

EXISTING BUILDING CONDITIONS ANALYSIS & ASSESSMENT
EAST PENN SOCIAL HALL
403 Blue Mountain Road, Ashfield PA
East Penn Township, Carbon County PA



02 December 2016



Prepared by:

W2A Architects
Designers
Planners
DESIGN GROUP
Wallace & Watson Associates, PC



Wallace & Watson Associates, PC

Architects

Designers

Planners

609 Hamilton Street Suite 200 Allentown, PA 18101 P (610) 437-4450 F (610) 437-2817 www.w2adesign.com

PRINCIPALS

David R. Drake
AIA, LEED AP

Glenn E. Lichtenwalner
AIA, NCARB

Christine DeOliveira Carl
AIA, LEED AP

RE: Existing Building Conditions Analysis & Assessment

**East Penn Social Hall
East Penn Township, Carbon County PA
403 Blue Mountain Road, Ashfield PA**

02 December 2016

BUILDING DESCRIPTION AND BACKGROUND

The East Penn Township Social Hall is located at 403 Blue Mountain Road in Ashfield PA. The building also contains the East Penn Township Volunteer Fire Company and the East Penn Township branch of the USPS. These uses are independent, with no interior connection between the different occupancies. This assessment addresses only the Social Hall portion of the building; information regarding the overall building is presented for context when appropriate.

The building is a one-story structure constructed in the late 1940s with a concrete slab-on-grade floor, uninsulated concrete masonry unit (CMU) walls, sloped roof constructed of wood trusses at 24" o.c. The original roof was replaced with a metal standing seam roof. In approximately 2006, at which time it was reportedly insulated at the bottom chord. The overall building area is approximately 13,500 SF, with the Social Hall occupying approximately 7,600 GSF.

The Social Hall is a multi-purpose facility that currently contains the following spaces:

- Social Hall with bar (beverage service)
- Commercial Kitchen with Serving Counters
- Office
- Two each Men's and Women's Toilet Rooms, total fixtures as follows:
 - Men = 3 water closets, 4 urinals, 2 lavatories
 - Women = 4 water closets, 2 lavatories
- Cloak Room
- Storage Room
- Entrance Vestibule
- Inaccessible oil tank room
- Walk-in coolers and freezer

The future use is anticipated to remain the same as the present use, but could be expanded to allow the relocation of Township administration offices, as well as a designated Conference / Meeting Room. The future use is anticipated to remain the same as present, but improved so as to increase utilization of the building, particularly as a banquet facility.

Although the East Penn Social Hall is presumed to have been constructed in accordance with the building codes applicable at the time, the building has architectural barriers which do not comply with the ANSI A117.1-2009 standards referenced by the current applicable building code (IBC 2009 / 2015 Chapter 11 Accessibility).

Whereas existing in-use facilities are generally not required to be upgraded to meet the building code applicable to new construction unless renovations are otherwise proposed, the Township could be at risk of civil action under the Americans with Disabilities Act for not removing architectural barriers in a place of public accommodation.

This assessment identifies conditions and recommended improvements in the following categories:

- Life Safety
- Accessibility
- Systems Performance
- Improved Functionality of the Space
- Environmental / Energy
- Maintenance
- Aesthetic

Improvements are recommended for consideration in one of the following importance timeframes:

- Immediate
- Short term
- Long term
- Ongoing

The following summary will identify, by area or system, Existing Condition, Deficiencies and Recommendation. Recommendations include importance timeframe and budgetary cost. The following Summary addresses issues from exterior to interior, from general to more specific, architectural building first followed by Mechanical, Electrical & Plumbing Systems.

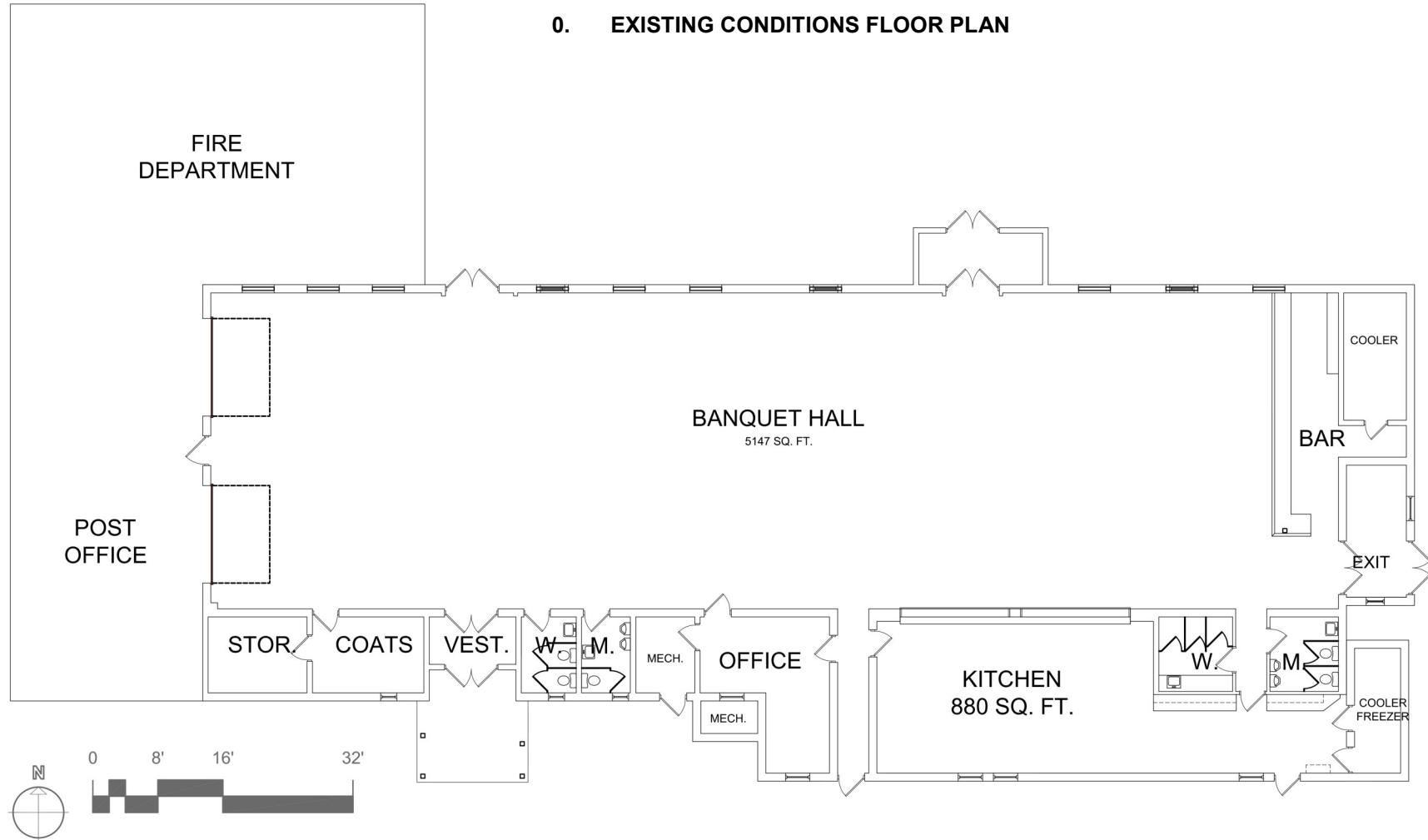
Photographs included in this report are identified to correspond specifically to the referenced narrative description outline designation, but often could be correlated to other item descriptions.

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1.a



1.a



2.a

SUMMARY

1. SITE / PARKING AREAS

a. Existing Conditions

The existing parking areas around the building are gravel, and per Hanover Engineering Associates Inc. drawing dated 4/18/2016 were sloped to existing storm grates. There is presently no designated (striped) parking aisles or parking lanes.

One handicapped accessible parking space is designated with a building-mounted sign only. Similar to the main parking areas, this area assumed parking space and access aisle) is not paved or indicated with painted striping. This parking space and access aisle do not comply with size / surface condition and accessible route requirements to meet current applicable handicapped accessibility standards.

b. Deficiencies:

Although the East Penn Township Zoning Ordinance (adopted 1996) does not specifically define parking requirements for a "banquet hall", calculated conservatively as a "Place of Public Use" which requires one parking space per four seats, approximately 80 parking spaces would be required. Of eighty parking spaces required as calculated herein, a minimum number of four handicapped accessible parking spaces (and two shared access aisles) would be required by the ADA.

c. Recommendation:

1. The parking lot should be graded, paved and striped minimally as needed for four handicapped accessible parking spaces and two shared access aisles near the main public building entrance. Provide proper post or building-mounted signage designating accessible parking spaces. Car parking blocks should be installed where parking spaces abut the building.
2. A freestanding, illuminated exterior sign, with a changeable message board, should be installed near Blue Mountain Road. Additional off-site signage should also be considered.

d. ASSESSMENT

Condition Category:

Accessibility

Importance Timeframe:

Short term need

Order of Magnitude Cost:

\$140,000. - \$160,000. (80 car parking lot)



2.a



2.a



3.b

2. BUILDING EXTERIOR - Roof

This Assessment excludes detailed review and only identifies issues readily visible from ground level.

a. Existing Conditions:

The building has a metal standing seam roof that appears to have been fairly recently replaced. Two rows of individual metal snow guards were installed in alternating panels between ribs.

b. Deficiencies:

The existing eave-ends of the metal roof installation are open to the elements, appearing to lack closure in the voids below corrugations. This could potentially lead to water infiltration into the building. It is unclear what type of eave starter trim was installed. Previous snow or ice accumulation appears to have been too heavy to be retained by the snow guards and deformed numerous snow guards so as to render them non-functional.

c. Recommendation:

To ensure watertight conditions of the building, closure strips should be installed in gaps below corrugations and vertical end seams sealed. Replace damaged individual snow guards per manufacturer's installation recommendations with thicker gage product. Repair cracks, loose edges.

d. ASSESSMENT

Condition Category:	Maintenance
Importance Timeframe:	Long term need
Order of Magnitude Cost:	\$ 10,000

3. BUILDING EXTERIOR - Structure - Walls

a. Existing Conditions

The exterior walls are constructed of concrete masonry unit (CMU) with a cementitious stucco finish coat applied directly to the surface.

b. Deficiencies:

- There are areas with damaged and loose edges and cracks, some of which are telescoping masonry joints to the surface, indicating that the stucco is cracked through its thickness.
- Rust and staining is present on areas of stucco and aluminum components.



4.a, 5.b, 6.b.9



4.b



4.b



3.b.



3.b.2, 3.c.4

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c. Recommendations:

1. Repairing damage to stucco will minimize water penetration and potential future deterioration of the CMU wall.
2. Repaint previously-painted surfaces; properly prepare substrate, including removal of rust.
3. Re-fasten downspout(s) that don't properly connect to gutters, repair damaged gutters & downspouts.
4. Clean stained surfaces, refinish as necessary. Black-stained areas of mold, mildew and / or algae can be cleaned using an appropriate solution. Periodic cleaning with a mild liquid soap and water will keep the surfaces free of black stains. Painting of the stucco may be considered, but if the appropriate coating is not used it could peel, creating an ongoing maintenance issue.

d. ASSESSMENT

Condition Category:	Maintenance
Importance Timeframe:	Long term need
Order of Magnitude Cost:	\$25,000

4. BUILDING EXTERIOR – Main Entrance - Ground

a. Existing Conditions

The main public entrance to the building / approach from the parking lot consists primarily of compacted gravel, with a concrete landing (approximately 3' deep) immediately outside the door. The gravel surface in this area is irregular and could pose a tripping hazard. This area would not be considered a handicapped accessible route.

b. Deficiencies:

The approach to the building is uneven and not handicapped accessible, including where the exterior concrete slab meets the building slab at the threshold.

c. Recommendation:

If this location is to continue as the main public entrance to the building, the area below the canopy should be paved with either bituminous paving or concrete. This should integrate with a new threshold at the entrance doors.

d. ASSESSMENT

Condition Category:	Accessibility
Importance Timeframe:	Short term need
Order of Magnitude Cost:	\$10,000.

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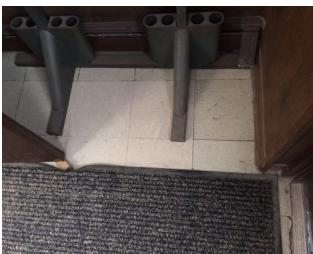
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6.b.1



6.b.3



6.b.4, 6.b.9



6.b.2



6.b.5



6.b.5

5. BUILDING EXTERIOR – Canopy

a. **Existing Conditions**

A roof provides overhead protection from rain, etc. Painted wooden posts support roof.

b. **Recommendation:**

Paint columns.

c. **ASSESSMENT**

Condition Category:	Maintenance
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Importance Timeframe:	Long term need
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Order of Magnitude Cost:	\$3,000
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6. BUILDING INTERIOR - Accessibility

a. **Existing Conditions**

The existing facility is on a single level. The Hall is one large open space, with a Bar at one end. Support spaces include a commercial Kitchen with serving counters to the Hall. There are two each Men's and Women's toilet rooms, an Office, Cloak Room and Storage Room.

b. **Deficiencies:**

- Doors throughout the building have round doorknobs, many doors do not have appropriate wheelchair clear floor areas.
- Certain finished floor surfaces are loose and / or unstable.
- Fire extinguishers in public-access spaces are mounted from between 56" and 68" AFF to the handle.
- Thresholds and floor transitions cannot exceed 1/4" vertical change in level. The majority of existing aluminum thresholds at exterior doors exceed the allowable maximum height to be accessible.
- There are two each Men's and Women's toilet rooms, none of which are wheelchair placement, protection of exposed piping below lavatories
- Kitchen serving counters are 38 1/4" AFF (maximum height 34" AFF).
- Portable coat racks do not offer accessible options.
- The bar does not have a seated-height accessible area.
- Main entrance vestibule to the Hall – The clear distance between two hinged doors in series shall be 48" minimum plus the width of the door swinging into the space. Currently this distance measures approximately 36". This does not provide the required clear space for wheelchairs.



6.b.5



6.b.5



6.b.6



6.b.8

c. Overall Interior Accessibility Recommendations:

1. Round doorknobs throughout should be replaced with lever sets, typical. Where feasible to move, or when doors are relocated, provided required clearances shall be provided. Thresholds and transition strips that exceed allowable heights (1/4" vertical change in level or combined change of 1/4" vertical plus 1/4" beveled) should be replaced with new accessible thresholds.
2. All walking surfaces shall be made to be stable, firm and slip resistant. This involves removing existing finished flooring (VCT, resilient sheet goods, and carpeting), repairing damage to and filling cracks in existing concrete sub-floor, and installing appropriate expansion joint covers to minimize future degradation of the finished flooring material.
3. Fire extinguishers should be re-mounted at maximum 48" AFF to the handle.
4. Main entrance vestibule to the Hall – If the existing Vestibule is going to remain as the main public entrance to the building, it should be enlarged so that the distance between two hinged doors in series is 48" minimum plus the width of the door. A minimum of one each accessible Men's and one Women's toilet facility should be provided. This can be accommodated in a multi-stall room or as a unisex toilet room. This includes doors and hardware, clear floor areas, stall size, accessory placement, protection of exposed piping below lavatories.
5. A portion of the Kitchen serving counters should be lowered to a maximum height of 34" AFF for a minimum width of 36" wide.
6. A minimum amount of portable coat rack should be lowered to 48" AFF. This should occur in a space other than the Vestibule. Alternatively, install hooks at 48" AFF.
7. The bar should be removed, and if rebuilt, an accessible section (36" wide @ 34" AFF) should be provided.

d. ASSESSMENT

Condition Category:

Accessibility

Importance Timeframe:

Short term need

Order of Magnitude Cost:

Refer to Item 17

7. BUILDING INTERIOR – General Overall (Spatial)

a. Existing Conditions

1. The Hall is an "A2" Assembly occupancy. Option A maximum size of 4,020 SF can accommodate 268 occupants, Option B maximum size of 4,880 SF can accommodate 325 occupants in an "unconcentrated" table and chair layout @ 15 s.f. / occupant. This calculation excludes space for dance floor, performance area and "staff". Current functions typically accommodate between 175 and 200 occupants, but infrequently a function may have between 350 and 375 guests.



7.b.2



7.a.3, 7.a.4



7.b.1.a, 7.c.1



7.c.1

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1. The ceiling plane is generally of uniform height and is located as high as realistically possible.
3. An existing overhead sectional door to the adjacent fire station is no longer utilized. This also causes a negative visual impact.
4. A single man-door connects the adjacent Post Office with the Township Social Hall. This could potentially create a security concern between the two spaces. This door is used by the Post Mistress to access the toilet room facilities in the Township Social Hall, so a connection must be provided.

b. Deficiencies

1. The inability to subdivide the space into smaller areas limits use for smaller (or multiple concurrent) functions, and forces operating utilities for areas not in use.
 - a. The Township regularly conducts meetings in this space, with typical attendance between 25 and 30. Tables are set up in a U-shape when a head table is required, and a portable public address system is utilized.
 - b. Additional storage is needed for tables and chairs.
2. A minimal amount of natural daylight enters the space through three small windows.
3. Refer to items 8 - 11 for comment regarding materials and finishes.

c. Recommendations:

1. The ability to temporarily subdivide the Hall into two or three smaller rooms would greatly increase the flexibility and use of the building, potentially improving revenue opportunities. The two most typical ways to achieve subdividing the Hall would be utilizing operable panel partitions and accordion wall dividers. Options include:
 - a. Enhanced acoustics.
 - b. Concealed pocket storage.
 - c. A variety of materials and finishes
 - d. Rigid operable panel partitions offer additional options, including:
 1. Electrically-operated, acoustical panel operable partitions can be set up quickly and easily in a matter of minutes using two key operators.
 2. Manually operated acoustical panel operable partitions require instruction on proper use, and require a certain degree of physical ability to set-up.
 3. Pass-door(s).
 4. Integrated work surfaces (marker boards, chalk boards, tack boards).
2. Ideally a subdivision would be accomplished as part of a comprehensive renovation that, in providing renovations and upgrades, would also create a new common corridor / circulation path that provides access to not only the large overall banquet



8.a



7.b.2, 7.c.7, 8.a



8.a

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space, but to all smaller rooms (individually or in combination) when the space is in a subdivided configuration. Such a corridor could greatly improve security and limit access, and therefore reduce potential opportunities for theft / vandalism.

3. Replace existing toilet rooms with new fully accessible toilet rooms convenient to Kitchen staff, all public spaces at all periods of occupancy, and available to Post Office personnel. Provide minimum fixtures as follows (note, this count is compliant for a maximum of 450 occupants, but is a reduction from the existing fixture counts):
 - a. Water Closets: 3 Women, 3 Men 2 (or 2 +1 urinal)
 - b. Lavatories: 2 Women, 2 Men
 - c. Drinking Fountain: 1 (dual-height)
 - d. Service Sink: 1
4. Provide a minimum of one Accessible Family / Uni-sex Toilet Room.
5. Access to toilet facilities must be maintained for use by Post Office Personnel (7.a.4). This access could be achieved by way of a new circulation path as described in 7.b.1.
6. Exterior windows:
 - a. The addition of operable exterior windows (in what appears to be existing, previously-infilled masonry openings) could expand the appeal of the space with views, natural ventilation and natural light. This could reduce the ventilation component of the mechanical system requirements, reducing operating costs as well as any future equipment replacement costs. It is recommended to install six new operable windows (approximately 4' wide x 6' high in the existing masonry openings in the Hall. Security bars should be included.
 - b. Provide a minimum of two new exterior windows in new Township Administrative Office space.
 - c. Commercial roller shades should be installed on new and existing windows requiring solar and / or privacy control.
5. The existing overhead door into the Fire Hall space that is no longer in use should be removed and the opening infilled.
6. Replace existing exterior doors with prefinished, insulated units.

d. ASSESSMENT

Condition Category: Improved functionality of the space, aesthetic
Importance Timeframe: Intermediate
Order of Magnitude Cost: Refer to Item 17

8. BUILDING INTERIOR – General Overall (Materials & Finishes)

a. Existing Conditions:

1. Most materials and finishes are original. Although materials generally appear to be of commercial quality, overall, it appears that maintenance has occurred "as needed", rather



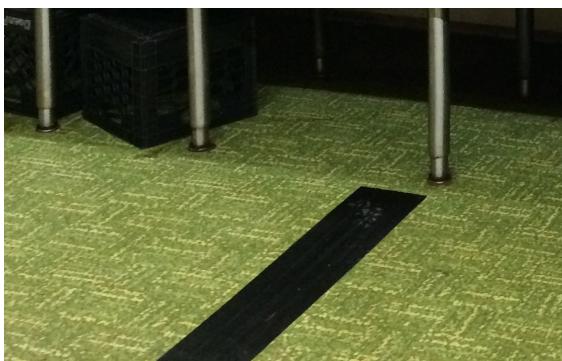
9.b.3



9.b.3



9.b.2



8.a.2, 9.b.2

than as an ongoing or scheduled activity. Therefore many materials that theoretically should still be in acceptable condition due to the limited use of the building, they show signs of considerable wear and damage. The décor of the existing building is dated and in need of overall upgrade. The existing finishes, materials and color palette are neutral and visually "safe", but lack a positive character, and in its current condition does not have the appropriate aesthetic draw for many functions. The décor does not provide an environment suitable for many social events. It is a goal of the Township administration to increase the use of this Social Hall as a wedding reception venue.

b. Recommendations:

1. Any new materials/finishes should require little regular maintenance beyond cleaning. Refer to items 9 - 11 for specific comment regarding the primary interior building surfaces.
2. A comprehensive building maintenance (and cleaning) program should be established to maximize longevity of the systems, materials, and functionality of the building.

9. BUILDING INTERIOR - Floors

a. Existing Conditions

1. The majority of existing finished floors are two-color 12" x 12" Vinyl Composition Tile (VCT) in a large-scale, two-color pattern, except where identified otherwise.
2. The Kitchen and Bar areas were previously re-covered in a resilient sheet product.
3. The Office flooring is broadloom carpeting.
4. The Cloak Room is 12" x 12" VCT (one color, no pattern).
5. The Storage Room is painted concrete.

b. Deficiencies:

1. Broadloom carpet in the Office shows extreme wear and deterioration in areas of heavier traffic.
2. The resilient sheet goods in the Kitchen and Bar areas (presumed to have been installed directly over damaged VCT) have generally performed well, but have numerous areas damaged by severe wear.
3. The VCT shows considerable cracking above joints in the concrete sub-floor. VCT also has telegraphed inconsistencies in the surface of the concrete slab, and shows particular deterioration at areas such as above clean-out caps that were covered over, areas of periodic water accumulation (including in Toilet Rooms), at exterior door thresholds and at pipe penetrations. More extensive damage of VCT has occurred at transitions, thresholds, at changes in sub-floor.



10.a



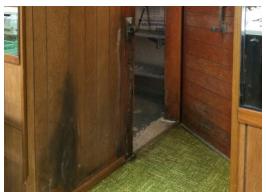
10.a



10.a



11.b.2



10.a



10.b.3

c. Recommendations

1. Complete removal of VCT flooring should not be necessary, particularly areas that are sound and well-adhered. Damaged VCT must be removed, and the entire subfloor properly prepared to receive a new flooring material. Access must be available to all clean-outs, etc., and building expansion joints must be properly addressed to avoid future failure of replacement finished flooring. New finished flooring is recommended to be installed as follows:
 - a. Hall - Vinyl Plank Tile
 - b. Bar - *incorporate into Hall, continue Hall flooring*
 - c. Kitchen - commercial kitchen-grade resilient sheet flooring with resilient cove wall base
 - d. Toilet Rooms - Ceramic / porcelain floor tile and wall base
 - e. Miscellaneous corridors / support spaces - VCT

d. ASSESSMENT

Condition Category: Aesthetic

Importance Timeframe: Long term need

Order of Magnitude Cost: Refer to Item 17

10. BUILDING INTERIOR - Walls

a. Existing Conditions

The majority of the existing walls were finished with an economical mid-20th century style thin wood paneling over the structural CMU (concrete masonry unit) wall. The color is relatively dark, and the system required applied trim pieces at the end edges and outside corners of all panels. Very commonly installed in homes at the time, these wood panels were not particularly suitable for withstanding hard commercial use, and is generally difficult to repair if damaged. This is evidenced by the better physical condition of the paneling in the existing Office, compared to the condition in the Hall, Kitchen, etc. This product does not withstand continued exposure to moisture or wear, scuffing, repeating cleaning, etc.

b. Deficiencies:

1. The walls lack insulation.
2. The wood paneling is dark, and its rustic appearance is quite dated, and not the aesthetic that people generally associate with a refined appearance. Damage is not easily corrected, and vigorous or repeated cleaning has resulted in areas that are visibly worn.
3. The wall surfaces in the Kitchen are not appropriate for a commercial kitchen as they cannot be easily cleaned and sanitized.



14



11.b.2



11.b.2



13.c.3

c. Recommendations:

1. Remove the existing wood paneling, fur-out the existing CMU walls and install rigid insulation and GWB (gypsum wall board). Wall finishes installed as follows:
 - a. Hall: Chairrail at approximately 36" A.F.F. with a protective vinyl wallcovering (VWC) below (where potential damage and wear is most likely), and a durable, scrubbable paint surface or VWC above.
 - b. Kitchen: Stainless steel sheet at cooking equipment, smooth FRP (fiber reinforced plastic) at food preparation and dishwashing areas to minimum height of 6' A.F.F., durable, scrubbable paint surface above.
 - c. Toilet Rooms: Ceramic tile walls to minimum height of to 6' A.F.F., durable, scrubbable paint surface above.
 - d. Corridors: Chairrail at approximately 36" A.F.F. with a protective vinyl wallcovering below and a durable, scrubbable paint surface above.
 - e. Elsewhere: highly scrubbable paint.
 1. Chairrail in Conference Room and Waiting area in Office.

d. ASSESSMENT:

Condition Category: Aesthetic, environmental / energy
Importance Timeframe: Long term need
Order of Magnitude Cost: Refer to Item 17

11. BUILDING INTERIOR – Ceilings

a. Existing Conditions:

1. The Hall has primarily ACP (acoustical ceiling panel system), with white 2' x 4' lay-in panels in a suspended dark brown aluminum grid.
2. The Kitchen, Toilet Rooms, Storage Rooms primarily have a painted, patched plaster ceiling.

b. Deficiencies:

1. ACP ceilings are generally appropriate for this application, but panels replaced over the course of time often are mis-matched, and the brown suspension system draws negative attention to the grid, which highlights the large expanse of ceiling.
2. Plaster ceilings do not allow access to the space above, and do not offer any acoustical benefits.

c. Recommendations:

1. A new APC system should be installed in the Hall, at the maximum height available. APC is highly recommended for its acoustical benefits. Both the acoustic panels and the grid should be white. If budget permits, a product with a



12.a.1



12.a.1



12.a.1, 12.c.1



12.a.1



12.a.1, 12.c.1

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regular edge would add visual texture to the large area. Additionally, the ceiling should be accented by slightly lower GWB soffits that coordinate with the location of the new operable partition. The soffits can additionally accommodate accent lighting which will add variety to the lighting "scenes" available.

d. ASSESSMENT:

Condition Category: Aesthetic
Importance Timeframe: Long term need
Order of Magnitude Cost: Refer to Item 17

12. BUILDING INTERIOR – Bar & Built-in Casework

a. Existing Conditions

1. The existing bar and all built-in casework, cabinets, etc., show considerable wear and deterioration of essentially all non-stainless steel surfaces. This includes delamination of plastic laminate and extensive damage of protective finish on wood cabinets.

b. Deficiencies

1. The inability to properly clean / sanitize these damaged surfaces is a serious concern. Additionally, fabric curtains, textured wood paneling, gaps between materials, etc. are not hygienic as they cannot be properly cleaned.

c. Recommendations

1. All damaged plastic laminate countertops and damaged wood cabinets that are to remain shall be repaired or replaced with easily-cleanable materials, constructed without unnecessary detail or ornamentation that could harbor debris or germs.
2. The need to maintain a large, existing permanent built-in beverage bar should be carefully evaluated. Removing the existing bar and utilizing instead a smaller temporary unit would increase the amount of space available for a variety of functions, and would also resolve the accessibility issues present with the existing built-in bar. Equipment and supplies (including ice-maker, soda machine, glasses, etc.) could be relocated into a recessed alcove / closet or into a convenient beverage station incorporated into the Kitchen.

d. ASSESSMENT

Condition Category: Accessibility, improved functionality of the space, aesthetic
Importance Timeframe: Long term need
Order of Magnitude Cost: Refer to Item 17



13.a.6, 13.a.7



13.a.8, 13.b.2.a, 13.b.2.c



13.a.2



13.a.3

13. BUILDING INTERIOR – Kitchen & Kitchen Equipment

a. Existing Conditions

1. There appears to be no comprehensive administration of the Kitchen operations.
 - a. There is no clear understanding indicated in this Report regarding the need, utilization or functionality of the Kitchen food service equipment.
 - b. Functions include a monthly breakfast (food prepared on site).
 - c. Several annual events bring in catered food.
 - d. "Pot-luck" functions requiring power for crock-pots, electric roasters, etc.
2. The walk-in cooler and freezer are not heavily used. The refrigerator and freezer capacity far exceeds the need, taking up space that could be more effectively used for other purposes. These units run on 3-phase power, making them expensive to run, particularly for their limited use.
3. The existing wood panel sectional overhead doors (partial residential garage doors) cannot be easily operated by Kitchen personnel. As such they are not utilized. The exposed track and mounting hardware are difficult to clean.
4. Fabric curtains are in use at the exterior windows.
5. Residential-type wood cabinets with plastic laminate countertops show damage including the degradation of the wood finish / sealer and subsequent damage to the wood substrate.
6. Wood paneling walls and surface-mounted wire raceway system is in place throughout the Kitchen.
7. Laminate-clad portable folding tables are utilized as work tables.
8. There is a considerable amount of open shelf storage which is not ideal for a Kitchen with limited / periodic use.
9. Sanitary piping systems are not code compliant (refer to pages 26 and 27).

b. Deficiencies

1. A considerable amount of the existing materials and finishes in the Kitchen are damaged, deteriorated and cannot be properly cleaned / sanitized. Examples of these conditions are described in other sections of this report.
 - a. Areas of the plaster ceiling are sagging and stained from leaks above, are cracked providing areas for vermin / insects to enter. Additionally, with the considerable surface-mounted piping, light fixtures, etc., cleaning of the ceiling required by general "normal" kitchen activities would be difficult. A prior repair utilizing what appears to be 1/4" plywood is visible.
 - b. The resilient sheet flooring has areas of damage "repaired" with "duct tape".
 - c. The wood paneling on the walls is not sanitary and cannot be properly cleaned.



13.a.3, 13.a.7, 13.a.8



13.a.4, 13.b.1.a



13.b.1.a



13.a.6, 13.b.2.d

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 East Penn Township, Carbon County PA
 403 Blue Mountain Road, Ashfield PA

2. The existing commercial equipment in the Kitchen is of varying states of functionality. Per discussion with Township representatives, a notable amount of the existing food service equipment is not fully operational (or works inconsistently). Equipment deficiencies include:

- a. The cooking fire suppression hood is substandard (Refer to pages 28, 29).
- b. The walk-in cooler behind the bar is not operational.
- c. Two ovens (of three), and five (of the eight) range burners work properly.
- d. A water leak has been noted to occur at times in the dishwashing area.

c. Recommendations

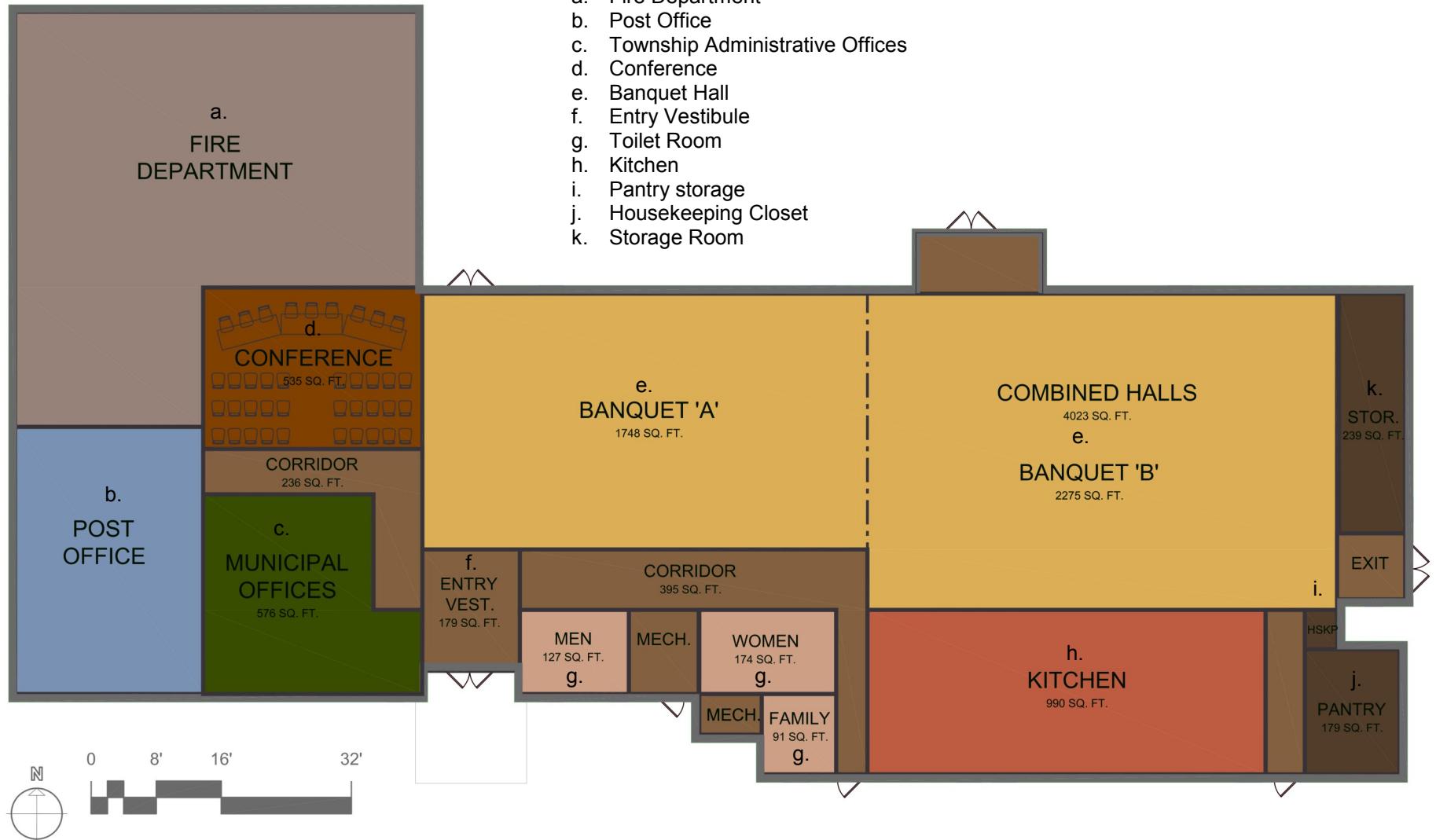
1. A new Kitchen should be professionally designed to maximize functionality, workflow, efficiency and space. The Kitchen should be located to serve all Hall spaces, and have a convenient exterior entrance for deliveries, in close proximity to Pantry or other storage spaces.
2. A Housekeeping closet / area convenient to the Kitchen should be provided
3. Overhead counter doors should be replaced with an appropriate model.
4. A new Kitchen should have commercial-quality materials and finishes to ensure maximum cleanability, long life and safety of food and food service workers. All building envelope repairs should be performed. Utilities, etc. should be concealed to the greatest degree possible. Open storage should be limited, with enclosed storage (possibly lockable) maximized.
5. All food service equipment should be evaluated by a kitchen equipment service company to establish the condition of all existing equipment.
 - a. Equipment that is not serviceable should be removed and replaced if necessary for on-site food preparation.
 - b. Equipment that is not required or used should be removed.
 - c. Needed, functioning equipment should be refurbished as necessary.
 - d. New or refurbished equipment that is needed for on-site food preparation but not currently available should be obtained.
 - e. Stainless steel equipment and worksurfaces should be utilized to the greatest degree possible.
 - f. Consider the economics of converting from the existing propane-fueled equipment to electric in any new or replacement food service equipment.

d. ASSESSMENT

Condition Category: Life safety, systems performance, functionality of the space

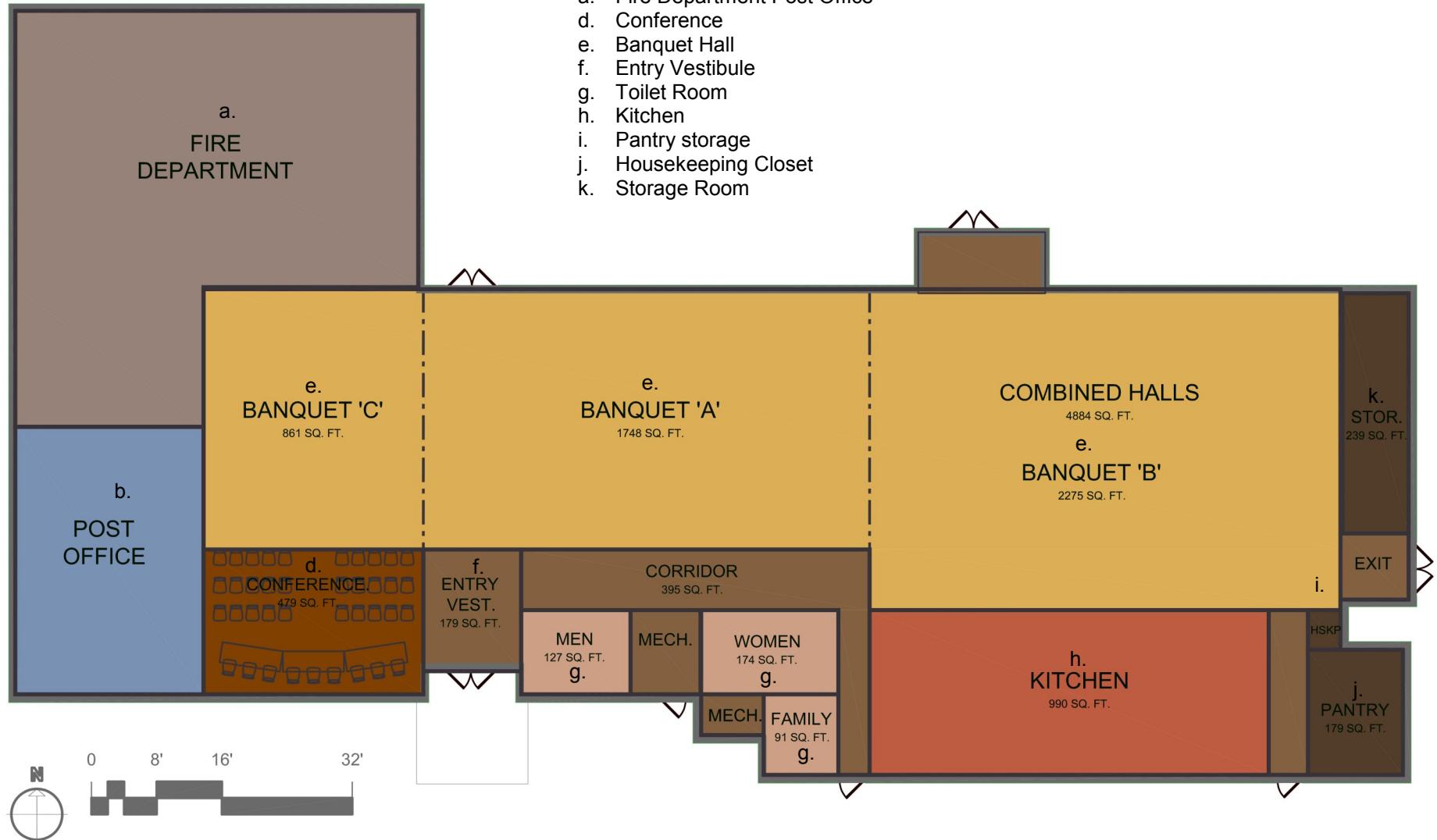
Importance Timeframe: Short term need

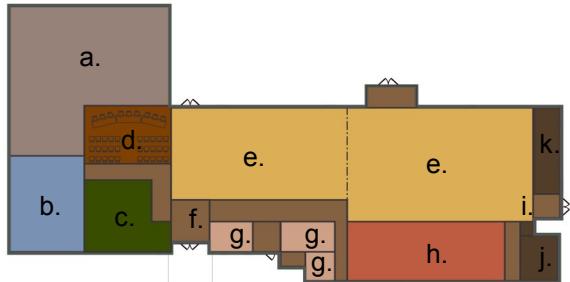
Order of Magnitude Cost: Refer to Item 17



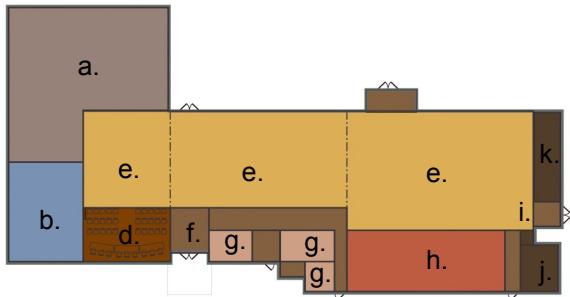
15b. GRAPHIC FLOOR PLAN - CONCEPT DESIGN OPTION B

- a. FIRE DEPARTMENT
- b. POST OFFICE
- c. CONFERENCE 479 SQ. FT.
- d. ENTRY VEST. 179 SQ. FT.
- e. BANQUET 'C' 861 SQ. FT.
- f. BANQUET 'A' 1748 SQ. FT.
- g. TOILET ROOM
- h. KITCHEN 990 SQ. FT.
- i. PANTRY 179 SQ. FT.
- j. HOUSEKEEPING CLOSET
- k. STORAGE 239 SQ. FT.





CONCEPT DESIGN FLOOR PLAN - OPTION A



CONCEPT DESIGN FLOOR PLAN - OPTION B

16. GRAPHIC SUMMARY OF RECOMMENDATIONS - FLOOR PLANS

- a. Fire Company facilities to remain (overhead sectional door to be removed & infilled)
- b. Post Office to remain, including interior access to toilet rooms (ideally provide through corridor as shown in Option A)
- c. East Penn Township administrative offices to be relocated to Social Hall building (Option A).
- d. New Conference Room constructed for official Township business, may also be made available to the community.
- e. Refurbished Banquet Hall, can be used as one large room or subdivided into two separate spaces with acoustical movable panel partition (Option A), or subdivided into up to three separate spaces with two acoustical movable panel partitions (Option B). Existing large inaccessible built-in bar to be removed, temporary portable (furniture) bar to be utilized when appropriate.
- f. Enlarged, accessible Entry Vestibule to be provided, with separate, secure access to Township Administrative Offices, Conference Room, Banquet Rooms A, B and / or C depending on space needs.
- g. New accessible Men's and Women's Toilet Rooms, as well as an accessible individual Family Toilet room.
- h. Refurbished commercial Kitchen.
- i. Housekeeping Closet.
- j. Pantry (in space made available by removal of non-functioning walk-in cooler and freezer).
- k. Storage Room (in space made available by removal of non-functioning walk-in cooler).

ORDER OF MAGNITUDE COST SUMMARY

17. ARCHITECTURAL

Building Assessment

Building Exterior

- | | | |
|----|------------------------|------------------------|
| 1. | \$140,000 - \$160,000. | Site / Parking Areas |
| 2. | \$10,000. | Roof |
| 3. | \$25,000. | Structure - Walls |
| 4. | \$10,000. | Main Entrance - Ground |
| 5. | \$3,000. | Canopy |

Building Interior

- | | | |
|-----|------------------------|---|
| 6. | \$250,000 - \$400,000. | General Overall Accessibility & Spatial
Includes items 6 - 12 new finishes for floors, walls, ceilings, casework |
| 14. | \$25,000 - \$50,000. | Kitchen & Kitchen Equipment |

\$275,000. - \$450,000.

\$143,000. - \$152,000.

Architectural Subtotal

M/E/P Subtotal

\$418,000. - \$602,000.

TOTAL



1



1



1

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SUMMARY

1. ELECTRICAL SERVICE/INFRASTRUCTURE

a. Existing Conditions:

The existing electrical service is fed to the building via overhead service off of PP&L Pole #55193. Two distinct weather heads and services are present. One head serves two distinct meter sets that are 240V 1Phase. These meters are believed to serve areas outside of this report scope. The second head serves a 240V 3Phase service which is believed to encompass the Social Hall, Kitchen, and ancillary spaces.

A generator was present on site but areas/system it served could not be determined. Within the Office of the Social Hall, three panels are housed within the closet. Panel "A" and "B" both have a 150A main breaker while "C" has a 100A main breaker. An additional panel is located in the Corridor outside the Kitchen. This panel appears to house mostly lighting loads, but the amp rating of the panel could not be determined.

b. Deficiencies:

While the weather-head and exterior meter and CT seem to be in good condition, some of the interior panels appear to be a bit older. Panels "A", "B", and "C" located within the closet in the Office don't meet code in terms of clearance and access. Additionally, there is a mix of wiring methods. Some circuits were completed using Romex which does not meet code.

c. Recommendation:

The system panels and wiring should be updated to meet current codes. That being said, if the system is operating without issue, immediate action is not necessary. The budget for any new work should include electrical infrastructure upgrades. Reliability of outdated components must be taken into consideration.

d. ASSESSMENT

Condition Category:	System performance, maintenance
Importance Timeframe:	Short term, ongoing
Order of Magnitude Cost:	\$70,000



2.a

RE: Existing Building Conditions Analysis & Assessment
East Penn Social Hall
 East Penn Township, Carbon County PA
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2. BUILDING LIGHTING

a. Existing Conditions:

The main Social Hall area is lit by recessed fluorescent fixtures with a prismatic lens. The lamps appear to be T12 type. Additionally, there are numerous down lights incorporated in the main Hall layout. These lights are to create different light levels based on the needs of the event. Lights are controlled by a bank of switches located in the Corridor outside the Kitchen. The Toilet Rooms and some other ancillary areas are lit with 1 x 4 surface-mounted fluorescents with T12 lamps. Emergency lighting is handled by dual head battery packs and exit signs with dual head battery packs.

b. Deficiencies:

The T12 lighting in use is not energy efficient in comparison to more recent technology including LED lighting. Additionally, a more efficient switching configuration could simplify the switch bank while still offering different lighting levels. The number of emergency battery packs should be evaluated. A generator is present on site but its use (if any) within the Social Hall could not be determined.

c. Recommendation:

Changing the lighting within the building should be considered. Utilizing a more aesthetically pleasing fixture could make the Social Hall a better lit environment. Also, moving to a T5 or even LED fixtures would greatly increase the efficiency and reduce operating costs. Testing to ensure proper emergency lighting operation and coverage should be done immediately.

d. ASSESSMENT

Condition Category:	Aesthetics/Energy (LED/T5)
Importance Timeframe:	Life Safety (Emergency Lighting) Immediate (Emergency Lighting)
Order of Magnitude Cost:	Long-term (New General Lighting) \$10,000



3.a, 3.b



3.a

3. HEATING SYSTEM

a. Existing Conditions:

The building is primarily heated by an oil-fired hot water boiler feeding baseboard radiant hot water convectors. The New Yorker Boiler is in fair condition and appears it has recently been outfitted with a new Beckett burner. The system heat output rate is 350,000 BTUH.

The system is a small feed oil pump that is connected to an approx. 750 gallon oil tank. The tank is located above grade in a small room off of the building Office. The only access to this room that was found is through a window in the Office.

b. Deficiencies:

The only deficiency noticed was the lack of proper combustion air in the Boiler Room. That said, if the system has fired appropriately throughout its life, the construction is likely loose enough to draw the combustion air.

The system appears as if it is routinely maintained and the components appear to be in good working order based on visual inspection.

c. Recommendation:

The addition of combustion air louvers can be discussed as a possible system upgrade, especially if boiler firing has ever been an issue.

Additionally, permanent access to the oil tank should be considered.

The maintenance schedule and boiler inspections should continue as scheduled. This type of equipment, including the pumping systems, need to be maintained and inspected regularly to ensure the system's proper operation.

d. ASSESSMENT

Condition Category:	Accessibility (Tank) Maintenance (Boiler)
Importance Timeframe: Order of Magnitude Cost:	Ongoing Tank access \$3,000



4.a, 4.b

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4. COOLING SYSTEM

a. Existing Conditions:

The cooling system for the space extends into the main Hall area only. The system is comprised of two (2) 10-ton Carrier Corp. units mounted at grade level. The units are adjacent to the Hall main entrance and sit on a concrete slab. Ductwork is routed up the side of the building and enters the space above the ceiling. Air is distributed through sheet metal ductwork to ceiling-mounted air distribution devices. The units are controlled by wall-mounted thermostats.

The space has an additional system comprised of ceiling-mounted inlet grilles and an exhaust fan. The fan is switch-controlled. It is believed that the exhaust system was in place prior to the cooling system being installed.

b. Deficiencies:

One major deficiency noted was the lack of insulation on the ductwork. The absence of the insulation (exterior and interior) is an energy code violation, plus it drives up the cost of operation.

The units appear to be roughly 10-15 years old, although that could not be confirmed based on any information taken from the units.

c. Recommendation:

It is recommended that all supply and return air ductwork be insulated. Insulating existing ductwork above ceilings is often difficult, but should be considered to cut operational costs. Budget preparations shall also be made for replacement of the cooling units. This type of equipment typically has a life cycle of about 15 years.

d. ASSESSMENT

Condition Category: Insulation and Cooling Units - System performance and environmental/energy

Importance Timeframe: Insulation and Cooling Units - Short-term

Order of Magnitude Cost: Insulation - \$3,000
Cooling Units - \$20,000



5.a



5.a

5. SANITARY SYSTEM

a. Existing Conditions:

The building sanitary service is accommodated by underground piping terminating at a septic tank. The tank is located on the north side of the facility. Liberty Engineering did not visually inspect the tank.

The Toilet Room plumbing fixture areas are a mix of tank-type water closets, urinals, wall-mounted lavatories, and vanity sinks.

b. Deficiencies:

No deficiencies were noted in terms of drainage or the septic system. The septic tank however was not inspected. The plumbing fixtures as a whole are dated.

c. Recommendation:

We recommend that the septic system be inspected by a system expert, if not already completed. These systems require regular maintenance including pumping to operate effectively. We also recommend updating all plumbing fixtures. Aesthetics, performance, and water usage will all see improvements.

d. ASSESSMENT

Condition Category:	Plumbing Fixtures – Environmental / Aesthetics
Importance Timeframe:	Insulation and Cooling Units - Short-term
Order of Magnitude Cost:	Insulation \$3,000 Cooling Units - \$20,000



6.a



6.a

6. DOMESTIC WATER SYSTEM

a. Existing Conditions:

The building's water is served by a well system. The well head was not located, and information on the well pump flow rate was not available. The water enters the building at the boiler. The system then incorporates a Well-trol style pressurized bladder tank, a filter system, water softener, and acid neutralizing tank. The building piping system is copper.

Domestic hot water generation is handled by the same oil-fired boiler that generates heating hot water. The boiler incorporates a heat exchanger section dedicated to domestic potable water. A mixing valve was not evident.

b. Deficiencies:

The well and well pump should be inspected annually to ensure proper operation. The pressure tank did not show any signs of leaking and pressure at fixture seemed adequate. The filter system typically requires ongoing maintenance but shows no signs of failure. The water softener and neutralizing tank did not appear operational. There was also evidence of water on the floor in those areas. Evidence of the usual additives that these systems typically use was not observed in the building.

c. Recommendation:

An overhaul of the internal components of the domestic water system should be considered. The pressure tank and filters did not show signs of failure but did appear to have some age. These components could be replaced before failure.

The incoming water should be tested to ensure it is being treated correctly. This could include new neutralizing tank, water softener, etc. Untreated water can show long-term impacts on downstream components including boilers, piping, and plumbing fixtures.

Also, proper mixing valves should be added.

d. ASSESSMENT

Condition Category: Maintenance / System Performance

Importance Timeframe: Immediate / Ongoing

Order of Magnitude Cost: \$10,000 - \$15,000 (dependent on water test results)



7.a



7.b

7. KITCHEN

a. Existing Conditions:

1. The Kitchen is a full commercial type kitchen suitable for handling the cooking for large events.
2. The cooking line is equipped with a Type I commercial hood with a new fire protection system.
3. The space also has a commercial style dishwasher.
4. Although a hood isn't present, an exhaust grill and accompanying fan seem to be utilized to remove heat generated by this appliance.
5. The space is outfitted with numerous 120V receptacles for equipment or convenience.
6. Lighting is achieved by surface-mounted 1 x 4 fluorescent strip lights.
7. All plumbing fixtures appear to be hard piped to sanitary.

b. Deficiencies:

The Kitchen has numerous items that should be addressed.

1. Electrically, none of the receptacles appear to be GFI. Receptacles located in close proximity to water should be protected.
2. The surface-mounted lighting above food preparation areas do not meet code. These fixtures require a shatterproof lens.
3. A grease interceptor is recommended /required to capture grease before it enters the sanitary system.
4. All of the sinks' sanitary is hard piped. Fixtures used for food preparation, dishwashing, etc. are required to have an air gap so sanitary backups cannot enter the fixture. This is typically handled by discharge into a floor sink.
5. The Kitchen exhaust system does not appear to have a means of makeup air. This could cause dramatic temperature swings and pressurization issues within the space.



7.a

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c. Recommendation:

Electric:

1. Installation of new lighting meeting requirements of food preparation areas.
2. GFI receptacles should be installed at appropriate locations.

Plumbing:

1. A grease interceptor shall be installed for the 3-pot sink. This could possibly be accomplished by a floor-mounted unit, but additional surveying would be needed to determine if that is feasible.
2. All fixtures used for food preparation or dishwashing must be re-piped to discharge to an air gap. The current piping arrangement could give the Department of Health cause to issue a failed inspection notice.

Mechanical:

1. A makeup air unit should be installed to operate in conjunction with the Type I hood. This will eliminate exhaust air leakage caused by the hood. The hood and Ansul system should be cleaned and tested annually.

d. ASSESSMENT

Condition Category:

Electric – Life Safety

Plumbing – Life Safety/Environmental

Mechanical – System Performance

Electric – Immediately

Plumbing – Immediately

Mechanical – Short-term

Electrical - \$3,000 - \$5,000

Plumbing - \$4,000 - \$6,000

Mechanical - \$15,000

Importance Timeframe:

Order of Magnitude Cost:

ORDER OF MAGNITUDE COST SUMMARY

Building Interior Assessment

MECHANICAL / PLUMBING / ELECTRICAL

1. \$70,000. Electrical Service / Infrastructure
2. 10,000. Building Lighting
3. \$3,000. Heating System
4. \$23,000. Cooling System
5. \$5,000. Sanitary System
6. \$10,000. - \$15,000. Domestic Water System
7. \$22,000. - \$26,000. Kitchen

\$143,000. - \$152,000. M / E / P Subtotal



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