

Library Facilities Evaluation and Maintenance Guide

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What this is NOT

This document is not a Facilities Plan. Library boards and directors are encouraged to evaluate their strategic plan and the library's long-term goals when developing a Facilities Plan. Such a plan requires extensive study of your community and considers current and future buildings. It examines anticipated population growth and where that growth will occur in relation to the library's location; how patrons physically access your library location and building; and other projected community needs.

This document is not an Emergency Preparedness Plan. Every library should be prepared for an emergency, whether it be an ill patron, a broken water pipe, a fire or a flood. The following organizations offer excellent resources to help you think through emergency situations and develop a plan:

New Jersey State Library developed an excellent set of companion resources

The Librarian's Disaster Planning and Community Resiliency Guidebook

The Librarian's Disaster Planning and Community Resiliency Workbook

https://www.njstatelib.org/services_for_libraries/resources/disaster_planning/

The Federal Emergency Management Agency (FEMA) has a series of resources geared for small businesses that translate well to libraries

Emergency Preparedness Resources for Businesses

<https://www.fema.gov/media-library/resources-documents/collections/357>

The Northeast Document Conservation Center (NEDCC) and the Massachusetts Board of Library Commissioners (MBLC) developed an online disaster-planning template

dPlan: The Online Disaster-Planning Tool for Cultural and Civic Institutions

<http://dplan.org/>

This document is not a Library Cleaning Checklist. Library directors should develop a cleaning schedule – who, what, when and how – and ensure the library remains clean and free of hazards.

Developing an Evaluation & Maintenance Plan

A Facilities Evaluation & Maintenance Plan serves as a blueprint for the continued health and well-being of your library building and grounds. As stewards of a public-supported building, library leadership has an obligation to maintain the library and ensure it offers guests a safe and inviting space. Doing so only enhances the patron experience.

As library director, you should work with your board to develop a written Evaluation & Maintenance Plan. This document should be stored electronically on-site and off-site. Some directors keep an electronic version on a flash drive and others back it up to the Cloud. A print version in the form of a binder serves as a ready resource when questions arise. This binder should include:

- ✓ Information on each major system or service purchased – such as HVAC, roof, hot-water heater, dehumidifier, etc. – and list the manufacturer, date of manufacture, serial number, and warranty contact information.
- ✓ A general floorplan of the building with emergency exits, fire extinguishers, and safe room locations marked.
- ✓ The location of the main electrical panel, main water valve and main gas valve. Each should have a shut-off valve that is operable by all employees.

Most library buildings are owned by the local municipality. Best practice has the library board and governing body (e.g. township, city) in agreement on roles and responsibilities as they relate to the maintenance of the library building and grounds. This should take the form of a written agreement. This agreement is also useful in documenting the amount of indirect support provided by the city to the library – which might prove useful should the library not qualify for State Aid.

Using the Evaluation & Maintenance Plan

The Library Maintenance Checklist can be found at: <http://bit.ly/2Hr23st>. This file is a Google Sheet. To use the sheet, follow the link. Then under the file menu, choose "download as" to save your document wherever you like. (If you use Google Sheets, you can choose "make a copy" instead.)

Your assignment for this Library Facilities module is to complete the checklist and submit it to your Regional Consultant. **This assignment is due March 1, 2019.**

The library building and grounds should be thoroughly examined annually. Who participates in this exercise will vary by library. We recommend that at least the library director, a library board member, and a representative of the local government (township, city, etc.) serve on this team. This plan applies to all library types; or the purposes of this document, we use working with your City as an example.

When conducting the annual physical inspection, plan to dress accordingly as you may be climbing a ladder and getting a bit dirty. Plan to bring a camera (a cell phone with camera and video recording is sufficient) to document problem areas and other items of interest. Safety is paramount and you may need to enlist a professional to access certain areas of the building and inspect those areas for you.

Some items on the plan checklist may be addressed in a meeting before or after the actual physical inspection.

Some items should be monitored for potential replacement and library boards should be prepared to budget against projected lifespan.

Annotated version of the Library Maintenance Checklist

Exterior

<p>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.</p>	<p><i>The library could employ someone to do this as part of their regular job or contract with someone to perform this work. Alternatively, the City might be willing to provide this service.</i></p>
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<p>2. A regular schedule and/or a preventive maintenance contract or arrangement has been established for the air conditioner.</p>	<p><i>Outdoor A/C units should receive preventative maintenance prior to use in the spring and again in the fall when the weather turns cooler. Where practical, these units should be shielded from prolonged exposure to winter weather.</i></p>
<p>3. Maintenance of exterior signage is planned.</p>	<p><i>Exterior signage that is mounted to the exterior of the building may become loose. Signage requiring light bulbs will require replacement bulbs over time.</i></p>
<p>4. Contracts or arrangements and/or equipment and materials are established to maintain library sidewalks and parking.</p>	<p><i>Look for signs of settling that create excessive cracks or uneven terrain, which can result in trip hazards. Regularly repair potholes in the parking area. If you have a gravel parking lot, make sure it is graded periodically to ensure good drainage.</i></p>
<p>5. A plan for painting of parking lot stripes, handicapped symbols is established.</p>	<p><i>These areas will fade over time and require re-application.</i></p>
<p>6. Contracts or arrangements for regular removal and/or materials and equipment for snow and ice removal are established including days and hours when the library is not open to the public, based upon local codes.</p>	<p><i>Some municipalities have established rules for snow and ice removal, especially pedestrian walkways. Many libraries choose to contract his work.</i></p>
<p>7. Inspection of widows and exterior doors for air seal and structural integrity. Repair and/or replacement of windows and doors.</p>	<p><i>Weather is hard on windows and doors. Look for windows with fog or condensation trapped between window panes, which suggests a broken seal. If windows are wooden, look for signs of peeling paint and wood rot. Repair and paint as needed. Exterior doors may require replacement weather stripping to prevent air and water leakage.</i></p>
<p>8. The roof, mortar and foundation should be inspected periodically or as deterioration is noticed, by a professional.</p>	<p><i>In most instances it will be necessary to hire a professional to access and inspect the roof. Roofing materials vary and it will be necessary to closely monitor the condition of the roof so that you can adequately budget to repair/replace a roof before it fails.</i></p>
<p>9. Rain gutters, down spouts and runoff devices should be inspected for integrity and leakage.</p>	<p><i>Water evacuation from the roof and away from the building is important for the overall building. Improper drainage can result in ice dams forming under shingles, water pooling and rotting wood, and damage to the foundation. Look for signs of leaves clogging cutters and downspouts. Make sure trees limbs and other plantings are not hanging over the building or crowding against exterior walls. Overhanging tree limbs may result in leaves and nuts filling gutters and also provide an expressway for squirrels and other critters to access your building.</i></p>
<p>10. Large rocks, bricks or other debris that could damage the siding or windows should be removed.</p>	<p><i>Removal of these items keeps the grounds tidy and makes vandalism less inviting.</i></p>
<p>11. Outside water spigots should have the handles removed or valves replaced with those that have a removable turning device.</p>	<p><i>The library is not in the business of providing free water.</i></p>

12. Eaves, overhangs and porches should be inspected for wasp, mud dauber nests and removed as needed.	<i>Wasps can be annoying, but for some patrons that are highly allergic, a wasp sting could be deadly. Wasp spray can be safely used from several feet away and a stiff broom or broom handle can often remove a nest.</i>
13. Exterior electrical HVAC, main electrical panel, and other exposed electrical boxes should be locked	<i>Examine electrical boxes for cracks and other signs of exposure of contents to water.</i>
14. Exterior electrical outlets should be in weatherproof boxes and be rated GFCI and all outlets covered (covers working)	<i>GFCI – Ground Fault Circuit Interrupter – devices protect us from receiving electric shocks from faults in electrical devices quickly cutting off the power supply to the leaking device, within 20-30 milliseconds, greatly reducing any possible human tissue damage from errant current.</i>
15. Exterior lighting is in working condition and provides sufficient illumination of all entrances and parking areas.	<i>Strategically placed exterior lighting assists pedestrians with entering and exiting the building and plays an important role in deterring burglary after hours.</i>
16. The grounds are free of dead limbs and/or whole trees.	<i>Dead tree limbs and entire trees present a hazard to the building and grounds as well as pedestrians. A strong windstorm can bring them down. Remove as necessary.</i>

Additional 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 and 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.
- ✓ Avoid the use of salt for ice mitigation on new concrete sidewalks for at least 1 year to prevent surface pitting.
- ✓ 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.

Safety and Safety Equipment

17. 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.	<i>Fire extinguishers will lose their charge over time and become ineffective.</i>
18. Cords on window coverings, especially in public areas, are safely attached to avoid accidents.	<i>Unsecured chords present a choking hazard to children.</i>
19. A regular plan to inspect, clean and maintain smoke alarms and carbon monoxide detectors is established.	<i>Smoke alarms and CO2 detectors have expiration dates. Those requiring a battery should be tested at least twice a year and the batteries replaced with new batteries.</i>

<p>20. All staff is trained to be aware of displaced rugs and trip hazards in staff and public areas.</p>	<p><i>Many entryways and other high-traffic areas have area rugs to prolong the life of flooring. These should be returned to their flat position whenever they become displaced.</i></p>
<p>21. 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.</p>	<p><i>Making this part of new employee orientation and periodic staff training is key.</i></p>
<p>22. 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.</p>	<p><i>If the fire marshal inspects your building, this will be a point of interest.</i></p>
<p>23. Bathrooms, kitchens and other isolated rooms should have a reachable flashlight, or simple plugin emergency light.</p>	<p><i>Flashlights may not be practical for public restrooms; recommend more permanent emergency lighting.</i></p>
<p>24. Electrical cords must not be run under carpets and should not run across walk ways. Approved cord covers may be used temporarily.</p>	<p><i>** Keep unprotected cords out of the path of foot traffic and furniture to prevent fraying, overheating, and tripping.</i></p> <p><i>** Never run a cord under a rug. It prevents the cord from releasing its heat and could lead to a fire.</i></p> <p><i>** Don't leave cords dangling anywhere where they can be pulled down and tripped over.</i></p> <p><i>Learn more from the Electrical Safety Foundation International (ESFI) at https://www.esfi.org and take the Workplace Electrical Safety Self-Assessment</i></p>
<p>25. Electrical outlets in children's areas must have safety caps installed in unused outlets.</p>	
<p>26. All exit doors must be unlocked during business hours or have interior crash handles. They must be free of obstructions – inside and outside – and open easily and freely and be clearly marked.</p>	
<p>27. 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).</p>	<p><i>The HVAC room should serve no other purpose.</i></p> <p><i>See #28</i></p>
<p>28. Storage areas should be orderly with secure shelving mounted to walls with safety straps and meet fire codes.</p>	<p><i>Per the State Fire Marshal:</i></p> <p><i>"Storage of combustible materials in buildings shall be maintained in a neat, orderly manner. Storage shall be separated from heaters or heating devices. Storage shall be maintained 2 feet or more below the ceiling in non-sprinklered areas of buildings and a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of buildings. Combustible material shall not be stored in exits or exit enclosures. Combustible material shall not be</i></p>

	<i>stored in boiler rooms, mechanical rooms or electrical equipment rooms.”</i>
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Additional Tips for Safety Equipment

- ✓ **Emergency lighting** can be as simple as designated flashlights in strategic positions. Plug-in lights for small areas costs between \$15-25, larger area lights that plug in with cords (to keep batteries charged) cost from \$35-45. See <http://www.prolighting.com/emli12babawc.html?gclid=COvPGbgrkCFYqZ4AodegYAPw> for one option. Search Amazon.com for “emergency lights for home” for more options.
- ✓ Learn more about **fire safety** from the *Kansas Building Fire Safety Handbook*, which is published by the Office of the State Fire Marshal.

HVAC

29. A regular schedule for changing Air Conditioner/Furnace filters has been established per manufacturer’s recommendation.	
30. 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.	<i>Most libraries have a professional on contract to provide these services annually.</i>
31. A regular schedule and preventive maintenance is established for humidifying or de-humidifying systems.	<i>Humidity is not a friend to print collections and computer servers.</i>
32. Per local codes, boiler maintenance and repair scheduled.	
33. A regular schedule of inspection and maintenance is established for the ventilation system.	

Additional 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.
- ✓ 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 adhere each side for good seal.

Interior

34. A preventive maintenance and/or repair contract has been established for any automatic doors.	<i>Automatic doors are an important part of the library’s Americans with Disabilities Act (ADA) compliance. Learn more about ADA at: https://kslib.info/398/ADA-Compliance-Checklist</i>
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35. Elevators and other lifting devices are inspected regularly, per local code, and a preventive maintenance contract is established.	
36. A regular schedule is established to maintain the floor covering (carpets, tile, wood, etc.).	<i>You can extend the life of flooring only so long before it requires replacement, especially carpet. Be sure to monitor carpet wear closely and budget accordingly when replacement is on the horizon.</i>
37. Wall shelving is secured.	<p><i>Shelving is susceptible to kids climbing and other patrons leaning on or bumping into it. For everyone's safety, be sure to anchor shelving. Shelving placed against a wall should be anchored to the wall. Shelving that is placed back-to-back to create rows of stacks should be anchored to each other.</i></p> <p><i>To help prevent accidents with shelves that are over 6 feet tall, consider not placing any materials on the top shelf. Often patrons have to stretch or stand on a stool to reach these items. Lack of space does not allow for this luxury? Examine your weeding schedule to see if the collection is due for additional weeding.</i></p>
38. A regular cleaning maintenance schedule is established.	<i>A clean library is an inviting library. And during cold and flu season, a clean library is a public health win.</i>
39. Ceilings are examined for stains, which indicate the presence of a water leak.	<p><i>If the water leak is not attributed to a plumbing issue, then the roof is likely at fault. Understand that the roof leak might not be directly above the stain in the ceiling.</i></p> <p><i>When the roof is repaired, stained drywall or ceiling tiles may be replaced or sprayed with Kilz or flat white spray paint.</i></p> <p><i>Any signs of mold should be addressed immediately by a professional.</i></p>

Additional 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 adjacent to the foundation. Proper drainage of water away from the building is essential to preventing foundation cracks and water leaks into a library's basement.

Continued on following page.

Plumbing

40. Hot water heater is inspected when necessary and advance financial plans are in place to replace water heater when appropriate.	
41. A regular schedule of maintenance is determined for drinking fountains to address functional issues such as chemical or hard water build-up.	
42. Water heaters, boilers, furnaces need to be checked for leaking or seeping pipes. Rust and corrosion are signs of leaks.	<i>Repairs should be completed by a qualified plumber.</i>

Additional Plumbing Tips

- ✓ Libraries without water heating systems or those faced with replacing a hot water heater should 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/media-library/web_documents/pdfs/brochures/zmktg240-31-pdf.aspx

Electrical

43. The library is compliant with all electrical codes as determined by a professional electrician, including, but not limited to, circuit panels (enough capacity, grounded).	<p><i>Many libraries today experience a greater demand on its electric panel(s) as service needs increase. It may be that your electric panel is no longer adequate to serve the needs of your library. When working with an electrician to determine needs, be sure to factor for future growth and demand by adding more capacity in the electric panel now.</i></p> <p><i>Some libraries have implemented solar panels to augment the electrical supply. Learn more at: http://libguides.ala.org/SustainableLibraries/Green</i></p>
44. Interior lighting is checked regularly. Bulbs and fluorescent ballasts are replaced as needed.	<i>Acrid smoke from a fluorescent light indicates a malfunctioning ballast.</i>
45. Replacement bulbs and any equipment necessary to replace light bulbs is on-hand.	
46. All interior electrical junction boxes in storerooms, utility rooms, water heater rooms must be covered with plates.	
47. Interior electrical outlets in kitchens and bathrooms should be rated GFCI,	

Miscellaneous

48. Where appropriate and necessary to avoid injury, chair mats are purchased.	
49. Equipment and supplies are on hand to remove graffiti. Materials and techniques may differ for different surfaces.	<i>Learn more at:</i> http://www.taginator.com/Default.asp https://diy.stackexchange.com/questions/11361/how-can-i-remove-graffiti-from-painted-walls
50. Procedures are established to repair, replace or add interior signage as necessary.	<i>Inexpensive signs may be made from color printing and attached to foam board.</i> http://prezi.com/aplgpjqqbiql/library-signage/
51. A regular inspection and treatment schedule of termites and other pests is established.	

Additional 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>