PHYSICAL NEEDS ASSESSMENT

PENNSYLVANIA DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

Building 0-47, Fort Indiantown Gap
Annville, Pennsylvania 17003-5002
Mr. Ray Hulings
Director, Bureau of Plans, Operations and Maintenance

PHYSICAL NEEDS ASSESSMENT

of

EAST STROUDSBURG READINESS CENTER 42B30

271 Washington Street
East Stroudsburg, Pennsylvania 18301-2839

PREPARED BY:

EMG
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Hunt Valley, Maryland 21031
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EMG Project #: 88798.09R-009.017
Date of Report: June 30, 2009
On site Date: May 26, 2009

EMG

Replacement Reserves Report
Flammable Material Storage 42B30-00003, Readiness Center 42B30-00001, Site 42B30-LAND1
6/30/2009

Location	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total Escalated Estimate
East Stroudsburg Readiness Center 42B30 / Flammable Material Storage 42B30-00003	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
East Stroudsburg Readiness Center 42B30 / Readiness Center 42B30-00001	$340,157	$113,918	$18,729	$51,043	$0	$69,879	$5,875	$1,237	$0	$2,740	$48,584	$0	$43,873	$13,511	$1,522	$66,329	$6,006	$0	$2,005	$44,938	$0	$277,403	$0	$18,157	$5,358	**$1,131,262**
East Stroudsburg Readiness Center 42B30 / Site 42B30-LAND1	$7,862	$8,632	$0	$0	$0	$0	$7,033	$0	$22,809	$0	$0	$4,471	$0	$3,907	$0	$9,588	$5,183	$0	$0	$0	$4,805	$6,008	$0	$0	$0	**$80,299**
GrandTotal	**$348,019**	**$122,550**	**$18,729**	**$51,043**	**$0**	**$69,879**	**$12,908**	**$1,237**	**$22,809**	**$2,740**	**$48,584**	**$4,471**	**$43,873**	**$17,418**	**$1,522**	**$75,917**	**$11,188**	**$0**	**$2,005**	**$44,938**	**$4,805**	**$283,411**	**$0**	**$18,157**	**$5,358**	**$1,211,561**

East Stroudsburg Readiness Center 42B30 / Flammable Material Storage 42B30-00003

Report Section	ID	Cost Description	Lifespan (EUL)	Observed Age (EAge)	Remaining Life (RUL)	Quantity	Unit	Unit Cost	Subtotal	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Deficiency Repair Estimate
Totals, Unescalated										**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Location Factor (1.00)										**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Totals, Escalated (1.0%, compounded annually)										**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

East Stroudsburg Readiness Center 42B30 / Readiness Center 42B30-00001

Report Section	ID	Cost Description	Lifespan (EUL)	Observed Age (EAge)	Remaining Life (RUL)	Quantity	Unit	Unit Cost	Subtotal	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Deficiency Repair Estimate
1.2	6459	Mechanical Engineering Evaluation of Plumbing System		0	0	1	EA	$108,400.00	$108,400	$108,400																											**$108,400**
1.2	6820	Follow-up Review by a Structural Engineer	0	0	0	1	EA	$6,500.00	$6,500	$6,500																											**$6,500**
6.1	6819	Surface applied protection to walls	25	25	0	10	CSF	$216.00	$2,160	$2,160																											**$2,160**
6.3	6822	Batt Insulation, Fiberglass, R-38, 12"	25	25	0	6000	SF	$1.22	$7,320	$7,320																											**$7,320**
6.3	6821	TPO, Roof replacement 45 mills, full adhered	20	19	1	79	SQ	$1,400.00	$110,600		$110,600																				$110,600					**$221,200**
6.4	6825	Caulking, polyurethane,1/4"x1/4", remove and replace	15	3	12	1200	LF	$3.84	$4,608													$4,608														**$4,608**
6.4	6823	Steam Clean existing masonry		0	0	11042	SF	$0.87	$9,607	$9,607																											**$9,607**
6.4	6824	Stone masonry wall to 8' - joint repair/pointing	20	20	0	800	SF	$5.19	$4,152	$4,152																											**$4,152**
6.5	8430	Scrape and paint exterior metal	7	7	0	645	SF	$1.56	$1,006	$1,006							$1,006							$1,006							$1,006					**$4,025**
6.5	6826	Replace concrete stairs		0	0	45	SF	$67.50	$3,038	$3,038																											**$3,038**
6.6	6827	Replace 3'-0" x 8'-0", Steel Window, Double-hung, Multi-lite	45	45	0	3	EA	$3,489.12	$10,467	$10,467																											**$10,467**
7.1	6527	Gas-Fired Unit Heater, Suspension mounted, propeller fan, up to 40 MBH output	20	15	5	3	EA	$1,801.36	$5,404						$5,404																						**$5,404**
7.1	6526	Gas-Fired Unit Heater, Suspension mounted, propeller fan, 150 - 180 MBH	20	15	5	4	EA	$1,394.00	$5,576						$5,576																						**$5,576**
7.1	6529	Gas wall heater 36 to 50 MBH	35	33	2	1	EA	$1,870.94	$1,871			$1,871																										**$1,871**
7.1	6528	Gas wall heater 24 MBH	35	33	2	8	EA	$1,814.84	$14,519			$14,519																										**$14,519**
7.1	6525	PTAC through the wall unit 1-ton	10	4	6	3	EA	$1,247.50	$3,743							$3,743													$3,743								**$7,485**
7.1	6540	Window air-conditioner 10,000 Btuh	12	6	6	2	EA	$588.72	$1,177							$1,177															$1,177						**$2,355**
7.1	6541	Retrofit of HVAC and Controls	0	-2	2	1	EA	$41,492.50	$41,493	$41,493																											**$41,493**
7.2	6532	Replace urinal	35	33	2	1	EA	$1,263.90	$1,264			$1,264																										**$1,264**
7.2	6531	Water heater 75-Gallon Commercial	15	6	9	1	EA	$2,100.00	$2,100										$2,100																	$2,100	**$4,200**
7.2	6552	Pipe internal cleaning, 4" to 6"		0	0	130	LF	$8.00	$1,040	$1,040																											**$1,040**
7.4	6536	Fluorescent fixture 80 W	20	15	5	78	EA	$210.28	$16,402						$16,402																						**$16,402**
7.4	6535	Generator, diesel, 130 kW	25	25	0	1	EA	$72,690.00	$72,690	$72,690																											**$72,690**
7.6	6530	New Kitchen Hood and Ansul System, 7' long	25	25	0	1	EA	$23,909.00	$23,909	$23,909																											**$23,909**
7.6	6542	Fire alarm panel 12 zone	15	15	0	1	EA	$29,637.50	$29,638	$29,638																			$29,638								**$59,275**
7.6	6538	Install exit light wall mtd,single face	12	12	0	4	EA	$134.00	$536	$536												$536														$536	**$1,608**
7.6	6537	Emergency lights, twin 25 watt, NiCad battery	15	15	0	16	EA	$808.52	$12,936	$12,936																			$12,936								**$25,873**
8.1	8433	Paint interior walls, CMU,including surface prep	7	2	5	28795	SF	$0.89	$25,628						$25,628							$25,628											$25,628				**$76,883**
8.1	6828	Replace 2x2 ceramic tile	30	30	0	2	CSF	$1,700.00	$3,400	$3,400																											**$3,400**
8.1	6829	Replace Vinyl tile	18	15	3	398	SY	$94.25	$37,512				$37,512																									**$75,023**
8.1	6830	Replace acoustical ceiling tile system, completeincluding demo	20	10	10	60	CSF	$485.00	$29,100											$29,100																	**$29,100**
8.1	8448	Replace large office furnishings	10	7	3	8	EA	$1,150.00	$9,200				$9,200											$9,200													**$27,600**
8.2	6544	Grease Interceptor, cast iron, 7 GPM, 14 lb fat capacity	25	25	0	1	EA	$1,866.04	$1,866	$1,866																											**$1,866**
8.2	6545	Replace Reach in refrigerator 68 CF	15	5	10	1	EA	$7,051.24	$7,051											$7,051																	**$7,051**
8.2	6543	Range 6-burner 60" wide w/griddle	20	15	5	1	EA	$7,268.52	$7,269						$7,269																						**$7,269**

Replacement Reserves Report
Flammable Material Storage 42B30-00003, Readiness Center 42B30-00001, Site 42B30-LAND1
6/30/2009

Report Section	ID	Cost Description	Lifespan (EUL)	Observed Age (EAge)	Remaining Life (RUL)	Quantity	Unit	Unit Cost	Subtotal	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Deficiency Repair Estimate
Totals, Unescalated										$340,157	$110,600	$17,654	$46,712	$0	$60,278	$4,920	$1,006	$0	$2,100	$36,151	$0	$30,772	$9,200	$1,006	$42,574	$3,743	$0	$1,177	$25,628	$0	$149,118	$0	$9,200	$2,636	$894,630
Location Factor (1.00)										$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Totals, Escalated (1.0%, compounded annually)										$340,157	$113,918	$18,729	$51,043	$0	$69,879	$5,875	$1,237	$0	$2,740	$48,584	$0	$43,873	$13,511	$1,522	$66,329	$6,006	$0	$2,005	$44,938	$0	$277,403	$0	$18,157	$5,358	$1,131,262

East Stroudsburg Readiness Center 42B30 / Site 42B30-LAND1

Report Section	ID	Cost Description	Lifespan (EUL)	Observed Age (EAge)	Remaining Life (RUL)	Quantity	Unit	Unit Cost	Subtotal	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Deficiency Repair Estimate
5.2	6394	Asphalt Paving and Base Removal and Repair	30	29	1	200	SF	$5.96	$1,192		$1,192																									**$1,192**
5.2	6397	Overlay asphalt	10	9	1	2.275	1000 SF	$764.30	$1,739		$1,739																									**$1,739**
5.2	6395	Overlay asphalt	10	9	1	7.13	1000 SF	$764.30	$5,449		$5,449																									**$5,449**
5.2	6404	Seal Coat and stripe asphalt, no repairs	5	-1	6	0.23	10000 SF	$3,425.02	$788							$788					$788					$788					$788					**$3,151**
5.2	6403	Seal Coat and stripe asphalt, no repairs	5	-1	6	0.713	10000 SF	$3,425.02	$2,442							$2,442					$2,442					$2,442					$2,442					**$9,768**
5.3	6401	Replace damaged concrete swale		0	0	260	-	$25.80	$6,708	$6,708																										**$6,708**
5.5	6406	Replace exterior wall mt light, 100 watt	15	15	0	1	EA	$1,154.25	$1,154	$1,154															$1,154											**$2,309**
5.5	8429	Entry sign replacement allowance	25	10	15	1	EA	$5,000.00	$5,000																$5,000											**$5,000**
5.6	6447	Intrusion Detection System – Indicating panel, 10 channel	7	1	6	1	EA	$2,660.50	$2,661							$2,661							$2,661							$2,661					**$7,982**
5.6	6410	Replace chain link fence gates, double	5	-3	8	2	OPN	$2,581.00	$5,162									$5,162																		**$5,162**
5.6	6408	Replace chain link fence, 6-foot high	20	12	8	400	LF	$32.11	$12,844									$12,844																		**$12,844**
Totals, Unescalated										**$7,862**	**$8,380**	**$0**	**$0**	**$0**	**$0**	**$5,890**	**$0**	**$18,006**	**$0**	**$0**	**$3,230**	**$0**	**$2,661**	**$0**	**$6,154**	**$3,230**	**$0**	**$0**	**$0**	**$2,661**	**$3,230**	**$0**	**$0**	**$0**	**$61,303**
Location Factor (1.00)										**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Totals, Escalated (1.0%, compounded annually)										**$7,862**	**$8,632**	**$0**	**$0**	**$0**	**$0**	**$7,033**	**$0**	**$22,809**	**$0**	**$0**	**$4,471**	**$0**	**$3,907**	**$0**	**$9,588**	**$5,183**	**$0**	**$0**	**$0**	**$4,805**	**$6,008**	**$0**	**$0**	**$0**	**$80,299**

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CERTIFICATION

Pennsylvania Department of Military and Veterans Affairs retained EMG to perform this Physical Needs Assessment of East Stroudsburg Readiness Center 42B30, 271 Washington Street, East Stroudsburg, Pennsylvania, the "Property". It is our understanding that the primary interest of the Pennsylvania Department of Military and Veterans Affairs is to locate and evaluate materials and building system defects that might significantly affect the value of the property and to determine if the present Property has conditions that will have a significant impact on its continued operations.

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

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

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

Any reuse or distribution of this report without such consent shall be at the Pennsylvania Department of Military and Veterans Affairs and the recipient's sole risk, without liability to EMG.

Prepared by: Brett Byers, Project Manager

Kelly Leigh Willard, AIA, LEED AP, Project Manager

Reviewed by:

Edward Beeghly, Project Manager

ebeeghly@emgcorp.com 800.733.0660 x7067

1. EXECUTIVE SUMMARY

1.1. SUMMARY OF FINDINGS

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

Property Information	
Address:	271 Washington Street, East Stroudsburg, Monroe County, Pennsylvania 18301-2839
Installation Number:	42B30
Year Constructed:	1928
Is (Are) the building listed with a Historical Preservation Society?	Yes
Should the building be listed with a Historical Preservation Society?	Yes
Management Point of Contact:	Pennsylvania Department of Military and Veterans Affairs, Tom Ditchey, North East Operations Manager 717.821.7759 phone 570.988.5553 fax
Property Type:	National Guard Readiness Center
Site Area:	0.60 Acres
Gross Floor Area:	11,885 Square Feet
Number of Buildings:	One
Number of Stories:	Two
Parking Type and Number of Spaces:	Seven spaces in open lots
Building Construction:	Steel columns encased in brick walls with bow truss framed roof
Bay Column Spacing:	14 feet 6 inches
Interior Vertical Clearance:	15′
Roof Construction:	Single-ply rubber membrane over bow trusses, unknown substrate
Exterior Finishes:	Brick with stone trim
Heating and/or Air-conditioning:	Gas-fired unit heaters and wall heaters, gas-fired PTAC units
Fire and Life/Safety:	Portable fire extinguishers
Intrusion Detection & Security	Motion and infrared sensors in arms vault
Dates of Visit:	May 26, 2009
Point of Contact (POC):	Bob Calzola

Property Information	
Assessment and Report Prepared by:	Brett Byers Kelly Leigh Willard, AIA, LEED AP
Reviewed by:	Daniel White Project Manager dfwhite@emgcorp.com 800.733.0660 x6649

Generally, the property appears to have been constructed within industry standards in force at the time of construction. The property appears to have been moderately well maintained in recent years and is in fair overall condition. No extraordinary observations were made that would be considered as outside normal operating conditions.

According to property management personnel, the property has had a limited capital improvement expenditure program over the past three years, primarily consisting of new unvented gas-fired wall heaters in the basement. Supporting documentation was not provided in support of these claims but some of the work is evident.

According to Regional Management, no changes in force population are anticipated during the assessment period that would affect the adequacy of the facility size and configuration. The current installation size and configuration appears to be adequate to support the force assigned to the installation. Recommendations for maintenance and upgrades of existing systems are detailed in each of the respective sections of the report.

There is a number of reserve items anticipated. These needs are identified in the various sections of this report and are summarized in the attached cost tables. The immediate repairs recommended are provided in the following table:

Report Section	Immediate Repair Description
6.1	Install moisture protection to basement walls.
6.3	Install insulation over Drill Hall.
7.1	The fan on the unit heater in the mechanical room is running even though the thermostat is not calling for heat.
7.4	Emergency lighting and some exit sign fixtures are generally inoperative and need to be replaced.
7.4	Sump pump wiring from removed pump is lying loosely on the floor of the basement mechanical room and has not been properly terminated.
8.1	Replace shower flooring.

1.2. SPECIAL ISSUES AND FOLLOW-UP RECOMMENDATIONS

1.2.1. Follow-up Recommendations

The following issue requires additional evaluation:

- The cause of the deflection and movement in the Drill Hall floor is not readily apparent. The spans of the hardwood may be excessive. An engineering professional with specific expertise in structural design and construction in this geographical area must be retained to evaluate the structure and to provide remedial recommendations consistent with local regulatory and code requirements. The estimated cost to retain an engineering professional is included in the Replacement Reserves Report. The cost of repair cannot be accurately determined without the recommended study.
- The condition and extent of galvanized steel domestic water supply lines is not readily apparent. Galvanized steel is not a recommended potable distribution piping material. Replacement of the water distribution piping is recommended to correct the low flow problem as well as upgrading the steel piping. The services of a Professional Engineer are required to determine the design and estimate costs. A cost allowance for the engineering services and pipe replacement are included in the Replacement Reserves Report. Refer to Section 7.2 for additional discussion.

1.2.2. Mold

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

There is visible moisture stains on ceilings in various locations throughout the building. The stains affect approximately 30 square feet of the ceilings.

The stains appear to be the result of roof leaks that have been repaired. The presence of mold in exterior and interior environments is normal and unavoidable. Exposure to mold or mold producing materials can be hazardous and should be avoided. The presence of mold does not necessarily constitute an exposure. This assessment does not constitute a comprehensive mold survey of the Project, and any conclusions are based solely on conditions readily observable in accessed areas.

Based on the apparent limited extent of stained tiles (less than 30 square feet), the tiles can be replaced by the on site maintenance staff as part of the property's routine maintenance program. Such persons should receive training in accordance with OSHA on proper clean up methods, personal protection, and potential health/safety hazards. The cost of this work is not included in the cost tables.

1.2.3. Additional Considerations

The following issues should be considered.

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

Copies of the documents listed below should be obtained:

- All roof, equipment and system warranties/guarantees and transfers.

- All available site and building construction drawings and specifications.

1.3. OPINIONS OF PROBABLE COST

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

These estimates are based on Invoice or Bid Document/s provided either by the Owner/facility and construction costs developed by construction resources such as *R.S. Means* and *Marshall & Swift,* EMG's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions. If a structure is listed as a historic structure with a local registry, relevant costs include appropriate markups for maintaining the historic appearance.

1.3.1. Methodology

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

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

1.3.2. Replacement Reserves

The Replacement Reserves tables contain opinions of probable costs that include:

- Immediate repairs requiring immediate action as a result of: (1) material existing or potential unsafe conditions, (2) material building or fire code violations, or (3) conditions that, if not addressed, have the potential to result in, or contribute to, critical element or system failure within one year or will most probably result in a significant escalation of its remedial cost.
- Repairs to remedy physical deficiencies, such as deferred maintenance, that may not warrant immediate attention, but that require repairs or replacements, which should be undertaken on a priority basis in addition to routine preventive maintenance. Opinions of probable costs may include costs for testing, exploratory probing, and further analysis should this be deemed warranted by the consultant. The performance of such additional services is beyond the PNA scope of work. Generally, the time frame for such repairs is within one to two years.
- Recurring probable expenditures, which are not classified as operation or maintenance expenses. The replacement reserves should be budgeted for in advance on an annual basis. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, Replacement Reserves may also include components or systems that have an indeterminable life but, nonetheless, have a potential for failure within an estimated time period.

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

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

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

2. PURPOSE AND SCOPE

2.1. PURPOSE

The purpose of this report is to assist the Client in evaluating the physical aspects of this property and how its condition may affect the Client's financial decisions over time. For this PNA, representative samples of the major independent building components were observed and their physical conditions were evaluated in accordance with ASTM E2018-01. These components include the site and building exteriors, representative interior areas, and the interior of the building. The estimated cost for repairs and/or capital reserve items are included in the cost estimates presented in the previous section. All findings relating to these opinions of probable costs are included in the relevant narrative sections of this Report.

The property management staff and code enforcement agencies were interviewed for specific information relating to the physical property, code compliance, available maintenance procedures, available drawings, and other documentation.

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

Good = Satisfactory as-is. Requires only routine maintenance. Repair or replacement may be required due to a system's estimated useful life.

Fair = Satisfactory as-is. Repair or replacement is required due to current physical condition and/or estimated remaining useful life.

Poor = Immediate repair, replacement, or significant maintenance is required.

Each building system or component is further identified with the following references if costs or other actions are applicable:

RM = Routine maintenance

RR = Replacement Reserve cost recommended during the evaluation term

2.2. SCOPE

The standard scope of the Physical Needs Assessment includes the following:

- Visit the Property to evaluate the general condition of the building and site improvements, review available construction documents in order to familiarize ourselves with, and be able to comment on, the in-place construction systems, life safety, mechanical, electrical, and plumbing systems, and the general built environment.
- Identify those components that are exhibiting deferred maintenance issues and provide cost estimates for Immediate, Short Term, and Replacement Reserves based on observed conditions, maintenance history and industry standard useful life estimates. This will include the review of documented capital improvements completed within the last five-year period and work currently contracted for, if applicable.
- Provide a full description of the Property with descriptions of in-place systems and commentary on observed conditions.

- Provide a general statement of the subject Property's compliance to Title III of the Americans with Disabilities Act. This will not constitute a full ADA survey, but will help identify exposure to issues and the need for further review.
- Perform a limited assessment of accessible areas of the building(s) for the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. EMG will also interview project personnel regarding the presence of any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Potentially affected areas will be photographed. Sampling will not be considered in routine assessments.
- List the current utility service providers.
- Review maintenance records and procedures with the in-place maintenance personnel.
- Observe a representative sample of the interior spaces/units, including vacant spaces/units, in order to gain a clear understanding of the property's overall condition. Other areas to be observed include the exterior of the property, the roofs, interior common areas, and mechanical, electrical and elevator equipment rooms.
- Provide recommendations for additional studies, if required, with related budgetary information.

2.3. PERSONNEL INTERVIEWED

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

Name and Title	Organization	Phone Number
Bob Calzola Maintenance Repairman II	East Stroudsburg Readiness Center 42B30	570.424.3035

The PNA was performed with the assistance of Bob Calzola, Maintenance Repairman II, PA DMVA, the on site Point of Contact (POC), who was cooperative and provided information that appeared to be accurate based upon subsequent site observations. The on site contact is knowledgeable about the subject property and answered most questions posed during the interview process. The POC's management involvement at the property has been for the past two years.

2.4. DOCUMENTATION REVIEWED

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

The following list provides more specific details about some of the documents that were reviewed or obtained during the site visit.

- Floor Plans by PA DMVA, date unknown
- Facility inspection report from PA DMVA, dated 1/03/09

No other documents were available for review.

2.5. PRE-SURVEY QUESTIONNAIRE

A Pre-survey Questionnaire was completed with the POC during the site visit. The questionnaire is included in Appendix E. Information obtained from the questionnaire has been used in preparation of this report.

2.6. WEATHER CONDITIONS

Weather conditions at the time of the site visit were clear, with temperatures in the 60s (°F) and light winds.

3. ACCESSIBILITY

3.1. ADA ACCESSIBILITY

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

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

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

At a National Guard Readiness Center property, the areas considered as public accommodations are the site itself, parking, the exterior accessible route, the interior accessible route up, and the interior common areas, including the common area restrooms.

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

The facility has no accessible entrances. It is not a reasonable expense to make the facility accessible as it would require vast alterations to the architecture of the building to accommodate ADA requirements. No costs have been included in the Replacement Reserves Report for any alterations. Upgrades should be included as part of any major future renovation.

A full ADA Compliance Survey would be required to identify all aspects of the property that are not in compliance.

4. EXISTING BUILDING ASSESSMENT

4.1. SPACE TYPES

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

Space Types and Mix			
Quantity	**Type**	**Vacant Spaces**	**Down Spaces**
1	Training Room	0	0
6	Office	0	0
1	Mechanical	0	0
2	Storage	0	0
1	Assembly Hall	0	0
1	Unit Equipment	0	0
1	Unit Storage	0	0
2	Kitchen	0	0
1	Physical Fitness	0	0
1	Lobby	0	0
4	Restrooms	0	0
2	Arms Vault	0	0
1	Locker Room	0	0
24	**TOTAL**	**0**	**0**

4.2. SPACES OBSERVED

EMG observed all of the building in order to gain a clear understanding of the property's overall condition. Other areas accessed included the exterior of the property, the roofs, and the interior areas.

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

A "down space" or area is a term used to describe a non-usable space or area due to poor conditions such as fire damage, water damage, missing equipment, damaged floor, wall or ceiling surfaces, or other significant deficiencies. According to the POC there are no down spaces or areas. No down spaces or areas were observed during the site visit.

5. SITE IMPROVEMENTS

5.1. UTILITIES

Utility	Supplier	Condition & Adequacy
Sanitary sewer	City of East Stroudsburg	Good
Storm sewer	City of East Stroudsburg	Good
Domestic water	East Stroudsburg Water Co	Good
Electric service	UGI	Good
Natural gas service	UGI	Good

Above Ground and Underground Storage Tanks & Delivery Systems	Tank & Fuel Delivery System Information	Condition & Adequacy
LP Gas	None	NA
Motor Fuel	None	NA
Fuel Oil	None	NA
Fuel Delivery Systems	None	NA
Oil/Water Separator	None	NA

Observations and Comments:

- No repair costs are recommended. Routine maintenance is recommended.
- The utilities appear to be adequate for the property.
- There are no unique, on site utility systems such as emergency electrical generators, septic systems, water or waste water treatment plants, or propane gas tanks.

5.2. PARKING, PAVING, AND SIDEWALKS

Item	Description	Action	Condition
Parking and Paving	Surface lots Seven total parking stalls, including zero handicapped-accessible stalls in Non Org Parking lots No designated parking stalls in Org Parking lots Asphalt	RR, RM	Poor

Item	Description	Action	Condition
Sidewalks, Curbs and Gutters	Sidewalks are asphalt, no curbs or gutters	RR, RM	Poor
Site Access	Two driveways into site from adjacent streets	RR, RM	Poor

Observations and Comments:

- The asphalt pavement is in poor condition. There are significant areas of failure and deterioration, such as alligator cracking and localized depressions throughout the pavement. All of the paving must be overlaid with new asphalt paving in order to maintain the integrity of the overall pavement system. The manhole in the drive aisle at the northeast corner of the RC is raised up several inches above the surrounding pavement. The height of the paving must either be brought up or the manhole frame and cover lowered. The estimated cost of this work is included in the Replacement Reserves Report.
- In addition to the pavement repairs noted above, pothole patching, crack sealing, seal coating, and re-striping of the asphalt pavement will be required to maximize the pavement life. The estimated cost of this work is included in the Replacement Reserves Report.

5.3. DRAINAGE SYSTEMS AND EROSION CONTROL

Item	Description	Action	Condition
Drainage Systems and Erosion Control	Surface flow Swales to inlets connected to underground piping to municipal system	RR, RM	Fair to Poor

Observations and Comments:

- There is evidence of storm water runoff from adjacent properties. The entire roof of the Salvation Army building to the south of the RC drains directly toward the basement of the RC and there is evidence of erosion from runoff at the east end of the RC. Installation of a concrete swale similar to the one on the north side of the building is recommended. The estimated cost of this work is included in the Replacement Reserves Report.
- The concrete storm water swale on the north side of the building drains to a storm water inlet. The swale is in fair to poor condition with cracking and spalling. The swale should be replaced and extended to the fence at the west side to pick roof runoff from the downspout at the west end of the roof. The estimated cost of this work is included in the Replacement Reserves Report.

5.4. TOPOGRAPHY AND LANDSCAPING

Item	Description	Action	Condition
Topography	Gentle slopes from the west to the east	RM	Fair
Landscaping	Small quantities of grass	RM	Good
Irrigation	None	NA	NA
Adjacent Properties	Commercial and residential	NA	NA
Retaining Walls	Cast-in-place concrete at the ramp to the basement and steps to basement mechanical room.	RM	Good

Observations and Comments:

- The retaining walls appear to be in fair condition and will require routine maintenance. The walls at the basement mechanical room are topped with painted metal pipe railings that will require scraping and painting. The cost of this work is included with painting the exterior metal steps and railings from the drill floor.
- The retaining walls at the ramp to the basement are topped with a wood-framed awning structure. Refer to Section 9 for further discussion.

5.5. GENERAL SITE IMPROVEMENTS

Item	Description	Action	Condition
Signage	Building–mounted signs	RR, RM	Good
Site Lighting	City pole-mounted fixtures along adjacent city streets	NA	NA
Building Lighting	Wall-mounted fixtures	RR, RM	Good to Poor
Fencing	Chain link	RR, RM	Fair
Dumpsters	Set on paving in MVSC, owned by refuse contractor	NA	NA

Observations and Comments:

- The property identification signs are in good condition. The signs will require renovation as they age. The estimated cost of this work is included in the Replacement Reserves Report.
- The exterior building light fixtures are in good to poor condition. The fixture at the southwest corner of the building over the stairs to the basement mechanical room is broken and inoperative. Based on their estimated Remaining Useful Life (RUL) and condition, some of the light fixtures will require replacement immediately to provide necessary levels of night lighting for security. The estimated cost of this work is included in the Replacement Reserves Report.
- The chain link site fencing is in fair condition. Refer to Section 5.6 for discussion regarding the security fence.
- The dumpsters are owned and maintained by the refuse contractor. More discussion about the placement of the dumpsters on the site occurs in Section 5.6. No further action is required at this time.

5.6. SECURITY SYSTEMS

Item	Description	Action	Condition
Site Fencing & Gates	Six foot high chain link fence topped with 3-strand barbed wire Manual entrance gates with chains and padlocks	RR, RM	Fair
Number of Site Entrances	Two		
Number of Building Entrances	Five		

Item	Description	Action	Condition
Number of Building Entrances - Locked	Five		
Number of Building Entrances – Open	None		
Number of Building Entrances – Open and unsecured	None		
Intrusion Detection & Security	Motion and Infrared detector and control for of the arms vault	RR, RM	Good
Electronic door locks	None	NA	NA
Standoff from parking to the building (FT)	0		

Observations and Comments:

- The observed security systems do not comply fully with the Unified Facilities Criteria, UFC 4-010-01. At the direction of facilities management, no costs have been included in the report for upgrades such as replacing standard windows with blast resistant frames and glazing.
- Discussion of security issues and some recommended improvements:
  - There are seven POV parking spaces at the front of the building, none of which provide any standoff clearance. It does not appear that military vehicles are regularly stored at the RC. A possible solution might be to install an automated security gate and allow employee POV parking at the rear of the site outside the 10 meter standoff for controlled parking areas. Concrete barricades could be placed along the front of the building with a barricaded opening for the drive aisle.
  - A unique concern is the proximity of the building to the south. The roof of the building is approximately three meters from the roof of the RC and is at nearly the same level. At the present time, the building attached to the south side of the Salvation Army building provides a stair-step access to the roof of the Salvation Army building with nothing more than a short ladder. Should threats become imminent, a fence or other impediment could be needed along the roof edge.
  - Trash dumpsters are placed at the edge of the pavement less than 10 meters from the building. They are in a controlled area, but should be moved across the parking lot to provide maximum clearance from the building.
- The lobby entrance has a CCTV system with a camera pointed toward the main entrance. An intercom call system allows visitors to request access from personnel in the second floor offices. There is no DVR for the camera feed.
- The building does not have any outdoor makeup air units. No single ventilation system shut down is required with the existing configuration.
- The security lighting around the perimeter of the building appears to be adequate and in fair overall condition. It is supplemented by City street lights along Washington and Brown Streets. Refer to Section 5.5 for more discussion.
- The chain link fence around the perimeter of the compound is in fair condition with a significant amount of rust and corrosion visible. The security gates are also in fair condition. Based on its estimated Remaining Useful Life (RUL) the fence and gates will require replacement. The cost of this work is included in the Replacement Reserves Report.

- The intrusion detection and security alarm and equipment at the arms vault appeared to be in good condition. A system control keypad is located inside the Supply Rooms adjacent to the arms vault doors. Based on their expected Remaining Useful Life (RUL), the alarm system will require replacement. The estimated cost of this work is included in the Replacement Reserves Report.

6. BUILDING ARCHITECTURAL AND STRUCTURAL SYSTEMS

6.1. FOUNDATIONS

Item	Description	Action	Condition
Floor	Concrete slab-on-grade	RM	Good
Footings	Concrete perimeter footings & Pad footings	RM	Good
Basements and Crawl Spaces	Basement with perimeter cast-in-place retaining and bearing walls.	RM	Good to Poor

Observations and Comments:

- The foundations and footings cannot be directly observed. There is no evidence of movement that would indicate excessive settlement.
- The subterranean basement walls appeared to be in good to poor condition. There are isolated areas of excessive moisture conditions in the Physical Training Room and Locker Room. The surface along the affected walls must be graded to provide sufficient slope away from the building. Further discussion of the drainage and erosion control systems as well as the associated costs can be found in Section 5.3. At the time of swale revisions, moisture protection must be applied to the walls. The estimated cost of this work is included the Replacement Reserves Report.
- No major code violations were observed during the site visit.

6.2. SUPERSTRUCTURE

Item	Description	Action	Condition
Walls	Steel columns	RM	Good
Floors	Cast floor slabs	RM	Good
Roofs	Steel trusses with unknown sheathing material	RM	Good

Observations and Comments:

- The superstructure is exposed in some locations, which allows for limited observation. The walls and floors appear to be plumb, level, stable and in good condition.
- The superstructure is exposed in some locations, allowing for limited observation. There is isolated evidence of deflection and movement in the Drill Hall floor. An engineering professional with specific expertise in structural design and construction in this geographical area must be retained to evaluate the structure and to provide remedial recommendations consistent with local regulatory and code requirements. The estimated cost to retain an engineering professional is included in the Replacement Reserves Report and referenced in Section 1.2. The cost of repair cannot be accurately determined without the recommended study.
- No major code violations were observed during the site visit.

6.3. ROOFING

Item	Description	Action	Condition
Type	Barrel Vault		
Finish	Single-ply membrane	RR	Fair to Poor
Maintenance	Maintained by in-house staff		
Age	The roof finishes are approximately 21 years old.		
Warranties	Information regarding roof warranties or bonds was not available.		
Drainage	Gutters and downspouts	RM	Good
Flashing	Membrane into termination bars	RR	Poor
Insulation	Fiberglass batts	RR	Good to Poor
Parapet and Copings	Stone copings covered with membrane into termination bar on top face of coping	RR	Poor
Soffits, Eaves, and Fascias	Metal fascia at gutters	RM	Good
Skylights	None	NA	
Attics	Wood joists with bow trusses	RM	Good
Ventilation	Gable end vents	RM	Fair
Other	Wood-framed canopy over basement access with asphalt shingle roof	RM	Good

Observations and Comments:

- The property does not have a dedicated roof repair and maintenance contractor. On-site personnel maintain the roofs or a contractor is retained when required.
- The roof finishes are approximately 21 years old. Information regarding roof warranties or bonds was requested but is not available.
- The field of the roof is in fair to poor condition. There are isolated areas of cracking and seam failure. There is evidence of roof leaks. There are water-damaged ceiling tiles and water-damaged interior finishes at the second floor at each corner of the west end of the building. The POC indicated there were some minor leaks that he was going to repair. Based on the estimated Remaining Useful Life (RUL) and current condition, the roof membrane will require replacement. The estimated cost of this work is included in the Replacement Reserves Report.
- The ceiling insulation is in good condition. There is no insulation over the Drill Hall. New insulation must be installed. The estimated cost of this work is included in the Replacement Reserves Report.
- There is no evidence of roof deck or insulation deterioration. The roof substrate and insulation should be inspected during any future roof repair or replacement work.
- There is no evidence of fire retardant treated plywood (FRT).
- Clearing and minor repair of drain system components should be performed regularly as part of the property management's routine maintenance program.
- The roof vents are in good condition and will require routine maintenance.
- No major code violations were observed during the site visit.

6.4. EXTERIOR WALLS

Item	Description	Action	Condition
Typical Finishes and Cladding	Brick veneer	RR	Good to Poor
Other finishes	Limestone trim	RM	Good to Poor
Sealants	Caulking and sealants at joints, finish transitions, and at wall openings.	RM	Good

Observations and Comments:

- The masonry is in good to fair condition. There are significant areas of staining at the brick veneer on the exterior and interior walls. The affected areas of masonry must be cleaned. The estimated cost of this work is included in the Replacement Reserves Report. Based n the Remaining Useful Life (RUL), monitoring and cleaning of the masonry walls will be required during the assessment period.
- The exterior wall stone masonry trim is in good to fair condition. Based on the estimated Remaining Useful Life (RUL), re-pointing is anticipated. The estimated cost of this work is included in the Replacement Reserves Report.
- The sealant is flexible, smooth, and in good condition. Based on the estimated Remaining Useful Life (RUL), the sealant will require replacement. The estimated cost of this work is included in the Replacement Reserves Report.
- No major code violations were observed during the site visit.

6.5. EXTERIOR AND INTERIOR STAIRS

Item	Description	Action	Condition
Exterior Stairs	At front: cast-in-place concrete stairs At rear: steel-framed stairs with steel treads and metal balusters	RR	Fair to Poor
Interior Stairs	Wood-framed stairs	RM	Fair

Observations and Comments:

- The exterior stairs are in fair condition. There is isolated evidence of corrosion on the steel risers, treads, and structural components. Scraping, priming, and painting of the stairs are recommended. The estimated cost of this work is included in the Replacement Reserves Report.
- The concrete stairs are in poor condition. There are significant areas of spalled concrete surfaces at the entry staircase. The damaged portions of the stairs must be repaired. The estimated cost of this work is included in the Replacement Reserves Report.
- No major code violations were observed during the site visit.

6.6. WINDOWS AND DOORS

Item	Description	Action	Condition
Windows	Metal-framed, awning units at offices Glass-block filled openings at the Drill Hall	RR, RM	Good to Poor
Doors	Aluminum storefront entrance doors Hollow metal rear service doors in metal frames	RM	Good
Door Hardware	Knob handles	RM	Fair
Overhead Doors	None	NA	

Observations and Comments:

- The storefront entry system in the building appears to be in good condition and will require routine maintenance.
- The exterior doors and door hardware are in good condition and will require routine maintenance.
- The metal-framed awning windows are in poor condition. There is evidence of leaks and condensation. The windows require replacement with double-glazed thermo-pane windows. The estimated cost of this work is included in the Replacement Reserves Report.

6.7. PATIO, TERRACE, AND BALCONY

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

7. BUILDING MECHANICAL AND ELECTRICAL SYSTEMS

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

Item	Description	Action	Condition
Maintenance	Maintained by in-house staff		
Age and Type	The HVAC equipment appears to vary in age; some is more than 10 years old. HVAC equipment is reportedly replaced on an "as needed" basis. Drill floor (Lennox) and basement (Reznor) gas-fired propeller fan unit heaters date to approximately 1980 Gas-fired vented wall furnaces (Dynavent) date to approximately 1980 Gas-fired unvented wall heaters (DESA) date to 2008 Gas-fired PTAC units (Suburban Manufacturing) date to 2005		
Heating & Air-conditioning	Gas-fired propeller fan unit heaters Gas-fired PTAC units Gas-fired wall furnaces and heaters	RR, RM	Good to Poor
Refrigerant	R-22		
Quantity/Capacity	Seven gas-fired propeller unit heaters ranging in output capacities from 20 MBH to 171 MBH Thirteen gas-fired wall furnaces and heaters ranging in input capacities from 20 MBH to 40 MBH Three gas-fired PTAC units with heating input capacities of 18,000 BTUH and nominal cooling capacities of one-ton each		
Distribution	NA	NA	NA
Controls	Local thermostats, no tie-in to FTIG	RM	Good to Fair
Ducts	None	NA	NA
Supplemental systems	Window air conditioners with nominal cooling capacities of 10,000 BTUH	RR, RM	Good to Fair
Ventilation	Bathroom exhaust fans Large capacity exhaust fan	RR, RM	Fair

Observations and Comments:

- The HVAC systems are maintained by the in-house maintenance staff unless a problem arises that requires the assistance of a contractor to resolve. DMVA has an SPC with B&W Construction for such occurrences.
- The HVAC equipment varies in age and much of it is more than 20 years old. HVAC equipment is reportedly replaced on an "as needed" basis.
- The gas-fired PTAC units at the second floor were installed in 2005 and appear to be in good to fair condition. Based on their estimated Remaining Useful Life (RUL), the PTAC units will require replacement. The estimated cost of this work is included in the Replacement Reserves Report.
- The Lennox gas-fired propeller fan unit heaters at the drill floor and Reznor unit heaters at the basement appear to be in fair condition. Based on their estimated Remaining Useful Life (RUL), the unit heaters will require replacement. The estimated cost of this work is included in the Replacement Reserves Report.
- The Dynavent gas-fired wall furnaces are reportedly in poor condition. Some have been disconnected and replaced with DESA unvented wall heaters. Based on their condition and estimated Remaining Useful Life (RUL), the wall furnaces will require replacement with unvented wall heaters. The estimated cost of this work is included in the Replacement Reserves Report.
- The DESA gas-fired unvented wall heaters are new and in good condition. Routine maintenance is anticipated.
- The window air conditioners are in good to fair condition. Based on their estimated Remaining Useful Life (RUL), the window units will require replacement. The estimated cost of this work is included in the Replacement Reserves Report.
- The HVAC system controls are in fair condition and are not tied in to FTIG. A budgetary cost allowance is included in the Replacement Reserves Report for installing sensors, transmitters, controls modules, and electronics for remote monitoring and control.
- The mechanical ventilation equipment for the kitchen appears to be in fair condition. Based on its estimated Remaining Useful Life (RUL), fan replacement is anticipated. The kitchen is not equipped with the required hood. Replacement of the exhaust fan will be part of the kitchen hood upgrade. Refer to Section 7.6 for more discussion.
- No major code violations were observed during the site visit.

7.2. BUILDING PLUMBING

Item	Description	Action	Condition
Water Meter	Meters in mechanical with remote reader on west exterior elevation	RM	Good
Domestic Water Supply	Copper Pipe and galvanized steel	RR, RM	Good to Fair
Domestic Waste and Ventilation	Cast iron pipe and galvanized steel	RM	Good
Domestic Hot Water	Central gas-fired residential grade water heater, Bradford-White, 75-gallon, 76,000 BTUH	RR, RM	Good
Common Area Restroom Fixtures	Commercial – grade bath fixtures and accessories	RR, RM	Good to Fair

Observations and Comments:

- The plumbing systems appear to be well maintained and in good to fair condition, however, the water pressure (flow volume) is reportedly inadequate. Two conditions were observed that contribute to the problem:
    - The supply piping to the building is relatively small diameter and passes through no less than four valves, a pressure regulator, a meter, and a check valve before feeding the building distribution system.
    - The piping supplying fixtures is small diameter (1/2″)
- The condition and extent of galvanized steel domestic supply lines is not readily apparent. Galvanized steel is not a recommended potable distribution piping material. Replacement of the water distribution piping is recommended to correct the low flow problem as well as upgrading the steel piping. The services of a Professional Engineer are required to determine the design and estimate costs. Refer to Section 1.2 for additional discussion and costs.
- The quantity of hot water appears to be adequate.
- There is no evidence that the property uses polybutylene piping for the domestic water distribution system. According to the POC, polybutylene piping is not used at the property.
- The Bradford-White water heater was installed in 2003 and appears to be in good condition. Based on its estimated Remaining Useful Life (RUL), the water heater will require replacement. It should be noted that there are no dielectric unions on the cold water and hot water supply lines. These should be added as a routine maintenance activity to prevent galvanic corrosion at material type transitions. The estimated cost of this work is included in the replacement Reserves Report.
- The restroom accessories and fixtures appear to be in generally good condition. Many of the fixtures are old, but have been well maintained. One of the pedestal urinals in the basement men's latrine has a cracked base and will require replacement. The water closet seat in the women's first floor restroom is cracked and will require replacement. This is considered a routine maintenance activity. Based on the estimated Remaining Useful Life (RUL) and their condition, some of the fixtures will require replacement. The estimated cost of this work is included in the Replacement Reserves Report.
- The sump pump in the basement mechanical room appears to be in fair condition. It receives very little use now that the boiler systems have been removed. The original installation was a duplex pump system but one of the pumps has been removed. Refer to Section 7.4 and 7.6 for more discussion about the abandoned wiring. Routine maintenance is expected.
- A single floor drain occurs at the bottom of the concrete ramp into the basement. The drain is obviously plugged with accumulated debris and according to the POC cannot be cleaned out just by removing visible material. A plumbing contractor with drain cleaning equipment will be needed to clean the drain system. The estimated cost of this work is included in the Replacement Reserves Report.
- No major code violations were observed during the site visit.

7.3. BUILDING GAS DISTRIBUTION

Item	Description	Action	Condition
Gas Meter and Regulator	Located along south exterior elevation of building	RM	Good
Gas Distribution Piping	Malleable steel (black iron).	RM	Good

Observations and Comments:

- The pressure and quantity of gas appear to be adequate.
- The gas meter and regulator appear to be in good condition and will require routine maintenance.
- Only limited observation of the gas distribution piping can be made due to hidden conditions. The gas piping is in good condition and, according to the POC there have been no gas leaks.
- No repair costs are recommended. Routine maintenance is recommended.
- No major code violations were observed during the site visit.

7.4. BUILDING ELECTRICAL

Item	Description	Action	Condition
Service Type	Overhead lines from pole-mounted transformers		
Service Size	485 amps (total), 120/240-volt, single-phase, three-wire, alternating current (AC)		
Electric Meters and Equipment	Meter along the front exterior elevations Circuit breaker panels located inside	RM	Good
Wiring	Copper wire in metallic conduit	RM	Good
Emergency generator	None	NA	NA
Lighting	Fluorescent surface-mounted or recessed fixtures with T-12 bulbs	RR	Fair

Observations and Comments:

- The on site electrical systems up to the meter are owned and maintained by the respective utility company.
- The electrical service and capacity appear to be adequate for the property's demands.
- The switchgear, circuit breaker panels, and electrical meters appear to be in good condition and will require routine maintenance.
- The facility is not equipped with an emergency generator. According to DMVA, all RCs should have full emergency generator back up capability as many of the facilities are designated EOC locations. An emergency generator with a capacity of 130 kW to support the rated load for the main switchgear will be required. The generator exhaust must meet current state and city air quality requirements. The estimated cost of this work is included in the Replacement Reserves Report.
- The fluorescent lighting fixtures throughout the building are in fair condition. Based on their estimated Remaining Useful Life (RUL), the fixtures should be replaced with more energy efficient T-8 type with electronic ballasts. The estimated cost of this work is included in the Replacement Reserves Report.
- The following code violations were observed during the site visit. The estimated correction costs are relatively insignificant and may be included as part of the routine maintenance program.
    - One of the sump pumps in the basement mechanical room has been removed and the flex conduit from the control contactor has the wiring still in it with bare ends lying on the floor.
    - IT cables are strapped to electrical conduit in the basement janitor's room.
    - The electrical receptacles at counter tops in the Kitchen are not GFCIs.

7.5. ELEVATORS AND CONVEYING SYSTEMS

Not applicable. There are no elevators or conveying systems present.

7.6. FIRE PROTECTION SYSTEMS

Item	Description	Action	Condition
Sprinkler Systems	None	NA	NA
Other Equipment and Devices	Battery backup emergency lights Illuminated exit signs	RR, RM	Good to Poor
Special Systems	None	NA	NA
Fire Extinguishers	Located throughout interior spaces Last service date in May 2009	RM	Good
Fire Hydrants	Municipality-owned, located along adjacent public streets	NA	Good
Stair Wells	Plaster-finished walls	RM	Good

Observations and Comments:

- The fire extinguishers are generally inspected every month by an employee who is state certified. When the extinguishers reach the age at which pressure testing is required, they are donated to the local fire department and replaced with new units. All of the extinguishers appear to be in good condition. Routine maintenance is anticipated.
- The building has a number of inoperative battery backup emergency light fixtures in poor condition and according to the POC, parts for them are difficult to find. The exit signs at the second floor offices are not illuminated. Replacement will be required. The estimated cost for the work is included in the Replacement Reserves Report.
- Exit sign replacement is considered to be routine maintenance.
- The facility does not have a central fire alarm system. We feel this is a safety issue and an NFPA compliant panel and devices should be installed immediately, however, we understand that funding may not be readily available to accomplish the installation. A budgetary allowance for the estimated cost of system installation is included in the Replacement Reserves Report.
- The kitchen is not equipped with a hood and chemical extinguishing system for the range and griddle as required by NFPA 96. The estimated cost for installing a hood with an Ansul fire suppression system is included in the Replacement Reserves Report.
- The exit stairwells appear to be constructed in accordance with applicable codes in force at the time of construction.
- The following code violations were observed during the site visit. The estimated correction costs are included in the Replacement Reserves Report.
    - No fire alarm system is installed in the building,
    - Emergency lighting fixtures are inoperative.
    - Some exits signs are not illuminated.
    - The kitchen is not equipped with a range hood and fire suppression system.
    - Exposed wiring at sump pump in basement not terminated properly.

7.7. IT/COMMUNICATION SYSTEMS

Item	Description	Action	Condition
IT System	RCAS (Reserve Component Automation System) server equipment, located in the restroom at the second floor office area	RM	Good
Data Drops	Six total, located in office spaces at second floor	RM	Good
Telecom	Telephone trunk line and punch-down blocks in the electrical room under the stairs adjacent to the basement janitor's room	RM	Good
Telephone Jacks	12 total, located in office spaces, unit supply room, and in training room	RM	Good
CCTV	Camera at main entrance with monitor in second floor office area	RM	Good

Observations and Comments:

- The RCAS server equipment and system appeared to be in good condition and provides adequate network capacity for the current usage of the facility. System component replacement on an as-needed basis may be required as part of facility operations.
- The telephone switchgear appeared to be in good condition. The equipment appears to have adequate capacity for current needs. Based on the usage of the facility, no additional equipment is required at this time. Routine maintenance is recommended.
- The CCTV and monitor appeared to be in good condition. Based on the technical useful life of the equipment, replacement will be required but the cost is relatively insignificant and may be included in the facility's routine maintenance program.

8. FACILITY INTERIOR SPACE

8.1. INTERIOR FINISHES AND FF&E

The following table generally describes the interior finishes:

Description					
Renovations/FF&E	With the exception of painting, the interior finishes have not been renovated within the last 20 years. The FF&E primarily consists of chairs, desks, tables, recreation area furniture, and office equipment				
Area	**Description**			**Action**	**Condition**
	Floor	**Walls**	**Ceilings**		
Offices	Vinyl tile	Painted board	Painted board	RR/RM	Fair
Kitchens	Painted slab	Painted CMU	Painted plaster	RR/RM	Good
Restrooms	Ceramic, Vinyl tile	Painted brick, Masonite Paneling	Painted board	RR/RM	Fair to Poor
Locker Rooms	Unfinished	Painted CMU & brick	Painted board	RR/RM	Good to Poor
Assembly Hall	Hardwood	Brick	Suspended T-bar with tiles	RR/RM	Good to Poor
Basement Corridor	Unfinished	Painted CMU	Painted board	RR/RM	Good
Mechanical Rooms	Unfinished	Painted brick	Painted plaster	RR/RM	Good
Unit Equipment	Unfinished	Painted CMU & drywall	Painted concrete deck	RR/RM	Good
Unit Storage	Vinyl Tile	Painted brick	Painted board	RR/RM	Good
Physical Fitness	Vinyl tile	Painted brick	Painted board	RR/RM	Good to Poor
Classroom	Linoleum	Masonite paneling	Painted board	RR/RM	Good
Vaults	Unfinished	Painted brick	Painted board	RR/RM	Good

Observations and Comments:

- The interior finishes are in good to poor condition. Based on the estimated Remaining Useful Life (RUL), the vinyl flooring will require replacement. Asbestos is suspected in either the tiles or mastic in the vinyl flooring. This requires abatement by a qualified contractor. The estimated cost of this work is included in the Replacement Reserves Report.
- Interior painting and wall finish replacement will be required throughout the term. The estimated cost of this work is included in the Replacement Reserves Report.

- The ceiling tiles are in good condition. Based on the estimated Remaining Useful Life (RUL), the ceiling tiles will require replacement. The estimated cost of this work is included in the Replacement Reserves Report.
- The Shower Room floor is in poor condition. Tiles are chipping away and the finish on the shower area has been worn away. The flooring requires replacement. The estimated cost of this work is included in the Replacement Reserves Report.
- Isolated areas of the ceiling tiles, finishes, and door at the second floor corners have water damage. The estimated cost to repair these is relatively minor in scope and cost and can be handled as part of routine maintenance. The cost to repair these damaged finishes is not included in the Replacement Reserves Report.
- A budgetary cost to replace the office and training room furniture is included in the Replacement Reserves Report.

8.2. COMMERCIAL KITCHEN EQUIPMENT

The kitchen includes the following major appliances, fixtures, and equipment:

Appliance	Comment
Refrigerators	Upright, one Jordan SKT-22,
Freezers	None
Ranges	Gas, Garland 6-burner, griddle, and oven
Ovens	Integral to range and griddle
Griddles / Grills	Gas, Garland with oven
Fryers	None
Hood	None, exhaust fan only
Dishwasher	None
Microwave	Yes
Ice Machines	None
Hot food tables	Yes, Bayonne HFT-64, 7.6 kW electric
Mixer	Yes, Titan model 620
Work tables	Stainless steel
Shelving	Wood in a pantry closet

Observations and Comments:

- The kitchen appliances appear to be in fair to poor condition. Based on the estimated Remaining Useful Life (RUL), some of the kitchen appliances will require replacement. The estimated cost of this work is included in the Replacement Reserves Report.
- There are two inoperative reach-in refrigerators that contain R-12. According to the POC they are going to be removed as soon as a determination is made on how to dispose of the refrigerant.
- There is no grease interceptor for the kitchen sink. Installation is recommended. The cost of this work is included in the Replacement Reserves Report.

- The kitchen sink faucet set has been replaced with after market individual hose bib style faucets. A new commercial-grade faucet set with a swing spout should be installed. The estimated cost of this work is relatively insignificant and may be included in the facility's routine maintenance program.

9. OTHER STRUCTURES

Item	Description	Action	Condition
HAZMAT Storage	One pre-manufactured steel building set on concrete pad with pre-formed painted sheet metal siding and roofing membrane Properly placarded Gravity ventilation No electrical or other utility services	RM	Good to Fair

Observations and Comments:

- No repair costs are recommended. Routine maintenance is recommended.

10. APPENDICES

APPENDIX A: Photographic Record
APPENDIX B: Site Plan
APPENDIX C: Supporting Documentation
APPENDIX D: EMG Abbreviated Accessibility Checklist
APPENDIX E: Pre-Survey Questionnaire
APPENDIX F: Terminology
APPENDIX G: Resumes for Report Reviewer and Field Observer

APPENDIX A:
PHOTOGRAPHIC RECORD

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #1:	Front (west) elevation of the Readiness Center Building along Washington Street

Photo #2:	Left (north) elevation of the Readiness Center Building

Photo #3:	Right (south) elevation of the Readiness Center Building

Photo #4:	Rear (north) elevation of the Readiness Center Building

Photo #5:	Overview of roof of the Readiness Center building

Photo #6:	Gutter

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #7:	Coping and roof termination bar

Photo #8:	Seam separation in roofing membrane

Photo #9:	Roof access hatch

Photo #10:	Attic space with bow truss & insulation

Photo #11:	Wood framed canopy at Basement entry

Photo #12:	Shingle roofing at Basement canopy

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #13:	Main entrance finishes

Photo #14:	Main entrance staircase. Note: spalling of concrete.

Photo #15:	Main entrance doors

Photo #16:	Stone trim. Note: Pointing deterioration

Photo #17:	Brick veneer. Note: staining.

Photo #18:	Exterior Finishes

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #19:	Typical Drill Hall window

Photo #20:	Interior of Drill Hall window

Photo #21:	Administration window

Photo #22:	Interior of Administration window

Photo #23:	Exit door

Photo #24:	Interior of Drill Hall exit doors

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #25:	Lobby

Photo #26:	Basement Corridor

Photo #27:	Drill Hall

Photo #28:	Drill Hall hardwood flooring

Photo #29:	Drill Hall walls. Note: staining

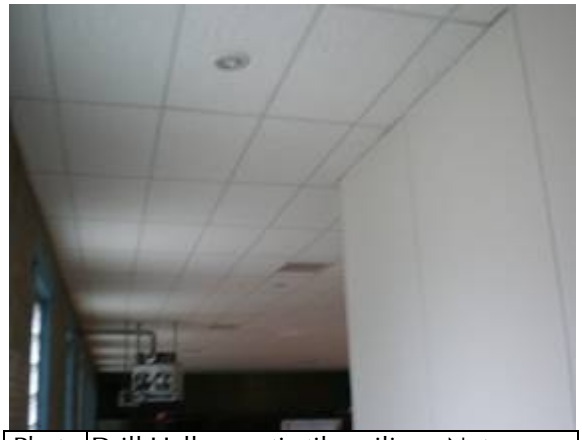


Photo #30:	Drill Hall acoustic tile ceiling. Note: no insulation

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #31:	Kitchen

Photo #32:	Kitchen floor tile

Photo #33:	Office and FF&E

Photo #34:	Physical training room. Note: suspect asbestos flooring tile

Photo #35:	Basement storage

Photo #36:	Mechanical Room

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #37:	Entry to restroom. Note: stairway intrusion into narrow entry

Photo #38:	Drill Hall Restroom finishes

Photo #39:	Basement restroom

Photo #40:	Basement restroom stalls

Photo #41:	Basement shower

Photo #42:	Administration restroom

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #43:	Stairwell lobby

Photo #44:	Stairwell from second floor to Drill Hall

Photo #45:	Staircase to basement

Photo #46:	Exterior staircase. Note: rusting.

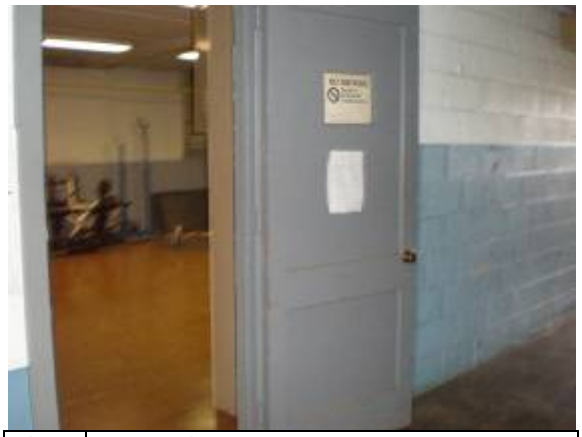


Photo #47:	Interior door

Photo #48:	Painted brick wall finish

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #49:	Vinyl tile. Note: Suspect asbestos

Photo #50:	Administration office wall paneling

Photo #51:	Painted board ceiling

Photo #52:	Basement painted board ceiling and structure

Photo #53:	Deterioration of waterproofing at shower floor and chipped tiles

Photo #54:	Damage to surfaces at water intrusion at second floor ceiling

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #55:	Damage to finishes at second floor ceiling and walls

Photo #56:	Damage to finishes from water intrusion at Physical Training room

Photo #57:	Damage to finish from water intrusion at east corners of Basement

Photo #58:	Filled in window condition in Basement

Photo #59:	Water intrusion damage at filled window in Basement

Photo #60:	Deterioration of vinyl floor tiles at Basement restroom

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #61:	Site building-mounted signage

Photo #62:	Electrical meter at front elevation

Photo #63:	Pole-mounted transformers

Photo #64:	Gas meter and regulator at south exterior elevation

Photo #65:	Water meter in basement mechanical room

Photo #66:	Remote water meter totalizer at front elevation

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #67:	Non-organizational (POV) parking overview at front of building

Photo #68:	Organizational parking at rear of site; note dumpsters at parking lot

Photo #69:	Washington Street site entry

Photo #70:	Alternate site entry at Brown Street (east); note gate and chain link fence

Photo #71:	Drive aisle to rear of property along north side of building; note condition

Photo #72:	Arms vault security control keypad

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #73:	Arms vault door sensor

Photo #74:	Arms vault motion and infrared sensor

Photo #75:	CCTV camera at main entrance lobby

Photo #76:	CCTV monitor and intercom box

Photo #77:	Gas-fired PTAC in second floor office area

Photo #78:	Window air conditioner at second floor offices

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #79:	Drill floor gas-fired unit heater

Photo #80:	Basement gas-fired unit heater

Photo #81:	Abandoned radiator from old boiler system

Photo #82:	Gas-fired wall heater

Photo #83:	Ventless gas-fired wall heater (right) and disconnected wall heater (left)

Photo #84:	Exterior of window air conditioner and gas-fired wall heater in Janitor's room

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #85:	Exhaust flue for gas-fired unit heater in basement

Photo #86:	Drill floor unit heater flue torn loose during recent storm

Photo #87:	Domestic water heater in basement mechanical room

Photo #88:	Copper piping from water heater to galvanized steel piping in building; note absence of dielectric union

Photo #89:	Cast iron and galvanized soil piping; note black iron gas piping

Photo #90:	Mechanical room sump pump; note removed pump and loose wiring

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #91:	Galvanized steel vent piping

Photo #92:	Water closet (typical)

Photo #93:	Cracked seat on ladies restroom water closet

Photo #94:	Urinals in men's basement latrine

Photo #95:	Countertop mounted lavatory sinks in men's basement latrine

Photo #96:	Basement shower room

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #97:	Main electrical disconnects

Photo #98:	Load center at main lobby area

Photo #99:	Interior battery backup emergency light (inoperative)

Photo #100:	Drill floor recessed lighting fixtures

Photo #101:	Typical surface mounted light fixture

Photo #102:	Electrical wiring above second floor office ceiling

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #103:	Illuminated exit sign at east door from drill floor

Photo #104:	Portable fire extinguisher (typical)

Photo #105:	RCAS networking equipment at second floor restroom

Photo #106:	Telephone service blocks in basement closet under stairs

Photo #107:	Basement kitchen; note absence of hood equipped with fire suppression system

Photo #108:	Range

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #109:	Griddle

Photo #110:	Mixer on table

Photo #111:	Reach-in refrigerator

Photo #112:	Hot food table

Photo #113:	Flammables storage building, east of RC in MVSC

Photo #114:	Cracked pavement at entrance gate from Brown Street

EMG PHOTOGRAPHIC RECORD

Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #115:	Manhole raised up several inches above surrounding paving

Photo #116:	Erosion from roof storm water runoff on south side of building

Photo #117:	Storm water runoff path on south side of building

Photo #118:	Clogged drain at bottom of ramp into basement

Photo #119:	Kitchen sink without grease interceptor

Photo #120:	Cracked porcelain base on urinal in basement latrine

EMG PHOTOGRAPHIC RECORD

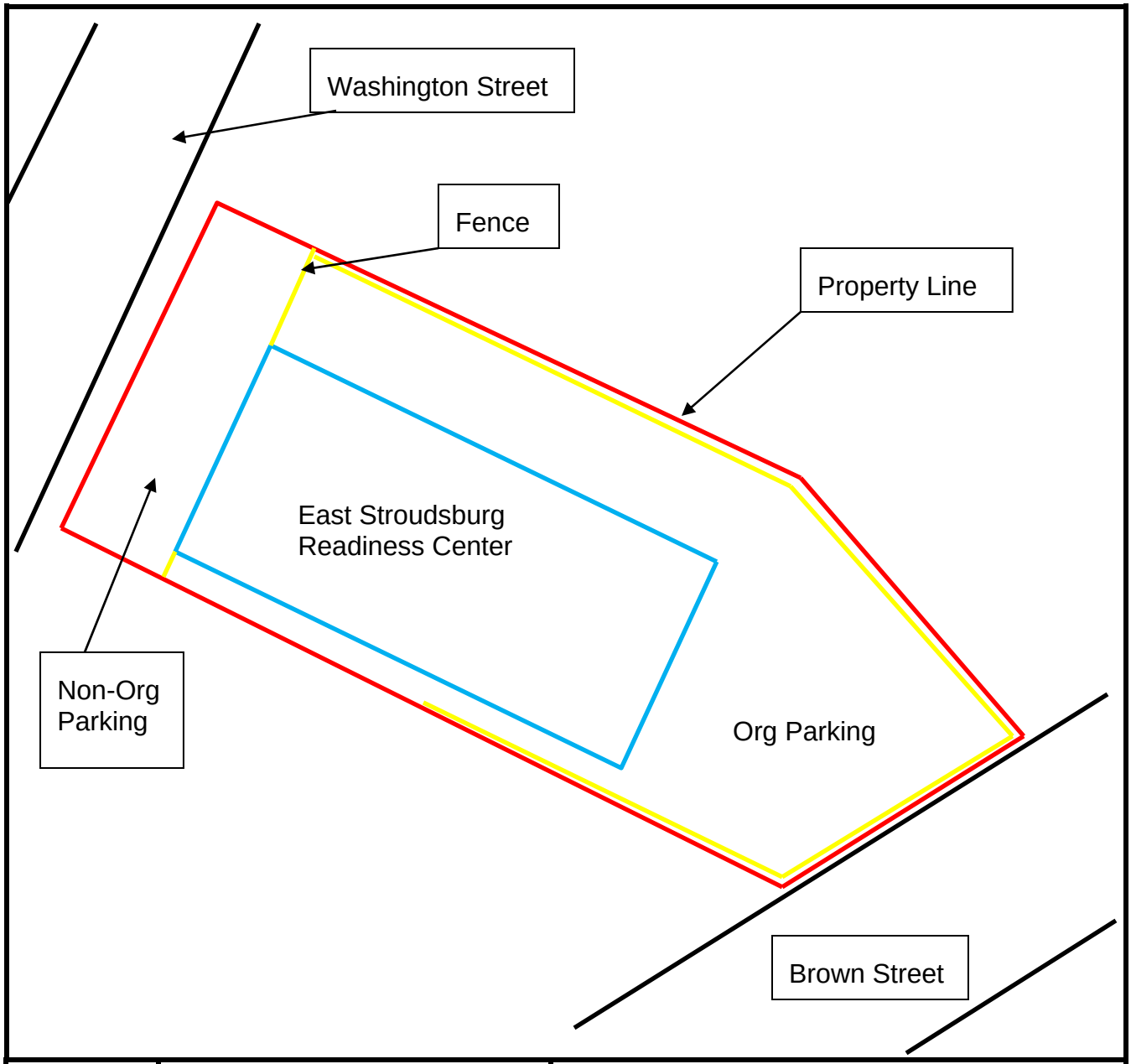
Project No.: 88798.09R-009.017 **Project Name: East Stroudsburg Readiness Center 42B30**

Photo #121:	Railings on top of retaining wall deteriorated and need painting

Photo #122:	Site lighting fixture broken

APPENDIX B:
SITE PLAN

Site Plan



EMG

Project Number:

88798.09R-009.017

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Project Name:

East Stroudsburg Readiness Center 42B30

Not drawn to scale.
The north arrow indicator is an approximation of 0° North.

On Site Date:

May 26, 2009

APPENDIX C:
SUPPORTING DOCUMENTATION

Project Name: East Stroudsburg Readiness Center EMG Proj #: 88798.09R-009.017

General Requirements from 40CFR280:	**Tank(s) Meet Requirements?**
If an UST installed (or was in the process of installation, or had a contract issued for construction) before December 22, 1988 contains "regulated" materials (includes petroleum heating oil - all grades, petroleum motor fuels, jet fuel, used oil, petroleum solvents), it must:	☐
(1) Meet new UST performance standards under 40CFR280.20;	☐
(2) Be upgraded according to requirements of 40CFR280.21 paragraphs (b) through (d) listed in bullets following; or	☐
· Steel tanks must have internal inspection, then be lined (there are additional periodic inspection requirements for lined USTs) and/or have cathodic protection installed (a follow-up assessment of tank tightness must be performed after installation of cathodic protection within 3 to 6 months following first operation)	☐
· U/G piping must have cathodic protection installed	☐
· Spill and overfill prevention equipment must be installed	☐
(3) Be closed IAW closure requirements under 40CFR280 subpart G (including corrective actions under subpart F as required). Unless work is underway during assessment, EMG will not be able to confirm.	N/A
Tanks installed after December 22, 1988 must comply with 40CFR280.20, Performance standards for new UST systems.	☐

U/G LP Gas tanks are not considered to contain regulated petroleum material and so are not governed by 40CFR280, however, there are still NFPA 58 requirements as well as local codes.	☐
1. Not under vehicular traffic ways	☐
2. Determine Capacity (US Gallons Water Capacity)	☐
3. Determine location - clearances for all underground tanks up to 1,000 gal wc are 10' from property lines and structures. ASTs have different clearance limits for 1,000 gal tanks - usually 25' from pl and structures.	☐
4. The top of the tank (fill access dome) is placed such that water is forced away from the dome. No standing water should be visible inside the dome.	☐
5. Tanks and underground piping need protective anti-corrosion coatings. Piping should have a dielectric union at the building to limit corrosion potential to buried piping only. Both the tank and piping should have either passive or impressed current cathodic protection.	☐
Find out who is the gas company and check with them about specific installation requirements. It is illegal to service any installation that does not comply with codes.	☐

COMMON MECHANICAL CODE VIOLATIONS

Project Name: East Stroudsburg Readiness Center EMG Proj #: 88798.09R-009.017

DESCRIPTION	Deficiency Observed?	Location
Inadequate provision of pipe clean-outs. IPC 708.1 provides requirement for clean-outs with some exceptions. Cleanouts on concealed piping or piping under a floor slab or in a crawl space of less than 24 inches (610 mm) in height or a plenum shall be extended through and terminate flush with the finished wall, floor or ground surface or shall be extended to the outside of the building. Cleanout plugs shall not be covered with cement, plaster or any other permanent finish material. Where it is necessary to conceal a cleanout or to terminate a cleanout in an area subject to vehicular traffic, the covering plate, access door or cleanout shall be of an approved type designed and installed for this purpose.	☐	
Missing back flow preventers. IPC 608.13. Means of protection against backflow shall be provided, maintained and inspected in accordance with Sections 608.13.1 through 608.13.9. A potable water supply system shall be designed, installed and maintained in such a manner so as to prevent contamination from non-potable liquids, solids or gases being introduced into the potable water supply through cross-connections or any other piping connections to the system. Backflow preventer applications shall conform to Table 608.1, except as specifically stated in Sections 608.2 through 608.16.9.	☐	
Improper gas water heater installation in garage areas and utility rooms. IPC 502.2 Water heaters installed in garages. Water heaters having an ignition source shall be elevated such that the source of ignition is not less than 18 inches (457 mm) above the garage floor.	☐	
NFPA Codes require combustion air free openings of 1 square inch for every 1,000 BTUH of input rating with a minimum of 100 square inches. There must be two openings into the space; the bottom of the lower opening must be within 12 inches of the floor and the top of the upper opening must be within 12 inches of the ceiling. Note: if there are metal louvers over the openings, only 75% of the space may be considered as free air, if the louvers are wood, only 25% is allowed. No variable dampers are allowed on these openings as they may be closed by mistake. There are exceptions if the equipment is located below grade or if it is a sealed combustion system.	☐	

*2000 and 2003 Edition International , NFPA 101 and NEC Codes were used; in later editions the requirement will be the same, however the Section numbers may change slightly; ALWAYS determine if your jurisdiction has any local codes which are supplemental to these Codes.

COMMON FIRE CODE VIOLATIONS

Project Name: East Stroudsburg Readiness Center EMG Proj #: 88798.09R-009.017

DESCRIPTION	Deficiency Observed?	Location
NFPA 10: Table 5.2.1. All buildings must have fire extinguishers which are either "UL or FM listed". Light hazard occupancies (offices, schools, churches) shall have at least one, 2-A:10-B:C rated extinguisher for every 3000 square feet and shall be placed so that travel distance to any extinguisher from any point in the building will not exceed 75 feet. Occupancies with many halls and levels, may be required to provide additional fire extinguishers. Ordinary hazard occupancies (auto showrooms, dry cleaners, repair garages) will be required to have at least one, 2-A:20-B:C rated extinguisher for every 1500 square feet and shall be placed so that travel distance to any extinguisher from any point in the building will not exceed 75 feet. High hazard occupancies (woodworking shops, spraying/dipping operations using flammable/combustible liquids) will be required to have at least one, 4-A:40-B:C rated extinguisher for every 1000 square feet and shall be placed so that travel distance to any extinguisher from any point in the building will not exceed 75 feet.	☐	
NFPA 1:13.6.3.10-All extinguishers must be mounted on the wall or otherwise located, with top not more than 5 feet off the floor, so as to be plainly visible and accessible.	☐	
NFPA 1:13.6.3.2-All extinguishers must be serviced at least once a year by a professional fire extinguisher service company licensed by the State Fire Marshal's Office and have a service tag attached which shows the date of inspection and who performed the inspection.	☐	
NFPA 1:14.1.2 & 14.14.5.1-When two or more exits are required, illuminated exit signs shall be installed at the required exits and where otherwise necessary to clearly indicate the direction of egress.	☑	Second floor offices
NFPA 1:14.5.2-Required exit doors shall be openable from the inside, without the use of a key or any special knowledge or effort. Exit doors shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable. All locking devices shall be of an approved type. *EXCEPTION:* A keyed lock may be used on the main exit when the main exit consists of a single door or a pair of doors, if there is a readily visible, durable sign on or above the door stating: "THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS"	☐	
NFPA 1:14.5.1-All exit doors must swing in the direction of exit travel when serving any hazardous area or when serving an occupant load of 50 or more.	☐	
NFPA 1:14.8.3.3-Aisles leading to required exits shall be provided from all portions of buildings. Aisles shall be at least 36 inches wide where tables, counters, furnishings, merchandise or other similar obstructions are placed on one side of the aisle only and 44 inches wide when such obstructions are placed on both sides of the aisle.	☐	
NFPA 1:14.4-No storage is allowed, at any time, in any exit, corridor, hallway,	☐	

DESCRIPTION	Deficiency Observed?	Location
NFPA 1:14.6.3-Storage under stairways is prohibited, unless one hour rated construction has been provided for this purpose.	☐	
NFPA 1:1 0.20.2 -Storage in all buildings shall be orderly and maintained 2 feet or more below the ceiling in non-sprinklered buildings and 18 inches or more below sprinkler head deflectors in sprinklered buildings. Boiler rooms, mechanical rooms, and electrical panel rooms shall not be used for storage of combustible material.	☐	
NFPA 1:19.1-Combustible rubbish or waste material in buildings shall be stored in containers or in rooms/vaults constructed of noncombustible materials. Metal containers with tight -fitting covers shall be used for oily rags and similar materials. Combustible rubbish or waste material shall be removed from the building at least once each working day.	☐	
NFPA 1:19.1-Dumpsters and containers with 1.5 cubic yard capacity or greater shall not be stored inside a building or placed within 5 feet of combustible walls, openings, or combustible roof eave lines unless the area is protected by an approved automatic sprinkler system.	☐	
NFPA 1:11.1-Extension cords shall not be used as a substitute for permanent wiring. Extension cords shall not be used for fixed or stationary appliances, such as vending machines, refrigerators, etc. Extension cords shall be plugged directly into an approved receptacle, power tap, or multi-plug adapter and shall, except for approved multi-plug extension cords, serve only one portable appliance. The ampacity of the extension cords shall be not less than the rated capacity of the portable appliance supplied by the cord. The extension cords shall be maintained in good condition without splices, deterioration, or damage. Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings, floor, under doors, or floor coverings, or be subject to environmental or physical damage.	☐	
NFPA 1: 11.1-Multi-plug adapters such as multi-plug extension cords, cube adapters, and strip plugs are prohibited. EXCEPTION: Power strips with circuit breaker or fuse overload protection.	☐	
NFPA 1: 11.1-A clear and unobstructed means of access with a minimum width of 30 inches and a minimum height of 78 inches shall be maintained from the operating face of electrical breaker boxes, switchboards, and panel boards.	☐	
IT/Telecom cables should not be attached to electrical raceway (see above list), should be at least 12” spacing between parallel runs (not required by code, but will eliminate 60-cycle induced noise).	☐	
All compressed gas containers must be secured to prevent falling over (IFC 3003.5.3)	☐	
Extension Cords shall not be used to power permanently installed appliances or equipment (refrigerators, microwave ovens, washers, dryers, window A/C units, etc. are considered permanent)	☐	

DESCRIPTION	Deficiency Observed?	Location
Emergency Lighting must be provided either by battery powered fixtures or by emergency generators. Emergency lighting must be tested every six months and records must be maintained on site. (IFC 604.3.1 & 604.3.2)	☑	Most fixtures failed battery test
Fire safety plans, evacuation plans with locations of building emergency operation systems should be posted in conspicuous locations.	☐	
Hydrants, if provided on the property, must be visible and accessible at all times. Hydrants shall not be obstructed by landscaping or other structures. It is required that there be at least three feet of clearance all the way around the hydrant. (NFPA 1:18.3.3.1)	☐	
All fire lanes, fire department connections (F.D.C.) or control valves shall be clear and unobstructed. (IFC 508.5.4) Fire Department connections should be inspected and maintained regularly. (NFPA 25 9-7.1) The fire department connection should be checked to make sure that there are caps in place (to prevent garbage, etc. from being placed into the pipe and potentially clogging the system –possibly disabling the sprinkler or standpipe system in the event of a fire). The couplings should swivel easily so hoses can be connected easily. The area around the FDC shall be kept clear of obstructions at all times – it should be designated a “no parking” area and it shall be prohibited to pile stock or waste beneath or around the connection.	☐	
Sprinkler or fire alarm systems shall be serviced annually and records of inspections maintained on site. Fire protection systems shall be maintained in an operative condition at all times and repaired where defective. (IFC 901.6)	☐	
Street address must be clearly marked, and visible from the public roadway. (NFPA 1:10.13.1.2) Numbers or letters must be a minimum of six inches in height (minimum three inches for residential buildings), and in contrasting color from the background on which they will be placed.	☐	
Knox box (key vault) will be required for Fire Department access to all buildings that contain a monitored fire alarm or a fire sprinkler system. (NFPA 1:10.12.2) These boxes shall contain keys or other devices necessary for the fire department to gain access into a structure in the event of an emergency during non-business hours.	☐	

DESCRIPTION	Deficiency Observed?	Location
Fire sprinkler or standpipe systems shall be serviced and tested at least annually by a licensed fire protection contractor. The contractor will provide the owner with written records of the service and testing provided. It is the building owner's responsibility to contact the sprinkler company and schedule these inspections when they are due. (NFPA 69A: 46.041)	☐	
Records of inspections, tests, and maintenance of fire sprinkler systems shall be on site and available for review. Contractors are required to leave a report documenting all maintenance, testing, or repair work that has been performed on the system. (NFPA 1:13.3.3.4)	☐	
Abandoned in place wiring must be properly identified at juncture and termination or removed from all accessible areas and insulated (NFPA 1:11.1.14)	☑	Sump pump in basement mechanical room

*2000 and 2003 Edition International , NFPA 101 and NEC Codes were used; in later editions the requirement will be the same, however the Section numbers may change slightly; ALWAYS determine if your jurisdiction has any local codes which are supplemental to these Codes.

COMMON ELECTRICAL CODE VIOLATIONS

Project Name: East Stroudsburg Readiness Center EMG Proj #: 88798.09R-009.017

DESCRIPTION	Deficiency Observed?	Location
Unused openings in electrical boxes, raceways, gutters, and cabinets left open. The Code requires that these areas be closed to afford protection to walls, equipment, and wiring. NEC Article 110.12(A) requires unused cable or raceway openings in boxes, raceways, auxiliary gutters, cabinets, cutout boxes, meter socket enclosures, equipment cases or housings shall be effectively closed to afford protection substantially equivalent to the wall of the equipment.	☐	
Lack of ground fault protection on restroom, kitchen, garage, and outside receptacles. The Code requires the provision of special, stray current protection against electrical shock in areas where use of appliances is likely. NEC 210.8 Ground-fault circuit-interrupter (GFCI) protection shall be provided for all 125- volt, 15 and 20 amp receptacle outlets installed outdoors, in boathouses, garages, unfinished accessory buildings, crawl spaces at or below grade level, unfinished basements, bathrooms, at kitchen countertops and within 6' of the outside edge of the sink in laundry rooms, utility rooms, and at wet-bars.	☑	Kitchen - 5 ea
Lack of identification of breakers in electrical panels. Identification of circuits on breakers is required by Code. NEC Article 110-22 requires any branch circuit or disconnects to be marked to indicate its purpose.	☐	
Inadequate working clearances around panels and electrical equipment. Sections 110.26 and 110.34 of the NEC require working clearance in front of any equipment that may require examination, adjustment servicing, or maintenance while energized. This requirement, intended to allow an electrician to safely work on energized equipment, applies to switchgear, distribution panels, motor control centers, standalone motor starters, and most control panels. Required depth depends upon the operating voltage of the equipment, as given in Table 1. The clear space must extend from the floor to the greater of the equipment height or 6-1/2 ft, with a width equal to that of the equipment, but not less than 30 in.	☐	
Other trades supporting their materials and equipment off electrical equipment and supports. NEC Article 300-11 (b) states raceways shall not be used as a means of support for other cables or raceways.	☑	Basement Janitor Room
No open/broken/missing receptacles, switches or device cover plates that could expose bare wiring or device terminals to contact.	☐	
Ungrounded systems (neutral and hot legs only) – recommend replacement of ungrounded systems with modern grounded systems.	☐	

*2000 and 2003 Edition International , NFPA 101 and NEC Codes were used; in later editions the requirement will be the same, however the Section numbers may change slightly; ALWAYS determine if your jurisdiction has any local codes which are supplemental to these Codes.

East Stroudsburg RC
Inst No: 42B30
FacNo:
Land; LAND1 (0.60Ac)
Readiness Center; 00001 (11,885sf)
Storage Bldg; 00003 (180sf)
Sign; Not Listed
Flagpole; 00002
Organizational Parking; OPARK (712sy)
Non-Organizational Parking; NPARK (253sy)
Fence; FENCE (402lf)
Sidewalk; SDWLK (113sy)

CERTIFICATION OF TITLE OF COMMONWEALTH OF PENNSYLVANIA TO LOT 111 FEET BY 215 FEET, BOROUGH OF EAST STROUDSBURG, MONROE COUNTY, PENNSYLVANIA.

I, Raymond C. Miller, Deputy Attorney General in the Department of Justice of the Commonwealth of Pennsylvania, hereby certify that I have examined the abstract of title and certificate of title held by the Commonwealth of Pennsylvania on lot of land, hereinafter more fully described, situate in the Borough of East Stroudsburg, Monroe County, Pennsylvania, and it is my opinion that the Commonwealth of Pennsylvania has a good and marketable record title to the same, as vested in it by the deed from Monroe Armory Association, dated October 11, 1922, and recorded October 11, 1922, in Monroe County Deed Book, Volume 88, at page 2, as well as lodged January 24, 1923, in the Land Office of the Department of Internal Affairs, in File "B", Number 57.

Description of land:

ALL THAT CERTAIN lot or piece of ground with the buildings and improvements thereon erected situate in East Stroudsburg, in the County of Monroe, and Commonwealth of Pennsylvania, described, as follows, to wit:

BEGINNING at an iron bolt in the southeasterly side of Washington Street, a corner of this and also of lands now or late of William A. Gilbert Company, thence extending along the

southeasterly side of Washington Street, with bearings from the Magnetic Meridian of 1902, north thirty-four degrees fifteen minutes east, one hundred and eleven feet to a corner of lands now or formerly of Edith Brockley, thence by the said land crossing the head of a certain alley fifteen feet wide, (which head line of said alley is fifteen and forty-seven one-hundredths feet) and extending along other land of Luther S. Hoffmann and others of which this was part, two hundred and twenty-seven and fifty-seven one-hundredths feet to a point, thence by other land of Luther S. Hoffmann, south twenty-seven degrees thirty-five minutes east forty-two and three-tenths feet to a corner of concrete wall in the northwesterly side of East Brown or Brown Street, thence south sixty-two degrees fifteen minutes west along the said side of East Brown or Brown Street one hundred and two and five-tenths feet to an iron bolt a corner of this and land now or late of William A. Gilbert Company, thence along the same north fifty-five degrees forty minutes west two hundred and fifteen and one-tenth feet to the PLACE OF BEGINNING.

IN WITNESS WHEREOF, I have signed my name at Harrisburg, Pennsylvania, this twenty-seventh day of August, 1956.

Raymond C. Miller,
Deputy Attorney General,
Department of Justice,
Commonwealth of Pennsylvania.

ASIP Station Report
Units meeting Custom Query--
No Current Filters

NATIONAL GUARD

Installation: PENNSYLVANIA NATIONAL GUARD
Army Base: PENNSYLVANIA ARNG
Station Code: 42225 Site: 42B30 Facility ID: Congressional District: PA-11
Station: EAST STROUDSBURG ARMORY Phone: 570-424-3035 GELOC: FQMX
EAST STROUDSBURG, PA, 18301-0343

UIC / Undes / Asgmt	CARS / TPSN	Unbr / Source	Br / Compo	Description	SRC / EDATE / CCNUM	ACTCO	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Type unit: MTOE													
WPGRB1	01/0109	IN	BN	MANEUVER BATTALION	A	TOT	41	41	41	41	41	41	41
CO B DET 1					20070930								
NG	04128	DAI	2										
MTOE													
				Total Population			41	41	41	41	41	41	41
Type unit: OTHER TENANTS													
*8BW25	ST/LOCAL GVT				A	TOT	1	1	1	1	1	1	1
MR1					20051001								
SL		DAI	Z										
OTHER TENANTS													
				Total Population			1	1	1	1	1	1	1
EAST STROUDSBURG ARMORY							FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Station Total				Total Population			42	42	42	42	42	42	42
Report Total							FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
				Total Population			42	42	42	42	42	42	42

SAMAS as of: 2 JUL 2008
Printed: 11 SEP 2008

APPENDIX D:
EMG ABBREVIATED ACCESSIBILITY CHECKLIST

Property Name: East Stroudsburg Readiness Center 42B30
Date: May 26, 2009
Project Number: 88798.09R-009.017

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

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

EMG Abbreviated Accessibility Checklist					
7.	If audible fire alarms are present, are visual alarms (strobe light alarms) also installed in all common areas?			✓	
	Elevators	**Yes**	**No**	**N/A**	**Comments**
1.	Do the call buttons have visual signals to indicate when a call is registered and answered?			✓	No conveying systems
2.	Is the "UP" button above the "DOWN" button?			✓	
3.	Are there visual and audible signals inside cars indicating floor change?			✓	
4.	Are there standard raised and Braille marking on both jambs of each host way entrance?			✓	
5.	Do elevator doors have a reopening device that will stop and reopen a car door if an object or a person obstructs the door?			✓	
6.	Do elevator lobbies have visual and audible indicators of car arrival?			✓	
7	Does the elevator interior provide sufficient wheelchair turning area (51" x 68")?			✓	
8.	Are elevator controls low enough to be reached from a wheelchair (48 inches front approach/54 inches side approach)?			✓	
9.	Are elevator control buttons designated by Braille and by raised standard alphabet characters (mounted to the left of the button)?			✓	
10.	If a two-way emergency communication system is provided within the elevator cab, is it usable without voice communication?			✓	
	Restrooms	**Yes**	**No**	**N/A**	**Comments**
1.	Are common area public restrooms located on an accessible route?		✓		Route to bathroom is less than 2 feet wide
2.	Are pull handles push/pull or lever type?	✓			
3.	Are there audible and visual fire alarm devices in the toilet rooms?			✓	
4.	Are corridor access doors wheelchair-accessible (at least 32 inches wide)?		✓		
5.	Are public restrooms large enough to accommodate a wheelchair turnaround (60" turning diameter)?		✓		
6.	In unisex toilet rooms, are there safety alarms with pull cords?			✓	

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

APPENDIX E:
PRE-SURVEY QUESTIONNAIRE

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

Project Name:	**East Stroudsburg RC**	**Project Number:**	**88798.09R-009.017**
Person completing form:	**Bob Calzola**	**Date:**	**May 26, 2009**
Association with Project:	**Maintenance Repairman II**	**Phone Number:**	**570.424.3035**
Years associated w/Project:	**2 years**	**Fax Number:**	**570.420.2932**

Unk = Unknown, NA = Not Applicable

	Yes	No	Unk	NA	Comments
1. Does the property have full-time maintenance personnel on-site? If yes, please provide name.	✓				
2. Have there been any capital improvements in the last five years?		✓			
If so, are details available?					
3. Are there any "down" or unusable spaces?		✓			
4. Are there any problems or hazards at the property?	✓				Manhole raised up in driveway
5. Has the property ever had an ADA accessibility review?		✓			
If so, is a copy available?					
6. Does a Barrier removal plan exist for the property?				✓	
7. Are there any unresolved accessibility issues at the property?		✓			
8. Is there any pending litigation concerning the property?		✓			
9. Is site drainage adequate?	✓				Some erosion under roof downspouts on east side of building
10. Has a termite inspection occurred within the last year?		✓			
Is a copy of an inspection report available?					
11. Are there any problems with foundations or structures?	✓				Cracks
If so, are there plans to address?					
12. Is there any water infiltration in basements or crawl spaces?	✓				Through cracks
13. Are there any wall or window leaks?	✓				Windows – no replacement projects
14. Are there any Security issues at the property?		✓			
15. Are there any poorly insulated areas?	✓				
16. Are there any current roof leaks at the property?	✓				
17. Are any roof finishes more than ten years old?	✓				
18. Is the roofing covered by a warranty or bond?		✓			
19. Is Fire Retardant Treated (FRT) plywood used at the property?		✓			

	Yes	No	Unk	NA	Comments
20. Does the property have an exterior insulation and finish system (EIFS) with a synthetic stucco finish		✓			
21. Do the utilities (electric, gas, sewer, water) provide adequate service?	✓				
22. Is the property served by an on-site water system?		✓			
23. Is the property served by an on-site septic system?		✓			
24. If present, do irrigation systems function properly?				✓	No irrigation systems
25. Are HVAC systems at the property inspected and maintained, at a minimum, annually?	✓				
26. Is the HVAC equipment more than ten years old?	✓				Some, univents are 8 years old
27. Do any of the HVAC systems use R-11, 12, or 22 refrigerants?	✓				
28. Do tenants contract for their own HVAC work?	✓				
29. Has any HVAC system, or any other part of the property, ever contained visible suspect mold growth?		✓			
If so, where and when?					
30. Has the property ever been tested for indoor air quality or suspect mold?		✓			
If so, where and when? Results?					
31. Is there a response action in place to prevent mold growth or respond to its presence?		✓			
If so, describe. Is a copy available?					
32. Are the water heaters/boilers more than ten years old?	✓				
33. Is polybutylene piping used at the property?		✓			
34. Are there any plumbing leaks or water pressure problems?	✓				Water pressure, low flow
35. Are the any leaks or pressure problems with natural gas service?		✓			
36. Does any part of the electrical system use aluminum wiring?		✓			
37. Has elevator equipment been replaced in the last ten years?				✓	No conveying systems
38. Are the elevators maintained by a contractor on a regular basis?				✓	
39. Is the elevator emergency communication equipment functional?				✓	
40. Is the elevator emergency communication equipment ADA compliant?				✓	
41. Have the fire/life safety systems been inspected within the last year?				✓	No fire alarm system
42. Are there any smoke evacuation or pressurization systems?		✓			
43. Are there any emergency electrical generators?		✓			
44. Is the emergency generator capable of 100% back-up?				✓	
45. Are the generators maintained on a regular basis?				✓	
46. Do tenants contract for their own improvement work?	✓				

	Yes	No	Unk	NA	Comments
47. Are tenants responsible for any roof, HVAC, or exterior wall maintenance, repair, or replacement?	✓				
If so, what, where and how?					
48. Have there been previous due diligence, engineering, environmental, or geological studies done?			✓		
If so, are copies available?					
49. How many units are being added to the installation roster?					None
Number					
50. How many people drill in a month?					
Number					50
51. How many people drill on given weekend (at one time)?					
Number					50
52. Do the HVAC controls tie-in to FITG?		✓			
53. Confirm Age of the Facility	✓				
54. Is the facility listed on or eligible for the National Register of Historic Places (> 50 years)?	✓				
55. Have there been any archeological surveys on the property?		✓			
56. Are oil water separators located on the facility?		✓			
57. Are storage tanks located at the facility?		✓			
58. Is there anything else that EMG should know about when assessing this property? If so, what?	✓				There is suspected encroachment along north property line

APPENDIX F:
TERMINOLOGY

The following are definitions of terms utilized in this report.

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

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

TERMINOLOGY	
PNA	Physical Needs Assessment, the Purpose and Scope of which is defined in Section 2. of this report.
Physical Deficiency	Patent, conspicuous defects, or significant deferred maintenance of the Property's material systems, components, or equipment as observed during the Project Manager's Walk-through Survey. Material systems, components, or equipment that are approaching, have realized, or have exceeded their typical Expected Useful Life (EUL); or, that have exceeded their useful life result of abuse, excessive wear and tear, exposure to the elements, or lack of proper or adequate maintenance. This definition specifically excludes deficiencies that may be remedied with routine maintenance, miscellaneous repairs, normal operating maintenance, and conditions that do not present a material deficiency to the Property.
PML	Probable Maximum Loss
Practically Reviewable	Information that is practically reviewable means that the information is provided by the source in a manner and form that, upon examination, yields information relevant to the property without the need for extraordinary analysis of irrelevant data.
Practice	A definitive procedure for performing one or more specific operations or functions that does not produce a test result.
Primary Improvements	The site and building improvements that are of fundamental importance with respect to the Property.
Project Manager	The individual Professional Engineer or Registered Architect having a general, well rounded knowledge of all pertinent site and building systems and components that conducts the on site visit and walk-through observation.
Property	The site and building improvements, which are specifically within the scope of the PNA to be prepared in accordance with the agreement between the Client and EMG.
Readily Accessible	Those areas of the Property that are promptly made available for observation by the Project Manager without the removal of materials or chattel, or the aid of any instrument, device, or equipment at the time of the Walk-through Survey.
Reasonably Ascertainable	Information that is publicly available, provided to EMG's offices from either its source or an information research/retrieval concern, practically reviewable, and available at a nominal cost for either retrieval, reproduction or forwarding.
Recreational Facilities	Spas, saunas, steam baths, swimming pools, tennis courts, playground equipment, and other exercise, entertainment, or athletic facilities.
Remaining Useful Life (RUL)	The consultant's professional opinion of the number of years before a system or component will require replacement or reconditioning. The estimate is based upon observation, available maintenance records, and accepted EUL's for similar items or systems. Inclement weather, exposure to the elements, demand on the system, quality of installation, extent of use, and the degree and quality of preventive maintenance exercised are all factors that could impact the RUL of a system or component. As a result, a system or component may have an effective age greater or less than its actual age. The RUL may be greater or less than its Expected Useful Life (EUL) less actual age.
Replacement Costs	Costs to replace the system or component "in kind" based on Invoices or Bid Documents provided by the current owner or the client, construction costs developed by construction resources such as *Means* and *Dodge*, EMG's experience with past costs for similar properties, or the current owner's historical incurred costs.

TERMINOLOGY	
Replacement Reserves	Major recurring probable expenditures, which are neither commonly classified as an operation or maintenance expense. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, they may also include components or systems that have an indeterminable life but nonetheless have a potential liability for failure within the reserve term.
RTU	Rooftop Unit
RUL	Remaining Useful Life (See definition)
Short Term Repair Costs	Opinions of Costs to remedy Physical Deficiencies, such as deferred maintenance, that may not warrant immediate attention, but requiring repairs or replacements that should be undertaken on a priority basis, taking precedence over routine preventive maintenance work within a zero to one year time frame. Included are such Physical Deficiencies resulting from improper design, faulty installation and/or substandard quality of original system or materials. Components or systems that have realized or exceeded their Expected Useful Life (EUL) that may require replacement to be implemented within zero to one-year time frame are also included.
Shut-Down	Equipment or systems that are not operating at the time of the Project Manager's Walk-through Survey. Equipment or systems may be considered shutdown if it is not in operation as a result of seasonal temperatures.
Significant	Important, material, and/or serious.
Site Visit	The visit to the property by EMG's Project Manager including walk-through visual observations of the Property, interviews of available project personnel and tenants (if appropriate), review of available documents and interviews of available municipal personnel at municipal offices, all in accordance with the agreement for the Physical Needs Assessment.
Specialty Consultants	Practitioners in the fields of engineering, architecture; or, building system mechanics, specialized service personnel or other specialized individuals that have experience in the maintenance and repair of a particular building component, equipment, or system that have acquired detailed, specialized knowledge in the design, assessment, operation, repair, or installation of the particular component, equipment, or system.
Structural Component	A component of the building, which supports non-variable forces or weights (dead loads) and variable forces or weights (live loads).
Suggested Remedy	A preliminary opinion as to a course of action to remedy or repair a physical deficiency. There may be alternate methods that may be more commensurate with the Client's requirements. Further investigation might make other schemes more appropriate or the suggested remedy unworkable. The suggested remedy may be to conduct further research or testing, or to employee Specialty Consultants to gain a better understanding of the cause, extent of a deficiency (whether observed or highly probable), and the appropriate remedy.
Survey	Observations as the result of a walk-through scan or reconnaissance to obtain information by EMG of the Property's readily accessible and easily visible components or systems.
System	A combination of interacting or interdependent components assembled to carry out one or more functions.
Technically Exhaustive	The use of measurements, instruments, testing, calculations, exploratory probing or discover, and/or other means to discover and/or troubleshoot Physical Deficiencies, develop scientific or Engineering findings, conclusions, and recommendations. Such efforts are not part of this report unless specifically called for under Section 2.2.
Term	Reserve Term: The number of years that Replacement Reserves are projected for as specified in the Replacement Reserves Report.

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

APPENDIX G:
RESUMES FOR REPORT REVIEWER AND FIELD OBSERVER

EDWARD BEEGHLY

Quality Assurance Manager

Education

- Pursuing Masters of Engineering in Project Management – UMD College Park
- Ohio Northern University; Bachelor of Science, Civil Engineering, May 1995
- Valley Forge Military College; Associate Degree in Business, May 1991

Project Experience

- ***Charlottesville Department of Public Works, Charlottesville, NC –*** Mr. Beeghly, as the Program Manager on this project, which includes the assessment of eight sites encompassing over 161,000 SF. Projects under this contract include office buildings, a county health center, a fire station, an historic center and an opera house. EMG was responsible for assisting the DPW in developing their capital facilities plan for major rehabilitation projects at these buildings. EMG performed ADA assessments, facility assessments, and completed cost estimates per the RS Means model, adjusted to the location of the projects. Mr. Beeghly was responsible for management of the assessment teams and technical review of deliverables.
- ***Atlanta Housing Authority, Atlanta, GA –*** Mr. Beeghly is serving as the Program Manager for this ADA and Section 504 Assessment. He is responsible for managing the EMG team, as well as technical oversight and facilitating communication between EMG and AHA. Mr. Beeghly's knowledge of multifamily housing will lead the team to provide ADA assessments. EMG will provide AHA with design solutions to bring each facility in compliance with UFAS, and HUD Section 504 standards.
- ***MDSHA District 3, Greenbelt, MD (Chief of Engineering Systems) –*** Mr. Beeghly served as the Chief of Engineering. During this time he managed a staff of seven, including four project managers, two engineering technicians, and one administrative assistant. Their projects included 10 consulting contracts valued at $12 million dollars. Additionally, he served as Program Manager for District 3's (Suburban Washington D.C.) system preservation programs. He was fiscally responsible for multiple programs valued upwards to $90 million dollars. He tracked asset management performance goals, program budget, network condition, and public commitments in determining individual project scope and program priority.

Industry Tenure

- A/E: 1995
- EMG: October, 2006

Related Experience

Industry Experience

- Government
- Office
- Industrial
- Affordable/Multi-family Housing
- Healthcare
- Retail
- Hospitality

Active Licenses/Registration

- Engineer in Training – Maryland

Special Skills & Training

- Dean L. H Archer Senior Design Award (Ohio Northern University)
- Geometric Design
- Highway Materials
- Pavement Design
- Project Management

Memberships

- Association of State Highway Engineers

BRETT BYERS

Project Manager

Education

- Associate of Science, Electrical Engineering, Tidewater Community College, 2003

Project Experience

- ***National Park Service, Washington, D.C –*** Mr. Byers served as a project engineer and Field Leader for four teams of project engineers during a comprehensive condition assessment of the monuments, memorials, maintenance support facilities, park police substations, and historical structures in the National Capital Region Parks. The assessment included national icons such as the Washington Monument, Jefferson Memorial, Lincoln Memorial, FDR Memorial, and Ford's Theatre. He conducted interviews with the facility managers and maintenance personnel. He reviewed the condition of the building structures, electrical and mechanical systems and developed a thorough condition report along with cost estimates for deficiency mitigation. His work helped to complete this project on schedule and within the project budget.
- ***National Park Service, Death Valley, Ca –*** Mr. Byers served as the Field Leader for six teams of project engineers on the comprehensive condition survey of single and multi family housing, park visitor centers, park maintenance and support facilities, utility infrastructure systems, and historical museum facilities such as Scotty's Castle. He conducted interviews with the facility manager, maintenance personnel, historical preservation specialists, and other client liaisons. Mr. Byers performed assessments of building electrical, mechanical, and structural systems after which he prepared condition reports. The work performed by the teams was accepted by the client and the data submitted was incorporated into the National Park Service's annual congressional budget requests.

Industry Tenure

- A/E: 1992
- EMG: 2006

Related Experience

- Educational Facility Condition Assessment reports
- Utility System Infrastructure Condition Assessment Reports
- Historical Structure Condition Assessments
- Retail and Restaurant Condition Assessments
- Office Portfolios

Industry Experience

- Government Facilities
- Office
- Housing/Multi-family
- K-12
- Hospitality
- Infrastructure
- Retail/Wholesale
- Commercial Garage
- Universities

Active Licenses/Registration

- EPA Transitional Refrigerant Recovery Certification, 1994

Special Skills & Training

- Held Colorado 'D' Water Treatment Plant Operator's License
- Held Colorado 'C' Wastewater Treatment Plant Operator's License
- ANSI 3.1 Senior Health Physics Technician

Regional Location

- Knoxville, TN

- ***National Park Service, Yellowstone National Park, Wyoming*** – As Project Engineer, Mr. Byers applied his expertise to the assessment of this property. He assessed the water treatment and distribution systems and wastewater collection and treatment systems in this 2,200,000 acre National Park. He developed a hierarchy to describe the functional relationship of equipment components in the treatment systems. Mr. Byers' findings equipped the client with the information to make effective business decisions and operational budget forecasts.
- ***Carroll County Public Schools, Carroll County, Maryland –*** As a Project Manager in A&E Consulting, Mr. Byers completed comprehensive condition assessments in five of Carroll County's 40 public school facilities. His particular area of concentrated effort was an Architectural and Structural evaluation of each of the facilities and site infrastructure. At the conclusion of the field inspection and draft reporting phases, Mr. Byers provided program technical review support prior to final client submittals.
- ***Stafford County Public Schools, Stafford, Virginia –*** Mr. Byers provided Architectural and site infrastructure subject matter expertise during the facility condition assessments of Stafford County's public school facilities. During the facility evaluations, he conducted interviews with school principals, facility management, and maintenance personnel. His report information documented existing facility conditions and forecasted capital expenditures for improvements and code compliance. Mr. Byers coordinated report preparation and performed technical reviews leading up to report submittal to the Stafford County school system administration.
- ***County of San Diego, San Diego, California*** – Mr. Byers served as a Project Manager and Technical Report Reviewer for A&E Consulting during an eleven-month long Facility Condition Assessment Program of buildings owned by The County of San Diego. Structure types ranging from single-family housing to large commercial buildings and offices were included in the assessment. He worked closely with the lead Project Management for The County of San Diego, the EMG Project Management Team, and Capital Planning Solutions Inc. Management to implement reporting requirements and client delivery. Mr. Byers reviewed reports submitted by the EMG team and coordinated report production. His efforts contributed to a timely and satisfactory completion of the contract.
- ***City of Dallas, Dallas, Texas*** – As an A&E Technical Report Reviewer, Mr. Byers applied his expertise to reviewing Facility Condition Assessment reports written by EMG Project Managers and EMG subcontractors on more than 750 buildings belonging to the City of Dallas. The buildings range in complexity from simple storage warehouses to large office structures with some industrial type facilities included. He was responsible to implement changes in report format and coordinated the efforts of other reviewers to meet scheduled client draft report delivery deadlines.
- ***University of the District of Columbia, Washington, D.C.*** – Mr. Byers served as the Senior Engineering Consultant overseeing the activities of a team of Project Managers conducting a Physical Needs Assessment of campus buildings and infrastructure, an in-depth roof survey, and a Phase I Environmental Site Assessment. He was responsible for client interface activities, report reviews, submittal of reports, and management review and presentation of findings. Mr. Byers also assisted in the development of proposals for follow up engineering studies to investigate deficiencies identified during the on site assessment work.
- ***Alexandria City Public Schools, Alexandria, VA*** – As the Senior Engineering Consultant for a Physical Needs Assessment of the schools and support facilities for Alexandria City Public Schools, Mr. Byers is responsible for scheduling and overseeing the activities of several teams of Project Managers. In addition he is responsible for reviewing written reports and ensuring the accuracy of data in a fully populated database that is being provided to the client at the completion of the contract. Mr. Byers has also participated in the on site assessments and report writing. The school system is using data acquired to make budget requests for maintenance and capital improvements to their facilities.