



THE ACCIDENTAL FACILITIES MANAGER

LAUREN STARA & ANDREA BONO-BUNKER



CARE AND FEEDING OF YOUR BUILDING

FACILITIES IN FOCUS

Routine
Prevention
Emergency
Planning

Responsibility

WHO

Staff/DPW/Contractor

WHAT

Surface/Underbelly

WHEN

Routine/On-Call

WHY

Funding/Structure/Politics

**COMMON
ISSUES**

Cleaning

HVAC

Lighting

Plumbing

Water Infiltration

Condition Walk-Through



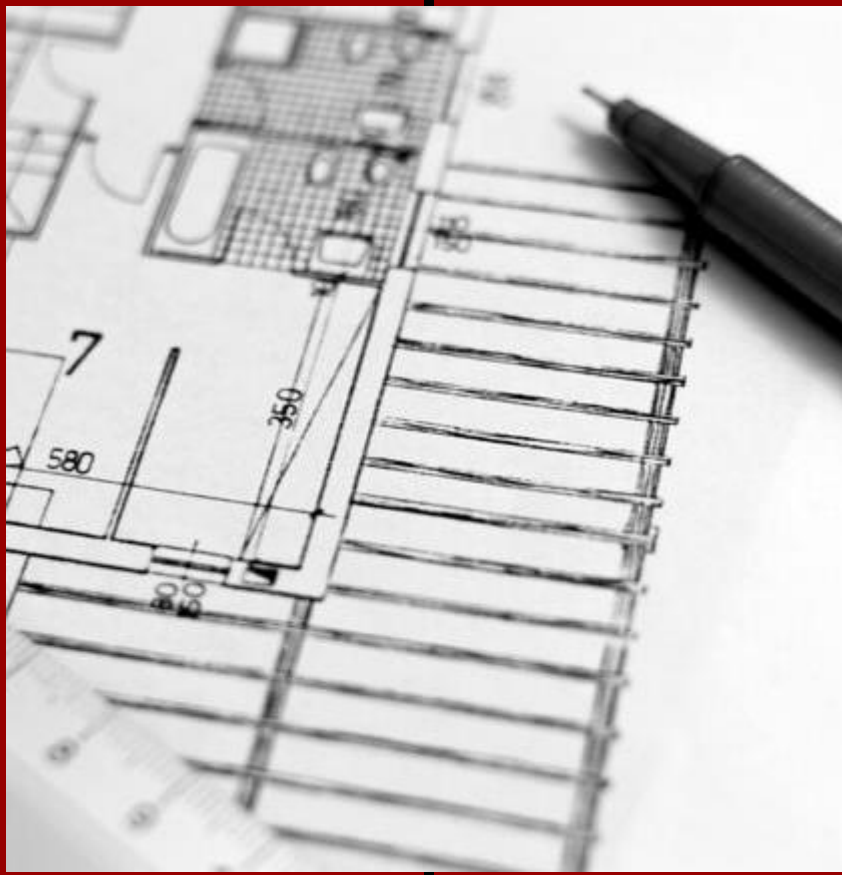
SIGHTS



SOUNDS



SMELLS



DRAWINGS

Architectural Plans,
As-Built Plans



SYSTEMS & EQUIPMENT

Manuals, Warranties,
Repair Logs, Preventative
Maintenance Checklist



SUSTAINABILITY & EMERGENCY

Utilities Tracker Log,
Disaster Planning

Document Inventory

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Calibri 11 A A

General

Normal Bad Good Neutral Calculation

Check Cell Explanatory ... Input Linked Cell Note

AutoSum Fill Clear Sort & Filter Find & Select

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|---------|---------------------------------|-------------------|-------------|----------------------|------------------|---------------|--------------------------|----------------|-----------------------|--------------|-----------------|---------------------|--|
| 1 | Item | Type of Repair | Installation Date | Repair Date | Manufacturer | Material | Model/Serial# | Contract Company | Contact Name | Routine Maintenance # | Emergency # | Warranty Term | Warranty Expiration | Expected Replacement Date |
| 2 | Gutters | Cleaning | 3/21/2015 | 11/15/2016 | Gutters R Us | Aluminum | VP10-RHP-5W | Leaf Eliminator, Inc. | Judy Wilson | 111-111-1111 | 111-111-2222 | 25 Year Limited | 3/20/2040 | FY40 |
| 3 | | | | 11/16/2017 | | | | Leaf Eliminator, Inc. | Judy Wilson | | | | | |
| 4 | | | | 11/17/2018 | | | | Leaf Eliminator, Inc. | Jason Wilson | | | | | |
| 5 | Masonry | Repointing- stone facade | 1897 | 9/12/2015 | East Longmeadow Quar | Red Sandstone | | Masonry Unlimited | Robert Aguiar | 333-333-3333 | 333-333-4444 | 1 Year | 9/11/2016 | FY36 |
| 6 | Roof | Replacement of broken/missing t | 1897 | 6/14/1997 | New England Slate | | Alpine Valley | Roof Restoration, LLC | Angela Ruiz | 555-555-5555 | 555-555-6666 | 75 Year Limited | 6/13/2072 | FY71 (replaced tiles); ongoing for older tiles |
| 7 | Windows | Abatement, Glazing, Painting | 1897 | 5/6/2011 | | Wood/Latex Paint | | Window Restoration, Inc. | Shaheen Suklha | 777-777-7777 | 777-777-8888 | | | FY21- Painting |
| 8 | | Replacement of weights | 1897 | 5/6/2011 | | | | Window Restoration, Inc. | | | | | | |
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REPAIR LOG

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

Normal Bad Good Neutral Calculation
Check Cell Explanatory ... Input Linked Cell Note

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | |
|----|-----------------------------|--|----------------------------|----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------|
| 1 | Type | Inspection Item | Inspection Task | Task Frequency | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 | Notes |
| 2 | Lighting | Luminaires w/ transformers, control gear, or accessories | Function | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 3 | | Interior Lights | Installation and Function | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 4 | | Exterior Lights | Installation and Function | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 5 | | Lamps | Function | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 6 | | Exit Lighting | Installation and Function | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 7 | | Emergency Lighting | Function | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 8 | | Emergency Lighting Inverter | Function and Charging | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 9 | | | | | X | X | X | X | X | X | X | X | X | X | | | |
| 10 | Electrical/Battery-Operated | Smoke Alarms | Test and Replace Batteries | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 11 | | Carbon Monoxide Detectors | Test and Replace Batteries | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 12 | | Flashlights | Test and Replace Batteries | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 13 | | Test Instruments | Test and Replace Batteries | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 14 | | Defibrillator | Test and Replace Batteries | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 15 | | Timers | | | X | X | X | X | X | X | X | X | X | X | | | |
| 16 | | Photocells | | | X | X | X | X | X | X | X | X | X | X | | | |
| 17 | | Cover Plates | | | X | X | X | X | X | X | X | X | X | X | | | |
| 18 | | Exhaust Fans | | | X | X | X | X | X | X | X | X | X | X | | | |
| 19 | | | | | X | X | X | X | X | X | X | X | X | X | | | |
| 20 | Safety | First Aid Kits | | | X | X | X | X | X | X | X | X | X | X | | | |
| 21 | | Safety Signs and Equipment Labels | | | X | X | X | X | X | X | X | X | X | X | | | |
| 22 | | Respirators | | | X | X | X | X | X | X | X | X | X | X | | | |
| 23 | | Fall Protection Harnesses and Kits | | | X | X | X | X | X | X | X | X | X | X | | | |
| 24 | | | | | X | X | X | X | X | X | X | X | X | X | | | |
| 25 | HVAC/R and Pneumatics | Air Intake | | | X | X | X | X | X | X | X | X | X | X | | | |
| 26 | | Air Filters | | | X | X | X | X | X | X | X | X | X | X | | | |
| 27 | | Blower Motors | | | X | X | X | X | X | X | X | X | X | X | | | |
| 28 | | Motors | | | X | X | X | X | X | X | X | X | X | X | | | |
| 29 | | Ductwork | Clean as Needed | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 30 | | Condensate Drain Pan | Drainage Function | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 31 | | Flexible Duct Connectors | Installation | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 32 | | Guards and Panels | Installation | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 33 | | Electrical Hardware and Connections | Condition and Function | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 34 | | Safety Controls and Equipment | Test | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 35 | | Interior Unit | Function | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 36 | | Condenser Motor Bearings | Function | Cooling Season | X | X | X | X | X | X | X | X | X | X | | | |
| 37 | | Condenser Air Intake, Discharge, and Coil | Condition and Function | Cooling Season | X | X | X | X | X | X | X | X | X | X | | | |
| 38 | | Exterior Unit | Function | Cooling Season | X | X | X | X | X | X | X | X | X | X | | | |
| 39 | | Compressed Air Lines | Condition and Function | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 40 | | Air Compressor Pumps | Oil Level | Monthly | X | X | X | X | X | X | X | X | X | X | | | |
| 41 | | | | | | | | | | | | | | | | | |

PREVENTATIVE MAINTENANCE CHECKLIST

| Read Date | Billed Demand (kW) | Usage (kWh) | Number of Days | Usage Per Day | Charge | Average Temp |
|------------------|---------------------------|--------------------|-----------------------|----------------------|---------------|---------------------|
| 1/5/2019 | 10.9 | 2,064 | 29 | 71.17 | \$311.41 | 23 |
| 2/7/2019 | 10.6 | 2,340 | 30 | 78.00 | \$337.51 | 25 |
| 3/4/2019 | 10.6 | 2,280 | 29 | 78.62 | \$331.27 | 30 |
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UTILITY TRACKER

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EMERGENCY PLAN

ACCESSIBILITY ASSESSMENT



ENERGY ASSESSMENT





FUNDING

Municipal Budget

Capital Plan

Trust Funds

Grants

RESOURCES

- Piotrowicz, Lynn M., and Scott Osgood. *Building Science 101: A Primer for Librarians*. Chicago: American Library Association, 2010.
- Schlipf, Fred, and John A. Moorman. *The Practical Handbook of Library Architecture: Creating Building Spaces that Work*. Chicago: ALA Editions, 2018.



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