



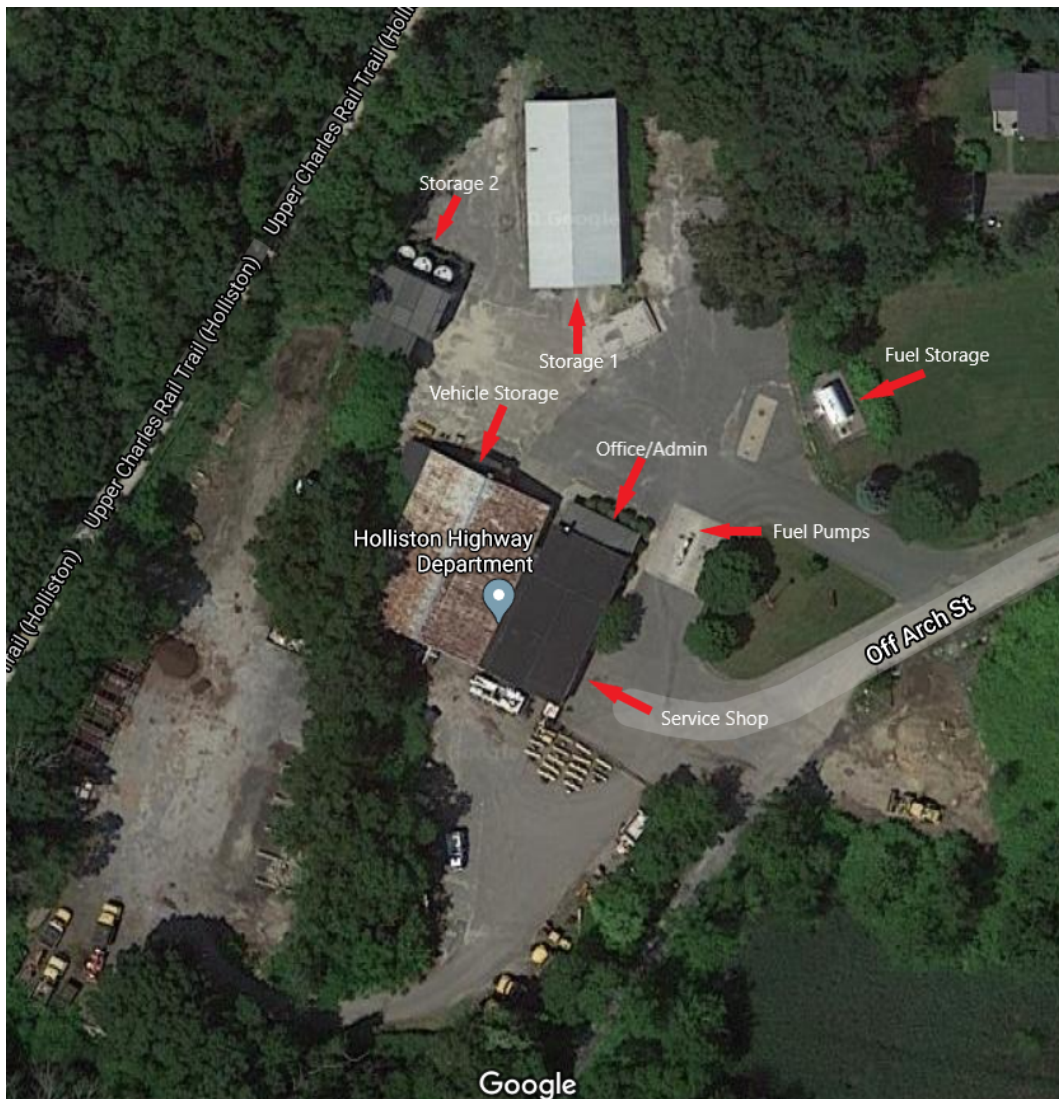
To: Town of Holliston Select Board

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

From: James Keast - Facilities Manager

Date: April 10, 2020

Re: **Facilities Review 63 Arch Street (DPW Highway Buildings)**



A facility review of the DPW property located at 63 Central Street, Holliston, MA was conducted on April 10, 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.



*Arch Street View*

The 2.9 acre site has two free standing storage buildings (Storage 1 and 2) and a combination Office/Admin, Service/Shop and Vehicle Storage building for a total of three separate structures. The Office/Admin, Service/Shop and Vehicle Storage building contains offices, storage, an employee kitchen/lounge, shop, vehicle/equipment storage and bathroom. This one-story multiuse building is approximately 7910 sqft. The Office/Admin and Service Shop section of the building was built in 1950. The Vehicle Storage section of the building was an addition built in 1963. It should be noted there is a trailer attached to the side of the service shop that creates an enclosed room where tree removal equipment is serviced and stored.

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

The pavement around the main building is cracked and worn especially around the storage buildings and sides. It was noted that the pavement at the entrance from Arch street is in good condition as well as the pavement around the fuel pumps. The lighting around the buildings appears adequate. The fuel tanks and pumps were relocated and renovated in 2016 and appear in new condition. The fuel tank appears properly protected and secured. A fire suppression system was not observed around the fuel pumps and should be evaluated for necessity.





*Fuel Tank and Pumps*

The grounds around the site are cluttered with old vehicles, equipment and scrap metal. An abandoned passenger vehicle was observed behind building Storage 1.



*Grounds with abandoned equipment*



*Grounds (Abandoned vehicle)*

Exterior – Office/Admin, Service Shop, Vehicle Storage

Item	New:	Good:	Fair:	Poor:	Critical:	Comments
Parking/Grounds				2		The asphalt surface around the yard is cracked and worn. The entrance and area around fuel pumps is in good condition
Walls			3			Some damage to concrete block
Roof				2		Signs of leaking are visible on office side, drainage is an issue. Metal roof on vehicle storage is fair.
Soffit/Facia					1	Wooden facia and soffits on office side of building are rotted
Doors			3			Doors are functioning but worn
Windows				2		Window are a combination of older single pain style and replacement double pane
Utilities			3			Electric service securely attached to building

The construction of the Office/Admin and Service Shop is a mixture of concrete block walls on slab, wooden framing and steel. It appears at one time this building had six service bays and then three of the bays were converted into offices. The roof on this section of the building consists of asphalt shingle (over the office/admin area) and a rubber membrane over the Service Shop. The rubber roof was replaced in 2016. The asphalt shingles appear good. The rubber membrane roof was not looked at, but some signs of leakage were observed on the inside of the building. The soffits and fascias are damaged and need repair. The windows are a mixture of older single-pane and newer double-pane replacements. The entry doors are showing signs of wear but are functioning and able to lock. The garage bay doors are in fair condition and appear to have been replaced within the past 10 years.





*Rotted trim (Office side)*



*Damaged Soffit and block walls (Office/admin side)*





*Office/admin side*

The concrete block walls are damaged in various areas around the building. There is significant damage located at the side entrance to the service shop. This damage is a result of a roof drainage issue. It was noted that the connecting roof area between the original Office/Admin and Service shop and the Vehicle Storage addition collects a significant amount of water from both roofs channeling it to this area of the building.



*Wall damaged at Service Shop side of building*



The construction of the Vehicle Storage area of the building is steel and concrete block. The roof is galvanized metal and is in fair condition. There did not appear to be any leaks.



*Roof of Vehicle Storage*

A generator is located on the outside of this building and was installed in 1997. The utilities entering this building appear good condition.

#### Interior – Office/Admin, Service Shop, Vehicle Storage

Item	New:	Good:	Fair:	Poor:	Critical:	Comments
Walls			3			Walls in entry and offices are good. Walls in kitchen/lounge and shop are poor
Ceiling			3			Ceiling in entry and offices are good. Ceiling in kitchen/lounge are poor
Floors				2		Floors in entry and offices are good. Floors in kitchen/lounge and shop are poor
Doors			3			
HVAC				2		Office heat and AC functions, service shop heat is inadequate, heat in storage garage is not working.
Lighting			3			Lighting in entry and offices are good. Lighting in shop and storage is poor
Restrooms				2		Worn, no shower
Kitchen/Lounge				2		Worn, poorly lit, no changing or shower area
Plumbing			3			Only visible plumbing checked
Insulation				2		Shop area is drafty and cold.

The interior of the Office/Admin area is well maintained and good condition. Through-the-wall window A/C units were observed along with baseboard heat. The lighting is functional and was

updated with energy efficient lighting in 2004. The interior doors are functioning in this area. Storage is adequate in this area.



*Office/Admin entry*



*Office area*



The electric appears in good condition. The employee lounge is worn, has no changing area, cots or showers for workers who need to stay on shift (24 hours or more) due to weather related services.



*Employee lounge*



*Employee lounge*

The concrete slab floor in the lounge is cracked and uneven and creates a trip hazard. The ceiling is in fair condition and showing signs of a roof leak around a skylight. Some of the sheet rock has broken away in the area of the leak as well.



*Floor lounge area*



*Ceiling leaks*



The vehicle/equipment service shop is undersized for the current service demands. There are three bays, but the shop can only accommodate one large vehicle at a time which needs to be placed in the center bay to allow for access. The storage for parts is inadequate and some parts are stored in a storage container outside that has rusted through and leaks rainwater.



*Interior of service shop*



*Parts storage container*

The lack of storage and the small size of the shop requires moving of several items (smaller equipment, supplies, tools, etc.) when things like tire changes, welding, etc. need to take place. This reduces efficiency of the mechanics. The heat in the shop is inadequate and on cold days can not keep up. There does not appear to be an air exchange or venting system in place. The concrete slab floor of the service shop is cracked and heaved in areas.



*Floor of service shop*

The Vehicle Storage area is the largest square foot area. This area is also too small for the current number of vehicles. Furthermore, the design of the building requires that the vehicles be parked blocking adjacent vehicles. This creates a situation where multiple vehicles need to be moved in order to gain access to a vehicle or piece of equipment. The lighting in this area is inadequate. Vehicles are washed in this area.





*Inside of Vehicle Storage garage*

Storage Buildings 1 and 2:

Item	New:	Good:	Fair:	Poor:	Critical:	Comments
Parking/Grounds						N/A
Walls				2		Wooden walls on Storage 1 have been reinforced with external bracing, but are bowing out.
Roof			3			Storage 1 has a metal roof and Storage 2 has a rubber membrane roof.
Soffit/Facia			3			
Doors						N/A
Windows						N/A
Utilities						N/A

Storage building 1 is unconditioned and constructed of wood with a metal roof. It stores material used to treat roadways in the winter. At the time of my review vehicles were being stored in this space along with the material. This building was secured with a gate. This building is in poor condition with the side bowing out from the road-treating material piled against the interior walls. Side bracing is installed on the outside parameter of the building.



*Storage buildings 1 and 2*



*Storage 1*





*West side of Storage 1 and north side of Storage 2*

Storage building 2 is unconditioned and stores material used to treat roadways in the winter. This building is open in the front and not secured. This building is constructed from concrete block with a wooden roof structure and rubber roof. This building is in fair condition.



*Storage 2*

On the eastern side of the property is a wetland area that abuts Lake Winthrop. It is unclear what the impact of storing road treatment supplies and metal equipment has on the wetland area. The grade of the area would direct some run-off from the main site to the wetland area and no diversion barriers were noted.





*Wetland eastern edge of property*