PROPERTY CONDITION ASSESSMENT
CONVENT OF THE IMMACULATE HEART

SISTERS OF THE GOOD SHEPHERD
7654 NATURAL BRIDGE ROAD
NORMANDY, MISSOURI 63121

Prepared for:

HOFFMAN, LLC
122 EAST COLLEGE AVENUE, SUITE 1G
APPLETON, WI 54912

Prepared by:

CRITERIUM
ENGINEERS

22 MONUMENT SQUARE
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Walk-Through Survey Performed, November 19, 2013
Final submittal January 24, 2014
CONTENTS:

1.0 EXECUTIVE SUMMARY .......................................................1
1.1. GENERAL DESCRIPTION ..................................................1
1.2. PROPERTY PROFILE .....................................................1
1.3. GENERAL CONDITION ....................................................2
1.4. MATERIAL DEFICIENCIES ...............................................2
1.5. RECOMMENDATIONS .....................................................2

2.0 PURPOSE & SCOPE ..........................................................3
2.1. PURPOSE ..................................................................3
2.2. SCOPE & METHODOLOGY ...............................................3
2.3. SOURCES OF INFORMATION .............................................4
2.4. STANDARDS OF REFERENCE .............................................4

3.0 DESCRIPTION ...............................................................5

4.0 SITE IMPROVEMENTS .......................................................6
4.1. TOPOGRAPHY ..............................................................6
4.2. STORM DRAINAGE .......................................................6
4.3. PAYING & CURBING .....................................................7
4.4. FLATWORK ...............................................................7
4.5. LANDSCAPING & APPURTENANCES ....................................7

5.0 STRUCTURE & EXTERIOR ..................................................8
5.1. SUBSTRUCTURE .............................................................8
5.2. SUPERSTRUCTURE ........................................................8
5.3. EXTERIOR .................................................................8
5.4. ROOFING .................................................................9

6.0 MECHANICAL SYSTEMS ....................................................9
6.1. PLUMBING SYSTEMS ....................................................9
6.2. HVAC SYSTEMS ........................................................10
6.3. ELECTRICAL SYSTEMS .................................................10

7.0 SPECIAL SYSTEMS ..........................................................11
7.1. VERTICAL TRANSPORTATION .........................................11
7.2. SECURITY SYSTEMS .....................................................11
7.3. FIRE PROTECTION & LIFE SAFETY ..................................11

8.0 INTERIOR ELEMENTS ......................................................11

9.0 MISCELLANEOUS ...........................................................11
9.1. AMENITIES ...............................................................11
9.2. ADA COMPLIANCE ......................................................12
9.3. REGULATORY COMPLIANCE ........................................12
9.4. MAINTENANCE ..........................................................12

10.0 REPAIR/REPLACEMENT RESERVES ................................13

11.0 LIMITATIONS .............................................................13

APPENDIX A: PHOTOGRAPHS
APPENDIX B: REPAIR/REPLACEMENT RESERVES
APPENDIX C: REFERENCE DOCUMENTS
APPENDIX D: QUALIFICATIONS OF THE ENGINEER
1.0 EXECUTIVE SUMMARY

Criterium Engineers performed a Property Condition Assessment (PCA) of the Sisters of the Good Shepherd residential community located at 7654 Natural Bridge Road, Normandy, St Louis County, Missouri on November 19, 2013 on behalf of Hoffman LLC. The report that follows is based on that inspection.

1.1 General Description

The subject property is located in the central portion of the city of Normandy. Surrounding uses are primarily St Louis County Library Natural Bridge Branch located to the east, Normandy City Hall located to the west and trackage of Metro Link, the area light rail transit system to the south (rear) with the University of Missouri-St Louis campus beyond the Metro Link.

There are several buildings comprising the facilities including the Marie Drostie Residence, Province Center and chapel, Convent of the Immaculate Heart, two vehicle garages, and three garage-maintenance buildings. There are also miscellaneous amenities such as a tennis court located on the property.

This report covers the Convent of the Immaculate Heart buildings within the overall campus.

1.2 Property Profile

<table>
<thead>
<tr>
<th>City:</th>
<th>Normandy, Missouri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>7654 Natural Bridge Road</td>
</tr>
<tr>
<td>Lot Size:</td>
<td>10.42 +/- acres</td>
</tr>
<tr>
<td>Area of Buildings:</td>
<td>+/- 21,885</td>
</tr>
<tr>
<td>Number of Stories:</td>
<td>1</td>
</tr>
<tr>
<td>Number of Tenant Spaces:</td>
<td>42 rooms</td>
</tr>
<tr>
<td>Percent Occupied:</td>
<td>Not provided</td>
</tr>
<tr>
<td>Year Built:</td>
<td>1968-1979</td>
</tr>
<tr>
<td>Building Code:</td>
<td>2006 ICC including the:</td>
</tr>
<tr>
<td></td>
<td>• Building Code,</td>
</tr>
<tr>
<td></td>
<td>• Existing Building Code,</td>
</tr>
<tr>
<td></td>
<td>• Property Maintenance Code</td>
</tr>
<tr>
<td></td>
<td>• Residential Code</td>
</tr>
<tr>
<td>Zoned:</td>
<td>A – Single family (10,000 SF)</td>
</tr>
<tr>
<td>Flood Zone:</td>
<td>FEMA Zone X – Area determined to be outside of the 100- and 500-year flood plains.</td>
</tr>
<tr>
<td>Seismic Zone:</td>
<td>UBC 1997 Zone 2A; a zone possessing a maximum acceleration of 0.16g and is susceptible to moderate damage.</td>
</tr>
<tr>
<td>Parking:</td>
<td>23 vehicles (0 HC)</td>
</tr>
<tr>
<td>Loading Docks:</td>
<td>None</td>
</tr>
</tbody>
</table>

Sisters of the Good Shepherd Residential Community – Convent of the Immaculate Heart
Normandy, St Louis County, Missouri

Page 1
<table>
<thead>
<tr>
<th>Structure:</th>
<th>CMU and brick masonry.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior:</td>
<td>Brick masonry.</td>
</tr>
<tr>
<td>Roof:</td>
<td>single ply, adhered and Metal Terne</td>
</tr>
<tr>
<td>Plumbing:</td>
<td>Public Sewer and Public Water</td>
</tr>
<tr>
<td>HVAC:</td>
<td>multi-unit split system, forced air</td>
</tr>
<tr>
<td>Electric:</td>
<td>800Amp, 120/208V, 3 phase, 4 wire</td>
</tr>
<tr>
<td>Vertical Transportation:</td>
<td>N/A</td>
</tr>
<tr>
<td>Fire Protection:</td>
<td>Cabinet fire extinguishers</td>
</tr>
<tr>
<td>ADA Compliance:</td>
<td>Generally Compliant (Exterior)</td>
</tr>
<tr>
<td>Regulatory Compliance:</td>
<td>Substantially Compliant</td>
</tr>
<tr>
<td>Budgets:</td>
<td><strong>Immediate:</strong> $0</td>
</tr>
<tr>
<td></td>
<td><strong>Short Term:</strong> $24,975</td>
</tr>
<tr>
<td></td>
<td><strong>Long Term:</strong> $277,710</td>
</tr>
<tr>
<td></td>
<td>(Current Dollars)</td>
</tr>
</tbody>
</table>

### 1.3. General Condition

In our opinion, the facility is generally in good to fair condition. At the time of our walk through, the occupancy level appeared low, but all areas appeared serviceable and functional, and housekeeping was being maintained.

The structure was observed to be sound and in good condition considering the age with no significant deficiencies observed.

The building utilizes a split systems that is aging, but still functional with a minimum amount of maintenance and attention.

Asphalt pavement is in good to fair condition with several small areas requiring repair.

### 1.4. Material Deficiencies

Most of the material deficiencies are related to HVAC (heating, ventilation, and air conditioning) systems and are outlined in our Repair/Replacement Reserve worksheet included in the appendix of this report or described in the following paragraphs.

### 1.5. Recommendations

We recommend further study and evaluation of the exterior ADA measures, and the need to upgrade facilities to achieve better compliance with the standards.
<table>
<thead>
<tr>
<th>General Condition</th>
<th>DEFIENCIES</th>
<th>COSTS Current Dollars</th>
<th>Long-Term Years 2-10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Immediate</td>
<td>Short-Term Year 1</td>
</tr>
<tr>
<td>G</td>
<td>SITE</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>G</td>
<td>STRUCTURE AND EXTERIOR</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>F</td>
<td>MECHANICAL SYSTEMS</td>
<td>$0</td>
<td>$2,175</td>
</tr>
<tr>
<td>G</td>
<td>SPECIAL SYSTEMS - Elevators</td>
<td>$0</td>
<td>$300</td>
</tr>
<tr>
<td>G-F</td>
<td>INTERIORS</td>
<td>$0</td>
<td>$22,500</td>
</tr>
<tr>
<td>F</td>
<td>MISCELLANEOUS - ADA</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td>$0</td>
<td>$24,975</td>
</tr>
</tbody>
</table>

TABLE 1: SUMMARY OF ANTICIPATED IMMEDIATE, SHORT-TERM, AND RESERVE REQUIREMENTS

*See both itemized and summary capital budget tables separated for each building and also for site improvements in Appendix B.

2.0 PURPOSE & SCOPE

2.1. Purpose

The purpose of this Property Condition Assessment (PCA) is to determine the current condition of the building envelope, systems, paved areas, utilities, and site improvements, and to establish a preliminary capital reserve for the future. It is intended to be used in support of real estate transactions where the client wishes to know the current condition and future capital requirements.

2.2. Scope & Methodology

We performed the PCA according to the scope as generally defined in ASTM 2018-08 and includes non-scope considerations as requested by Hoffman. The survey is based on interviews with management and local agencies, a review of available documents, and an examination of the building and site, in particular, the foundation and/or slab-on-grade, the roof, the exterior walls, the steel and wood framing, mechanical systems, exterior doors and windows, paved areas, and utilities.

The report contains the following:

- A description of the overall condition of buildings components and systems and conditions that may limit the expected useful life of the buildings and their components.

- Information about significant deficiencies, deferred maintenance items, and material code violations based on a visual survey of the building and grounds, research of documents, and conversations with people who have knowledge about the facility.

The statements in the report are opinions about the present condition of the subject property. They are based on visual evidence available during a diligent inspection of all reasonably accessible areas. We did not remove any surface materials, perform any destructive testing, or move any furnishings. The study is not an exhaustive technical evaluation. Such an evaluation would entail a significantly larger scope than this effort. For
2.3. Sources of Information

We interviewed the following people during our survey:

- Rick Murray, Manager of Maintenance & Housekeeping
- David Schlichtig, Service Technician, Haberberger Mechanical Contractors; servicing mechanical contractor for the facility.

We reviewed the following documents:

- Partial architectural drawing package for Women in Need prepared by Ralph J Nagel, Architects & Planners, dated 5/7/1979; sheets A.0, A.1, and an unidentified piping riser drawing.
- Partial architectural drawing package Convent of the Good Shepherds Retirement Home prepared by Schwarz, Henmi & Zobel Architects, dated 10/10/1973; sheets DR1, D1, F1, CP1, ME1, ME5, M3, M4, E2, E3, E4, & E6.
- St Louis County Dept of Revenue website searching for the Subject: http://revenue.stlouisco.com/tas/

2.4. Standards of Reference

For your reference, the following definitions may be helpful:

**Excellent:** Component or system is in "as new" condition, requiring no rehabilitation and should perform in accordance with expected performance.

**Good:** Component or system is sound and performing its function, although it may show signs of normal wear and tear. Some minor rehabilitation work may be required.

**Fair:** Component or system falls into one or more of the following categories: a) Evidence of previous repairs not in compliance with commonly accepted practice, b) Workmanship not in compliance with commonly accepted standards, c) Component or system is obsolete, d) Component or system approaching end of expected performance. Repair or replacement is required to prevent further deterioration or to prolong expected life.

**Poor:** Component or system has either failed or cannot be relied upon to continue performing its original function as a result of having exceeded its expected performance, excessive deferred maintenance, or state of disrepair. Present condition could contribute to or cause the deterioration of other adjoining elements or systems. Repair or replacement is required.
Adequate: A component or system is of a capacity that is defined as enough for what is required, sufficient, suitable, and/or conforms to standard construction practices.

All ratings are determined by comparison to other buildings of similar age and construction type.

All directions (left, right, rear, etc.) are taken from the viewpoint of an observer standing in front of the building and facing it.

Opinions of probable costs are divided into three categories: Immediate Costs, Short-Term Costs, and Repair/Replacement Reserves.

Immediate Costs - Physical deficiencies that require immediate action as a result of existing or potentially unsafe conditions, building code violations, poor or deteriorated conditions of a critical element or system, or a condition that if left "as is" would result in a critical element or system failure.

Short-Term Costs (0-1 years) - Physical deficiencies including deferred maintenance that may not warrant immediate attention but require repairs or replacements that should be undertaken on a priority basis, taking precedence over routine preventive maintenance work within a zero to one-year time frame. Included are such physical deficiencies resulting from improper design, faulty installation, and/or substandard quality of original systems or materials. Components or systems that have exceeded their expected useful life that may require replacement to be implemented within a zero to one-year time frame are also included.

Repair/Replacement Reserves - Non-routine maintenance items that will require significant expenditure over the life of the mortgage. Included are items that will reach the end of their estimated useful life during the term of the mortgage or in the opinion of the engineer will require attention during that time.

Paul R. Metzler, P.E., performed a Property Condition Assessment (PCA) of the Sisters of the Good Shepherd Residential Community located at 7654 Natural Bridge Road in Normandy, Missouri on November 19, 2013. V. Campbell Grant, P.E., Senior Engineer, Criterium Engineers, reviewed his findings and presents this confidential report for your use.

The subject property is located on the south side of Natural Bridge Road opposite and between the intersections with St Anns Lane and Marietta Drive. The property is bounded by the Natural Bridge Branch of the St Louis County Library to the east, the Normandy City Hall to the west and trackage of the MetroLink (St Louis's light rail system) and University of Missouri – St Louis to the southwest with single-family residential and limited commercial in the surrounding area.

The Sisters of the Good Shepherd is a faith-based organization providing quality housing for women requiring assistance, and for retired nuns, both independent and those requiring health care.
### Table 2: Building Square Footage

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convent of the Immaculate Heart</td>
<td>21,885 SF</td>
</tr>
</tbody>
</table>

The property is served by the following utilities and providers:

<table>
<thead>
<tr>
<th>UTILITY</th>
<th>PROVIDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potable Water</td>
<td>Missouri American Water Company</td>
</tr>
<tr>
<td>Sewer</td>
<td>Metropolitan St Louis Sewer District</td>
</tr>
<tr>
<td>Storm Sewer</td>
<td>Metropolitan St Louis Sewer District</td>
</tr>
<tr>
<td>Electricity</td>
<td>Ameren Missouri</td>
</tr>
<tr>
<td>Gas</td>
<td>Laclede Gas Company</td>
</tr>
<tr>
<td>Oil (Diesel)</td>
<td>Sievkeing Onsite Refueling (Used as</td>
</tr>
<tr>
<td></td>
<td>fuel for generators)</td>
</tr>
<tr>
<td>Phone</td>
<td>AT&amp;T</td>
</tr>
<tr>
<td>Trash</td>
<td>City of Normandy or contract hauler</td>
</tr>
</tbody>
</table>

*The sewer district should be contacted regarding concerns of the main sanitary drain from the property.

### Table 3: Utility Providers

4.0 SITE IMPROVEMENTS

4.1 Topography

**Description**

The building is situated in the central portion of the site and are at a higher elevation, but at the same general elevation as the main road. Slopes are gradual around the property but there are some exposed foundation wall areas of the buildings that provide grade changes and access to the lower levels. The property is partially wooded with mature trees mainly in the southwestern portion of the site, between the buildings and the surrounding roadways.

For additional site topography see the Province Center report.

**Observations & Comments**

There were no significant problems noted regarding the topography of the site. The exposed foundation walls are composed of CIP concrete. No ponding of water within the low areas at the front of the site was noted. It appears that water percolates effectively into the ground within these areas.

No repairs are indicated at this time.

4.2 Storm Drainage

**Description**

For overall site drainage see the Province Center report.

Most roof drains are piped to underground piping that discharge to the municipal system. There is no on-site stormwater collection system or detention system.

**Observations & Comments**

No significant deficiencies were observed relative to storm drainage.

No repairs are indicated at this time.
4.3. Paving & Curbing

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior driveways provide access to the Convent.</td>
</tr>
<tr>
<td>For overall site access see the Province Center report.</td>
</tr>
<tr>
<td>There is a parking area north of the Convent – 23 spaces (0 handicap spaces)</td>
</tr>
<tr>
<td>Additional, parallel parking is possible north of the Convent along the drive, and in the service area south of the Convent.</td>
</tr>
<tr>
<td>There are no handicap spaces properly marked with placards.</td>
</tr>
<tr>
<td>The condition of the pavement in the access driveways and most parking areas is good with just minor cracking and a couple of small potholes.</td>
</tr>
<tr>
<td>Concrete curbing is generally in good condition with only some scuffs and tire marks not requiring repair. Asphalt is generally in fair to good condition with some small sections of cracked curbing requiring repair.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Observations &amp; Comments</th>
</tr>
</thead>
</table>

4.4. Flatwork

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a 3-foot wide concrete walkway along the parking area at the Convent and Province Center and one leading from the parking area at the front of the Convent to Natural Bridge Road with cross branches leading to the statues.</td>
</tr>
<tr>
<td>Patios in the two Convent courtyards and the Province Center are paved with concrete.</td>
</tr>
<tr>
<td>For overall site flatwork see the Province Center report.</td>
</tr>
<tr>
<td>Concrete flatwork is typically in good condition considering the age of most of the sections. Several areas or panels of the concrete have been replaced over the years as signified by the lighter color or different finish or texture.</td>
</tr>
<tr>
<td>The concrete walkway at the Convent and that leading from the Convent to Natural Bridge Road is in good condition as are the branches.</td>
</tr>
<tr>
<td>The concrete of the courtyard patios were observed to be in good to fair condition.</td>
</tr>
</tbody>
</table>

| Observations & Comments |

4.5. Landscaping & Appurtenances

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>For overall site landscaping and appurtenances see the Province Center report.</td>
</tr>
<tr>
<td>See the Province Center report for overall site landscaping and appurtenances.</td>
</tr>
</tbody>
</table>

| Observations & Comments |

---

Table 4: Parking Area

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Paving</td>
</tr>
<tr>
<td>Type of Curbing</td>
</tr>
<tr>
<td>Number of Parking Spaces</td>
</tr>
<tr>
<td>Parking Spaces/Unit</td>
</tr>
</tbody>
</table>

---

Sisters of the Good Shepherd Residential Community – Convent of the Immaculate Heart
Normandy, St Louis County, Missouri

Page 1 / 7
5.0 STRUCTURE & EXTERIOR

5.1. Substructure

Description

The building is constructed with concrete SOG with spread footings support brick masonry exterior walls and wood framed interior walls and partitions.

Observations & Comments

No significant structural problems were observed. There were no indications of significant water intrusion problems, settlement, or deflection noted.

We made no observations that would cause us to be concerned about the substructure elements of the buildings.

5.2. Superstructure

Description

The building is constructed with brick masonry exterior walls support steel beams and metal roof decking and metal-stud framed interior walls and partitions.

Observations & Comments

We did not observe any bowed walls, significant horizontal cracking or bulging, sagging or distortion of structural members that would indicate structural distress in any of the buildings. There was no cracking or separation of interior wall surfaces noted that would signify structural problems or concerns. We made no other observations that would cause us to be concerned about the structural elements of the buildings.

The buildings are all considered to be in good structural condition.

5.3. Exterior

Description

The building is composed of light red colored standard brick with a concrete fascia. The gray metal roof and mechanical equipment screen extends above the parapets, centered on the building. Individual punched windows are located to suit interior room arrangements. The front entrance is set back from the front building line and is a solid wood door with full height glass panels on either side. Service and delivery doors are located at the rear elevation.

Most windows are original to the building. The building has a combination of aluminum frame fixed and operating windows. All windows appeared to be original.

Doors are primarily hollow metal and solid wood with metal frames. Overhead doors are sectional metal with remote control operators.

Observations & Comments

The building exterior was found to be typically in good condition, there was no evidence of previous re-pointing and brick repairs.

Caulking and minor repairs to the exterior wall surfaces will be required in the long term.

The current aluminum framed windows the building are an older style, less energy efficient, and are prone to problems with repairs and parts. Replacement with newer technology window assemblies including double pane insulated glass is recommended.

There were no reported water leaks in any of the windows or wall surfaces in any of the buildings.
5.4. Roofing

Observations & Comments

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ROOF TYPE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convent of the Immaculate Heart</td>
<td>TPO, adhered, Metal terne</td>
</tr>
</tbody>
</table>

Table 5: Roofing Types

Flat roofs are drained by roof drains and interior piping. Sloped roofs have painted metal gutters and downspouts and discharge to either underground piping or to grade.

The roof of the Convent Building is a single-ply membrane of a TPO material that is fully adhered and installed over rigid insulation. It is extended up the parapet walls and secured by painted sheet metal coping. The roofing was installed approximately five years ago and is in excellent condition. All roof penetrations were found to be adequately flashed and sealed. The roofs are drained by interior roof drains or scuppers and leaders. Roof drainage was found to be adequate with no signs of ponding. Roof drains were equipped with trash cages.

Metal terne roofing is installed over the Convent Chapel in a peaked configuration. The roof is drained with a gutter and leader system that discharges onto the lower, flat roof. Splash blocks are not provided.

6.0 MECHANICAL SYSTEMS

6.1. Plumbing Systems

Description

The buildings is served with domestic water from the utility main. The distribution piping for the Convent is copper.

Domestic hot water (DHW) is produced for the building as detailed below.

DHW is produced in two Lockinvar 200 gallon boiler-storage tanks with electric resistance heating each rated 72kW. Distribution is assisted by two fractional horsepower inline pumps.

The kitchen in the Convent is commercial style with a large capacity residential grade dishwasher and a handwashing station. No supplementary water heating was identified. The dish sink includes a commercial food waste grinder.

A central laundry includes a UniWash commercial dirt extractor-washing machine by UniMac Company manufacture date unidentified, a commercial dryer by Huebsch manufacture date unidentified and a residential-grade washer and dryer manufactured by various companies and are of various ages.

Observations & Comments

No problems with the distribution piping or DHW were reported. The DHWs are approximately 6 years old; replacement within the term is not anticipated.

The commercial laundry machine ages could not be determined, but appear to be about 15 years old. Replacement within the term is anticipated and budgeted. The smaller, residential laundry machines appear new and in good condition replacement within the term is not anticipated.
6.2. HVAC Systems

Description

The Convent of the Immaculate Heart building is served by multiple systems; five small RTU units located around the roof to serve the corridors, and two larger RTUs located within a raised enclosure to provide heating/cooling for the rooms and service areas. Data plates on the smaller RTUs were faded and illegible; they are understood to be the original units, manufactured about 1973, size approximately 3 Ton each. The two larger RTUs had nameplates that were visible and legible; rating is 13.5 Tons each. It is our understanding the two larger units were replaced in the last several years, but are a model that is discontinued due to the use of R-22 refrigerant.

Observations & Comments

There is no water treatment systems or softening systems installed in of the building.

Budgeting for replacement of the HVAC condensers and DHW boilers within the term is anticipated.

6.3. Electrical Systems

<table>
<thead>
<tr>
<th>ELECTRICAL SYSTEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amperage</td>
</tr>
<tr>
<td>Voltage/Phase</td>
</tr>
<tr>
<td>Service Entrance</td>
</tr>
<tr>
<td>Branch Wiring</td>
</tr>
<tr>
<td>WATTS/SF</td>
</tr>
</tbody>
</table>

Table 6: Electrical System Summary

Description

The building has underground service. Short circuit protection after the service entrance equipment is by molded case circuit breakers.

The building has 800 Amps, 120/208V 3 phase, 4 wire, circuit breaker protected. Distribution is with type NM cable concealed in wall spaces. With automatic transfer switch and generator connection.

Emergency generators are installed in the building as follows;

Baldor Generator, Model IDLC500-D2, 500 kW capacity, 120/208V, 3 phase, 4 wire, diesel fuel, liquid cooled, in factory weather enclosure, controls included, fuel tank in base.

Observations & Comments

The electric distribution system was found in good condition with no apparent deficiencies. The generator was not tested during our visit and recent test reports were not reviewed.

No action is recommended at this time except to assure that periodic inspections are performed.

The generators do not include spill catch basins for the fuel; it is recommended these be considered in order to comply with EPA, Missouri DNR and sewer district requirements and regulations.
7.0 SPECIAL SYSTEMS

7.1 Vertical Transportation
Description
The building has no vertical transportation.
Observations & Comments
The building has no vertical transportation.

7.2 Security Systems
Description
There is no security system for the building.
Observations & Comments
There are no imminent plans for a facility-wide security system. We have no comment relative to the need for a system in the future.

7.3 Fire Protection & Life Safety
Description
The building has no sprinkler system.
Observations & Comments
The building has no sprinkler system.

8.0 INTERIOR ELEMENTS

<table>
<thead>
<tr>
<th>TENANT</th>
<th>COMMON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walls</td>
<td>Drywall and Plaster</td>
</tr>
<tr>
<td>Floors</td>
<td>Vinyl tile, carpeting, ceramic tile</td>
</tr>
<tr>
<td>Ceilings</td>
<td>Drywall, Plaster, acoustical tile drop ceilings</td>
</tr>
<tr>
<td>Doors</td>
<td>Wood, metal, glass</td>
</tr>
<tr>
<td>Walls</td>
<td>Drywall, Plaster, wood paneling and painted masonry</td>
</tr>
<tr>
<td>Floors</td>
<td>Vinyl tile, carpeting, ceramic tile</td>
</tr>
<tr>
<td>Ceilings</td>
<td>Drywall, Plaster, acoustical tile drop, adhered acoustical tile ceilings</td>
</tr>
<tr>
<td>Doors</td>
<td>Wood, metal</td>
</tr>
</tbody>
</table>

Table 7: Interior Finish Summary Table

Description
Interior finishes in the buildings vary, mostly depending on age. A brief description of typical finishes is given in Table 7, above.

Typical finishes are in good condition; some areas are attractive, some merely functional. Due to the age of the Convent, interior finishes are not modern and show signs of wear and tear.

Observations & Comments
Finishes and furnishings are in good condition; equivalent to a residential atmosphere in some areas and hospital or nursing home in others. In the Chapel, finishes and furnishings were observed to be in good condition.

There appears to be an ongoing program of repainting, wall papering, and carpeting of rooms to update and improve the interior of the building.

9.0 MISCELLANEOUS

9.1 Amenities
Description
The kitchen in the Convent is equipped with a typical commercial kitchen with wood cabinets, plastic laminate and stainless steel counter tops, and commercial grade appliances, equipped to serve guests that are ambulatory and those needing room service. Appliances include residential and
commercial type refrigerators and freezers, commercial bake ovens, an
oversize range, dishwashing facilities and equipment, a garbage grinder,
and miscellaneous small appliances for food preparation.

For overall site amenities see the Province Center report.

9.2. ADA Compliance

Description

There are no properly marked handicap spaces provided for the Convent.
At the direction of the client, we did not evaluate American's with
Disability Act (ADA) compliance for the interior of the building.

Observations & Comments

An accessible route to an accessible building entrance is provided in most
cases, but doors are locked with remote “buzz-in” and require more pull
than allowed by the standards. Most entrance doors to the facility are not
handicap accessible.

Where compliance is lacking, such as for doors, and accessible routes from
parking, a remedy is usually dictated by whether or not the building has a
resident or guest who requires accessible facilities.

9.3. Regulatory Compliance

Description

Interviews were conducted with building personnel regarding regulatory
compliance issues. An OPRA request (Open Public Records Act) was
filed with the City of Normandy to obtain any information on open
permits, inspections, or violations. Results of the request will be
forwarded once received.

Observations & Comments

Property zoning – the municipal website shows the property as zoned A –
Single family (10,000 SF) to the best we can determine. Final definition of
zoning and compliance was requested in the OPRA request.

Fire extinguishers were observed to bear current inspection tags.

9.4. Maintenance

Description

There were no preventive maintenance plans or maintenance schedules
provided for our review.

Observations & Comments

Maintenance appears to be responsive to equipment malfunctions. There is
some proactive preventative maintenance but it is limited by staffing and
budget constraints. A long-term contract is in place with Haberberger
Mechanical Contractors with David Schlichtig, Service Technician, as the
designated representative. Mr. Schlichtig has many years experience
servicing this facility and extensive knowledge of the equipment and
service history.

Filter replacement on air handlers appears to be accomplished properly.

Boiler service is on an “as needed” basis. There is no boiler water
treatment system.

Emergency generator testing is monthly and meets the commonly accepted
protocols. A long-term maintenance contract is in place with Mike’s of
South Roxanna, Illinois, and a fuel contract with Sieveking Onsite Refueling.

Housekeeping appears to be adequate for the interior of the facility.

Exterior grounds are attractively maintained and site improvements such as walkways, roadways, and parking areas appear to be adequately maintained.

See Appendix B.

10.0 REPAIR/REPLACEMENT RESERVES

11.0 LIMITATIONS

The information, observations, and conclusions described in this report are valid on the date of the investigation and have been made under the terms, conditions, limitations, and constraints noted in the report. We prepared the report for the exclusive use of Hoffman. No other individual or party shall be entitled to rely upon the report without our express written consent. If another individual or party relies on the report, such individual or party shall indemnify and hold Criterium Engineers harmless for any damages, losses, or expenses incurred as a result of such use. Any use or reliance of the report by an individual or party other than Hoffman shall constitute acceptance of these terms and conditions. Any electronic copies of this report that are provided to Hoffman are for the convenience of Hoffman and are not to be construed as the original or final report. If, in your opinion as our client, or that of any third party granted reliance on Criterium Engineers’ reports or services, Criterium Engineers was negligent or in breach of contract, you and/or the named third parties shall have one year from the date of our field visit to make such a claim.

The report is limited to the visual observations made during our inspection. We did not remove surface materials, conduct any destructive or invasive testing, move furnishings or equipment, or undertake any digging or excavation. Accordingly, we cannot comment on the condition of systems that we could not see, such as buried structures and utilities, nor are we responsible for conditions that could not be seen or were not within the scope of our services at the time of inspection. We did not undertake to completely assess the stability of the buildings or the underlying foundation soil since this effort would require excavation and destructive testing. Likewise, this is not a seismic assessment.

We did not inspect the following areas:

- Underground utilities, drainage system and foundations
- Concealed portions of the structure
- Inside electrical and mechanical enclosures and equipment
- Systems which were not operating were not tested
- Individual nursing rooms, or rooms in the Convent that were occupied.

We do not render an opinion on un inspected portions of the facility.

We did not perform any computations or other engineering analysis as part of this evaluation, nor did we conduct a comprehensive code compliance investigation. We did not provide an environmental assessment or opinion on the presence of any environmental issues such as asbestos, hazardous wastes, toxic materials, the location and presence of designated wetlands, IAQ, etc.
The report is not to be considered a warranty of condition, and no warranty is implied. The photographs are an integral part of this report and must be included in any review.

If opinions of probable costs are presented, they are preliminary only. Opinions are based on our general knowledge of building systems and the contracting/construction industry. When appropriate, we have relied on standard sources, such as Means Building Construction Cost Data, to develop opinions of probable costs. However, for some items for which we have developed opinions of probable costs (e.g., structural repairs), no standard guide for developing such costs exists.

We have performed no design work as part of the study, nor have we obtained competitive quotations or estimates from contractors as this also is beyond the scope of the project. The actual cost to remedy deficiencies and deferred maintenance items that we have identified may vary significantly from estimates and competitive quotations from contractors.

CRITERIUM ENGINEERS

V. Campbell Grant, P.E. (ME)
Appendix A: PHOTOGRAPHS
Location:
Convent of the Immaculate Heart Sisters of the Good Shepherd Normandy, Missouri

Photo Taken by:    Date:
Paul R. Metzler, P.E.  Nov 19, 2013

Description:
Front elevation and entrance of Convent. Chapel is under raised roof.

Photo Number
1

Description:
Convent and Chapel from roof of Province Center.

Photo Number
2
Location:
Convent of the Immaculate Heart
Sisters of the Good Shepherd
Normandy, Missouri

Photo Taken by:  Date:
Paul R. Metzler, P.E.  Nov 19, 2013

Description:
Traffic lanes and parking at front of Convent/Chapel looking toward Province Center.

Photo Number 3

Description:
Front lawn looking from Convent/Chapel toward north and Natural Bridge Road.

Photo Number 4
Location:
Convent of the Immaculate Heart
Sisters of the Good Shepherd
Normandy, Missouri

Photo Taken by:  Paul R. Metzler, P.E.
Date: Nov 19, 2013

Description:
Courtyard inside Convent/Chapel building.

Photo Number 5

Description:
Convent roof, east section looking to rear (south).

Photo Number 6
Location:
Convent of the Immaculate Heart
Sisters of the Good Shepherd
Normandy, Missouri

Photo Taken by:  Date:
Paul R. Metzler, P.E.  Nov 19, 2013

Description:
Convent roof, front section looking east.

Photo Number 7

Description:
Dining room of Convent/Chapel.

Photo Number 8
Location:
Convent of the Immaculate Heart
Sisters of the Good Shepherd
Normandy, Missouri

Photo Taken by:  Paul R. Metzler, P.E.
Date:  Nov 19, 2013

Description:
Food prep area of Convent/Chapel.

Photo Number 9

Description:
Main kitchen of Convent/Chapel.

Photo Number 10
**Location:**  
Convent of the Immaculate Heart  
Sisters of the Good Shepherd  
Normandy, Missouri

**Photo Taken by:**  
Paul R. Metzler, P.E.  
**Date:**  
Nov 19, 2013

**Description:**  
Typical corridor of Convent/Chapel.

**Photo Number**  
11

**Description:**  
Sitting room of guest room of Convent/Chapel.

**Photo Number**  
12
Description:
Sleep room of guest room of Convent/Chapel.

Photo Number 13

Description:
Chapel in of Convent/Chapel building.

Photo Number 14
Location:
Convent of the Immaculate Heart
Sisters of the Good Shepherd
Normandy, Missouri

Photo Taken by: Paul R. Metzler, P.E.
Date: Nov 19, 2013

Description:
Sun room of Convent/Chapel.

Photo Number 15

Description:
DHW heaters in Convent/Chapel building mechanical room.

Photo Number 16
Location: Convent of the Immaculate Heart
Sisters of the Good Shepherd
Normandy, Missouri

Photo Taken by: Paul R. Metzler, P.E.
Date: Nov 19, 2013

Description:
Electric utility transformers, transfer switch and Subject's emergency generator at rear of Convent/Chapel.

Photo Number
17
Appendix B: Repair/Replacement Capital Budgets
10-Year Table

Sisters of the Good Shepherd Residential Community
Convent of the Immaculate Heart
Normandy, St Louis County, Missouri
## REPAIR/REPLACEMENT RESERVES

### From the Good Shepherd, Normandy, Missouri

### To the Immaculate Heart

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST</th>
<th>UNIT</th>
<th>BASIS</th>
<th>REV INT</th>
<th>19 YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4.0 SITE IMPROVEMENTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
<th>Area (ft²)</th>
<th>Cost (in 2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site improvements</td>
<td>41</td>
<td>1,000</td>
<td>$20,250</td>
</tr>
<tr>
<td>Site improvements, underground</td>
<td>1</td>
<td>500</td>
<td>$500</td>
</tr>
<tr>
<td>Site improvements, underground</td>
<td>2</td>
<td>500</td>
<td>$500</td>
</tr>
<tr>
<td>Site improvements, underground</td>
<td>3</td>
<td>500</td>
<td>$500</td>
</tr>
</tbody>
</table>

**Sub-total for Site Improvements:** $22,300

### 5.0 STRUCTURE & INTERIOR

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
<th>Area (ft²)</th>
<th>Cost (in 2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site improvements</td>
<td>41</td>
<td>1,000</td>
<td>$20,250</td>
</tr>
<tr>
<td>Site improvements, underground</td>
<td>1</td>
<td>500</td>
<td>$500</td>
</tr>
<tr>
<td>Site improvements, underground</td>
<td>2</td>
<td>500</td>
<td>$500</td>
</tr>
<tr>
<td>Site improvements, underground</td>
<td>3</td>
<td>500</td>
<td>$500</td>
</tr>
</tbody>
</table>

**Sub-total for Site Improvements:** $22,300

### 6.0 MECHANICAL

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
<th>Area (ft²)</th>
<th>Cost (in 2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC equipment, replacement</td>
<td>15</td>
<td>1,000</td>
<td>$2,750</td>
</tr>
<tr>
<td>HVAC equipment, replacement</td>
<td>20</td>
<td>1,000</td>
<td>$2,750</td>
</tr>
<tr>
<td>HVAC equipment, replacement</td>
<td>30</td>
<td>1,000</td>
<td>$2,750</td>
</tr>
</tbody>
</table>

**Sub-total for HVAC Equipment:** $10,750

### 7.0 SPECIAL SYSTEMS

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
<th>Area (ft²)</th>
<th>Cost (in 2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire alarm systems, replacement</td>
<td>15</td>
<td>1,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Fire alarm systems, replacement</td>
<td>20</td>
<td>1,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Fire alarm systems, replacement</td>
<td>30</td>
<td>1,000</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

**Sub-total for Fire Alarm Systems:** $7,500

### 8.0 INTERIOR

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
<th>Area (ft²)</th>
<th>Cost (in 2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door hardware, new</td>
<td>5</td>
<td>1,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Door hardware, new</td>
<td>10</td>
<td>1,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Door hardware, new</td>
<td>15</td>
<td>1,000</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

**Sub-total for Door Hardware:** $7,500

### 9.0 MISCELLANEOUS

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
<th>Area (ft²)</th>
<th>Cost (in 2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miscellaneous</td>
<td>50</td>
<td>1,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>100</td>
<td>1,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>150</td>
<td>1,000</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

**Sub-total for Miscellaneous:** $12,500

### YEARLY TOTALS (Inflated)

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost (in 2023)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inflation Rate</td>
<td>2.5%</td>
</tr>
</tbody>
</table>

**Cost Total:** $30,150

### Number of Units

- Convent: 62,449
- Overall: 62,449

### Cost per Unit (Inflated)

- $4.87

### Cost per Unit (Inflated)

- $5.43

---

The recommendations and comments included in this report are based on the collective expertise of Christians Experts. Any and/or other comments contained herein do not necessarily represent the views, opinions, or perspectives of other professionals involved. We invite comparisons to similar projects or developments, including both forms and materials. This study is based on national knowledge of building methods and materials. The opinions expressed here do not necessarily reflect those of Hoffman Planning Design & Construction, Inc. or any other entity involved in the project.
<table>
<thead>
<tr>
<th><strong>ACM</strong></th>
<th>Asbestos Containing Material</th>
<th><strong>HVAC</strong></th>
<th>Heating Ventilation and Air Conditioning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACT</strong></td>
<td>Acoustic Ceiling Tile</td>
<td><strong>HW</strong></td>
<td>Hot Water</td>
</tr>
<tr>
<td><strong>ADA</strong></td>
<td>Americans with Disabilities Act</td>
<td><strong>IWH</strong></td>
<td>Hot Water Heater (domestic)</td>
</tr>
<tr>
<td><strong>AHU</strong></td>
<td>Air Handling Unit</td>
<td><strong>IBC</strong></td>
<td>International Building Code</td>
</tr>
<tr>
<td><strong>ASHRAE</strong></td>
<td>American Society of Heating, Refrigeration and Air-Conditioning Engineers</td>
<td><strong>IRC</strong></td>
<td>International Residential Code</td>
</tr>
<tr>
<td><strong>ASTM</strong></td>
<td>American Society for Testing and Materials</td>
<td><strong>KVA</strong></td>
<td>Kilovolt-Ampere</td>
</tr>
<tr>
<td><strong>BOCA</strong></td>
<td>Building Officials Code Administrators International</td>
<td><strong>LF</strong></td>
<td>Lineal Foot</td>
</tr>
<tr>
<td><strong>BTU</strong></td>
<td>British Thermal Unit</td>
<td><strong>MSL</strong></td>
<td>Mean Sea Level</td>
</tr>
<tr>
<td><strong>BTUH</strong></td>
<td>British Thermal Unit/ Hour</td>
<td><strong>NEC</strong></td>
<td>National Electric Code</td>
</tr>
<tr>
<td><strong>CFM</strong></td>
<td>Cubic Foot / Minute</td>
<td><strong>NFPA</strong></td>
<td>National Fire Protection Association</td>
</tr>
<tr>
<td><strong>CI</strong></td>
<td>Cast Iron (piping)</td>
<td><strong>MBH</strong></td>
<td>Thousand British Thermal Units / Hour</td>
</tr>
<tr>
<td><strong>CIP</strong></td>
<td>Cast In Place (concrete)</td>
<td><strong>MDP</strong></td>
<td>Main Distribution Panel (electric power)</td>
</tr>
<tr>
<td><strong>CMU</strong></td>
<td>Concrete Masonry Unit (block)</td>
<td><strong>OSB</strong></td>
<td>Oriented Strand Board (sheathing or decking)</td>
</tr>
<tr>
<td><strong>CPVC</strong></td>
<td>Chlorinated Poly Vinyl Chloride (piping)</td>
<td><strong>PCA</strong></td>
<td>Property Condition Assessment</td>
</tr>
<tr>
<td><strong>CW</strong></td>
<td>Cold Water</td>
<td><strong>PCR</strong></td>
<td>Property Condition Report</td>
</tr>
<tr>
<td><strong>DI</strong></td>
<td>Ductile Iron (piping)</td>
<td><strong>PE</strong></td>
<td>Licensed Professional Engineer</td>
</tr>
<tr>
<td><strong>EIFS</strong></td>
<td>Exterior Insulating and Finishing System</td>
<td><strong>PVC</strong></td>
<td>Poly Vinyl Chloride (piping and siding)</td>
</tr>
<tr>
<td><strong>EPDM</strong></td>
<td>Ethylene Propylene Diene Monomer</td>
<td><strong>PTAC</strong></td>
<td>Packaged Terminal Air Conditioning Unit</td>
</tr>
<tr>
<td><strong>EUL</strong></td>
<td>Expected Useful Life</td>
<td><strong>RUL</strong></td>
<td>Remaining Useful life</td>
</tr>
<tr>
<td><strong>FCU</strong></td>
<td>Fan Coil Unit</td>
<td><strong>RTU</strong></td>
<td>Roof Top Unit</td>
</tr>
<tr>
<td><strong>FEMA</strong></td>
<td>Federal Emergency Management Agency</td>
<td><strong>SF</strong></td>
<td>Square Foot</td>
</tr>
<tr>
<td><strong>FFE</strong></td>
<td>Furniture, Fixtures and Equipment</td>
<td><strong>SOG</strong></td>
<td>Slab On Grade (concrete basement or ground floor)</td>
</tr>
<tr>
<td><strong>FHA</strong></td>
<td>Forced Hot Air</td>
<td><strong>SQ</strong></td>
<td>100 Square Feet</td>
</tr>
<tr>
<td><strong>FHAA</strong></td>
<td>Fair Housing Act and Amendments</td>
<td><strong>SY</strong></td>
<td>Square Yard</td>
</tr>
<tr>
<td><strong>FHW</strong></td>
<td>Forced Hot Water</td>
<td><strong>UBC</strong></td>
<td>Uniform Building Code</td>
</tr>
<tr>
<td><strong>FIRM</strong></td>
<td>Flood Insurance Rate Map</td>
<td><strong>UL</strong></td>
<td>Underwriters Laboratories</td>
</tr>
<tr>
<td><strong>FOIA</strong></td>
<td>Freedom Of Information Act</td>
<td><strong>VAC</strong></td>
<td>Volts Alternating Current</td>
</tr>
<tr>
<td><strong>GFI</strong></td>
<td>Ground Fault Interruption (circuit breaker)</td>
<td><strong>VAV</strong></td>
<td>Variable Air Volume box</td>
</tr>
<tr>
<td><strong>GWB</strong></td>
<td>Gypsum Wall Board (drywall or sheetrock)</td>
<td><strong>VCT</strong></td>
<td>Vinyl Composition Tile</td>
</tr>
<tr>
<td><strong>HID</strong></td>
<td>High Intensity Discharge (lamp, lighting fixture)</td>
<td><strong>VWC</strong></td>
<td>Vinyl Wall Covering</td>
</tr>
</tbody>
</table>
EXCERPT FROM ASTM E 2018-08
PCA TERMINOLOGY AND ABBREVIATIONS

ASTM Designation: 2018-08
Standard Guide for Property Condition Assessments:
Baseline Property Condition Assessment Process, Pages 3 - 6

2. Terminology

2.1 This section provides definitions, descriptions of terms, and a list of acronyms, where applicable, for the words used in this guide. The terms are an integral part of the guide and are critical to an understanding of this guide and its use.

2.2 Definitions:

2.2.1 architect, n—designated by law for a person professionally qualified, examined, and registered by the appropriate governmental board having jurisdiction, to perform architectural services including, but not limited to, analysis of project requirements and conditions, development of project design, production of construction drawings and specifications, and administration of construction contracts.

2.2.2 building codes, n—rules and regulations adopted by the governmental authority having jurisdiction over the commercial real estate, which govern the design, construction, alteration, and repair of such commercial real estate. In some jurisdictions, trade or industry standards may have been incorporated into, and made a part of, such building codes by the governmental authority. Building codes are interpreted to include structural, HVAC, plumbing, electrical, life-safety, fire, health, and vertical transportation codes.

2.2.3 building department records, n—records maintained by or in possession of the local government authority with jurisdiction over the construction, alteration, use, or demolition of improvements on the subject property, and that are readily available for use by the consultant within the time frame required for production of the PCR and are practically reviewable by exercising appropriate inquiry. Building department records also may include building code violation notices. Often, building department records are located in the building department of a municipality or county, or available online.

2.2.4 building systems, n—interacting or independent components or assemblies, which form single integrated units that comprise a building and its site work, such as, pavement and flatwork, structural frame, roofing, exterior walls, plumbing, HVAC, electrical, etc.

2.2.5 component, n—a fully functional portion of a building system, piece of equipment, or building element.

2.2.6 dismantling, n—to take apart, move, or remove any component, device, or piece of equipment that is bolted, screwed, held in-place (mechanically or by gravity), secured,
or fastened by other means.

2.3 Definitions of Terms Specific to This Standard:

2.3.1 actual knowledge, n—the knowledge possessed by an individual rather than an entity. Actual knowledge, as used in this guide, is to be distinguished from knowledge provided by others, or information contained on documents obtained during the course of conducting a PCA.

2.3.2 appropriate inquiry, n—a request for information conducted by Freedom of Information Letter (FOIL), verbal request, or by other written request made either by fax, electronic mail, overnight courier, or U.S. mail. Appropriate inquiry includes a good-faith effort conducted by the consultant to obtain the information considering the time constraints to prepare and deliver the PCR.

2.3.3 base building, n—the core (common areas) and shell of the building and its systems that typically are not subject to improvements to suit tenant requirements.

2.3.4 baseline, n—the minimum level of observations, due diligence, inquiry/research, documentation review, and preparation of opinions of probable costs to remedy material physical deficiencies for conducting a PCA as described in this guide.

2.3.5 building envelope, n—the enclosure of the building that protects the building’s interior from outside elements, namely the exterior walls, roof and soffit areas.

2.3.6 commercial real estate, n—improved real property, except a dwelling or property with four or less dwelling units exclusively for residential use. This term includes, but is not limited to, improved real property used for industrial, retail, office, hospitality, agriculture, other commercial, medical, or educational purposes; property used for residential purposes that has more than four residential dwelling units; and property with four or less dwelling units for residential use when it has a commercial function, as in the operation of such dwellings for profit.

2.3.7 commercial real estate transaction, n—a transfer of title to or possession of improved real property or receipt of a security interest in improved real property, except that it does not include transfer of title to or possession of improved real property with respect to an individual dwelling or building containing four or less dwelling units.

2.3.8 consultant, n—the entity or individual that prepares the PCR and that is responsible for the observance of and reporting on the physical condition of commercial real estate in accordance with this guide. The consultant generally is an independent contractor; however, the consultant may be an employee of the user. The consultant may be an individual that is both the field observer and PCR reviewer as described in Section 6.

2.3.9 dangerous or adverse conditions, n—conditions that may pose a threat or possible injury to the field observer, and which may require the use of special protective clothing, safety equipment, access equipment, or any other precautionary measures.

2.3.10 de minimis condition—a description of deficiencies that are not material to the condition of the property or do not require significant costs to correct, but nevertheless may be noted in the PCR, in the opinion of the field observer or PCR reviewer.

2.3.11 deferred maintenance, n—physical deficiencies that could have been remedied with routine maintenance, normal operating maintenance, etc., excluding de minimis conditions that generally do not present a material physical deficiency to the subject property.

2.3.12 due diligence, n—the process of conducting a walkthrough survey and appropriate inquiries into the physical condition of a commercial real estate’s improvements, usually in connection with a commercial real estate transaction. The degree and type of such survey and inquiry may vary for different properties, different user purposes, and time allotted.

2.3.13 easily visible, adj—describes items, components, and systems that are conspicuous, patent, and which may be observed visually during the walk-through survey without: intrusion, relocation or removal of materials, exploratory probing, use of special protective clothing, or use of any equipment (hand tools, meters of any kind, telescope instruments, stools, ladders, lighting devices, etc.).

2.3.14 effective age, n—the estimated age of a building component that considers actual age as affected by maintenance history, location, weather conditions, and other factors. Effective age may be more or less than actual age.

2.3.15 expected useful life (EUL), n—the average amount of time in years that an item, component or system is estimated to function when installed new and assuming routine maintenance is practiced.

2.3.16 field observer, n—the individual that conducts the walk-through survey.

2.3.17 immediate costs, n—opinions of probable costs that require immediate action as a result of any of the following: (1) material existing or potential unsafe conditions, (2) material building or fire code violations, or (3) conditions that if left uncorrected, have the potential to result in or contribute to critical element or system failure within one year or will result most probably in a significant escalation of its remedial cost.

2.3.18 observation, n—the visual survey of items, systems, conditions, or components that are readily accessible and easily visible during a walk-through survey of the subject property.

2.3.19 observe, v—to conduct an observation pursuant to this guide within the context of easily visible and readily accessible.

Continued...
overlooked by a field observer when conducting a walkthrough survey or that which is practically reviewable and would be understood easily by a person conducting the PCA.

2.3.21 opinions of probable costs, n—determination of a preliminary budget to remedy a physical deficiency.

2.3.22 owner, n—the entity holding the title to the commercial real estate that is the subject of the PCA.

2.3.23 PCR reviewer, n—the individual that both exercises responsibility control over the field observer and who reviews the PCR prior to delivery to the user.

2.3.24 physical deficiency, n—conspicuous defects or significant deferred maintenance of a subject property’s material systems, components, or equipment as observed as a result of the field observer’s walk-through survey. Included within this definition are material life-safety/building code violations and material systems, components, or equipment that are approaching, have reached, or have exceeded their typical EUL or whose RUL should not be relied upon in view of actual or effective age, abuse, excessive wear and tear, exposure to the elements, lack of proper or routine maintenance, etc. This definition specifically excludes deficiencies that may be remedied with routine maintenance, miscellaneous minor repairs, normal operating maintenance, etc., and excludes de minimis conditions that generally do not constitute a material physical deficiency of the subject property.

2.3.25 Point of Contact (POC)—owner, owner’s agent, or user-identified person or persons knowledgeable about the physical characteristics, maintenance, and repair of the subject property.

2.3.26 practically reviewable, adj—describes information that is provided by the source in a manner and form that, upon review, yields information relevant to the subject property without the need for significant analysis, measurements, or calculations. Records or information that feasibly cannot be retrieved by reference to the location of the subject property are not generally considered practically reviewable.

2.3.27 primary commercial real estate improvements, n—the site and building improvements that are of fundamental importance with respect to the commercial real estate. This definition specifically excludes ancillary structures, that may have been constructed to provide support uses such as maintenance sheds, security booths, utility garages, pool filter and equipment buildings, etc.

2.3.28 property, n—the site improvements, which are inclusive of both site work and buildings.

2.3.29 property condition assessment (PCA), n—the process by which a person or entity observes a property, interviews sources, and reviews available documentation for the purpose of developing an opinion and preparing a PCR of.

2.3.30 property condition report (PCR), n—a written report, prepared in accordance with the recommendations contained in this guide, that outlines the consultant’s observations, opinions as to the subject property’s condition, and opinions of probable costs to remedy the material physical deficiencies observed.

2.3.31 readily accessible, adj—describes areas of the subject property that are promptly made available for observation by the field observer at the time of the walk-through survey and do not require the removal or relocation of materials or personal property, such as furniture, floor, wall, or ceiling coverings; and that are safely accessible in the opinion of the field observer.

2.3.32 readily available, adj—describes information or records that are easily and promptly provided to the consultant upon making a request in compliance with an appropriate inquiry and without the need for the consultant to research archive files.

2.3.33 reasonably ascertainable, adj—describes information that is publicly available, as well as readily available, provided to the consultant’s offices from either its source or an information research/retrieval service within reasonable time, practically reviewable, and available at a nominal cost for either retrieval, reproduction or forwarding.

2.3.34 remaining useful life (RUL), n—a subjective estimate based upon observations, or average estimates of similar items, components, or systems, or a combination thereof, of the number of remaining years that an item, component, or system is estimated to be able to function in accordance with its intended purpose before warranting replacement. Such period of time is affected by the initial quality of an item, component, or system, the quality of the initial installation, the quality and amount of preventive maintenance exercised, climatic conditions, extent of use, etc.

2.3.35 representative observations, n—observations of a reasonable number of samples of repetitive systems, components, areas, etc., which are conducted by the field observer during the walk-through survey. The concept of representative observations extends to all conditions, areas, equipment, components, systems, buildings, etc., to the extent that they are similar and representative of one another. The extent of representative observations conducted by the field observers should be identified in the PCR. A user may increase the extent of representative observations conducted to enhance the due diligence conducted under the PCA or as required in the Annex.

Continued...

2.3.46 timely access, n—entry provided to the consultant at the time of the site visit.

2.3.47 user, n—the party that retains the consultant for the preparation of a baseline PCA of the subject property in accordance with this guide. A user may include, without limitation, a purchaser, potential tenant, owner, existing or
that may not warrant immediate attention, but require repairs or replacements that should be undertaken on a priority basis in addition to routine preventive maintenance. Such opinions of probing, and further analysis should thus be deemed warranted by the consultant. The performance of such additional services are beyond this guide. Generally, the time frame for such repairs is within one to two years.

2.3.38 shutdown, n—equipment, components, or systems that are not operating at the time of the field observer’s walk-through survey. For instance, equipment, components, and systems that may be shutdown as a result of seasonal temperatures.

2.3.39 site visit, n—the visit to the subject property during which observations are made pursuant to the walk-through survey section of this guide.

2.3.40 specialty consultants, n—individuals or entities in the fields of life safety, security, engineering, or in any particular building component, equipment, or system that have acquired detailed, specialized knowledge and experience in the design, evaluation, operation, repair, or installation of same.

2.3.41 subject building, n—referring to the primary building or buildings on the subject property, and that are within the scope of PCA.

2.3.42 subject property, n—the commercial real estate consisting of the site and primary real estate improvements that are the subject of the PCA described by this guide.

2.3.43 suggested remedy, n—an opinion as to a course of action to remedy or repair a physical deficiency. Such an opinion may also be to conduct further research or testing for the purposes of discovery to gain a better understanding of the cause or extent of a physical deficiency (whether observed or highly probable) and the appropriate remedial or reparatory response. A suggested remedy may be preliminary and does not preclude alternate methods or schemes that may be more appropriate to remedy the physical deficiency or that may be more commensurate with the user’s requirements.

2.3.44 survey, n—observations made by the field observer during a walk-through survey to obtain information concerning the subject property’s readily accessible and easily visible components or systems.

2.3.45 technically exhaustive, adj—describes the use of measurements, instruments, testing, calculations, exploratory probing or discovery, or other means to discover, or a combination thereof, or troubleshoot physical deficiencies or develop architectural or engineering findings, conclusions, and recommendations, or combination thereof.

potential mortgagee, lender, or property manager of the subject property.

2.3.48 walk-through survey, n—conducted during the field observer’s site visit of the subject property, that consists of nonintrusive visual observations, survey of readily accessible, easily visible components and systems of the subject property. This survey is described fully in Section 8. Concealed physical deficiencies are excluded. It is the intent of this guide that such a survey should not be considered technically exhaustive. It excludes the operation of equipment by the field observer and is to be conducted without the aid of special protective clothing, exploratory probing, removal or relocation of materials, testing, or the use of equipment, such as ladders (except as required for roof access), stools, scaffolding, metering/ testing equipment, or devices of any kind, etc. It is literally the field observer’s visual observations while walking through the subject property.

2.4 Abbreviations and Acronyms:

2.4.1 ADA, n—The Americans with Disabilities Act.

2.4.2 ASTM, n—ASTM International.

2.4.3 BOMA, n—Building Owners and Managers Association.

2.4.4 BUR, n—Built-up Roofing.

2.4.5 EIFS, n—Exterior Insulation and Finish System.

2.4.6 EMF, n—Electro Magnetic Fields.

2.4.7 EMS, n—Energy Management System.

2.4.8 EUL, n—Expected Useful Life.

2.4.9 FEMA, n—Federal Emergency Management Agency.

2.4.10 FFHA, n—Federal Fair Housing Act.

2.4.11 FIRMS, n—Flood Insurance Rate Maps.

2.4.12 FOIA, n—U.S. Freedom of Information Act (5 USC 552 et seq.) and similar state statutes.

2.4.13 FOIL—Freedom of Information Letter.

2.4.14 FM—Factory Mutual.

2.4.15 HVAC—Heating, Ventilating and Air Conditioning.

2.4.16 IAQ—Indoor Air Quality.


2.4.18 PCA—Property Condition Assessment

2.4.19 PCR—Property Condition Report.

2.4.20 PML—Probable Maximum Loss.

2.4.21 RTU, n—Rooftop Unit.

2.4.22 RUL, n—Remaining Useful Life.

2.4.23 STC, n—Sound Transmission Class.

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Property Condition Assessment

Site Location Map

Sisters of the Good Shepherd
7654 Natural Bridge Road
Normandy, Missouri 63121
PROPERTY CONDITION ASSESSMENT

STREET MAP

SISTERS OF THE GOOD SHEPHERD
7654 NATURAL BRIDGE ROAD
NORMANDY, MISSOURI 63121
Source: Google Maps

PROPERTY CONDITION ASSESSMENT

BIRD'S EYE VIEW FROM FRONTAGE ROAD

SISTERS OF THE GOOD SHEPHERD
7654 NATURAL BRIDGE ROAD
NORMANDY, MISSOURI 63121
Appendix D: Qualifications of the Engineers
PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

PAUL R. METZLER, P.E., LEED AP

Area of Expertise

Paul R. Metzler is an Engineer associate of Criterium-McMahon Engineers, a consulting engineering office in St. Louis, Missouri. Mr. Metzler performs Property Condition Assessments (PCA) of single and multifamily residential properties, commercial and institutional buildings; prepares reserve studies; conducts claim investigations; performs Phase I Environmental Site Assessments, prepares foundation certifications to FHA standards, and provides construction quality control services on new construction projects for buyers, owners, investors, insurance companies, community associations, lending institutions, construction contractors, and developers.

Qualifications

Mr. Metzler has over 30 years experience in engineering design and construction. He has served as construction superintendent, design engineer, I&C engineer, field engineer, consultant, project engineer, project manager, inspector and construction quality control representative on over 200 projects ranging in size from thousands of dollars to $200 million dollars. Prior to joining Criterium-McMahon Engineers, he was employed by CRSS Constructors, Inc., and C.R. Federick, Inc., as inspector and quality control engineer, and by Parsons Infrastructure and Technology Group as Facility Assessor, and served with Pacific Rim Consulting and Inspection Corporation as construction quality control engineer and vice president. His responsibilities included review and reporting on in-progress construction; witnessing performance testing of systems (mechanical, plumbing, fire protection and electrical); field testing of placed structural fill, concrete and asphalt; and review and approval of material and shop drawing submittals from contractors and suppliers.

Mr. Metzler has been recognized as a UBC Special Inspector by Clark County (Las Vegas, Nevada) Department of Building, Inspection Division, and by the City and County of Honolulu, Hawaii.

Education and Affiliations

Bachelor of Science, Electrical Engineering, University of Missouri at Rolla, Rolla, Missouri, 1973.
Registered Professional Engineer: Missouri, Tennessee, and Illinois.
Member: Missouri Floodplain & Stormwater Managers Association
        National Society of Professional Engineers.
        Missouri Society of Professional Engineers.
V. Campbell Grant, P.E.  
Senior Engineer

REGISTRATION & CERTIFICATION

- Professional Engineer, Maine - No. 4227
- Environmental Professional – Phase One Environmental Site Assessments (EP)
- Accredited Professional - US Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED AP)
- Certified Building Inspection Engineer – National Association of Building Inspection Engineers (NABIE)

ACADEMIC:

- University of Maine, Orono, ME, BSCE, 1975

EXPERIENCE:

- Criterium Engineers - Chief Engineer, National Accounts, Real Estate Engineering Services
- Alliance Construction – Project Manager & Estimator
- Valmet Honeycomb – Manager of Planning
- Bath Iron Works – Asst Program Director
- Bath Iron Works – Senior Facility Engineer
- Cyro Industries – Project Engineer
- EC Jordan Co – Civil Engineer
- Camp Dresser & McKee – Resident Engineer

SELECTED RECENT PROFESSIONAL EDUCATION:

- ASTM Training - Standard E-1527 05 Phase I Environmental Site Assessments, September 2006