Facilities 101: The Secret Life of Your Library Building

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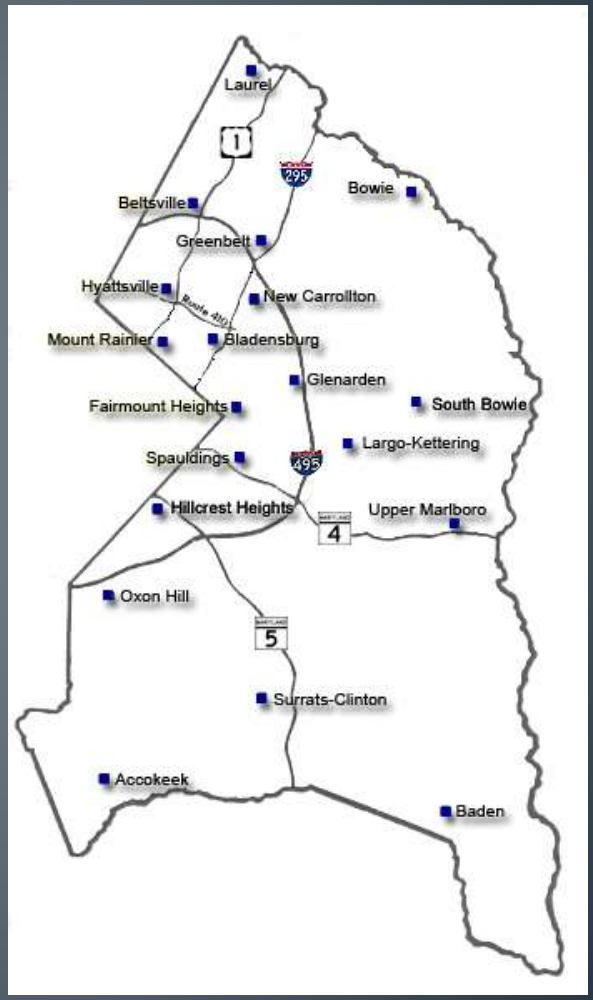
Learning Objectives

- 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

LIBRARY
SURRATTS-CLINTON
BRANCH

Safety

DANGER
FLAMMABLE
GAS

9

Common Library Safety Hazards

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

Guess the hazard!

BRUNSWICK DOCUMENT MANAGEMENT
COMPANY NAME:
BOX No:
BRUNSWICK DOCUMENT MANAGEMENT
COMPANY NAME:
BOX No:
Musical Swag
with Swinging Bells
£4.99

Storage and Ceiling Clearance

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

CAN LINERS

DANGER
DRYER
STORAGE

EXIT

EXIT

EXIT

FIRE
EXIT

FIRE

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

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!

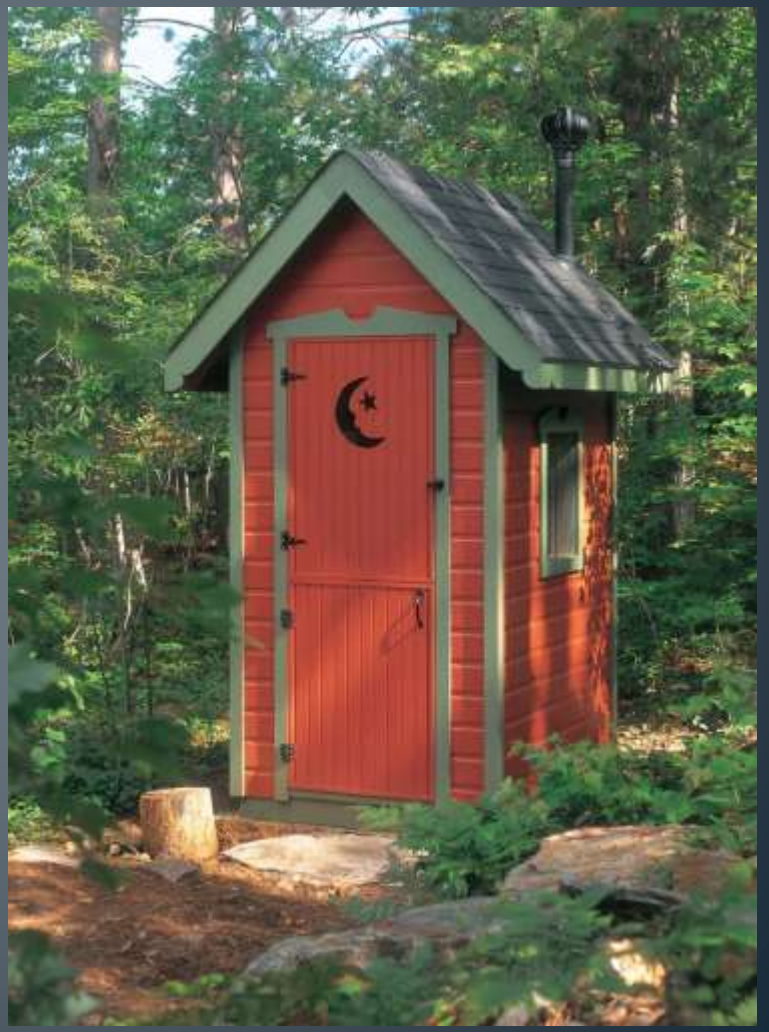
6530

HYATTSVILLE BRANCH LIBRARY

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

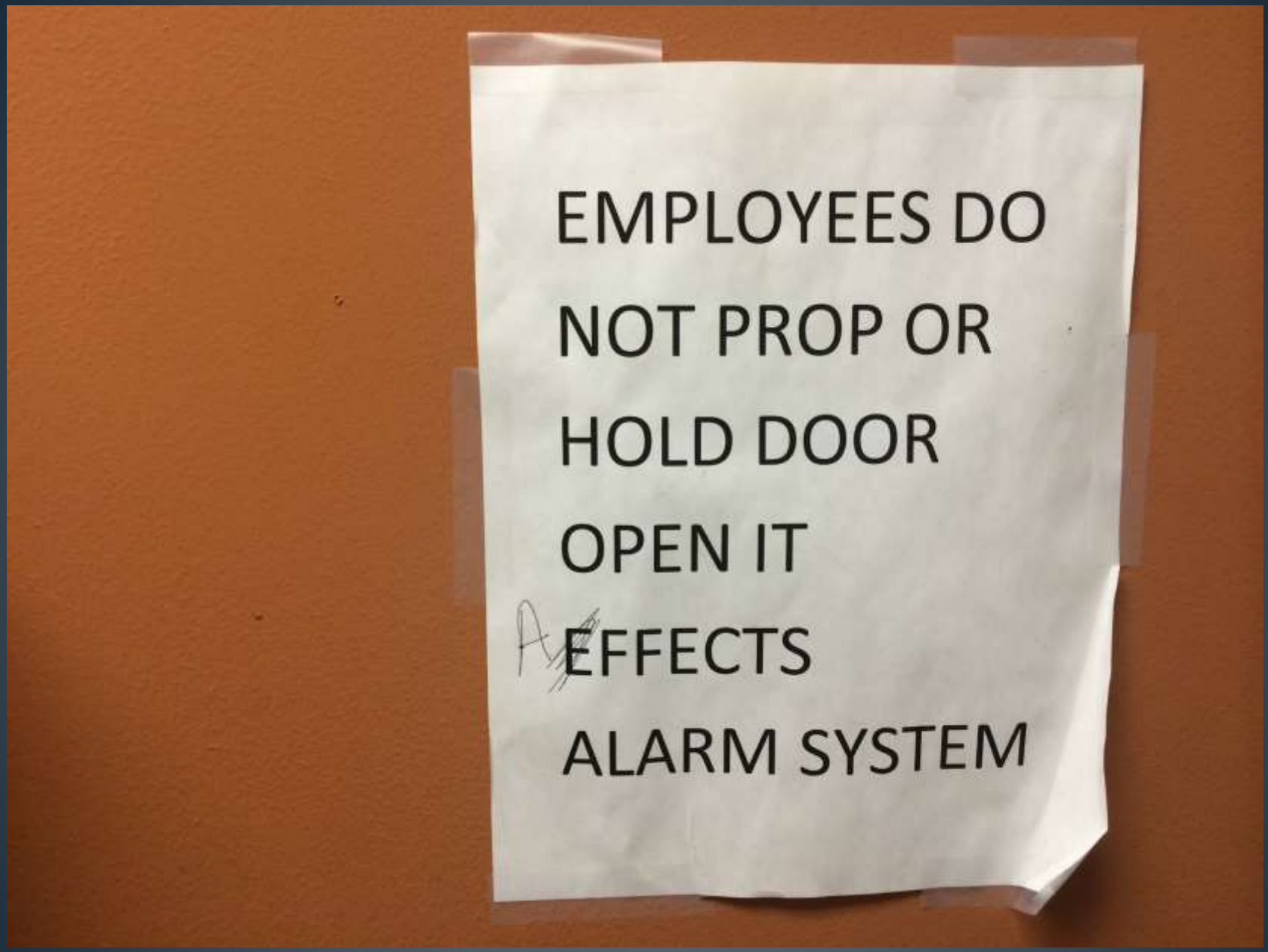
The Dreaded "A" Word

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

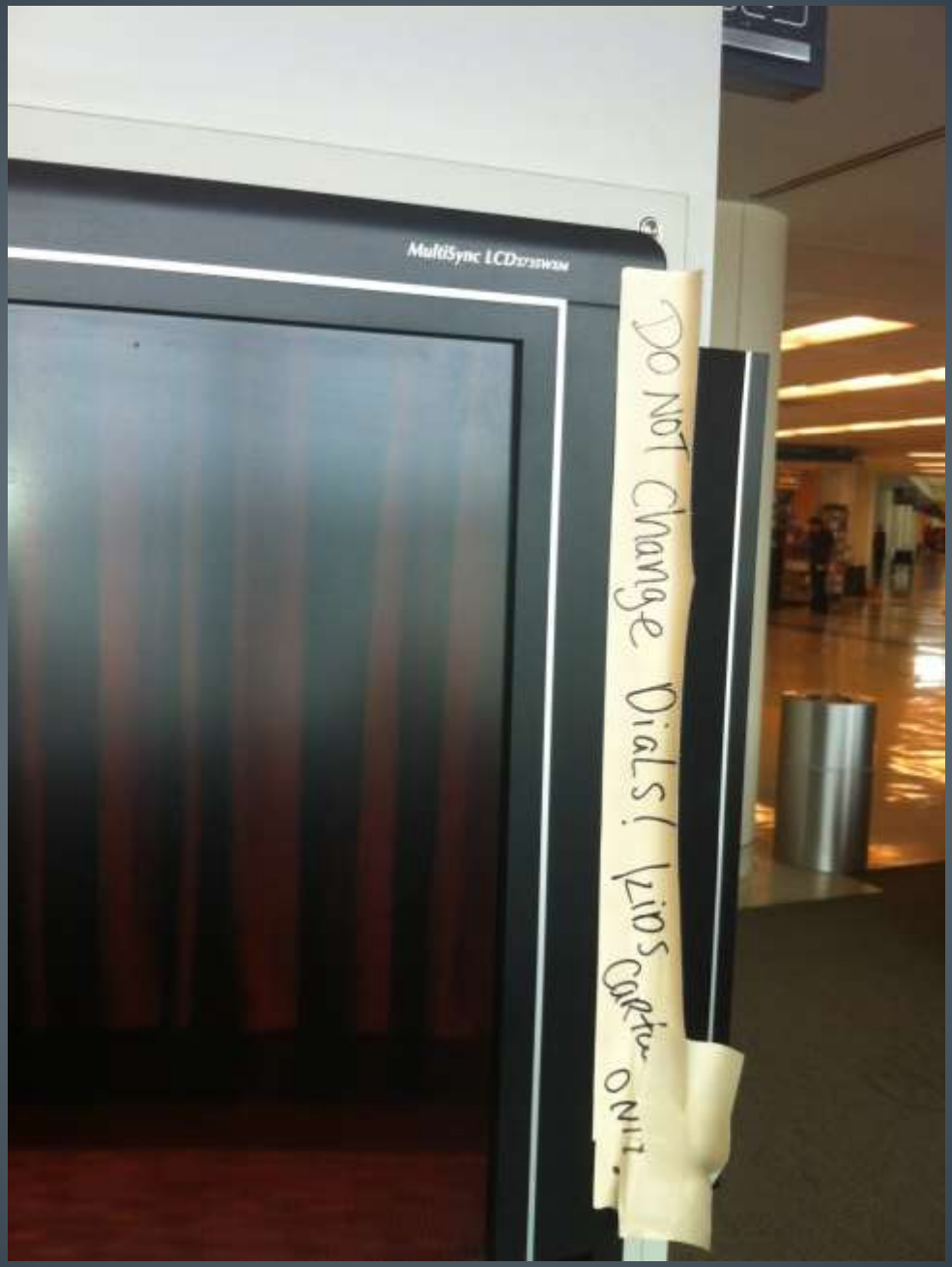
Signage

WARNING:
SIGNS!

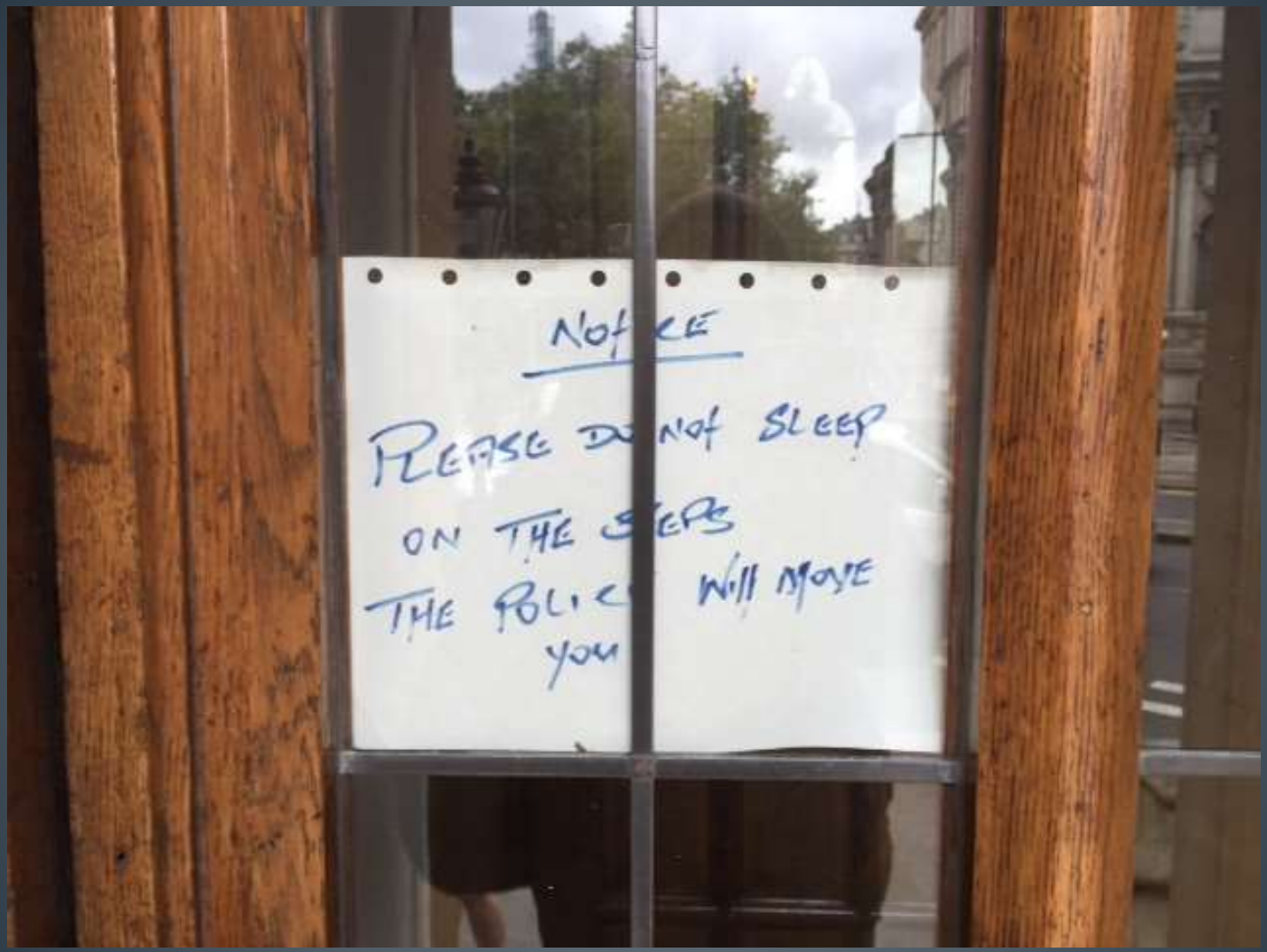

EMPLOYEES DO
NOT PROP OR
HOLD DOOR
OPEN IT
EFFECTS
ALARM SYSTEM

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


MultiSync LCD
DO NOT Change Dials! Kids Corner ONLY

EMPLOYES
ONLY
BEYOND THIS
POINT
LIBERTY CREEK


NOTICE
PLEASE DO NOT SLEEP
ON THE STEPS
THE POLICE WILL MOVE
YOU

This
NOT A
TRASH
LIBRARY

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 advan :ed
• 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?