



Facilities Management Policy

Board Approved: 5/17/21

The Facilities Department maintains the Community Library Network’s physical resources to provide a healthy and safe environment for its members, staff, and communities. The department is dedicated to supporting the District’s mission by ensuring the proper operation of its facilities and vehicles. The purpose is to preserve the assets of the District by providing project management, design input, construction administration and assistance with capital project planning. Department staff keeps operating systems in proper working condition through a detailed preventative maintenance plan, an ongoing deferred maintenance plan and responds to the unplanned repair needs of District facilities.

Preventive Maintenance:

The Facilities Department conducts ongoing preventive maintenance on equipment to avoid emergencies and equipment breakdowns. Preventive measures include inspections, testing, lubrications, cleaning, filters, belt changes, etc. Work is performed according to the manufacturer’s recommended maintenance procedures. Preventive maintenance responsibilities also include those mandated by government regulations, insurance requirements and building codes. Many of these, such as testing fire alarms testing and emergency lights, are designed to ensure the safety of building occupants.

Routine Maintenance:

Routine Maintenance is defined as the everyday work that originates within the Facilities Department. These tasks are reported through a facilities software program.

Examples of routine maintenance are:

- Replacing stained, broken, or missing ceiling tiles
- Maintaining HVAC equipment to provide optimal climate control
- Repairing doors and locks
- Replacing light bulbs
- Painting of parking lots, curbs, light posts, offices, corridors, and public spaces
- Maintaining walking surfaces including replacing loose bricks, leveling uneven sidewalks, repairing step treads, carpet, and vinyl
- Repairing or replacing plumbing fixtures

Staff Requests:

Staff requests, as reported through the facilities software program, will be prioritized for completion at the discretion of the Facilities Manager in consultation with the Director as appropriate. Examples of staff requests include:

- Assembling various furniture pieces
- Hanging items on walls and doors
- Installing cabinets
- Mounting TVs, projectors, and screens
- Repairing and installing blinds
- Repairing furniture as feasible

Emergency Services:

A facilities emergency is any situation that will result in a threat to life, safety, health, property, and utilities. Examples of an emergency situation would be:

- Floods in buildings
- Roof leaks
- Severe weather, where a state of emergency (local, regional, state) has been declared
- Power outages
- Refrigeration systems failure
- Sewer backups
- Disruption of underground water, gas, or electrical lines

In any emergency situation, the Facilities Manager, Director and Assistant Director should be notified.