

Facilities 101: The Secret Life of Your Library Building

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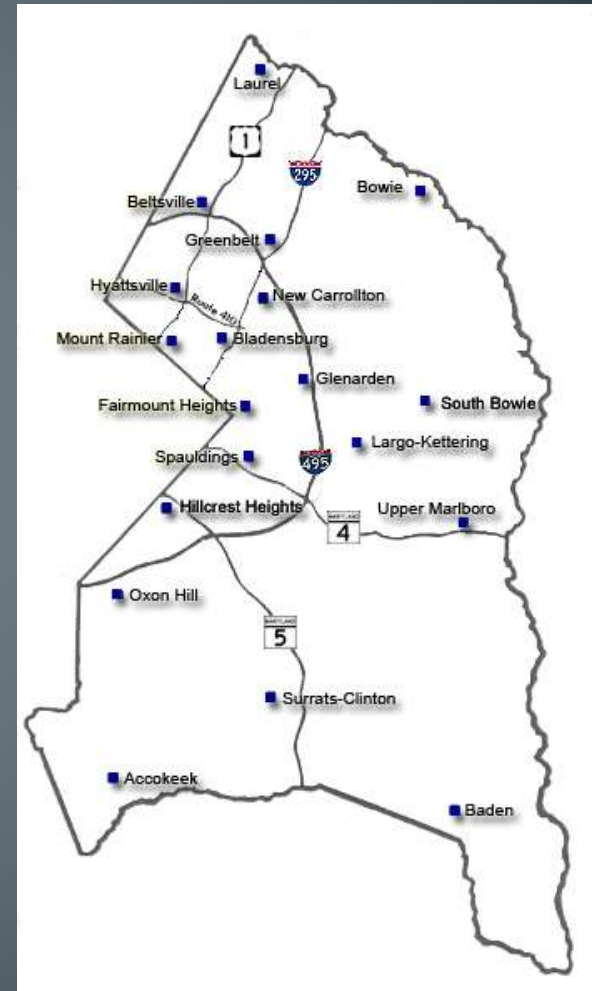
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Learning Objectives

- At the end of this session, participants will be able to:
 - identify the five most common safety hazards in a library.
 - describe the phases of a building project.
 - list at least three pitfalls to avoid when renovating an existing library or building a new one.

Prince George's County, MD

- Maryland suburb of Washington, DC
- Population of 937,000
- 19 branches
- Branches range in size from 1,255 sq. ft. to 58,500 sq. ft.



In the past 8 years:

- Renovated 10 facilities
- Constructed 2 new branches
- 4 more branches are in the design or construction phase







The background features a light gray gradient with numerous thin, vertical blue lines of varying lengths and positions, creating a textured, rain-like effect. A solid teal horizontal banner spans the width of the image, containing the word "Safety" in white text.

Safety



Common Library Safety Hazards

- Tripping hazards
- Storage
- Electrical
- Emergency exits
- Fire



Guess the hazard!

















Storage and Ceiling Clearance

- 18 inches of clearance in sprinklered areas
- 24 inches of clearance in non-sprinklered areas



































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Emergencies

“I never learned that in library school...”



Emergency Kit

- First Aid Kit
- Waterproof Tarp
- Rubber Gloves
- Caution Tape
- Hand Sanitizer
- Basic Tools (hammer, screwdrivers, pliers tape measure, various nails, screws & fasteners)

Emergency HAZ-MAT Suit



The background features a light gray gradient with numerous thin, vertical blue lines of varying lengths and positions, creating a textured, rain-like effect. A solid teal horizontal banner spans the width of the image, containing the word "Construction" in white, bold, sans-serif font. The banner is framed by thin yellow lines above and below it.

Construction

Phases of a Building Project

- Long Range Plan
- Needs Assessment
- Building Program
- Conceptual Design
- Schematic Design
- Design Development
- Construction Documents

Top Ten Sins of Library Design



Top Ten Sins of Library Design

- Architectural Design
- Restrooms
- HVAC (Heating, Ventilation & Air Conditioning)
- Lighting
- Site/Location
- Roof
- Multi-Story Building
- WOW Factors
- Furniture
- Exterior Flagpoles

Architectural Design

- If it looks beautiful, but doesn't work correctly then it's worthless!
- After the dedication ceremony, the architect is gone and you're stuck with the building – so speak up!







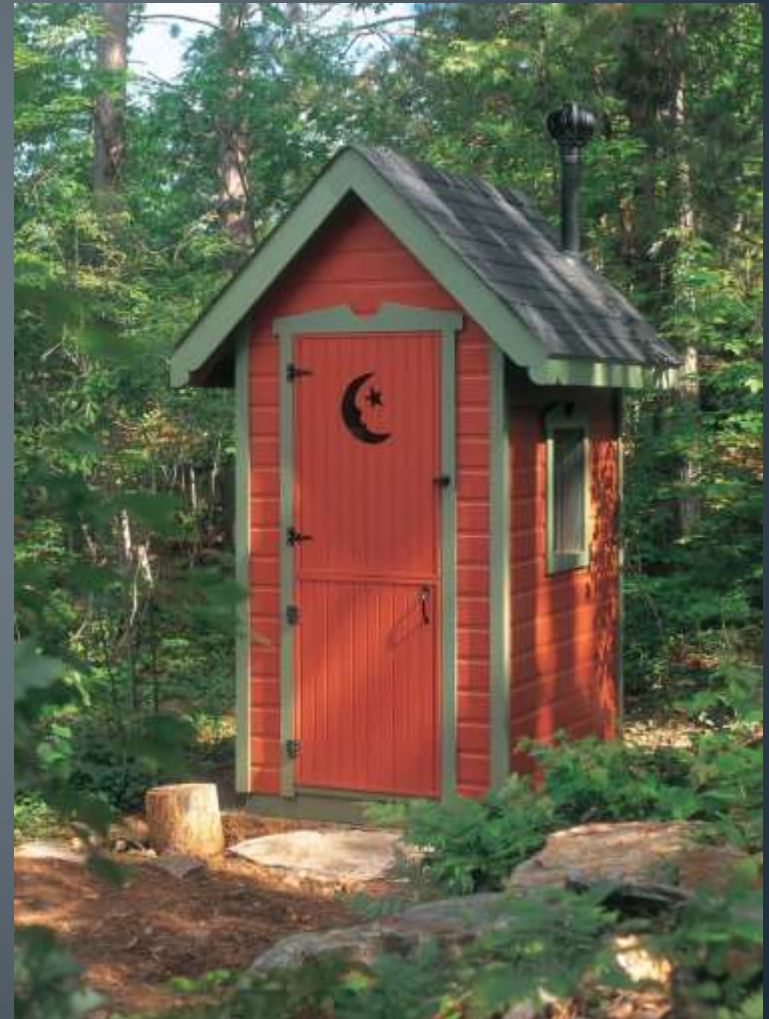


Restrooms



Restrooms

- Doors in sight line of staff
- Drains in the floor
- Hard ceilings
- Should not open to carpet
- NO to low-flow toilets
- NO to automatic flushing toilets
- NO to waterless urinals



HVAC (Heating, Ventilation & Air Conditioning)

- It's always too COLD or too HOT...especially in the meeting room!
- Too noisy
- High air flow



Lighting

- Never enough light
- 40 foot candles at stacks and reading areas
- 45-50 foot candles at the service desks
- LED – 3500K
- Minimum number/variety of light bulb types
- Fixtures should be easily accessible for changing the bulbs



Site/Location

- Low maintenance landscaping using native species
- Proper drainage
- Not immediately adjacent to a school
- Adequate parking: 100 parking spaces = an acre



Roof

- Roof seams
- Flat roofs
- Skylights



Multi-Story Building

- Single story building is the ideal
- Better for staffing, security, energy-efficiency & cost
- Multi-stories mean multiple restrooms
- Elevators



The WOW Factor

- Be precise
- Prepare for long term costs





Furniture

- Vinyl vs. cloth upholstery
- It will have to take a lot of abuse
 - don't buy residential quality
- Reupholster/refinish good quality furniture
- NO to trendy
 - unless it's cheap and you're willing to throw it away when its time has passed



Exterior Flagpoles

- Flag must be raised and lowered each day unless lit at night
- Flag must be lowered to half-mast during periods of mourning
- Flags must be replaced when tattered and then respectfully destroyed
- Flags must be displayed in proper order



The Dreaded “A” Word



Asbestos

- Construction after 1983: probably not
- Construction after 1989: definitely not
- Insulation, ceiling tiles, floor tiles
- Friable vs. Non-friable
- 9x9 tiles
- Removal & disposal: regulated

The image features a background of numerous thin, vertical teal lines of varying lengths and positions, creating a textured, rain-like effect. A solid teal horizontal bar spans the bottom of the image, containing the word "Signage" in white text.

Signage

WARNING:

SIGNS!

EMPLOYEES DO
NOT PROP OR
HOLD DOOR
OPEN IT

~~A~~ EFFECTS

ALARM SYSTEM

ATTN: ALL CUSTOMERS

YOU MUST HAVE ON:

- SHIRT (NOT AN UNDERSHIRT)
- SHOES

AND PANTS (NO SAGGING PANTS TO
WHERE YOUR UNDERWEAR IS SEEN).

THANKS,
MANAGEMENT



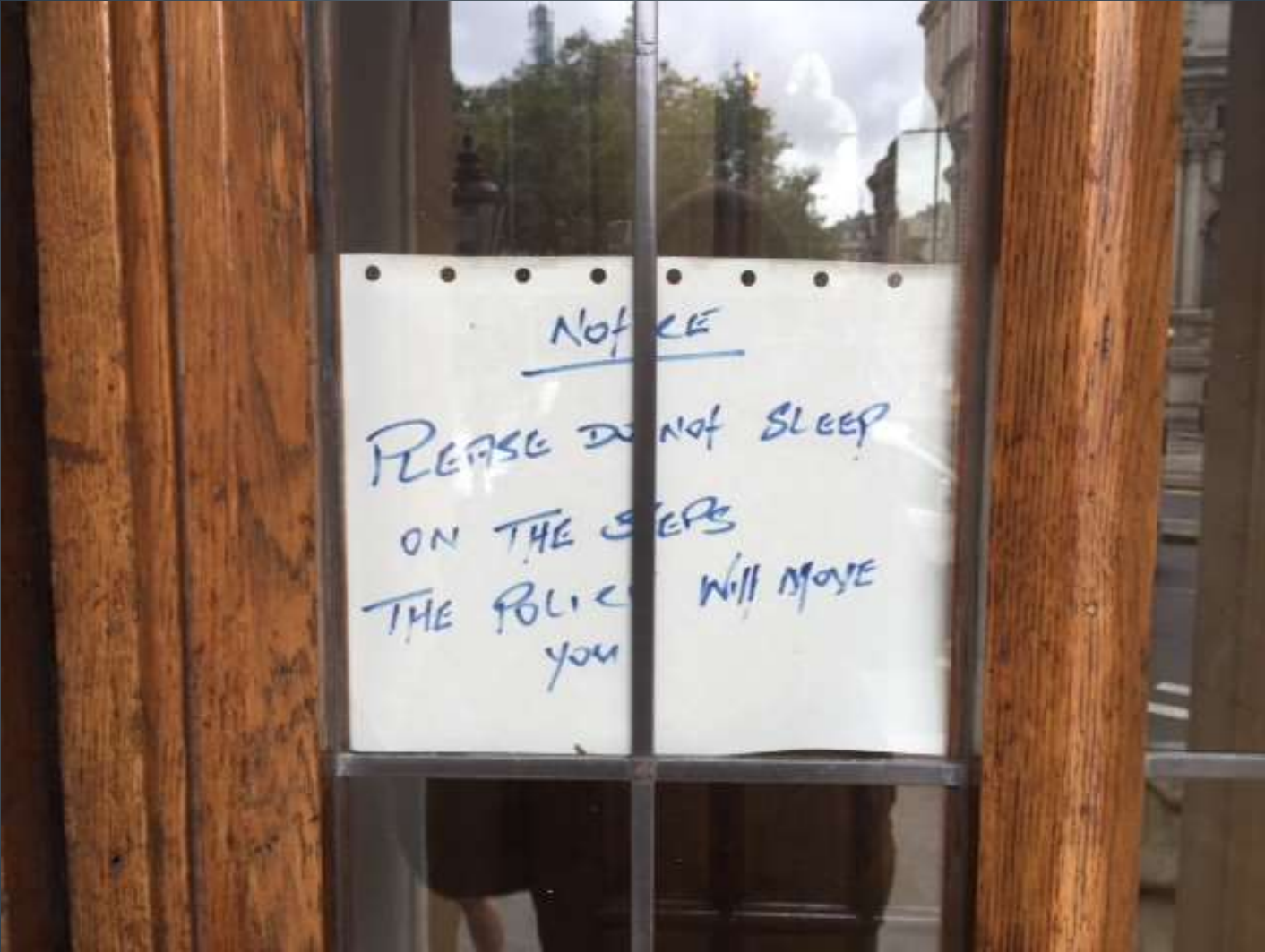
CAUTIOUS.

DOOR MAY NOT OPEN



**EMPLOYES
ONLY
BEYOND THIS
POINT**





No PE

PLEASE DO NOT SLEEP
ON THE STEPS
THE POLICE WILL MOVE
you





PGCMLS Workforce Development Program

Join Us for a 4 week in the month of May program

geared to build your Job Seeking skills

Every Tuesday Evening 6-8pm

Register Here at the Information Desk

- Study rooms **cannot** be reserved in advance
- Study rooms are available on a first come, first-served basis
- Please check in at the information desk before using the study room
- Study rooms are guaranteed for a (2) hour period, once per day. For individuals AND groups.
- Study rooms may remain in use until the room is requested by another customer



Questions?

