REVIEW AND ASSESSMENT OF EXISTING CONDITIONS AT VINEYARD HAVEN PUBLIC LIBRARY

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INTRODUCTION

Tappé Architects was asked to study the existing conditions of the Vineyard Haven Public Library at 200 Main Street in Vineyard Haven Ma. The goal for this study was to aid in the understanding of the building and systems as other designers are looking at an expansion project separate from the work of Tappe. There has been no analysis of the proposed project or how it may affect the existing building. It is assumed the design architect of record for that work will be analyzing the affect of their design on the building and any work required to successfully tie that project into the existing building.

The timeframe for the study was relatively compressed, extending from 01/10/2024 to 01/31/2024.

Existing Conditions

To develop an understanding of the library site and building, the Tappé architectural and engineering team members made several on-site reviews and assessments. From these reviews, a code analysis and a series of engineering reports were developed.

Library Building Program

The Architectural team did not meet with the Building Committee members or the Library Director and staff as general programming was not in the scope of the study. The assumption of this study is that the program is generally acceptable to library operations aside from what would become added benefits with the conceived plans for addition by another architect.

STRUCTURAL ASSESSMENT

Vineyard Haven Public Library
Vineyard Haven, Massachusetts
Structural Assessment
January 22, 2024

PURPOSE

The purpose of this report is to describe, in broad terms, the structure of the existing building; to comment on the condition of the existing building; and on the feasibility of renovation and expansion of the school.

SCOPE

1. Description of existing structure
2. Comments on the existing condition
3. Comments on the feasibility of renovation and expansion

BASIS OF THE REPORT

This report is based on our visual observations during our site visit on January 18, 2024, review of the drawings of the construction of the addition and renovations to the original library prepared by Amsler Woodhouse MacLean, Architects dated June 15, 1998. The drawings from the time of the original construction were not available for our use.

During our site visit, we did not remove any finishes or take measurements, so our understanding of the structure is limited to the available drawings and observations of the exposed structure and the exterior facade.

BUILDING DESCRIPTION

The library is located on Main Street in Vineyard Haven, Massachusetts. The original library was constructed in 1967 and the major renovations and addition was constructed in 2000. The library has not undergone any major renovations since 2000. The building is essentially a two story structure though the lower level is partially below grade and does has access to the outside.

EXISTING BUILDING

The existing structure is a two story wood, steel and concrete structure, though the lower level does not cover the full footprint of the upper level and is partially below grade. The structure is supported on traditional reinforced concrete foundations. The lower level floor slab and portion of the upper level is a concrete slab on grade. The supported floor is framed with typical dimensional lumber and plywood sheathing spanning between wide flange steel beams, steel columns and exterior concrete foundation walls. The floor of the original portion of the library was reinforced during the 2000 renovations to increase the floor live load capacity. The capacity of the floor live load was increased to 100 psf per the structural drawings from the 2000 renovations. The typical roof construction of the original construction and the addition is shop fabricated wood trusses and plywood roof sheathing. Though the attic is not accessible, there are couple of air handler units located in the attic supported

from the roof trusses. The insulation is located at the ceiling level below the attic with air circulation through vents and fans in the gable end walls.

EXISTING CONDITIONS

We observed signs of water leaks at some locations in the library, the signs of leaks were observed in the ceilings and from windows and exterior walls. Some of the water stains are probably from condensation of the utilities in the ceiling space.

We also observed some deterioration in the exterior wall siding. We observed substantial cracks in the masonry chimney.

We did not observe any perceptible vibrations due to footfall on the supported upper level floor.

Based on our observations, majority of the library structure is in good condition and there are no major structural concerns at this time.

Typical Floor Framing

Water Stains in the upper level ceiling

Typical Wood Roof Trusses

Substantial cracks in the masonry chimney

FEASIBILITY OF RENOVATION AND EXPANSION OF THE STRUCTURE

Depending on the scope of the renovations to the library, it may be feasible to make modifications to the existing structure without requiring full compliance with the code requirements for new construction. We would recommend that any additions be separated from the existing structure by way of expansion joints. We understand that minor renovations to the existing library and a small single story addition is planned for the library.

GENERAL CODE CONSIDERATIONS

If any repairs, renovations, additions or change of occupancy or use are made to the existing structure, an evaluation of the structure is required to demonstrate compliance with 780 CMR, Chapter 34 "Existing Building Code" (Massachusetts Amendments to The International Existing Building Code 2015). The intent of the IEBC and the related Massachusetts Amendments to IEBC is to provide alternative approaches to alterations, repairs, additions and/or a change of occupancy or use without requiring full compliance with the code requirements for new construction.

The IEBC provides three compliance methods for the repair, alteration, change of use, or additions to an existing structure. The three compliance methods are as follows:

1. Prescription Compliance Method.
2. Work Area Compliance Method.
3. Performance Compliance Method.

A summary of the structural implications of the various compliance methods follows.

Prescriptive Compliance Method

In this method, compliance with Chapter 4 of the IEBC is required. As part of the scope of this report, the extent of the compliance requirements identified are limited to the structural requirements of this chapter.

Alterations

- If the proposed alterations of the structures increase the demand-capacity ratio of any lateral load resisting element by more than 10 percent, the structure of the altered building or structure shall meet the requirements for the code for new construction.
- Where alterations increase the design gravity loads by more than 5 percent on any structural members, those members would have to be strengthened, supplemented, or replaced.

Additions

Additions can be designed to be structurally separate or structurally connected to the existing building. Based on the project scope, the following structural issues must be addressed: The requirements applicable to the existing structure for connected additions are similar to those for altered structures.

- All construction of all addition areas must comply with the code requirements for new construction in the IBC.

- For additions that are not structurally independent of an existing structure, the following rules apply to the existing building:
  - The existing structure and its addition - acting as a single structure - must meet the requirements of the code for new construction for resisting lateral loads. Exceptions allow that structural elements that only resist lateral forces whose demand-capacity ratio is not increased by more than 10 percent may remain unaltered.
  - Any load-bearing structural element for which the addition or its related alterations causes an increase in the design gravity load of more than 5 percent shall be strengthened, supplemented or replaced. This may invoke or cause additional renovation work to access the structure.

In order to avoid invoking required structural modifications to the existing building, any planned additions should be designed as structurally separate buildings.

Work Area Compliance Method

In this method, compliance with Chapter 5 through 13 of the IEBC is required. The extent of alterations has to be classified into LEVELS OF WORK based on the scope and extent of the alterations to the existing building. Refer to the Regulatory Overview section of this report for an explanation of the Levels of Work.

This report addresses the scenario that planned renovation schemes would affect more than 50 percent of the floor area and invoke Level 3 Alteration requirements, and the following analysis is based on that assumption. In addition, there are requirements that have to be satisfied for additions to the existing structure.

Level 3 Alterations

- Any existing load-bearing structural element for which an alteration causes an increase in the design gravity load of more than 5 percent shall be strengthened, supplemented or replaced.
- If the proposed structural alterations of an existing structure exceed 30 percent of the total floor and roof areas of an existing structure, we have to demonstrate that the altered structure complies with the IBC for wind loading and with reduced IBC level seismic forces.
- Existing anchorage of all unreinforced masonry walls to the structure have to be evaluated. If the existing anchorage of the walls to the structure is deficient, the tops of the masonry walls will require new connections to the structure.
- If the proposed structural alterations of an existing structure are less than 30 percent of the total floor and roof areas of the existing structure, the project must demonstrate that the altered structure complies with the loads applicable at the time of the original construction (or the most recent major renovation) and that the seismic demand-capacity ratio is not increased by more than 10 percent on any existing structural element. Those structural elements whose seismic demand-capacity ratio is increased by more than 10 percent must be strengthened, supplemented, or replaced in order to comply with reduced IBC level seismic forces.

Additions

- All additions shall comply with the requirements for the code for new construction in the IBC.
- Any existing gravity, load-carrying structural element for which an addition or its related alterations cause an increase in design gravity load of more than 5 percent shall be strengthened, supplemented or replaced.
- For additions that are not structurally independent of any existing structures, the existing structure and its additions, acting as a single structure, shall meet the requirements of the code for new construction in the IBC for resisting wind loads and IBC Level Seismic Forces (may be lower than loads from the Code for New Construction in the IBC), except for small additions that would not increase the lateral force story shear in any story by more than 10 percent cumulative. In this case, the existing lateral load resisting system can remain unaltered.

Performance Compliance Method

Following the requirements of this method for the alterations and additions may be onerous on the project because this method requires that the altered existing structure and the additions meet the requirements for the code for new construction in the IBC.

Summary

The existing library structure appears to be in fair condition. All of the structural components that are visible appear to be in sound condition except the items noted above. The cracks in the masonry chimney need to be repaired as soon as possible before it manifests in to a structural issue. The ongoing water leaks through the roof and the building envelope is a concern and should be addressed as soon as possible.

The compliance requirements of the two Prescriptive and Work Area Compliance methods are very similar in most respects for a major renovation. The Prescriptive Compliance Method would be more restrictive, as it would likely require that the existing lateral load resisting systems of the existing building meet the requirements of the code for new construction of the IBC, even for small increases of design lateral loads. Based on this, we would recommend the Work Area Compliance Method for the project.

Any major proposed renovations requiring modifications to the existing structure and additions would likely require that the structure be updated to meet the requirements for the Code for New Construction.

MEPFP ASSESSMENT

GRIFFITH & VARY, INC.

Mechanical, Electrical, Fire Protection and Plumbing Existing Conditions Study for Vineyard Haven Public Library

Tisbury, MA

January 24, 2024

G&V CONSULTING ENGINEERS

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Plumbing

1. Water service:

   The 2-inch domestic water service enters the mechanical room, feeds the water meter, & splits into two separate lines. A 2" line then feeds a backflow preventer, which then feeds the remainder of the building. A 1" line runs through the exterior wall, is racked outdoors along the exterior wall, then is run underground to an unknown location. The backflow preventer has a 1" indirect waste line which drains to a floor drain.

   Condition:

   - The water service, associated water meter & backflow preventer appear to be in fair condition & are approaching their life expectancy.

2. Water heating:

   The domestic water heating is provided by a single 50 gallon, 208V, 1PH, 3.4KW electric heater. The domestic hot water system has a dedicated recirculation pump that circulates hot water throughout the building. This system does not appear to have a mixing valve.

   Condition:

   - The electric water heater appears to be in good condition.
   - The main building recirculation pump appears to be in fair condition & is approaching its life expectancy.

3. Water piping:

   The majority of water piping is copper pipe with soldered fittings, with small renovated portions being copper pro-press fittings. The water piping system is partially insulated, with some locations having no insulation at all.

   Condition:

   - In general, the majority of the water piping and associated insulation is in poor condition & is past its life expectancy.

4. Sanitary systems:

The sanitary system collects waste from all fixtures throughout the building and distributes said waste to the on-site septic system. The sanitary & vent piping above slab consists of cast iron no hub piping. The Mechanical room floor drains & all under slab piping in the basement collects and runs to a duplex sewage ejector located in mechanical room. The sewage ejector then lifts up the waste to the first floor, ties into the first floor sanitary, & drains by gravity to the septic system.

Condition:

- In general, the majority of the sanitary piping appears to be in fair condition. The existing sewage ejector & associated components are in poor condition & have passed their life expectancy.

5. Storm systems:

The storm drainage is made up of gutters & downspouts which discharge to grade. There is no visible below grade storm system.

Condition:

- In general, the storm system appears to be in fair condition & is approaching its life expectancy.

6. Gas system:

- There is an existing above ground propane tank. A propane line enters the mechanical room to feed the existing boiler.

Condition:

- In general, propane tank & associated piping appears to be in poor condition & has passed its life expectancy.

7. Plumbing fixtures:

- Water closets: Floor mounted with manual flush valves.
- Lavatories: Wall hung with sensor faucets.
- Water coolers: Recessed high-low water coolers w/ chiller.
- Sinks: Stainless steel sinks w/ 8" on center faucets

- Mop Service Basin: Molded stone basin w/ wall mounted faucet
- Floor drains: Variety of nickel bronze & stainless-steel floor drains / floor sinks, depending on application.

Condition:

- The water closets & existing flush valves are in fair condition.
- The bathroom sinks & faucets are in fair condition.
- General sinks throughout the building are in fair condition.
- Water coolers appear to be in fair condition.
- Floor drains appear to be in poor condition & have passed their life expectancy.
- Mop service basins appear to be in poor condition & have passed their life expectancy.

Fire Protection

1. Fire service

A 6-inch fire service enters the building through the exterior wall in the mechanical room. After entering the building, the service reduces to a 4" & connects to a 4" double check valve assembly. Then, a 4" header is provided with one 4" wet alarm valve, & one 4" dry alarm valve. The wet alarm valve feeds the basement & first floor. The dry alarm valve feeds the attic space. Tamper & flow switches are installed along the alarm valves & check valves. Alarm devices are then wired back to an electric bell on the front of the building. This is a fully sprinkled building utilizing a mix of pendant, upright, & sidewall sprinkler heads. A 4" fire man feeds a Siamese fire department connection on the front of the building.

Condition:

- The 6" fire service and associated double check valve appear to be in fair condition & are approaching their life expectancy. The existing wet & dry alarm valves are in poor condition & have surpassed their life expectancy. The existing sprinkler heads are in fair condition & are approaching their life expectancy. The existing fire department connection is in fair condition & is approaching its life expectancy.

2. Fire protection piping

The entirety of the dry sprinkler system is made of galvanized stainless-steel pipe, while the entirety of the wet system is made of black steel. Dry sprinkler main piping has roll grooved fittings while the dry sprinkler branch piping has threaded fittings.
Condition:

- The dry galvanized stainless-steel piping is in poor condition & has surpassed its life expectancy. The wet black steel piping is in fair condition & is approaching its life expectancy.

Heating, Ventilation, and Air Conditioning

1. Boiler Plant:

Hot water for building heat is produce by a propane gas fired high efficiency condensing boiler as manufactured by Lochinvar, model KHN285. The boiler was manufactured in 2017 and has an input of 285 MBH.

Heating hot water is circulated by an inline pump as manufactured by Taco.

Because the boilers are sealed combustion, combustion air for the boiler is provided by an individual duct connected directly to the boiler.

Condition:

- The boiler system is fully operational and appears to be in good condition.
- The pumps appear to be in good condition and appear to have received proper maintenance.

2. Controls

Temperature control is managed by a variety of digital direct control (DDC) building management system components manufactured by Johnson Controls, Schneider Electric and some older generation Robert Shaw electronic controls as well.

Condition:

- The system is operational and in fair condition. However, this system is limited in its programming and scheduling capabilities.

3. HVAC System:

Air Handling Unit:

An air handling unit, manufactured by Trane has been installed within the attic space provides heating, ventilation and cooling to the 1998 addition. The air handling unit was furnished with a hot water heating coil, DX cooling coil and a grade mounted air-cooled condensing unit. The refrigeration system uses R-22 refrigerant, which has been phased out and can only be obtained on the recycled market and thusly becoming expensive.

Supply air is distributed by means of insulated ductwork and delivered to the spaces via a combination of ceiling diffusers and side wall registers.

Condition:

- Although the equipment is operational it is showing significant signs of age and there is also some damage noted on the condenser coil section of the air-cooled condensing unit. Essentially, the air handling unit and associated air-cooled condensing unit have reached the end of their service life.

Ductless Split Fancoil Systems:

The library contains multiple ductless split fancoil systems installed in various locations throughout. These units provide supplemental cooling and vary in age, type and manufacturer.

Condition:

- The condition of the indoor units is considered "good". However, the outdoor units were not properly installed by being mounted directly on grade, on small concrete pavers/pads, which has left them to being susceptible to excessive dirt and debris due to being on the ground. Furthermore, the outdoor units have not been properly secured and can be moved very easily, risking damage to wiring and refrigerant piping. It should also be noted that the refrigerant pipe insulation is very deteriorated.

Fintube Radiation:

The perimeter areas of the library are also heated by fintube radiation, which is supplied with hot water from the boiler system. The existing fintube radiation enclosure have modified to accept electronically actuated control valves

Condition:

The fintube radiation is fully functional and appears to be in good condition. Although, the control valve modification leaves the valve actuators exposed, which increases the risk of damage.

Electrical

1. Electric Service:

   The electric service originates from electric utility company pole mounted transformers located at the street via underground conduit/cabling which feeds an enclosed main circuit breaker located on the Lower Level. The building meter is located on the exterior of the building in a CT cabinet.

   - By visual observation, the electric service appears to be in good condition.

2. Normal Power System:

   The enclosed main circuit breaker is a Cutler Hammer Pow-R-Line C, 120/208 volt, three phase, four wire with a 600/3 main circuit breaker. The enclosed main circuit breaker feeds a Cutler Hammer panelboard 600 amp, 120/208 volt, 3 phase, 4 wire labeled MDP located in the Electric Room. MDP feeds the Elevator, panelboards PP1 and PP2 and various mechanical equipment. Panelboards PP1 and PP2 are both 225A rated, 3 phase, 4 wire as manufactured by Cutler Hammer.

   Condition:

   - By visual observation, the enclosed main circuit breaker and panelboards appear to be in good condition.

3. Emergency Power System:

   There is no generator for the building.

4. Fire Alarm:

The fire alarm control panel is addressable as manufactured by Honeywell. The fire alarm radio master box with the associated antenna located on the exterior of the building alerts the Fire Department when the fire alarm system is initiated. The fire alarm system consists of remote annunciators, smoke detectors, carbon monoxide detectors, heat detectors, duct smoke detectors, pull stations, strobes, and notification appliances. The fire alarm system appears to comply with Code.

Condition:

- By visual observation, the fire alarm system and devices appear to be in good condition.

5. Lighting:

Interior –

The interior lighting consists of a mix of fluorescent downlighting, fluorescent wall sconces, incandescent track lighting, LED downlights and specialty pendant lighting fixtures. The emergency lighting consists of exit signs with built-in battery back-up and interior emergency lighting is comprised of certain lighting fixtures with emergency battery packs throughout the building. There are remote test switches for testing of the battery packs for the lights located throughout the space as well.

Condition:

- By visual observation, the interior fluorescent lighting fixtures appear to be in fair condition, while the LED lighting fixtures appear to be in good condition.

Exterior –

Lighting consists of wall mounted spot lighting fixtures and wall sconces. The exterior of the building does not have remote emergency light heads.

Condition:

- The exterior lighting by visual observation appears to be in poor condition.

Lighting Controls –

Interior lighting is controlled by local wall toggle switches.

Exterior lighting is controlled by timeclocks.

Condition:

- The lighting controls by visual observation appear to be in fair condition.

6. Receptacles:

Receptacles are ground type, with some GFCI type throughout the building. Receptacles have been added over the years through the use of EMT conduit with surface boxes. There are some floor boxes that are located on the Lower Level that are being used to power powered furniture. Exterior receptacles are GFCI type in weatherproof enclosures located near mechanical equipment and a few locations around building for convenience usage.

Condition:

- Receptacles by visual observation appear to be in fair condition while the floor boxes appear to be in very poor condition.

7. Lightning Protection:

The building does not have a lightning protection system.

8. Bi-directional Amplifier System:

The building does not appear to have a bi-directional amplifier system.

9. Wiring:

Wiring is made up of MC cabling, FA MC cabling, EMT, Rigid, and PVC conduit.

BUILDING AND CODE ASSESSMENT

HASTINGS CONSULTING
Building, Fire &Access Codes ▪ Fire Protection Engineering

Vineyard Haven Library
Tisbury, Massachusetts

Existing Building Code Report

Prepared By: Kevin S. Hastings, P.E., LEED AP

Date: January 26, 2024

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Introduction

Vineyard Haven Public Library is an existing building containing book stacks, reading areas, meeting rooms, offices, and storage. This code summary is based on a site visit conducted on January 18, 2024 and available existing building information.

According to IEBC MA Amended Section 104.2.2.1, any building regulated by 780 CMR undergoing a renovation must be investigated and evaluated in accordance with the code in a written report form. The purpose of this report is to serve as the existing building evaluation report for its major fire protection, life safety, and accessibility features.

Following is a list of applicable codes:

Code Type	Applicable Code (Model Code Basis)
Building	780 CMR: Massachusetts State Building Code, 9th Edition[1] (2015 International Building Code) (2015 International Existing Building Code)
Fire Prevention	527 CMR: Massachusetts Fire Prevention Regulations (2021 NFPA 1 Fire Code) M.G.L. Chapter 148 Section 26G – Sprinkler Protection
Accessibility	521 CMR: Massachusetts Architectural Access Board Regulations 2010 ADA Standards
Electrical	527 CMR 12.00: Massachusetts Electrical Code (2023 National Electrical Code)
Elevators	524 CMR: Massachusetts Elevator Code (ASME A17.1-2013/CSA B44-13)
Mechanical	2015 International Mechanical Code (IMC)[1]
Plumbing	248 CMR: Massachusetts Plumbing Code
Energy Conservation	2021 International Energy Conservation Code (IECC) & Stretch Energy Code (225 CMR 23)

1 Although a specific date has yet to be announced, the State is in the process of adopting the 2021 International Codes as the 10th Edition of 780 CMR and they are expected to take effect in the second half of 2024. The effective code is based on the date of the building permit application. The new code does not impact the code requirements summarized in this report however.

International Existing Building Code

The International Existing Building Code with Massachusetts amendments allows for 3 separate compliance methods, the Prescriptive Method (in general, altered areas must comply with the code for new construction), Work Area Method (level of compliance is based on the

classification of work), and Performance Compliance Method (numerical method that allows tradeoffs for deficiencies). This report is based on the Work Area Method.

1. **Work Area and Classification of Work:**

   The requirements in the IEBC area based on the classification of the work as Alteration Level 1, 2 or 3. This is based on the extent of the project "work area", which is defined as the area within which architectural reconfiguration will occur (IEBC Chapter 2). Areas where the only work will be new finishes, furnishings, or installation of new building systems are not classified as part of the work area. The levels of work are defined as follows:

Level 1 Alteration	No architectural reconfiguration, no work area.
Level 2 Alteration	Aggregate size of work areas (architectural reconfigured area) does not exceed 50% of the gross building area.
Level 3 Alteration	Aggregate size of all work areas (architectural reconfigured area) exceeds 50% of the gross building area.

   For the purposes of this report, it has been assumed that if the building is renovated it will undergo a Level 2 or Level 3 Alteration, in which case IEBC Chapters 7, 8, and 9 apply.

   A future edition will also require compliance with IEBC Chapter 11, which requires the new addition to comply with the code requirements for new construction.

2. **Occupancy Classification:**

   - Use Group A-3 (Library and Meeting Rooms with 50+ Occupants)
   - Use Group B (Offices and Small Meeting Rooms (< 50 Occupants))
   - Use Group S-1 (Storage)

3. **Construction Type:**

   The building appears to be of unprotected wood-framed construction, classified as Type VB.

Existing Structure

4. Height and Area Limitations:

An addition cannot increase the height or area of an existing building beyond the limits allowed for new construction in the IBC. The following table summarizes the height and area limitations for the most restrictive Use Group A-3 occupancy and Type VB construction.

Code Reference	Type VB – Use Group A-3 Fully Sprinklered	
	Height	Area
IBC Tables 504.3, 504.4 & 506.2: Tabular Value	2 St. (60 ft)	18,000 ft^2
IBC Section 506.2 Frontage Increase (50% Open)	-	+1,500 ft^2
Height & Footprint Area Allowed	**2 St. (60 ft)**	**19,500 ft^2**
Actual Height & Footprint Area	**2 St.**	**Approx. 5,200 ft^2**

As indicated in the table above, a two-story addition up to approximately 14,300 ft^2 per floor would be allowed (presumably larger than the existing lot size would allow however).

5. Fire Resistance Ratings:

The following table summarizes the required fire resistance ratings for various building elements and Type VB construction:

Building Element	Fire Resistance Rating (Hrs)
Primary Structural Frame	0
Exterior Bearing Walls	0
Interior Bearing Walls	0
Exterior Non-Bearing Walls	0
Interior Non-Bearing Walls	0
Floor Construction	0
Roof Construction (not including Primary Structural Frame)	0

6. Interior Finishes:

The existing interior finish of walls and ceilings in the work area and in all exits and corridors serving the work area must comply with the code requirements for new construction (IEBC 803.4). All newly installed wall and ceiling finishes, and interior trim materials must also

comply with IBC Table 803.11 (IEBC 702.1, 702.2, 702.3). The requirements are summarized below:

Walls & Ceilings (IBC Table 803.11) – Fully Sprinklered

Use Group:	B & S	A
Exit Access Corridors	Class C	Class B
Rooms & Enclosed Spaces	Class C	Class C

The existing finishes generally consisted of painted drywall and suspended ceilings that appear to comply with the above requirements.

7. Means of Egress:

Means of egress conforming to the requirements of the building code under which the building was constructed shall be considered compliant means of egress if, in the opinion of the code official, they do not constitute a distinct hazard to life (IEBC 805.2).

The only hazardous condition noted during the site visit is that the Lower Level Story/Lecture Room has a posted occupancy of 60 people and requires two means of egress. The second means of egress from this room is an open stair to the upper level that is current used for storage and has a child safety gate that both obstruct egress in an emergency. If the room will be used for any events with more than 49 occupants these obstructions must be removed regardless of whether the building is renovated.

Story/Lecture Room Egress

The means of egress including the number of exits and egress capacity must be sufficient for the number of occupants on all floors (780 CMR 102.6.4). Both Floors have multiple exterior exit doors directly to grade, and the Lower Level is also served by two open exit access stairs that are allowed to be used for egress under IBC Section 1019.3. The existing means of egress provide more than adequate capacity for the building.

Level 3 Alteration Egress Requirements

If the building undergoes a Level 3 Alteration, the means of egress throughout the work areas are required to comply with Chapters 7 and 8 of the existing building code; the remaining portions of the building must maintain or improve their current level of egress (IEBC 704.1 & 805.1). These chapters include the following provisions:

7.1 All rooms or spaces in the work area with a travel distance of over 75 feet or with an occupant load greater than 50 must be provided with two egress doors (IEBC 805.4.1.1).

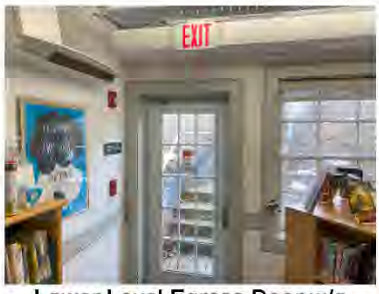
The Story/Lecture room is the only individual space with greater than 50 occupants and is provided with two means of egress as required.

7.2 In the work area and in the egress path serving the work area egress doors must swing in the direction of egress travel where serving an occupant load of 50 or more people (IEBC 805.4.2). Where the work area exceeds 50% of the floor the entire floor must comply with this section (IEBC 805.4.2.1).

All of the existing primary egress doors swing in the direction of egress as required.

7.3 In any work area, and in the egress path from the work area to an exit discharge, any doors that serve 100 occupants or more in Group A areas must be equipped with panic hardware (IEBC 805.4.4). Where the work area exceeds 50% of the floor this requirement applies throughout the floor (IEBC 805.4.4.1).

The existing primary egress doors with latches generally include panic hardware as required. The front entrance doors are powered sliding doors that can be pushed open in an emergency as required. However, there is at least one existing exit door (side door from the Young Adult area on the Lower Level) that is not provided with panic hardware.



Lower Level Egress Door w/o Panic Hardware

7.4 In the work area the maximum existing dead-end corridor length must be < 35 feet or 2.5 times the least width of space (IEBC 805.6).

No dead-end corridors beyond these limits were noted during the site visit.

7.5 Illuminated exit signs and means-of-egress lighting must be provided in all work areas in accordance with the code for new construction (780 CMR 102.6.4). If the work area exceeds 50% of the floor area, this requirement applies to the entire floor (IEBC 805.7.2 & 805.8.2)

The building includes illuminated exit signs and emergency lighting throughout. Although a detailed review was not conducted, no significant deficiencies were noted.

8. Required Fire Protection Systems:

The following fire protection systems are required in the areas noted:

- Automatic Sprinkler System – the existing building appears to be fully sprinklered. Any alterations must modify the sprinkler system as necessary to maintain compliance with NFPA 13 (IEBC 703.1).

- Fire Alarm System – for a Level 2 Alteration existing previously approved fire alarm systems are permitted to remain (IEBC 804.4.1 Exception 1). A Level 3 Alteration requires a fire alarm system that complies with the code requirements for new construction (IEBC 904.2).

  The building has an existing modern fire alarm system which can remain for a Level 2 Alteration and may also be sufficient for a Level 3 Alteration, although a more detailed evaluation would be required (see electrical engineer's report).

- Fire extinguishers (527 CMR 1 Section 13.6 & IBC 906.1). Fire extinguishers must be located throughout the building so that the maximum travel distance to an extinguisher is less than 75 feet.

  The building includes existing fire extinguishers, however a detailed survey of existing extinguisher locations was not conducted.

9. Energy Code Provisions for Existing Buildings

The Massachusetts Stretch Code as adopted by the Town of Tisbury adopts the 2021 International Energy Conservation Code (IECC) with Massachusetts Amendments (225 CMR 23). Alterations to an existing building, building system or portion thereof must conform to the provisions of the IECC as those provisions relate to new construction without requiring the unaltered portions of the existing building or building system to comply (IECC C503.1). Although this code does not have a full-compliance threshold, any new equipment must also comply with the Stretch Code amendments to the 2021 IECC.

Additions to an existing building where the addition is up to 100% of the size of the existing building and less than 20,000-sf must comply with IECC Sections C401.3, C402 through C406, and Section C408.

10. Ventilation Requirements

All reconfigured spaces must provide mechanical or natural ventilation in accordance with the International Mechanical Code, except that existing ventilation systems are permitted to

remain provided they achieve not less than 5cfm of outdoor air per person and not less than 15 cfm of ventilation air per person (IEBC Section 809).

11. Structural Provisions for Existing Buildings

Structural alterations and/or additions to buildings must be evaluated by a registered structural engineer to determine compliance with the IEBC based on the proposed scope of work.

12. Accessibility for Persons with Disabilities

Massachusetts Architectural Access Board Regulations
Massachusetts has a unique state-written code that applies to all public buildings in the state, referred to as 521 CMR. The definition of a "public building" includes all privately or publicly financed buildings that are open to and used by the public. Vineyard Haven Library is considered a Place of Assembly and Educational Facility and subject to compliance with 521 CMR Sections 12 and 14.

Administrative spaces, instructional spaces, and areas open to the general public are subject to the requirements of 521 CMR. Employee-only work areas and building service spaces that are not accessible to the public are not currently regulated by 521 CMR.

Existing buildings are not required to retro-actively comply with 521 CMR, however if the building is renovated the level of compliance with 521 CMR is based on the cost of the proposed work:

A. If the cost of the proposed work is **less than $100,000**, only the new work must comply.

B. If the cost of the proposed work is **greater than $100,000** then all new work must comply and the existing building must include an accessible public entrance, toilet room, and drinking fountain (521 CMR Section 3.3.1(b)). Exempt work when calculating the cost of work includes roof repair or replacement, window repair or replacement, and repointing and masonry repair work unless the exempt work exceeds $500,000.

   The building has an existing entrance, toilet room, and drinking fountain, although there are some deficiencies (i.e. toilet room door clearance on pull side). If the cost of renovations exceeds the $100,000 threshold additional alterations would be required to achieve full compliance. See the 2019 Accessibility Survey for a full list of existing deficiencies related to the toilet room, entrance, and drinking fountain.

C. If the cost of the proposed work is **greater than 30% of the full and fair cash value** of the existing building, the entire building is required to comply with 521 CMR (521 CMR Section 3.3.2). There is no exempt work, i.e. the entire project costs apply to determining the 30% criteria.

The cost of all work performed on a building in any 36-month period must be added together in determining the applicability of 521 CMR (521 CMR Section 3.5). The full and fair cash value of the building is defined as the 100% equalized assessed value.

The Town of Tisbury Assessor's website lists the total building value at $2,971,300 (see attached appendix). Based on the State Department of Revenue's website, the Assessment Ratio for Tisbury is 0.96, which means the 100% equalized assessed value for the building is $3,095,104 and the compliance threshold is $928,531.

The building has an existing entrance, toilet room, and drinking fountain, although there are some deficiencies (i.e. toilet room door clearance on pull side). If the cost of renovations and a new addition exceeds the 30% threshold additional alterations would be required to achieve full compliance. See the 2019 Accessibility Survey for a full list of existing deficiencies.

Americans with Disabilities Act Guidelines

The ADA Guidelines are not enforced by the Commonwealth of Massachusetts, they can only be enforced through a civil lawsuit or complaint filed with the U.S. Department of Justice. Compliance with the ADA Guidelines is triggered by renovations to the existing building. All renovations to the building must be made to ensure that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities (28 CFR Part 36 Section 36.402(a)). Alterations made to provide an accessible path of travel to altered areas and accessible facilities (i.e. provide accessible toilet facilities) are not required if the cost exceeds 20% of the total cost of the alteration (28 CFR Part 36 Section 36.403(f)). However, if the cost to meet these accessibility requirements does exceed 20%, alterations are still required to the maximum extent that the area can be made accessible without exceeding the 20% criteria (28 CFR Part 36 Section 36.403(g)). The ADA also contains less stringent dimensional requirements for some building elements in an existing building where it is infeasible to meet the requirements for new construction (ADA Section 4.1.6).

The required level of compliance with 521 CMR will also satisfy ADA requirements for renovated buildings.

Appendix: Assessed Value

Property Card: 200 MAIN ST

Town of Tisbury, MA

Parcel Information

Parcel ID: 6-F-6
Vision ID: 592

Owner Name and Mailing Address: TISBURY TOWN OF LIBRARY

BOX 1239
TISBURY, MA 02568

General Information

Map: 6
Block: F
Lot: 6

Use Description: IMP SELECT M94
Zone: R10
Land Area in Acres: 0.5

Assessed Value

Land: $734700
Buildings: $2971300
Extra Bldg Features: $54500
Outbuildings: $4300
Total: $3764800

Sale History

Sale Date: 3/23/1910
Sale Price: $0

Building Details: Building # 1

Living Area: 7479
Style: Library
Stories: 1
No. Total Rooms:
No. Bedrooms:
No. Baths:
No. Half Baths:

Kitchen Desc:
Interior Wall Desc 1: Drywall/Sheet
Interior Wall Desc 2:
Exterior Wall Desc 1: Wood Shingle
Exterior Wall Desc 2:

Roof Cover Desc: Asph/F Gls/Cmp
Roof Structure Desc: Gable/Hip
Heat Type: Hot Water
Heat Fuel: Gas
A/C Type: Central

Property Location: 200 MAIN ST | Map ID: 6/F / 6/ / | Bldg Name: | State Use: 931C
Vision ID: 592 | Account #: | Bldg #: 1 | Sec # 1 of 1 | Card # 1 of 1 | Print Date: 12/6/2023 11:08:52 A

CURRENT OWNER

TISBURY TOWN OF
LIBRARY
BOX 1239
TISBURY MA 02568

TOPO / UTILITIES / STRT / ROAD / LOCATION

2 Public Water

SUPPLEMENTAL DATA

Alt Prcl ID: 00006F 00000 00006 | BETTERM
NEW PER
RES EXE
GIS ID: M_274875_901419 | Assoc Pid#

CURRENT ASSESSMENT

Description	Code	Appraised	Assessed
EXEMPT	931C	3,030,100	3,030,100
EXM LAND	931C	730,900	730,900
	Total	3,761,000	3,761,000

1306
TISBURY, MA

VISION

RECORD OF OWNERSHIP

	BK-VOL/PAGE		SALE DATE	Q/U	V/I	SALE PRICE	VC
TISBURY TOWN OF	123	344	03-23-1910	U	V	0	H

PREVIOUS ASSESSMENTS (HISTORY)

Year	Code	Assessed	Year	Code	Assessed	Year	Code	Assessed
2023	931C	3,030,100	2022	931C	2,906,300	2021	931C	2,906,300
	931C	734,700		931C	421,000		931C	398,900
	Total	3,764,800		Total	3,327,300		Total	3,305,200

EXEMPTIONS

Fiscal	Code	Description	Amount
		Total	0.00

OTHER ASSESSMENTS

Code	Description	Number	Amount	Comm Int

This signature acknowledges a visit by a Data Collector or Assessor

APPRAISED VALUE SUMMARY

Appraised Bldg. Value (Card)	2,971,300
Appraised Xf (B) Value (Bldg)	54,500
Appraised Ob (B) Value (Bldg)	4,300
Appraised Land Value (Bldg)	730,900
Special Land Value	0
Total Appraised Parcel Value	3,761,000
Valuation Method	C
Total Appraised Parcel Value	3,761,000

ASSESSING NEIGHBORHOOD

Nbhd	Nbhd Name	B	Tracing	Batch
0100				

NOTES

3 HALF BATHS= 2 PUBLIC, 1 EMPLOYEE

XFIX=KTCHN SNK, UTILITY SNK

BUILDING PERMIT RECORD

Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments
10200	03-27-2017	CM	Commercial	0		100	01-01-2018	REPLACE GUTTERS & SHUT
5936	11-28-2000	DE	Demolish	0		100	01-01-2001	REMOV PERGOLA
5691	01-07-2000	CM	Commercial	14,800		100	01-01-2001	RAILS/STAIRS
5374	12-09-1998	AD	Addition	1,340,000		100	01-01-2001	ADDN,RENO
4519	08-15-1995	CM	Commercial	25,000		100	01-01-1996	A/C SYSTE

VISIT / CHANGE HISTORY

Date	Id	Type	Is	Cd	Purpost/Result
10-01-2021	AP	01		00	Measur+Listed
05-26-2021	AP	03		51	Measur+1visit Sent Letter
12-11-2017	AP	04		01	Measur+1Visit
05-17-2017	DT			50	FieldRevwReval
08-17-2014	DT			50	FieldRevwReval
06-05-2013	AP	01		00	Measur+Listed
05-01-2013	AP	03		51	Measur+1visit Sent Letter

LAND LINE VALUATION SECTION

B	Use Code	Description	Zone	Land Type	Land Units		Unit Price	I. Factor	Site Index	Cond.	Nbhd.	Nhbd Adj	Notes	Location Adjustment		Adj Unit Pric	Land Value
1	931C	IMP SELECT M9	R10		21,780	SF	18.84	1.00000	4	1.00	0100	1.800			0	33.56	730,900
				Total Card Land Units	0.50	AC	Parcel Total Land Area:	0.50								Total Land Value	730,900

Property Location 200 MAIN ST | Map ID 6/F / 6/ / | Bldg Name | State Use 931C
Vision ID 592 | Account # | Bldg # 1 | Sec # 1 of 1 | Card # 1 of 1 | Print Date 12/6/2023 11:08:53 A

CONSTRUCTION DETAIL

Element	Cd	Description
Style:	57	Library
Model	94	Commercial
Grade	07	Good+10
Stories:	1	
Occupancy	1.00	
Exterior Wall 1	14	Wood Shingle
Exterior Wall 2		
Roof Structure	03	Gable/Hip
Roof Cover	03	Asph/F Gls/Cmp
Interior Wall 1	05	Drywall/Sheet
Interior Wall 2		
Interior Floor 1	14	Carpet
Interior Floor 2	05	Vinyl/Asphalt
Heating Fuel	03	Gas
Heating Type	05	Hot Water
AC Type	03	Central
Bldg Use	931C	IMP SELECT M94
Total Rooms		
Total Bedrms	00	
Total Baths	3	
Gas Location		
Gallons		
Heat/AC	01	HEAT/AC PKGS
Frame Type	02	WOOD FRAME
Baths/Plumbing	02	AVERAGE
Ceiling/Wall	05	SUS-CEIL & WL
Rooms/Prtns	02	AVERAGE
Wall Height	9.00	
% Comn Wall	0.00	
1st Floor Use:	903C	

CONSTRUCTION DETAIL (CONTINUED)

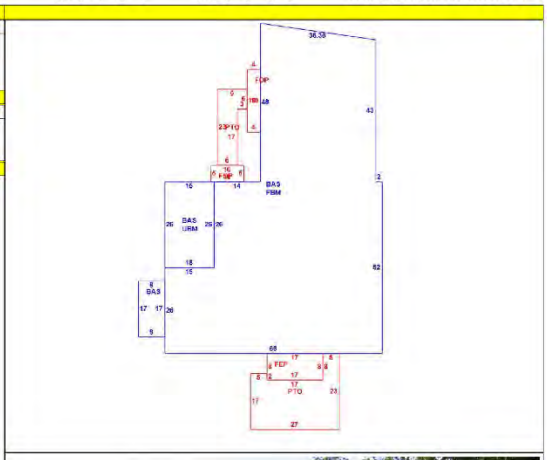
Element	Cd	Description

MIXED USE

Code	Description	Percentage
931C	IMP SELECT M94	100
		0
		0

COST / MARKET VALUATION

RCN	3,301,437
Effective Base Rate	424.95
Year Built	1960
Effective Year Built	2012
Depreciation Code	R
Remodel Rating	
Year Remodeled	
Depreciation %	10
Functional Obsol	0
Economic Obsol	0
Trend Factor	1
Condition	
Condition %	
Percent Good	90
RCNLD	2,971,300
Dep % Ovr	
Dep Ovr Comment	
Misc Imp Ovr	
Misc Imp Ovr Comment	
Cost to Cure Ovr	
Cost to Cure Ovr Comment	



OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)

Code	Description	L/B	Units	Unit Price	Yr Blt	Cond. Cd	% Good	Grade	Grade Adj	Appr. Value
ELEV	ELEVATOR	B	2	25000.00	2007		90		0.00	45,000
SGN1	SIGN-1 SD W/	L	18	22.00	2000		50		0.00	200
PAT1	PATIO-AVG	L	900	4.50	1999		100		0.00	4,100
XFIX	EXTRA FIXTUR	B	2	700.00	2007		90		0.00	1,300
SPR1	SPRINKLERS-	B	7,672	1.00	2007		90		0.00	6,900
FLU2	BRICK	B	1	1400.00	2022		90		0.00	1,300

BUILDING SUB-AREA SUMMARY SECTION

Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprec Value
BAS	First Floor	5,161	5,161	5,161	424.95	2,193,167
FBM	Basement, Finished	2,318	4,635	2,318	212.52	985,034
FEP	Porch, Enclosed, Finished	0	136	88	274.97	37,396
FOP	Porch, Open, Finished	0	126	32	107.92	13,598
PTO	Patio	0	611	92	63.99	39,095
UBM	Basement, Unfinished	0	390	78	84.99	33,146
	Ttl Gross Liv / Lease Area	7,479	11,059	7,769		3,301,436

LANDSCAPE ASSESSMENT

WARNER LARSON
LANDSCAPE ARCHITECTS

February 27, 2024

Mr. Christopher Blessen, AIA
Tappe' Architects
6 Edgerly Place
Boston, MA 02116

Re: Site Physical Conditions Report
Vineyard Haven Public Library, 200 Main Street, Vineyard Haven, MA 02568

Intent

This report provides a summary of our observations from December 20, 2023 and is limited to the observed physical conditions. The site physical conditions are unchanged since the Accessibility Survey dated April 30, 2019 was performed; therefore, our report is supplemental to those findings and intended to identify site improvements to be considered with future projects such as the planned multi-purpose meeting room addition.

Site Configuration and Access

The multi-purpose meeting room addition Request for Qualifications describes the lot as 21,100 square feet in size with an on site septic system and public water supply. The site is accessed from reserved on-street parking and a sidewalk that connects to the town center a few blocks away. A paved pull off along Greenwood Avenue includes a freestanding book drop enclosure. A bicycle rack is located adjacent to the main, east-facing entrance. A stonedust pathway at the west end of the building leads to the rear courtyard with a southwest exposure. Emergency vehicle access is along Main Street and Greenwood Avenue.

Physical Conditions Summary

1. **Paving**
   a. The front walkway is concrete paving with a recent panel replaced at an electrical manhole.
   b. The front walkway connects to the adjacent concrete sidewalks at Main Street and Greenwood Avenue.
   c. There is a diagonal concrete sidewalk that appears to have been added after the original installation and is noted in the 2019 accessibility survey as non-compliant. Consider removing and not replacing this walkway, since a ramp or stairs in this location would be out of character with the landscape design.
   d. Brick paving at the main entrance landing is uneven, and noted in the accessibility survey as being too low relative to the doorway threshold.

130 WEST BROADWAY, BOSTON MA 02127 617.464.1440 www.warnerlarson.com

Removing and resetting this brick in a stable setting bed is needed to address surface elevation and planarity.

e. The stonedust pathway leading to the back may not be firm and stable year round due to freeze/thaw and variable soil moisture levels. A paved surface should be considered if access/egress is required throughout the year.
f. Walkway width, planarity and jointing widths in the stone and brick paving in the courtyard will need to be addressed as part of the courtyard redesign necessitated by the planned meeting room addition.

2. **Drainage**
   a. The front of the site slopes to the southeast corner with no observed drainage issues.
   b. The recessed area along the north side of the building has crushed stone and a portion of trench drain close to the building where exterior grade is elevated along the window sills. There are drains in the stairwells, one containing a sump pump with wire and hose coming out of the drain grate. A lawn slopes up from the building to a concrete retaining wall and stair along Greenwood Avenue. It is good practice to keep the concentration and collection of stormwater away from buildings. To accomplish this here could require an expensive reconfiguration/introduction of walls and drainage systems.
   c. A soil strip exists between the stonedust path leading to the courtyard and the building, where the grade is close to the building sill plate with window wells (covered with acrylic shields) into the lower level. Lowering this grade would require a retaining wall along the walkway and a drainage system to convey water away.
   d. The landscaped courtyard is flat with no apparent drainage issues. Use of accessible permeable paving system in this area may be advisable to minimize additional drainage that may be required.

3. **Walls & Stairs**
   a. The brick treads are uneven on the brick stair between the brick patio at the main entrance and the concrete sidewalk. A contiguous tread material should be considered in their replacement. These stairs do not have handrails, only picket railings.
   b. A low mortared stone retaining wall in good condition borders the brick patio at the main entrance.
   c. Concrete retaining walls and stairs noted in Item 2 are located between the Greenwood Avenue sidewalk and the building and appear to be in good condition. The walls and stairs have metal picket railings and handrails without horizontal extensions at top and bottom of handrail runs.

d. A low stacked granite retaining walls on both sides of the stonedust pathway along the west side of the building create a level surface for the pathway. Refer to Item 2 for drainage considerations.
e. A low concrete retaining wall extends along the south side of the property, and is leaning towards the abutter. It is unclear whether this is on the library site or the abutter's property.

4. **Fencing**
   a. Refer to Item 3 for railings associated with walls.
   b. A 4-foot tall wooden picket fence and gate encloses the courtyard. The 6-foot tall wood fence along the south abutting property is solid vertical board with lattic top. These fences are weathered, but in true alignment.

5. **Landscaping**
   The plant materials are quite mature, with trees providing a lot of shade along the south side of the site and at the northwest and northeast corners. Selective pruning is advisable to allow more light and air circulation, along with removal of the English ivy climbing the tree trunks. A tall evergreen hedge is located along the west side of the site at the end of the courtyard. Large specimen ornamental trees compliment the scale of the sculpture in the courtyard.

6. **5ite Lighting**
   Street lighting is located on the two utility poles at the front corners of the site along Main Street. The only other site lighting we observed is building-mounted over the main entrance door and at the lower-level doorway off the northwest corner of the building.

Exclusions:

- Accessibility: Refer to Accessibility Survey dated 4/30/2019
- Review of Zoning and Code compliance
- Review of existing conditions documents

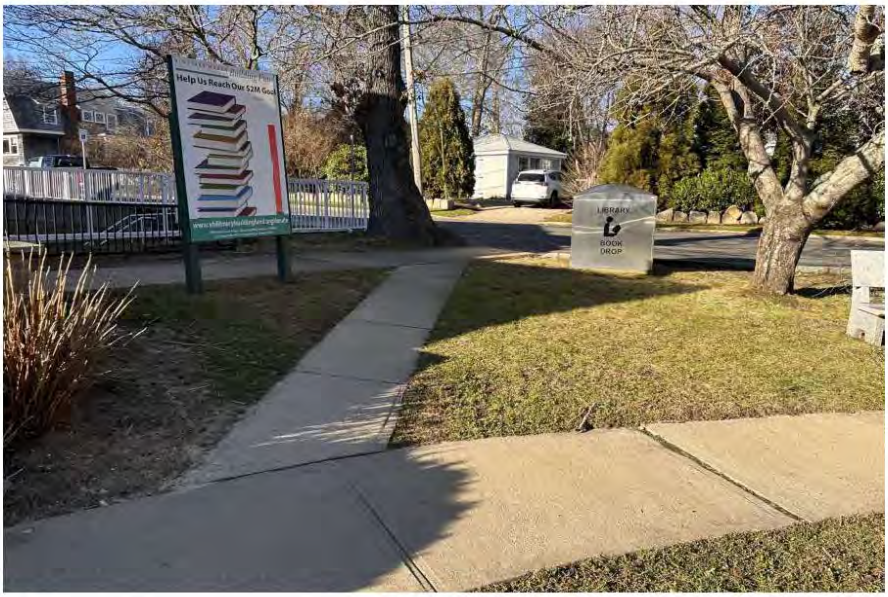
End of written report. Refer to attached photos.

Vineyard Haven Public Library
Existing Conditions Report
February 27, 2024

1.a

1.b

Vineyard Haven Public Library
Existing Conditions Report
February 27, 2024



1.c

1.d

Vineyard Haven Public Library
Existing Conditions Report
February 27, 2024

1.e

1.f

Vineyard Haven Public Library
Existing Conditions Report
February 27, 2024

2.a

2.b

Vineyard Haven Public Library
Existing Conditions Report
February 27, 2024

2.b

2.c

Vineyard Haven Public Library
Existing Conditions Report
February 27, 2024

2.c

2.d

Vineyard Haven Public Library
Existing Conditions Report
February 27, 2024

3.a

3.b

Vineyard Haven Public Library
Existing Conditions Report
February 27, 2024

3.c

3.d

Vineyard Haven Public Library
Existing Conditions Report
February 27, 2024

3.e

4.a

Vineyard Haven Public Library
Existing Conditions Report
February 27, 2024

4.a

4.b

Vineyard Haven Public Library
Existing Conditions Report
February 27, 2024

5

5

Vineyard Haven Public Library
Existing Conditions Report
February 27, 2024

5

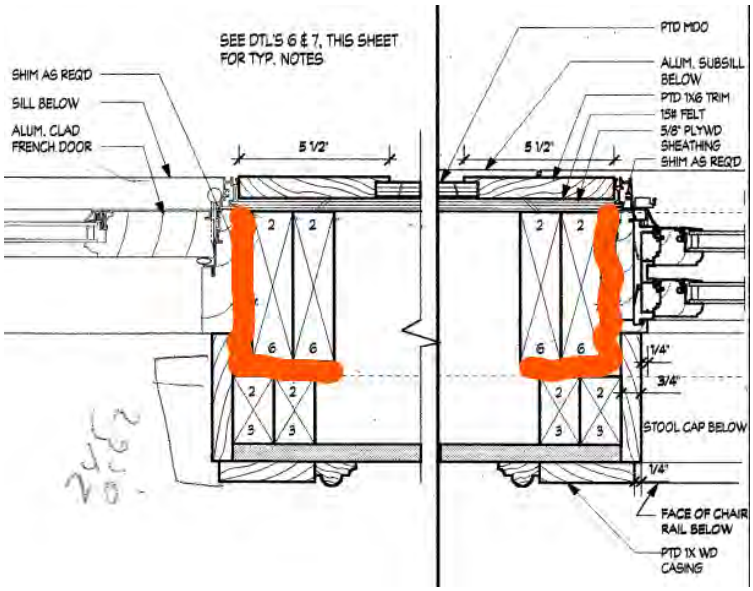
ARCHITECTURAL ASSESSMENT

GENERAL BACKGROUND

The Vineyard Haven Public Library has been at its current location since the early 1900s. The building currently housing the library was constructed in 1967 and received a renovation and expansion in 2000. The current layout for the library consists of two stories totaling about 9,000 square feet of useable space. This breaks down to about 4,800 square feet on the ground floor and about 4,200 square feet on the lower partial walkout basement level. The lot for the library is small and it is located primarily in a residential area outside of the downtown vineyard haven area. There is an on-site septic system and parking is accommodated by on-street parking which is very limited.

DOORS

Tappe observed many doors that need repair throughout. For exterior locations, there are signs of rust and rot and general degradation of the door systems and seals. There are doors that do not have proper ADA hardware and all doors should be carefully reviewed and tested for proper functionality of the hardware as an ongoing maintenance routine. The exterior trim around some doors, particularly in the courtyard area, appeared to be rotted and in need of replacement. There was quite a lot of microbial growth viewed on many exterior surfaces and Tappe suspects this may be slightly more prevalent in the warmer parts of the year. The image to the right shows where additional foam sealants should be applied as windows and doors are replaced or repaired. These locations are subject to a lot of stress from air and moisture leaks over time.



WINDOWS

The Windows for the building appear to be nearing the end of their life span and seem to need maintenance and repair. New windows would allow for the opportunity to seal any leaks and moisture/air penetration issues caused by older construction and would allow the library to upgrade the air sealing of the building which will contribute to overall energy efficiency over the long term. Careful consideration should be given to the flashing details all around the windows and will require some removal of the siding around these areas to properly seal and flash the windows. New triple glazed aluminum clad wood windows will likely provide a very good thermal rating and be

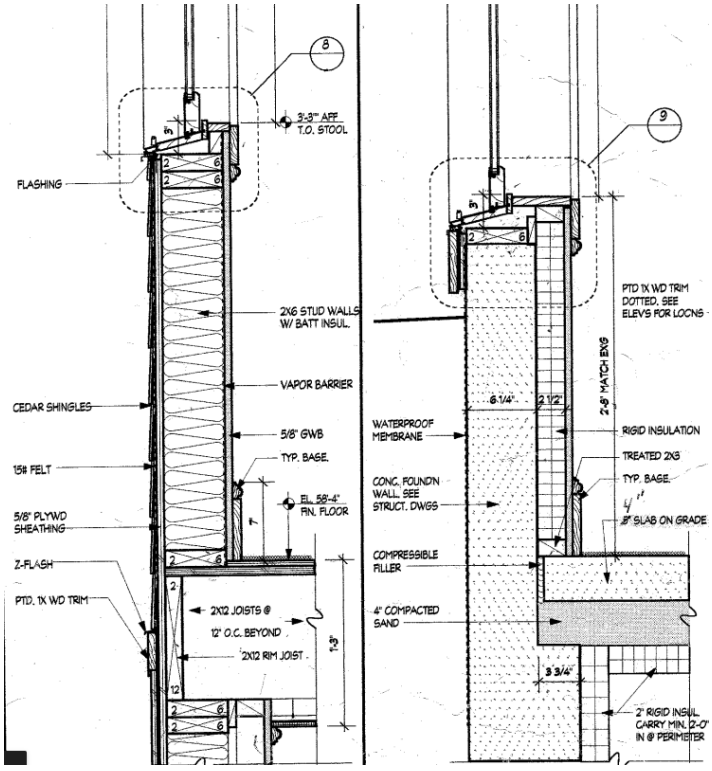
consistent with the surrounding neighborhood aesthetics. There are several locations on the exterior where trim boards are deteriorating and rotted with microbial growth. These boards should be removed and further understanding of how water and moisture accumulation occurred should be documented and corrected prior to reinstallation of the new trim.

SIDING

The siding appears to be in relatively fair condition. There are some locations that are close to the ground where contact with the ground and prolonged exposure to snow and other moisture leads to rotting. Furthermore, on elevations where low ground vegetation exists and good exposure to sunlight cannot be achieved, it becomes difficult for the building façade to dry out without prolonged exposure to water and moisture. Where there are shingles close to the ground plane, these areas should be repaired with a more stable and robust material that will withstand the exposure to moisture and vegetation.

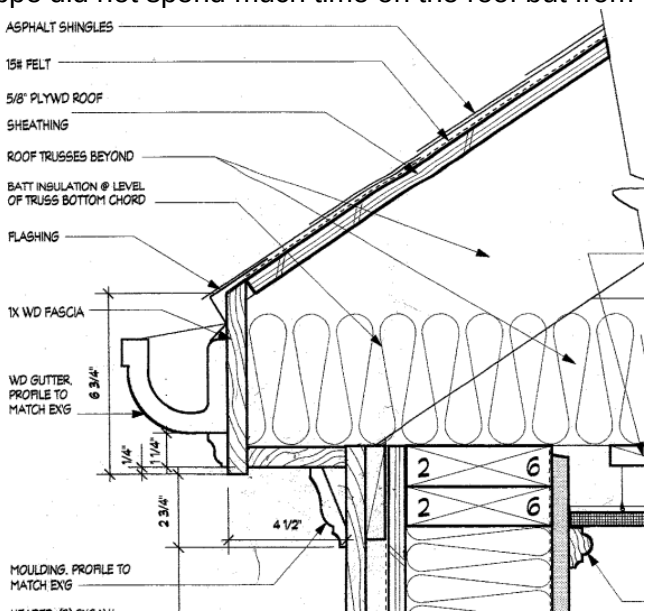
INSULATION

It appears that the library was constructed of dimensional 2x6 lumber and filled solid with batt insulation above grade. Below grade, there is a 6.25” concrete stem/foundation wall which has 2.5” rigid insulation on the interior side. For the above grade portions this results in an r-value around R-20 when it is new. There will be some loss of that value over time as the insulation settles or becomes wet, etc. The few acceible locations for inspection of the insulation apepar to be in fair shape, but with any updated renovation or expansion careful consideration should be given to the whole building. If new insulation becomes a pathway forward it would be prudent to look at closed cell spray foam insulation to provide superior thermal resistance as well as some moisture and vapor mitigation. New building codes and stretch energy codes as well as new standards for energy effficient building techniques would be looking for insulation in the stud cavity with added continuous insulation on the exterior side of the wall. This is to help address thermal bridgind and the de-rating of the thermal performance of the insulation due to the intermittent structural members.



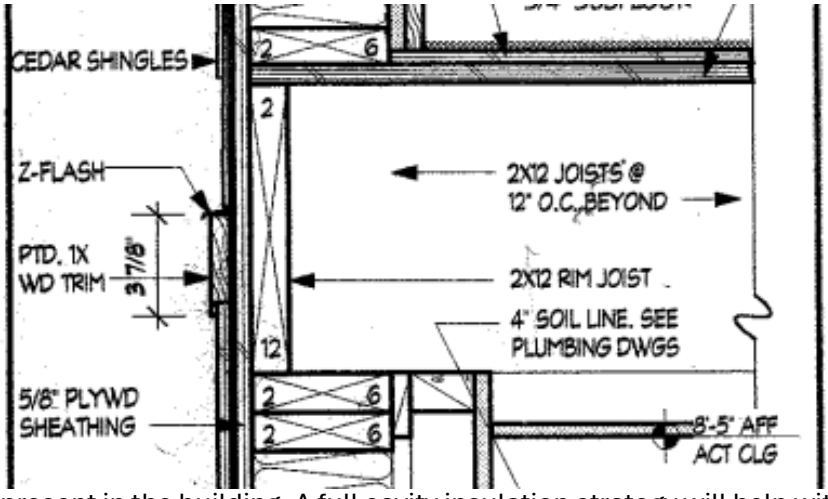
ROOF

A visual inspection of the roof seems to indicate that the roof is nearing the end of its life span and could use an update and replacement. Tappe did not spend much time on the roof but from the ground we recommend the library consider replacing the roof in whole or in part soon based on observation of shingles. It also appears that there is no insulation directly applied to the underside of the roof framing and sheathing. This allows for extreme heat build-up inside the building which puts pressure on the long-term performance of the roof envelope itself and any mechanical systems that are run in the attic space. It is recommended that any project consider adding insulation within the roof joist pockets for the entire roof area at a minimum. This can be done with batt insulation, but a more robust and long-term solution would be the application of spray foam insulation which forms a better envelope seal and a high R-value of insulation. If a roof replacement project is undertaken there should be consideration of adding continuous insulation to the exterior side of the roof sheathing. This is to resolve any thermal bridging that is currently present through the roof joist.



ADDITIONAL THERMAL BRIDGING PATHWAYS

The image below shows what appears to be a typical condition at the floor framing between the lower floor and the upper floor. The joise space appears to lack insulation or it is minimal and intermittent. While this space is spearated by finished ceiling below and finished floor above it still provides a pathway for thermally connected air leakage in the envelope strategy. While the entire floor joist cavity does not necessarily need to be insulated adding closed cell foam all around these details or even batt unsulation will produce a tighter air seal and possibly mitigate some of the thremal leaks currently present in the building. A full cavity insulation strategy will help with acoustic separation if there are any concerns with noise traveling between floors.



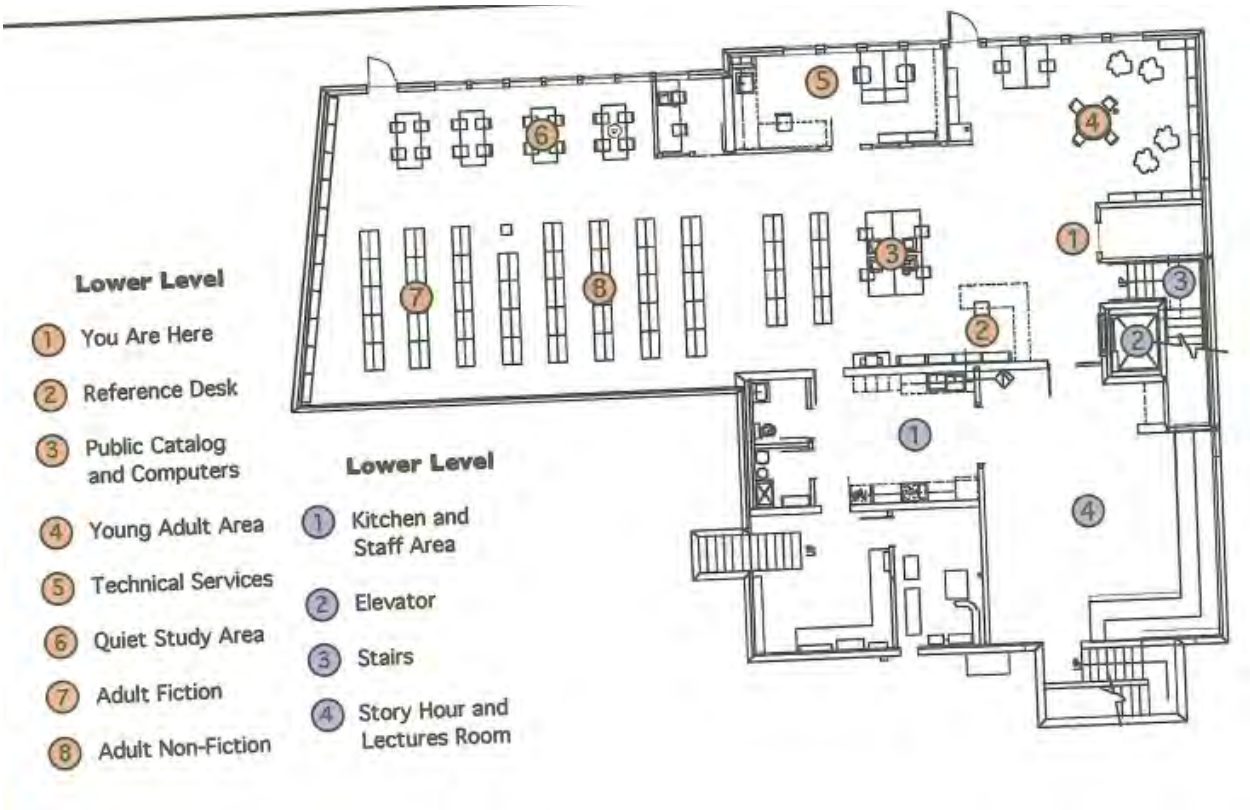
INTERIOR FINISHES & LIGHTING

Tappe observed significant wear on most interior finishes. This includes areas where leaks are telgraphing through to interior spaces. In most cases a fresh coat of paint will go a long way, but with any repair and renovation proejct that considers HVAC or other system upgrades it becomes an opportunity to develop a cohesive response in lieu of a patchwork in the finish appearance. As noted in the electrcial review there is a mixture of lighting types within the library. The spaces appear to be well lit through general lighting strategy however more modern approaches that consider energy efficiency would include the full integration of LED lighting fixtures and lighting controls that are occupancy based. In addition, a lighting strategy that provided a lower level of gneeral lighting and then is supplemented by task or localised stack lighting would allow for lower energy use at off peak times and provide an opportunity for vaired space illumination within the library which gives patrons the opportunity to find a spot that suits them best.

ADDITIONAL SOURCES

The assessment included in the appendix is found to generally still be true and is a summary of items touched upon here or in addition to the items included above.

EXISTING ARCHITECTURAL DRAWINGS


Lower Level
1 You Are Here
2 Reference Desk
3 Public Catalog and Computers
4 Young Adult Area
5 Technical Services
6 Quiet Study Area
7 Adult Fiction
8 Adult Non-Fiction
Lower Level
1 Kitchen and Staff Area
2 Elevator
3 Stairs
4 Story Hour and Lectures Room

APPENDIX

UEC universal environmental consultants

February 26, 2024

Mr. Christopher Blessen
Principal
Tappe' Architects
6 Edgerly Place
Boston, MA 02116

Reference: Report for Asbestos Containing Materials Identification Study
Vineyard Haven Public Library

Dear Mr. Blessen:

Thank you for the opportunity for Universal Environmental Consultants (UEC) to provide professional services.

UEC was contracted by Tappe' Architects to perform inspection and sampling for accessible Asbestos Containing Materials (ACM) at the Vineyard Haven Public Library. Inspection and sampling were performed on Wednesday, January 31, 2024. No destructive, or roof testing was performed.

Bulk samples analysis for asbestos were performed using the standard Polarized Light Microscopy (PLM) in accordance with Environmental Protection Agency (EPA) standard. Bulk samples were collected by a Massachusetts licensed asbestos inspector Mr. Jason Becotte (AI-034963) and analyzed by a Massachusetts licensed laboratory EMSL, Woburn, MA. Per Massachusetts guidelines, bulk sample is determined to be ACM if any sample from the same homogenous area was found to contain 1-% or more asbestos. Per the Department of Environmental Protection (DEP) any amount of asbestos would trigger proper disposal.

Samples results are attached.

Thirty (30) bulk samples were collected and analyzed for asbestos from various interior building materials suspected to contain asbestos.

Samples results indicated that asbestos was not found in any of the samples collected.

Please do not hesitate to call should you have any questions.

Very truly yours,

Universal Environmental Consultants

Ammar M. Dieb
President

UEC:\224 059.00\Report.DOC

Enclosure

OrderID: 132400599

132400599

CHAIN OF CUSTODY

Universal Environmental Consultants
12 Brewster Road
Framingham, MA 01702
Tel: (508) 628-5486 - Fax: (508) 628-5488
adieb@uec-env.com

PLM
24-hour TAT

Town/City: Tisbury, MA Building Name Vineyard Haven Library

Sample	Description of Material	Sample Location
1	Joint Compound	upper floor
2	"	"
3	"	"
4	"	Lower floor
5	"	"
6	"	Mechanical Room
7	1x1 spline AT ceiling	upper floor
8	"	"
9	"	"
10	"	Lower Floor
11	"	"
12	Carpet Glue	upper floor
13	"	"
14	"	"
15	"	Lower Floor
16	"	"
17	Aqua 12x12 VFT	Upper Flour Janiter Closet
18	"	"
19	"	upper flour Bathroom
20	Yellow mastic	on #17

Reported By: Jason Becotte Date: 1-31-24 Due Date: 24-Hours

Received By: ---------- Date: ----------

REC'D EMSL-BOSTON FEB 01 2024 RHP 0830
PREP BCP

Page 1 Of 2

OrderID: 132400599

132400599

CHAIN OF CUSTODY

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Framingham, MA 01702
Tel: (508) 628-5486 - Fax: (508) 628-5488
adieb@uec-env.com

PLM

Town/City: Tisbury, MA Building Name Vineyard Haven Library

Sample	Description of Material	Sample Location
21	Yellow mastic	on #18
22	" "	on #19
23	Gray duct sealant	Attic
24	" "	" "
25	Gray sink coating	Lower floor Break room
26	" "	" "
27	Asphalt Roof shingle debris	Attic
28	" "	" "
29	Paper behind wood siding	Exterior near chimney
30	" "	" "

Reported By: Jason Becotte Date: 1-31-24 Due Date: 24-Hours

Received By: ---------- Date: ---------- REC'D RHB 0830 EMSL-BOSTON FEB 01 2024

Page 2 Of 2

EMSL Analytical, Inc.
5 Constitution Way, Unit A Woburn, MA 01801
Tel/Fax: (781) 933-8411 / (781) 933-8412
http://www.EMSL.com / bostonlab@emsl.com

EMSL Order: 132400599
Customer ID: UEC63
Customer PO:
Project ID:

Attention: Ammar Dieb
Universal Environmental Consultants
12 Brewster Road
Framingham, MA 01702

Project: Vineyard Haven Library; Tisbury, MA

Phone: (617) 984-9772
Fax: (508) 628-5488
Received Date: 02/01/2024 8:30 AM
Analysis Date: 02/01/2024
Collected Date: 01/31/2024

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

			Non-Asbestos		Asbestos
Sample	Description	Appearance	% Fibrous	% Non-Fibrous	% Type
1 132400599-0001	Upper Floor - Joint Compound	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
2 132400599-0002	Upper Floor - Joint Compound	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
3 132400599-0003	Upper Floor - Joint Compound	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
4 132400599-0004	Lower Floor - Joint Compound	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
5 132400599-0005	Lower Floor - Joint Compound	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
6 132400599-0006	Mechanical Room - Joint Compound	White Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
7 132400599-0007	Upper Floor - 1x1 Spline AT Ceiling	Gray/White Fibrous Homogeneous	40% Cellulose 30% Min. Wool	30% Non-fibrous (Other)	None Detected
8 132400599-0008	Upper Floor - 1x1 Spline AT Ceiling	Gray/White Fibrous Homogeneous	40% Cellulose 30% Min. Wool	30% Non-fibrous (Other)	None Detected
9 132400599-0009	Upper Floor - 1x1 Spline AT Ceiling	Gray/White Fibrous Homogeneous	40% Cellulose 30% Min. Wool	30% Non-fibrous (Other)	None Detected
10 132400599-0010	Lower Floor - 1x1 Spline AT Ceiling	Gray/White Fibrous Homogeneous	40% Cellulose 30% Min. Wool	30% Non-fibrous (Other)	None Detected
11 132400599-0011	Lower Floor - 1x1 Spline AT Ceiling	Gray/White Fibrous Homogeneous	40% Cellulose 30% Min. Wool	30% Non-fibrous (Other)	None Detected
12 132400599-0012	Upper Floor - Carpet Glue	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
13 132400599-0013	Upper Floor - Carpet Glue	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
14 132400599-0014	Upper Floor - Carpet Glue	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
15 132400599-0015	Lower Floor - Carpet Glue	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
16 132400599-0016	Lower Floor - Carpet Glue	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected

Initial report from: 02/02/2024 04:30:35

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5 Constitution Way, Unit A Woburn, MA 01801
Tel/Fax: (781) 933-8411 / (781) 933-8412
http://www.EMSL.com / bostonlab@emsl.com

EMSL Order: 132400599
Customer ID: UEC63
Customer PO:
Project ID:

Test Report: Asbestos Analysis of Bulk Materials via AHERA Method 40CFR 763 Subpart E Appendix E supplemented with EPA 600/R-93/116 using Polarized Light Microscopy

			Non-Asbestos		Asbestos
Sample	Description	Appearance	% Fibrous	% Non-Fibrous	% Type
17 132400599-0017	Upper Floor Janitor Closet - Aqua 12x12 VFT	Green Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
18 132400599-0018	Upper Floor Janitor Closet - Aqua 12x12 VFT	Green Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
19 132400599-0019	Upper Floor Bathroom - Aqua 12x12 VFT	Green Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
20 132400599-0020	on #17 - Yellow Mastic	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
21 132400599-0021	on #18 - Yellow Mastic	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
22 132400599-0022	on #19 - Yellow Mastic	Yellow Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
23 132400599-0023	Attic - Gray Duct Sealant	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
24 132400599-0024	Attic - Gray Duct Sealant	Gray Non-Fibrous Homogeneous		100% Non-fibrous (Other)	None Detected
25 132400599-0025	Lower Floor Break Room - Gray Sink Coating	Gray Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
26 132400599-0026	Lower Floor Break Room - Gray Sink Coating	Gray Fibrous Homogeneous	10% Cellulose	90% Non-fibrous (Other)	None Detected
27 132400599-0027	Attic - Asphalt Roof Shingle Debris	Gray/Black Fibrous Homogeneous	15% Cellulose	85% Non-fibrous (Other)	None Detected
28 132400599-0028	Attic - Asphalt Roof Shingle Debris	Gray/Black Fibrous Homogeneous	15% Cellulose	85% Non-fibrous (Other)	None Detected
29 132400599-0029	Exterior near Chimney - Paper behind Wood Siding	Black Fibrous Homogeneous	90% Cellulose	10% Non-fibrous (Other)	None Detected
30 132400599-0030	Exterior near Chimney - Paper behind Wood Siding	Black Fibrous Homogeneous	90% Cellulose	10% Non-fibrous (Other)	None Detected

Initial report from: 02/02/2024 04:30:35

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EMSL Order:	132400599
Customer ID:	UEC63
Customer PO:	
Project ID:	

Analyst(s)
Kevin McKenzie (30)

Steve Grise, Laboratory Manager
or Other Approved Signatory

Initial report from: 02/02/2024 04:30:35

Tisbury Library 2/14/18

***** Outside*****

Roofing-Asphalt shingles with a life expectance of 5-7 years Large area of moss growth, I would suggest replacing this roof in 5+ years with a 50 years shingle and at that time possibly adding roof top solar.

Gutters- seamless gutters where installed on ¾ of the building with new PVC trim. I would continue rear of the building, it will be important to properly connect all down spouts to underground drainage or splash blocks.

Siding-Wood shingles with a life expectance of 10-20 Years- One gable wall needs to be resided, I would evaluate the windows, flashings and gable vents for replacement when re-shingling.

Ext trim- Wood/ PVC Large arear of rot noted on rear of structure. I would replace with PVC trim.

Foundation- Water Stain noted. Dry at time of inspection. No repairs needed.

Grounds- Grading is needed on rear of building to create the proper pitch to shed water.

Septic- Septic passed inspection in 2017, please note D box is located under side walk.

Outside compressors- mixture of new and used, all working now. I would suggest fencing off the area around these units to dampen the sound for our neighbors.

Retaining Walls- Concrete wall has several cracks, I would recommend pathing/filling and sealing wall.

Walkways- Several tripping hazards on the brick sidewalk, I would recommend releveling and adding a polymer sand/fill between joints.

Doors- Steel doors are in adequate shape, I would replace both lower entrance doors and install remote key for locking system like the EMS Building.

Windows- Metal Clad Anderson Windows- several of these windows do not operate properly and are need of replacement. Many of these windows will not lock properly. I would at the very least add storms for energy savings.

Vents- Wood vents are intact and operating correctly. I would suggest adding additional Ridge and Soffit vents.

***** Inside*****

Carpet – Aging carpet throughout the building with a life expectance of 5+ years, several stains noted. Carpets are cleaned yearly. I would suggest coming up with a replacement plan and using a carpet tile 2'x2'.

Flooring- Basement kitchen flooring is in adequate shape, a few chipped VCT tile that can be easily replaced.

Walls- Several dry water stains noted, Walls have dings/holes and cracks that need patching, I would suggest painting a room or two a year. It's important to create and file a master color list that keeps track of what type of paint and color was used and in what location.

Paint- Interior walls need to be repainted, I would suggest no VOC paint and work should be completed at night when the building is not in use. See above

Ceiling- Drop ceiling is in horrible shape, several areas of water stained and damage tile. I would recommend replacing the main floor ceiling with a new drop ceiling system with intergraded Led troffer lights. The total building ceiling square footage is roughly 8515sq ft.

Doors- Interior Doors Wood and in adequate shape. I would recommend painting them when interior walls get painted.

Windows- Vinyl windows, several of them are difficult to operate, replacement may be needed.

Trim- Wood trim needs to be repainted. I would recommend this work gets done the same time the interior wall painting is be completed.

***** Heating *****

Hot Air attic- The attic HVAC unit has severer condensation issue and a drip pan was installed. I would recommend extra attic vents (Roof vents or even mechanical gable vents).

Boiler- New Boiler installed in 2017 properly sized for the current building sq. ft.

Duct work- Steel duct work has had all joint sealed and has been insulated in key areas to maximize efficiency.

Mini Split- Units are a mixture of New and Old age ranging from 1-15 years old, all are working now. I would recommend the removal of the unused (old) unit located in the director office.

***** Plumbing *****

Hot water heater- Water heater is aged 4 years old but we will be replacing it with a new unit funded from Greener Community.

Drain lines- Cast Iron and Copper drains are inworking orders, please note several dry water stains. 2017 the all main septic drains lines where jetted.

Restrooms- All restrooms are in working order, please note that the library has complained about a septic odor for years, this odor goes away after pumping out and drain line cleaning.

Sinks- All sinks are in working order.

Toilets- Toilets are in working order, library staff has complained about slow flushing but changing the water filter bi yearly has helped.

Mop sink- This sink is performing properly, drain line should be cleaned bi yearly.

Floor drains- all floor drains are in working order, cleaning staff fill drain trap with water weekly to keep gasses from backing up into the building.

Water filters- located in the furnace room, these filters should be changed bi yearly.

Fountains- These units are temperamental, from time to time they have low water pressure, filters and values should be replaced quarterly.

Outside faucets- All outdoor faucets are frost free, please note that we have one leaking faucet on the rear of the building and this has started to cause a small area of rot.

***** Kitchen *****

Sink- This unit is in working order.

Floor- The floor product is in adequate shape for its age.

Walls- Kitchen walls are in adequate shape, some minor repairs needed and possible repainting.

Ceilings- The kitchen area ceiling is in adequate shape.

Trim- Kitchen trim is all intact, possible repainting in the future may be helpful.

Counter Top- Top needs replacement, water damage noted. I would suggest a solid surface top with a stainless drop in sink.

***** Elevator *****

Operations- System operates correctly, several lights are out and will require servicing. The elevator gets services yearly.

***** Entrance *****

Doors- Front Stanley sliding door works properly, door locking system was installed in 2017.

Floors-Area rugs and carpet are in adequate shape, several stains noted, clean required yearly.

Walls- Several minor dings could be repaired, I would suggest painting all interior surfaces.

Ceilings- Front entrance ceiling could use a coat on no VOC paint.

Trim- All trim is attached.

***** Retaining wall *****

Wall- Landscape wall in rear of the building is in adequate shape. I would recommend a sprinkler or soaker hose for garden area.

Stairs- Both sets of exterior stairs are in adequate condition. I would not that each landing should be rebuilt with a PVC deck board (treks). All Stair risers need to be painted with a High Vis paint for safety.

Drainage- Both the drainage pit and troth need to be cleaned several times throughout the years. A more permanent sub pump system should be installed with piping that goes into a drywell.

***** Fencing/ out building *****

*** Walks ***

Cracks- Several cracks noted on all the contract walks. No need for repair at this time.

Brick- This product is a poor choice around the main entrance, both the stairs and the walkway have tripping hazard. I would recommend that we relevel the brick and add a polymer sand for grouting.

Wood Landings- The PT boards are aged and cracking. I would recommend that we use a PVC deck board (treks).

Sidewalks- Concrete sidewalks and curbing have several areas of lifting, cracking and spalling.

Stoop is in adequate condition.

*** Lighting ***

Outside- All lights are controlled either by a timer or a Photo cell. I would also suggest a motion light feature be added for the main basement doors.

Inside- We have several lights that needs to be replaced, these lights have been problematic and should be replaced with new LED strip lights.

Special- All picture lights lamps should be switched to led lamps to save on energy.

Date: 2/8/18 Building: LIBRARY

Building Maintenance Checklist:

Exterior Walks and Driveway:

1)	All walks are clean of graffiti and debris	Yes X No ___
2)	Curbs, walkways and driveway is clear of cracks/pot holes	Yes ___ No X
3)	No free-standing water/ice	Yes X No ___
4)	ALL walkways are free of weeds	Yes X No ___
5)	All Parking lot paint is clearly visible	Yes ___ No X
6)	All entrances are clear of trip hazards	Yes X No ___

2) Several cracks noted in concrete sidewalks & curb.
2) Bricks are uneven - this can create a tripping hazard.
5) Road marking have faded.

Exterior Lighting:

1)	All parking lot lights are in working order	Yes ___ No ___
2)	All light times are set to correct time and are in working order	Yes X No ___
3)	All building exterior lights are in working order no blow bulbs	Yes X No ___
4)	All lights covers/lens are free of cracks and damages	Yes X No ___
5)	All sign and flag pole lighting are in working order	Yes ___ No ___
6)	All emergence/flood lighting is in working order	Yes X No ___

* I would recommend adding a motion light for the lower entrance doors. * For safety. *

Exterior Water:

1)	All exterior faucets are in working order	Yes ___ No X
2)	All Hoses are neatly secured and are not a tripping hazard	Yes X No ___

1) Leaking faucet in rear of the building - Repairs needed.

Exterior Electrical Outlets:

1)	All outlets have in working order and are free of defects	Yes X No ___
2)	All outlet covers are installed and are weather tight	Yes X No ___
3)	All temp cords are properly connected and are secured for safety	Yes ___ No X

3) EXT CORD THAT POWERS THE SUB-PUMP IN THE LOWER LEVEL PIT NEEDS TO BE GFCI PROTECTED.

Exterior Windows and Doors:

1)	All exterior windows are in working order with no broken glass	Yes___ No X
2)	All windows have proper hardware and screens	Yes___ No X
3)	All doors work properly	Yes X No___
4)	All door hardware works properly and are secure	Yes___ No X
5)	All doorways are clear of tripping hazards for safety	Yes X No___
6)	All exterior entrances are properly lit for safety	Yes X No___
7)	All windows are properly sealed and caulked	Yes X No___
8)	All doors and windows are properly weather stripped	Yes___ No X

1-2) SEVERAL WINDOWS DO NOT OPERATE EASILY. REPAIR/REPLACE AS NEEDED.
4) LOWER LEVEL DOORS NEED PANIC HARDWARE FOR SAFETY.
8) BASEMENT DOOR NEEDS TO BE WEATHER SEALED.

Exterior Siding/ Roofing and Gutters:

1)	All roofing material is properly secured and is weather tight	Yes___ No X
2)	All Siding material is properly secured and is weather tight	Yes___ No X
3)	All siding is properly sealed / painted and is free of defects	Yes___ No X
4)	All gutters are clean	Yes X No___
5)	All gutters and downspout are working correctly	Yes X No___
6)	All gutters and downspout are properly connected to building/trim	Yes X No___
7)	All downspouts empty either to a drain or a proper splash block	Yes___ NO X

1) SEVERAL ROOF SHINGLES ARE MISSING – MOSS GROWTH NOTED.
2-3) EAST GABLE WALL NEEDS TO BE SHINGLED.
7) SPLASH BLOCKS ARE NEEDED.

Interior Floors:

1)	All floors are in satisfactory condition, no major defects	Yes___ No X
2)	All carpets are in satisfactory condition no major tiers or stains	Yes___ No X
3)	All area rugs are free of defects and are lying flat for safety	Yes___ No X
4)	All floors are properly sealed/wax	Yes X No___
5)	All thresholds are properly secured and free of defects	Yes X No___

1) SEVERAL VCT TILE LOCATED IN KITCHEN & BATH ARE CHIPPED
2-3) CARPET HAS STAINS & RIPPLES.

Interior Walls and ceilings:

1)	All wall surfaces are free of defects/holes	Yes___ No X

2) All interior wall paint is intact and is free of pealing Yes___No X
3) All ceilings are free of water stains Yes___NO X
4) All Ceilings are in sound shape with no major defects Yes___No X
5) All picture, wall hangings and shelves are properly secured Yes X No___

1-2-3) Building Interior Needs Painting
4) Ceiling Has missing Tile & water Damage.

Interior Stairs/Trim and Baseboard:

1) Interior stairs are clutter free Yes___No X
2) All stair coverings are properly secure Yes X No___
3) All balusters are installed and properly secures Yes X No___
4) All stairways have proper handrails for safety Yes X No___
5) Interior trim/baseboard are intact and free of peeling paint Yes___No X

1) Back stairs has large roll of carpet on it > safety issue
5) Several areas of baseboard needs to be repainted.

Restrooms:

1) Restrooms are clean Yes X No___
2) Toilets flush properly Yes X No___
3) Faucets work correctly Yes X No___
4) All drains are clear and flowing properly including floor drains Yes X No___
5) All paper good holders/ soap dispensers are full and properly secured Yes X No___
6) All Trash cans are empty Yes X No___
7) All Handrails are intact and properly secured Yes X No___
8) All signs are properly displayed and are free of damage Yes X No___
9) All door hardware, closers and locks work properly Yes X No___
10) Vents and windows are properly venting Yes___No X

10) Window in Women Room Does not Close Properly.

Heating/AC Systems:

1) All Heat/Ac registers/radiators are working properly Yes X No___
2) All HVAC filters have been changed every 6 months Yes X No___
3) Outside Air intake vents are clear of any obstruction Yes X No___
4) All Fuel sources are checked weekly and reported to office Yes X No___
5) All thermostats are regularly checked and internal batteries are in good Yes X No___
6) Furnace rooms are clean Yes___No X
7) All pumps and valves are oiled monthly Yes X No___
8) Pressure tanks are checked monthly Yes X No___
9) Do we need supplemental heat? location _____ Yes___No X

6) Furnace Room needs to be cleaned & free of debris.

Hot Water:

1)	Hot Water Heater working properly	Yes X No___
2)	Do all water faucets have hot water	Yes X No___
3)	All water filters are changed every 1-3 months as needed	Yes X No___
4)	Hot water heater has temp valve and relief tubes	Yes X No___
5)	Hot water is at proper temp not scolding	Yes X No___
6)	All fuel connections are properly connected	Yes X No___
7)	All vents are free of obstructions and are properly connected	Yes X No___
8)	All electrical connections are properly connected, cover plates are intact	Yes X No___
9)	All units are free of leaks	Yes X No___

* Hot water Heater will be getting Replaced.

Electrical:

1)	Main electrical panel has proper panel cover	Yes X No___
2)	Panels are properly marked	Yes___ No X
3)	Panel has proper knock out protection in place	Yes X No___
4)	Above or around each panel we have a proper light source	Yes X No___
5)	Panel is free of water damage	Yes X No___
6)	All outlets are working properly	Yes X No___
7)	All outlets/ junction boxes have proper covers	Yes___ No X
8)	All wires are properly fastened and are not hanging	Yes___ No X
9)	All GFCI are working properly	Yes X No___
10)	Cords and power strips are used only as needed	Yes X No___
11)	Electrical panel is properly grounded/bonded for safety	Yes X No___
12)	Electrical service wire/meter are free of obstructions	Yes X No___
13)	All outside outlets are properly working, covered and grounded	Yes X No___
14)	All Interior and Exterior lights are in good working condition	Yes X No___
15)	All Timers are working and set to the correct time on at 5pm off at 10pm	Yes X No___

2) Both Panels are marked but it still Hard to locate circuit.
7) Several Junction Boxes are missing Covers.
8) Wires in Attic Need to be properly Fastened.

Elevator:

1)	Elevator is working properly	Yes X No___
2)	Correct inspection permit is posted	Yes X No___
3)	All interior lights are working	Yes___ No X
4)	Elevator door track is clean of debris	Yes X No___
5)	Doors are properly oiled	Yes X No___

6) Emergence phone is working Yes X No___
7) Elevator is properly balanced Yes X No___
8) All buttons are working properly Yes X No___
9) Elevator control room is clean Yes X No___
10) All interior/ Exterior vents are open and free of obstructions Yes X No___

3) Several Lights are not working at this time.

Generator: N/A

1) Generators are in good working order Yes___ No___
2) Fuel level is good and fuel tank is free of leaks Yes___ No___
3) Exterior doors work properly and lock secure Yes___ No___
4) Generator is tested weekly Yes___ No___
5) Transfer switch is working properly providing building with gen power Yes___ No___
6) All vents/ exhaust is free of obstructions Yes___ No___

N/A

Fuel Tanks:

1) Fuel tanks Propane/ Oil are in sound shape Yes X No___
2) Fuel levels are checked weekly Yes X No___
3) Tanks are free of leaks Yes X No___
4) All lines/ filters are in sound shape Yes X No___
5) All filters are changed yearly Yes X No___
6) All tanks are free of debris and obstructions Yes X No___
7) All gauges are working properly Yes X No___
8) Lines are properly protected/insulated Yes X No___

Heat Pump/ AC compressors:

1) All unit surrounding areas are free of debris and obstructions Yes___ No X
2) All units are in good working conditions Yes X No___
3) All lines are properly protected/ insulated Yes___ No X
4) Electrical connections are properly connected and covers are installed Yes___ No X
5) Units are properly protected in the winter months from debris Yes X No___
6) All units have proper electrical disconnects Yes X No___
7) All exterior filters are changed 2x per year or as needed Yes X No___

1) Grass & Leaf Removal Needed around these Areas.
3) Several Lines Need New Insulation Added to the Lines
4) Several missing Electrical Covers.

Fencing, Gates and Retaining Walls:

1)	Gates are in sound working order with proper hardware and lockable	Yes___ No X
2)	Fencing is sound and standing upright without added supports	Yes___ No X
3)	Retaining walls are sound	Yes X No___
4)	All Locks are keyed a like with one master key	Yes___ No___

1) Gate Needs New Hardware (Handles & Pad Lock Hardware)
2) Several Broken or missing Pickets.

Septic:

1)	Septic are preforming properly	Yes X No___
2)	All drain lines are working properly	Yes X No___
3)	Systems are checked 2x per year and pumped out as needed	Yes X No___
4)	All tank covers are properly installed and secured	Yes X No___
5)	Alarm Systems are working and checked 2x per year	Yes X No___

* Septic "D" Box is Located under Sidewalk.

* Septic should be Pumped Yearly.

Alarms:

1)	Building alarms are in good working order	Yes___ No X
2)	Alarm keypads are clean and batteries are replaced yearly	Yes X No___
3)	All exit signs are in working order, properly lit	Yes___ No X
4)	All alarm eyes/lens are clean, intact and free of damage	Yes X No___
5)	Alarm panels are properly secured, panel door is closed	Yes___ No X
6)	Alarm system paperwork/keys are on site	Yes X No___
7)	All detectors Smoke, Co are cleaned 2x per year and free of damage	Yes X No___
8)	Pull stations are clutter free	Yes X No___

1) Alarm System Needs to be upgraded to a Radio System.
3) One Exit Sign is not working – Repairs Needed.
5) Panel Need to be Secured – New "C.T" Cabinet would help.

Fire Sprinkler system:

1)	Sprinkler system is operational	Yes X No___
2)	All sprinkler heads are free of damage	Yes___ No X
3)	No visible signs of water/air leaks	Yes X No___
4)	Proper signage in place	Yes___ No X
5)	System yearly inspection was completed and signed off	Yes___ No X

Sprinkler Need to be Inspected. Last Inspection (2016)
Inspection is Need Yearly.