NOVATO Branch

Marin County Free Library

Inspection Report

Inspection Address:
1720 Novato Blvd, Novato, CA

Inspection Date:
September 21, 2015

Prepared For: **Department of Public Works,**
County of Marin, California

Prepared By:
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Report Number:
150921.1

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Client Advisory

Please note: This Advisory is **not** a "summary" of the inspection report. That is why we urge you to **read** the *entire* inspection report *before* you review this section. As an additional service to our Clients and their Real Estate Professionals, we have provided this listing of the items which, in the professional opinion of your Inspector, merit further attention, investigation, or improvement at this time. Some of these conditions may be of such a nature as to require repair or modification by a skilled craftsman, technician or other specialist. In listing these items, your Inspector is not offering any opinion as to who, among the parties to your transaction, should take responsibility for addressing any of these concerns. Finally, we remind you that following the Inspector's advice will often result in enhanced safety for the occupants of the Structure or improved performance and/or extended life for the component in question.

1. **Trip hazards were observed in the walkways. We recommend repair, if possible, or removal and replacement, of deteriorated sections of the walkways to eliminate trip hazards and reduce the potential for personal injury. Sometimes simply "ramping-up" concrete patching material at the changes in elevation can serve as a short term solution.**
2. **At the time of the inspection a PG&E notice, see pic 7.6 was shared with the inspector indicating a gas leak between the meter and structure. The gas line should be evaluated and repaired/replaced by a competent, licensed plumber.**
3. **The handle for the appliance shutoff valve for the water heater was not present. Provide a wrench or better yet, replace the gas valve with the correct valve.**
4. **The seismic restraint for the water heater tank had been installed in a nonprofessional manner. The lack of proper restraint could result in unnecessary damage in the event of a major earthquake. We recommend immediate installation of proper restraint in accordance with current industry standards, local trade practice and applicable jurisdictional requirements.**
5. **Numerous instances of non-professional electrical work were observed, making non-visible elements suspect. A competent, licensed electrician should examine the *entire* system and repair, augment or modify it to insure that it is safe and dependable.**

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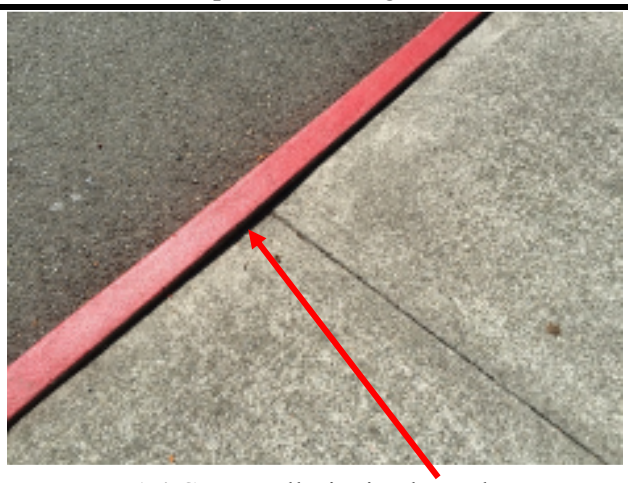
Inspection Photos

1.1 Peaked roof trust framing

1.2 Replace all damaged curbs

1.3 Correct all tripping hazards



1.4 Correct all tripping hazards

1.5 Add soil to correct grade and seal exterior blocks

1.6 Replace all damaged caulking & fill all gaps

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2.1 Replace all damaged wood, re-paint

2.2 Prepare damaged fascias and re-paint

2.3 Seal all window leaks, re-paint damaged frame

2.4 Prepare and re-paint all damaged flashing

2.5 Remove all debris from all roofs and gutters

2.6 Replace or re-paint all damaged equipment

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3.1 Repair/Replace all rafter tails as required

3.2 Replace all missing/loose pipe straps

3.3 Repair/Replace all damaged gussets and framing

3.4 Repair/Replace all damaged gussets and framing

3.5 Correct all flashing laps

3.6 Correct/reattached all loose flashing

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4.1 Service roofs, correct all blisters and clean

4.2 Service roofs, reattach all loose roof parts

4.3 Service all roofs, remove all debris, clean roofs

4.4 Reconnect condensation pipe

4.5 Repair all gaps/damage in ducts weatherproof seals

4.6 Repair all gaps/damage in ducts weatherproof seals

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5.1 Tar and Gravel Roof in good order, clean debris

5.2 Remove all vegetation from contact

5.3 Remove all debris from all roofs, suppers & gutters

5.4 Remove all vegetation from contact with structure

5.7 Remove all vegetation from contact

5.6 Remove all vegetation from contact

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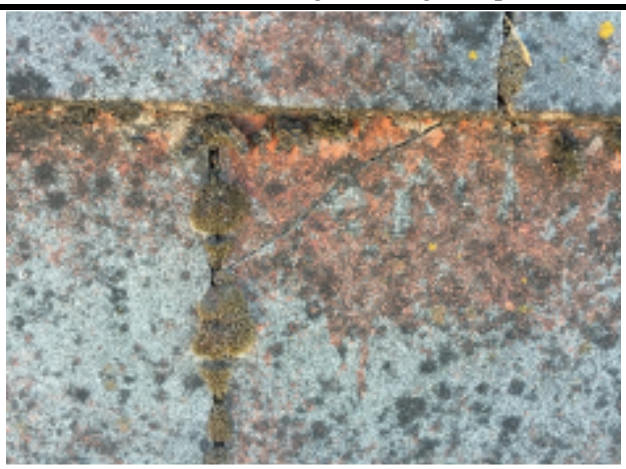
6.1 Tile has dropped down, possible fastener failure

6.2 Prevent all falling tile danger, replace

6.3 Prevent all falling tile danger, replace

6.4 Prevent all falling tile danger, replace



6.5 Prevent all falling tile danger, replace

6.6 Replace all damaged tiles

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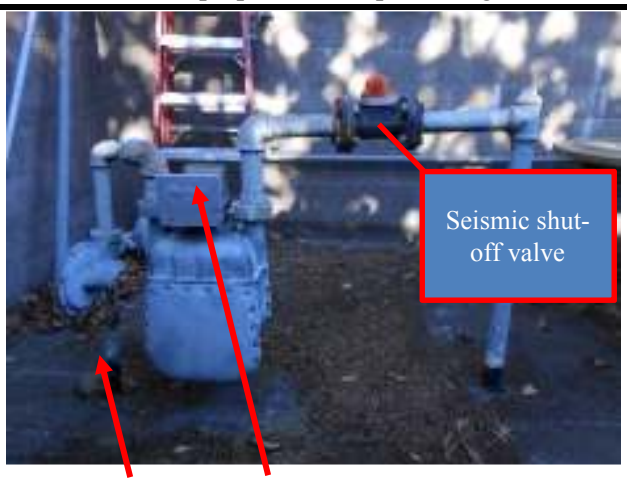
7.1 Correct all loose roof fasteners

7.2 Remove and clean all debris from all roofs

7.3 Clean, prepare and re-paint all gutters

7.4 Clean, prepare and re-paint all gutters



7.5 Gas valve and meter, add valve wrench on chain

7.6 Replace gas line from meter to structure

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8.1 Main H2O Check Valve, add insulation

8.2 Repair all leaking hose bibbs, add syphon break

8.3 Tighten Lavatory to wall and re-caulk

8.4 Correct slow drain

8.5 Tighten Water Closet to wall and re-caulk

8.6 Replace or prepare and paint rusted sink pedestal

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9.1 H2O Heater 28 gal. 2012, correct seismic braces

9.2 H2O heater label

9.3 Replace gas valve or add wrench

9.4 Add ground conductor to h2o pipe clamp

9.5 Repair/Replace damaged floor at sewer cleanout

9.6 Repair/replace leaking Kitchen sink trap

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10.1 Electrical main panel in Staff offices

10.2 Electric meter, main and sub panels breaker

10.3 Main panel label

10.4 Electric meter, main and sub panels breaker

10.5 Panel “A”

10.6 Panel “A” label

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11.1 Panel “A”

11.2 Panel “A” Correct double lugged breaker

11.3 Panel “A” Correct double lugged breaker

11.4 Panel “A” Correct double lugged breaker

11.5 Panel “A”, replace damaged breaker

11.6 Panel “A” remove cut wire

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12.1 Panel “B”

12.2 Panel “B” label

12.3 Panel “B”

12.4 Panel “B” Correct double lugged breaker

12.5 Panel “B” cap open knockout

12.4 Panel “B” make safe two cut wires (one shown)

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13.1 Panel “C”

13.2 Panel “C” label

13.3 Panel “C”

13.4 Panel “C” remove metal rust and clean enclosure

13.5 Correct/replace HVAC control as required

13.6 make safe all outlets in children area

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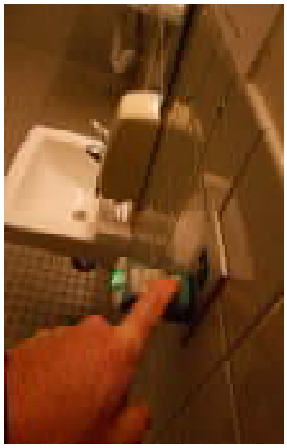
14.1 Remove receptacle and add blank s. s. plate

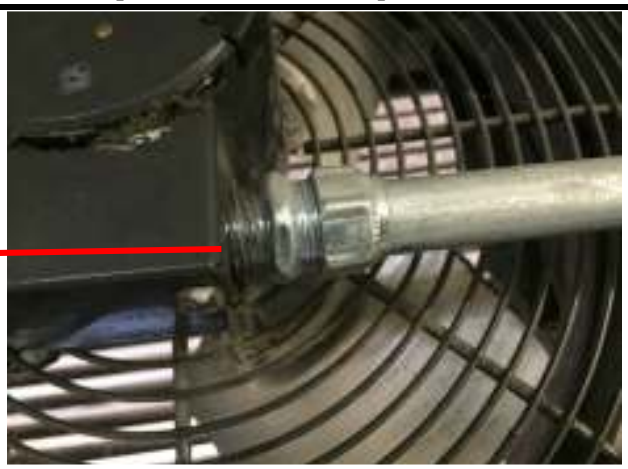
14.2 Remove abandoned electrical conduit

14.3 Replace with GFCI Receptacle in kitchen



14.4 Replace with GFCI Receptacle in restrooms

14.5 Fan near entry doors to book receiving room



14.6 Correct conduit at fane in

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15.1 New AC, heat units, 2 each

15.2 New AC, heat units label unit A

15.3 five larger units, all 21 years old, AC and heating

15.4 five larger units label

15.5 Repair all ceiling drywall cracks

15.6 Repair all ceiling drywall cracks

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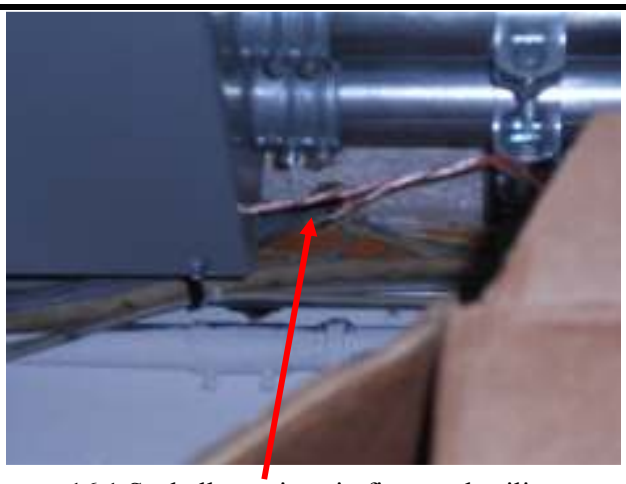

16.1 Seal all openings in fire rated ceiling

16.2 Seal all openings in fire rated ceiling

16.3 Add seismic bracing and/or hold-downs

16.4 Add seismic bracing and/or hold-downs

16.5 Add seismic bracing and/or hold-downs

16.6 Add seismic bracing and/or hold-downs

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17.1 Remove efflorescence and seal exterior block

17.2 Remove efflorescence and seal exterior block

17.3 Replace all glass with safety glass where required

17.4 Replace all glass with safety glass where required

17.5 Re-level floor to remove trip hazard

17.6 No privacy gaps and rusted restroom screens

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Inspection Overview

DESCRIPTIVE INFORMATION

Weather Conditions: • Clear Sky
Temperature Range: • 60 - 100 Degrees F
Orientation of the Structure: • The building was viewed looking at the front door
Age of the Structure: • 45 years, as reported by corner stone
Age of Remodel: • 10 years ago, as reported by Librarian
Main Water Shutoff Location: • On the exterior near street see pic 8.1
Sewer Cleanout Location: • In the hall floor outside of restrooms, see pic 9.5
Electrical Panel Location: • Staff offices, see pic 10.1
Main Disconnect Location: • In the enclosure, below the electric meter, see pic 10.4
Main Gas Shut-Off Location: • in exterior storage/garbage area, see pic 7.5
Persons in Attendance: • Librarian Janet Doerge, her staff, Brenden O'Hagan, Bldg. Supervisor Maintenance; Martin Hollis Electrician, and Patrons

ADVICE, PRECAUTIONS & CONDITIONS AFFECTING THE SCOPE OF THE INSPECTION

Location/Direction Conventions Used In This Report

Over the years, our clients have told us time and again how much they appreciate the information which we include in every report on the location of thermostats, furnace/air conditioner filters, electrical panels, ground fault circuit interrupt devices, and the main water, electricity and gas shutoffs - particularly when they are normally hidden or hard to get to.

Specifying these critical locations becomes even more valuable for those of our clients who are not able to accompany the inspector on the inspection. Not only does this information aid you in operating and maintaining your Structure, but the abundance of information contained in our Report is further reassurance that your inspector did, in fact, crawl into all those nasty places and examine all those "nitty-gritty" details.

Here is how you will find we have called out locations and directions in your report:

On the exterior, when we talk about the "right side" or "left side" of the Structure, we are assigning direction as we would if we were standing at the street and were looking towards the front door.

For features inside the Structure, they will be located by imagining that you are standing in the doorway of the main entrance (front door) looking towards the center of the Structure. Then locations will be described as "left" or "right", and "front" or "rear". (For example, "the left rear corner of the right front Office").

Important Information Concerning Mold and Mildew

We hope that the following facts and considerations regarding mold and mildew, the scope of this Structure inspection and your family's health, will aid in your understanding of this important and timely topic:

- Mold spores are present in the outside air everywhere, even in the driest of the so-called desert climates. Thus, every Structure contains mold both inside and on all surfaces. But the mold will remain dormant until the right conditions of moisture and food become present. Accurately identifying those conditions often takes specialized skill and experience.
- Mold generates a number of mold byproducts. Particles include the mold organism, spores and fragments. Chemical byproducts include enzymes, mycotoxins and gasses. Many of these byproducts can affect susceptible people in a variety of ways, and from a health point of view it often makes no difference if the mold is dead or alive.

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- Mold spores are present on the surfaces and in the cracks and pores of building materials as they are incorporated into new construction, no matter where in the world a new Structure is being built. While it is true that molds usually do not propagate if removed from a source of moisture, nevertheless they can remain in a dormant state for years waiting for the right conditions to spring into life and fill the atmosphere both inside and outside of a building with their progeny.
- Some molds give off toxic gases as an offensive "weapon". These toxic gases aid them in killing competing molds and expanding their "territory". These same gases can be dangerous to humans as well.
- Human reaction to, and the possible effects of, exposure to specific molds and other fungi can vary widely, *even between members of the same family exposed to the same conditions*.
- Many experts consider all molds to be potential allergens and irritants, including some toxins. Heath concerns from exposure to mold in humans varies with each individual and can range from simple allergy symptoms to asthma, watery eyes, sneezing, wheezing, difficulty breathing, sinus congestion, blurry vision, sore throat, dry cough, aches and pains, fever, skin irritation, bleeding of the lungs, headaches, and memory loss.
- Searching for environmental hazards of *any* kind, including molds and/or mildew is not a part of this Structure inspection, or *any* standard Structure inspection and report. (See your Property Inspection Contract)
- Many times, mold infestations occur inside wall cavities or in an underbuilding space or attic where they cannot be seen without the destructive disassembly of the building, an activity specifically prohibited by all nationally recognized Standards of Practice governing the Structure Inspection profession. Remember, also, that *you* as the Client would be financially responsible for the repair of any damage resulting from any invasive methods used to find hidden mold growth in a building that you do not yet own!
- Unfortunately, there have been many documented cases of significant and harmful mold growths that were totally concealed and which left absolutely *no* outwardly visible symptoms of their presence.
- During your inspection, if we did come across conditions that, in our opinion, could cause or suggest the presence of these organisms, we have made every effort to note them in the report.
- **No matter whether or not we have mentioned any visible evidence or even suspicious symptoms in your report, and whether any staff have been known to have ever had an adverse reaction to possible mold exposure, or if you are concerned at all about these organisms being present in this Structure, we strongly recommend that you engage the services of a qualified expert that specializes in the identification of these organisms and follow their recommendations**.

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Structure

DESCRIPTIVE INFORMATION

Foundation Type:	• Slab on grade
Foundation Material:	• Poured in place concrete
Exterior Wall System:	• Concrete block masonry
Interior Bearing Walls:	• Conventionally framed wood partitions
Floor System:	• Concrete slab on grade
Open Roof Structure:	• Open beam with tongue and groove decking
Gypboard Roof Structure:	• Not visible – not determined
Roof Sheathing:	• Not visible – not determined

OBSERVATIONS & RECOMMENDATIONS

Building Foundation

The visible areas of the foundation and other exposed elements of the underbuilding support structure were in satisfactory condition for the age of the structure. No abnormal sags, cracks, or deterioration were observed.

Foundation Slab

Finishes concealed virtually all floor surfaces. Thus, the floor slab was considered mostly inaccessible and could not be thoroughly inspected. However, no signs of significant settlement or related interior cracking were observed to suggest any need for immediate attention.

Roof Trusses

The visible trusses were generally in acceptable condition and had performed adequately since their installation.

Summary Comments On The Structure

All the visible structural elements and components in this structure were in generally acceptable condition and were performing as would be expected for a structure of this age and type of construction.

ADVICE, PRECAUTIONS & CONDITIONS AFFECTING THE SCOPE OF THE STRUCTURE INSPECTION

Usually, Our Evaluation Must Be Based On Symptoms

Most of the time, many, if not all, structural components are inaccessible. Thus, our evaluation is based only on our observations of symptoms of movement, damage, and deterioration. If there are no visible symptoms, conditions requiring repair may go undetected. We make no comment on the internal conditions of soils, foundations and framing, except as reflected in their performance.

Ceiling Joists Covered By Finished Surfaces

The ceiling joists were concealed by finished surfaces and could not be visually inspected.

Anchorage of the Sill Plate Could Not Be Determined

The sill plate is the first (lowest) wood member of the framing that rests directly on the foundation. The sill plate was inaccessible, thus, it was unknown as to how or even if, it was bolted, nailed or strapped.

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Building Exterior & Site

DESCRIPTIVE INFORMATION

Lot Topography: • Flat
Driveway Surface: • Asphalt
Walkway Surface: • Concrete
Patio Surface: • Concrete
Primary Exterior Cladding: • "Concrete block" - concrete masonry units
Exterior Window Material: • Painted steel frame

OBSERVATIONS & RECOMMENDATIONS

Grading and Drainage

We suggest regrading of areas near the building as needed to return the grade to its intended height, assure unobstructed flow of surface water away from the foundations in order to ensure that surface water does not accumulate near the building, see pic 1.5

Driveway and Parking Area

Cracks were noted in the surface of the asphalt driveway and parking area. All cracks should be sealed with appropriate sealers to prevent water intrusion and extend the effective life of the existing pavement.

Walkways

Small cracks were observed in the walkway. The cracks were not large enough to be considered trip-hazards, however. We recommend monitoring the cracks, followed by repair, if they become trip hazards.

The gap between the edge of the walkway and the Structure foundation should be sealed with appropriate caulking to prevent water intrusion in this critical area.

Trip hazards were observed in the walkways. We recommend repair, if possible, or removal and replacement, of deteriorated sections of the walkways to eliminate trip hazards and reduce the potential for personal injury. Sometimes simply "ramping-up" concrete patching material at the changes in elevation can serve as a short term solution.

Masonry Walls

The masonry walls were cracked in a few locations, but the cracks were primarily cosmetic. Repair, which would be optional, would be for a better appearance only.

Water penetrating the masonry walls from the exterior was appearing as efflorescence in the interior of the structure. See pics 17.1 & 17.2. Applying a masonry sealer to the exterior masonry surfaces will help to impede moisture entry. For maximum protection, the sealer should be applied every 2-3 years. Masonry sealers are available at most Structure improvement centers.

Vines or ivy was growing on the sides of the Structure. Many of the plant species commonly found growing on the outside of Structures excrete chemicals, which ultimately will damage the building surface. Vegetation, which clings to the walls, also may promote insect and rodent infestation and encourage moisture penetration. The vegetation should be removed from all exterior features of the Structure to extend the life and improve the appearance of exterior finishes.

Several trees were touching, or nearly touching, the Structure. Nearby trees, when bent by the wind, can contact the building and often will cause significant and costly damage to exterior surfaces and features, and in extreme cases, to the structure. To reduce this potential for damage, the trees should be trimmed or removed, or the building should be modified to accommodate the extreme range of movement of the trees.

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One or more large trees were evident on or immediately adjacent to the property. Evaluation of the stability and condition of these trees is beyond the scope of a Structure inspection. We recommend the advice and services of a competent and experienced arborist.

Fascia

Portions of the fascia (boards nailed across the ends of the rafters at the eaves) were weathered and blistered, or peeling paint was observed. This condition will require surface preparation and refinishing in the course of property maintenance to restore surface appearance and extend the service life of the fascia materials. Damaged fascia material should be carefully examined, repaired if possible or replaced, and regularly maintained to protect it from weathering and extend its effective service life, see pic 2.1 & 2.2.

Eaves and Soffits

The eaves or overhangs are comprised of those portions of the roof that extend beyond the exterior walls. The eaves protect the siding, windows and doors from the deteriorating effects of direct rain. The eaves and overhangs were in acceptable condition.

The rafter tails projected out past the fascia. The exposed sections had begun to deteriorate, see pic 3.1.

Flashings

The visible flashings on the Structure exterior were in acceptable condition.

General Comments about the Exterior

The exterior was generally in acceptable condition, but some exterior features were in need of maintenance and repair. These conditions suggest lapses in maintenance rather than negligence or significant structural or systemic deficiencies.

ADVICE, PRECAUTIONS & CONDITIONS AFFECTING THE SCOPE OF THE EXTERIOR INSPECTION

Our Inspection of the Drainage Plan Was Limited by the Weather

Our observation of the site drainage plan was limited by the weather conditions at the time of the inspection. In the future, conditions may occur which did not exist, or were not evident, at the time of this inspection.

Sealing The Driveway as Regular Maintenance

We recommend resealing of the surface of asphalt pavement periodically with a sealer specifically intended for the purpose. The sealer will improve the weather resistance and appearance of the pavement, and will also increase its effective service life. Asphalt sealers are available from most Structure improvement centers.

"Trip Hazard" Defined

Many public works departments and legal decisions have defined a trip hazard as an irregularity in a walking surface exceeding 3/4-inch in height. All walking surfaces should be maintained free of vertical differentials of one-half of an inch, or more, in the interest of preventing personal injury.

Sprinkler System Was Not Inspected

Operation and evaluation of irrigation (sprinkler) systems are outside of the scope of a Structure inspection. In cold climates, the winterization of sprinkler systems also precludes their inspection. For these reasons, this system was not inspected. We recommend consultation with the present owners, occupants or caretaker regarding the layout, maintenance and operation of the sprinkler system.

Adjust Sprinkler Pattern to Keep Siding Dry

Sprinkler heads from the yard irrigation system were wetting the exterior siding. This is not a desirable situation, as it often causes an unsightly band of discoloration on the siding, and continued wetting of the siding can lead to premature deterioration of the siding and possible moisture intrusion into the wall cavity itself. Careful adjustment or re-directing of the heads could possibly lessen the extent to which the siding is sprayed, however the wind often redirects otherwise good adjustments. Observation of the sprinkler system while operating over time should provide the best guide for adjustment or possible relocation of sprinkler heads.

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Caution: Overhangs (Eaves) Were Not Present On All Sides of the Structure

The design of this Structure did not include overhangs on all sides of the building. This is not necessarily a deficiency, but special maintenance issues can develop because of the lack of overhangs.

Sealing Masonry Walls

All masonry walls should be sealed with an appropriate vapor permeable sealant or paint to protect them from moisture penetration and moisture related damage.

Safety Glass Labeling

Generally speaking, all safety glass should be labeled using either an etching or ceramic-blasting method to produce a permanent emblem in the surface of the glass that must remain visible after it has been installed. During our inspection, we will look for the emblem as evidence that the glass is, indeed, safety glass. However, industry standards do allow for installation of safety glass that does not display the specified emblem, under certain circumstances.

Nevertheless, our policy is to hold to the conservative view that, if no emblem can be found that confirms that a light of glass is, in fact, safety glass, then we will NOT assume that it is.

Finally, experts on the subject of safety glazing advise that the only conclusive way to determine once and for all that a specific piece of glass is safety glass is to break it. Clearly, destructive testing is well outside the scope of nationally recognized standards for a Structure inspection.

Peeling Paint on the Soffits

Peeling paint on the soffits may be an indication of inadequate ventilation. If this is the case, hidden internal damage is likely. We suggest invasive inspection and further evaluation of the internal condition of the soffits

Every Hose Bibb May Not Have Been Located

No attempt was made to locate and operate every hose bib.

Upgrading Exterior Hose Bibbs

Backflow prevention devices are now required on exterior hose bibbs to help prevent contamination of the domestic water supply. These devices are inexpensive and available at most hardware stores. Upgrading the hose bibbs should be considered.

Gas Leak Caution

Natural gas, propane and butane (the latter two are generally known as liquefied petroleum gas, LPG) are odorless. A non-toxic chemical odorant is added to these gasses so that a person can tell when one is leaking. All of these gasses are highly explosive, .and LP gas is heavier than air! LP gas collects first in the low areas of a Structure, often making its odor difficult to detect at nose level.

If you notice a strong gas odor, or even suspect the presence of natural or LP gas, do not attempt to find the source yourself. Do not try to light any appliance. Do not touch any electrical switch and do not use any phone in your Structure. Evacuate the building, leaving the doors open for ventilation, then call your gas supplier or service provider and follow their instructions. If you cannot reach your gas supplier, call the fire department. Keep the area clear until the service call is over.

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Three Roof Surfaces

#1 Roof Surface

TILE PEAKED ROOF DESCRIPTIVE INFORMATION

Roof Coverage Area: • Peaked masonry tiles
Slope, or Pitch, of the Roof: • Steep
Roof Covering Material: • Concrete tiles
Number of Layers: • One
Estimated Age of Covering: • Original installation
Edges/Sides Flashed With: • Sheet metal
Roof Drainage System: • Gutters and downspouts
Method of Inspection: • Inspected from the edge of the surfaces

OBSERVATIONS & RECOMMENDATIONS

Tile Roof Coverings

Several individual cracked and chipped tiles were observed. The number of affected tiles was small, however the felt underlayment was exposed. Repair or replacement of all cracked or chipped tiles would be prudent at this time to eliminate the liability exposure and to help prevent deterioration of this important component.

Branches from trees near the building were overhanging the roof, and debris from the trees had accumulated on the roof and was obstructing the free flow of roof runoff. Nearby trees should be trimmed to avoid damage to the roof surface and obstruction of roof runoff.

This roof may be near the end of its expected service life. Although it was presently reliable, the need for replacement should be expected within the next few years.

#2 Roof Surface

MEMBRANE, OVER ENTRY AREA DESCRIPTIVE INFORMATION

Slope, or Pitch, of the Roof: • Almost flat
Roof Covering Material: • E.P.D.M. – Membrane roofing
Number of Layers: • At least one
Estimated Age of Covering: • Unknown
Valleys Were Flashed With: • Membrane material
Penetrations Sealed With: • Membrane material
Roof Drainage System: • Scuppers and downspouts
Method of Inspection: • Inspected from the roof surface – the inspector walked upon the roof and examined it from above

OBSERVATIONS & RECOMMENDATIONS

Membrane/Built-Up Roofing

The roof surface was functioning as intended and appeared to be in acceptable condition. No action was indicated at the time of the inspection.

The patching itself needed maintenance in the form of repair and/or resealing to help prevent future leakage.

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Debris from overhanging trees has dropped onto the roof. This debris blocks roof drainage, gutters and downspouts. Existing debris should be cleared and the roof kept clear of debris in the future to reduce the potential for damage to the roof, accumulation of water on the roof surface and water damage to exterior and interior elements of the building.

Vines were growing onto the roof and could damage the roofing surface and/or retain moisture and decaying debris on the roof. Vines should at least be cut back from the roof and ideally removed from the area of the building completely to protect the building.

This was a newer roof, and, being in the early stages of its service life, with routine maintenance should remain reliable for a number of years.

#3 Roof Surface

TAR AND GRAVEL, IN REAR, DESCRIPTIVE INFORMATION

Roof Coverage Area: • Rear portion off court yard
Slope, or Pitch, of the Roof: • Almost flat
Roof Covering Material: • Gravel ballasted built-up roofing
Number of Layers: • At least one
Estimated Age of Covering: • Unknown
Roof Drainage System: • Scuppers and downspouts
Method of Inspection: • Inspected from the roof surface – the inspector walked upon the roof and examined it from above

OBSERVATIONS & RECOMMENDATIONS

Membrane/Built-Up Roofing

Flashings

Several of the flashings on the roof were loose. All loose flashings should be secured and made watertight.

Many of the roof flashings, vents and other sheet metal components were unpainted. Painting these components would help to extend their service life.

The metal fasteners used to secure some of the flashings were exposed, creating the opportunity for leakage. All fasteners should be sealed, as appropriate, with a high quality caulking material. We recommend the use of urethane sealants, not silicone based materials.

The mastic used to seal some of the roof connections and penetrations, by its nature will crack with age. All mastic should be monitored and should be repaired, renewed or replaced as necessary to continue to prevent leakage.

Cap/Parapet Flashings

Separations were evident at many of the joints in the parapet cap flashing. These joints are very vulnerable to expansion and contraction. We recommend regular maintenance with a high quality caulking.

Edge Flashings

Sections of the edge flashings were loose on more than one side of the building. We recommend that they be secured and made watertight.

The scuppers were in acceptable condition and were functioning as intended.

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ADVICE, PRECAUTIONS & CONDITIONS AFFECTING THE SCOPE OF THE ROOF SURFACE INSPECTION

We Cannot Guaranty a Leak-free Roof

Our comments do not constitute a warranty that the roof is free of leaks, or will remain free of leaks.

We Recommend Not Walking On the Roof

Because of the nature of the roofing material, and its susceptibility to damage, common sense dictates that the roof should not be walked on, except by an experienced professional.

Moss Growth on Roof Covering

Allowing moss to grow on the roof surface will certainly cause moisture retention and will almost surely shorten the service life of the roof surface. We recommend cleaning and treating the roof covering to extend its effective life. This task should be undertaken soon, and periodically thereafter.

Placing Copper wire or strips of Copper or Zinc near the ridge often helps to retard moss growth.

The Benefits of Cleaning the Gutters Regularly

All gutter systems should be monitored on a regular basis and be cleaned out whenever debris has accumulated. Regular and conscientious cleaning will prevent clogging of the downspouts and potentially damaging overflow.

Paint the Gutters to Extend Their Life

The gutters were marginally acceptable at the time of the inspection. To extend the useful life of the gutters, we recommend a thorough cleaning, priming, and painting with epoxy paint sold for this purpose.

Baskets at the Top of Downspouts Help Prevent Clogging

No screens were installed to help prevent the accumulation of debris in the downspouts. As an upgrade, screens or “baskets” at all downspout openings should be considered to help prevent clogging of the downspouts.

All Roofs Should Have a Periodic “Checkup”

All roof systems require annual (or even more frequent) maintenance. Failure to perform routine roof maintenance will usually result in leaks and accelerated deterioration of the roof covering and flashings. Any estimate of remaining life expectancy must be based upon the assumption that the roof will receive conscientious periodic maintenance.

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Plumbing System

DESCRIPTIVE INFORMATION

Domestic Water Source: • Municipal/Community supply
Landscape Water Source: • Public, same as domestic water source
Main Supply Line Material: • Copper, where visible
Supply Piping Material: • Copper, where visible
Water Pressure: • At the mid-range of normal
Waste Disposal: • Municipal/Community collection system
D,W,V Pipe Material: • Cast iron

OBSERVATIONS & RECOMMENDATIONS

Water Shut Off Valve Condition

The main water supply shut-off valve was operational and was in satisfactory condition. Operation of the valve from time to time will keep it functional and maximize its useful life.

Main Water Supply Piping

No surface corrosion or leakage was visible at the exposed and accessible portions of the main water supply piping.

Interior Water Supply Piping

The visible portions of the exposed and accessible supply piping generally were in acceptable condition.

We recommend exposed water lines at check valve be properly insulated, see pic 8.1.

Water pipes were vulnerable to freezing at curb side check valve, see pic 8.1. During freezing weather, water pipes in unprotected and unheated spaces must be protected from extreme cold to prevent costly damage resulting from the freezing and bursting of the pipes.

Water Pressure

Functional flow of water at the fixtures was judged to be adequate. Several fixtures were operated simultaneously. Minor changes in flow, when other fixtures are turned on or turned off, are considered normal.

Sewer Cleanout Locations

A sewer cleanout was located in the hall outside of the restrooms. This configuration does not meet present standards for accessibility. We recommend upgrading by adding a clean-out in an accessible location on the exterior.

Drain & Waste Lines

The drains from all functional fixtures were tested at one time or another during this inspection, and each emptied in a reasonable amount of time and did not overflow when other fixtures were drained simultaneously, except as noted.

The drain from the Janitor's basin was slow, indicating a possible obstruction. The drain and waste piping should be cleaned to restore free-flowing drainage.

At the time of the inspection a PG&E notice, see pic 7.6 was shared with the inspector indicating a gas leak between the meter and structure. The gas line should be evaluated and repaired/replaced by a competent, licensed plumber.

A meter wrench could not be located in the vicinity of the gas meter as recommended in areas subject to seismic activity. A proper wrench should be chained to the meter to provide a convenient means for shutoff in an emergency. The valve can be turned 90 degrees in either direction to shut the gas supply off.

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Fixtures: Overall

The plumbing fixtures were operating and were in satisfactory condition. Routine maintenance should keep them functional and maximize their useful life.

Two fixtures require re-attachment to wall and re-caulking, see pics 8.3 & 8.5

ADVICE, PRECAUTIONS & CONDITIONS AFFECTING THE SCOPE OF THE PLUMBING SYSTEM INSPECTION

Fire Sprinkler System

None exist, we recommend adding a complete life safety system for protection of the building, staff and patrons.

Gas Meter:

The Gas meter had an automatic seismic shut off valve and appeared to be in good order however the Gas Valve Wrench was not located. We recommend the Gas Valve Wrench be installed at the meter and at the h2o heater locations and attached with a sturdy chain so it is available in the case of an emergency.

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Water Heater

DESCRIPTIVE INFORMATION

Water Heater Location: • In a closet off the Staff offices
Energy Source: • Natural Gas
Storage Capacity: • 28 Gallons
Water Heater Age: • 3 years, from Serial Number
Water Heater Configuration: • Free standing tank
Vessel Insulation: • Manufactured with insulation

OBSERVATIONS & RECOMMENDATIONS

Water Connections

The cold water inlet and hot water outlet connections were properly installed and in acceptable condition.

Temperature and Pressure Relief Valve

The water heater installation included a temperature and pressure relief valve. This device is an important safety feature and should not be altered or tampered with. No adverse conditions were observed.

Water Heater Gas Supply

The handle for the appliance shutoff valve for the water heater was not present. Provide a wrench or better yet, replace the gas valve with the correct valve.

The gas connector was an approved flexible type in acceptable condition.

Water Heater Combustion Air Supply

The combustion air supply for the water heater was adequate.

The Water Heater Venting System

The water heater vent was properly installed and was in acceptable condition.

The seismic restraint for the water heater tank had been installed in a nonprofessional manner. The lack of proper restraint could result in unnecessary damage in the event of a major earthquake. We recommend immediate installation of proper restraint in accordance with current industry standards, local trade practice and applicable jurisdictional requirements.

General Comments About The Water Heater

This was a newer water heater, which was operating satisfactorily. With routine maintenance, it should be reliable for a number of years.

ADVICE, PRECAUTIONS & CONDITIONS AFFECTING THE SCOPE OF THE WATER HEATER INSPECTION

The water heater in this Structure was gas fired. We recommend the installation of one or more Underwriters Laboratory Listed Carbon Monoxide detectors in appropriate locations to monitor the indoor air.

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Electrical System

DESCRIPTIVE INFORMATION

Service Entry Type: • Underground lateral
Electric Meter Location: • In Staff Offices
Service Voltage Supplied: • 120/208 3 Phase
System Amperage Capacity: • 800
Based Upon: • The rated capacity of the main circuit breaker
System Grounding Source: • Water supply piping above the water heater
Circuit Protection: • Circuit breakers
Conductor Material: • Copper, exclusively
Wiring Type: • Rigid and flexible conduit

OBSERVATIONS & RECOMMENDATIONS

Electrical Service Lateral – The Underground Electrical Supply

The visible portions of the service lateral were in acceptable condition.

Electric Meter Condition

The electric meter installation was in satisfactory condition for its age, consideration for replacement of main breaker panel and sub-panel "A" & "B" should be considered.

Electrical Service Capacity – How Much Power Can We Draw?

The service capacity was larger than would normally be expected, but appropriate for a Structure this size.

The Main Disconnect

The function of the main disconnect was provided by a two-pole circuit breaker mounted in an enclosure near the meter. The breaker appeared to be in good condition, although it was not tested during this inspection.

Service Grounding

We were not able to confirm, visually, that the electrical system was properly grounded. In this case, even though confirmation of proper grounding would require further, more exhaustive and possibly destructive inspection, we recommend that a competent, licensed electrician be retained to confirm that the system is, in fact, properly and adequately grounded.

Branch Circuitry

Accessible branch circuitry was examined and was in acceptable condition, with exceptions noted.

An open junction box was observed. It should be covered with an acceptable cover manufactured for the purpose to protect the wiring connections and reduce the risk of shock.

The electrical cables entering several junction boxes were not properly secured. We recommend installation of "Romex clamps" or other suitable means for securing every cable.

An open, or "un-occupied" hole was observed in an electrical junction or receptacle box where a "knockout" had been removed. To reduce this safety hazard, the hole should be closed with a special filler plug made for this purpose. These are available at Structure Improvement centers or Electrical Supply Structures.

Exposed wiring was observed in several locations in or around the building. Even if the individual conductors are insulated, wiring should not be exposed. All exposed wiring should be adequately protected from abrasion and stretching.

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Electrical Conductor Material – The "Wire"

The conductor material in accessible branch circuit wiring was all copper.

Subpanels

Additional Distribution Panels, or subpanels, "A", "B", and "C" were located In Staff Offices.

The inspected circuitry in the subpanels was generally in acceptable condition, but exceptions are noted below.

One of the dead-front (panel cover) screws was missing. A special, blunt-end screw made specifically for this purpose should be installed to secure the cover and ensure that no damage is done to wiring in the panel when the screw is installed.

The subpanels "A" & "B" would not meet current local requirements because of their age, but were in acceptable condition, with the exceptions listed below.

Only some of the circuits in the subpanel were labeled. The accuracy of the labeling was not verified. When the opportunity arises, we recommend labeling of the balance of the breakers and verifying the accuracy of the existing labeling by actually operating the breakers.

The circuit breakers were of a type generally considered to be obsolete. They may not trip when needed or they may not reset after being tripped. Replacement parts are not readily available for this equipment. We recommend replacement of the entire panel with new equipment. The work should be done by a competent, licensed electrician and certified to be safe and dependable when completed.

A circuit breaker was damaged. The damaged breaker should be replaced with an appropriate new breaker installed by a competent, licensed electrician.

Multiple wires were installed on several individual circuit breaker terminals. This "double tapping" can be a serious hazard because positive connection for all the wires at the terminal is not assured. Correction of "double tapping" requires reconfiguration of all of the affected circuitry so that a single wire only, connects to each circuit breaker terminal. We recommend repair by a competent, licensed electrician.

Attachments to several terminals in the panel were not secure. This condition can result in arcing and heat build-up and/or could limit the performance of connected circuitry. The loose connections should be tightened to the panel or breaker manufacturers' specifications and standard trade practices.

Receptacles; Overall

Based upon the inspection of a representative number, the receptacles were generally properly grounded and in acceptable condition, with exceptions noted.

No GFCI (Ground Fault circuit Interrupter) protection was provided for some of the appropriate receptacles in this Structure. GFCI (ground fault circuit interrupter) protection is a modern safety feature designed to help prevent shock, particularly in wet locations. GFCI breakers and receptacles function to de-energize a circuit or a portion of a circuit when the potential for a shock exists. GFCI protection is inexpensive and can provide a substantially increased margin of safety: We recommend upgrading of unprotected receptacles in areas where GFCI protection is presently required (including receptacles in bathrooms, kitchens, basements, crawl spaces, near wet bars and on the exterior).

No smoke alarms ("Smoke Detectors") could be found during this inspection. We recommend smoke alarms *that utilize* ***photoelectric technology*** be installed in all locations required under current standards.

General Comments On The Electrical System

The electrical system was generally in acceptable condition, with only a few instances of needed repair or correction observed. See notes above for specific comments. A competent, licensed electrician should examine those portions of the system specified as deficient in this Report, and repair, augment or modify them to insure that the entire system is safe and dependable.

Numerous instances of non-professional work were observed, making non-visible elements suspect. A competent, licensed electrician should examine the *entire* system and repair, augment or modify it to insure that it is safe and dependable.

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In addition to the conditions we observed, others may exist which were hidden from view. Further evaluation of the electrical system by a licensed electrician may uncover additional reportable conditions. A competent, licensed electrician should examine the *entire* system and repair, augment or modify it to insure that it is safe and dependable.

For attention to the items noted above, we recommend the advice and services of a competent, licensed electrician.

ADVICE, PRECAUTIONS & CONDITIONS AFFECTING THE SCOPE OF THE ELECTRICAL SYSTEM INSPECTION

Consider adding power conditioner to the electrical service

With the large Computer use in the structure, a power conditioner would be considered a reasonable investment in protecting the current equipment and protecting your investment.

Clear area around Electrical/HVAC Equipment

At the time of the inspection the area in front of all electrical panel/equipment and HVAC equipment required stored materials to be moved to gain access. We recommend the safety and code required 36" in front of, 30"to both sides and 6'-6" above the finished floor areas be defined by painting in an obvious color and adding the text: "KEEP AREA CLEAR".

The Electrical Meter Was Programmed For Energy Conservation

The electric meter for this Structure was a programmable type, which had been installed by the utility company to facilitate energy conservation and offer a more economical rate for the occupant of the Structure. We recommend that you consult with the utility provider as to the details of their program and their recommendations as to how to best take advantage of the savings available.

All Circuit Breakers Should Be Labeled

All of the Circuit Breakers in the panel should be accurately labeled to allow individuals unfamiliar with the equipment to operate it properly, if necessary. When the opportunity arises, we recommend labeling the circuits by actually operating the breakers.

Prep and Repaint the Electrical Panel

After all electricity has been turned off to the panel, it should be wire-brushed or sanded, primed and then coated with rust-inhibitive finish to reduce the potential for further deterioration.

GFCI Protection Explained

GFCI (ground fault circuit interrupter) protection is a modern safety feature designed to help prevent shock hazards. GFCI breakers and receptacles function to de-energize a circuit or a portion of a circuit when a hazardous condition exists. GFCI protection is inexpensive and can provide a substantially increased margin of safety.

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Heating System

DESCRIPTIVE INFORMATION

7 Heat Plants Location: • On the roof
Heating Fuel: • Natural Gas
BTU Input Rating: • 5 older units 250,000 and 2 small new units unknown
Heating Plant Age: • Age from Data Plate 5 older units 21 years
The Air Filter Type: • Disposable media in 5 older units
Number of Zones: • 7 Zone system

OBSERVATIONS & RECOMMENDATIONS

Forced Hot Air Heating System

The visible and accessible wiring for the electrical supply for this unit was in acceptable condition.

General Comments About The Heating System

The heating system responded to normal operating controls, and related components were in acceptable condition. Routine maintenance will keep it functional and maximize its service life.

The 5 older heating systems were beyond their expected service life. Although still operating, the need for replacement should be expected in the near future.

ADVICE, PRECAUTIONS & CONDITIONS AFFECTING THE SCOPE OF THE HEATING SYSTEM INSPECTION

Heat Pump Systems Are Complex

The two new heat pumps are technically complex pieces of equipment. Detailed analysis of all components of the system is beyond the scope of a Structure inspection. For greatest efficiency and service life, we recommend regular maintenance by an HVAC contractor who is specifically familiar and experienced with this type of system.

Air Filters Need Regular Service

All types of heating and air conditioning system filters need regular servicing for efficient operation of the equipment. Typical intervals would be every thirty to sixty days during each heating and/or air conditioning season. In all cases, we advise following the manufacturer's specifications.

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Cooling System

DESCRIPTIVE INFORMATION

Type of Cooling System: • Central air conditioning system sharing distribution with a gas fired furnace
Energy Source for Cooling: • Electricity
5 old Cooling System Age: • 21 Years, from Serial Number
2 new Cooling System Age: • Unknown Years, from Serial Number

OBSERVATIONS & RECOMMENDATIONS

General Comments About The Cooling System

The equipment on the 5 large cooling systems was old according to manufacturer expectations, but responded to user operating controls and was generally in acceptable condition. Although still operational, the need for replacement should be expected very soon.

ADVICE, PRECAUTIONS & CONDITIONS AFFECTING THE SCOPE OF THE COOLING SYSTEM INSPECTION

Scope of the Air Conditioning System Inspection

Inspection and evaluation of the condition of the cooling system was limited to visible components and their basic functions. A full evaluation of the condition of the central air conditioning equipment requires extensive testing and is beyond the scope of a Structure inspection

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Interior Components

DESCRIPTIVE INFORMATION

Window Material:	• Painted steel frame
Window Glazing:	• Single pane
Wall Finish:	• Gypsum wallboard, commonly called “Drywall”
Wall Finish:	• Concrete block
Ceiling Finish:	• A combination of gypsum wallboard, commonly called “Drywall”, and decorative wood
Floor Covering:	• Carpet • Resilient sheet flooring

OBSERVATIONS & RECOMMENDATIONS

Interior Surfaces

Wear and tear was evident throughout the Structure, of the type generally resulting from age and heavy use. We have made no attempt to list all cosmetic flaws and suggest that most of these deficiencies will be addressed by routine maintenance upgrading.

The cracks in the ceilings were more extensive than would be considered normal for a Structure of this age and type of construction. The cracks could be repaired or painted over during routine maintenance but, in our opinion, they will probably recur over time.

Floors

The floors had a good appearance and were in acceptable condition, with exceptions noted below.

Sections of the floor were uneven. This condition appeared to result from minor mismatching of the slab. Action would be considered optional.

Interior Walls

The interior walls were generally in acceptable condition.

Restroom ventilation

The exhaust fans in both rest rooms should be up graded to assist in move more air.

Ceilings

The ceiling had noticeable surface blemishes.

ADVICE, PRECAUTIONS & CONDITIONS AFFECTING THE SCOPE OF THE INTERIOR INSPECTION

Seismic concerns about the free standing book shelves

We found some free standing book shelves had some bracing and some without. Book shelves are vulnerable to movement and/or falling over during seismic events which can cause damage, injury and possibly death. A competent, licensed Structural Engineer should be retained to provide information on methods to secure the shelving to the structure for the shelving that does not have attachment and review all existing shelving for the value of what is existing as we believe it will require improvements to meet today’s standards.

Ceiling May Contain Asbestos

The ceiling material was a type that may contain asbestos. Sprayed-on acoustic texture, the kind normally found on ceilings, is common in Structures built from the late 50's through the 80's. For most of these years, asbestos fibers were added to the material as a binding agent and to enable easier application. In 1978, the manufacture of asbestos-

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containing texture material was outlawed for respiratory health reasons, but existing stocks of the product were allowed to be installed in buildings. Therefore, there is no definite cutoff date to indicate which materials contain asbestos and which do not.

Acoustic texture is typically regarded as safe when it is secure and undamaged. This is because asbestos is hazardous only when fibers are released into the air. On ceilings, the material is not exposed to routine contact and therefore tends to remain intact.

Actual asbestos content can only be determined by laboratory testing. Further information on asbestos can be obtained from a licensed asbestos consultant or abatement contractor.

Recommend Installing Carbon Monoxide Detector

As a safety upgrade, one or more CO (Carbon Monoxide) detectors could be installed in locations and in the manner suggested by the manufacturer of the detector.

Acceptance and/or use of this Inspection Report shall constitute acceptance of, and agreement to, all of the provisions of the *Property Inspection Contract* and its *Standard Terms and Conditions* which are incorporated by reference and form a part of this Inspection Report.
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