

**Your Library Name Here**  
**Building Maintenance, Inspection, and Replacement Checklist**

| <b>Building Site</b>             |  |     |              |           |       |   |             |                            |                            |                            |
|----------------------------------|--|-----|--------------|-----------|-------|---|-------------|----------------------------|----------------------------|----------------------------|
| Item                             | Task   | Who | Date Checked | Condition |       |   | Replacement |                            |                            |                            |
|                                  |  |     |              | Sat       | Unsat | Comments                                | Installed   | Replacement Cycle in Years | Estimated Replacement Date | Estimated Replacement Cost |
| Concrete curbs                   | Check for cracks, spalling, growth from joint  |     | may '17      |           |       | Library entrance in 2013 mudjack 7/2016 | 1991        | 30 years                   | 2011                       | \$22,000                   |
| Concrete walkways                | Look for uneven surfaces, ponding, growth from joints  |     |              |           |       |   |             |                            |                            |                            |
| Asphalt paving - East & West lot | Inspect for lifting, undulating, or broken surfaces  |     |              |           |       |   |             |                            |                            |                            |
| Asphalt paving -North lot        | Inspect for lifting, undulating, or broken surfaces  |     |              |           |       |   |             |                            |                            |                            |
| Retaining or freestanding walls  | Look for cracks, bulging, other signs of structural failure                                  |     |              |           |       |   |             |                            |                            |                            |
| Retention Pond/Creek             | Look for excessive erosion, plant growth, proper slope                                       |     |              |           |       |   |             |                            |                            |                            |
| Trees                            | Look for disease and damage. Trim and fertilize  |     |              |           |       |   |             |                            |                            |                            |
| Shrubs                           | Look for disease and damage. Trim and fertilize  |     |              |           |       |   |             |                            |                            |                            |
| Lawns and groundcover            | Look for disease and damage. Fertilize, water, mow, edge                                     |     |              |           |       |   |             |                            |                            |                            |
| Site lighting                    | Visually inspect, replace lamps  |     |              |           |       |   |             |                            |                            |                            |
| Berms/Irrigation ditches         | Look for excessive erosion, plant growth, proper slope                                       |     |              |           |       |   |             |                            |                            |                            |
| Storm drains (ditch & concrete)  | Look for excessive erosion, proper slope, obstructions                                       |     |              |           |       |   |             |                            |                            |                            |
| Fences - metal                   | Inspect for rust, warped, or damaged posts and rails   |     |              |           |       |   |             |                            |                            |                            |
| Sign Posts/Road Signage          | Inspect for rust, warped, or damaged posts and rails   |     |              |           |       |   |             |                            |                            |                            |
| Concrete sewer lines             | Check for cracks, seepage, spalling, growth from joint, or other signs of structural failure |     |              |           |       |   |             |                            |                            |                            |
| Landscape Elements               | Look for signs of damage or deterioration  |     |              |           |       |   |             |                            |                            |                            |

| <b>Foundation</b>              |  |     |              |           |       |          |             |                            |                            |                            |
|--------------------------------|--|-----|--------------|-----------|-------|----------|-------------|----------------------------|----------------------------|----------------------------|
| Item                           | Task   | Who | Date Checked | Condition |       |          | Replacement |                            |                            |                            |
|                                |  |     |              | Sat       | Unsat | Comments | Installed   | Replacement Cycle in Years | Estimated Replacement Date | Estimated Replacement Cost |
| Concrete foundation walls      | Look for moisture penetration, cracks, spalling          |     |              |           |       |          |             |                            |                            |                            |
| Concrete footings              | Look for moisture penetration, cracks, spalling          |     |              |           |       |          |             |                            |                            |                            |
| Slab on grade                  | Inspect for cracks, chips, uneven surfaces               |     |              |           |       |          |             |                            |                            |                            |
| Concrete foundation grade beam | Look for stress cracks, moisture penetration, spalling   |     |              |           |       |          |             |                            |                            |                            |
| Wildlife/Varmint Inspection    | Check for nests, holes, animal droppings, material decay |     |              |           |       |          |             |                            |                            |                            |

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| <b>Building Structure System</b> |   |     |              |           |       |          |             |                            |                            |                            |
|----------------------------------|---|-----|--------------|-----------|-------|----------|-------------|----------------------------|----------------------------|----------------------------|
| Item                             | Task  | Who | Date Checked | Condition |       |          | Replacement |                            |                            |                            |
|                                  |   |     |              | Sat       | Unsat | Comments | Installed   | Replacement Cycle in Years | Estimated Replacement Date | Estimated Replacement Cost |
| Brick bearing walls              | Check for cracks, missing mortar, straight and true walls |     |              |           |       |          |             |                            |                            |                            |
| Concrete masonry bearing walls   | Look for cracks, spalling, water damage, deflection       |     |              |           |       |          |             |                            |                            |                            |
| Steel beams                      | Examine for signs of rust, inspect fixings                |     |              |           |       |          |             |                            |                            |                            |
| Steel columns                    | Examine for signs of rust, inspect fixings                |     |              |           |       |          |             |                            |                            |                            |
| Concrete column                  | Look for cracks, spalling, water damage, deflection       |     |              |           |       |          |             |                            |                            |                            |

| <b>Building Envelope - Exterior Walls</b> |   |     |              |           |       |          |             |                            |                            |                            |
|---|---|-----|--------------|-----------|-------|----------|-------------|----------------------------|----------------------------|----------------------------|
| Item                                      | Task  | Who | Date Checked | Condition |       |          | Replacement |                            |                            |                            |
|   |   |     |              | Sat       | Unsat | Comments | Installed   | Replacement Cycle in Years | Estimated Replacement Date | Estimated Replacement Cost |
| Brick masonry                             | Look for surface salts, failing mortar, damaged bricks                    |     |              |           |       |          |             |                            |                            |                            |
| Exterior paint                            | Visually inspect for flaking, blistering, weathering                      |     |              |           |       |          |             |                            |                            |                            |
| Exterior Doors                            | Inspect for damaged jambs, moldings, operational hardware, seal, security |     |              |           |       |          |             |                            |                            |                            |

| <b>Building Envelope - Roofing</b> |  |     |              |           |       |          |             |                            |                            |                            |
|------------------------------------|--|-----|--------------|-----------|-------|----------|-------------|----------------------------|----------------------------|----------------------------|
| Item                               | Task   | Who | Date Checked | Condition |       |          | Replacement |                            |                            |                            |
|                                    |  |     |              | Sat       | Unsat | Comments | Installed   | Replacement Cycle in Years | Estimated Replacement Date | Estimated Replacement Cost |
| Membrane/Built up roofing          | Look for cracks, holes tears, protective coating, adhesion     |     |              |           |       |          |             |                            |                            |                            |
| Metal flashing                     | Check for loose, raised fixings; raised cappings               |     |              |           |       |          |             |                            |                            |                            |
| Gutters (winter)                   | Look for debris, corrosion, holes, faulty connections          |     |              |           |       |          |             |                            |                            |                            |
| Downspouts                         | Check for clogs, leaks, proper distance of discharge from bldg |     |              |           |       |          |             |                            |                            |                            |
| Roof drains and overflow drains    | Look for debris, corrosion, holes, faulty connections          |     |              |           |       |          |             |                            |                            |                            |
| Steep slope roof                   | Check for seam seperation, deterioration, gaps                 |     |              |           |       |          |             |                            |                            |                            |

**Your Library Name Here**  
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| Windows and Doors               |   |     |              |           |       |          |             |                            |                            |                            |
|---------------------------------|---|-----|--------------|-----------|-------|----------|-------------|----------------------------|----------------------------|----------------------------|
| Item                            | Task  | Who | Date Checked | Condition |       |          | Replacement |                            |                            |                            |
|                                 |   |     |              | Sat       | Unsat | Comments | Installed   | Replacement Cycle in Years | Estimated Replacement Date | Estimated Replacement Cost |
| Aluminum windows                | Check for water seepage, cracked panes, deteriorated putty. |     |              |           |       |          |             |                            |                            |                            |
| Wood doors, frames and hardware | Inspect for damaged jambs, moldings, operational hardware   |     |              |           |       |          |             |                            |                            |                            |
| Metal doors and frames          | Inspect for damaged jambs, moldings, operational hardware   |     |              |           |       |          |             |                            |                            |                            |

| Interior Finishes                    |  |     |              |           |       |          |             |                            |                            |                            |
|--------------------------------------|--|-----|--------------|-----------|-------|----------|-------------|----------------------------|----------------------------|----------------------------|
| Item                                 | Task   | Who | Date Checked | Condition |       |          | Replacement |                            |                            |                            |
|                                      |  |     |              | Sat       | Unsat | Comments | Installed   | Replacement Cycle in Years | Estimated Replacement Date | Estimated Replacement Cost |
| Gypsum board ceilings - clear story  | Visually inspect for water stains, flaking paint, other damage |     |              |           |       |          |             |                            |                            |                            |
| Acoustic tile                        | Look for stains, cracks, missing or loose tiles                |     |              |           |       |          |             |                            |                            |                            |
| Suspended acoustic tile              | Look for stains, cracks, missing or loose tiles                |     |              |           |       |          |             |                            |                            |                            |
| Brick interior walls                 | Inspect for missing or damaged bricks and mortar               |     |              |           |       |          |             |                            |                            |                            |
| Ceramic tile walls                   | Look for cracked tile, bulges, missing or damage grout         |     |              |           |       |          |             |                            |                            |                            |
| Wood trim                            | Examine for damaged, missing molding, secure connection        |     |              |           |       |          |             |                            |                            |                            |
| Ceramic tile flooring                | Look for damaged tiles, missing or damaged grout               |     |              |           |       |          |             |                            |                            |                            |
| Concrete flooring                    | Look for cracks, chipped or broken pieces, stains              |     |              |           |       |          |             |                            |                            |                            |
| Resilient flooring                   | Check for missing, damaged tiles, adhesion                     |     |              |           |       |          |             |                            |                            |                            |
| Carpet                               | Clean; look for excessive wear, holes, tears, stains           |     |              |           |       |          |             |                            |                            |                            |
| Window coverings                     | Check for damage, secure connections, excessive wear/dirt      |     |              |           |       |          |             |                            |                            |                            |
| Metal stairs and railings            | Examine alignment, look for excessive wear, deterioration      |     |              |           |       |          |             |                            |                            |                            |
| Wood casework                        | Check for rotting, decaying wood, operational hardware         |     |              |           |       |          |             |                            |                            |                            |
| Interior paint and/or clear finishes | Look for flaking, dirt, water stains or blistering             |     |              |           |       |          |             |                            |                            |                            |
| Interior glazing                     | Check for cracked or broken glass                              |     |              |           |       |          |             |                            |                            |                            |
| Baseboards                           |  |     |              |           |       |          |             |                            |                            |                            |

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| <b>Mechanical Systems</b>                   |  |     |              |           |       |          |             |                            |                            |                            |
|---|--|-----|--------------|-----------|-------|----------|-------------|----------------------------|----------------------------|----------------------------|
| Item  | Task   | Who | Date Checked | Condition |       | Comments | Replacement |                            |                            |                            |
|   |  |     |              | Sat       | Unsat |          | Installed   | Replacement Cycle in Years | Estimated Replacement Date | Estimated Replacement Cost |
| Boiler                                      | Inspect valves for leaks, test water quality             |     |              |           |       |          |             |                            |                            |                            |
| Water heaters                               | Look for leaks, drain to reduce sediment build-up        |     |              |           |       |          |             |                            |                            |                            |
| Metal ductwork                              | Inspect for holes, loose connections                     |     |              |           |       |          |             |                            |                            |                            |
| Registers                                   | Examine for dirt, flaking paint, connections             |     |              |           |       |          |             |                            |                            |                            |
| Fan coil units                              | Ensure regular inspection by a qualified professional    |     |              |           |       |          |             |                            |                            |                            |
| Air handling units                          | Keep clear of debris/exhaust; ensure regular inspection  |     |              |           |       |          |             |                            |                            |                            |
| Condenser units                             | Ensure regular inspection by a qualified professional    |     |              |           |       |          |             |                            |                            |                            |
| Exhaust fans                                | Ensure working order, keep vent clear of dirt and debris |     |              |           |       |          |             |                            |                            |                            |
| Plumbing waste and vent piping and fittings | Visually inspect for leaks, corrosion, damage            |     |              |           |       |          |             |                            |                            |                            |
| Plumbing supply piping and fittings         | Visually inspect for leaks, corrosion, damage            |     |              |           |       |          |             |                            |                            |                            |
| Plumbing fixtures                           | Inspect for drips, leaks, ease of operation              |     |              |           |       |          |             |                            |                            |                            |
| Kitchen equipment / disposal (Staff lounge) | Inspect for drips, leaks, ease of operation              |     |              |           |       |          |             |                            |                            |                            |
| Utilities (water, heating, sewer, etc.)     | Ensure regular inspection by a qualified professional    |     |              |           |       |          |             |                            |                            |                            |

**Your Library Name Here**  
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| <b>Electrical Systems</b>                                |  |     |              |           |       |          |             |                            |                            |                            |
|--|--|-----|--------------|-----------|-------|----------|-------------|----------------------------|----------------------------|----------------------------|
| Item   | Task   | Who | Date Checked | Condition |       |          | Replacement |                            |                            |                            |
|  |  |     |              | Sat       | Unsat | Comments | Installed   | Replacement Cycle in Years | Estimated Replacement Date | Estimated Replacement Cost |
| Electrical service entrance                              | Keep free of obstructions, dirt                            |     |              |           |       |          |             |                            |                            |                            |
| Main switchgear  | Make sure accessible, inspect for corrosion, dirt, cobwebs |     |              |           |       |          |             |                            |                            |                            |
| Distribution panels                                      | Make sure accessible, inspect for corrosion, dirt, cobwebs |     |              |           |       |          |             |                            |                            |                            |
| Interior incandescent light fixtures                     | Check bulbs, fittings, wall connections                    |     |              |           |       |          |             |                            |                            |                            |
| Interior fluorescent light fixtures                      | Check bulbs, fittings, wall connections                    |     |              |           |       |          |             |                            |                            |                            |
| Exterior light fixtures                                  | Visually inspect, replace lamps                            |     |              |           |       |          |             |                            |                            |                            |
| Electrical outlets                                       | Inspect for damage, secure plate connection                |     |              |           |       |          |             |                            |                            |                            |
| Communications systems                                   | Ensure proper operation                                    |     |              |           |       |          |             |                            |                            |                            |
| <b>Life/Safety</b>                                       |  |     |              |           |       |          |             |                            |                            |                            |
| Item   | Task   | Who | Date Checked | Condition |       |          | Replacement |                            |                            |                            |
|  |  |     |              | Sat       | Unsat | Comments | Installed   | Replacement Cycle in Years | Estimated Replacement Date | Estimated Replacement Cost |
| Fire extinguishers                                       | Test proper operation                                      |     |              |           |       |          |             |                            | N/A                        |                            |
| Fire alarm system  | Test proper operation                                      |     |              |           |       |          |             |                            |                            |                            |
| Smoke detection systems                                  | Test proper operation                                      |     |              |           |       |          |             |                            |                            |                            |
| Heat sensors   | Test proper operation                                      |     |              |           |       |          |             |                            |                            |                            |
| Panic hardware   | Check operation and compliance with existing codes         |     |              |           |       |          |             |                            |                            |                            |
| Camera system  | Check operation, view, focus                               |     |              |           |       |          |             |                            |                            |                            |
| Automated Defibrillator                                  | Test operation, ensure supplies are current                |     |              |           |       |          |             |                            |                            |                            |
| Security lock system                                     | Ensure regular inspection by a qualified professional      |     |              |           |       |          |             |                            |                            |                            |
| Security alarm system                                    | Ensure regular inspection by a qualified professional      |     |              |           |       |          |             |                            |                            |                            |
| Back Up generator  | Ensure regular inspection by a qualified professional      |     |              |           |       |          |             |                            |                            |                            |
| <b>Interior - Furniture, Appliances, &amp; Equipment</b> |  |     |              |           |       |          |             |                            |                            |                            |
| Item   | Task   | Who | Date Checked | Condition |       |          | Replacement |                            |                            |                            |
|  |  |     |              | Sat       | Unsat | Comments | Installed   | Replacement Cycle in Years | Estimated Replacement Date | Estimated Replacement Cost |
| Cabinets   | Consider condition, need and function                      |     |              |           |       |          |             |                            |                            |                            |
| Chairs (Public Areas)                                    | Condition, stability, function                             |     |              |           |       |          |             |                            |                            |                            |

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|                                    |   |  |  |  |  |  |  |  |  |
|------------------------------------|---|--|--|--|--|--|--|--|--|
| Chairs (Staff)                     | Comfort, ergonomics                     |  |  |  |  |  |  |  |  |
| Computers/Laptops                  | Ensure they still meet technology needs |  |  |  |  |  |  |  |  |
| Copier Public (color)              | Dependability, meets patron needs       |  |  |  |  |  |  |  |  |
| Copier Public (B&W)                | Dependability, meets patron needs       |  |  |  |  |  |  |  |  |
| Copier (Admin)                     | Dependability, meets staff needs        |  |  |  |  |  |  |  |  |
| Copier (Graphics)                  | Dependability, meets Outreach needs     |  |  |  |  |  |  |  |  |
| Office Furniture                   | Consider condition, need and function   |  |  |  |  |  |  |  |  |
| Printers (Staff, Public, Graphics) | Ensure they still meet technology needs |  |  |  |  |  |  |  |  |
| Refrigerator (Staff Lounge)        | Look at maintenance needs, staff needs  |  |  |  |  |  |  |  |  |
| Stove (Staff Kitchen)              | Look at functionality                   |  |  |  |  |  |  |  |  |
|                                    |   |  |  |  |  |  |  |  |  |