PROPERTY CONDITION ASSESSMENT
PROVINCE CENTER AND CAMPUS GROUNDS

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
22 MONUMENT SQUARE
PORTLAND, ME 04101
800-242-1969

Walk-Through Survey Performed, November 19, 2013
Final submittal January 24, 2014
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 Droste 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 Province Center and campus grounds.

See separate reports on the Convent of the Immaculate Heart and the Maria Droste Residence.

1.2. Property Profile

City: Normandy, Missouri
Location: 7654 Natural Bridge Road
Lot Size: 10.42 +/- acres
Area of Buildings:
  Province Center: +/- 33,110
  Chapel at Province Center; +/- 2025
  Garage/Maintenance Bldgs: 3,000 SF
Number of Stories: 1 and 4
Number of Tenant Spaces: Province: 44 rooms, plus 13 being used as offices
Percent Occupied: Not provided
Year Built: 1968-1979, 2001 (garage)
Building Code: 2006 ICC including the:
  - Building Code,
  - Existing Building Code,
  - Property Maintenance Code
  - Residential Code
Zoned: A – Single family (10,000 SF)
Flood Zone: FEMA Zone X – Area determined to be outside of the 100- and 500-year flood plains.
| Seismic Zone: | UBC 1997 Zone 2A; a zone possessing a maximum acceleration of 0.16g and is susceptible to moderate damage. |
| Parking: | Surface parking for 10 vehicles, and 6 in garage spaces. |
| Loading Docks: | None |
| Structure: | Province Center: Concrete and brick masonry |
| Garage/Maintenance: Wood frame. |
| Exterior: | Province: Brick masonry |
| Garage/Maintenance: Vinyl siding. |
| Roof: | Province Tower and Administration: built up with mineral cap sheet |
| Chapel at Province: single ply, adhered |
| Garage/Maintenance: asphalt shingles |
| Plumbing: | Public Sewer and Public Water |
| HVAC: | Province Center: circulated tempered water Garage/Maintenance: through the window unit or none |
| Electric: | Province Center: 800Amp, 120/208V, 3 phase, 4 wire |
| Chapel at Province Center: 400Amp, 120/208V, 3 phase, 4 wire |
| Garage/Maintenance: fed from adjacent building. |
| Vertical Transportation: | 1 hydraulic |
| Fire Protection: | Hose cabinets are provided in the Province Center Tower for fire department connection; Hoses are not provided. Cabinet fire extinguishers. |
| ADA Compliance: | Generally Compliant (Exterior) |
| Regulatory Compliance: | Substantially Compliant |
| Budgets: | Immediate: $25,125 |
| (Current Dollars) | Short Term: $77,565 |
| | Long Term: $439,520 |

### 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 structures were observed to be sound and in good condition considering their age with no significant deficiencies observed.
The Province Center (Tower, Administration and Chapel) utilizes a 2-pipe water circulation system which is beyond its expected useful life but is still in serviceable condition, though requiring constant attention and repairs.

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 that upgrades to the Province Center HVAC equipment be made to include replacement of local radiator/heat exchangers and flushing or replacement of circulation piping. We have allocated costs for same in the reserve schedule.

We recommend further study and evaluation of the exterior ADA measures, and the need to upgrade facilities to achieve better compliance with the standards.

We heard a concern regarding the main sanitary drain from the property. It is our understanding that this is a public improvement and we recommend you contact the sewer district.

Federal Pacific brand distribution panels were observed in the Province Center. These panels have a history of failure and we recommend that a licensed electrician inspect the equipment.

| General Condition | DEFICIENCIES | COSTS Current Dollars | | |
|-------------------|--------------|-----------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|-----------------|
|                   |              | Immediate             | Short-Term Year 1 | Long-Term Years 2-10 |
| E, G, F, P        | G SITE       | $1,500                | $1,250           | $18,995          |
|                   | G STRUCTURE AND EXTERIOR | $0              | $1,260           | $69,655          |
|                   | F MECHANICAL SYSTEMS | $17,500            | $19,000           | $196,900          |
|                   | G SPECIAL SYSTEMS - Elevators | $0              | $56,055           | $233,745          |
|                   | G-F INTERIORS | $6,125               | $0                | $122,825          |
|                   | F MISCELLANEOUS - ADA | $0                | $0                | $7,400            |
|                   | TOTALS       | $25,125              | $77,565           | $439,520          |

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,
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 additional limitations, see Section 11.0.

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 Shepherd 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.
2.4. Standards of Reference


- St Louis County Dept of Revenue website searching for the Subject: http://revenue.stlouisco.com/ias/

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.

**3.0 DESCRIPTION**

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, Criterion 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 Ann's 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. The housing choices provided include a range of service levels from independent living, assisted living and nursing care. All are basically private rooms, some utilizing 2-unit shared bathrooms and some utilizing central bathrooms on each floor; a few guest rooms include private bathrooms or toilet rooms. Rooms in the Province Building include a lavatory. The Province Center include an administration portion and Chapel, and five garages and maintenance buildings. Other services provided by the Community include dining and kitchen areas, lobby areas, meeting rooms, activity rooms, and library. Listed below is a breakdown of the buildings and their approximate sizes.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Province Center Tower</td>
<td>30,310 SF</td>
</tr>
<tr>
<td>Province Center Administration</td>
<td>2,800 SF</td>
</tr>
<tr>
<td>Chapel at Province Center</td>
<td>2,025 SF</td>
</tr>
<tr>
<td>2 Vehicle Garages</td>
<td>1,500 SF</td>
</tr>
<tr>
<td>3 Maintenance Building/Garages</td>
<td>1,500 SF</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>38,135 SF</strong></td>
</tr>
</tbody>
</table>

Table 2: Building Square Footage

The property is served by the following utilities and providers:
4.0 SITE IMPROVEMENTS

4.1 Topography

Description

The property generally slopes down to the south and west towards the MetroLink right of way and the Normandy City Hall respectively. The buildings are 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.

A cast-in-place (CIP) concrete retaining wall at rear of the Province Center creates a grade change to allow for a walk-out basement.

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

Structural stormwater management measures on the site are minimal. Surface drainage is achieved through a combination of interconnected catchbasins and pavement sheet flow discharging to lawn areas for percolation. A majority of the site's stormwater runoff flows overland to the low areas at the rear of the site or to the natural drainage channel along the west property line with eventual transfer to the municipal system. This channel also carries run-off from Natural Bridge Road and surrounding properties in times of wet weather.

Most roof drains are piped to underground piping that discharge to the municipal system; those buildings with gutters discharge to splash blocks or landscaping. There is no on-site stormwater collection system or detention system.

Observations & Comments

No significant deficiencies were observed relative to storm drainage on the site. The natural drainage channel along the west property line was dry at the time of our visit.

Table 3: Utility 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 (MSD)*</td>
</tr>
<tr>
<td>Storm Sewer</td>
<td>Metropolitan St Louis Sewer District (MSD)</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>Sieveking Onsite Refueling (Used as fuel for generators)</td>
</tr>
<tr>
<td>Phone</td>
<td>AT&amp;T and Charter</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.
The natural drainage channel should be inspected periodically to prevent collection of sediment and debris which could cause back up and flooding.

Any future development on the site that disturbs one acre or more of land or increases impervious surfaces by more than one-quarter acre will be subject to the Metropolitan St Louis Sewer District review and criteria, and/or Missouri Department of Natural Resources Regulations. These regulations require stormwater management measures to address stormwater quantity, water quality, and groundwater recharge on the site.

No repairs are indicated at this time.

4.3. Paving & Curbing

<table>
<thead>
<tr>
<th>PAVING &amp; CURBING</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>

Table 4: Parking Area

There are paved access driveways and parking areas throughout the site. Paving is a mixture of asphalt and concrete. Curbing consists of extruded asphalt and concrete curbing. Access to the site is from Natural Bridge Road. Ingress from Natural Bridge Road is by the western paved access driveway to the front of the Maria Droste House where there is a drop-off lane, a parking-service area and access to the building's single-car garage; adjacent are two stand-alone garages containing a total of 5 spaces. The approach drive and apron to the garages is CIP concrete. Beyond is parking for the Province Center and its service area, and for the Convent. Egress to Natural Bridge Road is via the paved eastern access driveway in an easement from the adjacent library. This shared driveway also provides access to library parking on the east side. There is also a paved service drive running from this driveway to the service area at the rear of the Convent and the three garage/maintenance buildings.

There are several paved parking areas for the Province Center and campus ground identified as follows:

Parked area north of the Convent – 23 spaces (0 handicap spaces)
Parked lot north of Province Center – 3 spaces

Additional, parallel parking is possible north of the Convent along the drive, and in the service area south of the Convent.

Garage parking is provided in the Maria Droste House for 1 vehicle, and in two garages located between the Maria Droste House and Province Center for 5 vehicles (2 in one and 3 in the other).

Access and circulation around the site appears to be adequate for the general public and emergency services. The quantity of parking spaces appears to be adequate for the current occupancy of the site.

Delivery trucks to the Convent are required to back down the drive east of the building to reach the service and delivery area.

The condition of the pavement in the access driveways and most parking
4.4. Flatwork

Description

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.

There are concrete walkways and patios on the site, around buildings, in the courtyards, and leading from buildings to the various parking areas and roadways.

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.

Patios in the two Convent courtyards and the Province Center are paved with concrete.

A concrete patio is located at the rear of the Province Center which is accessed from the lower level as a walk-out from the original swimming pool room. This patio is exposed aggregate about 40 feet square.

There is a concrete slab at the rear exit from the Province Center that has settled and shifted away from the building.

There are concrete steps from the south exit stair of the Province Center to the walkway on the south and east sides of the chapel.

There are concrete sidewalks and curbing along Natural Bridge Road at the frontage of the site which are maintained by the city and county.

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.

The concrete walkway at the Convent and that leading from the Convent to Natural Bridge Road is in good condition as are the branches.

The concrete of the courtyard patios were observed to be in good to fair condition.

The concrete steps from the south exit stair of the Province Center to the walkway at the sides of the chapel were observed to be in good condition.

The concrete slab at the rear exit from the Province Center has settled as much as 3" and shifted away from the building. We recommend repairs to either lift or replace the slab, if it is still needed for utility. The perimeter of the slab at the building should be caulked or sealed with a weatherproof sealant to prevent water from reaching the building foundation.

4.5. Landscaping & Appurtenances
The site is landscaped with mature trees, ornamental trees and shrubs. There is a large lawn area in the front of the buildings. There are also small garden areas throughout the complex. In the southwest corner of the site, opposite the Province Center, there is an old tennis court that appears unused for many years and has fallen into disrepair.

A regulation-size tennis court with surrounding chain link fence is located to the west of Province Center.

There are twelve (12) site lighting fixtures located on the site. These fixtures are mounted on poles approximately 12 feet in height.

There are two statues in the northern lawn area off the main sidewalk to Natural Bridge Road.

The site is enclosed with a combination of iron spike fencing and painted chain link. There is a fenced enclosure at the rear of the Province Center that includes the building’s HVAC condenser and had served as a dog run.

Landscaping on the site is in good condition with a few areas of neglect, but appears to be professionally maintained. Most of the plants were out of season at the time of our visit, so a full evaluation is not possible.

The tennis court is in serious disrepair; the pavement broken with weeds growing in the cracks and the perimeter border broken and shifted. The fencing is damaged with sections beginning to fall over. In consideration that the courts are not currently in use and of the expense to rehabilitate the playing surface, our recommendation is to either remove the fencing and abandon or remove the slab.

The CIP concrete retaining wall at the Province Center rear patio was observed to be in good condition.

5.0 STRUCTURE & EXTERIOR

5.1. Substructure

Description

The buildings are constructed with basements and slab on grade (SOG).

The Province Center Tower building has a basement. The remainder of the buildings have SOG. Building foundation materials are CIP concrete. Summarized below are the foundation types for each building.

Province Center Tower – Concrete foundation walls support CIP concrete slabs that span from foundation wall to foundation wall. Basement floors are concrete.

Province Center Administration – Concrete SOG with spread footings support brick masonry exterior walls.

Chapel at Province Center – Concrete SOG with spread footings support brick masonry exterior walls.

Garage/Maintenance Buildings – Concrete SOG with spread footings support wood framed walls.

Observations & Comments

No significant structural problems were observed. There were no indications of significant water intrusion problems, settlement, or deflection noted. A cover has been added over the exterior stairwell on the
west side of the Province Center to prevent water intrusion.

There is a chipped pair of bricks in the Province Center south end, middle-east corner about 5 feet above grade which could have been the result of impact damage; no other chipping, cracking or separation was observed.

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

5.2. Superstructure

Description

The buildings are all of different construction as summarized below.

Province Center Tower – Concrete foundation walls support CIP concrete slabs that span from foundation wall to foundation wall. Basement floors are concrete.

Province Center Administration – Concrete SOG with spread footings support brick masonry exterior walls.

Chapel at Province Center – Concrete SOG with spread footings support brick masonry exterior walls.

Garage/Maintenance Buildings – Wood framed walls support wood roof trusses. Wall and roof sheathing is plywood.

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.

Settlement of Province Center tower was reported to have occurred several years ago, but no evidence of settlement such as cracked walls, interior or exterior, or sticking or misaligned doors were observed during our walk through.

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

5.3. Exterior

Description

The buildings are all of different construction as summarized below.

Province Center Tower – The building façade is composed of light red colored standard brick continuing from grade to the parapet. Individual punched windows are located in pairs uniformly about the front and rear elevations. A stair tower with no windows is located in the east elevation at the left (south) of the structure and a larger stair and elevator tower is located near the right (north). Entrance is through the single-story Administration area or through an outside stairwell to the basement at the right rear corner. The building underwent a complete window replacement in 2004. There is a set of aluminum frame sliding glass doors in the rear basement wall for access to the patio. Service and delivery doors are located at the rear and left elevations, and at the base of each stair tower.

Province Center Administration – Located in front (east) of the Tower, the administration’s building façade is composed of light red colored standard brick continuing from grade to the parapet. Individual punched windows are located uniformly about the front and rear elevations. The front entrance is set back from the front building line and is a multi-panel wood
door with glass side panels.

**Chapel at Province Center** – Located in front (east) of the Tower and to the left (south) of the Administration portion, the Administration’s building façade is composed of light red colored standard brick continuing from grade to the parapet. There are no outside entrances; the interior is accessed only through the Tower or Administration area. There are two fixed, stained glass windows one each in the front (east) and left (south) elevations.

**Garage/Maintenance Buildings** – The exterior of the five buildings are light metal, vinyl siding or masonite siding. Each has an overhead door and a metal door. There is only one sliding window in each building.

Windows in the facility are of varying sizes and types. Most windows are original to the respective building, with reported replacements in the Province Center tower. The following is a summary of the window types found for each building:

**Province Center Tower** – A combination of the original, aluminum frame fixed windows, and replacement vinyl windows that are double hung. The building underwent a complete window replacement in 2004.

**Province Center Administration** – The original, aluminum frame fixed panel windows.

**Chapel at Province Center** – There are two fixed, stained glass windows one each in the front (east) and left (south) elevations.

**Garage/Maintenance Buildings** – There is only one sliding window in each building. Typical windows are aluminum frame, single pane.

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

The building exteriors were found to be typically in good condition, there was no evidence of previous re-pointing and brick repairs on the masonry buildings, and no obvious siding repairs on the other buildings.

There is a small area of damaged brick work at the rear of the Province Center Tower at the first floor. The limited area of this damage and in consideration of the small, localized area affected we believe this is contact damage; repairs are recommended, but are not a structural or weather issue that must be addressed immediately.

A shed-type roof has been installed over the rear exterior stairwell at the Province Center to reduce the water collecting into the stairwell and flooding into the building.

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

It is estimated that there are over 250 windows in the entire facility. Not all windows in the facility were inspected. Based on our observations and information obtained from maintenance personnel, all windows in the Tower and Administration were replaced in the late 1990’s.

The windows in the Province Center Tower do not appear to be original
given the date of construction of the building (circa 1979); the windows examined appear to be finished vinyl frame with double pane glass, an upgrade from the original construction.

The current aluminum framed windows in the other buildings 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

Description

Roofing materials vary throughout the facility and include fiberglass/asphalt shingles, single-ply adhered (possibly white colored thermo plastic olefin or TPO, thermoplastic polyolefin roofing, a rubber appearing roofing membrane), and built up roofing (BUR) with a mineral cap sheet. Roof types for each building are summarized below.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ROOF TYPE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Province Center Tower</td>
<td>built up roofing with mineral cap sheet</td>
</tr>
<tr>
<td>Province Center Administration</td>
<td>built up roofing with mineral cap sheet</td>
</tr>
<tr>
<td>Chapel at Province Center</td>
<td>TPO, adhered</td>
</tr>
<tr>
<td>Garage/Maintenance Buildings</td>
<td>fiberglass/asphalt shingles</td>
</tr>
</tbody>
</table>

Table 5: Roofing Types

Observations & Comments

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 fiberglass/asphalt shingle roofs on the Garage/Maintenance Buildings are in good condition.

The roof of the Province Chapel 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.

The roof of the Province Tower and Administration portion are covered with a BUR with mineral cap sheet and installed over rigid insulation. It is extended up the parapet walls and secured by painted sheet metal coping. The roofing is in good condition. All roof penetrations were found to be adequately flashed and sealed. The roofs are drained by interior roof drains. Roof drainage was found to be adequate with no signs of ponding. Roof drains were equipped with trash cages.

6.0 MECHANICAL SYSTEMS

6.1. Plumbing Systems

Description

The buildings are individually served with domestic water from the utility main. Water service is not available at the five Garage/Maintenance...
buildings. Distribution piping varies by building and year built. The Province Center Tower and Administration area is primarily iron pipe.

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

Province Center Tower and Administration – DHW is produced in two gas-fired, tank type water heaters with an insulated storage tank. One heater is a State “Sandblaster” of 75 gallons, rated 75,000 Btu input, manufactured about 2000. The second is Rheem Manufacturing “Universal” commercial heater of 65 gallons, rated 399,900 Btu input manufactured in 2008. The holding tank was fabricated by National Steel Construction in 1968. The capacity of the tank was unavailable at the time of our visit. The tank is externally insulated with an unknown insulation material. Distribution is assisted by one centrifugal pump of unknown horsepower. The storage tank displays a St Louis County Department of Public Safety inspection sticker dated August 2006; it is not reported whether the tank was inspected more recently.

The kitchen in the Province Center Tower is residential style with a large capacity residential grade dishwasher. No supplementary water heating was identified.

There are two personal laundry rooms; one in the basement and one on the second floor. The second floor room includes one residential-grade washing machine and one residential-grade dryer and the basement room includes two residential-grade washing machines and two residential-grade dryers manufactured by various companies and are of various ages.

Chapel at Province Center – This building has no water service.

Garage/Maintenance Buildings – These buildings have no water service.

Waste piping is mostly cast iron with PVC at renovated and new bathrooms and individual fixtures. There are no sumps or lift stations for waste water in any building.

Grease traps were not identified for either kitchen.

A municipal sanitary main runs across the south of the site. There are multiple laterals to the main of various sizes.

The plumbing system domestic hot water system and condition varies by building.

Province Center Tower and Administration – No problems with the DHW were reported. The DHWS are approximately 13 and 5 years old; replacement of 1 unit within the term is anticipated and budgeted.

Problems with reduced flow in the domestic water lines has been reported due to corrosion and mineral accumulation inside the pipe. This will remain a maintenance problem, but cannot be quantified as a budget item and has not been budgeted.

The residential laundry machines appear new and in good condition, but replacement of 4 sets of machines within the term is anticipated and budgeted over the term.
6.2. HVAC Systems

Description

The buildings are heated/cooled by various methods and systems; there is no site-wide, central system.

Province Center, including the Tower and Administration portion, are heated and cooled from a central plant utilizing boilers and a chiller unit on a 2 pipe, circulated water loop with package air handler/heat exchanger units located around the building. The boilers are located in the main mechanical room of the lower level; the chiller/condenser is located in the yard to the left of the building. Heated water is provided by two packaged natural gas fired boiler units manufactured by Parker Boiler Manufacturing Company in 1968. The boilers are rated 1458 MBtu input each. The chiller/condenser utilizes R22 refrigerant to produce approximately 20 Tons of cooling capacity; the unit was manufactured by York International Corp in 2007. It was reported and observed that a number of the PTAC units were experiencing rust through of the circulated water piping and of the enclosure; several units have been repaired while others have been isolated and abandoned in place.

An independent split system unit of 2 Ton capacity is installed in the Archives Room. This unit is manufactured by Liebert in 2010.

The Chapel at Province Center is heated/cooled with two split-systems utilizing pad mounted condensers and air handler units with electric resistance heating.

The site Maintenance Supervisor stated that previous testing in the Province Center did not reveal the presence of any asbestos material. Test reports or documentation were not obtained.

There are no water treatment systems or softening systems installed in any of the buildings. It was reported there have been problems with clogging and corrosion of domestic water and HVAC water circulation piping in the Province Center. Sections of pipe have corroded through or clogged to the point that removal and replacement of the faulty sections or installation of bypass lines were required. The Costs and Reserves include budgeting for upgrade of the Province Center HVAC system and possible replacement or abandonment of the water circulation piping.

Province Center Tower and Administration – Upgrade of the HVAC system is recommended. Budgeting for replacement of the HVAC and DHW boilers within the term is anticipated. There are multiple small DHW and conditioned water circulating pumps serving the HVAC systems. We have allowed for replacement within the term as they are in variable condition from satisfactory to poor.

Chapel at Province Center – Budgeting for replacement of the HVAC condensers within the term is anticipated.
6.3. Electrical Systems

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

**Table 6: Electrical System Summary**

Electric service to the buildings is individual for each building. All are underground service. Short circuit protection after the service entrance equipment is by molded case circuit breakers.

Service at the buildings were observed to be as follows;

**Province Center Tower** – (serving the Tower and Administration portion) - 800A, 120/208V, 3 phase, 4 wire. Distribution is with type NM cable concealed in wall spaces. With automatic transfer switch and generator connection.

**Chapel at Province Center** – 400A, 120/208V, 3 phase, 4 wire.

**Garage Buildings** (2) – Power fed from panels in the Droste House; 150A, 120/208V, 3 phase, 4 wire.

**Garage/Maintenance Buildings** (3) – Power fed from panels in the Convent/Chapel building; 150A, 120/208V, 3 phase, 4 wire.

Emergency generators are installed at three locations as follows;

**Province Center Tower** – Baldor Generator, Model IDLC225-35, 225 kW capacity, 120/208V, 3 phase, 4 wire, diesel fuel, liquid cooled, in factory weather enclosure, controls included, fuel tank in base.

The condition of the electric distribution system in the buildings varies by building age. All circuit protection is with is by molded case circuit breakers.

**Province Center Tower and Administration** – 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 available. The main panels and the local distribution panels on the individual floors were noted to be Federal Pacific brand. These products, especially the local panels, have a history of failure; the individual circuit breakers do not trip properly and can cause overheating of wiring and eventual fires. This has not been included in the budget.

**Chapel at Province Center** – 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 obtained.

**Garage/Maintenance Buildings** – Appeared in be in good condition, not observed in detail.

No action is recommended at this time except to assure that periodic
7.0 SPECIAL SYSTEMS

7.1. Vertical Transportation

Description

The Province Center Tower is served by 1 hydraulic passenger elevator rated 2,500 pounds manufactured by Esco. The elevator was last inspected by the Missouri Department of Public Safety in March 2013 and the certificate is posted in the basement machine room. The elevator is listed on the certificate as installed in 1966.

Observations & Comments

The elevator mechanical room at Province Center has poor ventilation and temperature control.

We did not access the elevator pit to examine the pit or piston. There were no reports of problems. The elevator operated smoothly and leveled properly at the floors visited.

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

Replacement and upgrade of the elevator cab within the term is budgeted.

7.2. Security Systems

Description

There is no security system for the facility.

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

Hose cabinets are provided in the Province Center Tower on each floor for fire department connection; hoses are not provided. It was reported that hoses were removed from the cabinets at fire department request.

Observations & Comments

No fire sprinkler system is provided for the Province Center Tower or any of the garage/maintenance buildings.
8.0 INTERIOR ELEMENTS

<table>
<thead>
<tr>
<th>TENANT</th>
<th>COMMON</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Walls</strong></td>
<td>Drywall and Plaster</td>
</tr>
<tr>
<td><strong>Floors</strong></td>
<td>Vinyl tile, carpeting, ceramic tile</td>
</tr>
<tr>
<td><strong>Ceilings</strong></td>
<td>Drywall, Plaster, acoustical tile drop ceilings</td>
</tr>
<tr>
<td><strong>Doors</strong></td>
<td>Wood, metal, glass</td>
</tr>
<tr>
<td><strong>Walls</strong></td>
<td>Drywall, Plaster, wood paneling and painted masonry</td>
</tr>
<tr>
<td><strong>Floors</strong></td>
<td>Vinyl tile, carpeting, ceramic tile</td>
</tr>
<tr>
<td><strong>Ceilings</strong></td>
<td>Drywall, Plaster, acoustical tile drop, adhered acoustical tile ceilings</td>
</tr>
<tr>
<td><strong>Doors</strong></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 some of the facilities, interior finishes are not modern and show signs of wear and tear.

The ceramic tile floor in the Province Center basement swimming pool area is lifting and breaking up.

Observations & Comments

Interior finishes in the buildings vary, mostly depending on age and by building or area occupancy.

Province Center Tower and Administration – Finishes in guest rooms are in good condition, in the activity rooms in good to fair condition, in the offices good to fair, in the restroom/bathrooms good to fair but mostly functional, and in the corridors good to fair.

Chapel at Province Center – 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 buildings.

The indoor pool in the Province Center basement has been closed and abandoned. A platform has been built to the level of the surrounding deck. Plans are to refinish the entire room floor including the new platform to create a meeting-activity room.

9.0 MISCELLANEOUS

9.1 Amenities

Description

The entire facility provides a full range of living activities; dining and food service, laundry, TV, library, limited exercise, craft and sewing.

An indoor pool in the Province Center basement has been closed and abandoned. A platform has been built to the level of the surrounding deck.

A tennis court is located outside and behind the Province Center; this court has been allowed to fall into disrepair and is not functional.

Kitchen and dining facilities are provided in the Province Center on the
first floor. Facilities and equipment are;

The kitchen in the Province Center is equipped with as a typical small commercial kitchen with wood cabinets, plastic laminate and stainless steel counter tops, and residential grade appliances, equipped to serve guests in the connecting dining room. Appliances include residential type refrigerators and freezers, a range with oven and ductless hood, dishwashing facilities and equipment, a garbage disposal, and miscellaneous small appliances for food preparation.

Limited exercise equipment is available in the Province Center basement pool room along with video entertainment equipment, and activity equipment is provided in the adjacent Recreation room. Showers and toilet rooms remain in this area from the swimming pool. Sewing and craft rooms are located on the second, third and fourth floors.

Observations & Comments

The indoor pool basin was not filled in, but it was reported “holes were made in the bottom” to prevent ground water pressure from lifting the pool basin. The platform built over the pool is well supported and stable to walk on and matches the surround floor level quite well. We have no recommendations on further repairs or adjustments; repair and replacement of the area flooring is considered in the Interior Elements section.

The tennis court exhibits badly cracked and deficient playing surface and the surrounding fence is loose and leaning. It does not appear it would be economical to repair or restore the facility. We recommend the fence be removed as a safety measure and the pavement either be abandoned in place, or removed.

Upgrades to activity room finishes are included in the Interior Elements section and will not be discussed here.

Generally, we would recommend planning for replacement of refrigerators/freezers every 10 years and ranges every 20 years. The exact ages of the equipment could not be determined. We have allowed for replacement of four of the refrigerators/freezers and one range over the next 10 years in the reserve schedule.

9.2. ADA Compliance

Description

There are a total of two handicap parking spaces provided on the site at the convent entrance of which none are van-accessible spaces. Provisions for handicap accessibility on the exterior of the buildings are minimal. At the direction of the client, we did not evaluate American’s with Disabilities Act (ADA) compliance for the interior of the buildings.

Observations & Comments

The number of handicap parking spaces provided is generally in compliance with ADA standards (2 spaces for 26 – 50 spaces).

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.

Site personnel reported that previous testing did not reveal the presence of asbestos material in the Province Center building. Documentation of the testing was not available at the time of our visit.

Observations & Comments

The buildings are subject to different municipal and code requirements based upon the equipment and systems in the building and the current use. Identified requirements and certifications or approvals are as noted below.

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.

Province Center Tower – The heating boilers do not have current St Louis County Department of Public Works inspection stickers; Boiler 1 has a 2009, and Boiler 2 has 2010. The DHW heater tanks and the storage tank have Missouri State ID number tags, but current inspection stickers were not observed. The elevator certificate is current and bears the current Missouri Department of Public Safety sticker. Fire extinguishers bear current inspection tags.

Province Center Administration – Fire extinguishers bear current inspection tags.

Chapel at Province Center – Fire extinguishers were observed to bear current inspection tags.

Garage/Maintenance Buildings – Fire extinguishers were observed to bear current inspection tags.

Boiler plant equipment including boilers, domestic hot water generators, emergency generator were observed to either have expired inspection stickers or no identification of current inspection as required.

Construction permits are obtained for various renovation and repair projects that are taken on by in-house personnel or by outside contractors.

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.

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
- All individual apartments and guest rooms as directed by the client. Various rooms in the Province Center on select floors were observed, roughly 10% of the total were observed.
We do not render an opinion on uninspected 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.
Appendix A: Photographs
Location:
Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

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

Description:
Front elevation of Province Center; Administration is single story in foreground, Chapel is higher section to the left of Administration.

Photo Number 1

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

Photo Number 2
Location:
- Province Ctr & Campus Grounds
- Sisters of the Good Shepherd
- Normandy, Missouri

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

Description:
Garages looking north from Province Center roof. Droste Residence is through trees.

Photo Number 3

Description:
Rear elevation of Province Center looking south. Note tennis court to right.

Photo Number 4
Location:
Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

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

Description:
Tennis court looking west.

Photo Number 5

Description:
Parking and drives north of Province Center.

Photo Number 6
Location:
- Province Ctr & Campus Grounds
- Sisters of the Good Shepherd
- Normandy, Missouri

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

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

Photo Number 7

Description:
View of pavement and lawn area looking north from Province Center.
re: photos 6, & 9.

Photo Number 8
Location:
Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

Photo Taken by:
Paul R. Metzler, P.E.

Date:
Nov 19, 2013

Description:
Rear elevation of Province Center looking north. re: photo 7 for view from north.

Photo Number
9

Description:
Concrete slab at south end, east corner of Province Center. Note settlement of slab.

Photo Number
10
Location:
Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

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

Description:
Courtyard at Province Center; Tower is on right, Administration on left and Chapel in left background.

Photo Number 11

Description:
Roof of Province Center Tower looking north.

Photo Number 12
Location: Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

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

Description:
Roof of Province Center Tower looking north.

Photo Number 13

Description:
Front entrance door, looking into lobby of Province Center Administration.

Photo Number 14
Location:
Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

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

Description:
Dining room of Province Center.

Photo Number
15

Description:
Kitchen of Province Center.

Photo Number
16
Location: Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

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

Description:
Typical sleeping room in Province Center.

Photo Number 17

Description:
Typical lavatory in sleeping room of Province Center.

Photo Number 18
Location:
Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

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

Description:
Craft room in Province Center.

Photo Number 19

Description:
Community Room, 3rd floor of Province Center.

Photo Number 20
Location:
Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

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

Description:
Exit stair of Province Center.

Photo Number
21

Description:
Chapel in Province Center.

Photo Number
22
Description:
Typical corridor of Province Center.

Photo Number
23

Description:
Boilers in basement mechanical room of Province Center.

Photo Number
24
**Location:**
Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

**Photo Taken by:**
Paul R. Metzler, P.E.

**Date:**
Nov 19, 2013

**Description:**
Main HVAC condenser in yard of Province Center.

**Photo Number**
25

---

**Description:**
Typical PTAC unit of Province Center.

**Photo Number**
26
Location:
Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

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

Description:
Mechanical room in basement of Province Center.

Photo Number 27

Description:
DHW units in basement mechanical room of Province Center.

Photo Number 28
Location:
Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

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

Description:
DHW hot water storage tank in basement mechanical room of Province Center. re: photo 54 for DHW; this tank is on left in photo.

Photo Number 29

Description:
Former swimming room in basement of Province Center. Note that pool is covered over.

Photo Number 30
Location:
Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

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

Description:
Swimming pool room in basement of Province Center looking toward sliding doors leading to rear patio.

Photo Number 31

Description:
Emergency generator at north end of Province Center.

Photo Number 32
**Description:**
Elevator equipment in basement of Province Center.

**Photo Number:** 33

---

**Description:**
Service doors (brown) and stairwell exit (white) doors at north end of Province Center.

**Photo Number:** 34
Location:
Province Ctr & Campus Grounds
Sisters of the Good Shepherd
Normandy, Missouri

Photo Taken by:  Photo Number
Paul R. Metzler, P.E.  35

Date:
Nov 19, 2013

Description:
Basement outdoor exit at north end, west elevation of Province Center.
Appendix B: REPAIR/REPLACEMENT CAPITAL BUDGETS
10-YEAR TABLE
### Site Grounds

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COST</th>
<th>QUAN.</th>
<th>UNIT</th>
<th>BIME</th>
<th>SHORT</th>
<th>IN YEAR</th>
<th>1 YEAR</th>
<th>2 YEAR</th>
<th>3 YEAR</th>
<th>4 YEAR</th>
<th>5 YEAR</th>
<th>6 YEAR</th>
<th>7 YEAR</th>
<th>8 YEAR</th>
<th>9 YEAR</th>
<th>10 YEAR</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.0 SITE IMPROVEMENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asphalt pavement, pedestal repair</td>
<td>10</td>
<td>DB</td>
<td>25</td>
<td>SY</td>
<td>0.00</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asphalt pavement, seal cracks</td>
<td>10</td>
<td>DB</td>
<td>250</td>
<td>LF</td>
<td>7.50</td>
<td>1,875</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asphalt pavement, apply cost, stowage</td>
<td>10</td>
<td>DB</td>
<td>3,520</td>
<td>SY</td>
<td>1.60</td>
<td>3,520</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asphalt pavement, apply 1 1/2&quot; max.</td>
<td>15</td>
<td>DB</td>
<td>3,520</td>
<td>SY</td>
<td>0.60</td>
<td>13,190</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concrete sidewalk, 30 W/W/Pc.</td>
<td>35</td>
<td>DB</td>
<td>450</td>
<td>LF</td>
<td>5.50</td>
<td>1,920</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trees court, dense form, standards</td>
<td>45</td>
<td>DB</td>
<td>2</td>
<td>LS</td>
<td>1,010</td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixing/facing open rear of fence</td>
<td>10</td>
<td>DB</td>
<td>5</td>
<td>SIX</td>
<td>201</td>
<td>1,290</td>
<td>550</td>
<td>320</td>
<td>320</td>
<td>510</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting, standard</td>
<td>15</td>
<td>DB</td>
<td>360</td>
<td>EA</td>
<td>350</td>
<td>350</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,080</td>
<td>1,290</td>
<td>550</td>
<td>320</td>
<td>320</td>
<td>510</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5.0 STRUCTURE &amp; EXTERIOR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>House</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.0 MECHANICAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7.0 SPECIAL SYSTEMS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.0 INTERIOR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>9.0 MISCELLANEOUS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>YEARNAL TOTALS (Un-Inflated)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,500</td>
<td>$1,250</td>
<td>$350</td>
<td>$725</td>
<td>$15,120</td>
<td>$350</td>
<td>$350</td>
<td>$350</td>
<td>$350</td>
<td>$350</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Inflation Rate = 2.5%</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$1,500</td>
<td>$1,250</td>
<td>$350</td>
<td>$725</td>
<td>$17,107</td>
<td>$466</td>
<td>$426</td>
<td>$426</td>
<td>$426</td>
<td>$426</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Number of Units</strong></td>
<td>62,449 Gross SF, overall campus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cost per unit (Un-Inflated)</strong></td>
<td>$0.29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cost per unit (Inflated)</strong></td>
<td>$0.33</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The recommendations and comments outlined in this report are based on the collective expertise of Cramer & Anderson. All costs or time-estimates contained herein do not necessarily reflect site conditions, rates, or opinions of other professionals you may select.

The table contains projected costs of repairs or improvements, excluding both labor and materials. These costs are based on recent knowledge of building systems, local construction costs, materials, labor conditions, and other sources such as historic building.

Contractor Cost Data: We have performed no design work in our study, and therefore we obtained appropriate quotations or estimates. Costs are unverified.
<table>
<thead>
<tr>
<th>Place</th>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
<th>Column 7</th>
<th>Column 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row 1</td>
<td>Value 1</td>
<td>Value 2</td>
<td>Value 3</td>
<td>Value 4</td>
<td>Value 5</td>
<td>Value 6</td>
<td>Value 7</td>
<td>Value 8</td>
</tr>
<tr>
<td>Row 2</td>
<td>Value 1</td>
<td>Value 2</td>
<td>Value 3</td>
<td>Value 4</td>
<td>Value 5</td>
<td>Value 6</td>
<td>Value 7</td>
<td>Value 8</td>
</tr>
<tr>
<td>Row 3</td>
<td>Value 1</td>
<td>Value 2</td>
<td>Value 3</td>
<td>Value 4</td>
<td>Value 5</td>
<td>Value 6</td>
<td>Value 7</td>
<td>Value 8</td>
</tr>
<tr>
<td>Row 4</td>
<td>Value 1</td>
<td>Value 2</td>
<td>Value 3</td>
<td>Value 4</td>
<td>Value 5</td>
<td>Value 6</td>
<td>Value 7</td>
<td>Value 8</td>
</tr>
<tr>
<td>Row 5</td>
<td>Value 1</td>
<td>Value 2</td>
<td>Value 3</td>
<td>Value 4</td>
<td>Value 5</td>
<td>Value 6</td>
<td>Value 7</td>
<td>Value 8</td>
</tr>
</tbody>
</table>

This table contains data...
Appendix C: Reference Documents
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM</td>
<td>Asbestos Containing Material</td>
<td>HVAC</td>
<td>Heating Ventilation and Air Conditioning</td>
</tr>
<tr>
<td>ACT</td>
<td>Acoustic Ceiling Tile</td>
<td>HW</td>
<td>Hot Water</td>
</tr>
<tr>
<td>ADA</td>
<td>Americans with Disabilities Act</td>
<td>HWH</td>
<td>Hot Water Heater (domestic)</td>
</tr>
<tr>
<td>AHU</td>
<td>Air Handling Unit</td>
<td>IBC</td>
<td>International Building Code</td>
</tr>
<tr>
<td>ASHRAE</td>
<td>American Society of Heating, Refrigeration and Air-Conditioning Engineers</td>
<td>IRC</td>
<td>International Residential Code</td>
</tr>
<tr>
<td>ASTM</td>
<td>American Society for Testing and Materials</td>
<td>KVA</td>
<td>Kilovolt-Ampere</td>
</tr>
<tr>
<td>BOCA</td>
<td>Building Officials Code Administrators International</td>
<td>LF</td>
<td>Lineal Foot</td>
</tr>
<tr>
<td>BTU</td>
<td>British Thermal Unit</td>
<td>MSL</td>
<td>Mean Sea Level</td>
</tr>
<tr>
<td>BTUH</td>
<td>British Thermal Unit /Hour</td>
<td>NEC</td>
<td>National Electric Code</td>
</tr>
<tr>
<td>CFM</td>
<td>Cubic Foot / Minute</td>
<td>NFPA</td>
<td>National Fire Protection Association</td>
</tr>
<tr>
<td>CI</td>
<td>Cast Iron (piping)</td>
<td>MBH</td>
<td>Thousand British Thermal Units / Hour</td>
</tr>
<tr>
<td>CIP</td>
<td>Cast In Place (concrete)</td>
<td>MDP</td>
<td>Main Distribution Panel (electric power)</td>
</tr>
<tr>
<td>CMU</td>
<td>Concrete Masonry Unit (block)</td>
<td>OSB</td>
<td>Oriented Strand Board (sheathing or decking)</td>
</tr>
<tr>
<td>CPVC</td>
<td>Chlorinated Poly Vinyl Chloride (piping)</td>
<td>PCA</td>
<td>Property Condition Assessment</td>
</tr>
<tr>
<td>CW</td>
<td>Cold Water</td>
<td>PCR</td>
<td>Property Condition Report</td>
</tr>
<tr>
<td>DI</td>
<td>Ductile Iron (piping)</td>
<td>PE</td>
<td>Licensed Professional Engineer</td>
</tr>
<tr>
<td>EIFS</td>
<td>Exterior Insulating and Finishing System</td>
<td>PVC</td>
<td>Poly Vinyl Chloride (piping and siding)</td>
</tr>
<tr>
<td>EPDM</td>
<td>Ethylene Propylene Diene Monomer</td>
<td>PTAC</td>
<td>Packaged Terminal Air Conditioning Unit</td>
</tr>
<tr>
<td>EUL</td>
<td>Expected Useful Life</td>
<td>RUL</td>
<td>Remaining Useful life</td>
</tr>
<tr>
<td>FCU</td>
<td>Fan Coil Unit</td>
<td>RTU</td>
<td>Roof Top Unit</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
<td>SF</td>
<td>Square Foot</td>
</tr>
<tr>
<td>FFE</td>
<td>Furniture, Fixtures and Equipment</td>
<td>SOG</td>
<td>Slab On Grade (concrete basement or ground floor)</td>
</tr>
<tr>
<td>FHA</td>
<td>Forced Hot Air</td>
<td>SQ</td>
<td>100 Square Feet</td>
</tr>
<tr>
<td>FHAA</td>
<td>Fair Housing Act and Amendments</td>
<td>SY</td>
<td>Square Yard</td>
</tr>
<tr>
<td>FIHW</td>
<td>Forced Hot Water</td>
<td>UBC</td>
<td>Uniform Building Code</td>
</tr>
<tr>
<td>FIRM</td>
<td>Flood Insurance Rate Map</td>
<td>UL</td>
<td>Underwriters Laboratories</td>
</tr>
<tr>
<td>FOIA</td>
<td>Freedom Of Information Act</td>
<td>VAC</td>
<td>Volts Alternating Current</td>
</tr>
<tr>
<td>GFI</td>
<td>Ground Fault Interruption (circuit breaker)</td>
<td>VAV</td>
<td>Variable Air Volume box</td>
</tr>
<tr>
<td>GWB</td>
<td>Gypsum Wall Board (drywall or sheetrock)</td>
<td>VCT</td>
<td>Vinyl Composition Tile</td>
</tr>
<tr>
<td>HID</td>
<td>High Intensity Discharge (lamp, lighting fixture)</td>
<td>VWC</td>
<td>Vinyl Wall Covering</td>
</tr>
</tbody>
</table>
EXEMPLARY 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—designation reserved 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 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 is generally 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 responsible 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 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.

and due diligence than the baseline scope described within this guide or, at the user’s option, it may include a lower level of inquiry or due diligence than the baseline scope described in this guide. Such deviations from this guide’s scope should be disclosed in the PCR’s executive summary.

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 PCR or as required in the Annex.

Continued...

2.3.40 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 this 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.

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 PMIL—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.

Copyright by ASTM, Int'l
Property Condition Assessment

Site Location Map

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

Source: Google Maps
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