TOWN OF SHREWSBURY

FACILITIES CONDITION ASSESSMENT OF TOWN BUILDINGS

FINAL REPORT

June 01, 2016

Shrewsbury Town Hall

G | R | L | A

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Executive Summary

Gorman Richardson Lewis Architects and our consultants were retained by the Town of Shrewsbury to provide a comprehensive study of 10 Town-owned buildings with the goal to provide key information for each building outlining the condition of:

- Site and Landscape Elements
- Architectural Elements / Building Envelope Elements
- Structural Components
- Mechanical, Plumbing, Electrical and Fire Protection Systems / HAZMAT

This Final Report includes summaries of each building for the disciplines noted above, prioritization of the recommended repairs or replacement of any element or system and estimated costs for each on a 1-year, 5-year and 10-year basis to assist the town in its planning for capital improvements.

The architectural/ engineering team consists of:

- Waterman Associates – Site / Landscape
- Gorman Richardson Lewis Architects – Architecture and Building Envelope
- Structures North – Structural (as applicable)
- Weston and Sampson - Mechanical, Plumbing, Electrical and Fire Protection Systems / HAZMAT

The town-owned buildings addressed in the Report include:

	Building	Location	Size	Year	Additions	Renovations
1	Shrewsbury High School	64 Holden Street	296,000 sf	2002		
2	Oak Middle School	45 Oak Street	182,101 sf	1957	1981	2004
3	Floral Street Elem. School	57 Floral Street	94,000 sf	1997		
4	Spring Street Elem. School	123 Spring Street	37,200 sf	1967	1995 & 2000: 6 Modular Class Rooms	
5	Calvin Coolidge Elem. School	1 Florence Street	48,600 sf	1927	1940, 1969, & 1995: 4 Modular Class Rooms	1985

6	Walter J. Paton School	58 Grafton Street	39,103 sf	1950	2000: 3 Modular Class Rooms	
7	Shrewsbury Town Hall	100 Maple Avenue	36,319 sf	1966	1997	
8	Shrewsbury Senior Center	98 Maple Avenue	11,400 sf	2000		
9	Shrewsbury Fire Headquarters	11 Church Road	16,304 sf	2007		
10	Shrewsbury Police Station	106 Maple Avenue	17,485 sf	1971	1996	1996

Condition Assessment Matrix / Methodology

The objective of the Condition Assessment Matrix included in each section of the Report, is to provide a detailed summary of each condition/ deficiency observed regarding the aforementioned disciplines for each building, a level of priority as to when the condition should be addressed, a time-range relating to the remaining service life of the item, a commentary describing action (if any) to be taken, an approximate quantity and an estimate of cost to implement the recommended action:

- **Issue #**: Each observed condition is assigned an issue number relating to the floor level where it is located (*eg: 1F-17 = First Floor – Item 17*)
- **Discipline**: one of the 6 primary areas of concentration:
  - Architecture (Arch)
  - Building Envelope (Envelope)
  - Site/ Civil
  - Structural
  - Mechanical-Electrical-Plumbing-Fire Protection (MEP/FP)
  - Hazardous Materials (HazMat)
- **Location**: Specific room or area where the item is located in the building floor plan
- **System**: one of the 12 categories describing the type of building component being addressed (wall, ceiling, flooring, etc.)
- **Description**: detailed description of each observation
- **Photo** #: address of photo pertaining to the specific issue (as applicable)
- **PlanGrid Report #:** number of the PlanGrid Report included on the flash drive at the back of the binder, typically containing a photo of the item

- **Priority:** Low/ Medium/ High: a level of priority for addressing each condition
- **Service Life:** anticipated remaining service life of the component observed
- **Commentary:** Recommended action to be taken (if any)
- **Quantity:** quantity of the component/ system to be addressed and acted upon (*eg: 7,500 sf, 1 LS (Lump Sum), etc.*), used as a basis for the cost estimate
- **Cost Estimate:** estimate of anticipated construction cost to implement the recommended action within the timeframe relating to the level of priority and service life (including Contractors' General Conditions, fees, etc. and escalation factors relative to 2016 dollars).

GRLA and our consultants want to thank Bob Cox and the Town of Shrewsbury for the opportunity to work with you on this Facilities Condition Assessment. After having reviewed the information and findings herein, please contact us with any questions or follow-up information required.

Sincerely,

GORMAN RICHARDSON LEWIS ARCHITECTS, INC.

Scott Richardson, AIA, LEED AP

Principal

Overview:

In this section of the Facilities Condition Assessment Report, Waterman Design Associates presents a summary of observations regarding the condition of Town Hall site, including commentary and recommendations for action to be taken. The observations are organized according to the following "categories" in order to address the various components comprising the existing condition of the Town Hall site:

1. General Site Conditions
2. Vehicular Entrances and Circulation
3. Parking Location, Arrangement, and Quantity
4. Pedestrian Circulation
5. Pedestrian Accessibility and MAAB Compliance
6. Courtyards and Other Exterior Congregation Areas
7. Site Lighting For Building, Vehicular and Pedestrian Areas
8. Site Furnishings
9. Site Vegetation

General Site Conditions:

1. **Observations:**
    i. The Town Hall is located on Maple Ave and shares a site with the Shrewsbury Police Department and the Shrewsbury Senior Center. The site is adjacent to undeveloped woodland to the north and west and single-family neighborhoods to the east and south. The residential properties are all buffered by undeveloped woodlands. The portion of the site populated by the existing building is relatively flat, not showing any perceivable topographic relief. The site contains the Municipal buildings, along with the associated vehicular and pedestrian circulation systems.

Vehicular Entrances and Circulation:

B.

1. **Observations:**
    i. There are two main vehicular access routes along Maple Ave. The Town Hall's access and egress route is shared by both the Police Station and the Senior Center. Vehicles may enter from either access drive, and there is a clear circulation drive around the entire building.
2. **Commentary:**
    i. The simple circulation route does not create any foreseeable traffic conflicts.
    ii. The pavement condition of the vehicular entrances and interior circulation system ranges from good to fair throughout the site.
3. **Recommendation:**
    i. Implement a program of replacing damaged or worn pavement throughout the site.

STH E1

Parking Location, Arrangement, and Quantity:

C.

1. **Observations:**
   i. Existing parking for faculty, staff and visitors is located on all sides of the building. Parking occurs along the eastern drive in front of the Town Hall building, although there is only one marked accessible space. The Town Hall also shares additional parking with the Police Station and the Senior Center. There exists approximately 130 striped spaces throughout the entire site. It is our understanding that the existing quantity of parking spaces is sufficient for normal business hours. The pavement condition of the parking areas range from good to fair throughout the site.
2. **Commentary:**
   i. The accessible parking spaces in the parking area along the south drop off drive do not appear to comply with current MAAB standards (see "Pedestrian Accessibility and MAAB Compliance" for further detail).
   ii. The accessible parking spaces in the western portion of the site do not appear to comply with current MAAB standards.
   iii. The pavement condition of the parking areas mirrors that of the vehicular entrances, ranging from good to fair throughout the site, with little evidence of recent repairs.
3. **Recommendations:**
   i. Implement a program to bring accessible parking spaces throughout the site into compliance with current MAAB standards.
   ii. Implement a program of replacing damaged or worn pavement throughout the site.

STH E2

STH E3

STH E4

Pedestrian Circulation:

D.

1. **Observations:**
   i. A paved bituminous sidewalk runs along the entirety of the frontage of the property along Maple Ave. This sidewalk directly connects to internal bituminous sidewalks, one on the south side of the southernmost access drive, and the other on the north side of the northernmost access drive. These walks lead to an internal set of pedestrian circulation routes that lead to the Main building entrances, which are constructed of Portland cement concrete.
2. **Commentary:**
   i. The condition of the bituminous and Portland cement concrete pavement throughout the site ranges from good to fair.
   ii. There are no crosswalks both within the site, and leading to the site, indicating where pedestrians are to safely cross vehicular travel lanes.
3. **Recommendation:**
   i. Implement a program of replacing damaged or worn pavement throughout the site.
   ii. Implement a program to review accessible pedestrian routes throughout the site for safety and compliance with current MAAB standards.

STH E5

STH E6

Pedestrian Accessibility and MAAB Compliance:

E.

1. **Observations:**
   i. A total of five (5) accessible parking spaces were identified within the property. Four (4) accessible parking spaces are located at south building entrance. One (1) accessible parking space exists along the drop off drive at the main entrance of the building.

2. **Commentary:**

i. Four (4) accessible spaces are located at the south entrance. This signage and access aisle appear to comply with current MAAB standards, but the accessible route does not. The curb cut ramps to not provide sufficient room for ambulation.

ii. One (1) accessible space is located along the east. This parking space leads to the front entrance of the building through a series of Portland cement curb cut ramps, walkways and accessible ramps. This parking space, access aisle and accessible route appear to comply with current MAAB standards.

3. **Recommendation:**
   i. Implement a program to bring accessible parking spaces throughout the site into compliance with current MAAB standards.

Courtyards and Other Exterior Congregation Areas:

F.

1. **Observations:**
   i. There exists one (1) exterior courtyard for formal exterior congregation, and it is located at the south entrance of the building. It features walking paths and a small, labeled, botanical garden. There is a large expanse of lawn at the front of the building, but no other formal gathering areas are present.
2. **Commentary:**
   i. The concrete pavement and furnishings in the large courtyard are in good condition.
3. **Recommendation:**
   i. Maintain condition of courtyard and furnishings in this area.

STH E7

Site Lighting for Building, Vehicular and Pedestrian Areas:

G.

1. **Observations:**
   i. Exterior wall-mounted or overhead-mounted lighting exists at most entrance doors to the building. The parking areas are predominantly illuminated by pole mounted LED light fixtures.
2. **Commentary:**
   i. Exterior lighting appears to sufficiently illuminate the site and building entrances to meet minimum safety requirements.

3. **Recommendations:**
    i. Implement a program of continued maintenance for the site lighting.

Site Furnishings:

H.

1. **Observations:**
    i. Few site furnishings exist within the vicinity of the building. There is a flagpole located adjacent to the main building entrance. The flagpole sits in an expanse of lawn. There is a wooden building identification sign in the lawn area at the southernmost egress drive on Maple Ave. Adjacent to this sign is a memorial honoring war veterans. There is also a single memorial bench located in the courtyard of the building.
2. **Commentary:**
    i. The flagpole does not appear to have an MAAB compliant accessible route.
3. **Recommendations:**
    i. Construct an MAAB compliant accessible route to the flagpole.

STH E8

Site Vegetation:

I.

1. **Observations:**
    i. There exists very little existing mature vegetation throughout the site. The majority of the mature vegetation exists within the courtyard area in the center of the site. There are a series of small deciduous and evergreen shrubs interspersed throughout the site, but few are of any architectural value, and all are in fair condition.
2. **Commentary:**
    i. The site vegetation all appears healthy and in good condition.
3. **Recommendations:**
    i. Implement a maintenance program for plant materials that includes regular trimming, watering, and soil testing.

Building Summary **Shrewsbury Town Hall**

Address:	100 Maple Ave., Shrewsbury, MA 01545
Constructed:	1965
Additions:	1996
Renovations:	1997
2015 Assessed Value: (Building Only)	$4,326,978

Building Characteristics

Gross Floor Area:	
First Floor:	27,821 gsf
Second Floor:	4,249 gsf
Attic (unfinished):	4,249 gsf
Total Building Area:	36,319 gsf

780 CMR Mass. Building Code:

Use Group Classification:	B (Business-Civic Administration); A-3 (Meeting Room)
Construction Type:	III-B (To be verified)

Building Envelope: (*see Building Envelope Section for more detailed information*)

Exterior Wall Assembly:	Brick masonry veneer;
Windows:	Aluminum Insulating (operable);
Roofing:	Sloped Asphalt Shingle / Black Low Slope Membrane

HVAC: (*see MEP/FP Section for more detailed information*)

Heating Fuel:	Natural gas

Fire Protection: 50% automatic sprinkler system (assume NFPA 13)

Architecture - Interior

Overview:

In this section of the Facilities Condition Assessment Report, Gorman Richardson Lewis Architects (GRLA) presents a summary of observations regarding the condition of the interior architecture of the Shrewsbury Town Hall including commentary and recommendations for action to be taken. The observations are organized according to the following "categories" in order to address the various components, systems and issues comprising the existing condition of the Shrewsbury Town Hall Interior:

1. Walls
2. Ceilings
3. Flooring
4. Doors
5. Windows/ Glazing
6. Casework/ Furnishings
7. Equipment
8. Mechanical Fixtures
9. Electrical/ Lighting Fixtures
10. Plumbing Fixtures
11. Code Issues
12. General

The Shrewsbury Town Hall contains two distinct levels: First Floor and Second Floor with an unfinished attic above. The main public entrance on the southeast side of the building accesses directly to the main lobby and corridor with wayfinding to the primary town departments on the first floor. Additional employee and patron entrances are on the west and east sides of the buildings. The Shrewsbury Electric and Cable Operations occupies one-half of the 1996 addition, while the other half includes a meeting room, offices, restrooms, circulation space and the Selectman's Room with support space.

Originally completed in 1965, the Shrewsbury Town Hall has been in service for 50 years, and is reasonably well maintained. A large addition in 1996 and renovation in 1997 provided additional administrative, public use and departmental spaces as well as improved accessibility for staff and patrons. As a civic space, the building has large and easily navigable corridors. However, overall building accessibility does not appear to be in full compliance with the current standards per 521 CMR and the ADA 2010 Standards as evidenced in the assessment matrix noting transaction counter heights and other related deficiencies.

Lastly, signage and overall clarity of department locations seemed difficult to read from a distance which may pose problems for the visually and mobility impaired.

The areas of the building on the first floor most heavily used and show the most wear are the 6 public entries. The entry mats, doors and hardware have visible wear and the floor tiles are cracked. Sheet carpet at the entrances are heavily stained with fading and wear is clearly evident. The second floor in general has serious signs of finish deterioration at the floors, ceilings and walls. The second floor material wear does not appear to be a matter of overuse, but of exceeded age and serviceable life.

In general, the interior of the building is functioning as intended with reasonable wear and tear of finishes appropriate with this type of public use. However, there are some areas that require more immediate repair and replacement, especially those area that were not updated during the previous renovation are due for replacement. As noted in the Narrative section below, as well as in the Conditions Assessment Matrix of this report, some additional observation and investigation is warranted as it relates to the staff noting roof leaks in a few areas as well as certification of the installed wire glass in various areas of the building. Additionally, some life safety component deficiencies were observed as well as staff noted roof leaks and thermal comfort deficiencies. As noted in the Conditions Assessment Matrix included in this report, specific as well as general deficiencies are noted with recommendations for remediation (repair or replacement).

It is understood that the building permit for Shrewsbury Town Hall addition and subsequent renovation was issued prior to February 28, 1997 (*effective date of 780 CMR 6th Edition*), and therefore, the building design and construction reflect the requirements of the State Building Code 780 CMR 5th Edition. Nonetheless, a number of deficiencies regarding the requirements of the current Massachusetts State Building Code (780 CMR-8th Edition) and Massachusetts Architectural Access Board code (521 CMR) were observed and noted in the "Code Issues" category of this assessment report. Although allowed at the time the building was permitted and constructed, they are included in the assessment report for information purposes and may require corrective action triggered by future renovation projects or if deemed by the Authority Having Jurisdiction (typically the building official or fire department official) to pose a hazard to occupants or the public. In addition, any deficiencies regarding handicap accessibility and conformance with the Americans with Disabilities Act (ADA) may require immediate action.

The issues addressed in each Narrative category below are further itemized in the attached Condition Assessment Matrix with priority level, remaining service life (1 year/ 5 years/ 10 years) and associated costs for repair or replacement included for each issue. At the bottom of each matrix is a summary of the costs-- by building-- for each of the service life time periods, providing a summary of anticipated costs—by building—for capital planning purposes for the next 10 fiscal years: 2017 through 2026.

Methodology:

During the summer and fall of 2015, GRLA visited the Shrewsbury Town Hall on multiple occasions and made visual observations of the condition of the interior architecture of the building, including walls, ceilings, flooring, doors, windows/glazing, casework/furnishings, miscellaneous equipment, mechanical-electrical-plumbing finish components and fixtures, as well as code issues regarding building code and accessibility code. Being among the older, but more recently renovated town-owned buildings, a full structural assessment of the Town Hall was required and includes any significant structural issues or deficiencies noted during the observation effort.

PlanGrid:

Information gathering, field notes and photography for this section of the Conditions Assessment Report were accomplished using PlanGrid, a web-based "punch-list" tool utilizing an iPad. Floor plans (pdf format) of each level were uploaded to the PlanGrid program. Symbols representing observations of existing conditions by each of the twelve categories noted above were located on each floor plan. A "pop-up" page associated with each symbol provided a means to describe each observation, identify its location within the floor plan and include multiple photos. The "pop-up" pages could then be retrieved and sorted by category into individual PlanGrid Reports, providing detailed information for each observation. The PlanGrid Reports for each building, by category, are included on the flashdrive included in the back of the Report binder. In addition, the number of the PlanGrid Report associated with each observation is noted in the "PlanGrid" column of the Conditions Assessment Matrix.

This section addressing the condition of the Architecture Interior is followed by sections addressing:

- Building Envelope
- Site/ Civil
- Structural
- Mechanical, Electrical, Plumbing and Fire Protection (MEP/FP)
- Hazardous Materials

Conclusion

The **Architecture-Interior** of the Shrewsbury Town Hall building is primarily functioning as intended. Specific deficiencies and end-of-service-life issues are addressed in detail within the Condition Assessment Matrix.

Among the more notable issues of concern are included:

- Deficiencies regarding labeled fire doors and wall assemblies
- Deficiencies regarding second floor finishes
- Deficiencies regarding conformance to requirements for handicap accessibility
- Deficiencies regarding staff complaints of leaks, thermal comfort and insect infestations
- Deficiencies regarding fire protection and egress from the unfinished attic space

Building Envelope

Overview:

In this section of the Facilities Condition Assessment Report, GRLA Building Envelope Sciences presents a summary of observations regarding the condition of the building envelope systems at Shrewsbury Town Hall, including commentary and recommendations for action to be taken. The observations are organized according to the following "categories" in order to address the various components, systems and issues comprising the existing condition of the structure:

1. Roofs
2. Exterior Walls
3. Windows

Methodology:

GRLA visited Shrewsbury Town Hall on September 2 and 10, 2015, and made visual observations of the condition of the building envelope systems. GRLA made observations from the ground using binoculars and from accessible roof areas. GRLA also made observations of representative interior areas.

ROOFS

1. **Observations:**
    i. The Town Hall has a steep slope asphalt shingle mansard roof around the perimeter and over the second floor. Each wing has a low slope roof with adhered EPDM membrane over mechanically attached insulation.
    ii. There are several areas with broken asphalt shingles, exposed nails, and face nailed shingles.
    iii. Shingles have map cracking, granule loss, and blisters.
    iv. Sections of shingled roofs have either soffit vents or ridge vents, but not consistently both.
    v. There are several areas of open seams in the EPDM roof membrane.
    vi. There are several areas where the EPDM roof membrane has become unadhered.
    vii. There are two areas where water ponds along roof edge metal coping.
    viii. There are sections of metal coping that are missing fasteners.
    ix. There is a section of damaged gutter, and there is a missing storm water connection at grade.
    x. At the cupola, there is water staining on the underside of the plywood roof sheathing and on wood framing members.
    xi. Town representatives report ice dam related leakage.
2. **Commentary:**
    i. The shingles are weathered and showing signs of aging, but typically appear functional.
    ii. Isolated damage (e.g. broken shingles, open seams in roof membrane) may present a leakage risk in the short term.
    iii. Insufficient roof ventilation at shingled roofs can contribute to wintertime ice dam formation.
3. **Recommendations:**
    i. Repair isolated damage as soon as possible.
    ii. Investigate cause of water staining at cupola.
    iii. Investigate roof ventilation to determine if it is sufficient.
    iv. Plan to replace 100% of asphalt shingle roofing between 2018 and 2022.
    v. Plan to replace 100% of EPDM roofing after 2026.

EXTERIOR WALLS

1. **Observations:**
    i. The exterior walls are brick veneer with painted wood trim.
    ii. Sealants at wall transitions, penetrations, and expansion joints are typically failed.
    iii. Isolated mortar joints are deteriorated.
    iv. Isolated areas of masonry are cracked, spalled, and displaced.
    v. The concrete front entry stairs are deteriorated.
2. **Commentary:**
    i. Sealants require frequent replacement and should be considered an ongoing maintenance item.
    ii. Cracked and deteriorated masonry may become a falling hazard if not repaired.
    iii. Deteriorated concrete at front entry could become a safety hazard if not repaired.
3. **Recommendations:**
    i. Replace failed sealants; plan ongoing replacement approximately every 5-10 years.
    ii. Rout and point deteriorated mortar joints.
    iii. Investigate cracked and displaced masonry to determine the cause of cracking and movement. Remove any loose masonry as an interim measure. Repair cracks by routing and sealing (moving cracks) or pointing (static cracks).
    iv. Patch deteriorated concrete.
    v. Plan for painting 100% of trim in 2022-2026.
    vi. Plan for pointing 100% of brick masonry after 2026.

WINDOWS

1. **Observations:**
    i. Windows are predominantly single hung wood frame windows at the original building. Windows are predominantly double hung wood frame windows at the addition.
    ii. Steel lintels above windows are corroded in a few locations.
    iii. Sealants at window perimeters are failed in many locations.
    iv. Wood trim is typically damaged and/or rotted, and paint is peeling.
    v. Three windows operated by GRLA open and close with varying degrees of difficulty (refer to GRLA Architectural Conditions Assessment Matrix for additional detail).

2. **Commentary:**
    i. Sealants require frequent replacement and should be considered an ongoing maintenance item.
    ii. Corroded lintels expand, causing surrounding brick to crack. Deteriorated masonry and continued lintel corrosion may present a falling hazard.
3. **Recommendations:**
    i. Replace failed sealants; plan ongoing replacement approximately every 5-10 years.
    ii. Replace deteriorated wood trim.
    iii. Replace corroded lintels with new galvanized lintels, and repair surrounding brick masonry.

Refer to the GRLA Building Enclosure Conditions Assessment Matrix for additional detail regarding observations and recommended repairs.

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Southeast Elevation, overall view

Northeast Elevation, partial view

Northwest Elevation, partial view

Southwest Elevation, partial view

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Southeast Elevation, failed window perimeter sealant

Southeast Elevation, peeling paint on a shutter

Southeast Elevation, broken glazing stop

Southeast Elevation, twisted and bent section of gutter, and paint is peeling at fascia

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Southeast Elevation, failed door perimeter sealant

Southeast Elevation, missing brick

Southeast Elevation, corroded lintel above a window

Southeast Elevation, crack at foundation

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Southeast Elevation, corroded lintel above a window, and peeling paint on a shutter

Southeast Elevation, deteriorated front entry steps

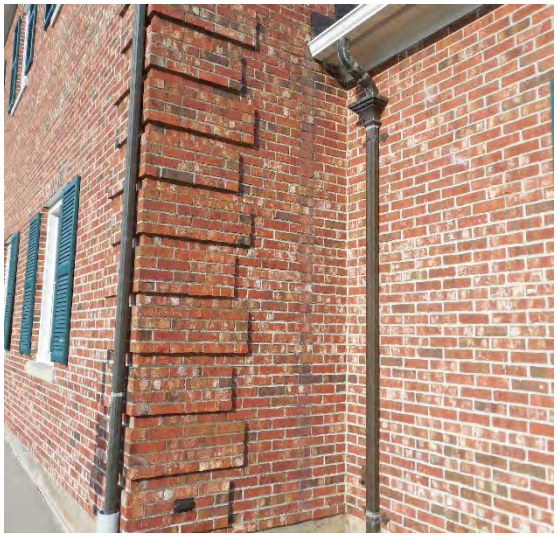
Southeast Elevation, deteriorated mortar at base of brick-to-ramp

Southeast Elevation, crack through concrete foundation and brick mortar joint

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Southeast Elevation, spalled brick and scaling concrete



Southeast Elevation, staining on masonry at end of gutter

Southeast Elevation, missing section of door trim

Southeast Elevation, crack at windowsill and failed sealant joints

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Northwest Elevation, missing storm water connection at grade, scaled concrete behind downspout

Northwest Elevation, spalled brick

Northwest Elevation, cracked and stained bricks

Northwest Elevation, cracked mortar and concrete, with insect activity

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Northwest Elevation, failed sealant at an expansion joint

Northeast Elevation, round soffit vents, but no ridge vent; and Northwest Elevations, no soffit intake vents

Northeast Elevation, peeling paint and rotted wood trim

Northeast Elevation, rotted wood window trim

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Northeast Elevation, sealant failure at an expansion joint

Northeast Elevation, missing, deteriorated, and cracked trim

Northeast Elevation, rotted wood trim

Northwest Elevation, crack in concrete foundation

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Northwest Elevation, concrete spall at embedded metal

Southwest Elevation, crack in mortar joint above a window

Southwest Elevation, open pipe penetration

Northwest Elevation, gap around pipe penetration

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Northwest Elevation, crack in masonry and mortar below a window

Northwest Elevation, cracked and spalled concrete, deteriorated mortar, and section of concrete missing, leaving the brick unsupported. There is also insect activity.

Southwest Elevation, second course of bricks is displaced

South Corner, crack in concrete and mortar

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Northeast Wing roof, granule loss, cracks in shingles, and lichen growth

Northeast Wing EPDM-to-shingle transition, crack at edge metal joint

Shingled roof at Northwest side, broken shingle

Northeast Wing roof, partial view facing South, with ponded water

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Northeast Wing roof at cheek wall, open joints at step flashing

Northeast Wing roof, missing shingles

Northeast Wing roof, partial view facing Southwest

Northwest Wing (Addition) roof, partial view facing Southeast

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Northwest Wing, exposed shingle fasteners

Northwest Wing, dirt, debris, and plant growth in corners of low-slope roof areas

Northwest Wing, failing lap seal

Northwest Wing at main building wall, failed sealant at gas line penetration

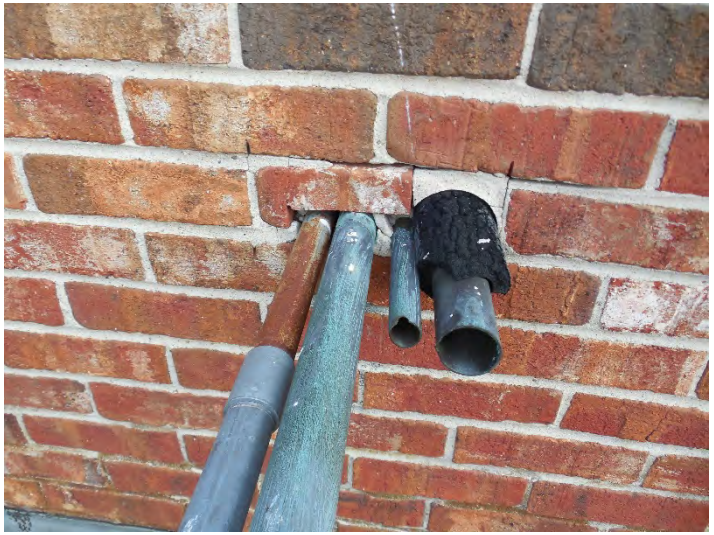
Shrewsbury Town Hall

Representative Existing Conditions Photographs

Northwest Wing, failed sealant at a pitch pocket

Northwest Wing, fasteners missing at metal coping

Southwest Wing, partial view facing Northeast, with ponded water



Southwest Wing at main building wall, open pipe penetrations

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Southwest Wing, cracked lap sealant

Southwest Wing at main building wall, deteriorated and cracked sealant at counter-flashing

Southwest Wing, peeling paint on rail

Northwest Wing at main building wall, crack through a brick

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Southwest Elevation and upper roof, partial view

Southwest upper roof, damaged shingle

North Corner of upper portion of main building, cracked bricks

Northwest Wing parapet, EPDM membrane not adhered

Shrewsbury Town Hall

Representative Existing Conditions Photographs

Cupola, peeling paint and deteriorated trim

Cupola interior, water staining on plywood roof deck

Cupola interior, water staining on wood framing members

Cupola interior, watering staining on plywood roof deck and wood framing members

Structural

Overview:

In this section of the Facilities Condition Assessment Report, Structures North presents a summary of observations regarding the condition of the exterior masonry and interior structural systems at the Town Hall, including commentary and recommendations for action to be taken. The observations are organized according to the following "categories" in order to address the various components, systems and issues comprising the existing condition of the structure:

1. Exterior Masonry
2. Interior Structural Framing

EXTERIOR MASONRY

1. **Observations:**
    i. The original building includes a brick masonry center bay two-story with single story north and south wings. A new single story addition has been added to the west face of the central building of a similar construction.
2. **Commentary:**
    i. Shifted and cracked brickwork caused by accumulated moisture growth.
    ii. Eroded mortar joints due to typical environmental erosion.
    iii. Cracked concrete foundation walls due to shrinkage and spalled corners due to brick masonry moisture growth.
3. **Recommendations:**
    i. Cut and pointed damaged mortar joints and repair damaged brick masonry
    ii. Cut and pointe eroded mortar joints
    iii. Repair damaged concrete.

INTERIOR STRUCTURE

4. **Observations:**
    i. The main structure is comprised of steel and wood framed floors and roofs.
5. **Commentary:**
    i. Cracks in the side wall of the stairway are due to differential floor deflection.
    ii. Heavy files are concentrated on the floors.
6. **Recommendation:**
    i. The floor deflections must be investigated.
    ii. The floor system below the heavy files should be investigated.

Overview:

In this section of the Facilities Condition Assessment Report, Weston & Sampson presents a summary of observations regarding the condition of Town Hall site, including commentary and recommendations for action to be taken. The observations are organized according to the following "categories" in order to address the various components comprising the existing condition of the Town Hall site:

1. Electrical

HVAC

2. Plumbing
3. Fire Protection
4. Hazardous Materials

Electrical

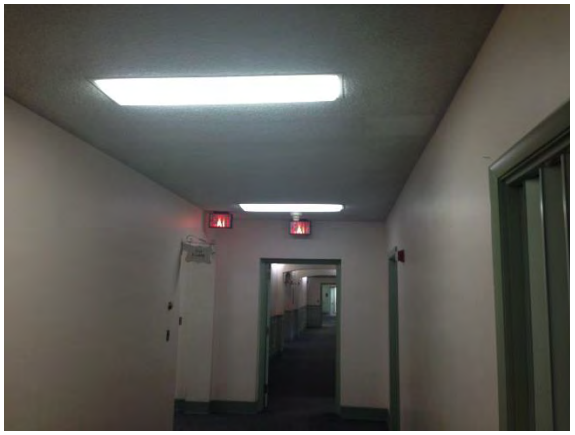
1. **Observations:**
    i. Main service is 1600A at 120/208V, 3-phase, 4-wire
    ii. There a several code violations within the main electrical room.

STH E2 Electric Service Switchboard

iii. Emergency generator is a 100KW natural gas generator in an outdoor weatherproof enclosure

Exterior Emergency Generator

iv. Lighting is predominantly fluorescent throughout the building
v. Lighting controls are via wall mounted switches.
vi. Emergency lighting is fed from the generator.



STH E1 Recessed Fluorescent Lighting

vii. Fire alarm is a Notifier addressable system
viii. Site lighting is predominantly pole mounted fixtures with some building mounted wall packs.

2. Commentary:

i. Main Electrical Service

The building is served by a single electrical service rated 1600 amperes, 120/208volts, 3-phase, 4-wire and is located in the main electrical room. The service equipment consists of utility company pad mounted transformer and an underground feed to utility metering equipment and a 1600amp main disconnect switch within the main switchboard. The main switchboard is a Square D QED style switchboard installed in 1995 and appears to be in good condition. This new switchboard then fed the older Westinghouse panels. The Westinghouse panels are the original panels to the facility and appear to be in fair condition. All of these are located within the existing main electrical room.

There are several code violations within the main electrical room.

1. With the electrical equipment rated at 1600A the Massachusetts Electrical Code requires 2 entrances/exits to the electrical room or there shall be double the working clearance and a non-obstructed egress path. With the layout of the electrical room neither of these options is met.
2. The Massachusetts electrical code requires all electrical doors for electrical rooms with equipment rated over 1200A shall have panic hardware on all doors to the electrical room. The existing door does not have any panic hardware installed.
3. The electrical room is used as a storage room which violates the Massachusetts Electrical Code. The Westinghouse panels are the original to the building and should be replaced. The new Square D Switchboard is in good condition.

ii. Emergency System

There is an onsite 100kw natural gas emergency/standby generator manufactured by Cummins. The generator feeds two automatic transfer switches, for emergency life safety and for stand-by equipment that backs-up a portion of the facility. One ATS is located within the main electrical room and is for standby power the other transfer switch is located within a separate 2hr rated emergency electrical room. The emergency electrical room is located within the main electrical room and is for the life safety lighting within the facility. The generator, transfer switches and emergency/standby panelboards are approximately 8 years old and appear to be in good condition.

iii. Lighting

The lighting throughout the facility consists of surface mounted 2 lamp 1x4 fluorescent T8 32w fixtures in all mechanical and electrical type spaces. The lighting in the corridors consists of 1’ x 4’, 2-lamp fluorescent acrylic lens recessed and semi-recessed fixtures as well as several downlights and fluorescent cove lighting in the main entry area. The lighting in office space consist of 2’x4’, 2-lamp and 3-lamp

fluorescent parabolic and glass lensed recessed mounted fixtures. All lighting throughout the facility is controlled with manual wall switches. The lighting throughout the facility appears to be in fair condition. The light levels appear to be within recommended levels.

Site lighting is accomplished via building mounted metal halide wall packs and a number of pole mounted LED flood lights both appear to be in good condition.

Life safety emergency lighting is provided via recessed downlights located throughout the facility. The downlights are fed from the generator and emergency life safety panelboards. The emergency light fixtures appear to be in good condition.

The exit lighting off the life safety generator and has battery backup. These are installed throughout the facility, and are in good condition.

iv. Fire Alarm

The fire alarm system is a Notifier addressable system. There are manual fire alarm pull stations and horn/strobes located throughout the building. Heat and smoke detectors are present throughout the facility. The fire alarm system appears to be in good condition.

3. Recommendations:

i. Replace all existing lighting with new LED fixtures.
ii. Replace all existing exit signs with new LED exist signs.
iii. Replace all existing lighting controls with new automatic controls to meet the current energy codes.
iv. Replace the old Westinghouse electrical equipment with new 120/208V panelboards and refeed all existing loads from the new panels.
v. Reconfigure the electrical room to meet all current codes.
vi. Provide a new addressable fire alarm system to meet all current codes.

A. HVAC

1. Observations:

i. The Town Hall's heating and cooling systems consist of three (3) gas fired packaged roof top units (RTU-1, -2 & -3), a single split system air handling unit, VAV boxes with electric reheat and supplemental 1964 vintage electric finned tube radiation. The town hall is divided into four basic zones the west wing, the east wing, the rear wing and the 2nd floor. The three zones on the 1st floor (east, west and rear) are each served by a dedicated packaged rooftop. The west and east wings are constant volume while the rear wing is a VAV system. The 2nd floor is served by a split system (AHU-1) with gas heat located in the attic.

ii. Supplemental heat is provided by electric finned tube radiation and electric wall heaters with self-contained controllers.

iii. The IT room is served by a dedicated AC unit with a matching air cooled condensing unit on the roof.

iv. Exhaust for toilet rooms provide by roof mounted exhaust fans.

v. The Town Hall has a Johnson Controls Metasys building automation system serving AHU-1 as well as stand-alone Distech VAV box controllers serving the rear section of the building. The Metasys system is tied into the Senior Center main controller installed in 2000 (Bob Cox comment).

RTU-1

RTU-2

2. Commentary:

i. Rooftop Units (RTU's):

a. West Wing (RTU-1): This existing RTU is a Trane Voyager model YCD180B3LCHB. The unit is a nominal 15 ton dual circuit down flow unit and has R-22 as its refrigerant. The unit was installed in 2005 and is approximately 11 years old. The unit is also equipped low gas heat and a power exhauster. Upon visual inspection of the interior of the unit the fans, compressors and belts appeared to be in good condition. The exterior of the unit had some slight rusting on the cabinet. Overall the unit is in good condition.

b. East Wing (RTU-2): This existing RTU is a Trane Voyager model YCD180B3LCHB. The unit is a nominal 15 ton dual circuit down flow unit and has R-22 as its refrigerant. The unit was installed in 2005 and is approximately 11 years old. The unit is also equipped low gas heat and a power exhauster. Upon visual inspection of the interior of the unit the fans, compressors and belts appeared to be in good condition. The exterior of the unit had some slight rusting on the cabinet. Overall the unit is in good condition.

c. Rear Wing (RTU-3): This existing RTU is a Trane Voyager model YCD330AELB2A6EH3B3H. The unit is a nominal 27.5 ton dual circuit down flow unit and has R-22 as its refrigerant. The unit was installed in 1997 and is approximately 19 years old. The unit

STM M1 - RTU-3

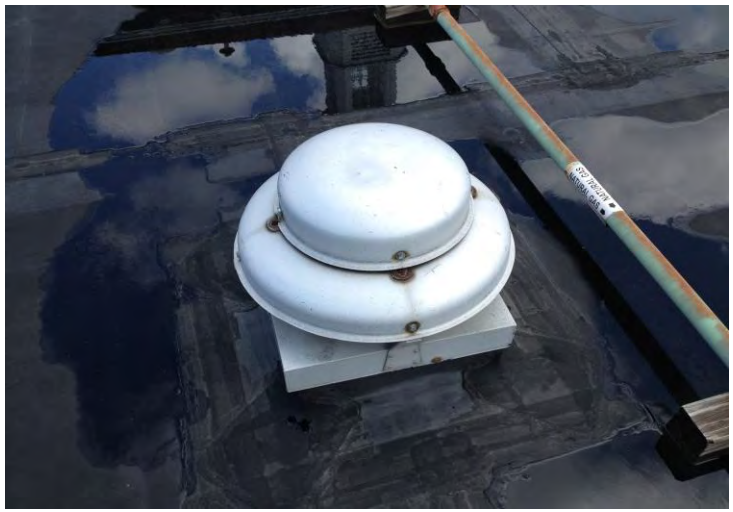
RTU-3 Compressors

is also equipped with low gas heat, a power exhauster and inlet guide vanes for VAV operation. Overall the unit is in fair condition.

ii. IT Room Cooling: The existing IT room unit is cooled by a single dedicated air cooled up flow computer room style unit (AC-1). The indoor and outdoor unit are both manufactured by Liebert. The indoor unit is a Challenger model while the outdoor air cooled condenser (ACC-1) is a model TCSV104-Y. The nominal tonnage of the system is 7.5 Tons. The units were installed in 2013. The indoor unit and outdoor unit are both in good condition.

iii. 2nd Floor Split System: The 2nd floor is heated and cooled by a constant volume split system located in the attic. The overall system consists of an indoor air handling unit, an air cooled condensing unit, a return fan, a duct mounted indirect fired gas furnace and intake and exhaust roof mounted ventilators. The system was installed in 2004 and is approximately 12 years old. The indoor unit (AHU-1) is a Trane M-Series Modular Climate Changer model MCCB012UADOUA consisting of three sections, a filter mixing section, a DX cooling coil and a supply fan. Upon visual inspection of the interior of the unit appeared to be in good condition. The roof mounted air cooled condensing unit (ACCU-1) is a Trane Odyssey model TTA180C300GA. ACCU-1 is a nominal 15 Ton unit and is equipped with dual compressors and has R-22 as its refrigerant. Upon visual inspection of ACCU-1 it was observed that the bulb sensor controlling the thermal expansion valve was not attached to the compressor suction line

STH M2 – TEF-1 Exhaust Fan



STH M3 – TEF -2 Exhaust Fan

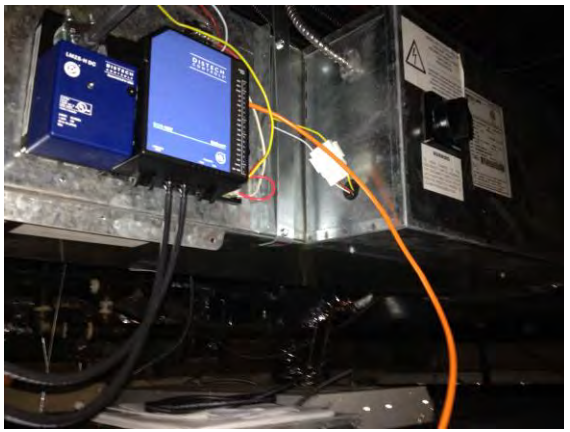
and thus the unit is not operating properly. The duct mounted gas furnace (DF-1) is a Trane model GMND0124NF20000. The unit has an input of 125 MBH and it is a forced draft unit with separate combustion air intake. DF-1 had no visual signs of corrosion and appeared to be in good condition. The return fan (RF-1) is a Greenheck model TCB-1-8-30. RF-1 had no visual signs of corrosion and appeared to be in good condition.

v. Toilet exhaust fans: There are three constant volume toilet exhaust fans serving the building each one dedicated to a wing of the town hall. TEF-1 which serves the west wing and TEF-2 which serves the east wing are both ACME model PRN-75. The age of both fans could not be determined but both fans showed slights signs of corrosion and both fans had missing screws. TEF-3 which serves the rear wing is an ACME model PRN. TEF-3 appeared to be original to 1997 construction of the rear wing and was in good condition.

STH M4 – ACCU-1

vi. VAV Boxes (w/electric reheat): The existing VAV boxes serving the rear wing of the town hall are Metal Aire series TH. The boxes have integral electric reheaters and flow measuring stations. The boxes are mounted with Distech Controllers. Several units were observed and are in good condition. There are no reports of VAV box failures or malfunctions.

vii. The electric finned tube radiation was in good condition.



Existing VAV Box

3. Recommendations:

i. RTU-1: Leave in place and preform manufacturers recommended maintenance. Revisit unit in 5 years.

ii. RTU-2: Leave in place and preform manufacturers recommended maintenance. Revisit unit in 5 years.

iii. RTU-3: Plan for replacement in 2022-2026 at which time the unit will be over 25 years old and beyond its life expectancy.

iv. System serving 2nd floor: Repair broken bulb sensor on ACCU-1. Leave overall system in place and preform manufacturers recommended maintenance on all components.

v. TEF-1 & TEF-2: Plan for replacement in 2022-2026.

AHU-1 in Attic

Plumbing

1. **Observations:**
    i. Domestic Water Service: The building is served by a 2” domestic water service.
    ii. Domestic Hot Water Service: The building’s domestic hot water service is generated by (1) one 28 gallon and (1) 40 gallon electric hot water heaters.
    iii. Natural Gas: The building has a 2-1/2” natural gas service.
    iv. Sanitary: the building is served with a 6” sanitary water line and two 6” rain water lines.
    v. Fixtures:
        - Water closets are wall mounted vitreous china with manual flush valve.
        - Urinals are wall mounted vitreous china with manual flush valve.
        - Lavatories are wall hung vitreous china with single push button faucets.
        - Drinking fountains are wall mounted stainless steel units.


STH P1 – Water Closet


STH P2 – Lavatories & Urinals

2. **Commentary:**
    i. The Domestic hot water heater is an American Water Heater model EG2-302-045DV and was installed in January of 2013. It appears to be in good condition.
    ii. The water closets, urinals and lavatories are all in good condition
    iii. The drinking fountains are in good condition.

3. **Recommendations:**
    i. Replace existing water closets flush valves with automatic flush valves.

ii. Replace existing urinals flush valves with automatic flush valves.
iii. Replace existing lavatories faucets with automatic faucets

Fire Protection

1. **Observations:**
   i. The rear addition is fully sprinkler while the front portion is not sprinkled. A "shower wall" is provided at the common wall between the two sections.

2. **Commentary:**
   i. The fire protection system is in good condition. The fire service is not a separate service and taps off of the domestic water main but does have a double check valve assembly.

3. **Recommendations:**
   i. Per current code the entire building should be sprinkled. The original un- sprinkled portion of the building is grandfathered so there is no immediate need to sprinkle the remainder of the building. Should a significant renovation be considered in the future, the remaining building should be sprinkled a dedicated fire service installed that is segregated from the domestic water service.

STH FP1 – Existing FP Service

Hazardous Materials

1. **Observations:**
   i. Asbestos-Containing Materials
   Numerous suspect asbestos-containing materials were observed within the building, including but not limited to: plaster, gypsum board, floor tile, resilient flooring, acoustical ceiling tile, molded cove base, caulk, etc. All materials were observed to be in generally good condition.
   ii. Other Hazardous Materials
   Fluorescent light fixtures are present throughout the building. Other materials present include hydraulic door closers and exit lights. All materials were observed to be in generally good condition.

2. **Commentary:**

   i. Asbestos-Containing Materials
   The building has undergone renovations in the past with various asbestos-containing materials being removed or encapsulated. Asbestos-containing floor tile and associated mastics, textured ceiling plaster and fire door cores remain within the building in various locations.
   ii. Other Hazardous Materials
   Fluorescent light fixtures contain small amounts of mercury. Fluorescent light ballasts often contain polychlorinated biphenyls (PCBs) or Diethylhexyl Phthalate or Di (2-ethylhexyl) phthalate (DEHP). Hydraulic door closers often contain oils. Exit lights historically contained batteries. None of these materials typically present hazards unless they are damaged.

3. **Recommendations:**
   i. Asbestos-Containing Materials
   The Massachusetts Department of Environmental Protection (DEP) revised asbestos regulation, effective June 20, 2014, requires that any Suspect Asbestos-Containing Material be sampled by a Massachusetts Department of Labor Standards (DLS)-certified asbestos inspector prior such materials being impacted by renovation or demolition. Alternatively, materials may be assumed to contain asbestos. We recommend

that any suspect asbestos-containing materials expected to be impacted by renovation or demolition be sampled prior to disturbance. Also, the building falls under the EPA Asbestos Hazard Emergency Response Act (AHERA) that requires school districts to inspect their schools, and administration buildings, for asbestos-containing building material and prepare management plans and to take action to prevent or reduce asbestos hazards. The AHERA plan should be consulted prior to any renovation as it may contain laboratory analytical results.

However, AHERA regulations do not require sampling of exterior building materials and also concealed materials may exist in several locations at the building. Roofing materials under EPDM roofing, roof shingles, façade damp-proofing, door caulk, window caulk and roof caulk are all suspect asbestos-containing materials that may be present at the building. The following is a list of confirmed or potential asbestos-containing materials found at the building.

Material	Location	Approximate Quantity	Condition
Soft ceiling plaster	Various areas	10,000 SF	Good
Floor tile and associated mastics	Various areas	7,500 SF	Good
Façade damp-proofing	Exterior	8,800 SF	Good
Door caulk	Exterior	250 LF	Good
Window caulk/glazing	Exterior	700 LF	Good
Roof caulk	Exterior – roof at penetrations/transitions	275 LF	Good
Roofing materials	Exterior – roof	18,000 SF	Good

ii. Other Hazardous Materials

The fluorescent light fixtures and ballasts, door closers and exit lights may require special handling and disposal should they require removal from the building. The following is a summary of such materials found at the building.

Material	Approximate Quantity
Fluorescent light bulbs	500
Fluorescent light ballasts	250
Hydraulic door closers	30
Exit light batteries	20

Shrewsbury Town Hall - Total Estimated Costs

Consultant	Discipline		Cost Estimate		
			1 yr	5 yr	10 yr
Waterman Design Associates	Site & Landscape			$206,217	$235,828
Gorman Richardson Lewis Architects	Architecture		$400,004	$712,365	$451,346
Gorman Richardson Lewis Architects	Building Envelope		$70,832	$493,430	$1,461,693
Structures North	Structural			$9,310	$103,698
Weston & Sampson	MEP/FP/Hazmat		$478,420		$1,381,136
		Totals	**$949,256**	**$1,421,322**	**$3,633,701**

Condition Assessment Matrix

	BUILDING:		SHREWSBURY TOWN HALL												
	AREA:		Site/Landscape												
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
						Low	Med	High	2017	2018 to 2021	2022 to 2026			**1 yr**	**5 tr**	**10 yr**
SL-1	Site/Landscape	Varies	Vehicular Entrances and Circulation	The pavement condition of the vehicular entrances and interior circulation system ranges from good to fair throughout the site.	STH E1	X				X Phased		Implement a program of replacing damaged or worn pavement throughout the site.	5,000 S.F.		$32,585	$38,570
SL-2	Site/Landscape	Varies	Parking Location, Arrangement, and Quantity	The pavement condition of the parking areas mirrors that of the vehicular entrances, ranging from good to fair throughout the site.	STH E2, STH E3, STH E4	X				X Phased		Implement a program of replacing damaged or worn pavement throughout the site.	5,000 S.F.		$32,585	$38,570
SL-3	Site/Landscape	Varies	Pedestrian Circulation	The condition of the bituminous and Portland cement concrete pavement throughout the site ranges from fair to poor throughout.	STH E5	X				X Phased		Implement a program of replacing damaged or worn pavement throughout the site.	2,000 S.F.		$13,034	$154,280
SL-4	Site/Landscape	Varies	Pedestrian Circulation	There are no crosswalks both within the site, and leading to the site, that would indicate where pedestrians are to safely cross vehicular travel lanes.		X				X Phased		Implement a program to review accessible pedestrian routes throughout the site for safety and compliance with current MAAB standards.	1 L.S.		$18,620	$22,040
SL-5	Site/Landscape	Varies	Pedestrian Accessibility and MAAB Compliance	Four (4) accessible spaces in the visitor parking area lot do not appear to conform to current MAAB standards as there lacks a van accessible parking space located on site.		X				X Phased		Implement a program to bring accessible parking spaces throughout the site into compliance with current MAAB standards. **(assumes 4 spaces per phase)**	1 L.S.		$55,860	$66,120

Condition Assessment Matrix

	BUILDING:		SHREWSBURY TOWN HALL												
	AREA:		Site/Landscape												
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
						Low	Med	High	2017	2018 to 2021	2022 to 2026			**1 yr**	**5 tr**	**10 yr**
SL-6	Site/Landscape	Varies	Site Lighting for Building, Vehicular and Pedestrian Areas	Exterior lighting appears to sufficiently illuminate the site and building entrances to meet minimum safety requirements.		X				X Phased		Implement a program of continued maintenance for the site lighting. **(assumes 10 lights per phase)**	1 L.S.		$9,310	$11,020
SL-7	Site/Landscape	Varies	Site Furnishings	The flagpole does not appear to have an MAAB compliant accessible route.		X				X		Construct an MAAB compliant accessible route to the flagpole. **(assumes 30' path)**	1 L.S.		$6,983	
SL-8	Site/Landscape	Varies	Site Vegetation	The condition of the site vegetation ranges from good to fair for all canopy tree and shrub plantings.		X				X Phased		Implement a maintenance program for plant materials that includes regular trimming, watering, and soil testing	1 L.S.		$13,965	$16,530
														1 yr	**5 yr**	**10 yr**
												Site & Landscape Cost Total		**$0**	**$182,942**	**$347,130**

Condition Assessment Matrix

	BUILDING:			SHREWSBURY TOWN HALL													
	AREA:			Attic													
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**PlanGrid Report #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
AF-1	Arch	Attic	Flooring	Various areas of plywood floor and roof sheathing have calcium deposits that indicate signs of water intrusion. Condition of plywood appears stable.		Refer to Photos		X			X		With continued water intrusion, plywood may begin to delaminate and become unstable. Anticipate replacing various portions of damaged plywood in the next 5-7 years.	1260sf (1/3 of total 3821.64sf)		$85,376	
AF-2	Arch	Attic	Flooring	Full extent of insulation attic floor could not be verified. Insulation of roof was not present.		Refer to Photos		X			X		Verify full extent of insulation at attic floor via thermal scan or similar investigation. If deemed insufficient, install batten insulation between roof rafters with applicable baffles from eave for proper ventilation.	3821.64 sf		$61,573	
AF-3	Arch	Attic	Door	Door to attic stair from second floor does not have closer.		Refer to Photos			X	X			Install door closer.	1	$532		
AF-4	Arch	Attic	Code	Guard railing and handrsils at attic stair are not code compliant. Openings are too large and terminations.		Refer to Photos		X			X		Remove and replace wood handrail and guardrail with code complaint assemblies.	70lf of handrail and guardrail		$52,136	
AF-5	Arch	Attic	Code	Volume and type of storage in attic requires further review with AHJ for application in building construction type.		Refer to Photos			X	X			Due to nature of combustible storage above occupied space, it is not completely clear if storage is allowed in this attic space. Review with AHJ for applicability.	3821.64 sf			

Condition Assessment Matrix

	BUILDING:			SHREWSBURY TOWN HALL												
	AREA:			Attic												
Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
AF-6	Arch	Attic	Code	Electrical panels and devices located in attic do not have required clear floor service space.		Refer to Photos		X			X		Remove obstructions from area of required electrical panel clearance. Install illuminated emergency exit signage for additional code compliance.	2 exit signs		$1,862	
AF-7	Arch	Attic	Lighting	Available lighting in area of storge does not appear to mee the minimum foot candle levels required by code.		Refer to Photos			X	X			Further evaluation of lighting levels is required to fully confirm acceptable adjustments for corrective action. Additional light fixtures is warranted for adequate light level improvement and egress.	(4) 4lf utility light fixtures	$4,560		
															1 yr	5 yr	10 yr
													Architectural Building Attic Level Cost Total		$5,092	$200,947	$0

Condition Assessment Matrix

	BUILDING:	SHREWSBURY TOWN HALL
	AREA:	FIRST FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-1	Arch	Parks and Rec. Office											Monitor crack for movement and growth. If crack continues to enlarge, then invasive repair of wall framing and or defection track at structure above is required.	30sf	$2,052		
1F-2	Arch	HVAC /Elec. Room	Walls	Heavily damaged gypsum wall corner.	5062	260	X			X			Due to nature of use of room, wall corner is contacted by materials being moved in and out of room. Repair wall and install 48"l corner guard.	1	$2,280		
1F-3	Arch	101A	Walls	Crack in wall finish above door header - indication of possible framing deficiency at door opening.	5090	296		X		X			Monitor crack for movement and growth. If crack continues to enlarge, then invasive repair of wall framing and or defection track at structure above is required. **(assume 30 SF)**	1	$2,052		
1F-4	Arch	118	Walls	Crack in wall below exterior window - indication of possible framing deficiency.	5133	296		X		X			Monitor crack for movement and growth. If crack continues to enlarge, then invasive repair of wall framing at window sill may be required.	50sf	$3,420		

Condition Assessment Matrix

	BUILDING:	SHREWSBURY TOWN HALL
	AREA:	FIRST FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-5	Arch	First Floor	Walls	Surface wear and scuffs in GWB wall finish; Damaged paint finish due to abrasion of adjacent furnishings against the walls.		296	X				X Phased		Implement a program of repainting of painted wall and interior door frame surfaces, including repair of damaged GWB (gypsum wallboard) and vinyl wall base. Repainting program may be divided into primary areas of the building spread over a 5- to 7-year period such that finish surfaces are refreshed every 5 to 7 years. **(assume 50% SF each phase)**	18,000sf (2/3 of general building sq. footage)		$67,032	$79,344
1F-6	Arch	School Dept.	Walls	Electrical conduit stubbed through wall and poorly patched above baseboard heat.	5230	296	X			X			Conduit should be cut back and cap at wall. Properly patch wall and refinish.	1	$1,824		
1F-7	Arch	118	Walls	Wall paint heavily peeled and chipped at corner due to what seems to be water damage.	5182	282		X		X			Paint appears to be more than cosmetic. Remove loose paint and evaluate existing wall board; remove and patch as needed. Refinish wall.	200sf	$1,216		
1F-8	Arch	107	Walls	Wall is punctured near base.	5238	282	X					X	Patch and fill hole. Refinish wall to match existing paint color and sheen.	3sf			$1,653

Condition Assessment Matrix

	BUILDING:	SHREWSBURY TOWN HALL
	AREA:	FIRST FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-9	Arch	First Floor	Ceiling	Stained and soiled g.w.b. ceiling in various areas.		297 283	X				X Phased		Implement a program of cleaning and repainting ceiling and soffit surfaces. Repainting program may be divided into primary areas of the building spread over a 5- to 7-year period such that finish surfaces are refreshed every 5 to 7 years.	500sf		$8,379	$9,918
1F-10	Arch	HVAC /Elec. Room	Ceiling	Hard ceiling heavily stained and damaged below second floor above. Numerous open penetrations through ceiling to floor above. Various penetrations through ceiling are not properly fire sealed. Fire rating of ceiling assembly may be compromised.		261			X	X			Patch, repair and properly fire seal ceiling areas to fulfill fire separation required by applicable building code. Find source of water leak and repair as required.	300sf	$11,400		

Condition Assessment Matrix

	BUILDING:			**SHREWSBURY TOWN HALL**												
	AREA:			FIRST FLOOR												
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**PlanGrid Report #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-11	Arch	First Floor	Ceiling	Various areas of ACT ceiling on first floor have worn and stain ACT tiles from water leaks, air diffusers and maintenance handling.		261 283 297	X				X Phased		Implement a program of replacing soiled and damaged ceiling tiles to maintain high quality appearance of spaces. Consider use of cleanable tiles near HVAC diffusers to allow for cleaning of dust/ dirt buildup within the supply air coming through the diffusers.	18,000sf (2/3 of general building sq. footage)		$83,790	$99,180
1F-11A	Arch	103	Ceiling	ACT tile has evidence of water damage. Staff Have advised that roof commonly leaks above.		297			X	X			Repair roof leak and any other associated damage from water intrusion. Replace ACT tile. **(assumes grid to remain)**	200sf	$7,600		
1F-12	Arch	First Floor South Entry	Flooring	Stone steps have soil and organic material in joints. Appears to allow moisture and vegetation growth in stone joints.	5012	262	X				X		Remove existing joint filler and replace with polymeric sand in order to limit moisture intrusion	200sf		$3,724	
1F-13	Arch	First Floor Vestibule	Flooring	Floor tile worn, stained and chipped.	5024	262	X				X		Loosed laid entry mat appears to retain moisture and lead to staining of floor material. Remove existing floor material and install new flooring to match.	50sf		$3,259	

Condition Assessment Matrix

	BUILDING:	SHREWSBURY TOWN HALL
	AREA:	FIRST FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-14	Arch	First Floor	Flooring	Floor carpeting in high traffic areas is worn and stained. Loose seams at a few door thresholds.	5025 5027 5030 5032 5185 5200 5217	262 284 298	X				X Phased		Remove and replace areas of worn carpet before the finish layer wears through to the backing/padding.	18,000sf (2/3 of general building sq. footage)		$83,790	$99,180
1F-15	Arch	Janitor / Custodial /112	Flooring	VCT floor tile chipped and soiled.		262 284 5084	X					X	Replace floor tile with more durable surface that may sustain the wear and tear over time. Implement program to replace utility space flooring spread over the next 5-7 years.	600sf			$13,555
1F-16	Arch	100/117	Flooring	Porcelain floor tile at entry vestibules is cracked in various areas. Considerable long crack near exterior doo thresholds.	5210 5211	284			X	X			Remove tile and repair substrate as required before replacing with new tile. Confirm if crack isolation membrane was utilized. Consider removing all tile and add crack isolation membrane below adhesion layer.	60sf	$3,466		
1F-17	Arch	100/117	Flooring	Rubber Walk-off mat worn and not secure.	5190 5191	284	X				X		Replace existing walk-off mat at both entries. The mat appears to have exceeded its life expectancy.	60sf		$9,496	

Condition Assessment Matrix

	BUILDING:	**SHREWSBURY TOWN HALL**
	AREA:	FIRST FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-18	Arch	144	Flooring	VCT floor tile cracked near column base and along column line.	5160	284		X			X		Remove and replace tile before issue becomes a tripping hazard. Take proper steps to isolate slab crack from floor tile. Infill slab crack with repair sealant prior to installation of flooring.	300sf		$5,726	
1F-18	Arch	First Floor Entries	Doors	Exterior door glazing not insulated. Does not appear to be tempered. Door does not fully seal when closed.	5022	263			X	X			Lack of safety glass is a liability - glass and or door should be replaced with code compliant material as soon as possible. Energy loss and potential bodily injury could occur.	5	$19,000		
1F-19	Arch	First Floor	Doors	Various doors bind on frame. Various doors have chipped paint from misalignment at jamb.		263		X			X		Adjust misalign doors, refinish/paint doors as needed. **(assumes new hardware)**	30		$44,688	
1F-20	Arch	HVAC /Elec. Room	Doors	Door is louvered and does not appear to be fire rated for code compliance.	5058	263			X	X			Replace door for code compliant 1 1/2 hr. fire rated metal or wood door and frame.	1	$5,320		
1F-21	Arch	First Floor	Doors	Stair Hall 1 1/2 hr. fire rated door has wired vision glass.	5055	263	X					X	Though code compliant at one time, wired safety glass presents a hazard due to breakage and lack of actual heat protection between spaces. **(assumes 2'x3' vision glass)**	3			$9,918

Condition Assessment Matrix

	BUILDING:	SHREWSBURY TOWN HALL
	AREA:	FIRST FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-22	Arch	First Floor	Doors	Interior main entry vestibule door is heavily worn and battered. No gasket at frame.	5023	263	X			X			Replace door and apply new gasket to frame.	2	$6,080		
1F-23	Arch	First Floor	Doors	Main corridor doors missing closers.	Various	263 285 299	X			X			Doors on main egress corridors are required to have closers. Install new closers on door and frame.	15	$6,270		
1F-24	Arch	First Floor	Doors	Rated door installed in non-rated frame assembly.	5323	285		X			X		Remove and replace door frames with matching fire rating of door or certify that frames are rated and tag accordingly. **(assumes single door)**	1		$1,117	
1F-24	Arch	132	Doors	Door and frame is 1 1/2 hr. fire rated. Door has wire glass and carpet installed at threshold.	5177	285		X			X		Wire glass poses safety hazard. Replace vision lite with appropriate rated glass. Install appropriate smoke/fire rated gasket at frame. Remove carpet from door opening so to eliminate bypass of flame and heat through door undercut.	1		$1,583	
1F-25	Arch	110	Doors	Dutch door does not have stop or closer. Strikes wall and finish delaminated.	5118	299	X				X		Install door stop so to prevent wall damage. Repair door finish.	1		$931	
1F-26	Arch	109	Doors	Door half glazed panel does not appear to be safety glass.	5119	299			X	X			Remove and replace door glazing with tempered glass panel.	6sf	$1,049		

Condition Assessment Matrix

	BUILDING:	SHREWSBURY TOWN HALL
	AREA:	FIRST FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-27	Arch	First Floor	Casework	Loose and binding hardware on cabinet door panels. Cabinet and counter finishes show signs of delamination and wear.	5033 5149 5198 5241 5082	264 287 302	X				X		Repair and replace loose and missing hardware. Spot repair finish as needed. Relaminate were repairs are not feasible.	60lf		$25,137	
1F-28	Arch	First Floor	Casework	Various painted metal toilet partitions are rusted and finish is deteriorated	5074	264	X					X	Repair and refinish areas of corrosion and work finish. Metal partitions will continue to rust unless action is taken to spot treat condition.	20sf			$1,322
1F-29	Arch	132	Casework	Counter top is too high for MAAB compliance.	5223	302	X				X		Counter is in what appears to be a shared kitchenette. Remove and reinstall counter at code compliant height.	10lf		$1,397	
1F-30	Arch	131	Mech.	Staff complain of poor and stagnant ventilation. Heating and cooling does not operate adequately to achieve thermal comfort.	5170	289		X			X		Evaluation current ventilation rates and air change over for area. Rebalance HVAC equipment as needed. Evaluate insulation properties of space and adjacent exterior walls. Elevator shaft may be allow cold air infiltration into space.	400sf		$6,703	

Condition Assessment Matrix

	BUILDING:			**SHREWSBURY TOWN HALL**												
	AREA:			FIRST FLOOR												
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**PlanGrid Report #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-31	Arch	First Floor	Mech.	Various mechanical grills/diffusers are soiled and partially blocked with material. Staff complain of mold and allergens.	Various	264 289			X	X			Implement cleaning program of supply and return grills. Clean and seal all ducts in HVAC system. Continually replace HVAC filters on a routine basis.	30 grilles / 1000lf of duct	$15,930		
1F-32	Arch	Park and Rec Office / 104	Mech.	Staff complain of poor heating in winter from radiant system.	5042	265		X			X		Evaluate thermal condition at exterior wall and roof. Adjust thermostat and evaluate existing radiant system in area.	1		$1,676	
1F-33	Arch	HVAC /Elec. Room	Mech.	Pipe wrap at copper piping not continuous and could lead to energy/heat loss.	5066	265	X					X	Evaluate pipe insulation for contamination or presence of asbestos. Replace insulation in full for entirety of length of pipe.	18lf			$1,389
1F-34	Arch	101A	Mech.	Control knob missing from unit heater. Wall cut out not sealed.		304	X				X		Repair control knob or repair unit. Check for proper operation. Patch and seal perimeter of enclosure.	1		$559	
1F-35	Arch	114	Mech.	Mechanical system above may be condensing on ceiling tile.	5109	304			X	X			Address leakage source, repair mechanical piping as needed.	1	$3,800		
1F-36	Arch	107	Window	Window upper sash appears to have evidence of water intrusion.		286			X	X			Evaluate window for leak. Remove and reseal exterior with sealant. Ensure window gasket is seated.	1	$3,800		

Condition Assessment Matrix

BUILDING:	**SHREWSBURY TOWN HALL**	
AREA:	FIRST FLOOR	

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-37	Arch	103 / School Department	Window	Window appears to have 1/2" I.G.U. Large unit does not appear to be tempered.		300	X					X	Consider removing and replacing window assembly with more energy efficient unit. Typically a glass assembly of this size and location would be tempered. No further action required. **(assumes 6'x6' window)**	2			$18,249
1F-38	Arch	136/119/105	Light	Numerous light fixtures appear inoperable.		288/303		X			X		Evaluate fixtures and replace lamps as required. Replace fixtures if found to be defective.	10		$3,259	
1F-39	Arch	HVAC /Elec. Room	Elec.	Exposed wires at outlet. Covering missing.		266			X	X			Exposed wire condition poses injury and fire hazard. Without cover, potential for contact with other devices and personnel is heightened. Properly cap and make wiring safe. Install appropriate face plate.	1	$1,140		
1F-40	Arch	132	Elec.	Occupancy sensor light switch inoperable due to obstruction.		290	X					X	Test occupancy sensor for operation. Move furniture blocking sensor switch.	1			$661
1F-41	Arch	103	Elec.	Electrical baseboard heat is inoperable according to staff.		305		X			X		Evaluate electrical supply and operation of heater. Replace as required.	6lf		$2,793	

Condition Assessment Matrix

	BUILDING:			**SHREWSBURY TOWN HALL**												
	AREA:			FIRST FLOOR												
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**PlanGrid Report #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-42	Arch	114/ 118 / School Department	Elec.	Various electrical deficiencies - Outlet improperly disabled, electrical conduit protruding through wall and not capped, loose receptacle, missing faceplate and hardware.		305		X			X		Properly make electrical outlet safe by current code standards. Cut and cap conduit back to wall. Replace loose or damaged hardware and install faceplate at open outlet.	6		$8,379	
1F-43	Arch	106/112	Plumbing	Fire sprinkler and escutcheon missing.		291	X					X	Verify adequate sprinkler coverage space and install fire sprinkler. Install new metal escutcheon	2			$3,086
1F-44	Arch	113	Plumbing	Bubbler side controls are inoperable.		306	X					X	Fixture is still functional with front controls. Consider replacement with further operational unit, before end of serviceable life. No further action required.				
1F-45	Arch	117	Glass	Large interior window and interior door glass does not appear to be tempered.		301			X	X			By code, tempered glass is required in these areas. Replace glass with appropriate tempered type to minimize safety risk.	24sf	$4,195		
1F-46	Arch	Mach. Room	General	Room labeled as Mach. Room, but used as break room and copy area.		293	X					X	Evaluate programmed HVAC provisions for space meet ventilation and conditioning requirements by code. Ensure room is allowed proper egress width and access for use type. No further action required.				

Condition Assessment Matrix

	BUILDING:	SHREWSBURY TOWN HALL
	AREA:	FIRST FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-47	Arch	131	General	Staff have advised for flying ant infestation.		293			X	X			Investigate insect infestation at room location. Evaluate potential locations for insect access at exterior envelope. Implement pest control program.	800 sf	$6,080		
1F-48	Arch	131	General	Ceiling tile stained at wall line - staff have advised that water leaks down wall during heavy rains.		293			X	X			Evaluate roof leak. Repair and/or replace roof flashing, shingles and sheathing as required. Remove wall board to verify extent of damage to framing and other materials. Replace materials in kind to match existing.	300sf	$13,680		
1F-49	Arch	131	General	Light control locations are limited and does not work with staff use of space.		293	X					X	Install new light switch at second room exit.	1 sw / 30ft wiring			$2,755
1F-50	Arch	103 / 104 / 114	General	Office area/department overrun with files.		308		X			X		Evaluate current fire protection coverage for storage of this type. Upgrade sprinkler coverage to comply with NFPA or relocate files to proper storage location/archival process.	1400sf		$15,641	

Condition Assessment Matrix

	BUILDING:	SHREWSBURY TOWN HALL
	AREA:	FIRST FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-51	Arch	120	General	Way finding and directional signage is difficult to read. Font size appears too small and background does not contrast enough.		308		X			X		Refer to ADA 2010 requirements for public facility signage. Implement program to replace wayfinding signage with larger text and application for the sight impaired.	(+/-)14 signs		$7,820	
1F-52	Arch	First Floor	Paint	Various walls have abrasions, scuffs, peeling paint and gouges due to general use.		268 294 309		X			X		Due to the visual appearance of scuff and worn wall finishes, repair wall surfaces and apply new durable paint finish to match existing. For high use areas, consider installing a chair rail and corner guards.	See 1F-5			
1F-53	Arch	117	Paint	Entry bollard actuator to Room 117 has heavy corrosion at base.		294		X			X		Due to state of corrosion, bollard assembly may need to be replaced. To extend life of fixture, remove/convert corrosion with inhibitor and refinish to match.	1		$931	
1F-54	Arch	Entry	ADA	No railing provided at ramp and large gaps in surface material.		269			X	X			No handrails are installed at the entry ramp, in compliance with ADAAG requirements. Large gaps existing between surface materials that create tripping hazards to the physically impaired. Infill gaps with polymeric sand or similar material to final gaps and cracks.	120lf handrail / 450sf	$47,652		

Condition Assessment Matrix

BUILDING:	**SHREWSBURY TOWN HALL**	
AREA:	FIRST FLOOR	

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-55	Arch	Parks and Rec. Office / 131	ADA	Transaction counter too high per ADA requirements.		269 295			X	X			Transaction counter is higher than allowed by ADA guidelines. Consider lowering counter tops or a portion of counter to bring height into compliance.	12lf	$1,368		
1F-56	Arch	125 / School Dept.	ADA	Knobs installed at public use doors.		269			X	X			Replace all door knob type hardware with ADA compliant door levers.	30	$34,200		
1F-57	Arch	Men's and Women's Room	ADA	Installed lav sink fixtures do not have pipe guard protectors installed in compliance with ADA guidelines.		269	X					X	Install pipe guards on all lav sink fixtures or only those clearly designated for ADA use.	6			$3,306
1F-58	Arch	Men's Room	ADA	Men's Room entry door does not have required clearance on pull side of handle.			X					X	Place door on automatic opener with push paddle actuator on both sides of door.	1			$7,714
1F-59	Arch	Men's and Women's Room	ADA	No toilet stall with ADA compliant access appears to be available.		269	X					X	Reconfigure existing toilet stall layout to provide ADA compliant access. ADA compliant restroom available down the hall. **(assumes partition only)**	60sf			$3,306
1F-60	Arch	119 / 143 / 113 / 112 / 118	ADA	Common Use sink and counter at 36", exceeds compliant ADA height.		295 310		X			X		Lower sink and counter top to 34" to comply with ADA requirements. Replace sink cabinet to allow forward approach for wheelchair users.	35lf		$4,888	

Condition Assessment Matrix

BUILDING:	**SHREWSBURY TOWN HALL**	
AREA:	FIRST FLOOR	

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-61	Arch	137	ADA	Exterior door threshold height exceeds ADA guidelines.		295			X	X			Due to nature of threshold location for immediate egress, it is recommended to replace threshold with ADA compliant aluminum device.	3lf	$798		
1F-62	Arch	New Men's and Women's Restroom	ADA	Men's and Women's New Addition Restrooms do no appear to have proper door push clearance at ADA accessible toilet stalls.		295			X	X			Adjust current toilet partition walls to provide 12" clear at strike of door, or seek variance for compliance.	12lf	$3,648		
1F-63	Arch	117	ADA	Door actuator is beyond reach range of door.		295	X					X	Actuator should be installed on opposite wall of vestibule since door is has a forward approach accessible operation. Recommend moving actuator and existing wiring to opposite side of vestibule for ADA compliance.	1 / 15lf wiring			$3,306
1F-64	Arch	113	ADA	Bubbler knee clearance out of compliance with ADA requirements.		310		X			X		Relocate bubbler mounting to meet 27" min. ADA requirement. Until resolved, a complaint may be filed with the D.O. J.	1		$931	

Condition Assessment Matrix

	BUILDING:		**SHREWSBURY TOWN HALL**													
	AREA:		FIRST FLOOR													
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**PlanGrid Report #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-65	Arch	101 / 137	ADA	Entry and egress from exterior door is not ADA/MAAB compliant.		310			X	X			Steps, threshold and landing at door do not provide ADA/MAAB compliant entrance and egress from building. Install new 16'-0" ramp with 64lf of railings or limit entrance to employee use only.	32' ramp - 122lf of railings / or door mounted signage	$63,384		
1F-66	Arch	110	ADA	Transaction counter too high (43") at Dutch door		310		X			X		Replace door with compliant height configuration.	1		$931	
1F-67	Arch	122	ADA	Push pull clearance not provided at stair door		310			X	X			Place door on automatic opener with push paddle actuator on both sides of door. Due to door required for accessible means of egress, standby power will be required in case of power failure per ADAAG 210.	1 operator, 2 actuators, standby power provisions	$5,320		
1F-68	Arch	Lobby	Code Issue	Shortage of exit signs from main three corridors		267			X	X			Due to the life safety nature of the lack of exit signs, it is recommended that additional signs be provided.	3 signs	$2,280		
1F-69	Arch	Stair Hall / 128	Code Issue	Carpet installation continues through fire rated door threshold and into protected stair.		267 292			X	X			Verify class of existing carpet finish. Remove carpet from door threshold and protected area of stair. Replace with class A or suitable rated floor finish material.	300 sf.	$12,312		

Condition Assessment Matrix

	BUILDING:	**SHREWSBURY TOWN HALL**
	AREA:	FIRST FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-70	Arch	Stair Hall	Code Issue	Guard rail too low at stair to 2nd floor		267			X	X			Cut and remove existing guardrail. Install new compliant guardrail at 42" height. Reattach salvaged handrail at ADA compliant height.	(+/-)36lf	$19,152		
1F-71	Arch	Emer. Elec.	Code Issue	Emergency electrical room does not appear to have rated walls or ceiling due to visible construction. Door is rated but missing gasket and closer. No signage on door.		267			X	X			Verify construction of room walls and ceiling. Improve construction of walls as required for rating compliance. Install rated door gasket at frame, closer and code compliant signage on door.	200sf	$6,080		
1F-72	Arch	HVAC /Elec. Room	Code Issue	Room is being used for storage which violates code provisions for protection of room.		267			X	X			Remove stored materials from room. No further action required.				
1F-73	Arch	First Floor	Code Issue	Various fire rated doors are manually held open by floor stops.		267			X	X			Due to fire separation requirements, this condition is a threat to life safety. Install electromagnetic hold opens at each door and integrate functionality with Fire Alarm/Detection system.	4	$2,432		

Condition Assessment Matrix

	BUILDING:		**SHREWSBURY TOWN HALL**													
	AREA:		FIRST FLOOR													
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**PlanGrid Report #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-74	Arch	102 / 113 / 122	Code Issue	Fire extinguisher cabinet vision glass does not appear to be safety or tempered glass. One fire extinguisher inspection is expired.		292 307	X					X	Verify type of glass in fire cabinet doors and replace with proper tempered units. Implement program to track inspection dates for fire extinguishers.	4			$4,408
1F-75	Arch	142	Code Issue	Wall mounted bubblers project too far into accessible route.		292		X			X		Projection of water fountain 19 1/2" into corridor poses obstruction hazard to visually impaired staff/partitions and occupants under egress conditions. Inset water bubbler or install wing walls to create protected alcove condition.	1		$1,862	
1F-76	Arch	136	Code Issue	Top of presumed fire rated wall does not appear to full seal at top construction. Large cap above wall at ceiling.		292			X	X			Verify construction of top of wall. Reconstruct wall assembly to meet code required rating. Reinstalled rated frame and door assembly.	80sf	$2,432		
1F-77	Arch	119	Code Issue	Egress path from building not discernible at both exterior egress doors. Only landing at door provided.		292			X	X			Provide code compliant cementitious/ bituminous pathway to public way / parking lot.	600sf	$8,208		

Condition Assessment Matrix

	BUILDING:	SHREWSBURY TOWN HALL
	AREA:	FIRST FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-78	Arch	119	Code Issue	Room size /occupant load appears to meet Assembly use group but it is not fire separated from adjacent B occupancies.		292			X	X			Fully evaluate occupant load of room and confirm actual construction of wall assemblies enclosing space. Improve construction of walls to meet code required separation requirements.	2000sf	$48,640		
1F-79	Arch	114	Code Issue	Egress landing not accessible due to threshold elevation at door.		292			X	X			Door appears to be for employee entry only. No further action required.				
1F-80	Arch	104	Code Issue	Double doors have thumb turn and mag locks. Staff does not use deadbolt under normal electrical power. In case of power outage, doors are unsecured.		292		X			X		Evaluate staff use and security requirements. Replace security and electromagnetic hardware to provide immediate egress at all times while maintaining secure premises after hours and under loss of power conditions.	2		$3,724	
1F-81	Arch	125	Code Issue	Non rated storage closet under rated egress stair 122 from second floor		292			X	X			Fully evaluate under stair wall construction. If found not to be fire rated, remove storage items and improve wall construction to fully comply with code requirements for fire separation of stair.	200sf	$6,080		

Condition Assessment Matrix

	BUILDING:	SHREWSBURY TOWN HALL
	AREA:	FIRST FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
1F-82	Arch	137	Code Issue	Double door storage closet in entry vestibule.		307			X	X			Storage in egress vestibule is generally not allowed by code due to fire and obstruction hazards. Confirm with local AHJ for acceptance of continued storage of materials in closet.				

		1 yr	5 yr	10 yr
Architectural Building 1st Flr Cost Total		$385,640	$400,144	$362,249

Condition Assessment Matrix

	BUILDING:	SHREWSBURY TOWN HALL
	AREA:	SECOND FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
2F-1	Arch	Second Floor Stair / 202	Walls / Paint	Stair stringer and walls are heavily scuffed, rough patched and paint chipped.		273 280	X				X Phased		Implement a program of repainting of painted wall and interior door frame surfaces, including repair of damaged GWB (gypsum wallboard) and vinyl wall base. Repainting program may be divided into primary areas of the building spread over a 5- to 7-year period such that finish surfaces are refreshed every 5 to 7 years.	4200sf (general square footage of floor)		$15,641	$18,514
2F-2	Arch	Second Floor / Stair 122 / 202	Flooring	VCT tile and wood stair nosings worn and stained. VCT tile cracked and cupping in various areas.		270 275		X			X Phased		Remove and replace worn VCT. Refinish wood stair nosings. Evaluate existing subfloor for deflection prior to installation on new flooring. Reinforce floor as needed.	4200sf (general square footage of floor)		$40,080	$47,441
2F-3	Arch	Second Floor	Ceiling	Stained and soiled gwb ceiling near mechanical diffusers.		274		X			X Phased		Considerable amount of staining throughout second floor ceiling. Clean and refinish ceiling surfaces.	4200sf (general square footage of floor)		$19,551	$23,142

Condition Assessment Matrix

	BUILDING:	SHREWSBURY TOWN HALL
	AREA:	SECOND FLOOR

Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
2F-4	Arch	Stair 122 / Stair Hall	Door	Fire rated doors have wire glass vision panels and 1 is held open by wood stop.		271		X			X		Wire glass poses injury hazard but may have been allowed by code at time of installation. Manual hold open of door is a hazard to life safety. Provide electromagnetic hold open device integrated with Fire	2		$3,165	
2F-5	Arch	Second Floor	Door	Door to admin offices binds on frame and is delaminated.		276		X			X		Replace and adjust door so to provide proper operations. Refinish frame as required.	1		$2,234	
2F-6	Arch	Second Floor	Plumbing	Insulated piping in fire separated stair well. Piping does not serve function of stair is not		272		X			X		Relocate piping from stair.	18lf		$2,011	
2F-7	Arch	Second Floor	Window	Various windows have chipped and marred window stools.		277	X				X		Refinish casing and stools to match existing.	40lf		$1,490	
2F-8	Arch	Second Floor	Lighting	Various light fixtures are inoperable.		278		X			X		Replace inoperable lamps and or light fixtures.	20		$11,172	
2F-9	Arch	Second Floor	Mech	Numerous mechanical grills and diffusers are soiled and partially obstructed.		279		X			X		Implement cleaning program of supply and return grills. Clean and seal all ducts in HVAC system. Continually replace HVAC filters on a routine basis.	30 grilles / 1000lf of duct		$15,930	
2F-10	Arch	Second Floor	ADA	Transaction counter too high 44" for ADA compliance.		281			X	X			Remove and reduce height of supporting cabinetry to ADA compliant height. Reinstall counter.	18lf	$4,788		
2F-11	Arch	Second Floor	ADA	Employee restroom has non compliant fixture location.		281			X	X			Towel dispenser is installed out of range of ADA requirements. Remove and relocated device to within reach range at sink.	1	$304		

Condition Assessment Matrix

	BUILDING:			SHREWSBURY TOWN HALL													
	AREA:			SECOND FLOOR													
Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
2F-12	Arch	Second Floor	ADA	Pipe guard not installed at p-trap of lav sink.		281			X	X			Install p-trap guard at sink.	1	$380		
2F-13	Arch	Second Floor	ADA	Push clearance not provided at Employee restroom.		281			X	X			Add auto operator with wired actuators to door or adjust wall location to provide required 12" clearance at strike.	1	$3,800		

		1 yr	5 yr	10 yr
Architectural Building 2nd Flr Cost Total		$9,272	$111,274	$89,097

Condition Assessment Matrix

	BUILDING:			SHREWSBURY TOWN HALL													
	AREA:			Attic													
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**PlanGrid Report #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
AF-1	Arch	Attic	Flooring	Various areas of plywood floor and roof sheathing have calcium deposits that indicate signs of water intrusion. Condition of plywood appears stable.		Refer to Photos		X			X		With continued water intrusion, plywood may begin to delaminate and become unstable. Anticipate replacing various portions of damaged plywood in the next 5-7 years.	1260sf (1/3 of total 3821.64sf)		$85,376	
AF-2	Arch	Attic	Flooring	Full extent of insulation attic floor could not be verified. Insulation of roof was not present.		Refer to Photos		X			X		Verify full extent of insulation at attic floor via thermal scan or similar investigation. If deemed insufficient, install batten insulation between roof rafters with applicable baffles from eave for proper ventilation.	3821.64 sf		$61,573	
AF-3	Arch	Attic	Door	Door to attic stair from second floor does not have closer.		Refer to Photos			X	X			Install door closer.	1	$532		
AF-4	Arch	Attic	Code	Guard railing and handrsils at attic stair are not code compliant. Openings are too large and terminations.		Refer to Photos		X			X		Remove and replace wood handrail and guardrail with code complaint assemblies.	70lf of handrail and guardrail		$52,136	
AF-5	Arch	Attic	Code	Volume and type of storage in attic requires further review with AHJ for application in building construction type.		Refer to Photos			X	X			Due to nature of combustible storage above occupied space, it is not completely clear if storage is allowed in this attic space. Review with AHJ for applicability.	3821.64 sf			

Condition Assessment Matrix

	BUILDING:			SHREWSBURY TOWN HALL												
	AREA:			Attic												
Issue #	Discipline	Location	System	Description	Photo #	PlanGrid Report #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
							Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
AF-6	Arch	Attic	Code	Electrical panels and devices located in attic do not have required clear floor service space.		Refer to Photos		X			X		Remove obstructions from area of required electrical panel clearance. Install illuminated emergency exit signage for additional code compliance.	2 exit signs		$1,862	
AF-7	Arch	Attic	Lighting	Available lighting in area of storge does not appear to mee the minimum foot candle levels required by code.		Refer to Photos			X	X			Further evaluation of lighting levels is required to fully confirm acceptable adjustments for corrective action. Additional light fixtures is warranted for adequate light level improvement and egress.	(4) 4lf utility light fixtures	$4,560		
															1 yr	5 yr	10 yr
													Architectural Building Attic Level Cost Total		$5,092	$200,947	$0

Condition Assessment Matrix

	BUILDING:			SHREWSBURY TOWN HALL												
	AREA:			Building Envelope												
Issue #	Discipline	Location	System	Description	Photo #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
						Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
E1	Envelope	Typical	Walls	Failed sealants at wall transitions, penetrations, expansion joints, and window perimeters	SEE BUILDING ENVELOPE NARRATIVE SECTION		X		X			Replace failed sealants; plan for regular sealant maintenance including replacement approximately every 5-10 years.	100% = ± 600 l.f.	$22,800		
E2	Envelope	Typical	Walls/Roof	Isolated peeling paint at wood windows, trim, and roof safety rail		X			X		X	Repair isolated areas of peeling paint in 2017. Plan on 100% painting in 2022-2026.	Repair = 350 s.f. Repaint all = ± 3,500 s.f.	$2,660		$30,856
E3	Envelope	Typical	Windows/Roof	Deteriorated wood framing and trim at windows and roof edges				X	X			Replace deteriorated wood framing and trim.	50 l.f.	$5,700		
E4	Envelope	Southeast Elevation	Roof	Damaged metal gutter		X					X	Repair metal gutter.	1 location			$3,747
E5	Envelope	Southeast Elevation	Walls	Corroded lintels			X		X			Corroded lintels expand, causing the surrounding brick to crack. The deteriorated masonry and continued lintel corrosion present a falling hazard. Replace corroded lintels with new galvanized lintels and repair surrounding brick masonry.	3 locations	$11,400		
E6	Envelope	Various	Walls	Spalled brick masonry				X			X	Monitor for accelerated deterioration.	N/A			
E7	Envelope	Various	Walls	Cracked brick masonry			X			X		Investigate cracked masonry to determine the cause of cracking. Repair cracks by routing and sealing (moving cracks) or pointing (static cracks).	500 s.f.		$60,515	
E8	Envelope	Typical	Walls	Deteriorated mortar joints			X			X	X	Rout and point mortar joints. Assume 5% pointing within 3-5 years. Assume 100% pointing after 2026.	5% = ± 750 s.f. 100% = ± 15,000 s.f.		$41,895	$942,210
E9	Envelope	Southeast Elevation	Stairs	Deteriorated concrete at front entry steps				X	X			Patch deteriorated concrete.	1 location	$2,584		

Condition Assessment Matrix

	BUILDING:		SHREWSBURY TOWN HALL												
	AREA:		Building Envelope												
Issue #	Discipline	Location	System	Description	Photo #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
						Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
E10	Envelope	Various	Walls	Cracked and spalled concrete foundation walls				X	X			Repair and patch cracked and spalled concrete.	50 s.f.	$2,584		
E11	Envelope	Northwest Elevation	Walls	Missing storm water connection at grade				X	X			Extend drain pipes and adjust grading such that water drains away from the building.	1 location	$5,168		
E12	Envelope	Typical	Roof	Shingles have granule loss, cracking, and blisters			X			X		Granule loss, blisters, and cracking are signs of age, however shingles are functional currently. Plan for 100% replacement in 2022 to 2026.	14,000 s.f.		$391,020	
E13	Envelope	Typical	Roof	Exposed nails, face nailed shingles				X	X			Replace face-nailed shingles.	100 s.f.	$2,584		
E14	Envelope	Various	Roof	Isolated open seams in EPDM roofing				X	X		X	Provide EPDM patches at split seams. Plan to replace roof in approximately XX years.	Repair = 250 l.f. Replace = ± 11,000 s.f.	$5,700		$484,880
E15	Envelope	Northwest Wing	Roof	Missing metal coping fasteners				X	X			Replace missing fasteners	10 location	$2,584		
E16	Envelope	Various	Roof	Isolated areas of unadhered EPDM roofing membrane				X	X			Cut out and replace unadhered and unsupported areas.	30 s.f.	$2,964		
E17	Envelope	Northwest Wing	Roof	Water ponds at edge of roof along metal coping.		X				X		Ponding water at the roof edge increases leakage risk at this location. Reslope substrate to direct water to drains.	40 lf	$4,104		
E18	Envelope	Cupola	Roof	Water staining on plywood roof deck and wood framing members				X	X			Investigate cause of water staining and determine if this is the result of active leak(s).	N/A			
														1 yr	5 yr	10 yr
												Envelope Cost Total		$70,832	$493,430	$1,461,693

Condition Assessment Matrix

	BUILDING:			**SHREWSBURY TOWN HALL**												
	AREA:			INTERIOR AND EXTERIOR STRUCTURAL SYSTEMS												
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
						Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
S-1	Struct	Stairway to attic	Plaster wall finishes	Horizontal and diagonal crack along side wall of stairway due to differential floor deflection must be investigated.			X			X		Investiage floor deflection	-		$ 4,655	
S-2	Struct	Second floor offices	Floor structure	Heavy files concentrated on floor should be investigated.			X			X		Investigate floor loading	-		$ 4,655	
S-3	Struct	All exterior window sills	Exterior Brickwork	Eroded mortar joints are at the ends of the windows sills.			X				X	The mortar joints should be cut and pointed with a compatible mortar	200 SF			$ 13,224
S-4	Struct	East Elevation 2 first floor windows to the south of the door and 1 first floor window north of the door	Exterior Brickwork	Cracks in the brickwork at the ends of the flat arch lintels inidcate possible rust jacking of the metal lintel.			X				X	The lintel should be replaced and the cracked brickwork repaired	3 loc'n			$ 8,265
S-5	Struct	South elevation 2 eastern second floor windows and 1 eastern second floor window	Exterior Brickwork	Cracks in the brickwork at the ends of the flat arch lintels inidcate possible rust jacking of the metal lintel.			X				x	The lintel should be replaced and the cracked brickwork repaired	3 loc'n			$ 8,265
S-6	Struct	North Elevation eastern second floor window and the center door of the rear addition	Exterior Brickwork	Cracks in the brickwork at the ends of the flat arch lintels inidcate possible rust jacking of the metal lintel.			X				X	The lintel should be replaced and the cracked brickwork repaired	2 loc'n			$ 5,510
S-7	Struct	West Elevation center southern second floor window	Exterior Brickwork	Cracks in the brickwork at the ends of the flat arch lintels inidcate possible rust jacking of the metal lintel.			X				X	The lintel should be replaced and the cracked brickwork repaired	1 loc'n			$ 2,755

Condition Assessment Matrix

	BUILDING:			SHREWSBURY TOWN HALL												
	AREA:			INTERIOR AND EXTERIOR STRUCTURAL SYSTEMS												
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
						Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
S-8	Struct	East Elevation: 2 northern first floor windows on south wing, southern windows at central bay and northern 2 windows at central bay	Exterior Brickwork	There are cracks through the mortar joints at the ends of the winodws and some cracked bricks.		X					X	The cracked brickworks should be rebuilt and damaged bricks replaced	15 LF			$ 992
S-9	Struct	East Elevation: brick quions at central bay	Exterior Brickwork	A crack in the mortar joint extends the height of the center bay, most likely due to brick expansion.		X					X	The cracked mortar joints should be cut and pointed with a compatible mortar.	50 LF			$ 3,306
S-10	Struct	East Elevation: upper north corner of centeral bay	Exterior Brickwork	The mortar joints are eroded.		X					X	The mortar joints should be cut and pointed with a compatible mortar	5 SF			$ 331
S-11	Struct	East Elevation: northern window sill	Exterior Brickwork	The windows sill is cracked.		X					X	The sill should be pin repaired.	1 loc'n			$ 1,102
S-12	Struct	North and South Wings and Central Bay foundations	Exterior Foundation	The exposed concrete is spalling in areas and is cracked along the length of the original building, most likely due to shinkage of the concrete.		X					X	Previous patches are failing and should be replaced. The worst of the spalled concrete should be patched to prevent additional spalling and the cracked epoxy injected to prevent water infiltration	120 LF			$ 17,191

Condition Assessment Matrix

	BUILDING:			**SHREWSBURY TOWN HALL**												
	AREA:			INTERIOR AND EXTERIOR STRUCTURAL SYSTEMS												
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
						Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
S-13	Struct	North and south corners of the north and south wings.	Exterior Brickwork	The brickwork has shifted outward above the corners of the foudation on all elevations, this is due to expansion of the brick units without control joints in the elevation. The brick expansion should be completed.			X				X	The cracked mortar joints should be cut and pointed	30 SF			$ 1,984
S-14	Struct	East Elevation	Exterior Brickwork	The brick mortar joints along the foundation are eroded.		X					X	The mortar joints should be cut and pointed with a compatible mortar	20 SF			$ 1,322
S-15	Struct	East Elevation South Door	Exterior Brickwork	The mortar joints to the north of the door are cracked above the foundation and a brick is broken.		X					X	The cracked joints should be cut and pointed with a compatible mortar and the damaged bricks replaced	5 SF			$ 716
S-16	Struct	East Elevation Central Door	Exterior Brickwork	The sealant at the north vertical joint is cracked.		X					X	The sealant should be replaced.	8 LF			$ 441
S-17	Struct	East Elevation Ramp	Exterior Foudnation	The sealant joint between the foundation and the ramp is cracked.		X					X	The sealant should be replaced.	20 LF			$ 1,102
S-18	Struct	East Elevation north planter	Exterior Brickwork	The mortar joints at the front wall are eroded and 2 of the stones caps are spalling.		X					X	The mortar joints should be cut and pointed and the spalled stones monitored for additional damaged and replaced.	40 SF			$ 5,730
S-19	Struct	East Elevation south end of north wing	Exterior Brickwork	The is a vertical crack through the bricks and mortar joints.		X					X	The cracked joints should be cut and pointed and the damaged bricks replaced	7 LF			$ 1,003
S-20	Struct	North and south wings east roof eave	Exterior Brickwork	There is an opning in the mortar joint where the eave intersects the two story building. The mortar joints along the north elevation roof are eroded.		X					X	The open and cracked mortar joints should be cut and pointed with a compatible mortar.	10 SF			$ 661

Condition Assessment Matrix

	BUILDING:			**SHREWSBURY TOWN HALL**												
	AREA:			INTERIOR AND EXTERIOR STRUCTURAL SYSTEMS												
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
						Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
S-21	Struct	South elevation eastern second floor window	Exterior Brickwork	There is a diagonal crack below the window running parallel to the roof line.		X					X	The cracked mortar joints should be cut and pointed with a compatible mortar.	7 LF			$ 463
S-22	Struct	South wing south elevation corners	Exterior Brickwork	There are vertical cracks alogn the brick quions. The cracked mortar joints should be cut and pointed with a compatible mortar.		X					X	The cracked mortar joints should be cut and pointed with a compatible mortar.	30 LF			$ 1,984
S-23	Struct	South wing south elevation western center window	Exterior Brickwork	There is a crack in the mortar joints below the window down to the foundation.		X					X	The cracked mortar joints should be cut and pointed.	4 LF			$ 264
S-24	Struct	South Elevation second floor western roof intersection	Exterior Brickwork	There is a crack in the mortar joints at the corner where the new addition roof meets the brickwork.		X					X	The cracked mortar joints should be cut and pointed.	3 LF			$ 198
S-25	Struct	South Elevation eastern first floor window	Exterior Brickwork	The window sill is showing signs erosion and should be monitored for additional damage.		X					X	No Work	N/A			
S-26	Struct	South Elevation Center Bay	Exterior Brickwork	The bricks at the corner betweent the center bay and south wing are shifted an broken.		X					X	The damaged brickwork should be reset and damaged bricks replaced.	5 SF			$ 716
S-27	Struct	South Elevation eastern door	Exterior Brickwork	There are horizontal cracks in the mortar joints around the door including at the lintel.		X					X	The cracked joints should be cut and pointed and the rusted metal lintel replaced.	1 loc'n			$ 2,755
S-28	Struct	South Elevation New Addition	Exterior Brickwork	There are eroded mortar joints along the foundation.		X					X	The mortar joints should be cut and pointed with a compatible mortar				
S-29	Struct	South Elevation New Addition windows	Exterior Brickwork	The sealant at the top of the windows is cracked.		X					X	The sealant should be replaced.	15 LF			$ 827

Condition Assessment Matrix

	BUILDING:			**SHREWSBURY TOWN HALL**												
	AREA:			INTERIOR AND EXTERIOR STRUCTURAL SYSTEMS												
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
						Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
S-30	Struct	West Elevation South and North Wing Windows	Exterior Brickwork	There are cracks in the mortar joints between the bottom of the windows and the foundation.		X					X	The cracked mortar joints should be cut and pointed and damaged bricks replaced.	20 LF			$ 2,865
S-31	Struct	West Elevation north and south corners	Exterior Brickwork	There are vertical cracks alogn the brick quions.		X					X	The cracked mortar joints should be cut and pointed with a compatible mortar.	40 LF			$ 2,645
S-32	Struct	West Elevation north and south wings	Exterior Brickwork	There are eroded mortar and cracked mortar joints along the foundation along with some spalled and broken bricks.		X					X	The mortar joints should be cut and pointed and the damaged bricks replaced.	50 SF			$ 7,163
S-33	Struct	West Elevation north corner of the south wing	Exterior Brickwork	There are two cracks in the mortar joints.		X					X	The cracked mortar joints should be cut and pointed with a compatible mortar.	10 LF			$ 661
S-34	Struct	West Elevation north corner of the south wing	Exterior Brickwork	The corner sealant joint is cracked and should be replaced.		X					X	The corner sealant joint is cracked and should be replaced.	10 LF			$ 551
S-35	Struct	West Elevation of new addition corners	Exterior Foundation	The corners of the foundation are spalled and should be patch repaired.		X					X	The corners of the foundation are spalled and should be patch repaired.	10 SF			$ 1,433
S-36	Struct	West Elevation New Addition 2 windows to the south of the door	Exterior Brickwork	The joint between the metal lintel and the bottom of the brick masonry is open.		X					X	The open mortar joint should be cut and pointed with a compatible mortar.	5 SF			$ 331
S-37	Struct	West Elevation New Addition	Exterior Brickwork	The sealant in the construction joints is cracked and should be replaced.		X					X	The sealant in the construction joints is cracked and should be replaced.	10 LF			$ 1,433
S-38	Struct	North Elevation eastern center second floor window	Exterior Brickwork	There is visible rust on the metal lintel. The lintel should be cleaned of all rust and painted.		X					X	The lintel should be cleaned of all rust and painted	1 loc'n			$ 1,653

Condition Assessment Matrix

	BUILDING:			SHREWSBURY TOWN HALL												
	AREA:			INTERIOR AND EXTERIOR STRUCTURAL SYSTEMS												
Issue #	**Discipline**	**Location**	**System**	**Description**	**Photo #**	**Priority**			**Service Life**			**Commentary**	**Quantity**	**Cost Estimate**		
						Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
S-39	Struct	North Elevation New Addition	Exterior Brickwork	The mortar joints are eroded along the foundation.		X					X	The mortar joints should be cut and pointed with a compatible mortar	50 SF			$ 3,306
S-40	Struct	North Elevation New Addition	Exterior Brickwork	The sealant in the construction joints is cracked and should be replaced.		X					X	The sealant in the construction joints is cracked and should be replaced.	10 LF			$ 551
														1 yr	5 yr	10 yr
												Structural Building Cost Total		$ -	$ 9,310	$ 103,698

Condition Assessment Matrix

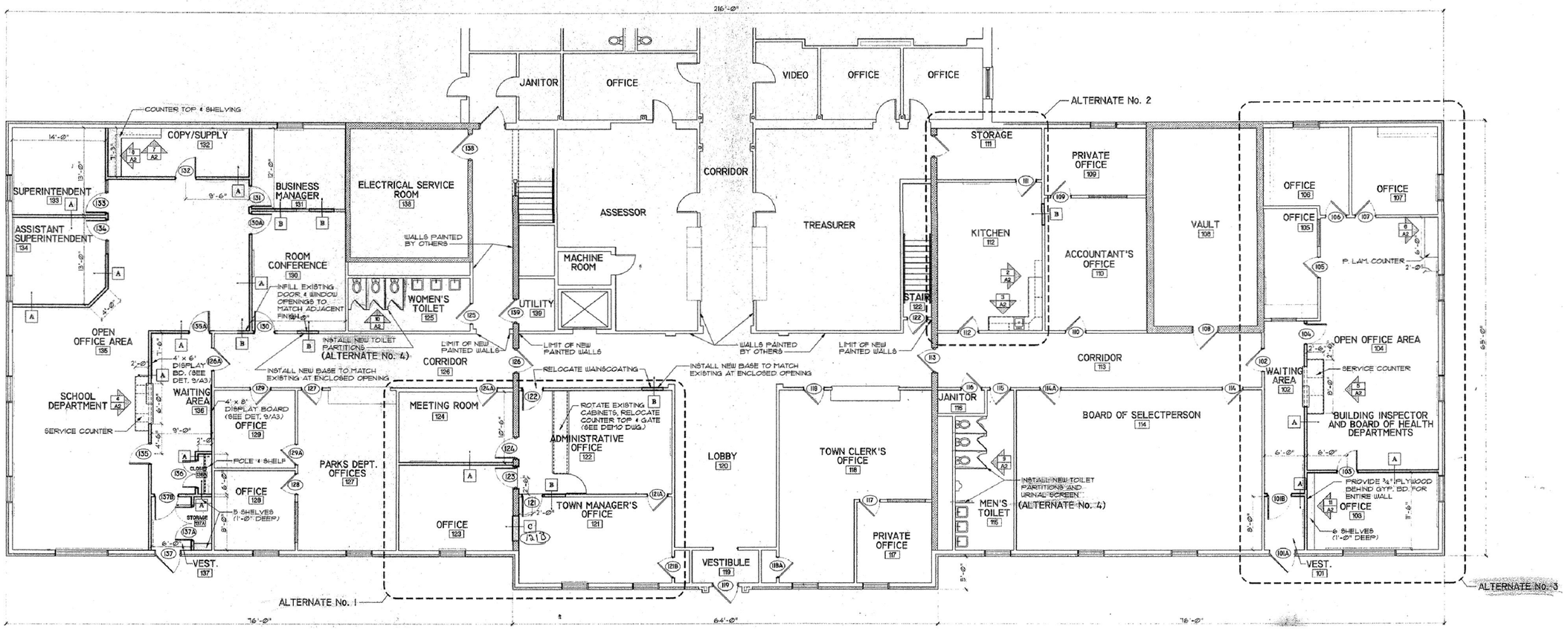
	BUILDING:		TOWN HALL													
	AREA: 28,800 sf															
Issue #	Discipline	Location	System	Description	Photo #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
						Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
EL1	Electrical		Lighting	Provide all new LED lighting throughout	STH E1	X					X	See Electric Narrative	36,319 Square Feet			$506,038
EL2	Electrical		Lighting	Provide all new automatic lighting controls		X					X	See Electric Narrative	36,319 Square Feet			$189,764
EL3	Electrical		Power	Provide all new120/208V power distribution equipment.	STH E2			X	X			See Electric Narrative	36,319 Square Feet	$76,000		
EL4	Electrical		Power	Reconfigure the electrical room to meet all current codes	STH E2			X	X			See Electric Narrative	1	$38,000		
EL5	Electrical		Fire Alarm	Provide a new Addressable fire alarm system	STH E3			X	X			See Electric Narrative	36,319 Square Feet	$218,120		
H1	HVAC	Roof	HVAC	Replace RTU-3	STH M1	X					X	See HVAC Narrative	1	$144,400		
H2	HVAC	Roof	HVAC	Replace TEF-1 & TEF-2	STH M2 STH M3	X					X	See HVAC Narrative	2			$15,428
H3	HVAC	Roof	HVAC	Repair ACCU-1	STH M4			X	X			Reattach thermostatic expansion valve sensing bulb	1	$1,900		
P1	Plumbing		Plumbing	Replace existing water closets flush valves with automatic flush valves	STH P1	X					X	See Plumbing Narrative	6			$9,918
P2	Plumbing		Plumbing	Replace existing urinals flush valves with automatic flush valves	STH P2	X					X	See Plumbing Narrative	10			$14,326
P3	Plumbing		Plumbing	Replace existing lavatories faucets with automatic faucets	STH P2	X					X	See Plumbing Narrative	12			$22,481

Condition Assessment Matrix

	BUILDING:			TOWN HALL												
	AREA: 28,800 sf															
Issue #	Discipline	Location	System	Description	Photo #	Priority			Service Life			Commentary	Quantity	Cost Estimate		
						Low	Med	High	2017	2018 to 2021	2022 to 2026			1 yr	5 yr	10 yr
FP1	Fire Protection		Sprinkler	Sprinkle unsprinklered portion of building. Segregate fire service and domestic water service	STH FP1	X					X	Upgrade should be considered if a significant renovation is undertaken.	14,500 Square Feet			$623,181
HZ1	HAZMAT			No action required								See Hazardous Materials Narrative				
												MEP/FP Building Total Cost		1 yr	5 yr	10 yr
														$478,420	$0	$1,381,136

North

Project North



GRAPHIC SCALE

0 8 16 24 40

(IN FEET)

1 INCH = 8 FEET

G | R | L | A

Gorman Richardson Lewis Architects

TOWN OF SHREWSBURY MASSACHUSETTS INCORPORATED DEC. 15, 1727

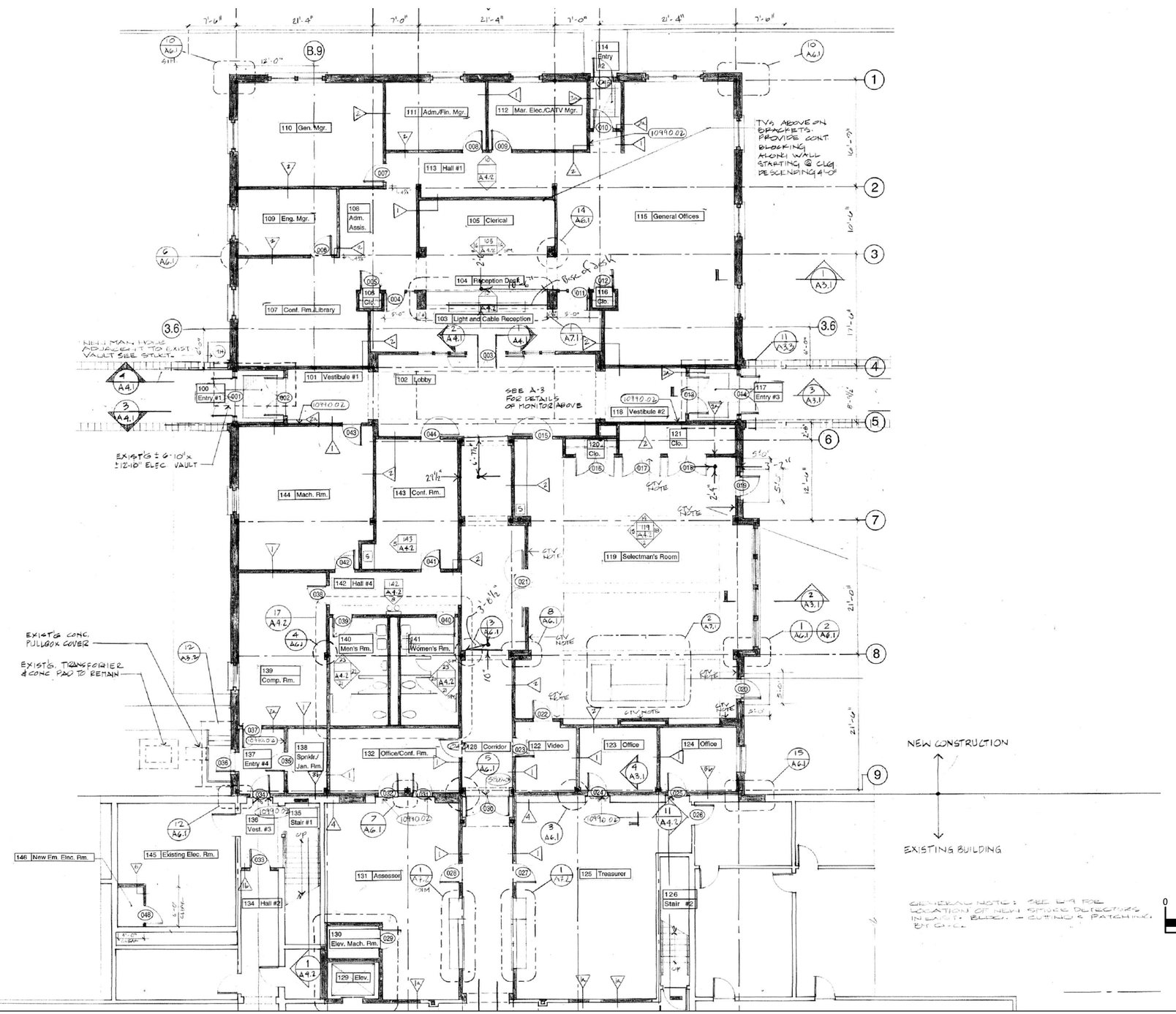
SHREWSBURY TOWN HALL

100 MAPLE AVENUE, SHREWSBURY, MA 01545

FIRST FLOOR PLAN

TOWN HALL

Project North



GRAPHIC SCALE

0 8 16 24 40

(IN FEET)

1 INCH = 8 FEET

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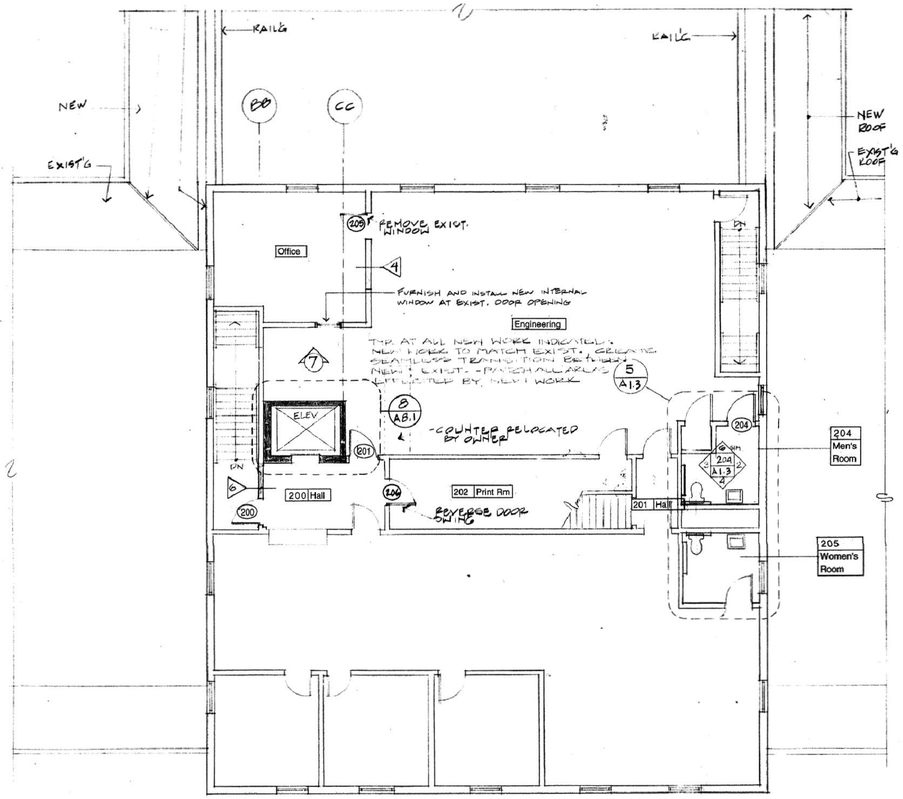
SHREWSBURY TOWN HALL

100 MAPLE AVENUE, SHREWSBURY, MA 01545

FIRST FLOOR PLAN - ADDITION

TOWN HALL

Project North



GRAPHIC SCALE

0 8 16 24 40

(IN FEET)

1 INCH = 8 FEET

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TOWN OF SHREWSBURY MASSACHUSETTS INCORPORATED DEC. 15, 1727

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100 MAPLE AVENUE, SHREWSBURY, MA 01545

SECOND FLOOR PLAN

TOWN HALL