

BUILDING USE AUDIT - CONDITION ASSESSMENT

Town of Hadley, Massachusetts

Town Hall

100 Middle Street

Year Constructed:	1840
Remodeled	1902-68
Handicapped Accessibility	1990
Construction Type:	VB
Fire Sprinklers:	No
Approximate Building Area per Floor:	
Basement:	2,858 SF
First Floor:	2,926 SF
<u>Second Floor:</u>	<u>2,979 SF</u>
Total Area:	8,763 SF



Documents used in study:

Hadley Town Hall (5 pages, untitled, a brief history of Town Hall) Unknown date and author.

"Interview with Hadley Town Hall" Unknown date and author.

"Historic Building Preservation Plan" (Draft). Author: Olde Mohawk Masonry & Historic Restoration, Inc. 2013

Floor Plans prepared by Thomas Abbott Kirsley, AIA. Dated 1962 (Note, Floor plans were supplemented by field measurements in the course of this study).

General:

When originally constructed only the first floor was dedicated to the Town Hall function with the second floor used as a theatre/gymnasium for Hopkins Academy. The high wood ceiling on the second floor still exist above the acoustical panel ceilings.

In the 1902 renovations the crawl space was excavated to create the basement. This explains the sloped perimeter in the basement; sloping the soil and covering in with concrete is a way of protecting the foundations that may be higher than the basement floor.

Over the years the first and second floors have significantly changed to create the individual office spaces that exist today.

An access ramp, lift and accessible restrooms were added to the building in 1990.

CONDITION ASSESSMENT

Life Safety

- 2

 Doors to both stairs are non latching. Add latch set to doors.
- 2

 Guardrail on front stair is too low. Add new 42" high guardrail.
- 2

 Trash and recycling are stored in egress path adjacent to rear stair. Relocate to a room or to the exterior of the building.
- 2

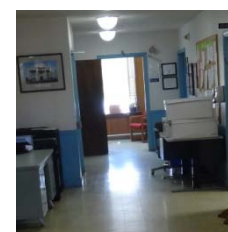
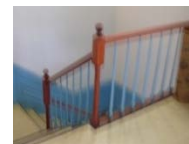
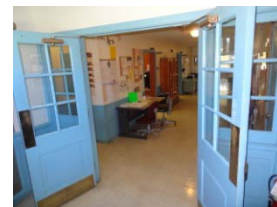
 A door should be added to the staff Kitchen to provide a separation to the corridor.
- 2

 Door to Room 106, Selectmen, should be re-hung to swing into the room. This is to comply with the emergency "Lock Down" procedures for the building.
- 2

 Guardrails on exterior landing of side entrance are too low and need replacement with 42" high railings.
- 2

 There is only one railing on the basement steps and none on the wood stair. Add handrails to both sides of the steps and guardrails and handrails to the stair.
- 4

 New Fire Sprinkler System.



Universal Accessibility

- 3

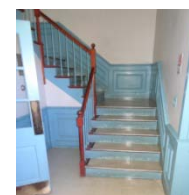
 Rear Stair has no handrail extensions and nosing are projecting type. Add filler pieces under nosings and extend handrails at top and bottom landings.
- 3

 Front stair has a handrail on one side only with no extensions. Nosings are projecting type. Add filler pieces under nosings and add new handrails to both sides of stair.
- 3

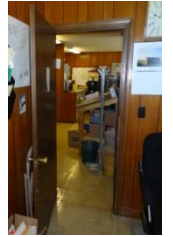
 Interior doors to front stair, on both levels, are too narrow and should be replace with a double door comprising 3'-0" wide and 2'-0" wide leaves.
- 3

 Exterior step handrails rails, both front and side, do not have extensions and need to be replaced.
- 3

 Concrete steps at front doors need handrails to be added.



- 3 Steps to front and side doors have risers in excess of 7 inches and need to be replaced.
- 3 Platform at front doors is not sufficiently deep for use of the doors and needs to be expanded.
- 3 Sinks in staff kitchen have no knee space and are not accessible. Replace cabinet sinks and faucet.
- 3 There are a many doors that do not have sufficient jamb clearance for use by disabled persons. In the re-planning of the spaces this will need to be corrected.



Site

- 3 There appears to be a sink hole next to the gas meter on the rear of the building. This should be excavated to find the source and repaired accordingly.
- 3 There are a number of cracks in the paving of the parking lot. These should be sealed.



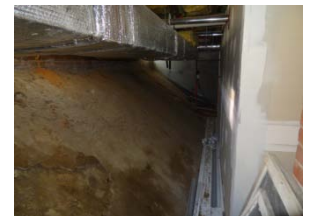
Exterior

- 3 The exterior paint is peeling and there are some rusted nail heads showing. Annual paint repairs to address such items will extend the life of the painting.
- 3 The four fluted columns at the front of the building are presently satisfactory, but should be fully stripped to remove excess paint and expose the condition of the wood. It appears that joints between the staves have been caulked prior to painting, splitting has commenced and the crisp detail has been lost. With the wood exposed, repairs with epoxy patching material can be accomplished and the detail restored. The columns would then be re-painted.
- 3 Joints in the stone facing of the foundation wall are open in certain locations; repair and repointing is recommended.
- 3 The west porch is concrete construction and is not original to the building. Repair and coating is recommended.



Interior

- 3 Paint all existing interior surfaces that are currently painted.
- 3 2'x4' Suspended acoustical panel ceilings are aged and should be replaced.
- 4 Typically, residential grade, dark plywood paneling has been used throughout the building. It's only advantage is that it is low maintenance. To be code compliant it will have to had been installed over plaster or gypsum wallboard (GWB). We recommend that it be removed and the assumed GWB or plaster be painted. This will enhance the lighting in the space and be representative of the historic character of the building.
- 3 There is a gap between GWB and wood paneling in the kitchen. Provide GWB to infill gap and paint.
- 2 On the east end of the basement concrete covering to sloped soil has broken apart and appears to be approximately 1" to 2" thick. Areas need to have new concrete with wire mesh reinforcement. There is evidence of dampness on the existing concrete. Prior to performing any work a Geotechnical Engineer should be consulted.
- 3 Water enters the basement through the east end of the basement and collects on the floor creating a muddy puddle. Consult with a Geotechnical Engineer and make repairs.



Energy & Water Conservation

- 3 Windows are single glazed with exterior storm panels. Plastic has been applied over a number of windows to reduce drafts. Plastic should be removed and a weather-stripping system added to the windows.



Hazardous Materials

- 1 Floor tiles and adhesive throughout building probably contain asbestos and should be removed and replaced with vinyl composition tile.



Mechanical

- 3 Provide 'Changeover Bypass' control damper systems for the split systems other than the split system serving the second floor conference.
- 3 Connect the controls for the cabinet unit heaters to the Automated Logic control system, such that the cabinet unit heaters can be set back at night.

Electrical

- 2 Provide additional circuits as necessary to stop the overloading of circuits. Provide additional subpanels as necessary for the additional circuits.
- 4 Replace the light fixtures throughout.
- 4 The local light switches should be replaced with switches with integral occupancy sensors.
- 3 The fire alarm system should be tested and verified to be working properly. If the system needs upgrading it is recommended to match the system that is currently being used in the Public Safety Complex.

Plumbing

- 4 Replace the water closets throughout with low flow fixtures.
- 3 Replace the lavatory in the second floor Mens room.
- 3 Replace all of the cold water and hot water piping insulation in the basement, and elsewhere where visible.
- 3 Provide a housekeeping pad under the water heater.
- 3 Repair/replace the drinking fountain on the second floor.

PROGRAM INFORMATION

Current office areas generally appear to be adequate for the individual space needs, however, support spaces are inadequate.

The site is relatively small with the building close to the busy Route 9, a small lawn area to the west and the remaining sides parking. Traffic is heavy on Route and some staff mentioned the heavy vibrations when large vehicles pass. During our visits to the building it was noted that the parking is generally full with parking extending beyond the striped areas.

In order to better accommodate the Town's needs corridor partitions as shown relocated, and spaces for Veterans Service Office and Health Department are relocated to the Senior Center Building. Planning Board will remain in the Senior Center.

In the new layout for the Town Hall the Treasurer's space is relocated to the first floor as the file cabinet loading is too great for the second floor. The first floor can easily be reinforced and supports can be added in the basement.

Two other options were explored for the Town Hall; relocation to Russell School and as a new building.

In using the Russell School all Town Hall functions can be consolidated in the one building if all floors are utilized. Extensive renovations to the building are necessary to utilize the school building. Parking will be extremely limited unless expanded to the front lawn of the building.

The Town does not currently own a buildable site for a new Town Hall. Proposals will need to be sought for a parcel of land sufficient for the building adding significantly to the cost of this option.

In either of these last options there would be no use for the current Town Hall building. The most suitable town use would be as a Park and Recreation facility but there is no attached outdoor play space critical for this function. The building could be sold but is a historic anchor for the government center of town.

LIST OF DRAWINGS SHOWING EXISTING AND PROPOSED PLANS:

- | | |
|-------|------------------------------|
| EXT-1 | Existing Basement Floor Plan |
| EXT-2 | Existing First Floor Plan |
| EXT-3 | Existing Second Floor Plan |

PRT-1 Proposed Basement Floor Plan
PRT-2 Proposed First Floor Plan
PRT-3 Proposed Second Floor Plan

PR-1 Proposed New Town Hall

See Russell School for plans showing possible Town Hall in that building.



Drummey Rosane Anderson, Inc.
225 Oakland Road, Studio 205
South Windsor, Ct 06074

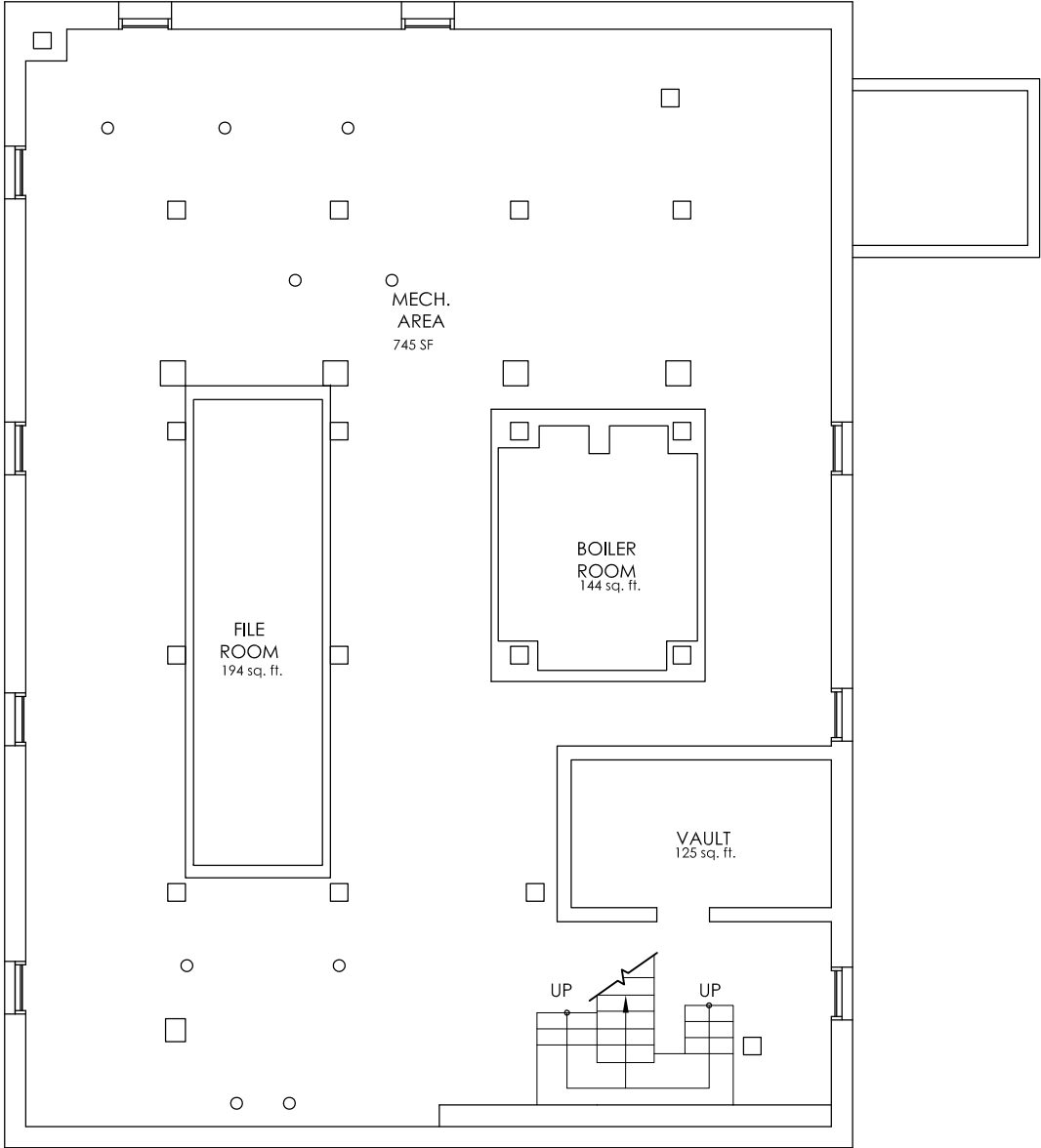
Planning	860-644-8300
Architecture	860-644-8301 fax
Interior Design	info@draws.com

Town Of Hadley
Municipal Facilities Study and Planning
Hadley, Massachusetts

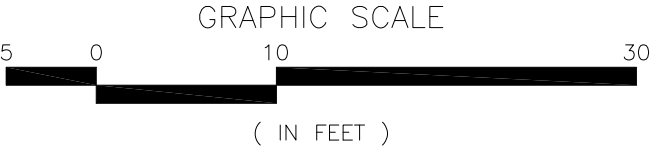
TOWN HALL
EXISTING BASEMENT FLOOR PLAN

Scale:	3/32"=1'-0"
Drawn by:	MC
Job No.	13006.00
Date:	9/6/13

EXT-1



BASEMENT FLOOR PLAN



Town Of Hadley

Municipal Facilities Study and Planning

Hadley, Massachusetts

TOWN HALL

EXISTING FIRST FLOOR PLAN

Scale:

3/32"=1'-0"

Drawn by:

MC

Job No.

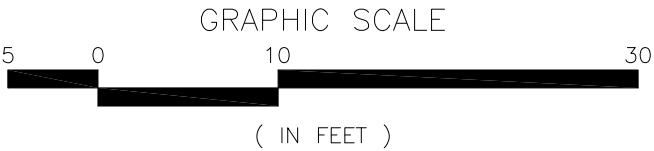
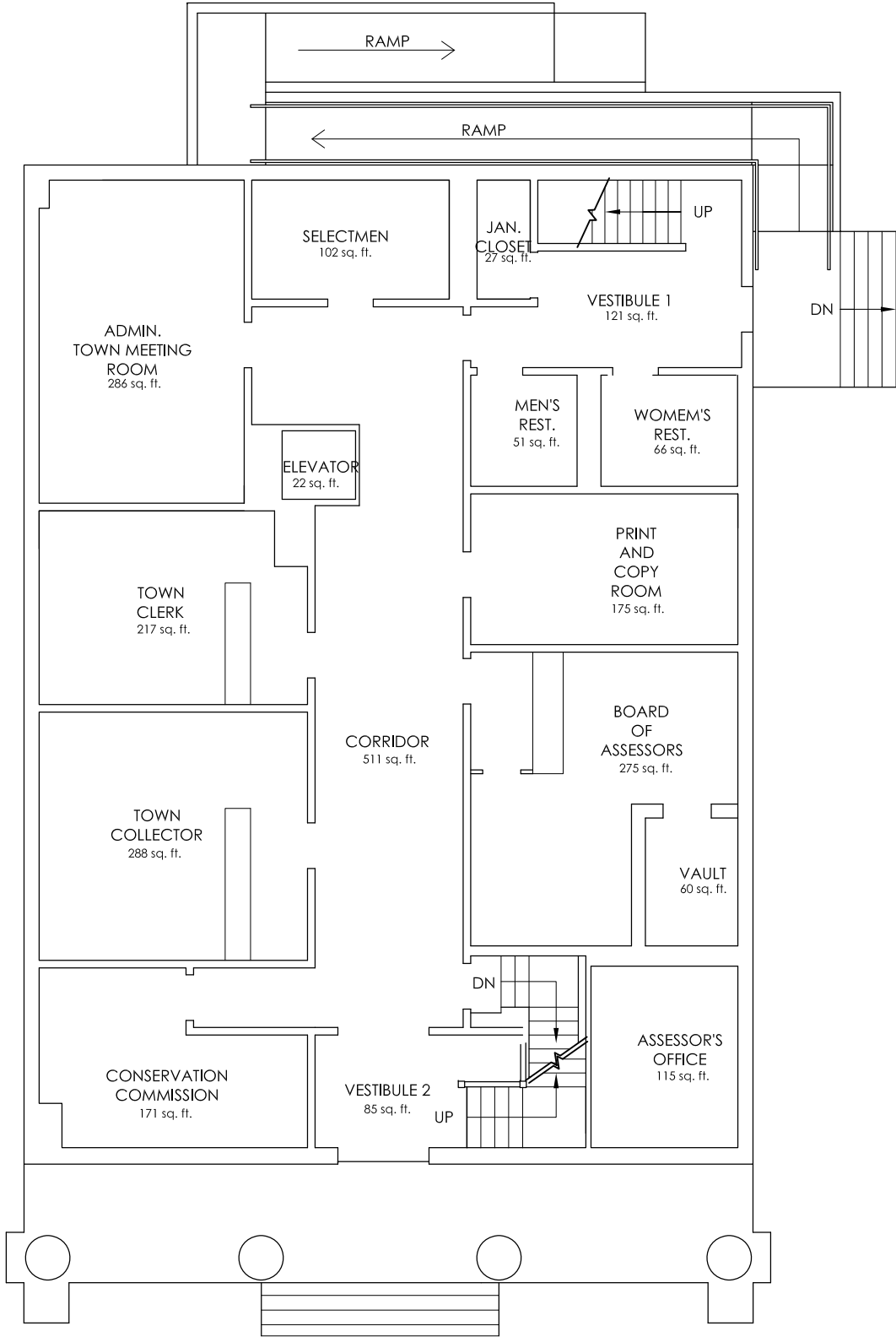
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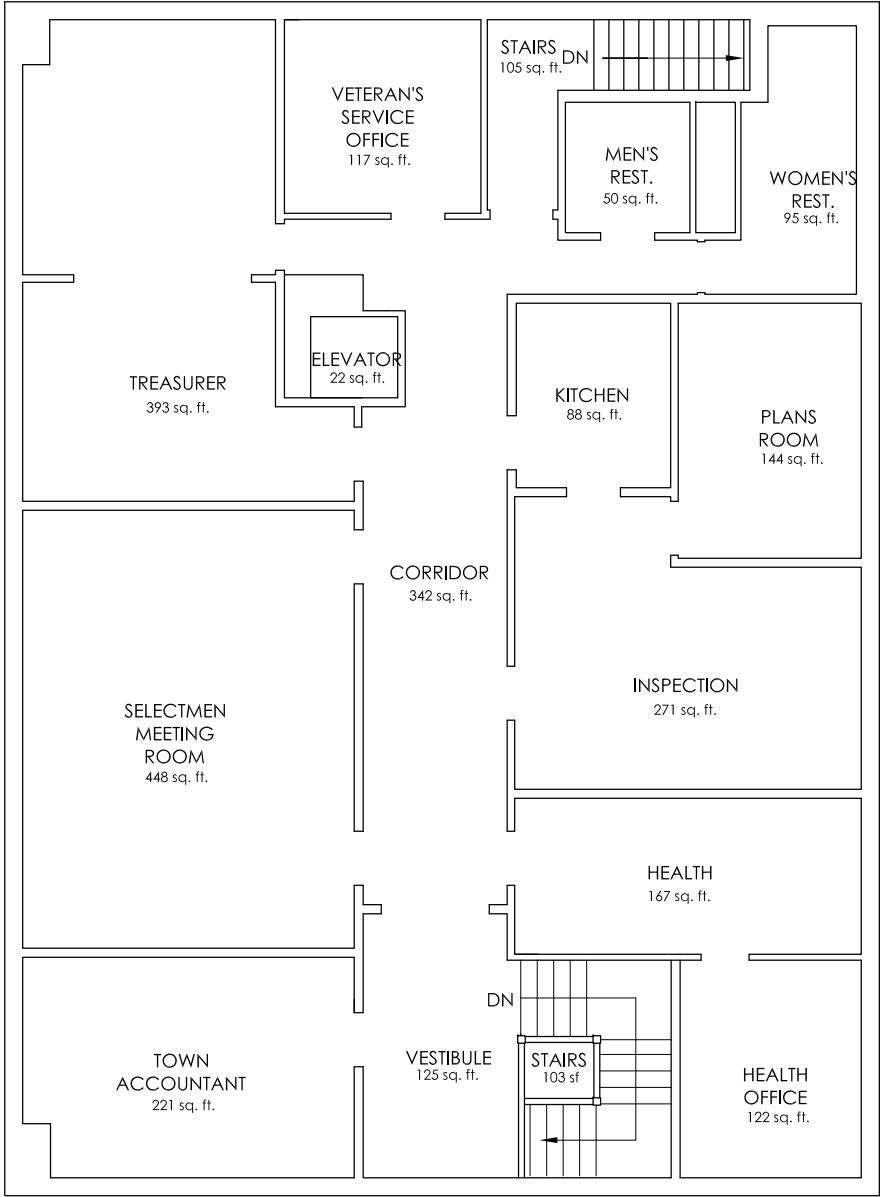
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9/6/13

EXT-2

FIRST FLOOR PLAN





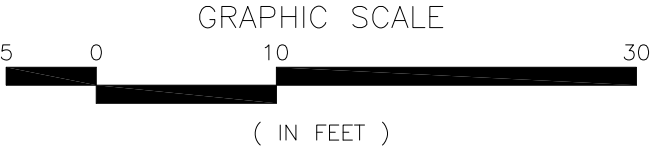
SECOND FLOOR PLAN

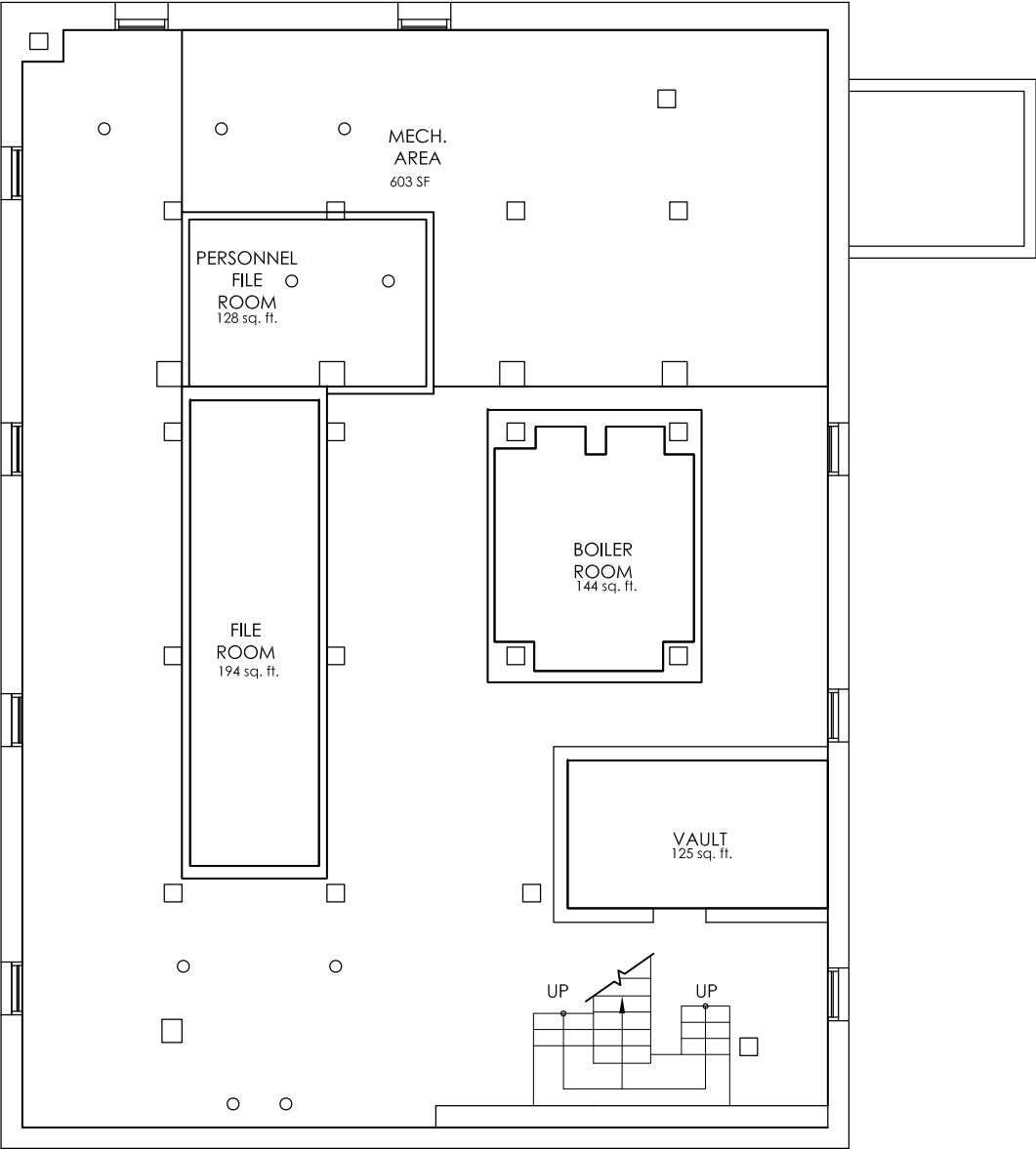
Town Of Hadley
Municipal Facilities Study and Planning
Hadley, Massachusetts

TOWN HALL
EXISTING SECOND FLOOR PLAN

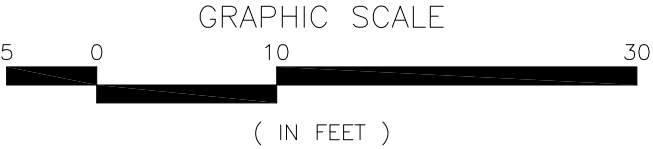
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Job No. 13006.00
Date: 9/6/13

EXT-3





BASEMENT FLOOR PLAN



Town Of Hadley
Municipal Facilities Study and Planning
Hadley, Massachusetts

TOWN HALL
PROPOSED BASEMENT FLOOR PLAN

Scale: 3/32"=1'-0"

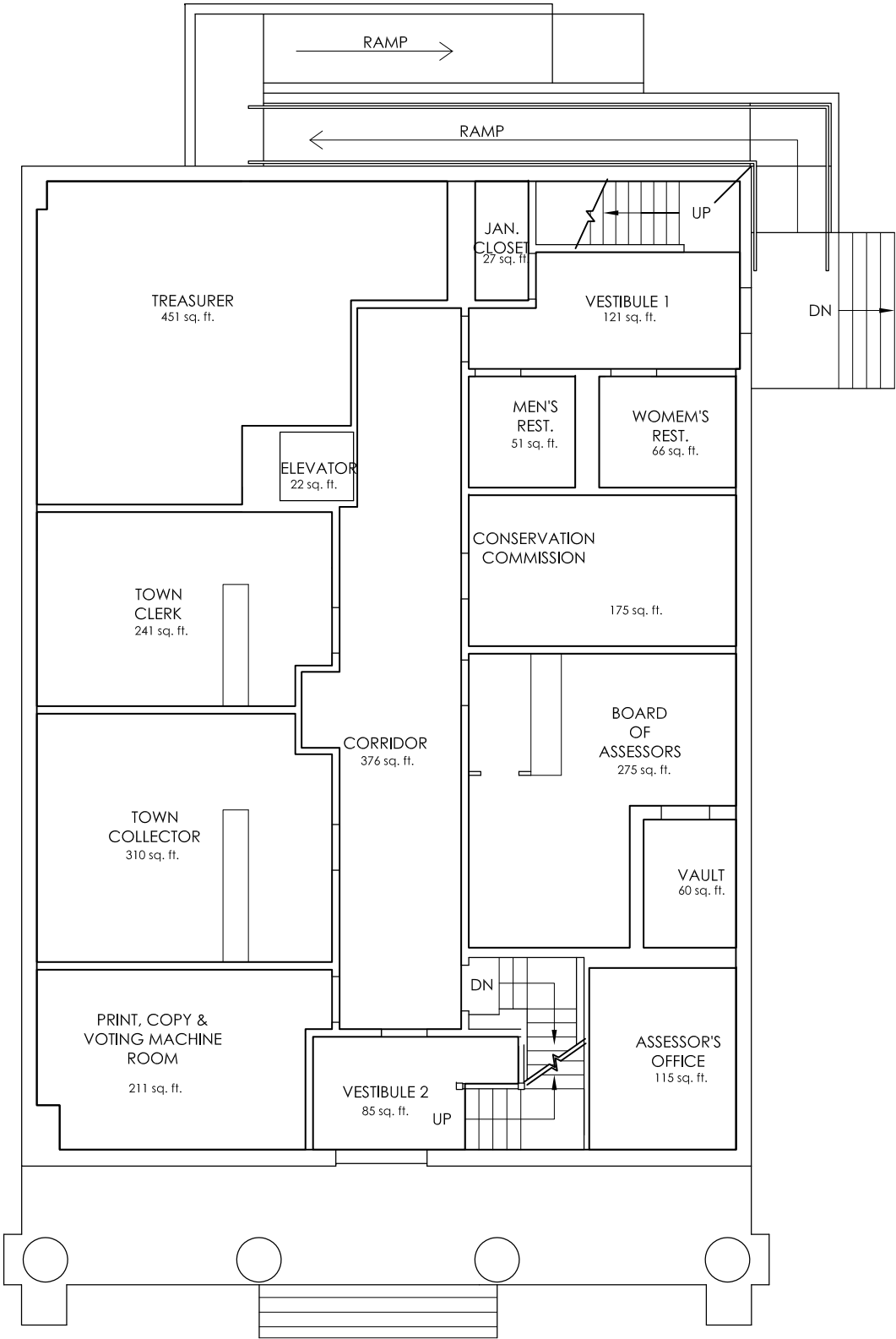
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Job No. 13006.00

Date: 9-6-13

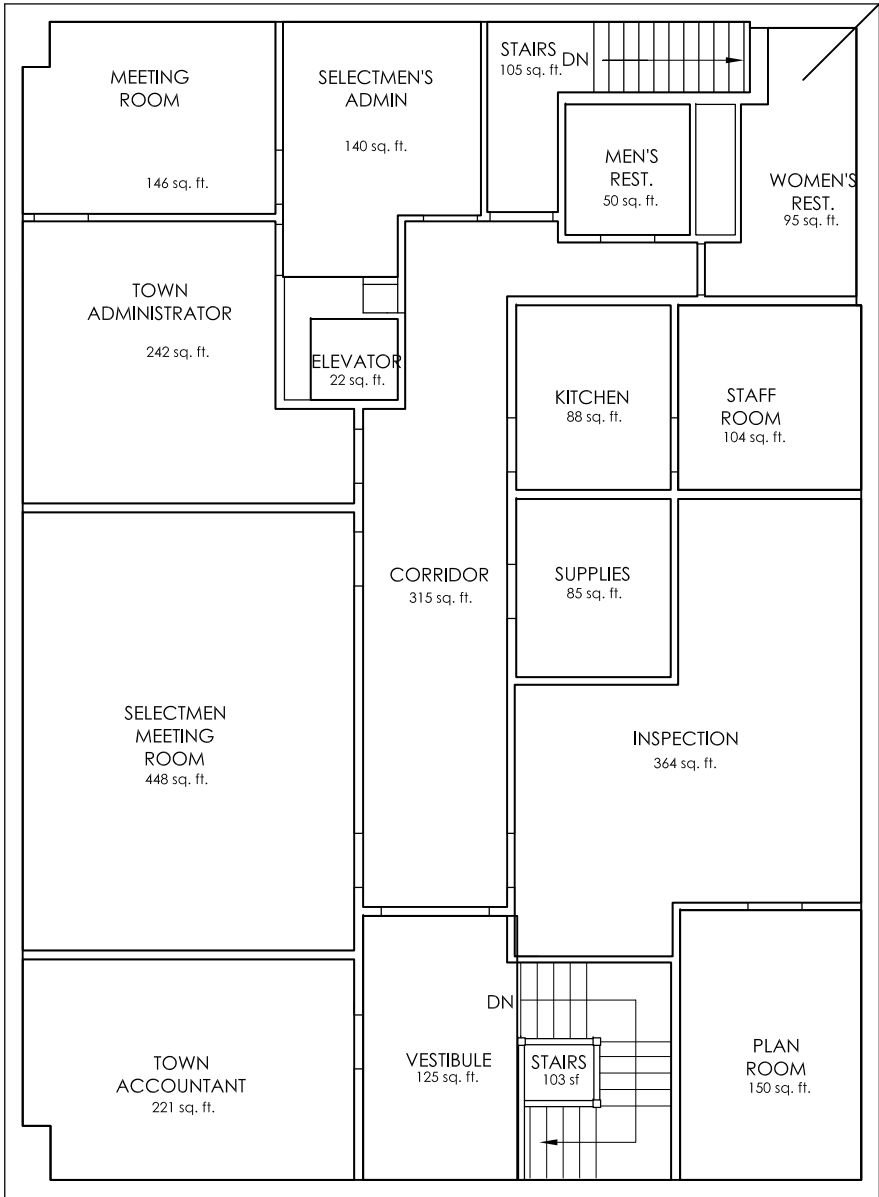
PRT-1

FIRST FLOOR PLAN

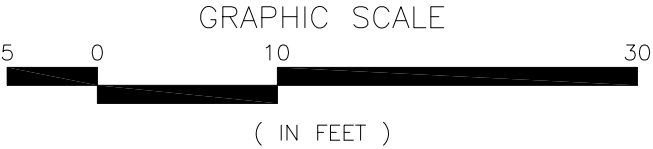


Town Of Hadley
Municipal Facilities Study and Planning
Hadley, Massachusetts
TOWN HALL
PROPOSED FIRST FLOOR PLAN

Scale: 3/32"=1'-0"
Drawn by: KCB
Job No. 13006.00
Date: 9-6-13



SECOND FLOOR PLAN



Town Of Hadley
Municipal Facilities Study and Planning
Hadley, Massachusetts

TOWN HALL
PROPOSED SECOND FLOOR PLAN

Scale: 3/32"=1'-0"

Drawn by: KCB

Job No. 13006.00

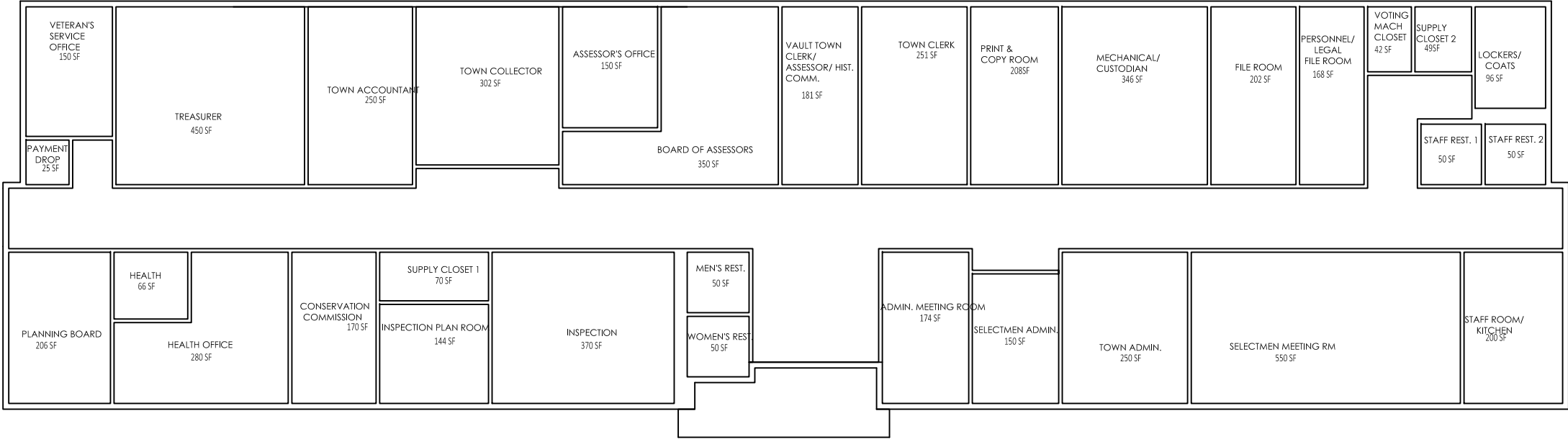
Date: 9-6-13

PRT-3



Drummey Rosane Anderson, Inc.
225 Oakland Road, Studio 205
South Windsor, Ct 06074

Planning	860-644-8300
Architecture	860-644-8301 fax
Interior Design	info@draws.com



FIRST FLOOR PLAN

Building Area: 8079 SF
Parking Area: 18,000 SF plus
driveways
Septic System
No Fire Sprinkler System
Type VB Construction

Town Of Hadley
Municipal Facilities Study and Planning
Hadley, Massachusetts

PROPOSED NEW TOWN HALL

Scale: 1/16"=1'-0"
Drawn by: KB
Job No. 1300X.00
Date: 8-9-13

PR-1

MUNICIPAL FACILITIES STUDY and PLANNING Town of Hadley, Massachusetts

Town Hall

Structural

Foley Buhl Roberts & Associates, Inc. (FBRA) is collaborating with Drummey Rosane Anderson, Inc. (DRA) in the study of existing conditions and planning options for the Hadley Town Hall, located at 100 Middle Street. The two-story (plus Basement), 7,400 square foot building was designed by Architect Thomas Pratt and constructed in 1841. The building was renovated in 1902 and again in 1968. The 1902 renovation included the construction of the Second Floor and the hand excavation below the building to create the present Basement. In 1968, offices were reorganized and cosmetic work was conducted; however, there were no significant structural changes.



The Basement Floor is unoccupied and used primarily for storage. A file room, the boiler room and the vault are also located at this level. The Basement is accessed by a single stair, located on the west (front) side of the building. Town Offices, including the Town Collector, the Town Clerk, the Assessor's Office, The Conservation Commission, The Board of Assessors, along with a meeting room and various support spaces are located at the First Floor. Originally, a large, open hall with a stage at the east end was located at this level (there was no Second Floor). Additional offices, including the Town Accountant, the Health Department, the Treasurer's Office, the Veteran's Service Office and additional support spaces are located at the Second Floor. The Second Floor is serviced by stairways at the front and back of the building as well as an elevator, located beside the Town Clerk's office. The Second floor was a large hall space at the completion of the 1902 renovations; the space was converted to offices during the subsequent renovation in 1968. Partial access to the Attic (mechanical) space is provided by a pull-down stair in the Town Accountant's Office at the northwest corner of the Second Floor; however, the roof structure could not be viewed from this location. A handicap ramp was constructed along the back (east) side of the building, wrapping around the south side and connecting to the main entrance at the southeast corner.

The site is relatively level; the Basement Floor appears to be 5+/- feet below the average, exterior finished grade.

Documents were made available by the Town for review and use in the preparation of this report included the following:

- *Hadley Town Hall*, author unknown, undated.
- *Historic Buildings Preservation Plan*, prepared by Olde Mohawk Masonry & Historic Restoration, Inc., 2013 Draft.

No other structural or subsurface soils information was available. No exploratory demolition or geotechnical investigations were conducted in conjunction with this study.

Structural Description:

Based on FBRA site observations and the above-referenced documents, the Hadley Town Hall is a wood framed structure with a sloped roof, supported by perimeter wood framed bearing walls and by interior steel beams resting on brick piers in the Basement.

The roof is a simple gable form with an east-west ridge line. Roof construction was not visible; however, as large hall spaces once existed (originally at the First Floor and subsequently at the Second Floor), it is expected that the roof is framed with wood rafters and purlins, supported by timber trusses which clear span the north-south building width (46+/- feet).

Details of the Second Floor construction are unknown; however, this level is wood framed. Wood joists likely span in the north-south direction, from the perimeter walls to interior bearing walls along the centrally located, First Floor Corridor.

First Floor construction consists of 3"x9" wood joists spaced at 22"+/- o.c., spanning 13+/- feet in the east-west direction to double, 9" deep steel channel beams. Beams are supported on brick masonry piers, 12" or 16" square (Photo). The steel channels are not original. A section of the First Floor was reinforced to support the elevator (presumably during the 1968 renovations).



Basement Floor construction is a concrete slab on grade (thickness unknown) in some areas. Elsewhere, there is a dirt floor.

Foundation walls are brick masonry construction, with a stone (gneiss) facing above grade. Perimeter foundation drainage does not likely exist.

Exterior walls are wood framed, with wood siding and trim.

There is no clearly defined lateral force resisting system in the building (the Town Hall was constructed before modern building codes were introduced); the building does not comply

with current seismic code requirements. Lateral forces (wind and seismic) are resisted by the wood sheathed perimeter walls of the building.

Floor and roof construction does not appear to be fire protected (except to the extent afforded by the ceiling construction). The Town Hall is not sprinklered.

Structural Conditions/Issues – Comments and Recommendations:

Structural conditions at the Hadley Town Hall were observed during a brief tour of the building on July 23, 2013. Generally speaking, floor and roof construction appears to be performing satisfactorily; there is no evidence of structural distress that would indicate significantly overstressed, deteriorated or failed structural members. Foundations appear to be performing adequately; there are no signs of significant, total or differential settlements; however, as noted below, stability issues may exist. Please also refer to the above-referenced, *Historic Buildings Preservation Plan*, for additional information and a detailed assessment of existing conditions.

Structural/structurally related conditions observed during site visit are noted below:

- The hand excavation of the Basement in 1902 (originally a crawl space) was carefully sculpted at the building perimeter to avoid the need to underpin the original foundation walls. The excavation was sloped downwards from the bottom of the foundation wall to the present Basement grade on a relatively steep slope (Top Photo). A thin concrete course (roughly 1" to 4" thick) was added over the sloped soil, presumably to minimize the potential for sloughing. The concrete course has broken up and has failed in a number of locations (Bottom Photo). Reportedly, there are significant vibrations from vehicular traffic on Route 9 (directly north of the building); such vibrations could disturb the relatively sandy soil. Although this condition has apparently existed for over 100 years, FBRA recommends that a Geotechnical Engineer be consulted to review this issue and to make recommendations for additional stabilization of the excavation as may be appropriate.



- Water was observed in certain areas of the Basement floor (Photo). The perimeter brick foundation walls also show signs of moisture absorption (efflorescence present). Moisture related damage is evident at the base of a number of brick masonry support piers; repair is recommended. Basement/foundation drainage issues should be evaluated by a Geotechnical Engineer, in conjunction with the above recommended stability review.



- Joints in the stone facing of the foundation wall are open in certain locations; repair and repointing is recommended, per the aforementioned, *Historic Buildings Preservation Plan*.
- The west porch is concrete construction and is not original to the building. Repair and coating is recommended, per the *Historic Buildings Preservation Plan*.
- Repair bases of steel railings as recommended in the *Historic Buildings Preservation Plan*.

Building Code Requirements and Additional Comments:

Massachusetts State Building Code Requirements – General Comments:

Proposed renovations, alterations, repairs and additions to the Hadley Town Hall would be governed by the provisions of the Massachusetts State Building Code (MSBC – 780 CMR 8th Edition) and the Massachusetts Existing Building Code (MEBC). These documents are based on amended versions of the 2009 International Building Code (IBC) and the 2009 International Existing Building Code (IEBC), respectively.

The MEBC allows the Design Team to choose one of three (3) compliance methods. Structurally, the Prescriptive Compliance Method is preferred. In addition, Section 101.5.4.0 of the Massachusetts Amendments (Chapter 34) requires that the existing building be investigated in sufficient detail to ascertain the effects of the proposed work (or change in use) on the area under consideration, and the entire building or structure and its foundations, if impacted by the proposed work or change in use.

Additions – General Comments:

The design and construction of any proposed additions would be conducted in accordance with the Code for new construction. Significant additions should be structurally separated from the existing building by an expansion (seismic) joint to avoid an increase in gravity loads and/or lateral loads to existing structural elements. Smaller additions can be structurally attached to

the existing building, provided they do not increase the demand - capacity ratio of the existing lateral force resisting elements in the building by more than 10%. Presently, no additions to the Town Hall are proposed.

Renovations/Alterations – General Comments:

Where proposed alterations to existing structural elements carrying gravity loads results in a stress increase of over 5%, the affected element will need to be reinforced or replaced to comply with the Code for new construction. Proposed alterations to existing structural elements carrying lateral load (perimeter wood framed walls in this case) which result in an increase in the demand - capacity ratio of over 10% should be avoided, if possible. Essentially, this means that removal of, or major alterations to the existing, wood framed perimeter walls in the building should be minimized. If this is not avoidable, more significant seismic upgrades/reinforcing will be required; potentially including the addition of lateral force resisting elements (wood shear walls, etc.).

End of Structural Report

TOWN BUILDING ASSESSMENT STUDY
Town of Hadley, Massachusetts

Town Hall

100 Middle Street

MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION SYSTEMS

Prepared By:

Consulting Engineering Services
510 Chapman Street, Suite 201
Canton, MA 02021

July 30, 2013

GENERAL

The mechanical, electrical, plumbing, and fire protection systems were reviewed in conformance with the requirements of the following State and National codes and regulations, as applicable:

- Massachusetts State Building Code 8th Edition
- Massachusetts State Fire Prevention Regulations
- NFPA Latest Editions
- Massachusetts Plumbing Code
- Massachusetts Mechanical Code
- Massachusetts Electrical code (NEC 2011 Edition)
- Illuminating Engineering Society of North America (IESNA) Lighting Handbook
- ASHRAE 90.1 Latest Edition

The scope of this study does not include operational assessment of the fixtures and equipment reviewed; it includes only a brief visual review of the fixtures and equipment. Therefore notes regarding the condition of the fixtures and equipment may or may not be indicative of the actual condition of the systems and equipment and/or the expected life of the fixtures and equipment. Therefore it is recommended that services of a qualified technician be retained to evaluate the actual condition of fixtures and equipment prior to replacement.

MECHANICAL

HEATING

The heating plant includes two direct vent natural gas fired hot water boilers located in a boiler room in the basement. Redundant pumps circulate hot water to the terminal heating units. The boilers, pumps, accessories, and piping systems in the boiler room appear to be in good condition.

The heating terminal units generally consist of five fan coil units - two in the basement and three in the attic, multiple cabinet unit heaters in vestibules, corridors, restrooms, and similar spaces, two unit heaters in the basement, and a unit heater in the fan coil room in the attic.

The five fan coil units include direct expansion (DX) refrigerant coils and hot water coils, and they appear to be in good condition. Each fan coil unit has an associated condensing unit mounted at grade, and the condensing units appear to be in good condition.

The two fan coil units in the basement serve the first floor - one serves approximately the South side of the first floor and the other serves approximately the North side of the first floor. The supply ducts and return ducts are routed from the fan coil units to floor mounted supply registers which are generally towards the outside wall, and to floor mounted return grilles which are generally towards the corridor.

The three fan coil units in the attic serve the second floor - one serves approximately the South side of the second floor, a second serves approximately the North side of the second floor, and a third serves the second floor conference room. These fan coils units are located in an extremely cramped and very low head height attic space, such that it is difficult to maintain them. The supply ducts and return ducts are routed from the fan coil units to ceiling mounted diffusers and return grilles in the spaces served.

During the site visit the staff indicated that there were numerous temperature control issues with the single zone split systems. Since the exterior exposures of the multiple spaces served by four of the split systems (the 2nd floor conference room split system excluded), though similar, are not the same, temperature variation would be typical. One solution to this issue is to provide what is known as 'Changeover Bypass' system of control dampers, which would allow for multiple thermostats for each fan coil units. Though there are limitations with this system (it is not as effective as providing a true multi-zone air handling system), it is relatively inexpensive and would go quite a ways towards minimizing the temperature control issues.

The cabinet unit heaters serving the vestibules, corridors, restrooms, and similar spaces are in fair condition. The unit heaters serving the basement are in good condition.

AIR CONDITIONING & DEHUMIDIFICATION

The five fan coil units provide air conditioning for the spaces served. See Heating.

There is a portable dehumidification unit in the archive room in the basement.

VENTILATION

Minimum outside air ventilation is provided by the five fan coil units via louvers. Control dampers are provided on the outside air ducts such that outside air is provided only during the occupied cycle. The fan coil units are not equipped for economizer cooling.

Exhaust fans are provided for each of the restrooms.

CONTROLS

The controls for the five split systems are by Automated Logic. The thermostats for these systems are relatively simple - with slide type temperature adjustment devices. Each split system is controlled by a single thermostat located in a representative space of the zone served.

The controls for the cabinet units heaters are stand-alone non-programmable thermostats.

RECOMMENDATIONS

Provide 'Changeover Bypass' control damper systems for the split systems other than the split system serving the second floor conference.

Connect the controls for the cabinet unit heaters to the Automated Logic control system, such that the cabinet unit heaters can be set back at night.

ELECTRICAL

EXISTING SYSTEMS

The electrical service consists of an overhead, 208Y/120 Volt three phase electrical service of 400 amps. The main panel and ct cabinet is located in the basement in the north east corner of the building and the low voltage meter is located on the exterior wall above the meter. Upon leaving the main disconnect the service is split into (2) 200 amp disconnects. One serves a first floor 225A panel and the other serves a second floor 225A panel. While the panels are of an older model, they are in good condition and could very likely be re-used to feed future loads.

While the electrical service is large enough to serve the building (based on its current use type), the electrical system itself is outdated. This building does not have any knob and tube wiring (that CES was able to see) but the circuits themselves (combination of romex and mc cable) are locally over loaded. In the office spaces extension cords were used very heavily as the number of outlets in the rooms are well below an acceptable numbers.

The light fixtures throughout the building consist mainly of fluorescent tube fixtures. While the fixture selection is appropriate for the use, the fixtures are close to the end of their life.

This building has a centralized fire alarm system with a central station at the front door that appears to be in working order. The system should be tested and verified that it working properly. If the system needs upgrading it is recommended to match the system that is currently being used in the Public Safety Complex.

RECOMMENDATIONS

Provide additional circuits as necessary to stop the overloading of circuits. Provide additional subpanels as necessary for the additional circuits.

Replace the light fixtures throughout.

The local light switches should be replaced with switches with integral occupancy sensors.

PLUMBING

EXISTING SYSTEMS

There is a 3/4" water entrance in the basement, and it is connected to the municipal water system. There is a small expansion tank the basement which provides a pressure/flow buffer such that the flush valves work properly. The expansion tank appears to be in fair condition.

The water piping in the basement is in fair condition, and the cast iron sanitary piping in the basement is in fair to good condition.

Hot water is provided by a smaller tank type electric water heater in the basement. It was covered by insulation, so the condition of the heater was not observed. However, there was evidence of water on the floor in the vicinity of the water heater, therefore the water heater should be raised to avoid the water.

The insulation on the water piping in the basement is in disrepair in many areas and in some locations moldy.

There is a system of condensate pumps and piping in the basement which pumps the condensate from the fan coil units to the sanitary drain system.

The two restrooms on the first floor have accessible wall mount vitreous china lavatories that appear to be in good condition and accessible floor mount flush valve vitreous china water closets that also appear to be in good condition, however the water closets are not low flow.

The Mens room on the second floor includes a non-accessible wall mount vitreous china lavatory, a floor mount non-accessible tank type vitreous china water closet, and a vitreous china urinal. The lavatory is in poor condition, the water closet is in fair to good condition, and the urinal is in good condition.

The Womens room on the second floor includes a non-accessible wall mount vitreous china lavatory and two floor mount non-accessible tank type vitreous china water closets. The lavatory is in fair condition and the water closets are in fair to good condition.

There is a drinking fountain on the second floor that appears to be in fair condition, however a sign posted on the unit indicated that it was out of order.

There is a stainless steel double bowl sink in the second floor kitchenette that appears to be in good condition.

RECOMMENDATIONS

Replace the water closets throughout with low flow fixtures.

Replace the lavatory in the second floor Mens room.

Replace all of the cold water and hot water piping insulation in the basement, and elsewhere where visible.

Provide a housekeeping pad under the water heater.

Repair/replace the drinking fountain on the second floor.

FIRE PROTECTION

The building does not have a sprinkler system.

There are however a couple of sidewall sprinkler heads in the first floor vestibule towards the Southeast corner of the building. These two heads are connected to the domestic water system.

TOWN OF HADLEY FACILITIES AUDIT
TOWN HALL
HADLEY, MA 01778

GFA 8,763



Description	Note	Quantity	Unit	Price	Total
Basic Quantities					
		GFA		Girth	
basement		2,858 sf		227 lf	
level 1		2,926 sf		228 lf	
level 2		2,979 sf		230 lf	
<u>Life Safety</u>					
2 Add Latch Set to Doors					\$
replace hardware set with latch set		5	ea	861.46	4,307
disposal		1	ea	125.00	125
Sub Total - Direct Cost					4,432
General Conditions		20.00%			886
Overhead & Profit		23.00%			1,223
Design & Price Reserve		15.00%			981
Escalation	May-15	8.16%			614
Bond		3.00%			244
Soft Costs/Design Fees		30.00%			2,514
Total Project Cost					10,894
2 Front Stair Add New Guardrail					\$
demo guardrail		57	lf	5.16	294
disposal		1	ea	88.20	88
replace guardrail on stair		57	lf	177.63	10,125
Sub Total - Direct Cost					10,507
General Conditions		20.00%			2,101
Overhead & Profit		23.00%			2,900
Design & Price Reserve		15.00%			2,326
Escalation	May-15	8.16%			1,455
Bond		3.00%			579
Soft Costs/Design Fees		30.00%			5,960
Total Project Cost					25,828
2 Relocate Trash & Recycling					\$
labor		4	hrs	52.99	212
exterior pad		32	sf	27.23	871
screen		16	lf	66.76	1,068
Sub Total - Direct Cost					2,151
General Conditions		20.00%			430
Overhead & Profit		23.00%			594
Design & Price Reserve		15.00%			476
Escalation	May-15	8.16%			298
Bond		3.00%			118
Soft Costs/Design Fees		30.00%			1,220
Total Project Cost					5,287

TOWN OF HADLEY FACILITIES AUDIT
TOWN HALL
HADLEY, MA 01778

GFA

8,763



Description	Note	Quantity	Unit	Price	Total
2 Add Door to Staff Kitchen					\$
hm door, frame, hardware, paint		1	leaf	1,899.43	1,899
cut and patch		1	ls	216.20	216
Sub Total - Direct Cost					2,115
General Conditions		20.00%			423
Overhead & Profit		23.00%			584
Design & Price Reserve		15.00%			468
Escalation	May-15	8.16%			293
Bond		3.00%			116
Soft Costs/Design Fees		30.00%			1,200
Total Project Cost					\$5,199
2 Reverse Swing of Door to Room 106					\$
remove & rehang door, frame, hardware & repaint		1	leaf	1,157.42	1,157
Sub Total - Direct Cost					1,157
General Conditions		20.00%			231
Overhead & Profit		23.00%			319
Design & Price Reserve		15.00%			256
Escalation	May-15	8.16%			160
Bond		3.00%			64
Soft Costs/Design Fees		30.00%			656
Total Project Cost					\$2,843
2 Replace Exterior Landing Guardrails					\$
demo guardrail		22	lf	5.16	114
disposal		1	ea	34.20	34
replace guardrail		22	lf	177.63	3,908
Sub Total - Direct Cost					4,056
General Conditions		20.00%			811
Overhead & Profit		23.00%			1,119
Design & Price Reserve		15.00%			898
Escalation	May-15	8.16%			562
Bond		3.00%			223
Soft Costs/Design Fees		30.00%			2,301
Total Project Cost					9,970

TOWN OF HADLEY FACILITIES AUDIT
TOWN HALL
HADLEY, MA 01778

GFA

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Description	Note	Quantity	Unit	Price	Total
2 Basement Stair Add New Guardrails					\$
demo guardrail		13	lf	5.16	67
disposal		1	ea	20.10	20
replace guardrail on stair		46	lf	177.63	8,171
Sub Total - Direct Cost					8,258
General Conditions		20.00%			1,652
Overhead & Profit		23.00%			2,279
Design & Price Reserve		15.00%			1,828
Escalation	May-15	8.16%			1,144
Bond		3.00%			455
Soft Costs/Design Fees		30.00%			4,685
Total Project Cost					20,301

Health

2 No work identified

Universal Accessibility

3 Rear Stair Nosings and Extensions On Handrails					\$
provide extensions on handrails		4	ea	248.95	996
add filler piece to riser under nosings		60	lfr	21.24	1,274
Sub Total - Direct Cost					2,270
General Conditions		20.00%			454
Overhead & Profit		23.00%			627
Design & Price Reserve		15.00%			503
Escalation	May-15	8.16%			314
Bond		3.00%			125
Soft Costs/Design Fees		30.00%			1,288
Total Project Cost					5,581

3 Front Stair Nosings and Extensions On Handrails					\$
demo guardrail		25	lf	5.16	129
disposal		1	ea	38.70	39
replace guardrail on stair		57	lf	177.63	10,125
add filler piece to riser under nosings		60	lfr	21.24	1,274
Sub Total - Direct Cost					11,567
General Conditions		20.00%			2,313
Overhead & Profit		23.00%			3,192
Design & Price Reserve		15.00%			2,561
Escalation	May-15	8.16%			1,602
Bond		3.00%			637
Soft Costs/Design Fees		30.00%			6,562
Total Project Cost					28,434

TOWN OF HADLEY FACILITIES AUDIT
TOWN HALL
HADLEY, MA 01778

GFA

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Description	Note	Quantity	Unit	Price	Total
3 Replace Front Stair Doors					\$
demo doors		2	leaf	77.40	155
demo opening for wider door		28	sf	15.48	433
disposal		1	ea	176.40	176
hm door, frame, hardware, paint		4	leaf	1,899.43	7,598
cut and patch		1	ls	216.20	216
Sub Total - Direct Cost					8,578
General Conditions		20.00%			1,716
Overhead & Profit		23.00%			2,368
Design & Price Reserve		15.00%			1,899
Escalation	May-15	8.16%			1,188
Bond		3.00%			472
Soft Costs/Design Fees		30.00%			4,866
Total Project Cost					\$21,087
3 Exterior Side Steps Guardrail Replacement					\$
demo guardrail		23	lf	5.16	119
disposal		1	ea	35.70	36
replace guardrail on stair		27	lf	177.63	4,796
Sub Total - Direct Cost					4,951
General Conditions		20.00%			990
Overhead & Profit		23.00%			1,366
Design & Price Reserve		15.00%			1,096
Escalation	May-15	8.16%			686
Bond		3.00%			273
Soft Costs/Design Fees		30.00%			2,809
Total Project Cost					12,171
3 Exterior Front Steps Guardrail Replacement					\$
demo guardrail		12	lf	5.16	62
disposal		1	ea	18.60	19
replace guardrail on stair		18	lf	177.63	3,197
Sub Total - Direct Cost					3,278
General Conditions		20.00%			656
Overhead & Profit		23.00%			905
Design & Price Reserve		15.00%			726
Escalation	May-15	8.16%			454
Bond		3.00%			181
Soft Costs/Design Fees		30.00%			1,860
Total Project Cost					8,060

TOWN OF HADLEY FACILITIES AUDIT
TOWN HALL
HADLEY, MA 01778

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Description	Note	Quantity	Unit	Price	Total
					\$
3 Replace Front & Side Steps					
demo existing steps		130	lfr	18.06	2,348
disposal		1	ea	704.40	704
new concrete steps		156	lfr	49.01	7,646
Sub Total - Direct Cost					10,698
General Conditions		20.00%			2,140
Overhead & Profit		23.00%			2,953
Design & Price Reserve		15.00%			2,369
Escalation	May-15	8.16%			1,482
Bond		3.00%			589
Soft Costs/Design Fees		30.00%			6,069
Total Project Cost					26,300
					\$
3 Expand Front Door Platform					
demo existing platform		17	sf	15.48	263
disposal		1	ea	78.90	79
new platform		33	sf	38.12	1,258
Sub Total - Direct Cost					1,600
General Conditions		20.00%			320
Overhead & Profit		23.00%			442
Design & Price Reserve		15.00%			354
Escalation	May-15	8.16%			222
Bond		3.00%			88
Soft Costs/Design Fees		30.00%			908
Total Project Cost					3,934
					\$
3 Staff Kitchen					
modify counters to provide knee space at sinks		1	ea	2,473.02	2,473
replace double sink with accessible sink		1	ea	1,793.01	1,793
disposal		1	ea	75.00	75
Sub Total - Direct Cost					4,341
General Conditions		20.00%			868
Overhead & Profit		23.00%			1,198
Design & Price Reserve		15.00%			961
Escalation	May-15	8.16%			601
Bond		3.00%			239
Soft Costs/Design Fees		30.00%			2,462
Total Project Cost					10,670

TOWN OF HADLEY FACILITIES AUDIT
TOWN HALL
HADLEY, MA 01778

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Description	Note	Quantity	Unit	Price	Total
3 Modify Door Jamb Clearance					
modify clearance & rehang door, frame, hardware & repaint		27	leaf	1,674.29	\$ 45,206
Sub Total - Direct Cost					45,206
General Conditions		20.00%			9,041
Overhead & Profit		23.00%			12,477
Design & Price Reserve		15.00%			10,009
Escalation	May-15	8.16%			6,261
Bond		3.00%			2,490
Soft Costs/Design Fees		30.00%			25,645
Total Project Cost					111,129
Site					
3 Sink Hole					
excavate and repair sink hole	allowance	1	ea	2,500.00	\$ 2,500
Sub Total - Direct Cost					2,500
General Conditions		20.00%			500
Overhead & Profit		23.00%			690
Design & Price Reserve		15.00%			554
Escalation	May-15	8.16%			346
Bond		3.00%			138
Soft Costs/Design Fees		30.00%			1,418
Total Project Cost					6,146
3 Seal Parking Lot					
seal cracks in parking lot		13,334	sf	0.17	\$ 2,267
Sub Total - Direct Cost					2,267
General Conditions		20.00%			453
Overhead & Profit		23.00%			626
Design & Price Reserve		15.00%			502
Escalation	May-15	8.16%			314
Bond		3.00%			125
Soft Costs/Design Fees		30.00%			1,286
Total Project Cost					5,573

Description	Note	Quantity	Unit	Price	Total
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Exterior

3	Annual Paint Repairs (Note This Price is Per Year)				\$
	painter	ladder work	40	hrs	67.10
	materials		1	ls	654.23
	Sub Total - Direct Cost				3,338
	General Conditions		20.00%		668
	Overhead & Profit		23.00%		921
	Design & Price Reserve		15.00%		739
	Escalation	May-15	8.16%		462
	Bond		3.00%		184
	Soft Costs/Design Fees		30.00%		1,894
	Total Project Cost				Price Per Year \$8,206
3	Strip, Repair and Repaint Fluted Columns				\$
	painter	ladder work	128	hrs	67.10
	materials		1	ls	2,093.57
	Sub Total - Direct Cost				10,683
	General Conditions		20.00%		2,137
	Overhead & Profit		23.00%		2,949
	Design & Price Reserve		15.00%		2,365
	Escalation	May-15	8.16%		1,480
	Bond		3.00%		588
	Soft Costs/Design Fees		30.00%		6,061
	Total Project Cost				\$26,263
3	Repointing Stone				\$
	repoint foundation walls	allow	300	sf	22.00
	Sub Total - Direct Cost				6,600
	General Conditions		20.00%		1,320
	Overhead & Profit		23.00%		1,822
	Design & Price Reserve		15.00%		1,461
	Escalation	May-15	8.16%		914
	Bond		3.00%		364
	Soft Costs/Design Fees		30.00%		3,744
	Total Project Cost				16,225

TOWN OF HADLEY FACILITIES AUDIT
TOWN HALL
HADLEY, MA 01778

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Description	Note	Quantity	Unit	Price	Total
3 West Porch					\$
repair and coat concrete porch	allow	97	sf	45.00	4,365
Sub Total - Direct Cost					4,365
General Conditions		20.00%			873
Overhead & Profit		23.00%			1,205
Design & Price Reserve		15.00%			966
Escalation	May-15	8.16%			605
Bond		3.00%			240
Soft Costs/Design Fees		30.00%			2,476
Total Project Cost					10,730

Interior

3 Painting					\$
paint/stain all interior surfaces		8,763	sf	2.08	18,227
Sub Total - Direct Cost					18,227
General Conditions		20.00%			3,645
Overhead & Profit		23.00%			5,031
Design & Price Reserve		15.00%			4,035
Escalation	May-15	8.16%			2,525
Bond		3.00%			1,004
Soft Costs/Design Fees		30.00%			10,340
Total Project Cost					44,807

3 Ceiling Tile Replacement					\$
demo 2x4 ceiling tiles		5,905	sf	0.80	4,724
disposal		1	ea	1,417.20	1,417
new 2x4 ceiling tiles		5,905	sf	3.64	21,494
Sub Total - Direct Cost					27,635
General Conditions		20.00%			5,527
Overhead & Profit		23.00%			7,627
Design & Price Reserve		15.00%			6,118
Escalation	May-15	8.16%			3,828
Bond		3.00%			1,522
Soft Costs/Design Fees		30.00%			15,677
Total Project Cost					67,934

TOWN OF HADLEY FACILITIES AUDIT
TOWN HALL
HADLEY, MA 01778

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Description	Note	Quantity	Unit	Price	Total
4 Remove Plywood Paneling					\$
demo plywood wall panels		16,459	sf	1.01	16,624
disposal		1	ea	4,987.20	4,987
patch and paint existing walls		16,459	sf	0.86	14,155
Sub Total - Direct Cost					35,766
General Conditions		20.00%			7,153
Overhead & Profit		23.00%			9,871
Design & Price Reserve		15.00%			7,919
Escalation	May-15	8.16%			4,954
Bond		3.00%			1,970
Soft Costs/Design Fees		30.00%			20,290
Total Project Cost					87,923
4 Infill Gap Between GWB & Paneling in Kitchen					\$
patch gap with new GWB		75	sf	10.47	785
paint walls		75	sf	0.62	47
Sub Total - Direct Cost					832
General Conditions		20.00%			166
Overhead & Profit		23.00%			230
Design & Price Reserve		15.00%			184
Escalation	May-15	8.16%			115
Bond		3.00%			46
Soft Costs/Design Fees		30.00%			472
Total Project Cost					2,045
2 Repair Basement Soil Stabilization					\$
remove damaged concrete covering	allow	500	sf	2.06	1,030
disposal		1	ea	309.00	309
concrete topping & mesh		500	sf	3.06	1,530
Sub Total - Direct Cost					2,869
General Conditions		20.00%			574
Overhead & Profit		23.00%			792
Design & Price Reserve		15.00%			635
Escalation	May-15	8.16%			397
Bond		3.00%			158
Soft Costs/Design Fees		30.00%			1,628
Total Project Cost					7,053

TOWN OF HADLEY FACILITIES AUDIT
TOWN HALL
HADLEY, MA 01778

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Description	Note	Quantity	Unit	Price	Total
3 Water Infiltration at Basement					\$
locate source and repair leak	allowance	1	ls	2,500.00	2,500
Sub Total - Direct Cost					2,500
General Conditions		20.00%			500
Overhead & Profit		23.00%			690
Design & Price Reserve		15.00%			554
Escalation	May-15	8.16%			346
Bond		3.00%			138
Soft Costs/Design Fees		30.00%			1,418
Total Project Cost					6,146

Energy & Water Conservation

3 Windows					\$
remove plastic		29	ea	5.16	150
disposal		1	ea	45.00	45
weatherstrip windows		29	ea	179.69	5,211
Sub Total - Direct Cost					5,406
General Conditions		20.00%			1,081
Overhead & Profit		23.00%			1,492
Design & Price Reserve		15.00%			1,197
Escalation	May-15	8.16%			749
Bond		3.00%			298
Soft Costs/Design Fees		30.00%			3,067
Total Project Cost					13,290

Hazardous Materials

1 Floors					\$
demo existing floor tiles	asbestos	5,905	sf	5.16	30,470
dumpster rental		1	weeks	762.80	763
load & truck	10 mile round trij	20	cy	57.39	1,148
dump charges		8	ton	90.45	724
vct tile & base		5,905	sf	3.31	19,546
Sub Total - Direct Cost					52,651
General Conditions		20.00%			10,530
Overhead & Profit		23.00%			14,532
Design & Price Reserve		15.00%			11,657
Escalation	May-15	8.16%			7,293
Bond		3.00%			2,900
Soft Costs/Design Fees		30.00%			29,869
Total Project Cost					129,432

Description	Note	Quantity	Unit	Price	Total
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Mechanical

3	Changeover Bypass				\$
	provide new control damper systems	8,763	sf	0.98	8,588
	cutting & patching	1	ea	429.40	429
	Sub Total - Direct Cost				9,017
	General Conditions	20.00%			1,803
	Overhead & Profit	23.00%			2,489
	Design & Price Reserve	15.00%			1,996
	Escalation	May-15	8.16%		1,249
	Bond		3.00%		497
	Soft Costs/Design Fees		30.00%		5,115
	Total Project Cost				22,166

3	DDC Controls				\$
	connect CUH controls to building system	8,763	sf	0.34	2,979
	Sub Total - Direct Cost				2,979
	General Conditions	20.00%			596
	Overhead & Profit	23.00%			822
	Design & Price Reserve	15.00%			660
	Escalation	May-15	8.16%		413
	Bond		3.00%		164
	Soft Costs/Design Fees		30.00%		1,690
	Total Project Cost				7,324

Electrical

2	Power				\$
	add new circuits & sub panels	8,763	sf	1.72	15,072
	cutting & patching	1	ea	753.60	754
	Sub Total - Direct Cost				15,826
	General Conditions	20.00%			3,165
	Overhead & Profit	23.00%			4,368
	Design & Price Reserve	15.00%			3,504
	Escalation	May-15	8.16%		2,192
	Bond		3.00%		872
	Soft Costs/Design Fees		30.00%		8,978
	Total Project Cost				38,905

TOWN OF HADLEY FACILITIES AUDIT
TOWN HALL
HADLEY, MA 01778

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Description	Note	Quantity	Unit	Price	Total
4 Lighting					\$
demo existing lighting		8,763	sf	0.52	4,557
disposal		1	ea	1,367.10	1,367
new lighting systems		8,763	sf	9.80	85,877
cutting & patching		1	ea	4,293.85	4,294
Sub Total - Direct Cost					96,095
General Conditions		20.00%			19,219
Overhead & Profit		23.00%			26,522
Design & Price Reserve		15.00%			21,275
Escalation	May-15	8.16%			13,310
Bond		2.40%			4,234
Soft Costs/Design Fees		30.00%			54,197
Total Project Cost					234,852
4 Occupancy Sensors					\$
demo existing switches		8,763	sf	0.04	351
disposal		1	ea	105.30	105
new occupancy sensor switches		8,763	sf	0.73	6,397
cutting & patching		1	ea	319.85	320
Sub Total - Direct Cost					7,173
General Conditions		20.00%			1,435
Overhead & Profit		23.00%			1,980
Design & Price Reserve		15.00%			1,588
Escalation	May-15	8.16%			994
Bond		3.00%			395
Soft Costs/Design Fees		30.00%			4,070
Total Project Cost					17,635
3 Fire Alarm					\$
demo existing alarm systems		8,763	sf	0.15	1,314
disposal		1	ea	394.20	394
new fire alarm system		8,763	sf	2.94	25,763
Sub Total - Direct Cost					27,471
General Conditions		20.00%			5,494
Overhead & Profit		23.00%			7,582
Design & Price Reserve		15.00%			6,082
Escalation	May-15	8.16%			3,805
Bond		3.00%			1,513
Soft Costs/Design Fees		30.00%			15,584
Total Project Cost					67,531

Description	Note	Quantity	Unit	Price	Total
Plumbing					
4 Water Closets					\$
demo plumbing fixtures		6	ea	77.40	464
disposal		1	ea	139.20	139
new plumbing fixtures and trim		6	ea	2,026.00	12,156
Sub Total - Direct Cost					12,759
General Conditions		20.00%			2,552
Overhead & Profit		23.00%			3,522
Design & Price Reserve		15.00%			2,825
Escalation	May-15	8.16%			1,767
Bond		3.00%			703
Soft Costs/Design Fees		30.00%			7,238
Total Project Cost					31,366
3 Mens Room lavatory					\$
demo plumbing fixtures		1	ea	77.40	77
disposal		1	ea	23.10	23
new plumbing fixtures and trim		1	ea	2,026.00	2,026
Sub Total - Direct Cost					2,126
General Conditions		20.00%			425
Overhead & Profit		23.00%			587
Design & Price Reserve		15.00%			471
Escalation	May-15	8.16%			294
Bond		3.00%			117
Soft Costs/Design Fees		30.00%			1,206
Total Project Cost					5,226
3 Basement Pipe Insulation					\$
demo existing insulation		2,858	sf	0.19	543
disposal		1	ea	162.90	163
new hot & cold water pipe insulation		2,858	sf	3.80	10,860
Sub Total - Direct Cost					11,566
General Conditions		20.00%			2,313
Overhead & Profit		23.00%			3,192
Design & Price Reserve		15.00%			2,561
Escalation	May-15	8.16%			1,602
Bond		3.00%			637
Soft Costs/Design Fees		30.00%			6,561
Total Project Cost					28,432

TOWN OF HADLEY FACILITIES AUDIT
TOWN HALL
HADLEY, MA 01778

GFA

8,763



Description	Note	Quantity	Unit	Price	Total
3 Water Heater					\$
housekeeping pad		1	ea	2,532.50	2,533
Sub Total - Direct Cost					2,533
General Conditions		20.00%			507
Overhead & Profit		23.00%			699
Design & Price Reserve		15.00%			561
Escalation	May-15	8.16%			351
Bond		3.00%			140
Soft Costs/Design Fees		30.00%			1,437
Total Project Cost					6,228
3 Drinking Fountain					\$
demo plumbing fixtures		1	ea	77.40	77
disposal		1	ea	23.10	23
new plumbing fixtures and trim		1	ea	3,545.50	3,546
Sub Total - Direct Cost					3,646
General Conditions		20.00%			729
Overhead & Profit		23.00%			1,006
Design & Price Reserve		15.00%			807
Escalation	May-15	8.16%			505
Bond		3.00%			201
Soft Costs/Design Fees		30.00%			2,068
Total Project Cost					8,962
<u>Fire Protection</u>					
3 Sprinkler System					\$
new water service & backflow preventer		1	ea	15,195.00	15,195
sprinkler system		8,763	sf	5.07	44,428
cutting & patching		1	ea	2,221.40	2,221
Sub Total - Direct Cost					61,844
General Conditions		20.00%			12,369
Overhead & Profit		23.00%			17,069
Design & Price Reserve		15.00%			13,692
Escalation	May-15	8.16%			8,566
Bond		2.40%			2,725
Soft Costs/Design Fees		30.00%			34,880
Total Project Cost					151,145

Facilities Plan for Town Buildings
Hadley, Massachusetts

TOWN HALL FUNCTIONS

		Existing Area				Program				Town Hall				Russell Sch				New Bldg	
Basement (Existing Only)																			
File Room	194			200			194			202			202						
Personnel/Legal File Room				150			128			150			168						
Planning Board				*			*			251			206						
Coats & Lockers										137			96						
Boiler Room	144																		
Vault	125			0			125			136									
Mech Area	745																		
Unassigned	1650																		
Floor Total		2858			350														
First Floor (Existing Only)																			
Vestibule 1	121																		
Jan. Closet	27																		
Selectmen Admin	102			150			140			150			150						
Town Administrator	286			250			242			250			250						
Admin. Meeting Room				150			146			183			174						
Town Clerk	217			250			241			314			251						
Town Collector	288			300			310			300			302						
Conservation Commission	171			170			175			170			170						
Vestibule 2	85																		
Assessor's Office	115			150			115			150			150						
Board of Assessors	275			350			275			335			350						
Vault Town Clerk/Assessor/Hist Comm.	60			180			60			167			181						
Print and Copy Room	175			200			161			210			208						
Supply Closet				64						30			49						
Men's Rest.	51																		
Women's Rest	66																		
Elevator	22																		
Unassigned	861																		
Floor Total		2922			2214														
Second Floor (Existing Only)																			
Women's Rest.	95																		
Men's Rest.	50																		
Veteran's Service Office	117			150			*			148			150						
Treasurer	393			450			451			441			450						
Elevator	22																		
Corridor	342																		
Kitchen	88			88			88						50						
Staff Room				136			104			150			150						
Coats										137									
Inspection Plan Room	144			150			150			150			144						
Inspection	271			370			364			358			370						
Health	167			66			*						66						
Health Office	122			280			*			300			280						
Selectmen Meeting Room	448			550			448			550			550						
Supply Closet				64			85						70						
Public Work Area				66			50			100			100						
Voting Machine Closet				50			50			50			42						
Town Accountant	221			250			221			253			250						
Unassigned	497						4434			6093			2518						
Floor Total		2977			2670														
Net Total All Floors					5234														
30% UNASSIGNED					1570														
Total Building Area		8757			6804			8757			11865							8097	

* = In Senior Center