2014 Facilities Audit

Timberland Owned Libraries
History: Nestled in the rain forest, this majestic library was built to resemble a Native American longhouse honoring the local Quinault tribe opened its doors on November 2, 1991.

Biggest Issues: The long cement and wooden walkway that winds through the trees up to the entrance to the library is the biggest issue for a couple of unfortunate reasons. The wood used on the 75 ft wooden ramp was not pressure treated and has deteriorate in the rain forest. And even though most of the deck boards have been replaced and painted. The posts and other sections of the ramp will need to be replaced. Plus the same year the Amanda Park library opened was the same year Americans with Disabilities Act was signed into law. To be in compliance with current ADA laws the ramp will need to be reengineered and constructed with the proper landings, railings with extensions. Plus the cement walkway before the wooden ramp will also need the proper hand railings. (see picture on following page)

Recommended large projects:
Engineer and Rebuild Wooden ramp to include proper landings, railings etc. per ADA requirements
Replace the electric furnace with an energy efficient heat pump.
Add hand railings with extensions on both sides of cement walkway per ADA requirements
Original carpet (91)’ needs replacing in next 5 years

Smaller projects and repairs: Grind down high spot on cement walkway (tripping hazard), Add photo cell to 2 -100 watt metal halide fixtures, Fix drainage problem in parking lot and behind building, cabinet doors in mtg room are warped and need adjusting or replaced, vinyl letters need to be replaced on sign in plexi-glass, restroom needs door closer, interior walls need touch up paint, sink in rest room is stained -needs cleaning or replacing, replace water damaged deck boards on both decks and paint

Required Maintenance:
Test pressurized water tank- yearly
Inspect chimney on wood stove- yearly
Test Fire Alarm- yearly
Inspect and service septic system
History: Barged 16 nautical miles from Belfair during the fall of 1996 in three separate sections, this well traveled library is resting (until its next move) on School House Hill overlooking Hood Canal.

Biggest issues: Maintaining the landscape, especially the hillside along Highway 101 will be the biggest challenge.

Recommend Large Projects: Replacing the carpet in the main section of the library (including the repair of the sunken floor under the non-fiction area and moving shelves to comply with ADA regulations.) Cut back the overgrown hillside along highway 101. Meeting room needs painting with corner guards added. Hand railings on walkway need extensions to be ADA compliant.

Smaller Projects and Repairs: Repair two large holes in cement wall along walkway. Closet doors in meeting room need adjusting, laminate needs repaired on circ desk and other shelves, closet door in meeting room has a deep scratch, small bay window needs replacing-bad seal, sign at school house hill entrance needs repainting or replaced, install secure hatch cover open drain on schoolhouse hill, drinking fountain needs to be replaced-not ADA (10" from wall not 15"), install ADA signs for restroom doors

Required Maintenance:
Test Fire Alarm – yearly
Inspect and service septic system - yearly
Service HVAC system- every 6 months
Service fire extinguishers- yearly
History: This split level library was originally built in 1960 by the Abel family as a memorial to W. H. Abel. It became property of Timberland in 1968 and was remodeled in March of 1991 to comply with the passing of the new ADA law. Not sure how W.H. Abel felt about the color purple but this Main street library has other unique characteristics, like a small creek running through the mechanical room downstairs.

Biggest Issues: No handicap parking at the front entrance to the library. (see picture on following page)

Recommended Large Projects: Work with the city to install handicap parking with ramp in front of library. Replace stairway railings per ADA laws and replace carpet upstairs in 2015-2016

Smaller Projects and Repairs: Replace missing downspout on south side, maple tree next to carport needs pruning, replace water stained ceiling tiles, touch-up paint carport, replace “no skateboarding” sign in carport, repair chipped laminate on circ desk in 4 places, replace drinking fountain- not Ada, install ext. outlet cover in carport, install wheel stops in back parking lot, adjust door closers to Ada specs

Required Maintenance:

HVAC maintenance- every six months

Batteries replaced in smoke alarms- yearly

Fire extinguishers checked - yearly
History: This tall majestic one story brick building, only a stone throw away from the Columbia River opened in November of 1991.

Biggest Issues: Keeping moisture out of the building! Even though the community of Naselle voiced their opinion against a south facing entrance to the library at a pre-construction meeting the architects went ahead and designed the south entrance. (see picture on following page)

Recommended Large Projects: Add sidewalk textured coating after grinding down high spots, discuss adding peaked roof to flat sections of roof, replace lobby floor, look at replacing circ counter with a better design, need a bigger workroom, look at replacing furniture -20 years old

Smaller Projects and Repairs: Parking lot light poles need cleaning and add new painted bases, install door -closer on patio door, replace laminate on circ desk (fading/seal is gone), wood trim on circ desk needs sanding and refinishing, repair globe light on left side of entrance- loose, replace blinds in mtg room – one is broken/ hard to adjust, reapint lines in parking lot, replace broken wheel stop, pressure wash moss off of curb, cap stones need repainting, remove horsetails on septic tank mound, Rhodies and other plants need pruning and maintenance, remove moss off peaked roof, replace north side window- bad seal, paint hallway and bathroom, metal canopy needs repainting, two brick wall lights need replaced, replace bathroom linoleum

Required maintenance:

- seal bricks – every 5 years,
- oil wooden window frames every two years,
- seal brick- every 5 years
- test fire alarm – yearly
- inspect and service septic system - yearly
- inspect and service fire extinguishers- yearly
History: In need of a larger library in Belfair, this 14,000 sq ft warehouse style library was built in 1998 to serve the North Mason area.

Biggest Issues: After the highway expansion project is completed a new roadside sign with lights will need to be built with the option of an electronic sign. The land between the road and the library will need to be replanted to create a buffer zone. The irrigation system will need to be reconnected. And a new sidewalk that runs from the road to the library should also be built at this time.

The main section of the library is lit with 20 - 400 watt metal halide lights 30 feet up in the rafters. Looks like a great case for LED lights.

Recommended Large Projects: Replace carpet and full paint of the entire library (move shelving during carpet project to comply with ADA laws). The bare wood trusses at the front entrance, need sealer. (see picture on following page)

Smaller Projects and Repairs: Flagpole needs good cleaning, garbage can needs powder-coating, ext. parking lot light pole needs cleaning, needs seal coating and new lines, remount handicap parking signs, repair broken curb, replace lettering on book chute, tighten urinal valve and handle, adjust drinking fountain, clean metal siding on east side of bldg., sand and refinish wooden chairs, install Ada restroom signs, replace meeting room tables with lighter model, replace 5 toilets- parts unavailable on existing toilets, repair wooden fences around heat pumps, replace hot water tank —next year,

Required maintenance:

Test and service Glycol in boiler- yearly
Inspect fire suppression system - yearly
Test fire alarm system - yearly
Test water back flow device— yearly
Refinish wooden lobby floor — yearly
Refinish circulation desk & reference desk – every 5 years
**History:** This two story log cabin that once housed a post office, museum, rock shop and overnight accommodations upstairs was initially left to the city of Packwood from the Estate of Sherman Combs in 1980. But Packwood is and has always been unincorporated. And since the library system was the only municipal corporation in the community the courts bequeath the property to Timberland along with 1.5 acres of wooded property next door.

**Biggest Issues:** The biggest issue is not so much the library but the county park that came with the building. Maintaining the trees, keeping the park cleaned (especially after storms) and the railroad tie fence around the park will require constant maintenance. (see picture on following page)

**Recommended Large Projects:** Annual inspection and service of trees in the park and library.

Improve interior lighting throughout the library. Shelving will need to be moved during next remodel project- spacing is not ADA.

**Smaller Projects and Repairs:** Replace noisy ballasts in light fixtures, roof needs to be cleaned, need to install emergency lighting, need ext. garbage can, need to replace damaged wheel stop, powder coat or replace book drop- starting to show rust, replace Blinds in main section, laminate on Circ desk is fading- needs replacing, arm chairs show wear- need to be replaced, parking lot needs seal coating and new lines, replace railroad ties in park

**Required Maintenance:**

Apply sealer to ext. log walls- every 5-7 years

Replace batteries in smoke alarms- yearly

Inspect and service septic system- yearly
History: This small beach town library first opened its doors in 1995 to the Long Beach peninsula community. In 2012 the library was expanded to include a spacious work room, teen area, reading area and a larger parking lot.

Biggest Issues: Maintaining the overgrown landscape that surrounds this cozy beach town library is this facility’s biggest issue. The cherry trees that line the front of the building have came to the end of their lives and will need to be cut down and replaced in the next 3 years.

Recommended Large Projects: Remove dead cherry trees, grind stumps and replace with new trees. Plus cut back and prune all over grown plants, bushes and trees.

Small Projects and repairs: Front door needs small ramp-threshold is not ADA, two grates in parking lot not ADA, fire alarm needs strobes- not ADA, drinking fountain is not ADA, new asphalt needs seal coating and lines, fence around heat pumps are rusty, sidewalk needs yellow paint, clean moss off large sign, “enter here” sign needs new plywood backing, main section of library needs emergency lighting, door closers for restrooms need adjusting, heater in staff room needs controls

Required Maintenance:

Test Fire Alarm – yearly

Inspect and service septic system- yearly

Service HVAC system – every 6 months

Inspect and service fire extinguishers- yearly
History: A remodeled service station along highway 12, became the new home of the Salkum library in September of 1993.

Biggest Issues: By far Timberland’s easiest building to maintain still has its share of growing pains and issues. With a metal roof and built after ADA laws were already enforced the water well and the parking lot create the most issues.

Recommended Large projects: Replace three heat pumps in the next 3 years (currently 21 years old).

Small Projects and Repairs: Replace the linoleum in the rest room, meeting room door needs repainting, replace stained and damaged ceiling tiles, repair section of water damaged sheetrock in hallway, mtg room and hallway needs touch up paint, sinks need replacing- glaze is gone, paint stucco where repairs have been made, replace ext. faucet on east side, repair exhaust fan in women’s restroom, replace circulation pump or repair, install emergency lights in meeting room, arms on wooden chairs need sanding and refinishing, replace cheap office chairs at work stations with Herman Miller type chairs, look at replacing metal halide lights in carport with LED lights

Required Maintenance: 
Test fire alarm- yearly
Service HVAC system- every 6 months
Replace water filter on well pump- every 6 months
Inspect and service septic system- yearly
History: Built from the same blueprints as a water treatment facility in King County, this pillar and block building next to the airport became the new home of the TRL administration staff in 1978.

Biggest Issues: Replacing the large roof top heat pumps (6) one every 3 years. The roots from the maple trees are pushing up the slabs of concrete at the front sidewalk causing tripping hazards. The windows on the north side of the building and the courtyards are single pane glass.

Recommended Large Projects: Create a replacement budget for all 14 heat pumps. Contract to have all trees inspected and serviced. Change out exterior walkway lights to LED lights. Grind down or remove concrete slabs out front to remove tripping hazards. Research cost to replace windows or install window film on north side windows for energy efficiency. Paint hallways and metal door frames and replace carpet in selected hallways in 2015-2016

Smaller projects and repairs: Seal coat parking lot, paint lines and clean moss off curbs, replace cabinet doors in staff room, outside of gutters need cleaning on north side, need to replant low maintenance plants on mounds in parking lot and back area by staff room patio where Ivy was removed, contract to have maple trees pruned, anchor bike rack, install door-closer on courier door, remove rust and paint hand railings in loading dock

Required Maintenance:

Test fire alarm system – every six months

Test back flow device- yearly

Inspect and service fire extinguishers- yearly

Service HVAC system- every 4 months
Summary:

The state of Timberland owned facilities, which includes 8 libraries, one administration building and one park is currently in fair shape but heading towards a critical stage in the maintenance life cycle of each building. Most of the libraries are over 20 years old and starting to show their age. Plus costly replacements and upgrades are also looming in the horizon for several buildings.

Except for normal wear and tear items like carpets, roofs, heat pumps the largest financial projects will be the rebuilding of the wooden ramp in Amanda Park, large landscape projects at several locations, along with a handful of ADA and energy efficiency upgrades.

I recommend a comprehensive replacement program and budget including make-overs for all libraries over 20 years old starting in 2015.

ROOFS:

Life Span of Roof Material

Asphalt shingles (20 years)
Concrete tiles (75 years)
Metal (60 years)
Modified Bitumen (20 years)

AM- metal roof (original roof – 1991) good till 2043
HP- asphalt shingles (replaced in 2013 w/ malarkey 30 yr shingles) good till 2025
MO- modified bitumen / torch down (replaced in 2000/serviced to extend life in 2012) good till 2025
NA- modified bitumen/torch down (replaced in 2007/ serviced in 2014) good till 2027
Concrete tiles on peaked section (original 1991) good till 2066
NM- metal roof (original roof 1998) good till 2058
OP- asphalt shingles (replaced in 2012) good till 2032
PA- metal roof (replaced in 2000) good till 2060
SA- metal roof (original roof 1993) good till 2053
SC- metal roof (installed in 1994) good till 2054
**Heating and Cooling Systems:**

Life span of most HVAC systems is 20-25 years.

**AM-**  Electric furnace with fans   (scheduled for replacement in 2014)

**HP-**  2 heat pump split system (replaced both heat pumps in 2007)   good till 2027

**MO-**  2 heat pump split system (replaced along with air handlers in 2014)   good till 2034

**NA-**  1 heat pump split system (installed in 2002)   good till 2022

**NM-**  Boiler for heat/ air conditioning units for cooling   (original 1998)   good till 2023

**OP-**  3 heat pump split system
          (1 original 98'/1 replaced -2008'/1 installed in expansion-2012)   good till 2018

**PA-**  Mitsubishi Ductless System (installed in 2014)   good till 2034

**SA-**  3 heat pump split system (original units 1993)   good till 2018

**SC-**  14 heat pumps   (need to replace roof top units starting in 2015-2016)

**CARPETS:**

Life span of commercial carpet varies with the environment and traffic (10-20 years)

**AM-**  original carpet 1991   (needs to replaced in the next 5 yrs)

**HP-**  mtg room carpet replaced in 2007   main section (original 1997)   good till 2017

**MO-**  mtg room replaced in 2010   main section – replaced in 1991   (needs to replaced in the next 3 yrs)

**NA-**  replaced in 2012   good till 2027

**NM-**  original carpet 1998   good till 2018

**OP-**  replaced in 2012   good till 2027

**PA-**  replaced in 2003   good till 2023

**SA-**  replaced in 2006   good till 2026

**SC-**  carpet replaced in mtg room, communications, business office etc. in 2013
**EXTERIOR PAINT/STAIN:**

Life span of exterior paint or solid stain varies with the type of siding and weather conditions. (6-12 yrs)

AM- painted in 2011
HP- painted in 2004 good till 2015
MO- painted in 2012 good till 2022
NA- brick needs to be sealed every 5 yrs / wooden window frames stained every two yrs
NM- metal siding/ brick good till 2028
OP- painted in 2012
PA- logs oiled in 2013 good till 2020
SA- stucco siding painted in 2005 good till 2017
SC- stucco siding painted in 2003

**INTERIOR PAINTING:**

AM- painted in 2012
HP- original paint mtg room needs painting
MO- mtg room, stairway, hallway painted in 2012
NA- mtg room painted in 2014 main section painted in 2012
NM- original paint in 1998
OP- complete library painted during expansion in 2012
PA- NA (log building) bathroom was painted in 2013
SA- Painted main section in 2014 painted meeting room in 2013
SC- mtg room and varies offices painted in 2013 Hallways and metal door frames need painting