

## Facilities Operation

Created 11 October 2022

### *Maintenance*

All facilities are kept in a general state of cleanliness and good repair for the use of both patrons and staff of the Library. A routine schedule of cleaning and maintenance will be followed. The Library Director or designee is responsible for ensuring that the facility is clean and properly maintained.

### *Maintenance inspections*

The Library Director is responsible for making annual inspections of the entire facility and grounds noting any needed repairs or maintenance. A Facility Inspection Form is provided for these checks.

### *Maintenance supplies*

Maintenance supplies should be ordered through the Library Director or designee. Adequate supplies of maintenance and cleaning materials is the responsibility of maintenance staff. The Maintenance Supervisor coordinates the purchase of supplies for cleaning or repairs. In an emergency, supplies can be purchased using petty cash or a Library-issued credit card.

Maintenance supplies should be stored neatly and safely. Maintenance staff should ensure that the Library Director or designee is aware of the location of supplies that might be needed in the event of emergency. Flammable supplies should be stored safely.

Material Safety Data Sheets (MSDS) will be maintained for all stored supplies as required.

### *Repairs*

Library staff should report the need and urgency of repairs to the Director. Maintenance staff are responsible for minor repairs and the evaluation of major repairs. Major repairs are conducted by outside entities and are monitored by the Library Director. Repairs should be conducted as necessary to fix damage, to replace worn equipment, or to extend the life of equipment and facilities.

Damage that would constitute a danger to patrons or staff should be reported immediately to the Director. Appropriate steps should be taken to make patrons and staff aware of any dangerous situation. In the case of situations that might result in additional damage to the facility or equipment, adequate steps should be taken to minimize consequential damage.

Scheduled repairs and maintenance to preserve the appearance of facilities should be approved by the Director. The Director is responsible for ensuring that adequate funds are budgeted during the fiscal year to account for scheduled repairs and maintenance.

#### *Temperature and humidity*

All facilities should be kept at a temperature that provides a comfortable environment for patrons and staff. The Library Director is responsible for ensuring that the temperature is maintained at a consistent level in all areas of the buildings. Patrons and general staff are not permitted to adjust building temperature controls.

#### *Lighting*

Interior lighting should be adequate to the needs of patrons and staff at all times. Lights may be dimmed to alert patrons when the Library is closing. Outside lighting is provided for the comfort and safety of patrons and staff. The Library Director is responsible for ensuring that adequate outside light is provided during all hours of darkness.

#### *Snow and ice removal/treatment*

Service contracts are maintained with outside vendors for removal of snow from parking lots and sidewalks. The following guidelines will generally apply:

- Snow greater than two inches in depth will be plowed. Additional accumulations may or may not be plowed at the discretion of the Library Director.
- Accumulations of snow less than two inches will be treated with chemicals or salt at the discretion of the Library Director.
- Measurable accumulations of ice will be treated with chemicals or salt.

The sidewalks will be treated/cleared by outside vendors following the same guidelines as the parking lot. In any case, the Library's staff will be responsible for ensuring that sidewalks are treated and clear of snow at all times. The Library Director will make sure that the sidewalks are sufficiently clear to allow patrons safe access from the parking lot to the front door of the building. The staff entrance will be cleared/treated from the parking lot to the door. Staff are not responsible for clearing or treating the parking lot.

Requests for additional treatment or plowing should be communicated to the Library Director.

#### *Service contracts*

Service contracts are maintained by the Library to perform some routine grounds and building maintenance. The Library Director is responsible for ensuring that the proper checks are performed and coordinating site visits with the vendors. The Director approves all service agreements with outside vendors. Proposals for service are solicited as necessary. Contracts are maintained by the Director.

#### *Records and payment*

Records for all service agreements and payments will be kept in the Directors' office. Records for service visits will be maintained by the Library Director. Payment is issued upon receipt of a bill/invoice, completion of work, and verification with the Director. Payment for services will not be issued in advance of the service being rendered without approval of the Director.

#### *Safety and security*

All employees are responsible for maintaining an environment which assures the comfort and safety of patrons and staff. Each employee is obligated to report any degradation in safety or security to the Director.

Unlawful acts should be reported to the proper law enforcement officials and the Director. In such instances, an Incident Report should be filed with the Director immediately. Copies of reports generated by law enforcement officials should be secured and sent to the Director. The Director is responsible for maintaining records of all Incident Reports.

No space, furniture, equipment or personal property should be used in any facility in such a way as to create an unsafe environment for patrons or staff.

The Library Director should ensure that employees who may be responsible for safety of patrons and staff during an emergency are aware of emergency procedures, water and electricity shutoffs, emergency equipment, emergency supplies, and emergency contact numbers. Staff should be aware of all alarms and how to shut them off in the event of false alarms.

The Library employs the use of video surveillance cameras at all facilities. These devices and their use are explained in the "Video Surveillance Cameras" policy.

#### *American with Disabilities Act*

The Library strives to provide equal access to all patrons. Facilities will be constructed, maintained, and repaired to comply with the regulations provided in the American with Disabilities Act.