

Town of Carrboro

Facilities Condition Assessment

October 2019



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EXECUTIVE SUMMARY

INTRODUCTION

The Public Works Department has prepared a Facilities Condition Assessment (FCA) for Town owned assets. The assessment evaluated the current condition of each facility and its components to obtain information for the purpose of allocating and prioritizing resources to address a backlog of deferred maintenance and address issues like life safety, code compliance, accessibility, energy efficiency, functionality, life expectancy, and aesthetics. This report gives us a tool to understand the current condition, needs and costs for repairs, and improvements so that we can plan and budget resources to systematically address Town needs. This FCA is intended to be updated and distributed annually. Also, the FCA is a valuable tool to be used in the preparation of a Facilities Master Plan.

The Manager's Office and Public Works propose to seek a consultant to prepare a Facilities Master Plan. The master plan will study demographics and anticipated growth of staff and facility needs, space planning, as well as large projects and renovations.

PURPOSE

The purpose of this assessment is to assist the Town of Carrboro in evaluating the physical aspects of the Town's facilities and provide key information for planned improvements by outlining the condition of:

- Mechanical, plumbing, and electrical systems;
- Fire protection and suppression systems;
- Site and landscape elements;
- Architectural, building envelope, and life safety elements; and
- Structural components

This report includes the evaluation of each facility's assets, prioritization of the recommended repair or replacement of assets, and opinion of costs to assist the Town in its planning for rehabilitation work and capital improvements.

Facility assets include major independent building components and systems. Each component and system was observed and its physical condition evaluated and recorded. The opinion of costs for repairs and/or capital reserve items are included in the enclosed *deficiency list and opinion of cost* tables.

Opportunities for improvements were also considered as part of this assessment. Maintaining and recapturing the historical integrity of structures shall be a guiding principal during rehabilitation and renovation projects. The Town's facilities offer many unique historical attributes which are detailed in the narrative sections of this report.

Additionally, opportunities to improve energy efficiency and alternative energy generation were considered. All findings are included in the relevant sections of this report.

This assessment does not include Americans with Disabilities Act (ADA) accessibility or evaluate environmental (hazardous material) impacts. ADA compliance and environmental evaluations will be



performed by licensed professionals during the planning and development of future renovations.

SCOPE

The assessment team visited the following Town facilities to evaluate the general condition of the building and site improvements:

- Century Center
- Community School
- Fire Station 1
- Fire Station 2
- Public Works
- Town Hall
- Baldwin Park
- Hank Anderson III Community Park
- Town Commons
- Wilson Park
- Bus Shelters
- Cemeteries
- Municipal Parking Lots

A walk-through survey of the building was conducted to observe building systems and components, identify physical deficiencies, and formulate recommendations to remedy the physical deficiencies.

As a part of the walk-through survey, the assessment team surveyed the exterior of the properties including the building exterior, roof(s), and pavement.

- The assessment team interviewed the building maintenance staff to obtain information about the subject property's historical repairs and replacements and their costs, level of preventive maintenance exercised, pending repairs and improvements, and frequency of repairs and replacements.
- The assessment team developed opinions based on their site assessment and interviews with Town's staff.
- The assessment team reviewed relevant available documents and information to gain a better understanding of the facilities' history.

METHODOLOGY

STAKEHOLDER QUESTIONNAIRE, KICK-OFF MEETING AND INTERVIEWS

A Pre-Survey Questionnaire was sent to Town Department Heads prior to physical inspection of Town's facilities. After receiving the Questionnaire responses, Public Works held a Kick-off Meeting with Department Heads to review key findings, the project's processes, and intent. In addition, several one-on-one interviews were conducted to gain a better understanding of Town staff needs. Information obtained from the questionnaire has been used in the preparation of this report. The questionnaire is included in Appendix A.

Additional facility improvements identified by Stakeholders can be found in Appendix B. The improvements have not been included in the Recommendation Investment for Repair and Renovation of this report.

FACILITY INSPECTIONS

Public Works inspected each of the Town's facilities, recorded existing conditions, identified problems and deficiencies, and documented corrective actions.



Facilities were inspected by the following personnel:

- Ben Schmadeke, Town of Carrboro Capital Projects Manager
- Mike Thompson, Town of Carrboro Engineer Inspector
- Ray Enoch, Town of Carrboro Fire Marshal

Additional inspections were completed by:

- Bonneville Electric
- Daulton HVAC

ASSET DATA COLLECTION

Examples Assets Analyzed in this Facilities Condition Assessment:

A/C Unit	Electrical Panel	Ice Machine
Air Compressor	Elevator	Lighting
Appliance	Eye Wash Station	Meter
Automatic Fire Suppression	Exhaust Fan	Parking Lot
Boiler	Fire Alarm	Pump
Ceilings	Fixture (plumbing)	Roof
Chiller	Floors	Walls
Control Panel	Generator	Water Heater
Doors	Heat Pump	Water Closet
Electrical Conduit	HVAC Controls	Well

Assets were assessed using the following criteria:

- **Failing** – *Must be addressed immediately to avoid further damage*
- **Poor** – *In diminished Condition with remedial work required prior to renovation*
- **Fair** – *In aging condition with some remedial work recommended*
- **Good** – *In serviceable condition with no remedial work recommended*
- **Excellent** – *In like new condition with no remedial work recommended*



DEVELOPMENT OF DEFICIENCY LIST

The Deficiency List incorporates assets that were evaluated as “poor” and “failing” and takes into consideration building systems that are not currently installed but are recommended.

OPINIONS OF PROBABLE COSTS

Opinions of cost are based on Public Work’s experience with past costs for similar projects and *GORDIAN’s 2018 Facilities Construction Costs with RSMeans Data*.

Expenditures have been recommended in the current and following Fiscal Years (FY20 & FY21) to correct most deficiencies and prevent the further degradation of Town assets.

Estimated expenditures for beyond FY21 have been included as a means of addressing remaining deficiencies and forecasting future deficiencies and associated costs. This estimate is based on the number of assets in “fair” and “good” condition that will likely need to be repaired or replaced in the near future; itemized opinions of cost have not been developed in this analysis. It is recommended that all deficiencies be corrected within 5 to 8 years to protect Town assets and maintain safe and functional facilities.

Note: costs do not include the routine maintenance of any asset.

SUMMARY OF RECOMMENDED EXPENDITURES

	FY 2020	FY 2021	FY 2022+	Total
Century Center	\$250,000	\$218,000	\$375,000	\$843,000
Fire Station 1	\$50,000	\$50,650	\$25,000	\$125,650
Fire Station 2	\$12,050	\$10,000	\$15,000	\$37,050
Public Works	\$50,000	\$62,650	\$75,000	\$187,650
Town Hall	\$300,000	\$329,250	\$250,000	\$879,250
Baldwin Park	\$0	\$15,000	\$5,000	\$20,000
Hank Anderson III Community Park	\$10,000	\$8,210	\$75,000	\$93,210
Town Commons	\$0	\$5,850	\$10,000	\$15,850
Wilson Park	\$7,850	\$1,000	\$5,000	\$13,850
Total Recommended Expenditures	\$679,900	\$700,610	\$835,000	\$2,215,510



CENTURY CENTER

FACILITY DESCRIPTION



Address: 100 North Greensboro Street

Current Facility Use: Police Department and Recreation and Parks Department

Land Area: .70 acres

Gross Building Area: 23,378

Year Built: 1924

Carrboro's Century Center, previously Carrboro Baptist Church, is a two-story historic structure in the heart of downtown Carrboro. Construction of the building was completed in 1924. The core of the building is a rectangular gable-roofed sanctuary supported by exterior buttresses to which a one-story hip-roofed wing is appended along the east elevation. On the main, west elevation, flat-roofed towers with recessed window planes topped with corbelling distinguish each corner; the southwest tower is taller due to the addition of a belfry (Source: *Carrboro, N.C. An Architectural & Historical Inventory*).

The property was purchased by the Town in 1997 and underwent a significant renovation in 2000. It is comprised of two primary spaces; the Carrboro Police Department and Carrboro Recreation and Parks Department. Included in the Recreation and Parks Department are event spaces open to the public and a small branch of the Orange County Library.





Site Improvements

The site is improved with covered walkways, brick planters, and a decorative fountain. There are two parking lots, one on the east side of the building and one on the west side, across North Greensboro Street. Currently the number of parking spaces for the site is inadequate and there is no secured parking for the Police Department.

Architectural and Structural Systems

The roof above the police station is a built-up type flat roof installed in 2009 and is in good condition. This roof offers an excellent site for a roof-top mounted solar photovoltaic system.

The roof above the Century Center is an asphalt shingle type of sloped roof in fair condition, replacement will likely be needed within the next ten years.

The Police Department side of the building is structurally made up of cast-in-place perimeter frame members, interior structural steel girders, and open web bar joists floor members supporting concrete slab on corrugated steel deck. The Recreation and Parks portion of the building is structurally made up of exterior load-bearing brick masonry, interior structural steel girders, and open web bar joist floor members supporting concrete slab on corrugated steel deck. The roof trusses are heavy timber construction. (Source: Building Assessment Final Report, February 22, 2017, Creech and Associates)

Electrical, Mechanical, and Plumbing Systems

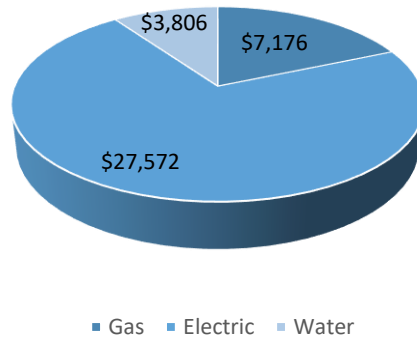
The building is heated and cooled by a variable air volume (VAV) forced-air system with a centralized boiler and chiller. Hot water reheat is utilized for dehumidification. The HVAC system is controlled by an automated Energy Management System (EMS). The electrical and plumbing systems were mostly replaced during the 2000 renovation and are in good condition.

Energy Consumption

The total annual energy usage per square foot of the Century Center is approximately 95,000 btu/sf which is above the national average of 85,000 btu/sf for public assembly facilities. (Source: U.S. Energy Information Administration, Commercial Buildings Energy Consumption Survey)

Summary of FY 2019 Annual Utility Costs:

- Electric - \$27,572
- Gas - \$7,176
- Water - \$3,806



The average monthly summer electric bill is \$3,200/month and the average monthly winter electric bill is \$1,500/month.

The average monthly summer gas bill is \$350/month and average monthly winter gas bill is \$900/month.

Interior Elements

The interior of the building is typically made up of gypsum wallboard and plaster walls, vinyl tile flooring, and an acoustical drop ceiling with drop-in troffer style fluorescent light fixtures. The main hall, formerly the baptistery, is made up of hard wood floors, a vaulted ceiling, and has large pendent style lights with LED bulbs. Storage within the facility is lacking and any items are currently being stored in hallways. The windows are in good overall condition with the exception of the great hall; which have wooden frames that are deteriorating.

Life Safety and Fire Protection

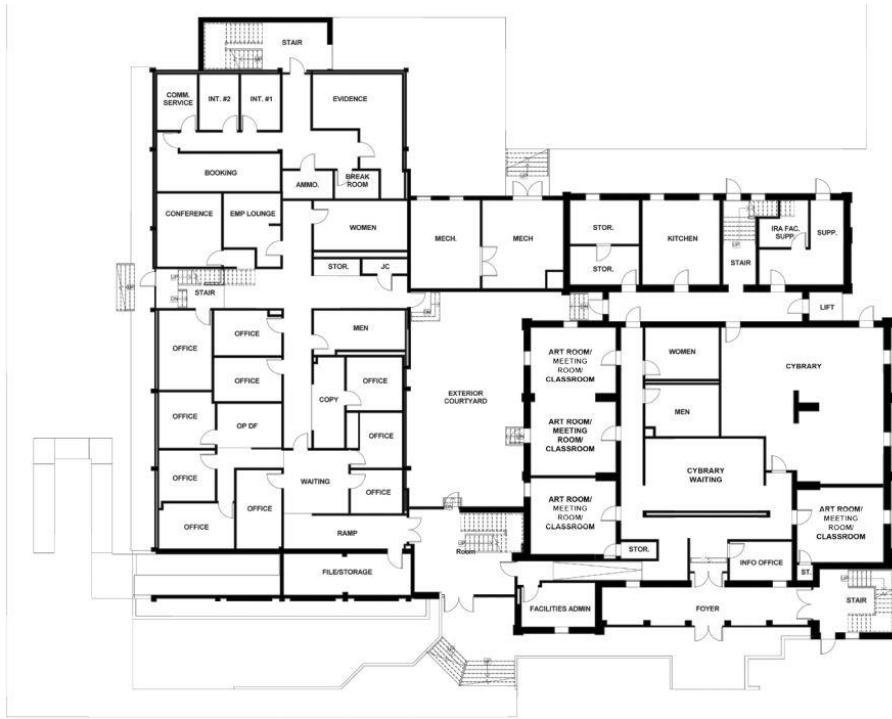
There is currently an automatic fire suppression system installed throughout the building consisting of automatic sprinklers. A fire alarm system is also installed. During the inspection with the Fire Marshal, it was noted that many egress corridors contain stored material which is in violation of the fire code.

Service contracts in place for the Century Center:

- Apple Electronics (fire alarm)
- Champion Control Systems (EMS)
- Clegg's Pest Control (pest control)
- KB Power (generators)
- Kemco (ice machines)



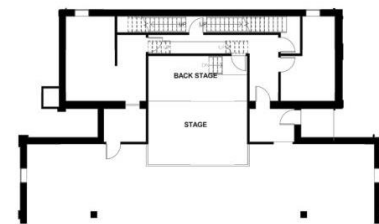
BUILDING SKETCH



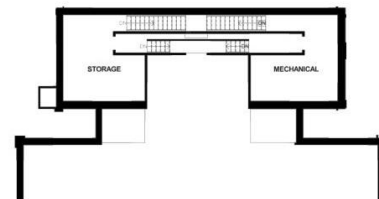
First Floor Plan



Second Floor Plan



Stage



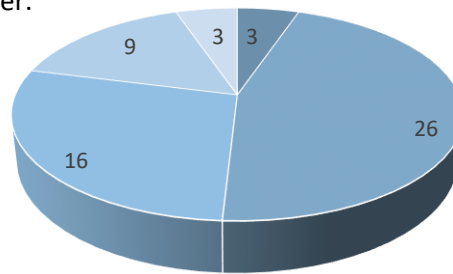
Baptistry



ASSETS

Fifty-seven (57) assets were identified at Century Center.

- 3 Assets in Excellent Condition
- 26 Assets in Good Condition
- 16 Assets in Fair Condition
- 9 Assets in Poor Condition
- 3 Assets in Failing Condition



■ Excellent Condition ■ Good Condition ■ Fair Condition ■ Poor Condition ■ Failing Condition

The following table identifies each asset's location, system, type, and condition:

Building Level	Asset System	Asset Type	Condition
Basement	Mechanical	A/C Unit - Boiler	5
First Floor	Architectural	Ceiling	3
First Floor	Architectural	Wall	3
First Floor	Architectural	Exterior Doors	3
First Floor	Architectural	Ceiling - Rm 12	2
First Floor	Architectural	Flooring	1
First Floor	Electrical	Meter	4
First Floor	Electrical	Panel LA	4
First Floor	Electrical	Panel LB	4
First Floor	Electrical	Panel LE	4
First Floor	Electrical	MDP	4
First Floor	Electrical	Generator	4
First Floor	Electrical	Fountain Meter	4
First Floor	Life Safety	AED in Cybrary	3
First Floor	Life Safety	AED on Programs Side	2
First Floor	Mechanical	Appliance - Refrigerator/ Freezer	5
First Floor	Mechanical	Door - Pneumatic Opener	4
First Floor	Mechanical	Boiler	4
First Floor	Mechanical	A/C Unit - Blower	4
First Floor	Mechanical	A/C Unit - Coil	4
First Floor	Mechanical	A/C Unit - Filter Frame	4
First Floor	Mechanical	A/C Unit - Air Handler #1	3
First Floor	Mechanical	Cold water return pump	3
First Floor	Mechanical	Heating/Hot Water Pump	3
First Floor	Mechanical	Water Heater #2	3
First Floor	Mechanical	Water Heater #1	3



Building Level/Location	Asset System	Asset Type	Condition
First Floor	Mechanical	Appliance - Stove/Griddle	3
First Floor	Mechanical	Appliance - Vent Hood	3
First Floor	Mechanical	A/C Unit - Chiller	2
First Floor	Mechanical	Appliance - Island Electric Range	2
First Floor	Plumbing	Fixture - Cybrary	4
Second Floor	Architectural	Floor - Century Hall	2
Second Floor	Architectural	Windows (Century Hall)	1
Second Floor	Electrical	Panel LC	5
Second Floor	Electrical	Panel LD	4
Second Floor	Fire Protection	Fire Alarm - Century Center	4
Second Floor	Life Safety	AED near Century Hall	1
Second Floor	Plumbing	Fixtures (Water Closet)	4
First Floor and Second Floor	Fire Protection	Fire Extinguishers	4
First Floor and Second Floor	Mechanical	A/C Unit - VAV boxes (Qty 35)	4
First Floor and Second Floor	Mechanical	Elevator	3
First Floor, Second Floor, and Baptistry	Fire Protection	Fire Suppression	4
First Floor, Second Floor, and Baptistry	Life Safety	Egress	2
First Floor, Second Floor, and Baptistry	Mechanical	HVAC Control System	4
Attic	Mechanical	A/C Unit - Blower	4
Attic	Mechanical	A/C Unit - Filter Frame	4
Attic	Mechanical	A/C Unit - Coil	4
Attic	Mechanical	VFD for Air Handler - AHU-2 VFD	4
Attic	Mechanical	VFD for Air Handler - AHU-3 VFD	4
Attic	Mechanical	A/C Unit - AHU -2	3
Attic	Mechanical	A/C Unit - AHU-3	2
Attic	Structural	Facade	2
Roof	Architectural	Roof - Police Station	4
Roof	Architectural	Roof - Century Center	3
Roof	Mechanical	Chiller #1	2
Site	Parking Lot	Parking - Municipal lot at the corner of Weaver St. and N. Greensboro St.	3
Site	Parking Lot	Parking - Police Lot	3



RECOMMENDATIONS AND OPPORTUNITIES

Due to the heavy use of the public spaces, painting and remodeling is recommended. The large windows in the sanctuary are in failing condition and immediate replacement is recommended. The chiller (the largest electricity user in the building) is approximately 20 years old and at the end of its useful life. A new high efficiency chiller is recommended to replace the old within the next 3 years. Modifications to the programming of the EMS system are recommended to further reduce energy consumption. LED lighting should be installed throughout the building.

Security improvements are recommended due to the building being used by both the public and the police. Improved features for accessibility are also recommended to be more accommodating to individuals with disabilities. Currently, there is not adequate or secure parking for the police department; therefore, parking should be reevaluated.

The roof over the police station offers an excellent site for roof-top solar electric generation. Lighting throughout the building should be replaced with LED fixtures.

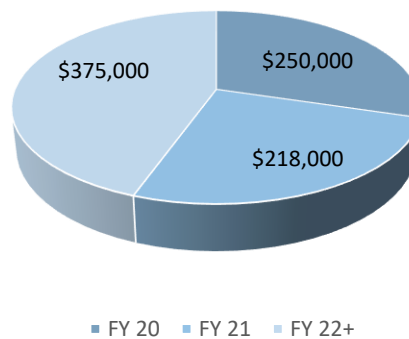
RECOMMENDATION INVESTMENT FOR REPAIR AND RENOVATION

Recommended repair and renovation investments for fiscal years 2020 and 2021 include items identified in the *Deficiency List and Opinion of Cost* table below. The list does not include items that are recommended to be incorporated into a larger renovation which will be identified in a forthcoming *Facilities Master Plan*.

Recommended repair and renovation investments for fiscal years 2022+ are based on the number of assets in “fair” and “good” condition that will likely need to be repaired or replaced in the near future; itemized opinions of cost have not been developed for these assets.

Note: Costs do not include routine maintenance of any asset.

Fiscal Year	Amount
2020	\$250,000
2021	\$218,000
2022+	\$375,000



DEFICIENCY LIST AND OPINIONS OF COSTS

Building Level/ Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
First Floor	Architectural	Floor/Ceiling/ Cabinetry	Recommend kitchen remodel, existing kitchen has equipment issues and gets heavy use - wear and tear is prevalent	1	\$30,000
First Floor	Architectural	Floor	Exposed subfloor. Recommend repair and replacing VCT.	1	\$4,500
First Floor	Electrical	J-box	There is an open junction box in the parks and rec men's bathroom, probably where a motion sensor was removed. Recommend reinstalling a motion sensor or blanking off junction box.	1	\$25
First Floor	Electrical	Equipment Disconnect	There is no disconnect in sight of the central stove. Recommend installing a disconnect.	1	\$250
First Floor	Electrical	Equipment Disconnect	The dead front interlock is broken on the disconnect for the stove. Recommend repairing or replacing	1	\$750
First Floor	Electrical	Electrical Outlet	There are multiple non-GFCI protected outlets. Recommend installing GFCI protection where required by code.	3	\$1,000
First Floor	Life Safety	Egress	Multiple obstacles - temporary sump pump, bushes, bench - blocking emergency egress path	1	\$5,000
First Floor	Life Safety	Egress	Remove stored material from stairwell.	1	\$0
First Floor	Life Safety	Egress	Remove stored material from hallway.	1	\$0
First Floor	Life Safety	Egress Lighting	Exit signs need bulbs.	2	\$100
First Floor	Life Safety	Egress Signage	Add exit sign.	1	\$350
First Floor	Life Safety	Fire Alarm	Add pull box.	2	\$400
First Floor	Life Safety	Fire Suppression	Sprinkler head above drop ceiling, needs to be lowered.	1	\$350
First Floor	Life Safety	Fire Suppression	Add sprinkler head.	1	\$1,000
First Floor	Life Safety	Fire Suppression	Add Sprinkler head	1	\$1,000



Building Level/Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
First Floor	Life Safety	Fire Suppression	Add sprinkler head to bottom of stairwell.	1	\$1,000
First Floor	Mechanical	Range Hood	The hood over the stove in the kitchen is very loose, it appears its supports are failing.	1	\$250
First Floor	Mechanical	AHU 1	Chilled Water Coil is dirty. Recommend cleaning.	1	\$750
Second Floor	Architectural	Windows	Rotting wood throughout window frames. Recommend replacing windows	10	\$150,000
Second Floor	Electrical	Electrical Outlet	Outlets in stage floor are not of a type approved for installation in floors and show signs of physical damage due to this; Recommend replacing with recessed outlet boxes designed for use on stage floors.	2	\$1,250
Second Floor	Electrical	Electrical Outlet	There is a feed in SO cable tapped out of the stage panel which feeds a dimmer pack. Due to the routing and type of cabling this is more suitable for temporary use. Recommend installing a permanent outlet in the vicinity of the dimmer pack in surface mounted conduit or other approved method.	1	\$1,000
Second Floor	Electrical	Electrical Wiring	Breaker trips. Recommend additional circuit to feed microwave.	1	\$2,000
Second Floor	Electrical	Electrical Wiring	Breaker trips. Recommend additional circuit to feed copy machine.	1	\$2,000
Second Floor	Life Safety	Egress	Remove stored material from stairwell.	1	\$0
Second Floor	Life Safety	Egress	Remove stored material from hallway.	1	\$0
Second Floor	Life Safety	Egress	Left exit door panic bar / hardware stuck.	1	\$250
Second Floor	Life Safety	Fire Alarm	Add pull box.	1	\$400
Second Floor	Life Safety	Fire Suppression	No drop ceiling.	1	\$400



Building Level/ Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
Second Floor	Life Safety	Fire Suppression	Fold down stairs to bell tower need to be fire rated.	1	\$3,000
Second Floor	Life Safety	Fire Suppression	Add Sprinkler head	1	\$1,000
Second Floor	Mechanical	AHU 2	Chilled Water Coil is dirty. Recommend cleaning.	1	\$750
Second Floor	Plumbing	Fixture	Number of fixtures does not meet needs of occupants. Recommend adding toilet fixture.	1	\$8,000
Basement, First Floor, and Second Floor	Architectural	Building Envelope	Multiple penetrations need to be sealed, windows need to be sealed, and weatherization throughout recommended.	1	\$7,500
First Floor and Second Floor	Architectural	Walls	Painting and patching recommended throughout	1	\$35,000
First Floor and Second Floor	Life Safety	Fire Suppression	No sprinkler head in elevator shaft. Add sprinkler head.	1	\$1,000
First Floor and Second Floor	Life Safety	Defibrillator	Change batteries and pads.	4	\$250
Attic	Life Safety	Fire Suppression	Sprinkler head needs 18" of clearance.	1	\$500
Attic	Mechanical	AHU 3	Chilled Water Coil is dirty. Recommend cleaning.	1	\$750
Roof	Mechanical	Chiller	Chiller is towards the end of its useful life and maintenance costs are increasing. Recommend replacing.	1	\$200,000
Site	Electrical	Generator	The lower filter on the generator transfer switch is loose. Recommend repairing/replacing	1	\$750
Site	Electrical	Raceway	There is a significant amount of rust on the main feeder conduits going into the basement. Recommend cleaning and painting to prevent further damage.	1	\$150



Building Level/ Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
Site	Life Safety	Fire Suppression	Sprinkler Riser Location signage needed on door.	1	\$50
Site	Life Safety	Fire Suppression	FDC is blocked by vegetation.	1	\$0
Site	Electrical	Fountain	The fountain has the following issues: 1) Incorrect types of wiring and junction boxes (not suitable for use in corrosive environments). 2) Incorrect wire routing (subject to physical damage). 3) Incorrect bonding of equipment and other piping systems Recommend further assessment/repair/rewiring/replacement of pool equipment and associated wiring.	1	\$4,500
Site	Electrical	Feeder	There is a sump pump which drains the stairwell on the weaver street side of the building which is fed with a buried extension cord. Recommend adding a permanent outlet for this sump pump.		\$1,250
Total Opinion of Cost					\$468,475



PHOTOGRAPHS



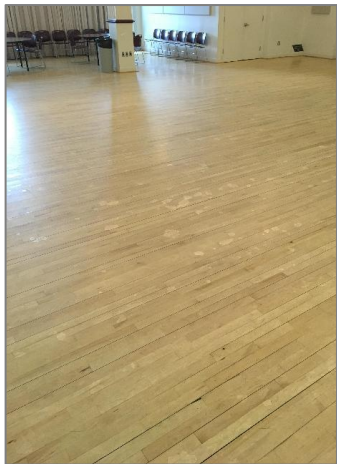
Elevator



Elevator



Automatic Handicap Door



Century Hall - Hardwood Flooring



Laminate Flooring



Laminate Flooring



Water Closet (fixtures)



Water Closet (fixtures)



Kitchen





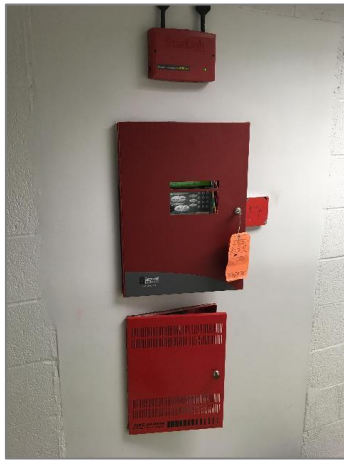
Wall Repair



Attic - Exterior Wall



Damaged Ceiling Tiles



Fire Alarm



Hot Water Pump for HVAC



1st Floor Boiler for HVAC



1st Floor Air Handler



Chiller for HVAC



*Statue, Fountain, and
Electrical Panel*



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COMMUNITY SCHOOL

FACILITY DESCRIPTION



Address: 102 Hargraves Street

Current Facility Use: Early Education

Land Area: 2.29 acres

Gross Building Area: 3,453

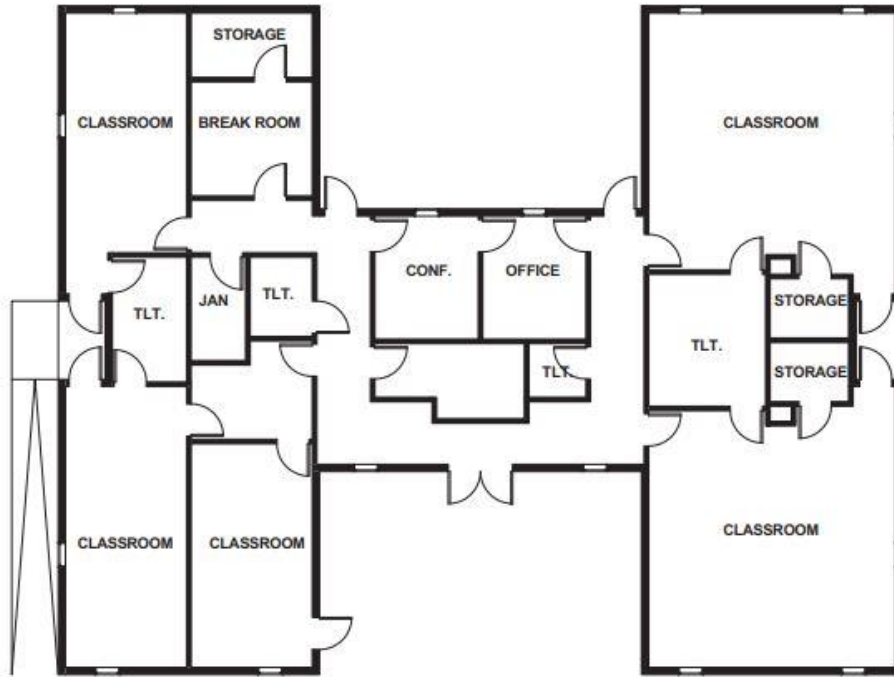
Year Built: 1985

The Community school is a single story modular classroom building and currently under lease to the Community School for People under Six. Under the terms of the lease, the Community School for People Under Six pays all utilities for the building, provides all janitorial services, routine maintenance, and repairs for both the interior and exterior of the building. The Town provides all routine grounds maintenance.

The Community School's assets have not been evaluated in this Facility Condition Assessment due to the terms and length of the current lease. The facility will be evaluated upon termination of the lease. A copy of the lease is included as Appendix B.



BUILDING SKETCH



First Floor Plan



FIRE STATION 1

FACILITY DESCRIPTION



Address: 301 West Main Street

Land Area: 3.96 acres (includes Town Hall and Town Commons)

Current Facility Use: Fire Station

Gross Building Area: 9,710

Year Built: 1922, 1981

Fire Station 1 is located adjacent to Town Hall at 301 West Main Street. The Fire Department moved to this location in the early 1960's. The building was originally the grade school's cafetorium and the stage can still be seen in what is now the kitchen. A major renovation and expansion began in 1979 which included a new 6-bay apparatus area. Construction was completed in 1981.

Site Improvements

The site has three main entrances and includes two driveways for the drive-through apparatus bay. The driveways are in poor condition. Parking and landscaping is shared with Town Hall. A large cell tower dominates the courtyard between Fire Station I and Town Hall.



Architectural and Structural Systems

Features of the old school are still apparent in the old part of Fire Station 1. The structural components to the old section of the building are not visible. The apparatus bay is supported by metal bar joists and has metal roof decking. The roof for Fire Station 11 is a built-up type of flat roof.

Electrical, Mechanical, and Plumbing Systems

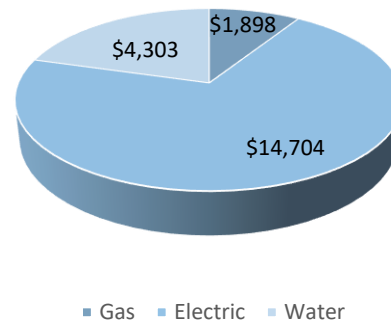
The HVAC system is a forced air ducted system consisting of packaged and split system heat pumps. The apparatus bay is heated with infrared gas heat. There is currently no dehumidification in the building. The plumbing system is aging, but no deficiencies were noted.

Energy Consumption:

The total annual energy usage per square foot of Fire Station 1 is approximately 68,000 btu/sf which is below the national average of 90,000 btu/sf for Public Order and Safety Facilities. (Source: U.S. Energy Information Administration, Commercial Buildings Energy Consumption Survey).

Summary of FY 2019 Annual Utility Costs:

- Electric - \$14,704
- Gas - \$1,898
- Water - \$4,303



The average monthly summer gas bill is \$30/month and the average monthly winter gas bill is \$350/month. Electric bills do not vary considerably by season.

Interior Elements

Interior elements consist of gypsum board walls and ceiling and carpeted floors. Ceiling mounted fluorescent lighting can be found throughout the building. The lighting appears inadequate in the main hallway.

Life Safety and Fire Protection

The building is fully sprinkled for fire suppression. A fire alarm system is also installed.

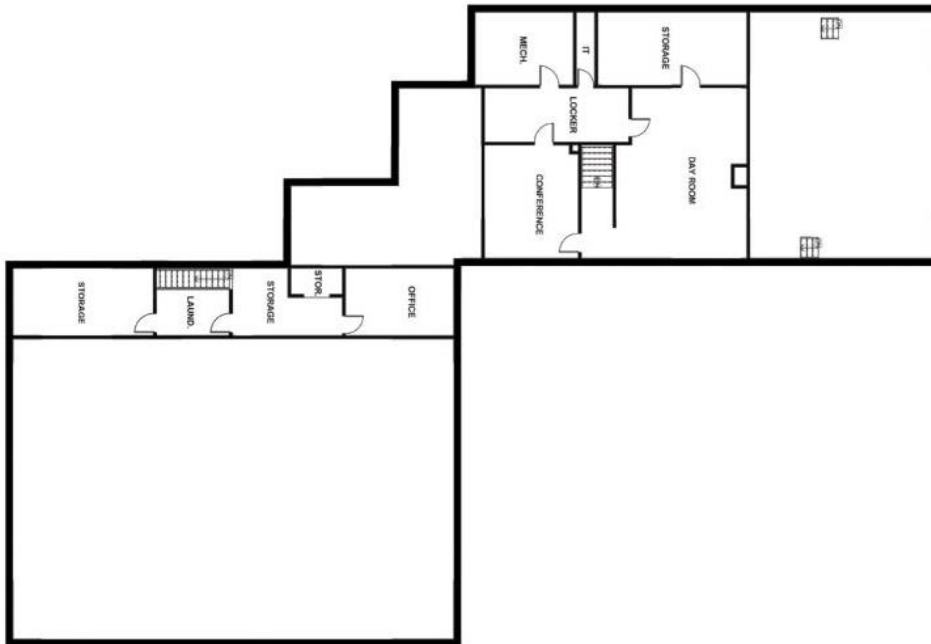


Service contracts in place for Fire Station 1:

- Air Cleaning Specialist (Plymovent exhaust system)
- Apple Electronics (fire alarm)
- ASSA ABLOY (Bay Doors)
- Clegg's Pest Control (pest control)
- Daulton HVAC (air conditioning)
- KB Power (generators)
- Kemco (ice machines)

BUILDING SKETCH

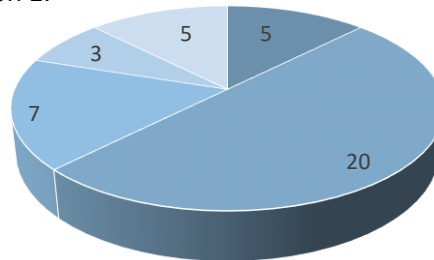




ASSETS

Forty (40) assets were identified at Fire Station 1.

- 5 Assets in Excellent Condition
- 20 Assets in Good Condition
- 7 Assets in Fair Condition
- 3 Assets in Poor Condition
- 5 Assets in Failing Condition



■ Excellent Condition ■ Good Condition ■ Fair Condition ■ Poor Condition ■ Failing Condition

The following table identifies each asset's location, system, type, and condition:



Building Level/Location	Asset System	Asset Type	Condition
First Floor	Architectural	Door	1
First Floor	Electrical	Unmarked panel	5
First Floor	Electrical	Meter Bank	4
First Floor	Electrical	Generator transfer switch	4
First Floor	Electrical	Meter	4
First Floor	Electrical	Panel P4	4
First Floor	Electrical	Panel P3	4
First Floor	Electrical	Generator	3
First Floor	Electrical	Pane P1 MDP	3
First Floor	Electrical	Panel P2	3
First Floor	Electrical	Unnamed Distribution Panel	2
First Floor	Fire Protection	Fire Alarm System	4
First Floor	Life safety	Eye Wash Station	4
First Floor	Mechanical	A/C Unit - AHU	5
First Floor	Mechanical	Exhaust Fans	5
First Floor	Mechanical	Exhaust System for Vehicles	4
First Floor	Mechanical	Electric water Heater	4
First Floor	Mechanical	Infrared Heater	4
First Floor	Plumbing	Lavatory	4
First Floor	Plumbing	Fixture (Unisex Shower)	4
First Floor	Fire Protection	Fire suppression	4
Second Floor	Electrical	Unlabeled panel	3
Second Floor	Electrical	Unlabeled Panel	2
Second Floor	Mechanical	Vehicle Exhaust Extraction	5
Second Floor	Mechanical	Water Heater	4
Second Floor	Mechanical	Air compressor	4
First Floor and Second Floor	Fire Protection	Fire Extinguishers	4
First Floor and Second Floor	Life Safety	Egress	4
Roof	Architectural	Roof - Administration	4
Roof	Architectural	Roof - Bay	2
Roof	Mechanical	A/C Unit - PKG	3
Site	Mechanical	A/C Unit - Condenser	5
Site	Mechanical	A/C Unit - Condenser	4
Site	Mechanical	A/C Unit - AHU	4
Site	Mechanical	A/C Unit - Condenser	3
Site	Mechanical	A/C Unit - AHU	3
Site	Mechanical	A/C Unit - Condenser	1
Site	Mechanical	A/C Unit - AHU	1
Site	Mechanical	A/C Unit - Condenser	1
Site	Mechanical	A/C Unit - AHU	1



RECOMMENDATIONS AND OPPORTUNITIES

The living quarters of Fire Station 1 are overdue for remodeling, this includes the bunk rooms and the kitchen. The roof over the apparatus bay has a history of leaking and likely needs to be replaced. There have been air quality issues in the past which may be the result of a poorly designed air conditioning system and associated controls. Dehumidification is recommended. The concrete driveway in front of the apparatus bay has been cut and patched to the point where replacement is recommended. Lighting should be replaced with LED fixtures. The flat roof above the apparatus bay offers an excellent site for roof top solar.

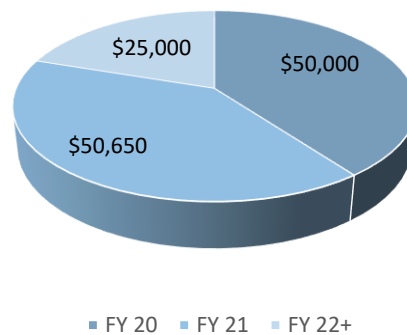
RECOMMENATION INVESTMENT FOR REPAIR AND RENOVATION

Recommended repair and renovation investments for fiscal years 2020 and 2021 include items identified in the *Deficiency List and Opinion of Cost* table below. The list does not include items that are recommended to be incorporated into a larger renovation which will be identified in a forthcoming *Facilities Master Plan*.

Recommended repair and renovation investments for fiscal years 2022+ are based on the number of assets in “fair” and “good” condition that will likely need to be repaired or replaced in the near future; itemized opinions of cost have not been developed for these assets.

Note: Costs do not include routine maintenance of any asset.

Fiscal Year	Amount
2020	\$50,000
2021	\$50,650
2022+	\$25,000



The following table lists recommended repairs for renovation in fiscal year 2020 and fiscal year 2021:



DECIFICIENCY LIST AND OPINION OF COSTS

Building Level/ Location	Asset System	Asset Type	Description/ Recommendation	Quantity	Opinion of Cost
First Floor	Architectural	Floor	Existing Carpet is old and mismatched. Recommend replacing.	1	\$20,000
First Floor	Architectural	Walls	Bay Walls are peeling. Recommend painting.	1	\$12,000
First Floor	Architectural	Cabinets	Residential cabinets do not meet the needs of the current use. Recommend replacing cabinets with commercial grade.	1	\$10,000
First Floor	Architectural	Floor	VCT floor is worn and shows signs of damage. Recommend replacement.	1	\$4,000
First Floor	Architectural	Door	Door is rusted and sticks. Recommend replacing door and fixing door awning.	1	\$4,000
First Floor	Electrical	J-box	There is an open junction box in the shift office where it looks like a smoke detector was once present. Recommend capping off junction box if smoke detector is no longer needed.	1	\$25
First Floor	Electrical	Electrical Panels	There are multiple electrical panels in the network room without required working space. Recommend rearranging equipment to provide required working space.	3	\$0
First Floor	Electrical	Electrical Outlet	There are multiple non GFCI protected receptacles in the vehicle bays and nearby areas, per NEC 511.12, all 120v receptacles in garages that are in areas where electrical diagnostic equipment, electrical hand tools, or portable lighting will be used must be GFCI protected. Recommend installing GFCI protection where needed.	12	\$1,000



Building Level/ Location	Asset System	Asset Type	Description/ Recommendation	Quantity	Opinion of Cost
First Floor	Electrical	Electrical Outlet	Multiple countertop outlets in the kitchen are not GFCI protected. Recommend installing GFCI protection.	6	\$850
First Floor	Mechanical	Door Controls	One of the vehicle bay door controllers is taped off and marked non-functional. Recommend repairing.	1	\$1,200
Second Floor	Electrical	Raceway	Many unsupported or insufficiently supported boxes and conduit runs in this area. Recommend supporting where required.	12	\$350
First Floor and Second Floor	Architectural	Building Envelope	Multiple penetrations need to be sealed, windows need to be sealed, and weatherization throughout recommended.	1	\$1,000
First Floor and Second Floor	Electrical	Electrical panels	Electrical Panels need to be properly labeled. Recommend creating a riser diagram and tracing circuits where necessary.	4	\$3,500
First Floor and Second Floor	Electrical	Generator	The generator disconnect switch was in the off position at time of survey. This disables the automatic function of the generator, creating a variety of potential safety hazards. It also may affect the proper automatic exercise function. Recommend determining why the disconnect switch was in the off position and fixing the problem.	1	\$500
First Floor	Electrical	Equipment Disconnect	There is no disconnecting means for the hard wired ice maker in the kitchen. Recommend installing a disconnect.	1	\$350
Second Floor	Electrical	Lighting	There is an emergency light with broken heads labeled "out of service." Recommend repairing or replacing.	1	\$150
Second Floor	Electrical	Conductor	There is a cable that is not properly terminated, likely an old water heater feed. Recommend boxing up properly or demoing.	1	\$100



Building Level/ Location	Asset System	Asset Type	Description/ Recommendation	Quantity	Opinion of Cost
Roof	Architectural	Roof	Roof leaks. Recommend repair or replacement.	1	\$20,000
Site	Architectural	Driveway	Driveway is broken into numerous sections. Recommend re-pouring concrete.	1	\$18,000
Site	Electrical	Exterior lighting	The exterior halogen flood fixtures on the rear of the vehicle bay did not function, at least one was missing a bulb. Recommend repairing/replacing.	2	\$100
Site	Electrical	Raceway	There is a LB conduit fitting with a loose/damaged cover behind an A/C unit. Recommend repairing/ replacing.	1	\$350
Site	Electrical	Exterior Lighting	There is an exterior vapor tight light fixture in the awning over the side door missing a lense. Recommend replacing lens.	1	\$75
Site	Electrical	Electrical Panels	There is a missing KO seal in the unlabeled panel in the courtyard. Recommend installing a KO seal.	1	\$25
Site	Electrical	Exterior lighting	The exterior halogen flood fixtures on the rear of the vehicle bay did not function, at least one was missing a bulb. Recommend repairing/replacing.	2	\$100
Site	Electrical	Exterior Lighting	Photocell on wall pack light near office entrance has failed (light is on during the day). Recommend replacing/repairing.	1	\$175
Site	Electrical	Generator	The generator exhaust is located closer than 5' to an operable window, this creates a potential carbon monoxide hazard. Recommend replacing window with a non-opening window or relocating generator.	1	\$150



Building Level/ Location	Asset Type	Asset Type	Description/ Recommendation	Quantity	Opinion of Cost
Site	Electrical	Electrical Service	Air conditioners are located in the working space required by NEC and Duke Power around the CT cabinet and service. Recommend relocating A/C units to provide clearance.	2	\$1,200
Site	Electrical	Generator	The generator has a significant amount of rust on the outer enclosure. Recommend painting.	1	\$600
Site	Electrical	Electrical Panels	There is a small abandoned electrical panel fed out of an unlabeled panel with several abandoned outlets below it. Recommend fully disconnecting and removing.	1	\$500
Site	Electrical	Raceway	There is a LB conduit fitting with a loose/damaged cover behind an A/C unit. Recommend repairing/ replacing.	1	\$350
			Total Opinion of Cost		\$100,650



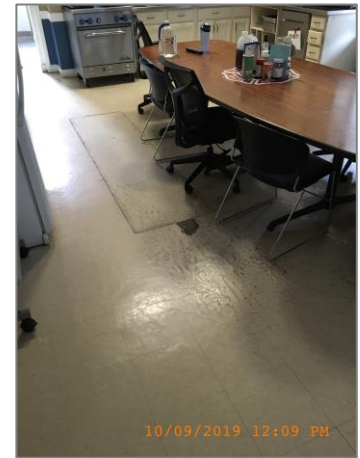
PHOTOGRAPHS



Day Room Carpet



Carpeting in Hallway



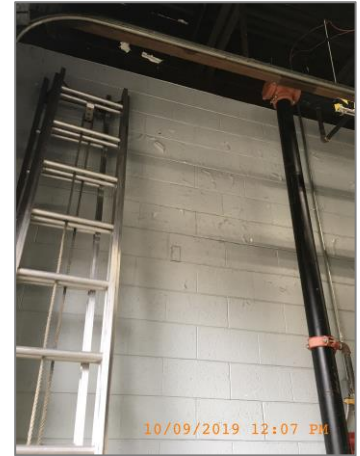
Kitchen



Interior Stairs



Interior Bay Wall



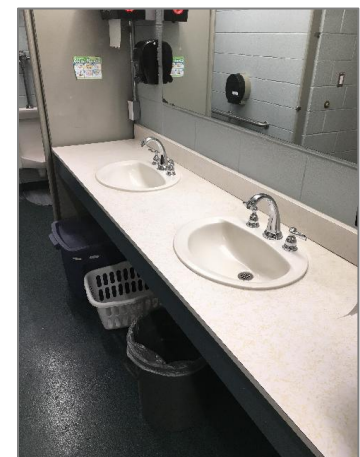
Interior Bay Wall



Kitchen



Locker Room



Locker Room

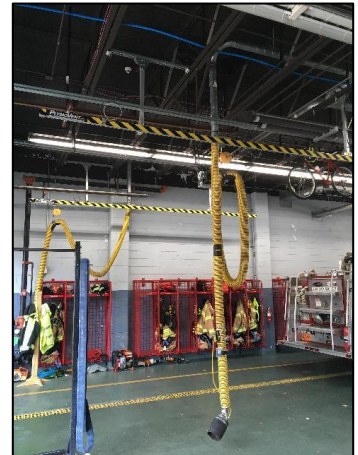




Wash Station



Exhaust fan



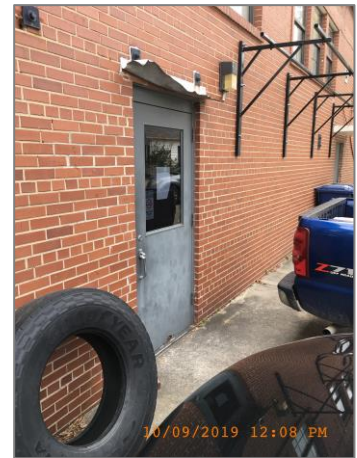
Exhaust Ventilation System



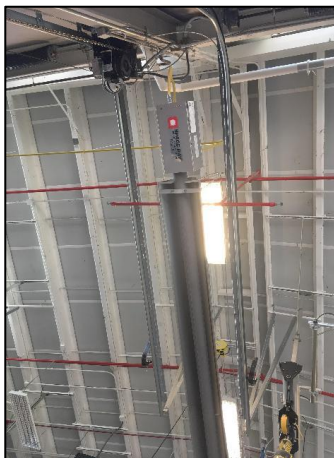
Fire Alarm System



Infrared Heaters



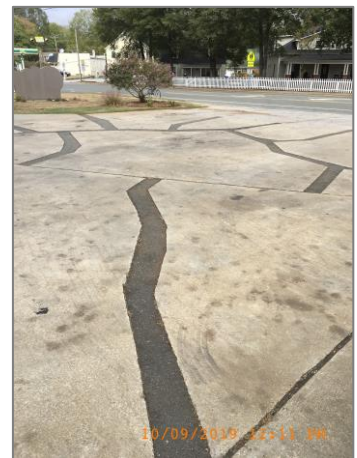
Exterior Door



Bay Door



Driveway



Driveway



FIRE STATION 2

FACILITY DESCRIPTION



Address: 1411 Homestead Road

Land Area: 2.1 Acres

Current Facility Use: Fire Station

Gross Building Area: 8,550

Year Built: 2010

Fire Station 2 is the Town of Carrboro's newest facility, opening on September 4th, 2010. It is located off of Homestead Road in the northern part of town.

Site Improvements

The site at Fire Station 2 includes two driveways for the Apparatus Bay, one parking lot, two rain gardens, and a covered back porch with picnic tables. There is also a large concrete test pit used for testing water pump equipment. There are several large trees featured on the property including a 34 inch American Holly which is the oldest holly tree in Carrboro (Source: *2019 Town of Carrboro Tree Inventory*).



Architectural and Structural Systems

Fire Station 2 is a pre-engineered metal building. The structure is clad in brick and concrete masonry veneer with painted aluminum storefront fenestration components.



Electrical, Mechanical, and Plumbing Systems

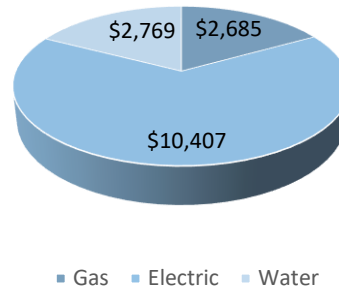
The building is heated and cooled by a series of forced air split system air condition systems with gas heat. The plumbing system includes modern energy and water saving technologies including a rainwater reclamation system to flush toilets, waterless urinals, and solar hot water heaters.

Energy Consumption:

The total annual energy usage per square foot of Fire Station I is approximately 58,000 btu/sf which is below the national average of 90,000 btu/sf for Public Order and Safety Facilities. (Source: U.S. Energy Information Administration, Commercial Buildings Energy Consumption Survey)

Summary of FY 2019 Annual Utility Costs:

- Electric - \$10,407
- Gas - \$2,685
- Water - \$2,769



The average monthly summer gas bill is \$50/month and the average monthly winter gas bill is \$450/month. The electric bill does not vary considerably per season.

Interior Elements

Interior construction consists primarily of lay-in acoustical tile ceiling, non-load bearing gypsum wall board, and vinyl tile flooring. The lighting appears to be LED.

Life Safety and Fire Protection

The building is fully sprinkled for fire suppression. The kitchen has a commercial hood with a wet-chemical fire suppression system. A fire alarm system is also installed.

Service contracts in place for Fire Station 2:

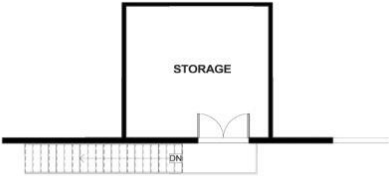
- Air Cleaning Specialist (Plymovent exhaust system)
- Apple Electronics (fire alarm)
- ASSA ABLOY (Bay Doors)
- Clegg's Pest Control (pest control)
- Daulton HVAC (air conditioning)
- KB Power (generators)
- Kemco (ice machines)



BUILDING SKETCH



First Floor Plan



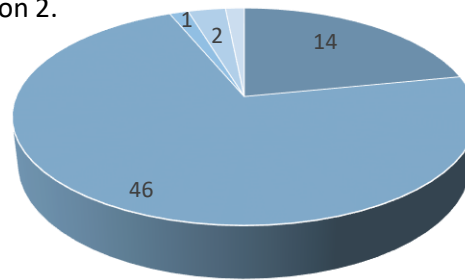
Mezzanine



ASSETS

Sixty-four (64) assets were identified at Fire Station 2.

- 14 Assets in Excellent Condition
- 46 Assets in Good Condition
- 1 Assets in Fair Condition
- 2 Assets in Poor Condition
- 1 Assets in Failing Condition



■ Excellent Condition ■ Good Condition ■ Fair Condition ■ Poor Condition ■ Failing Condition

The following table lists identifies each asset's location, system, type, and condition:

Building Level/ Location	Asset System	Asset Type	Condition
First Floor	Architectural	Floor	5
First Floor	Architectural	Ceiling	4
First Floor	Architectural	Windows	4
First Floor	Architectural	Doors - Interior	4
First Floor	Architectural	Doors - Exterior	5
First Floor	Architectural	Walls - Interior	4
First Floor	Electrical	Lighting	4
First Floor	Electrical	Panel H	5
First Floor	Electrical	Meter	5
First Floor	Electrical	Generator 125kw	5
First Floor	Electrical	Panel NP	5
First Floor	Electrical	Panel MP	5
First Floor	Electrical	Panel A	5
First Floor	Electrical	Panel A1	5
First Floor	Electrical	Panel LP	5
First Floor	Electrical	Automatic Transfer Switch	5
First Floor	Fire Protection	Fire Alarm	4
First Floor	Fire Protection	Fire Extinguishers	4
First Floor	Fire Protection	Fire Suppression	4
First Floor	Life Safety	Eye Wash Station	4



Building Level/ Location	Asset System	Asset Type	Condition
First Floor	Life Safety	Signage - Egress	4
First Floor	Mechanical	Ice Maker	4
First Floor	Mechanical	Refrigerator	4
First Floor	Mechanical	Dish washer	4
First Floor	Mechanical	Gas range	4
First Floor	Mechanical	Range hood	5
First Floor	Mechanical	Equipment	3
First Floor	Mechanical	Washing machine	2
First Floor	Mechanical	Air quality	2
First Floor	Mechanical	Air Compressor	4
First Floor	Mechanical	Fans - Exhaust Removal System	4
First Floor	Mechanical	Bay Exhaust Fan	4
First Floor	Mechanical	Infrared Heater in Bay	5
First Floor	Mechanical	Garage Door Openers	4
First Floor	Plumbing	Fixture - Restroom 1	4
First Floor	Plumbing	Fixture - Water Fountains	4
First Floor	Plumbing	Fixture	4
First Floor	Plumbing	Fixture - Restroom 2	4
First Floor	Plumbing	Fixture - Restroom 3	4
First Floor	Plumbing	Fixture - Restroom 4	4
First Floor	Plumbing	Water Reclamation System	1
First Floor	Plumbing	Washing machine	4
First Floor	Structural	Walls - Exterior	5
Second Floor	Mechanical	Water Heater (Solar)	4
Second Floor	Mechanical	Vehicle Exhaust Extraction	4
Roof	Architectural	Roof	4
Attic	Mechanical	A/C Unit - AHU	4
Attic	Mechanical	A/C Unit - AHU	4
Attic	Mechanical	A/C Unit - AHU	4
Attic	Mechanical	A/C Unit - AHU	4



Building Level/ Location	Asset System	Asset Type	Condition
Attic	Mechanical	A/C Unit - AHU	4
Attic	Mechanical	A/C Unit - AHU	4
Attic	Mechanical	A/C Unit - AHU	4
Attic	Mechanical	A/C Unit - AHU	4
Site	Fuel station	Fuel Pump	4
Site	Fuel Station	Fuel tank	4
Site	Landscaping	Rain Garden	4
Site	Mechanical	A/C Unit - Condenser	4
Site	Mechanical	A/C Unit - Condenser	4
Site	Mechanical	A/C Unit - Condenser	4
Site	Mechanical	A/C Unit - Condenser	4
Site	Mechanical	A/C Unit - Condenser	4
Site	Mechanical	A/C Unit - Condenser	4
Site	Mechanical	A/C Unit - Condenser	4

RECOMMENDATIONS AND OPPORTUNITIES

Fire Station 2 is in good overall condition. It is recommended that building components be monitored so that degradation does not occur. Currently, the water reclamation system is down for maintenance and needs to be repaired and reconnected. The concrete test pit is leaking and needs to be repaired or replaced.

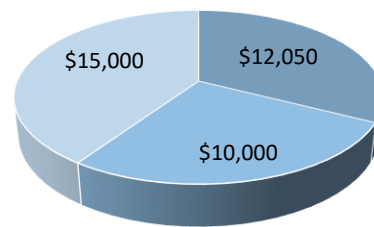
RECOMMENDATION INVESTMENT FOR REPAIR AND RENOVATION

Recommended repair and renovation investments for fiscal years 2020 and 2021 include items identified in the *Deficiency List and Opinion of Cost* table below. The list does not include items that are recommended to be incorporated into a larger renovation which will be identified in a forthcoming *Facilities Master Plan*.

Recommended repair and renovation investments for fiscal years 2022+ are based on the number of assets in “fair” and “good” condition that will likely need to be repaired or replaced in the near future; itemized opinions of cost have not been developed for these assets.

Note: Costs do not include routine maintenance of any asset.

Fiscal Year	Amount
2020	\$12,050
2021	\$10,000
2022+	\$15,000



■ FY 20 ■ FY 21 ■ FY 22+



DECIFICIENCY LIST AND OPINION OF COSTS

Building Level/ Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
First Floor	Life Safety	Sensor	Open junction box missing smoke or CO detector at bottom of stairs in vehicle bays There is a low voltage relay tied into this junction which likely indicates that it is tied into another system such as automatic ventilation. Recommended replacement of missing sensor.	1	\$800
First Floor	Mechanical	Washing Machine	Defective. Recommend replacing.	1	\$1,000
First Floor	Plumbing	Water Re-clamation System	System is disconnected, repair and reconnection needed.	1	\$5,000
Site	Electrical	Panel	The labels for panel H (located outside near A/C condensers) are mostly written on electrical tape and are not very permanent. Recommend installing more permanent labels.	1	\$250
Site	Plumbing	Test Pit	Test pit does not hold water, repair needed.	1	\$15,000
			Total Opinion of Cost		\$22,050



PHOTOGRAPHS



Entry



Interior Door



Ceiling Tiles



Kitchen - Range



Kitchen – Ice Machine



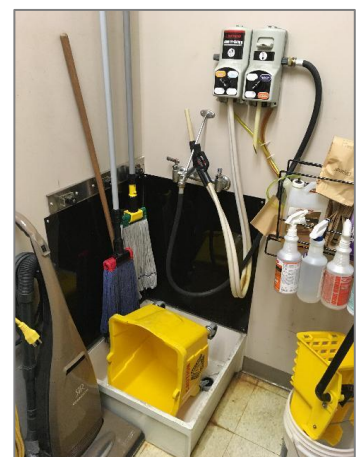
Kitchen – Refrigerator/Freezer



Water Fountains



Laundry Room

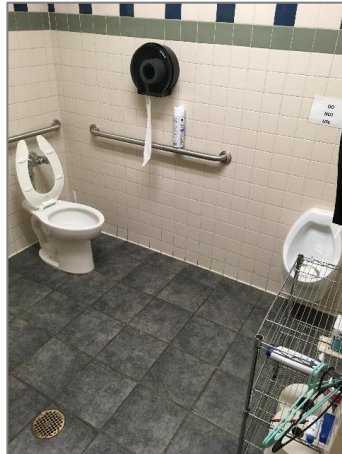


Janitorial Wash Basin

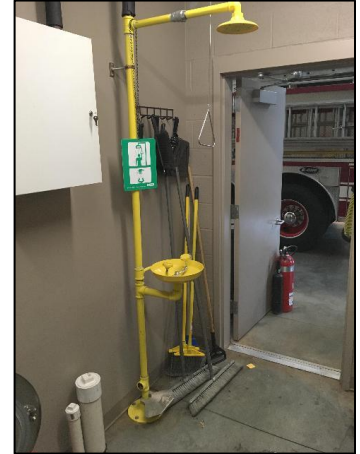




Water Closet



Water Closet



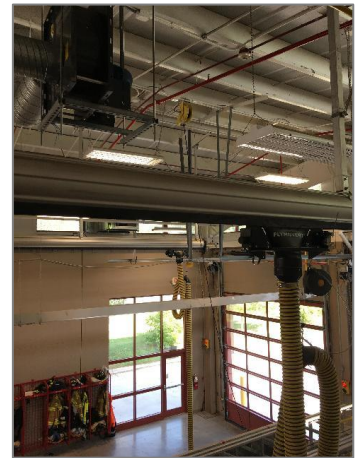
Wash Station



Fire Alarm



Solar Hot Water Heater



Exhaust Extraction System



Bay Door Opener



Fuel Station and Pump



Test Pit



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PUBLIC WORKS

FACILITY DESCRIPTION



Address: 100 Public Works Drive

Land Area: 3.75 acres (Main Yard)

Current Facility Use: Public Works

Gross Building Area: 6,004 (main building)
10,498 (storage and support buildings)

Year Built: 1970's

The Public Works Facility consists of a central building and eleven auxiliary support structures. The main building, constructed in the 1970s, is generally separated into two spaces: an office environment with a second floor serving as a storage mezzanine, and a large garage side for vehicle maintenance.

Public Works has the following six Divisions operating out of this location:

- Central Services
- Fleet Maintenance
- Landscaping & Grounds
- Streets Maintenance
- Solid Waste
- Stormwater

In 2018 the old paint bay in the rear of the building was renovated into four offices and a conference room.

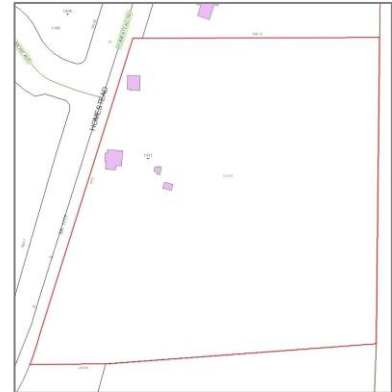


The Public Works Department has largely outgrown the Public Works Facility.

Site Improvements

The site serves many purposes for staging and storing equipment. Yard space and storage is limited. Temporary structures such as sheds and carports are being utilized in lieu of permanent facilities. The facility houses underground fueling tanks, salt and sand stockpiles, leaf compost, trash trucks, used and new oil, and other hazardous materials used in the daily operations of the Public Works Divisions.

There is a vehicle wash station on the south side of the facility which is utilized by Public Works and the Police Department. Leaf mulch is accessible to the public during normal operating hours. Much of the site is paved with asphalt.



History of Flooding:

The site is located within the Jordan Lake Water Supply Watershed and is bordered on two sides by jurisdictional waters – an unnamed Morgan Creek tributary on the east and Morgan Creek itself to the south. Approximately 70% of the site is within the 100 year flood plain.

Public Works experienced the most extensive flooding in recent memory during Hurricane Florence. This storm was followed by two additional flooding events that resulted in additional damages, loss of equipment, and loss of facility function during the 2018 calendar year. The flood elevation during Hurricane Florence exceeded the mapped 500 year elevation, making the only pedestrian and vehicular egress impassable and cutting off access to emergency response staff and equipment as well as the fueling station for Fire and Police vehicles. Public Works staff had to be evacuated by cutting a hole in the fence and walking up the embankment for NC HWY 54. While no leak was detected, flooding triggered an alarm detecting interstitial moisture in the underground fuel (diesel and gas) tanks. Significant stream bank erosion has occurred over time, with a large area of bank collapsing during Florence. This situation poses a considerable threat to the two 10,000 gallon underground fuel storage tanks immediately adjacent to this unstable stream bank for future storms, and will require an engineered stream restoration to bring the stream back to pre-storm conditions. There are downstream areas of concern for health, safety, and environmental impact from a potential release of oil, fuel, salt, etc. from the facility during a flooding event. Due to the potential adverse impacts as a plausible result of future flooding, the Town of Carrboro is seeking funding to assist in relocating the Public Works Facility out of the current precarious location. Current estimates indicate that the cost to recover the facility to Hurricane Florence pre-storm condition exceeds insurable claims by \$450,000. This amount includes equipment loss, damage to support buildings and equipment, and stream restoration.

Architectural and Structural Systems

The main building is a pre-engineered metal building. There are some signs of rust around the bottom of the metal walls but the building is in overall good condition structurally. The roof is metal and appears to be in good condition.



Electrical, Mechanical, and Plumbing Systems

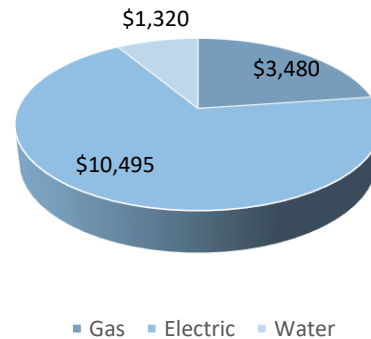
The building is served by two electrical meters. The electrical system is dated and the panels are overloaded. The plumbing system is aging and the fixtures are in poor condition. The HVAC system consists of split system air conditioners with gas heat. The maintenance bay does not have air conditioning and is heated with a single furnace.

Energy Consumption:

The total annual energy usage per square foot of Public Works is approximately 58,000 btu/sf which is below the national average of 90,000 btu/sf for Public Order and Safety Facilities. (Source: U.S. Energy Information Administration, Commercial Buildings Energy Consumption Survey)

Summary of FY 2019 Annual Utility Costs:

- Electric - \$10,495
- Gas - \$3,480 (includes generator)
- Water - \$1,320



The average monthly summer gas bill is \$100/month and the average monthly winter gas bill is \$800/month. The electric bill does not vary considerably per season.

Interior Elements

The floor is a concrete slab with various coverings including vinyl tile and carpet. The walls are a combination of gypsum wall board and wood paneling. The ceiling is primarily made up of gypsum board with the exception of the newly renovated area which has a lay-in acoustical ceiling.

Life Safety and Fire Protection

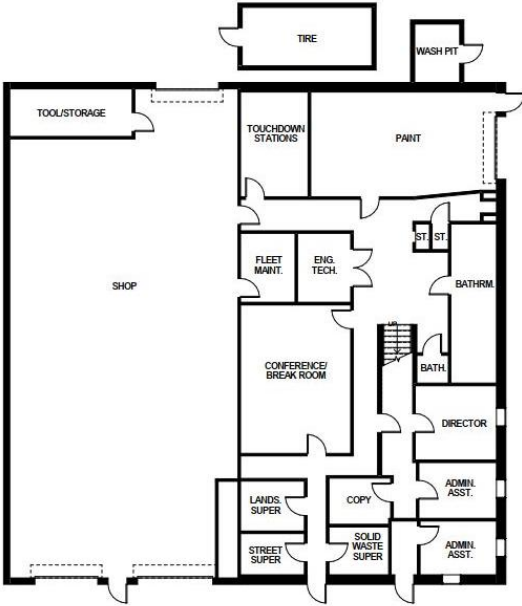
There is currently no fire suppression installed. A fire alarm system with smoke detection is installed.

Service contracts in place for Public Works:

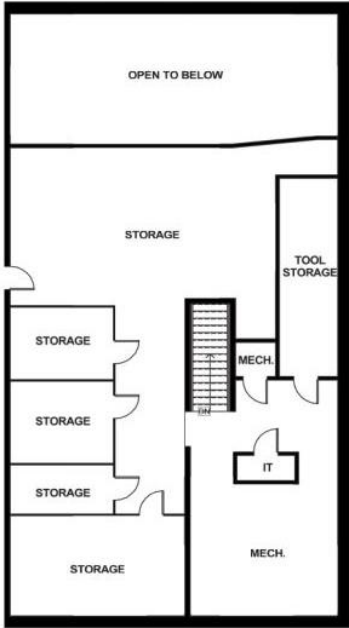
- Apple Electronics (Fire Alarm)
- Clegg's Pest Control,
- Daulton HVAC (air conditioning)
- Guardian (fuel tanks and pumps)
- KB Power (generators)
- Kemco (ice machines)



BUILDING SKETCH

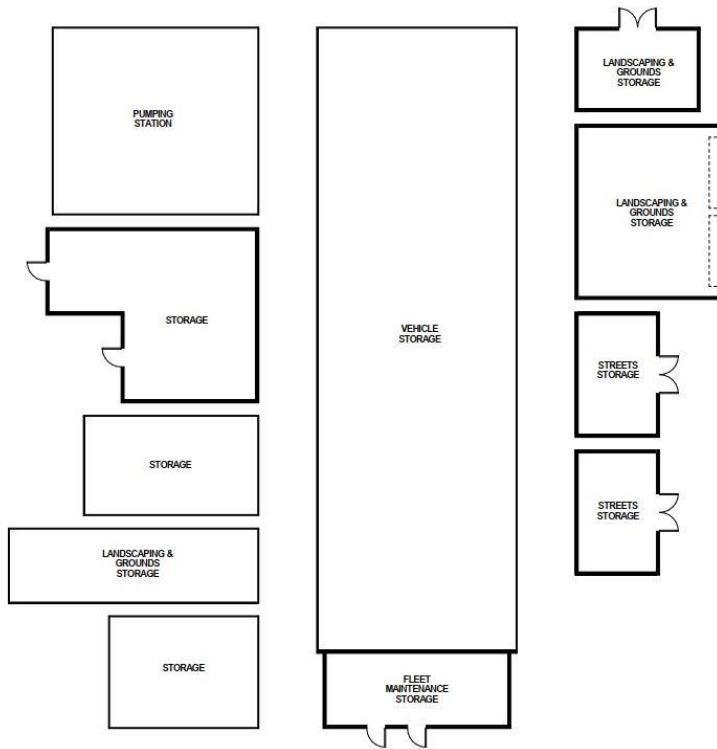


First Floor Plan



Attic



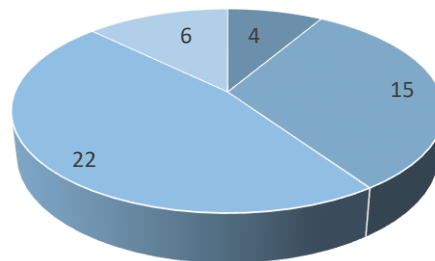


Exterior

ASSETS

Forty-seven (47) assets were identified at Public Works.

- 4 Assets in Excellent Condition
- 15 Assets in Good Condition
- 22 Assets in Fair Condition
- 6 Assets in Poor Condition
- 0 Assets in Failing Condition



■ Excellent Condition ■ Good Condition ■ Fair Condition ■ Poor Condition

The following table identifies each asset's location, system, type, and condition:



Building Level/ Location	Asset System	Asset Type	Condition
First Floor	Architectural	Building Envelope - Walls	3
First Floor	Electrical	Panel - Conference Rm	4
First Floor	Electrical	Panel - Hallway	3
First Floor	Fire Protection	Fire Alarm	4
First Floor	Fire Protection	Fire Extinguishers	4
First Floor	Life Safety	Egress	4
First Floor	Mechanical	Ice machine	3
First Floor	Plumbing	Water Closet #1	2
First Floor	Plumbing	Water Closet #2	2
Attic	Electrical	Panel B1	5
Attic	Electrical	Panel A1-B	5
Attic	Mechanical	A/C Unit - AHU	3
Attic	Mechanical	A/C Unit - AHU	3
Roof	Architectural	Roof	3
Site	Electrical	Panel - Fleet Shop	4
Site	Electrical	Generator - Transfer Switch	3
Site	Electrical	Generator	3
Site	Fuel Station	Fuel Station Leak detection	4
Site	Fuel Station	Storage Unit - Fuel Tanks	3
Site	Mechanical	Vehicle Lift	4
Site	Mechanical	Vehicle Lift	4
Site	Mechanical	Garage Door Opener	4
Site	Mechanical	Eye Wash	4
Site	Mechanical	A/C Unit - Port-A-Cool	4
Site	Mechanical	Air Compressor	4
Site	Mechanical	Car Wash System	4
Site	Mechanical	Street Sign Squeeze Roll	4
Site	Mechanical	Car Vacuum	3
Site	Mechanical	A/C Unit - Condenser	3



Building Level/ Location	Asset System	Asset Type	Condition
Site	Mechanical	A/C Unit - Condenser	3
Site	Mechanical	A/C Unit - Port-A-Cool	3
Site	Mechanical	Fuel Pump	3
Site	Mechanical	Fuel Tank	3
Site	Mechanical	Car Wash/Oil Separator	3
Site	Mechanical	Hydraulic Pump for Tools	3
Site	Storage Building	Storage Unit - Fleet Maint. 2	5
Site	Storage Building	Storage Unit - L & G 1	5
Site	Storage Building	Storage Unit - Equipment 1	4
Site	Storage Building	Storage Unit - Equipment 2	3
Site	Storage Building	Storage Unit - L & G 2	3
Site	Storage Building	Storage Unit - L & G Shed 1	3
Site	Storage Building	Storage Unit - Sign Shop	3
Site	Storage Building	Storage Unit - Streets Maint. 1	3
Site	Storage Building	Storage Unit - Fleet Maint. 2	2
Site	Storage Building	Storage Unit - L & G Shed 2	2
Site	Storage Building	Storage Unit - Streets Maint. 2	2
Site	Parking Lot	Parking	2

RECOMMENDATIONS AND OPPORTUNITIES

The Public Works facility should be reevaluated so as to use the limited space more effectively. The asphalt parking lot is in poor condition and resurfacing is recommended in the near future. The restrooms and breakroom should be remodeled to meet current standards and accommodate the needs of the department. Currently the mechanics perform a lot of work in front of the Fleet Maintenance Bay, open to the elements, it is recommended that an open air awning or port be installed in front of the bay to provide a better working environment for the mechanics. The vehicle wash station does not currently comply with OWASA standards and needs to be modified. Various modifications to structures and storage should be considered due to the history of flooding.



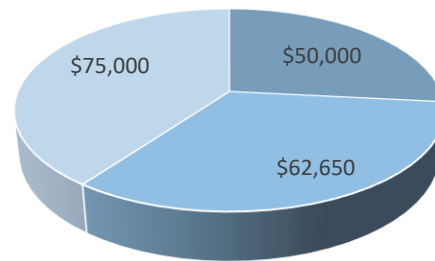
RECOMMENATION INVESTMENT FOR REPAIR AND RENOVATION

Recommended repair and renovation investments for fiscal years 2020 and 2021 include items identified in the *Deficiency List and Opinion of Cost* table below. The list does not include items that are recommended to be incorporated into a larger renovation which will be identified in a forthcoming *Facilities Master Plan*.

Recommended repair and renovation investments for fiscal years 2022+ are based on the number of assets in “fair” and “good” condition that will likely need to be repaired or replaced in the near future; itemized opinions of cost have not been developed for these assets.

Note: Costs do not include routine maintenance of any asset.

Fiscal Year	Amount
2020	\$50,000
2021	\$62,650
2022+	\$75,000



■ FY 20 ■ FY 21 ■ FY 22+



DECIFICIENCY LIST AND OPINION OF COSTS

Building Level/ Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
First Floor	Architectural	Walls/Floor/ Lighting	Recommend remodel to meet current office space standards.	1	\$3,000
First Floor	Architectural	Floor	Floor has deteriorated. Recommend replacing.	1	\$8,000
First Floor	Electrical	J-box	Multiple overloaded junction boxes in the garage. Recommend installing extension rings where needed.	1	\$1,200
First Floor	Electrical	Raceway	Incorrectly supported MC cable feeding light fixtures in garage, zip tied to existing EMT. Recommend re-supporting MC cable in a code compliant way.	1	\$1,200
First Floor	Electrical	Panel	Panel A is a 3 wire panel, and should be 4.	1	\$2,500
First Floor	Electrical	Panel	Panel A1 is a 3 wire panel and should be 4.	1	\$2,500
First Floor	Plumbing	Sink	No sink in break room, functionality can be improved greatly by adjusting wall and adding sink. Recommend remodeling.	1	\$15,000
First Floor	Plumbing	Fixtures/ Partitions	Fixtures do not work properly, space does not meet the needs of occupancy with lockers. Recommend renovation and remodel.	1	\$10,000
Second Floor	Electrical	Raceway	Incorrectly supported Cat5 / Cat6 cabling in attic (zip tied to existing EMT). Recommend re-securing in a code compliant manner	1	\$1,200
Second Floor	Electrical	J-box	Many unsupported junction boxes and insufficiently supported conduit runs in attic. Recommend securing all boxes and conduit	1	\$750



Building Level/ Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
Second Floor	Electrical	Raceway	Exposed wiring coming out of conduit in attic near HVAC units. Recommend boxing wiring up or demoing.	1	\$750
Site	Architectural	Driveway	Driveway is used as staging area and work area, currently sun and rain cause hardship for mechanics. Recommend installing carport structure.	1	\$15,000
Site	Electrical	Panel	While in general panel labeling is much better than at other properties surveyed there are still some missing and/or inaccurate labels. Recommend verifying all labeling and mapping missing circuit labels.	1	\$750
Site	Electrical	Raceway	There is damaged conduit at the street division storage sheds. It appears that the shed was moved slightly, breaking the conduit that fed into and out of it, we were unable to determine the full extent of the damage due to lack of access. Recommend further investigation and repair.	1	\$750
Site	Electrical	Generator Transfer Switch	There appears to be a ground loop present at the transfer switch and associated electrical service. The first symptom we noticed was corrosion of the grounding lug in the transfer switch, this often indicates current flow. We measured between 1.5A and 5A on various ground wires at this location. As well as imbalances in neutral conductors around 5A. The two common causes of this are bad neutral connections and/or multiple neutral ground bonds. We located three locations where incorrect neutral ground bonds are present in the course of this assessment, more may be present. Recommend investigation and repair.	1	\$3,500



Building Level/ Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
Site	Electrical	Raceway	Multiple fittings, conduit, and boxes located at gas pumps do not appear to be rated for the classified explosion hazard areas they are located in. Due to the age of the equipment, changing codes, and lacking labels, it will be difficult to determine what is and is not in compliance in this area. Recommend further investigation and possible repair/replacement.	1	\$3,000
Site	Electrical	Generator	The generator has a 3 wire connection, and should be 4.	1	\$2,500
Site	Electrical	Equipment Disconnect	Two air conditioner disconnects near panel B are missing their dead front covers. Recommend replacing the disconnects.	2	\$1,750
Site	Electrical	Conductor	The wiring in the central garage/tractor barn is primarily in Romex with dry location boxes and fittings. While this wiring is not directly exposed to rain and does not present an immediate safety hazard, it may complicate future work as it does not meet modern code.	1	\$1,500
Site	Electrical	Electrical Service	Grounding clamp at gas meter near panel B is installed incorrectly; Recommend relocating clamp slightly to allow better access to A/C unit disconnect. Recommend removing paint from gas piping where clamp connects to allow better electrical connection.	1	\$500
Site	Electrical	Conductor	In tire storage shed there is some wiring (Romex) that is exposed to physical damage from items being stored in the shed. Recommend installing a plywood panel covering the bay under the switch to protect wiring.	1	\$500



Building Level/ Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
Site	Electrical	Exterior Lighting	The lights in the sand storage shed are not functioning. This is likely related to the damaged conduit at the Street division storage shed.	1	\$500
Site	Electrical	J-box	The large pull/junction box at the service entrance at the sign shop is loose, and missing screws and an appropriate gasket. Recommend repairing.	1	\$500
Site	Electrical	Lighting	No light. Recommend installing a light for safety and maintenance.	1	\$350
Site	Electrical	Raceway	Insufficient strapping on conduit feeding A/C unit disconnect near panel B. Recommend securing conduit.	1	\$250
Site	Electrical	Electrical Service	No fault current labeling is present on any service gear or panels. Recommend contacting Duke Power, getting the required info, and labeling all equipment.	1	\$0
Site	Electrical	Panel	Insufficient working space around generator disconnect due to backflow preventer. Due to the expense/difficulty of relocating the backflow preventer we do not recommend fixing this at this time, but it may become a problem with future electrical work as it does not meet code.	1	\$0
Site	Electrical	Panel	There is insufficient working space around the main panel in the sign shop. Recommend clearing a 30' wide by 36" deep space around the panel	1	\$0
Site	Plumbing	Grease Trap	Grease Trap does not meet OWASA standards and needs to be upgraded so rain water is not getting into sanitary sewer.	1	\$35,000
Total Opinion of Cost					\$112,450



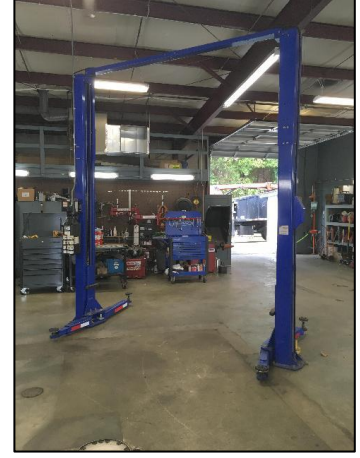
PHOTOGRAPHS



Break Room



Flooring



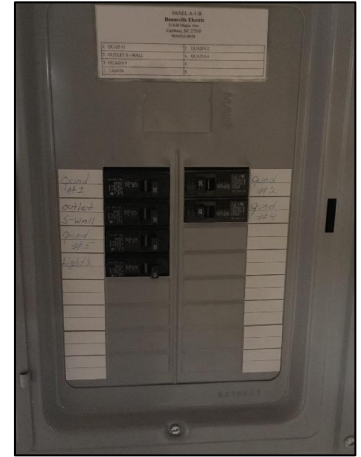
Fleet Shop – Vehicle Lift



Water Closet



Water Closet



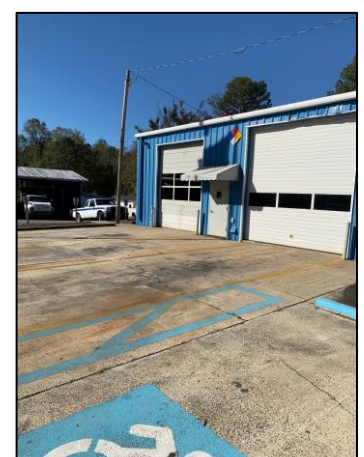
Electrical Panel



Electrical Panel



Eye wash Station



Fleet Overhead Bay Doors





Roof



Sign Shop



Storage Shed



Equipment Shed



Equipment Shed



Equipment Shed



Generator



Fuel Pump Station



TOWN HALL

FACILITY DESCRIPTION



Address: 301 West Main Street

Land Area: 3.96 acres (includes Fire Station 1 and Town Commons)

Current Facility Use: Town Hall

Gross Building Area: 19,328

Year Built: 1922

Carrboro's Town Hall is a three story historic structure adjacent to Fire Station 1. The building was originally Carrboro's grade school. The building's façade lends its shape to the Town's official seal.

The building underwent a renovation in the 1960s when it was converted into Town Hall. Significant alterations include the installation of a drop ceiling, forced-air HVAC system, and a front portico.

Currently the building contains the Board Room, the Mayor's office, storage for Recreation and Parks, and the following Town Departments:

- Planning Zoning & Inspections
- Building Maintenance (Public Works)
- Office of the Town Manager
- Finance
- Information Technologies
- Office of the Town Clerk
- Human Resources



Site Improvements

Town Hall is surrounded by parking lots on the south, east, and west sides. Town Hall and Fire Station 1 are connected with a covered walkway. In between the two buildings is a court yard that is being used for cellular equipment including a large tower. The front (east side) of Town Hall is home to a large elm tree which is the main feature of the landscape. There are four entrances to the building, one of which provides handicapped accessibility.



Architectural and Structural Systems

Town Hall has exterior brick walls providing vertical, load bearing structural support. The interior structure is composed of wood framed stud walls, posts, and headers. A column support is visible at the upper level, extending up to the trussed gable roofing. Rough sawn floor joists support diagonally oriented floor decking. (Source: Building Assessment Final Report, February 22, 2017, Creech and Associates) The auditorium space that is currently being used for storage needs to be evaluated by a structural engineer if the function of this space ever changes. The roof was recently replaced with a white 60mil EPDM roofing membrane along with five inches of polyisocyanurate insulation for energy efficiency. The gable portion of the roof is covered with corrugated metal.

Electrical, Mechanical, and Plumbing Systems

The building is heated and cooled with seven (7) high efficiency air source heat pump HVAC systems; there is no gas heat.

The electrical system is a combination of new and old wiring and distribution panels. Knob and tube wiring still exists throughout the building. There are many ungrounded circuits as made evident by two-pronged outlets.

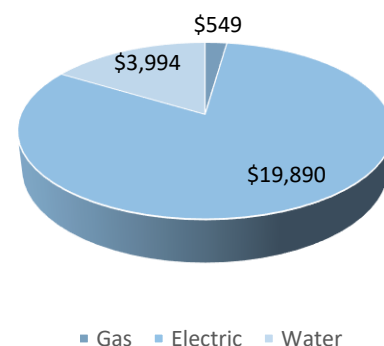
The plumbing is in poor condition and the number of bathrooms is inadequate for the building. Piping for the plumbing system is of varied material and corrosion is evident throughout the building.

Energy Consumption

The total annual energy usage per square foot for the occupied (non-storage) portion of Town Hall is approximately 70,000 btu/sf. The average total annual energy usage per square foot for a public assembly or office building is 90,000 btu/sf. (Source: U.S. Energy Information Administration, Commercial Buildings Energy Consumption Survey)

Summary of FY 2019 Annual Utility Costs:

- Electric - \$19,890 (includes EV charging station and ATM)
- Gas - \$549
- Water - \$3,994



The gas and electric bills do not vary considerably per season.

Interior Elements

The interior walls vary throughout the building and include plaster, wood paneling, and gypsum board coverings. The floor is mostly carpeted and has been replaced in several locations. Recently remodeled areas have vinyl plank style flooring. The drop ceiling is in fair condition and has troffer style fluorescent lighting fixtures installed. The second floor area that is being utilized for storage has deteriorated interior components which are original to the building.

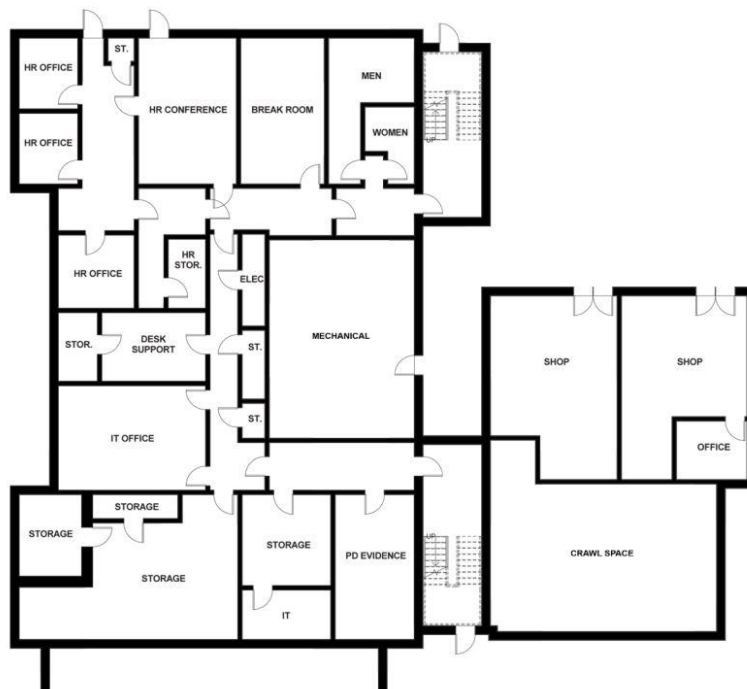
Life Safety and Fire Protection

There is no automatic fire suppression installed. A fire alarm system with smoke detection is installed.

Service contracts in place for Town Hall:

- Apple Electronics (fire alarm)
- Clegg's Pest Control (pest control)
- Daulton HVAC (air conditioning)

BUILDING SKETCH



Basement Plan





First Floor Plan



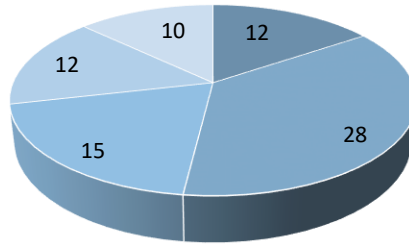
Second Floor Plan



ASSETS

Seventy-seven (77) assets were identified at Town Hall.

- 12 Assets in Excellent Condition
- 28 Assets in Good Condition
- 15 Assets in Fair Condition
- 12 Assets in Poor Condition
- 10 Assets in Failing Condition



■ Excellent Condition ■ Good Condition ■ Fair Condition ■ Poor Condition ■ Failing Condition

The following table identifies each asset's location, system, type, and condition:

Building Level/ Location	Asset System	Asset Type	Condition
Basement, First Floor, and Second Floor	Fire Protection	Fire Extinguishers	4
Basement, First Floor, and Second Floor	Life Safety	Egress	2
Basement	Architectural	Wall - Exterior	3
Basement	Architectural	Lavatory - Water Closet	2
Basement	Architectural	Wall - - Water Closet	2
Basement	Architectural	A/C Unit	1
Basement	Architectural	A/C Unit	1
Basement	Architectural	Ceiling	1
Basement	Architectural	Floor	1
Basement	Electrical	Panel	5
Basement	Electrical	Panel C	5
Basement	Electrical	Meter	4
Basement	Electrical	Meter	4
Basement	Electrical	Panel M3	4
Basement	Electrical	Panel M4	4
Basement	Electrical	Panel 015	4
Basement	Electrical	Panel EMD	4
Basement	Electrical	Sub Panel D	3
Basement	Electrical	Panel S	3



Building Level/ Location	Asset System	Asset Type	Condition
Basement	Electrical	Panel B	3
Basement	Electrical	Panel X	3
Basement	Electrical	Panel H	1
Basement	Mechanical	Sump Pump - # 1	5
Basement	Mechanical	Sump Pump - # 1	5
Basement	Mechanical	A/C Unit - Inside Unit	5
Basement	Mechanical	A/C Unit - AHU	5
Basement	Mechanical	A/C Unit - AHU	5
Basement	Mechanical	A/C Unit - AHU	4
Basement	Mechanical	Water Heater	4
Basement	Mechanical	A/C Unit - AHU	4
Basement	Plumbing	Fixture - Water Closet	2
Basement	Plumbing	Fixture - Water Closet	2
Basement	Plumbing	Piping - Water Closet	2
Basement	Plumbing	Piping - Water Closet	2
First Floor	Architectural	Wall - - Water Closet	4
First Floor	Architectural	Doors - Entry	3
First Floor	Architectural	Windows	3
First Floor	Architectural	Door - Interior	3
First Floor	Architectural	Floor	2
First Floor	Electrical	Exterior Sub Panel	4
First Floor	Electrical	Lighting	3
First Floor	Electrical	Panel Box	3
First Floor	Electrical	Panel F	3
First Floor	Fire Protection	Fire Alarm	4
First Floor	Life Safety	AED near Reception Desk	1
First Floor	Mechanical	Door - Handicap accessible	4
First Floor	Mechanical	Lavatory - - Water Closet	4
First Floor	Mechanical	A/C Unit - AHU	4
Second Floor	Architectural	Floor- Planning Department	4
Second Floor	Architectural	Ceiling - Planning Department	3
Second Floor	Architectural	Wall- Planning Department	3
Second Floor	Architectural	Windows	2
Second Floor	Architectural	Floor - Auditorium	2
Second Floor	Architectural	Ceiling - Auditorium	1



Building Level/ Location	Asset System	Asset Type	Condition
Second Floor	Architectural	Wall - Auditorium	1
Second Floor	Electrical	Lighting	4
Second Floor	Electrical	Panel G	3
Second Floor	Electrical	Panel	2
Second Floor	Mechanical	A/C Unit - AHU	4
Second Floor	Mechanical	A/C Unit - AHU	1
Second Floor	Structural	Truss - Rafters	2
Attic	Mechanical	A/C Unit - AHU	4
Roof	Roof	Roof	5
Roof	Mechanical	A/C Unit - Condenser	4
Roof	Mechanical	A/C Unit - Condenser	4
Roof	Mechanical	A/C Unit - Condenser	1
Site	Electrical	Panel (Outside Light Pole)	4
Site	Electrical	Meter (Outside Light Pole)	4
Site	Mechanical	A/C Unit - Condenser	5
Site	Mechanical	A/C Unit - Condenser	5
Site	Mechanical	A/C Unit - AHU	5
Site	Mechanical	A/C Unit - Condenser	5
Site	Mechanical	A/C Unit - Condenser	4
Site	Mechanical	A/C Unit	4
Site	Mechanical	A/C Unit - Condenser	4
Site	Parking Lot	Parking - Farmer's Market	4
Site	Parking Lot	Parking - Town Hall	3



RECOMMENDATIONS AND OPPORTUNITIES

The building is of historical significance and remains relatively unaltered from its original floor plan, any future renovations or remodels should endeavor to regain the historical attributes of the original design. It is recommended that HID locks be installed throughout the building to better differentiate the public space from staff offices. In general, security should be re-evaluated and improved upon. It is recommended that an automatic fire suppression system be installed. There is significant opportunity to increase daylighting using the original window glazing area. It is recommended that the bathrooms be renovated with the possible addition of a bathroom area; low flow fixtures should be utilized. Currently only the first floor of the building is handicapped accessible, it is recommended that an elevator be installed as part of future renovations. The windows are not properly sealed and are drafty; new high efficiency windows can be installed to improve the performance of the building envelope. LED lighting should be installed throughout the building. Egress signage should be replaced or retrofitted with new batteries.

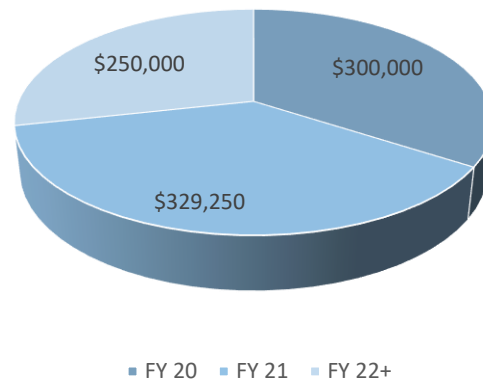
RECOMMENATION INVESTMENT FOR REPAIR AND RENOVATION

Recommended repair and renovation investments for fiscal years 2020 and 2021 include items identified in the *Deficiency List and Opinion of Cost* table below. The list does not include items that are recommended to be incorporated into a larger renovation which will be identified in a forthcoming *Facilities Master Plan*.

Recommended repair and renovation investments for fiscal years 2022+ are based on the number of assets in “fair” and “good” condition that will likely need to be repaired or replaced in the near future; itemized opinions of cost have not been developed for these assets.

Note: Costs do not include routine maintenance of any asset.

Fiscal Year	Amount
2020	\$300,000
2021	\$329,250
2022+	\$250,000



DECIFICIENCY LIST AND OPINION OF COSTS

Building Level/ Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
Basement	Electrical	Panel	Panel B has a 3 wire feed. Recommend replacing and refeeding this panel.	1	\$5,000
Basement	Electrical	Conductor	Live knob and tube wire. Recommend removing and replacing.	1	\$2,500
Basement	Electrical	Panel	Panel H is a zinsco brand panel. Recommend replacing due to difficulties servicing and maintaining this discontinued brand of panel.	1	\$1,500
Basement	Electrical	Equipment Disconnect	Water Heater does not have disconnect. Recommend installing disconnect per NEC code.	1	\$350
Basement	Electrical	Raceway	The LV wiring in the cable ladder and the lower landing is blocking access to a LB conduit fitting. The LV wiring is also partially supported by zip tying to EMT electrical conduit. Recommend re configuring LV wiring to allow access and be supported in a code compliant way.	1	\$350
Basement	Electrical	Raceway	Conduit serving water heater not supported. Recommend installing strapping.	1	\$250
Basement	Electrical	Raceway	There is a significant amount of BX cabling and junction boxes in the ceiling that are not properly supported. Recommend securing junction and outlet boxes and strapping conduit.	1	\$250
Basement	Electrical	Lighting	There are several "pull chain" type light fixtures mounted on floating boxes in the ceiling of the room. Several of these have non-GFCI protected outlets built into them. As these fixtures are no longer in use, recommend removing and capping off wiring.	2	\$250



Building Level/ Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
Basement	Electrical	Raceway	EMT conduit through floor subject to physical damage. Recommend installing guard	1	\$150
Basement	Electrical	Panel	Panels M3 and M4 lack working space. Recommend clearing 30 x 36 area.	1	\$0
Basement	Electrical	Panel	N/A	1	\$0
Basement	Plumbing	Fixtures/Walls	Bathroom does not meet needs of occupancy. Recommend renovation and remodeling.	2	\$180,000
First Floor	Electrical	Panel	Unlabeled sub panel - panel lacks sufficient working space. Recommend clearing a 30" wide, 36" deep area around the panel.	1	\$0
First Floor	Electrical	Panel	Panel F lacks sufficient working space. Recommend clearing a 30" wide, 36" deep area around the panel.	1	\$0
First Floor	Electrical	Conductor	Knob and Tube fed outlet. Recommend rewiring.	1	\$0
First Floor	Electrical	J-box	Several boxes missing KO seals.	3	\$100
First Floor	Electrical	Lighting	There is an exterior gooseneck light fixture on the front (South East) side of the shop which is broken. Recommend replacing and/or repairing	1	\$250
First Floor	Electrical	Panel	Unlabeled sub panel is fed with 3 wire feed. Recommend refeeding panel.	1	\$2,500
First Floor	Electrical	Panel	Panel F is a 3 wire panel. Recommend refeeding.	1	\$2,500



Building Level/ Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
First Floor	Electrical	J-box	Inaccessible j-boxes due to ductwork. Recommend rerouting conduit or ductwork.	1	\$2,500
First Floor	Electrical	Panel	Panel F, Circuit 10 has a dead short, resulting in an immediate trip of the circuit breaker when attempting to reset. We were unable to determine what this circuit feeds. Recommend locating the cause of the short and repairing.	1	\$750
First Floor	Electrical	Panel	Panel D is fed from main building. Recommend disconnecting and refeeding circuit from shop panel.	1	\$500
First Floor	Electrical	Egress Lighting	No emergency egress lighting. Recommend installing light.	1	\$500
Second Floor	Electrical	Panel	Small panel in office has incorrectly sized breakers feeding receptacles. Recommend replacing.	6	\$450
Second Floor	Electrical	Panel	Unlabeled panel. Recommend mapping and labeling.	1	\$400
Second Floor	Electrical	Panel	Panel G is not properly grounded. Recommend installing bonding bushing and verifying ground path	1	\$250
Second Floor	Electrical	Electrical Outlet	There are several outlets that are ungrounded and are possibly fed with knob and tube. Some are likely already GFCI protected. Recommend verifying GFCI protection and possibly re-wiring/replacing outlets.	6	\$7,500
Second Floor	Electrical	Electrical Outlet	There are several outlets that are ungrounded and are possibly fed with knob and tube. Some are likely already GFCI protected. Recommend verifying GFCI protection and possibly re-wiring/replacing outlets.	4	\$6,500
Second Floor	Electrical	Lighting	Several pendants are damaged, many do not currently work. Recommend repair or replace.	4	\$800



Building Level/ Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
First Floor, Second Floor, and Basement	Architectural	Exterior Trim/Railings, Metal Staircase	Damaged wood and peeling paint. Recommend repair and painting.	1	\$18,000
First Floor, Second Floor, and Basement	Architectural	Building Envelope	Multiple penetrations need to be sealed, windows need to be sealed and weatherization throughout recommended.	1	\$5,000
First Floor, Second Floor, and Basement	Architectural	Windows	Replace Windows	62	\$130,000
First Floor, Second Floor, and Basement	Life Safety	Fire Suppression	Add automatic sprinkler system.	1	\$150,000
First Floor, Second Floor, and Basement	Electrical	Electrical Wiring	Existing Knob and Tube wiring throughout building, particularly on second floor and in attic. Wiring is unsafe and needs to be removed and replaced.	1	\$21,000
First Floor, Second Floor, and Basement	Electrical	Electrical Panels	Electrical Panels need to be properly labeled. Recommend creating a riser diagram and tracing circuits where necessary.	16	\$15,000
First Floor, Second Floor, and Basement	Security	Doors	Security system including door locks does not meet current standards; recommend installing HID readers.	5	\$69,000
Roof	Electrical	Equipment Disconnect	A/C disconnect not properly supported. Recommend re-supporting.	2	\$350
Site	Electrical	Raceway	Abandoned conduit with conductors (not live at time of survey). Recommend demoing back to panel and removing conduit.	1	\$750
Site	Electrical	Electrical Outlet	The receptacles under the panel are not GFCI protected and have incorrect covers. Recommend installing GFCI outlets and "In Use" covers.	2	\$600



Building Level/ Location	Asset System	Asset Type	Description / Recommendation	Quantity	Opinion of Cost
Site	Electrical	Main Service	None of the electrical service gear or panels were labeled with available fault current. Without this information we cannot verify that all the equipment is properly rated. Recommend contacting Duke Power to get fault current information and have values calculated for all main disconnects and sub panels. Recommend installing permanent labels with this information.	1	\$250
Site	Electrical	Exterior Lighting	Square recessed light fixture under awning has a broken lense. Recommend replacing	1	\$250
Site	Electrical	Electrical Outlet	One of the GFCI outlets under the panel will not reset. Recommend repairing and/or replacing	1	\$250
Site	Electrical	Panel	Grounding conductor not properly secured. Recommend strapping to building	1	\$250
Site	Electrical	Equipment Disconnect	A/C disconnect missing dead front cover. Recommend replacing	1	\$250
Site	Electrical	Exterior Lighting	The flood light for the sign is broken, with exposed wiring. Recommend replacing.	1	\$250
Site	Electrical	Panel	Panel S has surface rust on its enclosure, inside of panel is still in fair shape. Recommend painting outside of panel S to prevent further damage.	1	\$200
Site	Electrical	Panel	Weatherproof Sub panel behind bushes lacks sufficient working space. Recommend clearing a 30" wide, 36" deep area around the panel.	1	\$0
Site	Life Safety	Egress Lighting	No lighting on staircase to old boiler room. Recommend installing egress lighting.	1	\$1,000
Site	Life Safety	Egress Lighting	No emergency egress lighting on staircase. Recommend installing light	1	\$750
Total Opinion of Cost					\$629,250



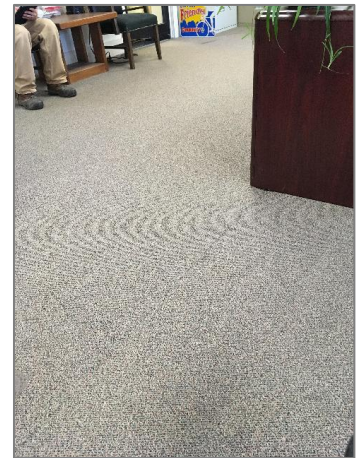
PHOTOGRAPHS



Entry



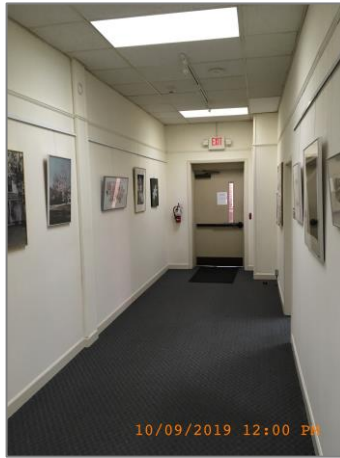
First Floor Walls



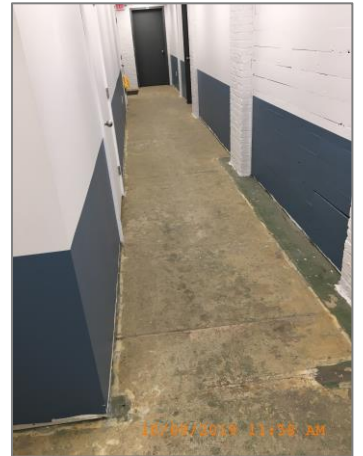
Second Floor Office



Conference Room



First Floor Hall



Basement Hall



Second Floor - Ceiling



Second Floor - Plaster Walls



Interior Door





Auditorium - Flooring



Auditorium - Walls



Auditorium - Ceiling



Auditorium - Trusses



Water Closet



Water Closet



Water Closet

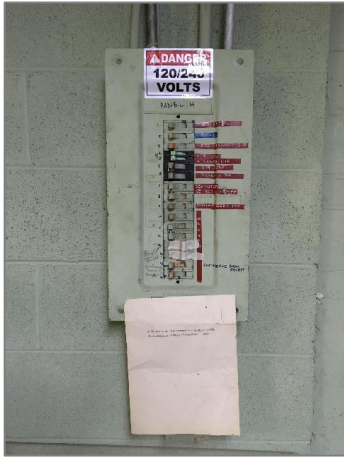


Water Closet



Window

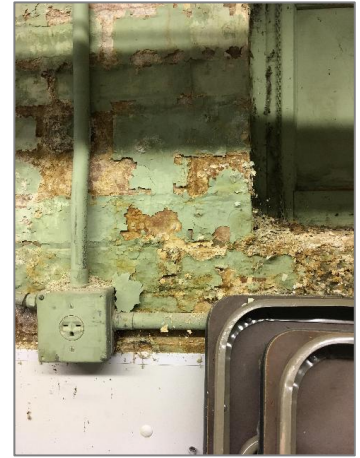




Electrical Panel



Electrical Panel



Electrical Conduit



Hot Water Heater



Exterior



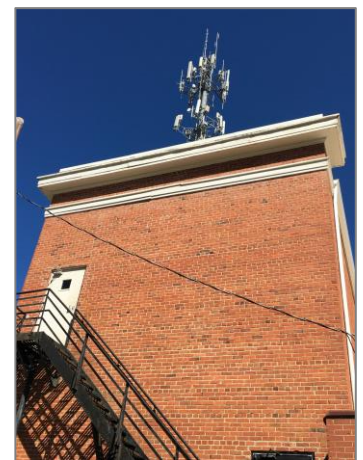
Exterior



Exterior Stairway



Exterior



Exterior



BALDWIN PARK

PARK DESCRIPTION



Address: 400 Broad Street

Land Area: 2.50 acres

Current Use: Community Park

Site Improvements

Baldwin Park is a 2.5 acre community park located off Broad Street in Carrboro. The park offers play equipment, a basketball court, and a community garden. A rain garden was installed in 2012.

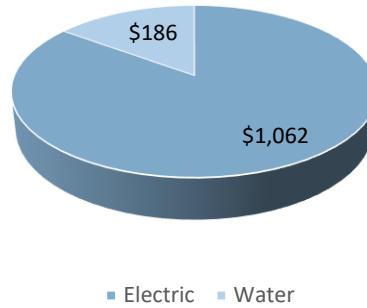


Energy Consumption:

There is no electrical infrastructure at this site apart from security lighting.

Summary of FY 2019 Annual Utility Costs:

- Electric - \$1,062
- Water - \$186

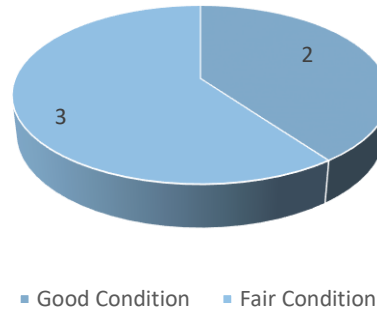


Service contracts in place for Baldwin Park: None

ASSETS

Five (5) assets were identified at Baldwin Park.

- 0 Assets in Excellent Condition
- 2 Assets in Good Condition
- 3 Assets in Fair Condition
- 0 Assets in Poor Condition
- 0 Assets in Failing Condition



The following table identifies each asset’s location, system, type, and condition:

Location	Asset System	Asset Type	Condition
Site	Rec and Parks	Play Equipment	4
Site	Landscaping	Rain Garden	4
Site	Structural	Playground Surface	3
Site	Structural	Basketball Court	3
Site	Architectural	Pavilion	3



RECOMMENDATIONS AND OPPORTUNITIES

There is currently no sidewalk to the community garden. It is recommended that an ADA compliant sidewalk be installed at this location.

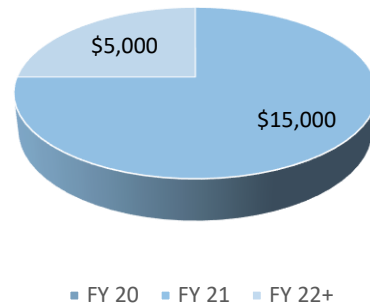
RECOMMENATION INVESTMENT FOR REPAIR AND RENOVATION

Recommended repair and renovation investments for fiscal years 2020 and 2021 include items identified in the *Deficiency List and Opinion of Cost* table below. The list does not include items that are recommended to be incorporated into a larger renovation which will be identified in a forthcoming *Facilities Master Plan*.

Recommended repair and renovation investments for fiscal years 2022+ are based on the number of assets in “fair” and “good” condition that will likely need to be repaired or replaced in the near future; itemized opinions of cost have not been developed for these assets.

Note: Costs do not include routine maintenance of any asset.

Fiscal Year	Amount
2020	\$0
2021	\$15,000
2022+	\$5,000



DECIFICIENCY LIST AND OPINION OF COSTS

Location	Asset System	Asset Type	Description/Recommendation	Quantity	Opinion of Cost
Site	Accessibility	Sidewalk	No access to community garden that meets ADA guidelines. Recommend installing new sidewalk.	1	\$15,000
Total Opinion of Cost					\$15,000



PHOTOGRAPHS



Sign



Pavilion



Basketball Court



Play Equipment



Play Equipment



Sidewalk & Raingarden



HANK ANDERSON III COMMUNITY PARK

PARK DESCRIPTION



Address: 203 Highway 54 West

Land Area: 54.79 acres

Current Use: Community Park

Site Improvements

Anderson Park is a 55-acre community park outside of town on Hwy 54 West. The park offers multiple lighted baseball and multi-purpose fields, lighted basketball courts, tennis courts, a dog park, a fishing pond, a pavilion, volleyball court, ½ mile trail and disc golf course, open space and restrooms.

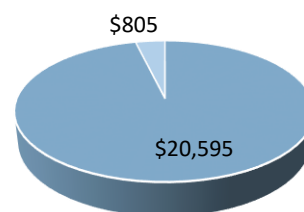
The park is in overall in good condition. There is some aging electrical infrastructure that is recommended to be replaced. Water for the park is provided by a well. The well pump system has multiple electrical deficiencies and the well house needs to be repaired and insulated.

Energy Consumption:

The largest energy demand at Anderson Park is the stadium lighting. Other electricity demands include convenience outlets, bathroom lighting and power for the well pump and fountain, however, these are very small in comparison to the stadium lights.

Summary of FY 2019 Annual Utility Costs:

- Electric - \$20,595 (includes lighting, well, and pond fountain)
- Water - \$805



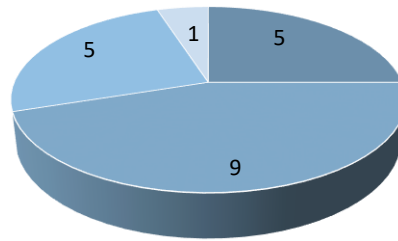
Service contracts in place for Henry Anderson III Community Park:

- Aquatix (aquatic weed eradication)
- Water Specialists (well testing)

ASSETS

Twenty (20) assets were identified at Henry Anderson III Community Park.

- 5 Assets in Excellent Condition
- 9 Assets in Good Condition
- 5 Assets in Fair Condition
- 0 Assets in Poor Condition
- 1 Assets in Failing Condition



■ Excellent Condition ■ Good Condition ■ Fair Condition ■ Failing Condition

The following table identifies each asset’s location, system, type, and condition:

Building Level/ Location	Asset System	Asset Type	Condition
Site	Architectural	Pavilion	3
Site	Electrical	Stadium Lighting Controls	5
Site	Electrical	Transformer 30kva	5
Site	Electrical	Electrical Service -Panel B1	5
Site	Electrical	Electrical Service - Meter	4
Site	Electrical	Electrical Service - Panel A	3
Site	Electrical	Unmarked panel, built in xformer	3
Site	Electrical	Electrical Service - Meter	4
Site	Electrical	Electrical Service - Panel A1	4
Site	Electrical	Transformer 10kva	4
Site	Electrical	Electrical Service - Panel A	4
Site	Electrical	Fountain Pump Controls	4
Site	Electrical	Electrical Service - Meter	4
Site	Electrical	Electrical Service - Panel B	3
Site	Mechanical	Water Heater	5



Building Level/ Location	Asset System	Asset Type	Condition
Site	Plumbing	Water Closet	4
Site	Plumbing	Septic Pump and Alarm Control Panel	5
Site	Rec and Parks	Play Equipment	4
Site	Parking Lot	Parking - 108,000 SF - Hank Anderson III Parking lot	3
Site	Well house	Pump	1

RECOMMENDATIONS AND OPPORTUNITIES

It is recommended that the well system be reconfigured to meet current electrical codes. The installation of lighting controls for the stadium lights is also recommended. There is an opportunity to save a considerable amount of electricity by retrofitting the stadium lighting with LEDs. The parking lot will need to be resurfaced in the next 5 - 7 years. There is an opportunity to install a bioretention and water quality swale to improve the stormwater system at the park. Currently the existing swale is eroding and needs to be addressed. The park also offers an excellent site for a rack-mounted solar photovoltaic system.

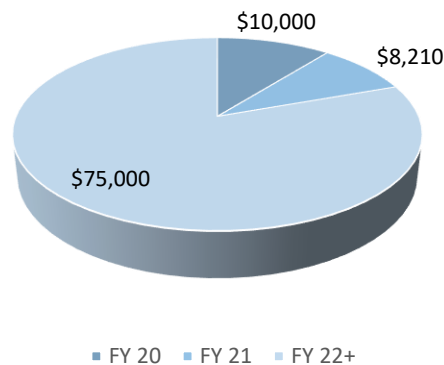
RECOMMENATION INVESTMENT FOR REPAIR AND RENOVATION

Recommended repair and renovation investments for fiscal years 2020 and 2021 include items identified in the *Deficiency List and Opinion of Cost* table below. The list does not include items that are recommended to be incorporated into a larger renovation which will be identified in a forthcoming *Facilities Master Plan*.

Recommended repair and renovation investments for fiscal years 2022+ are based on the number of assets in “fair” and “good” condition that will likely need to be repaired or replaced in the near future; itemized opinions of cost have not been developed for these assets.

Note: Costs do not include routine maintenance of any asset.

Fiscal Year	Amount
2020	\$10,000
2021	\$8,210
2022+	\$75,000



DECIFICIENCY LIST AND OPINION OF COSTS

Location	Asset System	Asset Type	Description/Recommendation	Quantity	Opinion of Cost
Ballfields 1 & 2	Electrical	Electrical Breakers	Circuit breakers in panels A and B are being used as switches to control lighting. They are not marked "HID" indicating that they are rated for this use. I was also unable to find any mention of an HID listing in the online specs for these breakers. Recommend installing control system to properly operate lights.	6	\$7,000
Ballfields 1 & 2	Electrical	Electrical Panels	Replace temporary labels with permanent panel schedule.	3	\$500
Ballfields 1 & 2	Electrical	Electrical Panels	Panel B has a label that says "LEAVE OFF?" Recommend determining what this load is and labeling properly and/or disconnecting.	1	\$500
Ballfields 1 & 2	Electrical	Electrical Panels	There is an unlabeled transformer with integrated panel freestanding north of the bathroom building. The labeling is at least partly incorrect. Recommend mapping and properly labeling.	1	\$500
Ballfields 1 & 2	Electrical	Electrical Panel	GFCI outlets required.	2	\$250
Ballfields 1 & 2	Electrical	Electrical Panels	One of the LED lights in the plumbing access hallway with a built in motion detector did not turn on. Recommend repairing and/or replacing.	1	\$160
Ballfields 1 & 2	Electrical	Electrical Outlet	There is a non-GFCI protected receptacle under the unlabeled transformer/panel. Recommend replacing with a GFCI outlet and in use cover.	1	\$150
Ballfields 1 & 2	Electrical	Electrical Outlet+F17	There is a non-GFCI protected outlet on a post on the north side of baseball field one. Recommend replacing with a GFCI outlet and in use cover	1	\$150
Site	Mechanical	Pump/ Fountain	System is offline, investigation required.	1	\$2,000
Site	Mechanical	Well System for Portable Water	The electrical system has multiple deficiencies and code issues, the roof is rotten and uninsulated, the expansion tank is rusted at base, and the filter housing does not open to remove the filter. Recommend reworking entire system.	1	\$7,000
			Total Opinion of Cost		\$18,210



PHOTOGRAPHS



Play Equipment



Play Equipment



Baseball Field



Dog Park



Pond



Electrical Panel (Near Pond)



Electrical Panel



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TOWN COMMONS

PARK DESCRIPTION



Address: 301 West Main Street

Land Area: 3.96 acres (includes Town Hall and Fire Station 1)

Current Use: Community Park

Site Improvements

Town Commons is a 1.7-acre community park located adjacent to Town Hall. The park is home to the Carrboro Farmer's Market and includes two lighted pavilions, a band stand, play equipment, bathrooms, and greenspace. Recently the Town installed industrial ceiling fans in the pavilions to keep the farmer's market cool on hot summer days. The park underwent a major renovation in 2017 which included adding new bathrooms, two permeable pavement parking lots, ground stabilization measures, and landscaping. There is a 5KW solar photovoltaic system on the south facing pavilion; this system includes 20 solar panels and an inverter. Irrigation is provided by a well. There is also an EV charge station with a two car capacity. Before Town Commons was the park it is today, it was a baseball field for many years used by the grade school and the community at large.



Energy Consumption:

Summary of FY 2019 Annual Energy Costs:

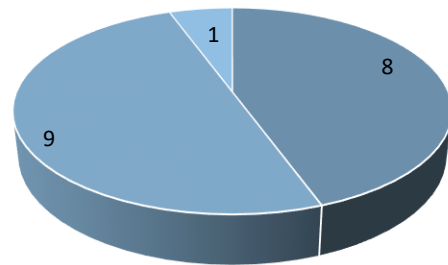
- Electric - included in Town Hall
- Water - N/A (on well)

Service contracts in place for the Town Commons: None

ASSETS

Eighteen (18) assets were identified at Town Commons.

- 8 Assets in Excellent Condition
- 9 Assets in Good Condition
- 1 Assets in Fair Condition
- 0 Assets in Poor Condition
- 0 Assets in Failing Condition



■ Excellent Condition ■ Good Condition ■ Fair Condition

The following table identifies each asset’s location, system, type, and condition:

Building Level/ Location	Asset System	Asset Type	Condition
Site	Architectural	Pavilion	3
Site	Electrical	Free standing Power/ Panel Box P-2	5
Site	Electrical	Free standing Power/Panel Box P-3	5
Site	Electrical	Meter	5
Site	Electrical	Panel PNL	5
Site	Electrical	Panel PRM - Water Closets	5
Site	Electrical	Free Standing Panel/Panel Outlet - Water Closets	5
Site	Electrical	EV Charge Station	4
Site	Electrical	EV Charger Subpanel	4
Site	Electrical	Inverter and Solar Panels	4
Site	Electrical	Meter	4
Site	Electrical	Meter (Solar)	4
Site	Electrical	Panel Box (LP 100)	4



Building Level/ Location	Asset System	Asset Type	Condition
Site	Mechanical	Industrial Fans	5
Site	Parking Lot	Parking	4
Site	Plumbing	Irrigation	5
Site	Plumbing	Water Closet	4
Site	Rec and Parks	Play Equipment	4

RECOMMENDATIONS AND OPPORTUNITIES

The bollards providing area lighting stay on 24/7, it is recommended that these be modified so the light turns off during the day. The permeable pavement parking lot needs routine maintenance in order for the surface to maintain its permeable trait. Regular vacuuming of the surface is recommended. The pavilion structures will need to be stained and possibly repaired in the next four years. The pavilion roofs should be inspected periodically for leaks and repaired as necessary. The green space gets heavy use by the farmers market; therefore, erosion and irrigation should be closely monitored.

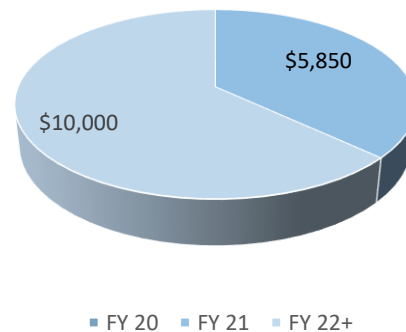
RECOMMENDATION INVESTMENT FOR REPAIR AND RENOVATION

Recommended repair and renovation investments for fiscal years 2020 and 2021 include items identified in the *Deficiency List and Opinion of Cost* table below. The list does not include items that are recommended to be incorporated into a larger renovation which will be identified in a forthcoming *Facilities Master Plan*.

Recommended repair and renovation investments for fiscal years 2022+ are based on the number of assets in “fair” and “good” condition that will likely need to be repaired or replaced in the near future; itemized opinions of cost have not been developed for these assets.

Note: Costs do not include routine maintenance of any asset.

Fiscal Year	Amount
2020	\$0
2021	\$5,850
2022+	\$10,000



DECIFICIENCY LIST AND OPINION OF COSTS

Location	Asset System	Asset Type	Description/ Recommendation	Quantity	Opinion of Cost
Site	Electrical	Exterior Lighting	Bollard light fixtures are always on. In order to make the outlets work with the lights turned off, additional wires would need to be pulled through the conduit to the bollards.	12	\$5,000
Site	Electrical	EV Charge Station	One of the automatic cable retractors is broken, this leads to cable laying on the ground where it is more likely to be driven over. Recommend repairing/replacing The cables are getting twisted and worn, these will need to be replaced eventually.	1	\$500
Site	Electrical	Electrical Panels	Panel LP200's labels are missing or unreadable. Recommend mapping and relabeling branch circuits.	1	\$250
Site	Electrical	Electrical Panels	The equipment grounding conductors at panel LP100 are exposed to physical damage. Recommend rerouting and possibly sleeving the grounding wires to protect them from damage.	1	\$100
Total Opinion of Cost					\$5,850



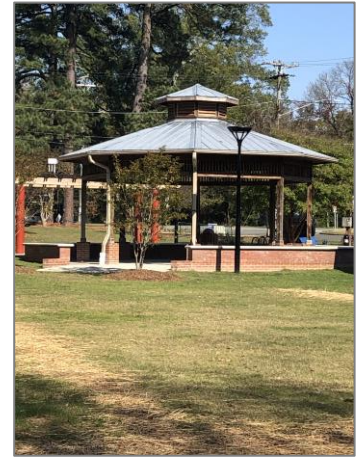
PHOTOGRAPHS



Pavilion



Pavilion



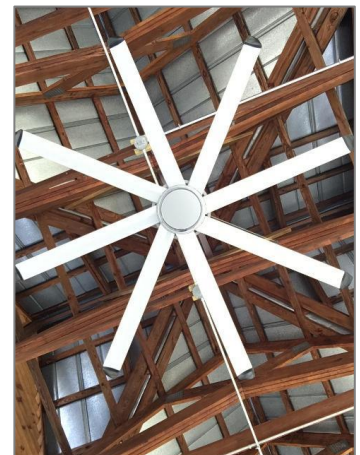
Gazebo



Play Equipment



Bollard



Pavilion Fan



Power Inverter for Solar Panels



Power Pole Box



Electrical Panel



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WILSON PARK

PARK DESCRIPTION



Address: 101 Williams Street

Land Area: 8.50 acres

Current Use: Community Park

Site Improvements

Wilson Park is an 8.50-acre community park with a lighted youth baseball field, four lighted tennis courts, a pavilion, play equipment, and restrooms. There is also a paved trail that accesses the Adams Tract forest and connects to Estes Drive.

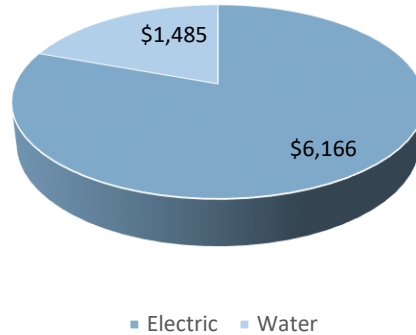


Energy Consumption:

The largest energy demand at Wilson Park is the stadium lighting. Other electricity demands include bathroom lighting, however, this is very small in comparison to the stadium lights.

Summary of FY 2019 Annual Utility Costs:

- Electric - \$ 6,615
- Water - \$186

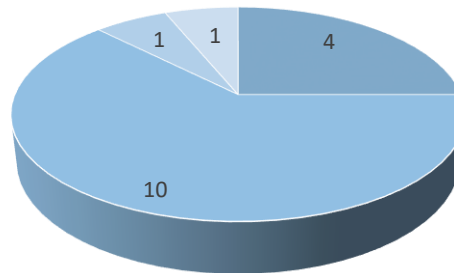


Service contracts in place for the Town Commons: None

ASSETS

Eight (16) assets were identified at Wilson Park.

- 0 Assets in Excellent Condition
- 4 Assets in Good Condition
- 10 Assets in Fair Condition
- 1 Assets in Poor Condition
- 1 Assets in Failing Condition



■ Excellent Condition ■ Good Condition ■ Fair Condition ■ Poor Condition ■ Failing Condition

The following table identifies each asset's location, system, type, and condition:



Location	Asset System	Asset Type	Condition
Site	Architectural	Pavilion	1
Site	Electrical	Panel A	4
Site	Electrical	Meter	4
Site	Electrical	Lighting Controls	3
Site	Electrical	Unmarked panel	3
Site	Electrical	Ballfield Light Towers	3
Site	Electrical	Tennis Court Light Tower	2
Site	Parking lot	Park Parking lot	3
Site	Plumbing	Water Closet	4
Site	Rec and Parks	Play Equipment	4
Site	Structural	Playground Surface	3
Site	Structural	Bleachers	3
Site	Structural	Ballfield Fencing	3
Site	Structural	Ballfield Dugouts	3
Site	Structural	Tennis Courts	3
Site	Structural	Tennis Court Fencing	3

RECOMMENDATIONS AND OPPORTUNITIES

The electrical infrastructure for the stadium lighting needs to be repaired. It is recommended that the lighting controls be replaced in the near future. LED lighting with better controls is an opportunity to decrease energy usage. The shelter has a roof leak and needs a new roof along with repairs to rotten wood. The picnic tables and benches need to be painted.

RECOMMENATION INVESTMENT FOR REPAIR AND RENOVATION

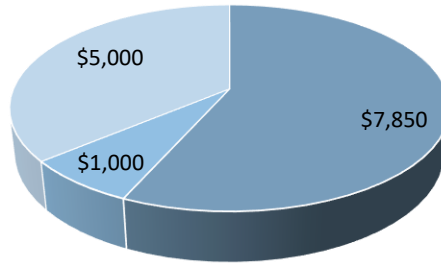
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Recommended repair and renovation investments for fiscal years 2022+ are based on the number of assets in “fair” and “good” condition that will likely need to be repaired or replaced in the near future; itemized opinions of cost have not been developed for these assets.

Note: Costs do not include routine maintenance of any asset.



Fiscal Year	Amount
2020	\$7,850
2021	\$1,000
2022+	\$5,000



■ FY 20 ■ FY 21 ■ FY 22+

DECIFICIENCY LIST AND OPINION OF COSTS

Location	Asset System	Asset Type	Description/ Recommendation	Quantity	Opinion of Cost
Site	Architectural	Roof - Picnic Shelter	Roof leaks and needs to be replaced.	1	\$7,500
Site	Architectural	Amenity - Picnic Tables	Tables and benches need to be painted.	4	\$1,000
Site	Electrical	Support Structure	There is a lot of rust damage on the Unistrut supports for the main service gear. Recommend cleaning and painting Unistrut.	1	\$250
Site	Electrical	J-box	The pull box beside the main panel is missing a KO seal. Recommend installing a KO seal	1	\$100
Total Opinion of Cost					\$8,850



PHOTOGRAPHS



Play Equipment



Play Equipment



Baseball Field



Tennis Courts



Picnic Shelter



Picnic Shelter Roof



Electrical



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BUS SHELTERS

DESCRIPTION OF ASSETS

There are twenty-seven (27) bus shelters (22 constructed of wood; and 5 constructed of plexiglass, plastic, and metal) located in the Town of Carrboro. In May 2019, the condition of all Town bus shelters was evaluated during an inventory conducted by the Town of Carrboro and reviewed by Chapel Hill Transit (CHT).

The Town of Carrboro and Town of Chapel Hill are currently negotiating a Memorandum of Understanding to contract with the Town of Chapel Hill to maintain (repair) the existing bus shelters.

There are a total of 9 bus shelters that have been identified for immediate replacement. To create a more consistent waiting environment for customers, the Town of Carrboro will transition its existing wooden shelters into the CHT bus shelter program. The estimated cost of replacement of each shelter ranges from \$3,000 to \$12,000, depending on size. The actual cost of improvements will be determined by the assessments (CHT will conduct 12 full assessments at its expense).

The remaining 13 shelters “in acceptable condition” will be maintained and eventually replaced proportionally relative to the number of shelters in the CHT system. Funding will be supported through the CHT budget, including future grant requests.

The Town of Carrboro will continue to maintain the grounds around the bus shelters as well as collect trash.

Service agreements in place for Bus Shelters:

- Town of Chapel Hill (pending)



BUS SHELTER SURVEY

Location	ADA Compliant Bench (Min 17" Max 19" Height)	ADA Compliant Canopy Coverage (Minimum 4' excluding bench)	Glazing	Approximate Size	Condition
Carrboro High School	Yes	No	Missing 2 panels	16' x 4'	3
BPW Road near Smith Level Rd.	No	No	Ok (aluminum framed panels)	16' x 4'	3
W. Hwy 54 / Royal Park Apartments	No	No	Missing 2 panels	16' x 4'	2
W. Hwy 54 / Carolina Apartments	No	No	Missing all 6 panels	16' x 4'	2
Poplar Ave. / W. Hwy 54	No	No	Missing 1 panel	16' x 4'	2
W. Main St. / W. Hwy 54	No	No	Missing 4 panels	16' x 4'	2
E. Hwy 54 / Berkshire Apartments	No	No	Missing 2 panels; 1 panel loose	16' x 4'	2
E. Hwy 54 / Poplar Ave.	No	No	Missing 2 panels	12' x 4'	3
Jones Ferry Rd. near Willow Creek Center	Yes	No	Missing 3 panels	8' x 5'	2



Location	ADA Compliant Bench (Min 17" Max 19" Height)	ADA Compliant Canopy Coverage (Minimum 4' excluding bench)	Glazing	Approximate Size	Condition
Old Fayetteville Rd. / Carrboro Plaza #1	Yes	No	OK	8' x 5'	4
Old Fayetteville Rd. / Carrboro Plaza #2	Yes	No	OK	8' x 5'	4
Jones Ferry Park & Ride #1	Yes	No	1 panel loose	16' x 4'	4
Jones Ferry Park & Ride #2	Yes	No	Missing 1 panel	16' x 4'	4
Old Fayetteville Rd. / Jones Ferry Rd.	No	No	OK	12' x 4'	4
E. Hwy 54 / Westbrook Dr.	Yes	Yes	1 panel loose	16' x 6'	4
E. Hwy 54 / Abbey Ln.	Yes	Yes	OK	16' x 6'	4
N. Greensboro / Shelton St	No	No	Missing 1 panel	8' x 5'	2
N. Greensboro / Sue Ann Ct.	No	No	Missing 1 panel	8' x 5'	3
W. Main St. / Town Hall	No	Yes	OK (Art Installation)	12' x 6'	4
Jones Ferry Rd. / Collins Crossing Apartments #1	Yes	No	Missing 1 panel	16' x 4'	2
Jones Ferry Rd. / Collins Crossing Apartments #2	No	No	Missing 3 panels	8' x 4'	2



Location	ADA Compliant Bench (Min 17" Max 19" Height)	ADA Compliant Canopy Coverage (Minimum 4' excluding bench)	Glazing	Approximate Size	Condition
Rock Haven Rd. / Rock Creek Apartments	Yes	No	Missing 2 panels	8' x 4'	3
Old Fayetteville / Autumn Woods Apartments	Yes	Yes	Ok	12' x 6'	4
Old Fayetteville / W. Poplar Ave.	Yes	No	Ok	8' x 4'	4
S. Greensboro St. (mobile homes)	Yes	Yes	Ok	8' x 4'	4
W. Main St / Simpson St.	No	No	OK	8' x 5'	4
Rogers Road / Purefoy	Yes	Yes	Good - Tempered Glass	10' x 5'	5

RECOMMENATION INVESTMENT FOR REPAIR AND RENOVATION

At the time of this assessment, investments for repair and renovation are not included in this report due to ongoing negotiations with Chapel Hill Transit.

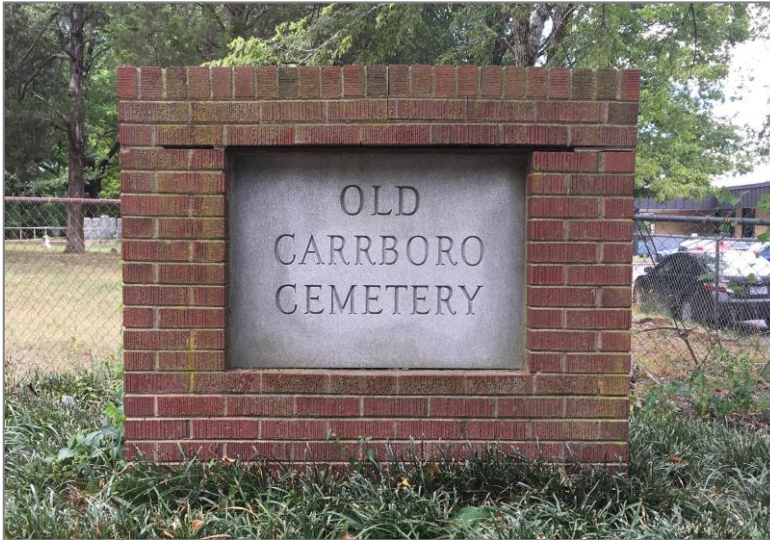


CEMETERIES

The Town of Carrboro owns and maintains two municipal cemeteries, Old Carrboro Cemetery and Westwood Cemetery.

Public Works Department manages plots sales, plot staking, and monument/marker staking. Cemetery plots sell for \$750 to residents and non-residents at \$1,500.

OLD CARRBORO CEMETERY



Address: 100 Hargraves Street

Land Area: 2.40 acres

Current Use: Municipal Cemetery

Site Improvements

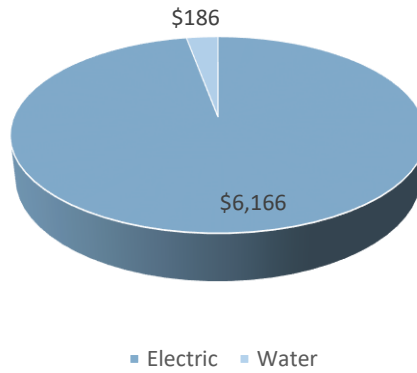
Old Carrboro Cemetery is located just off the Libba Cotton Greenway and consists of 2.40 acres of land. There are a total of 170 plots, of which 82 are available for sale.



Energy Consumption:

Summary of FY 2019 Annual Utility Costs:

- Average electric bill: \$6,165
- Average water bill: \$186



Service contracts in place for Old Carrboro Cemetery: None

RECOMMENDATIONS AND OPPORTUNITIES

None

WESTWOOD CEMETERY



Address: 101 Williams Street

Land Area: 8.50 acres

Current Use: Municipal Cemetery



Site Improvements

Westwood Cemetery is located on Davie Road and consists of 8.73 acres of land. Approximately 3.10 acres of land is currently undeveloped. (See aerial photograph of Zone 3 and Zone 4 in Recommendations and Opportunities). There are a total of 2,231 plots in Westwood Cemetery (excluding the undeveloped portion of Zone 4). There are 328 plots available for sale.

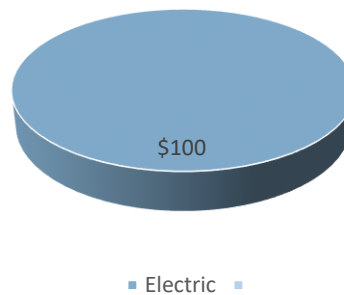


Energy Consumption:

There is currently some spot lighting at Westwood Cemetery which accounts for the electricity usage.

Summary of FY 2019 Annual Utility Costs:

- Electric bill: \$100



Service contracts in place for Westwood Cemetery: None

RECOMMENDATIONS AND OPPORTUNITIES

Town of Carrboro Public Works Department is currently seeking to contract with a qualified consultant to provide cemetery design services for the undeveloped portion of Westwood Cemetery (Zone 3 and Zone 4 on map). The Project Scope may be expanded to include redesign of Zone 1 and Zone 2 if deemed advantageous to the Town. The consultant shall provide a conditions assessment and recommendations to guide the design and development of Westwood Cemetery by:

- Examining the conditions of the cemetery including surface and subsurface conditions;
- Expanding the use of the cemetery by broadening options for interment and memorialization;
- Increasing capacity;
- Making the cemetery more aesthetically pleasing as public green space; and
- Providing the Town with clear direction on future development.



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MUNICIPAL PARKING LOTS

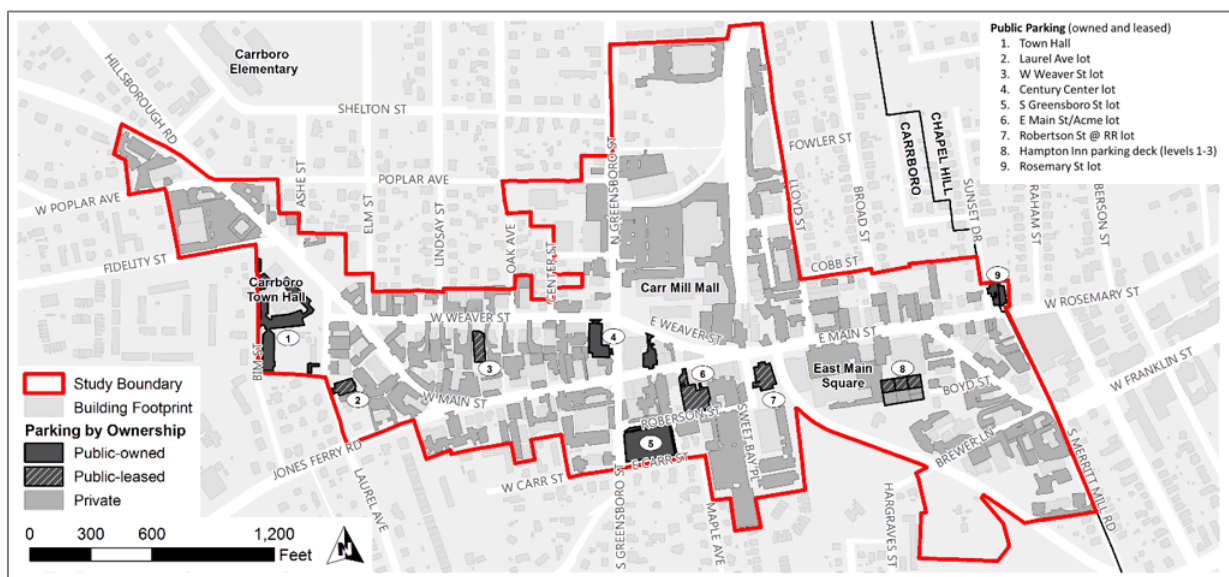
FACILITIES DESCRIPTION

The Town of Carrboro maintains six municipal parking lots, excluding parking lots located at Town buildings and parks. Four of the municipal parking lots are gravel and two are a combination of gravel and asphalt. The following table is a summary of the six municipal lots:

Location	Surface Material	Number of Parking Spaces	Condition	Owned/Leased
Laurel Ave.	Gravel	15	Fair	Leased
W. Weaver St.	Gravel/ asphalt	30	Fair	Leased
Robertson St. @ Rail Road	Gravel	30	Fair	Leased
Rosemary St.	Gravel	20	Fair	Owned
203 South Greensboro St.	Gravel/ asphalt	75	Poor	Owned
East Main Street/Acme	Gravel	25	Fair	Leased

Service contracts in place for Municipal Parking Lots: None

LOCATION MAP



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SUMMARY

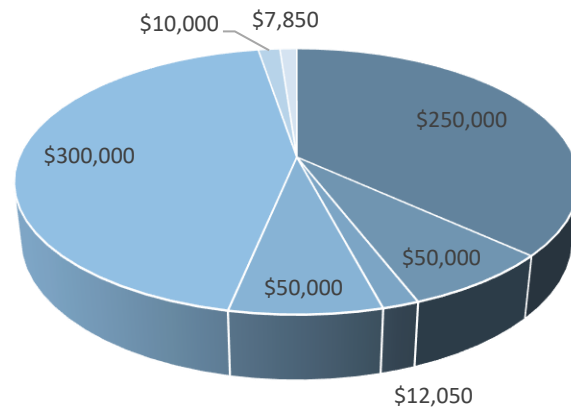
The Town of Carrboro has a variety of unique buildings and parks which are significant to the Town’s history and character. These facilities offer the public many services and opportunities. Public Works is tasked with maintaining the majority of these facilities which requires a great amount of resources. In order to preserve the function and aesthetics of these facilities additional resources need to be committed to the repair and upkeep of structures and assets. The total cost to rehabilitate the facilities is approximately \$2.2M which should be systematically expended over a number of years as part of a planned project.

Opportunities to improve upon the building’s performance should be explored further to improve energy efficiency and meet the goals of the Town’s adopted Climate Action Plan. Steps to revitalize the historical attributes of these structures should be taken and future renovations should prioritize the historical preservation of buildings.

FY 2020 TOTAL OPINION OF COSTS

Total Opinion of Costs for FY 2020 equates to \$679,900.

Building/Location	FY 2020
Century Center	\$250,000
Fire Station 1	\$50,000
Fire Station 2	\$12,050
Public Works	\$50,000
Town Hall	\$300,000
Baldwin Park	\$0
Hank Anderson III Community Park	\$10,000
Town Commons	\$0
Wilson Park	\$7,850
Total Recommended Expenditures	\$679,900



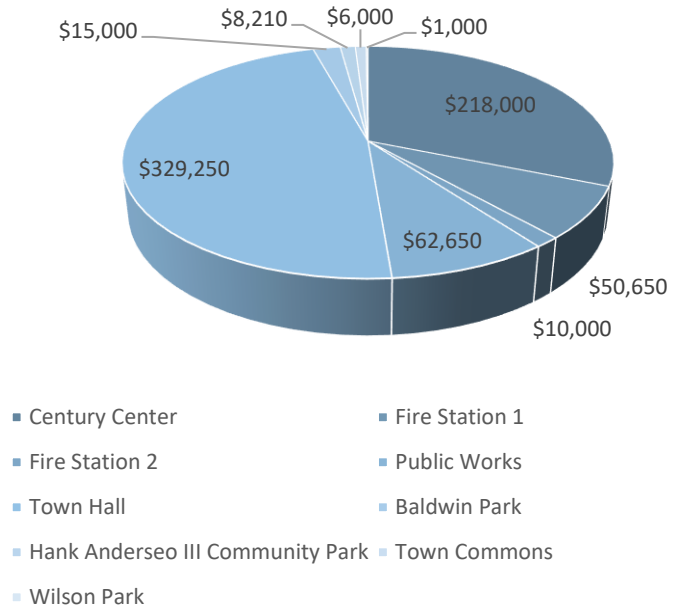
- Century Center
- Fire Station 1
- Fire Station 2
- Public Works
- Town Hall
- Hank Anderson III Community Park
- Wilson Park



FY 2021 TOTAL OPINION OF COSTS

Total Opinion of Costs for FY 2022+ equates to \$700,760.

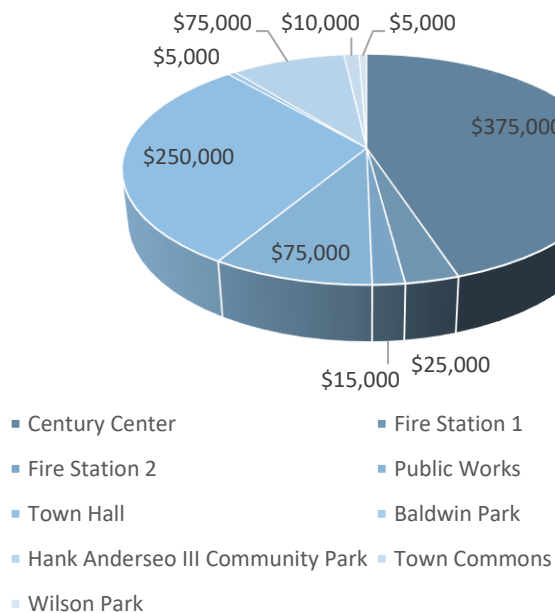
Building/Location	FY 2021
Century Center	\$218,000
Fire Station 1	\$50,650
Fire Station 2	\$10,000
Public Works	\$62,650
Town Hall	\$329,250
Baldwin Park	\$15,000
Hank Anderson III Community Park	\$8,210
Town Commons	\$5,850
Wilson Park	\$1,000
Total Recommended Expenditures	\$700,610



FY 2022+ TOTAL OPINION OF COSTS

Total Opinion of Costs for FY 2022+ equates to \$835,000.

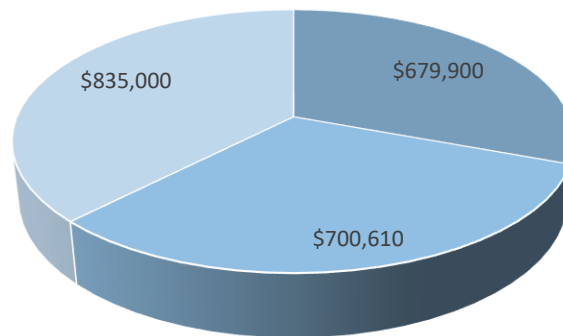
Building/Location	FY 2022+
Century Center	\$375,000
Fire Station 1	\$25,000
Fire Station 2	\$15,000
Public Works	\$75,000
Town Hall	\$250,000
Baldwin Park	\$5,000
Hank Anderson III Community Park	\$75,000
Town Commons	\$10,000
Wilson Park	\$5,000
Total Recommended Expenditures	\$835,000



TOTAL OPINION OF COSTS

Total Opinion of Costs for all improvements equates to \$2,215,660.

	FY 2020	FY 2021	FY 2022+	Total
Century Center	\$250,000	\$218,000	\$375,000	\$843,000
Fire Station 1	\$50,000	\$50,650	\$25,000	\$125,650
Fire Station 2	\$12,050	\$10,000	\$15,000	\$37,050
Public Works	\$50,000	\$62,650	\$75,000	\$187,650
Town Hall	\$300,000	\$329,250	\$250,000	\$879,250
Baldwin Park	\$0	\$15,000	\$5,000	\$20,000
Hank Anderson III Community Park	\$10,000	\$8,210	\$75,000	\$93,210
Town Commons	\$0	\$5,850	\$10,000	\$15,850
Wilson Park	\$7,850	\$1,000	\$5,000	\$13,850
Total Recommended Expenditures	\$679,900	\$700,610	\$835,000	\$2,215,510



■ FY 2020 ■ FY 2021 ■ FY 2022+



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APPENDICES



APPENDIX A – GLOSSARY OF TERMS

Deferred Maintenance - An amount needed but not yet expended for repairs, restoration, or rehabilitation of an asset.¹

Corrective Maintenance - Activities taken to detect, isolate, and rectify a fault so that the failed equipment, machine, or system can be restored to its normal operable state.² Also known as Reactive Maintenance.

Facilities Condition Assessment - An analysis of the condition of a facility in terms of age, design, construction methods, and materials. The industry professionals who perform the assessment are typically architects and engineers, and skilled-trade technicians.³

Master Plan – Study demographics and anticipated growth of staff and facility needs, space planning, as well as large projects and renovations.

Maintenance - Actions necessary of retaining or restoring a piece of equipment, machine, or system to the specified operable condition to achieve its maximum useful life.²

Preventive Maintenance – Systematic inspection, detection, correction, and prevention of incipient failures, before they become actual or major failures.²

Rehabilitation -The action, process, or result of rehabilitating or of being rehabilitated: such as

- a. restoration especially by therapeutic means to an improved condition of physical function.
- b. the restoration of something damaged or deteriorated to a prior good condition.¹

Renovate - to restore to a former better state (as by cleaning, repairing, or rebuilding).¹

Remodel - To alter the structure of.¹

Repair – Restoration of a broken, damaged, or failed device, equipment, part, or property to an acceptable operating or useable condition or state.²

Sources:

1. Merriam-Webster Dictionary
2. Business Dictionary
3. Wikipedia
4. Oxford Dictionary



APPENDIX B – ADDITIONAL FACILITY IMPROVEMENTS IDENTIFIED BY STAKEHOLDERS

Building/ Park	Location	Asset System	Asset Type	Recommendation	Quantity	Opinion of Cost
Fire Station 1	First Floor and Second Floor	Life Safety	Air Quality	Remedial mold testing of facility.	1	\$2,000
Public Works	First Floor	Architectural	Breakroom	Installation of kitchenette.	1	\$2,500
Town Hall	Basement	Architectural	Flooring	Installation of carpet.	1	\$7,000
Town Hall	First Floor	Architectural	Partition	Install Partition in room 109 around IT equipment.	1	\$10,000
Town Hall	First Floor	Architectural	Painting	Painting board room.	1	\$1,500
Town Hall	First Floor	Architectural	Painting	Painting conference room.	1	\$1,500
Town Hall	First Floor	Architectural	Painting	Paint HR offices.	1	\$6,000
Town Hall	First Floor	Architectural	Painting	Paint first floor hallways.	1	\$6,000
Town Hall	Second Floor	Architectural	Painting	Painting second floor.	1	\$8,000
Town Hall	First Floor and Second Floor	Architectural	Flooring	Fixing flooring on first and second floor.	1	\$25,000
Town Hall	First Floor and Second Floor	Architectural	Painting	Paint stairwells	1	\$5,000
Town Hall	Site	Architectural	Awning	Removal of porch roof near IT	1	\$1,500
Town Hall	Site	Architectural	Painting	Painting and exterior repairs	1	\$18,000
Town Hall	First Floor	Security	Security	Install security measures for HR	1	\$1,000
Town Hall	Basement	Security	Security	Manager's door repair	1	\$1,500
Hank Anderson III Comm. Park	Site	Landscaping	Volley Ball Court	Remove weeds and add new sand to volleyball court.	1	\$500
Parks	Site	Landscaping	Playground Equipment	Pressure wash all playground equipment on town properties.	7	\$2,500
				Total Opinion of Cost		\$96,500



APPENDIX C – STAKEHOLDER QUESTIONNAIRE

SECTION 1 - SAFETY & SECURITY

1. Does the front entry to the building provide a safe and welcoming entry?

Comments:

2. Are room graphics and directional signage in the building adequate?

Comments:

3. Does the building have adequate security?

Comments:

4. Is the exterior and site around the building lighted adequately?

Comments:

5. Do exterior and interior doors lock properly?

Comments:

6. Is there an emergency generator and automatic transfer switch? If yes, do they function properly?

Comments:

7. Is there adequate emergency back-up power for facility?

Comments:

8. Is there specific equipment that is not on a back-up generator that should be?

Comments:

9. Can you identify any safety issues that need to be addressed?

Comments:

10. Do you have any suggestions to improve security in the building (i.e. security cameras, etc.)?

Comments:

11. Do you have any other safety or security comments/concerns?

Comments:

SECTION 2 - SITE

12. After a rain fall are there areas that hold water for multiple days?

Comments:

13. Are there any areas that flood when it rains or have poor drainage?

Comments:

14. Is the parking lot adequate in size?

Comments:

15. Is directional signage on the site adequate?

Comments:

16. Are landscaping improvements needed?



Comments:

17. On a scale of 1 to 10 with 1 being the worst and 10 being the best, are the grounds and landscaping maintained well?

Comments (please enter number and comments):

18. Can you identify any site safety issues?

Comments:

19. Do you have any other comments/concerns regarding the site?

Comments:

SECTION 3 – BUILDING STRUCTURE

20. Are the gutters adequate and clear of debris?

Comments:

21. Does the roof leak when it rains?

Comments:

22. Are the windows sealed properly?

Comments:

23. Do windows lock properly?

Comments:

24. Do the windows have proper shading devices?

Comments:

25. Are exterior and interior doors easy to operate?

Comments:

26. Are there any unusual noises in the building?

Comments:

27. Are there any unusual odors in the building?

Comments:

28. Are you aware of any pest problems i.e., ants, roaches, etc.?

Comments:

29. Are you aware of any areas where the floor tile or carpet is separating?

Comments:

30. Are you aware of any areas where the ceilings are cracking, peeling, or have broken tiles?

Comments:

31. Are you aware of any areas where the walls are cracking or peeling?

Comments:

32. Are you aware of any other deferred maintenance?

Comments:



33. Do you have any suggestions to improve the building's energy efficiency?

Comments:

34. Are there adequate trash/recycling receptacles?

Comments:

35. On a scale of 1 to 10 with 1 being the worst and 10 being the best, how clean is the building kept?

Comments (please enter number and comments):

36. Do you foresee future needs to modify your current space (i.e. offices, conference rooms, bathrooms, etc.)? If yes, please explain.

Comments:

37. Do you have any other comments/concerns regarding the building structure?

Comments:

SECTION 4 - HVAC/MECHANICAL

38. Is there adequate control of HVAC/mechanical system?

Comments:

39. Are offices comfortable in the winter?

Comments:

40. Are offices comfortable in the summer?

Comments:

41. Does the exhaust air systems perform adequately (i.e. restrooms, locker room exhaust)?

Comments:

42. Is there adequate ventilation?

Comments:

43. Do you have any other concerns/comments regarding the HVAC system?

Comments:

SECTION 5 - ELECTRICAL

44. Are there enough electrical outlets in facility?

Comments:

45. Are there enough outlets to serve present computer needs?

Comments:

46. Are you aware of any electrical problems with systems?

Comments:

47. Do circuit breakers trip frequently?



Comments:

48. Are there frequent power outages in the building?

Comments:

49. Is the room/area lighting adequate for its use?

Comments:

50. Are there known problems with the lighting system?

Comments:

51. Is there an emergency lighting system (i.e. battery backup)?

Comments:

52. Does the telephone system function adequately?

Comments:

53. Do you have any other comments/concerns regarding the electrical system?

Comments:

SECTION 6 - PLUMBING

54. Are there adequate restrooms and do the fixtures function adequately?

Comments:

55. Are bathrooms accessible for the disabled?

Comments:

56. Is the water ever not clear (i.e. after a long weekend or holiday)?

Comments:

57. Do all of the water fountains work properly?

Comments:

58. Is there a need for additional water fountains? If yes, where?

Comments:

59. Is the water pressure adequate?

Comments:

60. Do the drains clog?

Comments:

61. Does the hot water system function adequately?

Comments:

62. Do you have any other comments/concerns regarding the plumbing?

Comments:



SECTION 7 - OTHER

63. Are you aware of any known hazardous material in the building(s)? If so, what type and where?

Comments:

64. Is there adequate space for administration at this facility?

Comments:

65. Is there adequate storage for all departments at this facility?

Comments:

66. Are there any other building/site improvements, repairs, maintenance needs, or changes that you would recommend for the facility in general? If yes, please explain.

Comments:

67. In the past five years have there been any updates to the improvements (renovations, remodeling etc.)? If yes, please describe.

Comments:

68. Are you aware of any Americans with Disabilities Act (ADA) accessibility needs?

Comments:

69. Please discuss any other noted property condition concerns.

Comments:

70. On a scale of 1 to 10 with 1 being the worst and 10 being the best, how responsive is Public Works to your needs/requests?

Comments (please enter number and comments):

71. What do you see Public Works should be focusing on?

Comments:

72. Additional comments, suggestions, or concerns.

Comments



APPENDIX D – COMMUNITY SCHOOL LEASE

Lease Agreement

THIS LEASE AGREEMENT, made and entered into the _____ day of _____, 2019 by and between the TOWN OF CARRBORO, a North Carolina Municipal Corporation, 301 W. Main Street, Carrboro, North Carolina, 27510, hereinafter referred to as the "Town" and the COMMUNITY SCHOOL FOR PEOPLE UNDER SIX, 102 Hargraves Street, Carrboro, North Carolina, 27510, hereinafter referred to as "CSPU6."

Witnesseth

Whereas the Town acquired a modular unit for three (3) classrooms and other facilities, hereinafter referred to as "Facilities," at a site owned by the Town on Hargraves Street in Carrboro, North Carolina, hereinafter referred to as "Leased Premises," and

WHEREAS, the Town has agreed to allow CSPU6 to use the Leased Premises pursuant to this Lease Agreement subject to the Town's ability to use a portion of the Facilities as outlined below.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Lease of Premises

The Town hereby leases to CSPU6 that certain property owned by the Town located at 102 Hargraves Street, Carrboro, North Carolina 27510, for the purpose of using an existing modular unit for three (3) classrooms and other facilities (the "Facilities"), upon the Leased Premises. CSPU6 accepts the Leased Premises and the Facilities in "as is" condition.

Attached hereto as Exhibit "A" and incorporated herein by reference is a schematic plan of the Facilities (hereinafter referred to as the "Floor Plan").

CSPU6 hereby allows, and the Town reserves the right to, exclusive access to and use by the Town of one (1) office at the Facilities for a community policing facility, referred to as the "Community Outreach" office upon the Floor Plan; non-exclusive access to and use of auxiliary areas of the Facilities, including but not limited to the restroom facilities, and non-exclusive access and use to a meeting room for town and community functions, referred to as the "Community Conference" room upon the Floor Plan.

The Town may request and receive approval from CSPU6 for the Town's access to and use of the "Community Conference" room provided such access does not conflict with CSPU6's scheduled use of said "Community Conference" room. Such approval from CSPU6 shall not be unreasonably withheld. The schedule for the use of this "Community Conference" room shall be maintained and scheduled by the Director of CSUP6, or his/her designee. Anticipated scheduling for the use of this "Community Conference" room by the Town shall be coordinated by the Town's Director of Community and Economic Development, or his/her designee, and for CSPU6 by the Director of CSPU6, or his/her designee.



2. Rent

The Town agrees to rent the Leased Premises to CSPU6 for the sum of One Dollar (\$1.00) per year.

Term of Lease

The term of this Lease shall be for ten years (10), commencing on August 18, 2019 and ending on August 18, 2029, unless terminated sooner in accordance with the provisions below. CSPU6 reserves the right to terminate this Lease upon at least sixty (60) days' notice to the Town. Oral notice of termination or oral discussion of same has no validity under this Lease. ALL NOTICES MUST BE WRITTEN.

3. Surrender of Lased Premises

At the expiration of the Lease term, or upon earlier termination as allowed, CSPU6 shall surrender the Leased Premises in as good condition as it was in at the beginning of the Lease term, reasonable wear and tear and damages by the elements excepted.

4. Duties of CSPU6

a. CSPU6 shall provide all routine janitorial services at its own expense for the Facilities. Provision for contract janitorial service shall include worker's compensation insurance, general liability insurance and employee bonds.

b. CSPU6 shall provide for the Facilities and at its expense for its own use the following utilities: gas, water, sanitary sewer, solid waste collection (including recycling), electricity, telephone, and cable service, if desired. CSPU6 shall not provide telephone or cable service to the Town in connection with this Agreement. CSPU6 shall also be responsible for the maintenance and upkeep of its equipment and personal property located upon the Leased Premises and outside of the Facilities, i.e., playground and playground equipment.

c. CSPU6 shall be responsible for the cost of all routine maintenance and repairs to both the interior and exterior of the Facilities, including public water and sanitary sewer lines to the extent such routine maintenance and repairs is not the responsibility of OWASA or any other public utility. CSPU6 reserves the right to bill the Town for extraordinary maintenance resulting from the activities and/or neglect of Town employees.

d. CSPU6 shall ensure that the Leased Premises are maintained and operated in a safe and sanitary manner. CSPU6 shall leave the Facilities in a safe and sanitary condition following CSPU6's use of said Facilities. CSPU6 shall also be responsible for proper safekeeping and security of the Facilities.

e. CSPU shall comply with all applicable statutes, regulations and codes relating to occupancy by a certain number of persons, building code provisions for kitchens, fire regulations, and provisions governing food preparation and handling. CSPU6 shall take reasonable precautions to prevent damage to the Leased Premises and/or Facilities from fire or other causes and to prevent bodily and personal injury.



f. CSPU6 shall seek the Town's prior written approval before making any structural changes the Leased Premises and/or Facilities. The Town shall inform CSPU6 of any intended structural changes to be made to the Leased Premises and/or Facilities prior to making said changes.

6. Duties of the Town

a. The Town shall provide all routine grounds maintenance for the Leased Premises at its own expense, including the parking lot and basketball courts, except that portion of the Leased Premises upon which CSPU6 maintains its equipment and personal property outside of the Facilities, i.e., playground and playground equipment -which area and equipment shall be maintained by CSPU6. Provision for contract grounds maintenance service shall include worker's compensation insurance, general liability insurance and employee bonds.

b. The Town shall provide for its own and exclusive use, and at its expense any telephone and cable service, if desired, for use in the "Community Outreach" office.

c. In the event the Town shall use said portion of the Facilities on the Leased Premises, the Town shall ensure that the Facilities shall be left in a safe and sanitary condition following the Town's use. Except in designated storage areas, the Town shall not use the Facilities for storage or for other non-temporary uses. The Town shall be responsible for proper safekeeping and security of the Facilities while in its use.

7. Insurance

To the extent permitted by law, CSPU6 shall provide at its expense liability insurance, for bodily injury, personal injury, contractual liability and property damage, naming the Town as an additional insured, covering its activities on the Leased Premises and/or Facilities, and any other insurance required by law or the Town, which insurance policy shall name the Town as an "additional insured". Copies of said insurance policies or Certificates of Insurance shall be filed in the Town Purchasing Office. Said insurance shall provide that the Town shall be given at least thirty (30) days prior written notice before the policy may be altered, amended, canceled, or terminated or allowed to lapse.

To the extent permitted by law, the Town shall provide at its expense liability insurance, for bodily injury, personal injury, contractual liability and property damage, naming CSPU6 as an additional insured, covering its activities on the Leased Premises and/or Facilities, and any other insurance required by law or CSPU6. Copies of said insurance policies or Certificates of Insurance shall be filed at the CSPU6 Director's office at 102 Hargraves Street, Carrboro, North Carolina. Said insurance shall provide that CSPU6 shall be given at least thirty (30) days prior written notice before the policy may be altered, amended, canceled, or terminated or allowed to lapse.

8. Waiver of Subrogation

The Town agrees to maintain fire, extended coverage, and vandalism and malicious mischief insurance on the Leased Premises and on personal property of the Town contained therein to the extent of its full insurable value. CSPU6 shall do the same with respect to its property located in or on the Leased Premises. CSPU6 hereby mutually releases and discharges the Town from all claims or liabilities arising from or caused by fire or other casualty covered by its insurance on the Leased Premises, or property in or on the Leased Premises. The Town hereby mutually releases and discharges CSPU6 from



all claims or liabilities arising from or caused by fire or other casualty covered in its insurance on the Leased Premises, or property in or on the Leased Premises.

9. Sublease or Assignment

This Lease Agreement may not be assigned or transferred, nor may any of the Leased Premises and/or Facilities be sublet, without the prior written approval of both parties.

10. Alterations, Repairs

The Town reserves the right to approve and/or make alterations, renovations, or repairs to the Leased Premises. CSPU6 may make alterations, renovations, or repairs to the Facilities but only with the Town's written approval, and such approval shall not be unreasonably withheld.

11. Right of Inspection

The Town reserves the right to enter the Leased Premises and inspect the Leased Premises, or to repair and maintain the Leased Premises, upon reasonable notice.

12. Personal Injury or Property Damage

CSPU6 shall, to the extent allowed by law, indemnify and hold harmless and defend the Town, its agents and employees from any claims, cost, expense, liability, action, or judgment including attorney's fees arising out of or related to any personal injury, death or property damage with respect to its use of the Leased Premises for operation of the CSPU6 program for preschoolers, except to the extent same are caused by the negligence or misconduct of the Town.

The Town shall, to the extent allowed by law, indemnify and hold harmless and defend CSPU6, its agents and employees from any claims, cost, expense, liability, action, or judgment including attorney's fee arising out of or related to any personal injury, death or property damage with respect to its use of the Facilities and related CSPU6 space, for which the right of access is granted to the Town for town and community functions and a community policing facility, except to the extent same are caused by the negligence or misconduct of CSPU6.

13. Amendment to Lease

This Lease may be modified or amended by written agreement of the parties.

14. Damage to Leased Premises

In the event the Leased Premises and/or Facilities shall be damaged so as to render it untenable, this Lease Agreement shall terminate.

15. Default

In the event CSPU6 shall default under any of its obligations and fails to remedy default within reasonable time after notice from the Town, the Town may declare this Lease terminated and reenter Leased Premises to take possession and terminate the Lease. In the event the Town shall default under any of its obligations and fails to remedy default within reasonable time after notice from CSPU6, CSPU6



may declare this Lease terminated and reenter the Facilities to take possession and terminate the Lease.

16. Notice

Any notice or written communication related to this Lease shall be deemed effective if mailed or delivered to:

- | | |
|-----------------------------|------------------------|
| 1. For the Town: | 2. For CSPU6: |
| David Andrews, Town Manager | Anna McClain, Director |
| Town of Carrboro | CSPU6 |
| 301 W. Main Street | 102 Hargraves Street |
| Carrboro, NC 27510 | Carrboro, NC 27510 |

or such other place as the parties may be directed.

IN WITNESS WHEREOF, the parties hereunto cause this Lease Agreement to be executed in their respective names.

This the _____ day of _____, 2019

TOWN OF CARRBORO
A Municipal Corporation

COMMUNITYSCHOOL FOR
PEOPLE UNDER

By: _____
Town Manager

By: _____
Director, CSPU6

Attest: _____

Attest: _____

