Appendix R: Facilities Policy

Routine Maintenance (can range from replacing a light bulb to installing new shelving)
Send an e-mail to the Administrative Assistant (Denise Groll - dgroll@smcvt.edu) which includes the room number or general location, and a detailed description of the problem.

Non-emergency Situations
Some problems, although not life-threatening, may need prompt attention (minor leaks or spills that need custodial services).

Water in the Library

1. Call the Administrative Assistant (Denise Groll @ 2621)
2. For a ceiling leak, drape affected materials with plastic tarps (located by DVDs behind Circulation desk and in Disaster Supply Closet -- Library Room 125) immediately
3. For water on the floor, remove any materials or furniture from the area that may become damaged
4. Send a follow-up email to the Administrative Assistant with a detailed account of the problem and any action taken.

Water in Archives (if you hear the Water Alarm)

1. Contact Archivist (Liz Scott, x2540, escott@smcvt.edu) to let her know the alarm is sounding. If Archivist is not available, enter the Archives. You will need to retrieve a key from the keybox or locate a master key. If no one is available who has a Master key, call Security to let you in.
2. Turn off alarm. It is located on the floor on the far side of the HVAC unit, on the same wall as the main entrance to the archives. Lift it up and disconnect the battery.
3. If no water is visible, check around and under the HVAC unit. If you still do not see any water, send an email to the Archivist that the alarm was disconnected.
4. If water is visible, inform the Administrative Assistant (Denise Groll @ 2621) If she is not available, call the switchboard and report that the HVAC unit is leaking and that it needs an emergency shut-off.
5. If the water level is high, or if water has spread to the stacks, refer to the LIS Disaster plan, page 12.

Power Outage

1. Call the Administrative Assistant (Denise Groll @ 2621)
2. The generator should provide some basic power
3. Use flashlights (located in each Dept.)
4. Contact a Library administrator from the phone list below to determine whether to close the Library
5. Send a follow-up email to the Administrative Assistant with a detailed account of the problem and any action taken

If the Administrative Assistant cannot be reached, or if these problems occur during the evening or weekend, call the switchboard directly (dial ‘0’) and send a follow-up email to both the Administrative Assistant and the Director of LIS with a detailed account of the problem and resolution.

Appendix R