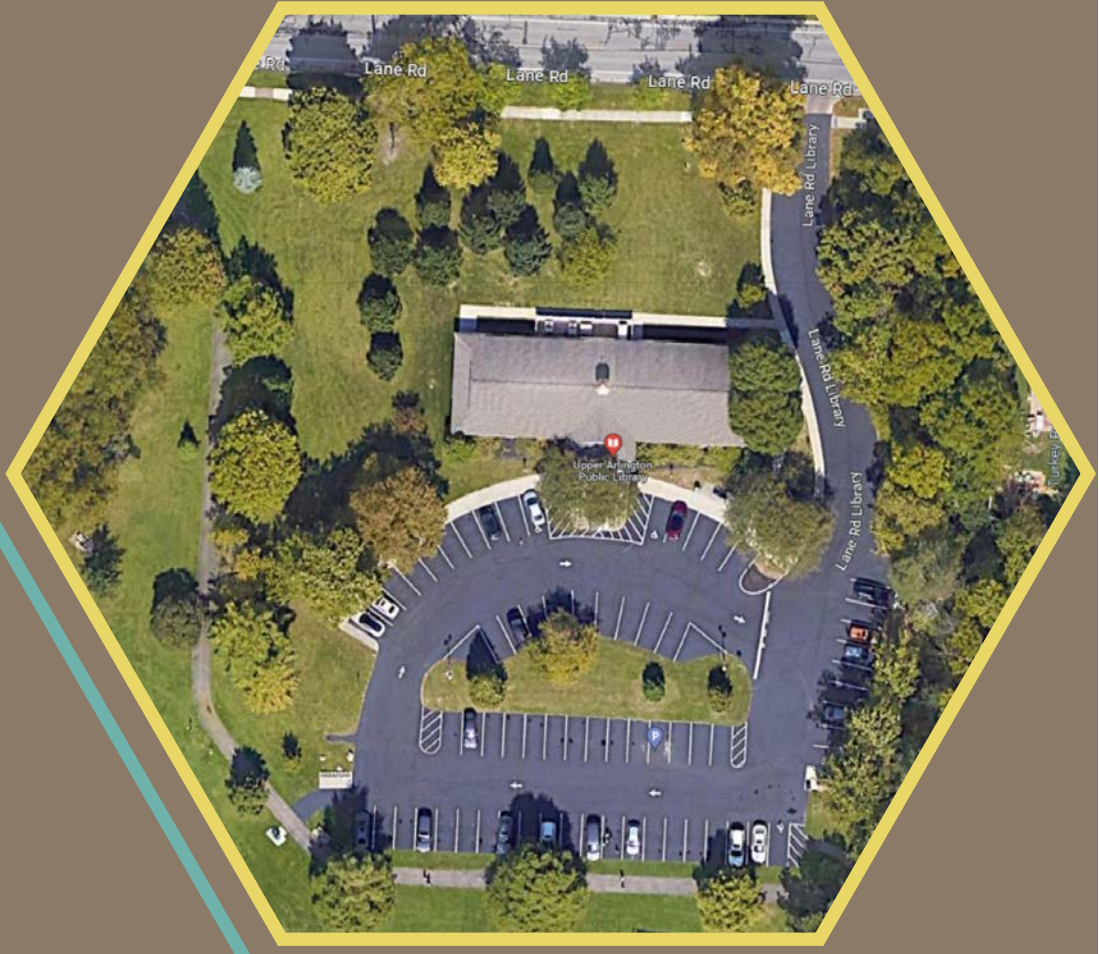
UPPER ARLINGTON PUBLIC LIBRARY

2023 Facilities Master Plan

Facilities Condition Assessment & Maintenance Plan

December 2023

Lane Road Library



Facility Condition Assessment
LANE ROAD LIBRARY

LANE ROAD LIBRARY
1945 LANE ROAD
UPPER ARLINGTON, OHIO 43220

NAME OF PERSON(S) PERFORMING INSPECTION:

Kevin Kennedy (Architect), HBM Architects, LLC

Renee Downing (Library Planner), HBM Architects, LLC

Guy Hicks (Principal Engineer), Thorson Baker & Associates

DATE OF REVIEW

June 6, 2023

This review is formatted to document existing conditions of the building and site; identifying areas of concern and repair based on visual observations. This is not, however, a detailed analysis of conditions where testing or additional analysis is required.

THE SITE

GENERAL STATEMENT OF SITE CONDITIONS

A general statement of the overall building site and grounds conditions. This statement is intended to be an objective overview of the conditions of the site being analyzed.

Grounds and parking lot are in generally good conditions. Landscaping is well kept up and the parking lot appears to drain properly and is not in need of any significant repairs.

Asphalt shingle roof appears to be in good condition.

	COMPLIES	DOES NOT COMPLY	NOT APPLICABLE	NOTES
1. SIDEWALKS				
A. Are areas accessible?	X			
B. Are surfaces even, with no holes, abrupt changes in elevation, and in good condition?	X			
C. Do curb ramps occur at drives or parking areas?	X			
General comments on walkways:	Good, some minor cracking, repair is needed			

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THE SITE Continued

	COMPLIES	DOES NOT COMPLY	NOT APPLICABLE	NOTES
2. PARKING AREAS				
A. Are drive surfaces in good condition with no obstructions or potholes?	X			
B. Are lots properly lined and accessible spaces marked?	X			
C. Is pedestrian / vehicle traffic flow clear and intuitive?	X			
D. Are accessible signs provided?	X			
E. Do the parking areas drain properly?	X			
General comments on parking areas:	Good			
3. BUILDING APPROACHES & ENTRANCES				
A. Do all stairways and ramps have secure, full length handrails?			X	
B. Do stairs and ramps provide good, non-slip footing?			X	
C. Are there any obstructions or obvious defects in stairs and ramps?			X	
D. Do canopies or coverings provide adequate coverage?	X			
General comments on building approaches and entrances:	None			
4. SITE LIGHTING & ELECTRIC				
A. Are parking lot lights provided?	X			

Facility Condition Assessment
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THE SITE Continued

	COMPLIES	DOES NOT COMPLY	NOT APPLICABLE	NOTES
B. Are walkways and building approaches well lit? Are all areas of the lot properly illuminated?				Unsure about this as the assessment was conducted in the day time
C. Are exterior convenience outlets provided?			X	
General comments on site lighting:	None			
5. GENERAL MAINTENANCE				
A. Are fences, gates, and enclosures in good condition?		X		The mechanical enclosure gate needs to be adjusted
General comments on general maintenance:	General repairs are needed on the mechanical fence surround			
6. LANDSCAPING				
A. Does vegetation obstruct walkways, stairs, entries, etc.?		X		
B. Does landscaping cause security concerns?	X	X		
C. Does the site drain without concerns for ponding water or issues with run off?	X			
D. Does runoff occur at walking surfaces?	X			
E. Is landscaping maintained reasonably?	X			
General comments on landscaping	Looks nice			

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BUILDING ENVELOPE

GENERAL STATEMENT OF BUILDING ENVELOPE CONDITIONS

A general statement of the overall building envelope conditions. This statement is intended to be an objective overview of the conditions of the site being analyzed.

The exterior is in good condition. Brick and trim in general are in good shape. Re-caulking around doors, windows, and at flashing should occur. Vinyl shutters are cracked in some places and should be replaced. All of the shutters should be repainted.

PHYSICAL CONDITION GUIDELINES: The physical condition of the various building components is described in this review fall into one of four categories: Excellent, Good, Fair or Poor. The following definitions for this terminology are intended to apply:

Excellent: New or in like new condition requiring only maintenance of a routine and/or preventative nature. Repairs are not anticipated.

Good: Acceptable as is and performing satisfactorily. Only requires maintenance of a routine and/or preventative nature. Has incurred normal wear and tear, but significant repairs are not anticipated.

Fair: Acceptable as is for the most part, but either requires or is anticipated to require repairs and/or increased maintenance effort/surveillance in the short-term.

Poor: Not acceptable as is. Generally, an item/system that exhibits evidence of deferred maintenance, is in disrepair and/or poor operating condition, and requires immediate repair or replacement.

	CONDITION	NOT APPLICABLE	NOTES
1. EXTERIOR WALLS			
A. Indicate the condition of existing brick, stone, siding, or other material.	Good		
B. Indicate the condition of grout or mortar.	Good/ Fair		Basement stair needs re-pointing and crack repair
C. If flashing is provided, indicate condition	Fair		
General comments on exterior finishes:	Base flashing needs repair and re-caulking		

Facility Condition Assessment
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BUILDING ENVELOPE Continued

	CONDITION	NOT APPLICABLE	NOTES
2. WINDOWS			
A. Indicate condition of windows	Good		
B. Are windows insulated or otherwise designed to reduce heat gain / heat loss?	Yes/Good		The windows are insulated vinyl. Some minor screen repairs are needed
C. Indicate condition of sealant at window frames	Good		
D. Indicated condition of other specialty windows		X	
General comments on windows:	Paint wood frames / trim as needed Windows are double hung and lockable		
3. DOORS			
A. Indicate condition of exterior doors	Good		
B. Indicate condition of sealant at door frames	Fair		Re-caulking is needed
C. Indicate condition of other specialty doors		X	
General comments on doors:	Paint hollow metal frames and doors Typical wood doors are in good condition		
4. ROOFING (Flat)			
A. Does the roof appear to be in good condition with all required elements? (Gutters, scuppers, overflow or secondary roof drains)		X	
B. Indicate the condition and type of roofing materials		X	
C. Condition and type of flashing, copings & expansion joints.		X	
General comments on roofing (flat)	None		

Facility Condition Assessment
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BUILDING ENVELOPE

	CONDITION	NOT APPLICABLE	NOTES
5. ROOFING (Sloped)			
A. Does the roof appear to be in good condition with all required elements? (snow guards, gutters, scuppers, overflow or secondary roof drains)	Good		
B. Indicate the condition and type of roofing material.	Fair		Asphalt shingle
C. Condition and type of flashing, copings & expansion joints	Fair		Metal
General comments on roofing (sloped):	Asphalt shingles are the roofing material The roof is vented The cupola is in good shape		
6. SKYLIGHTS / MONITORS			
A. Condition & type of glazing and flashing		X	
General comments on skylights / monitors:	None		

Facility Condition Assessment
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BUILDING INTERIOR

GENERAL STATEMENT OF BUILDING INTERIOR CONDITIONS

This is a two-story, 10,205 SF library building that was built in 1974 with an interior modification in 1981. The interior has since been further modified and updated to keep pace with evolving library services and community needs.

Overall, the interior spaces are all in good condition. Some further maintenance considerations would be for color matching LED lights, replacing worn ceiling tiles, and improving accessibility in the staff restroom and increasing aisle widths between shelves if possible.

PHYSICAL CONDITION GUIDELINES: The physical condition of the various building components is described in this review fall into one of four categories: Excellent, Good, Fair or Poor. The following definitions for this terminology are intended to apply:

Excellent: New or in like new condition requiring only maintenance of a routine and/or preventative nature. Repairs are not anticipated.

Good: Acceptable as is and performing satisfactorily. Only requires maintenance of a routine and/or preventative nature. Has incurred normal wear and tear, but significant repairs are not anticipated.

Fair: Acceptable as is for the most part, but either requires or is anticipated to require repairs and/or increased maintenance effort/surveillance in the short-term.

Poor: Not acceptable as is. Generally, an item/system that exhibits evidence of deferred maintenance, is in disrepair and/or poor operating condition, and requires immediate repair or replacement.

	CONDITION	NOT APPLICABLE	NOTES
1. GROUND FLOOR: Entry Vestibule			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of the wall surfaces	Good		Wall surfaces are cluttered and majority of surface is not visible
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use	Good		
D. Indicate condition of ceiling surface, identify condition of finish and any stains or finish issues or concerns	Good		There appears to be a loose access panel that should be investigated
E. Comment on general condition and perception of lighting	Good		This space was evaluated during the day time

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BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
F. Indicate condition of windows. Can windows be locked and secured?	Good		Windows can be locked
G. Comment on general layout of space accessibility and crowding	Fair		This space is crowded with shelves and displays
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Excellent		
General comments on Entry Vestibule:	There is a crack in the ceiling and upper portion of the wall above the doors to the vestibule from the lobby side		
2. GROUND FLOOR: Lobby & Circulation Desk			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Fair		Some ceiling tiles are showing signs of wear
E. Comment on general condition & perception of lighting	Fair		LED lights need to be color matched
F. Indicate condition of windows. Can windows be locked and secured?	N/A		
G. Comment on general layout of space accessibility and crowding	Good		Easy to move around
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on Lobby & Circulation Desk	There is good way-finding here		

Facility Condition Assessment
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BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
3. GROUND FLOOR: Staff Workroom			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use	Good		There are multiple doors leading into this room
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Fair		The ceiling is sagging near the staff restroom
E. Comment on general condition & perception of lighting	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Good		Yes, windows can be secured
G. Comment on general layout of space accessibility and crowding	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Fair		Hindrances are to be expected in a staff workroom when book trucks are being moved around
General comments on Staff Workroom:	Demountable partition walls are used to create this space		
4. GROUND FLOOR: Staff Office			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Fair		There appears to be staining on the ceiling and a loose panel

Facility Condition Assessment
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BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Good		Yes, windows can be secured
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on Staff Office:	The office is accessed with the use of a key card		
5. GROUND FLOOR: Nonfiction & Public Computers Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use	Fair		Some of the shelving ranges are too close to the exterior wall for wheelchair clearance Some shelving ranges are too close together as well
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Fair		The ceiling tiles look worn
E. Comment on general condition & perception of lighting	Good		Just a couple of the LED lights need to be color matched
F. Indicate condition of windows. Can windows be locked and secured?	Good		Yes, windows can be secured
G. Comment on general layout of space accessibility and crowding	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on Nonfiction & Public Computers area:	None		

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BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
6. GROUND FLOOR: Fiction & AV Area			
A. Indicate the condition of flooring	Good		There is some alternate carpet near the audiobook shelving
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Fair		Some of the shelving ranges are too close to the exterior wall for wheelchair clearance Some shelving ranges are too close together as well
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Fair		The ceiling tiles look worn
E. Comment on general condition & perception of lighting.	Fair		LED lights need to be color matched
F. Indicate condition of windows. Can windows be locked and secured?	Good		Yes, windows can be secured
G. Comment on general layout of space accessibility and crowding.	Good		The Teen collection area appears crowded
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on Fiction & AV Area:	There are a mixture of shelving types, end panel styles, and wood tones throughout this area		
7. GROUND FLOOR: Staff Restroom			
A. Are accessible facilities provided?	No		
B. Is flooring in acceptable condition and easily cleanable?	No		
C. Is an exhaust system in acceptable condition?	Yes		
D. Are the walls in acceptable condition and are the finishes easily cleanable?	No		

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BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
E. Is adequate lighting provided in each restroom?	Yes		
General comments on Staff Restroom:	None		
8. GROUND FLOOR: Family Restrooms			
A. Are accessible facilities provided?	Yes		
B. Is flooring in acceptable condition and easily cleanable?	Yes		
C. Is an exhaust system in acceptable condition?	Yes		
D. Are the walls in acceptable condition and are the finishes easily cleanable?	Yes		
E. Is adequate lighting provided in each restroom?	Yes		
General comments on Women's Restroom:	The restrooms are in great shape		

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BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
9. LOWER LEVEL: Children's Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of the wall surfaces (Provide condition on each wall area)	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicated condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Fair/ Poor		Ceiling tiles should be replaced and the ceiling grid should be cleaned
E. Comment on general condition & perception of lighting	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment of general layout of space accessibility and crowding.	Good		There are some issues with the layout
H. Comment of accessibility of the space, both getting to the space and navigating within the space.	Good		
General comments on Children's Area:	This area is nice in terms of openness and very well used		
10. LOWER LEVEL: Meeting Room			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of the wall surfaces (Provide condition on each wall area)	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicated condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Fair		Ceiling tiles are mismatched in color and texture

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BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
E. Comment on general condition & perception of lighting	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment of general layout of space accessibility and crowding.	Good		Open space
H. Comment of accessibility of the space, both getting to the space and navigating within the space.	Good		
General comments on Meeting Room	This space lacks adequate table and chair storage which creates clutter		
11. LOWER LEVEL: Staff Lounge			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of the wall surfaces (Provide condition on each wall area)	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicated condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Fair/ Poor		Ceiling tiles appear worn and there is some damage
E. Comment on general condition & perception of lighting	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment of general layout of space accessibility and crowding.	Good		
H. Comment of accessibility of the space, both getting to the space and navigating within the space.	Good		
General comments on Staff Lounge:	This space is tight at the table seating area		

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BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
12. LOWER LEVEL: Lobby / Hallway			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Fair		Ceiling tiles appear worn and there is some damage
E. Comment on general condition & perception of lighting	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on Lobby / Hallway:	None		
13. LOWER LEVEL: Storage Room			
A. Indicate the condition of flooring	Fair		Flooring is unfinished and there are some cracks
B. Indicate the condition of wall surfaces	Fair		Walls are painted concrete block. There is some evidence of damage above the wood shelving
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Good		

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BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Fair		The room is crowded, which is common for storage areas
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on Storage Room:	None		
14. LOWER LEVEL: Family Restrooms			
A. Are accessible facilities provided?	Yes		
B. Is flooring in acceptable condition and easily cleanable?	Yes		
C. Is an exhaust system in acceptable condition?	Yes		
D. Are the walls in acceptable condition and are the finishes easily cleanable?	Yes		
E. Is adequate lighting provided in each restroom?	Yes		
General comments on Women's Restroom:	None		

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BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
15. STAIRWAYS AND RAMPS			
A. Do all stairs and ramps have full length handrails with extensions? Are handrails secured?	No		Handrail does not have spindles at 4" increments There are no handrail extensions
B. Are treads and risers consistent in height? Are treads and landings non-slip?	Yes		
C. Are there any storage, obstructions or defects in stairways	No		
D. Is there adequate lighting and emergency lighting in stairs?	No		
General comments on stairways and ramps:	Elevator is code compliant		

Facility Condition Assessment
LANE ROAD LIBRARY

MECHANICAL SYSTEMS SUMMARY

A. HVAC System Summary

1. The library is conditioned with two boilers, approximately 9 years old, and two air-handling units with condensing units, which are approximately 26 years old. The boilers have an expected life span of 30 years. The air-handling units have an expected life span of 20 years. Trane manufactures the air-handlers and condensing units.

2. Air-Handler H-1 is a model TWE090A300CA and serial # M442MLT5H, which has a 76.5 MBH hot water heating coil and 10 tons of cooling with condensing unit (H-3, CU-1) model TTA120B300BC and serial # M442YAPAH with two circuits and R22 refrigerant. The system has a separate hot water heating coil with a three-way control valve. This unit serves the first floor level of this building. This air-handler is located in the mechanical room on the lower level floor.

3. Air-Handler H-2 is a model TWE180A300CA and serial # M443JAF6H, which has a 76.5 MBH hot water heating coil and a 15 tons of cooling with condensing unit (H-4, CU-2) model TTA180B300CC and serial # M4426C3AH with two circuits and R22 refrigerant. The system has a separate hot water heating coil with a three-way control valve. This unit serves the lower level of this building. This air-handler is located in the mechanical room on the lower level floor.

4. The building has two ACV Prestige Triangle Tube condensing boilers. The boilers are model 1-42A-6.125BF. The boilers have a heating maximum input capacity of 125,000 BTUH and a minimum input capacity of 25,000 BTUH. There are two building B&G split case in-line hot water pumps circulating heating water throughout the building. The model 60 size 1.5x6.25, serial number 172880LF and serial number 2074631079 with a 1 HP motor to supply 40 gpm vs. 27' head. One pump is a backup pump. The boilers make up water feed line has a Watts No. 909 ¾" reduced pressure backflow preventer. The boilers supply 180 deg F hot water to the air-handling units.

5. The vestibule has one 750-watt electric ceiling radiant heaters.

6. Each of the five restrooms have their own ceiling exhaust fan.

7. The elevator equipment room has its own ceiling exhaust fan.

8. The building is being controlled by an Automated Logic building automation system which communicates to the main system at the Tremont Road Library.

B. Plumbing System Summary

1. The building in the lower level mechanical room has a 2- inch water service off the 4" main into the building with a 1-1/2" water meter. The building does not have a reduced pressure backflow preventer.
2. The Library's domestic hot water comes from a gas fire Navien tank less water heater, which is installed, on the wall above the mop basin. The domestic water heater maintains the water temperature at 120 deg F supplied to a lavatory-mixing valve which supplies 90 deg F water to the faucet.
3. The building has a 1" high-pressure gas service with a 4" house line serving the heating boilers and a 1-1/2" gas service to the electric generator.
4. The building has a 4-inch sanitary main.
5. There is a sump and sump pump in the lower level mechanical room for the elevator shaft drain, footer drains, outside air intake shaft and the exterior stairway drains.
6. The building has a main 6–inch storm drain for the buildings down spouts.

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MECHANICAL SYSTEMS SUMMARY

C. Fire Protection System Summary

1. The building has a complete fire protection system with one wet zone system. The main 4-inch fire protection main is in the lower level mechanical room. The main has an Ames Colt 300-BF double check detector backflow preventer. The main in has a post shut-off valve and siamese fire department connection near the street. The pressure gauge read 75 psig on the main after the reduced pressure backflow preventer.

D. Recommendations

1. The major pieces of mechanical equipment is older then their expected life span of 15 or 20 years. Therefore, a plan should be developed to replace these units. The unit's capacity is good for the existing floor areas. They do not have additional capacity for any additions or heating capacity.
2. All condensing units pipe insulation outside needs replaced and be painted with a UV resistance paint.
3. Condensing Unit CHU-2 needs the power wire casing replaced or repaired for a tight fit.

ELECTRICAL SYSTEMS SUMMARY

A. Electric Service and Distribution

1. The existing electric service to the building is 400 amps at 120/208 volts – 3 phase – 4 wire. The utility transformers are pole mounted off-site with underground secondary service to the building. The meter is mounted to the exterior of the building. The electric service feeds the entire building. The grounding electrode system could not be observed.
2. The main distribution panel LC is original to the 1974 building and appears to be in fair condition. It is manufactured by Arrow Hart which is now obsolete. It contains Westinghouse FDP switches with a 400 amp main switch. Four of the switches are turned off. Panel LC feeds panel B.
3. Panels A and B are also original to the 1974 building and appear to be in fair condition. They are manufactured by Arrow Hart which is now obsolete. Spare breakers appear to be very limited.
4. Electrical equipment does not have labels for Arc Flash Hazard.
5. Some of the floor boxes are surface mounted "doghouse" style boxes.
6. Tamper resistant receptacles do not appear to have been installed in any areas.

ELECTRICAL SYSTEMS SUMMARY

B. Emergency Power

1. Emergency egress lighting is supplied via battery powered emergency lighting units. The units appear to have been installed at different times and are in average condition. There does not appear to be any emergency egress lighting at the exterior egress doors.
2. Exit signs are also battery powered and appear to be in average condition.
3. A small Kohler natural gas emergency generator with single transfer switch was installed sometime after the original building. There is an emergency panel which feeds the boilers, sump pumps, server, fire alarm panel, security panel and select lights and receptacles.

C. Lighting Fixtures

1. The existing exterior wall mounted light fixtures were installed sometime after the original building and appear to be in average condition. It is unclear whether any of the fixtures have LED replacement lamps.
2. There is no lighting installed at the lower level exterior door which is at the bottom of the stairwell below grade.
3. Most of the interior lighting fixtures appear to have been replaced after the original building with 2x4 recessed volumetric style troffers. There are also surface mounted 4' lensed industrial strip fixtures, recessed downlights and wall sconces. Most of the fixtures appear to be in average to good condition.
4. Interior light fixtures have been inconsistently re-lamped with lamps of different color temperatures.

D. Lighting Controls

1. Public area lighting and most staff areas have manual on/off toggle switches for control.
2. Restrooms have wall switch occupancy sensors.
3. Site lighting is controlled via timeclock. Control of exterior wall mounted building lighting is assumed to be either integral photocell or remote timeclock.

E. Fire Alarm

1. The main fire alarm control panel was replaced after the original building with an intelligent addressable system manufactured by Honeywell, Fire-Lite ES-50X.
2. The building contains manual pull stations at all exits with horn/strobe notification devices and smoke detection throughout.

ELECTRICAL SYSTEMS SUMMARY

F. Recommendations

1. Main panel LC and panels A & B are original to the building, in fair condition, and are now obsolete. If any significant renovations are desired, complete replacement of the electrical distribution would be required. An electric service upgrade may also be required due to limited capacity of the existing service size.
2. The generator and associated transfer switch and emergency panel could potentially be reused if a significant renovation was desired. A Kohler service technician should be engaged to evaluate the condition of the equipment.
3. If a significant renovation is desired, consider replacing the surface mounted "doghouse" style boxes with flush mounted floor boxes.
4. Consideration should be given to replacing public area receptacles with tamper resistant rated receptacles to protect children that could tamper with the receptacles.
5. Emergency egress lighting should be added at the exterior egress doors.
6. If the existing exterior wall mounted fixtures haven't already been retrofitted, consideration should be given to providing LED replacement lamps.
7. For any T8 lighting fixtures which have not already been upgraded, consideration should be given to either relamping all T8 lighting fixtures with LED replacement lamps or replacing the fixtures with new LED fixtures. If T8 fixtures are relamped, ballast bypass lamps are recommended. This would require the existing ballasts to be disconnected. Note: Either option would require a lighting controls upgrade, see below.
8. Rooms with existing recessed downlights should either be relamped with LED replacement lamps or replaced with new LED fixtures. Note: Either option would require a lighting controls upgrade, see below.
9. When relamping lighting fixtures, particular attention should be paid to using the same color temperature lamps throughout.
10. If existing lighting fixtures are replaced or relamped with LED, the existing public area lighting controls would be required to be brought up to current energy code for automatic lighting shutoff. This could be accomplished via central lighting controls (relay panel or timeclock) or local occupancy sensors.
11. In existing staff areas and individual rooms, the existing lighting controls are not code compliant (except for the restrooms). If existing lighting fixtures are replaced or relamped with LED, occupancy sensors would need to be added.
12. No changes appear to be required to the fire alarm system provided that the library has not experienced any issues or concerns.

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TECHNOLOGY SYSTEMS SUMMARY

A. Service Entrance

1. There appears to be two separate locations where data and telephone cabling enter the building. At the telephone board, adjacent to the fire alarm panel, analog telephone cabling and a building entrance terminal are currently located. Since the library district operates a Voice over IP telephone system, most, if not all, analog telephone cable can be demolished. An analog fax line may be desirable for legal or medical documents which still require strict analog compatibility. A large amount of analog telephone horizontal cabling, including 25-pair cables used on analog key systems, may be demolished.

2. Fiber-optic data service is terminated at the main technology room location. A floor-mount enclosed server rack houses all carrier Ethernet equipment and cabling, including patch panels, router/gateways, and firewalls. This equipment connects directly to a wall-mounted network switching rack which is immediately adjacent to the enclosed server rack.

B. Backbone Cabling

1. With only one data rack location, there is no requirement for either copper or fiber backbone cabling at this facility;

C. Equipment Room

1. There is only one data equipment room at the library. This space houses the service entrance for data services, as well as horizontal cable terminations to patch panels, network switches, server hardware, and UPS units. The UPS should be verified to be on-line double-conversion units to supply power to server hardware. Ideally all entrance facility cabling and network equipment would be placed in a dedicated room with limited access. Should a major renovation take place, a separate equipment room should be considered.

D. Horizontal Cabling

1. All horizontal cabling is either CAT5 or CAT5e. CAT5e is generally acceptable for basic data communications requirements, while CAT5 is considered obsolete for data communications networks. CAT5 is no longer recognized by current cabling standards for data communications. Should a major renovation take place, a complete upgrade to minimum CAT6, or preferably CAT6A, should occur at that time.

E. Telephone System

1. The telephone handsets are relatively current models manufactured by Yealink. As long as firmware updates are maintained, the telephone hardware should be acceptable for re-use. The Samsung server hardware is now past end-of-life, and a replacement VoIP system server or cloud-based system should be considered.

TECHNOLOGY SYSTEMS SUMMARY

F. Paging System

1. There was no paging system observed from the walk-through photographs. A paging system should be considered for the facility to simplify announcements at the end of the day or during emergency conditions.

G. Synchronized Clock System

1. No synchronized clock system was observed from the site visit. A synchronized clock system could simplify daily operations, such as end-of-day clearing of the facility. A less-expensive option would be battery-powered wireless clocks which are synchronized directly to an NIST time server via Wi-Fi, eliminating the need for an expensive master clock master.

H. Audio-Visual Systems

1. A very basic AV presentation capability exists at the facility. A large-format flat panel display is in one meeting room. There are no other inputs observed. An AV presentation system should be considered, including overhead speakers, wired and wireless microphones, and an ADA assisted listening system. The display needs to be compared to the room dimensions to verify that the resolution can support the distances from the audience to the display.

I. Access Control & Intrusion

1. A current, up-to-date access control system manufactured by LenelS2 is currently in use at the facility, which is also common to all library facilities in the district. A major renovation should include a study to determine if access control is present at all doors where it is required.

2. A current, up-to-date intrusion alarm system manufactured by Digital Monitoring Products is currently in use at the facility, which is also common to all library facilities in the district. A major renovation should include a study to determine if intrusion alarm sensors are adequate to protect the facility.

J. Video Surveillance

1. A current, up-to-date Video surveillance system manufactured by GeoVision is currently in use at the facility, which is also common to all library facilities in the district. Recording server hardware is located at the main Tremont Branch. A major renovation should include a study to determine if camera locations are adequate to protect the facility and evaluate all incidents for forensic evidence.

Prioritized Maintenance Items
LANE ROAD

Maintenance items are organized by floor level and grouped by priority. The items were identified during assessments performed on June 6, 2023. The assessments are included in the previous section. This information should be reviewed and updated on a regular basis to reflect what has been completed, what new issues and concerns have developed and to reflect changes in cost.

Budget numbers were developed utilizing baseline cost data and may vary significantly depending on current market conditions and how the work is packaged for pricing.

PRIORITY IMPORTANCE LEGEND

	Item is critical and should be performed as soon as possible
	Item is high and should be performed in the near future (within 2 to 5 years)
	Item is medium and should be planned for (within 5 to 10 years)
	Item is low and should be performed when funds are available

Prioritized Maintenance Items
LANE ROAD

PRIORITY	ITEM	DESCRIPTION	BUDGET
	1	Replace the HVAC systems.	$285,000
	2	The condensing unit's refrigerant piping needs to be re-insulated and painted with the manufactures UV protection paint. We recommend one coat of primer and two coats of UV protection paint.	$2,500
	3	Condensing Unit CHU-2 needs the power wire casing replaced or repaired for a tight fit.	$250
	4	Consideration should be given to hiring a qualified third party to perform an Arc Flash Study and label all electrical equipment accordingly.	$7,500
	5	Consideration should be given to replacing existing receptacles with tamper resistant type receptacles in public areas ($50/device).	$50 / device
	6	Emergency egress lighting should be added at the exterior egress doors.	$1,000 / fixture
		Subtotal	**$295,250+**

Prioritized Maintenance Items
LANE ROAD

PRIORITY	ITEM	DESCRIPTION	BUDGET
	7	Relamp existing lighting fixtures with LED replacement lamps with ballast bypass. Note: Cost will vary based on type and quantity of lamps per fixture. Refer to lighting controls item below. (Assume 100 fixtures at $60 / fixture)	$6,000
	8	If existing lighting fixtures are relamped (see above), add lighting controls for energy code compliance. Note: Price is per occupancy sensor, but other controls options could be evaluated. (Assume 20 at $500 / device)	$10,000
	9	Consider upgrading all data cabling in the building to CAT6 grade cable and connectors to increase performance to current standards. A single, separate space for all network and data-com equipment should be considered along with the cable replacement.	$8,750
	10	Consider upgrade of telephone server hardware to a new on-premises or cloud-based, district-wide system for reduced costs and operational efficiencies.	This will need a separate quote
	11	Repair concrete sidewalks where cracking has occurred	$5,000
	12	Adjust the gate at the fence enclosing the mechanical equipment so that it closes properly, and repair the fence as needed	$3,000
	13	The basement stair needs to be cleaned, re-pointed, and some cracks repaired	$4,000
	14	Base flashing around the perimeter of the building needs some spot repairs and re-caulking	$2,000
	15	Minor screen repairs / replacement is needed	$4,000
	16	Paint wood window frames / trim	$5,000
	17	Re-caulk around all doors	$3,000
	18	Paint hollow metal frames and doors	$3,000
	19	Replace damaged / worn ceiling tiles as needed	$1,000
		Subtotal	**$54,750+**

Prioritized Maintenance Items
LANE ROAD

PRIORITY	ITEM	DESCRIPTION	BUDGET
	20	It may be beneficial to investigate current incentives being offered by the electric utility company. At times, the electric utility company offers incentives to customers for upgrading their facilities with more energy efficient appliances, lighting and the like.	$0
		Subtotal	**$0**

Miller Park Library

Facility Condition Assessment
MILLER PARK LIBRARY

MILLER PARK LIBRARY
1901 ARLINGTON AVE.
UPPER ARLINGTON, OHIO 43212

NAME OF PERSON(S) PERFORMING INSPECTION:

Kevin Kennedy (Architect), HBM Architects, LLC

Renee Downing (Library Planner), HBM Architects, LLC

Guy Hicks (Principal Engineer), Thorson Baker & Associates

DATE OF REVIEW

June 6, 2023

This review is formatted to document existing conditions of the building and site; identifying areas of concern and repair based on visual observations. This is not, however, a detailed analysis of conditions where testing or additional analysis is required.

THE SITE

GENERAL STATEMENT OF SITE CONDITIONS

A general statement of the overall building site and grounds conditions. This statement is intended to be an objective overview of the conditions of the site being analyzed.

Grounds and parking lot are in good condition.

	COMPLIES	DOES NOT COMPLY	NOT APPLICABLE	NOTES
1. SIDEWALKS				
A. Are areas accessible?	X			
B. Are surfaces even, with no holes, abrupt changes in elevation, and in good condition?	X			
C. Do curb ramps occur at drives or parking areas?	X			
General comments on walkways:	Walkways are in good condition			

Facility Condition Assessment
MILLER PARK LIBRARY

THE SITE Continued

	COMPLIES	DOES NOT COMPLY	NOT APPLICABLE	NOTES
2. PARKING AREAS				
A. Are drive surfaces in good condition with no obstructions or potholes?	X			
B. Are lots properly lined and accessible spaces marked?	X			
C. Is pedestrian / vehicle traffic flow clear and intuitive?	X			
D. Are accessible signs provided?	X			
E. Do the parking areas drain properly?	X			
General comments on parking areas:	Parking areas are in good condition			
3. BUILDING APPROACHES & ENTRANCES				
A. Do all stairways and ramps have secure, full length handrails?	X			Handrails may not be needed. Determine by checking the rise and run.
B. Do stairs and ramps provide good, non-slip footing?	X			
C. Are there any obstructions or obvious defects in stairs and ramps?	X			
D. Do canopies or coverings provide adequate coverage?			X	
General comments on building approaches and entrances:	None			
4. SITE LIGHTING & ELECTRIC				
A. Are parking lot lights provided?	X			
B. Are walkways and building approaches well lit? Are all areas of the lot properly illuminated?				Unsure about this as the assessment was constructed during daylight hours

Facility Condition Assessment
MILLER PARK LIBRARY

THE SITE Continued

	COMPLIES	DOES NOT COMPLY	NOT APPLICABLE	NOTES
C. Are exterior convenience outlets provided?				?
General comments on site lighting:	None			
5. GENERAL MAINTENANCE				
A. Are fences, gates, and enclosures in good condition?	X			There is a small fence on the back side of the building to hide trash cans
General comments on general maintenance:	None			
6. LANDSCAPING				
A. Does vegetation obstruct walkways, stairs, entries, etc.?	X			
B. Does landscaping cause security concerns?	X			
C. Does the site drain without concerns for ponding water or issues with run off?	X			
D. Does runoff occur at walking surfaces?	X			
E. Is landscaping maintained reasonably?	X			
General comments on landscaping	Landscaping is very nice Landscape seating walls are in need of mortar joint re-pointing in the stone caps The cracked concrete step near the main entry needs to be repaired Handrails need to be repainted			

Facility Condition Assessment
MILLER PARK LIBRARY

BUILDING ENVELOPE

GENERAL STATEMENT OF BUILDING ENVELOPE CONDITIONS

A general statement of the overall building envelope conditions. This statement is intended to be an objective overview of the conditions of the site being analyzed.

Brick, stone and stucco are in good condition. Trim needs to be repaired and re-caulked where cracking. The asphalt shingle roof appears to be in good condition.

PHYSICAL CONDITION GUIDELINES: The physical condition of the various building components is described in this review fall into one of four categories: Excellent, Good, Fair or Poor. The following definitions for this terminology are intended to apply:

Excellent: New or in like new condition requiring only maintenance of a routine and/or preventative nature. Repairs are not anticipated.

Good: Acceptable as is and performing satisfactorily. Only requires maintenance of a routine and/or preventative nature. Has incurred normal wear and tear, but significant repairs are not anticipated.

Fair: Acceptable as is for the most part, but either requires or is anticipated to require repairs and/or increased maintenance effort/surveillance in the short-term.

Poor: Not acceptable as is. Generally, an item/system that exhibits evidence of deferred maintenance, is in disrepair and/or poor operating condition, and requires immediate repair or replacement.

	CONDITION	NOT APPLICABLE	NOTES
1. EXTERIOR WALLS			
A. Indicate the condition of existing brick, stone, siding, or other material.	Good		The stucco and stone base are both in good condition
B. Indicate the condition of grout or mortar.	Good		
C. If flashing is provided, indicate condition	Good / Fair		Flashing at the gutters are generally in good shape, but a few areas are in need of repair
General comments on exterior finishes:	Wood trim at the gutters is in need of crack and joint repair, caulking and repainting Brick areas are in need of repainting Wood trim is in need of repainting		

Facility Condition Assessment
MILLER PARK LIBRARY

BUILDING ENVELOPE Continued

	CONDITION	NOT APPLICABLE	NOTES
2. WINDOWS			
A. Indicate condition of windows	Fair		Windows are difficult to lock, some do not lock at all
B. Are windows insulated or otherwise designed to reduce heat gain / heat loss?	Good / Yes		
C. Indicate condition of sealant at window frames	Good		
D. Indicated condition of other specialty windows		X	
General comments on windows:	Wood window trim along the front of the building is in need of repainting. The windows are overall in fair condition. Exterior windows are wood - aluminum clad with aluminum frames.		
3. DOORS			
A. Indicate condition of exterior doors	Good		
B. Indicate condition of sealant at door frames	Good		
C. Indicate condition of other specialty doors		X	
General comments on doors:	Paint exterior hollow metal doors and frames		
4. ROOFING (Flat)			
A. Does the roof appear to be in good condition with all required elements? (Gutters, scuppers, overflow or secondary roof drains)		X	
B. Indicate the condition and type of roofing materials		X	
C. Condition and type of flashing, copings & expansion joints.		X	
General comments on roofing (flat)	None		

Facility Condition Assessment
MILLER PARK LIBRARY

BUILDING ENVELOPE

	CONDITION	NOT APPLICABLE	NOTES
5. ROOFING (Sloped)			
A. Does the roof appear to be in good condition with all required elements? (snow guards, gutters, scuppers, overflow or secondary roof drains)	Good		
B. Indicate the condition and type of roofing material.	Good		This is an asphalt shingle roof
C. Condition and type of flashing, copings & expansion joints	Good / Fair		Flashing at gutters is generally in good shape, but a few areas are in need of repair
General comments on roofing (sloped):	The roof is in good condition		
6. SKYLIGHTS / MONITORS			
A. Condition & type of glazing and flashing		X	
General comments on skylights / monitors:	None		

Facility Condition Assessment
MILLER PARK LIBRARY

BUILDING INTERIOR

GENERAL STATEMENT OF BUILDING INTERIOR CONDITIONS

This is a 4,396 SF 2-story library building. The original portion of the building was constructed in 1961 and then expanded in 2006. The lower level space was previously a meeting room but is now used solely as a staff workroom, staff breakroom, and storage area. Without an elevator, this space is no longer available to the public. A smaller multi-purpose room on ground level was included with the 2006 expansion.

Overall, the interior is in very good condition. Recommendations here would focus on modifications to the staff workroom to create a more effective barrier with the book drop room. Additional consideration should be given to creating appropriate aisle widths in shelving areas for accessibility.

PHYSICAL CONDITION GUIDELINES: The physical condition of the various building components is described in this review fall into one of four categories: Excellent, Good, Fair or Poor. The following definitions for this terminology are intended to apply:

Excellent: New or in like new condition requiring only maintenance of a routine and/or preventative nature. Repairs are not anticipated.

Good: Acceptable as is and performing satisfactorily. Only requires maintenance of a routine and/or preventative nature. Has incurred normal wear and tear, but significant repairs are not anticipated.

Fair: Acceptable as is for the most part, but either requires or is anticipated to require repairs and/or increased maintenance effort/surveillance in the short-term.

Poor: Not acceptable as is. Generally, an item/system that exhibits evidence of deferred maintenance, is in disrepair and/or poor operating condition, and requires immediate repair or replacement.

	CONDITION	NOT APPLICABLE	NOTES
1. GROUND LEVEL: Entry Vestibule			
A. Indicate the condition of flooring.	Good		
B. Indicate the condition of the wall surfaces	Good		The walls are comprised of a storefront glass system
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface, identify condition of finish and any stains or finish issues or concerns.	Good		
E. Comment on general condition and perception of lighting.	Good		

Facility Condition Assessment
MILLER PARK LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
F. Indicate condition of windows. Can windows be locked and secured?	Good		Windows are not operable
G. Comment on general layout of space accessibility and crowding.	Good		There is some crowding with the pamphlet rack
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		
2. GROUND LEVEL: Circulation Desk, New Materials Area, Seating Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Good		
E. Comment on general condition & perception of lighting.	Good		The assessment was conducted during the daytime. Two of the four lights over the Circulation Desk were off.
F. Indicate condition of windows. Can windows be locked and secured?	Fair		Most windows are difficult to lock and some do not lock at all
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		

Facility Condition Assessment
MILLER PARK LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
3. GROUND LEVEL: Adult Collections & AV Collections Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Fair		Shelving aisles are narrow at the middle of the space near the mechanical chase. The display table at the front of the chase makes this an even narrower space.
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		
4. GROUND LEVEL: Children's Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		

Facility Condition Assessment
MILLER PARK LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		
E. Comment on general condition & perception of lighting.	Good / Fair		One of the lights was not working
F. Indicate condition of windows. Can windows be locked and secured?	Fair		Most windows are difficult to lock and some do not lock at all
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Fair		The aisles between shelves seem narrow
General comments on interior space	This area is decorated with an immersive theme		
5. GROUND LEVEL: Multi-Purpose Room			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Fair		Most windows are difficult to lock and some do not lock at all
G. Comment on general layout of space accessibility and crowding.	Good		

Facility Condition Assessment
MILLER PARK LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		
6. GROUND LEVEL: Staff Office			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Fair		There is damage to the plaster
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Fair		Most windows are difficult to lock and some do not lock at all
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	There is an external book drop room adjacent this office which creates noise issues. Sharing a wall with the restrooms also transmits noise into this space.		
7. GROUND LEVEL: Public Restrooms			
A. Are accessible facilities provided?	Yes		
B. Is flooring in acceptable condition and easily cleanable?	Yes		

Facility Condition Assessment
MILLER PARK LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
C. Is an exhaust system in acceptable condition?	Yes		
D. Are the walls in acceptable condition and are the finishes easily cleanable?	Yes		
E. Is adequate lighting provided in each restroom?	Yes		
General comments on restrooms:	Family restrooms could use updating and additional lighting		
8. LOWER LEVEL: Staff Workroom			
A. Indicate the condition of flooring	Good		Flooring is mostly painted with some carpeted areas
B. Indicate the condition of wall surfaces	Good		Walls are painted concrete block. No damage is evident
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Fair		Some storage is located on top of a small stage
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good / Fair		The drywall ceiling is in good condition, however, some of the ceiling tile appear worn or damaged and should be replaced
E. Comment on general condition & perception of lighting.	Good / Fair		Lighting in the workroom is good, but dim at the entry to this floor and in front of the staff restroom
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Fair		This space is crowded and lacks uniform and organized storage
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Poor		There is no elevator in this building
General comments on interior space:	There is a storage room located partially under the stairs. This space is tight and poorly lit. There is a door opposite the staff restroom leading to a crawl space under one of the additions. There is dumb waiter in this space that is no longer used. There is no sink in this room, requiring staff to use the restroom sink.		

Facility Condition Assessment
MILLER PARK LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
9. LOWER LEVEL: Staff Restroom			
A. Are accessible facilities provided?	No		
B. Is flooring in acceptable condition and easily cleanable?	Yes		
C. Is an exhaust system in acceptable condition?	Yes		
D. Are the walls in acceptable condition and are the finishes easily cleanable?	Yes		
E. Is adequate lighting provided in each restroom?	Yes		
General comments on Staff Restroom:	None		
10. STAIRWAYS AND RAMPS			
A. Do all stairs and ramps have full length handrails with extensions? Are handrails secured?	Yes		
B. Are treads and risers consistent in height? Are treads and landings non-slip?	Yes		
C. Are there any storage, obstructions or defects in stairways	No		
D. Is there adequate lighting and emergency lighting in stairs?	Yes		
General comments on stairways and ramps:	The ceiling tiles appear worn and should be replaced There is no elevator in this building, resulting in limited access to the staff workroom in the lower level		

Facility Condition Assessment
MILLER PARK LIBRARY

MECHANICAL SYSTEMS SUMMARY

A. HVAC System Summary

1. The library is conditioned with two furnaces with condensing units, which are 17 years old. This system has an expected life span of 15 years. Trane manufactures the furnaces and condensing units.
2. Furnace (F-1) is a model TUX1D120 and serial # (could not get info), which has a 120 MBH gas fire input capacity and 2.5 tons of cooling with condensing unit (CU-1) model 2TTB3060A1000AA and serial # 6404T5A1F with R22 refrigerant and Trane humidifier model THUMD500APA00A. This unit serves the first floor level of this building. This air-handler is located in the mechanical room on the lower level floor.
3. Furnace (F-2) is a model TUX1D120A9601AA and serial # 612516C7G, which has a 120 MBH gas fire input capacity and 2.5 tons of cooling with condensing unit (CU-2) model 2TTB3060A1000AA and serial # 6404T381F with R22 refrigerant and Trane humidifier model THUMD500APA00A. This unit serves the first floor level of this building. This air-handler is located in the mechanical room on the lower level floor.
4. The basement has a blower exhaust fan for the crawl space and restroom controlled by a time clock and humidistat and a ceiling exhaust fan for the crawl space controlled by a humidistat.
5. The two first floor restrooms have an inline exhaust fan controlled by time clock.
6. Honeywell room thermostats are controlling the building's furnaces.

B. Plumbing System Summary

1. The building in the lower level under the stairs has a 1 ½ - inch water service with a 1 1/2" water meter and reduced pressure backflow preventer. The building does not have a reduced pressure backflow preventer.
2. The Library's domestic hot water comes from a 2004 electric Ruud water heater, model PE2-40-2, serial # RU 0404206344. Water is has a 40 gallon tank and 4500 watt heating element and located in the kitchenette area. The domestic water heater maintains the water temperature at 120 deg F supplied to a lavatory-mixing valve which supplies 90 deg F water to the faucet. The mechanical room has a State water heater, model P62010MSK, serial # J06A048282. Water is has a 19.9 gallon tank and 2000 watt heating element. The water meter is located under the stairs.
3. The building has a 1" high-pressure gas service with a 1 1/4" house line serving the furnaces.
4. The building has a 4-inch sanitary main.
5. There is a sump and sump pump in the lower level mechanical room for footer drains.
6. There is a sewage sump and pump in the lower level mechanical room for the basement plumbing fixtures.

C. Fire Protection System Summary

1. The building has a limited area fire protection system with one wet zone system for the basement old storage areas only (staff workroom / lounge, staff restroom, etc.). Note: limited area sprinkler system is connected to the domestic cold water system.

Facility Condition Assessment
MILLER PARK LIBRARY

MECHANICAL SYSTEMS SUMMARY

D. Recommendations

1. The major pieces of mechanical equipment is older then their expected life span of 15 or 20 years. Therefore, a plan should be developed to replace these units. The unit's capacity is good for the existing floor areas. They do not have additional capacity for any additions or heating capacity.

2. All condensing units pipe insulation outside needs replaced and be painted with a UV resistance paint.

ELECTRICAL SYSTEMS SUMMARY

A. Electric Service and Distribution

1. The existing electric service to the building is 400 amps at 120/240 volts – 1 phase – 3 wire. The utility transformers are pole mounted offsite with underground secondary service to the building. The meter is mounted to the exterior of the building. The electric service feeds the entire building. The grounding electrode system could not be observed.

2. The main distribution panel MDP was installed during the 2006 renovation, manufactured by Eaton and appears to be in good condition. MDP has an 400 amp thermal magnetic trip main circuit breaker at 120/208 volts – 1 phase – 3 wire. There are 10 available spaces. Panel MDP feeds the old distribution panel DP and panel B.

3. Panel B was also installed during the 2006 renovation, manufactured by Eaton and appears to be in good condition. Panel B has 10 spaces and is flush mounted in the main floor office.

4. Panel DP, A and one additional panel (unmarked) are located in the basement and were installed in 1961. They are manufactured by GE and appear to be in fair condition. The unmarked panel is a residential style "load center". Panel DP feeds panel A and a condensing unit. Panel A was locked and could not be accessed.

5. Electrical equipment does not appear to have specific labels for Arc Flash Hazard (only generic labels).

6. Tamper resistant receptacles do not appear to have been installed in any areas.

ELECTRICAL SYSTEMS SUMMARY

B. Emergency Power

1. On the main floor and at the exterior egress doors, emergency egress lighting is supplied via integral emergency batteries in the lighting fixtures (per existing drawings).
2. In the basement, emergency egress lighting is supplied via battery powered emergency lighting units. The units appear to be in good condition.
3. Exit signs are also battery powered and appear to be in good condition, likely LED.

C. Lighting Fixtures

1. The existing post-top site lighting and wall mounted fixtures were installed during the 2006 renovation and appear to be in good condition.
2. Lighting fixtures throughout the main floor were replaced during the 2006 renovation with T8 fluorescent troffers and compact fluorescent downlights. The fixtures appear to be in good condition. The troffers have T8 LED replacement lamps.
3. The basement appears to have T8 fluorescent volumetric style troffers which were added sometime after the 2006 renovation. The fixtures appear to be in good condition. The troffers have T8 LED replacement lamps.

D. Lighting Controls

1. Public area lighting and most staff areas have manual on/off toggle switches for control.
2. Restrooms have wall switch occupancy sensors. The basement mechanical room has a timer switch.
3. Site lighting is controlled via contactor and timeclock. Exterior wall mounted building lighting is controlled via photocell

E. Fire Alarm

1. The main fire alarm control panel was replaced in 2020 with an intelligent addressable system manufactured by Honeywell, Fire-Lite ES-50X.
2. The building contains manual pull stations at all exits with horn/strobe notification devices and smoke detection throughout.

ELECTRICAL SYSTEMS SUMMARY

F. Recommendations

1. The existing electric service, main panel MDP and panel B are all circa 2006, appear to be in good condition and could be reused in their entirety. The capacity of the main service should be sufficient for renovations.
2. The existing panels from 1961 may continue to be used to feed existing circuits, however they should not be used for any new work. If only the 2006 (and newer) panels are used for any future work, eventually the old panels could be phased out over time.
3. Some spaces are available in MDP and panel B that could accommodate new circuits during a renovation. However since panel B is a flush mounted panel, installing new circuits will be difficult unless spare conduits have been stubbed above the ceiling.
4. If a substantial quantity of new circuits were required for a renovation, a new panelboard could likely be fed from the main distribution panel MDP.
5. Consideration should be given to hiring a qualified third party to perform an Arc Flash Study and label all electrical equipment accordingly.
6. Consideration should be given to replacing public area receptacles with tamper resistant rated receptacles to protect children that could tamper with the receptacles.
7. No changes appear to be required to the fire alarm system provided that the library has not experienced any issues or concerns.

Facility Condition Assessment
MILLER PARK LIBRARY

TECHNOLOGY SYSTEMS SUMMARY

A. Service Entrance

1. There is a single location where data and telephone cabling enter the building. At the telephone board, adjacent to the access control panel, analog telephone cabling and a building entrance terminal are currently located. Since the library district operates a Voice over IP telephone system, most, if not all, analog telephone cable can be demolished. An analog fax line may be desirable for legal or medical documents which still require strict analog compatibility. Most analog telephone cabling appears to have been demolished.

2. Fiber-optic data service is terminated within a floor-mount enclosed server rack, which houses all carrier Ethernet equipment and cabling, including patch panels, router/gateways, and firewalls. This equipment connects directly to a wall-mounted network switching rack which is immediately adjacent to the enclosed server rack.

B. Backbone Cabling

1. With only one data rack location, there is no requirement for either copper or fiber backbone cabling at this facility;

C. Equipment Room

1. There is only one data equipment room at the library. This space houses the service entrance for data services, as well as horizontal cable terminations to patch panels, network switches, server hardware, and UPS units. The UPS should be verified to be on-line double-conversion units to supply power to server hardware. Ideally all entrance facility cabling and network equipment would be placed in a dedicated room with limited access. Should a major renovation take place, a separate equipment room should be considered.

D. Horizontal Cabling

1. All horizontal cabling is either CAT5 or CAT5e. CAT5e is generally acceptable for basic data communications requirements, while CAT5 is considered obsolete for data communications networks. CAT5 is no longer recognized by current cabling standards for data communications. Should a major renovation take place, a complete upgrade to minimum CAT6, or preferably CAT6A, should occur at that time.

E. Telephone System

1. The telephone handsets are relatively current models manufactured by Yealink. As long as firmware updates are maintained, the telephone hardware should be acceptable for re-use. The Samsung server hardware is now past end-of-life, and a replacement VoIP system server or cloud-based system should be considered.

F. Paging System

1. There was no paging system observed from the walk-through photographs. A paging system should be considered for the facility to simplify announcements at the end of the day or during emergency conditions.

Facility Condition Assessment
MILLER PARK LIBRARY

TECHNOLOGY SYSTEMS SUMMARY

G. Synchronized Clock System

1. No synchronized clock system was observed from the site visit. A synchronized clock system could simplify daily operations, such as end-of-day clearing of the facility. A less-expensive option would be battery-powered wireless clocks which are synchronized directly to an NIST time server via Wi-Fi, eliminating the need for an expensive master clock master.

H. Audio-Visual Systems

1. There is currently no audio-visual system or meeting space at the library branch.

I. Access Control & Intrusion

1. A current, up-to-date access control system is currently in use at the facility, which is also common to all library facilities in the district. A major renovation should include a study to determine if access control is present at all doors where it is required.
2. A current, up-to-date intrusion alarm system is currently in use at the facility, which is also common to all library facilities in the district. A major renovation should include a study to determine if intrusion alarm sensors are adequate to protect the facility.

J. Video Surveillance

1. A current, up-to-date Video surveillance system is currently in use at the facility, which is also common to all library facilities in the district. Recording server hardware is located at the main Tremont Branch. A major renovation should include a study to determine if camera locations are adequate to protect the facility and evaluate all incidents for forensic evidence.

Prioritized Maintenance Items
MILLER PARK

Maintenance items are organized by floor level and grouped by priority. The items were identified during assessments performed on June 6, 2023. The assessments are included in the previous section. This information should be reviewed and updated on a regular basis to reflect what has been completed, what new issues and concerns have developed and to reflect changes in cost.

Budget numbers were developed utilizing baseline cost data and may vary significantly depending on current market conditions and how the work is packaged for pricing.

PRIORITY IMPORTANCE LEGEND

	Item is critical and should be performed as soon as possible
	Item is high and should be performed in the near future (within 2 to 5 years)
	Item is medium and should be planned for (within 5 to 10 years)
	Item is low and should be performed when funds are available

Prioritized Maintenance Items
MILLER PARK

PRIORITY	ITEM	DESCRIPTION	BUDGET
	1	The mechanical equipment is about 24 years old. This equipment has an expected life span of 15 years. So, the library needs to developing a plan to have this equipment replaced.	$35,000
	2	The ceiling diffusers and grilles need to be cleaned. The ductwork needs to be inspected to see if ductwork needs to be cleaned.	$15,000
	3	The condensing unit's refrigerant piping needs to be re-insulated and painted with the manufactures UV protection paint. We recommend one coat of primer and two coats of UV protection paint.	$2,500
	4	Exhaust fans need to be cleaned	$1,500
	5	Need to install a permanent ground water sump and pump in the crawl space.	$6,500
	6	Consideration should be given to hiring a qualified third party to perform an Arc Flash Study and label all electrical equipment accordingly.	$5,000
	7	Consideration should be given to replacing existing receptacles with tamper resistant type receptacles in public areas (Assume 100 at $50/device).	$5,000
	8	Replace flashing at gutters where separated	$30,000
	9	Wood trim at the gutters is in need of crack and joint repair, caulking, and repainting	
	10	Paint exterior brick	
	11	Paint wood trim	
	12	Paint wood window trim along the front of the building	
	13	Paint exterior hollow metal doors and frames	
		Subtotal	**$100,500**

Prioritized Maintenance Items
MILLER PARK

PRIORITY	ITEM	DESCRIPTION	BUDGET
	14	Consider upgrading all data cabling in the building to CAT6 grade cable and connectors to increase performance to current standards. (Assume 20 at $350 / outlet)	$7,000
	15	Consider upgrade of telephone server hardware to a new on-premises or cloud-based, district-wide system for reduced costs and operational efficiencies.	A separate quote will be needed
	16	The cracked concrete step near the main entry needs to be repaired	$3,000
	17	Re-point landscape seating wall stone caps	$3,000
	18	Paint exterior handrails	$2,000
	19	Repair windows that are difficult to lock and do not currently lock. Evaluate if window repair is not sufficient and replacement is needed	$8,000
	20	Repair plaster in staff office on ground floor	$4,000
	21	Replace worn and damaged ceiling tiles as needed	$1,000
		Subtotal	**$28,000+**

PRIORITY	ITEM	DESCRIPTION	BUDGET
	22	It may be beneficial to investigate current incentives being offered by the electric utility company. At times, the electric utility company offers incentives to customers for upgrading their facilities with more energy efficient appliances, lighting and the like.	$0
	23	The district should evaluate the public's expectations for audio-visual amenities at the branch to determine what, if any, AV systems may bring additional patrons to the branch.	$1000 - $40,000+ per room depending on function
	24	Provide exterior convenience outlets	$1,800 (for 3 outlets)
		Subtotal	**$2,800+**

Tremont Road Library

Facility Condition Assessment
TREMONT ROAD LIBRARY

TREMONT ROAD LIBRARY
2800 TREMONT ROAD
UPPER ARLINGTON, OHIO, 43221

NAME OF PERSON(S) PERFORMING INSPECTION:

Kevin Kennedy (Architect), HBM Architects, LLC

Renee Downing (Library Planner), HBM Architects, LLC

Guy Hicks (Principal Engineer), Thorson Baker & Associates

DATE OF REVIEW

June 6, 2023

This review is formatted to document existing conditions of the building and site; identifying areas of concern and repair based on visual observations. This is not, however, a detailed analysis of conditions where testing or additional analysis is required.

THE SITE

GENERAL STATEMENT OF SITE CONDITIONS

A general statement of the overall building site and grounds conditions. This statement is intended to be an objective overview of the conditions of the site being analyzed.

The site and grounds are in good condition. The parking lot is showing wear in some areas and could use scarification and a topping slab. Some patching and replacing of sidewalks is needed at the main entrance.

	COMPLIES	DOES NOT COMPLY	NOT APPLICABLE	NOTES
1. SIDEWALKS				
A. Are areas accessible?	X			
B. Are surfaces even, with no holes, abrupt changes in elevation, and in good condition?	X			
C. Do curb ramps occur at drives or parking areas?	X			
General comments on walkways:	The walkways are generally in good shape. Some areas near the main entry should be replaced.			

Facility Condition Assessment
TREMONT ROAD LIBRARY

THE SITE Continued

	COMPLIES	DOES NOT COMPLY	NOT APPLICABLE	NOTES
2. PARKING AREAS				
A. Are drive surfaces in good condition with no obstructions or potholes?	X			
B. Are lots properly lined and accessible spaces marked?	X			
C. Is pedestrian / vehicle traffic flow clear and intuitive?	X			
D. Are accessible signs provided?	X			
E. Do the parking areas drain properly?	X			
General comments on parking areas:	The parking area is in need of scarifying and topping. Sealing and re-striping is also needed. However, these are not urgent repairs.			
3. BUILDING APPROACHES & ENTRANCES				
A. Do all stairways and ramps have secure, full length handrails?	X			
B. Do stairs and ramps provide good, non-slip footing?	X			
C. Are there any obstructions or obvious defects in stairs and ramps?	X			
D. Do canopies or coverings provide adequate coverage?			X	
General comments on building approaches and entrances:	None			
4. SITE LIGHTING & ELECTRIC				
A. Are parking lot lights provided?	X			

Facility Condition Assessment
TREMONT ROAD LIBRARY

THE SITE Continued

	COMPLIES	DOES NOT COMPLY	NOT APPLICABLE	NOTES
B. Are walkways and building approaches well lit? Are all areas of the lot properly illuminated?				Unsure about this because the assessment was conducted during the daytime
C. Are exterior convenience outlets provided?	X			Yes but more could be used
General comments on site lighting:	None			
5. GENERAL MAINTENANCE				
A. Are fences, gates, and enclosures in good condition?	Not all			There is a wood mechanical enclosure that should be replaced
General comments on general maintenance:	None			
6. LANDSCAPING				
A. Does vegetation obstruct walkways, stairs, entries, etc.?	X			
B. Does landscaping cause security concerns?	X			
C. Does the site drain without concerns for ponding water or issues with run off?	X			
D. Does runoff occur at walking surfaces?	X			
E. Is landscaping maintained reasonably?	X			
General comments on landscaping	The lower level patios are in need of repair and tile flooring is needed.			

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING ENVELOPE

GENERAL STATEMENT OF BUILDING ENVELOPE CONDITIONS

A general statement of the overall building envelope conditions. This statement is intended to be an objective overview of the conditions of the site being analyzed.

- Some areas of brick re-pointing is needed
- Cleaning of all masonry is also recommended
- The roof - both the synthetic slate and EPDM are past their useful life and should be replaced

PHYSICAL CONDITION GUIDELINES: The physical condition of the various building components is described in this review fall into one of four categories: Excellent, Good, Fair or Poor. The following definitions for this terminology are intended to apply:

Excellent: New or in like new condition requiring only maintenance of a routine and/or preventative nature. Repairs are not anticipated.

Good: Acceptable as is and performing satisfactorily. Only requires maintenance of a routine and/or preventative nature. Has incurred normal wear and tear, but significant repairs are not anticipated.

Fair: Acceptable as is for the most part, but either requires or is anticipated to require repairs and/or increased maintenance effort/surveillance in the short-term.

Poor: Not acceptable as is. Generally, an item/system that exhibits evidence of deferred maintenance, is in disrepair and/or poor operating condition, and requires immediate repair or replacement.

	CONDITION	NOT APPLICABLE	NOTES
1. EXTERIOR WALLS			
A. Indicate the condition of existing brick, stone, siding, or other material.	Good		
B. Indicate the condition of grout or mortar.	Good		This is generally in good condition, but could benefit from re-pointing in some areas
C. If flashing is provided, indicate condition	Good		
General comments on exterior finishes:	Confirm that all downspouts are connected to boots Some re-pointing is needed throughout		

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING ENVELOPE Continued

	CONDITION	NOT APPLICABLE	NOTES
2. WINDOWS			
A. Indicate condition of windows	Good		
B. Are windows insulated or otherwise designed to reduce heat gain / heat loss?	Yes / Good		
C. Indicate condition of sealant at window frames	Poor		Re-caulking is needed at all windows
D. Indicated condition of other specialty windows		X	
General comments on windows:	Repaint lintels above the windows		
3. DOORS			
A. Indicate condition of exterior doors	Good / Fair		Paint all hollow metal doors and frames
B. Indicate condition of sealant at door frames	Poor		Re-caulk all door frames
C. Indicate condition of other specialty doors		X	
General comments on doors:	None		
4. ROOFING (Flat)			
A. Does the roof appear to be in good condition with all required elements? (Gutters, scuppers, overflow or secondary roof drains)	Poor		Overflow drains and drain covers are needed A new membrane roof is needed
B. Indicate the condition and type of roofing materials	Fair / Poor		
C. Condition and type of flashing, copings & expansion joints.	Fair / Poor		A roof replacement is needed with new EPDM and new flashing
General comments on roofing (flat)	No additional comments		

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING ENVELOPE

	CONDITION	NOT APPLICABLE	NOTES
5. ROOFING (Sloped)			
A. Does the roof appear to be in good condition with all required elements? (snow guards, gutters, scuppers, overflow or secondary roof drains)	Poor		The synthetic shingles need to be replaced
B. Indicate the condition and type of roofing material.	Poor		The synthetic shingles are in poor condition
C. Condition and type of flashing, copings & expansion joints	Poor		
General comments on roofing (sloped):	No additional comments		
6. SKYLIGHTS / MONITORS			
A. Condition & type of glazing and flashing	Fair		Some of the acrylic is cracked and lens repair is also needed
General comments on skylights / monitors:	None		

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING INTERIOR

GENERAL STATEMENT OF BUILDING INTERIOR CONDITIONS

This is a 2-story building that was originally constructed in 1958, expanded in 1971, and again received a large addition in 1985 bringing the size to 60,517 SF. The Library is now looking to the future and how this building can be renovated to better provide modern library services to the community.

Although the building is generally in good condition, many of the interior finishes and furnishings appear worn and in need of replacement. The large open spaces within the building provide a great opportunity for dynamic reconfiguration.

PHYSICAL CONDITION GUIDELINES: The physical condition of the various building components is described in this review fall into one of four categories: Excellent, Good, Fair or Poor. The following definitions for this terminology are intended to apply:

Excellent: New or in like new condition requiring only maintenance of a routine and/or preventative nature. Repairs are not anticipated.

Good: Acceptable as is and performing satisfactorily. Only requires maintenance of a routine and/or preventative nature. Has incurred normal wear and tear, but significant repairs are not anticipated.

Fair: Acceptable as is for the most part, but either requires or is anticipated to require repairs and/or increased maintenance effort/surveillance in the short-term.

Poor: Not acceptable as is. Generally, an item/system that exhibits evidence of deferred maintenance, is in disrepair and/or poor operating condition, and requires immediate repair or replacement.

	CONDITION	NOT APPLICABLE	NOTES
1. GROUND LEVEL: Entry Vestibule			
A. Indicate the condition of flooring.	Good		
B. Indicate the condition of the wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface, identify condition of finish and any stains or finish issues or concerns.	Good		
E. Comment on general condition and perception of lighting.	Good		The assessment was conducted in the daytime

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
F. Indicate condition of windows. Can windows be locked and secured?	Good		Windows are a storefront system and not operable
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	It is unclear in which direction to turn to go from the vestibule into the library		
2. GROUND LEVEL: Lobby / Circulation Desk / Self Checkout Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Fair		Ceiling tiles appear damaged in some areas
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	The circulation desk appears worn		

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
3. GROUND LEVEL: Circulation Workroom			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		These are partition walls that are not full height
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Fair		The open workstation area has a narrow central aisle leading towards the enclosed circulation workroom
General comments on interior space	None		
4. GROUND LEVEL: Adult Nonfiction Collection & Seating			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Fair		Some aisle widths are tight between the shelves and the rear wall near seating
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Fair		Windows are not operable Some windows need to be re-caulked
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	Seating along the windows is not coordinated Some shelving varies in style / material / color There is a makeshift staff work area here		
5. GROUND LEVEL: Adult Fiction Collection & Seating			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Fair		There are raised floor boxes on top of the carpet in some areas Some aisle widths are tight between the shelves and the rear wall near seating
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Good		There is some damage in the Southeast corner above the exit sign. There is water damage to the ceiling tiles in the large print area There is some separation at the seam along the center spine of the adult collections area
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Fair		Windows are not operable Some windows need to be re-caulked
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	The adult service desk appears worn and in poor condition The exit sign is not fully visible behind the storage room.		

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
6. GROUND LEVEL: Hutson Room			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Fair		Paint is peeling below the light fixture on the north wall
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Good		Windows are not operable
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	Paint is peeling on the top of the partial height wall where it meets the glass system of the Hutson Room. There are temperature control issues in this space.		
7. GROUND LEVEL: Adult Open Seating Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces		X	
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
E. Comment on general condition & perception of lighting.	Fair		LEDs need to be color matched
F. Indicate condition of windows. Can windows be locked and secured?	Good		Windows are not operable
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		
8. GROUND LEVEL: Friends Booksale Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Fair		Some of the clearances around shelves / displays are tight
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Good		
E. Comment on general condition & perception of lighting.	Fair		Lighting along this wall is a little dim
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Fair		This space is crowded
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Fair		This space is not easy to navigate
General comments on interior space	None		

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
9. GROUND LEVEL: Media Collection Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Poor		Tiles are showing wear, damage, and staining throughout the space. Ceilings should be replaced
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Good		Windows are not operable
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		
10. GROUND LEVEL: Children's Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Fair		Ceiling tiles and grid are worn, consider replacement

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Good		Windows are not operable
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	Shelving styles are not coordinated Furniture styles are not coordinated		
11. GROUND LEVEL: Staff Workroom			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Fair		Space feels crowded but there is room to move around the outside of the work stations
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
12. GROUND LEVEL: Children's Storage / Workroom			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		
E. Comment on general condition & perception of lighting.	Fair		Lighting is dim in this space
F. Indicate condition of windows. Can windows be locked and secured?	Good		Windows are not operable and some are partially blocked with supplies
G. Comment on general layout of space accessibility and crowding.	Fair		Space feels crowded and in need of better storage / organization solutions
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		
13. GROUND LEVEL: Teen Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		This is a long narrow space but appears to be wide enough
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Fair		Ceiling tiles and grid are worn.

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	Shelving styles are not coordinated		
14. GROUND LEVEL: Conference Room			
A. Indicate the condition of flooring	Fair		Consider replacing the flooring in this room
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Good		Windows are not operable
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	This room is easy to find from within the building and in overall good condition		

Facility Condition Assessment
TREMONT ROAD LIBRARY

BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
15. GROUND LEVEL: Corridors			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Good		Where there are windows, they are a storefront system and not operable
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		The colorful pathway placed on top of the carpet is a great way to lead patrons to the children's area and the elevator / stair to the lower level
General comments on interior space	The gallery wall opposite the conference room nicely enhances the corridor		
16. GROUND LEVEL: Administration Area / Reception / Copy Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		

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	CONDITION	NOT APPLICABLE	NOTES
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	Windows are internal, not on the exterior wall
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	The paper storage closet is a little tight between shelves		
17. GROUND LEVEL: Administrative Offices			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	Any windows are internal, not on the exterior wall
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	Overall the offices appear to all be in good condition with good access		

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	CONDITION	NOT APPLICABLE	NOTES
20. GROUND LEVEL: Public Restrooms (Men & Women)			
A. Are accessible facilities provided?	Yes		
B. Is flooring in acceptable condition and easily cleanable?	Yes		
C. Is an exhaust system in acceptable condition?	Yes		
D. Are the walls in acceptable condition and are the finishes easily cleanable?	Yes		
E. Is adequate lighting provided in each restroom?	Yes		
General comments on restrooms:	The restrooms are generally in good shape but updated fixtures should be considered		
21. GROUND LEVEL: Family Restrooms			
A. Are accessible facilities provided?	Yes		
B. Is flooring in acceptable condition and easily cleanable?	Yes		
C. Is an exhaust system in acceptable condition?	Yes		
D. Are the walls in acceptable condition and are the finishes easily cleanable?	Yes		
E. Is adequate lighting provided in each restroom?	Yes		Lighting could be improved in both family restrooms
General comments on restrooms:	None		

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	CONDITION	NOT APPLICABLE	NOTES
22. LOWER LEVEL: Lobby			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Poor		Ceiling tiles appear worn and damaged. Consider replacing / updating the ceiling grid and tiles
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		
23. LOWER LEVEL: Reference Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Fair		Some ceiling tiles and grid are showing signs of wear and may need to be replaced

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	CONDITION	NOT APPLICABLE	NOTES
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Good		Windows are not operable
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	There are doors at either end of this space that access enclosed courtyards Furniture and shelving are not coordinated throughout		
24. LOWER LEVEL: Ohio Room			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Excellent		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Fair		Some ceiling tiles and grid are showing signs of wear and may need to be replaced
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	There are a utility room, a small staff restroom, a staff staircase, and a large central storage room all accessed from this room		

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	CONDITION	NOT APPLICABLE	NOTES
25. LOWER LEVEL: Microfilm Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		
26. LOWER LEVEL: Digitization Room			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Fair		Some ceiling tiles and grid are showing signs of wear and may need to be replaced

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	CONDITION	NOT APPLICABLE	NOTES
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Fair		There are some signs of damage at the top of the window frame.
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		
27. LOWER LEVEL: Reference Office			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Good		Window is not operable
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		

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	CONDITION	NOT APPLICABLE	NOTES
28. LOWER LEVEL: Reference Staff Work Area			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?	Good		Windows are not operable
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	There is a door here that leads to an enclosed courtyard Furniture and shelving are not coordinated throughout		
29. LOWER LEVEL: Meeting Room			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		

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	CONDITION	NOT APPLICABLE	NOTES
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		
30. LOWER LEVEL: Friends Theater			
A. Indicate the condition of flooring	Good		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		Ramps are available for height transitions to the stage Seating is tiered on steps
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Fair		Parts of the ceiling need to be repainted Some areas have visible wires hanging down
E. Comment on general condition & perception of lighting.	Good		Lighting control options for a theater setting
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Fair		The small hallway leading to the emergency exit door is narrow
General comments on interior space	There is a storage closet accessed from this space (behind the stage) There is a loud mechanical system noise in this space		

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	CONDITION	NOT APPLICABLE	NOTES
31. LOWER LEVEL: Staff Lounge			
A. Indicate the condition of flooring	Good / Fair		Carpeting is in good condition / the tile floor is worn and uneven
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good / Fair		The kitchen area and entrance from the staff lounge are narrow
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		
32. LOWER LEVEL: Community Relations Workroom			
A. Indicate the condition of flooring	Excellent		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		

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	CONDITION	NOT APPLICABLE	NOTES
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Good		
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		
33. LOWER LEVEL: Technical Services Workroom			
A. Indicate the condition of flooring	Excellent		
B. Indicate the condition of wall surfaces	Good		
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Fair		Some of the ceiling tiles appear worn and damaged on the edges. Consider replacement
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Good		There is some crowding a the back counter work area where packaging supplies are kept
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	This space was in the process of some reconfiguration due to a carpet replacement during the assessment visit		

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	CONDITION	NOT APPLICABLE	NOTES
34. LOWER LEVEL: Maintenance / Custodian Area			
A. Indicate the condition of flooring	Fair		Flooring is unfinished
B. Indicate the condition of wall surfaces	Good		There are some areas of scuffing (to be expected)
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.	Good		
E. Comment on general condition & perception of lighting.	Good		
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Good		There is some crowding in supply storage areas
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Good		
General comments on interior space	None		
35. LOWER LEVEL: IT Office			
A. Indicate the condition of flooring			
B. Indicate the condition of wall surfaces			
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.			
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns.			

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	CONDITION	NOT APPLICABLE	NOTES
E. Comment on general condition & perception of lighting.			
F. Indicate condition of windows. Can windows be locked and secured?			
G. Comment on general layout of space accessibility and crowding.			
H. Comment on accessibility of the space, both getting to the space and navigating within the space			
General comments on interior space			
36. LOWER LEVEL: Storage Room			
A. Indicate the condition of flooring	Poor		The flooring is unfinished (common for storage areas)
B. Indicate the condition of wall surfaces	Fair		The wall are primarily unfinished and scuffed in areas that have been finished
C. Indicate access issues for each room, including doorway widths, floor height transitions or other concerns affecting common use.	Good		
D. Indicate condition of ceiling surface. Identify condition of finish and any stains or finish issues or concerns	Poor		Paint is peeling across most of the beams in the ceiling
E. Comment on general condition & perception of lighting.	Fair		Some areas are dim
F. Indicate condition of windows. Can windows be locked and secured?		X	
G. Comment on general layout of space accessibility and crowding.	Fair		Some areas are crowded and difficult to navigate
H. Comment on accessibility of the space, both getting to the space and navigating within the space	Fair		Easy to get to the space (multiple entrances) but some parts are challenging to navigate
General comments on interior space	This space provides access to the Server Room This space houses storage for local history, friends, events, etc.		

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	CONDITION	NOT APPLICABLE	NOTES
37. LOWER LEVEL: Public Restrooms (Men & Women)			
A. Are accessible facilities provided?	Yes		
B. Is flooring in acceptable condition and easily cleanable?	Yes		
C. Is an exhaust system in acceptable condition?	No		This is a ducted exhaust system
D. Are the walls in acceptable condition and are the finishes easily cleanable?	Yes		
E. Is adequate lighting provided in each restroom?	Yes		
General comments on restrooms:	Some of the ceiling tiles show water damage. This should be investigated and the tiles replaced		
38. LOWER LEVEL: Staff Restrooms			
A. Are accessible facilities provided?	No		
B. Is flooring in acceptable condition and easily cleanable?	Yes		
C. Is an exhaust system in acceptable condition?	No		This is a ducted exhaust system
D. Are the walls in acceptable condition and are the finishes easily cleanable?	Yes		
E. Is adequate lighting provided in each restroom?	Yes		
General comments on restrooms:	The staff restroom accessed from the Ohio Room is also not accessible		

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BUILDING INTERIOR

	CONDITION	NOT APPLICABLE	NOTES
39. STAIRWAYS AND RAMPS (Public)			
A. Do all stairs and ramps have full length handrails with extensions? Are handrails secured?	Yes		
B. Are treads and risers consistent in height? Are treads and landings non-slip?	Yes		
C. Are there any storage, obstructions or defects in stairways	No		
D. Is there adequate lighting and emergency lighting in stairs?	Yes		
General comments on stairways and ramps:	The ceiling needs to be replaced Some of the wood paneling is damaged at the corner at the top of the stairs		
40. STAIRWAYS AND RAMPS (Staff)			
A. Do all stairs and ramps have full length handrails with extensions? Are handrails secured?	No		
B. Are treads and risers consistent in height? Are treads and landings non-slip?	Yes		
C. Are there any storage, obstructions or defects in stairways	No		
D. Is there adequate lighting and emergency lighting in stairs?	Yes		
General comments on stairways and ramps:	The wall surfaces are peeling near the bottom of the stairs There is an opening towards the top of the stair wall with a railing This stair also functions as a pass through on the lower level and has multiple entrances at the top		

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MECHANICAL SYSTEMS SUMMARY

A. HVAC System Summary

1. The library is conditioned with three furnaces with condensing units, which are 9 years old. This system has an expected life span of 15 years.

2. Furnace (F-1) is a Carrier model 59TP5A100-20 and serial # (could not get info), which has a 100 MBH gas fire input capacity and 5 tons of cooling with condensing unit (CU-1) model 24ACB760A003 and serial # 0314E03176 with 410A refrigerant This unit serves the cataloging room 001. This furnace is located in the mechanical room 001 on the lower level floor.

3. Furnace (F-2) is a Carrier model 59TP5A100-20 and serial # (could not get info), which has a 100 MBH gas fire input capacity and 5 tons of cooling with condensing unit (CU-2) model 24ACB760A003 and serial # 0314E03178 with 410A refrigerant This unit serves the maintenance 003 through hall 007 area. This furnace is located in the mechanical room 001 on the lower level floor.

4. Furnace (F-3) is a Carrier model 59TP5A100-20 and serial # (could not get info), which has a 100 MBH gas fire input capacity and 5 tons of cooling with condensing unit (CU-3) model 24ACB760A003 and serial # 0314E03182 with 410A refrigerant This unit serves the meeting room and employee lounge. This furnace is located in the mechanical room 001 on the lower level floor.

5. The library is conditioned with three Air Handling Units, which are 9 years old. This system has an expected life span of 25 years.

6. Air Handling Unit (AHU-1) is a Carrier model 30MN30DO229VT14XGS and serial # 0814UO6371 with a 432 MBH hot water heating coil, 424 MBH cooling coil, 10 hp VFD draw through fan motor, at 10,000 cfm. This system has 7 Krueger model LMHS VAV boxes with hot water reheat coils.

7. Air Handling Unit (AHU-2) is a Carrier model 30MN21DO22CG34XGS and serial # 0914UO7327 with a 647 MBH hot water heating coil, 637 MBH cooling coil, 20 hp VFD draw through fan motor, at 15,000 cfm. This system has 11 Krueger model LMHS VAV boxes with hot water reheat coils.

8. Air Handling Unit (CRAC-1) is a Liebert Mini-Mate-2 model MMD36E7PHEDO and serial # 0814UO6371 with a 16 MBH electric heating coil, 31.8 MBH DX cooling coil, 0.5 hp fan motor, at 1,250 cfm and electric steam generated 4.3 lb/hr humidifier. Outside condensing unit is a Liebert model PFHO37A-PL7 with hot gas by pass and R407C refrigerant.

9. The building has an Apex model APX825, serial # 65433155 hot water boiler (B-1) with a capacity of 800 MBH is 9 years old. Boiler B-1 (in mechanical room with air handles) has two-inline Taco pumps model 1935CIEI with a capacity of 25 gpm at 35 ft hd with a ¾ hp motor and two building Taco pumps model KV2009 with a capacity of 143 gpm at 60 ft hd with a 5 hp motor.

10. The building has an Apex model APX425, serial # 65437647 hot water boiler (B-2) with a capacity of 399 MBH that is 9 years old. Boiler (B-2 in mechanical room 001 with furnaces) has two-inline Taco pumps model 1915C with a capacity of 25 gpm with a ¾ hp motor for radiant ceiling panels.

11. The building has a Carrier model 30HXC076 chiller with a 30 year old Baltimore Air Coil heat exchanger model HK10-12-4-1-B, serial # 93100631Y and Baltimore Air Coil cooling tower model FXT-74/1 and serial # UO7068010, belt B-128. The chiller has a capacity of 72 tons with a return water temperature of 55 and a supply water temperature of 45. The chiller room has a refrigerant monitor and alarm system.

12. The building's chilled water pumps are Taco model F12507E2DAJ1COA with a 7-1/2 HP motor with a capacity of 220 GPM AT 30 FT HD. The pumps are 9 years old.

13. The cooling tower pumps are Taco model F12507E2DAJ1COA with a 3 HP motor with a capacity of 220 GPM AT 30 FT HD. The pumps are 9 years old.

MECHANICAL SYSTEMS SUMMARY

A. HVAC System Summary Continued

14. The library is conditioned with Three Carrier Rooftop Units, which are 9 years old and one Lennox Rooftop Unit. This system has an expected life span of 15 years.
15. Rooftop Unit (RT-1) is a Lennox model LGC360HUBH2Y and serial # 5611J09981, which has a 480 MBH gas fire input capacity and 36 tons of cooling with 410A refrigerant. This unit serves the first floor level of this building for Lobby 100, office 102 area.
16. Rooftop Unit (RT-2) is a Carrier model 48A2E030CCQ521HT and serial # 0714405336, which has a 525 MBH gas fire input capacity and 30 tons of cooling with 410A refrigerant. This unit serves the first floor level of this building Seating 115 and Aisle 116.
17. Rooftop Unit (RT-3) is a Carrier model 48TCRD12B2M5A0A060 and serial # 0614P81022, which has a 220 MBH gas fire input capacity and 7.5 tons of cooling with 410A refrigerant. This unit serves the first floor level of this building Study 106 through Seating 110 area.
18. Rooftop Unit (RT-4) is a Carrier model 48TCRD12B2M5A0A060 and serial # (could not be read), which has a 220 MBH gas fire input capacity and 7.5 tons of cooling with 410A refrigerant. This unit serves the first floor level of this building Seati9ng 110, 111 and Adult Stack 112 area.
19. The Hutson room has radiant ceiling panels for heat and is conditioned by two rooftop units (RTU-3 and RTU-4).
20. The vestibule has three 750-watt electric ceiling radiant heaters.
21. The mechanical room 001 has a 55 MBH hot water unit heater.
22. The lobby 100, seating 115, Aisle 116, and corridor 129 all have 4 kw electric wall heaters, that are non-functioning.
23. The lobby 100, Entry 104, Study 106, Seating 109, Seating 110, Seating 111, Study 113, Seating 115, Aisle 116 and corridor 118 all have hot water radiant ceiling panels.
24. The Seating 110 has a 1.9 kw electric radiant ceiling panels.
25. The mechanical room 001 has a 300 cfm exhaust fan.
26. The kitchen 011 has a 100 cfm exhaust fan.
27. Women's 009 (50 cfm) and men's 008 (80 cfm) restrooms have one 130 cfm exhaust fan.
28. Basement men's 028 (125 cfm) and woman's 029 (200 cfm) has a total 325 cfm exhaust fan.
29. The first floor men's restroom has a 240 cfm exhaust fan.
30. The first floor women's restroom has a 120 cfm exhaust fan.
31. Room 108 has three Nutone model PFL-52WE paddle fans with speed control switch.
32. The elevator equipment room has an 75 cfm exhaust fan.
33. The chiller room has a 750 cfm exhaust fan. This fan is 10 years old.
34. The building is being controlled by an Automated Logic building automation system. This system is 9 years old.

MECHANICAL SYSTEMS SUMMARY

B. Plumbing System Summary

1. The building in the lower level mechanical room has a 2- inch water service off the 4" main into the building with a 1-1/2" water meter. The building does not have a reduced pressure backflow preventer.
2. The Library's domestic hot water comes from a gas fire A O Smith Cyclone model BTX 80 100, serial # 1343M000407 with a 50 gallon storage tank and 76 MBH heating capacity.
3. The building has a 1" high-pressure gas service with a total load of 1460 cfh and a 4" house line serving the 800 cfh heating boilers, 76 cfh domestic hot water heater and in 2018 a new 2" gas service to the 584 cfh electric generator.
4. The building has a 4-inch sanitary main.
5. There is a sump and sump pump in the lower level room 017 meeting room closet for one area drain. There is a sump and sump pump in the lower level room 023 storage closet for three area drains and footer drains. There is a sump and sump pump in the lower level room 025 reference/workroom closet for the footer drains. There is a sump and sump pump in the lower level room 027 mechanical for footer drains. The above sumps were installed in 1971 and do not know if they were ever replaced. There is a sump and sump pump that was installed in 1985 (and do not know if they were ever replaced) in the lower level room 002 mechanical/furnace room for trench drain. There is a sump and sump pump that was installed in 1985 (and do not know if they were ever replaced) in the lower level for the elevator shaft drain.
6. The building has a main 6–inch storm drain for the buildings down spouts.
7. The boiler feed has a Watts model 909QT series 35081 reduce back flow preventer.

C. Fire Protection System Summary

1. The building has a complete fire protection system with one wet zone system and one dry pipe system. The main 4-inch fire protection main is in the lower level Sprinkler Riser room. The main has an Ames Colt 300-BF double check detector backflow preventer. The main in has two wall mounted shut-off valve on the mechanical room wall outside. The static pressure gauge read 55 psig on the main after the reduced pressure backflow preventer. The test chart shows a residual pressure of 45 psig. The siamese fire department connection is located on the ramps concrete wall.
2. The computer room is protected by an Ansul fire protection system.

MECHANICAL SYSTEMS SUMMARY

D. Recommendations

1. The major pieces of mechanical equipment is older then their expected life span of 15 or 20 years. Therefore, a plan should be developed to replace these units. The unit's capacity is good for the existing floor areas. They do not have additional capacity for any additions or heating capacity.
2. The chilled water heat exchanger is 30 years old. The tube bundles need to be tested to make sure they are not clogging and have full flow and heat transfer.
3. All condensing units pipe insulation outside needs replaced and be painted with a UV resistance paint.
4. We recommend that the Hutson room be removed from RTU-3 and RTU-4 and a separate rooftop unit be installed to control the temperature in this room.
5. Roof drains and grates need to be cleaned.
6. Rooftop units condensing coils need combed out and outside air filters and dampers need to be cleaned.
7. The building's fire protection system appears not to have enough water pressure after installing the reduced pressure backflow preventer. Future investigation needs to be done to make sure the system works properly.
8. The men's restroom 008 does not have enough exhaust air quantity to match the mechanical building code requirements. The exhaust system needs to be replaced.
9. The domestic water heater should maintain the water temperature at 140 deg F. Supply lines to the lavatory need a mixing valve to supplies 90 deg F water to the faucet.
10. Test all sump pumps to make sure they are working correctly and verify their age. Should have a plan to replace theses pumps every 10 years.
11. Note: another company has bought out the building automation system by Automated Logic and no longer services this equipment. Therefore, if you need to make changes or replace bad parts, you may need to find reconditioned parts. Alternatively, you may need to replace this system.
12. Hall has an electric wall heater without a cover. This unit needs to be replaced.

ELECTRICAL SYSTEMS SUMMARY

A. Electric Service and Distribution

1. The existing electric service to the building is 2,000 amps at 120/208 volts – 3 phase – 4 wire. The utility transformers is pad mounted with underground secondary service to the building. The meter is mounted to the exterior of the building. The electric service feeds the entire building. The grounding electrode system could not be observed.
2. The main distribution panel MSB was installed with the 1985 addition and renovation, is manufactured by Square D, and appears to be in good condition. MSB contains switch and fuse branch devices and there appear to be (1) 100 amp spare and (2) 60 amp spares.
3. The original main distribution panel MDP-1 appears to have been replaced, possibly during the 1985 addition and renovation. MDP-1 is manufactured by Square D and appears to be in average condition. It contains circuit breaker branch devices and there appear to be (1) 100 amp spare and (1) 50 amp spare.
4. The only remaining panels which appear to be original to the 1958 building are panels B-1 and B-2, manufactured by GE, and appear to be in fair condition.
5. Besides panel EM and a small load center in the Server Room, the remainder of the panels were installed with the 1985 addition and renovation, are manufactured by Square D, and appear to be in good condition. Some of the panels contain some spare circuit breakers or spaces.
6. The roof mounted disconnect switches for RTU-1 and COND-1, 2 & 3 are severely rusted and may not be NEMA 3R rated for exterior use.
7. Some power poles were used to feed computer workstations in the lower level.
8. Electrical equipment does not have labels for Arc Flash Hazard.
9. Tamper resistant receptacles do not appear to have been installed in any areas.

B. Emergency Power

1. Emergency egress lighting is supplied via battery powered emergency lighting units on combination exit sign/ emergency units and in select areas. The units appear to be in average to good condition. There does not appear to be any emergency egress lighting at the exterior egress doors.
2. Exit signs are also battery powered and appear to be in average to good condition.
3. A small Kohler natural gas emergency generator with single transfer switch was installed in 2017 to replace the existing generator. There is an emergency panel EM which feeds the server room and associated Liebert unit, sump pumps, overhead doors, access control system, security system and fire alarm system.
4. It is unclear whether the public library areas have lighting fixtures with integral emergency batteries and therefore, whether those areas are adequately covered with emergency lighting. Existing drawings show three generator circuits in panel EM for select areas, but panel EM does not appear to currently power emergency lighting in all areas.

ELECTRICAL SYSTEMS SUMMARY

C. Lighting Fixtures

1. The existing exterior wall mounted light fixtures were installed sometime after the original building and appear to be in average condition. It is unclear whether any of the fixtures have LED replacement lamps.
2. Most of the interior lighting fixtures appear to have been replaced with 2x4 recessed volumetric style troffers. Most of the fixtures appear to be in good condition. It is unclear whether the fixtures have LED replacement lamps.
3. Per the 2010 existing drawings (photometric study), it appears that the suspended linear fixtures over the adult stacks and the 2x2 lensed troffers and downlights in the coffered ceiling area were replaced at that time. A portion of the suspended linear fixtures were not illuminated in 3 consecutive rows.

D. Lighting Controls

1. Public area lighting and most staff areas have manual on/off toggle switches for control.
2. Some ceiling occupancy sensors were observed in select public library and staff areas.
3. Public restrooms and a few supply closets and offices have wall switch occupancy sensors.
4. Site lighting exterior wall mounted building lighting appear to be controlled via timeclock and photocell.

E. Fire Alarm

1. There was a fire alarm system upgrade/replacement in 2017 by Hamrick Fire Systems.
2. The main fire alarm control panel is an intelligent addressable system manufactured by Honeywell, Fire-Lite MS-9600UDLS.
3. The building contains manual pull stations at all exits with horn/strobe notification devices and smoke detection throughout most areas, but not all areas.

F. Lightning Protection System

1. Many cables are lying loose on the roof and appear to be frayed.
2. Some air terminals and connectors have broken free of their attachments and are disconnected.

ELECTRICAL SYSTEMS SUMMARY

G. Recommendations

1. Most of the electrical distribution system is circa 1985 and appears to be in good condition. The capacity of the electric service should support any future renovations. There are some branch circuit breakers and spaces available, however a new panelboard might be needed for any significant renovations. A new panelboard could be likely be fed from the existing MSB.
2. Consideration should be given to replacement of the two original panelboards due to their age and condition.
3. The generator and associated transfer switch and emergency panel could likely be reused if a renovation was desired. A few spare branch breakers and spaces are available for new loads.
4. The roof mounted disconnect switches for RTU-1 and COND-1, 2 & 3 should be replaced with NEMA 3R switches rated for exterior use.
5. If a significant renovation is desired, consideration should be given to replacing the power poles in the lower level with floor boxes. Cutting and trenching the existing floor would be required.
6. Consideration should be given to hiring a qualified third party to perform an Arc Flash Study and label all electrical equipment accordingly.
7. Consideration should be given to replacing public area receptacles with tamper resistant rated receptacles to protect children that could tamper with the receptacles.
8. Emergency egress lighting should be added at the exterior egress doors.
9. It is unclear whether the public library areas might have lighting fixtures with integral emergency batteries and therefore, whether those areas are adequately covered with emergency lighting. If there is not adequate existing emergency lighting coverage, new battery powered emergency lighting units should be installed.
10. If the existing exterior wall mounted fixtures haven't already been retrofitted, consideration should be given to providing LED replacement lamps.
11. For any T8 (or T5HO) lighting fixtures which have not already been upgraded, consideration should be given to either relamping all T8/T5HO lighting fixtures with LED replacement lamps or replacing the fixtures with new LED fixtures. If T8/T5HO fixtures are relamped, ballast bypass lamps are recommended. This would require the existing ballasts to be disconnected. Note: Either option would require a lighting controls upgrade, see below.
12. Rooms with existing recessed downlights should either be relamped with LED replacement lamps or replaced with new LED fixtures. Note: Either option would require a lighting controls upgrade, see below.
13. If existing lighting fixtures are replaced or relamped with LED, the existing public area lighting controls would be required to be brought up to current energy code for automatic lighting shutoff. This could be accomplished via central lighting controls (relay panel or timeclock) or local occupancy sensors.
14. In existing staff areas and individual rooms, the existing lighting controls are not code compliant (except for the restrooms). If existing lighting fixtures are replaced or relamped with LED, occupancy sensors would need to be added.
15. The multi-stall public restrooms have wall switch occupancy sensors for control. If this style of sensor is not providing adequate coverage (e.g. false off signals), consideration should be given to replacing with ceiling mounted occupancy sensors.

ELECTRICAL SYSTEMS SUMMARY

16. A portion of the suspended linear fixtures were not illuminated in 3 consecutive rows. An electrician should be hired to troubleshoot the source of the problem.

17. No changes appear to be required to the fire alarm system provided that the library has not experienced any issues or concerns.

18. The existing lightning protection system should be inspected by a licensed lightning protection system vendor to evaluate the repairs needed.

TECHNOLOGY SYSTEMS SUMMARY

A. Service Entrance

1. There is a single location where data and telephone cabling enter the building. At the telephone board, a large amount of analog telephone cabling and a building entrance terminal are located. It appears that the majority of analog cabling has been demolished. An analog fax line may be desirable for legal or medical documents which still require strict analog compatibility.

2. Fiber-optic data services from both Spectrum and AT&T are terminated on backboards, where all carrier Ethernet equipment and cabling is located. The Spectrum equipment is connected, but does not appear active. The AT&T equipment is active, and a single CAT6 cable connects the AT&T service to the router & firewall

B. Backbone Cabling

1. It appears that all backbone cabling between data switches in various locations throughout the building is CAT6 cabling. In order to increase total throughput of the system, a fiber optic backbone should be considered. Plenum-rated armored fiber can be installed without the addition of conduit or innerduct and would result in a significant increase in speeds for all users.

TECHNOLOGY SYSTEMS SUMMARY

C. Equipment Room

1. There are several locations where network switching equipment is located at the library. The main server room is located in the basement. This space houses the server rack with firewalls and routing, server hardware, and UPS units. In addition, a separate rack with horizontal cable terminations and network switching, and UPS units is in the same room. The UPS Units should be verified to be on-line double-conversion units to supply power to server hardware.
2. An additional floor standing rack is located in a storage room in the basement. This rack contains patching and switches for between 100-150 data outlets.
3. A wall-mounted rack is located near the adult area on the first floor. This rack contains patching and switches for less than 50 data outlets.
4. Ideally all network equipment would be placed in a dedicated room with limited access. Should a major renovation take place, separate equipment rooms should be considered.

D. Horizontal Cabling

1. All horizontal cabling appears to be CAT6, which is the current standard for cabling. This should be verified for all cables throughout the building. Should a major renovation take place, a complete upgrade to CAT6A cables for wireless access points, in order to increase throughput for all wireless users, should occur at that time.

E. Telephone System

1. The telephone handsets are relatively current models manufactured by Yealink. As long as firmware updates are maintained, the telephone hardware should be acceptable for re-use. The Samsung server hardware observed in the main server rack is now past end-of-life, and a replacement VoIP system server or cloud-based system should be considered.

F. Paging System

1. There was no paging system observed from the walk-through photographs. A paging system should be considered for the facility to simplify announcements at the end of the day or during emergency conditions.

G. Synchronized Clock System

1. No synchronized clock system was observed from the site visit. A synchronized clock system could simplify daily operations, such as end-of-day clearing of the facility. A less-expensive option would be battery-powered wireless clocks which are synchronized directly to an NIST time server via Wi-Fi, eliminating the need for an expensive master clock master.

Facility Condition Assessment
TREMONT ROAD LIBRARY

TECHNOLOGY SYSTEMS SUMMARY

H. Audio-Visual Systems

1. There are several meeting areas at the facility, with seating for up to 100 persons. The audio-visual equipment appears to be current and functional.
2. Meeting Room A has a maximum occupancy of 14. It is equipped with a single large flat panel display.
3. Meeting Room B has a maximum occupancy of approximately 40-50 persons. It is equipped with a complete AV presentation system, including a permanently installed projector, electric screen, and sound reinforcement of program and microphones, controlled by a rack-mounted touch-panel.
4. The Friends Theater has a maximum capacity of 100 persons. It is equipped with a complete AV presentation system, including a permanently installed projector, electric screen, and sound reinforcement of program and microphones, controlled by a rack-mounted touch-panel.
5. Consideration should be given to develop the capacity to distribute live programming to other branches simultaneously through video streaming. Many facilities are adding video conferencing capability to AV systems to permit interactive participation from remote attendees.

I. Access Control & Intrusion

1. A current, up-to-date access control system is currently in use at the facility, which is also common to all library facilities in the district. The facility is equipped with wireless controlled doors at some locations. A major renovation should include a study to determine if access control is present at all doors where it is required.
2. A current, up-to-date intrusion alarm system is currently in use at the facility, which is also common to all library facilities in the district. A major renovation should include a study to determine if intrusion alarm sensors are adequate to protect the facility.

J. Video Surveillance

1. A current, up-to-date Video surveillance system is currently in use at the facility, which is also common to all library facilities in the district. Recording server hardware is located at this Branch. A major renovation should include a study to determine if camera locations are adequate to protect the facility and evaluate all incidents for forensic evidence.

Prioritized Maintenance Items
TREMONT ROAD

Maintenance items are organized by floor level and grouped by priority. The items were identified during assessments performed on June 6, 2023. The assessments are included in the previous section. This information should be reviewed and updated on a regular basis to reflect what has been completed, what new issues and concerns have developed and to reflect changes in cost.

Budget numbers were developed utilizing baseline cost data and may vary significantly depending on current market conditions and how the work is packaged for pricing.

PRIORITY IMPORTANCE LEGEND

	Item is critical and should be performed as soon as possible
	Item is high and should be performed in the near future (within 2 to 5 years)
	Item is medium and should be planned for (within 5 to 10 years)
	Item is low and should be performed when funds are available

Prioritized Maintenance Items
TREMONT ROAD

PRIORITY	ITEM	DESCRIPTION	BUDGET
	1	The condensing unit's refrigerant piping needs to be re-insulated and painted with the manufactures UV protection paint. We recommend one coat of primer and two coats of UV protection paint	$3,500
	2	The chilled water heat exchanger is 30 years old. The tube bundles need to be tested to make sure they are not clogging and have full flow and heat transfer	$4,500
	3	Install hallway cover on electric wall heater	$250
	4	Rooftop units condensing coils need to be combed out, outside air filters, and dampers need to be cleaned.	$1,500
	5	The ceiling diffusers and grilles need to be cleaned. The ductwork needs to be inspected to see if ductwork needs to be cleaned. The air handlers and coils need to be cleaned	$135,000
	6	Exhaust fans need to be cleaned	$4,000
	7	Roof drains and grates need to be cleaned	$1,500
	8	Test all sump pumps to make sure they are working correctly and verify their age	$3,500
	9	Replace all sump pumps	$25,000
	10	Replace the chiller's heat exchanger	$15,000
	11	Replace the Lennox rooftop unit	$120,000
	12	Provide a new rooftop unit for the Hudson room	$32,000
	13	Need to rebalance all of the HVAC equipment to get the proper outside air and supply air to the building	$25,000
	14	Replace roof mounted disconnect switches for RTU-1 and COND-1, 2 & 3 with NEMA 3R switches.	$3,500
	15	Consideration should be given to hiring a qualified third party to perform an Arc Flash Study and label all electrical equipment accordingly.	$12,000

Prioritized Maintenance Items
TREMONT ROAD

PRIORITY	ITEM	DESCRIPTION	BUDGET
	16	Consideration should be given to replacing existing receptacles with tamper resistant type receptacles in public areas (Assume 150 at $50 / device).	$7,500
	17	Emergency egress lighting should be added at the exterior egress doors. (Assume 7 at $1,000 / fixture)	$7,000
	18	Hire an electrician to test existing emergency lighting for adequate coverage along paths of egress.	A separate quote will be needed
	19	A portion of the suspended linear fixtures were not illuminated in 3 consecutive rows. An electrician should be hired to troubleshoot the source of the problem.	A separate quote will be needed
	20	The existing lightning protection system should be inspected by a licensed lightning protection system vendor to evaluate the repairs needed.	A separate quote will be needed
	21	Replace all existing roofing (flat)	$800,000
		Replace all existing roofing (sloped)	$110,000
	22	Add overflow drains where needed to meet code	$25,000
	23	Replace cracked acrylic lenses in skylights	$10,000
	24	Replace electric wall heaters	$16,000
		Subtotal	**$1,361,750+**

Prioritized Maintenance Items
TREMONT ROAD

PRIORITY	ITEM	DESCRIPTION	BUDGET
	24	Relamp existing lighting fixtures with LED replacement lamps with ballast bypass. Note: Cost will vary based on type and quantity of lamps per fixture. Refer to lighting controls item below. (Assume 750 fixtures at $60 / fixture)	$45,000
	25	If existing lighting fixtures are relamped (see above), add lighting controls for energy code compliance. Note: Price is per occupancy sensor, but other controls options could be evaluated. (Assume 60 at $500 / device)	$30,000
	26	Consider upgrade of telephone server hardware to a new on-premises or cloud-based, district-wide system for reduced costs and operational efficiencies.	A separate quote will be needed
	27	Replace damaged sidewalk area at main entry	$100,000
	28	Replace wood mechanical enclosure with new metal enclosure	
	29	Re-point areas of brick as needed	
	30	Re-caulk around all windows	
	31	Paint hollow metal doors and frames	
	32	Re-caulk around all door frames	
	33	Replace restroom fixtures in ground floor restrooms	
		Subtotal	**$175,000+**

PRIORITY	ITEM	DESCRIPTION	BUDGET
	34	The mechanical equipment is about 9 years old. This equipment has an expected life span of 15 years. So, the library should start developing a plan to have this equipment replaced in 6 years.	$85,000
	35	It may be beneficial to investigate current incentives being offered by the electric utility company. At times, the electric utility company offers incentives to customers for upgrading their facilities with more energy efficient appliances, lighting and the like.	$0
	36	Replace the chiller and tower.	$360,000
	37	Parking areas should be scarified, topped, sealed, and re-striped. (Assume 11,500 SF with $0.50 / SF for milling / scarifying, $3 / SF for 1.5" of asphalt paving, and $5,000 for striping)	$45,250
	38	Add exterior convenience outlets	$3,600
	39	Repair lower level concrete patios and add porcelain tile covering	$40,000
	40	Paint lintels above windows	$5,000
		Subtotal	**$538,850**

Prioritized Maintenance Items
SUMMARY OF MAINTENANCE COSTS

Maintenance Items / Immediate	
Lane Road	$295,250+
Miller Park	$100,500
Tremont Road	$1,361,750+
Subtotal	**$1,757,500**
25% Soft Cost Factor	$439,375
Total	**$2,196,875**

Maintenance Items / 1-5 Years	
Lane Road	$54,750+
Miller Park	$28,000+
Tremont Road	$175,000+
Subtotal	**$257,750**
25% Soft Cost Factor	$64,438
Total	**$322,188**

Maintenance Items / 6-10 Years	
Lane Road	$0
Miller Park	$2,800+
Tremont Road	$538,850
Subtotal	**$541,650**
25% Soft Cost Factor	$135,413
Total	**$677,063**

Preventative Maintenance Recommendations
MECHANICAL

Each year, before the heating and cooling season, the following should be done:

1. With your list of equipment to be maintained, visually inspect for defects in need of correction.
2. A spreadsheet should be created for each piece of equipment listing the maintenance procedures and schedules for all equipment. A good place to start is with the manufacturers' operation and maintenance manuals. This will become the maintenance log.
3. Tune up equipment as dictated in the owner's manuals.
4. Clean or replace HVAC filters. This may need to be done every two or three months depending on how dirty the environment is outside and inside the building. Usually, a road with much traffic will generate more dirt in the air causing filters to be cleaned more often. Owner needs to make note of this cleaning and replacement frequency and log in maintenance report.
5. Comb condenser fins, HVAC coil fins, and clean/vacuum coils. Remove all debris from coils.
6. Clean/vacuum all HVAC intake and discharge grilles from equipment like fan coil units, unit ventilators, convectors, unit heater, fin tube, etc.
7. Clean/vacuum all air handling units outside intake/return air intake, mixing sections and dampers.
8. Clean/vacuum all HVAC supply diffusers and return grilles and louvers.
9. Once every five years (or as needed due to the air quality of this area) clean/vacuum the HVAC supply, return air ductwork, and supply return fans.
10. Clean/vacuum all air intake and air exhaust air shafts outside.
11. Oil or grease pump and fan motors and damper operator linkages.
12. Check equipment controls and ensure sensor calibration is maintained. Review control sequences of operations and make sure someone has not changed them, or that they have been modified for better temperature control.
13. For the hot and chilled water piping systems, clean strainers, check and maintain fluid levels, conditions, chemical treatment, and system pressure.
14. Exercise all valves in the HVAC and plumbing systems. If this has not been done for a long time (many years), take precaution and do not force valves closed. This may cause the valve to leak. It may be best to leave valves alone and replace them if the valve needs to be closed for repairing the piping system.
15. Check all cooling coil drain pans for proper drainage and clean pans. Check drain piping and remove any corrosion and blockages.
16. For fans with belts, check and adjust to have proper belt tension.
17. For DX cooling systems, check for refrigerant leaks and check for proper refrigerant levels and pressures.
18. For all motors, fans, and pumps, check for excessive vibrations and noise.
19. Inspect all insulation and ductwork, piping and inside HVAC air handlers to make sure they are fastened correctly and intact. Repair any wet or damaged insulation.

Preventative Maintenance Recommendations
ELECTRICAL

Reference NFPA 70B publication as this recommended practice applies to preventive maintenance for electrical, electronic, and communication systems and equipment. This publication is not intended to duplicate or supersede instructions that manufacturers normally provide. Systems and equipment covered are typical of those installed in industrial plants, institutional and commercial buildings, and large multifamily residential complexes.

Power Systems

1. A PM schedule should begin with the maintenance department assessing their past maintenance records to find repair patterns. These records may point to certain components that should be closely inspected during performance of preventive maintenance.

The following inspections are for specific types of equipment and what may be required every 3-5 years (unless noted otherwise).

Electrical Distribution Equipment:

1. Inspect for warning signs such as insulation burnt or melted plastics. Replace as required.
2. Inspect enclosures for damage, unauthorized openings, and corrosion of metallic objects. Repair and paint as required.
3. Inspect, investigate, and solve conditions for unusual odors.
4. As equipment is operated and tested, listen, investigate, and solve conditions for unusual noises.
5. Inspect electrical connections for degradation and tightness. Repair as required. Torque all electrical connections to design value.
6. Inspect electrical insulation for discoloration and degradation. Repair as required.
7. Inspect equipment grounding components such as conductors and connections. Repair as required.
8. Inspect insulators for damage. Replace as required.
9. Inspect indicating lights for correct illumination.
10. Remove debris, dirt, and other foreign objects from all components, housings, cabinets, panels, etc.
11. Conduct infrared test on all main current carrying equipment for hot spots that may indicate overload conditions or loose connections.

Motor Starters:

1. Manually operate switches and circuit breakers to verify correct operation.
2. Operate starter unit using all manual and automatic control devices to ensure correct operation.
3. Verify correct interlocking action with other associated equipment.
4. Verify correct indicating light operation.
5. Verify equipment alarms

Preventative Maintenance Recommendations
ELECTRICAL

Safety Switches:

1. Inspect, operate, adjust, and lubricate mechanical linkages. Replace components as required.
2. Verify operation of mechanical interlocks.
3. Inspect and dress current carrying contacts in accordance with manufacturer's recommendations.
4. Perform insulation resistance test on each phase-to-phase and phase-to-ground using a megohmmeter of each critical load switch.
5. Perform contact resistance test on each critical load switch.

Generator:

1. Follow the maintenance routine in the generator manual provided with the unit. Include the following maintenance items if not already covered.

Monthly Maintenance:

1. Exercise the generator by powering it on for at least 30 minutes while loaded so the fuel system and electrical contacts stay operational and don't deteriorate. Testing the system with actual building loads will allow it to acclimate to automatic transfer switches under strenuous realistic conditions.
2. While running, check for any fluid leaks. Listen to how it runs and visually observe moving components.
3. Check engine coolant levels and oil levels. Top off the coolant and oil as needed.
4. Search for any loose wires, signs of damage along fuel pipes and fan belts, and that proper water drainage is occurring (for diesel fuel generators).
5. Inspect the battery for corrosion and that its operating system is working properly.
6. Inspect all the fittings, mountings, linkages, and flex connections.
7. Test the block heater.
8. Inspect the control panel and test all light bulbs and fuses.
9. Clean up the area around the generator and check for pest infestations.

Semi-annual Maintenance:

1. A factory authorized service technician should be hired. The generator undergoes a full battery diagnostic check as well as an examination of the coolant system, drive belts, exhaust system, air cleaners, fuel system, AC wiring system, and DC electrical system.

Annual Maintenance:

1. A factory authorized service technician should be hired. The technician may perform replacement of several components that have become damaged or dirty to improve the generator's operating performance. The generator's transfer switch is completely powered off for a full inspection. Parts that undergo replacement may include air filters, fuel filters, oil filters, and spark plugs. Old fuel (for diesel units) and oil will be replaced. Other tasks include flushing out coolant systems, conducting load bank testing, and cleaning the system.

Preventative Maintenance Recommendations
ELECTRICAL

Lighting:

1. Inspect at regular intervals, with group relamping when lamps begin to fail.
2. Check exterior lights to make sure cables aren't torn; all screws and hardware should be in place and working, and gaskets can be replaced to provide a better watertight seal.
3. Replace any burned-out lamps, and consider group relamping (to create your relamping schedule, calculate lamp life and how often lamps are used).
4. Ensure that each lamp has the same color temperature.
5. Re-aim adjustable lighting, if necessary.
6. Dust lamps and clean lens surfaces to enhance lighting performance.

Exit Signs & Emergency Lighting:

1. Test exit sign illumination and operate emergency lighting units monthly for at least 30 seconds by utilizing the manufacturer's procedure—typically a test button that disconnects the main power to the unit—to ensure that the battery is holding more than a residual charge and to ensure that the lights are working.
2. Operate emergency lighting units on an annual basis for a minimum of 90 minutes to test the full capacity of the batteries.

Fire Alarm & Security Systems:

1. Though a licensed or manufacturer-authorized professional should inspect fire- and life-safety systems, you can make sure your certification is up to date, and ensure that reports and paperwork are handy. You should also verify that your fire-protection control panel isn't in "alarm" or "trouble" condition, check that the pressure gauges on the fire suppression agent cylinders are in the green/operable range, ensure that system piping or conduit is properly anchored, and verify that system nozzles aren't obstructed and allow adequate flow of the suppression agent into the protected space.

Data Communications & Network Equipment:

1. Visually inspect at cabling and patch panels at regular intervals. Maintain a database of all jack locations, patch assignments, IP and MAC addresses of all connected devices.
2. Maintain all electronics with firmware and software upgrades and patches as they become available.
3. Verify sufficient airflow and ventilation for all electronics with fans or active cooling. Keep equipment rooms closed and dust-free.
4. Regularly check batteries on Uninterruptible Power Supplies for proper operation. Expect to replace batteries in UPS units roughly every three years.

Preventative Maintenance Recommendations
ELECTRICAL

Audio-Visual Systems:

1. Inspect at regular intervals, according to manufacturer specifications.
2. Utilize manufacturer-provided software when available to track lamp usage in projectors. Conventional projector lamps will need to be replaced after 2000 hours of use, where newer LED models will last 20,000 hours or more without re-lamping. Replace projector filters per manufacturer recommendations to obtain maximum usable lamp life.

Camera & Security Systems:

1. Inspect at regular intervals, according to manufacturer specifications.
2. Replace batteries in alarm and access control panels to maintain operation through power interruptions.
3. Archive recorded video as needed to keep recorder hard-drive space clear and prevent over-writing of video.
4. Clean camera housing windows and domes once a year to avoid blurry or obscured images and to minimize glare.
5. Maintain all cameras and recorders with firmware and software upgrades and patches as they become available.