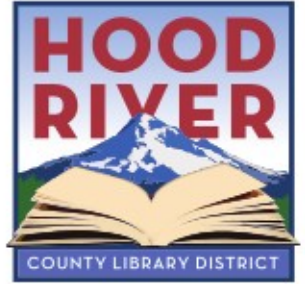


# District Building Preventative Maintenance Policy



## Purpose

To define clear expectations for the preventative maintenance of District buildings. This policy will include critical areas to be inspected and a schedule of when to conduct these inspections. The District will decide who will conduct these inspections and provide training as necessary.

## Schedule

District buildings will be inspected periodically throughout the year. Such inspections will be conducted daily, monthly, quarterly and during inclement weather in accordance with the following schedule:

- 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 ensuring such conditions are reported.
- Monthly – Monthly inspections will be conducted by Library Director or other designated staff member. This inspection should be comprehensive and documented. The District will provide a checklist of items that should be viewed. Any recommendations or conditions that require correction will be made to the Library Director.
- Quarterly – The safety committee will conduct quarterly inspections of the buildings per OSHA Rule 437-001-0765 (7). Once they have completed their inspections, these inspections shall be compared to the monthly inspections. Any recommendations or conditions that require correction will be made to the Library Director.
- Inclement Weather – When the District is aware of a forecasted storm, the Library Director or other designated staff will conduct a preventative inspection to make sure the facilities are ready. Once the storm has passed, the designated staff will conduct another inspection to identify any damage or repairs that are required or recommended. Any recommendations for repairs will be made to the Library Director.

## Building Maintenance

The following areas should be examined during the documented inspections:

### Outdoors

- Roof
- Gutters/scuppers
- Downspouts - direct water away from the building
- Doors/seals/caulking
- Exterior wall conditions/holes/paint/siding
- Foundation
- Exposed piping
- Exterior lighting
- Parking areas/light poles
- Vegetation trimmed away from buildings

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- Combustibles away from buildings
- Drain free of blockages
- Handicap doors functioning properly
- Walkways and sidewalks
- Gardens

### **Indoors**

- Emergency lighting
- HVAC system/boiler/filters
- Water intrusion/moisture issues
- Storage areas
- Bathrooms
- Lighting
- Flooring
- Interior wall conditions
- Electrical panels
- Basement

### **Training**

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

Adopted by the Board of Directors: December 18, 2018

Last amended: December 18, 2018, October 21, 2025.