

LIBRARY FACILITY ASSESSMENT

Library Name:		Address:	
Building Name (if different):		Year Built:	
Completed By:		Total Square Footage:	
Date Completed:		Assessment Purpose:	

CATEGORY / SYSTEM	CONDITION RATING	NOTES / OBSERVATIONS
1. SITE & EXTERIOR - Parking, sidewalks, site drainage, landscaping, exterior walls, roof	EXCELLENT	
	GOOD	
	FAIR	
	POOR	
	CRITICAL	
2. STRUCTURE - Foundation, walls, roof structure, floors.	EXCELLENT	
	GOOD	
	FAIR	
	POOR	
	CRITICAL	
3. HVAC SYSTEMS - Heating, cooling, and ventilation	EXCELLENT	
	GOOD	
	FAIR	
	POOR	
	CRITICAL	
4. ELECTRICAL SYSTEMS - Power distribution, lighting, devices, emergency power.	EXCELLENT	
	GOOD	
	FAIR	
	POOR	
	CRITICAL	
5. PLUMBING SYSTEMS - Piping, fixtures, domestic water, drainage.	EXCELLENT	
	GOOD	
	FAIR	
	POOR	
	CRITICAL	
6. LIFE SAFETY SYSTEMS - Fire alarm, fire sprinkler, chemical suppression, exit lighting, fire extinguishers, signage	EXCELLENT	
	GOOD	
	FAIR	
	POOR	
	CRITICAL	
7. INTERIOR SPACES - Flooring, walls, ceilings, doors, layout, furnishings.	EXCELLENT	
	GOOD	
	FAIR	
	POOR	
	CRITICAL	
8. OTHER / SPECIAL SYSTEMS - Elevators, generators, security, IT infrastructure, library shelving, etc.	EXCELLENT	
	GOOD	
	FAIR	
	POOR	
	CRITICAL	

OVERALL CONDITION RATING		
5		EXCELLENT
4		GOOD
3		FAIR
2		POOR
1		CRITICAL

	FIVE (5) TOP PRIORITIES	NEXT STEPS / ACTIONS
1		
2		
3		
4		
5		