

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 de-humidifying 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 electrician.

_____ Completed _____ In Progress _____ Not planned