



FACILITY CONDITION ASSESSMENT



Prepared for:

City of Salem
93 Washington Street
Salem, Massachusetts 01970

FACILITY CONDITION ASSESSMENT

Camp Naumkeag
85 Memorial Drive
Salem, Massachusetts 01970

PREPARED BY:

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EMG Project Number:

130200.18R000-014.322

Date of Report:

April 2, 2018

On Site Date:

March 19, 2018



DUDE SOLUTIONS
PARENT COMPANY OF SchoolDude | FacilityDude | TheWorxHub

Immediate Repairs Report

Camp Naumkeag

4/2/2018



Location Name	Report SectionID	Cost Description	Quantity	Unit	Unit Cost	*Subtotal	Deficiency Repair Estimate *
Camp Naumkeag	3.1	888478 ADA, Door, Lever Handle Hardware, Install	10	EA	\$300.00	\$3,000	\$3,000
Camp Naumkeag	3.1	887886 ADA, Parking, Signage, Pole-Mounted, Install	1	EA	\$500.00	\$500	\$500
Camp Naumkeag	3.1	891887 ADA, Restroom, Lavatory Clearance, Modify	2	EA	\$400.00	\$800	\$800
Camp Naumkeag	3.1	887884 ADA, Restroom, Grab Bars & Blocking, Install	3	EA	\$1,700.00	\$5,100	\$5,100
Camp Naumkeag	5.5	887889 ADA, Miscellaneous, Drinking Fountain, Exterior, Install	1	EA	\$6,200.00	\$6,200	\$6,200
Camp Naumkeag	6.1	887881 Foundations,	4200	SF	\$17.40	\$73,080	\$73,080
Camp Naumkeag	7.2	887478 Backflow Preventer, 2", Replace	1	EA	\$2,603.17	\$2,603	\$2,603
Camp Naumkeag	7.4	888907 Distribution Panel, 208 Y, 120 V, 100 Amp, Replace	1	EA	\$5,079.93	\$5,080	\$5,080
Immediate Repairs Total							\$96,363

* Location Factor included in totals.

Location Name	Report Section	ID	Cost Description	Lifespan (EUL)	EAge	RUL	Quantity	Unit	Unit Cost	* Subtotal	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	Repair	Estimate
Camp Naumkeag	6.6	888928	Exterior Door, Wood Solid-Core, Replace	25	22	3	1	EA	\$1,423.11	\$1,423				\$1,423																		\$1,423
Camp Naumkeag	6.6	887941	Exterior Door, Wood Solid-Core, Replace	25	22	3	2	EA	\$1,423.11	\$2,846				\$2,846																		\$2,846
Camp Naumkeag	6.7	887569	Structural Flooring/Decking, Pressure Treated Timber, Replace	25	18	7	1300	SF	\$10.04	\$13,050							\$13,050															\$13,050
Camp Naumkeag	6.7	887570	Exterior Stair/Ramp Rails, Wood, Replace	15	10	5	100	LF	\$12.91	\$1,291					\$1,291																	\$1,291
Camp Naumkeag	7.1	891942	Baseboard Heater, Electric, 4', 1000 Watts, Replace	25	22	3	5	EA	\$188.76	\$944				\$944																		\$944
Camp Naumkeag	7.2	887837	Toilet Partitions, Wood, Replace	20	17	3	3	EA	\$465.02	\$1,395				\$1,395																		\$1,395
Camp Naumkeag	7.2	887867	Toilet Partitions, Wood, Replace	20	17	3	4	EA	\$465.02	\$1,860				\$1,860																		\$1,860
Camp Naumkeag	7.2	887835	Toilet, Flush Tank (Water Closet), Replace	20	17	3	4	EA	\$1,055.15	\$4,221				\$4,221																		\$4,221
Camp Naumkeag	7.2	887868	Toilet, Flush Tank (Water Closet), Replace	20	17	3	5	EA	\$1,055.15	\$5,276				\$5,276																		\$5,276
Camp Naumkeag	7.2	887528	Toilet, Flush Tank (Water Closet), Replace	20	17	3	1	EA	\$1,055.15	\$1,055				\$1,055																		\$1,055
Camp Naumkeag	7.2	888936	Toilet, Flush Tank (Water Closet), Replace	20	17	3	2	EA	\$1,055.15	\$2,110				\$2,110																		\$2,110
Camp Naumkeag	7.2	887833	Lavatory, Vitreous China, Replace	20	17	3	2	EA	\$572.66	\$1,145				\$1,145																		\$1,145
Camp Naumkeag	7.2	887871	Lavatory, Cultured Marble, Replace	20	17	3	2	EA	\$1,891.78	\$3,784				\$3,784																		\$3,784
Camp Naumkeag	7.2	888937	Lavatory, Vitreous China, Replace	20	17	3	2	EA	\$572.66	\$1,145				\$1,145																		\$1,145
Camp Naumkeag	7.2	887559	Bathtub & Shower Enclosure, Fiberglass, Replace	20	17	3	1	EA	\$1,785.27	\$1,785				\$1,785																		\$1,785
Camp Naumkeag	7.2	887478	Backflow Preventer, 2", Replace	15	15	0	1	EA	\$2,603.17	\$2,603	\$2,603													\$2,603								\$5,206
Camp Naumkeag	7.2	887414	Water Heater, Electric, Commercial, 40 GAL, Replace	15	6	9	1	EA	\$6,963.24	\$6,963								\$6,963														\$6,963
Camp Naumkeag	7.2	888912	Water Heater, Electric, Commercial, 40 GAL, Replace	15	3	12	1	EA	\$6,963.24	\$6,963												\$6,963										\$6,963
Camp Naumkeag	7.2	887525	Bathroom Vanity Cabinet, Wood, with Cultured Marble Sink Top, 24", Replace	20	18	2	1	EA	\$1,082.84	\$1,083			\$1,083																			\$1,083
Camp Naumkeag	7.4	888907	Distribution Panel, 208 Y, 120 V, 100 Amp, Replace	30	38	0	1	EA	\$5,079.93	\$5,080	\$5,080																					\$5,080
Camp Naumkeag	7.4	888938	Distribution Panel, 208 Y, 120 V, 100 Amp, Replace	30	27	3	1	EA	\$5,079.93	\$5,080				\$5,080																		\$5,080
Camp Naumkeag	7.4	887473	Distribution Panel, 208 Y, 120 V, 100 Amp, Replace	30	23	7	1	EA	\$5,079.93	\$5,080							\$5,080															\$5,080
Camp Naumkeag	7.4	887831	Distribution Panel, 208 Y, 120 V, 100 Amp, Replace	30	23	7	1	EA	\$5,079.93	\$5,080							\$5,080															\$5,080
Camp Naumkeag	7.6	887480	Fire Extinguisher, Replace	15	8	7	1	EA	\$356.54	\$357							\$357															\$357
Camp Naumkeag	7.6	887811	Fire Extinguisher, Replace	15	8	7	1	EA	\$356.54	\$357							\$357															\$357
Camp Naumkeag	7.6	887942	Fire Extinguisher, Replace	15	8	7	1	EA	\$356.54	\$357							\$357															\$357
Camp Naumkeag	7.6	887872	Fire Extinguisher, Replace	15	8	7	1	EA	\$356.54	\$357							\$357															\$357
Camp Naumkeag	7.6	892213	Smoke Detector, , Replace	10	7	3	9	EA	\$208.43	\$1,876				\$1,876									\$1,876									\$3,752
Camp Naumkeag	8.1	888940	Interior Door, Steel, Replace	25	22	3	3	EA	\$950.12	\$2,850				\$2,850																		\$2,850
Camp Naumkeag	8.1	887568	Interior Door, Wood Solid-Core, Replace	20	17	3	3	EA	\$1,423.11	\$4,269				\$4,269																		\$4,269
Camp Naumkeag	8.1	888918	Interior Wall Finish, General Surface, Prep & Paint	8	5	3	2400	SF	\$1.45	\$3,480				\$3,480						\$3,480									\$3,480		\$3,480	\$10,440
Camp Naumkeag	8.1	887865	Interior Wall Finish, General Surface, Prep & Paint	8	5	3	2400	SF	\$1.45	\$3,480				\$3,480							\$3,480								\$3,480		\$3,480	\$10,440
Camp Naumkeag	8.1	887485	Interior Wall Finish, Gypsum Board/Plaster/Metal, Prep & Paint	8	5	3	1700	SF	\$1.42	\$2,419				\$2,419							\$2,419								\$2,419		\$2,419	\$7,258
Camp Naumkeag	8.1	888941	Interior Wall Finish, General Surface, Prep & Paint	8	5	3	2600	SF	\$1.45	\$3,770				\$3,770							\$3,770								\$3,770		\$3,770	\$11,310
Camp Naumkeag	8.1	887812	Interior Wall Finish, General Surface, Prep & Paint	8	5	3	2400	SF	\$1.45	\$3,480				\$3,480							\$3,480								\$3,480		\$3,480	\$10,440
Camp Naumkeag	8.1	887524	Interior Floor Finish, Linoleum, Replace	15	14	1	60	SF	\$3.33	\$200		\$200														\$200						\$400
Camp Naumkeag	8.1	888910	Interior Floor Finish, Wood Strip, Refinish	10	7	3	1000	SF	\$3.68	\$3,678				\$3,678									\$3,678								\$3,678	\$7,355
Camp Naumkeag	8.1	888911	Interior Floor Finish, Wood Strip, Refinish	10	7	3	1000	SF	\$3.68	\$3,678				\$3,678									\$3,678								\$3,678	\$7,355
Camp Naumkeag	8.1	887483	Interior Floor Finish, Wood Strip, Refinish	10	7	3	700	SF	\$3.68	\$2,574				\$2,574									\$2,574								\$2,574	\$5,149
Camp Naumkeag	8.1	887813	Interior Floor Finish, Wood Strip, Refinish	10	7	3	1000	SF	\$3.68	\$3,678				\$3,678									\$3,678								\$3,678	\$7,355
Camp Naumkeag	8.1	887852	Interior Floor Finish, Linoleum, Replace	15	12	3	300	SF	\$3.33	\$1,000				\$1,000															\$1,000		\$1,000	\$2,000
Camp Naumkeag	8.1	887850	Interior Floor Finish, Linoleum, Replace	15	12	3	300	SF	\$3.33	\$1,000				\$1,000															\$1,000		\$1,000	\$2,000
Camp Naumkeag	8.1	887484	Interior Ceiling Finish, Gypsum Board/Plaster, Prep & Paint	10	7	3	700	SF	\$1.94	\$1,356				\$1,356									\$1,356								\$1,356	\$2,711
Camp Naumkeag	8.1	887481	Kitchen Cabinet, Base and Wall Section, Wood, Replace	20	17	3	20	LF	\$467.63	\$9,353				\$9,353																		\$9,353
Totals, Unescalated											\$96,363	\$11,910	\$61,367	\$314,102	\$0	\$15,048	\$1,321	\$64,642	\$0	\$6,963	\$0	\$16,629	\$42,748	\$45,584	\$0	\$2,603	\$800	\$7,872	\$2,600	\$16,629	\$707,182	
Totals, Escalated (3.0% inflation, compounded annually)											\$96,363	\$12,268	\$65,104	\$343,227	\$0	\$17,445	\$1,577	\$79,501	\$0	\$9,085	\$0	\$23,019	\$60,949	\$66,942	\$0	\$4,056	\$1,284	\$13,011	\$4,426	\$29,160	\$827,418	

TABLE OF CONTENTS

1. Executive Summary	1
1.1. Property Information and General Physical Condition	1
1.2. Facility Condition Index (FCI)	2
1.3. Special Issues and Follow-Up Recommendations	3
1.4. Opinions of Probable Cost	3
1.4.1. Methodology	4
1.4.2. Immediate Repairs	4
1.4.3. Replacement Reserves	4
2. Purpose and Scope	5
2.1. Purpose	5
2.2. Scope	6
2.3. Personnel Interviewed	7
2.4. Documentation Reviewed	7
2.5. Pre-Survey Questionnaire	7
2.6. Weather Conditions	7
3. Accessibility and Property Research	8
3.1. ADA Accessibility	8
3.2. Municipal Information, Flood Zone and Seismic Zone	8
4. Existing Building Assessment	9
4.1. Unit or Space Types	9
4.2. Inaccessible Areas or Key Spaces Not Observed	9
5. Site Improvements	10
5.1. Utilities	10
5.2. Parking, Paving, and Sidewalks	10
5.3. Drainage Systems and Erosion Control	11
5.4. Topography and Landscaping	12
5.5. General Site Improvements	12
6. Building Architectural and Structural Systems	14
6.1. Foundations	14
6.2. Superstructure	14
6.3. Roofing	15
6.4. Exterior Walls	15
6.5. Exterior and Interior Stairs	16
6.6. Exterior Windows and Doors	16
6.7. Patio, Terrace, and Balcony	17
7. Building Mechanical and Plumbing Systems	18
7.1. Building Heating, Ventilating, and Air Conditioning (HVAC)	18
7.2. Building Plumbing and Domestic Hot Water	18
7.3. Building Gas Distribution	19
7.4. Building Electrical	20
7.5. Building Elevators and Conveying Systems	20
7.6. Fire Protection and Security Systems	20
8. Interior Spaces	22
8.1. Interior Finishes	22
8.2. Commercial Kitchen & Laundry Equipment	23
9. Other Structures	24
10. Certification	25
11. Appendices	26

1. Executive Summary

1.1. Property Information and General Physical Condition

The property information is summarized in the table below. More detailed descriptions may be found in the various sections of the report and in the Appendices.

Property Information	
Address:	85 Memorial Drive, Salem, Essex County, MA 01970
Year Constructed/Renovated:	1935
Current Occupants:	City of Salem Parks and Recreation
Percent Utilization:	100
Management Point of Contact:	City of Salem, Kristin Shaver 978.265.4045 phone kristinshaver@salem12.org
Property Type:	Camp, park
Site Area:	6 acres
Building Area:	4208 SF
Number of Buildings:	5
Number of Stories:	1
Parking Type and Number of Spaces:	12 spaces in gravel lot
Building Construction:	Four buildings are wood framed on CMU piers with wood framed roofs. Bath House is CMU bearing walls with wood trussed roof.
Roof Construction:	Sloped asphalt shingled roofs
Exterior Finishes:	Painted CMU and painted wood siding
Heating, Ventilation & Air Conditioning:	Electric heaters
Fire and Life/Safety:	Smoke detectors, emergency lights
Dates of Visit:	March 19, 2018
On-Site Point of Contact (POC):	David Gilbert
Assessment and Report Prepared by:	John Landry
Reviewed by:	Daniel White Technical Report Reviewer for Bill Champion Senior Program Manager bchampion@emgcorp.com 800.733.0660 x6234

Systemic Condition Summary			
Site	Fair	HVAC	Fair
Structure	Poor	Plumbing	Fair

Systemic Condition Summary			
Roof	Poor	Electrical	Fair
Vertical Envelope	Fair	Elevators	--
Interiors	Fair	Fire	Fair

The following bullet points highlight the most significant short term and modernization recommendations:

- Replacement of the Caretakers Residence roof
- Exterior door replacements
- Immediate needs listed below in Section 1.2

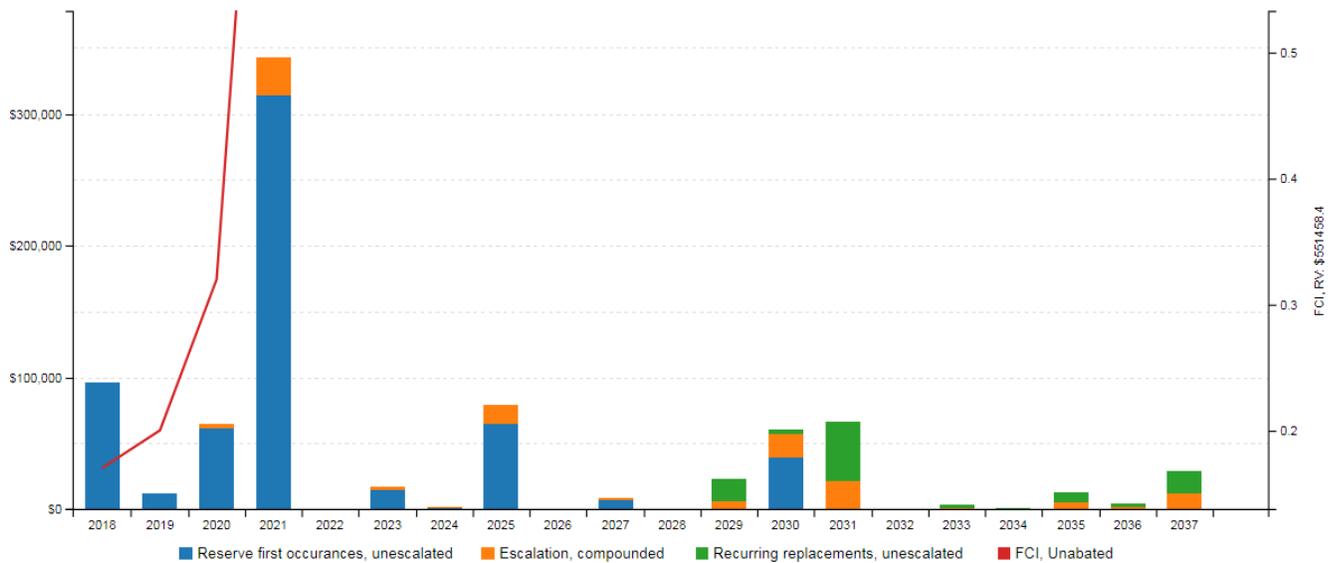
Generally, the property appears to have been constructed within industry standards in force at the time of construction. The property appears to have been poorly maintained in recent years and is in fair overall condition.

According to property management personnel, the property has had a limited capital improvement expenditure program over the past three years, primarily consisting of maintaining the existing facility. Copies of documents that support these claims are included in Appendix C.

1.2. Facility Condition Index (FCI)

FCI Analysis: Camp Naumkeag

Replacement Value: \$ 551,458; Inflation rate: 3.0%



One of the major goals of the FCA is to calculate the FCI, which gives an indication of a building's overall condition. Two FCI ratios are calculated and presented, the Current Year and Ten-Year. The Current Year FCI is the ratio of Immediate Repair Costs to the building's Current Replacement Value. Similarly, the Ten-Year FCI is the ratio of anticipated Capital Reserve Needs over the next ten years to the Current Replacement Value.

FCI Condition Rating	Definition	Value
Good	In new or well-maintained condition, with no visual evidence of wear, soiling or other deficiencies.	0 to .05

FCI Condition Rating	Definition	Value
Fair	Subjected to wear and soiling but is still in a serviceable and functioning condition.	> than .05 to .10
Poor	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.	> than .10 to .60
Very Poor	Has reached the end of its useful or serviceable life. Renewal is now necessary.	> than .60

The graphs above and tables below represent summary-level findings for the FCA. The deficiencies identified in this assessment can be combined with potential new construction requirements to develop an overall strategy that can serve as the basis for a portfolio-wide capital improvement funding strategy. Key findings from the assessment include:

Key Finding	Metric	
Current Year Facility Condition Index (FCI) $FCI = (IR)/(CRV)$.17	Poor
10-Year Facility Condition Index (FCI) $FCI = (RR)/(CRV)$	1.13	Very Poor
Current Replacement Value (CRV)	4208 SF * 131.05 / SF = \$551,458	
Year 1 (Current Year) - Immediate Repairs (IR)	\$96,363	
Years 1-10 – Replacement Reserves (RR)	\$624,571	

The major issues contributing to the Immediate Repair Costs and the Current Year FCI ratio are summarized below:

- ADA accessibility upgrades
- Drinking fountain replacement
- Foundation improvements stabilization of buildings
- Install backflow preventer
- Replace fuse type electrical distribution panel at Main Building

Further detail on the specific costs that make up the Immediate Repair Costs can be found in the cost tables at the beginning of this report.

1.3. Special Issues and Follow-Up Recommendations

As part of the FCA, a limited assessment of accessible areas of the building(s) was performed to determine the presence of fungal growth, conditions conducive to fungal growth, and/or evidence of moisture. Property personnel were interviewed concerning any known or suspected fungal growth, elevated relative humidity, water intrusion, or mildew-like odors. Sampling is not a part of this assessment.

There are no visual indications of the presence of fungal growth in occupied buildings, conditions conducive to fungal growth, or evidence of moisture in representative readily accessible areas of the property.

1.4. Opinions of Probable Cost

Cost estimates are attached at the front of this report (following the cover page).

These estimates are based on Invoice or Bid Document/s provided either by the Owner/facility and construction costs developed by construction resources such as *R.S. Means* and *Marshall & Swift*, EMG's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.

Opinions of probable costs should only be construed as preliminary, order of magnitude budgets. Actual costs most probably will vary from the consultant's opinions of probable costs depending on such matters as type and design of suggested remedy, quality of materials and installation, manufacturer and type of equipment or system selected, field conditions, whether a physical deficiency is repaired or replaced in whole, phasing of the work (if applicable), quality of contractor, quality of project management exercised, market conditions, and whether competitive pricing is solicited, etc. ASTM E2018-08 recognizes that certain opinions of probable costs cannot be developed within the scope of this guide without further study. Opinions of probable cost for further study should be included in the FCA.

1.4.1. Methodology

Based upon site observations, research, and judgment, along with referencing Expected Useful Life (EUL) tables from various industry sources, EMG opines as to when a system or component will most probably necessitate replacement. Accurate historical replacement records, if provided, are typically the best source of information. Exposure to the elements, initial quality and installation, extent of use, the quality and amount of preventive maintenance exercised, etc., are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual chronological age. The Remaining Useful Life (RUL) of a component or system equals the EUL less its effective age. Projections of Remaining Useful Life (RUL) are based on continued use of the Property similar to the reported past use. Significant changes in occupants and/or usage may affect the service life of some systems or components.

Where quantities could not be derived from an actual take-off, lump sum costs or allowances are used. Estimated costs are based on professional judgment and the probable or actual extent of the observed defect, inclusive of the cost to design, procure, construct and manage the corrections.

1.4.2. Immediate Repairs

Immediate repairs are opinions of probable costs that require immediate action as a result of: (1) material existing or potential unsafe conditions, (2) material building or fire code violations, or (3) conditions that, if not addressed, have the potential to result in, or contribute to, critical element or system failure within one year or will most probably result in a significant escalation of its remedial cost.

1.4.3. Replacement Reserves

Replacement Reserves are for recurring probable expenditures, which are not classified as operation or maintenance expenses. The replacement reserves should be budgeted for in advance on an annual basis. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, Replacement Reserves may also include components or systems that have an indeterminable life but, nonetheless, have a potential for failure within an estimated time period.

Replacement Reserves exclude systems or components that are estimated to expire after the reserve term and are not considered material to the structural and mechanical integrity of the subject property. Furthermore, systems and components that are not deemed to have a material effect on the use of the Property are also excluded. Costs that are caused by acts of God, accidents, or other occurrences that are typically covered by insurance, rather than reserved for, are also excluded.

Replacement costs are solicited from ownership/property management, EMG's discussions with service companies, manufacturers' representatives, and previous experience in preparing such schedules for other similar facilities. Costs for work performed by the ownership's or property management's maintenance staff are also considered.

EMG's reserve methodology involves identification and quantification of those systems or components requiring capital reserve funds within the assessment period. The assessment period is defined as the effective age plus the reserve term. Additional information concerning system's or component's respective replacement costs (in today's dollars), typical expected useful lives, and remaining useful lives were estimated so that a funding schedule could be prepared. The Replacement Reserves Schedule presupposes that all required remedial work has been performed or that monies for remediation have been budgeted for items defined in the Immediate Repair Cost Estimate.

2. Purpose and Scope

2.1. Purpose

EMG was retained by the client to render an opinion as to the Property's current general physical condition on the day of the site visit.

Based on the observations, interviews and document review outlined below, this report identifies significant deferred maintenance issues, existing deficiencies, and material code violations of record at municipal offices, which affect the Property's use. Opinions are rendered as to its structural integrity, building system condition and the Property's overall condition. The report also notes building systems or components that have realized or exceeded their typical expected useful lives.

CONDITIONS:

The physical condition of building systems and related components are typically defined as being in one of five conditions: Excellent, Good, Fair, Poor, Failed or a combination thereof. For the purposes of this report, the following definitions are used:

Excellent	=	New or very close to new; component or system typically has been installed within the past year, sound and performing its function. Eventual repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Good	=	Satisfactory as-is. Component or system is sound and performing its function, typically within the first third of its lifecycle. However, it may show minor signs of normal wear and tear. Repair or replacement will be required when the component or system either reaches the end of its useful life or fails in service.
Fair	=	Showing signs of wear and use but still satisfactory as-is, typically near the median of its estimated useful life. Component or system is performing adequately at this time but may exhibit some signs of wear, deferred maintenance, or evidence of previous repairs. Repair or replacement will be required due to the component or system's condition and/or its estimated remaining useful life.
Poor	=	Component or system is significantly aged, flawed, functioning intermittently or unreliably; displays obvious signs of deferred maintenance; shows evidence of previous repair or workmanship not in compliance with commonly accepted standards; has become obsolete; or exhibits an inherent deficiency. The present condition could contribute to or cause the deterioration of contiguous elements or systems. Either full component replacement is needed, or repairs are required to restore to good condition, prevent premature failure, and/or prolong useful life.
Failed	=	Component or system has ceased functioning or performing as intended. Replacement, repair, or other significant corrective action is recommended or required.
Not Applicable	=	Assigning a condition does not apply or make logical sense, most commonly due to the item in question not being present.

Throughout sections 5 through 9 of this report, each report section will typically contain three subsections organized in the following sequence:

- A descriptive table (and/or narrative), which identifies the components assessed, their condition, and other key data points.
- A simple bulleted list of Anticipated Lifecycle Replacements, which lists components and assets typically in Excellent, Good, or Fair condition at the time of the assessment but that will require replacement, or some other attention once aged past their estimated useful life. These listed components are typically included in the associated inventory database with costs identified and budgeted beyond the first several years.
- A bulleted cluster of Actions/Comments, which include more detailed narratives describing deficiencies, recommended repairs, and short-term replacements. The assets and components associated with these bullets are/were typically problematic and in Poor or Failed condition at the time of the assessment, with corresponding costs included within the first few years.

PLAN TYPES:

Each line item in the cost database is assigned a Plan Type, which is the primary reason or rationale for the recommended replacement, repair, or other corrective action. This is the “why” part of the equation. A cost or line item may commonly have more than one applicable Plan Type; however, only one Plan Type will be assigned based on the “best” fit, typically the one with the greatest significance. The following Plan Types are listed in general weighted order of importance:

Safety	=	An observed or reported unsafe condition that if left unaddressed could result in an injury; a system or component that presents a potential liability risk.
Performance/Integrity	=	Component or system has failed, is almost failing, performs unreliably, does not perform as intended, and/or poses a risk to overall system stability.
Accessibility	=	Does not meet ADA, UFAS, and/or other handicap accessibility requirements.
Environmental	=	Improvements to air or water quality, including removal of hazardous materials from the building or site.
Modernization/Adaptation	=	Conditions, systems, or spaces that need to be upgraded in appearance or function to meet current standards, facility usage, or client/occupant needs.
Lifecycle/Renewal	=	Any component or system in which future repair or replacement is anticipated beyond the next several years and/or is of minimal substantial early-term consequence.

2.2. Scope

The standard scope of the Facility Condition Assessment includes the following:

- Visit the Property to evaluate the general condition of the building and site improvements, review available construction documents in order to familiarize ourselves with, and be able to comment on, the in-place construction systems, life safety, mechanical, electrical, and plumbing systems, and the general built environment.
- Identify those components that are exhibiting deferred maintenance issues and provide cost estimates for Immediate Costs and Replacement Reserves based on observed conditions, maintenance history and industry standard useful life estimates. This will include the review of documented capital improvements completed within the last five-year period and work currently contracted for, if applicable.
- Provide a full description of the Property with descriptions of in-place systems and commentary on observed conditions.
- Provide a general statement of the subject Property’s compliance to Title III of the Americans with Disabilities Act. This will not constitute a full ADA survey, but will help identify exposure to issues and the need for further review.
- Perform a limited assessment of accessible areas of the building(s) for the presence of fungal growth, conditions conducive to fungal growth, and/or evidence of moisture. EMG will also interview Project personnel regarding the presence of any known or suspected fungal growth, elevated relative humidity, water intrusion, or mildew-like odors. Potentially affected areas will be photographed. Sampling will not be considered in routine assessments.
- List the current utility service providers.
- Review maintenance records and procedures with the in-place maintenance personnel.
- Observe a representative sample of the interior spaces/units, including vacant spaces/units, in order to gain a clear understanding of the property’s overall condition. Other areas to be observed include the exterior of the property, the roofs, interior common areas, and the significant mechanical, electrical and elevator equipment rooms.
- Provide recommendations for additional studies, if required, with related budgetary information.
- Provide an Executive Summary at the beginning of this report.
- Prepare a mechanical equipment inventory list.

2.3. Personnel Interviewed

The Property Manager was interviewed for specific information relating to the physical property, available maintenance procedures, historical performance of key building systems and components, available drawings and other documentation. The following personnel from the facility and government agencies were interviewed in the process of conducting the FCA:

Name and Title	Organization	Phone Number
David Gilbert, Manager	City of Salem	978.815.3152

The FCA was performed with the assistance of David Gilbert, City of Salem the onsite Point of Contact (POC), who was cooperative and provided information that appeared to be accurate based upon subsequent site observations. The onsite contact is knowledgeable about the subject property and answered most questions posed during the interview process. The POC's involvement at the property has been for the past 10 years.

2.4. Documentation Reviewed

Prior to the FCA, relevant documentation was requested that could aid in the knowledge of the subject property's physical improvements, extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions. The review of submitted documents does not include comment on the accuracy of such documents or their preparation, methodology, or protocol. The Documentation Request Form is provided in Appendix E.

Although Appendix E provides a summary of the documents requested or obtained, the following list provides more specific details about some of the documents that were reviewed or obtained during the site visit.

- Camp Naumkeag Building Survey report, MDA Architecture, December 27, 2016.

2.5. Pre-Survey Questionnaire

A Pre-Survey Questionnaire was sent to the POC prior to the site visit but has not been returned as of this report.

2.6. Weather Conditions

March 19, 2018: Clear, with temperatures in the 20s (°F) and light winds. There were approximately 6 inches of snow on the ground at the time of the site visit.

3. Accessibility and Property Research

3.1. ADA Accessibility

Generally, Title III of the Americans with Disabilities Act (ADA) prohibits discrimination by entities to access and use of "areas of public accommodations" and "commercial facilities" on the basis of disability. Regardless of its age, these areas and facilities must be maintained and operated to comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

Buildings completed and occupied after January 26, 1992 are required to comply fully with the ADAAG. Existing facilities constructed prior to this date are held to the lesser standard of compliance to the extent allowed by structural feasibility and the financial resources available. As an alternative, a reasonable accommodation pertaining to the deficiency must be made.

During the FCA, a limited visual observation for ADA accessibility compliance was conducted. The scope of the visual observation was limited to those areas set forth in *EMG's Abbreviated Accessibility Checklist* provided in Appendix D of this report. It is understood by the Client that the limited observations described herein does not comprise a full ADA Compliance Survey, and that such a survey is beyond the scope of EMG's undertaking. Only a representative sample of areas was observed and, other than as shown on the Abbreviated Accessibility Checklist, actual measurements were not taken to verify compliance.

The facility does not appear to be accessible with Title III of the Americans with Disabilities Act. Elements as defined by the ADAAG that are not accessible as stated within the priorities of Title III, are as follows:

Parking

- Install Van accessible sign.

Ramps

- Appear adequate

Entrances/Exits

- Lever action hardware is not provided at all accessible locations.

Paths of Travel

- Accessible walkways to the building entrances are not provided.

Restrooms

- Install grab bars at three toilets, one each building.
- Add paddle faucets at two restroom locations.

A full ADA Compliance Survey may reveal additional aspects of the property that are not in compliance.

Corrections of these conditions should be addressed from a liability standpoint but are not necessarily code violations. The Americans with Disabilities Act Accessibility Guidelines concern civil rights issues as they pertain to the disabled and are not a construction code, although many local jurisdictions have adopted the Guidelines as such. The costs to address the achievable items noted above are included in the cost tables.

3.2. Municipal Information, Flood Zone and Seismic Zone

Not applicable.

4. Existing Building Assessment

4.1. Unit or Space Types

All 4,208 square feet of the building are occupied by the City of Salem Parks and Recreation. The buildings are used as gathering and storage spaces, with supporting restrooms and kitchenettes.

4.2. Inaccessible Areas or Key Spaces Not Observed

All of the interior spaces were observed in order to gain a clear understanding of the property's overall condition except for the lower Restroom building which was locked. Other areas accessed included the site within the property boundaries, exterior of the property and the roof.

5. Site Improvements

5.1. Utilities

The following table identifies the utility suppliers and the condition and adequacy of the services.

Site Utilities		
Utility	Supplier	Condition and Adequacy
Sanitary sewer	City of Beverly/ Salem	Fair
Storm sewer	None	--
Domestic water	City of Beverly/ Salem	Fair
Electric service	National Grid	Fair
Natural gas service	None	--

Actions/Comments:

- According to the POC, the utilities provided are adequate for the property. There are no unique, onsite utility systems such as emergency electrical generators, water, or waste water treatment plants.

5.2. Parking, Paving, and Sidewalks

Item	Description
Main Ingress and Egress	Memorial drive
Access from	South
Additional Entrances	N/A
Additional Access from	--

Paving and Flatwork			
Item	Material	Last Work Done	Condition
Entrance Driveway Apron	Asphalt	1993	Fair
Parking Lot	Gravel	1993	Fair
Drive Aisles	None	--	--
Service Aisles	None	--	--
Sidewalks	None	--	--
Curbs	None	--	--
Site Stairs	None	--	--
Pedestrian Ramps	None	--	--

Parking Count				
Open Lot	Carport	Private Garage	Subterranean Garage	Freestanding Parking Structure
12	0	0	0	0
Total Number of ADA Compliant Spaces			0	
Number of ADA Compliant Spaces for Vans			0	
Total Parking Spaces			12	
Parking Ratio (Spaces/1000 SF)			NA	
Method of Obtaining Parking Count			Google Earth	

Exterior Stairs			
Location	Material	Handrails	Condition
None	None	None	--

Anticipated Lifecycle Replacements:

- Asphalt pavement
- Gravel added to parking lot

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended.

5.3. Drainage Systems and Erosion Control

Drainage System and Erosion Control		
System	Exists at Site	Condition
Surface Flow	<input checked="" type="checkbox"/>	Fair
Inlets	<input type="checkbox"/>	--
Swales	<input type="checkbox"/>	--
Detention pond	<input type="checkbox"/>	--
Lagoons	<input type="checkbox"/>	--
Ponds	<input type="checkbox"/>	--
Underground Piping	<input type="checkbox"/>	--
Pits	<input type="checkbox"/>	--
Municipal System	<input type="checkbox"/>	--
Dry Well	<input type="checkbox"/>	--

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- There is no evidence of storm water runoff from adjacent properties. The storm water system appears to provide adequate runoff capacity. There is no evidence of major ponding or erosion.

5.4. Topography and Landscaping

Item	Description						
Site Topography	Slopes gently down from the west side of the property to the east property line.						
Landscaping	Trees	Grass	Flower Beds	Planters	Drought Tolerant Plants	Decorative Stone	None
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Landscaping Condition	Fair						
Irrigation	Automatic Underground		Drip		Hand Watering		None
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
Irrigation Condition	--						

Retaining Walls		
Type	Location	Condition
Timber	Lower Restroom	Fair
None		--

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The topography and adjacent uses do not appear to present conditions detrimental to the property. There are no significant areas of erosion.

5.5. General Site Improvements

Property Signage	
Property Signage	Post mounted wood
Street Address Displayed?	No

Site and Building Lighting					
Site Lighting	None	Pole Mounted	Bollard Lights	Ground Mounted	Parking Lot Pole Type
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fair					
Building Lighting	None		Wall Mounted	Recessed Soffit	
	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fair					

Site Fencing		
Type	Location	Condition
Chain link with metal posts	Around Playground	Good
Stained wood board and posts	At Entrance	Fair

Refuse Disposal				
Refuse Disposal	Means of disposal not apparent			
Dumpster Locations	Mounting	Enclosure	Contracted?	Condition
None	None	None	Unknown	--

Other Site Amenities			
	Description	Location	Condition
Playground Equipment	Metal	Site	Fair
Tennis Courts	None	--	--
Basketball Court	None	--	--
Swimming Pool	None	--	--

Anticipated Lifecycle Replacements:

- Signage
- Exterior lighting
- Site fencing
- Picnic tables
- Park benches
- Playground equipment

Actions/Comments:

- Drinking fountain at playground is not working and is recommend for replacement.

6. Building Architectural and Structural Systems

6.1. Foundations

Building Foundation		
Item	Description	Condition
Foundation	Piers	Poor
Foundation (lower restroom)	Slab on grade	Good
Basement and Crawl Space	None	--

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- Four of the five Camp buildings are built on loose block piers. The buildings have settled, and the structures have been affected. It is recommended to jack the structures, straighten floors and install code compliant footings.

6.2. Superstructure

Building Superstructure		
Item	Description	Condition
Framing / Load-Bearing Walls	Conventional wood/metal studs	Fair
Ground Floor	Raised wood	Fair
Upper Floor Framing	--	--
Upper Floor Decking	--	--
Roof Framing	Wood rafters	Fair
Roof Decking	Wood sheathing	Fair

Anticipated Lifecycle Replacements:

- No components of significance

Actions/Comments:

- The superstructure is exposed in some locations, which allows for limited observation. Some of the Walls and floors appear to be out of plumb and level. Four of the five Camp buildings are built on loose block piers. The buildings have settled, and the structures have been affected. It is recommended to jack the structures and straighten floors, walls and roof ridges. Refer to section 6.1.

6.3. Roofing

Caretakers Roof			
Type / Geometry	Gable Roof	Finish	Asphalt shingles
Maintenance	In-house Staff	Roof Age	22 Yrs.
Flashing	Sheet metal	Warranties	None
Parapet Copings	None	Roof Drains	Edge drainage to ground
Fascia	None	Insulation	None
Soffits	None	Skylights	Yes
Attics	Wood joists with plywood sheathing	Ponding	No
Ventilation Source-1	Gable vents	Leaks Observed	Yes
Ventilation Source-2	Soffit vents	Roof Condition	Poor

Anticipated Lifecycle Replacements:

- Asphalt shingles
- Skylight at Caretaker

Actions/Comments:

- The Caretakers Residence roof is leaking and there are decayed wood boards at the eaves. Recommend replacing affected sheathing in conjunction with roof shingles replacement.

6.4. Exterior Walls

Building Exterior Walls		
Type	Location	Condition
Primary Finish	Wood siding	Fair
Secondary Finish	Painted CMU	Fair
Accented with	Wood trim	Fair
Soffits	Exposed	Fair

Building sealants (caulking) are located between dissimilar materials, at joints, and around window and door openings.

Anticipated Lifecycle Replacements:

- Exterior paint

Actions/Comments:

- Some damaged wood trim finishes must be repaired or replaced. This work is considered maintenance and can be performed in conjunction with the exterior painting costs.

6.5. Exterior and Interior Stairs

Building Exterior and Interior Stairs					
Type	Description	Riser	Handrail	Balusters	Condition
Building Exterior Stairs	Wood-framed	Open	Wood	None	Fair
Building Exterior Stairs	Wood-framed	Open	Wood	None	Poor
Building Interior Stairs	None	None	None	None	--

Anticipated Lifecycle Replacements:

- Replace wood stairs including railing

Actions/Comments:

- The Caretaker Residence wood stairs at the rear deck do not have balusters. It is recommended to install handrail/guardrail at deck and stairs that meet code.
- The Lady's Building stairs has settled and has created an uneven surface at the entrance and requires replacement.

6.6. Exterior Windows and Doors

Building Windows				
Window Framing	Glazing	Location	Window Screen	Condition
Wood framed, operable	Single glaze	Exterior wall	<input type="checkbox"/>	Fair

Building Doors		
Main Entrance Doors	Door Type	Condition
	Solid core wood	Fair
Secondary Entrance Doors	Metal, hollow	Fair

Anticipated Lifecycle Replacements:

- Windows
- Exterior doors

Actions/Comments:

- The Caretakers windows are missing glazing, have rotten wood sills and are single pane units, recommend refurbishing or replacing units.

- The Men's Building exterior wood doors are deteriorated and do not operate properly, recommend replacing.

6.7. Patio, Terrace, and Balcony

Building Patio, Terrace and Balcony			
Type	Description	Location	Condition
Ground Floor Patio	Wood porch or deck	Caretakers Residence	Fair
Upper Balcony Structure	None	--	--
Balcony Decks	None	--	--
Balcony Deck Toppings	None	--	--
Balcony Guardrails	None	--	--

Anticipated Lifecycle Replacements:

- Deck boards replacement
- Deck railing replacement

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

7. Building Mechanical and Plumbing Systems

7.1. Building Heating, Ventilating, and Air Conditioning (HVAC)

Individual Units	
Primary Components	Electric baseboards
Cooling (if separate from above)	None; no cooling
Quantity and Capacity Ranges	2
Total Heating or Cooling Capacity	Unknown
Heating Fuel	Electric
Location of Equipment	Throughout interior spaces
Space Served by System	Entire building
Age Ranges	1990
Primary Component Condition	Fair

Controls and Ventilation	
HVAC Control System	--
HVAC Control System Condition	--
Building Ventilation	Natural ventilation only
Ventilation System Condition	Fair

Anticipated Lifecycle Replacements:

- Electric baseboard heaters

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

7.2. Building Plumbing and Domestic Hot Water

Building Plumbing System		
Type	Description	Condition
Water Supply Piping	Copper	Fair
Waste/Sewer Piping	Cast iron	Fair
Vent Piping	Cast iron	Fair
Water Meter Location	unknown	

Domestic Water Heaters or Boilers	
Components	Water Heater
Fuel	Electric
Quantity and Input Capacity	2 unit at 4500 watts
Storage Capacity	30 gallons
Boiler or Water Heater Condition	Fair
Supplementary Storage Tanks?	No
Storage Tank Quantity & Volume	--
Quantity of Storage Tanks	--
Storage Tank Condition	--
Domestic Hot Water Circulation Pumps (3 HP and over)	No
Adequacy of Hot Water	Adequate
Adequacy of Water Pressure	Adequate

Plumbing Fixtures	
Water Closets	Commercial
Toilet (Water Closet) Flush Rating	1.6 GPF
Common Area Faucet Nominal Flow Rate	1.6 GPM
Condition	Fair

Anticipated Lifecycle Replacements:

- Water heater
- Toilets
- Sinks
- Vanity
- Bathtub
- Toilet partitions

Actions/Comments:

- The plumbing systems appear to be well maintained and functioning adequately. The water pressure appears to be sufficient. No significant repair actions or short-term replacement costs are required. Routine and periodic maintenance is recommended. Future lifecycle replacements of the components or systems listed above will be required.
- The Caretakers Residence bathroom vanity is in poor condition and should be replaced.
- The Camp does not have a backflow preventer for domestic water supply, recommend installing one.

7.3. Building Gas Distribution

No gas on site.

7.4. Building Electrical

Building Electrical Systems			
Electrical Lines	Overhead	Transformer	Pole-mounted
Main Service Size	100 Amps	Volts	120/240 Volt, single-phase
Meter & Panel Location	Building interiors	Branch Wiring	Copper
Conduit	Metallic	Step-Down Transformers?	No
Security / Surveillance System?	No	Building Intercom System?	No
Lighting Fixtures	T-12		
Main Distribution Condition	Fair		
Secondary Panel and Transformer Condition	--		
Lighting Condition	Fair		

Anticipated Lifecycle Replacements:

- Circuit breaker panels
- Interior light fixtures
- Distribution wiring

Actions/Comments:

- The onsite electrical systems up to the meter are owned and maintained by the respective utility company.
- The electrical service and capacity appear to be adequate for the property's demands.
- The electrical components within the multiple buildings, including the circuit breaker panels, and wiring, vary in age. The electrical components are upgraded as needed throughout the site.
- The light fixtures throughout most of the facility utilize older, inefficient T-12 lamps. Replacement with newer fixtures with electronic ballasts and T-8 lamps is highly recommended to save substantial amounts of energy.
- The Main Buildings electrical panel have older screw type fuses, recommend upgrading panel.

7.5. Building Elevators and Conveying Systems

Not applicable. There are no elevators or conveying systems.

7.6. Fire Protection and Security Systems

Item	Description					
Type	None					
Fire Alarm System	Central Alarm Panel	<input type="checkbox"/>	Battery-Operated Smoke Detectors	<input type="checkbox"/>	Alarm Horns	<input type="checkbox"/>

Item	Description					
Type	None					
	Annunciator Panels	<input type="checkbox"/>	Hard-Wired Smoke Detectors	<input checked="" type="checkbox"/>	Strobe Light Alarms	<input type="checkbox"/>
	Pull Stations	<input type="checkbox"/>	Emergency Battery-Pack Lighting	<input checked="" type="checkbox"/>	Illuminated EXIT Signs	<input type="checkbox"/>
Alarm System Condition	Fair					
Sprinkler System	None	<input checked="" type="checkbox"/>	Standpipes	<input type="checkbox"/>	Backflow Preventer	<input type="checkbox"/>
	Hose Cabinets	<input type="checkbox"/>	Fire Pumps	<input type="checkbox"/>	Siamese Connections	<input type="checkbox"/>
Suppression Condition	--					
Central Alarm Panel System	Location of Alarm Panel			Installation Date of Alarm Panel		
	None					
Fire Extinguishers	Last Service Date			Servicing Current?		
	None					
Hydrant Location	On Memorial drive adjacent to the Main Building					
Siamese Location	None					
Special Systems	Kitchen Suppression System	<input type="checkbox"/>	Computer Room Suppression System	<input type="checkbox"/>		

Anticipated Lifecycle Replacements:

- Smoke detectors
- Emergency Lights

Actions/Comments:

- No significant actions are identified at the present time. On-going periodic maintenance is highly recommended. Future lifecycle replacements of the components listed above will be required.

8. Interior Spaces

8.1. Interior Finishes

The facility is used as a camp ground, beach, and playground for the City of Salem Parks Department.

The most significant interior spaces include outdoor and indoor gathering spaces. Supporting areas include restrooms, playground and picnic areas.

Typical Floor Finishes		
Floor Finish	Locations	General Condition
Hardwood	Caretakers Residence, Men's and Lady's Buildings, Main Building	Fair
Painted/sealed concrete	Lower Restroom Building	Fair
Sheet vinyl	Restrooms	Fair
Typical Wall Finishes		
Wall Finish	Locations	General Condition
Painted drywall	Caretakers Residence, Men's and Lady's Buildings, Main Building	Fair
Painted CMU	Lower Restroom Building	Fair
Typical Ceiling Finishes		
Ceiling Finish	Locations	General Condition
Exposed structure	Men's, Lady's, Main and Lower Restroom Buildings	Fair
Painted drywall	Caretakers Residence	Fair

Interior Doors		
Item	Type	Condition
Interior Doors	Wood and metal	Fair
Door Framing	Wood and metal	Fair
Fire Doors	No	--

Anticipated Lifecycle Replacements:

- Interior doors
- Interior paint
- Wood floor refinish
- Interior wall paneling

- Carpet replacement

Actions/Comments:

- The Caretakers Residence has a carpet overlaid on top of poor vinyl tile flooring. Recommend removing layers of flooring and installing a sanitary washable floor finish.

8.2. Commercial Kitchen & Laundry Equipment

Not applicable.

9. Other Structures

Not applicable.

10. Certification

Dude Solutions Inc. retained EMG to perform this Facility Condition Assessment in connection with its continued operation of Camp Naumkeag at 85 Memorial Drive, Salem, MA, the "Property". It is our understanding that the primary interest of the City of Salem is to locate and evaluate materials and building system defects that might significantly affect the value of the property and to determine if the present Property has conditions that will have a significant impact on its continued operations.

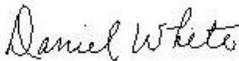
The conclusions and recommendations presented in this report are based on the brief review of the plans and records made available to our Project Manager during the site visit, interviews of available property management personnel and maintenance contractors familiar with the Property, appropriate inquiry of municipal authorities, our Project Manager's walk-through observations during the site visit, and our experience with similar properties.

No testing, exploratory probing, dismantling or operating of equipment or in-depth studies were performed unless specifically required under Section 2 of this report. This assessment did not include engineering calculations to determine the adequacy of the Property's original design or existing systems. Although walk-through observations were performed, not all areas were observed (See Section 4.2 for areas observed). There may be defects in the Property, which were in areas not observed or readily accessible, may not have been visible, or were not disclosed by management personnel when questioned. The report describes property conditions at the time that the observations and research were conducted.

This report has been prepared on behalf of and exclusively for the use of the City of Salem for the purpose stated within Section 2 of this report. The report, or any excerpt thereof, shall not be used by any party other than the City of Salem or for any other purpose than that specifically stated in our agreement or within Section 2 of this report without the express written consent of EMG.

Any reuse or distribution of this report without such consent shall be at the City of Salem and the recipient's sole risk, without liability to EMG.

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Project Manager

Reviewed by: 

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Technical Report Reviewer for
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11. Appendices

Appendix A: Photographic Record

Appendix B: Site Plan

Appendix C: EMG Accessibility Checklist

Appendix A: Photographic Record



PHOTO #1:	CARETAKERS RESIDENCE
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PHOTO #2:	MENS BUILDING
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PHOTO #3:	MAIN BUILDING FRONT
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PHOTO #4:	MAIN BUILDING REAR
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PHOTO #5:	LADYS BUILDING
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PHOTO #6:	LOWER RESTROOM BUILDING
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PHOTO #7:	PICNIC AREA
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PHOTO #8:	PARKING
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PHOTO #9:	PLAYGROUND
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PHOTO #10:	DRIVEWAY
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PHOTO #11:	INTERIOR STORAGE
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PHOTO #12:	MAIN BUILDING INTERIOR
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PHOTO #13: MENS BUILDING RESTROOM



PHOTO #14: OUTDOOR DECK AT CARETAKERS



PHOTO #15: ELECTRICAL



PHOTO #16: SITE LIGHTING



PHOTO #17: WATER HEATER



PHOTO #18: CARETAKERS KITCHEN



PHOTO #19: CARETAKERS BATHROOM



PHOTO #20: CARETAKERS INTERIOR



PHOTO #21: FOUNDATION PIERS



PHOTO #22: MAIN BUILDING ELECTRICAL



PHOTO #23: MAIN BUILDING WATER HEATER



PHOTO #24: LADYS BUILDING RESTROOM

Appendix B: Site Plan



Site Plan



	Project Name: Camp Naumkeag	Project Number: 130200.18R000-014.322
	Source: Google Earth	On-Site Date: March 19, 2018

Appendix C: EMG Accessibility Checklist

Date Completed: March 19, 2018

Property Name: Camp Naumkeag

EMG Project Number: 130200.18R000-014.322

Building History		Yes	No	Unk	Comments
1	Has an ADA survey previously been completed for this property?			x	
2	Have any ADA improvements been made to the property?		x		
3	Does a Transition Plan / Barrier Removal Plan exist for the property?			x	
4	Has building ownership or management received any ADA related complaints that have not been resolved?			x	
5	Is any litigation pending related to ADA issues?			x	
Parking		Yes	No	NA	Comments
1	Are there sufficient accessible parking spaces with respect to the total number of reported spaces?		x		
2	Are there sufficient van-accessible parking spaces available?		x		None marked
3	Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?		x		
4	Is there at least one accessible route provided within the boundary of the site from public transportation stops, accessible parking spaces, passenger loading zones, if provided, and public streets and sidewalks?		x		
5	Do curbs on the accessible route have depressed, ramped curb cuts at drives, paths, and drop-offs?			x	No curbs
6	If required does signage exist directing you to accessible parking and an accessible building entrance?		x		
Ramps		Yes	No	NA	Comments
1*	Do all ramps along accessible path of travel appear to meet slope requirements? (1:12 or less)	x			
2	Are ramps that appear longer than 6 ft complete with railings on both sides?	x			

Ramps (cont.)		Yes	No	NA	Comments
3	Does the width between railings appear at least 36 inches?	x			
4	Is there a level landing for approximately every 30 ft horizontal length of ramp, at the top and at the bottom of ramps and switchbacks?		x		
Entrances/Exits		Yes	No	NA	Comments
1	Do all required accessible entrance doorways appear at least 32 inches wide and not a revolving door?	x			
2	If the main entrance is inaccessible, are there alternate accessible entrances?			x	Main entrance is accessible
3	Is the door hardware easy to operate (lever/push type hardware, no twisting required and not higher than approximately 48 inches above the floor)?		x		
Paths of Travel		Yes	No	NA	Comments
1	Are all paths of travel free of obstruction and wide enough for a wheelchair (appear at least 36 inches wide)?	x			
2	Are wheelchair-accessible facilities (toilet rooms, exits, etc.) identified with signage?		x		
3	Is there a path of travel that does not require the use of stairs?	x			
Elevators		Yes	No	NA	Comments
1	Do the call buttons have visual and audible signals to indicate when a call is registered and answered when car arrives?			x	
2	Are there visual and audible signals inside cars indicating floor change?			x	
3	Are there standard raised and Braille marking on both jambs of each hoist way entrance as well as all cab/call buttons?			x	
4	Do elevator doors have a reopening device that will stop and reopen a car door if an object or a person obstructs the door?			x	
5	Are elevator controls low enough to be reached from a wheelchair (appears to be between 15 and 48 inches)?			x	
6	If a two-way emergency communication system is provided within the elevator cab, is it usable without voice communication?			x	

Toilet Rooms		Yes	No	NA	Comments
1	Are common area public restrooms located on an accessible route?		x		
2	Are pull handles push/pull or lever type?		x		
3	Are there audible and visual fire alarm devices in the toilet rooms?		x		
4	Are toilet room access doors wheelchair-accessible (appear to be at least 32 inches wide)?	x			
5	Are public restrooms large enough to accommodate a wheelchair turnaround (appear to have 60" turning diameter)?	x			
6	In unisex toilet rooms, are there safety alarms with pull cords?		x		
7	Are toilet stall doors wheelchair accessible (appear to be at least 32" wide)?	x			
8	Are grab bars provided in toilet stalls?		x		
9	Are sinks provided with clearance for a wheelchair to roll under (appear to have 29" clearance)?	x			
10	Are sink handles operable with one hand without grasping, pinching or twisting?		x		
11	Are exposed pipes under sink sufficiently insulated against contact?		x		
Guest Rooms		Yes	No	NA	Comments
1	How many total accessible sleeping rooms does the property management report to have? Provide specific number in comment field. Are there sufficient reported accessible sleeping rooms with respect to the total number of reported guestrooms? See attached hot sheet.			x	

Guest Rooms		Yes	No	NA	Comments
2	How many of the accessible sleeping rooms per property management have roll-in showers? Provide specific number in comment field. Are there sufficient reported accessible rooms with roll-in showers with respect to the total number of reported accessible guestrooms? See attached hot sheet.			x	
3	How many assistive listening kits and/or rooms with communication features are available per property management? Provide specific number in comment field. Are there sufficient reported assistive listening devices with respect to the total number of rooms? See attached hot sheet.			x	
Pools		Yes	No	NA	Comments
1	Are public access pools provided? If the answer is no, please disregard this section.			x	
2	How many accessible access points are provided to each pool/spa? Provide number in comment field. Is at least one fixed lift or sloped entry to the pool provided?			x	
Play Area		Yes	No	NA	Comments
1	Has the play area been reviewed for accessibility? All public playgrounds are subject to ADAAG standards.		x		
Exercise Equipment		Yes	No	NA	Comments
1	Does there appear to be adequate clear floor space around the machines/equipment (30" by 48" minimum)?			x	

*Based on visual observation only. The slope was not confirmed through measurements.