

Property Condition Assessment Report

Bracebridge Library
94 Manitoba Street,
Bracebridge, Ontario



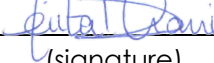
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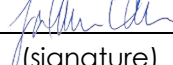
Project No.: 161011724.210
April 27, 2018

Sign-off Sheet

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Executive summary
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0.0 EXECUTIVE SUMMARY

0.1 GENERAL DESCRIPTION

The Library is located at the southwest corner of Manitoba Street and Dominion Street, approximately 2.0 km west of Highway 11, in the Town of Bracebridge, Ontario. The property consists of one single-storey building with a raised basement level (hereafter referred to as the "Site"). The Library provides about 904 sq.m. (9,731 sq.ft.) of gross floor space according to the Town of Bracebridge (the "Town"). The exterior walls are a combination of architectural concrete block, brick masonry and stone masonry at the lower portions of the original building. Windows are double-glazed in wood frames. The Site building is believed to have been originally constructed in about 1908, with a two-storey addition to the west of the original building constructed in 1984.

0.2 GENERAL CONDITION

The building is generally in good condition and well maintained. Capital work is expected to be required during the timeframe of this report related to the asphalt paving, windows and sealants, mechanical HVAC equipment, electrical distribution, fire alarm panel, and elevator. No other significant deficiencies were observed or reported regarding the property elements, buildings, related structures and the mechanical and electrical systems.

0.3 ADEQUACY OF SYSTEMS

The main electrical and mechanical systems (HVAC, lighting, plumbing and drainage) were reported to be adequate for the current usage. Ongoing component replacement, maintenance, overhaul and repair of these systems should be anticipated.

0.4 OPINIONS OF PROBABLE COST

The Immediate Repairs and Capital Reserve Expenditures and Capital Reserve Analysis are included in **Appendix F**. The following tables summarize our opinion of budgets for capital expenditures above the threshold value of \$5,000 that are identified by this report. Expenditures that are expected to be managed as part of normal operations are not shown. The budgets assume a prudent level of ongoing maintenance.

In accordance with ASTM E2018-15, costs excluded engineering and management contingencies and indirect costs. Opinions of cost also excluded federal and provincial sales taxes.

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Table 1 Summary of Immediate and Capital Reserve Expenditures (uninflated)

Item	Description	Immediate	20 Year Reserve
1.1	Asphalt Replacements	\$0	\$30,000
IMM.1	Pothole Repair	\$500	\$0
IMM.2	Installation of Additional Drainage	\$5,000	\$0
3.1	Roof Replacement	\$0	\$45,000
IMM.2	Roof Access Improvements	\$2,000	\$0
4.1	Window Replacements	\$0	\$135,000
4.2	Sealant Allowance	\$0	\$22,500
6.1	HVAC Unit Replacements	\$0	\$32,000
7.1	Electrical Upgrades	\$0	\$10,000
8.1	Fire Alarm Panel	\$0	\$20,000
9.1	Elevator Upgrades	\$0	\$150,000
TOTALS		\$0	\$444,500
CAPITAL RESERVE ANALYSIS RATIO (\$/ft²/year)			\$2.28

Table 2 Summary of Capital Reserve Expenditures (uninflated)

Short Term

Immediate	Year 1	Year 2	Year 3	Year 4	Year 5
\$7,500	\$47,500	\$160,000	\$0	\$20,000	\$135,000

Medium Term

Year 6	Year 7	Year 8	Year 9	Year 10
\$0	\$0	\$0	\$0	\$0

Long Term

Year 11	Year 12	Year 13	Year 14	Year 15
\$32,000	\$0	\$45,000	\$0	\$0

Year 16	Year 17	Year 18	Year 19	Year 20
\$0	\$0	\$0	\$10,000	\$0

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0.5 RECOMMENDATIONS FOR ADDITIONAL INVESTIGATION OR ACTION

No further studies, research testing or exploratory probing are recommended at this time.

0.6 DOCUMENTATION REVIEW

The following documents and drawings were provided for information purposes:

- Architectural drawings entitled *Bracebridge Public Library Restoration & Renovation, Manitoba Street, Bracebridge, Ontario*, prepared by Brian K. Chamberlain Architect, dated October 17, 1983; and
- Partial Report entitled *Building Envelope Study for the Bracebridge Public Library, 94 Manitoba Street, Bracebridge, Ontario*, prepared by Duncan Ross Architect, dated 2009 (hereafter referred to as the "Building Envelope Study")
- Report entitled *Building Life Safety Systems Testing*, prepared by Northern Fire Prevention, dated December 15, 2016.

0.7 OUTSTANDING INFORMATION

No outstanding information.

0.8 BUILDING AND FIRE CODE COMPLIANCE OVERVIEW

The Point of Contact advised that she was not aware of any outstanding work orders, building code violations, building code infractions, building ordinances and municipal health and fire safety by-laws violations, but suspected the ramp in the Children's Room and exterior ramp from the parking lot to the main door do not meet the barrier free ramp guideline outlined in the Accessibility for Ontarians with Disabilities Act.

0.9 BARRIER FREE ACCESS

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) became law on June 13, 2005. The purpose of the AODA is to benefit all Ontarians by developing, implementing and enforcing accessibility standards. The goal is to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises by January 1, 2025. The amended requirements will substantially enhance accessibility in newly constructed buildings and existing buildings that are to be extensively renovated.

All public sector as well as private organizations with 50 or more employees should have established a mandatory multi-year accessibility plan under the Integrated Accessibility Standard (IAS), which describes the actions organizations will take to prevent and remove barriers within buildings and the public spaces outside them. These employers have to ensure their employees are trained on IAS, as major renovations on new or existing buildings are subject

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to the new standards. However, outdoor public spaces should have been in compliance by January 2017. As compliance deadlines vary based on size and type of organization, small organizations with one to 49 employees must have already developed principles and rules, but do not need to have an active plan in place. Outdoor public spaces for these smaller organizations must be in compliance by January 2018.

A high-level AODA checklist was included as part of the scope of this report (see **Appendix D AODA Checklist** for further details). The associated costs for retrofits in accordance with the local guidelines are not included in this report. A detailed AODA review would be required to confirm the site is in full compliance with the Act.

0.10 OUTLINE OF THE REPORT

The tabular report that follows this section contains a first page which provides salient building information. Tables related to the following building systems summarize the findings of the assessment:

1. Site
2. Structure
3. Roof
4. Walls and Windows
5. Interior Finishes
6. Mechanical
7. Electrical
8. Fire, Life-Safety
9. Elevators

0.11 MANDATE AND REPORT RESOURCES

Please refer to **Appendix B** for the report mandate for this project and for additional resources related to the assumptions used in preparing this report such as:

- Operating and Maintenance Items
- Discussions of Overall Concepts and Terminology

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Report Introduction	Project No.: 161011724.210
SALIENT INFORMATION	
Site Address	94 Manitoba Street
City	Bracebridge
Province, Country	Ontario, Canada
Stantec Activities Performed	Property Condition Assessment as per proposed Scope of Work accepted by client.
Mandate and Report Resources	Refer to Appendix B for the mandate for this project and PCA report resources
Limitations	This report is subject to specific Limitations. Refer to Appendix C .
Date of Site Visit	July 12, 2017
Date of Report	November 30, 2017
PCA Assessor	Anita Dhani, B. Arch. Sc.
Point of Contact	Cathryn Rodney, Library CEO (Bracebridge Public Library Board)

General Building Details	
Date Constructed	1908
Dates of Major Renovation	1984 Addition
Area of Building	904 sq.m. (9,731 sq.ft.)
Footprint Area of Building	545 sq.m. (5,860 sq.ft.)
Number of Floors (Including Ground Floor)	One
Number of Below Ground Levels	One

Figure 1 General View of Building



PROPERTY CONDITION ASSESSMENT REPORT

SITE

April 27, 2018

1.0 SITE

COMPONENT	DESCRIPTION	COMMENT/ASSESSMENT
Vehicle Access	Access to parking lot via shared driveway off of Dominion Street, to the east, and along the west elevation off of Manitoba Street to the north.	Asphalt paving of the west driveway is in poor condition. See Note 1A .
Landscaping	Various plantings in stone planter boxes at front (north), rear (south), and side (east) elevations.	Displaced stones noted at south and east elevations. No other issues identified.
Concrete Paving & Curbs	Cast-in-place concrete steps at north elevation. Concrete ramps along west elevation at main entrance. Interlocking concrete pavers located at exit door from south stairwell.	The concrete paving is in good condition overall, and the concrete steps were reportedly rebuilt in 1984. Ongoing crack sealing can be completed at a cost less than the Capital Threshold of this report. No other issues identified.
Asphalt Paving	Asphalt paved surface parking to the south of the building. Asphalt paved driveway along the west elevation of the building.	The asphalt is in poor condition overall. Potholes and various past repairs were noted. See Note 1A .
Drainage	Catch basin at main entrance.	The Point of Contact, reported ponding water and leaks below the basement emergency exit door on the north elevation, likely due to ice build-up at the floor drain in this area (see Note 1B). No other issues identified.
Retaining Walls	Dry set stone retaining wall along the east property line along ramp.	Stones loose in retaining wall along the east property line. Stantec assumes the retaining wall is the responsibility of the adjacent property to the east. No other issues identified.
Recreational Facilities	N/A	No issues identified.
Fencing	Metal pipe guardrails along the ramp at east elevation and at the north elevation exits.	Railing bent/deformed from impact damage at one location on the east elevation. Replacements can be completed at a cost less than the Capital Threshold.
Patios/Decks	N/A	N/A

PROPERTY CONDITION ASSESSMENT REPORT

SITE

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NOTES:

1A) Potholes and past overlays were noted throughout the asphalt paved areas. One pothole was observed to have been filled in with loose concrete pieces. Two trips hazards were noted at the access driveway and in the parking lot area (See Item **IMM.1 – Pothole Repair**). A cost allowance for asphalt replacements of the parking area directly behind (to the south) of the building and driveway to the west of the building is included in the Capital Reserve Table. No confirmation was provided detailing the responsibility for repair costs of the shared parking and driveways. Localized asphalt repairs can be performed as required and at a cost below the Capital Threshold.

1B) According to the Point of Contact, there is a heat tracing system installed at the floor drain in front of the basement emergency exit door. During the winter season, ice builds up at the concrete steps and landing, likely due to insufficient drainage. Stantec recommends the installation of a large capacity floor drain at this location. (See **IMM.2 – Installation of Additional Drainage**)

IMMEDIATE ITEMS IDENTIFIED:

IMM.1 Pothole Repair

IMM.2 Installation of Additional Drainage at North Basement Exit

No other immediate work items were identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

1.1 Asphalt Replacements

No other Capital Reserve Items above the threshold were identified.

RECOMMENDED FURTHER INVESTIGATION:

No further investigation recommended at this time.

PROPERTY CONDITION ASSESSMENT REPORT

STRUCTURE
April 27, 2018

2.0 STRUCTURE

COMPONENT	DESCRIPTION	COMMENT/ASSESSMENT
Footings	1984 Building Section: 450-760 mm (18-30") thick strip and pad type cast-in-place conventionally reinforced concrete at 1984 building structure. (see Note 2A).	Concealed – not reviewed.
Foundation Walls	1984 Building Section: 190mm (7.5") thick concrete block wall Original Building: Stone masonry	According to the Point of Contact, foundation wall repairs was completed in 2016 at the northwest corner of the building (provided cost of \$3,500). Remedial measures included excavation down to the footing, installation of a waterproofing membrane, 6" drainage gravel, 3.5" weeping tile, and a floor drain. According to the Point of Contact, there are no reoccurring leaks at the foundation wall, however there is reported leaks below the basement emergency exit door (see Section 1 – Site for further details).
Slab-on-Grade	According to drawings provided slab is 100mm (4") thick poured concrete at the 1984 addition.	No differential movement or settlement identified. Minor cracking noted on exposed concrete floor of service room.
Vertical Load Bearing Elements	Steel and load bearing masonry structure with premanufactured wood roof trusses.	No evidence of structural distress identified.
Lateral Resistance	Elevator core walls.	No evidence of distress noted.
Suspended Floors	According to the drawings provided, the suspended floor of the original building is a wood structure and the suspended floor of the 1984 addition is a 200mm (8") thick hollow-core pre-cast concrete floor system.	No evidence of excessive deflection or distress identified.
Roof	1984 Building Section: Plywood roof deck on wood rafters with wood trusses. Original Building: Likely wood plank roof deck over roof trusses and rafters.	No evidence of excessive deflection or distress identified.
Underground Parking Facility	N/A	N/A
Balconies/Terraces:	N/A	N/A

PROPERTY CONDITION ASSESSMENT REPORT

STRUCTURE
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<u>NOTES:</u>
2A) Structural drawings dated 1983 were provided for the addition structure.
<u>IMMEDIATE ITEMS IDENTIFIED:</u>
No immediate work items were identified.
<u>CAPITAL RESERVE ITEMS IDENTIFIED:</u>
No Capital Reserve Items above the threshold were identified.
<u>RECOMMENDED FURTHER INVESTIGATION:</u>
No further investigation recommended at this time.

PROPERTY CONDITION ASSESSMENT REPORT

ROOF

April 27, 2018

3.0 ROOF

COMPONENT	DESCRIPTION	COMMENT/ASSESSMENT
Roof Assembly Type	Pitched roof with asphalt shingles on main roof sections. Modified bitumen assembly on flat roof areas at the lower mechanical roof level and canopy roof.	The flat canopy roof could only be accessed by a ladder at the time of the Site visit and was not inspected. An active roof leak was reported, and evidence observed, on the east elevation near the main entrance. See Note 3A . A previous roof leak was reported on the south elevation. See Note 3B .
Age	Approximately three years.	According to the Point of Contact, the asphalt shingles were replaced in 2014; it is assumed that the modified bitumen membrane is of the same vintage. See Note 3D .
Membrane Type	Asphalt shingles; two-ply modified bitumen membrane with granulated cap sheet.	No issues identified.
Insulation	Fiberglass batt insulation.	The insulation in the attic should be re-spread to ensure even coverage. No other issues identified.
Ballast	N/A	N/A
Drainage	Gutters and downspouts discharging to underground sewer system. Heat tracing system installed on roof, portico, and skylight roof.	The gutters at the east roof edge over the entrance canopy were clogged, and the condition of the drainage of the canopy could not be observed. See Note 3A .
Counter Flashing	Pre-finished metal at entrance canopy parapets and at valleys and penetrations of pitched roof.	The condition of the flashing & detailing of the entrance canopy could not be observed, see Note 3A .
Skylights	Domed double-glazed acrylic skylights on pitched roof of addition building.	The skylights appear to date from the roof replacement in 2014. No issues identified.
Roof Platform and Ladders	Steel grate platform at the lower mechanical roof level.	Access to the roof hatch from the maintenance platform is inadequate. See Note 3C .

PROPERTY CONDITION ASSESSMENT REPORT

ROOF

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NOTES:

3A) Water infiltration was identified on the east elevation near the main entrance. Signs of water damage were observed on the ceiling of the ground floor and, according to the Point of Contact, water has been observed on the floor of the second-storey office area, and ice damming has been observed on the canopy roof. The drywall in the adjacent room has been repaired due to reported water damage. The asphalt shingles of the pitched roof and the modified bitumen membrane of the flat roof appear to be in good condition at this location, however the gutter at the pitched roof edge was observed to be full of debris, and only one drain was noted serving the canopy roof. In addition, the stucco finish at the downspout penetration was observed to be damaged.

The Building Envelope Study suggests the installation of a new knee wall above the main entrance canopy. The source of the leak could not be determined with certainty, however, there are three factors that could be the probable cause: the condition of the drainage at the canopy roof, which may be insufficient and/or blocked with debris; the wall detailing and flashing at the interface of the canopy roof and exterior wall; and the penetration at the HVAC unit on the canopy roof. Stantec recommends further roofing investigation, the installation of additional downspout connections or scupper baskets, and the reconfiguring of the additional scupper-to-downspout to correct the ongoing damage, and the installation of a leaf screen at the gutter.

3B) A previous roof leak was reported on the south elevation, and signs of water damage were noted on the interior wall of the stairwell. Based on the interior damage, it appears that the leak is located below the roof valley or the roof vent. No signs of water staining were noted in the attic space at this location, and the roof valley appears to be in good condition. Future monitoring is recommended at this time.

3C) The Building Envelope Study suggests the installation of steel access stairs, approximately three risers, from the roof hatch to the maintenance platform. This item is considered to be a contractor health and safety issues, and Stantec has included a cost in the Capital Reserve Table as an immediate item. (See **IMM.1**)

3D) The typical lifespan of an asphalt-shingled roof is approximately 15 years. Given the current visually apparent condition and reported age, it seems reasonable to assume that localized repairs, as required, and at a cost less than the Capital Threshold, will allow general replacement to be deferred to the long term of the evaluation period.

IMMEDIATE ITEMS IDENTIFIED:

IMM.1 Install Roof Access Stairs

No other immediate work items were identified.

CAPITAL RESERVE ITEMS IDENTIFIED:

3.1 Replace Asphalt Shingle Roof

No other Capital Reserve Items above the threshold were identified.

RECOMMENDED FURTHER INVESTIGATION:

RFI.1 Roofing Investigation

No other further investigation recommended at this time.

PROPERTY CONDITION ASSESSMENT REPORT

WALLS & WINDOWS

April 27, 2018

4.0 WALLS & WINDOWS

COMPONENT	DESCRIPTION	COMMENT/ASSESSMENT
Exterior Cladding Material	<p>1984 Building Section: Rib split face concrete block, plain concrete block. Pittsburgh Corning glass blocks on south (rear) elevation, west elevation, and east elevation above the main entrance. Cement parging on exposed concrete block foundation. Wood siding, fascia board and soffits. Exposed concrete parapet. Exposed concrete portico with reinforced concrete columns and slab.</p> <p>Original Building: Brick and granite stone masonry walls with wood strapping.</p>	<p>Signs of leaks identified on the south and east elevations. See Note 4A.</p> <p>The paint of the wood fascia boards has deteriorated in isolated areas. See Note 4B.</p> <p>No other issues identified.</p>
Water Penetration Resistance Design	Rain-screen cavity wall with drains and through-wall flashing at 1984 addition, solid stone and brick masonry walls at original 1908 building section.	Localized damage consisting of spalled bricks was noted on the original Library building and evidence of previous repairs was observed. See Note 4C .
Vertical Support	Bearing on foundation walls at grade.	Support conditions are concealed and were not reviewed. No issues identified.
Lateral Tie-back	According to construction drawings, the 1984 building section has a concrete block back-up wall. Unknown at original building section.	Wall tie type, material and condition are concealed and were not reviewed.
Insulation	According to architectural drawings, rigid insulation (88 mm thick polyethylene) in wall of 1984 building structure.	Insulation is concealed in wall cavity and not reviewed.
Air Barrier & Vapour Retarder	Likely interior drywall and polyethylene sheet.	No excessive condensation or drafts were reported.
Windows	Single pane and insulated glazing units in wood frames, all reportedly dating from the 1984 addition.	There is visible evidence on the interior frames of water infiltration at various locations. Peeling paint was observed on the exterior wood frames. One IGU seal was noted to have failed with visible condensation at the Children's section. See Note 4D .
Exterior Doors	Double glazed glass in aluminum frames at main (east) entrance. Solid metal door at emergency exit. Solid wood double door at north elevation.	No issues identified. See Note 4E .

PROPERTY CONDITION ASSESSMENT REPORT

WALLS & WINDOWS

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COMPONENT	DESCRIPTION	COMMENT/ASSESSMENT
Caulking	Likely urethane based sealant at window and door perimeter joints.	Exterior caulking is in varied condition. Replacement of the sealants at window perimeters and at the interface of various cladding types is anticipated within the timeframe of this report. See Note 4F.
NOTES: 4A) Leaks at the east elevation above the main entrance, and on the south elevation near the exit stairwell, are believed to be related to roof systems and not the wall systems. See Notes 3A & 3B, above. 4B) The repainting of the wood fascia boards is recommended in the short term, at a cost below the Capital Threshold. The Building Envelope Study suggests the replacement of the soffits with prefinished perforated metal in order to improve air circulation at the eaves. This is considered an upgrade, and therefore no costs have been included in the Capital Reserve Table. 4C) Localized brick repairs are anticipated within the timeframe of the report, in particular on the original library portion of the building, at a cost less than the Capital Threshold. 4D) The windows are in fair condition overall. Given the signs of infiltration as well as the reported age, general replacement of the windows can be anticipated within the timeframe of the report. Note that replacement costs may be higher than expected due to the heritage nature of the original building section. The re-painting of window frames is recommended in the short term, and was suggested in the Building Envelope Study. Stantec anticipates that this work can be carried out at a cost below the Capital Threshold, as part of ongoing maintenance. 4E) Ongoing repairs and replacements should be anticipated at a cost less than the Capital Threshold. 4F) Sealants should be replaced at all window and joints, including control joints, seams between the entry canopy and the side walls, step and counter-flashings, accent and freeze boards, and accent panels. The wood siding should be inspected and re-sealed as required. No caulking was observed at the glass block walls. According to the Building Envelope Report, the glass blocks should have the mortar removed from the perimeter blocks and a suitable backer-rod installed with an exterior-grade flexible caulking applied. A cost allowance has been included in the Capital Reserve Table.		
IMMEDIATE ITEMS IDENTIFIED: No immediate work items were identified.		
CAPITAL RESERVE ITEMS IDENTIFIED: 4.1 Window Replacement Allowance 4.2 Sealant Allowance No other Capital Reserve Items above the threshold were identified.		
RECOMMENDED FURTHER INVESTIGATION: No further investigation recommended at this time.		

PROPERTY CONDITION ASSESSMENT REPORT

INTERIOR FINISHES

April 27, 2018

5.0 INTERIOR FINISHES

COMPONENT	DESCRIPTION	COMMENT/ASSESSMENT
Entrance Lobby and Corridors	Ceramic tiles, painted drywall wall assemblies, stippled stucco ceiling. Fixed aluminum-framed display case.	Stains and damage to the stippled stucco ceiling are noted, as discussed in Note 3A.
Office Areas	Laminate flooring, concrete block walls, stippled stucco ceiling.	No issues identified.
Washrooms	Ceramic floor tiles, drywall wall assemblies, and drywall ceiling assemblies.	No issues identified.
Library Section	Ceramic floor tiles, drywall wall assemblies, and drywall ceiling assemblies.	Staining on wall noted by the exterior door near the glass blocks on south elevation.
Original Library Section	Carpet flooring, wood lath and plaster walls and ceilings.	Repairs noted on east elevation from previous leak.
Stairwell	Ceramic floor tiles, drywall wall assemblies, and drywall ceiling assemblies.	Cracked floor tile at rear door.
Children's Section	Vinyl floor tiles, drywall wall assemblies, and stippled stucco ceilings.	No issues identified.
NOTES: 5A) Stantec assumes interior finishes are replaced, as required, as part of ongoing operating expenses. We have not carried any cost allowance of interior finishes replacement or upgrades. According to the Building Envelope Study, the interior of all window frames and sashes, particularly the water stained ones, should be stripped and re-stained. Stantec anticipates that this can be completed at a cost less than the Capital Threshold.		
IMMEDIATE ITEMS IDENTIFIED: No immediate work items were identified.		
CAPITAL RESERVE ITEMS IDENTIFIED: No Capital Reserve Items above the threshold were identified.		
RECOMMENDED FURTHER INVESTIGATION: No further investigation recommended at this time.		

PROPERTY CONDITION ASSESSMENT REPORT

MECHANICAL

April 27, 2018

6.0 MECHANICAL

COMPONENT	DESCRIPTION	COMMENT/ASSESSMENT
Heating and Cooling Systems	Building heating and cooling are provided primarily by one Lennox rooftop unit and two Lennox furnaces with cooling sections all manufactured in 2010, with a combined cooling capacity of approximately 16 tons. Supplementary heating is provided in the stairwell by a wall-mounted electric heater. Supplementary cooling is provided by a split-system air conditioning unit, with the condenser mounted on the canopy roof.	According to the Point of Contact, the building experiences balancing issues with the heating, with the Children's area receiving too much heat and the office and circulation desk being too cold in the winter. According to the mechanical contractor, Muskoka Mechanical, other than ongoing maintenance no major issues were identified with the HVAC units. See Note 6A. Stantec assumes that interior unit heaters can be replaced on an as required basis at a cost less than the Capital Threshold. See Appendix E Mechanical Equipment List for further details.
Heating Boiler	N/A	N/A
Chiller	N/A	N/A
Cooling Tower	N/A	N/A
Ventilation	Roof top units have economizers to provide fresh air. Roof vents on pitched roof.	No issues identified.
Exhaust	Ceiling mounted fans in washrooms.	No issues identified.
Plumbing	Copper distribution piping for domestic water.	No issues identified.
Domestic Hot Water	One 184 Liter electric water tank/heater located in the basement mechanical room, manufactured by GSW Water Heating in 2013.	No issues identified.
Pumps	N/A	N/A
Waste Disposal	N/A	N/A
Sanitary System	Connected to city system.	No issues identified.
Storm System	Connected to city system.	No issues identified.

NOTES:

6A) The typical life expectancy of a roof-top HVAC or furnace unit is between 15 and 20 years. All three units will surpass their expected life cycle within the report term (20 years). Given the age of the units, replacement of all RTUs should be anticipated within the timeframe of this report. A cost allowance for HVAC replacements has been included in the Capital Reserve Table. Ongoing repairs, replacements, and component overhauls can be completed on an as required basis and can be anticipated to be at a cost less than the Capital Threshold.

PROPERTY CONDITION ASSESSMENT REPORT

MECHANICAL

April 27, 2018

<u>IMMEDIATE ITEMS IDENTIFIED:</u>
No immediate work items were identified.
<u>CAPITAL RESERVE ITEMS IDENTIFIED:</u>
6.1 HVAC Equipment Replacements (Rooftop and Basement) No other Capital Reserve Items above the threshold were identified.
<u>RECOMMENDED FURTHER INVESTIGATION:</u>
No further investigation recommended at this time.

PROPERTY CONDITION ASSESSMENT REPORT

ELECTRICAL
April 27, 2018

7.0 ELECTRICAL

COMPONENT	DESCRIPTION	COMMENT/ASSESSMENT
Exterior Transformer	Pad-mounted transformer located at the front entrance, to the east of the steps.	No issues identified.
Main Disconnect Switch	400 Amp, 240 Volt manufactured by Siemens located in the main electrical/mechanical room.	No issues identified.
Sub Panels	225 Amp, 120/240 Volt distribution panel supplying lighting and receptacle breaker panels, HVAC systems, fire sprinklers, tenant production equipment, three safety switches of 225 Amp, and one 100 Amp switch supplying the heat-trace system.	No issues identified.
Meter	One meter in locked cabinet.	No issues identified.
Distribution	Copper wiring feeding receptacles and loads throughout the building.	The Point of Contact reported that there are issues with electrical supply and tripped/blown fuses in the original building section (see Note 7A).
Interior Lighting	Ceiling-mounted strip fluorescent T8 fixtures throughout.	The Point of Contact reported that the interior lighting has been upgraded, although no date was provided. No issues identified.
Exterior Lighting	Front lights by timer, portico lights controlled by photocell.	No issues identified.
NOTES: 7A) Ongoing component replacements related to the electrical systems should be anticipated over the timeframe of the report. Stantec assumes that these can be performed on an as required basis at a cost less than the Capital Threshold. Typically, the power distribution system should last for decades if not for the life of the building if properly maintained. Barring unusual operating circumstances, a requirement for replacement of major electrical components of the 1984 building addition within the next 20 years is considered unlikely. The re-wiring of the original building section is anticipated to address the reported issues, and an allowance is provided in the Capital Reserve table.		
IMMEDIATE ITEMS IDENTIFIED: No immediate work items were identified.		
CAPITAL RESERVE ITEMS IDENTIFIED: 7.1 Electrical system upgrade allowance No other Capital Reserve Items above the threshold were identified.		
RECOMMENDED FURTHER INVESTIGATION: No further investigation recommended at this time.		

PROPERTY CONDITION ASSESSMENT REPORT

FIRE, LIFE-SAFETY

April 27, 2018

8.0 FIRE, LIFE-SAFETY

COMPONENT	DESCRIPTION	COMMENT/ASSESSMENT
Fire Alarm Panel	Mircom Fire Alarm Panel at the main entrance vestibule.	The fire alarm panel was last inspected by Northern Fire Prevention in November 2017. Replacement can be anticipated within the time frame of this report. The associated cost is included in the Capital Reserve Table.
Devices	Illuminated exit signs and pull stations at egress routes. Emergency lighting with standalone battery packs throughout the building.	According to the point of contact, emergency lights are inspected monthly by Library Health & Safety Representative.
Suppression	Fire suppression is provided by fire extinguishers located throughout the building.	Last date of service of the fire extinguishers by Northern Fire Prevention in November 2017.
Separations	Drywall on steel studs at service rooms. According to the architectural drawings, 1-hour fire-rated drywall at ceiling structures, 2-hour fire-rated drywall surrounding steel structure, ¾-hour fire-rated drywall partition around exit stairs.	No issues identified.
Egress	Main entrance and south exit lead directly to grade. North exit has stairs leading to grade.	No detailed or specialist analysis of the egress was performed. However, the exit facilities appear to match the posted diagrams. See Appendix D AODA Checklist for further details. The associated costs for retrofits in accordance with the local guidelines are not included in the Capital Reserve Table.
Emergency Generator	N/A	N/A
NOTES: None.		
IMMEDIATE ITEMS IDENTIFIED: No immediate work items were identified.		
CAPITAL RESERVE ITEMS IDENTIFIED: 8.1 Replace Fire Alarm Panel No other Capital Reserve Items above the threshold were identified.		
RECOMMENDED FURTHER INVESTIGATION: No further investigation recommended at this time.		

PROPERTY CONDITION ASSESSMENT REPORT

CONVEYANCE

April 27, 2018

9.0 CONVEYANCE

COMPONENT	DESCRIPTION	COMMENT/ASSESSMENT
Number of Cabs	One.	TSSA license certificate valid until June 15, 2018.
Manufacturer	Thyssen Krupp, with Econolift cab.	The elevator is maintained by Thyssen Krupp, under a contract for quarterly maintenance and repairs. See Note 9A .
Type	Hydraulic enclosed vertical platform lift.	Maintenance manuals reviewed. No issues identified. See Note 9B .
Controls	Solid-state (electronic) controls.	Operation appeared to be acceptable. No reports of any problems. See Note 9B .
Cab Finishes	Vinyl walls, egg-crate ceiling, metal plate flooring.	Finishes appeared to be in good condition. The interior dimensions of the cab are not barrier free, and likely do not meet future building needs. See Note 9B .
NOTES: 9A) According to Thyssen Krupp, the mechanical contractor, the elevator is in good condition, and parts for maintenance are readily available. The elevator is not the subject of any TSSA directives, and no breakdowns or maintenance call-backs have occurred as far back as their system shows. They estimate that the elevator should continue to perform for at least 5 years, and that any upgrades before then would likely relate to aesthetic considerations or a change in operational requirements. 9B) The Town is reportedly in the process of soliciting quotes for upgrades to the elevator in accordance with new AODA guidelines. According to the Point of Contact, structural work to the 1984 building addition may be required to allow for these improvements. Pending an official quote, the Town's estimated allowance for general modernization/retrofit of the elevator has been included in year two of the Capital Reserve Table.		
IMMEDIATE ITEMS IDENTIFIED: No immediate work items were identified.		
CAPITAL RESERVE ITEMS IDENTIFIED: 9.1 Elevator Modernization / Retrofit No other capital items were identified.		
RECOMMENDED FURTHER INVESTIGATION: No further investigation recommended at this time.		

PROPERTY CONDITION ASSESSMENT REPORT

Appendix A
Selected Photographs
April 27, 2018

APPENDIX A

SELECTED PHOTOGRAPHS



Photo 1: General view of north elevation



Photo 2: General view of west elevation



Photo 3: General view of south elevation



Photo 4: South end of east elevation



Photo 5: North end of east elevation



Photo 6: Asphalt paving in parking lot



Photo 7: Asphalt paving and potholes on driveway



Photo 8: Portico and ramp at main entrance



Photo 9: Exposed wood roof structure in attic space



Photo 10: Asphalt shingles



Photo 11: Modified bitumen roof membrane



Photo 12: Glass block and architectural concrete block veneer on 1984 structure



Photo 13: Stone, brick masonry, and concrete at original structure



Photo 14: Skylights and wood siding



Photo 15: Front window (original building section)



Photo 16: Window (1984 building section)



Photo 17: Interior (original building section second storey)



Photo 18: Interior (1984 building section ground floor)



Photo 19: Rooftop HVAC unit



Photo 20: Furnace



Photo 21: Main electrical equipment



Photo 22: Exterior transformer



Photo 23: Elevator

Appendix B
Mandate & Report Resources
April 27, 2018

APPENDIX B

MANDATE & REPORT RESOURCES

PROPERTY CONDITION ASSESSMENT REPORT

Appendix B
Mandate & Report Resources
April 27, 2018

MANDATE AND REPORT RESOURCES

Authorization

Stantec Consulting Ltd. ("Stantec") was retained by the Town of Bracebridge (the "Town") in accordance with Stantec's revised proposal dated March 30, 2017 to conduct a Property Condition Assessment ("PCA") of the site identified in the Introduction section of the report. The site is currently owned and managed by the Town.

Purpose

The primary objective of the PCA was to visually examine and evaluate the present condition of the property elements, buildings and related structures. The PCA process is being undertaken to assist the Town in evaluating the potential financial liabilities associated with the condition of the property elements, building and related structures on the Site. Stantec understands that the Town will rely on this reports for due diligence related to financing of the Site.

Scope

The PCA was performed in accordance with the American Society for Testing and Materials ("ASTM") "Standard Guide for Property Condition Assessments: Baseline Property Condition Process E 2018-15", as locally applicable. The Stantec Assessor (identified in Section 0.4 of this report) performed the Site reconnaissance on the date shown. The Site reconnaissance was limited to a walk around the site, a walk-through of the buildings and interview with personnel listed in the Introduction section of the report (referred to as the "Point of Contact" in this report). Copies of selected photographs documenting conditions at the time of the visit are provided in Appendix A.

The purpose of the report is to communicate identified physical deficiencies, future capital projects, and the associated opinions of estimated costs where the cost is greater than the Capital Threshold and expected to occur within the time frame used for the report. In accordance with this agreed mandate, assumptions were required to delineate between capital items and routine maintenance. Please refer to the "Operating and Maintenance Item" list below. Also please refer to the attached "Discussions of Overall Concepts and Terminology" for additional explanation of assumptions used.

The review of the structural elements was limited to a visual review of the accessible, exposed portions of the buildings and related structures during our visit to the building. The roofs, walls, floors and ceilings were visually reviewed to collect information in this regard.

The review of the mechanical, electrical and fire safety systems was performed by non-specialists in conjunction with discussions with the Point of Contact. A detailed assessment by a mechanical or electrical professional consultant should be performed if further information

PROPERTY CONDITION ASSESSMENT REPORT

Appendix B
Mandate & Report Resources
April 27, 2018

regarding the condition, durability and/or expected future capital expenditures related to these systems is required.

Compliance with national and provincial building codes and/or fire codes is not part of the scope of this assessment. The review of the Site should not be considered to satisfy the requirements of a Structural Adequacy Assessment according to applicable national or provincial building codes.

The estimated costs outlined in this report are based on the conditions encountered and observations made during the reconnaissance. Estimates of quantities and areas are based on information supplied, field observations and/or interviews. Item repair/replacement costs are approximate only. Restoration costs are sensitive to local and overall economic factors and therefore, specific quotations from qualified contractors should be obtained when a specific deficiency is addressed or a capital project is to be implemented.

Operating and Maintenance Items

Stantec assumes the following items will be maintained under normal operating budgets and are therefore not included in the Capital Reserve Table.

SITE

- Concrete and interlocking paving
- Buried plumbing systems
- Landscaping
- Fences

STRUCTURE

- Main building structure
- Foundations and footings
- Roof mounted safety anchors

ROOF

- Periodic maintenance
- Metal flashing

WALLS AND WINDOWS

- Local periodic repairs and needle glazing
- Window hardware and frames
- Pedestrian and overhead doors
- Weather-stripping

PROPERTY CONDITION ASSESSMENT REPORT

Appendix B
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April 27, 2018

INTERIORS

- Ceiling tiles and other finishes
- Light fixtures

MECHANICAL

- Heating/cooling distribution motors, exhaust fans, ductwork and in-duct equipment
- Domestic water distribution piping, valves, and tanks

ELECTRICAL

- Transformers, switchgear, disconnects, breakers and distribution wiring

FIRE SAFETY SYSTEMS

- Fire alarm wiring and devices
- Fire sprinkler piping and heads
- Battery packs

DISCUSSIONS OF OVERALL CONCEPTS AND TERMINOLOGY

Evaluation Period

The period of evaluation used for this report is 20 years. Capital repairs and replacement that are reasonably expected to be required within this evaluation period and that cost in excess of the Capital Threshold are included in the Capital Reserve Table.

Capital Threshold

The Capital Threshold used for this report is \$5,000. This threshold is used to determine whether a capital repair item is to be included in the Capital Reserve Table. Capital repairs identified and estimated to cost less than the threshold, or that will likely to be performed in phases, as a part of routine maintenance as required, at a cost less than the threshold are not included in the Capital Reserve Table.

Costs

Costs presented in this study for future capital repairs and replacement projects are our Opinions of Budgets and are intended to include taxes, permit fees, contingency and where appropriate, Engineering fees for design, specifications, tendering, project management and construction monitoring. We have generally assumed replacement will occur on a like-for-like basis except where obsolescence or technological advancements logically dictates an upgrade. More accurate costing in the future will require a condition assessment, choice and development of an appropriate repair option, designing and tendering the work to qualified contractors.



PROPERTY CONDITION ASSESSMENT REPORT

Appendix B
Mandate & Report Resources
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Immediate Items

Immediate repairs include deficiencies that require action in the next 60-90 days as a result of (i) existing or potentially unsafe conditions, (ii) negative conditions significantly impacting marketability or habitability, (iii) material building code violations, (iv) poor or deteriorated condition of a critical element or system, or (v) a condition that if left "as is" with extensive delay in addressing same, would result in or contribute to critical element or system failure within 12 months or a significant escalation in the repair cost.

Capital Reserve Analysis

The Capital Reserve Table includes a section that provides the average annual capital costs per square foot. Replacement Reserves include (i) deficiencies that may not warrant immediate attention, but require repair or replacement that should be undertaken on a priority basis over routine preventive maintenance work and (ii) components or systems that have realized or exceeded their Expected Useful Life ("EUL") during the evaluation period (realization of EUL alone does not constitute an immediate repair). Replacement reserve costs are included in

Appendix F.

Opinions of costs are provided for material physical deficiencies and not for repairs or improvements that could be classified as:

- Cosmetic or decorative;
- Part or parcel of a building renovation program or tenant improvement/finishes;
- Enhancements to reposition the asset in the marketplace;
- For warranty transfer purposes;
- Routine or normal preventative maintenance;
- Less than the capital threshold for this report; and
- Are expected to occur beyond the time frame of this report

Cost Inflation Rate:

We have presented the costs in current year (2017) values. We have used a 3% rate of inflation in the capital reserve table attached. Further sensitivity analysis using other inflation assumptions should be tested when projecting future cash-flows.

Life Expectancies

Our estimates of the life expectancy of common element components, systems and sub-systems are based on our opinion of the observed condition during our site visit, experience with similar material at other buildings, published industry standards, articles and recommendations made by material suppliers and manufacturers. For some materials or systems, the history of use is not sufficient to predict life expectancy accurately. Monitoring and adjustments to the assumptions are required.

PROPERTY CONDITION ASSESSMENT REPORT

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The year in which the capital work is required is estimated on the basis of the current observed conditions, or the construction methods and materials used. This may be shorter or longer than the remaining time in the standard estimated life cycle based on the current age of the item. Our estimates of life cycles reflect our understanding of the standards that the prudent long-term owners would maintain. Deferring and phasing of work is often possible keeping in mind that doing so could reduce building standards, increase disruption to residents, increase costs and risks.

APPENDIX C

LIMITATIONS AND USE OF THE REPORT

PROPERTY CONDITION ASSESSMENT REPORT

Appendix C
Limitations and Use of the Report
April 27, 2018

LIMITATIONS

This report is intended to provide an assessment of the property conditions at the subject properties, at the time of the Site visits. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of the third parties. Should additional parties require reliance on this report, Stantec may be contacted to extend reliance to such parties. Stantec disclaims responsibility of consequential financial effects on transactions or property values, or requirements for follow-up actions and costs, which result from reporting the factual information contained herein.

Providing an environmental assessment or opinion on the presence of any environmental issues such as asbestos, hazardous wastes, toxic materials, the location and presence of wetlands and in-door air quality is beyond the scope of this report.

The conclusions as presented represent the judgement of Stantec based on the visual observations of the accessible, exposed building elements, supplemented by information and data obtained by Stantec and discussions with Point of Contact or other representatives of the owner identified. Except as otherwise may be requested, Stantec disclaims any obligation to update this report for events taking place, or with respect to information that becomes available to Stantec after the time during which Stantec performed the PCA. No physical testing or intrusive investigations were performed, and no samples of building materials were collected to substantiate the observations made.

In evaluating the Sites, Stantec has relied in good faith on information provided by other individuals noted in this report. Stantec in certain instances has been required to assume that the information provided is factual and accurate. In addition, the findings in this report are based, to a large degree, upon information provided by the Point of Contact. Stantec accepts no responsibility for any deficiency, misstatement or inaccuracy contained in this report as a result of omissions, misinterpretations or fraudulent acts of persons interviewed or contacted.

Stantec makes no other representations whatsoever, including those concerning the legal significance of its findings, or as to other legal matters touched on in this report, including, but not limited to, ownership of any property, or the application of any law to the facts set forth herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretation. These interpretations may change over time, thus any parties making use of this report should review these issues with appropriate legal counsel.

Our mandate excluded checking compliance with all fire, building code requirements at construction, or retroactive requirements. Our mandate also excluded coordinating a search for outstanding Work Orders or Notices of Violation registered on title. We have also not included for any physical testing such as roof test cuts or core sampling in asphalt-paved areas.

PROPERTY CONDITION ASSESSMENT REPORT

Appendix C
Limitations and Use of the Report
April 27, 2018

Should additional information become available with respect to the building elements or systems, Stantec requests that this information be brought to our attention so that we may re-assess the conclusions presented herein.

PROPERTY CONDITION ASSESSMENT REPORT

Appendix D
AODA Checklist
April 27, 2018

APPENDIX D

AODA CHECKLIST

HIGH LEVEL BARRIER FREE CHECKLIST (Exterior Components Only)

TOWN OF BRACEBRIDGE
Project Number: 161011724
Project Information

Site Address	94 Manitoba Street, Bracebridge, Ontario
Total Gross Sq. Ft.	545 sq.m. (5,860 sq.ft.)
Number of Buildings	1
Year Built	1908
Age	109 years

Component	AODA Guideline	Passes?	Notes
Exterior Path of Travel			
Exterior Walkways	Path of Travel - walkway width - 1500 mm minimum	1500 min	No
Exterior Walkways	Path of Travel - headroom clearance - 2100 minimum	2100 min	No
Exterior Walkways	Path of Travel - Firm and stable?	yes/no	No
Exterior Walkways	Path of Travel - Slip resistant?	yes/no	Yes
Exterior Walkways	Path of Travel - Openings / Joints maximum 20 mm	20 max	No
Exterior Walkways	Path of Travel - Grates (elongated openings) are perpendicular to path of travel	yes/no	n/a
Exterior Walkways	Path of Travel - Any slope in path of travel - max slope 1:20	1:20 max	Yes
Exterior Walkways	Path of Travel - Any cross slope in path of travel - max slope 1:20	1:20 max	Yes
Exterior Walkways	Path of Travel - Is there a change in level of between 6-13 mm in path of travel	yes/no	No
Exterior Walkways	if change of level is between 6-13mm, then is there a bevelled edge with max slope of 1:2	1:2 max	No
Exterior Walkways	Path of Travel - Is there a change in level between 13-75 mm?	yes/no	n/a
Exterior Walkways	if change of level is between 13-75mm, then max running slope of 1:8	1:8 max	n/a
Exterior Walkways	Path of Travel - Is there change in level between 75-200mm	yes/no	n/a
Exterior Walkways	if change of level is between 75-200mm, then max running slope of 1:10	1:10 max	n/a
Exterior Walkways	Path of Travel - Is there a change in level > 200mm	yes/no	n/a
Exterior Walkways	if change of level is >200mm, then is there a Ramp,	yes/no	n/a
Exterior Walkways	Path of Travel - Clear Width 850 mm minimum (ie. Gates, bollards, or entrance design)	850 min	Yes
Exterior Ramps			
Exterior Ramps	Exterior Ramps - 900 mm minimum clear width measured between railings	900 min	Yes
Exterior Ramps	Exterior Ramps - Firm and stable ramp surface?	yes/no	Yes
Exterior Ramps	Exterior Ramps - Slip resistant ramp surface?	yes/no	Yes
Exterior Ramps	Exterior Ramps - Maximum running slope 1:15	1:15 max	Not measured - likely no
Exterior Ramps	Exterior Ramps - clear and level landing dimension (top, bottom and landings) minimum 1670x1670mm	1670x1670 min	Yes
Exterior Ramps	Exterior Ramps - landing maximum cross slope 1:50	1:50	Yes
Exterior Ramps	Exterior Ramps - openings in surface maximum width 20mm	20 max	Yes
Exterior Ramps	Exterior Ramps - elongated openings approx perpendicular to path of travel?	yes/no	Yes
Exterior Ramps - Handrails	Exterior Ramp Handrails - on both sides of Ramp?	yes/no	No
Exterior Ramps - Handrails	Exterior Ramp Handrails - continuous along entire length?	yes/no	No
Exterior Ramps - Handrails	Exterior Ramp Handrails - Tubular Handrail diameter range 30-40mm	30-40	Yes
Exterior Ramps - Handrails	Exterior Ramp Handrails - Handrail measure ramp to top of handrail range 865-965mm	865-965	Yes
Exterior Ramps - Handrails	Exterior Ramp Handrails - Does the handrail protrude, end abruptly or create a hazard where it ends?	yes/no	Yes
Exterior Ramps - Handrails	Exterior Ramp Handrails - Handrail extends minimum 300mm past ramp end at top and bottom	300 min	No
Exterior Ramps - Handrails	Exterior Ramp Handrails - Between Handrail and any wall to which it is attached, minimum clearance 50mm	50 min	Yes
Exterior Ramps - Handrails	Exterior Ramp Handrails - Handrail - Firm and stable?	yes/no	Yes
Exterior Ramps - Handrails	Wide Ramps (>2200mm wide) - handrails no further apart than 1650 mm (ie. Is there an intermediary rail present)	yes/no	n/a
Exterior Ramps - Handrails	Exterior Ramp Guardrails - Is there a wall or guard outside of the handrails to a minimum height of 1070mm	yes/no	No
Exterior Ramps	Ramp Edge - where there is no solid wall/enclosure on the ramp - is there a minimum 50mm upcurb at the edges	yes/no/NA	n/a

HIGH LEVEL BARRIER FREE CHECKLIST (Exterior Components Only)

Component	AODA Guideline	Passes?	Notes
Exterior Stairs			(north elevation)
Exterior Stairs	Exterior Stairs - are treads slip resistant?	yes/no	Yes
Exterior Stairs	Exterior Stairs - are risers and treads uniform?	yes/no	No Front basement stairs angled
Exterior Stairs	Exterior Stairs - rise = 125-180mm	125-180	Yes
Exterior Stairs	Exterior Stairs - run = 280-355 mm	280-355	Yes
Exterior Stairs	Exterior Stairs - are risers (front face) enclosed?	yes/no	Yes
Exterior Stairs	Exterior Stairs - nosing maximum 38mm protrusion	38 max	n/a
Exterior Stairs	Exterior Stairs - nosing is gradual or rounded (not abrupt trip hazard edges)?	yes/no	Yes
Exterior Stairs	Exterior Stairs - 50mm colour contrasting edge extending across the full leading edge of the tread?	yes/no	No
Exterior Stairs	Exterior Stairs - are there colour contrasted, tactile walking surface indicators (TWSI) at the top of each stairway?	yes/no	No
Exterior Stairs - Handrails	Exterior Stair Handrails - are there handrails on both sides of stairs?	yes/no	Yes
Exterior Stairs - Handrails	Exterior Stair Handrails - continuous along entire length?	yes/no	No Only on one side
Exterior Stairs - Handrails	Exterior Stair Handrails - Tubular Handrail diameter range	30-40	Yes where provided
Exterior Stairs - Handrails	Exterior Stair Handrails - Handrail measure ramp to top of handrail range 865-965mm	865-965	Yes where provided
Exterior Stairs - Handrails	Exterior Stair Handrails - Does the handrail protrude, end abruptly or create a hazard where it ends?	yes/no	Yes
Exterior Stairs - Handrails	Exterior Stair Handrails - Handrail extends minimum 300mm past ramp end at top and bottom	300	No
Exterior Stairs - Handrails	Exterior Stair Handrails - Between Handrail and any wall to which it is attached, minimum clearance 50mm	50	Yes
Exterior Stairs - Handrails	Exterior Stair Handrails - Handrail - Firm and stable	yes/no	Yes where provided
Exterior Stairs - Handrails	Exterior Stair Guardrails - Is there a wall or guard outside of the handrails to a minimum height of 900 mm measured from top of guard to top of stair nosing on the stairs and 1070 around the landings	yes/no	No
Exterior Stairs - Handrails	Wide Stairways (>2200mm wide) - handrails no further apart than 1650 mm (ie. Is there an Intermediary rail present)	yes/no	n/a
Curb Ramps (Typically to/from Parking Lot)			
Parking Lot - Curb Ramps	Curb Ramps - minimum clear width of 1200 mm excluding flares	1200 min	n/a
Parking Lot - Curb Ramps	Is the curb 0-75 mm high	yes/no	n/a
Parking Lot - Curb Ramps	Curb Ramp - maximum running slope 1:8 - for 0-75mm	1:8	n/a
Parking Lot - Curb Ramps	Is the curb 75-200 mm high	yes/no	n/a
Parking Lot - Curb Ramps	Curb Ramp - maximum running slope 1:10 for 75-200mm	1:10	n/a
Parking Lot - Curb Ramps	Curb Ramp - maximum cross slope 1:50 on the ramp	1:50	n/a
Parking Lot - Curb Ramps	Curb Ramp - flared sides have 1:10 maximum slope	1:10	n/a
Parking Lot - Curb Ramps	Curb Ramp - are there colour contrasted, tactile walking surface indicators (TWSI) at the bottom of the curb ramp	yes/no	n/a
Parking			
Parking Lot	Is there at least one Type A (Van) Accessible Parking space which is clearly marked as "Van Accessible"	yes/no	no
Parking Lot	Type A (Van) Accessible Parking spaces - minimum 3400 mm wide	3400 min	no
Parking Lot	Type B Accessible Parking spaces - minimum 2400 mm wide	2400 min	yes
Parking Lot	Does each accessible parking space have an access aisle adjacent (1500 mm minimum) with high tonal contrast diagonal lines?	yes/no	yes
Parking Lot	Are the accessible spaces clearly marked on the ground and on a signpost with the international symbol for accessibility?	yes/no	yes
Parking Lot - Curb Ramps	Is there a level transition or blended curb / ramp from the accessible parking spaces to the sidewalk?	yes/no	n/a
Exterior Signage			
Exterior Signage	Exterior Signage - is the building name and address clearly marked on exterior signage located on the main of travel?	yes/no	no
Exterior Signage	Exterior signage - is there directional signage from parking and main routes of travel indicating the location of the accessible entrance(s)?	yes/no	no
Exterior Signage	Exterior signage - is there directional signage at each non-accessible entrance indicating the location of the accessible entrance(s)?	yes/no	n/a
Exterior Signage	Exterior Signage at Accessible Ramps - is there signage with the international symbol of access?	yes/no	no

HIGH LEVEL BARRIER FREE CHECKLIST (Exterior Components Only)

Component	AODA Guideline	Passes?	Notes
Accessible Entrances			
Exterior Doors	Is there at least one accessible entrance?	yes/no	Yes
Exterior Doors	Is there signage clearly indicating with the international symbol for accessibility, that this is an accessible entrance?	yes/no	No
Exterior Doors	Is there a weather canopy/covering provided leading into the entrance of the accessible entrance?	yes/no	Yes
Exterior Doors	Vision panel in the door is to start maximum 900mm from the ground	900 max	Yes
Exterior Doors	Accessible Entrance - minimum 860mm clear width	860 min	Yes
Exterior Doors - hardware	Accessible Entrance - is there a power door operator?	yes/no	Yes
Exterior Doors - hardware	Accessible Entrance - Is the power door operator in a clear, visible position with the international accessible symbol clearly marked	yes/no	not assessed
Exterior Doors - hardware	Power Door Operator - face dimension minimum of 150 diameter found / 50 mm x 100mm rectangular	150 dia / 50x100	not assessed
Exterior Doors - hardware	Power Door Operator - hand button located 900 - 1100 high measured from floor to centre of button	900-100	not assessed
Exterior Doors - hardware	Power Door Operator - foot button located 200 - 900 high measured from floor to centre of button	200-900	not assessed
Exterior Doors - hardware	Power Door Operator - located 600-1500mm from the maximum door open position	600-1500	not assessed
Exterior Doors	Is there a vestibule?	yes/no	Yes
Exterior Doors	Vestibules - Where there are doors in series minimum 2135 clearance between doors	2135 min	not assessed
Interior Path of Travel Main Circulation Routes			
Floor finishes	Path of Travel - main circulation routes minimum width	1100	yes
Floor finishes	Path of Travel - main circulation routes minimum headroom clearance	2100	yes
Floor finishes	Path of Travel - main circulation routes slip resistant	yes/no	yes
Interior doors - hardware	Path of Travel - is door opening hardware on entrance, vestibule and room doors easy to grasp and use - ie. Level handled type?	yes/no	yes
Interior Ramps			
Interior Ramps	Interior Ramps - Minimum Clear width measured between railings	900	yes
Interior Ramps	Interior Ramps - Firm and stable ramp surface	yes/no	yes
Interior Ramps	Interior Ramps - Slip resistant ramp surface	yes/no	yes
Interior Ramps	Interior Ramps - Maximum running slope 1:12	1:12	not assessed - likely no
Interior Ramps	Interior Ramps - is there a colour contrasted strip or pattern to indicate top and bottom of ramp?	yes/no	Yes
Interior Ramps	Interior Ramps - clear and level landing dimension (top, bottom and landings) 1670x1670mm	1670 x 1670	Yes
Interior Ramps - Handrails	Interior Ramp Handrails - on both sides of Ramp	yes/no	Yes
Interior Ramps - Handrails	Interior Ramp Handrails - continuous along entire length?	yes/no	Yes
Interior Ramps - Handrails	Interior Ramp Handrails - Tubular Handrail diameter range 30-40mm	30-40	No
Interior Ramps - Handrails	Interior Ramp Handrails - Handrail measure ramp to top of handrail range 865-965mm	865-965	Yes
Interior Ramps - Handrails	Interior Ramp Handrails - Does the handrail protrude, end abruptly or create a hazard where it ends	yes/no	Yes
Interior Ramps - Handrails	Interior Ramp Handrails - Handrail extends minimum 300mm past ramp end at top and bottom	300	Yes
Interior Ramps - Handrails	Interior Ramp Handrails - Between Handrail and any wall to which it is attached, minimum clearance 50mm	50	n/a
Interior Ramps - Handrails	Interior Ramp Handrails - Handrail - Firm and stable?	yes/no	Yes
Interior Ramps - Handrails	Wide Ramps (>2200mm wide) - handrails no further apart than 1650 mm (ie. Is there an intermediary rail present)	yes/no	Yes
Interior Stairs			
Interior Stairs	Interior Stairs - are treads slip resistant?	yes/no	no
Interior Stairs	Interior Stairs - are risers and treads uniform?	yes/no	yes
Interior Stairs	Interior Stairs - rise = 125-180mm	125-180	yes
Interior Stairs	Interior Stairs - run = 280-355 mm	280-355	yes
Interior Stairs	Interior Stairs - are risers (front face) enclosed?	yes/no	yes
Interior Stairs	Interior Stairs - nosing maximum 38mm protrusion	38	yes
Interior Stairs	Interior Stairs - nosing is gradual or rounded (no abrupt trip hazard edges)	yes/no	yes
Interior Stairs	Interior Stairs - 50mm colour contrasting edge extending across the full leading edge of the tread	yes/no	no
Interior Stairs	Interior Stairs - are there colour contrasted, tactile walking surface indicators (TWSI) at the top of each stairway	yes/no	no
Interior Stairs	Interior Stairs - Are there colour contrasted, tactile walking surface indicators (TWSI) at the leading edge of landing where a doorway opens onto the stairs	yes/no	no
Interior Stair - Handrails	Interior Stairs - Handrails - are there handrails on both sides of stairs	yes/no	no
Interior Stair - Handrails	Interior Stairs - Handrails - continuous along entire length?	yes/no	yes
Interior Stair - Handrails	Interior Stairs - Handrails - Tubular Handrail diameter range 30-40mm	30-40	no
Interior Stair - Handrails	Interior Stair Handrails - Handrail measure ramp to top of handrail range 865-965mm	865-965	yes
Interior Stair - Handrails	Interior Stair Handrails - Does the handrail protrude, end abruptly or create a hazard where it ends	yes/no	yes

HIGH LEVEL BARRIER FREE CHECKLIST (Exterior Components Only)

Component	AODA Guideline	Passes?	Notes
Interior Stair - Handrails	Interior Stair Handrails - Handrail extends minimum 300mm past ramp end at top and bottom	300	no
Interior Stair - Handrails	Interior Stair Handrails - Between Handrail and any wall to which it is attached, minimum clearance 50mm	50	n/a
Interior Stair - Handrails	Interior Stair Handrails - Handrail - Firm and stable?	yes/no	yes
Interior Stair - Handrails	Interior Stair Guardrails - Is there a wall or guard outside of the handrails to a minimum height of 900 mm measured from top of guard to top of stair nosing on the stairs and 1070 around the landings	yes/no	no
Interior Stair - Handrails	Wide Stairways (>2200mm wide) - handrails no further apart than 1650 mm (ie. Is there an Intermediary rail present)	yes/no	n/a
	Interior Stairwells		
Interior Signage	Is there tactile/Braille signage on the latch side of each door to indicate floor number.	yes/no	no
	Elevators		
Elevators	Elevators - Is there Braille/ raised print to the left of the call buttons	yes/no	not assessed
Elevators	Elevators - Is there Braille/ raised print on both sides of the door jambs to indicate floor	yes/no	not assessed
Elevators	Elevators - Is there a mirror in the elevator cab to allow view of the entry (ie. back of cab or angled in upper corner)?	yes/no	not assessed
Elevators	Elevators - Is there verbal announcement or audible signal at each floor to indicate floor level?	yes/no	not assessed
Elevators	Elevators - Cab Dimensions 1295x1370mm minimum	1295x1370 min	not assessed
Elevators	Elevators - Door Clear Width 915mm minimum	915 min	not assessed
Elevators	Elevators - buttons (890 minimum and 1220 maximum above the floor measured to the centreline of buttons)	890 - 1220	not assessed
Elevators	Elevators - Handrails provided on all non-access walls are to be 800-920mm from the floor to the top of the handrail	800-920	not assessed
Elevators	Elevators - Handrails are to be spaced 35-45 mm from the wall.	35-45	not assessed
	Service Counters		
Service Counters	Is there an accessible counter or section of counter available	yes/no	n/a
Service Counters	Accessible counter - maximum height 865mm	865 max	n/a
Service Counters	Accessible counter - minimum width 760mm	760 min	n/a
Service Counters	Accessible counter knee space below - minimum 250mm deep	250 min	n/a
Service Counters	Accessible counter knee space below - minimum 700mm high	700 min	n/a
Service Counters	Are there any queuing line barriers / guides?	yes/no	n/a
Service Counters	If yes - clearance of 860mm clear width wherever turnstiles or crowd control gates are used	860 clear width	n/a
	Fire Alarms / Fire Safety		
Fire Alarms - Visual	Does this branch have visual signalling component (as opposed to just audible)	yes/no	no
	Unisex / Family Washrooms		
Universal Washrooms	Is there at least one separate unisex /family washroom provided in the building?	yes/no	yes
Interior Signage	Is there signage on the latch side of the entrance door to the Unisex/Family Washroom with the international symbol of access marked?	yes/no	no
Interior Doors - Hardware	Is there a power door operator provided on the Unisex/family washroom entrance door?	yes/no	
Interior Doors	Unisex/Family Washroom door width - minimum 860 mm clear width	860 min	
Interior Doors	Unisex/Family Washroom minimum interior dimension 1700 x 1700mm	1700x1700 min	
Special Equipment	Is there an adult size change table available in this unisex washroom? (clear space 810 x 1830)	yes/no	
Plumbing Fixtures	Are automatic faucets provided in the washroom?	yes/no	
Plumbing Fixtures	If no automatic faucets, are the faucets lever type?	yes/no/NA	
Plumbing Fixtures	Distance from the edge of the vanity to the faucet - 485 mm max	485 max	
Washroom Vanities	Vanity surface height - 760-840 mm	760-840 mm	
Washroom Vanities	Vanity counter knee space height - 735 mm high minimum	735 min	
Washroom Vanities	Vanity counter knee space width - 760 mm wide minimum	760 min	
Washroom Hardware	Dispensing accessories (towels, dryers etc) dispensing height is 900-1200 mm high measured from floor	900-1200	

HIGH LEVEL BARRIER FREE CHECKLIST (Exterior Components Only)

Component	AODA Guideline	Passes?	Notes
	Washrooms that have an Accessible Water Closet included		
Interior Signage	Is there signage on the latch side of the washroom entrance door with the international symbol of access marked?	yes/no	n/a
Interior Doors - Hardware	Is there a power door operator provided on the washroom entrance door?	yes/no	n/a
Plumbing Fixtures	Are automatic faucets provided in the washroom?	yes/no	n/a
Plumbing Fixtures	If no automatic faucets, are the faucets lever type?	yes/no/NA	n/a
Plumbing Fixtures	Distance from the edge of the vanity to the faucet - 485 mm max	485 max	n/a
Washroom Vanities	Vanity surface height - 760-840 mm	760-840 mm	n/a
Washroom Vanities	Vanity counter knee space height - 735 mm high minimum	735 min	n/a
Washroom Vanities	Vanity counter knee space width - 760 mm wide minimum	760 min	n/a
Washroom Hardware	Dispensing accessories (towels, dryers etc) dispensing height is 900-1200 mm high measured from floor	900-1200	n/a
	Washroom - Accessible Water closet		
Accessible Water Closet	Accessible Water closet minimum dimension 1500 x 1500mm	1500x1500 min	n/a
Accessible Water Closet	Accessible Water closet stall door width - minimum 810 mm clear width	810 min	n/a
Accessible Water Closet	Does the accessible water closet door swing outward?	yes/no	n/a
Accessible Water Closet	Does the accessible water closet door have spring-type or gravity hinges so that the door closes automatically?	yes/no	n/a
Plumbing Fixtures	Accessible Toilet seat height 430-460 mm	430-460	n/a
Washroom Hardware	Are Side grab bars provided beside the toilet?	yes/no	n/a
Washroom Hardware	Toilet paper dispenser to be wall, mounted below the grab bar and 600 mm min height from floor	600 min	n/a
	Washroom - Accessible Urinal		
Washroom Hardware	Is there at least one urinal with a vertically mounted grab bar on each side of the urinal?	yes/no	n/a
	Interior Signage		
Interior Signage	Is there signage with the international symbol of access indicating where the accessible washrooms are located?	yes/no	no
Interior Signage	Is there signage with the international symbol of access indicating where the elevators are located? (if applicable)	yes/no	yes
Interior Signage	Is there signage with the international symbol of access indicating where the ramps are located? (if applicable)	yes/no	n/a
Interior Signage	Do meeting rooms / closed rooms with a door have accessible signage with raised print in Braille on them?	yes/no	no
	Library Specific		
Lighting	Lighting at Book Stack areas - minimum of 200 lux (20 ft. candles) at the floor	200 lux min	not assessed

APPENDIX E

MECHANICAL EQUIPMENT LIST

MECHANICAL EQUIPMENT LIST

Town of Bracebridge

Project Number: 161011724

Project Information

Site Address	94 Manitoba Street, Bracebridge, Ontario
Total Gross Sq. Ft.	545 sq.m. (5,860 sq.ft.)
Number of Buildings	1
Year Built	1908
Age	109

[illegible]

PROPERTY CONDITION ASSESSMENT REPORT

Appendix F
Capital Reserve Table
April 27, 2018

APPENDIX F

CAPITAL RESERVE TABLE

CAPITAL RESERVE TABLE
Town of Bracebridge

Project Information

Site Address	94 Manitoba Street, Bracebridge, Ontario				
Total Gross Sq. Ft.	9,731	Year Built	1908	Reserve Term (years)	20
Number of Buildings	1	Age		Assumed Inflation	3%

Identified Costs

Report Section	Building Component	Expected Useful Life	Effective or Actual Age	Remaining Useful Life	Unit Rate	Quantity	Replace or Repair	Immediate	Years 1 to 5					Years 6 to 10				
									Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
1	Site																	
IMM.1	Pothole Repair	n/a	n/a	n/a	Allowance		Replace	\$500										
IMM.2	Drainage	n/a	Unknown	0	Allowance		Replace	\$5,000										
1.1	Asphalt Paving	20	Unknown	0	Allowance		Replace		\$30,000									
2	Structure																	
	No Capital Items identified																	
3	Roof																	
IMM.3	Roof access	n/a	n/a	0	Allowance		Replace	\$2,000										
3.1	Shingle Roof	15	3	0	Allowance		Replace											
4	Walls & Windows																	
4.1	Windows	30 to 35	33	2	Allowance		Replace						\$135,000					
4.2	Sealant	10 to 15	Unknown	0	Allowance		Replace		\$12,500									
5	Interior Finishes																	
	No Capital Items identified																	
6	Mechanical																	
6.1	HVAC	15 to 20	7	11	\$2000/ton	16 tons	Replace											
7	Electrical																	
7.1	Distribution System	N/A	Unknown	0	Allowance		Replace			\$10,000								
8	Fire, Life-Safety																	
8.1	Fire Alarm Panel	20	Unknown	10	\$20,000	1 ea	Replace					\$20,000						
9	Conveyance																	
9.1	Elevator Upgrade	30 to 40	33	0-7	Allowance		Replace			\$150,000								

Capital Reserve Analysis

	Inflated	Uninflated
Average Cost / Year	\$26,022.29	\$22,225.00
Average Cost / Year / Sq. Ft.	\$2.67	\$2.28

Total Costs

Totals (Uninflated)	\$7,500	\$42,500	\$160,000	\$	\$20,000	\$135,000	\$	\$	\$	\$	\$
Totals (Inflated)	\$7,500	\$43,775	\$169,744	\$	\$22,510	\$156,502	\$	\$	\$	\$	\$

Notes

None.

CAPITAL RESERVE TABLE
Town of Bracebridge

Project Information

Site Address	94 Manitoba Street, Bracebridge, Ontario				
Total Gross Sq. Ft.	9,731	Year Built	1908	Reserve Term (years)	20
Number of Buildings	1	Age		Assumed Inflation	3%

Identified Costs

Report Section	Building Component	Expected Useful Life	Effective or Actual Age	Remaining Useful Life	Unit Rate	Quantity	Replace or Repair	Years 11 to 15					Years 16 to 20					Total
								Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	
1	Site																	
IMM.1	Pothole Repair	n/a	n/a	n/a	Allowance		Replace											
IMM.2	Drainage	n/a	Unknown	0	Allowance		Replace											
1.1	Asphalt Paving	20	Unknown	0	Allowance		Replace											\$30,000
2	Structure																	
	No Capital Items identified																	
3	Roof																	
IMM.3	Roof access	n/a	n/a	0	Allowance		Replace											
3.1	Shingle Roof	15	3	0	Allowance		Replace			\$45,000								\$45,000
4	Walls & Windows																	
4.1	Windows	30 to 35	33	2	Allowance		Replace											\$135,000
4.2	Sealant	10 to 15	Unknown	0	Allowance		Replace									\$10,000		\$22,500
5	Interior Finishes																	
	No Capital Items identified																	
6	Mechanical																	
6.1	HVAC	15 to 20	7	11	\$2000/ton	16 tons	Replace	\$32,000										\$32,000
7	Electrical																	
7.1	Distribution System	N/A	Unknown	0	Allowance		Replace											\$10,000
8	Fire, Life-Safety																	
8.1	Fire Alarm Panel	20	Unknown	10	\$20,000	1 ea	Replace											\$20,000
9	Conveyance																	
9.1	Elevator Upgrade	30 to 40	33	0-7	Allowance		Replace											\$150,000

Capital Reserve Analysis

	Inflated	Uninflated
Average Cost / Year	\$26,022.29	\$22,225.00
Average Cost / Year / Sq. Ft.	\$2.67	\$2.28

Total Costs

Totals (Uninflated)	\$32,000	\$	\$45,000	\$	\$	\$	\$	\$	\$10,000	\$	\$444,500
Totals (Inflated)	\$44,295	\$	\$66,084	\$	\$	\$	\$	\$	\$17,535	\$	\$520,446

Notes

None.

Completed by: AD

Reviewed by: GC