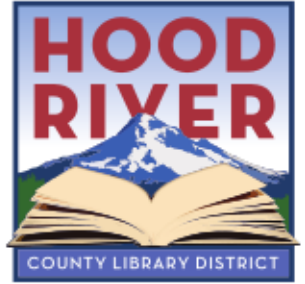


# District Building Preventative Maintenance Policy



## 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 throughout the year that will include 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 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 will be made to the Library Director.
- Quarterly – The safety committee will conduct quarterly inspections of the buildings per OROSHA Rule 437-001-0765 (7). Once they have completed their inspections, these should be compared to the monthly inspections. Any recommendations will be made to the District Manager.
- 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 need to be made. Any recommendations for repairs will be made to the Library Director.

## Building Maintenance

The following areas should be looked at 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
- Combustibles away from buildings

502 State Street  
Hood River - OR 97031

**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

- 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 or 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

# Property Maintenance Checklist

Date of Inspection: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Property will be inspected monthly

General:	Ok	Fix	N/A	Date	
				Completed	Comments
Emergency Procedures available					
SDS binders are up to date and available					
Map for emergency shut off locations for water, gas, etc. is posted					
All fire extinguisher inspected and serviced (Monthly & Yearly)					
Boiler, elevator, alarm permits are current and posted					
HVAC/Boiler online controls working properly					
Emergency contact numbers posted					
First aid kits are available and properly stocked					
Back flow inspections are current (Annually)					
Fire alarm, smoke detectors, etc. have been tested (Annually)					
Windows cleaned (annually)					
Bricks and masonry cleaned to remove moss and masonry sealed (Every 5-10 years)					

Custodial/building maintenance:	Ok	Fix	N/A	Date	
				Completed	Comments
Hand trucks, carts available/good condition					
Ladders are in good condition and secured					
Clean and dirty rags are clearly marked					
Wet floor signs are available					
Secondary containers are properly labeled					

Parking area and grounds:	Ok	Fix	N/A	Date	
				Completed	Comments
Sidewalks, walkways and parking areas free of trip hazards					
Parking area surfaces are adequate					
Exterior light timers are adjusted properly					
All exterior signage is in good condition					
All exterior lighting in working condition					
Bushes/trees trimmed and away from facilities and exterior lighting					
Handicap door mechanisms functioning properly					
Exterior furniture and pergola in good condition					
Railing good condition					
Stone wall and Stoniferous Pine in good condition					
Irrigation deactivated (Fall/Winter)					
Irrigation reactivated and inspected (Spring)					
Pergola structure pressure washed and sealed (Yearly)					
Inspect windows and doors paint and cracking (Yearly)					
Clean moss/dirt from bricks and concrete, apply sealer (5-10 years)					
Repaint historic windows and doors (5-8 years)					

Roofs:	Ok	Fix	N/A	Date	
				Completed	Comments
Check roof for damage					
Roof drains, down spouts are clear of debris					
Moss problems have been treated					
Roof access ladders are securely mounted					
Check damaged shingles roof (Quarterly)					

Remove leaves and debris (Fall & Winter or as needed)				
---	--	--	--	--

**Date**

<b>Interior building:</b>	<b>Ok</b>	<b>Fix</b>	<b>N/A</b>	<b>Completed</b>	<b>Comments</b>
All spaces are adequately lit and in good repair					
Check and schedule light bulb/ballast replacement					
Inspect and replace damaged ceiling tiles					
Power strips are UL listed and in good repair					
Extension cords are only used for temporary use					
Cords have been checked for grounding plugs					
Portable heaters have tip over switches and are not near flammable products					
Flooring is in good condition and clean					
Overhead storage is secured and stable					
Furniture and equipment in good condition					
Deep cleaning carpet with hot water extraction (Annually)					
Deep scrubbing and recoating of vinyl floors (Annually)					
Light fixtures bowls cleaned. (Annually)					

**Date**

<b>Restrooms:</b>	<b>Ok</b>	<b>Fix</b>	<b>N/A</b>	<b>Completed</b>	<b>Comments</b>
Flooring is in good condition and clean					
Automatic flushers working toilets					
All plumbing fixtures are in good condition					

**Date**

<b>Storage and mechanical rooms:</b>	<b>Ok</b>	<b>Fix</b>	<b>N/A</b>	<b>Completed</b>	<b>Comments</b>
Insulation material around piping is in good condition					
Electrical panels are accessible					
Soap and paper towel dispensers in good condition					
All electrical junction boxes have covers					

**Date**

<b>Boiler:</b>	<b>Ok</b>	<b>Fix</b>	<b>N/A</b>	<b>Completed</b>	<b>Comments</b>
Recirculation pumps inspected (bi-annual)					
Inspected and cleaned (yearly)					
Pumps greased (yearly)					
Seals replaced (5 years)					

**Date**

<b>HVAC:</b>	<b>Ok</b>	<b>Fix</b>	<b>N/A</b>	<b>Completed</b>	<b>Comments</b>
Inspected and filters changed (Quarterly)					
Computer Controlled monitoring system calibration adjustment (bi-annually)					
VAC (Variable air volume) units inspected for corrosion (bi-annually)					
Fan belt inspected and fan bearings greased (Yearly)					
Exposed ductwork inspected (Yearly)					
Ductwork joints resealed (1-2 years)					

**Date**

<b>Inclement weather preparation:</b>	<b>Ok</b>	<b>Fix</b>	<b>N/A</b>	<b>Completed</b>	<b>Comments</b>
Ice melt and snow removal equipment is available					
Check HVAC/boiler system is working properly					
Roof drains and storm drains are clear					