



A Bureau Veritas Group Company

FACILITY CONDITION ASSESSMENT

TOWN OF ATKINSON

21 Academy Avenue
Atkinson, New Hampshire 03811
David Cressman



FAMILY MEDIATION

16 Academy Avenue
Atkinson, New Hampshire 03816

PREPARED BY:

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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 | Municipal office |
| Main Address | 16 Academy Avenue, Atkinson, New Hampshire 03816 |
| Site Developed | 1881 |
| Site Area | 0.25 acres (estimated) |
| Parking Spaces | Open driveway with space for ~3 vehicles |
| Building Area | 1,131 SF |
| Number of Stories | 1 |
| Current Occupants | Vacant |
| Percent Utilization | 0% |
| 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 |
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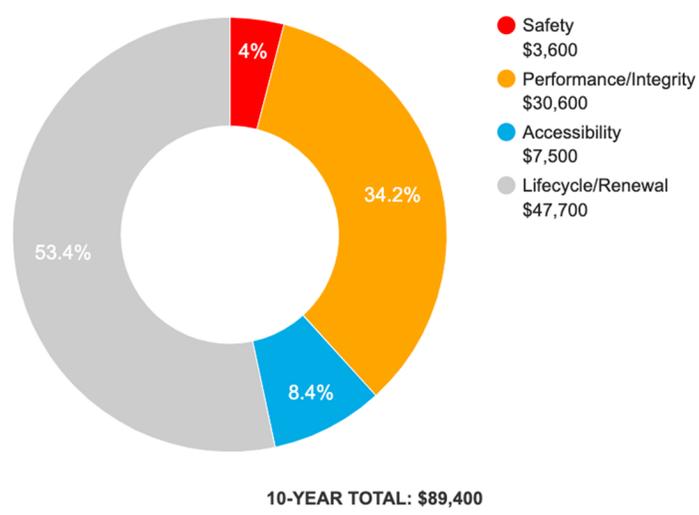
Plan Types

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)



Significant/Systemic Findings and Deficiencies

Historical Summary

The building was originally constructed in 1881 and has since undergone an addition, replacements and improvements. The south portion of the building was built as a lean-to addition before the building was purchased by the town. Interior finishes and MEPF systems and have been modernized as needed over the life of the building. The current building is 1,131 SF in size 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 and roof appear to be original to construction, the façade has recently been replaced with vinyl siding. The roof has been adequately maintained via the periodic replacement of the finishing system, with the most recent replacement of asphalt roofing shingles occurring in 2002. It is recommended that the shingles be replaced in the near future to prevent leaks and damage to construction. A significant displacement in the floor at the north side of the building suggests that settlement or damage to the building's substructure has occurred. A structural engineer should be retained to evaluate the extent of damage to the building and determine if actions are necessary to prevent further damage.

Areas of mortar joints to the brick foundational wall are deteriorating and require repoint. Column ties at the front porch are severely rusted and should be replaced to prevent collapse of the porch roof. Interior finishes are in generally fair condition, with the exception of worn carpet that should be replaced in office spaces.

Mechanical, Electrical, Plumbing and Fire (MEPF)

The building is centrally heated by an 80 MBH propane furnace which was installed in 2016. The building is not cooled.

A single 6-gallon electric water heater, which serves the restroom sink, is aged and should be replaced. Plumbing is comprised of copper and PVC with no apparent or reported issues.

Building lighting fixtures appear adequately maintained/ replaced and consist of T8 and CFL lamps. The 100 Amp main distribution panel is dated and should be replaced in the near future.

Fire alarm system fixtures are also dated and should be replaced for reliability. LED emergency exit signs should be installed at building egress in case of emergency evacuation.

Site

Asphalt pavement features heavy alligator cracking throughout and should be replaced. Cement deck at front porch is cracked, likely due to building settlement, and will require replacement before the end of its average useful life. No site lighting exists on the property.

Recommended Additional Studies

A significant displacement in the floor at the north side of the building suggests that settlement or damage to the building's substructure has occurred. A structural engineer must be retained to analyze the existing condition, 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.

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:

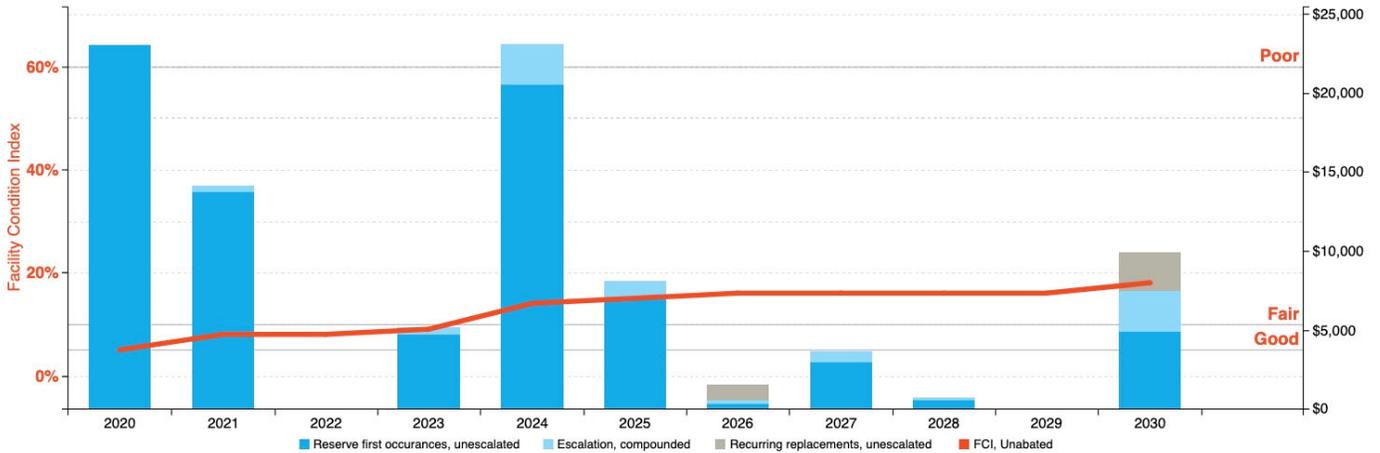
| FCI Analysis Family Meditation | | | |
|--|--------------------------|--------------------------|--------------|
| <i>Replacement Value</i> \$ 476,200 | <i>Total SF</i> 1,131 | <i>Cost/SF</i> \$ 421 | |
| Current FCI | | \$ 23,100 | 4.8 % |
| 3-Year | | \$ 43,100 | 9.0 % |
| 5-Year | | \$ 75,700 | 15.9 % |
| 10-Year | | \$ 89,700 | 18.8 % |

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: Family Meditation

Replacement Value: \$ 476,151; Inflation rate: 3.0%



Immediate Needs

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

Key Findings



Emergency/Exit Combo LED

Family Meditation

Uniformat Code: D5092

Recommendation: **Replace in 2020**

Priority Score: **97.0**

Plan Type: Safety

Cost Estimate: \$600

\$\$\$\$

LED exit signs should be installed at building egress in case of emergency evacuation - AssetCALC ID: 1705661



Fire Alarm System in Poor condition.

Basic/Zoned
Family Meditation Throughout building

Uniformat Code: D5037
Recommendation: **Upgrade/Install in 2020**

Priority Score: **96.0**

Plan Type: Safety

Cost Estimate: \$2,200

\$\$\$\$

Fire alarm fixtures are dated and should be replaced for reliability - AssetCALC ID: 1704157



Exterior Wall in Poor condition.

Brick or Brick Veneer, 1-2 Stories
Family Meditation Building Exterior

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

Priority Score: **90.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$3,800

\$\$\$\$

Brick mortar joints at foundation are loose and deteriorating - AssetCALC ID: 1704158



Exterior Column in Poor condition.

Tie
Family Meditation Building exterior

Uniformat Code: B1013
Recommendation: **Replace in 2020**

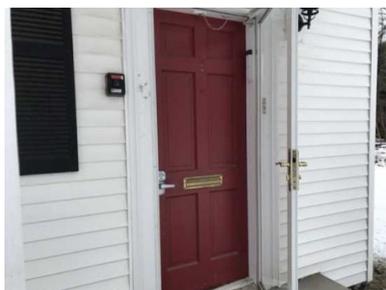
Priority Score: **89.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$700

\$\$\$\$

Ties rusted and causing deterioration to wood columns - AssetCALC ID: 1704146



Exterior Door in Poor condition.

Wood Solid-Core
Family Meditation Building Exterior

Uniformat Code: B2032
Recommendation: **Replace in 2020**

Priority Score: **88.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$700

\$\$\$\$

Door casing in deteriorated condition - AssetCALC ID: 1704154



Parking Lots in Poor condition.

Asphalt Pavement
Family Meditation Site

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

Priority Score: **87.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$7,700

\$\$\$\$

Parking lot is heavily alligator cracked throughout - AssetCALC ID: 1704170



Parking Lots in Poor condition.

Asphalt Pavement
Family Meditation Site

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

Priority Score: **87.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$1,000

\$\$\$\$

sealant on parking lot is faded - AssetCALC ID: 1704173



Water Heater in Poor condition.

6 GAL
Family Meditation Mechanical room

Uniformat Code: D2023
Recommendation: **Replace in 2021**

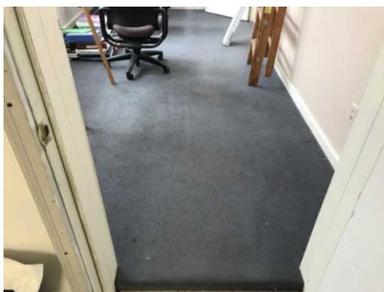
Priority Score: **87.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$600

\$\$\$\$

water heater is aged, dented and deteriorating - AssetCALC ID: 1704144



Interior Floor Finish in Poor condition.

Carpet Commercial Standard
Family Meditation Office

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

Priority Score: **84.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$1,900

\$\$\$\$

carpet is aged, stained and loose - AssetCALC ID: 1704164



Interior Door in Poor condition.

Wood Solid-Core
Family Meditation Conference Room

Uniformat Code: C1021
Recommendation: **Replace in 2020**

Priority Score: **84.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$700

\$\$\$\$

Interior door is broken - AssetCALC ID: 1704155



Kitchen Cabinetry in Poor condition.

Stock Hardwood
Family Meditation Office

Uniformat Code: E2012
Recommendation: **Replace in 2021**

Priority Score: **82.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$4,500

\$\$\$\$

cabinetry is aged and laminate is peeling - AssetCALC ID: 1704153



Recommended Follow-up Study: Structural, Substructure

Structural, Substructure
Family Meditation Throughout building

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

Priority Score: **82.0**

Plan Type:
Performance/Integrity

Cost Estimate: \$5,000

\$\$\$\$

Office area floor at the north end of the building dips significantly. House displacement visibly noticeable at the front porch concrete slab. An engineer should be retained to assess the structural integrity of the building - AssetCALC ID: 1704159

2. Building and Site Information



Systems Summary

| <i>System</i> | <i>Description</i> | <i>Condition</i> |
|------------------|---|------------------|
| Structure | Conventional wood frame structure with raised floor on brick and stone masonry foundation | Poor |
| Façade | Vinyl siding with wood framed, single-pane windows | Fair |
| Roof | Primary: Gable construction with asphalt shingles Secondary: Lean-to construction with asphalt shingles | Fair |
| Interiors | Floors: Carpet, vinyl sheeting, laminate faux wood Walls: Painted wood paneling and drywall Ceilings: Painted drywall | Fair |
| Elevators | None | -- |
| Plumbing | Copper supply and PVC waste and venting Electric water heater Toilet and sink in restroom | Fair |
| HVAC | Central system propane-fired furnace | Fair |

| Systems Summary | | |
|-----------------------------------|--|------|
| Fire Suppression | Fire extinguishers | Fair |
| Electrical | Source and Distribution: Main panel with copper wiring Interior Lighting: T-8, CFL Emergency: None | Fair |
| Fire Alarm | Smoke detectors, alarms, strobes, pull stations, back-up emergency lights | Poor |
| Equipment/Special | None | -- |
| Site Pavement | Asphalt lot | Poor |
| Site Development | Building-mounted signage | Fair |
| Landscaping and Topography | Limited landscaping features Irrigation not present Low to moderate site slopes throughout | Fair |
| Utilities | Municipal water supply and on-site septic Local utility-provided electric with local propane tanks | Fair |
| Site Lighting | Building-mounted: CFL | Fair |
| 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 | Displaced floor, rusted column ties at porch, severe alligator cracking pavement, loose and deteriorating substructure mortar joints, outdated fire alarm system | |

Systems Expenditure Forecast

| System | Immediate | Short Term (3 yr) | Near Term (5 yr) | Med Term (10 yr) | Long Term (20 yr) | TOTAL |
|-------------------|-----------------|----------------------|---------------------|---------------------|----------------------|------------------|
| Structure | \$700 | - | - | \$3,700 | - | \$4,300 |
| Facade | \$4,500 | - | \$11,800 | \$700 | \$9,400 | \$26,400 |
| Roofing | - | - | \$6,600 | - | - | \$6,600 |
| Interiors | \$2,600 | \$5,200 | \$11,500 | \$9,100 | \$14,300 | \$42,700 |
| Plumbing | - | \$600 | - | - | \$900 | \$1,400 |
| Fire Suppression | - | - | - | \$400 | \$500 | \$800 |
| HVAC | - | - | - | - | \$6,700 | \$6,700 |
| Electrical | \$600 | - | \$1,200 | \$800 | \$11,300 | \$14,000 |
| Fire Alarm & Comm | \$2,200 | - | - | - | \$4,000 | \$6,200 |
| Equipment/Special | - | \$4,600 | - | - | - | \$4,600 |
| Pavement | - | \$9,000 | - | \$1,200 | \$3,000 | \$13,100 |
| Site Development | - | - | - | - | \$14,800 | \$14,800 |
| Accessibility | \$7,500 | - | - | - | - | \$7,500 |
| Follow-up Studies | \$5,000 | - | - | - | - | \$5,000 |
| TOTALS | \$23,100 | \$19,400 | \$31,100 | \$15,900 | \$64,900 | \$154,100 |

3. Property Space Use and Observed Areas

Unit Allocation

All 1,131 square feet of the property are occupied by the Town of Atkinson. The spaces include a lobby, offices and meeting room 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 1881. The facility has not been 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 <i>(ADA study recommended)</i> | Moderate Issues <i>(ADA study recommended)</i> | Minor/No Issues |
|--------------------------------|--|---|-------------------------------------|
| Parking | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Exterior Path of Travel | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Interior Path of Travel | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Public Use Restrooms | <input checked="" type="checkbox"/> | <input 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 <i>(ADA study recommended)</i> | Moderate Issues <i>(ADA study recommended)</i> | 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 |
| 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 Family Mediation Center, 16 Academy Avenue, Atkinson, New Hampshire 03816, 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
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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, MILL AND OVERLAY |
|----|--|



| | |
|----|-------------|
| #7 | FRONT PORCH |
|----|-------------|



| | |
|----|-------------------|
| #8 | SIGNAGE, BUILDING |
|----|-------------------|



| | |
|----|---------------------|
| #9 | VINYL PORCH CEILING |
|----|---------------------|



| | |
|-----|------------------------|
| #10 | EXTERIOR LIGHT FIXTURE |
|-----|------------------------|



| | |
|-----|-----------------------|
| #11 | ROOF, ASPHALT SHINGLE |
|-----|-----------------------|



| | |
|-----|--------------------|
| #12 | BRICK SUBSTRUCTURE |
|-----|--------------------|



| | |
|-----|------------------------------|
| #13 | BRICK AND STONE SUBSTRUCTURE |
|-----|------------------------------|



| | |
|-----|--------------|
| #14 | VINYL SIDING |
|-----|--------------|



| | |
|-----|----------------------------|
| #15 | STORM SCREEN, FULLY GLAZED |
|-----|----------------------------|



| | |
|-----|--------------------------|
| #16 | STORM DOOR, FULLY GLAZED |
|-----|--------------------------|



| | |
|-----|-------------------------------------|
| #17 | EXTERIOR SIDE DOOR, WOOD SOLID-CORE |
|-----|-------------------------------------|



| | |
|-----|--------------------------------------|
| #18 | EXTERIOR FRONT DOOR, WOOD SOLID-CORE |
|-----|--------------------------------------|



| | |
|-----|------------------------------------|
| #19 | WINDOW, WOOD FRAMED, SINGLE GLAZED |
|-----|------------------------------------|



| | |
|-----|------------------|
| #20 | FURNACE, PROPANE |
|-----|------------------|



| | |
|-----|------------------------|
| #21 | WATER HEATER, ELECTRIC |
|-----|------------------------|



| | |
|-----|-------------------------|
| #22 | MAIN DISTRIBUTION PANEL |
|-----|-------------------------|



| | |
|-----|------------------------|
| #23 | FIRE EXTINGUISHER, ABC |
|-----|------------------------|



| | |
|-----|---------------------------------|
| #24 | FIRE ALARM SYSTEM, PULL STATION |
|-----|---------------------------------|



| | |
|-----|---------------------|
| #25 | TOILET, RESIDENTIAL |
|-----|---------------------|



| | |
|-----|-------------------------------|
| #26 | SINK/LAVATORY, VITREOUS CHINA |
|-----|-------------------------------|



| | |
|-----|--------------------------------|
| #27 | INTERIOR DOOR, WOOD SOLID-CORE |
|-----|--------------------------------|



| | |
|-----|---------------------------------|
| #28 | SUSPENDED ACOUSTICAL TILE (ACT) |
|-----|---------------------------------|



| | |
|-----|-------------|
| #29 | T8 LIGHTING |
|-----|-------------|



| | |
|-----|--------------------------|
| #30 | VINYL SHEET FLOOR FINISH |
|-----|--------------------------|



| | |
|-----|-------------------------|
| #31 | COMMERCIAL CARPET, FAIR |
|-----|-------------------------|



| | |
|-----|-------------------------|
| #32 | COMMERCIAL CARPET, POOR |
|-----|-------------------------|



| | |
|-----|---------------------------|
| #33 | CABINETRY, STOCK HARDWOOD |
|-----|---------------------------|



| | |
|-----|------------------------------|
| #34 | INTERIOR WALL PAINTED FINISH |
|-----|------------------------------|



| | |
|-----|-----------------------------|
| #35 | FAUX LAMINATE WOOD FLOORING |
|-----|-----------------------------|



| | |
|-----|---------------------------------|
| #36 | INTERIOR PAINTED CEILING FINISH |
|-----|---------------------------------|

Appendix B: Site Plan

Site Plan



Project Name:
Family Mediation

Project Number:
141924.19R000-006.017

Source:
Google Earth

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: Family Mediation | Building #: 141924-19R000-006.017 | | |
| 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? | 1881 | | | | |
| No. of Stories? | 1 Floor. | | | | |
| Total Site Area? | .25 Acres | | | | |
| Total Building Area? | 1,131 Sqft | | | | |
| Parking | Open Parking | Enclosed Parking | Partly Enclosed Parking | Is parking Heated? | |
| Parking Area? | 600 Sqft | Sqft | Sqft | Yes /No | |
| Area Heated (%) | 100% | | | | |
| Area Cooled (%) | None Cooling Equipment Redundancy? N // N+1 // N+2 // >2N | | | | |
| Total Conditioned Area (%) | 100% | | | | |
| Primary Heating System? | Propane | | | | |
| Secondary Heating System? | | | | | |
| <i>If Oil Used For Heating- Tank Capacity</i> | Gallons | | _____ No. of Tanks | | |
| Primary Cooling System & Capacity? | | | | | |
| Do Any HVAC Systems Use R-11, R-12 or R-22 Refrigerants? | | | | | |
| | 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) | 0 | |
| After Hours Facility Occupancy (avg. people /day) | 0 | |
| Standard Staff Work Timing | 0 | |
| Maintenance Staff Hours | 0 | |
| Number of Computers at Site | 0 | |
| 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 | :__ AM/PM - __:__ AM/PM | :__ AM/PM - __:__ AM/PM |
| Thursday | :__ AM/PM - __:__ AM/PM | :__ AM/PM - __:__ AM/PM |
| Friday | :__ AM/PM - __:__ AM/PM | :__ AM/PM - __:__ AM/PM |
| Saturday | :__ AM/PM - __:__ AM/PM | :__ AM/PM - __:__ AM/PM |

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? | Currently unused | |
| Estimated Percentage of Male Staff and Guests | % | |

| 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. | Furnace in 2016 |
| Planned Capital Expenditure For Next Year? | None |
| Age of the Roof? | 17 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 checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Building Structure | | | | | | | Additional Comments? |
|--------------------|----------|-----|-----------|-----|------------|-----|----------------------|
| | | Y/N | | Y/N | | Y/N | |
| Roof Type: | Pitched? | Y | Flat | | Both | | |
| Attic Insulation: | Batt | Y | Cellulose | | Fiberglass | Y | |
| 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>) | T8 | 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>) | CFL |

| 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 | 0 | | | |
| # of Backup Generator | 0 | 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 | None | Please provide general age of refrigerators here |
| 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 | | X | | | |
| 2 | | X | | | |
| 3 | | X | | | |
| 4 | | X | | | |
| 5 | | X | | | |
| 6 | | X | | | |
| 7 | | X | | | |
| 8 | | X | | | |
| GENERAL SITE | | | | | |
| 9 | | X | | | |
| 10 | | X | | | |
| BUILDING STRUCTURE | | | | | |
| 11 | | X | | | |
| 12 | | X | | | |
| 13 | | X | | | |
| BUILDING ENVELOPE | | | | | |
| 14 | | 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 | | | | | |
| 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 | | | | | |
| 24 | Has the management previously completed an ADA review? | | X | | |
| 25 | Have any ADA improvements been made to the property? | | X | | |
| 26 | Does a Barrier Removal Plan exist for the property? | | X | | |
| 27 | Has the Barrier Removal Plan been approved by an arms-length third party? | | X | | |
| 28 | Has building ownership or management received any ADA related complaints? | | X | | |
| 29 | Does elevator equipment require upgrades to meet ADA standards? | | 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 |
|-----------------|---|-----|-----|----|----------|
| PLUMBING | | | | | |
| 30 | Is the property served by private water well? | NO | | | |
| 31 | Is the property served by a private septic system or other waste treatment systems? | YES | | | |
| 32 | Is polybutylene piping used? | | X | | |
| 33 | Are there any plumbing leaks or water pressure problems? | | X | | |

Issues or Concerns That EMG Should Know About?

| | |
|----|--|
| 1. | |
|----|--|

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

Family Meditation

| UF Code | Location | Condition | Asset/Component/Repair | Quantity | RUL | ID |
|------------------------------|------------------------------|-----------|---|----------|-----|---------|
| Structure | | | | | | |
| B1012 | Site | Fair | Structural Flooring/Decking, Concrete | 85 SF | 7 | 1704168 |
| B1013 | Building exterior | Poor | Exterior Column, Tie | 36 LF | 0 | 1704146 |
| Facade | | | | | | |
| B2011 | Building Exterior | Fair | Exterior Wall, Vinyl Siding, 1-2 Stories | 1,760 SF | 21 | 1704150 |
| B2011 | Building Exterior | Poor | Exterior Wall, Brick or Brick Veneer, 1-2 Stories, Repair/Repoint | 115 SF | 0 | 1704158 |
| B2016 | Roof | Fair | Soffit, Metal | 250 SF | 12 | 1704162 |
| B2021 | Building Exterior | Fair | Window, 12 SF | 9 | 4 | 1704145 |
| B2021 | Building Exterior | Fair | Window Screen, 12, Remove & Replace | 8 | 4 | 1704174 |
| B2032 | Building Exterior | Fair | Exterior Door, Wood Solid-Core | 1 | 15 | 1704165 |
| B2032 | Building Exterior | Poor | Exterior Door, Wood Solid-Core | 1 | 0 | 1704154 |
| B2039 | Building Exterior | Fair | Screen Door, Plain/Anodized Aluminum | 1 | 8 | 1704167 |
| Roofing | | | | | | |
| B3011 | Roof | Fair | Roof, Asphalt Shingle 20-Year | 1,550 SF | 4 | 1704147 |
| Interiors | | | | | | |
| C1021 | Conference Room | Poor | Interior Door, Wood Solid-Core | 1 | 0 | 1704155 |
| C1021 | Throughout building | Fair | Interior Door, Wood Solid-Core | 10 | 5 | 1704161 |
| C3012 | Throughout building | Fair | Interior Wall Finish, any surface, Prep & Paint | 1,800 SF | 3 | 1704179 |
| C3024 | Throughout building | Fair | Interior Floor Finish, Laminate Faux Wood | 670 SF | 10 | 1704166 |
| C3024 | Restrooms | Fair | Interior Floor Finish, Vinyl Sheeting | 30 SF | 10 | 1704152 |
| C3025 | Office | Poor | Interior Floor Finish, Carpet Commercial Standard | 250 SF | 0 | 1704164 |
| C3025 | Back storage and front lobby | Fair | Interior Floor Finish, Carpet Commercial Standard | 350 SF | 4 | 1704171 |
| C3031 | Throughout building | Fair | Interior Ceiling Finish, any flat surface, Prep & Paint | 1,010 SF | 3 | 1704151 |
| C3032 | Front lobby | Fair | Interior Ceiling Finish, Suspended Acoustical Tile (ACT) | 120 SF | 4 | 1704172 |
| Plumbing | | | | | | |
| D2011 | Restrooms | Fair | Toilet, Residential Water Closet | 1 | 25 | 1704177 |
| D2014 | Restrooms | Fair | Sink/Lavatory, Wall-Hung, Vitreous China | 1 | 25 | 1704175 |
| D2023 | Mechanical room | Poor | Water Heater, 6 GAL | 1 | 1 | 1704144 |
| Fire Suppression | | | | | | |
| D4031 | Throughout building | Fair | Fire Extinguisher, Type ABC, up to 20 LB | 2 | 6 | 1704176 |
| HVAC | | | | | | |
| D3051 | Mechanical room | Fair | Furnace, 80 MBH | 1 | 16 | 1704163 |
| Electrical | | | | | | |
| D5012 | Office | Fair | Main Distribution Panel, 100 AMP | 1 | 4 | 1704178 |
| D5022 | Building exterior | Fair | Light Fixture, 100 WATT | 2 | 14 | 1704149 |
| D5029 | Throughout building | Fair | Lighting System, Interior, Low Density & Standard Fixtures | 1,100 SF | 13 | 1704148 |
| D5092 | | NA | Emergency/Exit Combo LED | 2 | 0 | 1705661 |
| Fire Alarm & Comm | | | | | | |

Family Meditation

| UF Code | Location | Condition | Asset/Component/Repair | Quantity | RUL | ID |
|--------------------------|---------------------|-----------|---|----------|-----|---------|
| D5037 | Throughout building | Poor | Fire Alarm System, Basic/Zoned, Upgrade/Install | 1,100 SF | 0 | 1704157 |
| Equipment/Special | | | | | | |
| E2012 | Office | Poor | Kitchen Cabinetry, Stock Hardwood | 15 LF | 1 | 1704153 |
| Pavement | | | | | | |
| G2022 | Site | Poor | Parking Lots, Asphalt Pavement, Seal & Stripe | 2,200 SF | 1 | 1704173 |
| G2022 | Site | Poor | Parking Lots, Asphalt Pavement, Mill & Overlay | 2,200 SF | 1 | 1704170 |
| Site Development | | | | | | |
| G2044 | Site | Fair | Signage, Property, Monument/Pylon, Replace/Install | 1 | 15 | 1704160 |
| Follow-up Studies | | | | | | |
| P000X | Throughout building | Poor | Engineer, Structural, Substructure, Evaluate/Report | 1 | 0 | 1704159 |
| Accessibility | | | | | | |
| Z105X | Throughout building | Poor | ADA, Miscellaneous, Level III Study, Includes Measurements, Evaluate/Report | 1 | 0 | 1704156 |

Appendix E: Replacement Reserves

Component Condition Report

Family Meditation

| UF Code | Location | Condition | Asset/Component/Repair | Quantity | RUL | ID |
|------------------------------|------------------------------|-----------|---|----------|-----|---------|
| Structure | | | | | | |
| B1012 | Site | Fair | Structural Flooring/Decking, Concrete | 85 SF | 7 | 1704168 |
| B1013 | Building exterior | Poor | Exterior Column, Tie | 36 LF | 0 | 1704146 |
| Facade | | | | | | |
| B2011 | Building Exterior | Fair | Exterior Wall, Vinyl Siding, 1-2 Stories | 1,760 SF | 21 | 1704150 |
| B2011 | Building Exterior | Poor | Exterior Wall, Brick or Brick Veneer, 1-2 Stories, Repair/Repoint | 115 SF | 0 | 1704158 |
| B2016 | Roof | Fair | Soffit, Metal | 250 SF | 12 | 1704162 |
| B2021 | Building Exterior | Fair | Window, 12 SF | 9 | 4 | 1704145 |
| B2021 | Building Exterior | Fair | Window Screen, 12, Remove & Replace | 8 | 4 | 1704174 |
| B2032 | Building Exterior | Fair | Exterior Door, Wood Solid-Core | 1 | 15 | 1704165 |
| B2032 | Building Exterior | Poor | Exterior Door, Wood Solid-Core | 1 | 0 | 1704154 |
| B2039 | Building Exterior | Fair | Screen Door, Plain/Anodized Aluminum | 1 | 8 | 1704167 |
| Roofing | | | | | | |
| B3011 | Roof | Fair | Roof, Asphalt Shingle 20-Year | 1,550 SF | 4 | 1704147 |
| Interiors | | | | | | |
| C1021 | Conference Room | Poor | Interior Door, Wood Solid-Core | 1 | 0 | 1704155 |
| C1021 | Throughout building | Fair | Interior Door, Wood Solid-Core | 10 | 5 | 1704161 |
| C3012 | Throughout building | Fair | Interior Wall Finish, any surface, Prep & Paint | 1,800 SF | 3 | 1704179 |
| C3024 | Throughout building | Fair | Interior Floor Finish, Laminate Faux Wood | 670 SF | 10 | 1704166 |
| C3024 | Restrooms | Fair | Interior Floor Finish, Vinyl Sheeting | 30 SF | 10 | 1704152 |
| C3025 | Office | Poor | Interior Floor Finish, Carpet Commercial Standard | 250 SF | 0 | 1704164 |
| C3025 | Back storage and front lobby | Fair | Interior Floor Finish, Carpet Commercial Standard | 350 SF | 4 | 1704171 |
| C3031 | Throughout building | Fair | Interior Ceiling Finish, any flat surface, Prep & Paint | 1,010 SF | 3 | 1704151 |
| C3032 | Front lobby | Fair | Interior Ceiling Finish, Suspended Acoustical Tile (ACT) | 120 SF | 4 | 1704172 |
| Plumbing | | | | | | |
| D2011 | Restrooms | Fair | Toilet, Residential Water Closet | 1 | 25 | 1704177 |
| D2014 | Restrooms | Fair | Sink/Lavatory, Wall-Hung, Vitreous China | 1 | 25 | 1704175 |
| D2023 | Mechanical room | Poor | Water Heater, 6 GAL | 1 | 1 | 1704144 |
| Fire Suppression | | | | | | |
| D4031 | Throughout building | Fair | Fire Extinguisher, Type ABC, up to 20 LB | 2 | 6 | 1704176 |
| HVAC | | | | | | |
| D3051 | Mechanical room | Fair | Furnace, 80 MBH | 1 | 16 | 1704163 |
| Electrical | | | | | | |
| D5012 | Office | Fair | Main Distribution Panel, 100 AMP | 1 | 4 | 1704178 |
| D5022 | Building exterior | Fair | Light Fixture, 100 WATT | 2 | 14 | 1704149 |
| D5029 | Throughout building | Fair | Lighting System, Interior, Low Density & Standard Fixtures | 1,100 SF | 13 | 1704148 |
| D5092 | | NA | Emergency/Exit Combo LED | 2 | 0 | 1705661 |
| Fire Alarm & Comm | | | | | | |

Family Meditation

| UF Code | Location | Condition | Asset/Component/Repair | Quantity | RUL | ID |
|--------------------------|---------------------|-----------|---|----------|-----|---------|
| D5037 | Throughout building | Poor | Fire Alarm System, Basic/Zoned, Upgrade/Install | 1,100 SF | 0 | 1704157 |
| Equipment/Special | | | | | | |
| E2012 | Office | Poor | Kitchen Cabinetry, Stock Hardwood | 15 LF | 1 | 1704153 |
| Pavement | | | | | | |
| G2022 | Site | Poor | Parking Lots, Asphalt Pavement, Seal & Stripe | 2,200 SF | 1 | 1704173 |
| G2022 | Site | Poor | Parking Lots, Asphalt Pavement, Mill & Overlay | 2,200 SF | 1 | 1704170 |
| Site Development | | | | | | |
| G2044 | Site | Fair | Signage, Property, Monument/Pylon, Replace/Install | 1 | 15 | 1704160 |
| Follow-up Studies | | | | | | |
| P000X | Throughout building | Poor | Engineer, Structural, Substructure, Evaluate/Report | 1 | 0 | 1704159 |
| Accessibility | | | | | | |
| Z105X | Throughout building | Poor | ADA, Miscellaneous, Level III Study, Includes Measurements, Evaluate/Report | 1 | 0 | 1704156 |