

Maintenance & Cleaning Information & Schedules

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This is a work in progress and is not intended to be completely inclusive.
Please contact me any time you have a question.

Planning:

Have staff members trained in first-aid and CPR.

Develop a disaster & emergency response plan.

OSHA is glad to do confidential, non-fine, courtesy visits. They may make mandatory recommendations that to be completed in a certain timeframe.

General:

Always hired licensed & insured professionals for any trade

Carpeting:

- Clean or replace dirty or worn carpet.
- Consider replacing sections of carpet at doors and other high-traffic areas with a contrasting or complementary color/pattern rather than replacing the carpet for an entire space.

Cleaning:

- Check high-touch areas, such as keyboards, mouse pads, light switch plates, and door edges and handles for wear or fingerprints; clean or replace as needed.
- Thoroughly clean all countertops with an ammonia or vinegar-based cleaner.
- Have your windows professionally cleaned inside and out.

Dumpster:

- Check the dumpster area outside and clean up any broken glass or debris.

Emergency Egress:

- Egress maps should be labeled, color-coded, you-are-here, and have arrows showing the exit path.
- Egress Path can't be narrower than the egress door.
- Do not block open fire doors--ever. If it has a sticker on the hinge side it's likely to be fire rated
- Egress doors should have panic hardware.
 - Don't lock them from the inside.
 - Don't lock them open.
- Doors should be marked "Exit" or "Not an Exit", "Closet", etc.
- Egress path must have arrow directing toward exit.

Electrical:

- All electrical devices should be double-insulated or grounded. If it's not grounded, it's probably not designed for commercial use.
- Don't overload circuits.
- Don't daisy chain extension cords, power strips, or surge protectors.

- Extension Cords should be for temporary use only. Inspected daily and replace after 90 days of use.
- To flip a 120v, 15a breaker: wear rubber glove, face away from panel, flip with back of hand, wear cotton underclothes. (Yes, this is from the OSHA guy!)

Entry:

- The entryway should be clean and inviting.

Entry mats:

- If you use a paid service you should be covered for liability
 - If you buy your own make, sure they are non-skid with your flooring and compatible with your cleaning materials.
- Carpet edges must be secured.
- Mats must not have rolled-up edges or pop-ups

Exterior:

- Make sure grounds and building are well-maintained
- The library name should be easily identified.
- Days & hours of operation should be posted.

Fire Extinguisher:

Requirements:

- Buildings should generally follow specifications approved during code review for construction.
- Consult with your local fire marshal.

Fire Extinguishers:

- Consider a water mist fire extinguisher which is effective on several types of fires and doesn't harm paper as much as other types.
- Extinguishers should be hung along a path-of-travel, with the top of the handle no more than 48" above floor. (Consider a wet extinguisher for areas near books. There is also a new type that extinguishes burning paper without damaging the paper.)
- Extinguishers should be located within reasonable access to employees--never more than 75 feet.
- Inspect extinguishers monthly and have them serviced annually.

Fire Extinguisher Signage:

- Have signage above the fire extinguisher so that it is observable from 50 to 75 feet away.
- No specific standard on signage height if it's observable from a distance. (± 2 feet above the extinguisher cabinet.)
- Using pre-printed stickers should suffice.

Fluorescent Lighting:

- Buy low-mercury lamps.
- Recycle old lamps if at all possible.
- If you absolutely can't recycle, seal the lamps in a plastic bag and dispose of with other solid waste.
- Do not incinerate.
- Burning coal to generate power also emits mercury to the environment, so the EPA strongly encourages the use of fluorescent and compact fluorescent lighting whenever possible--even if you can't recycle.

Fluorescent Clean Up:

- Keep people and pets away from the breakage area until the cleanup is complete.
- Do not use a vacuum cleaner to clean up the breakage it can spread mercury and contaminate vacuum
- Ventilate the area by opening windows area for 15 minutes before beginning the cleanup.
- Wear rubber gloves to protect your hands from the sharp glass.
- Carefully remove the larger pieces and place them in a secure closed container.

- Scoop up smaller pieces and dust using two stiff pieces of paper such as index cards.
- Pat the area with the sticky side of duct tape, packing tape or masking tape to pick up fine particles.
- Wipe the area with a wet wipe or damp paper towel to pick up even finer particles.
- Put all waste and materials into secure closed container and store in outbuilding until disposal.
- Continue ventilating the room for several hours.
- Wash your hands and face.
- Open the windows to ventilate are the next several times you vacuum the carpet.

Furniture:

- Repair or replace worn or dated furniture.

Lighting:

- Install compact fluorescent lamps where possible.
- Make sure all fluorescent tubes are working (and have matching color temperature.)

Painting:

- Paint any areas with peeling, cracked, or dirty walls.

Plants:

- Plants should be healthy and well-maintained.

Restrooms:

- Restrooms should be well marked and easy to find.
- Restrooms should be cleaned and well-stocked.

Signage:

- Ensure that signage meets ADA requirements.
- Eliminate excess signage.
- Replace cheesy signage.
- Ensure that signage reflects staff usage.
- Mount posters on foam-core poster board with spray adhesive for more attractive display.

Simple Accessibility Solutions:

- Build compliant wheelchair-access ramps.
- Improve access at the front door (adjust doors, add curb cuts)
- Replace signage for doors, elevators, etc. Office Depot carries compliant signs at a reasonable price.
- Create accessible public-access workstations with large text monitors.
- Replace faucet handles.
- Replace door knobs with lever handles.
- Add grab bars.
- Add pipe insulation.
- Upgrade emergency warning lights.
- Remove privacy panels from bathrooms that have only one toilet.

Storage:

- In an unsprinkled room, leave 24" clear from ceiling.
 - In a sprinkled room, leave 18" clear from bottom of sprinkler heads.
 - Shelving in center of a room should follow the above guidelines.
 - Wall shelving in a storage room can go full height, to the ceiling.
 - Keep all combustible materials at least 36" away from Furnaces, Boilers, Water Heaters, etc.
 - Maintain a 36" wide clear path from the door to all electrical panels.
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Maintenance Calendar:

Every Month:

- Test and reset all ground-fault (GFCI) outlets.
- Check furnace filters.
- Check all fire extinguishers.
 - Check pull pin & seal.
 - Check gauge.
 - Initial & date card.
- Check all emergency lights and exit signs.
- Check clocks.
- Check seldom-used rooms/spaces for puddles, leaks, water stains, damage to ceiling or wall, etc.

Every 6 Months (at time change):

- Conduct a staff fire drill.
- Exterior:
 - Check all sidewalks, stair treads, and hand rails. (bulging, excessive cracks, caulking problems?)
 - Check outside lighting (appropriate timing, burnt out bulbs?)
 - Check doors and locks (smooth operation, functioning accessibility features, all keys work, evidence of tampering, etc.?)
 - Check the roof (cracks, missing shingles, rust?)
 - Check and clean gutters (bent, cracked, clogged?)
 - Check foundations (cracks?)
 - Check building exterior, doors, windows, caulking (cracks, graffiti, vandalism, dirty?)
 - Check bookdrops (locks, paint, hinges?)
 - Check the parking lot pavement (worn lines, faded signage, potholes?)
 - Check all signage (worn, illegible, out-dated, inaccurate?)
 - Check marquee (burnt out bulbs, adequate letters, paint)
 - Check flag & pole (worn, faded, tattered, rope condition, lighting?)
 - Check landscaping (weeds, overgrown shrubbery, dead or dying trees, grass in sidewalk?)
- Interior:
 - Exits (clear of obstacles, exit alarms functions?, exit light functions?)
 - Test all smoke detectors and replace their batteries.
 - Check all emergency lights.
 - Replace batteries in all flashlights, emergency radios, and emergency exit alarms.
 - Replace all clock batteries.
 - Check currency of emergency numbers at phones.
 - Check emergency signage and evacuation maps (worn, illegible, out-dated, inaccurate?)
 - Check first-aid kits (missing or dated supplies?)
 - Show staff members location of alarm buttons, fire extinguishers, water valves, steam valves, gas valves, fuel oil valves, etc.
 - Make sure the mechanical room is clean, uncluttered, and free of flammable materials.
 - Check for overloaded outlets & extension cords.
 - Check windows (cracks, vandalism, dirty?)
 - Check bathrooms (adequate hot & cold water, damaged fixtures, water damage, graffiti, damaged tiles, worn caulking, etc.?)
 - Check interior lighting (appropriate timing, burnt out bulbs?)
 - Check foyer and stairwells (cluttered, dirty?)
 - Check kitchens (adequate hot & cold water, pests, damage, water damage?)
 - Check all carpeting and flooring (torn, worn, stained, faded, dirty?)
 - Check water fountains (function correctly, adequate water pressure, water damage, stains?)
 - Check public phone (functions correctly, graffiti?)

- Ceilings (damp spots, stains, damaged, dirty?)
- Check all signage (damaged, worn, faded, illegible, out-dated, inaccurate?)
- Check trash receptacles (adequate number & placement, reasonably clean?)
- Check furniture and equipment (damaged, worn, faded, inadequate, broken?)
- Check walls (chipped, peeling, faded, water damage?)
- Check storage areas (safe, neat, no unneeded materials?)
- Confirm mowing and snow removal contracts.

Every Year:

- Have first-aid responders trained.
- Have professional fire extinguisher inspection. (They should do hydrostatic test every 6 years.)
- Have professional elevator inspection.
- Have professional smoke, fire, and security alarm inspections.
- Have professional HVAC inspection.
- Have moveable partition walls & tracks serviced & lubricated by the original installer.
- Have professional roof inspection.
- Have a deep cleaning of bathrooms performed every year or two.

Cleaning Schedule (Basis for RFP)
(from Boone County)

Scope of Work

This project involves the daily, weekly, and monthly full service cleaning of five (5) Boone County Public Library's facilities.

Nightly Maintenance:

- Empty trash cans. Place outside in the dumpster. Re-line trash cans with appropriately sized bags supplied by the Library;
- Wipe off common areas without moving items on the work area (tables, countertops, front desk, etc.);
- Clean & sanitize restrooms, including fixtures, stalls, partitions, changing stations, tile ledge, and receptacles;
- Empty and reline feminine sanitary disposal
- Clean and sanitize countertops and table tops in kitchen(s);
- Clean and sanitize public tables, table tops attached to chairs;
- Clean and sanitize tables in all Study Rooms
- Sweep and wet mop all tile floors;
- Wash table tops and countertops in kitchen(s);
- Spot clean entrance doors and windows;
- Vacuum public carpeted areas throughout the building, including area rugs;
- Clean and sanitize drinking fountains;
- Restock soap, paper towel, and toilet paper dispensers in rest rooms; and
- Clean hand contact areas in the stairway(s) and elevator.

Weekly Maintenance:

- Vacuum workroom and office floors;
- Vacuum upholstered chairs;
- Damp wipe vinyl chairs;

- Clean sinks in kitchen(s), workroom(s), and family activity center; and
- Pick up trash from the parking lot and lawn.

Monthly Maintenance:

- Dust baseboards;
- Dust cold air returns;
- Dust restroom exhaust fans;
- Dust picture frames;
- Dust shelves in public area;
- Dust all door and window ledges;
- Dust wall mounted framed items;
- Dust all furniture;
- Dust blinds; and
- Dust and mop all stairwells.

Bi-annually

- Strip and wax floors.

As needed

- Remove graffiti from walls;
- Clean carpet stains;
- Unclog toilets;
- Remove all visible cobwebs;
- Spot clean doors, walls, glass wall switches; and
- Must be “on call” for any blood borne pathogens, restroom/baby/vomit clean up. The Library tries to limit “on call” situations.

Replacement Schedule

Carrie Herrmann suggests using these items as a talking point when meeting with legislators to demonstrate facilities planning & needs.

2-5 Years:

- Seal and/or re-stripe parking lot.

5-10 Years:

- Re-paint. Use the shorter time-frame for intense use areas such as kitchens, bathrooms, and lobbys.
- Replace Carpet: Hi-intensity areas such as lobbies or at the circ. desk may be at the shorter time frame. Low-intensity areas in stack may last 10-20 years or more.

15-25 Years:

- Replace roof. This can vary by roof material & complexity.

20-40 Years:

- Replace HVAC
- Consider upgrading lighting
- Consider replacing bathroom fixtures as part of a general bathroom renovation.

From Carrie Herrman at Boone, Feb. 2018:

- Resurfacing parking lots
- Updating security cameras
- Replacing carpeting & tile
- Replacing HVAC units & controls
- New Roof
- Replacing bookmobile, delivery, or maintenance vehicles
- Updating computers
- LED lighting projects (Exterior and Interior)