

**Shedd – Porter Memorial Library
Maintenance Schedule
June 2026 Draft**

Task	Overseeing Organization	Frequency/Season/Timing
Snow and ice removal – walks, front and back steps, path to sign. Apply sand if required.	town	Winter/as needed
Reset the light timer for Daylight Savings Time	library director	quarterly
Cut grass	town	Spring through fall as needed
Plant any annual flowers	volunteer	Spring
Windows washed	? Town/trustees	Annually- when was this done last?
Roof gutters cleaned	town	Spring, fall
Check condition of geocel on roof.	town	Semi - Annually
Check condition of window frame paint	trustees	Annually
Check condition of finish on front door	trustees	Annually
Check interior roof drain	town/trustees	
Clean furnace and other maintenance as needed	town	Annually
Furnace filters changed	town	semi-Annually
Check drain in back door stairwell	town	Annually
Repointing	town/trustees	as needed
Septic pumped.	town	every 3 years
Change any well filters.	town	??
Door refinishing /window painting	town/ library	every 5 years
Anything that requires a battery change		annually
Anything with smoke detectors		
Dehumidifier maintenance Monitoring humidity		??

Questions:

- Is there a chimney that requires cleaning? If not, how does the furnace vent?
- Frequency for pumping septic and changing any filters if there are any??