

Policy 3-4-9. Facilities Preventive Maintenance

Adopted 1/17/2019

Josephine Community Library District (JCLD) adheres to a defined preventive maintenance program of library buildings. This program includes checklists of critical areas to be inspected along with a daily, monthly, and quarterly schedule of specific inspections. Additional inspections are required during inclement weather.

Daily visual inspections are conducted by all employees. The visual inspections are simply taking notice of anything that appears to be out of compliance and reporting it.

Monthly inspections are the responsibility of the library director or designee. This comprehensive inspection follows an established checklist and documented. Recommendations are forwarded to the library director.

Quarterly inspections are the responsibility of the JCLD Safety Committee per OROSHA Rule 437-001-0765(7). Completed quarterly inspections will be compared to monthly inspections. Recommendations are made to the library director.

Inclement weather inspections are the responsibility of the library director or designee. When a storm is forecasted, a preventive inspection will be done to ensure the facilities are prepared for the storm. After the storm has passed, another inspection will be conducted to identify any damage incurred and repairs needed. Recommendations for repairs are made to the library director.

JCLD will provide inspection training for staff as necessary. JCLD will conduct annual refresher training for staff that includes existing inspections as well as any new conditions to be aware of. JCLD will also conduct refresher training if a property claim is filed.

For details about the building preventive maintenance program, including the checklists and schedules, see the library director.