

## Maintenance Report November 2019\*

### Goodwood Main Library

Performed Lighting Preventive Maintenance  
Inspected Roof  
Performed Quarterly Chiller Maintenance  
Replaced Chilled Water Temperature Sensor and VSD Coolant Pump on Chiller 2  
Cleaned Coils on Air Handler #12  
Repaired Toilet in Children's Svc.  
Repaired Handle on 2<sup>nd</sup> Floor Door to Stairwell near Staff Elevator  
Installed New Glass Window in Large Meeting Room  
Repaired Interior Automatic Sliding Door  
Repaired Exterior Back Lit Sign on Bld.  
Installed Picture Rail System in B.R. Room  
Purchased New Changing Table for Children's Restroom  
Repaired Strike Plate on Shipping Room Exterior Door  
Rec. Proposal & P.O. # for Elevator Repairs & New Installation  
Repaired Lock on Door in Meeting Room 102  
Re-glued Carpet Tiles in Study Room 1D  
Repaired South Staff Entrance Door  
Moved Pallets & Book Drop to Maintenance Shop  
Rec. Quote for Tree Trimming & Tree Removal  
Repaired Exterior Metal Siding on Bld.  
Installed New Carpet in Staff Elevator & New Carpet Tiles outside Elevators  
Completed New Security System Installation

### Baker Branch Library

Performed Quarterly Chiller Maintenance

### Bluebonnet Regional Branch Library

Installed New LED Light Fixture in Innovation Room  
Investigated LED Fixture for Exterior Pole Light  
Performed Quarterly Chiller Maintenance  
Repaired A/C Unit in Innovation Space/Reference Workroom  
Repaired Meeting Room Wall & Loose Electrical Receptacle  
Re-glued Carpet Tiles near South Window under Study Pods

### Carver Branch Library

Repaired Roof Leaks  
Repaired Toilet in Children's Svc.  
Installed New Microwave in Staff Breakroom  
Installed New Ceiling Tiles to Replace Those Damaged by Roof Leak  
Delivered 2 Glass Display Cases  
Completed New Security System Installation  
Rec. Quote & P.O. # for Tree Trimming

### Central Branch Library

Performed Lighting Preventative Maintenance  
Performed Quarterly Chiller Maintenance  
Installed New VFD on Hot Water Heater System & Upgraded AHU  
Repaired Exterior Meeting Room Door  
Reset Circuit Breaker in Reference Work Room  
Repaired Exterior Sliding Door  
Rec. Quote for Parking Lot Restriping

### Delmont Gardens Branch Library

Performed Quarterly Chiller Maintenance  
Replaced Belts on Air Handler Unit above Office in Children's Services  
Installed New Soap Dispenser in Public Restroom

### Eden Park Branch Library

Repaired Burned Wiring for Exterior Pole Lights  
Replaced Burner & Ignitor on Boiler  
Repaired Toilets in Public Restrooms & Repaired Water Fountain  
Repaired Broken Wooden Fence near Foster Dr. & behind Corner Store

### Fairwood Branch Library

Repaired Exterior Light Fixture & Light Fixture in Data Room  
Checked A/C Unit for Data Room; discovered it was low on Freon

### Greenwell Springs Road Regional Branch Library

Performed Quarterly Chiller Maintenance  
Cleaned Air Handler Coils to Resolve Airflow in Children's Svc. & Computer Labs  
Installed Water Line on Refrigerator in Staff Break Room  
Repaired Front Door

### Jones Creek Regional Branch Library

Installed New Light Bulbs in Track Lights  
Performed Quarterly Chiller Maintenance  
Repaired Public and Staff Restroom Toilets & Repaired Water Fountain  
Received Quote for Tree Removal

### Pride-Chaneyville Branch Library

Performed Quarterly Chiller Maintenance  
Trimmed Trees near Flag Poles  
Pressure Washed Exterior Patio & Exterior Front Walkway  
Inspected Fire System in Kitchen/Staff Breakroom  
Completed Upgrades on Control System

### Recycled Reads

Installed New Z-Stage Thermostat on A/C Unit  
Completed Installation of Compact Storage Unit

### Scotlandville Branch Library

Performed Lighting Preventative Maintenance  
Performed Quarterly Chiller Maintenance  
Rec. Quotes & P.O. # to Replace Hot Water Actuators on Air Handlers #1 & #3  
Repaired Electrical Power Cord on Power Charging Tower/Table  
Found Leaking Chilled Water Lines Underground & Repaired Temporarily  
Received Quote for Tree Trimming & Removal around Grounds  
Completed New Security System Installation

### Zachary Branch Library

Repaired Roof Leak above Periodical Room  
Replaced Transducer Cable and Sensor  
Unclogged Toilet in Men's Restroom  
Repaired Lock on Staff Restroom Door & Staff Rear Entrance Door  
Re-glued Wall Paper  
Changed Batteries in Meeting Room Clocks  
Repaired Lock on Desk Drawer  
Installed New Lock on Circulation Workroom Desk Drawer

\*Performed Inspections on All Fire Sprinkler Systems