

## Maintenance Report July 2019\*

### Goodwood Main Library

Performed Lighting Preventative Maintenance  
Repaired Ice Maker in Staff Breakroom  
Installed New Flush Valve on Toilet in Staff Restroom & Women's Restroom  
Repaired Leaking Sink in Teen Programming Room  
Installed New Irrigation Controller Panel & Repaired System on Grounds  
Repaired Cabinet Doors in Children's Svc. Workroom  
Installed New Toilet Paper Dispenser in Children's Restroom  
Received Est. for Repairs to Chemical Auto. Equip. for Fountains/Splash Pad  
Made Repairs to Security Alarm System  
Working with C/P on Additional A/C in Server Room  
Working with C/P on Ventilation System in Special Collections Work Room  
Working with C/P on Doors for Staff Lounge

### Baker Branch Library

Performed Lighting Preventative Maintenance  
Installed New Pump & Repaired Water Fountain in Courtyard  
Delivered Sandbags in Preparation for Tropical Storm Barry  
Painted Meeting Rooms & Installed Chair Rail

### Bluebonnet Regional Branch Library

Repaired Roof Leaks  
Performed Lighting Preventative Maintenance  
Pest Control Inspected & Treated for Termites  
Repaired Ceiling Grid & Replaced Stained & Soiled Ceiling Tiles due to Roof Leaks  
Installed New Toilet Paper Dispenser in Women's Restroom  
Repaired Switch on Display Case  
Re-glued Carpet Tiles

### Carver Branch Library

Repaired Roof Leaks  
Performed Lighting Preventative Maintenance  
Repaired Air Handler Units & Unclogged Drains in Air Handler Units  
Installed New Faucet in Women's Restroom & Unclogged Janitor's Mop Sink

### Central Branch Library

Repaired Roof Leaks  
Performed Lighting Preventative Maintenance  
Delivered Sandbags in Preparation for Tropical Storm Barry

### Delmont Gardens Branch Library

Repaired Roof Leaks  
Performed Duct Cleaning on Air Handler Units  
Delivered Sandbags in Preparation for Tropical Storm Barry  
Painted Meeting Room & Staff Breakroom & Installed Chair Rail  
Repaired Security Alarm Keypad  
Received Quote for Replacement of Boiler & Chiller

### Eden Park Branch Library

Performed Lighting Preventative Maintenance  
Installed New A/C Compressor on Chiller  
Repaired Wooden Fence surrounding Trash Dumpsters  
Repaired Wood Fences from Road to Side of Building  
Repaired Security Alarm Keypad  
Received Quote for Replacement of Chiller

### Fairwood Branch Library

Performed Lighting Preventative Maintenance  
Cleaned Chiller Coils & Oiled Pumps & Motors

### Greenwell Springs Road Regional Branch Library

Repaired Light Fixtures in Circulation  
Installed New Fuse in New Chiller due to Power Surge  
Installed New Door Strike to Repair Staff Entrance Door Card Reader  
Cleared Storage Room for Contractor to Complete Work

### Jones Creek Regional Branch Library

Repaired Roof Leaks  
Repaired Air Handler Units & Unclogged Drains in Air Handler Units  
Repaired Toilet in Staff Restroom  
Adjusted VAV Air Boxes in Various in Various Areas of Building  
Removed Dead Bradford Pear Tree on Northeast Side of Building

### Pride-Chaneyville Branch Library

Performed Lighting Preventive Maintenance  
Installed New Drinking Water Fountain  
Cleared Trouble Signals on Fire Alarm Panel

### Recycled Reads

Repaired A/C Unit, Replaced Circuit Breaker, Transformer & Capacitor  
Removed Cabinets & Desk to Make Room for New Compact Shelving Units  
Rec. Est. for Removing Sprinkler Heads & Electrical Work in Compact Shelving Area  
Received Quote for Replacement of A/C & Roof

### Scotlandville Branch Library

Adjusted Dampers on All A/C Ducts  
Installed New Slat Walls

### Zachary Branch Library

Performed Lighting Preventive Maintenance  
Repaired Roof Leaks  
Replaced Belts & Air Filters on Air Handler Units  
Repaired Leaking Sink in Staff Breakroom  
Replaced Deficient & Outdated Sprinkler Heads  
Installed New Toilet Paper Dispenser in Women's Restroom

- \* Repaired Exit & Emergency Light Fixtures at All Locations
- \* Hurricane Supplies Delivered to All Branches & Checked Buildings after Tropical Storm Barry
- \* Completed Interior & Exterior Window Washing at All Locations
- \* Working with Vendor on Replacement of All Leased Copiers with New Devices at All Locations