

EXECUTIVE SUMMARY

Positives:

- Overall the exterior of the building and curb appeal look good. The grounds and exterior of the building are clean and the exterior appears relatively well maintained. (See Picture 1)
- The garage is generally clean and appears well maintained.
- The interior lobby, mail, package, fitness and computer lounge are clean and well maintained. (See Pictures 2-3-4-5)
- The apartments inspected randomly were well maintained, clean and organized. All were free of major maintenance items.
- Most of the offices and visible staff areas look clean, professional and are cared for.
- Employees are generally happy with their training, support from management and corporate and their work environment.

Needs Improvement:

- The common area hall walls and trim are damaged, scuffed in areas and show poorly. (See Pictures 9-10)
- The Laundry rooms appear neglected and show various stages of disrepair. (See Pictures 13-14)
- Pumps, and valves need repair and preventative maintenance by Professional.
- Hot water tanks need pm maintenance and cleaning.
- Storage rooms are cluttered and disorganized with improper storage in many. (See Picture 22)
- Debris exists on roof, chiller room, telephone room and other areas and should be removed. (See Pictures 35-40-46)

Significant Concerns:

- Several emergency lights are not functioning.
- Approximately 4 of 10 security cameras are not functioning.
- Several Fire Safety and other safety protocols are not being utilized.
- Damaged concrete at the rear of the building has created trip hazards.
- Plywood and metal flashings were unsecured on the roof and could blow off and hurt pedestrians. (See Picture 46)
- Covers are missing on many electrical panels and boxes creating potential shock and fire hazards. (See Pictures 26-27-28)
- Freon alarm in Chiller Room may not be working. If not working, an asphyxiation hazard exists. (See Picture 31)
- Storage exists in fire stairways. (See Picture 16)
- Exterior building lights in place to illuminate back alley parking appear to be nonfunctional
- Only one conditioned water pump is functioning. Back up pump is offline.
- Flammable chemicals are not being stored appropriately and SDS sheets/safety equipment are not present. (See Pictures 21-23-30)
- Most storage rooms and equipment rooms are extremely cluttered or contain unassociated storage. (See Pictures 22-25-34)
- OSHA regulations and standards pertaining to chemical usage, storage and safety protocols are not being implemented.

General Recommendations

- Remedy all immediate life safety issues listed in significant concerns asap. Create inspection tasks in Entrata at various intervals to ensure issues listed do not return.
- Store flammable chemicals and other chemicals properly per OSHA regulations. Include SDS sheets and safety equipment with all chemicals. Add regular inspection and reorganization of chemicals/sds sheets in Entrata.
- Train staff on OSHA, Fire and other safety issues and protocols not currently being implemented. Record signed documentation of completion in Entrata.
- Create recurring tasks in Entrata for maintenance of hallways and common areas, and servicing of equipment by staff regularly and professionals annually. Add tasks to Entrata as necessary.
- Create protocols and processes to adapt fire safety and other safety items as listed. Add as tasks in Entrata.
- Set aside resources for items listed in “mandatory expenditures” section of QSSA tool.
- Set up annual inspections and pm’ing of all major systems by the appropriate licensed expert.
- Set up annual protocols to proactively repair/replace remaining original conditioning risers and horizontal piping/insulation.

SITE CONDITION:

Positives:

- Overall the site looks well maintained, in good condition and was free of trash.

Needs Improvement:

- Cooling tower is dirty and appears neglected.
- Concrete in areas at back are damaged

Significant Concerns:

- Trip hazards exist at damaged concrete walks and drives at rear of building. (*See Picture 41*)

Immediate Recommendations / Action Plan:

- Repair cracks and damage to concrete in all pedestrian walk areas and drive lanes.
- Have tower cleaned, pm’d and inspected by licensed expert prior to cooling season.

BUILDING EXTERIOR:

Positives:

- Visible areas of building look good and well cared for overall.
- Maintenance on failing exterior brick façade has been completed.

Needs Improvement:

- Exterior walls and windows need cleaning.
- Rooftop Laundry vent fan is not functioning. (*See Picture 45*)
- Improper storage exists on roof.
- Some parapet cap flashing is missing.
- Roof is reaching the end of its life and will need replacing in the relatively near future.
- Front street level concrete wall panels have “popped” at attachment bolts.
- Metal landing and railing at side of building needs repair and painting.

Significant Concerns:

- Loose flashing and plywood on roof could blow off and injure pedestrians. (See Picture 46)
- Pool metal subdeck and concrete support beam is failing and needs repair/replacement. (See picture 43-44)
- Exterior Lights at rear of building appear to be non-functional and therefore create exterior “dark areas” at parking and pedestrian areas.
- Some security cameras are not working.

Immediate Recommendations / Action Plan

- Get pricing to pressure wash building and windows.
- Get pricing to replace dryer fan apparatus and price to clean main duct line.
- Retain engineer to design repair for pool metal and failing beam.
- Replace missing cap flashing as it lets water in behind brick.
- Remove dangerous rooftop items and inappropriate storage.
- Repair all non-functioning exit lights. Set up monthly Entrata task to inspect all ext. lighting
- Repair all non-functioning security cameras.
- Create annual professional cleaning of cooling tower and add as annual task to Entrata.
- Set up Entrata task for the addition of anti-scaling chemicals in tower every month while functioning.

OFFICES, HALLWAYS, STAIRWAYS AND RESIDENTIAL COMMON AREAS:

Positives:

- Office and reception were generally clean and organized lacking clutter.
- Lobby was clean and organized. (See Pictures 2-3)
- Fitness center, bath and computer lounge were also clean and organized.
- Interior surfaces and furniture are in good condition.

Needs Improvement:

- On-going “point up / touch up” needs to be implemented and added as a monthly task in Entrata. Especially in hallways including walls, doors and trim. (See Pictures 9-10)
- TV missing in fitness. (See Picture 18)
- Wallpaper needs repair at entrance to fitness. (See Picture 17)
- Coffee station cabinets are damaged and need repair. (See Picture 21)
- Several resident apt doorbells are crooked. (See Picture 11)
- Garage floor coating allows water through the upper slab which damages cars on lower level

Significant Concerns:

- Flammable chemicals are stored improperly. (See Pictures 21-23-30)
- OSHA violations exist concerning SDS sheets and safety equipment.
- Laundry rooms are in need of substantial repair, cleaning and painting w some electrical violations, and fire safety violations. (See Pictures 13-14)
- Improper storage exists in fire egress stairway. (See Picture 16)
- Several battery operated emergency lights do not work.
- Fire extinguishers are not being checked monthly by staff. (See Picture 39)

- A hiding place exists around corner of mail room hall. (*See Picture 19*)

Immediate Recommendations / Action Plan

- Repair or replace all non- functioning emergency lights. Set up bi-weekly inspection protocol in Entrata tasks.
- Remove storage from stairways.
- Repair laundry rooms and paint as necessary. Set up daily protocol for cleaning floors, walls and behind machines.
- Create protocol in Entrata for monthly checks of all fire extinguishers by staff.
- Create repetitive monthly “touch up” painting plan/protocol in Entrata tasks.
- Create repetitive weekly inspection and carpet spot removal protocol in Entrata tasks.
- Create repetitive quarterly protocol for carpet cleaning in Entrata tasks.
- Limit and standardize chemicals and chemical storage areas. Provide SDS sheets and safety equipment (goggles, gloves, and aprons) with stored chemicals. Train staff on proper storage of chemicals, use of SDS sheets and importance of safety equipment.
- Add convex mirror to corner of mail room and hall to eliminate hiding spot.
- Set aside resources to recoat garage upper deck.

EMPLOYEE ONLY ROOMS, AREAS, and STORAGE

Positives:

- Most doors to each staff only room are kept locked.

Needs Improvement:

- Maintenance areas are dirty, cluttered, disorganized and contain unassociated storage. (*See Picture 22*)

Significant Concerns:

- Breaches in Fire separation walls and ceilings exist. (*See Picture 24*)
- Clutter and improper storage are causing a fire hazards, trip hazards, and OSHA violations. (*See Pictures 16-21-22-23-25-30-34-35-40*)
- CO detectors are not in use in all locations where fossil fuels are being burned.
- Several electrical covers are missing from live electrical boxes creating shock and fire hazards. (*See Pictures 26-27-28*)
- Electrical violation exists because several electrical panels/boxes have storage closer than 3ft in the front of the panel. (*See Picture 25-34*)
- Freon detection safety equipment may not be working and the scuba apparatus is missing. (*See Picture 32*)
- Flammable chemicals are not kept in fire cabinet creating a fire hazard and violation. (*See Pictures 21-23-30*)
- Required SDS sheets do not accompany stored chemicals creating OSHA violation.
- Required safety equipment is not present in all locations creating OSHA violation.

Immediate Recommendations / Action Plan

- Clean all trash and debris from all utility rooms, storage rooms and staff only areas.
- Organize remaining materials with material storage in designated areas. Create monthly Entrata protocol to inspect all areas for debris and trash and have it removed.
- Repair all fire breaches in utility room ceilings and walls.

- Hire electrician T and M to inspect wiring, repair as necessary and add appropriate covers to all electrical junction boxes, troughs and panels as necessary.
- Investigate Freon detection equipment and freon exhaust system to make sure it is functioning properly. Repair as necessary.
- Remove all flammable materials from mechanical rooms w flame source immediately and store in fire cabinet.
- Add SDS sheets and safety equipment to all areas w. chemical storage.
- Install new CO 10-year detectors in all areas where fossil fuels are being stored.
- Repair, clean, point up and paint all other employee areas.

MAJOR MECHANICAL SYSTEMS

Positives:

- Most major systems are working.

Needs Improvement:

- All systems need to be inspected and maintained by staff as is possible and contractors should be called as necessary to make repairs prior to failure.

Significant Concerns:

- There appears to be no protocol in place for any cleaning, preventative maintenance or annual inspections by licensed expert of any of the major equipment. As a result, only reactionary repairs appear to be made (i.e., doesn't get noticed or repaired until component fails).
- One domestic water pump is out of service so no back up exists should the other fail. *(See Picture 38)*
- Water softening chemical drums are empty and system is not in use. These chemicals are to help preserve air conditioning piping that is already in poor condition. *(See Picture 29)*
- One hot water heater shut itself off for safety reasons which needs to be investigated. *(See Picture 33)*
- Hallway positive pressure/fresh air fan does not appear to be working creating potential fire hazard.
- Elevator controls room air conditioner is 20 yrs old and reaching the end of its life.
- Clothes dryer rooftop vent equipment is nonfunctional and hasn't been so in years. Main vertical duct may be full of lint creating fire hazard. *(See Picture 45)*
- Horizontal air conditioning pipe insulation is failing and will need replacement.
- Some vertical air conditioning risers have not been replaced yet and will need to be asap.
- Roofing is reaching the end of its useful life and will need to be replaced.

Immediate Recommendations / Action Plan

- Create protocols for inspection of each major piece of equipment and system by appropriate licensed expert annually. Add the inspections to Entrata tasks.
- Repair/replace second domestic water pump immediately.
- Inspect and repair in-line fresh air/positive pressure fan immediately.
- Obtain price to replace dryer vent fan and price to clean vertical main dryer duct.
- Start setting aside resources for replacement remaining air conditioning risers, horizontals, horizontal piping insulation, roof .
- Install Carbon Monoxide detectors at all areas where fossil fuels are being used/burned.

RESIDENT ROOMS: (10 selected and inspected at random)

Positives:

- Residential rooms and bathrooms were generally clean and organized w.o. signs of residential hoarding.
- Rooms were generally in good condition without excessive wear and tear on walls, furniture or flooring in most units.
- No major maintenance items existed in the units inspected.

Needs Improvement:

- Convector and filters should be cleaned regularly.
- All apt units should be inspected every 6mos.

Significant Concerns:

- One resident had covered his smoke detector with a plastic bag so it wouldn't work. This was remedied at the time of inspection. (*See Picture 12*)

Immediate Recommendations / Action Plan

- Develop weekly protocol and add as Entrata task for checking rooms regularly and at random for cleanliness, safety and all other significant items as well as maintenance items needing attention.

DOCUMENTATION, TASKS, WORK ORDERS, AND SAFETY PROTOCOLS

Positives:

- Entrata work order and tasks did exist but we were unable to access Entrata and ascertain its proper usage and effectiveness.
- Some safety protocols were in place

Needs Improvement:

- Very little of the significant documentation exists on site or in Entrata.
- Staff has not been trained on what documentation is significant and necessary to save. documentation and how and where to store it.
- Staff safety binder should be created to include but not limited to Emergency ph numbers, location of main shut off valves

Significant Concerns:

- Many simple fire safety tasks and protocols that will provide a safer environment and substantially limit liability exposure and reduce fire code violations are not being utilized. Of 21 relatively simple tasks, 12 were not in use. Please see page 9 and 10 of tool for specific explanation. Too many to list here.
- Many other general safety tasks and protocols that will provide a safer environment, substantially limit liability exposure and reduce OSHA violations . Please see pages 10 and 11 of tool. Too many to list here
- No key tracking system is in place.
- No Lock Out/Tag Out system in place (OSHA reg)
- SDS sheets do not accompany chemicals (OSHA reg)

Immediate Recommendations / Action Plan

- Implement key tracking system asap.
- Train staff on necessary safety protocols so all understand what is expected.
- Train staff on necessary documentation and how and where to store it.
- Implement protocols/tasks within Entrata that will keep safety actions in place and being utilized. listing for tracking and storing all necessary documentation to decrease liability exposure
- Implement protocols/tasks within Entrata that store necessary documentation that is easily recoverable. And have “watchdog” system to ensure staff is fully utilizing safety protocols regularly and necessary documentation is being uploaded correctly and completely.

Future Mandatory Expenditures

SYSTEM / COMPONENT	LIFE EXPECTANCY			COMMENTS
	0-2 years	3-4 years	5-10 years	
Domestic Water Pumps	\$5,000.00	\$5,000.00	\$10,000.00	2 domestic water pumps exist. 1 is offline and not able to function. Assume motor and impeller rebuild now and repair and replacement as necessary over next 10 yrs.
Large Water Valves	\$2,000.00	\$3,000.00	\$6,000.00	Many large valves exist that regulate flow for chilled water, and domestic water. They are in various states of disrepair. Repair/replace now and as necessary next 10 yrs. .
Inline Hallway Ventilator	\$1,250.00		\$6,500.00	Inline Ventilator exists to supply fresh air and keep positive pressure in all hallways. It appears not to be working. This device aids in keeping smells in units and fire risks contained. Repair now. Replace in <10yrs
Elevator HVAC unit	\$500.00	\$4,500.00		HVAC unit exists to cool elevator control room. Currently 22 yrs. old. Needs maintenance now, and will need to be replaced <4 yrs.
Garage Deck Coating	\$5,000.00	\$5,000.00	\$10,000.00	Water leaks through cracks in upper deck and damages car paint on lower level vehicles. Prep and recoat with flexible sealer now, in 4 yrs. and 7 yrs.
Pool Concrete Deck Repair	\$10,000.00	\$5,000.00	\$10,000.00	Concrete pool deck, metal subdeck and concrete beams are failing. Repair now and again <10yrs.
Roof Replacement		\$35,000.00	\$35,000.00	Roof is reaching end of useful life in areas. Replace in sections as necessary 3-4 yrs. and 6 yrs.
Cooling Tower Replacement	\$4,000.00	\$4,000.00	\$60,000.00	Cooling Tower reaching end of useful life. Expect repairs now and every year over next 4. Replacement will be necessary <7 yrs.
Riser Replacement	\$36,000.00	\$36,000.00	\$36,000.00	Many cooling water risers are original and failing. Many replaced but several more need replacement. Assume 2 each year until complete.
Lateral Piping Replacement		\$50,000.00	\$50,000.00	Lateral cooling piping and pipe insulations from cooling tower to chiller and to risers is original and failing. It will need replacement over next several years. Assume 50% replacement <4 and 50% <8yrs.
Security Camera Repair	\$6,000.00		\$14,000.00	Several security cameras do not work and should be replaced now. Entire system will need updating <10yrrs.
	\$69,750.00	\$147,500.00	\$237,500.00	