

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
<b>Community Branch Library</b>						
Baker Branch Library	The air freshener in the women's restroom needs to be changed	Replace canister in sprayer	General Maintenance	Closed	2/13/21	3/1/21
Baker Branch Library	Air Handling Unit Preventative Maintenance	Labor: Laborer: Darren Rivers, Notes: Replaced all a/c filters and belts used (4)20x20x2(10)20x25x2(10)16x25x2 (2)b-55(2)b-59(2)a-37(1)a-41 greased all pumps motors Laborer: Shedrick Ridgley, Notes: Replaced all a/c filters and belts used (4)20x20x2(10)20x25x2(10)16x25x2 (2)b-55(2)b-59(2)a-37(1)a-41 greased all pumps motors Laborer: Terry Lewis, Notes: Replaced all a/c filters and belts used (4)20x20x2(10)20x25x2(10)16x25x2 (2)b-55(2)b-59(2)a-37(1)a-41 greased all pumps motors	HVAC	Closed	3/1/21	3/10/21
Baker Branch Library	Story Walk Holders	Attached flyer to pole	General Maintenance	Closed	3/8/21	3/10/21
Carver Branch Library	no heat in bldg---- 50 degrees	Hot water pumps were frozen due the ice storm, thawed pumps out and reset the boiler system now heating up.	HVAC	Closed	2/17/21	3/16/21
Carver Branch Library	Temperature rising in back of building (reference/teen/PC area). Has risen from 75 to 77.7 in the last 30 minutes.	La controls came out and installed a new tstat	HVAC	Completed	2/20/21	3/16/21
Carver Branch Library	2 lights on either side of front steps closest to the street (Terrace St side) are out	Labor: Laborer: Terry Lewis, Notes: Replace pole lights Laborer: Terry Lewis, Notes: Replace pole lights	Lighting	Closed	2/23/21	2/26/21
Carver Branch Library	Air Handling Unit Preventative Maintenance	Change air filter in air handler 1,2and 3 had to replace fuses in 1 and 2 because they were blown	HVAC	Closed	3/1/21	3/10/21
Carver Branch Library	3 parking lot lights are out		Electrical	New	3/1/21	
Carver Branch Library	need an additional paper towel dispenser in the women's patron bathroom	Labor: Laborer: Rhett Hodges Hung new paper towel dispenser in women's bathroom and changed the time on all wall clocks also while I was there.	General Maintenance	Closed	3/2/21	3/15/21
Carver Branch Library	paper towel dispenser has fallen off the wall in the women's patron restroom	Replace bolts and anchor back in wall	General Maintenance	Closed	3/3/21	3/8/21

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Carver Branch Library	One light is strobing in Children's Librarian's office		Lighting	In Progress	3/8/21	
Central Branch Library	Outside fire sprinkler is spraying water onto the sidewalk.	Labor: Laborer: Rhett Hodges Technician from Coastal Sprinkler came out and found that the sprinkler head had a leak in the part that the glass tube sits in. He replaced it with a new one and check it out to make sure everything was working properly and wasn't leaking anymore.	Life Safety	Closed	2/19/21	2/25/21
Central Branch Library	Very warm in building	Reset chiller it was in alarm	HVAC	Closed	2/22/21	2/22/21
Central Branch Library	Youth Services bathroom blinking light	Labor: Laborer: Shedrick Ridgley, Notes: Replaced light and ballast Laborer: Terry Lewis, Notes: Replace 4 pin bulb & Replaced light and ballast	Lighting	Closed	2/24/21	2/26/21
Central Branch Library	Alarm panels at doors display COM FAIL RTE B1		Electrical	New	2/26/21	
Central Branch Library	Carpet tile at circ desk pealed up	Replace glue on all the tile that needed it	Flooring	Closed	2/26/21	3/1/21
Central Branch Library	Air Handling Unit Preventative Maintenance	Check all belts and motor greased all grease port change filter	HVAC	Completed	3/1/21	3/12/21
Central Branch Library	Need a ladder moved from the meeting room before 8:30 AM Thursday.	Move ladder from meeting room and put it in the boiler room	General Maintenance	Closed	3/3/21	3/4/21
Central Branch Library	Meeting Room dorm refrigerator not working	Unknown Resolution They have already order a replacement for it	General Maintenance	Completed	3/8/21	3/16/21
Central Branch Library	78 degrees in meeting room with early voting!	Power surge , reset chiller , system cooling fine	HVAC	Closed	3/8/21	3/9/21
Central Branch Library	Burglar Alarm not working	Allied came out to install a new alarm panel system should be normal.	Electrical	Closed	3/9/21	3/16/21
Central Branch Library	Squirrels	I looked in the attic of library an did not see any squirrels. I also made sure there was not any in the cages that where place in attic	General Maintenance	Closed	3/10/21	3/15/21
Central Branch Library	Open ceiling tiles	Labor: Laborer: Rhett Hodges Located open ceiling tile in CIRC Workroom and closed it back up looked around to make sure it was the only one.	General Maintenance	Closed	3/10/21	3/15/21

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<b>Community Branch Library</b>						
Central Branch Library	Squirrel in the circ workroom	I did a walk threw of the entire library and did not find any squirrels inside.	General Maintenance	Closed	3/12/21	3/15/21
Delmont Gardens Branch Library	Air Handling Unit Preventative Maintenance	Laborer: Laborer: Shedrick Ridgley, Notes: Replaced a/c filters and belts greased motor and pumps Used (12)24x24x2(12)20x24x2(12)16x24x2 (2)B-49(2)B-74 found drive not working properly check controls found it needed to be reset unit ok Laborer: Terry Lewis, Notes: Replaced a/c filters and belts greased motor and pumps Used (12)24x24x2(12)20x24x2(12)16x24x2 (2)B-49(2)B-74 found drive not working properly check controls found it needed to be reset unit ok	HVAC	Closed	3/1/21	3/10/21
Eden Park Branch Library	EDE is extremely cold and thermostats are out	Laborer: Laborer: Terry Lewis, Notes: Adjust all t -stats And water value unit ok	HVAC	Closed	2/18/21	3/1/21
Eden Park Branch Library	Put up wall organizer	Put up wall organizer	General Maintenance	Closed	2/24/21	3/1/21
Eden Park Branch Library	Air Handling Unit Preventative Maintenance		HVAC	New	3/1/21	
Pride-Chaneyville Branch Library	Burning smell	Check all motor belts on all air handler room nothing look burnt	General Maintenance	Closed	2/27/21	3/1/21
Pride-Chaneyville Branch Library	Air Handling Unit Preventative Maintenance	PM Air-handlers Replaced Belts and Filters	HVAC	Closed	3/1/21	3/15/21
Pride-Chaneyville Branch Library	Security Cameras non functional	Laborer: Laborer: Shedrick Ridgley Laborer: Rhett Hodges Checked out the DVR and UPS system and couldn't find a problem at the moment. I checked to make sure everything had power going too it. Might need Computer DIV to check it out and see if they can figure out if there's a problem going on internally with the DVR Unit. And Changed all filters in the AHU's. This is a project for computer services.	Grounds Maintenance	Closed	3/1/21	3/8/21

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Pride-Chaneyville Branch Library	Paper towel dispenser in men's room coming off the wall	Labor: Laborer: Rhett Hodges found that the anchors hold the paper toel dispenser had come loose so I replaced the anchors and reinstalled the dispenser and it worked fine.	General Maintenance	Completed	3/2/21	3/16/21
Scotlandville Branch Library	The air conditioning does not seem to be working and the building is heating up	Heater on air handler #6 bunt out made repair unit back in service.	HVAC	Closed	2/25/21	2/25/21
Scotlandville Branch Library	Air Handling Unit Preventative Maintenance		HVAC	New	3/1/21	
Scotlandville Branch Library	the air conditioning does not seem to be working and the building is heating up	Labor: Laborer: Terry Lewis, Notes: Adjust temperature with controls hot and cold water valve found hot water valve not working adjusted hot water flow by cut off valve	HVAC	Closed	3/4/21	3/8/21
Zachary Branch Library	Alarm Chirping	Change batteries in door alarm	General Maintenance	Closed	2/28/21	3/8/21
Zachary Branch Library	Air Handling Unit Preventative Maintenance	Labor: Laborer: Claude Lindsey Laborer: Rhett Hodges Checked all AHU systems for any problems and also changed all air filters.	HVAC	Closed	3/1/21	3/11/21
Zachary Branch Library	Exterior curb may be a problem if patron's don't see	May be a watch your steps sign.	Grounds Maintenance	Closed	3/4/21	3/5/21
<b>Main Library</b>						
Main Library	Door Hold did not HOLD on Concierge Elevator	Emr came out to make repairs to the elevators	General Maintenance	Completed	2/13/21	3/16/21
Main Library	One Interactive Table left to be assembled	Labor: Laborer: Rhett Hodges Put table together and left screen cover over it then put it were Ms. Patricia asked me too leave it for the time being.	General Maintenance	Closed	2/19/21	2/23/21
Main Library	Light bulbs out	Labor: Laborer: Rhett Hodges changed all burned out bulbs	Electrical	Closed	2/22/21	3/5/21

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<b>Main Library</b>						
Main Library	Gates not counting	Labor: Laborer: Shedrick Ridgley, Notes: Located power source and reset unit unit working Laborer: Terry Lewis, Notes: Located power source and reset unit unit working	General Maintenance	Closed	2/25/21	3/1/21
Main Library	Baby Changing Table		General Maintenance	New	2/25/21	
Main Library	Filing Cabinet Relocation	Move 5 cabinets from main to outreach	General Maintenance	Closed	3/1/21	3/9/21
Main Library	Gate breaker needs to be flipped again	Labor: Laborer: Shedrick Ridgley, Notes: Find breaker and reset gate counter Laborer: Terry Lewis, Notes: Find breaker and reset gate counter	Electrical	Closed	3/2/21	3/8/21
Main Library	Third freezer in third floor breakroom will not close.	Labor: Laborer: Rhett Hodges Checked freezer door and couldn't find anything wrong with it, someone must have fixed the issue already.	General Maintenance	Closed	3/12/21	3/15/21
<b>Regional Branch Library</b>						
Bluebonnet Regional Library	Wall clock no longer works	Labor: Laborer: Shedrick Ridgley, Notes: Replace 4'fluorescent , ceiling tiles, repair ceiling grid clean air vents Laborer: Terry Lewis, Notes: Replace 4'fluorescent , ceiling tiles, repair ceiling grid clean air vents	Grounds Maintenance	Closed	2/20/21	2/24/21
Bluebonnet Regional Library	Chiller Preventative Maintenance		HVAC	New	3/1/21	
Bluebonnet Regional Library	Cooling Tower Preventative Maintenance		HVAC	New	3/1/21	

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<b>Regional Branch Library</b>						
Bluebonnet Regional Library	Building power lost	Labor: Laborer: Shedrick Ridgley, Notes: Replaced coils & fuses on motor starters for air handlers unit #7,8,9,10 and boiler pump #2 Laborer: Terry Lewis, Notes: Replaced coils & fuses on motor starters for air handlers unit #7,8,9,10 and boiler pump #2 Laborer: Terry Lewis, Notes: Replaced coils & fuses on motor starters for air handlers unit #7,8,9,10 and boiler pump #2	Electrical	Closed	3/4/21	3/4/21
Greenwell Springs Road Regional Library	Air Handling Unit Preventative Maintenance	Labor: Laborer: Claude Lindsey Laborer: Rhett Hodges Checked all AHU systems and replaced all air filters. Made sure everything was working correctly.	HVAC	Closed	3/1/21	3/9/21
Jones Creek Regional Library	JCR - Air conditioning not working/no air flow in Gallery Hallway and Meeting Rooms 1-3	Check control circuits , cycle power ; tightened electrical connections  System cooling fine	HVAC	Closed	3/1/21	3/5/21
Jones Creek Regional Library	Chiller Preventative Maintenance		HVAC	New	3/1/21	
Jones Creek Regional Library	Cooling Tower Preventative Maintenance	Labor: Laborer: Shedrick Ridgley, Notes: Greased all pumps motors and clean all filler material and treat water Laborer: Terry Lewis, Notes: Greased all pumps motors and clean all filler material and treat water	HVAC	Closed	3/1/21	3/10/21
Jones Creek Regional Library	Air Handling Unit Preventative Maintenance	Labor: Laborer: Shedrick Ridgley, Notes: Clean cooling tower filling material grease pump and motors treat water Laborer: Terry Lewis, Notes: Clean cooling tower filling material grease pump and motors treat water	HVAC	Closed	3/1/21	3/8/21
Jones Creek Regional Library	Pick-up 10 empty gondolas and take to Renaissance.	Move 9 gondolas from jcr to renaissance	General Maintenance	Closed	3/3/21	3/4/21
Jones Creek Regional Library	Broken branch in pine tree near the northeast corner of the building	Bayou tree removed the hanging branch.	Grounds Maintenance	Closed	3/5/21	3/16/21

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<b>Regional Branch Library</b>						
Jones Creek Regional Library	JCR - Fire Panel having system troubles and run away signal		Life Safety	In Progress	3/8/21	