Facilities Maintenance Plan

Why plan?

Developing a facilities maintenance plan yields benefits for the library. It can save the library money and keeps you abreast of the small problems before they morph into big problems with significant downtime. A facilities maintenance plan will help to prolong the life of your equipment, keep repair costs down, reduce downtime, and help to save money on capital expenses.

Know your building:

Many small libraries don't have a dedicated maintenance staff. It's important for the director and key staff to know what systems the library has and where they are located:

- What type of HVAC system do you have? Where is it located?
- What kind of water system do you have? Where are shutoffs located? Where are the sprinkler system shut offs?
- Where is your fire panel located? How do you shut off an alarm?
- Where is your electrical panel?
- Where are the controls for the elevator?

Selecting contractors:

Be sure the contractors you select to maintain and repair your systems and equipment are licensed, insured, and have the proper certifications. They should be insured for at least $1 million. Contractors should have a minimum of 3 references. Ask your board members and Friends groups for recommendations. Look for those with a reputation for timely responses, detailed bids and estimates, and that they do what they say they will do and when.

Create a plan:

- Set up preventative maintenance agreements
    - HVAC (2 to 4 times per year)
        - Check belts, motors
        - Change filters
        - Check dampers
        - Check pumps
        - Check fans
    - Elevators (2 to 4 times per year)
        - Controls
    - Pests (monthly)
    - Generators (2 times per year)
    - Security systems (annually)
    - Automatic doors (2 to 4 times per year)
    - Landscapers (regular schedule)
    - Custodians (regular schedule)
    - Set up fire drills with your fire department

Establish a schedule:

- Create a building checklist
    - Daily:
        - Check interior and exterior lights for proper function
        - Check windows and doors.
        - Listen for strange noises
    - Weekly
        - Clean obscure areas
        - Seasonally check gutters and drains, trim trees
    - Monthly
        - Vacuum and dust vents
        - Clean roof drains
        - Check fire extinguishers
        - Check and restock first aid kits
        - Check for visible signs of leaks
        - Check sump pumps

    - Yearly
        - Replace batteries
        - Examine the condition of paint on interior and exterior walls
        - Inspect the roof

Who to call:

- Contractors
    - Utilize preventative maintenance agreements
    - Identify alternatives
- Emergency Services
    - Police, Fire, Municipality
- Minor tasks
    - Utilize a handyman for small tasks
- Proper procedure
    - Do you have to get multiple bids?
    - Who approves contracts?
    - Who makes the final decision?
    - Who schedules the work?
    - Who inspects the final product?

Average life of some systems:

Hot water heater	8 to 12 years depending on type of water
Air chiller	15 to 20 years
Furnace	15 years
Slate roof	100 years
Wood roof	30 years
Shingle roof	25 years