

# FACILITY CONDITION ASSESSMENT

*Prepared for*

Town of Dedham Schools  
100 Whiting Avenue  
Dedham, Massachusetts 02026



FACILITY CONDITION ASSESSMENT  
OF  
DEDHAM-AVERY ELEMENTARY SCHOOL  
366 HIGH STREET  
DEDHAM, MASSACHUSETTS 02026

## PREPARED BY:

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## EMG PROJECT #:

121711.16R000-001.322

## DATE OF REPORT:

November 30, 2016

## ONSITE DATE:

October 18, 2016



engineering | environmental | capital planning | project management



Immediate Repairs Report  
Avery Elementary School

11/30/2016



Location	ame	EMG Renamed Item um er	ID	Cost Description	uantity	nit	nit Cost Su	total	De iciency Repair Estimate *
Avery Elementary School		3.1	513670	Z106X ADA, Parking, Designated Stall with Pavement Markings & Signage, Install	1	EA	\$1,265.00	\$1,265	\$1,265
Avery Elementary School		5.2	513631	G2031 Pedestrian Pavement, Sidewalk, Clay Brick/Masonry Pavers, Repair	200	SF	\$0.78	\$156	\$156
Avery Elementary School		5.2	513629	G2031 Pedestrian Pavement, Sidewalk, Concrete, Repair	150	SF	\$28.94	\$4,342	\$4,342
Avery Elementary School		5.5	513641	G2016 Signage, Building Mounted, Individual Letters, Install/Replace	9	EA	\$150.00	\$1,350	\$1,350
Immediate Repairs otal									\$7,112

\* Location Factor included in totals.

Replacement Reserves Report																																				
Avery Elementary School																																				
11/30/2016																																				
Location	ame	EMG Renamed Item um er	ID	Cost Description	Li espan E L	Age	R L	uantity	nit	nit Cost	Su total	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	De iciency Repair Estimate				
Avery Elementary School		3.1	513670	ADA, Parking, Designated Stall with Pavement Markings & Signage, Install	0	0	0	1	EA	\$1,265.00	\$1,265	\$1,265																				\$1,265				
Avery Elementary School		5.2	513640	Parking Lots, Asphalt Pavement, Seal & Stripe	5	4	1	30000	SF	\$0.38	\$11,385		\$11,385					\$11,385					\$11,385					\$11,385					\$45,540			
Avery Elementary School		5.2	513635	Parking Lots, Asphalt Pavement, Mill & verlay	25	7	18	30000	SF	\$3.28	\$98,412																			\$98,412			\$98,412			
Avery Elementary School		5.2	513631	Pedestrian Pavement, Sidewalk, Clay Brick/Masonry Pavers, Repair	0	5	0	200	SF	\$0.78	\$156	\$156																					\$156			
Avery Elementary School		5.2	513629	Pedestrian Pavement, Sidewalk, Concrete, Repair	0	5	0	150	SF	\$28.94	\$4,342	\$4,342																					\$4,342			
Avery Elementary School		5.4	514406	Irrigation System, In ground, Replace	25	7	18	47000	SF	\$3.16	\$148,638																			\$148,638			\$148,638			
Avery Elementary School		5.5	513653	igh Intensity Discharge Lighting Fi ture w/ Electronic Ballast, all Mount, 150 , Replace	20	4	16	5	EA	\$574.32	\$2,872																	\$2,872					\$2,872			
Avery Elementary School		5.5	513641	Signage, Building Mounted, Individual Letters, Replace	20	20	0	9	EA	\$150.00	\$1,350	\$1,350																						\$1,350		
Avery Elementary School		5.5	513646	Fences & Gates, Chain Link, 6 igh, Replace	30	27	3	600	LF	\$37.54	\$22,523				\$22,523																			\$22,523		
Avery Elementary School		5.5	513644	Signage, Property, Monument/Pylon, Replace	20	2	18	1	EA	\$8,602.00	\$8,602																			\$8,602				\$8,602		
Avery Elementary School		5.5	513666	Play Structure, Swing Set, 4 Seats, Replace	20	5	15	1	EA	\$2,210.00	\$2,210																	\$2,210						\$2,210		
Avery Elementary School		5.5	513667	Play Sur aces & Sports Courts, Poured in place Ru er, Replace	20	6	14	5100	SF	\$44.28	\$225,803															\$225,803								\$225,803		
Avery Elementary School		5.5	513662	Play Structure, Small, Replace	20	5	15	1	EA	\$18,975.00	\$18,975																	\$18,975						\$18,975		
Avery Elementary School		5.5	513660	Play Sur aces & Sports Courts, Asphalt, Seal & Stripe	5	3	2	7000	SF	\$0.38	\$2,664			\$2,664				\$2,664					\$2,664					\$2,664						\$10,654		
Avery Elementary School		5.5	513665	Play Structure, Swing Set, 4 Seats, Replace	20	5	15	1	EA	\$2,210.00	\$2,210																	\$2,210							\$2,210	
Avery Elementary School		5.5	513669	Play Sur aces & Sports Courts, Asphalt, Mill & verlay	25	7	18	7000	SF	\$3.28	\$22,960																			\$22,960				\$22,960		
Avery Elementary School		5.5	513663	Play Structure, Small, Replace	20	5	15	1	EA	\$18,975.00	\$18,975																	\$18,975							\$18,975	
Avery Elementary School		5.5	513654	Dumpster Accessories, Enclosures, ood/ inyl, 8 igh, Replace	20	4	16	90	LF	\$99.72	\$8,975																	\$8,975							\$8,975	
Avery Elementary School		5.5	513650	Pole Light, E terior, 105 to 200 LED Fi ture & Bracket Arm nly , Replace	20	5	15	7	EA	\$3,303.00	\$23,121																	\$23,121							\$23,121	
Avery Elementary School		5.5	514547	alkway Bollard Light, 70 to 150 ID, Replace	20	7	13	5	EA	\$1,494.12	\$7,471														\$7,471										\$7,471	
Avery Elementary School		6.3	513676	Roo , Single Ply P /P C Mem rane, Replace	20	4	16	13500	SF	\$15.93	\$215,067																	\$215,067							\$215,067	
Avery Elementary School		6.4	513716	E terior all, oint Caulking 0 to 1/2 , 1 2 Stories, Replace	10	5	5	4500	LF	\$2.82	\$12,690						\$12,690										\$12,690								\$25,380	
Avery Elementary School		6.4	513711	E terior all, Brick or Brick eneer, 3 Stories, Repoint	25	7	18	2500	SF	\$45.45	\$113,623																			\$113,623						\$113,623
Avery Elementary School		6.4	513714	Curtain all, Gaskets, Replace	15	3	12	1200	LF	\$6.12	\$7,350														\$7,350											\$7,350
Avery Elementary School		6.5	513719	Interior Stair reads, Raised Ru er ile, Replace	18	6	12	750	SF	\$8.98	\$6,734														\$6,734										\$6,734	
Avery Elementary School		6.6	513762	E terior Door, Steel Insulated, Replace	25	7	18	8	EA	\$1,577.53	\$12,620																			\$12,620						\$12,620
Avery Elementary School		7.1	514537	Condensing nit, Serves alk In Cooler/Free er, Replace	15	3	12	1	EA	\$2,118.94	\$2,119														\$2,119										\$2,119	
Avery Elementary School		7.1	514541	Condensing nit, Serves alk In Cooler/Free er, Replace	15	3	12	1	EA	\$2,118.94	\$2,119														\$2,119										\$2,119	
Avery Elementary School		7.1	514209	eat Pump DC C 1, Split System, 8 on, Replace	15	3	12	1	EA	\$15,825.28	\$15,825															\$15,825									\$15,825	
Avery Elementary School		7.1	514213	Air andling nit Motor, 5 P, pen Drip Proo , Premium E iciency, Replace	18	6	12	6	EA	\$1,763.23	\$10,579															\$10,579									\$10,579	
Avery Elementary School		7.1	513809	Make p Air nit 1, 4,500 CFM, Replace	20	4	16	1	EA	\$32,062.66	\$32,063																		\$32,063							\$32,063
Avery Elementary School		7.1	514212	Make p Air nit 2, 4,450 CFM, Replace	20	4	16	1	EA	\$32,062.66	\$32,063																		\$32,063							\$32,063
Avery Elementary School		7.1	514215	Ceiling Mounted Induction nit, 70 to 300 CFM, Replace	15	3	12	54	EA	\$4,141.92	\$223,664														\$223,664										\$223,664	
Avery Elementary School		7.1	514249	E haust Fan EF 8, Centri ugal, 500 CFM, Replace	15	0	15	1	EA	\$2,021.87	\$2,022																	\$2,022								\$2,022
Avery Elementary School		7.1	515084	E haust Fan EF 9, In Line, 215 CFM, Replace	15	0	15	1	EA	\$889.90	\$890																	\$890								\$890
Avery Elementary School		7.1	514248	E haust Fan EF 7, In Line, 150 CFM, Replace	15	0	15	1	EA	\$889.90	\$890																									

[illegible]

Location	ame	EMG Renamed Item um er	ID	Cost Description	Li espan E L	EAge	R L	uantity	nit	nit Cost	Su total	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	De iciency Repair Estimate
Avery Elementary School			8.2	515059	alk In Free er 106F, , Replace		20	2	18	1	EA	\$22,317.14	\$22,317																	\$22,317		\$22,317
Avery Elementary School			8.2	514570	E haust ood, Dishwasher Station, Replace		15	3	12	1	EA	\$7,571.72	\$7,572												\$7,572							\$7,572
Avery Elementary School			8.2	514556	Food armer, 1200 atts, Replace		15	3	12	1	EA	\$1,551.91	\$1,552												\$1,552							\$1,552
Avery Elementary School			8.2	514563	Steam a le, Sealed ell, 6 ell, Replace		15	3	12	1	EA	\$4,191.00	\$4,191												\$4,191							\$4,191
Avery Elementary School			8.2	514555	Re rigerator, 4 Door Reach In, Replace		15	3	12	1	EA	\$6,708.00	\$6,708												\$6,708							\$6,708
otals, nescalated												\$7,112	\$11,385	\$2,664	\$22,523	\$0	\$145,457	\$11,385	\$41,365	\$311,647	\$13,630	\$18,462	\$11,385	\$469,396	\$140,237	\$258,260	\$433,484	\$680,828	\$939,070	\$961,105	\$0	\$4,479,395
otals, Escalated 3.0 in lation, compounded annually												\$7,112	\$11,727	\$2,826	\$24,611	\$0	\$168,624	\$13,594	\$50,874	\$394,785	\$17,784	\$24,811	\$15,760	\$669,247	\$205,943	\$390,642	\$675,354	\$1,092,529	\$1,552,140	\$1,636,217	\$0	\$6,954,579

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# FACILITY CONDITION ASSESSMENT

DEDHAM-AVERY ELEMENTARY SCHOOL  
366 HIGH STREET  
DEDHAM, MASSACHUSETTS 02026

EMG PROJECT NO: 121711.16R000-001.322

## 1 EXECUTIVE SUMMARY

### 1.1 PROPERTY INFORMATION AND GENERAL PHYSICAL CONDITION

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

PROPERTY INFORMATION	
Address:	366 High Street, Dedham, Norfolk County, Massachusetts 02026
Year Constructed/Renovated:	2011
Current Occupants:	Town of Dedham-Avery Elementary School
Percent Utilization:	100%
Management Point of Contact:	Town of Dedham-Dedham Public Schools, Denise Moroney, Director of Facilities & Maintenance 781.752.7812 phone <a href="mailto:Dmoroney@dedham.k12.ma.us">Dmoroney@dedham.k12.ma.us</a> email
Property Type:	Elementary School
Site Area:	5.6 acres
Building Area:	61,000 SF
Number of Buildings:	One
Number of Stories:	Three
Parking Type and Number of Spaces:	61 spaces in open lots
Building Construction:	Steel frame with concrete-topped metal decks.
Roof Construction:	Gabled roofs with asphalt shingles. Flat roofs with built-up membrane.
Exterior Finishes:	Brick Veneer
Heating, Ventilation and Air Conditioning:	Central system with boilers, chillers, air handlers, feeding induction units, fan coil units, and hydronic baseboard radiators Supplemental components: ductless split-systems and a make-up air unit.
Fire and Life/Safety:	Fire sprinklers, hydrants, smoke detectors, alarms, strobes, extinguishers, pull stations, alarm panel, exit signs, and emergency lighting.
Dates of Visit:	October 18, 2016
On-Site Point of Contact (POC):	Denise Moroney
Assessment and Report Prepared by:	Josh Hogan
Reviewed by:	Scott Williford Technical Report Reviewer for Bill Champion Program Manager <a href="mailto:bchampion1@emgcorp.com">bchampion1@emgcorp.com</a> 800.733.0660 x6234

Systemic Condition Summary			
Site	Good	HVAC	Good



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Systemic Condition Summary			
Structure	Good	Plumbing	Good
Roof	Good	Electrical	Good
Vertical Envelope	Good	Elevators	Good
Interiors	Good	Fire	Good

The following bullet points highlight the most significant short term and modernization recommendations:

- Asphalt seal and stripe
- Chain link replacement (older than date of construction)
- Sport court seal

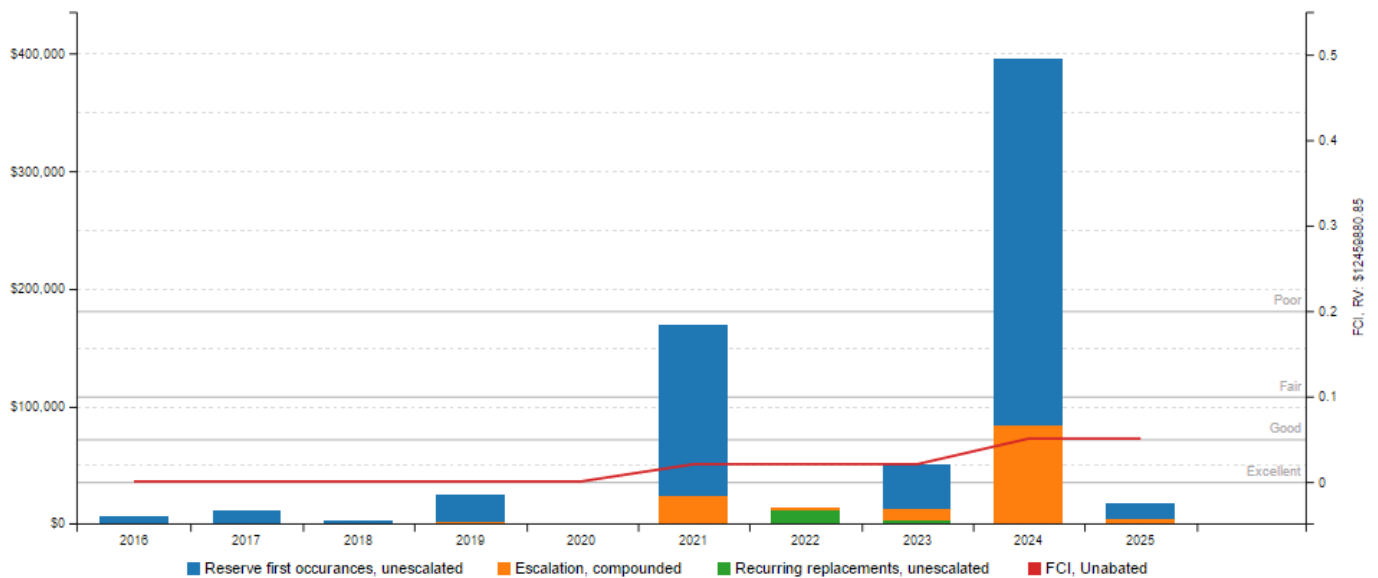
Generally, the property appears to have been constructed within industry standards in force at the time of construction. The property appears to have been well maintained since it was first occupied and is in good overall condition.

The property is less than five years old and has not required any major capital improvements.

## 1.2 FACILITY CONDITION INDEX (FCI)

### FCI Analysis: Avery Elementary School

Replacement Value: \$ 12,459,881; Inflation rate: 3.0%



One of the major goals of the FCA is to calculate the FCI, which gives an indication of a building's overall condition. Two FCI ratios are calculated and presented, the Current Year and Ten-Year. The Current Year FCI is the ratio of Immediate Repair Costs to the building's Current Replacement Value. Similarly, the Ten-Year FCI is the ratio of anticipated Capital Reserve Needs over the next ten years to the Current Replacement Value.



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FCI Condition Rating	Definition	Percentage Value
Good	In new or well-maintained condition, with no visual evidence of wear, soiling or other deficiencies.	0% to 5%
Fair	Subjected to wear and soiling but is still in a serviceable and functioning condition.	> than 5% to 10%
Poor	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.	> than 10% to 60%
Very Poor	Has reached the end of its useful or serviceable life. Renewal is now necessary.	> than 60%

The graphs above and tables below represent summary-level findings for the FCA. The deficiencies identified in this assessment can be combined with potential new construction requirements to develop an overall strategy that can serve as the basis for a portfolio-wide capital improvement funding strategy. Key findings from the assessment include:

Key Finding	Metric	
Current Year Facility Condition Index (FCI) $FCI = (IR)/(CRV)$	0.1%	Good
10-Year Facility Condition Index (FCI) $FCI = (RR)/(CRV)$	5.6%	Fair
<b>Current Replacement Value (CRV)</b>	61,000 SF * 204.26 / SF = \$12,459,881	

Year 0 (Current Year) - Immediate Repairs (IR)	\$7,112
Years 1-10 – Replacement Reserves (RR)	\$691,937
<b>Total Capital Needs</b>	<b>\$699,049</b>

The major issues contributing to the Immediate Repair Costs and the Current Year FCI ratio are summarized below:

- Repair of uneven stone pavers at the main building entrance walkway
- Repair to areas of cracked sidewalk
- Installation of an additional ADA car parking stall
- Installation of additional property signage for emergency services

Further detail on the specific costs that make up the Immediate Repair Costs can be found in the cost tables in the appendices.

### 1.3 SPECIAL ISSUES AND FOLLOW-UP RECOMMENDATIONS

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

There are no visual indications of the presence of mold growth, conditions conducive to mold growth, or evidence of moisture in representative readily accessible areas of the property.

### 1.4 OPINIONS OF PROBABLE COST

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

These estimates are based on Invoice or Bid Document/s provided either by the Owner/facility and construction costs developed by construction resources such as *R.S. Means* and *Marshall & Swift*, EMG's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.



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Opinions of probable costs should only be construed as preliminary, order of magnitude budgets. Actual costs most probably will vary from the consultant's opinions of probable costs depending on such matters as type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, and whether competitive pricing is solicited, etc. ASTM E2018-08 recognizes that certain opinions of probable costs cannot be developed within the scope of this guide without further study. Opinions of probable cost for further study should be included in the FCA.

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### 1.4.1 METHODOLOGY

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

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

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### 1.4.2 IMMEDIATE REPAIRS

Immediate repairs are opinions of probable costs that require immediate action as a result of: (1) material existing or potential unsafe conditions, (2) material building or fire code violations, or (3) conditions that, if not addressed, have the potential to result in, or contribute to, critical element or system failure within one year or will most probably result in a significant escalation of its remedial cost.

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### 1.4.3 REPLACEMENT RESERVES

Replacement Reserves are for recurring probable expenditures, which are not classified as operation or maintenance expenses. The replacement reserves should be budgeted for in advance on an annual basis. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, Replacement Reserves may also include components or systems that have an indeterminable life but, nonetheless, have a potential for failure within an estimated time period.

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

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

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

## 2 PURPOSE AND SCOPE

### 2.1 PURPOSE

EMG was retained by the client to render an opinion as to the Property's current general physical condition on the day of the site visit.

Based on the observations, interviews and document review outlined below, this report identifies significant deferred maintenance issues, existing deficiencies, and material code violations of record at municipal offices, which affect the Property's use. Opinions are rendered as to its structural integrity, building system condition and the Property's overall condition. The report also notes building systems or components that have realized or exceeded their typical expected useful lives.

#### CONDITIONS:

The physical condition of building systems and related components are typically defined as being in one of five conditions: Excellent, Good, Fair, Poor, Failed or a combination thereof. For the purposes of this report, the following definitions are used:

Excellent	=	New or very close to new; component or system typically has been installed within the past year, sound and performing its function. Eventual repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Good	=	Satisfactory as-is. Component or system is sound and performing its function, typically within the first third of its lifecycle. However, it may show minor signs of normal wear and tear. Repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Fair	=	Showing signs of wear and use but still satisfactory as-is, typically near the median of its estimated useful life. Component or system is performing adequately at this time but may exhibit some signs of wear, deferred maintenance, or evidence of previous repairs. Repair or replacement will be required due to the component or system's condition and/or its estimated remaining useful life.
Poor	=	Component or system is significantly aged, flawed, functioning intermittently or unreliably; displays obvious signs of deferred maintenance; shows evidence of previous repair or workmanship not in compliance with commonly accepted standards; has become obsolete; or exhibits an inherent deficiency. The present condition could contribute to or cause the deterioration of contiguous elements or systems. Either full component replacement is needed or repairs are required to restore to good condition, prevent premature failure, and/or prolong useful life.
Failed	=	Component or system has ceased functioning or performing as intended. Replacement, repair, or other significant corrective action is recommended or required.
Not Applicable	=	Assigning a condition does not apply or make logical sense, most commonly due to the item in question not being present.

Throughout sections 5 through 9 of this report, each report section will typically contain three subsections organized in the following sequence:

- A descriptive table (and/or narrative), which identifies the components assessed, their condition, and other key data points.
- A simple bulleted list of Anticipated Lifecycle Replacements, which lists components and assets typically in Excellent, Good, or Fair condition at the time of the assessment but that will require replacement or some other attention once aged past their estimated useful life. These listed components are typically included in the associated inventory database with costs identified and budgeted beyond the first several years.
- A bulleted cluster of Actions/Comments, which include more detailed narratives describing deficiencies, recommended repairs, and short term replacements. The assets and components associated with these bullets are/were typically problematic and in Poor or Failed condition at the time of the assessment, with corresponding costs included within the first few years.

# FACILITY CONDITION ASSESSMENT

DEDHAM-AVERY ELEMENTARY SCHOOL  
366 HIGH STREET  
DEDHAM, MASSACHUSETTS 02026

EMG PROJECT NO: 121711.16R000-001.322

## PLAN TYPES:

Each line item in the cost database is assigned a Plan Type, which is the primary reason or rationale for the recommended replacement, repair, or other corrective action. This is the “why” part of the equation. A cost or line item may commonly have more than one applicable Plan Type; however, only one Plan Type will be assigned based on the “best” fit, typically the one with the greatest significance. The following Plan Types are listed in general weighted order of importance:

Safety	=	An observed or reported unsafe condition that if left unaddressed could result in an injury; a system or component that presents a potential liability risk.
Performance/Integrity	=	Component or system has failed, is almost failing, performs unreliably, does not perform as intended, and/or poses a risk to overall system stability.
Accessibility	=	Does not meet ADA, UFAS, and/or other handicap accessibility requirements.
Environmental	=	Improvements to air or water quality, including removal of hazardous materials from the building or site.
Modernization/Adaptation	=	Conditions, systems, or spaces that need to be upgraded in appearance or function to meet current standards, facility usage, or client/occupant needs.
Lifecycle/Renewal	=	Any component or system in which future repair or replacement is anticipated beyond the next several years and/or is of minimal substantial early-term consequence.

## 2.2 SCOPE

The standard scope of the Facility Condition Assessment includes the following:

- Visit the Property to evaluate the general condition of the building and site improvements, review available construction documents in order to familiarize ourselves with, and be able to comment on, the in-place construction systems, life safety, mechanical, electrical, and plumbing systems, and the general built environment.
- Identify those components that are exhibiting deferred maintenance issues and provide cost estimates for Immediate Costs and Replacement Reserves based on observed conditions, maintenance history and industry standard useful life estimates. This will include the review of documented capital improvements completed within the last five-year period and work currently contracted for, if applicable.
- Provide a full description of the Property with descriptions of in-place systems and commentary on observed conditions.
- Provide a general statement of the subject Property's compliance to Title III of the Americans with Disabilities Act. This will not constitute a full ADA survey, but will help identify exposure to issues and the need for further review.
- Perform a limited assessment of accessible areas of the building(s) for the presence of mold, conditions conducive to mold growth, and/or evidence of moisture. EMG will also interview Project personnel regarding the presence of any known or suspected mold, elevated relative humidity, water intrusion, or mildew-like odors. Potentially affected areas will be photographed. Sampling will not be considered in routine assessments.
- List the current utility service providers.
- Review maintenance records and procedures with the in-place maintenance personnel.
- Observe a representative sample of the interior spaces/units, including vacant spaces/units, in order to gain a clear understanding of the property's overall condition. Other areas to be observed include the exterior of the property, the roofs, interior common areas, and the significant mechanical, electrical and elevator equipment rooms.
- Provide recommendations for additional studies, if required, with related budgetary information.
- Provide an Executive Summary at the beginning of this report.

The expanded scope of this assessment includes the following:

- Verify equipment and building components related to the property manager's preventative maintenance database.



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### 2.3 PERSONNEL INTERVIEWED

The management and maintenance staff were interviewed for specific information relating to the physical property, available maintenance procedures, historical performance of key building systems and components, available drawings and other documentation. The following personnel from the facility and government agencies were interviewed in the process of conducting the FCA:

Name and Title	Organization	Phone Number
Denise Moroney Director of Facilities & Maintenance	Town of Dedham-Dedham Public Schools	781.752.7812
Robert Lazdowsky Facilities & Maintenance	Town of Dedham-Dedham Public Schools	774.266.0516

The FCA was performed with the assistance of Robert Lazdowsky, Facilities and Maintenance, Town of Dedham, the onsite Point of Contact (POC), who was cooperative and provided information that appeared to be accurate based upon subsequent site observations. The onsite contact is completely knowledgeable about the subject property and answered most questions posed during the interview process. The POC's management involvement at the property has been for the past five years.

### 2.4 DOCUMENTATION REVIEWED

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

Although Appendix E provides a summary of the documents requested or obtained, the following list provides more specific details about some of the documents that were reviewed or obtained during the site visit.

- Original construction documents by Dore & Whittier Architects, dated 12/21/2010.

### 2.5 PRE-SURVEY QUESTIONNAIRE

A Pre-Survey Questionnaire was sent to the POC prior to the site visit. The questionnaire is included in Appendix E. Information obtained from the questionnaire has been used in preparation of this report.

### 2.6 WEATHER CONDITIONS

October 18, 2016: Cloudy, with temperatures in the 60s (°F) and light winds.

### 3 ACCESSIBILITY & PROPERTY RESEARCH

#### 3.1 ADA ACCESSIBILITY

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

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

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

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

##### ***Parking***

- Adequate number of designated parking stalls and signage for cars are not provided. An additional parking stall is required.

A full ADA Compliance Survey may reveal additional aspects of the property that are not in compliance.

Corrections of these conditions should be addressed from a liability standpoint, but are not necessarily code violations. The Americans with Disabilities Act Accessibility Guidelines concern civil rights issues as they pertain to the disabled and are not a construction code, although many local jurisdictions have adopted the Guidelines as such. The cost to address the achievable items noted above is included in the cost tables.

## 4 EXISTING BUILDING ASSESSMENT

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### 4.1 UNIT OR SPACE TYPES

All 61,000 square feet of the building are occupied by Dedham Public Schools. The spaces are a combination of classrooms, administrative offices, a gymnasium, an auditorium, cafeteria and supporting restrooms, commercial kitchen, mechanical and other utility spaces.

### 4.2 INACCESSIBLE AREAS OR KEY SPACES NOT OBSERVED

Most of the interior spaces were observed in order to gain a clear understanding of the property's overall condition. A representative sample of classrooms was observed, as some of the classrooms were occupied at the time of the assessment. Other areas accessed included the site within the property boundaries, exterior of the property and portions of the roof. Access to the steep-sloped roof areas was not possible at the time of the assessment.

A "down unit" or area is a term used to describe a unit or space that cannot be occupied due to poor conditions such as fire damage, water damage, missing equipment, damaged floor, wall or ceiling surfaces, or other significant deficiencies. There are no down units or areas.



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## 5 SITE IMPROVEMENTS

### 5.1 UTILITIES

The following table identifies the utility suppliers and the condition and adequacy of the services.

Site Utilities		
Utility	Supplier	Condition and Adequacy
Sanitary sewer	Town of Dedham Department of Public Works	Good
Storm sewer	Town of Dedham Department of Public Works	Good
Domestic water	Dedham-Westwood Water District	Good
Electric service	Eversource Energy	Good
Natural gas service	Eversource Energy	Good

#### Actions/Comments:

- According to the POC, the utilities provided are adequate for the property. There are no unique, onsite utility systems such as emergency electrical generators, septic systems, water or waste water treatment plants, or propane gas tanks.

### 5.2 PARKING, PAVING, AND SIDEWALKS

Item	Description
Main Ingress and Egress	High Street
Access from	North
Additional Entrances	Whiting Avenue
Additional Access from	South

Paving and Flatwork			
Item	Material	Last Work Done	Condition
Entrance Driveway Apron	Asphalt	2011	Good
Parking Lot	Asphalt	2011	Good
Drive Aisles	Asphalt	2011	Good
Service Aisles	None	N/A	N/A
Sidewalks	Concrete and Stone Paver	2011	Fair
Curbs	Stone	2011	Good
Site Stairs	Concrete Keystone	2011	Good
Pedestrian Ramps	None	N/A	N/A



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Parking Count				
Open Lot	Carport	Private Garage	Subterranean Garage	Freestanding Parking Structure
61	0	0	0	0
Total Number of ADA Compliant Spaces			2	
Number of ADA Compliant Spaces for Vans			1	
Total Parking Spaces			61	
Parking Ratio (Spaces/1,000 Square Feet)			1.0	
Method of Obtaining Parking Count			Physical count	

Exterior Stairs			
Location	Material	Handrails	Condition
Southeast Building Limits	Concrete Keystone	Metal	Good

### Anticipated Lifecycle Replacements:

- Asphalt seal coating
- Asphalt pavement

### Actions/Comments:

- The concrete sidewalk at the main driveway has isolated areas of minor cracks. Concrete cracks should be repaired.
- A minor portion of the stone pavers adjacent to the main building entrance are uneven, creating a potential trip hazard. Immediate repair of the pavers is required to mitigate potential safety concerns.
- The asphalt pavement has isolated areas of alligator cracking, and general weathering of the pavement surface. Sealing, striping and crack repair is recommended to maintain the integrity of the paving system.

## 5.3 DRAINAGE SYSTEMS AND EROSION CONTROL

Drainage System and Erosion Control		
System	Exists at Site	Condition
Surface Flow	<input checked="" type="checkbox"/>	Good
Inlets	<input checked="" type="checkbox"/>	Good
Swales	<input type="checkbox"/>	--
Detention pond	<input type="checkbox"/>	--
Lagoons	<input type="checkbox"/>	--
Ponds	<input type="checkbox"/>	--
Underground Piping	<input checked="" type="checkbox"/>	Good
Pits	<input type="checkbox"/>	--

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Drainage System and Erosion Control		
System	Exists at Site	Condition
Municipal System	<input checked="" type="checkbox"/>	Good
Dry Well	<input type="checkbox"/>	--

### Anticipated Lifecycle Replacements:

- No components of significance

### Actions/Comments:

- There is no evidence of storm water runoff from adjacent properties. The storm water system appears to provide adequate runoff capacity. There is no evidence of major ponding or erosion.

## 5.4 TOPOGRAPHY AND LANDSCAPING

Item	Description						
Site Topography	The property is generally flat. The sports field, playing court and playground area located at the east property are elevated above the west property.						
Landscaping	Trees	Grass	Flower Beds	Planters	Drought Tolerant Plants	Decorative Stone	None
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Landscaping Condition	Good						
Irrigation	Automatic Underground		Drip		Hand Watering		None
	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Irrigation Condition	Good						

Retaining Walls		
Type	Location	Condition
Keystone	Sports Field, South Limits	Good
Concrete	East Playground	Good
Concrete	Sports Court, East Limits	Good

### Anticipated Lifecycle Replacements:

- Irrigation system

### Actions/Comments:

- The topography and adjacent uses do not appear to present conditions detrimental to the property. There are no significant areas of erosion.

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### 5.5 GENERAL SITE IMPROVEMENTS

Property Signage	
Property Signage	Monument
Street Address Displayed?	No

Site and Building Lighting					
Site Lighting	None	Pole Mounted	Bollard Lights	Ground Mounted	Parking Lot Pole Type
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Good				
Building Lighting	None		Wall Mounted		Recessed Soffit
	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	Good				

Site Fencing		
Type	Location	Condition
Tube steel	West Playground	Good
Chain link with metal posts	Site Perimeter	Good
Chain link with metal posts	Northeast Site Limits	Fair

Refuse Disposal				
Refuse Disposal	Common area dumpsters			
Dumpster Locations	Mounting	Enclosure	Contracted?	Condition
Southwest Site	Concrete pad	Wood board fence	Yes	Good

Other Site Amenities			
	Description	Location	Condition
Playground Equipment	Plastic and metal	East Playground & West Playground	Good
Tennis Courts	None	--	--
Basketball Court	Asphalt	Sports Courts	Good
Swimming Pool	None	--	--
Sports Field	Natural Grass	East Site	Good

The sports field and basketball courts are surrounded by a chain link fence.

#### Anticipated Lifecycle Replacements:

- Signage



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- Exterior building-mounted lighting
- Exterior pole-mounted lighting
- Exterior bollard lights
- Timber dumpster enclosures
- Playground equipment
- Playground surfaces
- Basketball court seal coating
- Basketball court asphalt mill & overlay
- Site fencing

### ***Actions/Comments:***

- Building signage is currently located at the main entrance driveway. The signage does not display the property address. The lack of adequate signage may impede the timely arrival of emergency services personnel and equipment. Additional identification signage must be installed which displays the property address.
- The chain link site fencing at the northeast site limits has some areas of corrosion, weathering, and damage. Replacement of this area of older site fencing is anticipated.

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# 6 BUILDING ARCHITECTURAL AND STRUCTURAL SYSTEMS

## 6.1 FOUNDATIONS

Building Foundation		
Item	Description	Condition
Foundation	Slab on grade with integral footings	Good
Basement and Crawl Space	None	--

### **Anticipated Lifecycle Replacements:**

- No components of significance

### **Actions/Comments:**

- The foundation systems are concealed and inaccessible. There are no significant signs of settlement, deflection, or movement.

## 6.2 SUPERSTRUCTURE

Building Superstructure		
Item	Description	Condition
Framing / Load-Bearing Walls	Steel columns and beams	Good
Ground Floor	Concrete slab	Good
Upper Floor Framing	Steel beams	Good
Upper Floor Decking	Metal decking with concrete topping	Good
Roof Framing	Steel beams or girders	Good
Roof Decking	Metal decking	Good

### **Anticipated Lifecycle Replacements:**

- No components of significance

### **Actions/Comments:**

- The superstructure is exposed in some locations, which allows for limited observation. Walls and floors appear to be plumb, level, and stable. There are no significant signs of deflection or movement.

## 6.3 ROOFING

Primary Roof			
Type / Geometry	Hip Roof	Finish	Sheet Metal

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Primary Roof			
Maintenance	Outside Contractor	Roof Age	2011
Flashing	Sheet metal	Warranties	Manufacturer's Warranty
Parapet Copings	None	Roof Drains	Gutters and downspouts
Fascia	None	Insulation	Rigid Board
Soffits	Concealed Soffits	Skylights	No
Attics	None	Ponding	No
Ventilation Source-1	None	Leaks Observed	No
Ventilation Source-2	None	Roof Condition	Good

The primary roof is located above the classrooms and other portions of the building

Secondary Roof			
Type / Geometry	Low Sloped (Flat)	Finish	Single-ply membrane
Maintenance	None	Roof Age	2011
Flashing	Sheet metal	Warranties	Manufacturer's Warranty
Parapet Copings	Parapet with sheet metal coping	Roof Drains	Internal drains
Fascia	Metal Panel	Insulation	Rigid Board
Soffits	None	Skylights	No
Attics	None	Ponding	No
Ventilation Source-1	None	Leaks Observed	No
Ventilation Source-2	None	Roof Condition	Good

The secondary roof is located above the gymnasium, media center and other portions of the building.

### ***Anticipated Lifecycle Replacements:***

- Single-ply thermoplastic roof membrane

### ***Actions/Comments:***

- The roof finishes were reportedly installed in 2011. The roofs are reportedly covered by a 20 year warranty. A copy of the warranty was requested, but was not available. The roofs are maintained by an outside contractor.
- According to the POC, there are no active roof leaks. There is no evidence of active roof leaks.
- There is no evidence of roof deck or insulation deterioration. The roof substrate and insulation should be inspected during any future roof repair or replacement work.
- Roof drainage appears to be adequate. Clearing and minor repair of drain system components should be performed regularly as part of the property management's routine maintenance and operations program.

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### 6.4 EXTERIOR WALLS

Building Exterior Walls		
Type	Location	Condition
Primary Finish	Brick veneer	Good
Secondary Finish	Glazed curtain wall	Good
Accented with	Brick veneer	Good
Soffits	Concealed	Good

Building sealants (caulking) are located between dissimilar materials, at joints, and around window and door openings.

#### **Anticipated Lifecycle Replacements:**

- Building sealants
- Curtain wall sealants and gaskets
- Masonry cleaning/re-pointing (partial)

#### **Actions/Comments:**

- No significant issues with the exterior brick masonry were reported or observed. It is highly recommended that a cost allowance for periodic cleaning and repointing of the brick masonry veneer is anticipated as part of the property management's routine maintenance program. A cost for this work has been included in the replacement reserve tables.

### 6.5 EXTERIOR AND INTERIOR STAIRS

Building Exterior and Interior Stairs					
Type	Description	Riser	Handrail	Balusters	Condition
Building Exterior Stairs	None	--	--	--	--
Building Interior Stairs	Steel framed with pan-filled concrete	Closed	Metal	Metal	Good

#### **Anticipated Lifecycle Replacements:**

- Rubber stair treads

#### **Actions/Comments:**

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

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### 6.6 EXTERIOR WINDOWS AND DOORS

Building Windows				
Window Framing	Glazing	Location	Window Screen	Condition
Aluminum framed, operable	Double glaze	Exterior walls	<input checked="" type="checkbox"/>	Good
Aluminum framed, fixed	Double glaze	Exterior walls	<input type="checkbox"/>	Good
Aluminum framed storefront	Double glaze	Main building entrances	<input type="checkbox"/>	Good
Aluminum framed, translucent sandwich panels	Double glaze	Gymnasium exterior walls	<input type="checkbox"/>	Good

Building Doors		
	Door Type	Condition
Main Entrance Doors	Fully glazed, metal framed	Good
Secondary Entrance Doors	Fully glazed, metal framed	Good
Service Doors	Metal, insulated	Good
Overhead Doors	None	N/A

#### **Anticipated Lifecycle Replacements:**

- Exterior metal doors

#### **Actions/Comments:**

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

### 6.7 PATIO, TERRACE, AND BALCONY

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



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## 7 BUILDING MECHANICAL AND PLUMBING SYSTEMS

### 7.1 BUILDING HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)

Building Central Heating System	
Primary Heating System Type	Hot water boilers
Quantity and Capacity of Major Components	Two boilers at 800 MBH each One water-to-water heat exchanger at 56 GPM±
Total Heating Capacity	1600 MBH
Heating Fuel	Natural gas
Location of Major Equipment	Mechanical Penthouse
Space Served by System	Entire building
Age Ranges	All units dated 2011
Boiler Condition	Good
Heat Exchanger Condition	Good

Building Central Cooling System	
Primary Cooling System Type	Air-cooled chiller
Quantity and Capacity of Major Components	One chillers at 80 tons
Total Cooling Capacity	80 tons
Refrigerant	R-410A
Cooling Towers	None
Location of Major Equipment	Rooftop
Space Served by System	Entire building
Age Ranges	Unit dated 2011
Chiller Condition	Good
Cooling Tower Condition	N/A

Distribution System	
HVAC Water Distribution System	Four-pipe
Heating Water Circulation Pump Size and Quantity	Two pumps at 5 HP each Two pumps at 2 HP each

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### Distribution System

Chilled Water Circulation Pump Size and Quantity	Two pumps at 5 HP each Two pumps at 1.5 HP each
Condenser Water Circulation Pump Size and Quantity	NA
Pump Condition	Good
Air Distribution System	Variable volume
Quantity and Capacity of Air Handlers	Two air handlers ranging from 4,500 to 10,000 CFM each
Location of Air Handlers	Mechanical Penthouse
Large Spaces the Larger Dedicated AHU's Serve	Southwest classrooms and administration offices
Age of Air Handlers	All units dated 2011
Air Handler Condition	Good
Terminal Units	Induction units, hydronic unit heaters hydronic baseboard radiators
Quantity and Capacity of Terminal Units	Approximately 54 induction units ranging from 70 to 250 CFM each Approximately 22 hydronic unit heaters ranging from 5 to 25 MBH each Approximately 250 linear feet of hydronic radiators ranging from 0.8 to 8 MBH.
Location of Terminal Units	Within interior spaces
Spaces Served by Terminal Units	Throughout facility
Terminal Unit Condition	Good

### Supplemental Components

Supplemental Component No. 1	Split system air conditioners
Location / Space Served by Split system air conditioner	Elevator machine rooms, tech labs, and IT server rooms
Split system air conditioner condition	Good
Supplemental Component No. 2	Make-up air units
Location / Space Served by make-up air units	Gymnasium and kitchen
make up air unit condition	Good

### Controls and Ventilation

HVAC Control System	BAS, direct digital controls (DDC)
HVAC Control System Condition	Good
Building Ventilation	Central AHU's with fresh air intake and exhausts, rooftop exhaust fans
Ventilation System Condition	Good

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### **Anticipated Lifecycle Replacements:**

- Boilers
- Chillers
- Chemical feed system
- Air handler fan motors
- Circulation pumps and motors
- Variable frequency drives
- Induction units
- Unit heaters
- Split system heat pump
- Make up air units
- Rooftop exhaust fans
- In-line exhaust fans
- Direct digital HVAC controls

### **Actions/Comments:**

- The HVAC systems are maintained by the in-house maintenance staff. Records of the installation, maintenance, upgrades, and replacement of the HVAC equipment at the property have been maintained since the property was first occupied.
- The HVAC equipment was installed in 2011. The property is relatively new and has not required any major HVAC equipment replacements.
- The HVAC equipment appears to be functioning adequately overall. The maintenance staff and property management staff were interviewed about the historical and recent performance of the equipment and systems. No chronic problems were reported and an overall sense of satisfaction with the systems was conveyed. However, due to the inevitable failure of parts and components over time, some of the equipment will require replacement.

## 7.2 BUILDING PLUMBING AND DOMESTIC HOT WATER

Building Plumbing System		
Type	Description	Condition
Water Supply Piping	Copper	Good
Waste/Sewer Piping	Cast iron	Good
Vent Piping	Cast iron	Good
Water Meter Location	Domestic Booster Pump Room	

Domestic Water Heaters or Boilers	
Components	Water Heaters
Fuel	Natural gas
Quantity and Input Capacity	One unit at 300 MBH
Storage Capacity	130 gallons
Boiler or Water Heater Condition	Good
Supplementary Storage Tanks?	No
Storage Tank Quantity and Volume	--
Quantity of Storage Tanks	--
Storage Tank Condition	--

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Domestic Water Heaters or Boilers	
Domestic Hot Water Circulation Pumps (3 HP and over)	No
Adequacy of Hot Water	Adequate
Adequacy of Water Pressure	Adequate

Plumbing Fixtures	
Water Closets	Commercial
Toilet (Water Closet) Flush Rating	1.28 GPF
Common Area Faucet Nominal Flow Rate	0.5 GPM
Condition	Good

### ***Anticipated Lifecycle Replacements:***

- Water heater (and circulation pumps)
- Domestic water booster pumps
- Irrigation system booster pump
- Backflow preventers
- Toilets
- Urinals
- Sinks
- Grease trap

### ***Actions/Comments:***

- The plumbing systems appear to be well maintained and functioning adequately. The water pressure appears to be sufficient. No significant repair actions or short term replacement costs are required. Routine and periodic maintenance is recommended. Future lifecycle replacements of the components or systems listed above will be required.

## 7.3 BUILDING GAS DISTRIBUTION

Gas service is supplied from the gas main on the adjacent public street. The gas meters and regulators are located along the exterior walls of the building. The gas distribution piping within the building is malleable steel (black iron).

### ***Anticipated Lifecycle Replacements:***

- No components of significance

### ***Actions/Comments:***

- The pressure and quantity of gas appear to be adequate.
- The gas meters and regulators appear to be functioning adequately and will require routine maintenance.
- Only limited observation of the gas distribution piping can be made due to hidden conditions.

## FACILITY CONDITION ASSESSMENT

DEDHAM-AVERY ELEMENTARY SCHOOL  
366 HIGH STREET  
DEDHAM, MASSACHUSETTS 02026

EMG PROJECT NO: 121711.16R000-001.322

### 7.4 BUILDING ELECTRICAL

Building Electrical Systems			
Electrical Lines	Underground	Transformer	Pad-mounted
Main Service Size	1,200 Amps	Volts	277/480 Volt, three-phase
Meter and Panel Location	Main Electrical Room	Branch Wiring	Copper
Conduit	Metallic	Step-Down Transformers?	Yes
Security / Surveillance System?	Yes	Building Intercom System?	Yes
Lighting Fixtures	T-5 and LED		
Main Distribution Condition	Good		
Secondary Panel and Transformer Condition	Good		
Lighting Condition	Good		

Building Emergency System			
Size	200 kW	Fuel	Diesel
Generator / UPS Serves	Emergency lights, elevators, etc.	Tank Location	Beneath Generator
Testing Frequency	Weekly	Tank Type	Integral ("belly") tank
Generator / UPS Condition	Good		

#### **Anticipated Lifecycle Replacements:**

- Emergency generator
- Automatic transfer switches
- Intercom control station
- Security surveillance system

#### **Actions/Comments:**

- The onsite electrical systems up to the meters are owned and maintained by the respective utility company.
- The electrical service and capacity appear to be adequate for the property's demands.

### 7.5 BUILDING ELEVATORS AND CONVEYING SYSTEMS

Building Elevators			
Manufacturer	Schindler	Machinery Location	Ground floor or basement adjacent to shaft
Safety Stops	Electronic	Emergency Equipment	Yes
Cab Floor Finish	Vinyl tile	Cab Wall Finish	Plastic laminate vertical panels



## FACILITY CONDITION ASSESSMENT

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Building Elevators	
Hydraulic Elevators	One car at 3500 LB.
Overhead Traction Elevators	None
Freight Elevators	None
Machinery Condition	Good
Controls Condition	Good
Cab Finish Condition	Good
Other Conveyances	None
Other Conveyance Condition	N/A

### Anticipated Lifecycle Replacements:

- Elevator cab finishes

### Actions/Comments:

- The elevators are serviced by Atlantic Elevator on a routine basis. The elevator machinery and controls were installed in 2011 during building construction.
- The elevators are inspected on an annual basis by the municipality, and a certificate of inspection is displayed in each elevator cab.
- The emergency communication equipment in the elevator cabs appears to be functional. Equipment testing is not within the scope of the work.
- The finishes in the elevator cabs will require replacement. The cost to replace the finishes is relatively insignificant and the work can be performed as part of the property management's operations program.

## 7.6 FIRE PROTECTION AND SECURITY SYSTEMS

Item	Description					
Sprinkler System Type	Wet pipe					
Fire Alarm System	Central Alarm Panel	<input checked="" type="checkbox"/>	Battery-Operated Smoke Detectors	<input type="checkbox"/>	Alarm Horns	<input checked="" type="checkbox"/>
	Annunciator Panels	<input type="checkbox"/>	Hard-Wired Smoke Detectors	<input checked="" type="checkbox"/>	Strobe Light Alarms	<input checked="" type="checkbox"/>
	Pull Stations	<input checked="" type="checkbox"/>	Emergency Battery-Pack Lighting	<input type="checkbox"/>	Illuminated EXIT Signs	<input checked="" type="checkbox"/>
Alarm System Condition	Good					
Sprinkler System	None	<input type="checkbox"/>	Standpipes	<input checked="" type="checkbox"/>	Backflow Preventer	<input checked="" type="checkbox"/>
	Hose Cabinets	<input type="checkbox"/>	Fire Pumps	<input checked="" type="checkbox"/>	Siamese Connections	<input checked="" type="checkbox"/>
Suppression Condition	Good					
Central Alarm Panel System	Location of Alarm Panel			Installation Date of Alarm Panel		
	Main Electrical Room			Fall 2011		

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Item	Description			
Sprinkler System Type	Wet pipe			
Fire Extinguishers	Last Service Date		Servicing Current?	
	June 2016		Yes	
Hydrant Location	On site			
Siamese Location	Exterior wall			
Special Systems	Kitchen Suppression System	<input checked="" type="checkbox"/>	Computer Room Suppression System	<input type="checkbox"/>

### Anticipated Lifecycle Replacements:

- Fire alarm system (upgrade)
- Central alarm panel
- Fire pump / jockey pump
- Backflow preventer (fire sprinkler)
- Kitchen fire suppression system

### Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

## FACILITY CONDITION ASSESSMENT

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## 8 INTERIOR SPACES

### 8.1 INTERIOR FINISHES

The most significant interior spaces include classrooms, offices, a gymnasium, an auditorium, cafeteria and media center. Supporting areas include hallways, stairs, building entrances, restrooms, staff break rooms, mechanical rooms, and utility closets.

The following table generally describes the locations and typical conditions of the interior finishes within the facility:

Typical Floor Finishes		
Floor Finish	Locations	General Condition
Resilient flooring (linoleum)	Lobby, hallways, classrooms, cafeteria	Good
Carpet	Administrative offices, classrooms, media center	Good
Hardwood	Gymnasium	Good
Ceramic tile	Restrooms	Good
Quarry tile	Kitchen	Good
Unfinished	Mechanical rooms, storage areas	Good
Typical Wall Finishes		
Wall Finish	Locations	General Condition
Painted drywall	Lobby, administrative offices, classrooms, restrooms, cafeteria	Good
Painted CMU	Kitchen, stairwells, gymnasium	Good
Decorative wood panel	Lobby and hallways	Good
Ceramic tile	Restrooms	Good
Typical Ceiling Finishes		
Ceiling Finish	Locations	General Condition
Suspended T-bar (Acoustic)	Throughout Building	Good
Exposed structure	Gymnasium, mechanical rooms, storage rooms	Good
Decorative wood panel	Cafeteria	Good
Interior Doors		
Item	Type	Condition
Interior Doors	Solid core wood	Good
Door Framing	Metal	Good



## FACILITY CONDITION ASSESSMENT

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Interior Doors		
Item	Type	Condition
Fire Doors	Yes	Good

### Anticipated Lifecycle Replacements:

- Carpet tile
- Sheet linoleum
- Wood strip flooring (refinish)
- Interior paint
- Suspended acoustic ceiling tile
- Interior doors
- Interior fire doors
- Toilet partitions
- Casework

### Actions/Comments:

- The property is relatively new and the interior finishes have not required replacement since the original 2011 construction.
- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

## 8.2 COMMERCIAL KITCHEN & LAUNDRY EQUIPMENT

The cafeteria kitchen has a variety of commercial kitchen appliances, fixtures, and equipment. The equipment is owned and maintained in-house.

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

Commercial Kitchen		
Appliance	Comment	Condition
Refrigerators	Walk-in, up-right and under counter	Good
Freezers	Up-right	Good
Ranges	Gas	Good
Ovens	Gas	Good
Griddles / Grills	None	N/A
Fryers	None	N/A
Hood	Exhaust ducted to exterior	Good
Dishwasher	Owned	Good
Microwave	☒	Good
Ice Machines	☒	Good

## FACILITY CONDITION ASSESSMENT

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Commercial Kitchen		
Appliance	Comment	Condition
Steam Tables	<input checked="" type="checkbox"/>	Good
Work Tables	<input checked="" type="checkbox"/>	Good
Shelving	<input checked="" type="checkbox"/>	Good

Commercial Laundry		
Equipment	Comment	Condition
Commercial Washing Machines	None	--
Commercial Dryers	None	--
Residential Washers	<input type="checkbox"/>	--
Residential Dryers	<input type="checkbox"/>	--

### ***Anticipated Lifecycle Replacements:***

- Commercial kitchen equipment
- Condensing units for walk-in cooler/freezer

### ***Actions/Comments:***

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

## 9 OTHER STRUCTURES

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Not applicable. There are no major accessory structures.

## FACILITY CONDITION ASSESSMENT

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## 10 CERTIFICATION

The Town of Dedham Schools retained EMG to perform this Facility Condition Assessment in connection with its continued operation of Avery Elementary School, 366 High Street, Dedham, Massachusetts, the "Property". It is our understanding that the primary interest of The Town of Dedham Schools is to locate and evaluate materials and building system defects that might significantly affect the value of the property and to determine if the present Property has conditions that will have a significant impact on its continued operations.

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

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

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

Any reuse or distribution of this report without such consent shall be at The Town of Dedham Schools and the recipient's sole risk, without liability to EMG.

**Prepared by:** Joshua Hogan, PE  
Project Manager

**Reviewed by:**



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## FACILITY CONDITION ASSESSMENT

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## 11 APPENDICES

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- APPENDIX A: PHOTOGRAPHIC RECORD
- APPENDIX B: SITE PLAN
- APPENDIX C: EMG ACCESSIBILITY CHECKLIST
- APPENDIX D: PRE-SURVEY QUESTIONNAIRE

## FACILITY CONDITION ASSESSMENT

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# APPENDIX A: PHOTOGRAPHIC RECORD

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PHOTO #1: SITE AND LANDSCAPING



PHOTO #2: MAIN ENTRANCE



PHOTO #3: NORTH ELEVATION



PHOTO #4: WEST ELEVATION



PHOTO #5: SOUTH ELEVATION



PHOTO #6: EAST ELEVATION





PHOTO #7: ASPHALT PAVED STAFF PARKING LOT



PHOTO #8: ACCESSIBLE PARKING



PHOTO #9: CHAIN LINK FENCING AND CONCRETE SIDEWALK



PHOTO #10: MINOR CRACKING AT A SECTION OF CONCRETE SIDEWALK



PHOTO #11: BRICK PAVER WALKWAY AT THE MAIN BUILDING ENTRANCE



PHOTO #12: UNEVEN BRICK PAVERS ARE A POTENTIAL TRIP HAZARD





PHOTO #13: ASPHALT SPORTS COURT



PHOTO #14: NATURAL GRASS SPORTS FIELD



PHOTO #15: PLAYGROUND EQUIPMENT



PHOTO #16: CONCRETE BLOCK SITE STAIRS



PHOTO #17: CONCRETE KEYSTONE RETAINING WALL

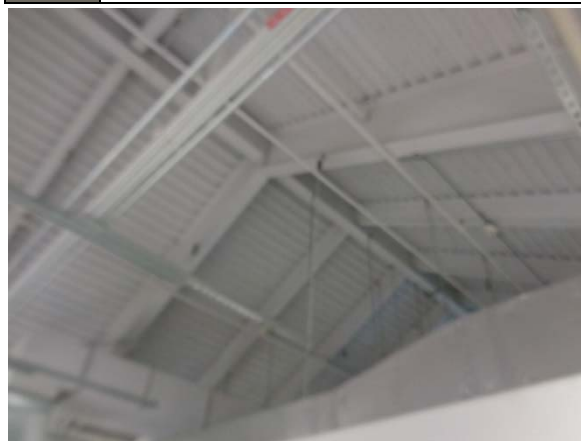


PHOTO #18: STRUCTURAL STEEL FRAMING AND ROOF DECKING



PHOTO #19: LOW-SLOPED SINGLE-PLY THERMOPLASTIC ROOFING



PHOTO #20: STEEP-SLOPED SHEET METAL ROOFING



PHOTO #21: EXTERIOR BRICK MASONRY FACADE



PHOTO #22: EXTERIOR ALUMINUM-FRAMED WINDOWS



PHOTO #23: EXTERIOR CURTAIN WALL GLAZING



PHOTO #24: FULLY GLAZED EXTERIOR ENTRANCE DOORS





PHOTO #25: METAL SERVICE DOOR



PHOTO #26: BOILER ROOM



PHOTO #27: BOILERS



PHOTO #28: ROOF-MOUNTED CHILLER



PHOTO #29: CIRCULATION PUMPS



PHOTO #30: AIR HANDLING UNIT



PHOTO #31: *CEILING-MOUNTED INDUCTION UNIT*



PHOTO #32: *HYDRONIC RADIATOR*



PHOTO #33: *HVAC DIRECT DIGITAL CONTROLS*



PHOTO #34: *DOMESTIC WATER HEATER*



PHOTO #35: *MAIN ELECTRICAL SERVICE AND SWITCHBOARD*



PHOTO #36: *INTERIOR LIGHTING*





PHOTO #37: EMERGENCY GENERATOR



PHOTO #38: MAIN FIRE ALARM PANEL



PHOTO #39: FIRE PUMP



PHOTO #40: FIRE/LIFE SAFETY DEVICES



PHOTO #41: ELEVATOR MACHINERY



PHOTO #42: ELEVATOR CAB AND FINISHES



PHOTO #43: MAIN ENTRANCE VESTIBULE



PHOTO #44: HALLWAY FINISHES



PHOTO #45: CLASSROOM FINISHES AND FURNISHINGS



PHOTO #46: GYMNASIUM



PHOTO #47: RESTROOM FINISHES AND FIXTURES



PHOTO #48: CAFETERIA KITCHEN AND COMMERCIAL KITCHEN EQUIPMENT

## FACILITY CONDITION ASSESSMENT

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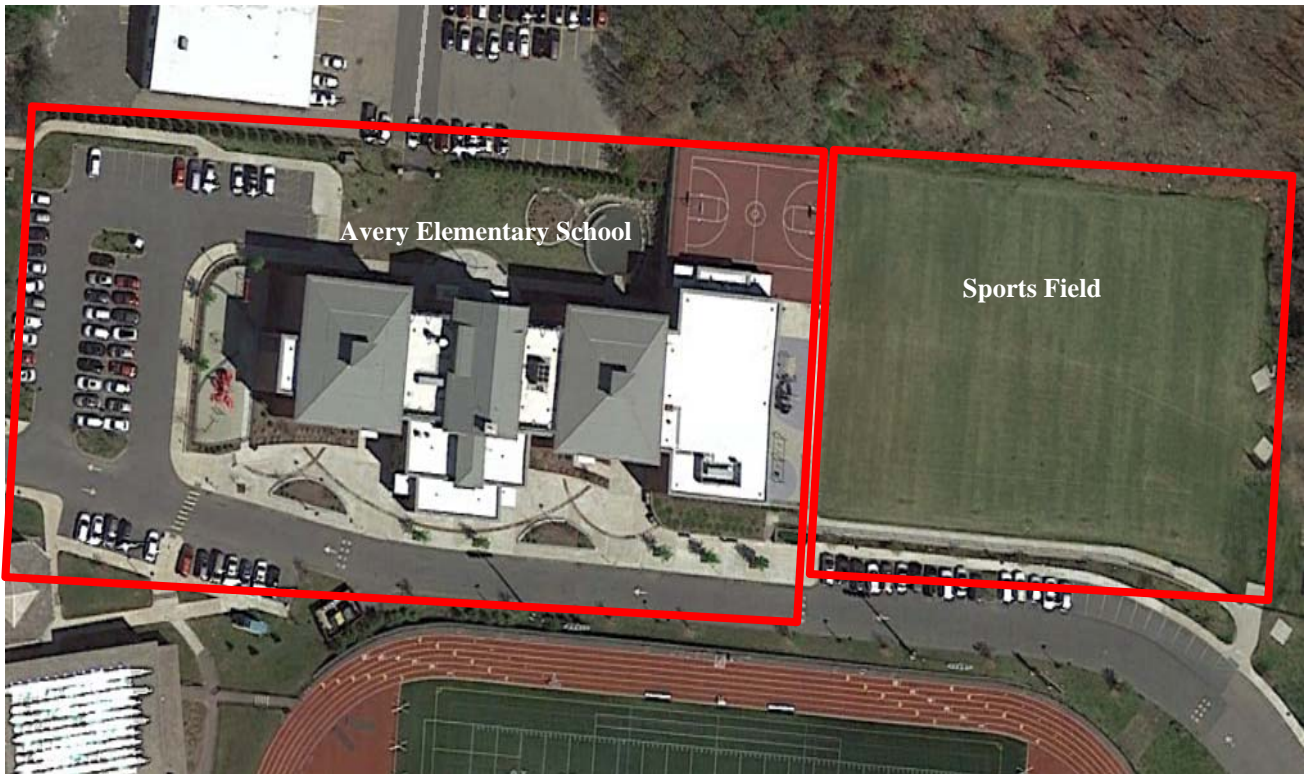
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## APPENDIX B: SITE PLAN

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## Site Plan

**Project Name:**

Dedham – Avery Elementary School

**Source:**

Google Earth

**Project Number:**

121711.16R000-001.322

**On-Site Date:**

October 18, 2016



## FACILITY CONDITION ASSESSMENT

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## APPENDIX C: EMG ACCESSIBILITY CHECKLIST

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**Date Completed: October 18, 2016**

**Property Name: Dedham-Avery Elementary School**

**EMG Project Number: 121711.16R000-001.322**

	Building History	Yes	No	Unk	Comments
1	Has an ADA survey previously been completed for this property?		√		Building was constructed in 2011 and is reported to be in compliance with current ADA standards.
2	Have any ADA improvements been made to the property?		√		
3	Does a Transition Plan / Barrier Removal Plan exist for the property?		√		
4	Has building ownership or management received any ADA related complaints that have not been resolved?		√		
5	Is any litigation pending related to ADA issues?		√		
	Parking	Yes	No	NA	Comments
1	Are there sufficient accessible parking spaces with respect to the total number of reported spaces?		√		An additional ADA compliant car parking stall is required.
2	Are there sufficient van-accessible parking spaces available?	√			
3	Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?	√			
4	Is there at least one accessible route provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones, if provided, and public streets and sidewalks?	√			
5	Do curbs on the accessible route have depressed, ramped curb cuts at drives, paths, and drop-offs?	√			
6	If required does signage exist directing you to accessible parking and an accessible building entrance?	√			
	Ramps	Yes	No	NA	Comments
1*	Do all ramps along accessible path of travel appear to meet slope requirements? ( 1:12 or less)			√	
2	Are ramps that appear longer than 6 ft complete with railings on both sides?			√	
3	Does the width between railings appear at least 36 inches?			√	

	<b>Ramps (cont.)</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
4	Is there a level landing for approximately every 30 ft horizontal length of ramp, at the top and at the bottom of ramps and switchbacks?			√	
	<b>Entrances/Exits</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
1	Do all required accessible entrance doorways appear at least 32 inches wide and not a revolving door?	√			
2	If the main entrance is inaccessible, are there alternate accessible entrances?	√			
3	Is the door hardware easy to operate (lever/push type hardware, no twisting required and not higher than approximately 48 inches above the floor)?	√			Automatic door opener at main entrance vestibule.
	<b>Paths of Travel</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
1	Are all paths of travel free of obstruction and wide enough for a wheelchair (appear at least 36 inches wide)?	√			
2	Are wheelchair-accessible facilities (toilet rooms, exits, etc.) identified with signage?	√			
3	Is there a path of travel that does not require the use of stairs?	√			
	<b>Elevators</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
1	Do the call buttons have visual and audible signals to indicate when a call is registered and answered when car arrives?	√			
2	Are there visual and audible signals inside cars indicating floor change?	√			
3	Are there standard raised and Braille marking on both jambs of each hoist way entrance as well as all cab/call buttons?	√			
4	Do elevator doors have a reopening device that will stop and reopen a car door if an object or a person obstructs the door?	√			
5	Are elevator controls low enough to be reached from a wheelchair (appears to be between 15 and 48 inches)?	√			
6	If a two-way emergency communication system is provided within the elevator cab, is it usable without voice communication?	√			

	Toilet Rooms	Yes	No	NA	Comments
1	Are common area public restrooms located on an accessible route?	√			
2	Are pull handles push/pull or lever type?	√			
3	Are there audible and visual fire alarm devices in the toilet rooms?	√			
4	Are toilet room access doors wheelchair-accessible (appear to be at least 32 inches wide)?	√			
5	Are public restrooms large enough to accommodate a wheelchair turnaround (appear to have 60" turning diameter)?	√			
6	In unisex toilet rooms, are there safety alarms with pull cords?			√	Not required as building has no current system
7	Are toilet stall doors wheelchair accessible (appear to be at least 32" wide)?	√			
8	Are grab bars provided in toilet stalls?	√			
9	Are sinks provided with clearance for a wheelchair to roll under (appear to have 29" clearance)?	√			
10	Are sink handles operable with one hand without grasping, pinching or twisting?	√			
11	Are exposed pipes under sink sufficiently insulated against contact?	√			
	Guest Rooms	Yes	No	NA	Comments
1	How many total accessible sleeping rooms does the property management report to have? <b>Provide specific number in comment field.</b> Are there sufficient reported accessible sleeping rooms with respect to the total number of reported guestrooms? See attached hot sheet.			√	

	Guest Rooms	Yes	No	NA	Comments
2	How many of the accessible sleeping rooms per property management have roll-in showers? <b>Provide specific number in comment field.</b> Are there sufficient reported accessible rooms with roll-in showers with respect to the total number of reported accessible guestrooms? See attached hot sheet.			√	
3	How many assistive listening kits and/or rooms with communication features are available per property management? <b>Provide specific number in comment field.</b> Are there sufficient reported assistive listening devices with respect to the total number of rooms? See attached hot sheet.			√	
	Pools	Yes	No	NA	Comments
1	Are public access pools provided? If the answer is no, please disregard this section.			√	
2	How many accessible access points are provided to each pool/spa? <b>Provide number in comment field.</b> Is at least one fixed lift or sloped entry to the pool provided?			√	
	Play Area	Yes	No	NA	Comments
1	Has the play area been reviewed for accessibility? All public playgrounds are subject to ADAAG standards.	√			
	Exercise Equipment	Yes	No	NA	Comments
1	Does there appear to be adequate clear floor space around the machines/equipment (30" by 48" minimum)?			√	

*\*Based on visual observation only. The slope was not confirmed through measurements.*

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# APPENDIX D: PRE-SURVEY QUESTIONNAIRE

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# FCA (Town of Dedham Schools) Pre-Survey Questionnaire

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

Name of Institution:	Town of Dedham	
Name of Building:	Avery Elementary School	Building #:
Name of person completing questionnaire:	Bob Lazdowsky	
Length of Association With the Property:	2011 - 2015	Phone Number: (774) 266-0516

Site Information	
Year of Construction?	2011
No. of Stories?	3 Floors.
Total Site Area?	Acres
Total Building Area?	61,000 Sqft

Inspections	Date of Last Inspection	List of Any Outstanding Repairs Required
1. Elevators	Summer 2016	No
2. HVAC Mechanical, Electric, Plumbing?	Fall 2016	No
3. Life-Safety/Fire?	Winter 2016	No
4. Roofs?	Fall 2015	No

Key Questions	Response
Major Capital Improvements in Last 3 yrs.	None
Planned Capital Expenditure For Next Year?	None
Age of the Roof?	2011 - original
What bldg. Systems Are Responsibilities of Tenants? (HVAC/Roof/Interior/Exterior/Paving)	N/A

Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any Yes responses. (NA indicates "Not Applicable", Unk indicates "Unknown")

QUESTION	Y	N	Unk	NA	COMMENTS
<b>ZONING, BUILDING DESIGN &amp; LIFE SAFETY ISSUES</b>					
1 Are there any unresolved building, fire, or zoning code issues?		✓			
2 Is there any pending litigation concerning the property?		✓			
3 Are there any other significant issues/hazards with the property?		✓			
4 Are there any unresolved construction defects at the property?		✓			





# FCA (Town of Dedham Schools) Pre-Survey Questionnaire

5	Has any part of the property ever contained visible suspect mold growth?		✓			
Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any Yes responses. (NA indicates "Not Applicable", Unk indicates "Unknown")						
	QUESTION	Y	N	Unk	NA	COMMENTS
6	Is there a mold Operations and Maintenance Plan?		✓			
7	Are there any recalled fire sprinkler heads (Star, GEM, Central, and Omega)?		✓			
8	Have there been indoor air quality or mold related complaints from tenants?		✓			
GENERAL SITE						
9	Are there any problems with erosion, storm water drainage or areas of paving that do not drain?			✓		• will be confirmed upon inspection/Assessment.
10	Are there any problems with the landscape irrigation systems?		✓			Irrigation for practice field
BUILDING STRUCTURE						
11	Are there any problems with foundations or structures?		✓			
12	Is there any water infiltration in basements or crawl spaces?				✓	No basement
13	Has a termite/wood boring insect inspection been performed within the last year?		✓			
BUILDING ENVELOPE						
14	Are there any wall, or window leaks?		✓			
15	Are there any roof leaks?		✓			
16	Is the roofing covered by a warranty or bond?	✓				Manufacturer's warranty
17	Are there any poorly insulated areas?		✓			





## FCA (Town of Dedham Schools) Pre-Survey Questionnaire

18	Is Fire Retardant Treated (FRT) plywood used?	✓				Potentially in some areas
19	Is exterior insulation and finish system (EIFS) or a synthetic stucco finish used?		✓			
Mark the column corresponding to the appropriate response. Please provide additional details in the Comments column, or backup documentation for any Yes responses. (NA indicates "Not Applicable", Unk indicates "Unknown")						
QUESTION		Y	N	Unk	NA	COMMENTS
BUILDING HVAC AND ELECTRICAL						
20	Are there any leaks or pressure problems with natural gas service?		✓			
21	Does any part of the electrical system use aluminum wiring?		✓			
22	Do Residential units have a less than 60-Amp service?		✓			
23	Do Commercial units have less than 200-Amp service?		✓			
24	Are there any problems with the utilities, such as inadequate capacities?		✓			
ADA						
25	Has the management previously completed an ADA review?		✓			• Building constructed in compliance with ADA code at the time
26	Have any ADA improvements been made to the property?		✓			
27	Does a Barrier Removal Plan exist for the property?		✓			
28	Has the Barrier Removal Plan been approved by an arms-length third party?		✓			
29	Has building ownership or management received any ADA related complaints?		✓			
30	Does elevator equipment require upgrades to meet ADA standards?		✓			



## FCA (Town of Dedham Schools) Pre-Survey Questionnaire

		PLUMBING			
31	Is the property served by private water well?		<input checked="" type="checkbox"/>		
32	Is the property served by a private septic system or other waste treatment systems?		<input checked="" type="checkbox"/>		
33	Is polybutylene piping used?		<input checked="" type="checkbox"/>		
34	Are there any plumbing leaks or water pressure problems?		<input checked="" type="checkbox"/>		

Additional Issues or Concerns That EMG Should Know About?	
1.	
2.	
3.	

Items Provided to EMG Auditors				Additional Comments?
	Yes	No	N/A	
Access to All Mechanical Spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access to Roof/Attic Space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access to Building As-Built Drawings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site plan with bldg., roads, parking and other features	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Contact Details for Mech, Elevator, Roof, Fire Contractors:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
List of Commercial Tenants in the property	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Previous reports pertaining to the physical condition of property.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ADA survey and status of improvements implemented.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Current / pending litigation related to property condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Any brochures or marketing information.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

  
Signature of person Interviewed or completing form

10-18-16  
Date

## FACILITY CONDITION ASSESSMENT

DEDHAM-AVERY ELEMENTARY SCHOOL  
366 HIGH STREET  
DEDHAM, MASSACHUSETTS 02026

EMG PROJECT NO: 121711.16R000-001.322

On the day of the site visit, provide EMG's Field Observer access to all of the available documents listed below. Provide copies if possible.

### INFORMATION REQUIRED

1. All available construction documents (blueprints) for the original construction of the building or for any tenant improvement work or other recent construction work.
2. A site plan, preferably 8 1/2" X 11", which depicts the arrangement of buildings, roads, parking stalls, and other site features.
3. For commercial properties, provide a tenant list which identifies the names of each tenant, vacant tenant units, the floor area of each tenant space, and the gross and net leasable area of the building(s).
4. For apartment properties, provide a summary of the apartment unit types and apartment unit type quantities, including the floor area of each apartment unit as measured in square feet.
5. For hotel or nursing home properties, provide a summary of the room types and room type quantities.
6. Copies of Certificates of Occupancy, building permits, fire or health department inspection reports, elevator inspection certificates, roof or HVAC warranties, or any other similar, relevant documents.
7. The names of the local utility companies which serve the property, including the water, sewer, electric, gas, and phone companies.

8. The company name, phone number, and contact person of all outside vendors who serve the property, such as mechanical contractors, roof contractors, fire sprinkler or fire extinguisher testing contractors, and elevator contractors.
9. A summary of recent (over the last 5 years) capital improvement work which describes the scope of the work and the estimated cost of the improvements. Executed contracts or proposals for improvements. Historical costs for repairs, improvements, and replacements.
10. Records of system & material ages (roof, MEP, paving, finishes, furnishings).
11. Any brochures or marketing information.
12. Appraisal, either current or previously prepared.
13. Current occupancy percentage and typical turnover rate records (for commercial and apartment properties).
14. Previous reports pertaining to the physical condition of property.
15. ADA survey and status of improvements implemented.
16. Current / pending litigation related to property condition.

Your timely compliance with this request is greatly appreciated.