TOWN OF DEERFIELD

FACILITIES CONDITION ASSESSMENT OF TOWN BUILDINGS

Town Hall Municipal Offices

G | R | L | A

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Executive Summary

The following Executive Summary provides a high-level commentary regarding the **Deerfield Town Hall** addressing the physical condition and functional adequacy of the existing building (based upon the detailed findings in the report) and recommendations for action. A general summary of the overall description of the assessment content, contributing engineers and consultants, list of buildings studies, methodology and organization follows thereafter.

Town Hall Commentary

Observations of the existing building, building systems (structural, MEP/FP) and adjacent site, as well as input from occupants/ users of the building, revealed that the Town Hall has significant physical and functional deficiencies.

Physical deficiencies include:

Interior Finishes, Furnishings, Signage:

- Many of the interior floor, wall and ceiling finishes are aged and would benefit from an upgrade to provide a consistency in design and quality throughout the building appropriate for a primary municipal headquarters building.
- Furnishings vary from old, somewhat worn furnishings and workstations to new furnishing components. As with interior finishes, it would be appropriate to implement an upgrade program for all seating, workstation and meeting furnishings throughout the building.
- Existing, accessibility-compliant signage and way-finding is very limited in the building. It would be appropriate to implement a well-coordinated, code compliant signage system for the building.

Original Mechanical Room (adjacent to East Corridor):

- The existing (original) mechanical room houses a very large indoor air handler with associated ductwork, taking up a significant amount of space, and appears to be beyond its service life. As part of an overall renovation to improve the functionality and efficiency of the Town Hall Building, it is recommended this unit be removed and replaced with a roof-top air handler to provide fresh air to the building along with centralized AC and supplemental heat that would allow repurposing of the existing Mechanical Room to office or support space.

Rest Rooms:

- The existing toilet rooms are scattered and limit the number of accessible restroom facilities for both men and women. In addition, the fixtures and finishes of the existing toilet rooms, although serviceable, are older and worn.

Interior Environment:

- Existing windows are original, lack thermal efficiency and are beyond their service life.
- There remains throughout the building a substantial amount of brown 9x9 resilient tiles which are highly suspect as being ACM (asbestos-containing materials).

Modular (Assessor's) Wing:

- The modular addition at the south west corner of the building, housing the Assessor's Office and Recreation Office, is aged with windows at or beyond the end of their service life, exterior cladding in need of refreshing and exterior pressure treated decks, steps and ramps beyond their service life. As with the main building, the thermal performance of the modular roof and exterior walls is likely very limited and well below current energy conservation code levels.

Of greater concern and impact to the current and future needs of the Town Hall are the **functional deficiencies**, including:

Accessibility:

- Regarding accessibility, including the multi-fixtured Men's Toilet Room, access to the sunken central Assembly Area, access to the transaction counters at the Town Clerk window and Assessor's Office and latch side clearances at a number of egress doors.

Assembly Area:

- Although spacious, the central Assembly Area limits the options for dividing the space into smaller rooms for various sizes of meeting, which would provide greater flexibility in the use of the building. Being open on 3 sides, the configuration limits privacy and acoustical control from the surrounding corridor and office spaces to the Assembly Area and vice versa. As part of an overall renovation to improve the functionality and efficiency of the Town Hall Building, it would be appropriate to consider raising the floor level of the Assembly Area the adjacent corridor/office floor level and installing means to subdivide the space through use of moveable partitions.

As noted in the report, any renovation costing more than $476,850 would require full compliance with the Massachusetts Accessibility Code (521 CMR) and any "major" renovation would trigger the need for a full building sprinkler system.

The following is a summary of the **3 approaches** to addressing the deficiencies as noted in the Commentary section of the Architectural (Interior) report, including the benefits and limitations of each approach and a final recommendation.

Option	Description	Benefits	Limitations	Recommendation
1	Renovations to the existing building **limited to interior finishes upgrades, building envelope upgrades and MEP/FP upgrades;** Central meeting area and configuration of existing restrooms and mechanical room remains as is. Will likely trigger need for full accessibility and sprinkler system.	• Improve the service life of the building, building systems and building envelope (exterior); • Improve the safety and comfort of all occupants , both staff and public;	• Does not resolve current and future space needs; • Central meeting area remains sunken and undividable; • Restrooms remain spread out and non-accessible.; • Does not provide for future needs of Town Hall as the Town population increases; • Continued use of a building not designed for a Town Hall; • Significant cost; limited benefit.	**Not Recommended**: • Does not address existing functional deficiencies;
2	Renovations to the existing building as noted in Option 1 above **and including raised central meeting area with enclosing walls and moveable partitions for subdividing central meeting space; reconfigured restroom/ mechanical room areas to provide centralized, accessible restrooms and additional office or storage space.** Will trigger need for full accessibility and sprinkler system.	• Improve the service life of the building and building systems; • Improve the safety and comfort of all occupants , both staff and public; • Improves current space needs by efficient reconfiguration of existing spaces;	• Higher cost than Option #1; • Continued use of a building not designed for a Town Hall; • May not meet the future needs of the Town Hall as the Town grows and municipal services increase. • Implementation will be disruptive to the day-to-day business of the Town Hall.	**Recommended with Limitations:** • Does not resolve limitations of existing building as a Town Hall; • Limits future expansion as Town population grows; • Disruptive to the day-to-day business of the Town Hall which is already at its functional limit.

Option	Description	Benefits	Limitations	Recommendation
3	Relocate the Municipal Town Hall offices to a **new location** at a new Municipal Facility	• Fully provides for current and future space needs; • Resolves all physical needs; • Resolves existing site restrictions; • Allows for maintaining existing building for re-purposing by Town or Police Department; • Opportunity to locate new Town Hall at a more advantageous location; • New construction will extend service life of Town Hall far beyond the existing (50 + years); • Opportunity to achieve energy efficiency in compliance with current and future energy conservation goals; • Opportunity to incorporate "healthy building" features such as daylighting, indoor air quality; • Opportunity to incorporate state-of-the-art building infrastructure (building controls, security, IT, digital communications).	• Higher cost than #1 or #2.	**Recommended:** • Provides for the current and future needs of the Town as the population increases and more Town Hall services and staff are required; • A potential site for a new municipal building is the current town-owned site occupied by the former Congregational Church, which, as noted in the Church Report, will be difficult to effectively renovate and repurpose. • Such a location would better situate the Town Hall within the Municipal Campus in a much more visible location than the current location. • Operations of the existing Town Hall can be maintained until the new facility is ready.

General Summary

Gorman Richardson Lewis Architects and our consultants were retained by the Town of Deerfield to provide a comprehensive study of 5 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
- Hazardous Materials
- Accessibility / Code Compliance

This Final Report will include 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 characterized by level of timeliness of the improvement(s): immediate (0 to 12 months), short term (1 to 3 years), medium term (4 to 10 years), and long term (11 to 20+ years) as a basis to assist the town in its planning for capital improvements.

The architectural / engineering team consists of:

- Gorman Richardson Lewis Architects – Architecture and Building Envelope, Site, Landscape, Hazmat, Cost Estimating
- RRC Engineering – Structural
- Garcia/Galuska/DeSousa Consulting Engineers – Mechanical, Plumbing, Electrical, Fire Protection Systems

The Town-owned buildings addressed in the Report include:

	Building	Location	Bldg Sq Footage	Year Built	Year Renovated	Additions
1	Municipal Office Building - Town Hall	8 Conway Street	12,046 SF	1950	1993	1996 Police Dept
2	Municipal Office Building - Police	8 Conway Street	4,375 SF	1950	-	1996 Police Dept
3	Old Grammar School Building - Senior	67 North Main	8,990 SF	1888	1960s - 1970s	-
4	Public Works Garage	9 Merrigan Way	13,392 SF	2014	-	-
5	Congregational Church	71 North Main	13,065 SF	1821	1990 &	1960 Kitchen and Meeting

Methodology

During the months of March and May, 2020, GRLA and our consultants visited the **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 and to assess the presence of suspected hazardous materials. In addition, a visual structural survey was undertaken to identify any significant structural issues or deficiencies.

Information gathering, field notes, and photography for this section of the Conditions Assessment Report were accomplished using Microsoft Teams to access floor plans on site, Microsoft Excel for recording field notes, PDF Viewer for annotating floor plans, and iPhone camera and Samsung Gear 360 for photos.

Condition Assessment Matrix

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 5 primary areas of concentration:
    - Site/ Civil
    - Architecture
    - Building Envelope
    - Structural
    - Mechanical-Electrical-Plumbing-Fire Protection (MEP/FP)
- **Room Name**: Specific room or area where the item is located in the building floor plan.
- **System/ Component**: one of the 22 categories describing the type of building component being addressed (wall, ceiling, flooring, etc.)
- **Existing Description**: detailed description of each observation.
- **Photo #**: address of photo pertaining to the specific issue.

- **Commentary/ Proposed Work:** 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.
- **Unit:** unit of quantity (each, square feet, etc.)
- **Repair/ Replace Priority: 0-11 months/ 1-5 yrs/ 5-10 yrs/ 11-20 yrs:** level of priority for addressing each condition with estimate of anticipated construction cost to implement the recommended action within the timeframe relating to the level of priority (including Contractors' General Conditions, fees, etc. and escalation factors relative to 2020 dollars).

GRLA and our consultants want to thank the Town of Deerfield for the opportunity to work with you on this Town Building 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

Town Hall - Total Estimated Costs

Discipline	Cost Estimate			
	1 yr	5 yr	10 yr	20 yr
Architecture	$5,000	$108,500	$101,400	$0
Building Envelope	$0	$61,100	$148,500	$214,500
MEP/FP	$2,000	$361,500	$182,000	$10,000
Structural	$0	$3,000	$0	$0
Site	$5,000	$3,000	$105,000	$0
Town Hall - Total Estimated Costs	**$12,000**	**$537,100**	**$536,900**	**$224,500**
Alternate Scope - Infill Sunken Floor Area			**$260,000**	

Building Summary / Narratives

Building Summary

Deerfield Town Hall / Municipal Offices

Address:	8 Conway Street, Deerfield, MA 01373
Constructed:	1950
Renovations:	1993 Conversion from School to Municipal Offices
Addition:	1996 Police Department Addition (including new Main Entrance)
2019 Assessed Value: (Building Only)	$1,589,500 (with Police Department)

Building Characteristics

Gross Floor Area:	12,046 gsf

780 CMR Mass. Building Code:

Use Group Classification:	B (Business-Civic Administration) ; A3 (Assembly)
Construction Type:	III-B

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

Exterior Wall Assembly:	Masonry (brick over concrete masonry units)
Windows:	Wood framed, non-insulated fix with intermittent full awning.
Roofing:	EPDM low slope membrane (flat area); asphalt shingle (steeply pitched portion above central meeting area)

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

Heating Fuel:	Natural gas

Fire Protection: Not sprinklered

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 **Deerfield Town Hall / Municipal Offices** including commentary and recommendations for action to be taken. These observations of the interior architecture are organized according to the following "categories" in order to address the various components, systems and issues comprising the existing condition of the **Deerfield Town Hall / Municipal Offices** Interior:

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

Originally built in 1950 as a school building and converted to its current municipal office use in 1993, the **Deerfield Town Hall / Municipal Offices** is a one-story, slab-on-grade building accommodating the primary municipal offices including: Town Administrator, Town Clerk, Town Treasurer and Accountant, Assessors, Nurse, Recreation, Inspectional Services, and a large, open central assembly space. The Police Department, constructed in 1996 as an addition to the Town Hall, shares the same public entry vestibule. *(See separate Police Station report for more information).*

The building is Type III construction with load-bearing exterior masonry walls and interior wood frame construction. The Town Hall building is designed as a series of one story office/ support spaces, utility rooms, and corridors organized around a central, vaulted assembly space set 3 steps lower that the surrounding corridors and offices. The steeply pitched gable roof of the central assembly area rises up out of the flat/ low slope roof of the surrounding office, corridor areas. The flat roof is structured with a series of wood glulam beams which extend approximately 3 feet beyond the exterior masonry walls and are metal clad outside

the exterior envelope of the building. The roof deck appears to be a relatively shallow wood plank deck assembly with an EPDM roofing system. The exterior walls are brick masonry up to the underside of the glulam beams with a painted wood fascia between the top of the brick masonry and underside of the roof deck. The existing window system appears to be the original wood framed continuous windows system with fixed glazing panels and intermittent top-hinged awning units with screens. The exception to this is at the main entry vestibule shared by the Town Hall and the adjacent Police Department. These windows, that were installed as part of the 1996 Police Department addition are fixed aluminum storefront windows with insulating glass. The sill of both the original and 1996 window systems rests on a precast concrete sill on a low (30" +/-) knee wall extending down to grade.

OBSERVATIONS

As noted above, the offices and support spaces of the Town Hall are organized around the central Assembly space which is set 3 steps below the surrounding floor level. A continuous corridor surrounds the Assembly space on the north, east and south sides with offices and support spaces accessed directly from the Corridor.

Assembly Area:

- The central Assembly space is an open, unobstructed rectangular space , approximately 40 feet wide x 70 feet long (2,800 sf) with a cathedral ceiling following the pitch of the gable roof structure. The roof assembly is divided into 7 bays defined by structural "bents" of tapered beams extending from buttress-type concrete piers along the long sides of the Assembly space to the roof ridge above.
    - Roof panels between each structural bent appear to be a structural panel presumably of an interior painted wood finish panel, some thickness of rigid insulation (to be verified) and an outer layer of roof sheathing finished with asphalt roof shingles.
    - Exposed underside of roof panels is finished with adhered 12 x 12 acoustical tiles approximately halfway up the slope of the ceiling/ roof assembly.
    - Based upon the age of the building (1960) the R-value of the roof assembly is likely relatively low (R-10 to R-20)
- Glazed windows panels at the end walls of the gable roof assembly provide natural light into the Assembly space interior.
    - Based upon the age of the building (1960) the glazing is likely single pane, non-insulated glass panel.
- Flooring is older 9" x 9" resilient tile (suspected ACM- Asbestos Containing Material) mostly in sound condition, except near the center of the floor where this is a raised ridge and blistering of the tile.
- Access from the surrounding corridors down 3 steps to the Assembly floor occurs at each open bay between the concrete pier buttresses. A ramp located within the first bay (east end) provides wheelchair access between the Corridor/ Office level and the Assembly floor level.

- The existing ramp is a wood framed structure with plywood walking surface finished with a slip-resistant covering that is severely worn. The handrails on one side of the ramp have been cut at the top of the ramp rather than with the required 12-inch extension. Clear dimension between handrails is only 44 inches (48" min. required per 521 CMR)
- There are no handrails installed at the steps between each set of piers.
- Nosings at the steps down to the Assembly floor are protruding rather than sloped back to the face of the riser.

Corridors:

- North & South Corridors:
  - Corridors are approximately 6'-6' wide and provide access to the central Assembly Area and offices along the north and south sides of the building.
  - Flooring is VCT is in fair condition with some raise seams and cracked tiles in from of Room 131.
  - Walls on the Office side are painted pre-finished gypsum panels in good condition.
  - Interior office doors (3'-0" x 6'-8") are painted solid core wood doors with large vision panels and level handle locksets all in good condition.
  - Casework includes miscellaneous bookshelves and chairs against the Office walls.
  - Ceiling is 2x2 Tegular ACT with a 9/16" grid system in good condition. Height is approximately 7'-8".
  - Lighting provided by 12" x 48" multi-cell parabolic drop-in fixtures.

- East Corridor/ Hall 126:
  - Approximately 9'-1" wide separated from the Assembly space by a 30-inch high brick masonry knee wall with painted concrete cap and with direct access to restrooms, utility spaces and main entry.
  - Flooring is VCT in fair condition with some cracking due to issues with the concrete substrate.
  - Wall on restroom/ utility room side is brick masonry veneer on concrete block backup extending to a few inches above the ACT ceiling.
  - Doors to rooms are 29 1 /2" wide painted solid core wood with lever handles in good condition.
  - Ceiling is 2x2 Tegular acoustical tile ceiling (ACT) with a 9/16" grid in fair to poor condition. Height at East Corridor and extending to Main Entry is only 6'-8 1/4"; ceiling transitions to 7'-8" at the North and South Corridors at the first structural bent of the Assembly Roof system.
  - Lighting provided by 12" x 48" multi-cell parabolic drop-in fixtures.

- South Corridor Extension:
  - Flooring includes a short ramp up toward a set of double egress doors with VCT flooring with slip-resistant black strips in fair condition.
  - Painted wall-mounted pipe handrails on each side are in good condition.
  - A pair of double painted solid core wood egress doors with exit (panic) hardware and large vision panels as well at the painted solid core wood door to the Assessor's office are all in good condition.

Office Areas (north side):

- Town Administrator Office Suite 126:
  - Flooring is carpet tile in good condition.
  - Walls are painted gypsum wallboard in good condition.
  - Doors are painted solid core wood doors in painted hollow metal frames with large vision panel and lever hardware in good condition.
  - Windows in exterior wall are (as noted above) the original wood framed fixed glass units (single pane) with intermittent top-hinged awning type units with screens. Although in serviceable condition, the existing windows are thermally inefficient and beyond their service life both in terms of thermal performance and occupant comfort.
  - Ceiling is "Second -Look" 2x2 tegular ACT in a 9/16 suspended grid in good condition; ceiling height approximately 7'-8".
  - Casework/ furnishings are older wood desks, metal file cabinets and wood bookcases in serviceable condition.
  - Lighting is provided by 2x4 drop-in parabolic (many-celled) fixtures with T-8 lamps in good condition.

- FCAT Office 128 :
  - Flooring is older 9x9 brown resilient tile (suspected asbestos) in sound but heavily scuffed condition.
  - Walls are painted gypsum wallboard in good condition.
  - Door is painted solid core wood doors in painted hollow metal frames with 10" wide wired glass sidelights and lever hardware in good condition.
  - Ceiling is "Second -Look" 2x2 tegular ACT in a 9/16 suspended grid in good condition; ceiling height approximately 7'-8". Gypsum wallboard soffit (height 6'-9") at recessed alcove of entry.
  - Lighting is provided by 2x4 drop-in parabolic (many-celled) fixtures with T-8 lamps in good condition.
  - Equipment includes AV equipment and server racks and a wall-mounted Daikin split system providing additional cooling to the room due to the server equipment.
  - Heat provided via ceiling registers.
  - This room is between the North Corridor and Town Admin office and therefore has no exterior windows.

- Conference Room 130:
  - Flooring is broadloom carpet and wall base in fair condition with signs of wear.
  - Walls are painted gypsum wallboard in good condition.
  - Door is painted solid core wood doors in painted hollow metal frames with 10” wide wired glass sidelights and lever hardware. Wood veneer is wavy, a sign of delamination.
  - Conference Room table and chairs in serviceable condition.
  - Ceiling is “Second -Look” 2x2 tegular ACT in a 9/16 suspended grid in good condition;
  - This room is between the North Corridor and Room 131 and therefore has no exterior windows.

- Building Inspector Office 131:
  - Flooring is older 9x9 brown resilient tile (suspected asbestos) in sound but heavily scuffed condition.
  - Walls are painted gypsum wallboard in good condition.
  - Door is painted solid core wood doors in painted hollow metal frames with 10” wide wired glass sidelights and lever hardware in good condition.
  - Windows in exterior wall are (as noted above) the original wood framed fixed glass units (single pane) with intermittent top-hinged awning type units with screens. Although in serviceable condition, the existing windows are thermally inefficient and beyond their service life both in terms of thermal performance and occupant comfort.
  - Ceiling is “Second -Look” 2x2 tegular ACT in a 9/16 suspended grid in good condition; ceiling height approximately 7’-8”. Gypsum wallboard soffit (height 6’-9”) at recessed alcove of entry.
  - Lighting is provided by 2x4 drop-in parabolic (many-celled) fixtures with T-8 lamps in good condition.
  - Casework/ furnishings are older wood desks, metal file cabinets and wood bookcases in serviceable condition.

Office Areas (south side):

- Town Clerk/ Accountant/ Treasurer Office Suite:
  - Flooring is broadloom carpet in fair condition.
  - Walls are painted gypsum wallboard in good condition.
  - Doors are painted solid core wood doors in painted hollow metal frames with large vision panel and lever hardware in good condition.

- Windows in exterior wall are (as noted above) the original wood framed fixed glass units (single pane) with intermittent top-hinged awning type units with screens. Although in serviceable condition, the existing windows are thermally inefficient and beyond their service life both in terms of thermal performance and occupant comfort.
  - NOTE: Tinted window film was added to these south-facing windows approximately one year ago which improved occupant comfort.
- Ceiling is "Second -Look" 2x2 tegular ACT in a 9/16 suspended grid in good condition; ceiling height approximately 7'-8".
- Casework/ furnishings are well-maintained plastic laminate workstations , metal file cabinets and wood bookcases in good condition.
- Lighting is provided by 2x4 drop-in parabolic (many-celled) fixtures with T-8 lamps in good condition.
- Note: Transaction counter at Corridor Wall is 42" high and does not conform to accessibility requirements per 521 CMR.

- Town Nurse Office Suite 113:
  - Flooring is broadloom carpet in fair condition.
  - Walls are painted pre-finished gypsum wallboard in good condition.
  - Corridor door is painted solid core wood doors in painted hollow metal frames with 10" wide wired glass sidelights and lever hardware in good condition. Metal threshold is in poor condition.
  - Double window at Corridor wall is clear glass in painted hollow metal frame in good condition.
  - Inner door to Nurse's Office is painted solid core wood doors in painted hollow metal frames with large vision panel and lever hardware in good condition.
  - Ceiling is "Second -Look" 2x2 tegular ACT in a 9/16 suspended grid in good condition; ceiling height approximately 7'-8".

- Assessor's:
  - Located in the pre-fabricated modular wing at the southwest corner of the original building, the Assessor's Office takes up the primary portion of the wing's footprint shared by the smaller Recreation Office.
  - Flooring is broadloom carpet is fair condition.
  - Walls are painted gypsum wallboard in good condition.
  - Windows are older aluminum sliders at the end of their service life.
  - Doors include 3 interior doors and one exterior door leading to a deteriorated wood landing and ramp in deteriorated condition. The doors are typical for the building and in good condition.
  - Ceiling is "Second -Look" 2x2 tegular ACT in a 9/16 suspended grid in good condition; ceiling height approximately 7'-6".
  - A long transaction counter finished in green plastic laminate separates the waiting area from the work area. Although in fair to good condition the counter is 42" high without and accessible 34" high counter and is therefore not in compliance with 521 CMR.

  - Casework/ furnishings are well-maintained plastic laminate workstations , metal file cabinets and wood bookcases in good condition.
  - Roof assembly consists of wood roof joists with kraft paper-faced fiberglass insulation at approximately 2 feet above the ACT ceiling. Ductwork is distributed above the ceiling.
  - A smaller private office accessed from the work area was inaccessible but can be assumed to be in the same condition as the main work area.

- Recreation Office:
  - Flooring is vinyl plank in good condition.
  - Door is typical of the building in good condition; threshold, however, is ¾" high without a bevel and is therefore not in compliance with 521 CMR.

Office Areas (west side):

- Office 125:
  - VCT flooring in fair condition with vinyl wall base.
  - Walls are painted gypsum wallboard in good condition.
  - Ceiling is "Second -Look" 2x2 tegular ACT in a 9/16 suspended grid in good condition; ceiling height approximately 7'-6".
  - Lighting is provided by 2x4 drop-in parabolic (many-celled) fixtures with T-8 lamps in good condition.

- Kitchenette:
  - VCT flooring in fair condition with vinyl wall base.
  - Walls are painted gypsum wallboard in good condition.
  - One of the 2 entry doors is a 3-foot wide painted solid core wood door with large vision panel, meeting accessibility requirements.
  - Ceiling is "Second -Look" 2x2 tegular ACT in a 9/16 suspended grid in good condition; ceiling height approximately 7'-6".
  - Lighting is provided by 2x4 drop-in parabolic (many-celled) fixtures with T-8 lamps in good condition.
  - Casework includes plastic laminate base and wall cabinet assembly with kitchen sink in good condition.

- Small, single use toilet room off the Kitchenette with a floor -mounted toilet and pedestal sink appears to be out of order and is not wheelchair accessible.
  - Door is 25" wide solid core wood door with knob-type hardware.

- Egress corridor:
  - Flooring is older 9x9 brown resilient tile (suspected asbestos) in sound condition at level portion but in poor condition at ramp leading the exterior egress door.
  - Access to egress door is not compliant with accessibility code due to narrowness of corridor, lack of level landing in front of door and knob-type door hardware.
  - The hallway leading to the egress door is filled with stored items preventing access to the door.

Restroom/ Utility Areas (east side):

- Electrical/ Storage Room:
  - Room dimensions: 7'-5 ½" x 13'-10"; ceiling is open to the plywood underside of the roof deck above.
  - Room has one electrical panel, a janitor's sink and general storage items
  - Flooring is painted concrete; paint finish is worn.
  - Walls are partial height painted concrete block with wood framed wall to underside of roof deck.
  - Door to East Corridor is painted solid core wood less than 3 feet wide with knob type hardware.

- Men's Toilet Room:
  - Room dimensions: 5'-11" x 13'-10"; ceiling height @ 7'-8"
  - Flooring is VCT in fair condition
  - Walls are painted concrete extending to just above ACT ceiling
  - Ceiling is 2x2 tegular ACT with a 9/16" grid system in good condition.
  - Lighting provided by 12" x 48" multi-cell parabolic drop-in fixtures.
  - Entry door from East Corridor is 29-inch wide solid core wood door with lever handle;
  - Toilet and urinal partitions are of heavy plastic in good condition.
  - Accessibility: not compliant.
    - Insufficient maneuvering space
    - Entry door too narrow
    - Non-accessible toilet stall
    - Wall-hung sinks are correct height but drain lines are not covered with insulation jacket
    - Wall-mounted dispensers are too high.

- Unisex, Accessible Restroom:
  - Room dimensions: 7’- 4 ¼” x 13’-10”; ceiling height @ 7’-8”
  - VCT flooring in fair condition
  - Walls are painted concrete extending to just above ACT ceiling
  - Ceiling is 2x2 tegular ACT with a 9/16” grid system in fair condition but with water stains at 3 tiles.
  - Lighting provided by 12” x 48” multi-cell parabolic drop-in fixtures.
  - Entry door from East Corridor is 36-inch wide solid core wood door with lever handle;
  - Single floor mounted water closet with sloan valve with grab bars
  - Wall-mounted HC lav sink
  - Exhaust fan is loud

- Mechanical Room (between Men’s Room and Unisex Toilet Room):
  - Room dimensions: 15’-0 ½” x 13’-10”; ceiling opening to plywood underside of roof deck.
  - Room primarily occupied by a large, older air handling unit with overhead ductwork. Access is via a single 30” door from the adjacent Men’s Room. A set of double doors opening into the adjacent Boiler Room. Access through the Mechanical Room is very limited due to the size of the air handler.
  - Flooring is unpainted concrete.
  - Walls are unpainted concrete block

Restrooms/ Mechanical/ Boiler Room (off Hall 126 near building entry):

- Men’s single-use Restroom:
  - Room dimensions: 4’-11 ¾” x 6’-8”; ceiling height @ 7’-0”
  - Fixtures include (1) floor -mounted toilet with sloan valve; (1) wall-mounted lav sink with single lever faucet
  - Accessories include: wall-mounted mirror, wall-mounted soap dispenser; wall mounted paper towel dispenser; (1) round trash bin
  - Flooring is VCT in fair condition.
  - Walls are painted concrete block with vinyl base in good condition
  - Door is a 2’-6” x 6’-6” painted solid core wood door with knob-type hardware
  - Ceiling is 2x2 tegular ACT with heavy water stains
  - Lighting is the typical many-celled parabolic drop-in

- Women's single-use Restroom (adjacent to Men's single-use Restroom):
  - Room dimensions: 4'-11 ¾" x 6'-8"; ceiling height @ 7'-0"
  - Fixtures include (1) floor -mounted toilet with sloan valve; (1) wall-mounted lav sink with single lever faucet
  - Accessories include: wall-mounted mirror, wall-mounted soap dispenser; wall mounted paper towel dispenser; (1) round trash bin
  - Flooring is VCT in fair condition.
  - Walls are painted concrete block with vinyl base in good condition
  - Door is a 2'-6" x 6'-6" painted solid core wood door with knob-type hardware
  - Ceiling is 2x2 tegular ACT with heavy water stains
  - Lighting is the typical many-celled parabolic drop-in

- Mechanical/ Boiler Room:
  - Room description: "L-shaped" room constructed as part of the 1996 Police Department addition housing multi-sectioned boiler, 100 gallon hot water heater, 2 oil tanks within a concrete block containment area, zone pumps and electrical panels (*see Mechanical/ Electrical/ Plumbing report for more information).* Ceiling height @ 9'-6".
  - Flooring: unpainted concrete in scuffed but good condition.
  - Walls are brick masonry (former exterior of original school building), painted concrete block in good condition.
  - Doors: painted steel flush doors with lever handle hardware in good condition.
  - Ceiling is painted gypsum wallboard with skim coat plaster finish in good condition.
  - Miscellaneous stored items make access difficult.

- Hall 126:
  - Provides a foyer type space immediately inside the Town Hall from the air-lock vestibule shared with the Police Department.
  - Dimensions: 20'-5" x 8'-9"; ceiling height at 6'-8 ¼"
  - Flooring is VCT in fair condition with walk-off mat at entry doors
  - Walls are brick masonry.
  - Windows are red aluminum storefront system with insulated glazing installed with the 1996 addition and in good condition.
  - Entry/ egress doors are a pair of 3-0 x 6-6 steel doors with single large vision panel and a removable vertical mullion between. Hardware in exit (panic) type. Lever handle on Vestibule side is sagged and may be broken or in need of adjustment. The doors are in good but heavily used condition.
  - Ceiling is 2x2 tegular ACT in a 9/16" grid and in fair condition. Ceiling is very low at 6'-8 ¼".

- Casework/ furnishings include long tables with older wood base and plastic laminate top in good condition for display of public literature, pamphlets and other information materials. The tables are against the exterior wall and do not impede circulation.
- General Note: Signage and wayfinding is very limited. A new signage program for the building is recommended.

- Main Entry Vestibule:
  - Provides a shared main entry/ airlock vestibule for the Town Hall and Police Station.
  - Dimensions: 20' x 8'-9"; ceiling @ 8'-3"
  - Flooring is 6x6 light gray quarry tile in good condition with inlaid 3'x7' walk-off mat inboard of exterior entry doors.
  - Walls are brick masonry
  - Exterior entry doors are (2) 3'-0" wide painted aluminum doors with full vision panel and an intermediate lock rail with exit device and a large fixed glass transom panel above. The doors are in good condition.
  - Doors open out onto a coved entry patio toward the main parking area for the Town Hall.

COMMENTARY

As noted above, the overall condition of the occupied portion of the building is in serviceable condition. As indicated, there are a number of deficiencies, including:

Accessibility:

- Regarding accessibility, including the multi-fixtured Men's Toilet Room, access to the sunken central Assembly Area, access to the transaction counters at the Town Clerk window and Assessor's Office and latch side clearances at a number of egress doors.
- The existing ramp at the central Assembly Area does not meet current accessibility regulations.

Assembly Area:

- Although spacious, the central Assembly Area limits the options for dividing the space into smaller rooms for various sizes of meeting, which would provide greater flexibility in the use of the building. Being open on 3 sides, the configuration limits privacy and acoustical control from the surrounding corridor and office spaces to the Assembly Area and vice versa. As part of an overall renovation to improve the functionality and efficiency of the Town Hall Building, it would be appropriate to consider raising the floor level of the Assembly Area the adjacent corridor/office floor level and installing means to subdivide the space through use of moveable partitions.

Building Envelope *(See Building Envelope Report for more information):*

- Due to the age of the building, the building envelope of the Town Hall is limited in terms of thermal performance due to the original exterior window system and the amount of insulation in the exterior wall assembly and roof assemblies, especially with the gabled roof assembly over the Assembly Area, which is likely well under the current energy conservation performance levels required by the current building code.

Hazardous Materials (Asbestos):

- There remains throughout the building a substantial amount of brown 9x9 resilient tiles which are highly suspect as being ACM (asbestos-containing materials). Although not friable, this flooring is significantly worn and with areas of delamination from the substrate. Abatement of these materials would be recommended as part of any renovation project in the future.

Modular (Assessor's) Wing:

- The modular addition at the south west corner of the building, housing the Assessor's Office and Recreation Office, is aged with windows at or beyond the end of their service life, exterior cladding in need of refreshing and exterior pressure treated decks, steps and ramps beyond their service life. As with the main building, the thermal performance of the modular roof and exterior walls is likely very limited and well below current energy conservation code levels.

Interior Finishes, Furnishings, Signage:

- Many of the interior floor, wall and ceiling finishes are aged and would benefit from an upgrade to provide a consistency in design and quality throughout the building appropriate for a primary municipal headquarters building.
- Furnishings vary from old, somewhat worn furnishings and workstations to new furnishing components. As with interior finishes, it would be appropriate to implement an upgrade program for all seating, workstation and meeting furnishings throughout the building.
- As noted above, existing, accessibility-compliant signage and way-finding is very limited in the building. It would be appropriate to implement a well-coordinated, code compliant signage system for the building.

Original Mechanical Room (adjacent to East Corridor):

- As noted above, the existing (original) mechanical room houses a very large indoor air handler with associated ductwork, taking up a significant amount of space. As part of an overall renovation to improve the functionality and efficiency of the Town Hall Building, it would be appropriate to consider newer mechanical systems that would allow repurposing of the existing Mechanical Room to office or support space.

Rest Rooms:

- The existing toilet rooms are scattered and limit the number of accessible restroom facilities for both men and women. In addition, the fixtures and finishes of the existing toilet rooms, although serviceable, are older and worn. It would be appropriate to consider reconfiguration of existing contiguous spaces along the East Corridor to provide for adequately sized and fixtured toilet rooms in a centralized location with new finishes, fixtures and accessories appropriate to a municipal headquarters building.

Interior Environment:

- Having large areas of windows all along the north and south walls and a high gabled roof with glazed end walls above the central area, the building enjoys a good amount of natural light within the interior of the building. As part of a renovation program, there are opportunities to bring more natural light into the building, especially at the “landlocked” spaces by way of new skylights at the flat roof above, and new window along the west wall, which is currently solid masonry.
- Replacement of the existing, original window systems with new thermally efficient window systems would both enhance the thermal performance of the building envelope as well as improve the comfort of the occupants.

Fire Suppression/ Life Safety:

- Being more than 7,500 sf, any major renovation may likely trigger the requirement for an automatic sprinkler system in conformance with M.G.L 148 Section 26G and the requirements of the local fire department.

RECOMMENDATIONS

As discussed during the kick-off meeting for this Facilities Condition Assessment, one of the primary objectives of the Town is to implement the creation of a central "municipal campus" for the Town of Deerfield in and around the existing center comprised of the Town Municipal Office Building (Town Hall and Police Department), the existing Senior Center Building and the existing Congregational Church building.

In order to maintain and enhance its place within the municipal campus, and based upon the observations and commentary noted above, we offer the following recommendations:

1. Maintain and enhance the physical integrity of the building:
    a. Replace existing original (1950) window system at exterior walls with new insulating aluminum window system with operable units.
    b. Replace existing fixed glass panels at end walls of gabled roof above Assembly Area with new insulating fixed aluminum frame units.
    c. Replace exterior windows at modular addition (Assessor's Office).
    d. Replace deteriorated exterior entry/ egress decks, steps and ramps at west side of modular addition.
    e. Replace existing wheelchair ramp from main level to Assembly level with new code-compliant ramp/ handrail assembly (not needed if Item 2 below is implemented).
    f. Upgrade HVAC system to remove existing indoor air handler to allow re-purposing a portion of or all of the existing original mechanical room.
    g. Reconfigure the existing 3 rooms along the East Corridor (Men's Room, Original Mechanical Room, Unisex HC Toilet Room) and the two small restrooms off Hall 126 to accommodate new fully accessible, multi-fixtured Men's and Women's Restrooms and additional space to be assigned.
    h. Upgrade flooring, wall finishes, ceiling finish and lighting at all interior Corridors.
    i. Upgrade flooring, wall finishes, ceiling finish and lighting at all existing offices.
        i. Test and, if required, abate 9x9 resilient tile flooring if confirmed to be ACM prior to installation of new flooring.
    j. Implement new interior handicap accessible signage/ way-finding program for the Town Hall

2. Raise the floor of the existing Assembly Area and configure new enclosing walls and ceiling assemblies to provide full accessibility and options to subdivide with moveable partition(s) the existing open Assembly Area.
    a. Include installation of new skylights at surrounding corridors to introduce natural light to interior spaces.

3. If required by the Deerfield Fire Department per M.G.L Chapter 148, Section 26G, install new automatic sprinkler system throughout the building as part of a major renovation.

4. Structure *(see Structural section of this report for more detailed information)*:
    a. Upgrade/ repair structural components as noted in the Structural Section of this report

5. Building Envelope *(see Building Envelope section of this report for more detailed information)*

6. Building Systems *(see MEP/FP section of this report for more detailed information)*

7. Site improvements:
    a. Upgrades to site drainage and run-off control.
    b. New walkways in conformance to 521 CMR for accessibility.
    c. Defined parking spaces including defined accessible parking spaces per 521 CMR
    d. Landscape improvements appropriate to a civic building.
    e. Exterior signage

The issues addressed in each Narrative category above are further itemized in the attached Condition Assessment Matrix with priority level (0-11 months/ 1- 4 year/ 5- 10 years/ 11- 20 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 priority levels, providing a summary of anticipated costs—by building—for capital planning purposes for the next 20 fiscal years: 2020 through 2040.

Architecture – Exterior Building Envelope

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 exterior architecture and building envelope of the **Town Hall** including commentary and recommendations for action to be taken. These observations of the exterior architecture are organized according to the following "categories" in order to address the various components, systems and issues comprising the existing condition of the **Town Hall** exterior:

1. General
2. Foundation
3. Cladding
4. Doors (exterior)
5. Windows (exterior)
6. Sealant
7. Flashing
8. Roof
9. Penetrations
10. Walkways/stairs/ramps
11. Code Issues
12. Site

OBSERVATIONS

Foundation

The concrete slab foundation was observed to be in sound condition for the Town Hall. Grade around the foundation was high in some locations from years of landscaping materials being added to the site. Landscaping materials and surrounding grade should be kept 8” or more down from the top of the foundation slab.

Cladding

The cladding of the Town Hall main building (1960) is brick masonry over concrete masonry units in fair to good condition with the exception of a vertical 4’ crack at the front of the building adjacent to the modular addition. This area of brick should be rebuilt. Further investigation on the condition of the inner part of the wall at this corner should be done to determine if a control joint should be added to prevent future cracking.

The 1-story modular “classroom” addition at the southwest corner of the main building is cladded with T1-11 paneling with deterioration in multiple locations. Most of the deterioration was observed to be around window openings and the bottom 18” of the wall. It is recommended that the T1-11 be removed down to the studs and new sheathing with a weather barrier and cement paneling be installed.

Doors

The exterior doors were observed to be in serviceable condition with some deterioration. The doors that are on the west side of the Town Hall building that are associated with the modular addition are in need of replacement. Some of these doors have rusted through the bottom of the door and or frame. This is allowing water and other weather related elements into the assembly.

Windows

The windows of the original 1960 portion of the Town Hall are primarily the original wood framed, non-insulated fixed window system with intermittent full height awning units with interior screens. The windows are primarily single glazed with some exterior energy panels. It was noted by occupants of the south (Conway Street) side that a film was added in 2018 which reduced the UV transmission to the interior and thereby reduced the typical overheating experienced prior to application of the film. However, due to the lack of thermal performance and UV/ glare control, the windows are beyond their service life and should be replaced.

The fixed window system at the main entrance vestibule constructed in 1996 with the Police Station addition, is an aluminum storefront system with insulating glazing (thermal break in frame unknown) in fair condition. The sealant around the perimeter of the vertical metal panels that frame between the windows has lost its adhesion to the adjacent brick masonry and should be replaced.

The windows of the modular “classroom” addition are aluminum framed horizontal sliders and are beyond their service life and should be replaced. These windows are also not properly flashed into the wall assembly with the T1-11. This has resulted in the trim and T1-11 rotting around the window frames. Further investigation is needed to determine if the inner wall assembly has been compromised in anyway.

Sealant

As noted above the sealant at the aluminum storefront system is deteriorated and should be replaced.

The sealant at the original wood framed window system is deteriorated and should be placed as part of the recommended window replacement program.

The vertical crack in the brick masonry wall near the southwest corner where the original building connects with the modular addition requires further investigation into the inner wall assembly. A control joint with sealant and backer rod may be needed to prevent this area from cracking again.

Roof

The A-frame asphalt shingle roofing over the central meeting area is in satisfactory condition with no observed issues to report from the exterior. The rakes of the A-frame roof are plywood and wood trim that has peeling paint. There are gaps between transitions with apparent insect infiltration. The rake trim should be replaced with a cellular PVC trim that will not rot and requires less maintenance.

The low slope EPDM roofs over the Town Hall and modular addition are in fair condition. In a few locations blisters in the EPDM membrane were observed, thereby losing its adhesion to the roof underlayment. When stepping in these areas the EPDM still had some tack to it. Over time will worsen. Further observation/ investigation is required to monitor this situation to avoid extensive uplift and roof failure. This is most prevalent between the Town Hall building and the modular addition. In addition, 3 areas with standing water were observed, which can negatively affect the life span of the EPDM roof assembly and the buildings structure. Freeze thaw cycles the issue and cause degradation to the roof assembly. Improved drainage should be considered to allow water to properly drain off the low slope roof. A ¼” per foot minimum in new insulation is recommended. With a program of limited repair, especially at membrane seams, the service life of the roof may be extended for another 10 to 15 years.

Site

As shown on the aerial photo below, the site components (paved driveways, walkways and planted areas) of the Town Hall are contiguous with the adjacent Police Station. The primary site access drive and parking area for the public is located along Conway street at the Main Entrance shared by the Town Hall and Police Station.

Driveways/ Parking Areas:

- The primary access drive and parking area located on the south (Conway Street) side of the Town Hall and Police Station is bituminous asphalt in serviceable condition. Access and egress are one-way with parking space striping configured on an angle to ease pulling in and out. Accessible parking spaces are located parallel to the building adjacent to the walkway leading to the main entrance.
- The driveway and parking area along the west side of the building and accessed directly off Conway is bituminous asphalt in very worn condition with substantial cracking and deterioration of the paved surface. Drainage is poor causing flooding of the driveway during wet seasons. This driveway continues to the parking area at the rear (north) side of the building with additional public parking adjacent to police parking. Tree roots are causing heaving in the bituminous surface and is a hazard.
- Additional parking at the north side of the building is bituminous asphalt in worn condition with barely visible striping for parking. This parking area is contiguous both with the Police Department vehicle parking and access to the Police Station sallyport where prisoners are brough to the station as well as with the driveway leading to the Senior Center site. As a result, there is a mixing of access and parking for the municipal offices and the senior center without clear signage indicating direction.
- The bituminous paving at the west and north sides of the Town Hall extends up to the brick face of the building with no planted buffer, is unsightly and increases the amount of impervious paved area.

Walkways, Ramps and Decks:

- Concrete walkway leading to the Main Entrance of the Town Hall/ Police Station is in fair to good condition. However, the concrete curbing along the edge is painted yellow with areas of spalling.
- The wood ramp/step/ deck assembly constructed of pressure-treated lumber and decking along the west side of the modular addition for access to that portion of the building is in severely deteriorated condition and should be replaced in its entirety with an accessible compliant stair/ ramp assembly.
- The egress doors on the west side of Town Hall open out onto a raised wood deck from the south corridor and onto a raised concrete landing from the north corridor. In both instances, the egress is not accessible due to the step(s) from the exterior landings to grade.
- Access to/from the north egress door to the Town Hall is directly onto the bituminous paving.

Landscaping:

- Lawn areas are worn in areas and overgrown in others. As mentioned above, tree roots along the west drive are heaving the paved surface. Drainage is very poor with flooding during wet seasons especially along the west portion of the site. The edge of the lawn areas is poorly defined leading to an unsightly encroachment of the planted area into the driveway edge.
- Trees along the west driveway are overgrown with roots encroaching onto the paved areas.

Aerial view of municipal complex site

Signage:

- Exterior signage for parking, way-finding and directional is very limited. A program of coordinated signage for parking designation, directional travel throughout the site and general way-finding should be implemented as part of an overall new site plan design.

Overview

In this section of the Facilities Condition Assessment Report, the MEP/FP Consultant presents a summary of observations regarding the condition of the 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
2. HVAC
3. Plumbing
4. Fire Protection

Electrical

1. **Observations:**
   i. The electrical service for this facility consists of a 600amp, 120/208V, 3phase, 4wire with two (2), 200amp, 3 pole circuit breaker which comes from a pole mounted transformer. The serve feeder runs underground from the utility pole to a meter socket and to an automatic transfer switch on an exterior concrete pad.
   ii. The electrical distribution system consists of a 600amp, 120/208V, 3phase, 4wire main distribution panel located in the main electric room. There is a 200amp, 3pole circuit breaker that feeds the Town Hall subpanels and a second 200amp, 3pole circuit breaker that feeds the Police Station. There are panels located throughout the building both original and a new added after the building was constructed.
   iii. Branch Circuits: The meeting room, offices, conference room, corridors, and break room have outlets throughout the rooms. Quantity of receptacles appears adequate for current needs. Most are recessed with a few surface mounted break room outlets above the counter are GFI type as required.
   iv. Lighting in corridors is generally 1'x4' recessed fluorescent parabolic fixtures with T8 lamps. The offices, break room, and conference room have 2'x4' recessed parabolic fixtures with T8 lamps.
   v. Emergency Lighting System: There is an emergency exterior diesel generator present. The generator is relatively new and is in good condition. The generator is a Cummins rated at 80 kW, 120/208V, 3phase, 4wire and serves the entire building including the police station. The automatic transfer switch is located on the exterior next to the generator. The emergency panels are not in a 2-hour rated room and do not provide the emergency lighting throughout the building. There are emergency battery units throughout the building for the emergency lighting. Exit signs are provided at exits throughout the building.
   vi. The exterior lighting consists of wall mounted perimeter lighting which lights the entrances and walkways. A few fixtures are LED type but most are non-LED and not energy efficient.
   vii. There are two fire alarm control panels located in the lobby at the main entrance. A Fire-Lite conventional panel is the original control panel used for the office side and a second Notifier conventional control panel added for the police station side. Smoke detectors are provided in corridors, lobbies, offices, and conference room. The meeting room, toilet rooms, storage rooms, and break room have heat detectors. Manual pull stations and horn/strobe units are provided throughout the building.

2. Commentary/Recommendation:

i. Electric service and automatic transfer switch are new and are in good condition.

ii. Original subpanels are in fair condition and should be replaced. Newer panels are in good condition and do not need to be replaced.

iii. All existing fluorescent lighting should be replaced with new energy saving LED type fixtures.

iv. All non-LED light fixtures should be replaced with new energy efficient LED type with time clock control.

v. The coverage of fire alarm devices appears adequate. The present system is obsolete and should be replaced with a new addressable system.

HVAC

1. **Observations:**

   i. The heating system for the building is comprised of a dual fuel fired, standard efficiency boiler (approximately 70% efficient). The system only operates on natural gas, however oil tanks are still located in the boiler room. The boiler plant serves baseboard radiation, convectors and cabinet heaters throughout the building.

   ii. The cooling system for the building is comprised of indoor air handing units with DX split system air cooled condensing units serving the spaces.

   iii. The ventilation system for the building is provided through natural ventilation to most spaces. Exhaust fans were observed in toilet rooms. Equipment appeared to be approaching the end of its anticipated serviceable life and should be considered to be replaced.

   iv. Ductless heat pumps have been added for additional heating and cooling in some areas. .

   v. The boiler room is shared with the adjacent Police Station.

2. **Commentary:**

   i. Heating Equipment:

   - Boiler: The existing boiler is a Cast Iron HB Smith equipped with a PowerFlame Burner with a capacity of 1225 CFH and an output of approximately 863 MBH.

- The primary hot water heating pumps are Taco Inline pumps with replacement motors. The fair condition.
- Hydronic unit heaters are antiquated and should be considered to be replaced. Fin tube radiation appears in fair condition.
- Heating thermostats are non-programmable and could possibly contain mercury and should be replaced with new for energy savings.

ii. Cooling Equipment:

- Indoor Air handling units are connected with refrigerant piping to Air cooled condensing units located on the roof. This equipment likely utilized R22 refrigerant which is no longer used in the industry because it is more harmful to the environment to R410a refrigerant that is currently used in the industry.
- AC thermostats do not appear to be programmable and would be recommended to be replaced to improve energy efficiency
- Ductless heat pumps have been added to some spaces in the building to provide additional cooling to spaces. These systems appear in fair condition and should continue to be utilized.

3. Recommendations:

i. Remove existing cast iron sectional boiler and abandoned oil tanks in the boiler room, along with indoor air handling units/condensing units that utilize R22 refrigerant.

ii. Upgraded the Central boiler plant to have minimum of two (2) high efficiency gas fired condensing boilers.

iii. Replace existing boiler room equipment such as the expansion tank and heating hot water pumps with new energy efficient ECM pumps.

iv. Replace the existing aged baseboard radiators, convectors and cabinet heaters throughout the building.

v. Replace existing R-22 AC equipment with new R410a AC heat pump units.

vi. Upgrade the exhaust fans with new high efficiency, ECM direct drive motor type.

vii. Provide a new building management system for temperature and equipment alarm, monitoring and adjustment.

Plumbing

1. **Observations:**

   i. Existing building is served by municipal water and municipal sewer services. Domestic water service is 2" in size. The water service serves both the Town Hall and the Police Station.

   ii. Existing domestic water piping is copper with sweat fittings. Domestic water piping where exposed is insulated.

   iii. The existing sanitary, waste and vent system is made up of cast iron pipe with hub and spigot fittings.

   iv. Domestic hot water heater serves both Town Hall and the Police Station. Water heater is in the central mechanical room. Domestic hot water is generated by a natural gas fired tank type water heater. Water heater has a input of 75,100 BTUH and 100 gallon storage.

   v. Natural gas: Building gas meter is located on the exterior of the building adjacent to the mechanical room. Gas meter serves both Town Hall and the Police Station. Natural gas piping is black steel with threaded joints. Natural gas is supplied to the domestic water heater and heating boilers.

   vi. Fixtures:

   - Floor mounted water closets with manual flush valve.
   - Wall hung urinal with manual flush valve.
   - Wall hung lavatories with manual faucet.

- Break Room sink is single bowl stainless steel with gooseneck faucet.
- Electric water cooler is not functional.

2. Commentary:

i. Plumbing fixtures are in good condition. Attempts have been made to make some fixtures accessible however in general the fixtures do not meet current standards. There is no functioning drinking fountain.

ii. The domestic hot water heater is close to the end of useful life.

3. Recommendations:

i. Upgrade all plumbing fixtures with new high efficiency fixtures.

ii. Upgrade domestic water heater with new high efficiency gas-fired water heater.

iii. Confirm water service is sized adequately for future renovation scope.

Fire Protection

1. **Observations:**

    i. The building does not contain an automatic sprinkler system.

2. **Commentary:**

    i. MA General Law M.G.L. c.148, s.26G requires that any existing building over 7,500 square feet that undergoes major alterations or building addition must be sprinklered.

    ii. Examples of major alterations are demolition or reconstruction of existing ceilings or installation of suspended ceilings; removal of sub flooring; demolition and/or reconstruction of walls, doors, or stairways; or removal or relocation of a significant portion of the building's mechanical or electrical systems. Alterations are considered major when such work affects 33% or more of the building area or when total work (excluding sprinkler installation) is equal to 33% or more of the assessed value of the building.

    iii. If the proposed project scope exceeds these thresholds then the existing building, and its additions, will require installation of an automatic sprinkler system.

3. **Recommendations:**

    i. Perform hydrant flow test to confirm Municipal water supply capacity to supply system.

In this section of the Facilities Condition Assessment Report, RRC Engineering presents a summary of observations regarding the condition of Deerfield Town Hall building, including summary description of structural systems and recommendations for action to be taken.

OVERVIEW PHOTOGRAPH

STRUCTURAL SYSTEMS SUMMARY

Component	Description	
Foundation/Floor Slab	Concrete frost walls around perimeter of building with a depressed area in the middle of the building. Concrete piers extend approximately 6’ above slab and support roof beams. Concrete slab-on-grade.	
Upper Floors	Not Applicable.	
Roof	Structural roof beams with possible insulated sandwich panels spanning between beams.	

Exterior Walls	Brick above grade, concrete below.	
Other	Addition at rear of building appears to be a modular “trailer” building housing assessor’s department.	

DEFICIENCIES

Unless specifically identified below, no major deficiencies were observed.

Component	Deficiency	Description	Photograph
Foundation/Floor Slab	☐ Deterioration ☐ Weakness ☐ Settlement ☐ Other	• No deficiencies noted	
Upper Floors	☐ Deterioration ☐ Weakness ☐ Settlement ☐ Other	• Not applicable.	
Roof	☐ Deterioration ☐ Weakness ☐ Settlement ☒ Other	• The entrance canopy has some rust at untreated steel that should be cleaned and repainted	

Exterior Walls	☒ Deterioration ☐ Weakness ☐ Settlement ☐ Other	• Vertical crack near southwest corner of building through brick below window.	
Other	☒ Deterioration ☒ Weakness ☐ Settlement ☐ Other	• Exterior wood ramps and steps at the "Assessor's addition" are severely weathered and beginning to show signs of rotted boards. The T1-11 siding panels are also damaged due to moisture along the joint with the ramp.	 

Matrices

Client: Town of Deerfield
Project Name: Town Building Assessment

Condition Assessment Matrix

Building Name	**Town Hall**	
Discipline	**Architectural**	**Interior**
Floor / Elevation	**Single Floor Level**	

Issue #	Room Name / Elev.	System/ Component	Existing Description	Photo #	Commentary/ Proposed Work	Quantity	Units	Repair/ Replace Priority by			
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs
1	North/ South/ East Corridors	Floor	Existing VCT	13 thru 20	Replace existing VCT flooring with new resilient flooring	1,773	sf			$11,000	
2	Offices	Floor	Existing 9x9 (suspected ACM) flooring	33, 34, 39	Abate existing flooring down to concrete substrate; install new resilient flooring	942	sf		$9,500		
3	Offices/ Meeting Rooms	Floor	Existing VCT Flooring	80, 82, 89	Replace with new resilient flooring	1,297	sf			$8,400	
4	Offices	Floor	Existing carpet	36, 60, 60, 70	Replace with new carpet tiles	3,460	sf		$18,000		
5	Utility Rooms	Floor	Existing exposed concrete	43, 91	Install epoxy coating with cove base up wall 4"	763	sf		$9,200		
6	Assembly	Floor	Existing 9x9 (suspected ACM) flooring	7,8	Abate existing flooring down to concrete substrate; install new resilient flooring	2,715	sf		$2,800		
7	Assembly	Accessibility	Nosings at steps from Corridors down to Assembly protrude	11, 14, 15, 16	Install new rubber treads and risers with sloped riser	294	sf		$3,000		
8	Assembly	Accessibility	No handrails at steps down to Assembly Area; Install guards at select openings to prevent use of steps	8, 11, 14, 16	New sets of guardrails (9 ft long)between piers at 8 locations (see Narrative for proposed assembly)	72	lf		$4,500		
9	Assembly	Accessibility	No handrails at steps down to Assembly Area; handrails with extensions required at each side of steps	8, 11, 14, 16	New sets of handrails (2 per opening) at 4 locations (see Narrative for proposed assembly)	72	lf		$5,500		
10	Assembly	Accessibility	Existing wheelchair ramp in poor condition and not fully code compliant	9, 10, 11, 12	Remove existing wheelchair ramp and replace with new wood-framed compliant ramp with compliant handrail assemblies.	27	LF		$10,000		
11	Men's/ Mechanical Room/ HC Single-Use Toilet Room/ 2 small restrooms at Hall 126	Accessibility	Non-compliant restrooms and inefficient use of space	45, 50, 53, 57	Reconfigure the existing 3 rooms along the East Corridor (Men's Room, Original Mechanical Room, Unisex HC Toilet Room) and the two small restrooms off Hall 126 to accommodate new fully accessible, multi-fixtured Men's and Women's Restrooms and additional space to be assigned. See Narrative for more information.	453	sf		$40,000		
12	North & South Corridors	Walls	Repair and repainting of existing framed walls along Corridors	13, 14, 15, 16	Minor repairs and repainting of existing gypsum wall board wall finishes	1,300	sf		$4,000		

Client: Town of Deerfield
Project Name: Town Building Assessment

Condition Assessment Matrix

Building Name	**Town Hall**	
Discipline	**Architectural**	**Interior**
Floor / Elevation	**Single Floor Level**	

Issue #	Room Name / Elev.	System/ Component	Existing Description	Photo #	Commentary/ Proposed Work	Quantity	Units	Repair/ Replace Priority by			
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs
13	Offices	Walls	Repair and repainting of existing framed walls along Corridors	27, 35, 36, 38	Minor repairs and repainting of existing gypsum wall board wall finishes	14,000	sf			$30,000	
14	Electrical/ Utility Room (off East Corridor)	Walls	Existing walls are in very poor condition and do not extend to deck above	41, 42, 44	Clean out room of miscellaneous storage items, clean and repaint existing cmu walls; install wood-framed wall infill from top of cmu to underside of deck and finish on room side.	83	sf		$2,000		
15	North, South, East Corridors and Entry Hall 126	Ceiling	Existing ACT ceiling assembly and lighting are older and will be approaching the end of their service life within 10 years	13, 15, 18	Replace existing ceiling assembly with new 2x2 tegular ceiling system with 15/16" grid and new LED lighting (NOTE: Lighting costs under MEP Section)	2,215	sf			$17,000	
16	Offices	Ceiling	Existing ACT ceiling assembly and lighting are older and will be approaching the end of their service life within 10 years	35, 38, 61, 70, 82	Replace existing ceiling assembly with new 2x2 tegular ceiling system with 15/16" grid and new LED lighting (NOTE: Lighting costs under MEP Section)	5,562	sf			$35,000	
17	Entire building	Accessibility	Existing signage is minimal and not code compliant		Install new signage and wayfinding program for the building- see Narrative for more information.	28	ea	$5,000			
					ARCHITECTURAL SCOPE TOTALS			**$5,000**	**$108,500**	**$101,400**	**$0**
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs
ALTERNATE - INFILL SUNKEN AREA AND SKYLIGHT REPLACEMENT											
		Floor	Sunken floor configuration and openness on 3 sides limits flexibility of use in the Assembly area - proposal is to infill the floor and create enclosed area with a movable partition (cost below) to subdivide the newly created level area		Infill floor and thereby delete the need for the ramp, stair and railing upgrades noted above - enclose area to create usable rooms with doors and an option for movable partitions costed below					$150,000	
		Walls	New moveable partitions		New 40'(l)x 10'(h) moveable wall partitions with fixed soffit assembly at shape of ceiling	2	ea			$60,000	
		Windows/ Glazing (interior)	New skylights		Install new skylights at North, South and East Corridors	6	ea			$50,000	
					ALTERNATE SCOPE TOTALS			**$0**	**$0**	**$260,000**	**$0**

Condition Assessment Matrix

Building Name	**Town Hall**
Discipline	**Building Envelope** **Exterior**

Issue #	Room Name / Elev.	System/ Component	Existing Description	Photo #	Commentary/ Proposed Work	Quantity	Unit	Repair/ Replace Priority by			
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs
1	South Elevation	Cladding	Existing painted wood fascia at roof edge is peeling		Repaint 1x8 fascia	110	LF		$ 500		
2	South Elevation	Cladding	Existing painted roof overhang assembly (soffit and beam outrigger) is peeling.	B1	Repaint roof overhang assembly	1,090	SF		$ 4,000		
3	South Elevation	Cladding	Existing fascia to be replaced when roof is replaced	B1	At the time of roof and edge metal replacement, overlay existing 1X8 painted wood fascia with 1X10 cellular PVC fascia painted to match existing color.	110	LF				$ 2,500
4	South Elevation	Cladding	Existing 3 ft deep soffit to be overlaid with 1/2" cellular PVC sheet painted to match existing color at the time when roof is replaced	B1	At the time of roof and edge metal replacement, overlay existing plywood soffit with 1/2" cellular PVC sheet painted to match existing color.	1,090	SF				$ 20,000
5	Main Entrance	Windows/ Glazing (exterior)	Aluminum storefront window system and metal panel above are in fair to good condition. However, the perimeter sealant has begun to fail.	B2	Replace perimeter sealant at storefront system.	64	LF		$ 1,500		
6	North, South and West Elevations	Windows/ Glazing (exterior)	Existing wood framed windows systems are original to the building, are not thermally efficient and beyond their service life.	B3	Replace all original wood framed window systems with new aluminum window systems (including perimeter sealant) with fixed units over operable awning units	936	SF			$ 90,000	
7	South Elevation	Cladding	Vertical crack in far left corner from foundation to stone sill appears to indicate wall movement.	B5	Install vertical control joint - cut in depth of brick and fill with backer rod and sealant.	3	LF		$ 300		
8	Modular Addition	Windows/ Glazing (exterior)	Existing aluminum sliding windows are beyond their service life.	B6	Replace 36"(w) x 44"(h) windows with new fiberglass sliders (equal to Marvin Ultra)	6	EA		$ 9,000		
9	Modular Addition	Cladding	Existing T-1-11 cladding is deteriorated at its base. It is assumed the T-1-11 is both cladding and sheathing; the wall assembly is likely a poor air barrier and exposes the wall cavity to water infiltration.	B6	Remove existing T-1-11 and wall cavity insulation. Install new cavity insulation, new 1/2" plywood sheathing; new air barrier and new fiber cement siding, painted to match paint color at adjacent building.	850	SF		$ 16,000		
10	Modular Addition	Doors	2 hollow metal red doors are rusted and paint is peeling at base with rust at base of frame.	B6	Replace doors with new hollow metal door and frame	2	EA		$ 3,000		
11	Modular Addition	Walkways/ Stairs	Existing wood step/ ramp assembly at west side of Modular Addition is not code compliant and is in a deteriorated state.	B7 and B8	Replace entire deck, ramp, step and railing assembly with new code compliant deck, ramp, step and metal rail assembly	130	SF		$ 6,500		

Condition Assessment Matrix

Building Name	**Town Hall**
Discipline	**Building Envelope** **Exterior**

Issue #	Room Name / Elev.	System/ Component	Existing Description	Photo #	Commentary/ Proposed Work	Quantity	Unit	Repair/ Replace Priority by			
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs
12	Modular Addition	Doors	1 double door hollow metal is in satisfactory condition	B9	Replace door and frame assembly at end of its service life.	1	EA			$ 3,500	
13	Main Building	Doors	1 double door hollow metal is in satisfactory condition.	B10	Replace door and frame assembly at end of its service life.	1	EA			$ 3,500	
14	Main Building	Cladding	Brick wall masonry at Town Hall building is in fair condition but is approaching 30 years since the conversion from school to Town Hall.	B10	Implement a program of 100% repointing	1,990	SF			$ 45,000	
15	Main Building	Doors	hollow metal double doors are in satisfactory condition	B12	Replace frame and door assembly at end of its service life	1	EA			$ 3,500	
16	Main Building	Sealant	sealant around perimeter of door is loosing it's elasticity and starting to crack	B12	Replace sealant around perimeter of double doors	24	LF		$ 300		
17	Roof	Roof	steel framing used for a platform for mechanical equipment needs paint as it is rusting throughout	B13	Scrape, prime and paint	40	SF		$ 1,000		
18	Roof	Roof	in general pipe penetration and pitch pockets look to be in fair condition. Sealants are starting to show degradation. In some locations where metal fixtures are used rust can be seen.	B14	Monitor condition of penetrations for preventative maintenance to increase the life span of the roof system	14	EA		$ 1,500	$ 1,500	
19	Roof	Roof	the low slope EPDM roof over the town hall main building and Modular Addition is fair condition. There are a few locations where the EPDM membrane is becoming unadhered to the substrate totaling about less than 5% of the total surface area. This could become a larger issue due to uplift from strong wind events.	B15	Perform repairs to existing roofing system to extend service life	11,800	SF		$ 1,500	$ 1,500	
20	Roof	Roof	Existing roofing system installed in 2008 (12 years)	B16	Replace existing low slope (EPDM) roofing system at end of its service life (after interim repairs)	11,800	SF				$ 177,000
21	Roof	Roof	A-frame 3-tab asphaltic shingle roof was observed to be in satisfactory condition. Assume existing shingle roof system installed in 2008	B16	Replace asphalt shingle roofing system at end of its service life	3,200	SF				$ 15,000

Condition Assessment Matrix

Building Name	**Town Hall**
Discipline	**Building Envelope** **Exterior**

Issue #	Room Name / Elev.	System/ Component	Existing Description	Photo #	Commentary/ Proposed Work	Quantity	Unit	Repair/ Replace Priority by			
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs
22	Roof	Windows/ Glazing (exterior)	Two sets of fixed wood framed window assemblies at each end of gabled roof above Assembly space are in poor condition. The under side of the sill of the windows should be a minimum of 8" above the EPDM roof to allow for proper flashing of systems	B17	Replace existing wood window systems with new aluminum frame window systems	144	SF		$ 15,000		
23	Roof	Roof	Rake and soffits at each end of gable roof are peeling	B17	Replace soffit with cellular PVC trim and paneling	200	SF		$ 1,000		
BUILDING EXTERIOR SCOPE TOTALS								**$ -**	**$ 61,100**	**$ 148,500**	**$ 214,500**
								0-11 mths Costs	**1-5 yrs Costs**	**5-10 yrs Costs**	**11-20 yrs Costs**

Client: Town of Deerfield
Project Name: Deerfield Town Building Assessment

Condition Assessment Matrix

Building Name	Town Hall	
Discipline	MEP-FP Interior	
Floor / Elevation		

Issue #	Room Name / Elev.	System/ Component	Existing Description	Photo #	Commentary/ Proposed Work	Quantity	Units	Repair/ Replace Priority by			
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs
1	Throughout	Life Safety	The building does not contain an automatic sprinkler system.		MA General Law M.G.L. c.148, s.26G requires that any existing building over 7,500 square feet that undergoes ***major*** alterations or building addition must be sprinklered. Examples of major alterations are demolition or reconstruction of existing ceilings or installation of suspended ceilings; removal of sub flooring; demolition and/or reconstruction of walls, doors, or stairways; or removal or relocation of a significant portion of the building's mechanical or electrical systems. Alterations are considered major when such work affects 33% or more of the building area or when total work (excluding sprinkler installation) is equal to 33% or more of the assessed value of the building. If the proposed project scope exceeds these thresholds then the existing building, and its additions, will require installation of an automatic sprinkler system.	12,046	SF			$ 110,000	
2	Utility Room	Plumbing Fixtures	Existing building is served by municipal water and municipal sewer services. Domestic water service is 2" in size. The water service serves both the Town Hall and the Police Station.		Services appear to be in good condition. Confirm services are sized adequately for future renovation scope.	1	LS				
3	Throughout	Plumbing Fixtures	Existing domestic water piping is copper with sweat fittings. Domestic water piping where exposed is insulated.	MEP 1	Piping appears to be in good condition and can be reused in a renovation.	1	LS				
4	Throughout	Plumbing Fixtures	The existing sanitary, waste and vent system is made up of cast iron pipe with hub and spigot fittings.	MEP 2	Piping appears to be in good condition and can be reused in a renovation if sized appropriately.	1	LS				
5	Boiler Room	Plumbing Fixtures	Domestic hot water heater serves both Town Hall and the Police Station. Water heater is located in the central mechanical room. Domestic hot water is generated by a natural gas fired tank type water heater. Water heater has a input of 75,100 BTUH and 100 gallon storage.	MEP 3	Water heater appears to be close to the end of its useful life. Recommend installation of new high efficiency gas fired water heater.	1	LS		$ 7,000		

Client: Town of Deerfield
Project Name: Deerfield Town Building Assessment

Condition Assessment Matrix

Building Name		Town Hall	
Discipline		MEP-FP	Interior
Floor / Elevation			

Issue #	Room Name / Elev.	System/ Component	Existing Description	Photo #	Commentary/ Proposed Work	Quantity	Units	Repair/ Replace Priority by			
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs
6	Restrooms; Kitchenette	Plumbing Fixtures	Existing Plumbing Fixtures include: floor mounted water closets with manual flush valve, wall hung urinal with manual flush valve, wall hung lavatories with manual faucet, Break Room sink is single bowl stainless steel with gooseneck faucet. Electric water cooler is not functional.	MEP 4-6	Plumbing fixtures are in good condition. Attempts have been made to make some fixtures accessible however in general the fixtures do not meet current standards. There is no functioning drinking fountain. In general fixtures should be replaced with high efficiency plumbing fixtures.	14	EA			$ 22,000	
7	Throughout	Plumbing Fixtures	Building is served with natural gas. Building gas meter is located on the exterior of the building adjacent to the mechanical room. Gas meter serves both Town Hall and the Police Station. Natural gas piping is black steel with threaded joints. Natural gas is supplied to the domestic water heater and heating boilers.	MEP 7	Gas piping is in good condition and can remain.	1	LS				
8	Boiler Room	Mechanical Fixtures	Heating Boiler, Non Condensing	MEP 8	Replace with Condensing Boilers	1	LS		$ 90,000		
9	Boiler Room	Mechanical Fixtures	Heating Pumps	MEP 9	Replace with New	2	EA		$ 10,000		
10	Throughout	Mechanical Fixtures	Piping, Insulation	MEP 10	Reuse where possible	1	LS				
11	Throughout	Mechanical Fixtures	Unit heaters, Fin tube, Convectors	MEP 11 & 12	Replace with New	12,046	SF		$ 50,000		
12	Restrooms	Mechanical Fixtures	General Exhaust	MEP 13	Replace with New	1	LS		$ 15,000		
13	Throughout	Mechanical Fixtures	Stand Alone	MEP 14	Building Management system	1	LS		$ 10,000		
14	Throughout	Mechanical Fixtures	Split system AC units	MEP 15	Replace with New	18	EA		$ 90,000		
15	Throughout	Mechanical Fixtures	Ductless Heat Pump Systems	MEP 16	Fair to Good Condition, Recommend add more systems						$ 10,000
16	Utility 106	Mechanical Equipment	Original air handler and ductwork appear abandoned and obsolete		Remove existing air handler and associated ductwork within the Room.	1	LS	$ 2,000			

Client: Town of Deerfield
Project Name: Deerfield Town Building Assessment

Condition Assessment Matrix

Building Name	Town Hall	
Discipline	MEP-FP Interior	
Floor / Elevation		

Issue #	Room Name / Elev.	System/ Component	Existing Description	Photo #	Commentary/ Proposed Work	Quantity	Units	Repair/ Replace Priority by			
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs
17		Electrical: General	The electrical service for this facility consists of a 600amp, 120/208V, 3phase, 4wire with two (2), 200amp, 3 pole circuit breaker which comes from a pole mounted transformer. The serve feeder runs underground from the utility pole to a meter socket and to an automatic transfer switch on an exterior concrete pad.	MEP 17 & 18	Electric service and automatic transfer switch are new and are in good condition. No work required	12,046	SF				
18		Electrical: General	The electrical distribution system consists of a 600amp, 120/208V, 3phase, 4wire main distribution panel located in the main electric room. There is a 200amp, 3pole circuit breaker that feeds the Town Hall subpanels and a second 200amp, 3pole circuit breaker that feeds the Police Station. There are panels located throughout the building both original and a new added after the building was constructed.	MEP 19 - 21	Original subpanels are in fair condition and should be replaced. Newer panels are in good condition and do not need to be replaced.	3	EA		$ 15,000		
19		Electrical: General	Branch Circuits: The meeting room, offices, conference room, corridors, and break room have outlets throughout the rooms. Quantity of receptacles appears adequate for current needs. Most are recessed with a few surface mounted break room outlets above the counter are GFI type as required.	MEP 22 -24	no work required	12,046	SF				
20		Electrical/ Lighting Fixtures	Lighting in corridors is generally 1'x4' recessed fluorescent parabolic fixtures with T8 lamps. The offices, break room, and conference room have 2'x4' recessed parabolic fixtures with T8 lamps.	MEP 25 - 27	All existing fluorescent lighting should be replaced with new energy saving LED type fixtures.	12,046	SF			$ 50,000	

Client: Town of Deerfield
Project Name: Deerfield Town Building Assessment

Condition Assessment Matrix

Building Name	Town Hall	
Discipline	MEP-FP Interior	
Floor / Elevation		

Issue #	Room Name / Elev.	System/ Component	Existing Description	Photo #	Commentary/ Proposed Work	Quantity	Units	Repair/ Replace Priority by			
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs
21		Life Safety	Emergency Lighting System: There is an emergency exterior diesel generator present. The generator is relatively new and is in good condition. The generator is a Cummins rated at 80 kW, 120/208V, 3phase, 4wire and serves the entire building including the police station. The automatic transfer switch is located on the exterior next to the generator. The emergency panels are not in a 2-hour rated room and do not provide the emergency lighting throughout the building. There are emergency battery units throughout the building for the emergency lighting. Exit signs are provided at exits throughout the building.	MEP 28 -31	Upgrade emergency panels	2	EA		$ 10,000		
22		Life Safety - Exterior Light Fixtures	The exterior lighting consists of wall mounted perimeter lighting which lights the entrances and walkways. A few fixtures are LED type but most are non-LED and not energy efficient.	MEP 32 - 35	All non-LED light fixtures should be replaced with new energy efficient LED type with time clock control.	6	EA		$ 4,500		

Client: Town of Deerfield
Project Name: Deerfield Town Building Assessment

Condition Assessment Matrix

Building Name	Town Hall	
Discipline	MEP-FP Interior	
Floor / Elevation		

Issue #	Room Name / Elev.	System/ Component	Existing Description	Photo #	Commentary/ Proposed Work	Quantity	Units	Repair/ Replace Priority by			
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs
23		Life Safety	There are two fire alarm control panels located in the lobby at the main entrance. A Fire-Lite conventional panel is the original control panel used for the office side and a second Notifier conventional control panel added for the police station side. Smoke detectors are provided in corridors, lobbies, offices, and conference room. The meeting room, toilet rooms, storage rooms, and break room have heat detectors. Manual pull stations and horn/strobe units are provided throughout the building.	MEP 35 - 39	The coverage of fire alarm devices appears adequate. The present system is obsolete and should be replaced with a new addressable system.	1	LS		$ 60,000		
MEP SCOPE TOTALS								**$ 2,000**	**$ 361,500**	**$ 182,000**	**$ 10,000**
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs

Client: Town of Deerfield
Project Name: Town Building Assessments

Condition Assessment Matrix

11/6/2020

Building Name	**Town Hall**
Discipline	**Structural**

Issue #	Room Name / Elev.	System/ Component	Existing Description	Photo #	Commentary/ Proposed Work	Quantity	Units	Repair/ Replace Priority by			
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs
1		General/ Other	The entrance canopy has some rust at untreated steel that should be cleaned and repainted.		Clean and re-paint steel structure		sf		$ 3,000		
2		Walls	Vertical crack near southwest corner of building through brick below window.					See Building Envelope Report for more information			
3		General/ Other	Exterior wood ramps and steps at the "Assessor's addition" are severely weathered and beginning to show signs of rotted boards. The T1-11 siding panels are also damaged due to moisture along the joint with the ramp.		Rebuild wood framed ramps, steps and railings and repair damaged siding						
STRUCTURAL SCOPE TOTALS								**$ -**	**$ 3,000**	**$ -**	**$ -**
								0-11 mths Costs	**1-5 yrs Costs**	**5-10 yrs Costs**	**11-20 yrs Costs**

Client: Town of Deerfield
Project Name: Town Building Assessment

Building Name	**Town Hall**	
Discipline	**Site** **Exterior**	
Floor / Elevation	**Single Floor Level**	

Issue #	Room Name / Elev.	System/ Component	Existing Description	Photo #	Commentary/ Proposed Work	Quantity	Units	Repair/ Replace Priority by			
								0-11 mths Costs	1-5 yrs Costs	5-10 yrs Costs	11-20 yrs Costs
1	General	Site	Parking and travel patterns around the building could be further defined to eliminate congestion and parking issues		A comprehensive parking and travel pattern plan should be developed in concert with the neighboring senior center and church	1	LS		TBD		
2	South Driveway/ Parking Area	Site	South driveway and parking area is in fair condition but will need sealing and restriping within 5 years.		Implement program to repair and seal existing bituminous paving and re-stripe parking spaces	8,300	SF			$ 10,000	
3	West Driveway and Parking Area	Site	West driveway and parking area is in poor condition and is exposed to surface flooding.	B18	Implement program to repave this area and re-stripe parking spaces	9,300	SF			$ 60,000	
4	North Driveway/ Parking Area	Site	North driveway and parking area is cracked and deteriorated over a significant portion of the area. Parking spaces were not well defined.		Implement program to repave this area and re-stripe parking spaces	10,190	SF			$ 70,000	
5	East Driveway/ Parking Area	Site	East driveway and parking area is cracked and deteriorated over a significant portion of the area. Parking spaces were not well defined.		Implement program to repave this area and re-stripe parking spaces	5,690	SF			$ 35,000	
6	West Side Egress Doors	Walkways/ Stairs	Exterior concrete landings at west egress doors are NOT flush with exit door sill		Remove existing concrete landings and install new concrete landings flush with sill	1	LS		$ 3,000		
7	General	Site	Exterior signage for parking and wayfinding is minimal and insufficient		Implement program for new exterior signage for entire site.	1	LS	$ 5,000			
SITE SCOPE TOTALS								**$ 5,000**	**$ 3,000**	**$ 105,000**	**$ -**
								0-11 mths Costs	**1-5 yrs Costs**	**5-10 yrs Costs**	**11-20 yrs Costs**

Representative Existing Conditions Photographs

Town Hall / Municipal Office Building

Representative Existing Conditions Photographs

1. Front (south) with Main Entry

2. Typical window system

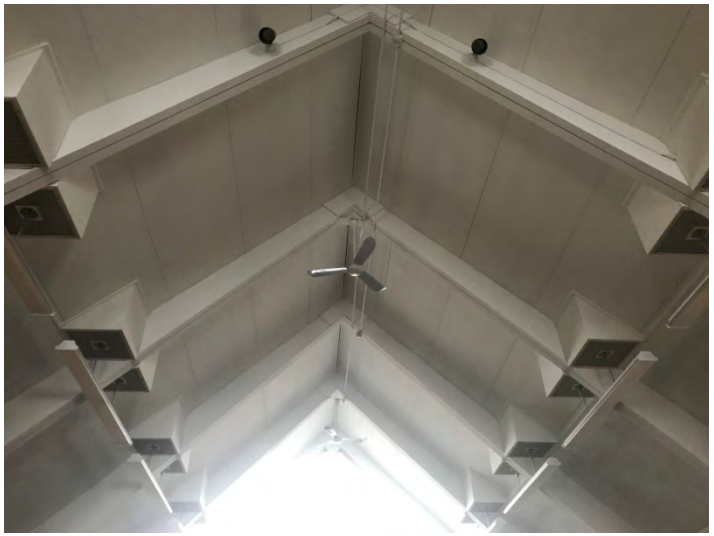
3. Modular addition (southwest corner)

4. Main Entry

Town Hall / Municipal Office Building

Representative Existing Conditions Photographs

5. Assembly gabled end wall



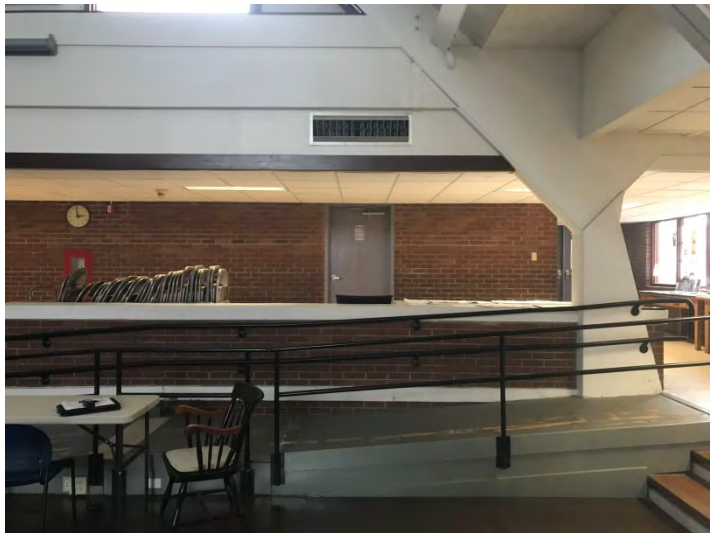
6. Assembly structural “bents”

7. Assembly (toward south corridor)

8. Assembly (toward north corridor)

Town Hall / Municipal Office Building

Representative Existing Conditions Photographs



9. Wheelchair Ramp at Assembly

10. Top of Wheelchair Ramp

11. Assembly- typical steps at south corridor

12. Assembly – East gable end wall

Town Hall / Municipal Office Building

Representative Existing Conditions Photographs

13. North Corridor

14. North Corridor

15. South Corridor (Town Clerk's Office beyond)

16. South Corridor (Nurse's Office beyond)

Town Hall / Municipal Office Building

Representative Existing Conditions Photographs

17. Corner at East Corridor (left) and North Corridor (right)

18. East Corridor

19. East Corridor (toward north)

20. Corner at East Corridor (right) and South Corridor (left)

Town Hall / Municipal Office Building

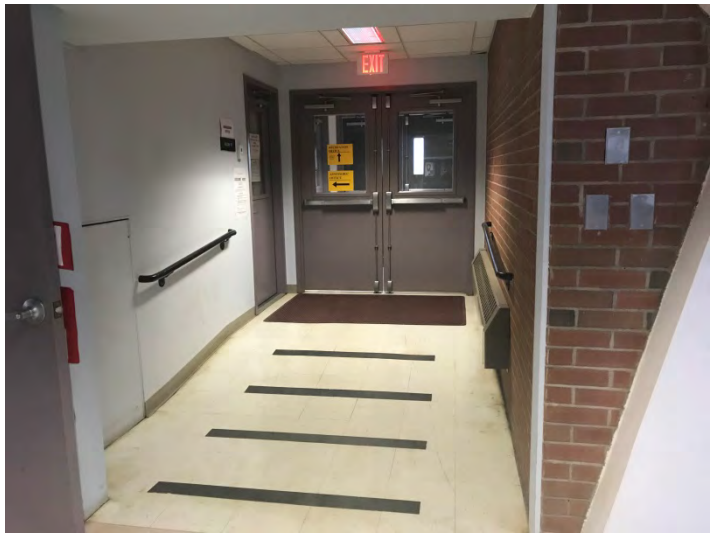
Representative Existing Conditions Photographs

21. Hall 126 (toward main entry)

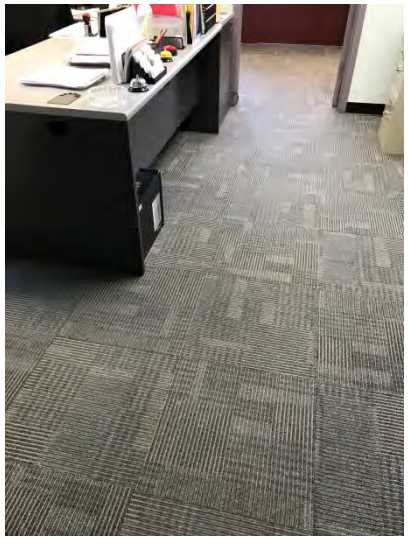
22. Small Men's & Women's Rooms off Hall 126

23. Main entry doors

24. Hall 126



25. South Corridor Extension



26. Town Administrator- Reception Office

27. Town Administrator Suite Entrance off North Corridor

28. Town Administrator's Office

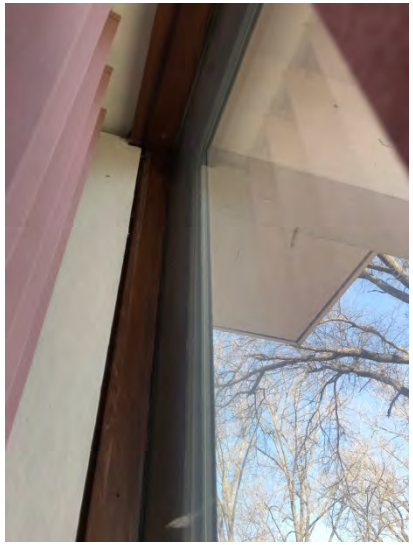
Town Hall / Municipal Office Building

Representative Existing Conditions Photographs

29. Town Administrator's Office- typical window system

30. Typical window sill detail

31. Access wicket to awning operator

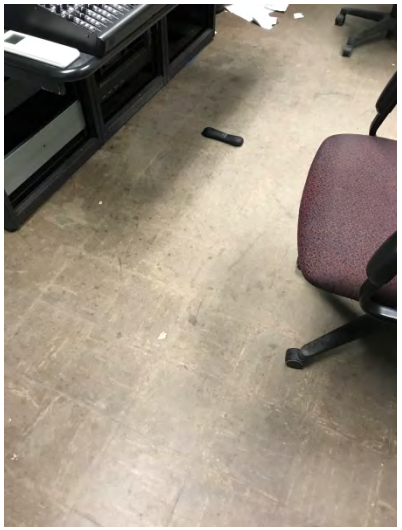


32. Typical window system jamb and head

Town Hall / Municipal Office Building

Representative Existing Conditions Photographs

33. FCAT Office entry off North Corridor



34. 9x9 tile (ACM) flooring at FCAT Office

35. FCAT Office ceiling and soffit

36. Conference Room 130

Town Hall / Municipal Office Building

Representative Existing Conditions Photographs

37. Conference Room 130 ceiling

38. Building Inspection Office

39. Building Inspection Office floor (9x9 tile (ACM))

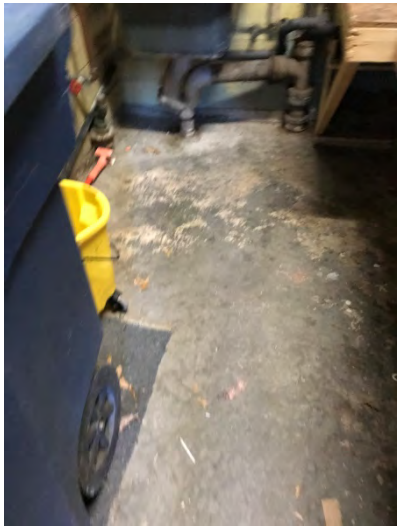
40. Building Inspection Office Entry off North Corridor

Town Hall / Municipal Office Building

Representative Existing Conditions Photographs

41. Electrical/Utility off East Corridor

42. Electrical/ Utility- partial height cmu walls

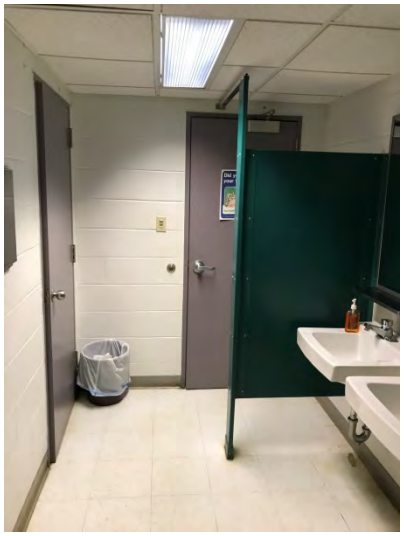


43. Electrical/ Utility concrete floor

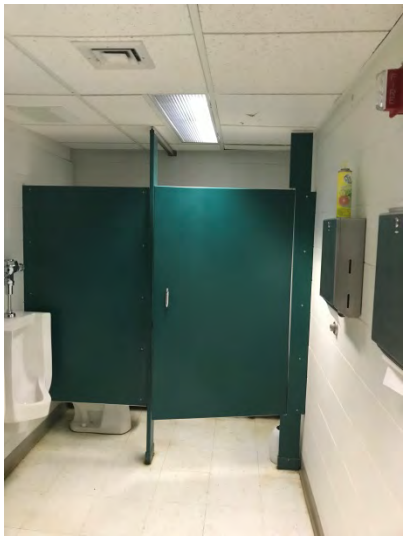
44. Electrical/ Utility exterior wall

Town Hall / Municipal Office Building

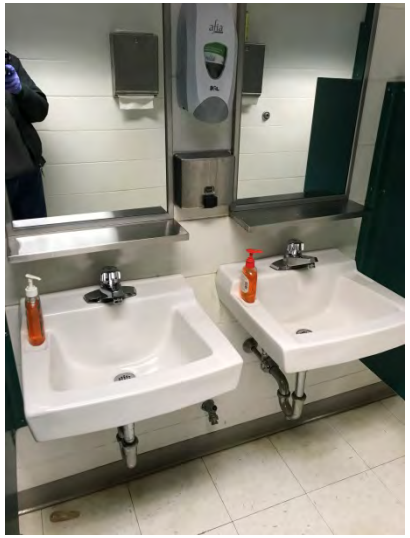
Representative Existing Conditions Photographs



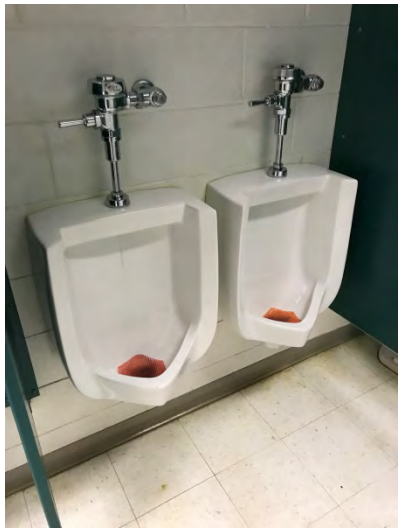
45. Men's Room off East Corridor



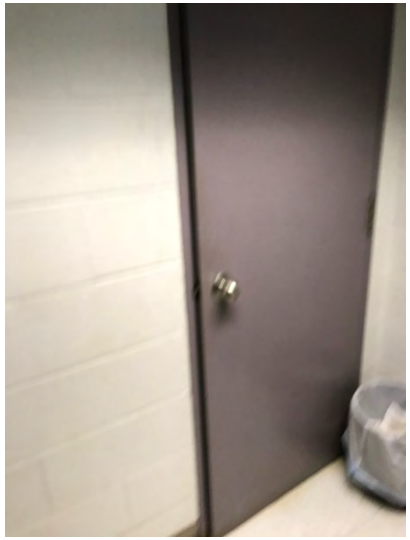
46. Men's Room WC stall



47. Men's Room lavs



48. Men's Room urinals



49. Men's Room - door to Mechanical Room

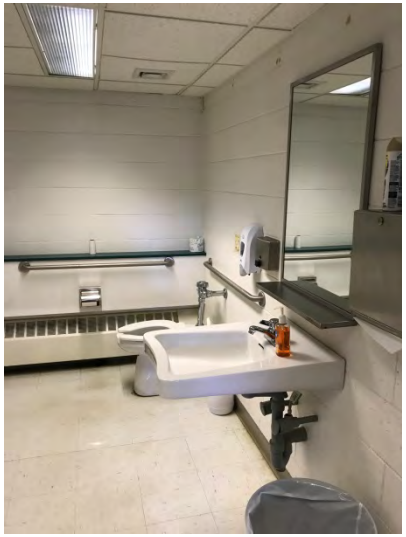
50. Mechanical Room AHU

51. Mechanical Room ductwork

52. Mechanical Room AHU toward Boiler Room wall

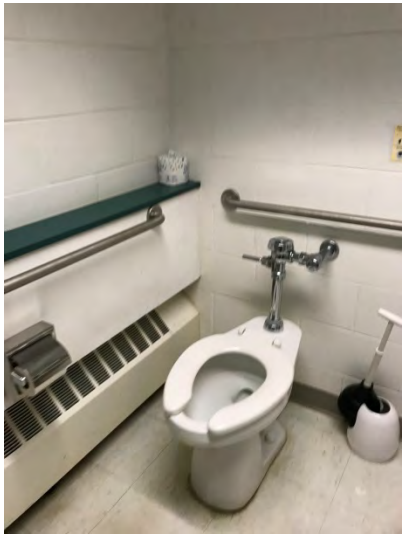
Town Hall / Municipal Office Building

Representative Existing Conditions Photographs



53. Unisex HC Toilet Room

54. Unisex HC Toilet Room



55. Unisex HC Toilet Room

56. Unisex HC Toilet Room- stained ceiling tiles

Town Hall / Municipal Office Building

Representative Existing Conditions Photographs

57. Small Men's Room off Hall 126

58. Small Men's Room off Hall 126

59. Town Clerk's Transaction Counter along South Corridor

60. Town Clerk's Office

Town Hall / Municipal Office Building

Representative Existing Conditions Photographs

61. Town Clerk's Office

62. Door to Town Treasurer's Office

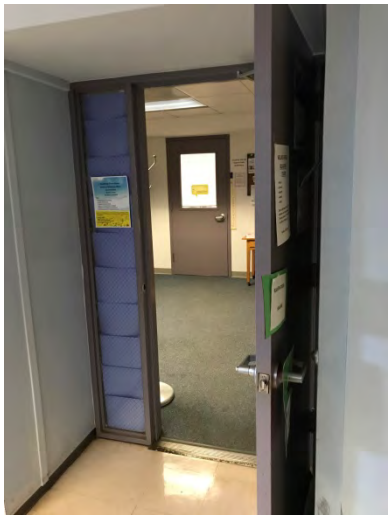
63. Town Accountant's Office

64. Town Accountant's Office

Town Hall / Municipal Office Building

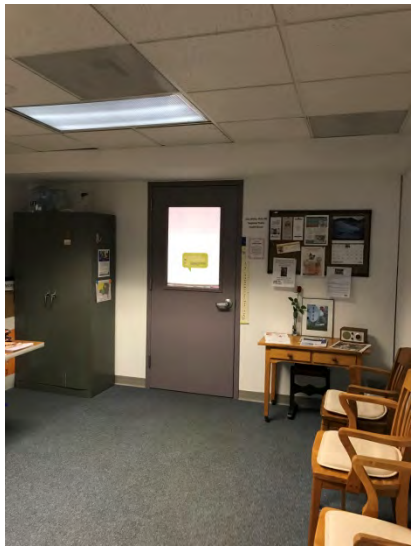
Representative Existing Conditions Photographs

65. Entry to Town Clerk's Office off South Corridor

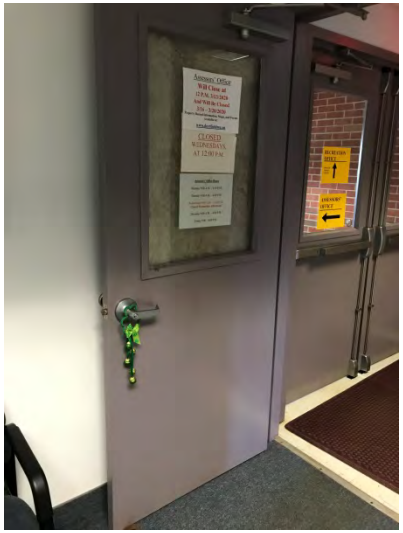


66. Entry to Nurse's Office off South Corridor

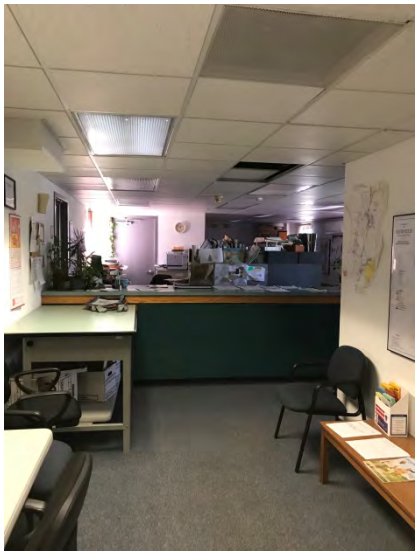
67. Interior glazed openings in Nurse's Office



68. Inner door to Nurse's Office

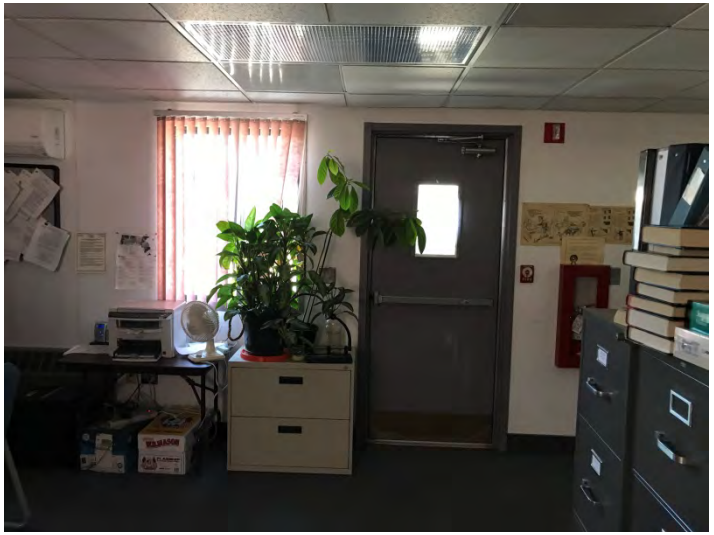


69. Entry to Assessor's Office

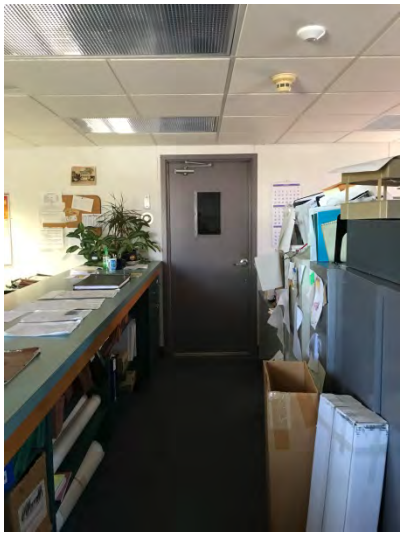


70. Assessor's Office

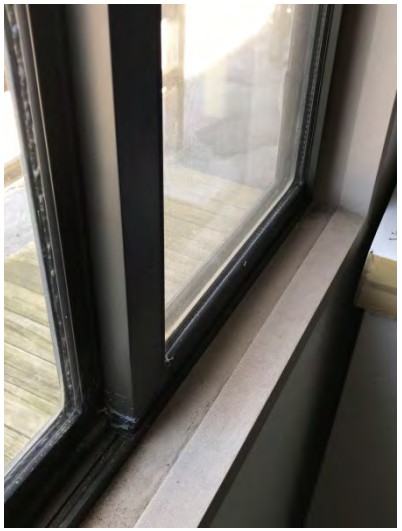
71. Transaction counter at Assessor's Office



72. Assessor's Office Exterior door

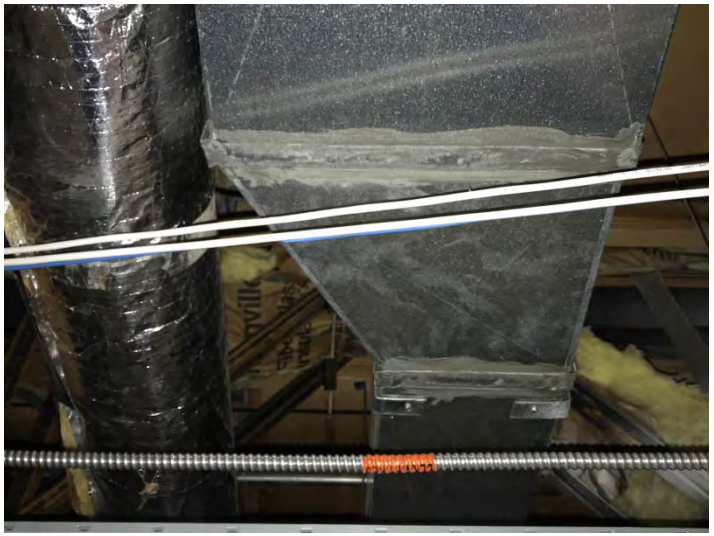


73. Door to Nurse's Office from Assessor's Office



74. Typical window at Assessor's Office (Modular wing)

75. Threshold at exterior door to Assessor's Office



76. Assessor's Office- Above –ceiling dutwork

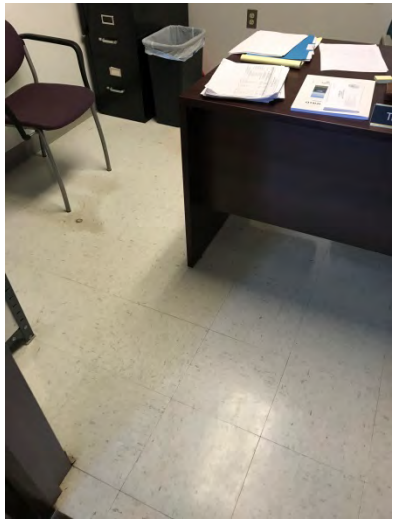
Town Hall / Municipal Office Building

Representative Existing Conditions Photographs

77. Electrical Room and Copy Room at West end of Assembly Area

78. Electrical Room

79. Entry to Room 125 at west end of Assembly Area



80. Floor of Room 125

81. Doors to Kitchenette at west end of Assembly Area

82. Kitchenette

83. Kitchenette

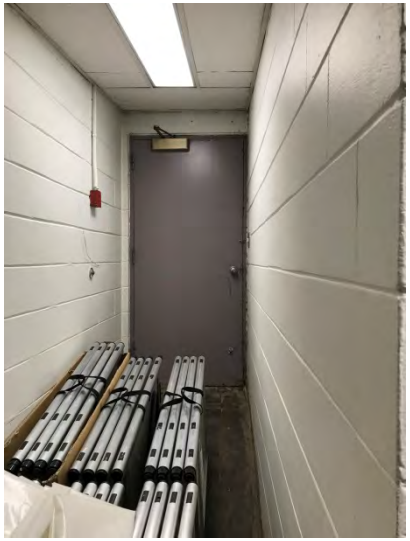
84. Entry door to Kitchenette

Town Hall / Municipal Office Building

Representative Existing Conditions Photographs

85. Niche at Kitchenette

86. Lav off Kitchenette



87. Ramped egress corridor off Kitchenette

88. Storage Room off egress corridor

Town Hall / Municipal Office Building

Representative Existing Conditions Photographs

89. Storage Room off Kitchenette

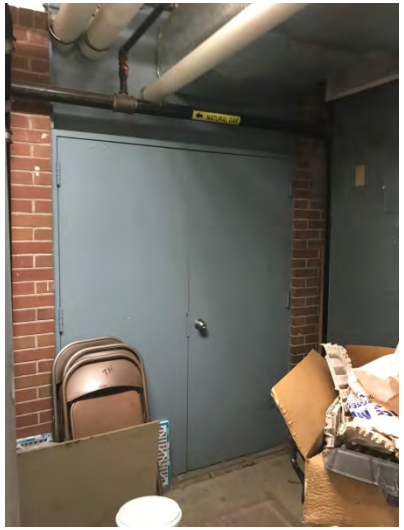
90. Sink and counter at Kitchenette

91. Boiler Room off Hall 126

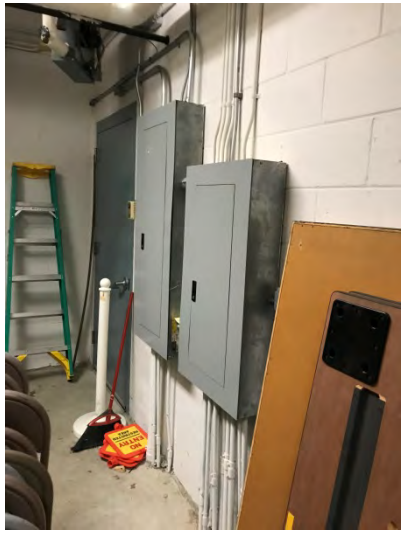
92. Boiler Room

93. Oil tanks in Boiler Room within cmu enclosure

94. Pumps in Boiler Room



95. Door to Mechanical Room from Boiler Room

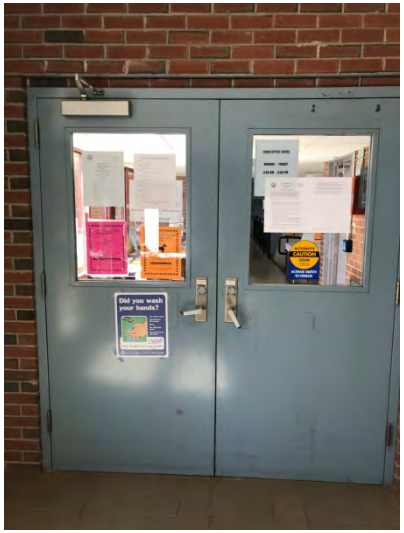


96. Electrical Panels in Boiler Room

97. Recessed walk-off mat at Main Entry Vestibule

98. Ceiling at Main Entry Vestibule

99. Main Entry Doors



100. Doors to Hall 126 from Main Entry Vestibule

Town Hall / Municipal Building – Building Envelope

Representative Existing Conditions Photographs

B1

B2

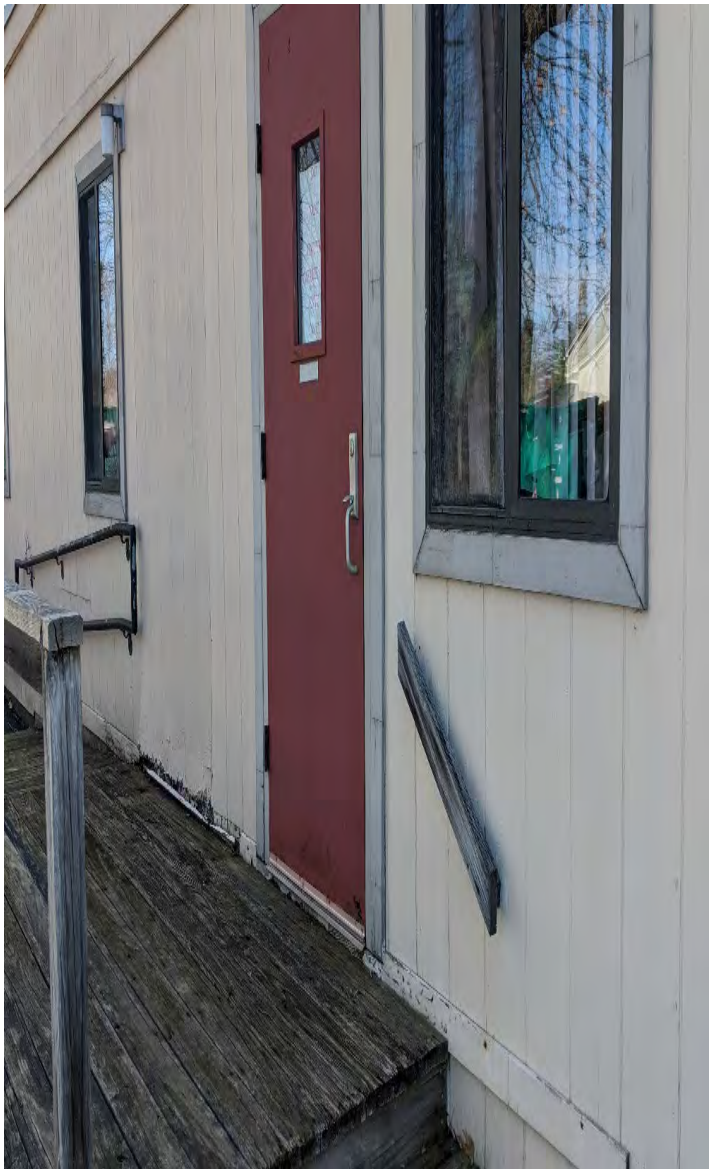
B3

B4

Town Hall / Municipal Building – Building Envelope

Representative Existing Conditions Photographs

B5



B6

Town Hall / Municipal Building – Building Envelope

Representative Existing Conditions Photographs

B7

B8

B9

Town Hall / Municipal Building – Building Envelope

Representative Existing Conditions Photographs

B10

B11

Town Hall / Municipal Building – Building Envelope

Representative Existing Conditions Photographs

B12

B13

B14

B15

Town Hall / Municipal Building – Building Envelope

Representative Existing Conditions Photographs

B16

B17

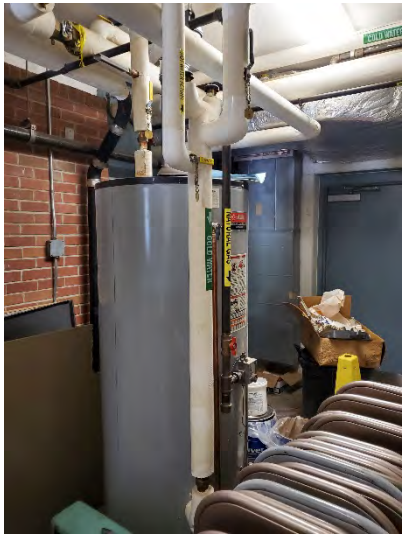
B18

Town Hall / Municipal Office Building – MEP/FP

Representative Existing Conditions Photographs

MEP 1

MEP 2



MEP 3

MEP 4

Town Hall / Municipal Office Building – MEP/FP

Representative Existing Conditions Photographs

MEP 5

MEP 6

MEP 7

MEP 8

Town Hall / Municipal Office Building – MEP/FP

Representative Existing Conditions Photographs

MEP 9

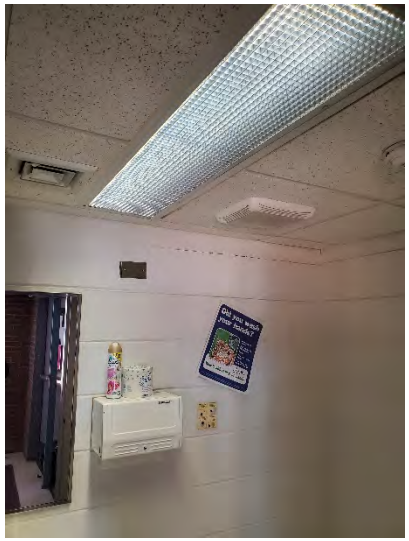
MEP 10

MEP 11

MEP 12

Town Hall / Municipal Office Building – MEP/FP

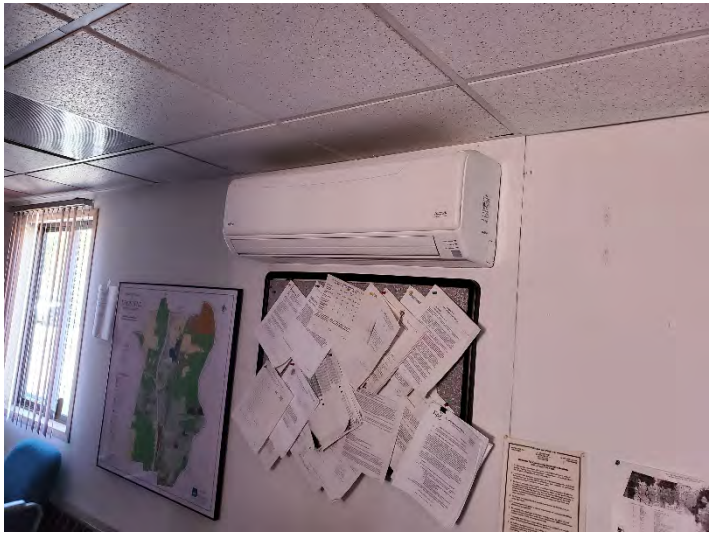
Representative Existing Conditions Photographs



MEP 13

MEP 14

MEP 15



MEP 16

Town Hall / Municipal Office Building – MEP/FP

Representative Existing Conditions Photographs

MEP 17

MEP 18

MEP 19

Town Hall / Municipal Office Building – MEP/FP

Representative Existing Conditions Photographs

MEP 20

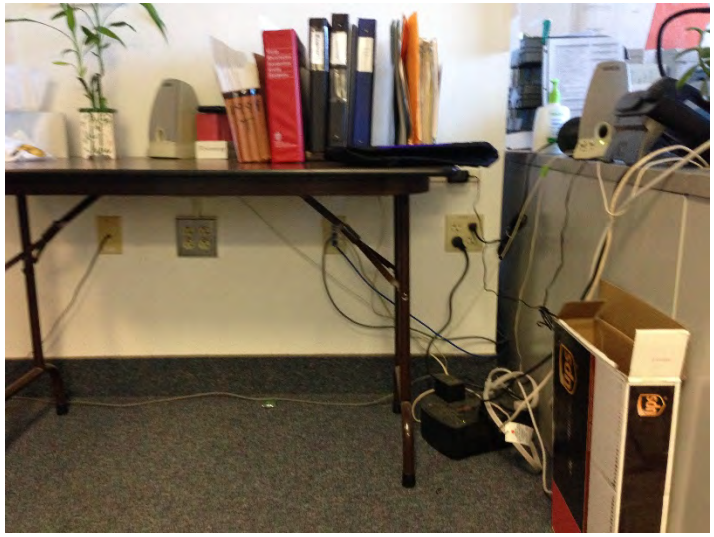
MEP 21

MEP 22

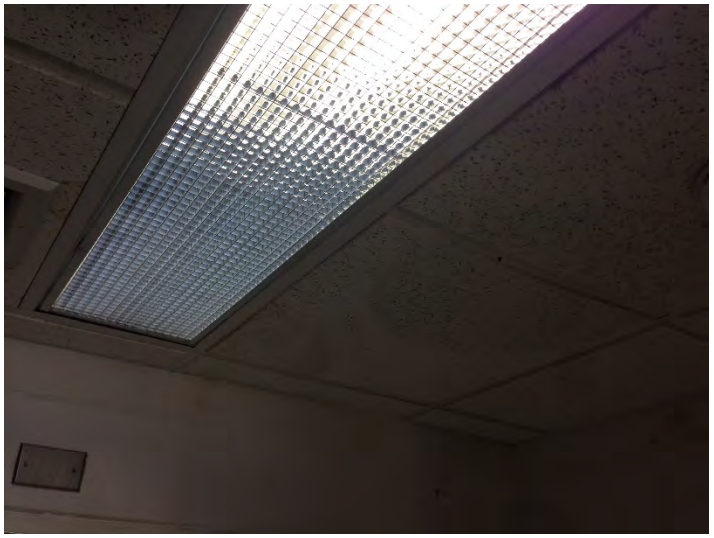
MEP 23

Town Hall / Municipal Office Building – MEP/FP

Representative Existing Conditions Photographs



MEP 24



MEP 25

MEP 26

MEP 27

Town Hall / Municipal Office Building – MEP/FP

Representative Existing Conditions Photographs

MEP 28

MEP 29

MEP 30

MEP 31

Town Hall / Municipal Office Building – MEP/FP

Representative Existing Conditions Photographs

MEP 32

MEP 33

MEP 34

MEP 35

Town Hall / Municipal Office Building – MEP/FP

Representative Existing Conditions Photographs

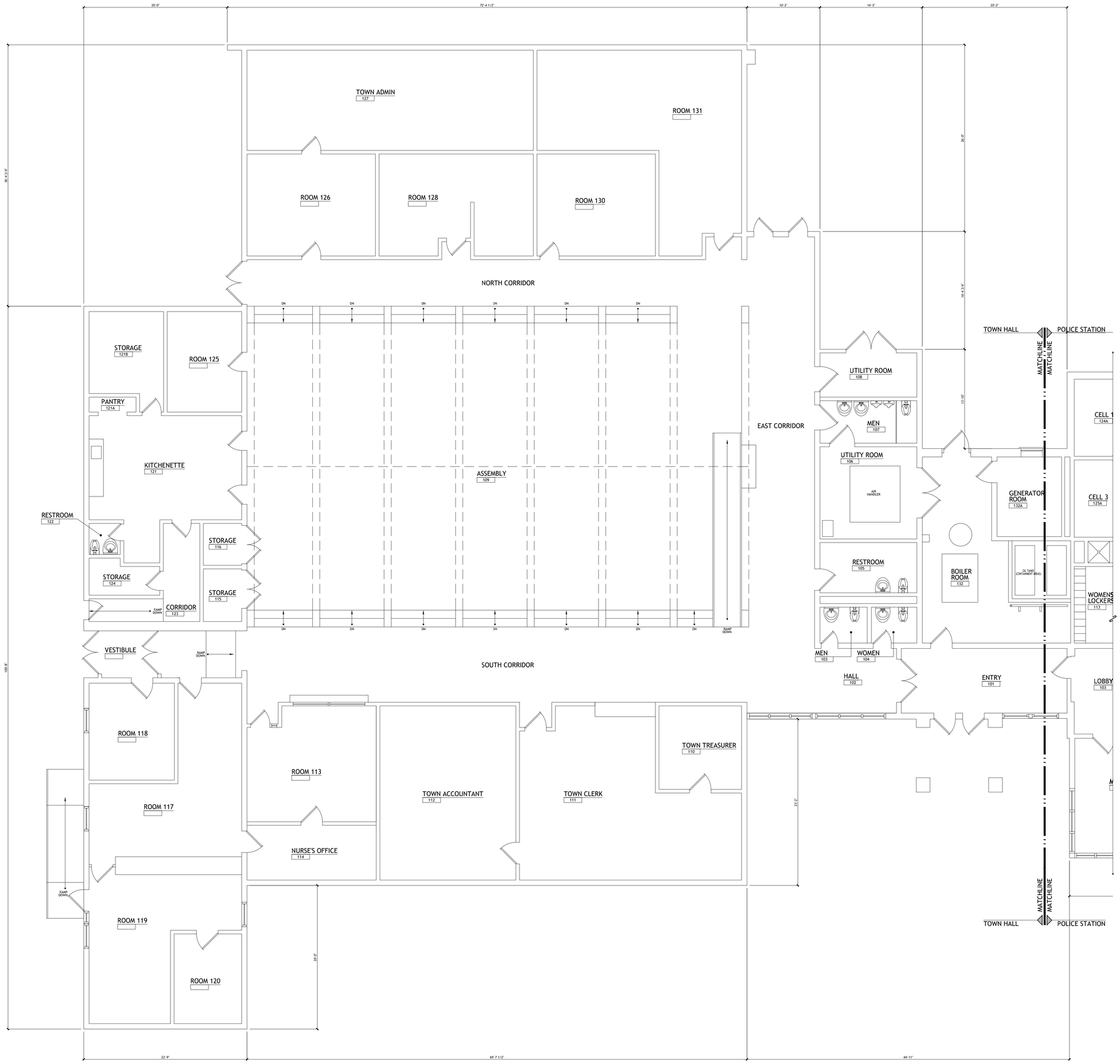
MEP 36

MEP 37

MEP 38

MEP 39

Appendix A: Floor Plans



DEERFIELD
TOWN HALL
BUILDING STUDY

PROJECT

8 CONWAY STREET
SOUTH DEERFIELD, MA 01373

CLIENT

8 CONWAY STREET
SOUTH DEERFIELD, MA 01373

FIRM

G | R | L | A

Gorman Richardson Lewis Architects
239 South Street Hopkinton, MA 01748
T - 508.544.2600 F - 508.435.0072
www.grlarchitects.com

KEY PLAN

REMARKS

REVISIONS

No. Description Date

COPYRIGHT

SEAL / ORIENTATION

North
Project North

DATA

Date: FEBRUARY, 2020
Proj. No.: 2019051.01
Scale: 1/4"=1'-0"
Drawn By: BAG
Checked By: GEO
File Name: EX1-1.dwg

TITLE

EXISTING
FIRST FLOOR
PLAN

SHEET

EX1.1

2019051.01 - TOWN OF DEERFIELD BUILDINGS STUDY-DEERFIELD TOWN HALL - FEBRUARY, 2020

T:\PROJ2019\2019051-TownofDeerfield\01__Existing_Conditions\Drawings\GRLA Drawings\Town Hall\EX1-1.dwg, 9/25/2020 4:44:17 PM, bgaulin

Appendix B: EagleView

Precise Aerial Measurement Report

Prepared by Gorman Richardson Lewis Architects

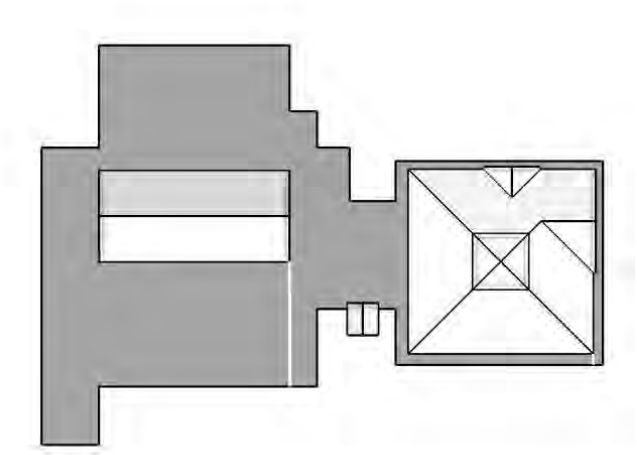
8 Conway St, South Deerfield, MA 01373-1021

G | R | L | A
Gorman Richardson Lewis Architects

Gorman Richardson Lewis Architects
239 South St
Hopkinton, MA 01748-2249

Chris Paszko
tel. 508-544-2600
email: rgutmann@grlarchitects.com
www.grlarchitects.com

8 Conway St, South Deerfield, MA 01373-1021



In this 3D model, facets appear as semi-transparent to reveal overhangs.

Report Details

Report: 32484417

Roof Details

Total Roof Area = 20,081 sq ft
Total Roof Facets = 16
Predominant Pitch = 0/12
Number of Stories <=1
Total Ridges/Hips = 289 ft
Total Valleys = 58 ft
Total Rakes = 188 ft
Total Eaves = 113 ft
Total Penetrations = 15
Total Penetrations Perimeter = 148 ft
Total Penetrations Area = 92 sq ft

Report Contents

Contact: Chris Paszko
Company: Gorman Richardson Lewis Architects
Address: 239 South St
Hopkinton MA 01748-2249
Phone: 508-544-2600

Measurements provided by www.eagleview.com

eagleview

Certified Accurate

www.eagleview.com/Guarantee.aspx

Images

The following aerial images show different angles of this structure for your reference.

North Side

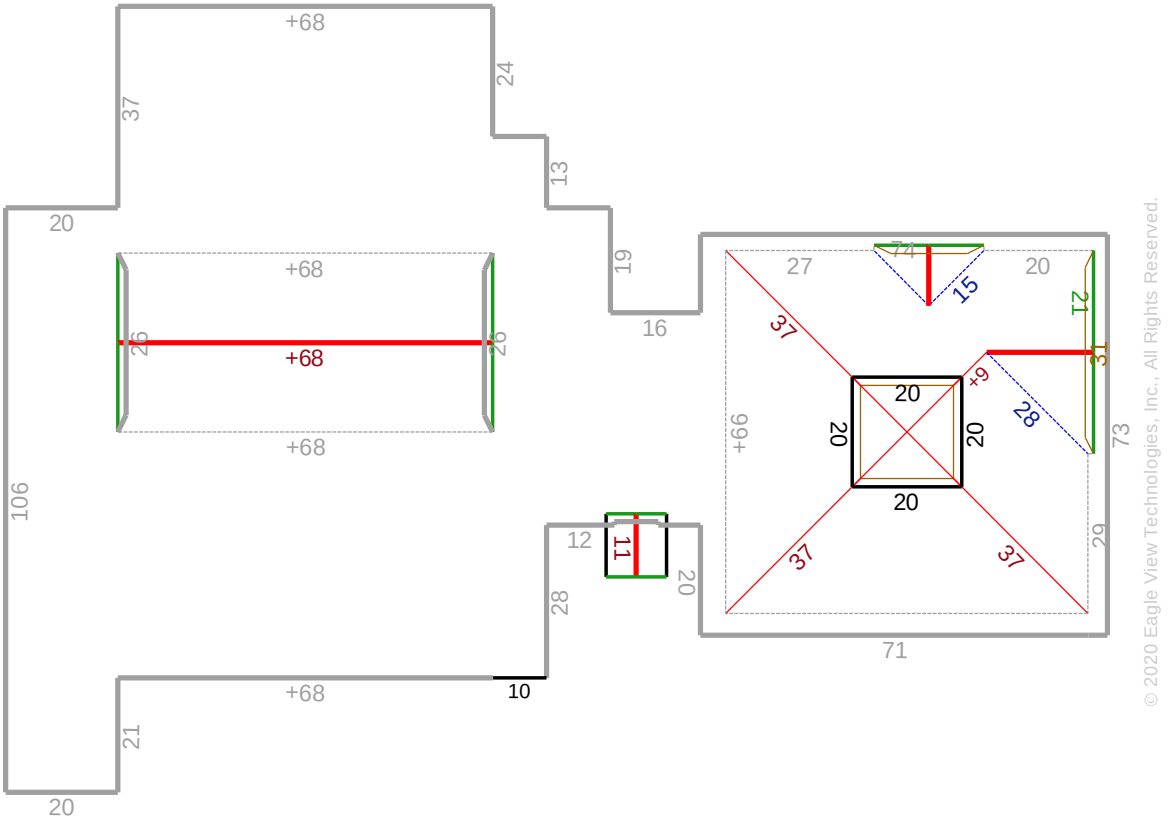
South Side

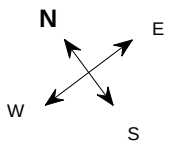
East Side

West Side

Length Diagram

Total Line Lengths:
Ridges = 111 ft
Hips = 178 ft
Valleys = 58 ft
Rakes = 188 ft
Eaves = 113 ft
Flashing = 127 ft
Step flashing = 0 ft
Parapets = 815 ft

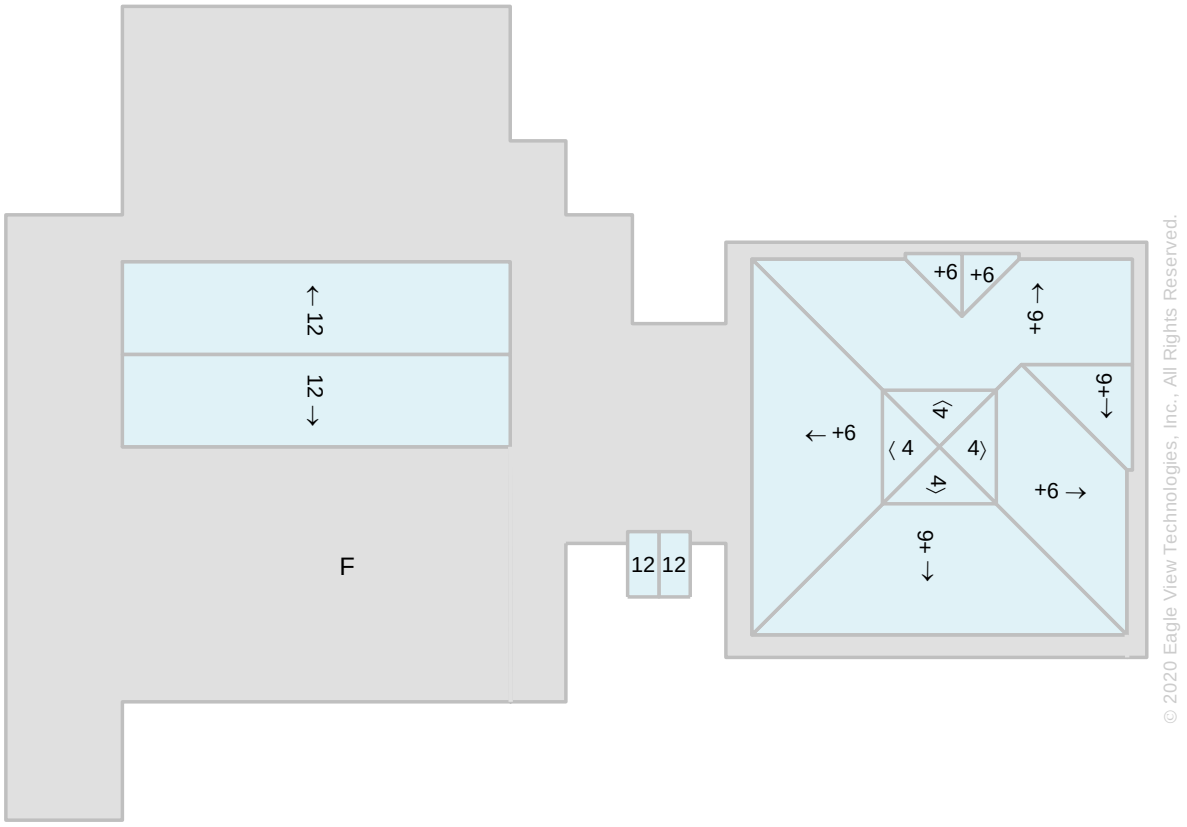




Note: This diagram contains segment lengths (rounded to the nearest whole number) over 5 feet. In some cases, segment labels have been removed for readability. Plus signs preface some numbers to avoid confusion when rotated (e.g. +6 and +9).

Pitch Diagram

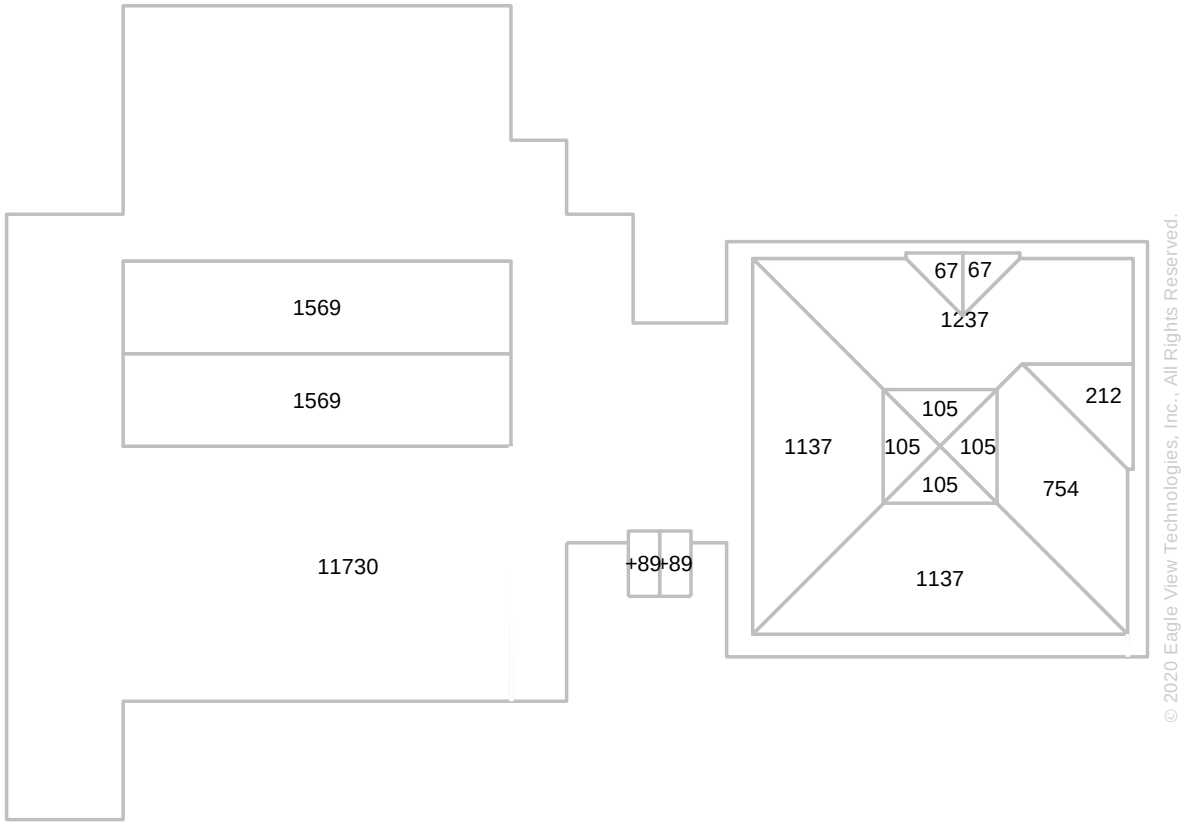
Pitch values are shown in inches per foot, and arrows indicate slope direction. The predominant pitch on this roof is 0/12.

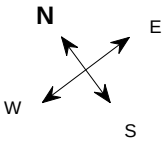


Note: This diagram contains labeled pitches for facet areas larger than 20 square feet. In some cases, pitch labels have been removed for readability. Plus signs preface some numbers to avoid confusion when rotated (e.g. +6 and +9). Blue shading indicates a pitch of 3/12 and greater. Gray shading indicates flat, 1/12 or 2/12 pitches. If present, a value of "F" indicates a flat facet (no pitch).

Area Diagram

Total Area = 20,081 sq ft, with 16 facets.

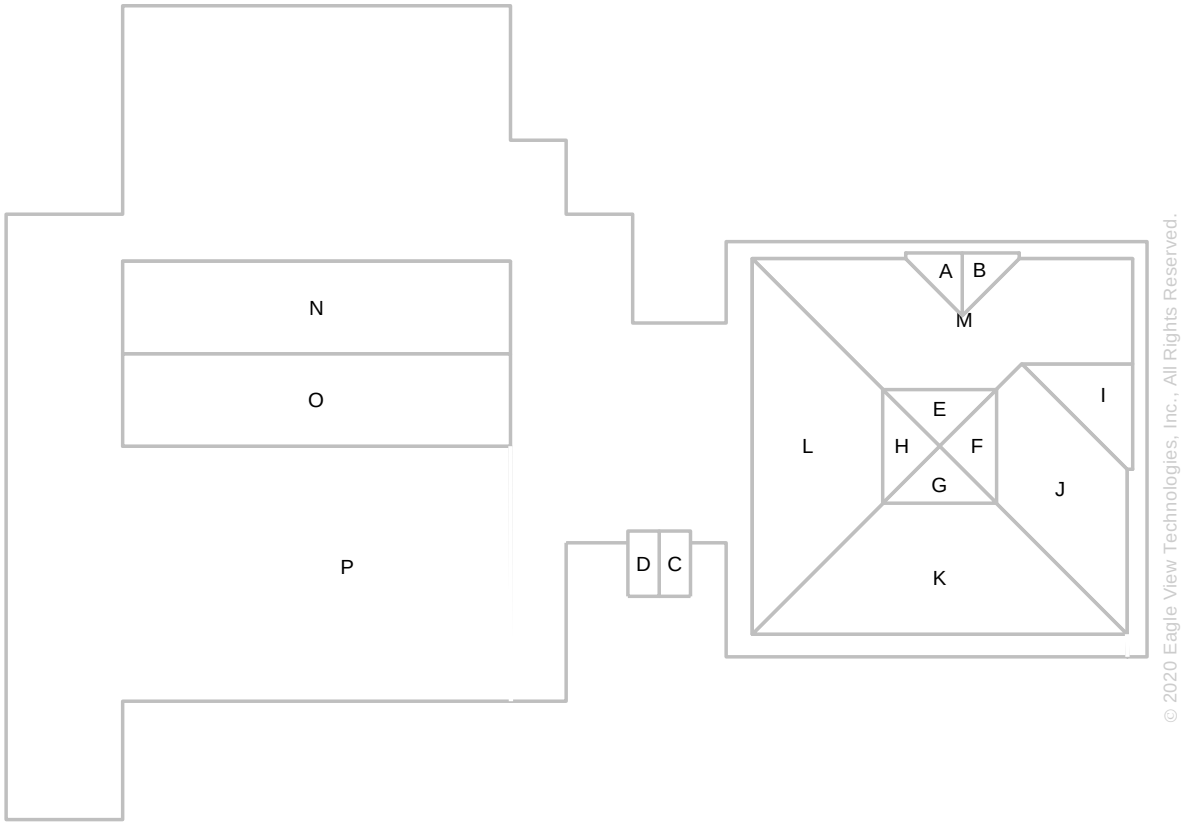


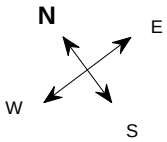


Note: This diagram shows the square feet of each roof facet (rounded to the nearest foot). The total area in square feet, at the top of this page, is based on the non-rounded values of each roof facet (rounded to the nearest square foot after being totaled).

Notes Diagram

Roof facets are labeled from smallest to largest (A to Z) for easy reference.

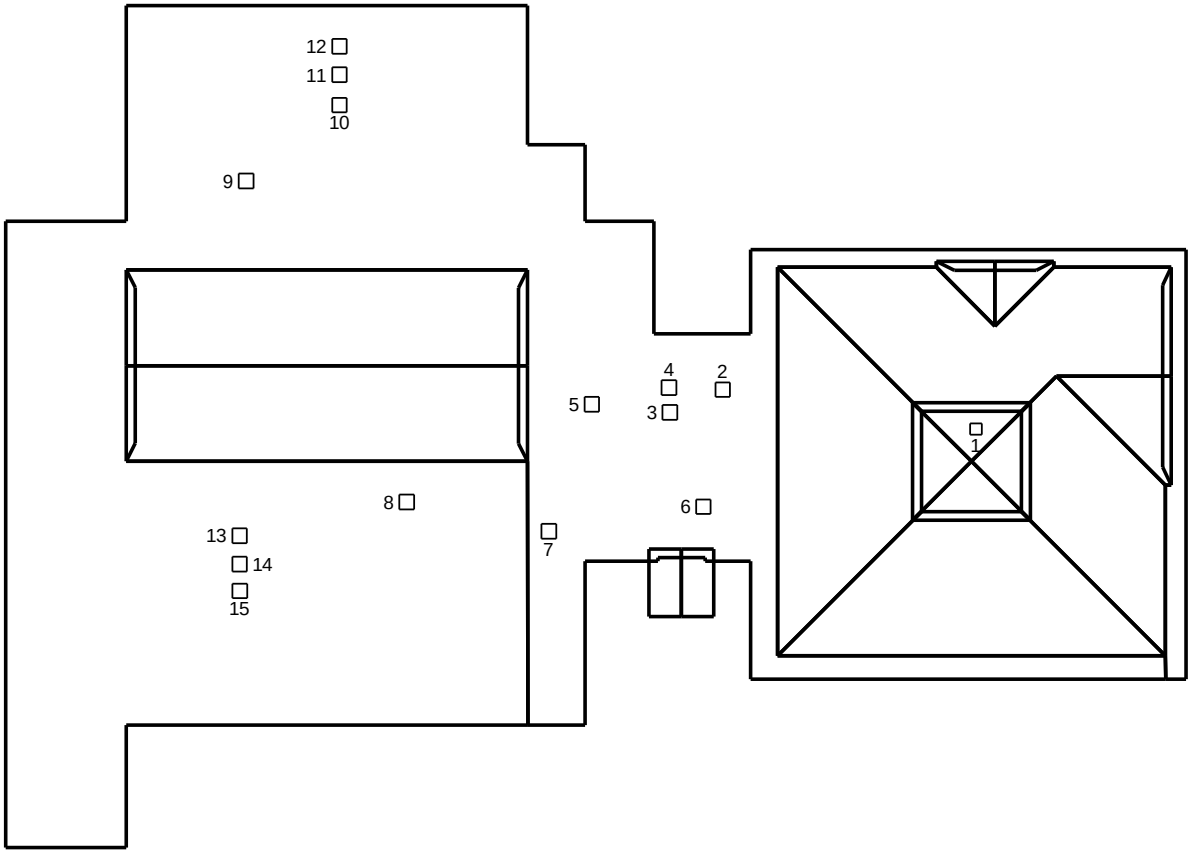


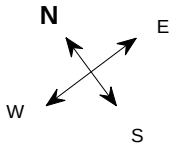


Penetrations Notes Diagram

Penetrations are labeled from smallest to largest for easy reference.

Total Penetrations = 15
Total Penetrations Area = 92 sq ft
Total Penetrations Perimeter = 148 ft
Total Roof Area Less Penetrations = 19,989 sq ft





Report Summary

Below is a measurement summary using the values presented in this report.

All Structures

Areas per Pitch				
Roof Pitches	0/12	4/12	6/12	12/12
Area (sq ft)	11730.5	421.6	4610.9	3317.6
% of Roof	58.4%	2.1%	23%	16.5%

The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch.

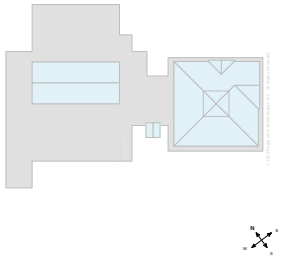
Waste Calculation Table			
Waste %	0%	10%	15%
Area (sq ft)	20,081	22,089	23,093
Squares	200.8	220.9	230.9

This table shows the total roof area and squares (rounded up to the nearest decimal) based upon different waste percentages. The waste factor is subject to the complexity of the roof, individual roofing techniques and your experience. Please consider this when calculating appropriate waste percentages. Note that only roof area is included in these waste calculations. Additional materials needed for ridge, hip, valley, and starter lengths are not included.

Penetrations	1	2-11	12-15							
Area (sq ft)	4	6.2	6.3							
Perimeter (ft)	8	10	10							

Any measured penetration smaller than 3x3 feet may need field verification. Accuracy is not guaranteed. The total penetration area is not subtracted from the total roof area.

All Structures Totals



Total Roof Facets = 16
Total Penetrations = 15

Lengths, Areas and Pitches

Ridges = 111 ft (4 Ridges)
Hips = 178 ft (8 Hips).
Valleys = 58 ft (3 Valleys)
Rakes † = 188 ft (12 Rakes)
Eaves/Starter ‡ = 113 ft (7 Eaves)
Drip Edge (Eaves + Rakes) = 301 ft (19 Lengths)
Parapet Walls = 815 (31 Lengths).
Flashing = 127 ft (10 Lengths)
Step flashing = 0 ft (0 Lengths)
Total Penetrations Area = 92 sq ft
Total Roof Area Less Penetrations = 19,989 sq ft
Total Penetrations Perimeter = 148 ft
Predominant Pitch = 0/12
Total Area (All Pitches) = 20,081 sq ft

Property Location

Longitude = -72.6083033
Latitude = 42.4793215

Notes

This was ordered as a commercial property. There were no changes to the structure in the past four years.

† Rakes are defined as roof edges that are sloped (not level).
‡ Eaves are defined as roof edges that are not sloped and level.

Parapet Wall Area Table

Wall Height (ft)	1	2	3	4	5	6	7
Vertical Wall Area (sq ft)	815	1630	2445	3260	4075	4890	5705

This table provides common parapet wall heights to aid you in calculating the total vertical area of these walls. Note that these values assume a 90 degree angle at the base of the wall. Allow for extra materials to cover cant strips and tapered edges.

Online Maps

Online map of property
http://maps.google.com/maps?f=g&source=s_q&hl=en&geocode=&q=8+Conway+St,South+Deerfield,MA,01373-1021
Directions from Gorman Richardson Lewis Architects to this property
http://maps.google.com/maps?f=d&source=s_d&saddr=239+South+St,Hopkinton,MA,01748-2249&daddr=8+Conway+St,South+Deerfield,MA,01373-1021