

## **Facility Maintenance Policy**

*Abbott Library, Sunapee, NH*

Proper facility maintenance is essential for a safe, clean & attractive library and one which supports staffs efforts to provide excellent library service.

Ongoing building maintenance and repair shall be funded within the annual Library operating budget, and shall include:

- Maintenance and supplies for the interior and exterior of the facility
- Ground maintenance
- Repair and scheduled maintenance of plumbing, HVAC, sprinkler, generator and electrical systems.
- And shall be in accordance with the Town of Sunapee's capital reserve fund procedures & policies.

The Library Director shall be responsible to:

- Ensure the Library is well maintained
- Advise the custodian of necessary work.
- Purchase maintenance supplies as necessary.
- Work with the town highway department and maintenance employee to identify current and future maintenance needs.
- Obtain cost proposals for work, advise Trustees of proposals and implement authorized work.

Approved by the Abbott Library Board of Trustees - 15 December 2009  
Revised and approved by Library Board of Trustees - January 29, 2019