

**Exhibit D: Maintenance and Repair Responsibilities for Library Facilities**

<b>Category</b>	<b>Not Applicable</b>	<b>Library/City</b>	<b>County</b>
<b><i>Building Exterior</i></b>			X
repair walls			X
painted surfaces			X
door and window trim			X
doors, hardware			X
locks			X
roof			X
rain gutters			X
flashing			X
down spouts			X
pest control (tenting only)			X
<b><i>Lighting</i></b>			
bulbs		X	
fixtures		X	
transformers		X	
fluorescent bulbs		X	
ballast		X	
<b><i>Handrails</i></b>			X
<b><i>Sings (County designation)</i></b>		X	
<b><i>Timers</i></b>		X	
<b><i>Sewer pipes</i></b>			X
<b><i>Decking</i></b>		MAINTAIN	REPLACE
<b><i>Exterior Patios</i></b>	X		
<b><i>Water softener, filter and conditioners</i></b>	X		
<b><i>Stairs</i></b>			X
<b><i>Roof Drains</i></b>			X
<b><i>Gates</i></b>	X		
<b><i>Gas/water pipe heaters</i></b>			X
<b><i>Electrical lines</i></b>			X
<b><i>Phone/Computer lines</i></b>		X	
<b><i>Building Interior</i></b>			
Walls			X
Painted surfaces		X	
Door hardware		X	
Locks		X	
General Cleaning		X	
Floor, Sweeping and Cleaning		X	
Carpet, Vacuum and Cleaning		X	
Window Coverings		X	
<b><i>Lighting</i></b>			
bulbs		X	
fixtures		X	
transformers		X	
fluorescent bulbs		X	
ballast		X	
<b><i>Handrails (ADA)</i></b>			X
<b><i>Signs</i></b>		X	
<b><i>Timers</i></b>	X		
<b><i>Drinking Fountains</i></b>	X		
<b><i>Ceiling</i></b>		X	
<b><i>Showers</i></b>	X		

## Exhibit D: Maintenance and Repair Responsibilities for Library Facilities

<i>Toilet/Urinals (Replacement)</i>			X
<i>Toilets/Urinals (Maintenance)</i>		X	
<i>Sink and faucets (Replacement)</i>			X
<i>Sinks and faucets (Maintenance)</i>		X	
<i>Gas Pipe Lines</i>			X
<i>water Pipe lines</i>			X
<i>Sewer Pipe lines</i>			X
<i>Phone Lines and Jacks</i>		X	
<i>Computer lines and Jacks</i>		X	
<i>TV Cables and jacks</i>		X	
<i>Phones</i>		X	
<i>Towel Racks</i>		X	
<i>Garbage Disposal</i>	X		
<i>Refrigerator. Microwave</i>	X		
<i>Stove</i>	X		
<i>Counter Tops, replacement</i>		X	
<i>Cabinets, replacement</i>		X	
<i>Dish washer</i>	X		
<i>Trash Compactor</i>			
<b>Grounds</b>			
<i>Drinking Fountains</i>	X		
<i>Mail Boxes</i>		X	
<i>Fences</i>			X
<i>Trash bins</i>			X
<i>Trash Enclosures</i>			X
<i>Bike Racks</i>		X	
<i>Signs</i>		X	
<i>Litter Pick=up</i>		X	
<i>Lighting</i>			
<i>  parking lot</i>		X	
<i>  Driveway</i>		X	
<i>  Walkway</i>		X	
<i>  Timers-external</i>		X	
<i>  Timers-internal</i>		X	
<i>  Signs</i>		X	
<i>cleaning, sidewalks, walkways, parking lots</i>		X	
<b>Landscaping</b>			
<i>Trees</i>		X	
<i>Shrubs</i>		X	
<i>Flowers</i>		X	
<i>Lawn</i>		X	
<i>watering</i>		X	
<i>sprinkler, repair and replace</i>		X	
<i>headers</i>		X	
<i>rodent/pest control (limit to\$5,000/year)</i>		X	
<i>seeding</i>		X	
<i>fertilizer</i>		X	
<i>plant trimming</i>		X	
<i>plant removal</i>		X	
<i>plant replacement</i>		X	
<i>tree care and trimming</i>		X	
<b>Mechanical systems</b>			

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electrical panels, break and interiors			X
electrical fuses, interior		MAINTAIN	REPLACE
electrical receptacle, switches, interior			X
electrical central switches			X
elevator	X		
heating		MAINTAIN	REPLACE
air conditioning		MAINTAIN	REPLACE
water heater		MAINTAIN	REPLACE
<b>Roadways/Parking lots repair and Maintenance</b>			
striping			X
handicap signage			X
asphalt surface, curbing			X
cement surface, curbing			X
wheel stops			X
drainage			X
signs			
<b>Fire Equipment</b>			
sprinklers			X
hoses	X		
extinguishers (interior)		X	
alarm systems			X
smoke detectors		MAINTAIN	REPLACE
<b>Other Items</b>			
paper supplies, dispensers, waste containers, soap in restrooms and kitchens		X	
interior janitorial products and supplies		X	
interior floor waxing and sweeping		X	
window washing (interior and exterior)		X	
exterior sweeping entry, sidewalk and walkways		X	
janitorial services for public areas or common use areas		X	
broken window glass or door glass		X	
refuse, rubbish and garbage disposal		X	
cleaning storage room, utility room		X	
exterminating		X	
carper/linoleum/tile replacement			X
library drop box		X	
building foundation			X
flooring (wood and concrete)			X
utility mains and appurtenances			X