

# UPPER MORELAND FREE PUBLIC LIBRARY

Revised:	02/14/2018
Next Review:	3 <sup>rd</sup> Qtr 2021
Reviewed	01/11/2018
Original:	07/11/2012

## LIBRARY REPAIRS AND MAINTENANCE

### I. POLICY

- A. The purpose of this policy is to:
  - 1. Clarify the responsibilities of Upper Moreland Free Public Library and Upper Moreland Township as they pertain to the maintenance and repair of the Library building, and
  - 2. Ensure the proper response to and reporting of building, fixture, and equipment issues that may require repair or maintenance work.
- B. Routine maintenance/repair and cleaning of the library facility will be the responsibility of the library with the exception of HVAC maintenance.
- C. Capital improvements, system repair, and routine HVAC maintenance will be the responsibility of the Upper Moreland Township.
- D. The directive approved by the Upper Moreland Township Commissioners which follows this policy, titled Maintenance Policy-Upper Moreland Township/Library, will be consulted as a guide for clarification distinguishing routine maintenance or repair from capital improvements and system repairs.
- E. In the event of serious building system and fixture repair issues occurring after normal business hours, the library staff will arrange for appropriate emergency service from an approved Upper Moreland Township contractor list and report to the Upper Moreland Police Department and designated township personnel.
- F. In advance of finalizing a contract that requires a permanent change to the facility, the library will notify the township director of facilities of the plans.

### II. DEFINITIONS

- A. Library building and fixtures are property owned by the township.
- B. Serious building system and fixture repair are those that clearly present immediate danger to people or property.

### III. RESPONSIBILITY

- A. Routine building maintenance and cleaning are the responsibility of the library.

## UPPER MORELAND FREE PUBLIC LIBRARY

- B. Capital repairs and improvements related to the building systems are the responsibility of the township.
- C. Communication of information advising the township of possible repair or maintenance issues is the responsibility of the library director (“director”).
- D. Status and completion reports of repair or maintenance work ordered by the township will be provided to the director.
- E. The chairperson of the Facilities Committee shall report unresolved issues to the library board of trustees.

# UPPER MORELAND FREE PUBLIC LIBRARY

## Maintenance Policy-Upper Moreland Township/Library

The purpose of this document is to distinguish and clarify the responsibilities of Upper Moreland Township and The Upper Moreland Library as they pertain to the maintenance and repair of the Library building.

At the highest level, the costs to maintain the Library building can be divided into Capital and Operating expenses. At this level it is logical that the monies needed to pay for the Library's operating expenses should come from the Library's Operating Budget. It follows that the Township should then be responsible for capital expenses. Due to the nature of the relationship between the Library and the Township however, this distinction proves too general and more detailed description of responsibilities is needed.

For this document, Capital expenses will include maintenance and repair of structural, mechanical, and other building systems to be defined below. Operating expenses will include the maintenance and repair of the space that is occupied by the Library and its staff. The following sections are a breakdown of the systems in the Library, and an assignment to the party responsibly for its maintenance and repair.

### Responsibilities of the Township.

1. **Structural** maintenance, and repair of damage that is a result of normal usage, is the responsibility of the Township. This includes:
  - Components responsible for the structural integrity of the building.
  - The Roof, skylights, and gutters.
  
2. **HVAC** maintenance, and repair of damage that is a result of normal usage, is the responsibility of the Township. This includes:
  - Repair of malfunctioning equipment.
  - Regular replacement of air filters.
  - The semiannual servicing of air handlers and compressor units.
  - Baseboard electric heaters.
  
3. **Fire and Burglar Alarm** maintenance and repair of damage that is a result of normal usage is the responsibility of the Township. This also includes:
  - Fire suppression system.
  - Fire extinguishers.
  - Emergency Lighting

## UPPER MORELAND FREE PUBLIC LIBRARY

4. **Electrical System** maintenance, and repair of damage that is a result of normal usage, is the responsibility of the Township.
5. **Utilities** including gas, electric, refuse, water, and sewer will be paid by the Township.
6. The Library **Grounds** are owned and maintained by the Township.

### Responsibilities of the Library

1. The Library is responsible for the operating expense of the building. These expenses are comprised of mostly everything that is not listed above as a Township responsibility. Examples of these expenses include:
  - Regular Cleaning
  - Painting
  - Carpeting
  - Trash removal
  - Unclogging drains
  - Utilities not listed (i.e. Internet/cable/phone)
  - Phone switch repair and Maintenance.
  - Furniture and shelving
  - Replacing light bulbs/tubes
  - Plumbing and Electrical fixtures
2. The Library is also responsible for damage that is not caused by normal usage. (An example of this is when the magazine rack installer damaged a thermostat. In this case, the Township repaired the thermostat, and the Library was responsible for having the installer pay for the repair.) Examples of damage not caused by normal usage can include:
  - Damage to walls, and example would be as a result of affixing and/or removing signs, shelving, etc...
  - Damage to kitchen and bathroom fixtures.
3. The library also has the responsibility to seek approval from the Township before any renovations or additions are made to the building. For example, the Library sought the Township's permission to add a video system.
4. The Library has the responsibility to limit damage by either performing repairs, or informing the Township of needed repairs in a timely fashion.

As provided by Matt Hocker, UMT Information Systems Manager, on 4/13/16