

## 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