

Brimfield Building Assessment

#	Building	Location	Concern	2014 Priority	2016 Priority	Notes
H1	Highway	Main Building	Replace all locksets with lever hardware type except at the two toilet rooms. Add closer to exterior doors to Entrance Hall and Break Room.	3		
H2	Highway	Main Building	VCT flooring in the Hall is damaged in several places. In other areas (Office, Toilets & Break Rm.) VCT is not performing well. Remove existing VCT flooring and base, replace with sheet vinyl.	4		
H3	Highway	Main Building	Door to Toilet #2, both approaches do not meet code. Change door and frame to the opposite swing.	3		
H4	Highway	Main Building	Door to Break Room has insufficient side clearances. Change door and frame to the opposite swing.	3		
H5	Highway	Main Building	Suspended ceiling panels throughout are aged (dull/dirty & sagging) and need to be replaced.	4		
H6	Highway	Main Building	Break Room kitchen base cabinet has no knee space and is not ADA compliant. Change base cabinets.	3		
H7	Highway	Main Building	The riser/tread ratio and handrail on the wood stair up to the mezzanine do not meet code. Remove stair and build new metal stair.	2		
H8	Highway	Main Building	At Mezzanine level the existing wood guardrail does not meet code. Remove and replace with new metal guardrail.	2		
H9	Highway	Main Building	Install new trench drain and associated piping in existing concrete slab in Maintenance Bays and Vehicle / Storage Bays.	4		
H10	Highway	Main Building	A storage container was placed adjacent to the west end of the building and a wood enclosure was constructed over it. Exiting from the storage container requires passing through three adjacent areas before reaching an exit access hallway. Code allows passage through only one adjacent space. Similarly, the direct and second exit from the vehicle bays has been enclosed by the wood structure leaving only one exit for the vehicle and maintenance bays. New exit doors should be added; one on the north side of the vehicle bays and one in the storage area adjacent to the container.	2	2	The construction of the wood enclosure and its attachment to the existing building and storage container should be reviewed.
H11	Highway	Main Building	The storage container is not a permanent solution to the needs of the facility and should be replaced with a metal building addition. The addition needs to accommodate the storage needs plus space for items of equipment that cannot be currently stored in the building. It should also include a wash bay for vehicles with a water recycling system.			

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#	Building	Location	Concern	2014 Priority	2016 Priority	Notes
H12	Highway	Mechanical	Update heating equipment from oil to gas, saving energy due to better equipment efficiencies and achieve an overall operating savings (if gas is locally available).	4		Natural gas is not available.
H13	Highway	Mechanical	Update to programmable type thermostats for control of the furnaces.	4		7-Day Programmable Thermostats w/ Holiday Schedule.
H14	Highway	Mechanical	Central air conditioning could easily be added for the furnace serving the office areas since the majority of the ductwork is accessible for installation of insulation. Add an evaporator coil on the discharge side of the furnace and provide a split system condensing unit outside the mechanical room piped to the coil. Further, provide a means for outdoor air to this unit by ducting air from a small sidewall intake louver to the return side of the furnace. Provide a motorized damper on this outdoor air intake that opens upon activation of the fan.	4		A DX Cooling Coil with Outdoor Condensing Unit Is Feasible. Fresh air intake is already present.
H15	Highway	Mechanical	There is no exhaust collection system. Add system to the maintenance bays (1st priority) and to the vehicle bays (2nd priority) or provide the following:	2		Makeup air has to be provided with exhaust collection system
H16	Highway	Mechanical	Depending on the usage of the vehicle fume exhaust system when the doors are closed it may be prudent to add a toxic gas detection system for the garage area to alert occupants upon a rise in CO and NO2 emissions which can be life threatening when breathed in by humans at certain concentrations. This type of system can be as simple as: A) sounding an alarm or as complex as b) energizing ventilation equipment to deplete levels upon detection.	2		Honeywell CO/NO2 sensor can be used to activate exhaust and makeup air. Exhaust and makeup air have to be balanced and designed at no less than 1 CFM per SF.
H17	Highway	Mechanical	The water closet in the accessible bathroom at the front entrance should be replaced by a low flow fixture.	4		Low flow fixtures will reduce the load on the septic system, and thus reduce septic system maintenance costs.
H18	Highway	Mechanical	The laundry tub should be replaced.	3		New laundry tub to match existing to keep costs to a minimum.
H19	Highway	Mechanical	The existing water heater should be provided with a mixing valve, such that 140°F can be maintained in the tank without the possibility of scalding at the fixtures.	2		

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#	Building	Location	Concern	2014 Priority	2016 Priority	Notes
H20	Highway	Electrical	The manual transfer switch should be replaced with an automatic transfer switch and fixed generator. The use of a portable generator presents a safety concern with the dispensing of fuel, etc.	2	2	A new site generator would be sized to supply Emergency and Standby power to service vehicle repairs (inc. welding) and run the DPW office and bus dispatch center during a prolonged outage.
H21	Highway	Electrical	New LED exit signs with integral batteries should be provided to replace the existing.	2	1	Updates appear to have occurred since 2013. Given that the DPW office is now mixed (school bus dispatching), a F/A and CO detection system is highly recommend.
H22	Highway	Electrical	The exterior lighting should be replaced with a high-efficiency LED type fixture to improve the lighting levels and reduce energy costs.	4	2	Updates to site lighting would improve safety concerns, given that the parking lot is also being used for school bus storage and dispatch.
H23	Highway	Shed #1	Salt and sand mixture is not fully contained within the building as a significant gap exists between the walls of the facility and the asphalt paving inside the facility. Overtime this will (or has) caused salt to leach into the ground. For the interior it is recommended that a continuous steel angle be bolted to the horizontal wood boards and columns, and painted with bituminous paint, and sealed to the paving. The angle should be a minimum 7"x4"x3/8" with the long leg vertical.	2		
H24	Highway	Shed #1	Exterior siding has deteriorated where it connects to the ground. Bottom of siding should be removed to a consistent height around the entire building (approx. 1'-0"). Metal flashing to be install at bottom of existing siding, and new horizontal pressure treated siding installed to grade.	3		
H25	Highway	Shed #1	Diagonal wall braces are generally in good condition but two members need to be replaced.	2	N/A	The braces have been repaired.

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H26	Highway	Shed #1	Metal roof is in poor condition and needs to be replaced.	2		
H27	Highway	Shed #2	Building appears to be in good condition. No work is suggested at this time.			
H28	Highway	Civil	Existing Water source is non-potable.		2	Consider connecting to alternative water source; meeting water quality standards
H29	Highway	Civil	Department desires opportunity to wash down vehicles; Floor drains collecting this water would need to be directed to a containment tank per DEP recommendations.		3	Water source for wash down areas could be the nonpotable water source.
H30	Highway	Main Building	Base of door frames for the overhead doors are rotted.		3	

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#	Building	Location	Concern	2014 Priority	2016 Priority	Notes
L1	Public Library	General	Entrance door is located in a thick wall and equipped with a closer. There is insufficient clearance at the side of the door, both interior and exterior. At the exterior of the entrance door, the door is recessed 12 inches and the wall is angled on the required side clearance on the door. Add a push button operator to the door.	3		
L2	Public Library	General	Original entrance doors have a step on the exterior side and a 1" high threshold on the interior. Exterior risers are not equal heights. Code requires that all public entrances be handicapped accessible. This requirement may have been waived due to the historic nature of the building.	3		
L3	Public Library	General	Cracks in ceiling in multiple areas. Verify plaster is secure and patch cracks. Repaint ceilings.	3		
L4	Public Library	General	Although the only building door at grade, the exterior door to the Sherman Memorial Room is not provided with an access sidewalk so that it could be used by persons with disabilities. Provide a sidewalk around building to connect to parking area.*	3		
L5	Public Library	General	Handrails are too low on stairs from Memorial Room to Main Library. Replace handrails and provide with extensions.	2		
L6	Public Library	General	Kitchenette is not accessible. Construct new accessible kitchenette.	3		
L7	Public Library	General	Toilet room is not ADA Accessible. Insufficient floor area, no grab bars, and non-compliant plumbing fixtures. Door is only 32" wide, hardware non-compliant and inadequate area on pull side of door. Provide both men's and women's accessible restrooms.	3		
L8	Public Library	General	Cracks and bubbling in vinyl tile near door from addition to existing build and at rear door. Replace damaged tiles.	3		
L9	Public Library	General	Door from original building to addition is located in a thick wall and does not meet the required push or pull areas on either side of door. Remove door.	3		
L10	Public Library	General	Sash cords at window in Children's room replacement.	3		
L11	Public Library	General	Stairs down to basement are narrow, 8" rise at each tread and no hand rails. Center railing is loose and low. Basement is damp and not used for library storage. Leave stair and re-secure railing.	2		

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L12	Public Library	General	Circulation desk is not ADA compliant. Construct new compliant circulation desk.	3		
L13	Public Library	General	Signage within building is not ADA compliant. Replace signage.	3		
L14	Public Library	General	Furniture does not provide maneuvering clearance for wheelchairs. Reorganize furniture.	3		
L15	Public Library	General	Water from downspouts be piped away from the building, to minimize the potential for water infiltration at the Ground Floor level and to reduce hydrostatic pressure on the foundation walls.	3		
L16	Public Library	General	Wood rot and paint peeling apparent at trim, soffit and fascia boards. Repair or replace rotted items and re-paint.	2		
L17	Public Library	General	Cracks are present in mortar joints. Re-pointing stone facade around entire existing structure. (Allow 5% of wall area)	3		
L18	Public Library	General	Asphalt shingles on addition appear to be aged and are in need of replacement.	3		
L19	Public Library	General	Gutter has fallen off and is damaged on the both the existing structure and the addition. Pieces on ground need to be reinstalled and gutters and down spouts repaired.	2		
L20	Public Library	General	Stucco at rear of addition is pulling away from lath and cracking and bubbling. Around rear door at corner beads stucco is cracking and falling out of Jamb. Stucco at grade on all 3 sides appears to have water damage from down spouts and gutters needing repairs. Remove damaged areas of stucco and replace incorporating expansion joints to reduce future cracking and de-lamination.	2	2	The stucco should be repaired to prevent any further water infiltration into the wall structure.
L21	Public Library	General	Frame around Bulkhead doors made of painted Plywood that is peeling and appears to have water damage. Replace bulkhead doors with more secure painted metal unit.	3		
L22	Public Library	General	Slate tile on roof of existing building needs minor repairs.	2		
L23	Public Library	Electrical	If air conditioning is added to the building, the electrical service should be upgraded at the same time.	3		

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L24	Public Library	Electrical	Review the fire alarm system coverage and upgrade the system to include ADA compliant speaker/strobes.	2	2	Some ADA strobe updates appear to have occurred since 2013. As it is a public space, we still recommend a fully ADA-compliant system to include basement and toilet room notification.
L25	Public Library	Electrical	Remove the lighting in the basement and replace with new.	4	4	An LED strip lighting solution would help address some low clearance and burned bulb/broken bulb issues.
L26	Public Library	Mechanical	The hot air furnace is in poor condition and needs to be replaced.	3		Inspect and replace furnace heat exchanger if needed. Remove humidifier patch and repair return air duct and furnace from leakage corrosion, and replace humidifier with new.
L27	Public Library	Mechanical	The hot water boiler is in poor condition and needs to be replaced.	3		Hot water boiler should be inspected for safeties and replace heat exchanger if needed.
L28	Public Library	Mechanical	means of ventilation within the building, however, in the original portion of the building there is a grille located at the very peak of the ceiling which might have been used as some form of natural ventilation at one time. Provide mechanical ventilation for the library.	3		Energy Recovery Ventilation along with a separate split system for DX Cooling may be added on the high ceilings.
L29	Public Library	Plumbing	Provide localized point-of use electric water heaters to reduce the use of oil for hot water heating.	3		Point-of use electric water heaters will extend fuel oil during winter months and reduce cyclic oil heating during warmer days.

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L30	Public Library	Plumbing	Upgrade the plumbing fixtures to meet ADA requirements and current code requirements for low water consuming fixtures.	4		Low flow fixtures will reduce the load on the septic system, and thus reduce septic system maintenance costs.
L31	Public Library	Exterior	Existing Water source is non-potable.		2	Consider connecting to alternative water source; meeting water quality standards
L32	Public Library	Exterior	More information needed on existing septic system; sizing; design flows and pumping/ inspection		2	More info needed to assess system
L33	Public Library	Exterior	Existing Steps Railings don't meet current ADA Code Requirements; rear entrance is accessible but no paths connecting the entry to accessible parking spaces		2	Consider accessible entrance and parking together
L33	Public Library	Exterior	Parking spaces back onto Route 20; May be safety concern		2	Consider Alternatives for Parking/ access to Library

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S1	Public Safety	General	One (1) exterior and all interior doors are not equipped with lever hardware. Replace all hardware to meet code.	3		
S2	Public Safety	General	One toilet room is in general, but not full compliance with ADA and the other does not comply. Make minor modifications to door and clearances so at least one room fully complies.	4		
S3	Public Safety	General	Doors from Fire Equipment Bays into Day Room and Ambulance Office have door clearance issues. Reconfigure doors and partitions to provide the correct clearance.	3		
S4	Public Safety	General	Day Room kitchen base cabinet has no knee space and is not ADA compliant. Change base cabinets.	3		
S5	Public Safety	General	The sink in this base cabinet is not connected to any cold/hot water or to a waste line. The water supply is currently contaminated and bottles water is supplied to the facility. See Plumbing.			
S6	Public Safety	General	Suspended ceiling panels are aged (dull/dirty & sagging) and need to be replaced.	4		
S7	Public Safety	General	Replace (3) existing single pane steel windows in the Fire Equipment Bays with new insulated metal windows.	4		
S8	Public Safety	General	Install new Vehicle Exhaust Removal System in both the Fire Equipment Bays and Ambulance bays. (8 bays total)	2		
S9	Public Safety	General	Replace damaged existing single door between Day Room & Ambulance Bays with new insulated door.	3		
S10	Public Safety	General	Install new trench drain and associated piping in existing concrete slab in Fire Equipment Bays and Ambulance Bays. (8 bays total)	4		
S11	Public Safety	General	Install new closers on all doors (2 single & 1 double) from the Day Room into Fire / Ambulance Bays.	3		
S12	Public Safety	Exterior	All existing gutters to be cleaned, reattached to fascia with slope to downspout and all joints and end caps sealed to stop water stains and damage to exterior walls.	3		
S13	Public Safety	Exterior	Water from downspouts be piped away from the building, to minimize damage to cmu wall, foundation and finish grade. Clean all water stains from walls. Fill in all low spots to create a positive slope away from building.	3		

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S14	Public Safety	Exterior	Joint between original building and addition at west end is cracked. Saw cut joint and create expansion joint in wall.(Fire Equipment Bay #8)	3		
S15	Public Safety	Exterior	Minor re-pointing of cmu and brick around entire existing building. (5%)	3		
S16	Public Safety	Exterior	Replace aprons at overhead doors at front of building with concrete aprons with frost walls. Aprons to extend at least 4 feet from building.	3		
S17	Public Safety	Exterior	Miscellaneous wood rot / damage and paint peeling at existing Texture 1-11 siding, door / window trim and fascia boards. Patch, prime and re-paint trim. Replace Texture 1-11 with painted cement siding. Replace trim at new siding.	3		
S18	Public Safety	Exterior	Portions of trim at overhead doors are deteriorated or missing. Remove damaged sections and patch remainder. Replace missing trim at overhead door jambs. Repaint.	3		
S19	Public Safety	Exterior	Repaint west wall of east Equipment Bays.	3		
S20	Public Safety	Exterior	Bricks at corner of east wall are spalling. Replace damaged brick. Saw cut a joint between brick and CMU to create an expansion joint. Add filler, backer rod and sealant to joint.	2		
S21	Public Safety	Exterior	Floor at overhead doors in east equipment bays is crack. Cut out damaged portions and replace doweling work into adjacent slabs. (It is suggested that this work be coordinated with the new trench drains and new concrete aprons)	3		
S22	Public Safety	Exterior	Exterior walls are uninsulated at Equipment Bays.			
S23	Public Safety	Exterior	Hose Dryer is in need of replacement.	3		
S24	Public Safety	Mechanical	Update heating equipment from oil to gas to save energy due to better equipment efficiencies and achieve an overall operating savings (if gas is locally available).	4		Natural gas is not available.
S25	Public Safety	Mechanical	Update to programmable type thermostats for control of the furnaces and/or the electric unit heaters.	3		7-Day Programmable Thermostats w/ Holiday Schedule.

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S26	Public Safety	Mechanical	Replace the common area furnace with two units and reconfigure the ductwork to provide better zoning and control. Separate the distribution to the police offices from that of the common area and provide dedicated thermostats for each unit.	3		A Honeywell Zoning System Can Be Added along with DX Cooling Coil, Condensing Unit, Condensate Drainage, Ducted Return and Fresh Air Intake. Existing furnace is oil fired residing in a return air plenum which is a state mechanical code violation. Above noted corrections will resolve existing comfort and safety issues.
S27	Public Safety	Mechanical	Provide an exhaust fan in the bathroom adjacent to the EMT office.	3		Exhaust fan run from light switch is acceptable.
S28	Public Safety	Mechanical	Provide direct ducted outdoor air for the furnace serving the fire truck garage with a roof cap intake and damper assembly linked to the furnace operation. Also add a general exhaust fan in this garage to operate during occupied periods in conjunction with the furnace.	3		Outdoor air and exhaust must be balanced, and automatically activated by a Honeywell CO and NO2 sensors. Fresh air quantity cannot exceed Furnace Heat Exchanger Low Entering Air limits.
S29	Public Safety	Mechanical	Replace the other garage's electric unit heaters with a warm air furnace and supply air distribution similar to the fire truck garage and provide a direct ducted outdoor air/intake and damper assembly as noted above. Also include a general exhaust fan in this garage to operate in conjunction with the new furnace.	3		Outdoor air and exhaust must be balanced, and automatically activated by a Honeywell CO and NO2 sensors. Fresh air quantity cannot exceed Furnace Heat Exchanger Low Entering Air limits.

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S30	Public Safety	Electrical	The manual transfer switch should be replaced with an automatic transfer switch and controls.	3	2	A new site generator would be sized to supply Emergency and Standby power to service vehicle repairs (inc. welding) and run the DPW office and bus and public safety dispatch center during a prolonged outage.
S31	Public Safety	Electrical	New LED exit signs with integral batteries should be provided to replace the existing.	2	n/a	Updates appear to have occurred since 2013.
S32	Public Safety	Electrical	The exterior lighting should be replaced with a high-efficiency LED type fixture to improve the lighting levels and reduce energy costs.	2	2	Updates to site lighting would improve safety concerns, given that the parking lot is also being used for school bus storage and dispatch.
S33	Public Safety	Electrical	A fire alarm system should also be added to the facility.	2	1	F/A and CO detection is highly recommend for this mixed use Police/Fire/EMT Garage.
S34	Public Safety	Plumbing	If it is determined that filtration and/or treatment could make the well water potable, a filtration and/or treatment system should be provided such that the well water is potable. As it is likely that the filtration/treatment system will reduce the water pressure to an unacceptable level, the well pump should be replaced by a higher head well pump.	2		Use elementary school well water as potable water for shower, lavatories and sinks. Use existing well water for flushing toilets and other sanitary fixtures
S35	Public Safety	Plumbing	Once the well water is made potable, a new faucet should be provided at the sink and it should be (re)connected to the water system.	2		Low flow fixtures will reduce the load on the septic system, and thus reduce septic system maintenance costs.

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S36	Public Safety	Plumbing	The electric water heater should be replaced in the near future. The new water heater should be provided with a mixing valve, such that 140°F can be maintained in the tank without the possibility of scalding at the fixtures.	3		The anodes of all domestic water heaters have to be replaced on a regular maintenance schedule to prolong the water heaters useful life. Since minerals come out of solution at higher temperatures a water softener may be needed for pre-treating the domestic hot water.
S37	Public Safety	Plumbing	Both of the water closets should be replaced with low flow fixtures.	4		Low flow fixtures will reduce the load on the septic system, and thus reduce septic system maintenance costs.
S38	Public Safety	Exterior	Existing Water source is non-potable.		2	Consider connecting to alternative water source; meeting water quality standards
S39	Public Safety	Exterior	Paving is deteriorating along the Main road and within the parking lot; pot holes, cracking, etc.		2	Consider repaving
S40	Public Safety	General	Wood structure over the exterior oil tanks should be replaced.		2	
S41	Public Safety	General	The CMU block below one of the roof joists is cracked in the garage. The cracked block should be repaired.		2	

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T1	Town Hall	Ground Floor	Accessible entrance door is located on the south-east corner of the structure. Interior approach clearance on push side of door does not meet code. Add a push button operator to the door. (exterior & interior). (Not required if new entrance constructed).	3		
T2	Town Hall	Ground Floor	Town Hall Annex parking lot drains towards Town Hall. Re-grade lawn area to provide a low spot at least 8 feet from Town Hall for the length of the west wall, with a gravel filled trench with a perforated drain running to the catch basin.	2		
T3	Town Hall	Ground Floor	On the exterior of the building there are two copper rain-leaders that are broken, that connect to plastic pipes at grade. Replace plastic pipe and clean-outs and provide a sleeve that will allow expansion of copper.	2		
T4	Town Hall	Ground Floor	Brick and stone foundation needs re-pointing at grade. (allow 20% of perimeter)	2		
T5	Town Hall	Ground Floor	Repair steps and isolate from foundation wall of building to prevent future cracking.	3		
T6	Town Hall	Ground Floor	Foundation walls allow moisture into the building. Excavate adjacent to building down to bottom of foundation walls. Provide a continuous perforated drain around building. Drain will probably need to be connected to a pumping station with the discharge at the higher catch basins. If foundations are irregular apply gunite to smooth out surface. Apply damproofing over gunite with a drainage stone extending from grade to drain wrapped in filter fabric. Back-fill area. Patch paving where disturbed.	2		
T7	Town Hall	Ground Floor	It appears that the foundation walls are the primary source of moisture but if this proves not to be the case then the following action will be necessary: 1)Remove wood flooring and concrete slab. Provide an under-floor drainage system connected to the pumping station described for the foundation drains. 2)Provide a minimum 6 inch thick stone base and place new concrete slab at a single level throughout basement. Slab needs to include insulation below and a vapor barrier.	2		
T8	Town Hall	Ground Floor	Wood faced partitions are not code compliant and need to be removed. Demolish interior wood faced partitions in basement and construct new partitions that are faced with moisture resistant sheetrock.	2		

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T9	Town Hall	Ground Floor	Foundation wall needs to be insulated. After drainage system is installed and wall has dried out apply sheetrock faced metal studs and insulation over perimeter walls. this will cover all exterior wall plaster failures.	3		
T10	Town Hall	Ground Floor	Remove loose paint from exposed pipes below ceiling in the lift and ramp area and repaint.	3		
T11	Town Hall	Ground Floor	Add storm panels to (14) existing single pane wood windows (double hung / fixed) including some with metal bars (interior). This approach will be considerably less than replacement of the windows with historically accurate windows.	3		
T12	Town Hall	Ground Floor	In Mechanical #1 patch openings and repair damaged areas to gypsum board ceiling and seal all duct penetrations in ceiling.	2		
T13	Town Hall	Ground Floor	In Mechanical #1 the exterior stone foundation wall and the first 2 course of brick are deteriorating due to water infiltration. These walls show numerous repairs made over the years. This area of the room has a sump pump in the floor slab and at the time of the inspection there was water on the floor. Replace damaged brick and re-point existing brick chimney for the first 4' above the slab.	2		
T14	Town Hall	Ground Floor	In Mechanical #2 patch openings and repair damaged areas to gypsum board ceiling and seal all wall penetrations with fire caulk.	2		
T15	Town Hall	Ground Floor	In Mechanical #2 the exterior stone foundation wall and the first 2 course of brick are deteriorating due to water infiltration. Re-point upper part of interior face of wall.	2		
T16	Town Hall	Ground Floor	Exterior wall next to lift is damaged. Repair wall and paint to match existing.	3		
T17	Town Hall	Ground Floor	Seal all pipe and duct wall penetrations throughout Ground Floor. This includes fire caulking at rated partitions. (Corridors, Boiler Room, etc.)	3		
T18	Town Hall	Ground Floor	More than half of the 17 interior doors do not meet the minimum width required by ADA. Enlarge door openings as require and install new door and hardware.	3		
T19	Town Hall	Ground Floor	All interior doors are not equipped with lever hardware except for Elevator Lift door. Replace hardware to meet code on existing doors to remain.	3		

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T20	Town Hall	Ground Floor	Walls and ceilings in Toilet Rooms #1 & #2 have water damage and stains. Following successful repairs to exterior walls remove deteriorated plaster, add furrings to wall and new moisture resistant sheetrock over a vapor barrier. Paint walls and re-install toilet room accessories and fixture.	2		
T21	Town Hall	Ground Floor	Unprotected step down from elevated wood floor in Corridor #2 to area in front of Unassigned #7 Room. Also, the wood ramp from Corridor #2 to Corridor #3 appears to have a slope greater than 1in12 and has no handrails. Door to Mechanical #1 from Corridor #3 is blocked by the ramp. Add new wood floor construction to resolve transitions between areas and to replace ramp.	2		
T22	Town Hall	Ground Floor	Chase wall exposed by opening in wall by ramp. Infill opening from floor to ceiling.	2		
T23	Town Hall	Ground Floor	Brick / concrete steps and metal pipe handrail to exterior door in Corridor #3 are not to code. Remove and replace with larger platform and steps that will also providespace around column at bottom of stairs. (See next item).	2		
T24	Town Hall	Ground Floor	Clearance between bottom of stairs, column and steps to exterior is too narrow. Create new landing flush with sill of exterior door and aligned with tread of stair. Landing to have steps down to floor with handrails.	2		
T25	Town Hall	Ground Floor	There is a existing oil tank located in under the main egress stairs. This needs to be relocated out of the stair tower.	2		
T26	Town Hall	Ground Floor	In both stairs up to the First Floor the existing riser/tread ratio and handrails do not meet code. the stairs also have projecting nosings. Retain existing stairs. Add new handrails. Infill area under nosings to meet ADA.	2		
T27	Town Hall	First Floor	All interior doors are not equipped with lever hardware . Replace hardware to meet code.	3		
T28	Town Hall	First Floor	All exterior door hardware is old and out dated. Replace hardware to meet ADA and add closers to doors.	3		
T29	Town Hall	First Floor	Several locations in the Meeting Room have water stains on the wall or at the intersection of the wall & ceiling. it is assumed that these are from previous water leaks and that repairs have been made. Repaint stained areas with stain blocker and topcoats to match existing.	4		

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T30	Town Hall	First Floor	The existing curtain for the stage appears to be in poor condition. The majority of the curtain is in the attic where the pully system, for raising and lowering the curtain, is located. At this time restoration has not been included, but it is recommended that the curtain be removed and the remaining ceiling opening be covered with sheetrock as it is open to the attic.	4		
T31	Town Hall	First Floor	Add interior storm panels to (15) existing single pane wood windows (double hung / fixed) and replace broken panes of glass.	3		
T32	Town Hall	First Floor	There are minor splits in the panels and slightly open joints in the rails of the exterior doors in the Meeting Room. Fill splits and open joints and repaint doors.	3		
T33	Town Hall	First Floor	Thresholds are too high. Remove and replace existing wood thresholds at both interior double doors from the Meeting Room.	3		
T34	Town Hall	First Floor	Install new handrails at both stairs up to the Stage in the Meeting Room.	3		
T35	Town Hall	First Floor	Repair wall and ceiling damage (cracks) in Storage #3 .	3		
T36	Town Hall	First Floor	Replace existing wood handrail in both Storage #2 and #3 with new to meet code.	2		
T37	Town Hall	First Floor	Repair wall (water stains) and ceiling damage (cracks) in Town Clerk #1 .	3		
T38	Town Hall	First Floor	Repair wall (water stains) and ceiling damage (cracks) in Lobby.	3		
T39	Town Hall	First Floor	The handrails and guardrails on the egress stair located in the Lobby do not meet code and require replacement. Also the tread/riser ratio is not to code but is grandfathered.	2		
T40	Town Hall	First Floor	Sand and refinish wood floors and stairs. Remove and replace non-slip adhesive strips on stairs.	3		
T41	Town Hall	First Floor	This floor is handicapped accessible, but has no accessible toilet. Install a new handicapped accessible toilet.	3		
T42	Town Hall	Second Floor	Add interior storm panels to (5) existing single pane wood windows (double hung / fixed) and replace broken panes of glass.	3		
T43	Town Hall	Second Floor	Ceilings in the Meeting Room, Stair and Attic access all have water stains and damage/patches. Repair as required and re-paint.	4		
T44	Town Hall	Second Floor	Sand and refinish wood floors and stairs. Remove and replace non-slip adhesive strips on stairs.	3		

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#	Building	Location	Concern	2014 Priority	2016 Priority	Notes
T45	Town Hall	Second Floor	The stair handrails and the projecting nosings do not meet ADA. Add new handrails and add tapered wood under nosings.	3		
T46	Town Hall	Second Floor	Replace vinyl asbestos tile in attic access space.	2		
T47	Town Hall	Second Floor	This floor is not handicapped accessible. Add an elevator to serve all levels and remove lift. In addition add a new egress stair.	4		
T48	Town Hall	Attic	Insulate attic floor with blown-in insulation. Add attic ventilation.	3		Additional insulation should not be added to the attic until a structural analysis is performed to verify the snow load capacity of the roof framing. The heat loss through the attic/roof helps to melt the snow. Less heat loss results in more snow build-up. Note that the attic/roof framing was not accessible at the time of my site visit.
T49	Town Hall	Attic	Remove bird/bat droppings from belfry. Seal up openings to prevent future bird/bat access.	1		
T50	Town Hall	Exterior	Re-attach gutter on the east side of building.	2		
T51	Town Hall	Exterior	PVC rainleaders are broken. Replace damage sections. Replace damaged Brick.	3		
T52	Town Hall	Exterior	At front stairs, retain existing 24" high railing and add a new 42" high guardrail on the landing side of the railing.	2		
T53	Town Hall	Exterior	Secure lose metal handrails (3) at front entrance stairs.	2		
T54	Town Hall	Exterior	Sand and refinish wood front entrance stair. Remove non-slip strips, re-paint and apply new strips.	3		

last updated: 2/10/2016

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#	Building	Location	Concern	2014 Priority	2016 Priority	Notes
T55	Town Hall	Exterior	Paint is peeling around entire structure. (siding, trim, window/door trim, fascia boards & porch) Scrape and repaint areas where peeling paint occurs(approximately 5%)	3		
T56	Town Hall	Exterior	At front porch roof to wall intersection, cut wood siding back 1" from roof shingles. paint cut edges of siding. Verify existence of metal flashing. If none, install new.	3		
T57	Town Hall	Exterior	Re-point (3) brick chimneys completely. Re-set stone chimney caps.	3		
T58	Town Hall	Exterior	Replace missing boards from two finials and re-paint.	2		
T59	Town Hall	Exterior	Replace flat roof area at second floor.	3		
T60	Town Hall	Exterior	Insulate exterior walls with blown-in insulation on First and Second Floors.	3		
T61	Town Hall	Mechanical	Replace the steam boiler plant with a hot water circulating plant and provide new hot water radiation equipment in place of the steam radiators for better control and comfort.	3		Existing steam system has been cut into and altered from its original configuration. A forced hot water system is more forgiving in similar alterations and from visual inspection we agree that a forced hot water system will serve this building more reliably than steam heating.
T62	Town Hall	Mechanical	Replace all oil fired equipment with gas fired equipment for decreased energy usage due to better equipment efficiencies and achieve an overall operating savings (if gas is locally available).	4		
T63	Town Hall	Mechanical	Replace existing thermostats with programmable type.	3		
T64	Town Hall	Mechanical	Provide new oil supply lines with code approved jacketing/membrane to each of the furnaces since currently neither of these lines includes this.	3		
T65	Town Hall	Mechanical	Provide mechanical ventilation using an automatic louver/damper system to serve both of the furnaces serving the ground floor and the main meeting chamber.	3		

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#	Building	Location	Concern	2014 Priority	2016 Priority	Notes
T66	Town Hall	Mechanical	Reconfigure the ductwork of the inline dehumidification unit to draw from and supply back to the supply main from the furnace this unit is serving. As currently configured, there is a good chance that the unit could be short-circuiting air across the furnace then back through the dehumidifier which may explain why the unit was overflowing and not operating at all. Additionally provide interlock wiring such that the unit only operates when the furnace fan is on and also to shut down the unit upon detection of moisture in the overflow drain pan.	2		
T67	Town Hall	Electrical	Upgrade the lighting throughout the building to more energy efficient types with better light distribution and quality.	4	4	A program of energy efficient lighting and local lighting controls (vacancy sensors) should be part of any targeted Hall renovation plans.
T68	Town Hall	Electrical	Review the coverage of the exit and emergency lighting and provide additional fixtures where required. Replace the existing fixtures with new energy efficient LED types.	2	2	Some updates to EXIT signage appear to have occurred since 2013. The continued use of public space still warrants a decision to upgrade egress lighting and fire alarm.
T69	Town Hall	Electrical	Provide a new emergency generator with an automatic transfer switch.	2	3	A new site generator would supply Emergency and Standby power to service life safety and heating during a prolonged outage. With the Police Dept. having relocated, the prioritized need for Emergency and Standby power has been reduced.
T70	Town Hall	Plumbing	The well pump and the expansion tank for the pump should be replaced.	3		

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#	Building	Location	Concern	2014 Priority	2016 Priority	Notes
T71	Town Hall	Plumbing	The electric water heater should be replaced.	3		The anodes of all domestic water heaters have to be replaced on a regular maintenance schedule to prolong the water heaters useful life. Since minerals come out of solution at higher temperatures a water softener may be needed for pre-treating the domestic hot water.
T72	Town Hall	Plumbing	The laundry tub should be replaced.	4		Low flow fixtures will reduce the load on the septic system, and thus reduce septic system maintenance costs.
T73	Town Hall	Plumbing	The water closets should be replaced with low flow fixtures.	4		Low flow fixtures will reduce the load on the septic system, and thus reduce septic system maintenance costs.
T74	Town Hall	Fire Protection	The building does not have a sprinkler system. A system should be added to the building incorporating a storage tank and a generator or diesel powered fire pump. If the proposed plan incorporating the Police Department is implemented the generator for the Police can be designed to include the sprinkler system.	2		Massachusetts General Law (MGL) Chapter 148 Section 26G which requires sprinkler systems for buildings greater than 7,500 square feet has the following exception "No such sprinkler system shall be required unless sufficient water and water pressure exists.". There are other triggers for a sprinkler system than just square footage, so a thorough code review is warranted.

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#	Building	Location	Concern	2014 Priority	2016 Priority	Notes
T78	Town Hall	Civil	Existing Water source is non-potable.		2	Consider connecting to alternative water source; meeting water quality standards
T79	Town Hall	Civil	Asphalt walks to entrances cracked and broken, edges of pavement irregular and being taken over by vegetation; low points in paving collecting sediment		2	Consider repaving sidewalks to meet ADA requirements for stable continuous surface
T80	Town Hall	Civil	Concrete Walks experiencing spalling, cracking.		2	Consider repaving sidewalks to meet ADA requirements for stable continuous surface
T81	Town Hall	Civil	Asphalt paving areas cracked, and worn		2	Consider repaving parking lots

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#	Building	Location	Concern	2014 Priority	2016 Priority	Notes
A1	Town Hall Annex	General	Entrance door is located on the east side of the structure and approach is very narrow (4'-3"). Approach clearance on pull side of door does not meet code. It appears that the ramp in the approach area is more than a 1/12 slope. Changes will be cost prohibitive.	3	3	
A2	Town Hall Annex	General	Concrete Ramp from parking to the main entrance is badly deteriorated and in need of replacement. Steel structure and exposed rebar rusted. Hand rails are rusted and to low (30" high) without extensions. There is no toe kick on the railings. Ramp should be demolished and a replacement ramp constructed.	3	3	Ramp structure should be replaced with a new cast-in-place concrete structure.
A3	Town Hall Annex	General	Re-point brick chimney and provide a stainless steel cap.	3		
A4	Town Hall Annex	General	Paint is peeling around entire structure. Scrape and repaint areas where peeling paint occurs.	3		
A5	Town Hall Annex	General	Roof damage above main entry at skylight. Blue tarp visible in this area. Repair flashing and roofing at skylight.	3		
A6	Town Hall Annex	General	Side entrance concrete steps and landing that are pulling away from the building. They have a rise of 8" and a 4" step in to the building. Metal handrails and railings are low (30") without extensions. It is recommended that steps be removed and door secured shut. Behind the steps is a window into the basement. this should be cleaned and painted.	3	3	
A7	Town Hall Annex	General	Main Street (North) entrance has a 8" step into building and the concrete stoop is not deep enough for the approach. (2'-4" x 7'-0"). Board from facade missing from below door. Replace stoop with new brick stoop aligned with floor at least 6'-0" deep with steps and railings down to side walk.	3	3	
A8	Town Hall Annex	General	Wood rot apparent at grade on extension to barn both sides.	3		
A9	Town Hall Annex	General	Replace missing fascia boards and trim from areas around entire structure.	3		
A10	Town Hall Annex	General	Unused concrete stairs on west side of structure. No action recommended.			
A11	Town Hall Annex	General	Foundation wall cracked around west side of building. Re-point wall areas.	3		

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#	Building	Location	Concern	2014 Priority	2016 Priority	Notes
A12	Town Hall Annex	General	Brownstone facing to east side of foundation has shifted under bay windows. Re-set stone.	3		
A13	Town Hall Annex	General	Fire escape made of a wood structure on the west side of the building is unusable. Remove platform and patch siding.	3		
A14	Town Hall Annex	General	Window shutters need repair and replacement of missing louvers.	3		
A15	Town Hall Annex	General	Due to status of second floor construction (see structural items below) all doors locked and warning signs installed to prevent use of second floor spaces.	3		
A16	Town Hall Annex	General	In the Meeting room, exterior door from vestibule does not meet required push side area. Remove vestibule and secure door shut.	2		
A17	Town Hall Annex	General	Rest room is not ADA compliant (area, door knobs and plumbing). One ADA restroom is provided so no action required.			
A18	Town Hall Annex	General	Ceiling cracks and damage throughout entire second floor. Paint peeling and water damage throughout. Make repairs to roof.	3		
A19	Town Hall Annex	General	Floors throughout first floor are uneven, either sloping or bowing. (See structural report) Floor areas need to be reinforced structurally or fully replaced.	3		
A20	Town Hall Annex	General	Stair handrail to second floor is loose and needs to be repaired and re-secured.	2		
A21	Town Hall Annex	General	Threshold into Tax Collectors office is raised and not ADA compliant. Replace threshold.	3		
A22	Town Hall Annex	General	Cemetery Commission office has an opening in the ceiling covered and taped with plastic. Replace damaged section of ceiling.	3		
A23	Town Hall Annex	Structural	First Floor framing over the Basement be thoroughly evaluated and reinforced/permanently re-supported in conjunction with future renovations to the building.	3	2	The temporary shoring posts on cinder blocks that were previously installed are intended for temporary use
A24	Town Hall Annex	Structural	First Floor framing over the crawl space be thoroughly evaluated and reinforced as required to increase capacity for the intended use, in conjunction with future renovations to the building. In the meantime, caution should be exercised in placing heavy loads (file cabinets, equipment, etc.) in these areas.	3	2	

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#	Building	Location	Concern	2014 Priority	2016 Priority	Notes
A25	Town Hall Annex	Structural	Roof and surface drainage needs to be evaluated in conjunction with future renovations to the building. Roof and surface water should be directed away from foundation walls and wall joints should be raked and re-pointed as required.	3		
A26	Town Hall Annex	Structural	Second Floor framing be thoroughly evaluated and reinforced as required to increase capacity for the intended use, in conjunction with future renovations to the building. In the meantime, caution should be exercised in placing heavy loads (file cabinets, equipment, etc.) at this level.	3	3	The second floor framign was not accessible at the time of my site visit.
A27	Town Hall Annex	Structural	Hip roof framing over the northern section of the original house is performing satisfactorily; however, it is somewhat undersized with respect to current code requirements.	3	3	Roof structure to be reiewed with future renovations.
A28	Town Hall Annex	Structural	Review and reinforcing of these areas is recommended, in conjunction with future renovations to the building. In the interim, maintenance personnel should clear drifted snow, should it accumulate during the winter months.		3	
A29	Town Hall Annex	Structural	Further review of exterior walls is recommended, in conjunction with future renovations to the building.		3	
A30	Town Hall Annex	Structural	The handicap ramp on the east side of the original house needs to be replaced.	3		
A31	Town Hall Annex	Structural	The supporting post for the central, north- south Loft Floor beam in the Barn has been removed. In the absence of the column, this beam has little or no live load capacity. FBRA recommends that the beam be temporarily shored, without delay. Loft Floor joists in the western bay (right hand side in photo at right - 3"x4½" @ 2'-6" o.c., spanning 10½ +/- feet) have minimal live load capacity and have deflected considerably. Joists in this bay be temporarily shored and/or that (storage) loading be removed.	1	1	Access into the barn should be prohibited.
A32	Town Hall Annex	Structural	The capacity of the wood framed First Floor in the Barn was not determined; however, the floor is considerably uneven throughout, suggesting that there may be damage and/or deficiencies present. These need to be investigated and corrected.	1	1	Access into the barn should be prohibited.
A33	Town Hall Annex	Structural	A new foundation needs to be constructed if the Barn is retained/rebuilt.	1	1	Access into the barn should be prohibited.

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#	Building	Location	Concern	2014 Priority	2016 Priority	Notes
A34	Town Hall Annex	Structural	The wood framed exterior walls of the Barn are in poor condition and have failed in several locations. Walls need to be reconstructed.	1	1	Access into the barn should be prohibited.
A35	Town Hall Annex	Mechanical	Upgrade the boiler plant from oil to a gas-fired condensing unit to save energy with better equipment efficiencies and achieve an overall operating savings (if gas is locally available).	3		Natural gas is not available.
A36	Town Hall Annex	Structural	Replace existing thermostats with programmable type.	3		7-Day Programmable Thermostats w/ Holiday Schedule.
A37	Town Hall Annex	Electrical	Provide new lighting, including emergency lighting in the basement.	3		
A38	Town Hall Annex	Electrical	Provide exterior emergency lighting.	2	2	A new site generator would supply Emergency and Standby power for life safety and heating during a prolonged outage. With a larger Generator, Standby power for the Annex and the Town Hall would then support Town Hall operations during a prolonged outage.
A39	Town Hall Annex	Plumbing	The water closets should be replaced by low flow fixtures.	4		Low flow fixtures will reduce the load on the septic system, and thus reduce septic system maintenance costs.
A40	Town Hall Annex	Civil	Well servicing Town Hall Annex has non-potable water		2	Consider connecting to alternative water source; meeting water quality standards
A41	Town Hall Annex	Civil	Parking Lot asphalt is cracked and broken in places		2	Consider repaving

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#	Building	Location	Concern	2014 Prio- ri- ty	2016 Prio- ri- ty	Notes