

FACILITY MANAGEMENT CHECKLISTS

ONGOING BUILDING MAINTENANCE CHECKLIST

1.	The Library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.	
2.	Elevators should be maintained at least annually, and should comply with applicable codes for safety.	
3.	Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).	
4.	The building facade should be inspected once a year.	
5.	Parking lot resealing and re-stripping should be performed 1-3 years.	
6.	HVAC systems should be inspected and maintained at least twice a year (before summer and winter).	
7.	Alarm system should be checked for proper operation at least once a year.	
8.	Lighting should be inspected and replaced at least once every 3 months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.	
9.	Emergency lighting should be checked once a month.	
10.	Sprinkler systems should be inspected as required by code, but at least once per year.	
11.	Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.	
12.	Plumbing – Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.	
13.	Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.	
14.	Landscaping sprinklers should be checked and maintained twice a year.	
15.	Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.	
16.	Hard surface flooring should receive thorough cleaning and/or polishing once per year.	
17.	Window cleaning should be performed at least once per year.	
18.	Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.	
19.	Other unique features, such a fountains, fire places, indoor planters, etc. should also be maintained on an as-required basis.	
20.	Emergency generators should be checked for proper operation every week, and serviced as required by manufacturer.	
21.	Snow removal should be performed on an as-needed basis (either self-performed or contracted).	
22.	Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.	
23.	Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.	

BUILDING PERIODIC REPAIR CHECKLIST

1.	Tuck pointing of masonry: On an as-needed basis	
2.	Sealant repairs (window perimeters, masonry joints, etc.): On a 3- to 5-year intervals	
3.	Interior painting and wall coverings: On an as-needed basis	
4.	Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every 3 to 5 years	
5.	Wood and trim components: On an as-needed basis	
6.	Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.	
7.	Windows: Replace broken seals broken glass, caulking and glazing as needed.	
8.	Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.	
9.	Landscaping: Inspect trees and sod replacement every 1 to 2 years.	
10.	Graffiti removal: Perform on an as-needed basis.	
11.	Fencing repairs and painting: Perform on an as-needed basis. However, painting is typically required every 3 to 5 years.	
12.	Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.	

CAPITAL PROJECT CHECKLIST

**Warranties and professional consultation should determine capital project items.*

1.	Parking lot reconstruction (not routine sealing)	
2.	Re-Roofing	
3.	Window replacement	
4.	HVAC equipment replacement	
5.	Lighting replacements and upgrades	
6.	Building additions	
7.	Interior remodeling (carpeting, walls, furnishings, etc.)	
8.	Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades	
9.	Major facade repairs	
10.	Major code upgrades	
11.	Elevator modernization	

CAPITAL ASSET PLAN ITEM LIST

**Any item that is not accounted for in library operating budget should be in this list.*

1.	Building structure	
2.	Site elements such as parking lots, paving, site furnishings and signs	
3.	HVAC systems	
4.	Plumbing	
5.	Elevators	
6.	Building envelope including facade, windows and roofs	
7.	Furnishings	

ENVIRONMENTAL FRIENDLY COMPONENTS

** Best time to upgrade for energy code conformance is when a library does replacement of library systems.*

1.	Roof	
2.	Mechanical Systems	
3.	Windows	
4.	Library Façade Repair or Replacement	
5.	Lighting/LED	
6.	Low-flo/water saving	