

14 ADMINISTRATION BUILDING

The Administration building resides in the old Kimberly High School building and houses District Office Staff.



BUILDING AREA: 46,535 sq. ft.
SITE SIZE: 1.90 ACRES; 85% IMPERVIOUS SURFACE
PARKING: 60 STALLS (4 HANDICAP, 56 REGULAR)



ADMINISTRATION BUILDING: BUILDING EVOLUTION

The Administration Building was originally constructed in 1907 as Kimberly High School. A garage addition was completed in 1977 and another addition in 2009, and now serves as the Neenah Joint School District Office.

The following building evolution diagram outlines the additions made to the original building over time due primarily to student enrollment growth.



Administration Building Reception

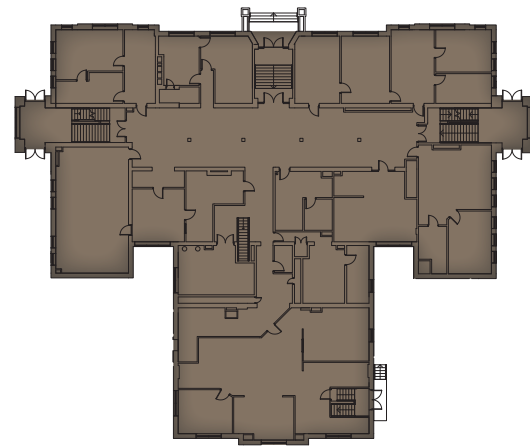


Administration Building Office

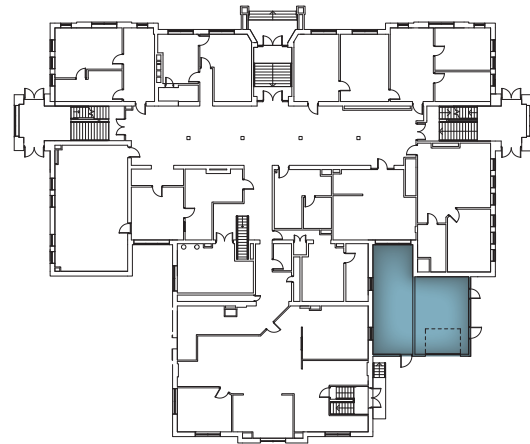


Administration Building Corridor

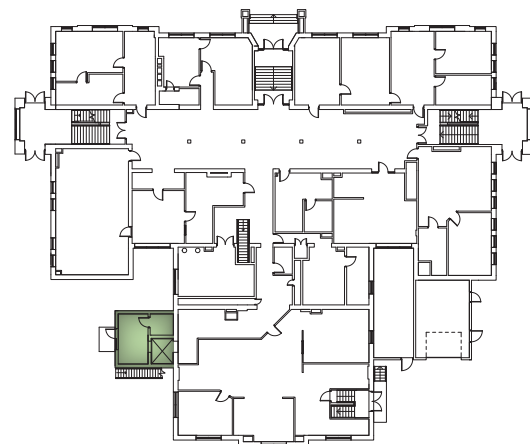
ADMINISTRATION BUILDING: BUILDING EVOLUTION



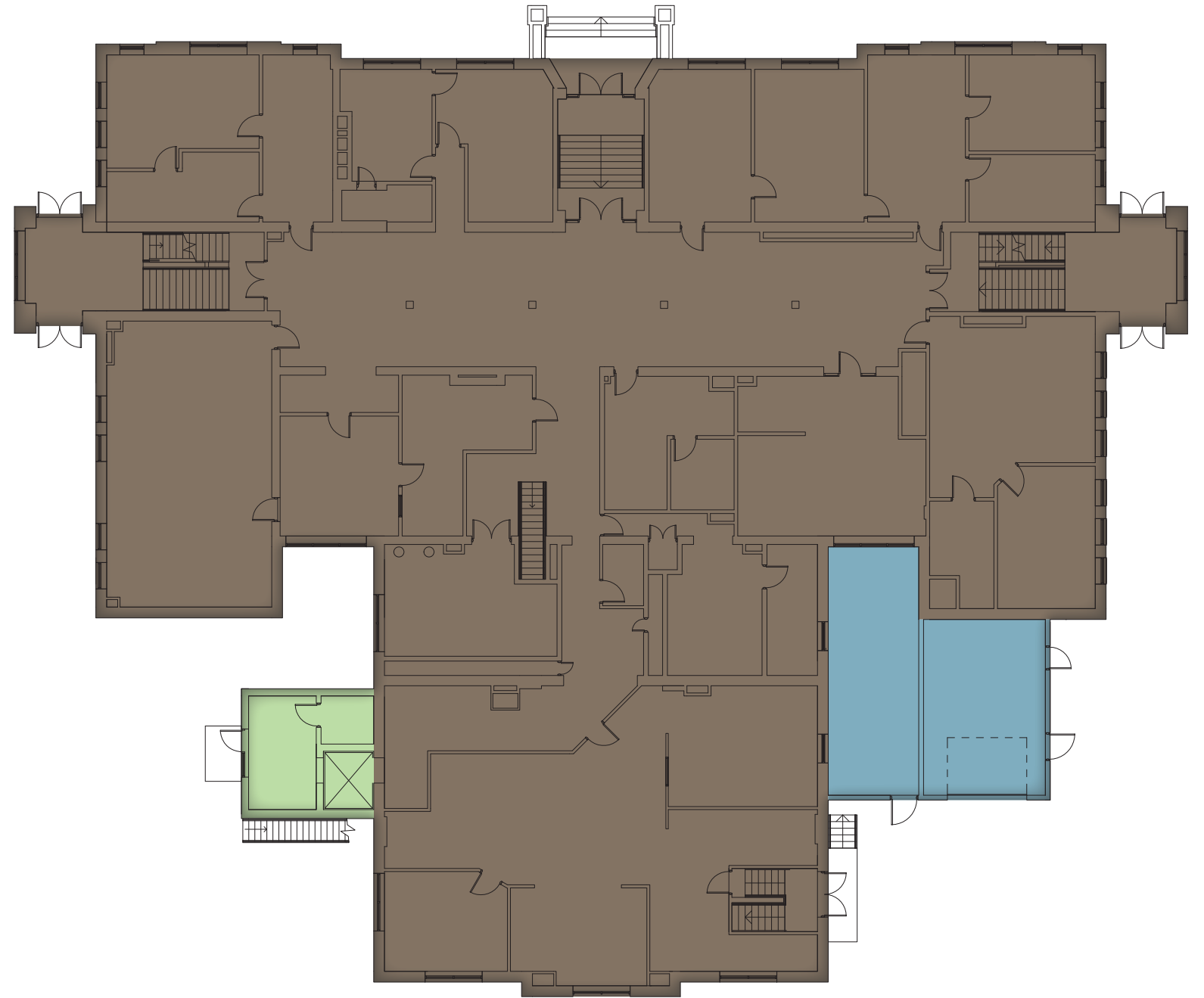
1907






1977



2009



-  = 1907 - Original
-  = 1977 - Garage/Storage Addition
-  = 2009 - Entrance Addition



ADMINISTRATION BUILDING: EXISTING SITE PLAN



SITE PLAN
not to scale

ADMINISTRATION BUILDING: EXISTING FLOOR PLAN



LOWER FLOOR PLAN
not to scale



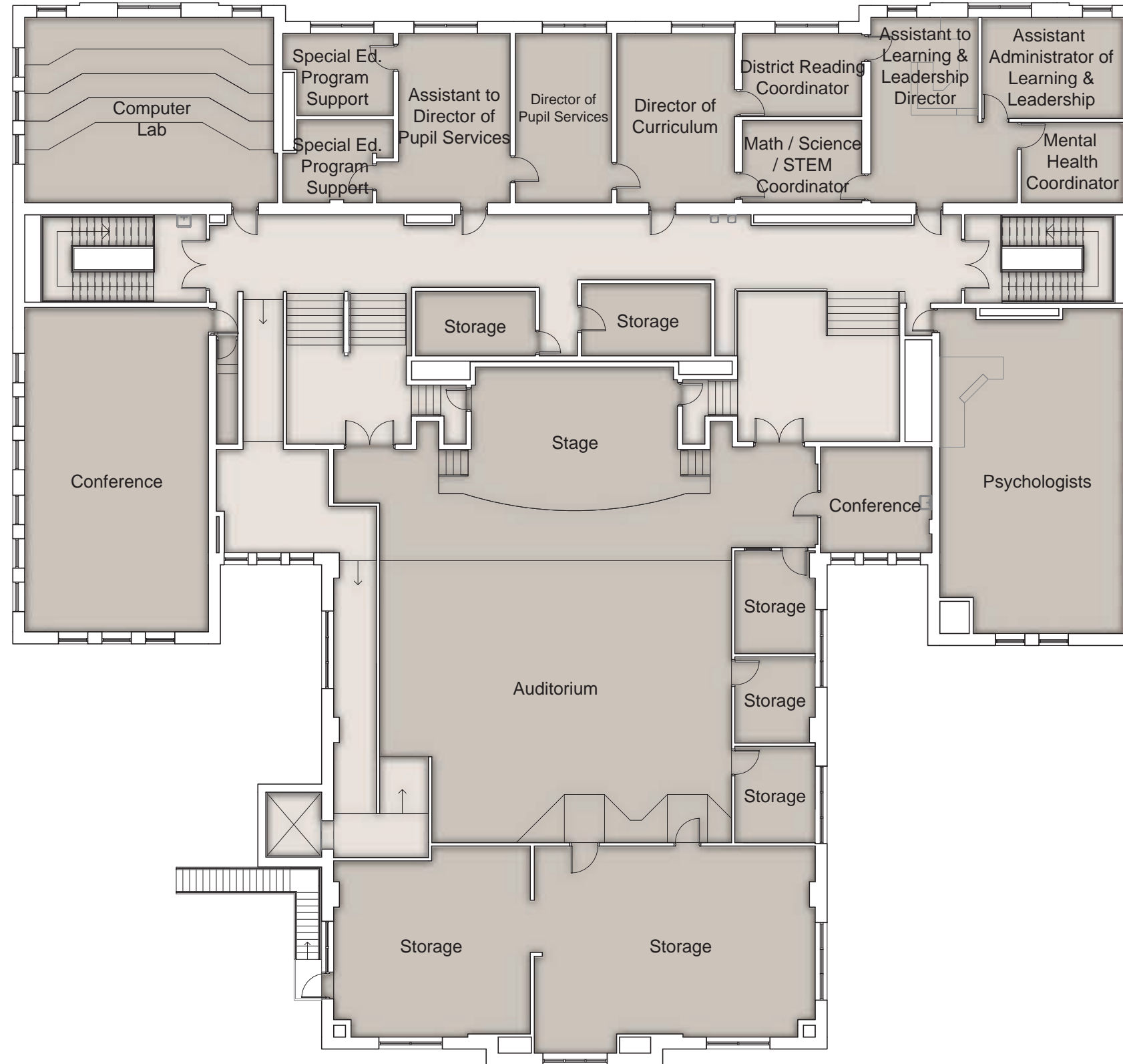
ADMINISTRATION BUILDING: EXISTING FLOOR PLAN



FIRST FLOOR PLAN
not to scale



ADMINISTRATION BUILDING: EXISTING FLOOR PLAN



SECOND FLOOR PLAN
not to scale



ADMINISTRATION BUILDING: SUMMARY OF STAFF FEEDBACK

The following is a summary of potential improvements at the Administration Building. This is not intended to be a comprehensive list, but a summary of possible upgrades as identified by staff. The following information was obtained from staff survey responses and numerous meetings and listening sessions held by district leadership and Bray Architects with the objective of casting a broad net to try and gather as much feedback regarding needs as possible.

1. Academic & Educational Improvements:

MAIN OFFICE/RECEPTION

- Direct access/visibility of main entry doors desired

OFFICES

- "Pod"/suite-style organization of offices desired
 - Open office/reception area
 - Break out/conference space at core
 - Enclosed office rooms; separation/noise control between spaces desired
- Hotel/flexible office desired within the Payroll Department

CONFERENCE ROOMS & LARGE/SMALL GROUP INSTRUCTION

- Additional conference rooms desired for collaboration, meetings, interviews, writing samples, testing, etc.
 - (2) small conference rooms for 2-4 people
 - Variety of sized conference rooms desired to accommodate small, medium, and large sized groups
 - Centrally-located conference/break out space within office "pods"/suites desired
 - More efficient design/use of Room 200 computer lab as a conference room desired
- Large group instruction/multi-purpose space desired
 - Current auditorium desired to be renovated into a board room or large group meeting space; currently is not used/inefficient; small storage rooms surrounding the Auditorium to be utilized as conference rooms/more efficient use of space
 - Improved cafeteria/staff break room desired

SUPPORT

- Updated and relocated break area desired
 - Additional access to natural daylight
 - Variety of flexible/movable furniture desired (casual and table seating)
- Wellness/fitness/meditation room desired
- Cafe/coffee shop desired

STORAGE

- Additional storage desired
 - Equipment and seasonal storage
 - Curriculum storage

2. Facility & Site Improvements:

INFRASTRUCTURE

- Doors
 - Many exterior doors facing Commercial Street are in good condition, but are rarely used

- Some exterior doors are dated, drafty, and in need of replacement
- Additional doors desired to be included in security system/camera system/key card access, especially doors on the North side of the building and the receiving/docking door
- Windows
 - New blinds desired, preferably similar to those in the Board Room; existing vertical blinds don't work well with new windows
- Finishes - Flooring, Ceiling, etc.
 - Newly/brightly painted walls desired
 - Updated updated carpeting desired

BUILDING SYSTEMS

- HVAC
 - Air conditioning throughout the building desired; updated existing units desired
 - Temperature/climate control within offices desired
 - Consistent temperatures/heating/cooling throughout the building desired
 - Existing HVAC equipment is loud
- Plumbing
 - Water bottle filling stations desired
- Updated phone system desired
- Ceiling fans desired within the 2nd floor corridors

SITE

- Parking lot/paving is in need of repair
- Additional parking stalls desired
- Exterior brick is in need of tuckpointing and facade repair
- Additional key card access desired for doors currently without

MISCELLANEOUS

- Overall layout/building design
 - Departments are compartmentalized and spread throughout the building, making collaboration/interaction difficult
 - Initial design as a school has been difficult to adapt a business model/offices to
 - Remote building location v. integration with school building (Middle or High School) should be considered; potential for additional collaboration and District unification
- Noise control/reduction
- Bathrooms
 - Additional bathrooms desired (bathrooms on every level)
 - Showers desired
- Small workout room/space/facility desired

ADMINISTRATION BUILDING: NEEDS ASSESSMENT

The following is a summary of potential improvements at the Administration Building. This is not intended to be a comprehensive list. The following information was obtained through notations made by Bray Architects at extensive tours of the building and grounds, as well as needs identified by school maintenance personnel.

1. Infrastructure/Maintenance:

WALLS

- a. Some walls are cracking and have paint peeling, but staff reported there are no known current concerns

DOORS

- b. Interior doors are mostly wood with wood frames, and most appear to be original to the building

CEILING

- c. Some staining is present at ceilings, possibly due to water damage, but staff reported there are no known existing leaks
- d. Many of the ceiling tiles are dated, with some tiles chipped/missing pieces and many bowing, bending and separating from the ceiling grid; older, small ceiling panels appear mismatched due to replacement of single panels over time

FLOORING

- e. Flooring throughout the lower level is extremely worn, stained and damaged, with many areas left unfinished and showing glue from floor tile that has since been removed
- f. There are many areas throughout the building that have old tile; staff indicated that these floors may contain asbestos
- g. Corridors have wood flooring that may be original to the building and appear to be well maintained; there are instances where this flooring is worn, stained and damaged
- h. Bathrooms have tile that is worn, stained, cracking, and may be original to the building; there are sections that appear to have been replaced over time
- i. Many of the Offices have carpeting, some of which appears newer and in better condition than other areas
- j. Wood flooring in the Auditorium is damaged, peeling and stained, and there are multiple markings on the floor where old fixed seating was once located

2. Building Envelope:

WALLS

- a. Some brick is cracking/crumbling and chipped, and there are instances of tuckpointing present
- b. Exterior concrete masonry block walls are stained, cracking, chipped and have paint peeling off
- c. Exterior walls are crumbling/chipping/flaking off at the foundation walls
- d. Much of the clay cornices or entablature on the exterior is chipped, cracking and stained; caps to the exterior brick walls are stained, possibly due to water damage
- e. The exterior receiving area is worn, with concrete porch and support pillars crumbling/cracking, wooden stairs showing signs of water damage, and the tire fascia peeling off

WINDOWS

- f. All windows were either replaced or boarded up about three years ago as reported by staff; these new windows appear to be newer and in good working order
- g. Exterior window sills are cracking/chipping and stained, possibly due to water damage; some appear to have a green growth/mildew on them

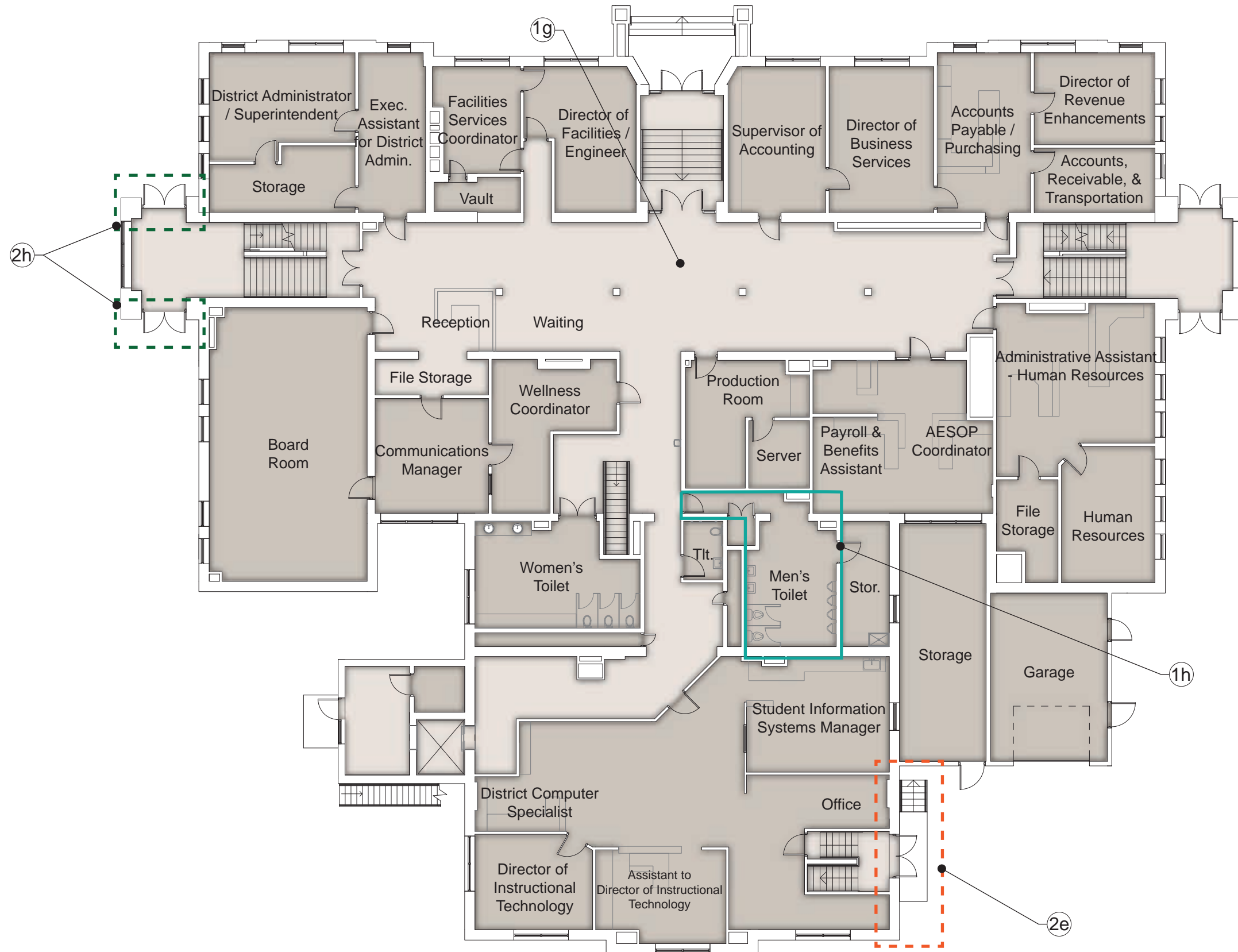
DOORS

- h. Original wood doors are damaged, stained and peeling, while their hollow metal frames appear newer and match the recently replaced windows; there is rust present, especially near the base of the door and hinge locations. Interior frames for these doors are wood, are worn, peeling, and were reported by staff to not close properly

ROOFS

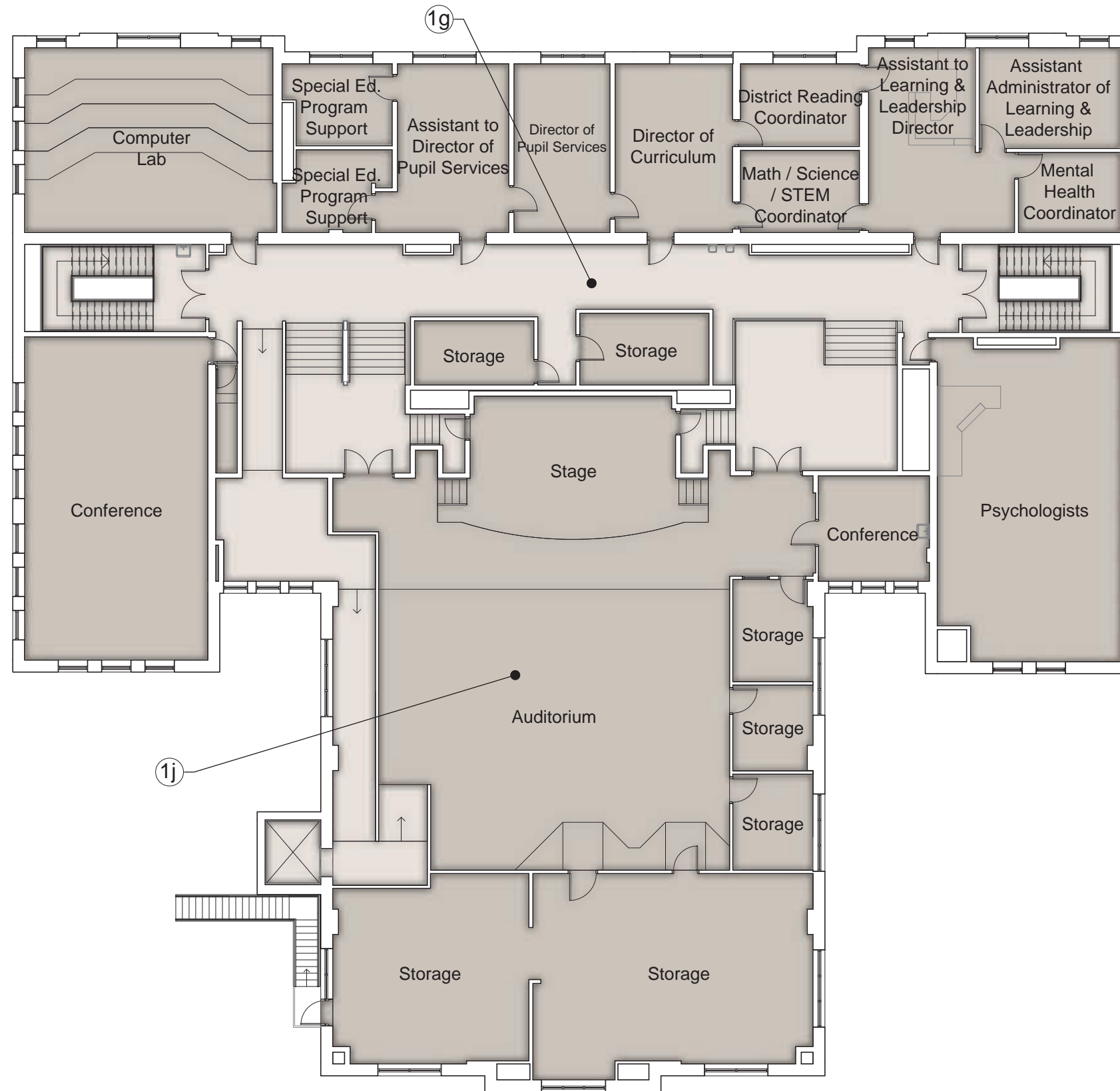
- i. Canopies are worn and rusting, especially at the fascia
- j. Underside of the roof overhang has wood paneling that appears to be worn and rotting, possibly due to water damage
- k. Gutters were reported by staff to be working properly; however, there are areas on site where water does not drain away from the downspout and/or building, but pools and ices over

ADMINISTRATION BUILDING: NEEDS ASSESSMENT



FIRST FLOOR PLAN
not to scale





SECOND FLOOR PLAN
not to scale



ADMINISTRATION BUILDING: BUILDING SYSTEMS SUMMARY

The following is summary of Plumbing, HVAC and Electrical needs. This is not intended to be a comprehensive list, but a summary of existing building system needs and possible recommendations as identified by the engineering team. Full engineers' reports are located later in this document.

Plumbing:

- Water is supplied to the building with a water meter located in a pit at the exterior of the building.
- Water distribution piping is mostly copper tube and fittings with some galvanized pipe and fittings in the original building, appears to be in fair condition, and is at the end of its life expectancy; replacement of existing pipe and fittings with new type "L" copper tube and fittings is recommended.
- There is no sprinkler system; if a complete fire sprinkler system is desired, a new 6" water service may be required.
- Sanitary waste flows by gravity out of the building and connects to the Municipal sanitary sewer system. Sanitary waste and vent piping in the original building is cast iron pipe and fittings, and the sanitary sewer system in the original building is nearing the end of its life expectancy; inspection of the existing sewer located below the floor is recommended, and the sanitary sewer system should be scheduled for replacement.
- Roof water is collected by internal roof drains and conductors which connect to the Municipal storm sewer system.
- Storm sewer system in the original building is nearing the end of its life expectancy, and inspection of the existing sewer located below the floor is recommended; replacement pending outcome of scope.
- The domestic water heater was installed around 2007 and appears to be in good condition; insulating some of the domestic water piping that is not currently insulated is recommended.
- Domestic water is not softened.
- Plumbing fixtures are a combination of various styles and ages, with most of the fixtures original to the building age they were installed and some of the fixtures having been replaced with newer water efficient fixtures; some fixtures are ADA compliant. Water closets, urinals, and lavatories should be replaced with new water conserving and ADA compliant fixtures, and older electric water coolers should be replaced with new ADA compliant fixtures with a bottle filler. Utility sinks are in fair condition.

HVAC:

- Boiler plant was installed in 1977, has no reserve capacity as indicated by owner, and has a Peerless steam boiler that is fired with natural gas, is in poor condition, has exceeded its estimated life expectancy of 30 years, and has begun to rust. Continue preventative maintenance on the system, and plan to replace the steam boiler and convert the steam system to a hot water system. If the current steam boiler is replaced with a hot water boiler, each steam radiator will need to be removed.
- Steam piping is original and owner indicated that it appears to be in poor condition. If the existing boiler is replaced with a hot water boiler, all steam and condensate piping, along with all steam equipment should be converted to hot water piping and equipment.
- Natural gas furnaces serve the board room and southwest offices, are fired with natural gas, are in fair condition, and have exceeded their estimated life expectancy of 15 years. Continue preventative maintenance on the system and plan to replace the aging furnaces.
- Gas fired furnaces serving the board room and southwest offices were installed in 2001, are in fair condition, and have exceeded their estimated life expectancy of 15 years; plan for their eventual replacement.
- Packaged rooftop unit serving the east offices is in fair condition and has exceeded its estimated life expectancy of 15 years; plan for its replacement.
- Built-up, constant volume, indoor air handling unit serving the remainder of the building was designed to provide code required fresh air to each space, but currently is abandoned, leaving the offices with no fresh air except for operable windows, which is not allowed by current WI code. Plan to replace the abandoned unit in order to meet current WI code.
- Two room air conditioning units on the second floor leak, and there are currently sheet metal shelves below the wall mounted units to catch any leakage; plan to replace the two wall mounted units.
- Auditorium on the second floor is currently only served by steam radiation, and no fresh air is being provided to the space except for operable windows; plan for the installation of a ventilation system for the auditorium, as current WI code does not allow fresh air via operable windows.

HVAC (cont.):

- With any renovation, plan to replace the door transfer grille relief system with a code approved system, as door transfer grilles are currently used to transfer relief air from the offices to the corridor, and current building code does not allow transfer air into a path of emergency egress.
- The building has a pneumatic temperature control system that has limitations that result in comfort complaints and requires frequent calibration to maintain accuracy; continue to maintain and operate the system as long as the current mechanical equipment remains. When renovations to the existing equipment are made, a changeover to digital controls is strongly recommended.

Electrical:

- Main electric service has been recently replaced, is in good working condition, and has capacity for 2 additional breakers; exercising of circuit breakers and performing thermal imaging analysis for predictive maintenance purposes is recommended. Provide surge suppression, as none exists.
- Panelboards vary in age, from fuse panels that are original to the building, old circuit breaker panelboards that are nearing the end of their useful lifespan, and some panelboards that were replaced or added during the most recent service upgrade and are in good condition. Fuse panels original to the building should be scheduled for replacement as soon as possible, and vintage circuit breaker panelboards should be scheduled for replacement within the next 5-8 years.
- Utility service consists of pole mounted transformers with an overhead electrical service.
- Provide a new emergency electric service if desired to provide back-up power to the building during electric outages, as there is no emergency power available in the building.
- Ensure proper working clearances are maintained in front of all panelboards at all times by using safety tape to physically indicate clearances on floor/wall around panelboards. Working clearance areas may not be used for storage.
- Much of interior lighting throughout the building consists of a variety of T8 fluorescent or incandescent light fixtures that range in age and are in good condition; replace fixtures with LED equivalents and provide dimming controls and occupancy sensors to maximize on energy savings.
- General lighting controls in rooms consist of toggle switches with no occupancy sensors or dual level lighting, and larger rooms utilize split area zones. Some closets in offices have rotary style switches that are likely original to the building.
- The auditorium has 15 different light switches to control lighting in the space; replacing the lighting and controls to LED with dimmers is highly recommended for the sake of user-friendliness.
- Schedule exterior light fixtures with LED equivalents and control via existing timeclock/photocell controls.
- If new LED lighting is provided, emergency lighting should be provisioned through back up batteries to normal light fixtures through egress paths and rooms with an occupant load greater than 50 people. An alternative option would be to provide a new emergency generator system. Currently there are no provisions for emergency lighting, except for a handful of wall mounted battery packs throughout the facility that provide minimal, non-code compliant light levels.
- Replace existing 15A rated receptacles with 20A rated type and provide additional receptacles throughout working spaces as necessary, as there is currently a general lack of receptacles throughout the building.
- Shoretel IP based phone system is in good working condition; no recommendations.
- Data service is provided via fiber optic utility service, is in good working condition, and fiber optic wiring interconnects all schools to the main district network. While it is unknown if the facility has ceiling plenums, riser rated data cabling should be replaced with plenum rated cabling if there are plenums in the ceiling.
- Data cabling consists of a variety of Cat5e and Cat6 cabling, in plenum and riser rated varieties, and the 2 data racks have spare rack capacity for future needs. Data cabling at the data rack should be reinstalled in a clean workmanlike manner with proper labeling.
- Provide a UPS battery backup system to provide battery backup power to the data racks, as there are no provisions for backup power.
- Reinstall data outlet boxes that are improperly installed, and replace existing cabling if damaged.

Electrical (cont.):

- Keyless entry system is in good working condition; access controlled doors are controlled via magnetic door locks with request to exit sensors and card readers, and none of the exterior doors have door position contacts. Replace the magnetic door locks with electric strikes to ensure doors remain locked during a power outage. Provide door monitor contacts on all exterior doors to help monitor and control access to the facility.
- CCTV system has 4 cameras, seems to be in good working condition, and the District plans to add about 11 more cameras to the system in the future; provide new cameras where additional coverage is necessary.
- A rudimentary fire alarm system consists of local pull stations and alarm horns, is not monitored, and lacks proper coverage in most areas of the building. Replace the existing fire alarm system with a system meeting today's standards. The existing building is not sprinklered, and any way to increase the occupant safety of the facility is highly recommended.
- Add a security system to control and monitor access to the facility, as none exists.
- The building does not have a synchronized clock system nor an intercom system; however, it does have an intercom box to allow entry of guests; depending on future uses of the facility, an intercom system or synchronized clock system may be a recommended action.
- Building has a monitoring system to ensure boilers in the facility are operational.
- Basement tornado shelter has various boxes in the ceiling space that are improperly supported; provide additional supports for these conduits and boxes.

ADMINISTRATION BUILDING: SITE SUMMARY

The following is a summary of potential improvements at the Administration Building. This is not intended to be a comprehensive list, but a summary of possible upgrades as identified by Bray Architects and the engineering team. The following information was obtained through notations made by architects and engineers at extensive tours of the building and grounds, as well as needs identified by maintenance personnel.

4. Site Improvements:

AREA 1 - STAFF/VISITOR PARKING

- Distresses Present:
 - Thermal cracking
 - Fatigue cracking due to base failure (10% of the area)
 - Raveling
 - Surface weathering
- Recommended Repair:
 - Remove the existing pavement
 - Inspect the existing base, proof roll and patch where needed
 - Pave 3.5 inches of asphaltic pavement
 - Paint all pavement markings for a parking lot.

SITE CONCRETE

- Distresses Present:
 - Two areas of concrete have cracked near the entrance to the building and pose a tripping hazard if not repaired
- Recommended Repair:
 - Remove and replace the areas of sidewalk that are cracked

ADDITIONAL NOTES

- There is no dumpster enclosure



Area 1

SITE PLAN
not to scale

ADMINISTRATION BUILDING: ADA ACCESSIBILITY ASSESSMENT

The following is an analysis of the Administration Building in regards to meeting building code requirements under the Americans with Disability Act (ADA) and regulated by the American National Standard (ANSI) Accessible and Usable Buildings and Facilities. This is not intended to be a comprehensive list, but an analysis as identified by Bray Architects and engineers gathered through extensive tours and assessment of the existing building facility.

1. Building Entrance:

There is at least (1) accessible route of travel. Entry at grade level or ramps with slope no greater than 1:12, and has 5'-0" long landings every 30'-0".

1a. This criteria does not apply to the level.

2. ADA Parking:

Designated/marked ADA stalls are located near the entrance of the building and have 5'-0" access aisles between stalls (502.4.1; 502.4.2).

2a. This criteria does not apply to this level.

3. Ramps & Lifts:

There is at least (1) accessible route to each floor level. Changes in level greater than 1/2" in height shall be ramped (303); ramps have a slope no greater than 1:12 and have 5'-0" long landings every 30'-0" (405.2).

3a. There are areas of limited accessibility where the building meets the criteria for accessibility standards.

4. Railings:

Handrails shall be provided on both sides of stairs and ramps, except for aisle stairs and ramps, which may be provided with a handrail either at the side or within the aisle width (505.2). Ramp runs with a rise greater than 6 inches shall have handrails (405.8).

Ramp handrails shall extend horizontally above the landing 12 inches minimum beyond the top and bottom of ramp runs. Extensions shall return to a wall, guard, or floor, or shall be continuous to the handrail of an adjacent ramp run.

Handrails shall be continuous within the full length of each stair flight or ramp run. Inside handrails on switchback or dogleg stairs or ramps shall be continuous between flights or runs, except for handrails in aisles serving seating (505.3).

At the top of a stair flight, handrails shall extend horizontally above the landing for 12 inches minimum beginning directly above the nosing. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight (505.10.2).

At the bottom of a stair flight, handrails shall extend at the slope of the stair flight for a horizontal distance equal to one tread depth beyond the bottom tread nosing. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight (505.10.3).

4a. There are handrails that do not meet the above criteria for accessibility standards.

5. Maneuvering, Thresholds, & Push/Pull:

On the pull side, a minimum clearance of 18" is required parallel to the doorway. On the push side, a minimum of 12" is required parallel to the doorway (404.2.3.1). Distance between two hinged or pivoted doors in series shall be 48" minimum plus the width of any door swinging into the space (404.2.5). Doors have a minimum 32" wide clearance. Maneuvering clearances on either side of the door are a minimum of 60" from the pull side and 48" from the push side.

Thresholds at doorways shall be maximum 1/2" high otherwise a ramp is required (303.2; 303.3).

5a. There are areas where the requirements for push/pull meets the above criteria for accessibility standards.

5b. There are areas where the requirements for maneuvering meets the above criteria for accessibility standards.

5c. There are areas where the requirements for thresholds meets the above criteria for accessibility standards.

6. Door Hardware & Panic Hardware:

Doors have open, lever-styled hardware (no round/knob hardware) (404.2.6). Egress doors have panic hardware.

6a. There are doors that do not meet the above criteria for accessibility standards

7. Restrooms:

Public restrooms have at least 5'-0" clearance space for a wheelchair to turn around, at least (1) ADA accessible stall (sized 60" min. depth x 56" min. width, for wall-mounted stalls, and 59" min. depth for floor-mounted stalls) with 5'-0" clearance (604.3.1), and at least (1) sink at a 34" maximum height (606.3). The compartment door clearance between the door side of the compartment and any obstruction shall be 42" minimum. Compartment doors shall not swing into the required minimum area of the compartment (604.9.3)

There is at least (1) unisex restroom per floor level, and unisex restrooms have at least 5'-0" clearance space for a wheelchair to turn around, as well as a sink/counter-top height at a maximum of 34".

Mirrors located above the sink or counter shall have the bottom edge at a maximum height of 40" above the floor. Mirrors not located above a sink or counter shall have a bottom edge at a maximum height of 35" above the floor (603.3).

Fixed stall grab bars shall be 42" minimum in length located 12" maximum from the rear wall. Vertical fixed grab bars shall be 18" minimum in length, the bottom edge of the bar shall be 39" to 41" above the floor, and 39" to 41" from the rear wall (604.5.1). Rear fixed grab bars shall be 36" minimum in length and extend 12" from the centerline of the toilet. Rear grab bars shall be 24" minimum in length centered from where wall space doesn't permit 36" grab bar (604.5.2).

Bottom edge of urinals shall be 17" maximum above the floor (604.10.4).

ADA showers shall be 36" by 36" minimum with an entry of 36" by 48" minimum. A 36" minimum depth shall be provided adjacent to the open face of the compartment (608.2.1). A roll in shower shall be 60" x 30" minimum with a 60" minimum opening adjacent to the stall (608.2.2). A seat shall be 24" minimum to 36" maximum in length shall be provided at the entry side of the compartment (608.2.3).

Horizontal shower grab bars shall be provided across the control wall and on the back wall to a point 18" from the control wall (608.3.1.1). Vertical shower grab bars shall be 18" minimum in length on the control wall and 3" minimum to 6" maximum above the horizontal grab bar and 4" maximum inward from the front edge of the shower (608.3.1.2).

7a. There are restrooms that do not meet the above criteria for accessibility standards.

8. Drinking Fountains & Protruding Objects:

At least (1) fountain has a clear foot space of at least 30" x 48" in front and has a spout height at a maximum of 36" off the ground. Children's fountain spout shall be 30" maximum above the floor. Wheelchair fountain spout shall be 36" maximum and standing 38" to 43" above the floor (602.4).

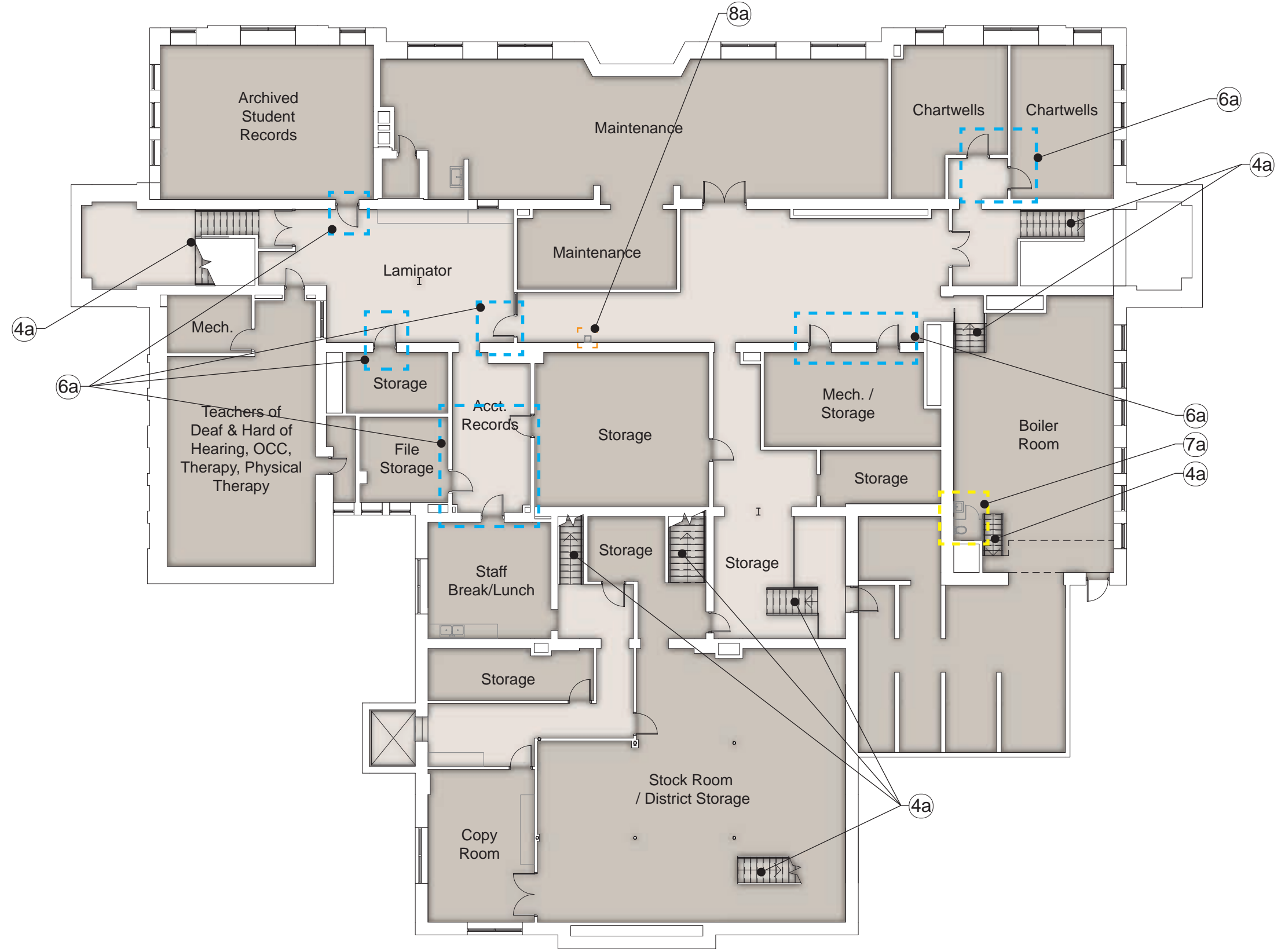
Objects more than 27" and not more than 80" above the floor shall protrude 4" maximum into the circulation path (307.2). Objects shall not reduce clear width required for accessible routes (307.5). Guardrails or other barriers shall be provided where object protrusion is beyond the limits allowed, and where the vertical clearance is less than 80 inches above the floor. The leading edge of such guardrail or barrier shall be 27 inches maximum above the floor (307.4).

8a. Drinking fountains do not meet the above criteria for meeting accessibility standards.

9. Casework, Transaction Counters, & Counters with Sinks:

Counter-tops have a maximum 34" height, and transaction counters have an accessible portion that is at a maximum 34" height for wheelchair accessibility (606.3). Counters and work surfaces for children's use shall be 26" minimum and 30" maximum above the floor (902.4.2).

9a. Counter-tops meet the above criteria for meeting accessibility standards.



LOWER FLOOR PLAN
not to scale

ADMINISTRATION BUILDING: ADA ACCESSIBILITY ASSESSMENT

The following is an analysis of the Administration Building in regards to meeting building code requirements under the Americans with Disability Act (ADA) and regulated by the American National Standard (ANSI) Accessible and Usable Buildings and Facilities. This is not intended to be a comprehensive list, but an analysis as identified by Bray Architects and engineers gathered through extensive tours and assessment of the existing building facility.

1. Building Entrance:

There is at least (1) accessible route of travel. Entry at grade level or ramps with slope no greater than 1:12, and has 5'-0" long landings every 30'-0".

- 1a. The building has an accessible entrance at this level that meet the above criteria.
- 1b. The building's main entrance does not meet the above criteria.

2. ADA Parking:

Designated/marked ADA stalls are located near the entrance of the building and have 5'-0" access aisles between stalls (502.4.1; 502.4.2).

- 2a. The site contains marked ADA stalls located near the nearest accessible entrance.

3. Ramps & Lifts:

There is at least (1) accessible route to each floor level. Changes in level greater than 1/2" in height shall be ramped (303); ramps have a slope no greater than 1:12 and have 5'-0" long landings every 30'-0" (405.2).

- 3a. There are areas of limited accessibility where the building meets the criteria for accessibility standards.

4. Railings:

Handrails shall be provided on both sides of stairs and ramps, except for aisle stairs and ramps, which may be provided with a handrail either at the side or within the aisle width (505.2). Ramp runs with a rise greater than 6 inches shall have handrails (405.8).

Ramp handrails shall extend horizontally above the landing 12 inches minimum beyond the top and bottom of ramp runs. Extensions shall return to a wall, guard, or floor, or shall be continuous to the handrail of an adjacent ramp run.

Handrails shall be continuous within the full length of each stair flight or ramp run. Inside handrails on switchback or dogleg stairs or ramps shall be continuous between flights or runs, except for handrails in aisles serving seating (505.3).

At the top of a stair flight, handrails shall extend horizontally above the landing for 12 inches minimum beginning directly above the nosing. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight (505.10.2).

At the bottom of a stair flight, handrails shall extend at the slope of the stair flight for a horizontal distance equal to one tread depth beyond the bottom tread nosing. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight (505.10.3).

- 4a. There are handrails that do not meet the above criteria for accessibility standards.

5. Maneuvering, Thresholds, & Push/Pull:

On the pull side, a minimum clearance of 18" is required parallel to the doorway. On the push side, a minimum of 12" is required parallel to the doorway (404.2.3.1). Distance between two hinged or pivoted doors in series shall be 48" minimum plus the width of any door swinging into the space (404.2.5). Doors have a minimum 32" wide clearance. Maneuvering clearances on either side of the door are a minimum of 60" from the pull side and 48" from the push side.

Thresholds at doorways shall be maximum 1/2" high otherwise a ramp is required (303.2; 303.3).

- 5a. There are areas where the requirements for push/pull do not meet the above criteria for accessibility standards.
- 5b. There are areas where the requirements for maneuvering do not meet the above criteria for accessibility standards.
- 5c. There are areas where the requirements for thresholds do not meet the above criteria for accessibility standards.

6. Door Hardware & Panic Hardware:

Doors have open, lever-styled hardware (no round/knob hardware) (404.2.6). Egress doors have panic hardware.

- 6a. There are doors that do not meet the above criteria for accessibility standards

7. Restrooms:

Public restrooms have at least 5'-0" clearance space for a wheelchair to turn around, at least (1) ADA accessible stall (sized 60" min. depth x 56" min. width, for wall-mounted stalls, and 59" min. depth for floor-mounted stalls) with 5'-0" clearance (604.3.1), and at least (1) sink at a 34" maximum height (606.3). The compartment door clearance between the door side of the compartment and any obstruction shall be 42" minimum. Compartment doors shall not swing into the required minimum area of the compartment (604.9.3)

There is at least (1) unisex restroom per floor level, and unisex restrooms have at least 5'-0" clearance space for a wheelchair to turn around, as well as a sink/counter-top height at a maximum of 34".

Mirrors located above the sink or counter shall have the bottom edge at a maximum height of 40" above the floor. Mirrors not located above a sink or counter shall have a bottom edge at a maximum height of 35" above the floor (603.3).

Fixed stall grab bars shall be 42" minimum in length located 12" maximum from the rear wall. Vertical fixed grab bars shall be 18" minimum in length, the bottom edge of the bar shall be 39" to 41" above the floor, and 39" to 41" from the rear wall (604.5.1). Rear fixed grab bars shall be 36" minimum in length and extend 12" from the centerline of the toilet. Rear grab bars shall be 24" minimum in length centered from where wall space doesn't permit 36" grab bar (604.5.2).

Bottom edge of urinals shall be 17" maximum above the floor (604.10.4).

ADA showers shall be 36" by 36" minimum with an entry of 36" by 48" minimum. A 36" minimum depth shall be provided adjacent to the open face of the compartment (608.2.1). A roll in shower shall be 60" x 30" minimum with a 60" minimum opening adjacent to the stall (608.2.2). A seat shall be 24" minimum to 36" maximum in length shall be provided at the entry side of the compartment (608.2.3).

Horizontal shower grab bars shall be provided across the control wall and on the back wall to a point 18" from the control wall (608.3.1.1). Vertical shower grab bars shall be 18" minimum in length on the control wall and 3" minimum to 6" maximum above the horizontal grab bar and 4" maximum inward from the front edge of the shower (608.3.1.2).

7a. There are restrooms that do not meet the above criteria for accessibility standards.

8. Drinking Fountains & Protruding Objects:

At least (1) fountain has a clear foot space of at least 30" x 48" in front and has a spout height at a maximum of 36" off the ground. Children's fountain spout shall be 30" maximum above the floor. Wheelchair fountain spout shall be 36" maximum and standing 38" to 43" above the floor (602.4).

Objects more than 27" and not more than 80" above the floor shall protrude 4" maximum into the circulation path (307.2). Objects shall not reduce clear width required for accessible routes (307.5). Guardrails or other barriers shall be provided where object protrusion is beyond the limits allowed, and where the vertical clearance is less than 80 inches above the floor. The leading edge of such guardrail or barrier shall be 27 inches maximum above the floor (307.4).

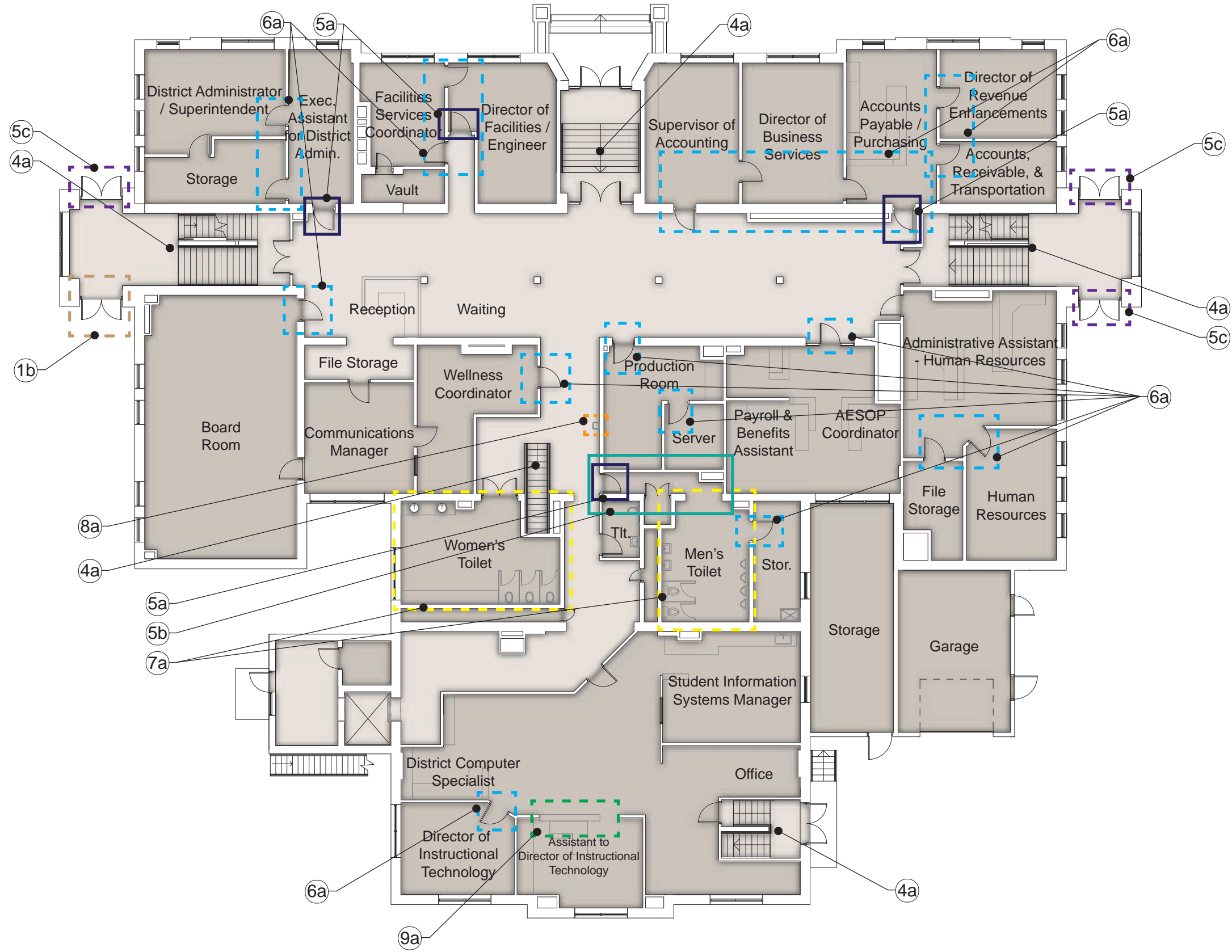
8a. Drinking fountains do not meet the above criteria for meeting accessibility standards.

9. Casework, Transaction Counters, & Counters with Sinks:

Counter-tops have a maximum 34" height, and transaction counters have an accessible portion that is at a maximum 34" height for wheelchair accessibility (606.3). Counters and work surfaces for children's use shall be 26" minimum and 30" maximum above the floor (902.4.2).

9a. Counter-tops do not meet the above criteria for meeting accessibility standards.

ADMINISTRATION BUILDING: ADA ACCESSIBILITY ASSESSMENT



FIRST FLOOR PLAN
not to scale



ADMINISTRATION BUILDING: ADA ACCESSIBILITY ASSESSMENT

The following is an analysis of the Administration Building in regards to meeting building code requirements under the Americans with Disability Act (ADA) and regulated by the American National Standard (ANSI) Accessible and Usable Buildings and Facilities. This is not intended to be a comprehensive list, but an analysis as identified by Bray Architects and engineers gathered through extensive tours and assessment of the existing building facility.

1. Building Entrance:

There is at least (1) accessible route of travel. Entry at grade level or ramps with slope no greater than 1:12, and has 5'-0" long landings every 30'-0".

1a. This criteria does not apply at this level.

2. ADA Parking:

Designated/marked ADA stalls are located near the entrance of the building and have 5'-0" access aisles between stalls (502.4.1; 502.4.2).

2a. This criteria does not apply at this level.

3. Ramps & Lifts:

There is at least (1) accessible route to each floor level. Changes in level greater than 1/2" in height shall be ramped (303); ramps have a slope no greater than 1:12 and have 5'-0" long landings every 30'-0" (405.2).

3a. There are areas of limited accessibility where the building does not meet the criteria for accessibility standards.

4. Railings:

Handrails shall be provided on both sides of stairs and ramps, except for aisle stairs and ramps, which may be provided with a handrail either at the side or within the aisle width (505.2). Ramp runs with a rise greater than 6 inches shall have handrails (405.8).

Ramp handrails shall extend horizontally above the landing 12 inches minimum beyond the top and bottom of ramp runs. Extensions shall return to a wall, guard, or floor, or shall be continuous to the handrail of an adjacent ramp run.

Handrails shall be continuous within the full length of each stair flight or ramp run. Inside handrails on switchback or dogleg stairs or ramps shall be continuous between flights or runs, except for handrails in aisles serving seating (505.3).

At the top of a stair flight, handrails shall extend horizontally above the landing for 12 inches minimum beginning directly above the nosing. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight (505.10.2).

At the bottom of a stair flight, handrails shall extend at the slope of the stair flight for a horizontal distance equal to one tread depth beyond the bottom tread nosing. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight (505.10.3).

4a. There are handrails that do not meet the above criteria for accessibility standards.

5. Maneuvering, Thresholds, & Push/Pull:

On the pull side, a minimum clearance of 18" is required parallel to the doorway. On the push side, a minimum of 12" is required parallel to the doorway (404.2.3.1). Distance between two hinged or pivoted doors in series shall be 48" minimum plus the width of any door swinging into the space (404.2.5). Doors have a minimum 32" wide clearance. Maneuvering clearances on either side of the door are a minimum of 60" from the pull side and 48" from the push side.

Thresholds at doorways shall be maximum 1/2" high otherwise a ramp is required (303.2; 303.3).

5a. There are areas where the requirements for push/pull do not meet the above criteria for accessibility standards.

5b. There are areas where the requirements for maneuvering meets the above criteria for accessibility standards.

5c. There are areas where the requirements for thresholds meets the above criteria for accessibility standards.

6. Door Hardware & Panic Hardware:

Doors have open, lever-styled hardware (no round/knob hardware) (404.2.6). Egress doors have panic hardware.

6a. There are doors that do not meet the above criteria for accessibility standards

7. Restrooms:

Public restrooms have at least 5'-0" clearance space for a wheelchair to turn around, at least (1) ADA accessible stall (sized 60" min. depth x 56" min. width, for wall-mounted stalls, and 59" min. depth for floor-mounted stalls) with 5'-0" clearance (604.3.1), and at least (1) sink at a 34" maximum height (606.3). The compartment door clearance between the door side of the compartment and any obstruction shall be 42" minimum. Compartment doors shall not swing into the required minimum area of the compartment (604.9.3)

There is at least (1) unisex restroom per floor level, and unisex restrooms have at least 5'-0" clearance space for a wheelchair to turn around, as well as a sink/counter-top height at a maximum of 34".

Mirrors located above the sink or counter shall have the bottom edge at a maximum height of 40" above the floor. Mirrors not located above a sink or counter shall have a bottom edge at a maximum height of 35" above the floor (603.3).

Fixed stall grab bars shall be 42" minimum in length located 12" maximum from the rear wall. Vertical fixed grab bars shall be 18" minimum in length, the bottom edge of the bar shall be 39" to 41" above the floor, and 39" to 41" from the rear wall (604.5.1). Rear fixed grab bars shall be 36" minimum in length and extend 12" from the centerline of the toilet. Rear grab bars shall be 24" minimum in length centered from where wall space doesn't permit 36" grab bar (604.5.2).

Bottom edge of urinals shall be 17" maximum above the floor (604.10.4).

ADA showers shall be 36" by 36" minimum with an entry of 36" by 48" minimum. A 36" minimum depth shall be provided adjacent to the open face of the compartment (608.2.1). A roll in shower shall be 60" x 30" minimum with a 60" minimum opening adjacent to the stall (608.2.2). A seat shall be 24" minimum to 36" maximum in length shall be provided at the entry side of the compartment (608.2.3).

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7a. There are areas where the requirements for restrooms do not meet the above criteria for accessibility standards.

8. Drinking Fountains & Protruding Objects:

At least (1) fountain has a clear foot space of at least 30" x 48" in front and has a spout height at a maximum of 36" off the ground. Children's fountain spout shall be 30" maximum above the floor. Wheelchair fountain spout shall be 36" maximum and standing 38" to 43" above the floor (602.4).

Objects more than 27" and not more than 80" above the floor shall protrude 4" maximum into the circulation path (307.2). Objects shall not reduce clear width required for accessible routes (307.5). Guardrails or other barriers shall be provided where object protrusion is beyond the limits allowed, and where the vertical clearance is less than 80 inches above the floor. The leading edge of such guardrail or barrier shall be 27 inches maximum above the floor (307.4).

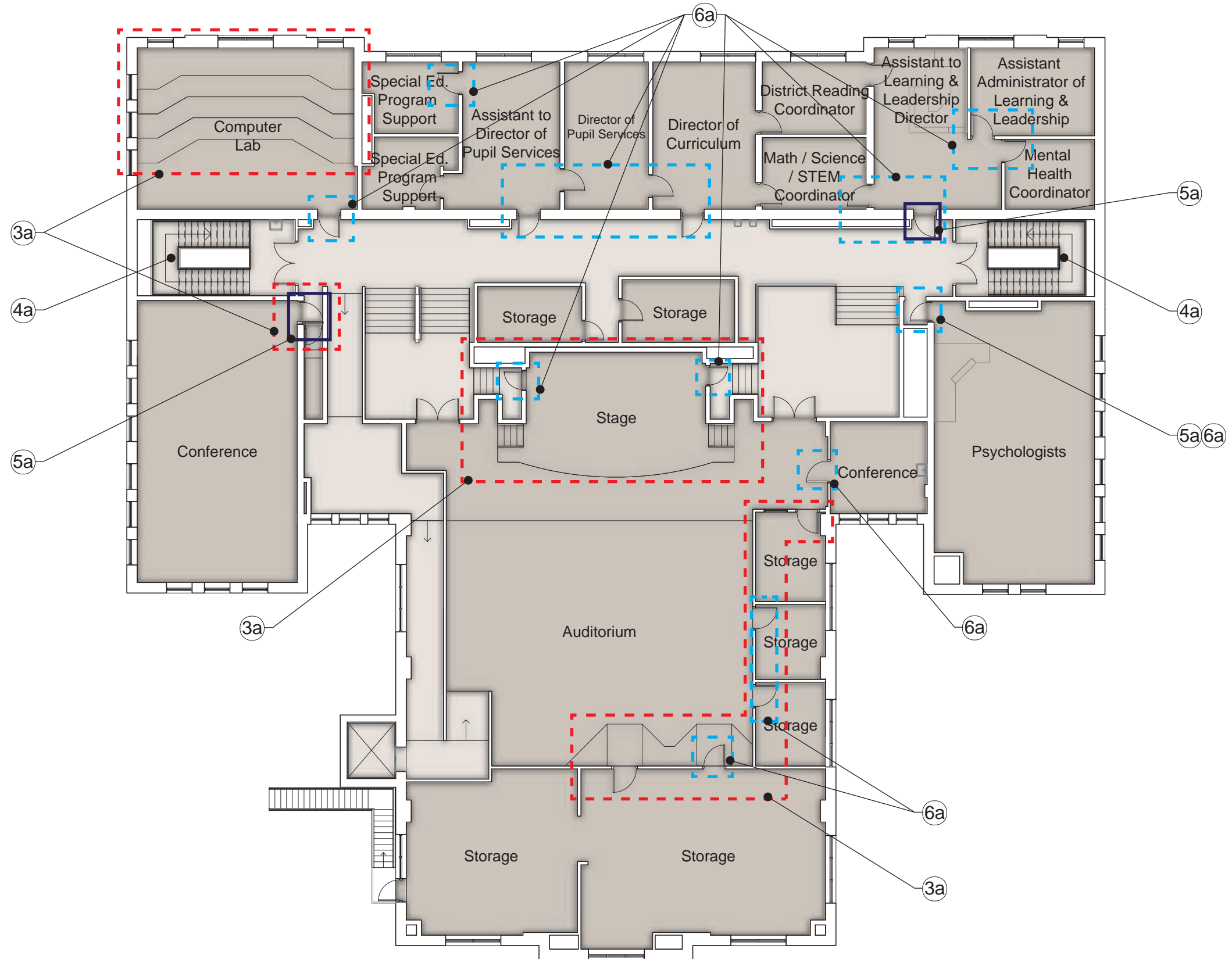
8a. Drinking fountains meet the above criteria for meeting accessibility standards.

9. Casework, Transaction Counters, & Counters with Sinks:

Counter-tops have a maximum 34" height, and transaction counters have an accessible portion that is at a maximum 34" height for wheelchair accessibility (606.3). Counters and work surfaces for children's use shall be 26" minimum and 30" maximum above the floor (902.4.2).

9a. Counter-tops meet the above criteria for meeting accessibility standards.

ADMINISTRATION BUILDING: ADA ACCESSIBILITY ASSESSMENT



SECOND FLOOR PLAN
not to scale

ADMINISTRATION BUILDING: ROOF PLAN



ROOF PLAN
not to scale

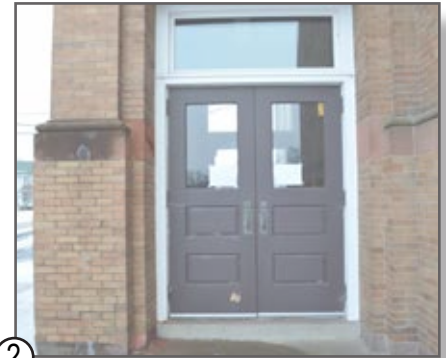
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ADMINISTRATION BUILDING: EXTERIOR DOOR ANALYSIS

No.	Door Type	Frame Type
1	Wood	Wood
2	Wood	Wood
3	Wood	Wood
4	Hollow Metal	Hollow Metal
4B	Hollow Metal	Hollow Metal
4C	Hollow Metal	Hollow Metal
5	Hollow Metal	Hollow Metal
6	Hollow Metal	Hollow Metal
7	Aluminum	Aluminum Storefront
7A	Hollow Metal	Hollow Metal
8	Wood	Wood
9	Wood	Wood



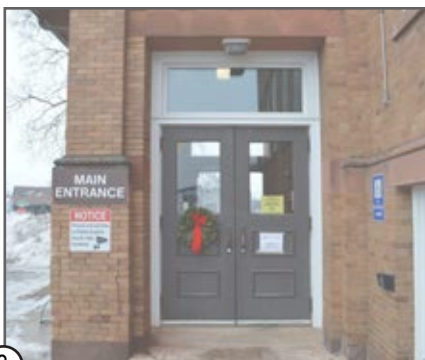
① WOOD DOORS & WOOD FRAME



② WOOD DOORS & WOOD FRAME



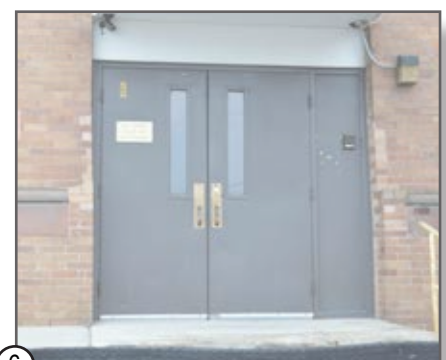
④B HOLLOW METAL DOOR & HOLLOW METAL FRAME



⑧ WOOD DOORS & WOOD FRAME

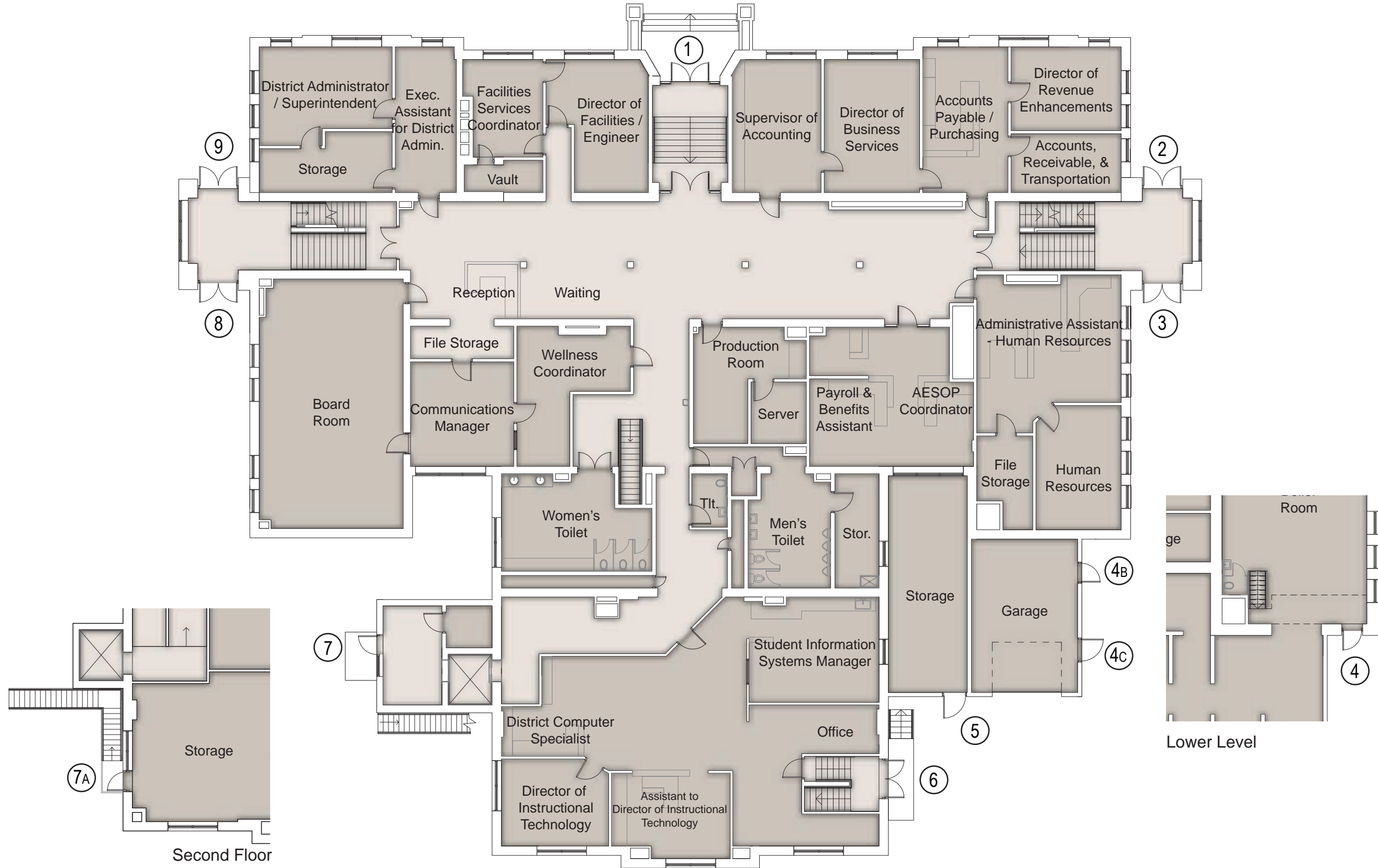


⑦ ALUMINUM DOOR & ALUMINUM STOREFRONT



⑥ HOLLOW METAL DOORS & HOLLOW METAL FRAME

ADMINISTRATION BUILDING: EXTERIOR DOOR ANALYSIS



ADMINISTRATION BUILDING: FLOORING ANALYSIS

- ACT** - 9x9 (Asbestos)
- ACT1** - 12x12 (Asbestos)
- ACT2** - 6x6 (Asbestos)
- CA** - Carpet Broadloom
- CAT** - Carpet Tile
- CT1** - 1x1 Ceramic Tile
- CT2** - 2x2 Ceramic Tile
- CT12** - 1x2 Ceramic Tile
- CTH** - Hex Ceramic Tile
- CONC.** - Concrete
- PT** - 8x8 Paver Tile
- PT1** - 6x6 Paver Tile
- PT2** - 3x3 Paver Tile
- PT3** - 3x6 Paver Tile
- RT** - Rubber Tile
- RTT** - Rubber Tile Tread
- SS** - Seamless Synthetic
- SV** - Sheet Vinyl
- TER** - Terrazzo Tile
- TER1** - 12x12 Terrazzo Tile
- VCT** - 12x12
- WD** - Wood
- WDP** - 4x4 Wood Parquet
- WM** - Walk-off Mat

* Flooring Types Identified by Gries Architectural Group



LOWER FLOOR PLAN
not to scale



ADMINISTRATION BUILDING: FLOORING ANALYSIS

- ACT - 9x9 (Asbestos)
- ACT1 - 12x12 (Asbestos)
- ACT2 - 6x6 (Asbestos)
- CA - Carpet Broadloom
- CAT - Carpet Tile
- CT1 - 1x1 Ceramic Tile
- CT2 - 2x2 Ceramic Tile
- CT12 - 1x2 Ceramic Tile
- CTH - Hex Ceramic Tile
- CONC. - Concrete
- PT - 8x8 Paver Tile
- PT1 - 6x6 Paver Tile
- PT2 - 3x3 Paver Tile
- PT3 - 3x6 Paver Tile
- RT - Rubber Tile
- RTT - Rubber Tile Tread
- SS - Seamless Synthetic
- SV - Sheet Vinyl
- TER - Terrazzo Tile
- TER1 - 12x12 Terrazzo Tile
- VCT - 12x12
- WD - Wood
- WDP - 4x4 Wood Parquet
- WM - Walk-off Mat

* Flooring Types Identified by Gries Architectural Group



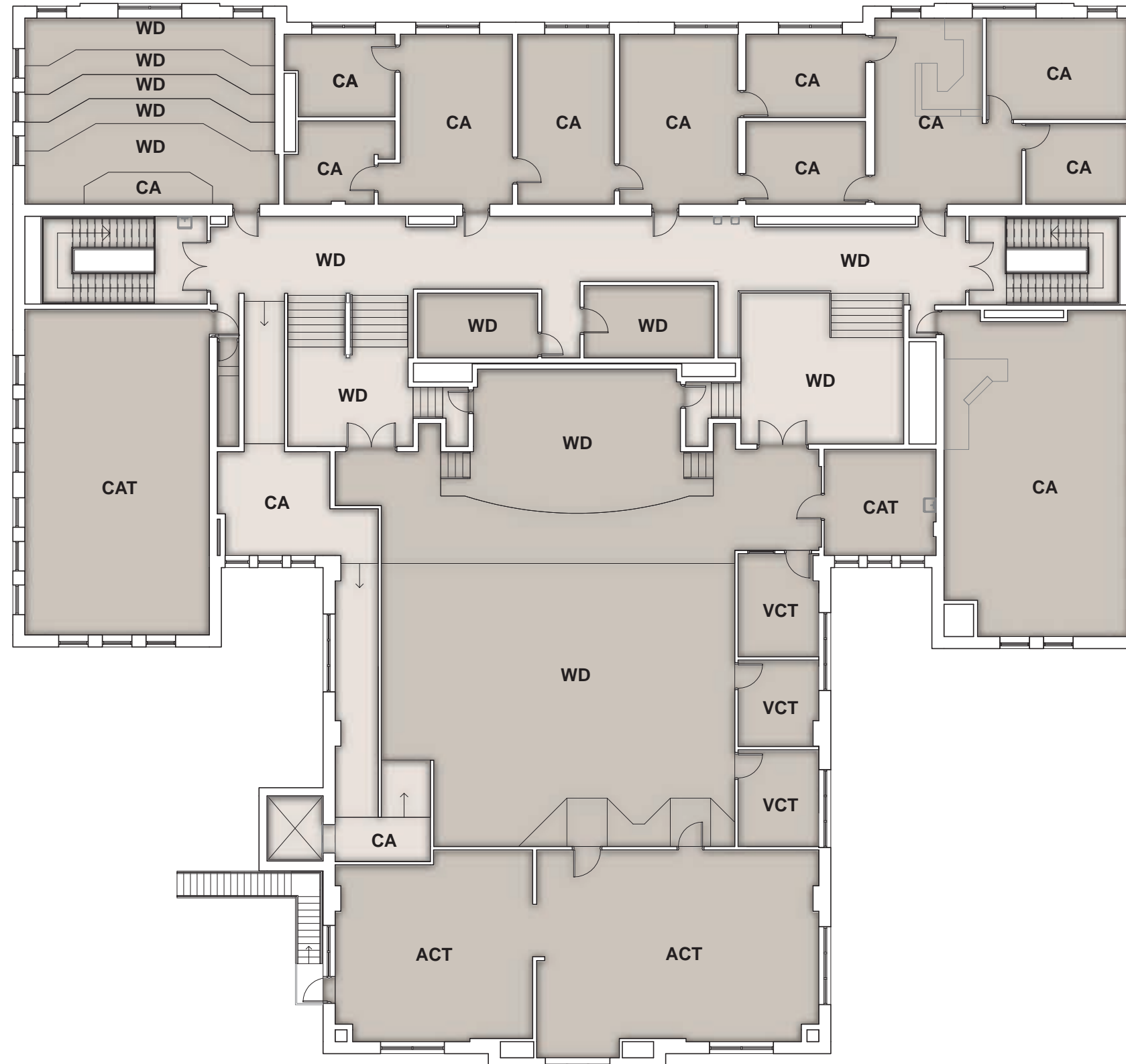
FIRST FLOOR PLAN
not to scale



ADMINISTRATION BUILDING: FLOORING ANALYSIS

- ACT** - 9x9 (Asbestos)
- ACT1** - 12x12 (Asbestos)
- ACT2** - 6x6 (Asbestos)
- CA** - Carpet Broadloom
- CAT** - Carpet Tile
- CT1** - 1x1 Ceramic Tile
- CT2** - 2x2 Ceramic Tile
- CT12** - 1x2 Ceramic Tile
- CTH** - Hex Ceramic Tile
- CONC.** - Concrete
- PT** - 8x8 Paver Tile
- PT1** - 6x6 Paver Tile
- PT2** - 3x3 Paver Tile
- PT3** - 3x6 Paver Tile
- RT** - Rubber Tile
- RTT** - Rubber Tile Tread
- SS** - Seamless Synthetic
- SV** - Sheet Vinyl
- TER** - Terrazzo Tile
- TER1** - 12x12 Terrazzo Tile
- VCT** - 12x12
- WD** - Wood
- WDP** - 4x4 Wood Parquet
- WM** - Walk-off Mat

* Flooring Types Identified by Gries Architectural Group



SECOND FLOOR PLAN
not to scale

Plumbing System Review:

The following report is the result of a site visit by Leslie Fry of Muermann Engineering, LLC that occurred in January 19, 2017. Site observations and interviews with staff were used in the preparation of this report.

The original building was built in 1907 with additions completed in 1977 and 2001.

Domestic Water

Observations

- A. Water is supplied to the building with the meter located in a pit at the exterior of the building.
- B. The majority of the water distribution piping in the building appears to be copper tube and fittings with some galvanized pipe and fittings in the original building. The water distribution piping appears to be in fair condition.
- C. The building is not fire sprinklered.

Recommendations

- A. The water distribution piping in the building is at the end of its life expectancy. We would recommend replacing the existing pipe and fittings with new type "L" copper tube and fittings.
- B. If a complete fire sprinkler system is preferred for the building, a new 6" water service will need to be provided.

Sanitary and Storm Piping

Observations

- A. The sanitary waste from the building flows by gravity out the building and connects to the Municipal sanitary sewer system.
- B. The sanitary waste and vent piping in the original building, appears to be cast iron pipe and fittings.
- C. The existing roof water is collected by internal roof drains and conductors which flow by gravity out the building and connect to the Municipal storm sewer system.

Recommendations

- A. The sanitary sewer system in the original building is nearing the end of their life expectancy. We would recommend the existing sewer located below the floor be inspected with a camera. The order sanitary sewer system should be scheduled for replacement.
- B. The storm sewer system in the original building is nearing the end of their life expectancy. We would recommend the existing sewer located below the floor be inspected with a camera. The existing cast iron storm sewer system may need to be replaced based on the results of the camera inspection.



Plumbing Equipment

Observations

- A. The building has one domestic water heater that was installed around 2007 and appears to be in good condition.
- B. The domestic water is not softened.

Recommendations

- A. Insulating some of the domestic water piping that is not currently insulated.

Plumbing Fixtures

Observations

- A. The existing plumbing fixtures in the building are a combination of various styles and ages. Most of the fixtures are original to the building age they were installed. Some of the fixtures have been replaced with newer water efficient fixtures. Some are ADA compliant fixtures.
- B. The water closets are floor set, with a mix of flush tank and flush valve type fixtures. They do not appear to be water conserving or ADA compliant. The fixtures are old and in fair condition.
- C. The urinals in the building are floor set wall mounted push button flushing. The fixtures are not water conserving. The fixtures are old and are in fair condition.
- D. The lavatories in the building are a mix of drop in and wall hung with multiple styles of faucets. Some lavatories have metering faucets, wrist blade deck faucets or rear mounted tee handle faucets. They do not appear to be water conserving or ADA compliant and are in fair condition.
- E. The drinking fountains in the building are wall hung electric water coolers or non-cooled china drinking fountains. They are not ADA compliant and are in fair condition. The fixtures are in good condition.
- F. The utility sinks in the building are a mix of floor mounted mop basins or wall mount utility sinks. They are in fair condition.

Recommendations

- A. The water closets should be replaced with new water conserving and ADA compliant fixtures.
- B. The urinals should be replaced with new water conserving and ADA compliant fixtures.
- C. The lavatories should be replaced with new water conserving and ADA compliant fixtures.
- D. The older electric water coolers should be replaced with new ADA compliant fixtures with a bottle fillers.



HVAC SYSTEM

The following report is the result of a site visit by Jason Testin of Fredericksen Engineering that occurred on January 19, 2017. Site observations, construction plan review, and interviews with staff were all used in the preparation of this report

The original building was constructed in 1907, with additions being constructed in 1977 and 2001.

1.1 Heating System

A. Existing Data

1. Two heat source types serve the building. The first is a boiler plant and the second are furnaces.
2. The boiler plant, installed in 1977, consists of a Peerless steam boiler, fired with natural gas. The boiler has a capacity of 2,500,000 btu.
3. Natural gas furnaces serve the board room and southwest offices. Each furnace is fired with natural gas.

B. Observations

1. According to information obtained by the Owner, the boiler plants have no reserve capacity at this point.
2. The Peerless boiler plant is in poor condition and has exceeded the estimated life expectancy of 30 years. The boiler has begun to rust.
3. The furnaces are in fair condition and have exceeded the estimated life expectancy of 15 years.
4. Steam piping is original and appears to be in poor condition according to the Owner.

C. Recommendations

1. Continue preventative maintenance on the system.
2. Any future additions or construction will require the addition of boiler capacity to serve the additional spaces.
3. Plans should be made for the replacement of the Peerless steam boiler. At the time of replacement, it is strongly recommended that the steam system be converted to hot water. All steam and condensate piping and equipment will be replaced with hot water piping and equipment.
4. Plans should be made for the replacement of the aging furnaces.

1.2 Ventilation and Air Conditioning Systems

A. Existing Data

1. There are two systems that provide ventilation for the facility. The two systems are constant volume air handling systems and furnaces.
2. The board room and southwest offices are ventilated by gas fired furnaces. Gas fired furnaces consist of a central supply fan, gas fire heat exchanger, DX cooling coil, fresh air damper, return air damper and control.
3. The east offices are served by a packaged, constant volume rooftop unit. A packaged rooftop unit consists of a central supply fan, gas fire heat exchanger, fresh air damper, return air damper and control.

4. The remainder of the building is served by a built-up, constant volume, indoor air handling unit. The unit consists of a central supply fan, steam heating coil, fresh air damper, return air damper and control.
5. The majority of the occupied spaces in the building have steam radiator for heat.
6. The majority of the perimeter spaces have room air conditioning units installed. A room air conditioning unit consists of a wall mounted fan unit, roof mounted condensing unit and control.

B. Observations

1. The gas fired furnaces were install in 2001 and are in fair condition. The units have exceeded the estimated life expectancy of 15 years.
2. The packaged rooftop unit serving the east offices is in fair condition. The unit has exceeded the estimated life expectancy of 15 years.
3. The built-up air handling unit was designed to provide the code required fresh air to each space. Currently, the unit is abandoned leaving the offices with no fresh air except for operable windows. Current Wisconsin code does not allow operable windows for this type of building.
4. If the current steam boiler is replaced with a hot water boiler, each steam radiator will need to be removed.
5. There are two room air conditioning units on the second floor that leak. There are currently sheet metal shelves below the wall mounted units to catch any leakage.
6. The auditorium on the second floor is currently only served by steam radiation. No fresh air is being provided to the space except for operable windows. Current Wisconsin code does not allow operable windows for this type of building.
7. Door transfer grilles are currently utilized to transfer relief air from the offices to the corridor.

C. Recommendations

1. Plans should be made for the eventual replacement of the aging gas fired furnaces.
2. Plans should be made for the eventual replacement of the aging packaged rooftop unit.
3. Plans should be made for the replacement of the abandoned built-up air handling unit in order to meet current Wisconsin code.
4. Plans should be made for the replacement of the two wall mounted room air conditioning units that leak.
5. Plans should be made for the installation of a ventilation system for the auditorium to meet current Wisconsin code.
6. With any remodel or renovation, plans should be made to replace the door transfer grille relief system with a code approved system. The current building code does not allow transfer air into a path of emergency egress.

1.3 Control Systems

A. Existing Data

1. A pneumatic temperature control system serves the building.



B. Observations

1. The limitations of the pneumatic system do result in comfort complaints. Pneumatic systems require frequent calibration to maintain accuracy. The newer digital controls are more accurate and more flexible. In addition, the industry has made such a complete changeover to digital controls that it is becoming difficult to find good pneumatic service technicians.

C. Recommendations

1. Continue to maintain and operate the pneumatic control system as long as the current mechanical equipment remains. When any renovations to the existing equipment are made, a changeover to digital controls is strongly recommended.

ADMINISTRATION BUILDING: ENGINEER REPORT - ELECTRICAL

Electrical System Review:

The following report is the result of a site visit by Daniel Cedeno of Muermann Engineering, LLC that occurred on January 19, 2017. Site observations, existing plan review and interviews with staff were all used in the preparation of this report. The facility was built in 1907, with additions occurring in 1977 and 2001.

Electric Service

Observations

- A. The facility has an 800-amp, 120/208V 3-phase, 4-wire main electric service that has been recently replaced and is in good working condition. The main switchboard has capacity for 2 additional breakers for potential future loads. There is no surge suppression provision on the main electric service.
- B. The electric panelboards throughout the facility vary in age from fuse panels that are original to the building, old circuit breaker panelboards that are nearing the end of their useful lifespan, and some panelboards that were replaced or added during the most recent service upgrade that are in good working condition.
- C. Utility service to the building consists of pole mounted transformers across the street with an overhead electric service terminating at an exterior wall mounted CT cabinet and electric meter.
- D. There is no emergency power available in the building.



Main Electric Service



C/T Cabinet

Recommendations

- A. The main electric service is in good working condition, recommendations include exercising of circuit breakers and possibly performing thermal imaging analysis for predictive maintenance purposes.
- B. Provide surge suppression to prevent equipment damage in the building during power surges.
- C. Fuse panels original to the building should be scheduled for replacement as soon as possible.
- D. Vintage circuit breaker panelboards should be scheduled for replacement within the next 5-8 years.
- E. A possible recommendation is to provide a new emergency electric service to provide backup power to the building during electric outages.
- F. Ensure proper working clearances are maintained in front of all panelboards at all times. Working clearance area may not be used for storage. Recommendations include using industrial vinyl safety tape to physically indicate clearance on floor/wall around panelboards.



Old Panelboard



Light Fixtures & Controls

Observations

- A. Much of the interior lighting throughout the facility consists of a variety of T8 fluorescent or incandescent light fixtures, including recessed, surface, and pendant mounted varieties. The fixtures range in age but all are in good working condition.
- B. General lighting controls in rooms consist of toggle switches with no occupancy sensors or dual level lighting. Larger rooms utilize split area zones to split lighting controls in room.
- C. It was noted the auditorium has 15 different light switches to control the lighting in the space. It is highly recommended replacing the lighting and controls in this room to LED with dimmers for the sake of user-friendliness.
- D. Some closets in offices have rotary style switches that are likely original to the building.
- E. There are no provisions for emergency lighting, except for a handful of wall mounted battery packs throughout the facility that provide minimal, non-code compliant light levels.
- F. Exterior lighting consists of a variety of high pressure sodium wall packs and LED wall packs. There does not seem to be a standard style as there are over 4 different varieties of wall pack throughout the facility.
- G. Exterior lighting is controlled via a combination of photocell and time clock controls.



Board Room Lighting



Auditorium Lighting



Auditorium Lighting Controls

Recommendations

- A. Recommendations to interior lighting include replacing fixtures with LED equivalents, providing dimming controls and occupancy sensors to maximize on energy savings.
- B. Schedule existing exterior light fixtures with LED equivalents and control via existing timeclock/photocell controls.
- C. If new LED lighting is provided, it is recommended that emergency lighting be provisioned through back up batteries integral to the normal light fixtures through egress paths and rooms with an occupant load greater than 50 persons. Alternatively, providing a new emergency generator system would be an alternative option to battery backup.



Exterior Lighting

Wiring Devices

Observations

- A. Most receptacles throughout the facility are 15A rated.
- B. There was a general lack of receptacles throughout the facility. Facility staff indicated they have problems finding available receptacles often.

Recommendations

- A. Recommendations include replacing existing 15A rated receptacles with 20A rated type.
- B. Provide additional receptacles throughout working spaces as necessary to meet needs of space.

Phone System

Observations

- A. The facility has a Shoretel IP based phone system that is in good working condition.

Recommendations

- A. No recommendations at this time.

Data System

Observations

- A. Data service is provided via fiber optic utility service. The system seems to be in good working condition.
- B. Fiber optic wiring interconnects all of the schools to the main district network.
- C. General data cabling consists of a variety of Cat5e and Cat6 cabling, both in plenum and riser rated varieties.
- D. The administration facility has (2) data racks, both have spare rack capacity for future needs. Data cabling management at the racks is run in a disorganized fashion with no labeling. Neither of the 2 racks have provisions for backup power.

Recommendations

- A. It was unknown at the time of the site visit if the facility has ceiling plenums, but if there are plenums in the ceiling spaces, the riser rated data cabling should be replaced with plenum rated cabling.
- B. Data cabling at the data racks should be reinstalled in a clean workmanlike manner. Proper labeling of data cabling should also be considered to facilitate cable management and traceability.
- C. Reinstall data outlet boxes that are improperly installed, and replace existing cabling if damaged.
- D. A possible recommendation is to provide a UPS battery backup system to provide backup power to the data racks in the event of power loss.

Keyless Entry System

Observations

- A. The building has a keyless entry system that is in good working condition.



IP Telephone



Main Data Rack



Loose Data Outlet



Magnetic Door Locks



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- B. Access controlled doors are controlled via magnetic door locks with request to exit sensors and card readers. The magnetic door locks are disliked by the district due to issues with the system not being fail-safe during power outages.
- C. None of the doors have door position contacts to monitor if doors are shut or left open.

Recommendations

- A. Recommendations include replacing the magnetic door locks with electric strikes to ensure doors remain locked during a power outage.
- B. It is recommended to provide door monitor contacts on all exterior doors to help monitor and control access to the facility at all times.

CCTV System

Observations

- A. The building has a CCTV system consisting of 4 cameras throughout the facility. The system seems to be in good working condition. The district plans to add about 11 more cameras to the system in the future.



CCTV Camera

Recommendations

- A. Provide new CCTV cameras where additional coverage is necessary.

Other Low Voltage Systems

Observations

- A. The building has a rudimentary fire alarm system consisting of local pull stations and alarm horns. The system is not monitored and lacks proper coverage in most areas of the building.
- B. The building does not have an intercom system. It does however have an intercom box to allow entry of guests.
- C. The building does not have a security system.
- D. The building has a monitoring system to ensure the boilers in the facility are operational. The system is programmed to dial facility management in the event of a boiler failure.
- E. The building does not have a synchronized clock system.



Boiler Monitoring System

Recommendations

- A. It is highly recommended that the fire alarm system be replaced with a system meeting today's standards. The existing building is not sprinklered and any way to increase the occupant safety of the facility is highly recommended.
- B. Other possible recommendations include adding a security system to control and monitor access to the facility.



Fire Alarm Devices

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- C. Depending on future uses for the facility, an intercom system or synchronized clock system may be a recommended addition.

Miscellaneous

Observations

- A. The basement tornado area shelter has various boxes in the ceiling space that are improperly supported.

Recommendations

- A. Provide additional supports for conduits and boxes that are improperly supported in the basement.



Improperly Supported Boxes