

To: Town of Holliston Select Board

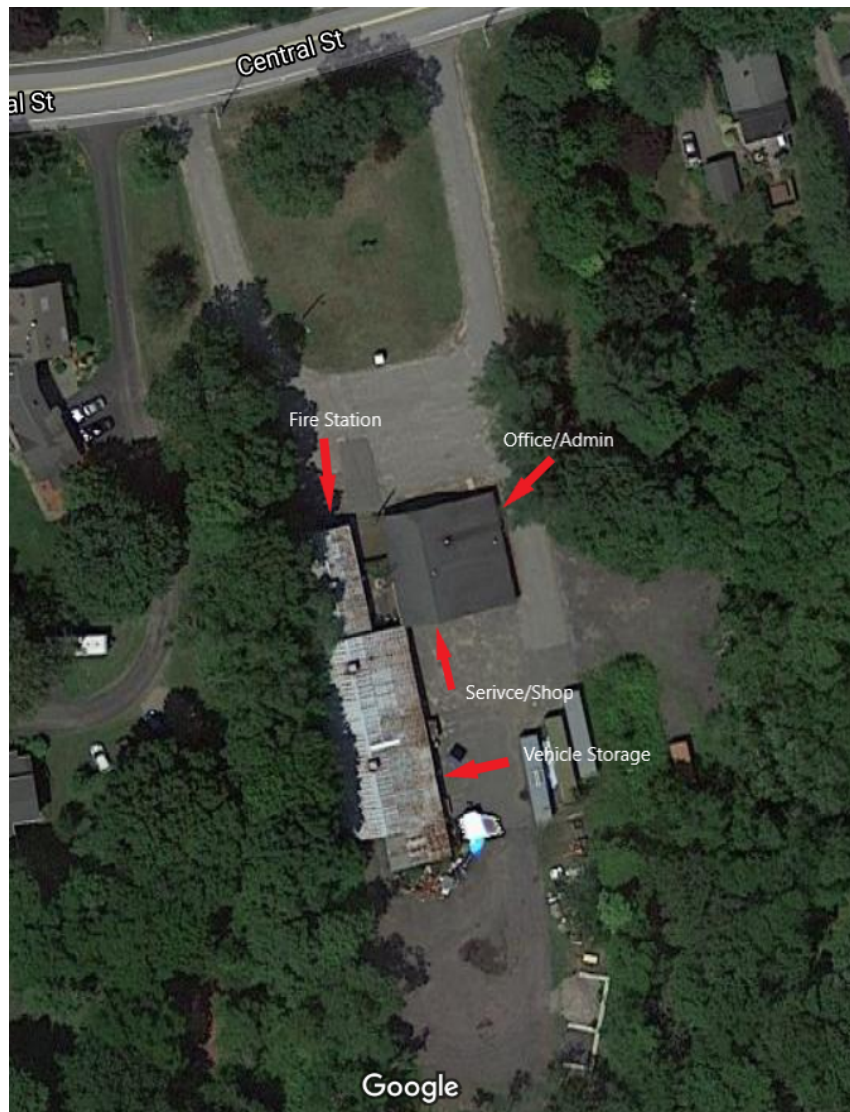
Cc: Sean Reese – DPW Director, Jeff Ritter – Town Administrator

From: James Keast - Facilities Manager

Date: April 8, 2020

Re: **Facilities Review 269 Central Street (DPW Foundry Buildings)**

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A facility review of the DPW property located at 269 Central Street, Holliston, MA was conducted on April 8, 2020 by James Keast – Facility Manager. Please note that this was an examination of the grounds and inner and outer building envelopes only. This was not a formal safety or code compliance evaluation of the facility. However, as part of the onboarding of the Town's Facility Department a complete Facility Condition Assessment (FCA) for all buildings will take place within the next 6 months. This is where potential safety and code concerns will be identified along with several other critical aspects of the buildings and grounds.

For the purpose of this review, the following standard building rating scale was used.

- **New:** New or like new conditions; no issues, no expected failures, 10 years or more of reliable service.
- **Good:** Good condition; no reported issues or concerns, consider replacing in 6 to 8 years.
- **Fair:** Average wear for building age, not new but no issues to report, replace in 4 to 6 years
- **Poor:** Worn from use, end of life cycle replace in 2 to 4 years when funds available
- **Critical:** Extremely worn or damaged; replace when funds available.



269 Central - Street View

There are two buildings located on the 6.1 acre site. The first building is a Vehicle Storage structure that is unconditioned and is primarily for storage of DPW vehicles and equipment. A fire department substation is in the front section of the building. This one-story building is approximately 6435 sqft and was built in 1950. The construction is concrete block with steel truss roof structure and corrugated galvanized metal roof panels. There are some wooden wall sections on the gable ends of the building.

The second building (Office/admin and Service/shop) contains two offices, storage areas, an employee kitchen area, a workshop and bathroom with laundry. This one-story building is approximately 2704 sqft and was built in 1920. The construction is concrete block walls on slab with a wooden roof structure and some wooden wall sections at the front eaves and back wall. It appears that the Service/Shop was an addition to the main section of the building. The last major renovation took place in 1977. It is unclear what was specially done at that time.

It was noted that there is no lighting in the parking lot with exception of a large single fixture on the back of the Office/Admin building pointing towards the rear Service/Shop entry. There were no designated accessible parking spaces or signage. The pavement surface is cracked and heaved in areas. The overall condition of the landscaping in the front of the buildings (street view) is well kept. Four shipping containers were noted in the rear of the property. There were large piles of scrap metal as well various other mechanical items scattered around the yard. There does not appear to be any wetland areas around the buildings or grounds.

The septic system was not evaluated, and the condition is not known at this time.

Vehicle Storage Building Exterior:

Item	New:	Good:	Fair:	Poor:	Critical:	Comments
Parking/Grounds			3			Lighting deficient, no accessible parking designation
Walls					1	Large cracks, structural movement, sections falling off
Roof					1	Several holes
Soffit/Facia					1	Rotten and falling off
Doors				2		Bay doors OK, rear entry door blocked, and glass broken
Windows						N/A
Utilities						N/A



Vehicle Storage east view

The exterior of the Vehicle Storage building is in disrepair with large cracks noted in the block walls. There are sections of the metal and wooden siding coming off above the block walls on the south west gable end.



Large crack in wall



Rear of Vehicle Storage building (Arrow -siding pulling off)



Inside view of failed siding and blocked door

The corrugated metal roof has several holes throughout allowing the elements to enter the building.



Holes in roof



Additional holes in roof

The rear entry door is blocked off from the inside and the upper section of the window glass is broken out.



Building 2 Rear door

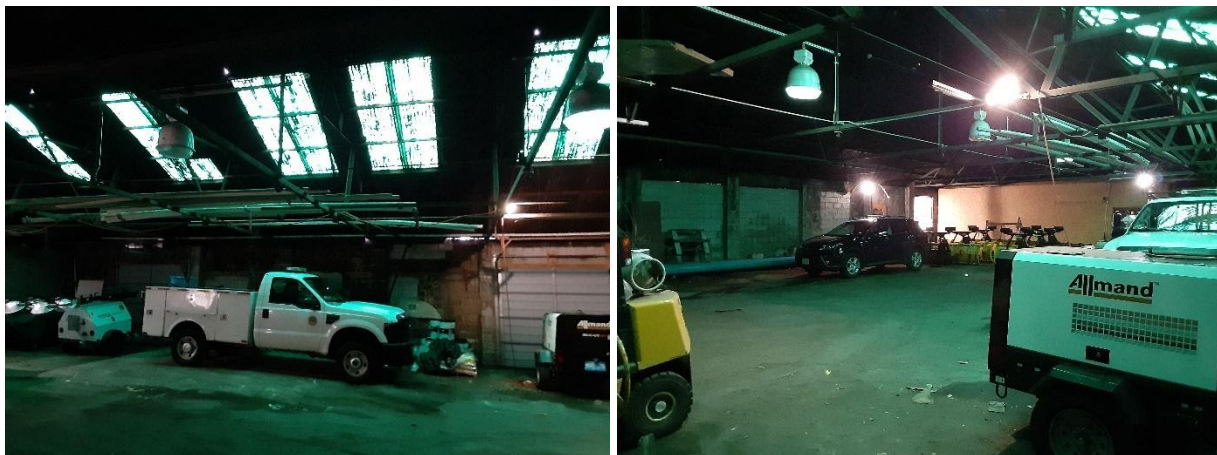
At the time of the review I was not able to access the interior of the fire department area of the Vehicle Storage building. That area is where the electrical service enters the building and therefore could not be observed. The DPW section of the building is not conditioned and has no HVAC system or insulation installed.

The back wall on the west side of the building is buckling-in towards the interior indicating a structural issue with the wall. This is a concern and needs to be addressed.



South west wall

The interior slab is cracked and heaved in several areas presenting a safety concern for occupants and equipment. The lighting is very poor and there did not appear to be any emergency signage. There were no vehicle exhaust fans or vents, eyewash stations or other safety equipment noted in the area.



Vehicle Storage Interior



Vehicle Storage Interior- Damaged floor

Office/Admin and Service/Shop Exterior:

Item	New:	Good:	Fair:	Poor:	Critical:	Comments
Parking/Grounds			3			Lighting deficient, no accessible parking designation
Walls		4				Some damage to stucco veneer, paint in good condition
Roof		4				Replaced in 2004, drip edge and flashing good
Soffit/Facia			3			Rain gutter falling on SW corner.
Doors		4				Metal and recently painted
Windows		4				Replaced in 2000
Utilities		4				Electric service securely attached to building



Office/Admin front

The exterior of the Office/Admin building was recently painted. There are no signs of peeling paint or significant rotting of wooden areas. It was noted that there is a stucco layer added to the exterior block wall. The wall section next to the driveway leading to the rear of the building has large sections of stucco missing and covered up by the recent painting. Some cracking in the block wall is also noted. However, this is not a structural concern.



Damaged Stucco Office/Admin building

The roof is not showing any signs of significant deterioration. The roof was replaced in 2004. The drip edges, soffits and fascia are sound. It should be noted that on the south west side of the building a rain gutter is pulling away from the building and needs repair. All the windows are double pane vinyl replacements installed in 2000. The entry doors are metal and no rusting was observed. All locks and latches are functioning. The exterior electrical service is in sound condition.



Southwest of Office/Admin building (damaged gutter)

Office/Admin and Service/Shop Interior:

Item	New:	Good:	Fair:	Poor:	Critical:	Comments
Walls		4				Recently painted on the office side
Ceiling		4				
Floors			3			Office floors are good but workshop floor in in poor condition
Doors		4				Interior doors are in good, shop bay door is good
HVAC	5					Systems are new with past two years
Lighting		4				Updated in 2004
Restrooms			3			
Employee/Kitchen				2		Dated and located too close to workshop/chemicals
Plumbing			3			Drain issue in bathroom
Insultation		4				Only visual inspection

The interior of the Office/Admin and Service/Shop building, on the office side, was recently painted. The lighting is functional and was replaced in 2004 with energy efficient units (for that time period). The visible roof rafters are solid. All interior doors are functioning. The electric panel and visible wiring throughout the building are sound. It was noted that the plumbing for the bathroom sink, drains into the shower stall and not directed into the building piping.

There is no separation between the Service/Shop and the employee kitchen. The kitchen area is exposed to dust, debris and potentially chemicals from the workshop. The Service/Shop is crowded and lacks adequate storage for equipment, tools and chemicals.



Inside Service/Shop; Arrow points to Kitchen