

Facility	Summary	Resolution	Category	Status	Date Created	Date Completed
Community Branch Library						
Baker Branch Library	The crew , which cleaned the grout of ceramic tile flooring in branch left a mess that presents an eyesore to inside of branch.		Flooring	New	8/16/20	
Baker Branch Library	Upon entering the building on Friday, August 28, 2020, it was unusually hot. After walking towards the back of building, chiller was off.		HVAC	New	8/28/20	
Baker Branch Library	As result of the recent hurricanes, there is tree maintenance needed as you enter the branch lot.	Unknown Resolution Cut up limb and put in trash	Grounds Maintenance	Closed	8/28/20	9/2/20
Baker Branch Library	Temperature in Teen are at 75 and rising. Temperature in Reference 78 and rising. Temperature at Circ 74 and rising.	Labor: Laborer: Terry Lewis, Notes: Check air handler found contractors bad replaced contacts unit running	HVAC	Completed	8/31/20	9/15/20
Baker Branch Library	Large tree limb down behind the library, not sure if it is our property or the city of Baker (no damage to property)	Bayou trees removed	Grounds Maintenance	Closed	9/1/20	9/9/20
Baker Branch Library	Air Handling Unit Preventative Maintenance		None	New	9/1/20	
Carver Branch Library	Water is in the building in Meeting Room #1 on the floor all the way from the car crash repair window area to the floor outlets.	Unknown Resolution Mop water up and reseal seam	Flooring	Completed	8/27/20	9/15/20
Carver Branch Library	Front doors keep opening on their own		Windows/Doors	New	9/1/20	
Carver Branch Library	Air Handling Unit Preventative Maintenance		None	New	9/1/20	
Carver Branch Library	Roof drains need cleaning		Roofing	New	9/1/20	
Central Branch Library	Warm on Sundays		None	New	8/17/20	
Central Branch Library	Building extremely warm on Sundays		HVAC	New	8/28/20	
Central Branch Library	Tree down on north side of parking lot	Bayou trees removed tree	Grounds Maintenance	Completed	8/28/20	9/16/20
Central Branch Library	AC not working in meeting room		HVAC	New	8/29/20	
Central Branch Library	83 degrees at Central		HVAC	New	8/30/20	
Central Branch Library	In-Floor power plug flap is broken	Labor: Laborer: Rhett Hodges Found two broken brass floor plate covers and replaced them with new ones	Electrical	Closed	8/30/20	9/2/20
Central Branch Library	Air Handling Unit Preventative Maintenance		None	New	9/1/20	

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Community Branch Library						
Central Branch Library	Boiler Preventative Maintenance	Labor: Laborer: Rhett Hodges Checked out all boiler operations and control system.	HVAC	Completed	9/1/20	9/9/20
Central Branch Library	Alarm Panel "Trouble in System" alert		None	New	9/9/20	
Central Branch Library	Warm in the break room		HVAC	New	9/10/20	
Delmont Gardens Branch Library	Remove old edging, trash and book shelving from the boiler/chiller area.	Moved	General Maintenance	Closed	8/20/20	9/16/20
Delmont Gardens Branch Library	Move three shelving frames to Jones Creek	Moved	Space/Moves	Completed	8/20/20	9/16/20
Delmont Gardens Branch Library	Missing ceiling tile and leak in Reference Librarian's office	Labor: Laborer: Darren Rivers Laborer: Rhett Hodges Changed out all water damaged ceiling tiles.	General Maintenance	Closed	8/28/20	9/9/20
Delmont Gardens Branch Library	Air Handling Unit Preventative Maintenance		None	New	9/1/20	
Eden Park Branch Library	Ants around building	Bay pest control out to spray	Pest Control	Completed	8/17/20	9/16/20
Eden Park Branch Library	Pressure wash sidewalks out front and to the parking lot.		General Maintenance	New	8/18/20	
Eden Park Branch Library	Air Handling Unit Preventative Maintenance		None	New	9/1/20	
Eden Park Branch Library	Check Front Door Alarm Contacts		Windows/Doors	New	9/11/20	
Fairwood Branch Library	Pressure wash building near the drive through and under the copula.	Pressure wash driveways and walls	General Maintenance	Closed	8/18/20	8/19/20
Fairwood Branch Library	There are several repairs needed to the wooden fence on the west side of the property. There are about 5 areas with broken wood fence panles		General Maintenance	New	8/18/20	
Fairwood Branch Library	Staff entrance door sticking/dragging on concrete		Windows/Doors	New	8/28/20	
Fairwood Branch Library	Possibly a broken sensor on Men's Toilet? (Restroom)	Labor: Laborer: Shedrick Ridgley Upon entry of restroom as light comes on I can hear first stall in men flush one time it seem to me the light makes it flush only once not continuously so I cleaned the eye to try fix problem.	Plumbing	Closed	8/29/20	8/31/20
Fairwood Branch Library	Air Handling Unit Preventative Maintenance		None	New	9/1/20	

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Community Branch Library						
Fairwood Branch Library	Make Up Air Unit Preventative Maintenance		HVAC	New	9/1/20	
Fairwood Branch Library	Chiller Preventative Maintenance		HVAC	In Progress	9/1/20	
Fairwood Branch Library	Freezer Door seal	Labor: Laborer: Shedrick Ridgley I replaced the freezer door seal on refrigerator in staff lounge.	Windows/Doors	Closed	9/3/20	9/11/20
Fairwood Branch Library	A/c	Labor: Laborer: Shedrick Ridgley I checked all air handlers an notice that air handler # 3 belt was broken Placed new belt on unit.	HVAC	Closed	9/11/20	9/11/20
Pride-Chaneyville Branch Library	ceiling water damage		Roofing	New	8/28/20	
Pride-Chaneyville Branch Library	Air Handling Unit Preventative Maintenance	Unknown Resolution Inspected all drive and belt and grease all motor	HVAC	Closed	9/1/20	9/3/20
River Center Library	Makerspace pegboard to be mounted		General Maintenance	New	8/20/20	
River Center Library	Hot Workroom (3rd Floor) and Warm 4th floor hallway		HVAC	New	8/28/20	
River Center Library	Fourth floor at River Center is hot. A/C does not seem to be on.	Labor: Laborer: Shedrick Ridgley Had to go reset air handler #4 at River center a/c was not running.	HVAC	Closed	8/30/20	8/31/20
River Center Library	Clock Needs Adjustment	Labor: Laborer: Rhett Hodges Changed battery and time in clock	General Maintenance	Closed	9/9/20	9/11/20
River Center Library	Missing Ceiling Tiles- Large Meeting Room		Grounds Maintenance	New	9/9/20	
Scotlandville Branch Library	Getting hot in the reference area. A/C doesn't seem to be working.		None	New	8/15/20	
Scotlandville Branch Library	Outlet covers could be a tripping hazard		None	New	8/20/20	
Scotlandville Branch Library	Air Handling Unit Preventative Maintenance		HVAC	New	9/1/20	
Scotlandville Branch Library	Piece of exterior door has fallen off	Unknown Resolution Put part back on door	Windows/Doors	Closed	9/4/20	9/11/20
Zachary Branch Library	Beeping	Unknown Resolution Waiting for allied to come out	Life Safety	Closed	8/16/20	8/20/20

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Community Branch Library						
Zachary Branch Library	Chiller Water pump coupling broken	Labor: Laborer: Shedrick Ridgley, Notes: Replace coupling on chiller pump motors Laborer: Terry Lewis, Notes: Replace coupling on chiller pump motor	HVAC	Closed	8/18/20	8/18/20
Zachary Branch Library	Air Handling Unit Preventative Maintenance	Unknown Resolution Inspected all belt and drive found no problems	HVAC	Closed	9/1/20	9/8/20
Zachary Branch Library	Lights	Labor: Laborer: Shedrick Ridgley I changed out lights an ballistic threw out library	Lighting	Closed	9/9/20	9/9/20
Main Library						
Main Library	The clock in the large meeting room needs to be reset.		General Maintenance	New	8/15/20	
Main Library	Stairwell Light Out		Lighting	New	8/17/20	
Main Library	There is a smell that we cannot identify. We think it's a dead rat in the ceiling.		General Maintenance	New	8/17/20	
Main Library	There are two ballasts that need to be replaced in the south staff stairwell. One is near the second floor the other is near 3	Labor: Laborer: Shedrick Ridgley: Changed out lights & ballast in staff Front entrance stair well	Lighting	Closed	8/18/20	8/18/20
Main Library	The cinder block wall under the loading dock needs to be pressure washed and painted. The mortar is also crumbling a bit		Painting	In Progress	8/18/20	
Main Library	Hanging ceiling tile; burned out lightbulbs		None	New	8/19/20	
Main Library	Need to move the large plastic chairs from the terrace and metal tables & chairs from the plaza inside	Moved inside	Space/Moves	Closed	8/24/20	8/27/20
Main Library	Alarm for AV Closet Room 167		None	New	8/28/20	
Main Library	There is some rubber base that needs to be re-glued to the wall. Its under the sink in the staff lounge.		General Maintenance	New	8/28/20	
Main Library	Clock not working	Unknown Resolution I changed the battery in the back of clock.	General Maintenance	Closed	8/31/20	9/1/20

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Main Library						
Main Library	Fire extinguishers	Labor: Laborer: Shedrick Ridgley. I walk threw out Main an facilities shop opening doors to rooms to fire extinguishers can be inspected.	General Maintenance	Closed	9/1/20	9/1/20
Main Library	Drain plugged		Plumbing	New	9/1/20	
Main Library	Patron Elevators 1&2 Out of Order	EMR replaced burnt out fuses and programming has been redone to lock them from going to 3rd floor	General Maintenance	Closed	9/2/20	9/4/20
Main Library	Lock needs to be removed		General Maintenance	New	9/2/20	
Main Library	Executime Touch Clock/Ternimal		General Maintenance	New	9/5/20	
Main Library	Patron Elevator 1 having issues	EMR was dispatched on Tuesday morning. They came out and replaced fuses.	None	Closed	9/6/20	9/9/20
Main Library	The entire building is cold. Very cold. Can someone check quickly.		HVAC	New	9/8/20	
Main Library	Temperature in Special Collections too cold	Labor: Laborer: Rhett Hodges Reset boiler that was I alarm	HVAC	Closed	9/8/20	9/11/20
Main Library	We have 15 light bulbs in the Special Collections Room that are either completely out or failing	Labor: Laborer: Rhett Hodges, Notes: Replace 23 4' fluorescent 54 w bulbs Laborer: Terry Lewis, Notes: Replaced 23 4" fluorescent 52w bulbs	Electrical	Closed	9/10/20	9/11/20
Non Public Service Workspace						
Recycled Reads/Outreach	Allied called again with alarm problems. This is call number 6. Burglar alarm, as well as a low battery reading		Life Safety	New	8/26/20	
Recycled Reads/Outreach	Repeated Alarm Issues at ORP		Life Safety	New	8/30/20	
Recycled Reads/Outreach	The ceiling of the entry areas of the building need to be pressure washed and repainted.		Painting	New	9/10/20	
Recycled Reads/Outreach	There are several exterior lights out in the entry areas of the building. They also need to be cleaned of bugs and debris	Unknown Resolution All light have been repaired	Lighting	Completed	9/10/20	9/15/20
Recycled Reads/Outreach	Remove mounted black acrylic panel near the RR entrance. Patch and paint over what is behind that area.		General Maintenance	New	9/10/20	

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Regional Branch Library						
Bluebonnet Regional Library	Toilet in women's restroom will not stop running	Repair toilet	Plumbing	Closed	8/18/20	8/18/20
Bluebonnet Regional Library	The kick down doorstop on my door has lost the rubber foot.	Labor: Terry Lewis, Notes: Replaced old kick down door stop	Windows/Doors	Closed	8/18/20	8/21/20
Bluebonnet Regional Library	Two public toilets need attention	Labor: Terry Lewis, Notes: Replace diaphragm kit	Plumbing	Closed	8/21/20	8/24/20
Bluebonnet Regional Library	Prong stuck in electrical outlet.	Remove outlet disconnect power to remove broken prong from outlet	Electrical	Closed	8/21/20	8/24/20
Bluebonnet Regional Library	No air BBR		HVAC	New	8/28/20	
Bluebonnet Regional Library	Intermittent buzzing/electrical sound coming from ceiling in gallery area	Duplicate work order	HVAC	Closed	8/28/20	9/16/20
Bluebonnet Regional Library	Middle stall in women's restroom near meeting rooms--leak and cracked base		Plumbing	New	8/31/20	
Bluebonnet Regional Library	Low water pressure in toilets	Labor: Shedrick Ridgley. I had to turn up pressure up on toilets	Plumbing	Completed	8/31/20	9/15/20
Bluebonnet Regional Library	Air Handling Unit Preventative Maintenance		None	New	9/1/20	
Bluebonnet Regional Library	Cooling Tower Preventative Maintenance		None	New	9/1/20	
Bluebonnet Regional Library	Chiller Preventative Maintenance		HVAC	New	9/1/20	
Bluebonnet Regional Library	Most of lights in parking lot and under porte cochere were out last night	Unknown Resolution All lights have been repaired except pole light	Lighting	Closed	9/2/20	9/11/20
Bluebonnet Regional Library	buzzing/electrical sound in ceiling	Labor: Terry Lewis, Notes: Check air handler fan assist making noise check out everything ok	HVAC	Closed	9/3/20	9/11/20
Bluebonnet Regional Library	Clogged toilet men's room near meeting rooms	Unknown Resolution I plunged the toilet several times but didn't work,so I had to get the snake to get the clug out an turn up the water flush va le.	Plumbing	Closed	9/10/20	9/10/20
Greenwell Springs Road Regional Library	Need to pressure wash all the sidewalks out front.		General Maintenance	New	8/19/20	
Greenwell Springs Road Regional Library	Need to have the parking lot re-stripped.		General Maintenance	New	8/19/20	

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Greenwell Springs Road Regional Library	The children's staff desk needs to be shifted to the right about 6 inches for an ADA compliant walkway on the left side.		Space/Moves	New	8/24/20	
Greenwell Springs Road Regional Library	Crazy Ant Swarm in the Window Sills in the Toddler Area AKA What is this, a library for Ants?	Bay pest control went out to spray	Pest Control	Closed	8/26/20	9/4/20
Greenwell Springs Road Regional Library	Soap Dispenser Failure	Unknown Resolution Anchored back to wall	General Maintenance	Closed	8/26/20	9/15/20
Greenwell Springs Road Regional Library	8.29.2020 New Leak/Water Stain in front of Current Reference Desk, Approximately 15 feet in front of Conference Room Next to Vending		None	New	8/29/20	
Greenwell Springs Road Regional Library	Air Handling Unit Preventative Maintenance		HVAC	New	9/1/20	
Jones Creek Regional Library	Cooling Tower Preventative Maintenance		None	New	9/1/20	
Jones Creek Regional Library	Chiller Preventative Maintenance		None	New	9/1/20	
Jones Creek Regional Library	Air Handling Unit Preventative Maintenance		HVAC	New	9/1/20	
Jones Creek Regional Library	Need to install paper towel, toilet paper and soap dispensers in all restrooms of the building		Plumbing	New	9/4/20	