

**Maintenance Report May 2019\***

**Goodwood Main Library**

Performed Lighting Preventative Maintenance  
Unclogged Toilets in Public Restrooms  
Installed New Flush Valves in Women's First Floor Restroom  
Installed New Manual Faucet in Shipping Room  
Performed Bi-monthly Elevator Inspections & Maintenance  
Installed New Automatic Air Fresheners in Restrooms  
Repaired Leaking Window Seal near Large Meeting Room  
Repaired Carpet Tiles in Study Room B  
Installed New Water Filters in Staff Refrigerators in Break Room  
Replaced Paper Towel and Toilet Paper Dispensers  
Obtaining Quotes & Information re: Repair /Replacement of Exterior Electronic Street Sign  
Contractor Installing Drain & Pipes near Live Oaks for Better Drainage & Tree Preservation  
Working with Landscape Contractor to Replace Flower Beds around Flagpoles

**Baker Branch Library**

Performed Lighting Preventative Maintenance  
Reset A/C Chiller  
Pressure Washed the Exterior of the Building & Walkways  
Received a Quote & Purchase Order for Installation of New Letters for Outdoor Branch Sign  
Ordered Blinds for Study Room  
Replaced Ceiling Tiles in Study Room & Story Time Room  
Installed Automatic Air Fresheners in All Restrooms  
Adjusted Wall Clocks

**Bluebonnet Regional Branch Library**

Performed Lighting Preventative Maintenance  
Repaired Drinking Water Fountain  
Cleaned Gutters in Courtyard Area  
Installed New Soap Dispensers

**Carver Branch Library**

Renewed Contract for Quarterly Chiller Maintenance  
Installed New Toilet Seat in Women's Restroom  
Contractor Repaired Roof & Window Seal Leak in Branch Mgr.'s Office  
Painted Branch Mgr.'s Office

**Central Branch Library**

Performed Lighting Preventative Maintenance  
Repaired VAV Boxes in Children's Svc.  
Reset A/C Chiller  
Checked Partition Wall in Meeting Room  
Moved Tables to Central Branch from Baker Branch

**Delmont Gardens Branch Library**

Performed Lighting Preventative Maintenance  
Reset A/C Chiller  
Received Quote for Cleaning A/C Ductwork

**Eden Park Branch Library**

Performed Lighting Preventative Maintenance  
Repairs Made on Chiller by Contractor

**Fairwood Branch Library**

Performed Lighting Preventative Maintenance  
Renewed Contract for Quarterly Chiller Maintenance  
Repaired Faucets in Women's Restroom  
Contractor Repaired Roof Leaks  
Pressure Washed Exterior Sign  
Repaired Gasket on Refrigerator

**Greenwell Springs Road Regional Branch Library**

Adjusted HVAC Controls  
Cleaned Several Areas Due to Roof Leaks & Installed New Tile

**Jones Creek Regional Branch Library**

Performed Lighting Preventative Maintenance  
Repaired VAV Boxes  
Reset A/C Chiller  
Unclogged Toilets in Public Restrooms  
Contractor Pruned Trees & Removed 2 Crepe Myrtles Near Flag Pole

**Pride-Chaneyville Branch Library**

Performed Lighting Preventative Maintenance  
Unclogged Toilets in Public Restrooms  
Contractor Repaired Water Leak in Chiller Plant Yard  
Contractor Removed Dead Pine Tree

**Recycled Reads**

Installed New Fan Motor & Cleaned Coils on A/C Unit

**Scotlandville Branch Library**

Performed Lighting Preventative Maintenance  
Reset A/C Chiller Due to Power Outages  
Unclogged Toilets in Public Restrooms

**Zachary Branch Library**

Performed Lighting Preventative Maintenance

\*Contract Awarded for Window Washing All Facilities-Biannual Exterior & Annual Interior