SCHEMATIC DRAWINGS & SPECIFICATIONS

The schematic drawings and specifications were prepared to provide a detailed scope of work from which A.M. Fogarty could provide a budget cost estimate for the project. These documents are constructed from the conceptual design plans and the existing conditions recommendations completed by MTS and our consultants. The documents include assumptions for site work, material finishes, and details that need to be further developed with the Old Town Hall committee during a design development phase.

The drawings provide a framework for identifying and locating work activities that need to be accomplished in order to rehabilitate the Old Town Hall. These work items are further developed in the outline specification, which are broken down into categories based upon the Construction Specifications Institute (CSI) Format. This document expands on the information shown on the drawings by providing more detailed materials and methodology for completing the work shown.

Sterling Old Town Hall

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ABBREVIATIONS

A
A/C - AIR CONDITIONING
ACT - ACOUSTICAL CEILING TILE
AD - AREA DRAIN
ADD - ADDENDUM
ADJ - ADJACENT
AFF - ABOVE FINISH FLOOR
ALT - ALTERNATE
ALUM - ALUMINUM
< - ANGLE
ANOD - ANODIZED
ARCH - ARCHITECTURAL
AUTO - AUTOMATIC

B
BC - BOTTOM OF CURB
BE - BAKED ENAMEL
BIT - BITUMINOUS
BLDG - BUILDING
BM - BENCHMARK
BOT - BOTTOM
BRG - BEARING
BSMT - BASEMENT
BTWN -BETWEEN
BVL - BEVELED

C
CAB - CABINET
CB - CATCH BASIN
CCTV - CLOSED CIRCUIT TV
CHNL - CHANNEL
CKBD - CHALKBOARD
CLG - CEILING
CLOS - CLOSET
CLR - CLEARANCE, CLEAR
CLSR - CLOSURE
CMU - CONCRETE MASONRY UNIT
CTR - CENTER
CO - CLEAN OUT
COL - COLUMN
COMP - COMPRESS(IBLE)
COM - COMMUNICATIONS/DATA
CONC - CONCRETE
CONN - CONNECTION
CONT - CONTINUOUS
CJT - CONTROL JOINT
CORR - CORRIDOR
CRSK - COUNTER SINK
CT - CERAMIC TILE
CULV - CULVERT

D
D - DEPTH
DA - DOUBLE ACTING
DET - DETAIL
DEMO - DEMOLITION
DF - DRINKING FOUNTAIN
DI - DROP INLET
DIAG - DIAGONAL
DIA - DIAMETER
DIM - DIMENSION
DIV - DIVISION
DMH - DRAIN MANHOLE
DN - DOWN
DR - DOOR
DS - DOWNSPOUT
DT - DRAIN TILE
DVT - DOVETAIL
DWG - DRAWING

E
E - EAST
EL - ELEVATION
EJ - EXPANSION JOINT
ELEC - ELECTRICAL
ELEV - ELEVATOR
EMH - ELECTRICAL MANHOLE
ENCL - ENCLOSURE
ENTR - ENTRANCE
EQ - EQUAL
EQUIP - EQUIPMENT
EST - ESTIMATED
EXIST - EXISTING
EXP - EXPANSION
EXT - EXTERIOR

F
FA - FIRE ALARM
FACT - FACTORY
FASTN - FASTEN, FASTENER
FD - FLOOR DRAIN
FNDN - FOUNDATION
FE - FIRE EXTINGUISHER CABINET
FF -FINISHED FLOOR
FIN - FINISHED
FIXT - FIXTURE
FLR - FLOOR
FLEX - FLEXIBLE
FLR - FLOORING
FLUOR - FLUORESCENT
FOC - FACE OF CONCRETE
FOF - FACE OF FINISH
FOM - FACE OF MASONRY
FTG - FOOTING

G
GA - GAUGE
GALV - GALVANIZED
GC - GENERAL CONTRACTOR
GL - GLASS
GWB - GYPSUM WALL BOARD
GYP - GYPSUM

H
HCP - HANDICAPPED
HDR - HEADER
HD - HEAVY DUTY
HDWD - HARDWOOD
HDWR - HARDWARE
HGT - HEIGHT
HM - HOLLOW METAL
HORIZ - HORIZONTAL
HTG - HEATING
HVAC - HEATING / VENTILATION / AIR CONDITIONING
HYD - HYDRANT

I, JK
ID - INSIDE DIAMETER
INCL - INCLUDED
INSUL - INSULATION,INSULATE(D)
INT - INTERIOR
INV - INVERT
JAN - JANITOR'S CLOSET
JNT - JOINT
K/O - KNOCKOUT
KD - KNOCKDOWN

L
LAM - LAMINATE
LAV - LAVATORY
LH - LEFT HAND
LL - LIVE LOAD
LOC - LENGTH OF CURVE
LP - LOW POINT
LT - LIGHT
LTWT - LIGHT WEIGHT

M
MACH - MACHINE
MATL - MATERIAL
MECH - MECHANICAL
MED - MEDIUM
MFR - MANUFACTURER
MH - MANHOLE
MIN - MINIMUM
MO - MASONRY OPENING
MOD - MODULE, MODULAR
MTD - MOUNTED
MTL - METAL

N,O
N - NORTH
N/A - NOT APPLICABLE
NIC - NOT IN CONTRACT
NOM - NOMINAL
NRC - NOISE REDUCTION COEFFICIENT
NTS - NOT TO SCALE
OC - ON CENTER
OD - OUTSIDE DIAMETER
OPH - OPPOSITE HAND
OPNG - OPENING
OVHD - OVERHEAD

P
PERF - PERFORATED
PERP - PERPENDICULAR
PRIM - PERIMETER
PL - PLATE
P LAM - PLASTIC LAMINATE
PLYWD - PLYWOOD
PNL - PANEL
PR - PAIR
PT - POINT
PTD - PAINTED
PVC - POLYVINYL CHLORIDE
PVMT - PAVEMENT

Q,R
QTY - QUANTITY
RA - RETURN AIR
RD - ROOF DRAIN
REF - REFERENCE
REFL - REFLECT(ED)(IVE)
REINF - REINFORCED(WING)
REQD - REQUIRED
RET - RETURN, OR RETAINING
REV - REVISION, REVISED
RH - RIGHT HAND
RM - ROOM
RO - ROUGH OPENING
RVS - REVERSE

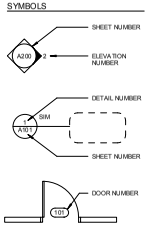
S
S - SOUTH
SCHED - SCHEDULE
SD - STORM DRAIN
SECT - SECTION
SHT - SHEET
SIM - SIMILAR
SLV - SLEEVE
SMH - SEWER MANHOLE
SND/PRF - SOUND/PROOF
SQ - SQUARE
SS - STAINLESS STEEL
STD - STANDARD
STL - STEEL
STOR - STORAGE
STRUC - STRUCTURAL
SUSP - SUSPENDED
SYM - SYMMETRICAL

T
T - TREAD
TEL - TELEPHONE
T & G - TONGUE AND GROOVE
THK - THICK(NESS)
TMH - TELEPHONE MANHOLE
TOL - TOILET
TOC - TOP OF CURB
TOS - TOP OF STEEL
TO - TOP OF
TOW - TOP OF WALL
TV - TELEVISION
TYP - TYPICAL

U,V
UE - UNDERGROUND ELECTRIC
UNFIN - UNFINISHED
UNO - UNLESS NOTED OTHERWISE
VAC - VACUUM
VB - VAPOR BARRIER
VCT - VINYL COMPOSITE TILE
VERT - VERTICAL
VEST - VESTIBULE
VIF - VERIFY IN FIELD
VWC - VINYL WALL COVERING

W
W - WEST
W/ - WITH
WC - WATER CLOSET
WD - WOOD
WDW - WINDOW
WH - WALL HUNG
WID - WIDTH
WM - WATER MAIN
WS - WET SPRINKLER RISER
W/O - WITH OUT
WWF - WELDED WIRE FABRIC

SYMBOLS



CIVIL
C-100 SITE PLAN
C-101 SITE PLAN ALTERNATE

ARCHITECTURAL
D-100 BASEMENT DEMOLITION PLAN
D-101 FIRST FLOOR DEMOLITION PLAN
D-102 SECOND FLOOR DEMOLITION PLAN

ARCHITECTURAL
A-100 BASEMENT PLAN
A-101 FIRST FLOOR PLAN
A-102 SECOND FLOOR PLAN

ARCHITECTURAL
A-200 EXTERIOR ELEVATIONS
A-201 EXTERIOR ELEVATIONS
A-300 BUILDING SECTIONS

ARCHITECTURAL
A-600 SCHEDULES

1 West Facade
1/8" = 1'-0"

LOCUS MAPS

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Scale:	As indicated
Drawn By:	Author
Checked By:	Checker
Project Number:	Project Number

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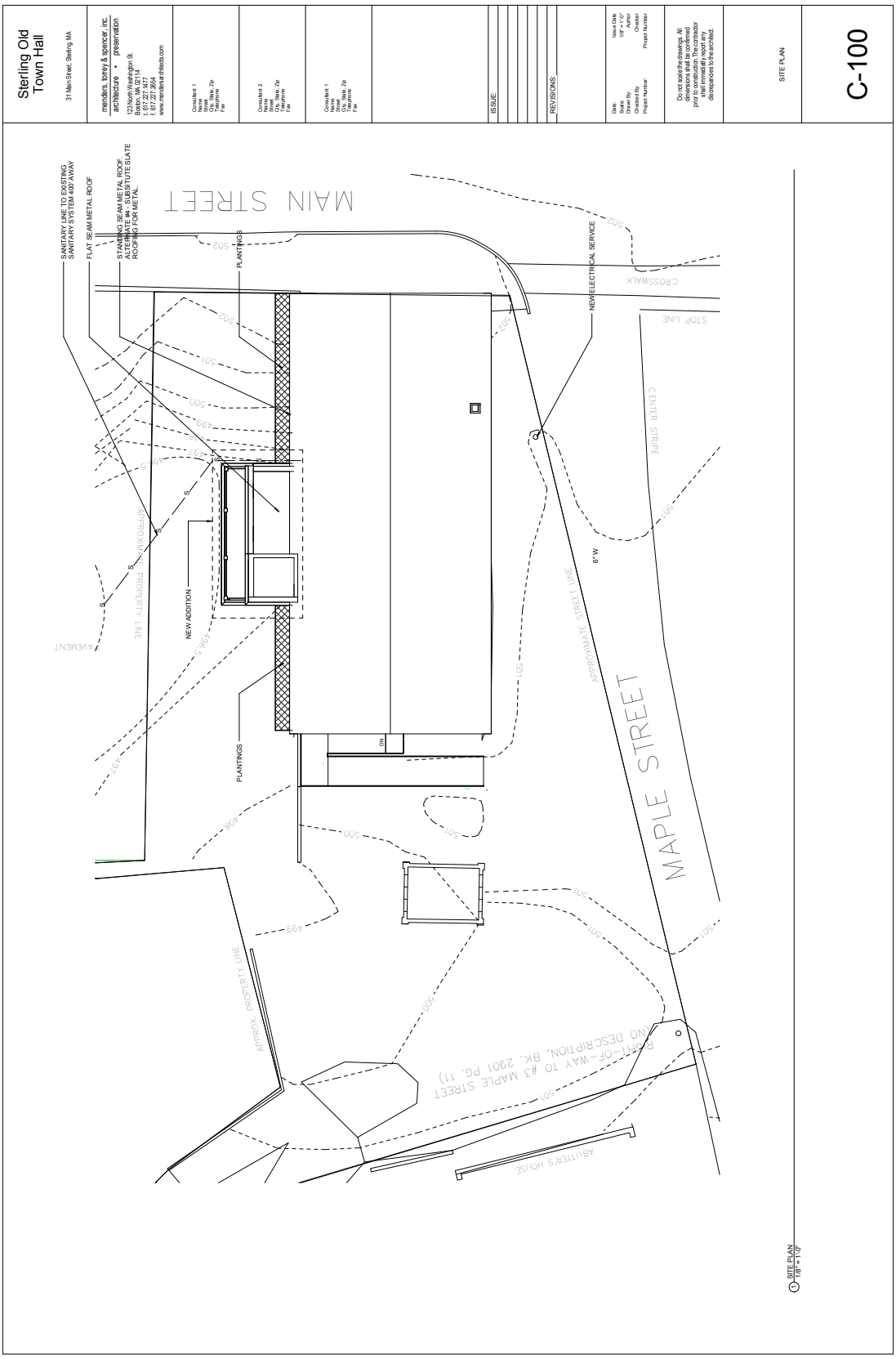
Project Status

TITLE SHEET

A-000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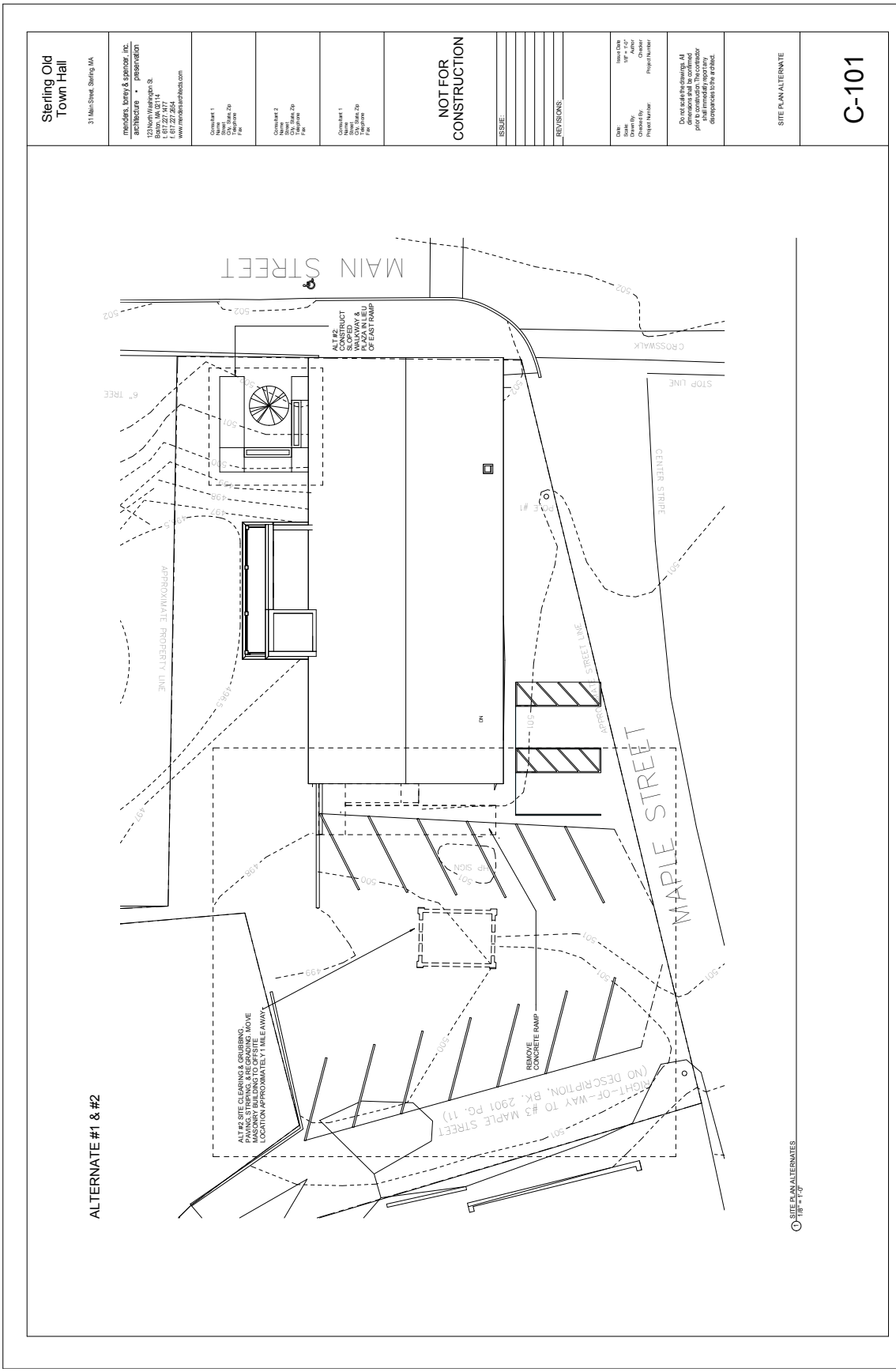
SITE PLAN
C-100
MAIN STREET
MAPLE STREET
NEW ADDITION
PLANTINGS
NEW ELECTRICAL SERVICE
SANITARY LINE TO EXISTING SANITARY SYSTEM 400' AWAY
FLAT SEAM METAL ROOF
STANDING SEAM METAL ROOF; ALTERNATE #4 - SUBSTITUTE SLATE ROOFING FOR METAL
CROSSWALK
STOP LINE
CENTER STRIPE
APPROX. PROPERTY LINE
ABUTTER'S HOUSE
1 SITE PLAN
1/8" = 1'-0"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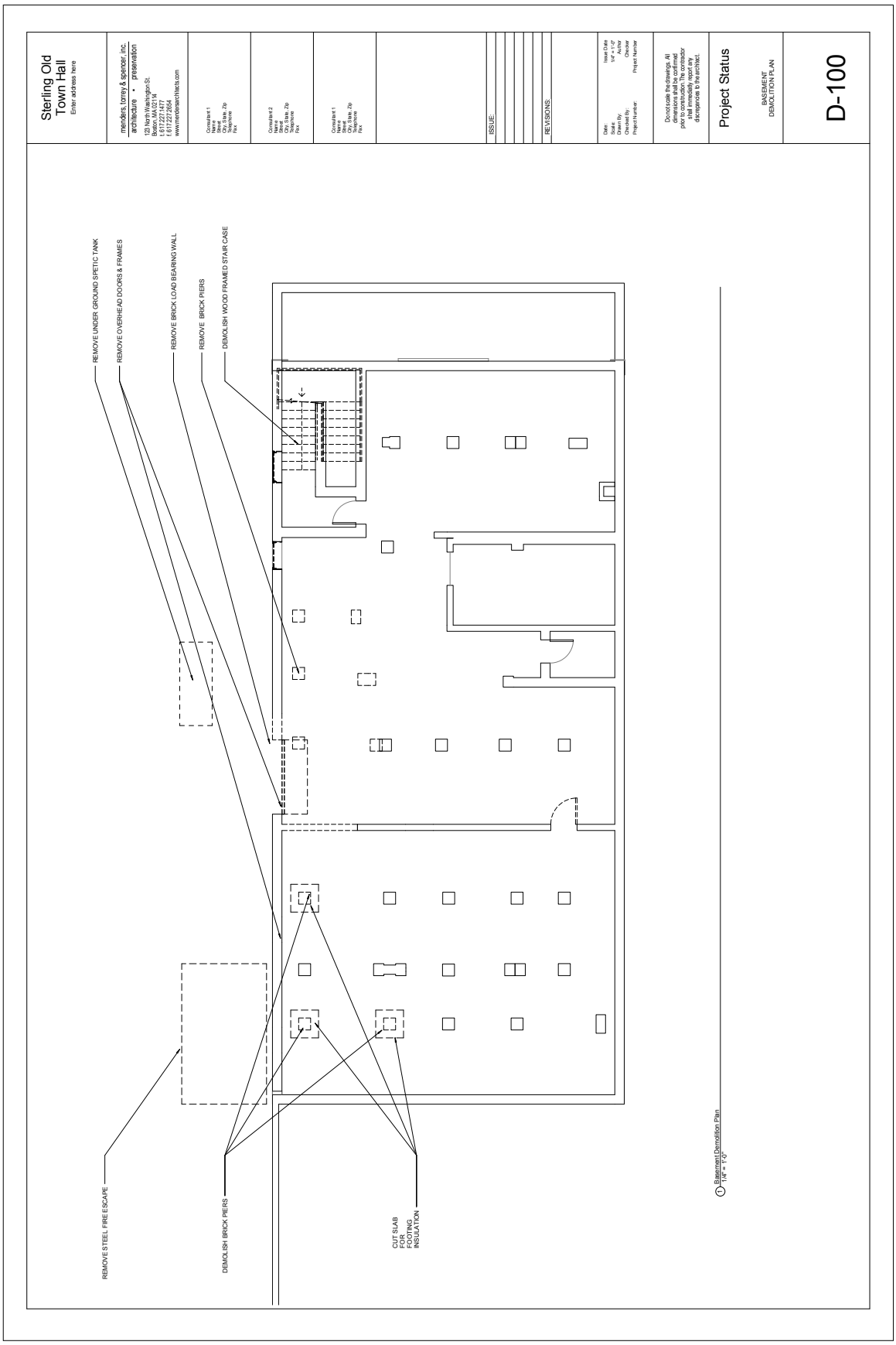
SITE PLAN ALTERNATE
C-101
ALTERNATE #1 & #2
MAIN STREET
MAPLE STREET
CROSSWALK
STOP LINE
CENTER STRIPE
APPROXIMATE PROPERTY LINE
ALT #2: CONSTRUCT SLOPED WALKWAY & RAMP IN LIEU OF EAST RAMP
ALT #2 SITE CLEARING & GRUBBING, PAVING, STRIPING, & REGRADING. MOVE MASONRY BOLLARD TO OPPOSITE LOCATION APPROXIMATELY 1 MILE AWAY.
REMOVE CONCRETE RAMP
RIGHT-OF-WAY TO #3 MAPLE STREET (NO DESCRIPTION, BK. 2901 PG. 11)
SITE PLAN ALTERNATES
1/8" = 1'-0"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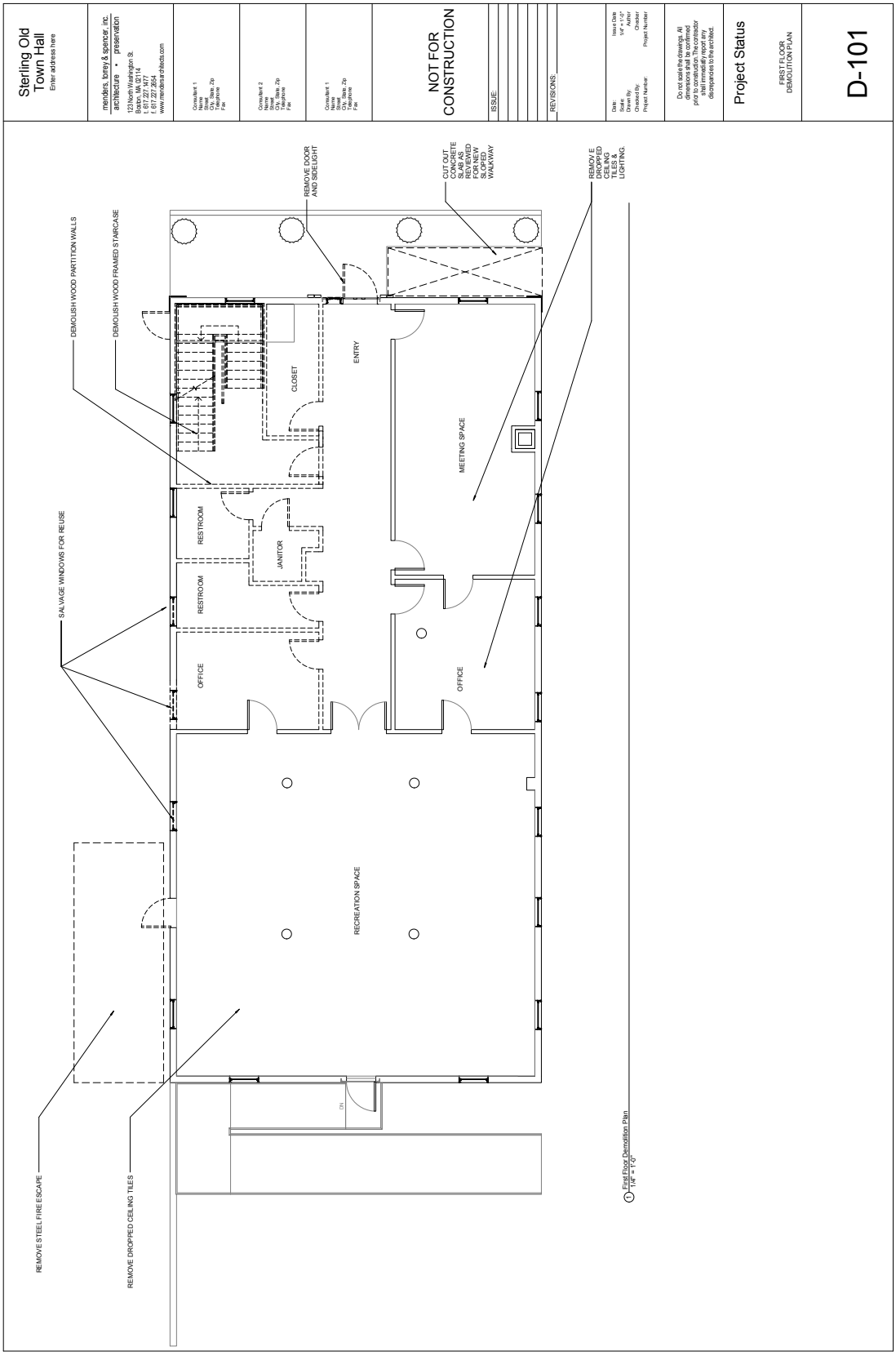
Project Status
BASEMENT DEMOLITION PLAN
D-100
REMOVE UNDER GROUND SPETIC TANK
REMOVE OVERHEAD DOORS & FRAMES
REMOVE BRICK LOAD BEARING WALL
REMOVE BRICK PIERS
DEMOLISH WOOD FRAMED STAIR CASE
REMOVE STEEL FIRE ESCAPE
DEMOLISH BRICK PIERS
CUT SLAB FOR FOOTING INSULATION
1 Basement Demolition Plan
1/4" = 1'-0"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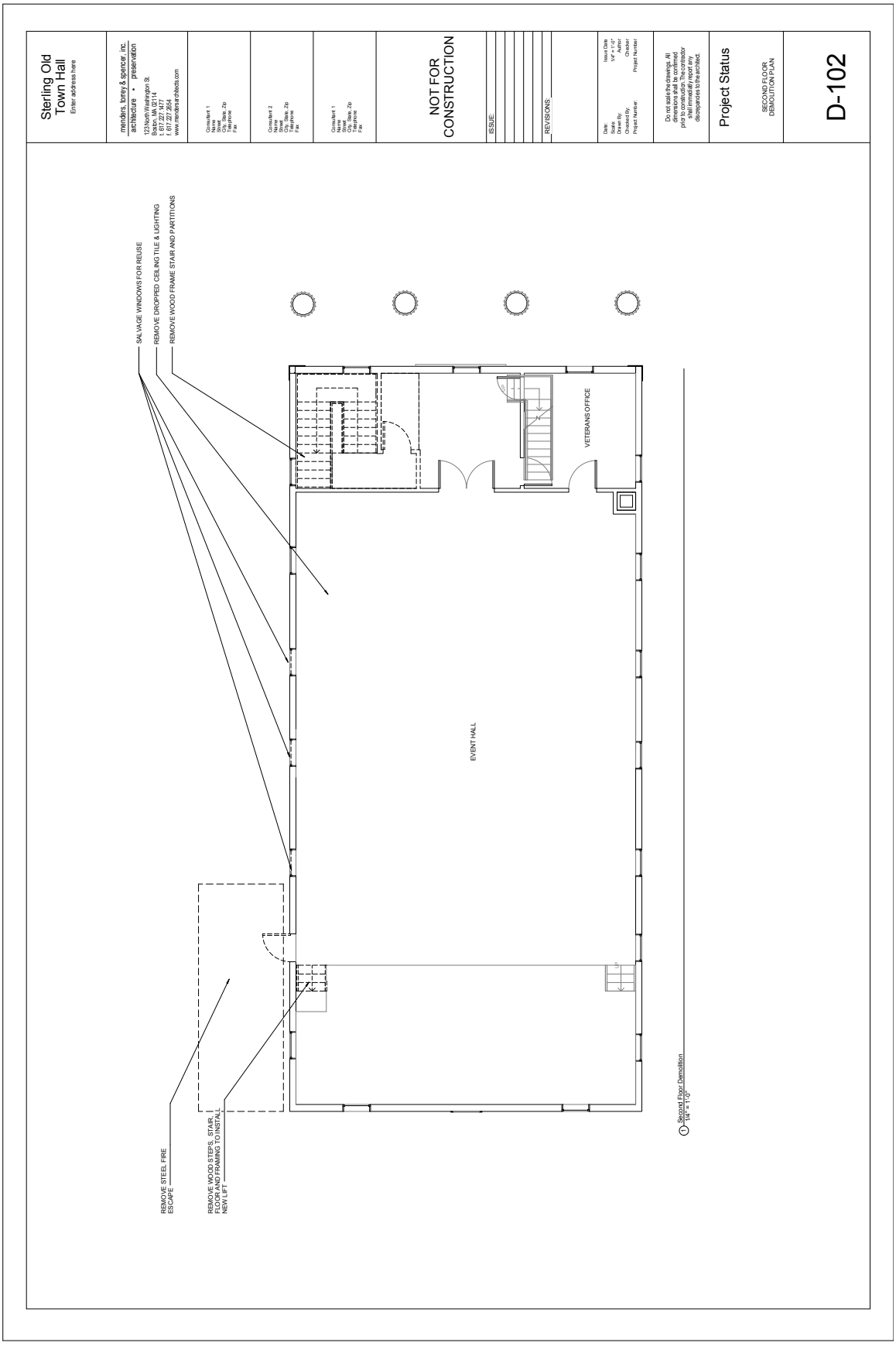
FIRST FLOOR DEMOLITION PLAN
D-101
REMOVE DOOR AND SIDELIGHT
CUT OUT CONCRETE SLAB AS REQUIRED FOR NEW SLOPED WALKWAY
REMOVE DROPPED CEILING TILES & LIGHTING.
DEMOLISH WOOD PARTITION WALLS
DEMOLISH WOOD FRAMED STAIRCASE
SALVAGE WINDOWS FOR REUSE
REMOVE STEEL FIRE ESCAPE
REMOVE DROPPED CEILING TILES
CLOSET
ENTRY
MEETING SPACE
RESTROOM
RESTROOM
JANITOR
OFFICE
OFFICE
RECREATION SPACE
DN
1 First Floor Demolition Plan
1/4" = 1'-0"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1/4" = 1'-0"
Author
Checker
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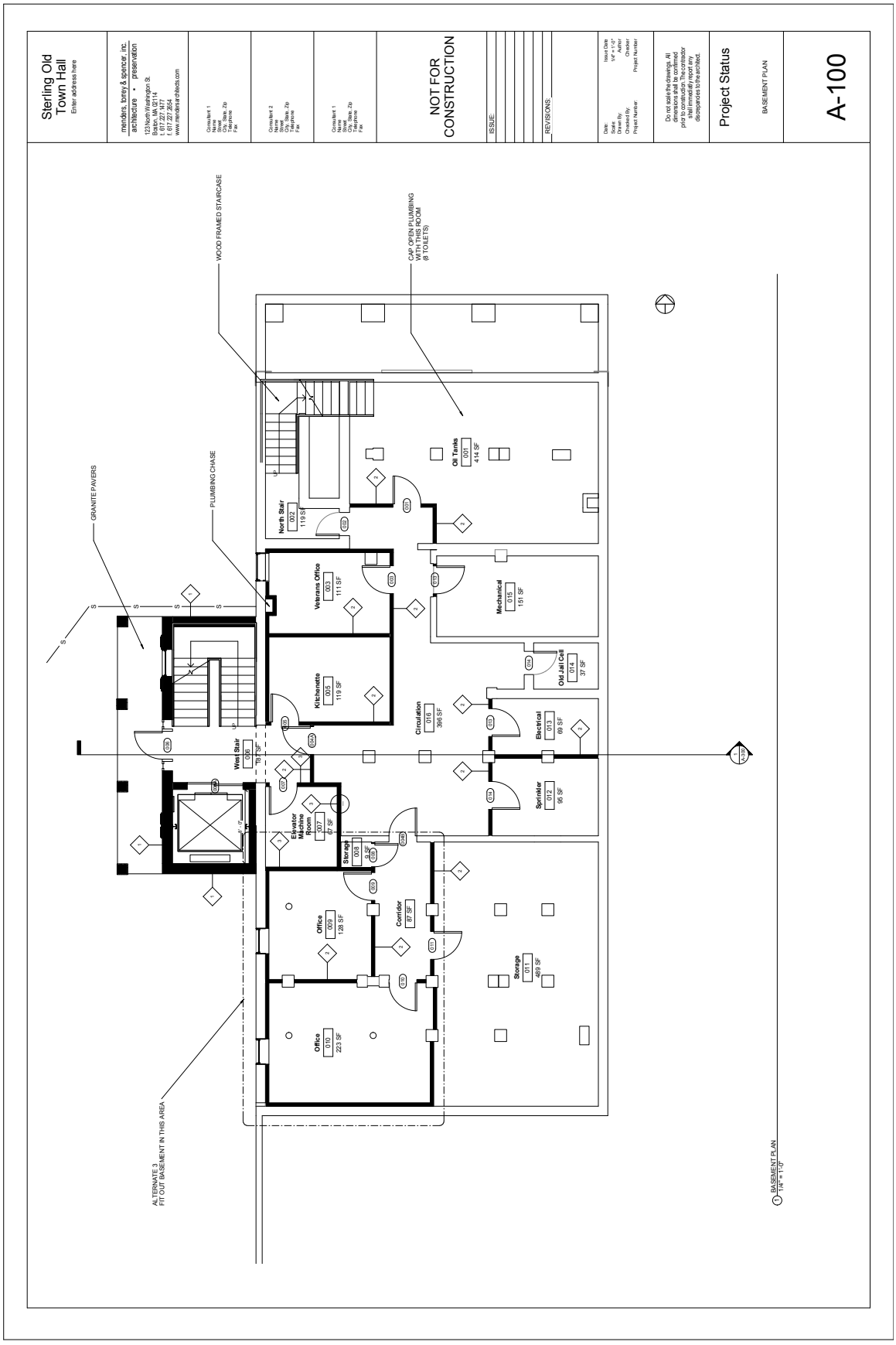
Project Status
SECOND FLOOR DEMOLITION PLAN
D-102
SALVAGE WINDOWS FOR REUSE
REMOVE DROPPED CEILING TILE & LIGHTING
REMOVE WOOD FRAME STAIR AND PARTITIONS
VETERANS OFFICE
EVENT HALL
REMOVE STEEL FIRE ESCAPE
REMOVE WOOD STEPS, STAIR, FLOOR, AND FRAMING TO INSTALL NEW LIFT
1 Second Floor Demolition
1/4" = 1'-0"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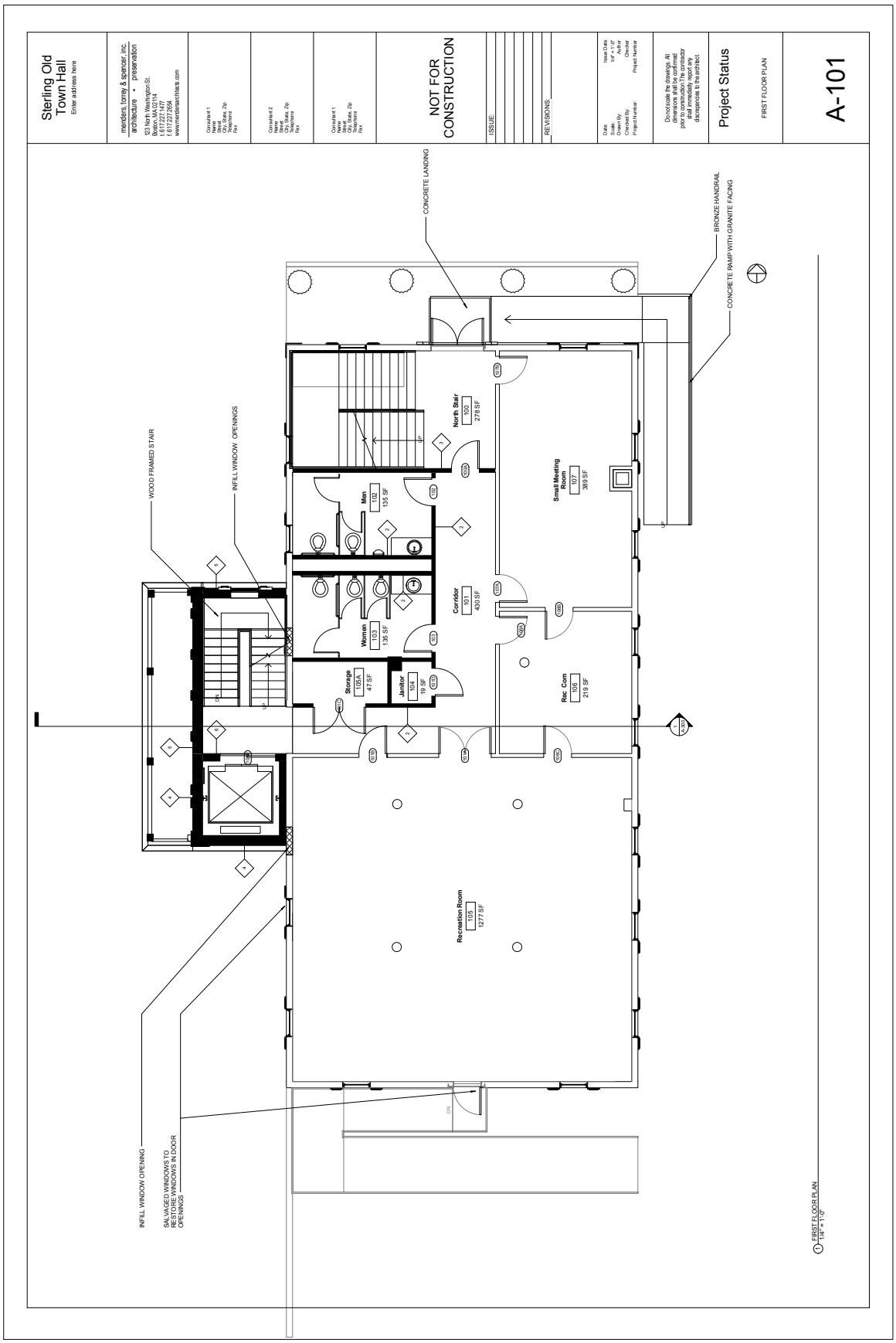
Project Status
BASEMENT PLAN
A-100
WOOD FRAMED STAIRCASE
CAP, OPEN PLUMBING WITH THIS ROOM (8 TOILETS)
GRANITE PAVERS
PLUMBING CHASE
ALTERNATE 1
FIT OUT BASEMENT IN THIS AREA
Oil Tanks 001 414 SF
North Stair 002 119 SF
Veterans Office 003 111 SF
Mechanical 015 151 SF
Kitchenette 005 119 SF
Old Jail Cell 014 37 SF
Circulation 016 390 SF
Electrical 013 69 SF
West Stair 006 78 SF
Sprinkler 012 95 SF
Elevator Machine Room 007 67 SF
Storage 008 9 SF
Corridor 87 SF
Office 009 128 SF
Storage 011 489 SF
Office 010 223 SF
1 BASEMENT PLAN
1/4" = 1'-0"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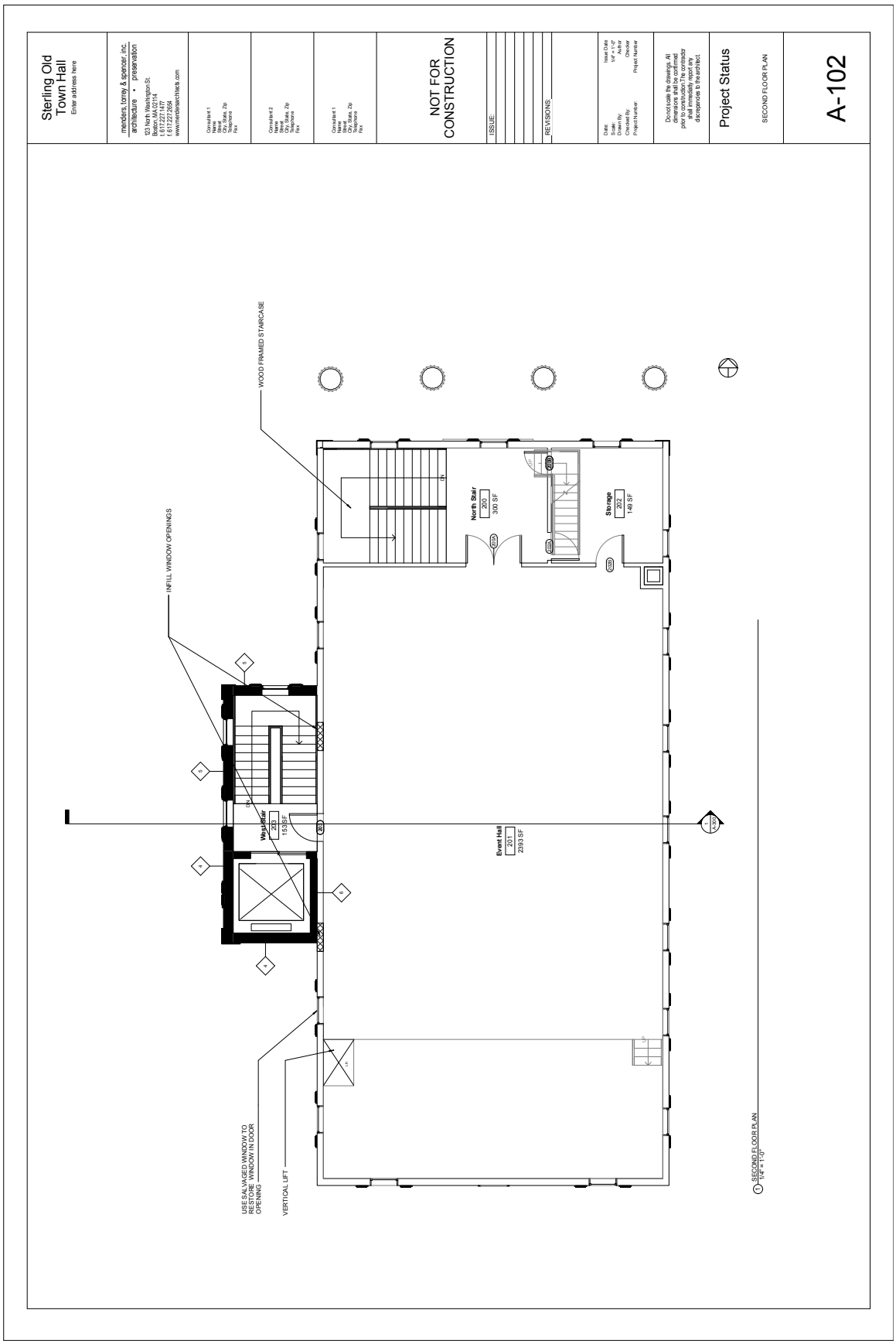
FIRST FLOOR PLAN
A-101
CONCRETE LANDING
BRONZE HANDRAIL
CONCRETE RAMP WITH GRANITE FACING
WOOD FRAMED STAIR
INFILL WINDOW OPENINGS
North Stair 100 278 SF
Men 102 135 SF
Women 103 135 SF
Janitor 104 19 SF
Storage 105A 47 SF
Corridor 101 400 SF
Small Meeting Room 107 389 SF
Rec. Com 106 219 SF
Recreation Room 105 1277 SF
INFILL WINDOW OPENING
SALVAGED WINDOWS TO BE REFITTED IN DOOR OPENINGS
1 FIRST FLOOR PLAN
1/4" = 1'-0"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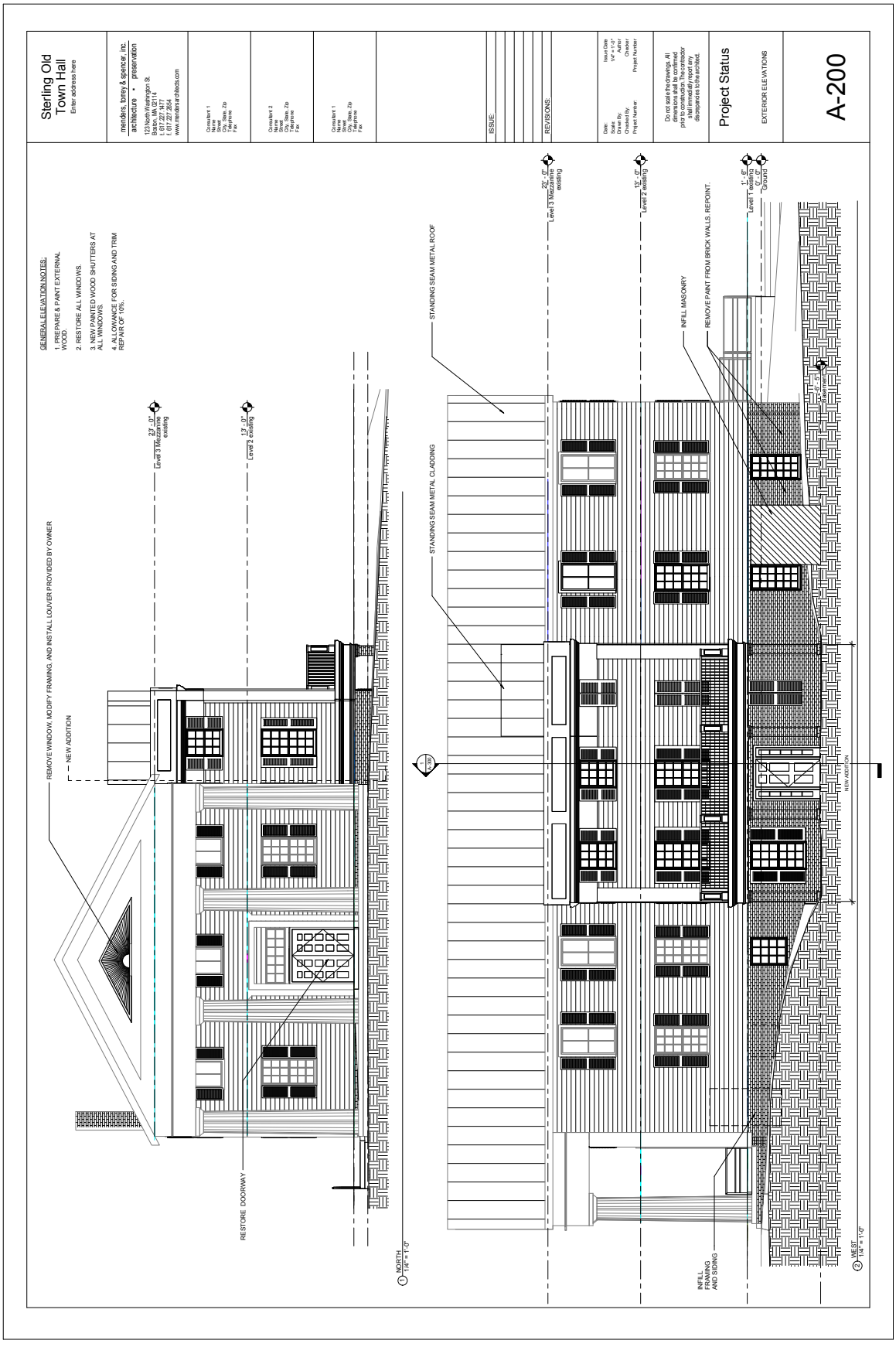
SECOND FLOOR PLAN
A-102
WOOD FRAMED STAIRCASE
INFILL WINDOW OPENINGS
North Stair
200
300 SF
Storage
202
149 SF
West Stair
203
153 SF
Event Hall
201
2993 SF
USE SALVAGED WINDOW TO INFILL ONE WINDOW IN DOOR OPENING
VERTICAL LIFT
1 SECOND FLOOR PLAN
1/4" = 1'-0"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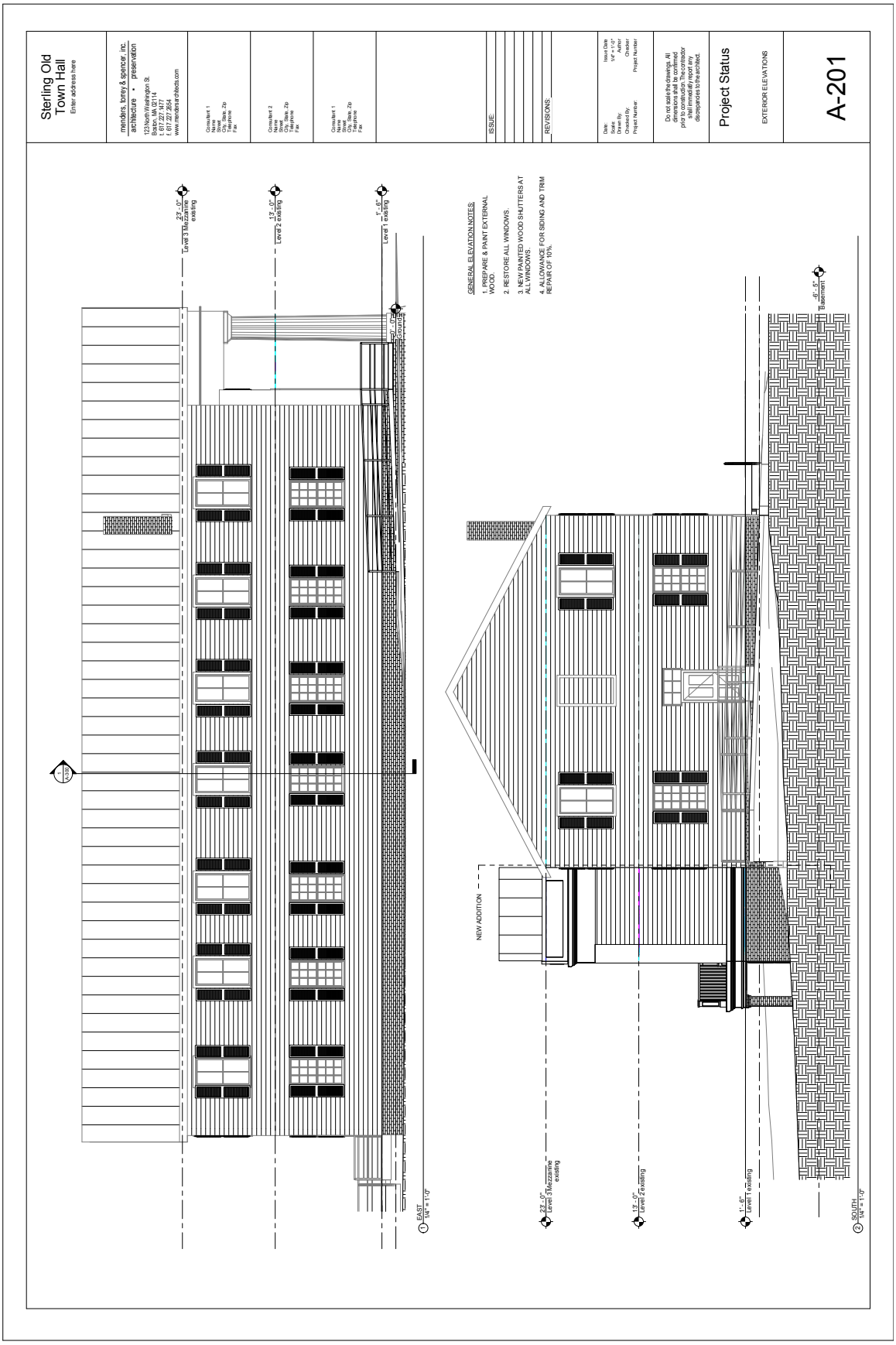
Project Status
EXTERIOR ELEVATIONS
A-200
GENERAL ELEVATION NOTES:
1. PREPARE & PAINT EXTERNAL WOOD.
2. RESTORE ALL WINDOWS.
3. NEW PAINTED WOOD SHUTTERS AT ALL WINDOWS.
4. ALLOWANCE FOR SIDING AND TRIM REPAIR OF 10%.
REMOVE WINDOW, MODIFY FRAMING, AND INSTALL LOUVER PROVIDED BY OWNER
NEW ADDITION
RESTORE DOORWAY
STANDING SEAM METAL CLADDING
STANDING SEAM METAL ROOF
INFILL MASONRY
REMOVE PAINT FROM BRICK WALLS. REPOINT.
INFILL FRAMING AND SIDING
NEW ADDITION
Level 3 Mezzanine existing
Level 2 existing
Level 1 existing
Ground
Basement
1 NORTH
1/4" = 1'-0"
2 WEST
1/4" = 1'-0"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Scale:
Drawn By:
Checked By:
Project Number:
Issue Date
1/4" = 1'-0"
Author
Checker
Project Number
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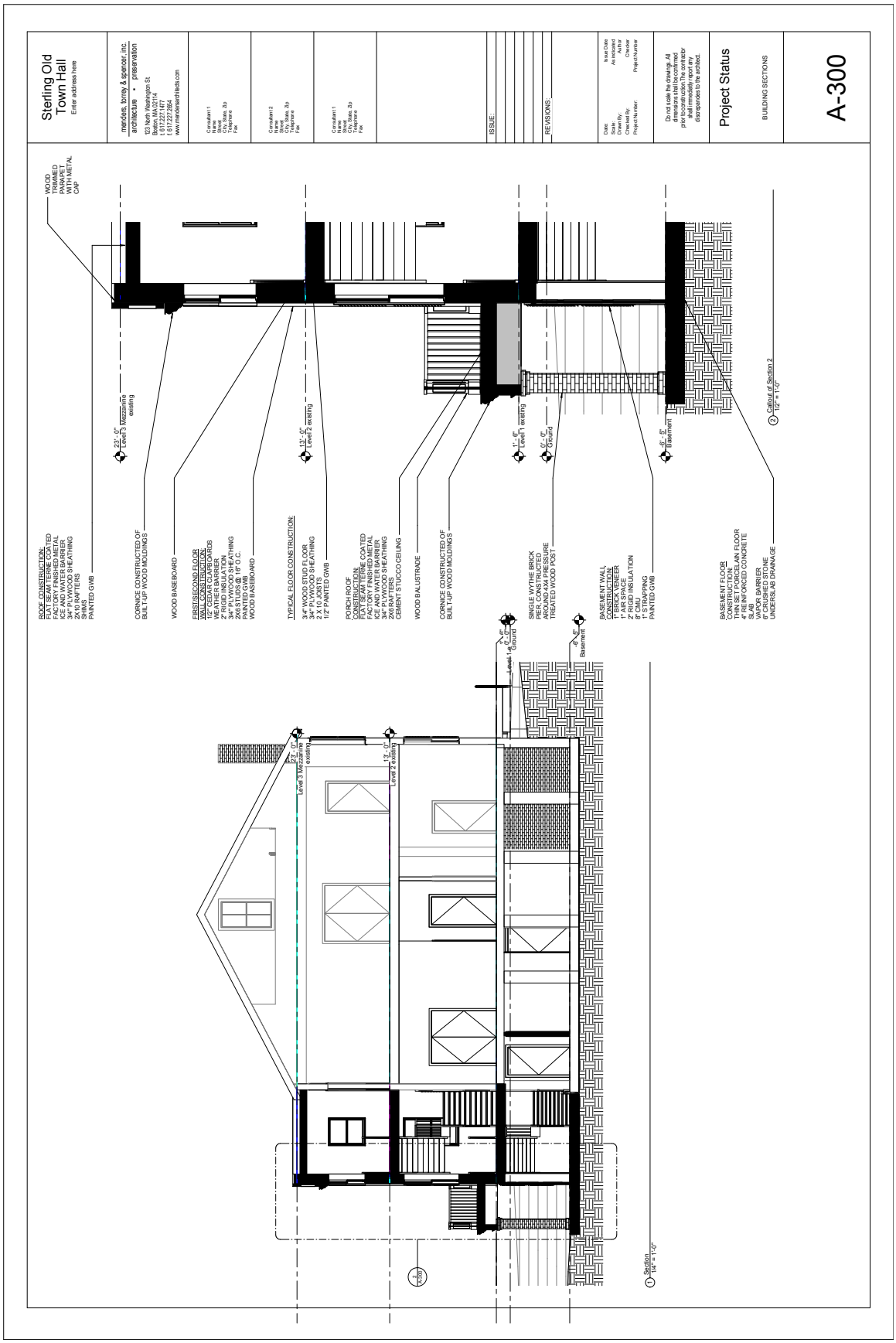
Project Status
EXTERIOR ELEVATIONS
A-201
GENERAL ELEVATION NOTES:
1. PREPARE & PAINT EXTERNAL WOOD.
2. RESTORE ALL WINDOWS.
3. NEW PAINTED WOOD SHUTTERS AT ALL WINDOWS.
4. ALLOWANCE FOR SIDING AND TRIM REPAIR OF 10%.
23' - 0" Level 3 Mezzanine existing
13' - 0" Level 2 existing
1' - 6" Level 1 existing
-6" - 0" Basement
NEW ADDITION
1 EAST
1/4" = 1'-0"
2 SOUTH
1/4" = 1'-0"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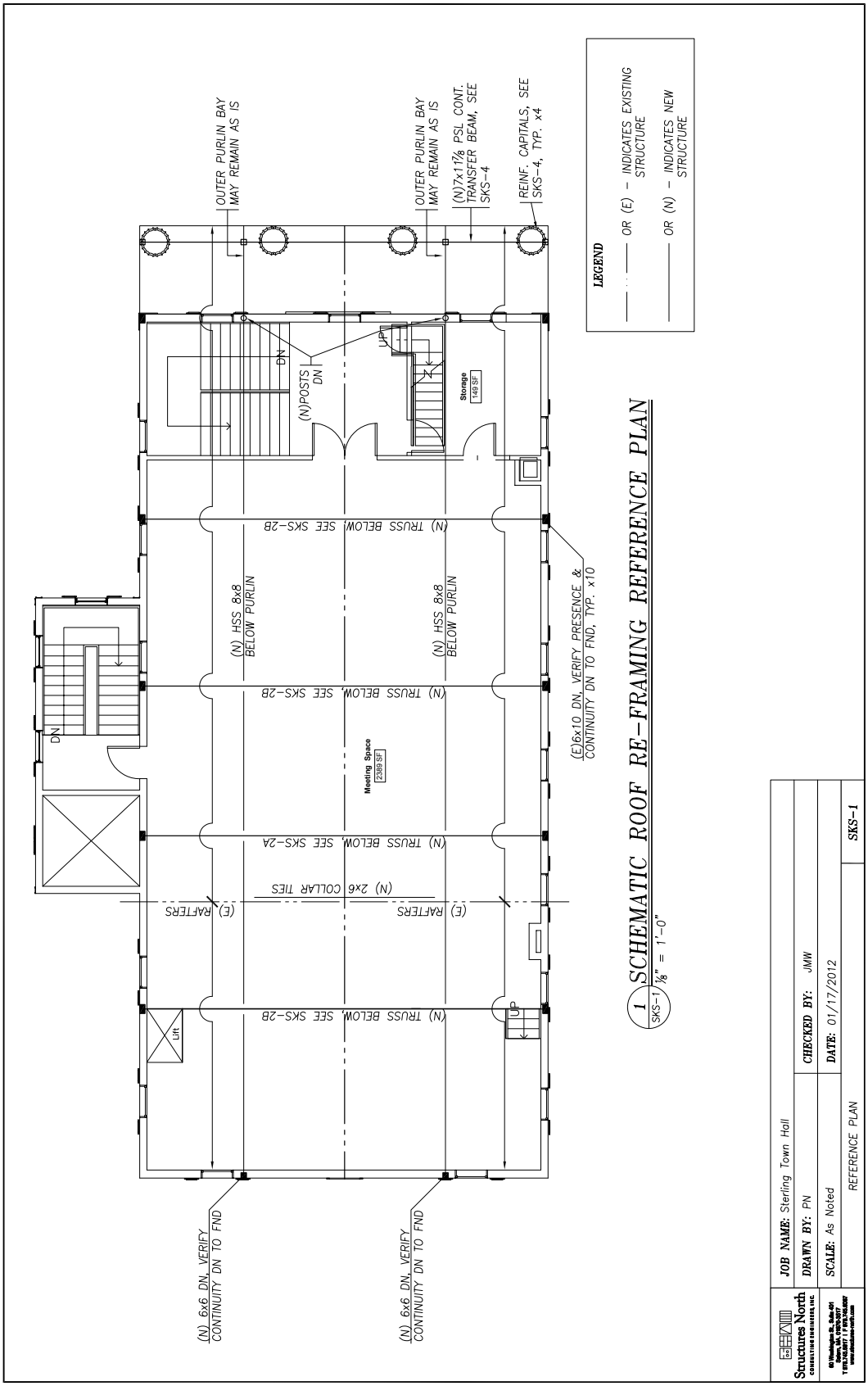
Project Status
BUILDING SECTIONS
A-300
WOOD TRIMMED PARAPET WITH METAL CAP
23' - 0" Level 3 Mezzanine existing
13' - 0" Level 2 existing
1' - 6" Level 1 existing
0' - 0" Ground
-6" Basement
CORNICE CONSTRUCTED OF BUILT-UP WOOD MOULDINGS
WOOD BASEBOARD
FIRST/SECOND FLOOR WALL CONSTRUCTION:
1/2" CEDAR CLAPBOARDS
WEATHER BARRIER
2" RIGID INSULATION
3/4" PLYWOOD SHEATHING
2X6 STUDS @ 16" O.C.
PAINTED GWB
WOOD BASEBOARD
TYPICAL FLOOR CONSTRUCTION:
3/4" WOOD STUD FLOOR
3/4" PLYWOOD SHEATHING
2 X 10 JOISTS
1/2" PAINTED GWB
PORCH ROOF CONSTRUCTION:
FLAT SEAM TERNE COATED FACTORY PRE-FINISHED METAL
ICE AND WATER BARRIER
3/4" PLYWOOD SHEATHING
CEMENT STUCCO CEILING
WOOD BALUSTRADE
CORNICE CONSTRUCTED OF BUILT-UP WOOD MOULDINGS
SINGLE WYTHE BRICK PIER, CONSTRUCTED AROUND 4X4 PRESSURE TREATED WOOD POST
BASEMENT WALL CONSTRUCTION:
TWELVE INCH CONCRETE
1" AIR SPACE
2" RIGID INSULATION
8" CMU
1" STRAPPING
PAINTED GWB
BASEMENT FLOOR CONSTRUCTION:
TWELVE INCH CONCRETE MAIN FLOOR
4" REINFORCED CONCRETE SLAB
VAPOR BARRIER
6" CRUSHED STONE
UNDERSLAB DRAINAGE
Callout of Section 2
1/2" = 1'-0"
Section
1/4" = 1'-0"
A-300


OUTER PURLIN BAY MAY REMAIN AS IS
OUTER PURLIN BAY MAY REMAIN AS IS
(N)7x11⅞ PSL CONT. TRANSFER BEAM, SEE SKS-4
REINF. CAPITALS, SEE SKS-4, TYP. x4
LEGEND
OR (E) - INDICATES EXISTING STRUCTURE
OR (N) - INDICATES NEW STRUCTURE
(N)POSTS DN
DN
UP
Storage 145 SF
(N) TRUSS BELOW, SEE SKS-2B
(N) HSS 8x8 BELOW PURLIN
(N) HSS 8x8 BELOW PURLIN
(E)6x10 DN, VERIFY PRESENCE & CONTINUITY DN TO FND, TYP. x10
(N) TRUSS BELOW, SEE SKS-2B
Meeting Space 2389 SF
DN
(N) TRUSS BELOW, SEE SKS-2A
(N) 2x6 COLLAR TIES
(E) RAFTERS
(E) RAFTERS
(N) TRUSS BELOW, SEE SKS-2B
Lift
UP
(N) 6x6 DN, VERIFY CONTINUITY DN TO FND
(N) 6x6 DN, VERIFY CONTINUITY DN TO FND
1 SKS-1 SCHEMATIC ROOF RE-FRAMING REFERENCE PLAN
⅛" = 1'-0"
Structures North
JOB NAME: Sterling Town Hall
DRAWN BY: PN
CHECKED BY: JMW
SCALE: As Noted
DATE: 01/17/2012
REFERENCE PLAN
SKS-1

Room Schedule

Level	Number	Name	Area	Ceiling Height	Perimeter	Floor Finish	Ceiling Finish	Wall Finish	Base Finish	Comments
Basement	001	Oil Tanks	414 SF	8' - 0"	91' - 9 1/2"	Existing slab	Existing	Existing - GWB @ New wall	None	
Basement	002	North Stair	119 SF	8' - 0"	76' - 8"	VCT	Ptd. GWB	Ptd. GWB	Vinyl	
Basement	003	Veterans Office	111 SF	8' - 0"	47' - 9"	Carpet	Ptd. GWB	Ptd. GWB	Vinyl	
Basement	005	Kitchenette	119 SF	8' - 0"	44' - 4 1/2"	VCT	Ptd. GWB	Ptd. GWB	Vinyl	
Basement	006	West Stair	187 SF	8' - 0"	63' - 3 1/2"	Ceramic Tile	Ptd. GWB	Ptd. GWB	6" Wood wth Bed Mold	
Basement	007	Elevator Machine Room	67 SF	8' - 0"	32' - 9 1/2"	Existing slab	Ptd. GWB	GWB	None	
Basement	008	Storage	9 SF	8' - 0"	12' - 0 1/2"	VCT	Ptd. GWB	Ptd. GWB	Vinyl	Alternate #3
Basement	009	Office	128 SF	8' - 0"	46' - 3 1/2"	Carpet	Ptd. GWB	Ptd. GWB	Vinyl	Alternate #3
Basement	010	Office	223 SF	8' - 0"	67' - 8"	Carpet	Ptd. GWB	Ptd. GWB	Vinyl	Alternate #3
Basement	011	Storage	489 SF	8' - 0"	95' - 8 3/4"	Existing slab	Existing	Existing - GWB @ New wall	None	
Basement	012	Sprinkler	95 SF	8' - 0"	40' - 5 1/4"	Existing slab	Existing	GWB	None	
Basement	013	Electrical	69 SF	8' - 0"	36' - 4 1/4"	Existing slab	Existing	GWB	None	
Basement	014	Old Jail Cell	37 SF	8' - 0"	24' - 5"	Existing slab	Existing	Existing	None	
Basement	015	Mechanical	151 SF	8' - 0"	53' - 10"	Existing slab	Existing	Existing	None	
Basement	016	Circulation	396 SF	8' - 0"	132' - 0 3/4"	VCT	Ptd. GWB	Ptd. GWB	Vinyl	
Basement	017	Corridor	87 SF	8' - 0"	41' - 8 1/2"	VCT	Ptd. GWB	Ptd. GWB	Vinyl	Alternate #3
Level 1 existing	100	North Stair	278 SF	8' - 0"	69' - 2 1/2"	Wood	Ptd. GWB	Ptd. GWB	6" Wood wth Bed Mold	
Level 1 existing	101	Corridor	430 SF	8' - 0"	147' - 9"	Wood	Ptd. GWB	Ptd. GWB	6" Wood wth Bed Mold	
Level 1 existing	102	Men	135 SF	8' - 0"	48' - 0"	Ceramic Tile	Ptd. GWB	Ptd. GWB	Ceramic Tile	Ceramic tile to 42"
Level 1 existing	103	Women	135 SF	8' - 0"	48' - 0 1/4"	Ceramic Tile	Ptd. GWB	Ptd. GWB	Ceramic Tile	Ceramic tile to 42"
Level 1 existing	104	Janitor	19 SF	8' - 0"	17' - 10 3/4"	Carpet	Ptd. GWB	Ptd. GWB	Vinyl	
Level 1 existing	105	Recreation Room	1277 SF	8' - 0"	144' - 10 1/4"	Carpet	Acoustic Ceiling Tile	Existing - Paint	Existing - Paint	
Level 1 existing	105A	Storage	47 SF	8' - 0"	29' - 8 1/4"	Carpet	Ptd. GWB	Ptd. GWB	Vinyl	
Level 1 existing	106	Rec Com	219 SF	8' - 0"	59' - 3 1/2"	Carpet	Ptd. GWB	Existing - Paint	Existing - Paint	
Level 1 existing	107	Small Meeting Room	389 SF	8' - 0"	88' - 8 1/2"	Carpet	Acoustic Ceiling Tile	Existing - Paint	Existing - Paint	
Level 2 existing	200	North Stair	300 SF	8' - 0"	73' - 1 3/4"	Wood	Ptd. GWB	Existing - Paint	6" Wood wth Bed Mold	
Level 2 existing	201	Event Hall	2393 SF	8' - 0"	211' - 8 1/2"	Refinish Wood Strip	Acoustic Ceiling Tile	Repair Plaster - Paint	Existing - Paint	
Level 2 existing	202	Storage	149 SF	8' - 0"	48' - 10"	Carpet	Existing - Paint	Existing - Paint	Existing - Paint	
Level 2 existing	203	West Stair	153 SF	8' - 0"	51' - 9 3/4"	Wood	Existing - Paint	Ptd. GWB	6" Wood wth Bed Mold	

Door Schedule

Level	Mark	To Room: Name	Status	Door				Frame		Fire Rating	Hardware Set	Comments
				Nominal Size			Door Material	Frame Material				
				Width	Height	Thickness						
Basement												
Basement	001	Oil Tanks	New	3' - 0"	6' - 8"	0' - 2"	Metal	Hollow Metal	1.5 HR	7	Mechanical Rooms	
Basement	002	North Stair	Existing	2' - 6"	7' - 0"	0' - 2"				3	Egress Path & Stairs	
Basement	003	Veterans Office	New	3' - 0"	7' - 0"	0' - 2"				4	Office	
Basement	004A	Circulation	New	3' - 0"	6' - 8"	0' - 2"				3	Egress Path & Stairs	
Basement	004B	Circulation	New	3' - 0"	7' - 0"	0' - 2"				3	Egress Path & Stairs	
Basement	005	Kitchenette	New	3' - 0"	6' - 8"	0' - 2"				6	No Lockset	
Basement	006	West Stair	New	3' - 0"	7' - 0"	0' - 2"				2	Single Door Egress	
Basement	006A	West Stair	Elevator	6' - 0"	6' - 8"	0' - 2"				(none)		
Basement	007	Elevator Machine Room	New	3' - 0"	7' - 0"	0' - 2"	Metal	Hollow Metal	1.5 HR	7	Mechanical Rooms	
Basement	008	Corridor	New	2' - 6"	7' - 0"	0' - 2"				7	Mechanical Rooms	
Basement	009	Office	New	3' - 0"	7' - 0"	0' - 2"				4	Office	
Basement	010	Office	New	3' - 0"	7' - 0"	0' - 2"				4	Office	
Basement	011	Storage	New	3' - 0"	7' - 0"	0' - 2"				7	Mechanical Rooms	
Basement	013	Electrical	New	3' - 0"	7' - 0"	0' - 2"	Metal	Hollow Metal	1.5 HR	7	Mechanical Rooms	
Basement	013	Mechanical	New	3' - 0"	7' - 0"	0' - 2"	Metal	Hollow Metal	1.5 HR	7	Mechanical Rooms	
Basement	014	Old Jail Cell	Existing	2' - 6"	7' - 0"	0' - 2"				(none)		
Basement	014	Sprinkler	New	3' - 0"	7' - 0"	0' - 2"	Metal	Hollow Metal	1.5 HR	7	Mechanical Rooms	
Level 1 existing												
Level 1 existing	100	North Stair	New	5' - 8"	6' - 8"	0' - 2"				1	Double Accessible	
Level 1 existing	100A	North Stair	New	3' - 0"	7' - 0"	0' - 2"				6	No Lockset	
Level 1 existing	101A	Corridor	Existing	5' - 8"	6' - 8"	0' - 2"				6	No Lockset	
Level 1 existing	101B	Corridor	Existing	3' - 0"	6' - 8"	0' - 2"				6	No Lockset	
Level 1 existing	101C	Corridor	New	5' - 8"	7' - 0"	0' - 2"				6	No Lockset	
Level 1 existing	101D	Corridor	New	3' - 0"	6' - 8"	0' - 2"				7	Mechanical Rooms	
Level 1 existing	101E	Corridor	Elevator	6' - 0"	6' - 8"	0' - 2"				(none)		
Level 1 existing	102	Men	New	3' - 0"	6' - 8"	0' - 2"				5	Restrooms	
Level 1 existing	103	Women	New	3' - 0"	6' - 8"	0' - 2"				5	Restrooms	
Level 1 existing	105	Recreation Room	Existing	3' - 0"	6' - 8"	0' - 2"				2	Single Door Egress	
Level 1 existing	106A	Rec Com	Existing	3' - 0"	6' - 8"	0' - 2"				4	Office	
Level 1 existing	106B	Rec Com	Existing	3' - 0"	6' - 8"	0' - 2"				4	Office	
Level 1 existing	106C	Rec Com	Existing	3' - 0"	6' - 8"	0' - 2"				4	Office	
Level 1 existing	107A	Small Meeting Room	Existing	3' - 0"	6' - 8"	0' - 2"				4	Office	
Level 1 existing	107B	Small Meeting Room	Existing	3' - 0"	6' - 8"	0' - 2"				4	Office	
Level 2 existing												
Level 2 existing	200A	North Stair	Existing	6' - 0"	7' - 0"	0' - 2"				6	No Lockset	
Level 2 existing	200B	North Stair	Existing	2' - 6"	6' - 8"	0' - 2"				4	Office	
Level 2 existing	202A	Storage	Existing	3' - 0"	6' - 8"	0' - 2"				4	Office	
Level 2 existing	202B	Storage	Existing	3' - 0"	6' - 8"	0' - 2"				4	Office	
Level 2 existing	203	West Stair	New	3' - 0"	6' - 8"	0' - 2"				3	Egress Path & Stairs	
Level 2 existing	203A	West Stair	Elevator	6' - 0"	6' - 8"	0' - 2"				(none)		

Sterling Old Town Hall
Enter address here

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ISSUE:

REVISIONS:

Date: Issue Date
Scale:
Drawn By: Author
Checked By: Checker
Project Number: Project Number

Project Status

SCHEDULES

A-600

OUTLINE SPECIFICATIONS

The following outline specifications describe work approaches to the items identified in this conditions assessment. Note that instruction for access – staging, lifts, etc. are not included since access to work areas typically falls under the purview of the contractor. Specification sections below are listed by the conventional numbering sequence of the Construction Specifications Institute MasterFormat 2011 which maintains a general listing construction activities organized by trade or material.

00 00 00	**PROCUREMENT AND CONTRACTING REQUIREMENTS**
00 20 00	**Instructions for Procurement**
	Publically bid Bid Bond Single Prime Contract Filed Sub-Bids Required Prevailing wage Owner's Project Manager Required Payment Bond Performance Bond
00 31 26	**Hazardous Material Information**
	Tested Positive for Asbestos Bearing Materials Tested Positive for Lead Painted Surfaces
01 00 00	**GENERAL REQUIREMENTS**
01 10 00	**Summary**
	Construction of three story, 840 s.f. (280 s.f./floor) addition with elevator and egress staircase. Renovation of existing 9000 s.f. wood-framed former town hall into community rooms and offices. All electrical and plumbing systems will be replaced, air conditioning and a fire suppression system will be added. Existing heating system to remain and be expanded into new addition.
01 23 00	**Alternates**
Alternate #1	Work shown on C-101, includes moving brick historic one story outbuilding, site clearing and grubbing, paving and striping
Alternate #2	Work shown on C-101, includes construction of sloped walkway and plaza with granite faced concrete walls with granite top (18" high). Include deletion of ramp on east elevation. Modifications to front porch (landing and sloped walkway) are similar in both schemes.
Alternate #3	Basement fit-out in south end of basement – includes partition walls, floor, ceiling, and wall finishes. Mechanical and electrical runs. Area shown on A-100.
Alternate #4	Substitute green slate roof with copper flashing for standing seam metal roof.

01 40 00	**Quality Requirements**
	Build to requirements of 8th edition Massachusetts Building Code Restoration, Renovation and Repainting lead paint requirements will apply Maintenance of Historic Materials to be performed by qualified restoration specialist
01 50 00	**Temporary Facilities and Controls**
	Temporary electricity Field Office in building Temporary Sanitary Facilities Temporary erosion and sediment control Temporary Fencing Temporary Town Project Sign
01 74 00	**Cleaning and Waste Management**
	Construction waste to be sorted for recycling Final cleaning to leave building move-in ready
01 90 00	**Life Cycle Activities**
	Commissioning
02 00 00	**EXISTING CONDITIONS**
02 40 00	**Demolition**
	Selective site demolition Paving demolition at trenches for utilities Fire escape demolition Septic tank demolition Interior air monitoring for lead levels during demolition Selective wood partition demolition Selective bearing wall demolition Selective brick pier demolition Demolish existing wood staircase Selective window demolition Selective door demolition Demolish dropped ceilings and grids on first and second floors (in rooms noted) Demolish all existing electrical wiring and devices Demolish all existing plumbing equipment, devices and controls Core 24" granite foundation wall for utility penetrations at 4 locations Cut concrete slab at front entrance for installation of new ramp
02 43 00	**Structure Moving**
	Alternate #1 – Move brick masonry building to offsite location, assume 1 mile move. Building is approximately 15 feet tall.
02 80 00	**Facility Remediation**
	Selective asbestos floor tile and mastic remediation – see Fuss and O'Neill report. Removal of mercury ballast lights, mercury thermostats

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03 00 00 **CONCRETE**

03 30 00 **Cast-In-Place Concrete**

Frost wall footings and 4"slab with wire reinforcing at new addition
4"ramp and sloped walkway at north east corner
6" pad for condensers (6)
12x24x24 post footings with reinforcing and embedded threaded rods (6 in base bid, 3 additional as part of Alternate #3)
5' deep elevator pit with water stopping at all cold joints, vertical and horizontal epoxy coated reinforcing

03 80 00 **Concrete Cutting and Boring**

Cut existing 6" slab (assumed) for post footings (6 in base bid, 3 additional as part of Alternate #3)

04 00 00 **MASONRY**

04 01 00 **Maintenance of masonry**

Repoint entire brick foundation with Type N mortar, using white Portland cement and buff coloring, provide three samples for color and tooling selection.
Repoint exposed exterior and interior joints of north foundation wall
Repoint existing granite steps and at north entrance
Remove paint from west foundation wall.

04 20 00 **Unit Masonry**

Brick units to match existing masonry for infill at closed or reduced openings set with Type N mortar using white Portland cement and buff coloring, provide three samples for color and tooling selection
Brick units to match existing for new porch columns.
1" Brick veneer (to match existing basement brick) on exterior of new 8" CMU walls of basement level of addition.
At elevator shaft 8" CMU, fully grouted, reinf. for full height with #5 bars @ 32" on center and bond beams every 48"

04 43 00 **Stone Masonry**

8" high granite base (veneer, 1" thick) at addition
Saw cut, 4" granite veneer pinned to ramp landing and cheekwall

05 00 00 **METALS**

05 10 00 **Structural metal framing**

8" hoist beam for elevator
4" tube steel posts in basement (6 in base bid, 3 additional as part of Alternate #3)
Structural reinforcement of 6 wood trusses
6" angles for new brick wall penetration headers over 12" wide
Miscellaneous brackets and flanges and plates as required for strengthening wood framing
5% allowance for additional miscellaneous metal framing that may be required after further investigation

05 40 00 **Cold Formed Metal Framing**

Metal support assemblies for electrical panel boards, tel/com home panels, attic placed HVAC equipment

05 70 00	**Decorative Metal**
	Bronze railing and posts at ramp – Julius Blum
06 00 00	**WOODS, PLASTICS AND COMPOSITES**
06 10 00	**Rough carpentry**
	New stair framing, 2x12 stringers plus blocking (at addition and internal staircase) New stud bearing walls 2x6 at 16" o.c. (at new addition above basement floor) New partitions 2x4 at 16 " o.c. Infill at closed openings 2x to match wall thickness Headers at new 3' doors (2) 2x8 padded flush to wall framing 5% allowance for additional miscellaneous rough carpentry that may be required after further investigation
06 16 00	**Sheathing**
	¾" plywood subfloor at first and second floors of new addition
	½" plywood over existing wood sheathing of existing roof
	¾" plywood sheathing at new addition
06 40 00	**Architectural Woodwork**
	Assume Cedar for all exterior woodwork Exterior siding and trim at new windows and doors, wood entablature and cornice, and wood pilasters on addition. Adjustments to north door casing to make accessible New wood railings – clear finish with square palings and wooden cap rail at both staircases Wood door trim at new doors first floor Wood door casing at entry from new porch Wood stops stools and sills at new windows Wood baseboard on new partitions in rooms scheduled
06 49 00	**Wood Screens & Exterior Wood Shutters**
	Exterior wood shutters on existing building and new addtion
06 60 00	**Plastic Fabrications**
	Solid surface lavatory countertops at restrooms (2)
07 00 00	**THERMAL AND MOISTURE PROTECTION**
07 10 00	**Dampproofing and waterproofing**
	Dampproof face of new frost wall @ addition. Waterproof elevator pit.
07 20 00	**Thermal Protection**
	Rigid insulation on exterior of new addition walls Tapered insulation on roof of new addition
07 26 00	**Vapor Retarders**
	Vapor retarder under new slab at addition Vapor retarder at new exterior walls

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07 27 00	**Air Barriers**
	Air barrier at new exterior partition walls at new entry porch
07 60 00	**Flashing and Sheet Metal**
	Copper flashing at new windows and doors New, 6" round, metal downspouts and hangers (4 on existing building, 1 at new addition) Standing seam, factory painted steel roof on existing building & new addition with manufacturers recommended snow guards on entire field
07 80 00	**Fire and Smoke Protection**
	Firestopping at penetrations of rated walls Building perimeter firestopping Firestopping at vertical shaftways at floor penetrations
07 90 00	**Joint Protection**
	Joint sealants 1" expansion joint between existing building and new addition
08 00 00	**OPENINGS**
08 01 00	**Operation and Maintenance of Openings**
	Historic treatment of existing wood windows – remove sash, strip paint and glazing, prime, paint and reglaze, install weatherstripping in rabbets cut in sash and meeting rails, attach new cords to sash weights and reinstall in openings. Historic treatment of wood doors – remove doors, strip paint, remove hardware, prime and paint, install weatherstripping in rabbets cut in bottom rail and jambs for exterior doors, replace astragals in double doors.
08 10 00	**Doors and Frames**
	Hollow metal doors and frames, slab doors, rated as indicated on schedule, welded frame Wood stile and rail doors custom sticking to match existing doors, glazed and rated per schedule
08 30 00	**Specialty Doors and Frames**
	Access doors, with typical distribution for 10,000 square feet of commercial space – assumed exposed mechanical systems in basement
08 50 00	**Windows**
	Retain existing storm windows. New insulated glass, true divided light, wood double hung windows matching the stile, rail and glazing configuration of existing wood windows

08 70 00 **Hardware**

See attached hardware schedule – replace all at existing doors to remain, install all new with new hardware, electric door locks at new porch entry and at daily entrance – per schedule

Sets: All sets have ball bearing hinges, door silencers, door stops. All latches are mortises

1. Automatic door opener, wall mounted push panel activators, panic bar – vertical rod devices – astragal, closer coordinators, weatherstripping, electric strike entry function
2. Panic bar, closer, electric strike entry function
3. Panic bar, closer, passage function
4. Office function
5. Closer, push plate, D-pull, kick plates both sides, no latch set.
6. No additional hardware
7. Store room function, knurled surface

08 90 00 **Louvers and Vents**

Louver between elevator machine room and shaft
Elevator louver through CMU shaftwall
Fresh air louver at mechanical room

09 00 00 **FINISHES**

09 01 20 **Maintenance of Plaster and Gypsum Board**

Plaster crack repair in second floor storage room and north staircase

09 20 00 **Plaster and Gypsum Board**

5/8" Gypsum board on new wood or metal stud partitions for new wall construction with acoustical batt insulation for interior partions, type X both sides where rating required at elevator mechanical room, sprinkler valve room, basement to first floor of both stairways, mechanical/electrical room.
All other GWB partitions, tape, mud and paint
Cementitious backing boards at restroom walls for tile application

09 30 00 **Tiling**

Thin set ceramic tile floor, cove, 42" high wainscot and bull-nose cap tile at restrooms
Exterior glazed paver tiles at new entry porch
Thin set porcelain tile floor and baseboard, basement level, new addition

09 51 00 **Acoustical Ceilings**

High density fiberglass acoustic ceiling panels in 102 on flat attached to existing and/or added wood strapping (Ecophon Focus F) in rooms scheduled.

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09 60 00	**Flooring**
	Resilient base and accessories at all room floors as scheduled Carpet tile – commercial grade as scheduled with underlayment over existing flooring to provide level application – use leveling compound in basement VCT – 12", standard commercial colors, two color patterns per room schedule with underlayment over existing flooring to provide level application. Use leveling compound in basement. Wood strip flooring in scheduled rooms Resilient stair treads and risers over new wood treads and finishes at interior stairs (2)
09 81 00	**Acoustic Insulation**
	Acoustic batt insulation in first floor ceilings of small meeting room, recreation office, and recreation room.
09 90 00	**Painting and Coating**
	Exterior new wood seal, prime, paint – 2 coats Exterior new metal prime, paint – 2 coats Interior – new gwb, two coats, sand between each coat Interior – new wood, prime, paint – 2 coats Steel beams – factory priming Sand and refinish meeting room floor (2 coats)
10 00 00	**SPECIALTIES**
10 10 00	**Information Specialties**
	Silk screened room signage with raised Braille room indicators Wall mounted room directory at lobbies (2)
10 20 00	**Interior Specialties**
	Fiberglass toilet compartments Stainless steel ADA fittings at accessible toilet stalls Plastic toilet paper holders – partition mounted ADA restroom mirrors
10 40 00	**Safety Specialties**
	Wall hung fire extinguishers for elevator mechanical room
12 00 00	**FURNISHINGS**
12 20 00	**Window Treatments**
	Roll down blinds all second floor rooms
12 30 00	**Casework**
	P-lam cabinets above and below counter at kitchenette all drawers with heavy duty glides, self closing hinges on doors and silencers for doors and drawers
12 40 00	**Furnishings and Accessories**
	Entrance floor mats and frames 3'x4' – (2 locations)
12 60 00	**Multiple seating**
	200 cloth seat, metal, stackable chairs with trolley 20 cloth seat general seating chairs

13 00 00	**SPECIAL CONSTRUCTION**
Not used	**Not used**
14 00 00	**CONVEYING SYSTEMS**
14 20 00	**Elevators**
	Machine room-less electric traction elevator – Kone EcoSpace 3000# passenger elevator w/ front opening, 3-stops, 3 full floors
14 40 00	**Vertical Wheelchair Lift**
	45" rise Garaventa Genesis OPAL
21 00 00	**FIRE SUPPRESSION SYSTEM**
21 10 00	**Water-Based Fire Suppression Systems**
	Wet pipe basement to second floor Dry pipe attic See Attached description in plumbing
22 00 00	**PLUMBING**
22 00 00	**See attached plumbing description**
23 00 00	**HVAC**
23 00 00	**See attached HVAC description**
26 00 00	**ELECTRICAL**
26 00 00	**See attached electrical description**
27 00 00	**COMMUNICATIONS**
27 30 00	**Voice Communications**
	Elevator phone with own dedicated line Install to Basement Offices – 3 phone lines
28 00 00	**ELECTRONIC SAFETY AND SECURITY**
28 10 00	**Electronic access control and intrusion detection**
	Video monitor and call button at west entry Contact switches at entries and basement windows. Motion detectors at north and west stairways
28 30 00	**Electronic detection and alarm**
	Digital, addressable fire alarm system with fire department and remote monitoring connections, detectors for heat, smoke and carbon-monoxide
31 00 00	**EARTHWORK**
31 10 00	**Site Clearing**
	Pavement removal and at new addition & utility trenches Additional site clearing as part of Alternate #1 and Alternate #2

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31 20 00	**Earth Moving**
	Rough and finish grading at new sloped walkway, new paved area outside Entry Porch of addition Excavation and backfill at new addition and utility trenching
32 00 00	**EXTERIOR IMPROVEMENTS**
32 10 00	**Bases, Ballasts and Paving**
	Patch asphalt paving at trenching for utilities (parking and roadways) Alternate #1: New paving and striping as shown on C-101
32 30 00	**Site Improvements**
	Alternate #2: 4000 psi, cast in place concrete retaining wall for exterior sloped walkway at north entry with epoxy coated reinforcing with stone shelf for granite veneer
32 90 00	**Planting**
	Replant stockpiled sod Hydroseed in disturbed areas where old sod does not cover Import new topsoil at east elevation and seed Prepare planting beds within seeded area along east elevation, plant with 1-dozen flowering shrubs
33 00 00	**UTILITIES**
33 20 00	**Water Utilities**
	New 6" domestic water for fire from line in street on west side of building
33 30 00	**Sanitary Sewerage Utilities**
	New sanitary line to existing sanitary system located off site, trench approximately 250' including through active roadway. See attached MEP report
33 70 00	**Electrical Utilities**
	See attached MEP report

Comments:

Outline Specification Prepared by

Thomas Burgess
Project Designer

SUMMARY OF PROBABLE COSTS

Cost estimating services were provided by A.M. Fogarty based upon the outline plans and specifications provided by MTS. The estimate provides a completely rehabilitated building with new electrical, plumbing, and fire protection systems, new rest rooms, an elevator and universal access solution, and upgraded finishes throughout the interior. It includes upgrading utilities to the building and a new upgraded electric service. Repairs to the exterior of the building include miscellaneous siding and trim repairs and window restoration. Structural deficiencies, notably at the existing roof trusses are rectified and a new slate roof is installed. The site immediately surrounding Old Town Hall is improved with landscaping and hardscape. The total cost for the base bid project is projected to be approximately $2.3 million. With the addition of soft costs (architectural/engineering fees calculated at 10% of construction cost) and an Owners Project Manager, the total project cost would be **$2.6 million.**

Possible savings in the project cost include replacing the proposed slate roof with an asphalt shingle roof, which was estimated at a savings of $105,732. While this solution has short term savings, long term projections for maintenance and replacement costs show that the longevity of slate roofs will pay for themselves within their extended life cycle.

At this time, the most crucial work to be performed on the building is with regards to keeping water out. This begins at the slate roof, which required numerous repairs in recent years and owing to significant ice damming, caused damage to interior finishes at the second floor. A potential project to move towards full rehabilitation of the building is a roof, structural augmentation, and second floor ceiling restoration project. This project would replace the slate roof, address structural deficiencies with the roof trusses, and remove the dropped ceiling at the second floor. The space could be left unfinished until the complete rehab project with elevator is installed. It is also prudent to leave the space unfinished until systems, such as the required sprinkler system, are installed. The cost for this project is estimated at $240,000.

We have also provided five lump sum costs and three alternates. The lump sums are listed for the cost of the Addition at $500,000; the cost to restore the Front Door and add a ramp to the east elevation at $63,400; the cost to restore the historic staircase of $19,750; and the cost to restore the wood shutters onto the building at $31,062. The suggested alternates were for relocating the brick outbuilding, estimated at $53,614; installing the sloped walkway and plaza shown on C-101 in lieu of the ramp on the east at an increase of $18,624; Fitting out the basement for three offices at $35,817, and substituting asphalt shingles for the slate roof at $105,732 savings.

Included here are the budget summary and a conceptual estimate prepared using the same CSI format found in the Outline Specification. A more detailed itemization of tasks and costs is included in the appendix of this report.

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"Construction Cost Consultants"

Sterling Old Town Hall
Sterling, MA

February 15, 2012

GRAND SUMMARY

RENOVATION/ADDITION		$1,735,612
HAZARDOUS WASTE REMOVAL		$30,250
SITE IMPROVEMENTS		$49,535
TOTAL DIRECT COST		$1,815,397
GENERAL CONDITIONS	6.5%	$118,001
GENERAL ADMINISTRATIVE O&P	5%	$96,670
P&P BOND	1.5%	$30,451
DESIGN CONTINGENCY	10%	$206,052
ESCALATION (summer 2012)	2%	$45,331
TOTAL CONSTRUCTION COST		$2,311,902
COST PER SF		$245.89

BREAKOUT COST WHICH ARE INCLUDED ABOVE:

1. BASEMENT FIT-OUT	**see alterante**
2. ADDITION	**$500,000**
3. FRONT DOOR AND NE RAMP	**$63,400**
4. HISTORIC STAIRCASE	**$19,750**
5. ROOFING AND REINFORCEMENT	**$236,000**
6. SHUTTERS ON EXISTING BUILDING	**$31,062**

ALTERNATES

ALTERNATE NO. 1- RELOCATE BRICK HISTORIC ONE STORY OUTBUILDING	$53,614
ALTERNATE NO. 2 - SLOPED WALKWAY AND PLAZA - NORTHWEST	$18,624
ALTERNATE NO. 3 - FIT-OUT IN SOUTH END OF BASEMENT	$35,817
ALTERNATE NO. 4 - SUBSTITUTE ASPHALT SHINGLE ROOF FOR SLATE SHINGLE ROOF	($105,732)

PROJECT:	Sterling Old Town Hall	NO. OF SQ. FT.:	9,402
LOCATION:	Sterling, MA	COST PER SQ. FT.:	184.60
CLIENT:	Menders Torrey & Spencer, Inc.	*GSF Excludes Balcony, Attic Space and	
DATE:	15-Feb-12	Existing Ext. wall	

No.: 12004

RENOVATION/ADDITION

SUMMARY	DIVISION TOTAL	PERCENT OF PROJECT	COST PER SF
DIVISION 2 - SITEWORK	58,896	3%	6.26
DIVISION 3 - CONCRETE	36,064	2%	3.84
DIVISION 4 - UNIT MASONRY	125,198	7%	13.32
DIVISION 5 - METALS	11,500	1%	1.22
- MISCELLANEOUS METALS	28,776	2%	3.06
DIVISION 6 - WOOD AND PLASTICS	196,306	11%	20.88
DIVISION 7 - THERMAL MOISTURE PROTECTION			
- WATRPRF,DAMPRF,& CAULKING	10,765	1%	1.15
- INSULATION	33,876	2%	3.60
- ROOFING AND FLASHING	150,087	9%	15.96
DIVISION 8 - DOORS AND WINDOWS	43,150	2%	4.59
- WINDOWS	27,235	2%	2.90
- GLASS & GLAZING	4,000	0%	0.43
DIVISION 9 - FINISHES			
- GYPSUM DRYWALL	67,830	4%	7.21
- TILE	18,508	1%	1.97
- ACOUSTICAL TILE	109,240	6%	11.62
- WOOD FLOORING	23,790	1%	2.53
- RESILIENT FLOORING	4,876	0%	0.52
- CARPET	13,148	1%	1.40
- PAINTING	81,294	5%	8.65
DIVISION 10 - SPECIALTIES	21,175	1%	2.25
DIVISION 11 - EQUIPMENT	0	0%	0.00
DIVISION 12 - FURNISHINGS	8,195	0%	0.87
DIVISION 13 - SPECIAL CONSTRUCTION	0	0%	0.00
DIVISION 14 - CONVEYING SYSTEMS	124,000	7%	13.19
DIVISION 15 - MECHANICAL			0.00
- FIRE PROTECTION	69,233	4%	7.36
- PLUMBING	63,500	4%	6.75
- HVAC	144,724	8%	15.39
DIVISION 16 - ELECTRICAL	260,246	15%	27.68

TOTAL DIRECT COST	1,735,612	100%	184.60

CYCLICAL MAINTENANCE PLAN

Introduction

This section of the conditions assessment provides an anticipated cost for work that would be considered typical responsible exterior maintenance at the 1835 Town Hall Center. These simple activities, most consisting of inspection and minor repairs, performed at regular intervals will slow deterioration and extend the life of the already durable materials. The goal here is to recommend a limited annual investment that will help limit the scope and cost of future repairs.

Maintenance Plan

The following maintenance plan follows an itemization of exterior features and building systems.

The first columns of the chart describe the feature and location, and give the maintenance cycle for the feature. The recommended tasks and procedures will not prevent wear and tear on the building but will increase the lifespan of materials and the cost can be amortized over a longer period of time.

Perhaps the single most important maintenance activity is an annual inspection. The building exterior should be carefully inspected from the ground, preferably by two people and the same people each year, who document any signs of deterioration on any portion of the envelope. When changes are noted, consultation with an architect or engineer may be warranted. Digital photographs should be taken to accompany the written record and stored for comparative referencing the following year.

Listed below are the column headings on the accompanying chart with a brief explanation of their meanings.

Material

The building system is the feature or characteristic that requires a maintenance and/or capital budgeting line item. For example, exterior walls comprise a building system that requires periodic painting.

Location

A brief narrative description of the element location is provided.

Scheduled Frequency, Cost, Annual Cost

The fourth, fifth, and sixth columns describe maintenance activities with intervals and costs for the locations identified. Maintenance activities are largely housekeeping tasks and straightforward proactive work. The frequency is in years and the maintenance work is considered routine upkeep which might require special attention from maintenance personnel or an outside contractor. The intervals are suggested as the maximum span of time between maintenance activities. For example, the wood trim should be painted every six or seven years to retard

deterioration of the wood. Note that fractional yearly frequency means more than once a year. The cost is the estimated cost for the work based on historical information gleaned from industry standards. The annual cost is calculated for convenience to provide a total annual maintenance stipend for the building. This is idealized since some activities occur more than once a year and others only once in several years.

Comments

More detail on the building system and the maintenance work is provided. General observations about access to work or special requirements are made here.

Annual Maintenance Total

The chart has a bottom line showing the cumulative maintenance total per year which is approximately $XXXX. This total applies only to the exterior of the building. This figure should be applied on top of annual expenses for maintenance staff, housekeeping, consumable replacements (light bulbs, etc.), snow removal, landscaping and interior maintenance items. Note that this total is averaged. Depending on the frequency of individual maintenance activities, the yearly figure may be greater or less. By budgeting the total amount annually and setting aside as a reserve funds not expended in a particular year, there should be sufficient funds for years when the scheduled maintenance expenditures are higher. This total does not include reserves for capital budget items which have been itemized under the repairs section of this report.

APPENDIX

A) Structural Survey & Recommendations (Structures North, 2011)

B) Mechanical, Electrical, & Plumbing Survey & Recommendations (JRW Engineering, 2011)

C) Limited Hazardous Building Materials Inspection (Fuss & O'Neill, Oct./Dec. 2011)

D) Preliminary Asbestos Inspection Report & Lead Based Paint Survey (Cushing, Jammallo & Wheeler, August 2011)

E) Cost Estimates (A.M. Fogarty, Feb. 2012)

F) Architectural/Structural Assessment & Feasibility Study (Reinhardt Associates, 2005)

G) Meeting Materials (illustrating conceptual design evolution)

10.19.2011

11.14.2011

12.13.2011

1.30.2012

H) MHC Inventory Form B