



A Bureau Veritas Group Company

FACILITY CONDITION ASSESSMENT

TOWN OF ATKINSON

21 Academy Avenue
Atkinson, New Hampshire 03811
David Cressman



HISTORICAL SOCIETY

3 Academy Avenue
Atkinson, New Hampshire 03811

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ON SITE DATE:

January 16, 2020



engineering | environmental | capital planning | project management

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1. Executive Summary

Property Overview and Assessment Details

General Information	
Property Type	Museum – Historical Residence
Main Address	3 Academy Avenue, Atkinson, New Hampshire 03811
Site Developed	1772
Site Area	0.85 acres (estimated)
Parking Spaces	12 total spaces all in an open lot; 1 of which is accessible
Building Area	5,631 SF
Number of Stories	2
Current Occupants	~7 staff/ visitors per week
Percent Utilization	100%
Date(s) of Visit	January 16, 2020
Management Point of Contact	Town of Atkinson, David Cressman (603) 362-1060 townadmin@atkinson-nh.gov
On-site Point of Contact (POC)	Bill Innes (603) 489-3829
Assessment and Report Prepared By	Noah Strafford
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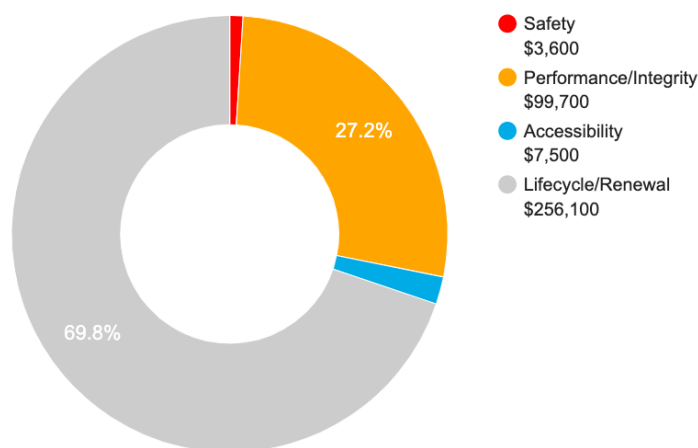
Plan Types

Each line item in the cost database is assigned a Plan Type, which is the primary reason or rationale for the recommended replacement, repair, or other corrective action. This is the “why” part of the equation. A cost or line item may commonly have more than one applicable Plan Type; however, only one Plan Type will be assigned based on the “best” fit, typically the one with the greatest significance.

Plan Type Descriptions

Safety	■	An observed or reported unsafe condition that if left unaddressed could result in injury; a system or component that presents potential liability risk.
Performance/Integrity	■	Component or system has failed, is almost failing, performs unreliably, does not perform as intended, and/or poses risk to overall system stability.
Accessibility	■	Does not meet ADA, UFAS, and/or other handicap accessibility requirements.
Environmental	■	Improvements to air or water quality, including removal of hazardous materials from the building or site.
Retrofit/Adaptation	■	Components, systems, or spaces recommended for upgrades in in order to meet current standards, facility usage, or client/occupant needs.
Lifecycle/Renewal	■	Any component or system that is not currently deficient or problematic but for which future replacement or repair is anticipated and budgeted.

Plan Type Distribution (by Cost)



10-YEAR TOTAL: \$366,900

Significant/Systemic Findings and Deficiencies

Historical Summary

The building was originally constructed as early as 1772 and has since undergone numerous replacements, renovations, additions and modernizations. A modernization of the house in the early 1900's included finish upgrades, elevation of the roof and addition of dormers at the south side of the house. In 1907, the house was purchased by the town and used as the library until 1975 when the Kimball library was annexed to the east side of the building. When a new, free-standing library was constructed in 2008, the Kimball library was demolished, and the house was left as a free-standing building. The building restroom was switched from the second floor to the first floor in 2018 with new finishes, modern fixtures, and accessibility features. The current building is 2,700 SF in area and does not appear to be generally in compliance with the Americans with Disabilities Act Accessibility Guidelines.

Architectural

While a majority of the building envelope appears to be original to construction, the roof and façade have since been replaced. The cedar wood-framed roof was likely replaced in renovations during the early 1900's and has been adequately maintained, with replacement of the asphalt shingles as recently as 2017. The clapboard wood façade has been replaced as needed throughout the life of the building, including during major renovation phases. Two kitchen windows have cracked windowpanes and should be replaced. Though most of the original hand-hewn bearers still exist in the flooring, joist and bearer replacements have occurred as needed, along with the addition of vertical support beams. Areas of brick and stone mortar joints to the interior and exterior basement wall are deteriorating and require replacement. Mortar joints to the CMU bulkhead entrance are deteriorating and reportedly causing water intrusion. These should be repaired to prevent future flooding to the basement.

Though interior finishes have been replaced since initial construction, a majority are worn and in deteriorating condition. Wallpaper throughout is peeling and stained, painted interior finishes are flaking, carpet at the first floor is heavily worn and plaster walls/ ceilings are cracked in many areas. Based on the appearance of flaking paint in the first floor of the house, wall and ceiling finishes should also be tested for the possible presence of lead paint. Hardwood flooring on the second floor is in generally fair condition and should be refinished for longevity.

Mechanical, Electrical, Plumbing and Fire (MEPF)

The building is primarily heated by a single 120 MBH oil-fired furnace which was installed in 2015. The building is not cooled. 2x 2.5Gal electric water heaters serve the bathroom and kitchen sinks.

Plumbing is comprised of copper, PVC and cast-iron with no apparent or reported issues. A heavily deteriorated sump pump in the basement should be replaced to prevent flooding.

The 200 AMP electrical distribution panel and much of the wiring are dated and should be replaced in the near future for reliability. Lighting consists of dated fixtures with T-12 and CFL lamps.

Fire alarm system control panel and fixtures are modern and adequately maintained. Existing emergency exit signs are antiquated and should be upgraded to LED fixtures.

Site

Asphalt pavement has areas of cracking throughout and will require mill and overlay in the near future. Wooden decking on the south building entrance porch is loose and water damaged due to deteriorated finish and should be replaced. No site lighting exists on the property.

Recommended Additional Studies

Old and cracking paint suggests the possible presence of lead paint. An environmental engineer must be retained to test for the presence of lead paint, provide recommendations and, if necessary, estimate the scope and cost of any required repairs. The cost of this study is included in the cost tables. A budgetary cost allowance to replace interior paint finish is also included.

Facility Condition Index (FCI)

One of the major goals of the FCA is to calculate each building's Facility Condition Index (FCI), which provides a theoretical objective indication of a building's overall condition. By definition, the FCI is defined as the ratio of the cost of current needs divided by current replacement value (CRV) of the facility. The chart below presents the industry standard ranges and cut-off points.

FCI Ranges and Description

0 – 5%	In new or well-maintained condition, with little or no visual evidence of wear or deficiencies.
5 – 10%	Subjected to wear but is still in a serviceable and functioning condition.
10 – 30%	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.
30% and above	Has reached the end of its useful or serviceable life. Renewal is now necessary.

The deficiencies and lifecycle needs identified in this assessment provide the basis for a portfolio-wide capital improvement funding strategy. In addition to the current FCI, extended FCI's have been developed to provide owners the intelligence needed to plan and budget for the "keep-up costs" for their facilities. As such the 3-year, 5-year, and 10-year FCI's are calculated by dividing the anticipated needs of those respective time periods by current replacement value. As a final point, the FCI's ultimately provide more value when used to relatively compare facilities across a portfolio instead of being over-analyzed and scrutinized as stand-alone values. The table below summarizes the individual findings for this FCA:

FCI Analysis | Historical Society

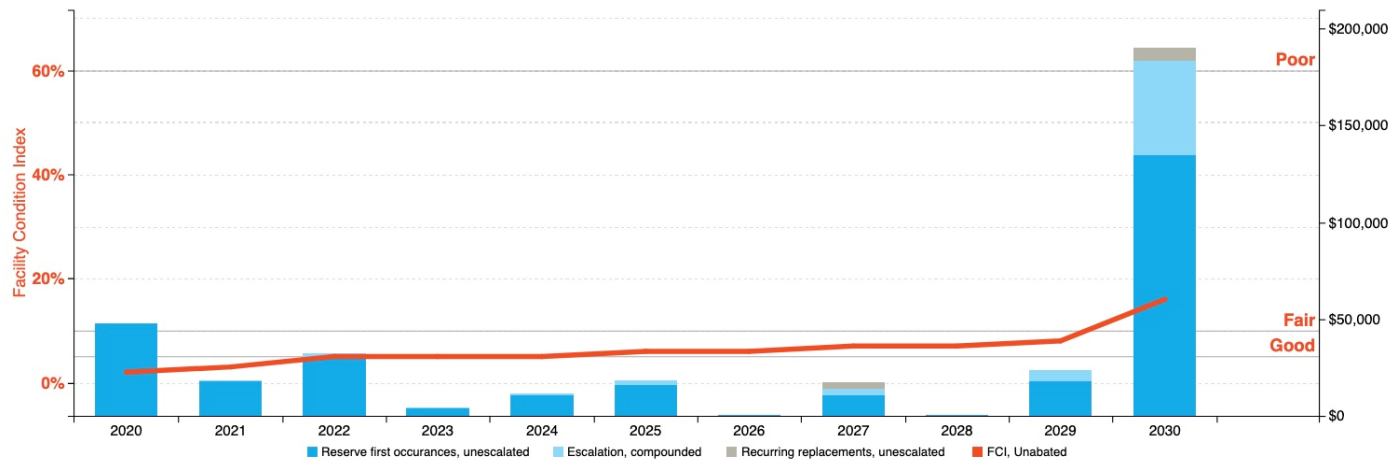
<i>Replacement Value</i> \$ 2,179,200	<i>Total SF</i> 5,631	<i>Cost/SF</i> \$ 387	
Current FCI	\$ 47,800		2.2 %
3-Year	\$ 104,800		4.8 %
5-Year	\$ 137,500		6.3 %
10-Year	\$ 372,700		17.1 %

The orange line in the graph below forecasts what would happen to the FCI (left Y axis) over time, assuming zero capital expenditures. The capital expenditures allocated for each year (blue bars) are associated with the dollar amounts along the right Y axis.

Needs by Year with Unaddressed FCI Over Time

FCI Analysis: Historical Society

Replacement Value: \$ 2,179,197; Inflation rate: 3.0%



Immediate Needs

Facility/Building	Total Items	Total Cost
Total	0	\$0

Key Findings

**Exit Sign Light Fixture in Poor condition.**

LED
Historical Society Throughout

Uniformat Code: D5092
Recommendation: **Replace and Install in 2020**

Priority Score: **97.0**

Plan Type: Safety

Cost Estimate: \$900

\$\$\$\$

Exit sign is antiquated and should be replaced with LED unit. Install where needed - AssetCALC ID: 1698834

**Recommended Follow-up Study: Environmental, Sample for Lead Paint**

Environmental, Sample for Lead Paint
Historical Society

Uniformat Code: P000X
Recommendation: **Evaluate/Report in 2020**

Priority Score: **91.0**

Plan Type: Safety

Cost Estimate: \$1,500

\$\$\$\$

Old and cracking paint suggests the possible presence of Lead paint. Samples should be taken to determine the presence of lead - AssetCALC ID: 1698845

**Chimney in Poor condition.**

Brick or Brick Veneer, 1-2 Stories
Historical Society Roof

Uniformat Code: B2011
Recommendation: **Repair/Repoint in 2020**

Priority Score: **90.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$5,000

\$\$\$\$

Middle and Garage brick masonry chimney's appear to be in deteriorating condition. Mortar casing to chimneys in attic is cracking and require repair - AssetCALC ID: 1698803

**Structural Flooring/Decking in Poor condition.**

Wood
Historical Society Site

Uniformat Code: B1012
Recommendation: **Replace in 2020**

Priority Score: **90.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$600

\$\$\$\$

Wood decking is loose and wood boards deteriorating - AssetCALC ID: 1698823



Exterior Wall in Poor condition.

Concrete Block (CMU), 1-2 Stories
Historical Society Bulkhead

Uniformat Code: B2011
Recommendation: **Repair/Repoint in 2020**

Priority Score: **90.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$1,200

\$\$\$\$

Water intrusion to basement reportedly coming from bulkhead. CMU wall must be re-pointed to prevent further water intrusion - AssetCALC ID: 1698816



Exterior Stair/Ramp Rails in Poor condition.

Wood
Historical Society Site

Uniformat Code: B1015
Recommendation: **Refinish in 2020**

Priority Score: **90.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$100

\$\$\$\$

Rail finish is faded and chipped. Needs to be refinished to protect wooden railing - AssetCALC ID: 1698787



Exterior Wall in Poor condition.

Brick or Brick Veneer, 1-2 Stories
Historical Society Building Exterior

Uniformat Code: B2011
Recommendation: **Repair/Repoint in 2020**

Priority Score: **90.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$2,500

\$\$\$\$

brick masonry joints deteriorating, requiring repoint - AssetCALC ID: 1698799



Exterior Wall in Poor condition.

any Painted Surface, 1-2 Stories
Historical Society Building Exterior

Uniformat Code: B2011
Recommendation: **Prep & Paint in 2021**

Priority Score: **89.9**

Plan Type:
Performance/Integrity

Cost Estimate: \$13,100

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Exterior wood clapboard siding paint is deteriorating and cracked - AssetCALC ID: 1698833



Window in Poor condition.

12 SF
Historical Society Building Exterior

Uniformat Code: B2021
Recommendation: **Replace in 2020**

Priority Score: **88.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$1,600

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Cracked pane - AssetCALC ID: 1698789



Pipe & Fittings in Poor condition.

PVC, 6"
Historical Society

Uniformat Code: D2021
Recommendation: **Replace in 2020**

Priority Score: **87.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$1,000

\$\$\$\$

Cast-iron ventilation piping is being poorly supported in the attic, should be replaced with PVC - AssetCALC ID: 1701416



Parking Lots in Poor condition.

Asphalt Pavement
Historical Society Site

Uniformat Code: G2022
Recommendation: **Seal & Stripe in 2022**

Priority Score: **87.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$3,300

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Sealant and parking stripes beginning to fade - AssetCALC ID: 1698794



Parking Lots in Poor condition.

Asphalt Pavement
Historical Society Site

Uniformat Code: G2022
Recommendation: **Mill & Overlay in 2022**

Priority Score: **87.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$25,900

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Asphalts pavement beginning to crack throughout - AssetCALC ID: 1698829



Sump Pump in Poor condition.

3 HP
Historical Society Basement

Uniformat Code: D2043
Recommendation: **Replace in 2020**

Priority Score: **86.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$4,300

\$\$\$\$

Sump pump is deteriorated and should be replaced to avoid flooding to basement - AssetCALC ID: 1698790



Interior Floor Finish in Poor condition.

Carpet Commercial Standard
Historical Society 1st floor

Uniformat Code: C3025
Recommendation: **Replace in 2020**

Priority Score: **84.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$5,300

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Carpet is antiquated and worn. Should be replaced - AssetCALC ID: 1698830



Interior Wall Finish in Poor condition.

Brick or Brick Veneer
Historical Society Basement

Uniformat Code: C3012
Recommendation: **Repair/Repoint in 2020**

Priority Score: **83.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$1,700

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Areas of brick wall in basement feature deteriorating brick and mortar joints. - AssetCALC ID: 1698817



Interior Wall Finish in Poor condition.

Gypsum Board/Plaster
Historical Society Throughout building

Uniformat Code: C3012
Recommendation: **Repair in 2020**

Priority Score: **83.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$3,000

\$\$\$\$

Areas of plaster wall finish is cracking and require repair - AssetCALC ID: 1698824



Interior Ceiling Finish in Poor condition.

Gypsum Board/Plaster
Historical Society Throughout building

Uniformat Code: C3031
Recommendation: **Repair in 2020**

Priority Score: **83.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$5,600

\$\$\$\$

Areas of plaster ceiling is cracked and requires repair - AssetCALC ID: 1698810



Interior Wall Finish in Poor condition.

Wallpaper
Historical Society Throughout building

Uniformat Code: C3012
Recommendation: **Replace in 2020**

Priority Score: **83.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$5,400

\$\$\$\$

Wallpaper finish is aged and peeling throughout - AssetCALC ID: 1698814



Interior Ceiling Finish in Poor condition.

any flat surface
Historical Society Throughout building

Uniformat Code: C3031
Recommendation: **Prep & Paint in 2021**

Priority Score: **82.9**

Plan Type:
Performance/Integrity

Cost Estimate: \$4,800

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Interior finish stained and fading. requires refinish after mortar is repaired - AssetCALC ID: 1698825



Interior Wall Finish in Poor condition.

any surface
Historical Society Old library

Uniformat Code: C3012
Recommendation: **Prep & Paint in 2020**

Priority Score: **82.9**

Plan Type:
Performance/Integrity

Cost Estimate: \$900

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Paint is peeling, cracked and stained. Should be refinished after repair of plaster - AssetCALC ID: 1698785

2. Building and Site Information



Systems Summary

<i>System</i>	<i>Description</i>	<i>Condition</i>
Structure	Conventional wood frame structure on granite/ brick masonry basement	Fair
Façade	Wood siding with wood framed, single-pane windows	Fair
Roof	Primary: Gable construction with asphalt shingles	Fair
Interiors	Floors: Carpet, hardwood, vinyl sheeting, laminate faux wood Walls: Painted plaster and drywall, wallpaper Ceilings: Painted plaster and drywall	Fair Poor
Elevators	None	--
Plumbing	Copper and PEX supply and mixture cast iron/ PVC waste & venting Electric water heater Toilet and sink in restroom	Fair
HVAC	Central system oil-fired furnace	Fair

Systems Summary		
Fire Suppression	Fire extinguishers	Fair
Electrical	Source & Distribution: Main panel with copper wiring Interior Lighting: T-12, CFL Emergency: None	Fair
Fire Alarm	Smoke detectors, alarms, strobes, pull stations, back-up emergency lights, exit signs	Fair
Equipment/Special	Sump pump	Poor
Site Pavement	Asphalt lot with asphalt sidewalk	Poor
Site Development	Property entrance signage, metal flagpoles	Fair
Landscaping and Topography	limited landscaping features Irrigation present Low to moderate site slopes throughout	Fair
Utilities	For Building- Municipal water and on-site septic For irrigation- On site well Local utility-provided electric	Fair
Site Lighting	Building-mounted: CFL and metal-halide flood	Poor
Ancillary Structures	None	--
Accessibility	Potential moderate/major issues have been identified at this property and a detailed accessibility study is recommended.	
Key Issues and Findings	Water intrusion at basement bulkhead, broken windows, loose decking on south entrance porch, suspected lead interior paint, damaged and cracking plaster walls/ ceilings, poor interior finishes (carpet, paint, wallpaper), deteriorated sump pump	

Systems Expenditure Forecast

System	Immediate	Short Term (3 yr)	Near Term (5 yr)	Med Term (10 yr)	Long Term (20 yr)	TOTAL
Structure	\$600	-	-	\$100	\$100	\$800
Facade	\$10,200	\$13,500	-	\$203,600	\$100,700	\$328,000
Roofing	-	-	-	\$1,900	\$13,200	\$15,100
Interiors	\$21,800	\$9,500	\$3,000	\$8,900	\$51,400	\$94,500
Plumbing	\$5,200	-	-	\$1,400	\$8,200	\$14,900
Fire Suppression	-	-	-	\$200	\$200	\$400
HVAC	-	-	-	-	\$15,700	\$15,700
Electrical	\$900	-	\$27,800	\$1,200	\$2,500	\$32,300
Fire Alarm & Comm	-	-	-	-	\$11,300	\$11,300
Pavement	-	\$32,400	-	\$4,100	\$10,300	\$46,700
Site Development	-	-	-	\$11,700	\$7,800	\$19,500
Accessibility	\$7,500	-	-	-	-	\$7,500
Follow-up Studies	\$1,500	-	-	-	-	\$1,500
TOTALS	\$47,700	\$55,400	\$30,800	\$233,100	\$221,400	\$588,200

3. Property Space Use and Observed Areas

Unit Allocation

All 5,631 square feet of the property are occupied by the Town of Atkinson. The spaces include a museum and storage with supporting restroom.

Areas Observed

The interior spaces were observed in order to gain a clear understanding of the property's overall condition. Other areas accessed included the site within the property boundaries, and the exterior of the property. The sloped roofs were observed from ground level.

Key Spaces Not Observed

All key areas of the property were accessible and observed.

4. ADA Accessibility

Generally, Title II of the Americans with Disabilities Act (ADA) prohibits discrimination by entities to access and use of “areas of public accommodations” and “public facilities” on the basis of disability. Regardless of their age, these areas and facilities must be maintained and operated to comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

A public entity (i.e. city governments) shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

However, this does not:

1. Necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities;
2. Require a public entity to take any action that would threaten or destroy the historic significance of an historic property; or
3. Require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. In those circumstances where personnel of the public entity believe that the proposed action would fundamentally alter the service, program, or activity or would result in undue financial and administrative burdens, a public entity has the burden of proving that compliance with 35.150(a) of this part would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the head of a public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, a public entity shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the public entity.

During the FCA, EMG performed a limited high-level accessibility review of the facility non-specific to any local regulations or codes. The scope of the visual observation was limited to those areas and categories set forth in the tables throughout this report. It is understood by the Client that the limited observations described herein do not comprise a full ADA Compliance Survey, and that such a survey is beyond the scope of EMG’s undertaking. Only a representative sample of areas was observed, and actual measurements were not taken to verify compliance.

The facility was originally constructed in 1772. Only the facility restroom was subsequently renovated with accessible features. Complaints about accessibility issues have been received by the property management. The property does not have associated litigation related to existing barriers or previously removed barriers.

An accessibility study has not been performed at the site. A comprehensive ADA Compliance Survey will reveal specific aspects of the property that are not in compliance. Since some areas or categories above were identified as having major or moderate associated issues, EMG recommends such a study be performed to take measurements, provide additional itemized details, research local requirements, and, if necessary, estimate the scope and cost of any required improvements. The cost of this study is included in the cost tables. Due to the lack of measurements and itemized findings at this point in time, the costs for any possible subsequent repairs or improvements are not currently included.

Removal of barriers to accessibility should be addressed from a liability standpoint in order to comply with federal law, but the barriers may or may not be building code violations. The Americans with Disabilities Act Accessibility Guidelines are part of the ADA federal civil rights law pertaining to the disabled and are not a construction code. State and local jurisdictions have adopted the ADA Guidelines or have adopted other standards for accessibility as part of their construction codes.

Accessibility Issues

	Major Issues (ADA study recommended)	Moderate Issues (ADA study recommended)	Minor/No Issues
Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exterior Path of Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interior Path of Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accessibility Issues

	Major Issues (ADA study recommended)	Moderate Issues (ADA study recommended)	Minor/No Issues
Public Use Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchens/Kitchenettes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The table below is intended to be used as a general reference guide to help differentiate the orders of magnitude between some of the more commonly observed accessibility issues. The table is not intended to be all-inclusive, and boxes checked in the tables above do not necessarily mean those specific problems or shortcomings cited as examples below exist at the subject buildings and sites. Reference the photolog (in the appendix) and/or *Key Findings* section for visuals and/or more specifics about the subject site conditions.

Reference Guide

	Major Issues (ADA study recommended)	Moderate Issues (ADA study recommended)	Minor/No Issues
Parking	<ul style="list-style-type: none"> - Needs full reconstruction - Excessive slopes over 3% require major re-grading - No level locations to add required spaces 	<ul style="list-style-type: none"> - No or non-compliant curb cuts - Moderate difficulty to add required accessible spaces - Slopes close to compliant 	<ul style="list-style-type: none"> - Painting of markings needed - Signage height non-compliant - Signage missing
Exterior Path of Travel	<ul style="list-style-type: none"> - Large areas of sidewalks with excessive slopes - No ramp when needed - Ramps with excessive slopes 	<ul style="list-style-type: none"> - Ramps need rails - Ramps need rail extensions - Need significant # of lever handles - All or most entrance door exterior maneuvering clearance areas with excessive slopes 	<ul style="list-style-type: none"> - One entrance door exterior maneuvering clearance area with excessive slope - A few door knobs instead of lever handles - Non-compliant signage
Interior Path of Travel	<ul style="list-style-type: none"> - All or most interior doors appear less than 32" wide - Corridors less than 36" wide - No ramp when needed - Ramps with excessive slopes - Non-compliant treads/risers at means of egress stairways 	<ul style="list-style-type: none"> - Single height drinking fountains - Drinking fountain too high or protrudes into accessible route - Ramps need rails - Ramps need rail extensions - Need significant # of lever handles - Non-compliant rail extensions at egress stairways - All/most door thresholds high 	<ul style="list-style-type: none"> - One door threshold too high - A few door knobs instead of lever handles - Non-compliant door pressures - Non-compliant signage - Switches not within reach range
Public Use Restrooms	<ul style="list-style-type: none"> - No ADA RR on each accessible floor - Restroom(s) too small - Entire restroom(s) requires renovation - Water closet clearance requires moving walls 	<ul style="list-style-type: none"> - Interior doors appear less than 32" wide - Missing or non-compliant grab bars - Easily fixable clearance issues 	<ul style="list-style-type: none"> - Minor height adjustments required - Non-compliant door pressures - Missing a visual strobe (only required if audible fire alarm already present) - Missing lavatory pipe wraps - Signage not compliant

Reference Guide

	Major Issues (<i>ADA study recommended</i>)	Moderate Issues (<i>ADA study recommended</i>)	Minor/No Issues
Elevators	<ul style="list-style-type: none"> - No elevator present when required - Elevator cab too small 	<ul style="list-style-type: none"> - Panel control buttons not at compliant height - No hands-free emergency communication system - Elevator only has mechanical stops 	<ul style="list-style-type: none"> - Audible/visual signals at every floor may be lacking - Minor signage / Braille issues
Kitchens/Kitchenettes	<ul style="list-style-type: none"> - Clear space for each appliance not present - Clearance between opposing counters too narrow 	<ul style="list-style-type: none"> - Sink and counter too high - Sink knee and toe clearance not provided where required (built-in) - Less than 50% of cabinetry within reach range 	<ul style="list-style-type: none"> - Dispensers not within reach range - Switches not within reach range - Missing sink pipe wraps if knee and toe clearance required

5. Purpose and Scope

Purpose

EMG was retained by the client to render an opinion as to the Property's current general physical condition on the day of the site visit.

Based on the observations, interviews and document review outlined below, this report identifies significant deferred maintenance issues, existing deficiencies, and material code violations of record, which affect the Property's use. Opinions are rendered as to its structural integrity, building system condition and the Property's overall condition. The report also notes building systems or components that have realized or exceeded their typical expected useful lives.

The physical condition of building systems and related components are typically defined as being in one of five condition ratings. For the purposes of this report, the following definitions are used:

Condition Ratings	
Excellent	New or very close to new; component or system typically has been installed within the past year, sound and performing its function. Eventual repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Good	Satisfactory as-is. Component or system is sound and performing its function, typically within the first third of its lifecycle. However, it may show minor signs of normal wear and tear. Repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Fair	Showing signs of wear and use but still satisfactory as-is, typically near the median of its estimated useful life. Component or system is performing adequately at this time but may exhibit some signs of wear, deferred maintenance, or evidence of previous repairs. Repair or replacement will be required due to the component or system's condition and/or its estimated remaining useful life.
Poor	Component or system is significantly aged, flawed, functioning intermittently or unreliably; displays obvious signs of deferred maintenance; shows evidence of previous repair or workmanship not in compliance with commonly accepted standards; has become obsolete; or exhibits an inherent deficiency. The present condition could contribute to or cause the deterioration of contiguous elements or systems. Either full component replacement is needed or repairs are required to restore to good condition, prevent premature failure, and/or prolong useful life.
Failed	Component or system has ceased functioning or performing as intended. Replacement, repair, or other significant corrective action is recommended or required.
Not Applicable	Assigning a condition does not apply or make logical sense, most commonly due to the item in question not being present.

Scope

The standard scope of the Facility Condition Assessment includes the following:

- Visit the Property to evaluate the general condition of the building and site improvements, review available construction documents in order to familiarize ourselves with, and be able to comment on, the in-place construction systems, life safety, mechanical, electrical, and plumbing systems, and the general built environment.
- Identify those components that are exhibiting deferred maintenance issues and provide cost estimates for Immediate Costs and Replacement Reserves based on observed conditions, maintenance history and industry standard useful life estimates. This will include the review of documented capital improvements completed within the last five-year period and work currently contracted for, if applicable.
- Provide a full description of the Property with descriptions of in-place systems and commentary on observed conditions.
- Provide a high-level categorical general statement regarding the subject Property's compliance to Title III of the Americans with Disabilities Act. This will not constitute a full ADA survey, but will help identify exposure to issues and the need for further review.
- Obtain background and historical information about the facility from a building engineer, property manager, maintenance staff, or other knowledgeable source. The preferred methodology is to have the client representative or building occupant complete a Pre-Survey Questionnaire (PSQ) in advance of the site visit. Common alternatives include a verbal interview just prior to or during the walk-through portion of the assessment.
- Review maintenance records and procedures with the in-place maintenance personnel.
- Observe a representative sample of the interior spaces/units, including vacant spaces/units, to gain a clear understanding of the property's overall condition. Other areas to be observed include the exterior of the property, the roofs, interior common areas, and the significant mechanical, electrical and elevator equipment rooms.
- Provide recommendations for additional studies, if required, with related budgetary information.
- Provide an Executive Summary at the beginning of this report, which highlights key findings and includes a Facility Condition Index as a basis for comparing the relative conditions of the buildings within the portfolio.

6. Opinions of Probable Costs

Cost estimates are attached throughout this report, with the Replacement Reserves in the appendix.

These estimates are based on Invoice or Bid Document/s provided either by the Owner/facility and construction costs developed by construction resources such as *R.S. Means*, *CBRE Whitestone*, and *Marshall & Swift*, EMG's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.

Opinions of probable costs should only be construed as preliminary, order of magnitude budgets. Actual costs most probably will vary from the consultant's opinions of probable costs depending on such matters as type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing or bundling of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, use of subcontractors, and whether competitive pricing is solicited, etc. Certain opinions of probable costs cannot be developed within the scope of this guide without further study. Opinions of probable cost for further study should be included in the FCA.

Methodology

Based upon site observations, research, and judgment, along with referencing Expected Useful Life (EUL) tables from various industry sources, EMG opines as to when a system or component will most probably necessitate replacement. Accurate historical replacement records, if provided, are typically the best source of information. Exposure to the elements, initial quality and installation, extent of use, the quality and amount of preventive maintenance exercised, etc., are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual chronological age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its *effective age*, whether explicitly or implicitly stated. Projections of Remaining Useful Life (RUL) are based primarily on age and condition with the presumption of continued use and maintenance of the Property similar to the observed and reported past use and maintenance practices, in conjunction with the professional judgment of EMG's assessors. Significant changes in occupants and/or usage may affect the service life of some systems or components.

Where quantities could not be or were not derived from an actual construction document take-off or facility walk-through, and/or where systemic costs are more applicable or provide more intrinsic value, budgetary square foot and gross square foot costs are used. Estimated costs are based on professional judgment and the probable or actual extent of the observed defect, inclusive of the cost to design, procure, construct and manage the corrections.

Definitions

Immediate Needs

Immediate Needs are line items that require immediate action as a result of: (1) material existing or potential unsafe conditions, (2) failed or imminent failure of mission critical building systems or components, or (3) conditions that, if not addressed, have the potential to result in, or contribute to, critical element or system failure within one year or will most probably result in a significant escalation of its remedial cost.

For database and reporting purposes the line items with RUL=0, and commonly associated with *Safety* or *Performance/Integrity* Plan Types, are considered Immediate Needs.

Replacement Reserves

Cost line items traditionally called Replacement Reserves (equivalently referred to as Lifecycle/Renewals) are for recurring probable renewals or expenditures, which are not classified as operation or maintenance expenses. The replacement reserves should be budgeted for in advance on an annual basis. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, Replacement Reserves may also include components or systems that have an indeterminable life but, nonetheless, have a potential for failure within an estimated time period.

Replacement Reserves generally exclude systems or components that are estimated to expire after the reserve term and are not considered material to the structural and mechanical integrity of the subject property. Furthermore, systems and components that are not deemed to have a material effect on the use of the Property are also excluded. Costs that are caused by acts of God, accidents, or other occurrences that are typically covered by insurance, rather than reserved for, are also excluded.

Replacement costs are solicited from ownership/property management, EMG's discussions with service companies, manufacturers' representatives, and previous experience in preparing such schedules for other similar facilities. Costs for work performed by the ownership's or property management's maintenance staff are also considered.

EMG's reserve methodology involves identification and quantification of those systems or components requiring capital reserve funds within the assessment period. The assessment period is defined as the effective age plus the reserve term. Additional information concerning system's or component's respective replacement costs (in today's dollars), typical expected useful lives, and remaining useful lives were estimated so that a funding schedule could be prepared. The Replacement Reserves Schedule presupposes that all required remedial work has been performed or that monies for remediation have been budgeted for items defined as Immediate Needs.

For the purposes of 'bucketizing' the System Expenditure Forecasts in this report, the Replacement Reserves have been subdivided and grouped as follows: Short Term (years 1-3), Near Term (years 4-5), Medium Term (years 6-10), and Long Term (years 11-20).

Key Findings

In an effort to highlight the most significant cost items and not be overwhelmed by the Replacement Reserves report in its totality, a subsection of Key Findings is included within the Executive Summary section of this report. Key Findings typically include repairs or replacements of deficient items within the first five-year window, as well as the most significant high-dollar line items that fall anywhere within the ten-year term. Note that while there is some subjectivity associated with identifying the Key Findings, the Immediate Needs are always included as a subset.

Exceedingly Aged

A fairly common scenario encountered during the assessment process, and a frequent source of debate, occurs when classifying and describing "very old" systems or components that are still functioning adequately and do not appear nor were reported to be in any way deficient. To help provide some additional intelligence on these items, such components will be tagged in the database as Exceedingly Aged. This designation will be reserved for mechanical or electrical systems or components that have aged well beyond their industry standard lifecycles, typically at least 15 years beyond and/or twice their Estimated Useful Life (EUL). In tandem with this designation, these items will be assigned a Remaining Useful Life (RUL) not less than two years but not greater than 1/3 of their standard EUL. As such the recommended replacement time for these components will reside outside the typical Short Term window but will not be pushed 'irresponsibly' (too far) into the future.

7. Certification

The Town of Atkinson (the Client) retained EMG to perform this Facility Condition Assessment in connection with its continued operation of the Historical Society, 3 Academy Avenue, Atkinson, New Hampshire 03811, the "Property". It is our understanding that the primary interest of the Client is to locate and evaluate materials and building system defects that might significantly affect the value of the property and to determine if the present Property has conditions that will have a significant impact on its continued operations.

The conclusions and recommendations presented in this report are based on the brief review of the plans and records made available to our Project Manager during the site visit, interviews of available property management personnel and maintenance contractors familiar with the Property, appropriate inquiry of municipal authorities, our Project Manager's walk-through observations during the site visit, and our experience with similar properties.

No testing, exploratory probing, dismantling or operating of equipment or in-depth studies were performed unless specifically required under the *Purpose and Scope* section of this report. This assessment did not include engineering calculations to determine the adequacy of the Property's original design or existing systems. Although walk-through observations were performed, not all areas may have been observed (see Section 1 for specific details). There may be defects in the Property, which were in areas not observed or readily accessible, may not have been visible, or were not disclosed by management personnel when questioned. The report describes property conditions at the time that the observations and research were conducted.

This report has been prepared on behalf of and exclusively for the use of the Client for the purpose stated within the *Purpose and Scope* section of this report. The report, or any excerpt thereof, shall not be used by any party other than the Client or for any other purpose than that specifically stated in our agreement or within the *Purpose and Scope* section of this report without the express written consent of EMG.

Any reuse or distribution of this report without such consent shall be at the Client and the recipient's sole risk, without liability to EMG.

Prepared by: Noah Strafford,
Project Manager

Reviewed by:



Al Diefert
Technical Report Reviewer for
Kaustubh Chabukswar,
Program Manager
kaustubh.chabukswar@bvna.com 800.733.0660 x7512

8. Appendices

- Appendix A: Photographic Record
- Appendix B: Site Plan
- Appendix C: Pre-Survey Questionnaire
- Appendix D: Component Condition Report
- Appendix E: Replacement Reserves

Appendix A: Photographic Record



#1

OVERVIEW



#2

FRONT ELEVATION



#3

REAR ELEVATION



#4

RIGHT ELEVATION



#5

LEFT ELEVATION



#6

PARKING LOTS, ASPHALT
PAVEMENT



#7

PARKING LOT, ADA PARKING



#8

PEDESTRIAN PAVEMENT,
ASPHALT

#9

FLAGPOLE, METAL



#10

SIGNAGE, PROPERTY



#11

EXTERIOR WALL, WOOD
CLAPBOARD

#12

LIGHT FIXTURE, EXTERIOR
FLOOD



#13

EXTERIOR WALL, ZIPPER-LINE
CRACK

#14

BULKHEAD CMU WALL,
DETERIORATING MORTAR
JOINTS

#15

PORCH DECKING, LOOSE WOOD



#16

WOODEN BARN DOOR



#17

SCREEN DOOR, ALUMINUM



#18

STORM SCREEN, FULLY GLAZED



#19 WINDOW, WOOD, CRACKED



#20 EXTERIOR DOOR, WOOD SOLID-CORE



#21 OIL STORAGE TANK



#22 FURNACE, OIL



#23 SUMP PUMP



#24 MAIN DISTRIBUTION PANEL



#25	WATER HEATER, ELECTRIC
-----	------------------------



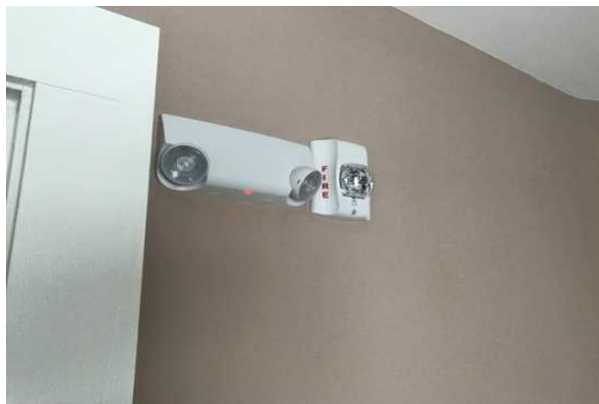
#26	PRESSURE TANK
-----	---------------



#27	FIRE ALARM CONTROL PANEL
-----	--------------------------



#28	EXIT SIGN LIGHT FIXTURE
-----	-------------------------



#29	FIRE ALARM SYSTEM
-----	-------------------



#30	LIGHTING SYSTEM, INTERIOR
-----	---------------------------



#31

TOILET, RESIDENTIAL WATER CLOSET



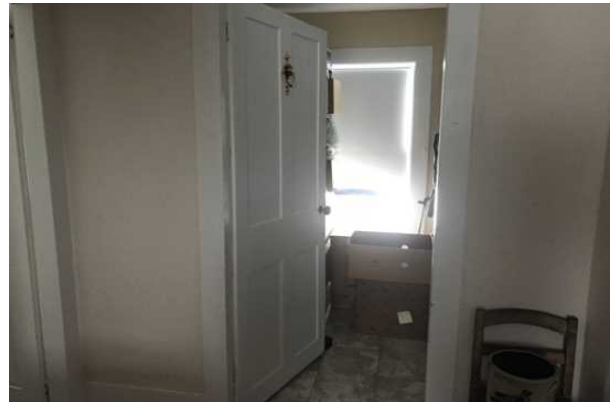
#32

RESTROOM SINK, WALL-HUNG



#33

KITCHEN SINK



#34

INTERIOR DOOR, WOOD SOLID-CORE



#35

BASEMENT MASONRY WALLS



#36

ATTIC



#37

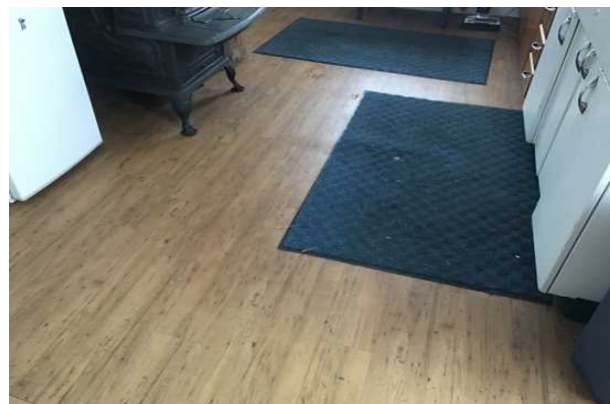
INTERIOR WALL FINISH,
WALLPAPER

#38

SUSPECT LEAD PAINT



#39

INTERIOR CEILING FINISH,
PLASTER, CRACKED

#40

INTERIOR FLOOR FINISH,
LAMINATE FAUX WOOD

#41

INTERIOR FLOOR FINISH, WOOD
STRIP, REFINISH

#42

INTERIOR FLOOR FINISH,
CARPET



#43

INTERIOR FLOOR FINISH,
CARPET

#44

INTERIOR FLOOR FINISH, VINYL
SHEETING, REPLACE

Appendix B: Site Plan

Site Plan



Project Name:
Historical Society

Source:
Google Earth

Project Number:
141924.19R000-005.017

On-Site Date:
January 16, 2020

Appendix C: Pre-Survey Questionnaire

Town of Atkinson

Pre-Survey Questionnaire



**BUREAU
VERITAS**

This questionnaire must be completed by the property owner, the owner's designated representative, or someone knowledgeable about the subject property. If the form is not completed, EMG's Project Manager will require *additional time* during the on-site visit with such a knowledgeable person in order to complete the questionnaire. During the site visit, EMG's Field Observer may ask for details associated with selected questions. This questionnaire will be utilized as an exhibit in EMG's final report.

Name of Institution:	Town of Atkinson, New Hampshire		
Name of Building: Historical Society (Kimball House)	Building #: 141924-19R000-005.017		
Name of person completing questionnaire: Bill Innes and Dave Weymouth			
Length of Association with the Property: 14 Years		Phone Number: 603-362-4750	

Site Information					
Year of Construction?	Late 1800's				
No. of Stories?	2 Floors				
Total Site Area?	9.3 Acres – land shared with the fire station and town garage				
Total Building Area?	5,631 Sqft				
Parking	Open Parking	Enclosed Parking	Partly Enclosed Parking	Is parking Heated?	
Parking Area?	2,967 Sqft	Sqft	Sqft	Yes /No	
Area Heated (%)	60 %				
Area Cooled (%)	0 % Cooling Equipment Redundancy? N // N+1 // N+2 // >2N				
Total Conditioned Area (%)	60 %				
Primary Heating System?	Oil Furnace				
Secondary Heating System?	None				
If Oil Used For Heating- Tank Capacity	275 Gallons - 1 Tank				
Primary Cooling System & Capacity?	None				
Do Any HVAC Systems Use R-11, R-12 or R-22 Refrigerants?	No				
	Elec.	Natural Gas	Propane	No.2 Oil	Dist. Steam
Primary Heating Fuel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Secondary Heating Fuel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic Water Heater Fuel?	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Building Occupancy/Schedule		
Facility Occupancy (avg. people ea. day)	1/6 (2 hours 1 day/week and 2 hours one Saturday/month)	
After Hours Facility Occupancy (avg. people /day)	None	
Standard Staff Work Timing	2 PM – 4 PM every Wednesday, 2 PM - 4 PM on Saturday/Month	
Maintenance Staff Hours	None	
Number of Computers at Site	1	
Day	Hours open to Public	Hours open to Staff
Monday	:_ AM/PM - :_ AM/PM	:_ AM/PM - :_ AM/PM
Tuesday	:_ AM/PM - :_ AM/PM	:_ AM/PM - :_ AM/PM
Wednesday	2:00 PM - 4 PM	2:00 PM - 4 PM
Thursday	:_ AM/PM - :_ AM/PM	:_ AM/PM - :_ AM/PM
Friday	:_ AM/PM - :_ AM/PM	:_ AM/PM - :_ AM/PM
Saturday	2:PM – 4PM once/month	2:PM – 4PM once/month

Town of Atkinson

Pre-Survey Questionnaire



**BUREAU
VERITAS**

Day	Hours open to Public	Hours open to Staff
Sunday	:_ AM/PM - :_ AM/PM	:_ AM/PM - :_ AM/PM
Number of Months the Facility Operates in a Year?	12 Months	
Estimated Percentage of Male Staff and Guests	No information	

Inspections	Date of Last Inspection	List of Any Outstanding Repairs Required
1. Elevators	None	
2. HVAC Mechanical, Electric, Plumbing?	February 2019	
3. Life-Safety/Fire?	April 2019	
4. Roofs?	Don't Inspect	

Key Questions	Response
Major Capital Improvements in Last 3 yrs.	ADA Bathroom
Planned Capital Expenditure For Next Year?	Replace front porch
Age of the Roof?	12 years
What bldg. Systems Are Responsibilities of Tenants? (HVAC/Roof/Interior/Exterior/Paving)	None

Unk = Unknown, NA = Not Applicable	Yes	No	NA	Unk	Comments
1. Are the plumbing fixtures Low Flow (<i>Below 2.0GPM, .6GPF</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Are there any vacant buildings or significant building areas?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do tenants pay for utilities at leased properties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the owner pay for exterior site lighting electricity?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Any Issues with exterior Lighting?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Building Structure							Additional Comments?
	Y/N		Y/N		Y/N		
Roof Type:	Pitched?	X	Flat		Both		
Attic Insulation:	Batt	X	Cellulose		Fiberglass	X	
Window Frame:	Wooden	X	Vinyl		Metal		
Window Glazing:	Single	X	Double		Triple		
Structure	Wooden	X	Metal		Conc.		

Building Lighting			
Type of Linear Fluorescent Lamps? (<i>T8/T12</i>)		Exterior Lighting Control (<i>Timer/Photocell</i>)	Switched
Type of Common Lamps? (<i>Incan/CFLs</i>)	CFL	Exterior Light Timing	No schedule
Lighting Sensors? (<i>Y/N</i>)		EXIT Lights (<i>Incan/Fluor/LED</i>)	LED

Other Systems			
Item	Qty	Selection	Utility Company / Provider Name
# of Elevators		Hydraulic/Traction	N/A
# of Electric Meters	1	Master/ Direct	

Town of Atkinson

Pre-Survey Questionnaire



**BUREAU
VERITAS**

Other Systems				
Item	Qty		Selection	Utility Company / Provider Name
# of Nat. Gas Meters		Resi/Commercial/Indust.		
# of Water Meters				
# of Backup Generator		Fuel?:		

Preventive Maintenance of Mechanical System		
Systems	Annual Professional Maintenance	Seldom or Never Maintained
Tenant Space Heating Systems (<i>Furnace/Boilers/Heat pumps</i>)	X	<input type="checkbox"/>
Tenant Space Cooling Systems (<i>Split /Window AC</i>)	X	<input type="checkbox"/>
Domestic Water Heaters	<input type="checkbox"/>	<input type="checkbox"/>

Building Appliances		
	Value	Additional Comments?
Percentage of Energy Star Certified Refrigerators	%	Unknown
Percentage of Refrigerators older than 8 years	100%	1 very old refrigerator
Cooking Range Type (Electric/Gas/Propane)	None	
Laundry System (Leased/Owned)	None	
No. of Washers	None	
No. of Dryers	None	

Town of Atkinson

Pre-Survey Questionnaire



**BUREAU
VERITAS**

Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any Yes responses. (NA indicates "Not Applicable", Unk indicates "Unknown")

QUESTION	Y	N	Unk	NA	COMMENTS
ZONING, BUILDING DESIGN & LIFE SAFETY ISSUES					
1 Are there any unresolved building, fire, or zoning code issues?		X			
2 Is there any pending litigation concerning the property?		X			
3 Are there any other significant issues/hazards with the property?		X			
4 Are there any unresolved construction defects at the property?		X			
5 Has any part of the property ever contained visible suspect mold growth?		X			
6 Is there a mold Operations and Maintenance Plan?		X			
7 Are there any recalled fire sprinkler heads (Star, GEM, Central, and Omega)?		X			
8 Have there been indoor air quality or mold related complaints from tenants?		X			
GENERAL SITE					
9 Are there any problems with erosion, storm water drainage or areas of paving that do not drain?		X			
10 Are there any problems with the landscape irrigation systems?		X			
BUILDING STRUCTURE					
11 Are there any problems with foundations or structures?		X			
12 Is there any water infiltration in basements or crawl spaces?		X			
13 Has a termite/wood boring insect inspection been performed within the last year?		X			

Town of Atkinson

Pre-Survey Questionnaire



**BUREAU
VERITAS**

Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any Yes responses. (**NA** indicates "Not Applicable", **Unk** indicates "Unknown")

QUESTION	Y	N	Unk	NA	COMMENTS
BUILDING ENVELOPE					
14 Are there any wall, or window leaks?		X			
15 Are there any roof leaks?		X			
16 Is the roofing covered by a warranty or bond?		X			
17 Are there any poorly insulated areas?	X				
18 Is Fire Retardant Treated (FRT) plywood used?		X			
19 Is exterior insulation and finish system (EIFS) or a synthetic stucco finish used?		X			
20 Are there any leaks or pressure problems with natural gas service?		X			
21 Does any part of the electrical system use aluminum wiring?		X			
22 Do Commercial units have less than 200-Amp service?		X			
23 Are there any problems with the utilities, such as inadequate capacities?		X			
ADA					
25 Has the management previously completed an ADA review?		X			
26 Have any ADA improvements been made to the property?		X			
27 Does a Barrier Removal Plan exist for the property?		X			
28 Has the Barrier Removal Plan been approved by an arms-length third party?		X			

Town of Atkinson

Pre-Survey Questionnaire



**BUREAU
VERITAS**

Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any Yes responses. (NA indicates "Not Applicable", Unk indicates "Unknown")

QUESTION	Y	N	Unk	NA	COMMENTS	
ADA						
29	Has building ownership or management received any ADA related complaints?	X				
30	Does elevator equipment require upgrades to meet ADA standards?		X			
PLUMBING						
31	Is the property served by private water well?					
32	Is the property served by a private septic system or other waste treatment systems?	X				
33	Is polybutylene piping used?		X			
34	Are there any plumbing leaks or water pressure problems?		X			

Issues or Concerns That EMG Should Know About?	
1.	
2.	
3.	

Items Provided to EMG Auditors				
	Yes	No	N/A	Additional Comments?
Access to All Mechanical Spaces	X	<input type="checkbox"/>	<input type="checkbox"/>	
Access to Roof/Attic Space	X	<input type="checkbox"/>	<input type="checkbox"/>	
Access to Building As-Built Drawings	X	<input type="checkbox"/>	<input type="checkbox"/>	
Site plan with bldg., roads, parking and other features	X	<input type="checkbox"/>	<input type="checkbox"/>	
Access to last 12/24 Months Common Area Utility Data	X	<input type="checkbox"/>	<input type="checkbox"/>	
Contact Details of Mech, Elevator, Roof, Fire Contractors:	X	<input type="checkbox"/>	<input type="checkbox"/>	
Previous reports pertaining to the physical condition of property.	X	<input type="checkbox"/>	<input type="checkbox"/>	
ADA survey and status of improvements implemented.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Current / pending litigation related to property condition.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Any brochures or marketing information.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Appraisal, either current or previously prepared.	X	<input type="checkbox"/>	<input type="checkbox"/>	
Summary of Projects executed in last 5 years	X	<input type="checkbox"/>	<input type="checkbox"/>	

Bill Innes
 Signature of person Interviewed or completing form

January 7 2020
 Date

Appendix D: Component Condition Report

Component Condition Report

Historical Society

UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
Structure						
B1012	Site	Poor	Structural Flooring/Decking, Wood	50 SF	0	1698823
B1015	Site	Poor	Exterior Stair/Ramp Rails, Wood, Refinish	35 LF	0	1698787
Facade						
B2011	Building Exterior	Poor	Exterior Wall, Brick or Brick Veneer, 1-2 Stories, Repair/Repoint	75 SF	0	1698799
B2011	Building Exterior	Poor	Exterior Wall, any Painted Surface, 1-2 Stories, Prep & Paint	4,360 SF	1	1698833
B2011	Bulkhead	Poor	Exterior Wall, Concrete Block (CMU), 1-2 Stories, Repair/Repoint	60 SF	0	1698816
B2011	Roof	Poor	Chimney, Brick or Brick Veneer, 1-2 Stories, Repair/Repoint	150 SF	0	1698803
B2011	Building Exterior	Fair	Exterior Wall, Wood Clapboard Siding, 1-2 Stories	4,360 SF	10	1698806
B2016	Roof	Fair	Soffit, Wood	370 SF	15	1698820
B2021	Building Exterior	Poor	Window, 12 SF	2	0	1698789
B2021	Building Exterior	Fair	Window, 12 SF	1	24	1698792
B2021	Building Exterior	Fair	Window Screen, 24, Remove & Replace	40	9	1698811
B2021	Building Exterior	Fair	Window, 12 SF	1	28	1698786
B2021	Building Exterior	Fair	Window, 12 SF	37	12	1698822
B2032	Building Exterior	Fair	Exterior Door, Wood Solid-Core	2	9	1698835
B2032	Building Exterior	Fair	Exterior Door, Wood Solid-Core	1	21	1698801
B2034	Building Exterior	Fair	Overhead/Dock Door, 144 SF	1	10	1698796
B2039	Building Exterior	Good	Screen Door, Plain/Anodized Aluminum	1	9	1698807
Roofing						
B3011	Roof	Fair	Roof, Asphalt Shingle 20-Year	2,100 SF	17	1698819
B3016	Roof	Fair	Gutters & Downspouts, Aluminum w/ Fittings	175 LF	7	1698788
Interiors						
C1017	Building Exterior	Fair	Interior Window, 12 SF	2	6	1698809
C1021	Garage	Fair	Interior Door, Wood Hollow-Core Residential	1	11	1698780
C1021	Throughout Building	Fair	Interior Door, Wood Solid-Core	11	15	1698797
C3012	Throughout building	Poor	Interior Wall Finish, Wallpaper	2,460 SF	0	1698814
C3012	Old library	Poor	Interior Wall Finish, any surface, Prep & Paint	600 SF	0	1698785
C3012	Throughout building	Poor	Interior Wall Finish, Gypsum Board/Plaster, Repair	850 SF	0	1698824
C3012	Basement	Poor	Interior Wall Finish, Brick or Brick Veneer, Repair/Repoint	50 SF	0	1698817
C3024	Restrooms	Fair	Interior Floor Finish, Vinyl Sheeting	80 SF	13	1698793
C3024	2nd floor	Fair	Interior Floor Finish, Wood Strip, Refinish	1,050 SF	3	1698818
C3024	Kitchen	Fair	Interior Floor Finish, Laminate Faux Wood	180 SF	11	1698782
C3025	Old library	Fair	Interior Floor Finish, Carpet Commercial Standard	350 SF	4	1698832
C3025	1st floor	Poor	Interior Floor Finish, Carpet Commercial Standard	700 SF	0	1698830
C3031	Throughout building	Poor	Interior Ceiling Finish, Gypsum Board/Plaster, Repair	700 SF	0	1698810

Historical Society						
UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
C3031	Throughout building	Poor	Interior Ceiling Finish, any flat surface, Prep & Paint	2,380 SF	1	1698825
Plumbing						
D2011	Restroom	Good	Toilet, Residential Water Closet	1	28	1698831
D2014	Restroom	Good	Sink/Lavatory, Wall-Hung, Vitreous China	1	28	1698827
D2014	Kitchen	Fair	Sink/Lavatory, Vanity Top, Enameled Steel	1	12	1698812
D2021		Poor	Pipe & Fittings, PVC, 6"	12 LF	0	1701416
D2023	Kitchen	Fair	Water Heater, 2.5 GAL	1	8	1698791
D2023	Basement	Fair	Water Heater, 2.5 GAL	1	10	1698784
D2043	Basement	Poor	Sump Pump, 3 HP	1	0	1698790
Fire Suppression						
D4031	Kitchen	Fair	Fire Extinguisher, Type ABC, up to 20 LB	1	6	1698821
HVAC						
D3011	Basement	Fair	Fuel Storage Tank, 275 GAL	1	13	1698805
D3022	Basement	Fair	Expansion Tank, 20 GAL	1	35	1698808
D3051	Basement	Fair	Furnace, 120 MBH	1	15	1698798
Electrical						
D5012	Basement	Fair	Main Distribution Panel, 200 AMP	1	4	1698795
D5019		Fair	Electrical Wiring & Switches, Average or Low Density/Complexity	2,200 SF	4	1702481
D5022	Building exterior	Fair	Light Fixture, Exterior Flood (any type w/ LED Replacement), 100 W	1	17	1698783
D5022	Building exterior	Fair	Light Fixture, 100 WATT	2	13	1698781
D5029	Throughout building	Fair	Lighting System, Interior, Low Density & Standard Fixtures	2,700 SF	5	1698828
D5092	Throughout	Poor	Exit Sign Light Fixture, LED, Replace and Install	4	0	1698834
Fire Alarm & Comm						
D5037	Throughout building	Fair	Fire Alarm System, Basic/Zoned, Upgrade/Install	1,850 SF	15	1698815
D5037	Basement	Fair	Fire Alarm Control Panel, Basic/Zoned	1	11	1698800
Pavement						
G2022	Site	Poor	Parking Lots, Asphalt Pavement, Mill & Overlay	7,400 SF	2	1698829
G2022	Site	Poor	Parking Lots, Asphalt Pavement, Seal & Stripe	7,400 SF	2	1698794
G2031	Site	Fair	Pedestrian Pavement, Sidewalk, Asphalt, Overlay	850 SF	2	1698813
Site Development						
G2044	Site	Fair	Signage, Property, Monument/Pylon, Replace/Install	1	7	1698826
G2048	Site	Fair	Flagpole, Metal	2	15	1698804
Follow-up Studies						
P000X		NA	Engineer, Environmental, Sample for Lead Paint, Evaluate/Report	1	0	1698845
Accessibility						
Z105X		NA	ADA, Miscellaneous, Level III Study, Includes Measurements, Evaluate/Report	1	0	1702670

Appendix E: Replacement Reserves

Replacement Reserves Report

Historical Society

1/31/2020

Location	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	Total Escalated Estimate
Historical Society	\$47,728	\$18,375	\$32,359	\$4,589	\$11,959	\$18,780	\$776	\$17,716	\$697	\$23,747	\$190,074	\$32,529	\$48,519	\$11,366	\$3,971	\$63,428	\$241	\$19,041	\$0	\$29,459	\$12,792	\$588,146
Grand Total	\$47,728	\$18,375	\$32,359	\$4,589	\$11,959	\$18,780	\$776	\$17,716	\$697	\$23,747	\$190,074	\$32,529	\$48,519	\$11,366	\$3,971	\$63,428	\$241	\$19,041	\$0	\$29,459	\$12,792	\$588,146

Uniformat Code	ID	Cost Description	Lifespan (EUL)	EA	RUL	Quantity	Unit	Unit Cost	\$	Subtotal	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	Deficiency Repair Estimate
B1012	1698823	Structural Flooring/Decking, Wood, Replace	75	75	0	50	SF	\$11.00	\$550	\$550																					\$550	
B1015	1698787	Exterior Stair/Ramp Rails, Wood, Refinish	10	15	0	35	LF	\$1.50	\$53	\$53											\$53									\$53	\$158	
B2011	1698799	Exterior Wall, Brick or Brick Veneer, 1-2 Stories, Repair/Repoint	0	0	0	75	SF	\$33.00	\$2,475	\$2,475																					\$2,475	
B2011	1698816	Exterior Wall, Concrete Block (CMU), 1-2 Stories, Repair/Repoint	0	0	0	60	SF	\$20.00	\$1,200	\$1,200																					\$1,200	
B2011	1698803	Chimney, Brick or Brick Veneer, 1-2 Stories, Repair/Repoint	0	0	0	150	SF	\$33.00	\$4,950	\$4,950																					\$4,950	
B2011	1698833	Exterior Wall, any Painted Surface, 1-2 Stories, Prep & Paint	10	9	1	4360	SF	\$3.00	\$13,080		\$13,080											\$13,080									\$26,160	
B2011	1698806	Exterior Wall, Wood Clapboard Siding, 1-2 Stories, Replace	30	20	10	4360	SF	\$30.00	\$130,800												\$130,800										\$130,800	
B2016	1698820	Soffit, Wood, Replace	20	5	15	370	SF	\$19.00	\$7,030																	\$7,030					\$7,030	
B2021	1698789	Window, 12 SF, Replace	30	30	0	2	EA	\$800.00	\$1,600	\$1,600																					\$1,600	
B2021	1698811	Window Screen, 24, Remove & Replace	10	1	9	40	EA	\$412.50	\$16,500											\$16,500									\$16,500		\$33,000	
B2021	1698822	Window, 12 SF, Replace	30	18	12	37	EA	\$800.00	\$29,600													\$29,600									\$29,600	
B2032	1698835	Exterior Door, Wood Solid-Core, Replace	25	16	9	2	EA	\$700.00	\$1,400											\$1,400											\$1,400	
B2034	1698796	Overhead/Dock Door, 144 SF, Replace	30	20	10	1	EA	\$3,000.00	\$3,000												\$3,000										\$3,000	
B2039	1698807	Screen Door, Plain/Anodized Aluminum, Replace	10	1	9	1	EA	\$300.00	\$300											\$300									\$300		\$600	
B3011	1698819	Roof, Asphalt Shingle 20-Year, Replace	20	3	17	2100	SF	\$3.80	\$7,980																		\$7,980				\$7,980	
B3016	1698788	Gutters & Downspouts, Aluminum w/ Fittings, Replace	20	13	7	175	LF	\$9.00	\$1,575								\$1,575														\$1,575	
C1017	1698809	Interior Window, 12 SF, Replace	40	34	6	2	EA	\$250.00	\$500							\$500															\$500	
C1021	1698780	Interior Door, Wood Hollow-Core Residential, Replace	20	9	11	1	EA	\$400.00	\$400													\$400									\$400	
C1021	1698797	Interior Door, Wood Solid-Core, Replace	40	25	15	11	EA	\$700.00	\$7,700																	\$7,700					\$7,700	
C3012	1698814	Interior Wall Finish, Wallpaper, Replace	15	30	0	2460	SF	\$2.20	\$5,412	\$5,412																\$5,412					\$10,824	
C3012	1698785	Interior Wall Finish, any surface, Prep & Paint	10	15	0	600	SF	\$1.50	\$900	\$900											\$900								\$900		\$2,700	
C3012	1698824	Interior Wall Finish, Gypsum Board/Plaster, Repair	0	0	0	850	SF	\$3.50	\$2,975	\$2,975																					\$2,975	
C3012	1698817	Interior Wall Finish, Brick or Brick Veneer, Repair/Repoint	0	0	0	50	SF	\$33.00	\$1,650	\$1,650																					\$1,650	
C3024	1698818	Interior Floor Finish, Wood Strip, Refinish	10	7	3	1050	SF	\$4.00	\$4,200					\$4,200									\$4,200								\$8,400	
C3024	1698782	Interior Floor Finish, Laminate Faux Wood, Replace	15	4	11	180	SF	\$7.00	\$1,260													\$1,260									\$1,260	
C3024	1698793	Interior Floor Finish, Vinyl Sheeting, Replace	15	2	13	80	SF	\$7.00	\$560														\$560								\$560	
C3025	1698830	Interior Floor Finish, Carpet Commercial Standard, Replace	10	10	0	700	SF	\$7.50	\$5,250	\$5,250											\$5,250								\$5,250		\$15,750	
C3025	1698832	Interior Floor Finish, Carpet Commercial Standard, Replace	10	6	4	350	SF	\$7.50	\$2,625						\$2,625									\$2,625							\$5,250	
C3031	1698810	Interior Ceiling Finish, Gypsum Board/Plaster, Repair	0	0	0	700	SF	\$8.00	\$5,600	\$5,600																					\$5,600	
C3031	1698825	Interior Ceiling Finish, any flat surface, Prep & Paint	10	9	1	2380	SF	\$2.00	\$4,760		\$4,760											\$4,760									\$9,520	
D2014	1698812	Sink/Lavatory, Vanity Top, Enameled Steel, Replace	30	18	12	1	EA	\$1,100.00	\$1,100														\$1,100								\$1,100	
D2021	1701416	Pipe & Fittings, PVC, 6", Replace	40	40	0	12	LF	\$80.30	\$964	\$964																					\$964	
D2023	1698791	Water Heater, 2.5 GAL, Replace	15	7	8	1	EA	\$550.00	\$550										\$550												\$550	
D2023	1698784	Water Heater, 2.5 GAL, Replace	15	5	10	1	EA	\$550.00	\$550												\$550										\$550	
D2043	1698790	Sump Pump, 3 HP, Replace	15	15	0	1	EA	\$4,270.00	\$4,270	\$4,270																\$4,270					\$8,540	
D3011	1698805	Fuel Storage Tank, 275 GAL, Replace	25	12	13	1	EA	\$2,600.00	\$2,600														\$2,600								\$2,600	
D3051	1698798	Furnace, 120 MBH, Replace	20	5	15	1	EA	\$7,600.00	\$7,600																	\$7,600					\$7,600	
D4031	1698821	Fire Extinguisher, Type ABC, up to 20 LB, Replace	10	4	6	1	EA	\$150.00	\$150							\$150											\$150				\$300	
D5012	1698795	Main Distribution Panel, 200 AMP, Replace	30	26	4	1	EA	\$2,500.00	\$2,500						\$2,500																\$2,500	
D5019	1702481	Electrical Wiring & Switches, Average or Low Density/Complexity, Replace	40	36	4	2200	SF	\$2.50	\$5,500						\$5,500																\$5,500	
D5022	1698781	Light Fixture, 100 WATT, Replace	20	7	13	2	EA	\$190.00	\$380														\$380								\$380	
D5022	1698783	Light Fixture, Exterior Flood (any type w/ LED Replacement), 100 W, Replace	20	3	17	1	EA	\$210.00	\$210																		\$210				\$210	
D5029	1698828	Lighting System, Interior, Low Density & Standard Fixtures, Replace	20	15	5	2700	SF	\$6.00	\$16,200						\$16,200																\$16,200	
D5037	1698800	Fire Alarm Control Panel, Basic/Zoned, Replace	15	4	11	1	EA	\$4,000.00	\$4,000													\$4,000									\$4,000	
D5037	1698815	Fire Alarm System, Basic/Zoned, Upgrade/Install	20	5	15	1850	SF	\$2.00	\$3,700																	\$3,700					\$3,700	
D5092	1698834	Exit Sign Light Fixture, LED, Replace and Install	10	10	0	4	EA	\$220.00	\$880	\$880											\$880								\$880		\$2,640	
G2022	1698829	Parking Lots, Asphalt Pavement, Mill & Overlay	25	23	2	7400	SF	\$3.50	\$25,900			\$25,900																			\$25,900	
G2022	1698794	Parking Lots, Asphalt Pavement, Seal & Stripe	5	3	2	7400	SF	\$0.45	\$3,330				\$3,330				\$3,330					\$3,330				\$3,330					\$13,320	
G2031	1698813	Pedestrian Pavement, Sidewalk, Asphalt, Overlay	25	23	2	850	SF	\$1.50	\$1,272			\$1,272																			\$1,272	
G2044	1698826	Signage, Property, Monument/Pylon, Replace/Install	20	13	7	1	EA	\$9,500.00	\$9,500							\$9,500															\$9,500	

Uniformat Code	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost	*Subtotal	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	Deficiency Repair Estimate
G2048	1698804	Flagpole, Metal, Replace	30	15	15	2	EA	\$2,500.00	\$5,000															\$5,000							\$5,000
P000X	1698845	Engineer, Environmental, Sample for Lead Paint, Evaluate/Report	0	0	0	1	EA	\$1,500.00	\$1,500	\$1,500																					\$1,500
Z105X	1702670	ADA, Miscellaneous, Level III Study, Includes Measurements, Evaluate/Report	0	0	0	1	EA	\$7,500.00	\$7,500	\$7,500																					\$7,500
Totals, Unescalated										\$47,728	\$17,840	\$30,502	\$4,200	\$10,625	\$16,200	\$650	\$14,405	\$550	\$18,200	\$141,433	\$23,500	\$34,030	\$7,740	\$2,625	\$40,712	\$150	\$11,520	\$0	\$16,800	\$7,083	\$446,492
Totals, Escalated (3.0% inflation, compounded annually)										\$47,728	\$18,375	\$32,359	\$4,589	\$11,959	\$18,780	\$776	\$17,716	\$697	\$23,747	\$190,074	\$32,529	\$48,519	\$11,366	\$3,971	\$63,428	\$241	\$19,041	\$0	\$29,459	\$12,792	\$588,146
* Markup/LocationFactor (1) has been included in unit costs.																															