

# Appomattox County Assessment of County Buildings



July 17, 2023



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## **Appomattox County**

### **County Administrator**

**Susan M. Adams**

### **Purchasing Agent**

**John K. Spencer**

### **Board of Supervisors**

**Samuel E. Carter – *Chairman***

*Courthouse District*

**William H. Hogan – *Vice-Chairman***

*Appomattox River District*

**John F. Hinkle**

*Falling River District*

**Alfred L. Jones, III**

*Piney Mountain District*

**Trevor L. Hipps**

*Wreck Island District*

Dominion Seven Architects would like to thank Appomattox County for their assistance and time in collaborating together for this report.



# TAB 1

## BACKGROUND

Appomattox County – General Information  
Building Information – General Building Data

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## 2.0 APPOMATTOX COUNTY BUILDING ASSESSMENT – INFORMATION

Appomattox County was formed in 1845 from Buckingham, Campbell, Charlotte and Prince Edward Counties. Named for the Appomattox River whose headwaters are located in the county. The county is relatively small in area (333.49 square miles), ranking 59<sup>th</sup> out of 133 Virginia localities. The population is even smaller (16,353) in relation to other jurisdictions with a rank of 92. The county's population is growing as it has become a popular bedroom community for Lynchburg and Farmville and location for retirement with the number of residents increasing by about 20% over the last 22 years.



The 2022 county's unemployment rate (3.4%) has mirrored the movement of the Commonwealth of Virginia through August of 2022. Appomattox rate has been a roughly 0.20% higher than the state and 0.50 less than the United States. The current rate is the same as it was in 2021, but much less than the 5.6% rate in 2020. The county's medium household income (\$55,268) is higher than the Campbell County and the City of Lynchburg, but lags behind Amherst and Bedford county. The median value of owner-occupied housing is basically the same across Region 2000 (\$160,000 to \$169,000) except for Bedford County (\$277,500).

The Board of Supervisors is one of the largest employers in the county. The Appomattox County Public Schools and Walmart are the two largest employers. Retail, lodging and food service are the largest employment industries outside of the county government and schools. However, these are two of the worst paying jobs in the county as they require few skills and advanced education. Only 19.5% of the county's residents have a bachelor's degree or higher education. This ranks last in Region 2000. The poverty rate for the county is 11.5% which is slightly higher than Amherst (10.8%) and Campbell (10.9%), significantly higher than Bedford (8.8%) and much lower than the City of Lynchburg (17.6%). The average travel time to work is 25 minutes.

On the following page is some general information about the 8 buildings included in this study.

## 2.0 APPOMATTOX COUNTY BUILDING ASSESSMENT – GENERAL INFORMATION

Building	Gross Building Size	Net Usable Space	Net Usable Space Efficiency	Original Construction Date	Age	Addition #1	Addition #2	Renovation #1
County Administration	10,208	7,146	70%	1970	52			2007
Community Center	7,307	5,869	80%	1990	32			
Courtland	8,736	6,302	72%	1977	45			
Former Oakville Ruritan Club	1,803	1,424	79%	1997	25			
Health Department	7,639	5,147	67%	1970	52	1980		
Public Safety / E911	2,889	2,367	82%	1892	130	1956	1983	2005
Sheriff's Office	8,239	5,603	68%	1980	42	2000		2000
Treasurer / Commissioner	3,309	2,488	75%	1938	84	1984		
Total	50,130	36,346		15,714	462	7,920	1,983	6,012
Average	6266	4543	73%	1964	58	1980	1983	2004



# TAB 2

## FACILITY ASSESSMENT CONDITION

Introduction

Facility Assessment Condition Report for 8 Buildings

Grading System Explanation

Individual Building Grades

Individual Building Scorecards for Specific Trades

# 2

### 3.0 FACILITY CONDITION ASSESSMENT - OVERVIEW

A team of Architects and Engineers evaluated eight (8) County buildings to determine the physical condition of the facility. The County had a separate evaluation of the roof systems and information from that report is included in this study. Additionally, our team was asked not to evaluate the sites that the buildings reside on, however there are improvements to parking lots, sidewalks and other exterior features that will need addressing.

- **General Overview of the Condition of the Buildings:**

- The one common theme with all facilities is compliance with the Americans with Disability Act for both visitors (constituents and general public) and staff. Improvements should be made to correct this issue as soon as possible.
- Repair of exterior woodwork and painting of the wood should occur immediately.
- Structural repairs of brick veneer should occur immediately.
- The Treasurer + Commissioner of the Revenue Building, Courtland Building, lower floor of the County Administration Building, and Health Department are due for a renovation in the next 5 years.
- Roofs over numerous buildings should be replaced in the next 5 years.

- **Date of the Original Construction, Renovation and Additions:**

- Age of your facilities:
  - Of the eight buildings, two are over 80 years old: Public Safety Building and the Treasurer + Commissioner of the Revenue Building. Both are residential style construction, which impact the longevity of their useful life span. Typically, commercial buildings constructed in this manner are replaced, sold or not used as municipal office space after 50 years.
  - Three buildings were constructed in the 1970's (Health Department, County Administration, Courtland), one in the 1980's (Sheriff's Office) and two in the 1990's (Community Center and Old Oakville Ruritan). Combined with the two buildings above the average date of construction is 1964 or 58 years ago.
  - Note that the Animal Shelter and Library were constructed in 1990's and the New Courthouse in 2004, but these buildings were not part of our scope of work.
  - Additionally, the Old Courthouse built in 1892 and Jail (Historical Society) constructed in 1895 and were also not part of our review.
- Renovations and Additions to your buildings: Since the buildings were constructed there have been 4 buildings that have never been renovated or enlarged. The renovations at the other buildings have been cosmetic in nature except the following buildings:
  - The Public Safety Building while serving as the Clerk of Court's office was expanded in 1956 and 1983. It was renovated in 2005.
  - The Treasurer + Commissioner of the Revenue Building had a single-story wing constructed on each side and had some internal renovations in 1984.
  - The Health Department Building was enlarged in 1980 and the Sheriff's Office was expanded in 2000.
  - The top floor of the County Administration Building was renovated in 2007.

## Appomattox County Administration Building

153 Morton Lane  
Appomattox, VA 24522

### Facility Timeline:

1970 = Original Building  
2007 = Renovations

### Departments in Building:

County Administration  
Virginia Cooperative Extension Office  
Court Services

**Gross Area: 10,208 SF (total)**

**5,156 SF (County Administration)**  
**2,114 SF (Cooperative Extension)**  
**2,938 SF (Court Service Unit)**

**Contributing Structure Historically:** No

The Appomattox County Administration Building is located just behind the Courthouse. This building houses County Administration Offices, CSA, Victim/Witness, Finance, Human Resources, Economic Development, Building Official, I.T., Parks and Recreation/Tourism and the County Attorney. The lower level contains offices for both Court Service Unit and the Cooperative Extension Agent.

<b>County Administrator:</b>	<b>Susan M. Adams</b>
<b>Purchasing Agent:</b>	<b>John Spencer</b>
<b>Senior Extension Agent:</b>	<b>Bruce Jones</b>
<b>Probation Officer:</b>	<b>Mike Thomas</b>



## Appomattox County Administration Building – (County Administration)

This facility houses the offices of the majority of the County functions as related to County Administration.

A few Code Violations were noted during our visit, and these are listed below:

There are multiple ADA compliance issues throughout building.  
Exterior egress stair railing/guard – pickets too far apart, railings not provided on both sides of stair.  
Some doors and frames not of fire rated construction.  
Egress stair and railings do not meet Code.

### Site:

The site is small and slopes down at the rear so that access to the lower level is provided, as there is no elevator in this building to travel between floors. There are a few areas of sidewalk that are in disrepair which are explained in further detail below. Also, it appears that much of the landscaping at the building has been cut back as there are multiple stumps remaining.

### Exterior:

Overall, the exterior of this facility is in good shape. There are some maintenance items which is typical of a facility of this age.

The building has a fair amount of precast coping stones. The joints between these sections of stone need reworking. We would recommend to have the joint material (mortar or sealant) removed and new backer rod and urethane sealant installed. A 20-year warranty is available with the urethane sealant and the color can be selected to match the stones. A professional caulking contractor should do this work and not a roofer, in order to have an aesthetically pleasing caulk joint.

We also recommend having the precast stones cleaned as there is a fair amount of black staining visible.

The metal flashing that seals off the top of the cornice needs to be reworked. Also, the wood cornice is starting to deteriorate. We would recommend at a minimum to have the cornice joints caulked and a fresh coat of paint on all the woodwork in addition to reworking the flashing. A better long-term solution would be to have the cornice reconstructed of a non-organic material (fiber cement, fiberglass or aluminum) which are more durable to the elements than the painted wood.

The composite columns and shapes at the porches are separating and failing. These areas should be remediated or replaced.



## Appomattox County Administration Building – (County Administration, continued)

There are wood columns on both the east and west elevations of this building. While the columns on the east elevation at the main entry are in decent shape, the columns on the west side are beginning to rot, particularly at the column bases. Also, on this façade, the concrete has been patched or repaired at the column base locations, however, at the repair, it appears that Quik-rete was used instead of concrete. The sidewalks along this lower elevation are also beginning to deteriorate. We recommend the following repairs along this side of the building:

- Replace wood columns with composite material.
- Caulk joints and repaint remaining wood fascia and rack.
- Cut out and remove spalling concrete sidewalks and at entrances and replace with new air-entrained concrete.
- Reroute downspouts on entrance canopies to tie into existing roof downspouts that are piped underground.
- Grind stumps where landscaping was removed.



## Appomattox County Administration Building – (County Administration, continued)

Many of the existing shutters are in need of repair. Several are beginning to detach from the building and almost all of the shutters have peeling paint. We recommend replacing all of the shutters with a high-quality composite or fiberglass product to match the existing design.



The existing wood windows have been replaced with vinyl replacement sashes. The wood exterior and interior trim remain and need repainting. The County is currently performing maintenance on the replacement sashes. An unwanted guest pushed a sash inward and entered the extension office. The shutters are wood and have started to warp. Some are missing and all need to be painted.

At the southeast corner of the building, there is an exterior egress stair from the lower level. It appears that this stair is not used. The railing at this stair does not meet current Code as the pickets are too far apart (6" o.c.). This picket spacing may allow small children's heads to get stuck between the pickets. At a minimum, we recommend removing the non-compliant pickets and having a new railing that is Code compliant installed. However, it is also worth noting, that depending upon the tenant or department in the lower area of the building where this stair is located, this stair may not be needed at all. In that case, we recommend this stair be completely removed. Exit signs would need to be removed at the lower level and the stair would then be filled in, after the exterior building walls were water-proofed. Removal of this stair in its entirety would eliminate future maintenance costs for the County for a part of the Administration Building that no one uses and that is not needed to meet Code.

This stair is also a source of water intrusion in the Extension office.

## Appomattox County Administration Building – (County Administration, continued)

Along the east elevation, there is a ramp for ADA access from the parking lot. At the brick course that coincides with the floor level along this ramp, the mortar has separated from the brick and this could be a potential entry point for water into the building. It is recommended to rake out and remove this mortar completely and have the joints re-pointed with new mortar to match the existing.



Also, along the east elevation is the public entry to the building, up several steps. These steps begin/end right at the edge of the parking lot. Though no accidents have happened to date, it may be worth adding bollards at this location to protect these steps from damage by vehicles running into the steps or planter walls, since these items are right on the edge of the travel lane of the parking lot. The bollards can be designed so that they are attractive and are even lit at night.

Going back to the roof for a moment, the gutters on the east elevation are of the half-round style while the remainder of the gutters on the west elevation are of the K-style (or ogee) which are a residential gutter. Likewise, the downspouts on the east elevation are round, while the downspouts on the west elevation are the corrugated rectangular. All of the gutters and downspouts should be of the same style. Given the period of time in which this building was constructed, the half-round style gutter would have been used as would the round downspouts.

The EPDM membrane roof is 20 plus years old and should be replaced within the next 5 years.

## Appomattox County Administration Building – (County Administration, continued)

### Interior of the County Administration Suite:

The interior of the top floor is in good shape overall and appears to serve the citizens of Appomattox County well. The interior was renovated 15 years ago, and most finishes are in good condition. Fully accessible ADA compliant toilets have been provided for both the public and County staff.

Recently, window film has been added to the main entry door. This window film restricts visibility on both sides of the glass. This is not desirable. It is recommended to have the window film at least partially removed from the glass so as to aid in visibility for persons entering and exiting the building so that no one inadvertently gets hit by the door, because the person on the other side failed to realize someone was trying to use the same door at the same time. Additionally, the table in the vestibule impedes on the required clearance needed on the latch side of the main entry door, making the main entry door non-compliant for ADA accessibility.

The transaction window appears to be sized appropriately to handle the volume of citizens' needs. On the staff side, there is an overhead coiling door that can be lowered to lock off access to the staff side of the transaction window for after hours. The coiling door also creates a fire-rated enclosure for the opening.

Public access to the remainder of the building is managed through an access controlled door in which a County staff member must press a button before a public citizen can use the door. This is a great safety feature for the County to have in the world in which we live today.



## Appomattox County Administration Building – (County Administration, continued)

The interior of the offices, corridors and other spaces appears to be in good condition, although, some staining of ceiling tiles was noted. It is unknown if roof leaking or condensate from the mechanical units are the cause of these stains.

Some carpet staining was noted, although that is expected in heavily used buildings such as this one.

At the rear of the building, above the Cooperative Extension Offices, one large area has been sub-divided into an office, storage area and vestibule. The result is several very tight spaces. The efficiency of multiple smaller spaces is questioned and will be explored further in the programming section of this report. Also, worth noting about this area is that the doors and doorframes used are of residential grade construction and do not match the fire-rated doors and hollow metal frames in use through the rest of this story. The new doors and frames are not of fire-rated construction, and this is a Code violation. It is recommended to remove the non-compliant doors and frames or replace them with like construction as the remainder of the story.

On the day of our visit, part of the building was very hot. It is assumed that there was some type of mechanical issue and that the issue was being resolved as repair men were present during the time of our visit.

While the toilets appear to be ADA compliant, they do lack the required vertical grab bar. It is recommended to install this vertical grab bar at both the employee and public toilets in order to have both sets of toilets to be fully ADA compliant.

On the day of our visit, a folder shelf was noted in the back hallway. While it is unknown what type of information is contained within these folders, it is worth asking the question: Should this information be stored in this manner? The public does occasionally have access to this hallway, depending upon why they are visiting the County Administration Building. It may be worth moving this folder shelf, so that it is not in such a publicly viewed location.

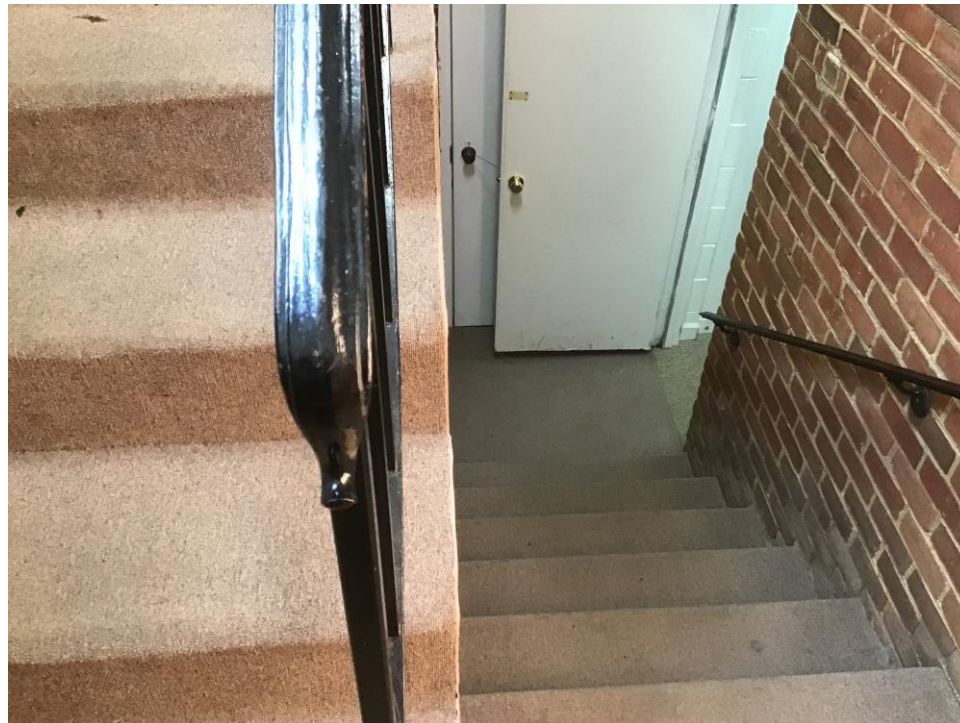


## Appomattox County Administration Building – (County Administration, continued)

There are several spaces associated with the County Administration Department that are located on the lower level. These spaces appear to be mostly storage and mechanical spaces, and no longer used as office space, with the exception of a small office for the custodian.

This arrangement is not ideal. None of the spaces on this lower level have windows. This does not make the spaces ideal for offices. Having storage space on a lower level without an elevator leaves a lot to be desired when large items have to be moved in and out of the building by using the tight stairs that have a switchback at the midpoint.

This stair does not meet current Code, as there is a railing on the one side of the stair only (wall side) and not on the opposite side. Additionally, where the stair is open to itself in the center, a handrail and guard are both required. Here, only the railing (no guard) is provided. We recommend reworking the railing in the center of the stair to meet current Code requirements.



## Appomattox County Administration Building – (Cooperative Extension)

### Interior of the Cooperative Extension Office Suite:

The lower level of this building houses the Appomattox County office of Virginia Cooperative Extension on one side and Court Services on the other. Both departments have individual entrances from the outside.

The offices for the County's Virginia Cooperative Extension have not been updated since they were originally located in this building. While the walls have been painted, the remaining finishes are mostly original.

There were some code violations noted on the day of our visit:

- There are multiple ADA compliance issues throughout building.
- Rear egress door to exterior stair locked by slide bolt.
- Egress at rear of building is through a kitchen and not a direct exit.

While not in rough condition at this time, the finishes in these spaces could be upgraded. This would create a brighter, more welcoming environment for staff and the public.

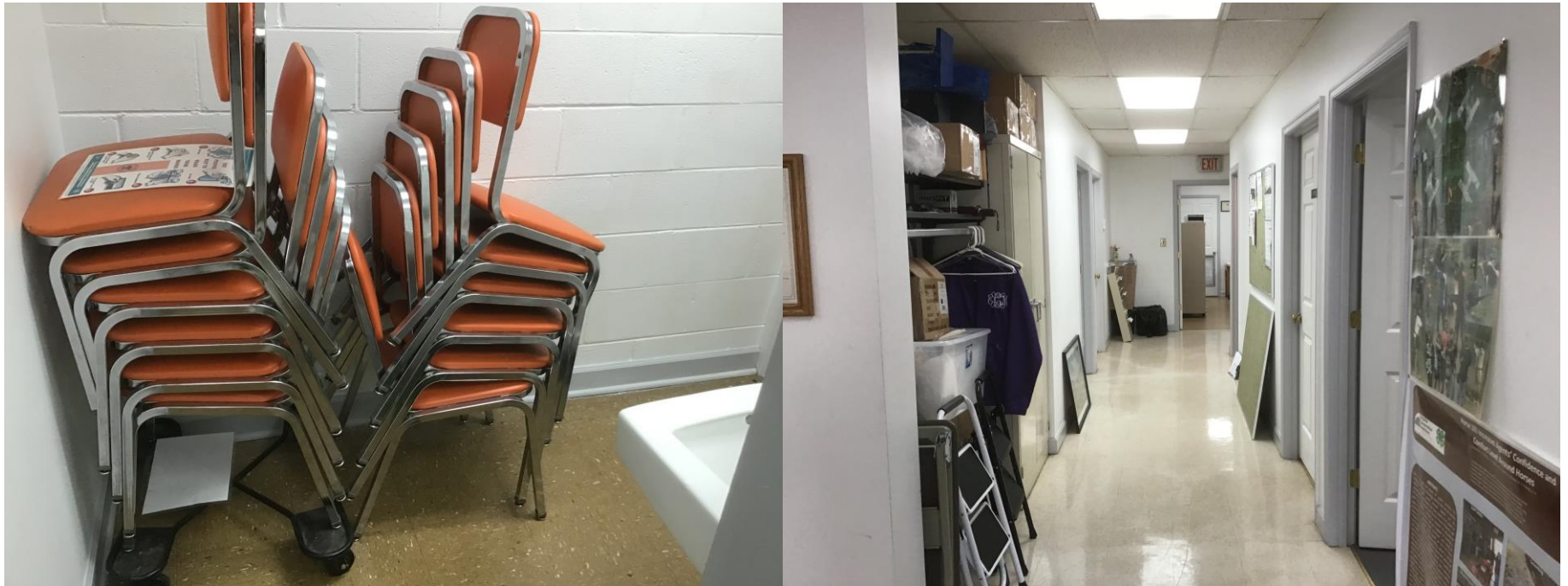
The painted doors and frames appear to be residential grade and not the type of construction you would find for a commercial office setting.

The size of the offices seems tiny and do not appear to meet the office standards that are expected today: larger spaces, brighter spaces, desk space for an individual, small meeting space for 1-2 people within the office and power/data receptacles to support the office being configured in several ways. These expectations are not found in the existing office spaces.



## Appomattox County Administration Building – (Cooperative Extension, continued)

The public and staff areas (breakroom, toilets, service counters, etc.) do not meet current ADA requirements. We would recommend a full renovation to bring this department up to current regulations and provide a fully ADA compliant service counter, break area for staff and public/staff toilet that could be shared. On the day of our visit, chairs were observed being stored within one of the (already tiny) toilet areas. This practice is not sanitary and is not recommended. The chairs should be removed from the toilet area and stored in a better location.



## Appomattox County Administration Building – (Cooperative Extension, continued)

In general, the ceiling tiles have begun to sag and should be replaced. On the day of our visit, there were several areas that had stained ceiling tiles. The source of these stains is unknown, however, based on the location of toilets above, it is assumed that leaks from the upper floor toilets have caused the stains. It is unknown if the leaks have been repaired or not.



## Appomattox County Administration Building – (Cooperative Extension, continued)

Also noted on the day of our visit were several areas in which the existing carpeting is badly stained/faded. We would recommend that all the finishes be upgraded within this department if this space is to be continued to be used as offices.



## Appomattox County Administration Building – (Court Services)

### Interior of the Court Services Suite:

Court Services is also located on the lower level of the County Administration Building. Overall, this space is in good condition, although there were some code violations noted at our visit:

There are ADA compliance issues throughout building.

The design of the suite for the needs of this department is poor and described later in this study.



## Appomattox County Administration Building – (Court Services, continued)

While the spaces within this department are in overall good condition, we did notice some staining of the sheet vinyl flooring in one of the toilets on the day of our visit. The staining appears to be from water infiltration, coming up from below the concrete slab, however, this is an assumption and has not been confirmed as the source of the staining for the bathroom flooring.



The exterior walls are painted concrete block and the interior walls are wood studs with gypsum board on each side. There is wood paneling on the walls in a rear office and as a wainscot.

The painted doors and frames appear to be residential grade and not the type of construction you would find for a commercial office setting. The majority of door hardware is not ADA compliant.

The acoustical ceilings are ready to be replaced with a 2 x 2 sized panel (versus the 4 x 2 existing panel).

## Appomattox County Administration Building – (continued)

### Plumbing:

Domestic water and sanitary systems within the building are assumed to be original to the building construction, except for the domestic water heaters that were installed as part of a 2007 renovation. Most of the piping within the building was concealed behind finishes and therefore not observed.

Several items were observed to conflict with current building and plumbing codes. These include the lack of a thermal expansion tank at the water heaters, lack of a hot water recirculating system on piping runs over 50 feet, and lack of a means of tempering the hot water delivered to hand washing fixtures. No backflow preventer was observed on the domestic water main. The supply and trap below lavatories were not insulated. Downstairs plumbing fixtures did not appear to comply with ADA requirements.

No fire sprinkler system was observed in the building.

### HVAC:

The building is served by two split system heat pumps and two rooftop units. Bipolar ionization was observed on systems. The split system serving the court services unit on the first floor was manufactured in August of 2007. No connection to outside air was observed for this system. The split system serving the cooperative extension services portion of the first floor was manufactured in August of 2019. This system was observed to be connected to outside air.

A noticeable code conflict in the downstairs portion of the building is that the corridors are used as return air paths. Return grilles were observed in partition walls between the corridors and two mechanical rooms. Transfer grilles were also observed in multiple doors indicating that the corridors are used as return air paths. Most of the upstairs rooms had supply and return grilles, except for two offices that had no return.

The exact age of the grilles, registers, and diffusers were unclear; however, they are assumed to be original to the building except for those in areas renovated in 2007. Most of these appeared to be in working order, except for the supply grilles in the cooperative extension services offices. Multiple grilles were damaged and partially or completely detached from the ceiling. In one office the supply grille had been removed completely, leaving only a supply opening.

Ceiling exhaust fans were observed in each of the first-floor bathrooms. These appeared to be operational upon activation at the wall switch, with the exception of one fan in a men's bathroom which was inaudible. Although not confirmed, discharge louvers were observed in a wall in the stairwell, indicating that exhaust air from the court services unit bathrooms is discharged into the space.

On the second floor, exhaust grilles served by a single fan were observed in all four bathrooms and the system was observed to be operational. The exhaust fans on the court services side of the building as well as the fan and grilles serving the upstairs portion of the building are assumed to have been installed when the building was renovated in 2007. The exhaust fans in Extension are original.

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## Appomattox County Administration Building – (continued)

### Electrical:

The electrical service to the building enters the lower level and is sub-divided into four different power company services. Two services are for the lower level of the building and two are for the upper level. The electrical power facilities for the lower level are mostly original to the construction of the building, while the upper-level facilities were replaced with the 2007 renovation project. Replacement of any equipment that is original for serviceability reasons should be considered.

Lighting consists of fluorescent fixtures, some of which have been re-lamped with LED sources.

Re-lamping the remainder of existing fixtures with LED lamps is recommended for reduced future maintenance and energy savings.

Exterior lighting is controlled by both photocell and timeclock means. Owner notes that photocell control is the preferred method. Switching over to a single method of control should be considered to ease operation.

## Appomattox County Community Center

220 Community Lane  
Appomattox, VA 24522

### Facility Timeline:

1989 = Original Building

### Departments in Building:

None

**Gross Area: 7,307 SF**

**Contributing Structure Historically:** No



The Appomattox County Community Center is available to the citizens of the County for rental. It is a good facility for events such as large meetings and receptions or family reunions. It has a warming kitchen and restroom facilities on site and tables and chars are provided with the rental.

**Director of Parks, Recreation and Tourism:** Anne Dixon

## Appomattox County Community Center – (continued)

This facility is in good shape, though, it is underutilized as office space.

A few Code Violations were noted during our visit, and these are listed below:

There are several ADA compliance issues throughout the building.  
The playground needs to be renovated to meet today's safety standards.

### Site:

The Community Center has ample parking and land around the facility for outdoor activities. The downside is that the facility is not clearly visible from the street. Lowering the grade at Business 460 may aid in visibility. There is some soil erosion along the stair that leads to the playground and the concrete at the posts is beginning to spall, presumably because of water getting into the post pockets and freezing.

While the site lighting fixtures have been upgraded, not all of the poles have been upgraded. We recommend at a minimum painting the remaining poles if they are not going to be replaced. This will help provide a more unified and welcoming look to the facility.



## Appomattox County Community Center – (continued)

### Exterior:

Overall, the exterior of this facility is in good shape. There are some maintenance items that are minor in nature.

There is a horizontal gap at the main entry most likely due to some minor settling of the concrete entry slab. This should be monitored and if this slab continues to settle, it should be repaired as required.

There are several stumps located on the hillside adjacent to the playground. We recommend having these stumps ground.



The asphalt shingle roof appears to be in fair condition, but it is original to the building. There is some step flashing that is completely missing. We recommend a complete roof replacement of this roof (shingles, underlayment, flashings, gutters and downspouts) within the next 5 years.

The EPDM membrane roof was replaced in 2017 and is in good condition. There are stained ceiling tiles on the interior of the building, so, these are presumed to be from previous roof leaks. Particular attention should be given to the scuppers as this appears to be the source of the damaged brick veneer on the building.

## Appomattox County Community Center – (continued)



At one of the corners of the building, There are condensate lines that exit the building. The condensate lines have been cut flush with the exterior face of the brick veneer and the result is that the condensate sheets down the face of the brick veneer, which, over time has severely damaged the brick. It is recommended that the repair be made ASAP in order to prevent further damage and more costly repairs.

## Appomattox County Community Center – (continued)

On the south side of the building, there are scuppers that drain the low-sloped roof. Over time, these scuppers have begun to leak as is evident from the staining on the brick walls. It is recommended to have these scuppers relined when the low-sloped roof is replaced so as to prevent further infiltration of water into the building. In the photo on the right, some of the brick has begun to spall due to the current water infiltration into the walls, presumably from water leaking from the scupper down into the existing walls.



## Appomattox County Community Center – (continued)

On the north side of the facility, a large stair-step crack was visible in the brick façade. This type of cracking is usually indicative of settlement issues. It is recommended to have a licensed structural engineer visit the site and make recommendations about the repair of this crack and potential settlement issues.



## Appomattox County Community Center – (continued)

At the intersection of the roofs, there is evidence of rainwater overflowing the gutter at the valley, as there is staining on the brick due to the water splashing up on the brick. A valley deflector has been installed in the gutter to divert the flow into the gutter. It is unclear if the overflow of the water is still a problem or not. This area should be monitored during heavy rainfall to better ascertain if the valley deflector has completely fixed the problem or if further measures need to be taken.



The exterior window stools along the north side of the building have moss growing on them. The window stools are constructed of brick but the tops are flat and not sloped to allow rainwater to run-off. It is recommended at a minimum to have the brick pressure washed and cleaned to remove the moss.

A better long-term repair would be to remove the one course of brick at each of the windows and have a sloped brick stool installed to aide in runoff of rainwater. This may not completely eliminate the problem but not having the water sit for extended periods of time on the flat surface of the brick would help out a lot.

In at least one case, the damage from the water infiltration is so bad already that the brick itself has begun to spall and break apart.



## Appomattox County Community Center – (continued)

### Interior:

The interior of this facility is in good shape overall. This building seems very under utilized as there are many empty and vacant spaces at this facility.

Some sagging of the acoustical ceiling tiles was evident; however, this is normal with ceiling tiles that are 30 years old or more. It is recommended to replace the ceilings during the next planned renovation.

Some rust stains were visible on the floor tile on one of the mechanical rooms, presumably from a rusty metal shelf. The shelf has been moved, however, the stains on the floor remain.

Though the facility is in good shape, the interior walls need to be repainted as there are many dings and marks on them.

The interior does not appear to have been updated recently. Most of the furniture and décor is not current and gives the facility a dated feel when entering.

A small renovation that updated colors, floor and ceilings and replaced the laminate countertops would go a long ways in giving this facility a fresh new look without spending a lot of money.



## Appomattox County Community Center – (continued)

The laminate on the countertops in the toilets has begun to pull away from the backing and delaminate.

Also worth noting, is that while the toilets are larger and have the grab bars, the sinks in the bathroom are not ADA compliant and are mounted too high for the ADA requirements. It is recommended to have the existing sinks replaced and lowered so that the toilets here are fully ADA compliant.

There are some stained ceiling tiles visible throughout the facility. These are presumably from roof leaks. The age of the roof is unknown and it is assumed that the roofs are original. If that is the case, that makes the existing roofs thirty-three years old and most likely out of warranty.

A nice sized warming kitchen is located adjacent to the multi-purpose area of this facility. The service counter is secured by a sliding door leaf. This method is not recommended as the sliding door leaf is quite heavy and could drop if not used properly. It is recommended to replace this door leaf with an overhead coiling counter door to prevent injury to persons that may use this facility.



The VCT flooring in the storage areas along the north side of the building is beginning to release from the concrete slab. Also, there are several areas that are stained. It appears from the staining that water may be coming into the building perhaps through the concrete slab. It is recommended to have this monitored to determine how the water is getting into the building.

The ceiling is also stained and damaged within the storage areas.



## Appomattox County Community Center – (continued)

### Plumbing:

Except for the domestic water heater being installed in 2018, domestic water and sanitary systems within the building are assumed to be original to the building construction. The majority of the piping within the building was concealed behind finishes and therefore not observed.

Several items were observed to conflict with current building and plumbing codes. This includes the lack of a thermal expansion tank at the water heater, lack of a hot water recirculating system on piping runs over 50 feet, and lack of a means of tempering the hot water delivered to hand washing fixtures. No backflow preventer was observed on the domestic water main. It appeared questionable if the water closets were in compliance with ADA requirements.

### HVAC:

The building is condition by split system heat pumps with electric auxiliary heat. A total of four systems exist. Three serve the large event space and kitchen while one served the office wing. The air handler serving the office wing was the only air handler observed. The other air handlers were reported to be located on a mezzanine. Bipolar ionization was observed on the office wing air handler.

Each of the four heat pumps or outdoor units were observed. The northernmost HP is a 5-ton American Standard system and was manufactured in 2020. The westernmost HP is a 7.5-ton American Standard system and was manufactured in 2020. Two HPs sit along the south wall of the building. One is a 7.5-ton Trane system that was manufacturer in 2019. The other is a 7.5-ton International Comfort Products system that was manufactured in 2014.

The one noticeable code conflict is that the corridors appear to be used a return air path. Return grilles were not observed in the offices indicating that return air is pulled through doorways to the common return in the corridor ceiling.

The grilles, register, and diffusers appeared to be in working order.

Ceiling exhaust fans were observed in each of the bathrooms. All of these sounded like they were operational upon activation at the wall switch.

### Electrical:

The building has several loads circuited through a fusible generator panel with a generator receptacle source associated with it. The panel is no longer serviceable due to age. We recommend replacement with a new, modern panelboard that has a mechanical interlock between the normal and emergency sources.

In addition, the existing service entrance panelboard and downstream branch circuit panelboards are GE equipment that is likely no longer serviceable with breakers and other parts available. Replacement should be considered for serviceability.

Approximately, 95% of the interior lighting is florescent with T12 lamps. Replacement of fixtures with LED fixtures or re-lamping of existing fixtures with LED lamps is recommended for reduced future maintenance and energy savings.

## Courtland Building

316 and 318 Court Street  
Appomattox, VA 24522

### Facility Timeline:

1977 = Original Building

### Departments in Building:

School Administration  
Social Services

**Gross Area: 8,736 SF**

**4,356 SF (School Administration)**

**4,380 SF (Social Services)**



**Contributing Structure Historically: No**

The Appomattox County School Administration and Social Services is housed in the Courtland Building with the School Administration occupying the upper floor level and Social Services located on the lower level of the building. Parking on this site is tight as the spaces are small and many people cut through this parking lot and use it as a short cut.

**Superintendent:** Dr. Annette A. Bennett  
**Director of Social Services:** Brad Burdette

## Appomattox County School Administration

This upper-level houses the offices of the School Administration and is also where the majority of the School Board meetings take place.

A few Code Violations were noted during our visit and these are listed below:

**Stored Materials within Electrical Closets.**

**There are multiple ADA compliance issues throughout the building.**

### Site:

The site appears to be adequate for the School Board activities. Parking may be an issue at certain times of the day/year or on days with School Board meetings. There is no ADA accessible entry to the building. This is a code violation. We would recommend installing a fully ADA compliant ramp to the main entry in order to meet current ADA regulations.

Much of the sidewalks at the far ends of the front façade of this building are beginning to crumble. It is recommended to have these sidewalks replaced so that further damage is not done. Also, there are no wheelstops provided in any of the parking spaces. We would recommend that these be installed so as to prevent vehicles from inadvertently running into the building.

### Exterior:

The exterior of this facility is in fair shape for a building of this age. The exterior windows and doors are all exhibiting peeling paint and beginning to fall into a state of disrepair. If the County intends to keep the School Board at this location, it is recommended to replace all windows and exterior doors. Newer products will have higher thermal properties and will provide better insulating qualities for the building. This will cut heating and cooling costs and save the County operating expenses. Another concern with the exterior is how close the landscaping is to the building and the fact that the landscaping has not been maintained and is now overgrown and touching the building in multiple places along the front façade.



## Appomattox County School Administration – (continued)

All of the wood trim, cornice and moldings on the exterior is at the beginning stages of having peeling paint. All of the white woodwork is dirty and has mildew present. The woodwork should be thoroughly cleaned, and a fresh coat of paint added at a minimum. We would also recommend having all the joints in the wood caulk so as to prevent any water infiltration.



## Appomattox County School Administration – (continued)

The placement of the signage at the front is not the best layout. The main sign is blocked by the required ADA parking sign.

At the downspout on the southwest corner, the elbow that connects the leader from the roof to the leader that runs vertically is completely missing. Anytime it rains, all this water that is flowing through the downspout from the roof just gets dumped onto the grade, right at the building. The roof is in fair condition and should be replaced in the next 10 years.

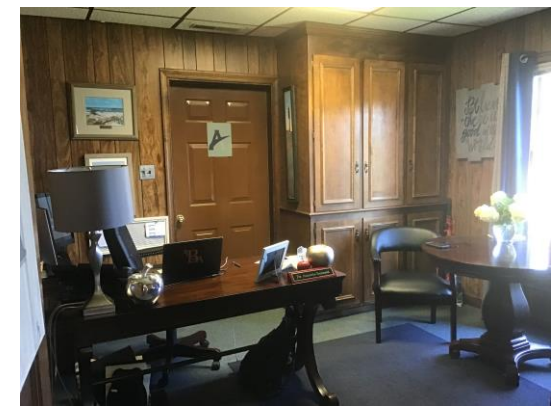
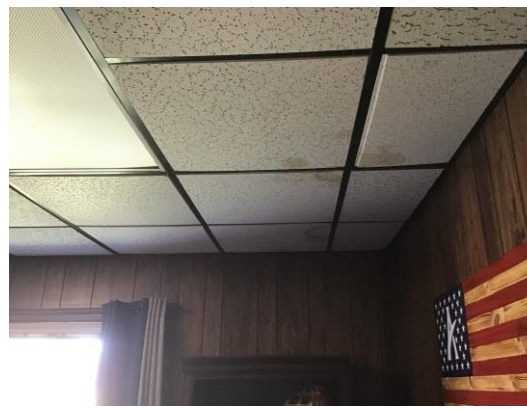
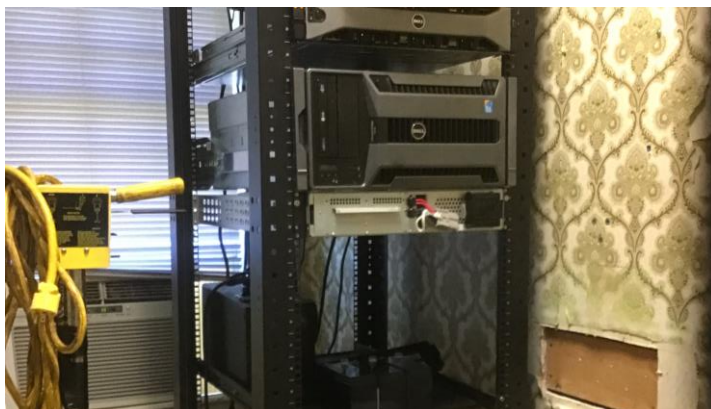
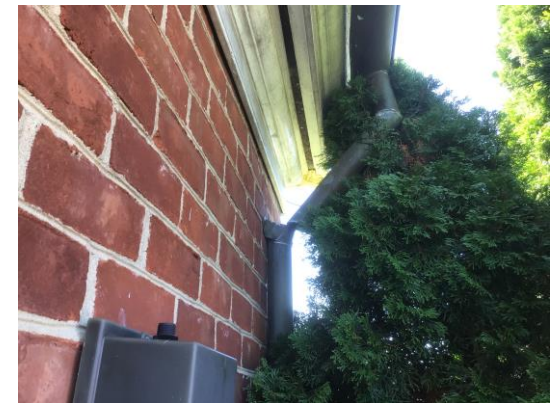
### Interior:

The interior of this building is very dark. This is due to the wood paneling used throughout the spaces. This is not an ideal material for use in offices, as it is prone to damage. Also, since it is so thin, it often allows sounds to be easily transmitted through the walls to the adjacent spaces. This is not desirable.

The Superintendent's office has a door, directly to the outside. While this is very convenient, this is a security concern.

Some stains were visible on the ceiling tiles on the day of our visit. It is unclear as to the cause of the stains, however, these are presumed to be from roof leaks. The age of the roof is unknown, however, the asphalt shingles appear to be in decent shape.

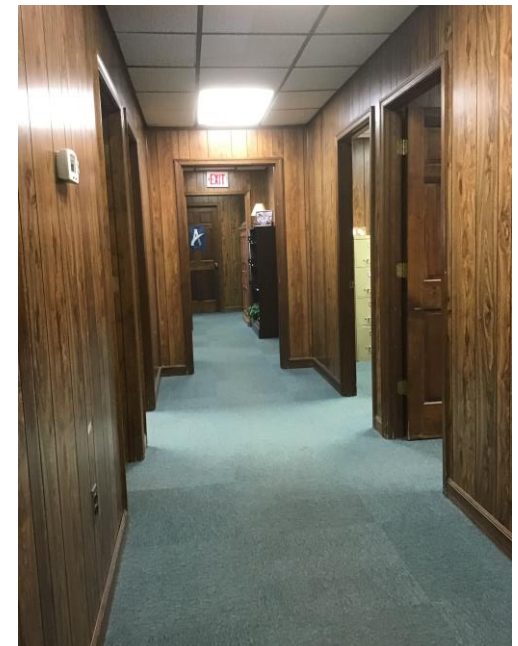
In the I.T. Closet, adjacent to the Superintendent's office, a window air-conditioning unit was observed. Due to the heat load of the equipment within this space, more cooling is needed than other spaces within the building, however, the window unit is not the best solution as it offers minimal control of temperature and humidity within the space.



## Appomattox County School Administration – (continued)

The hallways are narrow at this location, and to make matters worse, shelving, bookcases and copiers have been added, as there is no other space to have these items where all employees can access these items.

A portion of one of the offices has been separated to form an electrical/I.T. closet. This room contains a lot of wiring as well as an electrical panel. On the day of our visit, the electrical panel was not accessible, as a file cabinet was blocking the access to this electrical panel. This is a Code violation as electrical panels require clear space in front of them (minimum of 3 feet clear).



## Appomattox County School Administration – (continued)

Overall, spaces are tight at this facility. While there is an employee breakroom, it also doubles as a workroom, as the School Board's mailing machine is located within this space. This is not an ideal solution as the potential for food and drink to spill is high. We would recommend having the mailing machine relocated to a space that is better suited for that purpose and would advise that the mailing machine be located within a space that is lockable and in which all employees do not have free access.

There is some concern about the frequency of HVAC filter changes at this location. On the day of our visit, dirty supplier air diffusers were observed.



## Appomattox County School Administration – (continued)

The breakroom really does not function well as a breakroom. There are many cabinets in this space, yet very little available counters. The cabinets, at least at the sink, are damaged from water and general usage. The space is very tight with the dishwasher and refrigerator.



## Appomattox County Social Services

This facility houses the Social Services offices for the County.

A few Code Violations were noted during our visit, and these are listed below:

**Stored Materials within Electrical Closets.**

**There are multiple ADA compliance issues throughout the building.**

### Site:

The site appears to be adequate for the Social Service Department activities. Parking is a concern at certain times of the month.

Much of the sidewalks at the far ends of the front façade of this building are beginning to crumble. It is recommended to have these sidewalks replaced so that further damage is not done. Also, there are no wheelstops provided in any of the parking spaces. We would recommend that these be installed so as to prevent vehicles from inadvertently running into the building. Also, the striping in the parking lot has faded to the point that the spaces are difficult for the average person to see.

There is a concrete block (CMU) retaining wall at the north end of the rear of the building. This wall is not painted and has begun to spall. This is not good as if this wall begins to fail, the grade that it is holding back could slide. We recommend having this retaining wall investigated by a licensed structural engineer.



## Appomattox County Social Services – (continued)

### Exterior:

The exterior of this facility is in fair shape for a building of this age. The exterior windows and doors are all exhibiting peeling paint and beginning to fall into a state of disrepair. If the County intends to keep Social Services at this location, it is recommended to replace all windows and exterior doors. Newer products will have higher thermal properties and will provide better insulating qualities for the building. This will cut heating and cooling costs and save the County operating expenses.



## Appomattox County Social Services – (continued)

There are two major cracks in the brick veneer that need to be addressed. One is located on the Courtland Festival Park side of the building, extending diagonally from the concrete retaining wall to the top of the door. Note that this location is adjacent to the CMU retaining wall that has begun to fail. The failure of the brick veneer may be influenced by the failure of the retaining wall.

The second is located at left most entrance, running from the top of the door to the window. This location has more severe than the first location and is probably due to settlement of the foundation.

Also note that the building does not have any control joints



## Appomattox County Social Services – (continued)

The rear of the building has (3) separate doors. This is not an ideal set up for the Social Services Department. Human beings are prone to go to the first door they see. The main entry door is the center door but is not very inviting for a public entry. Also, there could be better wayfinding so that the public knows which door is the intended entry for use by the public.



Another concern at the rear façade is the all of the ground mounted HVAC units are in full view. Many of these are dirty, rusty or in disrepair. This is not something that most businesses want the public to see as they approach the building. We would recommend having an aesthetically pleasing screen or fence installed to shield these HVAC units from view of the public.



## Appomattox County Social Services – (continued)

At one of the downspouts on the rear of the building, the elbow that connects the leader from the roof to the leader that runs vertically is completely missing. Anytime it rains, all this water that is flowing through the downspout from the roof just gets dumped onto the grade, right at the building. This is not ideal in that this practice can get water into the building.



## Appomattox County Social Services – (continued)

### Interior:

This department is located on the basement level of the Courtland Building. Less than half of the offices have a view, window or natural light. This is not an ideal work environment for the Social Services Department. The interior walls have wood paneling, making the spaces even darker. These spaces have not been updated since the 1970s.



On the day of our visit, the faucet at the utility sink was continuously running. We recommend having this faucet replaced in order to save water.

The breakroom appears to double as a storage room, based on what we observed on the day of our visit. This is not ideal. For example, the door to the oven cannot be safely opened due to the close proximity of the shelving located in front of the range.



## Appomattox County Social Services – (continued)

The existing halls are very narrow, do not meet ADA requirements and are very dark because of the wood paneling. The halls are narrow enough that two people cannot pass each other. This is not ideal and we recommend at a minimum, painting the wood paneling to provide a lighter space. It would be better if the wood paneling were replaced with drywall. This would allow the opportunity to add acoustical batt insulation to the wall. Furthermore, the drywall would be a better material than the wood paneling. It would hold up better to abuse, provide a brighter environment and offer better acoustical qualities than the wood paneling.



The existing toilets are small and do not meet current ADA regulations. The use of wood paneling within the restrooms is not an ideal choice and damage can already be seen adjacent to the soap dispensers. The wood paneling is easily damaged by moisture/water and is a porous surface that is not easily cleaned, particularly in a restroom environment.

At the rear restroom, which is the smallest of the two restrooms, items are being stored within the already small restroom. This is not ideal and is not a sanitary practice.

The grille for the bath exhaust fan is very dirty, rusty and beginning to fail. It is recommended to replace this fan with a new one.



## Appomattox County Social Services – (continued)

At the rear of the building, in the center, there is an electrical room underneath the front porch. This room is also being used as a storage room. There are concerns about items being stored within Electrical Closets as this is a Code Violation.

This room was very hot on the day of our visit and does not appear to have air-conditioning. This room contains several pieces of equipment that generate a substantial heat load: water heater and various pieces of I.T. equipment. Much of this equipment has a temperature range that is optimum for it to operate successfully. It is recommended to have the mechanical engineer review the heat load for this space and provide an assessment. We believe air-conditioning will need to be provided to this space, due to the heat load of all of the equipment.



At the south end of the building, along the rear, there is a long narrow mechanical room that is also being used as a storage room. This is concerning in that if there is a leak or problem with the mechanical unit and a fire starts, there is a lot of paper and materials located directly beside the mechanical unit that would fuel the fire.

It appears that there is an overall lack of storage space at this facility, at least for files. On the day of our visit, we observed file cabinets located in the breakroom, electrical rooms, mechanical rooms, conference room, hallways and offices. In looking through the photos we took while visiting the building, we counted 52 file cabinets.



## Appomattox County Social Services – (continued)

In the open area, just outside of the main staffing area for reception, we noticed a desk unit that is blocking a return air grille. This is not ideal in that this practice can starve the HVAC unit for return air and shorten the life of the equipment.



At the public service counter, while there is a lower portion, this counter still does not meet ADA regulations. The counter for ADA use should be unobstructed so that a person can roll under (if in a wheelchair), and sign, read or review documents. This lower counter is not only too low, but, in its current state is obstructed to the point that it is not usable by the public.

## Appomattox County Courland Building – (continued)

### Plumbing:

Except for the domestic water heater, domestic water and sanitary systems within the building are assumed to be original to the building construction. The domestic water heater had a date of manufacture of May 2009. Most of the piping within the building was concealed behind finishes and therefore not observed.

Several conflicts with current building and plumbing codes were observed, including the lack of a thermal expansion tank at the water heater and lack of a means of tempering the hot water delivered to hand washing fixtures. No backflow preventer was observed on the domestic water main. S-traps were observed beneath some bathroom sinks, and the supply and trap beneath these fixtures were not insulated.

No fire sprinkler system was observed in the building.

### HVAC:

The building is conditioned by six split system heat pumps. The age of this equipment varied; dates of manufacture on nameplates ranged from December of 1999 to January of 2009. One air handler was observed in the lower floor mechanical room. This system was observed to be connected to outside air. The remainder of the air handling units are assumed to be located in the attic space and were not observed during the visit. Therefore, it is unclear if those systems have a connection to outside air. A window air conditioner was observed in the IT closet at the end of the upper floor hallway.

A noticeable code conflict is that the corridors appear to be used as a return air path. Large central, return grilles were observed in the ceiling throughout the building. Louvered doors were observed indicating that the corridors are used as return-air paths. Additionally, the upper floor electrical closet containing IT equipment with a power density exceeding 20 Watts per square foot is not conditioned with a dedicated computer room air conditioner as required by current standards.

The grilles, registers, and diffusers are original to the building and most of them appeared to be in working condition. A small number of supply grilles appeared rusty and need replacement.

Ceiling exhaust fans were observed in each of the bathrooms. Each appeared to be operational upon activation at the wall switch, except for the fan in the men's restroom on the upper floor, which was nearly inaudible.

## Appomattox County Courtland Building – (continued)

### Electrical:

Electrical service to the building enters the lower level and is sub-divided into three different power company services. Power is distributed through a wireway to several branch circuit panelboards, all of which are original to the construction of the building, as confirmed by date codes stamped onto the equipment. Replacement of any equipment that is original for serviceability reasons should be considered.

The building has a 20kW gas emergency generator and transfer switch that backs up the IT loadcenter in the upstairs IT closet. This emergency equipment along with the UPS equipment associated with the servers, is newer and appears to be adequate for the loads served.

Several safety switches were observed in the exterior rear of the building that were rusty and in need of replacement.

The building is due for a lighting overhaul. Fixtures observed were original to the construction of the building and egress lighting observed is not compliant with modern code. We recommend replacement of lighting and controls for energy savings and code compliancy.

## Former Oakville Ruritan Club Building

181 Piney Mountain Road  
Appomattox, VA 24522

### Facility Timeline:

1997 = Original Building

### Departments in Building:

None – does serve as a voting precinct

**Gross Area: 1,803 SF**

**Contributing Structure Historically:** No



The Oakville Ruritan Club is available to citizens as a rental facility. The facility has restrooms and an ample warming kitchen and indoor multi-purpose space suitable for meetings, family reunions and the like. Tables and chairs are also included with the rental of the facility.

**Director of Parks, Recreation and Tourism:** Anne Dixon

## Former Oakville Ruritan Club Building – (continued)

This facility is very small and is located in the Oakville section of the County.

A few Code Violations were noted during our visit, and these are listed below:

**Stored Materials within Electrical Closet.**

**There are several ADA compliance issues throughout the building.**

### Site:

The site is small and does not appear to have ample parking for this type of facility. There is no ADA accessible route from the parking area to the front door. All of the parking is on grass or gravel; there is no paved parking. The tree line is very close to the back of the building.

### Exterior:

This facility is a pre-engineered metal building. The outside is metal siding with a low-sloped standing seam metal roof.

The exterior doors are in poor condition. These doors are not thermal doors and experience temperature swings related to the outside temperature. These doors were very hot on the day of our visit. The exterior paint has faded. These doors really should be replaced with insulated doors.

The windows are in fair shape; however, the existing screens have failed. It is recommended to replace the screens on the windows.

The security light at the main entry provides sufficient light. This particular type of light fixture is not the most attractive light fixture to have at the main entry to a building that acts as an event space.



## Former Oakville Ruritan Club Building – (continued)

The existing downspouts dump onto grade which is not ideal. At the rear of the building, there is severe erosion of the site as no splashblock is present for the downspout at that location. The flow from the downspout has eroded the soil away from the foundation to the point that the existing footing can be seen. This is not preferred as the footing is subject to freezing if it is exposed as is the case.



## Former Oakville Ruritan Club Building – (continued)

### Interior:

Overall, the interior of the facility is in good shape. The interior VCT floor color is probably not the best choice and certainly makes the facility seem dated.

On the day of our visit, several pieces of the ceiling grid were either hanging down or laying on the floor. It is unclear as to why these pieces of the ceiling grid were removed.

The existing facility is not occupied and thus the thermostat has been set back accordingly, however, the space has a piano. The higher heat and humidity due to the raising of the thermostat is not good for the piano and its tuning.

The window treatments appear to be sun damaged, faded and in need of replacement. We would recommend these be replaced so that the facility does not appear so dated.

The existing service counter does not meet current ADA requirements and is installed too high. Furthermore, the opening for the service counter is closed by two door leaves that swing down and are locked into place. This approach is not ideal in that these doors could swing down and hit or hurt someone. When open, the door leaves are held open by thin rope that is tied to a cleat on the adjacent wall. It is recommended to remove these swinging door leaves and instead have an overhead coiling counter door installed. This would be a much safer application for public use.



## Former Oakville Ruritan Club Building – (continued)

While the toilets are larger, there are some concerns. The toilet facilities have grab bars installed, yet the sink is not fully ADA compliant as someone in a wheelchair cannot roll under the sink as the sink is set into a cabinet. This setup does not meet ADA regulations. Also, the floors in the toilets are tile, however, no base has been installed, so there is a gap visible between the floor and wall. This is not ideal in that trash and debris will accumulate in this gap over time. It is recommended to have a base installed and to rework the sinks so that they meet ADA regulations if this facility is to be continued to be used.



## Former Oakville Ruritan Club Building – (continued)

The ability of the kitchen to function is questionable. The dishwasher has a sign on it stating that it does not work and not to use it. It is unclear as to whether the dishwasher functions and if not exactly wherein is the problem.

As for the grill, the sign states do not use. It is unclear if there are problems with the grill or not.

A larger concern, is that while the grill has a ventilation hood installed, the hood installed does not provide fire suppression as is required by Code for a commercial kitchen hood of this type.



## Former Oakville Ruritan Club Building – (continued)

### Plumbing:

Propane, domestic water, and sanitary systems within the building are assumed to be original to the building construction. Domestic cold water is provided by a well to the east of the building. The building drains to a septic system, which was not observed. The majority of the piping within the building was concealed behind finishes and therefore not observed. Propane was routed to the packaged ground top unit and the domestic water heater. Propane piping was observed capped just inside the kitchen. It was reported that the propane used to serve the gas cooktop but was later disconnected and capped at the observed location.

Several items were observed to conflict with current building and plumbing codes. This includes the lack of a thermal expansion tank at the water heater and lack of a means of tempering the hot water delivered to hand washing fixtures. The bathroom plumbing fixtures did not appear to be compliant with ADA requirements.

### HVAC:

The building is conditioned by a packaged ground top unit with propane heat, located at the west end of the building. Air is ducted to the spaces inside the building. Unit manufacture date was unclear as the unit's nameplate was illegible, but we assume it is original to the building.

No code conflicts were observed for HVAC. The code-required outside air requirement is met through openable area of the doors to the space.

The grilles, register, and diffusers appear to be in working order.

Ceiling exhaust fans were observed in each of the bathrooms. All of these sounded like they were operational upon activation at the wall switch.

### Electrical:

The generator transfer mechanism using a cord-and-plug set is not code compliant (NEC 400.8). We recommend a code-compliant means of emergency transfer be designed and installed. There are multiple options to consider including a manual or automatic transfer switch, double-throw safety switch, or new generator panelboard with mechanical interlock between normal and emergency sources.

The majority of the interior lighting is fluorescent with T12 lamps, which are being phased out. We recommend replacement of the fixtures with LED or at least re-lamping of the existing fixtures with LED lamps. The existing egress lighting is not compliant with existing life safety code. New egress lighting should be incorporated into the new lighting installation. In addition, existing lighting controls are not compliant with current energy codes. With a major lighting upgrade project, new lighting controls should be considered.

## Appomattox County Health Department Building

475 Court Street and 367 Virginia Avenue  
Appomattox, VA 24522

### Facility Timeline:

1970 = Original Building  
1980 = Addition

### Departments in Building:

Health Department  
Voter Registrar

### Gross Area: 7,579 SF

**4,470 SF (Health Department)**  
**2,900 SF (Voter Registrar)**  
**269 SF (County Storage)**

### Contributing Structure Historically: No

The Appomattox County Health Department is located in a former doctor's office which is ideal for some of the operations of the Health Department. The department is located on the top floor of the building and on most days appears to be vacant. Since COVID, appointments are scheduled which has reduced the day-to-day traffic.

The Appomattox County Voter Registrar is located in the basement of the Health Department building. The spaces provided serve the department well, however, most spaces do not have windows. Of the spaces that do have windows, most are tiny and do not provide adequate views or natural lighting as is recommended. Storage areas are provided however, the voting equipment is difficult to maneuver in and out of these spaces due to the tight hallways and doorways at this location.

**Office Services Supervisor:** Sandra Ellington  
**Director of Elections / General Registrar:** Patricia Morton



## Appomattox County Health Department Building

This facility has been closed to the public since the beginning of COVID. Most of the spaces in this building do not appear large enough to serve today's clients.

A few Code Violations were noted during our visit, and these are listed below:

**Stored Materials within Electrical Closets**  
**There are multiple ADA compliance issues throughout the building.**

### Site:

The building is located on a main thoroughfare and is easy to find. Parking appears to be ample. The parking lot is in fair to poor condition. It mostly slopes to the building and there are some low spots and cracking of the surface. It is not desirable to have the parking lot slope toward the building, as this scenario makes it difficult to keep water away from the building. The sidewalks are in fair to poor condition. There are several areas that need of replacing immediately due to tripping hazards. The parking lot does not appear to be lit at night. This is a security concern, particularly when the Health Department has a public meeting or during election day in November.

There is a large ditch along Virginia Avenue. The parking lot has wheel stops provided along Court Street (uphill side) but not along the ditch or the building side. This raises concerns about elderly people inadvertently driving into the building. We recommend installing wheel stops at all parking spaces.

### Exterior:

The exterior of the building is in fair shape for a building of this age. The larger size windows on the building have a wood panel below on the exterior. While this is very aesthetically pleasing, it is a maintenance nightmare. All of these panels have peeling paint and are beginning to deteriorate. It is recommended to have these panels replaced with a composite material (AZEK) in order to maintain the building style and aesthetics without having the maintenance and upkeep of the wood panels on the exterior.



## Appomattox County Health Department Building – (continued)

The wood cornice is in fair condition. The joints are beginning to open up. There is concern about water infiltration. Some of the wood has already begun to rot. If the County intends to keep this building long term, we recommend a full replacement of the wood cornice with a composite material to match the existing cornice in style. If the County would like a short-term solution, we recommend that joints in the wood be repaired and recaulked. The wood cornice could then be painted with two finish coats of paint, with any new wood being primed first.



## Appomattox County Health Department Building – (continued)

There are two different sections of sidewalk at different locations, that need to be replaced so that no one trips on them.



On the north side of the building, the brick is discolored above and around the electrical meters. It is unclear if this discoloration is from overflow of the gutter or because of splashing up onto the wall from the electrical meters. We would recommend having this wall cleaned to remove the discoloration and further investigate the cause of the discoloration. The same comments would apply to the area around the rear exit door, as the same discoloration can be seen here as previously mentioned. The discoloration at this rear door also extends onto the stair below. We recommend having the stair pressure washed to remove the algae and discoloration that has formed.

## Appomattox County Health Department Building – (continued)

At the rear of the building, there is a large stump. This stump should be removed and the area adjacent should be regraded. This would aide in getting water from the north side of the building to flow away from the building at the rear. Currently, since the downspouts dump on grade, above ground PVC piping has been installed to route the water that would dump on grade on the north side, around to the rear of the building and have it sheet flow across the parking lot.



## Appomattox County Health Department – (continued)

On the south side of the building, at the staff entry, there is an eroded area and a hole at the corner underneath the sidewalk. This area should be filled in with gravel and topsoil and then reseeded to prevent further erosion and damage.

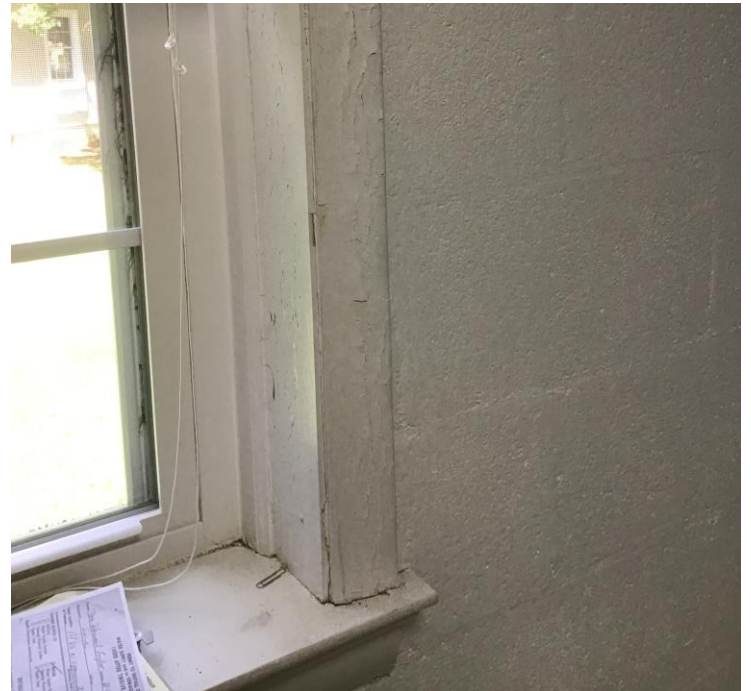
The roof consists of three different materials: EPDM membrane, standing seam metal (painted aluminum, and a composite shingle. The membrane roof is in fair condition and is at least halfway through the life of the warranty (assuming 20 years). The metal roof is in good condition. The composite shingle roof (located above the cornice and at the front Porch) are at least 25 years old and should be replaced in the next 5 years.

### Interior:

Overall, the interior is in fair shape, however, the interior could use an update as it appears dated. Also, the interior spaces do not meet current ADA clearances and regulations. We would recommend a building renovation to bring this building up to current Code if the County plans to stay in this building.

The exterior walls of constructed of brick and block (CMU) and it is doubtful that the walls are insulated. This is a costly concern as it increases heating and cooling costs for the building as a whole.

Vinyl replacement window sashes have been installed. When this work was done, the original wood trim on (exterior and interior) was left in place, and the wood trim covered with aluminum break metal. The wood trim on the interior is original and the paint is beginning to peel and blister. Given the age of the building, there is the possibility of the presence of lead-based paint. We would recommend to have the wood trim tested lead-based paint and if found, the lead-based paint should be abated, the wood trim primed and painted with (2) finish coats of paint.



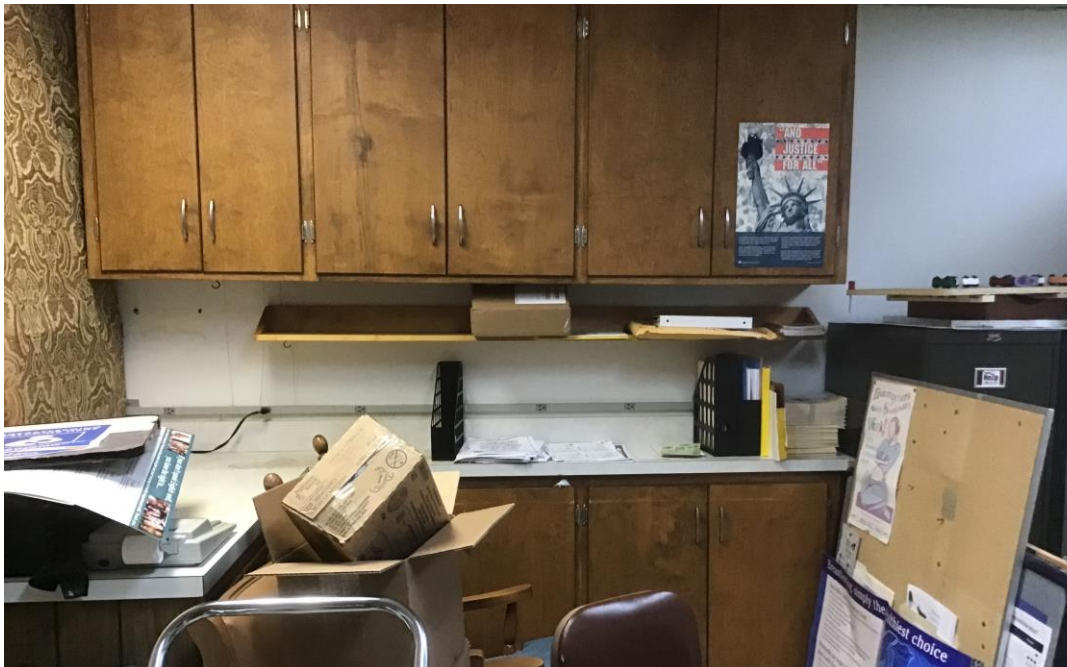
## Appomattox County Health Department – (continued)



The interior finishes (floor, wall and ceilings) have begun to show signs of wear and should be replaced if this facility is to remain in operation as the County Health Department. The County's Health Department should have finishes that are well maintained, easily cleaned and that are not exhibiting signs of peeling paint and deterioration due to the types of services that are generally performed by the health department.

Many of the Exam Rooms are no longer used for that purpose and have been converted to other uses; mainly storage. Looking at the items that are stored, it is questionable if these stored items are still in use or just leftover from a previous point in time.

Most of the storage rooms at this location are so full of items that one cannot fully enter the room, at least not in a safe manner.

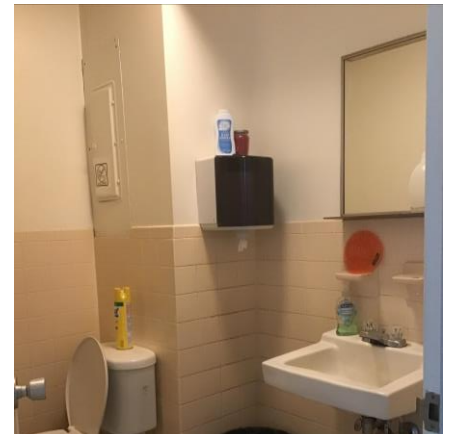


## Appomattox County Health Department – (continued)

One of the exam rooms now houses two large freezers that store vaccines and other items. The existing door to this space would not allow the new freezers to fit thru. In order to make the freezers fit in the space, the door and frame had to be completely removed. After the freezers were installed, the trim was not reinstalled. Now, as you walk by the space, you can see directly into the hall walls. Furthermore, the jack stud that supported the header was completely cut out, so now, the header is dangling and not being supported down to the floor as is required for proper header installation. This is a dangerous condition and should be repaired immediately.



Along the rear hallway, there is a small toilet. Within the toilet, there is an electrical panel mounted directly above the water closet. This is not an ideal location for the electrical panel due to the presence of water in the same room as the electrical panel.



## Appomattox County Health Department – (continued)

In one of the small toilets, a rusty HVAC supply diffuser was observed. This diffuser should be replaced with a diffuser that is suitable for a toilet room.



At the public entry, an interior door has been added to create a vestibule and to knock off the chill when persons enter on cold days. The only problem is that the interior door has been installed too close to the exterior door and this is a Code violation. Doors in series such as these must be no closer than 7'-0" between the doors. The installation shown above in the picture on the right has approximately 4'-6" of space between the doors versus the Code required 7'-0."

## Appomattox County Voter Registrar

This facility is small to be an office and location that the public will visit often, particularly in the next couple of months as we near Election Day in November.

A few Code Violations were noted during our visit, and these are listed below:

**Stored Materials within Electrical Closets**  
**There are multiple ADA compliance issues throughout the building.**

### Site:

Please refer to the site comments at the Health Department building since this department shares the building with the Health Department.

### Exterior:

Please refer to the site comments at the Health Department building since this department shares the building with the Health Department.

### Interior:

The interior spaces in this department do not appear to have been updated. Many spaces contain wood paneling from the 1970s. This choice of material is not ideal in this type of work environment as this material is very thin, is easily damaged and provides almost no privacy when installed as a finish wall material as is the case here. Additionally, this material is far easier for someone to break thru than drywall and again is not the best choice of material to be used in an office where secure files are being stored.



## Appomattox County Voter Registrar – (continued)

Many of the spaces in this department, do not have an exterior window or natural light. This is unfortunate and as a result many of the spaces are very dark and uninviting. This is not an ideal scenario for office space.

The existing toilets do not meet ADA requirements currently in place. The toilets are very small, and the finishes have not been updated. The existing door hardware is also not ADA compliant.



## Appomattox County Voter Registrar – (continued)

Though there is a public service counter, the existing service counter is not ADA compliant.

Many of the ceiling tiles are badly stained. The cause of the staining is unknown, however, it is presumed that due to the location of most of the ceiling tiles with stains, the stains are from plumbing leaks in the restrooms and water/waste piping above in the Health Department.



## Appomattox County Voter Registrar – (continued)

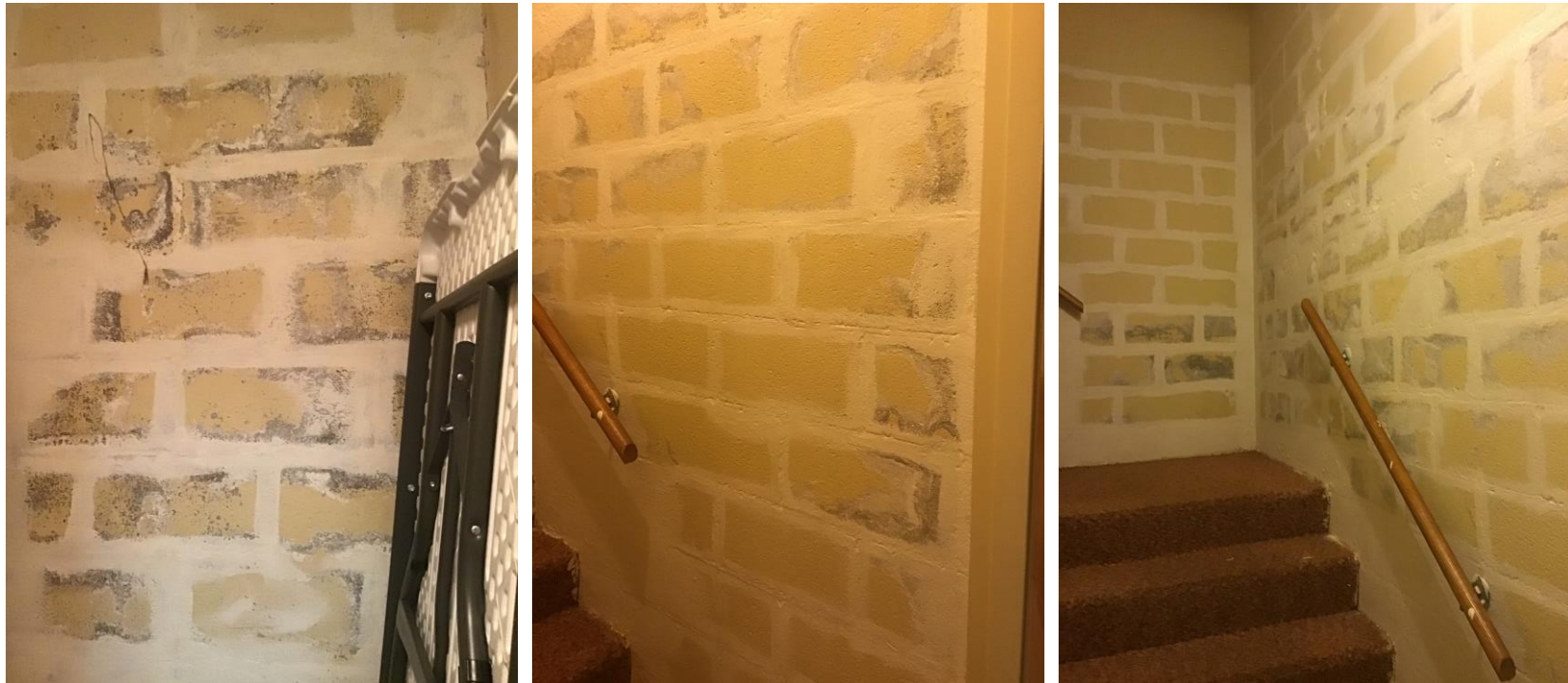
Similar to the Health Department above, some of the spaces in this department are no longer being used for their initial intended purpose. One is this toilet room that is now being used as a storage room. There were so many items stored in this space that we could not access the rear area to verify whether or not a toilet was still there.



It would be beneficial for this department to have ample storage space with large enough doors that the large equipment associated with voting could easily be moved in and out of the spaces. Right now, maneuvering this equipment is challenging at best. Hallways are narrow. Doors are narrow. This is not an ideal setup for the large equipment that must be stored in these small spaces.

## Appomattox County Voter Registrar – (continued)

At the far rear of this space, there is a stair that connects to the Health Department above. There is mildew present on the block (CMU) wall. This is evidence of water infiltration into the building. It is assumed that there is no foundation waterproofing on the foundation walls and that is the cause of the water infiltration into the building. It does not help that the parking lot slopes toward the building, sending water toward the building any time it rains.



## Appomattox County Health Department Building – (continued)

### Plumbing:

Except for a new domestic water heater, domestic water and sanitary systems within the building are assumed to be original to the building construction. The majority of the piping within the building was concealed behind finishes and therefore not observed. Piping between the street and the building was reported to be new.

Several items were observed to conflict with current building and plumbing codes. This includes the lack of a thermal expansion tank at the water heater, lack of a hot water recirculating system on piping runs over 50 feet, and lack of a means of tempering the hot water delivered to hand washing fixtures. No backflow preventer was observed on the domestic water main. Several S-traps were observed beneath sinks. Most of the plumbing fixtures did not appear to be compliant with ADA requirements.

### HVAC:

The building is condition by split system heat pumps with electric auxiliary heat. Systems 1 through 4 were installed in July of 2022. System 5 was manufactured in April of 2015. Bipolar ionization was observed on all the systems. All systems were observed to be connected to outside air. It appears that the outside air is pulled from the crawlspace area beneath the building.

The one noticeable code conflict is that the corridors appear to be used a return air path. A small number of large, central return grilles were observed in the building. Transfer grilles were observed in many of the doors indicating that the corridors are used as return-air paths.

The grilles, register, and diffusers are assumed to be original to the building. Each appeared to be in working order.

Ceiling exhaust fans were observed in each of the bathrooms. All of these sounded like they were operational upon activation at the wall switch. One exhaust fan grille in the upstairs portion of the building was observed mostly detached and hanging below the ceiling.

### Electrical:

There is inadequate code clearance in the mechanical room downstairs for much of the electrical equipment. Some of the equipment is original to the construction of the building and is no longer serviceable. We recommend replacement and rearrangement of this equipment.

A branch panelboard is located in the bathroom upstairs, which is against current code. NEC 240.24(E) prohibits overcurrent devices in bathrooms. We recommend this panelboard be relocated.

It is recommended to re-lamp fixtures the remaining fixtures with florescent lamps to LED lamps. The upper level of the building has 40%-50% of fixtures re-lamped to LED. The lower level of the building has 10%-20% of fixtures re-lamped to LED. We make this recommendation both to reduce further maintenance on the fixtures and for overall energy efficiency.

## Appomattox County Public Safety / E911 Building

339 Court Street  
Appomattox, VA 24522

### Facility Timeline:

1892 = Original Building  
1956 = Addition  
1983 = Addition  
2005 = Renovations

### Departments in Building:

Public Safety / E911

**Gross Area: 2,889 SF**

**Contributing Structure Historically:** Yes

The Appomattox County Public Safety Building is located adjacent to the historic courthouse, within Courthouse Square. Though this building is historic, it has been updated to accommodate modern technology and serves the Public Safety Department well. Though upgraded, the historic nature and most historic features have been maintained on the interior. The Public Safety Department operates around the clock, 24/7, 365 days a year.

**Director of Public Safety/Emergency Management Coordinator:** Bobby Wingfield



## Appomattox County Public Safety Building – (continued)

Overall, for an historic structure such as this building, this facility is in good condition. Though in good condition overall, there were some code violations observed during our visit:

**There are multiple ADA compliance issues throughout building.**

### Site:

The building is located within Courthouse Square. Parking appears to be adequate, though the adjacent spaces appear to be small in size. Sidewalks are generally in good condition.

### Exterior:

Overall, the exterior is in good condition for a facility that is 130 years old. However, there are some items that need to be addressed on the exterior.

There is some deteriorating wood and rotting wood on the exterior. This should be replaced/repared as needed, keeping in mind that this structure is historic, historic means and methods of repair are necessary. The Secretary of the Interior's Standards for Rehabilitation will need to be followed for any and all repairs made to this structure. All white surfaces on the exterior should be cleaned and repainted, as mildew and dirt are present.

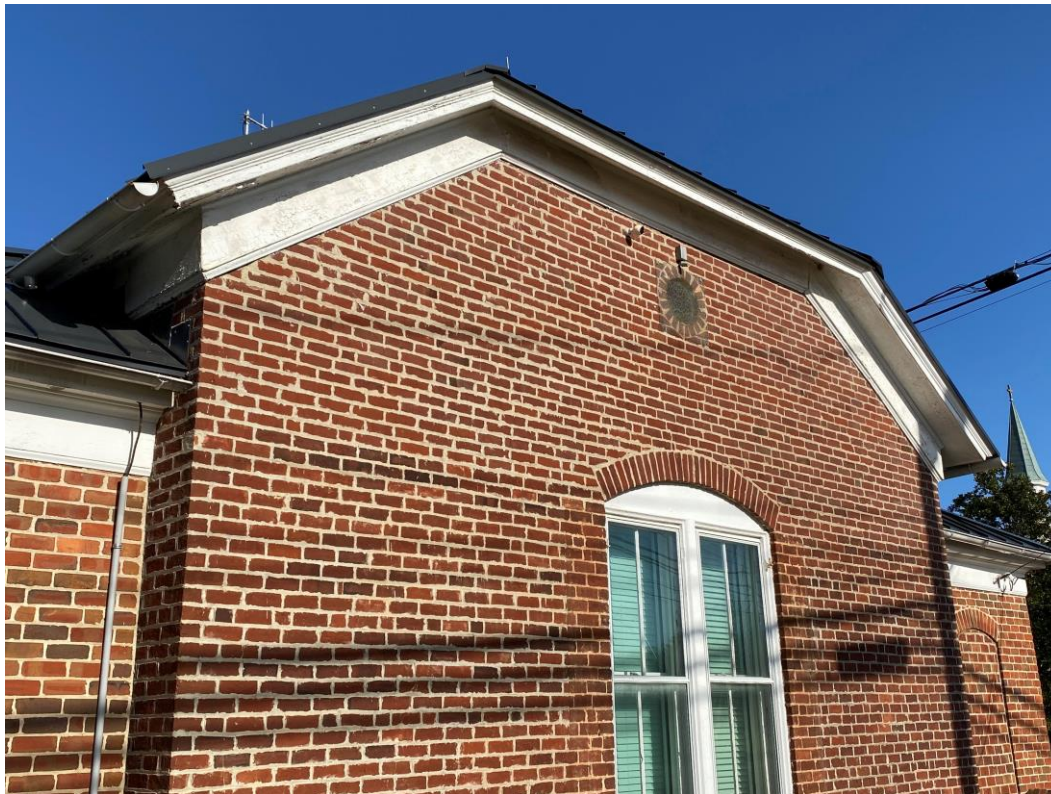
The joints in all of the historic wood trim on this structure are beginning to fail and open up. If not addressed soon, this can lead to water infiltration within the building and further damage, not to mention more costly repairs in the future.



## Appomattox County Public Safety Building – (continued)

The brick used on the original building is soft and absorbs moisture which in turn has migrated to the interior and damaged the plaster. To help resolve this issue, the joints have been repointed (the quality of the work is poor). We cannot tell what type of mortar was used, but the façade should be evaluated for potential damage if the mortar is harder than the brick. If it is, then the face of the brick will pop off due to freezing and thawing. Historic structures were designed to allow moisture absorbed through the brick to wick to the exterior via the mortar joints. Additionally, the exterior envelope has been sealed with silicone last year. This is a short-term solution for the masonry moisture absorption and will require reapplication in 5 years.

An additional masonry problem is rising damp which is a capillary movement of moisture from the ground up through the walls. As moisture is wicked up the walls damaged to the masonry occurs as well as any interior finish (plaster or paint). This is noticeable in several locations in the original section of the building.



## Appomattox County Public Safety Building – (continued)

The building was originally constructed with a stone band around the perimeter. Supposedly these stones were from the steps of the original courthouse at Clover Hill (National Historical Park).



## Appomattox County Public Safety Building – (continued)

The rear steps and railing are in need of repair. The bricks are cracking in various locations and the railing post has rusted through and separated from the section concealed by the masonry and from the concrete sidewalk.

The stone steps are old and have been reused from another building which unknown.



The standing seam metal roof was probably installed during the 1983 expansion. The roof appears to be in good shape, but some gutters are in need of replacement or rehanging. Additionally, there are some areas where gutters need to be added. The downspouts are not piped away from the building, which is assisting with the rising damp problem in the masonry walls.

## Appomattox County Public Safety Building – (continued)

It is not part of our study, but the condition of the brick fence (constructed in 1935) is very poor in certain locations. This would be high priority item to repair. Note that the fence is part of the downtown historic district, and its preservation is important. The two pictures shown below are example of the cracking that has occurred. Both are located adjacent to the Public Safety Building.



## Appomattox County Public Safety Building – (continued)

It was noted that the operable shutters have been removed, but the hardware for the shutters remains. We assume that the shutters were removed for repair and repainting. They should be replaced with the repaired/repainted original shutters.



The windows are a mixture of original wood sashes and trim from 1892 and 1983. Storm windows have been added over the years. When the building was renovated in 2007 bulletproof glass was added around the emergency dispatch area. This glazing was installed on the interior of the original wood windows.

## Appomattox County Public Safety Building – (continued)



There is mechanical yard behind the building that houses all of the outdoor mechanical units that are required for this building. This yard is visible to the public. There is some erosion occurring at the concrete slab where the outdoor units are located. This problem should be addressed soon so as not to cause further damage.



## Appomattox County Public Safety Building – (continued)

On the day of our visit, we did note some plaster damage around the historic fireplace within the emergency communications center. With a structure of this age, this is to be expected. In talking with staff, the leak was thought to be around the chimney and the chimney has been repaired. The leak is believed to be repaired, although, the plaster has not been repaired.

While the offices seem small, the staff manages within the spaces provided.

A toilet adjacent to the emergency communications center has been transformed into a breakroom with countertop and sink. While not ADA compliant, the breakroom is closer to the communications center allowing quicker and better access for staff.



In an adjacent mechanical room, where the cooling equipment is located, there are two mini-split units located within this space. These units keep the mechanical room cool as the amount of equipment in that space generates a lot of heat. The condensate drains for both of these units were not piped as they should have been. The result is severe plaster damage to this area. We recommend having this repair completed ASAP as to not cause further damages.



## Appomattox County Public Safety Building – (continued)

The conference room at this building contains the old vault door from the original structure. This door and working combination lock have been maintained and restored. Though not used as a safe currently, it is important to preserve relics such as this so that future generations can see how things were done in the past.



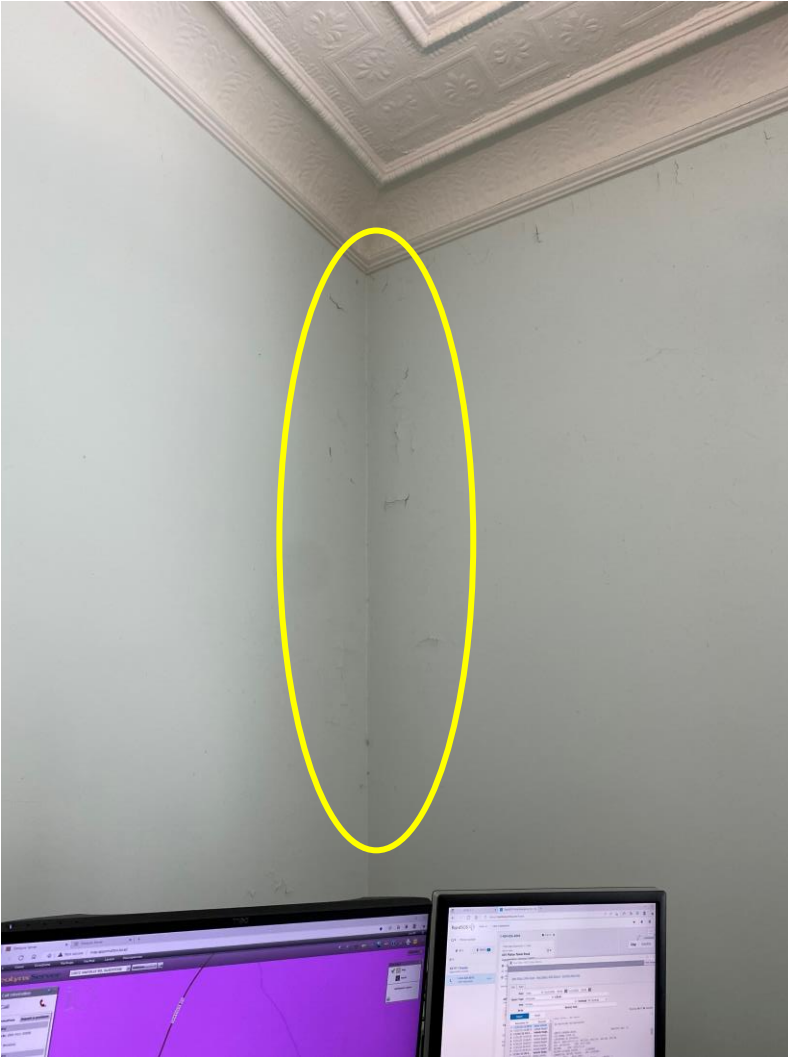
## Appomattox County Public Safety Building – (continued)

Some vertical cracking of the plaster in the Director's office was noted. In talking with staff, this crack opens up and closes seasonally. While repairs have been attempted in the past, the seasonal cracking is still a problem. The crack also occurs on the exterior of the building at the rear.



## Appomattox County Public Safety Building – (continued)

There are additional cracks and generalized damage to the plaster in the building. The plaster for this vintage building is a combination of lime, sand, animal hair, and water and is fragile and susceptible to moisture infiltration.



## Appomattox County Public Safety Building – (continued)

### Plumbing:

Domestic water and sanitary systems within the building are assumed to be original to the building construction, except for the domestic water heater which was manufactured in December of 2020. Most of the piping within the building was concealed behind finishes and therefore not observed. The domestic water main for the building was not observed, therefore it is unknown whether the system has a backflow preventer device installed.

Observed conflicts with current building and plumbing codes included the lack of a means of tempering the hot water delivered to handwashing fixtures, and uninsulated supply and trap below lavatories. Plumbing fixtures did not appear to comply with ADA requirements.

The electrical room and equipment room were both observed to be equipped with individual FM-200 fire suppression systems.

### HVAC:

The building is conditioned by four split system heat pumps with electric auxiliary heat that serve three zones. The systems are controlled so that either System 1 or 2 operates at once along with Systems 3 and 4. Systems 1 through 4 were manufactured in June of 2005. Bipolar ionization was observed on all of the systems. None of the systems were observed to be connected to outside air. An energy recovery ventilator was located in the mechanical room but had been disconnected from the systems and is no longer in use.

The electrical room is conditioned by a mini-split air conditioner. Two additional mini-split air conditioners serve the equipment room which contains information technology equipment. The exact age of this equipment was unclear, however all of the mini-split systems appeared to be operational. Based on the power density of the equipment room, which exceeds 20 Watts per square foot, the room is classified as a data center under current ASHRAE standards. Any alterations to cooling equipment in this room that are not replacement in kind must meet sensible coefficient of performance ratings that cannot be achieved using mini-split systems.

Supply and return grilles and/or diffusers were observed in rooms throughout the building. A large filter return grille was observed in the partition wall between the break room and mechanical room. The exact age of the air terminals was unclear; however, they are assumed to be original to the building. Grilles and diffusers throughout the building appeared to be in working condition.

Ceiling exhaust grilles were observed in the building's two restrooms. The two bathrooms are served by a single exhaust fan that is controlled by a three-way switch. Exhaust fans were also observed in the break room and the old restroom near the dispatch area that has been converted into a small office. All of the exhaust fans in the building appeared to be operational.

## Appomattox County Public Safety Building – (continued)

### Electrical:

The building has a 3-phase, 120/208V electrical service entrance, well-constructed and protected with a grounding counterpoise and lightning protection system. The entire building is backed up by a generator it shares with the courthouse facility. The generator outputs 480V and is brought down to the service voltage for this building via a 112.5 kVA dry-type transformer before being routed through a 3-pole transfer switch. The transformer constitutes a separately-derived electrical system and thus justifies the 3-pole (solid neutral) transfer switch, in lieu of a 4-pole switch, isolating neutrals. The building also has a large UPS for much of the sensitive low voltage systems. All electrical equipment observed was in excellent condition and has been well-serviced.

Lighting consists mainly of fluorescent fixtures with T8 lamps. Replacement is not critical but should be considered for energy savings and reduced maintenance over the life of the fixtures.

There are several low voltage systems present in the building including several fiber points of service, a traditional phone service, servers, access control system, CCTV system, and structured cabling and wire management systems. All wiring and equipment is well-maintain and kept up-to-date by staff. No replacements or modifications are recommended.

## Appomattox County Sheriff's Office

179 Morton Lane  
Appomattox, VA 24522

### Facility Timeline:

1980 = Original Building  
2000 = Additions and Renovations  
2009 = Magistrate's Office Renovation  
2021 = Interior Renovations

### Departments in Building:

Sheriff's Office  
Magistrate's Office

**Gross Area: 8,239 SF**

**7,919 SF (Sheriff)**  
**320 SF (Magistrate)**

**Contributing Structure Historically:** No

The Appomattox County Sheriffs Office is located adjacent to Courthouse Square in Appomattox, Virginia. The building has undergone renovations/additions since its original construction. In 1994, inmates were no longer housed at this facility full-time, due to the creation of the Blue Ridge Regional Jail Authority, located in nearby Lynchburg, Virginia. The Sheriff's Office still has inmate holding capabilities, and the jail portion of the building has been repurposed for other uses including space for the Magistrate.

**Sheriff:** Donald D. Simpson  
**Chief Magistrate:** Chris Salerno



## Appomattox County Sheriff's Office – (continued)

This facility has been in operation since 1980, though, no longer houses inmates on a full-time basis. Holding cells are still utilized at this location.

A few Code Violations were noted during our visit and these are listed below:

**Stored Materials within Electrical Closets.**

**There are multiple ADA compliance issues throughout building.**

### Site:

The Sheriff's Office Building sits down at the lowest area of the buildings in and around Courthouse Square. Though this building is set into the grade, there does not appear to be water infiltration problems at this time. Most sidewalks appear to be in good shape.

### Exterior:

Overall, the exterior of this facility is in good shape. There are some maintenance items which is typical of a facility of this age.

There is a small section of stucco/EIFS at the main entry to the building. This is not the best choice of material for the exterior. This material is in fair condition now, however, it will need repair or replacing soon.

While there is signage for the building, if one is not familiar with the layout of the County buildings, it is not immediately clear as to how to arrive at the main entry to the building. We would recommend larger, clearer and better positioned exterior signage in order to help visitors with wayfinding.

On the Courthouse side of the building, there is a brick masonry wall. The mortar joint along the top of this wall is beginning to crack. This should be reworked so as to prevent water infiltration into this wall. Preventative maintenance of this kind will save a lot of repair costs years from now as once the water infiltrates the wall, it can freeze during winter months and cause internal damage that is not clearly visible from the outside.



## Appomattox County Sheriff's Office – (continued)

There is a fair amount of wood rake and fascia on this building. This is not a good choice of material as wood is prone to rotting, even if it is painted. We would recommend having all wood trim, rake and fascia removed and replaced with fiber cement (non-organic) when the asphalt shingle roof is replaced. The asphalt shingle roof is 22 years old this year and should be replaced along with all of the associated flashing. Strands of fiberglass are already starting to show through in the field of the shingle roof.

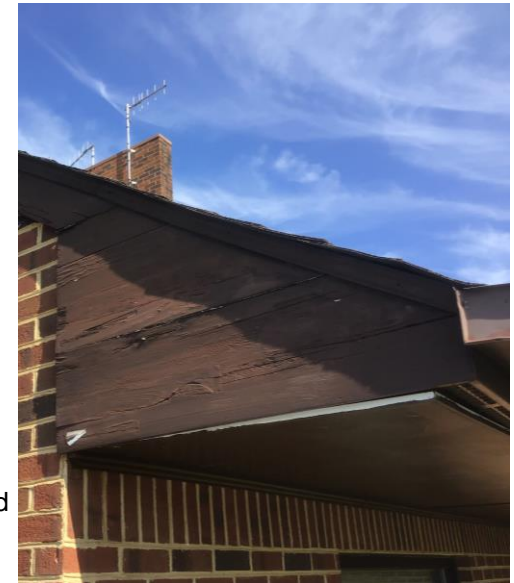
There is a ramp installed for access to the Magistrate, however, this ramp is not fully ADA compliant. This ramp is too narrow, does not have the proper height ramp edge at the ramp surface and has one leg that has been damaged, presumably because of being hit with a lawn mower. We recommend replacing this ramp with a permanent, fully ADA compliant concrete ramp.

Since the fenced in yard at the rear of the jail wing is no longer used by inmates, we would recommend removal of the fencing and razor wire.

There is a storage building at the rear of the property. This building is a pre-engineered metal building. We recommend having this building painted and conditioned so that the files inside can be protected from mold and mildew.

At the rear of the Sheriff's office, we have several recommendations:

- Bollards should be added in front of the emergency generator
- Remove the unused propane tank and piping
- Install bollards in front of the fuel tank beside the storage building
- Clean the effervescence from the brick façade, adjacent to the garage door



## Appomattox County Sheriff's Office – (continued)

### Interior:

Overall, the interior of this facility is in good shape. This facility has been well maintained and all areas appear to have a fresh coat of paint.

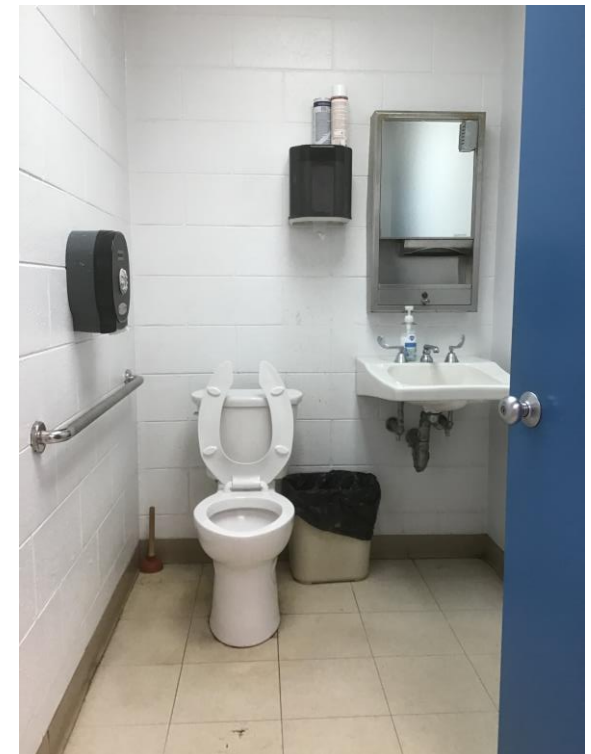
There is a limited sprinkler system which covers the Sallyport area only. In recent years, the Vehicle Evidence Processing area has been divided into Evidence rooms and a new Conference Room. There is a countertop sink in the Conference Room, which do not meet ADA requirements as the countertop is installed too high (36" vs. 34" ADA height) and the sink does not have the proper clear space underneath for someone in a wheelchair to use.

Both the Men's and Women's toilets have grab bars installed, however, these facilities are not ADA compliant. These toilets are too small to meet the ADA requirements and clearances. There are no fully ADA compliant toilet facilities in this building.

The adjacent Custodial closet also houses electrical panels. These panels typically require 3' of clear space in front of the panels. The space in front of the electrical panels is not clear as there are stored materials in this location. This is a Code Violation. We would recommend removing these materials from in front of the electrical panels in order to meet the Code.

In observing the windows in the Sheriff's Office, the Deputy Sheriff's Office, the Deputies Work Room and the Receptionist areas, the glass in these locations does not appear to be bullet resistant and appears to be single pane tempered glass. We recommend installing bullet resistant glazing in addition to the existing glazing in all of these locations.

The corridors and circulation space within this facility are narrow by today's standards. In the corridor just inside the access control door, there is a vending machine adjacent to the door. This vending machine is blocking the required ADA clearance when exiting through this door.



## Appomattox County Sheriff's Office – (continued)

The existing jail facility is no longer in used for housing inmates other than temporary holding cells. The cells have been converted to other uses by the Sheriff's Office as deemed necessary.

Some of the uses of the former cells are listed below:

- Ammunition Storage
- Equipment Storage
- Supplies
- Record Storage
- Magistrate's Office
- Workout / Gym



## Appomattox County Sheriff's Office – (continued)

### Plumbing:

Domestic water and sanitary systems within the building are assumed to be original to the building, except for of the domestic water heater that was installed in August of 2021. Most of the piping within the building was concealed behind finishes and therefore not observed. Domestic water piping near the water heater had been reworked at the same time as its installation. Plumbing fixtures in the main restrooms appeared to be in compliance with ADA requirements.

Several items were observed to conflict with current building and plumbing codes. These include the lack of a thermal expansion tank at the water heater, and a lack of a means of tempering the hot water delivered to hand washing fixtures. No backflow preventer was observed on the domestic water main. The supply and trap below lavatories were not insulated.

The building was observed to be equipped with a deluge fire suppression system, which is also assumed to be original to the building construction.

### HVAC:

The building is conditioned by three split system heat pumps with auxiliary electric heat and two rooftop units. An additional rooftop unit located on the roof was no longer operational and not in use. The age of this equipment varied; one split-system was manufactured in June 2000, one was manufactured in January 2012, and another in December 2020. No connection to outside air was observed for the split systems. The two rooftop units were manufactured in June of 1992 and April of 2002. Bipolar ionization was observed on both of the rooftop unit systems. The control room for the cell areas of the building was observed to be conditioned by a packaged terminal heat pump system. The age of this equipment was unclear, but it was observed to be operational.

The exact age of the grilles, registers, and diffusers were unclear; however, they are assumed to be original to the building. Each appeared to be in working order.

Ceiling exhaust fans were observed in all of the restrooms, with the exception of the restroom adjacent to the magistrate's office. The fans appeared to be operational upon activation at the wall switch.

The evidence processing and storage areas are not properly ventilated. The International Association for Property & Evidence recommends that evidence rooms should have 10 to 12 air changes per hour to prevent harmful substances (narcotics) from remaining inside the facility. The risk of fentanyl exposure is increasing and handling of these narcotics to avoid them becoming airborne is critical. Proper ventilation of evidence areas also provide a needed level of protection to the occupants of the building.

## Appomattox County Sheriff's Office – (continued)

### Electrical:

The building has a three-phase electrical service entrance derived from a pole-mounted transformer bank in the rear of the building. A vast majority of the three-phase electrical distribution equipment is original to the construction of the building.

Recently, a single-phase, 22 kW propane generator was added to back up selected loads. Maintenance staff and installers had to be creative in order to install the single-phase unit in a 3-phase application. The service-entrance transfer switch was installed on the exterior of the building. In conversations with the Owner, the installation was done on a tight budget.

It is unclear to the engineer if the system is wired correctly. We recommend overhaul of the entire electrical service entrance for reasons of serviceability and reliability during emergency situations. During this project, wiring can be analyzed and changes can be recommended, if necessary.

Lighting consists of fluorescent fixtures, some of which have been re-lamped with LED sources.

Re-lamping the remainder of existing fixtures with LED lamps is recommended for reduced future maintenance and energy savings. In addition, egress lighting was not compliant with current code and should be supplemented.

The building has some low voltage systems that are original. The original construction Fire Detection and Alarm panel and some devices are still active. A modern, Siemens panel has been installed and interfaced to the original panel and devices. The system is remotely monitored and the Owner is looking into cellular monitoring options in order to remove the traditional phone line. When changes are made, we recommend also replacing the original fire alarm panel and devices.

## Appomattox County Treasurer + Commissioner of the Revenue Building

329-A & 329-B Court Street  
Appomattox, VA 24522

### Facility Timeline:

1938 = Original Building  
1984 = Addition on each Side

### Departments in Building:

Treasurer  
Commissioner of the Revenue

**Gross Area:** 3,390 SF (total)  
1,249 SF (Treasurer)  
1,156 SF (Commissioner of the Revenue)

**Contributing Structure Historically:** Yes

Both the Appomattox County Treasurer and the Commissioner of Revenue are located within the same building, adjacent to the historic courthouse and located within Courthouse Square. This building is a two-story structure, with offices located on the main floor; the Treasurer on the left and the Commissioner of Revenue on the right. The upstairs is not open to the public and is used for storage.

**Treasurer:** Victoria C. Phelps  
**Commissioner of the Revenue:** Sara R. Henderson



## Appomattox County Treasurer + Commissioner of the Revenue Building – (continued)

This facility is in good shape despite its age however, it is greatly undersized for the offices housed within this building.

A few Code Violations were noted during our visit, and these are listed below:

**Stored Materials within Electrical Closets.**

**There are multiple ADA compliance issues throughout the building.**

### Site:

The site appears to be in good condition and parking is adjacent to the building. As with most buildings in this study, ADA accessibility is a big concern.

### Exterior:

Overall, the exterior of this facility is in good shape. There are some maintenance items which is typical of a facility of this age.

The historic shutters are beginning to fail and are in desperate need of repair. Since this structure is historic, the Secretary of the Interior's Standards for Rehabilitation will need to be followed for any and all repairs made to this structure.

The joints in the wood cornice and other areas are beginning to separate and open up. These repairs should be made in the near future to prevent further damage and also to prevent water infiltration into the building.



## Appomattox County Treasurer + Commissioner of the Revenue Building – (continued)

The wood bases of the columns at the front of the building are being severely damaged by the grounds crew when mowing and weed eating. Care should be taken so as not to damage these columns. Once the paint has been beaten off, water infiltration and wood rot can begin. Perhaps a gravel strip should be installed to prevent this on-going problem from occurring.



There is a small mechanical yard to the right of the building. This mechanical yard is very small but has been efficiently used. Since this yard is in view of the public as they pass by, it would be nice to have some pea gravel or marble chips installed over a weed barrier to dress up this area. Also, a wrought iron style fence may be worth installing so that the public does not have access to these units as they walk by.

## Appomattox County Treasurer + Commissioner of the Revenue Building – (continued)

At the rear of the building, there is a large stump that is visible. This stump is visible to the public as they pass by on their way to this building or the adjacent courthouse. It is recommended to have this stump ground up and landscaping installed in its place.

The windows on this historic structure are all wood and all are beginning to deteriorate. It is recommended to have all the wood scraped, repaired or replaced as needed, and two finish coats of paint applied. Though these windows have screens, it is recommended (if the windows are not replaced) to have removable storm panels installed. This will help with offsetting heating and cooling costs and alleviate temperature extremes for staff that have desks near the windows.



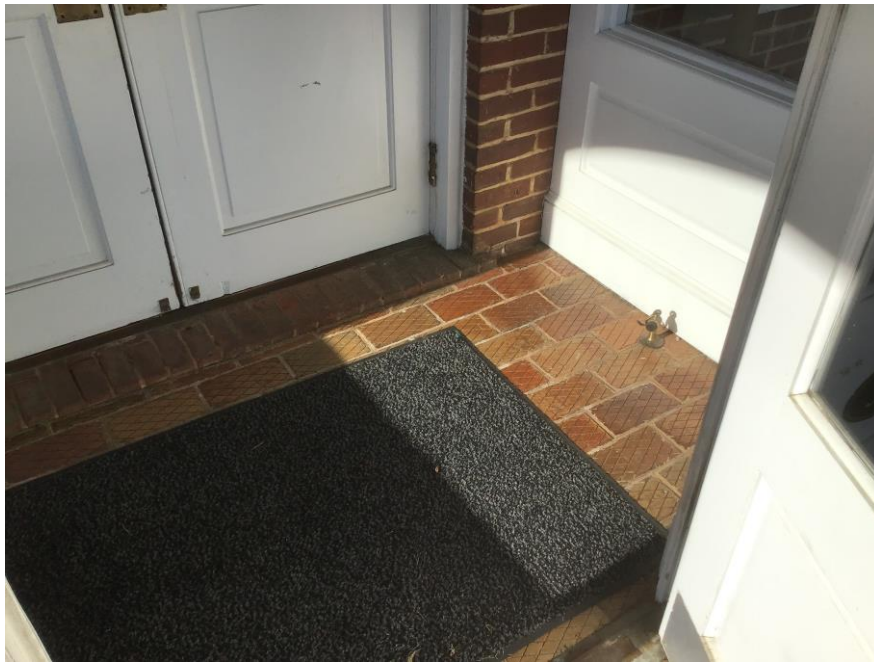
The standing seam metal roof was probably installed in 1983 when the two one story additions were constructed. The roof appears to be in good condition, but the downspouts are not piped away from the building.

## Appomattox County Treasurer + Commissioner of the Revenue Building – (continued)

### Interior:

The main entry to the building is too small and the pairs of entry doors are located too close together to meet current Code. This arrangement makes it very awkward for visitors to this building and it is even more difficult if two people are entering/exiting the building at the same time.

If both of these departments are to remain in this building, the entry should be reworked to make it more usable by the public and to bring it up to current Code.



## Appomattox County Treasurer + Commissioner of the Revenue Building – (continued)

The interior of this building is in good shape; but should be renovated to correct the code issues and refresh the space.

On the day of our visit, some peeling paint was noted at one of the front windows. The cause of the peeling paint is unknown.



At the doors to the Commissioner's office, it was noted that the VCT flooring is beginning to split. This may be due to some minor settling of the structure at this points.



## Appomattox County Treasurer + Commissioner of the Revenue Building – (continued)

### Interior:

There is a tiny hall at the rear of the building that connects both the Treasurer and the Commissioner of Revenue suites with toilets and a staff entry; all of which are tiny.

None of these spaces meet current Code with regard to ADA regulations. All of these spaces are too small and anyone in a wheelchair or having any issues walking (walker, crutches, cane, etc.) will not be able to use these spaces due to their small size. This is a major Code violation, and we recommend investigating if this building is the right location for these departments due to its's age, size and lack of ADA accessibility.



## Appomattox County Treasurer + Commissioner of the Revenue Building – (continued)

### Interior:

The upstairs of this building contains mostly storage, a map room, staff toilet, and a very small breakroom (Commissioner of the Revenue). The public real estate books are located in the hall.



## Appomattox County Treasurer + Commissioner of the Revenue Building – (continued)

Within the upstairs toilet, a wall-hung style sink has been installed within a countertop. Also, the countertop has a seam in the laminate. This is not an ideal set up and should be removed. If a countertop is desired, a seam should not be located near the sink as this will ultimately lead to failure of the countertop through water infiltration at the seam.

The Break Room sink is original to the building. The wood floor is stained and damaged from water.



## Appomattox County Treasurer + Commissioner of the Revenue Building – (continued)

Peeling paint was noted on the ceiling in the hall. The cause of the peeling paint is unknown.

The attic appears in good condition and there were no visible evidence of leaks on the day of our visit. We do recommend adding an additional layer of R-38 batt insulation to the existing attic insulation as an extra layer. This will also offset heating and cooling costs and prolong the life of the roof covering. There are pieces of antiquated equipment (phones, typewriter, etc.) in the attic that should be removed.



## Appomattox County Treasurer + Commissioner of the Revenue Building – (continued)

### Plumbing:

Domestic water and sanitary systems within the building are assumed to be original to the building construction. The majority of the piping within the building was concealed behind finishes and therefore not observed. The domestic water main for the building was not observed, therefore it is unknown whether the system has a backflow preventer device installed. It was reported that hot water supply for the building is provided from the nearby courthouse building.

Plumbing fixtures in the building did not appear to be in compliance with ADA requirements. S-traps were observed beneath lavatories.

No fire sprinkler system was observed in the building.

### HVAC:

The building is conditioned by three split system heat pumps. The age of this equipment varied; one split-system heat pump was manufactured in April of 2011, one was manufactured in June of 2013, and another in September of 2019. The air handlers for each system are located in the attic space, which was not accessible during the site visit. No connections to outside air were observed for the building's systems. An electric ceiling heater was observed in the vault room and appeared to be operational upon activation at the wall switch. Baseboard heat and thermostats were observed in the upstairs portion of the building. It was unclear whether this equipment is operational.

One noticeable code conflict is that the upper floor corridor appears to be used as a path to return air from rooms on that level. A small number of large, central return grilles were observed in the building. The exact age of the grilles, registers, and diffusers was unclear; however, they are assumed to be original to the building. Each appeared to be in working order.

A ceiling exhaust fan was observed in one downstairs bathroom. The age of the fan was unclear, but it appeared to be operational. The other downstairs bathroom and the upstairs bathroom did not have a means of exhausting air.

### Electrical:

The building is served by a 120/240V, single-phase power company service. Power is distributed by a single GE NLAB panelboard. It will become increasingly difficult to find breakers for the panelboard, as GE has been acquired by ABB. Replacement is recommended for future serviceability. Several receptacles were observed that were not the grounding type. We recommend replacement of these with grounding-type receptacles, requiring rewiring. As an alternative, ground fault protection could be added, which would require no re-wiring.

Lighting is provided by a variety of fluorescent and incandescent fixtures. We recommend replacement or re-lamping of the existing fixtures with LED lamps for reduced future maintenance and energy savings.

The communications service is derived in a small closet. Wiring from the ethernet switch is disorganized. We recommend an overhaul of the closet to organizing equipment and wiring to ease future modifications to the equipment or wiring.

## 6.0 FACILITY CONDITION ASSESSMENT – GRADING SYSTEM

### FACILITY CONDITION ASSESSMENTS SUMMARIES AND DETAILS:

Each building was given a score for the categories (architectural, plumbing, mechanical, and electrical) summarized on the previous pages. Scores were given on a traditional educational grading scale of A to F and as described by the chart below:

<b>EXISTING CONDITION RATING SYSTEM</b>		
A	90 - 100	Like New: The majority of the site and building elements and building systems are in very good condition and only require preventative maintenance and no site or building element, or building system have reached their expected life cycle age.
B	80 - 89	Good: The site, building and/or a majority of its systems are in good condition and only require routine maintenance; only a few, if any, site or building element, or building system have reached their expected service life. The total replacement cost of any "expired" element or system is less than 10% of the current replacement value of the facility.
C	70 - 79	Fair: The site, building and/or a majority of its systems are in fair condition based on age and operation. The total replacement cost of any site or building element, or building system that has reached their expected service life is between 10 and 25% of the current replacement cost of the facility.
D	60 - 69	Poor: The site, building and/or a majority of its systems are in poor condition based on age and operation, and require major repair, renovation, or replacement. The total replacement cost of the building element or system that have reached their expected service life is between 25 and 40% of the current replacement cost of the building.
F	51 - 59	Unsatisfactory: The site, building and/or most of its systems are in poor condition based on age and operation, risk of failure, inefficiency and increased maintenance requirements. The total replacement cost of the building element or system that have reached their expected service life is greater than 40% of the current replacement cost of the building.

## 6.0 FACILITY CONDITION ASSESSMENT – GRADING SYSTEM – (continued)

### INDIVIDUAL BUILDING SCORES:

The chart below summarizes the average facility condition assessment grade received for each school. The schools with a C grade should be given a high priority in either repairing the deteriorated conditions or renovating the building. In general, the lower scores are due to the age of the building which probably hasn't been renovated or outstanding maintenance needs.

EXISTING CONDITION RATING SYSTEM					
GRADE B+	GRADE B	GRADE B-	GRADE C+	GRADE C	GRADE C-
		Community Center Public Safety	Oakville Ruritan Sheriff's Office	County Administration Health Department	Courtland Building Treasurer + COR

On the following pages are the evaluations for the architectural, plumbing, mechanical, and electrical trades of the buildings.





## FACILITY CONDITION ASSESSMENT – PLUMBING

Building	Sanitary Water System	Storm-Water System	Domestic Water System	Water Heating System	Fixtures	Kitchen Plumbing	Other Plumbing	Average Score
Administration Building	75	75	75	85	65		75	75.00
Community Center	80	80	75	90	65	80	75	77.86
Courtland Building	73	75	70	77	65		75	72.50
Former Oakville Ruritan	85	75	75	65	65	77	77	74.14
Health Dept + Voter Regis.	85	75	85	75	65		65	75.00
Public Safety - 911	85	75	85	90	80		85	83.33
Sheriff's Office	73	75	75	90	65		77	75.83
Treasurer + COR	75	75	75	85	65		60	72.50
<b>Average</b>	78.88	75.63	76.88	82.13	66.88	78.50	73.63	75.77



## FACILITY CONDITION ASSESSMENT – ELECTRICAL

Building	Service Entrance	Panel Boards	Receptacles	Wiring	General Lighting	Emergency Lighting	Low Voltage Systems	Average Score
Administration Building	70	85	80	80	75	65	75	75.71
Community Center	77	77	80	80	75	75	85	78.43
Courtland Building	73	70	75	75	63	67	85	72.57
Former Oakville Ruritan	82	82	85	85	65	77		79.33
Health Dept + Voter Regis.	70	70	70	70	65	55	77	68.14
Public Safety - 911	90	90	90	90	85	85	90	88.57
Sheriff's Office	67	77	77	77	75	70	70	73.29
Treasurer + COR	60		70	75	70	67	75	69.50
<b>Average</b>	73.63	78.71	78.38	79.00	71.63	70.13	79.57	75.69



# TAB 3

## SPACE UTILIZATION STUDY

Overview

Creating the Need to Change

Space Programs – Existing and Proposed

# 3

## 4.0 SPACE UTILIZATION STUDY - OVERVIEW

This study analyses the existing, and future space utilization of thirteen (13) county departments. There have been recent (last 15 years) renovations to the County Administration office, Public Safety / E911 building and the Sheriff's office. There have been very few upgrades for the remaining nine department's offices. The upgrades would include new carpet and some paint, but most of the interior environments look the same as they did when the buildings were constructed. The following is a brief summary of the condition of the interior environment of each building:

- **County Administration Building**

- Originally the upper level of this building served as the J&DR and General District courts and Court Service Unit. After the construction of the new courthouse this area was renovated for the County Administration. The arrangement and size of most of the offices is adequate.
- The lower level contains two departments.
  - The Court Service Unit located in the original Social Service area (relocated to the Courtland Building in 1990) which was renovated into the County Administrators office. Over the years it has had more attention than other county office suites. However, the arrangement of spaces is inadequate for the department and poses security concerns. There is sufficient space for the department, but it should be completely rearranged. Ideally, this department should be located inside of the courthouse.
  - The Cooperative Extension Service is located adjacent to Court Services. This suite looks much like it did when it was constructed. The arrangement of spaces is suitable, but additional square footage is required. The Extension Service does not have to be located near the courthouse.

- **Community Center**

- The community center is essentially empty with the exception of Animal Control, CASA, and CVACL who utilize an office. The building interior is in good condition.

- **Courtland Building**

- The building has had very few improvements since it was constructed 45 years ago. New floor finishes and painting has occurred. The majority of the walls are wood paneling and confidentiality is a significant issue due to the poor quality of the interior partitions.
  - School Administration has occupied the top floor since the building was constructed, moving from its Main Street location. Additional space is needed in order to relocate the IT and maintenance departments. Additionally the school board meeting room is too small and does not have an area for the board to recess to for closed sessions. They utilize a conditioned metal building (20x28) located in the lower parking lot for storage.
  - The lower floor was originally occupied by the USDA. They relocated in 1990 to the History Junction shopping center. The need additional space for Social Services was a driver in the relocation of the USDA. Caseloads are increasing for this department and additional space is required. Note that there has been a fundamental change in the challenges that are facing families. Alcohol abuse and physical abuse has been replaced by drug addiction without physical abuse. The addiction leads to abandonment and a lack of care for the family unit.

## 4.0 SPACE UTILIZATION STUDY - OVERVIEW

- **Former Oakville Ruritan Club Building**

- Built in 1997 by the Ruritan Club and purchased by the County in 2010. The building is functional, but too far removed from the Town of Appomattox to serve as a home for a county department. The building's interior has not changed since it was constructed.

- **Health Department**

- This building was originally designed as a local doctor's office, which made it ideal for the Health Department to use. The doctors relocated in 1996 to a new facility and the county purchased it soon after. There has been very little work completed on the interior of the building since that time.
  - The Health Department uses the main level. Most of this floor is used on occasion during the week, but they still need all of the space to service their clients. The Health Department requests that the entire floor remain part of their suite as they could fully occupy the area in the future.
  - The Voter Registrar is located on the lower floor. The space was not renovated for their specific use and should be redesigned. However, there is insufficient square footage in this suite to adequately provide for their needs.

- **Public Safety / E911 Building**

- This is the oldest building that the county is actively using. Constructed in 1892 as the Clerk of Courts office it has been expanded several times and completely renovated in 2005.
  - The size and arrangement of the spaces are good.
  - Ideally the Old Courthouse should be renovated into an emergency facility for administrative functions (not Emergency Operations). This would alleviate overcrowding in the Public Safety Building.

- **Sheriff's Office**

- The building has been expanded and renovated several times over its history. The county joining the regional jail authority left a significant portion of the building empty. These former jail cells are very difficult and expensive to renovate into an office environment. The Magistrate was relocated from the office area of the building to the rear where it currently occupies two jail cells.
  - Areas in the Sheriff's office have been recently renovated including the Deputies work room, exercise room and the kitchen.
  - The Magistrate's office is too small and incorrectly designed for the purpose of this office.

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## 4.0 SPACE UTILIZATION STUDY - OVERVIEW

- **Treasurer / Commissioner of the Revenue Building**

- This building has housed these two departments since the building was constructed. Originally the Cooperative Extension Service and USDA offices were located on the second floor. The Extension Service vacated the building in the early 1970's to be relocated in the new County Administration building and the USDA office moved to the Courtland Building upon its construction. The Treasurer and Commissioner of the Revenue expanded into second floor once the agriculture departments left. The building had a one-story addition on each side of the building several years later.
- Very little has been changed in the building since it was built.
- The building is too small to meet the existing and future needs of the two departments.
- It is important for these departments to be located adjacent to each other. They feel that they do not need to be located near the Clerk of Court or County Administrator.

## 4.0 SPACE UTILIZATION STUDY – CREATING THE NEED TO CHANGE

### Overview

The spatial needs or in some case changes to the way a department is organized is influenced by many factors. Note that the County has a number of capital needs over the years that have required its attention. The public schools are by far the largest public buildings in the County. The judicial system pressured the Board of Supervisors twenty years ago to upgrade the court facilities. The impact in investing in the schools and courts is a lack of investment in the remaining county buildings. The county is at a critical point in time where that investment needs to be made. We offer the following reasons for the need for change (renovation, replacement, relocation, expansion).

### **Building Age**

The average age of the eight buildings in this study is 58 years old (average date of construction is 1964). Four buildings have been expanded (Public Safety, Treasurer / Commissioner, Health Department, and the Sheriff's Office) with an average age of 41 years. Renovations have occurred in only three buildings (Public Safety, County Administration upper floor, and the Sheriff's Office).

Buildings should have a significant renovation every 30 years. This type of work should include examining how a department functions and making the necessary physical changes (interior partition adjustment), building code compliance, replacing or renewing the exterior envelope (doors, windows, roof, walls), new interior finishes and HVAC, electrical and plumbing renovations. The building may also need an addition to meet its unique programming needs. The goal of these changes is to allow the building to serve another 20 years. At that point a decision should occur on if the building is physically sound to last another 30 to 50 years or should it be replaced. We tend to find that pre 1960 buildings are constructed to a higher standard than those built in the 1960's and 1970's.

Note that the Treasurer / Commissioner Building has not had any significant work since 1984 (38 years), the Courtland Building has never been renovated (45 years) and the lower level of the County Administration building has not had any significant work since it was built in 1970 (52 years). The Health Department building has never been renovated. These buildings are overdue for a complete renovation.

## 4.0 SPACE UTILIZATION STUDY – CREATING THE NEED TO CHANGE

### Building Code Compliance

There is an obvious point that buildings of the ages described above which have never had any renovation do not comply with the current building code. Even if they were completed renovated there would be sections of the code which could not feasibly or fiscally be altered. One area of concern with your buildings is compliance with the Americans with Disability Act. We often think that the ADA legislation is about making buildings accessible, but the reality is that the law includes language about Employment, Public Transportation and Public Accommodations. The lack of compliance is impacting the County's ability to employ those who are physically challenged thus increasing liability for the County. The lack of accommodations also impacts a current employee who has a temporary physical challenge (broken leg). Additionally, have heard in many of our meetings how challenging it is for the departments to provide services to those who have accessibility issues.

Even in the two buildings that have received the most recent renovations (Public Safety and County Administration) they do not fully comply with the ADA.

Full compliance begins with the accessible route from the parking area (lot or street) to the main building entrance and includes

- Parking Spaces: Quantity, size, design, and cross slopes
- Sidewalks: Curb cut, size, design, and detectable warning strips
- Exterior Ramps: Width, slope, and handrail design
- Exterior Stairs: Design (width, rise/run, nosing, handrails)

Accessibility then continues throughout the building and includes:

- Multistory Buildings: Elevators and stair design (width, rise/run, nosing, handrails)
- Corridors: Width, turning area, changes in levels between floor finishes, obstructions
- Doorways: Size, style of hardware, opening force (doors with closers) and approaches to the door on the pull or push side
- Toilet Facilities: Size, fixture count and style, and exposed piping
- Built-in Furniture and Fixtures: Clear floor space, height, and hardware
- Service Counters and Transaction Windows: Clear floor space, and height
- Signage: Style, braille, and height

Like other building code issues, ADA modifications are not required until a building is renovated. The ADA legislation became law in 1990 and we do not believe the intent of the Federal Government was to grandfather the lack of compliance for over 3 decades for any municipality or private and public entity. ADA compliance should be high on the priority list of your Capital Improvement Plan.

## 4.0 SPACE UTILIZATION STUDY – CREATING THE NEED TO CHANGE

### Confidentiality

During our meetings with the department heads, we heard on many occasions about a lack of confidentiality. These issues can be subdivided into two primary sources:

- Interior Partitions: Private offices and semi-public spaces such as conference rooms, breakrooms and lobbies should have surrounding walls that have a specific Sound Transmission Class (STC) rating. Sound coming from or going into a room is reduced by having a higher STC rating. Thus, the higher the rating the less chance confidential information is leaked to others outside of the space. The interior walls of the buildings that we evaluated consist of three primary construction assemblies:
  - Plaster over metal lath on each side of wood studs: These walls are found in your older structures such as the Treasurer / Commissioner Building. Of the three types of wall construction assemblies this one has the highest STC rating. The rating is unknown as it is impacted by the number of coats of plaster, type of lath and the size of the wood studs.
  - Gypsum board on each side of wood or metal studs: This is the most common form of wall construction in your younger buildings and would have been typical for the vintage of the building. The STC rating varies depending on the thickness of the gypsum board and presence of acoustical (batt) insulation between the studs. The majority of these walls would satisfy confidentiality concerns.
  - Wood paneling on each side of wood studs: This type of construction can be found in the Courtland Building and Health Department Building. It was the most economical interior partition solution in its day. These walls also have very poor acoustical qualities (low STC rating). These interior partitions should be replaced.

There are some concrete masonry unit partitions in the Sheriff's Office which have a much higher STC rating than the stud walls.

- Service Counters / Transaction Windows: In departments where confidential information (financial, medical, child / family care) is exchanged, the service counters should have privacy walls between the transaction windows to reduce the lateral transmission of conversations.

## 4.0 SPACE UTILIZATION STUDY – CREATING THE NEED TO CHANGE

### Security

Safety concerns were another important concern for many departments. We live and work in a scary world and the work environments need to protect the County's employees and their clients.

- General Comments: A common theme was to have basic security features on the buildings. These include:
  - Cameras to view the exterior of the building and grounds and interior ones to observe the public areas.
  - Duress alarms should be located at main reception desks and particular individual offices and meeting spaces.
  - Door access control for exterior doors and some interior doors that operate from a badge or fob, can be remotely locked or unlocked and in some cases have built in cameras.
- Departments with specific concerns include the following:
  - Court Service Unit: Security is their most important need. The secure foyer is not secure, the arrangement of spaces allow for visitors to have access to all departmental areas and the secondary door is not ideal. Additionally, the windows are venerable and can be easily breached as this occurred in the Cooperative Extension Office.
  - Magistrate: The primary concern is a lack of an arrestee holding booth. Currently someone who has been arrested meets with the magistrate in the magistrate's office. A secondary concern is the exterior entry door should have access control with a camera.
  - Social Services: Due to the custody issues that this department handles, interior cameras should be located in all public meeting and visitation rooms.
  - Treasurer / Commissioner Building: The building needs to have an alarm system. Currently the Treasurer's office has a burglar alarm that is activated by a motion detector. There are four exterior doors to this building which is too many for the size of the departments and the burglar alarm on protects one door. The Treasurer's office needs cameras at the service desk / transaction window that protects (employee and citizen) the integrity of the transaction.

## 4.0 SPACE UTILIZATION STUDY – CREATING THE NEED TO CHANGE

### Fire Protection

The majority of the departments have files that are important to the clients that they serve and in some cases the history of the County. All rooms used for storage of files should have a fire rating. This would include the walls and entry (door and door frame) and in some cases the ceiling.

In an ideal world, the buildings should have an automatic sprinkler system, but we recognize that the cost of this upgrade is not feasible. The lack of a sprinkler system requires the corridor walls to have a fire rating. Any doors or view windows that open into a room will also need a fire rating.

### COVID Impact

The COVID pandemic has dramatically changed how both public and private entities conduct business. Many businesses have determined that their employees can work remotely at least part of the time (hybrid model). Other businesses who interface with their clients on a more personal level have returned to their office on a permanent basis. The department of Social Services is one where they can interview their clients over the phone or via a virtual meeting. This will allow office sharing and reduce the size requirement for lobbies. The Health Department has not returned to full staffing levels but will at some time. They are still operating in “COVID protocols”. They have also learned to have their clients schedule appointments, which makes their day more compact and efficient. The County’s departments are operating as they did prior to the COVID outbreak.

Consideration should be given to social distancing in buildings where multiple staff sit closely together. These departments include Commissioner of the Revenue, Social Services, and Treasurer. Privacy and confidentiality would be other reasons to spread out these staffs.

## 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS

### Space Program Overview

A space program is a listing of each individual space for a department with their respective size in square feet. The size of a room would be the area inside of the walls. For example, an office that is 10 feet wide by 12 feet long would be 120 net square feet. When the size of these spaces are added together, they equal the “Total Usable Area”. The area of corridors, stairs, and the thickness of the exterior walls and interior partitions are described as “Total Non-Usable Area”. Added together the total usable area and the total non-usable area equal the “Gross Area” of the department. In an ideal world the total usable area should be at least 70% of the gross area.

On the following pages are the space programs for the 13 departments that we evaluated. We have included the “Existing Net Area” of the current layout of the department and a projection for what spaces and their size for the year 2032 and 2042. General comments about what we have discovered:

- There are a number of spaces that are too small. For example, the deputy treasurer’s workstations. Their desks are essentially butt up against each other. This hinders privacy with customers and impacts social distancing standards today.
- As previously discussed, many of the departments have not been renovated in many years or in some cases never. These spaces do not meet today’s standards and is reflected in the additional square footage needed in the future.
- The size of the offices have been standardized in our projections. The County Administrator should have the largest office followed by the Constitutional Officers, then department heads, and the balance of the staff.
- Storage is a significant issue. All county departments need to move to a more paperless system.
- The space programs assume that the department is a standalone entity and has all required spaces to make it functional including, conference rooms, break rooms, toilets, custodial closet, HVAC and electrical rooms and an IT closet. If departments were co-located, they could share many of these areas. The exception is the Commissioner of the Revenue and Treasurer’s departments. Those space programs assume that they will be in the same location.

The next sheet is a summary of the space programs for all buildings followed by the space programs for the individual buildings.

#### 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS: SUMMARY OF ALL BUILDINGS

General Notes	Space	Existing Net Area	Net Area Needed in 2032	Net Area Needed in 2042
	Commissioner of the Revenue	1,217	2,250	2,250
	Cooperative Extension	1,688	2,226	2,226
	County Administration	4,140	3,781	3,781
	Court Service Unit	1,318	1,846	1,846
	Health Department	3,037	3,201	3,471
	Magistrate	247	730	730
	Parks, Recreation & Tourism	5,869	5,869	5,869
	Public Safety / E911	2,367	2,555	2,555
	School Administration	3,027	5,830	5,830
	Sheriff's Office	5,356	5,095	5,095
	Social Services	3,275	5,096	5,396
	Treasurer	1,271	2,440	2,640
	Voter Registrar	2,110	2,965	2,965
	Total Usable Area (square feet)	34,922	43,884	44,654
	% Usable Area	72%	70%	70%
	Total Non-Usable Area (square feet)	13,405	18,870	19,201
	<b>Gross Area (square feet)</b>	<b>48,327</b>	<b>62,754</b>	<b>63,855</b>

#### 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS: COMMISSIONER OF THE REVENUE

General Notes	No.	Space	Number of Spaces	Existing Size	Existing Net Area	Net Area Needed in 2032	Net Area Needed in 2042
CR-1 Shared with Treasurer	CR-1	Vestibule (Air Lock)	1	41	41	50	50
	CR-2	Customer Waiting	1	49	49	110	110
	CR-3	Reception Counter	1	35	35	125	125
	CR-4	Deputy Workstations	3	77	231	540	540
	CR-5	Chief Deputy	1	65	65	130	130
CR-6 Shared with Treasurer	CR-6	Shared Office	1	0	0	60	60
CR-7 Future position	CR-7	Auditor of the Businesses	1	0	0	130	130
	CR-8	Commissioner of the Revenue	1	225	225	225	225
	CR-9	Real Estate Map Viewing	1	40	40	100	100
	CR-10	Personal Property File Room	1	142	142	150	150
	CR-11	Land Cards File Room	1	0	0	180	180
CR-12 Space for a scanner/plotter	CR-12	Map Room	1	239	239	50	50
	CR-13	General Storage	1	0	0	60	60
CR-14 Shared with Treasurer	CR-14	Conference Room (8 person)	1	0	0	125	125
CR-15 Shared with Treasurer	CR-15	Break Room	1	94	94	65	65
CR-16 Shared with Treasurer	CR-16	Staff Toilets	2	28	56	65	65
CR-17 Shared with Treasurer	CR-17	Custodial Closet	1	0	0	15	15
CR-18 Shared with Treasurer	CR-18	HVAC Room	1	0	0	50	50
CR-19 Shared with Treasurer	CR-19	Electrical Room	1	0	0	12	12
CR-20 Shared with Treasurer	CR-20	IT Closet	1	0	0	8	8
		Total Usable Area (square feet)			1,217	2,250	2,250
		% Usable Area			82%	70%	70%
		Total Non-Usable Area (square feet)			271	968	968
		<b>Gross Area (square feet)</b>			<b>1,488</b>	<b>3218</b>	<b>3218</b>

#### 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS: COOPERATIVE EXTENSION

General Notes	No.	Space	Number of Spaces	Existing Size	Existing Net Area	Net Area Needed in 2032	Net Area Needed in 2042
CE-10 Serves as a conference room CE-11 Currently offsite @ agent's home	CE-1	Vestibule (Air Lock)	1	0	0	70	70
	CE-2	Customer Waiting	1	89	89	100	100
	CE-3	Administration	1	392	392	250	250
	CE-4	Workroom	1	122	122	120	120
	CE-5	Agriculture Extension Agent	1	109	109	150	150
	CE-6	4-H Extension Agent	1	147	147	150	150
	CE-7	Floating Specialist Extension Agent	1	0	0	130	130
	CE-8	Central District IT Specialist	1	116	116	130	130
	CE-9	Program Storage	2	134	268	300	300
	CE-10	Break Room	1	301	301	300	300
	CE-11	General Storage	1	0	0	200	200
	CE-12	Staff Toilet	2	39	78	130	130
	CE-13	Custodial Closet	1	33	33	30	30
	CE-14	HVAC Room	1	33	33	100	100
	CE-15	Electrical Room	1	0	0	50	50
	CE-16	IT Closet	1	0	0	16	16
	Total Usable Area (square feet)					1,688	2,226
% Usable Area					80%	70%	70%
Total Non-Usable Area (square feet)					426	957	957
<b>Gross Area (square feet)</b>					<b>2,114</b>	<b>3183</b>	<b>3183</b>

#### 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS: COUNTY ADMINISTRATION

General Notes	No.	Space	Number of Spaces	Existing Size	Existing Net Area	Net Area Needed in 2032	Net Area Needed in 2042
	CA-1	Vestibule (Air Lock)	1	124	124	70	70
	CA-2	Customer Waiting	1	265	265	150	150
	CA-3	Public Toilet	2	44	88	130	130
	CA-4	Reception / Administration	1	240	240	225	225
	CA-5	Records	1	93	93	100	100
	CA-6	Building Official	1	139	139	130	130
	CA-7	Parks, Recreation & Tourism	1	142	142	130	130
	CA-8	Information Technology	1	124	124	130	130
	CA-9	Community Development	1	156	156	130	130
	CA-10	Finance	1	122	122	130	130
	CA-11	Purchasing Agent / Assist. CA	1	133	133	130	130
	CA-12	CSA Coordinator	1	133	133	130	130
	CA-13	Human Resources	1	200	200	130	130
	CA-14	Accounts Payable	1	106	106	130	130
	CA-15	County Attorney	1	112	112	130	130
	CA-16	County Administrator	1	327	327	250	250
	CA-17	Victim Witness Advocate	1	141	141	130	130
	CA-18	Conference Room (12 persons)	1	504	504	300	300
	CA-19	Break Room	1	193	193	200	200
	CA-20	File Storage	1	130	130	120	120
	CA-21	Miscellaneous Storage	3	18	54	0	0
	CA-22	Staff Toilet	2	35	70	130	130
	CA-23	Archive Storage	1	0	0	300	300
	CA-24	Custodial Storage	1	114	114	100	100
	CA-25	Custodian Office	1	125	125	80	80
	CA-26	Custodian Toilet	1	22	22	0	0
	CA-27	Custodial Closet	2	68	136	30	30
	CA-28	HVAC Room	1	74	74	100	100
	CA-29	Electrical Room	1	73	73	50	50
	CA-30	IT Closet	1	0	0	16	16
		Total Usable Area (square feet)			4,140	3,781	3,781
		% Usable Area			68%	70%	70%
		Total Non-Usable Area (square feet)			1,963	1,626	1,626
		<b>Gross Area (square feet)</b>			<b>6,103</b>	<b>5407</b>	<b>5407</b>

#### 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS: COURT SERVICE UNIT

General Notes	No.	Space	Number of Spaces	Existing Size	Existing Net Area	Net Area Needed in 2032	Net Area Needed in 2042	
	CSU-1	Secure Vestibule (Air Lock)	1	69	69	100	100	
	CSU-2	Customer Waiting	1	118	118	200	200	
	CSU-3	Public Toilet	1	0	0	65	65	
	CSU-4	Reception / Administration	1	294	294	200	200	
	CSU-5	Probation Officer	1	193	193	200	200	
	CSU-6	Supervisor	1	184	184	150	150	
	CSU-7	File Room	1	0	0	50	50	
	CSU-8	Conference Room (8 person)	1	133	133	250	250	
	CSU-9	Break Room	1	122	122	120	120	
	CSU-10	Storage	1	119	119	120	120	
	CSU-11	Staff Toilet	2	43	86	130	130	
	CSU-12	Drug Testing Toilet	1	0	0	65	65	
	CSU-13	Custodial Closet	1	0	0	30	30	
	CSU-14	HVAC Room	1	0	0	100	100	
	CSU-15	Electrical Room	1	0	0	50	50	
	CSU-16	IT Closet	1	0	0	16	16	
	Total Usable Area (square feet)					1,318	1,846	1,846
	% Usable Area					45%	70%	70%
	Total Non-Usable Area (square feet)					1,620	794	794
	<b>Gross Area (square feet)</b>					<b>2,938</b>	<b>2640</b>	<b>2640</b>

#### 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS: HEALTH DEPARTMENT

General Notes	No.	Space	Number of Spaces	Existing Size	Existing Net Area	Net Area Needed in 2032	Net Area Needed in 2042
HD-12 Future positions expected	HD-1	Vestibule (Air Lock)	1	30	30	70	70
	HD-2	Reception	1	119	119	200	200
	HD-3	Receptionist / Cashier	1	230	230	120	120
	HD-4	WIC Entry	1	54	54	0	0
	HD-5	Customer Waiting	1	393	393	300	300
	HD-6	Public Toilet	1	15	15	65	65
	HD-7	Office Services Associate	2	90	180	200	200
	HD-8	Office Services Supervisor	1	124	124	130	130
	HD-9	Environmental Health Specialist	1	87	87	120	120
	HD-10	Environmental Health Supervisor	1	89	89	130	130
	HD-11	Environmental Health Files	1	164	164	200	200
	HD-12	Infant Toddler Staff	2	85	170	120	240
	HD-13	Vaccine Storage	1	85	85	100	100
	HD-14	WIC Coordinator	1	82	82	120	120
	HD-15	WIC Nutritionist	1	81	81	120	120
	HD-16	Exam Room	2	89	178	200	200
	HD-17	Consultation Room	1	81	81	100	100
	HD-18	Pharmacy	1	35	35	40	40
	HD-19	WIC 3 in 1 Room	1	198	198	100	100
	HD-20	Nurse's Station	1	122	122	120	120
	HD-21	Staff Toilet	3	22	66	130	130
	HD-22	Kitchenette	1	85	85	120	120
	HD-23	Conference Room	1	0	0	0	150
	HD-24	Storage	1	48	48	100	100
	HD-25	Custodial Closet	1	52	52	30	30
	HD-26	HVAC Room	1	269	269	200	200
	HD-27	Electrical Room	1	0	0	50	50
	HD-28	IT Closet	1	0	0	16	16
Total Usable Area (square feet)					3,037	3,201	3,471
% Usable Area					68%	70%	70%
Total Non-Usable Area (square feet)					1,433	1,376	1,493
<b>Gross Area (square feet)</b>					<b>4,470</b>	<b>4577</b>	<b>4964</b>

#### 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS: MAGISTRATE

General Notes	No.	Space	Number of Spaces	Existing Size	Existing Net Area	Net Area Needed in 2032	Net Area Needed in 2042
M-3 Accessed from the Sheriff's Off.	M-1	Secure Vestibule (Air Lock)	1	55	55	100	100
	M-2	Complainant Hearing Booth	1	34	34	100	100
M-7 Shared with Sheriff's Office	M-3	Accused Hearing Booth	1	0	0	100	100
	M-4	Magistrate Public Office	1	126	126	200	200
	M-5	Magistrate Private Office	1	0	0	150	150
	M-6	Storage Closet	1	0	0	15	15
	M-7	Kitchen	1	0	0	0	0
	M-8	Staff Toilet	1	32	32	65	65
	Total Usable Area (square feet)				247	730	730
	% Usable Area				77%	70%	70%
	Total Non-Usable Area (square feet)				73	314	314
	<b>Gross Area (square feet)</b>				<b>320</b>	<b>1044</b>	<b>1044</b>

#### 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS: PUBLIC SAFETY / E911

General Notes	No.	Space	Number of Spaces	Existing Size	Existing Net Area	Net Area Needed in 2032	Net Area Needed in 2042	
	PS-1	Secure Vestibule (Air Lock)	1	35	35	70	70	
	PS-2	Dispatch	1	468	468	500	500	
	PS-3	Communications Supervisor	1	93	93	130	130	
	PS-4	Director	1	176	176	200	200	
	PS-5	Dispatcher's Break Room	1	70	70	100	100	
	PS-6	Dispatcher's Lockers	1	48	48	50	50	
	PS-7	Conference Room	1	218	218	200	200	
	PS-8	Emergency Operations Center	1	457	457	450	450	
	PS-9	EOC Break Room	1	121	121	100	100	
	PS-10	File Storage	1	126	126	100	100	
	PS-11	Staff Toilet	3	34	102	130	130	
	PS-12	Custodial Closet	1	14	14	25	25	
	PS-13	HVAC Room	1	167	167	200	200	
	PS-14	Electrical Room	1	110	110	100	100	
	PS-15	Main Distribution Frame (MDF)	1	162	162	200	200	
	Total Usable Area (square feet)					2,367	2,555	2,555
	% Usable Area					82%	70%	70%
	Total Non-Usable Area (square feet)					522	1,099	1,099
	<b>Gross Area (square feet)</b>					<b>2,889</b>	<b>3654</b>	<b>3654</b>

#### 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS: SCHOOL ADMINISTRATION

General Notes	No.	Space	Number of Spaces	Existing Size	Existing Net Area	Net Area Needed in 2032	Net Area Needed in 2042
	SA-1	Vestibule (Air Lock)	1	0	0	70	70
	SA-2	Customer Waiting	1	222	222	150	150
	SA-3	Reception	1	0	0	100	100
	SA-4	Administrative Assistants	2	104	208	220	220
	SA-5	Clerk of the Board	1	122	122	120	120
	SA-6	Employee Benefits Coordinator	1	86	86	120	120
	SA-7	Accounts Receivable Clerk	1	118	118	120	120
	SA-8	Payroll Clerk	1	118	118	130	130
	SA-9	Board Certified Behavioral Analyst	1	119	119	130	130
	SA-10	School Psychologist	1	144	144	130	130
	SA-11	Director of Student Services	1	144	144	150	150
	SA-12	Director of Instruction and CTE	1	143	143	150	150
	SA-13	Director of Human Resources	1	145	145	150	150
SA-14 Located in a house near ACHS	SA-14	Computer Technician	2	0	0	240	240
SA-15 Located in a house near ACHS	SA-15	Information Systems Manager	1	0	0	130	130
SA-16 Located in a house near ACHS	SA-16	Supervisor of Technology & Security	1	0	0	140	140
SA-17 Located at Carver Price	SA-17	Maintenance Coordinator	1	0	0	140	140
	SA-18	Superintendent	1	144	144	225	225
	SA-19	School Board Meeting Room	1	903	903	1500	1500
	SA-20	Meeting Room Storage	1	0	0	100	100
	SA-21	Public Toilet	2	0	0	130	130
	SA-22	Workroom / Break Room	1	182	182	250	250
SA-23 Also used for executive sessions	SA-23	Conference Room (12 persons)	1	0	0	300	300
	SA-24	Staff Toilet	2	79	158	130	130
	SA-25	General Storage	1	0	0	200	200
SA-25 Currently in a metal building	SA-26	Off Site IT Storage	1	0	0	250	250
SA-26 Located in a house near ACHS	SA-27	Custodial Closet	1	0	0	30	30
	SA-28	HVAC Room	1	0	0	200	200
	SA-29	Electrical Room	1	33	33	75	75
	SA-30	IT Closet	1	38	38	50	50
	Total Usable Area (square feet)				3,027	5,830	5,830
	% Usable Area				69%	70%	70%
	Total Non-Usable Area (square feet)				1,329	2,507	2,507
	<b>Gross Area (square feet)</b>				<b>4,356</b>	<b>8337</b>	<b>8337</b>

#### 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS: SHERIFF

General Notes		No.	Space	Number of Spaces	Existing Size	Existing Net Area	Net Area Needed in 2032	Net Area Needed in 2042	
S-3 For after hours visitors		S-1	Vestibule (Air Lock)	1	0	0	70	70	
		S-2	Customer Waiting	1	85	85	100	100	
		S-3	Safe Room	1	0	0	120	120	
		S-4	Administrative Assistant	1	250	250	250	250	
		S-5	Sargent and Deputy	16	28	448	420	420	
		S-6	Civil Processor	1	138	138	120	120	
		S-7	Investigator	3	162	486	450	450	
		S-8	Captain	1	103	103	130	130	
		S-9	Major	1	136	136	150	150	
		S-10	Sheriff	1	184	184	225	225	
		S-11	Interview Room	1	64	64	95	95	
		S-12	Conference Room	1	403	403	300	300	
		S-13	Conference Room Toilet	1	42	42	0	0	
		S-14	Evidence Processing	1	311	311	300	300	
	S-15 Existing garage door is too small		S-15	Vehicle Evidence Processing	1	0	0	400	400
	S-16 Convert to high density files		S-16	Evidence Storage	3	71	213	300	300
			S-17	Ammunition Storage	1	84	84	100	100
			S-18	Non-Active Records	1	218	218	300	300
			S-19	Holding	2	58	116	160	160
			S-20	Workout	1	320	320	350	350
			S-21	Workout Storage	1	12	12	0	0
			S-22	Kitchen	1	195	195	200	200
			S-23	Laundry	1	37	37	75	75
			S-24	Trustee Entrance	1	28	28	0	0
			S-25	Trustee Toilet	1	23	23	65	65
			S-26	Control & Control Storage	1	222	222	150	150
			S-27	Control Toilet	1	25	25	0	0
			S-28	Processing	2	94	188	200	200
			S-29	Processing Toilet	1	58	58	65	65
			S-30	Processing Storage	1	46	46	0	0
		Total Usable Area (square feet)					4,435	5,095	5,095

#### 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS: SHERIFF

General Notes	No.	Space	Number of Spaces	Existing Size	Existing Net Area	Net Area Needed in 2032	Net Area Needed in 2042	
<p>S-44 <b>Not</b> included in total area, but use is limited because of no heat or air conditioning</p>	S-31	Breathalyzer	1	22	22	65	65	
	S-32	Equipment Storage	1	79	79	120	120	
	S-33	Office and Cleaning Supplies	4	105	420	150	150	
	S-34	General Storage	4	33	132	150	150	
	S-35	Staff Toilets	2	41	82	130	130	
	S-36	Old Jail Toilet	1	32	32	32	32	
	S-37	Public Toilet	1	0	0	65	65	
	S-38	Temporary Holding Storage	1	0	0	50	50	
	S-39	Temporary Holding Cells	1	0	0	160	160	
	S-40	Custodial Closet	2	32	64	40	40	
	S-41	HVAC Room	1	0	0	150	150	
	S-42	Electrical Room	1	90	90	50	50	
	S-43	IT Closet	1	0	0	16	16	
			Total Usable Area from this sheet (square feet)			921	1,178	1,178
			Total Usable Area from previous sheet (square feet)			4,435	5,095	5,095
	S-44	Unconditioned Storage (Metal Building)			600	600	600	
		Total Usable Area (square feet)			5,356	6,273	6,273	
		% Usable Area			68%	70%	70%	
		Total Non-Usable Area (square feet)			2,563	2,697	2,697	
		<b>Gross Area (square feet)</b>			<b>7,919</b>	<b>8970</b>	<b>8970</b>	

#### 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS: SOCIAL SERVICES

General Notes	No.	Space	Number of Spaces	Existing Size	Existing Net Area	Net Area Needed in 2032	Net Area Needed in 2042	
	SS-1	Vestibule (Air Lock)	1	0	0	70	70	
	SS-2	Customer Waiting	1	201	201	175	175	
	SS-3	Reception	1	188	188	200	200	
	SS-4	Interview Room	1	134	134	150	150	
	SS-5	Public Toilet	1	0	0	65	65	
	SS-6	Self-Sufficiency Assistant	1	93	93	110	110	
	SS-7	Human Services Assistant	1	94	94	110	110	
SS-8 Future positions expected	SS-8	Family Services Specialist	8	90	720	900	1100	
	SS-9	Family Services Supervisor	1	163	163	130	130	
SS-10 Future positions expected	SS-10	Benefit Program Specialist	9	37	333	1100	1200	
	SS-11	Benefit Program Supervisor	2	75	150	260	260	
	SS-12	Assistant Director	1	194	194	150	150	
	SS-13	Director	1	175	175	200	200	
	SS-14	Conference Room (16 persons)	1	0	0	350	350	
	SS-15	Child Care Facilities	1	0	0	100	100	
	SS-16	Break Room	1	283	283	250	250	
	SS-17	Staff Toilet	2	53	106	130	130	
SS-18 Some storage is off site	SS-18	Storage	1	78	78	400	400	
	SS-19	Custodial Closet	1	0	0	30	30	
	SS-20	HVAC Room	1	127	127	150	150	
	SS-21	Electrical Room	1	236	236	50	50	
	SS-22	IT Closet	1	0	0	16	16	
	Total Usable Area (square feet)					3,275	5,096	5,396
	% Usable Area					75%	70%	70%
	Total Non-Usable Area (square feet)					1,105	2,191	2,320
	<b>Gross Area (square feet)</b>					<b>4,380</b>	<b>7287</b>	<b>7716</b>

#### 4.0 SPACE UTILIZATION STUDY – SPACE PROGRAMS: TREASURER

General Notes		No.	Space	Number of Spaces	Existing Size	Existing Net Area	Net Area Needed in 2032	Net Area Needed in 2042
T-1	Shared with Com of the Rev	T-1	Vestibule (Air Lock)	1	41	41	50	50
		T-2	Customer Waiting	1	114	114	225	225
		T-3	Reception Counter	1	53	53	250	250
T-4	Future position	T-4	General Clerk Workstation	1	0	0	80	80
T-5	Add 1 Deputy in 2042	T-5	Deputy Treasurer Workstation	3	97	291	600	800
T-6	Shared with Com of the Rev	T-6	Shared Office	1	0	0	60	60
		T-7	Treasurer	1	126	126	225	225
		T-8	Workroom	1	43	43	110	110
		T-9	Vault	1	107	107	100	100
		T-10	File Storage	1	396	396	300	300
		T-11	General Storage	1	79	79	100	100
T-12	Shared with Com of the Rev	T-12	Conference Room (8 person)	1	0	0	125	125
T-13	Shared with Com of the Rev	T-13	Break Room	1	0	0	65	65
T-14	Shared with Com of the Rev	T-14	Staff Toilets	1	21	21	65	65
T-15	Shared with Com of the Rev	T-15	Custodial Closet	1	0	0	15	15
T-16	Shared with Com of the Rev	T-16	HVAC Room	1	0	0	50	50
T-17	Shared with Com of the Rev	T-17	Electrical Room	1	0	0	12	12
T-18	Shared with Com of the Rev	T-18	IT Closet	1	0	0	8	8
Total Usable Area (square feet)						1,271	2,440	2,640
% Usable Area						85%	70%	70%
Total Non-Usable Area (square feet)						224	1,049	1,135
<b>Gross Area (square feet)</b>						<b>1,495</b>	<b>3489</b>	<b>3775</b>





# TAB 4

## RECOMMENDATIONS

- Overview
- Proposed Work, Cost, and Schedule for Each Building
- Proposed Projects
- Estimated Project Costs
- Proposed Schedule

4

## 5.0 RECOMMENDATIONS - OVERVIEW

This section of the report includes defining the proposed work at each building, and the associated project costs and project schedule.

### PROPOSED WORK

The work is described in general and does not include miscellaneous regular maintenance or repair projects.

### PROJECT COST

The cost of a project which the County needs to plan and budget, include three main categories: Construction Costs, Soft Costs and Contingency. For the sake of this report, we are assuming a traditional project delivery method: Design, Bid, Build. There are other delivery methods such as PPEA and Design/Build which the County has used in the past. Each delivery method has its own pros and cons.

- Construction Costs includes the anticipated cost on “bid day” when multiple general contractors bid on the project. Construction costs include any work on the site (grading, parking, landscaping, etc.), the cost of renovations and cost of new construction.
- Soft Costs include architectural/engineering fees, hazardous material inspection / abatement monitoring fees, building commissioning, special inspections, furniture, network cabling, and security systems.
  - Note: The cost of moving, relocation and legal expenses are not included in the project cost.
- Contingency includes a 10% mark up of the total of the construction costs and soft costs to account for unknown design changes, and construction inflation.

### PROJECT SCHEDULE

The project schedule includes the total amount of time to create the construction documents used for bidding and building the project, public bidding, and construction. The graphic project schedule at the end of the report also indicates a period of time for a department to move or relocate.

On the following pages our recommendations for each building are described. In some cases, there are multiple options for some buildings.

## Appomattox County Public Safety / E911 Building

339 Court Street  
Appomattox, VA 24522

### Proposed Departments:

Public Safety / E911

### Scope of Work:

Exterior repairs including:  
Repair / replace metal handrail  
Add / Repair downspouts and gutters  
Wood trim repair and painting

**Project Schedule: 6 Months**

**Project Costs: \$200,000 (extent of the wood replacement is unknown)**

### Project Summary:

There is significant damage to the plaster walls on the interior of the building that will need continued repair as moisture wicks up from the ground (rising damp). The cost of these repairs are not included in this report.



# Appomattox County Community Center

220 Community Lane  
Appomattox, VA 24522

## Proposed Departments:

Voter Registrar  
Parks, Recreation and Tourism

## Scope of Work:

Minor interior renovations  
Exterior masonry repairs  
Replace exhaust fans  
Replace generator panel

**Project Schedule: 4 Months**

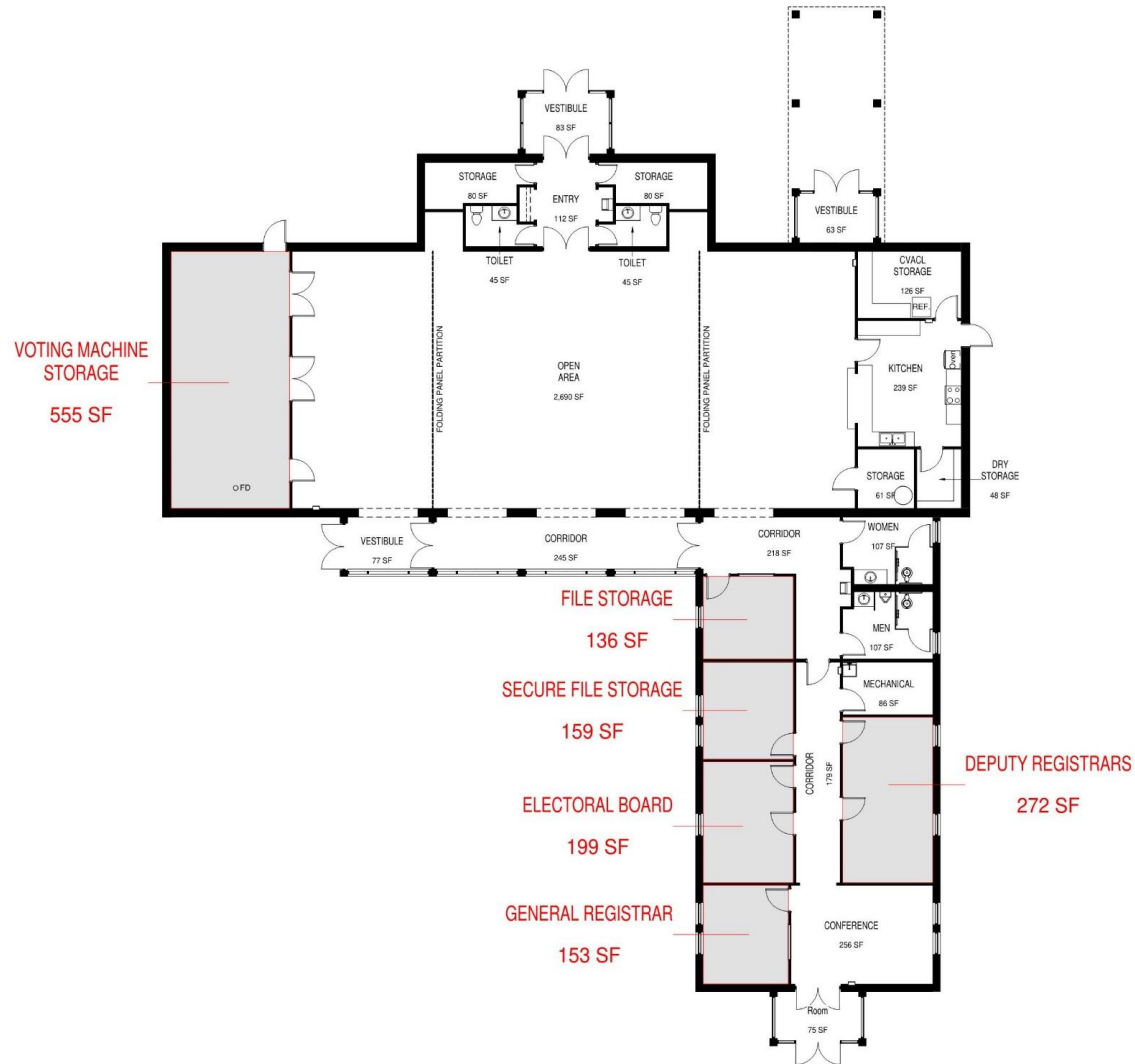
**Project Costs: \$95,500**

## Project Summary:

The Appomattox County Community Center is currently underutilized. The Voter Registrar's operations would easily fit into the existing spaces of the Community Center, while preserving the multi-purpose room and kitchen for other County functions. The building would also serve as the early voting precinct. There is adequate parking for the Voter Registrar's needs and the building is handicap accessible.

The County will need to determine if it will continue to provide office space for the Court Appointed Special Advocate and the Central Virginia Alliance for Community Living. A possible location for these offices is noted later in this report.

This is one of the best buildings that the County owns, and it should be a priority to fully occupy the building.



## Former Oakville Ruritan Club Building: Option 1

181 Piney Mountain Road  
Appomattox, VA 24522

### Proposed Departments:

Cooperative Extension  
Voter Registrar

### Scope of Work:

New addition and interior renovations

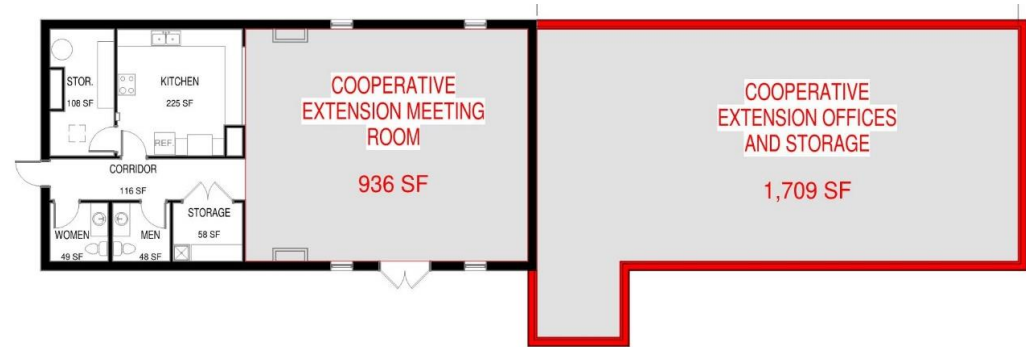
**Project Schedule: 8 months**

**Project Costs: \$778,200**

### Project Summary:

The work includes renovating the existing building and constructing an addition on the east side. The facility will be the new home for Cooperative Extension. The exterior improvements should also include improvements to the parking lot and driveway.

The building will remain as the Oakville voting precinct.



## Former Oakville Ruritan Club Building: Option 2

181 Piney Mountain Road  
Appomattox, VA 24522

### Proposed Departments:

Voter Registrar

### Scope of Work:

No proposed work

**Project Schedule: NA**

**Project Costs: NA**

### Project Summary:

The building will remain as the Oakville voting precinct.



## Appomattox County Administration Building

153 Morton Lane  
Appomattox, VA 24522

### Proposed Departments:

County Administration – Upper Level  
Commissioner of the Revenue  
Treasurer

### Scope of Work:

Development in the adjacent lot as a parking area  
New addition on the west side of the building  
Exterior repairs including:  
    Membrane roof replacement  
    Wood trim repair and painting  
    Window replacement  
Major interior renovations

### Project Schedule: 16 Months

**Project Costs: \$1,800,000 to \$2,000,000 depending on the amount of site work.**

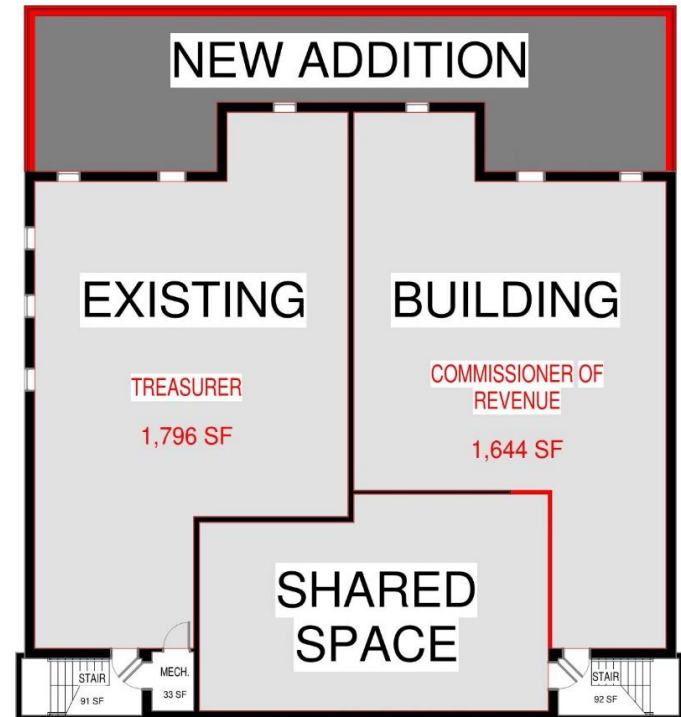
### Project Summary:

The Upper Level was recently renovated therefore the only proposed work would be the relocation of the Victim Witness Advocate, which will be discussed later in the report.

The Lower Level will be transformed into the new home for the Commissioner of the Revenue and Treasurer. An addition will be constructed serving as a main entrance and lobby for both departments. The County owned residential lot located on the west side of the parking lot will be renovated for additional parking for the building.

Note that the roof on this building needs to be addressed sooner than later, but it not included in the proposed scope of work or project cost.

This project will require the relocation of the Court Service Unit on a temporary basis until a new home is created for them. The future location for Court Services is the next project described in this report.



## Appomattox County Treasurer + Commissioner of the Revenue Building: Option 1

329-A & 329-B Court Street  
Appomattox, VA 24522

### Proposed Departments:

Court Service Unit – Lower Level  
Unassigned – Upper Level

### Scope of Work:

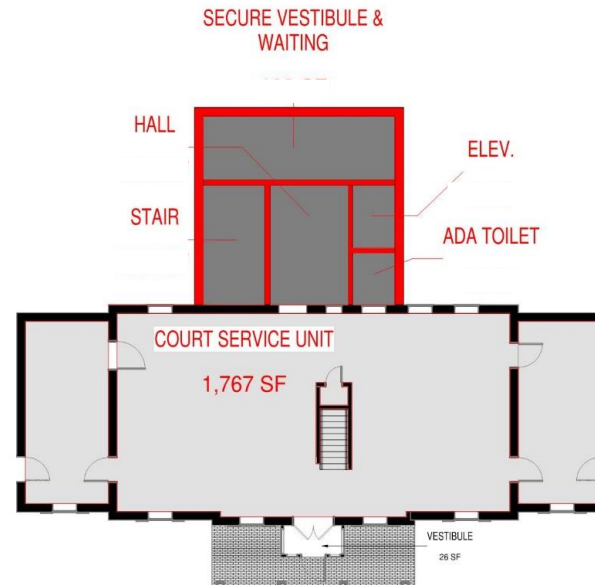
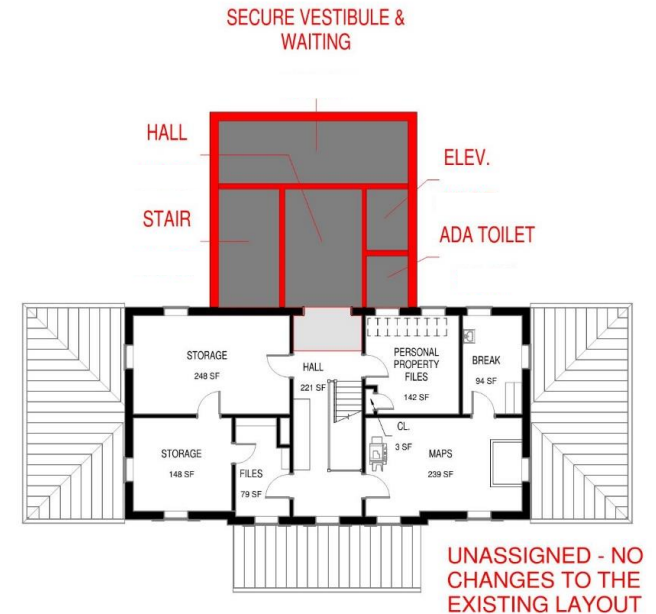
New 2 story addition on the south side of the building  
Exterior repairs including:  
Wood trim repair and painting  
Window replacement  
Major interior renovations

**Project Schedule: 12 Months**

**Project Costs: \$1,100,000**

### Project Summary:

The work will include the construction of a new addition that will provide a needed fire stair and elevator for the Upper Level. The new addition will face the parking lot serving as the new entrance for the building. In this option only the Lower Level of the existing building will be renovated.



## Appomattox County Treasurer + Commissioner of the Revenue Building: Option 2

329-A & 329-B Court Street  
Appomattox, VA 24522

### Proposed Departments:

Court Service Unit – Lower Level  
Victim Witness Advocate – Upper Level

### Scope of Work:

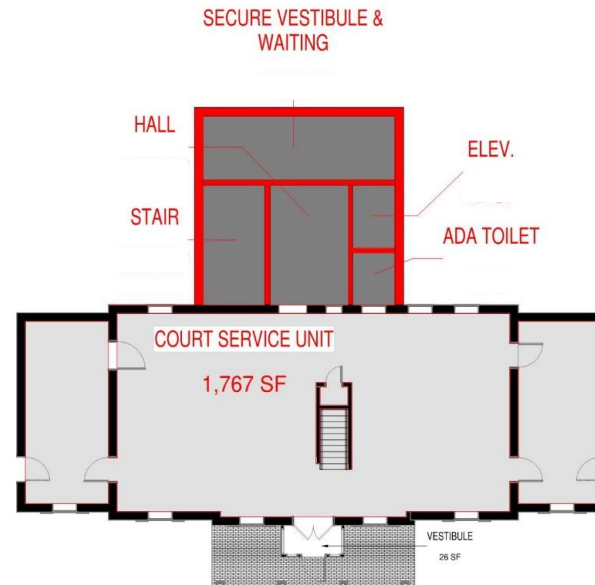
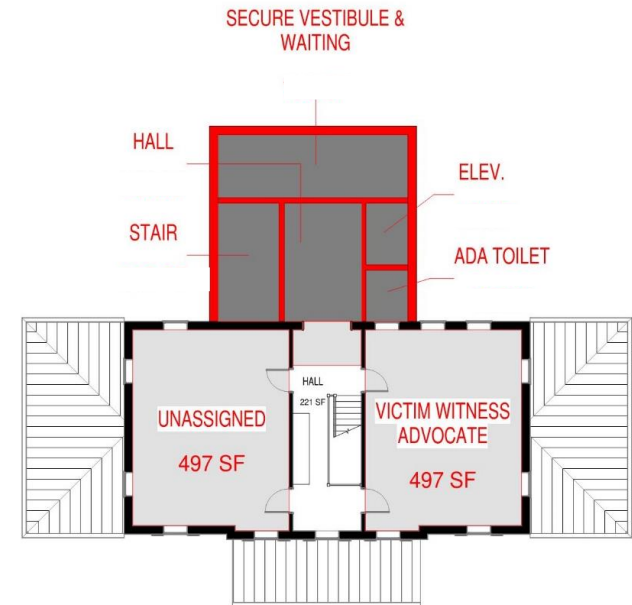
New 2 story addition on the south side of the building  
Exterior repairs including:  
Wood trim repair and painting  
Window replacement  
Major interior renovations

**Project Schedule: 12 Months**

**Project Costs: \$1,175,000**

### Project Summary:

This option is the same as the previous option with the exception of the Victim Witness Advocate occupying half of the Upper Level. The remaining half of that floor will be unassigned.



## Appomattox County Treasurer + Commissioner of the Revenue Building: Option 3

329-A & 329-B Court Street  
Appomattox, VA 24522

### Proposed Departments:

Court Service Unit – Lower Level  
Victim Witness Advocate – Upper Level  
Court Appointed Special Advocate – Upper Level  
Central VA Alliance for Community Living – Upper Level

### Scope of Work:

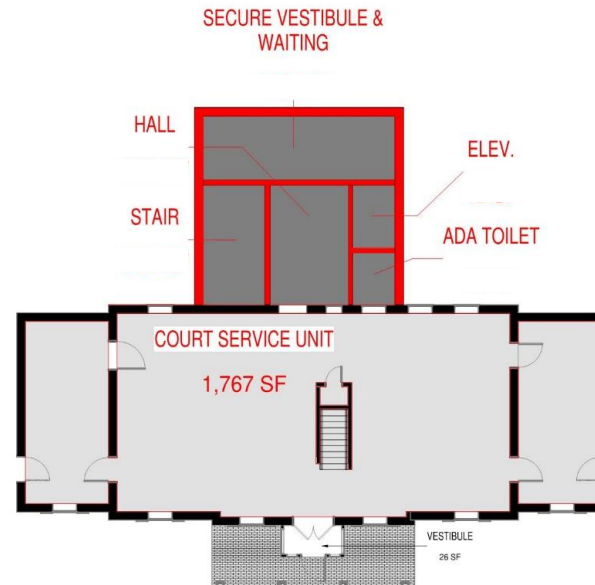
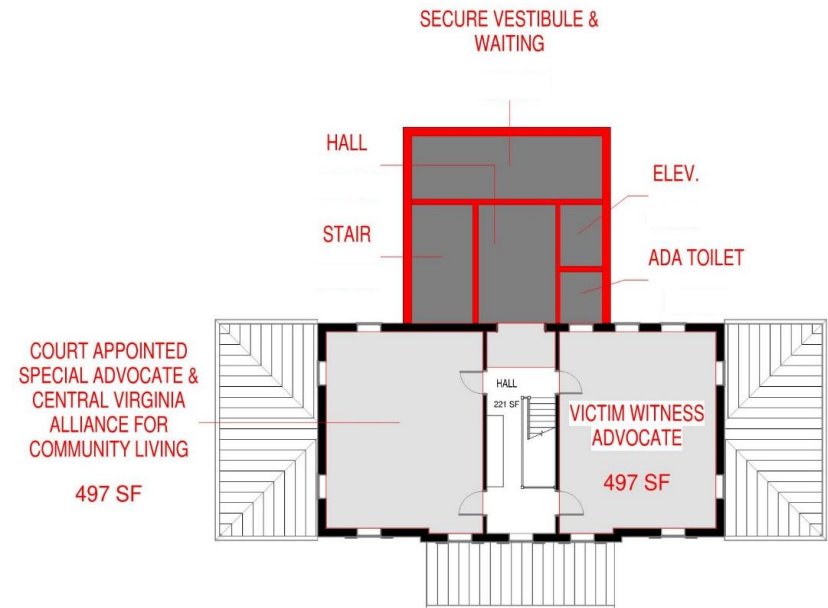
New 2 story addition on the south side of the building  
Exterior repairs including:  
Wood trim repair and painting  
Window replacement  
Major interior renovations

### Project Schedule: 12 Months

### Project Costs: \$1,370,000

### Project Summary:

The last option at this building includes the Court Appointed Special Advocate and the Central Virginia Alliance for Community Living offices located on the Upper Level.





## Appomattox County Sheriff's Office: Option 2

179 Morton Lane  
Appomattox, VA 24522

### Proposed Departments:

Sheriff's Office  
Magistrate

### Scope of Work:

New addition  
Exterior repairs including:  
Shingle roof replacement  
Wood trim repair and painting

**Project Schedule: 10 Months**

**Project Costs: \$715,000**



### Project Summary:

The work includes the construction of two additions 1) Evidence Processing Vehicular Bay located on the south side as previously described and 2) New Magistrate's Office. Once the additions are constructed the former Magistrate area will be renovated into additional storage for the Sheriff's office.

The Magistrate will share some of the Sheriff's core facilities. Citizens who are requesting a warrant will access the office from the County Administration Building side (north). The Magistrate will enter their office from the south in order to separate them from public.

## Appomattox County Sheriff's Office: Option 3

179 Morton Lane  
Appomattox, VA 24522

### Proposed Departments:

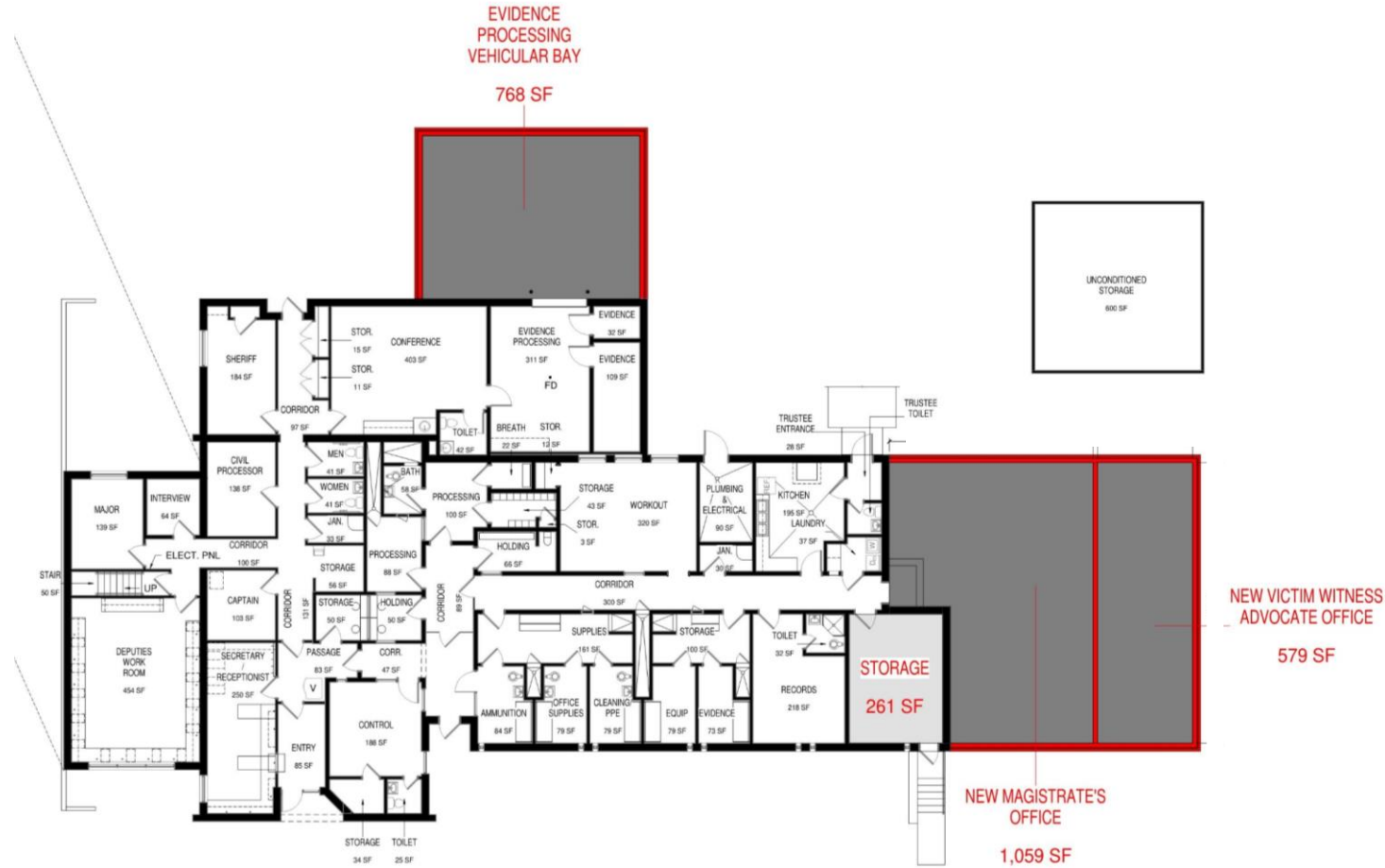
Sheriff's Office  
Magistrate  
Victim Witness Advocate

### Scope of Work:

New addition  
Exterior repairs including:  
Shingle roof replacement  
Wood trim repair and painting

**Project Schedule: 10 Months**

**Project Costs: \$952,000**



### Project Summary:

In addition to providing an addition for the Sheriff and the Magistrate, the new western addition will be enlarged to include the Victim Witness Advocate.

A common security vestibule shared by the Magistrate and Victim Witness Advocate will be created. The Magistrate will be located on the left side of the vestibule and the VMA on the right.

## Appomattox County Health Department Building: Lower Level for Cooperative Extension

475 Court Street and 367 Virginia Avenue  
Appomattox, VA 24522

### Proposed Departments:

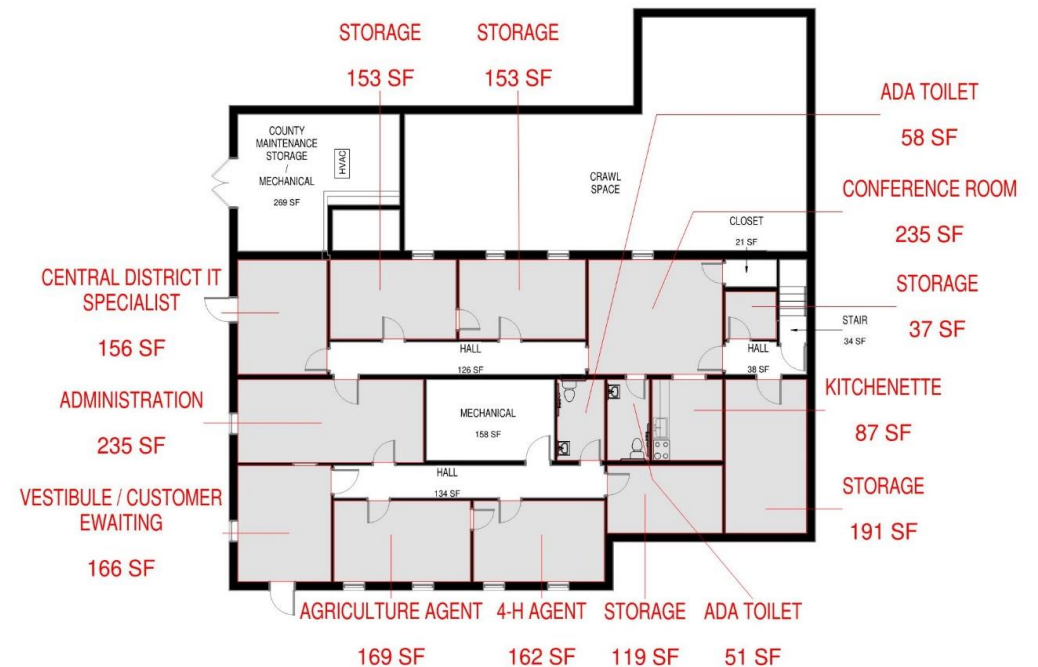
Health Department – Upper Level  
Cooperative Extension – Lower Level

### Scope of Work:

Interior renovations on the Lower Level  
ADA compliance on the Lower Level  
Replace interior lighting on Lower Level  
Replace emergency lighting on both floors

**Project Schedule: 8 Months**

**Project Costs: \$533,000**



### Project Summary:

Since the COVID pandemic the Health Department (and all departments funded by the Commonwealth of Virginia) have had their operations impacted. This has impacted staffing levels, hours of operation and virtual versus in person meetings. The Health Department schedules all visits to their clinic thus eliminating walk in customers.

Due to the change in operation of the department, it is difficult to recommend spending capital funds to renovate the Upper Level. We believe that the County should wait and see what the future looks like for the Health Department if, and when the return to normal operations.

The Lower Level is suitable for the administrative functions of the Cooperative Extension. They currently use the Community Center for their public meetings, and we agree that building is best suited for those functions. The renovation will include any outstanding maintenance or building code work.

## Courtland Building

316 and 318 Court Street  
Appomattox, VA 24522

### Departments in Building:

School Administration  
Social Services

### Scope of Work:

No work proposed. All maintenance work provided by the Appomattox  
County Public Schools

**Project Schedule: NA**

**Project Costs: NA**



## 5.0 RECOMMENDATIONS – PROPOSED PROJECTS, PROJECT COST AND PROJECT SCHEDULE

In general, the work described in this report is small from a standpoint of scale. We recommend the following options:

- Public Safety / E911 Center: Exterior Repairs
- Community Center: Minor Renovations for the Voter Registrar
- Oakville Ruritan Building: Renovation / Addition for Cooperative Extension
- County Administration: Renovations / Addition for the Treasurer and Commissioner of the Revenue
- Existing Treasurer and COR Building: Renovations / Addition for Court Services and the Victim Witness Advocate
- Sheriff's Office" Renovations / Addition for the Sheriff and Magistrate

The previous pages include work at six county owned buildings with an average cost per project slightly higher than \$800,000. Three projects include additions, which if executed as separate projects would be very expensive. The estimated project costs for the six buildings with the work described above is approximately \$5,159,000.

Completing the projects in a continuous fashion would take 6 to 7 years to complete while the condition of the buildings continue to worsen. There is also a cost savings and schedule reduction to having fewer larger projects. Therefore, we suggest three construction projects as described below:

- **Project 1**
  - Public Safety / E911: A much needed small project to repair the damaged exterior woodwork.
- **Project 2**
  - Community Center and Oakville Ruritan Building: Renovations will occur at the Community Center first. The Voter Registrar will move and then renovation and addition to the former Oakville Ruritan Building will begin. Cooperative Extension will then move into that building.
  - The Court Service Unit needs to be relocated temporarily perhaps to the lower level of the Health Department Building.
- **Project 3**
  - County Administration, Existing Treasurer & COR Building, and Sheriff's Office: The project will begin with the necessary site work at the 3 buildings, followed by the construction of the additions at each building. Renovations at the County administration building will then start and once complete, the Treasurer and Commissioner will relocate. The renovations to their former building will then occur. The minor renovations to the Sheriff's Office will happen as the construction schedule allows.

A summary of the estimated project cost for each building and an alternate approach to execute the work is on the next page.

The overall project schedule (design through construction) will be approximately 13 quarters. An illustration of the schedule follows the summary of the project costs.

## 5.0 RECOMMENDATIONS – ESTIMATED PROJECT COSTS

PROJECT AND PROJECT COST	RECOMMENDATION	ALTERNATE 1
PUBLIC SAFETY / E911	\$200,000	\$200,000
COMMUNITY CENTER	\$95,500	\$95,500
HEALTH DEPARTMENT	\$0	\$0
COUNTY ADMINISTRATION	\$2,000,000	\$2,000,000
EXISTING TREASURER & COR: <b>OPTION 3</b>	\$1,370,000	
EXISTING TREASURER & COR: <b>OPTION 1</b>		\$1,100,000
SHERIFF'S OFFICE: <b>OPTION 2</b>	\$715,000	
SHERIFF'S OFFICE: <b>OPTION 3</b>		\$952,000
OAKVILLE RURITAN BUILDING: <b>OPTION 1</b>	\$778,200	
OAKVILLE RURITAN BUILDING: <b>OPTION 2</b>		\$0
COURTLAND BUILDING	\$0	\$0
<b>GRAND TOTAL</b>	<b>\$5,158,700</b>	<b>\$4,347,500</b>

## 5.0 RECOMMENDATIONS – PROPOSED PROJECT SCHEDULE

PROJECT AND DESCRIPTION OF WORK	2023		2024				2025				2026			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>PROJECT NUMBER 1</b>														
PUBLIC SAFETY / E911														
Exterior Repairs:														
Woodwork & Painting														
<b>PROJECT NUMBER 2</b>														
COMMUNITY CENTER														
Renovation for:														
Voter Registrar														
Departmental Move														
OAKVILLE RURITAN BUILDING														
Renovation / Addition for:														
Cooperative Extension														
Departmental Move														
<b>PROJECT NUMBER 3</b>														
COUNTY ADMINISTRATION														
Renovation / Addition for:														
Treasurer & COR														
Departmental Move														
TREASURER / COR BUILDING														
Renovation / Addition for:														
Court Services & Victim Witness														
Departmental Move														
SHERIFF'S OFFICE														
Renovation / Addition for:														
Sheriff & Magistrate														
Departmental Move														

