**The Accidental Facilities Manager: Learner Guide**

<https://www.webjunction.org/events/webjunction/accidental-facilities-manager.html>

Now more than ever, the care and feeding of library buildings, from historic to new, demands greater attention. With occupant health and safety in mind, common issues, such as cleaning, plumbing, or HVAC systems, take on new urgency. Many library directors and staff become facilities managers by default, with no formal training. This webinar offers a primer on building systems and issues, along with tools for preventive maintenance, energy assessments, optimizing ventilation and filtration, and more. Presenters share what they learned the hard way, in large and small libraries, so that you can be more prepared and self-assured.

Presented by: **Lauren Stara**, Library Building Specialist, Massachusetts Board of Library Commissioners and **Andrea Bunker**, Library Building Specialist, Massachusetts Board of Library Commissioners

|  |
| --- |
| **What are your goals for viewing this webinar?** |
| **Personal Goals** |  |
| **Team Goals** |  |
| **Conduct a Building Walk-through** |
| Begin with a thorough walk-through of your building. Poke into all the nooks and crannies, and record **sights**, **sounds**, and **smells**. Follow-up your walk-through with custodial and/or maintenance staff, the Department of Public Work staff, or regular outside vendors to form a comprehensive picture, based on your walk-through discoveries.Using the categories Lauren and Andrea highlighted for common issues, note specific details related to:* Cleaning
* HVAC
* Lighting
* Plumbing
* Water Infiltration
 |
| **Gather Building Information** |
| Go on a hunt for any and all documentation you can find about your building. * **Drawings and specifications** are ideal; they can often be obtained from the architect or your city or town building department; or they may be rolled up in a corner of your basement or office.
* **Manuals, installation and repair records, and utility bills** are also helpful.
* Don’t forget to talk to your **Department of Public Works or Facilities Department** if your city, town, or other governing body has one, or anyone else you know has worked on the facility.
* Other sources of information?

Being well prepared with this information builds your credibility as a fiscal agent. If you can routinely and easily talk about how much your electric bill varies or that your roof is 35 years old and you have 40-year shingles, shows that you are taking inventory of your building, that you are deliberate in your actions, and concerned with the long-term viability of your facility. It is easier to justify to your board or community the need for a new roof if you have told them well in advance that it will need to be replaced.  |
| **Resources for Tracking**  |
| Use the spreadsheets provided to: 1. Start a [Facilities Inventory & Preventive Maintenance Checklist](https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/2020-11/facilities-inventory-checklist.xlsx) (xls) of all the things in your building.
2. Begin tracking with a [Repair & Maintenance Log](https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/2020-11/facilities-repair-log.xlsx) (xls), to track maintenance and repairs on equipment, on the building’s interior and exterior, and surrounding grounds.
3. Use a [Utility Tracker](https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/2020-11/facilities-utility-tracker.xlsx) (xls) for utility usage and costs for electricity, gas and water.

Download, adapt and customize these resources to amend your current tracking tools. |
| **Planning for Disasters** |
| The COVID-19 pandemic reminds us that the unexpected can disrupt even the best-laid plans. As you assess your facilities management, look for ways to integrate what your team has learned into updating your library disaster plan. Using the [Disaster Planning Template](https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/2018-01/disastertemplate.docx) document from the Indiana State Library as a starting place, or the more detailed [Librarian’s Disaster Planning and Community Resiliency Workbook](http://www.njstatelib.org/services_for_libraries/resources/disaster_planning/) from the New Jersey State Library, and identify those areas that will require more discussions and planning as a team. Identify potential members of a committee, representing the library and other community organizations, to work on this: |
| **Action Plan: (include next steps, who, when, etc.)** |
|  |