NATURA
ARCHITECTURAL CONSULTING

FACILITIES ASSESSMENT FOR

Education Service Center Building
4107 N. Adrian Highway
Adrian, Michigan
Natura Project No. 1163-16

Prepared for:
Lenawee Intermediate School District
4107 N. Adrian Highway
Adrian, Michigan 49221

February 27, 2017

Mr. Tom Kasefang
Lenawee Intermediate School District
4107 N. Adrian Highway
Adrian, Michigan 49221

Re: Facilities Assessment of the Education Service Center Building Located at 4107 N. Adrian Highway, Adrian, Michigan 49221 Natura Architectural Consulting Project No. 1163-16

Dear Mr. Kasefang:

Natura Architectural Consulting, LLC (NAC) has completed a Facilities Assessment (FA) of the above referenced property. This FA was conducted in accordance with guidelines established by the American Society for Testing and Materials (ASTM) in the *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process / Designation E 2018-15* (ASTM Standard Practice E 2018-15).

The purpose of the FA was to visually evaluate and examine the present condition of property elements, building and related structures to develop an independent professional opinion about the physical condition of the property. Please consult the entire report for additional information.

If you have any questions related to this report please do not hesitate to contact our office at (616) 431-4772.

Sincerely,
NATURA ARCHITECTURAL CONSULTING, LLC

Nathan M. Gillette, AIA, LEED-AP O+M, CEM
Director

CERTIFICATION & RELIANCE

Natura Architectural Consulting, LLC (NAC) has completed a Facilities Assessment (FA) of the subject property: Education Service Center located at 4107 N. Adrian Highway, in Adrian, Michigan.

The FA is exclusively for the use and benefit of Lenawee Intermediate School District. This FA is not for the use or benefit of, not may it be relied upon by any other person or entity without the advance written consent of Natura Architectural Consulting, LLC.

NAC certifies that it has no undisclosed interest in the subject property. NAC's relationship with the Client is at arms-length and that employment and compensation are not contingent upon the findings or estimated costs to remedy any deficiencies due to deferred maintenance and any noted component or system replacements.

Any questions regarding this report should be directed to Nathan M. Gillette at NAC's office at (616) 431-4772.

Signed: _____ Date: February 27, 2017

Nathan M. Gillette, AIA, LEED-AP, CEM
Director

EXECUTIVE SUMMARY

Natura Architectural Consulting, LLC (NAC) has completed a Facilities Assessment (FA) of the Education Service Center located at 4107 N. Adrian Highway, Adrian, Lenawee County, Michigan (hereafter referred to as the "subject property"). This FA was conducted in general accordance with guidelines established by the American Society for Testing and Materials (ASTM) in the *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process / Designation E 2018-15* (ASTM Standard Practice E 2018-15).

The primary objective of the FA was to visually evaluate and examine the present condition of property elements, building(s) and related structures. The FA process is being undertaken to assist the client in evaluating the potential financial liabilities associated with the condition of the property elements, building and related structures on the property. NAC understands that the client will rely on this report for due diligence related to the capital needs planning of the subject properties.

The scope of this FA included a reconnaissance of the subject property that included a walk-through of the building and interviews with personnel listed in this report. For this FA, representative samples of the major independent building components were observed and their physical condition evaluated in accordance with ASTM E2018-15. These components include the property and building exteriors and representative interior areas. In addition, preparation of this FA included a review of reasonably ascertainable local tax assessment records, local fire department records, and local building department records. Additionally, interviews with knowledgeable property contacts were conducted. No inspections or functional tests of mechanical, electrical, and plumbing (MEP) systems or material testing of building or property materials was undertaken as part of this FA.

General Property Description

The subject property consists of one parcel containing approximately 2.53 acres and is located on the east side of N. Adrian Highway, and north of Moore Road in Adrian, Michigan. The subject property is developed with one two-story building, totaling 11,870 square foot, constructed in 1989. The main building contains office space. Interior spaces include offices, lobby area, conference rooms, storage rooms, mechanical rooms, common restrooms, and a breakroom. There are asphalt paved parking areas throughout the subject property.

General Property Summary

Project Name:	Education Service Center
Address:	4107 N. Adrian Highway Lenawee County Adrian, Michigan
Property Type:	ERO which is an Education Research Office Designation
Parcel Size:	2.53 Acres (assessing records)
Construction Date:	1989
Number of Units:	Single Tenant – LISD
Building Area (Gross)	11,870 square feet (assessing records)
Building Area (Net)	11,870 square feet (assessing records)

Utility Providers:

Electricity:	Consumers
Natural gas:	Citizens
Water:	Well water
Sewer:	City of Adrian

General Facilities and Management Policies

The results of this FA identified that the subject property is in fair condition with minimal evidence of differed maintenance. If the recommended repairs are implemented, the property will be preserved in a good to fair condition throughout the 12-year evaluation period. NAC has identified modified capital reserve costs that should be enacted during the evaluation period. Based on the conditions observed, the age of the building improvements should have an operational life period greater than 35 years. These needs are identified in the various sections of this report and are summarized in Tables 1 and 2.

Adequacy of Systems

The main electrical and mechanical systems (heating, ventilation, and air conditioning (HVAC), lighting, plumbing, and drainage) were reported by the property contact to be adequate for the current usage. Ongoing component replacement, maintenance, overhaul, and repair of these systems will be required.

Opinions of Costs

This section provides estimates for the repair and capital reserve items noted within this report. These estimates are based on invoices and/or bid documents provided by the Owner and/or facility, construction costs developed by construction resources such as *R.S. Means* and *Marshall & Swift,* Natura Architectural Consulting's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.

A listing of Immediate and Short Term Repairs and the Capital Reserve Analysis are provided in the summary table below. The following table summarizes our opinion of budgets for capital expenditures above the threshold values of $3,000 that are identified by this report. Expenditures that are expected to be managed as part of normal operations are not included or evaluated. The budgets assume a prudent level of ongoing maintenance.

Summary of Immediate, Short-Term, and Reserve Expenditures
Education Service Center • Adrian, Michigan

Immediate and Reserve Summary	Term	Total Un-Inflated Cost	Total Inflated Cost	Un-inflated Reserve Per Unit Per Year	Inflated Reserve Per Unit Per Year
Immediate Repairs[1]	Immediate	$500	-	$0.04	-
Short-term Repairs[2]	1 Year	$17,450	-	$1.47	-

Immediate and Reserve Summary	Term	Total Un-Inflated Cost	Total Inflated Cost	Un-inflated Reserve Per Unit Per Year	Inflated Reserve Per Unit Per Year
Modified Capital Reserves	12 Years	$90,705	$101,740	$0.64	$0.71

Notes

1. Physical deficiencies that require immediate action and if left "as is", with an extensive delay in addressing same, has the potential to result in or contribute to critical element or system failure within one year.
2. Opinions of costs to remedy physical deficiencies, such as deferred maintenance, that may not warrant immediate attention, but requiring repairs or replacements that should be undertaken on a priority basis, taking precedence over routine preventive maintenance work. Time as measured in years. One year is provided for planning purposes.

The costs presented above are preliminary in nature. The costs are based upon industry standards and the experience Natura Architectural Consulting has with similar projects. The actual cost can be affected by many factors, including length of project, property accessibility, market conditions and other unforeseen events applied by the owner. It is the intention of Natura Architectural Consulting, LLC that the attached report be read in its entirety as the project summary is not to be used alone.

Outstanding Information

There is no outstanding or unsupplied information associated with the completion of this FA.

Building and Fire Code Compliance Review

NAC submitted a Freedom of Information (FOIA) request to the City of Adrian Building and Fire Departments for information concerning outstanding building and fire code violations. A response from both departments not was received prior to issuance of this report. The site representative reported that they were not aware of outstanding work orders, building code violations, building code infractions, building ordinances, or municipal health and fire safety violations as well.

Recommendations for Additional Investigation or Action

The summary presented above is general in nature and should not be considered apart from the entire text of the report, which contains the qualifications, considerations and subject property details mentioned herein. Details of findings and conclusions are elaborated in the body of this report.

This report has been reviewed for its completeness and accuracy. Please feel free to contact our office at (616) 431-4772 to discuss this report.

Report Prepared by:
NATURA ARCHITECTURAL CONSULTING, LLC

Benjamin Simon
Architectural Consultant

Report Reviewed by:
NATURA ARCHITECTURAL CONSULTING, LLC

Nathan M. Gillette, AIA, LEED-AP O+M, CEM
Director

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1.0 INTRODUCTION

Natura Architectural Consulting, LLC (NAC) has completed a Facilities Assessment (FA) of the Education Service Center located at 4107 N. Adrian Highway, Adrian, Lenawee County, Michigan (hereafter referred to as the "subject property"). This FA was conducted in accordance with guidelines established by the American Society for Testing and Materials (ASTM) in the *Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process / Designation E 2018-15* (ASTM Standard Practice E 2018-15).

1.1: Purpose

The purpose of this report is to assist the Client in evaluating the physical aspects of this property and how its condition may affect the Client's financial decisions over time. For this FA, representative samples of the major independent building components were observed and their physical conditions evaluated in accordance with ASTM E 2018-15. These components include the site and building exteriors, representative interior areas, and a random sampling of the building spaces. The estimated cost for repairs and/or capital reserve items are included in the cost estimates presented in the Executive Summary and on Tables 1 and 2 of this report. All findings relating to these opinions of costs are included in the relevant narrative sections of this report.

The property management staff and code enforcement agencies were interviewed for specific information relating to the physical property, code compliance, available maintenance procedures, available drawings, and other documentation.

Physical condition is defined as the physical state of a property, system, component or piece of equipment. Within the context of the assessment, NAC may offer opinions of the physical condition of the property, or of systems, components and equipment observed.

The physical condition of building systems and related components is typically defined as being in one of three conditions: Good, Fair, or Poor. For the purposes of this report, the following definitions are used:

Good = In working condition and does not require immediate or short term repairs above an agreed threshold.

Fair = In working condition, but may require immediate or short term repairs above an agreed threshold.

Poor = Not in working condition or requires immediate or short term repairs substantially above an agreed threshold.

1.2: Scope of Services

NAC's Scope of Services is based on the RFP response dated August 25, 2016 and contract dated October 10, 2016 and the terms and conditions of that agreement. This FA included the following:

- Structure and foundation;
- Electrical system;

- Heating, ventilation, and air conditioning system (HVAC) components;
- Plumbing system and fixtures;
- Roof surface including flashings, drainage, and chimneys;
- Interior components (concentrating on non-cosmetic considerations);
- Exterior wall components including walkways, driveways (excluding sewers), and retaining walls; and
- Freedom of Information Act (FOIA) requests filed with local municipality to review any outstanding fire or building code violations.

1.3: Opinions of Costs

This section provides estimates for the repair and capital reserves items noted within this report. These estimates are based on invoices and/or bid documents provided by the Owner and/or facility, construction costs developed by construction resources such as *R.S. Means* and *Marshall & Swift,* NAC's experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions.

1.3.1: Methodology

Expected useful life (EUL) is defined as the average amount of time in years that an item, component or system is estimated to function without material repair when installed new and assuming routine maintenance is practiced.

Based upon site observations, research, judgment, and the referencing of EUL tables from various industry sources, NAC opines as to when a system or component will most likely require replacement. Accurate historical replacement records, if provided, are typically the best source of information. Exposure to the elements, initial quality and installation, extent of use, the quality and amount of preventive maintenance exercised, etc., are all factors that impact the effective age of a system or component. As a result, a system or component may have an effective age that is greater or less than its actual chronological age. The RUL of a component or system equals the EUL less its effective age.

Where quantities could not be derived from actual takeoffs, lump sums and/or allowances are used. Estimated costs to correct are based on professional judgment and the probable or actual extent of the observed defect, inclusive of the cost to design, procure, construct, and manage the corrections.

1.3.2: Immediate Repairs

Immediate repairs are opinions of costs that require immediate action as a result of any of the following: (1) material existing or potentially unsafe conditions, (2) material building or fire code violations, or (3) physical deficiencies that if left uncorrected would be expected 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.

1.3.3: Short-Term Repairs

Each of the Short-Term Repair items noted during the survey is listed within Table 1 and is compiled on the Executive Summary Table. Items are grouped and cross-referenced by Report section. Short-Term repairs are opinions of costs to remedy physical deficiencies, such as deferred maintenance, which 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 costs may include costs for testing, exploratory probing, and further analysis should this be deemed warranted by NAC. Short-Term repairs should be completed within 12 months after the initial/final endorsement of the mortgage.

1.3.4: Modified Capital Reserves

Modified Capital Reserves are for recurring expenditures that are not classified as operation or maintenance expenses, but should be budgeted for annually. Capital reserves are reasonably predictable both in terms of frequency and cost. However, they may also include components or systems that have an indeterminable life, but nonetheless have a potential liability for failure within an estimated time period.

Modified Capital Reserves exclude systems or components estimated to expire after the reserve term and not considered material to the structural and mechanical integrity of the subject property. Furthermore, systems and components not deemed to have a material effect on the use are also excluded. Costs caused by acts of God, accidents, or other occurrences typically covered by insurance, rather than reserved for, are also excluded.

Replacement costs were solicited from ownership and/or property management, NAC's discussions with service companies, manufacturers' representatives, and previous experience in preparing such schedules for other similar facilities and as estimated by resources such as *R. S. Means*, etc. Costs for work performed by ownership's or property management's maintenance staff were also considered.

NAC's reserve methodology involves identification and quantification of those systems or components requiring capital reserve funds within the reserve term. Additional information concerning systems' or components' respective replacement costs (in today's dollars), typical expected useful lives, and remaining useful lives, were estimated so that a funding schedule could be prepared. The Modified Capital Reserve Schedule presupposes that all required remedial work has been performed or that monies for remediation have been budgeted for items defined in the Immediate Repairs Cost Estimate.

1.3.5: Property's Remaining Useful Life Estimate

Subject to the qualifications stated in this paragraph and elsewhere in this report, the Remaining Useful Life (RUL) of the subject property is estimated to be not less than 35 years. The foregoing estimate as to useful life is an expression of a professional opinion and is not a guarantee or warranty, expressed or implied. This estimate is based upon the observed physical condition of the property at the time of the NAC's reconnaissance and is subject to the possible effect of concealed conditions or the occurrence of extraordinary events, such as

natural disasters or other acts of God that may occur subsequent to the date of the property reconnaissance.

The RUL for the property is further based on the assumption that: (a) the immediate, short term, and future repairs for which replacement reserves are recommended are completed in a timely and workmanlike manner; and (b) a comprehensive program of preventive and remedial property maintenance is continuously implemented using an acceptable standard of care. The estimate is made only with regard to the expected physical or structural integrity of the improvements on the property, and no opinion regarding economic or market conditions, the present or future appraised value of the property, or its present or future economic utility is expressed by NAC.

1.4: Significant Assumptions

During this FA, NAC made the following significant assumptions:

- NAC assumed that the information provided by the representatives of the current subject property ownership and/or management representatives is accurate and complete, except when such information is obviously contradicted by other data.

- NAC assumed that the information used to prepare this assessment that was obtained from ostensibly knowledgeable individuals, regulatory agency representatives, or other secondary sources was an accurate and complete representative summary of the information possessed by those individuals, representatives, or sources.

1.5: Limitations and Exceptions

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

The findings, conclusions, and recommendations presented in this report represent the judgment of NAC based on visual observations of the accessible, exposed building elements, supplemented by information and data obtained by NAC and discussions with property representatives identified in this report. Except as otherwise may be requested, NAC has no obligation to update this report for events taking place, or with respect to information that becomes available to NAC after the time during which NAC conducted the FA. No physical testing or intrusive investigations were conducted and no samples of building materials were collected to substantiate the observations made unless specifically identified in NAC's proposal for this FA.

In evaluating the subject property, NAC has relied in good faith on information provided by other individuals noted in this report. The findings of this report are based in large part on information provided by the property representatives. NAC accepts no responsibility for any

deficiency, misstatement or inaccuracy contained in this report as a result of omissions, misinterpretations or fraudulent acts of persons interviewed or contacted.

NAC makes no representations concerning the legal importance of its findings including, but not limited to, ownership of any property, or the application of any law to the facts included herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretation and may change over time. Therefore, any party making use of this report should review these issues with appropriate legal counsel.

NAC performed its services in conformance with the care and skill ordinarily used by other reputable consulting firms practicing under similar conditions, at the same time, and in the same or similar locality. In preparing the assessment report, NAC may have relied on information obtained from or provided by others. NAC makes no representation or warranty regarding the accuracy or completeness of this information gathered through outside sources or subcontracted services. No warranty, guarantee, or certification of any kind, expressed or implied, at common law or created by statute, is extended, made, or intended by rendering these consulting services or by furnishing this written report. No single page of this report should be relied upon alone rather only the report in its entirety. Furthermore, because of the facts stated in this report are subject to professional interpretation, differing conclusions could be reached by other professionals.

Any reports, field data, field notes, laboratory testing, calculations, estimates or other documents prepared by or relied upon by NAC are the property of NAC. If any of these documents are released or obtained by a party other than the client, NAC may not discuss the project with that party unless the original contracted client notifies NAC of the same and NAC is authorized to disclose the information and to discuss the project with others. NAC further states that it disclaims any duty of any kind or nature to any person or entity other than the client in preparing this report, except as otherwise agreed with the client.

NAC does not assume liability for any losses or damages that the client or third party incur due to the results or conclusions provided in this report.

1.6: Special Terms and Conditions

To the best of NAC's knowledge, no special terms or conditions apply to the preparation of this FA.

2.0 USER AND/OR CLIENT PROVIDED INFORMATION

The ASTM Standard defines a User as "the party that retains the consultant for the preparation of a baseline FA of the subject property in accordance with this guide". A User may include, without limitation, a purchaser, potential tenant, owner, existing or potential mortgagee, lender, or property manager of the subject property. The User has specific obligations for completing a successful application of this practice as outlined in ASTM Standard E 2018-15.

2.1: Specialized Knowledge of the User and/or Property Representative

A Pre-Survey Questionnaire was sent to the property contact prior to the property reconnaissance. The questionnaire was completed by the property representative prior to issuance of this report. A copy is included in Appendix A. No other specialized knowledge or experience of the subject property was provided to the NAC representative or the User.

2.2: Personnel Interviewed

The following personnel associated with the subject property were interviewed in the process of conducting the FA:

Name and Title	Organization	Length of Time Affiliated with the Subject Property
Mr. Gregg Miller District Maintenance Supervisor	Lenawee Intermediate School District	15 years
Mr. Tom Kasefang Director of Facilities and Maintenance	Lenawee Intermediate School District	4.5 years

The FA was performed with the assistance of the above listed personnel. The on-site property contacts were cooperative and provided information during the property reconnaissance that appeared to be accurate based upon subsequent property observations. The on-site contacts were presumed to be knowledgeable about the subject property and answered most questions posed during the interview process.

During the property reconnaissance, NAC requested information concerning capital expenditures and/or repair activities that have been performed in the last three to five years of building operation, however, the site representative reported that none have been made during that time period.

2.3: Documentation Reviewed

Prior to the FA, relevant documentation was requested that could aid in the knowledge of the subject property's physical improvements, extent and type of use, and/or assist in identifying material discrepancies between reported information and observed conditions. The review of submitted documents does not include comment on the accuracy of such documents or their preparation, methodology, or protocol. The following documents were provided for review while performing the FA:

- Assessing records
- ALTA survey

Copies of the documents provided for review are included in Appendix C.

3.0 CODE INFORMATION

3.1: Building and Fire Department Information

NAC submitted a Freedom of Information (FOIA) request to the City of Adrian Building and Fire Departments for information concerning outstanding building and fire code violations. A response from both departments not was received prior to issuance of this report. The site representative reported that they were not aware of outstanding work orders, building code violations, building code infractions, building ordinances, or municipal health and fire safety violations as well.

3.2: Zoning Classification

The subject property is currently zoned "ERO" which is a Education Research Office Designation and appears to be a conforming (or grandfathered) zoning designation for the property use and construction.

3.3: Flood Zone Classification

According to the FEMA Flood Insurance Rate Maps, the subject property lies within an unmapped area.

3.4: Seismic Zone Classification

According to the 1997 Uniform Building Code Seismic Zone Map of the United States, the subject property is located in Seismic Zone 1, defined as an area of low probability of damaging ground motion.

3.5: Wind Zone Classification

According to the FEMA Wind Zone Map of the United States, the subject property is located in Wind Zone IV, defined as an area of wind capable of speeds of 250 mph.

4.0 EXISTING BUILDING EVALUATION

4.1: Subject Property Location

The subject property is located at 4107 N. Adrian Highway in Adrian, Michigan. Refer to Figure 1, Site Location Map.

4.2: Subject Property Characteristics

The subject property consists of one parcel containing approximately 2.53 acres and is located on the east side of N. Adrian Highway, and north of Moore Road in Adrian, Michigan. The subject property is developed with one two-story building, totaling 11,870 square foot, constructed in 1989. The main building contains office space. Interior spaces include offices, lobby area, conference rooms, storage rooms, mechanical rooms, common restrooms, and a breakroom. There are asphalt paved parking areas throughout the subject property.

4.3: Vicinity Characteristics

The subject property is surrounded by single family residential, along with minimal light industrial on its north side. The subject property area appears to be relatively flat with no discernible slope.

4.4: Tenant Unit Types

The building is currently occupied by one tenant, LISD. The building consists of office, conference rooms, mechanical rooms, restrooms, and a breakroom.

4.5: Building Spaces Observed

The entire building was accessed in order to acquire a clear understanding of the property's overall condition. Other areas accessed included the exterior of the property and storage and mechanical areas. The pitched roof deck was not accessed for safety reasons.

5.0 PROPERTY IMPROVEMENTS

5.1: Utilities

The following table identifies the utility suppliers and the condition and adequacy of the services.

Summary of Utility Services for the Subject Property		
Utility Service	**Utility Supplier**	**Reported Condition & Adequacy**
Sanitary sewer	City of Adrian	Good and adequate
Storm sewer	City of Adrian	Good and adequate
Domestic water	Well water	Good and adequate
Electric service	Consumers Energy	Good and adequate
Gas service	Citizens Gas Fuel Company	Good and adequate

Summary of Observations and Comments:

- According to the property contact, the utilities provided are adequate for the subject property and no complaints or power shortages have been reported.

5.2: Parking, Paving, and Sidewalks

There is asphalt paved parking throughout the subject property, and is shared with the Fireside building. The parking area contains 72 shared parking spaces, including four ADA van-accessible parking spaces. Sidewalks from the paved parking areas to the building entrances are provided at the subject property. LISD performs asphalt maintenance every other year which includes sealcoating and restriping.

Summary of Observations and Comments:

- The asphalt paved parking areas were observed to be in fair condition. The asphalt will require resealing and restriping throughout the reserve term. Estimated costs are provided in Table 2.

5.3: Drainage System and Erosion Control

Site drainage is accomplished via sheet flow to surrounding landscaping. A drainage issue was reported in the northwest corner of the parking area, which will require repairs. An estimated cost has been included in Table 1.

Summary of Observations and Comments:

- See section 6.3 for details on roof drainage.

5.4: Topography and Landscaping

The subject property is relatively flat with no discernible slope. The landscaping is minimal and consists of trees, shrubs, and turf grass areas.

Summary of Observations and Comments:

- The topography and adjacent property uses do not appear to present conditions detrimental to the property.

5.5: General Property Improvements

Property identification signage is provided by a pylon sign located at the main entrance to the subject property. Exterior illumination is provided by pole-mounted and building-mounted light fixtures. General refuse is deposited by users into a waste dumpster, which is shared with the Fireside building, is located within a vinyl fencing enclosure in the in the northeast corner of the parking area on a concrete pad. A security system is present that monitors the entirety of the building. The security panel is located in the office area. A fire annunciation panel is also located in the front office. A vinyl slat fence surrounds the HVAC and emergency generator. A wooden gazebo is provided in the northeast corner of the property.

Summary of Observations and Comments:

- The property identification signage was observed to be in good condition and will require routine maintenance during the reserve term.
- The pole-mounted and building-mounted light fixtures were observed to be in good condition and will require as-needed replacement during the reserve term as part of the general maintenance program.
- The dumpster enclosure was observed to be in fair condition. A set of gates was observed to be in poor condition and will require replacement during the Short Term.

- The waste dumpster is in fair condition and will require periodic maintenance by the contracted refuse contractor. Ownership of the waste dumpsters is by the refuse hauler.
- The security system panel was observed to be in good condition. Functional testing is outside the scope of this FA, however no issues with the security system were reported by the site contact during site reconnaissance. The fire annunciation panel appears to be in fair condition and will require routine maintenance during the reserve term.
- The vinyl slat fence is in good condition and will require routine maintenance during the reserve term.
- The wooden gazebo was observed to be in fair condition, and will require replacement in the reserve term. An estimated cost has been included in Table 2.

6.0 BUILDING ARCHITECTURAL AND STRUCTURAL SYSTEMS

6.1: Foundations

The building foundation could not be directly observed due to hidden conditions but observations indicate the foundation is poured concrete.

Summary of Observations and Comments:

- The foundation and footings of the building could not be directly observed. There is no evidence of movement that would indicate differential settlement or structural concerns.

6.2: Superstructure

The building's superstructure consists of wooden wall framing that support the roof diaphragm.

Summary of Observations and Comments:

- The superstructure is exposed in locations allowing for limited observation. Walls and floors appear to be plumb, level, and stable. There are no significant signs of deflection or movement.

6.3: Roofing

The main building has a pitched roof. Stormwater is collected into gutters and downspouts that discharge at ground level to the surrounding landscaping. The building is equipped with an insulated attic. The pitched roof is finished with asphalt shingles.

Summary of Observations and Comments:

- The asphalt shingles were reportedly replaced 15+ years ago. The asphalt shingles were observed to be in fair condition. Based on their condition and the typical estimated useful life, replacement will be required during the reserve term. Estimated costs have been included in Table 2.

- There is no evidence of roof deck deterioration or previous roof leaks. The roof substrate and insulation should be inspected during any future roof repair or replacement work.

- The gutters and downspouts provided were observed to be in good condition, and will require routine maintenance during the reserve term.

6.4: Exterior Walls

The exterior finish materials of the building include vinyl siding and brick veneer. Building sealants (caulking and expansion gap membranes) are located between dissimilar materials, at joints, and around window and door openings.

Summary of Observations and Comments:

- The exterior finishes are in good condition and will require minor painting and tuck-pointing during the reserve term. An estimated cost has been included in Table 2.

- It was reported that there is a section of the southwest portion of the building (rooms 102-105) that leaks when there is a driving rain from the southwest. An estimated cost for repair has been included in the Short Term.

6.5: Exterior and Interior Stairs

Interior stairs consist of wood-framed stairs with closed risers, providing access to the second story storage area.

- The interior stairs were observed to be in good to fair condition and will require routine maintenance during the reserve term.

6.6: Windows and Doors

The building windows are double-pane aluminum storefront style windows at the entry, along with wooden framed wood windows throughout. Exterior doors include fully glazed aluminum entry doors, along with metal service doors. Interior doors typically consist of solid wood doors in the office areas and hollow metal doors in the mechanical areas. The doors are set within metal frames with lever handle hardware.

Summary of Observations and Comments:

- The windows were observed to be in fair condition and will require replacement during the reserve term. An estimated cost has been included in Table 2.

- Caulking at window joints was observed to be in fair condition. Caulking at windows will be required during the reserve term. An allowance to reseal the windows has been provided in Table 2.

- The doors associated with the storefront entrances and exterior service doors, and interior doors and associated hardware were observed to be functional and in good condition. The doors throughout are expected to require routine maintenance during the reserve term.

6.7: Patios, Terraces, and Balconies

There are no patios, terraces, or balconies associated with the subject property.

6.8: Common Areas, Entrances, and Corridors

There are no common areas, as this is a single tenant property.

7.0 BUILDING MECHANICAL AND ELECTRICAL SYSTEMS

7.1: Building Heating, Ventilation, and Air Conditioning Equipment

The main building is heated via a DuraMax boiler located in the mechanical room, and cooled via a Trane chiller located on the exterior of the building, along with a Data Aire supplementary A/C condenser located externally dedicated for the data room. The HVAC is distributed through a VAV system controlled by local thermostats. The boiler unit is original to the construction of the building.

Summary of Observations and Comments:

- The HVAC appears to be in fair condition. The boiler was reportedly installed in 2008, the chiller in 2011, and the A/C condenser 15+ years ago. Based on their age and remaining useful lives, the boiler and chiller will require routine maintenance during the reserve term. The Data Aire condenser will require replacement in the Short Term. An estimated cost has been included in Table 1.

7.2: Building Plumbing

The plumbing systems include the incoming water service, the hot and cold water piping distribution system, and the sanitary sewer and vent system. The risers and the horizontal distribution piping are reported to be copper. The sanitary sewer and vent systems are a mixture of PVC and cast-iron. Domestic hot water (DHW) is supplied by one natural gas 75-gallon A.O. Smith hot water heater. The hot water heater is located in the mechanical room.

Summary of Observations and Comments:

- The plumbing systems appear to be in good condition. Information provided by the site contact indicates that the water pressure is adequate. The plumbing systems will require routine maintenance during the evaluation period.
- The DHW heater is original to construction. Based on the remaining useful life, the DHW will require replacement in the Short Term. An estimated cost has been provided in Table 1.

- The restroom plumbing fixtures are in fair condition and will require routine maintenance during the reserve term.

7.3: Building Gas Distribution

Gas service is supplied from an underground gas main. The gas meter and regulator is located on the exterior of the building. The gas distribution piping is malleable steel (black iron).

Summary of Observations and Comments:

- Information provided by the site contact indicates that the pressure and quantity of natural gas is adequate. Routine maintenance of the gas meters and regulators will be required during the reserve term.

7.4: Building Electrical

The building is serviced by underground electrical supply lines that feeds internal switch gear located in the mechanical room. The building is supplied with a 400 amp, 120/240 volt, three phase electrical system. The electrical wiring is reportedly copper, installed in non-metallic sheathed cable. Ground Fault Interrupter (GFI) outlets were observed in wet areas.

Summary of Observations and Comments:

- The electrical equipment appeared to be in good operational condition and was reportedly original to the construction of the building installed in 1989. The electrical system will require routine maintenance during the reserve term.

- The site contact reported that the equipment is operational and that the electrical power is adequate for the property's demands and no significant power interruptions have been experienced.

- The interior light fixtures appear to be in good condition. Light fixture replacement is considered to be routine maintenance.

7.5: Elevators and Conveyance Systems

Elevators and conveyance systems are not provided at the subject property.

7.6: Fire Protection Systems

The on-site fire protection systems include portable fire extinguishers, annunciation panel hard-wired smoke detectors, pull stations, horn and strobe, emergency lighting, and illuminated exit signs, and a partial wet pipe sprinkler system which covers the second story and server room. A fire alarm panel is present in the entry of the subject building.

Summary of Observations and Comments:

- The fire protection systems are inspected annually and appear to be in good condition. The fire protection systems were last serviced in July, 2016. The fire protection systems will require routine maintenance during the evaluation period.

8.0 BUILDING SPACES

8.1: Interior Finishes

As the building is a single occupant structure there are no separate tenant areas.

Typical Space Finishes			
Room	**Floor**	**Walls**	**Ceiling**
Office	Carpet	Painted drywall	Acoustic ceiling tile
Mechanical room	Bare concrete	Painted drywall	Open framing
Restrooms	Vinyl, Ceramic tile	Painted drywall	Acoustic ceiling tile
Breakroom	Vinyl	Painted drywall	Acoustic ceiling tile

The interior doors are a mixture of painted metal and wood doors, hollow-core slabs that are set in metal frames.

Summary of Observations and Comments*:*

- Interior carpet is in fair condition and will require replacement during the reserve term. An estimated cost is included in Table 2.

- The interior doors and door hardware are in fair condition and will require routine maintenance during the reserve term.

8.2: Commercial Kitchen Equipment and Appliances

Commercial kitchens are not provided at the subject property.

8.3: Tenant Heating, Ventilation, and Air Conditioning Equipment

Refer to Section 7.1 for descriptions and comments regarding the HVAC systems.

8.4: Plumbing Systems

Refer to Section 7.2 for descriptions and comments regarding the plumbing systems.

8.5: Electrical Systems

Refer to Section 7.4 for descriptions and comments regarding electrical systems.

9.0 OTHER STRUCTURES / ADDITIONAL CONSIDERATIONS

9.1: Accessibility Applicability

The Americans with Disabilities Act (ADA) was signed into law in July 1990 extending civil rights protection for persons with disabilities. Generally, Title III of the ADA prohibits discrimination by entities to access and use of "areas of public accommodations" and "commercial facilities" on the basis of disability. Regardless of their age, these public areas and facilities must be maintained and operated to comply with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). Buildings completed and occupied after January 26, 1992 are required to fully comply with ADAAG. Existing facilities constructed prior to this date are held to the lesser standard of compliance with the extent allowed by structural feasibility and the financial resources available, or a reasonable accommodation must be made.

The subject property was first occupied before January 26, 1992 and it is therefore not held to a higher standard of compliance. During the FA, a limited visual observation for ADA accessibility was conducted. A summary of accessibility compliance observations follows.

It is understood by the client that the limited observation described herein does not comprise a full ADA Compliance Survey, and that such a survey is beyond the scope of NAC's undertaking. Only a representative sample of areas was observed and actual measurements were not taken throughout the entirety of the property to verify compliance.

The obligation to engage in readily achievable barrier removal is a continuing responsibility of a public accommodation. Items that are currently not readily achievable may become so in the future. No periodic assessment or self-assessment is required by the ADA. However, the Justice Department urges public accommodations to establish procedures for an ongoing assessment of their compliance with the barrier removal requirements.

Summary of Observations and Comments*:*

- The ADA door opener leading to the building main entrance was observed to be non-functioning. An estimated cost for repair has been included in Table 1.

10.0 QUALIFICATIONS

Resumes of the property condition professionals are attached for review in Appendix D.

11.0 SIGNATURE(S) OF PROFESSIONAL(S)

The following property condition assessment professionals were involved in the preparation and review of this FA. This report has been reviewed for its completeness and accuracy. Please feel free to contact our office at (616) 431-4772 to discuss this report.

Report Prepared by:
NATURA ARCHITECTURAL CONSULTING, LLC

Benjamin Simon
Architectural Consultant

Report Reviewed by:
NATURA ARCHITECTURAL CONSULTING, LLC

Nathan M. Gillette, AIA, LEED-AP O+M, CEM
Director

FIGURES

NATURA
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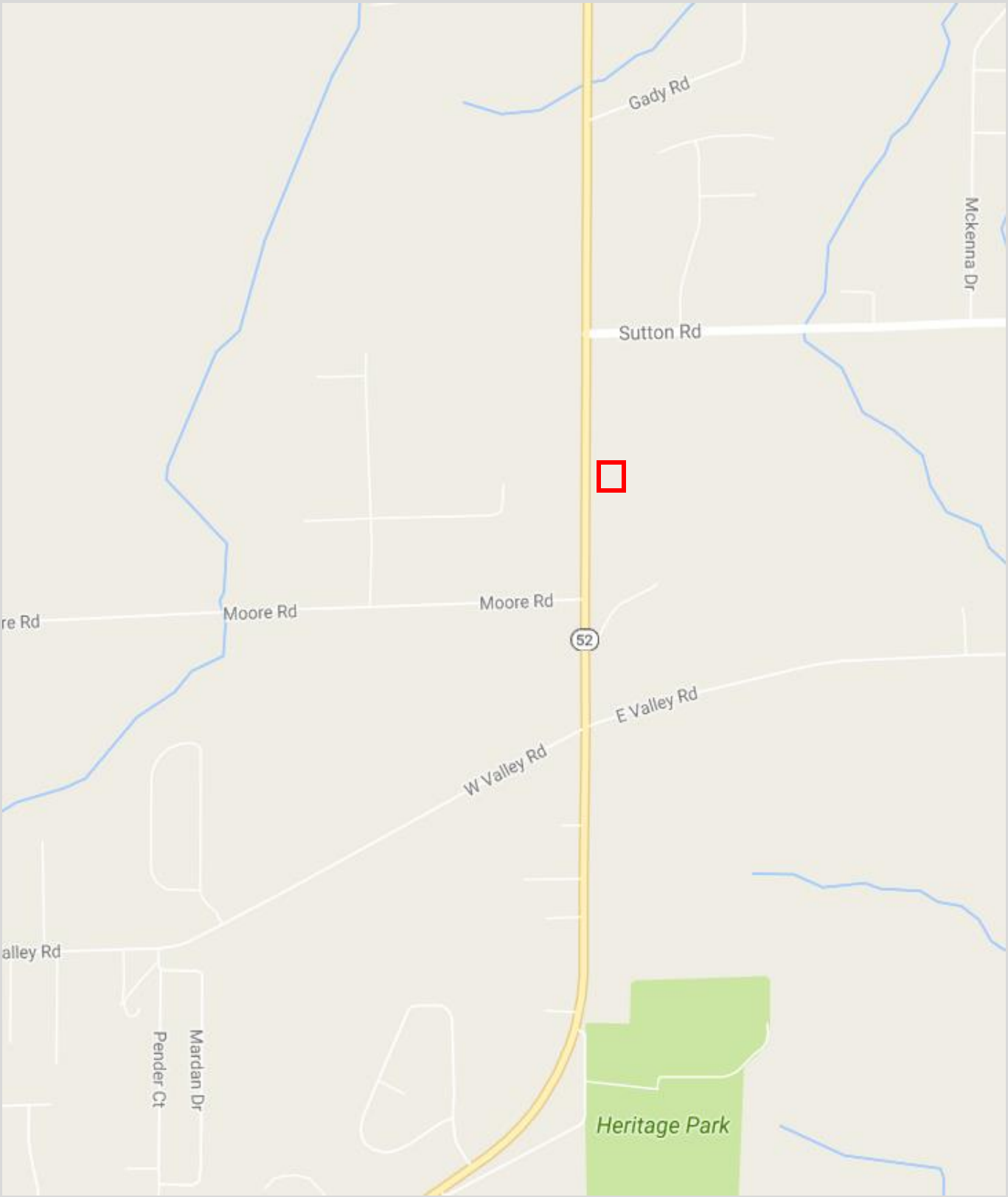
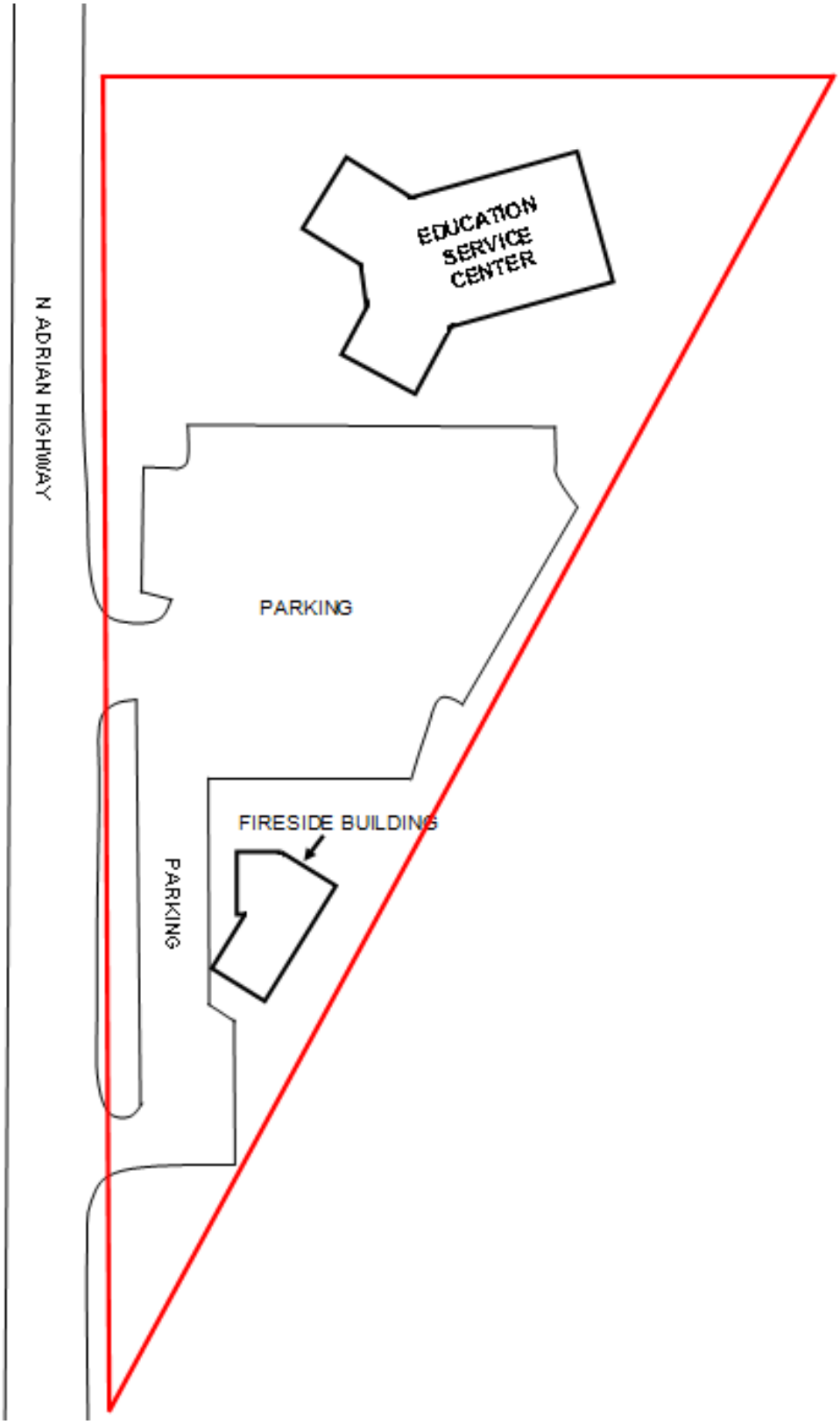


NATURA
ARCHITECTURAL CONSULTING

Site Location Map Education Service Center

Property Address: 4107 N. Adrian Highway
Adrian, Michigan
Project Number: 1163-16



NATURA
ARCHITECTURAL CONSULTING

Site Plan Education Service Center

Property Address: 4107 N. Adrian Highway
Adrian, Michigan
Project Number: 1163-16

TABLES

NATURA
ARCHITECTURAL CONSULTING

NATURA
ARCHITECTURAL CONSULTING

Property Name:	Education Service Center	Square Footage:	11,870
Location:	Adrian, Michigan	Number Buildings:	1
Date:	2/27/2017	Reserve Term (yrs):	12
Project No:	1163-16	Building Age (yrs):	26
CPI:	2.50%	Effective Age (yrs):	26

Table 1: Immediate and Short Term Repairs Cost Estimate

	Immediate	*Short Term*
Total Repair Cost	***$ 500***	***$ 17,450***
Cost per Square Foot	***$ 0.04***	***$ 1.47***

Section	Component	Comments	Qty	Unit	Unit Cost	TOTAL COST Immediate	TOTAL COST Short Term
5.3	Drainage devices. Install.	Install drain tiles	1	EA	$ 10,750.00		$ 10,750
5.5	Trash enclosure gates. Replace.		1	LS	$ 1,500.00		$ 1,500
6.4	Leak repair.	rooms 102-105	1	LS	$ 1,950.00		$ 1,950
7.1	AC condensers. Replace.		1	EA	$ 1,500.00		$ 1,500
7.2	Domestic hot water heaters. Replace.		1	EA	$ 1,750.00		$ 1,750
9.1	ADA Accessibility	ADA door entry	1	EA	$ 500.00	$ 500	

NATURA ARCHITECTURAL CONSULTING

Property Name:	Education Service Center	Square Footage:	11,870
Location:	Adrian, Michigan	Number Buildings:	1
Date:	2/27/2017	Reserve Term (yrs):	12
Project No:	1163-16	Building Age (yrs):	26
CPI:	2.50%	Effective Age (yrs):	26

Table 2: Modified Capital Reserves Schedule

Reserve / Square Foot / Year	*$ 0.64*
Inflated Reserve / Square Foot / Year	*$ 0.71*

Section	Component	EUL	EFF AGE	RUL	Qty	Unit	Unit Cost	Cycle Replace	Replace Percent	Year 1 2017	Year 2 2018	Year 3 2019	Year 4 2020	Year 5 2021	Year 6 2022	Year 7 2023	Year 8 2024	Year 9 2025	Year 10 2026	Year 11 2027	Year 12 2028	Reserve Over Term
5.3	Asphalt pavement. Seal coat.	5	2	3	28,900	SF	$ 0.20	$ 5,780	600%		$ 5,780		$ 5,780		$ 5,780		$ 5,780		$ 5,780		$ 5,780	**$ 34,680**
5.5	Built improvements (site furniture/playground equipment). Replace.	20	10	10	1	EA	$ 1,500.00	$ 1,500	100%										$ 1,500			**$ 1,500**
6.3	Roof replacement. Pitched Roof	20	16	4	129	SQ	$ 225.00	$29,025	100%				$ 29,025									**$ 29,025**
6.4	Exterior walls. Paint and repair.	10	5	5	1	LS	$ 3,000.00	$ 3,000	100%					$ 3,000								**$ 3,000**
6.4	Caulking & sealant. Replace.	10	7	3	1	LS	$ 3,000.00	$ 3,000	100%			$ 3,000										**$ 3,000**
6.8	Wood windows. Replace.	30	26	4	27	EA	$ 500.00	$13,500	100%				$ 13,500									**$ 13,500**
8.1	Carpet (offices). Replace.	7	2	5	1	LS	$ 3,000.00	$ 3,000	200%					$ 3,000							$ 3,000	**$ 6,000**
									Annual Reserve (Uninflated)		$ 5,780	$ 3,000	$ 48,305	$ 6,000	$ 5,780		$ 5,780		$ 7,280		$ 8,780	**$ 90,705**
									Inflation Rate Factor	1.000	1.025	1.051	1.077	1.104	1.131	1.160	1.189	1.218	1.249	1.280	1.312	
									Annual Reserve (Inflated)		**$ 5,925**	**$ 3,152**	**$ 52,019**	**$ 6,623**	**$ 6,540**		**$ 6,871**		**$ 9,092**		**$ 11,520**	**$ 101,740**

APPENDIX A

NATURA
ARCHITECTURAL CONSULTING

NATURA ARCHITECTURAL CONSULTING, LLC
PCA KNOWLEDGABLE SITE CONTACT QUESTIONNAIRE

Project Information			
Project Location:	4107 N. Adrian Highway – Education Service Center **built 1989**		
Project Number:	1163-16	Project Manager:	Nathan Gillette
Phone:	616.431.4772	Email:	nate@naturaconsultingllc.com

Component	Approximate Component Age (OTC = Original to Construction)				Describe dates, portions replaced, repairs, etc.
Building Envelope					
Roof	Shingles:	14 yr.	Years Old	OTC:☐	
	Panels:		Years Old	OTC:☐	
	Other:		Years Old	OTC:☐	
Windows	Windows:	27	Years Old	OTC:☐	
Doors	Entry:		Years Old	OTC:☐	
	Interior:		Years Old	OTC:☐	
Siding	Vinyl:	x	Years Old	OTC:☐	
	Aluminum:		Years Old	OTC:☐	
	Wood:		Years Old	OTC:☐	
	Cement Board:		Years Old	OTC:☐	
	Stucco:		Years Old	OTC:☐	
	Other:		Years Old	OTC:☐	
Mechanical Systems					
Heating and Cooling Components	Boilers:	2005	Years Old	OTC:☐	Boilers were replaced in 2005 Other HVAC including controls updated in 2009
	Furnaces:		Years Old	OTC:☐	
	Heat Pumps:		Years Old	OTC:☐	
	Rooftop units:		Years Old	OTC:☐	
	Mini Splits:		Years Old	OTC:☐	
	AC Condensers:		Years Old	OTC:☐	
	PTAC units:		Years Old	OTC:☐	
	Chiller:	2009	Years Old	OTC:☐	
	Other:		Years Old	OTC:☐	
Elevator Mechanical	Elevator Mech:	N/A	Years Old	OTC:☐	
Interior Components					
Appliances	Refrigerators:		Years Old	OTC:☐	Two residential refrigerators
	Ranges:		Years Old	OTC:☐	

NATURA ARCHITECTURAL CONSULTING, LLC
PCA KNOWLEDGABLE SITE CONTACT QUESTIONNAIRE

	Range Hoods: _____ Years Old OTC:☐ Dishwashers: _____ Years Old OTC:☐ Other: _____ Years Old OTC:☐	
Cabinets and Countertops	Kitchen: _____ Years Old OTC:☐ Bathroom: _____ Years Old OTC:☐	

General Inquiry

1. Does the property have full-time maintenance personnel or staff? Yes:☐ No:☒ Unk: ☐ N/A:☐
2. Are there any unresolved building, fire or zoning code issues? Yes:☐ No:☒ Unk: ☐ N/A:☐
3. Has a termite inspection occurred within the last year? Yes:☐ No:☒ Unk: ☐ N/A:☐
4. Does the property have any structural settlement, deflection or cracking? Yes:☐ No:☐ Unk: ☒ N/A:☐
5. Has the property experience and fire or seismic related damage? Yes:☐ No:☐ Unk: ☒ N/A:☐
6. Is there any water infiltration in basements or crawl spaces? Yes:☐ No:☐ Unk: ☐ N/A:☒
7. Are there any wall or window leaks, or poorly insulated areas? Yes:☒ No:☐ Unk: ☐ N/A:☐
8. Is roof access available? Yes:☐ No:☐ Unk: ☐ N/A:☐
9. Are there any current roof leaks at the property? Yes:☐ No:☒ Unk: ☐ N/A:☐
10. Is the roof covered by a warranty or bond? Yes:☐ No:☒ Unk: ☐ N/A:☐
11. Are the HVAC systems inspected on a regular basis? Boiler Yes:☒ No:☐ Unk: ☐ N/A:☐
12. Are there any plumbing leaks or water pressure problems? Yes:☐ No:☒ Unk: ☐ N/A:☐
13. Is the property served by on-site water well or septic system? Yes:☒ No:☐ Unk: ☐ N/A:☐
14. Are the elevators maintained by a contractor on a routine basis? Yes:☐ No:☐ Unk: ☐ N/A:☒
15. Is the emergency communication equip. in the elevators functional? Yes:☐ No:☐ Unk: ☐ N/A:☒
16. Have fire/life safety systems been inspected within the last year? Yes:☐ No:☒ Unk: ☐ N/A:☐
17. Are emergency electrical generators, if present, routinely maintained? Yes:☒ No:☐ Unk: ☐ N/A:☐
18. Are GFCI outlets installed in all kitchens? Yes:☐ No:☐ Unk: ☒ N/A:☐
19. Are GFCI outlets installed in all bathrooms/restrooms? Yes:☒ No:☐ Unk: ☐ N/A:☐
20. Has the building been tested for indoor air quality or mold? Yes:☐ No:☐ Unk: ☒ N/A:☐

Red Flag Issues

21. Is Fire Retardant Plywood used at the property? Yes:☐ No:☐ Unk: ☒ N/A:☐
22. Is polybutylene piping used at the property? Yes:☐ No:☐ Unk: ☒ N/A:☐
23. Does any part of the electrical system use aluminum branch wiring? Yes:☐ No:☐ Unk: ☒ N/A:☐
24. Are any Omega or Central brand fire sprinkler heads installed? Yes:☐ No:☐ Unk: ☒ N/A:☐

NATURA ARCHITECTURAL CONSULTING, LLC
PCA KNOWLEDGABLE SITE CONTACT QUESTIONNAIRE

Documentation Request			
Document:	Available On-Site	Available Attached	Not Available
Contractor budget associated with rehabilitation of the subject property			
ALTA survey/site plan			
Floor plans			
Construction drawings			
Rent roll of tenants/commercial suites with current occupancy percentage			
Summary or matrix of apartment unit/suite types, square footages, and NRA.			
Brochures and marketing information			
Certificates of occupancy			
Copy of open building permits or open code violations			
Records of system and material ages (roof, MEP, paving, finishes, furnishings)			
Previous reports pertaining to the physical condition of the subject property			
Lists of mechanical equipment			
List of capital expenditures within the past 5 years			
Local Law #11 Façade Inspection Reports (NYC)			
Roof survey and warranty			
Service reports and inspection certificates (HVAC, elevator, fire alarm, sprinkler)			
ADA Survey or Barrier Removal Plan			

Preparer represents that to the best of their knowledge, the above statements and facts are true and correct, and that no material facts have been suppressed or misstated.

Name:	Tom Kasefang		
Title	Director of Facilities/Maintenance		
Firm:	LISD		
Address:			
Phone Number:			
Email Address:			
Signature:		**Date:**	

APPENDIX B

NATURA
ARCHITECTURAL CONSULTING

NATURA ARCHITECTURAL CONSULTING	**Photographs from Education Service Center** **NAC Project No. 1163-16** **Location: 4107 N. Adrian Highway** **Adrian, Michigan**

Photograph 1	
	Property identification sign
Photograph 2	
	Building sign

Photographs Taken by Kyle Clark on 10/24/2016

NATURA ARCHITECTURAL CONSULTING	**Photographs from Education Service Center** **NAC Project No. 1163-16** **Location: 4107 N. Adrian Highway** **Adrian, Michigan**

Photograph 3	
	Building front elevation
Photograph 4	
	Building side elevation

Photographs Taken by Kyle Clark on 10/24/2016

NATURA ARCHITECTURAL CONSULTING	**Photographs from Education Service Center** **NAC Project No. 1163-16** **Location: 4107 N. Adrian Highway** **Adrian, Michigan**

Photograph 5	
	Building rear elevation
Photograph 6	
	Building side elevation

Photographs Taken by Kyle Clark on 10/24/2016

NATURA ARCHITECTURAL CONSULTING	**Photographs from Education Service Center** **NAC Project No. 1163-16** **Location: 4107 N. Adrian Highway** **Adrian, Michigan**

Photograph 7	
	Gazebo
Photograph 8	
	ADA accessible parking

Photographs Taken by Kyle Clark on 10/24/2016

NATURA ARCHITECTURAL CONSULTING	**Photographs from Education Service Center** **NAC Project No. 1163-16** **Location: 4107 N. Adrian Highway** **Adrian, Michigan**

Photograph 9	
	Chiller
Photograph 10	
	A/C condenser

Photographs Taken by Kyle Clark on 10/24/2016

NATURA ARCHITECTURAL CONSULTING	**Photographs from Education Service Center** **NAC Project No. 1163-16** **Location: 4107 N. Adrian Highway** **Adrian, Michigan**

Photograph 11	
	Emergency generator
Photograph 12	
	Boiler

Photographs Taken by Kyle Clark on 10/24/2016

NATURA ARCHITECTURAL CONSULTING	**Photographs from Education Service Center** **NAC Project No. 1163-16** **Location: 4107 N. Adrian Highway** **Adrian, Michigan**

Photograph 13	
	Domestic hot water heater
Photograph 14	
	Interior stairs

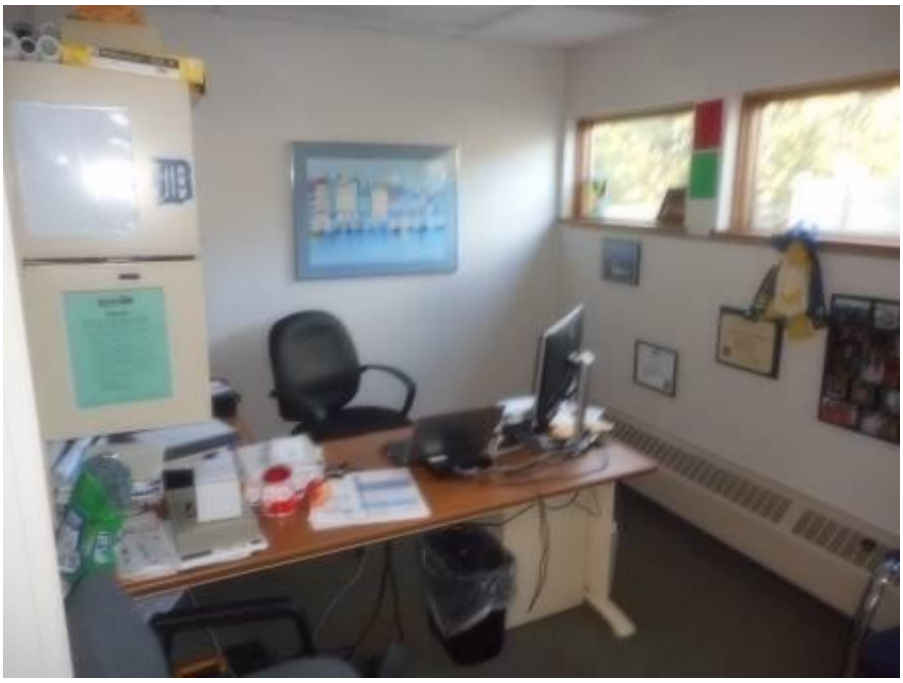
Photographs Taken by Kyle Clark on 10/24/2016

NATURA ARCHITECTURAL CONSULTING	**Photographs from Education Service Center** **NAC Project No. 1163-16** **Location: 4107 N. Adrian Highway** **Adrian, Michigan**

Photograph 15	
	Electric breaker panel
Photograph 16	
	Office

Photographs Taken by Kyle Clark on 10/24/2016

NATURA ARCHITECTURAL CONSULTING	**Photographs from Education Service Center** **NAC Project No. 1163-16** **Location: 4107 N. Adrian Highway** **Adrian, Michigan**

Photograph 17	
	Office
Photograph 18	
	Server room

Photographs Taken by Kyle Clark on 10/24/2016

NATURA ARCHITECTURAL CONSULTING	**Photographs from Education Service Center** **NAC Project No. 1163-16** **Location: 4107 N. Adrian Highway** **Adrian, Michigan**

Photograph 19	
	Restroom
Photograph 20	
	Restroom

Photographs Taken by Kyle Clark on 10/24/2016

NATURA ARCHITECTURAL CONSULTING	**Photographs from Education Service Center** **NAC Project No. 1163-16** **Location: 4107 N. Adrian Highway** **Adrian, Michigan**

Photograph 21	
	GFCI outlet
Photograph 22	
	Emergency pull station

Photographs Taken by Kyle Clark on 10/24/2016

NATURA ARCHITECTURAL CONSULTING	**Photographs from Education Service Center** **NAC Project No. 1163-16** **Location: 4107 N. Adrian Highway** **Adrian, Michigan**

Photograph 23	
	Fire extinguisher
Photograph 24	
	Smoke detector

Photographs Taken by Kyle Clark on 10/24/2016

NATURA ARCHITECTURAL CONSULTING	**Photographs from Education Service Center** **NAC Project No. 1163-16** **Location: 4107 N. Adrian Highway** **Adrian, Michigan**

Photograph 25	
	Emergency exit sign
Photograph 26	
	Alarm panel

Photographs Taken by Kyle Clark on 10/24/2016

APPENDIX C

NATURA
ARCHITECTURAL CONSULTING

City: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

City of Adrian
135 East Maumee Street
Adrian, Michigan 49221
Phone: (517) 264-4815

Request Form
Note: Requestors are not required to use this form. The City may complete one for recordkeeping if not used.

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, ***et seq***.

Request No.: _____ Date Received: _____

Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method
Date delivered to junk/spam folder: _____
Date discovered in junk/spam folder: _____

(Please Print or Type)

Name		Phone
Carrie Klingelsmith		616-431-4772
Firm/Organization		Fax
Natura Architectural Consulting, LLC		
Street		Email
949 Wealthy Street, Suite 205		carrie@naturaconsultingllc.com
City	State	Zip
Grand Rapids	MI	49506

Request for: ☑ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☑ Email to address above
☐ Deliver on digital media provided by the City: _____

Note: *The City is not required to provide records in a digital format or on digital media if the City does not already have the technological capability to do so.*

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

We are in need of:

1. Records of any building, fire, and zoning code violations. (2013, 2014, 2015 & 2016 only)

2. A copy of the original Certificate of Occupancy.

For all of the addresses listed below.

Education Service Center, 4107 N. Adrian Highway
Fireside Building, 4107 N. Adrian Highway
LISD TECH Center, 1372 N. Main Street
LISD TECH Center East Building, 1372 N. Main Street
LISD TECH Center Auto Body Storage, 1372 N. Main Street
LISD TECH Center South Building, 1354 N. Main Street
LISD Trenton Hills Learning Center, 1008 W. Maumee

Consent to Non-Statutory Extension of City's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq*. I understand that the City must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the City's response time for this request until: _____ (*month, day, year*).

Requestor's Signature	Date
Carrie Klingelsmith	10/14/16

(Complete both sides)

Records Located on Website

If the City directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the City must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the City must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the City has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the City must provide the public records in the specified format (if the City has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on City Website

I hereby stipulate that, even if some or all of the records are located on a City website, I am requesting that the City make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature	Date

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the City using overtime wages in calculating the following labor costs as itemized in the following categories:

1. ☐ Labor to copy/duplicate 2. ☐ Labor to locate 3a. ☐ Labor to redact 3b. ☐ Contract labor to redact
6b. ☐ Labor to copy/duplicate records already on City's website

Requestor's Signature	Date

Request for Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first** $20.00 **of the fee** for each request by an individual who is entitled to information under this act and who:

1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR
2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:

(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: ☐ Affidavit Received ☐ Eligible for Discount ☐ Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request: Requestor's Signature: Carrie Klingelsmith	Date:

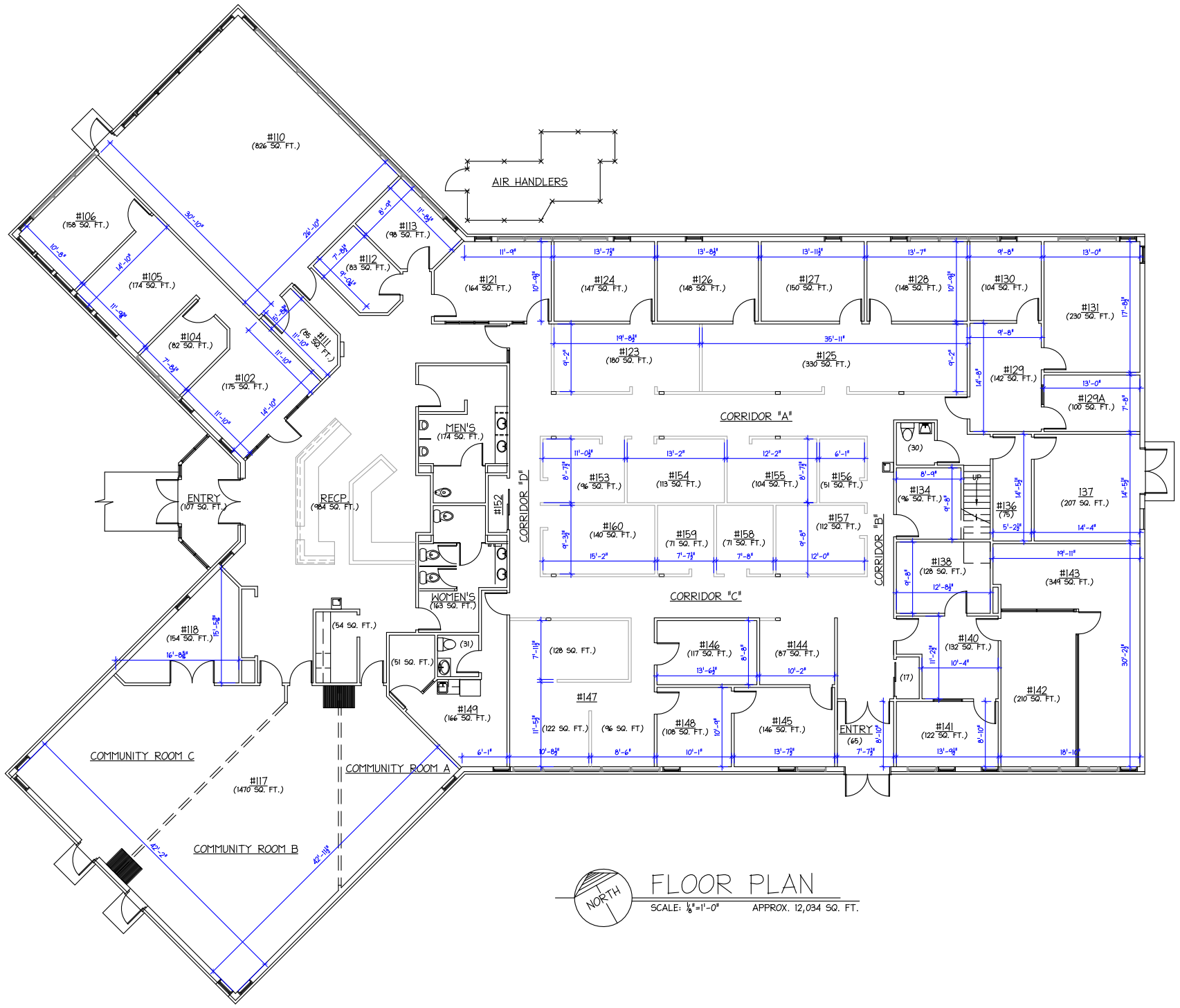
Request for Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first** $20.00 **of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

(i) Is made directly on behalf of the organization or its clients.
(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
(iii) Is accompanied by documentation of its designation by the state, if requested by the City.

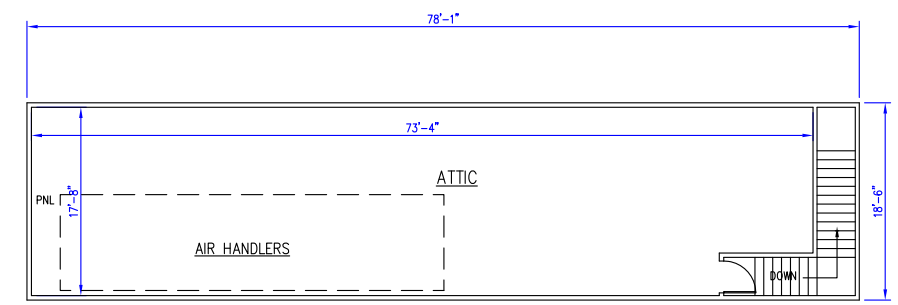
Office Use: ☐ Documentation of State Designation Received ☐ Eligible for Discount ☐ Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931: Requestor's Signature: Carrie Klingelsmith	Date: 10/14/16



FLOOR PLAN

SCALE: 1/8"=1'-0" APPROX. 12,034 SQ. FT.



ATTIC FLOOR PLAN

SCALE: 1/8"=1'-0" APPROX. 1,260 SQ. FT.

DAILEY ENGINEERING, INC.
8485 STEPHENSON ROAD
ONSTED, MI 49265

PH. # (517) 467-9000
FAX # (517) 467-9010
EMAIL - todddailey@me.com

LISD WILLIAM J. ROSS EDUCATION SERVICE CENTER
LENAWEE INTERMEDIATE SCHOOL DISTRICT
4107 NORTH ADRIAN HIGHWAY
ADRIAN, MICHIGAN 49221

DRAWN BY: M. FOWLER	CHK'D. BY: TA DAILEY	APP'D. BY:

FLOOR PLAN

DATE: 04/27/2012	REV.: 0	DRAWING NO. A1
SCALE: 1/8" = 1'-0"		

APPENDIX D

NATURA
ARCHITECTURAL CONSULTING

NATURA
ARCHITECTURAL CONSULTING

616.710.3346
nate@naturaconsultingllc.com

Education

- Lawrence Technological University B.S. Architecture
- Savannah College of Art & Design Masters in Architecture

Registrations
Licensed Architect

- State of Michigan No. 1301052746
- State of Illinois No. 001.021447
- State of Kentucky No. 6702
- State of Florida No. AR96055
- State of Missouri No. 2013042671

Certifications

- Certified Energy Manager
- LEED O+M Accredited Professional
- NCARB Certified
- Certified Historic Architect Federal 36CFR61 Qualified
- HUD MAP Training
- ASTM PCA Training
- Air Barrier Association of America Licensed Field Auditor

Professional Activities

- Contributing Writer & Editorial Advisory Member to Retrofit Magazine
- Past President of the Grand Rapids Chapter of the American Institute of Architects
- US Green Building Council Member
- National Trust for Historic Preservation Member
- ASTM Member

NATHAN M. GILLETTE, AIA, LEED-AP O+M, CEM
DIRECTOR

Nathan is the Director of Natura Architectural Consulting. His primary responsibilities include the day to day operation of the company and business development. Nathan is the senior reviewer for all Property Condition Assessments, Energy Audits, LEED Submittals, Architectural Document & Cost Reviews, and Construction Loan Monitoring. He is responsible for working with clients to successfully implement and manage energy efficiency, sustainability, and air infiltration testing projects. Nathan specializes Capital Needs Assessments (CNAs), and Green Retrofit Physical Needs Assessments (GPCNA). His recent focus includes serving lending institutions, building owners and portfolio managers.

Areas of expertise

- Principal Architect for Energy Audits and Building Evaluations for Energy Star, LEED Certification and CMP Green Building Valuation.
- Extensive experience in Green Building Design and Construction.
- Multiple award winning Architect, including the 2007 Grand Valley American Institute of Architects Sustainable Design Honor Award for the Hispanic Center of Western Michigan.
- Completion of thousands of Property Condition Assessments (PCA) throughout the country.
- Lead technical reviewer for Property Condition Assessments (PCA).
- HUD MAP training and experience with Property Capital Needs Assessments (PCNA).
- Completion of HUD Green Property Condition Assessments (GPCA) and HUD Rental Assistance Demonstration PCAs (RPCA).
- Federal 36CFR61 Certified Historic Architect Status with extensive experience in Historic Preservation Architecture.
- Thorough understanding of U.S. Green Building Council's LEED Programs and Brands, Responsible for nine LEED Registrations, Documentation, and Certifications in LEED-NC, LEED-CI, LEED-CS, LEED for Home Programs.
- Green Building Design Thermal Envelope Design and its relationship to energy reduction in buildings.
- Whole Building Air Infiltration testing.
- Expertise in energy efficiency measures for existing buildings.
- Low Impact Design techniques for on-site storm water management experience.
- Technical expertise in Indoor Air Quality Design for new construction.
- Extensive knowledge of vegetative green roof design and construction.
- Member of the ASTM E50 WK24707 Workgroup for the development of the new standard for Building Energy Performance Analysis Disclosure in Real Estate Transactions and the ASTM E2018 committee to update the Property Condition Assessment guide.

APPENDIX E

NATURA
ARCHITECTURAL CONSULTING

Acronyms and Definitions

Actual Knowledge	The knowledge possessed by an individual rather than an entity.
ADA	The Americans with Disabilities Act
Ancillary Structures	Structures that are not the primary improvements of the Property but which may have been constructed to provide support uses.
Appropriate Inquiry	A request for information conducted by a Freedom of Information Letter (FOIL), verbal request, or by written request made either by fax, electronic mail, or U.S. mail. A good-faith effort conducted by the consultant to obtain the information considering the time constraints to prepare and deliver the PCR.
ASTM	American Society for Testing and Materials
Base Building	The core (common areas) and shell of the building and its systems that typically are not subject to improvements to suit tenant requirements.
Baseline	The minimum level of observations, due diligence, inquiry/research, documentation review, and preparation of opinions of cost to remedy material physical deficiencies for conducting a PCA.
BOMA	Building Owners and Managers Association
Building	Referring to the primary building or buildings on the Property, which are within the scope of the PCE.
Building Codes	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.
Building Department Records	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. Building Department Records may also include building code violation notices.
Building Systems	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.
Building Systems Analysis (BSA Expanded Services)	Those services, within A & E Equity Services, that address site and/or system specific issues beyond the scope of the PCS or PCE baseline service.
BUR	Built-up Roof
Change Order (technical)	Within the technical operations vernacular, this term applies to the process by which changes are made to the initial scope of work, for services, and to the Contract Documents, for construction projects. In the case of a construction document change order may precipitate a service change order.
Commercial Real Estate	Improved real property, except a dwelling or a property with four or less dwelling units exclusively for residential use. Includes, but 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 dwellings 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.
Commercial Real Estate Transaction	A transfer of title 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.
Component	A portion of a building system, piece of equipment, or building element.
Consultant	The entity or individual that is responsible for the completion of the PCR.

Acronyms and Definitions

Dangerous or Adverse Conditions	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 precautionary measures.
Deferred Maintenance	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.
Dismantle	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.
Down Unit	Guestrooms or tenant space that are is not leasable due to conversion to other uses (only if included in total unit count); extensive damage due to fire, flood or other natural disaster; the removal of appliances, cabinetry or HVAC equipment for use in other units; or, extreme damage or lack of maintenance resulting in repairs and replacements beyond normal turnover requirements.
Due Diligence	An investigation of the physical condition of a subject property in connection with a commercial real estate transaction. The degree and type of investigation may vary for different properties, different user purposes, and time allotted.
DWV	Drainage Waste Ventilation. That piping subsystem of a waste drainage system responsible for the prevention of a vacuum and resulting loss of trap seals.
EIFS	Exterior Insulation and Finish System. A composition of rigid insulation, fabric mesh and cementitious plaster, applied to masonry or frame construction to provide an exterior building veneer.
EMS	Energy Management System. A system of sensors and controls, with provisions for remote monitoring and adjustment, and set to realize maximum energy efficiency in one or more buildings.
Engineer	Designation reserved by law for a person professionally qualified, examined, and licensed by the appropriate governmental board having jurisdiction, to perform engineering services.
Engineering	Analysis or design work conducted by an engineer requiring extensive formal education, preparation and experience in the use of mathematics, chemistry, physics, and engineering sciences.
Expected Useful Life (EUL)	The average amount of time in years that an item, component or system is estimated to function without material repair when installed new and assuming routine maintenance is practiced.
Facilities Management	The broad discipline of planning and proactively executing decisions, regarding space allocation, building systems and consumable resources for the benefit of the occupant and his productivity.
FEMA	Federal Emergency Management Agency. The government agency, responsible for response to emergencies and for emergency preparedness. Direct impact upon NAC is generally limited to the provision of updated classification of properties with regard to flood exposure.
FHA	Fair Housing Act
Field Observer	The individual that conducts the walk-through survey.
Fire Department Records	Records maintained by or in the possession of the local fire department having jurisdiction over the subject property.
FIRM	Flood Insurance Rate Maps
FM	Factory Mutual

Acronyms and Definitions

FOIA	U.S. Freedom of Information Act (5 USC 552 et seq.) That legislation, which allows the general public access to categorical information. The vehicle through which NAC may acquire public records like code violations, related to properties under study.
FOIL	Freedom of Information Letter.
FRT	Fire Retardant Treated. That classification of plywood, generally applied in the early-to-mid- 1980's for residential roof sheathing. In the context of NAC's reports, the identification of FRT plywood, on the basis of its stamp, alerts the client to the potential deterioration of the material when exposed to high temperatures.
Guide	A series of options and instructions that do not recommend a specific course of action.
HVAC	Heating, Ventilating and Air Conditioning
Immediate Repairs	Physical deficiencies that require immediate action as a result of: (i) existing or potentially material unsafe conditions, (ii) significant negative conditions impacting tenancy/marketability, (iii) material building code violations, or (iv) poor or deteriorated condition of critical element or system, or (v) a condition that if left "as is", with an extensive delay in addressing same, has the potential to result in or contribute to critical element or system failure within one (1) year.
Infrared Analysis	An imaging method of analysis that identifies areas or point of radiant temperature differential between the subject and its environment. Used to detect moisture entrapment in roofs and overheating or failed connections in electrical systems.
Interviews	Discussions with those knowledgeable about the subject property.
Long-Term Repairs	Opinions of Costs to remedy Physical Deficiencies, such as deferred maintenance, which may be protracted over the evaluation period, often the term of the loan plus two years. Included are such Physical Deficiencies resulting from deterioration of materials and systems projected to exceeded their Expected Useful Life (EUL), and that will require replacement to be implemented during the evaluation period.
Material	Having significant importance or great consequence.
MEP	Mechanical, Electrical, and Plumbing
NFPA	National Fire Protection Association
Observe	To conduct an observation within the context of easily visible and readily accessible.
Obvious	Plain, evident, and readily accessible; a condition easily visible or fact not likely to be ignored or overlooked by a field observer when conducting a walk-through survey or that which is practically reviewable and would be understood easily by a person conducting the PCA.
Owner	The entity holding the title to the commercial real estate that is the subject of the PCA
Physical Condition	The physical state of a property, system, component or piece of equipment. Within the context of the assessment, the consultant may offer opinions of the physical condition of the property, or of systems, components and equipment observed. Such opinions commonly employ terms such as good, fair and poor; though additional terms such as excellent, satisfactory and unsatisfactory may also be used.
Physical Deficiency	A conspicuous defect or deferred maintenance of a subject property's material systems, components, or equipment as observed during completion of the PCA.
PML	Probable Maximum Loss
Practically Reviewable	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 calculation. Records or information that feasibly cannot be retrieved by reference to the location of the subject property are not generally considered practically reviewable.

Acronyms and Definitions

Primary Commercial Real Estate Improvements	The site and building improvements that are of fundamental importance with respect to the commercial real estate. This 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.
Property	The site improvements, which are inclusive of both site work and buildings.
Property Condition Consultant	Within the vernacular of the Property Condition Survey Assessment and Report, a consultant is the entity or individual that prepares the Property Condition Evaluation and that is responsible for the observance of, and reporting on the physical condition of Commercial Property.
Readily Accessible	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.
Reasonably Ascertainable	Information that is publicly available, as well as readily available, provided to NAC's offices from either its source or an information research/retrieval service within reasonable time, practically reviewable, and available at a normal cost for either retrieval, reproduction or forwarding.
Recreational Facilities	Facilities for exercise, entertainment or athletics including, without limitation, swimming pools, spas, saunas, steam baths, tennis, volleyball, or basketball courts; jogging, walking or bicycle paths; and playground equipment.
Remaining Useful Life (RUL)	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 installation, the quality and amount of preventative maintenance exercised, climate conditions, extent of use, etc.
Replacement Costs	Costs to replace the system or component "in kind" based on Invoices or Bid Documents provided by the current owner or the client, construction costs developed by construction resources such as *Means* and *Dodge*, NAC's experience with past costs for similar properties, or the current owner's historical incurred costs.
Replacement Reserves	Major recurring probable expenditures, which are neither commonly classified as an operation or maintenance expense. Replacement Reserves are reasonably predictable both in terms of frequency and cost. However, they may also include components or systems that have an indeterminable life but nonetheless have a potential liability for failure within the reserve term.
RTU	Rooftop Unit
Routine Maintenance	A repair that does not require specialized equipment , professional services, or contractors, but rather can be corrected within the budget and skill set of typical property maintenance staff.
Scope of Services	Definition of those services developed by Technical Operations personnel, in concert with the client and client services, and satisfying the requirements of that client.
Short Term Costs	Opinions of Costs to remedy Physical Deficiencies, such as deferred maintenance, 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.
Shutdown	Equipment, components, or systems that are not operating at the time of the field observer's walk-through survey.
Site Visit	The visit to the subject property during which observations are made.

Acronyms and Definitions

Specialty Consultants	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.
Structural Component	A component of the building which supports non-variable forces or weights (dead loads) and variable forces or weights (live loads).
Subject Building	Referring to the primary building or buildings on the subject property, and that are within the scope of the PCA.
Subject Property	The commercial real estate consisting of the site and primary real estate improvements that are the subject of the PCA.
Suggested Remedy	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 or 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.
Survey	Observations made by the field observer during a walk-through survey to obtain concerning the subject property's readily accessible and easily visible components or systems.
System	A combination of interacting or interdependent components assembled to carry out one or more functions.
Technically Exhaustive	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 a combination thereof.
Term	Reserve Term: The number of years that Replacement Reserves are projected. Normally Ten (10) years.
Timely Access	Entry provided to the consultant at the time of the site visit.
UST	Underground Storage Tank
User	The party that retains the consultant for the preparation of the PCA.
Walk-through Survey	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. Such a survey should not be considered technically exhaustive. It excludes the operation of equipment by the field observer and it 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 or any kind, etc. binoculars, moisture meters, air flow meters, or metering/testing equipment or devices of any kind. It is literally the field observer's visual observations while walking through the subject property.