

Maintenance Report September 2019*

Goodwood Main Library

Performed Lighting Preventative Maintenance
Changed and Cleaned Filters & Changed Belts in Air Handler Units
Unclogged & Cleaned Drains in Air Handler Units
Replaced Flush Valves in Women's Rest rooms
Replaced Batteries in Toilets & Repaired Leak in Toilet on 3rd Floor
Installed New Electrical Contactors for Fountains
Mounted Art Hanging System in Baton Rouge Room
Repaired Cabinet Doors in Children's Services Workroom
Hung New Clock in Circulation Sorting Room
Repaired Irrigation Leaks in All Areas of Courtyard

Baker Branch Library

Removed Broken Exterior Light Fixtures & Installed New Fixtures
Changed and Cleaned Filters in Air Handler Units
Repaired Broken Wooden Fence Damaged by Fallen Tree
Cut & Removed Large Tree Branches

Bluebonnet Regional Branch Library

Performed Lighting Preventative Maintenance
Changed and Cleaned Filters in Air Handler Units
Found Cause of Water Leak in Ceiling at Teen Study Room & Repaired It
Repaired Leaking Faucet in Reference Department
Removed Tree Limbs Hanging near Trash Dumpsters
Installed New Flags
Received Purchase Orders to Update Energy Mgt. System

Carver Branch Library

Changed and Cleaned Filters in Air Handler Units
Repaired Toilet in Women's Rest Room
Replaced Burned Fuses in Hot Water Pumps
Repaired Bookcases in Story Time Room
Repaired Floor Outlet in Meeting Room
Replaced Ceiling Tiles in Branch Manager's Office

Central Branch Library

Performed Lighting Preventative Maintenance
Repaired Parking Lot Lights
Changed and Cleaned Filters in Air Handler Units
Reset A/C Chiller after Power Failure
Installed New Clock in Branch Manager's Office
Repaired Divider Wall in Meeting Room

Delmont Gardens Branch Library

Performed Lighting Preventative Maintenance
Reset A/C Chiller after Power Failure
Repaired Toilet in Women's Restroom
Installed New Flags
Received Purchase Orders to Update Energy Mgt. System

Eden Park Branch Library

Performed Lighting Preventative Maintenance
Repaired Roof Leaks
Changed and Cleaned Filters & Changed Belts in Air Handler Units
Reset A/C Chiller after Power Failure
Oiled A/C Motor
Repaired Leaking Window Seal
Repaired Broken Lock on Desk
Received Purchase Orders to Update Energy Mgt. System

Fairwood Branch Library

Performed Lighting Preventative Maintenance
Changed and Cleaned Filters in Air Handler Units
Unclogged & Cleaned Drains in Air Handler Units
Reset Circuit Breaker to RFID Gates
Received Purchase Orders to Update Energy Mgt. System

Greenwell Springs Road Regional Branch Library

Changed and Cleaned Filters in Air Handler Units
Unclogged & Cleaned Drains in Air Handler Units
Replaced Air Handler #6 Motor
Installed Toilet Paper, Paper Towels, and Soap Dispensers in All New Restrooms
Cleaned & Moved All Shelving from Meeting Rooms to Storage Building
Installed New Shelving in New Janitor's Closet
Repaired Staff Entrance Doors
Covered Exterior Book Drop Hole with Plywood

Jones Creek Regional Branch Library

Repaired Light Fixtures in Staff Break Room
Changed and Cleaned Filters & Changed Belts in Air Handler Units
Oiled A/C Motor
Repaired Chiller Pump & Adjusted Air Dampers
Moved Equipment & Book Shelves to Storage Building

Pride-Chaneyville Branch Library

Changed and Cleaned Filters in Air Handler Units
Unclogged & Cleaned Drains in Air Handler Units
Installed New Flush Valve in Women's Restroom
Repaired Broken Window
Received Purchase Orders to Update Energy Mgt. System

Recycled Reads

Metro Council App'd Contract for Design Fees & Documents for A/C Replace.
Metro Council App'd Contract for Design Fees & Documents for Roof Replace.
Installing Vertical Lift Module Equipment for Storage of Books

River Center Branch Library

Repaired Light Fixtures in Various Areas of the Facility

Scotlandville Branch Library

Repaired Roof Leaks
Changed and Cleaned Filters & Changed Belts in Air Handler Units
Reset A/C Chiller after Power Failure
Installed New Drinking Water Fountain
Repaired Door to Men's Restroom
Repaired Stall Door in Men's Restroom
Repairing Leaks in Chilled Water Lines Leading to Chiller Unit

Zachary Branch Library

Cleaned Coils on Meeting Room Air Handler Units
Unclogged & Repaired Toilet in Children's Services
Installed New Backflow Preventer
Cleaned High Ceiling Area & Removed Stains
Reset Fire Alarm System
Installed Anchors to Secure Gate to Brick Wall

* General Maintenance at All Locations