

Exhibit 2
City Owned Facilities Summary

CITY OWNED FACILITIES SUMMARY

Date: July 2009

Facility	Location	Year Built	Assessed Value	Structural Type	Facility Systems	Square Footage	Bld. Plans Avail. (yes/no)
City Hall/ Community Center	319 Main St.	2000	\$1,600,000	Brick/Steel	Heat/Air	Floor 1: 7,816 Floor 2: 4,228	Y
Visitor Center	320 Main St.	1928	\$245,300	Brick	Heat/Air	1,736	Y
Police Department	515 Main St.	1986	\$318,300	Wood	Heat/Air	2,445	Y
Post Office	102 Fourth St.	1954	\$655,000	Brick/Wood Metal Roof	Heat	Floor 1: 4,554 Floor 2: 3,666 Loading Dock: 266	N
Public Works Shop	703 First St.	1960	Unknown	Wood/Metal	None	Bldg 1: 2,958 Bldg. 2: 1,981	N
Sultan Food Bank	703 B First. St.	1960	Unknown	Wood	Heat	Floor 1: 1,984 Floor 2: 960 Storage Bldg: 720	Remodel Only
Boys and Girls Club	705 First St.	1920	Unknown	Wood	Heat	1,200	N
Boys and Girls Club	705 First St.	1920	Unknown	Wood	Heat	Floor 1: 2,730 Floor 2: 2,730 Play Court: 1,500	N

Exhibit 3
Maintenance & Improvement Matrix

Key Deficiencies	Type					Category					Est. Cost	Notes	
	5	4	3	2	1	A	B	C	D	E			
Pavement Seal Coat & Striping			3						D			\$4,000.00	
Lobby Lighting		4						C		E		\$4,000.00	
Reception Desk Design			3					C		E		\$18,000.00	
Reception & Stair Landing Configuration			3				B	C		E		incl above	
Replace Main Stair Railings	5						B					\$1,600.00	[1]
Back Stair - Clear Out Stored Material	5					A	B					\$0.00	[2]
Back Stair - Pathway Lighting	5					A	B					\$300.00	
Exterior Steel Paint (Canopies, Lintels, etc.)			3						D			\$6,500.00	
Cornice Seal & Paint		4							D			\$4,000.00	
Conc. Wall paint		4							D			\$2,500.00	
Paint Board Room < 5 years				2					D			\$2,500.00	
Re-carpet Board Room < 5 years				2					D			\$3,500.00	
Clean Roof					1				D			\$800.00	
Roof Inspection & Possible Repairs w/in 2 yrs			3						D			\$4,000.00	
Brick/Window sealant w/in 5 years				2					D			\$2,400.00	
Remove or repair speakers on roof parapet					1				D			\$100.00	
Repair AHU-2				2						E		\$1,500 - \$6,000	
Revise SA & RA at Reception on 2nd floor				2						E		\$1,500.00	
Replace/Service AHU-3				2						E		\$1,500.00	
Move Gas regulator relief vent				2					D			\$500.00	
Exterior Lighting service/repair		4							D			\$2,000.00	

TYPE KEY		
Critical Immediate Need	5	Life safety/code/welfare issues.
Significant	4	Repair/Maintenance Issues need to be addressed w/in 1 years
Important	3	Repair/Maintenance Issues need to be addressed w/in 2 years
Necessary	2	Repair/Maintenance Issues need to be addressed w/in 5 years
On-Going Maintenance	1	On-Going Maintenance Issues

CATEGORY KEY		
Life Safety	A	Immediate need for safety of occupants
Code	B	Not to code/city regulation standards
Functional Need	C	Building design/function need
Maintenance	D	Needed to keep building current
Thermal Comfort	E	Occupant Comfort

NOTES:
1. Residential brackets and missing extensions.
2. Storage in the stairwell is a major life safety issue.

**CITY OF SULTAN
Facility Assessment Study
July 24, 2009**

City Hall (Library and Chamber Room)



Exterior of City Hall – Lower 3’ of wall, concrete needs cleaning and repainting.



Exterior of City Hall – all exterior steel needs repainting and in some places primer is needed on rust spots.

**City of Sultan
Facilities Assessment
July 24, 2009**



Parking Lot –
location of
handicap parking
not convenient,
re-striping needs
to occur.



Roof Drains
clogged, need to
be swept and
cleaned regularly.

**City of Sultan
Facilities Assessment
July 24, 2009**



Roof Drains and bubbling of roof membrane



Cornice Work needs repair. Sealant and backer rod installed around entire building recommended.

City of Sultan
Facilities Assessment
July 24, 2009



Ceiling water stains and dripping. Walls all need to be repainted soon.



Emergency Exit Stairs – currently being used as storage and is dangerous in case of emergency. Also, no emergency pathway lighting.

**City of Sultan
Facilities Assessment
July 24, 2009**



Interior Stairs – rubber treads appear to be code compliant, but railing is not. It has residential brackets and is missing the extensions on the top. Landing at top of stairs is small and not adequate.

Key Deficiencies	Type					Category					Est. Cost	Notes	
	5	4	3	2	1	A	B	C	D	E			
Maintain/pave gravel parking lot			3					C	D			\$6,000.00	
Repair rot in wood window frame and paint		4							D			\$600.00	
Re-caulking of the windows in 5 years				2					D			\$1,500.00	
Tuck pointing needed on roof parapet		4							D			\$500.00	
Repair all roof flashings, replacement in 10 yrs.		4							D			\$1,200.00	
Make roof hatch accessible					1			C	D			\$500.00	
Re-attach West wall exterior lights		4							D			\$500.00	
Repaint exterior walls				2					D			\$3,200.00	
Small electric heater installed					1			C		E		\$1,000.00	
Building backflow preventer				2			B					\$2,500.00	
Replace exist. Service load center			3						D			\$3,500.00	
Replace smoke alarms with fire detection & alarm			3				B		D			\$10,000.00	
Reconfig. Telecommunication service & equip rack			3						D			\$1,500.00	
Install exposed cable runs			3						D			\$2,500.00	

TYPE KEY		
Critical Immediate Need	5	Life safety/code/welfare issues.
Significant	4	Repair/Maintenance Issues need to be addressed w/in 1 years
Important	3	Repair/Maintenance Issues need to be addressed w/in 2 years
Necessary	2	Repair/Maintenance Issues need to be addressed w/in 5 years
On-Going Maintenance	1	On-Going Maintenance Issues

CATEGORY KEY		
Life Safety	A	Immediate need for safety of occupants
Code	B	Not to code/city regulation standards
Functional Need	C	Building design/functional need
Maintenance	D	Needed to keep building current
Thermal Comfort	E	Occupant Comfort

NOTES:	

Visitor Center



Exterior of Visitor Information Center – Lights are pulling away from wall and need to be repaired soon.



Exterior of wood windows show surprising rapid deterioration. Sash needs to be recaulked and there is rot in the sill sash on 3 of the 4 windows.

MAINTENANCE & IMPROVEMENT MATRIX

BUILDING: Post Office and Museum

Key Deficiencies	Type					Category					Est. Cost	Notes
	5	4	3	2	1	A	B	C	D	E		
Update and Maintain planting areas and landscape		4							D		\$600.00	
Repaint exterior wood and trim					1				D		\$4,000.00	
Replace fascia boards and gable siding with fiber cement siding		4							D		\$7,500.00	[1]
Replace exterior egress doors and interior door to P.O. with appropriate doors and door hardware		4				A	B				\$10,000.00	[2]
Sealant maintenance on exteriors of windows		4							D		\$1,200.00	
Install sill flashing at base of windows				2					D		\$3,200.00	
Replace gutters & maintain metal roof & flashings		4							D		\$7,000.00	
Reconfigure gutter system over loading dock to stop efflorescence		4							D		Included above	
Repaint interior walls		4							D		\$5,000.00	
Replace/repair roof over loading dock (rot)		4							D		\$2,000.00	
Remodel women's restroom - ADA		4					B	C			\$5,000.00	
Replace restroom lavatory faucet with ADA type		4									\$100.00	
Asbestos survey needed	5					A			D		\$8,000.00	[3]
If used, replace kitchen appliances (museum)					1				D			
Replace all egress doors with appropriate accessible doors and door hardware (museum)	5					A	B				\$2,000.00	
Bring exterior egress stairs up to code, remove planter bed at base of North stair (museum)	5					A	B				\$16,000.00	
Repair/replace interior window trim (museum)					1				D		\$300.00	
Replace ceiling in emp. only room	5					A			D		\$3,000.00	
Repair earthquake damage @ top of stairs				2					D		\$1,500.00	
Replace exist. furnace with two new furnaces		4							D	E	\$35,000.00	
Install electric resistance force air curtain @ back door		4							D	E	\$2,000.00	
Replace exhaust fans w/in 5 years			3						D		\$1,000.00	
Add ceiling exhaust fan to Janitor closet		4					B		D		\$1,000.00	
Install window A/C unit (museum)		4							D	E	\$300.00	
Replace old thermostat		4							D	E	\$200.00	
Inspect and evaluate cond. of underground sewer syst.			3						D		\$3,000.00	
Replace water heater			3				B				\$3,500.00	
Replace all galv. Pipe with copper			3				B				\$20,000.00	
T/P relief from water heaters moved to conspicuous			3				B				\$500.00	
Relocate vent riser adj. to w/c in women's restroom			3				B				\$2,000.00	
Backflow prevention			3				B				\$2,500.00	
Backflow prevention (museum)			3				B				\$2,500.00	
Critical Electrical Conduit Repairs	5					A					\$1,500.00	
Replace elect. Service & dist. Equipment			3				B				\$28,000.00	[4]
Install new branch circuits & convenience outlets in post office spaces		4						C			\$3,000.00	
Replace lavatory receptacles with GFCI	5						B				\$200.00	
Replace interior luminaires	5						B				\$5,000.00	
Install automatic occupancy-sensing controls	5						B				\$1,000.00	
Replace lighting in museum	5						B		E		\$4,000.00	
Replace exist. time clock control	5						B				\$500.00	

TYPE KEY		
Critical Immediate Need	5	Life safety/code/welfare issues.
Significant	4	Repair/Maintenance Issues need to be addressed w/in 1 years
Important	3	Repair/Maintenance Issues need to be addressed w/in 2 years
Necessary	2	Repair/Maintenance Issues need to be addressed w/in 5 years
On-Going Maintenance	1	On-Going Maintenance Issues

CATEGORY KEY		
Life Safety	A	Immediate need for safety of occupants
Code	B	Not to code/city regulation standards
Functional Need	C	Building design/functional need
Maintenance	D	Needed to keep building current
Thermal Comfort	E	Occupant Comfort

NOTES:
1. \$5/SF x 1000 SF plus trim
2. \$2000 per door leaf for aluminum storefronts
3. Survey only. Could necessitate major abatement \$\$
4. Factors in consolidation of 1-phase and 3-phase services into a single 3-phase service & distribution system

Post Office



Exterior of Post Office –
Repainting of brick on a regular schedule is recommended.



Fascia board has some rot, wood siding is peeling and needs repainting, gutters are in bad condition and need replacing. Multiple locations of bad roof joints – could cause water intrusion.

**City of Sultan
Facilities Assessment
July 24, 2009**



Multiple places in the ceiling like this, showing water damage.

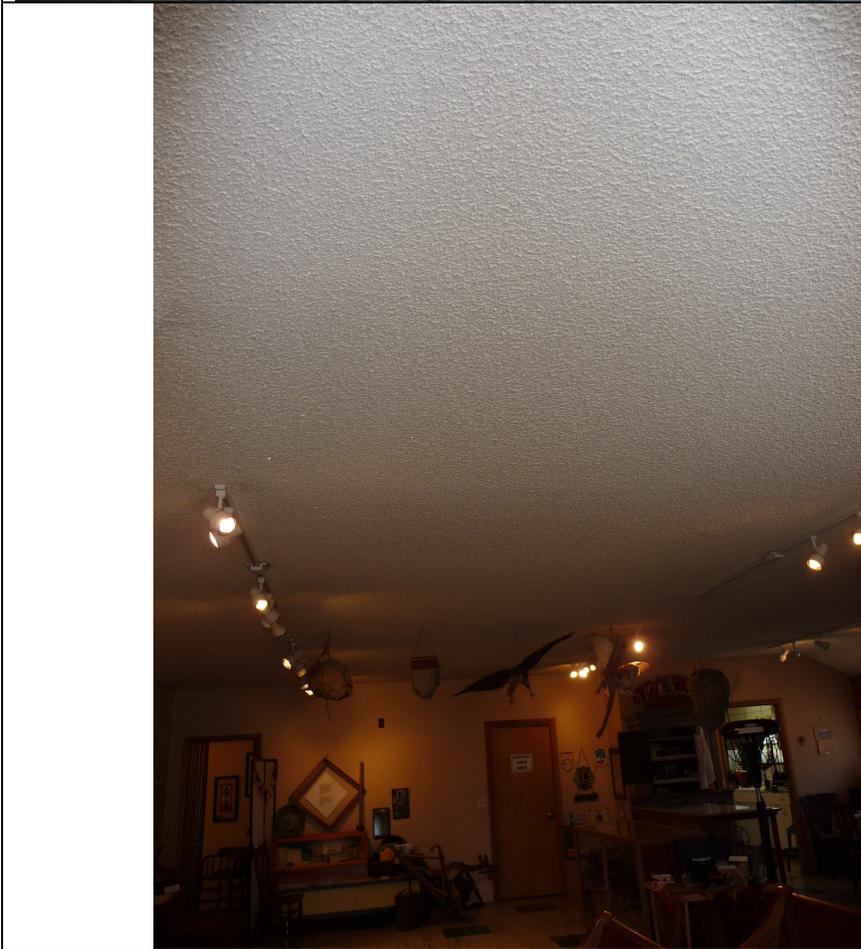


Interior walls need repainting. Interior doors are in bad shape and inappropriate for their location. Exterior door replacement recommended.

**City of Sultan
Facilities Assessment
July 24, 2009**



Museum floors appear to be 9x9 vinyl tiles.



Main ceiling texture needs to be checked.

**City of Sultan
Facilities Assessment
July 24, 2009**



Emergency exit doors. There are two exit doors, both which are about 6’-6” tall. Neither door has appropriate panic hardware (the door pictured had hardware that is mounted upside down). Both exits’ stairways are unsafe and one ends in a planter bed. This space does not have sufficient emergency egress and needs to be updated.



Exterior windows. South side of building is missing screens. Interior wood frames are splitting and cracking – could be due to moisture. Need to be fixed or replaced.

City of Sultan
Facilities Assessment
July 24, 2009

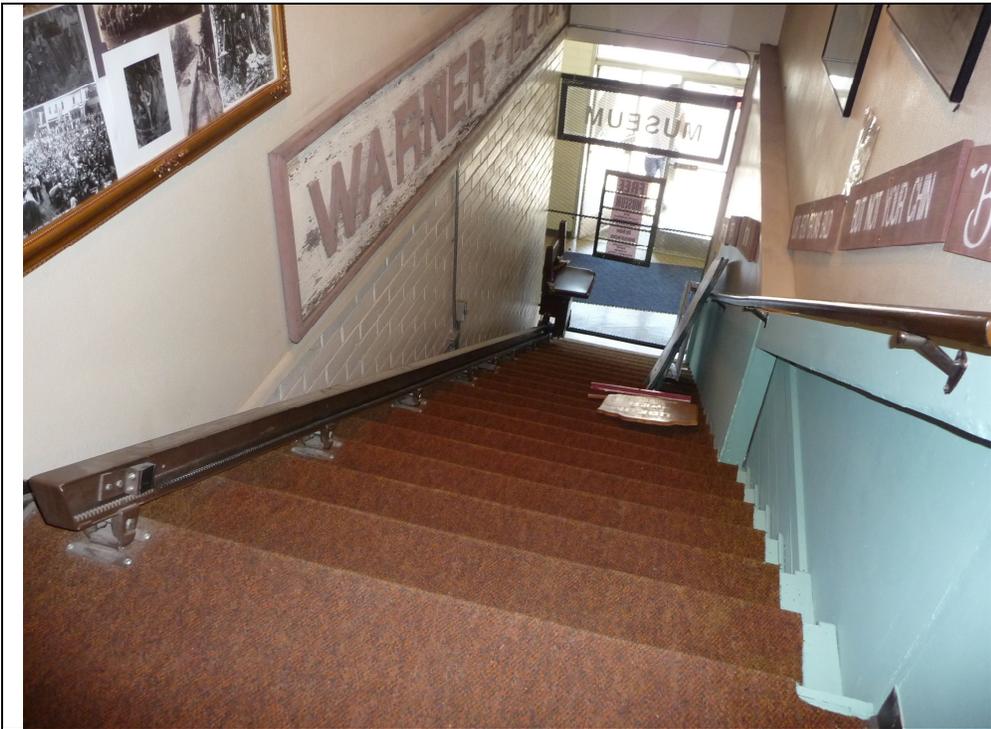


Ceiling in storage room is bowing. Could be water damage from the roof leaking.



Restroom is large enough to be ADA but is not. Missing grab bars, carpet causes an unsmooth surface, sink is not accessible. Wall finish needs to be updated and completed – multiple areas missing wall finish.

City of Sultan
Facilities Assessment
July 24, 2009



Exit stairs are not accessible. Chair lift is old fashioned. Railing has residential brackets and is missing the extensions at top and bottom.



Exterior emergency exit stairs that deposit into planter. Risers are not an accessible surface; railings are gapped and not accessible. It is a dangerous route for evacuation.

Key Deficiencies	Type					Category					Est. Cost	Notes
	5	4	3	2	1	A	B	C	D	E		
Repair sidewalk around street tree	5					A			D		\$6,000.00	
Repair cracked exterior windows	5					A			D		\$3,000.00	
Check flashings around roof penetrations - may be source of leaking		4							D		\$300.00	
Repair/replace damaged ceiling tiles		4							D		\$150.00	
Replace carpet in < 5 years				2					D		\$6,000.00	
Check gutter connections		4							D		\$100.00	
Install attic economizer for cooling equipment				2					D		\$6,000.00	
Backflow prevention				2					D		\$2,500.00	

TYPE KEY		
Critical Immediate Need	5	Life safety/code/welfare issues.
Significant	4	Repair/Maintenance Issues need to be addressed w/in 1 years
Important	3	Repair/Maintenance Issues need to be addressed w/in 2 years
Necessary	2	Repair/Maintenance Issues need to be addressed w/in 5 years
On-Going Maintenance	1	On-Going Maintenance Issues

CATEGORY KEY		
Life Safety	A	Immediate need for safety of occupants
Code	B	Not to code/city regulation standards
Functional Need	C	Building design/functional need
Maintenance	D	Needed to keep building current
Thermal Comfort	E	Occupant Comfort

NOTES:

Police Station



Exterior of Police Station. Good shape for the most part. Some flashings around vents may need work to keep from leaking. Sidewalk needs work on corner where tree roots are causing the sidewalk to rupture and be uneven.



Cracking in reflective film of exterior windows needs repair. Most large windows have cracking.

**City of Sultan
Facilities Assessment
July 24, 2009**



Multiple locations in ceiling showing water damage.



Internal restrooms are semi-accessible. Men's is missing grab bars. Shower room – shower is accessible however there is no accessible way to reach the shower due to the storage of biohazard machine in room. Public restroom is accessible.

Key Deficiencies	Type					Category					Est. Cost	Notes
	5	4	3	2	1	A	B	C	D	E		
Site parking/drive access/walk areas paving	5						B		D		\$660,000.00	[1]
Upgrade Metal Storage Building											\$120,000.00	
New Hazmat Shed											\$20,000.00	
Replace exterior man doors and new exit doors		4							D		\$3,000.00	
Windows updated, replace cracked windows		4							D		\$1,500.00	
Replace roof and gutters	5						B		D		\$22,000.00	[2]
Replace toilet room with 2 new ones	5						B		D		\$12,000.00	[3]
Interior Stairs updated to meet code, maint. Needed		4					B		D		\$350.00	
Install exhaust fan over restroom				2					D		\$500.00	
Install general space exhaust fan				2					D		\$2,000.00	
Replace unit heater thermostats				2					D	E	\$300.00	
Building backflow preventer			3				B				\$2,500.00	
Adequate freeze protection			3				B				\$3,000.00	
Replace old elect. panel and new distribution		4					B		D		\$8,500.00	
Replace old elect. Service pole with new service/feeders		4					B		D		\$40,000.00	[4]
Update all interior and exterior lights w/lighting controls	5								D		\$12,000.00	
Small fire/security alarm system	5					A	B				\$7,500.00	

TYPE KEY		
Critical Immediate Need	5	Life safety/code/welfare issues.
Significant	4	Repair/Maintenance Issues need to be addressed w/in 1 years
Important	3	Repair/Maintenance Issues need to be addressed w/in 2 years
Necessary	2	Repair/Maintenance Issues need to be addressed w/in 5 years
On-Going Maintenance	1	On-Going Maintenance Issues

CATEGORY KEY		
Life Safety	A	Immediate need for safety of occupants
Code	B	Not to code/city regulation standards
Functional Need	C	Building design/functional need
Maintenance	D	Needed to keep building current
Thermal Comfort	E	Occupant Comfort

NOTES:
1. Full site redevelopment needed including stormwater management fences, outbuildings & paving. \$220,000 / Acre x 3 acre
2. Metal Roofing at \$750/square (square = 100 SF)
3. Needs two toilet rooms (male & female). Probably needs shower facilities.
4. Repl feeders for PW, and both B&G bldgs

Public Works Shop



Gravel and dirt lot in poor condition with staining from spilled oil and fluids.



Exterior of Shop is in poor condition. Roofing needs to be replaced, gutters are missing or need repair on entire building. Building needs repainting soon. Door in very poor condition and needs replacing.

City of Sultan
Facilities Assessment
July 24, 2009



Interior of Shop is run down. Restroom is in terrible shape and looks unusable.



Stairs are in fair condition. Not accessible. Stairs and attic space used for storage.

MAINTENANCE & IMPROVEMENT MATRIX

BUILDING: Food Bank

Date: July 2009

Key Deficiencies	Type					Category					Est. Cost	Notes
	5	4	3	2	1	A	B	C	D	E		
Site parking paving & walk maint.		4					B				\$8,000.00	
Replace roof and gutters	5						B		D		\$15,500.00	[1] 22 squares
Update entrances, door and hardware		4						C	D		\$4,000.00	
Replace toilet room (food bank)	5						B		D		\$3,500.00	
Replace toilet room (municipal)	5						B		D		\$2,500.00	
Asbestos survey needed	5					A			D		\$4,000.00	[2]
Replace windows with insulated units	5						B		D		\$6,000.00	
Repair and repaint exterior siding and trim		4							D		\$3,000.00	
Roof cricket install	5						B		D		\$2,500.00	
Replace heat pump and install high efficiency furnace		4						C		E	\$11,000.00	
Install separate heat pump system for muni. Storage		4						C		E	\$8,000.00	
Install plastic curtain barrier @ walk-in cooler entrances		4						C		E	\$200.00	
Install air curtain @ doors left open		4						C		E	\$2,500.00	
Install ceiling exhaust fan in restrooms (both spaces)		4						C	D		\$1,000.00	
Piping replacement (copper for galv.)		4									\$8,000.00	
Building backflow preventer		4					B				\$2,500.00	
Electrical light switch access			3					C	D		\$300.00	
New flooring @ food bank			3						D		\$4,000.00	
Remove and replace glue-on ceiling tile (may be ACM)		4				A			D		\$4,500.00	
Replace lighting @ front bldg. food bank side		4							D		\$500.00	
Replace toilet receptacles w/GFCI type		4					B		D		\$300.00	
Check elect. System grounding and repair		4					B				\$1,500.00	
Replace electrical branch circuit panels			3						D		\$7,000.00	
Replace lighting throughout - rebate program (int. & ext)		4					B				\$9,000.00	
Small fire/security alarm system	5					A	B				\$8,500.00	

TYPE KEY		
Critical Immediate Need	5	Life safety/code/welfare issues.
Significant	4	Repair/Maintenance Issues need to be addressed w/in 1 years
Important	3	Repair/Maintenance Issues need to be addressed w/in 2 years
Necessary	2	Repair/Maintenance Issues need to be addressed w/in 5 years
On-Going Maintenance	1	On-Going Maintenance Issues

CATEGORY KEY		
Life Safety	A	Immediate need for safety of occupants
Code	B	Not to code/city regulation standards
Functional Need	C	Building design/functional need
Maintenance	D	Needed to keep building current
Thermal Comfort	E	Occupant Comfort

NOTES:	
1.	Metal Roofing at \$750/square (square = 100 SF)
2.	Survey only. Could necessitate major abatement \$\$

Food Bank Building



Roof of original building needs to be replaced asap. The gutters are rusted out and leak. Downspouts are disconnected from gutters in multiple locations. Wood-lap siding needs repainting.



Exterior windows are in very poor shape and are very easy to open – need to be replaced or updated.

City of Sultan
Facilities Assessment
July 24, 2009

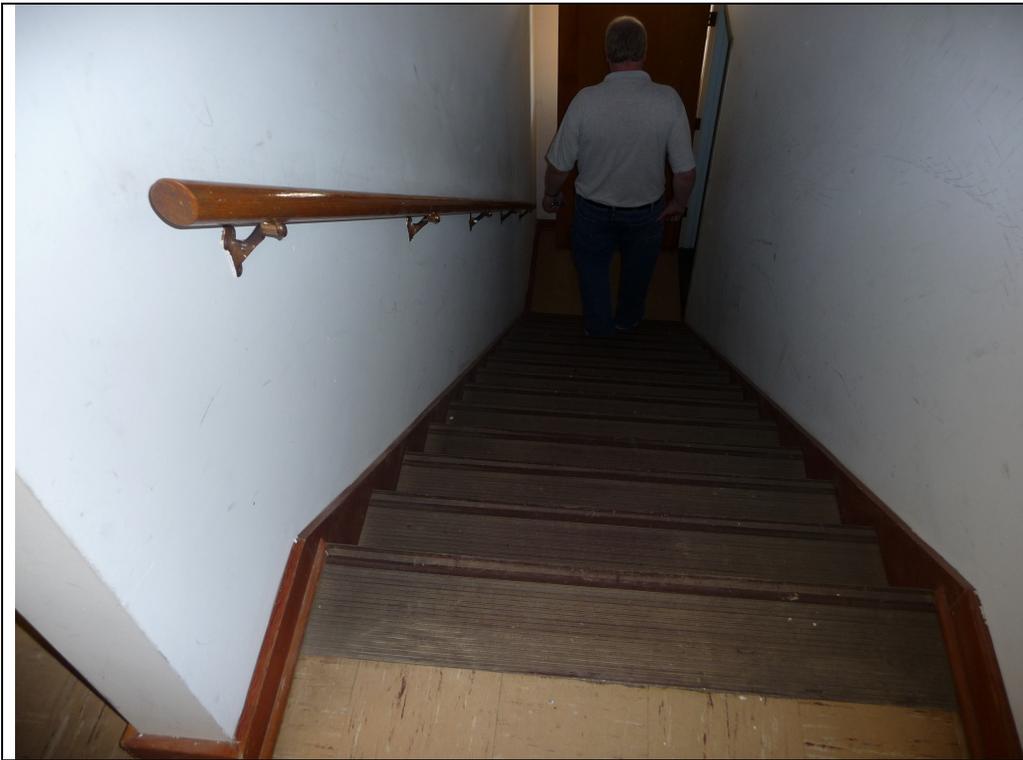


Connection between original building and new building is a major problem causing leaking into the new building.



Restroom is not accessible and needs to serve 12 employees. Cold water faucet leaks. Window is too easy to open.

**City of Sultan
Facilities Assessment
July 24, 2009**



Flooring is Vinyl Tile in stairs and upper and lower floors of city side. Railing is not compliant (missing extensions on top and bottom) and has residential brackets.

MAINTENANCE & IMPROVEMENT MATRIX

BUILDING: Boys and Girls Club 2 Story Building

Date: July 2009

Key Deficiencies	Type					Category					Est. Cost	Notes	
	5	4	3	2	1	A	B	C	D	E			
Site parking/walk areas paving and striping		4					B		D			\$15,000.00	
Replace all egress doors with appropriate new doors and door hardware	5					A	B					\$10,000.00	
Toilet Rooms brought up to code		4					B					\$16,000.00	
Asbestos survey needed	5					A			D			\$6,000.00	[1]
Replace interior flooring (may be VAT)	5					A			D			\$22,500.00	
Update interior stairs (railings, treads)	5					A			D			\$4,000.00	
Update exterior stairs (both sides of bldg.) to code	5						B		D			\$12,000.00	
Upgrade windows to be more efficient				2					D			\$28,000.00	
Paint GWB ceiling				2					D			\$1,500.00	
Replace kitchen cabinets/countertops		4							D			\$10,000.00	
Paint Exterior siding			3						D			\$9,000.00	
Whole house ventilation fan in attic				2					D	E		\$2,500.00	
Replace electric resistance heat			3						D			\$12,000.00	
Replace electric heater controls			3						D	E		\$1,500.00	
Add exhaust fan to janitor's closet				2					D			\$700.00	
Provide roof vents & intakes (municipal side)				2					D			\$2,500.00	
Remove old Mitsubishi split system (municipal side)				2					D			\$2,000.00	
Change faucet handles w/ADA blade type ones		4					B		D			\$200.00	
Upgrade water heater to gas				2					D			\$2,500.00	
Replace galv. pipe with copper		4							D			\$15,000.00	
Water closets may need replacing		4							D			\$0 - \$1,000	
Building backflow preventer		4							D			\$2,500.00	
Install ADA insulators, change lavatory handles		4					B		D			\$700.00	
Replace exist. GPF water closets		4					B					\$5,000.00	
Water heater relief valve needs to be drained to a conspicuous location (municipal side)		4					B					\$300.00	
Kitchenette & restroom areas need to be separated and lavatory is required in restroom (municipal side)		4					B					\$3,000.00	
Re-support aerial service drop cables		4					B		D			\$15,000.00	
Replace lighting inter. & exter. - rebate program		4					B					\$9,000.00	
Bring branch circuit panel in kitchenette up to code			3				B					\$3,500.00	
Small fire/security alarm system	5					A	B					\$3,500.00	

TYPE KEY		
Critical Immediate Need	5	Life safety/code/welfare issues.
Significant	4	Repair/Maintenance Issues need to be addressed w/in 1 years
Important	3	Repair/Maintenance Issues need to be addressed w/in 2 years
Necessary	2	Repair/Maintenance Issues need to be addressed w/in 5 years
On-Going Maintenance	1	On-Going Maintenance Issues

CATEGORY KEY		
Life Safety	A	Immediate need for safety of occupants
Code	B	Not to code/city regulation standards
Functional Need	C	Building design/functional need
Maintenance	D	Needed to keep building current
Thermal Comfort	E	Occupant Comfort

NOTES:
1. Survey only. Could necessitate major abatement \$\$

--

Boys and Girls 2 Story Building



Exterior of Boys and Girls 2 Story Building.



Exterior Stairs on both sides of building not to code and unsafe. Rise is different between metal and concrete steps. Not conducive to emergency situations, especially in a building serving children.

**City of Sultan
Facilities Assessment
July 24, 2009**



Interior Stairs
– 9x9 Vinyl
Tiles with
rubber treads.
Stairs in poor
condition.
Railings are on
residential
brackets and
missing
extensions on
top and
bottom. Not
accessible.
Flooring in
most of the
building is
vinyl tile.



Emergency
exit doors
from second
floor do not
have panic
hardware, have
knob handles,
and is very
difficult to
open.
Dangerous for
emergency
situations.

**MAINTENANCE & IMPROVEMENT MATRIX
BUILDING: Boys and Girls Club 1 Story Building**

Key Deficiencies	Type					Category					Est. Cost	Notes	
	5	4	3	2	1	A	B	C	D	E			
Site parking/walk areas paving and striping		4					B		D				
Replace entry ramp with ADA ramp	5					A	B					\$5,000.00	
Toilet Room brought up to code		4					B					?	[1]
Asbestos survey needed	5					A			D			\$2,000.00	[2]
Check & update crawlspace for proper construction, check floor structure for rot		4					B		D			\$200.00	
Replace egress doors at entry and side exit with proper doors and door hardware	5					A	B					\$6,000.00	[3, 4]
Replace second exit landing and stairs	5					A	B					\$4,000.00	[3]
Maintain roof - remove moss, fix gutters		4					B		D			\$3,000.00	
Replace and maintain siding		4							D			\$5,000.00	2k + \$2/sf
Replace carpet and rubber base		4						C	D				
Repaint walls		4							D			\$5,500.00	\$2/sf
Repair and/or replace ceiling tiles		4							D			\$3,600.00	\$3/sf
Replace/repair kitchen casework, counter tops and appliances			3					C	D			\$7,000.00	
Maintain windows					1				D			\$750.00	
Install bathroom ceiling fan		4					B		D			\$500.00	
Remove storage items from furnace closet		4					B	C	D			\$0.00	
Use brush-applied type duct sealant		4					B		D			\$500.00	
Range above oven		4					B					\$1,000.00	
Correct leaky waste fitting @ kitchen sink				2					D			\$200.00	
Change lavatory faucet to ADA compliant				2			B					\$500.00	
Replace galv. pipe with copper				2			B					\$3,500.00	
Building backflow preventer				2			B					\$2,500.00	
Replace lighting inter. & exter. - rebate program		4					B					\$6,000.00	

TYPE KEY		
Critical Immediate Need	5	Life safety/code/welfare issues.
Significant	4	Repair/Maintenance Issues need to be addressed w/in 1 years
Important	3	Repair/Maintenance Issues need to be addressed w/in 2 years
Necessary	2	Repair/Maintenance Issues need to be addressed w/in 5 years
On-Going Maintenance	1	On-Going Maintenance Issues

CATEGORY KEY		
Life Safety	A	Immediate need for safety of occupants
Code	B	Not to code/city regulation standards
Functional Need	C	Building design/functional need
Maintenance	D	Needed to keep building current
Thermal Comfort	E	Occupant Comfort

NOTES:
1. Would require a complete rebuild
2. Survey only. Could necessitate major abatement \$\$
3. Major life safety item.
4. \$2000 per door leaf

Boys and Girls Club 1 Story Building

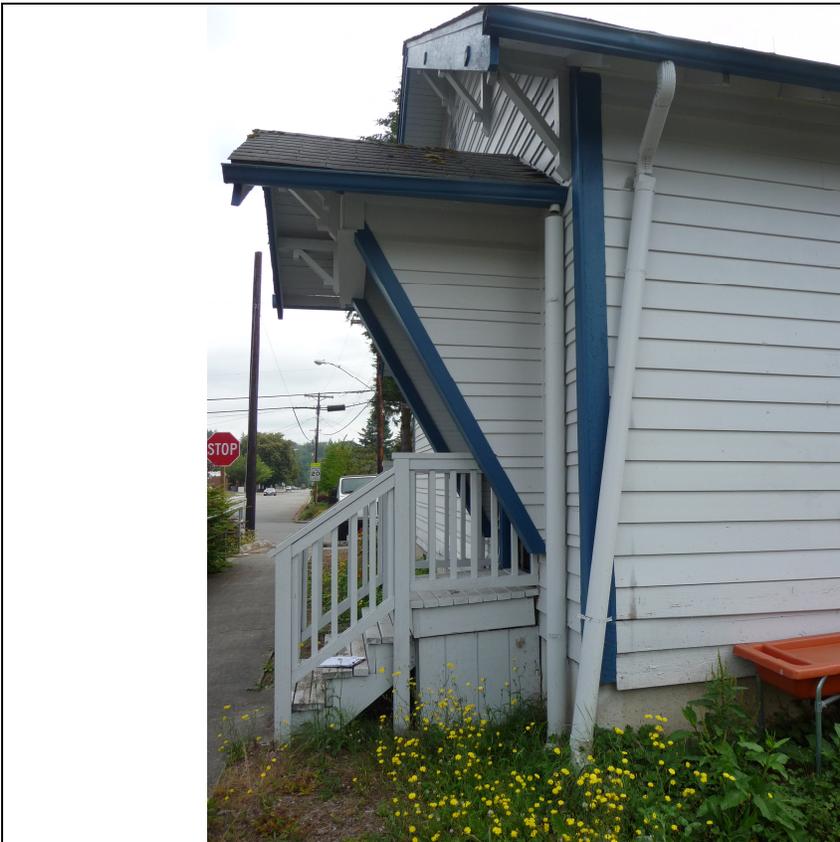


Exterior of Boys and Girls Club 1 Story Building - Ramp is broken and has no handrails. Needs to be replaced. Doors are in poor condition and need to be replaced. Replacement and maintenance of siding is needed.



Due to crawlspace vents, we assume there is a crawlspace. Most likely non-code compliant. Gutter daylighted into depressed area by crawlspace vent and we assume this can cause decay, mold and deterioration of floor structure.

**City of Sultan
Facilities Assessment
July 24, 2009**



Second exit – door swings inward rather than out, has knob hardware and is thus a non-compliant exit door. Wood steps vary in height from 8 ¼” to 7” and the decking is in poor shape rotting and one deck board is broken.



Flooring is a green carpet that is delaminating in some areas and in poor shape so needs replacement soon. The cover rubber base has problems as well.

Exhibit 4
Facilities Assessment Building Inspections

EXHIBIT #4
CITY OF SULTAN
FACILITIES ASSESSMENT
BUILDING INSPECTIONS
July 24, 2009

Location & Time: 7/24/2009 8:00 AM

City Hall Building & Council Chamber

1. Canopies: Metal canopies have a metal roof system that slopes toward the building and ends in a gutter against the building. There are staybacks to the building. The roofing metal finish is in good shape. The painting on the diagonal stays will need to be refreshed regularly to prevent rusting.
2. Lobby: The floor is a stained concrete, which is fairly rough. The staining is showing wear. The lighting in the lobby is substandard and dark, particularly in the evenings.
3. Site Steel Railing and Painting: The exterior steel railings are in need of repainting with touch-up primer on the rust spots. This includes the structural steel elements on the canopy. The fascia metal and cap metal needs cleaning.
4. Parking Lots: The parking lot is in pretty good condition. The striping needs to be repainted. There are trash bins in the handicapped parking stall. The handicapped parking stall is across the parking lot from the building entrance ramp. I do not understand why the stall on the building side of the parking lot is not the barrier-free stall.
5. Chain link fencing protecting the gas meter and electrical service gear is falling apart and in need of repair.
6. Trash Enclosure and Gates: There is efflorescence on the CMU of the trash enclosure. The gates are chain link gates, fairly light duty, and are in need of adjustment, repair or replacement.
7. Exterior Walls: Most of the exterior walls are face brick that is in good condition. The base of the wall up about 3 feet is of stained or integral color concrete. This concrete surface is dirty and needs cleaning and repainting.
8. Exterior Windows: The windows are in good condition for the most part. They are aluminum-clad wood. The lower floor windows are picture windows, but the upper story windows are a combination of picture windows and single-hung operable windows. Exterior doors are insulated hollow metal that are energy code compliant and in good condition. The main entrance doors are aluminum storefronts. Upon closer inspection of the exterior windows that are up high above the canopies, we noticed a couple of things. First of all, they appear to be vinyl or PVC clad rather than aluminum clad on the frames. Secondly, the steel headers across the top of the openings have been painted but will need repainting before too much longer, as the painting is starting to deteriorate. Thirdly, on some of the frames of some of the windows there is minor cracking or appearance of

City of Sultan Facilities Assessment
Building Inspections
July 24, 2009

distressing of the exterior finish. I don't know if that is surface or whether it is actually a deterioration of the finish of the vinyl. Lastly, the windows to the brick will need sealant repair work within the next 5 years.

9. The gas piping needs to be sealed where it enters the building.
10. Main Interior Stair to the Second Floor: The stair has rubber treads and appears to be code compliant with the exception of the railings on the side. The railings are using residential brackets. They are wood railings. They do not have extensions at the top on either side. They do have extensions at the bottoms.
11. The reception desk at the top of the stairs on the second floor has very low counters, which creates a security risk for staff. Also, the face of the counter is 4 ½ feet from the top of the stairs, which creates a functional bottleneck and a potential safety hazard, with people potentially falling down the stairs.
12. Upstairs restrooms are barrier free.
13. Library Interiors: Library has carpeting, painted wallboard and ACT ceilings with a lowered cloud of GWB. All are in good condition.
14. In the exit stairwell, the lighting is all switched within the stairwell itself. There appears to be no emergency pathway lighting here. This is a code issue.
15. Kitchen is carpeted and contains refrigerator, sink and microwave
16. Council Chamber Room: The walls are painted wallboard and will need repainting fairly soon. They are getting a bit dinged up and dirty. The ceilings are in good shape. The room is carpeted with a field and a border carpet. It is in fair shape. There are stains in places. It probably has another five years of life to it.
17. Board Room Kitchen: The plumbing fixtures and appliance appear to be in good condition, although the microwave is old. The laminate countertop is chipped and stained and could stand to be relaminated in the next few years. The floor covering is in fair condition. It is seamed vinyl flooring with self-coving base.
18. Low Roof Over Board Meeting Room: The roofing is a single-ply looks like PVC or TPO membrane. The membrane goes up the inside of the parapet wall to the parapet wall cap. There are walking paths around from the roof hatch to the mechanical unit, which sits in the center of the roof. The roof membrane appears to be in good condition over most of the field and around the parapet walls. It is a 9-year-old roof. There are some patches at various locations in the field and around the perimeter. The roof membrane needs to be cleaned and swept of the debris that is gathered, particularly in and around the roof drains. The membrane roofing is detached and loose typically where it turns from the flat roof area to the vertical surface. There is no cant strip at this location and the roofing is typically pulled away from the coved base. The other fairly significant maintenance issue is around the roof drains themselves. There is a lot of sediment in the roof drain area and the roof

City of Sultan Facilities Assessment
Building Inspections
July 24, 2009

membrane is bubbled and detached from the substrate where it moves down into the well. There is a significant risk of puncture or tearing at this location. This should be addressed with a qualified roofing repair person, approved by the manufacturer.

There is a point along the ends of the parapet walls that meet into the brick where the roofing membrane just slides in behind the face brick and the mortar of the face brick matches the roofing membrane. This appears to be a tight joint at the present, but I am concerned about the propriety of this installation.

19. **The Main Roof and North Side Low Roof:** The main roof is the same as the previous roofing spec, but there is some more information. It appears that the roof system may be a mechanically attached rather than a fully adhered installation for the roof membrane. The main roof parapet wall roofing is generally loose all the way up the inside face to the parapets. This would be improper for a fully adhered system, but may be okay for a mechanically attached system. This should be verified with the roofing membrane manufacturer. At the southeast corner of the roof there are two cast iron gratings that are sitting on top of the roof. We are not sure what they are here for, but they should be removed unless it is a problem that they have had roof uplift and they are weighting down the roof membrane. We do not know. Also on the outside of the parapet there are two speakers mounted facing downward. I'm not sure what those are for. One speaker is missing its cover.
20. **Cornice Work around the Perimeter of the High Roof Parapet:** The high roof parapet is made up of either foam or wood moldings and cornice materials. These moldings have gaps at every location where the pieces join. These were originally sealed and had a tight butt joint, but the materials have shrunk in length and what was originally a 1/16" gap is now a 3/8" gap typically around the building. We recommend that the moldings have sealant and backer rod installed around the entire building.
21. **Exterior Christmas Lights:** These are plugged in using standard extension cords, which are hooked up back to the HVAC unit electrical outlet. This does not appear to be a very safe installation.
22. **Back Exit Stairwell from second story is used as a storage location and janitor's closet.** This is not a code-complying use as it blocks the roof stair, electrical panel, fire extinguisher, and exit width.

Food Bank

1. This building is comprised of two portions: the front portion is a wood framed residential style building with a sloped roof and wood siding; the second portion is a steel-clad building with wood framing. It is a pole-type building with structural posts going down into the ground, wood horizontal girts and wood purlins supporting the metal roof and siding.
2. **Front Portion Roof:** The composition shingle roof is beyond the need for replacement. It has been patched in many locations and has moss growing on it. The aluminum gutters are

City of Sultan Facilities Assessment

Building Inspections

July 24, 2009

- rusted out and leak. The downspouts are disconnected from the gutters in at least one location, probably multiple ones. The roof has through-roof ventilators from the attic space that look to be about 20 years old, which is when we estimate this roof was last replaced. It appears that the shingle roofing has only one layer of shingles, which would imply that a new roof could be placed over the old.
3. Back Building Roofing and Siding: The roofing and siding are prepainted roof panels 36” wide with exposed fasteners. The exposed fasteners are washer-headed. The siding and roofing appear to be in good condition. There are some places along the sides of the building where there has been damage or denting of the siding.
 4. Back Building Foundation: The foundation appears to be a concrete slab with a pressure-treated wood perimeter that the siding is nailed into or screwed into. I cannot tell whether the posts for the building are buried in the concrete footing or just in the earth.
 5. Back Building Structural Frame: Frame is 6x6 or 8x8 pressure-treated posts that support double wood and metal plate trusses that support the roof. There are four bays that are 12 to 14 feet on center. The walls are uninsulated. The roof has minimal insulation over the purlins with a facing sheet.
 6. Inside the back building is a large walk-in cooler/freezer that probably takes up a third or more of the space. The refrigeration equipment sits on top of it; shedding its air to the main space. There are motorized louver vents high in the north wall and in the east wall above the front building roof.
 7. The joint between the front building and the back building has been a great source of consternation and leak problems. The roof runs down to a gutter that is exposed in the back building. It overflows and cannot be maintained.
 8. Exterior Siding: Front building has wood lap siding, which needs repainting.
 9. Exterior Windows: Exterior windows are wood, single-pane, single-hung operable windows that are in very poor shape. The latches and locks are such that they are easy to open from the exterior as well as the interior at least in the bathroom one.
 10. The food bank employees do not have access to the light switches to the front porch or the one at the back hallway of their space. They would like this.
 11. Interior Finishes: The carpeting, the flooring is worn but serviceable. Walls are dinged up and could use patching and repainting.
 12. Interior and Exterior Doors: The doors are generally wood in wood frames with non-barrier-free hardware. They generally work and are mostly kept open while the food bank is in use.
 13. The ceilings are glue on acoustical tile, 1 foot square. This is old enough that they may be ACM. Other possibilities for ACM are the bathroom vinyl or mastic and carpet glue. I don't know where a survey has ever been done.

City of Sultan Facilities Assessment

Building Inspections

July 24, 2009

14. The building has one restroom that is not ADA compliant and it is supposed to serve 12 employees at any given time. The restroom is not available to the public.
15. Employee complaints include: Cold water faucet in restroom leaks, there is no way to clean the condensate drain pipe that clogs. The fluorescents need replacing; as they are constantly having some go out. The windows open too easily.
16. Food bank portion, including the toilet room, is old, out-dated and completely non-barrier-free.

Food Bank Building – City-Owner Side

1. This is a two-story building. The second floor is framed with 2x10s or 2x12s as it's insulated between the floors generally.
2. Ceilings in the lower floor area are acoustical ceiling tile dropped in at about 7'6" and above that, there is an 8' GWB hard lid ceiling.
3. The flooring is the green carpet common throughout, probably over VAT.
4. In the front room the ceiling material is not drop-in ACT, but it has applied 12x12 glue on acoustical ceiling tile. This ceiling tile may contain asbestos.
5. This part of the building is used for storage.
6. Stair to Second Floor: This stair has the brown vinyl treads on it similar to the part that is used in the Boys & Girls Club. It has one wood hand railing with residential brackets without extensions. The treads are in poor condition but as long as this building is not occupied, they will work for the time being.
7. Second Floor: This configuration of the building is similar to the public works shop building, but it has a finished second floor area up in the roof rafter area. It has two pairs of windows at either end. The second floor area is finished off and walled off with wallboard and it has the VAT tile on the floor. When looking into the attic space on either side there is 3 ½" or 4" fiberglass batt insulation. The ceiling insulation is probably full depth you know 8 or 9 inches of insulation because it is the full depth of the joists.
8. Roof structure is 2x6 rafters at 24 inches on center with 1x skip sheathing overlain by oriented strand board sheathing.
9. Above the second floor ceiling is the same roof construction and there is fiberglass batt insulation above the ceiling at the center of the structure.

Public Works Shops Site

1. Parking Lot: Gravel and dirt and in poor condition. There are areas of staining where vehicles have spilled oil and fluids onto the gravel.

City of Sultan Facilities Assessment

Building Inspections

July 24, 2009

2. Drives and Access: One gravel driveway access to the shops area.
3. Fencing: The site is surrounded by a 6' tall chain link fence with 3 strands of barbed wire. It is around most of the site that we can see. Some areas of the fencing do not have the barbed wire on them. There is a rolling gate at the entrance that is in serviceable condition, but just has a padlock on it. The fencing is in fair condition.
4. Site Lighting: There are a number of lights on wooden poles scattered around the site strung with overhead wire on city-owned poles. The main source of power for this entire site is a city-owned wood pole that is badly deteriorated.
5. Hazmat Shed: There is a small wooden shed in decrepit condition in which are stored gasoline, hydraulic fuel, fluids and other hazardous material items.
6. Dog Kennel: A small CMU building on concrete foundation is the dog kennel. It does not look occupied. It has an exterior hollow metal door in very poor condition and no hardware. The flat roof is probably in poor repair, although we did not look.
7. Back Lot: There is a gravel and grass back lot area that has a number of dumpsters stored and a bone yard for water meter boxes, etc. Gravel and sand are stored back here as well and in concrete sided bins. There is a very old steel shed building that houses city vehicles such as a street sweeper and dump truck. It has rolling doors and a gravel and dirt floor. The siding, doors and roofing are rusted and in very poor condition. The interior lighting is old industrial fixtures with compact fluorescent lamps. The roofing has some fiberglass translucent panels in it that provide a minimum amount of daylight to the building. Caulking, fastener maintenance and painting of this building would do a lot. There is no heat or insulation.

Public Works Shops Building

1. This is a 2-story building with a storage attic area underneath the roof. The storage attic area has a pair of double hung windows at either end, which are kept open for ventilation.
2. Insulation: This is a completely uninsulated wood frame building.
3. Structural Frame: Structural frame is wood frame with 2x4 studs, 2x6 rafters that are supported down to the second floor level. The second floor level is supported by 2x14 wood joists on what appears to be 16 inches on center. The storage floor has ¾" deck covered by ¼" plywood underlayment. The flooring on the main level is poured concrete slab.
4. This building has a shop space at the east end, with a restroom that is in terrible shape and not to code. To the west is a kind of a storage area and stairs to the second floor in the next enclosed section. Then there are 3 vehicle parking bays that appear to be used quite often. The garage areas have some workshop tables, microwave and some office equipment around the perimeter of the space. There are 3 additional bays to the West that are

City of Sultan Facilities Assessment
Building Inspections
July 24, 2009

separated by a wall. They house storage for the city (Christmas decorations, supplies from the Korean War, etc.), and sometimes chlorine.

5. Foundation: The floor is concrete and the posts holding up the second floor at the midpoint of the building appear to be supported off of concrete plinths, so there is a concrete foundation under this.
6. There is a long central beam running longitudinally down the middle of the building. It's a timber beam that looks to be about 9 or 10 inches wide by 14 or 16 inches deep. This is supported by 8x8 timber posts. The front doors are rolling doors on the north side of the building. They are timber doors that are top hung and they slide in a bypass fashion. Exterior to the doors are 8x8 timber posts that look to be buried into a concrete core. The doors are in fair condition.
7. Other Doors: The interior doors that we see are wood in wood frame. The exterior door is also in a wood frame. The exterior person door is in very poor condition.
8. Gutters: Many places around the building are missing sections of gutter or the down spouts are not connected to the gutter.

Parking Shed on Public Works Site

1. General Description: This is a pole building that is enclosed with metal siding on three sides and open to the front. It consists of 6x6 pressure-treated posts buried into the ground with no concrete and its gravel floor with posts support doubled wood and metal plate trusses. The post lines are on 12-foot centers. The top of the roofing is metal roofing with exposed fasteners and minimal insulation. The siding is metal siding with exposed fasteners. This building is in fair condition and is generally serviceable for its parking function. There are 8 bays.

Boys & Girls Club 2-Story Building

1. General Description: This is a 2-story frame building that used to be barracks for the forest service or CCC camp. It has composition roof shingles, horizontal and vertical lap siding, and single pane double-hung wood windows.
2. Use: The use of the building is public works offices and storage on the top floor with the Boys & Girls Club occupying part of the top floor as well. The Boys & Girls Club occupies the entire lower floor. There is a basketball play shed in the back that is fenced and has a post and frame construction similar to the other buildings owned by the city. The construction type of the building is 5B.
3. Roofing: The composition roofing is in pretty good condition. It looks like it probably has another 12 years of life to it. Painting will need to be done in 5 to 7 years. The exterior windows, aside from needing repainting, are probably serviceable until the city gets tired of paying the energy that goes out of them.

City of Sultan Facilities Assessment

Building Inspections

July 24, 2009

4. The front door to the Boys & Girls Club has lever-handled hardware and is a hollow metal door that looks like it is in good condition. The rest of the interior doors are wood doors with knob hardware in wood or hollow metal frames.
5. Boys Restroom: The sink counter plastic laminate is chipped and breaking apart and need relaminating. The flooring is 12x 12 VCT, which is in relatively poor condition near the toilets themselves, but in adequate condition elsewhere.
6. The VCT flooring continues out into the main lobby, the dining lounge area and the kitchen. There are some throw rugs over top of it at various places. This appears to be in fair to good condition throughout.
7. Girls Restroom: Similar comments to the Boys restroom. Has different toilets in here. It looks like one of them was replaced recently with an elongated style toilet. The plastic laminate wainscot is in poor condition and is missing in some areas. The flooring is in fair condition. The wall base is in poor condition. There is one original sink that is a double trough-type, and then they have a barrier-free individual sink there, too. One of the toilet stalls is modestly barrier-free, but the door does not have lever handled hardware.
8. Main Gathering Room: VCT flooring, GWB ceiling and wallboard. The latter needs painting within 5 years. The subfloor underneath the VCT appears to be concrete.
9. Back Office Area: This has a closet and a small non-barrier-free toilet. The doors are all wood in wood frame. The closet door frame has been broken and the latch is useless. The flooring in these spaces is 9x9 VAT.
10. Kitchen Area: The appliances are older but serviceable. Cabinets look like they were built in 1950. They are painted wood cabinets with plastic laminate tops with a metal edge around most of them. The cabinets need to be repainted and the tops and backsplash areas should be replaced. There is a hood over a previous commercial range that was in there. Now there is just a simple residential range in that spot. There is no dishwasher. There is a commercial stainless steel wash sink that is in poor condition, but serviceable. There is also a hand sink or wash sink that is in poor condition as well. Some of the doors and drawers are broken and need repair or replacement.
11. Interior Stair to Second Floor: The stairs are wood stairs with brown rubber treads over them on the stairs. The landing at the middle and the top floor flooring is likely VAT. The stair treads and flooring are in very poor condition. The handrails are round wood rails on residential brackets with no extensions, top or bottom.
12. Upstairs Recreation Space: It is a large open space with the wood windows on the east and west, which have been painted fairly well, however some are broken. The ceiling and the wall finish appear to be hardboard panels rather than GWB. You can see the seams. They are painted out but generally tight. The upstairs area is actually partitioned into two separate sections by a cloth curtain that would get in the way of exiting. The walls in the western section have mirrors on them, some of which are broken.

City of Sultan Facilities Assessment
Building Inspections
July 24, 2009

13. The north exit door from the second story has a knob handle with a privacy latch on an insulated sort of metal type door that is a residential type door. The latch hardware is a privacy lock so it has a little thumb turn on the knob, plus it has a deadbolt. These are very difficult to operate just in a normal situation, and present a significant safety hazard for exiting in an emergency situation.
14. Exterior Second Floor Exit Landings and Stairs Down to the Ground: Two steel-frame landings and stairs have been installed at both ends of the building to serve the second floor. The metal part of the stair ends two risers above the ground and the last two risers are poured-in-place concrete. There are several problems with the stair installation as related to code and thereby safety. The first is that the concrete steps at the bottom have a differing rise and run than the metal steps going down to them on which the metal steps sit. On the north stair the width of the metal treads is about 4 inches wider than the width of the concrete treads, so somebody coming down the left side of the stair could step off the tread, trip fall and be trampled by those following.
15. The railings are standard height steel railings with one intermediate rail. There are no newel posts or screening between that to meet code.
16. The railing at the landing is not 42 inches tall and it is also wide open to small children falling through, especially in an emergency situation.
17. Roof Structure: The interior roof structure is 2x4 and 2x6 wood trusses spanning side to side with 1x spaced boards supporting probably ½" plywood sheathing, which supports the roofing. There is 3 ½ inch or 4 inch of fiberglass batt insulation at the ceiling level.
18. Front porch is wood frame projecting out. It is in fair condition.
19. Front Parking Lot: The asphalt is in fair condition, but the striping needs to be redone.
20. Heating: The majority of the heating is by ceiling mounted electrical heat fixtures, with some baseboard heating throughout.

Boys & Girls Club Preschool Building

1. Site Access: The preschool building front doors are a pair of 2'-6" wide by 7' tall aluminum storefront doors that are in poor condition. There is a concrete landing with two steps up and a ramp in front of the door. The ramp concrete is broken and creates a 5/8" discontinuity in the ramp surface. There are no handrails at the stair or the ramp. The threshold is 2 inches at the base of the door.
2. There is a second exit door out of the main preschool space. This is a wood door in a wood frame that swings inward rather than outward. It has knob hardware, so it is not barrier free, the latch is a thumb turn privacy type lock with a key exterior and a surface-mounted sliding bolt. This is non-code compliant for exiting. Outside the door is a wood landing with steps down to a concrete sidewalk under a projecting porch structure. The

City of Sultan Facilities Assessment

Building Inspections

July 24, 2009

- steps down have varying risers from 8 ¼ inches to 7 inches, the decking is in poor shape rotting, and one deck board is broken.
3. Foundation: This building is on a concrete foundation with crawlspace vents around the perimeter. Therefore, we infer that it is a crawlspace building. It has a probably non-code compliant access covered by plywood on the west end.
 4. Roofing Structure: It appears to be 2x6 joists, which may be part of trusses or may not be. It has looks like 1x board sheathing underneath the roofing. The roofing does appear to have a layer of plywood sheathing on top of the board sheathing underneath the fiberglass shingles.
 5. The roofing is in fair condition. It probably has 10 to 12 years left of life with maintenance. There is moss on it so it does need maintenance. The gutter is falling off the building on the west side and needs work on the other sides. The downspout on the west side of the building just daylight to the yard. The problem is at the southwest corner the downspout daylight into a depressed area, which has a crawlspace vent and that access to the crawlspace at the bottom of that depressed area. Therefore, we assume that water from the roof is entering the crawlspace and could cause decay, mold and eventual deterioration of the floor structure.
 6. The siding is wood lap siding, which is in poor condition, especially along the lower half of the walls. Replacement or maintenance of this siding is needed.
 7. The main daycare space has acoustical ceiling tile, which is in fair shape for the ceiling. The carpeting is the standard green carpeting, which is delaminating at some locations and is in poor shape so it needs replacement relatively soon. The cove base is rubber base and it has problems as well.
 8. Windows: The windows in this building are double-pane vinyl windows, which appear to be in good condition.
 9. Attic Space: The attic space above the T-bar ceiling is a cedar paneled ceiling about 2 feet above the ACT. This is probably on the bottom of the wood roof trusses. From above the ceiling we can see that there is wall insulation, but we cannot tell about roof insulation.
 10. Kitchen Area: The kitchen area ceiling has a very plain ceiling fixture on it, but it has an applied fiberboard ceiling tile applied to the bottom of the structural ceiling. The walls are 1/8" thick wood paneling from the 60's. The pantry door is a wood sliding door. The flooring is carpet. The sink cabinet is in poor shape. It is painted wood cabinets with a plastic laminate counter. The sink is enameled steel that is in poor condition. The stove is very old.
 11. Toilet Room: Toilet room is semi-barrier free with grab bars and a wall-mounted sink. I do not think it has the correct turning radii but this is about as much as can be done.

City of Sultan Facilities Assessment

Building Inspections

July 24, 2009

12. Out in the main space there is a plastic folding partition that goes all the way across the space. This partition cuts off part of the main space in the kitchen and the restroom from the rest of the main space and is probably not legal for exiting purposes.

Public Restroom Building (behind the Boys & Girls Club Daycare)

1. This building is a CMU building that appears to be unheated. It has vent block in the wall and it is painted CMU. The exterior doors are hollow metal doors and frames.
2. The toilets are wall-hung commercial toilets with plastic laminate doors and CMU walled stalls. The women's room is missing the door on the handicapped toilet stall. The men's room is missing the grab bar on the handicapped toilet stall. This building is in good condition generally.

Public Works Field Office at the Top of the Boys & Girls Club Building

1. This is similar to the top half of the other half of the Boys & Girls Club Building second floor. It has the hardboard wall and ceiling board, but it has been sprayed with a spray texture over top of both the ceilings and the walls in some of the spaces. This texture may be ACM.
2. Floor covering is carpet, which is in fair condition. Over top of VAT.
3. There are office spaces in here as well as storage room and records room with file cabinets, etc.
4. There is a combined bathroom/kitchenette area with a chemical storage steel locker and a shower. This has the VAT tile, plastic laminate wainscot that is in poor condition, wood cabinets, p-lam with steel edged countertop that are also in poor condition but serviceable for the one or two people who are occupying the space. The sink is in poor condition. It is also an enameled steel 2-basin sink. The light fixtures are all incandescent in the back areas and 4-tube T12 fluorescents in the office areas.

Visitor Information Center Building

1. This is a 1-story building made of brick masonry with thick exterior walls. The building has the original brick bank building and then at the back there is a newer addition that is CMU and concrete walls.
2. Toilet Room: The toilet room is a single unisex toilet room that is ADA compliant and in very good condition.
3. Ceilings: The front room area has acoustical ceiling tile, which is the 2x4 with a 2x2 scoring pattern at about 11'6" above finished floor. There are light soffits that extend around 3 sides of the room. They have a railroad train that is suspended from the ceiling about 8 feet above finished floor.

City of Sultan Facilities Assessment

Building Inspections

July 24, 2009

4. The windows are a combination of vinyl or fiberglass double-pane windows along the north, entry side and wood windows that are maybe 5 to 10 years old on the other street side. The wood windows are going to be repainted by a volunteer this summer but are in fair condition. There is some mold on the inside of wood frames, and there is rot at the exterior sills on some of them. The fiberglass windows are in excellent condition.
5. Roof System: Roof system appears to be a built-up roof that has been coated with a silver reflective coating, probably when the building was remodeled in 2005. The cap flashings look like they were installed at that same time. The through-wall flashings for the drains to the sump are old and there are brickwork problems around the outside of them. It looks to be in fair condition with the coating, but will likely need replacement within 10 years.
6. The Visitor Information building has a party wall with the adjacent building and that adjacent building also has the similar roof system on it.
7. Parapet Walls: The roof system parapet wall flashings are loose from the parapet walls.
8. Brick Parapet Work: The brickwork on the outside of the building on the two street faces is uncoated. Some of the brick mortar joints are deteriorating. It looks as though there was some tuck pointing done at a couple places in the 2005 renovation. More is needed, particularly on the parapet between the two levels of roof.
9. There is a roof hatch that, when opened, goes down into the acoustical ceiling area and there are several electrical conduits and what looks to be a fairly large bare copper wire blocking the path into the space below.
10. On the west side of the building exterior there are a series of gooseneck wall lights. These lights were installed with lightweight light duty drywall anchors into the masonry and are pulling away. The re-attachment should occur as a maintenance item fairly quickly.
11. Building exterior is painted masonry and concrete on the west side, unpainted brick and stucco on the north side (entrance side), and unpainted brick on the east side. The south side is a party wall. All of the exterior walls are in good condition.
12. Exterior of the Wood Windows on the East Side: These windows are going to be painted. However, they are showing surprising rapid deterioration, particularly along the sills of the window system all the way around. The sash has pulled apart and needs to be recaulked. There is deterioration and rot at the sill sash on three of the four windows. The caulking around the windows will probably need maintenance within 5 years.
13. On the east side at the newer addition there is a painted mural on the concrete wall. There is a code-compliant, barrier-free ramp up to the rear door. The rear door is a hollow metal door and frame with a pull on the outside and panic hardware on the inside.

Post Office Building

1. Wall System and Structural Frame: The walls in this building are made out of structural brick, which is a nominal 6 inches in thickness and 4 inches in course height. The exterior

City of Sultan Facilities Assessment
Building Inspections
July 24, 2009

- walls appear to be 8” structural brick. The inside finish of the exterior walls is painted; the outside finish is bare. There is no insulation, and no furring in the exterior envelope. Wall finish has plastic laminate wainscot with painted textured wallboard in some places.
2. Ceiling Finishes: The post office space on the first floor has high ceilings that range from 9’ to 10 ½’. The ceiling height drops 15”-18” in the back hallway. The ceilings are plastered with some sort of a texture plaster coating. Depending upon the age, it may be ACM. The lighting is of various types with all T12 lamps. An employee mentioned the ballasts are constantly burning out.
 3. Interior Doors: They are solid core wood doors in wood frames primarily. Several are painted, some are stained finish.
 4. Men’s Restroom: The room has grab bars, it has ADA toilet, and it has a quasi-ADA sink. There is a cabinet and lockers in the turning area. The walls are structural brick that is painted. The flooring is VCT with 4” rubber base. The condition of the space is adequate.
 5. Women’s Toilet Room: This room has some interior upgrades for ADA, but the sink has two jerry-rigged posts down to the floor, so it is not barrier free. The sink needs to be replaced with a barrier-free one.
 6. In the main postal work area the brick walls are not painted. A number of years ago they had significant issues of mold spores being released from the exterior brick walls. They have adapted by pulling the fixturing away from the walls and allowing the air full access to the inside face of the brick.
 7. There are no sprinklers in this building.
 8. There is no air conditioning in the building. There are only ceiling mounted heaters in the Post Office floor.
 9. Exterior Windows: A few small exterior windows exist on the east side and one in the women’s restroom on the north side. These are sliding vinyl windows and are about 24” wide by 30” tall.
 10. On the interior are some structural columns, including a wood post in a divider wall and a steel column. The columns are about 6 inches square and go up into the ceiling. I do not know what this supports because there is no obvious structural beam line going to either column.
 11. Corner Office: There is glue-on ACT in the corner office.
 12. There are large vinyl windows in the exterior wall of the west street-facing side. The vinyl windows are in good condition throughout.
 13. Exiting is accomplished through an exit door to the north, through the lobby on the west, and front door and (theoretically) through the back door to the loading dock area. Unfortunately, there are two swinging cargo doors with bumpers and a steel gate in the

City of Sultan Facilities Assessment
Building Inspections
July 24, 2009

- doorway out to the loading dock area. These doors do not make legal exiting for emergency purposes. Since only two exits are required (and provided) the exiting is acceptable.
14. Out in the loading dock area there is efflorescence on the brick walls. The exterior east wall is brick that has been painted out which provides better weather protection than uncoated brick.
 15. The roof structure over the loading dock area has glu-lam beam sitting on the structural brick and supported by a 6" diameter post. This, in turn, supports wood and metal plate trusses supporting sheathing and the roofing. There is rot visible in the wood of the overhang.
 16. There is a dock lift and bollards in the loading dock area.
 17. On the exterior side of the south wall can be seen the reason for efflorescence problems on the interior. The likely reason is that the termination of the aluminum gutter is just short of the roofing. There is a valley that comes down and the water from that valley could be going underneath the gutter rather than into it and into the wall at that point. This may have been a situation that occurred prior to the installation of the current metal roofing.
 18. The exterior brick of the loading dock area is unpainted, whereas the south wall brick is painted.
 19. Roofing: The roofing is blue-painted batten seam light-gauge metal roofing system that appears to be 10 to 12 years old. It is a concealed fastener roof system. There appears to be places where the ridge cap metal is pulling up and needs to be repaired and refastened into the roof. There is oil-canning of the pans and spots where the snap seams are crimped.
 20. Exterior Finish: The post office used to be, I believe, a fire station at one point. There are 3 old door locations that are filled with painted plywood with murals on those panels that are in relatively good condition. The brick painting is in good condition. Repainting on a regular schedule is advised. The high gable and wood siding is peeling and needs repainting very soon. There is some rot in the fascia board and in the eave siding. Recovering/replacing this with fiber cement siding and painting would be advisable.
 21. Exterior Vinyl Windows: The vinyl windows are in good condition but they will soon need to have the sealant maintenance done on the exteriors.
 22. Sill flashings appear to be missing at the base of the windows. This does not appear to be causing significant problems at this time but bears watching.
 23. The gutters are in bad condition and need replacement.
 24. Exterior Entrance Doors: The double exterior entrance doors are narrow aluminum storefronts that appear to operate well, but they are very old. Replacement with new doors and frames is advised. The doors do not have operating closers and they swing both ways,

City of Sultan Facilities Assessment

Building Inspections

July 24, 2009

- so they do not necessarily always close fully. In the winter this could be a source of leakage as the doors are not weather stripped adequately.
25. The side entrance door to the postal box section: This door is very similar to the other door and needs replacement. This door is in a glass block wall.
 26. The door from the main entrance lobby into the customer service lobby of the post office is a solid core wood door that the finish is very worn on. It appears to operate, but has a half light in it. This is not functionally very presentable in that it looks like you are going out onto a loading dock of a meat packing plant.
 27. Interior Walls Painting: The public areas of the post office desperately need repainting on the interior, especially in the entrance lobby.
 28. The receptacles at least in the men's restroom are not GFCI.
 29. Most of the door hardware on the accessible routes to travel has level handle hardware for barrier-free codes. Exceptions are the lunchroom and the postmaster's office.
 30. The stairway up to the museum has a seated electrical lift.

Historical Museum (upper floor of Post Office)

1. Flooring in main space and kitchen appears to be 6' wide rolled linoleum or vinyl.
2. Flooring of second space is 9x9 vinyl tile in different colors. This may be ACM.
3. Interior finish of exterior walls is natural brick finish. Interior walls are mostly wood plank-paneled. Kitchen walls have an old p-lam covering with metal edging (looks to be from 50's)
4. Kitchen appliances and cabinetry are all old and appear to be from 50's.
5. Doors: Wood with wood frame. Many are scuffed at the bottoms and some are difficult to open. No door is ADA accessible as all have turn-knobs for their handles.
6. Rear exit door in main space: not to code. It is only about 6' high, has metal push latch, but no hardware on the exterior. The rear exit door in second space is also only 6' high but has only a deadbolt lock on the inside. There is no other hardware or handles.
7. Exit stairs are metal, with the second space's stairs having concrete filled risers. The main space's stairs end in a planter and the metal is bent/warping in some areas. Neither set of stairs is to code and could pose a possible danger if an emergency occurred.
8. The only accessible access is via a chair lift on interior stairway. It was not tested so we don't know if it works properly. If an emergency occurs, there is no place of refuge for accessibility codes.

City of Sultan Facilities Assessment

Building Inspections

July 24, 2009

9. Second space has a large sliding wall that is made of 2x6 wood-frame and painted GWB. The space behind the wall is used for a storage closet.
10. Windows: Trim is painted and stained wood that needs replacing. Paint is peeling and stained wood is cracking or separating. All windows are double-paned and in good shape. The windows in the second space on the South wall are missing screens. Operable windows are in good shape.
11. Employees Only room: Floor is rolled vinyl of some kind, very old and distressed and dented. Ceiling tiles are also very old and are caving in, in the center of the room (see photos). This needs to be checked out and replaced immediately. Walls are wood paneled. This space is used mostly as a storage room.
12. Ceiling in majority of space is textured GWB. The texture could be ACM.
13. Restroom: Semi-ADA. The space is large enough for accessibility, but grab bars are missing and the sink is not accessible. There is exposed piping along one wall and a crack from that opening to the door along the ceiling (possibly from earthquake?). This needs repair. Flooring is 9x9 VCT with carpet sections laid down on top. This could be a hazard.
14. Interior stairs are carpeted and appear to be in okay shape. Top of stairs shows possible earthquake damage: cracking in wall, and the landing slopes slightly East. A section of ceiling has been taken apart and put back. Not sure what this is from but should be fixed.
15. There is no A/C and there are only ceiling mounted heaters.
16. The light fixtures are old, 300w lamp units.
17. There is a vent that passes from the main room to the kitchen, but it is covered by a quilt on the main room side. There is also a vent below the wall vent in the floor that doesn't appear to go to anything.
18. The exhaust fan in the kitchen is not over the stove directly and was not tested for functionality.

Police Station Building

1. The holding cell and interview room consists of two benches. The benches have heavy I-bolts and handcuffs hanging from them.
2. The Snohomish County Sheriff's Office has contracted with the City of Sultan for police services. They took over the building in January of this year and repainted the interiors at that time. This is a relatively new building and overall is in very good shape.
3. Floors: The floors are a combination of sheet vinyl in the restroom, shower room, and locker room areas, and carpet. The carpet is wearing but is in fair condition. Replacement in 5 years. Recommend mats at the workstations.

City of Sultan Facilities Assessment

Building Inspections

July 24, 2009

4. Ceilings are 2x4 ACT non-regular. They are about 9' or 9 ½' above finished floor typically.
5. Interior Doors: The interior doors are solid core wood doors with stained finish and hollow metal frames typically throughout. They are in very good condition. They all have barrier-free lever hardware.
6. Casework and Built-in Casework: The cabinets and things in the main spaces are stained veneer wood bases and uppers with plastic laminate countertops. The kitchen fixtures are relatively new and all are in excellent condition.
7. Toilet Rooms: The men's toilet room is barrier free except that there is no grab bar at the toilet. Women's toilet room is also barrier free. It does have a grab bar at the toilet.
8. In the training room there is evidence of leaks in the ceiling tile right above the entrance door.
9. There is a shower room that is barrier free except that most of the room is taken up with a biohazard unit.
10. The attic space has R30 or R38 batt insulation over most of the ceiling areas. The ducts are also insulated.
11. There is evidence of other water leaks in the main crew area. Noticed from looking into the attic space that where there are pipes flashed going through the roof there is daylight coming in. It may be that the flashings around some of the roof penetrations are not well sealed or well installed. Addressing those could be a relatively inexpensive maintenance item.
12. Public unisex toilet room is barrier free and in excellent condition.
13. Front Entrance Porch Area: At the exterior entry a code compliant ramp to the front door is covered by a roof extension. It is framed out of timber beams and joists with an open ceiling that is painted out and in good condition. There are 3 direct/indirect cove light fixtures that were installed upside down and thus visitors are granted a view of the innards of the light fixtures and the top of the light fixture valance collects pigeon droppings.
14. Exterior Windows: There are two large picture windows on the south street frontage that have been coated with a silver reflective finish such that people can't see in, but the people in the station can see out. The reflective film has cracked the insulated glazing, probably by overheating the space. This is on the interior pane of glass for the one and in both cases. The windows are aluminum windows and the glass stops, which are on the exterior, are coming loose. These windows need maintenance.
15. Exterior entrance door and sidelight appear to be in good condition. There is another reflective glass window from the reception area looking out. This also has louver blinds on the interior. This window has not cracked, probably because it is both a smaller window and because it is under the overhang of the entrance.

City of Sultan Facilities Assessment

Building Inspections

July 24, 2009

16. The rear or north window into the training room also has the reflective film, but does not have cracking problems at this point, due to the lack of solar exposure.
17. Front door and back door are hollow metal doors in hollow metal frames with continuous hinge. The back door has a walkway where one assumes detainees are brought in.
18. Adjacent to the back door on the north side of the building is a Kato light generator and 3 York condenser units for the HVAC system, which are behind a screened wall.
19. There is a small storage shed with a padlock in the back parking lot area.
20. Back parking lot area has a 6' high chain link fence on two sides, but is open to the street on the east. This is a fairly restricted lot area. Sheriff vehicles need to back into the space in order to be out of traffic and to be able to exit quickly. This is functionally less than optimal, but the conditions are good for the pavement and those kinds of things.
21. There are small surveillance cameras around the exterior of the building pointing out toward the street and a surveillance camera in the lobby as well.
22. Siding: The siding is plywood panel siding with 1x2 battens spaced every 12" on center. The building exterior has been recently painted and is in good shape.
23. Foundation: The foundation is concrete all the way around and is in good condition.
24. Roofing: The roofing is 3-tab fiberglass shingles in a shake pattern and is both attractive and recently done. Some of the flashings around the vents may be leaking and may need work to keep from allowing water in, but generally the roof is in good shape and should be good for another 15 years at least.
25. Gutters: Mostly in good shape except for one location where the downspout doesn't connect to the ground.
26. Site Furnishings: The flagpole is in good shape. There is a picnic table and informational kiosk in the bench element. Aside from placement of the wood on the bench and paint and maintenance, these elements should be good for several years to come.
27. Handicapped access is substandard for the building. There is a disabled parking stall marked as part of the street parking immediately in front of the police station. However, this parking space does not have a striped walkway up to the door. The only way for somebody in a wheelchair to get into the building is to go out into the traffic lane and up the curb ramp at the adjacent crosswalk next to the passing traffic. Once a person gets onto the sidewalk area, the street tree has buckled the concrete paving significantly and this creates a barrier to wheeled traffic moving through. We recommend removal of the tree or provision of a proper tree well at this intersection and removal and replacement of the concrete sidewalks at this corner so as to provide smooth pedestrian walkway for both pedestrians coming along the street from both directions as well as access to the police station.

City of Sultan Facilities Assessment

Building Inspections

July 24, 2009

28. Landscaping: There is a large street tree at the street corner. The roots are protruding through the sidewalk.
29. There is no trash enclosure and the dumpsters sit in front of the HVAC surround. Perhaps a trash enclosure area is needed.

Exhibit 5
Interface Engineering: Facility Condition
Assessment - Mechanical

The Driftmier Architects, P.S.

Facility Condition Assessment – Mechanical

SUBJECT/PROJECT	Sultan Facilities Condition Assessment	DATE	August 31, 2009
PROJECT NO.	2009-0379		
TO	David Seely / Rick Driftmier	@	Driftmier Architects, PS, The
FROM	Brian Robinett/ Assessment Doug Smith/ Review	@	Interface Engineering, Inc., 206.382.0200

DISTRIBUTION

APPLIES TO Mechanical Electrical Plumbing Building Technologies
Commissioning
Energy Consulting Fire/Life Safety Lighting Design Sustainable
Design

COMMENTS

This memo provides results of the City of Sultan facilities conditions assessment based on the site visit conducted on July 24, 2009, and on communications and documents received.

Eight major buildings were surveyed including:

- A. City Hall / Community Center / Library
12,044 SF on two floors; locally historic brick/steel building renovated into City Hall in year 2000.
- B. Visitor Information Center
1,736 SF locally historic single-story brick building built in 1928, with an addition on the South end, renovated within the past 10 years.
- C. Police Department
2,445 SF single-story wood structure building built in 1986; Operated by Snohomish Co. Sherriff's Department under contract with the City of Sultan.
- D. Sultan Post Office / Museum
8,220 SF two-story brick/wood building built in 1954. The U.S. Postal Service occupies the main floor, and the Historical Society (Museum) occupies the second floor.
- E. Public Works Shop

2,958 SF one-story wood building with attic, built in 1960.

- F. Sultan Food Bank
2,944 SF two-story wood framed building built in 1960, with a 720 SF metal-on-wood enclosed stockroom building erected adjacent (West of) the original building in 2001.
- G. Boys and Girls Club Building - 1-story
1,200SF single-story wood framed building, built in 1920, with interior renovation in approximately 2002.
- H. Boys and Girls Club Building - 2-story
5,450 SF two-story wood building built in 1920 and was later updated.

Minor buildings and structures are also briefly mentioned:

- I. Detached 1,981 SF Carport located across the open yard from Public Works Shop Building.
- J. Public Restrooms, a one-story CMU building located behind the Boys and Girls Club Building.

The data are organized first by building, and then by system, lastly by scope of work focus items. The start of each building includes a brief energy and water analysis. The start of each system includes a brief description and addresses system conditions, adequacy and suggested maintenance and/or improvements. Improvements to bring the facility up to current codes are provided as well.

Mechanical includes Energy & Water, HVAC, Plumbing, and Fire Sprinkler. See separate electrical memo for Power, Lighting, and Low Voltage Systems (security, data, comm., etc.).

Photos were taken during the short visits to each building and are available upon request.

See accompanying matrix summarizing overall system conditions and utility efficiency for each building.

GENERAL OBSERVATIONS

The City of Sultan operates on a reduced budget and lacks the luxury of a full time facility maintenance staff. Many of the facilities are old and have been kept up to make due and continue municipal operations. While replacing these older facilities would better serve the community, available capital limits facility to upkeep of the existing facilities.

Gas and electric bills were received from the City for selected buildings and energy use index (EUI) results are included in this report. Gas service is through Puget Sound Energy, and Electricity is provided from the Snohomish County PUD. Water and Sewer services are believed to be provided by the City of Sultan. Water utility bills were not made available, thus no water use index (WUI) calculations were not able to be completed. Even without EUI and WUI information, comments on building envelope, operations and equipment are included where meaningful improvements can be made. EUI is reported in 1,000 Btu per square foot of building area per year.

Excluding City Hall and the Visitor Center, all buildings remove rain water from the roof via the exterior of the building via gutters and downspouts.

A. CITY HALL / COMMUNITY CENTER / LIBRARY

The City Hall building is a newly constructed building which houses the City Offices, Library and Council Chamber. The Council chambers and Library are located on the first floor, and the City Offices are on the second floor above the Library. A large two-story entry is open to the second floor reception and serves as the main entrance the City Offices, Library and Council Chamber. Access was not obtained to all areas; therefore not all details could be confirmed.

Energy and Water

The thermal envelope is believed to have met the current energy code at the time of construction, including insulated roofs, walls and double pane windows. The EUI was calculated to be 61.7, indicating that the building envelope and equipment systems were well designed and operate efficiently. Water use information was not available.

HVAC

The building is heated and air conditioned by five (5) gas-fired rooftop packaged units (RPU). While as-built drawings are not available, it is believed that a single unit serves both the Council Chambers and entry, and that the Library and second floor offices are each served by two units. The ducted systems are constant volume and temperatures may be adjusted at their respective thermostats. Restrooms, janitor, elevator machinery room, and other various spaces are exhausted by multiple rooftop exhaust fans. The RPU's and exhaust fans are centrally controlled by a building direct digital controls (DDC) system located in the 1st floor janitor closet.

Major equipment is as follows:

- AHU-1: Trane YCD102C3HCAC (Council Chambers)
- AHU-2: Trane YCD048C3LABF
- AHU-3: Trane YCD120C3MCAC
- AHU-4: Trane YCD048C3LABF
- AHU-5: Trane YCD090D3LCB

Most occupants are happy with the HVAC system however there are several comments as follows:

- Warm air from entry space gets trapped up at second floor reception and overheats the space. Ceiling paddle fans were installed over the entry, but didn't resolve the issue.
- The roof leaks (or has leaked in the past) at one of the exhaust fans over the 2nd floor office space.
- The thermostat in the Council Chambers area seems to have more effect on the 2nd floor temperatures than the thermostats located at the second floor.

The building DDC system is a Trane Tracker system and operates using proprietary components and software. Trane components will be required if repairs, modifications or extension to the DDC system are required in the future.

Suggested Maintenance/Repairs:

- During the investigation it was noted that AHU-2 was not operational. It is believed that this may serve part of the second floor office area and that thermal comfort would be improved if the unit was running. Estimated cost \$1,500 to \$6,000
- A return grill is installed in the dropped soffit directly above the second floor reception offices. The only supply diffuser in the area is installed away from the reception desk. Comfort could be improved by swapping the supply and return locations in this area. Estimated cost \$1,500
- AHU-3 was a little noisy due to vibration and was audible from the 2nd floor reception area. It is likely the vibration could be corrected by re-balancing the rotational elements within the unit. Estimated cost \$1,500

Code:

No adverse code issues observed.

Plumbing

Water pressure is good and is believed to enter the building from Main Street. Hose bibs are provided around the entire building perimeter. Water distribution piping is copper. Drain, waste, & vent (DW&V) is most likely cast iron but was not visible. Domestic hot water is believed to be heated by a central gas water heater, but was not located. The flat roofs have both primary and overflow roof drains. A high pressure 2-psi gas meter is located on the back side of the building near the Main street entrance to the parking lot and provides gas to the building.

All plumbing systems are in good condition and comply with EPA water conservation code. The lavatory faucets have small handles which mostly likely complied with accessibility requirements at the time of the building construction but do not meet current requirements.

The roof drains are installed in slightly recessed sections of the roof. While this design directs rain water to the drains, it is often a source for debris, moss and dirt to collect. This recessed area at all the roof drains show substantial build up and should be cleaned no less than once a year.

Suggested improvements:

- The regulator relief vent at the gas meter terminates within 24" of a light fixture. PSE installation standards require that regulator vents be installed no less than 36" from any electrical device. Estimated cost = \$500

Code:

- Change out lavatory handles with ADA type. Estimated cost = \$500

Fire Sprinkler

No fire sprinkler system is installed. It is recommended that a fire sprinkler system be installed to protect the building and its contents from fire.

No cost, unless the City desires to sprinkler as a risk management measure - in this case assume \$10/sq ft to add new fire sprinkler system including service entry, sprinkler riser, fire department connection, and distribution piping and sprinkler heads. Assume \$1/SF to extend the existing fire alarm system to monitor a new fire sprinkler system.

B. VISITOR INFORMATION CENTER

The original building was constructed in 1928 but was remodeled within the past ten years. It has an open retail area with an office in the back corner. The building addition is accessible from inside through a single door. Storage, utility areas and a single restroom are located within the addition.

Energy and Water

While the electrical use was similar to that of City Hall, gas consumption is almost double to that of the City Hall. The calculated EUI was 81 and is slightly above that of an average building. Six inch R-19 Batt insulation is installed in the over framed roof of the addition, roof insulation was not confirmed for the original building. New double paned wood framed windows are great improvement to the thermal envelope. Replacing the existing insulation with R-38 batt could reduce gas consumption up to 50%. Water use information was not available.

HVAC

The retail space and office are heated and air conditioned by gas fired rooftop package unit and is controlled by an older 7-day programmable thermostat. Galvanized sheet metal ductwork distributes air to ceiling diffusers installed within the t-bar ceiling. The bathroom is heated and exhausted via a combination light/ exhaust fan/ heater installed in the ceiling. No space heating or freeze protection is provided in the back storage/utility area. The one occupant in the building believed the Visitor Center to be the most comfortable building in town, and was not aware of any thermal comfort complaints.

Major equipment: Rooftop Unit Trane YCC036F1L0BF

The rooftop unit was installed around 1998 and is showing preliminary signs of rust but, should not require replacement for at least ten years. A small kitchenette area and the water service main are located in the back room and most likely heated indirectly by the adjacent retail space. It is recommended that a small electric heater be installed in this space for freeze protection purposes.

Suggested improvements:

- It is recommended that a small electric heater be installed in this space for freeze protection purposes. Estimated cost = \$1,000

Plumbing

A ½" copper domestic water line enters the utility area and is isolated with a ball valve. The plumbing fixtures are in good shape and appear to have been installed during the late 1990's remodel of the building.

All plumbing systems are in good condition and comply with EPA water conservation code and the latest accessibility requirements.

Code:

- There is no backflow protection in the building, and if any modifications are made to the plumbing system a reduced pressure backflow preventer will need to be installed where water enters the building. Estimated cost = \$2,500

Fire Sprinkler

No fire sprinkler system in this building.

No cost, unless the City desires to sprinkler as a risk management measure - in this case assume \$10/sq ft to add new fire sprinkler system including service entry, sprinkler riser, fire department connection, and distribution piping and sprinkler heads.

Assume \$5/sq ft to install a fire alarm system to monitor the sprinkler system.

C. POLICE DEPARTMENT / SHERRIFF'S DEPARTMENT

The Police department building is wood framed and previously housed the Sultan Library. The building underwent a substantial renovation that was completed in 2001. Police services are contracted through Snohomish County and much of the normal evidence processing and lab work occurs in Everett, thus process operations within the building are limited.

Energy

While the building systems were updated in 2002 it appears that the building envelope was not, and this is reflected in the 128.8 EUI (Gas EUI is almost 4 times that of the City Hall). The EUI results could be inflated if the building is occupied 24-hours a day. The windows are double pane and R-19 insulation is installed at the bottom of the roof trusses. Wall insulation was not able to be confirmed. All attic supply and return ductwork has 1" duct wrap. Upgrading to R-38 batt insulation at the roof would improve energy efficiency and reduce heating and cooling costs up to 50%. Adding economizer (free) cooling to the two attic furnaces would dramatically reduce cooling cost especially in the spring, fall and mild summer days. Water use information was not available.

HVAC

The building is heated and air conditioned by three residential standard efficiency furnaces with direct expansion (DX) cooling via indoor coils and outdoor condensing units. AHU-1 is located in a mechanical/electrical room, where AHU-2 and AHU-3 are installed on a small plywood deck within the attic. Energy Star thermostats located at the reception desk and the break room, control two of the furnace units but the third thermostat was not located. Air distribution throughout the building is via sheet metal ductwork installed in the attic and is connected to ceiling grilles and diffusers. Individual ceiling exhaust fans provide local exhaust to bathroom and various storage and process areas.

All HVAC equipment has been installed within the last five years and appears to be in good condition. Considering the furnace units and associated heat pumps are residential grade equipment, installed in a commercial building the factory warrantee may be void. The attic is only accessible through an unmarked ceiling tile, and requires some flexibility and balance to reach. It is recommended that the ceiling tile be marked and that a permanent means of access be provided.

From discussions with the station employees, the thermal comfort was very good.

Code:

- The two attic units are not equipped for economizer operation. With the latest energy code update in 2007 economizers are now required for all new cooling equipment in commercial buildings. An economizer mixing box and full sized outside air ducts are required for economizer operation. Estimated cost = \$6,000

Plumbing

The plumbing systems consist of public and private restrooms, a shower room, kitchenette and a small break room. Water heater was not located during the short time on site. The plumbing fixtures and piping system appear to have been installed in 2001 and look to be in good condition. The plumbing fixtures meet current EPA water use requirements. The public restroom is ADA accessible in addition to the employee shower.

Code:

- While no adverse code conditions were observed, it is believed that backflow protection is not currently installed in the domestic water service to the building. Backflow protection will need to be added in the event any modifications to the current plumbing systems are completed. Estimated cost = \$2,500

Fire Sprinkler

No fire sprinkler system in this building.

No cost, unless the City desires to sprinkler as a risk management measure - in this case assume \$10/sq ft to add new fire sprinkler system including service entry, sprinkler riser, fire department connection, and distribution piping and sprinkler heads.

There is no fire sprinkler protection.

D. SULTAN POST OFFICE

The Post Office is located at the ground floor of the building, where the Sultan Museum uses the entire the second floor.

Energy and Water

While gas and electric utility data was provided for the Museum, no information was received for the Post Office. The building envelope could be improved by adding wall insulation and replacing windows. The existing furnace was approximately 78% efficient when originally installed, but most likely operates at a much lower levels. Heating costs could be reduced by

replacing the old furnace with 92% high efficiency furnace units as recommended below. Water use information was not available.

The Museum EUI is low at 19.9, which reflects the limited operations that take place in the space. Upgrading roof and wall insulation would reduce heating costs and would make the space more comfortable in the summer. Installing a 7-day programmable thermostat would ensure that the building is turned down when the space is not in use. Water use information was not available.

HVAC

The existing furnace provides forced air heating, ventilation and economizer cooling to the back receiving area, offices and the intake counter while many other spaces have little to no direct heat. The furnace is outdated, inefficient, and at current capacity is not able to sufficiently heat the first floor of the building. A furnace maintenance log shows replacement of the heat exchanger in 1994. The furnace controls are electronic and include economizer dampers, wall thermostat, and an external rotary style 7-day schedule timer.

Restrooms have local exhaust fans and are controlled by wall switch. The fans are aging and will need to be replaced within the next five years.

Thermal comfort within the Post Office is inadequate. Portable fans are scattered around the building in attempt to circulate air and improve indoor conditions. In the winter electric space heaters are used to warm unheated spaces and employees often wear gloves while sorting mail. An electric space heater is located in the sorting room but is a fire hazard.

Museum: Two gas fired unit heaters provide adequate heating, but the lack of mechanical cooling makes the space uncomfortable on warm days. Portable box fans are used to cool the occupants, but leave much to be desired. An exhaust fan is located in the ceiling and provides the only source of mechanical ventilation. It was not verified if the fan was functional. If it is, the fan will most likely need to be replaced within the next five years.

Suggested improvements:

- Replace existing furnace with two new high-efficiency furnaces with DX cooling coils and outdoor condensing units. One unit for heating and cooling to the post office operations areas and intake counter and operate during normal occupied hours. The second unit will operate around the clock to serve the P.O. Box access corridor exclusively. Remove and replace existing ductwork to support new forced air distribution. Provide stand alone 7-day programmable thermostats with economizer controls for both furnace units. Estimated cost: \$35,000
- Install electric resistance forced air curtain over back door to prevent infiltration of vehicle exhaust and energy loss to the outside. Estimated cost: \$2,000.
- Exhaust fans will need to be replaced within the next five years. Estimated cost: \$1,000.
- Add ceiling exhaust fan to Janitor/utility closet. Estimated cost: \$1,000.
- Museum:

- o Install a window air-conditioner to improve summer comfort
Estimated cost: \$300.
- o Replace old thermostat(s) with 7-day programmable type. Estimated
cost: \$200

Code: No adverse conditions were observed, other than need to properly heat the Post Office spaces.

Plumbing

The plumbing system appears to have undergone some work within the recent past. While restroom fixtures are in good condition, much of the exposed piping and insulation shows years of wear. An electric water heater located in the women's restroom was replaced in 1995 and should last for another ten years. The exposed domestic piping is a mix galvanized and copper piping. While not observed, the domestic piping concealed piping is most likely galvanized.

Questions exist regarding the adequacy and the life expectancy of the underground waste system. Restrooms signs directed users to flush twice to keep sewer lines clear.

The Post Office and the Museum have separate gas meters. The meters are located at the rear of the building and the installations appear to meet PSE requirements. Gas service calculations will need to be completed prior to connecting any new equipment to the gas meters.

Museum: The plumbing fixtures are old but appear to be in relatively good condition, but are not ADA compliant. One of the flexible pipe connections to the water heater is kinked and should be replaced.

Suggested improvements:

- Remodel women's restroom to comply with ADA accessibility requirements. See below for code explanation. Estimated cost = \$5,000
- Replace restroom lavatory faucet handles with ADA accessible type. Estimated cost = \$100
- Inspect and evaluate condition of underground sewer system. Estimated cost = \$3,000
- Replace water heater with high efficiency gas fired unit. Estimated cost: = \$3,500
- Remove all galvanized domestic water pipe and replace with copper. Estimated cost = \$20,000

Code:

- Temperature/Pressure relief valve is piped to tail piece at lavatory sink. Code requires that T/P relief from water heaters be terminated at a conspicuous location. Estimated cost = \$500
- The water closet in the women's restroom doesn't meet ADA accessibility requirements. In order to do so, the vent riser adjacent to the water closet will need to be relocated. Estimated cost = \$2,000
- Backflow prevention will need to be installed prior to completing any future modifications to the plumbing system. Estimated cost = \$2,500
- Museum:

- o Backflow prevention will need to be installed prior to completing any future modifications to the plumbing system. Estimated cost = \$2,500

Fire Sprinkler

While there is no existing fire sprinkling system, it is highly recommended that one be installed to protect considering the post office operations and the confidential/valuable items located within it. Budget = \$10/SF

E. PUBLIC WORKS SHOP

Energy and Water

The building envelope consists of un-insulated walls and ceilings, single pane wood framed windows, and sliding vehicle doors constructed of plywood. The lack of insulation indicates that the building is not appropriate for space heating or suitable for plumbing systems. The building EUI is estimated 52 but the gas EUI is 44.2 and is high a partially heated space. Calculated EUI results were not able to be completed as electricity is fed from a shared meter. Despite the limited heating equipment it is believed insulating the building roof with R-38 Batt and adding non-adjustable thermostats (set for 45F) would reduce the energy required to heat the facility. Water use information was not available.

HVAC

The building consists of primarily shop space and storage. The building is heated by two gas fired unit heaters, but has no mechanical ventilation. A restroom stall is located in the back of the main shop area and lacks local exhaust. One or two of the shop bays are used for vehicle storage, and occasional repairs.

The gas fired unit heaters appear are nearing end of life and will most likely need to be replaced within the next five years. The unit heaters are controlled by non-programmable line voltage thermostats.

Suggested improvements:

- Install exhaust fan over restroom to limit spread of odors throughout the space. Estimated cost: \$500
- Install general space exhaust fan to provide forced air ventilation to shop. Estimated cost: \$2,000
- Replace unit heater thermostats with non-adjustable type and set for 45F (freeze protection only). Estimated cost: \$300

Plumbing

The domestic plumbing systems are limited to a wall mounted utility sink and a restroom located in the back of the main shop area. The domestic water and waste systems, while in near proximity to a unit heater, are subject to freezing due to the lack of building envelope insulation. A small electric water heater is located on the floor of the restroom and appears to be in good condition. The plumbing fixtures are old and could use replacement, but may be acceptable considering the building use.

A tank mounted air compressor with a secondary air tank is located in the attic. Compressed air is distributed via copper pipe to the two nearest shop bays.

Suggested improvements: The building is not suitable for domestic water systems and the restroom (toilet and lavatory) and the utility sink should be removed or decommissioned until adequate means of freeze protection can be provided.

Code:

- Domestic water service to the building requires means for backflow prevention. This will need to be installed prior to any modifications to the domestic system. Estimated cost = \$2,500
- Adequate freeze protection of the domestic water system is required. Estimated cost = \$3,000

Fire Sprinkler

No fire sprinkler system is installed.

F. FOOD BANK

The Food Bank Building is a converted residential home used for the City food bank and City document storage. The Food Bank is limited to about 60% of the first floor where the remainder of the first floor and the entire second floor are designated for storage. Neither energy nor water use information was available.

Energy and Water

The building envelope is believed to consist of wood framed walls with R-11 batt insulation, R-19 batt insulation between framing at the ceiling and the roof. The staff reduces energy consumption by turning off air conditioning in the summer when the doors are open. Air curtains as indicated below would reduce heat losses in the winter. Upgrading the roof insulation to R-38 would improve comfort and reduce heating energy usage as well.

HVAC

The Food Bank and the city storage area are heated and cooled by a single split system heat pump located in the restroom in the food bank with supply ducts within the ceiling space and attic, and an outdoor condensing unit. Return air to the heat pump unit is ducted from a sidewall grille in the adjacent hallway, which was blocked by storage. The heat pump is controlled by a 7-day programmable thermostat.

The heat pump was relocated from a previous city facility and is located in food bank restroom but operation was not able to be confirmed. Both the indoor and outdoor units were manufactured in 1992 and have exceeded their predicted life expectancy.

A metal shed addition located at the rear of the building houses the walk-in freezer and cooler used to store perishable items. The associated condensing units were located atop the freezer and cooler respectively. Thermostats within the shed control operation of two exhaust fans and make-up air dampers, to remove trapped heat from the shed and enable the condensing units to operate more efficiently.

From discussions with the Food Bank staff, the adequacy of the installed HVAC system was not able to be determined as operations require that the doors be

open year-round. For this reason the heat pump unit was turned off, as it is typically only operated in the heating season. Space heaters and portable fans are used to help with occupant comfort in the winter and summer seasons.

Suggested improvements:

- Replace split system heat pump and install high efficiency furnace to serve Food bank exclusively. Revise ductwork to accommodate separate systems at Food Bank and municipal storage spaces. While gas service is available, an existing gas service doesn't appear to be extended to the building. Alternately, the heat pump could be replaced, but it is believed over time that a furnace would be more cost effective and more appropriate for the application. Estimated cost = \$11,000
- Install separate split system heat pump for municipal storage areas to provide thermal control necessary for long term document storage. Estimated cost = \$8,000
- Install plastic curtain barrier at the entrance of the walk-in cooler and freezers to reduce heat infiltration when doors are open. Estimated cost = \$200
- Install air curtain at doors that are typically open during operating hours to help maintain thermal comfort when doors are open. Estimated cost = \$2,500
- Install ceiling exhaust fan in restrooms (both food bank and municipal spaces). Estimated cost = \$1,000

Plumbing

The plumbing system is limited to a small kitchenette in the Food Bank, a restroom in both the Food Bank and municipal storage areas, and hose bibs at the building exterior. The majority of the exposed piping was copper, but pipe concealed in the walls was not able to be observed. A single electric water heater located in the restroom provides domestic hot water to both the food bank and municipal storage areas of the building.

Plumbing fixtures in the Food Bank are in good shape, but the domestic water distribution piping appears to have evidence of leaking in the past. At the municipal storage side of the building the plumbing fixtures are old and could use replacement.

Suggested improvements:

- The restroom lavatory in the Food Bank is leaking and should be corrected. Budget = \$200
- Remodel restroom spaces as required to comply with ADA accessibility requirements. Estimated cost = \$3,500
- If concealed piping is galvanized, replace all galvanized piping with copper pipe. Estimated cost = \$8,000
- Replace fixtures in municipal bathroom in the event the space is used for something other than storage. Estimated cost = \$2,500

Code:

- Domestic water service to the building requires means for backflow prevention. This will need to be installed prior to any modifications to the domestic system. Estimated cost = \$2,500

Fire Sprinkler

No fire sprinkler system in this building.

No cost, unless the City desires to sprinkler as a risk management measure - in this case assume \$10/sq ft to add new fire sprinkler system including service entry, sprinkler riser, fire department connection, and distribution piping and sprinkler heads.

G. BOYS AND GIRLS CLUB - 1 STORY

Single floor family residence converted into preschool facility. System and building updates were done around 2002.

Energy and Water

The wall and roof envelope was not able to be observed. Windows are double pane with vinyl framing. Installed systems are believed to result in average energy use as the high efficiency gas furnace would most likely be offset by lesser insulation at the walls and roof. While the electric meter for the building is also used for the Shop buildings and the adjacent 2-story Boy's and Girl's Club, the electric EUI is estimated at an acceptable 18. Calculated EUI results were not able to be completed as electricity is fed from a shared meter. Gas and water use information was not available.

HVAC

A high efficiency condensing forced air gas furnace located in small closet provides heating to the building via recently installed overhead ducting system. The furnace is controlled by a 7-day programmable thermostat. The furnace was installed in 2002 and it is estimated that the ducted system was replaced at the same time. It is estimated that the furnace has 10 years of serviceable life remaining. The restroom is not believed to have an exhaust fan but this was not confirmed. The thermal comfort of the building was not able to be assessed as the building was not occupied at the time of investigation.

Suggested improvements:

- Install bathroom ceiling fan. Estimated cost = \$500
- Remove storage items, especially combustible items located within furnace closet. Estimated cost = \$0
- Use brush applied type duct sealant in lieu of duct tape. Budget = \$500

Code:

- A residential grade oven and range located in the kitchen but lacks a domestic range hood. If the range is used at all a range hood is required to remove moisture, smoke and grease from the building. Estimated cost \$1,000.

Plumbing

Kitchen has dishwasher and kitchen sink. Electric low-boy water heater under kitchen sink is rusting as a result of leaky waste fittings below the sink. The domestic piping is insulated in places but no vapor barrier was installed with the insulation, which could create long term moisture problems. The majority of the piping is concealed and may be galvanized considering the age of the building.

Suggested improvements and foreseeable maintenance

- Correct leaky waste fittings at kitchen sink. Estimated cost = \$200
- Change out lavatory faucet with ADA compliant equivalent. Estimated cost = \$500
- If concealed pipe is galvanized, Remove galvanized domestic water pipe and replace with copper. Estimated cost = \$3,500

Code:

- Domestic water service to the building requires means for backflow prevention. This will need to be installed prior to any modifications to the domestic system. Estimated cost = \$2,500

Fire Sprinkler

No fire sprinkler system in this building.

No cost, unless the City desires to sprinkler as a risk management measure - in this case assume \$10/sq ft to add new fire sprinkler system including service entry, sprinkler riser, fire department connection, and distribution piping and sprinkler heads.

H. BOYS AND GIRLS CLUB - 2 STORY

All of first floor is occupied by Boys and Girls Club. Part of second floor is used for municipal operation offices. Boys and girls restroom clusters at the first floor are exhausted. Part of first floor contains a computer lab and was warm. Second floor of BGC was ventilated by a whole house fan system that is controlled by a wall switch. The ventilation fan can be used for summer economizer cooling in addition to ventilation. Water use information was not available.

Energy and Water

Utility data was not provided so an energy use evaluation of the building was not completed. Roof has R-19 batt at ceiling. Wall insulation was not observed. The existing R-19 roof insulation could be upgraded to R-38 to reduce energy consumption, and a heat recovery ventilator could be installed to more efficiently ventilate the upstairs areas. The EUI is estimated at 46, this is believed to be on the high side considering the part time building operations during the school year. Calculated EUI results were not able to be completed as electricity is fed from a shared meter.

HVAC

Building is electrically heated by a combination of electric baseboard and electric forced air unit heaters. Baseboard heaters are controlled by wall thermostats, while the thermostats for the unit heaters are located on the back side of the unit. Both the unit heaters and baseboard heaters are old and may need to be replaced with in 5 years.

Through window air conditioner is installed at the second floor, but functionality was not verified.

The computer area on the first level is (computers and vending machine at first floor, high occupant density) in the summer but remain comfortable in the winter. Portable fans are used to combat the high temperatures.

Municipal office area is heated by single electric unit heater. An old ductless split system heat pump is installed but no longer functional. Restroom has exhaust fan with integral heat light.

Suggested improvements:

- Whole house ventilation fan in attic with heat recovery ventilator to reduce winter heating load. Estimated cost = \$2,500
- Replace electric resistance heat with high efficiency forced air gas furnace. There is an existing gas meter at the building, but no equipment requiring gas service was observed. Estimated cost = \$12,000
- Replace electric heater controls to consolidate controls of neighboring unit heaters to a single wall thermostat (7-day programmable type). Estimated cost = \$1,500
- Add exhaust fan to janitor closet below stairs. Estimated cost = \$700
- Municipal Office:
 - Provide roof vents and intakes for natural ventilation and cooling in municipal office. Estimated cost = \$2,500
 - Remove old Mitsubishi split system equipment. Refrigerant will need to be disposed of properly. Estimated cost = \$2,000

Plumbing

Toilets in both boy's and girl's restroom clusters appear to be 6 gal/flush. Lavatory casework appears to be ADA, but need ADA insulator kits under sinks. Floor around water closets is discolored (may be result of years of use, or history of water leaks). An ADA WC and floor drain are provided in each of the clusters.

Stainless steel commercial prep sink is located in kitchen and appears to be in good condition, excluding the piping below which shows signs of leakage in the past. Faucets handles are not ADA compliant and should be replaced with changed out with ones that are. While not observed, the water heater is believed to be electric, as abandoned combustion air inlet and flue are located at back of storage closet. Water heater is believed to be back there but was not visible.

Municipal office area has restroom/kitchenette with WC, kitchen sink and abandoned shower stall. Piping is galvanized where visible. While the fixtures are not ADA compliant this won't be a concern unless the second floor offices are made ADA accessible. The space has its own 30-40 gal 9 kW electric water heater, which appears to be oversized.

Building has gas meter but does not appear to have any equipment connected to it.

Suggested improvements:

- Change out faucet handles with ADA blade type ones: Estimated cost = \$200
- When water heater is replaced, upgrade to a high efficiency gas water heater. Estimated cost = \$2,500.
- If concealed pipe is galvanized, replace galvanized pipe with copper pipe. Estimated cost = \$15,000 (includes Municipal Office area)
- Municipal Office area:

- o Water closets are discolored and may want to be replaced if thorough cleaning doesn't remove stains. Estimated cost = \$0 to 1,000

Code:

- Domestic water service to the building requires means for backflow prevention. This will need to be installed prior to any modifications to the domestic system. Estimated cost = \$2,500
- Install ADA insulators, change out lavatory handles with ones with ADA handles. Estimated cost = \$700
- Replace existing 6 GPF Water closets with 1.6 GPF units to comply with current EPA water Estimated cost = \$5,000
- Municipal Office area:
 - o Water heater T/P relief valve needs to be drained to a conspicuous location, in lieu of hub drain. Budget = \$300
 - o Municipal restroom and kitchenette are in the same room creating sanitary issues and could possibly be a health code violation. The kitchenette and restroom areas need to be separated with walls and a door. A lavatory is required in the restroom. Estimated cost = \$3,000.

Fire Sprinkler

No fire sprinkler system in this building.

No cost, unless the City desires to sprinkler as a risk management measure - in this case assume \$10/sq ft to add new fire sprinkler system including service entry, sprinkler riser, fire department connection, and distribution piping and sprinkler heads.

I. CARPORT

No mechanical work is located in this area

J. PUBLIC RESTROOMS

Building was not investigated.

Exhibit 6
Interface Engineering: Facility Condition
Assessment – Electrical Systems

The Driftmier Architects, P.S.

Facility Condition Assessment Electrical Systems

SUBJECT/PROJECT	Sultan Facilities Condition Assessments	DATE	September 1, 2009
PROJECT NO.	2009-0379		
TO	David Seely / Rick Driftmier	@	Driftmier Architects, PS, The
FROM	Nicholas P. Rich, P.E.	@	Interface Engineering, Inc., 206.382.0200
DISTRIBUTION			

APPLIES TO Mechanical Electrical Plumbing Building Technologies Commissioning
 Energy Consulting Fire/Life Safety Lighting Design Sustainable Design

COMMENTS

This memo provides results of the City of Sultan facilities conditions assessment based on the site visit conducted on July 24, 2009, and on communications and documents received.

Eight major buildings were surveyed including:

- A. City Hall / Community Center / Library
12,044 SF on two floors; Locally historic brick/steel building renovated into City Hall in year 2000.
- B. Visitor Information Center
1,736 SF locally historic single-story brick building built in 1928, with an addition on the South end, constructed within the past 10 years.
- C. Police Department
2,445 SF single-story wood structure building built in 1986; Operated by Snohomish Co. Sherriff's Department under contract with the City of Sultan.
- D. Sultan Post Office / Museum
8,220 SF two-story brick/wood building built in 1954. The U.S. Postal Service occupies the main floor, and the Historical Society (Museum) occupies the second floor.
- E. Public Works Shop
2,958 SF one-story wood building with attic, built in 1960.
- F. Sultan Food Bank
2,944 SF two-story wood framed building built in 1960, with a 720 SF metal-on-wood enclosed stockroom building erected adjacent (West of) the original building in year 2001.

- G. Boys and Girls Club Building – 1-story
1,200SF single-story wood framed building, built in 1920, with interior renovation in 2002..
- H. Boys and Girls Club Building – 2-story
5,450 SF two-story wood building built in 1920, with a number of renovations, dates unknown.

Minor buildings and structures were also briefly surveyed including:

- I. Detached 1,981 SF carport located across the open yard from Public Works Shop Building
- J. Public Restrooms, a one-story CMU building located behind the Boys and Girls Club Building

The data are organized first by building, then by system, lastly by scope of work focus items and the cost to improve for a 20 year life.

Electrical survey includes power, lighting, and low voltage systems (security, data, comm., etc.). See separate mechanical memo for HVAC, Plumbing, and Fire Sprinkler.

Photos were taken during the short site visits and are available upon request.

While a building assessment matrix was requested by the City, the format was not provided and hence is not included herein.

Definitions:

AT	=	Amps Trip
ATS	=	Automatic Transfer Switch
AF	=	Amps Frame (Frame Rating)
A	=	Amps
V	=	Volts
W	=	Watts
kVA	=	Kilo-Volt-Amps (apparent power)
kWH	=	Kilo-Watt-Hours (energy)
kW	=	Kilo-Watt (real power)
PF	=	Power Factor
SF	=	Square Foot
W/SF	=	Watts per Square Foot
CT	=	Current Transformer (for utility metering)
TVSS	=	Transient Voltage Surge Suppression

A. CITY HALL / COMMUNITY CENTER / LIBRARY

Power

The City Hall building is currently powered via a parallel conductor overhead service drop from a 112.5 kVA pole-mounted utility transformer bank to weather-heads and conduits running vertically down the exterior wall to an exterior, surface-mounted metering CT enclosure. The utility meter is surface-mounted adjacent to the CT enclosure, and the service conductor conduits continue from the CT enclosure below the building floor to the MDP in the electrical room. The electrical service is established at the 600A, 208/120V, 3phase,

4Wire , 10kAIC Main Distribution Panelboard, MDP. A transient Voltage Surge Suppression device is installed adjacent to the MPD, and status lights indicate normal operation.

The building area is 12,044 SF on the main and second floors, and the existing 600 Ampere service limits the building to 16.1 w/SF, 216kVA at 0.90 power factor. The design range for this facility type is 14w/SF to 18w/SF if HVAC systems are fully implemented. If the facility is expanded or upgraded the utility service transformer may require upsizing by Snohomish Co. PUD.

This facility has no emergency or standby backup generator for selected facility panels and loads.

Condition and Life: The Main Distribution Panel (MDP), located in an electrical room on the main floor, adjacent to the elevator shaft/machine room, is an Eaton/Cutler-Hammer PRL3a series wall-mounted distribution panelboard, and has two available 3-pole circuit breaker positions (spaces). In general, the power panels do not have sufficient remaining space for a significant building expansion but they have been maintained in good condition. The MDP and branch circuit panels were installed in the 1999/2000 renovation of the building, and are in good condition, with 25+ years remaining in their design life.

Code: The following summarizes code related issues identified during the site examination for existing installations. These items may require correction to comply with current code or may be a recommendation for correction to comply with current code. Modifications to these systems require the code corrective measure to be included.

- Current energy code requires lighting controls that include timed sweeps and occupancy sensors in multiple areas that do not currently have these controls. Most areas in the structure are hard switched and most areas do not have occupancy sensor or time-clock lighting control. Revisions to the lighting layout, if required, will mandate compliance with current code. Implementation of these upgrades are not required unless area lighting layouts or controls are modified, but providing these upgrades will result in energy savings for the facility over time.
- The electrical room and locations of the power panels are maintained in clean condition, free of obstructing stored materials.
- The restroom receptacles are GFI type as required by current code.

Work Environment: The power distribution is primarily routed concealed to spaces within raceways, power poles, soffits, or under floor. The power as distributed currently meets the needs of the space but will require additional panels to be installed if the areas are expanded.

Building Expansion: If a significant building expansion were to be completed at this location it is likely that the utility transformer would require upgrade due to system loading. Installation of a new MDP and 'back-feeding' of the existing MDP would be recommended to support phasing of construction and provide main power installation sized for a 20 year horizon. This phased approach allows operations to continue in designated areas while other areas are upgraded. An emergency / standby power generation system is recommended for a significant upgrade / expansion to this facility.



Service Drop, Metering
Note height of ext. luminaires



Electrical Room – code clearance
but little room for expansion

Cost to Retain: The cost to upgrade the existing facility electrical systems to support an additional 20 years of operation at this location would involve the installation of an emergency/standby power generator, and associated reconfiguration of the existing power distribution system. If the city does not foresee the need to make the City Hall an Essential Services Facility, then the existing electrical distribution system will remain functional within their design life for 20 to 25 years, but would require replacement based on growth at earlier time frames.

New Electrical System: \$12 per SF for the added area, plus + \$80,000 for new service with raceways.

New emergency/Standby power generation system: \$ 60,000 to \$ 80,000 for emergency loads, plus 25% of operations building loads on standby power.

Lighting System: \$8/SF for added areas + \$10,000 for lighting controls required by code.

Data/Comm in expanded area: \$8/SF

Phasing and Relocation Cost: \$ unknown

Cost to Sell or Lease: The Electrical codes do not require electrical or communications upgrades to sell or lease the building in its existing configuration. Modified areas will require upgrades to meet code for those spaces where modifications change power and lighting serving those areas.

Lighting

The building lighting systems are generally controlled by line switching without occupancy sensor or lighting control panel over-rides. Current energy codes mandate these control over-rides in most spaces and also in selected spaces require daylighting control to be installed. Code requires that spaces where 60% or more of the lighting is modified comply with current energy codes. It is recommended that upgrade of lighting systems to implement selected controls for energy savings be implemented to save on energy

cost, and demonstrate good energy practice to customers. There are rebate incentives available to implement these types of controls that are available through the local power utility.

Lighting throughout the interior of the facility is predominantly T8 fluorescent, supplemented by compact fluorescent downlights and task lights.

Lighting in the main entry lobby was originally designed as decorative direct/indirect HID luminaires, and has, in the last 2 years, been replaced with commercial/retail type paddle fans with integral incandescent direct lighting.

Lighting in the lobby stair is comprised of downlights and wall sconces. This is a well-lit daylight zone, and auto switching of the lighting in this area will conserve significant energy savings over time.



Lobby – paddle fans with integral lights. LV art/bulletin lights.



Daylit lobby stair with sconce lights on.

The building exterior lighting has been damaged by vandalism, the damage primarily in the form of cracked or shattered lenses. The luminaire at the Northeast corner of the building also has damage to the mounting anchors, and the luminaire at the Southeast corner of the building has been retrofitted with a compact fluorescent lamp, incompatible with the HID ballast in the luminaire.



Exterior luminaire at the Northeast corner of the Building. Note shattered lens, and damaged mounting bracket and anchors.



Exterior luminaire at the Southeast corner of the building. A compact fluorescent lamp has been installed in the socket of a metal-halide lamped fixture.

Condition and Life:

- The interior luminaires are generally in good condition and have significant design life remaining.
- Lighting in the Second Floor Conference Room appears to be a mix of T8 and Biax fluorescent lamp types in the 2x2 luminaires. This, in combination with the lamping in the exterior luminaires, indicates inconsistencies in the maintenance and replacement program, which can lead to excessive O&M costs due to premature ballast and luminaire wiring failure.
- The exterior lighting is in immediate need for replacement of damaged lenses and lamp assemblies, both for the decorative building-mounted luminaires, and for the recessed retaining wall-mounted walkway lights at the rear parking area.
- The building exterior luminaire at the Southeast corner of the building has been retro-fitted with a compact fluorescent lamp. This is designed as a Metal halide lamped luminaire, and this fixtures should be repaired as soon as practical.



Damaged parking area luminaire.
The lens, lamp socket, and reflector
have been vandalized.

Code: Any significant remodel will require the addition of occupancy sensors and a lighting control panel to the facility for pre-programmed lighting system sweeps.

Work Environment: Generally, the light levels in most areas appear to meet IES guidelines and are in good condition. The noted exception to this is in the two-story high main entry lobby, where the initial designed installation of decorative proved inadequate for lighting and difficult to maintain. The incandescent lamps installed in the bottom of the retro-fitted paddle-fans fail prematurely due to the vibration of the fans, and they are inadequate to the task of illuminating the space. We recommend installing indirect fluorescent (T5-HO lamped) luminaires for ambient illumination of this space.

Further, the low-voltage halogen art and bulletin board lighting is not energy efficient, and tends to be expensive to maintain. Replacement is not of a high priority at this time, however we recommend replacement with low-energy and long lamp life LED task lighting luminaires on the 1 to 2 year horizon, as LED fixture costs descend.

The exterior building lighting requires repairs to the vandal damage, and immediate replacement of mismatched lamp/ballasts.

Building Expansion: New and remodeled areas would require new lighting and new lighting controls to be installed.

Fire Alarm

The installed fire alarm system incorporates networked smoke detectors and annunciation devices. If the building were to be remodeled and expanded the fire alarm system would required additional devices to comply with current fire alarm code.

Condition and Life: The installed fire alarm control is a Notifier AFP-200, with auto dialer, and addressable circuits. The sensing devices, and notifying components appear to be in good condition.

Code: If the building SF is increased, the fire alarm system will be required by code and will need to be upgraded to meet all current code requirements.

Work Environment: N/A

Building Expansion: Building expansion will require additional fire alarm system requirements.

Cost to Keep: \$2.50/SF for expanded areas with a minimum upgrade cost of \$5,000.

Cost to Sell or Lease: The existing installation is likely to allow for sale or lease without upgrade.

Communications

The telecommunications service is derived at the utility pole at the Northeast corner of the property, and routed underground to the telecommunications demarcation room at the West side of the building. The internal voice/data communications backbone cabling is routed to the IT closet on the second floor of the city hall.

Condition and Life: Good condition. Recommend exposed cable runs be concealed within raceway, wire-way, or soffits.

Code: No adverse code issues observed.

B. VISITOR INFORMATION CENTER

Power

The Visitor Information Center building is currently powered via an overhead service drop from a pole-mounted utility transformer to a weather-head and service conduit running vertically down the exterior wall to an exterior, surface-mounted metering 200 Amp utility meter. The service conductor conduits continue from the meter through the exterior wall to the main electrical inside the building. The electrical service is rated 200A, 120/240V, 1phase, 3Wire. The Main Panel is a surface mounted Siemens load center, with a 200 Ampere main circuit breaker.

This facility has no emergency or standby backup generator for selected facility panels and loads.

Condition and Life: The main panel, Siemens G2040MB1200 load center is approximately 20 years old, and it is in fair and serviceable condition, however there is no room for expansion of branch circuits without adding another panel, and a number of 'wafer' circuit breakers have already been installed to handle added branch circuits. This will lead to excessive heating in the load center over time, shorting the life expectancy. There are currently (3) circuit breakers marked as spares.

Code: Located on the exterior wall in the back-of-house space, it is adjacent to the telecommunications service equipment, and access is obstructed by miscellaneous equipment from the building operations, located in front of the panel.

Work Environment: The power distribution is primarily routed concealed to spaces within raceways, power poles, soffits, or under floor. The power as distributed currently meets the needs of the space.

Building Expansion: If a significant building expansion were to be completed at this location it is likely that the main panel and utility transformer would require upgrades in capacity.



Building Electrical Panel and Telecom equipment. Note area clutter and obstructions to access.

Cost to Retain: The cost to upgrade the existing facility electrical systems to support an additional 20 years of operation at this location would involve the installation of an emergency/standby power generator, and associated reconfiguration of the existing power distribution system. If the city does not foresee the need to make the City Hall an Essential Services Facility, then the existing electrical distribution system will remain functional within their design life for 20 to 25 years, but would require replacement based on growth at earlier time frames.

Cost to Sell or Lease: The Electrical codes do not require electrical or communications upgrades to sell or lease the building in its existing configuration. Modified areas will require upgrades to meet code for those spaces where modifications change power and lighting serving those areas.

Recommendations: Replace the existing service load center with a 42-circuit panel, or add a second panel and eliminate the 'wafer' circuit breakers in the existing panel. Estimated cost: \$ 3,500.

Lighting

Lighting throughout the interior of the facility is predominantly T8 fluorescent, supplemented by compact fluorescent downlights and task lights.

The building exterior lighting is adequate for the limited use of the site, illuminating the parking area and the building entrance.

Condition and Life:

- The interior luminaires are generally in good condition and have significant design life remaining.
- The track lighting has been reportedly overheating, and should be replaced with higher capacity track, or lower wattage track head fixtures.
- The exterior lighting is comprised of open lamp & reflector type flood lights, with ornamental period lanterns on the front building fascia. The luminaires are in fair, but not vandal-resistant or efficient condition.

Code: Any significant remodel will require the addition of occupancy sensors and a lighting control panel to the facility for pre-programmed lighting system sweeps.

Work Environment: Generally, the light levels in most areas appear to meet IES guidelines and are in good condition.

Building Expansion: New and remodeled areas would require new lighting and new lighting controls to be installed.

Cost to Keep: See costs budgets in section above.

Cost to Sell or Lease: See costs budgets in section above.

Fire Alarm

There is no central fire alarm system in this building. There are single-station combination smoke/heat detectors/sounders in the main occupied part of the building.

Condition and Life: The single-station devices require periodic testing and maintenance/back-up battery replacement.

Code: An upgrade to the existing devices is not required, however a significant upgrade to the building would require a notification system, and an automatic detection system if fire protection sprinklers are not installed.

Recommendations: Replace the single-station smoke alarms with a fire detection and alarm system, with automatic reporting to central station. Estimated cost \$ 10,000.

Communications:

Condition and Life: Good condition. The power source reliability is enhanced by a mini-UPS with surge protection.

Code: No adverse code issues observed.

Recommendations:

- Reconfigure the telecommunications service and equipment rack, to 1) improve clearance and separation from the electrical service equipment, and 2) better secure the security camera equipment. Estimated cost: \$ 1,500.
- Install the exposed cable runs be concealed within raceway, wire-way, or soffits. Estimated cost: \$ 2,500.

C. POLICE DEPARTMENT / SHERRIFF'S DEPARTMENT

Power

The Police building is currently powered via an underground service lateral from a pole-mounted utility transformer to the 200 Amp utility meter and enclosed main circuit breaker. The meter is flush-mounted in the exterior wall, and the service conductors continue from the main circuit breaker to an Automatic Transfer Switch (ATS), to the electrical panel for the building. The electrical service is rated 200A, 120/240V, 1phase, 3Wire. The sole Electrical Panel is a surface mounted Square-D NQOD 42-pole panelboard, with 200 Ampere main lugs.

This facility has an emergency/standby backup generator powering the entire building electrical system, through the ATS, served by a 60kW/60kVA 120/240-Volt, single-phase, three-wire generator, a Katolight Model D60FGJ4, listed for Standby Service. The diesel generator is located outside, on the North side of the building, and incorporates a weather enclosure and a base-mounted fuel tank of 130 gallon capacity.

Condition and Life: Based on the inspection tags, the main panel, ATS, and associated electrical equipment were installed in 2001, approximately 8 years old, and the equipment is in good and serviceable condition.

Code: No adverse code issues observed

Work Environment: The power distribution is primarily routed concealed to spaces within raceways, power poles, soffits, or under floor. The power as distributed currently meets the needs of the space.

Building Expansion: If a significant building expansion were to be completed at this location it is likely that the electrical service, electrical panel, standby power generator and ATS, and the utility transformer would require upgrades in capacity.

Lighting

Lighting throughout the interior of the facility is predominantly T8 fluorescent, supplemented by compact fluorescent downlights and workstation task lights.

The building exterior lighting is comprised of HID wall-pack luminaires for safety and security around the building perimeter. The lighting under the front canopy is of an open linear fluorescent type, and is a maintenance-intensive element, as the open-lamp fixtures quickly become covered with insects.

Condition and Life:

- The interior luminaires are in good condition, have significant design life remaining, and are energy efficient.
- The exterior lighting under the front canopy is in fair, but not very vandal-resistant or efficient condition.

Code: Any significant remodel will require the addition of occupancy sensors and a lighting control panel to the facility for pre-programmed lighting system sweeps.

Work Environment: Generally, the light levels in most areas appear to meet IES guidelines and are in good condition.

Recommendations: Add occupancy-sensing automatic controls to the offices.

Fire Alarm

The installed fire alarm system incorporates zoned smoke detectors and annunciation devices. If the building were to be remodeled and expanded the fire alarm system would require additional devices to comply with current fire alarm code.

Condition and Life: The installed fire alarm control is a Silent Knight Model 5207, with auto dialer, and zoned circuits. The sensing devices, and notifying components appear to be in good condition.

Communications

Condition and Life: Good condition. Recommend exposed cable runs be concealed within raceway, wire-way, or soffits.

Code: No adverse code issues observed.

D. SULTAN POST OFFICE

Power

The Post Office building currently two underground electrical services, a 3-phase service and a single-phase service, consisting of underground service laterals from a pole-mounted utility transformer to a CL200 utility meter and main disconnect, and a CL10 240-Volt, single-phase meter, both located on the East exterior wall.

The Three-phase electrical service is rated 200A, 240V, 3phase, 3Wire, the panel fed from a 200 Ampere 3-pole disconnect switch.

The Single-phase electrical service is rated 225 Ampere, 120/240V and is a Square-D NQOB surface mounted panelboard, with a 225 Ampere main circuit breaker.

Condition and Life:

- The main disconnect, electrical panel, 50 years old, dating back to the original construction of the building, and is at the end of its designed service life.
- The sorting / mail box service area of the post office is lacking in adequate receptacle outlets, and extension cords have been strung to provide convenience outlets for portable appliances and portable ventilation fans in this space.

Maintenance and Code Issues:

- The integrity of the conduit and grounding systems is lost at the exterior meter, where the service entrance conduit, mounted to the building exterior wall, has separated from the meter enclosure.
- The service disconnect switch and main electrical panel are located in the mechanical room, which also serves as a storage room for miscellaneous maintenance and operations supplies, and code-required access to the electrical equipment is obstructed by said sundry items.
- The electrical service and distribution equipment is at the end of its service life, and is recommended to be replaced in the next 2 years, or in conjunction with a building upgrade or renovation.
- The upstairs branch circuits serving the historical society are connected to the branch circuit panels on the main floor, preventing the ability to separately meter the two distinct spaces in the building.
- New branch circuits and convenience outlets should be provided in the post office service spaces, to eliminate extension cords, strung across ceiling mounted lighting fixtures for support.
- The receptacles located at the restroom lavatories should be replaced with ground-fault circuit interrupting (GFCI) receptacles for safety.

Building Expansion: If a significant building expansion were to be completed at this location it is likely that the main panel and utility transformer would require upgrades in capacity.

Lighting

Lighting throughout the interior of the facility consists of enclosed-lensed surface 'wrap lense' fixtures in the workspaces and open-lamp asymmetric reflector fixtures in the mail sorting/boxes areas, with T-12 lamps and magnetic ballasts. The lamps are not energy efficient, and the ballasts are past their design life and are a maintenance issue, requiring frequent ballast and lamp replacement throughout the building.

The interior lighting in the second floor historical society museum space is predominantly comprised of antiquated incandescent luminaires – concentric shade with 300 Watt incandescent lamps. This is 60-year-old technology lighting, and should be replaced with modern energy-efficient lighting.

The building exterior lighting: The exterior lighting consists of high pressure sodium (HPS) wall-mounted and soffit-mounted fixtures. These fixtures are energy efficient, however we observed that they were illuminated during the middle of the day.

Condition and Life:

- The interior luminaires are past their design life and should be replaced with energy-efficient T-8 fluorescent fixtures with electronic ballasts. A number of the surface mounted fluorescent fixtures are in disrepair with missing, yellowed, or cracked lenses, open ballast compartments, and mismatched or burned out lamps. Automatic occupancy-sensing controls should be installed throughout the space, particularly in the areas on the service side of the post office mail boxes.
- The second floor incandescent lighting is inefficient and well past its service life, and we recommend replacement of the lighting on the second floor with energy-efficient fluorescent luminaires, with automatic controls.
- Noting that most of the exterior lighting was illuminated during the middle of the day, we recommend that the existing time clock control be replaced with a reliable yet simple combination photo-control and time clock, for proper control of the lighting.

Code Issues:

- A significant renovation to the building will require lighting upgrades to meet the energy code, including automatic controls for both interior and exterior lighting control, and occupancy sensors for interior office and periodic occupied spaces.

Work Environment: Generally, the light levels in post office are marginal to adequate, and the lighting in the upstairs museum is below IES guidelines for illumination levels, at an average of just 14 foot-candles.

Building Expansion: New and remodeled areas would require new lighting and new lighting controls to be installed.

Fire Alarm

There is no central fire alarm system in this building. There are single-station combination smoke/heat detectors/sounders in the main occupied part of the building.

Condition and Life: The single-station devices require periodic testing and maintenance/back-up battery replacement.

Code: A significant renovation to the building will require an automatic notification system, and an automatic detection system if fire protection sprinklers are not installed.

Recommendations: Replace the single-station smoke alarms with a fire detection and alarm system, with automatic reporting to central station. Estimated cost for the post office and second floor historical society museum: \$ 18,000.

Communications

Condition and Life: Data and voice/sound cables have been installed/upgraded in recent years, and are in serviceable condition, however this installation was retrofitted to the interior post office space exposed below the ceilings. We recommend exposed cable runs be concealed within raceway, wire-way, or soffits. The telecommunications backboard, cross-connects, hubs and equipment are in relatively new and good working condition. They are well organized and neatly installed on the backboard, however this equipment is located in the corner of the break room, and is not securely locked inside a dedicated room/closet.

The satellite telecommunications service cabling is installed in PVC conduit, horizontally mounted on the exterior wall above grade, with the cable exposed to the elements and to potential vandalism where it enters the building.

Code: No adverse code issues observed.

Recommendations:

- In concert with planned building renovations or upgrades, the telecommunications service cabling/conduits should be re-routed more securely.
- The telecommunications equipment should be located in a secure, dedicated room.
- The interior telecommunications cabling should be installed in raceways to eliminate the exposed open cable strung below the ceilings that currently exists.

E. Public Works Shop

Power

The Public Works Shop building is currently powered via an overhead aerial conductor feeder from a pole-mounted service distribution point, adjacent to the Food Bank building, fed from a pole-mounted utility transformer to the 200 Amp class utility meter and main disconnect. The service conductor conduits continue from the meter through the exterior wall to the main electrical panel inside the building. The electrical feeder is rated 70A, 120/240V, 1phase, 3Wire. The Main Panel is a flush mounted Square-D panelboard, with a 70 Ampere main circuit breaker and 50 Ampere rated bus.

There is no emergency or standby power generation system for this building.

Condition and Life: The main panel was installed in the 1950's or 1960's, and is in poor condition.

Code:

- There is reasonably minimal electrical load on this building presently, however municipal public works needs change continuously, and other, undocumented remote buildings and exterior site lighting appear to be fed from this building electrical system. The bus rating of the electrical panel is less than that of the main circuit breaker, and the panel, overhead feeder, and branch circuits serving receptacles for tools should be replaced.

Work Environment: Presently, the power needs in this building are relatively small, however there is very little flexibility to serve future maintenance and operations needs at this building. The electrical feeder and panel are undersized to meet these needs.

Building Expansion: If a significant building expansion were to be completed at this location it is likely that the main panel and utility transformer would require upgrades in capacity.

Recommendations:

- Whether this building is renovated or not, the electrical distribution system is well beyond its service life, lacks sufficient capacity, and should be replaced with a new service and distribution equipment.

Lighting

Lighting throughout the interior of the facility is a mix of surface lensed fluorescent fixtures, 8-foot T-12 fluorescent industrial fixtures, and incandescent fixtures. The fixtures are old and not energy-efficient, and the ballasts for the fluorescent fixtures are past their design life. The lighting is manually controlled. The shop area is marginally illuminated, not suitable for the tasks at the drilling, maintenance work stations. The vehicle storage bays are adequately illuminated, at 35 foot-candles near the doors (when in closed position), and 64 foot-candles at the back of the bays.

The storage building, West of the public works shop has minimal lighting, 'RLM' type incandescent fixtures, controlled by a single switch at the entry door.

The building exterior lighting: There is minimal site lighting, provided by high pressure sodium 'cobra-head' pole-mounted luminaires, located around the public works site, fed from aerial wiring.

Condition and Life:

- The interior luminaires are not energy efficient and they are in poor condition.
- The exterior lighting is marginally adequate for general security, but not truly adequate for significant nighttime PW operations, such as a staging area during a PW emergency.

Code: Any significant renovations will require replacement of the lighting, and incorporation of automatic lighting controls.

Fire Alarm

There is no central fire alarm system in this building.

Code: A replacement of this building will require an automatic notification system, and an automatic detection system if fire protection sprinklers are not installed.

Recommendations: The cost of installing a new fire detection and alarm system in the existing building would likely approach the value of the building as it exists presently. We recommend scaling installation of fire detection devices or systems with the value of other proposed or planned upgrades to the building. If no renovations or upgrades are planned, we recommend, as a minimum, to install a small hard-wired, automatic reporting system. TO maximize benefits to cost, this could be a small zoned system that also serves as an intrusion detection system. Estimated cost \$ 7,500.

Communications

Telecommunications to this building are minimal, for voice communications (phone). There are phone jack/outlets, but no central hub or backboard in the shop.

F. FOOD BANK

Power

The Food Bank building is currently powered via an overhead service drop from a pole-mounted utility transformer to the 200 Amp class utility meter and main disconnect. This pole-mounted transformer also feeds an adjacent service pole and overhead distribution taps metering and providing power to the Public Works shop and site lighting, as well as the Boys and Girls Club buildings. The service conductor conduits continue from the meter, 1) to the electrical panels inside the original 1960 building, and 2) from the meter, rising, surface mounted on the exterior wall, to a weather-head and connected by aerial conductors to the newer storage/refrigeration building. The electrical service is rated 200A, 120/240V, 1phase, 3Wire. For the 1960 building panels, and 240, 3-phase, 3-wire, to the newer storage building.

The electrical panels in the 1960 building are flush-mounted Square-D NQOB panels, Panel 'A': 200 Ampere, 2-Pole main circuit breaker; Panel 'B': 200 Ampere, 2-pole main circuit breaker.

The electrical panel in the newer storage/refrigeration building is a surface mounted panel, with a 200 Ampere main circuit breaker, connected at 240 Volts, 3-phase (Delta). The electrical inspection tag indicates that this panel was installed in 2001.

Condition and Life: The electrical panels 'A' and 'B' in the original building were installed in 1960, and have significantly exceeded their design service life. Circuit breakers for this panel type are still manufactured and available.

Code:

- The grounding for the electrical system should be tested for integrity and interconnection for the electrical systems of both building structures.
- Replace the receptacle outlets in the restrooms with GFCI receptacles.

Lighting

Lighting throughout the interior of the 1960 building is industrial, 'eggcrate' louvered fluorescent, with T-12 fluorescent lamps and magnetic ballasts on the food bank side of the building, with 2 x 4 lay-in type 4-lamp T-12 recessed troffers on the city administrative side of the building, and incandescent lighting in the halls and kitchenette.

The lighting in the newer storage/refrigeration building is 8-foot T-12 fluorescent industrial.

The building exterior lighting incandescent, augmented in the rear, by the PW site pole-mounted lighting.

Condition and Life:

- The interior luminaires are old and have inefficient ballasts and lamps, but are physically in generally good condition. If no renovations are planned for the near-future, this lighting should be replaced or retro-fitted with modern, energy-efficient ballasts and lamps. Energy grant funding for this varies but is available through Snohomish County PUD.

- The exterior lighting is incandescent, and should be replaced with compact fluorescent or low-wattage HID lighting for improved energy efficiency, effectiveness, and longer lamp life.

Code: Any significant remodel will require replacement or retro-fit of the lighting with electronic ballasts/T-8 lamps, and automatic control, with occupancy sensors.

Work Environment: Generally, the light levels in most areas appear to meet IES guidelines for illuminance levels.

Fire Alarm

There is no central fire alarm system in this building.

Code: A replacement of this building will require an automatic notification system, and an automatic detection system if fire protection sprinklers are not installed.

Recommendations: The cost of installing a new fire detection and alarm system in the existing building would likely approach the value of the 1960 building as it exists presently. We recommend scaling installation of fire detection devices or systems with the value of other proposed or planned upgrades to the building. If no renovations or upgrades are planned, we recommend, as a minimum, to install a small hard-wired, automatic reporting system. To provide for security protection for the food bank, and to maximize benefits to cost, we recommend installing a small zoned combination fire alarm / security intrusion system. Estimated cost \$ 8,500.

Communications

Condition and Life: Fair condition, but poor access. The telephone system is located upstairs, in a dedicated, but tight space, with little thermal control where the equipment is located.

Code: No adverse code issues observed.

BOYS AND GIRLS CLUB – 1 STORY

Power

The 1-Story Boys and Girls building is currently fed from the 2-story building. There is a utility meter base surface mounted on the South exterior wall, but has shorting-bypass plugs installed and a Snohomish Co. PUD seal on the frame, indicating that this building originally had its own service, but is now fed from the adjacent B&G building. The conduits continue from the meterbase to the load center inside the building.

Condition and Life: The main panel, a Murray residential load center is approximately was installed in 1986, based on the electrical inspection tag, at 23 years old, and is in fair condition, but at nearing the end of its service life. The service/panel is rated 120/240 Volt, single-phase, with 125 Ampere main lugs, and three main circuit breakers. The panel has no spaces for expansion.

Code: The range is partially obstructing the code-required clearance in front of the electrical panel.

Lighting

Lighting throughout the interior of the facility consists of recessed T-12 fluorescent troffers, supplemented by compact fluorescent downlights and task lights.

The building exterior lighting consists of damaged incandescent fixtures. The restrooms located behind, to the West of the building have incandescent lighting, and the exterior lighting was observed to be on during daylight hours.

Condition and Life:

- The interior luminaires are generally in poor-to-fair condition, with yellowed, sagging, and some missing lenses. These are a cheap, residential type of recessed fixture, with the lenses resting on the ceiling grid tees, rather than being mounted into a rigid fixture hinged lens frame for ease of maintenance.
- The exterior lighting comprised of open lamp & reflector type flood lights, and if in fair, but not very vandal-resistant or efficient condition.

Code: Any significant remodel will require upgrade to T-8 fluorescent lamped fixtures, and automatic lighting controls for interior and exterior lighting.

Work Environment: Generally, the light levels in most areas appear to meet IES guidelines, but are only in fair condition.

Fire Alarm

There is no central fire alarm system in this building. There are single-station combination smoke/heat detectors/sounders in the main occupied part of the building.

Condition and Life: The single-station devices require periodic testing and maintenance/back-up battery replacement.

This building has a zoned perimeter / interior motion sensing security system.

Code: A replacement of this building will require an automatic notification system, and an automatic detection system if fire protection sprinklers are not installed.

Recommendations: The cost of installing a new fire detection and alarm system in the existing building would likely approach the value of the building, however there already is a security system. If no immediate renovations or improvements to this building are planned, we recommend exploring connection or expansion of the current security system to incorporate fire detection, supplemental to the existing single-station smoke detectors/sounders. Estimated cost \$ 2,000.

Communications

Condition and Life: Fair condition, the cabling at the service enclosure should be secured from the ground, a minor maintenance item.

Code: No adverse code issues observed.

G. BOYS AND GIRLS CLUB – 2-STORY

Power

The 2-Story Boys and Girls Club Building is currently powered via an overhead service drop from the City's pole-mounted metering/taps, located adjacent to the utility pole-mounted transformer. Aerial service drops extend from this collector pole to the Boys & Girls club building, to area site lighting, and to the Public Works shops. The single meter mounted to this pole serves all of these buildings.

The aerial service consists of two sets of cables which extends from the service/collector pole to weather-heads at the roof of the 2-story building. The service conductor conduits continue from the weather-head to the electrical panels inside the building, on the first floor. The electrical service is 120/240V, 1phase, 3Wire, connected to three flush electrical panels, each with a 200 Ampere main circuit breaker.

Condition and Life: The electrical panels are Square-D NQOB type panelboards, and not installation date is evident. Based on the type and condition of the panels, they appear to be of 1960s or 1970s era, beyond their design service life. Replacement circuit breakers are still manufactured and available for this panel type. Two of the three panels have spaces available for additional future branch circuits, however, the overall service capacity would have to be increased to add new loads.

Code:

- The aerial service drop cables are in contact with the sloped roof, and need to be re-supported to comply with State code clearance requirements. Since these conductors are on the load-side of the service/metering pole, these conductors are owned by the city, and thus are not maintained by the Snohomish County PUD. We understand that the PUD has provided a cost budget to remedy the sagging conductors. We recommend that the City solicit competitive bids from electrical contractors to provide conductor support in accordance with WAC 296-46B requirements.
- The branch circuit panel serving the kitchenette is located above a counter, and does not meet code required working space clearance.



Aerial power conductors sagging,
in contact with sloped roof.

Work Environment: The power distribution is primarily routed concealed to spaces within raceways, power poles, soffits, or under floor. The power as distributed currently meets the needs of the space.

Building Expansion: If a significant building expansion were to be completed at this location it is likely that the main panel and utility transformer would require upgrades in capacity.

Lighting

Lighting throughout the first floor of the Boys and Girls club is predominantly surface wrap-lensed T-12 fluorescent fixtures, retrofitted with surface raceways mounted to the ceiling. This replaces the existing abandoned-in-place recessed incandescent fixtures, still located in the ceiling, but made inoperable with removal of the lamps.

The lighting in the second floor space is comprised primarily of recessed mounted incandescent downlights on dimmer switches. The lighting in the city's dedicated space at the South end of the second floor is comprised of fluorescent surface-wrap fixtures, with incandescent lighting for the restroom.

The building exterior lighting is minimal, with incandescent lamp-holder for flood lighting.

The recreational covered play court behind the building is illuminated with metal halide fixtures. These were illuminated during daylight hours, but we could not determine the power source or the controls for this lighting.

Condition and Life:

- The interior luminaires on the first floor are generally in good condition, though with some missing lenses.
- The exit sign at the kitchen and main entry door locations are not illuminated, in poor condition.
- The incandescent lighting on the second floor, and the associated dimmer switches are in very poor condition, and should be replaced.
- The exterior lighting comprised of open lamp & reflector type flood lights, and is in fair, but not very vandal-resistant or efficient condition.

Code: Any significant remodel will require the addition of occupancy sensors and a lighting control panel to the facility for pre-programmed lighting system sweeps.

Work Environment: Generally, the light levels on the first floor in most areas appear to meet IES guidelines and are in good condition.

Fire Alarm

There is no central fire alarm system in this building, although the second floor detectors appear to be a system type, perhaps tied into the security system. There are single-station combination smoke/heat detectors/sounders on the first floor of the building.

Condition and Life: The single-station devices require periodic testing and maintenance/back-up battery replacement.

This building has a zoned perimeter / interior motion sensing security system.

Code: Upgrades/renovation to, or a replacement of this building will require an automatic notification system, and an automatic detection system if fire protection sprinklers are not installed.

Recommendations: The cost of installing a new fire detection and alarm system in the existing building would likely approach the value of the building, however there already is a security system. If no immediate renovations or improvements to this building are planned, we recommend exploring connection or expansion of the current security system to incorporate fire detection, supplemental to the existing single-station smoke detectors/sounders. Estimated cost \$ 3,500.

Communications

Condition and Life: The communications service has multiple service enclosures on the exterior walls, with both underground and aerial service cabling. The system appears to be in fair and operable/serviceable condition.

Code: No adverse code issues observed.

End of Electrical Systems Facility Condition Assessment.