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**MEETING OF THE CITY COMMISSION - AGENDA  
WEDNESDAY, APRIL 13, 2022 AT 11:30 AM  
CITY COMMISSION / MUNICIPAL COURT ROOM  
518 MECHANIC, EMPORIA, KS**

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**ORDER OF BUSINESS**

**Pre-Luncheon Items**

- ▶ City Financial Update.
- ▶ HomeServe will present the NLC Service Line Warranty Program.
- ▶ Discuss JAC Agreement.
- ▶ Discuss Carnegie Library Study.
- ▶ Discuss Las Casitas Park Mural.

**Post-Luncheon Items**

- ▶ Commission Strategic Planning Luncheon at Noon & Strategic Planning Meeting at 1:30p.m.  
InConferenceRoom1AB



City of Emporia P.O. Box 928 522 Mechanic Emporia, KS 66801 620-343-4286 City Treasurer

To: City Commissioners

From: Janet Harrouff

Date: April 8, 2022

RE: City Financial update

The City's financial advisor Greg Vahrenberg with Raymond James will be in attendance at the study session to review the City's Debt Profile and Financial Overview.



## DEBT PROFILE AND FINANCIAL OVERVIEW

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Raymond James Public Finance

April 13, 2022

Gregory M. Vahrenberg  
Managing Director  
Direct 816.391.4120  
T 800.398.6101 // M 816.509.5451  
Fax 833.887.8729  
11551 Ash Street, Suite 250  
Leawood, Kansas 66211  
[greg.vahrenberg@raymondjames.com](mailto:greg.vahrenberg@raymondjames.com)

**RAYMOND JAMES**

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| <b>SECTION 6</b> | Bond Market Update                                  |



## SECTION 1

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### Debt Profile

**RAYMOND JAMES**

# SUMMARY OF TOTAL OUTSTANDING GENERAL OBLIGATION BONDS AND SRF LOANS

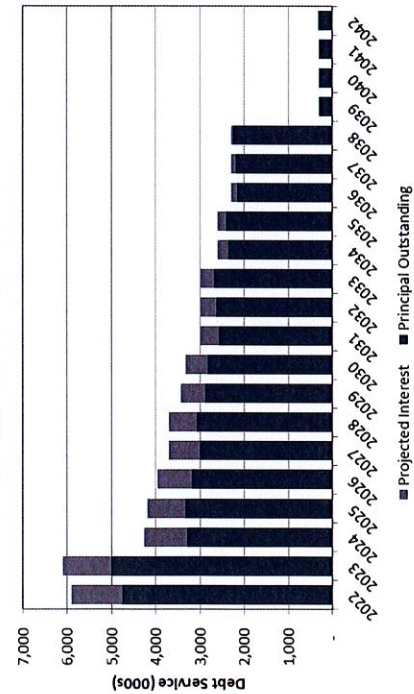
PUBLIC FINANCE

| City of Emporia, Kansas<br>Summary of Outstanding Debt<br>As of December 31, 2021 |                 |                          |                             |                |                        |           |
|-----------------------------------------------------------------------------------|-----------------|--------------------------|-----------------------------|----------------|------------------------|-----------|
| Issue                                                                             | Amount (\$'000) | Issuance Amount (\$'000) | Outstanding Amount (\$'000) | Final Maturity | Callable Debt (\$'000) | Call Date |
| General Obligation Bonds                                                          |                 |                          |                             |                |                        |           |
| 2013                                                                              | 4,280           |                          | 670                         | 9/1/2023       | 670                    | 9/1/2021  |
| 2015                                                                              | 8,105           |                          | 4,040                       | 9/1/2030       | 1,975                  | 9/1/2024  |
| 2016                                                                              | 4,840           |                          | 1,785                       | 9/1/2029       | 320                    | 9/1/2025  |
| 2018                                                                              | 7,190           |                          | 5,655                       | 9/1/2033       | 3,450                  | 9/1/2025  |
| 2020                                                                              | 6,940           |                          | 5,900                       | 9/1/2035       | 2,325                  | 9/1/2027  |
| State Revolving Fund Loans                                                        |                 |                          |                             |                |                        |           |
| SRF (Sewer)                                                                       | 32,285          |                          | 28,765                      | 9/1/2038       | 28,765                 | Anytime   |
| SRF (Water) <sup>1</sup>                                                          | 5,000           |                          | 5,000                       | 8/1/2042       | 5,000                  | Anytime   |
| <b>Total</b>                                                                      | <b>\$68,640</b> |                          | <b>\$51,815</b>             |                | <b>\$42,505</b>        |           |

## Notes:

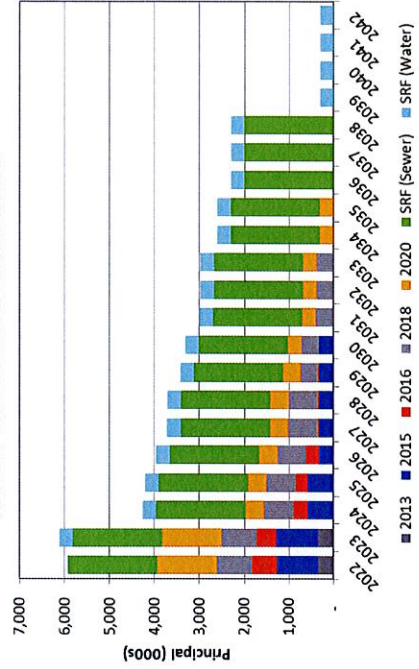
(1) Original SRF Loan in an amount of \$9,969,863 will not be drawn down in total. Estimate that a \$5 million loan will start to draw down in 2022.

## Total Aggregate Debt Service



| City of Emporia, Kansas     |                       |                    |                        |                   |
|-----------------------------|-----------------------|--------------------|------------------------|-------------------|
| Summary of Outstanding Debt |                       |                    |                        |                   |
| FYE                         | Principal Outstanding | Projected Interest | Projected Debt Service | Principal Balance |
| 31-Dec                      |                       |                    |                        |                   |
| 2022                        | \$4,763,453           | \$1,151,319        | \$5,914,772            | \$47,051,930      |
| 2023                        | 5,006,964             | 1,109,553          | 6,116,518              | 42,044,966        |
| 2024                        | 3,304,800             | 962,667            | 4,267,468              | 38,740,166        |
| 2025                        | 3,333,279             | 871,438            | 4,204,718              | 35,406,887        |
| 2026                        | 3,182,414             | 784,453            | 3,966,868              | 32,224,473        |
| 2027                        | 3,012,217             | 706,813            | 3,719,030              | 29,212,255        |
| 2028                        | 3,072,702             | 633,903            | 3,706,605              | 26,139,553        |
| 2029                        | 2,873,882             | 559,498            | 3,433,380              | 23,265,671        |
| 2030                        | 2,835,770             | 489,035            | 3,324,805              | 20,429,901        |
| 2031                        | 2,578,381             | 420,824            | 2,999,205              | 17,851,521        |
| 2032                        | 2,626,728             | 362,102            | 2,988,830              | 15,224,793        |
| 2033                        | 2,680,826             | 302,304            | 2,983,130              | 12,543,966        |
| 2034                        | 2,365,690             | 241,240            | 2,606,930              | 10,178,276        |
| 2035                        | 2,411,335             | 191,895            | 2,603,230              | 7,766,942         |
| 2036                        | 2,157,775             | 141,605            | 2,299,380              | 5,609,166         |
| 2037                        | 2,200,027             | 99,353             | 2,299,380              | 3,409,139         |
| 2038                        | 2,243,107             | 56,273             | 2,299,380              | 1,166,032         |
| 2039                        | 282,822               | 22,023             | 304,845                | 883,210           |
| 2040                        | 288,535               | 16,310             | 304,845                | 594,675           |
| 2041                        | 294,364               | 10,481             | 304,845                | 300,310           |
| 2042                        | 300,310               | 4,535              | 304,845                | 0                 |
| Total                       | \$51,815,384          | \$9,137,624        | \$60,953,008           |                   |

## Total Debt Service Breakdown

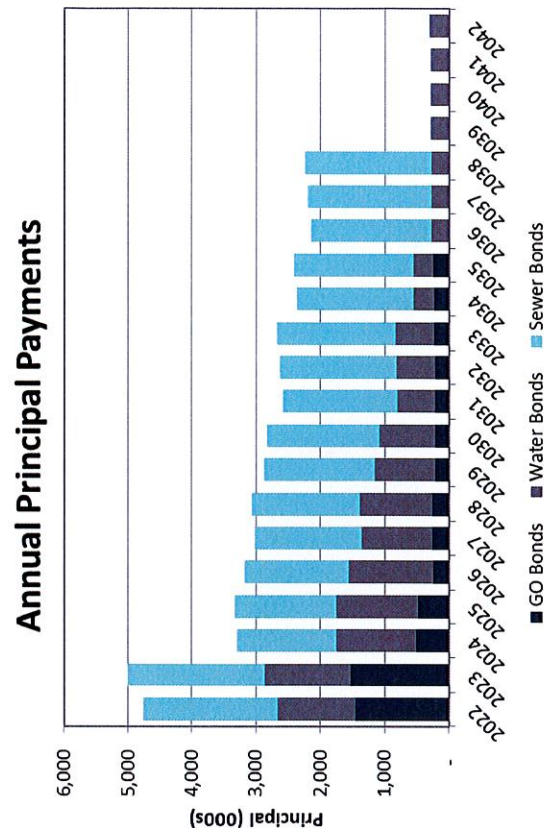
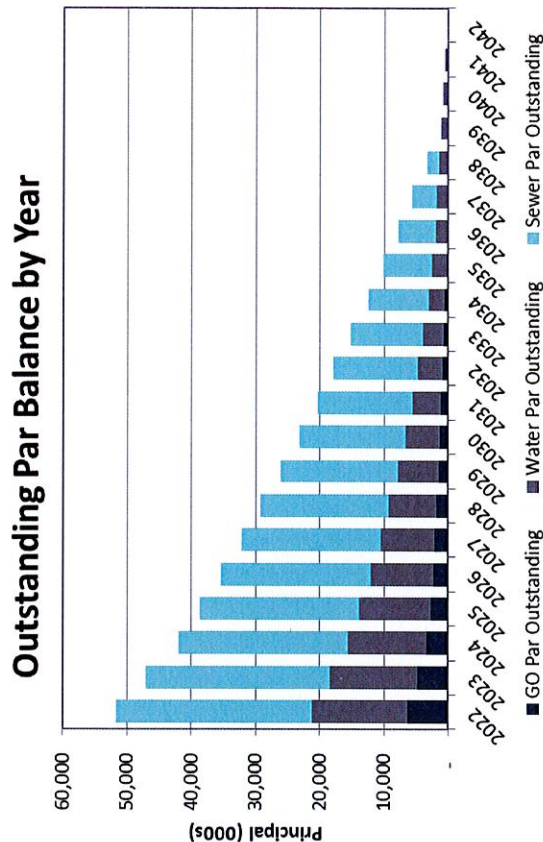


RAYMOND JAMES

# AGGREGATE PRINCIPAL REPAYMENT SCHEDULE

PUBLIC FINANCE

| City of Emporia, Kansas                 |             |               |               |  | Principal    |
|-----------------------------------------|-------------|---------------|---------------|--|--------------|
| Summary of Outstanding Debt - Breakdown |             |               |               |  | Balance      |
| FYE                                     | GO Par Amt  | Water Par Amt | Sewer Par Amt |  |              |
| 31-Dec                                  |             |               |               |  |              |
| 2022                                    | \$1,455,000 | \$1,210,000   | \$2,098,453   |  | \$47,051,930 |
| 2023                                    | 1,525,000   | 1,340,372     | 2,141,592     |  | 42,044,966   |
| 2024                                    | 500,000     | 1,254,521     | 1,550,279     |  | 38,740,166   |
| 2025                                    | 470,000     | 1,278,753     | 1,584,526     |  | 35,406,887   |
| 2026                                    | 245,000     | 1,323,071     | 1,614,343     |  | 32,224,473   |
| 2027                                    | 260,000     | 1,102,477     | 1,649,741     |  | 29,212,255   |
| 2028                                    | 260,000     | 1,131,971     | 1,680,731     |  | 26,139,553   |
| 2029                                    | 210,000     | 951,556       | 1,712,326     |  | 23,265,671   |
| 2030                                    | 205,000     | 881,234       | 1,749,537     |  | 20,429,901   |
| 2031                                    | 210,000     | 586,006       | 1,782,375     |  | 17,851,521   |
| 2032                                    | 215,000     | 595,874       | 1,815,854     |  | 15,224,793   |
| 2033                                    | 220,000     | 605,841       | 1,854,985     |  | 12,543,966   |
| 2034                                    | 230,000     | 315,908       | 1,819,782     |  | 10,178,276   |
| 2035                                    | 235,000     | 321,078       | 1,855,257     |  | 7,766,942    |
| 2036                                    |             | 266,352       | 1,891,423     |  | 5,609,166    |
| 2037                                    |             | 271,733       | 1,928,295     |  | 3,409,139    |
| 2038                                    |             | 277,222       | 1,965,885     |  | 1,166,032    |
| 2039                                    |             | 282,822       |               |  | 883,210      |
| 2040                                    |             | 288,535       |               |  | 594,674      |
| 2041                                    |             | 294,364       |               |  | 300,310      |
| 2042                                    |             | 300,310       |               |  | 0            |
| Total                                   | \$6,240,000 | \$14,880,000  | \$30,695,384  |  |              |

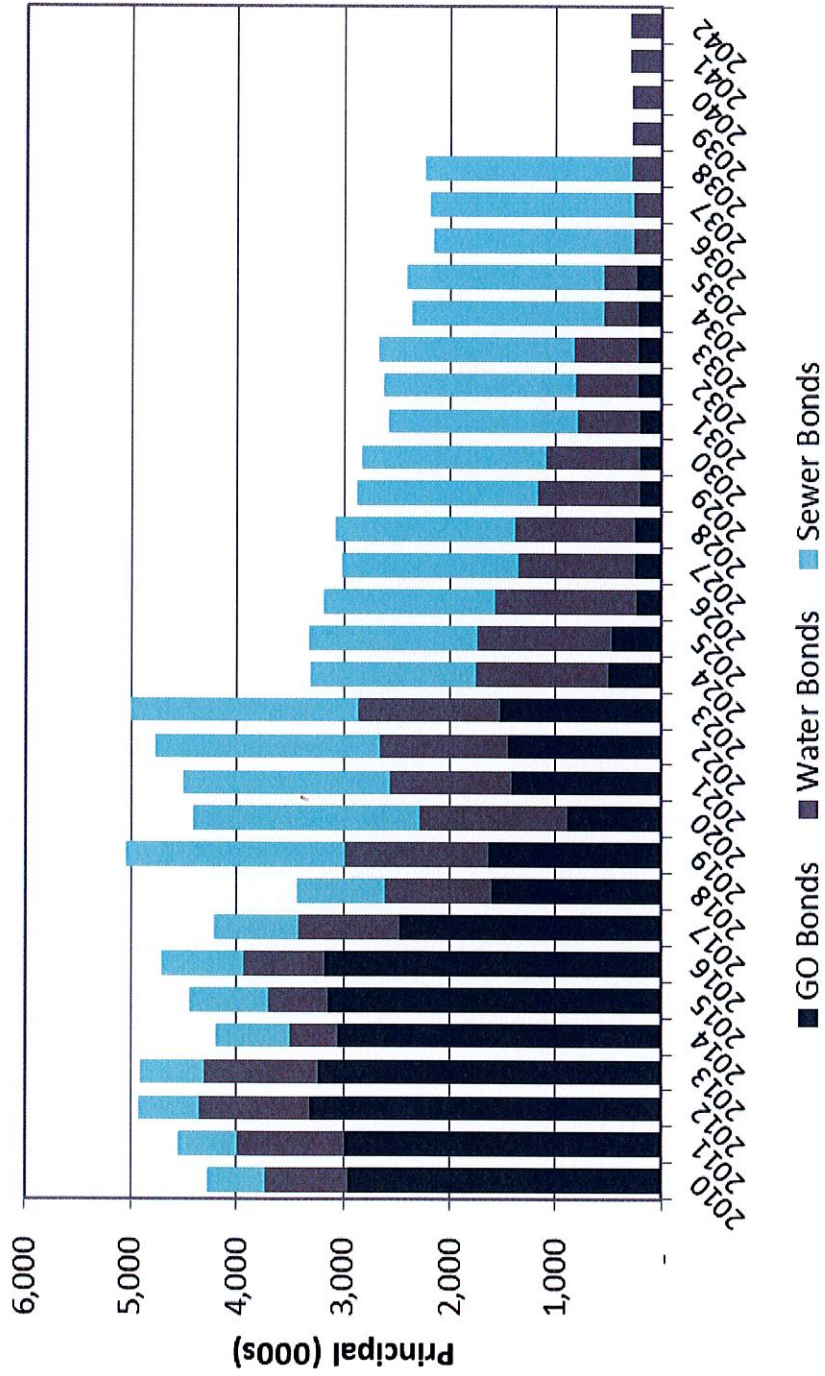


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# ANNUAL PRINCIPAL PAYMENTS ON GENERAL OBLIGATION BONDS AND SRF LOANS SINCE 2010

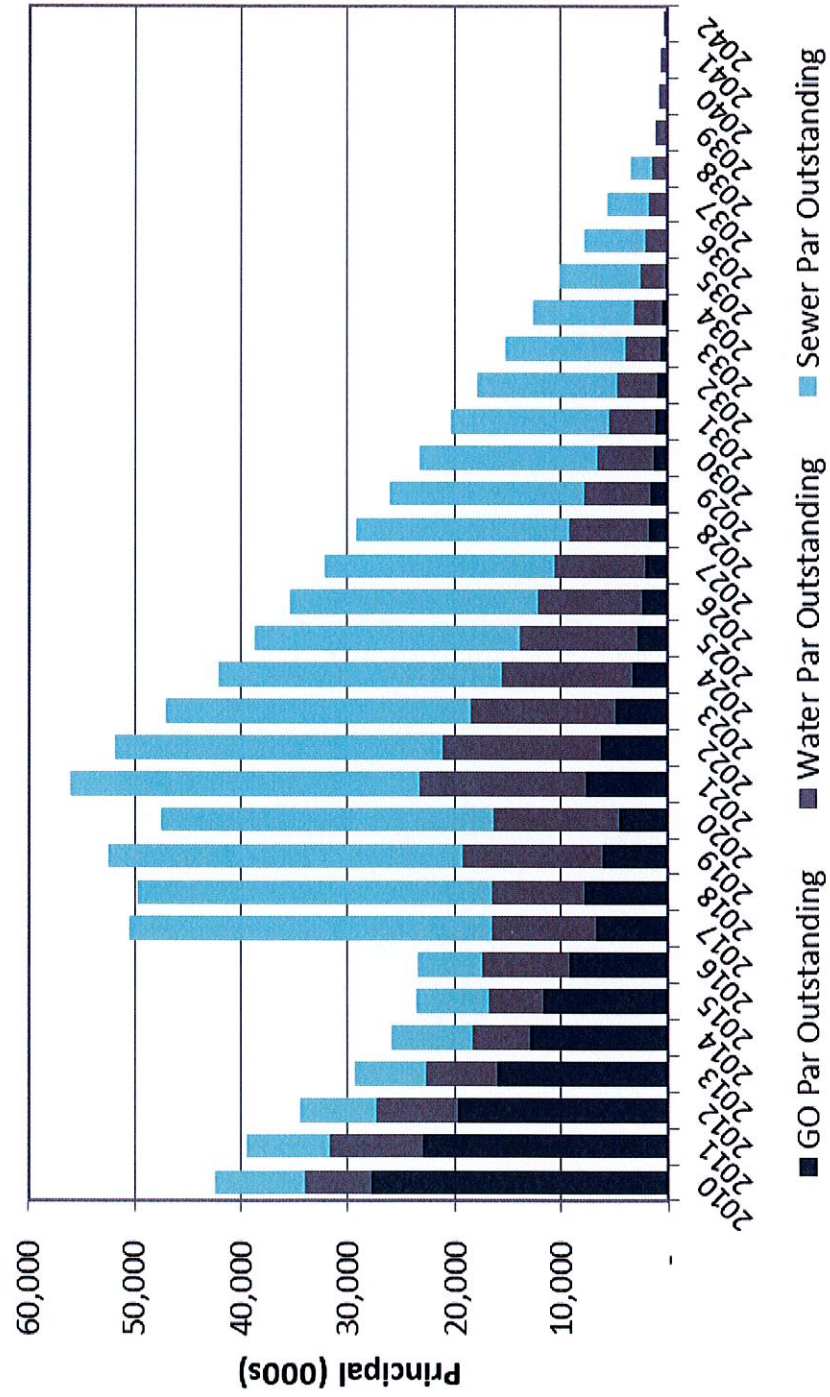
PUBLIC FINANCE



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# OUTSTANDING PRINCIPAL AMOUNT OF GENERAL OBLIGATION BONDS AND SRF LOANS SINCE 2010

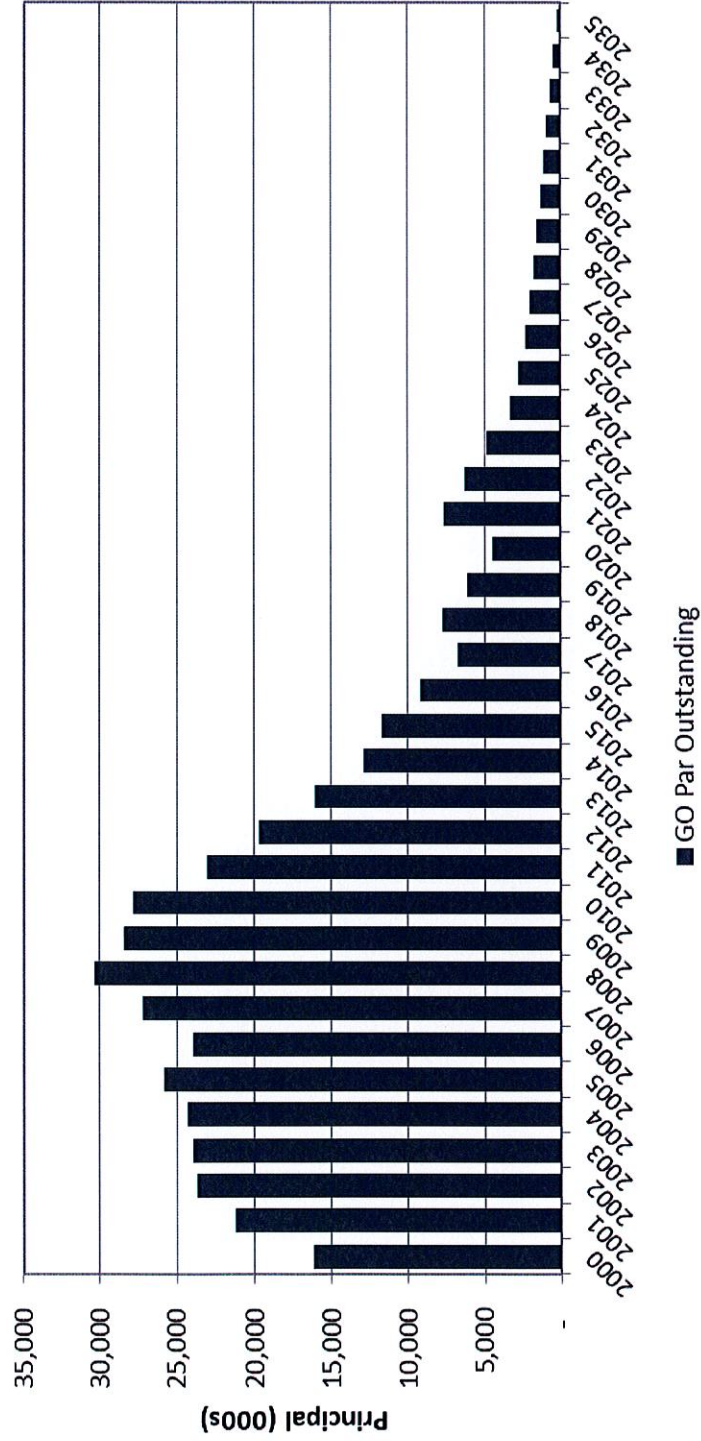
PUBLIC FINANCE



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# PRINCIPAL AMOUNT OF OUTSTANDING CITY-AT-LARGE GENERAL OBLIGATION BONDS SINCE 2000

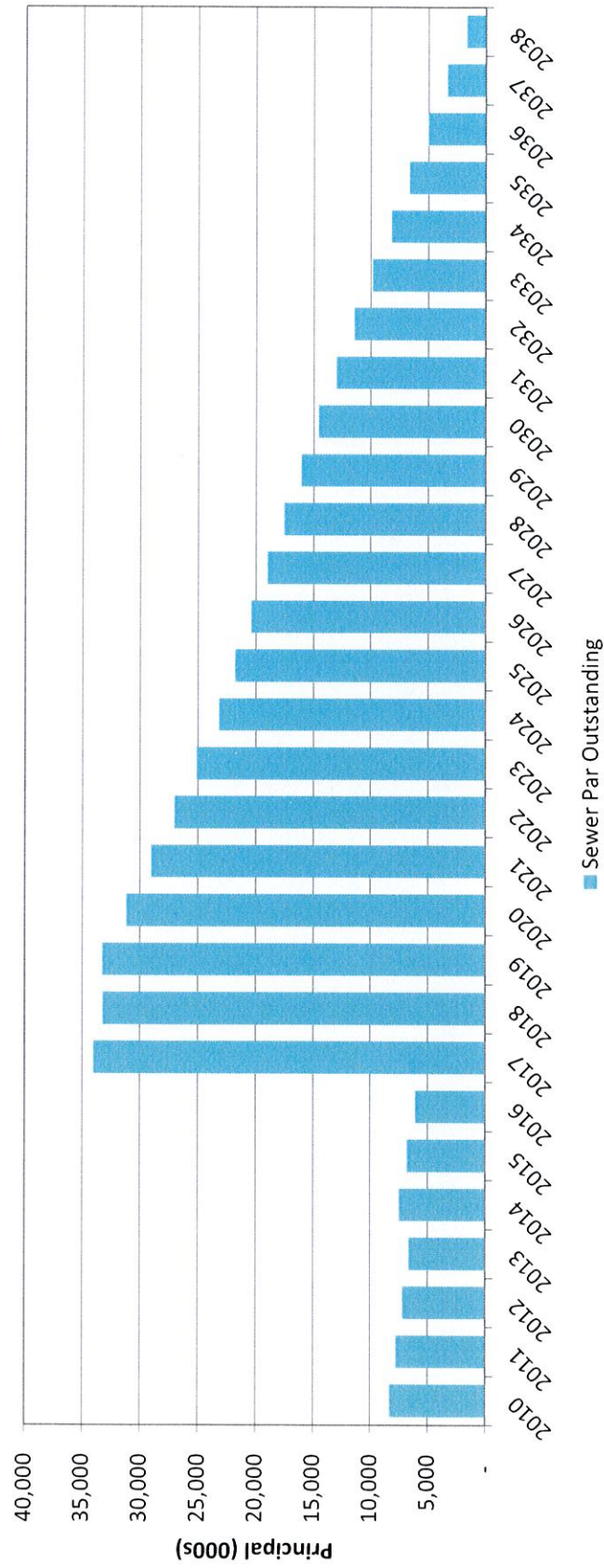
PUBLIC FINANCE





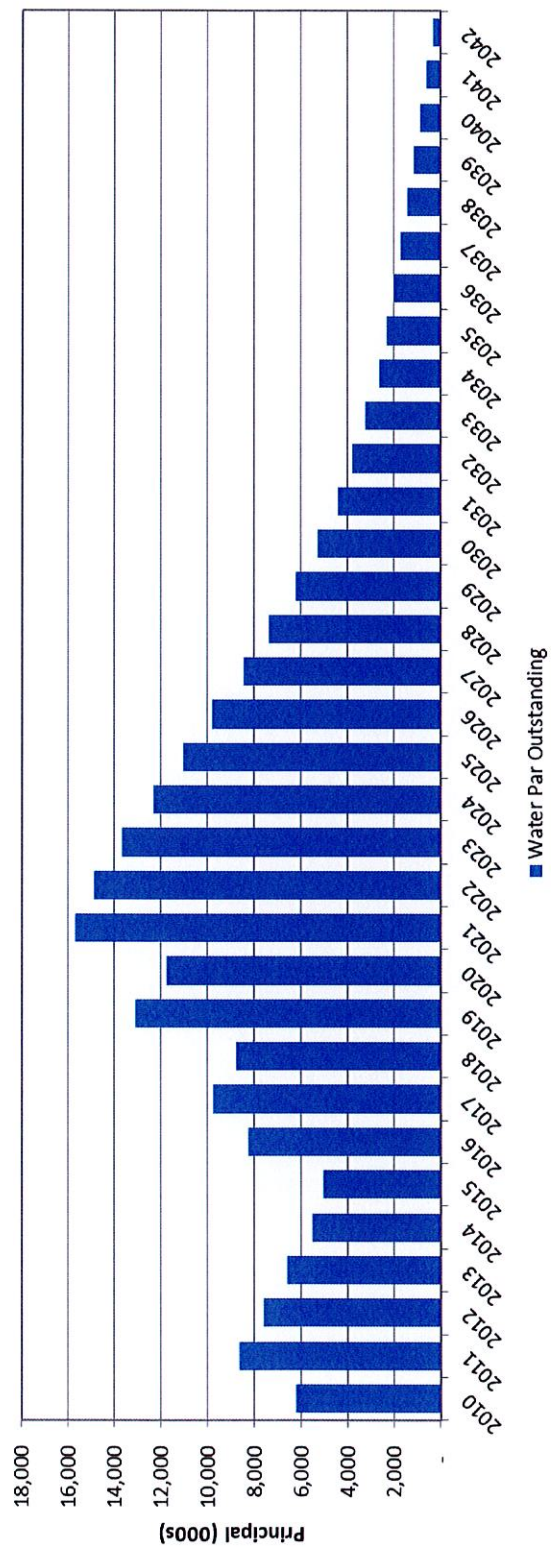
# PRINCIPAL AMOUNT OF OUTSTANDING SEWER SYSTEM BONDS AND SRF LOANS SINCE 2010

PUBLIC FINANCE



# PRINCIPAL AMOUNT OF OUTSTANDING WATER SYSTEM BONDS AND SRF LOANS SINCE 2010

PUBLIC FINANCE



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## SECTION 2

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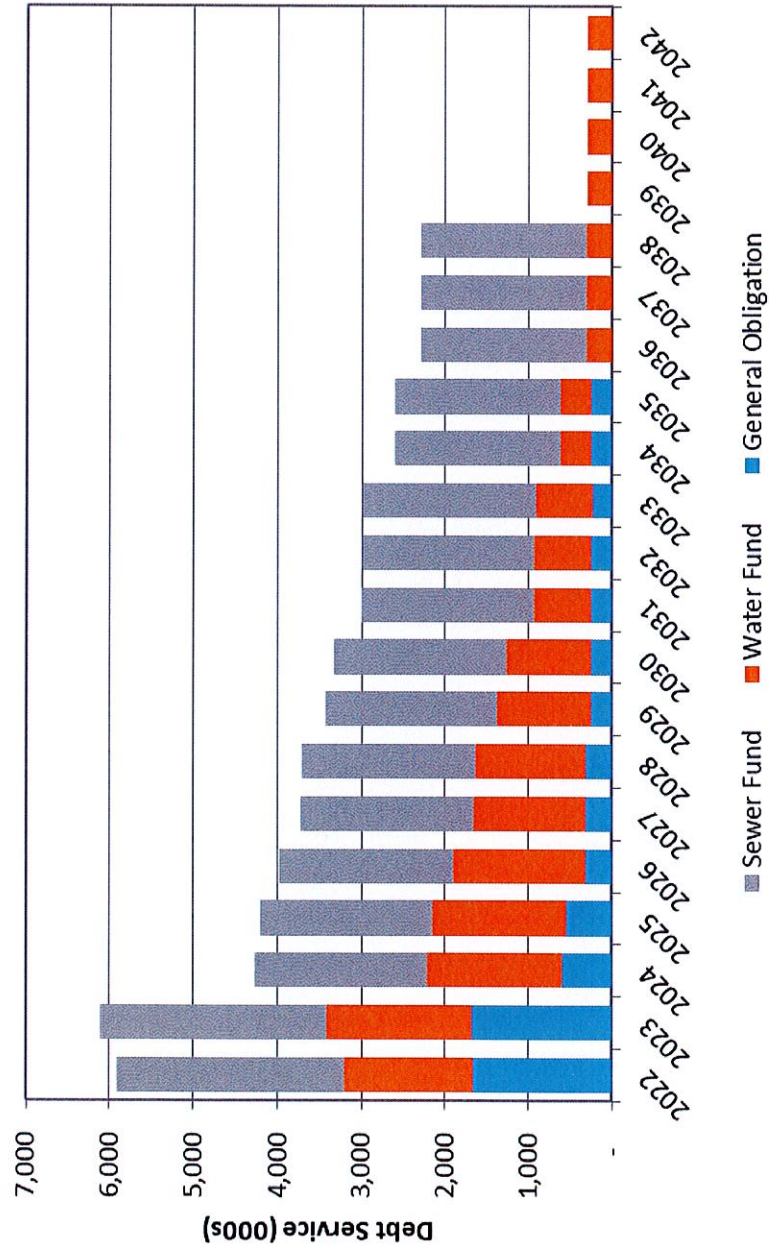
### Additional Debt Capacity – General Obligation Bonds

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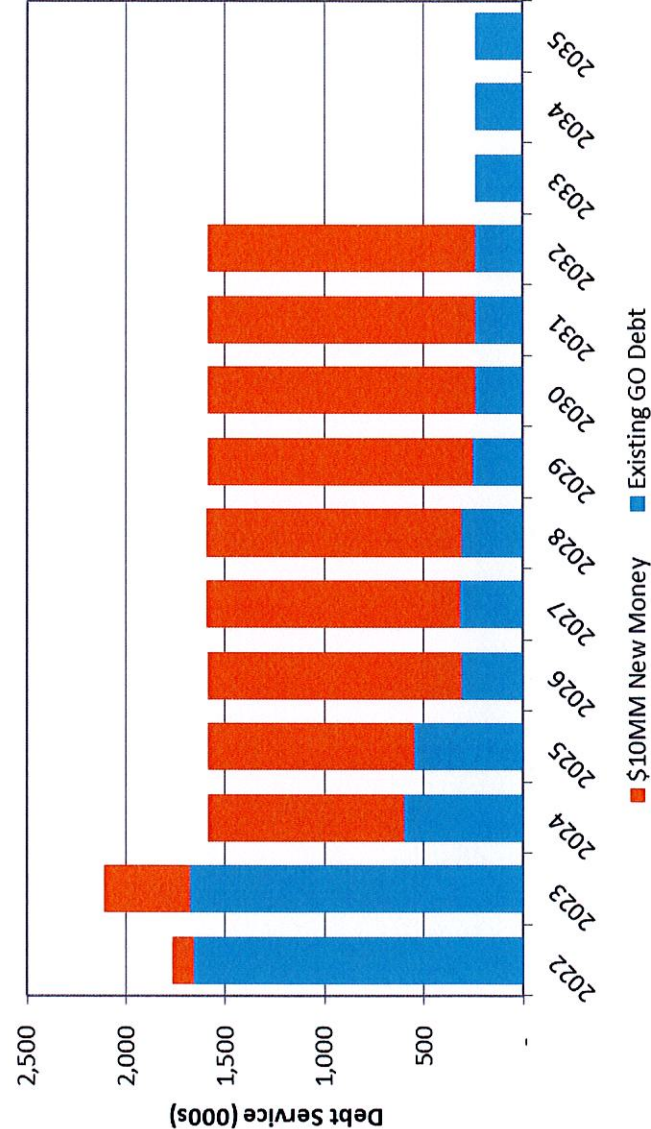
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EXISTING AGGREGATE DEBT SERVICE

Total Existing Aggregate Debt Service

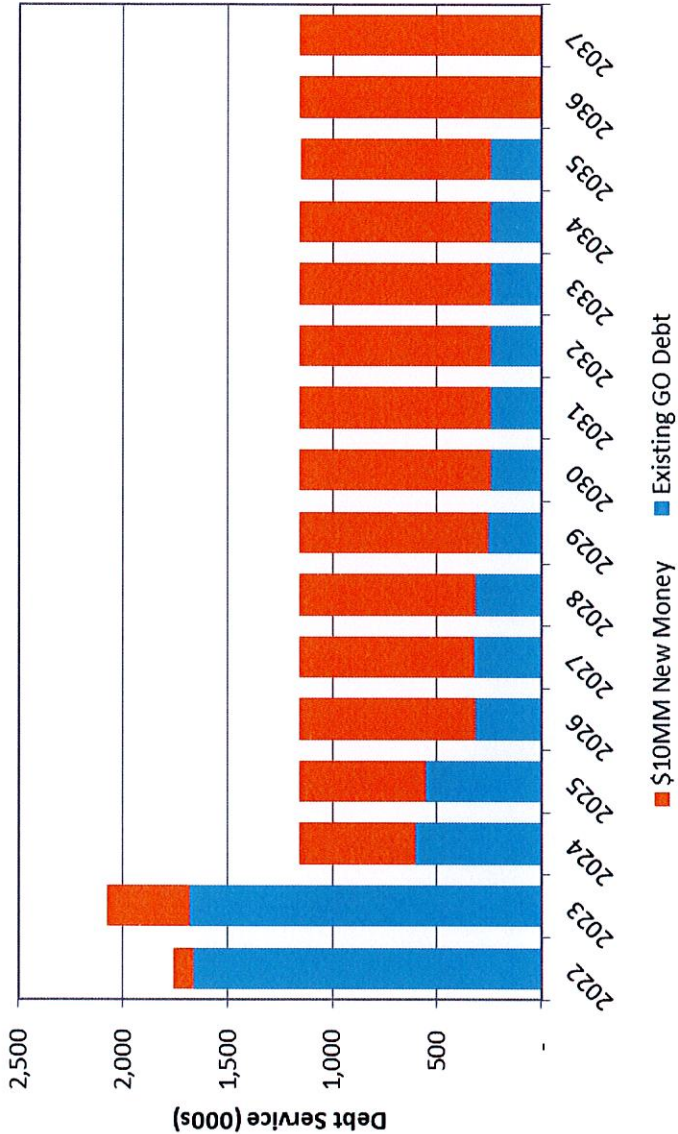


Plus \$10 Million Repaid over 10 Years



| Debt Service Sensitivity |  |              |
|--------------------------|--|--------------|
| -25 Basis Points         |  | \$11,585,013 |
| Current Rates            |  | \$11,754,125 |
| +25 Basis Points         |  | \$11,925,488 |

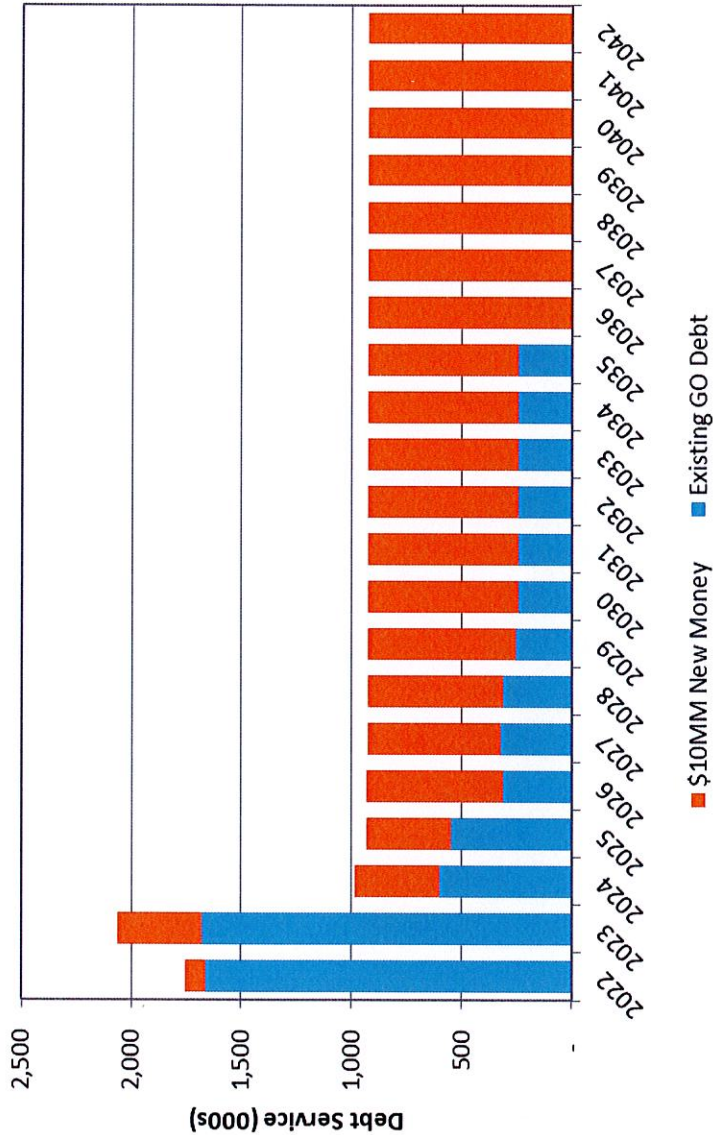
Plus \$10 Million Repaid over 15 Years



| Debt Service Sensitivity |              |
|--------------------------|--------------|
| -25 Basis Points         | \$12,663,209 |
| Current Rates            | \$12,919,625 |
| +25 Basis Points         | \$13,178,166 |



Plus \$10 Million Repaid over 20 Years



| Debt Service Sensitivity |              |
|--------------------------|--------------|
| -25 Basis Points         | \$14,025,222 |
| Current Rates            | \$14,387,688 |
| +25 Basis Points         | \$14,754,322 |

## ADDITIONAL DEBT CAPACITY

PUBLIC FINANCE

|                                                                                | General<br>Obligation | Water System | Sewer System |
|--------------------------------------------------------------------------------|-----------------------|--------------|--------------|
| Maximum Annual Debt Service                                                    | \$1,679,050           | \$1,731,983  | \$2,710,635  |
| Year of Maximum Annual Debt<br>Service                                         | 2023                  | 2023         | 2022         |
| Additional Bonds Issued within<br>Maximum Annual Debt Service<br>over 20 Years | \$20,725,645          | \$13,806,563 | \$13,825,679 |

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## SECTION 3

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### Financial Overview

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## RATING CATEGORIES

| Fitch | S&P  | Moody's | Rating grade description (Moody's)                  |
|-------|------|---------|-----------------------------------------------------|
| AAA   | AAA  | Aaa     | Minimal credit risk                                 |
| AA+   | AA+  | Aa1     | Very low credit risk                                |
| AA    | AA   | Aa2     |                                                     |
| AA-   | AA-  | Aa3     |                                                     |
| A+    | A+   | A1      | Low credit risk                                     |
| A     | A    | A2      |                                                     |
| A-    | A-   | A3      |                                                     |
| BBB+  | BBB+ | Baa1    | Moderate credit risk                                |
| BBB   | BBB  | Baa2    |                                                     |
| BBB-  | BBB- | Baa3    |                                                     |
| BB+   | BB+  | Ba1     | Substantial credit risk                             |
| BB    | BB   | Ba2     |                                                     |
| BB-   | BB-  | Ba3     |                                                     |
| B+    | B+   | B1      | High credit risk                                    |
| B     | B    | B2      |                                                     |
| B-    | B-   | B3      |                                                     |
| CCC+  | CCC+ | Caa1    | Very high credit risk                               |
| CCC   | CCC  | Caa2    |                                                     |
| CCC-  | CCC- | Caa3    |                                                     |
| CC    | CC   | Ca      | In or near default,<br>with possibility of recovery |
| C     | C    |         |                                                     |
|       |      |         |                                                     |
| DDD   | SD   | C       | In default, with little<br>chance of recovery       |
| DD    | D    |         |                                                     |
| D     |      |         |                                                     |

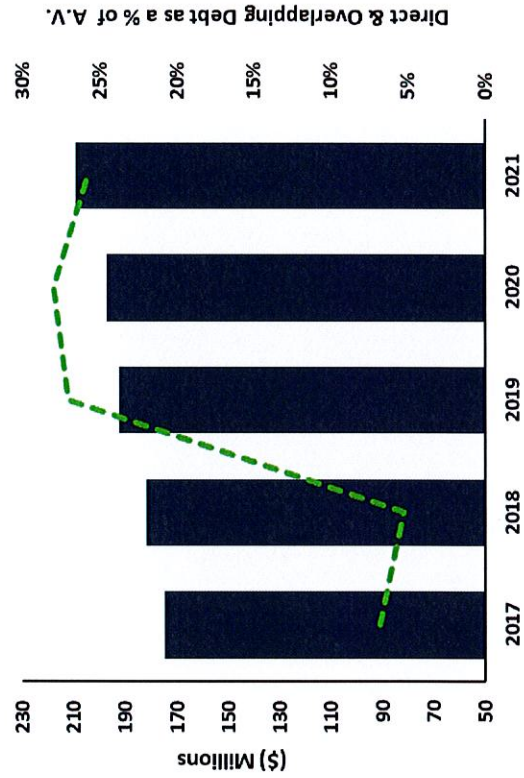


# CITY OF EMPORIA DEBT RATIOS

PUBLIC FINANCE

|                                                                         | 2017          | 2018          | 2019          | 2020          | 2021          |
|-------------------------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|
| Assessed Valuation (Includes Motor Vehicle)                             | 175,082,470   | 181,824,252   | 192,498,202   | 197,481,037   | 209,189,906   |
| Estimated Actual Valuation                                              | 1,094,265,438 | 1,136,401,575 | 1,203,113,763 | 1,234,256,481 | 1,307,436,913 |
| Outstanding General Obligation Debt (Excludes Utility Portion)          | 6,705,000     | 6,105,000     | 4,475,000     | 7,635,000     | 6,240,000     |
| Net Overlapping Debt                                                    | 5,253,967     | 3,507,840     | 47,618,797    | 47,618,797    | 47,648,797    |
| Population                                                              | 24,724        | 24,765        | 24,598        | 24,598        | 24,598        |
| Direct debt per capita                                                  | 271           | 247           | 182           | 310           | 254           |
| Direct and overlapping debt per capita                                  | 484           | 388           | 2,118         | 2,246         | 2,191         |
| Direct debt as a percentage of Assessed Valuation                       | 3.83%         | 3.36%         | 2.32%         | 3.87%         | 2.98%         |
| Direct debt as a percentage of Estimated Actual Valuation               | 0.61%         | 0.54%         | 0.37%         | 0.62%         | 0.48%         |
| Direct & overlapping debt as a percentage of Assessed Valuation         | 6.83%         | 5.29%         | 27.06%        | 27.98%        | 25.76%        |
| Direct & overlapping debt as a percentage of Estimated Actual Valuation | 1.09%         | 0.85%         | 4.33%         | 4.48%         | 4.12%         |

Historical Assessed Value



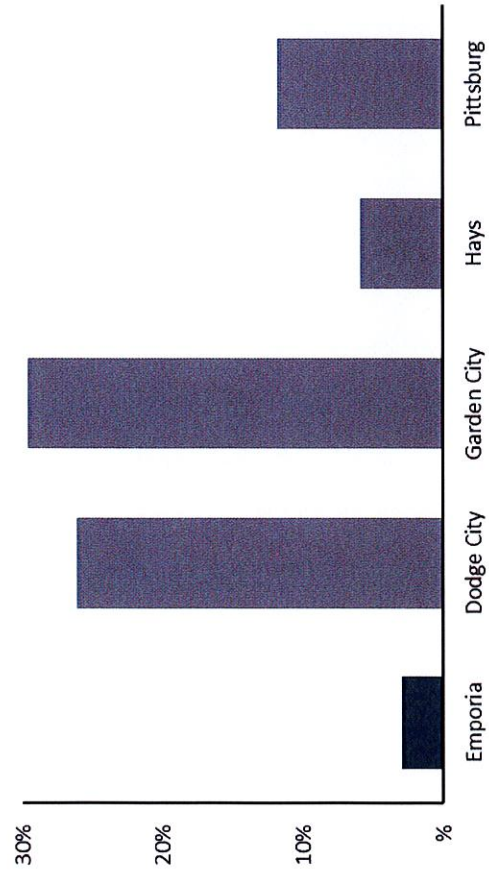
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# CITY OF EMPORIA DEBT RATIOS

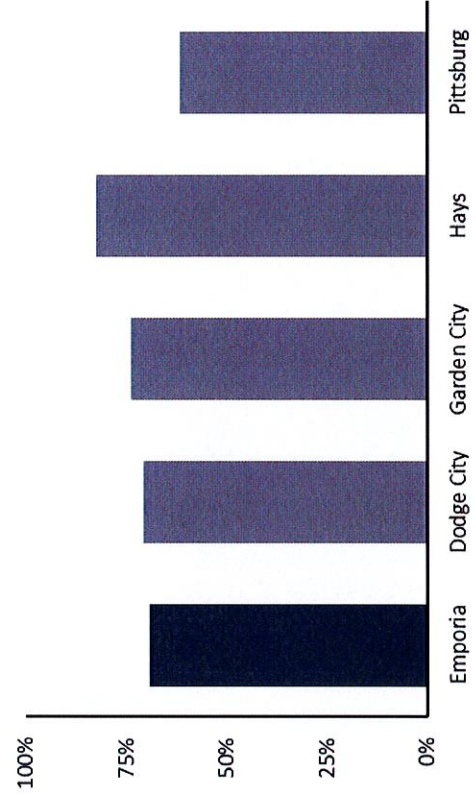
PUBLIC FINANCE

| City                                           | Comparable Ratios            |                                 |                                    |                           |                                  |
|------------------------------------------------|------------------------------|---------------------------------|------------------------------------|---------------------------|----------------------------------|
|                                                | City of<br>Emporia<br>Rating | City of<br>Dodge City<br>A+/-/- | City of<br>Garden City<br>A+/Aa3/- | City of<br>Hays<br>AA/-/- | City of<br>Pittsburg<br>AA-/A1/- |
| Effective Buying Income % of U.S. Level        | 69.3%                        | 70.8%                           | 73.8%                              | 82.5%                     | 61.7%                            |
| General Fund Balance                           | \$4,726,012                  | \$5,533,398                     | \$10,964,272                       | \$5,287,602               | \$8,929,523                      |
| Governmental Fund Balance                      | \$21,150,641                 | \$40,296,525                    | \$29,993,600                       | \$10,136,759              | \$20,836,548                     |
| Direct Debt / Assessed Value                   | 2.98%                        | 26.13%                          | 29.64%                             | 5.98%                     | 11.81%                           |
| Gov. Available Cash Coverage of Gov. D/s       | 12.7x                        | 2.1x                            | 10.3x                              | 4.0x                      | 5.2x                             |
| Net Debt / Capita                              | \$254                        | \$1,853                         | \$2,632                            | \$726                     | \$885                            |
| Available Fund Balance % of Operating Expenses | 81.9%                        | 80.6%                           | 93.7%                              | 23.6%                     | 54.6%                            |

Direct Debt / Assessed Value



Effective Buying Income % of U.S. Level



RAYMOND JAMES

Sources: S&P Rating Reports, Audits on EMMA

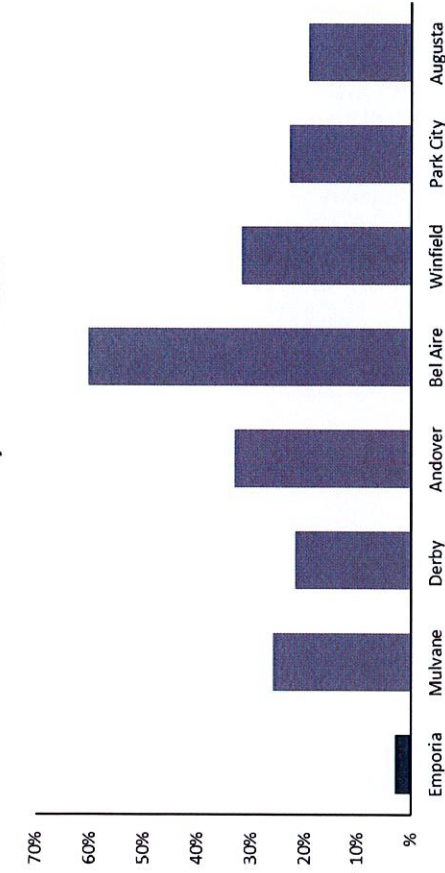


# CITY OF EMPORIA DEBT RATIOS

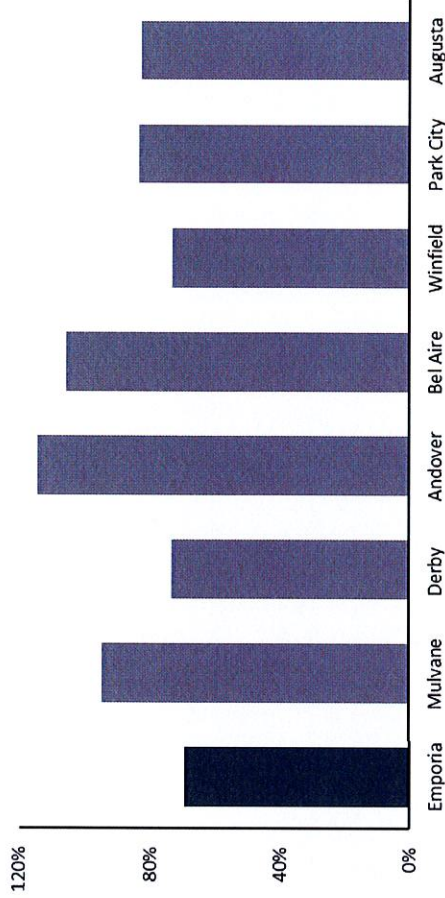
PUBLIC FINANCE

| City<br>Rating                                 | Comparable Ratios            |                              |                            |                              |                               |                               |                                |                           |
|------------------------------------------------|------------------------------|------------------------------|----------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------------|---------------------------|
|                                                | City of<br>Emporia<br>A+/-/- | City of<br>Mulvane<br>AA/-/- | City of<br>Derby<br>AA/-/- | City of<br>Andover<br>AA/-/- | City of<br>Bel Aire<br>A+/-/- | City of<br>Winfield<br>A+/-/- | City of<br>Park City<br>AA/-/- | City of Augusta<br>AA/-/- |
| Effective Buying Income % of U.S. Level        | 69.3%                        | 94.9%                        | 73.7%                      | 115.0%                       | 106.2%                        | 73.7%                         | 83.9%                          | 83.5%                     |
| General Fund Balance                           | \$4,726,012                  | \$3,703,229                  | \$12,519,786               | \$1,916,031                  | \$3,911,218                   | \$1,298,097                   | \$3,068,621                    | \$1,469,607               |
| Governmental Fund Balance                      | \$21,150,641                 | \$6,512,942                  | \$31,500,573               | \$13,642,520                 | \$16,850,564                  | \$15,052,219                  | \$15,583,334                   | \$16,203,177              |
| Direct Debt / Assessed Value                   | 2.98%                        | 25.91%                       | 21.77%                     | 33.01%                       | 60.28%                        | 31.66%                        | 22.91%                         | 19.22%                    |
| Gov. Available Cash Coverage of Gov. D/S       | 12.7x                        | 2.5x                         | 4.5x                       | 3.7x                         | 2.0x                          | 5.3x                          | 6.7x                           | 6.4x                      |
| Net Debt / Capita                              | \$254                        | \$3,956                      | \$2,576                    | \$4,391                      | \$5,977                       | \$2,200                       | \$3,181                        | \$1,566                   |
| Available Fund Balance % of Operating Expenses | 81.9%                        | 60.1%                        | 90.9%                      | 94.3%                        | 125.1%                        | 109.9%                        | 95.8%                          | 94.3%                     |

Direct Debt / Assessed Value



Effective Buying Income % of U.S. Level



RAYMOND JAMES

Sources: S&P Rating Reports, Audits on EMMA

## SECTION 4

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### Historical Fund Balances



# HISTORICAL FUND BALANCE OVERVIEW

PUBLIC FINANCE

| City of Emporia, Kansas |           |           |                           |         |                           |                 |                                   |           |                             |           |                              |      |                      |      |       |      |       |      |                     |      |                  |      |             |           |
|-------------------------|-----------|-----------|---------------------------|---------|---------------------------|-----------------|-----------------------------------|-----------|-----------------------------|-----------|------------------------------|------|----------------------|------|-------|------|-------|------|---------------------|------|------------------|------|-------------|-----------|
| FY End<br>12/31         | General   |           | Multi-Year<br>Improvement |         | Convention and<br>Tourism |                 | Special<br>Alcohol and Recreation |           | Special Park<br>Development |           | Industrial<br>Sales Tax Fund |      | Bond and<br>Interest |      | Water |      | Sewer |      | Health<br>Insurance |      | Workers'<br>Comp |      | Solid Waste |           |
|                         | Fund      | Fund      | Fund                      | Fund    | Promotion Fund            | Tourism<br>Fund | Fund                              | Fund      | Fund                        | Fund      | Fund                         | Fund | Fund                 | Fund | Fund  | Fund | Fund  | Fund | Fund                | Fund | Fund             | Fund | Fund        | Fund      |
| 2005                    | 13,046    | -         | -                         | 27,132  | 30,015                    | 15,525          | 845,649                           | 105,875   | 220,271                     | 338,407   | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 66,446    |
| 2006                    | 388,828   | -         | -                         | 33,064  | 53,687                    | 86,186          | 1,017,528                         | 253,873   | 396,809                     | 684,219   | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 214,518   |
| 2007                    | 1,271,200 | -         | -                         | 82,955  | 68,929                    | 68,895          | 807,011                           | 240,727   | 968,276                     | 1,268,051 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 236,330   |
| 2008                    | 1,539,032 | -         | -                         | 132,417 | 93,467                    | 92,920          | 172,237                           | 471,052   | 1,079,829                   | 2,003,061 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 207,260   |
| 2009                    | 1,205,826 | (20,160)  | -                         | 64,187  | 87,163                    | 144,620         | 4,095                             | 443,006   | 1,187,556                   | 2,365,479 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 621,467   |
| 2010                    | 3,109,522 | 489,907   | -                         | 84,537  | 74,415                    | 154,776         | 189,643                           | 210,861   | 1,169,899                   | 3,054,122 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 1,440,128 |
| 2011                    | 3,436,994 | 998,905   | -                         | 35,468  | 50,604                    | 202,778         | 312,363                           | 160,421   | 1,651,570                   | 1,699,598 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 2,043,474 |
| 2012                    | 3,243,137 | 1,251,061 | -                         | 42,498  | 30,831                    | 253,359         | 412,301                           | 696,238   | 1,568,619                   | 1,705,518 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 2,780,198 |
| 2013                    | 3,335,274 | 664,658   | -                         | 144,451 | 13,470                    | 323,107         | 549,019                           | 600,676   | 1,200,092                   | 3,111,676 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 2,476,128 |
| 2014                    | 3,540,118 | 844,430   | -                         | 98,540  | 30,170                    | 391,239         | 716,857                           | 448,296   | 1,277,566                   | 3,085,299 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 2,041,820 |
| 2015                    | 3,581,570 | 338,269   | -                         | 290,642 | 42,986                    | 274,111         | 574,165                           | 471,327   | 2,498,628                   | 2,627,434 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 2,412,321 |
| 2016                    | 3,285,630 | 1,119,079 | -                         | 289,494 | 75,671                    | 152,525         | 225,882                           | 277,343   | 2,394,883                   | 884,677   | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 2,198,697 |
| 2017                    | 3,633,385 | 1,259,422 | -                         | 299,556 | 89,549                    | 224,704         | 211,360                           | 433,646   | 1,684,659                   | 1,316,167 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 2,263,885 |
| 2018                    | 3,700,301 | 1,612,865 | -                         | 388,105 | 83,216                    | 42,101          | 397,628                           | 919,890   | 1,282,371                   | 2,458,831 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 2,447,244 |
| 2019                    | 4,155,391 | 1,731,254 | -                         | 522,927 | 100,656                   | 66,684          | 436,802                           | 749,434   | 2,036,236                   | 2,058,232 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 3,110,960 |
| 2020                    | 4,300,392 | 2,886,492 | -                         | 514,737 | 73,443                    | 117,929         | 442,852                           | 883,335   | 2,630,860                   | 2,616,764 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 3,590,793 |
| 2021                    | 4,726,012 | 3,304,127 | -                         | 649,122 | 89,340                    | 128,117         | 247,076                           | 1,340,014 | 3,285,378                   | 2,404,259 | -                            | -    | -                    | -    | -     | -    | -     | -    | -                   | -    | -                | -    | -           | 4,012,947 |

Source: City's Financials

RAYMOND JAMES

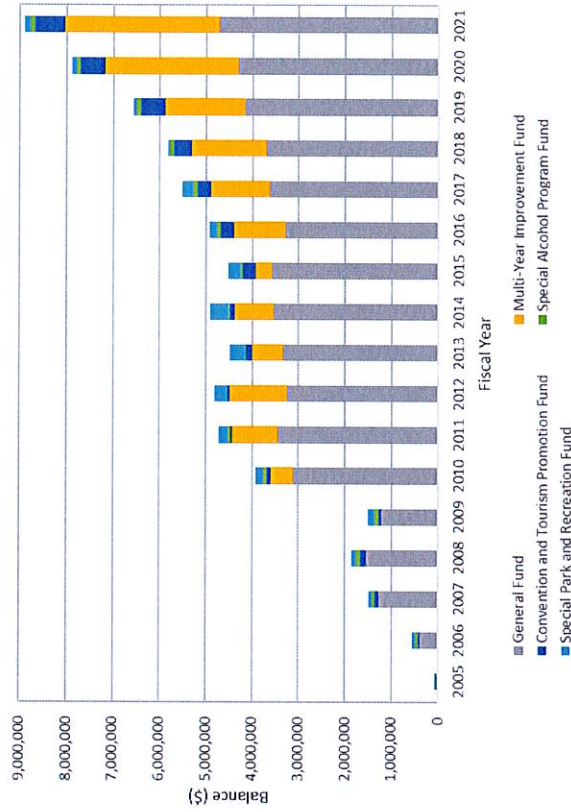
# GENERAL, MULTI-YEAR IMPROVEMENT, CONVENTION AND TOURISM PROMOTION, SPECIAL ALCOHOL PROGRAM, AND SPECIAL PARK AND RECREATION FUNDS

PUBLIC FINANCE

| FY End<br>12/31 | General<br>Fund | Multi-Year<br>Improvement<br>Fund | Convention and<br>Tourism<br>Promotion Fund | Special<br>Alcohol and Recreation<br>Program Fund | Special Park<br>and Recreation<br>Fund |
|-----------------|-----------------|-----------------------------------|---------------------------------------------|---------------------------------------------------|----------------------------------------|
| 2005            | 13,046          | -                                 | 27,132                                      | 30,015                                            | 15,525                                 |
| 2006            | 388,828         | -                                 | 33,064                                      | 53,687                                            | 86,186                                 |
| 2007            | 1,271,200       | -                                 | 82,955                                      | 68,929                                            | 68,895                                 |
| 2008            | 1,539,032       | -                                 | 132,417                                     | 93,467                                            | 92,920                                 |
| 2009            | 1,205,826       | (20,160)                          | 64,187                                      | 87,163                                            | 144,620                                |
| 2010            | 3,109,522       | 489,907                           | 84,537                                      | 74,415                                            | 154,776                                |
| 2011            | 3,436,994       | 998,905                           | 35,468                                      | 50,604                                            | 202,778                                |
| 2012            | 3,243,137       | 1,251,061                         | 42,498                                      | 30,831                                            | 253,359                                |
| 2013            | 3,335,274       | 664,658                           | 144,451                                     | 13,470                                            | 323,107                                |
| 2014            | 3,540,118       | 844,430                           | 98,540                                      | 30,170                                            | 391,239                                |
| 2015            | 3,581,570       | 338,269                           | 290,642                                     | 42,986                                            | 274,111                                |
| 2016            | 3,285,630       | 1,119,079                         | 289,494                                     | 75,671                                            | 152,525                                |
| 2017            | 3,633,385       | 1,259,422                         | 299,556                                     | 89,549                                            | 224,704                                |
| 2018            | 3,700,301       | 1,612,865                         | 388,105                                     | 83,216                                            | 42,101                                 |
| 2019            | 4,155,391       | 1,731,254                         | 522,927                                     | 100,656                                           | 66,684                                 |
| 2020            | 4,300,392       | 2,886,492                         | 514,737                                     | 73,443                                            | 117,929                                |
| 2021            | 4,726,012       | 3,304,127                         | 649,122                                     | 89,340                                            | 128,117                                |

Source: City's Financials

City of Emporia, Kansas  
Fund Balance History



RAYMOND JAMES

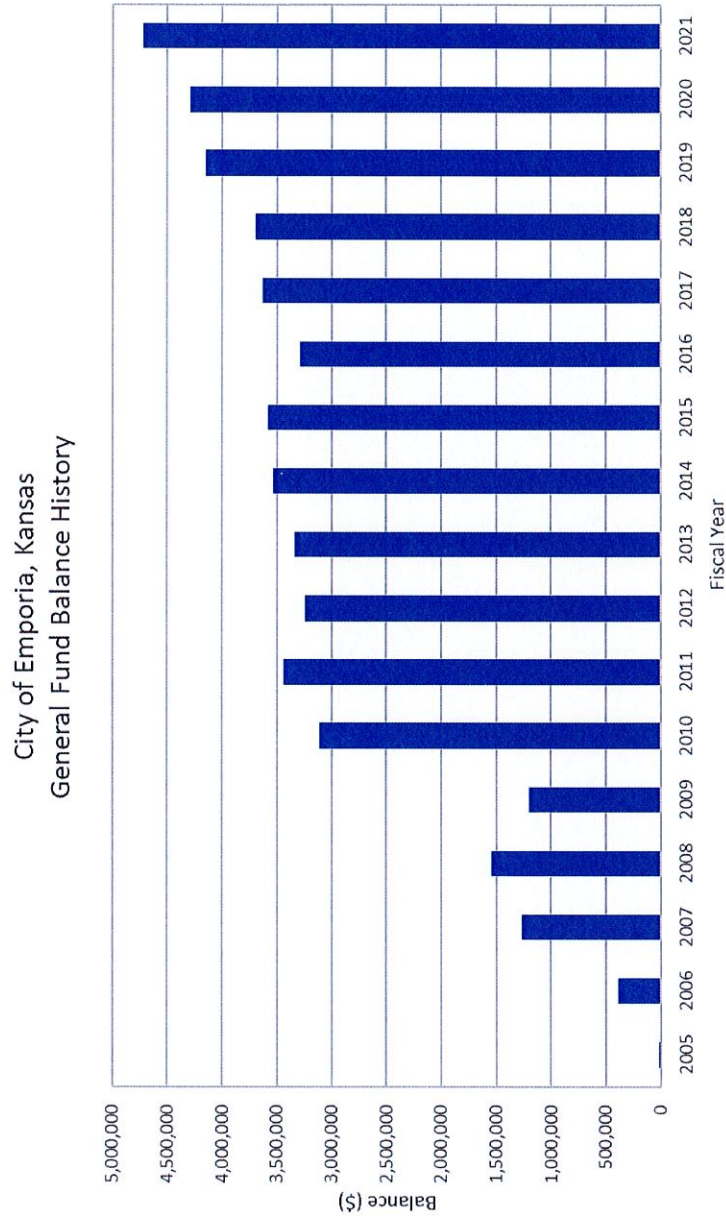


## GENERAL FUND HISTORICAL BALANCE

PUBLIC FINANCE

| FY End<br>12/31 | General<br>Fund |
|-----------------|-----------------|
| 2005            | 13,046          |
| 2006            | 388,828         |
| 2007            | 1,271,200       |
| 2008            | 1,539,032       |
| 2009            | 1,205,826       |
| 2010            | 3,109,522       |
| 2011            | 3,436,994       |
| 2012            | 3,243,137       |
| 2013            | 3,335,274       |
| 2014            | 3,540,118       |
| 2015            | 3,581,570       |
| 2016            | 3,285,630       |
| 2017            | 3,633,385       |
| 2018            | 3,700,301       |
| 2019            | 4,155,391       |
| 2020            | 4,300,392       |
| 2021            | 4,726,012       |

Source: City's Financials



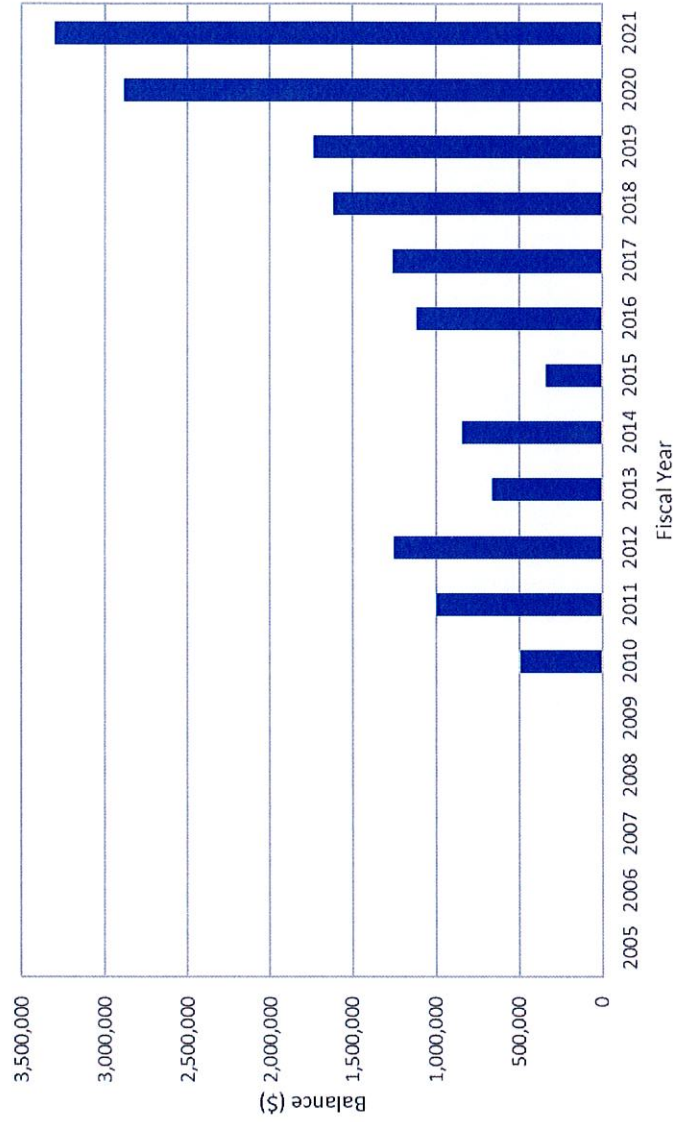
## MULTI-YEAR IMPROVEMENT FUND HISTORICAL BALANCE

PUBLIC FINANCE

| FY End<br>12/31 | Multi-Year<br>Improvement<br>Fund |
|-----------------|-----------------------------------|
| 2005            | -                                 |
| 2006            | -                                 |
| 2007            | -                                 |
| 2008            | -                                 |
| 2009            | (20,160)                          |
| 2010            | 489,907                           |
| 2011            | 998,905                           |
| 2012            | 1,251,061                         |
| 2013            | 664,658                           |
| 2014            | 844,430                           |
| 2015            | 338,269                           |
| 2016            | 1,119,079                         |
| 2017            | 1,259,422                         |
| 2018            | 1,612,865                         |
| 2019            | 1,731,254                         |
| 2020            | 2,886,492                         |
| 2021            | 3,304,127                         |

Source: City's Financials

City of Emporia, Kansas  
Multi-Year Improvement Fund Balance History



**RAYMOND JAMES**



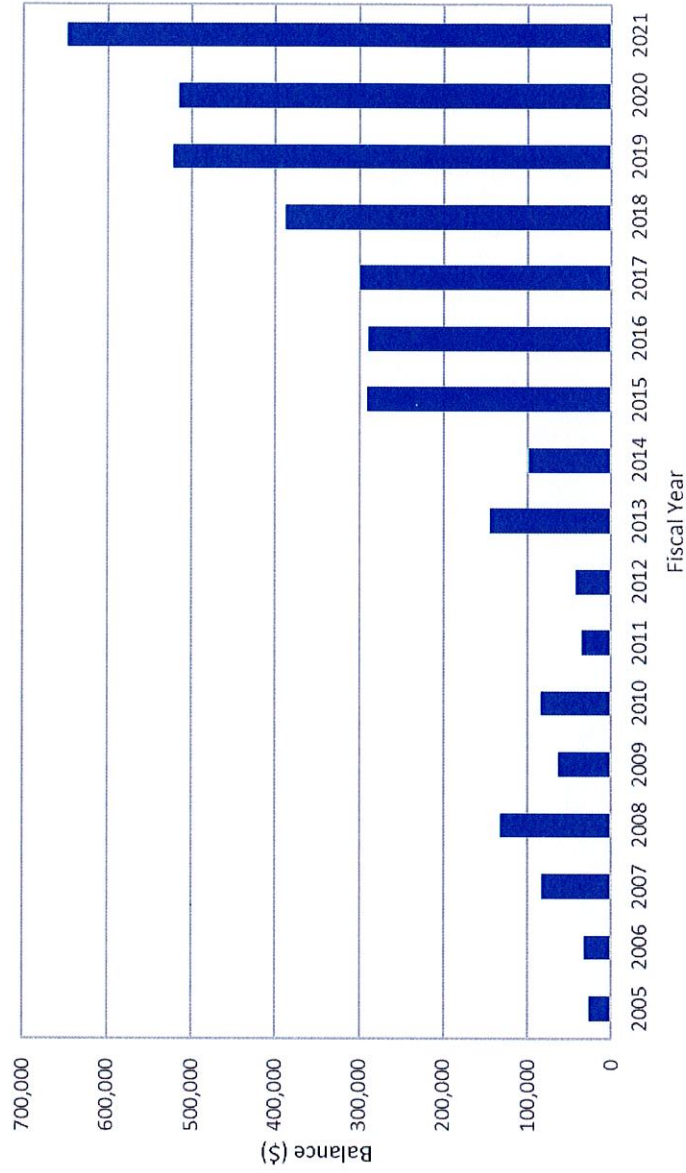
# CONVENTION AND TOURISM PROMOTION FUND HISTORICAL BALANCE

PUBLIC FINANCE

| FY End<br>12/31 | Convention and<br>Tourism<br>Promotion Fund |
|-----------------|---------------------------------------------|
| 2005            | 27,132                                      |
| 2006            | 33,064                                      |
| 2007            | 82,955                                      |
| 2008            | 132,417                                     |
| 2009            | 64,187                                      |
| 2010            | 84,537                                      |
| 2011            | 35,468                                      |
| 2012            | 42,498                                      |
| 2013            | 144,451                                     |
| 2014            | 98,540                                      |
| 2015            | 290,642                                     |
| 2016            | 289,494                                     |
| 2017            | 299,556                                     |
| 2018            | 388,105                                     |
| 2019            | 522,927                                     |
| 2020            | 514,737                                     |
| 2021            | 649,122                                     |

Source: City's Financials

City of Emporia, Kansas  
Convention and Tourism Promotion Fund Balance History



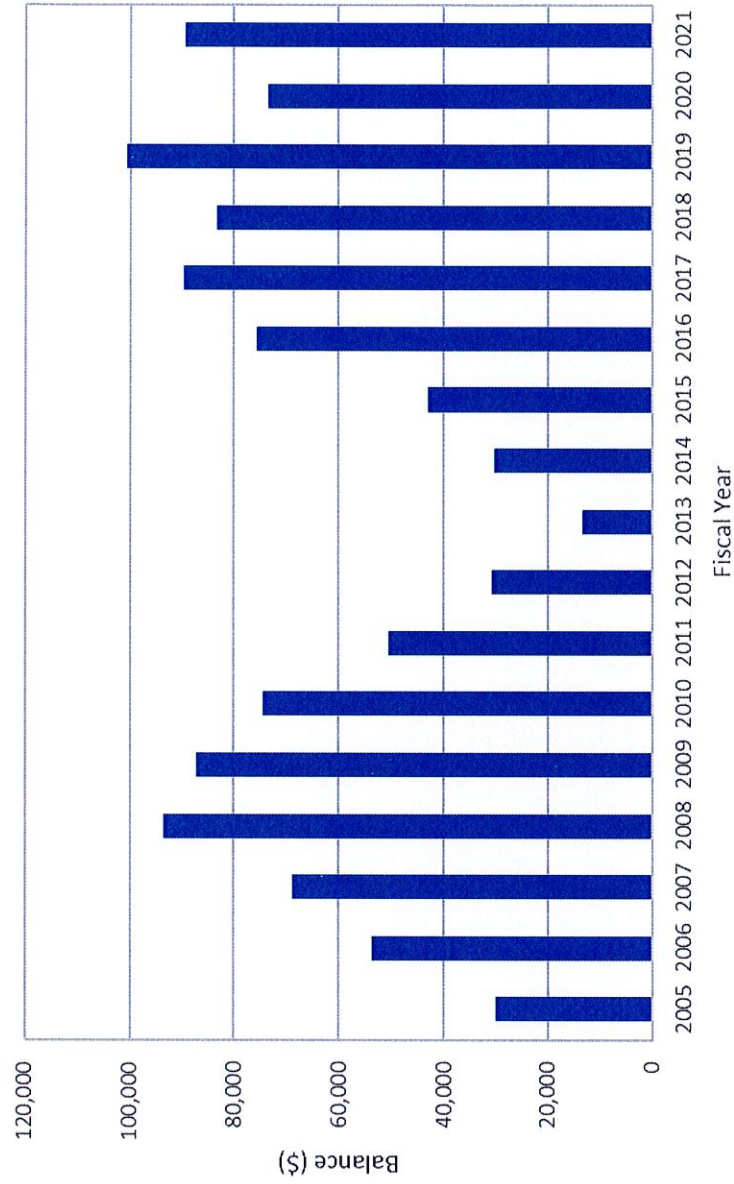
## SPECIAL ALCOHOL PROGRAM FUND HISTORICAL BALANCE

PUBLIC FINANCE

| FY End<br>12/31 | Special<br>Alcohol<br>Program Fund |
|-----------------|------------------------------------|
| 2005            | 30,015                             |
| 2006            | 53,687                             |
| 2007            | 68,929                             |
| 2008            | 93,467                             |
| 2009            | 87,163                             |
| 2010            | 74,415                             |
| 2011            | 50,604                             |
| 2012            | 30,831                             |
| 2013            | 13,470                             |
| 2014            | 30,170                             |
| 2015            | 42,986                             |
| 2016            | 75,671                             |
| 2017            | 89,549                             |
| 2018            | 83,216                             |
| 2019            | 100,656                            |
| 2020            | 73,443                             |
| 2021            | 89,340                             |

Source: City's Financials

City of Emporia, Kansas  
Special Alcohol Fund Balance History



**RAYMOND JAMES**

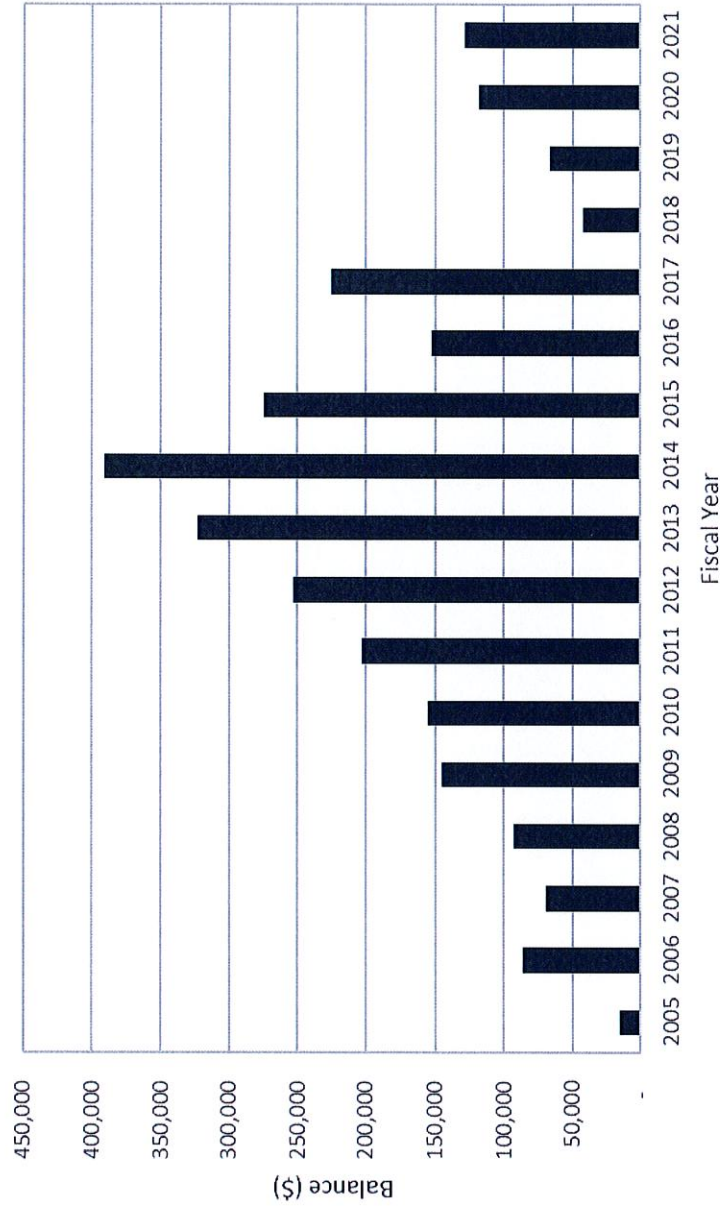
## SPECIAL PARK AND RECREATION FUND HISTORICAL BALANCE

PUBLIC FINANCE

| <b>FY End<br/>12/31</b> | <b>Special Park<br/>and Recreation<br/>Fund</b> |
|-------------------------|-------------------------------------------------|
| 2005                    | 15,525                                          |
| 2006                    | 86,186                                          |
| 2007                    | 68,895                                          |
| 2008                    | 92,920                                          |
| 2009                    | 144,620                                         |
| 2010                    | 154,776                                         |
| 2011                    | 202,778                                         |
| 2012                    | 253,359                                         |
| 2013                    | 323,107                                         |
| 2014                    | 391,239                                         |
| 2015                    | 274,111                                         |
| 2016                    | 152,525                                         |
| 2017                    | 224,704                                         |
| 2018                    | 42,101                                          |
| 2019                    | 66,684                                          |
| 2020                    | 117,929                                         |
| 2021                    | 128,117                                         |

Source: City's Financials

City of Emporia, Kansas  
Special Park and Recreation Fund Balance History



**RAYMOND JAMES**



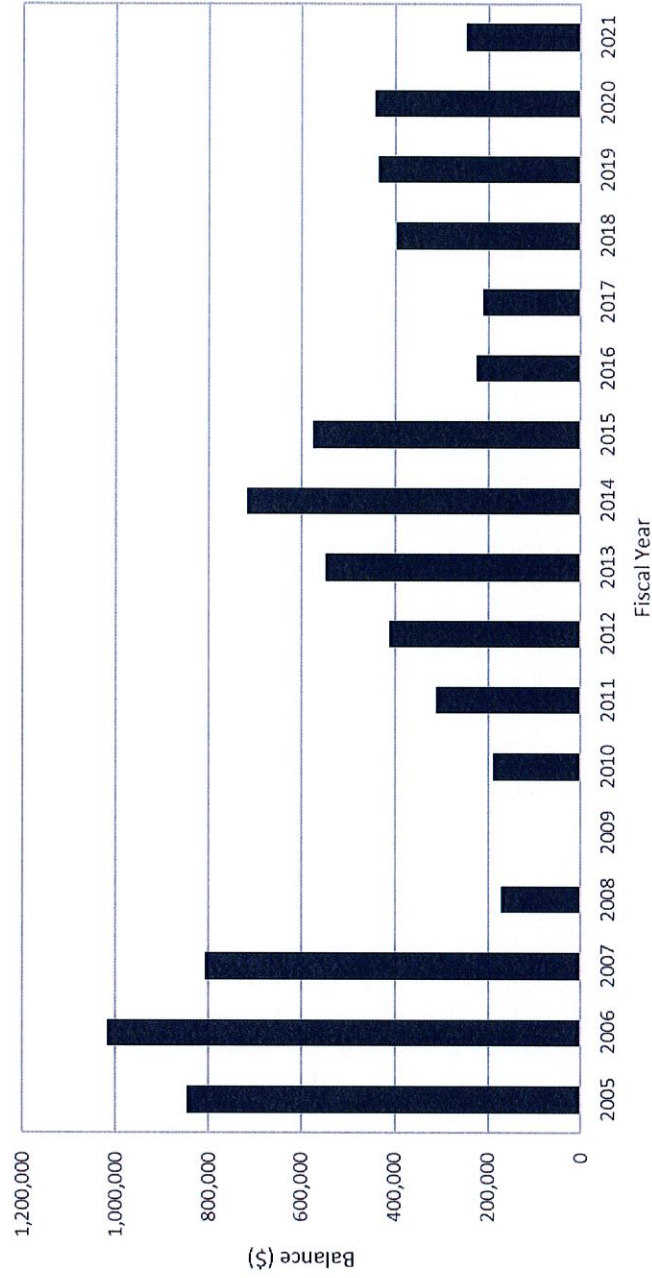
# INDUSTRIAL DEVELOPMENT SALES TAX FUND HISTORICAL BALANCE

PUBLIC FINANCE

| FY End<br>12/31 | Industrial<br>Development<br>Sales Tax Fund |
|-----------------|---------------------------------------------|
| 2005            | 845,649                                     |
| 2006            | 1,017,528                                   |
| 2007            | 807,011                                     |
| 2008            | 172,237                                     |
| 2009            | 4,095                                       |
| 2010            | 189,643                                     |
| 2011            | 312,363                                     |
| 2012            | 412,301                                     |
| 2013            | 549,019                                     |
| 2014            | 716,857                                     |
| 2015            | 574,165                                     |
| 2016            | 225,882                                     |
| 2017            | 211,360                                     |
| 2018            | 397,628                                     |
| 2019            | 436,802                                     |
| 2020            | 442,852                                     |
| 2021            | 247,076                                     |

Source: City's Financials

City of Emporia, Kansas  
Industrial Development Sales Tax Fund Balance History



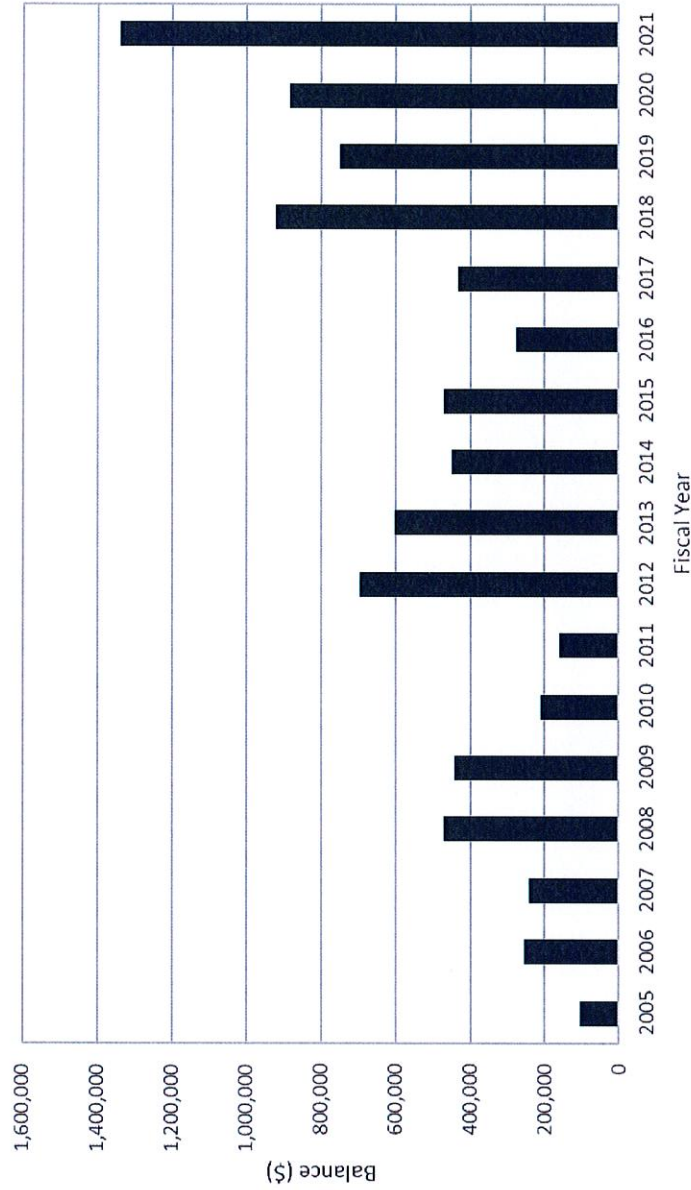
## BOND AND INTEREST FUND HISTORICAL BALANCE

PUBLIC FINANCE

| FY End<br>12/31 | Bond and<br>Interest<br>Fund |
|-----------------|------------------------------|
| 2005            | 105,875                      |
| 2006            | 253,873                      |
| 2007            | 240,727                      |
| 2008            | 471,052                      |
| 2009            | 443,006                      |
| 2010            | 210,861                      |
| 2011            | 160,421                      |
| 2012            | 696,238                      |
| 2013            | 600,676                      |
| 2014            | 448,296                      |
| 2015            | 471,327                      |
| 2016            | 277,343                      |
| 2017            | 433,646                      |
| 2018            | 919,890                      |
| 2019            | 749,434                      |
| 2020            | 883,335                      |
| 2021            | 1,340,014                    |

Source: City's Financials

City of Emporia, Kansas  
Bond and Interest Fund Balance History



**RAYMOND JAMES**

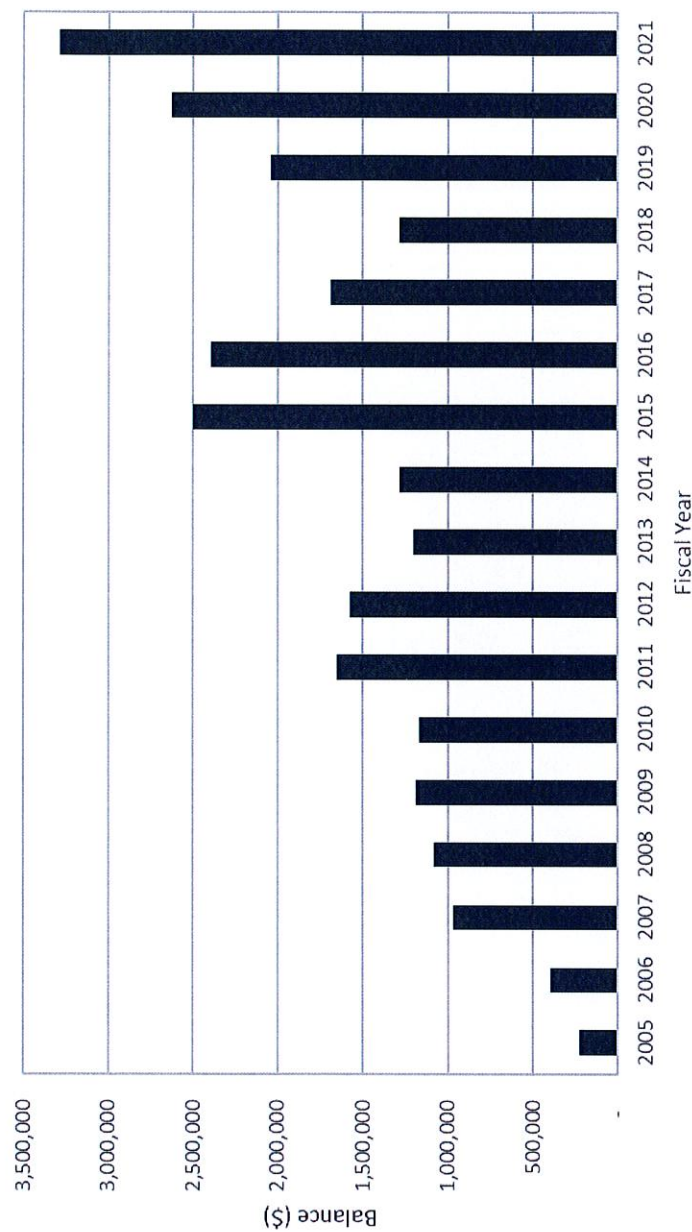
## WATER FUND HISTORICAL BALANCE

PUBLIC FINANCE

| FY End<br>12/31 | Water<br>Fund |
|-----------------|---------------|
| 2005            | 220,271       |
| 2006            | 396,809       |
| 2007            | 968,276       |
| 2008            | 1,079,829     |
| 2009            | 1,187,556     |
| 2010            | 1,169,899     |
| 2011            | 1,651,570     |
| 2012            | 1,568,619     |
| 2013            | 1,200,092     |
| 2014            | 1,277,566     |
| 2015            | 2,498,628     |
| 2016            | 2,394,883     |
| 2017            | 1,684,659     |
| 2018            | 1,282,371     |
| 2019            | 2,036,236     |
| 2020            | 2,630,860     |
| 2021            | 3,285,378     |

Source: City's Financials

City of Emporia, Kansas  
Water Fund Balance History



RAYMOND JAMES



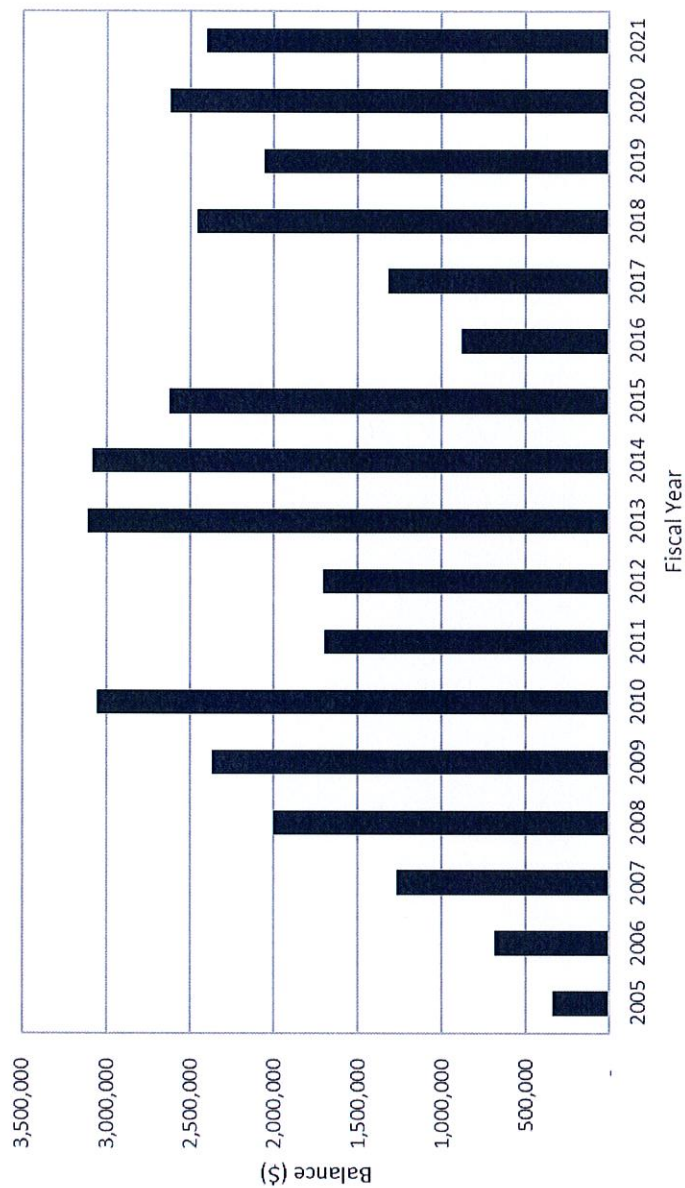
## SEWER FUND HISTORICAL BALANCE

PUBLIC FINANCE

| FY End<br>12/31 | Sewer<br>Fund |
|-----------------|---------------|
| 2005            | 338,407       |
| 2006            | 684,219       |
| 2007            | 1,268,051     |
| 2008            | 2,003,061     |
| 2009            | 2,365,479     |
| 2010            | 3,054,122     |
| 2011            | 1,699,598     |
| 2012            | 1,705,518     |
| 2013            | 3,111,676     |
| 2014            | 3,085,299     |
| 2015            | 2,627,434     |
| 2016            | 884,677       |
| 2017            | 1,316,167     |
| 2018            | 2,458,831     |
| 2019            | 2,058,232     |
| 2020            | 2,616,764     |
| 2021            | 2,404,259     |

Source: City's Financials

City of Emporia, Kansas  
Sewer Fund Balance History



**RAYMOND JAMES**

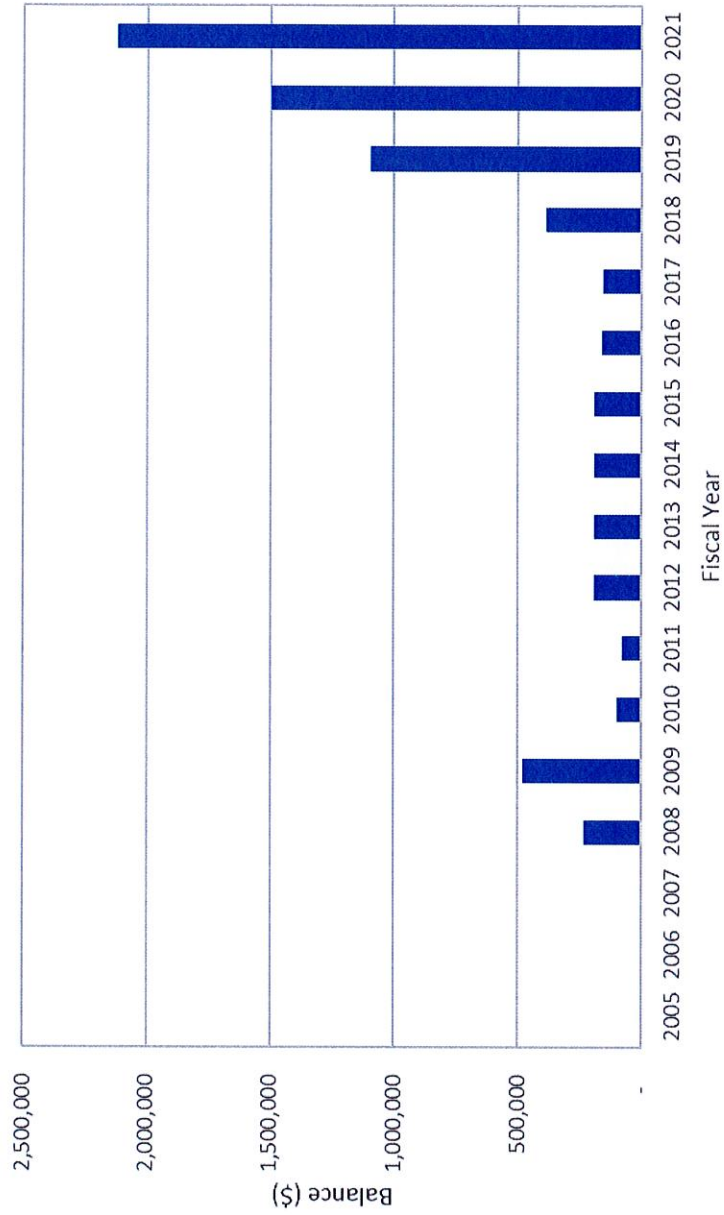
## HEALTH INSURANCE FUND HISTORICAL BALANCE

PUBLIC FINANCE

| FY End<br>12/31 | Health<br>Insurance<br>Fund |
|-----------------|-----------------------------|
| 2005            | -                           |
| 2006            | -                           |
| 2007            | -                           |
| 2008            | 233,417                     |
| 2009            | 478,328                     |
| 2010            | 97,661                      |
| 2011            | 78,875                      |
| 2012            | 191,717                     |
| 2013            | 191,582                     |
| 2014            | 192,075                     |
| 2015            | 190,244                     |
| 2016            | 160,586                     |
| 2017            | 154,762                     |
| 2018            | 385,389                     |
| 2019            | 1,094,436                   |
| 2020            | 1,500,000                   |
| 2021            | 2,126,203                   |

Source: City's Financials

City of Emporia, Kansas  
Health Insurance Fund Balance History



**RAYMOND JAMES**

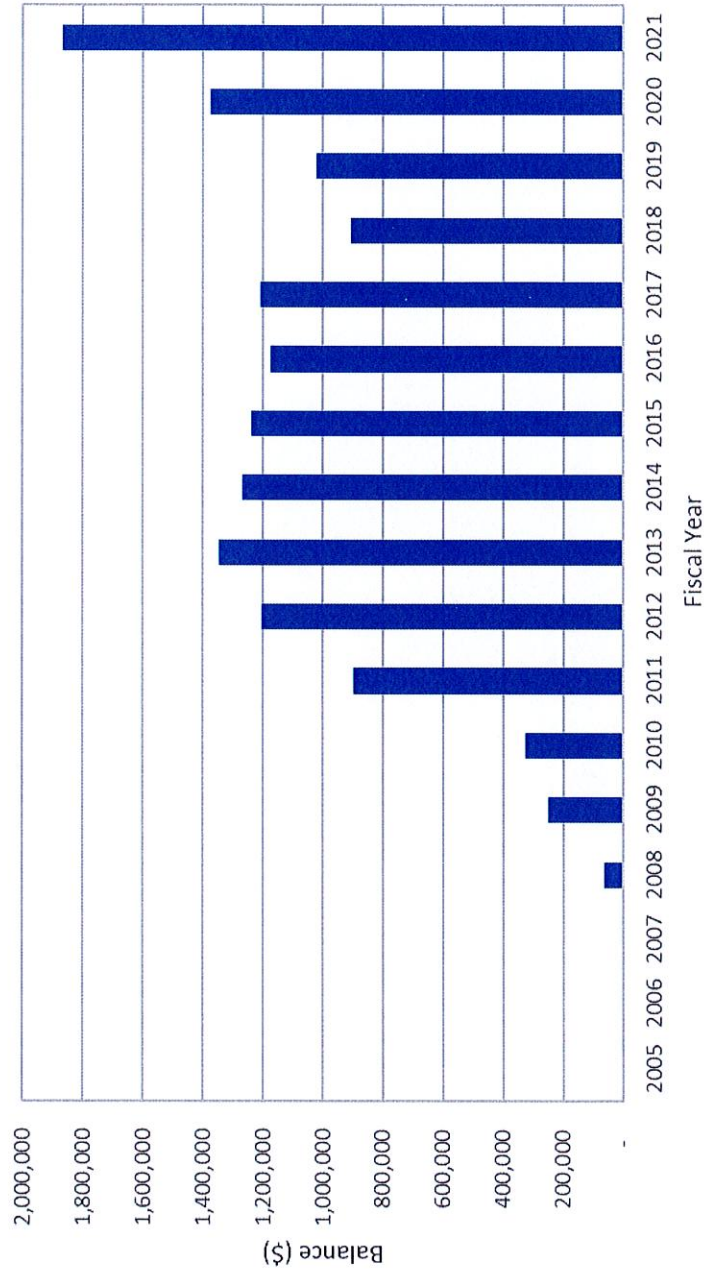
# WORKERS' COMP FUND HISTORICAL BALANCE

PUBLIC FINANCE

| FY End<br>12/31 | Workers'<br>Comp<br>Fund |
|-----------------|--------------------------|
| 2005            | -                        |
| 2006            | -                        |
| 2007            | -                        |
| 2008            | 64,047                   |
| 2009            | 251,334                  |
| 2010            | 325,848                  |
| 2011            | 895,931                  |
| 2012            | 1,206,124                |
| 2013            | 1,346,105                |
| 2014            | 1,269,867                |
| 2015            | 1,237,012                |
| 2016            | 1,176,716                |
| 2017            | 1,207,593                |
| 2018            | 905,281                  |
| 2019            | 1,021,629                |
| 2020            | 1,374,762                |
| 2021            | 1,867,388                |

Source: City's Financials

City of Emporia, Kansas  
Workers' Comp Fund Balance History



RAYMOND JAMES

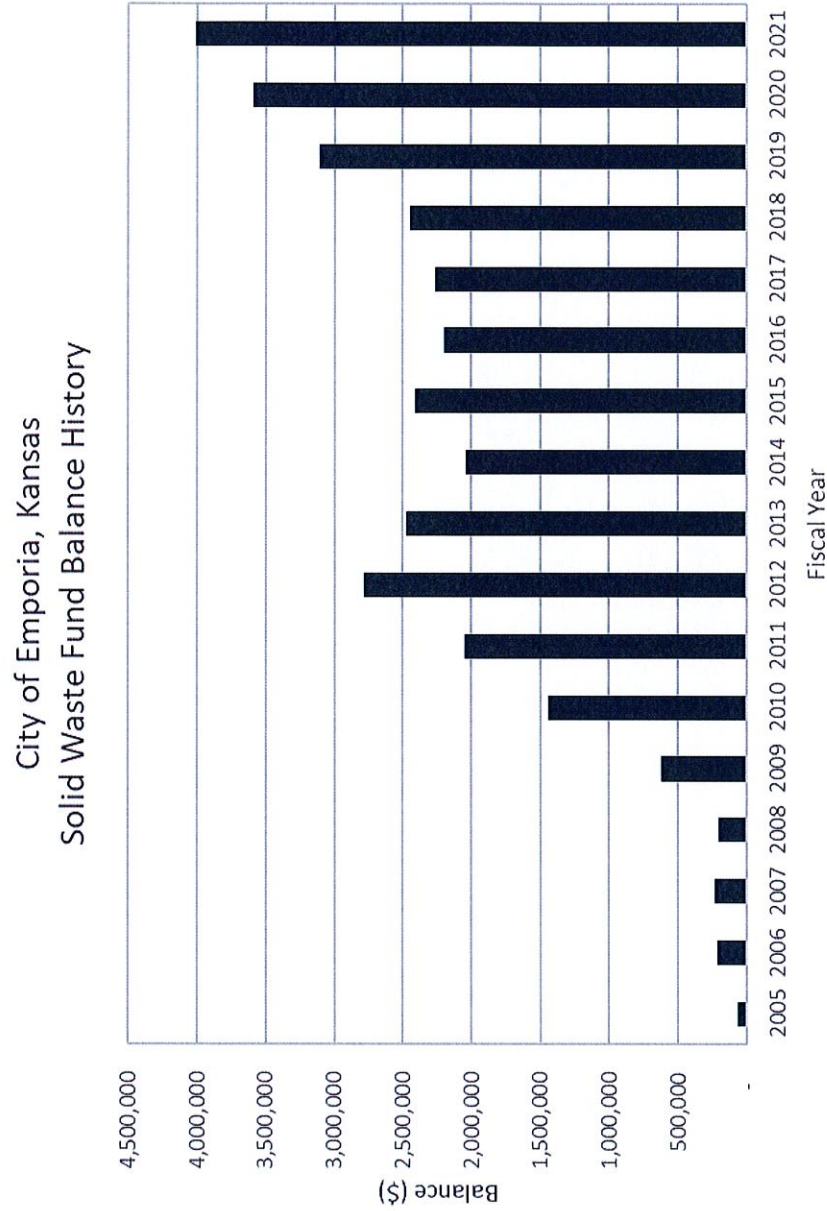


## SOLID WASTE FUND HISTORICAL BALANCE

PUBLIC FINANCE

| FY End<br>12/31 | Solid Waste<br>Fund |
|-----------------|---------------------|
| 2005            | 66,446              |
| 2006            | 214,518             |
| 2007            | 236,330             |
| 2008            | 207,260             |
| 2009            | 621,467             |
| 2010            | 1,440,128           |
| 2011            | 2,043,474           |
| 2012            | 2,780,198           |
| 2013            | 2,476,128           |
| 2014            | 2,041,820           |
| 2015            | 2,412,321           |
| 2016            | 2,198,697           |
| 2017            | 2,263,885           |
| 2018            | 2,447,244           |
| 2019            | 3,110,960           |
| 2020            | 3,590,793           |
| 2021            | 4,012,947           |

Source: City's Financials



**RAYMOND JAMES**

## SECTION 5

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### Rating Report

**RAYMOND JAMES**

**Summary:**

**Emporia, Kansas; General Obligation**

**Primary Credit Analyst:**

Bobbi Gajwani, Chicago (1) 312-233-7001; bobbi.gajwani@spglobal.com

**Secondary Contact:**

Jim Tchou, New York (1) 212-438-3821; jim.tchou@spglobal.com

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Rating Action

Stable Outlook

Credit Opinion

Related Research



## Summary:

# Emporia, Kansas; General Obligation

### Credit Profile

US\$6.775 mil GO rfdg and imp bnds ser 2020 due 09/01/2035

|                   |                 |          |
|-------------------|-----------------|----------|
| Long Term Rating  | A+/Stable       | New      |
| Emporia GO        |                 |          |
| Long Term Rating  | A+/Stable       | Affirmed |
| Emporia GO        |                 |          |
| Long Term Rating  | A+/Stable       | Affirmed |
| Emporia GO (BAM)  |                 |          |
| Unenhanced Rating | A+(SPUR)/Stable | Affirmed |

Many issues are enhanced by bond insurance.

## Rating Action

S&P Global Ratings has assigned its 'A+' long-term rating to Emporia, Kan.'s approximately 6.8 million series 2020 general obligation (GO) warrants. At the same time, S&P Global Ratings affirmed its 'A+' long-term rating and underlying rating (SPUR) on the city's GO debt outstanding. The outlook is stable.

The city's unlimited-ad valorem-tax pledge secures the bonds. Officials intend to use series 2020 bond proceeds to finance a variety of capital project and to refund bonds for interest cost savings.

### Credit overview

The rating reflects our view of Emporia's somewhat weak, but growing, local economy with growing employment opportunities even during the current pandemic. We expect the city's role as the regional economic center will likely continue to support future property and sales tax growth, the city's two leading revenue sources, underscored by recent favorable property and sales tax trends. Though we imagine challenges associated with COVID-19 and the related recession could pressure the city's budgets, as it will most local governments, during the next one years to two years, we believe healthy growth in reserves to very strong levels and strong management practices will help to cushion potential financial pressures. (For further information, see the article, titled "The U.S. Faces A Longer and Slower Climb From The Bottom," published June 25, 2020, on RatingsDirect.) Therefore, we do not expect to change our rating during the next few years. Although our outlook is generally for two years, we recognize the potential for downside risk because of COVID-19 and the related recession during the next six months to 12 months.

The rating also reflects our opinion of the city's:

- Very weak economy, with market value per capita of \$42,075 and projected per capita effective buying income at 69.3% of the national level;
- Very strong management, with strong financial policies and practices under our Financial Management Assessment (FMA) methodology;

- Adequate budgetary performance, which closed with operating surpluses in the general fund and at the total governmental fund level;
- Very strong budgetary flexibility, with an available fund balance in fiscal 2019 of 31% of operating expenditures;
- Very strong liquidity, with total government available cash at 94.3% of total governmental fund expenditures and 10.4x governmental debt service, and access to external liquidity we consider strong;
- Very strong debt and contingent liability position, with debt service carrying charges at 9.1% of expenditures and net direct debt that is 38.4% of total governmental fund revenue, as well as low overall net debt at less than 3% of market value and rapid amortization, with 69.6% of debt scheduled to be retired in 10 years; and
- Strong institutional framework score.

### **Environmental, social, and governance factors**

Our rating and analysis incorporate our view regarding the health and safety risk posed by the COVID-19 pandemic, which we believe could pressure budgets in the short term tied to possible shortfalls of economically sensitive revenues. Beyond the aforementioned social risks, we analyzed the city's environmental and governance risks relative to its economy, budgetary outcomes, and debt and liability profile, and believe they are in line with those of the sector.

## **Stable Outlook**

### **Downside scenario**

We could lower the rating if the city's financial performance deteriorates, leading to sustained and significant draw downs in reserves.

### **Upside scenario**

All else held equal, we could consider a higher rating if the city successfully manages through the financial pressures potentially posed by the current pandemic.

## **Credit Opinion**

### **Very weak economy**

We consider Emporia's economy very weak. The city, with an estimated population of 24,821, is located in Lyon County. The city has a projected per capita effective buying income of 69.3% of the national level and per capita market value of \$42,075. Overall, the city's market value grew by 3.1% over the past year to \$1.0 billion in 2021. The county unemployment rate was 3.4% in 2019.

Spanning an area of nearly 12 square miles, the city of Emporia is located on the eastern edge of the Flint Hills region at the junction of the Kansas Turnpike and Interstate 35--roughly 50 miles south of Topeka and 85 miles northeast of Wichita. As the seat and principal economic center of Lyon County, the local economy is primarily rooted in the manufacturing, government, education, and health care sectors. Leading employers include Tyson Fresh Meats (with 1,000 employees), Unified School District No. 253 (787), Emporia State University (761), Hostess Brands LLC (525), and Newman Regional Health Hospital (435). We consider the local tax base very diverse, as the top 10 taxpayers constituted only 13% of total assessed value (AV) in fiscal 2019. Taxable AV itself has demonstrated steady

year-over-year growth since fiscal 2015, driven by both residential and commercial development. Management expects this trend to continue in line with anticipated future development, as well as the forthcoming expiration of tax exemptions for various city employers.

Officials indicate that development continues despite the current pandemic. City officials expect continued growth in the near-term, with a number of key employers adding hundreds of jobs and other entities expanding operations in the area. A growing employment base is demonstrated by the fairly low peak unemployment rate of 7.5% for April 2020 compared with other states in the Midwest and the country. The unemployment rate for Lyon County has fallen to 5.8% in June. On the residential side, there are a number of single- and multi-family residential projects in development. As is the case with much of Middle America, Emporia has contended with a slowly declining population over the past decade, with minor fluctuation. However, with commercial development and additional employment opportunities, the rate of population decline has slowed and is expected to stabilize. Accordingly, we expect the local economy to remain stable in the near term.

### **Very strong management**

We view the city's management as very strong, with strong financial policies and practices under our FMA methodology, indicating financial practices are strong, well embedded, and likely sustainable.

Emporia city management uses five years of historical data and consults with outside sources to generate the revenue-and-expenditure assumptions used in the budget process. The city also performs formal long-term financial planning, with comprehensive multi-year projections forecasting five years into the future. Budget-to-actual results are presented to the council monthly, and amendments to the budget are possible as needed. The city adheres to state guidelines for its investments, and provides the council with monthly updates on returns and holdings. Furthermore, it follows a formal reserve policy, requiring the maintenance of a fund balance at a minimum reserve level equal to 15% of expenditures. The city maintains a rolling, five-year capital improvement plan (CIP), which identifies funding sources for future capital projects. Emporia also adheres to a formal debt management policy for debt issuances, which is fairly comprehensive in nature.

### **Adequate budgetary performance**

Emporia's budgetary performance is adequate in our opinion. The city had operating surpluses of 2.7% of expenditures in the general fund and of 30.0% across all governmental funds in fiscal 2019. Our assessment accounts for our view that the pandemic and recession pose an event risk that could increase performance volatility for cities in the short- and medium-term.

In assessing the city's budgetary performance, we adjusted for annually recurring transfers both into and out of the general fund, and for expenditures toward one-time capital projects across total governmental funds--some of which used debt proceeds.

Emporia, which budgets on a calendar year basis, has maintained at least adequate budgetary performance in recent years, due in part to conservative practices on behalf of management in which year-end results regularly outperform large planned deficits. Because of state budget laws, we recognize that it, like most Kansas cities, will budget for a deficit to maintain enhanced budget spending authority in case of an emergency; therefore, it is common to see a budget where expenditures exceed revenue and then not see it materialize by fiscal year-end.



As such, despite budgeting for a \$2.6 million general fund drawdown in fiscal 2019, the city's expenditures outperformed expectations by more than \$3 million while revenues outperformed by more than \$1 million, leading to a \$565,000 surplus. The growing economy and increasing tax base has increased the proportion of general fund from property taxes, making them nearly equal to sales taxes. Sales taxes comprised roughly 40% of general fund revenues, with property taxes (39%) and franchise taxes (21%) representing the next largest revenue sources--all of which have grown in recent years.

For the fiscal year ending Dec. 31, 2020, the city expects an almost \$240,000 surplus reflecting healthy sales tax collections despite the pandemic. Through August 2020, sales tax collections have increased 2% year over year, reflecting a sales tax base comprised of essential businesses, namely grocery and home improvement stores. The budget for fiscal 2021 calls for a deficit relative to expenditures though the city expects a surplus due to conservative budgeting. The city does not plan to draw on reserves in the next two years. Consequently, we expect budgetary performance to remain at least adequate in the near term.

### **Very strong budgetary flexibility**

Emporia's budgetary flexibility is very strong, in our view, with an available fund balance in fiscal 2019 of 31% of operating expenditures, or \$6.6 million.

Emporia has historically maintained very strong reserve levels, in our view, exceeding 25% of operating expenditures in the three most recent fiscal years--inclusive of assigned general fund balance. Its formal reserve policy requires an unreserved general fund balance of no less than 15% budgeted expenditures, which it has consistently exceeded. With another surplus expected for fiscal 2020, the city expects to maintain or slightly strengthen reserves. Further enhancing our view of the city's flexibility is our understanding that the city has the ability to access funds held in its multi-year improvement and debt service funds with council approval. Management reports no plans to materially draw on available reserves in the near term, and intends to at least maintain current levels. Therefore, we expect budgetary flexibility to remain very strong in the near term.

### **Very strong liquidity**

In our opinion, Emporia's liquidity is very strong, with total government available cash at 94.3% of total governmental fund expenditures and 10.4x governmental debt service in 2019. In our view, the city has strong access to external liquidity if necessary.

Emporia's strong access to external liquidity is demonstrated by its access to the market over the past two decades, which includes numerous GO-supported bond issuances. It has historically maintained what we consider very strong cash balances, and given our expectation for a surplus operations in fiscal 2020, we do not believe its cash position will materially weaken in the near term. All of the city's investments comply with Kansas state statutes, and were held entirely in the Kansas Municipal Investment Pool at the end of fiscal 2019, which we do not consider aggressive. Therefore, we do not expect the city's liquidity position to deteriorate from its very strong position in the near term.

### **Very strong debt and contingent liability profile**

In our view, Emporia's debt and contingent liability profile is very strong. Total governmental fund debt service is 9.1% of total governmental fund expenditures, and net direct debt is 38.4% of total governmental fund revenue. Overall net debt is low at 2.8% of market value, and approximately 69.6% of the direct debt is scheduled to be repaid within 10

years, which are in our view positive credit factors.

Following the issuance of the series 2020 GO bonds, the city will have \$47 million of total direct debt, of which \$26 million is revenue secured and \$10 million is tax-backed debt with demonstrated support from enterprise revenue, resulting in \$11 million of net direct debt. The city has no plans to issue additional debt in the next two fiscal years. Consequently, we expect the city's debt to remain stable in the near term.

Emporia's combined required pension and actual other postemployment benefits (OPEB) contributions totaled 8.5% of total governmental fund expenditures in 2019. The city made its full annual required pension contribution in 2019.

- We do not view pension and OPEB liabilities as an immediate credit pressure because required contributions currently make up a small portion of total governmental expenditures.
- If required material contributions were to increase unexpectedly during the next few fiscal years, we think this would not have an effect on fiscal stability due to available cash-based reserves officials could use for contingencies, if needed. In addition, Kansas law sets a limitation on annual increases to employer contributions.

As of June 30, 2019, the latest measurement date, Emporia participates in Kansas Public Employees' Retirement System (KPERS), which was 69.9% funded, with a net pension liability equal to \$14.57 million.

Actuarial assumptions include a 7.75% discount, which we view as aggressive, representing market risk and resulting in contribution volatility if KPERS fails to meet assumed investment targets. In addition, contributions are likely to grow due to level-payroll funding rather than level-dollar contributions, which would result in consistent payments.

Kansas requires the city to allow retirees to participate in its group-health-insurance plan. Although each retiree must pay the full amount of applicable premiums, conceptually, the city subsidizes retirees because each participant pays a level premium regardless of age. The city also provides health care benefits to retirees, which it funds for on a pay-as-you-go basis, and contributed \$73,000 in fiscal 2019.

### **Strong institutional framework**

The institutional framework score for Kansas municipalities with more than \$275,000 in annual gross receipts and more than \$275,000 in GO or revenue bonds outstanding is strong.

## **Related Research**

Through The ESG Lens 2.0: A Deeper Dive Into U.S. Public Finance Credit Factors, April 28, 2020

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at [www.standardandpoors.com](http://www.standardandpoors.com) for further information. Complete ratings information is available to subscribers of RatingsDirect at [www.capitaliq.com](http://www.capitaliq.com). All ratings affected by this rating action can be found on S&P Global Ratings' public website at [www.standardandpoors.com](http://www.standardandpoors.com). Use the Ratings search box located in the left column.

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## SECTION 6

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### Bond Market Update

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## HOLDERS OF MUNICIPAL BONDS

- Households have remained at the top as the largest holders of municipal bonds, although their share had been decreasing slightly over the past several years before reversing slightly in 2019. For 2020, households held 44.9% of municipal debt. In 2021, that decreased to slightly to 42.9%.
- Mutual funds remained the second largest holder of municipal bonds in 2021. Since 2009, mutual funds have increased their share of municipal debt in most years.
- The third largest holders of municipal bonds are U.S. Chartered Depository Institutions. Rounding out the top 5 municipal bond holders are Property & Casualty Insurance Companies (4<sup>th</sup> largest holder) and Life Insurance Companies (5<sup>th</sup> largest holder).

Holders of Municipal Debt



## Key Interest Rates and Prices

|                                     | This Week<br>3/18/2022 | Last Week<br>3/11/2022 | Last Month<br>2/15/2022 | Last Year<br>3/18/2021 |
|-------------------------------------|------------------------|------------------------|-------------------------|------------------------|
| Federal Funds Rate                  | 0.50                   | 0.25                   | 0.25                    | 0.25                   |
| Prime Rate                          | 3.50                   | 3.25                   | 3.25                    | 3.25                   |
| Treasury - 2 yr                     | 1.94                   | 1.75                   | 1.58                    | 0.15                   |
| Treasury - 10 yr                    | 2.15                   | 1.99                   | 2.04                    | 1.71                   |
| LIBOR (1 month)                     | 0.45                   | 0.40                   | 0.12                    | 0.11                   |
| LIBOR (3 month)                     | 0.93                   | 0.83                   | 0.47                    | 0.19                   |
| SIFMA                               | 0.37                   | 0.24                   | 0.17                    | 0.04                   |
| SIFMA/1 M LIBOR %                   | 82.9                   | 60.5                   | 142.0                   | 36.1                   |
| B.B. 20 Bond Index <sup>1</sup>     | 2.53                   | 2.33                   | 2.41                    | 2.40                   |
| B.B. Rev. Index <sup>2</sup>        | 2.81                   | 2.61                   | 2.32                    | 2.76                   |
| 30-Day Visible Supply <sup>3</sup>  | 15.0 B                 | 10.7 B                 | 8.7 B                   | 11.4 B                 |
| 10-Year AAA MMD <sup>4</sup>        | 1.93                   | 1.84                   | 1.71                    | 1.16                   |
| 10-Year AAA MMD Ratio to Treasury % | 89.8                   | 92.4                   | 83.7                    | 67.9                   |
| 30-Year Treasury                    | 2.42                   | 2.35                   | 2.36                    | 2.45                   |
| 30-Year AAA MMD <sup>4</sup>        | 2.33                   | 2.26                   | 2.09                    | 1.79                   |

<sup>1</sup> Represents an estimation of the yield on a portfolio of 20 general obligation bonds that matures in 20 years with a composite AA rating.

<sup>2</sup> Represents an estimation of the yield that would be offered on 30-yr revenue bonds. The index is comprised of 25 issuers that cover a broad range of type of issues and vary in ratings.

<sup>3</sup> The total dollar volume of municipal securities expected to be offered over the next 30 days.

<sup>4</sup> Represents the benchmark yield for high grade municipal issues, based on a natural "AAA" rated general obligation bond issue. "AAA" MMD is the benchmark for pricing of all tax-exempt municipal issues.

Source: Bloomberg and Thomson Reuters

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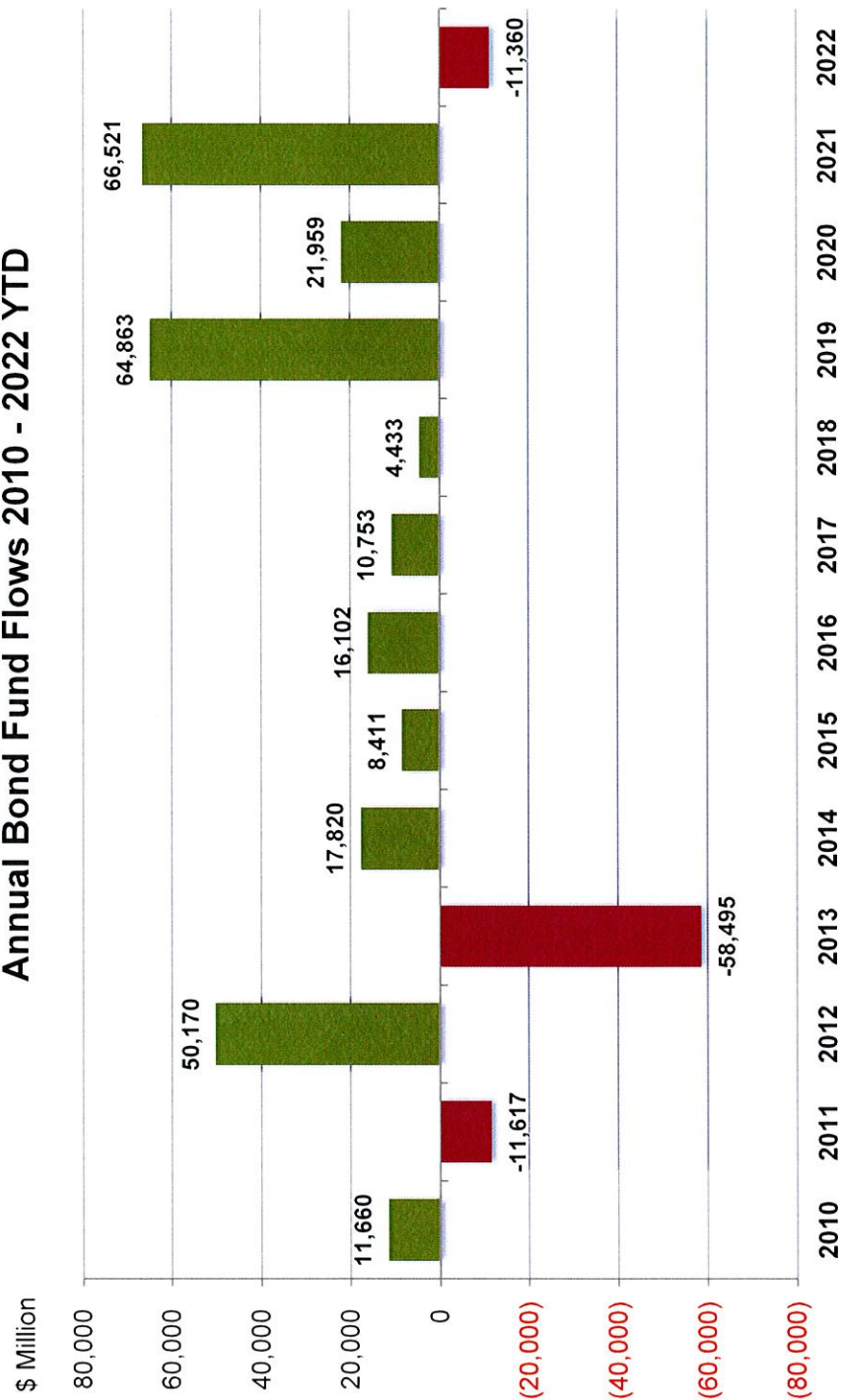


## ANNUAL MUNICIPAL BOND FUND FLOWS

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- With the exception of 2011 and 2013, municipal bond funds experienced inflows from 2008-2020 YTD. The significant rise in rates that began in May of 2013 contributed to the net outflows for 2013. Municipal bond funds experienced outflows in late 2016 and early 2017 but are again seeing inflows.
- In addition to the significant rise in rates that began in May of 2013, headline risk from troubled issuers like Detroit and Puerto Rico, as well as unfunded pension obligations, contributed to the net outflows for 2013.

**Annual Bond Fund Flows 2010 - 2022 YTD**



Source: Lipper

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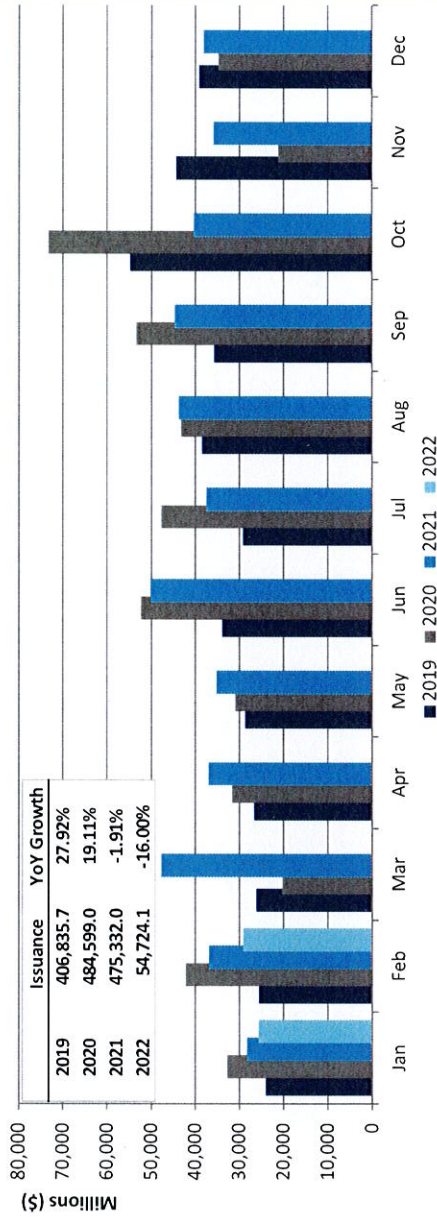
# THEMES FOR THE MUNICIPAL MARKET TODAY AND GOING FORWARD

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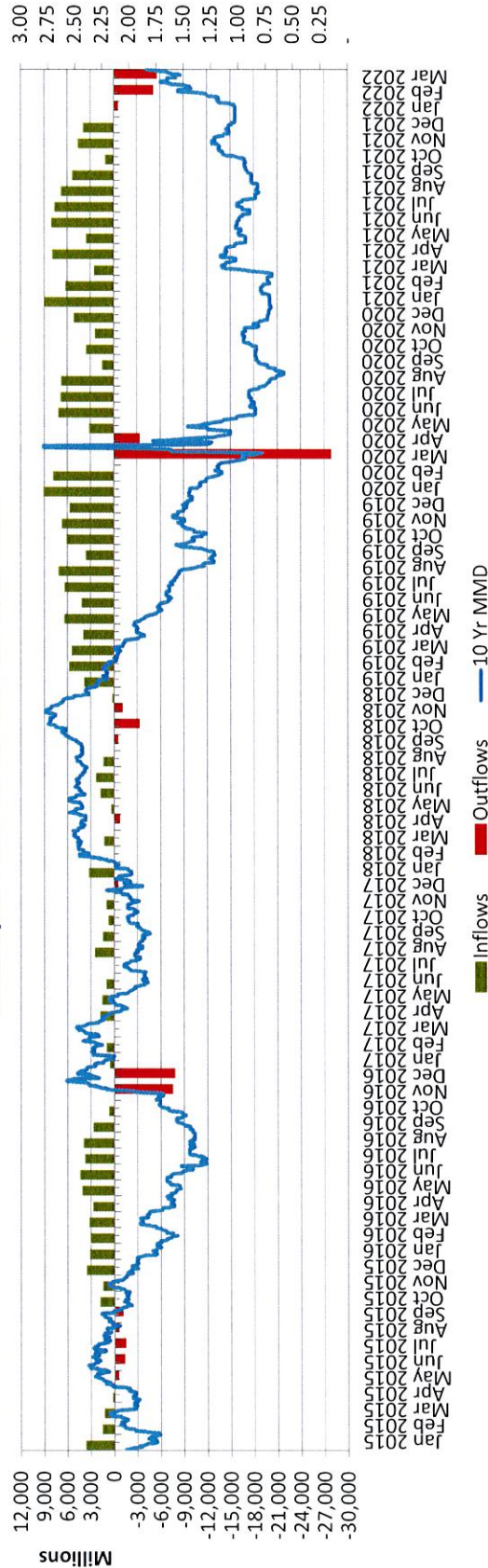
## Current Market Themes

- Municipal bond funds had estimated outflows of \$2.1 billion for the week ended Wednesday, March 16<sup>th</sup>, 2022.
- The Fed raised overnight funding rates by +25bps at last week's FOMC meeting.
- The Russia-Ukraine conflict continues to be the main risk factor for financial markets.
- Both UST and MMD rates continued to rise over the past week

## U.S. Municipal Long-Term Issuance Trends



## Municipal Fund Flows and 10-Year MMD



\*Issuance data as of 3/16/2022  
Source: Bloomberg

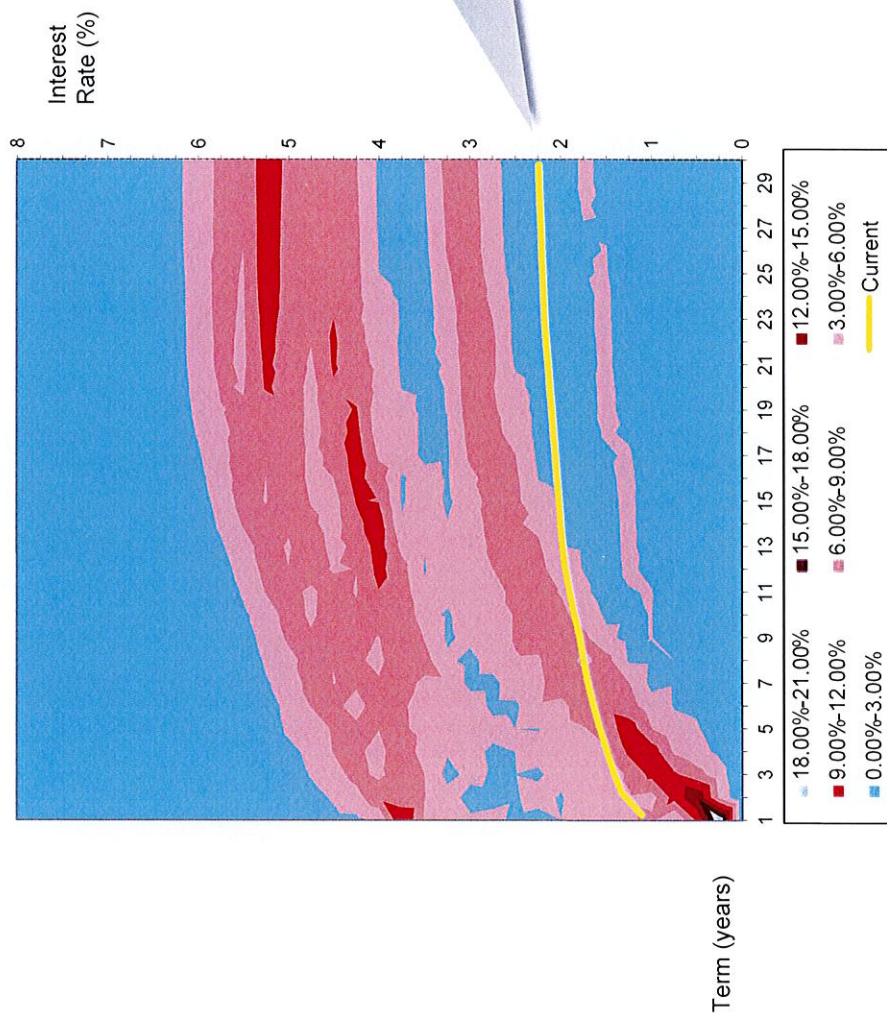
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## HISTORICAL MMD RATES

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The chart shows the frequency of the AAA-Rated Municipal Market Data ("MMD") rates at each 1 to 30 year point on the MMD yield curve since 1993. The more intense the color, the more often interest rates are at the given level, moving in intensity from light red to dark red. The chart displays that MMD yields are currently at historical lows across much of the curve.

**Interest Rate Intensity Map**  
(MMD Yields - 1993 to Current)

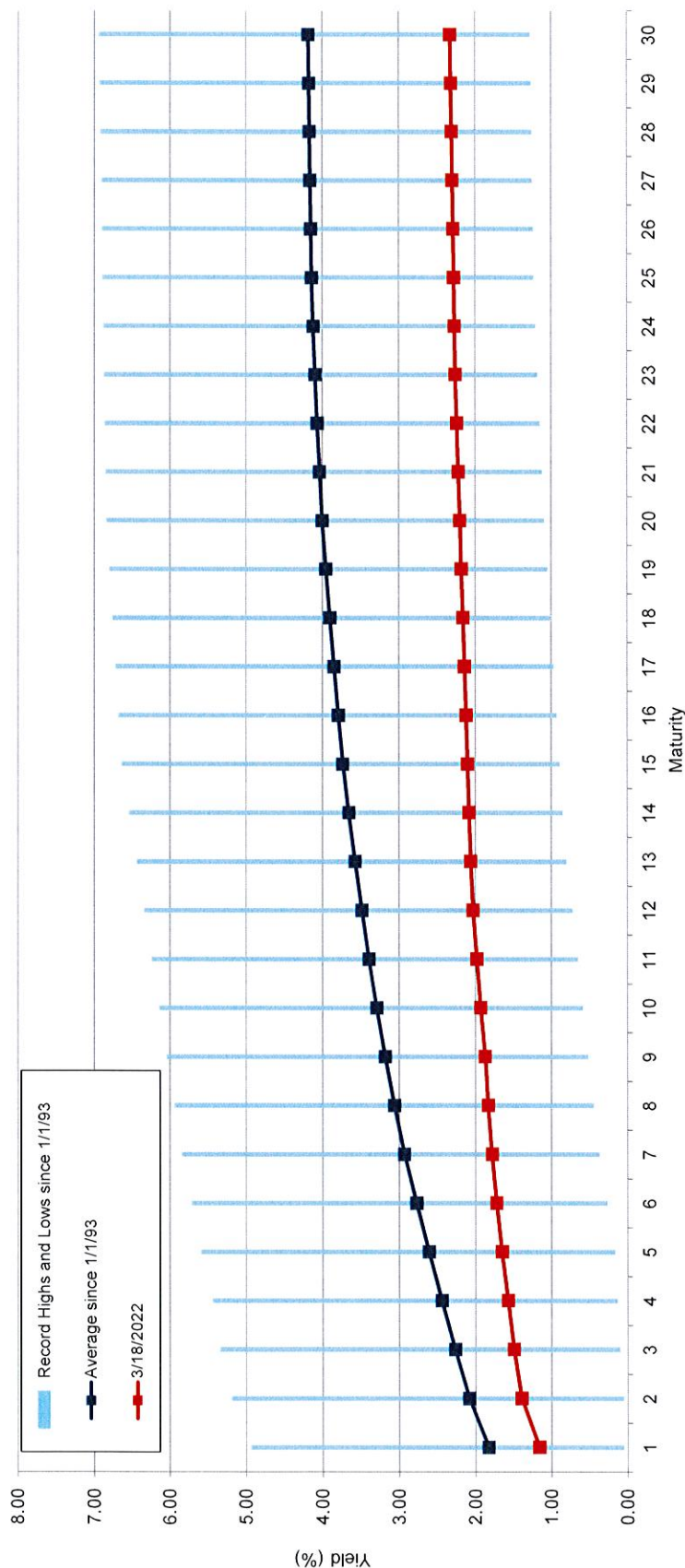


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## HISTORICAL AAA MMD RATES

- The graph below shows the range between the record highs and lows of AAA MMD at each maturity since 1993, along with average rates over this time frame and the current rates.
- AAA MMD rates set multiple record lows throughout the entire curve on August 7<sup>th</sup>, 2020.



| Current (03/18/22)       | 1    | 5    | 10   | 15   | 20   | 25   | 30   |
|--------------------------|------|------|------|------|------|------|------|
| Record Low since 1/1/93  | 0.05 | 0.16 | 0.58 | 0.88 | 1.08 | 1.22 | 1.27 |
| Record High since 1/1/93 | 4.95 | 5.60 | 6.15 | 6.65 | 6.85 | 6.90 | 6.95 |
| Average since 1/1/93     | 1.83 | 2.61 | 3.29 | 3.74 | 4.00 | 4.14 | 4.19 |
| Current (03/18/22)       | 1.16 | 1.65 | 1.93 | 2.10 | 2.20 | 2.28 | 2.33 |

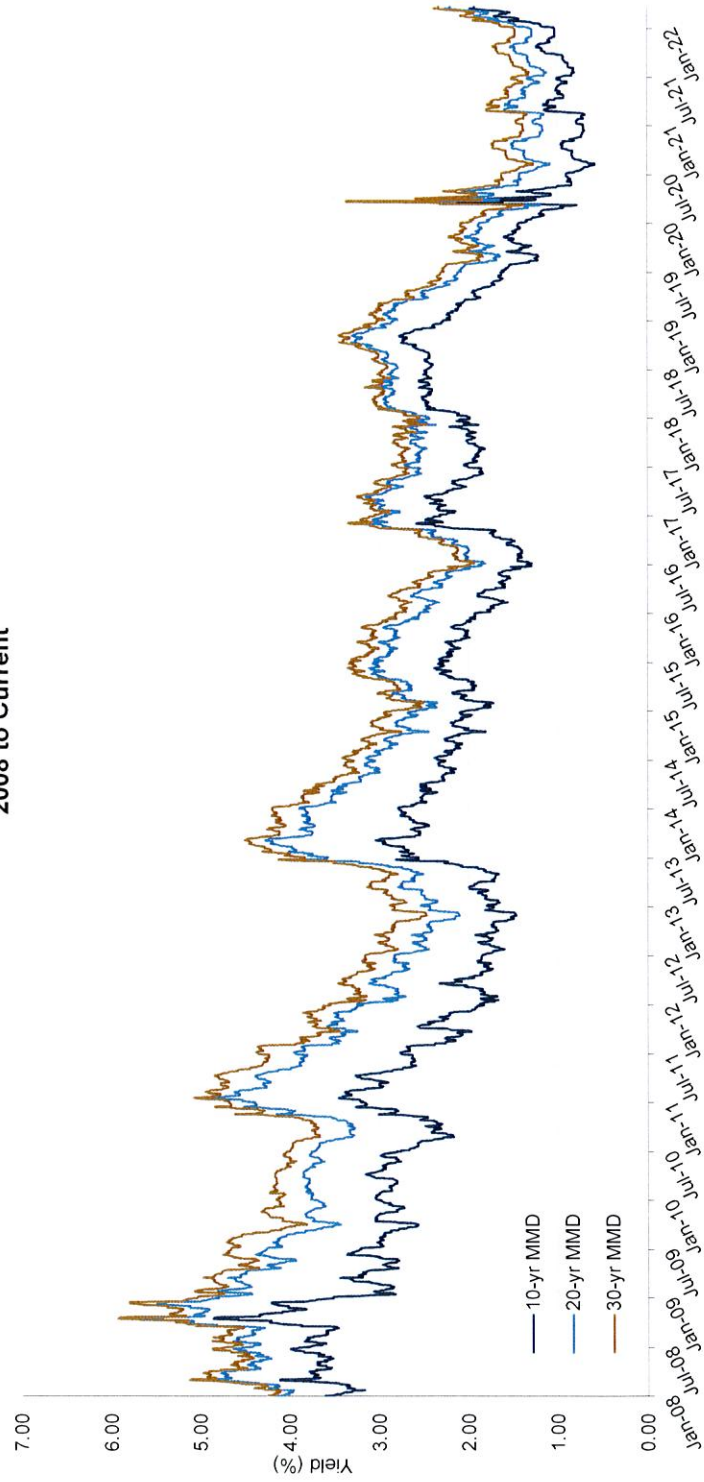


## HISTORICAL AAA-RATED GENERAL OBLIGATION TAX-EXEMPT RATES

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- MMD rates set new record lows after Brexit in July 2016 but rose in the wake of the 2016 Presidential election.
- In December 2016, the Federal Reserve increased the target fed funds rate for the first time in over a year. They continued to practice their strategy of gradual rate increases in 2017 by implementing three additional rate hikes.
- In July 2019, the Federal Reserve reversed course and cut the target fed funds rate for the first time in 10 years on the back of trade war fears with China and increasing global economic weakness.
- In August 2020, the municipal market hit all-time record lows throughout the entire curve.
- By the beginning of 2022, with rate hikes beginning in March, MMD began to increase again after an historic year of low rates

10-Year 20-Year and 30-Year MMD AAA GO  
2008 to Current

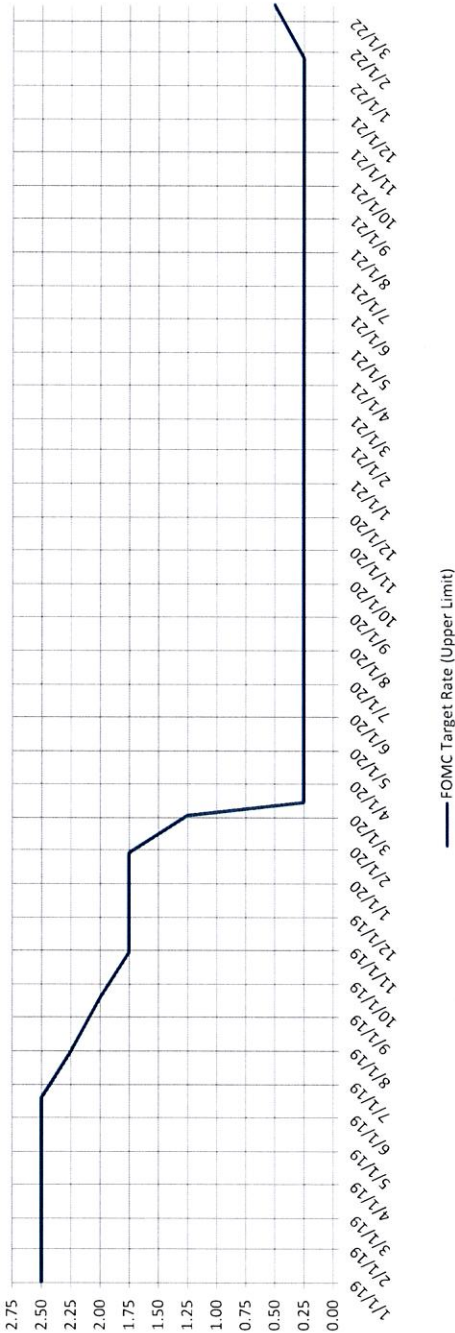


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# FED FUNDS RATE HISTORY AND TARGET RATE PROJECTIONS

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- The markets are expecting at least five rate hikes this year beginning in March. Implied rates assume increases of 125 basis points by the end of 2022.
- The Fed announced its first rate hike since March of 2020 at their March 16, 2022 Meeting. 5 to 6 more hikes of 25bps are expected throughout the year.



| FOMC Implied Overnight Rate & Number of Hikes/Cuts |             |           |             |              |                       |
|----------------------------------------------------|-------------|-----------|-------------|--------------|-----------------------|
| Target Rate                                        | 0.5         |           |             |              |                       |
| Effective Rate                                     | 0.33        |           |             |              |                       |
| Cur. Imp. O/N Rate                                 | 0.343       |           |             |              |                       |
| Meeting                                            | #Hikes/Cuts | %Hike/Cut | Imp. Rate Δ | Implied Rate | Assumed Rate Movement |
| 5/4/2022                                           | 1.516       | 1.516     | 0.379       | 0.721        | 0.25                  |
| 6/15/2022                                          | 2.955       | 1.44      | 0.739       | 1.081        | 0.25                  |
| 7/27/2022                                          | 4.140       | 1.185     | 1.035       | 1.378        | 0.25                  |
| 9/21/2022                                          | 5.247       | 1.107     | 1.312       | 1.654        | 0.25                  |
| 11/2/2022                                          | 6.055       | 0.808     | 1.514       | 1.856        | 0.25                  |
| 12/14/2022                                         | 6.94        | 0.885     | 1.735       | 2.078        | 0.25                  |
| 2/1/2023                                           | 7.562       | 0.622     | 1.891       | 2.233        | 0.25                  |

Source: Bloomberg as of March 21, 2022.

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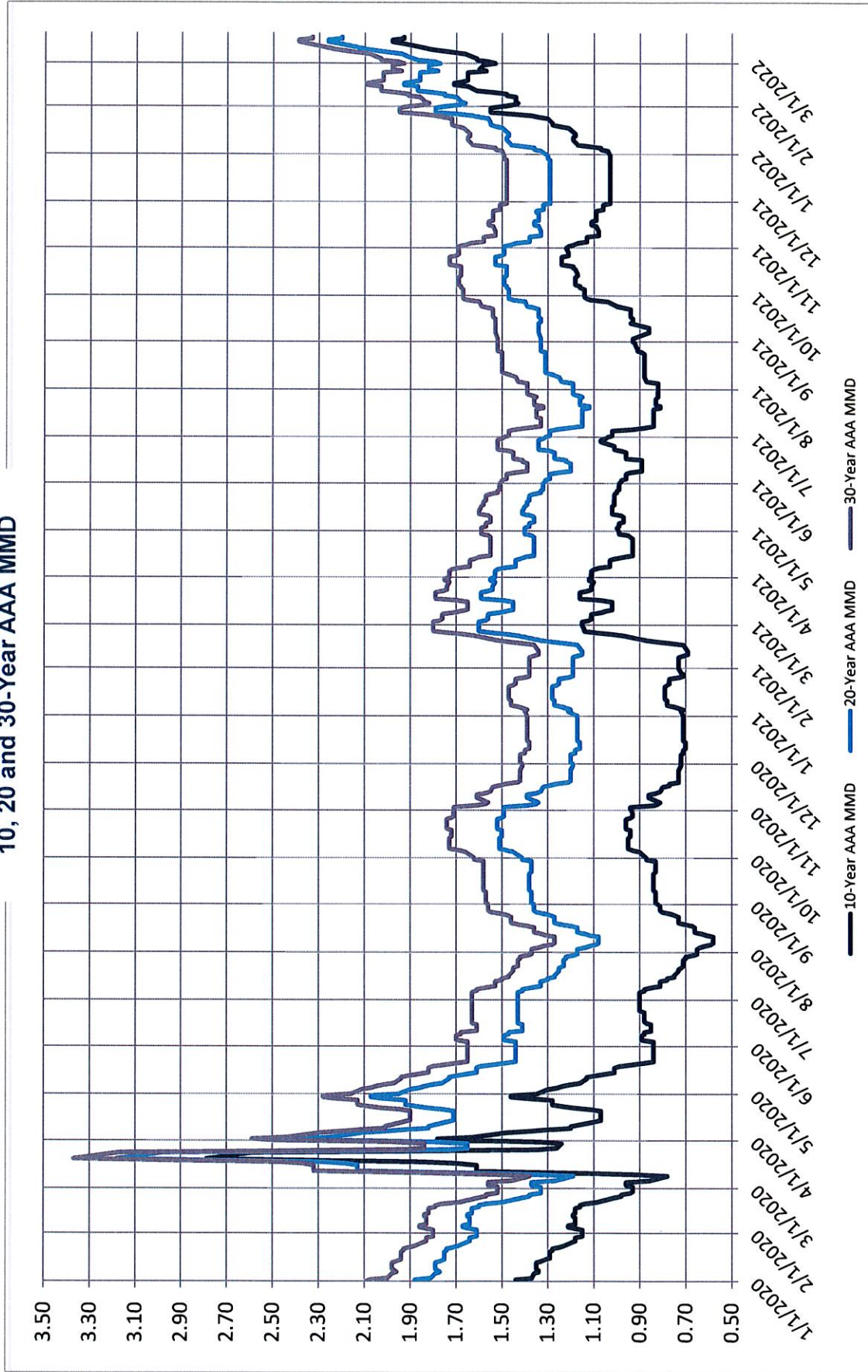
| MMD Change Since January 2020 |             |             |             |
|-------------------------------|-------------|-------------|-------------|
|                               | 10-Year MMD | 20-Year MMD | 30-Year MMD |
| 1/1/2020                      | 1.44        | 1.88        | 2.09        |
| 1/1/2021                      | 0.71        | 1.17        | 1.39        |
| 8/7/2020 (Low)                | 0.58        | 1.08        | 1.27        |
| 3/18/2022                     | 1.93        | 2.20        | 2.33        |
| Low vs. Current               | +135 bps    | +112 bps    | +106 bps    |



# MARKET ENVIRONMENT SINCE JANUARY 2020

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10, 20 and 30-Year AAA MMD



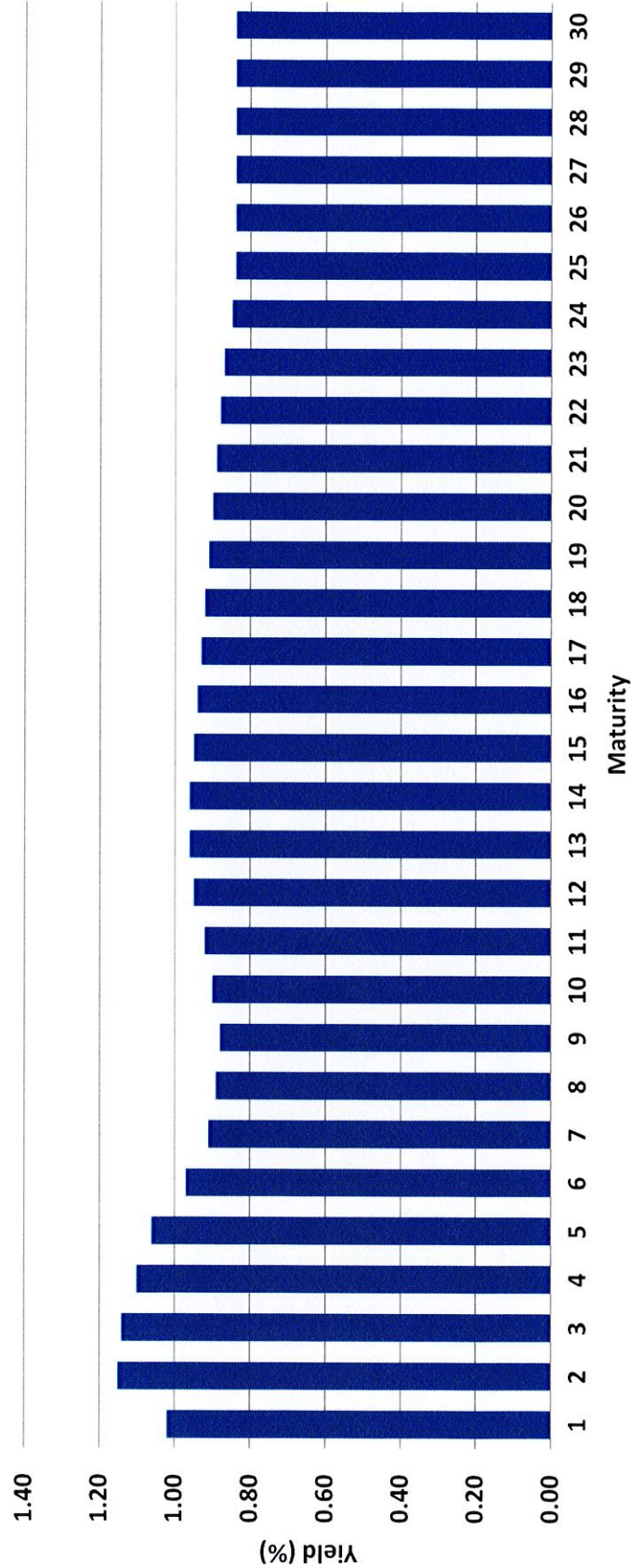
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## MMD CHANGES SINCE JANUARY 2021

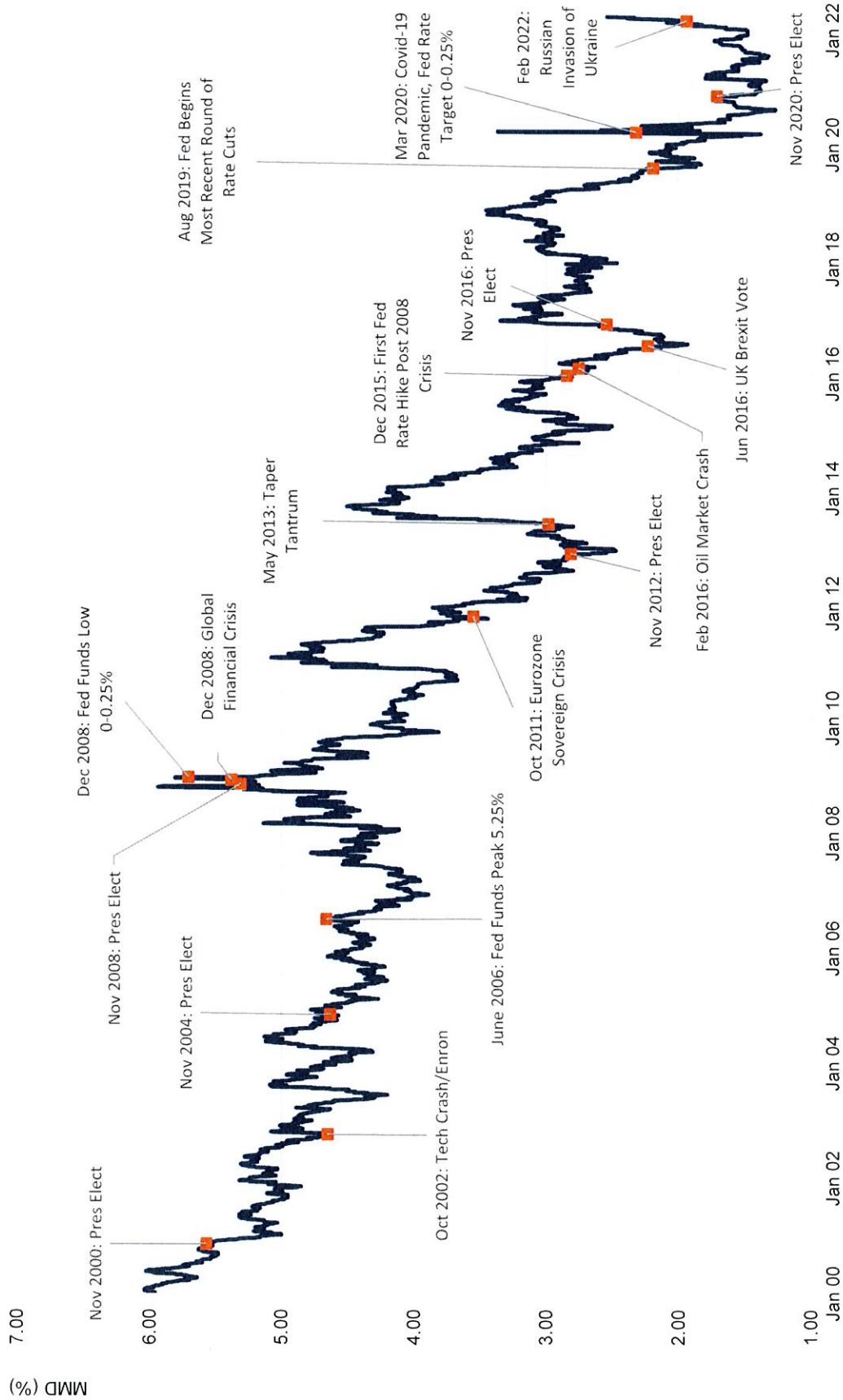
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- Since December 31<sup>st</sup> 2021, the Tax-Exempt benchmark rates have increased up to 115 bps in years 1-5 and increased by up to 97 bps in years 6-30.

Changes in AAA MMD: December 31, 2021 vs. March 18, 2022



## 30-Year MMD Since 2000





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City of Emporia P.O. Box 928 522 Mechanic Emporia, KS 66801 620-343-4286 City Treasurer

To: City Commission

From: Janet Harrouff

A handwritten signature in blue ink, appearing to read "JH", is written over the name "Janet Harrouff".

Date: April 8, 2022

RE: Service line protection program

The National League of Cities has partnered with HomeServe to provide service line warranty protection to homeowners for unexpected water and sewer line repairs. The City of Emporia has researched this program and believe it would be a good program to provide to the citizens of Emporia. A representative from HomeServe will be in attendance on Wednesday to discuss the program.

Homeserve (the company) will send an introductory letter to all residential properties informing them about the three programs:

|                        |                      |                        |
|------------------------|----------------------|------------------------|
| Water line repair      | up to \$8,500/repair | monthly cost \$6.49    |
| Sewer line repair      | up to \$8,500/repair | monthly cost \$8.49    |
| Indoor plumbing repair | up to \$3,000/repair | monthly cost of \$9.99 |

There is no cost to the city and no minimum participation of our citizens. The homeowner contracts with HomeServe and pays the company directly for the program(s) they choose. If the homeowner has an issue, they call the company's 24-hour service line and the company dispatches a local plumber. The company receives the bill from the plumber and pays it.





# NLC Service Line Warranty Program Overview

## What We Do

The National League of Cities (NLC) Service Line Warranty Program by HomeServe offers affordably priced emergency repair/replacement plans to address aging private sewer and water infrastructure. Customers call to receive prompt emergency repairs provided by local, licensed and insured contractors.



**Water Line**



**Sewer Line**



**Interior Plumbing**

## Benefits to Homeowners

Many homeowners are not aware of their responsibility for their service lines until they have a repair emergency. When they call the municipality, they often find that they are faced with a costly repair and that the municipality can't help them. Over the past three years, HomeServe has performed over 1.3 million repairs, saving our customers over \$454 million!



### Convenience

- 24/7/365 claims hotline, including holidays
- No need to search for a qualified contractor in an emergency



### Peace of Mind/Trust

- Fully vetted, licensed and insured local contractors
- Covered repairs guaranteed for one year



### Financial Protection

- No deductibles or trip fees
- Affordably priced coverage
- 30-day money-back guarantee with ability to cancel at any time

## Experience in Kansas

- 24 partners and over 65,000 customers
- Over \$6 million in total repairs in the last three years, \$4 million in water-related repairs
- Preferred Partner of the League of Kansas Municipalities



For more information call:  
**1-866-974-4801** or visit  
**[www.NLC.org/serviceline](http://www.NLC.org/serviceline)**



**NLC Service Line  
Warranty Program**  
by





# Benefits to the Municipality



## Customer Education

- Increasing homeowner awareness of their responsibility reduces calls to the municipality/utility and customer dissatisfaction with the municipality for not offering a solution
- The program is offered at no cost to the city
- Use of municipality/utility logo promotes trust



## Customer Satisfaction

- 4.8\* out of 5 star customer satisfaction rating
- BBB Accredited with A+ rating



## Funding for Key Initiatives

Many partners participate in a share of the revenue, often utilized for:

- Low-income assistance and affordability programs
- Conservation initiatives
- Offsetting rate increases
- Infrastructure improvement projects

\* Data based on customers surveyed after receiving service between July 1, 2019 and December 31, 2019.

*Thanks to the city for informing me of this type of warranty. Just a phone call and the problem was taken care of quickly.*

**Peggy N.**  
Hutchinson, KS

*This is a wonderful service in my city, as there are many older homes and the lines are old.*

**Paul M.**  
Ottawa, KS

For more information call:  
**1-866-974-4801** or visit  
**[www.NLC.org/serviceline](http://www.NLC.org/serviceline)**



**NLC Service Line  
Warranty Program**



# Memo

TO: City Commission  
CC: Trey Cocking, City Manager  
FROM: Christina Montgomery, City Attorney  
DATE: April 7, 2022  
SUBJECT: Jones Aquatic Center Agreement

The Emporia Recreation Commission operates the Jones Aquatic Center on behalf of the City of Emporia. Each year the City and ERC enter into an operations agreement specifying the terms for the upcoming seasons. Tom McEvoy will be present at the meeting to discuss the upcoming season and answer questions from the Commission. The proposed agreement for 2022 is attached.

JONES AQUATIC CENTER AGREEMENT  
Between  
THE CITY OF EMPORIA, KANSAS  
And  
THE EMPORIA RECREATION COMMISSION

THIS AGREEMENT made this 20<sup>th</sup> day of April 2022, by and between the CITY OF EMPORIA, KANSAS, a municipal corporation, hereinafter referred to as "CITY," and THE EMPORIA RECREATION COMMISSION, organized and existing under the statutes of Kansas, hereinafter referred to as "the ERC."

WITNESSETH:

WHEREAS, the CITY constructed and owns the Jones Aquatic Center, 4202 West 18<sup>th</sup> Avenue, Emporia, Kansas; and

WHEREAS, the ERC administers recreation programs for the City and for USD 253; and

WHEREAS, the Jones Aquatic Center is a part of the recreational program administered and operated by the ERC; and

WHEREAS, the CITY and the ERC now desire to formalize the agreement with respect to the administration, operation and maintenance of the Jones Aquatic Center;

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS HEREIN CONTAINED, THE PARTIES HERETO AGREE AS FOLLOWS:

1. Upon the following terms and conditions, the CITY and ERC agree that the ERC shall be responsible for the daily operations of the Jones Aquatic Center (JAC) each year between Memorial Day to Labor Day, with exact dates authorized by the City.

2. The JAC shall be used and occupied by the ERC exclusively for community recreation and competitive purposes with responsibility to organize and promote use of the swimming pool and other facilities. In the use of the premises, the ERC shall comply with all statutes, ordinances and regulations of public authorities applicable to the aquatic center complex.

3. During possession of the aquatic center, the ERC shall be responsible for routine maintenance and up-keep of the aquatic center, security, staffing and the day-to-day operations. The ERC shall notify the CITY when major repairs are needed. Major repairs shall consist of the failure or interruption of a major system which would exceed \$1000 for repair or replacement. The ERC shall maintain a maintenance log of all



repairs and improvements, major or minor, performed which information will be shared with the CITY.

The CITY shall be responsible for providing pool chemicals needed for the operation of JAC. The CITY shall be responsible for upkeep and maintenance of the grounds, driveway, parking and landscaping for JAC. The City shall maintain the pool pumping, heating and filtering equipment and establish the optimum operating levels.

4. The ERC shall not undertake any alterations, additions or improvements of the JAC without the approval of the CITY.

5. The CITY shall be responsible for the water, sewer, refuse, electric and natural gas utility charges utilized by it at the JAC during the months of June, July and August. The ERC shall be responsible for hiring, training, and compensation of full and part time workers at the JAC. The ERC shall be responsible for concession sales and staffing.

6. The CITY shall maintain general liability and casualty insurance on the equipment, buildings and grounds. The ERC shall maintain liability insurance for the operation of the facility.

7. The ERC shall recommend to the CITY the annual fee structure for the operation of the JAC. The City Commission shall consider the recommended fee structure and annual calendar for JAC. The ERC agrees to maintain an accounting of all costs and expenses for staffing and operation of the Jones Aquatic Center, and all receipts and income attributable to the aquatic center. After the conclusion of the season, on or about October 1, the ERC shall submit a final accounting. If the final accounting results in a positive balance, such amount shall be retained by the ERC. If the final accounting results in a negative balance, the City will be responsible to make up the deficit up to an amount not to exceed \$47,000.00

8. The CITY and the ERC are subject to limits of liability according to K.S.A. 75-6104 et seq. Each party to this Agreement hereby agrees to indemnify and hold harmless the other party from claims for damages for injuries to persons or to property occasioned by the alleged negligent conduct of the party's own employees, officers or agents, arising from the operations under this Agreement.

9. If the ERC shall fail to comply with any of the terms of this Agreement, and such period shall continue for a period of thirty (30) days after notification, then in that event, the CITY may at its option, declare this agreement to be null and void. This shall not be taken to limit or prohibit any other remedies available to the CITY.

10. The waiver of the CITY of or the failure of the CITY to take any action with respect to any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition, or a subsequent breach of

the same or any other term, covenant or condition herein contained.

11. This Agreement supersedes all prior verbal or written statements between the parties as regards the cooperation in the operation of the aquatic center. This Agreement may be amended or supplemented by subsequent written documents signed by the parties.

12. This Agreement is for a term ending December 31, 2022 and is renewable upon the mutual agreement of the parties.

IN WITNESS WHEREOF the parties hereto have executed this Agreement, the date and year first above written.

CITY OF EMPORIA, KANSAS

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Becky Smith, Mayor

ATTEST:

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Kerry Sull, City Clerk

EMPORIA RECREATION COMMISSION  
By its Board of Commissioners

---

Chairman  
EMPORIA RECREATION COMMISSION



515 Market Street Tel: (620) 343-4294  
Emporia, KS 66801 [khanlin@emporia-kansas.gov](mailto:khanlin@emporia-kansas.gov)

## Public Lands and Facilities

### MEMO

TO: City Commission  
FROM: Kevin Hanlin  
CC: Trey Cocking, Lane Massey  
RE: Carnegie Library feasibility study  
DATE: April 7, 2022

Architect, Clint Hibbs with BG Consultants, Inc., has completed a structural and feasibility study of the City owned Carnegie Library at 118 E 6<sup>th</sup> Avenue. Mr. Hibbs will present and discuss the results of the study.

Attachments: Carnegie Library, Physical Condition Assessment and Inspection Report



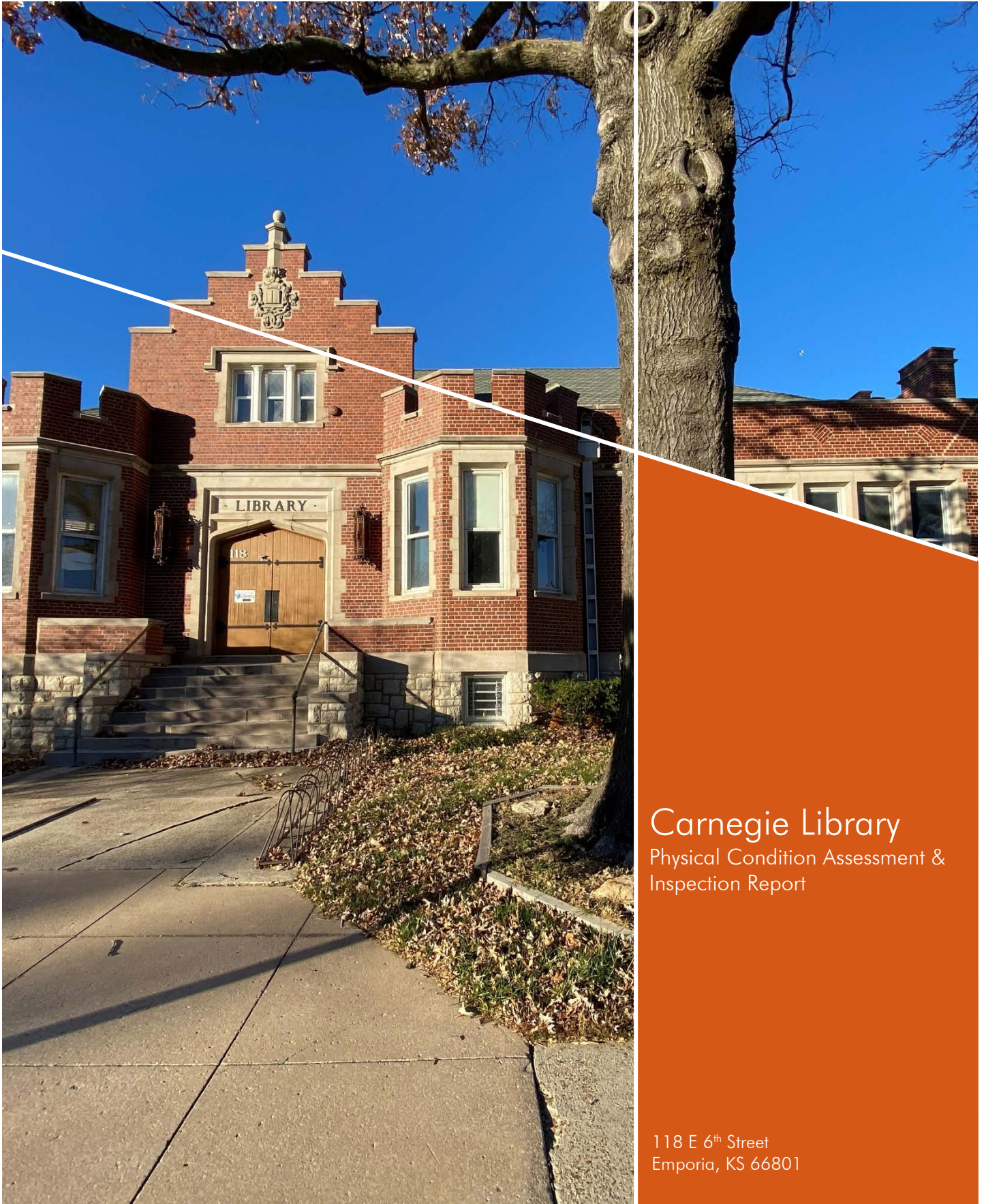
## Report Abstract

This abstract covers itemized summary, highlights, and action items for the Carnegie Library

- **Report Objective:** Quantify the physical condition of the Emporia Carnegie Library and outline stewardship opportunities associated with the structure in the following options
- **Organization of the Report:**
  - An Executive Summary that outlines the goals and vision of the report and stewardship options. Review page 6 to understand how improvement needs were prioritized by category.
  - A Brief Overview that outlines the history of the building. A chronology of the building architecture is listed on page 9.
  - The third section of the report focuses on the Assessment Findings which were observable in the field with pages dedicated to photographic documentation of comprehensive building condition. The document includes appendices inclusive of floor plan diagrams, facility condition worksheets that identify the condition of building and site components, and an ADA and Life Safety assessment. Pages 14 through 19 show photos of the current building condition.
  - The next section of the report outlines an Architectural Needs Summary which outlines recommended improvements for the building envelope, windows, entry systems, interior surfaces, building systems, and other health, safety and accessibility items.
  - A brief section titled The Maintenance Advantage explains the value of on-going, planned maintenance and investment in existing facilities and the impact maintenance has on extending the useful life of facilities.
  - This section is followed by a Current Period Needs summary which highlights a summarized investment value looking forward over the next 5 years. This summary can be found on page 25 and shows several categories of improvements and their associated costs. This tabled summary includes recommended annual funding allotments and also represents the deferred cost of escalation if work is not performed within the 5 year period. The costs of this were derived from Facility Improvement Category tables that create a cost estimate for the various options recommended in the report for action and which can be found in the appendix.
  - The Conclusion outlines investment options the City may take in the interest of the building.
- **Findings Overview:**
  - The building structure appears to be in sound condition with degradation of its finish materials throughout. The building is not generally ADA compliant and should be modernized with life-safety features in accordance with the building

code. With proper investment the building can be used for a variety of purposes and its useful life extended.

- **Call to Action** It is recommended that the Council make a motion to consider one of the following options for the Emporia Carnegie Library:
  - Make no investment in repair and sustainment of the facility;
  - Mothball, or stabilize, the facility for future investment requiring an investment of approximately \$264,475;
  - Repair and remodel the facility for use to align with contemporary life safety and code requirements and to extend the useful life of the facility for an investment of approximately \$1,325,063;
  - Or repair, repurpose, and expand the facility to meet the needs of a Fire Station or equivalent use at an investment of a building approximately \$3,319,497 plus site costs.



## Carnegie Library

Physical Condition Assessment &  
Inspection Report

118 E 6<sup>th</sup> Street  
Emporia, KS 66801

March 2022



# Contents

This project was completed with indispensable assistance from the On-Site Staff, and others. Sincere thanks are extended to the following people, whose knowledge and information were crucial to the assessment effort.

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## Owner

City of Emporia  
111 East 6<sup>th</sup> Avenue  
Emporia, Kansas

---

## Architect

BG Consultants, Inc.  
4806 Vue Du Lac Place  
Manhattan, Kansas  
785/537 7448  
[www.bgcons.com](http://www.bgcons.com)



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# Facility Assessment

## EXECUTIVE SUMMARY

### OVERVIEW

Organizations and facilities know the importance of sustainable funding and resource management. It is through conscientious resource management that facilities and community programs can be provided. This report studies and quantifies the physical condition of the Emporia Carnegie Library and responds to the continual critical demands placed on sustaining this asset. As a detailed comprehensive analysis, this facility report establishes a baseline from which maintenance, minor construction plans, and repairs can be planned.

The City may elect to pursue any of the following options regarding this physical asset:

1. **Option 1** The City may elect to not invest in capital improvements to the building and site environs.
2. **Option 2** The City may elect to mothball the historic property if it is expected to stand vacant for more than 3 years.
3. **Option 3** The City may elect to invest in preserving the building through a comprehensive repair and remodeling effort to align the structure with contemporary building codes and continued use.
4. **Option 4** The City may elect to invest in preserving the building through a comprehensive repair and remodeling effort and expand its footprint to accommodate alternative uses.

The following tasks form the basis of the report:

- Assess the facility to objectively measure and determine the current facility physical condition.
- Recommendations for correction of deficiencies.

This Facility Assessment documents the findings from our site visits and discussion with representatives from the Carnegie Library. The recommendations made in this report are based on industry and basic maintenance and practice standards. The intent of this Building Evaluation is to provide information needed to understand and prioritize repair and maintenance items, as well as associated costs to budget for and anticipate future rehabilitation of the building.

### GOALS OF STUDY

- Enable proper stewardship of the property by providing city staff with the tools for proper scheduled maintenance, repair, and replacement of the building's assets.
- Instill community pride with demonstrating ongoing maintenance, fiscal responsibility, and potentials for expansion of services with projects to maintain the building's importance to the community.
- Facilitate any procurement of funding for rehabilitation, or expansion of projects.
- Have a plan in place so that future projects can be easily undertaken in subsequent years, as funding becomes available.



## GOALS AND VISION

Why undertake a project such as this? The main objective of a building facility assessment is to preserve the built environment for planning efficient decisions, and future planning for the facility. The Assessment serves as a guide in present and future planning for the facility.

The Carnegie Library is a **keystone community building** and is on the national register of historic places.

Updating and maintaining the building to create a safe and accessible environment for functional use is a primary goal. This is manageable when interior and exterior renovation and modernization needs of the existing building is understood. This can be accomplished while aligning with ADA, health and life safety, and code regulations to better serve the community.

**Purpose of Facilities Assessment** The purpose of a physical condition assessment is to identify those improvements and remedial upgrades, along with their associated costs required to maintain an organization's assets as a critical infrastructure and to promote alignment with operational efficiencies for the foreseeable future.

**Assessment Benefits** The *Building Life Cycle Analysis & Inspection Report* assessment process provides significant benefits to facility administration of physical assets under the jurisdiction of the organization.

- **Increased credibility:** This report accurately reports. Observable, known conditions and facility renewal capital reinvestment requirements. The assessment documents needed improvements to reduce the implementation of deferred maintenance and provides an outline for proactive capital renewal.
- **Procurement savings:** This report provides statistically derived future funding requirements to proactively plan projects. By grouping deficient conditions into select project scopes of work, facility managers can receive economies of scale from the construction markets and reduce construction-related soft costs.
- **Strategic timing of purchases:** This report provides recommended time periods for current and predicted improvements.
- **Ranked funding needs:** This report describes the relative condition of physical assets managed using a prioritization of needed repairs (needs) over current replacement value. This assessment provides a ranking of facilities and capital improvements into a potential list of prioritized projects from immediate to forecasted. The assessment evaluates facility condition at select points in the future to reflect the value of repair and transformation funding needed. These and other ranking tools provide an objective determination of future funding needed across the organization's facilities portfolio.
- **Budget and schedule planning:** The cost data is derived directly from the most current RSMeans cost database, which can be updated each year through subscription to the national cost database. Determination on when repair, renovation, and new construction work should be scheduled in a multi-year program can be derived or priorities set to determine which projects will be done within limited funding and which projects will be deferred. In some instances, cost data is based upon recently bid scopes of work with comparable similarities to this asset.

**Method of Assessment** To determine transformation needs, BG Consultants in conjunction with key stakeholders conducted a facility assessment and document reviews, including a site visit and interviews to gain insight into the site's unique deficiencies and needs. Visual surveys of the existing conditions of the facility were performed with notes and photographs for documentation with the aim of illustrating typical examples of facility deficiencies. The evaluation of information gathered from visual inspections and documentation, combined with information provided by building users assisted in the production of this facility's *Building Life Cycle Analysis and Inspection Report*.



**Assessment Interpretation** The assessment is a snapshot of conditions found and observable at a site on the day it is inspected. Building conditions change subtly over time. For this and other reasons, the assessment should be reviewed as an ever-changing tool. This report includes deferred maintenance needs noted as current deficiency needs, and capital renewal needs for a current five-year period. This structure of implementation allows advance notification and a resultant prioritization of facility improvements in time to complete funding, design, and construction cycles prior to the theoretical end of useful life of a facility system or element. Distinction should be made pertaining to real world use of systems beyond theoretical useful life. While there is no theoretical difference between theory and practice, in practice there is. Practical useful life may vary considerably from theoretical useful life based upon many factors including the robustness of original installation, alignment of the system with the use of the building, level of maintenance, and other factors. Fundamentally, the applied useful lifespan for building systems and components herein should be viewed as a prediction tool for budgeting and timing if improvements projects. Replacement and budgetary application should be evaluated based on current needs, conditions, and opportunities. Improvements in technology, manufacture, and efficiency of systems may affect useful life values.

**Context** Understanding facility condition and implementing measures to repair degradation and align facilities with operational parameters can set a foundation for extending the useful life of the physical portfolio of an organization's assets in a planned manner. Prolonged funding inadequacies and a consistent environment of tight budgets may result in substantial deterioration of these facilities and the effective quality of service rendered to the community. The declining condition may pose many risks including unplanned system failures, high operation costs, and health and life-safety hazards. Delays in funding will continue the escalation of issues caused by deferred maintenance and repair and will facilitate risk to the organizations mission.

**Assessment Inclusions** This report includes evaluation of each facility in the following areas:

- Architectural
  - Site inspection of building superstructure, roof coverings, exterior walls, exterior opening enclosure, interior openings, interior stairs, interior flooring, interior partitions, interior ceilings, interior conveying equipment, equipment, and furnishings for remaining service life.
  - Identification of renovation standards to meet current accessibility, health, and building code requirements.
- Structural
  - Site review of structural conditions of the building. Noting damage to members or unusual cracking or configurations.
- Mechanical, Electrical, Plumbing
  - Site inspection of electrical, fire protection, HVAC, and plumbing systems for remaining service life.
  - Identify potential energy efficiencies that can be gained at each facility to reduce energy consumption, increase energy efficiency across platforms and facilities, increase use of alternative energy supplies, assure access to sufficient energy supplies, and reduce adverse impacts on the environment.

Information gathered is used to identify deficiencies and opportunities for improving and maintaining these assets.

## PLANNED IMPROVEMENTS

The improvements planned herein provide a defensible plan that modernizes the building footprint and enhances overall facility performance and sustainment through sound investment in the underlying infrastructure of the facilities and grounds evaluated. Implementation of long-term planned improvements are aligned to: 0-5 year schedules. The improvements options presented herein are diagrammatic in nature and do not represent comprehensive design and represent only one of many possible solutions. In general, improvements performed within the period of year schedules will offer the best investment on return values to the organization.

**Life Cycle Engineering** Preventative maintenance, like reparation for system failures, involves monetary investment. Life Cycle Engineering (LCE) is a tool which can ear-mark an improvement based upon the whole life cycle of a product in conjunction with economic impacts.

**Improvement Categories** Recommended work to be performed as part of construction projects and budgetary construction costs are organized into improvement categories based upon priority. The remedies have been divided into five (5) priority improvement categories as follows:

- Category I – Life, Health, & Safety
  - CAT I improvement needs are determined by federal, state, and local agency requirements, building codes, and regulations.
- Category II – Sustain/Maintenance
  - CAT II maintenance needs include cyclic work done to prevent damage that would be more costly to restore than prevent.
- Category III – Sustain/Repair
  - CAT III repair includes major repairs or replacement of facility/site components.
- Category IV – Restoration
  - CAT IV investment includes restoration of facilities/sites damaged by lack of sustainment, excessive age, natural disaster, fire, accident, or other causes. Corrects deficiencies.
- Category V – Modernization
  - CAT V modernization is classified by the construction of new or the alteration of existing facilities solely to implement new or higher standards (including regulatory changes), to accomplish new functions (or change the purpose of a facility, or to replace building components that typically last more than 50 years.

**Prioritization of Needs** As a result of conducting the assessment the current and forecasted needs were recorded by priority, or urgency of need for repair or facility transformation based upon the following improvement prioritization criteria.

- Priority 1 – Life, Health, Safety Improvements
- Priority 2 – Sustain/Maintain
- Priority 3 – Sustain/Repair
- Priority 4 – Restoration
- Priority 5 – Modernization

**List of Ratings and Descriptions** This study provides data of key elements assessed at a specific point in time for the physical condition of the facility. Evaluation of a facilities condition is determined using industry standards that correspond/align with a rating system.

---

| Assessment Scale – Condition |       |       |       |               | FACILITY CONDITION INDEX (CI) |
|------------------------------|-------|-------|-------|---------------|-------------------------------|
| 100-90                       | 90-80 | 80-60 | 60-50 | 50-0          |                               |
| GOOD                         | FAIR  | POOR  |       | UNINHABITABLE |                               |
| Q1                           | Q2    | Q3    | Q4    | Q4            |                               |

**Facility Condition Index (CI):** The CI is a measure of the physical condition of an asset on a 0–100-point scale. The CI can be interpreted to represent the inverse of the percentage of Plant Replacement Value that is lost to system distress; the higher the CI, the better the condition of the building. The CI data are categorized using the ISR Quality Q-Ratings scale.

**Q-Rating** refers to the quality rating of an organizations infrastructure and measures the condition of a facility.

**Q1** The condition meets or exceeds standards for most or all rated components. The cost to improve is no more than 10 percent of the replacement value.

**Q3** The condition fails to meet the minimum level of standards for at least one major rated component. The cost to improve is no more than 40 percent of the replacement value.

**Q2** The condition meets the minimum level of standards for most or all rated components. The cost to improve will be no more than 20 percent of the replacement value.

**Q4** The conditions fail to meet the minimum level of standards for multiple rated components. The cost to improve exceeds 40 percent of the replacement value.

---

**Explanation of Costs** Of equal importance with the identification of assessment needs, is the alignment of corresponding reliable estimate of project costs. Construction costs are the direct cost of construction while non-construction costs include design fees, contingency funds, supervision fees, furniture and equipment, testing fees, and miscellaneous owner costs. Proposed remedies to issues noted in this facility assessment have a correlating summary of total costs and are as follows:

- Summary of Total Costs – Includes all associated soft and hard costs for the entire site or prescribed project scope. Hard costs pertain to brick-and-mortar costs of construction, while soft cost are those aspects of project costs that are indirectly related to materials, labor or the physical building of the project.
- Summary of Construction Costs by Assessment Category – A breakdown of each site for costs associated with the five (5) improvement categories.

The unit cost value for each planned improvement has been derived from previous building construction costs in the region for similar building types, and adjusted from *RS Means Square Foot Costs*, and *Building Construction Costs* data. RSMeans cost data is derived from a database of data classification. For the purposes of this assessment, current city cost indexes are not factored. RSMeans costs data can be updated annually by subscription. Escalation Factors are set to reflect predicted annual per year cost escalation that is included in all forecast cost reports and capital renewal projects.

The following assumptions are used:

- RSMeans Cost Data                      2020 Square Foot Costs and Building Construction Costs
- Escalation Factor                        +4% annual



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## BRIEF OVERVIEW

The following information is an excerpt from the National Register of Historic Places Inventory – Nomination Form Chronology:

*Although there was a library association formed in Emporia as early as December, 1869, it was the third such organization, established by a city ordinance in December, 1884, which has continued in operation to the present. Since 1884 a free library has been supported by a portion of city tax revenues.*

*In 1901 Mrs. Amanda Wicks, a former librarian, proposed that the city apply to Andrew Carnegie for a building grant. The library was housed in the Masonic Building at the time. During the summer Mrs. Wicks had visited a friend in Detroit. The two librarians discussed Detroit's new public library which had been donated by the Carnegie Corporation. After returning to Emporia, Mrs. Wicks urged the mayor and city council to ask for a building for the city. Along with the official request, she sent a personal letter of support.*

*The Emporia Republican announced May 1, 1902, that a \$20,000 gift had been offered from the Carnegie Corporation. The city had to agree to provide at least 10% of the grant annually for maintenance of the proposed building. A few days later, the city council voted unanimously to accept the donation with its stipulations. In addition to yearly maintenance costs, the city had to provide an adequate building site.*

*In Emporia this provision led to a controversy that lasted a year. On July 1, 1902, Mrs. Carrie S. Plumb, widow of one of the founders of the town of Emporia, offered two lots on the corner of Market and Sixth Avenue for a building site. This was accepted July 7 by the city council. Later in the month, the mayor vetoed an ordinance accepting the site. An attempt to pass the ordinance over his veto failed. On November 17, 1902, the mayor cast a tie-breaking vote in favor of a site on the corner of Fifth Avenue and Constitution Street. A building committee was appointed December 1, 1902, but supporters of the original site brought suit to force the council to honor its first decision. The district court judge agreed that the city was bound to accept the lots on Market Street and so the council voted January 17, 1903, to use that site for the proposed Carnegie Library.*

*Van Brunt and Howe, a prominent Kansas City architectural firm, designed the building. The Emporia city council accepted the completed building from the Morse Construction Company October 16, 1905. An additional \$2,000 was required to finish the library so the Carnegie Corporation gift eventually amounted to \$22,000.*

*A gala public opening was held February 22, 1906. As the Emporia Gazette reported, the librarian and assistant, the mayor and former mayors, councilmen, and members of the building and library committees gathered to receive the public "in the building which has given the town more to talk about than any event, person, or thing in the past five years."*

*The main floor of the new building had an office, desk room, reading room, newspaper room, children's room, bound periodical room, stacks and a central lobby. There was a furnace room, fireproof vault, and storage space in the basement. The building was steam heated and had electric lights. After describing the oak floors and woodwork, the Emporia Gazette concluded that "the beauty of the interior will grow on people as they become used to it."*

*Even though the library served the community for many years after 1906, the building was not large enough to accommodate growth. A branch library was opened in the Grace Methodist Church in May, 1917 and another in the Mary Herbert School in 1930.*

*The main façade of the library is asymmetrical. Two bays, surmounted by crenellated parapets, flank the main entrance to the west and a bank of windows light the main reading room to the east. The main doors in the form of a miter arch, the battlements, and the stepped gable edges are references to English architecture of the 16<sup>th</sup> and 17<sup>th</sup> centuries. Henry Russell Hitchcock described the use of these elements as the “Jacobethan Revival.” Architectural historian Marcus Whiffen has commented that “Although most Jacobethan designs may have been for houses, it was on educational architecture that the style had its greatest impact proportionally.” This association may have led Van Brunt and Howe to choose this style for the Emporia Library*

*By 1958 the library board of directors desired a new facility, but they decided to remodel the basement of the original building instead. In 1979, however, a new library was built west of the old Carnegie library. The building [housed for a time] the Lyon County Historical Museum.”*

The City of Emporia contracted BG Consultants to assess and develop a general plan for maintenance and improvements to supplement the ability to develop a capital improvements plan and establish a 10-year capital plan for maintenance and improvements to the building. This project included condition and inventory of all major building equipment and components, assess the need for improvements due to age, wear and the identification of conditions in terms of deferred maintenance and building condition. Identification of issues related to compliance with any federal requirements such as the Americans with Disabilities Act. Provision of cost estimates and recommended prioritization for the above items. Finally, the identification and brief description of modifications that would better emulate best practices for existing facilities.

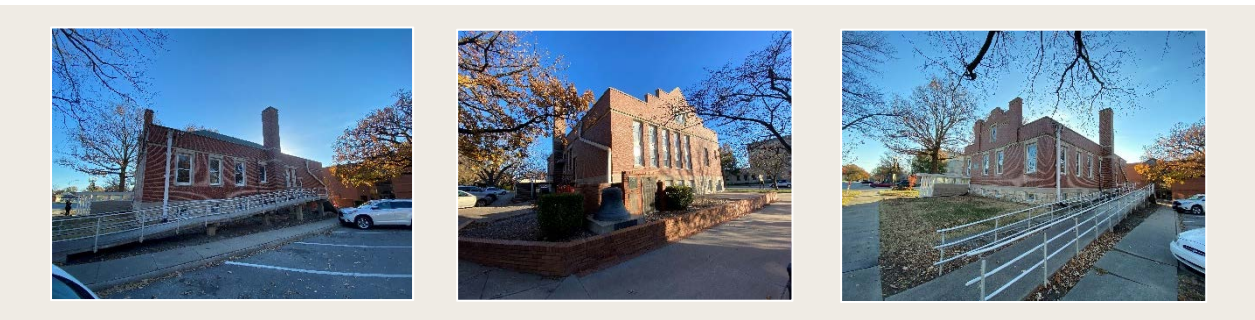
## SELECTIVE CHRONOLOGY

- Construction completed October 16, 1905
- Basement remodel in 1958
- New Library built west of the Carnegie Library in 1979



**ABOVE** South façade, main façade facing 6<sup>th</sup> Street

**BELOW LEFT TO RIGHT** North façade, parking and main entry; West façade, closest façade to active Library; East façade and main exterior entry to basement





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## ASSESSMENT FINDINGS

This section contains the findings associated with the physical condition of the observable building and site systems installed. The report is a planning tool to assist in making decisions needed to achieve short-term and long-term facility goals. It contains data meant to objectively describe the findings and summarize the results of this assessment using best practices and standards. This building assessment report includes items we have discussed, as well as additional items noticed during the site visits and evaluation over the assessment period. Work items requiring attention and correction are described within this section, and in an attached Spreadsheet of Work Items with associated opinion of probable costs.

The intent of this Report is to provide you with the information needed to understand and prioritize repair and renovation projects. It is not intended to provide detailed instructions, construction documents or specifications, and may not address all possible repair methods.

### DID YOU KNOW...

Before the proposal of facility improvements and new construction, a process of prioritization of needs is identified through information gathering, the onsite review, documentation review, and interviews of select staff. All are crucial to understanding what should be improved at each property. This process helps identify *why* improvements are important and *how* to optimize performance of facilities to support the organizations goals and objectives.



Found within the Appendix, a Facility Improvements by Category table outlines work items which are organized by recommended phases that prioritize where the work should be done first and potential budgetary costs for performance of the work. Priorities are given to which work should occur within the next five years. Within the phases, priorities are given based on potential damage to, or loss of, valuable materials finishes and maintenance safety. For example, finishes that are significant or hard to replace are given a 'high' prioritization for their maintenance and repair. Issues pertaining to water intrusion are also given a 'high' prioritization due to their potential to damage the building. In general, building envelope issues should be finished before proceeding to any interior finish work planned as part of separate improvements, like wall repair, to avoid rework.

The recommended improvements approach for this project is preservation. Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. Preservation approaches may include mothballing the facility for further future treatment or comprehensive repair. An alternative treatment approach is rehabilitation which acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.



The following section summarizes notes on the building condition for the Emporia Carnegie Library as observed in the field and through documentation received from city staff:

### CHARACTER DEFINING FEATURES

The building key characteristic includes its asymmetrical facade with crenellated parapets, banks of windows, mitered arches, battlements and stepped gable edges. The use of wood trim at interior with mitered arches is also a character defining feature.

### Existing Code Summary and Implications

Almost all construction is governed by a variety of codes and related regulations. The primary intent of building codes is to protect public health, safety, and general welfare as they relate to the construction and occupancy of buildings and structures. These regulations are generally directed at seven primary issues: life safety, adequate space and facilities for intended function, appropriate building systems and construction practices, public policy (such as accessibility for disabled persons, historical preservation, and energy conservation), enforcement, fiscal and anti-corruption controls, and land-use policy.

Codes and standards that may be enforceable at this facility include the International Building Code, International Fire Code, International Plumbing Code, International Mechanical Code, National Electrical Code, International Fuel Gas Code, Energy Conservation Code, the American with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG).

### Hazardous Materials Disclaimer

Investigation for the presence of asbestos containing materials (ACM), PCB's, CFC's, radon and other environmentally hazardous materials is not part of this assessment. In addition, a review and certification that the building(s) have been constructed to meet current seismic and structural requirements is not part of this review.

It is recommended that the organization engage a third-party entity to perform hazardous building materials assessment. A few key reasons to perform additional evaluation of the facility beyond the extents of this report include the following:

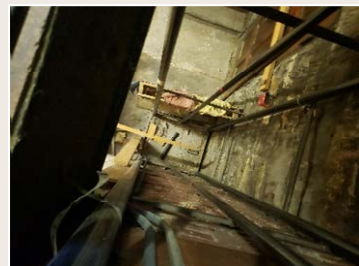
1. The presence of hazardous materials may increase costs of renovations.
2. The presence of some materials may make the property unsuitable for certain purposes.
3. The presence of some materials may make the property unusable for any purposes at all.
4. Improperly disposed materials can become an environmental problem.
5. Discovering hazardous materials presents an opportunity to mitigate existing conditions and extend the use of the facility.





#### INTERIOR IMAGES ABOVE (LEFT TO RIGHT)

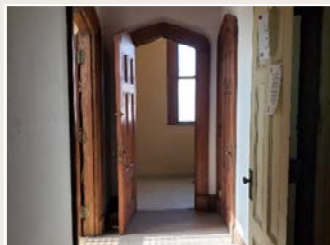
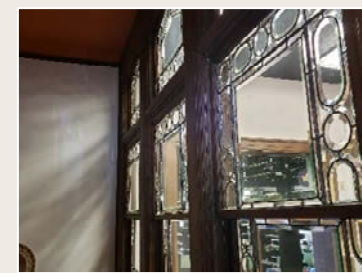
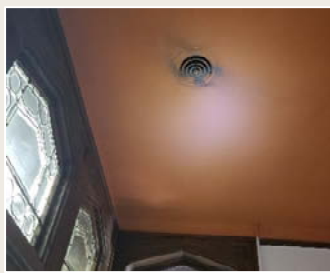
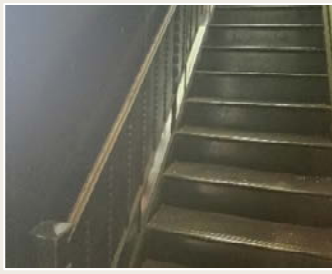
**1** South East Gallery with degraded finishes including partial carpet, selective wall finish damage due to water, painted windows **2** Grand hall entry into East Galleries with wallpaper delamination **3** Library Anteroom with original woodwork and glazing intact **4** Grand Hall view to South Gallery, wood work intact but ceiling collapsed **5** South Gallery view towards Grand Hall **6** Typical ceiling tile throughout main floor from main entry east **7** South wall deterioration showing multiple materials and surface degradation **8** Wall damage showing original construction: Brick, wood blocking, wood lath, plaster, surface finish **9** Original oak plank floor deterioration with wood rot and hole near exterior wall **10** Deteriorated state of perimeter paneling and floor degradation **11** original oversized pocket door; not movable **12** Typical state of interior wood sill



#### INTERIOR IMAGES ABOVE (LEFT TO RIGHT)

1 South-East corner showing water damage, wood rot, failing plaster and missing finish material 2 Detail of South-East corner showing material separation former repair work 3 Flat roof over basement stair showing debris and failing material 4 Exposed South-East fire place material deterioration 5 Original pocket door, not movable without repair and a six inch high floor shelf build out along wall 6 North-East fireplace 7 Gallery East of main entry with boarded up window and door 8 Gallery East of main entry with original woodwork and window framing, lower windows infilled 9 Library Anteroom looking into the Antiques Library Stacks 10 Stacks room with original cork tile flooring 11 Stacks room original elevator 12 Stacks room original elevator

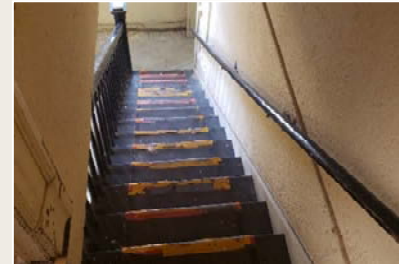




#### INTERIOR IMAGES ABOVE (LEFT TO RIGHT)

1 Plaster delamination from lath at ceiling of Antique Library Stacks 2 Typical window condition at 2<sup>nd</sup> level of Library Stacks 3 Cracking throughout ceiling concentrated at curved edge between wall and ceiling at Antique Library Stacks 4 Glass floor at second level of Antique Library Stacks, limited cracking at several panels 5 Stair to second level of Antique Library Stacks 6 Original drinking fountain (non-serviceable) 7 Interior vestibule doors that act as weather barrier to original exterior wood doors 8 Old air system in front lobby 9 Original glasswork in front lobby 10 Old hinge at original exterior door; vestibule not sealed from elements or pests 11 Corridor to restroom and Stairways 12 Delaminating Floor at South-West Gallery space





#### INTERIOR IMAGES ABOVE (LEFT TO RIGHT)

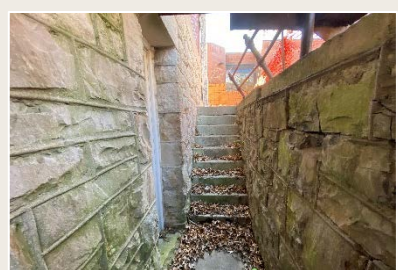
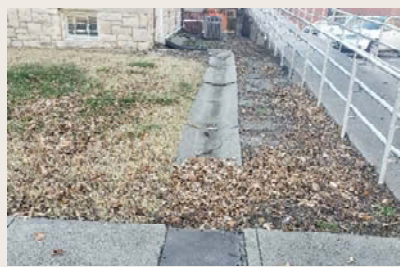
1 Main floor restroom 2 Ninety degree stair turn in attic stair at doorways typical 3 Attic view over Antique Library Stacks 4 Old water staining on roof rafters 5 Roof rafter connection showing brick cracking due to differential settlement or shear from structure bearing 6 Old non-insulated ductwork running through attic 7 attic windows typical 8 Typical condition at roof corners 8 Interior basement stair 10 Slab cracking likely due to below grade soil condition and old structure movement 11 Hole in pipe insulation in basement 12 Basement wall finish delamination



#### INTERIOR IMAGES ABOVE (LEFT TO RIGHT)

1 South central storage room with built in casework 2 South central storage room step up at west side of room 3 Long storage corridor with built in casework 4 ceiling drop at basement windows on south wall 5 Workroom casework 6 Exist floor drain with standing water 7 Mechanical and Work Room 8 Old Children's Library view to exterior stair exit 9 Braced structure from repairs in 1973; view South 10 Braced structure from repairs in 1973; view North 11 Basement exterior stair windows 12 Typical antique door handles





#### EXTERIOR IMAGES ABOVE (LEFT TO RIGHT)

1 Exterior front façade wood door and hardware 2 Exterior basement stair entry structure 3 Typical masonry mortar repair throughout  
4 Typical sidewalk cracking 5 Building stormwater drainage channel 6 Front entry stair and rail 7 Exterior basement stair entry structure attachment to main building 8 Concrete ramp with rust staining from rebar, loose guardrail, and surface delamination, cracking, and pitting  
9 Stairway without ADA compliance 10 Structurally unsupported, metal, open riser stair 11 Exterior stair retaining wall separating from the building 12 Exterior basement stair retaining wall with stone deterioration



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## ARCHITECTURAL NEEDS SUMMARY

The facility has had some recent improvements that have addressed critical facility needs. However, there remain several areas of maintenance, energy, and life-safety improvements that should be addressed to enhance overall building performance.

### UPGRADING BUILDING ELEMENTS

Exterior repairs and improvements will prolong the building useful life and increase its energy performance. Interior repairs and improvements will improve user experience, may improve building functionality, and may improve energy performance and user safety.

The following recommended improvements may be implemented in their entirety or in part. In some cases, additional value may include lower maintenance, moisture control, and security. Key improvements are as follows:

#### Building Structure and Envelope

- Repair damaged brick masonry.
- Point brick masonry.
- Point stone masonry.
- Clean masonry.
- Reroof low-slope membrane system at exterior stair sequence.
- Clean and paint paintable surfaces.
- Infill abandoned HVAC penetrations.
- Install awning / canopy to reduce moisture infiltration at lower-level north access.

#### Windows (thermal / infiltration improvements)

- Restore window systems.

#### Entry Systems

- Replace entrance doors to match original.

#### Interior Surface Finishes

- Replace deteriorated floor decking.
- Paint interior walls and surfaces.
- Replace finish flooring.
- Repair ceilings.
- Repair damaged plaster surfacing.
- Replace wood paneling surfacing with gypsum board and paint.

#### Building Systems

- Replace HVAC and ductwork.
- Install new panelboards, branch circuiting, and lighting.
- Install new plumbing fixtures and reconstruct domestic water piping, waste and vent piping.
- Install new gas piping.
- Reconstruct sewer line.

#### Other Health, Safety, and Accessibility

- Reconstruct accessible exterior entrance.
- Bring building into compliance with ADA through targeted improvements to meet accessibility requirements.
- Provide fire alarm in accordance with contemporary code requirements.
- Construct accessible restroom for ADA compliance.

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## THE MAINTENANCE ADVANTAGE

### OPERATIONS AND MAINTENANCE

The condition assessment of this report evaluates the general condition of physical facilities by identifying and prioritizing deficiencies that require correction for long-term use. This report includes a comprehensive evaluation of both current facility deficiencies and building system life cycle deficiencies. Facility deficiencies requires upgrading current systems and components back to a functioning state. Life cycle renewal forecasts account for the ages of systems in a building to forecast component replacement as it reaches the end of its serviceable life. This section includes detailed information of the facility's existing conditions and deficiencies.

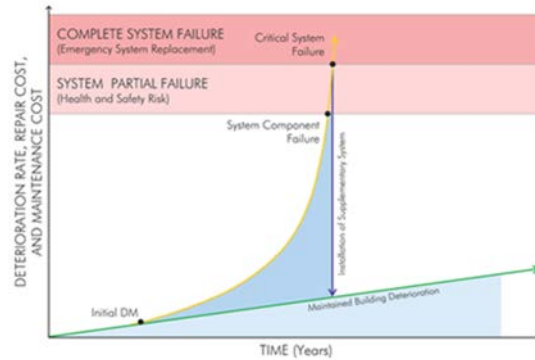
**All building components have a designed life expectancy or estimated number of years of service. When the life expectancy is exceeded, but the components remain in service, the number of repairs and overall costs of building maintenance increases.** Building components are estimated to have an expected useful life. Building Systems Life Cycle Charts depict expected useful life of building components and identifies their associated useful life expectancy in years starting at installation.

Life cycle cost refers to the costs attributable to each of one or more alternative courses of action over a specific period for a physical asset, such as a building.

#### DID YOU KNOW...

Facilities degrade at a relatively predictable rate because of usage and exposure to the elements. The performance curve of existing facilities can be extended through a sound fiscal commitment to upgrade or replace components within a facility, therefore offering a means to restart the clock of that specific element's useful life. When whole building sustainment is a key objective, strategic earmarking of select improvements provides a viable means to extend the useful life of critical facilities with the least risk.

In general, operations and maintenance costs of systems that remain are higher than the combined initial cost and operation and maintenance values attributed to renovation. New construction, while having a much higher initial cost, generally provides a favorable life cycle cost to aging facilities because of much lower operation and maintenance costs.



Graphical representation of Life Cycle Costs based upon operations and maintenance for buildings to remain, to renovate, or new construction.

**Sustainability** Principles of sustainability are an integral part of facility management. **The cost associated with system and equipment malfunctions decreases as preventative and predictive maintenance methodologies are practiced.** This section recommends creation of a Comprehensive Facility Operation & Maintenance Manual and corresponding Maintenance Plan (MP) for each facility in your organizations building portfolio. As represented in this report, life-cycle costs are realized in full following the facility design and construction phases of its existence. **Routine inspection and cyclical maintenance should be implemented to positively maintain or extend the useful life span of building components economically.** These measures identify maintenance actions on important equipment and incorporate that into preventative maintenance program activities. A Preventative Maintenance (PM) program consists of a series of maintenance requirements that provide a basis for planning, scheduling, and executing scheduled maintenance for the purpose of improving equipment life and to avoid unplanned maintenance. Preventative maintenance includes, but is not limited to, adjusting, lubricating, cleaning, painting, and replacing minor components. In general, each building system or component should be given a complete visual inspection for any deficiency, overall appearance, surface condition, cleanliness, alignment, and operation and performance followed by maintenance in accordance with manufacturer guidelines.

A Preventative Maintenance Plan should be established for each facility. The purpose of systematic inspection and maintenance of a Maintenance Plan (MP) is to preserve the integrity of major building systems by maximizing operational availability, while minimizing equipment downtime. A developed Maintenance Plan identifies Preventive Maintenance (PM) task descriptions and schedules. The Maintenance Plan may be organized as an Operations and Maintenance (O&M) manual that provides procedures to operate and maintain a facility's various systems and equipment. A PM program should be designed to meet or exceed the minimal standards of maintenance recommended by manufacturers or installed equipment and materials. Regular and continued maintenance and continuous maintenance extend the useful life of critical systems infrastructure. An example of a Maintenance Program is provided in the Appendix of this report.

**Materials** Facilities the organizations manage are among structures that are called upon to endure. There exists a need for these buildings to withstand decades of accommodating critical mission and various other shared functions. The materials which are integrated into the fabric of these structures should be durable and maintainable. Able to withstand years of use and abuse while continuing to provide an atmosphere conducive to its mission. The decisions made regarding material selections, as well as the finishes and accessories to protect them, have a relative effect on the physical environment and its useful life. Life cycle costs of materials include the initial cost, maintenance cost, operating costs, and other associative costs over the life use of the material. The impact of material selections for replacement and new construction should be understood from the perspective of initial cost, critically analyzed by the correlating investment and sustainment efforts associated with maintenance and replacement.



## EXTENDING FACILITIES'S SERVICE LIFE

Facilities degrade at a relatively predictable rate because of usage and exposure to the elements. The performance curve of existing facilities can be extended through a sound fiscal commitment to upgrade or replace components within a facility, therefore offering a means to restart the clock of that specific element's useful life. When whole building sustainment is a key objective, strategic earmarking of select improvements provides a viable means to extend the useful life of your Physical Asset Portfolio with the least risk.

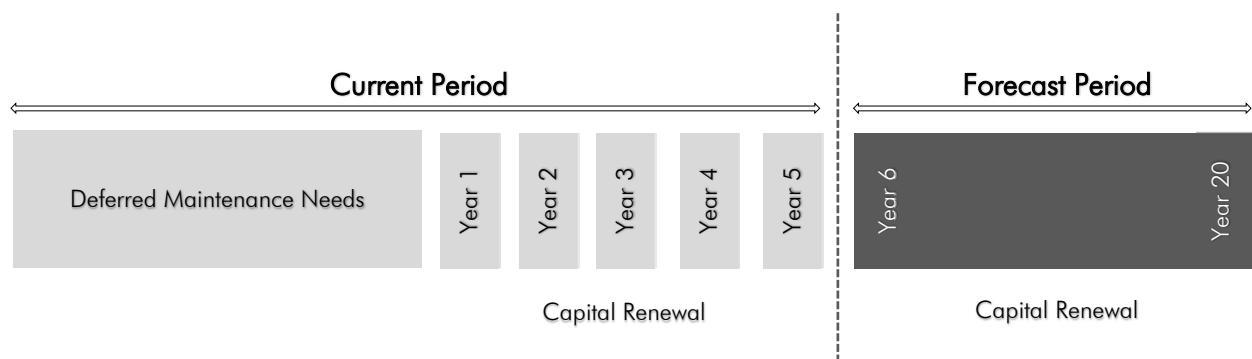
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## CURRENT PERIOD NEEDS

### TEN YEAR CAPITAL BUDGET SUMMARY

This section contains an abstract of facilities investment that may be implemented within the Current Period and Forecasted Period to 20 years. For the purposes of this report, capital investment needs over a 5 year period have been emphasized. A Ten-Year Capital Budget Plan Summary is included. The Facility Improvements by Category summary section outlines scope of work organized by Improvement Categories. Projects may be scaled to address the needs, capacity, and circumstances of the facility. **The information below indicates that your facility is in poor condition. The actual condition of finish materials and system have exceeded their useful life in most instances. The core facility structure is in fair condition and is suitable for sustained use with tailored investments.**

The assessment information and findings of this report addresses the facility needs for two primary time periods, the Current period to five (5) years and the Forecasted period to (20) years. The current period is the timeframe between now and five years from publication of this report and includes the repair, replacement or modifications to the current physical condition needs of the facility. The forecasted period includes the fifteen (15) years following and includes forecasted capital improvement facility needs based on the chronological expiration of the useful life of systems for each assessed facility.



### COST ESTIMATION OVERVIEW

The following page contains a summarization of projected project costs as aggregated from the Assessment Worksheets (located in the Appendix) and broken into categories of work type for construction costs.

This visual of the vital statistics gives a snapshot assessment of the projected relevant cost factors proposed within the next five-year period. These costs are broken into categories that clarify what type of work should be performed. This snapshot is a tool summarizing a funding allowance strategy to get ahead of maintenance costs and allows for a greater nuanced direction of where funding priorities might be spent. Costs shown represent hard and soft construction costs associated with the listed Categories.



### Carnegie Library

Site 118 E. 6th St.  
 Building Emporia  
 Year Built 1905  
 Bldg Area 8,574

### Carnegie Library

#### Vital Statistics

Facility Condition Assessment Q4

#### Five-Year Capital Budget Plan Summary

|            |                                                     |               |
|------------|-----------------------------------------------------|---------------|
| Category 1 | Life, Health, & Safety Environmental Concerns (IFR) | \$ 513,086.57 |
| Category 2 | Sustainment & Maintenance                           | \$ 145,971.61 |
| Category 3 | Sustainment & Repair                                | \$ 97,427.08  |
| Category 4 | Restoration                                         | \$ 174,179.54 |
| Category 5 | Modernization                                       | \$ 508,667.44 |
| 0-5 Years  |                                                     | \$ 1,439,332  |

#### Ten Year Capital Budget Plan Summary

| Project Title                           | FY Year 1 | FY Year 2 | FY 3-5 Year Plan | FY 5-10 Year Plan | Costs to Defer<br>0-5 FY Projects 5<br>Years |
|-----------------------------------------|-----------|-----------|------------------|-------------------|----------------------------------------------|
| Life, Health, Safety Projects           | \$102,617 | \$102,617 | \$307,852        | \$0               | \$71,861                                     |
| Sustainment and Restoration Projects    | \$83,516  | \$83,516  | \$250,547        | \$0               | \$58,484                                     |
| Modernization and Construction Projects | \$101,733 | \$101,733 | \$305,200        | \$0               | \$71,242                                     |
|                                         | \$287,866 | \$287,866 | \$863,599        | \$0               | \$201,587                                    |



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## CONCLUSION

BG Consultants has reviewed the Emporia Carnegie Library building and the findings establish a reference point from which to proceed with future improvements as they relate to the building. The deterioration of the physical conditions of the building and the need for modernization, code compliance, ADA and life and health safety create barriers for maintaining the safety and welfare of occupants in utilizing the building. This information identifies the deficiencies within the existing building to support the aims of creating an effective means to investigate and invest funding.

Structurally the building appears to be in a stable condition and in alignment with a brick building of its age. Masonry repair work has been performed and visually appears to have stabilized any significant cracking that has previously occurred. The wood roof structures appear water stained but without rot in selective testing. In areas where wood rot has occurred within the floor boards, a further more intrusive structural review will be required to determine suitability of new load requirements on existing joists. It is also recommended to scope subgrade piping for leaks/breaks. Pipe breaks can cause soil base erosion and soil heaving from ponding/routine water and freeze cycles under structural concrete.

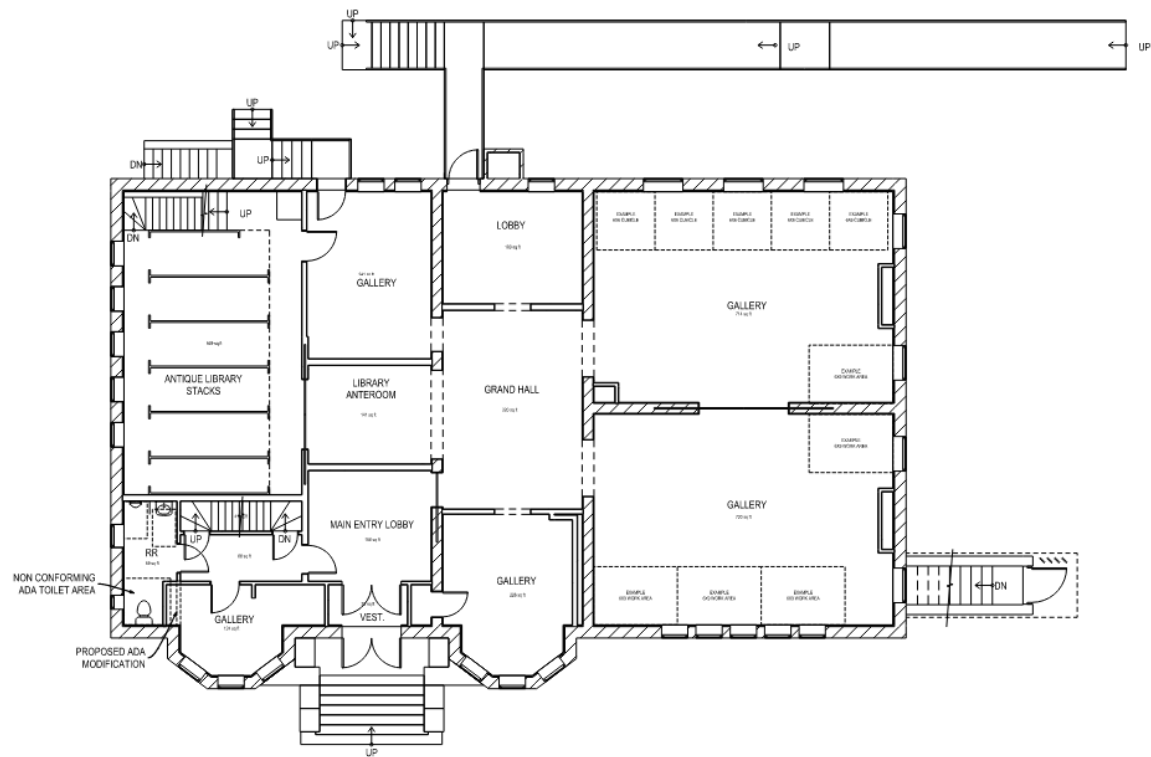
Primary options manifest for investment of the facility include (costs shown represent hard construction costs only where represented):

- **Option 1** The property owner may elect to not invest in capital improvements to the building and site environs. The state of building deterioration will continue without mitigation.
- **Option 2** The property owner may elect to mothball the historic property if it is expected to stand vacant for more than 3 years. Capital improvements investment will be required to prevent serious deterioration or damage to the building. Select exterior improvements are recommended to stabilize the enclosing envelope. Deactivation of systems and stabilization work to mothball the property exceeds \$264,475.
- **Option 3** The property owner may elect to invest in preserving the building through a comprehensive repair and remodeling effort to align the structure with contemporary building codes and continued use. Current deferred maintenance, regulatory modernization, and additional work exceeds \$1,325,063.
- **Option 4** The property owner may elect to invest in preserving the building through a comprehensive repair and remodeling effort and expand its footprint to accommodate alternative uses. Projected scope of magnitude to modernize the facility and expand to meet the needs of a Fire Station or equivalent use is estimated to exceed \$3,319,497 plus site improvement costs.

The estimated replacement cost of the existing facility is estimated to exceed \$2,371,140. Replacement costs are not reflective of the same construction as the original building construction and are based upon modern construction standards for similar building types. Additional costs for site improvements should be anticipated.

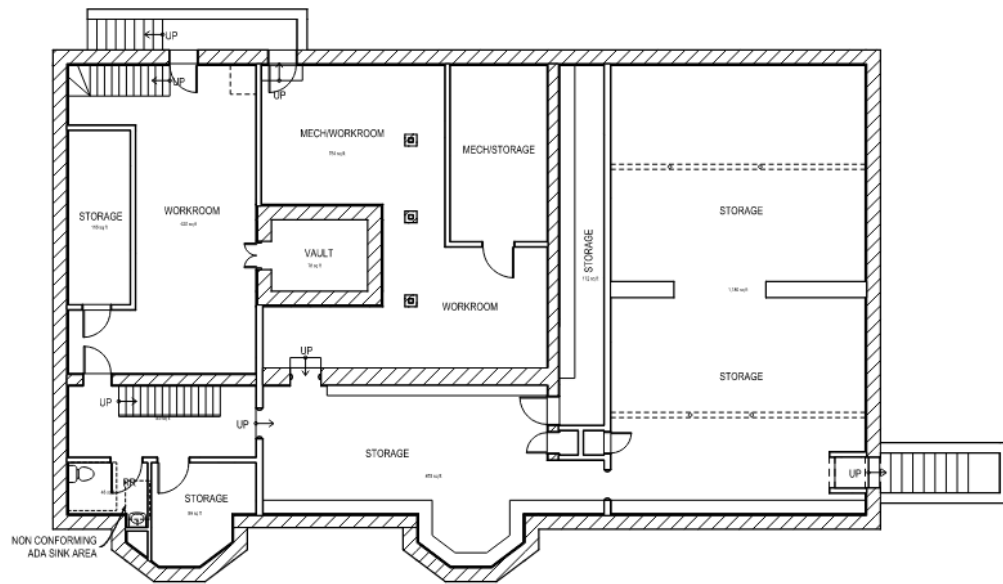
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## APPENDIX A – ARCHITECTURAL DIAGRAMS



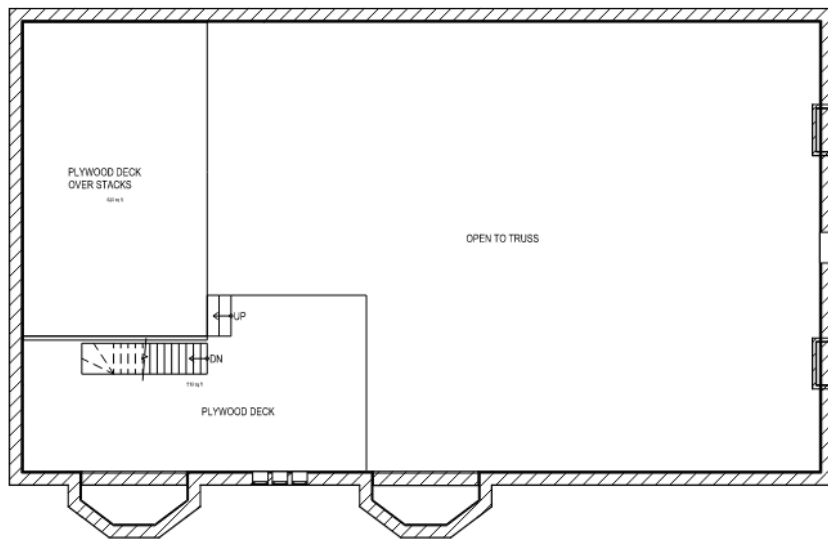
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**ABOVE** First Floor Plan Diagram



ABOVE Basement Floor Plan Diagrams





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**ABOVE** Attic Floor Plan Diagrams

### **BUILDING USE CONSIDERATIONS**

OFFICE BUILDING  
BUSINESS INCUBATOR  
SPECIAL COLLECTION LIBRARY  
MUSEUM  
RESIDENCE  
BED AND BREAKFAST  
EDUCATION AND RESEARCH FACILITY  
RENTAL VENUE OR GALLERY  
CAFE OR RESTAURANT  
COMMUNITY KITCHEN  
COMMUNITY CENTER  
ART CENTER  
HOSTEL  
EMERGENCY SERVICES FACILITY  
ENGINEERING AND CODE SERVICES  
MOTHBALL FOR FUTURE INVESTMENT



**ABOVE** Possible Building Use Considerations

### **FIRE STATION KEY PLAN DIAGRAM**

- 01 STATION OFFICER / WATCH DESK
- 02 APPARATUS BAYS & BAY SUPPORT
- 03 ADMINISTRATION AREA
- 04 TRAINING / MULTI-PURPOSE
- 05 CONFERENCE
- 06 MUSEUM
- 07 DAYROOM & KITCHEN
- 08 APRON
- 09 PARKING
- 10 OUTDOOR AREA

LOWER LEVEL - DORM, FITNESS AREA, RESIDENTIAL  
SUPPORT, STORAGE



**ABOVE** Adaptive Use Diagram



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## APPENDIX B – FACILITY CONDITION WORKSHEETS

The following spreadsheets depict the state of facility conditions at the time of evaluation. Each system is organized into the following categories in accordance with ASTM Uniformat II Classification for Building Elements. The categories documented within this report range between Level 1 Major Group Elements, Level 2 Group Elements, and Level 3 Individual Elements:

- Substructure
- Shell
- Interior
- Services
- Equipment & Furnishings
- Special Construction & Demolition
- Building Sitework

Each physical system and corresponding sub-systems are identified as follows: present or not present, year of installation, average useful life (AUL) in years, remaining average useful life (AUL), expended useful life (UL) by percent of average useful life (AUL), comments, wear condition, and physical condition index (PCI). The PCI is a measure of the physical condition of an asset on a 0–100-point scale and is aligned to a quality rating (Q-Rating) of the infrastructure and measures the condition of a facility.

The following Building and Site Life Safety and Accessibility work sheet identifies basic accessibility and code requirements as being a compliant, not compliant or something that is not applicable to the facility as represented at the time of the assessment. Items may be marked as actions that should be address now or commentary about items which might be required modifications made in the future renovations.

**Understanding the Physical Condition Assessment and Building Site ADA-Life Safety worksheets.** These worksheets were completed via a walk-thru on site to ascertain on-site built inventories. In summary, an evaluator followed these procedures: If a particular item is on site or in compliance enter a 'Y' for Yes or 'N' for No. Provide the year the system or equipment was installed. If a date is not known no date may be entered. Enter any relevant comments pertaining to quantities, condition, or problems. If a system is in visibly good condition, moderate wear, or advanced wear, differing from the auto-populated aged-based CI, an overriding CI value may be entered accordingly. No entry in this column will default the PCI to the Average Useful Life of a material or system and make no change to the Expended UL as a percentage of the Average Useful Life. In general, items with a PCI of Q3 or Q4 should be planned for Current Period replacement or relevant improvement to extend or re-start its Useful Life. Where non-compliance is observed, check 'Action Required'.

**Understanding the System Improvements Needs worksheets.** This worksheet was completed after all relevant data was entered into the Physical Condition Assessment & Building Site ADA-Life Safety worksheets. In summary, an evaluator followed these procedures: Enter a description of the item or system for which work is necessitated within a 20-year timeframe utilizing UNIFORMAT II. Select an associated Assessment Priority and Project Category from the drop-down menu. Enter unit quantities and provide or update an assigned unit cost for each level of associated work. Enter a frequency value from 1 as is appropriate to multiply in current dollars the number of times work will be performed over a 20-year life cycle. Some materials will require replacement or improvements 1 time in a 20-year period, while others will require 2 or more. The subtotal of each facility system will be auto populated in current dollars. The information in this worksheet will be copied into the Improvements Categories worksheet to develop a capital improvement plan over a five, 10, and 20-year period.

**Understanding the Improvements Categories worksheets.** This worksheet was completed following data entry into the System Improvement Needs worksheet. This form is used to prioritize project needs within improvement

categories over a five, 10, and 20-year period. Information from the System Improvement Needs worksheet were manually copied into the relevant fields of the Improvements Categories worksheet (columns A-H). Generally, projects are organized within each Category by Site and Building. The improvements schedule columns are used to align each improvement with the period in which the work is planned. In most instances, each priority equals the Project Allowance budget while those of subsequent years are in aggregate greater than. This worksheet auto-populates contingencies, general construction costs, and inflation for each period for year 0-5, 6-10, 11-20. This worksheet offers ability to develop tailored capital improvements by selecting Y from a drop-down cell menu within the Active Project column. A Projected Allowance Column will populate corresponding project values which include both hard and soft construction costs associated with given scopes of work when developing tailored project budgets for identified capital improvement projects or in developing project requests.

# PHYSICAL CONDITION ASSESSMENT

Carnegie Library

Site Code 118 E. 6th St.

UID Emporia  
Register Code 81000279

## PHYSICAL CONDITION INDEX

## WORKSHEET LEGEND

Inspection Year: 2021

- Q1** GOOD/GREEN
- Q2** FAIR/AMBER
- Q3** POOR/RED
- Q4** FAILING
- Q5** UNINHABITABLE

- STRUCTURE / ENCLOSURE
- BUILDING INTERIOR
- BUILDING SYSTEMS
- SITE SYSTEM
- AQUATIC SYSTEMS

Building PCI: **Q4**  
Average Expended UL: 280%

## DIRECT RATING EVALUATION MATRIX

### SEVERITY

|                          |             | MINIMUM | MODERATE | SIGNIFICANT |
|--------------------------|-------------|---------|----------|-------------|
| LOSS OF PRIMARY FUNCTION | NONE        | G+      | G        | G-          |
|                          | PARTIAL     | A+      | A        | A-          |
|                          | SIGNIFICANT | R+      | R        | R-          |

### DISTRESS TYPES [include in Comments]

**A/I** Animal/Insect Damage **BLIS** Blistered **BRO** Broken **CAP** Capability/Capacity Deficient **CLO** Clogged  
**COR** Corroded **CRA** Cracked **DAM** Damaged **DET** Deteriorated **DIS** Displaced **EFF** Efflorescence **EGI**  
Electrical Ground Inadequate **HOL** Holes **LKS** Leaks **LOO** Loose **MIS** Missing **MDM**  
Moist/Debris/Mold/Contaminated **NVE** Noise/Vibration Excessive **OPI** Operationally Impaired **OVH**  
Overheated **PTC** Patch **RTN** Rotten **STN** Stained/Dirty

| Mark If On Site | Yes or No [Select] | Year Inst. | AUL in Years | Remaining AUL | Expended UL % of AUL | Comments | EUL/Wear Condition<br>Override [Select Direct<br>Rating] | CI |
|-----------------|--------------------|------------|--------------|---------------|----------------------|----------|----------------------------------------------------------|----|
| General Notes   |                    |            |              |               |                      |          |                                                          |    |

## A. SUBSTRUCTURE A10 FOUNDATIONS A1010 STANDARD FOUNDATIONS

[Note: Provide linear feet]

|                        |   |      |     |      |                                                                                                                                                                                          |                                                                                                                                                                        |    |
|------------------------|---|------|-----|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Foundation Wall        | Y | 100  | -16 | 116% | +/-285 If at building perimeter, not visible for inspection;<br>+/-28 If at basement stair with visible deterioration of<br>stacked stone face and separation from the existing building | Amber                                                                                                                                                                  | Q2 |
| Strip Footing          | Y | 1959 | 150 | 88   | 41%                                                                                                                                                                                      | +/-6 If not visible for inspection; stair addition to basement                                                                                                         | Q2 |
| Column Pier - Concrete | Y | 1980 | 75  | 34   | 55%                                                                                                                                                                                      | (8) foundations for ramp at parkinglot side of building<br>above grade concrete appears fairly intact but is compromised<br>by the walking surface they are supporting | Q2 |
| Spread Footing         | Y | 1980 | 150 | 109  | 27%                                                                                                                                                                                      | +/- 24 If not visible for inspection; stair addition to<br>basement                                                                                                    | Q1 |

## A. SUBSTRUCTURE A10 FOUNDATIONS A1020 SPECIAL FOUNDATIONS

## A. SUBSTRUCTURE A10 FOUNDATIONS A1030 SLAB ON GRADE

[Note: Provide gross square feet of floor area]

|                        |   |    |     |      |                                                                                                                                                                                                                                                                                                                                      |       |    |
|------------------------|---|----|-----|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|
| Standard Slab on Grade | Y | 75 | -41 | 155% | 3800 sqft at basement; cracks in several locations, likely<br>similar to items discussed in the 1973 inspection report, soil<br>around the building may be susceptible to column change.<br>Cracks appear stable but should be watched for change in<br>size or length; repair for new occupancy; majority of slab<br>appears stable | Red - | Q3 |
|------------------------|---|----|-----|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|

## A. SUBSTRUCTURE A20 BASEMENT CONSTRUCTION A2010 BASEMENT EXCAVATION

|                                 |   |    |     |      |                                                                                                                                         |         |    |
|---------------------------------|---|----|-----|------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|----|
| Excavation for Basements        | Y | 20 | -96 | 580% | area of backfill typically near the foundation appears to<br>have sunk and soil in areas drain toward the foundation<br>instead of away | Amber   | Q2 |
| Structure Backfill & Compaction | Y | 20 | -96 | 580% |                                                                                                                                         | Amber + | Q2 |

## A. SUBSTRUCTURE A20 BASEMENT CONSTRUCTION A2020 BASEMENT WALLS

[Note: Provide linear feet and height]

|                             |   |     |    |     |  |  |    |
|-----------------------------|---|-----|----|-----|--|--|----|
| Cast-In-Place Concrete Wall | Y | 150 | 34 | 77% |  |  | Q2 |
|-----------------------------|---|-----|----|-----|--|--|----|

## B. SHELL B10 SUPERSTRUCTURE B1010 FLOOR CONSTRUCTION

| Mark If On Site                | Yes or No [Select] | Year Instl. | AUL in Years | Remaining AUL | Expendd UL % of AUL | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                              | EUL/Wear Condition Override [Select Direct Rating] | CI |
|--------------------------------|--------------------|-------------|--------------|---------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----|
| Structural Frame B101001       |                    |             |              | -             | -                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                    | -  |
| Beam/Girder - Metal            | Y                  |             | 75           | -41           | 155%                | specialty stacks structure with glass floor; no obvious signs of major degradation                                                                                                                                                                                                                                                                                                                                                                    | Amber                                              | Q2 |
| Beam/Girder - Metal            | Y                  | 1973        | 75           | 27            | 64%                 | (2) 28lf beams at basement structure appears to have been installed to bracing first floor after 1973 inspection report                                                                                                                                                                                                                                                                                                                               |                                                    | Q2 |
| Column - Metal                 | Y                  |             | 100          | -16           | 116%                | specialty stacks structure with glass floor; no obvious signs of major degradation                                                                                                                                                                                                                                                                                                                                                                    | Amber                                              | Q2 |
| Column - Metal                 | Y                  | 1973        | 100          | 52            | 48%                 | (6) at +/- 7ft; at basement structure appears to have been installed to bracing first floor after 1973 inspection report                                                                                                                                                                                                                                                                                                                              |                                                    | Q2 |
| Wood Decking to Timber Joists  |                    |             | 71           |               |                     | 3800 sqft; main floor composed of wood floor and joists. Several areas of deterioration are noted around the perimeter and will require remediation before occupancy. 5% of floor has signs of rot and deterioration and more wood rot may be evident as floor finishes are removed and should be checked for stability throughout; flooring perimeter in need of patching or replacement; stabilization repairs were performed after 1973 inspection |                                                    | Q2 |
| board Decking to Timber Joists | Y                  |             | 51           | -65           | 227%                | 1150 sqft; attic walkable surface attached to trusses near stair                                                                                                                                                                                                                                                                                                                                                                                      | Amber                                              | Q2 |

#### B. SHELL B10 SUPERSTRUCTURE B1020 ROOF CONSTRUCTION

|                              |   |  |     |     |      |                                                                                                                                                                                                                |         |    |
|------------------------------|---|--|-----|-----|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----|
| Structural Frame B102001     |   |  |     | -   | -    |                                                                                                                                                                                                                |         | -  |
| Truss/Joist - Wood           | Y |  | 70  | -46 | 166% | roof trusses in good condition with little to no active signs of stress; areas of water staining do not appear to have structural deterioration and areas of structural stress, repair work visible and stable | Green - | Q1 |
| Roof Decks and Slabs B102003 |   |  |     | -   | -    | [Note: Provide gross square feet of floor area]                                                                                                                                                                |         | -  |
| Deck - Wood                  | Y |  | 100 | -16 | 116% | 3800 sqft area; wood roof decking appears to be in good condition, with minimal water staining and signs of repair                                                                                             | Green - | Q1 |

#### B. SHELL B20 EXTERIOR CLOSURE B2010 EXTERIOR WALLS

[Note: Provide exposed surface square feet (perimeter length of all walls multiplied by wall height; all floors)]

|                            |   |      |    |     |      |                                                                                                                                                                                                                                                                                                                       |         |    |
|----------------------------|---|------|----|-----|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----|
| Exterior Closure B201001   |   |      |    | -   | -    | [Note: Provide exposed surface square feet (perimeter length of all walls multiplied by wall height; all floors)]                                                                                                                                                                                                     |         | -  |
| Precast Concrete Shape     | Y | 1973 | 75 | 27  | 64%  | +/- 1100sqft exposed decorative concrete around windows and perimeter delineating decorations; 1973 inspection report noted decorative work was in bad repair, likely any pieces in bad repair were patched or replaced at the time of remediation work                                                               |         | Q2 |
| Solid Brick - Triple Wythe | Y | 1973 | 75 | 27  | 64%  | 283 lf perimeter; 16ft wall; +/-3600sqft exposed face brick all exterior walls above grade appear to have been constructed of a triple wythe brick wall with an interior finishing material, structural brick extends to walls within the basement; repair work evident on façade likely after 1973 inspection report |         | Q2 |
| Stone                      | Y |      | 75 | -41 | 155% | +/-820sqft; a stone water table finish is present on the exterior for all areas of the partial below grade basement. Belgrade stone wall to basement is separating from building and outside wall is degrading severely; remediation or replacement recommended at this location.                                     | Amber + | Q2 |
| Stone Veneer w/CMU         | Y | 1958 | 75 | 12  | 84%  | +/-180 sqft; stone water table addition at stair to basement of newer construction likely installed during basement renovation                                                                                                                                                                                        |         | Q2 |
| Stone Pointing             |   |      |    |     |      |                                                                                                                                                                                                                                                                                                                       |         |    |
| Brick Pointing             | Y | 1973 | 25 | -23 | 192% | Limestone bead pointing appears intact on the building but is degraded at exterior stair wall to basement where stone is missing; unknown if this was not part of 1973 repair work                                                                                                                                    | Amber + | Q2 |
|                            | Y | 1973 | 40 | -8  | 120% | multiple signs of repairwork throughout, minor areas of missing mortar at interior in attic; exterior appears to be water tight due to repair work; significant repointing likely done after 1973 inspection report                                                                                                   | Amber + | Q2 |
| Wall Louver                | Y | 1980 | 30 | -11 | 137% | +/- 2.5x3.5 window infill louver for intake                                                                                                                                                                                                                                                                           |         | Q4 |



| Mark If On Site                       | Yes or No [Select] | Year Instl. | AUL in Years | Remaining AUL | Expendd UL % of AUL | Comments                                                                                                                                                                                                                                                                        | EUL/Wear Condition Override [Select Direct Rating] | CI |
|---------------------------------------|--------------------|-------------|--------------|---------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----|
| Wood Cladding w/Stud                  | Y                  | 1958        | 40           | -23           | 158%                | +/- 50 sqft; wood fascia and decorative elements (5) 7'-0" 2x8 at entry stair likely installed at basement remodel exterior has signs of wood rot structure should be inspected for integrity if finish is removed.; (2) 2.5x3.5 window infill for mechanical                   | Red                                                | Q3 |
| Insulation/Vapor Rtrdr B201003        |                    |             |              | -             | -                   | [Note: Provide exposed surface square feet (perimeter length of all walls multiplied by wall height; all floors)]                                                                                                                                                               |                                                    | -  |
| Loose-Fill Parapets B201004           | Y                  |             | 100          | -16           | 116%                | +/-3,800sqft loose fill insulation in attic; walls have no insulation; attic insulation appears only as thick as wood joists; insulation; raised ceiling over stacks appears to have less or no insulation; patches of attic have no insulation where ceiling has degrade below | Red+                                               | Q3 |
|                                       |                    |             |              | -             | -                   | [Note: Provide linear feet and height]                                                                                                                                                                                                                                          |                                                    | -  |
| General Exterior Soffits B201007      | Y                  | 1973        | 50           | 2             | 96%                 | paper masonry from grade appear in good condition, assumed inspected and repaired during recent roof work                                                                                                                                                                       | Amber                                              | Q2 |
|                                       |                    |             |              | -             | -                   | [Note: Provide net square feet]                                                                                                                                                                                                                                                 |                                                    | -  |
| Wood / EIFS Painting/Coatings B201009 | Y                  | 1980        | 20           | -21           | 205%                | +/-60sqft soffit at stair structures; signs of degraded finish and wood rot; degradation worst closest to masonry building                                                                                                                                                      | Amber -                                            | Q2 |
|                                       |                    |             |              | -             | -                   | [Note: Provide net square feet]                                                                                                                                                                                                                                                 |                                                    | -  |
| General Exterior Sealant B201010      | Y                  | 1980        | 20           | -21           | 205%                | +/-100sqft exterior paint concentrated at wood elements at stairs; degraded; repair work and repaint recommended                                                                                                                                                                | Red -                                              | Q3 |
| Sealants                              | Y                  |             | 8            | -108          | 1450%               | [Note: Provide linear feet]                                                                                                                                                                                                                                                     |                                                    | Q4 |
| Sun Control Devices B201011           |                    |             |              | -             | -                   | [Note: Provide quantity and length]                                                                                                                                                                                                                                             |                                                    | -  |
| General                               | Y                  | 1980        | 20           | -21           | 205%                | +/- 7.5 sqft custom metal rain cover at back door of shaped to appear like fabric canopy and not block transom window. finish in work and has mold and debris growth                                                                                                            |                                                    | Q4 |

#### B. SHELL B20 EXTERIOR CLOSURE B2020 EXTERIOR WINDOWS

[Note: Provide quantity, height and width for each size opening, Provide quantity of single and double doors]

|                           |   |      |    |     |      |                                                                                                                                                                                                                                                                                                                                                                                                                           |         |    |
|---------------------------|---|------|----|-----|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----|
| Aluminum Windows          |   |      | 75 | -   | -    |                                                                                                                                                                                                                                                                                                                                                                                                                           |         | -  |
| Glazing (IGU)             | Y | 1958 | 50 | -13 | 126% | (6) +/-2.5x3.5 at basement stair                                                                                                                                                                                                                                                                                                                                                                                          | Red     | Q3 |
|                           |   |      |    |     |      | (8) +/-7.5x3.5, (13) +/-7.5x2-10, (10) +/-4.5x2.5, (9) +/-3.5x1.5, (1) +/-3x2, (1) +/-6x2-10, (7) +/-2-10x2.5; unknown official install of storm windows but are likely from after 1973 inspection report                                                                                                                                                                                                                 |         | Q3 |
| Glazing (IGU)             | Y | 1973 | 50 | 2   | 96%  |                                                                                                                                                                                                                                                                                                                                                                                                                           | Red     | Q3 |
| Frame                     | Y | 1958 | 50 | -13 | 126% | (6) +/-2.5x3.5 at basement stair                                                                                                                                                                                                                                                                                                                                                                                          |         | Q3 |
| Frame                     |   |      |    |     |      | (8) +/-7.5x3.5, (13) +/-7.5x2-10, (10) +/-4.5x2.5, (9) +/-3.5x1.5, (1) +/-3x2, (1) +/-6x2-10, (7) +/-2-10x2.5; unknown official install of storm windows but are likely from after 1973 inspection report                                                                                                                                                                                                                 |         | Q3 |
| Hardwood Windows          | Y | 1973 | 50 | 2   | 96%  |                                                                                                                                                                                                                                                                                                                                                                                                                           |         | Q3 |
|                           |   |      | 50 | -   | -    |                                                                                                                                                                                                                                                                                                                                                                                                                           |         | -  |
|                           |   |      |    |     |      | (9) +/-7.5x3.5, (13) +/-7.5x2-10, (10) +/-4.5x2.5, (9) +/-3.5x1.5, (1) +/-3x2, (1) +/-6x2-10, (7) +/-2-10x2.5, (13) +/-2.5x3.5 basement windows; no visible active leaks at time of visit, visible signs of past leaking, likely prior to storm window installation; the original glazing appears to have been painted black and will need to be cleaned of paint due to historic nature of windows                       |         | Q4 |
| Glazing (IGU)             | Y |      | 50 | -66 | 232% |                                                                                                                                                                                                                                                                                                                                                                                                                           |         | Q4 |
| Frame                     |   |      |    |     |      | (8) +/-7.5x3.5, (13) +/-7.5x2-10, (10) +/-4.5x2.5, (9) +/-3.5x1.5, (1) +/-3x2, (1) +/-6x2-10, (7) +/-2-10x2.5; additional (5) +/-1x2.5 wood panel between windows on east, (13) +/-2.5x3.5 basement windows; no visible active leaks at time of visit, visible signs of past leaking, likely prior to storm window installation; paint should be stripped and refinished to confirm uniform paint coating and adhearance. | Amber - | Q2 |
| Other Ext Windows B202090 | Y |      | 50 | -66 | 232% |                                                                                                                                                                                                                                                                                                                                                                                                                           |         | -  |
| Window Sealant            | Y | 1980 | 10 | -31 | 410% | +/- 850lf                                                                                                                                                                                                                                                                                                                                                                                                                 |         | Q4 |

#### B. SHELL B20 EXTERIOR CLOSURE B2030 EXTERIOR DOORS

[Note: Provide quantity, height and width for each size opening, Provide quantity of single and double doors]

|                              |  |  |   |   |  |  |  |   |
|------------------------------|--|--|---|---|--|--|--|---|
| Exterior Door Frames B203001 |  |  | - | - |  |  |  | - |
|------------------------------|--|--|---|---|--|--|--|---|

| Mark If On Site              | Yes or No [Select] | Year Instl. | AUL in Years | Remaining AUL | Expendd UL % of AUL | Comments                                                                                                                                                           | EUL/Wear Condition<br>Override [Select Direct<br>Rating] | CI |
|------------------------------|--------------------|-------------|--------------|---------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----|
| Wood                         | Y                  | 30          | -86          | 387%          |                     |                                                                                                                                                                    |                                                          | Q4 |
| Aluminum                     | Y                  | 1980        | 50           | 9             | 82%                 | 3x7 door with window transum +/- 3-9 at back ramp; and ; (3) damaged storm doors on north and basment stair doors; newer than main building age of all unconfirmed | Red -                                                    | Q3 |
| Exterior Door Panels B203001 |                    | -           | -            | -             | -                   |                                                                                                                                                                    |                                                          | -  |
| Wood                         | Y                  | 30          | -86          | 387%          |                     | oversized front door; seals non existant; debis and bugs can pass                                                                                                  | Amber -                                                  | Q2 |
| Aluminum                     | Y                  | 1980        | 50           | 9             | 82%                 | 3x7 door with window transum +/- 3-9 at back ramp; and ; (3) damaged storm doors on north and basment stair doors; newer than main building age of all unconfirmed | Red -                                                    | Q3 |
| Hardware B203008             |                    | -           | -            | -             | -                   | [Note: Provide quantity]                                                                                                                                           |                                                          | -  |
| Butt Hinges                  | Y                  | 1980        | 20           | -21           | 205%                | 6                                                                                                                                                                  |                                                          | Q4 |
| Decorative Hinges            | Y                  | 20          | -96          | 580%          |                     | 4                                                                                                                                                                  |                                                          | Q4 |
| Overhead Closer              | Y                  | 1980        | 15           | -26           | 273%                | (2); back ADA door, damaged and needs replaced or repaired and tested for code compliance; stair door intact but needs servicing                                   |                                                          | Q4 |
| Door Sealant                 | Y                  | 1980        | 10           | -31           | 410%                | +/- 200lf (note front wood door has no seals)                                                                                                                      |                                                          | Q4 |
| Weather-stripping            |                    | -           | -            | -             | -                   | [Note: Provide linear feet]                                                                                                                                        |                                                          | -  |
| Felt / Self-Adhesive Foam    |                    | 5           | -            | -             | -                   |                                                                                                                                                                    |                                                          | -  |
| Vinyl / Plastic              |                    | 8           | -            | -             | -                   |                                                                                                                                                                    |                                                          | -  |
| Metal                        |                    | 5           | -            | -             | -                   |                                                                                                                                                                    |                                                          | -  |
| Door Sweep                   |                    | 5           | -            | -             | -                   |                                                                                                                                                                    |                                                          | -  |

[Copy and Insert row above for each assembly of multiple years]

#### B. SHELL B30 ROOFING

[Note: Provide roof sq ft area multiplied at: 2-12 1.01, 3-12 1.03, 4-12 1.05, 5-12 1.08, 6-12 1.12, 8-12 1.20, 10-12 1.30, 12-12 1.41]

|                              |   |      |     |      |      |                                                                                                                                                                                                   |       |    |
|------------------------------|---|------|-----|------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|
| Steep Slope System B301001   |   | -    | -   | -    | -    |                                                                                                                                                                                                   |       | -  |
| Asphalt Shingles - 15 Year   |   | 15   | -   | -    | -    |                                                                                                                                                                                                   |       | -  |
| Asphalt Shingles - 20 Year   | Y | 2008 | 20  | 7    | 65%  | 3500 sqft replaced and repair work done in 2008; warantee unknown                                                                                                                                 |       | Q2 |
| Low-Slope System B301002     |   | -    | -   | -    | -    |                                                                                                                                                                                                   |       | -  |
| Single Ply                   |   | -    | -   | -    | -    |                                                                                                                                                                                                   |       | -  |
| EPDM (Dead Level)            | Y | 1958 | 15  | -48  | 420% | +/-127sqft although apearking intact, the eams have been repaird and repairs are failed, there is no slope to drain; and where water drains there is wood rot; recommend redesign and replacement |       | Q4 |
| Flashing & Trim B301004      |   | -    | -   | -    | -    | [Note: Provide linear feet]                                                                                                                                                                       |       | -  |
| Flashings - Apron            |   | 25   | -   | -    | -    |                                                                                                                                                                                                   |       | -  |
| Flashings - Base             | Y | 2008 | 25  | 12   | 52%  | +/- 180 lf (aerial) roof flahings and trims repaced at during new roof install; no visual inspection                                                                                              |       | Q2 |
| Flashings - Penetrations     | Y | 2008 | 25  | 12   | 52%  | (16) (aerial); roof flahings and trims repaced at during new roof install; no visual inspection                                                                                                   |       | Q2 |
| Flashings - Step             | Y | 2008 | 20  | 7    | 65%  | roof flahings and trims repaced at during new roof install; no visual inspection                                                                                                                  |       | Q2 |
| Flashings - Valley           | Y | 2008 | 20  | 7    | 65%  | +/- 100 lf (aerial) roof flahings and trims repaced at during new roof install; no visual inspection                                                                                              |       | Q2 |
| Gutters & Downspouts B301005 |   | -    | -   | -    | -    |                                                                                                                                                                                                   |       | -  |
| Downspouts                   |   | -    | -   | -    | -    | [Note: Provide quantity and length]                                                                                                                                                               |       | -  |
| Aluminum                     | Y | 2008 | 40  | 27   | 33%  | +/-30lf open faced downspouts new and in good condition with scupper; likely replaced around same time of roof or repaired                                                                        |       | Q1 |
| Aluminum                     | Y | 40   | -76 | 290% |      | +/- 40lf closed downspouts in fair condition with scupper; exterior paint degraded and needs refinished                                                                                           | Amber | Q2 |
| Roof Openings B301006        |   | -    | -   | -    | -    | [Note: Provide quantity]                                                                                                                                                                          |       | -  |
| Chimney - Brick or Concrete  | Y | 75   | -41 | 155% |      | (2) +/- 20 sqft, exterior appears intact at exterior, but sounds on site appear to be infested with squirles; no sweep inspection performed and unable to view from roof                          | Red   | Q3 |
| Ridge/Ridge vent             | Y | 2008 | 20  | 7    | 65%  | +/- 80 lf of ridge; +/-100 lf ridge at hips                                                                                                                                                       |       | Q2 |

[Copy and Insert row above for each assembly of multiple years]

#### C. INTERIORS C10 INTERIOR CONSTRUCTION C1010 PARTITIONS

[Note: Provide linear feet and height]

| Mark If On Site         | Yes or No [Select] | Year Instl. | AUL in Years | Remaining AUL | Expendd UL % of AUL | Comments | EUL/Wear Condition<br>Override [Select Direct<br>Rating]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | CI |
|-------------------------|--------------------|-------------|--------------|---------------|---------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------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| Fixed Partition C101001 |                    |             |              | -             | -                   |          | 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[Copy and Insert row above for each assembly of multiple years]

#### C. INTERIORS C10 INTERIOR CONSTRUCTION C1020 INTERIOR DOORS

[Note: Provide quantity, height and width for each size opening, Provide quantity of single and double doors]

|                               |   |    |     |      |                                                                                                                                                                                                                                                          |  |         |    |
|-------------------------------|---|----|-----|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------|----|
| Interior Doors C102001        |   |    |     | -    | -                                                                                                                                                                                                                                                        |  |         | -  |
| Internal hardboard flush door | Y | 31 | -85 | 374% | (2) 24" (3) 30" (3) 32" (3) 34" (6) 36" doors through generally in rough finish condition but good material condition. Removing of existing finish and applying new recommended for all due to visible multiple layers of finishes                       |  | Red -   | Q3 |
| Wood Door/Wood Frame          | Y | 40 | -76 | 290% | (2) 24" (3) 30" (6) 32" (3) 34" (6) 36" doors; frames for doors throughout on wood frame unless exterior aluminum system; general wear concentrated at latch area; note frames only in basement storage area with doors removed likely for code purposes |  | Amber - | Q2 |

| Mark If On Site              | Yes or No [Select] | Year Instl. | AUL in Years | Remaining AUL | Expend UL % of AUL | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | EUL/Wear Condition Override [Select Direct Rating] | CI |
|------------------------------|--------------------|-------------|--------------|---------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----|
| Glazed Interior Door C102002 |                    |             |              |               |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    |    |
| General                      | Y                  | 1980        | 40           | -1            | 103%               | (1) 6' double door system with custom shape transom; storefront door system at 6th street door. Door system appears intact but is not utilized as a entry door but instead the thermal and exterior door the exterior door is unable to attain; hardware needs maintenance check on closers before building is re-occupied. (interior door but acting as actual exterior door due to gaps in exterior wood door) (age of actual replacement unknown assumed work done at same time as other storefront install at North) | Amber                                              | Q2 |
| Sliding/Folding Door C102004 |                    |             |              | -             | -                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    | -  |
| Sliding                      | Y                  |             | 30           | -86           | 387%               | (1) pair door 9ftx10-9 (1) pair door 7ftx9ft; antique; Removing of existing finish and applying new recommended for all due to multiple visible layers of finishes; sliding doors will require full cleaning of hardware to restore slide capabilities; unknow condition as doors did not or resistive to movement                                                                                                                                                                                                       | Red -                                              | Q3 |
| Hardware C102007             |                    |             |              | -             | -                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    | -  |
| Butt Hinges                  | Y                  |             | 20           | -96           | 580%               | (16) typical throughout 3 pair per door                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Amber -                                            | Q2 |
| Overhead Closer              | Y                  | 1973        | 15           | -33           | 320%               | (2) closers on vestibule door; will need serviced prior to reoccupancy                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Red                                                | Q3 |
| Specialty Doors C102090      |                    |             |              | -             | -                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    | -  |
| Vault                        | Y                  |             | 100          | -16           | 116%               | (1) if used for an actual vault use recommend service prior to any actual use; antique                                                                                                                                                                                                                                                                                                                                                                                                                                   | Amber                                              | Q2 |

#### C. INTERIORS C10 INTERIOR CONSTRUCTION C1030 SPECIALTIES

[Note: Provide quantity]

|                             |   |      |    |     |      |                                                                                                                                                                                                                                                 |         |    |
|-----------------------------|---|------|----|-----|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----|
| Toilet Accessories C103002  |   |      |    | -   | -    |                                                                                                                                                                                                                                                 |         | -  |
| General                     | Y | 1980 | 20 | -21 | 205% | multiple missing or displaced hardware within restrooms including former soap dispensers and mirror, paint shadows indicate former hardware; recommend total replacement due to age, or state of repair need                                    |         | Q4 |
| Identifying Devices C103004 |   |      |    | -   | -    |                                                                                                                                                                                                                                                 |         | -  |
| Signage, Etc                | Y | 1980 | 30 | -11 | 137% | some directional signage existing, most are paper; missing required signage for restrooms                                                                                                                                                       |         | Q4 |
| Counters C103008            |   |      |    | -   | -    | [Note: Provide linear feet]                                                                                                                                                                                                                     |         | -  |
| Wood                        | Y |      | 20 | -96 | 580% | +/- 160; general work surfaces in basement are either a finished wood cabinet or plywood style workbench with various depth ranging from 10" to 1'-6"                                                                                           | Amber   | Q2 |
| Casework C103010            |   |      |    | -   | -    | [Note: Provide linear feet]                                                                                                                                                                                                                     |         | -  |
| General                     | Y |      | 50 | -66 | 232% | +/- 190 general work surfaces in basement are either a finished wood cabinet or plywood style workbench                                                                                                                                         | Amber   | Q2 |
| Specialties C103090         |   |      |    | -   | -    | [Note: Provide linear feet]                                                                                                                                                                                                                     |         | -  |
| Metal Shelving              | Y |      | 50 | -66 | 232% | +/-84 lf (2) levels Antique Specialty Library stacks with glass floor; note 1/3 of glass floor have signs of cracking but are otherwise currently appear stable; generally will need cleaning, and not recommended for occupancy on upper floor | Amber - | Q2 |

[Copy and Insert row above for each assembly of multiple years]

#### C. INTERIORS C20 STAIRCASES

[Note: Provide landing square feet and linear feet of all nosings]

|                                  |   |      |     |    |     |                                                                                                                                                                                                                                                                  |       |    |
|----------------------------------|---|------|-----|----|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|
| Interior/Exterior Stairs C201001 |   |      |     | -  | -   |                                                                                                                                                                                                                                                                  |       | -  |
| Exterior                         |   |      |     |    |     |                                                                                                                                                                                                                                                                  |       |    |
| Ext Stair - Concrete             | Y |      | 125 | 9  | 93% | 6th street stair in clean stable condition with minor chipping or wear near joint; Concrete stair to basement uneven but in usable condition but without handrail; guard rail above leaning and retaining wall with stone missing and pulling away from building |       | Q3 |
| Ext Stair - Concrete             | Y | 1980 | 125 | 84 | 33% | parkinglot stair to main level suffers from same delamination from rebar and cracking as ramp, guard rails pulling away from concrete, cracking throughout and rebar exposed; not safe for use                                                                   | Red - | Q3 |
| Interior                         |   |      |     |    |     |                                                                                                                                                                                                                                                                  |       | -  |



| Mark If On Site                                | Yes or No [Select] | Year Instl. | AUL in Years | Remaining AUL | Expendd UL % of AUL | Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | EUL/Wear Condition Override [Select Direct Rating] | CI |
|------------------------------------------------|--------------------|-------------|--------------|---------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----|
| Int Stair - Wood<br>Handrail/Guardrail C201090 | Y                  | 100         | -16          | 116%          |                     | wood stairs in working condition; potential issues with code due to rotating stair without landing but acceptable as an existing historic feature; finish degraded and spray paint used to delineate edge; refinsh recommended                                                                                                                                                                                                                                           | Red +                                              | Q3 |
|                                                |                    |             |              |               |                     | [Note: Provide linear feet]                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                    |    |
|                                                |                    |             |              |               |                     | +/- 24lf at basement stair, +/-200lf at North stairs at grade, +/- 16 lf at south stair ; metal railings at exterior; railings do not meet current ADA code requirements; railings appear free of rust but style at 6th street doesn't allow continuous railing and doesn't extend the full 1ft extension; railings at parking lot do not extend into a flat landing and appear compliant but anchoring into deteriorating concrete are rusted and recommend replacement | Red -                                              | Q3 |
| Ext - Metal or Iron Railing                    | Y                  | 1980        | 50           | 9             | 82%                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    |    |
| Int - Wood Railing                             | Y                  | 55          | -61          | 211%          |                     | interior wood railings typically only on one side of railing and do not extend the 1ft beyond tread and are not continuous when stair turns 90 degrees; rails remain flush and true to wall; conditions acceptable as historic existing building but should be solid construction and free of debris or splinters; good candidate for ADA upgrades where possible                                                                                                        | Amber -                                            | Q2 |
|                                                |                    |             |              |               |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    |    |

[Copy and Insert row above for each assembly of multiple years]

#### C. INTERIORS C30 FINISHES

[Note: Provide net square feet]

|                                                     |   |      |      |      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |    |
|-----------------------------------------------------|---|------|------|------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----|
| Wall Coverings C301005                              |   | -    | -    |      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       | -  |
|                                                     |   |      |      |      |      | general paint throughout in mixed conditions; surface delamination and obvious signs of multiple paint colors on same walls; recommend full repaint; assume repaint and repairs during 1980 renovations with some more recent and some later; condition of walls warrant new finish upon occupancy                                                                                                                                                                                           |       |    |
| Paint                                               | Y | 1980 | 20   | -21  | 205% |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Red - | Q4 |
| Floor Tile Finish C302001                           |   |      |      |      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       | -  |
| Ceramic<br>Floor Terrazzo Finish C302002<br>General | Y | 75   | -41  | 155% |      | +/- 40 sqft entry lobby, tile coated in years of dust and debris so unable to confirm condition; needs hard scrub and likely needed grout repaired; pattern where visible appears as a straight border with the interior being a european fan mosaic tile; multi colored?                                                                                                                                                                                                                    |       | Q3 |
|                                                     |   |      |      |      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       | -  |
|                                                     |   | 75   | -    | -    |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       | -  |
| General<br>Floor Resilient Finish C302004           | Y | 40   | -76  | 290% |      | +/-3600 sqft original oak floors existing but in severe degradation on perimeter areas; carpet and other materials on top would need to be removed for full assessment of potential for refinsh; areas around perimeter have major signs of former water damage and deterioration, including but not limited to rot and holes to structure below                                                                                                                                             |       | Q4 |
|                                                     |   |      |      |      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       | -  |
|                                                     |   |      |      |      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       | -  |
| Cork Tile                                           | Y | 40   | -76  | 290% |      | +/- 570 sqft appears to have an original cork floor tile                                                                                                                                                                                                                                                                                                                                                                                                                                     |       | Q4 |
| Vinyl Tile<br>Floor Carpeting C302005               | Y | 1980 | 18   | -23  | 228% | +/- 2100 sqft degraded tile in multiple rooms including restrooms and basement; all rooms have broken and/or dislodged tiles; full replacement due to degradation (potential asbestos)                                                                                                                                                                                                                                                                                                       |       | Q4 |
|                                                     |   |      |      |      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       | -  |
|                                                     |   |      |      |      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       | -  |
| Broadloom<br>Floor Wall Base C302007                | Y | 15   | -101 | 773% |      | +/- 2320 sqft two types of carpet in space; one carpet appears modern and likely installed when museum first moved into the facility. Non traditional cut winding through the space either from displays or from demo with no transitions in reading rooms and wear and age of existing carpet, recommend replacement; old carpet still exists in a closet and after investigation should be tested for asbestos in the padding; even if replaced recently carpet is beyond salvage in areas |       | Q4 |
|                                                     |   |      |      |      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       | -  |
|                                                     |   |      |      |      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       | -  |
| General                                             | Y | 20   | -96  | 580% |      | rubber base and wood bases mixed throughout; all require significant cleaning, restoration, or replacement                                                                                                                                                                                                                                                                                                                                                                                   |       | Q4 |

| Mark If On Site            | Yes or No [Select] | Year Instl. | AUL in Years | Remaining AUL | Expendd UL % of AUL | Comments                                                                                                                                                                                                                                                                                                                                                                  | EUL/Wear Condition<br>Override [Select Direct<br>Rating] | CI |
|----------------------------|--------------------|-------------|--------------|---------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----|
| Stair Finishes C302008     |                    |             |              | -             | -                   |                                                                                                                                                                                                                                                                                                                                                                           |                                                          | -  |
| Carpet/VCT/Other           | Y                  | 20          | -96          | 580%          |                     | finish non existant or removed; current stair finish is stained wood and spray paint; all needs some refinish work                                                                                                                                                                                                                                                        |                                                          | Q4 |
| Floor Sealers C302010      |                    |             |              | -             | -                   |                                                                                                                                                                                                                                                                                                                                                                           |                                                          | -  |
| Sealed Finish              | Y                  | 7           | -109         | 1657%         |                     | +/- 1800sqft of exposed concrete, in some areas seveal degridation including pitting, and uneven floor, and cracks in basement. Maybe evidence from 1973 inspection with notation of soils known for movement. Recommend monitoring for any other major movement                                                                                                          |                                                          | Q4 |
| Ceiling Acoustical C303001 |                    |             |              | -             | -                   |                                                                                                                                                                                                                                                                                                                                                                           |                                                          | -  |
| General                    |                    | 70          | -            | -             |                     |                                                                                                                                                                                                                                                                                                                                                                           |                                                          | -  |
| Tiles/Panels               | Y                  | 13          | -103         | 892%          |                     | +/- 4200sqft; Tiles throughout main floor space have signs of former water damage and have been painted black; no active sign of continuing degreataion; basement tiles not in deteriorated water damage state but is; recomend tested for asbestos 30% required replaced, and may be challengcing to match existing                                                      |                                                          | Q4 |
| Tiles/Panels               | Y                  | 1980        | 13           | -28           | 315%                | +/-150sqft deteriorated 2x4 act tile at least 10% discentigrated with other damage                                                                                                                                                                                                                                                                                        |                                                          | Q4 |
| Ceiling GB C303002         |                    |             |              | -             | -                   |                                                                                                                                                                                                                                                                                                                                                                           |                                                          | -  |
| GB/Drywall                 | Y                  | 1973        | 60           | 12            | 80%                 | +/- 1600sqft basement; 200sqft at main floor restroom and small gallery (old restroom); gyp bd likely in restrooms and other refinished spaces including modifications to basement after 1973 inspection; note ceiling has water damage in multiple areas that will need to be addressed; 1973 included moving forward with work ares to include unpainted fire rated gyp | Amber                                                    | Q2 |
| Ceiling Plaster C303003    |                    |             |              | -             | -                   |                                                                                                                                                                                                                                                                                                                                                                           |                                                          | -  |
| Plaster                    | Y                  | 80          | -36          | 145%          |                     | +/- 1000sqft cracking and delamination throughout due to settling, previous water damage, and age; repair required                                                                                                                                                                                                                                                        |                                                          | Q4 |
| Ceiling Other C303090      |                    |             |              | -             | -                   |                                                                                                                                                                                                                                                                                                                                                                           |                                                          | -  |
| Painted Finish             | Y                  | 8           | -108         | 1450%         |                     |                                                                                                                                                                                                                                                                                                                                                                           |                                                          | Q4 |
| Finishes Gypsum WB C304006 |                    |             |              | -             | -                   |                                                                                                                                                                                                                                                                                                                                                                           |                                                          | -  |
| General                    | Y                  | 20          | -96          | 580%          |                     |                                                                                                                                                                                                                                                                                                                                                                           |                                                          | Q4 |

#### D. SERVICES D10 CONVEYING SYSTEMS

[Note: Provide quantity and height]

|                     |   |    |     |      |   |  |  |    |
|---------------------|---|----|-----|------|---|--|--|----|
| Dumbwaiters D101005 |   |    |     | -    | - |  |  | -  |
| Automatic           |   | 35 | -   | -    |   |  |  | -  |
| Electric            | Y | 35 | -81 | 331% |   |  |  | Q4 |
| Hydraulic           |   | 35 | -   | -    |   |  |  | -  |
| Manual              |   | 35 | -   | -    |   |  |  | -  |

#### D. SERVICES D20 PLUMBING D2020 DOMESTIC WATER DISTRIBUTION

[Note: Provide quantity]

|                                |   |    |      |       |   |                                                                                                                 |         |    |
|--------------------------------|---|----|------|-------|---|-----------------------------------------------------------------------------------------------------------------|---------|----|
| Waterclosets D201001           |   |    |      | -     | - |                                                                                                                 |         | -  |
| Watercloset                    | Y | 35 | -81  | 331%  |   | 2 not nether ada compliant will need to test for funtionalty once utilites are active; seveal staining in bowls |         | Q4 |
| Urinals D201002                |   |    |      | -     | - |                                                                                                                 |         | -  |
| Urinal                         | Y | 35 | -81  | 331%  |   | 1 will need to test for funtionalty once utilites are active; actively creating pungent smell as it sits now    |         | Q4 |
| Lavatories D201003             |   |    |      | -     | - |                                                                                                                 |         | -  |
| Lavatories                     | Y | 25 | -91  | 464%  |   | 2, no insulation on exposed waste piping                                                                        | Amber - | Q2 |
| Lav faucet                     | Y | 10 | -106 | 1160% |   | 2 not tested for functionality due to utilites not active                                                       |         | Q4 |
| Drinking Coolers D201006       |   |    |      | -     | - |                                                                                                                 |         | -  |
| Drinking Fountain (non-cooled) | Y | 25 | -91  | 464%  |   | unknown if original fount is active                                                                             |         | Q4 |
| Pipes/Fittings D202001         |   |    |      | -     | - |                                                                                                                 |         | -  |
| General                        | Y | 75 | -41  | 155%  |   | Appears to be galvanized piping - needs replaced.                                                               |         | Q4 |

| Mark If On Site              | Yes or No [Select] | Year Instl. | AUL in Years | Remaining AUL | Expendd UL % of AUL | Comments                                                                  | EUL/Wear Condition Override [Select Direct Rating] | CI |
|------------------------------|--------------------|-------------|--------------|---------------|---------------------|---------------------------------------------------------------------------|----------------------------------------------------|----|
| Black Galv Stil Pipe         |                    |             | 75           | -             | -                   |                                                                           |                                                    | -  |
| Copper                       | Y                  |             | 75           | -41           | 155%                | Some newer copper serving upstairs restroom.                              |                                                    | Q4 |
| PVC                          | Y                  |             | 75           | -41           | 155%                |                                                                           |                                                    | Q4 |
| Valves & Hydrants            |                    |             |              | -             | -                   |                                                                           |                                                    | -  |
| General                      | Y                  |             | 25           | -91           | 464%                |                                                                           |                                                    | Q4 |
| Domestic Water Equip D202003 |                    |             |              | -             | -                   |                                                                           |                                                    | -  |
| Residential                  |                    |             |              | -             | -                   |                                                                           |                                                    | -  |
| Water Heater, Gas            | Y                  |             | 25           | -91           | 464%                | State 40 MBH, 30 gallons, 80% eff - needs replaced based on age/condition |                                                    | Q4 |

#### D. SERVICES D20 PLUMBING D2030 SANITARY WASTE

|                               |   |  |    |     |      |                                           |  |    |
|-------------------------------|---|--|----|-----|------|-------------------------------------------|--|----|
| Waste Piping/Fittings D203001 |   |  |    | -   | -    | [LF calculated average as Bldg SF x 4/74] |  | -  |
| General                       |   |  | 50 | -   | -    |                                           |  | -  |
| Piping - CI waste             | Y |  | 35 | -81 | 331% | cast iron piping - needs replaced         |  | Q4 |

#### D. SERVICES D20 PLUMBING D2040 RAIN WATER DRAINAGE

#### D. SERVICES D20 PLUMBING D2050 SPECIAL PLUMBING SYSTEMS

#### D. SERVICES D30 HVAC D3010 ENERGY SUPPLY

#### D. SERVICES D30 HVAC D3020 HEAT GENERATING SYSTEMS

[Note: Provide quantity]

|                  |   |      |    |   |     |                                                                                                                         |  |    |
|------------------|---|------|----|---|-----|-------------------------------------------------------------------------------------------------------------------------|--|----|
| Furnaces D302002 |   |      |    | - | -   |                                                                                                                         |  | -  |
| Gas              | Y | 2007 | 15 | 1 | 93% | All Rheem brand, (2) 4 Ton, (1) 5 ton. Condensate pumps for all, humidifiers for all, R22 cooling coils, no outside air |  | Q3 |

#### D. SERVICES D30 HVAC D3030 COOLING GENERATING SYSTEMS

[Note: Provide quantity]

|                                  |   |      |    |   |     |                                                   |  |    |
|----------------------------------|---|------|----|---|-----|---------------------------------------------------|--|----|
| Direct Expansion Systems D303002 |   |      |    | - | -   |                                                   |  | -  |
| Condenser, DX, Air Cooled        | Y | 2007 | 15 | 1 | 93% | All Rheem brand, (2) 4 Ton, (1) 5 ton. R22 units. |  | Q3 |

#### D. SERVICES D30 HVAC D3040 DISTRIBUTION SYSTEMS

|                          |   |  |    |      |       |                                                                                               |  |    |
|--------------------------|---|--|----|------|-------|-----------------------------------------------------------------------------------------------|--|----|
| Air Distribution D304001 |   |  |    | -    | -     | [Ductwork LF calculated by Bldg SF x 8/27]                                                    |  | -  |
| General                  | Y |  | 20 | -96  | 580%  | Residential diffusers                                                                         |  | Q4 |
| Ductwork                 | Y |  | 20 | -96  | 580%  | Replace as required based on new systems/layouts - Add new to attic unit - lots of flex duct. |  | Q4 |
| Humidifier               | Y |  | 10 | -106 | 1160% | located on furnaces                                                                           |  | Q4 |

#### D. SERVICES D30 HVAC D3050 TERMINAL & PACKAGE UNITS

[Note: Provide quantity]

#### D. SERVICES D30 HVAC D3060 CONTROLS & INSTRUMENTATION

#### D. SERVICES D30 HVAC D3070 SYSTEMS TESTING & BALANCING

#### D. SERVICES D30 HVAC D3090 OTHER HVAC SYSTEMS AND EQUIPMENT

#### D. SERVICES D40 FIRE PROTECTION

| Mark If On Site | Yes or No [Select] | Year Instl. | AUL in Years | Remaining AUL | Expend UL % of AUL | Comments | EUL/Wear Condition<br>Override [Select Direct<br>Rating] | CI |
|-----------------|--------------------|-------------|--------------|---------------|--------------------|----------|----------------------------------------------------------|----|
|-----------------|--------------------|-------------|--------------|---------------|--------------------|----------|----------------------------------------------------------|----|

#### D. SERVICES D50 ELECTRICAL D5010 ELECTRICAL SERVICE & DISTRIBUTION

|                       |   |      |    |     |      |                                                                   |    |
|-----------------------|---|------|----|-----|------|-------------------------------------------------------------------|----|
| Panelboards D501004   |   |      | -  | -   |      |                                                                   | -  |
| General               | Y | 1980 | 50 | 9   | 82%  | panels appear updated likely around time of major work in the 80s | Q2 |
| Branch Wiring D502001 |   |      | -  | -   |      |                                                                   | -  |
| General               | Y |      | 60 | -56 | 193% | known fabric insulated wiring in the building                     | Q4 |
| General               | Y | 1980 | 60 | 19  | 68%  | assumed general updates with new fixtures but no confirmation     | Q2 |
|                       |   |      | -  | -   |      |                                                                   | -  |

[Copy and Insert row above for each assembly of multiple years]

#### D. SERVICES D50 ELECTRICAL D5020 LIGHTING & BRANCH WIRING

|                                        |   |      |    |     |      |                                                                                                                   |    |
|----------------------------------------|---|------|----|-----|------|-------------------------------------------------------------------------------------------------------------------|----|
| Lighting Equipment D502002             |   |      | -  | -   |      |                                                                                                                   | -  |
| General                                | Y | 1980 | 20 | -21 | 205% | most fixtures appear to have been updated around major work during the 80's                                       | Q4 |
| Lighting conduit and wire              | Y |      | 50 | -66 | 232% |                                                                                                                   | Q4 |
| Branch Wiring, EMT & Boxes             | Y |      | 50 | -66 | 232% |                                                                                                                   | Q4 |
| Wireway                                |   |      | 20 | -   | -    |                                                                                                                   | -  |
| Receptacles                            | Y |      | 20 | -96 | 580% |                                                                                                                   | Q4 |
| <u>Building-Mounted Fixtures</u>       |   |      | -  | -   |      |                                                                                                                   | -  |
| Fluorescent                            |   |      | 20 | -   | -    |                                                                                                                   | -  |
| Incandescent                           | Y |      | 20 | -96 | 580% | antique lights on exterior; considered part of the historic character; old lanterns on the front                  | Q4 |
| Light-emitting Diode (LED)             |   |      | 20 | -   | -    |                                                                                                                   | -  |
| High Intensity Discharge (HID)         | Y |      | 20 | -96 | 580% | antique lights on exterior; considered part of the historic character; an old flood light on the parking lot side | Q4 |
| <u>Interior Fixtures</u>               |   |      | -  | -   |      |                                                                                                                   | -  |
| Fluorescent                            | Y | 1980 | 15 | -26 | 273% |                                                                                                                   | Q4 |
| Incandescent                           | Y | 1980 | 10 | -31 | 410% | Track lighting                                                                                                    | Q4 |
| Telecom., Public Address, TV, Security |   |      | -  | -   |      |                                                                                                                   | -  |
| Telephone, Data                        | Y | 1980 | 25 | -16 | 164% |                                                                                                                   | Q4 |



# ADA & Life Safety Assessment

| Carnegie Library |            | Site Code 118 E. 6th St. |                            | 118 E. 6th St.                           |                 |
|------------------|------------|--------------------------|----------------------------|------------------------------------------|-----------------|
|                  |            | UID Emporia              |                            | Emporia                                  |                 |
| Regulatory Key   |            | Compliance Indicator     |                            | Accessibility Priorities                 |                 |
| LIFE SAFETY      |            | C                        | COMPLIANT SYSTEM           | Priority I - Approach & Entrance         |                 |
| ACCESSIBILITY    |            | PC                       | PARTIALLY COMPLIANT SYSTEM | Priority II - Access to Goods & Services |                 |
|                  |            | NC                       | NON-COMPLIANT SYSTEM       | Priority III - Toilet Rooms              |                 |
|                  |            | NA                       | NOT APPLICABLE             | Priority IV - Additional Access          |                 |
| Review Item      | Compliant? |                          |                            | Remedial Options                         | Action Required |
|                  | C          | PC                       | NC                         |                                          |                 |

|   |                                                                                                               |   |  |   |                            |    |     |
|---|---------------------------------------------------------------------------------------------------------------|---|--|---|----------------------------|----|-----|
| 1 | Fire Lanes marked/unobstructed [IFC]                                                                          | X |  |   |                            | C  | No  |
| 2 | Building Address visible [IFC]                                                                                | X |  |   |                            | C  | No  |
| 3 | Fire Hydrants or water supply accessible [IFC]                                                                | X |  |   | two hydrants within 350 ft | C  | No  |
| 4 | Combustible accumulations/storage acceptable [IFC]                                                            | X |  |   |                            | C  | No  |
| 5 | Fire Department Key Box present/maintained [IFC]                                                              |   |  | X |                            | NC | Yes |
| 6 | Fire Department Connections visible/maintained [IFC]                                                          |   |  |   |                            |    |     |
| 7 | Gas meter/piping protected against impact [IFC]                                                               |   |  |   |                            |    |     |
| 8 | Dumpsters are outside and 5 ft or more from combustible walls, openings, or combustible roof eave lines [IFC] | X |  |   |                            | C  | No  |

## Exit Features/Mean of Egress

|   |                                                         |   |   |   |  |                                                                                                                |    |     |
|---|---------------------------------------------------------|---|---|---|--|----------------------------------------------------------------------------------------------------------------|----|-----|
| 1 | Adequate Number of Exits [IBC, IFC]                     | X |   |   |  | will depend on final use of building; adequate for B occupancy                                                 | C  | No  |
| 2 | Exits, aisles, & corridors free of obstructions [IFC]   |   |   |   |  |                                                                                                                |    |     |
| 3 | Exit Doors open from inside [IFC]                       | X |   |   |  | doors will need to be unlocked during occupancy                                                                | C  | No  |
| 4 | Exit Signs present and operations [IFC]                 |   | X |   |  | dependent on occupancy type; only one exit lit on main floor; three at basement (not all lit at time of visit) | PC | Yes |
| 5 | Emergency Lighting present, operational, & tested [IFC] |   |   |   |  |                                                                                                                |    |     |
| 6 | Exit Corridors rated [IFC]                              |   |   | X |  | needs dependent on occupancy type                                                                              | NC | Yes |

| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Compliant? |    |    | Comments/Measurements/Special Conditions                                                                            | Remedial Options | Existing Status | Action Required |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|---------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-----------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | C          | PC | NC |                                                                                                                     |                  |                 |                 |
| Minimum Corridor Width access to equipment to 24 inch minimum clear width, with a required occupancy capacity less than 50 36 inch minimum clear width, within a dwelling unit 36 inch minimum clear width, in Group E with corridor capacity of 100 or more a 72 inch minimum clear width, in areas serving gurney traffic in occupancies where patients receive outpatient medical care resulting in incapable self-preservation a 72 inch minimum clear width, in Group I-2 areas where required for bed movement a 96 inch minimum clear width, and 44 inch minimum clear width for any facility not listed above [IFC] | X          |    |    |                                                                                                                     |                  | C               | No              |
| No locks, chains, keys or special knowledge required To Open Exit Doors [IFC]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            | X  |    | exit/entry will be dependent on if required for use; one basement door is latch with door hardware, slide bolt gate |                  | PC              | Yes             |
| Panic Hardware on exit doors if capacity of room is 50 or more people [IFC]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | X          |    |    | needs dependent on occupancy type                                                                                   |                  | C               | No              |

#### Construction Features

|                                                    |  |  |  |
|----------------------------------------------------|--|--|--|
| 1 Fire Rated Construction present/maintained [IFC] |  |  |  |
| 2 Incidental Use Areas separated/sprinklered [IFC] |  |  |  |
| 3 Fire Doors rated/required/operations [IFC]       |  |  |  |
| 4 Vertical Openings protected [IFC]                |  |  |  |

#### Storage

|                                                                                                                     |   |   |  |                                                                                                                                |  |    |     |
|---------------------------------------------------------------------------------------------------------------------|---|---|--|--------------------------------------------------------------------------------------------------------------------------------|--|----|-----|
| 1 Storage neat and orderly [IFC]                                                                                    | X |   |  |                                                                                                                                |  | C  | No  |
| 2 Storage of combustible materials kept to a minimum [IFC]                                                          | X |   |  |                                                                                                                                |  | C  | No  |
| 3 Combustible Storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms [IFC] |   | X |  | combustible material should be removed near any electrical panels including and not limited to wood furnishings and paint cans |  | PC | Yes |
| 4 Storage Clearance 2' below ceiling un-sprinklered, 18" below ceiling sprinklered [IFC]                            | X |   |  | storage of items would be restricted in basement and stacks upper shelves due to building being un-sprinklered.                |  | C  | No  |
| 5 Rubbish Waste subject to spontaneous ignition shall be disposed of daily and in listed container [IFC]            | X |   |  | Currently building not occupied.                                                                                               |  | C  | No  |

| Review Item                                                                   | Compliant? |    |    | Comments/Measurements/Special Conditions                                                                                                      | Remedial Options | Existing Status | Action Required |
|-------------------------------------------------------------------------------|------------|----|----|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-----------------|
|                                                                               | C          | PC | NC |                                                                                                                                               |                  |                 |                 |
| 6 Fuel Powered Equipment shall be stored outdoors or in fire rated room [IFC] | X          |    |    |                                                                                                                                               |                  | C               | No              |
| <b>Flammable/Combustible Liquids</b>                                          |            |    |    |                                                                                                                                               |                  |                 |                 |
| 1 Safety Containers used [IFC]                                                |            |    |    |                                                                                                                                               |                  |                 |                 |
| 2 Adequate Ventilation [IFC]                                                  |            |    |    |                                                                                                                                               |                  |                 |                 |
| 3 No Basement Storage unless sprinklered [IFC]                                |            |    |    |                                                                                                                                               |                  |                 |                 |
| 4 No Sources of Ignition [IFC]                                                |            |    |    |                                                                                                                                               |                  |                 |                 |
| 5 Quantities > 10 gallons in cabinet [IFC]                                    |            |    |    |                                                                                                                                               |                  |                 |                 |
| 6 Not stored/kept near exits [IFC]                                            |            |    |    |                                                                                                                                               |                  |                 |                 |
| <b>Utility/Mechanical/HVAC</b>                                                |            |    |    |                                                                                                                                               |                  |                 |                 |
| 1 Heating Equipment serviced annually to ensure proper operation [IFC]        | X          |    |    | facilities personnel was stated to monitor building weekly for degradation, but equipment currently not actively used; and significantly aged |                  | C               | No              |
| 2 Approved Piping, Connections, & Appliances used [IFC]                       |            |    |    |                                                                                                                                               |                  |                 |                 |
| 3 Combustion Air Supply/Venting present [IFC]                                 |            |    |    |                                                                                                                                               |                  |                 |                 |
| 4 Adequate clearance between combustibles and appliances [IFC]                |            |    |    |                                                                                                                                               |                  |                 |                 |
| <b>Electrical</b>                                                             |            |    |    |                                                                                                                                               |                  |                 |                 |
| 1 No Electrical Hazards [IFC]                                                 |            |    |    |                                                                                                                                               |                  |                 |                 |
| 2 Power Taps are correct design & properly used [IFC]                         |            |    |    |                                                                                                                                               |                  |                 |                 |
| 3 Access/clearance to Electrical Panels [IFC]                                 |            |    | X  |                                                                                                                                               |                  | NC              | Yes             |
| 4 Electrical Rooms Labeled [IFC]                                              |            |    | X  |                                                                                                                                               |                  | NC              | Yes             |
| <b>Building History</b>                                                       |            |    |    |                                                                                                                                               |                  |                 |                 |
| 1 Has an ADA survey previously been completed for this property?              |            |    |    |                                                                                                                                               |                  |                 |                 |

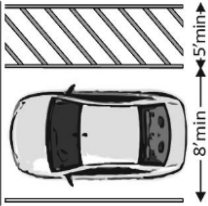
| Review Item | Compliant? |    |    | Comments/Measurements/Special Conditions                         | Remedial Options | Existing Status | Action Required |
|-------------|------------|----|----|------------------------------------------------------------------|------------------|-----------------|-----------------|
|             | C          | PC | NC |                                                                  |                  |                 |                 |
| 2           |            | X  | X  | ramp was installed to main floor but ramp is degraded beyond use |                  | NC              | Yes             |
| 3           |            |    |    |                                                                  |                  |                 |                 |
| 4           |            |    |    |                                                                  |                  |                 |                 |
| 5           |            |    |    |                                                                  |                  |                 |                 |
| 6           |            |    |    |                                                                  |                  |                 |                 |

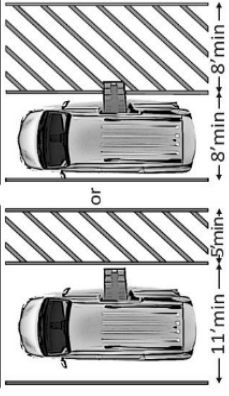
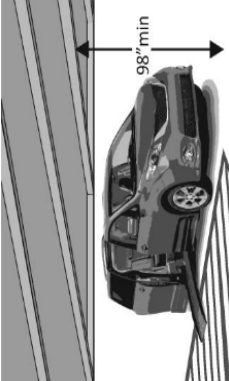
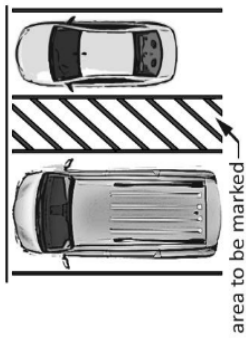
### PRIORITY I Exterior Parking

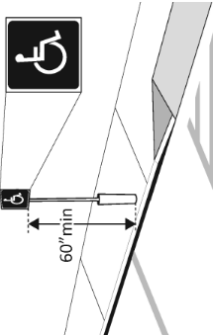
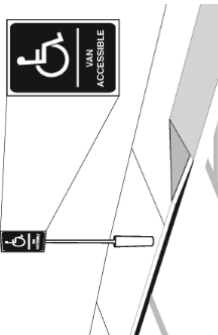
Individuals with mobility impairments need parking spaces wide enough to safely open vehicle doors fully and get out with a wheelchair or mobility aid. Designated parking spaces shall be located nearest to the accessible entrance or accessible route to the building or facility.

| Total No of Parking Spaces | Minimum No of Required Accessible Spaces               |
|----------------------------|--------------------------------------------------------|
| 01-25                      | 1                                                      |
| 26-50                      | 2                                                      |
| 51-75                      | 3                                                      |
| 76-100                     | 4                                                      |
| 101-150                    | 5                                                      |
| 151-200                    | 6                                                      |
| 201-300                    | 7                                                      |
| 301-400                    | 8                                                      |
| 401-500                    | 9                                                      |
| 501-1000                   | 2 percent of total                                     |
| 1001 and over              | 20, plus 1 for each 100, or fraction thereof over 1000 |



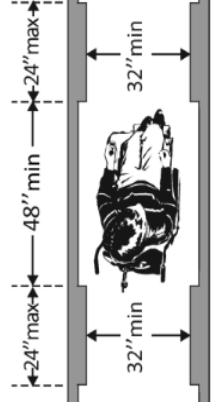
| Review Item | Compliant?                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |    | Comments/Measurements/Special Conditions                                                                                                                                                                                                                                                  | Remedial Options                                             | Existing Status | Action Required |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------|-----------------|
|             | C                                                                                                                                                                                                                                                                                                                                                                                                                                            | PC | NC |                                                                                                                                                                                                                                                                                           |                                                              |                 |                 |
| 1           | <b>Minimum Number</b> Parking spaces shall be provided with the above table [ADA 208.2]                                                                                                                                                                                                                                                                                                                                                      |    |    | Parking currently shared with existing library. Adequate parking will need to be calculated based on use. One ADA Accessible #: 2 but none with stall will need to be installed nearest a compliant ADA path path to Carnegie building, and to building, when building is again occupied. | Total #: +/-30                                               | NC              | Yes             |
| 2           | <b>Van Parking Spaces</b> *For every six or fraction of six accessible parking spaces, at least one shall be a van accessible space [ADA 208.2.4]                                                                                                                                                                                                                                                                                            |    |    |                                                                                                                                                                                                                                                                                           |                                                              |                 |                 |
| 3           | <b>Location</b> Parking spaces shall be located on the shortest accessible route from parking to entrance, parking spaces shall be dispersed and located on the shortest accessible route to the accessible entrances. In parking facilities that do not serve a particular building or facility, parking spaces shall be located on the shortest accessible route to an accessible pedestrian entrance of the parking facility. [ADA 208.3] |    |    |                                                                                                                                                                                                                                                                                           |                                                              |                 |                 |
| 4           | <b>Vehicle Spaces and Access Aisles</b> Where car/van parking spaces are marked with lines, width measurements of parking spaces and access aisles shall be made from the centerline of the markings. Where parking spaces or access aisles are not adjacent to another parking space or access aisle, measurements shall be permitted to include the full width of the line defining the parking space or aisle. [ADA 502.2]                |    |    | *If constructed before 3/15/2012, parking is compliant if at least 1 in every 8 accessible spaces is van accessible                                                                                                                                                                       | Options: Reconfigure by repainting lines                     | NC              | Yes             |
| a           | Car Parking Spaces shall be 96 inches wide (8 feet) minimum and shall be marked to define the width. Access aisle shall be 60 inches (five feet) wide minimum and extend full length of the parking spaces they serve. Access aisles shall be marked so as to discourage parking in them.                                                                                                                                                    |    |    |                                                                                                                                                                                                                                                                                           | Measurement:<br><br>Options: Reconfigure by repainting lines |                 |                 |
|             |                                                                                                                                                                                                                                                                                                                                                                                                                                              |    |    |                                                                                                                                                                                                       |                                                              |                 |                 |

| Review Item                                                                                                                                                                                                                                                                                                                                                                                                               | Compliant? |    |    | Comments/Measurements/Special Conditions                                             | Remedial Options                                                            | Existing Status | Action Required |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------|-----------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                           | C          | PC | NC |                                                                                      |                                                                             |                 |                 |
| b <b>Van Parking</b> Spaces shall be 132 inches wide (11 feet) minimum and permitted to be 96 inches wide minimum where the access aisle is 96 inches (8 feet) wide minimum. Spaces shall be marked to define the width and shall have an adjacent access aisle. Access aisle shall be 60 inches wide minimum or 96 inches wide minimum if using a 96 inch wide space.                                                    |            | X  |    |    | Measurement:<br><br>Options: Reconfigure to provide van-accessible space(s) | PC              | Yes             |
| c <b>Vertical Clearance</b> Is at least 98 inches of vertical clearance provided for the van accessible space? [ADA 502.5]                                                                                                                                                                                                                                                                                                |            |    |    |    | Measurement:<br><br>Options: Reconfigure to provide van-accessible space(s) | C               | No              |
| 5 <b>Accessible Route</b> An accessible route must connect parking spaces to accessible entrances. In parking facilities where the accessible route must cross vehicular traffic lanes, marked crossings enhance pedestrian safety, particularly for people using wheelchairs and other mobility aids. Where possible, it is preferable that the accessible route not pass behind parked vehicles. [Advisory only, 502.3] |            |    | X  |    | Options: Create accessible route; relocate accessible space                 | NC              | Yes             |
| 6 <b>Marked Access Aisle</b> Are the access aisles marked so as to discourage parking in them? [ADA 502.3.3]                                                                                                                                                                                                                                                                                                              |            |    | X  |  | Options: Mark access aisles                                                 | NC              | Yes             |
| 7 <b>Floor or Ground Slope</b> Changes in level are not permitted. Slopes not steeper than 1:48 shall be permitted. [ADA 502.4]                                                                                                                                                                                                                                                                                           |            |    | X  |                                                                                      | Measurement:<br><br>Options: Regrade surface                                | NC              | Yes             |

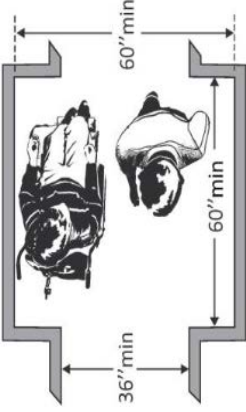
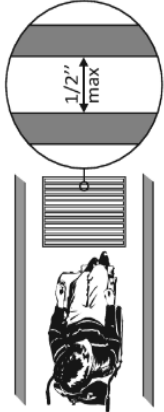
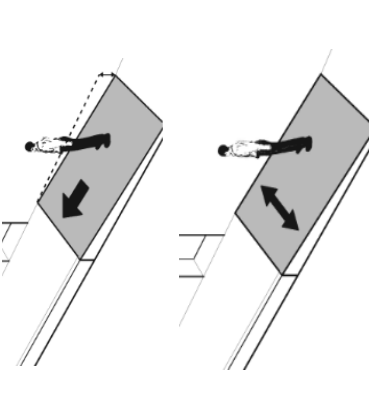
| Review Item                                                                                                                                                                                                                                                                                                                                                                   | Compliant? |    |    | Comments/Measurements/Special Conditions                                                                                                                                 | Remedial Options                   | Existing Status | Action Required |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------|-----------------|
|                                                                                                                                                                                                                                                                                                                                                                               | C          | PC | NC |                                                                                                                                                                          |                                    |                 |                 |
| <p>8 <b>Identification and Symbols of Accessibility</b> Parking space identification signs shall include the International Symbol of Accessibility. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches minimum above the finish floor or ground surface measured to the bottom of the sign. [ADA 502.6, 703.7]</p> |            |    | X  | <p>Note: The International Symbol of Accessibility is not required on the ground.</p>  | <p>Options: Install signs</p>      | NC              | Yes             |
| <p>a <u>Van Accessible Signs</u> Are there signs reading "van accessible" at van accessible spaces? [ADA 502.6]</p>                                                                                                                                                                                                                                                           |            |    | X  |                                                                                        | <p>Options: Install signs</p>      | NC              | Yes             |
| <p>9 <b>Accessible Parking Spaces Locations</b> Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)? [ADA 208.3.1]</p> <p>Note: If parking serves multiple entrances, accessible parking should be dispersed.</p>                                                                                    |            |    | X  |                                                                                                                                                                          | <p>Options: Reconfigure spaces</p> | NC              | Yes             |

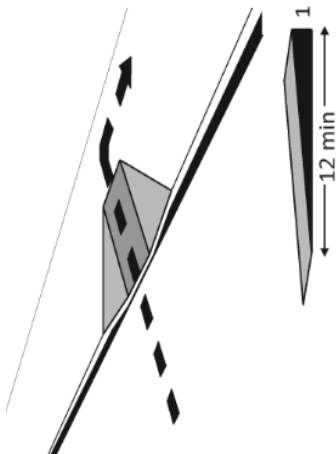
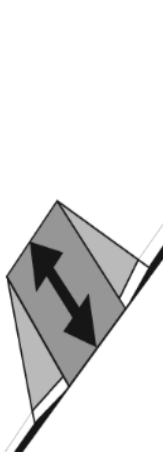
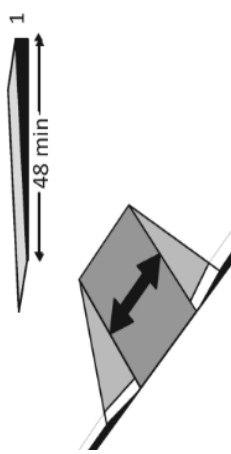
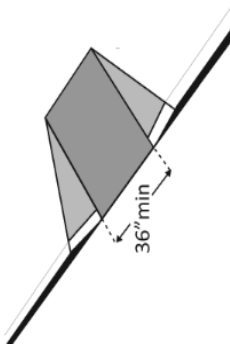
#### PRIORITY | Exterior Accessible Route

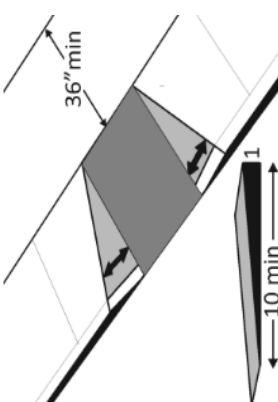
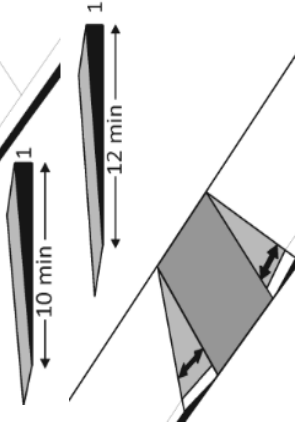
Individuals who walk with difficulty or use wheelchairs, crutches, canes or walkers need a wide, smooth, level, firm surface. Individuals with sight impairments need a path free from hazards such as low-hanging/protruding objects undetectable by a cane.

| Review Item                                                                                                                                                                                                                                                                                                                                                       | Compliant? |    |    | Comments/Measurements/Special Conditions                                                                                                                                    | Remedial Options                                                                                                                                                                                                                                                                                                                                           | Existing Status | Action Required |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
|                                                                                                                                                                                                                                                                                                                                                                   | C          | PC | NC |                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                            |                 |                 |
| 1 <b>Accessibility Route and Arrival Points</b> At least one accessible route shall be provided from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to an accessible entrance. (Applicable to new construction, existing buildings, as well as additions) [ADA 202.2.1, 206.2.1] |            |    | X  | current potential ADA round from lot doesn't have a curb ramp and sidewalk cross slope to ramp is greater than 1:48                                                         | Accessible routes shall consist of one or more of the following components: walking surfaces with a running slope not steeper than 1:20, doorways, ramps, curb ramps excluding the flared sides, elevators, and platform lifts. [ADA 402.2].<br>Options: Add a ramp; Regrade to 1:20 maximum slope; Add a lift if site constraints prevent other solutions | NC              | Yes             |
| 2 <b>Floor or Ground Surfaces</b> Floor or ground surfaces of ramp runs shall be stable, firm, and slip resistant. Changes in level other than the running slope and cross slope are not permitted on ramp runs. [ADA 302, 405.4]                                                                                                                                 |            |    | X  | degraded sidewalk and ramp with unusual slope direction at stairs on north                                                                                                  | Options: Repair uneven paving; fill small bumps and breaks with patches; replace gravel with asphalt or other surface                                                                                                                                                                                                                                      | NC              | Yes             |
| 3 <b>Paths of Travel</b> Is there a path of egress travel that does not require the use of stairs?                                                                                                                                                                                                                                                                |            |    | X  | ramp degraded beyond safe use                                                                                                                                               | Measurement:                                                                                                                                                                                                                                                                                                                                               | NC              | Yes             |
| 4 <b>Clear Width</b> The clear width of walking surfaces shall be 36 inches minimum. Exception allows width to be reduced to 32 inches minimum for a length of 24 inches maximum provided that reduced width segments are separated by segments that are 48 inches long minimum and 36 inches wide minimum. [ADA 403.5.1]                                         | X          |    |    | <br> | Options: Change or move landscaping, furnishings, or other items; widen route                                                                                                                                                                                                                                                                              | C               | No              |



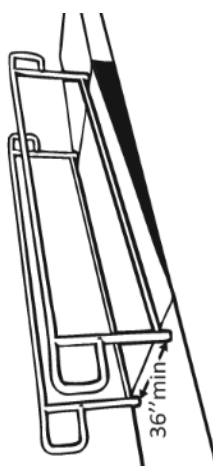
| Review Item                                                                                                                                                                                                                                                                                                                                                 | Compliant? |    |    | Comments/Measurements/Special Conditions                                             | Remedial Options                                                                                                                   | Existing Status | Action Required |
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|                                                                                                                                                                                                                                                                                                                                                             | C          | PC | NC |                                                                                      |                                                                                                                                    |                 |                 |
| 5 <b>Path Length</b> If the route is greater than 200 feet in length and less than 60 inches wide, provide a passing space no less than 60 x 60 inches. [ADA 403.5.3]                                                                                                                                                                                       | X          |    |    |    | Measurement:<br><br>Options: Widen route for passing space                                                                         | C               | No              |
| 6 <b>Grates</b> If there are grates or openings on the route, are the openings no larger than 1/2 inches?<br><br>Is the long dimensions perpendicular to the dominant direction of travel? [ADA 302.3]                                                                                                                                                      |            |    |    |    | Measurement:<br><br>Options: Replace or move grate                                                                                 |                 |                 |
| 7 <b>Slope</b> The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces (perpendicular to direction of travel) shall not be steeper than 1:48. [ADA 403.3]                                                                                                                                                 | X          |    |    |   | Measurement:<br><br>Options: Regrade to 1:20 max or 1:48 max per condition                                                         | C               | No              |
| 8 <b>Changes in Level</b> Where changes in level are permitted in floor or ground surfaces, they shall be one-fourth inch (1/4 inch) high maximum vertically. Changes in level between on-fourth inch high maximum and one-half inch (1/2 inch) high maximum shall be beveled with a slope not steeper than 1:12. [ADA 303]                                 |            | X  |    |  | exist ramp end at door but door clearance level change has modified transum edge but corrections can be made when ramp is replaced |                 |                 |
| 9 <b>Beveled</b> A change in level of one-half inch (1/2 inch) is permitted to be one-fourth inch (1/4 inch) vertical plus one-fourth inch (1/4 inch) beveled. However, in no case may the combined change in level exceed one-half inch (1/2 inch). Changes in level exceeding one-half inch must comply with Ramps and Curb Ramps. [Advisory only, 302.3] |            |    |    |                                                                                      |                                                                                                                                    | PC              | Yes             |

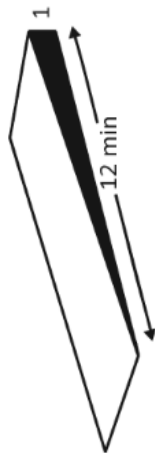
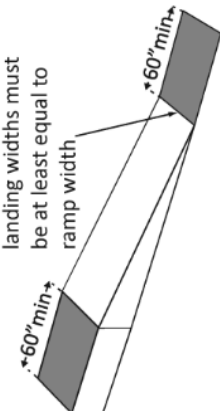
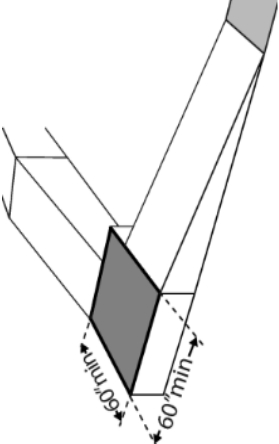
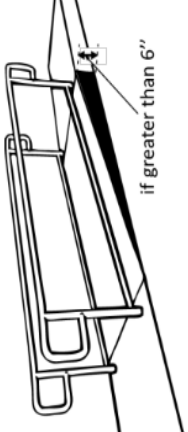
| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Compliant? |    |    | Comments/Measurements/Special Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Remedial Options                                                                     | Existing Status                            | Action Required |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------|-----------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | C          | PC | NC |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                      |                                            |                 |
| PRIORITY I Exterior Curb Ramps                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                      |                                            |                 |
| Individuals using wheelchairs need gently sloped ramps with handrails, no drop-off, and a smooth, stable surface with level top and bottom platforms for resting and turning. Slope is the ratio of the amount of rise (height) to run (distance or length). A sidewalk can be up to a slope of 1:20. Slopes greater than 1:20 to 1:12 are considered ramps. If the height of the ramp is greater than 30", two ramps with a landing between them must be used. |            |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                      |                                            |                 |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |    |    | <b>Curb Ramp</b> If the accessible route crosses a curb, is there a curb ramp? [ADA 402.2]                                                                                                                                                                                                                                                                                                                                                                                                                                    |    | Options: Install curb ramp                 |                 |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |    |    | <b>Slope</b> Curb ramp runs shall have a running slope not steeper than 1:12. In existing sites, buildings, and facilities, ramps shall be permitted to have running slopes steeper than 1:12 complying with guidelines shown where such slopes are necessary due to space limitations. (Slope steeper than 1:10 but not steeper than 1:8 shall have a maximum rise of 3 inches. Slope steeper than 1:12 but not steeper than 1:10 shall have a maximum rise of 6 inches. A slope greater than 1:8 is prohibited) [ADA 405.2] |    | Options: Regrade curb ramp                 |                 |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |    |    | <b>Cross Slope</b> Cross slope of curb ramp runs shall not be steeper than 1:48. Cross slope is the slope of the surface perpendicular to the direction of travel. Cross slope is measured the same way as slope is measured (rise over run) [ADA 406.1, 405.3]                                                                                                                                                                                                                                                               |   | Measurement:<br>Options: Regrade curb ramp |                 |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |    |    | <b>Clear Width and Rise</b> The clear width of a curb ramp run shall be 36 inches minimum excluding flares. The rise of any ramp shall be 30 inches maximum. [406.1, ADA 405.5]                                                                                                                                                                                                                                                                                                                                               |  | Measurement:<br>Options: Widen curb ramp   |                 |

| Review Item                                                                                                                                                                                                                                                                                                | Compliant? |    |    | Comments/Measurements/Special Conditions                                           | Remedial Options                                             | Existing Status | Action Required |
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|                                                                                                                                                                                                                                                                                                            | C          | PC | NC |                                                                                    |                                                              |                 |                 |
| 5 <b>Landings</b> At the top of the curb ramp is there a level landing (slope no greater than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? [ADA 406.4]                                                                                                   |            |    |    |  | Measurement:<br><br>Options: Reconfigure; add ramp flares    |                 |                 |
| 6 <b>Sides of Curb Ramps / Flares</b> If the landing at the top is less than 36 inches long, are there curb ramp flares?<br><br>Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run? [ADA 406.4]                             |            |    |    |  | Measurement:<br><br>Options: Add ramp flares, regrade flares |                 |                 |
| 7 <b>Location</b> Curb ramps and the flared sides of curb ramps shall be located so that they do not project in to vehicular traffic lanes, parking spaces, or parking access aisles. Curb ramps at marked crossings shall be wholly contained within the markings excluding any flared sides. [ADA 406.5] |            |    |    |                                                                                    |                                                              |                 |                 |

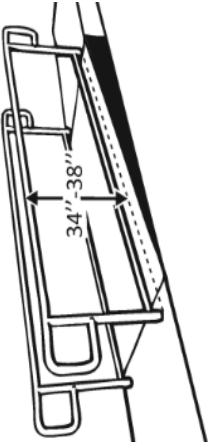
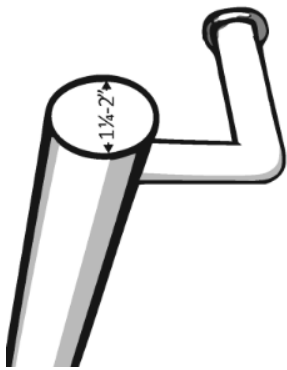
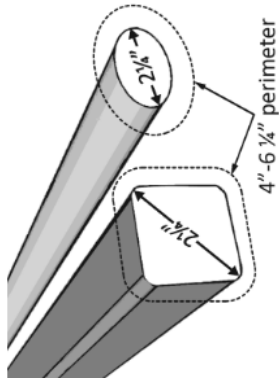
#### PRIORITY 1 Exterior Ramps and Handrails

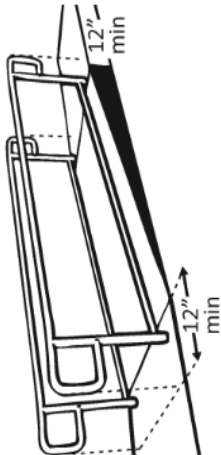
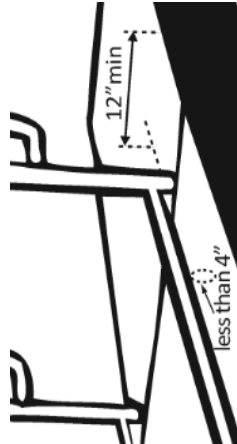
Individuals using wheelchairs need gently sloped ramps with handrails, no drop-off, and a smooth, stable surface with level top and bottom platforms for resting and turning. Slope is the ratio of the amount of rise (height) to run (distance or length). A sidewalk can be up to a slope of 1:20. Slopes greater than 1:20 to 1:12 are considered ramps. If the height of the ramp is greater than 30", two ramps with a landing between them must be used.

|                                                                                                                                                                                                                              |   |  |   |                                                                                      |                                         |    |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|---|--------------------------------------------------------------------------------------|-----------------------------------------|----|-----|
| 1 <b>Ramp Width</b> If there is a ramp is it at least 36 inches wide? [ADA 405.5]                                                                                                                                            |   |  |   |  | Measurement:<br><br>Options: Alter ramp | PC | Yes |
| Note: If there are handrails, measure between the handrails.                                                                                                                                                                 | X |  |   |                                                                                      |                                         |    |     |
| 2 <b>Floor or Ground Surfaces</b> Floor or ground surfaces of ramp runs shall be stable, firm, and slip resistant. Changes in level other than the running slope and cross slope are not permitted on ramp runs. [ADA 405.4] |   |  | X |                                                                                      | Options: Resurface ramp                 | NC | Yes |

| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                        | Compliant? |    |    | Comments/Measurements/Special Conditions                                             | Remedial Options                                                            | Existing Status | Action Required |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                    | C          | PC | NC |                                                                                      |                                                                             |                 |                 |
| 3 <b>Ramp Run</b> For each section of ramp, is the running slope no greater than 1:12, i.e. for every inch of height there are at least 12 inches of ramp run? [ADA 405.2]<br><br>Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when such slopes are necessary due to space limitations.                                                | X          |    |    |    | Measurement:<br><br>Options: Relocate ramp; lengthen ramp to decrease slope | C               | No              |
| 4 <b>Landings</b> Is there a level landing that is at least 60 inches long and at least as wide as the ramp:<br><br>At the top of the ramp?<br><br>At the bottom of the ramp? [ADA 405.7.2, 405.7.3]                                                                                                                                                                                                                                               | X          |    |    |    | Measurement:<br><br>Options: Alter ramp; relocate ramp                      | C               | No              |
| 5 <b>Change in Direction</b> Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [ADA 405.7.4]                                                                                                                                                                                                                                                                                                              |            |    |    |   | Measurement:<br><br>Options: Alter ramp; increase landing size              |                 |                 |
| 6 <b>Handrails</b> Ramp runs with a rise greater than 6 inches shall have handrails. Stairs shall have handrails. Handrails are not required on walking surfaces with running slopes less than 1:20. Handrails shall be provided on both sides of stairs and ramps. In assembly areas, handrails shall not be required on both sides of aisle ramps where a handrail is provided at either side or within the aisle width. [ADA 405.8, 504.6, 505] |            | X  |    |  | Measurement:<br><br>Options: Add handrails                                  | PC              | Yes             |



| Review Item                                                                                                                                                                                                                                                                                          | Compliant?<br>C PC NC | Comments/Measurements/Special Conditions                                            | Remedial Options                                                                      | Existing Status | Action Required |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------|-----------------|
| 7 <b>Handrail Height</b> Top of gripping surfaces of handrails shall be 34 inches minimum and 38 inches maximum vertically above walking surfaces, stair nosings, and ramp surfaces. Handrails shall be at a consistent height above walking surfaces, stair nosings, and ramp surfaces. [ADA 505.4] | X                     |   | Measurement:<br><br>Options: Reconfigure or replace handrails; adjust handrail height | C               | No              |
| 8 <b>Clearance</b> Clearance between handrail gripping surface and adjacent surfaces shall be 1 and one-half inches (1 1/2 inches) minimum and 2 inches maximum. [ADA 505.5]                                                                                                                         | X                     |   | Measurement:<br><br>Options: Reconfigure or replace handrails                         | C               | No              |
| 9 <b>Handrail Cross Section</b> Handrail gripping surfaces with a circular cross section shall have an outside diameter of 1 and one-fourth inches (1 1/4 inches) minimum and 2 inches maximum. [ADA 505.7.1]                                                                                        | X                     |   | Measurement:<br><br>Options: Replace Handrails                                        | C               | No              |
| 10 <b>Handrail Cross Section</b> If the handrail gripping surface is non-circular:<br><br>Is the perimeter no less than 4 inches and no greater than 6 1/4 inches?<br><br>Is the cross-section no greater than 2 1/4 inches? [ADA 505.7.2]                                                           | X                     |  | Measurement:<br><br>Options: Replace Handrails                                        | C               | No              |
| 11 <b>Surfaces</b> Handrail gripping surfaces and any surfaces adjacent to them shall be free of sharp or abrasive elements and shall have rounded edges. [ADA 505.8]                                                                                                                                | X                     |                                                                                     |                                                                                       | C               | No              |
| 12 <b>Fittings</b> Handrails shall not rotate within their fittings. [ADA 505.9]                                                                                                                                                                                                                     | X                     |                                                                                     |                                                                                       | C               | No              |

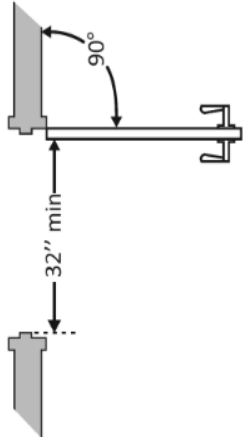
| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Compliant?<br>C PC NC | Comments/Measurements/Special Conditions                                           | Remedial Options                                                                      | Existing Status | Action Required |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------|-----------------|
| <b>13 Handrail Extensions</b> Does the handrail: <ul style="list-style-type: none"> <li>Extend at least 12 inches horizontally beyond the top and bottom of the ramp?</li> <li>Return to a wall, guard, or landing surface? [ADA 505.10.1]</li> <li>Note: If a 12 inch extension would be a hazard (in circulation path) it is not required.</li> </ul>                                                                                                                                                           | <div>X</div>          |  | Measurement:<br>extensions not full 1ft beyond stair<br><br>Options: Alter Handrails  | PC              | Yes             |
| <b>14 Edge Protection</b> Edge protection provided on ramps greater than 10 inches long, using a curb or barrier. (Note: The railing or some other provision must be made to avoid a wheelchair's wheel from running of the side of the ramp) [ADA 405.9] <ul style="list-style-type: none"> <li>Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail?</li> <li>or</li> <li>Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?</li> </ul> | <div>X</div>          |  | Measurement:<br>not existent<br><br>Options: Add curb; add barrier; extend ramp width | NC              | Yes             |

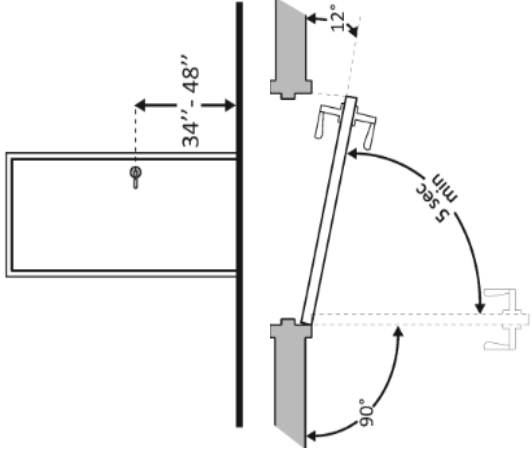
#### PRIORITY I Entrances and Interior Doors

Individuals with mobility impairments need a building entrance that is wide, smooth, level or ramped. Entrances must be wide, have adequate space for maneuvering and require light pressure and no twisting to operate.

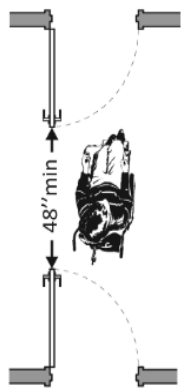
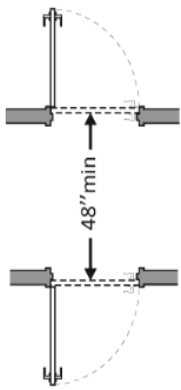
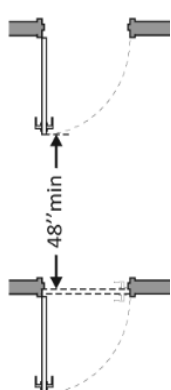
- Entrances and Manual Doors, Doorways, and Manual Gates**  
 Entrance doors, doorways, and gates shall be on an accessible route. Accessible doors are standard single or double leafed hinged doors, not revolving doors. [ADA 206.4, 404.2]  
  
 Is the main entrance accessible?

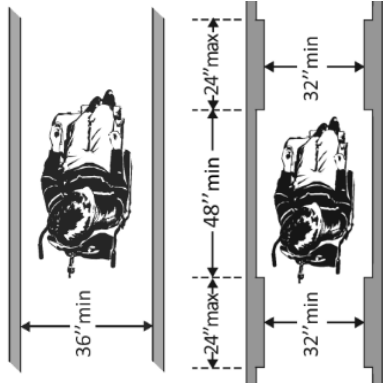
|  |   |  |                                                                                                                                        |                                         |     |
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|  |   |  |                                                                                                                                        |                                         |     |
|  | X |  | only fully accessible entry is back of building near parking but ramp requires replacement to safely access; but this is not main door | Options: Redesign to make it accessible | PC  |
|  |   |  |                                                                                                                                        |                                         | Yes |

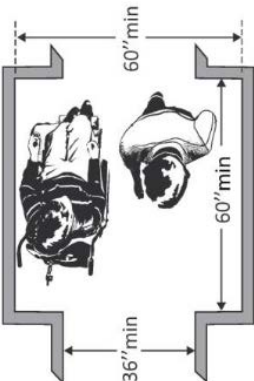
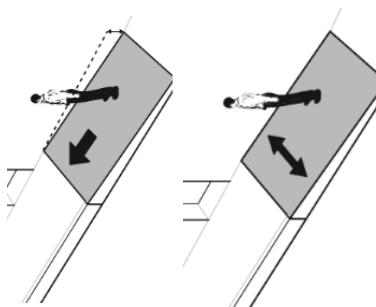
| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Compliant? |    |    | Comments/Measurements/Special Conditions                                                                    | Remedial Options                                                                                                                                                | Existing Status | Action Required |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                | C          | PC | NC |                                                                                                             |                                                                                                                                                                 |                 |                 |
| a <u>Alternative Accessible Entrance</u> If the main entrance is not accessible, is there an alternative accessible entrance?<br><br>Can the alternative accessible entrance be used independently and during the same hours as the main entrance?                                                                                                                                                                                                             |            | X  |    | only fully accessible entry is back of building near parking but ramp requires replacement to safely access | Options: Designate an entrance and make it accessible; ensure that accessible entrance can be used independently and during the same hours as the main entrance | PC              | Yes             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |    | X  |                           | Options: Install signs; install signs on route before people get to inaccessible entrances so that people do not have to turn around and retrace route          | NC              | Yes             |
| 2 <b>Clear Width</b> Door openings shall provide a clear width of 32 inches minimum. Clear openings of doorways with swinging doors shall be measured between the face of the door and the stop, with the door open 90 degrees. Openings more than 24 inches deep shall provide a clear opening of 36 inches minimum. There shall be no projections into the required clear opening width lower than 34 inches above the finish floor or ground. [ADA 404.2.3] |            |    |    |                          | Measurement:<br><br>Options: Alter door; install offset hinges                                                                                                  | C               | No              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                | X          |    |    |                                                                                                             |                                                                                                                                                                 |                 |                 |

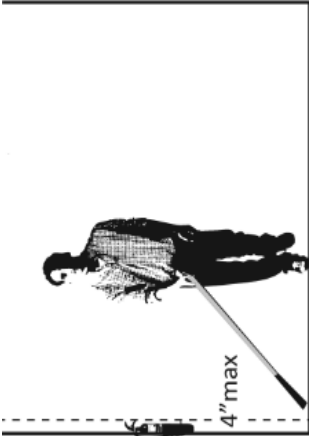
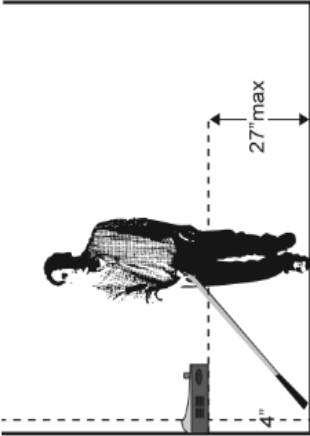
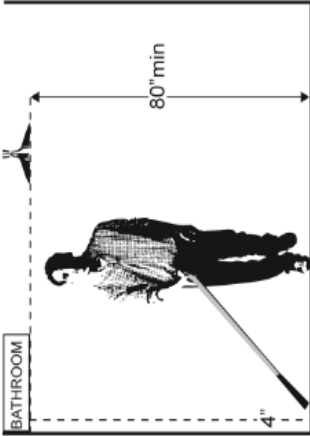
| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Compliant?<br>C PC NC | Comments/Measurements/Special Conditions                                                                                                 | Remedial Options                                                                                                                            | Existing Status | Action Required |
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| <p>3 <b>Thresholds</b> if provided at doorways, shall be one-half inch high maximum. [ADA 404.2.5, 303.2]</p> <p>If the threshold is vertical is it no more than 1/4 inch high?</p> <p>Or</p> <p>No more than 1/2 inch high with the top 1/4 inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)</p> <p>Or</p> <p>No more than 3/4 inch high with the top 1/2 inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards when into effect (1/26/93)?</p> | X                     |                                                                                                                                          | <p>Measurement:</p> <p>Options: Remove or replace threshold</p>                                                                             | C               | No              |
| <p>4 <b>Door and Gate Hardware and Operation</b> Handles, pulls, latches, locks, and other operable parts on doors and gates shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. Where sliding doors are in the fully open position, operating hardware shall be exposed and usable from both sides. [ADA 404.2.7, 309.4]</p>                                                                                                                                                                                     | X                     | doors throughout interior, where operable, are knob hardware, any doors likely used for public means of egress or use should be replaced | Options: Replace inaccessible hardware with lever, loop or push/pull hardware; add automatic door opener                                    | PC              | Yes             |
| <p>5 <b>Door and Gate Hardware Mounting</b> Operable parts of such hardware shall be 34 inches minimum and 48 inches maximum above the finish floor or ground. Where sliding doors are in the fully open position, operating hardware shall be exposed and usable from both sides. [ADA 404.2.7, 309.4]</p>                                                                                                                                                                                                                                                             | X                     |                                                       | Options: Change hardware height                                                                                                             | C               | No              |
| <p>6 <b>Door and Gate Opening Force and Operation</b> The maximum opening force shall be 5 pounds on interior hinged/ sliding/ folding doors. Maximum force pertains to the continuous application of force necessary to fully open a door, not the initial force needed to overcome the inertia of the door. It does not apply to the force required to retract bolts or to disengage other devices used to keep the door in a closed position. [ADA 404.2.9, 309.4]</p>                                                                                               | X                     |                                                                                                                                          | <p>not all doors operable and not tested at this time; sliding doors locked into place or hard to operate</p> <p>Options: Adjust closer</p> | PC              | Yes             |



| Review Item                                                                                                                                                                                                                 | Compliant?<br>C PC NC | Comments/Measurements/Special Conditions                                                                                                                                                                                                                                     | Remedial Options                                                                                                                                             | Existing Status | Action Required |
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| <p>7 <b>Doors and Gates in Series</b> The distance between two hinged or pivoted doors in series and gates in series shall be 48 inches minimum plus the width of doors or gates swinging into the space. [ADA 404.2.6]</p> |                       |  <p>or</p>  <p>or</p>  | <p>Measurement: no interior clear floor space in 6th street door vestibule. Door treated as unused.</p> <p>Options: Remove inner door; change door swing</p> | NC              | Yes             |
| <p>8 <b>Revolving Doors</b> Are main entry doors other than revolving doors available?</p>                                                                                                                                  |                       |                                                                                                                                                                                                                                                                              |                                                                                                                                                              |                 |                 |
| <p>9 <b>Entrance Mats</b> If provided at the building entrance, are carpets or mats no higher than 1/2 inch thick? [ADA 302.2]</p>                                                                                          |                       |                                                                                                                                                                                                                                                                              | <p>Measurement:</p> <p>Options: Replace or remove mats</p>                                                                                                   |                 |                 |

| Review Item                                                                                                                                                                                                                                                                                                       | Compliant? |    |    | Comments/Measurements/Special Conditions                                            | Remedial Options                                                              | Existing Status | Action Required |
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|                                                                                                                                                                                                                                                                                                                   | C          | PC | NC |                                                                                     |                                                                               |                 |                 |
| 10 <b>Entrance Mat Edges</b> Are edges of carpets or mats securely attached to minimize tripping hazards? [ADA 302.2]                                                                                                                                                                                             |            |    |    |                                                                                     | Measurement:<br><br>Options: Replace or remove mats                           |                 |                 |
| Priority II Access to Goods and Services                                                                                                                                                                                                                                                                          |            |    |    |                                                                                     |                                                                               |                 |                 |
| 1 Does the accessible entrance provide direct access to the main floor, lobby and elevator? [ADA 206.4]                                                                                                                                                                                                           | X          |    |    | no elevator                                                                         | Options: Create accessible route                                              | C               | No              |
| Priority II Interior Accessible Route                                                                                                                                                                                                                                                                             |            |    |    |                                                                                     |                                                                               |                 |                 |
| 1 Are all public spaces on at least one accessible route? [ADA 206.2.4]                                                                                                                                                                                                                                           | X          |    |    |                                                                                     | Options: Create accessible route                                              | PC              | Yes             |
| 2 Is the route stable, firm and slip-resistant? [ADA 40.2, 302.1]                                                                                                                                                                                                                                                 | X          |    |    | Stairs only                                                                         | Options: Repair uneven surfaces<br>Measurement:                               | PC              | Yes             |
| 3 <b>Clear Width</b> The clear width of walking surfaces shall be 36 inches minimum. Exception allows width to be reduced to 32 inches minimum for a length of 24 inches maximum provided that reduced with segments are separated by segments that are 48 inches long minimum and 36 wide minimum. [ADA 403.5.1] | x          |    |    |  | Options: Change or move landscaping, furnishings, or other items; widen route | C               | No              |

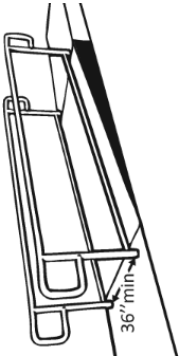
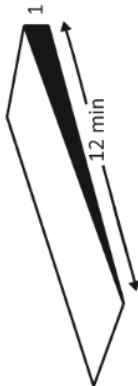
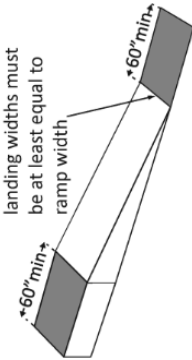
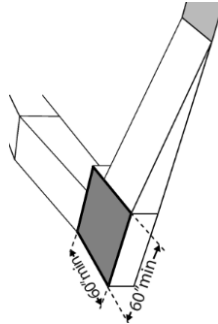
| Review Item                                                                                                                                                                                                 | Compliant? |    |    | Comments/Measurements/Special Conditions                                           | Remedial Options                                                           | Existing Status | Action Required |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------|-----------------|
|                                                                                                                                                                                                             | C          | PC | NC |                                                                                    |                                                                            |                 |                 |
| 4 <b>Path Length</b> If the route is greater than 200 feet in length and less than 60 inches wide, provide a passing space no less than 60 x 60 inches. [ADA 403.5.3]                                       | x          |    |    |  | Measurement:<br><br>Options: Widen route for passing space                 | C               | No              |
| 5 <b>Slope</b> The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces (perpendicular to direction of travel) shall not be steeper than 1:48. [ADA 403.3] |            |    |    |  | Measurement:<br><br>Options: Regrade to 1:20 max or 1:48 max per condition |                 |                 |

| Review Item                                                                                                                                                                                                                                                                                         | Compliant?<br>C PC NC | Comments/Measurements/Special Conditions                                                                                                                                                                                                                                                                                                            | Remedial Options                                                                                                   | Existing Status | Action Required |
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| 6 <b>Protrusion Limits</b> Objects with leading edges more than 27 inches and not more than 80 inches above the finish floor or ground shall protrude 4 inches maximum horizontally into the circulation path. Handrails, however, shall be permitted to protrude 4 1/2 inches maximum. [ADA 307.2] |                       |  <p>4" max</p> <p>Or</p>  <p>27" max</p> <p>Or</p>  <p>80" min</p> <p>BATHROOM</p> <p>4"</p> | <p>Measurement:</p> <p>Options: Remove object; add tactical warning such as permanent planter or partial walls</p> |                 |                 |

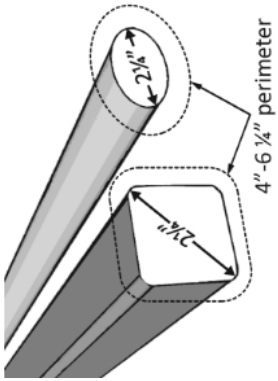
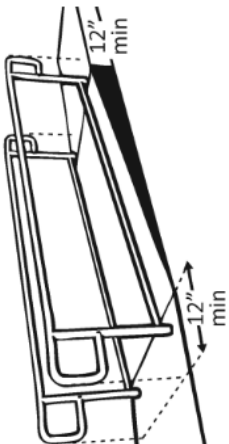
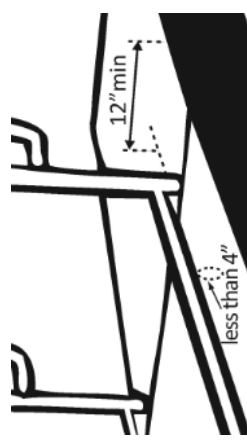
#### PRIORITY II Interior Ramps and Handrails

Individuals using wheelchairs need gently sloped ramps with handrails, no drop-off, and a smooth, stable surface with level top and bottom platforms for resting and turning. Slope is the ratio of the amount of rise (height) to run (distance or length). A sidewalk can be up to a slope of 1:20. Slopes greater than 1:20 to 1:12 are considered ramps. If the height of the ramp is greater than 30", two ramps with a landing between them must be used.



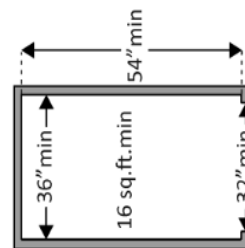
| Review Item                                                                                                                                                                                                                                                                                                                                                                                                | Compliant?<br>C PC NC | Comments/Measurements/Special Conditions                                             | Remedial Options                                                                   | Existing Status | Action Required |
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| <p>1 <b>Ramp Width</b> If there is a ramp is it at least 36 inches wide? [ADA 405.5]</p> <p>Note: If there are handrails, measure between the handrails.</p>                                                                                                                                                                                                                                               |                       |    | <p>Measurement:</p> <p>Options: Alter ramp</p>                                     |                 |                 |
| <p>2 <b>Floor or Ground Surfaces</b> Floor or ground surfaces of ramp runs shall be stable, firm, and slip resistant. Changes in level other than the running slope and cross slope are not permitted on ramp runs. [ADA 405.4]</p>                                                                                                                                                                        |                       |                                                                                      | Options: Resurface ramp                                                            |                 |                 |
| <p>3 <b>Ramp Run</b> For each section of ramp, is the running slope no greater than 1:12, i.e. for every inch of height there are at least 12 inches of ramp run? [ADA 405.2]</p> <p>Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when such slopes are necessary due to space limitations.</p> |                       |    | <p>Measurement:</p> <p>Options: Relocate ramp; lengthen ramp to decrease slope</p> |                 |                 |
| <p>4 <b>Landings</b> Is there a level landing that is at least 60 inches long and at least as wide as the ramp:</p> <p>At the top of the ramp?</p> <p>At the bottom of the ramp? [ADA 405.7.2, 405.7.3]</p>                                                                                                                                                                                                |                       |   | <p>Measurement:</p> <p>Options: Alter ramp; relocate ramp</p>                      |                 |                 |
| <p>5 <b>Change in Direction</b> Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [ADA 405.7.4]</p>                                                                                                                                                                                                                                                               |                       |  | <p>Measurement:</p> <p>Options: Alter ramp; increase landing size</p>              |                 |                 |

| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                        | Compliant?<br>C PC NC | Comments/Measurements/Special Conditions | Remedial Options                                                                      | Existing Status | Action Required |
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| 6 <b>Handrails</b> Ramp runs with a rise greater than 6 inches shall have handrails. Stairs shall have handrails. Handrails are not required on walking surfaces with running slopes less than 1:20. Handrails shall be provided on both sides of stairs and ramps. In assembly areas, handrails shall not be required on both sides of aisle ramps where a handrail is provided at either side or within the aisle width. [ADA 405.8, 504.6, 505] |                       |                                          | Measurement:<br><br>Options: Add handrails                                            |                 |                 |
| 7 <b>Handrail Height</b> Top of gripping surfaces of handrails shall be 34 inches minimum and 38 inches maximum vertically above walking surfaces, stair nosings, and ramp surfaces. Handrails shall be at a consistent height above walking surfaces, stair nosings, and ramp surfaces. [ADA 505.4]                                                                                                                                               |                       |                                          | Measurement:<br><br>Options: Reconfigure or replace handrails; adjust handrail height |                 |                 |
| 8 <b>Clearance</b> Clearance between handrail gripping surface and adjacent surfaces shall be 1 and one-half inches (1 1/2 inches) minimum and 2 inches maximum. [ADA 505.5]                                                                                                                                                                                                                                                                       |                       |                                          | Measurement:<br><br>Options: Reconfigure or replace handrails                         |                 |                 |
| 9 <b>Handrail Cross Section</b> Handrail gripping surfaces with a circular cross section shall have an outside diameter of 1 and one-fourth inches (1 1/4 inches) minimum and 2 inches maximum. [ADA 505.7.1]                                                                                                                                                                                                                                      |                       |                                          | Measurement:<br><br>Options: Replace Handrails                                        |                 |                 |

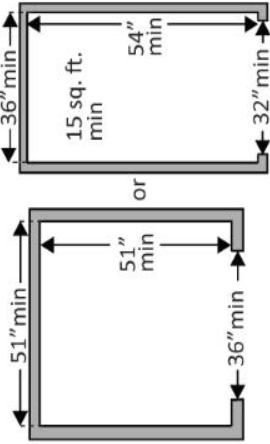
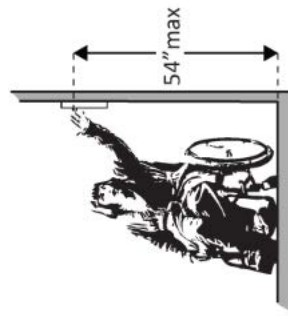
| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Compliant?<br>C PC NC | Comments/Measurements/Special Conditions                                            | Remedial Options                                                             | Existing Status | Action Required |
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| <p><b>10 Handrail Cross Section</b> If the handrail gripping surface is non-circular:</p> <p>Is the perimeter no less than 4 inches and no greater than 6 1/4 inches?</p> <p>Is the cross-section no greater than 2 1/4 inches? [ADA 505.7.2]</p>                                                                                                                                                                                                                                                                                                                                    |                       |   | <p>Measurement:</p> <p>Options: Replace Handrails</p>                        |                 |                 |
| <p><b>11 Surfaces</b> Handrail gripping surfaces and any surfaces adjacent to them shall be free of sharp or abrasive elements and shall have rounded edges. [ADA 505.8]</p> <p><b>12 Fittings</b> Handrails shall not rotate within their fittings. [ADA 505.9]</p> <p><b>13 Handrail Extensions</b> Does the handrail:</p> <p>Extend at least 12 inches horizontally beyond the top and bottom of the ramp?</p> <p>Return to a wall, guard, or landing surface? [ADA 505.10.1]</p> <p>Note: If a 12 inch extension would be a hazard (in circulation path) it is not required.</p> |                       |   | <p>Measurement:</p> <p>Options: Alter Handrails</p>                          |                 |                 |
| <p><b>14 Edge Protection</b> Edge protection provided on ramps greater than 10 inches long, using a curb or barrier. (Note: The railing or some other provision must be made to avoid a wheelchair's wheel from running of the side of the ramp) [ADA 405.9]</p> <p>Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail?</p> <p>or</p> <p>Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere?</p>                                                                                                            |                       |  | <p>Measurement:</p> <p>Options: Add curb; add barrier; extend ramp width</p> |                 |                 |

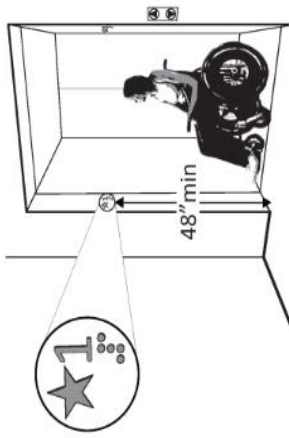
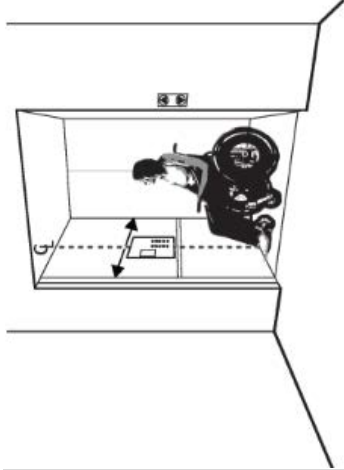
Priority II Elevators - Full Size & LULA (limited use, limited application) LULA elevators are often used in alterations

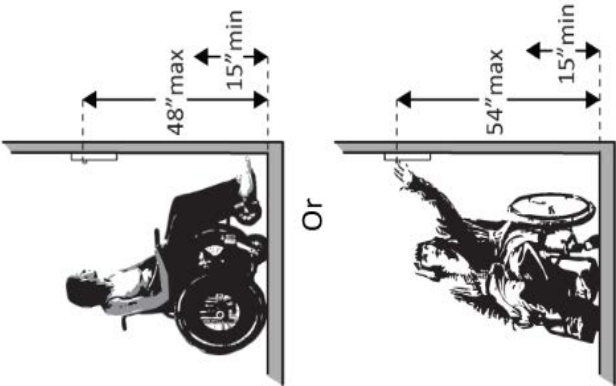
| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                | Compliant? | Comments/Measurements/Special Conditions | Remedial Options                                                               | Existing | Action   |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |                                          |                                                                                | Status   | Required |
| <p>1 <b>Elevators</b> Are there elevators or platform lifts to all public stories?</p> <p>Note: Vertical access is not required in new construction or alterations if a facility is less than three stories or has less than 3,000 square feet per story, unless the facility is a shopping center, shopping mall, professional office of a health care provider, transportation terminal, state facility or local government facility</p> | C PC NC    |                                          | Options: Install if necessary, offer goods and services on an accessible story |          |          |
| <p>2 <b>Elevator Sliding Door Requirements</b> At least one elevator shall serve each level on an accessible route in a multi-story facility, unless ramped. Elevator doors shall be horizontal sliding type. Car gates shall be prohibited. Elevator hoistway and car doors shall open and close automatically. [ADA 206.2.3, 407.3]</p>                                                                                                  |            |                                          |                                                                                |          |          |
| <p>3 <b>Elevator Swing Door Requirements</b> (LULA Elevator) Existing manually operated hoistway swing doors shall be permitted provided they comply with 404.2.3 Clear Width and 404.2.9 Door and Gate Opening Force. Car door closing shall not be initiated until the hoistway door is closed.</p> <p>Is the door power-operated?</p> <p>Does the door remain open for at least 20 seconds when activated?</p>                          |            |                                          | Time:<br><br>Options: Add power operated door; adjust opening time             |          |          |
| <p>4 <b>Full Elevator Car Dimensions</b> If there is a full-size elevator:</p> <p>Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 square feet of clear floor area?</p> <p>Is the door opening width at least 32 inches? [ADA 407.4.1 Exception]</p>                                                                                                                                                    |            |                                          | Measurement:<br><br>Options: Replace elevator                                  |          |          |

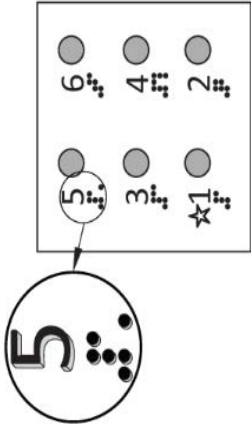




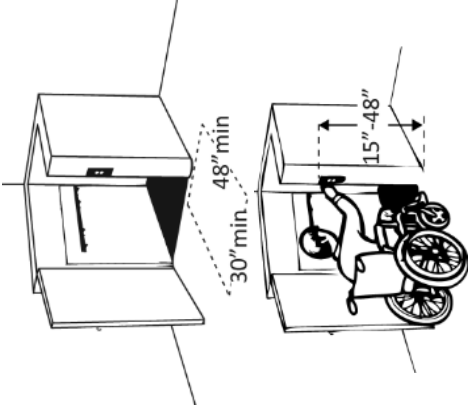
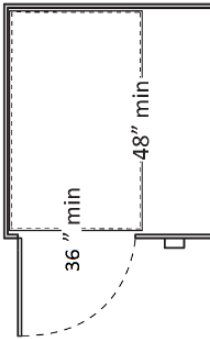
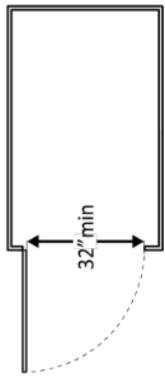
| Review Item | Compliant?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | C | PC | NC | Comments/Measurements/Special Conditions                                             | Remedial Options | Existing Status                                                                                                                         | Action Required |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----|----|--------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 5           | <b>LULA Elevator Car Dimensions</b> If there is a LULA elevator is the interior:<br><br>At least 51 inches deep by 51 inches wide with door opening width of at least 36 inches?<br><br>Or<br><br>At least 54 inches deep by at least 36 inches wide with at least 15 square feet of clear floor area and a door opening width of at least 32? [408.4.1 Exceptions 1 and 2]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |    |    |    |                  | Measurement:<br><br>Options: Replace elevator                                                                                           |                 |
| 6           | <b>Reopening Device</b> Elevator doors shall be provided with a reopening device that shall stop and reopen a car door and hoistway door automatically if the door becomes obstructed by an object or person. The device shall be activated by sensing an obstruction passing through the opening at 5 inches nominal and 29 inches nominal above the finish floor. The device shall not require physical contact to be activated, although contact is permitted to occur before the door reverses. Door reopening devices shall remain effective for 20 seconds minimum. Existing elevators with manually operated doors shall not be required to comply. [ADA 407.3.3]*                                                                                                                                                                                                                                                               |   |    |    |                                                                                      |                  | *If constructed before 3/15/2012 and manually operated, the door is not required to reopen automatically<br><br>Options: Install opener |                 |
| 7           | <b>Call Controls Outside of Car</b> Where full-elevator call buttons or keypads are provided, they shall be located within one of the reach ranges specified in 308 Reach Ranges, measured to the centerline of the highest operable part. Call buttons shall be raised or flush; however, existing elevators shall be permitted to be located at 54 inches maximum above the finish floor, measured to the centerline of the highest operable part. Call buttons shall be three-fourths inch (3/4 inch) minimum in the smallest dimension. Existing elevator call buttons shall not be required to comply. A clear floor or ground space complying with 305 Clear Floor or Ground Spaces shall be provided at call controls. The call button that designates the up direction shall be located above the call button that designates the down direction. Destination-oriented elevators shall not be required to comply. [ADA 407.2.1] |   |    |    |  |                  | Measurement:<br><br>Options: Change call button height                                                                                  |                 |

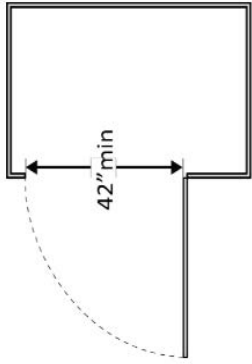
| Review Item | Compliant? |    |    | Comments/Measurements/Special Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Remedial Options                                                                                                                                                                                             | Existing Status | Action Required |
|-------------|------------|----|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
| 8           |            |    |    | <p><b>Elevator Signage</b> If there is a full size or LULA elevator:</p> <p>Is there a sign on both door jambs at every floor identifying the floor?</p> <p>Is there a tactile star on both jambs at the main entry level?</p> <p>Do text characters contrast with their backgrounds?</p> <p>Are text characters raised?</p> <p>Is there Braille?</p> <p>Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*[ADA 407.2.3, 408.2.3]</p> |                                                                                                                                                                                                              |                 |                 |
|             | C          | PC | NC |                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Measurement:</p> <p>Options: Install signs; change sign height</p> <p>*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required</p> |                 |                 |
| 9           |            |    |    | <p><b>Call Controls Within Car LULA Elevator</b> If there is a LULA elevator, are the in-car controls centered on a side wall? [ADA 408.4.6]</p>                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                              |                 |                 |
|             | C          | PC | NC |                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Measurement:</p> <p>Options: Reconfigure controls</p>                                                                                                                                                     |                 |                 |

| Review Item                                                                                                                                                                                                                                                                              | Compliant? |    |    | Comments/Measurements/Special Conditions                                                                                                     | Remedial Options | Existing Status | Action Required |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|----------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-----------------|
|                                                                                                                                                                                                                                                                                          | C          | PC | NC |                                                                                                                                              |                  |                 |                 |
| <p><b>10 Call Controls Within Car</b> If there is a full size or LULA elevator, are the in-car controls:</p> <p>No less than 15 inches and no greater than 48 inches above the floor?</p> <p>Or</p> <p>Up to 54 inches above the floor for a parallel approach? [408.4.6, 407.4.6.1]</p> |            |    |    |  <p>Measurement:</p> <p>Options: Change control height</p> |                  |                 |                 |
| <p><b>11 Door Delay</b> Elevator doors shall remain fully open in response to a car call for 3 seconds minimum. [ADA 407.3.5]</p>                                                                                                                                                        |            |    |    |                                                                                                                                              |                  |                 |                 |
| <p><b>12 Platform to Hoistway Clearance</b> The clearance between the car platform sill and the edge of any hoistway landing shall be one and one-fourth inch (1 1/4 inch) maximum. [ADA 407.4.3]</p>                                                                                    |            |    |    |                                                                                                                                              |                  |                 |                 |
| <p><b>13 Floor or Ground Surfaces</b> Elevator floor shall be stable, firm, and slip resistant. [ADA 302.1]</p>                                                                                                                                                                          |            |    |    |                                                                                                                                              |                  |                 |                 |

| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Compliant?<br>C PC NC | Comments/Measurements/Special Conditions                                           | Remedial Options                            | Existing Status                  | Action Required |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------|-----------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |                                                                                    |                                             | Options: Install audible signals |                 |
| <p>14 <b>Signals, Hall Signals and Floor Designation Call</b> buttons shall have visible signals to indicate when each call is registered and when each call is answered. Destination-oriented elevators shall not be required to comply, provided that visible and audible signals indicating which elevator car to enter are provided. Floor designations shall be provided on both jambs of elevator hoistway entrances. Floor designations shall be provided in both tactile characters and Braille. Tactile characters shall be 2 inches high minimum. A tactile star shall be provided on both jambs at the main entry level. [ADA 407.2.1.5, 407.2.2, 407.2.3.1]</p>                                                                                                                                                                                                                                                                                                                                                                                                            |                       |                                                                                    |                                             |                                  |                 |
| <p>15 <b>Emergency Controls, Designations and Indicators of Car Controls, and Visible Indicators</b> Emergency control buttons shall have their centerlines 35 inches minimum above finish floor. Emergency controls, including the emergency alarm, shall be grouped at the bottom of the panel. Control buttons shall be identified by tactile characters. Raised character and Braille designations shall be placed immediately to the left of the control button to which the designations apply. Where space on an existing car operant panel precludes tactile markings to the left of the controls, markings shall be placed as near to the control as possible. The control button for the emergency stop, alarm, door open, door close, main entry floor, and phone shall be identified with tactile symbols. Buttons with floor designations shall be provided with visible indicators to show that a call has been registered. The visible indication shall extinguish when the car arrives at the designated floor. [ADA 407.4.6.4, 407.4.7, 407.4.7.1.4, 407.4.7.1.3]</p> |                       |  | Options: Add raised characters; add braille |                                  |                 |
| <p>16 <b>Leveling</b> Each car shall be equipped with a self-leveling feature that will automatically bring and maintain the car at floor landings within a tolerance of one-half inch (1/2 inch) under rated loading to zero loading conditions. [ADA 407.4.4]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                       |                                                                                    |                                             |                                  |                 |



| Review Item                                                                                                                                                                                                | Compliant? |    |    | Comments/Measurements/Special Conditions                                             | Remedial Options                                   | Existing Status | Action Required |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|--------------------------------------------------------------------------------------|----------------------------------------------------|-----------------|-----------------|
|                                                                                                                                                                                                            | C          | PC | NC |                                                                                      |                                                    |                 |                 |
| 1 <b>Platform Lift</b> If a lift is provided, can it be used without assistance from others? [ADA 410.1]                                                                                                   |            |    |    |                                                                                      | Options: Reconfigure so independently operable     |                 |                 |
| 2 <b>Clear Floor Space</b> Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift? [ADA 410.5] |            |    |    |    | Measurement:<br><br>Options: Remove obstructions   |                 |                 |
| 3 <b>Controls</b> Are the lift controls no less than 15 inches and no greater than 48 inches above the floor? [ADA 410.5]                                                                                  |            |    |    |                                                                                      | Measurement:<br><br>Options: Change control height |                 |                 |
| 4 <b>Platform Clear Space</b> Is there a clear space at least 36 inches wide by at least 48 inches long inside the lift? [ADA 410.3]                                                                       |            |    |    |   | Measurement:<br><br>Options: Replace lift          |                 |                 |
| 5 <b>End Door</b> If there is an end door, is the clear opening width at least 32 inches? [ADA 410.6]                                                                                                      |            |    |    |  | Measurement:<br><br>Options: Alter door width      |                 |                 |

| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Compliant? |  |   | Comments/Measurements/Special Conditions                                                                                                | Remedial Options | Existing Status | Action Required |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--|---|-----------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-----------------|
| 6 <b>Side Door</b> If there is a side door, is the clear opening width at least 42 inches? [ADA 410.6]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |  |   |  <p>Measurement:</p> <p>Options: Alter door width</p> |                  |                 |                 |
| Stairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |  |   |                                                                                                                                         |                  |                 |                 |
| 1 <b>Stairway Treads and Risers</b> All steps on a flight of stairs shall have a uniform riser height and uniform tread depths. Risers shall be 4 inches high minimum and 7 inches high maximum. Treads shall be 11 inches deep minimum. Open risers are not permitted. Stair treads shall be stable, firm, and slip resistant. Changes in level are not permitted. Treads shall be permitted to have a slope not steeper than 1:48. [ADA 504.2]                                                                                                                                                                                                                                                                                   | X          |  |   | stair from basement to main floor rotates with risers which is not a compliant feature in comerial buildings                            |                  | C               | No              |
| 2 <b>Nosing's</b> The radius of curvature at the leading edge of the tread shall be one-half inch (1/2 inch) maximum. Nosing's that project beyond risers shall have the underside of the leading edge curved or beveled. The permitted projection of the nosing shall extend one and one-half inches (1 1/2 inches) maximum over the tread. [ADA 504.5]                                                                                                                                                                                                                                                                                                                                                                           | X          |  |   |                                                                                                                                         |                  | C               | No              |
| 3 <b>Handrails, Top Extension of Stairs, and Bottom Extension of Stairs</b> At the top of a stair flight, handrails shall extend horizontally above the landing for 12 inches minimum beginning directly above the first riser nosing. Extensions shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight. At the bottom of a stair flight, handrails shall extend at the slope of the stair flight for a horizontal distance at least equal to one tread depth beyond the last riser nosing. Extension shall return to a wall, guard, or the landing surface, or shall be continuous to the handrail of an adjacent stair flight. [ADA 505, 505.10.2, 505.10.3] |            |  | X | interior stairs only have handrails on one side and no extension; rails not continuous with direction change                            |                  | NC              | Yes             |

| Review Item | Compliant? |    |    | Comments/Measurements/Special Conditions | Remedial Options | Existing Status | Action Required |
|-------------|------------|----|----|------------------------------------------|------------------|-----------------|-----------------|
|             | C          | PC | NC |                                          |                  |                 |                 |

Priority II Signs and Communication Elements and Features

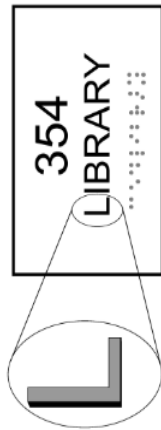
- Signage** Where both visual and tactile characters are required (interior and exterior), either one sign with both visual and tactile characters, or two separate signs, one with visual, and one with tactile characters, shall be provided. Tactile text descriptors are required for pictograms that are provided to label or identify a permanent room or space. Pictograms that provide information about a room or space, such as "no smoking," occupant logos, and the International Symbol of Accessibility are not required to have text descriptors.

Do text characters contrast with their backgrounds? [ADA 703.5]

Are text characters raised? [ADA 703.2]

Is there Braille? [ADA 703.3]

|  |  |  |   |
|--|--|--|---|
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|  |  |  |   |
|  |  |  |   |
|  |  |  | X |

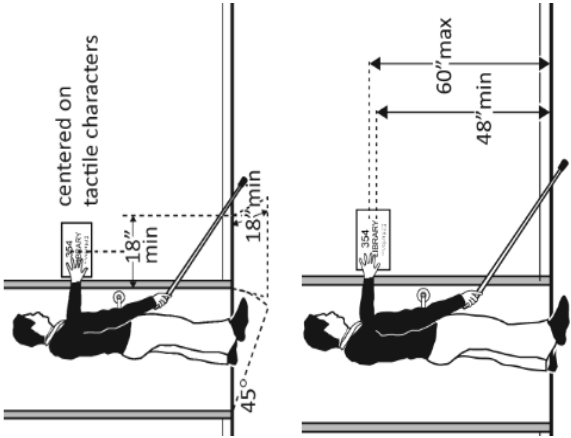
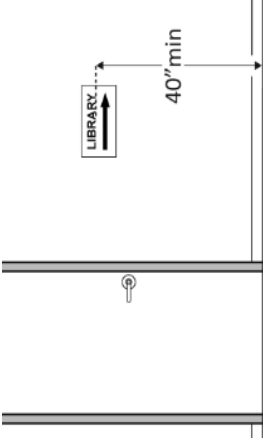


only paper signs provided when provided mounted on door and above 40" in most instances

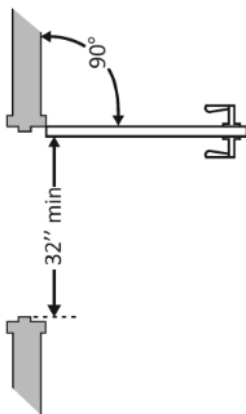
Options: Install tactile sign; relocate sign

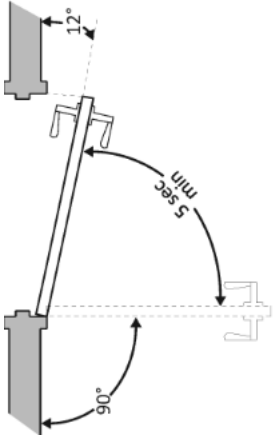
NC

Yes

| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Compliant?<br>C PC NC                                                                                                                              | Comments/Measurements/Special Conditions                                            | Remedial Options                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Existing Status | Action Required |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
| <p>2 <b>Height Above Finish Floor or Ground, Location</b> Is the sign mounted:</p> <p>On the wall on the latch side of the door? [703.4.2]</p> <p>Note: Signs are permitted on the push side of doors with closers and without hold-open devices. With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18x18 inches centered on the tactile characters.* [ADA 703.4.2]</p> <p>So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?* [ADA 703.4.1]</p> <p>Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.</p> | <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> |   | <p>Measurement: only paper signs provided when provided mounted on door and above 40" in most instances</p> <p>Options: Install tactile sign; relocate sign</p> <p>*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required.</p> <p>*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation not required.</p> | NC              | Yes             |
| <p>3 <b>Directional and Informational Signs</b> If there are signs that provide direction to or information about interior spaces:</p> <p>Do text characters contrast with their backgrounds? [ADA 703.5.1]</p> <p>Is the sign mounted so that characters are at least 40 inches above the floor? [ADA 703.5.6]</p> <p>Note: Raised characters and Braille are not required.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div>                                                  |  | <p>Measurement: only paper signs provided when provided mounted on door and above 40" in most instances</p> <p>Options: Install signs with contrasting characters; change sign height</p>                                                                                                                                                                                                                                                                                                              | NC              | Yes             |



| Review Item | Compliant? |    |    | Comments/Measurements/Special Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Remedial Options                                                                                         | Existing Status | Action Required |
|-------------|------------|----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------|-----------------|
|             | C          | PC | NC |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                          |                 |                 |
| 1           | X          |    |    | <p><b>Clear Width</b> Door openings shall provide a clear width of 32 inches minimum. Clear openings of doorways with swinging doors shall be measured between the face of the door and the stop, with the door open 90 degrees. Openings more than 24 inches deep shall provide a clear opening of 36 inches minimum. There shall be no projections into the required clear opening width lower than 34 inches above the finish floor or ground. [ADA 404.2.3]</p>                 | Measurement:<br><br>Options: Alter door; install offset hinges                                           | C               | No              |
| 2           | X          |    |    | <p><b>Thresholds</b> if provided at doorways, shall be one-half inch high maximum. [ADA 404.2.5, 303.2]</p> <p>If the threshold is vertical is it no more than 1/4 inch high?</p> <p>Or</p> <p>No more than 1/2 inch high with the top 1/4 inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)</p> <p>Or</p> <p>No more than 3/4 inch high with the top 1/2 inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards when into effect (1/26/93)?</p> | Measurement:<br><br>Options: Remove or replace threshold                                                 | C               | No              |
| 3           |            |    | X  | knob hardware at most doors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Options: Replace inaccessible hardware with lever, loop or push/pull hardware; add automatic door opener | NC              | Yes             |
| 4           | X          |    |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Measurement:<br><br>Options: Change hardware height                                                      | C               | No              |

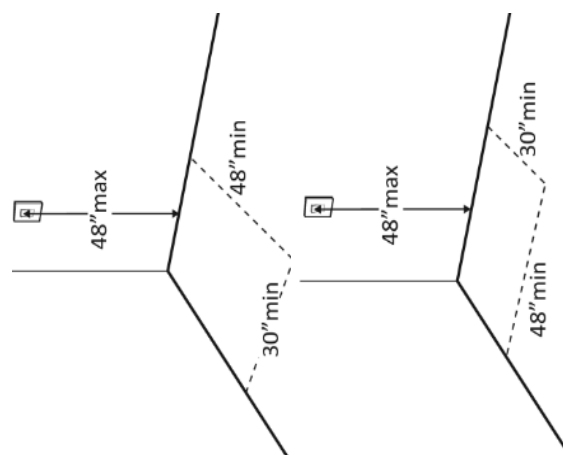
| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                               | Compliant? |    |    | Comments/Measurements/Special Conditions                                           | Remedial Options                                           | Existing Status | Action Required |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------|-----------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                           | C          | PC | NC |                                                                                    |                                                            |                 |                 |
| 5 <b>Door Operation and Opening Force</b> The maximum opening force shall be 5 pounds on interior hinged/ sliding/ folding doors. Maximum force pertains to the continuous application of force necessary to fully open a door, not the initial force needed to overcome the inertia of the door. It does not apply to the force required to retract bolts or to disengage other devices used to keep the door in a closed position. [ADA 404.2.9, 309.4] | X          |    |    |  | doors easy to open when used<br><br>Options: Adjust closer | C               | No              |

If the door has a closer, does it take at least 5 seconds to close

## Priority II Interior Controls

1 **Light Switch and Controls Access** Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [ADA 305.3]

Are the operable parts no higher than 48 inches above the floor? \* [ADA 309.3, 308]



|   |  |  |  |
|---|--|--|--|
|   |  |  |  |
|   |  |  |  |
| X |  |  |  |

Measurement:  
  
Options: Change height of control  
  
\*If constructed before 3/15/2012 and a parallel approach is provided, controls can be 54 inches above the floor

No

C

2 **Operation** Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist? [ADA 309.4]

Options: Replace control

No

C

| Review Item | Compliant? | Comments/Measurements/Special Conditions | Remedial Options | Existing Status | Action Required |
|-------------|------------|------------------------------------------|------------------|-----------------|-----------------|
|             |            |                                          |                  |                 |                 |

Priority II Seating - Assembly Areas

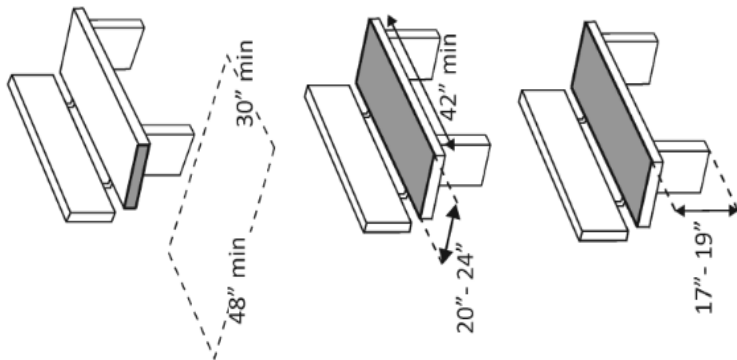
|   |                                                                                                                                                                                                                         |  |  |  |  |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| 1 | <b>Quantity</b> Are an adequate number of wheelchair spaces provided? [ADA 221.2.1]                                                                                                                                     |  |  |  |  |
|   |                                                                                                                                                                                                                         |  |  |  |  |
|   |                                                                                                                                                                                                                         |  |  |  |  |
|   |                                                                                                                                                                                                                         |  |  |  |  |
|   |                                                                                                                                                                                                                         |  |  |  |  |
| 2 | <b>Location</b> Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities? [ADA 221.2.3] |  |  |  |  |
|   |                                                                                                                                                                                                                         |  |  |  |  |
|   |                                                                                                                                                                                                                         |  |  |  |  |
|   |                                                                                                                                                                                                                         |  |  |  |  |
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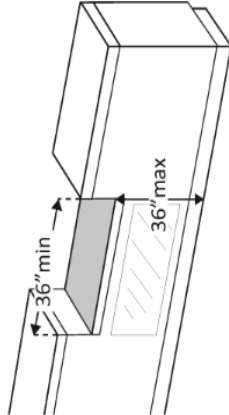
|                                                    |  |
|----------------------------------------------------|--|
| Total #:                                           |  |
| Wheelchair #:                                      |  |
| Options: Reconfigure to add wheelchair spaces      |  |
| Options: Reconfigure to disperse wheelchair spaces |  |

Priority II Benches - in locker rooms, dressing rooms, fitting rooms. This section does not apply to other benches.

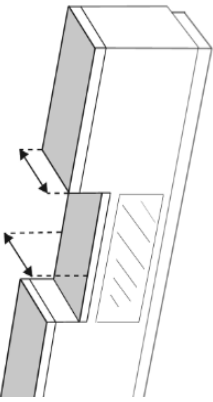
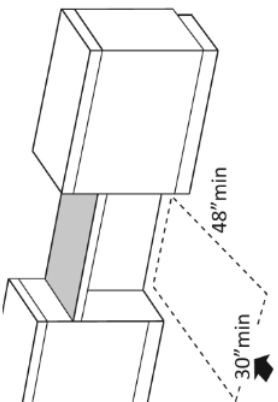
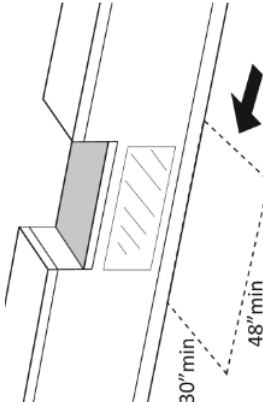
|   |                                                                                                                                |  |  |  |  |
|---|--------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| 1 | <b>Benches</b> In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench? [ADA 222.1 , 803.4] |  |  |  |  |
|   |                                                                                                                                |  |  |  |  |
|   |                                                                                                                                |  |  |  |  |

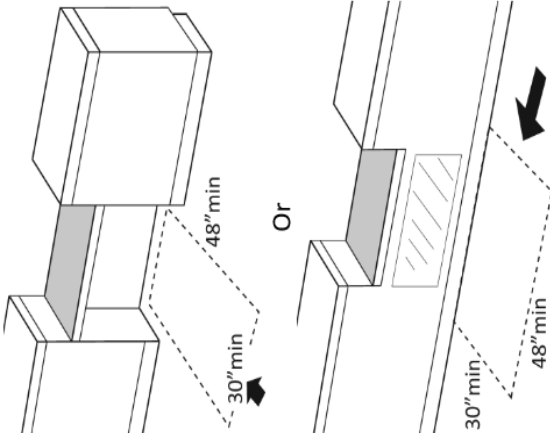
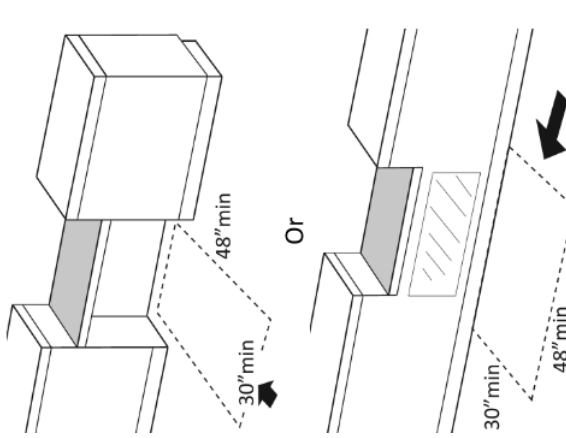
Options: Add bench

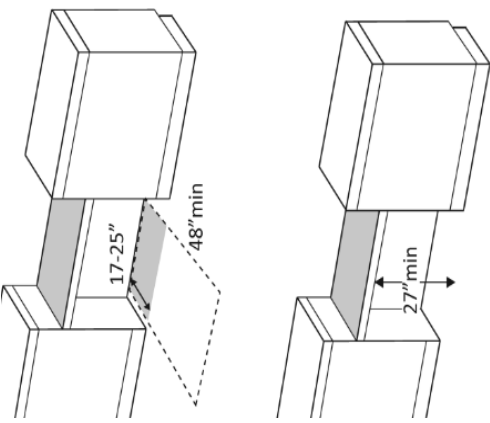
| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Compliant?<br>C PC NC | Comments/Measurements/Special Conditions                                                                                                                              | Remedial Options | Existing Status | Action Required |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-----------------|
| <p><b>2</b> <b>Dimensional Requirements</b> Is there a clear floor space at least 30 inches wide by at least 48 inches long at the need of the bench and parallel to the short axis of the bench?</p> <p>Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep?</p> <p>Does the bench have a back support or is it fixed to a wall?</p> <p>Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor? [ADA 903]</p> |                       |  <p>Measurement:</p> <p>Options: Move bench; replace bench; affix bench to wall</p> |                  |                 |                 |
| Priority II Sales & Service Counters                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |                                                                                                                                                                       |                  |                 |                 |

|                                                                                                                                                                                    |  |                                                                                                                                                                                |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <p><b>1</b> Is there a portion of at least one of each type of counter that is:</p> <p>No higher than 36 inches above the floor?</p> <p>At least 36 inches long? [ADA 904.4.1]</p> |  |  <p>Measurement:</p> <p>Options: Lower section of counter; lengthen section of counter</p> |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|



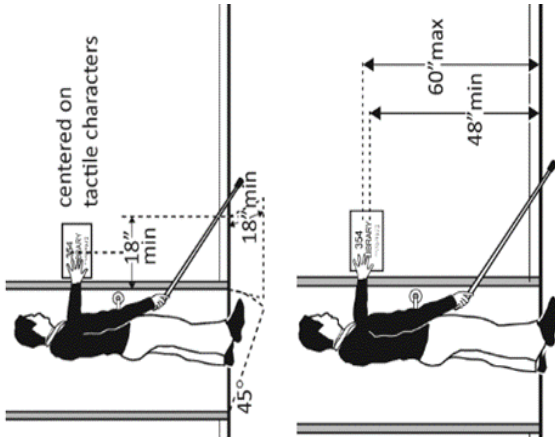
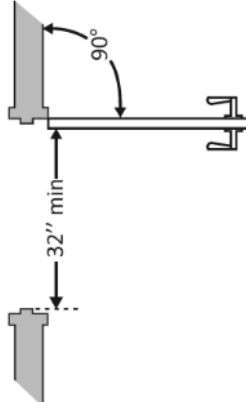
| Review Item                                                                                                                         | Compliant? | Comments/Measurements/Special Conditions | Remedial Options | Existing Status                                                                                                                                                                                                                                                            | Action Required |
|-------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|                                                                                                                                     | C          | PC                                       | NC               |                                                                                                                                                                                                                                                                            |                 |
| 2 Does the portion of the accessible counter extend the same depth as the counter top? [ADA 904.4]                                  |            |                                          |                  |  <p>Measurement:</p> <p>Options: Alter accessible portion</p>                                                                                                                            |                 |
| 3 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or a parallel approach? [ADA 904.4] |            |                                          |                  |  <p>Measurement:</p> <p>Options: Reconfigure to provide a parallel or forward approach</p> <p>Or</p>  |                 |

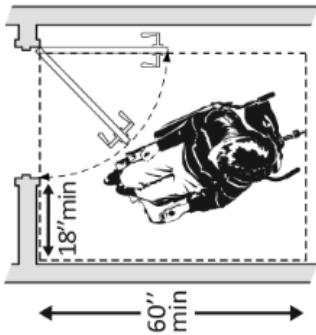
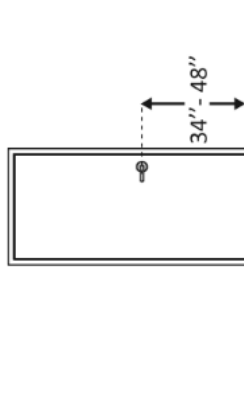
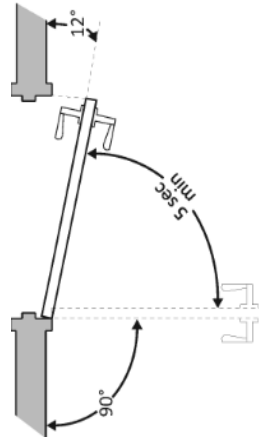
| Review Item | Compliant?<br>C PC NC | Comments/Measurements/Special Conditions                                                                                          | Remedial Options                                                                                                                                                              | Existing Status | Action Required |
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| 4           |                       | Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or a parallel approach? [ADA 904.4] | <p>Measurement:</p>  <p>Options: Reconfigure to provide a parallel or forward approach</p>  |                 |                 |
| 5           |                       | Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or a parallel approach? [ADA 904.4] | <p>Measurement:</p>  <p>Options: Reconfigure to provide a parallel or forward approach</p> |                 |                 |

| Review Item                                                                                                                                                  | Compliant? | Comments/Measurements/Special Conditions | Remedial Options | Existing Status | Action Required |
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|                                                                                                                                                              | C          | PC                                       | NC               |                 |                 |
| 6 For forward approach:                                                                                                                                      |            |                                          |                  |                 |                 |
| Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? [ADA 306.2.2, 306.2.3]          |            |                                          |                  |                 |                 |
| Is there at least 27 inches clearance from the floor to the bottom of the counter? [ADA 306.3.1]                                                             |            |                                          |                  |                 |                 |
|  <p>Measurement:</p> <p>Options: Reconfigure to provide knee clearance</p> |            |                                          |                  |                 |                 |

#### Priority III Toilet Rooms

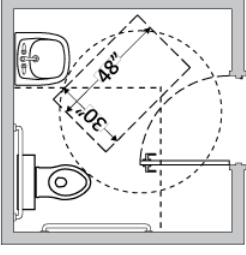
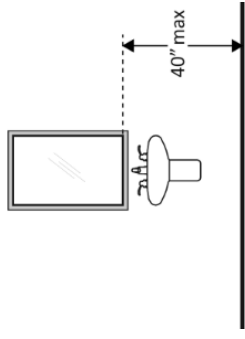
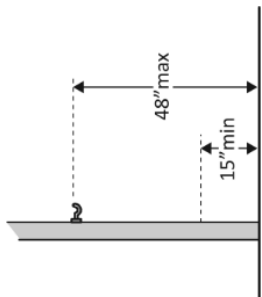
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| 1 If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)                                                                              |   |   |  |    |     |
| Note: If toilet rooms are chiefly for children, e.g., in elementary schools and day care centers, use the children's specifications in Toilets - 604.1, 604.8, 604.9, 609.4 and Lavatories and Sinks - 606.2. | X |   |  | NC | Yes |
| Options: Reconfigure toilet rooms; combine toilet rooms to create on unisex accessible toilet room                                                                                                            |   |   |  |    |     |
| 2 Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? [ADA 216.8]                                                                                                   |   | X |  | NC | Yes |
| Options: Install signage                                                                                                                                                                                      |   |   |  |    |     |
| 3 If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility? [ADA 216.8]                                                           |   | X |  | NC | Yes |
| Options: Install signage                                                                                                                                                                                      |   |   |  |    |     |
| 4 <b>Accessible Routes</b> Is there an accessible route to the accessible toilet room? [ADA 206.2.4]                                                                                                          |   | X |  | NC | Yes |
| Options: Alter route                                                                                                                                                                                          |   |   |  |    |     |

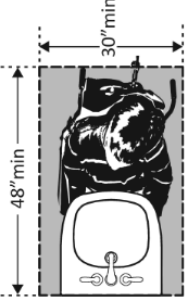
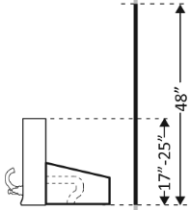
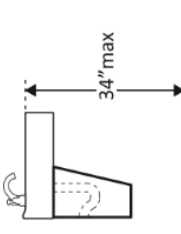
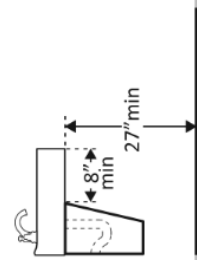
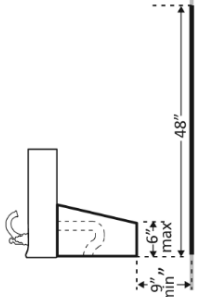
| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Compliant?<br>C PC NC                             | Comments/Measurements/Special Conditions                                            | Remedial Options                                                                                                                                                                                                                                                                                                                                                                                               | Existing Status | Action Required |
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| <p>5 <b>Signage at Toilet Rooms</b> Do text character contrast with their backgrounds? [ADA 703.5]</p> <p>Are text characters raised? [ADA 703.2]</p> <p>Is there Braille? [ADA 703.3]</p> <p>Is the sign mounted: On the wall on the latch side of the door? [ADA 703.4.2]</p> <p>Note: Signs are permitted on the push side of doors with closers and without hold-open devices.</p> <p>With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18x18 inches centered on the tactile characters?* [ADA 703.4.2]</p> <p>So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor?* [ADA 703.4.1]</p> | <div> <div></div> <div></div> <div></div> </div>  |   | <p>Measurement:</p> <p>Options: Install tactile sign; relocate sign</p> <p>*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required.</p> <p>*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation not required.</p> | NC              | Yes             |
| <p>6 <b>Clear Width</b> Door openings shall provide a clear width of 32 inches minimum. Clear openings of doorways with swinging doors shall be measured between the face of the door and the stop, with the door open 90 degrees. Openings more than 24 inches deep shall provide a clear opening of 36 inches minimum. There shall be no projections into the required clear opening width lower than 34 inches above the finish floor or ground. [ADA 404.2.3]</p>                                                                                                                                                                                                                                                                                                            | <div> <div></div> <div></div> <div>X</div> </div> |  | <p>Measurement:</p> <p>Options: Alter door; install offset hinges</p>                                                                                                                                                                                                                                                                                                                                          | C               | No              |

| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Compliant? |    |    | Comments/Measurements/Special Conditions                                             | Remedial Options                                                                                         | Existing Status | Action Required |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | C          | PC | NC |                                                                                      |                                                                                                          |                 |                 |
| 7 <b>Approach</b> If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?<br><br>Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door..<br><br>On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)? [ADA 404.2.4] |            |    | X  |    | Measurement:<br><br>Options: Remove obstructions; reconfigure walls; add automatic door opener           | NC              | Yes             |
| 8 <b>Door and Gate Hardware and Operation</b> Handles, pulls, latches, locks, and other operable parts on doors and gates shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. Where sliding doors are in the fully open position, operating hardware shall be exposed and usable from both sides. [ADA 404.2.7, 309.4]                                                                                                      |            |    | X  |                                                                                      | Options: Replace inaccessible hardware with lever, loop or push/pull hardware; add automatic door opener | NC              | Yes             |
| 9 <b>Door and Gate Hardware Mounting</b> Operable parts of such hardware shall be 34 inches minimum and 48 inches maximum above the finish floor or ground. Where sliding doors are in the fully open position, operating hardware shall be exposed and usable from both sides. [ADA 404.2.7, 309.4]                                                                                                                                                                              | X          |    |    |   | Measurement:<br><br>Options: Change hardware height                                                      | C               | No              |
| 10 <b>Door and Gate Opening Force and Operation</b> The maximum opening force shall be 5 pounds on interior hinged/ sliding/ folding doors. Maximum force pertains to the continuous application of force necessary to fully open a door, not the initial force needed to overcome the inertia of the door. It does not apply to the force required to retract bolts or to disengage other devices used to keep the door in a closed position. [ADA 404.2.9, 309.4]               | X          |    |    |  | Measurement:<br><br>Options: Adjust closer                                                               | C               | No              |



| Review Item                                                                                                                                                                                                                                                                                        | Compliant? |    |    | Comments/Measurements/Special Conditions                                         | Remedial Options                             | Existing Status | Action Required |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|----------------------------------------------------------------------------------|----------------------------------------------|-----------------|-----------------|
|                                                                                                                                                                                                                                                                                                    | C          | PC | NC |                                                                                  |                                              |                 |                 |
| 11 <b>Accessible Route</b> If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall? [ADA 404.2.4]                                                                                    |            |    |    | <p>Measurement:<br/>Options: Reconfigure space</p>                               |                                              |                 |                 |
| 12 <b>Accessible Route</b> If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer? [ADA 404.2.4] |            |    |    | <p>Measurement:<br/>Options: Reconfigure space</p>                               |                                              |                 |                 |
| 13 <b>In the Toilet Room</b> Is there a clear path to at least one of each type of fixture, that is 36 inches wide? [ADA 403.5.1]                                                                                                                                                                  |            |    | X  |                                                                                  | Measurement:<br>Options: Remove obstructions | NC              | Yes             |
| 14 <b>In the Toilet Room</b> Is there clear floor space available for a person in a wheelchair to turn around? A circle of 60 inches or a T-shaped space within a 60 inch space [ADA 603.2.1]                                                                                                      |            |    | X  | <p>Measurement:<br/>Options: Move or remove partitions, fixtures, or objects</p> |                                              | NC              | Yes             |

| Review Item                                                                                                                                                                                                                                                                                                                            | Compliant? |    |    | Comments/Measurements/Special Conditions                                            | Remedial Options                                                                                                                                                                                                                                                  | Existing Status | Action Required |
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|                                                                                                                                                                                                                                                                                                                                        | C          | PC | NC |                                                                                     |                                                                                                                                                                                                                                                                   |                 |                 |
| 15 <b>In the Toilet Room</b> In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30x48 inches beyond the swing of the door? [ADA 603.2.3 Exception 2]                                                                                      |            |    | X  |   | Measurement:<br><br>Options: Reverse door swing; alter toilet room                                                                                                                                                                                                | NC              | Yes             |
| 16 <b>In the Toilet Room</b> If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor?<br>Or<br>If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?* [ADA 603.3] | X          |    |    |   | Measurement:<br><br>Options: Lower mirror; add another mirror<br><br>*If installed before 3/15/2012 and the bottom edge of the reflecting surface is no higher than 40 inches above the floor, lowering the mirror to 35 inches is not required                   | C               | No              |
| 17 <b>In the Toilet Room</b> If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?* [ADA 603.4]                                                                                                                                                                                         |            |    |    |  | Measurement:<br><br>Options: Adjust hook; replace with or provide additional accessible hook<br><br>*If installed before 3/15/2012 and the clear floor space and the clear floor space allows a parallel approach, the coat hook may be 54 inches above the floor |                 |                 |

| Review Item                                                                                                                                                                                                       | Compliant? |    |    | Comments/Measurements/Special Conditions                                             | Remedial Options                                                                           | Existing Status | Action Required |
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|                                                                                                                                                                                                                   | C          | PC | NC |                                                                                      |                                                                                            |                 |                 |
| 1 Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?                                                                                          |            |    | X  |    | Measurement:<br>not compliant in basement<br><br>Options: Alter lavatory; replace lavatory | NC              | Yes             |
| 2 Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet? [ADA 306.2]            | X          |    |    |    | Measurement:<br><br>Options: Alter lavatory; replace lavatory                              | C               | No              |
| 3 Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor? [ADA 606.3]                                                                                       | X          |    |    |    | Measurement:<br><br>Options: Alter lavatory; replace lavatory                              | C               | No              |
| 4 Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance? [ADA 306.3.3]                                          | X          |    |    |   | Measurement:<br><br>Options: Alter lavatory; replace lavatory                              | C               | No              |
| 5 Is there toe clearance at least 9 inches high? [ADA 306.3.3]<br><br>Note: Space extending greater than 6 inches beyond the available toe clearance at 9 inches above the floor is not considered toe clearance. | X          |    |    |  | Measurement:<br><br>Options: Alter lavatory; replace lavatory                              | C               | No              |
| 6 Are pipes below the lavatory insulated or otherwise configured to protect against contact? [ADA 606.5]                                                                                                          |            |    | X  |                                                                                      | Options: Install insulation; install cover panel                                           | NC              | Yes             |
| 7 <b>Faucet</b> Can the faucet be operated without tight grasping, pinching, or twisting of the wrist?<br><br>Is the force required to activate the faucet no greater than 5 pounds? [ADA 606.4]                  | X          |    |    |                                                                                      | Options: Adjust faucet; replace faucet                                                     | C               | No              |

| Review Item | Compliant? | Comments/Measurements/Special Conditions |    |    | Remedial Options | Existing Status | Action Required |
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|             |            | C                                        | PC | NC |                  |                 |                 |

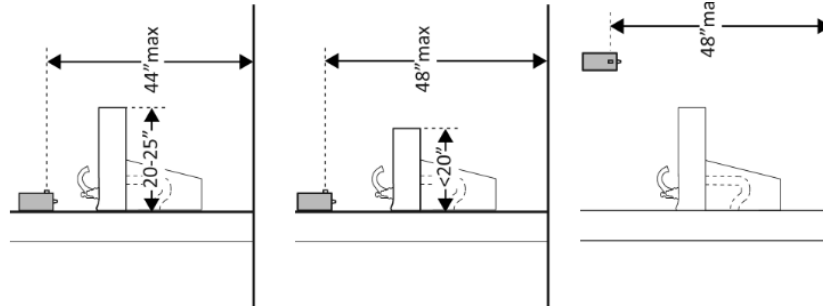
### Priority III Soap Dispensers and Hand Dryers

- Are the operable parts of the soap dispenser and hand dryer or paper towel dispenser within one of the following reach ranges:  
 Above lavatories or counters no less than 20 inches and no greater than 25 inches deep; no higher than 44 inches above the floor? [ADA 308.2.2]  
 Above lavatories less than 20 inches deep; no higher than 48 inches above the floor?  
 Not over an obstruction; no higher than 48 inches above the floor? [ADA 308.2]

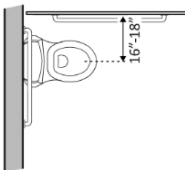
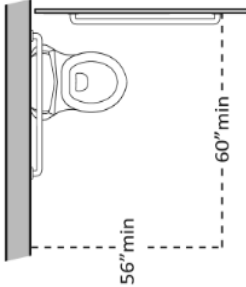
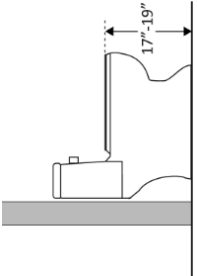
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Measurement:

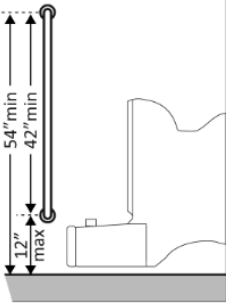
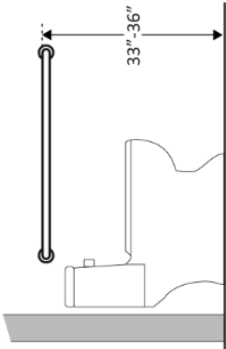
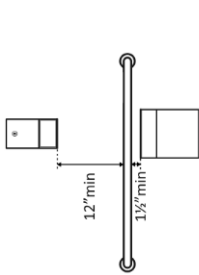
Options: Adjust dispensers, replace with or provide additional accessible dispensers

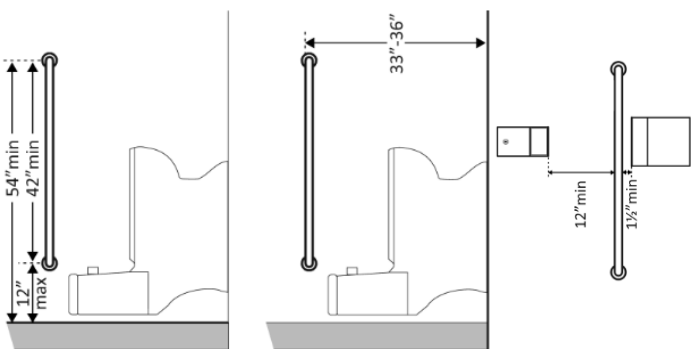


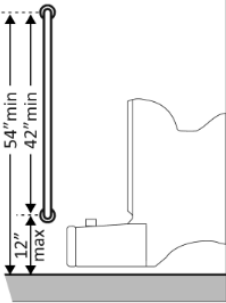
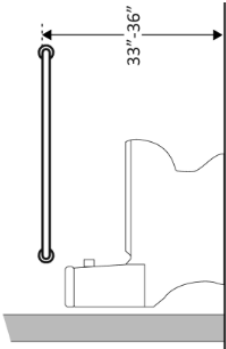
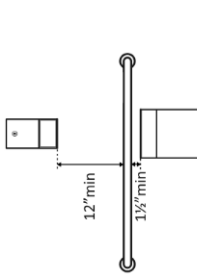
### Priority III Water Closets in Single-User Toilet Rooms and Compartment (Stalls) The 2010 Standards refer to toilets as water closets

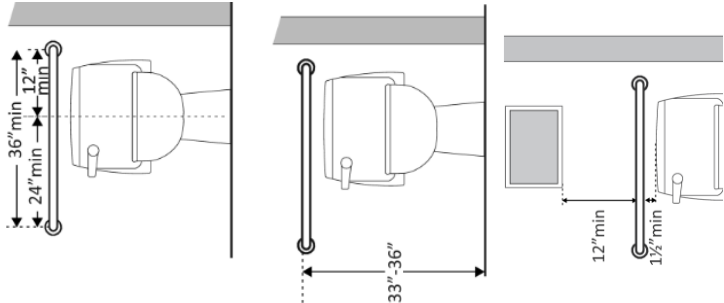
| Review Item                                                                                                                                              | Compliant? |    |    | Comments/Measurements/Special Conditions                                             | Remedial Options                                                                                                                                                                                                                                                                                                                                                                                                                               | Existing Status | Action Required |
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|                                                                                                                                                          | C          | PC | NC |                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |                 |
| 1 Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition?                            | X          |    |    |    | Measurement:<br><br>Options: Move toilet, replace toilet, move partition                                                                                                                                                                                                                                                                                                                                                                       | C               | No              |
| 2 Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall? [ADA 604.3.1] |            |    | X  |    | Measurement:<br><br>Options: Alter room/compartment for clearance<br><br>*If constructed before 3/15/2012, clearances around water closets can be 48 inches wide by 66 inches long or 48 inches wide by 56 inches long and the lavatory may overlap that clearance if the door to the room does not swing into the required clearances at fixtures and the edge of the lavatory is at least 18 inches from the centerline of the water closet. | NC              | Yes             |
| 3 Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat? [ADA 604.4]    |            |    |    |  | Measurement:<br><br>Options: Adjust toilet height; replace toilet                                                                                                                                                                                                                                                                                                                                                                              |                 |                 |



| Review Item                                                                                                                        | Compliant? |    |    | Comments/Measurements/Special Conditions                                           | Remedial Options                                                                                                                                        | Existing Status | Action Required |
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|                                                                                                                                    | C          | PC | NC |                                                                                    |                                                                                                                                                         |                 |                 |
| 4 <b>Grab Bars - Side</b> Is there a grab bar at least 42 inches long on the side wall?                                            |            |    |    |  | Measurement:<br>bars installed only compliant as ambulatory                                                                                             |                 |                 |
| Is it located no more than 12 inches from the rear wall?                                                                           |            |    |    |                                                                                    | Options: Install grab bar; relocate grab bar; relocate objects                                                                                          |                 |                 |
| Does it extend at least 54 inches from the rear wall? [ADA 604.5.1]                                                                |            |    |    |                                                                                    |                                                                                                                                                         |                 |                 |
| Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [ADA 609.4] |            |    |    |  |                                                                                                                                                         |                 |                 |
| Is there at least 12 inches clearance between the grab bar and protruding objects above?*                                          |            | X  |    |                                                                                    | *If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards | PC              | Yes             |
| Is there at least 1 1/2 inches clearance between the grab bar and project objects below?*                                          |            |    |    |  |                                                                                                                                                         |                 |                 |
| Is the space between the wall and the grab bar 1 1/2 inches? [ADA 609.3]                                                           |            |    |    |                                                                                    |                                                                                                                                                         |                 |                 |

| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Compliant? |    |    | Comments/Measurements/Special Conditions                                                                                                                                                                                                                                                                                                    | Remedial Options | Existing Status | Action Required |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | C          | PC | NC |                                                                                                                                                                                                                                                                                                                                             |                  |                 |                 |
| 5 <b>Grab Bars - Side</b> Is there a grab bar at least 42 inches long on the side wall?<br><br>Is it located no more than 12 inches from the rear wall?<br><br>Does it extend at least 54 inches from the rear wall? [ADA 604.5.1]<br><br>Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [ADA 609.4]<br><br>Is there at least 12 inches clearance between the grab bar and protruding objects above?* |            |    |    |  <p>Measurement:</p> <p>Options: Install grab bar; relocate grab bar; relocate objects</p> <p>*If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards</p> |                  | PC              | Yes             |
| Is there at least 1 1/2 inches clearance between the grab bar and project objects below?*                                                                                                                                                                                                                                                                                                                                                                                     |            | X  |    |                                                                                                                                                                                                                                                                                                                                             |                  |                 |                 |
| Is the space between the wall and the grab bar 1 1/2 inches? [ADA 609.3]                                                                                                                                                                                                                                                                                                                                                                                                      |            |    |    |                                                                                                                                                                                                                                                                                                                                             |                  |                 |                 |

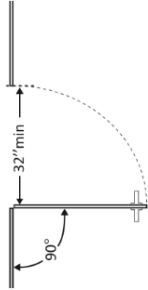
| Review Item                                                                                                                        | Compliant? |    |    | Comments/Measurements/Special Conditions                                           | Remedial Options                                                                                                                                        | Existing Status | Action Required |
|------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
|                                                                                                                                    | C          | PC | NC |                                                                                    |                                                                                                                                                         |                 |                 |
| 6 <b>Grab Bars - Side</b> Is there a grab bar at least 42 inches long on the side wall?                                            |            |    |    |  | Measurement:<br>bars installed only compliant as ambulatory                                                                                             |                 |                 |
| Is it located no more than 12 inches from the rear wall?                                                                           |            |    |    |                                                                                    | Options: Install grab bar; relocate grab bar; relocate objects                                                                                          |                 |                 |
| Does it extend at least 54 inches from the rear wall? [ADA 604.5.1]                                                                |            |    |    |                                                                                    |                                                                                                                                                         |                 |                 |
| Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [ADA 609.4] |            |    |    |  |                                                                                                                                                         |                 |                 |
| Is there at least 12 inches clearance between the grab bar and protruding objects above?*                                          |            | X  |    |                                                                                    | *If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards | PC              | Yes             |
| Is there at least 1 1/2 inches clearance between the grab bar and project objects below?*                                          |            |    |    |  |                                                                                                                                                         |                 |                 |
| Is the space between the wall and the grab bar 1 1/2 inches? [ADA 609.3]                                                           |            |    |    |                                                                                    |                                                                                                                                                         |                 |                 |

| Review Item                                                                                                                                                                                                 | Compliant? |    |    | Comments/Measurements/Special Conditions                                           | Remedial Options                                                                                                                                                                                                                                  | Existing Status | Action Required |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
|                                                                                                                                                                                                             | C          | PC | NC |                                                                                    |                                                                                                                                                                                                                                                   |                 |                 |
| 7 <b>Grab Bars - Back</b> Is there a grab bar at least 36 inches long on the rear wall?                                                                                                                     |            |    |    |  | Measurement:<br><br>Options: Install grab bar; relocate grab bar; relocate objects<br><br>*If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards | NC              | Yes             |
| Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?                                                                                                          |            |    |    |                                                                                    |                                                                                                                                                                                                                                                   |                 |                 |
| Does it extend at least 24 inches on the other (open) side? [ADA 604.5.2]                                                                                                                                   |            |    |    |                                                                                    |                                                                                                                                                                                                                                                   |                 |                 |
| Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [ADA 609.4]                                                                          |            |    |    |                                                                                    |                                                                                                                                                                                                                                                   |                 |                 |
| Are there at least 12 inches clearance between the grab bar and protruding objects above?*                                                                                                                  |            |    |    |                                                                                    |                                                                                                                                                                                                                                                   |                 |                 |
| Are there at least 1 1/2 inches clearance between the grab bar and projecting objects below?*                                                                                                               |            |    |    |                                                                                    |                                                                                                                                                                                                                                                   |                 |                 |
| Is the space between the wall and the grab bar 1 1/2 inches? [ADA 609.3]                                                                                                                                    |            |    |    |                                                                                    |                                                                                                                                                                                                                                                   |                 |                 |
| 8 <b>Flush Controls</b> Flush controls that are hand-operated are to be located no higher than 48 inches above the floor. [ADA 604.6]                                                                       |            |    |    |                                                                                    | Measurement:<br><br>Options: Move control; install sensor with override button no higher than 48 inches; change control; adjust control                                                                                                           | C               | No              |
| For manual flush controls, it must be on the open side of the water closet [ADA 604.6]                                                                                                                      | X          |    |    |                                                                                    |                                                                                                                                                                                                                                                   |                 |                 |
| 9 <b>Toilet Paper Dispenser</b> Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser? [ADA 604.7] | X          |    |    |                                                                                    | Measurement:<br><br>Options: Relocate dispenser                                                                                                                                                                                                   | C               | No              |

| Review Item                                                                   | Compliant? |    |    | Comments/Measurements/Special Conditions | Remedial Options            | Existing Status | Action Required |
|-------------------------------------------------------------------------------|------------|----|----|------------------------------------------|-----------------------------|-----------------|-----------------|
|                                                                               | C          | PC | NC |                                          |                             |                 |                 |
| 10 Toilet Paper Dispenser                                                     |            |    |    |                                          |                             |                 |                 |
| Is the outlet of the dispenser:                                               |            |    |    |                                          | Measurement:                |                 |                 |
| located no less than 15 inches and no greater than 48 inches above the floor? |            |    |    |                                          | Options: Relocate dispenser | C               | No              |
| Not located behind grab bars? [ADA 604.7]                                     | X          |    |    |                                          |                             |                 |                 |

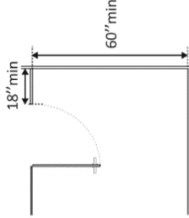
### Priority III Toilet Compartment (Stalls)

- Doors** Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [ADA 604.8.1.2]



Measurement:

Options: Widen door width
- Doors** If there is a front approach to the pull sides of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? [ADA 604.8.1.2]



Measurement:

Options: Remove obstructions

Note: See 2010 Standards 604.8.1.2 Doors for maneuvering clearance requirements on the push side of the door side approaches to the pull side of the door
- Doors** Is the door self-closing? [ADA 604.8.1.2]

Options: Add closer; replace door
- Doors** Are the door pulls on both sides of the door that are operable with one hand and do not require tight grasping or twisting of the wrist?\* [ADA 604.8.1.2]

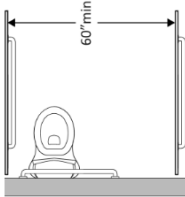
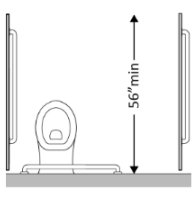
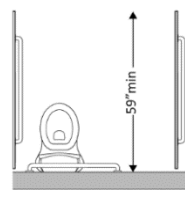
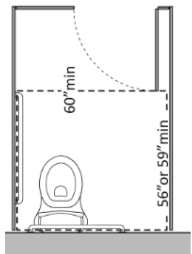
Options: Replace hardware

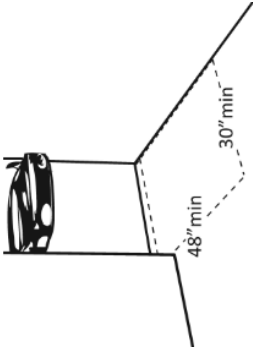
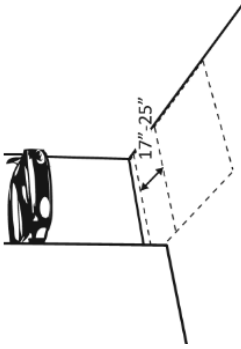
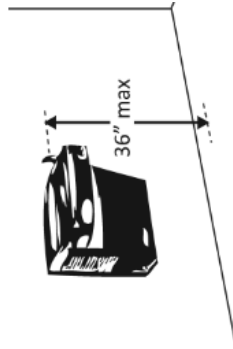
\*If constructed before 3/15/2012 door pulls do not need to be added; door pulls are not required in the 1991 Standards
- Doors** Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist? [ADA 309.4]

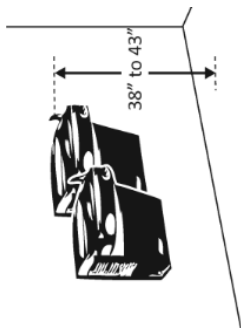
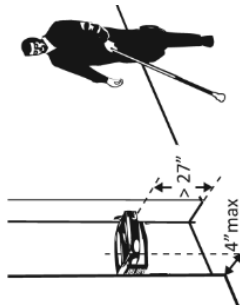
Options: Replace lock hardware
- Doors** Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [ADA 404.2.7]

Options: Replace lock hardware



| Review Item                                                                                                                                                                                                                   | Compliant?<br>C PC NC | Comments/Measurements/Special Conditions                                            | Remedial Options                                                   | Existing Status | Action Required |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------|-----------------|
| 7 Is the compartment at least 60 inches wide? [ADA 604.8.1.1]                                                                                                                                                                 |                       |   | Measurement:<br><br>Options: Widen compartment                     |                 |                 |
| 8 If the water closet is wall hung, is the compartment at least 56 inches deep? [ADA 604.8.1.1]                                                                                                                               |                       |   | Measurement:<br><br>Options: Widen compartment                     |                 |                 |
| 9 If the water closet is floor mounted, is the compartment at least 59 inches deep? [ADA 604.8.1.1]                                                                                                                           |                       |   | Measurement:<br><br>Options: Widen compartment                     |                 |                 |
| 10 If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung and 59 inches if water closet is floor mounted)? [ADA 604.8.1.1] |                       |  | Measurement:<br><br>Options: Reverse door swing; alter compartment |                 |                 |

| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                      | Compliant? |    |    | Comments/Measurements/Special Conditions                                             | Remedial Options                                                                                                                                                                                                                           | Existing Status | Action Required |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                  | C          | PC | NC |                                                                                      |                                                                                                                                                                                                                                            |                 |                 |
| 1 <b>Drinking Fountains</b> Does at least one drinking fountain have a clear floor space at least 30 inches wide x 48 inches long centered in front of it for a forward approach?*                                                                                                                                                                                                                                               |            |    |    |    | <p>Measurement:</p> <p>Options: Alter space; relocate drinking fountain; install a drinking fountain in another location</p> <p>*If installed before 3/15/2012, a parallel approach is permitted and clear floor space is not required</p> |                 |                 |
| 2 <b>Drinking Fountains</b> If there is a forward approach, do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the drinking fountain? [ADA 306.2.2, 306.2.3]<br><br>Note: If the drinking fountain is primarily for children's use and the spout is no more than 30 inches above the floor and no more than 3 1/2 inches from the edge of the unit, a parallel approach is permitted. |            |    |    |    | <p>Measurement:</p> <p>Options: Alter space; replace drinking fountain</p>                                                                                                                                                                 |                 |                 |
| 3 <b>Drinking Fountains</b> Is the spout outlet no higher than 36 inches above the floor? [ADA 602.4]                                                                                                                                                                                                                                                                                                                            |            |    |    |  | <p>Measurement:</p> <p>Options: Adjust drinking fountain; replace drinking fountain</p>                                                                                                                                                    |                 |                 |

| Review Item | Compliant? |    |    | Comments/Measurements/Special Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Remedial Options                                                                                                                                 | Existing Status | Action Required |
|-------------|------------|----|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
|             | C          | PC | NC |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                  |                 |                 |
| 4           |            |    |    | <p><b>Drinking Fountains for Standing Persons</b> Where more than the minimum number of drinking fountains are provided, 50 percent of the total number shall comply with items 1 and 2 above. For the other 50 percent, spout outlets of drinking fountains for standing persons shall be 38 inches minimum and 43 inches maximum above finish floor or ground. [ADA 602.7]</p>                                               | Measurement:<br><br>Options: Adjust drinking fountain; install new drinking fountain for standing height                                         |                 |                 |
| 5           |            |    |    | <p><b>Drinking Fountains</b> If the leading (bottom) edge of the fountain is higher than 27 inches above the floor, does the front of the fountain protrude no more than 4 inches into the circulation path? [ADA 307.2]</p>                                                                                                                                                                                                   | Measurement:<br><br>Options: Adjust drinking fountain; replace drinking fountain; add tactile warning such as permanent planter or partial walls |                 |                 |
| 6           |            |    |    | <p><b>Wheelchair Accessible Telephones</b> Where public telephones are provided at least one accessible wheelchair telephone shall be provided per floor, level, and exterior site on an accessible route. Clear floor space shall be 30 inches by 48 inches minimum in front of phone. Telephones shall have push-button controls where such services is available and be within a reach of 48 inches maximum. The cord from the telephone to the handset shall be 29 inches minimum. [ADA 217.2, 305, 704]</p> | Measurement:<br><br>Options: Move telephone; install new telephone for clear space; adjust telephone                                             |                 |                 |
| 7           |            |    |    | <p><b>Wheelchair Accessible Telephones</b> Does at least one telephone have a volume control? [ADA 704.3]</p>                                                                                                                                                                                                                                                                                                                                                                                                    | Options: Install volume control; replace telephone with one that has volume control                                                              |                 |                 |
| 8           |            |    |    | <p><b>Wheelchair Accessible Telephones</b> Is the volume control identified by a pictogram of a telephone handset with radiating sound waves? [ADA 703.7.2.3]</p>                                                                                                                                                                                                                                                                                                                                                | Options: Add pictogram                                                                                                                           |                 |                 |

| Review Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Compliant? |    |    | Comments/Measurements/Special Conditions                                           | Remedial Options     | Existing Status | Action Required |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|----|------------------------------------------------------------------------------------|----------------------|-----------------|-----------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | C          | PC | NC |                                                                                    |                      |                 |                 |
| 9 <b>TTYs</b> Where four or more public telephones are provided in a group, a TTY for the deaf and hard of hearing shall be provided per floor, level, and exterior site on an accessible route. TTYs required at a public pay telephone for the deaf or hard of hearing shall be permanently affixed within, or adjacent to, the telephone enclosure. Where an acoustic coupler is used, the telephone cord shall be sufficiently long to allow connection of the TTY and the telephone receiver. [ADA 217.4, 704.4] |            |    |    |                                                                                    | Options: Install TTY |                 |                 |
| Is the touch surface of the TTY keypad at least 34 inches above the floor? [ADA 704.4.1]. This height is not required to met where a seat is provided.                                                                                                                                                                                                                                                                                                                                                                |            |    |    |                                                                                    |                      |                 |                 |
| Note: TTYs are devices that employ interactive text-based communication through the transmission of coded signals across the telephone network. They are mainly used by people who are deaf and/or cannot speak.                                                                                                                                                                                                                                                                                                      |            |    |    |                                                                                    |                      |                 |                 |
| 10 <b>TTYs</b> Is the TTY identified by the International Symbol of TTY? [ADA 703.7.2.2]                                                                                                                                                                                                                                                                                                                                                                                                                              |            |    |    |  | Options: Add symbol  |                 |                 |
| 11 <b>Two-Way Communication Systems</b> Where a two-way communication system is provided to gain admittance to a building or facility or to restricted areas within a building or facility, the system shall provide both audible and visual signals. A light can be used to indicate visually that assistance is on the way. Signs indicating the meaning of visual signals should be provided. Handset cords, if provided, shall be 29 inches long minimum. [ADA 230, 708]                                          |            |    |    |                                                                                    |                      |                 |                 |

#### Priority IV Additional Access

|                                                                                                                                   |  |  |  |                                            |
|-----------------------------------------------------------------------------------------------------------------------------------|--|--|--|--------------------------------------------|
| 1 <b>Fire Alarm Systems</b> Fire alarm systems shall have permanently installed audible and visible (flashing) alarms [ADA 702.1] |  |  |  | Options: Install audible and visual alarms |
|-----------------------------------------------------------------------------------------------------------------------------------|--|--|--|--------------------------------------------|

| Review Item | Compliant? | C | PC | NC | Comments/Measurements/Special Conditions | Remedial Options | Existing Status | Action Required |
|-------------|------------|---|----|----|------------------------------------------|------------------|-----------------|-----------------|
|             |            |   |    |    |                                          |                  |                 |                 |

#### Aquatic Swimming Pool Suitability Evaluation

- |   |                                                                                                       |  |  |  |  |  |  |  |
|---|-------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|
| 1 | Does the pool meet the needs of competitive swimming program?                                         |  |  |  |  |  |  |  |
| 2 | Does the pool have enough shallow water area to allow for instructional programs?                     |  |  |  |  |  |  |  |
| 3 | Is diving a required part of the aquatic program?                                                     |  |  |  |  |  |  |  |
| 4 | Does the configuration and depth of the diving area meet the requirements of applicable codes?        |  |  |  |  |  |  |  |
| 5 | Is access to the pool adequate for all pool users, including provision for the physically challenged? |  |  |  |  |  |  |  |
| 6 | Is the pool too large/small for the projected user load?                                              |  |  |  |  |  |  |  |
| 7 | Do overall pool dimensions meet the requirements of applicable codes?                                 |  |  |  |  |  |  |  |
| 8 | Does the pool meet current and long term program needs, assuming such needs have been defined?        |  |  |  |  |  |  |  |



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## APPENDIX C – FACILITY IMPROVEMENTS BY CATEGORY

# FACILITY IMPROVEMENTS BY CATEGORY - PRESERVATION: MOTHBALL HISTORIC BUILDING

|                  |           |                |               |          |
|------------------|-----------|----------------|---------------|----------|
| Carnegie Library | Site Code | 118 E. 6th St. | UID           | Emporia  |
|                  |           |                | Register Code | 81000279 |

All maintenance activities are sustainment. All construction is restoration or modernization.

| Scope of Work Item | Project Allowance |          |         | Periods [Select] | Active Project | Improvements Schedule |                           |                             |
|--------------------|-------------------|----------|---------|------------------|----------------|-----------------------|---------------------------|-----------------------------|
|                    | UoM               | Unit Qty | \$/Unit |                  |                | Budget                | Priority I<br>(0-5 Years) | Priority II<br>(6-10 Years) |

## Category I - Life, Health, & Safety

|                                      |    |     |      |           |   |   |              |   |
|--------------------------------------|----|-----|------|-----------|---|---|--------------|---|
| Accessible Exterior Entry Ramp/Stair |    |     |      | -         |   | - | -            | - |
| Mobilization                         | Ea | 1   | 8000 | \$ 8,000  | I | Y | \$ 8,000.00  | - |
| Demo                                 | CF | 500 | 39.5 | \$ 19,750 | I | Y | \$ 19,750.00 | - |
|                                      |    |     |      | -         |   | - | -            | - |

## Category II - Sustainment | Maintenance and Cyclic Work

|                                             |    |        |      |          |   |   |             |   |
|---------------------------------------------|----|--------|------|----------|---|---|-------------|---|
| Brick Masonry Repair                        |    |        |      |          |   |   |             |   |
| Demolition                                  | SF | 580    | 4.05 | \$ 2,349 | I | Y | \$ 2,349.00 | - |
| Face Brick Material                         | M  | 3.77   | 665  | \$ 2,507 | I | Y | \$ 2,507.05 | - |
|                                             | LF | 105.45 | 18   | \$ 1,898 | I | Y | \$ 1,898.10 | - |
| Mln Equipment Charge                        | Ea | 1      | 135  | \$ 135   | I | Y | \$ 135.00   | - |
| Brick Masonry Pointing Repair               |    |        |      | -        |   | - | -           | - |
| Cut & repoint brick                         | SF | 442    | 8.85 | \$ 3,912 | I | Y | \$ 3,911.70 | - |
| Stone Masonry Pointing Allowance            |    |        |      |          |   | - | -           | - |
| Cementitious Parging Exterior Wall          | SF | 100    | 5.25 | \$ 525   | I | Y | \$ 525.00   | - |
| Masonry Cleaning                            |    |        |      | -        |   | - | -           | - |
| Masonry washing w/acid cleanser             | SF | 4420   | 1.66 | \$ 7,337 | I | Y | \$ 7,337.20 | - |
| Masonry pressure wash field                 | SF | 4420   | 0.24 | \$ 1,061 | I | Y | \$ 1,060.80 | - |
| Exterior grade masonry sealer               | SF | 4420   | 0.62 | \$ 2,740 | I | Y | \$ 2,740.40 | - |
| Second Coat                                 | SF | 4420   | 0.57 | \$ 2,519 | I | Y | \$ 2,519.40 | - |
| Ext Stair Replace Low-Slope Membrane System |    |        |      | -        |   | - | -           | - |
| Install Edge Blocking (3" thk)              | LF | 36     | 7.1  | \$ 256   | I | Y | \$ 255.60   | - |

| Scope of Work Item                                                 | Project Allowance |          |         |           | Periods [Select] | Active Project | Improvements Schedule     |                             |                               |  |
|--------------------------------------------------------------------|-------------------|----------|---------|-----------|------------------|----------------|---------------------------|-----------------------------|-------------------------------|--|
|                                                                    | UoM               | Unit Qty | \$/Unit | Budget    |                  |                | Priority I<br>(0-5 Years) | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |  |
| Install Roof Deck Insulation                                       | SF                | 110      | 1.46    | \$ 161    | I                | Y              | \$ 160.60                 | -                           | -                             |  |
| Install Gypsum Cover Board                                         | SF                |          | 1.24    | \$ -      | I                | Y              | \$ -                      | -                           | -                             |  |
| Install PVC Roofing                                                | Sq                | 110      | 305     | \$ 33,550 | I                | Y              | \$ 33,550.00              | -                           | -                             |  |
| Install Flashings                                                  | SF                | 18       | 5.3     | \$ 95     | I                | Y              | \$ 95.40                  | -                           | -                             |  |
| Install Gutters                                                    | LF                |          | 9.15    | \$ -      | I                | Y              | \$ -                      | -                           | -                             |  |
| Install Downspouts                                                 | LF                | 8        | 8.7     | \$ 70     | I                | Y              | \$ 69.60                  | -                           | -                             |  |
| Install Downspout Elbows                                           | Ea                | 1        | 12      | \$ 12     | I                | Y              | \$ 12.00                  | -                           | -                             |  |
| Roof Penetrations Allowance                                        | Ea                |          | 148     | \$ -      | I                | Y              | \$ -                      | -                           | -                             |  |
| Construction, Off-Loading                                          | Alw               | 1        | 2850    | \$ 2,850  | I                | Y              | \$ 2,850.00               | -                           | -                             |  |
| Construction, Boom Lift                                            | Alw               |          | 2900    | \$ -      | I                | Y              | \$ -                      | -                           | -                             |  |
| Replace Conc. Splash Block                                         | Ea                | 1        | 16.25   | \$ 16     | I                | Y              | \$ 16.25                  | -                           | -                             |  |
| Min Equipment Charge                                               | Alw               | 1        | 67.45   | \$ 67     | I                | Y              | \$ 67.45                  | -                           | -                             |  |
| Ext Stair Paint Exterior Walls/Trim                                |                   |          |         | -         |                  |                | -                         | -                           | -                             |  |
| Surface Preparation Allowance                                      | SF                | 200      | 0.24    | \$ 48     | I                | Y              | \$ 48.00                  | -                           | -                             |  |
| Paint Allowance                                                    | SF                | 200      | 0.82    | \$ 164    | I                | Y              | \$ 164.00                 | -                           | -                             |  |
| Infill at HVAC Penetrations                                        |                   |          |         | -         |                  |                | -                         | -                           | -                             |  |
| Sheathing, Wall Plywood                                            | SF                | 32       | 0.58    | \$ 19     | I                | Y              | \$ 18.56                  | -                           | -                             |  |
| Weather Barrier, Housewrap                                         | SF                | 32       | 0.34    | \$ 11     | I                | Y              | \$ 10.88                  | -                           | -                             |  |
| Siding, Fiber Cement                                               | SF                | 32       | 5.2     | \$ 166    | I                | Y              | \$ 166.40                 | -                           | -                             |  |
| Paint, Siding                                                      | SF                | 32       | 1.59    | \$ 51     | I                | Y              | \$ 50.88                  | -                           | -                             |  |
|                                                                    |                   |          |         | -         |                  |                | -                         | -                           | -                             |  |
| Category III - Sustainment   Repairs and Replacement of Components |                   |          |         |           |                  |                |                           |                             |                               |  |
| Replace Exterior Single Door                                       |                   |          |         | -         |                  |                | -                         | -                           | -                             |  |
| Demolition, Frame                                                  | Ea                | 4        | 85      | \$ 340    | I                | Y              | \$ 340.00                 | -                           | -                             |  |
| Demolition, Door                                                   | Ea                | 4        | 33.5    | \$ 134    | I                | Y              | \$ 134.00                 | -                           | -                             |  |
| Install Metal Frame, 16 ga                                         | Ea                | 2        | 320     | \$ 640    | I                | Y              | \$ 640.00                 | -                           | -                             |  |
| Install Metal Door, 18 ga                                          | Ea                | 3        | 635     | \$ 1,905  | I                | Y              | \$ 1,905.00               | -                           | -                             |  |
| Install Storefront                                                 | Ea                | 1        | 3521.7  | \$ 3,522  | I                | Y              | \$ 3,521.70               | -                           | -                             |  |
| Install Full-Mortise Hinges                                        | Pr                | 4        | 52.5    | \$ 210    | I                | Y              | \$ 210.00                 | -                           | -                             |  |

| Scope of Work Item                                                            | Project Allowance |          |         |           | Periods [Select] | Active Project | Improvements Schedule     |                             |                               |
|-------------------------------------------------------------------------------|-------------------|----------|---------|-----------|------------------|----------------|---------------------------|-----------------------------|-------------------------------|
|                                                                               | UoM               | Unit Qty | \$/Unit | Budget    |                  |                | Priority I<br>(0-5 Years) | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |
| Install Lockset                                                               | Ea                | 4        | 255.15  | \$ 1,021  | I                | Y              | \$ 1,020.60               | -                           | -                             |
| Install Closer                                                                | Ea                | 2        | 275     | \$ 550    | I                | Y              | \$ 550.00                 | -                           | -                             |
| Replace Windows                                                               |                   |          |         | -         |                  |                | -                         | -                           | -                             |
| Window Replacement Allowance                                                  | SF                | 900      | 70      | \$ 63,000 | I                | Y              | \$ 63,000.00              | -                           | -                             |
| Category IV - Restoration   Major Work Required to Restore Use                |                   |          |         |           |                  |                |                           |                             |                               |
|                                                                               |                   |          |         | -         |                  |                | -                         | -                           | -                             |
| Category V - Modernization   Implement New or Higher Standards                |                   |          |         |           |                  |                |                           |                             |                               |
| Ext Srr Install Awning/Canopy                                                 |                   |          |         | -         |                  |                | -                         | -                           | -                             |
| Install Awning/Canopy                                                         | Ea                | 1        | 1,665.3 | \$ 1,665  | I                | Y              | \$ 1,665.30               | -                           | -                             |
|                                                                               |                   |          |         | -         |                  |                | -                         | -                           | -                             |
|                                                                               |                   |          |         | -         |                  |                | -                         | -                           | -                             |
| Category VI - Construction   Project threshold \$750,000 for New Construction |                   |          |         |           |                  |                |                           |                             |                               |
|                                                                               |                   |          |         | -         |                  |                | -                         | -                           | -                             |
| Category VII - Flex Allocation                                                |                   |          |         |           |                  |                |                           |                             |                               |
|                                                                               |                   |          |         | -         |                  |                | -                         | -                           | -                             |

| Scope of Work Item                          | Project Allowance |          |         |        | Active Project   | Improvements Schedule     |                             |                               |
|---------------------------------------------|-------------------|----------|---------|--------|------------------|---------------------------|-----------------------------|-------------------------------|
|                                             | UoM               | Unit Qty | \$/Unit | Budget |                  | Priority I<br>(0-5 Years) | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |
|                                             |                   |          |         |        | Periods [Select] |                           |                             |                               |
| <b>Total Building Costs</b>                 |                   |          |         |        |                  |                           |                             |                               |
| Improvements Subtotal                       |                   |          |         |        |                  | \$ 163,256                | \$ -                        | \$ -                          |
| Construction Contingency                    | 20%               |          |         |        |                  | \$ 32,651                 | \$ -                        | \$ -                          |
| General Contractor Overhead and Profit      | 15%               |          |         |        |                  | \$ 24,488                 | \$ -                        | \$ -                          |
| <b>Subtotal</b>                             |                   |          |         |        |                  | \$ 220,395                | \$ -                        | \$ -                          |
| <b>Annual Construction Inflation Factor</b> | <b>4.0%</b>       |          |         |        |                  |                           |                             |                               |
| To Construction Bids 5 Years out            | 20.0%             |          |         |        |                  | \$ 264,475                |                             |                               |



# FACILITY IMPROVEMENTS BY CATEGORY - PRESERVATION: COMPREHENSIVE REPAIR

|                  |                |                      |                     |
|------------------|----------------|----------------------|---------------------|
| Carnegie Library | 118 E. 6th St. | UID<br>Register Code | Emporia<br>81000279 |
|------------------|----------------|----------------------|---------------------|

All maintenance activities are sustainment. All construction is restoration or modernization.

| Scope of Work Item | Project Allowance |          |         | Periods [Select] | Active Project | Improvements Schedule |                           |                             |
|--------------------|-------------------|----------|---------|------------------|----------------|-----------------------|---------------------------|-----------------------------|
|                    | UoM               | Unit Qty | \$/Unit |                  |                | Budget                | Priority I<br>(0-5 Years) | Priority II<br>(6-10 Years) |

## Category I - Life, Health, & Safety

|                                         |     |       |        |    |        |   |              |   |   |
|-----------------------------------------|-----|-------|--------|----|--------|---|--------------|---|---|
| Replace Deteriorated Floor Decking 20%  |     |       |        |    |        |   |              |   |   |
| Demo                                    | SF  | 780   | 1.47   | \$ | 1,147  | Y | \$ 1,146.60  | - | - |
| New 3/4 plank deck                      | SF  | 780   | 3.7    | \$ | 2,886  | Y | \$ 2,886.00  | - | - |
| Accessible Exterior Entry Ramp/Stair    |     |       |        |    |        |   |              |   |   |
| Mobilization                            | Ea  | 1     | 8000   | \$ | 8,000  | Y | \$ 8,000.00  | - | - |
| Demo                                    | CF  | 500   | 39.5   | \$ | 19,750 | Y | \$ 19,750.00 | - | - |
| Excavation                              | CY  | 12.5  | 279    | \$ | 3,488  | Y | \$ 3,487.50  | - | - |
| Stair Construction                      |     |       |        |    |        |   |              |   |   |
| Concrete treads on steel riser 3ft wide | Ea  | 9     | 241.33 | \$ | 2,172  | Y | \$ 2,171.97  | - | - |
| C12x20 stringer                         | LF  | 18    | 59.67  | \$ | 1,074  | Y | \$ 1,074.06  | - | - |
| 1 1/2" Bolts                            | Ea  | 10    | 12.67  | \$ | 127    | Y | \$ 126.70    | - | - |
| 1/4 steel plate                         | LB  | 20    | 43.95  | \$ | 879    | Y | \$ 879.00    | - | - |
| 3x3 Angle                               | LF  | 6     | 24.36  | \$ | 146    | Y | \$ 146.16    | - | - |
| Foundation                              | CY  | 0.22  | 52.96  | \$ | 12     | Y | \$ 11.65     | - | - |
| #5 Rebar                                | LF  | 10    | 1.25   | \$ | 13     | Y | \$ 12.50     | - | - |
| Railing                                 | LF  | 20    | 105.38 | \$ | 2,108  | Y | \$ 2,107.60  | - | - |
| Ramp Construction                       |     |       |        |    |        |   |              |   |   |
| Ramp slab 4"                            | CY  | 4.51  | 298.12 | \$ | 1,345  | Y | \$ 1,344.52  | - | - |
| Texture finish                          | SF  | 500   | 3.57   | \$ | 1,785  | Y | \$ 1,785.00  | - | - |
| #5 Rebar                                | LF  | 87    | 1.25   | \$ | 109    | Y | \$ 108.75    | - | - |
| Foundation                              | CY  | 23.78 | 52.96  | \$ | 1,259  | Y | \$ 1,259.39  | - | - |
| #5 Rebar                                | LF  | 275   | 1.25   | \$ | 344    | Y | \$ 343.75    | - | - |
| Railing                                 | LF  | 190   | 105.38 | \$ | 20,022 | Y | \$ 20,022.20 | - | - |
| Fire Safety                             |     |       |        |    |        |   |              |   |   |
| Fire Alarm                              | Alw | 1     | 22800  | \$ | 22,800 | Y | \$ 22,800.00 | - | - |

| Scope of Work Item                     | Project Allowance |          |         |           | Periods [Select] | Active Project | Improvements Schedule     |                             |                               |
|----------------------------------------|-------------------|----------|---------|-----------|------------------|----------------|---------------------------|-----------------------------|-------------------------------|
|                                        | UoM               | Unit Qty | \$/Unit | Budget    |                  |                | Priority I<br>(0-5 Years) | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |
| Interior ADA Improvement Modernization |                   |          |         | -         |                  |                | -                         | -                           | -                             |
| General ADA Improvements allowance     | SF                | 1.5      | 7792    | \$ 11,688 | I                | Y              | \$ 11,688.00              | -                           | -                             |
| Install Elevator Shaftway              | Alw               | 1        | 75000   | \$ 75,000 | I                | Y              | \$ 75,000.00              | -                           | -                             |
| Install Elevator Shaftway              | Alw               | 1        | 75000   | \$ 75,000 | I                | Y              | \$ 75,000.00              | -                           | -                             |
| Install MEP, related systems           | Alw               | 1        | 15000   | \$ 15,000 | I                | Y              | \$ 15,000.00              | -                           | -                             |

### Category II - Sustainment | Maintenance and Cyclic Work

|                                             |    |        |      |           |   |   |              |   |   |
|---------------------------------------------|----|--------|------|-----------|---|---|--------------|---|---|
| Brick Masonry Repair                        |    |        |      |           |   |   |              |   |   |
| Demolition                                  | SF | 580    | 4.05 | \$ 2,349  | I | Y | \$ 2,349.00  | - | - |
| Face Brick Material                         | M  | 3.77   | 665  | \$ 2,507  | I | Y | \$ 2,507.05  | - | - |
|                                             | LF | 105.45 | 18   | \$ 1,898  | I | Y | \$ 1,898.10  | - | - |
| Min Equipment Charge                        | Ea | 1      | 135  | \$ 135    | I | Y | \$ 135.00    | - | - |
| Brick Masonry Pointing Repair               |    |        |      |           |   |   |              |   |   |
| Cut & repoint brick                         | SF | 442    | 8.85 | \$ 3,912  | I | Y | \$ 3,911.70  | - | - |
| Stone Masonry Pointing Allowance            |    |        |      |           |   |   |              |   |   |
| Cementitious Parging Exterior Wall          | SF | 100    | 5.25 | \$ 525    | I | Y | \$ 525.00    | - | - |
| Masonry Cleaning                            |    |        |      |           |   |   |              |   |   |
| Masonry washing w/acid cleanser             | SF | 4420   | 1.66 | \$ 7,337  | I | Y | \$ 7,337.20  | - | - |
| Masonry pressure wash field                 | SF | 4420   | 0.24 | \$ 1,061  | I | Y | \$ 1,060.80  | - | - |
| Exterior grade masonry sealer               | SF | 4420   | 0.62 | \$ 2,740  | I | Y | \$ 2,740.40  | - | - |
| Second Coat                                 | SF | 4420   | 0.57 | \$ 2,519  | I | Y | \$ 2,519.40  | - | - |
| Ext Stair Replace Low-Slope Membrane System |    |        |      |           |   |   |              |   |   |
| Install Edge Blocking (3" thk)              | LF | 36     | 7.1  | \$ 256    | I | Y | \$ 255.60    | - | - |
| Install Roof Deck Insulation                | SF | 110    | 1.46 | \$ 161    | I | Y | \$ 160.60    | - | - |
| Install Gypsum Cover Board                  | SF |        | 1.24 | \$ -      | I | Y | \$ -         | - | - |
| Install PVC Roofing                         | Sq | 110    | 305  | \$ 33,550 | I | Y | \$ 33,550.00 | - | - |
| Install Flashings                           | SF | 18     | 5.3  | \$ 95     | I | Y | \$ 95.40     | - | - |
| Install Gutters                             | LF |        | 9.15 | \$ -      | I | Y | \$ -         | - | - |
| Install Downspouts                          | LF | 8      | 8.7  | \$ 70     | I | Y | \$ 69.60     | - | - |
| Install Downspout Elbows                    | Ea | 1      | 12   | \$ 12     | I | Y | \$ 12.00     | - | - |
| Roof Penetrations Allowance                 | Ea |        | 1.48 | \$ -      | I | Y | \$ -         | - | - |

| Scope of Work Item                  | Project Allowance |          |         |           | Periods [Select] | Active Project | Improvements Schedule     |                             |                               |
|-------------------------------------|-------------------|----------|---------|-----------|------------------|----------------|---------------------------|-----------------------------|-------------------------------|
|                                     | UoM               | Unit Qty | \$/Unit | Budget    |                  |                | Priority I<br>(0-5 Years) | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |
| Construction, Off-Loading           | Alw               | 1        | 2850    | \$ 2,850  | I                | Y              | \$ 2,850.00               | -                           | -                             |
| Construction, Boom Lift             | Alw               |          | 2900    | \$ -      | I                | Y              | \$ -                      | -                           | -                             |
| Replace Conc. Splash Block          | Ea                | 1        | 16.25   | \$ 16     | I                | Y              | \$ 16.25                  | -                           | -                             |
| Mtn Equipment Charge                | Alw               | 1        | 67.45   | \$ 67     | I                | Y              | \$ 67.45                  | -                           | -                             |
| Ext Stair Paint Exterior Walls/Trim |                   |          |         | -         |                  |                | -                         | -                           | -                             |
| Surface Preparation Allowance       | SF                | 200      | 0.24    | \$ 48     | I                | Y              | \$ 48.00                  | -                           | -                             |
| Paint Allowance                     | SF                | 200      | 0.82    | \$ 164    | I                | Y              | \$ 164.00                 | -                           | -                             |
| Infill at HVAC Penetrations         |                   |          |         | -         |                  |                | -                         | -                           | -                             |
| Sheathing, Wall Plywood             | SF                | 32       | 0.58    | \$ 19     | I                | Y              | \$ 18.56                  | -                           | -                             |
| Weather Barrier, Housewrap          | SF                | 32       | 0.34    | \$ 11     | I                | Y              | \$ 10.88                  | -                           | -                             |
| Siding, Fiber Cement                | SF                | 32       | 5.2     | \$ 166    | I                | Y              | \$ 166.40                 | -                           | -                             |
| Paint, Siding                       | SF                | 32       | 1.59    | \$ 51     | I                | Y              | \$ 50.88                  | -                           | -                             |
| Paint interiors                     |                   |          |         | -         |                  |                | -                         | -                           | -                             |
| Walls primer and 2 coats smooth     | SF                | 8400     | 1.2     | \$ 10,080 | I                | Y              | \$ 10,080.00              | -                           | -                             |
| Ceilings primer and 2 coats smooth  | SF                | 2600     | 1.2     | \$ 3,120  | I                | Y              | \$ 3,120.00               | -                           | -                             |
|                                     |                   |          |         | -         |                  |                | -                         | -                           | -                             |

#### Category III - Sustainment | Repairs and Replacement of Components

|                             |    |      |       |           |   |   |              |   |   |
|-----------------------------|----|------|-------|-----------|---|---|--------------|---|---|
| Carpet                      |    |      |       | -         |   |   | -            | - | - |
| Demolition                  | SF | 2320 | 0.56  | \$ 1,299  | I | Y | \$ 1,299.20  | - | - |
| Install carpet/leveling pad | SY | 258  | 9.87  | \$ 2,546  | I | Y | \$ 2,546.46  | - | - |
| Install new carpet tile     | SY | 258  | 40.35 | \$ 10,410 | I | Y | \$ 10,410.30 | - | - |
| Vinyl Tile                  |    |      |       | -         |   |   | -            | - | - |
| Demolition                  | SF | 2100 | 1.2   | \$ 2,520  | I | Y | \$ 2,520.00  | - | - |
| Install new vinyl tile      | SF | 2100 | 7.75  | \$ 16,275 | I | Y | \$ 16,275.00 | - | - |

| Scope of Work Item           | Project Allowance |          |         |           | Periods [Select] | Active Project | Improvements Schedule     |                             |                               |
|------------------------------|-------------------|----------|---------|-----------|------------------|----------------|---------------------------|-----------------------------|-------------------------------|
|                              | UoM               | Unit Qty | \$/Unit | Budget    |                  |                | Priority I<br>(0-5 Years) | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |
| New Ceiling                  |                   |          |         | -         |                  |                | -                         | -                           | -                             |
| Demolition                   | SF                | 4350     | 1.22    | \$ 5,307  | I                | Y              | \$ 5,307.00               | -                           | -                             |
| Gyp Board allowance          | SF                | 4350     | 2.8     | \$ 12,180 | I                | Y              | \$ 12,180.00              | -                           | -                             |
| Replace Exterior Single Door |                   |          |         | -         |                  |                | -                         | -                           | -                             |
| Demolition, Frame            | Ea                | 4        | 85      | \$ 340    | I                | Y              | \$ 340.00                 | -                           | -                             |
| Demolition, Door             | Ea                | 4        | 33.5    | \$ 134    | I                | Y              | \$ 134.00                 | -                           | -                             |
| Install Metal Frame, 16 ga   | Ea                | 2        | 320     | \$ 640    | I                | Y              | \$ 640.00                 | -                           | -                             |
| Install Metal Door, 18 ga    | Ea                | 3        | 635     | \$ 1,905  | I                | Y              | \$ 1,905.00               | -                           | -                             |
| Install Storefront           | Ea                | 1        | 3521.7  | \$ 3,522  | I                | Y              | \$ 3,521.70               | -                           | -                             |
| Install Full-Mortise Hinges  | Pr                | 4        | 52.5    | \$ 210    | I                | Y              | \$ 210.00                 | -                           | -                             |
| Install Lockset              | Ea                | 4        | 255.15  | \$ 1,021  | I                | Y              | \$ 1,020.60               | -                           | -                             |
| Install Closer               | Ea                | 2        | 275     | \$ 550    | I                | Y              | \$ 550.00                 | -                           | -                             |
| Replace Windows              |                   |          |         | -         |                  |                | -                         | -                           | -                             |
| Window Replacement Allowance | SF                | 900      | 70      | \$ 63,000 | I                | Y              | \$ 63,000.00              | -                           | -                             |
|                              |                   |          |         | -         |                  |                | -                         | -                           | -                             |
|                              |                   |          |         | -         |                  |                | -                         | -                           | -                             |
|                              |                   |          |         | -         |                  |                | -                         | -                           | -                             |

#### Category IV - Restoration | Major Work Required to Restore Use

|                                              |    |       |       |           |   |   |              |   |   |
|----------------------------------------------|----|-------|-------|-----------|---|---|--------------|---|---|
| Library Stack Area   Repair Damaged Plaster  |    |       |       |           |   |   |              |   |   |
| Repair of existing plaster                   | SF | 1300  | 15.73 | \$ 20,449 | I | Y | \$ 20,449.00 | - | - |
|                                              |    |       |       | -         |   |   | -            | - | - |
| Library Stack Area   Replace Damaged Plaster |    |       |       |           |   |   |              |   |   |
| Work protection of antique stacks            | SF | 570   | 1.53  | \$ 872    | I | Y | \$ 872.10    | - | - |
| Demo                                         | SF | 1000  | 1.65  | \$ 1,650  | I | Y | \$ 1,650.00  | - | - |
| New lath support                             | SY | 111.1 | 11.58 | \$ 1,287  | I | Y | \$ 1,286.54  | - | - |
| New plaster                                  | SY | 111.1 | 50.23 | \$ 5,581  | I | Y | \$ 5,580.55  | - | - |

| Scope of Work Item           | Project Allowance |          |         |           | Periods [Select] | Active Project | Improvements Schedule     |                             |                               |
|------------------------------|-------------------|----------|---------|-----------|------------------|----------------|---------------------------|-----------------------------|-------------------------------|
|                              | UoM               | Unit Qty | \$/Unit | Budget    |                  |                | Priority I<br>(0-5 Years) | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |
| Ceiling                      | SY                | 111.1    | 57.88   | \$ 6,430  | I                | Y              | \$ 6,430.47               | -                           | -                             |
| Repair of existing plaster   | SF                | 1300     | 17.73   | \$ 23,049 | I                | Y              | \$ 23,049.00              | -                           | -                             |
| General Building Wall Repair |                   |          |         | -         |                  |                | -                         | -                           | -                             |
| Repair of existing plaster   | SF                | 1260     | 15.73   | \$ 19,820 | I                | Y              | \$ 19,819.80              | -                           | -                             |
| Demo                         | SF                | 2520     | 1.65    | \$ 4,158  | I                | Y              | \$ 4,158.00               | -                           | -                             |
| Replace with gyp bd          | SF                | 2520     | 2.8     | \$ 7,056  | I                | Y              | \$ 7,056.00               | -                           | -                             |
|                              |                   |          |         | -         |                  |                | -                         | -                           | -                             |

#### Category V - Modernization | Implement New or Higher Standards

|                                        |     |   |        |           |   |   |              |   |   |
|----------------------------------------|-----|---|--------|-----------|---|---|--------------|---|---|
| ADA compliant restroom modifications   |     |   |        | -         |   |   | -            | - | - |
| Wall Demolition                        | LF  | 7 | 13.19  | \$ 92     | I | Y | \$ 92.33     | - | - |
| New Wall                               | LF  | 5 | 26.1   | \$ 131    | I | Y | \$ 130.50    | - | - |
| Grab Bars                              | Ea  | 2 | 100    | \$ 200    | I | Y | \$ 200.00    | - | - |
| Restroom toilet dispenser, S.S.        | Ea  | 1 | 78.5   | \$ 79     | I | Y | \$ 78.50     | - | - |
| Mirror                                 | Ea  | 1 | 157    | \$ 157    | I | Y | \$ 157.00    | - | - |
| ADA sign                               | Ea  | 1 | 71     | \$ 71     | I | Y | \$ 71.00     | - | - |
| Restroom paper towel dispenser, S.S.   | Ea  | 1 | 100    | \$ 100    | I | Y | \$ 100.00    | - | - |
| Restroom soap dispenser                | Ea  | 1 | 100    | \$ 100    | I | Y | \$ 100.00    | - | - |
| Ext Srr Install Awning/Canopy          |     |   |        | -         |   |   | -            | - | - |
| Install Awning/Canopy                  | Ea  | 1 | 1665.3 | \$ 1,665  | I | Y | \$ 1,665.30  | - | - |
| Building Systems                       |     |   |        | -         |   |   | -            | - | - |
| Demolition                             | Alw | 1 | 10000  | \$ 10,000 | I | Y | \$ 10,000.00 | - | - |
| New gas fire furnaces/condensing units | Alw | 1 | 48000  | \$ 48,000 | I | Y | \$ 48,000.00 | - | - |
| New Ductwork                           | Alw | 1 | 48000  | \$ 48,000 | I | Y | \$ 48,000.00 | - | - |
| Panelboards                            | Alw | 1 | 16000  | \$ 16,000 | I | Y | \$ 16,000.00 | - | - |







# FACILITY IMPROVEMENTS BY CATEGORY - REHABILITATION: EXPANSION

|                  |           |                |                   |                  |
|------------------|-----------|----------------|-------------------|------------------|
| Carnegie Library | Site Code | 118 E. 6th St. | UID Register Code | Emporia 81000279 |
|------------------|-----------|----------------|-------------------|------------------|

All maintenance activities are sustainment. All construction is restoration or modernization.

| Scope of Work Item | Project Allowance |          |         |        | Periods [Select] | Active Project | Improvements Schedule |                             |                               |
|--------------------|-------------------|----------|---------|--------|------------------|----------------|-----------------------|-----------------------------|-------------------------------|
|                    | UoM               | Unit Qty | \$/Unit | Budget |                  |                | Priority I<br>5 Years | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |

## Category I - Life, Health, & Safety

|                                                   |     |       |        |    |        |   |   |    |           |   |   |
|---------------------------------------------------|-----|-------|--------|----|--------|---|---|----|-----------|---|---|
| Replace Deteriorated Floor Decking 20% Demo       | SF  | 780   | 1.47   | \$ | 1,147  | I | Y | \$ | -         | - | - |
| New 3/4 plank deck                                | SF  | 780   | 3.7    | \$ | 2,886  | I | Y | \$ | 1,146.60  | - | - |
| Accessible Exterior Entry Ramp/Stair Mobilization | Ea  | 1     | 8000   | \$ | 8,000  | I | Y | \$ | 8,000.00  | - | - |
| Demo                                              | CF  | 500   | 39.5   | \$ | 19,750 | I | Y | \$ | 19,750.00 | - | - |
| Excavation                                        | CY  | 12.5  | 279    | \$ | 3,488  | I | Y | \$ | 3,487.50  | - | - |
| Stair Construction                                | Ea  | 9     | 241.33 | \$ | 2,172  | I | Y | \$ | 2,171.97  | - | - |
| Concrete treads on steel riser 3ft wide           | LF  | 18    | 59.67  | \$ | 1,074  | I | Y | \$ | 1,074.06  | - | - |
| C12x20 stringer                                   | Ea  | 10    | 12.67  | \$ | 127    | I | Y | \$ | 126.70    | - | - |
| 1 1/2" Bolts                                      | LB  | 20    | 43.95  | \$ | 879    | I | Y | \$ | 879.00    | - | - |
| 1/4 steel plate                                   | LF  | 6     | 24.36  | \$ | 146    | I | Y | \$ | 146.16    | - | - |
| 3x3 Angle                                         | CY  | 0.22  | 52.96  | \$ | 12     | I | Y | \$ | 11.65     | - | - |
| Foundation 8'x3ftx3ft                             | LF  | 10    | 1.25   | \$ | 13     | I | Y | \$ | 12.50     | - | - |
| #5 Rebar                                          | LF  | 20    | 105.38 | \$ | 2,108  | I | Y | \$ | 2,107.60  | - | - |
| Railing                                           | CY  | 4.51  | 298.12 | \$ | 1,345  | I | Y | \$ | 1,344.52  | - | - |
| Ramp Construction                                 | SF  | 500   | 3.57   | \$ | 1,785  | I | Y | \$ | 1,785.00  | - | - |
| Ramp slab 4"                                      | LF  | 87    | 1.25   | \$ | 109    | I | Y | \$ | 108.75    | - | - |
| Texture finish                                    | CY  | 23.78 | 52.96  | \$ | 1,259  | I | Y | \$ | 1,259.39  | - | - |
| #5 Rebar                                          | LF  | 275   | 1.25   | \$ | 344    | I | Y | \$ | 343.75    | - | - |
| Foundation                                        | LF  | 190   | 105.38 | \$ | 20,022 | I | Y | \$ | 20,022.20 | - | - |
| Railing                                           | Alw | 1     | 22800  | \$ | 22,800 | I | Y | \$ | 22,800.00 | - | - |
| Fire Safety                                       |     |       |        |    |        |   |   |    |           |   |   |
| Fire Alarm                                        |     |       |        |    |        |   |   |    |           |   |   |

| Scope of Work Item                                      | Project Allowance |          |         |           | Periods [Select] | Active Project | Improvements Schedule |                             |                               |
|---------------------------------------------------------|-------------------|----------|---------|-----------|------------------|----------------|-----------------------|-----------------------------|-------------------------------|
|                                                         | UoM               | Unit Qty | \$/Unit | Budget    |                  |                | Priority I<br>5 Years | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |
| Interior ADA Improvement Modernization                  |                   |          |         | -         |                  |                | -                     | -                           | -                             |
| General ADA Improvements allowance                      | SF                | 1.5      | 7792    | \$ 11,688 | I                | Y              | \$ 11,688.00          | -                           | -                             |
| Install Elevator Shaftway                               | Alw               | 1        | 75000   | \$ 75,000 | I                | Y              | \$ 75,000.00          | -                           | -                             |
| Install Elevator Shaftway                               | Alw               | 1        | 75000   | \$ 75,000 | I                | Y              | \$ 75,000.00          | -                           | -                             |
| Install MEP, related systems                            | Alw               | 1        | 15000   | \$ 15,000 | I                | Y              | \$ 15,000.00          | -                           | -                             |
| Category II - Sustainment   Maintenance and Cyclic Work |                   |          |         |           |                  |                |                       |                             |                               |
| Brick Masonry Repair                                    |                   |          |         |           |                  |                |                       |                             |                               |
| Demolition                                              | SF                | 580      | 4.05    | \$ 2,349  | I                | Y              | \$ 2,349.00           | -                           | -                             |
| Face Brick Material                                     | M                 | 3.77     | 665     | \$ 2,507  | I                | Y              | \$ 2,507.05           | -                           | -                             |
|                                                         | LF                | 105.45   | 18      | \$ 1,898  | I                | Y              | \$ 1,898.10           | -                           | -                             |
| Min Equipment Charge                                    | Ea                | 1        | 135     | \$ 135    | I                | Y              | \$ 135.00             | -                           | -                             |
| Brick Masonry Pointing Repair                           |                   |          |         |           |                  |                |                       |                             |                               |
| Cut & repoint brick                                     | SF                | 442      | 8.85    | \$ 3,912  | I                | Y              | \$ 3,911.70           | -                           | -                             |
| Stone Masonry Pointing Allowance                        |                   |          |         |           |                  |                |                       |                             |                               |
| Cementitious Parging Exterior Wall                      | SF                | 100      | 5.25    | \$ 525    | I                | Y              | \$ 525.00             | -                           | -                             |
| Masonry Cleaning                                        |                   |          |         |           |                  |                |                       |                             |                               |
| Masonry washing w/acid cleanser                         | SF                | 4420     | 1.66    | \$ 7,337  | I                | Y              | \$ 7,337.20           | -                           | -                             |
| Masonry pressure wash field                             | SF                | 4420     | 0.24    | \$ 1,061  | I                | Y              | \$ 1,060.80           | -                           | -                             |
| Exterior grade masonry sealer                           | SF                | 4420     | 0.62    | \$ 2,740  | I                | Y              | \$ 2,740.40           | -                           | -                             |
| Second Coat                                             | SF                | 4420     | 0.57    | \$ 2,519  | I                | Y              | \$ 2,519.40           | -                           | -                             |
| Ext Stair Replace Low-Slope Membrane System             |                   |          |         |           |                  |                |                       |                             |                               |
| Install Edge Blocking (3" thk)                          | LF                | 36       | 7.1     | \$ 256    | I                | Y              | \$ 255.60             | -                           | -                             |
| Install Roof Deck Insulation                            | SF                | 110      | 1.46    | \$ 161    | I                | Y              | \$ 160.60             | -                           | -                             |
| Install Gypsum Cover Board                              | SF                |          | 1.24    | \$ -      | I                | Y              | \$ -                  | -                           | -                             |
| Install PVC Roofing                                     | Sq                | 110      | 305     | \$ 33,550 | I                | Y              | \$ 33,550.00          | -                           | -                             |
| Install Flashings                                       | SF                | 18       | 5.3     | \$ 95     | I                | Y              | \$ 95.40              | -                           | -                             |
| Install Gutters                                         | LF                |          | 9.15    | \$ -      | I                | Y              | \$ -                  | -                           | -                             |
| Install Downspouts                                      | LF                | 8        | 8.7     | \$ 70     | I                | Y              | \$ 69.60              | -                           | -                             |
| Install Downspout Elbows                                | Ea                | 1        | 12      | \$ 12     | I                | Y              | \$ 12.00              | -                           | -                             |
| Roof Penetrations Allowance                             | Ea                |          | 148     | \$ -      | I                | Y              | \$ -                  | -                           | -                             |

| Scope of Work Item                  |     | Project Allowance |          |         |        | Periods [Select] | Active Project | Improvements Schedule     |                             |                               |   |
|-------------------------------------|-----|-------------------|----------|---------|--------|------------------|----------------|---------------------------|-----------------------------|-------------------------------|---|
|                                     |     | UoM               | Unit Qty | \$/Unit | Budget |                  |                | Priority I<br>(0-5 Years) | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |   |
| Construction, Off-Loading           | Alw | 1                 | 2850     | \$      | 2,850  | I                | Y              | \$                        | 2,850.00                    | -                             | - |
|                                     | Alw |                   |          | \$      | -      | I                | Y              | \$                        | -                           | -                             | - |
|                                     | Ea  | 1                 | 16.25    | \$      | 16     | I                | Y              | \$                        | 16.25                       | -                             | - |
|                                     | Alw | 1                 | 67.45    | \$      | 67     | I                | Y              | \$                        | 67.45                       | -                             | - |
| Ext Stair Paint Exterior Walls/Trim |     |                   |          |         | -      |                  |                |                           | -                           | -                             | - |
|                                     | SF  | 200               | 0.24     | \$      | 48     | I                | Y              | \$                        | 48.00                       | -                             | - |
| Surface Preparation Allowance       | SF  | 200               | 0.82     | \$      | 164    | I                | Y              | \$                        | 164.00                      | -                             | - |
|                                     |     |                   |          |         | -      |                  |                |                           | -                           | -                             | - |
| Infill at HVAC Penetrations         |     |                   |          |         | -      |                  |                |                           | -                           | -                             | - |
|                                     | SF  | 32                | 0.58     | \$      | 19     | I                | Y              | \$                        | 18.56                       | -                             | - |
| Sheathing, Wall Plywood             |     |                   |          |         |        |                  |                |                           |                             |                               |   |
|                                     | SF  | 32                | 0.34     | \$      | 11     | I                | Y              | \$                        | 10.88                       | -                             | - |
| Weather Barrier, Housewrap          |     |                   |          |         |        |                  |                |                           |                             |                               |   |
|                                     | SF  | 32                | 5.2      | \$      | 166    | I                | Y              | \$                        | 166.40                      | -                             | - |
| Siding, Fiber Cement                |     |                   |          |         |        |                  |                |                           |                             |                               |   |
|                                     | SF  | 32                | 1.59     | \$      | 51     | I                | Y              | \$                        | 50.88                       | -                             | - |
| Paint, Siding                       |     |                   |          |         | -      |                  |                |                           | -                           | -                             | - |
|                                     |     |                   |          |         | -      |                  |                |                           | -                           | -                             | - |
| Paint interiors                     |     |                   |          |         |        |                  |                |                           |                             |                               |   |
|                                     |     |                   |          |         | -      |                  |                |                           | -                           | -                             | - |
| Walls primer and 2 coats smooth     | SF  | 8400              | 1.2      | \$      | 10,080 | I                | Y              | \$                        | 10,080.00                   | -                             | - |
|                                     |     |                   |          |         |        |                  |                |                           |                             |                               |   |
| Ceilings primer and 2 coats smooth  | SF  | 2600              | 1.2      | \$      | 3,120  | I                | Y              | \$                        | 3,120.00                    | -                             | - |
|                                     |     |                   |          |         | -      |                  |                |                           | -                           | -                             | - |

#### Category III - Sustainment | Repairs and Replacement of Components

|                             |    |      |       |           |   |   |              |   |   |
|-----------------------------|----|------|-------|-----------|---|---|--------------|---|---|
| Carpet                      |    |      |       | -         |   |   | -            | - | - |
| Demolition                  | SF | 2320 | 0.56  | \$ 1,299  | I | Y | \$ 1,299.20  | - | - |
| Install carpet/leveling pad | SY | 258  | 9.87  | \$ 2,546  | I | Y | \$ 2,546.46  | - | - |
| Install new carpet tile     | SY | 258  | 40.35 | \$ 10,410 | I | Y | \$ 10,410.30 | - | - |
| Vinyl Tile                  |    |      |       | -         |   |   | -            | - | - |
| Demolition                  | SF | 2100 | 1.2   | \$ 2,520  | I | Y | \$ 2,520.00  | - | - |
| Install new vinyl tile      | SF | 2100 | 7.75  | \$ 16,275 | I | Y | \$ 16,275.00 | - | - |



| Scope of Work Item           |          |         |        | Project Allowance |        |  | Periods [Select] | Active Project | Improvements Schedule |                             |                               |
|------------------------------|----------|---------|--------|-------------------|--------|--|------------------|----------------|-----------------------|-----------------------------|-------------------------------|
| UoM                          | Unit Qty | \$/Unit | Budget |                   |        |  |                  |                | Priority I<br>5 Years | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |
| New Ceiling                  |          |         | -      |                   |        |  |                  |                | -                     | -                           | -                             |
| Demolition                   | SF       | 4350    | 1.22   | \$                | 5,307  |  | I                | Y              | \$ 5,307.00           | -                           | -                             |
| Gyp Board allowance          | SF       | 4350    | 2.8    | \$                | 12,180 |  | I                | Y              | \$ 12,180.00          | -                           | -                             |
| Replace Exterior Single Door |          |         | -      |                   |        |  |                  |                | -                     | -                           | -                             |
| Demolition, Frame            | Ea       | 4       | 85     | \$                | 340    |  | I                | Y              | \$ 340.00             | -                           | -                             |
| Demolition, Door             | Ea       | 4       | 33.5   | \$                | 134    |  | I                | Y              | \$ 134.00             | -                           | -                             |
| Install Metal Frame, 16 ga   | Ea       | 2       | 320    | \$                | 640    |  | I                | Y              | \$ 640.00             | -                           | -                             |
| Install Metal Door, 18 ga    | Ea       | 3       | 635    | \$                | 1,905  |  | I                | Y              | \$ 1,905.00           | -                           | -                             |
| Install Storefront           | Ea       | 1       | 3521.7 | \$                | 3,522  |  | I                | Y              | \$ 3,521.70           | -                           | -                             |
| Install Full-Mortise Hinges  | Pr       | 4       | 52.5   | \$                | 210    |  | I                | Y              | \$ 210.00             | -                           | -                             |
| Install Lockset              | Ea       | 4       | 255.15 | \$                | 1,021  |  | I                | Y              | \$ 1,020.60           | -                           | -                             |
| Install Closer               | Ea       | 2       | 275    | \$                | 550    |  | I                | Y              | \$ 550.00             | -                           | -                             |
| Replace Windows              |          |         | -      |                   |        |  |                  |                | -                     | -                           | -                             |
| Window Replacement Allowance | SF       | 900     | 70     | \$                | 63,000 |  | I                | Y              | \$ 63,000.00          | -                           | -                             |
|                              |          |         | -      |                   |        |  |                  |                | -                     | -                           | -                             |
|                              |          |         | -      |                   |        |  |                  |                | -                     | -                           | -                             |

#### Category IV - Restoration | Major Work Required to Restore Use

|                                              |    |       |       |    |        |  |   |   |              |   |   |
|----------------------------------------------|----|-------|-------|----|--------|--|---|---|--------------|---|---|
| Library Stack Area   Repair Damaged Plaster  |    |       |       |    |        |  |   |   |              |   |   |
| Repair of existing plaster                   | SF | 1300  | 15.73 | \$ | 20,449 |  | I | Y | \$ 20,449.00 | - | - |
|                                              |    |       |       |    | -      |  |   |   | -            | - | - |
| Library Stack Area   Replace Damaged Plaster |    |       |       |    |        |  |   |   | -            | - | - |
| Work protection of antique stacks            | SF | 570   | 1.53  | \$ | 872    |  | I | Y | \$ 872.10    | - | - |
| Demo                                         | SF | 1000  | 1.65  | \$ | 1,650  |  | I | Y | \$ 1,650.00  | - | - |
| New lath support                             | SY | 111.1 | 11.58 | \$ | 1,287  |  | I | Y | \$ 1,286.54  | - | - |
| New plaster                                  | SY | 111.1 | 50.23 | \$ | 5,581  |  | I | Y | \$ 5,580.55  | - | - |

| Scope of Work Item           | Project Allowance |          |         |           | Periods [Select] | Active Project | Improvements Schedule |                             |                               |
|------------------------------|-------------------|----------|---------|-----------|------------------|----------------|-----------------------|-----------------------------|-------------------------------|
|                              | UoM               | Unit Qty | \$/Unit | Budget    |                  |                | Priority I<br>5 Years | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |
| Ceiling                      | SY                | 111.1    | 57.88   | \$ 6,430  | I                | Y              | \$ 6,430.47           | -                           | -                             |
| Repair of existing plaster   | SF                | 1300     | 17.73   | \$ 23,049 | I                | Y              | \$ 23,049.00          | -                           | -                             |
| General Building Wall Repair |                   |          |         | -         |                  |                | -                     | -                           | -                             |
| Repair of existing plaster   | SF                | 1260     | 15.73   | \$ 19,820 | I                | Y              | \$ 19,819.80          | -                           | -                             |
| Demo                         | SF                | 2520     | 1.65    | \$ 4,158  | I                | Y              | \$ 4,158.00           | -                           | -                             |
| Replace with gyp bd          | SF                | 2520     | 2.8     | \$ 7,056  | I                | Y              | \$ 7,056.00           | -                           | -                             |
|                              |                   |          |         | -         |                  |                | -                     | -                           | -                             |

#### Category V - Modernization | Implement New or Higher Standards

|                                        |     |   |        |           |   |   |              |   |   |
|----------------------------------------|-----|---|--------|-----------|---|---|--------------|---|---|
| ADA compliant restroom modifications   |     |   |        | -         |   |   | -            | - | - |
| Wall Demolition                        | LF  | 7 | 13.19  | \$ 92     | I | Y | \$ 92.33     | - | - |
| New Wall                               | LF  | 5 | 26.1   | \$ 131    | I | Y | \$ 130.50    | - | - |
| Grab Bars                              | Ea  | 2 | 100    | \$ 200    | I | Y | \$ 200.00    | - | - |
| Restroom toilet dispenser, S.S.        | Ea  | 1 | 78.5   | \$ 79     | I | Y | \$ 78.50     | - | - |
| Mirror                                 | Ea  | 1 | 157    | \$ 157    | I | Y | \$ 157.00    | - | - |
| ADA sign                               | Ea  | 1 | 71     | \$ 71     | I | Y | \$ 71.00     | - | - |
| Restroom paper towel dispenser, S.S.   | Ea  | 1 | 100    | \$ 100    | I | Y | \$ 100.00    | - | - |
| Restroom soap dispenser                | Ea  | 1 | 100    | \$ 100    | I | Y | \$ 100.00    | - | - |
| Ext Srr Install Awning/Canopy          |     |   |        | -         |   |   | -            | - | - |
| Install Awning/Canopy                  | Ea  | 1 | 1665.3 | \$ 1,665  | I | Y | \$ 1,665.30  | - | - |
| Building Systems                       |     |   |        | -         |   |   | -            | - | - |
| Demolition                             | Alw | 1 | 10000  | \$ 10,000 | I | Y | \$ 10,000.00 | - | - |
| New gas fire furnaces/condensing units | Alw | 1 | 48000  | \$ 48,000 | I | Y | \$ 48,000.00 | - | - |
| New Ductwork                           | Alw | 1 | 48000  | \$ 48,000 | I | Y | \$ 48,000.00 | - | - |
| Panelboards                            | Alw | 1 | 16000  | \$ 16,000 | I | Y | \$ 16,000.00 | - | - |

| Scope of Work Item                | Project Allowance |          |         |            | Periods [Select] | Active Project | Improvements Schedule |                             |                               |   |
|-----------------------------------|-------------------|----------|---------|------------|------------------|----------------|-----------------------|-----------------------------|-------------------------------|---|
|                                   | UoM               | Unit Qty | \$/Unit | Budget     |                  |                | Priority I<br>5 Years | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |   |
| Branch Circuits                   | Alw               | 1        | 60800   | \$ 60,800  | I                | Y              | \$ 60,800.00          | -                           | -                             | - |
| Lighting                          | Alw               | 1        | 30400   | \$ 30,400  | I                | Y              | \$ 30,400.00          | -                           | -                             | - |
| Plumbing Fixtures                 | Alw               | 1        | 8000    | \$ 8,000   | I                | Y              | \$ 8,000.00           | -                           | -                             | - |
| Domestic Water Piping             | Alw               | 1        | 10000   | \$ 10,000  | I                | Y              | \$ 10,000.00          | -                           | -                             | - |
| Waste and Vent Piping             | Alw               | 1        | 9000    | \$ 9,000   | I                | Y              | \$ 9,000.00           | -                           | -                             | - |
| Basement Slab Sawcut/Patch        | Alw               | 1        | 6000    | \$ 6,000   | I                | Y              | \$ 6,000.00           | -                           | -                             | - |
| Utility Services (Sewer)          | Alw               | 1        | 8000    | \$ 8,000   | I                | Y              | \$ 8,000.00           | -                           | -                             | - |
| Gas Piping                        | Alw               | 1        | 5000    | \$ 5,000   | I                | Y              | \$ 5,000.00           | -                           | -                             | - |
| Replace Wood Panel w/Gyp Bd       |                   |          |         | -          |                  |                | -                     | -                           | -                             | - |
| Demolition                        | SF                | 520      | 1.17    | \$ 608     | I                | Y              | \$ 608.40             | -                           | -                             | - |
| Replace with gyp bd               | SF                | 520      | 2.8     | \$ 1,456   | I                | Y              | \$ 1,456.00           | -                           | -                             | - |
| Remodel Modifications             |                   |          |         | -          |                  |                | -                     | -                           | -                             | - |
| Remodeling Improvemeths Allowance | SF Flr            | 1086     | 150.46  | \$ 163,400 | I                | Y              | \$ 163,399.56         | -                           | -                             | - |
|                                   |                   |          |         | -          |                  |                | -                     | -                           | -                             | - |

Category VI - Construction | Project threshold \$750,000 for New Construction

|                  |        |      |       |              |   |   |                 |   |   |   |
|------------------|--------|------|-------|--------------|---|---|-----------------|---|---|---|
| New Construction |        |      |       | -            |   |   | -               | - | - | - |
| New Construction | SF Flr | 6636 | 160.9 | \$ 1,067,732 | I | Y | \$ 1,067,732.40 | - | - | - |

Category VII - Flex Allocation

|  |  |  |  |   |  |  |   |   |   |   |
|--|--|--|--|---|--|--|---|---|---|---|
|  |  |  |  | - |  |  | - | - | - | - |
|--|--|--|--|---|--|--|---|---|---|---|

| Scope of Work Item                     | Project Allowance |          |         |        | Periods [Select] | Active Project | Improvements Schedule     |                             |                               |
|----------------------------------------|-------------------|----------|---------|--------|------------------|----------------|---------------------------|-----------------------------|-------------------------------|
|                                        | UoM               | Unit Qty | \$/Unit | Budget |                  |                | Priority I<br>(0-5 Years) | Priority II<br>(6-10 Years) | Priority III<br>(11-20 Years) |
| Total Building Costs                   |                   |          |         |        |                  |                |                           |                             |                               |
| Improvements Subtotal                  |                   |          |         |        |                  |                |                           |                             |                               |
| Construction Contingency               | 20%               |          |         |        |                  | \$ 2,049,072   | \$ -                      | \$ -                        |                               |
| General Contractor Overhead and Profit | 15%               |          |         |        |                  | \$ 409,814     | \$ -                      | \$ -                        |                               |
| Subtotal                               |                   |          |         |        |                  | \$ 307,361     | \$ -                      | \$ -                        |                               |
|                                        |                   |          |         |        |                  | \$ 2,766,248   | \$ -                      | \$ -                        |                               |
| Annual Construction Inflation Factor   |                   |          |         |        |                  |                |                           |                             |                               |
| 4.0%                                   |                   |          |         |        |                  |                |                           |                             |                               |
| To Construction Bids 5 Years out       |                   |          |         |        |                  |                |                           |                             |                               |
|                                        |                   |          |         |        |                  | \$ 3,319,497   |                           |                             |                               |

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## APPENDIX D – DEFINITIONS AND ASSUMPTIONS

The following terms and definitions may be used throughout this report and are included for clarification.

**Action** – an action is a strategy for correcting a requirement or deficiency that includes the scope of work to be done and an itemized estimate of cost (line items).

**Addition or Expansion** – is an Action Type that involves expanding a facility.

**Adjustment Factor** – a number assigned to an itemized list of System or Action costs that signifies additional complexity and/or resources involved in construction. The adjustment factor is multiplied against the line items for the total cost.

**Assembly** – a group of parts or components that fit together to form a system or self-contained unit.

**Asset** – a free-standing structure, a portion of a structure, or any part of a facility infrastructure that is distinguishable from its surroundings by date of construction, construction type, and/or the Systems that comprise it.

**Campus** – a group of Assets that are generally adjacent to one another on a contiguous site and bounded by property lines.

**Capital Improvement** – a facility change or addition that is not required for the most basic function. Capital improvements includes upgrades and mission-specific adaptations to an Asset's assemblies, finishes, fixtures, equipment, systems, and/or program. A capital improvement can also allow a facility to comply with existing codes by remedying a grandfathered condition.

**City Cost Index** – a factor used to adjust RSMeans Construction Data to a specific city. The appropriate CCI is selected from a list compiled by RSMeans that includes all major U.S. and Canadian cities and metro areas.

**Construction Type** – an Asset classification based on building structural elements and fire resistance that is specified by the appropriate building code.

**Current Period** – represents repair, replacement or modification needs from the time of the assessment to a five (5) year period beyond.

**Current Replacement Value** – represents the hypothetical cost of rebuilding or replacing an existing facility under contemporary codes and construction standards, using its current configuration. CRI is determined by multiplying the gross area of the facility by a square foot cost developed in alignment with the facility's schedule of values. Replacement cost includes construction costs and owner additional soft costs for fees, permits, design, and other expenses.

**Deferred Maintenance (DM)** – The practice of postponing maintenance activities on real property to save costs, meet budget funding levels, or realign available budget monies.

**Demolition** – an Action Type that involves dismantling, removal, and disposal of a facility (either partially or in its entirety).

**Facility** - refers to site(s), building(s), building addition(s), or combinations thereof that provide a particular service or support of a mission or purpose.



**Forecast Period** - The Forecast Period includes plan years following the Current Period. It represents repair, replacement or modification needs to the physical condition and space improvements needs from six (6) years after the time of the report to a forecasted twenty (20) year period beyond.

**Facility Condition Assessment** – a collection of detailed facility data to support a capital renewal and deferred-maintenance program by identifying, estimating, and prioritizing existing deferred maintenance and predicting capital-renewal requirements.

**Facility Condition Index (FCI)** – The facility condition index (FCI) is a measure of the physical condition of a facility compared to its replacement value. The FCI measures the estimated cost of the current year repair and replacement deficiencies, including recommended modernization improvements and code issues, divided by the projected replacement cost of the facility replaced to contemporary construction standards and design best practices. The result of this division is an index, represented as a percentage, which is the FCI. The higher the FCI, the poorer the relative condition of the facility.

$$\text{FCI} = \frac{\text{Repair and Renewal Needs}}{\text{Current Replacement Value}}$$

For the purposes of this report the following established guidelines for building quality are an FCI of 0-15% good; 15.1-30% fair; and 30.1% and above is poor.

**Full-Time Equivalent (FTE)** – Used in discussions of personnel/soldiers, this unit indicates the workload of an employed person in a way that makes workloads comparable across various contexts. An FTE of 1.0 is equivalent to a full-time worker, while an FTE of 0.5 represents half of a full-time worker.

**Gross Area (GSF)** – The sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas for circulation and shaft areas that connect one floor to another. This area is computed by physically measuring or scaling measurements from the outside faces of exterior walls, disregarding cornices, pilasters, buttresses, etc., that extend beyond the wall faces. Such areas exclude light wells, or portions of upper floors eliminated by spaces or lobbies that rise above single-floor ceiling height. In other words,  $\text{GSF} = \text{Net Usable Area} + \text{Structural Space}$ .

**Inflation Rate** – is the rate of increase in the costs of goods and services. The default annual inflation rate is 4.7% unless it is changed.

**Infrastructure** – refers to the non-architectural elements of a facility (for example, utilities, roadways, or undeveloped land). A piece of infrastructure is an Asset.

**Inventory** – any item or piece of equipment in an Asset.

**Life Cycle** - The time period that a building or site system or element can be expected to adequately serve its intended function. Expected useful life cycles are based on Building Operators and Managers of America (BOMA) recommended cycles, manufacturer's suggested life, and with RSMeans recommended component and material life based on their historical records. BOMA standards are a nationally recognized source of life cycle data for various components and/or systems associated with facilities. RSMeans is a national company specializing in construction estimating and costs.

**Lifetime** – the number of years a Material or System is expected to be useful (its "useful life") before replacement is required.

**Modernization** – a type of Action that alters a facility solely to implement new or higher standards or to accommodate new functions.

**Net Usable Area** – Defined as the aggregate interior area of a building, Net Usable Area is the sum of assignable area and non-assignable area. In other words,  $\text{Net Usable Area} = \text{Net Assignable Square Footage} + \text{Non-assignable Area}$ .

**Renovation** – a type of Action that extends the service life of a facility as well as keeps it modern and relevant.

**Replacement Cost** – the cost of replacing an asset component as it reaches or exceeds the end of its useful life.

**RSMeans** – a publication of North America's leading supplier of construction cost information.

**Site** - An improved land parcel's or facility's grounds and its utilities, roadways, landscaping, fencing and other typical land improvements needed to support the facility.

**Structural Area** – The difference between the exterior or Gross Area and the interior or Net Usable Area, the floor area upon which the exterior and interior walls sit and the unusable areas in attics and excavated basements. In other words,  $\text{Structural Area} = \text{Gross Area} - \text{Net Usable Area}$

**Suitability** - Suitability indicates how well a facility supports the programs that it houses.

**System** - System refers to building and related site work elements for classifying major facility elements common to most buildings. Elements usually perform a given function, regardless of the design specification, construction method, or materials used.

**Uniform II Category** – an element of the Uniform Classification System for organizing preliminary construction information into a standardized classification structure. These elements are common to most buildings and usually perform a given function regardless of the design specification, construction methods, or materials used. There are four levels of classification.

**Year Built** - The year that a building or addition was originally built based on substantial completion or occupancy.

**Code and Regulation Implications** Almost all construction is governed by a variety of codes and related regulations. The primary intent of building codes is to protect public health, safety, and general welfare as they relate to the construction and occupancy of buildings and structures. These regulations are generally directed at seven primary issues: life safety, adequate space and facilities for intended function, appropriate building systems and construction practices, public policy (such as accessibility for disabled persons, historical preservation, and energy conservation), enforcement, fiscal and anti-corruption controls, and land-use policy.

Codes and standards that may be enforceable may include the International Building Code, International Fire Code, International Plumbing Code, International Mechanical Code, National Electrical Code, International Fuel Gas Code, Energy Conservation Code, and the American with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG).



515 Market Street Tel: (620) 343-4294  
Emporia, KS 66801 [khanlin@emporia-kansas.gov](mailto:khanlin@emporia-kansas.gov)

## Public Lands and Facilities

### MEMO

TO: City Commission  
FROM: Kevin Hanlin  
CC: Trey Cocking, Lane Massey  
RE: Las Casitas mural  
DATE: April 5, 2022

Recently, City Staff was approached with a proposal for a local artist to complete a beautification project at Las Casitas Park. The project would consist of the proposed artwork being painted on the North, South and East exterior walls of the bandstand and the back wall of the bandstand stage. Additional painting, supporting the artwork, is proposed for the picnic shelter.

A recommendation from the Park Department is to keep the mural to the inside of the bandstand and have a plan in place to contend with graffiti.

Attachments: Letter and mock-ups of artwork from Lelan Dains, Visit Emporia; Letter of support from Rebeca Herrera, HOTT; Pictures of Las Casitas bandstand and picnic shelter



**Dear City Commissioners,**

Recently, local artist Deon Morrow approached Visit Emporia with the desire to partner in the beautification of parts of our community through art. The mission of Visit Emporia is to provide quality, memorable experiences, inspiring people to visit Emporia. We believe collaborating with community members on art enhancement projects is fundamental in providing not only our visitors with memorable experiences but for our community members as well. Beautiful public spaces make a tremendous impression on how our own residents, as well as out-of-town guests, view our town.

Upon an initial discussion, Las Casitas park was chosen as a potential site for art enhancement. The proposed plan is to create a series of murals on each wall of the stage house, columns of the shelter house along with the rafters of the shelter house. Proposed artwork of the mural and an example of painted rafters in a shelter house are provided on the next page.

Local community organization, Hispanics of Today and Tomorrow (HOTT) was engaged to learn more from the communities that predominately use Las Casitas park. "It is an amazing way to honor our culture and history that tells the stories of our past generations," said HOTT treasurer, Sandy Barajas.

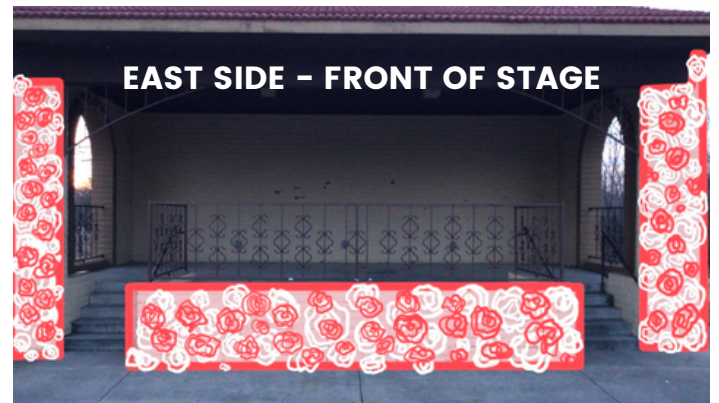
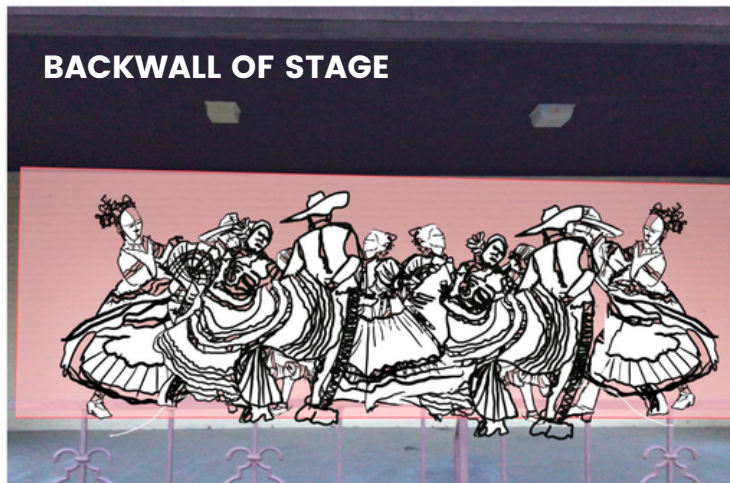
The cost of the project is minimal and consists of only the paint needed for the mural and rafters as Deon has offered to volunteer his time and talents. Visit Emporia will cover the cost of any paint that we cannot get donated for the project. At this time, we are seeking approval from the city commission to move forward with the aforementioned project.

**Sincerely,  
LeLan Dains  
Director - Visit Emporia**



This is an example of how the rafters of a shelter house have been painted to enhance the visual appeal of the space. Nothing has been changed with the lights to create this effect. For the shelter house at Las Casitas Park, a variety of bright colors would be used. The columns would also be painted following the flower design as seen on the following page.





These mock ups are currently done in black and white and are meant to show the artistic concept. All dancers and flowers would be painted in a variety of bright colors.



February 18, 2022

Greetings,

My name is Rebeca Herrera, and I am the Executive Director of the Emporia Granada Theatre and serve as an executive officer for the Hispanics of Today and Tomorrow board. I am pleased to write this letter supporting the proposed mural project at Las Casitas by local emporia Deon Morrow.

We believe this mural project will bring a much better visual appeal to the space bringing it color festivity and reminding us of our home away from home.

HOTT member Diana Delgado stated, "Hott used the park from 1998 until 2016(?) for the Sept 16 fiestas. Then moved downtown and started celebrating five de mayo. The murals will be a reminder of our culture and where our family started its journey."

HOTT member and ambassador Sally Sanchez, "I think having a Muriel to represent the rich culture and heritage will be meaningful to the Latino community."

HOTT VP Megan Sandoval, "I support the mural and believe it is a great way to express our Latino culture into our town. I believe it will create a positive impact and become a place where people will go to showcase the art and learn not just about the history of our Latino community but also the history of las casitas park."

HOTT Treasure, Sandy Barajas, "It is an amazing way to honor our culture and history that in tells the stories of our past generations. What an amazing way to learn and educate about our culture."

The Hispanics of Today and Tomorrow group would love to fully support this decision and thank the city for keeping our heritage alive in Emporia.

Best,

Rebeca Herrera

(470)313-4183

Rebeca@emporiagranada.com













