

## Facility Preventative Maintenance Policy

### Purpose

Adequate facility maintenance is essential to the long-term life and fiscal health of the Lake County Library District. This policy will define clear expectations for the preventative maintenance of district buildings, including critical areas to be inspected, a schedule of when to conduct inspections, and responsibility for carrying out inspections.

### Expectations

Managers, supervisors, and all other employees share responsibility for a functional and well maintained workplace. The District will comply with all applicable Oregon state and federal building maintenance regulations.

### *Employee Responsibility*

Employees shall report immediately any facility maintenance issues to the Library Director. Every effort will be made to remedy problems as quickly as possible.

For example, employees shall:

- Immediately report any sign of pests in or around the facility that is abnormal (Beetles, termites, Rodents, etc.).
- Immediately report any electrical abnormality or dysfunction to the Library Director.
- Immediately report any HVAC dysfunctions to the Library Director.

It is every employee's responsibility to observe and identify conditions that could result in damage to the District property if not corrected.

### *Management Responsibility*

The Library Director is accountable for preventing facility maintenance issues by ensuring that all appropriate systems and areas are inspected and serviced by qualified persons as outlined in the policy below. The Library Director will create Facility Preventative Maintenance Procedures to document relevant building systems and the needed inspection and maintenance procedures. The Library Director will consider all employee suggestions for achieving a stronger functioning facility.

### *Board Responsibility*

The Library Board will provide adequate resources so that facility maintenance responsibilities can be carried out. The Library Board will review the Facility Maintenance Policies and Procedures annually.

## Inspection Schedule

District buildings will be inspected daily, monthly, quarterly and during inclement weather.

### *Daily*

Daily inspections should be conducted by all employees. These inspections will be done visually. The visual inspections are simply taking notice of something that does not look correct and making sure to report it.

### *Monthly*

Monthly inspections will be conducted by a designated staff member for each facility. This inspection should be comprehensive and documented. The District will provide a checklist of items that should be viewed. Any recommendations will be made to the Library Director.

### *Quarterly*

The Library Director will conduct quarterly inspections of all District buildings and compare quarterly inspections to the monthly inspections, and provide any necessary staff training or guidance to ensure monthly inspections are completed accurately and timely.

### *Inclement Weather*

When the District staff is aware of a forecasted storm, the designated staff member for each facility will conduct a preventative inspection to make sure the facility is ready. Once the storm has passed, the designated staff member for each facility will conduct another inspection to identify any damage or repairs that need to be made. Any recommendations for repairs will be made to the Library Director.

## Inspection Areas

The following areas should be looked at during the documented inspections. The Library Director will create inspection sheets to document that these and all other needed inspections are performed as per this policy.

### *Outdoors*

- Roof
- Gutters/Scuppers
- Downspouts (direct water away from the building)
- Doors/Seals/Caulking
- Exterior Wall conditions/Holes/Paint/Siding

- Exterior Lighting/Cameras
- Parking Lots/Light Poles
- Vegetation trimmed away from buildings
- Foundation
- Combustibles away from buildings
- Exposed Piping

*Indoors*

- Emergency Lighting
- HVAC System/Filters/Batteries in Thermostats
- Water Intrusion/Moisture Issues
- Storage Areas
- Interior Wall Conditions
- Electrical Panels
- Attics/Basements

**Training**

The District will conduct annual training for staff that includes refreshing staff of items to be viewed or any new buildings or conditions they should be aware of. Refresher training should occur if a property claim is filed.