Building Assessment of:
UBC/Pro Build Office Building
125 West 5th Street, Winona, Minnesota

Prepared for:
Winona State University
175 West Mark Street
Winona, Minnesota

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1. Site:

The Site consists of one parcel (125 West Fifth Street). It is located at the southeast corner of West 5th and Johnson Streets. The entire block, including the site in question is zoned R-3. It is an essentially level site of approximately 0.38 acres.

The parcels immediately to the south are owned and occupied by Wesley United Methodist Church. The Winona Senior Friendship Center occupies the property to the east. There are lawn areas and public sidewalks along the North and West property line.

The building covers the majority of the site. To the east of the building is a city alley which provides access to the back of the building and to Wesley United Methodist Church’s parking lot. To the south of the building there is a blacktop access drive (approximately 16 feet by 96 feet) and an adjoining mechanical equipment area (approximately 16 feet by 60 feet). All of the aforementioned areas provide no legal parking for the building in question. Any available parking serving 125 W. 5th Street is public street parking or through an easement or parking agreement with Wesley United Methodist Church. Currently there is an agreement with Wesley United Methodist Church for six parking spaces but this agreement terminates Dec. 31, 2012.
2. Building Overview:

The building was constructed in 1916 for the Laird Norton Company. It is a two-story structure with a full basement. The 5th Street entrance opens to a two-story atrium with a single stair to the second floor with office spaces surrounding. The construction of the building is non-combustible. The building has had significant interior renovations including the addition of a sprinkler system at the basement floor. All renovations appear to involve interior partitions and non-load bearing walls. There is no automatic sprinkler system on the first and second floor. There are also no exit signs or emergency lights in the building.

Currently the building has no handicapped accessible entrance. There is a small elevator measuring 42”x30” which serves all three floors but it does not meet accessibility standards. The elevator is estimated to be a 1950’s era OTIS model. The 1st and 2nd floor toilet rooms are original and not handicap accessible. The basement toilet rooms have been renovated and meet accessibility requirements.

3. Use and Occupancy type:

The building was designed as a corporate office building (IBC type B occupancy); most spaces throughout the building have been renovated since its construction. It is assumed that occupancy by WSU will not necessitate a change to the IBC type B occupancy designation. After discussion with the local building official, the building would need to be updated to meet all applicable building codes if a change in occupancy is necessitated.
4. Areas:

**Original Building**

<table>
<thead>
<tr>
<th>Level</th>
<th>GSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower basement</td>
<td>10,120</td>
</tr>
<tr>
<td>First Floor</td>
<td>9,975</td>
</tr>
<tr>
<td>Second Floor</td>
<td>9,975</td>
</tr>
<tr>
<td><strong>Total area</strong></td>
<td><strong>30,070</strong></td>
</tr>
</tbody>
</table>

5. Structural System

The building has load bearing exterior brick walls. The original structural plans are not available, but it is assumed that the interior brick walls are also load bearing brick. The roof and floor structures are poured in place concrete beams and structural slabs. It is assumed that any original interior non load-bearing walls are plaster over clay tile. Renovated or additional interior partition walls are assumed to be gypsum board over wood or metal studs. Structural dimensions are as follows:

- The basement floor to first floor height is: approx. 10’-10”
- First floor to second floor height is: approx. 14’-6”
- Second floor to original plaster ceiling height is: 12’-0”

Spaces in the basement with added dropped ceilings have ceiling heights ranging between 7’-0” and 7’-6”. Attic space above the second floor plaster ceiling varies in height. The structure appears to be in good condition with no visual signs of movement or settlement.
6. Exterior Envelope

a) Roof:

The roofing is a ballasted EPDM with EPS insulation. The EPDM roofing system is 8 years old. The roof pitch is determined by structural pitches in the roof deck. There are interior roof drains with overflow scuppers through the parapets at the east and west walls. The EPDM roofing is adhered over the existing skylight. The parapet has metal roof cap. Access to the roof is by existing roof hatch. It is assumed that the roof insulation met the energy code requirements (minimum R22) when it was installed. There are no apparent roof leaks.

b) Exterior Walls:

The exterior walls consist of 4” of face brick with common brick back-up. Basement walls are poured concrete. Lintels, sills, copings, and decorative trim are cut stone. There is no insulation in the exterior walls. The brick and mortar looks to be in good condition considering the age of the building. Some mortar work is needed at 2nd floor stone band and the parapet walls. The two brick chimneys appear to be in very good condition. There is very little evidence of movement or moisture damage to the brick.
c) **Windows and Entrances:**

The original windows have been replaced with residential style aluminum clad wood windows. Exterior window styles include double casement with a transom above, single hung and fixed sashes. The single hung windows are residential style replacement windows only located in the basement. The basement windows vary in material. All exterior windows include screens. The windows are in good condition.

![Typical Windows](image)

The main entrance is original and in good condition. The main entrance includes a set of bronze doors that open to original wood panel doors leading to the entrance vestibule and atrium beyond. The rear entrance has been replaced with an aluminum door. Glazing in the aluminum door is single pane. Interior vestibule doors at the main entrance are original wood doors with single glazed lites set in a single glazed wood mullioned curtain wall.
7. Interior Finishes
   a. Ceilings:

   Original plaster ceilings are in very good condition. Plaster ceilings are suspended from concrete structure with metal rods and frames. Several ceilings have decorative plaster work in good condition considering the age of the building.

   The lobby ceiling was originally a skylight which has been closed to the exterior and covered with the EPDM roofing. The skylight space is vented to the exterior. The stained glass panels are still in place and use florescent lights to backlight.
Newer suspended acoustical ceilings have been installed in the basement. Acoustical ceiling tiles are in both 24 inches by 24 inches and 48 inches by 48 inches sizes. Acoustical tiles are in fair to poor condition being broken, stained, and scratched. Some areas will need to be replaced.

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**Basement, Break Area**

**Basement, Office Area**

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b. **Walls:**

Original interior non-load bearing partitions are plaster over clay tile. Exterior walls and load bearing interior walls are plaster over brick. Some exterior walls have exposed brick finishes. Atrium plaster walls have decorative plaster embellishments, trim, and reveals. The conference room on second floor has 9’-0” tall wood paneling. The fireplace in the conference room has floor to ceiling wood paneling surrounding a cut stone mantel. It is assumed that remodeled office areas utilized wood or metal stud walls with gypsum board. Some remodeled areas have wood paneling installed over the gypsum board partitions. Atrium areas have original marble wainscot at 3’-0” or 7’-0”. Toilet rooms on the first and second floor have original marble wainscoting. Toilet rooms on the basement floor have ceramic tile wainscot finishes. Basement walls are in fair condition with some areas needing patching and painting. Finishes are all in remarkably good condition considering the age of the building.
Exterior Load Bearing wall with Exposed Brick Finish

Wood Paneling

Entrance Lobby Wall Finishes

2nd Floor Conference Room
c. **Floors:**

Office area floors generally have carpet over original composite material. The first and second floor offices located on the fifth street façade have original hardwood parquet flooring with carpet installed over some areas. The basement has some unfinished rooms with exposed concrete floors. The atrium and staircase has terrazzo floors. Second floor toilet rooms, and corridors connected to the atrium also have terrazzo floors. The carpet throughout the building shows varying degrees of wear, some areas require replacement and others only need cleaning. Various types of base material are found throughout the building.
d. **Stairs:**

Atrium stair risers and treads meet current code requirements. Handrails do not have required extensions at top and bottom of runs but meet height requirements. The atrium staircase and balcony do not have guardrails that meet code requirements for height. Guardrail extensions will need to be added to lobby handrails to meet code requirements. The atrium stair is the only means of egress from the second floor and the building code requires two means of egress. The basement stairs to first floor provide two means of egress but are too close together to meet the code requirement. Basement stairs also have non compliant handrails.
e. **Interior Doors:**

Due to renovations throughout the building there is a mixture of original and replacement doors and hardware. Very few doors have lockable hardware. Original doors are solid wood panel doors most including glass lites. Original doors at offices are forty inches wide. Original doors at other locations vary between twenty-two inches and thirty-two inches. All doors at renovated areas are thirty-six inch wide, flush-panel, wood doors varying in solid and hollow core composition. Most doors at renovated areas also have glass lites.
Mixture of Interior Doors @ 2nd Floor

Original Interior Wood Doors

Interior Door @ Remodeled Areas
8. **Architectural Recommendations**

a. **Building Code Issues**

Building use by WSU would not require any code mandated changes if the use of the building did not change (office building). A change in occupancy type would mandate the building be brought to current building code compliance.

i. **Recommendations WITHOUT occupancy change:**

**Handicap Accessibility:** Full accessibility upgrades are not required without a change in building occupancy type. With any renovation to the existing building, a percentage of renovation costs must be spent on accessibility upgrades. Currently, only the basement toilet rooms are handicapped accessible. Given the age and condition of the 1st and 2nd floor fixtures, we would recommend all the fixtures to be replaced and the toilet rooms to be completely remodeled in accordance with accessibility requirements. This remodeling is anticipated to meet the required accessibility upgrades. It should be noted that the remodeling would result in a reduced number of fixtures, but is anticipated to still meet building code requirements.

ii. **Recommendations WITH occupancy change:**

**Height and Area:** The original building is in substantial compliance with IBC construction type II-A (Non-combustible with one hour fire rated building elements). Given this construction type, the existing building would be in compliance with IBC Table 503 regarding allowable height and building area for any occupancy type except H-1 (hazardous).

**Automatic Sprinkler System:** While not strictly mandated, the installation of a sprinkler system throughout the building would solve a number of other building code issues including:

a. Reducing the requirement for vertical exit enclosures and associated areas of refuge.

b. Increasing common path of exit travel.

c. Eliminating the requirement for fire rated corridors.

d. Reducing required exit separation distance.

e. Increasing maximum length of dead end corridors.

For these reasons, we would recommend the installation of an automatic sprinkler system on the 1st and 2nd floors.

**Vertical Exit Enclosures:** Non-conformity with current codes requires a new enclosed stairway with an exit to be added to the building to provide two exits from each floor separated by a required distance. With a sprinkler system, the lobby stairway does not need to be enclosed.

**Handicap Accessibility-Elevator:** There is not an accessible entrance to the building or to floors above or below grade. A new entrance located at the south façade of the building could provide room for an elevator addition with access to all 3 floor levels.
Handicap Accessibility-Toilets: Currently, only the basement toilet rooms are handicapped accessible. Given the age and condition of the fixtures, we would recommend all the fixtures to be replaced and the toilet rooms to be completely remodeled in accordance with accessibility requirements. The remodeling would result in a reduced number of fixtures. If the building were to be used for offices, this would not be a problem.

Stair Handrails, Guardrails: To meet code requirements, guardrails must be added to the existing handrails at the atrium stair and balcony. Extensions must also be added to the end of all handrails at all stair locations.

b. Repair and Maintenance

i. Roofs: The roof will need to be replaced at some point in the future. It is approximately 8 years old, maximum warranties on EPDM roofs are 20 years. The replacement would need to be in accordance with MnSCU standards. It is our recommendation that the new roof insulation be more than code minimum.

ii. Exterior brick walls: We recommend a thorough examination of the brick and stone work, anticipating that joint repair, spot tuckpointing will need to be done. Lack of exterior wall insulation is an issue, but is perhaps best addressed during any renovation/remodeling project(s).

iii. Windows: The windows are not in compliance with MnSCU standards. On the other hand, all windows have insulating glass and appear to be in good condition. It is our recommendation that they remain in place and a thorough examination be made in order to identify and correct any minor maintenance issues.

iv. Entrances: The main entrance is original to the building and in very good condition. The rear entrance is functional but is worn and does not have insulated glass. We would suggest that the rear entrance be scheduled to be replaced.

v. Door Hardware: In order to match the WSU system, locksets and cylinders will need to be replaced. All replacement locksets will need to comply with accessibility requirements (lever handles). It is anticipated that most original doors will not easily transition to current locksets and require modifications to accept the new hardware.

vi. Interior Finishes: Independent of any other remodeling, we would make the following recommendations:

   Ceilings: Clean and repair as required, limited to replacing any sagging or damaged acoustical panels in the basement, cleaning and re-painting plaster ceilings.

   Walls: Clean, patch, and paint as required.

   Floors: Replace worn and dated carpet.
9. **Hazardous Materials:**

This assessment does not include a survey of hazardous materials or abatement estimate. We suspect pipe insulation may contain asbestos. Asbestos could also be present in flooring materials.

10. **Cost Budget Recommendations**

a. **Building Code Issues**
   i. Automatic Sprinkler System: $65,000.00
   ii. New Stairs in fire rated enclosure: $35,000.00
   iii. Handicap Accessibility
       Elevator and Entrance Addition: $125,000.00
       Toilet Room Renovations: $135,000.00
   iv. Stair Handrails, Guardrails: $10,000.00

b. **Repair and Maintenance**
   i. Roof (5 to 10 years from now): $160,000.00
      (Tear off and replace with MnSCU roof)
   ii. Exterior brick walls: $5,000.00
      (inspection and minor repair)
   iii. Rear Entrance $2,000.00
      (assuming no elevator addition)
   iv. Interior Doors and Hardware: $35,000.00
      (assuming no elevator addition)
   v. Interior Finishes:
      1. Ceilings: $3,000.00
      2. Walls: $7,000.00
      3. Carpet (approx. 50% replacement): $35,000.00
   vi. HVAC- refer to page 14 Galileo Consulting Group Report
   vii. Electrical- refer to page 20 Galileo Consulting Group Report