

<b>Maintenance and Repair Responsibilities for Library Facilities</b>		
<b>Category</b>	<b>Tenant</b>	<b>Owner</b>
<u>Building Exterior</u>		X
Repair Walls		X
Painted Surfaces		X
Door and Window Trim		X
Doors and hardware		X
Locks		X
Roof		X
Rain Gutters		X
Flashing		X
Down Spouts		X
Pest Control (tenting only)		X
<u>Lighting</u>		
Bulbs	X	
Fixtures		X
Transformers		X
Fluorescent bulbs	X	
Ballast		X
<u>Handrails</u>		X
<u>Signs (County designation)</u>		x
<u>Timers</u>	X	
<u>Sewer Pipes</u>		X
<u>Decking</u>	MAINTAIN	REPLACE
<u>Exterior Patios</u>		X
<u>Water Softner, Filter and Conditioners</u>		x
<u>Stairs</u>		X
<u>Roof Drains</u>		X
<u>Gates</u>		X
<u>Gas/Water Pipe Heaters</u>		X
<u>Electrical Lines</u>		X
<u>Phone/Computer lines</u>	X	
<u>Building Interior</u>		
Structural 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	
<u>Lighting</u>		
Bulbs	X	
Fixtures		X
Transformers		X
Fluorescent bulbs	X	
ballast		X
<u>Handrails (ADA)</u>		X
<u>Signs</u>	X	

Category	Tenant	Owner
Timers	X	
Drinking Fountains		X
Ceiling	X	
Showers	X	
Toilet/Urinals	MAINTAIN	REPLACE
Sink and Faucets	MAINTAIN	REPLACE
Gas Pipe Lines		X
Water Pipe Lines		X
Sewer Pipe Lines		X
Phone Lines and Jacks	X	
Computer Lines and Jacks	X	
TV Cables and Jacks	X	
Phones	X	
Towel Racks	X	
Garbage Disposal	X	
Refrigerator/Microwave	X	
Stove	X	
Counter Tops	MAINTAIN	REPLACE
Cabinets	MAINTAIN	REPLACE
Dish Washer	X	
Trash Compactor	X	
<u>Grounds</u>		
Drinking Fountains		X
Mail Boxes	X	
Fences		X
Trash bins	X	
Trash Enclosures	MAINTAIN	REPLACE
Bike Racks	X	
Signs		x
Litter Pick-up	X	
Lighting		
Parking Lot		x
Driveway		x
Walkway		x
Timers-external		x
Timers-internal	X	
Signs		x
Cleaning, sidewalks, walkways, parking lots	X	
<u>Landscaping</u> <i>Cuyama has no landscaping due to no funds</i>		
Trees		x
Shrubs		x
Flowers		x
Lawn		x
Watering		x
Sprinkler, Repair and Replace		x
Headers		x
Rodent/Pest Control (limit to \$5,000/yr)		x
Seeding		x
Fertilizer		x
Plant Trimming		x

Category	Tenant	Owner
Plant Removal		x
Plant Replacement		x
Tree Care and Trimming		x
<u>Mechanical Systems</u>		
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
<u>Roadways/Parking Lots Repair and Maintenance</u>		
Striping		X
Handicap Signage		X
Asphalt Surface, Curbing		X
Cement Surface, Curbing		X
Wheel Stops		X
Drainage		X
Signs		x
<u>Fire Equipment</u>		
Sprinklers		X
Hoses		X
Extinguishers (interior)	X	
Alarm Systems		X
Smoke Detectors	MAINTAIN	REPLACE
<u>Other Items</u>		
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/exterior)	X	
Exterior sweeping entry, sidewalk, 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
carpet/linoleum/title replacement		x
Library drop box	X	
Building Foundation		X
Flooring (wood/concrete)		X
Utility mains and appurtenances		X