

SOUTHERN TIER LIBRARY SYSTEM
FACILITIES MANAGEMENT and MAINTENANCE POLICY

APPLIES TO: STLS Trustees and Management

REFERENCE DOCUMENTS: STLS By-Laws, Article VI, Section 1, Para D and Article VII, Section 3
Executive Director Job Description

POLICY: It is the policy of STLS to preserve and improve STLS physical assets and ensure a safe, professional workplace environment for staff and visitors by proper management of its facilities, equipment and vehicles and performing appropriate maintenance on a regular basis. As prescribed in the By-Laws the Finance & Facilities Committee has the responsibility to review, oversee and make recommendations concerning matters affecting STLS facilities, equipment and vehicles. The Executive Director has overall responsibility for the management and maintenance of STLS facilities and equipment.

PLAN: The Finance & Facilities Committee will support activities relating to major equipment acquisition and facility acquisition, renovation and modification projects as required by the Board or requested by the Executive Director. The Finance & Facilities Committee will inspect the facilities and grounds twice each year using the attached Maintenance Schedule checklist as a guide. Recommendations for actions to be taken resulting from inspections will be discussed with the Executive Director and reported to the Board of Trustees. The Finance & Facilities Committee will assist the STLS administrative staff in identifying solutions to maintenance/repair problems.

The Executive Director will maintain a process for day-to-day facility maintenance by STLS staff. Maintenance of critical equipment, such as HVAC, backup generator, fire extinguishers, security system, Copier, and IT equipment is typically performed by outside sources, at the discretion of the Executive Director. Grounds maintenance is usually performed by an outside source on an as-needed basis. STLS vehicles are maintained in accordance with manufacturer recommendations and inspected annually. Needed repairs are identified by the driver or user of each vehicle and reported to the Business Manager, or in case of emergency, the Executive Director.

Adopted By the STLS Board of Trustees on June 19, 2012