



***Procedure for
Maintenance of Building & Grounds***

<i>Review</i>	<i>03-25-2021</i>
<i>Revision</i>	<i>03-25-2021</i>
<i>Issued</i>	<i>04-26-2007</i>
<i>Identifier</i>	<i>Policy SSFL-018</i>

In order to supervise and maintain the Library/Community Center building and grounds, the furnishings and care of the rooms, the following procedures are established:

1. The Library Director will order repairs and supplies needed to maintain the facility and grounds.
2. The Facility Maintenance Committee will respond to requests as needed.
3. If an emergency occurs the Library Director will immediately contact the Facilities Maintenance Committee to take appropriate action.
4. All repair projects and supplies needs will go through the Director to be passed on to the Facilities Maintenance Committee.
5. The Facilities Maintenance Committee will report regularly to the Board of Trustees.