FACILITY CONDITION ASSESSMENT

prepared for

Ann Arbor Public Schools
2555 South State Street
Ann Arbor, Michigan 48104
Jim Vibbart

FACILITY CONDITION ASSESSMENT

OF

BALAS ADMINISTRATION BUILDING
2555 SOUTH STATE STREET
ANN ARBOR, MICHIGAN 48104

PREPARED BY:
EMG
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EMG PROJECT #:
129010.18R000-031.354

DATE OF REPORT:
July 2, 2018

ONSITE DATE:
March 20, 2018

Immediate Repairs Report
Balas Administration Building
7/2/2018

EMG Renamed Item Number	Location Description	ID	Cost Description	Quantity	Unit	Unit Cost *	Subtotal	Deficiency Repair Estimate *
2	Warehouse	885628	Basement Wall, Waterproofing of Exterior Face, Install/Replace	400	SF	$9.34	$3,735	**$3,735**
3		885636	Roof, Non-Destructive Moisture Inspection, Evaluate/Report	46600	SF	$0.21	$9,641	**$9,641**
11	Restrooms	885634	ADA, Restroom, Lavatory Pipe Wraps, Install	2	EA	$80.00	$160	**$160**
	Site	958686	Davis Bacon Prevailing Wages, Surcharge for Prevailing Wages, 10% surcharge for prevailing wages	31988.14	LS	$1.15	$36,786	**$36,786**
Immediate Repairs Total								**$50,322**

* Location Factor (1.0) included in totals.

Replacement Reserves Report

Balas Administration Building

7/2/2018

Location	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	Total Escalated Estimate
Balas Administration Building	$50,322	$961,468	$526,909	$148,665	$584,018	$236,037	$211,737	$164,174	$571,123	$86,287	$1,676,785	$596,166	$152,139	$342,441	$122,779	$362,316	$206,346	$153,447	$311,079	$104,859	**$7,569,097**
GrandTotal	**$50,322**	**$961,468**	**$526,909**	**$148,665**	**$584,018**	**$236,037**	**$211,737**	**$164,174**	**$571,123**	**$86,287**	**$1,676,785**	**$596,166**	**$152,139**	**$342,441**	**$122,779**	**$362,316**	**$206,346**	**$153,447**	**$311,079**	**$104,859**	**$7,569,097**

EMG Renamed Item Number	Location Description	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost	w/ Markup *	Subtotal	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	RRR_RowGrandTotalLabel
2	Warehouse	885628	Basement Wall, Waterproofing of Exterior Face, Install/Replace	40	40	0	400	SF	$8.12	$9.34	$3,735	$3,735																				**$3,735**
3	Building Exterior	885663	Window, Aluminum Double-Glazed, Replace	30	25	5	30	EA	$584.21	$671.84	$20,155						$20,155															**$20,155**
3	Building Exterior	885667	Window, Aluminum Double-Glazed, Replace	30	15	15	14	EA	$870.45	$1,001.02	$14,014																$14,014					**$14,014**
3	Building Exterior	885670	Window, Vinyl-Clad Double-Glazed 12 SF, 1-2 Stories, Replace	30	12	18	1	EA	$555.58	$555.58	$556																			$556		**$556**
3	Building Exterior	885654	Storefront, Metal-Framed Windows w/out Door(s), Replace	30	15	15	350	SF	$48.00	$55.20	$19,320																$19,320					**$19,320**
3	Building Exterior	885643	Exterior Door, Fully-Glazed Aluminum-Framed Swinging Motor-Operated, Replace	30	12	18	3	EA	$10,194.36	$11,723.51	$35,171																			$35,171		**$35,171**
3	Building Exterior	885652	Exterior Door, Fully-Glazed Aluminum-Framed Swinging, Replace	30	12	18	2	EA	$2,106.57	$2,422.55	$4,845																			$4,845		**$4,845**
3	Building Exterior	885693	Exterior Door, Steel, Replace	25	18	7	8	EA	$950.12	$1,092.64	$8,741								$8,741													**$8,741**
3	Building Exterior	885622	Overhead Door, Aluminum Roll-Up, Replace	35	25	10	1	EA	$4,025.54	$4,629.37	$4,629											$4,629										**$4,629**
3	Building Exterior	885671	Overhead Door, Aluminum Roll-Up, Replace	35	20	15	2	EA	$9,078.59	$10,440.38	$20,881																$20,881					**$20,881**
3	Balas Administration Building	885636	Roof, Non-Destructive Moisture Inspection, Evaluate/Report	0	0	0	46600	SF	$0.18	$0.21	$9,641	$9,641																				**$9,641**
3	Roof	885666	Roof, Single-Ply EPDM Membrane, Replace	20	19	1	46600	SF	$10.52	$12.10	$563,767		$563,767																			**$563,767**
3	Roof	885700	Roof Skylight, Plexiglass Dome Fixed, Replace	30	23	7	12	EA	$1,207.20	$1,388.27	$16,659								$16,659													**$16,659**
4	Throughout building	885660	Interior Door, Wood Solid-Core, Replace	20	12	8	30	EA	$1,423.11	$1,636.58	$49,097									$49,097												**$49,097**
4	Throughout building	885641	Interior Door, Wood Solid-Core w/ Safety Glass, Replace	20	8	12	25	EA	$1,928.03	$2,217.23	$55,431														$55,431							**$55,431**
4	Throughout building	885696	Interior Door, Fully-Glazed Aluminum-Framed Swinging, Replace	30	12	18	10	EA	$2,106.57	$2,422.56	$24,226																			$24,226		**$24,226**
4	Throughout building	885649	Door Hardware System, Office (per Door), Replace	10	4	6	65	EA	$350.00	$402.50	$26,163							$26,163										$26,163				**$52,325**
4	Restrooms	885701	Toilet Partitions, Metal Overhead-Braced, Replace	20	14	6	12	EA	$850.00	$977.50	$11,730							$11,730														**$11,730**
4	Building interior	885698	Interior Wall Finish, Gypsum Board/Plaster/Metal, Prep & Paint	8	3	5	86210	SF	$1.42	$1.64	$141,098						$141,098							$141,098								**$282,196**
4	Throughout	885702	Interior Wall Finish, Vinyl, Replace	15	0	15	25000	SF	$2.27	$2.62	$65,378																$65,378					**$65,378**
4	Throughout building	885655	Interior Floor Finish, Vinyl Tile (VCT), Replace	15	9	6	12000	SF	$4.80	$5.52	$66,248							$66,248														**$66,248**
4	Hallways	885669	Interior Floor Finish, Vinyl Sheeting, Replace	15	5	10	4000	SF	$7.01	$8.06	$32,242											$32,242										**$32,242**
4	Office	885691	Interior Floor Finish, Carpet Tile Commercial-Grade, Replace	10	3	7	7000	SF	$6.96	$8.01	$56,051								$56,051										$56,051			**$112,103**
4	Building interior	885675	Interior Ceiling Finish, Gypsum Board/Plaster, Prep & Paint	10	5	5	2500	SF	$1.94	$2.23	$5,568						$5,568										$5,568					**$11,135**
4	Throughout	885699	Interior Ceiling Finish, Suspended Acoustical Tile (ACT), Replace	20	12	8	25000	SF	$3.11	$3.58	$89,441									$89,441												**$89,441**
5	Elevator Machine Room	885665	Elevator, Hydraulic, 2100 LB, 2 Floors, Renovate	30	22	8	1	EA	$108,794.40	$125,113.56	$125,114									$125,114												**$125,114**
5	Restrooms	885642	Toilet, Flush Tank (Water Closet), Replace	20	12	8	12	EA	$1,055.15	$1,213.43	$14,561									$14,561												**$14,561**
5	Restrooms	885662	Urinal, Vitreous China, Replace	20	6	14	4	EA	$1,193.44	$1,372.46	$5,490															$5,490						**$5,490**
5	Restrooms	885688	Lavatory, Enameled Steel, Replace	20	12	8	8	EA	$353.05	$406.01	$3,248									$3,248												**$3,248**
5	Throughout building	885694	Service Sink, Floor, Replace	35	20	15	2	EA	$1,599.51	$1,839.44	$3,679																$3,679					**$3,679**
5	Throughout building	885683	Drinking Fountain, Refrigerated, Replace	10	6	4	4	EA	$1,257.51	$1,446.13	$5,785					$5,785										$5,785						**$11,569**
5	Above Upper Level Custodial Closet	885674	Water Heater, Electric, Residential, 16 to 29 GAL, Replace	15	6	9	1	EA	$1,249.92	$1,437.41	$1,437										$1,437											**$1,437**
5	Garage/Loading Dock	885661	Water Heater, Electric, Residential, 20 GAL, Replace	15	5	10	1	EA	$1,249.92	$1,437.41	$1,437											$1,437										**$1,437**
5	Closet Adjacent to Upper Restrooms	885624	Water Heater, Electric, Residential, 6 GAL, Replace	15	5	10	1	EA	$1,014.17	$1,166.30	$1,166											$1,166										**$1,166**
5	Garage/Loading Dock	885645	Boiler, Gas, 270 MBH, Replace	25	22	3	1	EA	$15,756.70	$18,120.20	$18,120				$18,120																	**$18,120**
5	Roof	885676	Drycooler/Condenser, Air-Cooled, 10 Ton, Replace	15	12	3	1	EA	$5,615.91	$6,458.29	$6,458				$6,458															$6,458		**$12,917**
5	Roof	885635	Drycooler/Condenser, Air-Cooled, 10 Ton, Replace	15	12	3	1	EA	$5,615.91	$6,458.29	$6,458				$6,458															$6,458		**$12,917**
5	Roof	885690	Drycooler/Condenser, Air-Cooled, 10 Ton, Replace	15	11	4	1	EA	$5,615.91	$6,458.29	$6,458					$6,458															$6,458	**$12,917**
5	Main roof	885687	Exhaust Fan, Centrifugal, Replace	15	8	7	1	EA	$2,021.87	$2,325.15	$2,325								$2,325													**$2,325**
5	Loading dock/garage	885627	Unit Heater, Natural Gas, 201 to 300 MBH, Replace	20	12	8	3	EA	$6,745.59	$7,757.43	$23,272									$23,272												**$23,272**
5	Warehouse	885684	Unit Heater, Natural Gas, 250 MBH, Replace	20	10	10	8	EA	$6,745.59	$7,757.43	$62,059											$62,059										**$62,059**
5	Roof	885637	Packaged Unit (RTU), 5 Ton, Replace	15	12	3	1	EA	$11,239.29	$12,925.18	$12,925				$12,925															$12,925		**$25,850**
5	Roof	885647	Packaged Unit (RTU), 6 to 7.5 Ton, Replace	15	11	4	1	EA	$14,395.83	$16,555.21	$16,555					$16,555															$16,555	**$33,110**
5	Roof	885678	Packaged Unit (RTU), 6 Ton, Replace	15	9	6	1	EA	$14,395.83	$16,555.21	$16,555							$16,555														**$16,555**
5	Roof	885668	Packaged Unit (RTU), 5 Ton, Replace	15	8	7	1	EA	$11,239.29	$12,925.18	$12,925								$12,925													**$12,925**
5	Roof	885631	Packaged Unit (RTU), 3 Ton, Replace	15	7	8	1	EA	$9,871.90	$11,352.69	$11,353									$11,353												**$11,353**
5	Roof	885626	Packaged Unit (RTU), 12.5 Ton, Replace	15	7	8	1	EA	$22,713.37	$26,120.37	$26,120									$26,120												**$26,120**
5	Roof	885703	Packaged Unit (RTU), 7.5 Ton, Replace	15	7	8	1	EA	$14,395.83	$16,555.21	$16,555									$16,555												**$16,555**
5	Roof	885646	Packaged Unit (RTU), 3 Ton, Replace	15	6	9	1	EA	$9,871.90	$11,352.69	$11,353										$11,353											**$11,353**
5	Roof	885704	Packaged Unit (RTU), 7.5 Ton, Replace	15	6	9	1	EA	$14,395.83	$16,555.21	$16,555										$16,555											**$16,555**
5	Roof	885673	Packaged Unit (RTU), 10 Ton, Replace	15	5	10	1	EA	$18,554.44	$21,337.61	$21,338											$21,338										**$21,338**

EMG Renamed Item Number	Location Description	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost	w/ Markup *	Subtotal	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	RRR_RowGrandTotalLabel
5	Roof	885651	Packaged Unit (RTU), 6 to 7.5 Ton, Replace	15	1	14	1	EA	$14,395.83	$16,555.21	$16,555															$16,555						**$16,555**
5	Roof	885650	Packaged Unit (RTU), 6 to 7.5 Ton, Replace	15	1	14	1	EA	$14,395.83	$16,555.21	$16,555															$16,555						**$16,555**
5	Roof	885640	Air Conditioner, Computer Room, Air-Cooled 5.5 Ton, Replace	20	5	15	1	EA	$29,100.55	$33,465.63	$33,466																$33,466						**$33,466**
5	Roof	885664	Air Conditioner, Computer Room, Air-Cooled, 5.5 Ton, Replace	20	5	15	1	EA	$29,100.55	$33,465.63	$33,466																$33,466						**$33,466**
5	interiors	928278	Sprinkler System, Full Retrofit, Office (per SF), Renovate	50	46	4	46000	SF	$8.00	$9.20	$423,131					$423,131																**$423,131**
5	Throughout building	885639	Fire Extinguisher, , Replace	15	9	6	20	EA	$356.54	$410.02	$8,200							$8,200														**$8,200**
5	Warehouse	885680	Transfer Switch, Automatic (ATS), 600 V, 1,000 Amp, Replace	18	14	4	1	EA	$26,240.49	$30,176.56	$30,177					$30,177																**$30,177**
5	Building interior	885658	Lighting System, Interior, Office Building, Upgrade	25	15	10	46600	SF	$9.24	$10.63	$495,279											$495,279										**$495,279**
5	Telephone/Fire Panel Room	885653	Fire Alarm Control Panel, Multiplex, Replace	15	14	1	1	EA	$4,284.35	$4,927.00	$4,927		$4,927																$4,927				**$9,854**
5	Throughout building	885689	Fire Alarm System, Office Building, Install	20	10	10	46600	SF	$2.36	$2.71	$126,446											$126,446										**$126,446**
5	Throughout building	885648	Exit Lighting Fixture, LED, Replace	10	4	6	25	EA	$405.01	$465.76	$11,644							$11,644											$11,644				**$23,288**
5	Site	885638	Generator, Diesel, 130 to 300 kW, Replace	25	14	11	1	EA	$139,939.51	$160,930.43	$160,930												$160,930										**$160,930**
5	Upper level hallway	885659	Defibrillator, Cabinet Mounted, Replace	5	2	3	1	EA	$1,409.50	$1,620.93	$1,621				$1,621					$1,621					$1,621					$1,621			**$6,484**
7	Building exterior	885677	Flood Light, Exterior, Soffit, Replace	20	10	10	2	EA	$995.47	$1,144.79	$2,290											$2,290										**$2,290**
7	Building exterior	885632	Flood Light, Exterior, Building-Mounted, Replace	20	4	16	13	EA	$995.47	$1,144.79	$14,882																		$14,882				**$14,882**
7	Site	885679	Roadways, Asphalt Pavement, Cut & Patch	25	24	1	10000	SF	$6.29	$7.23	$72,340		$72,340																				**$72,340**
7	Site	885620	Parking Lots, Asphalt Pavement, Seal & Stripe	5	2	3	123000	SF	$0.38	$0.44	$53,680				$53,680					$53,680					$53,680					$53,680			**$214,721**
7	Site	885623	Parking Lots, Asphalt Pavement, Mill & Overlay	25	15	10	123000	SF	$3.28	$3.77	$464,013											$464,013										**$464,013**
7	Site	897637	Pedestrian Pavement, Sidewalk, Concrete Sections/Small Areas, Replace	30	29	1	200	SF	$19.00	$21.85	$4,370		$4,370																				**$4,370**
7	Site	885656	Pedestrian Pavement, Sidewalk, Concrete Large Areas, Replace	30	18	12	1400	SF	$9.00	$10.35	$14,490													$14,490								**$14,490**
7	Site	885629	Pole Light, Exterior, 105 to 200 W LED (Fixture & Bracket Arm Only), Replace	20	4	16	9	EA	$3,303.00	$3,798.45	$34,186																		$34,186				**$34,186**
11	Restrooms	885634	ADA, Restroom, Lavatory Pipe Wraps, Install	0	0	0	2	EA	$80.00	$80.00	$160	$160																					**$160**
D70	Throughout	946131	Exterior Door Hardware, Electronic Doors ANSI F39 Lockset, Replace	30	29	1	9	EA	$1,345.00	$1,546.75	$13,921		$13,921																				**$13,921**
	Roof	960797	Solar Instillation Project, Roof Mounted Solar Instillation, Install	20	18	2	150000	SF	$1.00	$1.15	$172,500			$172,500																		**$172,500**
D30	Throughout	945786	Building Automation System (HVAC Controls), Upgrade	20	18	2	46600	SF	$5.36	$6.17	$287,376			$287,376																		**$287,376**
D60	Front entrance	946132	Intercom Master Station, Replace	20	19	1	1	EA	$3,814.50	$4,386.67	$4,387		$4,387																				**$4,387**
D70	Throughout	946130	Security/Surveillance System, Cameras and CCTV, Install	10	9	1	46600	SF	$4.35	$5.00	$232,966		$232,966										$232,966										**$465,933**
	Site	958686	Davis Bacon Prevailing Wages, Surcharge for Prevailing Wages, 10% surcharge for prevailing wages	1	1	0	31988.14	LS	$1.00	$1.15	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	$36,786	**$735,727**
Totals, Unescalated												**$50,322**	**$933,464**	**$496,663**	**$136,050**	**$518,892**	**$203,607**	**$177,327**	**$133,488**	**$450,850**	**$66,132**	**$1,247,685**	**$430,683**	**$106,707**	**$233,186**	**$81,171**	**$232,557**	**$128,588**	**$92,838**	**$182,726**	**$59,800**	**$5,962,736**
Totals, Escalated (3.0% inflation, compounded annually)												**$50,322**	**$961,468**	**$526,909**	**$148,665**	**$584,018**	**$236,037**	**$211,737**	**$164,174**	**$571,123**	**$86,287**	**$1,676,785**	**$596,166**	**$152,139**	**$342,441**	**$122,779**	**$362,316**	**$206,346**	**$153,447**	**$311,079**	**$104,859**	**$7,569,097**

* Markup/LocationFactor (1.0) has been included in unit costs. Markup includes a and 15% Ann Arbor Premium factors applied to the location adjusted unit cost.

TABLE OF CONTENTS

1. Executive Summary

1.1. Property Information and General Physical Condition

The property information is summarized in the table below. More detailed descriptions may be found in the various sections of the report and in the Appendices.

Property Information	
Address:	2555 South State Street, Ann Arbor, Washtenaw County, Michigan 48104
Year Constructed/Renovated:	1971 Renovated 1996
Current Occupants:	Ann Arbor Public Schools
Percent Utilization:	100%
Management Point of Contact:	Mr. Jim Vibbart, Ann Arbor Public Schools vibbartj@aaps.k12.mi.us
Property Type:	Office
Site Area:	7.4 acres
Building Area:	46,600 SF
Number of Buildings:	1
Number of Stories:	1
Parking Type and Number of Spaces:	248 spaces in open lots.
Building Construction:	Masonry bearing walls and steel-framed roofs.
Roof Construction:	Flat roofs with single-ply membrane.
Exterior Finishes:	Brick Veneer
Heating, Ventilation and Air Conditioning:	Individual package (RTU) and split-system units. Supplemental components: suspended gas unit heaters, computer room air conditioning (CRAC) units, gas boiler.
Fire and Life/Safety:	Fire sprinklers, hydrants, smoke detectors, alarms, strobes, extinguishers, pull stations, alarm panel, and exit signs.
ADA :	This building does not have any major ADA issues.
All 65,388 square feet of the building are occupied by a single occupant, Ann Arbor Public Schools. The spaces are mostly classrooms and other academic rooms, and supporting restrooms, administrative offices, mechanical and other utility spaces.	

Assessment Information	
Dates of Visit:	3/20/2018
On-Site Point of Contact (POC):	Mr. Emile Lauzzana
Assessment and Report Prepared by:	Justin Dunn
Reviewed by:	Al Diefert Technical Report Reviewer For Andrew Hupp Program Manager ahupp@emgcorp.com 800.733.0660 x6632

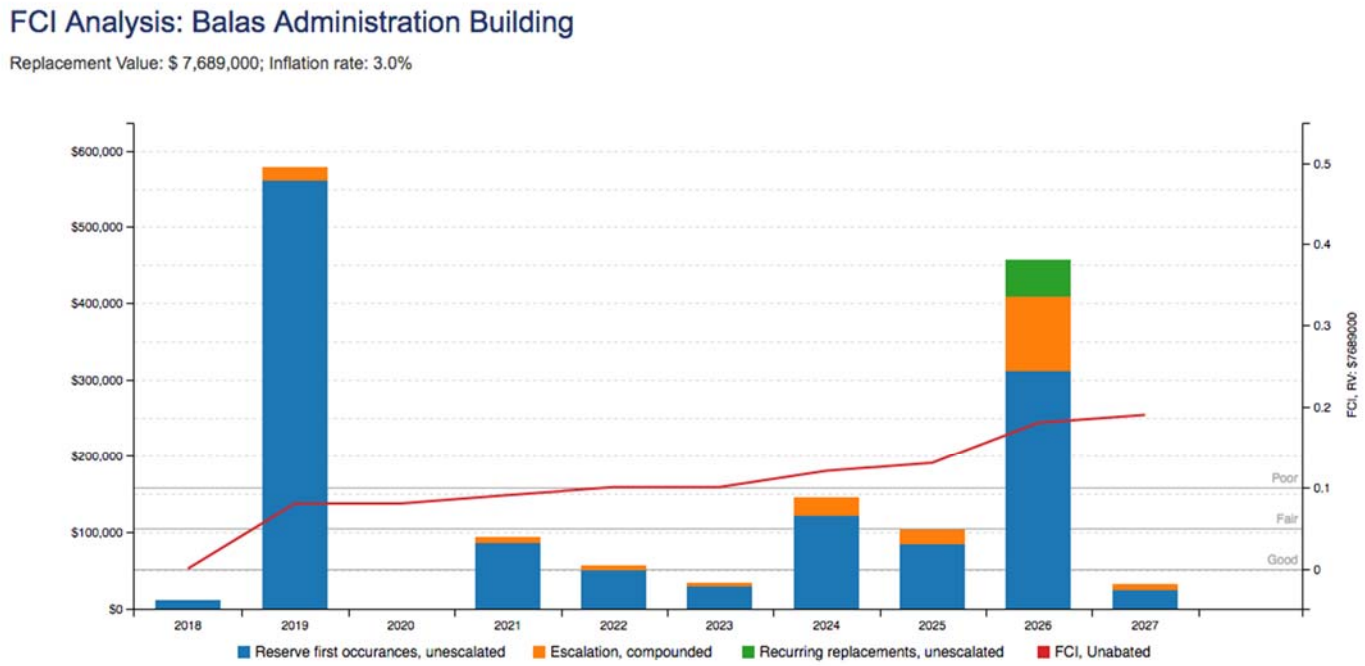
1.2. Key Findings

Site : The site is in generally fair condition. The asphalt paved drive aisle at the south side of the property has deteriorated due to reported heavy use by school buses, and has crushed a drainage pipe that has caused water infiltration through an exterior wall adjacent to interior electrical equipment.

Architectural : No significant structural deterioration was observed. The roof was reported as being consistently problematic, with ongoing roof leaks in numerous areas. The aformenetioned exterior wall leak into the warehouse is the only significant issue noted at the exterior walls.

MEPF : The HVAC systems range significantly in age, but overall the facility's heating and cooling units were reported to be functional and generally adequate. Some new units have been installed within the last three years. No major plumbing or electrical concerns were noted. The building is not sprinklered, and the fire alarm control panel appears to be past its EUL.

1.3. Facility Condition Index (FCI)



One of the major goals of the FCA is to calculate the FCI, which gives an indication of a building's overall condition. Two FCI ratios are calculated and presented, the Current Year and Ten-Year. The Current Year FCI is the ratio of Immediate Repair Costs to the building's Current Replacement Value. Similarly, the Ten-Year FCI is the ratio of anticipated Capital Reserve Needs over the next ten years to the Current Replacement Value.

FCI Rating	Definition	Percentage Value
Good	In new or well-maintained condition, with no visual evidence of wear, soiling or other deficiencies.	0 to .05
Fair	Subjected to wear and soiling but is still in a serviceable and functioning condition.	> than .05 to .10
Poor	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.	> than .10 to .60
Very Poor	Has reached the end of its useful or serviceable life. Renewal is now necessary.	> than .60

The graphs above and tables below represent summary-level findings for the FCA. The deficiencies identified in this assessment can be combined with potential new construction requirements to develop an overall strategy that can serve as the basis for a portfolio-wide capital improvement funding strategy. Key findings from the assessment include:

KEY FINDING	METRIC
Current Year Facility Condition Index (FCI) FCI = (IR)/(CRV):	0.15%
Current Year FCI Rating:	2018
10-Year Facility Condition Index (FCI) FCI = (RR)/(CRV):	19.70%
10-Year FCI Rating	0.19
Current Replacement Value (CRV):	$7,689,000
Year 0 (Current Year) - Immediate Repairs (IR):	$11,791
Years 1-10 - Replacement Reserves (RR):	$1,503,019
Total Capital Needs:	$1,514,810

Further detail on the specific costs that make up the Immediate Repair Costs can be found in the cost tables at the beginning of this report.

2. Building Structure

A10 Foundations

Building Foundation		
Item	Description	Condition
Foundation	Slab on grade with integral footings	Good
Basement and Crawl Space	None	--

Anticipated Lifecycle Replacements

- No components of significance

Actions/Comments:

- The foundations and footings cannot be directly observed. However, there are isolated areas of cracking and peeling paint, and moisture staining along the south exterior wall adjacent to a below-grade exterior door. No structural damage was reported or observed, and the issue is reportedly known, has been investigated, and has not been found to be an immediate hazard. However, remedial work should be performed, particularly considering that several large capacity electric units are located at the damp area. The root cause is reported to be a crushed drain line, which prevents water flowing down the exterior stairs toward the aforementioned exterior door from draining away from the building. Budgetary cost allowances for waterproofing of the wall, and for repairing the drain line (further discussed in section G20) are included.

B10 Superstructure

B1010 Floor Construction and B1020 Roof Construction		
Item	Description	Condition
Framing / Load-Bearing Walls	Masonry walls	Good
Ground Floor	Concrete slab	Good
Upper Floor Framing	None	--
Upper Floor Decking	None	--
Balcony Framing	None	--
Balcony Decking	None	--
Balcony Deck Toppings	None	--
Balcony Guardrails	None	--
Roof Framing	Steel beams or girders	Good
Roof Decking	Metal decking	Good

Maintenance Issues					
Observation	Location	Exists at Site	Observation	Location	Exists at Site
Caulk minor cracking		☐	Monitor cracking for growth		☐

Maintenance Issues					
Observation	Location	Exists at Site	Observation	Location	Exists at Site
Other		☐	Other		☐

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The superstructure is exposed in some locations, which allows for limited observation. Walls and floors appear to be plumb, level, and stable. There are no significant signs of deflection or movement.

B1080 Stairs					
Type	Description	Riser	Handrail	Balusters	Condition
Building Exterior Stairs	Concrete stairs	Closed	Metal	None	Fair
Building Interior Stairs	Concrete stairs	Closed	Metal	None	Fair

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended.

3. Building Envelope

B20 Exterior Vertical Enclosures

B2010 Exterior Walls		
Type	Location	Condition
Primary Finish	Brick veneer	Fair
Secondary Finish	Painted CMU	Fair
Accented with	Painted brick veneer	Fair
Soffits	Not Applicable	--
Building sealants	Between dissimilar materials, at joints, around windows and doors	Fair

Maintenance Issues					
Observation	Location	Exists at Site	Observation	Location	Exists at Site
Graffiti		☐	Efflorescence		☐
Other		☐	Other		☐

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance, including patching repairs, graffiti removal, and re-caulking, is highly recommended.

B2020 Exterior Windows				
Window Framing	Glazing	Location	Window Screen	Condition
Aluminum framed, operable	Double glaze	Exterior walls	☒	Fair
Vinyl framed, operable	Double glaze	Exterior walls	☒	Fair
Aluminum framed storefront	Double glaze	Entrance locations	☐	Fair

B2050 Exterior Doors		
Main Entrance Doors	Door Type	Condition
	Fully glazed, metal framed	Fair
Secondary Entrance Doors	Fully glazed, metal framed with mechanical opener	Fair
Service Doors	Metal, hollow	Fair
Overhead Doors	Aluminium	Fair

Anticipated Lifecycle Replacements:

- Windows
- Storefront glazing
- Exterior doors
- Overhead doors

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

B3010 Primary Roof			
Location	Entire roof	Finish	Single-ply membrane
Type / Geometry	Flat	Roof Age	22+ Yrs
Flashing	Sheet metal	Warranties	Unknown; likely expired
Parapet Copings	None	Roof Drains	Internal drains
Fascia	None	Insulation	Rigid Board
Soffits	None	Skylights	Yes
Attics	None	Ventilation Source-1	None
Roof Condition	Poor	Ventilation Source-2	--

Maintenance Issues					
Observation	Location	Exists at Site	Observation	Location	Exists at Site
Drainage components broken/missing		☐	Vegetation/fungal growth		☐
Blocked Drains		☐	Debris		☐
Other		☐	Other		☐

Degradation Issues			
Observation	Exists at Site	Observation	Exists at Site
Evidence of roof leaks	☒	Significant ponding	☐
Excessive patching or repairs	☒	Blistering or ridging	☐
Other	☐	Other	☐

Anticipated Lifecycle Replacements:

- EPDM roof membrane
- Skylights

Actions/Comments:

- The roof finishes are reported to be more than 22 years old. Information regarding roof warranties or bonds was not available. The roofs are maintained by an outside contractor.
- There is no evidence of roof deck or insulation deterioration. The roof substrate and insulation should be inspected during any future roof repair or replacement work.
- Roof drainage appears to be generally adequate. Clearing and minor repair of drain system components should be performed regularly as part of the property management's routine maintenance and operations program.
- There are no attics at the facility.
- Roof leaks have occurred within the past year, and some of these leaks may remain active. Water infiltration through the roof was reported as a chronic problem, with leakage above the IT, finance, HR, and superintendent's office being particularly problematic. The roof leaks are repaired as they arise, but overall roof replacement is recommended. All active leaks must be repaired.
- A moisture inspection is recommended prior to or in conjunction with the roof replacement, to ensure that the reported water leaks have not created any structural issues. A cost allowance for this inspection is included.

4. Interiors

C10 Interior Construction

C1030 Interior Doors		
Item	Type	Condition
Interior Doors	Solid core wood	Fair
Door Framing	Metal	Fair
Fire Doors		--
Closet Doors		--

Maintenance Issues					
Observation	Location	Exists at Site	Observation	Location	Exists at Site
Improperly adjusted door closures		☐	Damaged/loose door hardware		☐
Other		☐	Other		☐

The following table generally describes the locations and typical conditions of the interior finishes within the facility:

Interior Finishes -BALAS ADMINISTRATION BUILDING

Location	Finish		Quantity (SF)	Condition	Action	RUL	Est. Cost
Building interior	Ceiling	Gypsum Board/Plaster	2500	Fair	Prep & Paint	5	4,842
Building interior	Wall	Gypsum Board/Plaster/Metal	5000	Fair	Prep & Paint	5	7,116
Hallways	Floor	Vinyl Sheeting	4000	Fair	Replace	10	28,037
Office	Floor	Carpet Tile Commercial-Grade	7000	Good	Replace	7	48,740
Restrooms	Floor	Ceramic Tile	2300	Fair	Replace	30	36,237
Throughout	Wall	Vinyl	25000	Fair	Replace	15	56,850
Throughout	Ceiling	Suspended Acoustical Tile (ACT)	25000	Fair	Replace	8	77,775
Throughout building	Floor	Vinyl Tile (VCT)	12000	Fair	Replace	6	57,607

Maintenance Issues					
Observation	Location	Exists at Site	Observation	Location	Exists at Site
Loose carpeting/flooring		☐	Minor areas of stained ceiling tiles		☐
Minor paint touch-up		☐	Areas of damaged/missing baseboard		☐
Other		☐	Other		☐

Anticipated Lifecycle Replacements:

- Carpet tile
- Vinyl tile
- Sheet vinyl
- Vinyl wall covering
- Suspended acoustic ceiling tile
- Interior doors
- Toilet partitions

Actions/Comments:

- The interior areas were last renovated in varying years, with the server room being most recent (2013).
- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.
- There are damaged wallpaper finishes in very isolated locations throughout the building. The damaged finishes must be replaced. The cost to replace the wallpaper is relatively insignificant and the work can be performed as part of the property management's routine maintenance program.
- There are minor moisture stains at the acoustical tile ceilings in very isolated locations throughout the building. The damaged finishes must be replaced. The cost to replace the ACT is relatively insignificant and the work can be performed as part of the property management's routine maintenance program.

5. Services (MEPF)

See the Mechanical Equipment List in the Appendices for the quantity, manufacturer's name, model number, capacity and year of manufacturer of the major mechanical equipment, if available.

D10 Conveying Systems

D1030 Vertical Conveying (Building Elevators) – Building 1			
Manufacturer	Otis	Machinery Location	Ground floor or basement adjacent to shaft
Safety Stops	Electronic	Emergency Communication Equipment	Yes
Cab Floor Finish	Vinyl-tiled	Cab Wall Finish	Plastic-laminated wood
Cab Finish Condition	Good	Elevator Cabin Lighting	F42T8
Hydraulic Elevators	1 car at 2100 LB		
Overhead Traction Elevators	None		
Freight Elevators	None		
Machinery Condition	Fair	Controls Condition	Fair
Other Conveyances	None	Other Conveyance Condition	--

Maintenance Issues					
Observation	Location	Exists at Site	Observation	Location	Exists at Site
Inspection certificate not available		☒	Inspection certificate expired		☐
Service call needed		☐	Minor cab finish repairs		☐
Other		☐	Other		☐

Anticipated Lifecycle Replacements:

- Hydraulic machinery

Actions/Comments:

- The elevators appear to provide adequate service. The elevators are serviced by Otis on a routine basis. The elevator machinery and controls appear to be more than 20 years old.
- The elevators are inspected on an annual basis by the municipality, and a certificate of inspection is reportedly on file, but could not be found. The inspection certificates should be verified and posted in the elevator cabs.
- The emergency communication equipment in the elevator cabs appears to be functional. Equipment testing is not within the scope of the work.

D20 Plumbing

D2010 Domestic Water Distribution		
Type	Description	Condition
Water Supply Piping	Copper	Fair
Water Meter Location	Vault	

Domestic Water Heaters or Boilers	
Components	Water Heaters
Fuel	Electric
Boiler or Water Heater Condition	Fair
Supplementary Storage Tanks?	No
Adequacy of Hot Water	Adequate
Adequacy of Water Pressure	Adequate

D2020 Sanitary Drainage		
Type	Description	Condition
Waste/Sewer Piping	Cast iron	Fair
Vent Piping	PVC	Fair

Maintenance Issues					
Observation	Location	Exists At Site	Observation	Location	Exists At Site
Hot water temperature too hot or cold		☐	Minor or isolated leaks		☐
Other		☐	Other		☐

Plumbing Systems - BALAS ADMINISTRATION BUILDING

Location	Component	Component Description	Quantity	Unit	Condition	Action	RUL	Est. Cost
Above Upper Level Custodial Closet	Water Heater	Electric, Residential, 16 to 29 GAL	1	EA	Fair	Replace	9	1,250
Closet Adjacent to Upper Restrooms	Water Heater	Electric, Residential, 6 GAL	1	EA	Fair	Replace	10	1,014
Garage/Loading Dock	Water Heater	Electric, Residential, 20 GAL	1	EA	Good	Replace	10	1,250
Restrooms	Urinal	Vitreous China	4	EA	Fair	Replace	14	4,774
Restrooms	Toilet	Flush Tank (Water Closet)	12	EA	Fair	Replace	8	12,662
Restrooms	Lavatory	Enameled Steel	8	EA	Fair	Replace	8	2,824
Throughout building	Service Sink	Floor	2	EA	Fair	Replace	15	3,199
Throughout building	Drinking Fountain	Refrigerated	4	EA	Fair	Replace	4	5,030
Throughout building	Plumbing System	Domestic Supply	46600	SF	Fair	Replace	21	272,144

Anticipated Lifecycle Replacements:

- Water heaters
- Toilets

- Urinals
- Lavatories
- Drinking fountains
- Floor sinks

Actions/Comments:

- The plumbing systems appear to be well maintained and functioning adequately. The water pressure appears to be sufficient. No significant repair actions or short term replacement costs are required. Routine and periodic maintenance is recommended. Future lifecycle replacements of the components or systems listed above will be required.

D30 Building Heating, Ventilating, and Air Conditioning (HVAC)

The facility is primarily heated and cooled by a series of rooftop package units (RTUs). There are supplementary computer room air conditioning units which serve the data/IT center, as well as natural gas-fueled unit heaters in the warehouse. In the garage/loading dock area, a natural gas-fueled boiler provides hot water to hydronic unit heaters in that space, as well as within the two adjacent shop areas.

Packaged, Split and Individual Units	
Primary Components	Package units
Cooling (if separate from above)	performed via components above
Heating Fuel	Natural gas
Location of Equipment	Rooftop
Space Served by System	Majority of building

Supplemental/Secondary Components	
Supplemental Component #1	Dedicated computer room air conditioners
Location / Space Served by Computer Room A/Cs	IT/data center
CRAC Unit Condition	Fair
Supplemental Component #2	Suspended unit heaters
Location / Space Served by Suspended unit heaters	Warehouse
Suspended unit heaters Condition	Fair
Supplemental Component #3	Nat. gas boiler
Location / Space Served by Boiler	Shop spaces adjacent to loading dock/garage
Boiler Condition	Fair

Controls and Ventilation	
HVAC Control System	Individual non-programmable thermostats/controls
HVAC Control System Condition	Fair
Building Ventilation	Roof top exhaust fans
Ventilation System Condition	Fair

Maintenance Issues					
Observation	Location	Exists at Site	Observation	Location	Exists at Site
Ductwork/grills need cleaned		☐	Minor control adjustments needed		☐
Leaking condensate lines		☐	Poor mechanical area access		☐
Other		☐	Other		☐

Degradation Issues			
Observation	Exists at Site	Observation	Exists at Site
Heating, Cooling or Ventilation is not adequate	☐	Major system inefficiencies	☐
HVAC controls pneumatic or antiquated	☐	Obsolete refrigerants : R11, R12, R22, R123, R502	☐
Other	☐	Other	☐

Mechanical Systems - BALAS ADMINISTRATION BUILDING

Location Description	Component	Component Description	Quantity	Unit	Condition	Action	RUL	Est. Cost
Garage/Loading Dock	Boiler	Gas, 270 MBH	1	EA	Fair	Replace	3	15,757
Loading dock/garage	Unit Heater	Natural Gas, 201 to 300 MBH	3	EA	Fair	Replace	8	20,237
Main roof	Exhaust Fan	Centrifugal	1	EA	Fair	Replace	7	2,022
Roof	Packaged Unit (RTU)	6 to 7.5 Ton	1	EA	Fair	Replace	4	14,396
Roof	Packaged Unit (RTU)	6 to 7.5 Ton	1	EA	Good	Replace	14	14,396
Roof	Packaged Unit (RTU)	3 Ton	1	EA	Fair	Replace	8	9,872
Roof	Packaged Unit (RTU)	3 Ton	1	EA	Fair	Replace	9	9,872
Roof	Packaged Unit (RTU)	6 to 7.5 Ton	1	EA	Good	Replace	14	14,396
Roof	Air Conditioner	Computer Room, Air-Cooled 5.5 Ton	1	EA	Fair	Replace	15	29,101
Roof	Packaged Unit (RTU)	5 Ton	1	EA	Fair	Replace	3	11,239
Roof	Air Conditioner	Computer Room, Air-Cooled, 5.5 Ton	1	EA	Fair	Replace	15	29,101
Roof	Packaged Unit (RTU)	12.5 Ton	1	EA	Fair	Replace	8	22,713
Roof	Drycooler/Condenser	Air-Cooled, 10 Ton	1	EA	Fair	Replace	3	5,616
Roof	Packaged Unit (RTU)	6 Ton	1	EA	Fair	Replace	6	14,396
Roof	Packaged Unit (RTU)	5 Ton	1	EA	Fair	Replace	7	11,239
Roof	Packaged Unit (RTU)	7.5 Ton	1	EA	Fair	Replace	8	14,396
Roof	Drycooler/Condenser	Air-Cooled, 10 Ton	1	EA	Fair	Replace	4	5,616
Roof	Packaged Unit (RTU)	10 Ton	1	EA	Fair	Replace	10	18,554
Roof	Packaged Unit (RTU)	7.5 Ton	1	EA	Fair	Replace	9	14,396
Roof	Drycooler/Condenser	Air-Cooled, 10 Ton	1	EA	Fair	Replace	3	5,616
Warehouse	Unit Heater	Natural Gas, 250 MBH	8	EA	Fair	Replace	10	53,965

Anticipated Lifecycle Replacements:

- Boiler
- Package units (RTUs)
- Split system condensing units
- Suspended gas unit heaters

- Rooftop exhaust fans

Actions/Comments:

- The HVAC systems are maintained by an outside contractor. Records of the installation, maintenance, upgrades, and replacement of the HVAC equipment at the property have been maintained in recent years.
- The HVAC equipment appears to vary in age. HVAC equipment is replaced on an "as needed" basis.
- The HVAC equipment appears to be functioning adequately overall. The maintenance staff was interviewed about the historical and recent performance of the equipment and systems. No chronic problems were reported and reasonable sense of satisfaction with the systems was conveyed. However, numerous systems were observed to be old, and due to the inevitable failure of parts and components over time, some of the equipment will require replacement.

D40 Fire Protection

Item	Description					
Type	None					
Sprinkler System	None	☒	Standpipes	☐	Backflow Preventer	☐
	Hose Cabinets	☐	Fire Pumps	☐	Siamese Connections	☐
Sprinkler System Condition	Fair					
Fire Extinguishers	Last Service Date		Servicing Current?			
	August 2017		Yes			
Hydrant Location	Parking lot (north side) and drive aisle (east side)					
Siamese Location	N/A					
Special Systems	Kitchen Suppression System	☐	Computer Room Suppression System	☐		

Maintenance Issues					
Observation	Location	Exists at Site	Observation	Location	Exists at Site
Extinguisher tag expired		☐	Riser tag expired (5 year)		☐
Other		☐	Other		☐

Anticipated Lifecycle Replacements:

- Fire extinguishers

Actions/Comments:

- The building is not protected by fire suppression. Due to its construction date, the facility is most likely “grandfathered” by code and the installation of fire sprinklers not required until major renovations are performed. Regardless of when or if installation of facility-wide fire suppression is required by the governing municipality, EMG recommends a retrofit be performed.

D50 Electrical

Distribution and Lighting			
Electrical Lines	Underground	Transformer	Pad-mounted
Main Service Size	1200 Amps	Volts	120/240 Volt, single-phase
Meter and Panel Location	Warehouse	Branch Wiring	Copper
Conduit	Metallic	Step-Down Transformers?	No
Security / Surveillance System?	Yes	Building Intercom System?	No
Lighting Fixtures	Primarily T-8 linear fluorescents		
Main Distribution Condition	Fair		
Secondary Panel and Transformer Condition	Fair		
Lighting Condition	Fair		

Building Emergency Systems			
Size	250 kW	Fuel	Diesel
Generator / UPS Serves	Life/safety systems	Tank Location	Beneath generator
Testing Frequency	Weekly	Tank Type	Integral ("belly") tank
Generator / UPS Condition	Poor		

Maintenance Issues					
Observation	Location	Exists at Site	Observation	Location	Exists at Site
Improperly stored material		☐	Unsecured high voltage area		☐
Other		☐	Other		☐

Anticipated Lifecycle Replacements:

- Interior light fixtures
- Emergency generator
- Automatic transfer switch (ATS)

Actions/Comments:

- The onsite electrical systems up to the meters are owned and maintained by the respective utility company.
- The electrical service and capacity appear to be adequate for the property's demands.
- The electrical components vary in age. The electrical service appears to be adequate for the facility's needs. However, due to the age of some components and increasing difficulty of obtaining replacement parts over time, lifecycle replacements are recommended per above.

D60 Communications

D6060 Public Address Systems						
Item	Description					
Communication Equipment	Public Address System	☐	Nurse Call System	☐	Clock	☐

D70 Electronic Safety and Security

D7010 Access Control and Intrusion Detection / D7050 Detection and Alarm						
Item	Description					
Access Control and Intrusion Detection	Exterior Camera	☐	Interior Camera	☒	Front Door Camera Only	☐
	Cameras Monitored	☐	Security Personnel On-Site	☐	Intercom/Door Buzzer	☒
Fire Alarm System	Central Alarm Panel	☒	Battery-Operated Smoke Detectors	☐	Alarm Horns	☐
	Annunciator Panels	☐	Hard-Wired Smoke Detectors	☒	Strobe Light Alarms	☒
	Pull Stations	☒	Emergency Battery-Pack Lighting	☐	Illuminated EXIT Signs	☒
Fire Alarm System Condition	Fair					
Central Alarm Panel System	Location of Alarm Panel		Installation Date of Alarm Panel			
	Utility Room		1993			

Anticipated Lifecycle Replacements:

- Fire alarm system
- Illuminated EXIT signs
- AEDs

Actions/Comments:

- The central alarm panel appears to have been last replaced in 1993. Based on its age and because replacement parts and components for this type of equipment may be obsolete, the alarm panel requires replacement.

6. Equipment & Furnishings

E10 Equipment

There is no commercial kitchen or laundry equipment at the property.

7. Sitework

G20 Site Improvements

G2020 Parking Lots and G2030 Pedestrian Walkways		
Item	Material	Condition
Entrance Driveway Apron	Asphalt	Fair
Parking Lot	Asphalt	Fair
Drive Aisles	Asphalt	Fair
Service Aisles	Asphalt	Fair
Sidewalks	Concrete	Fair
Curbs	Concrete	Fair
Pedestrian Ramps	None	--
Ground Floor Patio or Terrace	None	--

Parking Count				
Open Lot	Carport	Private Garage	Subterranean Garage	Freestanding Parking Structure
248	-	-	-	-
Total Number of ADA Compliant Spaces			7	
Number of ADA Compliant Spaces for Vans			2	
Total Parking Spaces			248	

Site Stairs			
Location	Material	Handrails	Condition
North and south elevations	Concrete stairs	Metal	Fair

Maintenance Issues					
Observation	Location	Exists at Site	Observation	Location	Exists at Site
Pavement oil stains		☐	Vegetation growth in joints		☐
Stair/ramp rails loose		☐	Stair/ramp rail needs scraped and painted		☐
Other		☐	Other		☐

Degradation Issues			
Observation	Exists at Site	Observation	Exists at Site
Potholes/depressions	☒	Alligator cracking	☒
Concrete spalling	☒	Trip hazards (settlement/heaving)	☐
Other	☐	Other	☐

Anticipated Lifecycle Replacements:

- Asphalt seal coating
- Asphalt pavement
- Sidewalks

Actions/Comments:

- The asphalt pavement exhibits areas of failure and deterioration, such as alligator cracking, transverse cracking, extensive raveling, and localized depressions along the drive aisle at the south of the property. The deterioration along the drive aisle has reportedly contributed to drainage issues as previously discussed in section A10, due to crushed drainage pipes. This is reportedly caused by heavy school bus use. The most severely damaged areas of paving must be cut and patched in order to maintain the integrity of the overall pavement system.
- The concrete curbs have isolated areas of cracking and spalling concrete. These areas occur primarily along the west (front) elevation of the building. The damaged areas of concrete curbs require replacement.

G2060 Site Development	
Property Signage	
Property Signage	Building mounted
Street Address Displayed?	Yes

Site Fencing		
Type	Location	Condition
Chain link with metal posts	Surrounding east elevation service parking lot outside warehouse.	Fair

Refuse Disposal				
Refuse Disposal	Common area dumpsters			
Dumpster Locations	Mounting	Enclosure	Contracted?	Condition
Rear (east) elevation	Concrete pad	None	Yes	Fair

Other Site Amenities			
	Description	Location	Condition
Playground Equipment	None	--	--
Tennis Courts	None	--	--

Other Site Amenities			
	Description	Location	Condition
Basketball Court	None	--	--
Swimming Pool	None	--	--

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

G2080 Landscaping		
Drainage System and Erosion Control		
System	Exists at Site	Condition
Surface Flow	☒	Fair
Inlets	☒	Fair
Swales	☐	--
Detention pond	☐	--
Lagoons	☐	--
Ponds	☐	--
Underground Piping	☒	Fair
Pits	☐	--
Municipal System	☒	Fair
Dry Well	☐	--

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- There is no evidence of storm water runoff from adjacent properties. The storm water system appears to provide adequate runoff capacity. There is no evidence of major ponding or erosion.

Item	Description						
Site Topography	Slopes moderately down from the west side of the property to the east property line.						
Landscaping	Trees	Grass	Flower Beds	Planters	Drought Tolerant Plants	Decorative Stone	None
	☒	☒	☐	☐	☐	☐	☐
Landscaping Condition	Fair						
Irrigation	Automatic Underground		Drip		Hand Watering		None
	☐		☐		☐		☒

Item	Description
Irrigation Condition	--

Retaining Walls		
Type	Location	Condition
None	--	--

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The topography and adjacent uses do not appear to present conditions detrimental to the property. There are no significant areas of erosion.

G30 Liquid & Gas Site Utilities

G3060 Site Fuel Distribution	
Item	Description
Natural Gas	Gas service is supplied from the gas main on the adjacent public street. The gas meter and regulator are located along the exterior wall of the building, at the west elevation. The gas distribution piping within the building is malleable steel (black iron).

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The pressure and quantity of gas appear to be adequate.
- The gas meter and regulator appear to be functioning adequately and will require routine maintenance.
- Only limited observation of the gas distribution piping can be made due to hidden conditions.

G40 Electrical Site Improvements

G4050 Site Lighting					
Site Lighting	None	Pole Mounted	Bollard Lights	Ground Mounted	Parking Lot Pole Type
	☐	☐	☐	☐	☒
	Fair				
Building Lighting	None		Wall Mounted		Recessed Soffit
	☐		☒		☒
	Fair				

Maintenance Issues					
Observation	Location	Exists at Site	Observation	Location	Exists at Site
Isolated bulb/lamp replacement		☐	Discolored/dirty lens cover		☐
Other		☐	Other		☐

Anticipated Lifecycle Replacements:

- Exterior lighting

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

8. Ancillary Structures

Other Ancillary Structures			
Type	Maintenance/Storage Sheds	Location	Site, At East And North Elevations
Item	Material	Item	Material
Exterior Siding	Wood; Pre-Cast Concrete	Roof Finishes	Asphalt Singles; Pre-Cast Concrete
Interior Finishes	Floor : Unfinished Wood; Pre-Cast Concrete Ceiling : Exposed; Pre-Cast Concrete Walls : Exposed; Pre-Cast Concrete	MEPF	None
Overall Building Condition			Fair

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended.

9. Opinions of Probable Costs

Cost estimates are attached at the front of this report (following the cover page).

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* 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 of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, and whether competitive pricing is solicited, etc. ASTM E2018-08 recognizes that 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.

9.1. 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. Projections of Remaining Useful Life (RUL) are based on continued use of the Property similar to the reported past use. Significant changes in occupants and/or usage may affect the service life of some systems or components.

Where quantities could not be derived from an actual take-off, lump sum costs or allowances 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.

9.2. Immediate Repairs

Immediate repairs are opinions of probable costs that require immediate action as a result of: (1) material existing or potential unsafe conditions, (2) material building or fire code violations, 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.

9.3. Replacement Reserves

Replacement Reserves are for recurring probable 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 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 in the Immediate Repair Cost Estimate

10. Purpose and Scope

10.1. 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 at municipal offices, 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.

CONDITIONS:

The physical condition of building systems and related components are typically defined as being in one of five conditions: Excellent, Good, Fair, Poor, Failed or a combination thereof. For the purposes of this report, the following definitions are used:

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.

FORMAT OF THE BODY OF THE REPORT:

Throughout sections 5 through 9 of this report, each report section will typically contain three subsections organized in the following sequence:

- A descriptive table (and/or narrative), which identifies the components assessed, their condition, and other key data points.
- A simple bulleted list of Anticipated Lifecycle Replacements, which lists components and assets typically in Excellent, Good, or Fair condition at the time of the assessment but that will require replacement or some other attention once aged past their estimated useful life. These listed components are typically included in the associated inventory database with costs identified and budgeted beyond the first several years.
- A bulleted cluster of Actions/Comments, which include more detailed narratives describing deficiencies, recommended repairs, and short term replacements. The assets and components associated with these bullets are/were typically problematic and in Poor or Failed condition at the time of the assessment, with corresponding costs included within the first few years.

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. The following Plan Types are listed in general weighted order of importance:

Safety	=	An observed or reported unsafe condition that if left unaddressed could result in an injury; a system or component that presents a potential liability risk.
Performance/Integrity	=	Component or system has failed, is almost failing, performs unreliably, does not perform as intended, and/or poses a 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.
Modernization/Adaptation	=	Conditions, systems, or spaces that need to be upgraded in appearance or function to meet current standards, facility usage, or client/occupant needs.
Lifecycle/Renewal	=	Any component or system in which future repair or replacement is anticipated beyond the next several years and/or is of minimal substantial early-term consequence.

10.2. 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 general statement of 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.
- Perform a limited assessment of accessible areas of the building(s) for the presence of fungal growth, conditions conducive to fungal growth, and/or evidence of moisture. EMG will also interview Project personnel regarding the presence of any known or suspected fungal growth, elevated relative humidity, water intrusion, or mildew-like odors. Potentially affected areas will be photographed. Sampling will not be considered in routine assessments.
- List the current utility service providers.
- Review maintenance records and procedures with the in-place maintenance personnel.
- Observe a representative sample of the interior spaces/units, including vacant spaces/units, in order 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.
- Prepare a mechanical inventory list.

11. Accessibility and Property Research

11.1. ADA Accessibility

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

Buildings completed and occupied after January 26, 1992 are required to comply fully with the ADAAG. Existing facilities constructed prior to this date are held to the lesser standard of compliance to the extent allowed by structural feasibility and the financial resources available. As an alternative, a reasonable accommodation pertaining to the deficiency must be made.

During the FCA, a limited visual observation for ADA accessibility compliance was conducted. The scope of the visual observation was limited to those areas set forth in *EMG's Abbreviated Accessibility Table* below. It is understood by the Client that the limited observations described herein does 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 generally appears to be accessible as stated within the defined priorities of Title III of the Americans with Disabilities Act.

Under-sink pipe wrap was observed to be missing at restrooms which were designated as accessible.

Accessibility Issues			
Component	Major Issue (ADA Study Recommended)	Moderate Issue (ADA Study Recommended)	Minor Issue
Parking	☐	☐	☐
Exterior Accessible Route	☐	☐	☐
Interior Accessible Route	☐	☐	☐
Restrooms	☐	☐	☒
Elevators	☐	☐	☐

A full ADA Compliance Survey may reveal aspects of the property that are not in compliance.

Corrections of these conditions should be addressed from a liability standpoint, but are not necessarily code violations. The Americans with Disabilities Act Accessibility Guidelines concern civil rights issues as they pertain to the disabled and are not a construction code, although many local jurisdictions have adopted the Guidelines as such.

12. Certification

Ann Arbor Public Schools retained EMG to perform this Facility Condition Assessment in connection with its continued operation of Balas Administration Building, 2555 South State Street, Ann Arbor, Michigan, the "Property". It is our understanding that the primary interest of Ann Arbor Public Schools 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 Section 2 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 were observed (See Section 4.2 for areas observed). 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 Section 10 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 Section 10 of this report without the express written consent of EMG.

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

Prepared by: Justin Dunn,
Project Manager

Reviewed by:

Al Diefert
Technical Report Reviewer
For
Andrew Hupp
Program Manager

13. Appendices

Appendix A: Photographic Record
Appendix B: Site Plan
Appendix C: Supporting Documentation
Appendix D: EMG Accessibility Checklist
Appendix E: Pre-Survey Questionnaire

Appendix A:
Photographic Record

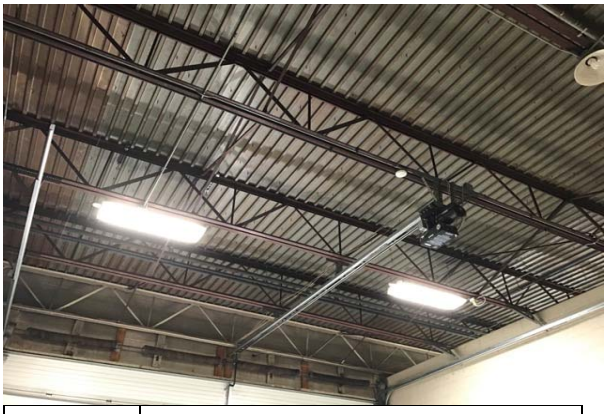
#1:	FRONT ELEVATION

#2:	LEFT ELEVATION

#3:	RIGHT ELEVATION

#4:	REAR ELEVATION

#5:	MAIN ENTRANCE



#6:	FACILITY STRUCTURE

#7:	OVERALL ROOF

#8:	PATCHED AREAS OF ROOF MEMBRANE

#9:	ROOF SKYLIGHTS

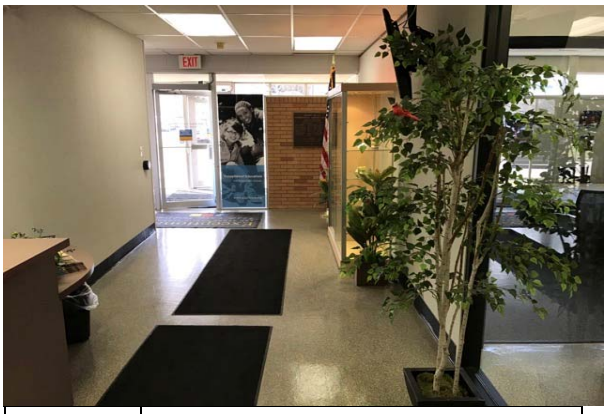
#10:	WATER INFILTRATION AT EXTERIOR WALL

#11:	TYPICAL EXTERIOR FACADE

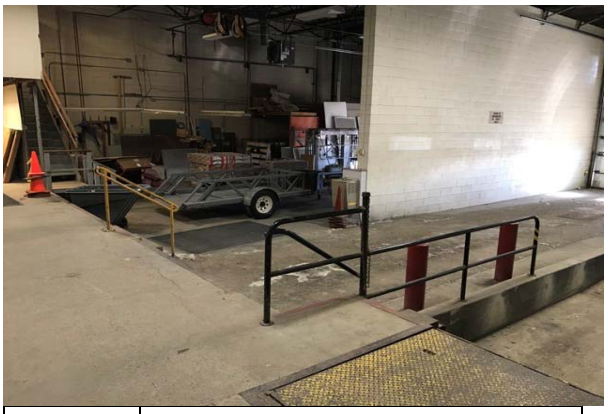
#12:	OUTSIDE LOADING DOCK WITH OVERHEAD DOORS

#13:	UPPER LEVEL HALLWAY

#14:	LOWER LEVEL HALLWAY



#15:	ENTRANCE LOBBY



#16:	LOADING DOCK/GARAGE

#17:	MEETING ROOM

#18:	PRINTS ROOM

#19:	HYDRAULIC ELEVATOR MACHINERY

#20:	ELEVATOR INTERIOR

#21:	TYPICAL DOMESTIC WATER HEATER

#22:	TYPICAL PACKAGE UNIT (RTU)

#23:	COMPUTER ROOM AIR CONDITIONING (CRAC) UNIT

#24:	WAREHOUSE SUSPENDED UNIT HEATER

#25:	GARAGE/LOADING DOCK AREA BOILER

#26:	TYPICAL EXHAUST FAN

#27:	CENTRAL FIRE ALARM PANEL

#28:	FIRE ALARM STROBE

#29:	FIRE EXTINGUISHER

#30:	ELECTRICAL DISTRIBUTION

#31:	EMERGENCY GENERATOR

#32:	EMERGENCY POWER AUTOMATIC TRANSFER SWITCH

#33:	TYPICAL PARKING LOT ASPHALT PAVING

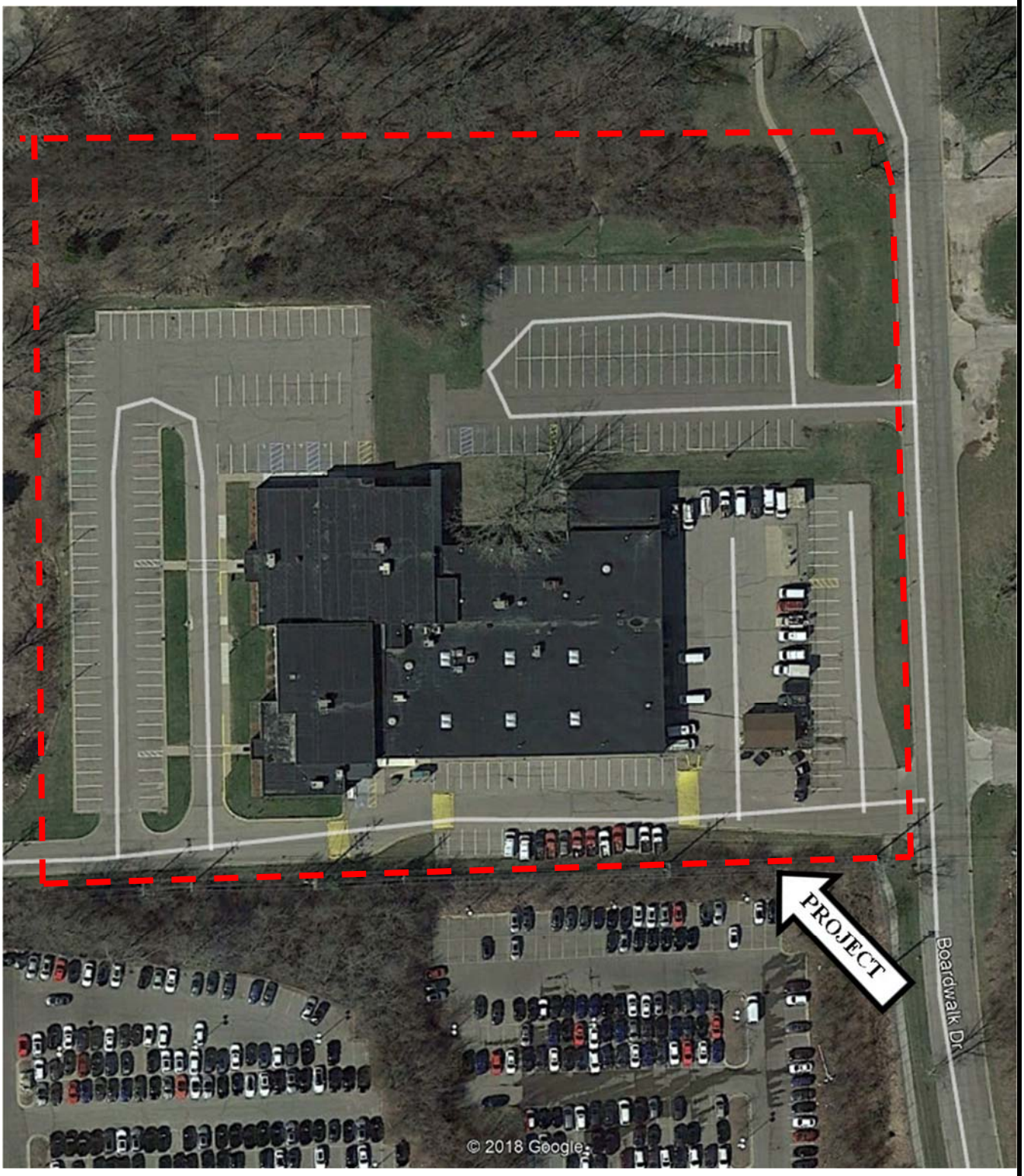
#34:	DAMAGED PAVING AT SOUTH ELEVATION DRIVE AISLE

#35:	TYPICAL SIDEWALK

#36:	DAMAGED CONCRETE SIDEWALKS

Appendix B:
Site Plan

Site Plan



emg	**Project Name:** Balas Administration Building	**Project Number:** 129010.18R000-031.354
	Source: Google Earth	**On-Site Date:** March 20, 2018

Appendix C:
Supporting Documentation

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Appendix D:
EMG Accessibility Checklist

Date Completed: **March 20, 2018**

Property Name: **Balas Administration Building**

EMG Project Number: **129010.18R000-031.354**

	Building History	Yes	No	Unk	Comments
1	Has an ADA survey previously been completed for this property?			✓	
2	Have any ADA improvements been made to the property?			✓	
3	Does a Transition Plan / Barrier Removal Plan exist for the property?			✓	
4	Has building ownership or management received any ADA related complaints that have not been resolved?		✓		
5	Is any litigation pending related to ADA issues?		✓		
	Parking	**Yes**	**No**	**NA**	**Comments**
1	Are there sufficient accessible parking spaces with respect to the total number of reported spaces?	✓			
2	Are there sufficient van-accessible parking spaces available?	✓			
3	Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading “Van Accessible” at van spaces?	✓			
4	Is there at least one accessible route provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones, if provided, and public streets and sidewalks?	✓			
5	Do curbs on the accessible route have depressed, ramped curb cuts at drives, paths, and drop-offs?	✓			
6	If required does signage exist directing you to accessible parking and an accessible building entrance?	✓			
	Ramps	**Yes**	**No**	**NA**	**Comments**
1*	Do all ramps along accessible path of travel appear to meet slope requirements? (1:12 or less)			✓	No ramps at property.
2	Are ramps that appear longer than 6 ft complete with railings on both sides?			✓	
3	Does the width between railings appear at least 36 inches?			✓	

	Ramps (cont.)	Yes	No	NA	Comments
4	Is there a level landing for approximately every 30 ft horizontal length of ramp, at the top and at the bottom of ramps and switchbacks?			✓	
	Entrances/Exits	**Yes**	**No**	**NA**	**Comments**
1	Do all required accessible entrance doorways appear at least 32 inches wide and not a revolving door?	✓			
2	If the main entrance is inaccessible, are there alternate accessible entrances?			✓	Main entrance is accessible.
3	Is the door hardware easy to operate (lever/push type hardware, no twisting required and not higher than approximately 48 inches above the floor)?	✓			
	Paths of Travel	**Yes**	**No**	**NA**	**Comments**
1	Are all paths of travel free of obstruction and wide enough for a wheelchair (appear at least 36 inches wide)?	✓			
2	Are wheelchair-accessible facilities (toilet rooms, exits, etc.) identified with signage?	✓			
3	Is there a path of travel that does not require the use of stairs?	✓			
	Elevators	**Yes**	**No**	**NA**	**Comments**
1	Do the call buttons have visual and audible signals to indicate when a call is registered and answered when car arrives?	✓			
2	Are there visual and audible signals inside cars indicating floor change?	✓			
3	Are there standard raised and Braille marking on both jambs of each hoist way entrance as well as all cab/call buttons?	✓			
4	Do elevator doors have a reopening device that will stop and reopen a car door if an object or a person obstructs the door?	✓			
5	Are elevator controls low enough to be reached from a wheelchair (appears to be between 15 and 48 inches)?	✓			
6	If a two-way emergency communication system is provided within the elevator cab, is it usable without voice communication?	✓			

	Toilet Rooms	Yes	No	NA	Comments
1	Are common area public restrooms located on an accessible route?	✓			
2	Are pull handles push/pull or lever type?	✓			
3	Are there audible and visual fire alarm devices in the toilet rooms?	✓			
4	Are toilet room access doors wheelchair-accessible (appear to be at least 32 inches wide)?	✓			
5	Are public restrooms large enough to accommodate a wheelchair turnaround (appear to have 60” turning diameter)?	✓			
6	In unisex toilet rooms, are there safety alarms with pull cords?			✓	Pull cord alarm system not in use at property.
7	Are toilet stall doors wheelchair accessible (appear to be at least 32” wide)?	✓			
8	Are grab bars provided in toilet stalls?	✓			
9	Are sinks provided with clearance for a wheelchair to roll under (appear to have 29” clearance)?	✓			
10	Are sink handles operable with one hand without grasping, pinching or twisting?	✓			
11	Are exposed pipes under sink sufficiently insulated against contact?		✓		Pipe wrap missing at Accessible-designated restrooms.
	Guest Rooms	**Yes**	**No**	**NA**	**Comments**
1	How many total accessible sleeping rooms does the property management report to have? **Provide specific number in comment field.** Are there sufficient reported accessible sleeping rooms with respect to the total number of reported guestrooms? See attached hot sheet.			✓	

	Guest Rooms (cont.)	Yes	No	NA	Comments
2	How many of the accessible sleeping rooms per property management have roll-in showers? **Provide specific number in comment field.** Are there sufficient reported accessible rooms with roll-in showers with respect to the total number of reported accessible guestrooms? See attached hot sheet.			✓	
3	How many assistive listening kits and/or rooms with communication features are available per property management? **Provide specific number in comment field.** Are there sufficient reported assistive listening devices with respect to the total number of rooms? See attached hot sheet.			✓	
	Pools	**Yes**	**No**	**NA**	**Comments**
1	Are public access pools provided? If the answer is no, please disregard this section.			✓	
2	How many accessible access points are provided to each pool/spa? **Provide number in comment field.** Is at least one fixed lift or sloped entry to the pool provided?			✓	
	Play Area	**Yes**	**No**	**NA**	**Comments**
1	Has the play area been reviewed for accessibility? All public playgrounds are subject to ADAAG standards.			✓	
	Exercise Equipment	**Yes**	**No**	**NA**	**Comments**
1	Does there appear to be adequate clear floor space around the machines/equipment (30” by 48” minimum)?			✓	

**Based on visual observation only. The slope was not confirmed through measurements.*

Appendix E:
Pre-Survey Questionnaire

EMG FACILITY CONDITION ASSESSMENT: PRE-SURVEY QUESTIONNAIRE

Building / Facility Name: Balas Administration Building

Name of person completing form: Dianna Kelley

Title / Association with property: Sec. to ex Dir of phy properties

Length of time associated w/ property: 22 1/4 yrs

Date Completed: 3-20-18

Phone Number: 734-994-8118

Directions: Please answer all questions to the best of your knowledge and in good faith. Please provide additional details in the Comments column, or backup documentation for any ***Yes*** responses.

DATA OVERVIEW		RESPONSE			
1	Year/s constructed	1971			
2	Building size in SF	46,600			
3	Major Renovation Dates	Façade	unknown	HVAC	new CRAC units in 2013
		Roof	22+ years	Electrical	generator added 2004
		Interiors	~25 years; overall renovation	Site Pavement	~3 years overlay @ rear section by finance / resurfacing only mandate
		Accessibility	unknown	other	N/A

QUESTION		RESPONSE
4	Provide additional detail about the scope of the MAJOR additions, renovations, or systemic rehabilitations since construction (referenced above in Question 3).	remodeling → basement/1st floor new A units on roof rear SISS (2017) HVAC also by finance (2017) no plumbing/electrical major work of note
5	List other significant but somewhat lesser capital improvements, focusing on recent years (provide approximate year completed).	server room renovated 2013
6	List any major capital expenditures planned/requested for the next few years. Have they been budgeted?	roof on list but not budgeted
7	Describe any on-going extremely problematic, historically chronic, or immediate facility needs.	roof leaks (areas over IT, finance, HR, hallway) superintendents wall leaks (cracks) → underground stream causes water coming up @ stairs

elevator: installed

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	RESPONSE				COMMENTS
		Yes	No	Unk	NA	
8	Are there any problems with foundations or structures, like excessive settlement?			✓		wall @ rear of warehouse cracked; water leaks → has been assessed; not major
9	Has any part of the facility ever contained visible suspect mold growth, or have there been any indoor air quality or mold related complaints from occupants?		✓			no majors
10	Are there any wall, window, basement or roof leaks?	✓				roof - yes
11	Are there any plumbing leaks, water pressure, or clogging/back-up problems?		✓			
12	Have there been any leaks or pressure problems with natural gas, HVAC supply/return lines, or steam service?		✓			
13	Are any areas of the facility inadequately heated, cooled or ventilated? Any poorly insulated areas?		✓			not major
14	Is the electrical service outdated, undersized, or otherwise problematic?		✓			
15	Are there any problems or inadequacies with exterior building-mounted lighting?		✓			
16	Is site/parking drainage inadequate, with excessive ponding or other problems?		✓			
17	Are there any other unresolved construction defects or significant issues/hazards at the property that have not yet been identified above?		✓			
18	ADA: Has an accessibility study been performed at the site? If so, indicate when.	✓		✓		unknown; not in past few years
19	ADA: If a study has occurred, have the associated recommendations been addressed? In full or in part?			✓		
20	ADA: Have there been regular complaints about accessibility issues, or associated previous or pending litigation?		✓			

On the day of the site visit, provide EMG's Field Observer access to all of the available documents listed below. Provide copies if possible.

INFORMATION REQUIRED	
1. All available construction documents (blueprints) for the original construction of the building or for any tenant improvement work or other recent construction work. 2. A site plan, preferably 8 1/2" X 11", which depicts the arrangement of buildings, roads, parking stalls, and other site features. 3. For commercial properties, provide a tenant list which identifies the names of each tenant, vacant tenant units, the floor area of each tenant space, and the gross and net leasable area of the building(s). 4. For apartment properties, provide a summary of the apartment unit types and apartment unit type quantities, including the floor area of each apartment unit as measured in square feet. 5. For hotel or nursing home properties, provide a summary of the room types and room type quantities. 6. Copies of Certificates of Occupancy, building permits, fire or health department inspection reports, elevator inspection certificates, roof or HVAC warranties, or any other similar, relevant documents. 7. The names of the local utility companies which serve the property, including the water, sewer, electric, gas, and phone companies.	8. The company name, phone number, and contact person of all outside vendors who serve the property, such as mechanical contractors, roof contractors, fire sprinkler or fire extinguisher testing contractors, and elevator contractors. 9. A summary of recent (over the last 5 years) capital improvement work which describes the scope of the work and the estimated cost of the improvements. Executed contracts or proposals for improvements. Historical costs for repairs, improvements, and replacements. 10. Records of system and material ages (roof, MEP, paving, finishes, furnishings). 11. Any brochures or marketing information. 12. Appraisal, either current or previously prepared. 13. Current occupancy percentage and typical turnover rate records (for commercial and apartment properties). 14. Previous reports pertaining to the physical condition of property. 15. ADA survey and status of improvements implemented. 16. Current / pending litigation related to property condition.

Your timely compliance with this request is greatly appreciated.