

## **Maintenance Report February 2020**

We continue to perform preventive maintenance and to complete repairs at our branches. This month's list includes work on:

### **Roofing:**

- Roofing contractor worked on roof leaks at the Carver Branch.

### **Lighting:**

- Performed lighting preventive maintenance at the following locations:
  - Main
  - Baker
  - Bluebonnet
  - Carver
  - Central
  - Delmont Gardens
  - Eden Park
  - Fairwood
  - Pride-Chaneyville
  - Zachary
- Electrical contractor repaired LED pole lights at the Bluebonnet Branch and the Eden Park Branch.
- Repaired exterior light fixtures at Outreach Services.

### **HVAC and Heating:**

- Changed belts and filters on air handler units at the following locations:
  - Baker
  - Carver
  - Fairwood
  - Greenwell Springs
  - Jones Creek
  - Pride-Chaneyville
  - Zachary
- Contractor identified problem and repaired the boilers at the Main Library. Contractor also serviced and cleaned the cooling tower.
- Cleaned debris from the cooling tower and ordered parts to make repairs to the cooling tower at the Baker Branch.
- Reset boiler and chiller at the Baker Branch and the Delmont Gardens Branch.
- Cleaned debris from the cooling tower at the Bluebonnet Branch. Contractor also installed a new chilled water pump.
- Performed quarterly chiller inspections and maintenance at the Carver Branch and the Fairwood Branch.
- At the Central Branch, reset the boiler and A/C chiller due to a power outage. Received a proposal to upgrade the control system.

- At the Greenwell Springs Road Branch, reset the boiler, repaired the drain pan on the air handler unit, and cleaned coils on the air handler units. Contractor repaired the boiler.
- At the Jones Creek Branch, cleaned coils on air handler units. Contractor cleaned and repaired the boiler. They also reset the controls for the Energy Management System.
- Reset the chiller due to power outage at the Scotlandville Branch.
- Identified the problem with the heating unit at Outreach Services.

**Plumbing:**

- At the Main Library, repaired hot water heater in Teen Services storage room, and repaired flush valves in women’s restroom.
- Repaired sink in staff breakroom at the Carver Branch.
- Repaired toilet in women’s restroom at the Delmont Gardens Branch.
- Repaired the water leak in the data room and repaired a leaking toilet at the Fairwood Branch.
- Repaired the hot water heater at the Pride-Chaneyville Branch.
- Repaired leaking toilet in the Children’s Services restroom at the Scotlandville Branch.
- Repaired toilet in the women’s restroom and installed a new toilet in the men’s restroom at the Zachary Branch.
- Repaired faucet in the men’s restroom at Outreach Services.

**Miscellaneous Repairs and other Work Completed by the Facilities Staff**

**Minor Work Completed throughout the System:**

- General maintenance performed at all locations.
- Vendor cleaned exterior windows at the following locations:
  - Main
  - Baker
  - Bluebonnet
  - Carver
  - Central
  - Delmont Gardens
  - Eden Park
  - Fairwood
  - Pride-Chaneyville
  - Scotlandville
  - Zachary

**Main Library:**

- Painted the Teen Services study rooms.
- Painted study rooms on second floor.
- Contractor repaired interior front entrance doors
- Repaired white board in Teen Services study room.
- Installed a new paper towel dispenser in men’s first floor restroom.
- Unclogged toilet in restroom.

**Baker Branch:**

- Removed branches and tree limbs after a storm.
- Installed a DVR for cameras.
- Changed a filter in the refrigerator.

**Bluebonnet Regional:**

- Identified problem with the meeting room door.

**Central Branch:**

- Re-glued carpet tiles at the Circulation work desk.

**Delmont Gardens Branch:**

- Painted walls in the staff break room.
- Unclogged the sink in the men's restroom.

**Eden Park Branch:**

- Vendor repaired the exterior sliding door.
- Painted meeting room walls.
- Installed chair rails in the meeting rooms.
- Cleaned all air vents.
- Removed old soap dispensers in restrooms.

**Fairwood Branch:**

- Unclogged staff work room sink.
- Repaired the staff entrance door.
- Painted walls in study room.
- Installed chair rails in study rooms.
- Installed chair rails in meeting room.

**Greenwell Springs Road Branch:**

- Installed new refrigerators in the staff break room.
- Repaired front door.
- Installed new paper towel dispensers.

**Scotlandville Branch:**

- Vendor repaired front sliding doors.
- Cleaned all air vents.
- Replaced damaged ceiling tiles in various areas.
- Removed sandbags from courtyard areas.
- Painted walls in Adult Services.
- Repaired walls in women's restroom.
- Repaired break room door.

**Zachary Branch:**

- Removed broken key from door.