



Facility Tips (dated 3/22/2020)

This WORKING document was initiated by Indiana Library Federation based on daily online meetings with public library directors. Additional information will be posted as available or suggested at www.ilfonline.org/page/covid-19. A crowdsourced version allows you to add your own best practices. Or [email ILF](mailto:email@ilf.org) with specific suggestions, when possible with sources.

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Recommendations about facilities while closed

Flush all the toilets daily; if the seals dry up it can cause an expensive repair. Run hot water in a number of sinks for a few minutes; keeps your hot water heater from building up rust and potentially failing. Check on your ejector pits, you may need to manually run the pumps to empty them to the city sanitary system. Run your HVAC system to keep the air handlers moving the air; this will mix fresh outside air into your building while ejecting old inside air. If you have one, run the elevator a few times daily to keep the seals and valves full of hydraulic fluid. (Thanks to Illinois Library Association member Bloomingdale Public Library.)

Watch for mold – tip from ILF member

Trash removal - If staff in building in limited way during closure, ask all staff to use one trash receptacle to minimize work by maintenance staff. – ILF member