

**Building Site**

Item	Task	Who	Date Checked	Condition			Replacement		
				Sat	Unsat	Comments	Installed	Replacement Cycle in Years	Estimated Replacement Date
Concrete curbs	Check for cracks, spalling, growth from joint		may '17			Library entrance in 2013 mudjack 7/2016	1991	30 years	2011
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								

**Foundation**

Item	Task	Who	Date Checked	Condition			Replacement		
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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								

## Building Structure System

Item	Task	Who	Date Checked	Condition			Replacement		
				Sat	Unsat	Comments	Installed	Replacement Cycle in Years	Estimated Replacement Date
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								

## Building Envelope - Exterior Walls

Item	Task	Who	Date Checked	Condition			Replacement		
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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								

## Building Envelope - Roofing

Item	Task	Who	Date Checked	Condition			Replacement		
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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, deterioroation, gaps								

## Windows and Doors

Item	Task	Who	Date Checked	Condition			Replacement		
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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		
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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									

## Mechanical Systems

Item	Task	Who	Date Checked	Condition			Replacement		
				Sat	Unsat	Comments	Installed	Replacement Cycle in Years	Estimated Replacement Date
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								

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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								

## Electrical Systems

Item	Task	Who	Date Checked	Condition			Replacement		
				Sat	Unsat	Comments	Installed	Replacement Cycle in Years	Estimated Replacement Date
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								

## Life/Safety

Item	Task		Date Checked	Condition			Replacement		
				Sat	Unsat	Comments	Installed	Replacement Cycle in Years	Estimated Replacement Date
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								

## Interior - Furniture, Appliances, & Equipment

Item	Task	Who	Date Checked	Condition			Replacement		
				Sat	Unsat	Comments	Installed	Replacement Cycle in Years	Estimated Replacement Date
Cabinets	Consider condition, need and function								
Chairs (Public Areas)	Condition, stability, function								
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								

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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								

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Estimated Replacement Cost
Estimated Replacement Cost
Estimated Replacement Cost



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