

Sarah Hull Hallock Free Library Facility Plan Policy 2023

- 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. Renovate interior library space to improve utilization of space; update lighting.
 3. Repair/seal cracks in foundation wall.
 4. Repair siding, power wash, and re-stain siding.

5. Repair/repave driveway.

- Code Compliance [local, fire code, ADA]

Fire extinguishers are checked annually by Town Building Inspector and Code Enforcer. Last service was on 12/20/22. 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 summer 2023.**
- 2. Renovate interior of south annex to create new staff space and children's area to include new built-in circulation desk; HVAC improvements; electrical improvements for data and power; flooring and painting improvements; shelving and other furniture-fall 2021 delayed due to COVID-19 Pandemic; planned for spring/summer 2023.**
- 3. Renovate interior of historic building to include new energy efficient lighting; flooring and painting improvements; shelving and other furniture; planned summer/fall 2023-winter 2024.**
- 4. Repair/seal cracks in foundation wall.**
- 5. Clean and re-stain exterior of building.**
- 5. Repair/repave driveway.**

- Prioritized List of Energy Efficiency Projects

Completed:

- 1. Lights on 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.**

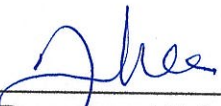
To Be Done:

- 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.
- Plan for Expansion
Create an outdoor interactive program space and garden.



Rosemary Wein
President, Board of Trustees

2/22/2023
Date