

MAINTENANCE CHECKLIST FOR PUBLIC LIBRARIES

1. A regular schedule for changing air conditioner/furnace filters has been established per manufacturer's recommendation.

Completed In progress Not planned

2. A regular schedule and/or a preventive maintenance contract has been established for the air conditioner.

Completed In progress Not planned

3. A preventive maintenance and/or repair contract has been established for any automatic doors.

Completed In progress Not planned

4. Per local codes, boiler maintenance and repair are scheduled.

Completed In progress Not planned

5. Where appropriate and necessary to avoid injury, chair mats are purchased.

Completed In progress Not planned

6. Electrical outlets in public spaces, especially Children's Services, are child-proofed.

Completed In progress Not planned

7. A schedule is developed to replace batteries in clocks.

Completed In progress Not planned

8. Cords on window coverings, especially in public areas, are safely attached to avoid accidents.

Completed In progress Not planned

9. Domestic Hot Water is inspected when necessary and advance financial plans are in place to replace water heater when appropriate.

Completed In progress Not planned

10. A regular schedule of maintenance is determined for drinking fountains to address functional issues such as chemical build-up.

Completed In progress Not planned

11. Elevators and other lifting devices are inspected regularly, per local code, and a preventive maintenance contract is established.

Completed In progress Not planned

12. Fire Extinguishers are placed per local fire codes and a regular inspection schedule is established to insure proper operation.

Completed In progress Not planned

13. A regular schedule is established to maintain the floor covering (carpets, tile, wood, etc.).

Completed In progress Not planned

14. Equipment and supplies are on hand to remove graffiti. Materials and techniques may differ for different surfaces.

Completed In progress Not planned

15. A regular schedule of inspection and preventive maintenance is established for the building heating system.

Completed In progress Not planned

16. A regular schedule and preventive maintenance is established for humidifying or dehumidifying systems.

Completed In progress Not planned

17. Replacement bulbs and any equipment necessary to replace light bulbs is on-hand.

Completed In progress Not planned

18. Replacement bulbs and any equipment necessary to replace outdoor lighting is either on-hand or the source is established.

Completed In progress Not planned

19. Contracts for regular maintenance and/or materials and equipment are established for maintenance of library grounds, including lawn, flowers, shrubs, trees, flag poles, etc.

Completed In progress Not planned

20. Contracts and/or equipment and materials are established to maintain library parking.

Completed In progress Not planned

21. Maintenance of exterior signage is planned.

Completed In progress Not planned

22. A plan for painting of parking lot stripes is established.

Completed In progress Not planned

23. Materials and equipment is on-hand or contracted for maintenance of restroom fixtures, including seals, valves, etc.

Completed In progress Not planned

24. Procedures are established to repair, replace or add interior signage as necessary.

Completed In progress Not planned

25. A regular plan to inspect, clean and maintain smoke alarms and carbon monoxide detectors is established.

Completed In progress Not planned

26. Materials and procedures for snow and ice removal are established including days and hours when the library is not open to the public, based upon local codes.

Completed In progress Not planned

27. A plan for regular maintenance of interior and exterior trash receptacles is established.

Completed In progress Not planned

28. A regular schedule of inspection and maintenance is established for the ventilation system.

Completed In progress Not planned

29. Vendors and sources are established for repair and/or replacement of windows.

Completed In progress Not planned

30. Wall shelving is secured.

Completed In progress Not planned

31. A regular schedule of termite and other pests inspection and treatment is established.

Completed In progress Not planned

32. A regular schedule of roof, mortar and foundation by a professional is established.

Completed In progress Not planned

33. A regular cleaning maintenance schedule is established.

Completed In progress Not planned

34. All staff is trained to be aware of misplaced rugs and trip hazards in staff and public areas.

Completed In progress Not planned

35. Emergency and exit lighting is in place and a regular schedule of inspection is established to insure proper operation.

Completed In progress Not planned

36. The library is compliant with all electrical codes as determined by a professional.

Completed In progress Not planned