

A. SCOPE OF WORK

The primary purpose of this report is to address the maintenance and repair needs of the Grants Pass facility. Existing conditions will first be documented, recommended maintenance schedules noted, and cost estimates provided for major repair and replacement projects. Observations noted in the plan are the result of field observations performed by Hacker architects and local contractors when available in 2019.

B. JOSEPHINE COMMUNITY LIBRARY – Grants Pass

GENERAL INFORMATION

The Josephine Community Library Grants Pass is the main branch of the Josephine Community Library System. It is located at 200 NW C St in Grants Pass, Oregon. The building is a one-story structure of approximately 15,470 square feet.

Grants Pass library was originally built in 1959 and features a children's area renovated in 2016. Owned by the county, the facility is currently leased to the. The building is wood-framed with a sloping roof with architectural-grade composition shingles. The building's floor system is a concrete slab. And a foundation and crawl space in the Bens Bones and teen room areas. Crawl space is located on the east corner of the building. Exterior windows are fixed single pane windows. Some of the exterior doors are wood door and frame assemblies. There is aluminum storefront doors/windows/ frame assembly.

MAINTENANCE AND REPAIR RECOMMENDATIONS

The following recommendations should be considered "general guidelines" only. The actual frequency of routine maintenance, and the time period for materials replacement, can vary greatly and will depend upon actual usage and conditions. Further, cost projections are only accurate for within a year of this report. Repair or replacement projects that occur 2, 5 or ten years in the future need to have cost estimates updated.

A. Carpet

1. Maintenance:
 - a. Vacuuming: Daily, or every other day, depending on actual conditions
 - b. Spot cleaning with appropriate carpet cleaner as required.
 - c. Deep cleaning with hot water extraction type of cleaning equipment – Once a year.
2. Repair: Carpet cleaning throughout building (includes hard surfaces)
Cost - \$2300 by K&L Chemdry

3. Replacement: Carpet has not been replaced in 25 years, if properly maintained, could last 5–8 years. Assuming all carpet, along with rubber base, to be replaced at one time with new carpet squares, costs would approximately be \$70,000 by Lipperts Carpet One (not including Bens Bones Room).

B. Ceramic Tile Flooring

1. Maintenance (at high traffic areas):
 - a. Vacuuming or sweeping – same as carpet.
 - b. Damp mopping with mild cleaner – 2 to 3 times a week, or as conditions dictate.
2. Repair: None required at this time
3. Replacement: Typically, not required – should last for the life of the building unless inadvertently damaged.

C. CVT Vinyl Flooring

1. Maintenance (at high traffic areas):
 - a. Vacuuming or sweeping – same as carpet
 - b. Damp mopping with mild cleaner – 2 to 3 times a week, or as conditions dictate.
 - c. When routine maintenance is no longer effective, tiles should be stripped with approved stripping solution. A manufacturer-approved polish system should then be installed.
 - d. Waxing quarterly.
2. Repair: None required at this time.
3. Replacement:
 - a. Asbestos Flooring and Mastic Removal. Cost – \$5,450 by Western States Environmental Services
 - b. Replace VCT Tiles. Cost - \$7,800 by Lipperts Carpet One

D. Wall Finishes

1. Maintenance:
 - a. Spot cleaning as required is all that's necessary. Use a damp sponge and household-type cleaner on sheetrock surfaces.
 - b. Sanitary cleaning of ceramic wall tile at public restrooms should be performed on a weekly basis using hot water and a disinfectant-type of cleaner.
2. Repair: Repair of scratched or scraped paint finishes can be accomplished with touch-up paint. Gouged areas of sheetrock may require a patching compound prior to painting.
3. Replacement: None required at this time.

E. Ceiling Finishes

1. Maintenance: Typically, none required for both glue-on and lay-in acoustical tiles, other than the periodic removal of "cobwebs".
2. Repair: Grand ceiling in main area finishes are buckling and need to be cleaned. Cost TBD.
3. Replacement: Replace ceiling tiles discolored by chronic roof leaks.

F. *Roof Materials*

1. Maintenance:
 - a. Leaves, and other debris should be removed from the gutters seasonally.
 - b. It is recommended the roof areas and gutter system be inspected at least once a year, typically during the fall/winter months when the deciduous trees are losing their leaves.
 - c. Moss treatment should be applied to keep roof from damage.
2. Repair: Roof inspection due to current leaks. Rerouting of water downspout due to ineffective gutters. Cost – TBD
3. Replacement: No issues at this time.

G. *Exterior Wall Finishes*

1. Maintenance:
 - a. The vertical wood siding should be washed-down at least once a year.
 - b. The brick appears to be in good shape and shows no signs of efflorescence. It is assumed that this material is washed-down at the same time as the wood siding.
 - c. Exterior windows and doors: Glass and frame surfaces should be washed at whatever intervals the library deems appropriate, depending upon actual rate of dirt build-up.
2. Repair:
 - a. The siding and brick both appear to be in good condition. Repairs for these items are not required at this time.
 - b. The window frame assemblies exhibit no major problems.
 - c. Metal doors are sinking and door frame on southside of building is compromised. Regular sanding of the door frame is required.
 - d. The wood exterior siding north/northwest side should be repaired, and repainted.
3. Replacement: No issues at this time.

H. *Landscaping, Patios, Walkways, and Other Site Accessories*

1. Maintenance:
 - a. Josephine County Facilities Services takes care of the landscape maintenance at this time.
 - b. Trees and shrubs should be trimmed away from way building, and walkways. Plants should be removed from growing on the building.
 - c. The irrigation system should be inspected every year prior to reactivation in the spring to see if any leaks are present, irrigation heads broken, etc. This is taken care of by the Josephine County Facilities Services.

- d. Concrete walks and patio areas typically don't require much in the way of maintenance outside of general cleaning and leaf removal, which is provided by the County. Power or pressure washing is recommended at least once a year.
 - 2. Repair: Prune and maintain plants.
 - 3. Replacement: No issues at this time.
- I. *Parking Areas and Driveways*
 - 1. Maintenance:
 - a. Josephine County Facilities Services takes care of the parking area maintenance. These areas typically don't require much in the way of maintenance outside of general surface cleaning and debris removal. This is normally handled using a driveway blower.
 - b. Parking area catch basins and landscape area drains are subject to debris build-up. These should be inspected at least twice a year and cleaned-out as required.
 - 2. Repair: Stripes in parking area's need to be repainted. Cost – \$400 per lot by Moser Paving
 - 3. Replacement: No issues at this time.
- J. *Plumbing Systems*
 - 1. Maintenance: There is no real maintenance that is required for the plumbing systems in this building, other than routine inspection to check for leaks at fixtures, malfunctioning fixtures, and the like. The building is on a public water system, so the water heater should not have any undo amount of build-up of dirt in its storage tank.
 - 2. Repair: No issues at this time.
 - 3. Replacement: Bathrooms inadequate for capacity and amount of use. Two additional bathrooms are needed. Cost TBD.
- K. *HVAC System*
 - 1. Maintenance:
 - a. The system installed in this building requires a good deal of maintenance in order to keep it functioning at an optimum level. The units should be inspected at least twice a year, particularly the belts and the filters. The filters will should be changed three times a year or as actual use, dirt, dust build-up, etc. dictate.
 - b. It is understood that the library contacts Josephine County Facilities Services to provide the maintenance for its outdoor systems, defined as studs-out, including HVAC system.
 - 2. Repair:
 - a. Ben Bones room, staff lounge, and maintenance office do not heat to the temperature settings indicated on the rooms' respective thermostats. This has been discussed with Josephine County Faculties service.

- b. The children’s area thermostat should be moved to an interior wall. This has been discussed with Josephine County Facilities service.
 - 3. Replacement: No issues at this time.
- L. *Electrical Systems*
 - 1. Maintenance
 - a. The main electrical service and distribution panels do not typically require any maintenance, repair, or replacement.
 - b. A circuit breaker could possibly fail over time, thus requiring a replacement.
 - 2. Repair: None required at this time.
 - 3. Replacement: No issues at this time.
- M. *Lighting Systems*
 - 1. Maintenance:
 - a. There is very little to no maintenance required for the light fixtures in this building due to a retrofit upgrade performed by Josephine Community Libraries, Inc. in partnership with the Energy Trust of Oregon in 2012.
 - 2. Repair: Lamps for various fixture types will “burn-out” at intermittent times and without any scheduled regularity. The library currently contracts with a local electrical company to replace ballasts as needed.
 - 3. Replacement: No issues at this time.
- N. *Fire Suppression System/Safety*
 - 1. Maintenance:
 - a. The fire sprinkler double check valve assembly should be tested once a year by a certified inspection company.
 - b. Hand-held fire extinguishers should also be tested once a year to verify they are still functioning properly.
 - 2. Repair: Seismic upgrade of shelving in adult fiction and nonfiction.
 - 3. Replacement: Shelves are too seated close together in adult fiction and nonfiction. While they are ADA compliant, the close seating limits patron access. New shelves and spacing is recommended. Cost TBD.

C. ILLINOIS VALLEY FACILITY

GENERAL INFORMATION

The Josephine Community Library Illinois Valley is a branch of the Josephine Community Library System. It is located at 209 West Palmer St. in Cave Junction, Oregon. The building is a one-story structure of approximately 4,264 square feet. Illinois Valley library was built in 1959, expanded 1976 and renovated in 2017. The building is wood, and cinder blocked framed with a sloping roof and architectural-grade composition shingles. Exterior windows are single pane and exterior doors wood, metal and metal frame assemblies.

MAINTENANCE AND REPAIR RECOMMENDATIONS

The following recommendations should be considered “general guidelines” only. The actual frequency of routine maintenance, and the time for materials replacement, can vary greatly and will depend upon actual usage and conditions. Further, cost projections are only accurate for within a year of this report. Repair or replacement projects that occur 2, 5 or ten years in the future need to have cost estimates updated.

A. *Carpet*

1. Maintenance:
 - a. Vacuuming: Daily, or every other day, depending on actual conditions
 - b. Spot cleaning with appropriate carpet cleaner as required.
 - c. Deep cleaning with hot water extraction type of cleaning equipment – Once a year.
2. Repair: Carpet cleaning throughout building
Cost - \$1000 by K & L Chemdry

C. *Vinyl Flooring*

1. Maintenance (at high traffic areas):
 - a. Vacuuming or sweeping – same as carpet
 - b. Damp mopping with mild cleaner – 2 to 3 times a week, or as conditions dictate.
2. Repair: None required at this time.
3. Replacement: None required at this time.

D. *Wall Finishes*

1. Maintenance:
 - a. Spot cleaning as required is all that’s necessary. Use a damp sponge and household-type cleaner on sheetrock surfaces.
 - b. Sanitary cleaning of wall tile in public restrooms should be performed on a weekly basis using hot water and a disinfectant-type of cleaner.
2. Repair: Repair of scratched or scraped paint finishes can be accomplished with touch-up paint. Gouged areas of sheetrock may require a patching compound prior to painting.
3. Replacement: Replace fixtures and accessories in restroom. Cost TBD.

E. *Ceiling Finishes*

1. Maintenance: Typically, none required for glue- on acoustical tiles, other than the periodic removal of cobwebs and replace if stained.
2. Repair: None required at this time.
3. Replacement: No issues at this time.

F. *Roof Materials*

1. Maintenance:

- a. Leaves, and other debris should be removed from the gutters.
 - b. It is recommended the roof areas and gutter system be inspected at least once a year, typically during the fall/winter months when the deciduous trees are losing their leaves.
 - 2. Repair: Roof is currently being checked for any issues by Just Roof it.
 - 3. Replacement: No issues at this time.
- G. *Exterior Wall Finishes*
 - 1. Maintenance:
 - a. The vertical wood siding should be washed-down at least once a year.
 - b. Exterior windows and doors: Glass and frame surfaces should be washed at whatever intervals the Library deems appropriate, depending upon actual rate of dirt build-up.
 - 2. Repair: Siding appears to be in good condition but needs new paint. Cost – \$22,500 by Beagleys.
 - 3. Replacement: Single pane windows replace for efficiency and damaged and usability. Cost – \$14,867.00.
- H. *Landscaping, Patios, Walkways, and Other Site Accessories*
 - 1. Maintenance:
 - a. Trees and shrubs should be trimmed away from building, and walkways.
 - c. The irrigation system should be inspected every year prior to it being re-activated in the spring to see if any leaks are present, irrigation heads broken, etc.
 - d. Concrete walks and patio areas typically don't require much in the way of maintenance outside of general cleaning and leaf removal. Power or pressure washing is recommended at least once a year.
 - 2. Repair:
 - a. Prune and maintain plants and lawn. Removal of dead trees. Cost \$3,000 estimate.
 - b. Regular landscaping should be maintained. Cost TBD.
 - 3. Replacement: Irrigation system should be replaced. Cost TBD.
- I. *Parking Areas and Driveways*
 - 1. Maintenance: These areas typically don't require much in the way of maintenance outside of general surface cleaning and debris removal. This is normally handled using a driveway blower.
 - 2. Repair:
 - a. Stripes in parking area's need to be redone. Cost – \$400 by Moser Paving.
 - b. Fix or Replace broken parking lot parking curbs. Cost – \$100 each plus install (12 plastic).
 - 3. Replacement: Replace front sidewalk and alter parking lot for Accessibility according ADA requirements. Cost TBD.

J. *Plumbing Systems*

1. Maintenance: There is no real maintenance that is required for the plumbing systems in this building, other than routine inspection to check for leaks at fixtures, malfunctioning fixtures, and the like. The building is on a public water system, so that the water heater should not experience any undo amount of build-up of dirt in its storage tank.
2. Repair: No issues at this time.
3. Replacement: No issues at this time.

K. *HVAC System*

1. Maintenance: The units should be inspected at least twice a year, particularly the belts and the filters. The filters will probably need to be changed-out three times a year or as actual use, dirt and dust build-up, etc. dictate.
2. Repair: Annual maintenance service. Cost - \$250.
3. Replacement: Heat pump replacement and HVAC plenum redesigned. Cost -TBD.

L. *Electrical Systems*

1. Maintenance: The main electrical service and distribution panels do not typically require any maintenance, repair, or replacement.
2. Repair: No issues at this time.
3. Replacement: Electrical panels replaced and inadequate branch wiring fixed. Cost – TBD.

M. *Lighting Systems*

1. Maintenance: There is very little to no maintenance required for the light fixtures in this building.
2. Repair:
 - a. Lamps for various fixture types will “burn-out” at intermittent times and without any scheduled regularity. The library currently contracts with a local electrical company to replace ballasts as needed.
 - b. Additional lighting through stacks and wall units. Lighting to properly illuminate.
3. Replacement: No issues at this time.

O. *Fire Suppression System/Safety*

1. Maintenance: Hand-held fire extinguishers should also be tested once a year to verify they are still functioning properly.
2. Repair: Seismic assessment and course of action. (Bracing)
3. Replacement: No issues at this time.

D. WILLIAMS FACILITY

GENERAL INFORMATION

The Josephine Community Library Williams is a branch of the Josephine Community Library System. It is located at 209 West Palmer in Cave Junction, Oregon. The building is a one-story structure of approximately 4,264 square feet. Illinois Valley library was built in 1959, expanded in 1976 and renovated 2017. The building is a wood and cinder block framed with a sloping roof with architectural-grade composition shingles. Exterior windows are single pane and Doors are solid wood, metal and frame assembly.

MAINTENANCE AND REPAIR RECOMMENDATIONS

The following recommendations should be considered “general guidelines” only. The actual frequency of routine maintenance, and the time period for materials replacement, can vary greatly and will depend upon actual usage and conditions. Further, cost projections are only accurate for within a year of this report. Repair or replacement projects that occur 2, 5 or ten years in the future need to have cost estimates updated.

- A. *Carpet*
 - 1. Maintenance:
 - a. Vacuuming: Daily, or every other day, depending on actual conditions
 - b. Spot cleaning with appropriate carpet cleaner as required.
 - c. Deep cleaning with hot water extraction type of cleaning equipment – Once a year.
 - 2. Repair: Carpet cleaning thought building Cost - \$1000 by K&L Chemdry
 - 3. Replacement: None at this time.
- D. *Wall Finishes*
 - 1. Maintenance:
 - a. Spot cleaning as required is all that’s necessary. Use a damp sponge and household-type cleaner on sheetrock surfaces.
 - b. Sanitary cleaning of wall tile at public restrooms should be performed on a weekly basis using hot water and a disinfectant-type of cleaner.
 - 2. Repair: Repair of scratched or scraped paint finishes can be accomplished with touch-up paint. Gouged areas of sheetrock may require a patching compound prior to painting.
 - 3. Replacement: None required at this time.
- E. *Ceiling Finishes*
 - 1. Maintenance: Typically, none required other than the periodic removal of cobwebs.
 - 2. Repair: No issues required at this time.
 - 3. Replacement: No issues at this time.
- F. *Roof Materials*
 - 1. Maintenance:
 - a. Leaves, and other debris should be removed from the gutters.

- b. It is recommended the roof areas and gutter system be inspected at least once a year, typically during the fall/winter months when the deciduous trees are losing their leaves.
- c. Moss treatment should be applied to keep roof from damage.
- 2. Repair: Front of entry the eave and fascia consist of heavy rot and need repair. Cost – \$4,460 by Just Roof it!
- 3. Replacement: No issues at this time.

G. *Exterior Wall Finishes*

- 1. Maintenance:
 - a. The vertical wood siding should be washed-down at least once a year.
 - b. Exterior windows and doors: Glass and frame surfaces should be washed at whatever intervals the Library deems appropriate, depending upon actual rate of dirt build-up.
- 2. Repair: Siding appears to be in good condition, building should be repainted. Cost - \$3,800 by Beagleys.
- 3. Replacement: No issues at this time.

H. *Landscaping, Patios, Walkways, and Other Site Accessories*

- 1. Maintenance:
 - a. Trees and shrubs should be trimmed away from way building, and walkways. And plants should be removed from growing on the building.
 - b. Concrete ramp typically doesn't require much in the way of maintenance outside of general cleaning and leaf removal. Power or pressure washing is recommended at least once a year.
- 2. Repair: Prune and maintain plants away from building, and trim large over hanging oak tree from roof. Cost – \$1000 Estimate
- 3. Replacement: Back porch should be rebuilt to stair tread standards. Cost -\$500 estimate

I. *Parking Areas and Driveways*

- 1. Maintenance:
 - a. These areas typically don't require much in the way of maintenance clean up leaf debris with blower.
 - b. Keep gravel parking maintained.
- 2. Repair: Additional gravel to parking area. Cost – \$300 delivered by Copeland
- 3. Replacement: No issues at this time.

J. *Plumbing Systems*

- 1. Maintenance: No plumbing in building
- 2. Repair: No issues at this time.
- 3. Replacement:
 - a. Running water. Cost associated with new building facility.
 - b. Restrooms. Cost associated with new building facility.

K. *HVAC System*

1. Maintenance: The units should be inspected at least twice a year, particularly the belts and the filters. The filters will probably need to be changed-out three times a year or as actual use, dirt and dust build-up, etc. dictate.
2. Repair: Annual maintenance service. Cost - \$250.00 by Rogue Valley Heating and Air
3. Replacement: No issues at this time.

L. *Electrical Systems*

1. Maintenance: The main electrical service and distribution panels do not typically require any maintenance, repair, or replacement.
2. Repair: No issues at this time.
3. Replacement: No issues at this time.

N. *Lighting Systems*

1. Maintenance: There is very little to no maintenance required for the light fixtures in this building.
2. Repair: Lamps for various fixture types will “burn-out” at intermittent times and without any scheduled regularity. The library currently contracts with a local electrical company to replace ballasts as needed.
3. Replacement: Exit signs and Outdoor “porch” lights are no longer working and need replaced. Cost - \$950 by ER Electric.

O. *Fire Suppression System/Safety*

1. Maintenance: Hand-held fire extinguishers should also be tested once a year to verify they are still functioning properly.
2. Repair: Seismic assessment and course of action. (bracing)
3. Replacement: No issues at this time.

E. WOLF CREEK FACILITY

GENERAL INFORMATION

The Josephine Community Library Wolf Creek is a branch of the Josephine Community Library System. It is located at 102 Ruth Ave in Wolf Creek, Oregon. The building is a one-story structure of approximately 2,594 square feet. Wolf Creek library was built in 2002. And are currently leasing it from the Josephine County Library Foundation. The building is wood-framed with a sloping roof with architectural-grade composition shingles. The building’s floor system is framed. located on the Exterior windows are vinyl windows and exterior doors are metal frame assemblies.

MAINTENANCE AND REPAIR RECOMMENDATIONS

The following recommendations should be considered “general guidelines” only. The actual frequency of routine maintenance, and the time period for materials replacement, can vary greatly and will depend upon actual usage and conditions. Further, cost projections are only accurate for within a year of this report. Repair or

replacement projects that occur 2, 5 or ten years in the future need to have cost estimates updated.

A. *Carpet*

1. Maintenance:
 - a. Vacuuming: Daily, or every other day, depending on actual conditions
 - b. Spot cleaning with appropriate carpet cleaner as required.
 - c. Deep cleaning with hot water extraction type of cleaning equipment – Once a year.
2. Repair:
 - a. Carpet cleaning throughout building.
Cost - \$650 by K&L Chemdry.
 - b. Replacement: None at this time.

D. *Wall Finishes*

1. Maintenance:
 - a. Spot cleaning as required is all that's necessary. Use a damp sponge and household-type cleaner on sheetrock surfaces.
 - b. Sanitary cleaning of wall tile at public restrooms should be performed on a weekly basis using hot water and a disinfectant-type of cleaner.
2. Repair: Repair of scratched or scraped paint finishes can be accomplished with touch-up paint. Gouged areas of sheetrock may require a patching compound prior to painting.
3. Replacement: None required at this time.

E. *Ceiling Finishes*

1. Maintenance: Typically, none required other than the periodic removal of cobwebs.
2. Repair: No issues required at this time.
3. Replacement: No issues at this time.

F. *Roof Materials*

1. Maintenance:
 - a. Leaves, and other debris should be removed from the gutters.
 - b. It is recommended the roof areas and gutter system be inspected at least once a year, typically during the fall/winter months when the deciduous trees are losing their leaves.
 - c. Moss treatment should be applied to keep roof from damage.
Cost TBD.
2. Repair: No issues required at this time.
3. Replacement: No issues at this time.

G. *Exterior Wall Finishes*

1. Maintenance:
 - a. The vertical wood siding should be washed-down at least once a year.
 - b. Exterior windows and doors: Glass and frame surfaces should be washed at whatever intervals the Library deems appropriate, depending upon actual rate of dirt build-up.

2. Repair: No issues at this time.
 3. Replacement: No issues at this time.
- H. *Landscaping, Patios, Walkways, and Other Site Accessories*
1. Maintenance:
 - a. Field and surrounding grasses require seasonal maintenance.
 - b. Trees and shrubs should be trimmed away from building and walkways. Plants should be removed from growing on the building. Cost TBD.
 - c. The system should be inspected every year prior to it being re-activated in the spring to see if any leaks are present, irrigation heads broken, etc.
 - d. Concrete walks and patio areas typically don't require much in the way of maintenance outside of general cleaning and leaf removal. Power or pressure washing is recommended at least once a year.
 2. Repair: Prune and maintain plants, and field. Upgrade irrigation system in back "yard" area. Cost TBD.
 3. Replacement: Deck wood has rotted and degraded. Replace deck boards and guardrail or remove deck altogether. Cost - TBD.
- I. *Parking Areas and Driveways*
1. Maintenance:
 - a. These areas typically don't require much in the way of maintenance outside of general surface cleaning and debris removal. This is normally handled using a driveway blower.
 - b. Parking area catch basins and landscape area drains are subject to debris build-up. These should be inspected at least twice a year and cleaned-out as required.
 2. Repair: Stripes in parking area's need to be redone. Cost - \$300 per lot by Moser Paving.
 3. Replacement: No issues at this time.
- J. *Plumbing Systems*
1. Maintenance: There is no real maintenance that is required for the plumbing systems in this building, other than routine inspection to check for leaks at fixtures, malfunctioning fixtures, and the like. The building is on a public water system, so that the water heater should not experience any undo amount of build-up of dirt in its storage tank.
 2. Repair: No issues at this time.
 3. Replacement:
 - a. Install mop sink for proper cleaning. Cost- Dan w/ Proteck - TBD.
 - b. Replace problematic toilets with a power assist flushing toilet. Cost - \$3,000 by Mr Rooter.
- K. *HVAC System*
1. Maintenance: The units should be inspected at least twice a year, particularly the belts and the filters. The filters will probably need to be changed-out three times a year or as actual use, dirt and dust build-up, etc. dictate.

2. Repair: Annual maintenance service. Cost - \$250.00 by Rogue Valley Heating and Air.
3. Replacement: No issues at this time.

L. *Water System*

1. Maintenance
 - a. The Sanitron cork sleeve (which surrounds a UV bulb) should be cleaned/scrubbed at least once per month.
 - b. Water should be tested quarterly by the water laboratory per Department of Human Services and Josephine County Environmental Health.
 - c. Due to the iron in the well to prevent bacteria growth a small amount of bleach should be added monthly.
2. Repair: No issues at this time.
3. Replacement:
 - a. UV bulb and tube should be inspected and possibly replaced once a year. Cost - \$400 by Quinns
 - b. Pre-filter cartridge located on the Sanition system should be replaced quarterly.

M. *Electrical Systems*

1. Maintenance: The main electrical service and distribution panels do not typically require any maintenance, repair, or replacement.
2. Repair: No issues at this time.
3. Replacement: No issues at this time.

N. *Lighting Systems*

1. Maintenance: There is very little to no maintenance required for the light fixtures in this building.
2. Repair:
 - a. Lamps for various fixture types will “burn-out” at intermittent times and without any scheduled regularity. The library currently contracts with a local electrical company to replace ballasts as needed.
 - b. Fluorescent light fixtures need to be anchored to beams/railing. Cost -TBD by Southern Oregon Drywall
3. Replacement: No issues at this time.

O. *Fire Suppression System/Safety*

1. Maintenance: Hand-held fire extinguishers should also be tested once a year to verify they are still functioning properly.
2. Repair: Seismic assessment and course of action (bracing)
3. Replacement: No issues at this time.