

Document E

Sarah Hull Hallock Free Library Facility Plan Policy 2024

- Age of major systems [roof, HVAC, plumbing, wiring, septic, etc.]; maintenance and replacement schedules.

System/Equipment	Age	Preventative Maintenance Schedule	Responsibility (See note below) *	Replacement Schedule
Roof	6 yrs.	Spring and fall	*	Done 2017
HVAC unit 1 HVAC unit 2	8 yrs. ??	Annually	*	Done 2015
Ventilation System	1yr	Annually	*	Installed 2022
Septic	N/A	N/A	Town	N/A
Electrical	30+yrs	As needed	*	As needed
Plumbing	30+yrs	As needed	*	As needed
Doors & Hardware	1yr.	Annually	*	3 replaced 2021-2022
Security System	1yr.	Daily checks by Alarm Service	*	Updated April 2022

* Director and Facilities Committee will assess whether service calls are needed from designated service providers.

- Housekeeping Standards [rest rooms, floors, mechanical room, general building]
 - 1. Rest rooms cleaned and floors washed, carpet vacuumed, books, and furniture dusted – done weekly.**
 - 2. Windows – clean twice a year.**
 - 3. Carpet and Flooring – review care instructions for all finishes annually:
Carpet – steam clean yearly.
Community Room Floor – clean and seal annually.**

- Outdoor / Exterior / Landscaping Maintenance
 - 1. Lawn care – seasonal**
 - 2. Shrubs and plants – seasonal**
 - 3. Window boxes - seasonal**
 - 4. Snow removal/de-icing sidewalks and stairs – winter months**

- Accessibility Assessment

**Designated handicapped parking space with signage request made to the Town.
Full accessibility assessment to be researched and scheduled.**

- Major Repairs Needed?
 - 1. Repair damage to lower level of the building due to flooding in 2021.**
 - 2. Repair/seal cracks in foundation wall.**
 - 3. Repair siding, power wash, and re-stain siding.**

4. Reseal driveway.

- Code Compliance [local, fire code, ADA]

Fire extinguishers are checked annually by Town Building Inspector and Code Enforcer. Last service was on 12/23/23. Extinguishers are replaced as needed.

Verify all exits are marked and have clear access on an ongoing basis.

- Energy Consumption Assessment

Green Jobs Green New York Energy Study completed July 2020 through a NYSERDA provider to our region:

**L&S Energy Services
58 Clifton Country Road
Suite 203
Clifton Park, NY 12065
518-383-9405**

- Prioritized List of Renovation Projects

- 1. Assess and repair damage to lower level of library that resulted from flooding-planned for fall/winter 2024.**
- 2. Renovate both bathrooms to be ADA compliant and energy efficient-planned summer/fall 2024.**
- 3. Renovate staff work area on the lower level of the historic building-planned 2025.**
- 4. Repair/seal cracks in foundation wall.**
- 5. Clean and re-stain exterior of building.**
- 6. Reseal driveway.**

- Prioritized List of Energy Efficiency Projects

Completed:

- 1. Lights on the first and second floor were updated to accept energy efficient bulbs. The work was completed by Porpiglia Electric in 2014 and paid for by a grant through Central Hudson.**
- 2. A new efficient propane furnace was installed by Russo in May 2014.**
- 3. New air conditioning unit was installed 2015.**
- 4. A new tank-less water heater was installed by MJ Mechanical April 2019.**
- 5. Ventilation System installed by MJ Mechanical 2022.**
- 6. Air curtain installed by MJ Mechanical 2023.**
- 7. Replaced fluorescent lights with energy efficient LED panels in the Annex 2023 and the Community Room 2024.**
- 8. Replaced all fluorescent lighting in the historic building with energy efficient light fixtures and LED bulbs 2023.**

To Be Done:

- 1. Replacement of second air conditioning unit.**

- Capital Improvement Projects Completed

- 1. Community Room kitchen renovated June 2016.**

2. **Roof and gutters replaced spring 2017.**
3. **Top panel of atrium windows replaced August 2017.**
4. **Replaced front porch at the main entrance spring 2018.**
5. **Repaired window frames and painted windows and trim summer 2018.**
6. **Corrected drainage issue in the corner of the basement; exposed and sealed north foundation wall summer 2018.**
7. **Repaired ramp; install ADA compliant railings; install automatic opening doors- summer 2021- spring 2022.**
8. **Corrected drainage issue in the front of the library; repaired and rerouted drainage around the south side of the building down to the grassy area - late spring 2022.**
9. **Renovated interior of south annex to create new staff space and children's area to that included new built-in circulation desk; HVAC improvements; electrical improvements for data and power; flooring and painting improvements; shelving and other furniture- 2023.**
10. **Renovated interior of historic building to include new energy efficient lighting; flooring and painting improvements- 2023.**

Plan for Expansion

Create an outdoor interactive program space and garden.

Maribeth King
President, Board of Trustees

Date