

## **2.0 INTRODUCTION**

### **2.1 Scope of Services**

MCSI has conducted a building and site observation survey of the Property in general conformance with the scope and limitations of the ASTM E2018-08 “Standard Guide for Facility Assessments: Baseline Facility Assessment Process”.

MCSI’s scope of services for this investigation included a visit to the Property with observations of the Property and its improvements, reviews of available construction and maintenance documents, and interviews with various persons. The purpose of these observations was to assess the general physical condition and maintenance status of the Property and to recommend repair and maintenance items we consider significant for the Property to continue in its current operation and/or to be restored to a good condition consistent with comparable projects of similar age.

### **2.2 Deviations from the Guide**

ASTM E2018-08 requires that any deviations from the guide be so stated in the report. Items required by ASTM E2018-08 have been included in this Report. MCSI’s deviations from the guide are intended to make the assessment more comprehensive. Additional “non-scope” items were addressed at the request of the Client or provided as value added considerations. These include the following:

- Preparation of the Physical Needs Over the Term based upon a reserve term provided by the Client.
- Short-Term Repairs are incorporated into the Immediate Repair Needs table.
- Provision of a statement on the Property’s Remaining Useful Life.
- Provision of a Property Summary Table.
- Determination of geographic Uniform Building Code Seismic Zone.

### **2.3 Assessment Procedures**

#### **2.3.1 Visual Survey**

On September 20, 2011, MCSI representatives visited the Property to make a field assessment consisting of visual observations of the physical condition and maintenance of the Property. MCSI visually observed the Property systems including site, structure, building envelope, roofing, mechanical, electrical, plumbing and life safety, and representative interior spaces within each building.

At the time of the survey, the weather was partly cloudy and approximately 70° Fahrenheit. Mr. Amad Qattan, P.E., and Ms. Angie Martinez with the City of La Habra Heights, provided access to MCSI during the site visit. MCSI was unescorted during the majority of the site visit.

### 2.3.2 Interviews

Between September 6 and October 6, 2011, MCSI representatives interviewed various municipal representatives, who provided Property information. MCSI interviewed the following persons or organizations during the course of the project:

- Amad Qattan, P.E., Public Works Director / City Engineer with La Habra Heights, (562) 694-6302
- Ms. Yolanda Huapaya, City of La Habra Heights Community Development Coordinator, (562) 694-6302
- Ms. Angie Martinez, City of La Habra Heights (562) 694-6302

### 2.3.3 Document Review

The scope of services includes a review of construction and maintenance documents, if made available to MCSI at our office or at the Property. During the present assessment, MCSI briefly reviewed the following documents:

- Partial set of construction drawings for various school buildings prepared by Daniel, Mann, Johnson and Mendenhall of Los Angeles, California dated October 15, 1952.
- Parking lot improvement plans for the park prepared by RKA Civil Engineers of Walnut, California dated December 8, 1999.

## 2.4 Condition Evaluation Definitions

Definitions of the terms used in this PCA Report to describe average or overall conditions are listed below.

**Good:** Average to above-average condition for the building system or materials assessed, with consideration of its age, design, and geographical location. Generally, other than normal maintenance, no remedial work is recommended or required.

**Fair:** Average condition for the building system evaluated. System is aging and some work is required or recommended, primarily due to normal aging and wear of the building system, to return the system to a good condition.

**Poor:** Below average condition for the building system evaluated. Significant work (major repair or replacement) should be anticipated to restore the building system or material to an acceptable condition.

Where it seemed more appropriate, MCSI assigned combination assessments such as "good to fair" in evaluating various construction components.

## 2.5 Work Item Recommendations

As part of this project, MCSI has identified deferred maintenance and capital expense items recommended at the Property. Preliminary opinions of cost have been developed for each repair and maintenance recommendation, and each recommendation has been classified as Immediate Repair Needs (items involving life safety, stabilization or code violation issues) or Physical Needs Over the Term (items requiring work over the next 10 years).

**Immediate Repair Needs** – Immediate Repair Needs are those repairs that are beyond the scope of regular maintenance and that should be performed on a priority basis. Work that requires action based on its being (i) an existing or potentially significant unsafe condition, (ii) material physical deficiency, (iii) poor or deteriorated condition of a critical element or system, (iv) significant building code violation, or (v) a condition that if left “as is,” with an extensive delay in remedying it, has the potential to result in or contribute to a critical element or system failure and will probably result in a significant escalation of its remedial costs.

**Physical Needs Over the Term (Years 1 Through 10)** – Physical Needs Over the Term are items needing repair or replacement that are beyond the scope of regular maintenance but are necessary to maintain the overall condition of the Property. These include major recurring probable expenditures, which are neither commonly classified as an operation, nor maintenance expense. Physical Needs Over the Term 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 an estimated time period.

## 2.6 Common Abbreviations

<b>ADA:</b>	Americans with Disabilities Act	<b>HP:</b>	Horsepower
<b>AHU:</b>	Air Handling Unit	<b>HVAC:</b>	Heating, Ventilation & Air Conditioning
<b>BLDG:</b>	Building	<b>IN:</b>	Inches
<b>BOCA:</b>	Building Officials & Code Administrators	<b>KVA:</b>	Kilovolt Ampere
<b>BTU:</b>	British Thermal Unit	<b>LF:</b>	Linear Feet
<b>BUR:</b>	Built-Up Roofing	<b>MBH:</b>	Thousand BTUs per Hour
<b>CF:</b>	Cubic Feet	<b>MEP:</b>	Mechanical, Electrical and Plumbing
<b>CFM:</b>	Cubic Feet per Minute	<b>NRA:</b>	Net Rentable Area
<b>CIP:</b>	Cast Iron Pipe	<b>NO:</b>	Number
<b>CMP:</b>	Corrugated Metal Pipe	<b>OSB:</b>	Oriented Strand Board
<b>CMU:</b>	Concrete Masonry Unit	<b>PB:</b>	Polybutylene
<b>CY:</b>	Cubic Yard	<b>PSI:</b>	Pounds per Square Inch
<b>DC:</b>	Direct Current	<b>PVC:</b>	Poly Vinyl Chloride
<b>EIFS:</b>	Exterior Insulation Finish System	<b>RTU:</b>	Roof-Top Unit (HVAC)
<b>EMT:</b>	Electrical Metallic Tubing (Conduit)	<b>SBC:</b>	Standard Building Code
<b>EPDM:</b>	Ethylene Propylene Diene Monomer	<b>SD:</b>	Smoke Detector
<b>GPM:</b>	Gallons Per Minute	<b>UL:</b>	Underwriters Laboratory
<b>HC:</b>	Handicap	<b>VAV:</b>	Variable Air Volume
<b>HID:</b>	High-Intensity Discharge (Lighting)	<b>VWC:</b>	Vinyl Wall Covering

### **3.0 SYSTEM DESCRIPTION AND OBSERVATIONS**

#### **3.1 Site Conditions**

##### **3.1.1 Topography**

The City Hall complex is generally level with steep slopes down from northeast to southwest along the northern end of the east side. The Gymnasium area slopes moderately down from north to south across the site. No abnormal features such as ground fractures or settlement areas were identified.

##### **3.1.2 Storm Water Drainage**

The pavement and open areas appeared to slope slightly away from each building. Water runs off the Property by way of sheet flow to area catch basins and curb inlets located in the pavement and landscaped areas. The storm water appeared to be directed into the municipal sewer system.

Overall, Property drainage appeared to be generally good with the exception of the following areas:

- Between the City Hall Administration building and Multi-Purpose Room building
- North of the Multi-Purpose Room building
- Northwest of the Gymnasium

Each of these areas appeared to have insufficient storm drain inlets to collect and direct the storm water off site. It is recommended that additional drainage features such as storm drain inlets be installed at these areas and tied to the existing underground storm drainage system.

##### **3.1.3 Site Access and Egress**

There are three vehicular entrances to the City Hall complex all of which are located on the east side along North Hacienda Road. There are three vehicular entrances to the Gymnasium area of which one is located on the east side along North Hacienda and two are located on the north side along Encanada Drive. The entrance drives are constructed with asphalt pavement, and were observed to be in good condition with no significant deficiencies. The entrance drives appeared to be adequate in terms of location and accessibility.

##### **3.1.4 Paving, Curbing and Parking**

The pavement throughout the site primarily consists of asphalt at grade with a small section of concrete at the front of the Fire Department Canopy. Painted parking stall and curb fire lane markings are located throughout the site. The date of the most recent seal coating and striping of the pavement was not available, but it appeared to be in excess of five years.

The asphalt pavement appeared to be in good to fair condition with localized low- to medium-severity “alligator” cracking northwest of the Multi-Purpose Room and at sections of both the upper and lower parking lot at the Gymnasium. It is recommended that the damaged areas replaced as an

Immediate Repair to limit or prevent storm water infiltration into the sub-base. In addition, damage was observed at the asphalt pavement in front of the concrete pad of the Fire Department Canopy, presumably resulting from the weight of the fire trucks. MCSI recommends that the damaged asphalt pavement be removed and replaced with concrete pavement in this area.

Of note, MCSI observed tree roots posing a potential trip hazard at the pavement edge in the upper portion of the front City Hall complex parking area, east of the Multi-Purpose Room building. It is recommended that tree roots be removed and additional asphalt pavement be installed at this area.

In general, asphalt pavement can be expected to provide approximately 25 years of useful life with seal coating and restriping of the pavement and repainting of the fire lane curbs conducted every five years. Surface deterioration, exposed aggregate and faded striping were noted throughout the parking areas. Based on the condition and EUL of the asphalt pavement, MCSI recommends that the pavement be scheduled for seal coat and restriping at this time and during the analysis term.

The current section of concrete pavement at the front of the Fire Department Canopy was in fair condition with low- to medium-severity cracking throughout. As such, the cracked areas should be replaced or sealed as appropriate at this time.

Some of the paved areas are bordered by cast-in-place concrete curbing with timber sections in some locations at the front of the City Hall complex. The curbing appeared to be in good to fair condition throughout the parking areas. Minor areas of curbing damage were noted throughout the site but no significant deficiencies were noted.

According to MCSI's observations, parking for a total of 102 vehicles is provided throughout the Property including 10 at the front parking lot of the City Hall complex, 31 at the rear parking lot of the City Hall complex, 30 at the upper parking lot of the Gymnasium and 31 at the lower parking lot of the Gymnasium. In addition, the Fire Department Canopy houses two parking spaces for fire trucks. The existing parking design and number of parking spaces appeared to be adequate although additional parking spaces at the City Hall complex would be useful if additional land was available. The parking lots were partially filled at the time of MCSI's site visit. Discussion of handicap parking spaces is included in Section 4.3.

### **3.1.5 Loading Areas, Docks and Flatwork**

No loading docks are provided at the Property.

Concrete pedestrian walkways provide access to each building. Concrete pavers are installed at the northwest corner of the Fire Department Canopy. The pedestrian walkways appeared to be generally in good to fair condition with isolated areas of cracking observed throughout the site. The pavers at the Fire Department Canopy were deteriorated and in need of replacement. Of note, trip hazards at the intersection between concrete walkway section edges were observed east of Multi-Purpose Room building. Repair of the damaged sidewalk and paver areas throughout the site, and grinding of the walkway section edges east of Multi-Purpose Room building is recommended as an Immediate Repair. In addition, an exterior door stop at the entrance to the Fire Department office

of Community Development / Fire Administration building appeared to pose a potential trip hazard and should be relocated closer to the wall and off the path-of-travel.

Based on the condition and EUL of the walkways at the City Hall complex, a replacement contingency has been included over the term.

### **3.1.6 Landscaping and Appurtenances**

The landscaping consists primarily of ground cover, grass turf, shrubs, flowers and trees. The landscaping components appeared to be generally in fair condition with distressed landscaping noted at several areas of the City Hall complex. It is recommended that the distressed landscaping areas be replaced.

The Property has an automatic underground irrigation system that appears to serve portions of the landscaped areas. Irrigation system components appeared to be a combination of steel and PVC. While the irrigation system was not observed in operation and no significant deficiencies were reported; MCSI noted damaged irrigation system components at the southeast corner of Community Development / Fire Administration building and several areas of the City Hall complex do not appear to be served by the irrigation system. It is recommended that the irrigation system components be repaired and additional system components be installed at the irrigation system in the landscaped areas not currently served by the irrigation system.

In addition, a deteriorated wood landscaping border was noted at the sign in front of City Hall complex that should be repaired as part of routine maintenance.

A steel flagpole approximately 25 feet in height is situated at the front of the City Hall complex. The flagpole was in fair condition and in need of repainting. This work has been included as an Immediate Repair.

Each parcel is identified from North Hacienda Road by a wood monument sign with the Gymnasium sign mounted on dual stone platforms. Additional tenant and informational signage is affixed to each building with various directional signs situated in the landscaped areas. The signage is in fair condition with splitting and deterioration noted at the monument signs. Based on the condition of the monument signs, replacement is anticipated early in the analysis term.

Exterior lighting consists of building- and pole-mounted high intensity discharge (HID) and incandescent fixtures that were observed to be in good condition. Since the survey was conducted during daylight hours, Property lighting levels could not be accurately assessed; however, the lighting layout appears to provide adequate coverage.

Portions of the City Hall complex are enclosed with chain link fencing ranging in height from four to six feet. The fencing at the northern end of the site is topped with barbed wire. The fencing appeared to be in good condition with the exception of localized damage at the northeast corner and west side of the complex. In addition, a missing section at the southwest corner of the complex was noted. It is recommended that the damaged section be repaired and the missing section be replaced as an Immediate Repair.

A wood rail fence approximately three feet in height is situated at the east side of the Gymnasium area along North Hacienda Road. The rail fence appeared to be in good condition with no significant deficiencies noted.

### **3.1.7 Site Amenities**

No recreational amenities were observed at the City Hall complex other than a small horseshoe area at the rear of the Fire Department Canopy. The Gymnasium features a basketball court with a wood floor that has reportedly recently been refurbished. No deficiencies were identified with the basketball court. Funds for refurbishing the basketball court over the term have been included in the recommendations in Section 3.7.

### **3.1.8 Utilities**

Mr. Qattan provided MCSI with information regarding the utilities at the Property. La Habra Heights County Water reportedly provides domestic drinking water to the Property. Southern California Edison supplies electricity to the Property. The Gas Company supplies natural gas to the Property. Los Angeles County provides sanitary and storm sewer collection service to the Property. There are no special utility systems on the subject Property.

## **3.2 Structural Frame and Building Envelope**

### **3.2.1 Structural Systems**

Within the authorized scope of this evaluation, MCSI was able to make only limited observations of the structural systems at each building due to lack of physical accessibility. In addition, no destructive testing was performed and MCSI did not have the opportunity to review a complete set of as-built structural drawings. Our non-invasive surface observations, review of available construction documentation and our experience with buildings of similar type and age indicate the following construction:

The foundation of each building appears to consist of continuous perimeter and interior reinforced concrete spread footings. Each building floor is constructed as a concrete slab-on-grade. No crawl spaces were reported or observed.

The structural framing of each building at the City Hall complex consists primarily of wood framing with a wood roof structure supporting wood plank roof sheathing.

The Fire Department Canopy is a pre-engineered metal structure manufactured by United Structures of America.

A wood frame canopy structure supported by steel pipe columns is installed at the buildings of the City Hall complex.

The Gymnasium features a concrete frame with concrete perimeter walls and concrete beams supporting pre-cast concrete planks and oriented strand board roof sheathing. According to available documentation on file at the Community Development Department, a seismic retrofit was

performed at the Gymnasium in 1993 that included the installation of straps and anchors between the roof system and the perimeter wall system.

The structural systems appeared to be in generally good condition and well maintained from a structural perspective; however, there is currently a wood canopy structure installed to the east of the Fire Department Canopy that did not appear to have sufficient lateral bracing in the east-west direction and repairs are recommended at this time. MCSI observed no other improper alignment, cracking or other indications that the framing systems of each building are in less than good condition.

### **3.2.2 Exterior Finishes**

The exterior walls of the buildings at the City Hall complex consist primarily of painted stucco and wood trim. Wood siding is installed at the east and west ends of the Community Development / Fire Administration building. Painted concrete exterior wall panels and stucco are installed at the Gymnasium.

The exterior finishes of the buildings appeared to be generally in fair condition with damaged and cracked exterior walls and wood trim observed throughout City Hall complex. The exterior paint at the City Hall appeared to be in fair condition with extensive peeling paint noted at the wood siding of the Community Development / Fire Administration building and the canopy structures between buildings. Openings and improper sealing of the exterior wall and window-mounted air conditioning units at the Community Development / Fire Administration building were noted. Deterioration was noted at the base of the exterior wall panels at the Fire Department Canopy. Repairs and repainting of the buildings at the City Hall complex is recommended at this time.

Mr. Qattan reported that the exterior of the Gymnasium was painted earlier this year. He did not know when the exterior of the remaining buildings was last painted. In general, exterior painting can be expected to provide approximately seven years of useful life. Based on the condition and EUL of the exterior paint, MCSI recommends that the building exteriors be scheduled for repainting during the analysis term.

Metal awnings with wood fascia elements are installed along the west side of the City Hall Administration building and the south side of the Community Development / Fire Administration building. The awnings were in poor condition with damaged and missing components throughout. Repairs are recommended at this time.

### **3.2.3 Stairs, Steps and Balconies**

Two sets of exterior concrete stairs with metal hand railings are installed to the north of the Gymnasium. The interior stairs appeared to be in good to fair condition with localized areas of spalled concrete, exposed reinforcing steel as well and railing deterioration. Repairs to the stairs and railings are recommended at this time.

A small set of wood stairs is situated at the northeast end of the Gymnasium providing access to the stage area. The stairs were in good condition.

No balconies are present at the buildings.

### 3.2.4 Exterior Doors

The entrances and exits to the buildings consist of both wood and metal doors in wood and metal frames. The majority of the exterior doors at the City Hall complex are wood while the exterior doors at the Gymnasium are metal. Several of the doors feature glass panels, with safety glass observed at the entrances to the Multi-Purpose Room. Metal overhead roll-up doors are located at the Fire Department Canopy and at the west end of the Gymnasium. In addition, three sets of large sliding metal and glass doors are installed at the south side of the Community Development / Fire Administration building.

The doors throughout the buildings ranged from good to poor condition. Several wood doors at the City Hall complex exhibited significant damage and delamination and should be repaired at this time. Based on the condition and EUL of the exterior doors, a replacement contingency has been included during the analysis term.

### 3.2.5 Exterior Windows

Windows at the buildings consist primarily of fixed and transom-type with single-pane clear glass in metal frames. A tinted film with a mirrored finish is installed at the west side windows of the Multi-Purpose Room.

The window glazing, seals and caulking throughout the buildings ranged from good to poor condition. There are several damaged windows as well as deteriorated and missing caulking at the City Hall complex that should be repaired at this time. In addition, delamination and deterioration of the window film at the west side windows of the Multi-Purpose Room. It is recommended that the film be replaced at this time.

Based on the condition and EUL of the window seals, a replacement contingency has been included during the analysis term.

### 3.2.6 Roofing Systems

MCSI and our partner specialty firm Westcoast Roof Consulting worked together to provide an in-depth assessment of the roofing systems at the Property.

#### City Hall Administration and Multi-Purpose Room

Main Roof – The roof system consists of a granulated SBS modified bitumen membrane over two plies of fiberglass felts, all of which were set in hot asphalt over an inverted fiberglass cap sheet installed directly over another roof system. The bottom roof system consists of an aggregate surfacing over one layer of 15 lb. organic felt set in hot asphalt over a 15 lb. organic base sheet which is partially adhered to the 1x wood substrate with asphalt. Granulated SBS modified bitumen membrane was used at the base flashings.

Canopy Roof – The roof system consists of gravel surfacing over two plies of fiberglass felts, all of which were set in hot asphalt over fiberglass base sheet which was mechanically attached into the 1x wood substrate.

These roofs are in very poor condition, have reached the end of their cost effective serviceable lives and should be scheduled for replacement at this time. The test cut revealed both roof systems to be in poor condition with extremely brittle interply asphalt. Several deficiencies were noted throughout the roof. Replacement is recommended as an Immediate Need.

#### Community Development/Fire Administration

Main Roof – The roof system consists of granulated SBS modified bitumen membrane over two plies of fiberglass felts, all of which were set in hot asphalt over an inverted fiberglass cap sheet installed directly over another roof system. The bottom roof system consists of an aggregate surfacing over one layer of 15 lb. organic felt set in hot asphalt over a 15 lb. organic base sheet which was partially adhered to the 1x wood substrate with asphalt. Granulated SBS modified bitumen membrane was used at the base flashings.

Canopy Roof – The roof system consists of gravel surfacing over two plies of fiberglass felts, all of which were set in hot asphalt over a fiberglass base sheet which was mechanically attached into the 1x wood substrate.

The overall condition of both roof systems is poor. The test cut revealed the main roof system to be in poor condition with brittle interply asphalt. Several deficiencies were noted that are in need of repair at this time. All deficiencies should be repaired as recommended to eliminate unnecessary roof leaks and possible structural damage. These roofs should be replaced within the next 1-2 years.

#### Fire Department Canopy

The roof system consists of a corrugated metal roof secured to the underlying structure with exposed screws through steel/neoprene washers.

The overall condition of the roof is good. A few deficiencies were noted that are in need of repair at this time. All deficiencies noted in this report should be repaired as recommended to ensure the maximum serviceable life possible, and to eliminate unnecessary roof leaks and possible structural damage. Maintenance is recommended over the term.

#### Gymnasium

Main Upper Roof (Built-up Roof) – The roof system consists of a mineral surfaced organic cap sheet over two plies of fiberglass felts, all of which were set in hot asphalt over a fiberglass base sheet which was mechanically attached to the plywood deck. Mineral surfaced organic cap sheet was used at the base flashings. This roof is in poor condition, has reached the end of its cost effective serviceable life and should be replaced at this time. The test cut revealed the roof system to be in very poor condition with extremely brittle asphalt.

Lower Roof (Composition Shingle Roof) – The roof system consists of composition shingles over a 30 lb. underlayment, both of which are mechanically attached to the plywood deck. The overall condition of this roof is good. A few deficiencies were noted that are in need of repair at this time. All deficiencies should be repaired as recommended to ensure the maximum serviceable life

possible, and to eliminate unnecessary roof leaks and possible structural damage. This roof should last 10+ more years with proper maintenance.

A complete copy of the Roof Evaluation Survey is included in Appendix E.

### **3.3 Plumbing, Mechanical and Electrical Systems**

#### **3.3.1 Plumbing Systems**

##### **City Hall Complex**

##### **General Description**

Domestic water service and sanitary service is reportedly provided to the Subject Property by California Domestic Water Company. The Subject Property's plumbing systems include the incoming water service; the hot and cold water distribution piping system; the building's sanitary sewer system including the soil, waste, and vent system, as well as the restroom fixtures and the water heaters.

The domestic water service was reported to originate at a city park location south of the adjacent school. The Subject Property reportedly shares a water meter with the adjacent school property and is not provided with a dedicated water service separate from the school.

The water supply service piping was indicated to arrive at the main campus at a below grade vault near the main electrical room at the Community Development / Fire Administration building.

A water leak reportedly occurred at the below grade vault near the main electrical room at the Community Development / Fire Administration building approximately one-year ago (November 2010) resulting in flooding of the building. The leak was reportedly repaired, but the vault structure has not been restored to its original configuration.

Observed service piping in the vicinity of the below grade vault near the main electrical room at the Community Development / Fire Administration building indicated the piping consisted of threaded steel piping. The site piping is estimated to be approximately 58-years old and is anticipated to be at or near the end of its useful service life and it is anticipated that future repairs and piping replacement will be required over the term of the evaluation period.

Observed building distribution piping at the Subject Property is as follows:

##### **City Hall Administration:**

Galvanized steel piping was observed at the domestic water heater and copper piping was observed at some under sink areas.

Multi-Purpose Room:

Galvanized steel piping was observed at the domestic water heater and at observed under sink areas.

Community Development / Fire Administration:

Copper piping was observed at the domestic water heater and copper piping was observed at some under sink areas.

Fire Department Canopy:

No domestic water piping is provided to the Fire Department Canopy.

Galvanized steel distribution piping at buildings at the main campus is approximately 58-years old and at or near the end of its useful service life.

**The Gymnasium**

**General Description**

Domestic water service and sanitary service is reportedly provided to the Subject Property by California Domestic Water Company. The Subject Property's plumbing systems include the incoming water service; the hot and cold water distribution piping system; the building's sanitary sewer system including the soil, waste, and vent system, as well as the restroom fixtures and the water heaters.

The domestic water service was indicated to be via 2-inch copper piping along the building frontage. No access was available to the water meter.

Copper piping was observed at the domestic water heater and copper piping was noted at observed under sink areas.

**Sanitary Sewer**

Wastewater collected from the campus buildings is carried by cast iron and ductile iron sanitary piping to the municipal wastewater system. Some galvanized steel pipe was observed at sanitary roof vent piping.

The original sanitary system serving the main campus was reported to consist of septic tanks and vitrified clay piping – no date was provided or available concerning the conversion for the sanitary system to the municipal system.

The Gymnasium was indicated by available drawings to be served by a septic tank.

No grease trap is reported to serve either the small serving kitchen at the Multi-Purpose Room building or the kitchen at the Gymnasium.

We recommend vigilance and aggressive monitoring of served foods at the kitchen areas due to the lack of grease trap facilities and due to the use of a septic system at the Gymnasium.

No sump pumps were reported or observed to serve the Subject Property.

### **Domestic Hot Water**

Domestic hot water at the Subject Property is provided to serve to public accommodation restrooms, a laundry area at the Community Development / Fire Administration, and kitchen areas at the Gymnasium.

Observed water heaters are as follows:

#### **City Hall Administration:**

One *Bradford White*-brand 30-gallon capacity water heater rated for 30,000-btuh and indicated to have been manufactured in 1999 serves the domestic water system. The water heater was observed to be provided with seismic strapping. No hot water storage tank is provided.

A bathroom fixture was noted to deliver 127-degree Fahrenheit hot water and the water heater is recommended to have its discharge temperature reduced to an acceptable level to preclude the potential for scalding.

#### **Multi-Purpose Room:**

One *Bradford White*-brand 30-gallon capacity water heater rated for 30,000-btuh and indicated to have been manufactured in 1999 serves the domestic water system. The water heater was **not** observed to be provided with seismic strapping. No hot water storage tank is provided.

The over-pressure relief valve was not provided with piping directed to a drain and is recommended to be installed.

Hot water delivered at the kitchen sink was noted to be 73-degrees Fahrenheit and the water heater is recommended to have its temperature increased to provide an adequate supply of hot water.

#### **Community Development / Fire Administration:**

One *Richmond*-brand 30-gallon capacity water heater rated for 32,000-btuh and indicated to have been manufactured in 2001 serves the domestic water system which includes a laundry. The water heater was observed to be provided with seismic strapping. No hot water storage tank is provided.

#### **Fire Department Canopy:**

No water heater is provided.

### The Gymnasium:

One *A. O. Smith*-brand 48-gallon capacity water heater rated for 60,000-btuh and indicated to have been manufactured in 1999 serves the domestic water system which includes a kitchen. The water heater was observed to be provided with seismic strapping. No hot water storage tank is provided.

Observed water heaters were in generally good condition requiring maintenance and verification of proper operating temperatures. Replacement of some water heaters is anticipated to be required over the 10-year evaluation period and an allowance for replacement is provided in the cost table.

### Plumbing Fixtures

Common area and guest room bathroom fixtures are a mixture of older and newer commercial-grade fixtures. Main campus fixtures were generally older, although newer fixtures were noted at some locations. The gymnasium was provided with newer fixtures incorporating water conservation characteristics. Observed fixtures included wall-mounted and floor-mounted, vitreous china, flush-valve and automatic flush toilets, wall-mounted, vitreous china, flush-valve urinals and countertop-mounted and wall-mounted vitreous china lavatories. The fixtures appeared to be in generally good condition.

Some bathrooms at the main campus were noted to be installed in small enclosed rooms without mechanical ventilation, but provided with operable windows. Owing to the limitations of available space, no accommodation for more room to accommodate fixtures can be accomplished at some areas.

### Natural Gas

Natural gas service is reportedly provided by to the Subject Property by Southern California Gas Company via a gas meter located at the adjacent school serving the three buildings at the City Hall complex and a meter located along the building frontage at the Gymnasium. Natural gas is delivered to the furnaces, boilers and water heaters at the Subject Property buildings. Natural gas kitchen equipment is not installed at the Gymnasium kitchen, but has been proposed for installation. Installation of cooking equipment at the Gymnasium will require increasing the gas meter capacity and piping capacity.

Observed natural gas piping was threaded steel and galvanized steel piping with brass valves. The natural gas piping exhibited corrosion requiring replacement of some piping components. Dissimilar metal piping connections were observed at several locations of the natural gas distribution piping serving the main campus of buildings at the City Hall complex.

No seismic shut-off valves were observed at the natural gas meters. Installation of seismic shut-off valves are recommended at this time.

Natural gas service piping at the main campus is routed from the roof of the adjacent school to the Community Development / Fire Administration building and distributed to the other buildings of the main campus via overhead piping between roofs. Connection of natural gas piping between

roofs of buildings is a code violation in a Seismic 4 Zone which encompasses the Subject Property and is recommended to be immediately reconfigured due to the apparent code violation and the proximity of an elementary school and to the public access occupancy of the main campus. The natural gas piping serving the main campus of buildings at the City Hall complex will require reconfiguring to remove gas piping connecting overhead between buildings and to repair/replace dissimilar metal piping connections and corroded components.

An alternate scenario to consider would be to remove natural gas service from the main campus and utilize electric domestic water heaters and heat pump HVAC units for environmental heating; however, this option will require an upgraded electrical service.

### **Additional Items**

The public water system appeared capable of providing adequate quantities of water at sufficient pressure to adequately supply water to the plumbing fixtures.

In general, the waste piping was not readily observable. Observed soil, waste, and vent piping at the Subject Property appeared to be in fair to good condition anticipated to require routine maintenance over the evaluation period.

### **3.3.2 HVAC Systems**

Cooling for portions of the Property is provided from either a roof-mounted package air conditioning unit or package terminal air conditioning units (PTACs), also known as through-the-wall air conditioning units. Heating for portions of the Subject Property is provided by either a gas-fired central furnace or smaller gas-fired wall-mounted furnaces. A gas-fired boiler serving a radiant floor heating system is also provided, but was reported to be unused.

The Fire Department Canopy is not provided with mechanical heating or cooling systems.

#### **City Hall Administration Offices**

One *BDP Carrier*-brand roof-top package unit (RTU) forced air furnace with cooling unit serves the City Hall Administration building. The RTU was manufactured in 1986 and is 5-ton cooling capacity and 100,000-btuh input natural gas heating capacity. A 280,000-btuh input gas-fired *Bryan*-brand boiler serving a radiant floor heating system is present but is believed to be abandoned.

The RTU is approximately 25-years old and at or near the end of its useful service life and is anticipated to require replacement in the near term, possibly prior to the next cooling season. A thermostat wire was observed to be routed through the supply air ducting and represents a possible code violation, unless the thermostat wire is plenum rated. Due to degraded markings no determination of plenum rating of the thermostat wire was possible.

A water leak was noted at an interior building location corresponding to this RTU and it is possible that roof leakage associated with the duct installation is occurring. If so, replacement of the unit

should be scheduled as soon as is practicable to preclude interior water damage and associated repairs.

The unit was also noted to not be provided with a duct smoke detector. Building codes generally require duct smoke detectors to be installed at HVAC equipment circulating air quantities of 2,000-cfm or more, which typically corresponds to units of 5-ton capacity or greater. The City Hall Administration offices were noted to be provided with a non-functioning fire alarm system, and replacement of the HVAC unit will likely require installation of a duct smoke detector to be fully compliant with applicable codes.

No seismic curb is provided at the RTU. Installation of a replacement unit will require installing seismic-compliant curb to adequately restrain the unit during seismic events.

The *Bryan*-brand boiler serving a radiant floor heating system was reportedly no longer in use and no current boiler certificates were observed in the boiler room. The boiler was indicated to be original equipment installed at the time of construction around 1955 and is approximately 56-years old. The boiler is at or near the end of its useful service life. Embedded piping serving the radiant floor heating system was observed to be threaded steel piping and is approximately 56-years old and at or near the end of its useful service life, with a risk of pipe leaks if operated. No information was available or provided regarding past or present boiler treatment. No information was available or provided regarding past or present corrosion inhibitor treatment for the piping systems.

Portable heating units and portable circulation fans were observed at several office locations.

We recommend replacement of the RTU unit due to age to include reconfigure ductwork to adequately serve the interior space. Existing ductwork reportedly does not adequately serve the interior space. Replacement of the RTU with a heat pump unit is suggested to correspond to the removal of the natural gas piping, if selected, in the Plumbing Section of this Report.

### Multi-Purpose Room

A gas-fired furnace heating system with ducts serving the meeting room is provided at Multi-Purpose Room building. One package terminal air conditioning unit (PTAC), also known as a through-the-wall air conditioning unit, was observed to be installed at a window location serving the office area.

The furnace is not provided with a duct smoke detector and appeared to be at or near the end of its useful service life and is recommended for replacement early in the term of the evaluation period.

Asbestos components are reportedly present at the furnace consisting of canvas duct connections and wrapping of the flue based upon information provided from a survey of ACM conducted at the same time as this Report.

Future replacement of the furnace may require hazardous waste manifesting.

As a minimum course of action, we recommend removing any materials determined to contain

asbestos from air plenums and ducts.

Installation of RTU equipment sufficient to serve the meeting room space is recommended for consideration to allow full use of the facility. It was reported that the space is used for city-related meetings and serves as a voter poll station.

#### Community Development / Fire Administration Offices

Twelve package terminal air conditioning units (PTACs), also known as through-the-wall air conditioning units were observed to be installed at window locations and exterior wall locations to serve the Community Development / Fire Administration building. Heating is provided by natural gas-fired furnace units located at interior office areas.

The computer server room is provided with a portable *Amana*-brand air conditioning unit served by a plug connection. The *Amana*-brand air conditioning unit is not provided with adequate or appropriate condensate removal representing a probable code violation. Condensate is collected in a pan placed on the floor and the pan is required to be emptied by an individual several a times per day during the peak cooling season. Building codes generally require condensate removal independent of human action. Minimum code compliance will likely require installation of a condensate removal pump with the installation of a disable switch connected to a water level sensor to stop operation of the cooling unit in the event of a plugged condensate drain or failed operation of the condensate pump.

PTAC units were observed to be generally poorly-installed with numerous gaps alongside units allowing outside air to enter the building and conditioned air to escape. One unit on the south side was observed to have the electrical power plug routed from the interior to an exterior outlet that was missing a cover plate.

Some PTAC units were observed to be poorly supported by stacks of unsecured 2 x 4's. Some PTAC units were observed to be mounted on plywood decking that likely represents a potential health concern due to the accumulation of water on wood surface that could potentially promote bacterial-type growth.

The natural gas-fired furnace located in the large Fire Department meeting room at the western end of the building was observed to have hot surface temperatures ranging up to 216-degrees Fahrenheit during the survey while the thermostat was in the "OFF" operating position. We recommend identifying the source of heat, likely attributable to an operating pilot and verifying the furnace units are fully "off" and not emitting heat during the cooling season. Two other furnaces were checked for operating temperature and were determined to be at room temperature.

Portable heating units and portable circulation fans were observed at several office locations, indicating a shortfall of heating and cooling capacity.

We recommend replacement of the PTAC units with rooftop equipment and properly configured ductwork to adequately serve the interior space. Replacement of the equipment with an electric heat pump unit is suggested to allow removal of natural gas piping serving wall furnaces.

### Fire Department Canopy

Two manually-operated roof vents are provided for ventilation at The Fire Department Canopy. No mechanical HVAC systems are provided at the building.

No recommendations for equipment are made for The Fire Department Canopy.

### The Gymnasium

Two *Dayton*-brand exhaust fans indicated to serve the gymnasium are provided for ventilation at the Gymnasium. Two *Dayton*-brand gas-fired unit heaters of undetermined capacity were observed to serve the basketball court area. No mechanical cooling systems are provided at the building.

Kitchen and bathroom areas at the Gymnasium are not provided with mechanical ventilation. While kitchen ventilation does not appear to be required, installation of mechanical ventilation at the restrooms is recommended.

### Control Systems

The Subject Property is not provided with a central energy management control system (EMS). Individual equipment is controlled by local thermostats or switches.

### Capacity

No drawings were provided of existing HVAC equipment and no detailed inventory of equipment was available or provided to perform evaluation of the capacities of the HVAC equipment serving the Subject Property.

Estimates of cooling capacities per building based upon an evaluation of observed equipment is presented below:

#### City Hall Administration

Available cooling was indicated to be 5-tons serving a reported area of 1,616 square feet for an estimated cooling capacity of 323 square feet per ton. The provided cooling appeared to be generally adequate based upon “Rule-Of-Thumb” evaluations that generally consider 400 square feet per ton to be adequately served; however, other factors, such as building envelope construction materials and integrity and shading should be considered for a complete cooling capacity evaluation.

#### Multi-Purpose Room

Available cooling was indicated to be approximately 1.15-tons serving an interior office estimated to be less than 400 square feet for an estimated cooling capacity of 348 square feet per ton for the office area only. The provided cooling appeared to be generally adequate based upon “Rule-Of-Thumb” evaluations that generally consider 400 square feet per ton to be adequately served;

however, other factors, such as building envelope construction materials and integrity and shading should be considered for a complete cooling capacity evaluation.

No air conditioning is provided for the large meeting room and associated kitchen.

#### Community Development / Fire Administration

Available cooling was indicated to be approximately 8.75-tons. The Server Room Cooling Unit is not included in the estimation because it is considered to offset heat generated in the computer server room. The indicated cooling reportedly serves a reported area of 3,540 square feet for an estimated cooling capacity of 405 square feet per ton. The provided cooling appeared to be generally adequate based upon “Rule-Of-Thumb” evaluations that generally consider 400 square feet per ton to be adequately served; however, other factors, such as building envelope construction materials and integrity and shading should be considered for a complete cooling capacity evaluation.

No mechanical HVAC cooling is provided for The Fire Department Canopy or the Gymnasium.

#### Ventilation Systems

Outside air is provided via operable doors and windows.

#### Exhaust Systems

Exhaust fans were observed at the Gymnasium.

No mechanical exhaust fans were observed at the main campus buildings. Bathrooms were provided with operable windows, but were not provided with mechanical ventilation.

Bathroom fans did not appear to be provided at the Gymnasium. Bathroom ventilation appeared to be accomplished via operable windows.

#### Maintenance Agreement

No information was available regarding maintenance contracts at the Subject Property.

#### Indoor Air Quality

The property's manager and service managers reported that no formal complaints regarding the indoor air quality (IAQ) of the building have been received. MCSI did not conduct an indoor air quality survey as part of this property condition assessment.

#### Additional Items

No cooling or heating design calculations were provided or available and a review of cooling or heating design calculations was not performed.

R-22 refrigerant is utilized at most of the PTAC units and at the RTU unit. Some PTAC units utilize R-410a refrigerant. The HCFC-22 refrigerant used in some of the property's systems is a popular refrigerant widely used in a variety of refrigeration and air-conditioning equipment (also referred to as R-22, or by one of its trade names, Freon® 22). Since January 1, 2010, the production and import of newly manufactured equipment having capacity of 5 tons or less and charged with HCFC-22 is prohibited in the United States. The U.S. EPA has implemented a program that will completely phase out the production and use of R-22 refrigerant by the year 2030. Recovered/recycled R-22 refrigerant can be used in existing equipment until 2030. The major manufacturers of residential and commercial air-conditioning systems have indicated they will no longer manufacture equipment for R-22 (Freon), but will produce equipment for use with R-410a or other non-CFC refrigerants. Depending on the quantity of R-22 equipment in inventory at the end of 2010, possible manufacture of non-charged equipment after 2010, and resale market for salvaged R-22, the long-term availability of R-22 replacement equipment is unknown.

### **3.3.3 Electrical Systems**

Electrical service is provided to the Subject Property by Southern California Edison.

#### **City Hall Complex**

The electrical service at the main campus is received overhead through fixed conduit routed between buildings from the adjacent school property. Electrical power to each of the main campus buildings is routed overhead through fixed conduit. Electrical power to container storage sheds alongside Fire Department Canopy is routed from Fire Department Canopy via overhead wiring.

The presence of overhead fixed conduit electrical service wiring to multiple buildings represents a building code violation. It was noted that none of the fixed conduit was observed to be provided with flexible connections and did not appear to be rated for seismic events.

#### **Distribution Systems**

Electrical service is provided from the utility to a main electrical service entrance sections housed in the main electrical room at the Community Development / Fire Administration building.

Available electrical drawings indicated available electrical power to be 400-amps at 120/240-volt, single-phase, three-wire power. Two electrical cabinets are provided in the main electrical room. Each cabinet was rated at 400-amps at 120/240-volt, single-phase, three-wire power and was provided with a 400-amp disconnect switch indicating that 800-amps of total power are available. Electrical service equipment was indicated to be to have been manufactured by *Zinsco*. The utility transformer serving the main campus is located in a locked building south of the adjacent school property.

Feed and distribution wiring at the Subject Property was reported to be copper. Observed electrical branch wiring connections were copper. GFCI devices were observed at some convenience outlets at wet locations, but some locations were noted to be not provided with GFCI devices as required.

No infrared scans of electrical components were reported to have been performed in the recent past. Infrared scans can help identify potential electrical shorts and “hot spots” in the distribution systems. We recommend periodic infrared scanning of electrical distribution components as part of a routine maintenance program.

The electrical systems appeared to be older and nearing the end of its useful service life with anticipated repair and replacement of components.

Mr. John Berokoff, an electrician who has performed electrical wiring at the Subject Property main campus (562.254.5255) provided limited information regarding the electrical wiring at the Subject Property main campus. Mr. Berokoff stated that he re-wired some circuits to better allocate available power and that he had replaced improper wiring on some circuits. Mr. Berokoff did not provide information regarding total available electrical power at the main campus and did not prepare a one-line diagram.

One main electrical cabinet was observed to be missing an access panel cover, resulting in exposed electrical wiring.

Some electrical conduit routed at roof areas is not supported off of the roof deck and is subjected to water runoff. Some electrical conduit at roof and exterior locations was observed to have separated or have other openings, such as unsecured junction boxes, exposing wiring to weather elements and causing degradation of wiring insulation.

An electrical panel located in the file room at the City Hall Administration building was observed to be provided with insufficient clearance due to installation of a file cabinet and the file cabinet is recommended to be relocated as a safety item.

An electrical panel at the Multi-Purpose Room was observed to be located too close to the floor and was not provided with a latch, allowing free access to small children, and is recommended to be relocated as a safety item.

Missing circuit breakers were observed at some electrical panels requiring installation of spacer covers as a required safety item.

Branch wiring from an exterior electrical outlet was observed to be improperly routed to an interior location at the Community Development / Fire Administration building.

An electrical outlet at Division Chief Gordon’s office in the Community Development / Fire Administration building was observed to improperly serve an adjacent room via wiring routed through a hole in the wall.

Observed exterior outlets tested with a GFCI testing device were not provided with ground-fault circuit interrupter (GFCI) devices.

Electrical receptacle face plate covers were missing at the perimeter of the basketball court area of the Gymnasium and are recommended for replacement.

## **The Gymnasium**

The electrical service at the Gymnasium is received overhead at an exterior electrical cabinet. The exterior electrical cabinet was locked and no access was provided or available.

## **Distribution Systems**

Provided drawings indicated that the electrical service consists of 400-amps at 120/240-volt, single-phase, three-wire power.

## **Overall Electrical Capacity**

The main campus and Gymnasium buildings reportedly contain a total of approximately 8,488 square feet of floor space. Square footage for Fire Department Canopy was not reported to be 1,920 square feet. Electrical power is provided to two metal containers alongside the Fire Department Canopy, but the power appeared to be for service and exterior lighting and these structures are not included as occupied.

Available electrical drawings indicated available electrical power to be 400-amps at 120/240-volt, single-phase, three-wire power; however, two electrical cabinets; each rated at 400-amps at 120/240-volt, single-phase, three-wire power and each with a 400-amp disconnect switch; are provided in the main electrical room indicating that 800-amps of total power are available which is different than indicated on the available electrical diagram.

A total of approximately 10,400 square feet of served building space is estimated to comprise the main campus. Available electrical power serving the main campus was indicated to be 800-amps at 120/240-volts, single-phase. Based upon provided information, and utilizing a 0.9 power distribution factor, the available electrical capacity to the Subject Property is indicated to be approximately 17.3 watts per square foot, which is considered to be adequate for this use. Should the available electrical power be only 400-amps, as indicated on the electrical diagram, the available electrical capacity to the Subject Property would be indicated to be approximately 8.6 watts per square foot, which would be considered to be marginal for this use.

Multiple complaints of insufficient electrical capacity were identified at main campus buildings during the survey. Complaints of inability to utilize equipment, including copiers, while other electrical equipment simultaneous operated, were reported. Indications of insufficient power at localized areas appeared evident due to observed routing of electrical power from receptacles to adjoining spaces.

Due to the multiple complaints of insufficient electrical power, it is possible that only 400-amps are provided at the main service. We recommend verifying the total amount of electrical power to fully assess the available options.

### **Emergency Generator**

No emergency generators were observed or indicated to be provided at the Subject Property buildings.

### **Lighting Fixtures**

Lighting fixtures at the Property include various types of overhead fixtures. Upgraded lighting fixtures have reportedly been installed at the Multi-Purpose Room building reportedly incorporating compact fluorescent and halogen bulbs. T-12 fluorescent fixtures suspended from structural elements illuminate the Fire Department Canopy. T-8 fluorescent fixtures illuminate the City Hall Administration and Gymnasium buildings.

No deficiencies or difficulties were reported regarding lighting systems. Replacement of failed bulbs is recommended as maintenance.

### **Telecommunication and Cable Systems**

The Subject Property was indicated to be equipped with or to have access to coaxial cable and twisted-pair wiring. The communications systems appeared to be dated, but were reported to be adequate for current service requirements.

Communication wiring was observed to be routed through door louvers at the main electrical room and is recommended to be properly routed through appropriate conduit.

## **3.4 Vertical Transportation Systems**

No vertical transportation systems were observed at the buildings; however, an electric handicap lift is installed in the Gymnasium providing access to the stage. The lift, manufactured in 2000 by National Wheel-O-Vator Company, Inc. has a capacity of 750 pounds and has a rated speed of 9 Feet per Minute. The lift appeared to be in good condition; however, the most recent certificate of inspection for the lift was not available. Per the California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 6, Elevator Safety Orders (ESO), elevators and lifts should be inspected annually. MCSI recommends that the State of California be contacted to schedule an inspection. Based on the observed condition and age of the equipment, the lift can be expected to last through the analysis term.

## **3.5 Life Safety and Fire Protection**

### **Fire Suppression Systems**

No fire suppression systems were observed to be provided at the City Hall Administration, Multi-Purpose and Community Development / Fire Administration buildings of the Subject Property.

### **Fire Department Canopy**

Fire Department Canopy was observed to be provided with a 2-inch fire service that appeared to be derived from the domestic water service. No backflow prevention device was observed to serve the fire sprinkler system and, based upon available information; it is believed that a backflow prevention device was not required at the time of installation.

A flow switch was observed at the exterior fire riser piping. The flow switch alarms to an exterior electric fire gong on the exterior of the canopy.

No tamper switch and no shut-off valve were observed at the fire riser. No Fire Department Connection (FDC) is provided at the canopy.

Observed fire sprinkler system piping was threaded steel.

No seismic retainer clips were observed to be provided at fire sprinkler piping supported from I-beams as is typically required in California.

Non-recalled *Globe*-brand fire sprinkler heads were observed at the spare fire sprinkler head box located at the exterior fire riser piping.

No date of the most recent inspection of the fire sprinkler system was available or provided. *Summit Fire Protection* of Redlands, California (909.793.0676) was contacted, but no information has been provided or received.

Portions of the fire sprinkler system distribution piping are routed across the roof of the Community Development / Fire Administration building to serve the modular Fire Department building that is not included as part of this review. No determination of the fire sprinkler system serving the modular building was performed.

### **The Gymnasium**

The Gymnasium was observed to be provided with a 2-inch fire service that was indicated to be derived from the domestic water service. No backflow prevention device was observed to serve the fire sprinkler system, but a check valve was observed in the riser. Based upon available information; it is believed that a backflow prevention device was not required at the time of installation.

The Gymnasium is not fully fire sprinklered – only portions of the performance stage and side “wing” areas were observed to be provided with fire sprinklers. Storage areas beneath the stage were locked and inaccessible and could not be verified for fire sprinklers, but available evidence indicated that the storage areas beneath the stage were not served by fire sprinklers.

A flow switch was observed at the exterior fire riser piping. The flow switch alarms to an exterior electric fire gong on the exterior of the building.

No tamper switch was observed at the fire riser; however, a shut-off valve was observed at the base of the riser. No Fire Department Connection (FDC) is provided at the Gymnasium.

Observed fire sprinkler system piping was threaded steel.

Non-recalled, non-bulb *Central*-brand fire sprinkler heads were observed at installed locations. No spare fire sprinkler head box was observed, but may have been located in a locked, inaccessible room.

No date of the most recent inspection of the fire sprinkler system was available or provided at Building 4. Mr. Dennis Apodaca of *Ortiz Fire Protection* (714.767.9240 cellular) stated they last performed service at the Gymnasium in 2000 and the system would likely require 5-year testing, which would likely include replacement of gauges and other repair work.

### **Fire Pump**

No fire pump is provided at the Subject Property buildings.

### **Alarm Systems**

No fire alarm systems were observed to be provided at Multi-Purpose Room, Community Development / Fire Administration, Fire Department Canopy and Gymnasium buildings of the Subject Property.

The City Hall Administration building of the Subject Property is served by a *Radionics*-brand fire alarm system utilizing an Omegalarm D6112 controller. The fire alarm system was indicated to serve a single pull-station alarm located at a front office area. No pull station devices were observed at building exits.

The *Radionics*-brand fire alarm system was observed to have a neutral wire disconnected from the control board and one wire disconnected from the on-board battery. The fire alarm system was reported to be inactive and the observed wiring indicated that the fire alarm system is currently disabled.

No inspection documentation was displayed at the unit or provided or made available.

The fire alarm system is believed to be non-functional and is likely to be inadequate to serve the building. An insufficient number and placement of manual alarm devices was noted and no ADA-compliant horn/strobe devices were provided.

The fire alarm panel displayed a service provider tag for *Eastside Alarm Systems* (714.594.8332) but the telephone number was identified as “not in service” when it was contacted. No indication of the most recent inspection or service was provided or available.

Based upon indicated building occupancies, it is likely that replacement of the existing non-operational fire alarm panel may require installation of approved fire alarm systems at the other occupied main campus buildings.

The Gymnasium is not provided with a fire alarm, but is provided with an emergency telephone near the main entrance.

### **Fire Department Alarms**

The City of La Habra Heights Fire Department administration offices located in the Community Development / Fire Administration building of the Subject Property was observed to contain a wall-mounted horn alarm indicating a general fire alarm for the community served by the City of La Habra Heights Fire Department. The horn alarm was observed to be a cord-and-plug connected device. We recommend providing a hard-wired electrical connection to adequately serve the horn alarm to ensure a reliable electrical connection as maintenance.

### **Smoke Detectors**

Three smoke detectors were observed at the City Hall Administration office areas, one smoke detector was observed at the Multi-Purpose Room meeting room area, and smoke detectors were observed at the Community Development / Fire Administration office areas.

Observed smoke detectors were observed to be battery-operated, local-alarm units not served by a fire alarm system. Observed smoke detectors were noted to have been manufactured in 2008 and are required to be replaced after 10-years. Replacement of smoke detectors is considered to be a maintenance item.

No duct smoke detectors were observed or noted to be provided at observed HVAC air handling units.

No smoke detectors were observed at the Fire Department Canopy or the Gymnasium, and they do not appear to be required.

### **Fire Extinguishers**

The Subject Property provides portable dry-chemical fire extinguishers at various locations. Observed fire extinguishers generally appeared to be adequately charged and ready for use; however, some fire extinguishers were noted to be past due for inspection. In general, "YELLOW" tags at fire extinguishers indicated recently inspected fire extinguishers and "BLUE" tags at fire extinguishers indicated past due fire extinguishers.

Some fire extinguishers were observed to be placed on floors near exits and are required to be placed in approved holders to preclude obstructing exiting pathways and to be in a serviceable condition for usage when required. Observed fire extinguisher service tags indicated the most recent service occurred in May 2011 by *Foothill Protection Services* of Upland, California. Past due tags were indicated to have been inspected in April 2010.

### **Emergency Exit Signage and Lighting**

No emergency exit signage depicting “you are here” diagrams and displaying an exit route were observed at the Subject Property.

Illuminated emergency exit signs were observed at some locations, specifically at the Gymnasium and the Multi-Purpose Room buildings, but not at office areas of the remaining buildings.

Emergency exit lighting was observed at some locations, specifically at the Gymnasium, but was not observed at the remaining buildings.

We recommend performing a detailed review of exiting and performing appropriate modifications per the building code. Modifications anticipated to be required will likely include installation of exiting diagrams, exit lighting and emergency egress lighting systems.

### **Exiting**

A detailed review of exiting and required exiting incorporating a code review of the construction was not in the Scope Of Work and was not performed; however, a general review of exiting was performed and the following items were noted:

- Chairs were observed to partially obstruct the exiting paths at the Multi-Purpose Room.
- Hoses and boxes were observed to obstruct the back exit from the kitchen area at the Multi-Purpose Room building.
- Fire extinguishers were observed at some floor locations near exits and are recommended to be placed in appropriate hangers to preclude obstructing exits.
- An electrical cord routed along the floor was observed to partially obstruct an exiting path at the Multi-Purpose Room.
- Some exiting doors were observed to swing inwards, towards exiting traffic, and are recommended to be re-set to swing outward to accommodate exiting traffic.
- An exterior door on the south side of the City Hall Administration building was observed to be secured closed with a nail embedded in the door frame. The interior access was observed to be blocked with stacked boxes.
- An exterior door on the west side of the City Hall Administration building at an office area was observed to be partially obstructed by a filing cabinet.
- An exterior door on the north side of the City Hall Administration building exiting to the breezeway was observed to open inward against exiting traffic flow.

We recommend performing a detailed review of exiting, and performing appropriate modifications per building code. Modifications anticipated to be required will likely include modifying the orientation of door swings, expansion of corridors and removal of stored items.

### **Storage**

A large quantity of paper goods was stored at an exterior closet not provided with a fire sprinkler or smoke detector at the Multi-Purpose Room.

We recommend performing a detailed review of stored materials per building code. Modifications anticipated to be required will likely include re-construction of some storage areas and removal of stored items.

### **Fire Hydrants**

Fire hydrants were not observed at the Subject Property buildings. A fire hydrant was observed in front of the school adjacent to the main campus buildings.

We recommend verifying the nearest location of fire hydrants for each building and posting that information in an accessible format.

## **3.6 Security and Other Systems**

Due to security concerns, minimal information was provided or made available.

No information regarding anticipated maintenance and/or upgrade costs of security systems was provided.

Owing to the general variability of individual systems and associated wide cost range for implementation, no costs are provided for the security system.

A public address speaker located above the breezeway between the City Hall Administration and Multi-Purpose Room buildings was observed to not be anchored and is recommended at this time.

An *Acron*-brand security keypad was observed at the water heater room at the Gymnasium, but no components serving the security system were identified and the security pad was not operating at the time of the survey. No information was available regarding the status of the security keypad at the Gymnasium.

## **3.7 Interior Building Components**

The floors at the buildings primarily feature carpeting and vinyl. Terrazzo flooring was also observed in some restrooms at the City Hall complex and sealed wood flooring and sealed concrete is installed at the Gymnasium. The interior walls consist primarily of gypsum board with a painted finish and wood paneling with sound dampening fiber panels mounted to the perimeter painted concrete walls of the basketball court area of the Gymnasium. Ceilings typically feature acoustical tiles and gypsum board with a painted finish. Exposed painted concrete beams, with what appeared to be craft paper secured between the beams, were observed at the basketball court area of the Gymnasium.

The interior finishes at the City Hall complex were in fair to poor condition with extensive damage and deterioration. MCSI recommends that the deteriorated flooring be replaced, the walls be repainted and the damaged ceiling tiles be replaced at the City Hall complex. The majority of the interior finishes at the Gymnasium were in good condition, having reportedly been refurbished earlier this year; however, MCSI noted cracking at the northeast corner storage room that should be repaired.

In addition, refurbishment of the interiors is anticipated during the analysis term.

## 4.0 ASBESTOS-CONTAINING CONSTRUCTION MATERIALS

### 4.1 Scope of Work

On September 20, 2011, McClain Consulting Services, Inc. and partner company Barr & Clark Environmental performed an inspection for asbestos at the Property. The purpose of this inspection is to identify and assess accessible Asbestos Containing Construction Materials (ACCM) at the subject property.

Physical bulk samples were collected of suspect materials from representative locations and submitted to an independent laboratory for analysis. If asbestos was detected at any concentration within a sample of a construction material, it was concluded that the material contains asbestos. Suspect materials were also visually inspected to assess their condition.

The analysis and recommendations submitted in this report are based in part on the data obtained from specific and discrete sampling locations. However, the nature and extent of variations between the sampling locations may not become evident until renovation or demolition procedures commence. If potential variations (i.e. different building materials) are identified during renovation or demolition activities, it will be necessary to conduct additional bulk sampling.

### 4.2 Sampling Protocol and Analysis

Sampling was patterned after the Asbestos School Hazard Emergency Response Act (40 CFR 763 Subpart E) as mandated by Cal/OSHA (Title 8 Section 1529) and South Coast Air Quality Management District (Rule 1403).

Physical bulk samples were collected from this property and analyzed for asbestos content by an independent environmental laboratory which is accredited by the National Voluntary Laboratory Accreditation Program (Lab Code 200358-0). The method of analysis was Polarized Light Microscopy (EPA 600/M4-82-020). Additional laboratory information can be found in Appendix G.

### 4.3 Summary of Results

Asbestos was detected in samples of several construction materials. The following summary identifies these materials, their location within the property, the condition in which they were observed at the time of inspection, approximate quantity of material and percentage of asbestos contained in the material as reported by laboratory analysis.

#### City Hall Administration

Material	Sample #	Location	Condition	Quantity*	% Asbestos
Roofing Mastic	34-36	Roof at Penetrations	Good	25 S.F.	15%
Thermal System Insulation	51	Water Heater Room	Good	±200-300 L.F.	16%
Duct Wrap	52	Water Heater Room	Good	±10 L.F.	60%

Material					
Flooring	54	Break Room and All Like Flooring Throughout	<b>Damaged</b>	<b>100 S.F.</b>	<b>5%</b>
Flooring	55	Bathroom 2 and Bathroom 3 and All Like Flooring Throughout	<b>Damaged</b>	<b>80 S.F.</b>	<b>3%</b>
Flooring Mastic	55M	Bathroom 2 and Bathroom 3 and All Like Flooring Mastic Throughout	<b>Damaged</b>	<b>80 S.F.</b>	<b>5%</b>

**Multi-Purpose Room**

Material	Sample #	Location	Condition	Quantity*	% Asbestos
Roofing Mastic	4-6	Roof at Penetrations	<b>Good</b>	<b>40 S.F.</b>	<b>12%</b>
Window Putty	7-9	Exterior Windows at Seams	<b>Good</b>	<b>720 L.F.</b>	<b>3%</b>
Joint Compound	21A-24A	Walls and Ceilings Throughout	<b>Good</b>	<b>3700 S.F.</b>	<b>3%**</b>
Duct Wrap Material	25	HVAC Room	<b>Damaged</b>	<b>±10 L.F.</b>	<b>70%</b>
Flooring	28	Room 1 and All Like Flooring Throughout (Green)	<b>Good</b>	<b>500 S.F.</b>	<b>5%</b>
Flooring Mastic	28M	Room 1 and All Like Flooring Throughout	<b>Good</b>	<b>500 S.F.</b>	<b>3%</b>
Flooring	29	Room 1 and All Like Flooring Throughout (Beige)	<b>Good</b>	<b>500 S.F.</b>	<b>5%</b>
Flooring Mastic	29M	Room 1 and All Like Flooring Throughout	<b>Good</b>	<b>500 S.F.</b>	<b>3%</b>
Vibration Cloth	Visual	Operating HVAC Units in HVAC Room	<b>Good</b>	<b>40 S.F.</b>	<b>Assumed</b>

**Community Development/Fire Department**

Material	Sample #	Location	Condition	Quantity*	% Asbestos
Roofing Mastic	64-66	Roof at Penetrations	<b>Good</b>	<b>100 S.F.</b>	<b>8%</b>
Wall Plaster	73-76	Interior Walls and Ceilings Throughout	<b>Good</b>	<b>N/A</b>	<b>&lt;0.1%***</b>
Flooring	85	Tool Room Storage and All Like Flooring Throughout (Red)	<b>Damaged</b>	<b>50 S.F.</b>	<b>5%</b>
Flooring	86	Office 3 and All Like	<b>Damaged</b>	<b>1850 S.F.</b>	<b>5%</b>

		Flooring Throughout (Gray)			
Thermal System Insulation	89	Water Heater Room	Damaged	±200-300 L.F.	30%
Asbestos Cement Pipe(s)	Visual	Over Laundry Room at Roof	Good	10 L.F.	Assumed

**Gymnasium**

Material	Sample #	Location	Condition	Quantity*	% Asbestos
Roofing Mastic	93-95	Roof at Penetrations	Good	25 S.F.	10%

***\*NOTE:** All quantification estimates are approximate and based on information and materials that were accessible at the time of inspection. The chosen contractor is solely responsible for verifying all final ACM quantities for bidding, abatement, and disposal purposes.*

***\*\*NOTE:** The drywall and joint compound must be treated as a system because the joint compound cannot be removed independent of the drywall. Although the drywall alone is not considered an asbestos containing material, the drywall and joint compound together must be managed as an asbestos containing material.*

***\*\*\*NOTE:** Plaster sample results initially indicated an asbestos content of <1%. In an effort to verify asbestos content, these samples were re-analyzed utilizing a 1000-point point count method and found to have an asbestos content of <0.1%. Because the results were <0.1% the plaster may be treated as non asbestos containing material as defined by AQMD and OSHA.*

**4.4 Recommendations**

**ACCM in Damaged or Significantly Damaged Condition:** These materials present the greatest risk for asbestos exposure. It is recommended that all damaged areas of these materials be repaired immediately. If it is not feasible to repair these materials it is recommended that they be removed immediately. An asbestos abatement contractor registered with the Division of Occupational Safety and Health should perform any work that disturbs these materials.

**ACCM in Good Condition:** No action is recommended for these materials. Asbestos containing materials that are maintained in good condition present minimal risk for asbestos exposure.

Note: If renovation or demolition activities are to affect these materials, an asbestos abatement contractor registered with the Division of Occupational Safety and Health should be contracted to perform all portions of the work affecting these materials.

A complete copy of the Asbestos Inspection Report is included in Appendix G.

#### 4.5 Operations and Maintenance Plan

A handbook on the Operations & Maintenance (O & M) program (Plan) is designed to help maintenance, custodial and outside contractor personnel for City of La Habra Heights recognize and respond to potential health risks from asbestos. The program's main objective is to outline all necessary methods and procedures for the protection of employees and/or tenants in the facility at 1245 and 1855 Hacienda Road, La Habra Heights, CA from potential airborne asbestos fibers. The handbook will help the City of La Habra Heights implement control measures during daily maintenance.

The O & M Plan will serve four purposes:

- Monitor and assess ACM condition.
- Outline necessary record keeping, including in-house maintenance/repair of ACM, and medical surveillance.
- Inform and train employees and outside contractors who may come in contact with ACM about the necessary safety and health precautions which should be utilized.
- Prevent future fiber release by controlling disturbance and preventing damage to any ACM.

A complete copy of the Asbestos O&M Plan is included in Appendix J.

## 5.0 LEAD-BASED PAINT AND LEAD IN DRINKING WATER

### 5.1 Scope of Work

On September 20, 2011, McClain Consulting Services, Inc. and partner company Barr & Clark Environmental performed an inspection for Lead-Based Paint (LBP) at the Property. The purpose of this inspection is to identify and assess the LBP present on painted components at the property. To comply with EPA and HUD guidelines, painted and varnished surfaces within the four specified city buildings were sampled for the presence of LBP. The intent was to ascertain the presence of lead-based paint above the federal action level. If LBP was found, the inspection would identify individual architectural components and their respective concentrations of lead in such a manner that this report would be used to characterize the presence of LBP at this property.

### 5.2 Testing Protocol and Regulatory Compliance

#### Paint Testing:

The method employed was X-ray fluorescence (XRF) using a Radiation Monitoring Device Lead Paint Analyzer (RMD LPA-1). The instrument was operated in “Quick Mode,” where the duration for each test result is determined by a combination of:

- the actual reading relative to the designated action level;
- the age of the radioactive source; and
- the substrate on which the test was taken.

The instrument’s calibration was verified according to the manufacturer's specifications in compliance with the Performance Characteristic Sheet (PCS) developed for this instrument.

The readings from this instrument produce a 95% confidence level that the “lead” reading accurately reflects the actual level of lead in the tested surfaces, relative to the federal action level.

Testing of the painted surfaces was patterned after the inspection protocol in Chapter 7 of the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing. In every “room equivalent” within the tested property, one representative surface of each “testing combination” was tested. Multiple readings were collected to resolve inconsistencies in the test results.

Several public (government) agencies have a published “regulatory action level” to classify LBP. To further complicate matters, some of the established “levels” are quantified in different units of measurement. Listed below are the current regulatory agencies that have defined LBP, along with the respective action level:

<u>Agency</u>	<u>Ordinance #</u>	<u>Action level (mg / cm<sup>2</sup>)</u>	<u>Action level (ppm)</u>
HUD / EPA	24 CFR 35.86 & 40 CFR 745.103	1.0 mg / cm <sup>2</sup>	5,000 ppm
L.A. County	Title 11, 11.28.010	0.7 mg / cm <sup>2</sup>	600 ppm
OSHA / CAL OSHA	29 CFR 1926.62 & Title 8, 1532.1	<i>Not Specified</i>	600 ppm

HUD / EPA have recently issued the following guidance regarding units of measurement for paint samples:

“Report lead paint amounts in mg/cm<sup>2</sup> because this unit of measurement does not depend on the number of layers of non-lead-based paint and can usually be obtained without damaging the painted surface. All measurements of lead in paint should be in mg/cm<sup>2</sup>, unless the surface area cannot be measured or if all paint cannot be removed from the measured surface area. In such cases, concentrations may be reported in weight percent (%) or parts per million by weight (ppm).”

Furthermore, EPA has previously issued guidance on lead content classification as follows:

“... The rule, at 24 CFR 35.86 and 40 CFR 745.103 states that a lead-based paint free finding must demonstrate that the building is free of ‘paint or other surface coatings that contain lead in excess of 1.0 milligrams per square centimeter (1.0 mg / cm<sup>2</sup>) or 0.5 percent by weight (5000 ppm).’ The State standards are not applicable, whether more or less stringent, since a State cannot amend Federal requirements.”

In recognition of the various action levels the testing results are classified as follows for this report:

- \* Painted surfaces with readings at or above 0.7 mg / cm<sup>2</sup> are considered Positive
- \* Painted surfaces with readings at or below 0.6 mg / cm<sup>2</sup> are considered Negative

***The individual readings have been provided on all field data sheets. Any future change in action levels by one of the regulating agencies may affect the classification of results.***

#### **Water Sampling:**

Water samples were collected from this property and analyzed for lead content by an independent environmental laboratory which is accredited by the American Industrial Association (AIHA), the National Institute for Standards and Technology (NVLAP) and the California Department of Health Services (ELAP). The samples were analyzed as follows:

Water Sampling - The method of Analysis was Graphite Furnace Atomic Absorption Spectroscopy (EPA-600/4-79-020 GFAA) performed on a 250 mL sample of water collected after the water has sat in the pipes at least 8 hours (1<sup>st</sup> Draw).

The EPA action level for lead in water is 15 parts per billion (ppb).

### **5.3 Summary of Results**

#### **Paint Sampling:**

Throughout the property, several of the painted components indicated the presence of LBP at or above the action level. The following summary lists the specific components that tested above the action level and their respective locations:

### **Interior of City Hall Administration**

- Lobby – window components, closet door frame, and door frames
- Break Room – door frames and window components
- Bathroom 1 – door frame and window components
- Hall 1- door frames
- Bathroom 2 – door frame and window components
- Bathroom 3 – door frame and window components
- Hall 2- door frames
- Office 1 – door frames and window components
- Office 2 – door frames and window components
- Hall 3- door frames
- Office 3 – door frames and window components

### **Exterior of City Hall Administration**

- Door frames
- Window components
- Eaves, rafters, and fascia
- Columns, beams, and ceiling at front
- Vent at water heater room
- Beams at roof trim
- Electric utility box on north side

### **Interior of Multi-Purpose Room**

- Storage Room 1 – door frame
- Storage Room 2 – attic access
- Bathroom – attic access

### **Exterior of Multi-Purpose Room**

- Door frames
- Window components
- Trim
- Electrical utility box on north side
- Beam at peak of roof on breezeway

### **Exterior of Community Development**

- Door frames
- Window components

### **Exterior of Gymnasium**

- Window sashes

*Sampling for this inspection was representative and any components that were not tested but similar to those components that tested positive for LBP should be considered and treated as lead laden.*

**Water Sampling:** None of the tested items indicated a level of lead above the specified regulatory limit.

## 5.4 Recommendations

The greatest potential for lead exposure from lead painted architectural components occurs when:

- the paint has become defective; or
- when the paint is applied to a friction / impact component where the paint is continually disturbed; or
- when the paint is disturbed through routine maintenance or renovation activities.

With this in mind, the following are our recommendations for this property:

- The results from this inspection should be provided to any individuals that may disturb the painted surfaces. It is encouraged to utilize professionals that have experience working with LBP.
- If renovation is scheduled in the near future (less than three months), all lead painted components that have been previously targeted for replacement should be replaced utilizing “lead safe” containment and work practices.
- ALL components that have been identified with defective lead paint should have the paint repaired as soon as possible. Any paint repair should be done utilizing “lead safe” containment, work practices, and clean-up techniques.
- All components with lead painted friction / impact surfaces should be treated to minimize the friction or impact as necessary.
- Lead painted components that **have not** been targeted for replacement should either be considered for abatement (replacement, enclosure, encapsulation, etc.) or included in an Operations & Management (O & M) Plan that will help to minimize exposures to lead hazards.
- All lead painted surfaces that are not expected to be impacted in the near future (less than three months) should also be included the O & M plan.
- In addition, the occupants of the buildings should be notified of the test results and instructed in actions that they may perform to keep the living areas “lead safe.”

A complete copy of the LBP Inspection Report is included in Appendix I.

## 5.5 Operations and Maintenance Plan

Operations & Management (O & M) of lead painted surfaces is orientated toward maintenance of painted surfaces, cleanup of lead dust and controlling further accumulation of lead dust. The emphasis on cleanup and control of lead dust is derived from the conclusion that lead dust appears to be the primary pathway of childhood exposure to lead. In practice, O & M controls are a

temporary solution to a long term problem, but if properly maintained they can be effective indefinitely. Title X of the Housing and the Community Development Act of 1992 defines these as “...a set of measures designed to reduce temporarily human exposure or likely exposure to lead-based paint hazards or potential hazards...” All O & M controls are designed to be temporary until such time that proper and permanent lead abatement can be performed, and all O & M plans have these main components:

- Identification of Lead Painted Surfaces
- Key Personnel
- Training
- Identification of High and Low Risk Maintenance Activities
- Monitoring and Re-evaluation
- Clearance Levels

A complete copy of the LBP O&M Plan is included in Appendix J.

## 6.0 ADDITIONAL ISSUES

### 6.1 Reported Building and Fire Code Violations

According to Ms. Yolanda Huapaya, City of La Habra Heights Community Development Coordinator, there is nothing in the file regarding fire building or fire code violations at this time.

### 6.2 Seismic Zone

According to Figure No. 16-2, the “Seismic Zone Map of the United States”, in the 1997 Uniform Building Code, the Property is located within Zone 4, defined as an area of high probability of damaging ground motion.

### 6.3 Accessibility to Disabled Persons

A review of the Property was performed to assess its general compliance to portions of Title III of the Americans with Disabilities Act (ADA). This Act requires public accommodations to provide goods and services to persons with disabilities on an equal basis with the rest of the general public. After January 26, 1992, the ADA began requiring that architectural and communication barriers be removed in public areas of existing facilities when their removal is readily achievable.

As defined under Title III of the ADA, existing facilities considered to be “public accommodations” must take steps to remove architectural and communication barriers that are deemed “readily achievable” under the retroactive requirements. A readily achievable alteration is defined as "easily accomplishable and able to be carried out without much difficulty or expense" (28 CFR 36.104). The goal of MCSI’s review of accessibility to disabled persons is to identify accessibility problems and to provide a guide for making the facility more usable for people with disabilities.

Significant items of non-conformance with ADA guidelines observed by MCSI are noted without regard as to whether or not they are, by ADA definition, “readily achievable”. The decision as to which actions are to be undertaken as “readily achievable” is to be determined by building ownership in consultation with its accountants, attorneys and design/construction professionals.

MCSI’s scope of work included a “Tier I” assessment of ADA accessibility in general accordance with ASTM E2018-08. The scope included a limited visual review of the following components: path-of-travel, parking, and public toilet rooms. Limited measurements were conducted.

The subject buildings, based on the operations observed, appear to fall into the category of a “public accommodation”.

The Property appeared to be partially conforming to ADA guidelines. The following issues were identified:

- Of the 10 parking spaces observed at the front parking lot of the City Hall complex, there are no designated handicap accessible parking spaces. According to ADA guidelines one “van accessible” parking space is required at this parking lot. Installation of one “van

accessible” parking space including an appropriate curb cut and vertical signage is recommended in this location.

- Of the 31 parking spaces observed at the rear parking lot of the City Hall complex, there is one designated “van accessible” handicap accessible parking space. According to ADA guidelines two accessible parking spaces (including one “van accessible” parking space) are required at this parking lot. Installation of one additional handicap accessible parking space with vertical signage at this parking lot is recommended.
- Of the 30 parking spaces observed at the upper parking lot of the Gymnasium, there are no designated handicap accessible parking spaces. This parking area does not have an accessible path-of-travel to the Gymnasium. No signage is installed at the upper parking lot of the Gymnasium directing handicap users to the accessible parking spaces in the lower parking lot, and then directing users of the accessible parking spaces to an accessible building entrance. The installation of signage is recommended.
- Of the 31 parking spaces observed at the upper parking lot of the Gymnasium, there are three designated handicap accessible parking spaces including one designated as “van accessible”. This is in compliance with ADA guidelines.
- No signage is installed at the upper parking lot of the Gymnasium directing handicap users to the accessible parking spaces in the lower parking lot, and directing users of the accessible parking spaces to an accessible building entrance. The installation of signage is recommended.
- The ADA door opening device at the southeast entrance door of the Multi-Purpose Room is inoperable and should be repaired.
- No signage is provided at the City Hall complex directing users to the handicap accessible restroom situated at the east end of the Community Development / Fire Administration building. The installation of signage is recommended.
- The height of the entrance door thresholds between the basketball court area and each restroom of the Gymnasium appeared to be excessive and did not appear to conform to ADA guidelines. Modification of the thresholds is recommended.

Due to the unique nature of each property, the extent of analysis required and the many variables of compliance with the ADA guidelines, evaluating costs for full ADA conformity was beyond the scope of this Report. A separate ADA Compliance Audit can be ordered if required.

#### **6.4 Visual Mold Survey**

Interior areas of the Property to which access was provided, and in which building elements were readily observable, were reviewed for the presence of moisture and visible evidence of microbial development (mold). No observations were conducted within concealed locations (construction

elements behind wall and ceiling finishes, and other building components, etc.). No sampling or testing was performed to confirm the presence of invisible airborne microbial elements.

Representative Property observations revealed no visual indications of the presence of significant areas of mold; however, extensive water-damaged interior finishes were observed throughout the buildings of the City Hall complex and mold growth may be concealed and present in these locations. At the time of replacement of the interior finishes, the presence of any mold growth should be properly abated.

## **6.5 Preliminary Demolition Cost**

MCSI was asked to provide a preliminary cost estimate for demolition of the City Hall Administration, Multi-Purpose Room and Community Development / Fire Administration buildings. This estimate is approximately \$10 per square foot.

The cost estimate contained herein is based on approximate quantities. Information furnished by site personnel is assumed by MCSI to be reliable. A detailed inventory of quantities for cost estimating was not a part of the scope of this Report.

Our cost estimate represents a preliminary opinion only and is neither a quote nor a warranty or representation as to the actual costs that may be incurred. This estimate is based on typical cost data that may not fully characterize the scope of currently concealed Property conditions including environmentally regulated materials, actual construction details, possible salvage revenue, possible future changes in technology, by regulatory requirements, and by contingencies that cannot reasonably be discovered until after commencement of on-site construction activities.

Actual costs may further vary depending on such matters as demolition methodology; field conditions; scheduling and phasing of the work; quality of the contractor(s); project management exercised; and the availability of time to thoroughly solicit competitive pricing. In view of these limitations, the costs presented herein should be considered “order of magnitude” and used for budgeting purposes only.

Detailed design and contractor bidding is recommended to determine actual cost.

## 7.0 RECOMMENDATIONS AND PRELIMINARY COST ESTIMATES

### 7.1 Opinions of Cost

The opinions of costs presented are for the repair/replacement of readily visible materials and building system defects that might significantly affect the value of the Property during the analysis period. These opinions are based on approximate quantities and values. They do not constitute a warranty that all items, which may require repair or replacement, are included.

Opinions of cost provided in the Report are architect's or engineer's approximations of the costs required to implement our recommendations; these should be considered order of magnitude-type repair costs. Actual repair costs can be affected by many factors, including regional economics, local construction practices, material availability, site and weather conditions and contractor skills. Actual costs may also vary depending on such matters as type and design of remedy; quality of materials and installation; manufacturer of the equipment or system selected; field conditions; whether a physical deficiency is repaired or replaced in whole; phasing of the work; project management exercised; and the availability of time to thoroughly solicit competitive pricing. In view of these limitations, the costs presented herein should be considered "order of magnitude" and used for budgeting purposes only. Detailed design and contractor bidding is recommended to determine actual cost.

Opinions of cost are derived from nationally recognized published cost estimating materials, our experience on similar projects, and conversations with local contractors, as appropriate. More detailed budgets should be developed, from repair design documents when possible, to determine actual construction budgets.

Estimated cost opinions presented in this Report are from a combination of sources. The primary sources are from Means Repair and Remodeling Cost Data and Means Construction Cost Data; past invoices or bid documents provided by site management; as well as MCSI's experience with costs for similar projects and city cost indexes.

Replacement and repair cost estimates are based on approximate quantities. Information furnished by site personnel or the property management, if presented, is assumed by MCSI to be reliable. A detailed inventory of quantities for cost estimating is not a part of the scope of this Report.

These opinions should not be interpreted as a bid or offer to perform the work. All costs are stated in present value. The recommendations and opinions of cost provided herein are based on the understanding that the facility will continue operating in its present occupancy classification and general quality level, unless otherwise stated.

MCSI shall not be liable to the Client nor any other party for any costs or expenses that may be incurred in excess of these estimates, for any losses that may be incurred as a result of these estimates being different from the actual costs, nor for any damages whatsoever in connection with these estimates.

## 7.2 Immediate Repair Needs

Immediate Repair Needs are life safety, stabilization or code violation items that require action based on being (i) an existing or potentially significant unsafe condition, (ii) material physical deficiency, (iii) poor or deteriorated condition of a critical element or system, (iv) significant building code violation, or (v) a condition that if left “as is,” with an extensive delay in remedying it, has the potential to result in or contribute to a critical element or system failure and will probably result in a significant escalation of its remedial costs. These items are listed in a table in Appendix A.

## 7.3 Physical Needs Over the Term

Physical Needs Over the Term are items needing repair or replacement that are beyond the scope of regular maintenance, but are necessary to maintain the overall condition of the Property. Major recurring probable expenditures, which are neither commonly classified as an operation, nor maintenance expense. Physical Needs Over the Term 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 an estimated time period. These are items of work that are beyond the scope of regular maintenance and which we feel are necessary to maintain the overall condition of the Property for 10 years from the date of our investigation. These items are listed in a table in Appendix A.

## 8.0 LIMITATIONS AND QUALIFICATIONS

Our services described herein were performed and our findings and recommendations were prepared in accordance with generally accepted consulting practices for this geographical area at this time. This warranty is in lieu of all other warranties, either expressed or implied. While MCSI has made every reasonable effort to properly evaluate the Property conditions within the contracted scope of services, it should be recognized that this investigation is limited in several important respects including, but not limited to, the following:

Our findings and conclusions were based primarily on the visual appearance of the Property at the time of our site visit and on comparative judgments with similar properties in the MCSI site inspector's experience. Our site observations included only areas that were readily accessible to our representative without opening or dismantling any secured components or areas. The scope did not include invasive investigation, component sampling, laboratory analysis, an environmental site assessment, or engineering evaluations of structural, mechanical, electrical, or other systems with related calculations and review of design assumptions. Note that since destructive testing was not within the scope of services of this Report, MCSI was not able to visually evaluate if fire retardant treated plywood, polybutylene piping or aluminum wiring exists within the concealed areas. Within the authorized scope of this evaluation, definitive determination of the structural systems was not possible because MCSI did not have the opportunity to review as-built structural drawings or to perform destructive testing, and was able to make only limited observations due to lack of physical accessibility.

Some of our conclusions were partially based on information provided by others including representatives of the client, the Property owner, the property manager, contractors servicing the Property, and local building code officials. For the purposes of this Report, we have assumed this information to be complete and correct unless otherwise noted. MCSI assumes no liability for incorrect information provided by others.

Our cost estimates represent a preliminary opinion only and are neither a quote nor a warranty or representation as to the actual costs that may be incurred. These estimates are based on typical cost data that may not fully characterize the scope of the Property conditions and are further limited by possible future changes in technology, by regulatory requirements, by Property location, and by contingencies that cannot reasonably be discovered until after commencement of on-site construction activities. The cost estimates do not address the cost impact of the possible presence of lead-based paint, asbestos-containing materials or other environmentally regulated materials on renovation or demolition activities. MCSI shall not be liable to the Client nor any other party for any costs or expenses that may be incurred in excess of these estimates, for any losses that may be incurred as a result of these estimates being different from the actual costs, nor for any damages whatsoever in connection with these estimates.

This Report is intended for the sole use of the City of La Habra Heights. The scope-of-services performed in execution of this investigation may not be appropriate to satisfy the needs of other users, and any use or re-use of this document or its findings, conclusions, or recommendations is at the risk of said user. MCSI is not responsible for conclusions, opinions, or recommendations made by others based on this information.

## 9.0 APPENDICES

- Appendix A - Immediate Repairs and Physical Needs Over the Term Table
- Appendix B - Property Location Map, Site Plan and Floor Plan Diagrams
- Appendix C - Supporting Documentation
- Appendix D - General Property Photographs
- Appendix E - Roof Evaluation Survey Report
- Appendix F - Mechanical, Electrical, Plumbing and Fire/Life Safety Systems Report
- Appendix G - Asbestos Inspection Report
- Appendix H - Asbestos Operations and Maintenance Plan
- Appendix I - Lead-Based Paint Inspection Report
- Appendix J - Lead-Based Paint Operations and Maintenance Plan
- Appendix K - Statement of Qualifications