



A Bureau Veritas Group Company

# FACILITY CONDITION ASSESSMENT

## TOWN OF ATKINSON

21 Academy Avenue  
Atkinson, New Hampshire 03811  
David Cressman



## TOWN HALL

19 Academy Avenue  
Atkinson, New Hampshire 03811

### PREPARED BY:

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### EMG PROJECT #:

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### DATE OF REPORT:

February 3, 2020

### ON SITE DATE:

January 15, 2020



engineering | environmental | capital planning | project management

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## 1. Executive Summary

### Property Overview and Assessment Details

General Information	
Property Type	Municipal Building
Main Address	19 Academy Avenue, Atkinson, New Hampshire 03811
Site Developed	1987
Site Area	2.25 acres (estimated)
Parking Spaces	40 total spaces all in open lots; 4 of which are accessible
Building Area	5,936 SF
Number of Stories	1
Current Occupants	30
Percent Utilization	100%
Date(s) of Visit	January 15, 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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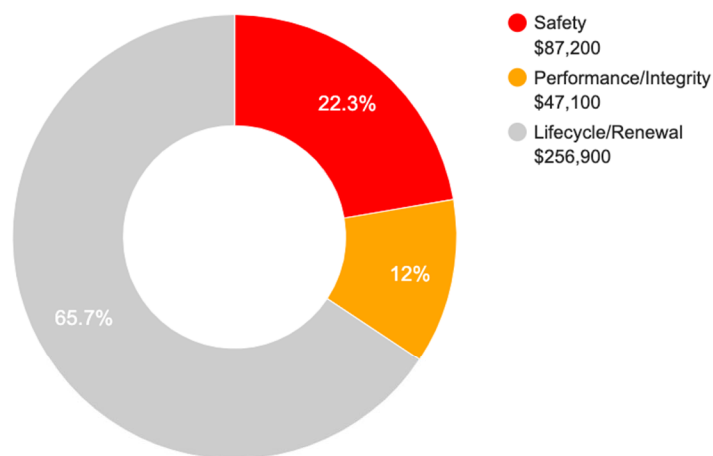
## Plan Types

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: \$391,200

## Significant/Systemic Findings and Deficiencies

### Historical Summary

The building was constructed in 1987 with various upgrades and replacements occurring throughout its life, though no major renovations have occurred since initial construction. The Town Hall is 5,936 SF in size and is primarily composed of municipal office space, meeting rooms and storage areas. Buildings are currently occupied and appear to be generally in compliance with the Americans with Disabilities Act Accessibility Guidelines.

### Architectural

The building envelope and facade are original to construction with no major repairs or replacements occurring over the life of the building. The asphalt roofing shingles have been replaced in 2009 and the building has no reported roof leaks. Due to improper roof drainage, there is major cracking to the concrete slab which supports the main entrance overhang pillars. The slab should be repaired, and gutters/downspouts should be installed to redirect water flow. Interior carpet and VCT finishes should be replaced as they appear original to the building and are heavily worn. Suspended ACT in the restrooms are moisture damaged and should be replaced. All other interior finishes appear well maintained and should require few replacements or repairs within their useful lifetime.

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

The building is primarily heated and cooled by a dual-fuel geothermal heat pump system which is comprised of 2x 5-Ton water-source heat pumps, 1x 242 MBH oil-fired boiler and 14x hydronic fan-coil units. The water source is an on-site well which also serves the building's water needs.

A 120GAL commercial electric water heater serves the building. Plumbing is comprised of copper, PVC and cast iron which feature sections of deteriorating fiberglass insulation in the mechanical room, but with no apparent leaks.

A 400-AMP distribution panel, that is original to construction, serves the building and appears to be in fair condition. Lighting consists of a mixture of T-8, LED and halogen bulbs which are adequately maintained and replaced. It is reported that the building is in need of a generator, as power outages have presented a problem in the past. It is recommended that one be installed to prevent power loss in future outages.

Fire alarm components are original to the building and should be upgraded to more reliable fixtures. It is reported that the well pressure system is not adequate to serve the building's fire-sprinkler system, rendering it non-functional. To ensure the safety of building occupants, the well system should be reviewed and appropriately modified to accommodate sprinkler supply needs.

### Site

Asphalt pavement and sidewalks have been replaced in 2012 and are in overall fair condition. A section of cement sidewalk is displaced from the curb, presenting a tripping hazard to pedestrians. This section should be raised to prevent injury. Site lighting is a mixture of LED, CFL and metal halide which are adequately maintained/ replaced with the exception of a pole light at the rear of the property. The pole lighting is original to construction, heavily rusted and should be replaced.

### Recommended Additional Studies

The well pressure system is not adequate to serve the building's fire-sprinkler system. A professional consultant must be retained to analyze the existing system, provide recommendations and, if necessary, estimate the scope and cost of any required repairs. The cost of this study is included in the cost tables. A budgetary cost allowance to replace well components is also included, though additional costs may occur based on results of the study.

## 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:

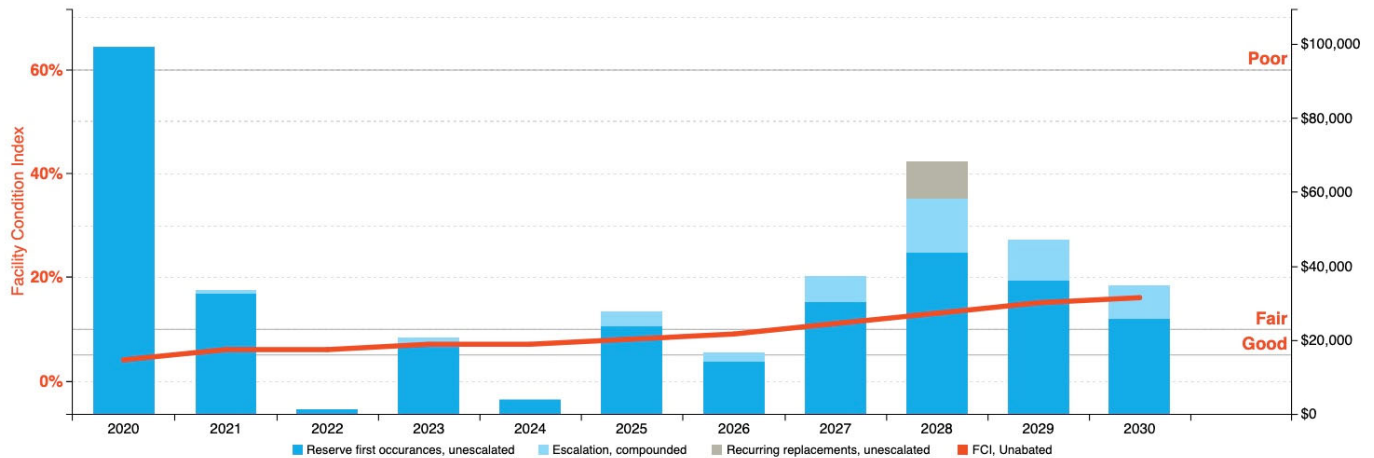
FCI Analysis   Town Hall			
<i>Replacement Value</i> \$ 2,297,300		<i>Total SF</i> 5,936	<i>Cost/SF</i> \$ 387
<b>Current FCI</b>	\$ 99,300		<b>4.3 %</b>
3-Year	\$ 157,700		<b>6.9 %</b>
5-Year	\$ 192,200		<b>8.4 %</b>
10-Year	\$ 399,300		<b>17.4 %</b>

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 Hall

Replacement Value: \$ 2,297,232; Inflation rate: 3.0%



### Immediate Needs

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

## Key Findings

**Transfer Switch**

Automatic (ATS), 400 Amp  
Town Hall

Uniformat Code: D5012  
Recommendation: **Install in 2020**

Priority Score: **98.0**

Plan Type: Safety

Cost Estimate: \$20,000

\$\$\$\$

Install with Generator - AssetCALC ID: 1704297

**Generator**

Diesel, 25kW  
Town Hall

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

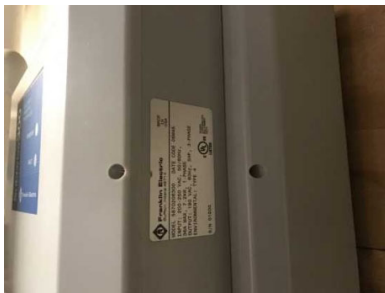
Priority Score: **97.0**

Plan Type: Safety

Cost Estimate: \$20,000

\$\$\$\$

POC expressed need for emergency power during harsh winter months. Site currently does not have generator, one should be installed to prevent power outage to building - AssetCALC ID: 1694264

**Well Pump Controller in Poor condition.**

Controller  
Town Hall Mechanical room

Uniformat Code: D4012  
Recommendation: **Replace in 2020**

Priority Score: **97.0**

Plan Type: Safety

Cost Estimate: \$17,800

\$\$\$\$

Well pressure system inadequate to serve fire-sprinkler system. Professional should be retained to determine necessary modifications, replacement of well components recommended. - AssetCALC ID: 1693841





### Parking Lots in Poor condition.

Curb and Gutter, Concrete  
Town Hall Site

Uniformat Code: G2022  
Recommendation: **Repair in 2020**

Priority Score: **96.0**

Plan Type: Safety

Cost Estimate: \$1,500

\$\$\$\$

Sidewalk displaced from curb, creating tripping hazard. Sidewalk should be raised - AssetCALC ID: 1693860



### Expansion Tank in Poor condition.

22 GAL  
Town Hall Mechanical room

Uniformat Code: D3022  
Recommendation: **Replace in 2020**

Priority Score: **96.0**

Plan Type: Safety

Cost Estimate: \$2,200

\$\$\$\$

Well pressure system inadequate to serve fire-sprinkler system. Professional should be retained to determine necessary modifications, replacement of well components recommended. - AssetCALC ID: 1693836



### Expansion Tank in Poor condition.

31 GAL  
Town Hall Mechanical room

Uniformat Code: D3022  
Recommendation: **Replace in 2020**

Priority Score: **96.0**

Plan Type: Safety

Cost Estimate: \$2,700

\$\$\$\$

Well pressure system inadequate to serve fire-sprinkler system. Professional should be retained to determine necessary modifications, replacement of well components recommended. - AssetCALC ID: 1693901



### Fire Alarm System in Poor condition.

Basic/Zoned  
Town Hall

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

Priority Score: **96.0**

Plan Type: Safety

Cost Estimate: \$11,900

\$\$\$\$

Fire alarm system fixtures are dated and should be replaced for reliability - AssetCALC ID: 1693883



### Well Pump in Poor condition.

5 HP  
Town Hall

Uniformat Code: G3013  
Recommendation: **Replace in 2020**

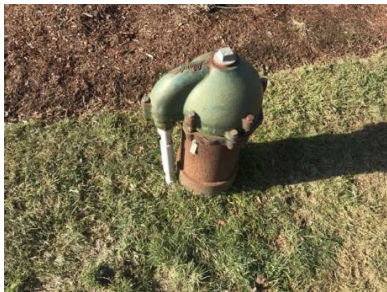
Priority Score: **95.0**

Plan Type: Safety

Cost Estimate: \$4,200

\$\$\$\$

Well pressure system inadequate to serve fire-sprinkler system. Professional should be retained to determine necessary modifications, replacement of well components recommended. - AssetCALC ID: 1695914



### Recommended Follow-up Study:

Town Hall Site

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

Priority Score: **91.0**

Plan Type: Safety

Cost Estimate: \$7,000

\$\$\$\$

Well pressure system inadequate to serve fire-sprinkler system. Professional should be retained to determine necessary modifications, replacement of well components recommended. - AssetCALC ID: 1693874



### Structural Flooring/Decking in Poor condition.

Concrete  
Town Hall Building Entrance

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

Priority Score: **90.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$2,600

\$\$\$\$

Cement pad below overhang pillars is severely cracked. Should be replaced to prevent damage to columns and overhang - AssetCALC ID: 1693845



### Gutters and Downspouts

Aluminum with Fittings  
Town Hall

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

Priority Score: **88.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$400

\$\$\$\$

Water drainage from roof causing damage to cement pad at building entrance. Install gutters to redirect water and prevent future damage - AssetCALC ID: 1693977



### Site Pole Light in Poor condition.

105 - 200 WATT  
Town Hall Site

Uniformat Code: G4021  
Recommendation: **Replace/Install in 2020**

Priority Score: **87.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$4,000

\$\$\$\$

Site pole lighting is original to construction and rusted - AssetCALC ID: 1693865



### Fan Coil Unit in Poor condition.

350 CFM  
Town Hall Electrical room

Uniformat Code: D3041  
Recommendation: **Replace in 2020**

Priority Score: **86.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$2,100

\$\$\$\$

Fan coil unit is original to building construction and should be replaced for reliability - AssetCALC ID: 1693896



### Pipe Insulation in Poor condition.

Fiberglass, Heating Water/Steam  
Town Hall

Uniformat Code: D3024  
Recommendation: **Replace in 2020**

Priority Score: **86.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$300

\$\$\$\$

Fiberglass wrap is aged and heavily deteriorating - AssetCALC ID: 1694246



**Service Sink in Poor condition.**

Wall-Hung  
Town Hall Mechanical room

Uniformat Code: D2014  
Recommendation: **Replace in 2022**

Priority Score: **85.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$1,400

\$\$\$\$

Service sink is deteriorating with rusted fixture - AssetCALC ID: 1693848

**Interior Floor Finish in Poor condition.**

Carpet Commercial Standard  
Town Hall Office spaces and meeting room

Uniformat Code: C3025  
Recommendation: **Replace in 2021**

Priority Score: **84.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$32,600

\$\$\$\$

Carpet is original to construction and is worn - AssetCALC ID: 1693893

**Interior Floor Finish in Poor condition.**

Vinyl Tile (VCT)  
Town Hall Electrical room

Uniformat Code: C3024  
Recommendation: **Replace in 2020**

Priority Score: **84.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$1,300

\$\$\$\$

VCT is original to building. Finish is scratched, stained and peeling in areas - AssetCALC ID: 1693872

**Interior Ceiling Finish in Poor condition.**

Suspended Acoustical Tile (ACT)  
Town Hall Restrooms

Uniformat Code: C3032  
Recommendation: **Replace in 2020**

Priority Score: **83.0**

Plan Type:  
Performance/Integrity

Cost Estimate: \$1,400

\$\$\$\$

suspended ACT in restrooms is moisture damaged and should be replaced - AssetCALC ID: 1693867

## 2. Building and Site Information



### Systems Summary

System	Description	Condition
<b>Structure</b>	Conventional wood frame structure on concrete slab	Fair
<b>Façade</b>	Brick with Aluminum windows	Fair
<b>Roof</b>	Primary: Hip construction with asphalt shingles	Fair
<b>Interiors</b>	Walls: Painted gypsum board and ceramic tile Floors: Ceramic tile and carpet Ceilings: ACT and painted gypsum board	Fair
<b>Elevators</b>	None	--
<b>Plumbing</b>	Copper supply and mixture cast iron/ PVC waste and venting Electric water heater Toilets, urinal and sinks in restrooms	Fair
<b>HVAC</b>	Central system with geothermal heat pumps, boiler and hydronic fan coil units.  Supplemental components: ductless split-systems	Fair

Systems Summary		
<b>Fire Suppression</b>	Fire extinguishers and wet-pipe sprinkler system	Fair
<b>Electrical</b>	Source and Distribution: Main panel with copper wiring Interior Lighting: T-8, LED, Halogen Emergency: None	Fair
<b>Fire Alarm</b>	Smoke detectors, alarms, strobes, pull stations, back-up emergency lights, exit signs	Poor
<b>Equipment/Special</b>	Well Equipment	Poor
<b>Site Pavement</b>	Asphalt lot with concrete sidewalks and curbs, stone paver pedestrian path	Fair
<b>Site Development</b>	Building-mounted signage, parking lot bollards, metal pole fencing, metal flagpoles, benches, retention pond	Fair
<b>Landscaping and Topography</b>	Moderate landscaping features Irrigation not present Low to moderate site slopes throughout	Fair
<b>Utilities</b>	On-site well and septic Local utility-provided electric	Fair
<b>Site Lighting</b>	Pole-mounted: Metal halide Building-mounted: LED, CFL, accent landscaping lighting	Poor Fair
<b>Ancillary Structures</b>	None	--
<b>Accessibility</b>	Presently it does not appear an accessibility study is needed for this property.	
<b>Key Issues and Findings</b>	Cracking to structural pad at building entrance, outdated fire alarm system, well pressure system insufficient for fire-sprinkler operation, significant sidewalk trip hazard, property is in need of a generator	

## Systems Expenditure Forecast

System	Immediate	Short Term (3 yr)	Near Term (5 yr)	Med Term (10 yr)	Long Term (20 yr)	TOTAL
Structure	\$2,600	-	-	-	-	\$2,600
Facade	-	-	-	\$31,100	-	\$31,100
Roofing	\$400	-	-	\$34,600	\$3,600	\$38,600
Interiors	\$2,700	\$33,600	\$1,200	\$101,300	\$99,800	\$238,500
Plumbing	-	\$1,500	\$9,200	-	\$45,200	\$55,800
Fire Suppression	\$17,800	\$9,700	-	\$1,600	\$34,300	\$63,300
HVAC	\$7,300	-	\$4,300	\$14,300	\$78,600	\$104,500
Electrical	\$40,000	-	\$17,300	-	\$71,700	\$129,000
Fire Alarm & Comm	\$11,900	-	-	\$5,400	\$21,400	\$38,700
Equipment/Special	-	-	-	\$1,800	\$4,300	\$6,200
Pavement	\$1,500	\$11,100	-	\$12,800	\$162,300	\$187,700
Site Development	-	-	-	\$1,300	\$14,800	\$16,100
Site Lighting	\$4,000	-	-	-	\$7,200	\$11,200
Utilities	\$4,200	-	-	-	-	\$4,200
Follow-up Studies	\$7,000	-	-	-	-	\$7,000
<b>TOTALS</b>	<b>\$99,400</b>	<b>\$55,900</b>	<b>\$32,000</b>	<b>\$204,200</b>	<b>\$543,200</b>	<b>\$934,500</b>

### 3. Property Space Use and Observed Areas

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#### Unit Allocation

All 5,936 square feet of the property are occupied by the Town of Atkinson. The spaces include offices, conference rooms, mechanical room, electrical room and breakroom 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 1987. 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. Although no significant issues were identified, a comprehensive ADA Compliance Survey may reveal specific aspects of the property that are not in full compliance.

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 type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Use Restrooms</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Kitchens/Kitchenettes</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

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The Town of Atkinson (the Client) retained EMG to perform this Facility Condition Assessment in connection with its continued operation of Town Hall, 19 Academy Avenue, Atkinson, New Hampshire 03811, the "Property". It is our understanding that the primary interest of the Client is to locate and evaluate materials and building system defects that might significantly affect the value of the property and to determine if the present Property has conditions that will have a significant impact on its continued operations.

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

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

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

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

**Prepared by:** Noah Strafford,  
Project Manager

**Reviewed by:**



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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

PARKING LOTS, ASPHALT  
PAVEMENT





#7

PEDESTRIAN PAVEMENT,  
SIDEWALK, CONCRETE

#8

PEDESTRIAN PAVEMENT,  
MASONRY PAVERS

#9

PARKING LOTS, BOLLARD



#10

SITE FURNISHINGS, PARK  
BENCH

#11

WELL



#12

FENCES, METAL TUBE





#13

LED LIGHT FIXTURE, EXTERIOR  
FLOOD

#14

SITE POLE LIGHT, 20' HIGH



#15

SIGNAGE, BUILDING MOUNTED



#16

ROOF, ASPHALT SHINGLE



#17

GUTTERS AND DOWNSPOUTS,  
ALUMINUM

#18

ROOF SKYLIGHT



#19

WINDOW, ALUMINUM DOUBLE-GLAZED



#20

STOREFRONT, METAL-FRAMED WINDOWS



#21

WELL PUMP CONTROLLER



#22

WATER SOURCE HEAT PUMP



#23

CENTRIFUGAL EXHAUST FAN, MECHANICAL ROOM



#24

COMMERCIAL WATER HEATER, ELECTRIC





#25

BOILER, OIL



#26

FAN COIL UNIT, HYDRONIC  
TERMINAL

#27

DUCTLESS SPLIT SYSTEM



#28

WATER SOFTENER



#29

MAIN DISTRIBUTION PANEL,  
ELECTRICAL ROOM

#30

LIGHTING SYSTEM, INTERIOR



#31

DEFIBRILLATOR (AED)



#32

FIRE ALARM CONTROL PANEL



#33

TOILET, RESIDENTIAL WATER CLOSET



#34

URINAL, STANDARD



#35

SINK/LAVATORY, VANITY TOP



#36

INTERIOR DOOR, ALUMINUM-FRAMED FULLY-GLAZED



#37

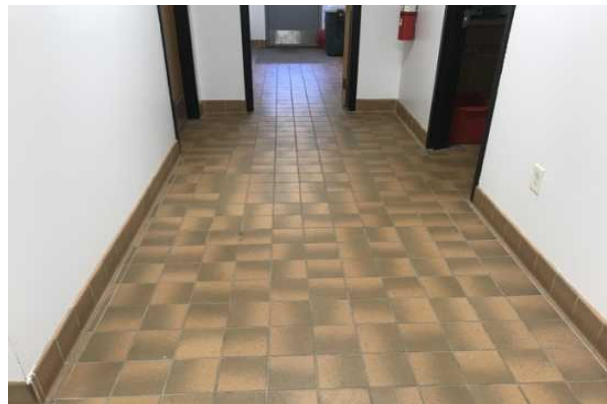
KITCHEN CABINETRY, BREAK  
ROOM

#38

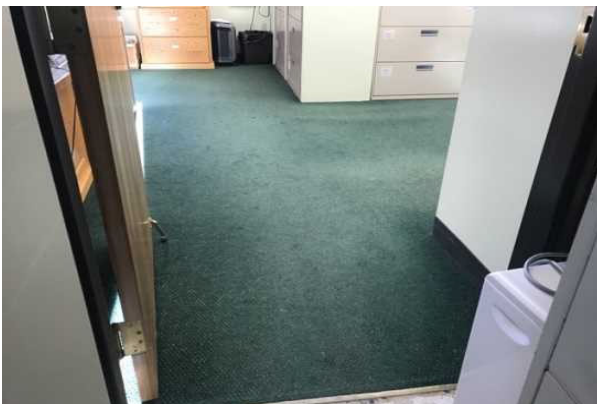
INTERIOR FIRE DOOR



#39

INTERIOR FLOOR FINISH,  
VINYL TILE

#40

INTERIOR FLOOR FINISH,  
CERAMIC TILE

#41

INTERIOR FLOOR FINISH,  
CARPET

#42

INTERIOR FLOOR FINISH,  
CERAMIC TILE





#43	INTERIOR WALL PAINTED FINISH
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#44	INTERIOR WALL FINISH, CERAMIC TILE
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## Appendix B: Site Plan

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## Site Plan



**Project Name:**

Town Hall

**Project Number:**

141924.19R000-001.017

**Source:**

Google Earth

**On-Site Date:**

January 15, 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 Hall	Building #141924-19R000-001-017		
<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?	1987				
No. of Stories?	1 Floor.				
Total Site Area?	2.4 Acres				
Total Building Area?	5,936 Sqft				
<b>Parking</b>	Open Parking	Enclosed Parking	Partly Enclosed Parking	Is parking Heated?	
Parking Area?	15,600 Sqft	Sqft	Sqft	Yes /No	
Area Heated (%)	<b>100%</b>				
Area Cooled (%)	<b>100%   Cooling Equipment Redundancy? N // N+1 // N+2 // &gt;2N</b>				
Total Conditioned Area (%)	<b>100%</b>				
Primary Heating System?	Geothermal Heat Pump				
Secondary Heating System?	Oil Boiler				
If Oil Used For Heating- Tank Capacity	275 Gallons Tank				
Primary Cooling System & Capacity?	Geothermal Heat Pump				
Do Any HVAC Systems Use R-11, R-12 or R-22 Refrigerants?	No				
	Elec.	Natural Gas	Propane	No.2 Oil	Dist. Steam
Primary Heating Fuel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Heating Fuel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>X</b>	<input type="checkbox"/>
Domestic Water Heater Fuel?	<b>X</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Building Occupancy/Schedule		
Facility Occupancy (avg. people ea. day)	30	
After Hours Facility Occupancy (avg. people /day)	10	
Standard Staff Work Timing	8:00 AM – 5:00 PM	
Maintenance Staff Hours	6:00 AM – 11:00 AM	
Number of Computers at Site	18	
<b>Day</b>	Hours open to Public	Hours open to Staff
Monday	8:00 AM – 5:00PM	8:00 AM – 5:00PM
Tuesday	8:00 AM – 5:00 PM	8:00 AM – 5:00 PM
Wednesday	8:00 AM – 5:00 PM	8:00 AM – 5:00 PM
Thursday	8:00 AM – 5:00PM	8:00 AM – 5:00PM
Friday	8:00 AM – 4:00PM	8:00 AM – 4:00PM

# Town of Atkinson

## Pre-Survey Questionnaire



**BUREAU  
VERITAS**

Day	Hours open to Public	Hours open to Staff
Saturday	Closed	Closed
Sunday	Closed	Closed
Number of Months the Facility Operates in a Year?	12 Months	
Estimated Percentage of Male Staff and Guests	15 %	

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.	Geothermal heat pump and boiler
Planned Capital Expenditure For Next Year?	No
Age of the Roof?	13 Years
What bldg. Systems Are Responsibilities of Tenants? (HVAC/Roof/Interior/Exterior/Paving)	None

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

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

Building Lighting			
Type of Linear Fluorescent Lamps? ( <i>T8/T12</i> )	LED	Exterior Lighting Control ( <i>Timer/Photocell</i> )	Timer
Type of Common Lamps? ( <i>Incan/CFLs</i> )		Exterior Light Timing	Dusk to Dawn
Lighting Sensors? ( <i>Y/N</i> )		EXIT Lights ( <i>Incan/Fluor/LED</i> )	Both

Other Systems				
Item	Qty		Selection	Utility Company / Provider Name
# of Elevators	None	Hydraulic/Traction		N/A

# Town of Atkinson

## Pre-Survey Questionnaire



**BUREAU  
VERITAS**

Other Systems				
Item	Qty		Selection	Utility Company / Provider Name
# of Electric Meters	1	Master/ Direct		
# 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> )	<b>X</b>	<input type="checkbox"/>
Tenant Space Cooling Systems ( <i>Split /Window AC</i> )	<b>X</b>	<input type="checkbox"/>
Domestic Water Heaters	<input type="checkbox"/>	<b>X</b>

Building Appliances		
	Value	Additional Comments?
Percentage of Energy Star Certified Refrigerators	<b>1</b>	Unknown
Percentage of Refrigerators older than 8 years		<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>	



# 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>					
1 Are there any unresolved building, fire, or zoning code issues?	X				Not enough water for the fire sprinkler system to operate
2 Is there any pending litigation concerning the property?		X			
3 Are there any other significant issues/hazards with the property?		X			
4 Are there any unresolved construction defects at the property?		X			
5 Has any part of the property ever contained visible suspect mold growth?		X			
6 Is there a mold Operations and Maintenance Plan?		X			
7 Are there any recalled fire sprinkler heads (Star, GEM, Central, and Omega)?		X			
8 Have there been indoor air quality or mold related complaints from tenants?		X			
<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			



# 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>					
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			
<b>ADA</b>					
24 Has the management previously completed an ADA review?		X			
25 Have any ADA improvements been made to the property?	X				Rumble strip installed
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
<b>PLUMBING</b>					
30 Is the property served by private water well?	X				
31 Is the property served by a private septic system or other waste treatment systems?	X				
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

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

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Component Condition Report

Town Hall						
UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
Structure						
B1012	Building Entrance	Poor	Structural Flooring/Decking, Concrete	50 SF	0	1693845
Facade						
B2016	Roof	Fair	Soffit, Metal	480 SF	8	1693866
B2021	Building Exterior	Fair	Window, 24 SF	16	7	1693898
B2023	Building Exterior	Fair	Storefront, Metal-Framed Windows w/out Door(s)	30 SF	7	1693837
B2031	Building Exterior	Fair	Exterior Door, Aluminum-Framed Fully-Glazed	4	7	1693833
B2032	Building Exterior	Fair	Exterior Door, Steel	1	34	1693895
Roofing						
B3011	Roof	Fair	Roof, Asphalt Shingle 20-Year	6,950 SF	9	1693891
B3016	Roof	Fair	Gutters & Downspouts, Aluminum w/ Fittings	15 LF	9	1693846
B3016		NA	Gutters & Downspouts, Aluminum w/ Fittings, Install	10 LF	0	1693977
B3021	Building Exterior	Fair	Roof Skylight, per SF of glazing	35 SF	18	1693878
Interiors						
C1021		Fair	Interior Door, Aluminum-Framed Fully-Glazed	2	7	1693857
C1021		Fair	Interior Door, Wood Solid-Core	21	11	1693868
C1021	Office	Fair	Interior Door, Wood Hollow-Core Residential Closet	2	5	1693834
C1021	Throughout building	Fair	Interior Door, Steel Fire, 90-Minutes and Over	6	11	1693884
C1031	Restrooms	Fair	Toilet Partitions, Metal	5	7	1693873
C3012	Restrooms	Fair	Interior Wall Finish, Ceramic Tile	500 SF	8	1693858
C3012	Throughout building	Fair	Interior Wall Finish, any surface, Prep & Paint	8,900 SF	6	1693869
C3024	Electrical room	Poor	Interior Floor Finish, Vinyl Tile (VCT)	250 SF	0	1693872
C3024	Restrooms	Fair	Interior Floor Finish, Ceramic Tile	400 SF	8	1693880
C3024	Hallways and lobby	Fair	Interior Floor Finish, Ceramic Tile	1,300 SF	8	1693863
C3025	Office spaces and meeting room	Poor	Interior Floor Finish, Carpet Commercial Standard	4,350 SF	1	1693893
C3031	File room	Fair	Interior Ceiling Finish, any flat surface, Prep & Paint	370 SF	6	1693899
C3032	Restrooms	Poor	Interior Ceiling Finish, Suspended Acoustical Tile (ACT)	400 SF	0	1693867
C3032	Throughout building	Fair	Interior Ceiling Finish, Suspended Acoustical Tile (ACT)	5,500 SF	10	1693843
Plumbing						
D2011	Restrooms	Fair	Toilet, Residential Water Closet	5	5	1693842
D2012	Restrooms	Fair	Urinal, Standard	1	15	1693889
D2014	Restrooms	Fair	Sink/Lavatory, Vanity Top, Solid Surface or Vitreous China	4	5	1693903
D2014	Breakroom	Fair	Sink/Lavatory, Vanity Top, Stainless Steel	1	15	1693838
D2014	Mechanical room	Poor	Service Sink, Wall-Hung	1	2	1693848
D2023	Mechanical room	Fair	Domestic Circulation Pump, .75 HP	1	14	1693892
D2023	Mechanical room	Fair	Water Softener, 10 GPM	1	19	1693900
D2023	Mechanical room	Fair	Water Heater, 120 GAL	1	18	1693835
Fire Suppression						
D4012	Mechanical room	Poor	Well Pump Controller, Controller	1	0	1693841

Town Hall						
UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
D4019		Fair	Sprinkler Heads (per SF)	5,936 SF	3	1693855
D4031		Fair	Fire Extinguisher, Type ABC, up to 20 LB	4	9	1693902
D4031		Fair	Fire Extinguisher, Wet Chemical/CO2	2	9	1693861
HVAC						
D3011	Mechanical room	Fair	Fuel Storage Tank, 275 GAL	1	10	1693862
D3021	Mechanical room	Fair	Boiler, 242 MBH	1	28	1693881
D3022	Mechanical room	Poor	Expansion Tank, 31 GAL	1	0	1693901
D3022	Mechanical room	Poor	Expansion Tank, 22 GAL	1	0	1693836
D3024		Poor	Pipe Insulation, Fiberglass, Heating Water/Steam	30 LF	0	1694246
D3032	Mechanical room	Fair	Condensing Unit/Heat Pump, 5 TON	1	13	1693888
D3032	Server room	Fair	Ductless Split System, 1.5 TON	1	9	1693850
D3032	Electrical room	Fair	Ductless Split System, 0.75 TON	1	9	1693870
D3032	Mechanical room	Fair	Condensing Unit/Heat Pump, 5 TON	1	13	1693876
D3041	Throughout building	Fair	Fan Coil Unit, 350 CFM	17	14	1693875
D3041	Electrical room	Poor	Fan Coil Unit, 350 CFM	1	0	1693896
D3042	Electrical room	Fair	Exhaust Fan, 800 CFM	1	4	1693853
D3042	Mechanical room	Fair	Exhaust Fan, 1500 CFM	1	4	1693871
Electrical						
D5012		Fair	Main Distribution Panel, 400 AMP	1	5	1693864
D5012		NA	Transfer Switch, Automatic (ATS), 400 Amp, Install	1	0	1704297
D5012		Fair	Disconnect Switch or Circuit Breaker, 400 AMP	1	5	1693839
D5012		Fair	Main Distribution Panel, 125 AMP	1	23	1693854
D5012		Fair	Main Distribution Panel, 225 AMP	1	5	1693847
D5022		Good	Light Fixture, Exterior Flood (any type w/ LED Replacement), 100 W	2	18	1693844
D5022	Front of building	Fair	Light Fixture, Exterior Flood (any type w/ LED Replacement), 100 W	11	12	1693879
D5022		Fair	Light Fixture, 100 WATT	5	5	1693885
D5029		Fair	Lighting System, Interior, Medium Density & Standard Fixtures	5,936 SF	12	1693897
D5092		NA	Generator, Diesel, 25kW, Install	1	0	1694264
Fire Alarm & Comm						
D5037		Poor	Fire Alarm System, Basic/Zoned, Upgrade/Install	5,936 SF	0	1693883
D5037		Fair	Fire Alarm Control Panel, Basic/Zoned	1	10	1693887
Equipment/Special						
E1028		Fair	Defibrillator (AED), Cabinet Mounted	1	7	1693849
E2012	Breakroom	Fair	Kitchen Cabinetry, Stock Hardwood	4 LF	15	1693877
Pavement						
G2022	Site	Fair	Parking Lots, Asphalt Pavement, Mill & Overlay	22,500 SF	17	1693852
G2022	Site	Fair	Parking Lots, Asphalt Pavement, Seal & Stripe	22,500 SF	3	1693890
G2022	Site	Poor	Parking Lots, Curb & Gutter, Concrete, Repair	50 LF	0	1693860
G2023	Site	Fair	Parking Lots, Bollard	2	22	1693894
G2031	Site	Fair	Pedestrian Pavement, Sidewalk, Concrete Large Areas	1,490 SF	42	1693882

Town Hall						
UF Code	Location	Condition	Asset/Component/Repair	Quantity	RUL	ID
G2031	Site	Good	Pedestrian Pavement, Sidewalk, Clay Brick/Masonry Pavers	750 SF	22	1693840
Site Development						
G2041	Site	Good	Fences & Gates, Metal Tube, 4' High	24 LF	32	1693856
G2044	Site	Fair	Signage, Property, Monument/Pylon, Replace/Install	1	15	1693886
G2045	Site	Fair	Site Furnishings, Park Bench, Metal/Wood/Plastic	2	8	1693859
G2048	Site	Fair	Flagpole, Metal	2	22	1693851
Utilities						
G3013		Poor	Well Pump, 5 HP	1	0	1695914
Site Lighting						
G4021	Site	Poor	Site Pole Light, 105 - 200 WATT, Replace/Install	1	0	1693865
Follow-up Studies						
P000X	Site	Poor	Engineer, Evaluate/Report	1	0	1693874

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## **Appendix E: Replacement Reserves**

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Replacement Reserves Report

Town Hall

2/3/2020

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 Hall	\$99,229	\$33,604	\$1,485	\$20,794	\$4,277	\$27,649	\$16,824	\$37,388	\$68,209	\$47,031	\$34,740	\$73,399	\$71,000	\$35,722	\$58,688	\$22,201	\$22,610	\$132,641	\$52,426	\$7,540	\$67,065	\$934,522
Grand Total	\$99,229	\$33,604	\$1,485	\$20,794	\$4,277	\$27,649	\$16,824	\$37,388	\$68,209	\$47,031	\$34,740	\$73,399	\$71,000	\$35,722	\$58,688	\$22,201	\$22,610	\$132,641	\$52,426	\$7,540	\$67,065	\$934,522

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
B1012	1693845	Structural Flooring/Decking, Concrete, Replace	75	75	0	50	SF	\$52.50	\$2,625	\$2,625																					\$2,625
B2016	1693866	Soffit, Metal, Replace	25	17	8	480	SF	\$6.50	\$3,120									\$3,120													\$3,120
B2021	1693898	Window, 24 SF, Replace	30	23	7	16	EA	\$950.00	\$15,200								\$15,200														\$15,200
B2023	1693837	Storefront, Metal-Framed Windows w/out Door(s), Replace	30	23	7	30	SF	\$55.00	\$1,650								\$1,650														\$1,650
B2031	1693833	Exterior Door, Aluminum-Framed Fully-Glazed, Replace	30	23	7	4	EA	\$1,300.00	\$5,200								\$5,200														\$5,200
B3011	1693891	Roof, Asphalt Shingle 20-Year, Replace	20	11	9	6950	SF	\$3.80	\$26,410										\$26,410												\$26,410
B3016	1693977	Gutters & Downspouts, Aluminum w/ Fittings, Install	20	20	0	10	LF	\$36.00	\$360	\$360																			\$360		\$720
B3016	1693846	Gutters & Downspouts, Aluminum w/ Fittings, Replace	20	11	9	15	LF	\$9.00	\$135										\$135												\$135
B3021	1693878	Roof Skylight, per SF of glazing, Replace	30	12	18	35	SF	\$50.00	\$1,750																		\$1,750				\$1,750
C1021	1693834	Interior Door, Wood Hollow-Core Residential Closet, Replace	15	10	5	2	EA	\$500.00	\$1,000						\$1,000														\$1,000		\$2,000
C1021	1693857	Interior Door, Aluminum-Framed Fully-Glazed, Replace	40	33	7	2	EA	\$1,300.00	\$2,600								\$2,600														\$2,600
C1021	1693868	Interior Door, Wood Solid-Core, Replace	40	29	11	21	EA	\$700.00	\$14,700												\$14,700										\$14,700
C1021	1693884	Interior Door, Steel Fire, 90-Minutes and Over, Replace	40	29	11	6	EA	\$950.00	\$5,700												\$5,700										\$5,700
C1031	1693873	Toilet Partitions, Metal, Replace	20	13	7	5	EA	\$850.00	\$4,250								\$4,250														\$4,250
C3012	1693869	Interior Wall Finish, any surface, Prep & Paint	10	4	6	8900	SF	\$1.50	\$13,350							\$13,350									\$13,350						\$26,700
C3012	1693858	Interior Wall Finish, Ceramic Tile, Replace	40	32	8	500	SF	\$18.00	\$9,000									\$9,000													\$9,000
C3024	1693872	Interior Floor Finish, Vinyl Tile (VCT), Replace	15	15	0	250	SF	\$5.00	\$1,250	\$1,250															\$1,250						\$2,500
C3024	1693880	Interior Floor Finish, Ceramic Tile, Replace	40	32	8	400	SF	\$18.00	\$7,200								\$7,200														\$7,200
C3024	1693863	Interior Floor Finish, Ceramic Tile, Replace	40	32	8	1300	SF	\$18.00	\$23,400								\$23,400														\$23,400
C3025	1693893	Interior Floor Finish, Carpet Commercial Standard, Replace	10	9	1	4350	SF	\$7.50	\$32,625		\$32,625										\$32,625										\$65,250
C3031	1693899	Interior Ceiling Finish, any flat surface, Prep & Paint	10	4	6	370	SF	\$2.00	\$740							\$740									\$740						\$1,480
C3032	1693867	Interior Ceiling Finish, Suspended Acoustical Tile (ACT), Replace	25	25	0	400	SF	\$3.50	\$1,400	\$1,400																					\$1,400
C3032	1693843	Interior Ceiling Finish, Suspended Acoustical Tile (ACT), Replace	25	15	10	5500	SF	\$3.50	\$19,250										\$19,250												\$19,250
D2011	1693842	Toilet, Residential Water Closet, Replace	30	25	5	5	EA	\$700.00	\$3,500						\$3,500																\$3,500
D2012	1693889	Urinal, Standard, Replace	30	15	15	1	EA	\$1,100.00	\$1,100															\$1,100							\$1,100
D2014	1693848	Service Sink, Wall-Hung, Replace	35	33	2	1	EA	\$1,400.00	\$1,400			\$1,400													\$1,100						\$1,400
D2014	1693903	Sink/Lavatory, Vanity Top, Solid Surface or Vitreous China, Replace	30	25	5	4	EA	\$1,100.00	\$4,400						\$4,400											\$1,200					\$4,400
D2014	1693838	Sink/Lavatory, Vanity Top, Stainless Steel, Replace	30	15	15	1	EA	\$1,200.00	\$1,200																\$1,200						\$1,200
D2023	1693892	Domestic Circulation Pump, .75 HP, Replace	15	1	14	1	EA	\$3,100.00	\$3,100															\$3,100							\$3,100
D2023	1693835	Water Heater, 120 GAL, Replace	20	2	18	1	EA	\$18,500.00	\$18,500																		\$18,500				\$18,500
D2023	1693900	Water Softener, 10 GPM, Replace	25	6	19	1	EA	\$3,100.00	\$3,100																			\$3,100			\$3,100
D3011	1693862	Fuel Storage Tank, 275 GAL, Replace	25	15	10	1	EA	\$2,600.00	\$2,600											\$2,600											\$2,600
D3022	1693901	Expansion Tank, 31 GAL, Replace	40	40	0	1	EA	\$2,700.00	\$2,700	\$2,700																					\$2,700
D3022	1693836	Expansion Tank, 22 GAL, Replace	40	40	0	1	EA	\$2,180.00	\$2,180	\$2,180																					\$2,180
D3024	1694246	Pipe Insulation, Fiberglass, Heating Water/Steam, Replace	40	40	0	30	LF	\$9.05	\$272	\$272																					\$272
D3032	1693850	Ductless Split System, 1.5 TON, Replace	15	6	9	1	EA	\$4,800.00	\$4,800										\$4,800												\$4,800
D3032	1693870	Ductless Split System, 0.75 TON, Replace	15	6	9	1	EA	\$3,500.00	\$3,500										\$3,500												\$3,500
D3032	1693888	Condensing Unit/Heat Pump, 5 TON, Replace	15	2	13	1	EA	\$7,100.00	\$7,100														\$7,100								\$7,100
D3032	1693876	Condensing Unit/Heat Pump, 5 TON, Replace	15	2	13	1	EA	\$7,100.00	\$7,100														\$7,100								\$7,100
D3041	1693896	Fan Coil Unit, 350 CFM, Replace	20	20	0	1	EA	\$2,100.00	\$2,100	\$2,100																			\$2,100		\$4,200
D3041	1693875	Fan Coil Unit, 350 CFM, Replace	20	6	14	17	EA	\$2,100.00	\$35,700															\$35,700							\$35,700
D3042	1693853	Exhaust Fan, 800 CFM, Replace	25	21	4	1	EA	\$1,400.00	\$1,400					\$1,400																	\$1,400
D3042	1693871	Exhaust Fan, 1500 CFM, Replace	25	21	4	1	EA	\$2,400.00	\$2,400					\$2,400																	\$2,400
D4012	1693841	Well Pump Controller, Controller, Replace	20	20	0	1	EA	\$17,800.00	\$17,800	\$17,800																			\$17,800		\$35,600
D4019	1693855	Sprinkler Heads (per SF), , Replace	25	22	3	5936	SF	\$1.50	\$8,904				\$8,904																		\$8,904
D4031	1693902	Fire Extinguisher, Type ABC, up to 20 LB, Replace	10	1	9	4	EA	\$150.00	\$600										\$600									\$600			\$1,2

