LPA

FACILITY NEEDS ASSESSMENTS

MONTCLAIRE ELEMENTARY SCHOOL

2020 | FACILITIES MASTER PLAN

CUPERTINO UNION SCHOOL DISTRICT

SITE DATA

1160 St. Joseph Avenue
Los Altos, Ca

Site Size: 10 acres

Original Construction Date: 1957

Grades Served: Preschool, TK-5

Modernization History:
- Modernization: 2019
- Drainage and Track Improvements: 2014

Number of Portable Classrooms: 5

Principal Survey

Top Priorities:
1. Grass / field
2. Parking
3. Continued improvement to buildings

Input from Maintenance & Operations Trades

- Would like an IP-based bell/clock/intercom system
- Needs a central IDF room
- Needs upgrade to wireless internet capacity (switches and access points)
- Needs upgrade in site electrical capacity
- Switchgear may need to be replaced
- Needs upgrade to fire alarm system
- Needs new equipment in kitchen

Site Use and Functionality

Campus Organization / Classrooms
principal rating: 4/5 stars
The site has three (3) Kindergarten classrooms, all in permanent construction but one (1) is without an interior restroom. The school houses the Therapeutic SDC class, TK, and Preschool in portable classrooms.

Staff and Administrative Spaces
principal rating: 3/5 stars
The main office was recently modernized, however the layout is still problematic. The Faculty Lounge is unable to comfortably fit all site staff. Professional development occurs either in the Faculty Lounge or GLC, pending the group size.

Student Services / Counseling
principal rating: 4/5 stars
The site has one (1) classroom dedicated to the resource specialist and three (3) rooms for TOSA staff (Teacher on Special Assignment), two (2) of those rooms are portable classrooms. The center of the STAR building is also used for pull-out space.

Food Service
principal rating: 4/5 stars
The kitchen is located within the STAR building and includes an interior servery. This location is central to the Kinder and Primary dining areas.

Spaces for Assembly / Library
principal rating: 4/5 stars
Assemblies occur in the GLC. The Library is a portion of the GLC.

Special Education
Therapeutic SDC is the only Special Education program on-site and is a new program to the school. The addition of this program has resulted in very limited parking for teachers.

Specialized Elective Spaces
The site has dedicated rooms for Art, Music and STEAM (in the iLab), all located in the GLC building.

Restrooms
principal rating: 3/5
The principal noted the desire to have an additional staff restroom.

SITE PHOTOS


Shade Structure


Drop-Off Lane

Site Identification and Announcements


Kindergarten Play Yard


Hardcourts


Administration Office


Playfields / Athletics


Play Structure


Bike Parking

SITE PHOTOS


Typical Classroom


Art Room


Kindergarten Classroom


Student Services / Counseling (TOSA Room)


Guided Learning Center / Assembly Space


Maker Space


Library


Food Service: Servery


Flex Lab / Professional Development

EXISTING SITE PLAN

Classrooms, CR

#	Indicates Grade Level
PS	Preschool
TK	Transitional Kindergarten
K	Kindergarten
CLIP	Cupertino Language Immersion Program
SDC	Special Education
M/M	Mild/Moderate
M/S	Moderate/Severe
TSDC	Therapeutic SDC

Electives / Labs

ART	Art Room
CL	Computer Lab
DR	Drama
MKR	Maker / STEAM / Innovation Lab / Think Tank
MU	Music

Student Services

CAP	Comprehensive Autism Program
CO	Counselor
LC	Learning Center
RSP	Resource Specialist
PSY	Psychologist
WC	Wellness Center
OT	Occupational Therapy

Shared Spaces

ASB	Student Leadership
FLEX	Flex Lab
GLC	Guided Learning Center
LIB	Library
ST	Stage

Admin / Faculty

CO	Conference
FL	Faculty Lounge
FW	Faculty Workroom
H	Health Room
KIT	Kitchen
M	Main Office / Front Desk
O	Office
FLEX	Flex Lab / Professional Development
PTA	Parent Volunteer Room
SSITS	School Site IT Specialist Office

Other

AS	After School Care

Support Services

K	Kiln
X	Storage
T	Toilets
U	Utility
J	Janitor

Drop-Off

LS - Lunch Shelter

Main Entry

Portable Classrooms

Teaching Stations:	
PS (Preschool)	1
TK (Transitional Kinder)	1
Kindergarten	3
Grades 1-5	14
SDC mild/mod	0
SDC mod/sev	2
Sub-Total:	**21**
Additional Spaces:	
CAP	0
Electives (MU, SCI, ART)	2
Maker Space	1
Computer Lab	0
Total:	**24**

FACILITY CONDITION ASSESSMENT

LPA, Inc.
60 South Market Street, Suite 150
San Jose, California 95113
Walter Estay

MONTCLAIRE ELEMENTARY SCHOOL
1160 St. Joseph Avenue
Los Altos, California 94022

PREPARED BY:
EMG | A Bureau Veritas Company
10461 Mill Run Circle, Suite 1100
Owings Mills, Maryland 21117
800.733.0660
www.emgcorp.com

EMG CONTACT:
Matthew Anderson
Program Manager
800.733.0660 x7613

EMG PROJECT #:
136859.19R000-012.017

DATE OF REPORT:
January 26, 2020

ON SITE DATE:
October 14, 2019

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1 Executive Summary

Campus Overview and Assessment Details

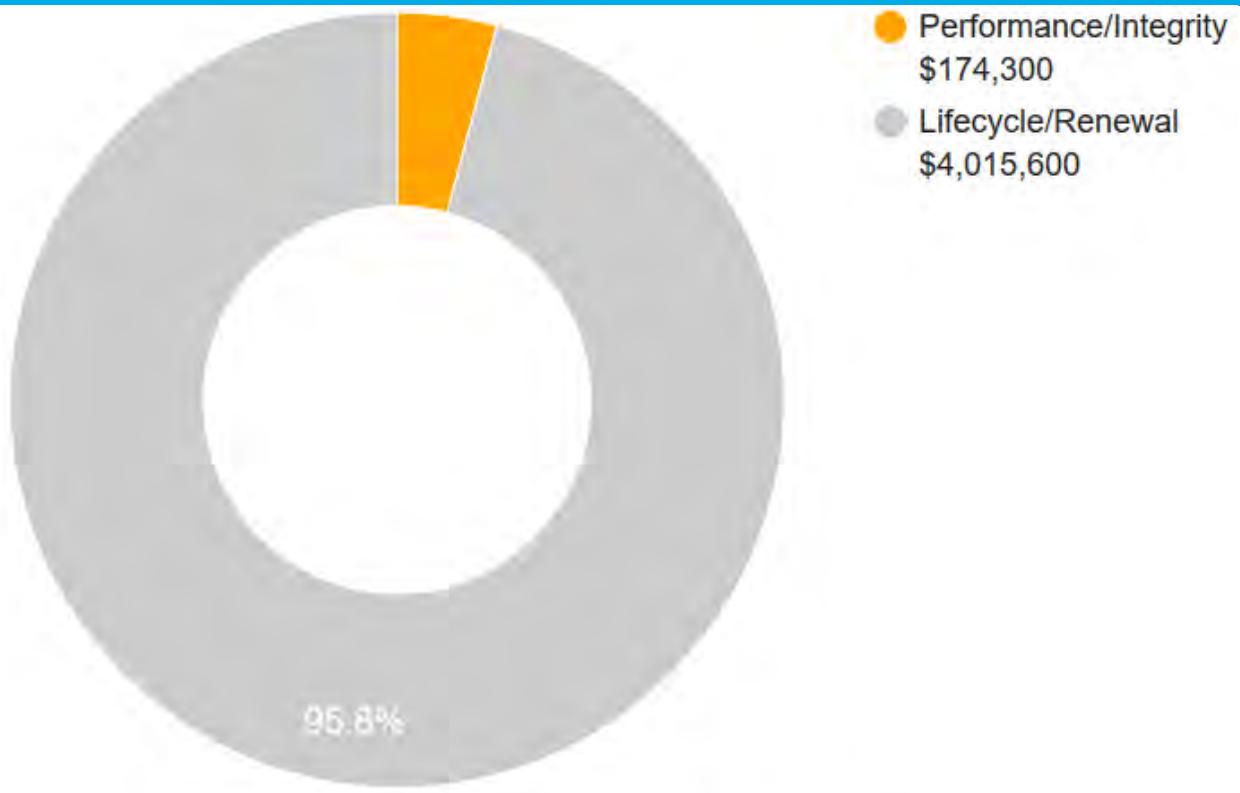
General Information	
Property Type	School campus
Main Address	1160 St. Joseph Avenue, Los Altos, Santa Clara County, California 94022
Site Developed	1957 Renovated 1992/2016
Number of Buildings	Eight
Current Occupants	Cupertino Unified School District, Child Development Centers
Percent Utilization	100%
Date(s) of Visit	October 14, 2019
Management Point of Contact	Cupertino USD, Eric Dollar, Senior Trade 408.828.7918 phone
On-site Point of Contact (POC)	Eric Dollar
Assessment and Report Prepared By	Dirk Dykstra
Reviewed By	Alex Israel, Technical Report Reviewer for Matthew Anderson Program Manager mfanderson@emgcorp.com 800.733.0660 x7613

Plan Types

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

Plan Type Descriptions		
Safety		An observed or reported unsafe condition that if left unaddressed could result in injury; a system or component that presents potential liability risk.
Performance/Integrity		Component or system has failed, is almost failing, performs unreliably, does not perform as intended, and/or poses risk to overall system stability.
Accessibility		Does not meet ADA, UFAS, and/or other handicap accessibility requirements.
Environmental		Improvements to air or water quality, including removal of hazardous materials from the building or site.
Retrofit/Adaptation		Components, systems, or spaces recommended for upgrades in in order to meet current standards, facility usage, or client/occupant needs.
Lifecycle/Renewal		Any component or system that is not currently deficient or problematic but for which future replacement or repair is anticipated and budgeted.

Plan Type Distribution (by Cost)



10-YEAR TOTAL: $4,189,900

Campus Findings and Deficiencies

Historical Summary

Montclaire Elementary School was constructed in 1957. Although the POC did not know the year of construction, it is likely that the Guided Learning Center and Star buildings were added in the 1970s or 1980s. In 1992, large portions of infrastructure were updated, and portables were added. In 2016, a modernization was performed across the property including the removal of several portables, ADA modifications, and interior renovations.

Architectural

Montclaire Elementary has four building types: the main classroom buildings, a Guided Learning Center (GLC), a Star Building, and portable buildings. The permanent structures have received roofing inventories from a third party which were verified by EMG; roofs reportedly date to 1988. The original classroom buildings and GLC retain limited hard tile ceilings, but most interiors were renovated in 2016.

Mechanical, Electrical, Plumbing and Fire (MEPF)

The majority of the mechanical and electrical equipment was replaced in 1992. The classroom buildings are heated and cooled by split systems with attic furnaces and rooftop condensing units. The GLC is heated and cooled by rooftop package units (RTUs). The Star Building is conditioned by air handling units (AHUs) in closets along the exterior walls with remote condensing units. The portables are heated and cooled by wall-mounted heat pumps. Electricity is supplied from two switchboards: the first is in the electrical room in the front classroom building, and the second is outside the western portables. Plumbing fixtures were largely included in the 2016 modernization, and domestic hot water is limited to the Star Building and the front classroom building. There are no fire suppression systems. Fire protection equipment consists of fire extinguishers. The fire alarm system was updated as part of the 2016 modernization.

Site

The site contains multiple playgrounds with shaded lunch areas. The site parking lots were sealed and restriped in 2016. Playground equipment was reportedly replaced in 2019. The district LED site lighting upgrades have not been completed on this property.

Recommended Additional Studies

No additional studies are recommended.

Facility Condition Index (FCI)

One of the major goals of the FCA is to calculate each building's Facility Condition Index (FCI), which provides a theoretical objective indication of a building's overall condition. By definition, the FCI is defined as the ratio of the cost of current needs divided by current replacement value (CRV) of the facility. The chart below presents the industry standard ranges and cut-off points.

FCI Ranges and Description	
0 – 5%	In new or well-maintained condition, with little or no visual evidence of wear or deficiencies.
5 – 10%	Subjected to wear but is still in a serviceable and functioning condition.
10 – 30%	Subjected to hard or long-term wear. Nearing the end of its useful or serviceable life.
30% and above	Has reached the end of its useful or serviceable life. Renewal is now necessary.

The deficiencies and lifecycle needs identified in this assessment provide the basis for a portfolio-wide capital improvement funding strategy. In addition to the current FCI, extended FCIs have been developed to provide owners the intelligence needed to plan and budget for the "keep-up costs" for their facilities. As such the 3-year, 5-year, and 10-year FCIs are calculated by dividing the anticipated needs of those respective time periods by current replacement value. As a final point, the FCIs ultimately provide more value when used to relatively compare facilities across a portfolio instead of being over-analyzed and scrutinized as stand-alone values. The table below summarizes the individual findings for this FCA:

Facility (year built)	Cost/SF	Total SF	Replacement Value	Current	3-Year	5-Year	10-Year
Montclaire Elementary School / Classroom Buildings	$740	28,025	$20,738,500	0.0%	0.0%	2.7%	6.9%
Montclaire Elementary School / GLC	$740	13,625	$10,082,500	0.0%	0.0%	1.2%	3.2%
Montclaire Elementary School / Portables	$380	9,275	$3,524,500	0.0%	0.0%	0.0%	2.7%
Montclaire Elementary School / Star Building	$740	10,200	$7,548,000	0.0%	2.4%	2.4%	7.5%

Immediate Needs

Montclaire Elementary School

ID	Location	Location Description	UF Code	Description	Condition	Plan Type	Cost
1497526	Montclaire Elementary School / Star Building	Roof	B3011	Roof, Modified Bituminous, Replace	Poor	Performance/Integrity	$174,285
Total (1 items)							**$174,285**

Key Findings

Roof in Poor condition.

Modified Bituminous
Star Building Roof

Uniformat Code: B3011
Recommendation: **Replace in 2020**

Plan Type:
Performance/Integrity

Cost Estimate: $174,300

$$$$

Replacement Recommended per Roofing Inventory - AssetCALC ID: 1497526

2 Classroom Buildings

Classroom Buildings: Systems Summary		
Address	1160 St. Joseph Avenue; Los Altos, California	
Constructed/Renovated	1957 / 1992 / 2016	
Building Size	28,025 SF	
Number of Stories	One	
System	*Description*	*Condition*
Structure	Conventional wood frame structure on concrete slab	Good
Facade	Painted wood with aluminum-framed windows	Fair
Roof	Primary: Flat construction with modified bituminous finish	Fair
Interiors	Walls: Painted gypsum board, vinyl Floors: Carpet, VCT, sheet vinyl Ceilings: Painted gypsum board, ACT, hard tile	Good
Elevators	None	--
Plumbing	Copper supply, cast iron waste and vent Gas-fired domestic water heater Toilets, urinals, and sinks in all restrooms	Good
HVAC	Individual split-system units	Fair
Fire Suppression	Fire extinguishers	Fair
Electrical	Source & Distribution: Main switchboard with copper wiring Interior Lighting: T-8, LED Emergency: None	Fair
Fire Alarm	Alarm panel, smoke detectors, alarms, strobes, and exit signs	Fair
Equipment/Special	None	--

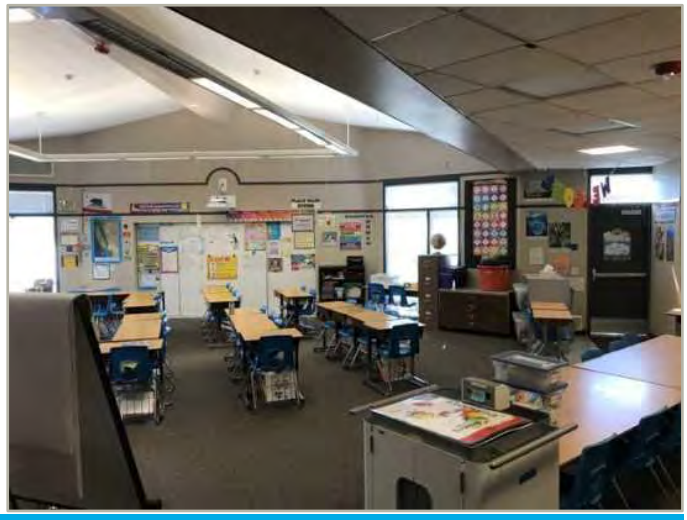
Classroom Buildings: Systems Summary	
Accessibility	Presently it does not appear an accessibility study is needed for this property.
Key Issues and Findings	Aged HVAC components and infrastructure, building lacks fire suppression, hard ceiling tiles frayed/falling near hallway attic hatch

3 Guided Learning Center

Guided Learning Center: Systems Summary		
Address	1160 St. Joseph Avenue; Los Altos, California	
Constructed/Renovated	Likely 1970s / 1992 / 2016	
Building Size	13,625 SF	
Number of Stories	One	
System	*Description*	*Condition*
Structure	Conventional wood-framed structures on concrete slabs	Good
Facade	Stucco with aluminum-framed windows	Fair
Roof	Primary: Flat construction with built-up finish Secondary: Gable construction with metal finish	Fair
Interiors	Walls: Painted gypsum board, vinyl Floors: Carpet, sheet vinyl Ceilings: Painted gypsum board, ACT, hard tile	Good
Elevators	None	--
Plumbing	Copper supply, cast iron waste and vent No hot water Toilets, urinals, and sinks in all restrooms	Good
HVAC	Individual package units Supplemental components: ductless split system	Fair
Fire Suppression	Fire extinguishers	Fair
Electrical	Source and Distribution: Fed from Admin/CR1-6 building with copper wiring Interior Lighting: T-8, LED Emergency: None	Fair
Fire Alarm	Smoke detectors, alarms, strobes, back-up emergency lights, and exit signs	Fair

Guided Learning Center: Systems Summary		
Equipment/Special	None	--
Accessibility	Presently it does not appear an accessibility study is needed for this property.	
Key Issues and Findings	Aged HVAC components and infrastructure, building lacks fire suppression	

4 Star Building



Star Building: Systems Summary		
Address	1160 St. Joseph Avenue; Los Altos, California	
Constructed/Renovated	Likely 1970s / 1992 / 2016	
Building Size	10,200 SF	
Number of Stories	One	
System	*Description*	*Condition*
Structure	Conventional wood-framed structures on concrete slabs	Good
Facade	Stucco with aluminum-framed windows	Fair
Roof	Primary: Gable construction with built-up finish	Poor
Interiors	Walls: Painted gypsum board, vinyl Floors: Carpet, sheet vinyl Ceilings: Painted gypsum board, ACT	Good
Elevators	None	--
Plumbing	Copper supply, cast iron waste and vent Electric water heaters Toilets and sinks in all restrooms	Good
HVAC	Individual split system units	Fair
Fire Suppression	Fire extinguishers	Fair
Electrical	Source and Distribution: Main panel with copper wiring Interior Lighting: T-8, LED Emergency: None	Fair
Fire Alarm	Smoke detectors, alarms, strobes, and exit signs	Fair
Equipment/Special	Commercial kitchen equipment	Fair

Star Building: Systems Summary	
Accessibility	Presently it does not appear an accessibility study is needed for this property.
Key Issues and Findings	Roof reportedly requires replacement, antiquated HVAC components and infrastructure, building lacks fire suppression

5 Portables

Portables: Systems Summary		
Address	1160 St. Joseph Avenue; Los Altos, California	
Constructed/Renovated	1992 / 2016	
Building Size	9,275 SF	
Number of Stories	One	
System	*Description*	*Condition*
Structure	Prefabricated wood-framed structure with raised floor	Good
Facade	Painted wood with aluminum-framed windows	Fair
Roof	Primary: Flat construction with single-ply TPO/PVC membrane Secondary: Flat construction with metal finish	Fair
Interiors	Walls: Vinyl Floors: Carpet, sheet vinyl Ceilings: ACT	Good
Elevators	None	--
Plumbing	Copper supply, cast iron waste and vent No hot water Toilets and sinks in all restrooms	Good
HVAC	Individual heat pump units	Fair
Fire Suppression	Fire extinguishers	Fair
Electrical	Source & Distribution: Main switchgear with copper wiring Interior Lighting: T-8, LED Emergency: None	Good
Fire Alarm	Smoke detectors, alarms, strobes, and exit signs	Fair

Portables: Systems Summary		
Equipment/Special	None	--
Accessibility	Presently it does not appear an accessibility study is needed for this property.	
Key Issues and Findings	Aged HVAC components	

6 Site Summary

Site Information		
Lot Size	9.00 acres (estimated)	
Parking Spaces	52 total spaces all in open lots; three of which are accessible	
System	*Description*	*Condition*
Pavement/Flatwork	Asphalt lots with areas of asphalt and concrete sidewalks and curbs	Fair
Site Development	Building-mounted signage, chain link and metal tube fencing Playgrounds and sports courts with fencing and site lights Limited picnic tables	Fair
Landscaping and Topography	Limited landscaping features Irrigation present Low to moderate site slopes throughout	Fair
Utilities	Municipal water and sewer Local utility-provided electricity and natural gas	Fair
Site Lighting	Pole-mounted: LED, HPS Building-mounted: None	Fair
Ancillary Structures	Prefabricated storage sheds, Gazebo	--
Accessibility	Presently it does not appear an accessibility study is needed for the exterior site areas. See Section 8.	
Key Issues and Findings	Lack of property signage	

7 Property Space Use and Observed Areas

Unit Allocation

58,967 square feet of the property are occupied by Cupertino Unified School District. The remaining 2,175 square feet are occupied by Child Development Centers. The spaces are mostly classrooms with supporting kitchen, library, restrooms, administrative offices, and mechanical and other utility spaces.

Areas Observed

The interior spaces were observed in order to gain a clear understanding of the property's overall condition. Other areas accessed included the site within the property boundaries, the exterior of the property, and the roofs.

Key Spaces Not Observed

All key areas of the property were accessible and observed.

8 ADA Accessibility

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

A public entity (i.e. city governments) shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

However, this does not:

1. Necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities;
2. Require a public entity to take any action that would threaten or destroy the historic significance of an historic property; or
3. Require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. In those circumstances where personnel of the public entity believe that the proposed action would fundamentally alter the service, program, or activity or would result in undue financial and administrative burdens, a public entity has the burden of proving that compliance with 35.150(a) of this part would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the head of a public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, a public entity shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the public entity.

During the FCA, EMG performed a limited high-level accessibility review of the facility non-specific to any local regulations or codes. The scope of the visual observation was limited to those areas and categories set forth in the tables throughout this report. It is understood by the Client that the limited observations described herein do not comprise a full ADA Compliance Survey, and that such a survey is beyond the scope of EMG’s undertaking. Only a representative sample of areas was observed and actual measurements were not taken to verify compliance.

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

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

During the FCA, EMG performed a limited high-level accessibility review of the facility non-specific to any local regulations or codes. The scope of the visual observation was limited to those areas and categories set forth in the tables throughout this report. It is understood by the Client that the limited observations described herein do not comprise a full ADA Compliance Survey, and that such a survey is beyond the scope of EMG’s undertaking. Only a representative sample of areas was observed and actual measurements were not taken to verify compliance.

The facility was originally constructed in 1957. The facility was significantly renovated in 2016. Complaints about accessibility issues have not been received by the property management. The property does not have associated litigation related to existing barriers or previously removed barriers.

A full ADA Compliance Survey has been previously performed at the site. The accessibility study was completed prior to interior modernization in 2016. The associated recommendations appear to have been addressed in full.

Removal of barriers to accessibility should be addressed from a liability standpoint in order to comply with federal law, but the barriers may or may not be building code violations. The Americans with Disabilities Act Accessibility Guidelines are part of the ADA federal civil rights law pertaining to the disabled and are not a construction code. State and local jurisdictions have adopted the ADA Guidelines or have adopted other standards for accessibility as part of their construction codes.

Classroom Buildings: Accessibility Issues

	Major Issues *(ADA study recommended)*	Moderate Issues *(ADA study recommended)*	Minor/No Issues
Exterior Path of Travel	☐	☐	☒
Interior Path of Travel	☐	☐	☒
Public Use Restrooms	☐	☐	☒
Kitchens/Kitchenettes	☐	☐	☒

Guided Learning Center: Accessibility Issues

	Major Issues *(ADA study recommended)*	Moderate Issues *(ADA study recommended)*	Minor/No Issues
Exterior Path of Travel	☐	☐	☒
Interior Path of Travel	☐	☐	☒
Public Use Restrooms	☐	☐	☒

Star Building: Accessibility Issues

	Major Issues *(ADA study recommended)*	Moderate Issues *(ADA study recommended)*	Minor/No Issues
Exterior Path of Travel	☐	☐	☒
Interior Path of Travel	☐	☐	☒
Public Use Restrooms	☐	☐	☒
Kitchens/Kitchenettes	☐	☐	☒

Portables: Accessibility Issues

	Major Issues *(ADA study recommended)*	Moderate Issues *(ADA study recommended)*	Minor/No Issues
Exterior Path of Travel	☐	☐	☒
Interior Path of Travel	☐	☐	☒
Public Use Restrooms	☐	☐	☒
Kitchens/Kitchenettes	☐	☐	☒

Site: Accessibility Issues

	Major Issues *(ADA study recommended)*	Moderate Issues *(ADA study recommended)*	Minor/No Issues
Parking	☐	☐	☒
Exterior Path of Travel	☐	☐	☒
Playgrounds	☐	☐	☒

The table below is intended to be used as a general reference guide to help differentiate the orders of magnitude between some of the more commonly observed accessibility issues. The table is not intended to be all-inclusive, and boxes checked in the tables above do not necessarily mean those specific problems or shortcomings cited as examples below exist at the subject buildings and sites. Reference the photolog (in the appendix) and/or *Key Findings* section for visuals and/or more specifics about the subject site conditions.

Reference Guide

	Major Issues *(ADA study recommended)*	Moderate Issues *(ADA study recommended)*	Minor/No Issues
Parking	- Needs full reconstruction - Excessive slopes over 3% require major re-grading - No level locations to add required spaces	- No or non-compliant curb cuts - Moderate difficulty to add required accessible spaces - Slopes close to compliant	- Painting of markings needed - Signage height non-compliant - Signage missing
Exterior Path of Travel	- Large areas of sidewalks with excessive slopes - No ramp when needed - Ramps with excessive slopes	- Ramps need rails - Ramps need rail extensions - Need significant # of lever handles - All or most entrance door exterior maneuvering clearance areas with excessive slopes	- One entrance door exterior maneuvering clearance area with excessive slope - A few door knobs instead of lever handles - Non-compliant signage
Interior Path of Travel	- All or most interior doors appear less than 32” wide - Corridors less than 36” wide - No ramp when needed - Ramps with excessive slopes - Non-compliant treads/risers at means of egress stairways	- Single height drinking fountains - Drinking fountain too high or protrudes into accessible route - Ramps need rails - Ramps need rail extensions - Need significant # of lever handles - Non-compliant rail extensions at egress stairways - All/most door thresholds high	- One door threshold too high - A few door knobs instead of lever handles - Non-compliant door pressures - Non-compliant signage - Switches not within reach range
Public Use Restrooms	- No ADA RR on each accessible floor - Restroom(s) too small - Entire restroom(s) requires renovation - Water closet clearance requires moving walls	- Interior doors appear less than 32” wide - Missing or non-compliant grab bars - Easily fixable clearance issues	- Minor height adjustments required - Non-compliant door pressures - Missing a visual strobe (only required if audible fire alarm already present) - Missing lavatory pipe wraps - Signage not compliant

Reference Guide

	Major Issues *(ADA study recommended)*	Moderate Issues *(ADA study recommended)*	Minor/No Issues
Elevators	- No elevator present when required - Elevator cab too small	- Panel control buttons not at compliant height - No hands-free emergency communication system - Elevator only has mechanical stops	- Audible/visual signals at every floor may be lacking - Minor signage / Braille issues
Kitchens/Kitchenettes	- Clear space for each appliance not present - Clearance between opposing counters too narrow	- Sink and counter too high - Sink knee and toe clearance not provided where required (built-in) - Less than 50% of cabinetry within reach range	- Dispensers not within reach range - Switches not within reach range - Missing sink pipe wraps if knee and toe clearance required

9 Purpose and Scope

Purpose

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

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

The physical condition of building systems and related components are typically defined as being in one of five condition ratings. For the purposes of this report, the following definitions are used:

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

Scope

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

- Visit the Property to evaluate the general condition of the building and site improvements, review available construction documents in order to familiarize ourselves with, and be able to comment on, the in-place construction systems, life safety, mechanical, electrical, and plumbing systems, and the general built environment.
- Identify those components that are exhibiting deferred maintenance issues and provide cost estimates for Immediate Costs and Replacement Reserves based on observed conditions, maintenance history and industry standard useful life estimates. This will include the review of documented capital improvements completed within the last five-year period and work currently contracted for, if applicable.
- Provide a full description of the Property with descriptions of in-place systems and commentary on observed conditions.
- Provide a high-level categorical general statement regarding the subject Property's compliance to Title III of the Americans with Disabilities Act. This will not constitute a full ADA survey, but will help identify exposure to issues and the need for further review.
- Obtain background and historical information about the facility from a building engineer, property manager, maintenance staff, or other knowledgeable source. The preferred methodology is to have the client representative or building occupant complete a Pre-Survey Questionnaire (PSQ) in advance of the site visit. Common alternatives include a verbal interview just prior to or during the walk-through portion of the assessment.
- Review maintenance records and procedures with the in-place maintenance personnel.
- Observe a representative sample of the interior spaces/units, including vacant spaces/units, to gain a clear understanding of the property's overall condition. Other areas to be observed include the exterior of the property, the roofs, interior common areas, and the significant mechanical, electrical and elevator equipment rooms.
- Provide recommendations for additional studies, if required, with related budgetary information.
- Provide an Executive Summary at the beginning of this report, which highlights key findings and includes a Facility Condition Index as a basis for comparing the relative conditions of the buildings within the portfolio.

10 Opinions of Probable Costs

Cost estimates are attached throughout this report, with the Replacement Reserves in the appendix.

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

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

Methodology

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

Where quantities could not be or were not derived from an actual construction document take-off or facility walk-through, and/or where systemic costs are more applicable or provide more intrinsic value, budgetary square foot and gross square foot costs are used. Estimated costs are based on professional judgment and the probable or actual extent of the observed defect, inclusive of the cost to design, procure, construct and manage the corrections.

Definitions

Immediate Needs

Immediate Needs are line items that require immediate action as a result of: (1) material existing or potential unsafe conditions, (2) failed or imminent failure of mission critical building systems or components, or (3) conditions that, if not addressed, have the potential to result in, or contribute to, critical element or system failure within one year or will most probably result in a significant escalation of its remedial cost.

For database and reporting purposes the line items with RUL=0, and commonly associated with *Safety* or *Performance/Integrity* Plan Types, are considered Immediate Needs.

Replacement Reserves

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

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

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

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

For the purposes of 'bucketizing' the System Expenditure Forecasts in this report, the Replacement Reserves have been subdivided and grouped as follows: Short Term (years 1-3), Near Term (years 4-5), Medium Term (years 6-10), and Long Term (years 11-20).

Key Findings

In an effort to highlight the most significant cost items and not be overwhelmed by the Replacement Reserves report in its totality, a subsection of Key Findings is included within the Executive Summary section of this report. Key Findings typically include repairs or replacements of deficient items within the first five-year window, as well as the most significant high-dollar line items that fall anywhere within the ten-year term. Note that while there is some subjectivity associated with identifying the Key Findings, the Immediate Needs are always included as a subset.

Exceedingly Aged

A fairly common scenario encountered during the assessment process, and a frequent source of debate, occurs when classifying and describing "very old" systems or components that are still functioning adequately and do not appear nor were reported to be in any way deficient. To help provide some additional intelligence on these items, such components will be tagged in the database as Exceedingly Aged. This designation will be reserved for mechanical or electrical systems or components that have aged well beyond their industry standard lifecycles, typically at least 15 years beyond and/or twice their Estimated Useful Life (EUL). In tandem with this designation, these items will be assigned a Remaining Useful Life (RUL) not less than two years but not greater than 1/3 of their standard EUL. As such the recommended replacement time for these components will reside outside the typical Short Term window but will not be pushed 'irresponsibly' (too far) into the future.

11 Certification

LPA, Inc. (the Client) retained EMG to perform this Facility Condition Assessment in connection with its continued operation of Montclaire Elementary School, 1160 St. Joseph Avenue, Los Altos, California 94022, the "Property". It is our understanding that the primary interest of the Client is to locate and evaluate materials and building system defects that might significantly affect the value of the property and to determine if the present Property has conditions that will have a significant impact on its continued operations.

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

No testing, exploratory probing, dismantling or operating of equipment or in-depth studies were performed unless specifically required under the *Purpose and Scope* section of this report. This assessment did not include engineering calculations to determine the adequacy of the Property's original design or existing systems. Although walk-through observations were performed, not all areas may have been observed (see Section 1 for specific details). There may be defects in the Property, which were in areas not observed or readily accessible, may not have been visible, or were not disclosed by management personnel when questioned. The report describes property conditions at the time that the observations and research were conducted.

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

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

Prepared by: Dirk Dykstra,
Project Manager

Reviewed by:

Alex Israel,
Technical Report Reviewer for
Matthew Anderson
Program Manager
mfanderson@emgcorp.com
800.733.0660 x7613