HIGHLAND
ASSOCIATES

MEETING MINUTES

Report Date: February 27, 2014

Meeting Date: February 26, 2014
Topic: **Committee Meeting 2**

Project: Hancock CSD
Capital Project

HA PN: 2014-072P

Attendees:

HCSD	Terrance Dougherty	tdougherty@hancock.stier.org
	Frank Seely	fseely@hancock.stier.org
	Brandon Olbrys	bolbrys@hancock.stier.org
	Mike MacDonald	mmacdonald@hancock.stier.org
	Brenton Taylor	btaylor@hancock.stier.org
HTA	Kathy Herzog	kherzog@hancock.stier.org
	Amber Dennis	adennis@hancock.stier.org
HCSD BOE		
CSEA		
HC	Nick Hazen	nhazen@contourconst.com
	John Martin	jgmartin@hancock.net
Lend Lease		
Highland	William Flynn	wflynn@ha-pa.com
	Raymond Smith	rsmith@ha-pa.com
Griffiths		

Distribution: Attendees

Scott MacDowall (HCSD)	smacdowall@hancock.steir.org
Bill Christian (HCSD)	bchristian@hancock.steir.org
Gene W. Homer (HCSD BOE)	salgene@pronetisp.net
Shawn Shannon (CSEA)	tcs1000@hancock.net
Linda O'Brian (HC)	linda@hancock.net
Bill Connor (LL)	William.Connor@lendlease.com
Dan Griffiths (Griffiths Engineering)	dan@griffithsengineering.com
David Gilmore (HA)	dgilmore@ha-pa.com

Discussion Items:

#.	Item	Resp	Due Date
1.	An updated Capital Project Scope of Work dated 2-26-14 was handed out which included the District needs / wish list along with Highland Associates Building evaluation report. (See attachment)		
2.	A Committee Meeting Date Schedule was handed out. (See attachment)		
3.	Terry Dougherty and Bill Flynn summarized an overview of the project		

#.	Item	Resp	Due Date
	scope and District needs prior to a walk-through of the MS/HS and Elementary School.		
4.	A walk thru of the Elementary School included a review of the Capital Project scope of work items. Along with the following items discussed during the walk-thru; A. The sidewalk to the playground exceeds the maximum slope of 1:20 for accessibility and re-grading or a ramp would be required to meet the Building Code and ADA. B. Provide new Entry Vestibule Security Interlock at the corridor to the East side of the Elementary Gym.		
5.	A walk thru of the MS / HS included a review of the Capital Project scope of work items. Along with the following items discussed during the walk-thru; A. The existing trophy cases near the main entrance are free standing glass and wood cabinets that sit on the floor. The existing glass in the cabinets should be replaced with new safety glazing or new built in trophy cabinets would be recommended. B. All exterior aluminum doors and hardware are in poor condition and should be replaced with new aluminum security doors with 1" insulated laminated glass. C. It was requested for better lighting control in the Classrooms. D. Provide new instrument storage cabinets in the Music Classroom. E. The Classroom flooring is in poor condition and should be replaced with new flooring and new subfloor. F. Provide additional lighting in the Corridors to increase illumination / Footcandles.		

This meeting summary has been prepared to the recollection of the A/E. If there are any discrepancies in this summary as per your knowledge, please contact our office within three (3) days of receipt; otherwise, this summary shall stand as issued.

Submitted By: Raymond Smith

J:\2014-072 Hancock CSD Capital Project\Correspondence\Meeting Minutes\Hancock CSD Meeting Minutes 2-26-14 Committee Meeting 2.docx

Lend Lease

Sign In Sheet

Project Name: Hancock CSD

Meeting Location: District Office

Meeting Date: February 11, 2014

Hancock CSD Facilities Committee

Pre-Referendum Kickoff Meeting No. 1

Attendance:

NAME	"X" PRESENT	ORGANIZATION	PHONE/FAX	EMAIL
Bill Connor	X	Lend Lease	Phone: 315.214.5140 Cell: 607.279.8372 Fax: 315.214.3791	william.connor@lendlease.com
~~David Gilmore~~ Bill Flynn	X	Highland Associates	510.586.4334w 510.840.1124c	~~dgilmore@ha-pa.com~~ wflynn@ha-pa.com
Terrance Dougherty	X	Hancock CSD	607.637.1301w 607.725.3187c	tdougherty@hancock.stier.org
Scott MacDowall	X	Hancock CSD	607.637.1304w	smacdowall@hancock.stier.org
Frank Seely	X	Hancock CSD	607.637.1313w	fseely@hancock.stier.org
Bill Christian	X	Hancock CSD	607.637.1336w	bchristian@hancock.stier.org
Brandon Olbrys	X	Hancock CSD	607.637.1323w	bolbrys@hancock.stier.org
Mike MacDonald	X	Hancock CSD	607.637.1217w	mmacdonald@hancock.stier.org
Brenton Taylor	X	Hancock CSD	607.637.1306w	btaylor@hancock.stier.org
Gene W. Homer	X	HCSD Board of Ed.	607.637.2796w	salgene@pronetisp.net
Kathy Herzog	X	Hancock Teachers Association	607.637.1353w 607.637.2669w	kherzog@hancock.stier.org
Shawn Shannon	X	CSEA	607.765.8942c	tcs1000@hancock.net
Nick Hazen	X	Hancock Community	607.725.0495	nhazen@contourconst.com
Linda O'Brien	X	Hancock Community	607.237.7046	linda@hancock.net
John Martin	X	Hancock Community	607.342.5637	jgmartin@hancock.net
RAY SMITH	X	HIGHLAND ASSOC.	570-586-4334	RSMITH@HA-PA.COM
amber Dennis	X	HTA/Community	607-637-4210	adennis@hancock.Stier.org

HIGHLAND
ASSOCIATES
Architecture | Engineering | Interior Design

HANCOCK CENTRAL SCHOOL DISTRICT

CAPITAL PROJECT SCOPE UPDATE

Submitted to Committee February 26, 2014

Highland Associates performed a walk-thru of the Hancock Elementary and Middle/High Schools on February 18, 2014 to assess the scope of work as determined from the 5 year plan and evaluate the existing HVAC systems. In addition Highland met with the Owner to obtain their input and knowledge of the existing conditions.

The following items include original scope items as of February 14, 2014 and scope items as reported by Highland in our walk-through of February 18, 2014.

MIDDLE SCHOOL / SENIOR HIGH SCHOOL

MS/HS Original and Added Scope Items

1) A **Auditorium** - minor cosmetic renovation consistent with SHPO guidelines. Repair of Auditorium Chairs. Approximately 400 seats are in the auditorium, plan on repair of 10% of the arms and seat springs.

2) A **Auditorium and Gym** - The return air grille under the Auditorium stage is open to the Gym ceiling and sound transfers between the two floors. The opening to the Gym ceiling should be sealed to eliminate sound transfer and also sealed for smoke.

3) A/E/H **First Floor Entry Lobby Ceiling** - renovate more in keeping with the original building.

4) A **Corridor Terrazzo Floors** - patch and repair terrazzo floors throughout the facility.

5) A/E **Corridor Ceilings** - replace 2'x4' corridor acoustic tile ceiling with new 2'x2' tegular suspension grid and acoustic tile system and new energy efficient lighting.

   The existing lighting in the corridors throughout this school consists of 2' X 4' recessed prismatic fixtures with T8 fluorescent lamps. These fixtures operate at 120V are fed from panelboards located in corridors. Fixtures are old and should be replaced with new energy efficient fixtures containing electronic ballasts and T5 or T8 lamps. Proposed fixtures would be 2' X 4' recessed fluorescent fixtures with nano-prismatic lenses and (2) T8 lamps, Corelite, Z3 series or equal. Replace Exit Signs.

   Clean existing diffusers and lights. Remove, clean and reinstall smoked detectors, speakers and cameras.

6) A **Stairs** - There is some repair required at the terrazzo treads at the stairs due to wear. patch/repair/replace terrazzo stair treads. Provide ADA/ANSI compliant handrails. The egress Stair handrails are at 26" A.F.F. and don't have proper extensions and don't meet

code. New handrails should be installed at 36" A.F.F. and code compliant extensions to be provided. The guardrails / pickets at the upper level landing of the egress Stairs are bent and exceed a 4" sphere. The guards at the upper level landings should be replaced.

7) A/E/H **Weight Room** - new interior finishes, 2,024 sf. Replace ceilings soffits, wall finishes and pads. Provide de-humidification.

The weight room is served by an indoor heating ventilating unit mounted above the ceiling of the weight room. The unit is capable of providing 100% outside air. Air is exhausted via inline exhaust fan also mounted above the ceiling. There have been complaints of odor and humidity issues within the space. It is recommended that dehumidification cycle be considered. This would entail replacing the air handling unit with a new DX cooling unit with remote outdoor condenser and dehumidification capabilities.

The weight room presently contains 2' X 4' recessed prismatic fixtures. These fixtures are in poor condition and some have yellowing lenses. If ceilings get replaced, it is recommended to replace the lighting. Proposed fixtures could also be 2' X 4' fluorescent fixtures with nano-prismatic lenses and (3) T8 lamps.

Dumbbell racks are unsafe due to tipping, replace racks.

8) A **Accessibility** - review existing handicapped accessibility, may need to upgrade due to the amount of money spent on renovations.

9) A/E/H **Building Entrances** - Provide vestibule entrance at District Administration and door separation to school corridor. The vestibule provided should be located at the existing door. Review if the existing corridor can exit out of a new pair of doors adjacent to the existing door and new Admin Vestibule.

Replace large glass exterior doors with smaller divided lites.

10) A/E **Building Entrance Security** - Review if additional cameras are required. Presently there are card readers at entrance doors and surveillance cameras located throughout the corridors. If new vestibules are provided with door separation to the school, additional card readers shall be required. In addition, additional security cameras shall be provided as required. Chuck Gabriel will be providing camera locations for the project.

11) A **Classroom Security** - review classroom security, doors and glazing. The existing glass in the Classroom Corridor doors are 1/8" float glass and should be replaced with fire rated safety glazing. The existing building is not sprinklered and the new building code would require 1 hour fire rated corridor walls with 20 minute doors. The existing door hardware at the corridor doors do not have closers and do not positively latch and new code compliant hardware would be recommended.

12) A **Window Sills** - Courtyard exterior window sill replacement. There are 4 exterior stone sills at the courtyard windows that are deteriorated and spalled and should be replaced.

13) A **Chimney** – The chimney was repointed last year. The cap was patched. Review providing metal cap over existing cap.

14) A **Stage Curtains** – The Stage Curtains in Auditorium are old and should be replaced.

15) A **Boiler Room Penetrations** - All penetrations thru the Boiler Room walls are to be sealed with a U.L. approved fire stop system to maintain the fire rating.

16) A **Door Replacement** – Replace the following doors

- Basement Boiler Room – Existing doors that feed into Stairs D and E from the boiler room do not swing with the path of travel and do not meet the proper fire rating. ¾ hour fire rated doors and frames should be provided and the layout to be revised so that the doors swing with the path of travel, provide new doors, frames and hardware with correct swing.
- Weight Room – Replace door and hardware from weight room to Stairwell E.
- First Floor Stairwell D – Provide panic hardware at door at top of landing.
- Stairwell from Boys PE 123 – Replace pair of exterior doors and hardware.
- Stairwell and Corridor adjacent to Boys PE 123 – Door to corridor from the locker room is not swinging the correct direction for egress, provide new door and hardware with correct swing. Replace existing rusted door and hardware from corridor to exterior.
- Exterior Doors at 100, 100A, 104 and Stair adjacent to 104 – Replace all rusted exterior doors with new doors and hardware.
- Record Storage Room - The First Floor Record Storage Room door and frame is not fire rated and a 45 minute door and frame should be provided.

17) A **Kitchen Floor Tile** – Patch and replace ceramic floor tile in the kitchen areas.

18) A **Stair Replacement** – The stair located in Stairwell C that accesses the basement is wood and past its useful life, replace stairs with metal grate utility stairs or steel pan / concrete stairs. Also, provide code compliant landing and railings. The stair that accesses the boiler room from the crawl space is in poor condition and should be replaced. The existing stair does not have an upper landing at the door. Also provide code compliant landing and railing.

19) A/M/E **Music Suite** – reconfigure music suite to eliminate and reorganize the middle storage rooms 224A and 227A.

20) A/M/E **Library** – Remove wall between Distance Learning Computer Room 231 and the Library 232 for a connected and controllable multi-media area. Construction would include New bulkhead transition at ceiling, flooring replacement, wall patch, painting of both spaces, ceiling and lighting to remain. No electrical reconfiguration is required.

21) A/E **Multi-Media and Signage** – Provide LED TVs in the Library and Cafeteria. Provide exterior digital welcome sign. L.E.D. TV screens shall be provided in entrance areas as well.

22) A/P/E/H **Kitchen Dishwasher** – The dishwasher in the Kitchen is original and in poor condition and should be replaced.

23) A/E/H **Cafeteria Ceiling** – Replace existing cafeteria 2 x 4 ceiling with 2 x 2 tegular high acoustics ceiling, provide acoustic panels at perimeter walls, maintain existing lighting.

Provide new window treatments.

24) C **Entrance Plaza** - repair or replace Blue Stone and Plaza at the front entrance. Possible use of stamped concrete.

25) C **Site** - provide practice field at area north of and contiguous with current football field. Cleared, graded, terraced, drained and seeded. Clear area of trees so the community can use an area of the hill for sleigh riding without running into the fence at the field.

26) C **Softball/Field Hockey Field** - field improvements existing field is not level, large drop-off in foul territory near home plate, review drainage. Extend softball backstop upwards and fencing down 3rd base line.

27) C **Tennis Courts** - Repair Tennis Courts

28) C **Paving replacement** – Some milling and some total replacement

29) H/E **Auditorium** - The auditorium is served by a gas fired rooftop and was installed in 1996. The unit was provided with a DX cooling coil for future but was never utilized. A condensing unit with associated refrigerant piping will need to be added in order to make this option functional. In addition, new supply duct insulation with vapor barrier will need to be provided to prevent condensate from forming on ductwork and to also meet current energy codes.

30) H/E **HVAC for Distance Learning Lab** - Add HVAC for Distance Learning Lab and the Computer Room. The Distance Learning Lab is currently heated via a hot water heating fan coil unit. Equipment and monitors used for the curriculum create high heat gain within the space. Consideration should be given to providing air conditioning. It is recommended that a new packaged rooftop unit with DX cooling be provided.

31) H **Corridor Ventilation** - The existing corridors are served by hot water convectors and a 100% outside air, gas fired, roof mounted make-up air unit. Air is ducted to each floor and supplied in the east side corridor only. Air is exhausted via the toilet rooms. The owner stated that the corridors overheat, resulting in the school turning the ventilation unit off, which causes the building to be under negative pressure and also does not meet building codes. It is recommended that the existing control of the make-up air heating ventilation unit and existing convectors be addressed.

32) H **Boilers** - Replace Existing Cast Iron Boilers with condensing boilers. The high school is served by two cast iron boilers which have been converted from steam to hot water. The boilers are past useful life expectancy and consideration should be given to replace. It is recommended that the boilers be replaced with modular condensing boilers.

33) P **Domestic Water** - The Domestic Water Service for this building is supplied by a 2" water line that enters the building below grade in the Boiler Room complete with a Water Meter, Strainer, and Pressure Reducing Valve. The line then separates into (2) 2" water lines each with approved backflow preventers. The (2) backflow preventers along with the incoming water service Strainer and Pressure Regulator should be replaced as they are beyond their life expectancy and appear to be in rough shape. The Domestic Hot Water is generated by a gas fired domestic water heater with accompanying storage tank. The water heater is approximately 22 years old; however appears to be in decent shape.

34) P **Plumbing Fixtures** - The existing plumbing fixtures have been replaced around 1997 and are in good condition. The school however would like the existing Manual Flush Valves on all Urinals and Water Closets to be retrofitted with "Battery" Automatic Infrared Sensor Activated Flush Valves.

35) P **Fire Protection** - Other than Fire Hose Valve Cabinets located throughout the schools corridors, there is no fire protection system in the present building.

36) E **Emergency Generator** - The district would like to replace the existing generator and add the following loads to it: MDF and IDF rooms, kitchen refrigerator and freezers and gym lights, since the school serves as an emergency shelter.

The existing generator is manufactured by Onan, rated 55 KW/69 KVA and fueled by natural gas. Currently only one transfer switch exists which is also manufactured by Onan and rated at 200A, 120/208V, 3 phase, 4 wire. Existing loads on the generator consist of the following: boilers, pumps, a compressor, a dryer, controls, fire alarm, night lights, exit lights and emergency lighting.

If the generator is replaced, a significant amount of work is involved due to the fact that codes have become much more stringent over the years. Since the existing generator serves life safety loads and also serves as an emergency shelter, it is classified as a type 10, class 96, level 1 system, which means that the generator is required to be capable of startup and accepting rated load within a maximum of 10 seconds and also the generator needs to operate at its rated load without being refueled or recharged for a minimum of 96 hours. In addition, the National Electrical Code now requires that the essential branches of the electrical system be fed off separate panels, at a minimum, provided the total load on the generator is 150 KVA or less. If the total load on the generator is over 150 KVA, N.E.C. requires a separate transfer switch for each branch of the essential

electrical system. In the case of a school, this would mean two transfer switches – one for life safety loads and one for equipment loads.

In addition, per NFPA 110, for level 1 installations where the probability of interruption of off-site fuel supplies is high, on-site storage of an alternate energy source sufficient to allow full output of the generator to be delivered for the class specified, shall be required, with the provision for automatic transfer from the primary energy source to the alternate energy source. Due to this requirement, diesel generators are commonly used for standby power. In the case where a public utility has demonstrated reliability, it shall be permitted to be used where the primary source is by means of on-site energy conversion.

37) E **Servers and Switches** - replace/upgrade

38) E **Lighting** - Replace lighting in Kitchen

39) E **Lighting in Tech Room 100** – The technology room currently contains linear fixtures suspended in continuous rows with T12 fluorescent lamps. Fixtures should be replaced with new energy efficient fixtures with electronic ballasts and T5 or T8 lamps. Proposed fixtures would be 4' and/or 8' heavy duty industrial fixtures with 20% uplight, silver lining wire guards and electronic ballasts, Metalux, DMF series or equal.

40) E **Exit Signs** - Existing exit signs are also old and should be replaced. Exits should be replaced with new A.C. only, L.E.D. type exits for energy efficiency, Sure-lites CAX series or similar.

41) E **Display Technology** - by wall mounted interactive whiteboard or LCD projector.

Smart Board Technology. The school district would like to upgrade, or install new where required, their current smart boards with new interactive smart boards.

The High School/Middle School replacement smart boards or new smart boards will require minor additions to the existing power and data infrastructure. Infrastructure modifications would comprise of a CAT5e/CAT6 drop and circuit run to the new equipment location. Existing MDF and IDF closets have capacity for any additional equipment. New circuits may be taken from existing IDF closets on the second and third floors. Where existing smart boards are located, existing power and data may be used to accommodate any upgraded equipment. Locations are to be determined.

42) E **Program and Speech Audio Reinforcement** – Provide ceiling mounted program audio loudspeakers. Hearing impaired Assistive Listening Devices shall be added to all classrooms which do not presently contain them.

43) E **AV Sources** – by networked on-demand instructional video content, PC computer, wireless iPad interface, user furnished laptop computers, digital document camera

44) E **System Control** – by networked remote control, desktop PC and iPad interface

45) E **Upgrades to High School/Middle School MDF room -** The existing MDF room in the High School/Middle School has spare capacity for added equipment. We recommend leaving the space alone.

46) E **Fiber Signal** - Review of Signal degradation issues of Fiber between the High School/Middle School and the Elementary School. We recommend a test be performed on the cable running between the two schools to determine the condition of the fiber cable. If the cable should fail the test, it is then suggested to test the receiving equipment on either end to determine their condition. Upon test findings, the required cable or piece of equipment should be replaced.

47) E **WiFi Access Points** – Additional access points to fill in gaps of the coverage will be required in select locations throughout the school. This will be reviewed by the Districts vendor.

48) E **Floor Boxes in 312** – Replace electrical floor boxes in room 312 Computer Room. Boxes are non-operational. Floor boxes in computer lab are corroded. In addition, per the district, the floor boxes cause nuisance tripping of breakers. It is recommended to remove existing floor boxes throughout the computer lab. Patch and repair floor. Provide new power poles for feeding computers.

MS/HS Eliminated Scope Items

49) A/E/H/P **Classrooms** – provide new ACT ceiling and energy efficient lighting in lieu of plaster ceilings. Not required by the District.

50) H **HVAC for Computer Room** - Add HVAC for the Computer Room. There is presently a self-contained unit ventilator with cooling, no cooling needs to be added.

51) E **Clock and PA Systems** - upgrade/replace. Clocks are being replaced now by the District on an as needed basis, the PA system is also being replaced by the District.

ELEMENTARY SCHOOL

1) A/H/E **Classroom Curtain Wall System** – Replace original 1963 construction curtain wall and base cabinets. Replace and upgrade unit ventilators and built in casework at the Classrooms.

2) A **Temporary Classroom Addition** – Examine exterior wall system for additional skin or demolish and use existing available space for relocated programs.

The thin brick on the West addition is in poor condition and a new insulated exterior panel should be installed. The windows on the West addition are single pane and should

be replaced. The exterior exposed steel tube framing at the West addition are rotting and require repairs.

Air movement in the addition should be reviewed.

3) A **Accessibility** - Review existing handicapped accessibility, may need to upgrade due to the amount of money spent on renovations.

4) A/E/H **Building Entrances** - Add security to entrances. Provide vestibule at main entrance to separate access to remainder of school. Vestibule shall be located southeast of the existing main entrance and shall enter into a space inside the office. Reconfiguration of work areas will be required. Access control will be provided into the vestibule and the also into the school from the new vestibule.

5) A/E **Building Entrance Security** - Review if additional cameras are required. Presently there are card readers at entrance doors and surveillance cameras located throughout the corridors. If new vestibules are provided with door separation to the school, additional card readers shall be required. In addition, additional security cameras shall be provided as required. Chuck Gabriel will be providing camera locations for the project.

6) A **Classroom Security** - review classroom security, doors and glazing. The existing glass in the Classroom Corridor doors are 1/8" float glass and should be replaced with fire rated safety glazing. The existing building is not sprinklered and the new building code would require 1 hour fire rated corridor walls with 20 minute doors. The existing door hardware at the corridor doors do not have closers and do not positively latch and new code compliant hardware would be recommended.

7) A **Gym Wall Pads** – Due to safety reasons, the wall pads in the gym need to be extended 15 LF each side of the existing pads at four locations.

8) A **Masonry** - Repoint chimney above cafeteria.

9) A **Door Replacement** – Existing exterior door is rusting. Replace the exterior door and hardware.

10) A **Door Hardware Replacement** - The door hardware from the Gym to the Corridor should be replaced.

11) A/H/E **Special Needs** - reconfigure existing room 110 class space into CSE and OTPT spaces. Provide HVAC modifications, re-configure electrical and light switching.

12) ENV **Asbestos** - abate VAT in classrooms (District to contract separately for any environmental work)

13) C **Paving Replacement** - Good opportunity for milling if base is good. Replace pavement to playgrounds.

14) C **Playground** - upgrade the older playground equipment. Review if SED aids playground equipment.

15) H **HVAC** - The heating system for the 1964 portion of the elementary school consists of two cast iron steam boilers, one of which is not operational. Steam and condensate piping to terminal units throughout the school is run within a crawl space. The boilers are past life expectancy and should be replaced. It is recommended to replace with modular condensing boilers and convert the entire heating system from steam to hot water. Existing terminal units are at the end of useful life and should also be replaced.

16) H **Corridor Ventilation** - The existing corridors are heated by steam radiation. Currently there is no ventilation being provided for the existing corridors, with the exception of the 2008 addition. Ventilation needs to be provided to be in current code compliance. Consideration should be given to adding a corridor air handling system capable of providing outdoor air ventilation.

17) H **Classroom HVAC** - Existing classrooms are served via building original steam unit ventilators circa 1964. Fresh air is provided via outdoor air louvers. Outside air ventilation is currently being relieved through grilles which communicate to the corridors and then through the roof to power roof ventilators. Transfer of air into a corridor and using it as a plenum is a code violation. Unit ventilators are past useful life expectancy and should be replaced. Relief air system should be modified to meet current codes.

18) H/E **HVAC** - Add HVAC to computer lab 109. The computer lab is heated via steam baseboard radiation. Temporary window air conditioning units provide cooling, which is inadequate. Due to the high amount of computer equipment, there is high amount of heat gain to the space, resulting in uncomfortable temperatures. Consideration should be given to adding cooling in lieu of the temporary window units currently installed. It is recommended that a packaged, gas fired heating, DX cooling, rooftop unit be installed.

19) P **Domestic Water** - The Domestic Water Service for this building is supplied by a 4" water line that enters the building below grade in the Boiler Room with a 4" Gate Valve and Strainer. Once passed the Meter the Service then decreases to a 2" with a Pressure Reducing Valve. This 2" line was hooked up to a booster system that is no longer in service. The water service has no backflow preventer on it as required by code. Along with the installation of proper Backflow Prevention, the 4" Gate Valve and Strainer the 2" Pressure Reducing Valve should be replaced as they are beyond their life expectancy and appear to be in rough shape.

The Domestic Hot Water is generated by a gas fired domestic water heater that was installed 2 years ago and is in great condition.

20) P **Plumbing Fixtures** - The existing plumbing fixtures have been replaced around 2009 and are in good condition. The school however would like the existing Manual Flush Valves on all Urinals and Water Closets to be retrofitted with "Battery" Automatic Infrared Sensor Activated Flush Valves.

21) P **Fire Protection** - There is no fire protection system in the present building.

22) E **Servers and Switches** - replace/upgrade

23) E **IT Fiber** - Review Fiber connection between buildings, loss of signal.

24) A/E **Ceiling and Lighting in Cafeteria/Auditorium** - Replace lighting in cafeteria/auditorium. The existing lighting in the cafeteria/auditorium consists of recessed 1' X 1' fixtures with dropped prismatic lenses. Fixtures are old and should be replaced with new energy efficient fixtures with electronic ballasts and T5 or T8 lamps. Proposed fixtures would be 2' X 4' recessed fluorescent fixtures with nano-prismatic lenses and (2) T8 lamps, Corelite, Z3 series or equal. In addition, multi-level switching shall be provided.

25) E **Emergency Generator -** Provide emergency generator. The district would like to add a new generator to the elementary school. At a minimum, life safety loads such as emergency and egress lighting, fire alarm and security/card access will be placed on the generator. Additional loads as requested by the district will also be added.

As stated earlier, depending on the KVA of the generator, the requirements vary. At a minimum, the essential branches of the electrical system shall be separated and fed off different panels provided the total load on the generator is 150 KVA or less. If the total load on the generator is over 150 KVA, N.E.C. requires a separate transfer switch for each branch of the essential electrical system. In the case of a school, this would mean two transfer switches – one for life safety loads and one for equipment loads.

In addition, per NFPA 110, for level 1 installations where the probability of interruption of off-site fuel supplies is high, on-site storage of an alternate energy source sufficient to allow full output of the generator to be delivered for the class specified, shall be required, with the provision for automatic transfer from the primary energy source to the alternate energy source. Due to this requirement, diesel generators are commonly used for standby power. In the case where a public utility has demonstrated reliability, it shall be permitted to be used where the primary source is by means of on-site energy conversion.

26) E **Display Technology** - by wall mounted interactive whiteboard or LCD projector

Smart Board Technology The Elementary school replacement of smart boards or addition of new smart boards will require minor additions to the existing power and data infrastructure. Infrastructure modifications would comprise of a CAT5e/CAT6 drop and circuit run to the new equipment location. An additional switch in the IDF closet may be required. Where existing smart boards are located, existing power and data may be used to accommodate any upgraded equipment.

27) E **Program and Speech Audio Reinforcement** – by ceiling mounted program audio loudspeakers

28) E **AV Sources** – by networked on-demand instructional video content, PC computer, wireless iPad interface, user furnished laptop computers, digital document camera

29) E **System Control** – by networked remote control, desktop PC and iPad interface

ES Eliminated Scope Items

30) H **HVAC** – The noise in the HVAC units and ductwork in gym have been resolved.

LIBRARY BUILDING

1) E **Interior Lighting** – Review lighting replacement. The existing lighting in the library consists of pendant fixtures with parabolic lenses. Fixtures are old and should be replaced with new energy efficient fixtures with electronic ballasts and T5 or T8 lamps. Proposed fixtures would be 4' or 8' fluorescent linear pendant direct/indirect fixtures with micro prismatic lenses and T5 or T8 lamps, Corelite, Jaylum J2SM3T82CUNVAC or equal. Multi-level switching shall be provided for control. In addition, exit signs shall be replaced with new L.E.D. type for energy efficiency, Sure-lites CAX series or similar.

2) C **Walks** – Repair Blue Stone walk

BUS GARAGE

1) C **Paving** – Replace paving

Buildings Reviewed by:
Architecture – Ray Smith
HVAC – Joe Hunt
Plumbing – Carl Pisack
Electrical – Lisa Trichilo

Submitted by:
David Gilmore

X:\Hancock CSD\Combined Narratives\Hancock CSD Scope Narratives 2-26-14.doc

HIGHLAND
ASSOCIATES

MEMO

Date:	February 26, 2014	**Project:**	Hancock CSD Capital Project
Topic:	**Committee Meeting Topics**		
		HA PN:	2014-072P

Distribution:

HCSD	Terry Dougherty, *for Distribution to the Committee*
HCSD Committee	Terrance Dougherty, Scott MacDowall, Frank Seely, Bill Christian, Brandon Olbrys, Mike MacDonald, Brenton Taylor, Gene W. Homer, Kathy Herzog, Shawn Shannon, Nick Hazen , Linda O'Brien, John Martin, Amber Dennis
Lend Lease	William Connor
Highland	William Flynn, Ray Smith Joe Hunt, Carl Pisack, Lisa Trichilo
Griffiths	Dan Griffiths, Tom Pappas

Committee Meeting Dates and Topics:

Due Feb 26	HA to provide copy of Updated Scope based on our walk-through of February 18, Committee to walk through the buildings
Due Mar 12	Review of Existing Conditions Report
Due Mar 26	Committee Comments on Conditions Report and Committee input on additional items
Due Apr 9	HA to update scope list from Committee input and Committee to finalize list of possible scope items
Due May 6	HA to put together drawings and narratives on finalized scope items, present to Committee
Due Jun 11	HA to submit scope package to Lend Lease for pricing, Lend Lease to put estimate together, Present estimate to the Committee
Due Jul 16	Committee meeting to finalize priorities
Due Aug 11	Committee to recommend scope of project to the Board.

Submitted By: David Gilmore

X:\Hancock CSD\Meeting Minutes\Hancock CSD Memo 2-26-14 Committee Meeting Topics.docx

Highland Center | 102 Highland Avenue | Clarks Summit, PA 18411 | (570) 586-4334 | fax(570) 586-5990 | www.highlandassociates.com

Gil Ben-Ami, PE Hermin Z. Calderon Charles Consagra, AIA Michael G. Dench, AIA William M. Flynn, AIA Richard J. Guditus, PE M. Bilal Hasan, PE
Thomas G. Hauck, Jr., AIA Glenn D. Leitch, AIA Thomas W. Millard, PE Teddy Muliawan, PE Jeffrey A. Pencek, AIA Brian W. Schafer Michael Wolf, AIA
Highland Associates, Ltd. Architecture Engineering Interior Design Highland Associates Architecture Engineering Design, P.C.