

Maintenance Report March 2019*

Goodwood Main Library

Installed LED Bulbs in Loading Dock Light Fixtures, Replaced Light Bulbs in B.R. Room
Changed Ballasts & Bulbs in Reference Svc.
Repaired Toilets in Children's Rest Room
Installed New Faucet in Children's Workroom
Installed New Batteries in Rest Room Faucets, Toilets & Urinals throughout the Bld.
Unclogged Drinking Fountain on First Floor
Installed New Hot Water Heater in Hospitality Room
Assembled Wooden Step Stools for Children's Svc.
Installed New Toilet Paper Dispenser in 1st & 2nd Floor Women's Rest Rooms
Installed New Rubber Threshold in Technical Svc.
Lowered White Board in Children's Study Room
Cleaned Air Vents in 1st Floor Rest Rooms
Installed New Door Closure on Shipping Room Door
Replaced Broken Pavers on Roof Terrace
Coordinated Pressure Washing of Exterior Sidewalks, Seat Walls & Pavers
Coordinated Fire Alarm System Inspection & Transfer of Monitoring Contract to New Vendor.

Baker Branch Library

Performed Lighting Preventative Maintenance
Reset Boilers
Replaced Check Valve, Pump & Motor for Water Chiller
Replaced Flush Valve on Toilet in Women's Rest Room
Repaired Entrance/Exit Doors

Bluebonnet Regional Branch Library

Performed Lighting Preventative Maintenance
Tree Trimming and Removal Completed
Received Quotes for Pressure Washing Exterior of Building
Repaired Security Panic Bar on Meeting Room Doors
Replaced Paper Towel Dispensers
Met w/ Architect & Vendor to Review End Panel Mockups

Carver Branch Library

Performed Lighting Preventative Maintenance on Exterior Lights
Adjusted Temperature in Meeting Rooms
Replaced Hot Water Motor & Pumps
Had Meeting Room Floors Stripped & Waxed
Coordinated Cleaning & Sealing of Tile Grout in Foyer and Rest Room Areas

Central Branch Library

Performed Lighting Preventive Maintenance
Reset Chiller and Air Handling Units
Repaired Toilet in Men's Rest Room
Replaced Ceiling Tiles in Story Time Room
Replaced Metal Book Shelves
Requested Quotes to Replace Variable Frequency Drives in Heating System

Delmont Gardens Branch Library

Performed Lighting Preventative Maintenance
Reset Boilers
Greased Motors & Changed Belts & Air Filters on Air Handlers
Replaced Flush Valve on Toilet in Women's Rest Room
Stained & Varnished Chair Rail in Reference Svc.
Coordinated Cleaning & Sealing of Tile Grout in Foyer and Rest Room Areas

Eden Park Branch Library

Performed Lighting Preventative Maintenance
Diagnosed Problem w/ Tripped Chiller; Found & Repaired Freon Leak in Valve
Replaced Missing Fence Boards in Fence on West Side of Bld.

Jones Creek Regional Branch Library

Performed Lighting Preventative Maintenance
Unclogged Toilets
Changed Parts & Refurbished Toilets in Men's Rest Room
Replaced Stained Ceiling Tiles in Children's Svc. & Stopped Water Leak above Ceiling
Repaired a Stall Door Lock in Men's Rest Room
Received Quote for Tree Removal and Large Bushes around Grounds

Pride-Chaneyville Branch Library

Performed Lighting Preventative Maintenance
Repaired Toilet in Staff Rest Room
Installed New Clock

Scotlandville Branch Library

Performed Lighting Preventative Maintenance
Adjusted Temperature in Meeting Room 1
Greased Motors & Changed Belts & Air Filters on Air Handlers
Repaired Urinal in Men's Rest Room
Changed Parts & Refurbished Toilets in Women's Rest Room
Repaired Door Closure on Men's Rest Room Door

Zachary Branch Library

Installed New Light Bulbs & Ballasts in Men's and Women's Rest Rooms
Performed Preventive Maintenance on Energy Mgt. System
Adjusted Air Dampers, Calibrated Temperature Probes & Replaced Control Relays
Unclogged Toilets

*Grout Cleaning Contract Bid Request in Process

*Held Walk-through for Window Washing Contract Bidders