

Facility Plan

Approved by Board of Trustees 4/19/2022

Part 1: Useful Life Maintenance & Replacement Schedule

Area/Item	Age	Preventative Maintenance Schedule	Responsibility	Projected Replacement Schedule	Notes
Driveway/Parking Lot	2020	Regular Visual Inspection, plowing; Seal as needed	Director	2040	Useful life determined by Contractor
Roof	2010	Annual Inspection	Director	2040	
Furnace/heating Geothermal System	2010	Annual Cleaning & Inspection	Contractor	2040	
Well & Water systems	2010	On-call contractor	Director & contractor	2040	
Septic	2010	Annual Cleaning & inspection	Contractor		As determined by Contractor
Electrical System	2010	On-call contractor	Contractor	2040	
Windows	2010	Biannual cleaning & inspection	Contractor	2040	
Carpeting	2010	Semi-annual cleaning & inspection	Contractor	2030	Replace worn areas with remaining carpet square as needed
Fire Suppression System	2010	Continuous monitoring	Contractor		Replacement depends on new technology
Fire Extinguishers	2010	Annual inspection	Contractor		As determined by Contractor
Folding Partition	2023	Continuous monitoring	Director & Contractor	2040	
Outdoor Parking Lot Lights	2010	Semi-annual settings	Director	2040	
Route 22 Entrance Light	2015	NYSEG Contract	NYSEG		As determined by NYSEG
Solar Panels	2010	Monitor electric bills; basement panels	Director		As determined by Contractor

Part 1a: Maintenance Contacts

Type	Company	Contact Person	Phone	Location
Fire Alarm	S & F Technologies		800-645-6520; 516-333-2050	Hudson
Fire Alarm Registration	Columbia Co. Sheriff's Office	Linda Launhardt	518 828-0601 x1414	Hudson
Fire Extinguishers	Saushbier's Awning Shop	Bob Stalker	518 828-3748	Hudson
Folding Partition	Tri-State Folding Partitions	Peter Mucciolo	800-448-7848; 845-590-0314 (cell)	Chestnut Ridge, NY
Electric Company	NYSEG	Emergency Power Outage	800-572-1131	
Electrician	MRP Electric	Michael Petagine	518-697-0473	Hudson
Geothermal	Tufano Mechanical	John or Rob Tufano	john@tufanomechanical.com ; 518-376-8120 (John); 518-727-8691 (Rob)	West Sand Lake
Propane	Herrington Fuels	Heather Canetto	518 325-6700	Hillsdale
Plumbing	Robert Bradway Plumbing & Heating	Bob Bradway	518 755-7917	Hillsdale
Septic	Bill Baldwin and Sons, Inc.	Dan Baldwin	518 828-0012	Ghent
Mowing & Plowing	KEK Residential Services	Frank Clegg	518 755-8643	Copake
Carpet Cleaning	Valley Carpet Cleaning	Mekela	518 392-2522	Ghent
Window Washing	Ken's Window Cleaning	Ken	518 766-4975	East Nassau
Trash & Recyclables	Carmen Barbato Inc.	Carmen Barbato	518 325-3331	Hillsdale
Housekeeping	Independent Contractor	Christa Shook	717-524-9645	
Printer/Copier	National Business Equip.	Lease	518 724-6455	Albany
Code Enforcement	Town of Copake	Bldg. Inspector	518 329-1234 x2	Copake
Exterminator	Thomas Pest Services	Will Scott	518 458-7378	Hudson
Solar Panels	SunCommon Solar		866-452-7652	Kingston

Part 2: Assessments & Projects

a. Safety & Code Compliance

- Annual Building occupancy and code compliance inspection by Copake Town Building Inspector.
- Annual Fire Drill by Hillsdale Volunteer Fire Department
- On-call police protection by Columbia County Sheriff's Department and NYS Police
- Emergency Defibrillator equipment in Library entrance

b. Accessibility

- Handicapped accessible
- Code compliant

c. Energy Conservation

- Building conforms to Leeds construction guidelines
- Geothermal and Solar power systems

d. Space and Accessibility Needs

- Additional storage space
- Improved bicycle and pedestrian accessibility

Part 3: Prioritized Project List

Timing	Description	Estimated Cost
2023	Fix/replace fire door	\$40,000
2023	Grading to protect building from flooding and to improve drainage	TBD
2023	Cleaning, powerwashing exterior, caulking trim, clean and coat roof	\$12,000
2024	Outdoor pavilion	\$200,000
2024-26	Improve acoustics in Library with sound-deadening renovations	\$75,000