

Facility Plan

Approved by Board of Trustees 2/17/2026

Part 1: Useful Life Maintenance & Replacement Schedule

Area/Item	Install Date	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	Continuous monitoring of settings	Director	2040	
Route 22 Entrance Light	2015	NYSEG Contract	NYSEG		As determined by NYSEG
Solar Panels	2010; 2026	Monitor electric bills; basement panels	Director		As determined by Contractor
Pavilion	2025-26	Regular visual inspection	Director	2055	

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		888-250-3183; 518 828-0601 x1414	Hudson
Fire Extinguishers	Sausbier'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; Dan 518-378- 6237	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.	Marley Mueller	518-507-4556	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
- On-call police protection by Columbia County Sheriff's Department and NYS Police
- Emergency Defibrillator equipment in Library entrance
- Panic Button under circulation desk

b. Accessibility

- Handicapped accessible
- Code compliant

c. Energy Conservation

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

d. Space and Accessibility Needs

- Additional storage space
- Improved bicycle and pedestrian accessibility
- Quiet study spaces

e. Sustainability

- Most recent energy audit performed by L&S Energy Services, Clifton Park, June 30, 2023
- When replacing equipment, prioritize purchase of ENERGY STAR rated and WaterSense labeled equipment whenever possible
- Future renovation or expansion projects should be informed by the most current sustainable and biophilic design practices and rating systems (such as LEED) as well as eco-labelling guidance

Part 3: Prioritized Project List

Timing	Description	Estimated Cost
2026	Fix roof and install insulation and repair interior ceilings	\$20,000
2026	Landscaping around pavilion	\$???
2026	Repairs to Geothermal System, including replacing one heat pump	\$19,000
2026	Striping parking lot	\$2500
2027-	Improve acoustics in Library with sound-deadening renovations	\$100,000
2027-	Create an additional small quiet study space, or buy a pod	\$17,000
2027-	Install handicap buttons at rear and side doors	??
2027-	Install additional cabinets and/or shelving in community room kitchen	??
2027-	Install ventilation in staff and one public bathroom	??
2027-	Paint library interior—at least public areas	??
2027-	Replace water fountain with fountain and water bottle fill station	??