

Useful Life Maintenance & Replacement Schedule					
Area/Item	Age	Preventative Maintenance Schedule	Responsibility	Projected Replacement Schedule	Notes
Chimneys	History needed		Director	History needed	
Doors	History needed		Director	History needed	
Electrical Systems	History needed		Director	History needed	
Elevator Lift	OLD (date)	Maintenance contract was renewed with [name of company] 10/2021	Director	Board planning for Special Project to replace LULA with newer model	
Fences	History needed			History needed	
Flooring/Carpeting	History needed	Carpet should be cleaned _____ (input from committee); flooring should be cleaned professionally every _____ (input from committee).	Director	Carpet was cleaned in first quarter of 2021; flooring in HHHC archive and staff break room cleaned professionally 5/2021	
Foundation	Old building (1700s) New building (2006)	Is there one?		History needed	
Heating, Ventilation & Air Conditioning Units	History needed	Renew annual contract in June 2022; Quarterly changing of filters	Director	Renewed (date) Filters changed 2/2022 (with MERV -#?) Committee Input Needed for filter # going forward	
Indoor Lighting	2021 - 2022	Moving to LED (see Special Projects)	Director	Date committee would like to see this completed by??	
Oil Boiler & Tanks		Contract renewed ?			Tank sizes? (2) 250 gallons? Heat went off in Nov of 2021 due to pump shutting off.
Outdoor Lighting	2021 - 2022	No contract for electrical work; Moving to LED (see Special Projects)	Director	Date committee would like to see this completed by??	
Parking Lot	History needed	Annual or bi-annual repainting of parking lot pavement signage Renewal of contract with towing company and signs updated Annual snow plowing contract signed	Director	ASAP	
Sidewalks	History needed	Snow removal contract; paint railings as needed	Director		
Propane Tank	History needed		Director		For HHHC climate control environment
Retaining/Outdoor Walls	History needed	Look for weakness in the walls or movement of stones/pavers/bricks	Director		
Roof	History needed	Known issue with dormer in Children's Library; estimates from carpenters for Spring	Director	ASAP; Committee Input Needed	
Security System	History needed	Contract renewed annually in April	Director	Contract was renewed 4/2021	Many issues in 2021 with the alarm going off for a few months on and off from June - August. Fire alarm especially. Alarm company visited several times without success. Determined that the issue was the old fire alarm heads and/or the keypad panel. The cheaper of the two was done first, the alarm heads were replaced, problem solved panel not replaced.
Sewer Connection	History needed			Committee Input Needed	
Sheds	History needed		Director	Committee Input Needed	Completed electrical work and added a fan to book shed. Tent shed was reorganized in 2020 prior and after the Library fair.
Well/Municipal Water Connection	History needed			Committee Input Needed	
Windows	History needed	Dormer window area needs fixing (see Special Projects); windows in old building need a storm window or plastic in winter??	Director	Committee Input Needed	
Historical Archives	History needed	What do they need annually?? Maintenance of propane tanks?	Director		
Historical Building	History needed	Issues: floorboard loose; hole in floorboard; cold air from basement; front porch floorboards are weak and rotting; new hooks for shutters needed on porch; painting in rear of building; gutter on back roof needs unclogging;	Director	Committee Input Needed	
Vera Rushforth Reading Garden	History needed	Power wash benches New sign for donors must be completely by early 2022 (see Special Projects) Walkway issue (see Special Projects)	Director	Scheduling Spring clean up for _____ (input from committee).	
Gardens	History needed	Spring and Fall clean ups will be paid for this year as Gene is retiring.	Director	Scheduling Spring clean up for _____ (input from committee).	
Fire Extinguishers	2020-2021 range	Inspected annually by (company name); inspected on 2/22/22 - two issues with emergency lights and exit signage; director to schedule replacement	Director	Next visit February 2023 ?	Company takes care of maintaining the fire lights (several tan ones, not the many red alarm company ones)

Special Projects					
Area/Item	Name of Special Project	Details/Date of Project Completion	Responsibility	Funding Source	Notes
Chimneys					
Doors					
Electrical Systems					
Elevator Lift	New LULA	Limited Use Limited Access (LULA) elevator need replacing due to age/limited access to parts. Estimates (at least 3) are being collected in the first quarter of 2022. Committee will make a recommendation for purchase by _____ (input from facility committee).	Director	Capital Project (name specific fund) Committee Input Needed	
Fences					
Flooring/Carpeting	Carpet cleaning in Children's Library and spot cleaning throughout library	Some nasty areas that need cleaning otherwise the carpet is ok.	Director	Maintenance Project (Operating Budget?) Committee Input Needed	
Foundation					
Heating, Ventilation & Air Conditioning Units		Maybe include upgrade in bigger renovation & capital project (elevator)		Committee Input Needed	HVAC has known issues; 11 zones with outside settings that can interfere; Steinberg Reading Rm needs ventilation (no solid doors on stairs); Merv #?; filters changed quarterly; American
Historical Archives					
Historical Building					
Indoor Lighting	LED Lighting Upgrade	Move to LED (light-emitting diode) lights throughout the facility; several have been transitioned in 2021; Gillian currently collecting estimates from Gavin as well as two other electricians. Complete by _____ (input from facility committee).		Committee Input Needed	
Outdoor Lighting		Move to LED (light-emitting diode) lights throughout the facility; several have been transitioned in 2021; Gillian currently collecting estimates from Gavin as well as two other electricians. Complete by _____ (input from facility committee).		Committee Input Needed	
Parking Lot	New Signage	Updating signage and adding more library identifying signs; like to add a real book drop	Director	Committee Input Needed	
Parking Lot & Sidewalks					
Retaining/Outdoor Walls					
Roof					
Security System					
Sewer Connection?					
Sheds					
Vera Rushforth Reading Garden					
Well/Municipal Water Connection?					
Windows					