

# July 2022 Maintenance Department Report

## NEWFIELD

- \*Quilt encasement completed
- \*Patio furniture and bike rack received and scheduled for (in house) installation week of 8/22

## BURROUGHS

- \*Painting (in house) happening in BHC
- \*Painting (in house) happening in childrens

## NORTH

- \*Sprinkler repairs (2) for replacing and relocating water gong in front of building to be up to code. Currently located in back of building and inoperable. Also to extend a few sprinkler heads beyond the ceiling tile and provide escutcheon for proper function. Currently to short and behind ceiling tile. Total cost of both repairs is \$8,403.12. Backup provided to accounts department.

## BLACK ROCK

- \*New security monitor installed at front desk. Pricing for additional camera upgrades to come.
- \*Photos taken of facade, soffits and the like needing replacement. Specs are being worked on and bids to come.
- \*floor specs/pricing scheduled for 9/22. Painting (in house) scheduled for 9/22.

## BEARDSLEY

- \*Certificate of occupancy granted on 8/16. Inspection passed. Waiting on further word from Downes.

## GENERAL INFO

- \*2 new security guards starting at Burroughs as of 8/15/2022. Communication with president, regional supervisor, as well as local supervisor have been established in an effort to provide a more efficient/productive service. As well as a more direct line of communication.
- \*Additional landscaping, extensive weeding happening at all locations. (In house) We will be looking into additional mulch for Newfield as well as new mulch at Burroughs.
- \*1st quarter HVAC preventative maintenance has occurred at all locations.

*David J. Otero*

*Library Maintenance Manager*

*August 17, 2022*