

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Carver Branch Library	cash drawer in circulation not locking	Adjusted locking assembly	General Maintenance	Closed	10/20/21	11/2/21
Carver Branch Library	fire alarm went off at 4:12 am on 10-24-21	Allied tech and coastal Fire tech both made repairs to the fire system . The system is now operating properly.	Life Safety	Closed	10/24/21	11/3/21
Carver Branch Library	power went out last night	Was able to get on lap top and see everything was running as it should.	HVAC	Closed	10/28/21	10/29/21
Carver Branch Library	need work done on backflow preventer--- Louis Mechanical called		Plumbing	In Progress	11/4/21	
Carver Branch Library	staff toilet won't stop flushing	Louis Mechanical is at the library work on the water system. They currently have all water cut off to building.	Plumbing	Closed	11/12/21	11/12/21
Central Branch Library	Paper towel dispenser fell off the wall in the staff bathroom in the children's area.	I changed the old paper towel dispenser with a new one.	General Maintenance	Closed	10/19/21	10/20/21
Central Branch Library	Pick up 4 B-Air blowers	Labor: Laborer: Rhett Hodges picked up the floor fans and brought them back too the shop	General Maintenance	Closed	10/25/21	11/1/21
Central Branch Library	Staff restroom (near the breakroom) soap dispenser	Labor: Laborer: Rhett Hodges replaced broken dispenser with new one	Plumbing	Closed	10/25/21	11/1/21
Central Branch Library	It is 60 degrees in the meeting room- Early Voting starts Saturday	Labor: Laborer: Terry Lewis, Notes: Could not gain access to the room due to voting machines so adjust temp with computer controls all ok	HVAC	Closed	10/28/21	11/1/21
Central Branch Library	The Registrar fo Voters employees are complaining that it is cold in the meeting.	Terry and myself adjusted the temperature in the voter's room.	HVAC	Closed	10/30/21	11/1/21
Central Branch Library	Move furniture back out	Darren and myself moved the ottoman off the table so the table can be moved.	General Maintenance	Closed	11/1/21	11/1/21
Central Branch Library	Keys for the Paper Towel, Soap, and Toilet Paper dispensers	I took the Central branch manger keys too soap,paper towel,and toilet paper descenders.	General Maintenance	Closed	11/1/21	11/3/21
Central Branch Library	Chiller Preventative Maintenance	CMC performed quarterly maintenance the system is operating properly.	HVAC	Closed	11/1/21	11/15/21
Central Branch Library	Take apart a study carrel set in Teens	Rhett and myself took table apart and removed it out of library. We took it to Women's	Space/Moves	Closed	11/1/21	11/2/21

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Central Branch Library	Animal noise in the ceiling	Labor: Laborer: Rhett Hodges checked area that staff reported hearing noises in the ceiling that sounded like a squirrel. I got up into the ceiling and searched the area but didn't find anything . I will return to set some live cage traps around the area.	Pest Control	Closed	11/4/21	11/8/21
Central Branch Library	Noise is back - animal sounds trapped in the attic	Search through the attic and did not see anything in the attic	Pest Control	Closed	11/5/21	11/8/21
Central Branch Library	AC is not working on the Youth Services / Circ side of the building		HVAC	New	11/6/21	
Central Branch Library	Carpet square popped up near circ	I glued the carpet back down to floor	Flooring	Closed	11/10/21	11/12/21
Central Branch Library	Hurricane fence in the back of the building needs repair		General Maintenance	On Hold (Waiting for parts)	11/10/21	
Delmont Gardens Branch Library	Break room door lock (not working properly)	Labor: Laborer: Rhett Hodges Laborer: Terry Lewis Replaced door lock with new one and tested too make sure it worked correctly	Windows/Doors	Closed	10/26/21	10/29/21
Delmont Gardens Branch Library	Patrons Complaints about temperature	Reset boiler and water pump due to power outage	HVAC	Closed	11/4/21	11/4/21
Delmont Gardens Branch Library	Front door is malfunctioning after power outage yesterday	Door controls came out and made repairs.	Windows/Doors	Closed	11/4/21	11/10/21
Delmont Gardens Branch Library	Front door on/off switch does not work; remains on at all times		Windows/Doors	In Progress	11/6/21	
Eden Park Branch Library	Vent making strange noise	Contractor repaired damper	HVAC	Closed	10/26/21	11/15/21
Fairwood Branch Library	FAI gates not counting	Labor: Laborer: Rhett Hodges Reset the gate counters at the breaker panel and tested too make sure they worked.	Electrical	Closed	10/18/21	10/20/21
Fairwood Branch Library	Broken Toilet Paper Dispenser	I changed out the broken paper towel dispenser with a new one.	General Maintenance	Closed	10/25/21	10/29/21
Fairwood Branch Library	Chiller Preventative Maintenance	Daikin performed quarterly maintenance nd found that the system is operating properly.	HVAC	Closed	11/1/21	11/15/21

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Fairwood Branch Library	Make Up Air Unit Preventative Maintenance	Labor: Laborer: Rhett Hodges Changed all filters, checked belts, greased motors and bearings.	HVAC	Closed	11/1/21	11/8/21
Fairwood Branch Library	Trouble in system comm fault 2		General Maintenance	New	11/6/21	
Pride-Chaneyville Branch Library	Chiller Preventative Maintenance	Cmc performed quarterly maintenance the system is operating properly.	HVAC	Closed	11/1/21	11/15/21
Pride-Chaneyville Branch Library	Chilled Water Pump Preventative Maintenance		HVAC	In Progress	11/1/21	
River Center Library	Book Drop Closet Door Handle is loose		General Maintenance	In Progress	10/18/21	
River Center Library	Peep hole fell out of rear door		Windows/Doors	New	10/27/21	
River Center Library	Sink refusing to turn off	There was no sink running when I went there	Plumbing	Closed	10/31/21	11/2/21
River Center Library	The Intercom system is not working.		Electrical	New	11/1/21	
River Center Library	Wasps in Library	I found the wasp nest in staff stairway right by roof ladder. I sprayed wasp spray and killed them all.	Pest Control	Closed	11/4/21	11/5/21
River Center Library	Continuously Running Sink - 3rd Floor		None	New	11/9/21	
Scotlandville Branch Library	Staff Restroom Toilet Backed Up	Labor: Laborer: Rhett Hodges 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
Scotlandville Branch Library	Wasp nest inside patio door	killed wasp nest in courtyard door on South end of building	Pest Control	Closed	10/19/21	10/21/21
Scotlandville Branch Library	SCO gates not counting	Travel to branch check operation and power of unit system has power but is non operational	Flooring	Closed	10/22/21	10/26/21
Zachary Branch Library	Very cold in the building	checked Boiler , found system had defective igniter , travel to supply house get igniters system heating fine 1-Truck Stock 2-Zachary 2- Baker 2- Eden Park	HVAC	Closed	10/18/21	10/21/21
Zachary Branch Library	Pressure wash		Grounds Maintenance	New	10/19/21	

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Community Branch Library						
Zachary Branch Library	Beeping Alarm	Labor: Laborer: Terry Lewis, Notes: Remove key cylinder and face of alarm remove old battery replaced with new re assembly unit working fine	Windows/Doors	Closed	10/23/21	11/2/21
Zachary Branch Library	ZAC Employee Entrance	Lock needs to be replace	Windows/Doors	Closed	10/23/21	11/1/21
Zachary Branch Library	Alarm Battery Chirping	Labor: Laborer: Terry Lewis, Notes: Remove key cylinder lock to remove face to replace battery and replace cylinder lock reset unit ok	Windows/Doors	Closed	10/24/21	11/3/21
Zachary Branch Library	Rey Key the Entrance Locks		Windows/Doors	New	10/25/21	
Zachary Branch Library	Water damage in ceiling	Couldn't tell if it was a roof leak or not	General Maintenance	Closed	10/26/21	11/3/21
Zachary Branch Library	Lightbulbs need changing in reference office	Labor: Laborer: Terry Lewis, Notes: Replaced lightbulbs in room	Lighting	Closed	10/26/21	11/4/21
Zachary Branch Library	Chirping noise in CR	Changed battery in door alarm.	General Maintenance	Closed	10/30/21	11/1/21
Zachary Branch Library	Temp Rising at ZAC	Labor: Laborer: Terry Lewis, Notes: Check all pumps and motors chiller and air handler all working fine and energy management system all working fine	HVAC	Closed	10/30/21	11/2/21
Zachary Branch Library	Very Cold in Building	Contractor replaced vent switch adjusted airflow to burner assembly	HVAC	Closed	11/4/21	11/15/21
Zachary Branch Library	Snake in Building		Plumbing	New	11/5/21	
Zachary Branch Library	Small leak in Staff Bathroom Toilet	Toilet not leaking possible Fluid spillage by Employee	Plumbing	Closed	11/5/21	11/10/21
Zachary Branch Library	Clocks	I changed the batteries and the time on all clocks in the branch.	General Maintenance	Closed	11/7/21	11/8/21
Zachary Branch Library	AC/Heat in Building too High		HVAC	New	11/9/21	
Zachary Branch Library	Clock outside BH office	I changed the battery in clock and set the time.	General Maintenance	Closed	11/10/21	11/12/21
Zachary Branch Library	Light Flickering Behind Circ Desk	I changed the light bulbs and ballast to fix the problem.	Lighting	Closed	11/10/21	11/12/21
Zachary Branch Library	gates not counting	Cycled power and reconnected RJ45 connector to devise System reading books	Electrical	Closed	11/12/21	11/15/21

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Main Library						
Main Library	Loose and torn carpeting a potential tripping hazard	Labor: Laborer: Terry Lewis Replaced torn carpet square with new one.	Flooring	Closed	10/17/21	10/20/21
Main Library	Compact Shelving not working	system working fine at time of inspection unit operating fine	Electrical	Closed	10/19/21	10/21/21
Main Library	temperature dropping in office 324	Reset boiler	Irrigation	Closed	10/21/21	10/21/21
Main Library	Interior Lobby Doors automatic setting not working	Labor: Laborer: Rhett Hodges Checked door couldn't find anything wrong at the time. I lubricated the chain and checked the wiring to make sure nothing was damaged. Also cleaned the motion sensor.	Windows/Doors	Closed	10/22/21	11/10/21
Main Library	LOCKER ROOM LIGHT OUT	Change bulb in light	Lighting	Closed	10/22/21	11/3/21
Main Library	Lights out in Special Collections reading room	Change bulb and ballast in four light	Lighting	Closed	10/22/21	11/13/21
Main Library	Toilet not flushing properly	Replaced 2 flush heads on toilets on second floor woman's Restroom.	Plumbing	Closed	10/26/21	11/2/21
Main Library	Toilet next to the Reference Office is leaking a bit	Tighten handlebolt	Plumbing	Closed	10/27/21	11/1/21
Main Library	Please bring all gondolas from MAIN to Renaissance; please bring empty Better World Boxes from Renaissance to MAIN	Labor: Laborer: Darren Rivers Laborer: Shedrick Ridgley Laborer: Rhett Hodges Moved book carts to renaissance building and brought empty boxes back to main shipping room.	Space/Moves	Closed	10/29/21	11/9/21
Main Library	multiple toilets not flushing and overflowing onto the floor		Plumbing	New	10/31/21	
Main Library	Drain plugged		Plumbing	New	11/1/21	
Main Library	Card Access doors to the staff lounge are not working		Electrical	In Progress	11/3/21	
Non Public Service Workspace						
Recycled Reads/Outreach	lights out in loading dock. Staff can no longer see in bay where the bookmobiles need to be parked or to enter the building.	Labor: Laborer: Rhett Hodges installed new LED wall pack light fixture by back building entrance doors and in bookmobile loading dock area.	Electrical	Closed	11/5/21	11/9/21

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Non Public Service Workspace						
Recycled Reads/Outreach	yellow "gate" is on its last leg. we have duct taped it back together and the plastic clips have swelled in parts and snapped.	Laborer: Terry Lewis, Notes: Remove broken cross pole holders and remove bent poles and replace them Order and pick up new poles and holders Laborer: Darren Rivers, Notes: Remove broken cross pole holders and remove bent poles and replace them Order and pick up new poles and holders Laborer: Terry Lewis, Notes: Remove broken cross pole holders and remove bent poles and replace them Order and pick up new poles and holders	General Maintenance	Closed	11/5/21	11/10/21
Recycled Reads/Outreach	Install new no parking signs on the building on the Acadian Blvd. Side	Install no parking sign on Acadian side of building	General Maintenance	Closed	11/8/21	11/10/21
Regional Branch Library						
Bluebonnet Regional Library	Handicap stall broken latch	I removed screws from door to replace the lock and handle. So door can lock properly.	Windows/Doors	Closed	10/18/21	10/19/21
Bluebonnet Regional Library	Chiller Preventative Maintenance	Cmc performed quarterly maintenance, found system operating properly.	None	Closed	11/1/21	11/4/21
Bluebonnet Regional Library	Cooling Tower Preventative Maintenance		HVAC	New	11/1/21	
Bluebonnet Regional Library	Ceiling Light Blinking		Lighting	On Hold (Waiting for parts)	11/4/21	
Bluebonnet Regional Library	Allied called--Trouble in System signal		Electrical	New	11/10/21	
Greenwell Springs Road Regional Library	Flag pole rope problem	Laborer: Terry Lewis, Notes: Replaced flag pole rope	General Maintenance	Closed	10/16/21	10/21/21
Greenwell Springs Road Regional Library	GSR Information ONLY! Brown Widow Spider (Latrodectus geometricus) Nest on Back Receiving Door (Laborer: Rhett Hodges found the spider web and knocked it down	General Maintenance	Closed	10/27/21	11/1/21
Greenwell Springs Road Regional Library	Window dinged by lawnmower		Windows/Doors	New	11/1/21	

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Regional Branch Library						
Greenwell Springs Road Regional Library	GSR Children's restroom toilet leaking water	Laborer: Terry Lewis, Notes: Shut water off remove flush valve replace rubber o ring put back together unit working fine	Roofing	Closed	11/10/21	11/10/21
Jones Creek Regional Library	JCR HVAC is not cooling the building	Laborer: Terry Lewis, Notes: Checked all pumps ,motors and air handlers found air handlers 2&3 chill water valve not opened reset controls all working fine	None	Closed	10/24/21	10/25/21
Jones Creek Regional Library	JCR - Janitorial Closet Sink Is Draining Water VERY slowly/It is clogged		Plumbing	New	10/27/21	
Jones Creek Regional Library	Door Screamers for Emergency Exits		Windows/Doors	New	10/27/21	
Jones Creek Regional Library	2 Mini Fridges in JCR Breakroom moved to Main	Removed 2 mini fridges from Jones Creek	General Maintenance	Closed	10/27/21	11/2/21
Jones Creek Regional Library	Hang Evacuation Signs in Branch	Laborer: Terry Lewis Laborer: Rhett Hodges got branch manager too show us which locations she wanted to installed the signs.	General Maintenance	Closed	10/27/21	10/29/21
Jones Creek Regional Library	Cooling Tower Preventative Maintenance		HVAC	New	11/1/21	
Jones Creek Regional Library	Chiller Preventative Maintenance		HVAC	New	11/1/21	
Jones Creek Regional Library	Loose faucet in family bathroom	I tighten the screw up on the sink in family restroom.	Plumbing	Closed	11/3/21	11/4/21
Jones Creek Regional Library	Exterior Floodlights by Staff Exit are out	Laborer: Shedrick Ridgley Laborer: Rhett Hodges Replaced all four wall pack light fixtures on the loading dock side of the building with new LED wall pack light fixtures.	HVAC	Closed	11/9/21	11/10/21