

LIBRARY FACILITY PROFILE

BRANCH GENERAL INFORMATION

Library Branch Name:	
Branch Address:	
Branch Phone:	

Completed By:

Name:	
Title:	
Original Profile Completed On:	
Updates Completed On: List Dates, Name of Person Making Updating, and Title	1. _____ 2. _____ 3. _____ 4. _____ 5. _____

LIBRARY FACILITY PROFILE

POLICE/FIRE EMERGENCY

911

ELECTRICAL	
GAS	
WATER	
BUILDING MAINTENANCE	
ELEVATOR	
FIRE ALARM MONITORING	
INFORMATION SYSTEMS	
INTEGRATED LIBRARY SYSTEM (ILS)	
JANITORIAL	
LANDSCAPE/PARKS	
LIBRARY SECURITY	
MENTAL HEALTH	
TRASH/RECYCLING	
SECURITY ALARM	
SOCIAL SERVICES	

EMERGENCY CONTACTS

LIBRARY FACILITY PROFILE

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LIBRARY FACILITY PROFILE

BRANCH GENERAL INFORMATION (PUBLIC)

Branch Name:	
Branch Address:	
Branch Phone (Public):	
Website:	
Social Media	FaceBook: _____ Twitter: _____ Instagram: _____ Other: _____

BRANCH STAFF (Non Public)

Staff Phone (Non-Public):	
Manager Name/Title:	
Manager Phone:/Email	
Manager Alternate/Title:	
Manager Alt. Phone/Email:	
Other Staff Contacts	_____ _____ _____ _____

NOTES

BRANCH INFORMATION

LIBRARY FACILITY PROFILE

BUILDING SPECIFICATIONS

Year Built:	
Square Footage:	
Designer Name:	
Architect Name:	
Engineer Name:	
Additions List Year and Description	_____ - _____ _____ - _____ _____ - _____ _____ - _____ _____ - _____
Number of Floors:	
Elevators List and Locations	_____ - _____ _____ - _____ _____ - _____
Lifts List and Locations	_____ - _____ _____ - _____ _____ - _____ _____ - _____

BUILDING PLANS/BLEPRINTS

Location of Building Plan Sets		
	Location #1	
	Location #2	
	Location #3	
Comments:		

BRANCH SPECIFICATIONS

LIBRARY FACILITY PROFILE

BRANCH SPECIFICATIONS	
Number of Meeting Rooms:	
Number of Restrooms:	
Public Computer Locations:	
Number of shelves and locations	Collection: _____ # _____
	Collection: _____ # _____
	Collection: _____ # _____
	Collection: _____ # _____
	Collection: _____ # _____
	Collection: _____ # _____
	Collection: _____ # _____
	Collection: _____ # _____
	Collection: _____ # _____
	Collection: _____ # _____
	Collection: _____ # _____
	Collection: _____ # _____
	Collection: _____ # _____
	Collection: _____ # _____
TOTAL: _____	

BRANCH SPECIFICATIONS

LIBRARY FACILITY PROFILE

Branch Statistics

Data Year:	
Number of Items:	
Number of Titles	
Annual Circulation:	
Registered Patrons:	

BRANCH STATISTICS

LIBRARY FACILITY PROFILE

NOTES:

NOTES

LIBRARY FACILITY PROFILE

DEPARTMENT GENERAL INFORMATION

Department Name:	
Department Address:	
Department Phone:	
Department Website:	
Department Social Media	FaceBook: _____ Twitter: _____ Instagram: _____ Other: _____

DEPARTMENT ADMINISTRATION

Director:	
Director Phone:	
Deputy Director:	
Dep. Director Phone/Email:	
Public Info. Officer (PIO)	
PIO Phone/Email:	
Collection Manager/Title:	
Coll. Manager Phone/Email:	

NOTES

DEPARTMENT INFORMATION

LIBRARY FACILITY PROFILE

DEPARTMENT STATISTICS

Data Year:	
Number of Items:	
Number of Titles	
Annual Circulation:	
Registered Patrons:	

DEPARTMENT STATISTICS

LIBRARY FACILITY PROFILE

NOTES:

NOTES

LIBRARY FACILITY PROFILE

BACKFLOW VALVE		YES	NO
Locations			
	Backflow Valve		
Comments:			

ELEVATOR(S)/LIFT(S)		YES	NO
Locations #1			
	Year Installed:		
	Manufacturer:		
	Model:		
	Serial #:		
	Conveyance Permit #		
	Conv. Issued Date:		
	Emergency Phone:		
Locations #2			
	Year Installed:		
	Manufacturer:		
	Model:		
	Serial #:		
	Conveyance Permit #		
	Conv. Issued Date:		
	Emergency Phone:		
Comments:			

SYSTEMS & EQUIPMENT

LIBRARY FACILITY PROFILE

EMERGENCY GENERATOR		YES	NO	
	Make			
	Model			
	Size (kW)			
	Fuel Type			
Locations				
	Generator			
	Transfer Switch			
	Fuel Supply			
	Remote Annunciator			
	Areas Supported by Generator	1.		
		2.		
3.				
4.				
5.				
6.				
	7.			
	8.			
	9.			
	10.			

SYSTEMS & EQUIPMENT

LIBRARY FACILITY PROFILE

FIRE ALARM SYSTEM		YES	NO
	FACP - Year Installed:		
	Manufacturer:		
	Model:		
	Serial #:		
	Battery - Year Installed:		
Locations			
	FACP		
	Remote Annunciator		
Comments:			

FIRE HYDRANT ON PROPERTY		YES	NO
Locations			
	Hydrant #1		
	Hydrant #2		

FIRE PUMP		YES	NO
Locations			
	PUMP		
Comments:			

FIRE SPRINKLER SYSTEM DRY PIPE		YES	NO
Locations			
	Air Compressor		
	FDC		
Comments:			
SYSTEMS & EQUIPMENT			

LIBRARY FACILITY PROFILE

FIRE SPRINKLER SYSTEM WET PIPE		YES	NO
Locations			
	RISER		
	FDC		
Comments:			

FIRE SUPPRESSION		YES	NO
	Chemical Agent Name:		
	Manufacturer:		
	Model:		
	Serial #:		
Locations			
	Monitoring Panel		
	Storage Tank(s)		
Comments:			

SYSTEMS & EQUIPMENT

LIBRARY FACILITY PROFILE

HVAC		YES	NO
Locations			
Control Room #1			
Control Room #2			
Control Room #3			
Air Handlers			
Boiler			
Chiller			
Cooling Tower			
Evaporator			
Heat Pump			
Cooling Pump			
Package Unit #1			
Package Unit #2			
Package Unit #3			
Package Unit #4			
Package Unit #5			
Split Unit #1			
Split Unit #2			
Split Unit #3			
Split Unit #4			
Split Unit #5			
Comments:			

SYSTEMS & EQUIPMENT

LIBRARY FACILITY PROFILE

KNOXBOX		YES	NO
Locations			
	Main Entrance		
	Staff Entrance		
Comments:			

NETWORK		YES	NO
Locations			
	MDF		
	IDF #1		
	IDF #2		
	IDF #3		
	IDF#4		
	IDF #5		
	IDF #6		
Comments:			

SECURITY ALARM		YES	NO
Locations			
	MAIN PANEL		
	REMOTE PANEL		
Comments:			

SYSTEMS & EQUIPMENT

LIBRARY FACILITY PROFILE

SEWER		YES	NO
Locations			
	MAIN		
	CLEAN OUT #1		
	CLEAN OUT #2		
	CLEAN OUT #3		
	CLEAN OUT #4		
Comments:			

SUMP PUMP		YES	NO
Locations			
	Location #1		
	Location #2		
	Location #3		
	Location #4		
	Location #5		
Comments:			

WATER HEATER		YES	NO
Locations			
	Location #1		
	Location #2		
	Location #3		
	Location #4		
	Location #5		
Comments:			

SYSTEMS & EQUIPMENT

LIBRARY FACILITY PROFILE

NOTES:

NOTES

LIBRARY FACILITY PROFILE

ELECTRICAL		YES	NO
Locations			
	Main Meter		
	Main Panel		
	Transformers		
	Subpanel #1		
	Subpanel #2		
	Subpanel #3		
	Subpanel #4		
	Subpanel #5		
Comments:			

GAS		YES	NO
Locations			
	Main Meter		
	Main Panel		
	Earthquake Shutoff		
Comments:			

WATER		YES	NO
Locations			
	Main Meter		
	Backflow Valve		
	Main Shutoff Valve		
Comments:			

UTILITY SHUTOFF LOCATIONS

LIBRARY FACILITY PROFILE

1.		YES	NO
Location:			
	Location #1		
	Location #2		
Description:			
	Type		
	Description		
	Hazard		
Comments:			

2.		YES	NO
Location:			
	Location #1		
	Location #2		
Description:			
	Type		
	Description		
	Hazard		
Comments:			

HAZARDS

LIBRARY FACILITY PROFILE

3.		YES	NO
Location:			
	Location #1		
	Location #2		
Description:			
	Type		
	Description		
	Hazard		
Comments:			

4.		YES	NO
Location:			
	Location #1		
	Location #2		
Description:			
	Type		
	Description		
	Hazard		
Comments:			

HAZARDS

LIBRARY FACILITY PROFILE

NOTES:

NOTES

LIBRARY FACILITY PROFILE

DEPARTMENT COLLECTIONS	
EMERGENCY CONTACT	
General Phone:	
General Email:	
Supervisor/Title:	
Supervisor Phone/Email:	

DEPARTMENT FACILITIES	
EMERGENCY CONTACT	
General Phone:	
General Email:	
Supervisor/Title:	
Supervisor Phone/Email:	

DEPARTMENT INFORMATION TECHNOLOGY (IT)	
EMERGENCY CONTACT	
General Phone:	
General Email:	
Supervisor/Title:	
Supervisor Phone/Email:	

NOTES:

DEPARTMENT CONTACTS

LIBRARY FACILITY PROFILE

DEPARTMENT PURCHASING	
EMERGENCY CONTACT	
General Phone:	
General Email:	
Supervisor/Title:	
Supervisor Phone/Email:	

DEPARTMENT REFERENCE SERVICES	
EMERGENCY CONTACT	
General Phone:	
General Email:	
Supervisor/Title:	
Supervisor Phone/Email:	

DEPARTMENT SECURITY	
EMERGENCY CONTACT	
General Phone:	
General Email:	
Supervisor/Title:	
Supervisor Phone/Email:	

NOTES:

DEPARTMENT CONTACTS

LIBRARY FACILITY PROFILE

DEPARTMENT—	
EMERGENCY CONTACT	
General Phone:	
General Email:	
Supervisor/Title:	
Supervisor Phone/Email:	

DEPARTMENT—	
EMERGENCY CONTACT	
General Phone:	
General Email:	
Supervisor/Title:	
Supervisor Phone/Email:	

DEPARTMENT—	
EMERGENCY CONTACT	
General Phone:	
General Email:	
Supervisor/Title:	
Supervisor Phone/Email:	

NOTES:

DEPARTMENT CONTACTS

LIBRARY FACILITY PROFILE

NOTES:

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LIBRARY FACILITY PROFILE

ELECTRICITY

EMERGENCY PHONE	
General Phone:	
Email:	
Account #	

GAS

EMERGENCY PHONE	
General Phone:	
Email:	
Account #	

WATER

EMERGENCY PHONE	
General Phone:	
Email:	
Account #	

TRASH/RECYCLING

General Phone:	
Email:	
Account #	

NOTES:

UTILITIES CONTACTS

LIBRARY FACILITY PROFILE

ACCESSIBILITY/ADA

ADA Officer Name/Title:

ADA Officer Phone/Email:

BUILDING MAINTENANCE (BM)

General Phone:

General Email:

Work Order Link:

Emergency Phone:

BM Supervisor/Title:

BM Super. Phone/Email:

BUILDING & SAFETY

Building Official Name:

Build. Official Phone:/Email

Inspector Name:

Build. Inspect. Phone/Email:

ENGINEERING

General Phone:

Contact Name/Title:

Contact Phone Email:

NOTES:

MUNICIPAL CONTACTS

LIBRARY FACILITY PROFILE

FINANCE

General Phone:	
Contact Name/Title:	
Contact Phone Email:	

FIRE DEPARTMENT

FIRE EMERGENCY	911
General Phone:	
Commander Phone:	
Dispatch Phone:	
Fire Marshall Name:	
Fire Marshall Phone/Email:	
Fire Inspector Name:	
Fire Inspector Phone/Email:	
Contact Name/Title:	
Contact Phone/Email:	

HEALTH DEPARTMENT

General Phone:	
1. Contact Name/Title:	
Contact Phone/Email:	
2. Contact Name/Title :	
Contact Phone/Email:	

MUNICIPAL CONTACTS

LIBRARY FACILITY PROFILE

INFORMATION SYSTEMS

General Phone:	
Contact Name/Title:	
Contact Phone/Email:	

PARKS

General Phone:	
Contact Name:	
Contact Phone/Email:	

PLANNING DEPARTMENT

General Phone:	
Contact Name:	
Contact Phone/Email:	

POLICE DEPARTMENT

POLICE EMERGENCY	911
General Phone:	
Watch Commander Phone:	
Dispatch Phone:	
Contact Name/Title:	
Contact Phone/Email:	

NOTES:

MUNICIPAL CONTACTS

LIBRARY FACILITY PROFILE

PUBLIC WORKS

General Phone:	
1. Division	
Contact Name/Title:	
Contact Phone/Email:	
2. Division	
Contact Name/Title:	
Contact Phone/Email:	
3. Division	
Contact Name/Title:	
Contact Phone/Email:	
4. Division	
Contact Name/Title:	
Contact Phone/Email:	

RECREATION

General Phone:	
Contact Name:	
Contact Phone/Email:	

SOCIAL SERVICES

General Phone:	
Contact Name:	
Contact Phone/Email:	

MUNICIPAL CONTACTS

LIBRARY FACILITY PROFILE

[illegible]

NOTES

LIBRARY FACILITY PROFILE

ELEVATOR

Company Name:	
Company Address:	
Phone:	
Contact Name/Title:	
Contact Phone/Email:	
Account Information	

FIRE ALARM

Company Name:	
Company Address:	
Phone:	
Contact Name/Title:	
Contact Phone/Email:	
Account Information	

FIRE ALARM MONITORING

Company Name:	
Company Address:	
Phone:	
Contact Name:	
Contact Phone/Email:	
Account Information:	

VENDOR CONTACTS

LIBRARY FACILITY PROFILE

FIRE EXTINGUISHER

Company Name:	
Company Address:	
Phone:	
Contact Name/Title:	
Contact Phone/Email:	
Account Information:	

INTEGRATED LIBRARY SYSTEM (ILS)

Company Name:	
Company Address:	
Phone:	
Contact Name:	
Contact Phone:	
Contact Email:	
Account Information:	

JANITORIAL

Company Name:	
Company Address:	
Phone:	
Contact Name:	
Contact Phone/Email:	
Account Number:	

VENDOR CONTACTS

LIBRARY FACILITY PROFILE

PEST CONTROL

Company Name:	
Company Address:	
Phone:	
Contact Name:	
Contact Phone/Email:	
Account Number:	

RFID/MATERIAL SECURITY

Company Name:	
Company Address:	
Phone:	
Contact Name:	
Contact Phone/Email:	
Account Number:	

SECURITY ALARM

Company Name:	
Company Address:	
Phone:	
Contact Name:	
Contact Phone/Email:	
Account Number:	

VENDOR CONTACTS

LIBRARY FACILITY PROFILE

SECURITY CAMERA

Company Name:	
Company Address:	
Phone:	
Contact Name:	
Contact Phone/Email:	
Account Number:	

SHELVING

Company Name:	
Company Address:	
Phone:	
Contact Name:	
Contact Phone/Email:	
Account Number:	

Company Name:	
Company Address:	
Phone:	
Contact Name:	
Contact Phone/Email:	
Account Number:	

VENDOR CONTACTS

LIBRARY FACILITY PROFILE

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