

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	Air freshener needs to be replaced in men/women's restrooms	installed new air freshener cans and new batteries.	General Maintenance	Closed	10/1/20	10/6/20
Baker Branch Library	The Children's/Ya side of the building is too warm	Laborer: Laborer: Terry Lewis, Notes: Check thermostat in children's and young adults move down to 70 degrees air handler chill water valve working checked chiller found circuit 2 tripped on latch fault reset unit ok	HVAC	Closed	10/5/20	10/6/20
Baker Branch Library	Still too warm	Laborer: Laborer: Terry Lewis, Notes: Was able to get on the energy management system to check thermostat settings made some adjustments to settings everything ok	HVAC	Closed	10/6/20	10/7/20
Carver Branch Library	A/c filters an drain pans	Laborer: Laborer: Shedrick Ridgley I changed the filters in the air handlers, I also vacuumed all the trash out of all a/c drain pan thru out building	HVAC	Closed	9/18/20	9/18/20
Carver Branch Library	Patrons and staff are complaining that it's too cold in the building.	Laborer: Laborer: Rhett Hodges Fund that one of the relays inside the boiler controls panel was bad so I replaced and checked the controls systems and adjusted some thermostats around the building, I was able too get all areas feeling comfortable except the circ area that's having some trouble with the controls. Were gonna get LA Controls to come take a look at it. And while there I found a pump for the chiller that was not running found that the motor controls had a blown fuse causing it not too run in auto so I replaced the fuse and that fixed the problem.	HVAC	Closed	9/21/20	9/25/20
Carver Branch Library	water pours of the handle when the toilet is flushed	Unknown Resolution. I replaced the flush valve with an new one to stop water from leaking.	Plumbing	Closed	9/24/20	9/24/20

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Community Branch Library						
Carver Branch Library	sink can't drain	Labor: Laborer: Rhett Hodges Found that the sink in the circulation workroom was stopped up so I ran the faucet and used a plunger to unstop it. A small paintbrush came out and the sink started draining correctly afterwards.	Plumbing	Closed	9/29/20	9/30/20
Carver Branch Library	Tile on reference column next to reference patron computers needs to be regrouted.		General Maintenance	On Hold (Waiting for parts)	10/6/20	
Carver Branch Library	Need 2 master keys made: labeled Yale R80118	Unknown Resolution Got master key from branch manager took it to key shop to get some made	General Maintenance	Closed	10/6/20	10/7/20
Carver Branch Library	Install blank plates or patch sheet rock where old surveillance cameras have been taken down.		General Maintenance	New	10/6/20	
Central Branch Library	The Building temp was not lower than 78 degrees when we came in at 2 pm. Please set it lower and/or earlier on a Sunday. Thanks	Labor: Laborer: Rhett Hodges Found that the chiller was in alarm and the water pump for it had too be reset also. Checked everything else too make sure it was good.	HVAC	Closed	9/13/20	9/22/20
Central Branch Library	AC is not running. Its 80 degrees.	Labor: Laborer: Rhett Hodges Found that the chiller was not running so CMC came out and found that the start stop relay was burned out and needed to be replaced. We replaced it and checked too make sure everything came back on correctly and it did.	HVAC	Closed	9/13/20	9/22/20
Central Branch Library	Strobing lights in CR area	Labor: Laborer: Rhett Hodges Found light strobing in teen area. Changed both light bulbs and ballast	Lighting	Closed	9/25/20	9/30/20

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Community Branch Library						
Central Branch Library	Large print shelf pulled away from wall	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges I went and found that the bookshelf had been moved a few inches outward from the wall and the anchor had been ripped out so I put a toggle bolt in its place and secured the bookshelf and got help to move it back into place.	Space/Moves	Closed	9/30/20	10/1/20
Central Branch Library	Boiler Preventative Maintenance	Labor: Laborer: Rhett Hodges Checked everything out on the boiler PM list and everything seems to be working correctly. Also checked to make sure everything on the boiler controls was correct.	HVAC	Closed	10/1/20	10/5/20
Central Branch Library	Banner in Children's Area has partially fallen and lights are out	Labor: Laborer: Rhett Hodges They've already gotten the banner that was hanging and gave me the new one to hang up. Found 4 recess can fluorescent light fixtures that were out so I changed the bulbs and ballast in them. I also had to change two emergency ballast on two recess can fixtures that were out.	General Maintenance	Closed	10/3/20	10/7/20
Central Branch Library	Missing bulletin board key		General Maintenance	On Hold (Waiting for parts)	10/6/20	
Central Branch Library	Upright display cabinets need new handles		General Maintenance	On Hold (Waiting for parts)	10/6/20	
Delmont Gardens Branch Library	Flickering Display Light	Labor: Laborer: Shedrick Ridgley I replaced ballast and light bulbs in children area to fix problem.	Lighting	Closed	9/15/20	9/15/20
Delmont Gardens Branch Library	Air not working at DGB		HVAC	New	9/22/20	
Delmont Gardens Branch Library	Several water leaks from ceiling throughout building	whet into the library,in the area listed above an seen no water dropping are stain in ceiling ,but trash can where on ground with water Branch Manger told me where she seen leaks coming from so I relay it to Mr. Billy.	Roofing	Closed	9/23/20	9/25/20

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Community Branch Library						
Delmont Gardens Branch Library	Air not working, temperature rising at DGB		HVAC	Queued	9/27/20	
Delmont Gardens Branch Library	Possible white mold spots in Teen area	Mr.Billy found that this was not mold it was actually spider webs.	General Maintenance	Closed	9/29/20	10/6/20
Delmont Gardens Branch Library	Boiler Preventative Maintenance	Unknown Resolution Change filter grease motor check air temperature	HVAC	Completed	10/1/20	10/6/20
Delmont Gardens Branch Library	Rats @ DGB		Pest Control	In Progress	10/2/20	
Delmont Gardens Branch Library	Sand bags	Labor: Laborer: Shedrick Ridgley. I placed sandbags by all doors that was required.	Windows/Doors	Closed	10/7/20	10/7/20
Eden Park Branch Library	Bulbs out over branch manager office and in hallway leading to depository	Unknown Resolution Installed new light bulbs and ballast.	Lighting	Closed	9/15/20	9/28/20
Eden Park Branch Library	Desk Moved	Unknown Resolution Desk have been move	Space/Moves	Closed	9/15/20	10/6/20
Eden Park Branch Library	Printer surge protector stopped working	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges Checked out the surge protector power strip that the printer in the branch managers office was plugged into. I found that the surge protector was tripped and needed too be reset by pushing a button on the side of it. Also found that the floor box that it was being fed power from was covered by part of her desk so she asked if we could move her desk over enough too make it accessible for her too use. We moved the desk too uncover the floor box and also moved a cabinet over too make room for the desk.	Electrical	Closed	9/26/20	10/2/20
Eden Park Branch Library	Boiler Preventative Maintenance	Unknown Resolution Check boiler change filter grease motor	HVAC	In Progress	10/1/20	10/6/20
Eden Park Branch Library	Alram constantly beeping	Allied came out to troubleshoot and make repairs	Electrical	Closed	10/5/20	10/12/20

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Community Branch Library						
Fairwood Branch Library	Water smells like rotten eggs	Materials: Description: Anode metal rods, Vendor: SOUTHERN PIPE & SUPPLY Labor: Laborer: Rhett Hodges Checked the two water heaters and found that the anode Rods had gone bad causing the hot water too have a bad smell. So I changed both rods out to fix the problem. Told branch manager too run hot water for a little while to flush the old water out and everything should be good after that.	Plumbing	Closed	9/25/20	9/26/20
Fairwood Branch Library	Hot water coming from sink faucets smells horrible	Labor: Laborer: Rhett Hodges Found that both anode rods were bad so changed the out to fix the smelly water issues	Plumbing	Closed	9/26/20	9/26/20
Fairwood Branch Library	Wall pack lights on side and back off building by children's area are staying on 24/7 and not going off during the day time which the are su	Labor: Laborer: Rhett Hodges Checked photocell that controls that side of the building an found it was working correctly. So I went too the secondary lighting control panel in children's area closet and found that the wall pack circuit was wired too a relay that doesn't turn off so I moved the wire too a spare relay not being used and the lights started working correctly with the timer and photocell. Also changed some bulbs and a ballast on three of the wall packs that I was already trying too get too work with the lighting control system. Also replaced 4 outdoor emergency lighting fixtures light Bulbs that were burned out. Changed out several column led light fixtures that had gone bad on back patio area.	Electrical	Closed	9/26/20	9/26/20
Fairwood Branch Library	Chiller Preventative Maintenance		None	New	10/1/20	

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Community Branch Library						
Fairwood Branch Library	Make Up Air Unit Preventative Maintenance	Labor: Laborer: Rhett Hodges Checked all MAU systems and greased the motor and bearings also changed the air filters. The belts on the motor looked fine.	HVAC	Closed	10/1/20	10/2/20
Fairwood Branch Library	Lock Broken on Quiet Study Room Door	Labor: Laborer: Rhett Hodges Located the loose key cylinder in the quiet study room and noticed the cylinder was almost screwed out from the mechanical door handle assembly so I screwed it back in and took the cover plate off the assembly and found the set screw that holds the key cylinder in place had come loose. So I tightened it back in place and tested the key cylinder and card reader and both were working properly.	Windows/Doors	Closed	10/1/20	10/2/20
Fairwood Branch Library	Paper Towel Holders in Staff Restroom and Staf Workroom	Labor: Laborer: Shedrick Ridgley. I replaced the paper towel dispensers with new ones.	General Maintenance	Closed	10/6/20	10/7/20
Fairwood Branch Library	Roaches/ pest control request		Pest Control	In Progress	10/6/20	
Fairwood Branch Library	keyfob entry not working for Branch Head Office		Electrical	On Hold (Waiting for parts)	10/7/20	
Pride-Chaneyville Branch Library	Brown out caused AC issues	Labor: Laborer: Terry Lewis, Notes: Check all air handlers pump motors and chiller because of power failure had to reset 2 air handlers and pump motor and restart computer controls	None	Closed	9/18/20	9/22/20
Pride-Chaneyville Branch Library	Building warm. Air handler quiet.	Labor: Laborer: Rhett Hodges Found that the chiller was in alarm causing it not too run. So I cleared the alarm and recycled power and everything came back up properly.	HVAC	Closed	9/22/20	9/25/20
Pride-Chaneyville Branch Library	NO AC	Labor: Laborer: Rhett Hodges Found that chiller was in alarm so I cleared the alarm and recycled power and everything came on correctly like it should.	HVAC	Closed	9/22/20	9/25/20

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Community Branch Library						
River Center Library	Three stopped toilets	Labor: Laborer: Shedrick Ridgley All toilets was found working fine. So I ask staff member who requested the work order. She informed me the staff restroom on 1st floor had low water pressure. In which she say was back working fine. So I checked all toilets & water out let's threw out building an found everything was working fine.	Plumbing	Closed	10/1/20	10/2/20
Scotlandville Branch Library	SCO spare exterior keys do not fit lock	Labor: Laborer: Shedrick Ridgley Purchased new keys for the branch.	General Maintenance	Closed	9/22/20	9/24/20
Scotlandville Branch Library	Boiler Preventative Maintenance		None	New	10/1/20	
Zachary Branch Library	Boiler Preventative Maintenance	Unknown Resolution Change filter grease motor check all working components	HVAC	Completed	10/1/20	10/2/20
Main Library						
Main Library	Air is not circulating		HVAC	New	9/13/20	
Main Library	Drain plugged	This is not needed.	Plumbing	Closed	9/15/20	10/7/20
Main Library	AC in Reference phone room doesn't feel like it's on	Unknown Resolution Changed out batteries in thermostat controlling that area.	HVAC	Closed	9/17/20	9/22/20
Main Library	Bulbs out on 2nd floor	Labor: Laborer: Rhett Hodges Found 9 light fixtures In the reference area by the automatic book shelves that were out and 4 of them needed the ballast changed out the rest were blown out light bulbs.	Lighting	Closed	9/23/20	9/25/20
Main Library	Broken outlet assembly in study table		Electrical	On Hold (Waiting for parts)	9/26/20	
Main Library	Deceased Squirrel in Water Feature	Labor: Laborer: Rhett Hodges I walked around and checked both fountains and didn't see any dead squirrel. But I asked the janitor if he'd noticed one and said someone had already removed the squirrel.	Grounds Maintenance	Closed	9/28/20	9/30/20
Main Library	The sink in the Shipping Room seems to be clogged.	Unstoppable sink	Plumbing	Closed	9/29/20	10/7/20

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Main Library						
Main Library	Broken light cover in south stairwell needs to be replaced	Replaced bulbs and ballast	Lighting	Closed	9/30/20	10/7/20
Main Library	Dead Bird	Labor: Laborer: Shedrick Ridgley I walked around the entire building twice and found no dead bird	Grounds Maintenance	Closed	10/3/20	10/5/20
Main Library	Additional Electrical Circuits for new servers in Computer Room	Labor: Laborer: Claude Lindsey Laborer: Rhett Hodges We pulled six MC cables back to the electrical panel from each of the outlet boxes and connected them to the panel so they can be trimmed out. We also connected the mc cable to each of the six outlet boxes and installed the 220 volt outlets and also zipped tied the mc cable from the outlets back to the electrical panel to support its weight.	Electrical	Closed	10/6/20	10/7/20
Main Library	Toilet Running in 1st Floor Women's Restroom	Unknown Resolution Took apart and Handle sticking sprayed with liquid wrench	Plumbing	In Progress	10/8/20	10/12/20
Non Public Service Workspace						
Recycled Reads/Outreach	Replace ceiling tiles stained from previous leaks in Recycled Reads Hall and Sale Floor	Labor: Laborer: Terry Lewis, Notes: Remove old stained ceiling titles put in new Laborer: Terry Lewis, Notes: Remove old stained ceiling titles put in new Laborer: Terry Lewis, Notes: Remove old stained title put in new ones	General Maintenance	Closed	9/16/20	10/5/20
Recycled Reads/Outreach	The front door needs repair to the lock and to the frame.		Windows/Doors	On Hold (Waiting for parts)	9/30/20	
Recycled Reads/Outreach	Trouble setting and deactivating alarm		Electrical	In Progress	10/1/20	
Recycled Reads/Outreach	Same air problem from before. Ambient temp is set to 72, but actual air is much higher. Has now spread to the other offices.		HVAC	New	10/8/20	

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Regional Branch Library						
Bluebonnet Regional Library	Animal in ceiling area	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges We checked out the areas in the ceiling where the staff told us they were hearing noises. We didn't see anything when we looked around but fro what they described sounds like squirrel or mouse most likely.	Pest Control	Closed	9/15/20	9/22/20
Bluebonnet Regional Library	Wall sconce light is out in atrium area		Lighting	Queued	9/15/20	
Bluebonnet Regional Library	HOT air!	Unknown Resolution Had to tap and reset screws and level motor	HVAC	Closed	9/24/20	9/30/20
Bluebonnet Regional Library	Chiller pumps and cooling tower not working properly	Labor: Laborer: Terry Lewis Laborer: Rhett Hodges Went too work on the chiller pump in the boiler room that terry was called out too the night before but didn't have the correct parts too fix it. I found the contactor was bad so we replaced the coil inside of it and tested it to make sure it worked properly and it did. Then we noticed that the cooling tower was leaking so we clean out all the debris that was causing it too back up and drain over.	HVAC	Closed	9/25/20	9/25/20

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Regional Branch Library						
Bluebonnet Regional Library	Chiller pump not running when turned too auto after power outage	<p>Labor:</p> <p>Laborer: Terry Lewis</p> <p>Laborer: Rhett Hodges</p> <p>Found pump that was running in manual and turned it off so I could check everything too see what was causing it to only run in manual and not automatic which the controls tell it what too do. After testing all fuses and connections I found that the electrical contactor coil for the pump was bad so I changed it out and made sure everything was good then turned it too auto and reset the Tripped breaker in The electrical panel and it came on and ran fine. Also noticed that the cooling tower was leaking water from the top of the unit. So we climbed up too see what was causing the problem and found the holes that cycle water were all stopped up preventing water from flowing down and causing too flow off the side of the unit. So we took all the covers and removed all debris and cleaned the area too prevent further stoppages from happening. After finishing cleaning and putting covers back on water started flowing correctly.</p>	Plumbing	Closed	9/26/20	9/26/20
Bluebonnet Regional Library	Boiler Preventative Maintenance		None	New	10/1/20	
Bluebonnet Regional Library	Chiller Preventative Maintenance	CMC performed quarterly maintenance,found no problems .	HVAC	Closed	10/1/20	10/7/20
Bluebonnet Regional Library	Cooling Tower Preventative Maintenance	<p>Labor:</p> <p>Laborer: Rhett Hodges</p> <p>Went thru cooling tower monthly PM checklist and made sure everything was working correctly and cleared debris from the top on the tower where the water goes down into the filling material. And also cleared area around the drain.</p>	HVAC	Closed	10/1/20	10/2/20

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Regional Branch Library						
Bluebonnet Regional Library	Cooling tower pump motor	Labor: Laborer: Darren Rivers, Notes: Drill and re- thread holes to mount motor back to platform replaced spider placed system back in auto unit ok Laborer: Terry Lewis, Notes: Drill and re- thread holes to mount motor back to platform replaced spider placed system back in auto unit ok	HVAC	Closed	10/6/20	10/6/20
Bluebonnet Regional Library	No smoking	Labor: Laborer: Shedrick Ridgley. Painted no smoking sign on outside of maintenance doors.	Painting	Closed	10/6/20	10/6/20
Greenwell Springs Road Regional Library	Ants in the Teen Room		Pest Control	In Progress	9/30/20	
Greenwell Springs Road Regional Library	Boiler Preventative Maintenance		HVAC	New	10/1/20	
Greenwell Springs Road Regional Library	Ants located in the Children's Department		Pest Control	New	10/3/20	
Greenwell Springs Road Regional Library	Ants found in the Teen Maker Space Room.		Pest Control	In Progress	10/3/20	
Greenwell Springs Road Regional Library	No smoking	Labor: Laborer: Shedrick Ridgley Painted no smoking on outside maintenance doors.	Painting	Closed	10/6/20	10/6/20
Jones Creek Regional Library	Cooling Tower Preventative Maintenance		None	New	10/1/20	
Jones Creek Regional Library	Chiller Preventative Maintenance	CMC performed quarterly maintenance.	HVAC	Closed	10/1/20	10/7/20

