

| Facility                        | Summary   | Resolution   | Category            | Status                      | Date Created | Date Completed |
|---------------------------------|---|--|---------------------|-----------------------------|--------------|----------------|
| <b>Community Branch Library</b> |   |  |                     |                             |              |                |
| Baker Branch Library            | A/C issue: Temps in building are rising steadily within the last 20 minutes. Thermostats ranging from 75-77 across building | chilled water pump failure   | HVAC                | Closed                      | 9/10/21      | 9/13/21        |
| Baker Branch Library            | There are 2 lights out at the library exit hallway, bulbs need to be replaced   | Labor:<br>Laborer: Terry Lewis, Notes: Replace (2) 175w lightbulbs and (1)175w ballast   | Electrical          | Closed                      | 9/14/21      | 9/17/21        |
| Baker Branch Library            | There is a leak in the men's and women's restroom both in the last stall  |  | Plumbing            | In Progress                 | 9/14/21      |                |
| Baker Branch Library            | Both meeting rooms are very humid. The temps read 72.9  | Labor:<br>Laborer: Terry Lewis, Notes: Check chiller pumps and motors cooling tower all working except boiler pump motor and air handler #3 reset controls all came up could not get on controls due to computer problems but all is working | HVAC                | Closed                      | 9/14/21      | 9/15/21        |
| Baker Branch Library            | Thermostat in meeting room 1 still broken   | Labor:<br>Laborer: Terry Lewis, Notes: Checked and found that air handler #4 needed new down load unit or king properly  | HVAC                | Closed                      | 9/17/21      | 9/22/21        |
| Baker Branch Library            | Toilet continuously leaking in women's restroom   | Tighten up bolt around flush valve.  | Plumbing            | Closed                      | 9/27/21      | 9/28/21        |
| Baker Branch Library            | Library entrance door not opening & closing automatically   | I walked in and out door bout 20 times and could not find anything wrong with opening and closing of the door.   | Windows/Doors       | Closed                      | 9/27/21      | 9/28/21        |
| Carver Branch Library           | Need a new whiteboard attached to the circ workroom wall  | Myself and Claude put the white chalkboard on the wall for library staff.  | General Maintenance | Closed                      | 9/13/21      | 9/14/21        |
| Carver Branch Library           | An additional StoryWalk station came in and needs to be installed outside on Terrace Ave.                                   | Labor:<br>Laborer: Rhett Hodges, Notes: Install new display pedestal for the story walk<br>Laborer: Terry Lewis, Notes: Install new display pedestal for the story walk  | General Maintenance | Closed                      | 9/16/21      | 9/16/21        |
| Carver Branch Library           | crepe myrtle stump needs to be removed  | I cut the stump off so that it will not be tripping hazard.  | General Maintenance | Closed                      | 9/23/21      | 9/28/21        |
| Carver Branch Library           | my office thermostat says it's 141 degrees.... but I'm pretty sure it's not   | Adjusted thermostat and instructed staff on units operation  | HVAC                | Closed                      | 9/23/21      | 9/28/21        |
| Central Branch Library          | Outside light staff parking lot out   |  | Electrical          | On Hold (Waiting for parts) | 9/11/21      |                |

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| <b>Community Branch Library</b> |   |  |                     |                             |              |                |
| Central Branch Library          | AC not working on Reference/Adult side  | Labor:<br>Laborer: Rhett Hodges<br>I found that the VFD drive for AHU-1 was in alarm because of phase loss. so i checked to make sure it was getting correct power and that all the fuses we still good and everything seemed too be ok so I turned the drive on and it started up along with the unit. I also found the chiller was in alarm and only one circuit was running. I reset the chiller and it cleared the alarm and started up. | HVAC                | Closed                      | 9/13/21      | 9/14/21        |
| Central Branch Library          | More keys   | Delivered Medico keys to branch Manager  | General Maintenance | Closed                      | 9/30/21      | 10/5/21        |
| Central Branch Library          | AC not on at CEN  | System was shut down due to bad power issue with energy<br><br>Latch fault chiller running on 1 Circuit , Air-handler #2 same issue<br><br>Reset both appliances and checked pumps , system is runny fine  | HVAC                | Closed                      | 10/11/21     | 10/11/21       |
| Central Branch Library          | AC in Youth Services not working again  | Claude and myself reset the chiller.   | HVAC                | Closed                      | 10/12/21     | 10/12/21       |
| Central Branch Library          | Carpet tile loose- tripping hazard  | Labor:<br>Laborer: Rhett Hodges<br>Pulled up loose carpet square and re-glued it.  | Flooring            | Closed                      | 10/13/21     | 10/15/21       |
| Central Branch Library          | Fire ant colonies near entry of Staff Parking and near library Entrance under the awning. | Labor:<br>Laborer: Rhett Hodges<br>located several fire ant mounds checked to see if they were occupied or if the were empty several were empty so i knocked them down. I put poison on the other's I found around the sidewalks and back staff area.  | Pest Control        | Closed                      | 10/13/21     | 10/15/21       |
| Delmont Gardens Branch Library  | Leaking roof  |  | Roofing             | In Progress                 | 9/14/21      |                |
| Delmont Gardens Branch Library  | Security Alarm fault issue  |  | Electrical          | On Hold (Waiting for parts) | 9/24/21      |                |
| Delmont Gardens Branch Library  | Plants growing in gutter  | I removed the plants that was growing in the gutters.  | General Maintenance | Closed                      | 9/24/21      | 9/27/21        |

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| <b>Community Branch Library</b>  |   |  |                     |                             |              |                |
| Delmont Gardens Branch Library   | Lights out in the building  | I changed out lights bulbs and ballast in various areas of the building.   | Electrical          | Closed                      | 10/4/21      | 10/4/21        |
| Delmont Gardens Branch Library   | Air not properly working  | Air is working properly at current time  | HVAC                | Closed                      | 10/4/21      | 10/5/21        |
| Delmont Gardens Branch Library   | Breakroom door lock is not working  | Lock need to be replaced   | Windows/Doors       | Closed                      | 10/11/21     | 10/12/21       |
| Eden Park Branch Library         | Fence Down  |  | General Maintenance | Queued                      | 9/13/21      |                |
| Eden Park Branch Library         | Circulation room desk drawer if off the track and unable to be locked at this time. | Aligned and straightened track of drawer tracks and sliders  | General Maintenance | Closed                      | 9/16/21      | 9/29/21        |
| Eden Park Branch Library         | Window Broken   |  | Windows/Doors       | In Progress                 | 9/28/21      |                |
| Eden Park Branch Library         | There are lights out that are located over the bookshelves                          |  | Electrical          | In Progress                 | 10/4/21      |                |
| Fairwood Branch Library          | Handle came off of sink in the Women's Restroom                                     |  | Plumbing            | Queued                      | 9/30/21      |                |
| Fairwood Branch Library          | Kick stand broke off depository door  | Labor:<br>Laborer: Terry Lewis, Notes: Drill new holes and attached door stop  | General Maintenance | Closed                      | 10/8/21      | 10/8/21        |
| Pride-Chaneyville Branch Library | AC out  | Air handler will only come on by manually turning them on due to the server not working properly. contacted la controls to make repairs.   | HVAC                | Closed                      | 9/14/21      | 9/14/21        |
| Pride-Chaneyville Branch Library | Roof leak   | Tile was wet took pictures and sent them to Alvin.waiting for roofing contractor to make roof repairs.   | Roofing             | Closed                      | 9/14/21      | 9/14/21        |
| Pride-Chaneyville Branch Library | Front door leaking water  |  | Flooring            | In Progress                 | 9/16/21      |                |
| Pride-Chaneyville Branch Library | Roof still leaking  |  | Roofing             | On Hold (Waiting for parts) | 9/18/21      |                |
| Pride-Chaneyville Branch Library | Water spots on ceiling in front of courtyard  |  | Roofing             | In Progress                 | 9/20/21      |                |
| Pride-Chaneyville Branch Library | light ballast buzzing   | Labor:<br>Laborer: Terry Lewis, Notes: Check for humming noise found it to be coming from electric heat strips contacts bad found (4) others that needed to be replaced<br>Laborer: Terry Lewis, Notes: Check for humming noise found it to be coming from electric heat strips contacts bad found (4) others that needed to be replaced | Electrical          | Closed                      | 9/26/21      | 9/30/21        |

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| <b>Community Branch Library</b> |   |   |                     |                             |              |                |
| River Center Library            | Leak in Makerspace on 3rd Floor   |   | HVAC                | On Hold (Waiting for parts) | 9/14/21      |                |
| River Center Library            | 3rd floor window northwest corner is slowly leaking again. Concern is the motorized blinds on that window may get damaged by water. |   | Windows/Doors       | In Progress                 | 9/14/21      |                |
| River Center Library            | Ventilation System Racket   |   | HVAC                | On Hold (Waiting for parts) | 9/25/21      |                |
| River Center Library            | Water leaking from ceiling...clogged toilets on 3rd floor   | Louis mechanical came out and unclogged the floor drains on the 3rd floor.  | Plumbing            | Closed                      | 10/4/21      | 10/4/21        |
| River Center Library            | Toilets clogged   | Laborer:<br>Laborer: Rhett Hodges, Notes: Unstop toilets and remove water from floor<br>Laborer: Darren Rivers, Notes: Unstop toilets and remove water from floor<br>Laborer: Terry Lewis, Notes: Unstop toilets and remove water from floor  | Plumbing            | Closed                      | 10/5/21      | 10/5/21        |
| River Center Library            | New Ceiling Leak  | I seen area in library and there is discoloration on metal close by window, but didn't find any wet spots are water that was dripping   | Windows/Doors       | Completed                   | 10/12/21     | 10/13/21       |
| River Center Library            | Toilet Continuously Running   | Laborer:<br>Laborer: Rhett Hodges<br>i found the toilet was missing the manual push button that causes it to flush making the toilet constantly flush. i located the button and the spring laying on the floor so i cut the water off the the toilet and removed the button housing assembly and after inspecting it found that it had come unthreaded. So I screwed the button back on to the assembly and out it back on the flush valve and tested it several times too make sure it worked correctly. | Plumbing            | Closed                      | 10/13/21     | 10/14/21       |
| Scotlandville Branch Library    | Safe will not lock  | Claude and myself changed the batteries on safe to make it lock   | General Maintenance | Closed                      | 10/8/21      | 10/12/21       |

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| <b>Community Branch Library</b> |                                       |  |                     |                             |              |                |
| Scotlandville Branch Library    | Staff Restroom Toilet Backed Up       | Labor:<br>Laborer: Rhett Hodges<br>I used the plunger to unclog the staff toilet that was backed up. Also flushed it several times too make sure everything was working properly.  | Plumbing            | Closed                      | 10/16/21     | 10/16/21       |
| Zachary Branch Library          | Shingles in Courtyard                 | Looked on rooftop found where one tab of shingles were missing in various places throughout the roof may be 5 or 8 pieces  | Grounds Maintenance | Closed                      | 9/11/21      | 9/14/21        |
| Zachary Branch Library          | Very hot in the building              | The chiller was off due to the air handler not running we reset the air handler and everything is working except the server needs to be reset  | HVAC                | Closed                      | 9/12/21      | 9/14/21        |
| Zachary Branch Library          | Air handlers #2&1 not working in auto | Labor:<br>Laborer: Claude Lindsey, Notes: Check the air handlers drive found all to be working found the controls needed to be reset .reset controls unit working fine<br>Laborer: Darren Rivers, Notes: Check the air handlers drive found all to be working found the controls needed to be reset .reset controls unit working fine<br>Laborer: Terry Lewis, Notes: Check the air handlers drive found all to be working found the controls needed to be reset .reset controls unit working fine | HVAC                | Closed                      | 9/14/21      | 9/14/21        |
| Zachary Branch Library          | Worsening Leaks in Roof               | Changed soiled ceiling tiles waiting for roofing company to make roof repairs.   | Roofing             | Closed                      | 9/14/21      | 9/20/21        |
| Zachary Branch Library          | Wasp Nest                             | Labor:<br>Laborer: Terry Lewis, Notes: Checked and found wasps nest used wasps spray on nest   | General Maintenance | Closed                      | 9/17/21      | 9/20/21        |
| Zachary Branch Library          | Security System Battery Low           |  | Electrical          | On Hold (Waiting for parts) | 9/24/21      |                |
| Zachary Branch Library          | Getting hot in the building           | Reset control panel  | HVAC                | Closed                      | 9/26/21      | 9/28/21        |
| Zachary Branch Library          | Safe Battery Out                      | I replaced the 9 volt battery on the safe .  | General Maintenance | Closed                      | 10/4/21      | 10/5/21        |

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| <b>Community Branch Library</b>     |   |   |                     |          |              |                |
| Zachary Branch Library              | Hole in ceiling of CR Room  | Labor:<br>Laborer: Terry Lewis, Notes: Replaced ceiling tiles that was damaged  | General Maintenance | Closed   | 10/6/21      | 10/8/21        |
| Zachary Branch Library              | Alarm System Battery Dying  | Allied came out to troubleshoot and replaced the batteries, the system is now operating properly.                                       | Electrical          | Closed   | 10/6/21      | 10/12/21       |
| <b>Main Library</b>                 |   |   |                     |          |              |                |
| Main Library                        | Monday 9/13/21-The pear-shaped book bundle tree shelf had a shelf fall off of it. It has not been fixed.    | Labor:<br>Laborer: Rhett Hodges<br>the screw's that were holding the shelf up came loose so I got some new ones and repaired the shelf. | General Maintenance | Closed   | 9/13/21      | 9/16/21        |
| Main Library                        | Door stopper / wall damage  | Replace door stopper  | General Maintenance | Closed   | 9/16/21      | 9/27/21        |
| Main Library                        | area of possible concern outside Large meeting Room   | Secured audio cables in junction box  | Electrical          | Closed   | 9/20/21      | 9/27/21        |
| Main Library                        | 62 degrees in Special Collections   | Both boilers were tripped, reset and system is back in service.   | HVAC                | Closed   | 9/26/21      | 9/27/21        |
| Main Library                        | 2 ceiling lights flickering and going out   | Relamped fixture and installed new ballast  | Windows/Doors       | Closed   | 9/26/21      | 9/28/21        |
| Main Library                        | Room B - Door Sticking  | Unknown Resolution  | Windows/Doors       | Canceled | 9/26/21      | 9/27/21        |
| Main Library                        | Lateral Filing Cabinet Drawers  | Extract key that was broken off in the lock and put lock in open position   | General Maintenance | Closed   | 9/27/21      | 9/29/21        |
| Main Library                        | Need 10 gondolas in place in early October, in time to offload shelves that YOU will move for lighting work | I went t Renaissance and got 10 gondolas and delivered them to Main library on 2nd floor.   | General Maintenance | Closed   | 9/28/21      | 10/12/21       |
| Main Library                        | Drain plugged   | This was a test   | Plumbing            | Canceled | 10/1/21      | 10/5/21        |
| Main Library                        | Need to replace the filters in all three refrigerators. None of them are dispensing water.                  | Replace filter in all three refrigerators.  | General Maintenance | Closed   | 10/4/21      | 10/5/21        |
| Main Library                        | 1 ceiling light is burned out   | Labor:<br>Laborer: Rhett Hodges<br>Found the light fixture that was out and changed the bulbs and it started working.                   | Electrical          | Closed   | 10/7/21      | 10/14/21       |
| Main Library                        | Lights out in 2nd floor staff bathrooms   | The lights are off because we turned them to work on another circuit.   | Electrical          | Canceled | 10/11/21     | 10/12/21       |
| <b>Non Public Service Workspace</b> |   |   |                     |          |              |                |
| Recycled Reads/Outreach             | air freshner fell off wall, needs to be rehung  | Replace with a new one  | General Maintenance | Closed   | 9/14/21      | 10/5/21        |

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| <b>Non Public Service Workspace</b>     |  |  |                     |             |              |                |
| Recycled Reads/Outreach                 | light bulbs have blown out in several areas and need to be replaced; air freshner in bathroom needs to be rehung | Replace ballast and bulbs in various areas of the building.  | Electrical          | Closed      | 9/30/21      | 10/5/21        |
| <b>Regional Branch Library</b>          |  |  |                     |             |              |                |
| Bluebonnet Regional Library             | Exterior lights out-loading dock   | Labor:<br>Laborer: Rhett Hodges<br>found that light had gone bad so i replaced it with a new one.    | Electrical          | Closed      | 9/17/21      | 9/28/21        |
| Bluebonnet Regional Library             | Exit light is blinking   | Labor:<br>Laborer: Rhett Hodges<br>found that the bulb had gone out so i replaced it with a new one. | Electrical          | Closed      | 9/17/21      | 9/28/21        |
| Bluebonnet Regional Library             | hanging box outside of mechanical shed   | Replace anchor bolt  | Electrical          | Closed      | 9/17/21      | 9/20/21        |
| Bluebonnet Regional Library             | light out in window display  | Labor:<br>Laborer: Rhett Hodges<br>found that bulb was blown out so replaced it with a new one.      | Electrical          | Closed      | 9/19/21      | 9/28/21        |
| Bluebonnet Regional Library             | alarm keypad showing "No server battery" message   |  | Electrical          | In Progress | 9/29/21      |                |
| Bluebonnet Regional Library             | corner of window leaking rainwater   | Travel to branch , resealed window   | General Maintenance | Closed      | 9/30/21      | 10/4/21        |
| Greenwell Springs Road Regional Library | Sensor Activated Light in Restroom will not turn on  | All light systems are working fine   | Electrical          | Closed      | 10/9/21      | 10/11/21       |
| Greenwell Springs Road Regional Library | Paper Towel Dispenser in Single Stall Public Bathroom in Children's Jammed or Broken                             | Removed paper from moving parts , system is dispensing paper   | General Maintenance | In Progress | 10/9/21      | 10/11/21       |
| Greenwell Springs Road Regional Library | Second request for Children's Restroom paper towel dispenser   | I changed the old paper towel dispenser with a new one.  | General Maintenance | Closed      | 10/12/21     | 10/12/21       |

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| <b>Regional Branch Library</b> |  |  |          |        |              |                |
| Jones Creek Regional Library   | JCR Staff Toilets Flushing Issues  | <p>Labor:</p> <p>Laborer: Shedrick Ridgley, Notes: Check both staff bathroom found one set loose and flush handle sticking cut off water remove handle repair plastic sleeve put back together unit working other staff toilet set loose but flushing fine</p> <p>Laborer: Terry Lewis, Notes: Check both staff bathroom found one set loose and flush handle sticking cut off water remove handle repair plastic sleeve put back together unit working other staff toilet set loose but flushing fine</p> | Plumbing | Closed | 9/16/21      | 9/20/21        |
| Jones Creek Regional Library   | Floor Drain in JCR Staff Bathroom full with water up to grate  | <p>Labor:</p> <p>Laborer: Claude Lindsey, Notes: Check floor drains in staff bathroom found floor drain clogged with gravel and grit</p> <p>Laborer: Shedrick Ridgley, Notes: Check floor drains in staff bathroom found floor drain clogged with gravel and grit</p> <p>Laborer: Terry Lewis, Notes: Check floor drains in staff bathroom found floor drain clogged with gravel and grit.</p> <p>After trying unsuccessfully to clear the drain, Louis Mech came out and cleared the drain.</p>           | Plumbing | Closed | 9/21/21      | 9/22/21        |
| Jones Creek Regional Library   | JCR AC out in Meeting Rooms while groups are actively trying to use them   | Reset condenser unit   | HVAC     | Closed | 9/26/21      | 9/28/21        |
| Jones Creek Regional Library   | JCR - Women's Public Toilet sprays water from below flushing lever when flushed  | <p>Labor:</p> <p>Laborer: Terry Lewis, Notes: Check toilet found the spud gaskets bad replace unit working fine</p>  | Plumbing | Closed | 10/2/21      | 10/5/21        |
| Jones Creek Regional Library   | JCR - Staff Bathroom Toilet Wobbles when you Sit on it & Flushing Handle is getting stuck again when you try to flush toilet | <p>Labor:</p> <p>Laborer: Rhett Hodges</p> <p>I found that the closet bolts nuts had become loose causing the toilet to shift around. So I tightened them up and that seemed to correct the problem. I also had to repair the manual flush had because it was sticking when used.</p>  | Plumbing | Closed | 10/12/21     | 10/14/21       |