FACILITY CONDITION
ASSESSMENT

CITY OF WAUWATOSA (WI)
7725 West North Avenue
Wauwatosa, Wisconsin 53213
David Jaeckels

FACILITY CONDITION ASSESSMENT
of
WAUWATOSA CIVIC CENTER/LIBRARY/CITY HALL
7725 West North Avenue
Wauwatosa, Wisconsin 53213

PREPARED BY:
EMG
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Hunt Valley, Maryland 21031
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EMG Project No.:	113332.15R-001.017
Date of Report:	July 1, 2015
On site Date:	May 12, 2015

Executive Summary
Civic Center/Library/City Hall
6/10/2015

Report Section		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Deficiency Repair Total, Unescalated *	Total, Escalated **
3.1	**Code Information and Flood Zone**	$240.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$240.00	**$240**
5.2	**Parking, Paving and Sidewalks**	$2,400.00	$0.00	$115,520.00	$0.00	$0.00	$41,100.24	$0.00	$0.00	$0.00	$0.00	$41,100.24	$0.00	$0.00	$0.00	$0.00	$41,100.24	$0.00	$0.00	$0.00	$0.00	$241,220.72	**$291,870**
5.4	**Topography and Landscaping**	$1,068.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,068.00	**$1,068**
6.3	**Roofing**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,298.00	$209,253.00	$0.00	$0.00	$0.00	$0.00	$232,551.00	**$361,250**
6.4	**Exterior Walls**	$0.00	$0.00	$0.00	$0.00	$2,205.00	$6,795.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,205.00	$0.00	$0.00	$0.00	$0.00	$0.00	$11,205.00	**$13,694**
6.6	**Windows and Doors**	$69,696.00	$0.00	$490.00	$0.00	$0.00	$735.00	$0.00	$0.00	$142,394.98	$0.00	$0.00	$0.00	$490.00	$0.00	$0.00	$735.00	$0.00	$0.00	$0.00	$0.00	$214,540.98	**$253,293**
6.8	**Common Areas**	$0.00	$0.00	$0.00	$1,008.00	$7,787.00	$7,580.00	$0.00	$0.00	$24,119.00	$0.00	$2,440.00	$0.00	$7,787.00	$0.00	$0.00	$0.00	$0.00	$1,008.00	$0.00	$0.00	$51,729.00	**$65,254**
7.1	**HVAC**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,800.00	$0.00	$0.00	$120,000.00	$0.00	$0.00	$10,720.00	$0.00	$0.00	$0.00	$64,925.00	$222,445.00	**$336,607**
7.5	**Elevators and Conveying Systems**	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$264,873.00	$0.00	$0.00	$0.00	$0.00	$165,600.00	$0.00	$0.00	$430,473.00	**$651,357**
7.6	**Fire Protection Systems**	$0.00	$0.00	$0.00	$0.00	$0.00	$1,081,911.68	$0.00	$0.00	$0.00	$4,304.43	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,086,216.11	**$1,259,848**
8.1	**Interior Finishes**	$0.00	$0.00	$436,611.50	$69,733.60	$4,620.00	$0.00	$0.00	$0.00	$0.00	$426,728.00	$92,240.10	$4,620.00	$0.00	$101,625.00	$0.00	$0.00	$426,728.00	$69,733.60	$14,503.50	$0.00	$1,647,143.30	**$2,205,705**
8.2	**Commercial Kitchen Equipment**	$0.00	$880.00	$661.00	$0.00	$498.42	$23,225.00	$249.21	$630.50	$0.00	$2,707.60	$0.00	$880.00	$0.00	$0.00	$1,448.42	$0.00	$249.21	$661.00	$0.00	$0.00	$32,090.36	**$38,600**
8.3	**HVAC**	$0.00	$0.00	$322,961.00	$92,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$322,961.00	$92,000.00	$0.00	$829,922.00	**$1,133,589**
Totals, Unescalated		**$73,404**	**$880**	**$876,244**	**$162,742**	**$15,110**	**$1,161,347**	**$249**	**$631**	**$166,514**	**$460,540**	**$135,780**	**$5,500**	**$393,150**	**$101,625**	**$26,951**	**$261,808**	**$426,977**	**$559,964**	**$106,504**	**$64,925**	**$5,000,844**	
Location Factor (1.00)		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	
Totals, Escalated (3.0%, compounded annually)		**$73,404**	**$906**	**$929,607**	**$177,832**	**$17,007**	**$1,346,319**	**$298**	**$775**	**$210,935**	**$600,900**	**$182,477**	**$7,613**	**$560,538**	**$149,240**	**$40,766**	**$407,889**	**$685,173**	**$925,535**	**$181,315**	**$113,846**	**$6,612,376**	

** Includes location factor and inflation.

Immediate Repairs Report
Civic Center/Library/City Hall
6/10/2015

Report Section	ID	Cost Description	Quantity	Unit	Unit Cost	Subtotal	Deficiency Repair Estimate *
3.1	332388	ADA, Wrap drain pipes below accessible lavatory	2	EA	$120.00	$240	**$240**
5.2	332478	Concrete curbs- replace	200	LF	$7.00	$1,400	**$1,400**
5.2	332396	Remove and replace damaged concete paving	125	SF	$8.00	$1,000	**$1,000**
5.4	332400	Retaining wall repair, concrete	25	SF Face	$42.72	$1,068	**$1,068**
6.6	332530	Aluminum window replacement, 2-0 x 4-0, operable	121	Each	$576.00	$69,696	**$69,696**
Immediate Repairs Total							**$73,404**

* Location Factor (1.0) included in totals.

Replacement Reserves Report

Civic Center/Library/City Hall / Civic Center/Library/City Hall

6/10/2015

Report Section	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost	Subtotal	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Deficiency Repair Estimate
3.1	332388	C1031 ADA, Wrap drain pipes below accessible lavatory	0	0	0	2	EA	$120.00	$240	$240																				**$240**
5.2	332478	G2013 Concrete curbs- replace	20	20	0	200	LF	$7.00	$1,400	$1,400																				**$1,400**
5.2	332396	G2022 Remove and replace damaged concete paving	30	30	0	125	SF	$8.00	$1,000	$1,000																				**$1,000**
5.2	332391	G2022 Overlay asphalt	20	18	2	120	1000 SF	$921.00	$110,520			$110,520																		**$110,520**
5.2	332393	G2022 Seal Coat and stripe asphalt, no repairs	5	0	5	12	10000 SF	$3,425.02	$41,100						$41,100					$41,100					$41,100					**$123,301**
5.2	332399	G2031 Concrete walk replacement, small areas	25	23	2	200	SF	$25.00	$5,000			$5,000																		**$5,000**
5.4	332400	G2042 Retaining wall repair, concrete	0	0	0	25	SF Face	$42.72	$1,068	$1,068																				**$1,068**
6.3	332484	B3011F Asphalt shingles, removal and replacement of shingles	20	6	14	66	SQ	$353.00	$23,298															$23,298						**$23,298**
6.3	332483	B3011G Single Ply EPDM Roofing system with Ballast 45 mills, including demo	20	5	15	330	SQ	$634.10	$209,253																$209,253					**$209,253**
6.4	332486	B2011 EIFS refinish and crack repair, first floor	15	10	5	15	CSF	$453.00	$6,795						$6,795															**$6,795**
6.4	332496	B2011 Scrape and paint wood trim	10	6	4	750	SF	$2.94	$2,205					$2,205										$2,205						**$4,410**
6.6	332531	B2021 Replace 3'-9" x 5'-5" steel frame window	30	22	8	98	EA	$1,453.01	$142,395									$142,395												**$142,395**
6.6	332530	B2021 Aluminum window replacement, 2-0 x 4-0, operable	25	25	0	121	Each	$576.00	$69,696	$69,696																				**$69,696**
6.6	332533	E1033 Replace loading dock bumpers 6"thick 10" high 36"long	10	8	2	2	EA	$245.00	$490			$490										$490								**$980**
6.6	332532	E1033 Replace loading dock bumpers 6"thick 10" high 36"long	10	5	5	3	EA	$245.00	$735						$735										$735					**$1,470**
6.8	333287	C3011 Paint and patch interior walls, drywall	7	4	3	1200	SF	$0.84	$1,008				$1,008							$1,008							$1,008			**$3,024**
6.8	332586	C3011 Replace vinyl wall covering	15	10	5	20	CSF	$379.00	$7,580						$7,580															**$7,580**
6.8	332585	C3024 Replace Vinyl tile	18	10	8	356	SY	$67.75	$24,119									$24,119												**$24,119**
6.8	332584	C3025 Replace carpet, standard commercial, medium traffic	8	4	4	130	SY	$59.90	$7,787					$7,787								$7,787								**$15,574**
6.8	332587	C3031 Paint ceilings	20	10	10	800	SF	$1.79	$1,432											$1,432										**$1,432**
7.1	332590	D3021 Boiler, Heating, Dual Fuel, Water, 1200 to 1200 MBH (Replacement)	35	23	12	2	EA	$40,000.00	$80,000													$80,000								**$80,000**
7.1	332641	D3031 Replace water cooled reciprocating chillers 50 ton	20	1	19	1	EA	$64,925.00	$64,925																				$64,925	**$64,925**
7.1	332642	D3031 Cooling tower, galvanized steel, 254 ton	25	13	12	1	Each	$40,000.00	$40,000													$40,000								**$40,000**
7.1	332588	D3052 Replace rooftop unit 5-10 tons (heating and cooling)	15	6	9	20	Ton	$1,340.00	$26,800										$26,800											**$26,800**
7.1	332589	D3052 Replace rooftop unit 5-10 tons (heating and cooling)	15	0	15	8	Ton	$1,340.00	$10,720																$10,720					**$10,720**
7.5	332644	D1011 Replace hydraulic elevator cylinder and casing, up to 4-stories	30	13	17	3	EA	$55,200.00	$165,600																		$165,600			**$165,600**
7.5	332643	D1011 Modernize hydraulic elevator controller and signals	25	13	12	3	EA	$88,291.00	$264,873													$264,873								**$264,873**
7.6	332655	D4011 Fire Sprinkler, light hazard, install at multi-story bldg.	25	20	5	140144	SF	$7.72	$1,081,912						$1,081,912															**$1,081,912**
7.6	332645	D5037 Replace central panel	15	6	9	1	EA	$4,304.43	$4,304										$4,304											**$4,304**
8.1	332660	C3011 Paint and patch interior walls, drywall	7	3	4	5500	SF	$0.84	$4,620					$4,620							$4,620							$4,620		**$13,860**
8.1	332657	C3011 Replace vinyl wall covering	15	5	10	30	CSF	$379.00	$11,370											$11,370										**$11,370**
8.1	332656	C3024 Replace Vinyl tile	18	5	13	1500	SY	$67.75	$101,625														$101,625							**$101,625**
8.1	332647	C3025 Carpet Tile, replace	7	4	3	1340	SY	$52.04	$69,734				$69,734							$69,734							$69,734			**$209,201**
8.1	332646	C3025 Carpet Tile, replace	7	5	2	8200	SY	$52.04	$426,728			$426,728							$426,728							$426,728				**$1,280,184**
8.1	332654	C3025 Replace carpet, standard commercial, medium traffic	8	6	2	165	SY	$59.90	$9,884			$9,884								$9,884								$9,884		**$29,651**
8.1	332658	C3031 Paint ceilings	20	10	10	700	SF	$1.79	$1,253											$1,253										**$1,253**
8.2	332667	E1094 Microwave	10	6	4	1	EA	$249.21	$249					$249										$249						**$498**
8.2	332669	E1094 Range Older	20	13	7	1	Each	$630.50	$631								$631													**$631**
8.2	332668	E1094 Range	20	6	14	2	EA	$475.00	$950															$950						**$950**
8.2	332671	E1094 Refrigerator	15	6	9	2	EA	$676.90	$1,354										$1,354											**$1,354**
8.2	332664	E1094 Microwave	10	4	6	1	EA	$249.21	$249							$249														**$498**
8.2	332662	E1094 Refrigerator Older	15	13	2	1	EA	$661.00	$661			$661																		**$1,322**
8.2	332666	E1094 Dishwasher	10	9	1	1	EA	$880.00	$880		$880										$880									**$1,760**

Replacement Reserves Report

Civic Center/Library/City Hall / Civic Center/Library/City Hall

6/10/2015

Report Section	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost	Subtotal	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Deficiency Repair Estimate
8.2	332670	E1094 Refrigerator	15	6	9	2	EA	$676.90	$1,354										$1,354											**$1,354**
8.2	332672	E1094 Microwave	10	6	4	1	EA	$249.21	$249					$249										$249						**$498**
8.2	332674	E2012 Residential kitchen countertop 10.5 ' w/new sink and faucet	25	20	5	3	Each	$1,542.00	$4,626						$4,626															**$4,626**
8.2	332673	E2012 Residential kitchen cabinets wall and base	25	20	5	50	LF Front	$371.98	$18,599						$18,599															**$18,599**
8.3	332677	D3041 Air handler 21,000-24,500 CFM	15	12	3	1	Each	$92,000.00	$92,000				$92,000															$92,000		**$184,000**
8.3	332675	D3041 Air handler 13,000 to 15,000 CFM	15	13	2	1	Each	$27,000.00	$27,000			$27,000															$27,000			**$54,000**
8.3	332676	D3041 Air handler 18,000-20,000 CFM	15	13	2	1	EA	$70,736.00	$70,736			$70,736															$70,736			**$141,472**
8.3	332678	D3041 Air handler 13,000 to 15,000 CFM	15	13	2	7	Each	$32,175.00	$225,225			$225,225															$225,225			**$450,450**
Totals, Unescalated										**$73,404**	**$880**	**$876,244**	**$162,742**	**$15,110**	**$1,161,347**	**$249**	**$631**	**$166,514**	**$460,540**	**$135,780**	**$5,500**	**$393,150**	**$101,625**	**$26,951**	**$261,808**	**$426,977**	**$559,964**	**$106,504**	**$64,925**	**$5,000,844**
Location Factor (1.00)										**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Totals, Escalated (3.0% inflation, compounded annually)										**$73,404**	**$906**	**$929,607**	**$177,832**	**$17,007**	**$1,346,319**	**$298**	**$775**	**$210,935**	**$600,900**	**$182,477**	**$7,613**	**$560,538**	**$149,240**	**$40,766**	**$407,889**	**$685,173**	**$925,535**	**$181,315**	**$113,846**	**$6,612,376**

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CERTIFICATION

The City of Wauwatosa retained EMG to perform this Facility Condition Assessment of the subject property, Wauwatosa-Civic Center/Library/City Hall, located at 7725 West North Avenue, in Wauwatosa, Wisconsin, the "Property". It is our understanding that the primary interest of the City of Wauwatosa is to locate and evaluate materials and building system defects that might significantly affect the value of the property and to determine if the present Property has conditions that will have a significant impact on its continued operations.

The conclusions and recommendations presented in this report are based on the brief review of the plans and records made available to our Project Manager during the site visit, interviews of available property management personnel and maintenance contractors familiar with the Property, appropriate inquiry of municipal authorities, our Project Manager's walk-through observations during the site visit, and our experience with similar properties.

No testing, exploratory probing, dismantling or operating of equipment or in depth studies were performed unless specifically required under Section 2 of this report. This assessment did not include engineering calculations to determine the adequacy of the Property's original design or existing systems. Although walk-through observations were performed, not all areas were observed (See Section 4.2 for areas observed). There may be defects in the Property, which were in areas not observed or readily accessible, may not have been visible, or were not disclosed by management personnel when questioned. The report describes property conditions at the time that the observations and research were conducted.

This report has been prepared on behalf of and exclusively for the use of the City of Wauwatosa for the purpose stated within Section 2. of this report. The report, or any excerpt thereof, shall not be used by any party other than the City of Wauwatosa or for any other purpose than that specifically stated in our agreement or within Section 2. of this report without the express written consent of EMG.

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

Prepared by: Kenneth Kulbeda, Field Observer/Senior Project Manager

Reviewed by:

Marge Mitnick, Senior Engineering Consultant
mmitnick@emgcorp.com 800.733.0660 x6230

1. EXECUTIVE SUMMARY

1.1. PROPERTY INFORMATION AND GENERAL PHYSICAL CONDITION

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

Property Information	
Address:	7725 West North Avenue, Wauwatosa, Milwaukee County, Wisconsin 53213
Year constructed:	1957: the East side of City Hall, the Civic Center and Library 1969: the West side of City Hall Phase 1970: the Civic Center lobby and the north side of the Library 1992: the southeast corner of the Library 2010 Renovation of Building and Engineering side of City Hall
Current owner of property:	City of Wauwatosa
Management Point of Contact:	David L. Jaeckels, Construction Communication Liaison, City of Wauwatosa 414.479.3528 phone 414.479.8986 fax
Property type:	Civic Center/Office/ Library
Site area:	8.5 Acres
Gross floor area:	140,144 Square Feet
Net Leasable area:	NA
Number of buildings:	One
Number of stories:	One with a lower level
Parking type and number of spaces:	343 spaces in open lots, 19 spaces in a subterranean garage
Building construction:	Masonry bearing walls with cast-in-place concrete first floor and steel-framed roofs with concrete-topped roof decks.
Bay Column Spacing:	Approximately 40 feet east and west and approximately 20 feet north and south
Interior vertical clearance:	Varies
Roof construction:	Gabled roofs with asphalt shingles. Flat roofs with built-up membrane topped with granulated aggregate Flat roofs with EPDM rubber membrane topped with stone aggregate ballast

Property Information	
Exterior Finishes:	Brick masonry and stone cut masonry, Painted wood siding and wood trim at gable ends of pitched roofs.
Heating and/or Air-conditioning:	Common areas: Central system with boiler, chiller, circulating pumps and cooling tower. City Hall: Served by central system noted above with Boiler-supplied wall radiators, air handler units. Computer Room served by one package roof top unit. Civic Center: Served by central system noted above with Boiler-supplied radiators, air-handler units and one package roof top unit. Library: Served by central system noted above with Boiler-supplied radiators and air-handler units and one package roof top unit.
Fire and Life/Safety:	Fire alarm panel, pull stations, hydrants, smoke detectors, alarms, extinguishers
Dates of visit:	May 12, 2015
Point of Contact (POC):	David L. Jaeckels and Timothy Tarantino
Assessment and Report Prepared by:	Kenneth Kulbeda, Field Observer/Senior Project Manager
Reviewed by:	Marge Mitnick Senior Engineering Consultant mmitnick@emgcorp.com 800.733.0660 x6230

Generally, the property appears to have been constructed within industry standards in force at the time of construction. The property appears to have been well maintained in recent years and is in good overall condition.

According to property management personnel, the property has had a limited capital improvement expenditure program over the past three years, primarily consisting of replacement of the west side roof over City Hall, emergency generator, heating boiler with boiler piping system, rooftop package HVAC unit for the City Hall computer room, new carpeting in the Health Department of City Hall and interior painting. Supporting documentation was not provided in support of these claims but some of the work is evident.

1.2. SPECIAL ISSUES AND FOLLOW-UP RECOMMENDATIONS

As part of the FCA, a limited assessment of accessible areas of the building(s) was performed to determine the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. Property personnel were interviewed concerning any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Sampling is not a part of this assessment.

There are no visual indications of the presence of mold growth, conditions conducive to mold growth, or evidence of moisture in representative readily accessible areas of the property.

- It is recommended that a plumber inspect the sewer lines to ensure that they have been properly maintained.

The following issues should be considered.

- Verify that all warranties are transferable.
- Verify that any alterations, installations, or other improvements since the project was first constructed and occupied have been properly permitted and approved by municipal agencies.
- Verify that no defective materials or equipment are used at the property.

Copies of the documents listed below should be obtained:

- All roof, equipment and system warranties/guarantees and transfers. Manufacturers often levy a warranty transfer fee and require that the equipment or system be in pristine condition in order to provide such transfers. This requirement often necessitates upgrades, repairs, or servicing.
- All available site and building construction drawings and specifications.
- All government documents such as Certificates of Occupancy, permits, zoning variances, easements, tax receipts, and other pertinent records.

1.3. OPINIONS OF PROBABLE COST

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

These estimates are based on Invoice or Bid Document/s provided either by the Owner/facility and construction costs developed by construction resources such as *R.S. Means* and *Marshall & Swift,* EMG's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.

Opinions of probable costs should only be construed as preliminary, order of magnitude budgets. Actual costs most probably will vary from the consultant's opinions of probable costs depending on such matters as type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, and whether competitive pricing is solicited, etc. ASTM E2018-08 recognizes that certain opinions of probable costs can not be developed within the scope of this guide without further study. Opinions of probable cost for further study should be included in the PCR.

1.3.1. Methodology

Based upon site observations, research, and judgment, along with referencing Expected Useful Life (EUL) tables from various industry sources, EMG opines as to when a system or component will most probably necessitate replacement. Accurate historical replacement records, if provided, are typically the best source of information. Exposure to the elements, initial quality and installation, extent of use, the quality and amount of preventive maintenance exercised, etc., are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual chronological age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its effective age. Projections of Remaining Useful Life (RUL) are based on continued use of the Property similar to the reported past use. Significant changes in tenants and/or usage may affect the service life of some systems or components.

Where quantities could not be derived from an actual take-off, lump sum costs or allowances are used. Estimated costs are based on professional judgment and the probable or actual extent of the observed defect, inclusive of the cost to design, procure, construct and manage the corrections.

1.3.2. Immediate Repairs

Immediate repairs are opinions of probable costs that require immediate action as a result of: (1) material existing or potential unsafe conditions, (2) material building or fire code violations, or (3) conditions that, if not addressed, have the potential to result in, or contribute to, critical element or system failure within one year or will most probably result in a significant escalation of its remedial cost and (deferred maintenance items).

1.3.3. Replacement Reserves

Replacement Reserves are for recurring probable expenditures, which are not classified as operation or maintenance expenses. The replacement reserves should be budgeted for in advance on an annual basis. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, Replacement Reserves may also include components or systems that have an indeterminable life but, nonetheless, have a potential for failure within an estimated time period.

Replacement Reserves exclude systems or components that are estimated to expire after the reserve term and are not considered material to the structural and mechanical integrity of the subject property. Furthermore, systems and components that are not deemed to have a material effect on the use of the Property are also excluded. Costs that are caused by acts of God, accidents, or other occurrences that are typically covered by insurance, rather than reserved for, are also excluded.

Replacement costs are solicited from ownership/property management, EMG's discussions with service companies, manufacturers' representatives, and previous experience in preparing such schedules for other similar facilities. Costs for work performed by the ownership's or property management's maintenance staff are also considered.

EMG's reserve methodology involves identification and quantification of those systems or components requiring capital reserve funds within the assessment period. The assessment period is defined as the effective age plus the reserve term. Additional information concerning system's or component's respective replacement costs (in today's dollars), typical expected useful lives, and remaining useful lives were estimated so that a funding schedule could be prepared. The Replacement Reserves Schedule presupposes that all required remedial work has been performed or that monies for remediation have been budgeted for items defined in the Immediate Repair and Short Term Cost Estimate.

2. PURPOSE AND SCOPE

2.1. PURPOSE

EMG was retained by the client to render an opinion as to the Property's current general physical condition on the day of the site visit.

Based on the observations, interviews and document review outlined below, this report identifies significant deferred maintenance issues, existing deficiencies, and material code violations of record at municipal offices, which affect the Property's use. Opinions are rendered as to its structural integrity, building system condition and the Property's overall condition. The report also notes building systems or components that have realized or exceeded their typical expected useful lives.

The physical condition of building components is typically defined as being in one of three categories: Good, Fair, and Poor. For the purposes of this report, the following definitions are used:

Good	=	Satisfactory as-is. Requires only routine maintenance during the assessment period. Repair or replacement may be required due to a system's estimated useful life.
Fair	=	Satisfactory as-is. Repair or replacement is required due to current physical condition and/or estimated remaining useful life.
Poor	=	Immediate repair, replacement, or significant maintenance is required.

2.2. SCOPE

The standard scope of the Facility Condition Assessment includes the following:

- Visit the Property to evaluate the general condition of the building and site improvements, review available construction documents in order to familiarize ourselves with, and be able to comment on, the in-place construction systems, life safety, mechanical, electrical, and plumbing systems, and the general built environment.
- Identify those components that are exhibiting deferred maintenance issues and provide cost estimates for Immediate, Short Term, and Replacement Reserves based on observed conditions, maintenance history and industry standard useful life estimates. This will include the review of documented capital improvements completed within the last five-year period and work currently contracted for, if applicable.
- Provide a full description of the Property with descriptions of in-place systems and commentary on observed conditions.
- Provide a general statement of the subject Property's compliance to Title III of the Americans with Disabilities Act. This will not constitute a full ADA survey, but will help identify exposure to issues and the need for further review.
- Perform a limited assessment of accessible areas of the building(s) for the presence of mold, conditions conducive to mold growth, and/or evidence of moisture.
- EMG will also interview Project personnel regarding the presence of any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors.Potentially affected areas will be photographed. Sampling will not be considered in routine assessments.

- List the current utility service providers.
- Review maintenance records and procedures with the in-place maintenance personnel.
- Observe a representative sample of the interior tenant spaces/units, including vacant spaces/units, in order to gain a clear understanding of the property's overall condition. Other areas to be observed include the exterior of the property, the roofs, interior common areas, and mechanical, electrical and elevator equipment rooms.
- Appropriate inquiries of municipal officials regarding the existence of pending unresolved building, zoning or fire code violations on file, and a determination of the current zoning category, flood plain zone, and seismic zone for the Property.
- Provide recommendations for additional studies, if required, with related budgetary information.
- Tenant responsibility for maintenance, repair or replacement of finishes, fixtures, or equipment is not addressed by this scope of services.
- Provide an Executive Summary at the beginning of this report with a Project-At-A-Glance cost estimate as a quick, user-friendly summary of the Property's condition and the assigned costs by category. These costs are tied to the report sections where reference to the issues are clearly defined and expanded.

2.3. PERSONNEL INTERVIEWED

The following personnel from the facility and government agencies were interviewed in the process of conducting the FCA:

Name and Title	Organization	Phone Number
David L. Jaeckels, Construction Communications Liaison	City of Wauwatosa	414.479.3528
Timothy Tarantino, Maintenance Supervisor	City of Wauwatosa	414.788.0644
Fred R. Knapp Building Inspector	City of Wauwatosa Building Department	414.479.8909
Tamara Szudy Principal Planner	City of Wauwatosa Planning Department	414.479.3521
Robert Ugaste Fire Chief	City of Wauwatosa Fire Department	414.471.8490
David Dejownski Elevator Contractor	Badger Elevator Company	888.281.4062

The FCA was performed with the assistance of David L. Jaeckels Construction Communications Liaison and Timothy Tarantino, Maintenance Supervisor, City of Wauwatosa, the on site Points of Contact (POCs), who were cooperative and provided information that appeared to be accurate based upon subsequent site observations. The on site contacts are knowledgeable about the subject property and answered most questions posed during the interview process. The POCs management and maintenance involvement at the property has been for the past two and 18 years respectfully.

2.4. DOCUMENTATION REVIEWED

Prior to the FCA, relevant documentation was requested that could aid in the knowledge of the subject property's physical improvements, extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions. The review of submitted documents does not include comment on the accuracy of such documents or their preparation, methodology, or protocol. The Documentation Request Form is provided in Appendix E.

Although Appendix E provides a summary of the documents requested or obtained, the following list provides more specific details about some of the documents that were reviewed or obtained during the site visit.

- Construction documents by Grassold-Johnson-Wagner-Isley, Inc, dated 3/3/69.
- Summary of recent capital improvements
- Elevator inspection report by the State of Wisconsin Division of Industry Services Inspection and Safety Support Section dated 4/2/2015
- New heating boiler (not installed) specifications.

2.5. PRE-SURVEY QUESTIONNAIRE

A Pre-Survey Questionnaire was sent to the POC prior to the site visit. The questionnaire is included in Appendix E. Information obtained from the questionnaire has been used in preparation of this report.

2.6. WEATHER CONDITIONS

May 12, 2015: Partly Cloudy, with temperatures in the low 50s (°F) and heavy winds.

3. CODE INFORMATION AND ACCESSIBILITY

3.1. CODE INFORMATION, FLOOD ZONE AND SEISMIC ZONE

According to Fred R. Knapp, Building Inspector of the City of Wauwatosa Building Department, code compliance information can only be obtained through submission of a written request under the Freedom of Information Act (FOIA). A request was submitted, and a copy of the request is included in Appendix C. Significant information will be forwarded upon receipt.

According to Tamara Szudy, Principal Planner of the City of Wauwatosa Planning Department, the property is located within an R-2 Two-Family Residential, zoning district and is a conforming use.

According to Robert Ugaste, Fire Chief of the City of Wauwatosa Fire Department, code compliance information can only be obtained through submission of a written request under the Freedom of Information Act (FOIA). A request was submitted, and a copy of the request is included in Appendix C. Significant information will be forwarded upon receipt.

According to the Flood Insurance Rate Map, published by the Federal Emergency Management Agency (FEMA) and dated September26, 2008, the property is located in Zone X, defined as areas outside the 500-year flood plain with less than 0.2% annual probability of flooding. Annual Probability of Flooding of Less than one percent.

According to the 1997 Uniform Building Code Seismic Zone Map of the United States, the property is located in Seismic Zone 0, defined as an area of very low probability of damaging ground motion.

3.2. ADA ACCESSIBILITY

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

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

During the FCA, a limited visual observation for ADA accessibility compliance was conducted. The scope of the visual observation was limited to those areas set forth in *EMG's Abbreviated Accessibility Checklist* provided in Appendix D of this report. It is understood by the Client that the limited observations described herein does not comprise a full ADA Compliance Survey, and that such a survey is beyond the scope of EMG's undertaking. Only a representative sample of areas was observed and, other than as shown on the Abbreviated Accessibility Checklist, actual measurements were not taken to verify compliance. The scope of the visual observation did not include any areas within tenant spaces.

At an office property, the areas considered as a public accommodation besides the site itself and parking, are the exterior accessible route, the interior accessible route up to the tenant lease lines and the interior common areas, including the common area restrooms.

The facility does not appear to be accessible with Title III of the Americans with Disabilities Act. Elements as defined by the ADAAG that are not accessible as stated within the priorities of Title III, are as follows:

Restrooms

- Wrap drain pipes below lavatory with insulation; protect against contact with hot, sharp, or abrasive surfaces in the common Men's and Women's restroom adjacent to the Civic Center tenant and the common corridor.

  Estimated Cost: Two @ $120 each = ... $240

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

Corrections of these conditions should be addressed from a liability standpoint, but are not necessarily code violations. The Americans with Disabilities Act Accessibility Guidelines concern civil rights issues as they pertain to the disabled and are not a construction code, although many local jurisdictions have adopted the Guidelines as such. The cost to address the achievable item is noted above is $240 and is included as a lump sum in year one of the Immediate and Short Term Repairs Cost Estimate (Table 1).

4. EXISTING BUILDING ASSESSMENT

4.1. TENANT UNIT TYPES

The following table identifies the reported tenant unit types and tenant mix at the subject property.

Tenant Unit Types and Mix		
Quantity	**Type**	**Floor Area (SF)**
1	City Hall	16,000 SF
1	Civic Center	4,500 SF
1	Library	119,644 SF
There are currently no vacant units.		
There are currently no down units.		
3	**TOTAL**	**140,144 SF**

4.2. TENANT UNITS OBSERVED

All of the tenant units were observed in order to gain a clear understanding of the property's overall condition. Other areas accessed included the exterior of the property, the roofs, and the interior common areas. The following tenant units were observed.

Tenant Units Observed		
Unit #	**Name**	**Comments**
A	City Hall	Occupied. Good condition. Renovated in 2011
B	Civic Center	Occupied. Good condition.
C	Library	Occupied. Good condition.

All areas of the property were available for observation during the site visit.

A "down unit" is a term used to describe a tenant unit that cannot be occupied due to poor conditions such as fire damage, water damage, missing equipment, damaged floor, wall or ceiling surfaces, or other significant deficiencies. There are no down units.

5. SITE IMPROVEMENTS

5.1. UTILITIES

The following table identifies the utility suppliers and the condition and adequacy of the services.

Site Utilities		
Utility	**Supplier**	**Condition and Adequacy**
Sanitary sewer	City of Wauwatosa Department of Public Works	Good and Adequate
Storm sewer	City of Wauwatosa Department of Public Works	Good and Adequate
Domestic water	City of Wauwatosa	Good and Adequate
Electric service	WE Energy	Good and Adequate
Natural gas service	WE Energy	Good and Adequate

Observations/Comments:

- The utilities appear to be adequate for the property. There are no unique, on site utility systems such as septic systems, water or waste water treatment plants, or propane gas tanks.
- See Section 7.4. for descriptions and comments regarding the emergency electrical generator.

5.2. PARKING, PAVING, AND SIDEWALKS

The main entrance drive is located along North Avenue on the south side of the property. An additional entrance drive is located along Wauwatosa Avenue on the east side of the property. The parking areas and drive aisles are paved with asphaltic concrete. The loading dock located at the northeast corner of the building (Library) and the service drive/access to the parking garage located at the northwest corner of the building (City Hall) are paved with concrete. The entrance driveway aprons are paved with concrete.

Based on a physical count, parking is provided for 363 cars. The parking ratio is 0.00259 spaces per thousand square feet of floor area. 344 of the parking stalls are located in open lots. 19 of the parking stalls are located in a subterranean garage. There are eight handicapped-accessible parking stalls, two of which are reserved for vans.

The sidewalks throughout the property are constructed of cast-in-place concrete.

The curbs and gutters are constructed of cast-in-place concrete. Surface runoff is directed to swales along the drive aisles which border the paved areas.

Observations/Comments:

- The property does not have a dedicated paving repair and maintenance contractor. On site personnel maintain the paving and flatwork, or a contractor is retained when required.
- The asphalt pavement is in fair condition. There are isolated areas of failure and deterioration, such as alligator cracking (throughout the parking areas and drive aisles along the south, west and east portion of the property). All of the paving must be overlaid with new asphalt paving early during the assessment period in order to maintain the integrity of the overall pavement system. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- In addition to the pavement overlay noted above, pothole patching, crack sealing, seal coating, and re-striping of the asphalt pavement will be required during the assessment period to maximize the pavement life. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The concrete pavement service drive/access to parking garage located at the (northwest corner of the building (City Hall) is in good condition. There are no significant signs of cracks or surface deterioration. Repair of minor cracks or surface deterioration will be required during the assessment period as part of the property management's routine maintenance program.
- The concrete paved loading dock located at the northeast corner of the building (Library) is in fair to poor condition. There are isolated areas of cracks, settlement and concrete spalling. The damaged areas of concrete pavement will require replacement as (deferred maintenance). The cost of this work is included in the Immediate and Short Term Repairs Cost Estimate (Table 1).
- The concrete sidewalks, curbs and gutters are in fair condition. Isolated areas of settlement, spalling and cracking of the concrete curbs and sidewalks are occurring throughout the site. The damaged areas of concrete curbs and sidewalks will require replacement early during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).

5.3. DRAINAGE SYSTEMS AND EROSION CONTROL

Storm water from the roofs, landscaped areas, and paved areas flows into on site inlets and catch basins with underground piping connected to the municipal storm water management system.

Observations/Comments:

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

5.4. TOPOGRAPHY AND LANDSCAPING

The property slopes gently down from the south side of the property to the north property line.

The landscaping consists of trees, shrubs, and grasses.

Surrounding properties include educational and residential developments.

A reinforced concrete retaining wall with masonry facing is located adjacent to the Library loading dock.

Reinforced concrete and masonry retaining walls are located adjacent to the loading dock along the south elevation of the building (City Hall). Metal railings are mounted on top of the retaining walls at the City Hall loading dock.

Observations/Comments:

- The topography and adjacent uses do not appear to present conditions detrimental to the property.
- The landscape materials are in good condition and will require routine maintenance during the assessment period.
- The retaining walls appear to be in good to poor condition. The City Hall retaining wall is in good condition and will require routine maintenance during the assessment period. Cracking is occurring at the Library loading dock. The damaged portion of the retaining wall must be repaired within the year. The cost of this work is included in the Immediate and Short Term Repairs Cost Estimate (Table 1).

5.5. GENERAL SITE IMPROVEMENTS

Property identification is provided by a monument sign at the northeast corner of the site. Tenant identification signs are displayed on entrance doors along the north and south exterior elevations

Site lighting is provided by metal street light standards. The light standards are spaced along the drive aisles and throughout the parking areas. Small metal pole-mounted light fixtures are located along a walkway on the north side of the property.

A flag pole is located along the north side of the property (east end)

Exterior building illumination is provided by recessed light fixtures located in the exterior soffits.

A four foot high perimeter fence is located along the south property line and a portion of the west property line (south end). The fence is constructed of chain link with metal posts.

A natural wood guardrail is located along a portion of the west property line (south end).

Plastic trash and recycling containers are located inside the enclosed subterranean parking garage and are placed on the concrete paved garage surface. The plastic trash and recycling containers are not enclosed from the rest of the parking garage.

Observations/Comments:

- The property and tenant identification signs are in good condition. Routine maintenance will be required during the assessment period.
- The flag pole is in good condition and will require routine maintenance during the assessment period.
- The exterior site and building light fixtures are in good condition. Routine maintenance will be required during the assessment period.
- The site fencing is in good condition and will require routine maintenance during the assessment period. Scraping and painting is considered to be routine maintenance.
- The guardrail is in good condition and will require routine maintenance during the assessment period.
- The plastic trash and recycling containers are owned and maintained by the City of Wauwatosa and are in good condition and will require routine maintenance during the assessment period.

6. BUILDING ARCHITECTURAL AND STRUCTURAL SYSTEMS

6.1. FOUNDATIONS

According to the construction drawings, the foundations consist of cast-in-place concrete perimeter wall footings with concrete foundation walls. The foundation systems include reinforced concrete column pads.

The subterranean parking garage has load-bearing concrete perimeter retaining walls.

Observations/Comments:

- The foundations and footings could not be directly observed during the site visit. There is no evidence of movement that would indicate excessive settlement.
- The subterranean parking garage walls are in good condition. There is no evidence of movement or water infiltration.

6.2. SUPERSTRUCTURE

The building has concrete masonry unit (CMU) exterior bearing walls and interior steel columns, which support the upper floor and roof diaphragms. The upper floor has reinforced concrete decks, which are supported by steel beams. The roofs are constructed of metal decks, which are supported by steel beams and open web steel joists. The roof decks are topped with concrete.

Observations/Comments:

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

6.3. ROOFING

The secondary roofs located over portions of the Library are classified as gabled roofs. The roofs are finished with asphalt shingles over asphalt-saturated paper. The roofs have sheet metal flashing elements. The roofs are insulated with loose-fill fibers.

The roofs drain over the eaves to the flat roof areas.

Curb-mounted skylights provide natural illumination in some of the upper floor Library areas.

There are no attics. The roof structures are exposed.

The primary roofs are classified as flat roofs. The roofs located over the west side of City Hall, the Civic Center and the corridor and are finished with a mineral-surfaced cap sheet, over a modified bituminous built-up membrane. The roofs are insulated with rigid insulation boards.

The interior perimeter wall of the building located between City Hall and the Civic Center extends above the surface of the roofs, creating parapet wall. The roof membrane terminates along a flashed cant strip at the base of the parapet wall. The roofs have built-up base and edge flashing.

The remaining roof membranes terminate along a flashed cant strip at the base of the exterior masonry bearing walls. The roofs have built-up base and edge flashing.

Storm water is drained from the roofs by internal drains, which discharge to the underground storm drainage system.

Curb-mounted skylights provide natural illumination in some of the upper floor common areas and tenant areas.

The primary and secondary roofs are classified as flat roofs. The roofs located over portions of the Civic Center and Library is finished with stone aggregate ballast, over an EPDM single ply roof membrane. The roofs are insulated with rigid insulation boards.

The roof membranes terminates along a flashed cant strip at the base of the exterior masonry bearing walls. The roofs have single-ply membrane base and edge flashing.

Storm water is drained from the roofs by internal drains, which discharge to the underground storm drainage system.

There are no attics. The roofs structure is exposed.

Observations/Comments:

- The property does not have a dedicated roof repair and maintenance contractor. On site personnel maintain the roofs or a contractor is retained when required.
- The roof finishes vary in age. Information regarding roof warranties or bonds were requested but are not available.
- The modified bituminous built-up membrane is in good condition. Based on the estimated Remaining Useful Life (RUL), the modified bituminous built-up roof membrane will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The EPDM single ply roof membrane is in good condition. Based on the estimated Remaining Useful Life (RUL), the EPDM single ply roof membrane will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- There is no evidence of active roof leaks.
- There is no evidence of roof deck or insulation deterioration. The roof substrate and insulation should be inspected during any future roof repair or replacement work.
- There is no evidence of fire retardant treated plywood (FRT).

- The roof flashings are in good condition and will require routine maintenance during the assessment period.
- The parapet walls and copings are in good condition and will require routine maintenance during the assessment period.
- Roof drainage appears to be adequate. Clearing and minor repair of drain system components should be performed regularly as part of the property management's routine maintenance program.
- The roof vents are in good condition and will require routine maintenance during the assessment period.
- The skylights are in good condition and will require routine maintenance during the assessment period.
- During severe wind storms, roofing aggregate (ballast) may become wind-borne and may harm nearby persons or may damage surrounding properties or building or site elements of the subject property. National, regional, and local building codes vary widely in the treatment of this issue and should be consulted during any future roofing repairs or replacements.
- The roofs asphalt shingles are in good condition. Based on the estimated Remaining Useful Life (RUL), the asphalt roof shingles will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The roof flashings are in good condition and will require routine maintenance during the assessment period.
- Roof drainage appears to be adequate. Clearing and minor repair of drain system components should be performed regularly as part of the property management's routine maintenance program.

6.4. EXTERIOR WALLS

The exterior walls are finished with brick masonry. The soffits are concealed and are finished with painted exterior grade gypsum boards. Portions of the exterior walls are accented with stone cut masonry. The gable ends located at the pitched roofs are painted wood siding and wood trim and the soffits throughout the building are painted exterior gypsum board.

Portions of the exterior walls located on the north side elevation below the asphalt shingle pitched roof, over the Library, are clad with exterior insulation and finish system (EIFS) on concrete masonry back-up walls.

The window and door openings have steel lintels and stone window sills.

Building sealants (caulking) are located between dissimilar materials, at joints, and around window and door openings.

Observations/Comments:

- The brick masonry is in good condition. There is no evidence of cracking or efflorescence. Routine maintenance will be required during the assessment period.
- The stone cut masonry is in good condition and will require routine maintenance during the assessment period.

- The exterior wood siding, trim and soffit finishes are in good to fair condition. Painting and patching will be required during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The EIFS material is in good condition. Typically, there is no provision for draining water from behind the EIFS base coat and/or polystyrene foam insulation. Also, there is typically no ventilation between these materials. Even slight water infiltration can eventually cause deterioration of the substrate and can, over time, damage structural elements of the building. The critical areas of the exterior walls must be routinely monitored for signs of moisture infiltration. This work can be completed as part of the property management's routine maintenance program. The EIFS material will require painting and crack repair during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The steel lintels and stone window sills are in good condition and will require routine maintenance during the assessment period.
- The sealant around the windows and door openings are in good condition and will require routine maintenance during the assessment period.

6.5. EXTERIOR AND INTERIOR STAIRS

Not applicable. There are no exterior stairs.

The interior stairs are constructed of steel and have closed risers and concrete-filled steel pan treads. The handrails and balusters are constructed of metal and or wood.

Observations/Comments:

- The interior stairs, balusters, and handrails are in good condition and will require routine maintenance during the assessment period.

6.6. EXTERIOR WINDOWS AND DOORS

The windows are part of an aluminum-framed storefront system, which incorporates the entry doors. The windows are glazed with insulated panes set in metal frames. The doors are fully glazed aluminum-framed doors set in the metal framing system.

The windows are aluminum-framed units with fixed panes of tinted glazing.

The operable windows are aluminum-framed, double-glazed hopper units.

The interior tenant unit entrance doors are stained solid-core wood doors, metal doors, or aluminum doors with full glass panels set in aluminum and or metal frames.

The tenant interior entrance doors have cylindrical locksets with lever handle and or knob handle hardware.

The service doors are painted metal doors set in metal frames. The doors have cylindrical locksets with lever and or knob handle hardware.

A total of two overhead doors are located (along the south elevation of the building at the City Hall tenant unit one serving access to the subterranean parking garage and one serving the City Hall loading dock). The overhead doors are flush-paneled metal doors and are equipped with automatic openers.

A loading dock along the south elevation of the building at the City Hall and Library tenants is equipped with rubber bumpers.

Observations/Comments:

- The storefront window system is in good condition and will require routine maintenance during the assessment period.
- The operable windows are in fair to poor condition. There is evidence of leaks and condensation throughout the building. The damaged windows must be replaced. The cost of this work is included in the Immediate and Short Term Repairs Cost Estimate (Table 1).
- There is no evidence of window leaks or window condensation around the fixed window units. The fixed window units are in good condition. Based on the estimated Remaining Useful Life (RUL), the fixed windows will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The exterior and interior doors and door hardware are in good condition and will require routine maintenance during the assessment period.
- The overhead doors are in good condition and will require routine maintenance during the assessment period.
- The loading dock rubber bumpers are in good to fair condition. Based on the estimated Remaining Useful Life (RUL) and current condition, the loading dock bumpers will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).

6.7. PATIO, TERRACE, AND BALCONY

Not applicable. There are no patios, terraces, or balconies.

6.8. COMMON AREAS, ENTRANCES, AND CORRIDORS

The lobby contains directories. Corridor (connecting link) is accessed directly from the lobby.

Tenant units are accessed from corridor beyond the lobby and from a corridor on each floor.

Common area restrooms located adjacent to the Civic Center Auditorium and adjacent to the corridor. There are a total of two common area restrooms.

The following table identifies the interior common areas and generally describes the finishes in each common area.

Common Area	Floors	Walls	Ceilings
Lobby	Ceramic tile, Carpet	Vinyl covering over drywall	Suspend T-Bar with acoustic tiles
Corridor Lower Level	Ceramic tile, Carpet	Vinyl covering over drywall	Suspend T-Bar with acoustic tiles
Corridor First Floor	Vinyl tile, throw down carpet	Vinyl covering over drywall	Suspend T-Bar with acoustic tiles
Common Area Restroom	Ceramic tile	Ceramic tile wainscots, Painted drywall	Painted drywall

Observations/Comments:

- The common areas were last renovated approximately 22 years ago.
- The interior finishes in the common areas are in good condition. Based on its estimated Remaining Useful Life (RUL), the common area carpet and vinyl tile will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2). Interior painting and wall finish replacement will also be required during the assessment period. The cost of this work is also included in the Replacement Reserves Cost Estimate (Table 2). Based on the estimated Remaining Useful Life (RUL), the acoustical suspended ceiling tiles will require replacement during the assessment period. The cost of ceiling tile replacement is relatively insignificant and the work can be performed as part of the property management's routine maintenance program. The cost of this work is not included in the cost tables.

7. BUILDING MECHANICAL AND PLUMBING SYSTEMS

7.1. BUILDING HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)

Heating and cooling are provided in the common areas by individual direct expansion, constant volume gas-fired package rooftop units. There are a total of three units, which range in size from eight to 10 tons each. The cooling equipment uses R-402 as a refrigerant.

Air distribution is provided to supply air registers by ducts concealed above the ceilings. Return air grilles are located in each space. The heating and cooling system are controlled by local thermostats.

Hot water for the central heating system for the entire building is supplied by two gas-fired, hot water boilers. Each boiler has a rated output capacity of 1,200 MBH and is located in the lower level mechanical room. An additional Weil-McLain gas-fired boiler with a rated output capacity of 3,392 MBH will be installed adjacent to the existing boilers the summer of 2015. The new boiler is located off site. The two existing boilers will provide back-up to the new boiler.

Chilled water for the central cooling system for the entire building is supplied by a water-cooled chiller and a cooling tower. The chiller has a nominal rating of 50 tons and uses R-134A as a refrigerant. The cooling tower is constructed of galvanized steel and is located on the roof. The cooling tower has a capacity of 276 tons.

Circulating pumps provide hot and chilled water to each temperature-controlled space by a four-pipe distribution system. Water from the cooling tower can be used for cooling during seasons of moderate temperatures. The hot and chilled water supplies the air handling units and baseboard heaters.

The stair wells, bathrooms, and other areas are ventilated by mechanical exhaust fans. Ventilation fans are mounted on the roof and are connected by concealed ducts to each ventilated space.

The subterranean parking garage is equipped with a mechanical ventilation system. The system consists of exhaust fans and a network of sheet metal ducts. The fans are automatically controlled by carbon monoxide sensors.

Observations/Comments:

- The property does not have a dedicated HVAC repair and maintenance contractor. On site personnel maintain the HVAC equipment or a contractor is retained when required.
- Records of the installation, maintenance, upgrades, and replacement of the HVAC equipment have been maintained since in recent years.
- The HVAC equipment varies in age. HVAC equipment is reportedly replaced on an "as-needed" basis.

- The common area rooftop package HVAC units appear to be in good condition. Based on the estimated Remaining Useful Life (RUL), the rooftop package HVAC units will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The two back-up gas-fired heating boilers appear to be in good to fair condition. Based on the estimated Remaining Useful Life (RUL) and current condition, the boilers will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The new gas-fired heating boiler not installed as of this site assessment will require routine maintenance during the assessment period.
- The chiller appears to be in good condition. Based on its estimated Remaining Useful Life (RUL), the chiller will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The cooling tower appears to be in good condition. Based on its estimated Remaining Useful Life (RUL), the cooling tower will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The circulating pumps appear to be in good condition and will require routine maintenance during the assessment period.
- The mechanical ventilation system and equipment appear to be in good condition and will require routine maintenance during the assessment period. Equipment or component replacements can be performed as part of the property management's routine maintenance program.

7.2. BUILDING PLUMBING AND DOMESTIC HOT WATER

The plumbing systems include the incoming water service, the cold water piping system, and the sanitary sewer and vent system. The risers and the horizontal distribution piping are copper. The soil and vent systems are cast iron.

The water meter is located in the lower level mechanical room.

Domestic hot water for the entire building is supplied by one 100-gallon gas-fired water heater, which is being (rented). The water heater is located lower level mechanical room.

The common area restrooms have commercial-grade fixtures and accessories including water closets and lavatories.

Observations/Comments:

- The plumbing systems appear to be well maintained and in good condition. The water pressure appears to be adequate. The plumbing systems will require routine maintenance during the assessment period.
- There is no evidence that the property uses polybutylene piping for the domestic water distribution system.
- The pressure and quantity of hot water appear to be adequate.
- The water heater appears to be in good condition. As its being rented, no cost is provided in the cost tables.
- The accessories and fixtures in the common area restrooms are in good condition and will require routine maintenance during the assessment period.

7.3. BUILDING GAS DISTRIBUTION

Gas service is supplied from the gas main on the adjacent public street. The gas meter and regulator are located along the exterior walls of the building. The gas distribution piping within the building is malleable steel (black iron).

Observations/Comments:

- The pressure and quantity of gas appear to be adequate.
- The gas meter and regulator appear to be in good condition and will require routine maintenance during the assessment period.
- Only limited observation of the gas distribution piping can be made due to hidden conditions. The gas piping appears to be in good condition.

7.4. BUILDING ELECTRICAL

The electrical supply lines run underground to a pad-mounted transformer, which feeds exterior-mounted electrical meters.

The main electrical service size is 2,000 amps, 277/480 volt, three-phase four-wire alternating current (AC). The electrical wiring is copper, installed in metallic conduit. Circuit breaker panels are located throughout the building.

- A diesel-powered 150 kw emergency electrical generator is located along the south side of the building adjacent to the subterranean parking garage. The generator provides back-up power for elements of the fire and life safety systems and city hall computer-installed equipment. The fuel tank is an above-ground tank located under the generator.

Observations/Comments:

- The on site electrical systems up to the meters are owned and maintained by the respective utility company.
- The electrical service and capacity appear to be adequate for the property's demands.
- The switchgear, circuit breaker panels, and electrical meters appear to be in good condition and will require routine maintenance during the assessment period.
- The emergency electrical generator is one year old and is in good condition and is reportedly self-tested on a weekly basis. The generator will require routine maintenance during the assessment period.

7.5. BUILDING ELEVATORS AND CONVEYING SYSTEMS

There are three hydraulic passenger elevators, one located in City Hall tenant and two in the Library tenant. The elevators were manufactured by All Tech Elevator Company. Each elevator has a rated capacity of 2,500 pounds and a speed of 100 fpm. The elevator machinery is located in a room adjacent to each shaft.

Each elevator cab has a ceramic tile floor, plastic-laminated wood wall panels, and recessed ceiling light fixtures. The doors are fitted with electronic safety stops.

Emergency communication equipment is provided in each cab.

Observations/Comments:

- The elevators are serviced by Badger Elevator Company on a routine basis. The elevator machinery and controls were upgraded in 2002.
- Attempts to contact the elevator maintenance contractor, Badger Elevator Company, have been unsuccessful. A detailed voice message was left with the contractor. If the contractor responds to the voice message request, any pertinent information will be conveyed to the client.
- The elevators appear to provide adequate service. Based on its estimated Remaining Useful Life (RUL), some of the elevator equipment will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The elevators are inspected on an annual basis by the State of Wisconsin Division of Industry Services Inspection and Safety Section, and a certificate of inspection is on file in the management office. A copy of the certificate of inspection is included in Appendix C, Supporting Documentation.
- The emergency communication equipment in the elevators appears to be functional and will require routine maintenance during the assessment period.
- The finishes in the elevator cabs appear to be in good condition. Based on their estimated Remaining Useful Life (RUL), some of the cab finishes will require replacement during the assessment period. The cost to replace the finishes is relatively insignificant, and the work can be performed as part of the property management's routine maintenance program. The cost of this work is not included in the cost tables.

7.6. FIRE PROTECTION AND SECURITY SYSTEMS

The fire protection system consists of fire extinguishers and smoke detectors. Fire extinguishers are located throughout the common areas. Hard-wired smoke detectors are located throughout the common areas and tenant spaces. The nearest fire hydrants are located along the public streets bordering the property and are approximately 50 feet from the building.

Common areas, tenant spaces and corridors are equipped with battery back-up exit lights, illuminated exit signs, pull stations, alarm horns, and strobe light alarms.

A notifier central fire alarm panel is located in Maintenance Supervisor's Office and monitors the pull stations, and smoke detectors. The alarm panel also sounds the alarm and automatically notifies the fire department in the event of trouble.

Interior fire exit stairwells are accessed from the common area corridors. The walls of the fire stairwells are finished with drywall and exposed masonry. The stairs discharge at the ground floor, to the main entrance lobby. The fire exit stairwells are pressurized. Smoke evacuation in the stairwells is provided by a roof-mounted mechanical system.

Observations/Comments:

- The property does not have a dedicated fire alarm repair and maintenance contractor. On site personnel maintain the fire alarm equipment or a contractor is retained when required.
- Information regarding fire department inspection information is included in Section 3.1.
- The fire extinguishers are serviced annually and appear to be in good condition. The fire extinguishers were serviced and inspected within the last year.
- The pull stations and alarm horns appear to be in good condition and will require routine maintenance during the assessment period.
- Smoke detector replacement is considered to be routine maintenance.
- Exit sign and emergency light replacement is considered to be routine maintenance.
- The central alarm panel appears to be in good condition and is serviced by in-house maintenance, or by an on-call contractor. Equipment testing is not within the scope of a Facility Condition Assessment.
- The central alarm panel is six years old. Based on its estimated Remaining Useful Life (RUL), and because replacement parts and components for this type of equipment may be obsolete, the alarm panel will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The building is presently not sprinkled. A complete wet-type sprinkler system is recommended to be installed during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The exit stairwells appear to be constructed in accordance with applicable codes in force at the time of construction.
- The stairwell doors and door hardware are fire-rated. Components bearing certification labels are displayed on the doors.

8. TENANT SPACES

8.1. INTERIOR FINISHES

The following table generally describes the interior finishes in tenant units:

Typical Tenant Unit Finishes			
Room	**Floor**	**Walls**	**Ceiling**
Lobby - Library	Ceramic tile	Painted drywall, Vinyl covering over drywall	Suspended T-bar system with acoustical tiles
Offices - City Hall and Library	Carpet Square tile	Painted drywall, Vinyl covering over drywall	Perforated glued ceiling tiles, Suspended T-bar system with acoustical tiles
Staff Lounge - City Hall	Carpet Square tile	Painted drywall	Perforated glued ceiling tiles
Meeting Rooms	Carpet Square tile	Painted drywall	Perforated glued ceiling tiles, Suspended T-bar system with acoustical tiles
Tenants Corridors	Carpet Square tile, Vinyl tile	Painted drywall	Perforated glued ceiling tiles, Suspended T-bar system with acoustical tiles
Auditorium - Civic Center	Vinyl tile	Vinyl covering over drywall	Perforated glued ceiling tiles,
Auditorium Stage – Civic Center	Carpet	Painted drywall	Suspended T-bar system with acoustical tiles
Adult Section - Library	Carpet Square tile	Painted drywall, Vinyl covering over drywall	Suspended T-bar system with acoustical tiles
Children's Section - Library	Carpet Square tile	Painted drywall, Vinyl covering over drywall	Suspended T-bar system with acoustical tiles
IT Dept –City Hall	Ceramic tile	Ceramic tile wainscot, Painted drywall	Painted drywall
Dining Room - Library	Carpet Square tile	Painted drywall	Suspended T-bar system with acoustical tiles
Kitchen - City Hall	Vinyl tile	Painted drywall	Painted drywall

Typical Tenant Unit Finishes			
Room	**Floor**	**Walls**	**Ceiling**
Kitchen – Civic Center	Vinyl tile	Ceramic tile wainscot, Painted drywall	Painted drywall
Kitchen/ Lunchroom - Library	Vinyl tile	Painted drywall	Suspended T-bar system with acoustical tiles
Tenant restrooms	Ceramic tile	Painted drywall	Perforated glued ceiling tiles, Suspended T-bar system with acoustical tiles

The interior doors are painted and/or stained hollow-core wood doors set in metal frames. The interior doors have cylindrical locksets with lever and/or knob handle hardware.

Observations/Comments:

- The interior finishes in the tenant units are in good to fair condition. Painting is considered to be routine maintenance. Based on the estimated Remaining Useful Life (RUL) and current condition, the carpet, carpet square tiles and vinyl tile flooring will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2). Interior painting and wall finish replacement will also be required during the assessment period. The cost of this work is also included in the Replacement Reserves Cost Estimate (Table 2). Based on the estimated Remaining Useful Life (RUL), the acoustical suspended ceiling tiles will require replacement during the assessment period. The cost of ceiling tile replacement is relatively insignificant and the work can be performed as part of the property management's routine maintenance program. The cost of this work is not included in the cost tables.
- The interior doors and door hardware are in good condition and will require routine maintenance during the assessment period.

8.2. RESIDENTIAL KITCHEN EQUIPMENT

Each tenant has a variety of Residential kitchen appliances, fixtures, and equipment and each tenant kitchen includes the following Residential kitchen appliances, fixtures, and equipment:

Appliance	Comment
Refrigerators/Freezers	Up-right
Ranges	Electric
Dishwasher	Kitchen Library only

Appliance	Comment
Microwave	City Hall and Civic Center only
Kitchen Cabinets	Wood - Painted
Kitchen counters	Plastic laminate
Kitchen sink	Stainless Steel

Observations/Comments:

- The kitchen residential appliances appear to be in good to fair condition. Based on their estimated Remaining Useful Life (RUL), the kitchen residential appliances will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The kitchen cabinets and countertops appear to be in good to fair condition. Based on their estimated Remaining Useful Life (RUL) and current condition, the kitchen cabinets, countertops and sinks will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).

8.3. HVAC

The tenant spaces are heated and cooled by the central heating and cooling system described in Section 7.1.

Heating is provided by hot water baseboard heaters which are supplied by the central hot water system. The radiant units are individually controlled by integral thermostats.

Heating and cooling are provided to each tenant unit by large capacity air handling units (ten total units) ranging from 5,100 to 24,790 cfm's equipped with heating and cooling coils. The air handling units are located in mechanical equipment rooms. Each air-handling unit is supplied with heated and chilled water by the central system described in Section 7.1.

Air distribution is provided to supply air registers by ducts concealed above the ceilings. Return air grilles are located in each space. The heating and cooling system are controlled by local thermostats.

Observations/Comments:

- The HVAC air-handling unit's equipment appears to be in good to fair condition. Based on its estimated Remaining Useful Life (RUL) and current condition, the air-handling units will require replacement during the assessment period. The cost of this work is included in the Replacement Reserves Cost Estimate (Table 2).
- The baseboard heaters appear to be in good condition and will require routine maintenance during the assessment period.

8.4. PLUMBING

Not applicable. There are no tenant-specific plumbing systems, such as hot water heaters or tenant unit restrooms. See Section 7.2. for descriptions and comments regarding the building plumbing systems.

Each tenant unit restroom includes at least one water closet and one lavatory.

Hot water is supplied by the central system described in Section 7.2.

Observations and Comments

- The tenant unit restroom accessories and fixtures are in good condition and will require routine maintenance during the assessment period.
- The pressure and quantity of hot water appear to be adequate.

8.5. ELECTRICAL

The electrical service to each tenant unit ranges upward from a minimum of 200 amps. A circuit breaker panel inside each unit supplies the HVAC system, appliances, receptacles, and light fixtures.

The tenants units have incandescent and fluorescent light fixtures.

Observations and Comments

- The electrical service to each tenant unit appears to be adequate.
- The interior light fixtures appear to be in good condition. Light fixture replacement is considered to be routine maintenance.

9. OTHER STRUCTURES

Not applicable. There are no major accessory structures.

10. APPENDICES

APPENDIX A: Photographic Record

APPENDIX B: Site Plan

APPENDIX C: Supporting Documentation

APPENDIX D: EMG Abbreviated Accessibility Checklist

APPENDIX E: Pre Survey Questionnaire and Documentation Request Checklist

APPENDIX F: Terminology

APPENDIX G: Resumes for Report Reviewer and Field Observer

APPENDIX A:
PHOTOGRAPHIC RECORD

EMG PHOTOGRAPHIC RECORD

Project No.:113332.15R-001.017 **Project Name: City of Wauwatosa Civic Center/Library/City Hall**

Photo #1:	Property identification sign

Photo #2:	Front (north) elevation

Photo #3:	Right side elevation

Photo #4:	Left side elevation

Photo #5:	Rear (south) elevation at main entrance

Photo #6:	Rear (south) elevation – east end

Photo #7:	Roofing – modified bituminous membrane

Photo #8:	Roofing – EPDM membrane with stone ballast

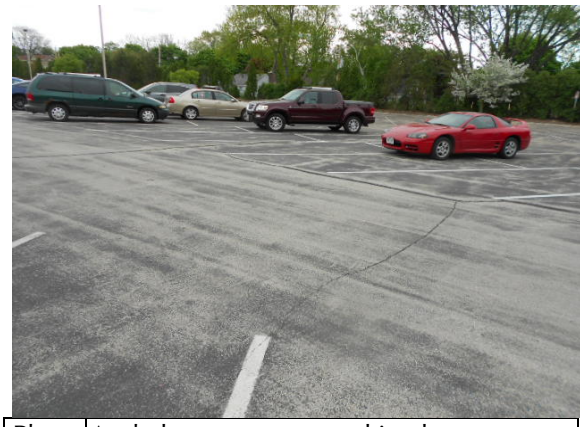


Photo #9:	Asphalt pavement at parking lot

Photo #10:	Concrete sidewalk and curb cut

Photo #11:	Van accessible parking stall

Photo #12:	Handicapped parking stall

Photo #13:	Common area restroom – Missing pipe insulation below sink

Photo #14:	Landscaping

Photo #15:	Site lighting

Photo #16:	Retaining wall at loading dock at Library

Photo #17:	Retaining wall at loading dock at City Hall

Photo #18:	Walkway lighting

Project No.:113332.15R-001.017 **Project Name: City of Wauwatosa Civic Center/Library/City Hall**

Photo #19:	Site fencing

Photo #20:	Guardrail

Photo #21:	Trash and recycling containers

Photo #22:	Superstructure

Photo #23:	Subterranean parking garage

Photo #24:	Asphalt shingle roofing

Project No.:113332.15R-001.017 **Project Name: City of Wauwatosa Civic Center/Library/City Hall**

Photo #25:	Skylight

Photo #26:	Skylight at Library

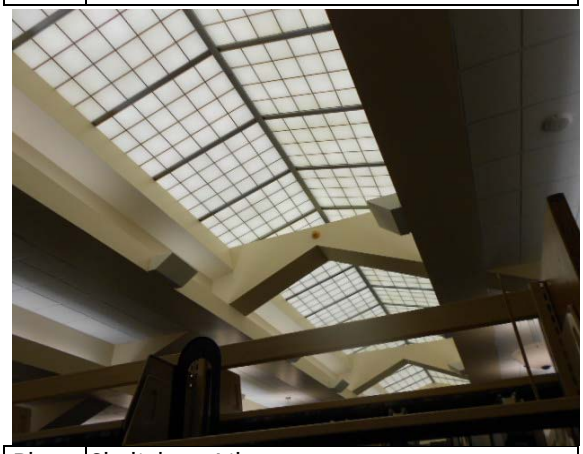


Photo #27:	Skylight at Library

Photo #28:	Parapet wall between City Hall and Civic Center

Photo #29:	Wood siding and trim

Photo #30:	Exterior Insulation and Finish System (EIFS) North elevation (east end)

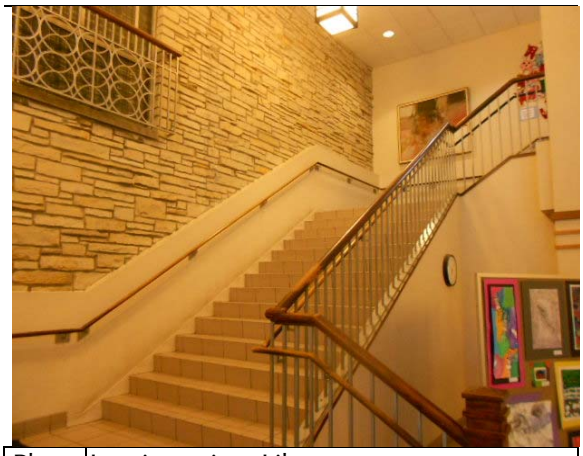


Photo #31:	Interior stair at Library

Photo #32:	Windows and entrance doors

Photo #33:	Windows and entrance doors

Photo #34:	Overhead door to subterranean parking garage

Photo #35:	Lobby

Photo #36:	Upper level corridor

Photo #37:	Drinking fountain

Photo #38:	Common area restroom

Photo #39:	Rooftop HVAC package unit

Photo #40:	Rooftop HVAC package unit

Photo #41:	Heating boiler

Photo #42:	Chiller

Photo #43:	Cooling tower

Photo #44:	Domestic hot water heater (rented)

Photo #45:	Pad mounted electrical transformer

Photo #46:	Main electric switchgear

Photo #47:	Emergency generator

Photo #48:	Elevator cab

Photo #49:	Elevator cab interior

Photo #50:	Elevator equipment

Photo #51:	Fire extinguisher

Photo #52:	Fire alarm control panel

Photo #53:	Interior finishes at City Hall

Photo #54:	Interior finishes at Library Adult Section

Project No.:113332.15R-001.017 **Project Name: City of Wauwatosa Civic Center/Library/City Hall**

Photo #55:	Interior finishes at Library Adult Section

Photo #56:	Interior finishes at Library Children's Section

Photo #57:	Interior finishes at Library

Photo #58:	Interior finishes at City Hall

Photo #59:	Kitchen at Library

Photo #60:	Kitchen at City Hall

Photo #61:	Kitchen at Civic Center

Photo #62:	Tenant restroom

Photo #63:	Tenant restroom

Photo #64:	Auditorium at Civic Center

Photo #6525:	Auditorium/Stage at Civic Center

Photo #66:	Air-handling unit

Photo #67:	Air-handling unit

Photo #68:	Tenant unit – Electrical panel

APPENDIX B:
SITE PLAN

Site Plan

EMG	**Site Plan** **Source: Google Maps**	**Project Number:** **113332.15R-001.017**
N		**Project Name:** **Wauwatosa-Civic Center/Library/City Hall**
	Not drawn to scale. The north arrow indicator is an approximation of 0° North.	**On-Site Date:** **May 12, 2015**

APPENDIX C:
SUPPORTING DOCUMENTATION

NEW ELEVATOR INSP REPORT.jpg

Regulated Object Inspection Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Stats.]

Division of Industry Services
Inspection and Safety Support Section
P. O. Box 7302
Madison, Wisconsin 53707-7302
http://dsps.wi.gov

Owner and/or Billing Contact Info:
Name: WAUWATOSA PHYSICAL P
Address: 7725 W NORTH AVE
City: WAUWATOSA
State/Zip: WI 53213
Phone:

Object Location:
Site: THE MUNICIPAL COMPLEX/LIBR
Address: 7725 W NORTH AVE
City: WAUWATOSA
State/Zip: WI 53213
County: MILWAUKEE
Location On Property: LIBRARY CIR

Regulated Object ID: 509009
Date Inspected: 4/2/2015
NEIS Location: STWIS 1427-1
Work Order ID: 307993
☐ Issue PTO ☑ PTO on Hold
☐ Initial ☐ Special ☐ Re-Inspection ☑ Annual

Regulated Object Information
WI Registration Tag Number: 20983
Family: Elevator
Type: Elevator
Last Investigation: 04/21/2014
PTO Expiration: 03/30/2015
Next Inspection: 4/3/2016

Attributes
Use: Passenger
Manufacture: Alltech
Number of Landings: 2 Number of Car Entrances: 1
Type of Drive Unit: Direct Hydraulic
Working PSI: 430 Relief PSI: 550
Machine Roomless Traction: ☐ Basement Traction: ☐
Locked and Vacant: ☐ Serving Dwelling Unit: ☐

Rated Load (lbs): 3500
Speed (fpm) Up: 100 Down: 100
Number of Ropes: Size:
Number of Chains: Size:
Fire Service: None
Valve Sealed: Yes

History:

Contract Date	Comm. 18 / IND. 4	ASME	NEC	NFPA 13 – 13 R	NFPA 72 – 72 E	Description of Work
12/08/2000	11/99	1996	1999	1999	1999	New valve and jac
04/15/1991	8/1988	1984	n/a	n/a	n/a	Initial Installation

Required Tests
5yr Safety/Gov. Test Date:
Annual Hydraulic Test Date: 4/15/2014
Category 1 Test Date: 4/15/2014
Category 5 Test Date:

Inspector Name: Steven Poppert
Wisconsin Credential Number: 1049978
I certify this is a true and accurate report of my inspection.
Signature:

Employed by: NEIS
N58 W39799 Hwy 16, Suite B
OCONOMOWOC WI, 53066
Email: wineis.mail@us.bureauveritas.com
Phone: (262) 560-6220 Fax: (262) 560-0710

Onsite Contact: TIM TARANTINO
Contact's Phone: (414)788-0644
Contact's Email: ttarantino@wauwatosa.net

Remarks

☐ Changes Needed to Owner/Billing, Location or Object Information

Item No.	Code Section	Code violations listed below shall be corrected by Compliance date: 5/4/2015
	8.6.4.15	Emergency lights and alarm bell shall operate on back-up battery when normal power is lost, replace battery, or make necessary repairs.
	8.6.4.7.1 (a)	Pits shall be kept free of dirt and rubbish, and shall not be used for storage purposes. Clean pit.
	318.1708 (2)(f)	An owner shall maintain a written log of oil level and usage on a Quarterly Basis. [8.6.5.7]
	----------	The Category 1 Test will be due on or before: 4/15/2015
	----------	THE PERMIT IS HELD PENDING COMPLIANCE BY THE DATE SHOWN ABOVE. WHEN COMPLETE, date and sign the form, then fax to 262-560-0710 or email to wineis.mail@us.bureauveritas.com

NEW ELEVATOR INSP REPORT.jpg

Regulated Object Inspection Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Stats.]

Division of Industry Services
Inspection and Safety Support Section
P. O. Box 7302
Madison, Wisconsin 53707-7302
http://dsps.wi.gov

Owner and/or Billing Contact Info:	Object Location:	Regulated Object ID / Date Inspected
Name: WAUWATOSA PHYSICAL P	Site: THE MUNICIPAL COMPLEX/LIBR	508955 / 4/2/2015
Address: 7725 W NORTH AVE	Address: 7725 W NORTH AVE	NEIS Location: STWIS 1427-1
City: WAUWATOSA	City: WAUWATOSA	Work Order ID: 307993
State/Zip: WI 53213	State/Zip: WI 53213	☑ Issue PTO ☐ PTO on Hold
Phone:	County: MILWAUKEE	☐ Initial ☐ Special ☐ Re-Inspection ☑ Annual
	Location On Property:	

Regulated Object Information	Attributes	
WI Registration Tag Number: 20929	Use: Passenger	Rated Load (lbs): 3500
Family: Elevator	Manufacture: Alltech	Speed (fpm) Up: 100 Down: 100
Type: Elevator	Number of Landings: 2 Number of Car Entrances: 1	Number of Ropes: Size:
Last Investigation: 04/21/2014	Type of Drive Unit: Direct Hydraulic	Number of Chains: Size:
PTO Expiration: 03/30/2015	Working PSI: 430 Relief PSI: 500	Fire Service: None
Next Inspection: 4/3/2016	Machine Roomless Traction: ☐ Basement Traction: ☐	Valve Sealed: Yes
	Locked and Vacant: ☐ Serving Dwelling Unit: ☐	

History:

Contract Date	Comm. 18 / IND. 4	ASME	NEC	NFPA 13 – 13 R	NFPA 72 – 72 E	Description of Work
04/15/1991	8/1988	1984	n/a	n/a	n/a	Initial Installation

Required Tests

5yr Safety/Gov. Test Date:
Annual Hydraulic Test Date: 4/15/2014
Category 1 Test Date: 4/15/2014
Category 5 Test Date:

Inspector	Employed by:	Onsite Contact:
Inspector Name: Steven Poppert	NEIS	TIM TARANTINO
Wisconsin Credential Number: 1049978	N58 W39799 Hwy 16, Suite B	Contact's Phone: (414)788-0644
I certify this is a true and accurate report of my inspection.	OCONOMOWOC WI, 53066	Contact's Email: ttarantino@wauwatosa.net
Signature:	Email: wineis.mail@us.bureauveritas.com	
	Phone: (262) 560-6220 Fax: (262) 560-0710	

Remarks

☐ Changes Needed to Owner/Billing, Location or Object Information

Item No.	Code Section	Code violations listed below shall be corrected by Compliance date:
	8.6.4.7.1 (a)	Pits shall be kept free of dirt and rubbish, and shall not be used for storage purposes. Clean pit.
	---------	The Category 1 Test will be due on or before: 4/15/2015

NEW ELEVATOR INSP REPORT.jpg

Regulated Object Inspection Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Stats.]

Division of Industry Services
Inspection and Safety Support Section
P.O. Box 7302
Madison, Wisconsin 53707-7302
http://dsps.wi.gov

Owner and/or Billing Contact Info:	Object Location:	Regulated Object ID / Date Inspected
Name: WAUWATOSA PHYSICAL P Address: 7725 W NORTH AVE City: WAUWATOSA State/Zip: WI 53213 Phone:	Site: THE MUNICIPAL COMPLEX/LIBR Address: 7725 W NORTH AVE City: WAUWATOSA State/Zip: WI 53213 County: MILWAUKEE Location On Property: 2ND LIBRARY	509012 / 4/2/2015 NEIS Location: STWIS 1427-1 Work Order ID: 307993 ☑ Issue PTO ☐ PTO on Hold ☐ Initial ☐ Special ☐ Re-Inspection ☑ Annual

Regulated Object Information

WI Registration Tag Number: 20987
Family: Elevator
Type: Elevator
Last Investigation: 04/21/2014
PTO Expiration: 03/30/2015
Next Inspection: 4/3/2016

Attributes

Use: Passenger
Manufacture: Alltech
Number of Landings: 3 Number of Car Entrances: 2
Type of Drive Unit: Direct Hydraulic
Working PSI: 350 Relief PSI: 400
Machine Roomless Traction: ☐ Basement Traction: ☐
Locked and Vacant: ☐ Serving Dwelling Unit: ☐

Rated Load (lbs): 2000
Speed (fpm) Up: 100 Down: 100
Number of Ropes: Size:
Number of Chains: Size:
Fire Service: None
Valve Sealed: Yes

History:

Contract Date	Comm. 18 / IND. 4	ASME	NEC	NFPA 13 – 13 R	NFPA 72 – 72 E	Description of Work
04/15/1991	8/1988	1984	n/a	n/a	n/a	Initial Installation

Required Tests

5yr Safety/Gov. Test Date:
Annual Hydraulic Test Date: 4/15/2014
Category 1 Test Date: 4/15/2014
Category 5 Test Date:

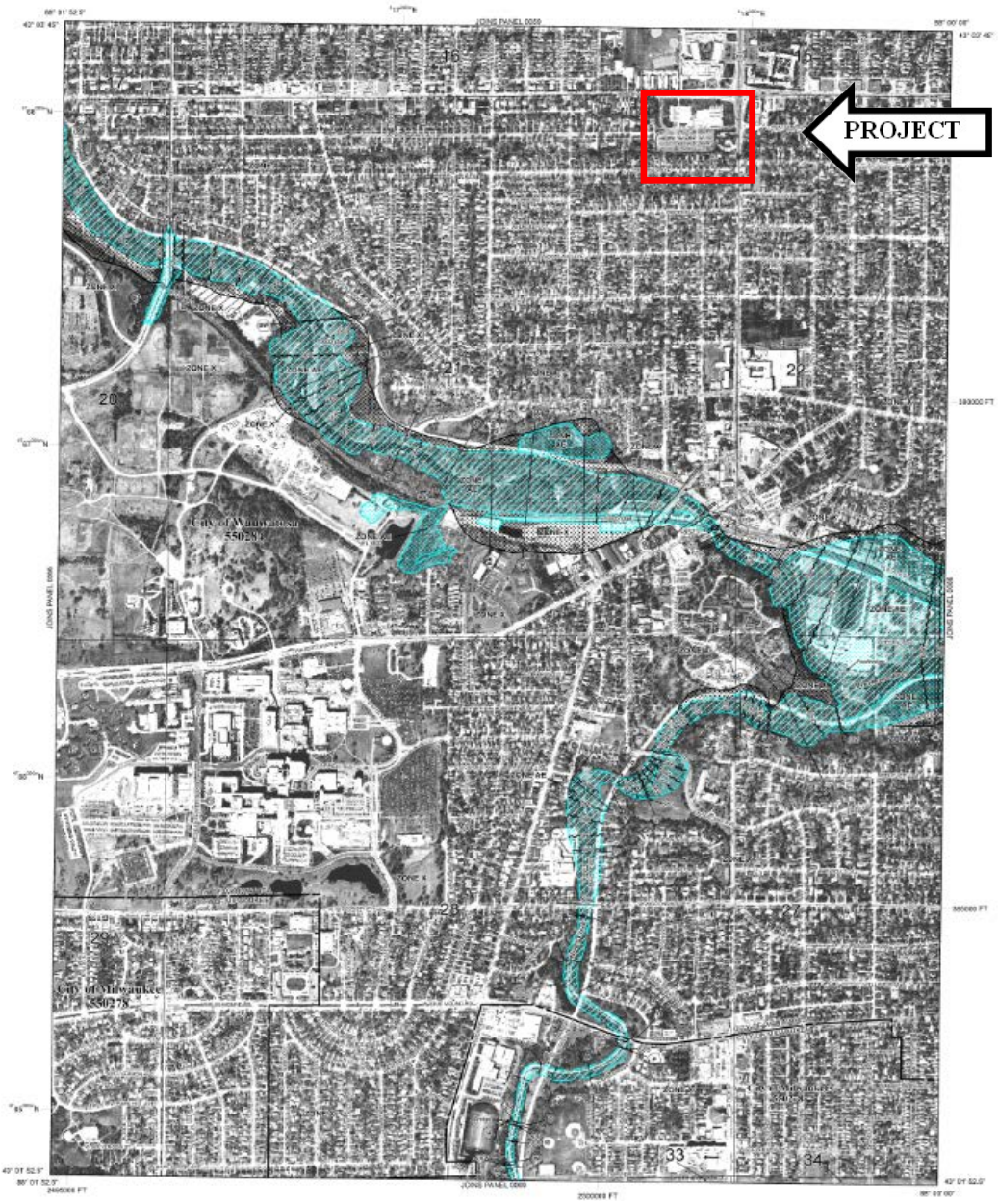
Inspector	Employed by:	Onsite Contact:
Inspector Name: Steven Poppert Wisconsin Credential Number: 1049978 I certify this is a true and accurate report of my inspection. Signature:	NEIS N58 W39799 Hwy 16, Suite B OCONOMOWOC WI, 53066 Email: wineis.mail@us.bureauveritas.com Phone: (262) 560-6220 Fax: (262) 560-0710	TIM TARANTINO Contact's Phone: (414)788-0644 Contact's Email: ttarantino@wauwatosa.net

Remarks

☐ Changes Needed to Owner/Billing, Location or Object Information

Item No.	Code Section	Code violations listed below shall be corrected by Compliance date:
	----------	ELEVATOR OK AT TIME OF INSPECTION.
	----------	The Category 1 Test will be due on or before: 4/15/2015

Flood Map



EMG	**Source:** **FEMA Map Panel # 5507960067E** **Dated: September 26, 2008**	**Project Number:** **113332.15R-001.017**
N		**Project Name:** **Wauwatosa Civic Center/Library/City Hall**
	Not drawn to scale. The north arrow indicator is an approximation of 0° North.	**On-Site Date:** **May 12, 2015**

Dear Chief Ugaste:

EMG is an engineering firm currently conducting a property condition survey of the following property on behalf of the property owner:

Wauwatosa-Civic Center/Library/City Hall

7725 W. North Avenue

Wauwatosa, Wisconsin 53213

As part of this process, we are submitting this request for information specific to the property. Please provide us with the following information concerning the property:

1) Does the Fire Department conduct routine life-safety inspections at the property? If yes, what is the frequency?

2) What is the date of last Fire Department inspection?

3) Are there any OUTSTANDING Fire code violations? If Yes, please provide documentation describing the violation(s)

Any follow-up documentation may be returned via email, faxed to 410.785.6220, or mailed to:

EMG

Attn: Marge Mitnick, Senior Engineering Consultant

222 Schilling Circle, Suite 275

Hunt Valley, Maryland 21031

If you need additional information to complete this request, please contact me at 800.733.0660 x6656. Thank you for your prompt attention to this matter.

Sincerely,

Kenneth Kulbeda

Senior Project Manager

EMG

Dear Mr. Fred Knap:

EMG is an engineering firm currently conducting a property condition survey of the following property on behalf of the property owner:

Wauwatosa-Civic Center/Library/City Hall

7725 W. North Avenue

Wauwatosa, Wisconsin 53213

As part of this process, we are submitting this request for information specific to the property. Please provide us with the following information concerning the property:

1) Does the Building Department conduct routine inspections at the property? If yes, what is the frequency?

2) What is the date of last Building Department inspection?

3) Are there any OUTSTANDING Building code violations? If Yes, Please provide documentation describing the violation(s)

4) Is a copy of the original C of O or original Building Permit available to be faxed or emailed to us?

Any follow-up documentation may be returned via email, faxed to 410.785.6220, or mailed to:

EMG

Attn: Marge Mitnick, Senior Engineering Consultant

222 Schilling Circle, Suite 275

Hunt Valley, Maryland 21031

If you need additional information to complete this request, please contact me at 800.733.0660 x6656. Thank you for your prompt attention to this matter.

Sincerely,

Kenneth Kulbeda

Senior Project Manager

EMG

RECORD OF COMMUNICATION

Date:	May 12, 2015
Recorded by:	Kenneth Kulbeda
Project Name:	Wauwatosa-Civic Center/Library/City Hall
Project Number:	113332.15R-001.017

Communication with:	David L. Jaeckels and Timothy Tarantino
of:	City of Wauwatosa
Phone:	414.479.3528 and 414.788.0644

Communication via:

	Telephone Conversation
✓	Discussions During Site Inspection
	Office Visitation/Meeting

Re:

Outstanding deficiencies and other record information.

Summary of Communication:

See report Sections

RECORD OF COMMUNICATION

Date:	May 15, 2015
Recorded by:	Kenneth Kulbeda
Project Name:	Wauwatosa-Civic Center/Library/City Hall
Project Number:	113332.15R-001.017

Communication with:	Fred R. Knapp, Building Inspector
of:	City of Wauwatosa Building Department
Phone:	414.479.8909

Communication via:

✓	Telephone Conversation
	Discussions During Site Inspection
	Office Visitation/Meeting

Re:

Outstanding violations, Certificate of Occupancy, and other record information.

Summary of Communication:

According to Fred R. Knapp, Building Inspector of the City of Wauwatosa Building Department, code compliance information can only be obtained through submission of a written request under the Freedom of Information Act (FOIA). A request was submitted, and a copy of the request is included in Appendix C. Significant information will be forwarded upon receipt.

RECORD OF COMMUNICATION

Date:	May 12, 2015
Recorded by:	Kenneth Kulbeda
Project Name:	Wauwatosa-Civic Center/Library/City Hall
Project Number:	113332.15R-001.017

Communication with:	Tamara Szudy, Principal Planner
of:	City of Wauwatosa Planning Department
Phone:	414.479.3521

Communication via:

	Telephone Conversation
	Discussions During Site Inspection
✓	Office Visitation/Meeting

Re:

Zoning information and zoning conformance

Summary of Communication:

According to Tamara Szudy, Principal Planner of the City of Wauwatosa Planning Department, the property is located within an R-2 Two-Family Residential, zoning district and is a conforming use.

RECORD OF COMMUNICATION

Date:	May 15, 2015
Recorded by:	Kenneth Kulbeda
Project Name:	Wauwatosa-Civic Center/Library/City Hall
Project Number:	113332.15R-001.017

Communication with:	Robert Ugaste, Fire Chief
of:	City Wauwatosa Fire Department
Phone:	414.471.8490

Communication via:

✓	Telephone Conversation
	Discussions During Site Inspection
	Office Visitation/Meeting

Re:

Outstanding fire code violations and inspection history

Summary of Communication:

According to Robert Ugaste, Fire Chief of the City of Wauwatosa Fire Department, code compliance information can only be obtained through submission of a written request under the Freedom of Information Act (FOIA). A request was submitted, and a copy of the request is included in Appendix C. Significant information will be forwarded upon receipt.

RECORD OF COMMUNICATION

Date:	May 17, 2015
Recorded by:	Kenneth Kulbeda
Project Name:	Wauwatosa-Civic Center/Library/City Hall
Project Number:	113332.15R-001.017

Communication with:	David Dejownski, Elevator Contractor
of:	Badger Elevator Company
Phone:	888.281.4062

Communication via:

✓	Telephone Conversation
	Discussions During Site Inspection
	Office Visitation/Meeting

Re: Elevator maintenance

Summary of Communication:

Attempts to contact the elevator maintenance contractor, Badger Elevator Company, have been unsuccessful. A detailed voice message was left with the contractor. If the contractor responds to the voice message request, any pertinent information will be conveyed to the client.

APPENDIX D:
EMG ABBREVIATED ACCESSIBILITY CHECKLIST

Property Name: Wauwatosa-Civic Center/Library/City Hall
Date: May 12, 2015
Project Number: 113332.15R-001.017

EMG Abbreviated Accessibility Checklist					
	Building History	**Yes**	**No**	**N/A**	**Comments**
1.	Has the management previously completed an ADA review?	✓			One month ago
2.	Have any ADA improvements been made to the property?		✓		
3.	Does a Barrier Removal Plan exist for the property?		✓		
4.	Has the Barrier Removal Plan been reviewed/approved by an arms-length third party such as an engineering firm, architectural firm, building department, other agencies, etc.?			✓	
5.	Has building ownership or management received any ADA related complaints that have not been resolved?		✓		
6.	Is any litigation pending related to ADA issues?		✓		
	Parking	**Yes**	**No**	**N/A**	**Comments**
1.	Are there sufficient parking spaces with respect to the total number of reported spaces?	✓			
2.	Are there sufficient van-accessible parking spaces available (96" wide/ 96" aisle for van)?	✓			
3.	Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?	✓			
4.	Is there at least one accessible route provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones, if provided, and public streets and sidewalks?	✓			
5.	Do curbs on the accessible route have depressed, ramped curb cuts at drives, paths, and drop-offs?	✓			
6.	Does signage exist directing you to accessible parking and an accessible building entrance?	✓			

EMG Abbreviated Accessibility Checklist					
	Ramps	**Yes**	**No**	**N/A**	**Comments**
1.	If there is a ramp from parking to an accessible building entrance, does it meet slope requirements? (1:12)			✓	
2.	Are ramps longer than 6 ft complete with railings on both sides?			✓	
3.	Is the width between railings at least 36 inches?			✓	
4.	Is there a level landing for every 30 ft horizontal length of ramp, at the top and at the bottom of ramps and switchbacks?			✓	
	Entrances/Exits	**Yes**	**No**	**N/A**	**Comments**
1.	Is the main accessible entrance doorway at least 32 inches wide?	✓			
2.	If the main entrance is inaccessible, are there alternate accessible entrances?	✓			
3.	Can the alternate accessible entrance be used independently?	✓			
4.	Is the door hardware easy to operate (lever/push type hardware, no twisting required, and not higher than 48 inches above the floor)?	✓			Handicapped Push Button Device
5.	Are main entry doors other than revolving door available?	✓			
6.	If there are two main doors in series, is the minimum space between the doors 48 inches plus the width of any door swinging into the space?			✓	
	Paths of Travel	**Yes**	**No**	**N/A**	**Comments**
1.	Is the main path of travel free of obstruction and wide enough for a wheelchair (at least 36 inches wide)?	✓			
2.	Does a visual scan of the main path reveal any obstacles (phones, fountains, etc.) that protrude more than 4 inches into walkways or corridors?		✓		
3.	Are floor surfaces firm, stable, and slip resistant (carpets wheelchair friendly)?	✓			
4.	Is at least one wheelchair-accessible public telephone available?			✓	
5.	Are wheelchair-accessible facilities (toilet rooms, exits, etc.) identified with signage?	✓			

EMG Abbreviated Accessibility Checklist					
6.	Is there a path of travel that does not require the use of stairs?	✓			
7.	If audible fire alarms are present, are visual alarms (strobe light alarms) also installed in all common areas?	✓			
	Elevators	**Yes**	**No**	**N/A**	**Comments**
1.	Do the call buttons have visual signals to indicate when a call is registered and answered?	✓			
2.	Are there visual and audible signals inside cars indicating floor change?	✓			
3.	Are there standard raised and Braille marking on both jambs of each host way entrance?	✓			
4.	Do elevator doors have a reopening device that will stop and reopen a car door if an object or a person obstructs the door?	✓			
5.	Do elevator lobbies have visual and audible indicators of car arrival?	✓			
6.	Does the elevator interior provide sufficient wheelchair turning area (51″ x 68″)?	✓			
7.	Are elevator controls low enough to be reached from a wheelchair (48 inches front approach/54 inches side approach)?	✓			
8.	Are elevator control buttons designated by Braille and by raised standard alphabet characters (mounted to the left of the button)?	✓			
9.	If a two-way emergency communication system is provided within the elevator cab, is it usable without voice communication?	✓			
	Restrooms	**Yes**	**No**	**N/A**	**Comments**
1.	Are common area public restrooms located on an accessible route?	✓			
2.	Are pull handles push/pull or lever type?	✓			
3.	Are there audible and visual fire alarm devices in the toilet rooms?			✓	
4.	Are corridor access doors wheelchair-accessible (at least 32 inches wide)?	✓			
5.	Are public restrooms large enough to accommodate a wheelchair turnaround (60″ turning diameter)?	✓			

EMG Abbreviated Accessibility Checklist					
6.	In unisex toilet rooms, are there safety alarms with pull cords?			✓	
7.	Are stall doors wheelchair accessible (at least 32″ wide)?	✓			
8.	Are grab bars provided in toilet stalls?	✓			
9.	Are sinks provided with clearance for a wheelchair to roll under (29″ clearance)?	✓			
10.	Are sink handles operable with one hand without grasping, pinching or twisting?	✓			
11.	Are exposed pipes under sink sufficiently insulated against contact?		✓		
12.	Are soap dispensers, towel, etc. reachable (48″ from floor for frontal approach, 54″ for side approach)?	✓			
13.	Is the base of the mirror no more than 40″ from the floor?	✓			

APPENDIX E:
PRE SURVEY QUESTIONNAIRE AND DOCUMENTATION REQUEST CHECKLIST

PROPERTY CONDITION ASSESSMENT: PRE-SURVEY QUESTIONNAIRE

This questionnaire must be completed by the property owner, the owner's designated representative, or someone knowledgeable about the subject property. ***The completed form must be presented to EMG's Field Observer on the day of the site visit***. If the form is not completed, EMG's Project Manager will require ***additional time*** during the on site visit with such a knowledgeable person in order to complete the questionnaire. During the site visit, EMG's Field Observer may ask for details associated with selected questions. This questionnaire will be utilized as an exhibit in EMG's final Property Condition Report.

Name of person completing questionnaire:	**Tim Tarantino**
Association with property:	**Maintenance Supervisor**
Length of association with property:	**18 years**
Date Completed:	**April 28, 2015**
Phone Number:	**414.788.0644**
Property Name:	**Wauwatosa-Civic Center/Library/City Hall**
EMG Project Number:	**113332.15R-001.017**

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

	Inspections	Date Last Inspected	List Any Outstanding Repairs Required
1	Elevators	Monthly	None
2	HVAC, Mechanical, Electric, Plumbing	Check daily	HVAC electrical up-grade
3	Life-Safety/Fire	Monthly	Fire extinguishers
4	Roofs	All roofs replaced within the past six years	Check four times within the last six years

	Question	Response
5	List any major capital improvement within the last three years.	West roof, new emergency generator, boiler, new boiler pipe system, A/C cooling piping, new rooftop package HVAC unit for City Hall IT dept.
6	List any major capital expenditures planned for the next year.	None

	QUESTION	RESPONSE
7	What is the age of the roof(s)?	All roofs have been replaced within the last six years
8	What building systems (HVAC, roof, interior/exterior finishes, paving, etc.) are the responsibilities of the tenant to maintain and replace?	None

Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any *Yes* responses. (**NA** indicates "*Not Applicable*", **Unk** indicates "*Unknown*")

	QUESTION	RESPONSE				COMMENTS
		Y	N	Unk	NA	
9	Are there any unresolved building, fire, or zoning code issues?		✓			
10	Are there any "down" or unusable units?		✓			
11	Are there any problems with erosion, storm water drainage or areas of paving that do not drain?		✓			
12	Is the property served by a private water well?		✓			
13	Is the property served by a private septic system or other waste treatment systems?		✓			
14	Are there any problems with foundations or structures?		✓			
15	Is there any water infiltration in basements or crawl spaces?		✓			
16	Are there any wall, or window leaks?	✓				Seals broken at operable windows
17	Are there any roof leaks?		✓			
18	Is the roofing covered by a warranty or bond?			✓		
19	Are there any poorly insulated areas?	✓				Seals broken at operable windows
20	Is Fire Retardant Treated (FRT) plywood used?		✓			

Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any *Yes* responses. (**NA** indicates "*Not Applicable*", **Unk** indicates "*Unknown*")						
QUESTION		**RESPONSE**				**COMMENTS**
		Y	N	Unk	NA	
21	Is exterior insulation and finish system (EIFS) or a synthetic stucco finish used?		✓			
22	Are there any problems with the utilities, such as inadequate capacities?		✓			
23	Are there any problems with the landscape irrigation systems?				✓	
24	Has a termite/wood boring insect inspection been performed within the last year?		✓			
25	Do any of the HVAC systems use R-11, 12, or 22 refrigerants?		✓			Rooftop HVAC package units - 402 refrigerant
26	Has any part of the property ever contained visible suspect mold growth?		✓			
27	Is there a mold Operations and Maintenance Plan?		✓			
28	Have there been indoor air quality or mold related complaints from tenants?		✓			
29	Is polybutylene piping used?		✓			
30	Are there any plumbing leaks or water pressure problems?		✓			
31	Are there any leaks or pressure problems with natural gas service?		✓			
32	Does any part of the electrical system use aluminum wiring?		✓			
33	Do Residential units have a less than 60-Amp service?				✓	
34	Do Commercial units have less than 200-Amp service?		✓			
35	Are there any recalled fire sprinkler heads (Star, GEM, Central, Omega)?				✓	

Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any *Yes* responses. (**NA** indicates "*Not Applicable*", **Unk** indicates "*Unknown*")						
QUESTION		**RESPONSE**				**COMMENTS**
		Y	N	Unk	NA	
36	Is there any pending litigation concerning the property?		✓			
37	Has the management previously completed an ADA review?	✓				
38	Have any ADA improvements been made to the property?		✓			
39	Does a Barrier Removal Plan exist for the property?		✓			
40	Has the Barrier Removal Plan been approved by an arms-length third party?				✓	
41	Has building ownership or management received any ADA related complaints?		✓			
42	Does elevator equipment require upgrades to meet ADA standards?		✓			
43	Are there any problems with exterior lighting?		✓			
44	Are there any other significant issues/hazards with the property?		✓			
45	Are there any unresolved construction defects at the property?		✓			

Timothy Tarantino, David Jaeklels *4/28/2015*

Signature of person Interviewed or completing form Date

PROPERTY CONDITION ASSESSMENT: DOCUMENT REQUEST

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

Your timely compliance with this request is greatly appreciated.

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

APPENDIX F:
TERMINOLOGY

The following are definitions of terms utilized in this report.

TERMINOLOGY	
Actual Knowledge	Information or observations known first hand by EMG.
ADA	The Americans with Disabilities Act
Ancillary Structures	Structures that are not the primary improvements of the Property but which may have been constructed to provide support uses.
Appropriate Inquiry	A request for information from appropriate entity conducted by a Freedom of Information Letter (FOIL), verbal request, or by written request made either by fax, electronic mail, or mail. A good-faith one time effort conducted to obtain the information in light of the time constraints to deliver the FCA.
ASTM	American Society for Testing and Materials
Base Building	That portion of the building (common area) and its systems that are not typically subject to improvements to suit tenant requirements.
Baseline	A minimum scope level of observation, inquiry, research, documentation review, and cost estimating for conducting a Facility Condition Assessment as normally conducted by EMG.
BOMA	Building Owners & Managers Association
Building	Referring to the primary building or buildings on the Property, which are within the scope of the FCA as defined under Section 2.
Building Codes	A compilation of rules adopted by the municipal, county and/or state governments having jurisdiction over the Property that govern the property's design &/or construction of buildings.
Building Department Records	Information concerning the Property's compliance with applicable Building, Fire and Zoning Codes that is readily available for use by EMG within the time frame required for production of the Property Condition Assessment.
Building Systems	Interacting or interdependent components that comprise a building such as structural, roofing, side wall, plumbing, HVAC, water, sanitary sewer and electrical systems.
BUR	Built Up Roof
Client	The entity identified on the cover of this document as the Client.
Commercial Real Estate	Real property used for industrial, retail, office, agricultural, other commercial, medical, or educational purposes, and property used for residential purposes that has more than four (4) residential dwelling units.
Commercial Real Estate Transaction	The transfer of a mortgage, lease, or deed; the re-financing of a commercial property by an existing mortgagee; or the transferring of an equity interest in commercial property.
Component	A piece of equipment or element in its entirety that is part of a system.
Consultant	The entity or individual that prepares the Facility Condition Assessment and that is responsible for the observance of, and reporting on the physical condition of Commercial Property.
Dangerous or Adverse Conditions	Situations which may pose a threat or possible injury to the Project Manager, or those situations which may require the use of special protective clothing, safety equipment, access equipment, or any precautionary measures.
Deferred Maintenance	Deficiencies that result from postponed maintenance, or repairs that have been put off until a later time and that require repair or replacement to an acceptable condition relative to the age of the system or property.
Dismantle	To take apart; disassemble; tear down any component, device or piece of equipment that is bolted, screwed, secured, or fastened by other means.

TERMINOLOGY	
DWV	Drainage Waste Ventilation
EIFS	Exterior Insulation and Finish System
EMS	Energy Management System
Engineering	Analysis or design work requiring extensive formal education, preparation and experience in the use of mathematics, chemistry, physics, and the engineering sciences as provided by a Professional Engineer licensed to practice engineering by any state of the 50 states.
Expected Useful Life (EUL)	The average amount of time in years that a system or component is estimated to function when installed new.
FEMA	Federal Emergency Management Agency
FFHA	Federal Fair Housing Act
Fire Department Records	Information generated or acquired by the Fire Department having jurisdiction over the Property, and that is readily available to EMG within the time frame required for production of the FCA.
FIRM	Flood Insurance Rate Maps
FM	Factory Mutual
FOIA	U.S. Freedom of Information Act (5 USC 552 et seq.)
FOIL	Freedom of Information Letter
FRT	Fire Retardant Treated
Guide	A series of options or instructions that do not recommend a specific course of action.
His	Referring to either a male or female Project Manager, or individuals interviewed by the Project Manager.
HVAC	Heating, Ventilating & Air-conditioning
IAQ	Indoor Air Quality
Immediate Repairs	Physical deficiencies that require immediate action as a result of: (i) existing or potentially material unsafe conditions, (ii) significant negative conditions impacting tenancy/marketability, (iii) material building code violations, or (iv) poor or deteriorated condition of critical element or system, or (v) a condition that if left "as is", with an extensive delay in addressing same, has the potential to result in or contribute to critical element or system failure within one (1) year.
Interviews	Interrogatory with those knowledgeable about the Property.
Material	Having significant importance or great consequence to the asset's intended use or physical condition.
MEP	Mechanical, Electrical, and Plumbing
NFPA	National Fire Protection Association
Observations	The results of the Project Manager's Walk-through Survey.
Observe	The act of conducting a visual, unaided survey of items, systems or conditions that is readily accessible and easily visible on a given day as a result of the Project Manager's walk-through.
Obvious	That which is plain or evident; a condition that is readily accessible and can be easily seen by the Project Manager as a result of his Walk-through without the removal of materials, moving of chattel, or the aid of any instrument, device, or equipment.
Owner	The entity holding the deed to the Property that is the subject of the FCA.
FCA	Facility Condition Assessment, the Purpose and Scope of which is defined in Section 2. Of this report.

TERMINOLOGY	
Physical Deficiency	Patent, conspicuous defects or significant deferred maintenance of the Property's material systems, components, or equipment as observed during the Project Manager's Walk-through Survey. Material systems, components, or equipment that are approaching, have realized, or have exceeded their typical Expected Useful Life (EUL); or, that have exceeded their useful life result of abuse, excessive wear and tear, exposure to the elements, or lack of proper or adequate maintenance. This definition specifically excludes deficiencies that may be remedied with routine maintenance, miscellaneous repairs, normal operating maintenance, and conditions that do not present a material deficiency to the Property.
PML	Probable Maximum Loss
Practically Reviewable	Information that is practically reviewable means that the information is provided by the source in a manner and forms that, upon examination, yields information relevant to the property without the need for extraordinary analysis of irrelevant data.
Practice	A definitive procedure for performing one or more specific operations or functions that does not produce a test result.
Primary Improvements	The site and building improvements that are of fundamental importance with respect to the Property.
Project Manager	The individual Professional Engineer or Registered Architect having a general, well rounded knowledge of all pertinent site and building systems and components that conducts the on site visit and walk-through observation.
Property	The site and building improvements, which are specifically within the scope of the FCA to be prepared in accordance with the agreement between the Client and EMG.
Readily Accessible	Those areas of the Property that are promptly made available for observation by the Project Manager without the removal of materials or chattel, or the aid of any instrument, device, or equipment at the time of the Walk-through Survey.
Reasonably Ascertainable	Information that is publicly available provided to EMG's offices from either its source or an information research/retrieval concern, practically reviewable, and available at a nominal cost for retrieval, reproduction or forwarding.
Recreational Facilities	Spas, saunas, steam baths, swimming pools, tennis courts, playground equipment, and other exercise, entertainment, or athletic facilities.
Remaining Useful Life (RUL)	The consultant's professional opinion of the number of years before a system or component will require replacement or reconditioning. The estimate is based upon observation, available maintenance records, and accepted EUL's for similar items or systems. Inclement weather, exposure to the elements, demand on the system, quality of installation, extent of use, and the degree and quality of preventive maintenance exercised are all factors that could impact the RUL of a system or component. As a result, a system or component may have an effective age greater or less than its actual age. The RUL may be greater or less than its Expected Useful Life (EUL) less actual age.
Replacement Costs	Costs to replace the system or component "in kind" based on Invoices or Bid Documents provided by the current owner or the client, construction costs developed by construction resources such as *Means* and *Dodge*, EMG's experience with past costs for similar properties, or the current owner's historical incurred costs.
Replacement Reserves	Major recurring probable expenditures, which are neither commonly classified as an operation or maintenance expense. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, they may also include components or systems that have an indeterminable life but nonetheless have a potential liability for failure within the reserve term.

TERMINOLOGY	
RTU	Rooftop Unit
RUL	Remaining Useful Life (See definition)
Short Term Repair Costs	Opinions of Costs to remedy Physical Deficiencies, such as deferred maintenance, that may not warrant immediate attention, but requiring repairs or replacements that should be undertaken on a priority basis, taking precedence over routine preventive maintenance work within a zero to one year time frame. Included are such Physical Deficiencies resulting from improper design, faulty installation and/or substandard quality of original system or materials. Components or systems that have realized or exceeded their Expected Useful Life (EUL) that may require replacement to be implemented within zero to one-year time frame are also included.
Shut-Down	Equipment or systems that are not operating at the time of the Project Manager's Walk-through Survey. Equipment or systems may be considered shutdown if it is not in operation as a result of seasonal temperatures.
Significant	Important, material, and/or serious.
Site Visit	The visit to the property by EMG's Project Manager including walk-through visual observations of the Property, interviews of available project personnel and tenants (if appropriate), review of available documents and interviews of available municipal personnel at municipal offices, all in accordance with the agreement for the Facility Condition Assessment.
Specialty Consultants	Practitioners in the fields of engineering, architecture; or, building system mechanics, specialized service personnel or other specialized individuals that have experience in the maintenance and repair of a particular building component, equipment, or system that have acquired detailed, specialized knowledge in the design, assessment, operation, repair, or installation of the particular component, equipment, or system.
Structural Component	A component of the building, which supports non-variable forces or weights (dead loads) and variable forces or weights (live loads).
Suggested Remedy	A preliminary opinion as to a course of action to remedy or repair a physical deficiency. There may be alternate methods that may be more commensurate with the Client's requirements. Further investigation might make other schemes more appropriate or the suggested remedy unworkable. The suggested remedy may be to conduct further research or testing, or to employee Specialty Consultants to gain a better understanding of the cause, extent of a deficiency (whether observed or highly probable), and the appropriate remedy.
Survey	Observations as the result of a walk-through scan or reconnaissance to obtain information by EMG of the Property's readily accessible and easily visible components or systems.
System	A combination of interacting or interdependent components assembled to carry out one or more functions.
Technically Exhaustive	The use of measurements, instruments, testing, calculations, exploratory probing or discover, and/or other means to discover and/or troubleshoot Physical Deficiencies, develop scientific or Engineering findings, conclusions, and recommendations. Such efforts are not part of this report unless specifically called for under Section 2.2.
Term	Reserve Term: The number of years that Replacement Reserves are projected for as specified in the Replacement Reserves Cost Estimate.
Timely Access	Entry provided to the Project Manager at the time of his site visit.
UST	Underground Storage Tank

TERMINOLOGY	
Walk-through Survey	The Project Manager's site visit of the Property consisting of his visual reconnaissance and scan of readily accessible and easily visible components and systems. This definition connotes that such a survey should not be considered in depth, and is to be conducted without the aid of special protective clothing, exploratory probing, removal of materials, testing, or the use of special equipment such as ladders, scaffolding, binoculars, moisture meters, air flow meters, or metering/testing equipment or devices of any kind. It is literally the Project Manager's walk of the Property and observations.

APPENDIX G:
RESUMES FOR REPORT REVIEWER AND FIELD OBSERVER

MARGARET H. MITNICK, P.E., LEED AP

Program Manager

Education

- B.S., Civil Engineering, University of Rhode Island, 1985
- B.A., Biology - Ecology concentration, University of Pennsylvania, 1978

Project Experience

- Archdiocese of Baltimore – Baltimore, MD.

Program Manager and Technical Report Reviewer for FCA with AssetCALC™ at multiple parishes in the Baltimore Area. The assessments included structural, mechanical, and electrical systems and components of buildings and infrastructure. Her dedication to accuracy and detail of all reports, support documents and cost estimates insured the finalization of the projects within the contract time frame with minimal revision requirements from the draft submissions to finalization.

- Hampton Redevelopment and Housing Authority - Hampton, VA.

Program Manager and Technical Report Reviewer for GPNA and HUD Rental Assistance Demonstration program conversion of multi-family properties managed by housing authority.

- Ypsilanti Housing Authority - Ypsilanti, MI.

Program Manager and Technical Report Reviewer for GPNA and Energy Audit with AssetCALC™ and HUD Rental Assistance Demonstration program conversion of multi-family properties managed by the housing authority.

- Capital Region Education Council - Hartford, CT.

Facility Condition Assessments for several portfolios of K-12 schools

- State of Vermont – Montpelier, VT

Program Manager and Technical Report Reviewer for Facility Condition Assessment and Energy Audit on the state-owned building inventory approximately 3,590,000 gross square feet in approximately 285 buildings.

- Anne Arundel Community College – Arnold, MD

Program Manager and Technical Report Reviewer for Facility Condition Assessment with AssetCALC™ of 28 facilities occupying approximately 905,064 square feet.

- Mental Health Association in Tulsa – Tulsa, OK

Program Manager and Technical Report Reviewer for Facility Condition Assessment with AssetCALC™, mechanical inventory and major movables inventory of 23 sites.

- ☐ Suffolk Redevelopment and Housing Authority – Suffolk, VA

Program Manager and Technical Report Reviewer for GPNA and Energy Audit with AssetCALC™ and HUD Rental Assistance Demonstration program conversion of multi-family properties managed by the housing authority.

Industry Tenure

- A/E: 1985
- EMG: 2013

Professional Registrations

- Professional Engineer: DC/MD/VA
- U.S. Green Building Council, LEED Accredited Professional

Professional Memberships and Associations

- American Society of Civil Engineers
- International Concrete Repair Institute
  - President, Baltimore-Washington, D.C. Chapter, 2002
  - Board of Directors, 2005-2006
  - 2012 ICRI BWC Outstanding Project Award – 3rd Place
- Project Management Institute
  - PMP, 2013

Regional Location

Baltimore, Maryland

KENNETH KULBEDA

Senior Project Manager, Asset Management

Education

- Bachelor of Science in Architecture at University of Illinois, 1975
- 2 year Associate Degree in Architecture from Triton Junior College, River Grove, IL.1973.

Project Experience

Local/State Government Experience

National Guard Facilities – State of Pennsylvania - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group, who was one of the Lead Project Managers on Facility Condition Assessments for the State of Pennsylvania National Guard facilities. He assessed the facilities by reviewing and observing the conditions, quality, age etc. of the Site, Architectural, ADA and Structural, components of the buildings and sites, providing the client a written analysis with a projected 25-year budget plan on Asset Calc software program. He was also responsible for receiving all of the report text sections from the other Project Manger involved with this project and assembling the "Master text" report, including providing cost in Asset Calc software.

26 Federal Building New York City, New York - Mr. Kulbeda is a Senior Project Manager with EMG, Asset Management Group, who was the Lead Project Manager for the BER project 26 Federal Building for GSA. He assessed the facility by reviewing and observing the conditions, quality, age etc. of the Site, Architectural, and ADA and Structural components of the buildings and sites, providing the client a written analysis with a projected 20-year budget plan. He was also responsible for receiving all of the report text sections from the other Project Mangers involved with this project and assembling the "Master text" report, including providing cost in VFA software.

Big Stone Gap, West Virginia - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group, who was the Lead Project Manager for the BER project C. Bascom Slemp Courthouse for GSA. He assessed the facility by reviewing and observing the conditions, quality, age etc. of the Site, Architectural, and ADA, Structural and Fire Protection components of the buildings and sites, providing the client a written analysis with a projected 20-year budget plan. He was also responsible for receiving all of the report text sections from the other Project Mangers involved with this project and assembling the "Master text" report, including providing cost in VFA software.

Industry Tenure

- A/E: 1976
- EMG: 2001
- Commercial Real Estate Due Diligence: 2001

Related Experience

- Multifamily Housing Portfolios
- Government Building Portfolios
- Educational Facilities
- Religious Facilities
- Assisted Living Portfolios
- Hospitality Portfolios
- Retail Portfolios
- Architectural Design
- Construction Monitoring
- Industrial/Warehouse Portfolios

Industry Experience

- Office: 2001
- Industrial/Warehouse Facilities: 2001
- Hospitality: 2001
- Government: 2001
- Retail: 2001
- Multifamily Housing: 2001
- Healthcare/Senior Living Housing: 2001
- Educational: 2001
- Religious Facilities: 2001

Active Licenses/Registration

- Licensed Architect, State of Illinois, License Number 61757

Regional Location

- Mt. Prospect/Chicago, IL

San Diego County, CA – Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group, who worked on Facility Condition Assessments for San Diego County, He assessed the facilities by reviewing and observing the conditions, quality, age etc. of the Site, Architectural, Structural, Mechanical, Electrical and Plumbing components of the buildings and sites, providing the client a written analysis with a projected 20-year budget plan on CPSI software program.

Catholic Archdiocese Parishes Experience

Archdiocese of Chicago, IL - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He has and is presently assessing catholic parish facilities for the Archdiocese of Chicago, by reviewing and observing the conditions, providing an inventory, quality, age etc. of the Site, Architectural, Structural, Mechanical, Electrical and Plumbing components of the buildings and sites. He provides the client a written analysis with a 12 or 20-year projected budget plan on Asset Calc software program

Archdiocese of Baltimore, MD - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He assessed St. Xavier Parish school facility for the Archdiocese of Baltimore, by reviewing and observing the conditions, providing an inventory, quality, age etc. of the Site, Architectural, Structural, Mechanical, Electrical and Plumbing components of the buildings and sites. He provides the client a written analysis with a 12 projected budget plan on Asset Calc software program

Joliet, Illinois Archdiocese Parish - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He accessed the Cathedral of St. Raymond for the Archdiocese of Joliet, by reviewing and observing the conditions, providing an inventory, quality, age etc. of the Site, Architectural, Structural, Mechanical, Electrical and Plumbing components of the buildings and sites. He provided the client a written analysis with a 12 year projected budget plan.

Scranton, PA Archdiocese Parishes - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He accessed several catholic parish facilities for the Archdiocese of Scranton, by reviewing and observing the conditions, providing an inventory, quality, age etc. of the Site, Architectural, Structural, Mechanical, Electrical and Plumbing components of the buildings and sites. He provided the client a written analysis with a 12 year projected budget plan.

Housing Authority Experience

Housing Authority City of EL Paso, TX. - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He assessed several of the Housing Authority City of El Paso facilities by reviewing and observing the conditions, providing an inventory, quality, age etc. providing a written analysis with a 20-year projected budget plan on Asset Calc software program.

Housing Authority City of Dallas, TX. - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He assessed the Housing Authority City of Dallas facilities including an Energy Audit study of the facilities by reviewing and observing the conditions, providing an inventory, quality, age, energy recommendations, etc. providing a written analysis/energy audit with a 20-year projected budget plan on Asset Calc software program. He was also responsible for receiving all of the report text sections from the other EMG's consultants involved with some of these facilities and assembling the "Master text" report, including providing cost in Asset Calc software.

Chicago, Illinois Housing Authority - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He assessed approx 150 scattered sites of the Chicago Housing Authority facilities by reviewing and observing the conditions, providing an inventory, quality, age etc. Providing an inventory for quality, age, etc. with a 20-year projected budget plan on Asset Calc software program.

Housing Authority City of Bristol, VA - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He assessed all of the Housing Authority City of Bristol facilities including an Energy Audit study of each facility, by reviewing and observing the conditions, providing an inventory, quality, age, energy recommendations, etc. providing a written analysis/energy audit with a 20-year projected budget plan on Asset Calc software program.

Housing Authority City of High Point, NC - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He assessed all of the Housing Authority City of High Point facilities including an Energy Audit study of each facility, by reviewing and observing the conditions, providing an inventory, quality, age, energy recommendations, etc. providing a written analysis/energy audit with a 20-year projected budget plan on Asset Calc software program.

Housing Authority City of Baltimore MD - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He assessed several of the Housing Authority City of Baltimore facilities by reviewing and observing the conditions, providing an inventory, quality, age etc. providing a written analysis with a 20-year projected budget plan on Asset Calc software program.

Housing Authority City of Passaic New Jersey - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He assessed some of the Housing Authority City of Passaic facilities by reviewing and observing the conditions, providing an inventory, quality, age etc. providing a written analysis with a 20-year projected budget plan on Asset Calc software program.

Chicago, Illinois Housing Authority - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. who was the Lead Project Manager on Physical Needs Assessments for Chicago Housing Authority multi-family facilities. He assessed the facilities by reviewing and observing the conditions, quality, age etc. of the Site, Architectural, ADA and Structural, components of the buildings and sites, providing the client a written analysis with a projected 20-year budget plan on Asset Calc software program. He was also responsible for receiving all of the report text sections from the other Project Manger involved with this project and assembling the "Master text" report, including providing cost in Asset Calc software

Youngstown, OH - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group, who was involved in a Feasibility Study for the Housing Authority of Youngstown, OH providing recommendations and budget cost to the client for their facilities.

State of Massachusetts DHCD – Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group, who the State of Massachusetts Public Housing Authority Facilities. He assessed the facilities by reviewing and observing the conditions, providing an inventory, quality, age etc. of the Site, Architectural, Structural, Mechanical, Electrical and Plumbing components of the buildings and sites, providing the client a written analysis with a 5-year projected budget plan on the client's software program.

City of Milwaukee, WI Housing Authority - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He assessed several of the City of Milwaukee Public Housing Authority facilities twice, (first time in 2006 and then again 2011), by reviewing and observing the conditions, providing an inventory, quality, age etc. providing a written analysis with a 20-year projected budget plan on Asset Calc software program.

City of Rockford, IL Housing Authority - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He assessed majority of the City of Rockford Public Housing Authority facilities twice, (first time in 2006 and then again 2011), by reviewing and observing the conditions, providing an inventory, quality, age etc. of the Site, Architectural, Structural, Mechanical, Electrical and Plumbing components of the buildings and sites. He provided the client a written analysis with a 20-year projected budget plan on Asset Calc software program.

Multi-family Green Energy Properties - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He assesses properties with requirements to provide green energy products. He assesses the property by reviewing and observing the conditions, quality, age etc. of the Architectural, Structural, Mechanical, Electrical and Plumbing components of the property. A written report and cost tables with observation comments and recommendations are submitted to the client.

K-12 School Experience

Chicago, IL Public Schools (CPS) Approx. 300 K-12 schools - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He is presently overseeing the day to day activities of two (2) Teams of PM's, including EMG consultants on each Team, (consisting of Architects and Engineers). He is also providing a QC/QA of all of the reports, before they are submitted to the Client.

Western Nebraska Community College Scottsbluff, NE - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group, who is one of the Lead Project Managers on Facility Condition Assessments for the college. He assessed the facilities by reviewing and observing the conditions, quality, age etc. of the Site, Architectural, ADA and Structural, components of the buildings and sites, providing a written analysis/energy audit with a 20-year projected budget plan on Asset Calc software program.

Montgomery County Schools, MD - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group, who was one of the Lead Project Managers on Facility/Space Analysis Condition Assessments for the Montgomery County Schools. He assessed the facilities by reviewing and observing the conditions, quality, age etc. of the Site, Architectural, ADA and Structural, components of the buildings and sites, providing the client a written "Space Analysis Report".

Alexandria, VA - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group, who was one of the Lead Project Managers on Facility Condition Assessments for the Alexandria, Virginia Public School system. He assessed the facilities by reviewing and observing the conditions, quality, age etc. of the Site, Architectural, ADA and Structural, components of the buildings and sites, providing the client a written analysis with a projected 25-year budget plan on CPSI software program.

Native American Indian School Properties, USA - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He has assessed with accessing and verifying if previous deficiencies at their facilities by reviewing and observing the conditions, quality, age etc. Providing a written "Space Analysis Report" and updating the software program on the past deficiencies.

UFAS/ADA Experience

Cook County, IL - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group. He has assessed and is presently involved Cook County, IL facilities for UFAS and ADA requirements. Providing a written document and recommendations. Once the recommendations are completed. Mr. Kulbeda is certifying that the completed work is completed per UFAS and ADA requirements.

Property Condition Experience

Multi-Family, Schools, Hotels, Nursing Homes, Retail, Offices, Several Locations, United States – Mr. Kulbeda is a Senior Project Manager with EMG assessing properties for clients, including HUD, that are re-financing or purchasing a property. He has and is assessing properties by reviewing and observing the conditions, quality, age etc. of the Architectural, Structural, Mechanical, Electrical and Plumbing components of the property. A written report and cost tables with observation comments and recommendations are submitted to the client.

Parcel Experience

Multi-Family, Nursing Homes and Retail - Mr. Kulbeda is a Senior Project Manager with EMG assessing properties for clients that are re-financing or purchasing a property. He has and is assessing properties by reviewing and observing the conditions, quality, age etc. of the Architectural, Structural, Mechanical, Electrical and Plumbing components of the property. A written "Parcel" report and cost tables with observation comments and recommendations are submitted to the client.

Review Reports and Cost Experience

State of Maryland Parks and Recreation - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group, who reviewed the Facility Condition Assessments reports and budget cost that EMG completed for Maryland Parks.

Arlington VA Parks Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group, who reviewed the Facility Condition Assessments reports and budget cost that EMG completed for Arlington Parks.

Toledo, OH - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group, who reviewed the Facility Condition Assessments reports and budget cost that EMG completed for the Lucas County Housing Authority facilities.

Hendrick Auto - Mr. Kulbeda is a Senior Project Manager with EMG Asset Management Group, who reviewed the Facility Condition Assessments reports and budget cost that EMG completed for Hendrick Auto dealerships throughout the United States.

Construction Monitoring Experience

Construction Monitoring – Mr. Kulbeda is a Senior Project Manager with EMG. He monitors construction activities for various clients. He reviews and observes on site the quality and percentage of construction, including contractors pay request on a monthly basis. A written report with observation comments is submitted to the client.