ADMINISTRATION BUILDING

Summary of Findings

The Administration Building does not effectively meet the functional needs of the District and has further deteriorated since the evaluation 5 years ago. Replacement is recommended. Aside from some newer windows, the envelope, exterior ramp and deck are in poor condition. The facility continues to lack adequate acoustic privacy, storage, employee break, and conference space; does not meet Accessibility requirements, and is remote from the main school campuses. The remote location results in multiple staff trips per day to the district school buildings.

Report Card

ITEM	EXISTING CONDITION	L1	L2	L3	COMMENTS
SITE & GROUNDS	D			X	Asphalt replacement in 3-5 years
STRUCTURAL (foundation, floors, walls, framing)	C		X		Repair “soft” spot in front deck; screw down ramp boards for flush condition
LIFE SAFETY	F			X	Sticky exit door and non-illuminated exit sign. No emergency egress illumination in facility.
ACCESSIBILITY	F			X	Accessible route does not connect all spaces (entry, basement, restrooms, offices)
HAZARDOUS MATERIALS	Suspected			X	Suspected hazardous materials include: 9 x 9 floor tile; adhesives; paint; exposed foam plastic insulation
BUILDING ENVELOPE	D			X	Suspect limited insulation in CMU building walls
INTERIOR FINISHES	F			X	Residential grade, worn
SIGNAGE	F			X	Interior signs do not meet Accessibility requirements
OVERALL CLEANLINESS	F				Lack of space creates cluttered file storage conditions
SECURITY	F			X	Limited to floodlights on building; residential grade doors and locks
BUILDING SYSTEMS (MEP)	--	--	--	--	See report

Existing Condition Codes

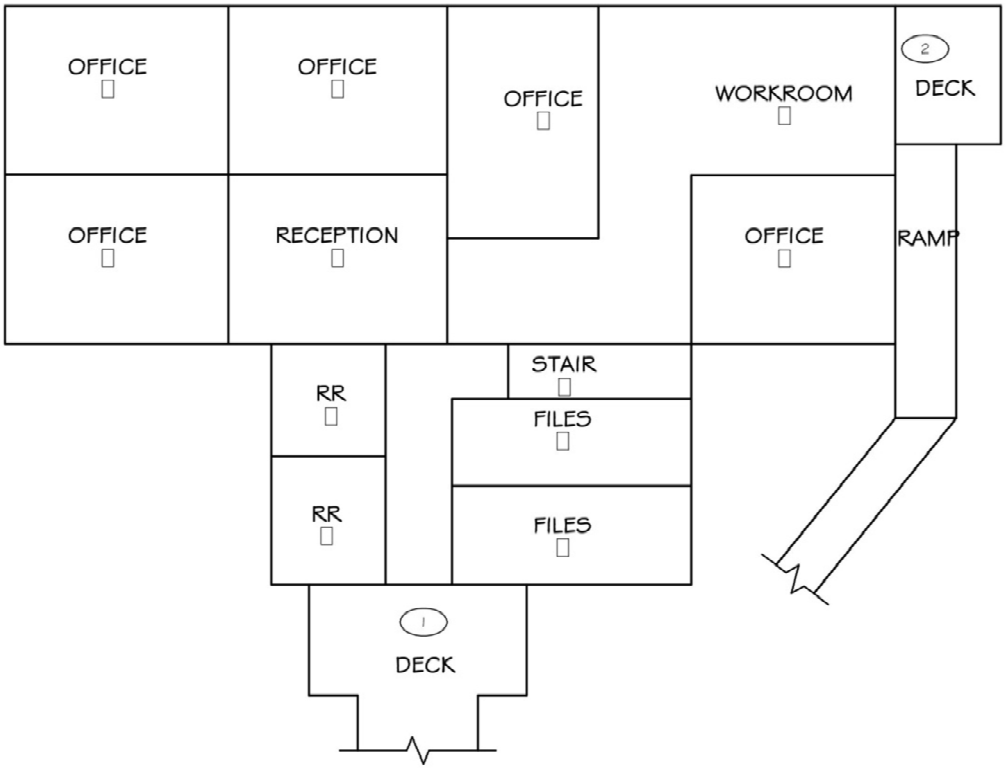
A Excellent: Clean, safe, functional. New or easily restorable to "like new" only minimal routine maintenance.
B Good: Only routine maintenance or minor repair required.
C Adequate: Some preventive maintenance and/or corrective repair required.
D Fair: Fails to meet code and functional requirement in some cases; extensive repair required.
F Poor: Non-operational; major corrective repair or overhaul required.

Renovation Codes

Level 1 Functional and in good repair with only minimal routine maintenance required.
Level 2 Some maintenance and/or corrective repair required.
Level 3 Fails to meet code and/or functional requirements; extensive repair or replacement required.



Administration Building - Site Aerial



Note: Partial Basement beneath Files Rooms

Administration Building – Floor Plan Diagram

Site & Grounds

General | The Administration building was constructed as school classrooms in 1955. It has since been remodeled for District Administrative offices. The building is remote from the area schools, which requires multiple vehicle trips daily by staff.

Entry Drive | The site entry drive is asphalt without curb and gutter. The “left hand” drive orientation can be confusing and does not have signs other than smaller painted arrows on the pavement to orient drivers as to traffic flow. The asphalt drives, parking, and striping condition is below average. Replacement is recommended. Weed control and seal coating may extend its life in the short term.

Adjacent Buildings or Properties | No issues observed.

Site Topography | Site is generally level with stormwater handled via sheet drainage. No issues observed.

Landscaping | No landscaping beyond turf grass and adjacent property tree line.

Parking | The parking lot is striped for 15 cars including 1 Van Accessible stall with access via a non-compliant decayed ramp and non-compliant doorway

Site lighting | Limited to building mounted flood lights. No parking lot lights, which may present safety concerns.

Exterior Deck & Ramp | Exterior carpeted wood deck and ramp are in poor condition. Boards are cupped, worn, and splintered. While this provides a higher degree of Accessibility compared to stairs, the ramp does not have required handrails on both sides. The front stair handrails are not graspable and lack the required top and bottom extensions. Applied metal tread nosings are coming loose and present a tripping hazard.

Exit discharge | Exits do not have emergency illumination (current code requirement). The discharge points lead to the paved parking area via wood deck and ramp.

Utilities | Enter building at south face (gas meter, electrical, telephone). Exterior gas piping needs paint.

Emergency Access | No fire department Knox Box (key for emergency personnel) was observed.

Fences | No fences on site.

Building Envelope

Roof | Not reviewed; water leaks are evident inside the building at the chimney (damaged ceiling and rotted roof framing) and near workspace where drip pan is installed above ceiling.

Roof Edge & Fascia | Newer metal roof edge in good condition but wood fascia boards show decay and decomposition. Roof edge scuppers drain directly onto wood fascia, causing deterioration.

Exterior Walls | Wood siding is pitted and uneven with loose nail heads. Painted Concrete Masonry Unit (CMU) walls are in average condition.

Foundation | Visible areas of CMU foundation are in good condition with no cracks or moisture intrusion observed.

Insulation | Exterior building wall is combination of wood lap siding and exposed CMU. Staff reports that the building is hot in the summer and cold during the winter, suggesting limited insulation in the CMU walls.

Windows | Some windows have been replaced with residential grade, vinyl, double hung with insulated glass. Window units and perimeter sealants in average condition but the restroom windows are deteriorating.

Exterior Signs | Routed wood sign mounted to building is in average condition. The van accessible parking stall is denoted with a sign.

Building Interior

Life Safety & Accessibility

Construction Type | The building is construction type VB, Wood Frame Unprotected (masonry exterior walls with a combination of masonry and wood frame interior walls). The first floor structural system was not observed.

No changes were evident since the previous report five years ago. A musty / moldy smell was immediately evident when visiting and indoor air quality may be a health concern.

Stories | One story with partial basement.
Non-sprinklered | If the building remains a low rise business occupancy, current code would not require sprinklers.

Occupancy Classification | B Business

Structural Loading | The original building was constructed as classrooms and later converted to offices. Offices have more stringent loading criteria. It is unknown whether the floor design was analyzed to verify structural capacity at the time of the change in use.

Life Safety, Exits, and Egress Requirements | The building occupant load and size requires two exits from the first floor; two exits are provided. Neither exit has code compliant hardware. The rear door exit light is not illuminated. Neither door has a closer, which may present a security concern if left unlatched.

The basement has only one exit, which limits the occupant load to 49 and travel distance to 75 feet.

The basement stair has no level landing at the top (current code would require this). The rise and run appear to exceed current code standards. The stairs lack handrail extensions.

The building lacks emergency egress illumination (battery operated egress lights).

The building interior does not meet most Accessibility requirements. Compliance issues include:

- No Accessible route (no accessible route connecting levels and spaces, no elevator, maneuvering clearances at doorways, round knobs);
- Restroom maneuvering clearances, fixture locations, non-Accessible controls; lack of grab bars; mirrors and accessories that are mounted too high.
- The file room also includes staff break appliances (refrigerator and microwave). Microwave is not Accessible and maneuvering clearances are inadequate.
- Furnishings obstruct doorway maneuvering clearances in the file rooms.
- Interior signs do not meet Accessibility requirements. They are plastic routed and lack raised lettering or Braille. They mounted on doors rather than at the strike side of the door jamb.
- A wall mounted fire extinguisher is present, although it presents a protruding object hazard given its mounting location in the circulation path (extends more than 4” from wall between the height of 27” – 80” above the floor). Fire extinguisher inspection overdue – tag in basement dated June 2017.

The building has no smoke detectors, fire alarm, or sprinklers. For a “B” Business Occupancy, none would be required unless the occupant load were significantly increased.

Rated fire doors are present into the first floor file room and basement mechanical room, though both were propped open at the time of the walk through.

An infilled exterior window at the file room has exposed plastic foam insulation (pink rigid insulation board) without a suitable thermal barrier, which poses a life safety hazard and should be removed.

Sanitary fixtures | While the number of water closets and lavatories supports the current occupant load, the restrooms are not Accessible. The chart below shows the occupant load supported by today’s code

standards. While not retroactive, any significant alteration or occupant load increase of more than 20 percent would trigger current code requirements.

FIXTURE	FACTOR	MEN (STAFF)	WOMEN (STAFF)	SUPPORTED OCCUPANT LOAD (Per IBC 2009)
Water Closet	1:25 for first 50 1:50 for remainder	1	1	25 M | 25 W
Urinal	2/3 of WC	---	---	---
Lavatory	1:40 for first 80 1:80 for remainder	1	1	40 M | 40 W
Drinking Fountain	1:100			No drinking fountain
Service Sink(s)	1 required	---	---	No service sink

Finishes

Conditions have worsened since five years ago and building replacement is recommended.

Most of the interior finishes, doors, casings, are all light duty, residential grade. Condition is poor.

Ceilings are a combination of 2x4 suspended acoustical tile and plaster in below average to poor condition.

Walls include painted concrete block; wood paneling in below average condition but dated; painted gypsum wallboard and plaster in average condition with spots needing repair. Given the building's age, paint should also be reviewed for possible lead content.

Flooring includes carpet tile in average condition and 9 x9 tile in the file/storage room. The 9 x 9 tile is suspected to be asbestos containing material. Most visible portions were intact, with some loose and chipped tile at the top of the basement stair.

District Administration Building



Admin 1

Accessible route not code compliant - stair not code compliant and poses safety hazard



Admin 2

Ramp is not code compliant



Admin 3

Exterior finishes show decay



Admin 4

Door at top of ramp is not accessible - door hardware is not code compliant



Admin 5

Wood siding in decay and nails exposed and popping



Admin 6

Deteriorated fascia boards, soffit, and siding



Admin 7

Wiring run along wood siding poses a fire hazard



Admin 8

Exposed painted CMU and single pane windows



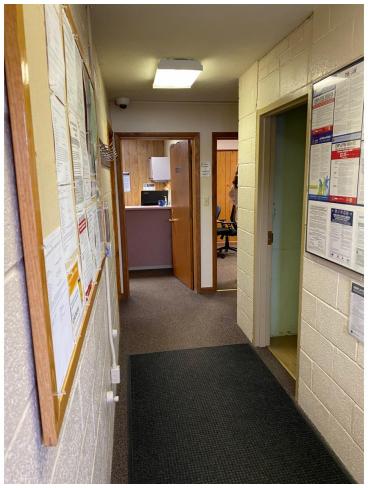
Admin 9

Restrooms do not meet accessibility requirements



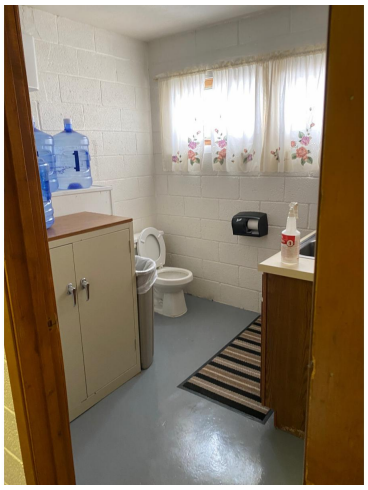
Admin 10

Entry corridor lacks maneuvering clearances for accessibility



Admin 11

Restrooms do not meet accessibility requirements



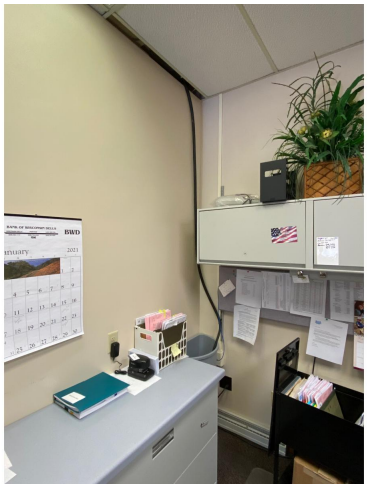
Admin 12

Damage to ceiling at chimney indicative of water leak



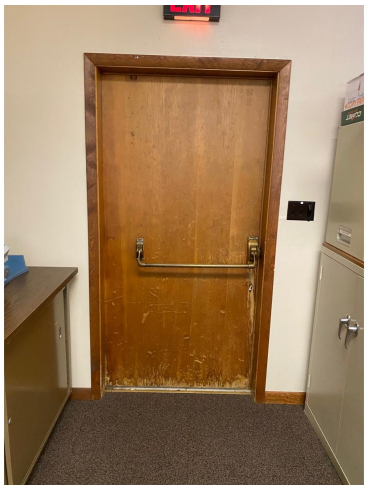
Admin 13

Rubber tube extending down from drip pan set above ceiling. Hose runs to trash bin to collect water from leaking roof



Admin 14

Lack of maneuvering clearances at door, poorly functioning panic hardware; door in poor condition



Admin 15

Lack of maneuvering clearances for accessibility



Admin 16

Basement storage on non-accessible route



Admin 17

Chipped 9x9 floor tile and exposed mastic



Admin 18

ADMINISTRATION BUILDING

Building Systems

The following building systems report is the result of a site visit by Jared Ramthun and Neil Gammon of Design Engineers that occurred on January 29, 2021. Site observations and interviews were used in the preparation of this report.

The building does not include a fire suppression system.

Plumbing Systems

The water service was not found.

The building does not have a water softener.

The electric water heater did not have a nameplate but appears to be very old and in poor condition.

Plumbing fixtures are old and could use an upgrade.

Restroom water closets are floor-mounted tank-type. Lavatories have bowls integral to the countertop with manual faucets.

The breakroom sink is stainless steel with typical kitchen faucet.

HVAC Systems

The building is primarily heated and cooled by a furnace with direct expansion cooling coil (located in the basement) and humidifier. The DX coil is connected to an air-cooled condensing unit. The furnace is controlled by a programmable thermostat.



Fig 3 | Water Heater



Fig 1 | Lavatory



Fig 2 | Water Closet

The corner office and break room include supplemental window-type air conditioning units located in the exterior wall.

Residential-style ceiling exhaust fans operated by a switch provide exhaust for each restroom.

All equipment is in poor or marginal condition. Replacement should be considered if continued use of the building will occur.



Fig 5 | Furnace

Electrical Systems

Service Entrance/Distribution/Branch Panel Equipment

The building's 208V, single phase electrical service enters the building on the west side through a meter socket. The main building feeder is routed down the exterior wall to penetrate at the basement level where it serves a 200A service switch.



Fig 5 | 208V Electrical Service

The building distribution is 120/208 volt which serves mechanical, lighting and plug loads. The main service switch was installed in 1955 and is showing its' age with rust around the enclosure. The adjacent panelboard is in better condition but still dated. The panel is currently filled with breakers including tandem breakers to add additional circuits. Overall, the electrical distribution equipment is in poor condition.



Fig 6 | Main Service Switch

Electrical distribution equipment has a published operational life of 25 – 30 years. The published life expectancy for equipment is a good gauge for understanding when it may make sense to replace this equipment in kind. When electrical distribution equipment is kept within a relatively clean environment and is maintained properly, it may be able to operate safely well beyond its published life expectancy, in some cases 50 years and beyond. This is more of an observation than a recommendation to use equipment beyond its published operational life.

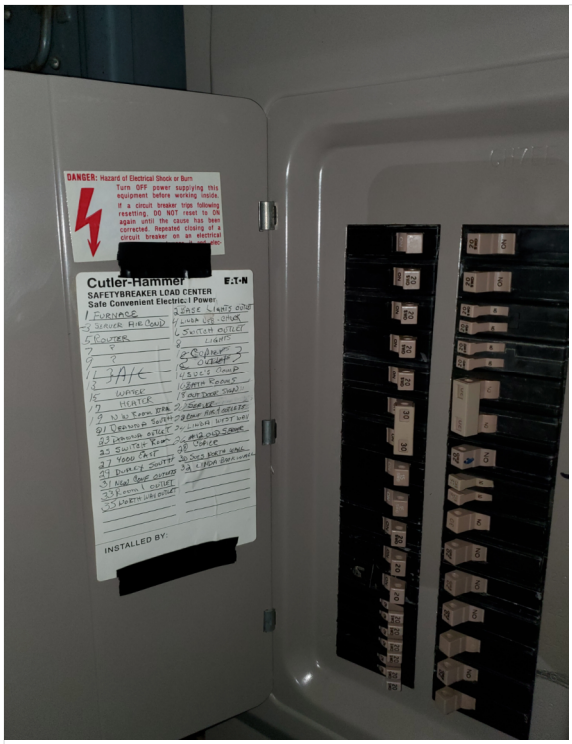


Fig 7 | Main Panelboard

Given the overall condition of the equipment, it should be replaced. Additional breaker mounting space should also be considered. Prior to and after replacement, the electrical equipment should continue to be maintained and electrical spaces kept clean from dust and other pollutants to continue use of this equipment. As renovations are planned,

electrical distribution equipment should be replaced as part of the plan.

Although the panel does not have any additional breaker mounting space, it may still have capacity to serve additional loads which is unknown without metering the panel or reviewing the electrical bill for the facility (since there is only one panel). It is anticipated that the distribution equipment would have some available capacity to serve additional loads but this should be verified prior to any renovation work.



Fig 8 | Typical Exit Sign

Emergency Power

Emergency power for the facility is limited. There are no generators or associated distribution equipment. Emergency power for systems such as exit lighting is provided through the use of batteries. There are no other emergency powered loads in the building. Adding battery packs to support some of the general lighting is recommended to help light egress paths during a power loss.

Electrical Branch Circuits

The branch circuit wiring throughout the building appears to be in fair to good condition. No open junction boxes were observed above ceiling during spot checking. It was noted that there is a standard receptacle within 6'-0" of the edge of a restroom sink. Ground Fault Circuit Interrupting (GFCI) receptacles are required in these situations for personal safety. This device should be replaced. The existing branch raceway systems including conduits and surface mounted raceway appeared to be in fair condition.


Fig 9 | Receptacle Within 6'-0" of Sink

Interior Lighting

The interior lighting in the building is predominantly fluorescent fixtures with retrofit LED replacement lamps. The basement area has surface mounted fixtures. Single pole switches for controls are used throughout the facility. All these fixtures are in fair condition and appear to be providing adequate illumination levels for the environments they are installed.

The use of automatic controls is very limited throughout the facility and was only noted in some restrooms. The use of automatic controls using occupancy sensors is more consistent with today's energy codes. These modern controls help save energy and improve longevity for light fixtures. For any future renovations, occupancy (auto-on, occupancy stay on) and vacancy (manual-on, occupancy stay on) based controls are recommended and, in many cases, will be required.

Electronic ballasts have an expected life 10-15 years and will require maintenance similar to the lamps in the fixtures that can have a 20,000+ hour life. LED retrofit lamps will extend this life expectancy and save some energy as well. Based on the relatively short timeframe that LED retrofit lamps have been available, it is unknown how well they will perform over time when compared to LED based fixtures. LED technology has become the industry standard for new lighting installations. LED provides long life, usually 50,000+ hours per manufacturer testing and field reports from the installed base. They also provide energy savings and lower maintenance costs compared to fluorescent. The cost of LED has also become very competitive with fluorescent especially when factoring in some of these other benefits. In many cases, LED is a less expensive option.



Fig 10 | Typical Office Lighting



Fig 11 | Basement Lighting

For any future renovations, it is recommended that LED technology be used.

LED fixtures are also inherently dimmable. Costs for dimming controls and ballasts used to be cost prohibitive so they were used sparingly. However, it is common practice today to include dimming capabilities in all occupied spaces such as offices and classrooms. Similar to automatic lighting controls, the ability to change light levels within a space so that full output is a user decision rather than automatic is more consistent with today's energy codes. For any future renovations, use of dimming controls is recommended and, in many cases, will be required especially for single switch control areas.



Fig 12 | Typical Exterior LED Fixture

Exterior Lighting

In general, the exterior lighting are lamp holder type fixtures with open LED replacement bulbs which provide some illumination but may not be adequate for security purposes. These fixtures are in poor to fair condition mostly based on aged and weathering. There are no pole mounted lights for the parking lot. Each of the exterior doors includes a light fixture(s) above which partially complies with today's egress lighting requirements which also require these lights to be backed with a generator or battery source for at least 90 minutes. To comply with today's codes, it is recommended that the exterior fixtures at the building egress points be served from an emergency power source.



Fig 13 | Exterior Fixture Above Main Entrance

Exit/Emergency Lighting

Outside of exit signage, there is no emergency lighting within the building. For the battery powered exit signs, if not done already, the emergency batteries in these units should be checked regularly as they are susceptible to failure when they are most needed. Any failed

units should be replaced immediately. Batteries typically last 5 – 7 years. Testing of batteries is an ongoing maintenance item and should be logged to show compliance with egress lighting requirements.

It does not appear that any of the exterior lighting is served from an emergency power source. Any exterior fixtures mounted to the building at egress points should be served from an emergency power source if not already.



Fig 14 | Main Level Telecom Equipment

Fire Alarm System

The building does not currently have a fire alarm system and would not require one based on today's codes. Fire alarm systems do provide additional protection for building personnel and property but these may not necessarily be concerns given the relatively small footprint of the building.

Voice/Data Systems

The main telecom equipment is located in a storage closet on the main level with the service entrance and some supporting equipment in the basement. All telecom cabling is distributed from the storage closet to field devices. Cables are routed from these racks up into the plenum space and dispersed to serve the building. There was no cable management to support the data cabling for the telecommunications network. Permanent information jacks are installed near desk spaces in the various offices and at other locations requiring connectivity. There are also Wireless Access Points (WAPs). A Cisco Voice Over IP system is also installed for communications.



Fig 15 | Basement Level Telecom Equipment

The overall condition of the telecommunication equipment and cabling in the building is in fair condition. Most of the installed cabling is CAT

5 or 5e which should be sufficient for the foreseeable future. The data rack installation is within a common room with storage and other uses. Having dedicated spaces allows for secured access and environmental conditioning. Given the relative small footprint of the facility, the space dedicated to telecommunications equipment should be adequate to support the equipment plus some additional rack space for future growth.

Public Address & Clock Systems

The building does not currently have a public address or clock system. A unified district wide central clock system may be worth considering so that the home office and each school are tracking the same time of day.

Intrusion Detection/Access Control/Camera Systems

The building does not currently have an intrusion detection system.

The building does not currently have an access control system.

There is a dome type security camera installed in the main entry corridor of the building. This camera is in a good position to capture movement within the building. Additional cameras could be added to provide more comprehensive coverage. The camera appears to be in good condition.