Citywide
Facility Condition Assessment

Report of

Facility Condition Assessment

For
City of Novato
Postmaster's House
815 DeLong Avenue, Novato, CA

March 4, 2013

Provided By:

Faithful+Gould, Inc.

Provided For:

City of Novato

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APPENDICES

SECTION 1 - EXECUTIVE SUMMARY

INTRODUCTION

In accordance with the agreement held between City of Novato, dated January 18, 2013 and Faithful+Gould Inc, this completed report provides a comprehensive Facility Condition Assessment of Postmaster's House located at 815 DeLong Avenue, Novato, CA (The Facility).

This report provides a summary of the facility information known to us at the time of the study, the scope of work performed, an equipment inventory, evaluation of the visually apparent condition of the Property and an expenditure forecast of expenditures anticipated over the next 20 years. The expenditure forecast does not account for typical planned maintenance items such as changing filters to fan coil units and only considers deficiencies above a $500 aggregated value.

Our cost rates to produce life cycle and replacement cost estimates are based on our knowledge of the local regional market rates. Our line item costs assume that the work will be undertaken by either in-house or by direct sub-contract labor. Identified recommended works that are required during the twenty-year study period have been included with an allowance of 25% for professional fees and general contractor overhead/profit and management costs (where applicable).

Chart EX-1 provides a summary of the anticipated primary expenditures over the 20 year study period. Further details of these expenditures are included within each respective report section and within the 20 year expenditure forecast, in Appendix A.

The report also calculates the Facility Condition Index (FCI) of the building based upon the calculated FCI. Further discussion of the Facility Condition Index is detailed in the sections below.

This report was completed in general accordance with the ASTM E2018-08 Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process.

PROJECT DETAILS

On January 22, 2013 Mr. Andrew McClintock of Faithful+Gould visited the facility to observe and document the condition of the building and the site components. During our site visit, Faithful+Gould was assisted by Nick R. Reposa, Custodial Supervisor for the City of Novato.

Overview of the Building and Site

BUILDING SUMMARY

Table EX-1 Facility Details

BUILDING NAME:	Postmaster's House		LAT/LONG:	38°.06'20.05"N / 122°.34'03.05"W	
ADDRESS:	815 DeLong Avenue, Novato, CA 94945		OCCUPANCY STATUS: OCCUPIED ☒ VACANT ☐ PARTIALLY ☐		
HISTORIC DISTRICT:	YES ☐	NO ☒	HISTORIC BUILDING:	YES ☐	NO ☒
GROSS SQUARE FOOTAGE OF BUILDING:	1,247		GROSS SQUARE FOOTAGE OF LAND:	6,000 (estimated) Whole Facility	
CURRENT REPLACEMENT VALUE:	$265,600 (Taken from the City PEPIP-CA Property Schedule)		YEAR OF CONSTRUCTION:	1850	
BUILDING USE:	History Museum		NUMBER OF STORIES:	2	

BUILDING DESCRIPTION

Postmaster's House is located at 815 DeLong Avenue and was originally built in circa 1850 and was the first Novato post office in 1856. The building is used as Novato History & Archives, which was found in 1976 and is now managed and looked after by the Novato Historical Guild who has a partnership with the City of Novato. The building is open to the public and is an educational facility. As far as we are aware the building is not on the National Register of Historic Places.

The building has a wood rafter roof construction which is supported via a light weight wood frame construction and stud walls which are encapsulated with horizontal wood panel siding. The steep-sloped roof contained an asphalt shingle roof covering. The first and second floors consisted of a supported wood joist with subflooring. Windows consisted of insulated fixed wood and double-hung aluminum units. There are also single wood panel doors at the building.

The interior finishes of the building contained stained wood panel flooring and mosaic ceramic floor tiles, painted walls and solid painted ceilings.

Heating and cooling for the building is provided through one outdoor condenser unit and an interior gas furnace, from which the air is distributed throughout the building in duck work located below the floors. Hot water is provided by a natural gas 30 gallon domestic water heater.

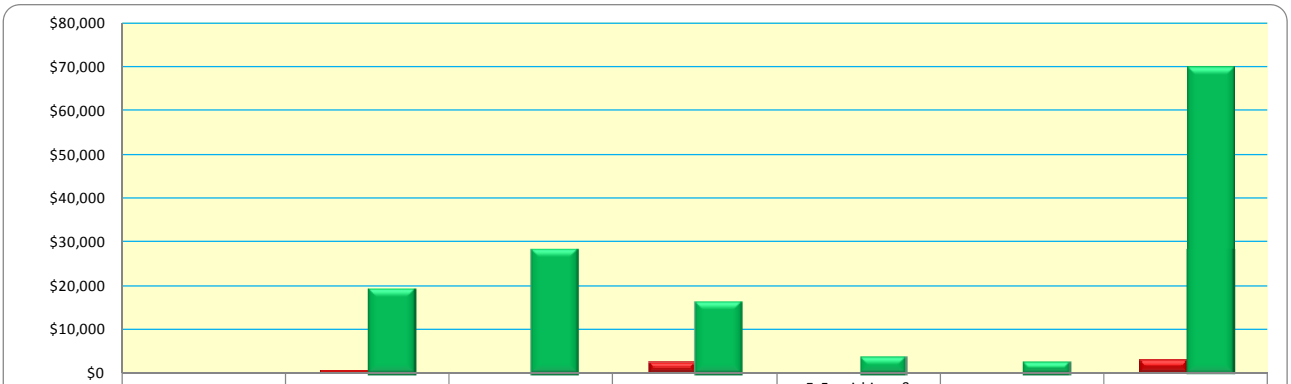
The electrical system is supplied from the electrical meter panel which is mounted on the exterior wall of the building. The light fixtures consisted of ceiling hung track fixtures.

The building contains wet-pipe sprinkler and intruder security alarm systems. There is no fire alarm system, exhaust fan within the restroom or generator at the building.

BUILDING EXPENDITURE SUMMARY

The building expenditure summary section provides an executive overview of the findings from the assessments. Chart EX-1 provides a summary of anticipated expenditures over the study period. In addition, we have scheduled key findings highlighting key items of interest and their anticipated failure year. Further details of these expenditures are included within each respective report section and within the expenditure forecast, in Appendix A of this report. The results illustrate a total anticipated expenditure over the study period of circa $73,040.

Chart EX-1 Building Expenditure Summary [1, 2, 3 & 4]



	A. Substructure	B. Shell	C. Interiors	D. Services	E. Furnishings & Equipment	G. Building Site work	TOTAL
Deferred	$0.00	$500	$0	$2,359	$0	$0	$2,859
Scheduled	$0.00	$19,268	$28,300	$16,537	$3,600	$2,475	$70,180

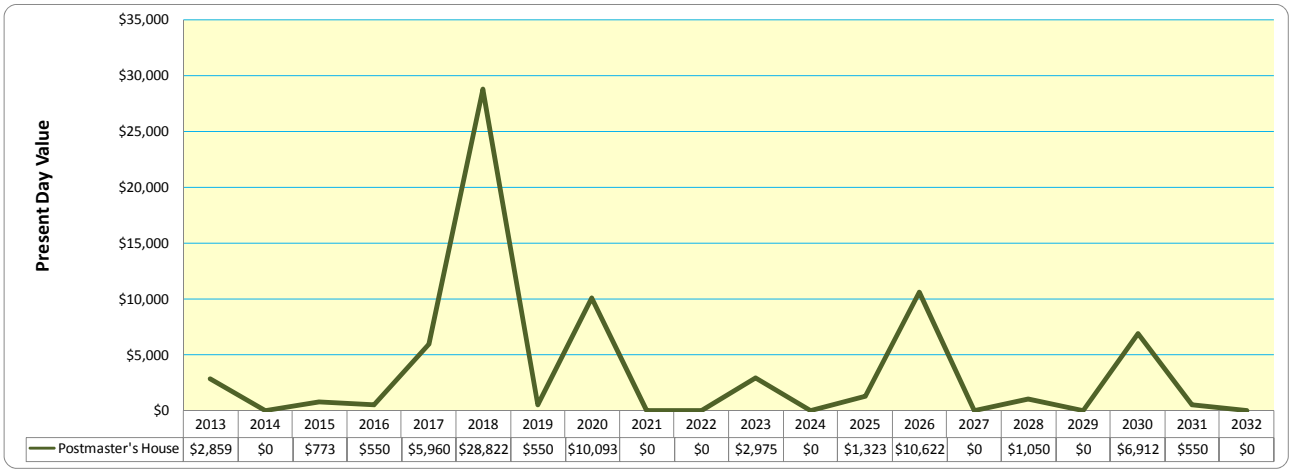
KEY FINDINGS

- B Shell: Repaint exterior wall surfaces at an estimated cost of $3,384 in years 2018 and 2026
- B Shell: Replace roof covering at a combined estimated cost of $12,500 in year 2018
- C Interiors: Repaint interior wall surfaces at an estimated cost of $7,238 in years 2018 and 2026
- C Interiors: Refinish the wood plank floor at an estimated cost of $6,912 in years 2020 and 2030
- D Services: Replace condenser and furnace units at a combined cost of $3,800 in year 2017

[1] All costs presented in present day values
[2] Costs represent total anticipated values over the 20 year study period
[3] 25% has been included for professional fees and general contractor overhead/profit and management costs
[4] ADA Compliance was not examined as part of this project. The costs do not factor in bringing the recommended expenditures into compliance with current ADA rules.

Chart EX-2 illustrates a summary of yearly anticipated expenditures over the cost study period for the building. A detailed breakdown of anticipated expenditures is contained within Appendix A of this report.

Chart EX-2 Expenditure Forecast [1, 2, 3 & 4]



	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Postmaster's House	$2,859	$0	$773	$550	$5,960	$28,822	$550	$10,093	$0	$0	$2,975	$0	$1,323	$10,622	$0	$1,050	$0	$6,912	$550	$0

[1] All costs presented in present day values
[2] Costs represent total anticipated values over the 20 year study period
[3] 25% has been included for professional fees and general contractor overhead/profit and management costs
[4] ADA Compliance was not examined as part of this project. The costs do not factor in bringing the recommended expenditures into compliance with current ADA rules.

This chart highlights significant expenditure for Postmaster's House within year 2018 primarily due to systems which are expected to reach their Estimated Useful Life (EUL) and therefore due for replacement. The line represents the total expenditure for each year, and is a useful tool to indicate the magnitude of the impeding issues the building will face.

RECOMMENDED WORKS UNDER $500

We have scheduled below recommended works that have not been included in the expenditure forecast or combined with other similar works that either fall below the threshold of $500 or are recommended as industry best practice, represent efficiencies in maintenance, operations or energy.

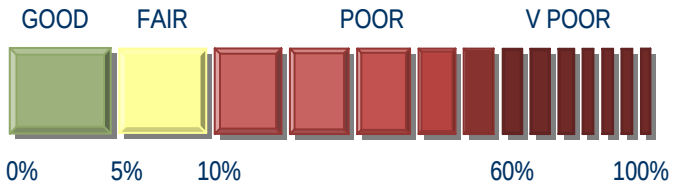
- G Building Sitework: Undertake seal coating including re-striping at the parking lot in years 2015, 2020, 2025 and 2030

INTERPRETING RESULTS

In this report we have calculated the Facility Condition Index (FCI) for the facility; illustrating the likely condition of the systems and equipment should the required funding not be expended over the cost study period. The FCI is used in Facilities Management to provide a benchmark to compare the relative condition of a group of facilities. The FCI is primarily used to support asset management initiatives of federal, state, and local government facilities organizations.

The FCI is the ratio of accumulated Deferred Maintenance (DM) (total sum of required and recommended works) to the Current Replacement Value (CRV) for a constructed asset calculated by dividing DM by CRV. The range is from zero for a newly constructed asset, to one for a constructed asset with a DM value equal to its CRV. Acceptable ranges vary by "Asset Type', but as a general guideline the FCI scoring system is as follows:

$$FCI = \frac{\text{Maintenance, Repair, and Replacement Deficiencies of the Facility(s) (DM)}}{\text{Current Replacement Value of the Facility(s) (CRV)}}$$



The FCI is a relative indicator of condition, and should be tracked over time to maximize its benefit. It is advantageous to define condition ratings based on ranges of the FCI. There are a set of ratings: good (under 0.05 (under 5%)), fair (0.5 to 0.10 (5% to 10%)), and poor (over 0.10 (over 10%)) based on evaluating data from various clients at the time of the publication. Table EX-2 will help interpret the results:

Table EX-2 FCI Scoring System

Condition	Definition	Score	Percentage Value
GOOD	In a new or well maintained condition, with no visual evidence of wear, soiling or other deficiencies	0.00 to 0.05	0% to 5%
FAIR	Subject to wear, and soiling but is still in a serviceable and functioning condition	0.05 to 0.10	5% to 10%
POOR	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.	Greater than 0.10	Greater than 10%
V-POOR	Subjected to hard or long-term wear. Has reached the end of its useful or serviceable life. Renewal now necessary	Greater than 0.60	Greater than 60%

If the FCI rating is 60% or greater then replacement of the asset/building should be considered instead of renewal.

Table EX-3 provides a calculation of the FCI for the building illustrating both the current condition of the building and the likely condition of the building should the required funding not be expended over the study period. The results of the study indicate that currently the building contains a GOOD facility condition index rating, therefore suggesting that the building is well maintained.

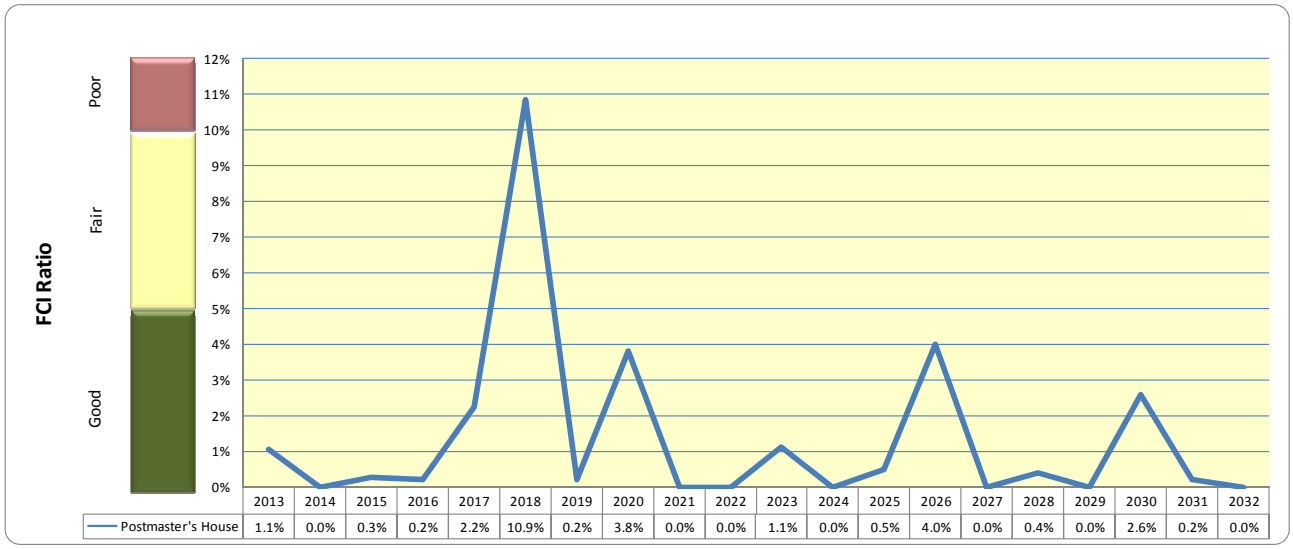
Table EX-3 Facility Condition Index

Building Name	FCI	Gross Square Foot (GSF)	CRV per GSF	Current Replacement Value (CRV)	Deferred Maintenance Value (DM) [1, 2, 3 & 4]	FCI Ratio	Property Condition Rating
Postmaster's House	Current FCI Ratio	1,247	$212	$265,600	$2,859	1.1%	GOOD
Postmaster's House	Year 20 FCI Ratio	1,247	$212	$265,600	$73,040	27.5%	POOR

[1] All costs presented in present day values
[2] Costs represent total anticipated values over the 20 year study period
[3] 25% has been included for professional fees and general contractor overhead/profit and management costs
[4] ADA Compliance was not examined as part of this project. The costs do not factor in bringing the recommended expenditures into compliance with current ADA rules.

Chart EX-3 indicates the affects of the FCI ratio per year, assuming the required funds and expenditures ARE made to address the identified works each year. As explained, the building is in GOOD condition rating (below 5%) at the start of the study period, however in 2018 the building falls into the POOR rating.

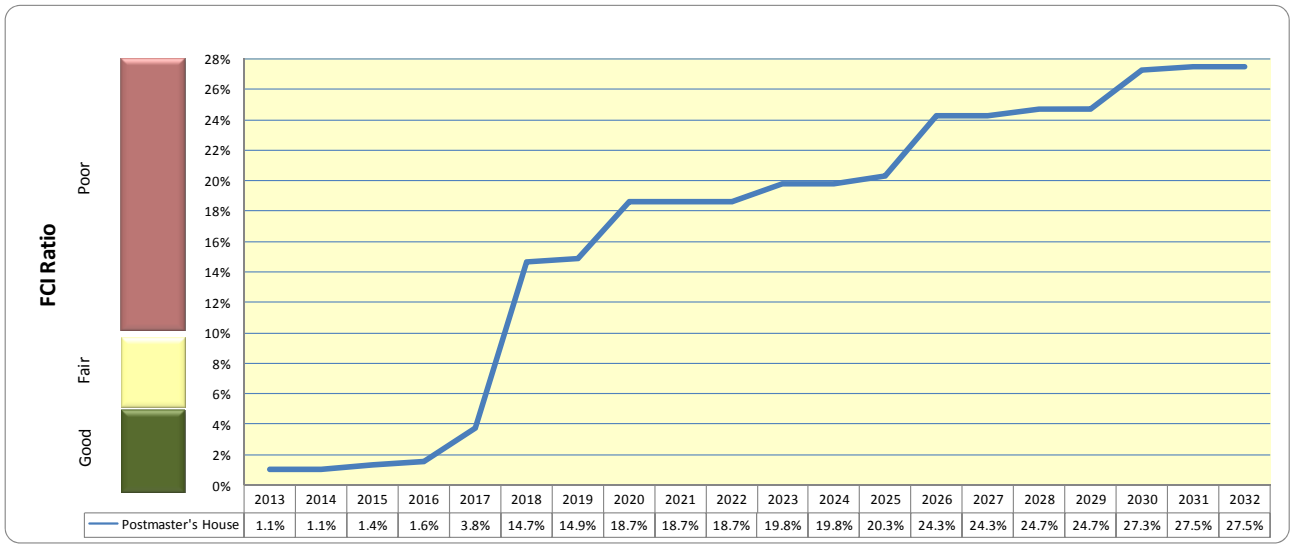
Chart EX-3 Year by Year Effects of FCI over the Study Period



	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Postmaster's House	1.1%	0.0%	0.3%	0.2%	2.2%	10.9%	0.2%	3.8%	0.0%	0.0%	1.1%	0.0%	0.5%	4.0%	0.0%	0.4%	0.0%	2.6%	0.2%	0.0%

Chart EX-4 indicates the cumulative effects of the FCI ratio over the study period assuming the required funds and expenditures are NOT provided to address the identified works and deferred maintenance each year. The results of the study indicate at this current time the building is well maintained, with a facility condition index rating within the GOOD condition; however this rating will fall into the POOR condition rating in 2018, where it will remain for the rest of the study period.

Chart EX-4 Cumulative Effects of FCI over the Study Period



	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Postmaster's House	1.1%	1.1%	1.4%	1.6%	3.8%	14.7%	14.9%	18.7%	18.7%	18.7%	19.8%	19.8%	20.3%	24.3%	24.3%	24.7%	24.7%	27.3%	27.5%	27.5%

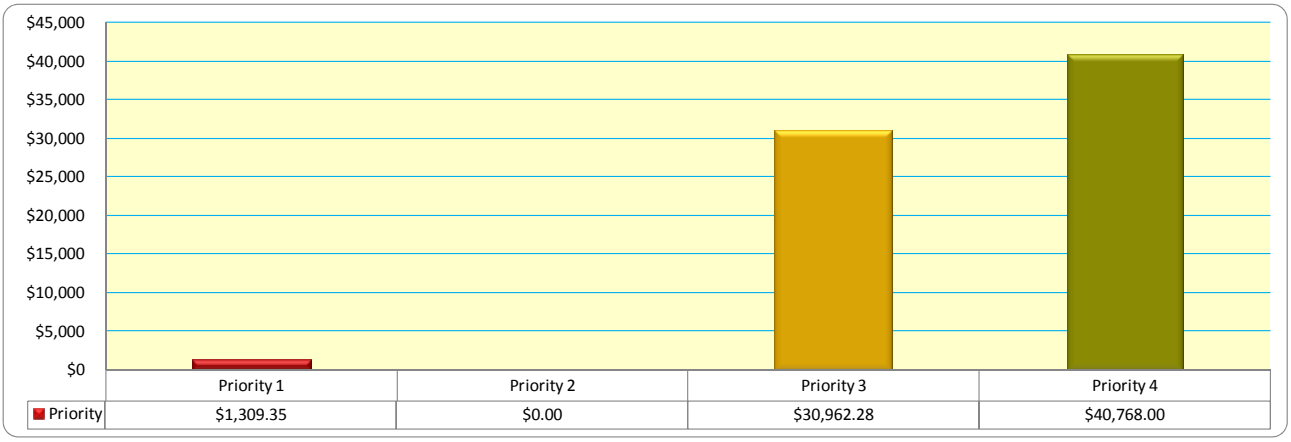
PRIORITIZATION OF WORK

Faithful+Gould has prioritized the identified work in order to assist with analyzing the deficiencies found during the assessments. The following Priorities are shown below:

Priority 1 Life Safety/Code Compliance/ADA:	• Compromises staff or public safety or when a system requires to be upgraded to comply with current codes and standards
Priority 2 Currently Critical:	• A system or component is inoperable or compromised and requires immediate action
Priority 3 Necessary / Not Critical:	• Maintain the integrity of the facility or component and replace those items, which have exceeded their expected useful life
Priority 4 Image/Reputation:	• Used to maintain the appearance of a system due to image/reputation

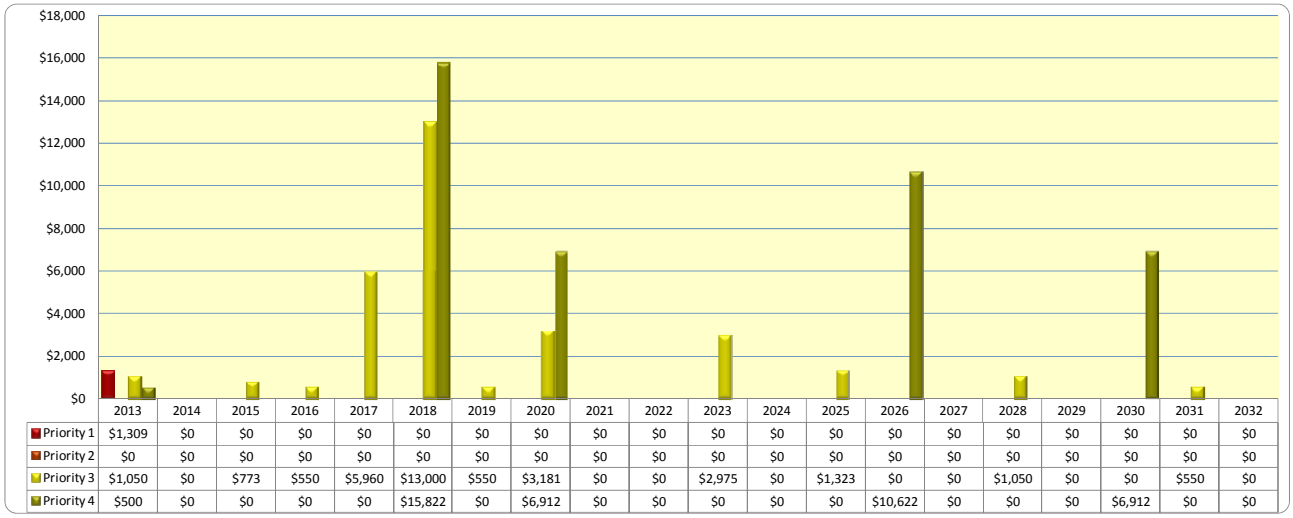
Chart EX-5 illustrates the breakdown of expenditure according the priority coding providing an opportunity to strategically plan and effectively direct funding to the highest priority.

Chart EX-5 Cumulative Prioritization of Work



Priority 4 appears to require the most amount of expenditure in this study. This category illustrates that the work which needs to be undertaken is associated with maintaining the appearance of the building.

Chart EX-6 Year by Year Cumulative Prioritization of Work



	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Priority 1	$1,309	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Priority 2	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Priority 3	$1,050	$0	$773	$550	$5,960	$13,000	$550	$3,181	$0	$0	$2,975	$0	$1,323	$0	$0	$1,050	$0	$0	$550	$0
Priority 4	$500	$0	$0	$0	$0	$15,822	$0	$6,912	$0	$0	$0	$0	$0	$10,622	$0	$0	$0	$6,912	$0	$0

Chart EX-6 illustrates that there are a few significant expenditure years for Priority 4 throughout the study period, and one main year for Priority 3.

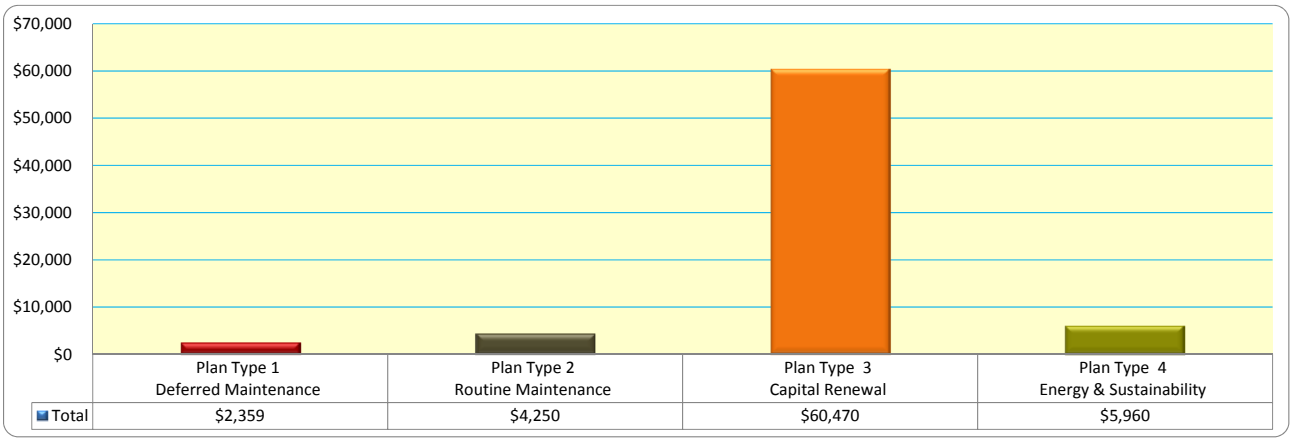
PLAN TYPES

Faithful+Gould has prioritized the identified work according to the Plan Type or deficiency categories in order to assist with analyzing the deficiencies found during the assessments. The following Plan Types are shown below:

Plan Type 1 Deferred Maintenance	• Maintenance that was not performed when it was scheduled or past its useful life resulting in immediate repair or replacement
Plan Type 2 Routine Maintenance	• Maintenance that is planned and performed on a routine basis to maintain and preserve the condition
Plan Type 3 Capital Renewal	• Planned replacement of building systems that have reached the end of their useful life
Plan Type 4 Energy & Sustainability	• When the repair or replacement of equipment or systems are recommended to improve energy and sustainability performance

Chart EX-7 illustrates the breakdown of expenditure according to the Plan Type or deficiency categories providing an opportunity to strategically plan and effectively direct funding.

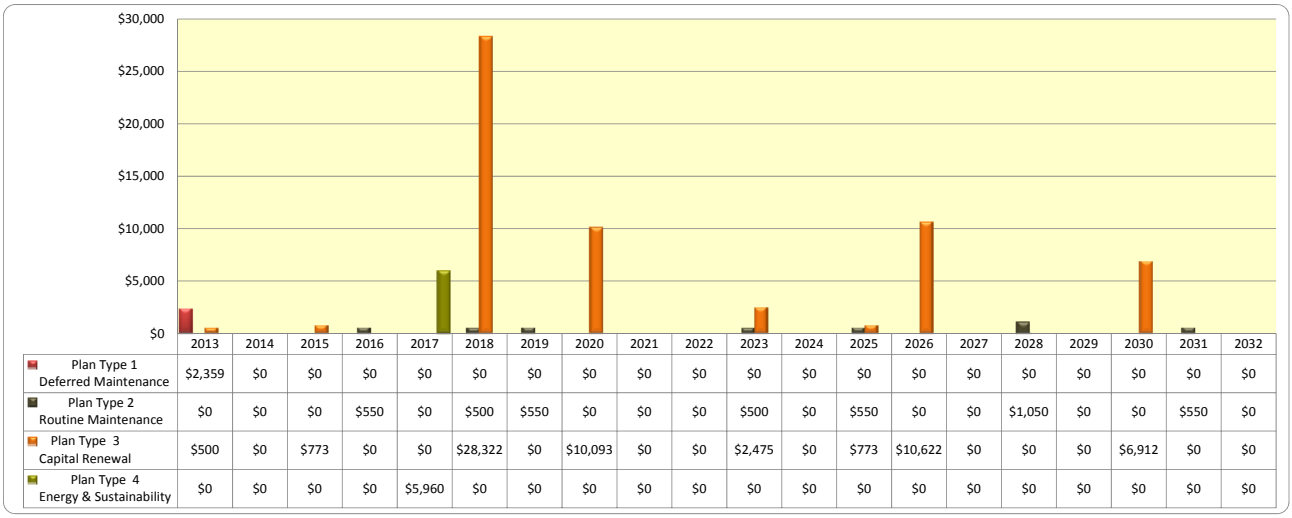
Chart EX-7 Cumulative Expenditure by Plan Type



Plan Type 3 – Capital Renewal appears to require the majority of the expenditure in this study.

Chart EX-8 illustrates the breakdown of expenditure per each year within the 20 year study period according to the Plan Type or deficiency categories.

Chart EX-8 Yearly Expenditure by Plan Type



	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Plan Type 1 Deferred Maintenance	$2,359	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Plan Type 2 Routine Maintenance	$0	$0	$0	$550	$0	$500	$550	$0	$0	$0	$500	$0	$550	$0	$0	$1,050	$0	$0	$550	$0
Plan Type 3 Capital Renewal	$500	$0	$773	$0	$0	$28,322	$0	$10,093	$0	$0	$2,475	$0	$773	$10,622	$0	$0	$0	$6,912	$0	$0
Plan Type 4 Energy & Sustainability	$0	$0	$0	$0	$5,960	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Chart EX-8 illustrates that there are is one significant expenditure year for Priority 3, prior to mid-term.

SECTION 2 - A SUBSTRUCTURE

A10 FOUNDATIONS

DESCRIPTION

The description of the respective structural systems for the building is based upon our observation of exposed portions of the building structure. There were no available drawings to review.

A1010 STANDARD FOUNDATIONS

A1011 Wall Foundations

The exterior wall constructions are assumed to be supported by concrete spread footings. These footings support the Concrete Masonry Unit (CMU) stem wall constructions which in turn support the light weight wood frame construction (reference Photograph 1 in Appendix B). The compressive strength of the concrete is unknown.

CONDITION

A1010 STANDARD FOUNDATIONS

A1011 Wall Foundations

The footings are only visible at the north elevation, the other elevations they are not due to their location below the exterior wall construction. There is no deterioration to the wall constructions that they are supporting, therefore we assume them to be in good condition and free from defects.

PROJECTED EXPENDITURES

No projected expenditures are identified for A Substructure within the study period.

SECTION 3 - B SHELL

B10 SUPERSTRUCTURE

DESCRIPTION

The description of the respective structural systems for the building is based upon our observation of exposed portions of the building structure. There were no available drawings to review.

B1010 FLOOR CONSTRUCTION

B1012 Upper Floors Construction

The building contained wood joist first and second floors which are supported via the CMU stem foundation walls at first floor and the wood framed structure at the second floor. A wood panel subflooring is present to stabilize the joists and prevent the joists from twisting, this also appears to be the finished floor. There is a crawl space below the raised first floor with ventilation openings in the north and south elevations to allow cross ventilation in this space. The openings are protected against insects and vermin with grills present.

The porch at the north side of the building contained a wood constructed raised decking.

B1020 ROOF CONSTRUCTION

B1021 Flat Roof Construction

The low-sloped roof sections consist of wood joists with exterior grade plywood. The roof covering can be viewed in the roof covering section of this report.

B1022 Pitched Roof Construction

The pitched roof structures appeared to be wood rafter and joist constructions with gable ends (reference Photograph 2 in Appendix B). The roof coverings can be viewed in the roof covering section of this report.

B1030 STRUCTURAL FRAME

B1033 Wood Frame Structure

The building has a light wood frame construction consisting of wood stud walls and wood rafters.

CONDITION

B1010 FLOOR CONSTRUCTION

B1012 Upper Floors Construction

The wood joist floor constructions and decking appeared to be in fair to good condition. We do not anticipate any actions for their replacement during the study period.

B1020 ROOF CONSTRUCTION

B1021 Flat Roof Construction

The low-sloped roof constructions appeared to be in fair to good condition. There were no visible signs of failure noted. We do not anticipate any expenditure during the cost study period.

B1022 Pitched Roof Construction

The pitched roof constructions appeared to be in good condition. There were no visible signs of failure noted. We do not anticipate any expenditure during the cost study period which relates to replacement of these structures.

B1030 STRUCTURAL FRAME

B1033 Wood Frame Structure

The light wood framed structure appeared to be in good condition. We do not anticipate the replacement of the structural elements during the cost study period.

B20 EXTERIOR ENCLOSURES

DESCRIPTION

The description of the respective structural systems for the building is based upon our observation of exposed portions of the building structure. There were no available drawings to review.

B2010 EXTERIOR WALLS

B2011 Exterior Wall Construction

The building contained wood stud load bearing framed wall constructions with horizontal wood siding consisting of a drop detail which is composed of boards narrowed along the upper edges to fit into grooves in the lower edges (reference Photographs 1 through 4 in Appendix B). At high level we noted decorative wood soffits and fascia's which are part of the underside of the overhanging roof structure.

B2020 EXTERIOR WINDOWS

B2021 Windows

The building contained a mixture of window unit types, with fixed wood painted insulated windows at first floor level and aluminum insulated double-hung sash window units at second floor level (reference Photographs 1 through 4, 9 and 10 in Appendix B).

B2030 EXTERIOR DOORS

B2039 Other Doors & Entrances

The building contained single wood doors with glazed vision panels and painted finish surfaces (reference Photograph 2 in Appendix B). Door hardware consisted of knob door handles.

CONDITION

B2010 EXTERIOR WALLS

B2011 Exterior Wall Construction

The exterior wall systems at the building appeared to be in fair to good condition. The painted surfaces of the wood siding will need to be repainted during the study period as they will have reached their EUL during this period, as the EUL for exterior paint is typically eight-years. We understand that the exterior was repainted ten-years ago and therefore due for repainting near-term. Based on observed condition we have extend the RUL by a few years so that the necessary works will be require between the start and mid-term in the study period.

The wood posts supporting the canopy at the east side of the building have started to deteriorate around their base (reference Photograph 5 in Appendix B). We recommend that these are repaired at the start of the study period to prevent further deterioration.

The wood soffits and fascias appeared to be in fair to good condition. In a similar instance to the exterior wall construction condition and RUL, we recommend that these are repainted at the same time as the exterior wall repainting. The cost of undertaking this work has been included in the exterior wall repainting costs.

B2020 EXTERIOR WINDOWS

B2021 Windows

The exterior window units appeared to be in good condition. We are unaware when the window units at each floor level were introduced to the building, however the fixed wood and the aluminum units had no reported or observed issues. We anticipate along with regular maintenance and care at the time of the exterior wall repainting works that they will last beyond the study period without replacement necessary. We recommend that the wood window units are repainted at the same occurrence as the exterior wall repainting works.

B2030 EXTERIOR DOORS

B2039 Other Doors & Entrances

The wood door sets appeared to be in fair to good condition. The operation of the swing doors were satisfactory and operated without any difficulty. We do not anticipate any requirement for their replacement during the study period. The surface finish of the doors are satisfactory, therefore we recommend that they are repainted/finished at the same time as the exterior wall repainting works.

B30 ROOFING

DESCRIPTION

B3010 ROOF COVERINGS

B3011 Roof Finishes

The facility contained two steep-sloped and two low-sloped roof areas; these roof areas are shown on the following aerial plan:

Overview of Roof Locations & Configurations

The steep-sloped roof areas 1 and 2 contained asphalt shingles with mineral surface granules bonded to a felt underlayment and plywood sheathing deck with felt between (reference Photographs 4, 6 and 8 in Appendix B). Low-sloped roof areas 3 and 4 at the canopy structures, which we assume contain rolled asphalt Built-Up Roof (BUR) covering. The age of these roof areas are unknown and it appears that when the roof coverings have been replaced they have been overlaid straight on top of the original coverings, which we assume was intended as a recovery system. There is no storm water capture such as gutters or downspouts at the building. The storm water discharges from the roof levels straight to ground level immediately below.

CONDITION

B3010 ROOF COVERINGS

B3011 Roof Finishes

Faithful+Gould were unable to walk the field of the roofs as they were generally steep-sloped and therefore observations were taken from and assessed at ground level.

The asphalt roof coverings generally appeared to be in poor to fair condition, we are unaware when the coverings were last installed; we assume them to be more than twenty-years old. This type of roof covering has a typical EUL of forty-years and based on observed conditions and the age of the roof material we anticipate that all of the roof levels will require replacement mid-term in the study period. Furthermore we recommend that each of the previous roof coverings that have been overlaid are removed prior to the new coverings being installed (reference Photographs 7 and 8 in Appendix B). It is never wise to install excessive layers of roof coverings on top of each other, as it can causing constant moisture to seep into the siding, and promoting decay. In addition to this the extra weight from each of the roof coverings adds additional undersigned loads to the structure. Tearing off the old roof shingles should be undertaken prior to installing a new roof covering.

The rolled asphalt BUR covering could not be assessed as there was no access available. We have assume its condition and have included for its replacement at the time of the shingle replacement works.

PROJECTED EXPENDITURES

Identified recommended works that are required during the twenty-year study period are detailed below. We have included a 25% allowance for professional fees and general contractor overhead/profit and management costs (where applicable).

Element No.	Building Element	Recommendation	Qty	Unit	Rate	Cost	Year	Priority Code
B2011	Exterior Wall Construction	Repair, prepare and repaint base of canopy posts	1	LS	$500	$500	2013	4
B2011	Exterior Wall Construction	Repaint all exterior previously painted surfaces	1,800*	SF	$1.88	$3,384	2018	4
B2011	Exterior Wall Construction	Repaint all exterior previously painted surfaces	1,800*	SF	$1.88	$3,384	2026	4
B3011	Roof Finishes	Replace asphalt shingle roof coverings	1,000*	SF	$10.00**	$10,000	2018	3
B3011	Roof Finishes	Replace rolled asphalt roof coverings	1	LS	$2,500	$2,500	2018	3
		Total Anticipated Expenditure for B Shell				$19,768		

* Quantity includes for the storage shed areas (details/information of structure included in Miscellaneous Structure section of this report)

** Unit rate increase to allow for removal of older roof coverings which have been overlaid.

SECTION 4 - C INTERIORS

C10 INTERIOR CONSTRUCTION

DESCRIPTION

C1010 PARTITIONS

C1011 Fixed Partitions

The building contained containing wood stud and frame with gypsum board surfaced partitions at varying thicknesses, with assumed fiberglass batt insulation (reference Photograph 12 in Appendix B).

C1020 INTERIOR DOORS

C1021 Interior Doors

The buildings generally contained single flush wood doors which are housed within wood frames. The doors all appeared to be one directional swing operation.

C1023 Interior Door Hardware

The doors contained hardware consisting of door knob handles.

CONDITION

C1010 PARTITIONS

C1011 Fixed Partitions

The interior fixed partitions all appeared to be in fair to good condition. There were no deficiencies found in relation to the wall structures. The fixed partitions are suitable for the current use.

C1020 INTERIOR DOORS

C1021 Interior Doors

The interior doors appeared to be in fair to good condition with no deficiencies noted. We do not anticipate any expenditure in relation to the interior doors during the cost study period.

C1023 Interior Door Hardware

The hardware at each of the doors appeared satisfactory with no issues of deterioration or failure noted generally throughout the building. We recommend that these doors are refinished at the same time as the interior wall finishes works.

The operation of the door handles, locks and hinged swing were noted to be in fair to good condition. However the door knobs pose issues in relation to ADA as they should be easy to grasp with one hand without tight grasping, pinching, or twisting of the wrist. We recommend that they are considered for replacement with ADA compliant level handles. The cost of this work has not been included in the study period.

C20 STAIRS

DESCRIPTION

C2010 STAIR CONSTRUCTION

C2011 Regular Stairs

Within the building there is one quarter-turn staircase, which provides access from the first floor to the second floor (reference Photograph 11 in Appendix B). The staircase is of a wood construction with a wood balustrade and handrail at the left side and wall fixed handrail at the right side. The treads and risers exposed with a painted finish and edge warning devices.

CONDITION

C2010 STAIR CONSTRUCTION

C2011 Regular Stairs

The staircase appeared to be in a good condition with no issues reported or identified. We do not anticipate any actions in association with the staircases during the study period.

C30 INTERIOR FINISHES

DESCRIPTION

C3010 WALL FINISHES

C3012 Wall Finishes to Interior Walls

Interior walls contained painted gypsum wall board, except for the restroom which contained stained vertical wood paneling (reference Photographs 12 through 14 in Appendix B).

C3020 FLOOR FINISHES

C3024 Flooring

The building contained exposed stained wood plank floor throughout the building, except for the restroom which had a mosaic ceramic tile (reference Photographs 12, 13 and 15 in Appendix B).

C3030 CEILING FINISHES

C3031 Ceiling Finishes

There were painted gypsum board ceilings throughout the building (reference Photograph 14 in Appendix B).

CONDITION

C3010 WALL FINISHES

C3012 Wall Finishes to Interior Walls

Interior wall finishes appeared to be in good condition generally throughout the building. We are unaware of when the building was last painted, as we understand that it is repainted on an as-needed basis. Based on the typical EUL of eight-years and our observed condition and likely usage of the interior spaces, we recommend repainting prior to mid-term in the study period. The repainting cost also includes for the re-staining of the wood paneling within the restroom.

C3020 FLOOR FINISHES

C3024 Flooring

The floor finishes each appeared to be in good condition. The wood plank floor covering has a typical EUL of forty-years depending on how it's treated. We recommend that the wood plank floor is refinished every ten-years to maintain the appearance of the surface, starting prior to mid-term.

The mosaic ceramic tile flooring has a typical EUL of thirty-years and therefore based on the EUL and observed conditions the ceramic tile flooring will last beyond the study period without replacement necessary.

C3030 CEILING FINISHES

C3031 Ceiling Finishes

The painted gypsum ceilings appeared to be in good condition. Painted surfaces usually have a typical EUL of eight-years; therefore we recommend that they are repainted at the same time as the wall surfaces.

PROJECTED EXPENDITURES

Identified recommended works that are required during the twenty-year study period are detailed below. We have included a 25% allowance for professional fees and general contractor overhead/profit and management costs (where applicable).

Element No.	Building Element	Recommendation	Qty	Unit	Rate	Cost	Year	Priority Code
C3012	Wall Finishes to Interior Walls	Repaint interior wall and ceiling surfaces	3,850	SF	$1.88	$7,238	2018	4
C3012	Wall Finishes to Interior Walls	Repaint interior wall and ceiling surfaces	3,850	SF	$1.88	$7,238	2026	4
C3024	Flooring	Refinish wood plank floor	1,200	SF	$5.76	$6,912	2020	4
C3024	Flooring	Refinish wood plank floor	1,200	SF	$5.76	$6,912	2030	4
		Total Anticipated Expenditure for C Interiors				$28,300		

SECTION 5 - D SERVICES

D20 PLUMBING

DESCRIPTION

D2010 PLUMBING FIXTURES

D2011 Water Closets

The building contains one floor mounted vitreous china water closet with tank (reference Photograph 15 in Appendix B).

D2013 Lavatories

The building contains one vitreous china pedestal lavatory (reference Photograph 16 in Appendix B). The lavatory consisted of a swan neck non-metering faucet with lever type handles. Water is supplied via copper pipe and assumed drained through cast iron pipe work and fittings.

D2014 Sinks

We noted one stainless steel single sink within the break room (reference Photograph 17 in Appendix B). The sink contained non-metering swan neck with lever handles. The stainless steel sink is self rimming and is mounted within a counter that consisted of a plastic laminated faced counter top.

D2018 Drinking Fountains and Coolers

The building contained one wall mounted stainless steel drinking fountain located at the west side of the building, attached to the exterior of the wall construction. The water fountain is wall mounted with front-mounted push-button valves (reference Photograph 18 in Appendix B).

D2020 DOMESTIC WATER DISTRIBUTION

D2021 Cold Water Service

Cold water piping throughout the building consisted of copper. We believe the cold water service for the facility is supplied directly from the street pressure. Taps are made to the water line downstream of the meter and routed to plumbing fixtures via copper pipe work.

D2022 Hot Water Service

Domestic hot water was generated via one natural gas water heater located within the closet (reference Photograph 19 in Appendix B).

Table D20-1 provides a summary of the water heater:

Table D20-1 Summary of the Domestic Water Heating Equipment

Location	Manufacturer	Model #	Serial #	Fuel/ Rating	Capacity	≈ Year of Installation
Closet	Reliance	Unknown	Unknown	Natural Gas	30 US Gallon	2012

Unknown = Access limited or equipment had no name plates present.

D2030 SANITARY WASTE

D2031 Waste Piping

Waste piping was not directly inspected, however based on typical construction methods available at the time of construction, the piping is suspected to be cast iron pipe.

CONDITION

D2010 PLUMBING FIXTURES

D2011 Water Closets

The water closet appeared to be in fair to good condition. The water closet flushed properly and did not have any cracks in the china, therefore based upon observed conditions and with a typical EUL of thirty-five-years, we anticipate that there will be no requirement for its replacement during the study period.

D2013 Lavatories

The lavatory and faucet appeared to be in fair to good condition. The sink drained properly and did not have any cracks in the china, therefore based upon observed conditions and with a typical EUL of thirty-five-years, we anticipate that there will be no requirement for its replacement during the study period.

D2014 Sinks

The counter top sink appeared to be in fair condition. Based on typical EUL of twenty-years we have included for its replacement later in the study period, at the same time as the cabinet replacements.

D2018 Drinking Fountains and Coolers

The drinking fountains appeared to be in fair condition. This type of unit has a typical EUL of twenty-years; therefore we anticipate that there will be a requirement for its replacement within the cost study period.

D2020 DOMESTIC WATER DISTRIBUTION

D2021 Cold Water Service

The domestic water system appeared to be in fair to good condition. No major problems were observed that could be attributed to age and deferred maintenance.

D2022 Hot Water Service

The domestic water heater appeared to be in good condition; it was observed to be functional and operating correctly. The water heater was installed in 2012 and therefore with a typical EUL of fifteen-years the heater will require replacement to maintain efficiency after mid-term in the study period.

The hot water distribution pipes appeared to be in fair to good condition. We do not anticipate any expenditure within the cost study period.

D2030 SANITARY WASTE

D2031 Waste Piping

No visually apparent problems with the sanitary waste piping were observed.

D30 HVAC

DESCRIPTION

D3010 FUEL ENERGY SUPPLY SYSTEMS

D3012 Gas Supply System

There is natural gas service to the building. The pressure reducing station and gas meter are located at the west side. Gas service is routed to the domestic water heater and furnace (reference Photograph 24 in Appendix B). The service is at the west side of the building.

D3030 COOLING GENERATING SYSTEMS

D3032 Direct Expansion Systems

Heating and cooling at the building is provided by a split-system which consisted of an outdoor condenser unit which is manufactured by Day & Night and an indoor natural gas down flow furnace unit which is manufactured by Lennox (reference Photographs 20 and 21 in Appendix B). We assumed the capacity of the condenser to be 2 tons and the input of the furnace is 82,000 BTU/HR.

D3050 TERMINAL & PACKAGE UNITS

D3051 Terminal Self-Contained Units

The storage building at the south-west side of the main building has a through wall air conditioning unit present, which is manufactured by Amana (reference Photograph 23 in Appendix B).

D3040 HEAT HVAC DISTRIBUTION SYSTEMS

D3041 Air Distribution Systems

The conditioned air is distributed throughout the building via metal ductwork located below each of the floors and vents through grills.

Table D30-1 provides a summary of the HVAC equipment:

Table D30-1 Summary of the HVAC Equipment

Location	Equipment Type	Manufacturer	Model No.	Serial No.	Capacity / Rating	Fuel Type	Year
South Exterior	Condenser Unit	Day & Night	Unknown	Unknown	Assumed 2 Tons	Electric	Unknown
Interior Closet	Furnace Unit	Lennox	G12RD2-82	5875J00148	Input 82,000 BTU/HR	Natural Gas	Unknown
Storage Building	Through Wall AC Unit	Amana	Unknown	Unknown	Assumed 1 Ton	Electric	Unknown

Unknown = Access limited or equipment had no name plates present.
Assumed = Based on size of unit and area it serves / or possible year installed.

D3060 HVAC INSTRUMENTATION AND CONTROLS

D3069 Other Controls & Instruments

The buildings HVAC system is controlled by a wall mounted digital thermostat located in the area the unit serves (reference Photograph 22 in Appendix B).

CONDITION

D3010 FUEL ENERGY SUPPLY SYSTEMS

D3012 Gas Supply System

No visually apparent problems with the gas distribution piping were observed at the building. No issues have been reported regarding performance; therefore we believe the supply will be serviceable, through the end of the study period.

D3030 COOLING GENERATING SYSTEMS

D3032 Direct Expansion Systems

The split-system which incorporates the condenser unit and furnace appeared to be in poor to fair condition; we are unaware when the system was installed, however we assume the units to be at least ten-years old and therefore we recommend replacement with a more efficient system prior mid-term in the study period based on current observed conditions. The furnace uses a standing pilot, which is not efficient and can waste money.

D3040 HEAT HVAC DISTRIBUTION SYSTEMS

D3041 Air Distribution Systems

None of the ducting in the building was available for reviewed therefore we cannot confirm the overall condition, however the system is reported to provide fresh clean air and therefore we assume there is no issues with split or detached sections of the ductwork. We recommend that the duct work is cleaned every five-years starting at the start of the study period.

D3050 TERMINAL & PACKAGE UNITS

D3051 Terminal Self-Contained Units

The through wall air conditioning appeared to be in poor to fair condition. The air conditioning unit is assumed to be at least ten-years old also and therefore will be due for replacement prior mid-term in the study period based on current observed conditions.

D3060 HVAC INSTRUMENTATION AND CONTROLS

D3069 Other Controls & Instrumentation

The thermostat control appears to be in fair condition, and match the age of the HVAC equipment it serves. We recommend that it is replaced along with the units.

D40 FIRE PROTECTION

DESCRIPTION

D4010 SPRINKLERS

D4011 Sprinkler Water Supply

The building is protected with an automatic wet-pipe fire suppression system utilizing standard pendent commercial sprinkler heads fixed to fire-line pipes which are supported via the upper structure (reference Photographs 25 and 26 in Appendix B).

D4030 FIRE PROTECTION SPECIALTIES

D4031 Fire Extinguishers

Multipurpose portable wall mounted handheld fire extinguishers were provided throughout the building.

CONDITION

D4010 SPRINKLERS

D4011 Sprinkler Water Supply

The sprinkler system was observed to be in fair condition, it was not clear that inspections were up to date. No visible corrosion or leaks were observed however the sprinkler heads have a typical EUL of twenty-years and with time the fire sprinkler heads can decrease in functionality and therefore lessen the efficiency of the entire sprinkler system. We anticipate that there will be a requirement for their replacement at the start of the study period as we believe they have reached their EUL. It was unclear when the five-yearly test will be due.

D4030 FIRE PROTECTION SPECIALTIES

D4031 Fire Extinguishers

Fire extinguishers appeared to be in good condition. We understand they are maintained on a yearly basis. The fire extinguishers were last tested in May of 2012. We do not anticipate a requirement to replace any fire extinguishers during the study period, as we expect that they will be replaced on an as-needed basis.

D50 ELECTRICAL

DESCRIPTION

The following information was obtained through our visual observations of the building systems. The electrical systems include the meter, panel boards, lighting fixtures, and security systems.

D5010 ELECTRICAL SERVICE & DISTRIBUTION

D5012 Low Tension Service & Dist.

The building contained an exterior mounted electrical panel and meter which we assume has a rating of 100-amp or less, 120/240-Volt (reference Photographs 27 and 28 in Appendix B). Limited information was present at the panel.

D5020 LIGHTING & BRANCH WIRING

D5021 Branch Wiring Devices

The branch wiring devices at the building included switches, receptacles and other devices that would be generally associated with this type of building.

D5022 Lighting Equipment

The interior lighting within the building is provided by surface hung track lighting (reference Photographs 13 and 14 in Appendix B). All of the in-room lighting is controlled via local switching in the respective rooms.

D5030 COMMUNICATIONS & SECURITY

D5033 Telephone Systems

Telephone terminal/junction box was present at the west side of the building and enters the building at this location.

D5038 Security and Detection Systems

The building contains an intruder alarm system, which consists of a programmable security alarm panel and motion sensors (reference Photograph 29 in Appendix B). The alarm panel is located within the closet with the water heater and furnace. We understand that the security system is also monitored 24/7 by Quality Systems Company, tel: 925-586-4112.

CONDITION

D5010 ELECTRICAL SERVICE AND DISTRIBUTION

D5012 Low Tension Service & Dist.

The electrical equipment items appeared to be in fair to good condition; age of equipment unknown. There was no indication of damage from short circuit or overload conditions. We were not provided preventative maintenance records for the main electrical equipment, and therefore we do recommend further evaluation of the equipment via an infrared electrical inspection which will highlight if high temperatures, excessive electrical resistance, failing components, ground faults and short circuiting issues exist.

We recommend budgeting for a cyclical allowance above and beyond normal annual electrical maintenance expenditures for cleaning the interiors of all enclosures, and infrared scans of connections, fuses, and breakers in switches, and panel boards beginning at the start of the study period and repeated no more than every three-years thereafter. Any items identified as abnormal during the infrared scans should be corrected at that time.

Electrical panel boards generally have a EUL of thirty-years and based on the age of the panel boards present and their observed conditions we anticipate that there will be no requirement for replacement during the study period.

D5020 LIGHTING & BRANCH WIRING

D5021 Branch Wiring Devices

The general receptacles and wiring appeared to be in fair to good condition with no reported issues. We do not anticipate a requirement for their replacement during the cost study period, only replacement on an as needed basis.

D5022 Lighting Equipment

The interior lighting was observed in good condition and all fixtures were operating properly with no broken tracks or deteriorated housings. We understand that they were installed in 2007. No actions will be generated during the study period and we anticipate the light fixtures will be replaced on an as needed basis.

D5030 COMMUNICATIONS & SECURITY

D5033 Telephone Systems

The existing telephone equipment was observed to be in fair condition. We do not anticipate system replacement during the cost study period, only as needed repairs, no actions are recommended during the study period.

D5038 Security and Detection Systems

The intruder alarm system appeared to be in fair condition. We are unaware of any issues with the system. We assume it to be at least ten-years of age and therefore we recommend replacement prior to mid-term in the study period.

PROJECTED EXPENDITURES

Identified recommended works that are required during the twenty-year study period are detailed below. We have included a 25% allowance for professional fees and general contractor overhead/profit and management costs (where applicable).

Element No.	Building Element	Recommendation	Qty	Unit	Rate	Cost	Year	Priority Code
D2014	Sinks	Replace single stainless steel counter sink and faucet	1	EACH	$1,600	$1,600	2018	4
D2018	Drinking Fountains and Coolers	Replace drinking fountain	1	EACH	$3,181	$3,181	2020	1
D2022	Hot Water Supply	Replace domestic water heater	30	GAL	$47.00	$1,410	2017	3
D3032	Split-System	Replace condenser unit	1	LS	$2,200	$2,200	2017	3
D3032	Split-System	Replace furnace unit	1	LS	$1,600	$1,600	2017	3
D3051	Terminal Self-Contained Units	Replace through wall a/c unit	1	LS	$750	$750	2017	3
D3041	Air Distribution Systems	Clean ductwork	1	LS	$500	$500	2013	3
D3041	Air Distribution Systems	Clean ductwork	1	LS	$500	$500	2018	3
D3041	Air Distribution Systems	Clean ductwork	1	LS	$500	$500	2023	3
D3041	Air Distribution Systems	Clean ductwork	1	LS	$500	$500	2028	3
D4011	Sprinkler Water Supply	Replace sprinkler heads	1,247	SF	$1.05	$1,309	2013	1
D5012	Low Tension Service & Dist	Preventative Maintenance of Electrical Equipment	1	LS	$500	$500	2013	3

D5012	Low Tension Service & Dist	Preventative Maintenance of Electrical Equipment	1	LS	$500	$500	2016	3
D5012	Low Tension Service & Dist	Preventative Maintenance of Electrical Equipment	1	LS	$500	$500	2019	3
D5012	Low Tension Service & Dist	Preventative Maintenance of Electrical Equipment	1	LS	$500	$500	2022	3
D5012	Low Tension Service & Dist	Preventative Maintenance of Electrical Equipment	1	LS	$500	$500	2025	3
D5012	Low Tension Service & Dist	Preventative Maintenance of Electrical Equipment	1	LS	$500	$500	2028	3
D5012	Low Tension Service & Dist	Preventative Maintenance of Electrical Equipment	1	LS	$500	$500	2031	3
D5038	Security and Detection System	Replace security system	1,247	SF	$0.62	$773	2015	3
D5038	Security and Detection System	Replace security system	1,247	SF	$0.62	$773	2025	3
		Total Anticipated Expenditure for D Services				$18,897		

SECTION 6 - E EQUIPMENT & FURNISHINGS

E20 FURNISHINGS

DESCRIPTION

E2010 FIXED FURNISHINGS

E2012 Fixed Casework

The building contained wood constructed fixed casework within the break room/kitchen. The wood cabinets generally consisted of hardwood frames and plywood panels with wooden door panels. The worktop consisted of a plywood counter (reference Photograph 17 in Appendix B).

CONDITION

E2010 FIXED FURNISHINGS

E2012 Fixed Casework

The fixed cabinets and counter appeared to be in fair condition and functional. Fixed casework usually has a typical EUL of twenty-years; therefore replacement is anticipated mid-term in the study period based on current observed conditions.

PROJECTED EXPENDITURES

Identified recommended works that are required during the twenty-year study period are detailed below. We have included a 25% allowance for professional fees and general contractor overhead/profit and management costs (where applicable).

Element No.	Building Element	Recommendation	Qty	Unit	Rate	Cost	Year	Priority Code
E2012	Fixed Casework	Replace break room floor cabinets (inc countertops)	6	LF	$600	$3,600	2018	4
		Total Anticipated Expenditure for E Equipment & Furnishings				$3,600		

SECTION 7 - G BUILDING SITEWORK

G20 SITE IMPROVEMENTS

DESCRIPTION

G2020 PARKING LOTS

G2021 Bases and Sub-Bases

The building parking lot is located south of the building and can be accessed from Carlile Drive, off Reichett Ave, and caters for visitors to the building. The parking lot has an asphalt surface with concrete curbs denoting areas of parking stalls (reference Photograph 30 in Appendix B). We were not provided with the original specification details of the paving and therefore cannot comment on the specific asphalt mix type, classification or its suitability for its existing use. Table G20-1 provides a summary of the site systems.

Table G20-1 Schedule of Site Systems

System Type	System Surface	Location	Measurement	No. of Parking Spaces	No. of ADA Parking Spaces
Parking Lot	Asphalt	South Parking Lot	165 SY	4	0

G2030 PEDESTRIAN PAVING

G2031 Paving & Surfacing

The building contained cast-in-place concrete slab opposite the entrance door and paving going away from the building. We assume the slab and paving is supported via a flexible base of sand setting bed and compacted sub grade.

G2040 SITE DEVELOPMENT

G2049 Miscellaneous Structures

The facility contained a wood framed structure which we understand is utilized as a storage shed at the south-west (reference Photograph 4 in Appendix B). The building has a steep-sloped wood roof construction with asphalt shingle roof covering, the exterior walls have horizontal siding with a painted finish and a wood panel hinged door. The floor is of a raised wooden floor construction. Air conditioning at the structure is provided via one through wall unit.

G2050 LANDSCAPING

G2056 Planters

Landscaping consisted of shrubs; succulents and ground cover, with a number of mature trees.

CONDITION

G2020 PARKING LOTS

G2021 Bases and Sub-Bases

The asphalt paved areas appeared to be in fair to good condition; there were no major signs of surface deterioration such as alligator cracking present, however there are minor cracking (reference Photograph 31 in Appendix B). All areas of the asphalt should undergo asphaltic-based seal coat and the application of surface markings starting in the near-term and then every five-years to extend the life of the pavements. The cost of this work falls below the threshold level and has not been included in this study.

Furthermore we have also recommended a full asphalt mill overlay and associated restriping, as the typical EUL of this work is twenty-years. However we recommend that the asphalt is re-assessed at the time prior to replacement to ascertain is the work will be necessary.

G2030 PEDESTRIAN PAVING

G2031 Paving & Surfacing

The cast-in-place concrete paving appeared to be in fair to good condition and will not require replacement during the cost study period.

G2040 SITE DEVELOPMENT

G2049 Miscellaneous Structures

The structure appeared to be in good condition. We recommend that the roof covering and painted exterior wall surfaces are replaced and repainted along with the same items to the main building, and their cost have been included within them, in the relevant sections in this report.

G2050 LANDSCAPING

G2056 Planters

The planted materials are in good overall condition. The plant materials will require routine maintenance and replacement and should be addressed on an as-needed basis as part of routine maintenance and funded as an operational expense.

G40 SITE ELECTRICAL UTILITIES

DESCRIPTION

G4020 SITE LIGHTING

G4021 Fixtures & Transformers

Exterior lighting at the buildings consisted of a combination of surface mounted wall packs with aluminum housing (reference Photograph 3 in Appendix B).

CONDITION

G4020 SITE LIGHTING

G4021 Fixtures & Transformers

The exterior light fixtures appeared to be in good condition, with no yellowing lenses or visible deterioration. We do not anticipate their replacement during the cost study period, apart from replacement of the fixtures on an individual basis, no actions are recommended during the study period.

PROJECTED EXPENDITURES

Identified recommended works that are required during the twenty-year study period are detailed below. We have included a 25% allowance for professional fees and general contractor overhead/profit and management costs (where applicable).

Element No.	Building Element	Recommendation	Qty	Unit	Rate	Cost	Year	Priority Code
G2021	Bases and Sub-Bases	Asphalt mill and overlay to include restriping	165	SY	$15.00	$2,475	2023	3
		Total Anticipated Expenditure for G Building Sitework				$2,475		

Appendix A

Twenty-Year Expenditure Forecast 2013 - 2032

FAITHFUL+GOULD
CONSTRUCTIVE EXPERTISE

20 YEAR EXPENDITURE FORECAST

Postmaster's House
815 DeLong Avenue
Novato, CA

FAITHFUL+GOULD

Element No.	Component Description	Estimated Useful Life or Replacement Cycle (Yrs)	Remaining Useful Life (Yrs)	Quantity	Unit of Measurement	Unit Cost	Plan Type	Priority	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total	Total	Combined Total
						$			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20			
									Deferred	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Scheduled	Deferred	Scheduled	
A. SUBSTRUCTURE																															
							A. SUBSTRUCTURE SUB-TOTALS		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
B. SHELL																															
B2011	Repair, prepare and repaint base of canopy posts	N/A	0	1.00	LS	$500.00	Capital Renewal	4	$500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$500	$0	$500
B2011	Repaint all exterior previously painted surfaces	8	5	1,800.00	SF	$1.88	Capital Renewal	4	$0	$0	$0	$0	$0	$3,384	$0	$0	$0	$0	$0	$0	$0	$3,384	$0	$0	$0	$0	$0	$0	$0	$6,768	$6,768
B3011	Replace asphalt shingle roof coverings	40	5	1,000.00	SF	$10.00	Capital Renewal	3	$0	$0	$0	$0	$0	$10,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$10,000	$10,000
B3011	Replace rolled asphalt roof coverings	20	5	1.00	LS	$2,500.00	Capital Renewal	3	$0	$0	$0	$0	$0	$2,500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,500	$2,500
							B. SHELL SUB-TOTALS		$500	$0	$0	$0	$0	$15,884	$0	$0	$0	$0	$0	$0	$3,384	$0	$0	$0	$0	$0	$0	$0	$500	$19,268	$19,768
C. INTERIORS																															
C3012	Repaint interior wall and ceiling surfaces	8	5	3,850.00	SF	$1.88	Capital Renewal	4	$0	$0	$0	$0	$0	$7,238	$0	$0	$0	$0	$0	$0	$0	$7,238	$0	$0	$0	$0	$0	$0	$0	$14,476	$14,476
C3024	Refinish wood plank floor	10	7	1,200.00	SF	$5.76	Capital Renewal	4	$0	$0	$0	$0	$0	$0	$0	$6,912	$0	$0	$0	$0	$0	$0	$0	$0	$0	$6,912	$0	$0	$0	$13,824	$13,824
							C. INTERIORS SUB-TOTALS		$0	$0	$0	$0	$0	$7,238	$0	$6,912	$0	$0	$0	$0	$7,238	$0	$0	$0	$6,912	$0	$0	$0	$28,300	$28,300
D. SERVICES																															
D2018	Replace stainless steel sink	20	5	1.00	EACH	$1,600.00	Capital Renewal	4	$0	$0	$0	$0	$0	$1,600	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,600	$1,600
D2018	Replace drinking fountain	20	7	1.00	EACH	$3,181.00	Capital Renewal	3	$0	$0	$0	$0	$0	$0	$0	$3,181	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,181	$3,181
D2022	Replace domestic water heater	15	4	30.00	GAL	$47.00	Energy & Sustainability	3	$0	$0	$0	$0	$1,410	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,410	$1,410
D3032	Replace condenser unit	20	4	1.00	LS	$2,200.00	Energy & Sustainability	3	$0	$0	$0	$0	$2,200	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,200	$2,200
D3032	Replace furnace unit	20	4	1.00	LS	$1,600.00	Energy & Sustainability	3	$0	$0	$0	$0	$1,600	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,600	$1,600
D3051	Replace through wall a/c unit	20	4	1.00	LS	$700.00	Energy & Sustainability	3	$0	$0	$0	$0	$750	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$750	$750
D3041	Clean ductwork	5	0	1.00	LS	$500.00	Deferred Maintenance	3	$500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$500	$0	$500
D3041	Clean ductwork	5	5	1.00	LS	$500.00	Routine Maintenance	3	$0	$0	$0	$0	$0	$500	$0	$0	$0	$0	$0	$500	$0	$0	$0	$0	$0	$500	$0	$0	$0	$0	$1,500	$1,500
D4011	Replace sprinkler heads	20	0	1,247.00	SF	$1.05	Deferred Maintenance	1	$1,309	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,309	$0	$1,309
D5012	Preventative Maintenance of Electrical Equipment	3	0	1.00	EACH	$550.00	Deferred Maintenance	3	$550	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$550	$0	$550
D5012	Preventative Maintenance of Electrical Equipment	3	3	1.00	EACH	$550.00	Routine Maintenance	3	$0	$0	$0	$550	$0	$0	$550	$0	$0	$0	$0	$0	$0	$550	$0	$0	$550	$0	$0	$550	$0	$0	$2,750	$2,750
D5038	Replace security system	10	2	1,247.00	SF	$0.62	Capital Renewal	3	$0	$0	$773	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$773	$0	$0	$0	$0	$0	$0	$0	$0	$1,546	$1,546
							D. SERVICES SUB-TOTALS		$2,359	$0	$773	$550	$5,960	$2,100	$550	$3,181	$0	$0	$500	$0	$1,323	$0	$0	$1,050	$0	$0	$550	$0	$2,359	$16,537	$18,897
E. EQUIPMENT & FURNISHING																															
E2012	Replace break room floor cabinets (inc countertops)	20	5	6.00	LF	$600.00	Capital Renewal	4	$0	$0	$0	$0	$0	$3,600	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,600	$3,600
							E. EQUIPMENT & FURNISHING SUB-TOTALS		$0	$0	$0	$0	$0	$3,600	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,600	$3,600
F. SPECIAL CONSTRUCTION AND DEMOLITION																															
							F. SPECIAL CONSTRUCTION AND DEMOLITION SUB-TOTALS		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
G. BUILDING SITEWORK																															
G2031	Asphalt mill and overlay to include restriping	20	10	165.00	LF	$15.00	Capital Renewal	3	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,475	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,475	$2,475
							G. BUILDING SITEWORK SUB-TOTALS		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,475	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,475	$2,475
Z. GENERAL																														$0	
							Z. GENERAL SUB-TOTALS		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
							Expenditure Totals per Year		$2,859	$0	$773	$550	$5,960	$28,822	$550	$10,093	$0	$0	$2,975	$0	$1,323	$10,622	$0	$1,050	$0	$6,912	$550	$0	$2,859	$70,180	$73,040
							Total Cost (Inflated @ 4% per Yr.)		$2,859	$0	$836	$619	$6,972	$35,066	$696	$13,282	$0	$0	$4,404	$0	$2,118	$17,686	$0	$1,891	$0	$13,464	$1,114	$0	$2,859	$98,149	$101,008

Appendix B
Photographs

FAITHFUL+GOULD
CONSTRUCTIVE EXPERTISE

Photograph No. 1

View of the footings and crawl space grill.

Photograph No. 2

View of the east and south elevations.

Photograph No. 3

View of the wood siding upper floor windows and wall pack light fixtures.

Photograph No. 4

View of the south elevation and storage shed.

Photograph No. 5

View of the deteriorated post bases.

Photograph No. 6

View of the roof construction.

Photograph No. 7

View of the multipule layers of shingles at roof level.

Photograph No. 8

View of the roof covering.

Photograph No. 9

View of the first floor wood fixed window units.

Photograph No. 10

View of the insulated wood windows.

Photograph No. 11

View of the wood staircase structure.

Photograph No. 12

View of the first floor interior finishes.

Photograph No. 13

View of the second floor interior finishes.

Photograph No. 14

View of the painted wall and ceiling surfaces.

Photograph No. 15

View of the water closet and wood wall panelling.

Photograph No. 16

View of the lavatory and wall panelling.

Photograph No. 17

View of the stainless steel sink and also the fixed cabinets.

Photograph No. 18

View of the drinking fountain.

Photograph No. 19

View of the water heater.

Photograph No. 20

View of the outdoor condenser.

Photograph No. 21

View of the furnace unit.

Photograph No. 22

View of the thermostat control.

Photograph No. 23

View of the through wall a/c unit.

Photograph No. 24

View of the gas supply and meter.

Photograph No. 25

View of one of the sprinkler heads.

Photograph No. 26

View of the sprinkler valve.

Photograph No. 27

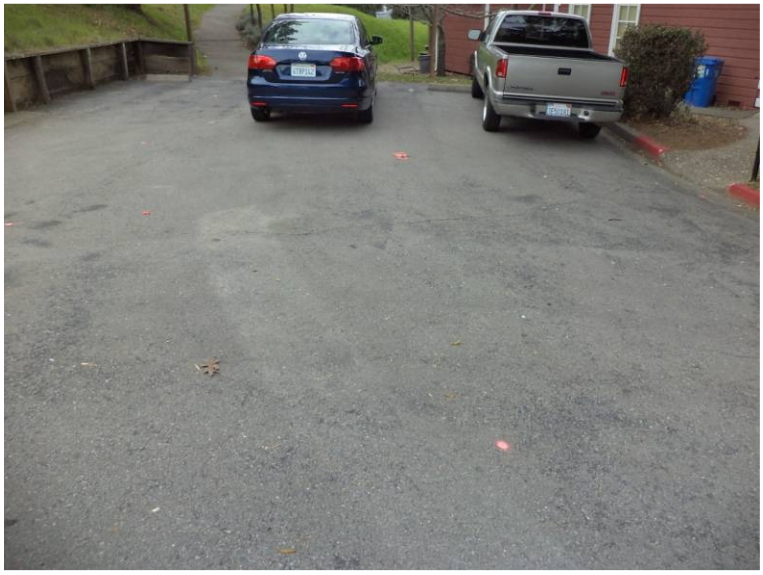
View of the electrical panel and meter.

Photograph No. 28

View of electrical panel.

Photograph No. 29

View of the security alarm panel.



Photograph No. 30

View of the parking lot.

Photograph No. 31

View of the minor cracking in the asphalt surface.

Photograph No. 32

View of the pavements.

Appendix C

Asset Inventory

Location	Facility	Location of Asset	Life Cycle Code	Type	Equipment Type	Manufacturer	Model No.	Serial No.	Tag	Fuel Type	Capacity / Rating	Speed (FPM)	No. of Landings	Year Manufacture
Postmaster's House	Postmaster's House	Closet	D2022	Hot Water Service	Water Heater	Reliance	Unknown	Unknown		Natural gas	30 Gallons			2012
Postmaster's House	Postmaster's House	Interior Closet	D3032	Heat Generating Systems	Furnace Unit	Lennox	G12RD2-82	5875J00148		Natural Gas	Input 82,000 BTU / HR			Unknown
Postmaster's House	Postmaster's House	South Exterior	D3032	Cooling Generating Systems	Condenser Unit	Day & Night	Unknown	Unknown		Electric	Assumed 2 Tons			Unknown
Postmaster's House	Postmaster's House	Storage Building	D3051	Terminal Self-Contained Units	Through Wall AC Unit	Amana	Unknown	Unknown		Electric	Assumed 1 Ton			Unknown

Appendix D

Document Review and
Warranty Information

FAITHFUL+GOULD

DOCUMENT REVIEW & WARRANTY INFORMATION

In addition to the completion of our visual evaluation, Faithful+Gould interviewed the various representatives from the City of Novato (were possible), and reviewed the following documentation:

None available

Appendix E

Glossary of Terms

Acronyms & Glossary of Terms

CMU	Concrete Masonry Unit
BUR	Built-Up Roof
EIFS	Exterior Insulation and Finish System
EPDM	Ethylene Propylene Diene Monomer
SC	Solid Core Doors
HM	Hollow Metal Doors
MH	Man Holes
ABC	Aggregate Base Course
EMT	Electrical Metallic Conduit
EUL	Estimated Useful Life
RUL	Recommended Useful Life
EOL	End of Life
FCI	Facility Condition Index
CRV	Current Replacement Value
DM	Deferred Maintenance
SF	Square Foot
SY	Square Yards
PSF	Pounds-Per-Square-Foot
PSI	Pounds-Per-Square-Inch
NFPA	National Fire Protection Association
FACP	Fire Alarm Control Panel
NAC	Notification Appliance Circuit
FCC	Fire Command Center
HVAC	Heating Ventilating and Air conditioning
VAV	Variable Air Volume
AHU	Main Air Handling Units
HP	Horse Power
FSS	Fuel Supply System
MDP	Main Distribution Panel
SES	Service Entrance Switchboard's
NEMA	National Electrical Manufactures Association
HID	Intensity Discharge
EMT	Electrical Metallic Tubing
KVA	kilovolt-ampere
RO	Reverse Osmosis
BTU/HR	British Thermal Units per Hour
kW	Kilowatt
FPM	Feet per Minute (Elevator Speed)
Amp	Amperage

Acronyms & Glossary of Terms

BTU – British Thermal Unit; the energy required to raise the temperature of one pound of water by one degree.

Building Envelope - The enclosure of the building that protects the building's interior from the outside elements, namely the exterior walls, roof and soffit areas.

Building Systems – Interacting or independent components or assemblies, which from single integrated units, that comprise a building and its site work, such as, pavement and flatwork, structural frame, roofing, exterior walls, plumbing, HVAC, electrical, etc.

Caulking – Soft, putty-like material used to fill joints, seams, and cracks.

Codes – See building codes.

Component – A fully functional portion of a building system, piece of equipment, or building element.

Deferred Maintenance – Physical deficiencies that cannot be remedied with routine maintenance, normal operating maintenance, etc., excluding de minimis conditions that generally do not present a material physical deficiency to the subject property.

Expected Useful Life (EUL) – The average amount of time in years that an item, component or system is estimated to function when installed new and assuming routine maintenance is practiced.

Facility – All or any portion of buildings, structures, site improvements, complexes, equipment, roads, walks, passageways, parking lots, or other real or personal property located on site.

Flashing – A thin, impervious sheet of material placed in construction to prevent water penetration or to direct the flow of water. Flashing is used especially at roof hips and valleys, roof penetrations, joints between a roof and a vertical wall, and in masonry walls to direct the flow of water and moisture.

Remaining Useful Life (RUL) – A subjective estimate based upon observations, or average estimates of similar items, components, or systems, or a combination thereof, of a number of remaining years that an item, component, or system is established to be able to function in accordance with its intended purpose before warranting replacement. Such period of time is affected by the initial quality of an item, component, or system, the quality of the initial installation, the quality and amount of preventative maintenance exercised, climatic conditions, extent of use, etc.

Thermal Resistance (R) – A unit used to measure a material's resistance to heat transfer. The formula for thermal resistance is: R = Thickness(in inches)/K

Structural Frame – The components or building systems that support the building's nonvariable forces or weights (dead loads) and variable forces or weights (live loads).

Warranty – Legally enforceable assurance of quality or performance of a product or work, or of the duration of satisfactory performance. Warranty guarantee and guaranty are substantially identical in meaning; nevertheless, confusion frequently arises from supposed distinctions attributed to guarantee (or guaranty) being exclusively indicative of duration of satisfactory performance or of a legally enforceable assurance furnished by a manufacturer or other third party. The uniform commercial code provisions on sales (effective in all states except Louisiana) use warranty but recognize the continuation of the use of guarantee and guaranty.