City of Dunwoody

4800 Ashford Dunwoody Building Condition Assessment & Space Needs Analysis

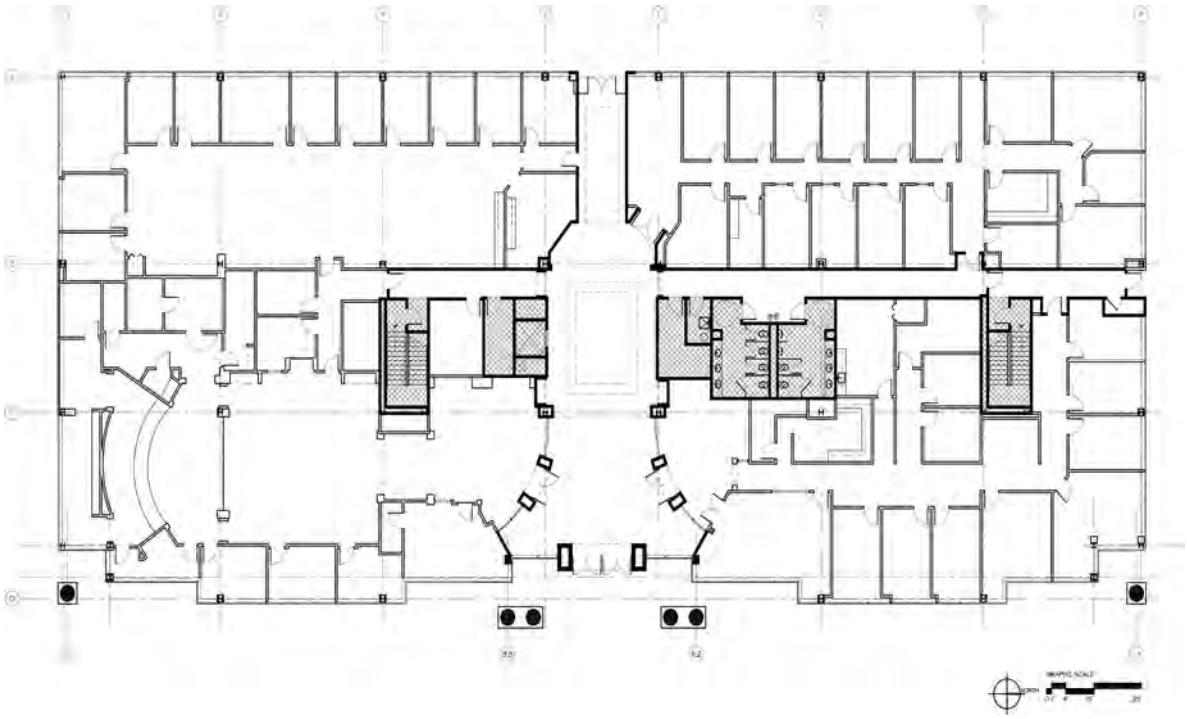
July 2016

Comprehensive Program Services

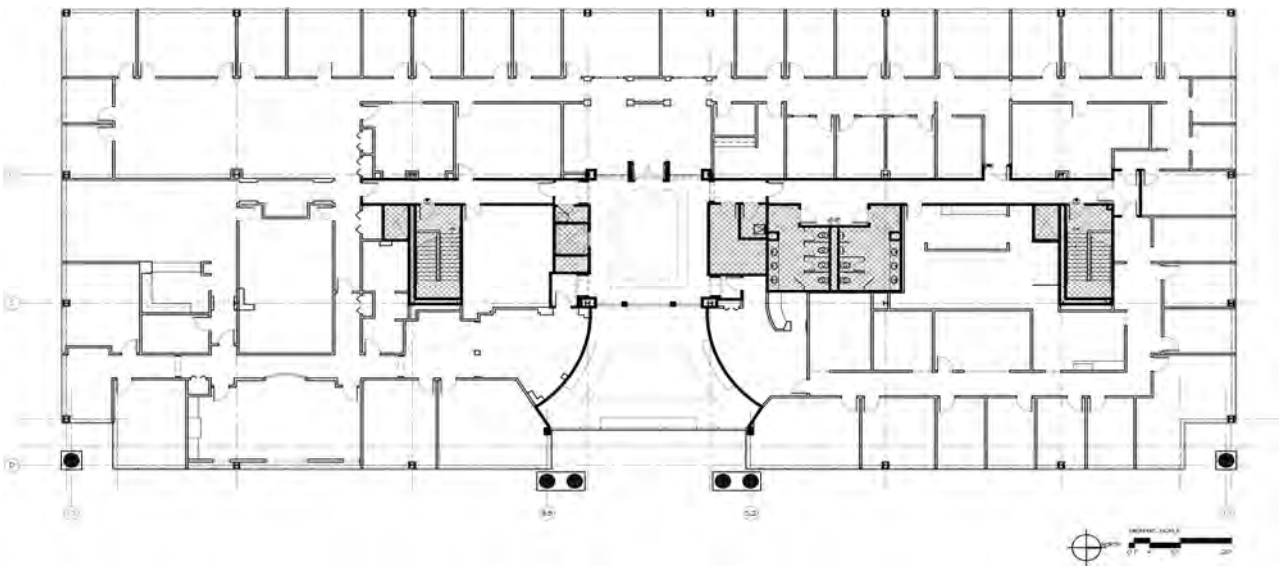
4800 Ashford - Dunwoody Assessment Costing Summary

Roof Replacement		**$ 345,000.00**
Mechanical Misc. Repairs and maintenance issues.		**$ 35,000.00**
Electrical Interior lighting upgrades to LED, Exterior lighting improvements, emergency lighting. Electrical panel upgrades and resolution of code issues.	Electrical Gear Upgrades	**$ 12,000.00**
	General Electrical Repairs	**$ 2,500.00**
	Lighting Upgrade to LED and Occupancy Sensors	
		$ 120,000.00
Fire Protection Upgrade of fire panel and system components.		**$ 90,000.00**
Security Addition of interior and exterior cameras, upgrade of card access, 48 hours of video storage.		**$ 55,000.00**
Aniticipated Capital Improvement Costs		**$ 659,500.00**


4800 Ashford Dunwoody Rd
Ashford Dunwoody Rd NE
© 2016 Google
Google earth
1993
Imagery Date: 8/24/2015 33°56'12.39" N 84°20'19.29" W elev 1049 ft eye alt 1572 ft



Existing First Floor Plan

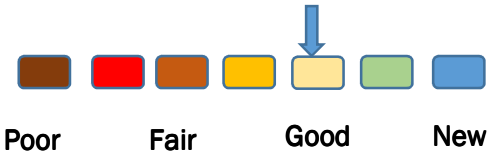


Existing Second Floor Plan

General Condition Assessment Poor to New

Mechanical Systems

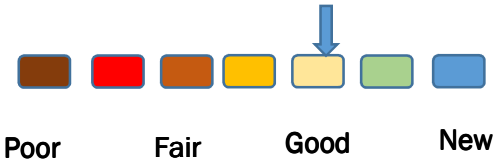
AHU's



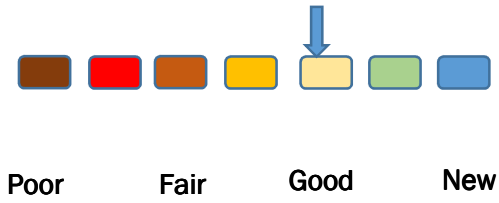
Ventilation

Plumbing Systems

Domestic Water



Waste/Vent



Electrical Systems

Panels/General Electrical

Site Lighting

Interior Lighting

Fire Protection

Roofing Systems

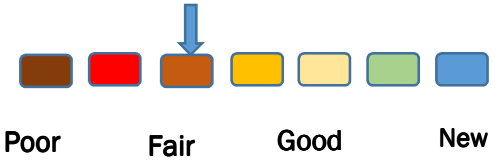
Membrane

Insulation Materials

Wall Support/Flashing

Previous Repairs

Code Compliance



MECHANICAL SYSTEMS

This facility is total electric, where Trane variable volume rooftop units deliver main air for the building comfort cooling and heating. Two units serve the main level, and one machine serves the entire second floor. The first floor units are 27-1/2 ton machines, one with electric heat built in, and the second floor unit is a nominal 70 tons with electric heat capacity as well. Electric heat is used for maintaining minimum temperatures leaving the units in the winter months. The model number, serial number, and age of the units is listed below.

Trane TCD330B40/C13F03722 (7/13) – Level 1
Trane TED330A4AZ/C09B12964 (3/09) – Level 1
Trane SEHFC704N7/C05L11270 (12/05) – Level 2

These are replacement units from what was originally installed. Based on the age or the existing equipment they should operate reliably for another 10+ years with routine maintenance.

Throughout the building and located above the ceiling are smaller terminal units that deliver conditioned air into the spaces. The terminal units that serve interior spaces are cooling only, and those serving the second floor and perimeter spaces contain electric heat. All these appeared to be in working order and the temperature inside the building was being controlled.

The rooftop equipment is turned on and off using a simple wall-mounted controller found in the electrical rooms on each floor. There is an override button on the controller that can be used to keep the systems on line for several more hours than the programmed schedule. We found three different types of room thermostats (Trane, Alerton, and Hoffman). These wire back to the controller mounted in the respective terminal unit, and all found to be functional.

PLUMBING SYSTEMS

The domestic water service entrance is found on the first floor in the water heater/janitor closet. The building has a pressure reducing station for acceptable service pressure being supplied to the fixtures. There are men's and women's toilet rooms on each floor, along with a drinking fountain station between them. The flush valves on all fixtures are manual and in good working order. The sink faucets are manual as well. Handicap access is available to sinks and toilet room fixtures as required.

Each floor has a 50-gallon electric water heater serving the domestic hot water needs. These are located in the janitor's closet adjacent to each set of toilet rooms.

The building is on main sewer service routed from the building out to the main road. Service cleanouts are available for maintenance.

Roof drains are installed with interior storm piping above the second floor ceiling. Overflow from the roof is allowed to drain through scupper drains around the building perimeter.

FIRE SPRINKLER

The building is protected by fire sprinkler coverage in all occupied areas. Any changes to the interior floor plan should be coordinated with the sprinkler coverage for proper protection.

MISCELLANEOUS

There is a water chiller installed on the ground level behind the building for one of the tenants. This appears to serve an MRI machine. Adjacent to the water chiller is a split AC system that also serves the same tenant space. The water chiller supports the operation of the MRI machine, and the split system is supplemental cooling for the space.

Two condensing units are installed on the roof - these are dedicated units for telephone/IT closets inside the building. One is a 2-ton unit and the other is 1.5 ton.

RECOMMENDATIONS for MECHANICAL & PLUMBING

1. Check and adjust programmed time-of-day scheduling for rooftop equipment (occupied and unoccupied periods) $3,000.00
2. Seasonal preventative maintenance on the rooftop equipment $5,000.00
3. Check/replace anodes in water heaters $1,500.00
4. Test/exercise relief valves on water heaters $1,000.00
5. Open bottom drain on water heaters to clear any sediment buildup (INCL)
6. Extend condensate piping from the rooftop units to the nearest roof drain inlet $1,500.00
7. Any floor plan changes coordinated with fire sprinkler coverage TBD

#1.

Trane 27.5T (typ. 2)

Trane 70T

RTU Condensate Piping

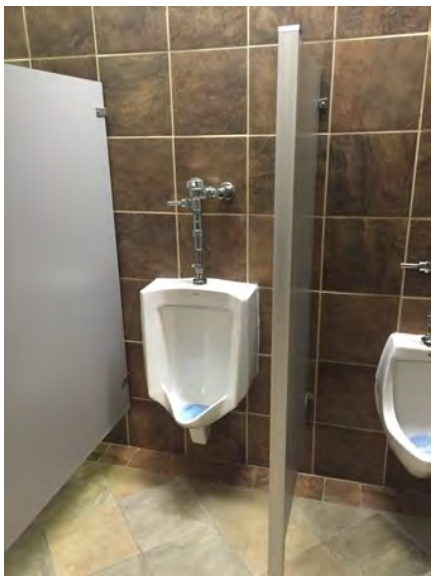
Tenant Split System

Tenant Split System

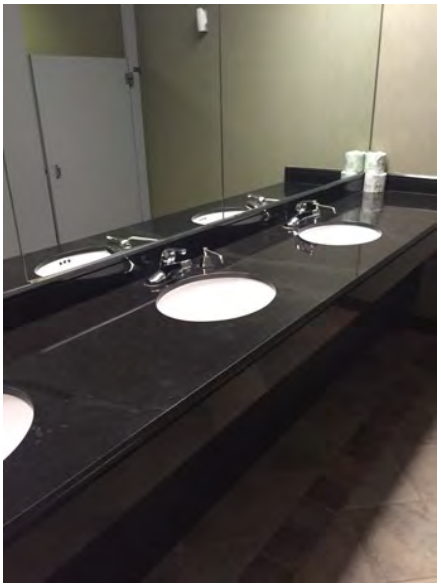
RTU Controller

Tenant Water Chiller

Tenant Split System



Standard Flush Valves



Sinks w/manual faucets

High-Low Drinking Fountain

Electric Water Heater

ELECTRICAL SYSTEMS

The facility is fed underground from a power utility transformer located on site with one power meter for the building. Incoming power was distributed through a 1200 ampere, 480y/277 VAC, three phase main distribution panel with no main breaker. The electrical distribution system appeared to be in good condition although panel does not contain a main circuit breaker so there is a limit to a maximum of (6) circuit breakers in this panel. The panel contains the maximum allowed by code and cannot accept additional circuit breakers.

Most facility electrical panels appeared to be located in the 1st and 2nd floor stacked electrical rooms. We did identify a sub-panel located in a vacant tenant space. Access to occupied spaces was limited, but the facilities represented stated that there were not sub-panels within the tenant spaces.

Panel L1 was missing a blank and the bussing was exposed. Some panels contained tandem circuit breakers which is an indication that there is not much spare breaker capacity, so panels would likely need to be added with any major renovation.

There was an E-Mon D-Mon sub meter in the second floor electrical room, but it did not appear to be connected.

The circuit homeruns appeared to be contained within conduit, but most of the branch circuiting was comprised of MC cable.

Disconnect and receptacles were in place as required by code at the roof top mechanical equipment.

Several electrical code violations existed in the facility. Some subpanels throughout the building are lacking circuit index cards or do not appear to be fully updated to indicate loads served. Most firewall penetrations within the electrical rooms appear to be fire sealed, but some are not.

The building main electrical ground is connected to the water pipe near the electrical main panel. Code requires this ground connection be made within 5’ of entry of the pipe into the building. We were not able to identify the entry point of the water piping, but it did not appear to be within 5’ of the ground connection.

We recommend a complete analysis of the electrical system to assure loads, life safety systems, and connections are in good condition and also tightening/inspecting all wiring terminations. We also recommend all fire penetrations be fire sealed and the ground location on the water pipe be relocated per code.

Site Lighting

Site lighting consisted of canopy mounted square surface mounted lighting and metal halide shoebox style pole mounted lighting. The fixtures appeared to be controlled by photocells at each fixture.

There were no emergency exterior fixtures as required by current code.

We recommend the exterior lighting be replaced and upgraded with efficient LED sourced fixtures.

Interior Lighting

Most of the interior light was 2x2 2 lamp parabolics with T12-U fluorescent lamps in common areas. We identified 2x4 parabolics with fluorescent lamps in the tenant space as well as incandescent downlights. There were downlights with retrofit LED lamps in the lobby area with fluorescent cove lighting (some not operational).

No occupancy sensors were located in place within the facility with lights being controlled by local switches.

Emergency lighting was accomplished using stand-alone recessed emergency lights and batteries integral to the common lighting.

We recommend replacement of all lighting with either fluorescent or led sourced fixtures with replacement of all T12 lamped fixtures with higher efficiency T8 fixtures with electronic ballasts. We recommend the recessed emergency lighting be tested/repaired.

We would also recommend adding occupancy sensors to comply with current codes.

Fire Alarm

The main fire alarm panel was located in the main electrical room. It appeared to be an addressable Silent Knight panel. The fire alarm indicating device layout did not appear to comply with current codes. The locations indicating devices did not comply with the current codes. The smoke detector in the lobby did not appear to be close enough to the elevator to control the elevator recall function properly. There was a duct smoke detector currently under repair within the vacant tenant space.

We recommend the fire alarm system be updated to comply with current codes. It is possible the existing panel could be re-used and expanded as required.

Low Voltage

The original telephone service appeared to enter through the slab. Fiber optic cabling was routed overhead to the telephone backboard, but we could not determine if this was a new service into the building.

There were cameras in the lobby, but the system was not functional and no head end equipment was located.

Tenant spaces contained card readers, but they were not operational. The exterior front entrance contained a functional card reader and the other exits were magnetically held with motion sensor releases on the interior.

Lightning Protection

There was no lightning protection system installed at this facility.

Full main distribution panel

Fire sealing missing

d

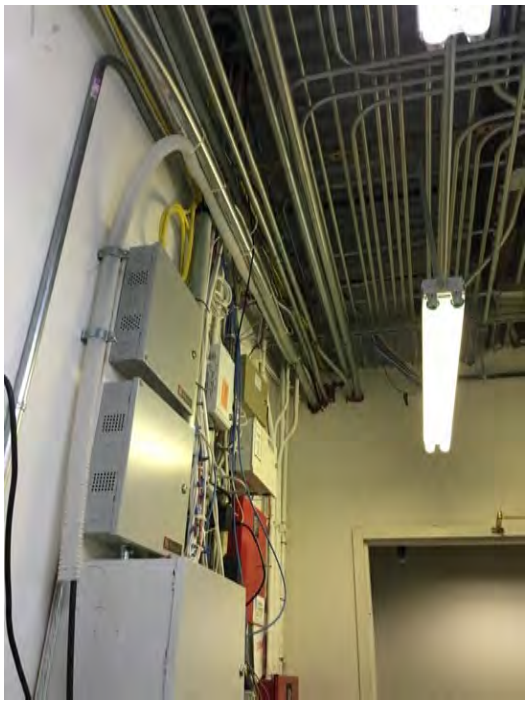
Tenant sub-panel

#1.

MC Cable above ceiling

Fire Alarm Panel

Common area light



Overhead fiber optic cabling

Electrical Upgrades/Repairs
Cost Estimate*

Electrical panel upgrades	$12,000.00
General Electrical Repairs and Service	$1,000.00
Exterior lighting upgrades	$1,000.00/fixture
Interior lighting upgrades (LED)	$200/fixture
Fire Alarm Upgrade	$90,000.00

* These are fair market estimates – owner should seek trade-specific contractor and equipment vendor market prices to validate firm costs.

ROOFING:

General Information:

The subject roof is 22,311 square foot originally constructed in 1994.

Condition:

NOVA walked the roofing applications and determined the roof membrane and associated flashing components to be comprised of a loose-laid, ballasted .045 mil black EPDM roof membrane system. No roof cores were extracted, however, the roof construction appeared to be comprised of a metal decking, expanded polystyrene insulation, EPDM membrane and loose laid ballast. Based on observation of logo on walk pads, roofing materials were possibly manufactured by Firestone. The perimeter construction is comprised of a parapet wall with a tilt up concrete exterior, membrane base flashing with termination bar. The drainage is primarily internal roof drains which deposit into storm drains. There are also overflow scuppers, which would deposit water down exterior walls.

Conditions observed, which support our opinion include the following:

Membrane at Perimeter:

- Perimeter base flashing display bridging /shrinkage at most of the assembly.
- Insufficient ballast was observed in localized locations.
- Termination bar was observed to have multiple inconsistent types of sealants.
- Membrane seam lap sealant is deteriorated or open at base flashings.

- Moisture intrusion was observed between cast parapet wall and cementitious coating on south elevation.
- Many repairs observed were done with improper material. As a result, these repairs are failing.

Membrane at Field:

- Insufficient ballast in many locations.
- Field lap sealants and adhesives are deteriorating.
- Evidence of red algae growth, in the ballast, at some locations. This may be a result of the roof drain not set low enough to function properly.
- Roof does not appear to be consistently sloping to roof drains. As a result, standing water was observed in many locations.
- Structural supports on east elevation lacks appropriate membrane joint.

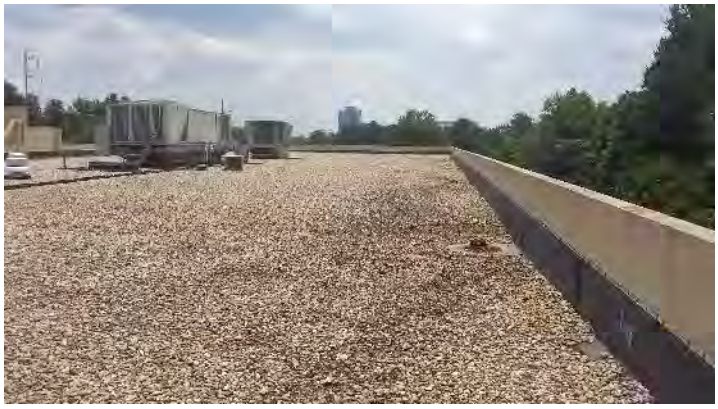
Membrane around HVAC Systems:

- Base flashing membrane seams, at curb penetrations, exhibit deterioration. A curb base flashing was observed deteriorated with active water intrusion observed.
- Repairs at base flashing done with improper materials
- Roof membrane is unsupported in localized locations. This could be caused by voids in insulation below membrane.
- Foam material termination at roof hatch is loose and deteriorated.
- Standing water was present at various locations at HVAC flashing.
- Deterioration of membrane integrity, likely caused by petroleum based fluid spill, was observed at an HVAC unit.

Roofing Summary:

Markings in several repair locations indicate that the roof may have had some repairs in 2011. These roofing materials are typically warranted for 10-15 years when properly maintained. Based on information from documents provided and observations on the site, this roof is beyond its usable service life. NOVA recommends budgeting for roof replacement in the near future.

PHOTO LOG



Loose Laid Ballast EDPM Membrane at Perimeter:
- or open at base flashings.

Perimeter base flashing display bridging or shrinkage at most of the assembly.

Insufficient ballast was observed in localized locations.

Termination bar was observed to have multiple inconsistent types of sealants.

Membrane seam lap sealant is deteriorated or open at base flashings.

Moisture intrusion was observed between cast parapet wall and cementitious coating on south elevation.

PHOTO LOG

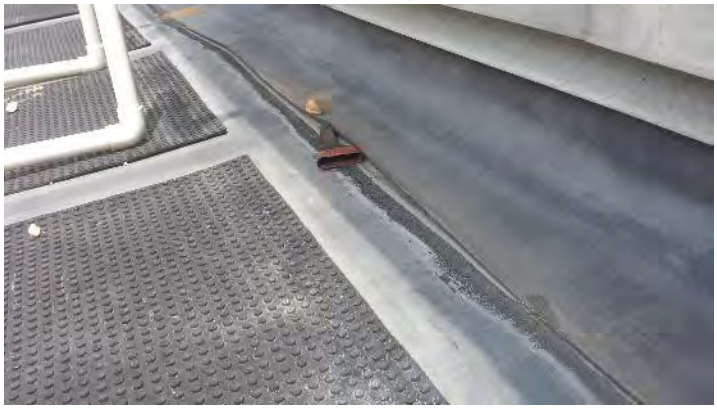
Many repairs observed were done with improper material. As a result, these repairs are failing.

Field lap sealants and adhesives are deteriorating.

Evidence of red algae growth, in the ballast, at some locations. This may be a result of the roof drain not set low enough to function properly.

Standing water was observed in many locations.

Structural supports on east elevation lacks appropriate membrane joint.



Base flashing membrane seams, at curb penetrations, exhibit deterioration. A curb base flashing was observed deteriorated with active water intrusion observed.

PHOTO LOG

Repairs at base flashing done with improper materials

Foam material termination at roof hatch is loose and deteriorated.

Deterioration of membrane integrity, likely caused by petroleum based fluid spill, was observed at an HVAC

Standing water was present at various locations at HVAC flashing.

Dunwoody City Hall/Police Headquarters

PROGRAM DOCUMENT -JULY 2016	Area Needed		Space Needs No.	Space Needs Total		Remarks
CITY HALL						
City Manager:						
City Manager	320	s.f.	1	320	s.f.	
Assistant City Manager	120	s.f.	1	120	s.f.	
Executive Assistant	64	s.f.	1	64	s.f.	
File Room	120	s.f.	1	120	s.f.	
Waiting Alcove	60	s.f.	1	60	s.f.	
Subtotal				*684*	*s.f.*	
Circulation Factor (30%)				*205*	*s.f.*	
				889	**s.f.**	
City Clerk:						
Director	180	s.f.	1	180	s.f.	
Assistant to Clerk	64	s.f.	1	64	s.f.	
Records Clerk	64	s.f.	2	128	s.f.	
Vital Records File Room	250	s.f.	1	250	s.f.	
Subtotal				*622*	*s.f.*	
Circulation Factor (30%)				*187*	*s.f.*	
				809	**s.f.**	
Council Offices:						
Mayor's Office	180	s.f.	1	180	s.f.	
Council Member's Office	150	s.f.	1	150	s.f.	
City Attorney Office	150	s.f.	1	150	s.f.	
Subtotal				*480*	*s.f.*	
Circulation Factor (30%)				*144*	*s.f.*	
				624	**s.f.**	
Finance:						
Director	180	s.f.	1	180	s.f.	
Assistant Director	120	s.f.	1	120	s.f.	
Staff Accountant	64	s.f.	2	128	s.f.	
Revenue Clerk	64	s.f.	1	64	s.f.	
Purchasing Manager	64	s.f.	1	64	s.f.	
Subtotal				*556*	*s.f.*	
Circulation Factor (30%)				*167*	*s.f.*	
				723	**s.f.**	
Human Resources:						
Manager	120	s.f.	1	120	s.f.	
Coordinator	64	s.f.	1	64	s.f.	
File Room	120	s.f.	1	120	s.f.	
Subtotal				*304*	*s.f.*	
Circulation Factor (30%)				*91*	*s.f.*	
				395	**s.f.**	
Communications:						
Director	120	s.f.	1	120	s.f.	
Manager	64	s.f.	1	64	s.f.	
Graphic Designer	64	s.f.	1	64	s.f.	
Recording/Edit Booth	180	s.f.	1	180	s.f.	
Storage	240	s.f.	1	240	s.f.	
Subtotal				*668*	*s.f.*	
Circulation Factor (30%)				*200*	*s.f.*	
				868	**s.f.**	

Dunwoody City Hall/Police Headquarters

PROGRAM DOCUMENT -JULY 2016	Area Needed		Space Needs No.	Space Needs Total		Remarks
Economic Development:						
Director	120	s.f.	1	120	s.f.	
Business Retention Manager	64	s.f.	1	64	s.f.	
Redevelopment Manager	64	s.f.	1	64	s.f.	
Subtotal				*248*	*s.f.*	
Circulation Factor (30%)				*74*	*s.f.*	
				322	**s.f.**	
Community Development:						
Director	180	s.f.	1	180	s.f.	
Administrative Assistant	64	s.f.	1	64	s.f.	
City Planner	120	s.f.	1	120	s.f.	
Development Coordinator	64	s.f.	1	64	s.f.	
Planner	64	s.f.	2	128	s.f.	
Planning Coordinator	64	s.f.	1	64	s.f.	
Building Offical	120	s.f.	1	120	s.f.	
Inspector	64	s.f.	3	192	s.f.	
Code Enforcement	64	s.f.	2	128	s.f.	
Multi-Family Inspector	64	s.f.	1	64	s.f.	
Building Plan Reviewer	64	s.f.	1	64	s.f.	
Land Development Inspector	64	s.f.	1	64	s.f.	
City Engineer/Special Projects	64	s.f.	2	128	s.f.	
Customer Service Counter	180	s.f.	1	180	s.f.	
File Room	400	s.f.	1	400	s.f.	
Copy/Plotter Room	120	s.f.	1	120	s.f.	
Community Dev. Conference Room	400	s.f.	1	400	s.f.	
Subtotal				*2,480*	*s.f.*	
Circulation Factor (30%)				*744*	*s.f.*	
				3,224	**s.f.**	
Public Works:						
Director	180	s.f.	1	180	s.f.	
Parks Manager	120	s.f.	1	120	s.f.	
Stormwater Manager	120	s.f.	1	120	s.f.	
Capital Projects Manager	120	s.f.	1	120	s.f.	
Administrative Assistant	64	s.f.	1	64	s.f.	
Maintenance Supervisor	64	s.f.	1	64	s.f.	
Construction Engineer	64	s.f.	1	64	s.f.	
Traffic Engineer	64	s.f.	1	64	s.f.	
Recreation Program Manager	64	s.f.	1	64	s.f.	
Equipment Storage	150	s.f.	1	150	s.f.	
Plan Review/Layout Area	150	s.f.	1	150	s.f.	
Mud Room	120	s.f.	1	120	s.f.	
Subtotal				*1,280*	*s.f.*	
Circulation Factor (30%)				*384*	*s.f.*	
				1,664	**s.f.**	
Information Technology:						
Manager	120	s.f.	1	120	s.f.	
System Administrator	100	s.f.	3	300	s.f.	
GIS Specialist	64	s.f.	1	64	s.f.	
IDF Network Closets	60	s.f.	2	120	s.f.	
Server Room	270	s.f.	1	270	s.f.	
Subtotal				*874*	*s.f.*	
Circulation Factor (30%)				*262*	*s.f.*	
				1,136	**s.f.**	

Dunwoody City Hall/Police Headquarters

PROGRAM DOCUMENT -JULY 2016	Area Needed		Space Needs No.	Space Needs Total		Remarks
Council/Municipal Court:						
Council Chambers/Court Room	2800	s.f.	1	2,800	s.f.	
A/V Room	150	s.f.	1	150	s.f.	
Clerk	120	s.f.	1	120	s.f.	
Deputy Clerk	64	s.f.	4	256	s.f.	
TAC	100	s.f.	1	100	s.f.	
General Storage/Files	100	s.f.	1	100	s.f.	
Court Break Nook	80	s.f.	1	80	s.f.	
Executive Session Conference/Judge's Chambers	300	s.f.	1	300	s.f.	
Probation	150	s.f.	2	300	s.f.	
Public Payment Counter	180	s.f.	1	180	s.f.	
Holding Area-General	150	s.f.	1	150	s.f.	
Holding Area-Male	150	s.f.	1	150	s.f.	
Holding Area-Female	120	s.f.	1	120	s.f.	
Solicitor's Meeting Room	100	s.f.	2	200	s.f.	
Subtotal				*5,006*	*s.f.*	
Circulation Factor (30%)				*1,502*	*s.f.*	
				6,508	**s.f.**	
Common City Hall Support:						
Lobby	500	s.f.	1	500	s.f.	
Receptionist	80	s.f.	1	80	s.f.	
Huddle Room	120	s.f.	3	360	s.f.	
Small Conference Room	200	s.f.	1	200	s.f.	
Large Conference Room	500	s.f.	1	500	s.f.	
Copy/Mail Room	180	s.f.	1	180	s.f.	
Kitchen/Break Room	400	s.f.	1	400	s.f.	
General/Furniture Storage	500	s.f.	1	500	s.f.	
Subtotal				*2,720*	*s.f.*	
Circulation Factor (30%)				*816*	*s.f.*	
				3,536	**s.f.**	
CITY HALL TOTAL				**20,699**	**s.f.**	

Dunwoody City Hall/Police Headquarters

PROGRAM DOCUMENT -JULY 2016	Area Needed		Space Needs No.	Space Needs Total		Remarks
POLICE HEADQUARTERS						
Administration						
Chief of Police	200	s.f.	1	200	s.f.	
Executive Assistant	100	s.f.	1	100	s.f.	
Deputy Chief	150	s.f.	1	150	s.f.	
Terminal Agency Coordinator	64	s.f.	1	64	s.f.	
Police Service Reps	64	s.f.	1	64	s.f.	
Community Outreach Seargent	120	s.f.	1	120	s.f.	
Community Outreach Officers	120	s.f.	2	240	s.f.	
Major	150	s.f.	1	150	s.f.	
Adminstration Lieutenant	120	s.f.	1	120	s.f.	
Accreditation Office	120	s.f.	1	120	s.f.	
Evidence Technician	120	s.f.	1	120	s.f.	
Fleet Mainenance	120	s.f.	1	120	s.f.	
Training Officer	120	s.f.	1	120	s.f.	
Waiting Area	100	s.f.	1	100	s.f.	
Executive Conference Room	300	s.f.	1	300	s.f.	
Records Storage	300	s.f.	1	300	s.f.	
Public/Community Outreach Lobby	200	s.f.	1	200	s.f.	
Customer Service Room	120	s.f.	1	120	s.f.	
Interview Room	120	s.f.	1	120	s.f.	
Quartermaster/Supply Room	240	s.f.	1	240	s.f.	
Subtotal				*3,068*	*s.f.*	
Circulation Factor (30%)				*920*	*s.f.*	
				3,988	**s.f.**	
Criminal Investigations						
Major	150	s.f.	1	150	s.f.	
Lieutenant	120	s.f.	1	120	s.f.	
Sergeants	120	s.f.	2	240	s.f.	
Detectives	75	s.f.	10	750	s.f.	
Crime Sceen Technician	120	s.f.	1	120	s.f.	
Crime Analyst	120	s.f.	1	120	s.f.	
Conference Room	180	s.f.	1	180	s.f.	
Waiting Area	150	s.f.	1	150	s.f.	
Interview Room	100	s.f.	2	200	s.f.	
Crime Scene Lab	400	s.f.	1	400	s.f.	
Electronic Evidence Processing	180	s.f.	1	180	s.f.	
Subtotal				*2,610*	*s.f.*	
Circulation Factor (30%)				*783*	*s.f.*	
				3,393	**s.f.**	

Dunwoody City Hall/Police Headquarters

PROGRAM DOCUMENT -JULY 2016	Area Needed		Space Needs No.	Space Needs Total		Remarks
Patrol						
Major	150	s.f.	1	150	s.f.	
Lieutenant	120	s.f.	2	240	s.f.	
Sergeant	60	s.f.	8	480	s.f.	
Officers	38	s.f.	0	0	s.f.	
Warrant Interface	120	s.f.	1	120	s.f.	
Crime Response Team Area	200	s.f.	1	200	s.f.	
Roll Call/Training Room	600	s.f.	1	600	s.f.	
Work Area	150	s.f.	1	150	s.f.	
Patrol Storage	150	s.f.	1	150	s.f.	
Crime Response Team Storage	120	s.f.	1	120	s.f.	
Armory	200	s.f.	1	200	s.f.	
Fire Arm Simulator	300	s.f.	1	300	s.f.	
Physical/Agility Training	800	s.f.	0	0	s.f.	*OFFSITE*
Subtotal				*2,710*	*s.f.*	
Circulation Factor (30%)				*813*	*s.f.*	
				3,523	**s.f.**	
Common Police Support						
Break Nook	80	s.f.	1	80	s.f.	
Male Locker Room	400	s.f.	1	400	s.f.	
Male Lavatory/Shower	280	s.f.	1	280	s.f.	
Female Locker Room	150	s.f.	1	150	s.f.	
Female Lavatory/Shower	240	s.f.	1	240	s.f.	
Emergency Operation Center	240	s.f.	1	240	s.f.	
Evidence Processing and Storage Room	600	s.f.	1	600	s.f.	
Large Evidence Storage	800	s.f.	1	800	s.f.	
Sallyport/Vehicle Processing Garage	800	s.f.	0	0	s.f.	*ENCLOSE DRIVE-THRU*
Fleet Maintenance (Covered)	600	s.f.	0	0	s.f.	*OFFSITE*
Firearm Training Range	600	s.f.	0	0	s.f.	*4-lanes OFFSITE*
Subtotal				*2,790*	*s.f.*	
Circulation Factor (30%)				*837*	*s.f.*	
				3,627	**s.f.**	
POLICE HEADQUARTERS TOTAL				**14,531**	**s.f.**	

Dunwoody City Hall/Police Headquarters

PROGRAM DOCUMENT -JULY 2016	Area Needed	Space Needs No.	Space Needs Total		Remarks
PROGRAM SUMMARY -CITY HALL					*FLOOR*
CITY MANAGER			889		*2*
CITY CLERK			809		*2*
COUNCIL OFFICES			624		*2*
FINANCE			723		*2*
HUMAN RESOURCES			395		*2*
COMMUNICATIONS			868		*2*
ECONOMIC DEVELOPMENT			322		*2*
COMMUNITY DEVELOPMENT			3,224		*2*
PUBLIC WORKS			1,664		*2*
INFORMATION TECHNOLOGY			1,136		*2*
COUNCIL/MUNICIPAL COURT			6,508		*1*
COMMON CITY HALL SUPPORT			3,536		*2*
Total City Hall			*20,699*		
PROGRAM SUMMARY -POLICE HEADQUARTERS					
ADMINISTRATION			3,988		*1*
CRIMINAL INVESTIGATIONS			3,393		*2*
PATROL			3,523		*1*
COMMON POLICE SUPPORT			3,627		*1*
Total Police Headquarters			*14,531*		
City Hall/Police Headquarters Total			***35,230***	***s.f.***	
FIRST FLOOR TOTAL:			17,646	s.f.	*(17,904 u.s.f. available)*
SECOND FLOOR TOTAL:			17,584	s.f.	*(18,188 u.s.f. available)*
			35,230	s.f.	

FIRST FLOOR PROGRAM

COUNCIL/MUNICIPAL COURT	6,508 SF
POLICE/ADMINISTRATION	3,988 SF
POLICE/PATROL	3,523 SF
COMMON POLICE SUPPORT	3,627 SF
	17,646 SF

CITY HALL

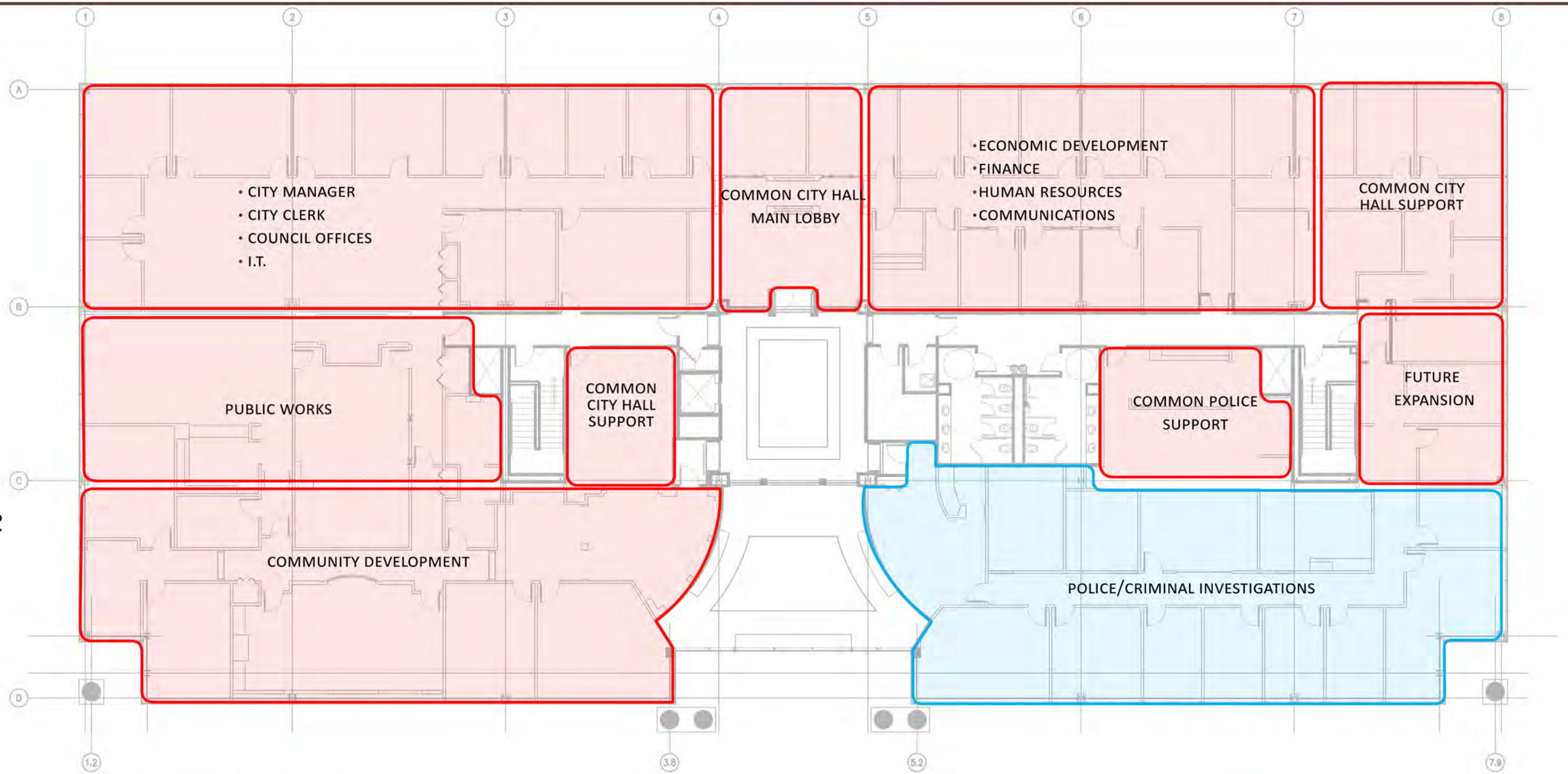
POLICE

SCALE: 1/16” = 1’-0”

CPS Comprehensive Program Services

FIRST FLOOR CONCEPT DIAGRAM - 17,904 U.S.F.
4800 ASHFORD DUNWOODY ROAD - DUNWOODY CITY HALL
JULY 6, 2016

PRECISION Planning Inc.



SECOND FLOOR PROGRAM

CITY MANAGER	889 SF	FINANCE	723 SF
CITY CLERK	809 SF	HUMAN RESOURCES	395 SF
COUNCIL OFFICES	624 SF	COMMUNICATIONS	868 SF
I.T.	1,136 SF	COMMON CITY HALL SUPPORT	3,536 SF
COMMUNITY DEVELOPMENT	3,224 SF	POLICE/CRIMINAL INVESTIGATIONS	3,393 SF
PUBLIC WORKS	1,664 SF		17,584 SF
ECONOMIC DEVELOPMENT	322 SF		

CITY HALL

POLICE

SCALE: 1/16” = 1’-0”

CPS Comprehensive Program Services

SECOND FLOOR CONCEPT DIAGRAM - 18,188 U.S.F.
4800 ASHFORD DUNWOODY ROAD - DUNWOODY CITY HALL
JULY 6, 2016

PRECISION Planning Inc.

Dunwoody City Hall -4800 Ashford Dunwoody Road
LEED Certification -Preliminary Comments

Because the City of Dunwoody is an ARC Green Community with "Gold" status, green building is a stated goal of the City. This goal may include LEED Certification of new and renovated buildings owned by the City. Although an extensive analysis of the existing 4800 Ashford Dunwoody Road building and its systems has not yet been conducted, below are some preliminary comments regarding LEED Certification.

LEED Version: LEED 2009 (Version 3.0)

The current version of LEED is 2009 (v.3.0). Version 4.0 will be adopted soon, and the "sunset" deadline for registration as LEED Version 3.0 is October 31, 2016. The Dunwoody City Hall and Police Station was registered with the U.S. Green Building Council last year under LEED Version 2009, and modifications may be made to that existing registration as necessary. In order to qualify for certification under LEED 2009 (v.3.0), the project must be certified no later than June 30, 2021.

LEED Rating System: LEED for New Construction

Because the renovation at 4800 Ashford Dunwoody Road is expected to include replacement of HVAC units, lighting, and roofing, it is effectively a "major renovation," which puts it in the same category as a new building. Therefore the LEED rating system is likely to be LEED for New Construction, rather than LEED for Commercial Interiors.

Major Renovation: Includes extensive alteration work in addition to work on the exterior shell of the building and/or primary structural components and/or the core and peripheral MEP and service systems and/or site work. Typically, the extent and nature of the work is such that the primary function space cannot be used for its intended purpose while the work is in progress and where a new certificate of occupancy is required before the work area can be reoccupied.

LEED Project Credit Categories

- *Sustainable Sites*
- *Water Efficiency*
- *Energy and Atmosphere*
- *Materials and Resources*
- *Indoor Environmental Quality*
- *Innovation in Design*

Estimated LEED Project Administrative Costs

• LEED Administration/Submittals:	$25,000.00
• Fundamental Commissioning:	$20,000.00
• Energy Modeling:	$15,000.00
• LEED Registration/Certification:	$3,000.00
• LEED Plaque:	$500.00
	$63,500.00

Potential Building Upgrades for LEED Certification

- Building envelope upgrades to exceed ASHRAE 90.1 2007 (roofing and exterior walls/windows)
- HVAC equipment upgrades to exceed ASHRAE 90.1 2007
- Fresh air intake to meet ASHRAE 62.1/2 2007
- Lighting upgrades
- Use of recycled materials in construction