroom closest to the elevator, causing towels to not dispense.	3/18/20	Plumbing
Main Library	Building Exterior	attending programs in Large Meeting Room yesterday and today-- a CONSTANT high pitched beep occurred.	3/18/20	None
Main Library	1st Floor	Toilet paper dispenser	3/19/20	Plumbing
Main Library	Other	Molding unglued	3/19/20	Life Safety
Main Library	1st Floor	Alarm Panel keeps showing "System Trouble" message.	4/1/20	None
Main Library	2nd Floor	Johnson Controls Alarm	4/1/20	None
Main Library	1st Floor	Lights out in a couple areas	4/3/20	Lighting
Main Library	1st Floor	Staff Rest Room EF15	4/8/20	None
Main Library	2nd Floor	Lights out in circ area, outside walkway, and lobby hallway.	4/8/20	Lighting
Main Library	Building Exterior	My office is too cold - Test ticket	4/8/20	None
Main Library	Other	Reset clocks	4/8/20	Space/Moves
Main Library	Other	Lightning	4/8/20	Electrical
Main Library	1st Floor	Drain plugged	4/9/20	Plumbing
Main Library	3rd Floor	Elevator Number 1, (east elevator on the double set) is parked on third floor and not operating. Cargo and other two elevators appear ok	4/14/20	Electrical
Main Library	2nd Floor	Ceiling Tiles	4/23/20	None
Main Library	1st Floor	Drain plugged	5/8/20	Plumbing
Main Library	Other	The chairs at the Reference desk, all 3, need adjusting.	5/13/20	None
Main Library	1st Floor	we have a tv that we would like mounted to the wall in the study room at the end of the circulation desk.	5/15/20	None

Pride-Chaneyville Branch Library	Building Interior	Loud buzzing noise seems to emanate from main bathroom	3/18/20	None
Pride-Chaneyville Branch Library	Building Interior	Loud buzzing noise	3/24/20	HVAC
Pride-Chaneyville Branch Library	Building Interior	Air Handling Unit Preventative Maintenance	3/27/20	None
Pride-Chaneyville Branch Library	Building Interior	Ceiling tiles in meeting room fell water on floor	5/11/20	None
Recycled Reads/Outreach	Building Interior	Check a/c	3/16/20	HVAC
Recycled Reads/Outreach	Building Interior	Air Handling Unit Preventative Maintenance	3/27/20	None
Recycled Reads/Outreach	Building Interior	front bathroom soap dispenser is leaking. entire container has spilled to floor. not sure if it need to be replaced.	5/4/20	None
Scotlandville Branch Library	Building Interior	Check to see can we get hot water the men and women bath room	3/16/20	Plumbing
Scotlandville Branch Library	Building Interior	No air flow in hallway staff brake room and newspaper room	3/17/20	HVAC
Scotlandville Branch Library	Building Interior	Unstop toilet in men bathroom	3/17/20	Plumbing
Scotlandville Branch Library	Building Interior	Handicap stall want stop flushing	3/17/20	Plumbing
Scotlandville Branch Library	Building Interior	Change faucet	3/18/20	Plumbing
Scotlandville Branch Library	Building Interior	Hot water heater need to be installed in men and women bathroom	3/20/20	Plumbing
Scotlandville Branch Library	Building Interior	SCO RFID gate plug not secure (TEST)	3/24/20	None
Scotlandville Branch Library	Building Interior	Boiler Preventative Maintenance	3/27/20	None
Scotlandville Branch Library	Building Interior	Air Handling Unit Preventative Maintenance	3/27/20	None
Scotlandville Branch Library	Building Interior	Water heaters installation	4/15/20	Plumbing
Scotlandville Branch Library	Building Interior	men's patrons bathroom faucets need replacing too new ones.	4/16/20	Plumbing
Scotlandville Branch Library	Building Exterior	Clogged storm drains in parking lot	4/29/20	None
Scotlandville Branch Library	Building Interior	Boiler Preventative Maintenance	4/29/20	None
Scotlandville Branch Library	Building Interior	Ceiling tile with water stains	5/1/20	None
Zachary Branch Library	Building Interior	Air Handling Unit Preventative Maintenance	3/27/20	None
Zachary Branch Library	Building Interior	Boiler Preventative Maintenance	3/27/20	None
Zachary Branch Library	Building Interior	Wallpaper peeling on stacks floor.	4/14/20	None
Zachary Branch Library	Building Interior	Unidentified debris and stains in the compact shelving room	4/23/20	None
Zachary Branch Library	Building Interior	Fire Alarm Chirping	4/28/20	None
Zachary Branch Library	Building Interior	Boiler Preventative Maintenance	4/29/20	None
Zachary Branch Library	Building Interior	Alarm battery low	5/6/20	None