

Library Board of Trustees – Building and Maintenance Report

October 20, 2020

BUILDING:

Attic:

8/25/2020: reviewed attic inspection report from Hoffman; sent email response requesting phone conference to plan for contractor work delineated in plan:

- Clearing ventilation baffles on north side
- Cut additional holes in roof sheathing
- Additional vapor barrier by attic access
- Additional 1.75" of insulation
- Repair HVAC duct insulation
- Attic lights troubleshooting
- Verify location/existence and/or complete installation of attic catwalk so we can reach 4th power vent
- Finally: for Erica needing advice and Brad needing training: discuss the limited remote monitoring options and seasonal maintenance of attic fans and other equipment
- ✓ Owner: purchase/install heat tape for affected gutters and valley areas

9/2020: discuss adding heat tape to prevent icing; request quote for installing eave outlets and tape from Bennett Electric. Unfortunately, Bennett Electric could not estimate how much time it would take to access the eaves and put in outlets. After further discussion, decided to wait on heat tape installation until after winter of 2020-2021, as needed. Adding eave outlets could be done during solar panel project.

9/30/2020: Greenfire visit to review attic report; have had several follow-up phone calls re: status update on scheduling work

Fire suppression:

9/11/2020: PerMar Security alert: communication failure with system; 9/17/2020: upgrade radio communicator to 4G and resolve communication failure.

10/1/2020: PerMar Security completed connection of furnace duct smoke detectors to alarm panel.

Lower level humidity:

9/16/2020: Frasier's technician performed diagnostics on lower level HVAC. Report as follows:

I inspected unit #4 & #2 which run basement level. I started my system checks by visual inspection of blower speed, cleanliness and system ducting. I started the system #4 system up in cooling mode, system metering device is a piston on existing Trane unit and coil. I checked indoor wet bulb and outdoor drybulb of the system and found that this system was grossly overcharged, my suction temperature was extremely low and indoor temperature was high, I removed some R410-A refrigerant to balance my charge. The system charge and temperature are within specs. The overcharged system cause a late boil off of the refrigerant and causes lack of moisture

Library Board of Trustees – Building and Maintenance Report

October 20, 2020

removal. I checked the drop grid ceiling layin registers and the systems airflow wasn't drastically different from each other in regards to the complaint of high humidity in level. The thermostat is in a very poor location must be installed on other side of the wall not in the office. The inspection of unit #2, inspection of cleanliness and blower motor speed is fine as well. This system has a txv valve installed and runs a 5-7 degree sub cooling, this system was a bit high on sub cooling but we has a +- of 2 degrees, within factory specs.

I tested all supply and return cfm and found no drastic difference between each supply. I determined after our initial meeting and the complaint on high humidity, I found that the thermostats in lower level are set to fan on mode. The cause of running fan on in cooling mode adds excessive humidity after the end call of cooling, coil is saturated with water from cooling, fan runs dries coil out adds humidity to the space and the cycle starts all over again. *I explained that in cooling mode fan Must Remain in auto mode so fan shuts down after cooling call has satisfied.*
I recommend adding 2-70 pint dehumidifier too each lower level system and tie into the furnace for blower operation during a call for dehumidification and set to 50-55% humidity do too all the books and being a basement level.

The final payment was made via check #1051 received on 9/16/20 Thank you for your business.
Emil Popko

ACTION: determine if/when to act on recommendation to add inline dehumidifiers to system in lower level.

Front desk glass barrier:

9/17/2020: receive proposal from Northern Glass to replace glass in countertop barrier

10/5/2020: Northern Glass technicians do final glass measurements

EXTERIOR:

Outdoor sign:

10/08/2020: one light has come unglued. 10/12/2020: sign not illuminated.

Outdoor landscaping and memorial areas:

10/07/2020: red oak tree planted on south side of building by Hanson's Garden Village with Bob Wojtusik supervising. Discussed tree for northeast side but not set on choices based on conditions.

ACTION: consider/approve proposal to recruit landscaping project coordinator

Solar project:

9/21/2020: Three Lakes Public Library Foundation approved funding for solar panel project with backup battery. No further action taken.

Library Board of Trustees – Building and Maintenance Report

October 20, 2020

MAINTENANCE AND OTHER CONCERNS/PROJECTS:

- Greenfire: Find sewer cleanout in storage closet
- Greenfire: Paint chipping, peeling, and popping around building
- Rappley: move thermostats
- Graphic House: broken light on exterior sign
- Training Brad Vick on library systems maintenance
- Set up routine indoor/outdoor maintenance schedule
- Post furnace zone and AC unit maps
- Fix tack wall in children's area
- Knox box: fire department
- Furnace smoke detectors – PerMar
- Plaques
 - Richard Kimla dedication plaque
 - Connie Lyon's memorial plaque
 - Add board president names to plaque
 - Ginny J Scrabble board
 - Past librarian memorials (Frances Waite, Ann Gerlach, plaque for Ginny)
 - Lawrence Demmer plaque for vestibule
- Video conferencing equipment for 3 TVs
 - Install Meeting Owl