



A Bureau Veritas Group Company

# FACILITY CONDITION ASSESSMENT

## TOWN OF ATKINSON

21 Academy Avenue  
Atkinson, New Hampshire 03811  
David Cressman



## TOWN GARAGE

1A Academy Avenue  
Atkinson, New Hampshire 03817

### PREPARED BY:

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### EMG PROJECT #:

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January 30, 2020

### ON SITE DATE:

January 14, 2020



engineering | environmental | capital planning | project management

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# 1. Executive Summary

## Property Overview and Assessment Details

General Information	
Property Type	Garage and Storage
Main Address	1A Academy Avenue, Atkinson, New Hampshire 03817
Site Developed	1999
Site Area	1.0 acres (estimated)
Parking Spaces	Parking spots are not marked, an open lot between the two vehicles can accommodate roughly 5 cars
Building Area	2,300 SF Building + 2,400 SF Shed
Number of Stories	1
Current Occupants	4
Percent Utilization	100%
Date(s) of Visit	January 14, 2020
Management Point of Contact	Town of Atkinson, David Cressman (603) 362-1060 <a href="mailto:townadmin@atkinson-nh.gov">townadmin@atkinson-nh.gov</a>
On-site Point of Contact (POC)	Bill Innes (603) 489-3829
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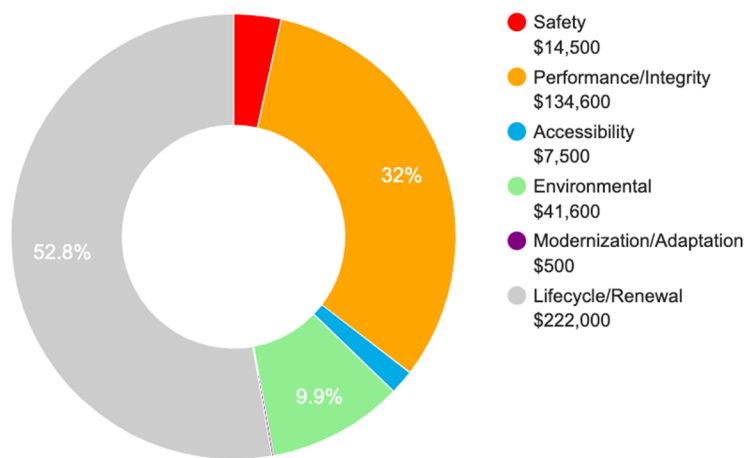
## Plan Types

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

<b>Safety</b>	■ An observed or reported unsafe condition that if left unaddressed could result in injury; a system or component that presents potential liability risk.
<b>Performance/Integrity</b>	■ Component or system has failed, is almost failing, performs unreliably, does not perform as intended, and/or poses risk to overall system stability.
<b>Accessibility</b>	■ Does not meet ADA, UFAS, and/or other handicap accessibility requirements.
<b>Environmental</b>	■ Improvements to air or water quality, including removal of hazardous materials from the building or site.
<b>Retrofit/Adaptation</b>	■ Components, systems, or spaces recommended for upgrades in in order to meet current standards, facility usage, or client/occupant needs.
<b>Lifecycle/Renewal</b>	■ 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: \$420,700

## Significant/Systemic Findings and Deficiencies

### Historical Summary

The buildings were constructed in 1999 with various upgrades and replacements occurring throughout their lives though no major renovations have occurred since initial construction. The garage is 2,300 SF and is used to house/ maintain vehicles owned by the town including snowplows and salt trucks. The shed is a 2,400 salt-storage pole barn with a lean-to general storage area. Buildings are currently occupied and do not appear generally compliant with the Americans with Disabilities Act Accessibility Guidelines.

### Architectural

The building envelope, and façade are original to construction with no major repairs or replacements occurring over the life of the building. The Asphalt roofing shingles have been replaced on both buildings: the garage in 2015 and the shed in 2018. Interior painted finishes have been maintained in the garage, with few repairs needed. Water intrusion in the garage requires repair of portion of the below grade cement foundational wall and the EIFS which surrounds it. Improper drainage from the roof will be redirected by the installation of gutter/downspouts on the west side of the garage. A portion of the east wall of the shed is below grade and reportedly subject to water intrusion. In order to adhere to NH environmental code, a non-permeable cement foundational wall should be constructed which will prevent stored salt from contaminating groundwater.

### Mechanical, Electrical, Plumbing and Fire (MEPF)

The garage is primarily heated by a single suspended propane unit heater while the salt storage shed is not heated or cooled. A 4-GAL water heater serves the garage restroom. Plumbing is comprised of copper and PVC with no apparent issues. All existing HVAC and Plumbing components appear adequately maintained. It is reported that exhaust buildup in the garage, due to lack of powered exhaust, has become a safety concern; therefore, it is recommended that adequate ventilation be installed. Lighting has been mostly switched to LED in 2017. A single 200 Amp distribution panel serving both buildings shows accelerated signs of rusting and should be replaced. The strobe and pull station in the garage appear original to construction and should be replaced for reliability. It is also recommended that an LED exit sign be installed at the garage egress.

### Site

The asphalt pavement has alligator cracking throughout which is reportedly in part the result of improper drainage from the garage downspouts. Water drainage should be redirected to prevent future cracking. A modular wood-framed structure located adjacent to the salt storage shed is heavily deteriorated and near failure. This should be replaced and relocated to the shed as a lean-to structure which will accommodate storage needs of the facility.

### Recommended Additional Studies

No additional studies recommended at this time.

## 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	
<b>0 – 5%</b>	In new or well-maintained condition, with little or no visual evidence of wear or deficiencies.
<b>5 – 10%</b>	Subjected to wear but is still in a serviceable and functioning condition.
<b>10 – 30%</b>	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.
<b>30% and above</b>	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:

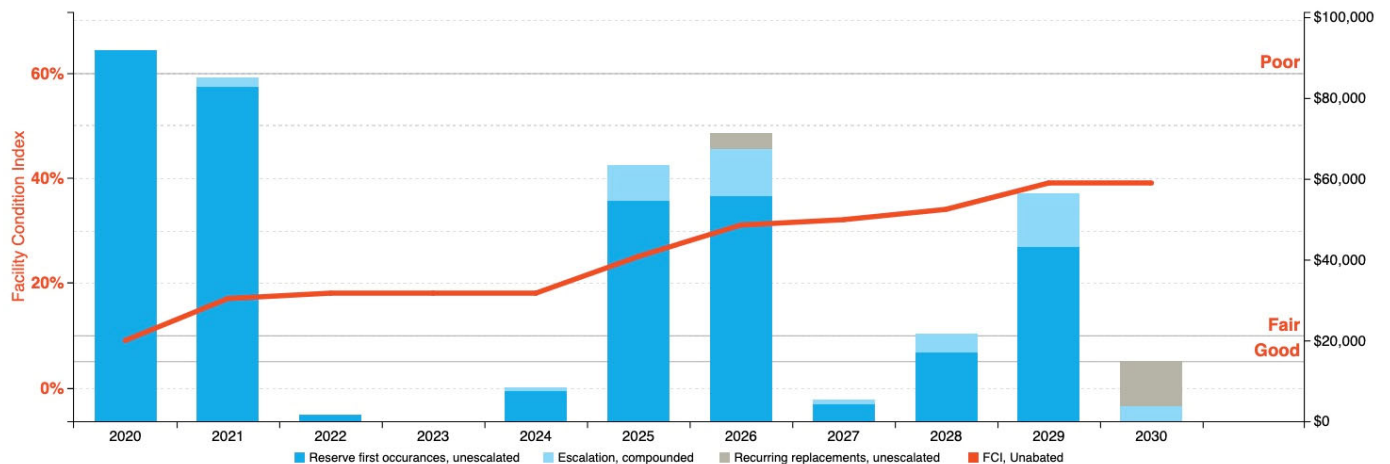
FCI Analysis   Town Garage			
<i>Replacement Value</i> \$ 1,019,900	<i>Total SF</i> 4,700	<i>Cost/SF</i> \$ 217	
<b>Current FCI</b>	\$ 92,000		<b>9.0 %</b>
3-Year	\$ 181,900		17.8 %
5-Year	\$ 257,700		25.3 %
10-Year	\$ 423,000		41.5 %

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: Town Garage

Replacement Value: \$ 1,019,900; Inflation rate: 3.0%



## Immediate Needs

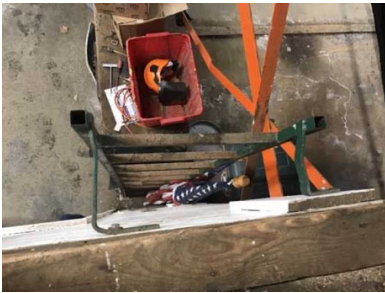
Facility/Building	Total Items	Total Cost
Town Garage	14	\$91,953
<b>Total</b>	<b>14</b>	<b>\$91,953</b>

### Town Garage

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
1689915	Town Garage	Garage	B1029	Roof Access Ladder, Steel, Replace	Poor	Safety	\$810
1689906	Town Garage	Salt Storage Exterior	B2011	Exterior Wall, any Painted Surface, 1-2 Stories, Prep & Paint	Poor	Performance/Integrity	\$10,800
1689890	Town Garage	Garage Exterior	B2011	Exterior Wall, Insulated Finishing System (EIFS), 1-2 Stories, Replace	Poor	Performance/Integrity	\$11,213
1689918	Town Garage	Garage Roof	B3016	Gutters & Downspouts, Aluminum w/ Fittings, Replace	Poor	Modernization/Adaptation	\$540
1689898	Town Garage	Garage	C3012	Interior Wall Finish, Gypsum Board/Plaster, Repair	Poor	Performance/Integrity	\$525
1689893	Town Garage	Garage	C3012	Interior Wall Finish, Concrete, Repair	Poor	Performance/Integrity	\$3,750
1692416	Town Garage	Garage	D3042	Exhaust Fan Install, Centrifugal, 1,001 to 2,000 CFM (16" Damper), Install	NA	Safety	\$2,640
1689911	Town Garage	Garage	D5037	Fire Alarm Horn & Strobe, Replace	Poor	Safety	\$275
1689899	Town Garage	Garage	D5037	Manual Pull Station, Replace	Poor	Safety	\$200
1689909	Town Garage	Garage	D5092	Exit Sign Light Fixture, LED, Replace	NA	Safety	\$220
1689926	Town Garage	Garage	E103X	Vehicle Lift, Replace	Poor	Safety	\$9,840
1689922	Town Garage	Site	F201X	Structure/Building, Demolition and Disposal	Poor	Performance/Integrity	\$2,040
1689900	Town Garage	Salt Storage Exterior	G2042	Retaining Wall, Cast-in-place Concrete (per SF Face), Replace	NA	Environmental	\$41,600
1692558	Town Garage		Z105X	ADA, Miscellaneous, Level III Study, Includes Measurements, Evaluate/Report	NA	Accessibility	\$7,500
<b>Total (14 items)</b>							<b>\$91,953</b>



## Key Findings

**Roof Access Ladder in Poor condition.**

Steel  
Town Garage Garage

Uniformat Code: B1029  
Recommendation: **Replace in 2020**

Priority Score: **99.0**

Plan Type: Safety

Cost Estimate: \$800

\$\$\$\$

access ladder rusted/ warping at fastener - AssetCALC ID: 1689915

**Exit Sign Light Fixture**

LED  
Town Garage

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

Priority Score: **97.0**

Plan Type: Safety

Cost Estimate: \$200

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LED exit sign should be installed - AssetCALC ID: 1689909

**Exhaust Fan Install**

Centrifugal, 1,001 to 2,000 CFM (16" Damper)  
Town Garage Garage

Uniformat Code: D3042  
Recommendation: **Install in 2020**

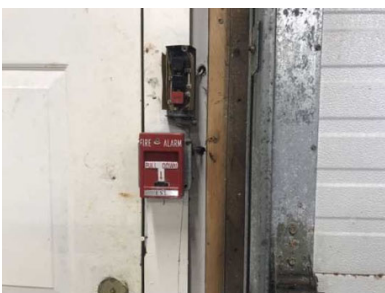
Priority Score: **96.0**

Plan Type: Safety

Cost Estimate: \$2,600

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No powered ventilation in garage. POC reports that exhaust buildup from vehicles in garage has become a safety concern - AssetCALC ID: 1692416

**Manual Pull Station in Poor condition.**

Town Garage

Uniformat Code: D5037  
Recommendation: **Replace in 2020**

Priority Score: **96.0**

Plan Type: Safety

Cost Estimate: \$200

\$\$\$\$

pull station past EUL and should be replaced for reliability - AssetCALC ID: 1689899





### Fire Alarm Horn and Strobe in Poor condition.

Town Garage

Uniformat Code: D5037

Recommendation: **Replace in 2020**

Priority Score: **96.0**

Plan Type: Safety

Cost Estimate: \$300

\$\$\$\$

Fire alarm original to building and past EUL. should be replaced for reliability - AssetCALC ID: 1689911



### Vehicle Lift in Poor condition.

Town Garage Garage

Uniformat Code: E103X

Recommendation: **Replace in 2020**

Priority Score: **91.0**

Plan Type: Safety

Cost Estimate: \$9,800

\$\$\$\$

Lifts are well past EUL. legs of vehicle lift are heavily rusting/ deteriorating - AssetCALC ID: 1689926



### Exterior Wall in Poor condition.

Insulated Finishing System (EIFS), 1-2 Stories  
Town Garage Garage Exterior

Uniformat Code: B2011

Recommendation: **Replace in 2020**

Priority Score: **90.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$11,200

\$\$\$\$

EIFS around foundation wall is deteriorating - AssetCALC ID: 1689890



### Exterior Wall in Poor condition.

any Painted Surface, 1-2 Stories  
Town Garage Salt Storage Exterior

Uniformat Code: B2011

Recommendation: **Prep and Paint in 2020**

Priority Score: **89.9**

Plan Type:  
Performance/Integrity

Cost Estimate: \$10,800

\$\$\$\$

Exterior wall paint fading, should be replaced to prevent further deterioration of siding - AssetCALC ID: 1689906



### Main Distribution Panel in Poor condition.

200 AMP  
Town Garage Garage

Uniformat Code: D5012  
Recommendation: **Replace in 2021**

Priority Score: **89.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$2,500

\$\$\$\$

distribution panel experiencing accelerated deterioration/ rusting - AssetCALC ID: 1689916



### Modular Building in Poor condition.

Wood-Framed  
Town Garage Site

Uniformat Code: F1012  
Recommendation: **Replace in 2021**

Priority Score: **88.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$40,000

\$\$\$\$

Modular building is falling apart and with wood rot throughout. Asset requires removal, with new modular lean-to building construction to be located on north wall of salt-storage shed - AssetCALC ID: 1689925



### Exterior Door in Poor condition.

Steel  
Town Garage Garage Exterior

Uniformat Code: B2032  
Recommendation: **Replace in 2021**

Priority Score: **88.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$600

\$\$\$\$

Door is rusting and experiencing accelerated deterioration. Door sill is loose. Door hardware not ADA compliant - AssetCALC ID: 1689942



### Light Fixture in Poor condition.

Exterior Flood (any type with LED Replacement), 100 W  
Town Garage

Uniformat Code: D5022  
Recommendation: **Replace in 2021**

Priority Score: **88.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$200

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remaining original exterior light fixture is near end of EUL - AssetCALC ID: 1689931



### Parking Lots in Poor condition.

Asphalt Pavement  
Town Garage Site

Uniformat Code: G2022  
Recommendation: **Seal and Stripe in 2021**

Priority Score: **87.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$4,000

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Asphalt pavement sealant is faded - AssetCALC ID: 1689937



### Parking Lots in Poor condition.

Asphalt Pavement  
Town Garage Site

Uniformat Code: G2022  
Recommendation: **Mill and Overlay in 2021**

Priority Score: **87.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$31,300

\$\$\$\$

Asphalt pavement is spalling and alligator cracking throughout - AssetCALC ID: 1689929



### Landscaping in Poor condition.

Drainage Swale, Concrete  
Town Garage Site

Uniformat Code: G2052  
Recommendation: **Replace in 2021**

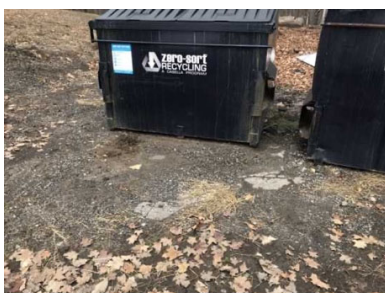
Priority Score: **84.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$4,000

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Drainage from southeast corner garage downspout is pooling and causing erosion under asphalt pavement, resulting in heavy cracking. Drainage must be redirected - AssetCALC ID: 1689934



### Dumpster Accessories in Poor condition.

Concrete Pad  
Town Garage Site

Uniformat Code: G2049  
Recommendation: **Replace/Install in 2022**

Priority Score: **84.0**

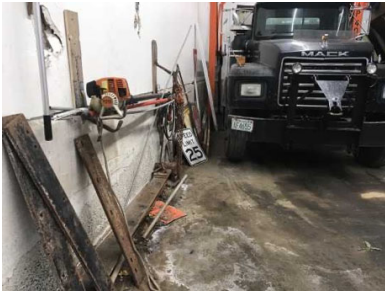
Plan Type:  
Performance/Integrity

Cost Estimate: \$1,700

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concrete pads for dumpsters are cracking/ spalled - AssetCALC ID: 1689896





### Interior Wall Finish in Poor condition.

Concrete  
Town Garage

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

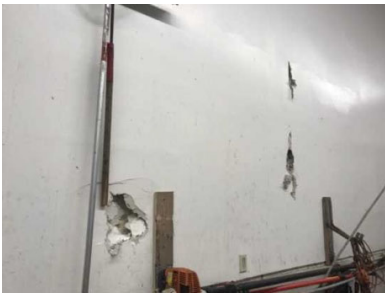
Priority Score: **83.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$3,800

\$\$\$\$

Water intrusion from west garage wall has caused spalling in concrete foundation - AssetCALC ID: 1689893



### Interior Wall Finish in Poor condition.

Gypsum Board/Plaster  
Town Garage Garage

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

Priority Score: **83.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$500

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areas of gypsum board in garage damaged - AssetCALC ID: 1689898



### Structure/Building in Poor condition.

Town Garage Site

Uniformat Code: F201X  
Recommendation: **Demolition and Disposal in 2020**

Priority Score: **82.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$2,000

\$\$\$\$

foundation remains of old kennel to be removed from north side wall of salt-storage shed - AssetCALC ID: 1689922



### Retaining Wall

Cast-in-place Concrete (per SF Face)  
Town Garage Salt Storage Exterior

Uniformat Code: G2042  
Recommendation: **Replace in 2020**

Priority Score: **76.0**

Plan Type: Environmental

Cost Estimate: \$41,600

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A non-permeable cement wall should be installed around underground building exterior to prevent groundwater contamination of salt in accordance with state environmental regulations - AssetCALC ID: 1689900



## Gutters and Downspouts in Poor condition.

Aluminum with Fittings  
Town Garage Garage Roof

Uniformat Code: B3016  
Recommendation: **Replace in 2020**

Priority Score: **61.0**

Plan Type:  
Modernization/Adaptation

Cost Estimate: \$500

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lack of gutters causing water intrusion on west garage wall. Gutters/downspouts should be installed to redirect water flow - AssetCALC ID: 1689918

## 2. Building and Site Information



### Systems Summary

System	Description	Condition
<b>Structure</b>	Conventional wood frame structure on concrete slab	Fair
<b>Façade</b>	Vinyl siding with vinyl windows	Fair
<b>Roof</b>	Primary: Gable construction with asphalt shingles	Fair
<b>Interiors</b>	Walls: Painted gypsum board and painted plywood Floors: Unfinished Ceilings: Painted gypsum board	Fair
<b>Elevators</b>	None	--
<b>Plumbing</b>	Copper supply and PVC waste and venting Electric water heater Toilet and sink in restroom	Fair
<b>HVAC</b>	Suspended propane unit heater, baseboard electric heater	Fair

Systems Summary		
<b>Fire Suppression</b>	Fire extinguishers	Fair
<b>Electrical</b>	Source and Distribution: Main panel with copper wiring Interior Lighting: LED Emergency: Diesel generator from fire station serves garage	Fair
<b>Fire Alarm</b>	Smoke detector, alarm, strobe and pull station	Poor
<b>Equipment/Special</b>	Vehicle equipment lifts Air compressor Liquid storage tank and pump	Poor Fair
<b>Site Pavement</b>	Asphalt lot	Poor
<b>Site Development</b>	Building-mounted and pole signage, parking lot bollard	Fair
<b>Landscaping and Topography</b>	Limited landscaping features Irrigation not present Low to moderate site slopes throughout	Fair
<b>Utilities</b>	Municipal water with on-site septic tanks Local utility-provided electric with local propane tanks	Fair
<b>Site Lighting</b>	Building-mounted: LED, metal halide	Fair
<b>Ancillary Structures</b>	Wood-framed storage structure	Poor
<b>Accessibility</b>	Potential moderate/major issues have been identified at this property and a detailed accessibility study is recommended.	
<b>Key Issues and Findings</b>	Water intrusion to below-grade walls, rusted entrance door, rusted distribution panel, inadequate ventilation in garage, rusted vehicle equipment lifts, aged fire protection fixtures, rusted loft access ladder, severe alligator cracking asphalt lot, improper drainage from garage roof, deteriorating modular structure.	



## Systems Expenditure Forecast

System	Immediate	Short Term (3 yr)	Near Term (5 yr)	Med Term (10 yr)	Long Term (20 yr)	TOTAL
Structure	\$800	-	-	-	-	\$800
Facade	\$22,000	\$600	\$52,200	\$139,600	\$26,400	\$240,700
Roofing	\$500	-	-	-	\$36,600	\$37,100
Interiors	\$4,300	-	\$11,200	-	\$15,000	\$30,400
Plumbing	-	-	\$600	\$16,900	\$11,600	\$29,200
Fire Suppression	-	-	-	\$400	\$500	\$800
HVAC	\$2,600	-	\$7,900	\$2,700	-	\$13,200
Electrical	\$200	\$2,800	-	\$300	\$24,500	\$27,800
Fire Alarm & Comm	\$500	-	-	\$300	\$800	\$1,500
Equipment/Special	\$11,900	\$41,200	-	-	\$15,300	\$68,400
Pavement	-	\$36,400	-	\$9,900	\$12,300	\$58,600
Site Development	\$41,600	\$1,800	-	-	-	\$43,400
Landscaping	-	\$4,100	-	-	-	\$4,100
Accessibility	\$7,500	-	-	-	-	\$7,500
<b>TOTALS</b>	<b>\$91,900</b>	<b>\$86,900</b>	<b>\$71,900</b>	<b>\$170,100</b>	<b>\$143,000</b>	<b>\$563,500</b>

### 3. Property Space Use and Observed Areas

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#### Unit Allocation

All 4,700 square feet of the property are occupied by the Town of Atkinson. The spaces include a garage and salt-storage shed with supporting restrooms.

#### 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 1999. The facility was not subsequently renovated. Complaints about accessibility issues have not 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
<b>Parking</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Exterior Path of Travel</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Interior Path of Travel</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Public Use Restrooms</b>	<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
<b>Parking</b>	<ul style="list-style-type: none"> <li>- Needs full reconstruction</li> <li>- Excessive slopes over 3% require major re-grading</li> <li>- No level locations to add required spaces</li> </ul>	<ul style="list-style-type: none"> <li>- No or non-compliant curb cuts</li> <li>- Moderate difficulty to add required accessible spaces</li> <li>- Slopes close to compliant</li> </ul>	<ul style="list-style-type: none"> <li>- Painting of markings needed</li> <li>- Signage height non-compliant</li> <li>- Signage missing</li> </ul>
<b>Exterior Path of Travel</b>	<ul style="list-style-type: none"> <li>- Large areas of sidewalks with excessive slopes</li> <li>- No ramp when needed</li> <li>- Ramps with excessive slopes</li> </ul>	<ul style="list-style-type: none"> <li>- Ramps need rails</li> <li>- Ramps need rail extensions</li> <li>- Need significant # of lever handles</li> <li>- All or most entrance door exterior maneuvering clearance areas with excessive slopes</li> </ul>	<ul style="list-style-type: none"> <li>- One entrance door exterior maneuvering clearance area with excessive slope</li> <li>- A few door knobs instead of lever handles</li> <li>- Non-compliant signage</li> </ul>
<b>Interior Path of Travel</b>	<ul style="list-style-type: none"> <li>- All or most interior doors appear less than 32" wide</li> <li>- Corridors less than 36" wide</li> <li>- No ramp when needed</li> <li>- Ramps with excessive slopes</li> <li>- Non-compliant treads/risers at means of egress stairways</li> </ul>	<ul style="list-style-type: none"> <li>- Single height drinking fountains</li> <li>- Drinking fountain too high or protrudes into accessible route</li> <li>- Ramps need rails</li> <li>- Ramps need rail extensions</li> <li>- Need significant # of lever handles</li> <li>- Non-compliant rail extensions at egress stairways</li> <li>- All/most door thresholds high</li> </ul>	<ul style="list-style-type: none"> <li>- One door threshold too high</li> <li>- A few door knobs instead of lever handles</li> <li>- Non-compliant door pressures</li> <li>- Non-compliant signage</li> <li>- Switches not within reach range</li> </ul>
<b>Public Use Restrooms</b>	<ul style="list-style-type: none"> <li>- No ADA RR on each accessible floor</li> <li>- Restroom(s) too small</li> <li>- Entire restroom(s) requires renovation</li> <li>- Water closet clearance requires moving walls</li> </ul>	<ul style="list-style-type: none"> <li>- Interior doors appear less than 32" wide</li> <li>- Missing or non-compliant grab bars</li> <li>- Easily fixable clearance issues</li> </ul>	<ul style="list-style-type: none"> <li>- Minor height adjustments required</li> <li>- Non-compliant door pressures</li> <li>- Missing a visual strobe (only required if audible fire alarm already present)</li> <li>- Missing lavatory pipe wraps</li> <li>- Signage not compliant</li> </ul>
<b>Elevators</b>	<ul style="list-style-type: none"> <li>- No elevator present when required</li> <li>- Elevator cab too small</li> </ul>	<ul style="list-style-type: none"> <li>- Panel control buttons not at compliant height</li> <li>- No hands-free emergency communication system</li> <li>- Elevator only has mechanical stops</li> </ul>	<ul style="list-style-type: none"> <li>- Audible/visual signals at every floor may be lacking</li> <li>- Minor signage / Braille issues</li> </ul>
<b>Kitchens/Kitchenettes</b>	<ul style="list-style-type: none"> <li>- Clear space for each appliance not present</li> <li>- Clearance between opposing counters too narrow</li> </ul>	<ul style="list-style-type: none"> <li>- Sink and counter too high</li> <li>- Sink knee and toe clearance not provided where required (built-in)</li> <li>- Less than 50% of cabinetry within reach range</li> </ul>	<ul style="list-style-type: none"> <li>- Dispensers not within reach range</li> <li>- Switches not within reach range</li> <li>- Missing sink pipe wraps if knee and toe clearance required</li> </ul>

## 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	
<b>Excellent</b>	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.
<b>Good</b>	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.
<b>Fair</b>	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.
<b>Poor</b>	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.
<b>Failed</b>	Component or system has ceased functioning or performing as intended. Replacement, repair, or other significant corrective action is recommended or required.
<b>Not Applicable</b>	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 Town Garage, 1A Academy Avenue, Atkinson, New Hampshire 03817, 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:**



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## 8. Appendices

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Appendix A: Photographic Record

Appendix B: Site Plan

Appendix C: Pre-Survey Questionnaire

Appendix D: Component Condition Report

Appendix E: Replacement Reserves

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## **Appendix A: Photographic Record**

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#1

OVERVIEW



#2

FRONT ELEVATION



#3

REAR ELEVATION



#4

RIGHT ELEVATION



#5

LEFT ELEVATION



#6

EXTERIOR WALL, WOOD  
SIDING, SALT SHED





#7

PARKING LOTS, ASPHALT  
PAVEMENT

#8

LIQUID STORAGE TANK AND  
PUMP

#9

DUMPSTER CONCRETE PAD



#10

MODULAR BUILDING, WOOD-  
FRAMED

#11

LIGHT FIXTURE, EXTERIOR  
FLOOD

#12

PARKING LOTS, BOLLARD



#13

GARAGE ROOF, ASPHALT  
SHINGLES

#14

EXTERIOR GARAGE WALL,  
INSULATED FINISHING SYSTEM  
(EIFS)

#15

EXTERIOR GARAGE WALL,  
VINYL SIDING

#16

GUTTERS AND DOWNSPOUTS,  
ALUMINUM WITH FITTINGS

#17

EXTERIOR DOOR, STEEL



#18

OVERHEAD/DOCK DOOR, SALT  
SHED





#19

OVERHEAD/DOCK DOOR,  
ALUMINUM 144 SF, REPLACE

#20

GARAGE WINDOWS, VINYL-  
CLAD DOUBLE-GLAZED

#21

MAIN DISTRIBUTION PANEL



#22

VEHICLE EQUIPMENT LIFT



#23

UNIT HEATER, PROPANE



#24

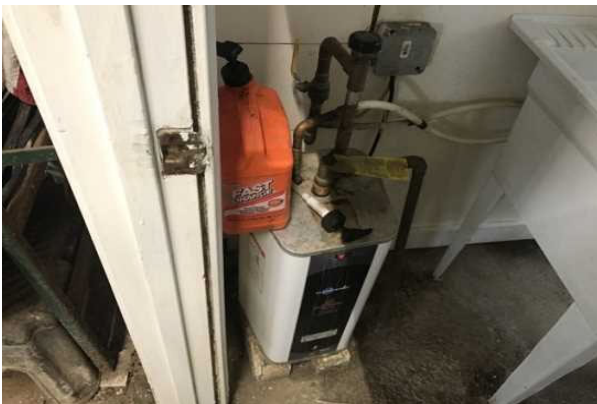
BASEBOARD HEATER,  
ELECTRIC



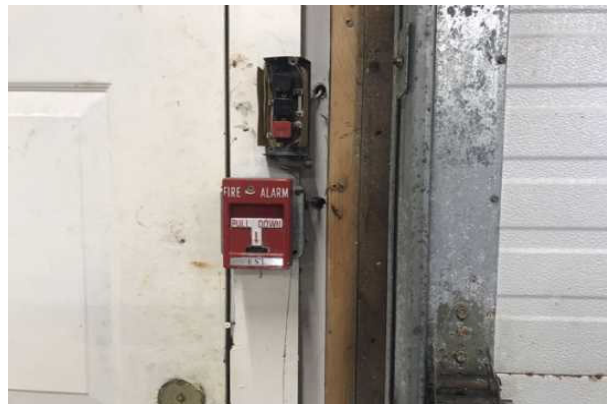
#25	AIR COMPRESSOR
-----	----------------



#26	LIGHTING SYSTEM, LED LIGHTS
-----	-----------------------------



#27	WATER HEATER, ELECTRIC
-----	------------------------



#28	MANUAL PULL STATION
-----	---------------------



#29	FIRE EXTINGUISHER, TYPE ABC
-----	-----------------------------



#30	TOILET, RESIDENTIAL WATER CLOSET
-----	----------------------------------



#31

SERVICE SINK, RESTROOM



#32

LOFT ACCESS LADDER



#33

INTERIOR CEILING PAINT  
FINISH, GARAGE

#34

DAMAGED GYPSUM BOARD,  
GARAGE

#35

CONCRETE FOUNDATIONAL  
WALL

#36

SALT STORAGE INTERIOR



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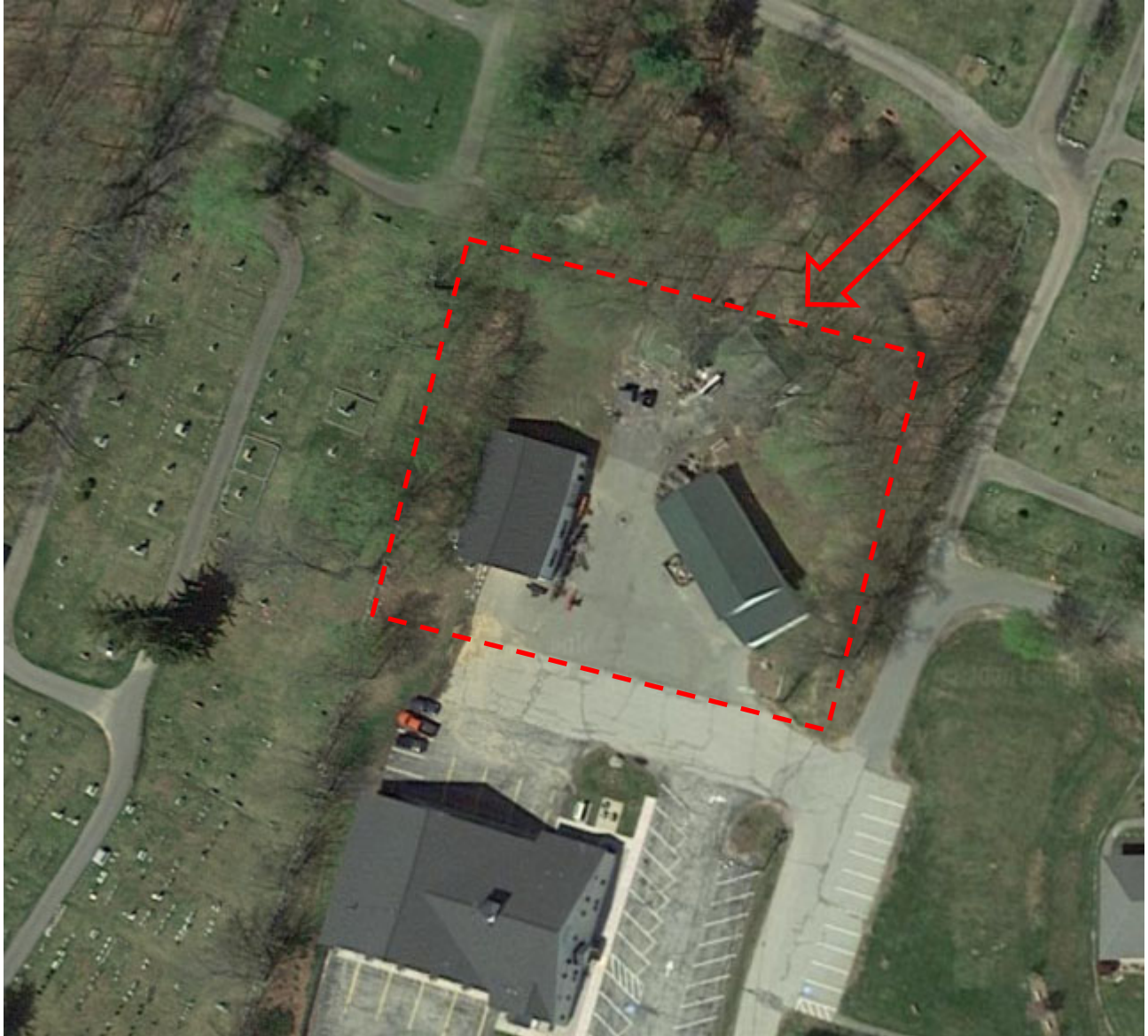
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## Appendix B: Site Plan

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## Site Plan



**Project Name:**

Town Garage

**Project Number:**

141924.19R000-007.017

**Source:**

Google Earth

**On-Site Date:**

January 14, 2020

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## **Appendix C: Pre-Survey Questionnaire**

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# 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.

<b>Name of Institution:</b>	Town of Atkinson, New Hampshire		
<b>Name of Building:</b> Town Garage	<b>Building #:</b> 141924-19R000-007-017		
<b>Name of person completing questionnaire:</b> Bill Innes and Dave Weymouth			
<b>Length of Association with the Property:</b> 14 years		<b>Phone Number:</b> 603-362-4750	

Site Information					
Year of Construction?	1999				
No. of Stories?	1 Floor				
Total Site Area?	9.3 Acres shared by fire station, Kimball house and Garage				
Total Building Area?	2,760Sqft				
<b>Parking</b>	Open Parking	Enclosed Parking	Partly Enclosed Parking	Is parking Heated?	
Parking Area?	7,000 Sqft	Sqft	Sqft	Yes /No	
Area Heated (%)	100%				
Area Cooled (%)	0%   Cooling Equipment Redundancy? N // N+1 // N+2 // >2N				
Total Conditioned Area (%)	100%				
Primary Heating System?	Propane				
Secondary Heating System?	None				
If Oil Used For Heating- Tank Capacity	Gallons		No. of Tanks		
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Building Occupancy/Schedule		
Facility Occupancy (avg. people ea. day)	4	
After Hours Facility Occupancy (avg. people /day)	0	
Standard Staff Work Timing	7:00 AM/ - 4:00PM	
Maintenance Staff Hours	None	
Number of Computers at Site	1	
<b>Day</b>	Hours open to Public	Hours open to Staff
Monday	7:00 AM – 4:00 PM	7:00 AM – 4:00 PM
Tuesday	7:00 AM – 4:00 PM	7:00 AM – 4:00 PM
Wednesday	7:00 AM – 4:00 PM	7:00 AM – 4:00 PM
Thursday	7:00 AM – 4:00 PM	7:00 AM – 4:00 PM
Friday	7:00 AM – 4:00 PM	7:00 AM – 4:00 PM
Saturday	Closed	Closed



# Town of Atkinson

## Pre-Survey Questionnaire



**BUREAU  
VERITAS**

Day	Hours open to Public	Hours open to Staff
Sunday	<u>closed</u>	<u>Closed</u>
Number of Months the Facility Operates in a Year?	12 Months	
Estimated Percentage of Male Staff and Guests	100 %	

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.	Shed roof, conversion to LED lighting
Planned Capital Expenditure For Next Year?	None
Age of the Roof?	4 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"/>	<b>X</b>	
2. Are there any vacant buildings or significant building areas?	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do tenants pay for utilities at leased properties?	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Does the owner pay for exterior site lighting electricity?	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Any Issues with exterior Lighting?	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Building Lighting			
Type of Linear Fluorescent Lamps? ( <i>T8/T12</i> )	LED	Exterior Lighting Control ( <i>Timer/Photocell</i> )	Switched
Type of Common Lamps? ( <i>Incan/CFLs</i> )		Exterior Light Timing	Hr
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> )	<b>X</b>	<input type="checkbox"/>
Tenant Space Cooling Systems ( <i>Split /Window AC</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Domestic Water Heaters	<input type="checkbox"/>	<input type="checkbox"/>

Building Appliances		
	Value	Additional Comments?
Percentage of Energy Star Certified Refrigerators	<b>None</b>	
Percentage of Refrigerators older than 8 years	<b>None</b>	<b>Please provide general age of refrigerators here</b>
Cooking Range Type (Electric/Gas/Propane)	<b>None</b>	
Laundry System (Leased/Owned)	<b>None</b>	
No. of Washers	<b>None</b>	
No. of Dryers	<b>None</b>	

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

# 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
<b>ZONING, BUILDING DESIGN &amp; LIFE SAFETY ISSUES</b>					
8 Have there been indoor air quality or mold related complaints from tenants?	X				Truck/equipment exhaust
<b>GENERAL SITE</b>					
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			
<b>BUILDING STRUCTURE</b>					
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			
<b>BUILDING ENVELOPE</b>					
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		

# 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
<b>BUILDING ENVELOPE</b>					
23		X			
Are there any problems with the utilities, such as inadequate capacities?					
<b>ADA</b>					
25		X			
Has the management previously completed an ADA review?					
26		X			
Have any ADA improvements been made to the property?					
27		X			
Does a Barrier Removal Plan exist for the property?					
28		X			
Has the Barrier Removal Plan been approved by an arms-length third party?					
29		X			
Has building ownership or management received any ADA related complaints?					
30		X			
Does elevator equipment require upgrades to meet ADA standards?					
<b>PLUMBING</b>					
31		X			
Is the property served by private water well?					
32	X				
Is the property served by a private septic system or other waste treatment systems?					
33		X			
Is polybutylene piping used?					
34		X			
Are there any plumbing leaks or water pressure problems?					

### Issues or Concerns That EMG Should Know About?

1.	
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### 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"/>	

# Town of Atkinson Pre-Survey Questionnaire



Items Provided to EMG Auditors				
	Yes	No	N/A	Additional Comments?
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



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## **Appendix D: Component Condition Report**

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Component Condition Report

Town Garage						
UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
Structure						
B1029	Garage	Poor	Roof Access Ladder, Steel	9 LF	0	1689915
Facade						
B2011	Salt Storage Exterior	Poor	Exterior Wall, any Painted Surface, 1-2 Stories, Prep & Paint	3,600 SF	0	1689906
B2011	Salt Storage Exterior	Fair	Exterior Wall, Vinyl Siding, 1-2 Stories	450 SF	9	1689903
B2011	Salt Storage Exterior	Fair	Exterior Wall, Wood Clapboard Siding, 1-2 Stories	1,600 SF	6	1689920
B2011	Garage Exterior	Fair	Exterior Wall, Vinyl Siding, 1-2 Stories	4,400 SF	9	1689913
B2011	Garage Exterior	Poor	Exterior Wall, Insulated Finishing System (EIFS), 1-2 Stories	375 SF	0	1689890
B2011		Fair	Exterior Wall, Wood Clapboard Siding, 1-2 Stories	1,500 SF	5	1689897
B2016	Roof- both	Fair	Soffit, Metal	390 SF	21	1689939
B2021	Garage Exterior	Fair	Window, 12 SF	2	9	1689892
B2021	Garage Exterior	Fair	Window, 24 SF	1	9	1689933
B2032	Garage Exterior	Poor	Exterior Door, Steel	1	1	1689942
B2034	Salt Storage Exterior	Fair	Overhead/Dock Door, 144 SF	1	7	1689907
B2034	Garage Exterior	Fair	Overhead/Dock Door, 288 SF	1	6	1689919
B2034	Garage Exterior	Fair	Overhead/Dock Door, 144 SF	1	15	1689902
Roofing						
B3011	Garage Roof	Fair	Roof, Asphalt Shingle 20-Year	2,530 SF	15	1689912
B3011	Salt Storage Roof	Fair	Roof, Asphalt Shingle 20-Year	2,730 SF	18	1689895
B3016	Garage Roof	Fair	Gutters & Downspouts, Aluminum w/ Fittings	60 LF	15	1689924
B3016	Salt Storage Roof	Fair	Gutters & Downspouts, Aluminum w/ Fittings	140 LF	18	1689905
B3016	Garage Roof	Poor	Gutters & Downspouts, Aluminum w/ Fittings	60 LF	0	1689918
Interiors						
C3012	Garage	Fair	Interior Wall Finish, any surface, Prep & Paint	3,420 SF	5	1689917
C3012	Garage	Poor	Interior Wall Finish, Gypsum Board/Plaster, Repair	150 SF	0	1689898
C3012	Garage	Poor	Interior Wall Finish, Concrete, Repair	125 SF	0	1689893
C3031	Garage	Fair	Interior Ceiling Finish, any flat surface, Prep & Paint	2,250 SF	5	1689938
Plumbing						
D2011	Garage Restroom	Fair	Toilet, Residential Water Closet	1	9	1689927
D2011	Garage Restroom	Fair	Toilet, Residential Water Closet	1	9	1689914
D2014	Garage Restroom	Fair	Service Sink, Laundry	1	9	1689894
D2023	Garage Restroom	Fair	Water Heater, 4 GAL	1	4	1689904
D2023	Site	Fair	Water Storage Tank, 1001 - 2500 GAL	1	8	1689908
D2091		Fair	Air Compressor, 3.7 HP	1	13	1689941
Fire Suppression						
D4031		Fair	Fire Extinguisher, Type ABC, up to 20 LB	2	6	1689923
HVAC						
D3011	Site	Fair	Fuel Oil Pump, .5 HP	1	8	1689928
D3042	Garage	NA	Exhaust Fan Install, Centrifugal, 1,001 to 2,000 CFM (16" Damper), Install	1	0	1692416

Town Garage						
UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
D3051	Garage Restroom	Fair	Baseboard Heater, 750 WATTS	1	4	1689901
D3051		Fair	Unit Heater, 150 MBH	1	4	1689932
Electrical						
D5012	Garage	Poor	Main Distribution Panel, 200 AMP	1	1	1689916
D5022	Garage	Good	Light Fixture, 100	2	17	1689910
D5022		Poor	Light Fixture, Exterior Flood (any type w/ LED Replacement), 100 W	1	1	1689931
D5022	Salt Storage Shed	Fair	Light Fixture, 100 WATT	2	17	1689940
D5029	Garage	Good	Lighting System, Interior, Low Density & Standard Fixtures	2,300 SF	17	1689936
D5092	Garage	NA	Exit Sign Light Fixture, LED	1	0	1689909
Fire Alarm & Comm						
D5037	Garage	Poor	Fire Alarm Horn & Strobe	1	0	1689911
D5037	Garage	Poor	Manual Pull Station	1	0	1689899
Equipment/Special						
E103X	Garage	Poor	Vehicle Lift	2	0	1689926
F1012	Site	Poor	Modular Building, Wood-Framed	200 SF	1	1689925
F201X	Site	Poor	Structure/Building, Demolition and Disposal	85 SF	0	1689922
Pavement						
G2016	Site	Fair	Roadways, Signage, Guide and Directional	2	15	1689935
G2022	Site	Poor	Parking Lots, Asphalt Pavement, Mill & Overlay	8,950 SF	1	1689929
G2022	Site	Poor	Parking Lots, Asphalt Pavement, Seal & Stripe	8,950 SF	1	1689937
G2023	Site	Fair	Parking Lots, Bollard	4	8	1689930
Site Development						
G2042	Salt Storage Exterior	NA	Retaining Wall, Cast-in-place Concrete (per SF Face)	320 SF	0	1689900
G2049	Site	Poor	Dumpster Accessories, Concrete Pad, Replace/Install	115 SF	2	1689896
Landscaping						
G2052	Site	Poor	Landscaping, Drainage Swale, Concrete	100 LF	1	1689934
Accessibility						
Z105X		NA	ADA, Miscellaneous, Level III Study, Includes Measurements, Evaluate/Report	1	0	1692558

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## **Appendix E: Replacement Reserves**

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Replacement Reserves Report

Town Garage

1/30/2020

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
Town Garage	\$91,953	\$85,142	\$1,830	\$0	\$8,486	\$63,331	\$71,437	\$5,411	\$21,738	\$56,366	\$15,079	\$5,575	\$0	\$10,676	\$0	\$53,748	\$6,944	\$24,132	\$19,806	\$964	\$21,240	\$563,860
Grand Total	\$91,953	\$85,142	\$1,830	\$0	\$8,486	\$63,331	\$71,437	\$5,411	\$21,738	\$56,366	\$15,079	\$5,575	\$0	\$10,676	\$0	\$53,748	\$6,944	\$24,132	\$19,806	\$964	\$21,240	\$563,860

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
B1029	1689915	Roof Access Ladder, Steel, Replace	40	40	0	9	LF	\$90.00	\$810	\$810																					\$810
B2011	1689906	Exterior Wall, any Painted Surface, 1-2 Stories, Prep & Paint	10	10	0	3600	SF	\$3.00	\$10,800	\$10,800										\$10,800										\$10,800	\$32,400
B2011	1689890	Exterior Wall, Insulated Finishing System (EIFS), 1-2 Stories, Replace	30	30	0	375	SF	\$29.90	\$11,213	\$11,213																					\$11,213
B2011	1689897	Exterior Wall, Wood Clapboard Siding, 1-2 Stories, Replace	30	25	5	1500	SF	\$30.00	\$45,000						\$45,000																\$45,000
B2011	1689920	Exterior Wall, Wood Clapboard Siding, 1-2 Stories, Replace	30	24	6	1600	SF	\$30.00	\$48,000							\$48,000															\$48,000
B2011	1689903	Exterior Wall, Vinyl Siding, 1-2 Stories, Replace	30	21	9	450	SF	\$8.00	\$3,600										\$3,600												\$3,600
B2011	1689913	Exterior Wall, Vinyl Siding, 1-2 Stories, Replace	30	21	9	4400	SF	\$8.00	\$35,200										\$35,200												\$35,200
B2021	1689892	Window, 12 SF, Replace	30	21	9	2	EA	\$600.00	\$1,200										\$1,200												\$1,200
B2021	1689933	Window, 24 SF, Replace	30	21	9	1	EA	\$900.00	\$900										\$900												\$900
B2032	1689942	Exterior Door, Steel, Replace	40	39	1	1	EA	\$600.00	\$600		\$600																				\$600
B2034	1689919	Overhead/Dock Door, 288 SF, Replace	30	24	6	1	EA	\$7,500.00	\$7,500							\$7,500															\$7,500
B2034	1689907	Overhead/Dock Door, 144 SF, Replace	30	23	7	1	EA	\$4,400.00	\$4,400								\$4,400														\$4,400
B2034	1689902	Overhead/Dock Door, 144 SF, Replace	30	15	15	1	EA	\$4,400.00	\$4,400															\$4,400							\$4,400
B3011	1689912	Roof, Asphalt Shingle 20-Year, Replace	20	5	15	2530	SF	\$3.80	\$9,614															\$9,614							\$9,614
B3011	1689895	Roof, Asphalt Shingle 20-Year, Replace	20	2	18	2730	SF	\$3.80	\$10,374																			\$10,374			\$10,374
B3016	1689918	Gutters & Downspouts, Aluminum w/ Fittings, Replace	20	20	0	60	LF	\$9.00	\$540	\$540																				\$540	\$1,080
B3016	1689924	Gutters & Downspouts, Aluminum w/ Fittings, Replace	20	5	15	60	LF	\$9.00	\$540											\$540											\$540
B3016	1689905	Gutters & Downspouts, Aluminum w/ Fittings, Replace	20	2	18	140	LF	\$9.00	\$1,260																			\$1,260			\$1,260
C3012	1689898	Interior Wall Finish, Gypsum Board/Plaster, Repair	0	0	0	150	SF	\$3.50	\$525	\$525																					\$525
C3012	1689893	Interior Wall Finish, Concrete, Repair	0	0	0	125	SF	\$30.00	\$3,750	\$3,750																					\$3,750
C3012	1689917	Interior Wall Finish, any surface, Prep & Paint	10	5	5	3420	SF	\$1.50	\$5,130						\$5,130									\$5,130							\$10,260
C3031	1689938	Interior Ceiling Finish, any flat surface, Prep & Paint	10	5	5	2250	SF	\$2.00	\$4,500						\$4,500									\$4,500							\$9,000
D2011	1689927	Toilet, Residential Water Closet, Replace	30	21	9	1	EA	\$700.00	\$700										\$700												\$700
D2011	1689914	Toilet, Residential Water Closet, Replace	30	21	9	1	EA	\$700.00	\$700										\$700												\$700
D2014	1689894	Service Sink, Laundry, Replace	30	21	9	1	EA	\$900.00	\$900										\$900												\$900
D2023	1689904	Water Heater, 4 GAL, Replace	15	11	4	1	EA	\$550.00	\$550						\$550														\$550		\$1,100
D2023	1689908	Water Storage Tank, 1001 - 2500 GAL, Replace	30	22	8	1	EA	\$11,000.00	\$11,000									\$11,000													\$11,000
D2091	1689941	Air Compressor, 3.7 HP, Replace	20	7	13	1	EA	\$7,270.00	\$7,270														\$7,270								\$7,270
D3011	1689928	Fuel Oil Pump, .5 HP, Replace	15	7	8	1	EA	\$2,160.00	\$2,160									\$2,160													\$2,160
D3042	1692416	Exhaust Fan Install, Centrifugal, 1,001 to 2,000 CFM (16" Damper), Install	25	25	0	1	EA	\$2,640.00	\$2,640	\$2,640																					\$2,640
D3051	1689901	Baseboard Heater, 750 WATTS, Replace	25	21	4	1	EA	\$190.00	\$190						\$190																\$190
D3051	1689932	Unit Heater, 150 MBH, Replace	20	16	4	1	EA	\$6,800.00	\$6,800						\$6,800																\$6,800
D4031	1689923	Fire Extinguisher, Type ABC, up to 20 LB, Replace	10	4	6	2	EA	\$150.00	\$300							\$300									\$300						\$600
D5012	1689916	Main Distribution Panel, 200 AMP, Replace	30	29	1	1	EA	\$2,500.00	\$2,500		\$2,500																				\$2,500
D5022	1689931	Light Fixture, Exterior Flood (any type w/ LED Replacement), 100 W, Replace	20	19	1	1	EA	\$210.00	\$210		\$210																				\$210
D5022	1689910	Light Fixture, 100, Replace	20	3	17	2	EA	\$210.00	\$420																		\$420				\$420
D5022	1689940	Light Fixture, 100 WATT, Replace	20	3	17	2	EA	\$190.00	\$380																		\$380				\$380
D5029	1689936	Lighting System, Interior, Low Density & Standard Fixtures, Replace	20	3	17	2300	SF	\$6.00	\$13,800																	\$13,800					\$13,800
D5037	1689911	Fire Alarm Horn & Strobe, , Replace	15	15	0	1	EA	\$275.00	\$275	\$275														\$275							\$550
D5037	1689899	Manual Pull Station, , Replace	10	10	0	1	EA	\$200.00	\$200	\$200										\$200								\$200			\$600
D5092	1689909	Exit Sign Light Fixture, LED, Replace	10	10	0	1	EA	\$220.00	\$220	\$220										\$220									\$220		\$660
E103X	1689926	Vehicle Lift, , Replace	15	15	0	2	EA	\$4,920.00	\$9,840	\$9,840														\$9,840							\$19,680
F1012	1689925	Modular Building, Wood-Framed, Replace	50	49	1	200	SF	\$200.00	\$40,000		\$40,000																				\$40,000
F201X	1689922	Structure/Building, Demolition and Disposal	0	0	0	85	SF	\$24.00	\$2,040	\$2,040																					\$2,040
G2016	1689935	Roadways, Signage, Guide and Directional, Replace	20	5	15	2	EA	\$100.00	\$200															\$200							\$200
G2022	1689929	Parking Lots, Asphalt Pavement, Mill & Overlay	25	24	1	8950	SF	\$3.50	\$31,325		\$31,325																				\$31,325
G2022	1689937	Parking Lots, Asphalt Pavement, Seal & Stripe	5	4	1	8950	SF	\$0.45	\$4,028		\$4,028					\$4,028				\$4,028					\$4,028						\$16,110
G2023	1689930	Parking Lots, Bollard, Replace	30	22	8	4	EA	\$1,000.00	\$4,000									\$4,000													\$4,000
G2042	1689900	Retaining Wall, Cast-in-place Concrete (per SF Face), Replace	50	50	0	320	SF	\$130.00	\$41,600	\$41,600																					\$41,600
G2049	1689896	Dumpster Accessories, Concrete Pad, Replace/Install	50	48	2	115	SF	\$15.00	\$1,725			\$1,725																			\$1,725
G2052	1689934	Landscaping, Drainage Swale, Concrete, Replace	30	2																											

Totals, Unescalated										\$91,953	\$82,663	\$1,725	\$0	\$7,540	\$54,630	\$59,828	\$4,400	\$17,160	\$43,200	\$11,220	\$4,028	\$0	\$7,270	\$0	\$34,499	\$4,328	\$14,600	\$11,634	\$550	\$11,760		\$462,986
Totals, Escalated (3.0% inflation, compounded annually)										\$91,953	\$85,142	\$1,830	\$0	\$8,486	\$63,331	\$71,437	\$5,411	\$21,738	\$56,366	\$15,079	\$5,575	\$0	\$10,676	\$0	\$53,748	\$6,944	\$24,132	\$19,806	\$964	\$21,240		\$563,860

\* Markup/LocationFactor (1) has been included in unit costs.