

# MAINTENANCE CHECKLIST FOR PUBLIC LIBRARIES

## Exterior

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

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

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

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

3. Maintenance of exterior signage is planned. See Picture 4

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

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

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

5. A plan for painting of parking lot stripes, handicapped symbols is established.

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

6. 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  
Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

7. Inspection of windows for air seal, and integrity - repair and/or replacement of windows.

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

8. The roof, mortar and foundation should be inspected periodically or as deterioration is noticed, by a professional. Pictures 6,9,18,19, 21, 22

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

9. Rain gutters, down spouts and runoff devices should be inspected for integrity and leakage. Picture 9, 25

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

10. Large rocks, bricks or other debris that could damage the siding or windows should be removed. Picture 8

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

11. Outside water spigots should have the handles removed or valve replaced with removable turning device.

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

12. Eaves, overhangs and porches should be inspected for wasp, mud dauber nests and removed as needed. Pictures 7, 16

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

13. Exterior electrical HVAC, main electrical panel, and other exposed electrical boxes should be locked

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

14. Exterior electrical outlets should be in weatherproof boxes and be rated GFCI and all outlets covered (covers working)

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

### **Exterior Preventive Maintenance tips**

- Use CLR or Lime Away to remove hard water stains from sprinklers on exterior brick work.
- Purchase an inexpensive pump sprayer for masonry sealant, spray coating on bricks and mortar joints to add life and long lasting looks to brick work. Hardware stores and Lowes/Home Depot sell both products
- Do not use salt for ice mitigation on new concrete sidewalks for at least 1 year to prevent surface pitting. If mixed, poured and finished absolutely correctly salt will not hurt during the first year.
- If a building has been removed next to the library building, and was actually attached, make sure the adjoining wall has been properly sealed.
- As most shrubbery ages, it gets woody and hard to keep trimmed to look nice. After 10-20 years most landscaping needs to be replaced. Keep shrubs trimmed from the library sign. Picture 4

### **Safety and Safety Equipment**

15. Fire Extinguishers are placed per local fire codes (usually each exit and utility room) and a regular professional inspection schedule is established to insure proper operation.

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

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

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

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

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

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

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

19. All staff knows where the main shut off is for gas, electrical and water and these shutoff valves are marked with tags. All employees should know how to operate shutoff valves

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

20. Emergency and exit lighting is in place and a regular schedule of inspection (disconnected power run time is adequate for egress) is established to insure proper operation. Use the test button, or unplug for testing on monthly basis.

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

30. Bathrooms, kitchens and other isolated rooms should have a reachable flashlight, or simple plugin emergency light.

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

21. Electrical cords must not be run under carpets and should not run across walk ways. Approved cord covers may be used temporarily.

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

22. Electrical outlets in children's areas must have safety caps installed in unused outlets.

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

23. All exit doors must be unlocked during business hours or have interior crash handles. They must be free of obstructions and open easily and freely and clearly marked.

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

24. Storage in the HVAC (furnace/heater) room is discouraged. All combustible materials need to be at least 3 feet from the heating unit (including water heaters).

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

### Tips for Safety Equipment

- Emergency lighting can be as simple as designated flashlights in strategic positions. Plug-in lights for small areas costs between \$10-20, larger area lights that plug in with cords (to keep batteries charged) cost from \$30-45. See <http://www.prolighting.com/emli12babawc.html?gclid=COnZvPGbgrkCFYqZ4AodegYAPw> for options. Search Amazon.com for “emergency lights for home” for lots of options.

### HVAC

25. A regular schedule for changing Air Conditioner/Furnace filters has been established per manufacturer’s recommendation.

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

26. A regular schedule of inspection and preventive maintenance is established for the building HVAC system, including flus, burner/burner fans, condenser fins and Freon levels.

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

27. A regular schedule and preventive maintenance is established for humidifying or de-humidifying systems.

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

28. Per local codes, boiler maintenance and repair scheduled.

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

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

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

### Maintenance tips for the HVAC

- If library staff or board members clean condenser coil (heat exchange fins) on the outside unit (grass, cottonwood cotton, dirt) remove the top of the unit and spray garden hose with jet nozzle from the inside out.



From ACE hardware, purchase “Coil Clean” Spray cleaner according to directions, let set for 5-10 min. depending on how much clogged, wash with jet nozzle from inside. This will increase the cooling efficiency and prevent breakdowns.

- Foam insulation in tubes can be purchased at any hardware store in 6-8’ sticks. For exposed Freon pipes (old insulation has deteriorated or torn, this is the cold wet pipe) spread the insulation at the split and put over the pipe, remove the cellophane strip to glue each side for good seal.

**Interior**

30. A preventive maintenance and/or repair contract has been established for any automatic doors.  
 \_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
 Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

31. The library is compliant with all electrical codes as determined by a professional electrician, including, but not limited to circuit panels (enough capacity, grounded). See picture 20  
 \_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
 Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

32. Elevators and other lifting devices are inspected regularly, per local code, and a preventive maintenance contract is established.  
 \_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
 Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

33. A regular schedule is established to maintain the floor covering (carpets, tile, wood, etc.).  
 \_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
 Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

34. Wall shelving is secured.  
 \_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
 Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

35. A regular cleaning maintenance schedule is established.  
 \_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
 Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

36. Interior lighting is checked regularly and bulbs, fluorescent ballasts are replaced as needed. Acrid smoke from a fluorescent light indicates a malfunctioning ballast.  
 \_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned  
 Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

37. Stained ceiling tile indicates a roof leak (not necessarily from directly above). When the roof is repaired, stained tiles may be replaced or sprayed with Kilz or flat white spray paint

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

### **Maintenance tips for Interior**

- After removing hard water stains from drinking fountains with CLR, rub baby oil on the stainless surface for a glowing shine and help slow down hard water buildup.
- While cleaning your library carpets with a rug shampooer, do not exceed mfg. recommendations for amount of soap additives. Extra soap remains in the carpet and attracts more dirt.
- Bubbled plaster on below grade outside walls usually indicates water leakage from negative slope of the ground or downspout lead aways not in place or negative slope of concrete. (negative slope is area tipped towards building) See pictures 9, 12

### **Plumbing**

38. 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

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

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

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

40. Water heaters, boilers, furnaces need to be checked for leaking or seeping pipes. Rust and corrosion are signs of leaks. Repairs should be done by a qualified plumber. See Picture 27

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

### **Plumbing Tips**

- Libraries without water heating systems or when water heater needs replacement, consider a tank-less water heater. It needs no ducting and makes hot water on

demand instead of storing it. They are very compact and use electric coils to heat



water.

- The next time a tank water heater is replaced put a drip pan beneath it that has a hose connection.
- When remodeling bathrooms, or when the toilet fixture needs replacement, install a low-flow quick flush toilet.
- Toilets can be retro-fitted with automatic flushing mechanisms. Some of these have a #1 or #2 flush option that allows less water consumption.
- Urinals can be retro-fitted with automatic flush mechanisms. See <http://www.zurn.com/Pages/ProductsList.aspx?NodeKey=322517>

### Electrical

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

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

42. All interior electrical junction boxes in storerooms, utility rooms, water heater rooms must be covered with plates. See picture 20

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

### Miscellaneous

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

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

44. Equipment and supplies are on hand to remove graffiti. Materials and techniques may differ for different surfaces. <http://taginator.com/wordpress/?gclid=CJ-dq86njLkCFRP17AodPHIANQ> or see discussion at

<http://diy.stackexchange.com/questions/11361/how-can-i-remove-graffiti-from-painted-walls>

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

45. Procedures are established to repair, replace or add interior signage as necessary. Inexpensive signs may be made from color printing and attached to foam board.

<http://prezi.com/aplgpjqqbiql/library-signage/>

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

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

\_\_\_\_\_ Completed \_\_\_\_\_ In Progress \_\_\_\_\_ Not planned

Who is responsible: \_\_\_\_\_ Librarian \_\_\_\_\_, Library staff \_\_\_\_\_ City \_\_\_\_\_ Other

### **Tips for Miscellaneous**

- Graffiti attracts graffiti. Remove graffiti promptly to help prevent reoccurrence. Silicone based coatings can make cleaning easier in a high graffiti area. <http://www.cslsilicones.com/coatings/category/anti-graffiti-protective-coatings> or <http://www.graffitihurts.org/rapidremoval/removal.jsp>