

Your Library Name Here
Building Maintenance, Inspection, and Replacement Checklist

Building Site										
Item	Task	Who	Date Checked	Condition			Replacement			
				Sat	Unsat	Comments	Installed	Replacement Cycle in Years	Estimated Replacement Date	Estimated Replacement Cost
Concrete curbs	Check for cracks, spalling, growth from joint									
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									

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Building Structure System

Item	Task	Who	Date Checked	Condition			Replacement			
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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, deterioration, gaps									

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Windows and Doors										
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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										
				Condition			Replacement			

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				Sat	Unsat					
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									
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									

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Electrical Systems										
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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	Who	Date Checked	Condition			Replacement			
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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			
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Cabinets	Consider condition, need and function									
Chairs (Public Areas)	Condition, stability, function									

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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								
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								