

# **Property Condition Assessment**

(ASTM E 2018-08)

Audubon Road Commercial Office Property  
Audubon Road, Wakefield, MA

Prepared for:  
Audubon Commercial Realty, LLC  
Union Square, Somerville, MA

Prepared by:  
Nilsson + Associates Architects, LTD  
411A Highland Avenue  
Suite 326  
Somerville, MA 02144-1538

September 11, 2012  
NAA Project No. 0130010

Sample

# Property Condition Assessment

Audubon Road Commercial Office Property  
2-4 Audubon Road, Wakefield, MA

11-Sep-2012

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## Letter Sample

September 11, 2012

Audubon Road Commercial Office Property  
Audubon Road, Wakefield, MA

RE: Property Condition Assessment- Audubon Road Commercial Office Property  
Audubon Road, Wakefield, MA

Dear Audubon Commercial Realty:

Nilsson + Associates Architects has completed a Property Condition Assessment (PCA) of the above referenced property. The report was conducted according to the scope of work described in our client-approved service proposal, based upon the ASTM Guide E 2018-08 at a level of detail that was deemed appropriate for the particular property.

Nilsson + Associates Architects certifies that this report is true and accurate to the best of its knowledge. We trust that you will find this report to be a useful part of your pre-transfer or pre-lending due diligence investigations of the subject property. Please do not hesitate to call us if you have any questions about this report, or if you would require clarifications.

Sincerely,  
Nilsson + Associates Architects

Richard Nilsson, Registered Professional Architect, LEED AP  
President/CEO Nilsson + Associates Architects  
PCA Reviewer



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# Property Condition Assessment

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## I. Summary

### I.1. Property Summary

Property Name: Audubon Road Commercial Office Building

Property Address: 2-4 Audubon Road,

County/City/State/Zip: Wakefield, MA

Property Usage: Commercial Office / Adult Day Care

Based upon the walk-through of the subject property conducted by Nilsson + Associates Architects, the following near-term improvements and/or capital improvements are indicated;

#### REQUIRED IMPROVEMENTS

#### REPAIR / REPLACEMENT ITEMS & INDICATIVE COST

Façades	\$3,300.00
Finishes	\$24,468.75
Fixtures	\$5,395.00
ME	\$12,650.00
Roof	\$14,625.00
Site	\$2,100.00
Totals	\$102,977.50

Property Condition Assessment – Audubon Commercial Realty, LLC

Audubon Road Commercial Office Property

Audubon Road, Wakefield, MA



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## 1.2. Property Description

The site comprises a land area of approximately two (2.0) acres of fairly level, somewhat irregular topography. It is located at the interchange of Mass Rt. 128 that serves the town of Wakefield.

The Flood Hazard Area designation appears to be primarily within zone C, however part of the site area may be in flood zone A as the line bordering the two zones crosses the sight.

Environmental: The site is not listed on the Massachusetts DOE list of Waste Sites / Reportable Releases as available on the web. The site zoning is Industrial (I), and site Utilities include; municipal electric, gas, water and sewer.

It is notable that a new golf course is approved for development on the immediately adjacent lot/site. Details of that development's future impacts on the site are outside the scope of this assessment.

The site is improved by a single-story Office building of approximately 20,230 square feet and a parking lot accommodating approximately 80 spaces. The building was originally constructed in 1967-68 as an R&D Facility; it is currently occupied as the corporate offices and provider facilities of a multi-site Adult Day Care franchise.

The foundation is conventional poured-concrete, with a superstructure of steel columns and long-spanning open-web steel joist framing.

The building envelope comprises exterior brick masonry walls with commercial grade aluminum metal windows, store front framing and doors, and the roof is an insulated, light corrugated metal roof deck with membrane roofing mechanically fastened to the deck through rigid insulation.

Mechanical and Electrical systems are conventional and typical for the period and are detailed in their respective sections of this report.

## 1.3. General Physical Condition

General Condition: S-Satisfactory

Level of Maintenance: S-Satisfactory

## 1.4. Recommendations & Discussion

### Roof:

Immediate investigation and repairs are required at the western roof edge (and exterior wall) at the west wall to locate and fix minor water damage that is affecting the interior walls in several offices. The indicative costs for these repairs/replacements have been included in the Immediate Needs Table.

The entire roof membrane will likely require complete replacement within the next five years. An indicative roof replacement cost is included in the Reserve Table.

### Façade:

The exterior brick masonry walls, commercial-grade windows and doors were found to be in satisfactory condition generally (excepting some minor water staining in several offices along the west exterior wall). Masonry mortar joints are complete and appear to have been re-pointed at some point in the recent past. Calking around the window frames and storefront framing is integral and functioning, but appears to be brittle generally and should be removed and replaced in the near term. Indicative costs for exterior sealant repairs are included in the Immediate Needs Table.

### Finishes:

The finishes through out were installed with the renovations done at the start of the current tenancy, in 2007. New carpets and paint will be required prior to the next occupancy. Estimated costs for these repairs are included in the Immediate Needs Table.

Given expected useful life of 5-7 years for carpeting and 10-15 years for vinyl composition tile, periodic replacement will be required during the loan term; an indicative amount is included in the Reserve Table.

### Plumbing:

Washroom lavatories are corroded and require replacement in the near term.

## 2. Purpose, Scope and Limitation

### 2.1. Purpose

Nilsson + Associates Architects has been contracted to conduct a baseline property condition assessment (PCA) of the improvements located on a parcel of commercial real estate by performing a walk-through survey and conducting the research as outlined in the service agreement.

Our goal in conducting the survey of the property was to identify and communicate physical deficiencies to our client. Physical deficiencies being limited to the presence of conspicuous defects or substantial deferred maintenance of a subject property's physical systems, components, or equipment as observed during a walk-through survey.

### 2.2. Scope of Work

Nilsson + Associates Architects conducts assessments in general accordance with E 2018-08, the ASTM Standard Guide for Property Condition Assessments (PCA) and industry standards. The specific scope of work of a particular PCA follows the particular consulting agreement. To identify apparent deficiencies of a subject property Nilsson + Associates Architects will typically complete the following:

Document Review and Interviews – of readily available records or documents, and of responsive property owners, managers, brokers and/or regulatory persons. Documents reviewed include building certificates of occupancy, recorded building and/or fire code violations.

Nilsson + Associates Architects will request that the property owner, manager or occupant identify a person who is knowledgeable about the property maintenance and repair history. This person is interviewed about the cost and scope of historical repairs, preventive maintenance, pending repairs and any litigation related to the property.

Nilsson + Associates Architects provides the owner representative with a property questionnaire, and reviews the following as available; Certificate of Occupancy, inspection records, product specifications, warranties, equipment manuals, service contracts, utilities bills, repair and/or improvement records/bills., outstanding/current/recorded building, fire and zoning code violations and previously prepared assessment reports.



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Additional records that may be reviewed include; building turnover records, building rent roll, leasing literature, listing for sale, marketing/promotional literature such as photographs, descriptive information, reduced floor plans, etc., and drawings and specifications (as-built or construction).

Walk-Through Survey – This PCA is based on conditions readily apparent to a reviewer during a site visit and building walk-through. Nilsson + Associates Architects does not comment upon any conditions not perfectly observable and accessible without undertaking removals, demolition or the use of scaffolding or any other special staging.

The Mold Survey is limited to visual observations during the walk through and should not be considered comprehensive. Concealed areas behind/within walls or in any other generally inaccessible area are not assessed. Therefore, any statement that no mold was observed does not indicate that mold is not present.

Building conditions are rated according to the following: 1) Poor - Requiring action immediately or within one year; 2) Fair - Serviceable, but requires maintenance, repair or replacement during the loan term; 3) Good - No major signs of age or wear, repair or replacement may be required during the loan term; or 4) Excellent – Apparently in new or like new condition.

## 2.3. Limitations

Only such records and information that can be obtained readily from standard sources is reviewed. Information not practically reviewable or not provided in a reasonable time will not be used to complete the PCA. Nilsson + Associates Architects has no obligation to review information that is provided after the date required in the PCA Services Agreement. It is understood that information will be provided within ten (10) business days of the source receiving a particular inquiry, without in-person requests or unusual costs being required.

Standard assessment services exclude regulatory or code compliance reviews and these services are not undertaken unless these additional services are specifically contracted.

## 2.4. Non-Access Disclosure

Nilsson + Associates Architects walked around the building at ground level, observing the exterior walls, parking lot and sidewalks, we walked through the interior spaces including; common corridors, offices, lobbies, conference rooms, toilet/wash rooms, mechanical rooms, storage areas, and the roof.

Inaccessible Areas: No areas were inaccessible

Exceptions/Deletions from Scope: None



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PCA Reviewer: Richard Nilsson, Architect, LEED AP

Field Observer: Gerry Sullivan

Date of Inspection: May 3, 2011

Weather Conditions: Overcast & warm, 65 deg f

Property Contact: Mr. John Doe, property manager

Questionnaire respondent: Ms. Jane Smith, owner representative

The questionnaire is attached as an Appendix

## 2.5. User Reliance

Nilsson + Associates Architects agrees that the Client, the property Owner, their respective agents and assigns, may rely upon the Property Condition Assessment as a due diligence instrument regarding the conveyance of the Property.

## 3. Property Description

### 3.1. Property Details

Property Size: +/- 87,120 square feet (2 acres)

Source: Wakefield, MA Assessing Department

Property Usage: Commercial Office Building

Number of Buildings: One single-story building

Number of Units: Varies – Dividable

Date of Construction: The building was constructed in 1967

Building Size: 20,230 square feet

Legal Description:

A legal description is included in the most current deed associated with the subject property, which is available online at [masslandrecords.com](http://masslandrecords.com) in the database for South Middlesex County. The deed document details:

DEED Doc# 1301881, Town Book/Page:01278/7, File Date: 12/03/2003

Property-Street Address and/or Description: 2-4 AUDUBON RD LOT 27

Registered Land Certificate(s)-Cert# Book/Pg: 229739 4/7



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## 3.2. Utilities and Service Providers

Water & Sewer: Wakefield Water & Sewer  
Steven Fitzpatrick, Water & Sewer Supervisor  
William J. Lee Memorial Town Hall  
1 Lafayette Street, Wakefield, MA 01880  
Phone: 781-246-6318, Fax: 781-246-6266

Gas and Electricity:

Wakefield Municipal Gas & Light  
Peter Dion, General Manager  
Eugene J. Sullivan, Assistant Manager  
9 Albion Street, Wakefield, MA 01880  
Phone: (781) 246-6363, Fax: (781) 246-0419

HVAC Maintenance: Connelly Plumbing & Heating

Pest Control: N/A

Landscaping: N/A

Fire Extinguishers/Alarm: Service Co.

Security: Internal

Elevator Maintenance: N/A

Roof Maintenance: USA Roofing

Electrical Maintenance: Bent Electrical Contractors

Plumbing Maintenance: Connelly Plumbing & Heating

## 3.3. Neighboring Properties

The property is within the Wakefield industrial office park with several office and industrial buildings nearby. The Colonial Golf Course and a Sheraton Hotel (280-rooms) are close by. A new office and retail community is slated to be developed on 68 acres of the Colonial Golf Course Site. Source: Lee A. Phalen, Appraisal for 2 Audubon Rd.

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## 4. Code Compliance

### 4.1. Municipal Departments

Building Inspector Office

John Roberto, Building Inspector

Gail Conroy, Department Secretary

William J. Lee Memorial Town Hall

1 Lafayette Street, Wakefield, MA 01880

Phone: (781) 246-6388, Fax: (781) 224-5020

Fire Department

Michael Sullivan, Chief

One Union Street, Wakefield, MA 01880

Phone: (781) 246-6435, Fax: (781) 246-6433

Nilsson + Associates Architects requested in writing that the Wakefield Building Department disclose any outstanding violations, citations or other current notices from the municipality respecting the Property. At the date of publishing this report no response has been received from the building inspector.

Nilsson + Associates Architects visited the building department and pulled the entire file for the property; based upon our review of the paper records on file in the department there appear to be no outstanding violations or citations respecting the Property.

## 5. Property Grounds

### 5.1. Topography and Drainage

Observations:

The site is a fairly level, with somewhat irregular topography, planted with grass and a few trees.

Comments:

Drainage appears adequate. No evidence of ponding in the parking lot or the landscaped areas was observed or reported.

Assessment:

No major site issues or concerns were observed or reported.

## 5.2. Paving and Curbing

Observations:

Site Entry/Egress: One entry and egress points are available and functioning. No entry or egress problems were noticed or reported.

Parking: More than 200 parking spaces are available, in one large parking lot adjacent to two sides of the building. These have not been filled to capacity according to the current tenant.

No curbs were observed on site.

No parking problems were noticed or reported.

Concrete perimeter walks: There are paved, concrete walks, constructed on grade around two sides of the building and connecting the main and secondary entry/egress doors.

Comments: New striping is indicated, the existing striping is faint/faded near the building and either missing or badly faded at the far side of the lot.

Asphaltic Pavement: The pavement has minor cracking, but is in good shape generally and appears to have been resealed in the past ten years, perhaps immediately before the current tenant took occupancy. No notable depressions or potholes in the parking lot were noticed or reported.

Concrete walks were noted to be in good condition, flat and aligned with no significant cracking,

Trip Hazards: No tripping hazards were observed or reported.

Assessment:

No repairs to the pavement or curbing were observed or reported.

## 5.3. Landscaping and Appurtenances

Observations:

Landscaping: The landscaping is minimal including; several trees planted in the grassy lawn that surrounds either the building or the parking lot and extends to the lot lines and bounding road.

There is no sprinkler system.

Exterior Lighting includes only exterior wall-mounted light lights at the entry/exit doors. Municipal Street lighting provides lighting at the drive to main road intersection and provides limited lighting for the internal drive.

There are no fences or walls associated on the site.

One large, custom, painted wood and metal entry sign identifies the building address and tenant. It is mounted into the ground at near the main road and adjacent to the entry drive.

Comments:

Site conditions are generally good, the grounds are maintained. There are no overgrown or dead trees or other plantings, damaged fences/signs

Assessment:

No landscaping concerns were observed or reported.

## 5.4. Ancillary Structures

N/A There are no Ancillary Structures

## 6. Frame and Envelope

### 6.1. Substructure

Observations:

The foundation is reported to be a conventional, poured-concrete perimeter wall on conventional footings, with an interior, slab-on-grade concrete subfloor and point footings under the interior steel structural columns.

Comments:

The exterior wall is plumb, level and shows no signs of uneven settlement, cracking or other stress due to movement. The floor slab shows no signs of unusual movement where the interior columns meet the top of the floor slab. The roof top appears to slope appropriately to the two roof drains.

Assessment:

No problems with the substructure were observed or recorded.

### 6.2. Superstructure

Observations:

The building superstructure comprises interior steel columns supporting long-spanning open-web steel joists, these joists bearing on columns at the interior and upon columns partly enclosed within the exterior wall. The roof structure is a light corrugated metal roof deck on the steel joists.

Comments:

All the structural elements observed appear to be plumb, level and integral.

Assessment:

No problems with the building superstructure were either observed or reported.

## 6.3. Roofing

### Observations:

The membrane roofing system is complete and does not show any obvious penetrations or discontinuity.

### Comments:

The roof is made from a discontinued membrane material; it is not compatible with current EPDM materials. The roof is no longer in warranty and cannot be repaired in-place with conventional products and techniques.

### Assessment:

The roof membrane will likely require complete replacement within the next five years. Immediate investigation and repairs are required at the western roof edge (and exterior wall) at the west wall to locate and fix minor water damage that is affecting the interior walls in several offices.

## 6.4. Facades

### Observations:

The building envelope comprises exterior brick masonry walls with commercial grade aluminum metal windows, store front framing and doors, and the roof is an insulated, light corrugated metal roof deck with membrane roofing mechanically fastened to the deck through rigid insulation.

### Comments:

The exterior brick masonry walls, commercial-grade windows and doors were found to be in satisfactory condition generally (excepting some minor water staining in several offices along the west exterior wall). Masonry mortar joints are complete and appear to have been re-pointed at some point in the recent past.

### Assessment:

Calking around the window frames and storefront framing is integral and functioning, but appears to be brittle generally and should be removed and replaced in the near term.

An indicative cost to re-seal around metal windows and framing is included in the Needs Table.

## 7. 7.0 Interior Elements

### 7.1. Finishes

#### Observations:

Floor finishes are a mix of adhered, vinyl composition tile (VCT) in common areas, carpet in office and conference rooms and limited ceramic tile on walls and floors of toilet and service rooms.

Partitions and walls painted drywall, with adhered vinyl base, with no other treatments excepting ceramic wall tile in two service closets only.

Ceilings are typically conventional, 2'x2' drop-in acoustic ceiling panels in light metal hung ceiling grid system. Service/mechanical rooms and the main conference room have "hard" ceilings of dry wall.

Comments:

West wall ceiling tiles and wall finishes should be repaired and/or replaced after the investigation and repairs are made to address the apparent leak at the roof edge.

Assessment:

An indicative cost to repair/replace these finishes is included in the Needs Table.

## 7.2. Fixtures

Observations:

Plumbing fixtures are installed in the toilet rooms, the kitchen and the laundry rooms.

Comments:

With the exception of several toilet room lavatory basins all fixtures appear to be in good condition.

Assessment:

Washroom basins are corroded and require replacement in the near term.

An indicative cost to replace these lavatory basins is included in the Needs Table.

## 7.3. Appliances

Observations:

Appliances are limited to industrial style clothing washers and dryers, two each, in the laundry room, a refrigerator, a stove/oven, a microwave and a dishwasher in the kitchenette.

Comments:

Both the kitchen and the laundry rooms were recently renovated. All appliance units are newly installed, approximately three years old and warranted for 15 years parts and labor. These appliances are reported to work well.

Assessment:

No problems with the laundry or kitchen appliances were observed or reported.

## 8. 8.0 Plumbing, Mechanical & Electrical

### 8.1. Plumbing

Observations:



Conduit: The supply lines are copper. No other supply piping materials were observed or noted. The drainage and ventilation lines are a combination cast iron below grade with copper and PVC above grade. Domestic Hot water is provided by a single 80 gallon electric water heater. Water and sewer are municipal. There are no wells or septic systems on the site. No buried plumbing was noted; all of the drains are gravity-fed, with no mechanical pumping or evacuation required.

Comments:

The domestic/sanitary plumbing systems are reported to function and appear to be in good working order.

Assessment:

No major Plumbing System problems or repair requirements were observed or reported

## 8.2. Heating, Ventilation and Air Conditioning

Observations:

Heating and cooling is provided by two 40-ton rooftop air conditioning units installed in 1983. These RTUs are VAV style units, with timed-cycle controllers distributing a mix of outside and exhaust air conditioned to 55 deg f.

The units are at the end of their estimated useful life. The owner's representative describes the units as old, but serviceable. There are two additional, small AC units serving the conference rooms and the main lobby area directly.

Comments:

No CFC refrigerant usage was noted or reported. RTUs are due for regular maintenance; drain line, drip pan and coil cleaning, and filter replacement.

As noted above, these units appear to be in working order presently. A single, roof-mounted exhaust fan for the laundry and toilet room areas is not working.

Air-conditioning system components are typical for the building use and appear to function.

All major AC components are presently at the end of their typical life expectancy (+/- 30 years old).

Assessment:

It should be anticipated that minimally, condenser coils for the smaller AC units will require replacement and that the roof top unit compressors will require rebuilding or replacement in the near term.

An indicative cost to complete the indicated mechanical repairs in the Needs Table.

## 8.3. Electrical

Observations:

The main electrical service is 277/480 volt, 3 phases, 4 wire service, rated 600 amps. There are two 120/208 volt distribution panels rated of 200 amps each. Wiring is observed and reported to be copper only, throughout the building. Overload protection is by conventional circuit breakers. GFCI receptacles were observed in the toilet rooms.

Comments:

No electrical service or system deficiencies were observed or noted. Electrical systems appear to function and to be in good repair. The phase and amperage provided is adequate for general/light office use, and allows some capacity for expansion.

Assessment:

No electrical system problems were observed or reported.

## 9. 8.4 Elevators & Escalators

N/A, no elevators or escalators are present.

## 10. 9.0 Life Safety-Fire Protection/ADA/Mold

### 10.1. Life Safety Systems

Observations:

Commercial grade/wired, smoke and fire detectors are present throughout the building and are connected to the fire panel which is continuously monitored. Pull stations, horns/strobes, fire extinguishers, exit signs and a main fire panel located in the main entry lobby, were all observed.

The building equipped throughout with a hydraulic (wet) sprinkler system, including a sprinkler pump at the service entry.

Portable extinguishers are located in common and maintenance areas including the kitchen and laundry. The extinguisher certificates are current.

There are no security cameras or access control systems.

There is a single Fire hydrant available along the main road and close to the drive.

Comments:

The smoke/fire alarms are tested periodically and are reported to function to specification.

The fire signal panel indicates that the sprinkler pump is inactive. This pump likely requires replacement. Therefore the sprinkler system should be commissioned again after this pump is repaired & reactivated or replaced.

Assessment:

Improvements are required to complete the "fire tops" of partitions enclosing the mechanical room and electrical service entry room (these partitions do not meet the underside of the roof to complete the required separation).

The original door hardware on both the mechanical room and the electrical service entry doors has been changed “pass-thru” door hardware that is inadequate to maintain the required rating of the door. This door hardware must be changed. No non-compliance issues were observed, reported or noted on file at the local building department, respecting the fire protection system, including the detector/alarms and sprinklers.

An indicative cost to repair/replace the mechanical room door hardware and trim, and to complete the partition, “fire-tops” is included in the Needs Table.

## 10.2. Accessibility

Nilsson + Associates Architects conducted a Tier I Accessibility Survey. This visual survey is limited to travel, parking, public toilets, and elevators. Results of this survey are preliminary.

### Observations:

The parking lot appears to be ADA compliant as there are currently two ADA compliant parking spaces and one van-accessible parking space close to the entry. The interior and exterior path of travel appears compliant as the entire building and lot are on one level with no abrupt level changes. The entry doors and vestibules are configured in a compliant fashion, and interior pathways and doors seem adequately sized. There are wheel chair accessible stalls, toilets, grab bars, urinals and lavatories in the toilet rooms. Door trim is typically of compliant, lever-type.

### Comments:

Commercial facilities occupied after January 26, 1993 must be accessible. Alterations made after January 26, 1992, must be made such that the altered portions of the facility are accessible to the extent feasible. There were no observed or reported, inaccessible area either along the path of travel or within the building.

### Assessment:

The Tier II ADA assessment does not reveal any obviously inaccessible areas.

A Tier II ADA assessment would reveal deficiencies regarding ADA compliance or further confirm the building’s ADA compliance.

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## II. Microbial Contamination (Mold)

### II.1. Observations:

No musty odor or dark staining was observed in the areas walked. This finding is not comprehensive concerning the presence of mold. No specific mold inspection or investigation was undertaken, and concealed areas were not examined.

Comments:

The area of leaking at the west wall does not present the odor of mold and does not show any obvious mold growth. No health complaints have been reported.

Assessment:

No water damage or mold growth was observed or reported.

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## 12. Appendices

### 12.1. Appendix I – Photographs



**Exterior Wall 1**  
Entry Overview



**Exterior Wall 2**  
Wall at corner/end



**Exterior Wall 3**  
Main Entry Storefront



**Exterior Wall 4**  
Egress Door



**Exterior Wall 5**  
Secondary Exit Door



**Exterior Wall 6**  
Entry Pathway to Entry Threshold

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**Roof 1**  
Roof Top Unit One



**Roof 2**  
Exhaust Fan



**Roof 3**  
Typical Roof Drain



**Roof 4**  
Vents & DX Unit



**Roof 5**  
Roof Top Unit Two



**Roof 6**  
Exhaust Fans and DX Unit

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**Interiors 1**  
Entry Lobby 1



**Interiors 2**  
Typical Corridor



**Interiors 3**  
Main Lobby



**Interiors 4**  
Secondary Entry Vestibule



**Interiors 5**  
Typical Corridor



**Interiors 6**  
Toilet Corridor

# Property Condition Assessment

Audubon Road Commercial Office Property  
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**Large Common Spaces 1**  
Common/Teaching



**Large Common Spaces 2**  
Common/Therapy



**Toilet Rooms 1**  
ADA Toilet Room



**Toilet Rooms 2**  
Typical Stalls



**Toilet Rooms 3**  
Wall Mounted



**Water Heater 1**  
Hot Water-1



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## 12.2. Appendix 2 - Maps + Drawings



Site Map I



Aerial Site Plan I

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## 12.3. Appendix 3 – Questionnaire

<http://www.nilssonassociates.us/media/PDFs/PCAs/PCA%20Building%20Questionnaire-Web.pdf>

Sample

**n+a**  
Architects

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Web: <http://www.nilssonassociates.us>

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## 12.4. Appendix 4 - Regulatory

N/A There are no outstanding building code violations on record at the local Inspectional Services Department.

Sample



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## 12.5. Appendix 5 – Indicative Costs

System	Needs Observed	Indicative Costs			Subtotals	Notes
		Year One	Years 2-5	Years 5-10		
Façade	Recalk/reseal around windows and storefront entries	\$3,300.00			\$3,300.00	
<b>Subtotals</b>		<b>\$3,300.00</b>				
Finishes	replace/repair wall finishes at west offices	\$11,550.00			\$11,550.00	
Finishes	Replace/Repair ceilings west wall offices	\$6,600.00			\$6,600.00	
Finishes	mechanical room door hardware and trim	\$750.00			\$750.00	
Finishes	fire rated partition "fire-tops"	\$5,568.75			\$5,568.75	
<b>Subtotals</b>		<b>\$24,468.75</b>				
Fixtures	Washroom lavatories	\$4,620.00			\$4,620.00	
Fixtures	toilet room exhaust fan	\$775.00			\$775.00	
<b>Subtotals</b>		<b>\$5,395.00</b>				
ME	the sprinkler pump is inactive	\$1,675.00			\$1,675.00	
ME	Replace Rebuild (2) VAV RTUs		\$7,750.00		\$7,750.00	
ME	Replace/Rebuild (2) DX Cooling RTUs		\$3,225.00		\$3,225.00	
<b>Subtotals</b>		<b>\$1,675.00</b>	<b>\$10,975.00</b>		<b>\$12,650.00</b>	
Roof	Investigate repair west roof edge	\$2,800.00			\$2,800.00	
Roof	Remove and install new Membrane Roof		\$14,625.00		\$14,625.00	
<b>Subtotals</b>		<b>\$2,800.00</b>				
Site	parking lot striping	\$2,100.00			\$2,100.00	
<b>Totals</b>		<b>\$77,377.50</b>	<b>\$36,575.00</b>		<b>\$113,952.50</b>	

## 12.6. Appendix 6 – Personnel

### 12.6.1. Richard Nilsson, Architect

Richard has over 20 years of experience as an architect for new facilities as well as many restoration and renovation projects, including the Adaptive Reuse of existing facilities. Because Richard has such a broad base of experience with many different types of buildings, and building systems, he is uniquely qualified to perform Property Conditions Reporting Services. He has led many projects from pre-design surveys through to construction documents, and has provided construction phase oversight and construction administration for new and old buildings of many types.

*Richard's experience allows him to see quickly where building systems show distress and he has the knowledge and experience to understand which problems will require costly and/or time consuming repairs.*

#### Registrations

Massachusetts Registration No. 10337  
New York License: No. 025912  
NCARB: Certification No. 50,856,  
Kuwait Society of Engineers No. 20006

#### Experience

Nilsson + Associates Architects-Founder/Design Principal  
SSH International, Subhan, Kuwait-Principal Design Architect  
Perkins + Will, Boston, Massachusetts-Associate/Project Architect/Manager  
HMFH Architects, Cambridge, Massachusetts-Architect  
Beacon Architectural Associates, Boston, Massachusetts-Architect

#### Education

Syracuse University School of Architecture, Syracuse, New York  
BARCH I, Professional Architectural Degree

#### Affiliations

AIA/BSA's International & Urban Design Committees  
Greater Boston Chamber of Commerce/Development Committee  
Somerville Chamber of Commerce/Government Relations Committee

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## 12.6.2. Gerry Sullivan

Gerry is qualified as an expert architectural technician by over 20 years of practice in architecture. Gerry has surveyed, measured and documented many buildings implementing and using various CADD systems for surveying, design and production.

*Gerald is expert in conducting Architectural Surveys with advanced software tools and in linking CADD information with relational databases for analysis and reporting. He manages the Nilsson + Associates Architects' Architectural Surveying, document production & IT Quality standards.*

### Experience

Nilsson + Associates Architects-Director IT + Production Manager  
Luchetti Associates, Cambridge, MA-IT Systems Administrator  
Beacon Architectural Associates, Boston, MA-CADD Manager  
Anthony Tappé & Associates, Inc., Boston, MA-CADD Manager

### Education

University of Massachusetts at Amherst  
Bachelor of Science in Environmental Design, 1985

### Affiliations

Affiliate Member Boston Society of Architects  
Revit user group/BSA  
IT Wizards group/BSA  
Arlington Chamber of Commerce



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