**Maintenance Schedule:** Custodian, M-F 7:00 a.m. – 12:00 p.m.

 Overtime as needed

**Daily**

* Mop restrooms – Custodian
* Mop vestibule tile – Custodian
* Scrub and disinfect all restroom hard surfaces, including mirrors, sinks and toilets – Custodian
* Refill bathroom products – Custodian
* Take out trash in public areas, restrooms, and service desks – Custodian
* Vacuum high traffic areas, including services desks, lobby, main walkway, PACs, computers, children’s library - Custodian
* Fill coffee machine and stock coffee supplies – Staff
* Clean break room dishes – Staff
* Disinfect returned books with stains/slop on them – Staff
* Set up meeting room tables – Custodian and Staff

**Weekly**

* Clean glass entry doors - Custodian
* Vacuum offices, study rooms and carpeted meeting rooms – Custodian
* Vacuum and mop children’s program room - Custodian
* Take out trash in offices - Custodian
* Mop the reading room – Custodian
* Mop large meeting room - Custodian
* Change burned out light bulbs – Custodian
* Clean toys in children’s library – Staff
* Wipe down service desk – Staff
* Wipe down all electronics – Staff
* Wipe down counters, desks, cabinets, and empty pencil sharpeners – Staff
* Dust stacks – Staff

**Biweekly**

* Deep clean/sanitize restrooms
* Restock hygiene products, hand sanitizers, hand soaps
* Exchange entryway rugs - Contracted

**Monthly**

* Inspect and test safety items (flash lights, radio, fire extinguishers, defibrillator, first aid supplies) – Staff
* Inspect plumbing fixtures and pipes for leaks – Custodian
* Pour water down floor drains – Staff
* Check fire suppression system compressor and release valves – Custodian
* Clean and inspect upholstered furniture, spot clean carpet – Custodian

**Seasonally**

 Winter

* Clear snow and ice from sidewalks – Parks & Rec Department
* Clear snow and ice from entryways – Custodian
* Clear light snow from entryways during extended hours – Staff
* Plow parking lot, alley, and book drop area – Streets Department

 Spring

* Clean all windows – Contracted
* Shampoo Carpet – Custodian
* Mulch flower beds – Friends of the Library

 Summer

* Water plants – Friends of the Library
* Mow lawn – Parks & Rec Department
* Dust stacks – Volunteers

 Fall

* Inspect roof, flashings, brick, caulk, vents, signage, doors, and sidewalks for leaks, cracks or damage - Custodian

**Biannually (Spring/Fall)**

* Service HVAC equipment and change filters – Contracted
* Clean gutters – Custodian
* Update landscape plantings – Friends of the Library
* Adjust light timers – Staff

**Annually**

* Touch up painting and staining around building – Custodian
* Fire extinguisher charging and inspection – Contracted
* Fire code inspection – Fire Department
* Fire suppression system inspection – Contracted
* Inspect the parking lot for needed maintenance – Public Works Department