MSL Learn Webinar Series

Facilities Management for Libraries

January 30, 2024

Today's Hosts

Robie Culver

Planning/Grant Writer/Administrator

Stahly Engineering & Associates

Clint Smith

Construction Engineering Technician

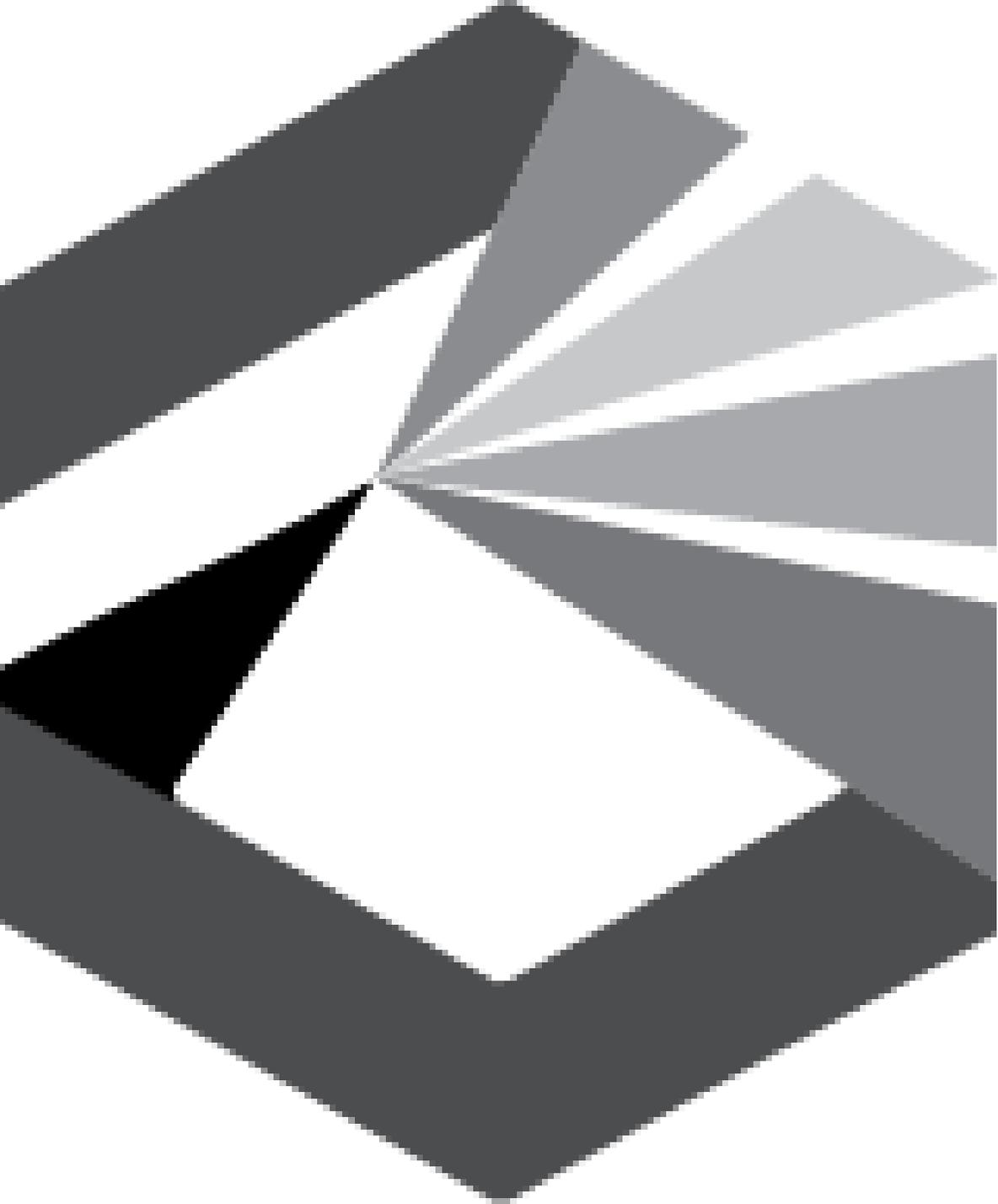Stahly Engineering & Associates

Colet Bartow

MSL Continuing Education Coordinator

(Colet rhymes with Olay)

Caring for Our Treasured Libraries

Today's Agenda

Where to Start

How to Plan

Resources

Where to Start

- Building Evaluation (may require engineering assistance – see checklist)
  - Heating/cooling systems
  - Other energy related issues (windows, insulation, doors)
  - Structural integrity
  - ADA compliance (interior and exterior)
  - Hazardous materials
  - Plumbing
  - Floors/Walls
  - Wiring/Fixtures/Network/Wifi

MONTANA **STATE LIBRARY**

Engineers and Land Surveyors

3530 Centennial Drive, Helena, MT 59601 | phone: 406-442-8594
851 Bridger Drive, Suite 1, Bozeman, MT 59715 | phone: 406-522-8594
2223 Montana Avenue, Suite 201, Billings, MT 59101 | phone: 406- 601-4055
1001 12th Street, Cody, WY 82414 | phone: 307-509-5541

www.seaeng.com

Inspection and Inventory Checklists
(from BuildSearch.com)

What is an Inspection and Inventory?

The Inspection and Inventory is your own inspection of your facilities, so that you can document existing conditions of the library. It helps guide you in providing documentation about the library building and historical facts about the properties. This is recommended to be completed by the Library Supervisor and Staff. Each library is different, and this form can be modified to meet the needs.

Guide to Using the Checklists

1. Before you start your Inspection and Inventory, be sure to read through this guide so that your inspection will be smooth, and you will be knowledgeable about what you are inspecting.
2. Use the General Room Checklist for all rooms indoors.
   a. Be sure to make multiple copies of this checklist prior to inspection.
   b. Write down the room that each sheet will be used for on the blank.
3. Use the corresponding supplementary checklists for the Bathrooms and/or Kitchens.
   a. Make the appropriate number of copies of these checklists for the number of bathrooms in the library.
   b. Be sure to indicate which bathroom each sheet will be used for on the blank.
4. Use the Other Areas Checklist to inspect areas such as the stairs or a balcony.
5. Check the exterior areas of the library using the Exteriors Checklists.

What to Bring to the Inspection and Inventory?

1. A copy of any existing building documentation including the electrical plan of the property and the architect's drawings or specifications (if available) that relate to the interiors and exteriors of the library.
   a. A detailed description of items of the property, for example tiles, door locks, cupboard handles, locks, furnishings, etc.
   b. All documents, plats, historical designations, etc.
   c. All documentation of building upgrades.
   d. Documentation of contracted services (i.e. elevator inspector, plumber, electrician, etc.)
2. Your phone or a camera to take photos of any issues you might notice.
3. The checklists, either printed out with a pen or a tablet that you can write on them with.

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Tips for the Inspection

1. After inspecting a room with the checklists, try walking and looking around without thinking about the items on the list, to see if there is anything you might notice.
2. When checking surfaces such as walls, ceilings, floors, counters, stairs, or anything with tiles, check for any bulging, sagging, paint issues, cracking, nails protruding, dampness, unevenness, decay, looseness, or any other sort of damage.
   a. For floors and stairs, be sure to walk around them and listen for any creaking and feel around for unevenness or instability, to prevent any potential future accidents.
   b. For ceilings and the roof, be sure that insulation has been properly installed.
   c. The same reminders go for the exterior of the library, looking at brickwork, masonry, woodwork, roof tiles, gutters, downspouts, weep holes, etc.
3. For anything that involves water, such as sinks, toilets, showers, bidets, faucets, and the like, be sure to check for cracks, leaks, looseness of valves and handles, and cosmetic damage. Do not forget to check their surroundings such as cupboards, shower screens, or similar areas for possible leaks or dampness which might cause water damage.
4. Follow the checklists well, noting any issues that might come up during future inspection.
5. Ask questions of staff, especially when it comes to safety concerns. It is always better to be more knowledgeable about these things so that you can conduct a better inspection.
6. An option is to hire engineers, architects, building or construction inspectors who are objective and independent, to assist you in your inspection. The inspector can also help answer any questions that you might have.
7. Use the Blank Checklist to note down any other observations or issues, along with questions.

A note about ADA Compliance
A separate inspection should be completed to ensure ADA compliance throughout the facility. This would include exterior parking and accessibility, doors, service areas, restrooms, stairways, etc.

General Room Checklist: _____ *(accomplish this for ALL rooms)*

Item	Yes	No	Comments
Doors			
Can the door open and close well?			
For sliding doors, do they slide smoothly?			
Is the door free from any cosmetic damage?			
Are the handles and knobs working?			
Are the locks and keys working?			
Are the doorway and hinges properly fixed?			
Surfaces			
Is the floor flat, smooth, and free from scratches, cracks or damage? Walk around it to make sure it is good and stable.			
Are the walls free from damage? Is the paint smooth, even and free from bubbles?			
Is the ceiling free from any damage? Is the paint even and free from bubbles or marks?			
Are the corners of the rooms free from any abnormalities and cracks?			
Are the cornices (molding between the ceiling and floor) free from any damage or gaps? (they may also be on your floors)			
Electronics			
Are the electric sockets working properly.			
Are the telephone / internet sockets present and working? (If applicable for that room)			
Are all lightbulb fittings correct and working?			
Do the light switches work?			
Do the heating / cooling systems work?			
Are the heating / cooling vents properly installed?			
Windows			
Can the windows open and close well?			
Are the window frames fixed properly?			
Do the window locks work?			
Are the rubber and glass free from damage?			
Are any windowsills fitted well, with even paint and free from damage or scratches?			

General Room:
- Doors
- Surfaces
- Electronics
- Windows

Bathrooms:
- Sinks
- Shower (if applicable)
- Toilets
- Other

Kitchen:
- Sinks
- Cupboards, Drawers, Countertops
- Stove & Oven (if applicable)
- Other

Other Areas:
- Stairs
- Balcony (if applicable)
- Miscellaneous Electronics

Exteriors:
- Doors
- Windows
- Building
- Protection
- Roof
- Open Areas
- Grounds
- Utilities (plumbing, electrical)

ADA Evaluation

ADA Checklist for Existing Facilities

Based on the 2010 ADA Standards for Accessible Design

Produced by
Institute for Human Centered Design
www.HumanCenteredDesign.org

www.ADAchecklist.org
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ADA National Network
www.ADAta.org

Questions on the ADA 800-949-4232 voice/tty
Questions on checklist 617-695-0085 voice/tty
ADAinfo@NewEnglandADA.org

How to Plan

- Comprehensive Capital Improvements Plan
  - Develop project list
    - Known issues to address from building evaluation
    - Desires of staff and public based on programming goals and outreach efforts
  - Determine preliminary cost of project and goals for timing the project
  - Utilize staff/board to prioritize projects
  - Identify funding sources
  - Review yearly

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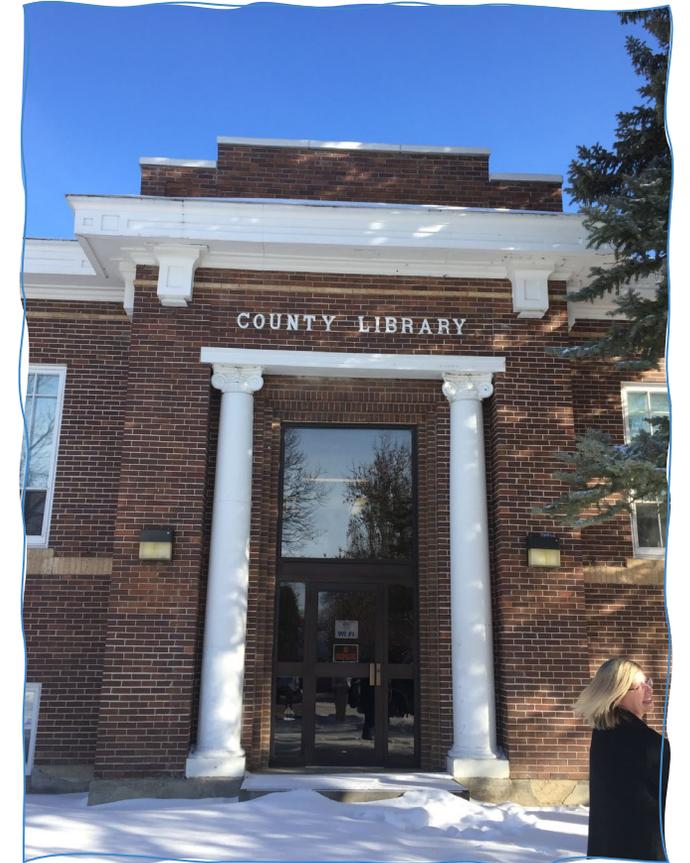
How to Plan

- Project Implementation
  - Procurement of professional and contractor services (follow local and state policies – see MCA Title 18, Chapter 2, Chapter 8)
    - Small project <$80,000
    - Large project >$80,000
  - Preliminary Architectural Report (PAR) – generally required for grant funding
    - Problem Definition
    - Alternatives Analysis
    - Cost Estimates
    - Implementation Plan

PAR Guidelines:
https://comdev.mt.gov/_shared/CTAP/docs/Presentations-Publications-Models/Tech-Doc-Guides/CDBG-PAR-Guide.pdf

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Resources

- Local Mill Levy/General Fund Allocation
  - See Trustee Handbook Volume 1, page 29
- State Funding
- Federal Funding (including grants)
- Grant Funding
  - Public – CDBG (requires LMI qualification), MHPG
  - Private – Community Foundations, Steele Reese, Otto Bremmer, Treacy Foundation, Gianforte Foundation
- Loans - INTERCAP

Questions?

Information and News Sources

- MSL Website
- MSL Newsletters
- MSL Help Desk
- ASPeN Events Calendar
- MSL Learn
- MSL YouTube Channel
- Email/call any MSL staff member

MSL YouTube Channel

- Look for the MSL Learn Webinar Series Playlist

- Access new recordings

- Subscribe!

MSL Evaluation Survey

Up Next

MSL Learn Webinar Series

February 13 MSL Learn Webinar

MSL Reference Services

February 27 Tiny Tech Webinar

Searching MT Collections in the Internet Archive

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