Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date 07/21/2021

Building: Administration Building

Year Built:2011

Major Remodel/Addition:

Sq. Footage: 72,727 ft.

Address: 61 S. Main St. Farmington, Ut. 84025



Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Animal Care

Year Built: 1985

Major Remodel/Addition:

Sq. Footage: 10,956 ft.

Address: 1422 E. 600 N. Fruit Heights, Ut. 84037

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Bountiful Library

Year Built: 1970

Major Remodel/Addition: 2000

Sq. Footage: 23,822 ft.

Address: 725 S. Main St. Bountiful, Ut. 84010

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Centerville Library

Year Built: 2006

Major Remodel/Addition:

Sq. Footage: 10,290 ft.

Address: 45 S. 400 W. Centerville, Ut. 84014

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
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5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
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9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Central Davis Senior Center

Year Built: 1988

Major Remodel/Addition:

Sq. Footage: 11,000 ft.

Address: 81 East Center St. Kaysville, Ut. 84037

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
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Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

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Additional Recommended Projects

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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Children's Justice Center

Year Built:2010

Major Remodel/Addition:

Sq. Footage: 9,800 ft.

Address: 125 S. Main St. Farmington, Ut. 84025

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
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	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
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Additional Recommended Projects

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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date

Building: Clearfield Library

Year Built: 1973

Major Remodel/Addition:

Sq. Footage: 23,244 ft.

Address: 562 S 1000 E. Clearfield, Ut. 84015



Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
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Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
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7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
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Additional Recommended Projects

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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Animal Care

Year Built: 1985

Major Remodel/Addition:

Sq. Footage: 10,956 ft.

Address: 1422 E. 600 N. Fruit Heights, Ut. 84037

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Bountiful Library

Year Built: 1970

Major Remodel/Addition: 2000

Sq. Footage: 23,822 ft.

Address: 725 S. Main St. Bountiful, Ut. 84010

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Centerville Library

Year Built: 2006

Major Remodel/Addition:

Sq. Footage: 10,290 ft.

Address: 45 S. 400 W. Centerville, Ut. 84014

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Central Davis Senior Center

Year Built: 1988

Major Remodel/Addition:

Sq. Footage: 11,000 ft.

Address: 81 East Center St. Kaysville, Ut. 84037

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Children's Justice Center

Year Built:2010

Major Remodel/Addition:

Sq. Footage: 9,800 ft.

Address: 125 S. Main St. Farmington, Ut. 84025

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date

Building: Clearfield Library

Year Built: 1973

Major Remodel/Addition:

Sq. Footage: 23,244 ft.

Address: 562 S 1000 E. Clearfield, Ut. 84015



Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Davis Conference Center

Year Built: 2004

Major Remodel/Addition: 2007

Sq. Footage: 114,282 ft.

Address: 800 West Heritage Park Blvd. Layton Ut, 84041

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date

Building: Davis Park Golf Course

Year Built: 1968

Major Remodel/Addition:

Sq. Footage: 18,266 ft.

Address: 1074 Nichols Rd. Fruit Heights, Ut. 84037



Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Department of Motor Vehicles

Year Built: 2006

Major Remodel/Addition:

Sq. Footage: 5,687 ft.

Address: 969 West Clark Lane Farmington Ut. 84025

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Library Headquarters

Year Built: 2012

Major Remodel/Addition:

Sq. Footage: 20,173 ft.

Address: 133 S. Main St. Farmington, Ut. 84025

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Health Department

Year Built: 2009

Major Remodel/Addition:

Sq. Footage: 48,417 ft.

Address: 22 S. State St. Clearfield, Ut. 84015

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Kaysville Library

Year Built: 2015

Major Remodel/Addition:

Sq. Footage: 15,245 ft.

Address: 215 N. 100 E. Kaysville, Ut. 84037

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date

Building: Layton Library

Year Built: 1988

Major Remodel/Addition: 2002

Sq. Footage: 16,356 ft.

Address: 155 Wasatch Dr. Layton, Ut. 84015



Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date

Building: Legacy Events Center

Year Built: 1996

Major Remodel/Addition:

Sq. Footage: 100,115 ft.

Address: 151 S. 1100 W. Farmington, Ut. 84025



Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: North Davis Senior Center

Year Built: 2009

Major Remodel/Addition:

Sq. Footage: 14,831 ft.

Address: 42 S. State St. Clearfield, Ut. 84015

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Public Works

Year Built: 2001

Major Remodel/Addition:

Sq. Footage: 28,808 ft.

Address: 1500 E. 650 N. Fruit Heights, Ut. 84037

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
1.		
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: South Davis Senior Center

Year Built: 1976

Major Remodel/Addition:

Sq. Footage: 10,680 ft.

Address: 726 S. 100 E. Bountiful, Ut. 84010

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Building: Syracuse Library

Year Built: 2003

Major Remodel/Addition: 2019

Sq. Footage: 15,971 ft.

Address: 1875 S. 2000 W. Syracuse, Ut. 84075

Audit date



Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
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4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: I/M Tech Building

Year Built: Diesel 1992 Tech 1996

Major Remodel/Addition: 1998

Sq. Footage: 17,527 ft.

Address: 520 W. Old Mill Lane Kaysville, Ut. 84037

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Valley View Golf Course

Year Built: 1974

Major Remodel/Addition: 2008

Sq. Footage:18,043 ft.

Address: 2501 E. Gentile Layton, Ut. 84040

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Davis Conference Center

Year Built: 2004

Major Remodel/Addition: 2007

Sq. Footage: 114,282 ft.

Address: 800 West Heritage Park Blvd. Layton Ut, 84041

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
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4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
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7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date

Building: Davis Park Golf Course

Year Built: 1968

Major Remodel/Addition:

Sq. Footage: 18,266 ft.

Address: 1074 Nichols Rd. Fruit Heights, Ut. 84037



Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
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Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
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4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Department of Motor Vehicles

Year Built: 2006

Major Remodel/Addition:

Sq. Footage: 5,687 ft.

Address: 969 West Clark Lane Farmington Ut. 84025

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Library Headquarters

Year Built: 2012

Major Remodel/Addition:

Sq. Footage: 20,173 ft.

Address: 133 S. Main St. Farmington, Ut. 84025

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Health Department

Year Built: 2009

Major Remodel/Addition:

Sq. Footage: 48,417 ft.

Address: 22 S. State St. Clearfield, Ut. 84015

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Kaysville Library

Year Built: 2015

Major Remodel/Addition:

Sq. Footage: 15,245 ft.

Address: 215 N. 100 E. Kaysville, Ut. 84037

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date

Building: Layton Library

Year Built: 1988

Major Remodel/Addition: 2002

Sq. Footage: 16,356 ft.

Address: 155 Wasatch Dr. Layton, Ut. 84015



Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date

Building: Legacy Events Center

Year Built: 1996

Major Remodel/Addition:

Sq. Footage: 100,115 ft.

Address: 151 S. 1100 W. Farmington, Ut. 84025



Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: North Davis Senior Center

Year Built: 2009

Major Remodel/Addition:

Sq. Footage: 14,831 ft.

Address: 42 S. State St. Clearfield, Ut. 84015

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Public Works

Year Built: 2001

Major Remodel/Addition:

Sq. Footage: 28,808 ft.

Address: 1500 E. 650 N. Fruit Heights, Ut. 84037

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: South Davis Senior Center

Year Built: 1976

Major Remodel/Addition:

Sq. Footage: 10,680 ft.

Address: 726 S. 100 E. Bountiful, Ut. 84010

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Building: Syracuse Library

Year Built: 2003

Major Remodel/Addition: 2019

Sq. Footage: 15,971 ft.

Address: 1875 S. 2000 W. Syracuse, Ut. 84075

Audit date



Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
Interior Wall Finishes:	Continued preventative maintenance. Touch-up paint and scuffs as needed.
Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
2.	Back doors near receiving.	Do we need to add some better weather stripping or a raised plate where water and leaves come in through the back doors near receiving.
3.	Ballards at north entrance of Admin. not working.	Rob traced the line over to a box near the Admin. north entrance. Have Tom look into it. Rob has shop-vac'd the water out of the conduit. Will continue to maintain. Budget to have ballards removed entirely.
4.	Reserved parking signage	Use templates and paint signage on each reserved parking stall on east side of building.
5.	Wood buckling outside of window on the 2nd floor in the hall at the south end of building by the janitorial closet and bathrooms.	Tim is going to check into replacing it with Trex decking or some other similar material.
6.	Bathroom vanities	Refinish-polish stone counter tops in bathrooms. Can see where soap has set into the counter top.
7.	Ice Machines	CLR hard water off front of ice makers. Continue to maintain drain holes so we do not get a build up inside them.
8.	Tile in front of IS is worn down.	Try to get budget to replace tile.
9.	3rd floor-south end hall towards break room carpet gap at windows.	Currently sealed with clear caulking. Continue to monitor and keep sealed.
10.	Concrete raised up under tile in break room. 3rd floor.	Continue to monitor it.

Additional Recommended Projects

	Need	Action
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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: I/M Tech Building

Year Built: Diesel 1992 Tech 1996

Major Remodel/Addition: 1998

Sq. Footage: 17,527 ft.

Address: 520 W. Old Mill Lane Kaysville, Ut. 84037

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

Major Systems Report

Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
Parking Lot:	Seal Coat put on in Spring 2019.
Flooring:	Carpet wear in common hall between Library and Admin. between 1st floor bathrooms and 131A. Worn carpet on the So. end of the building, 2nd floor hall in front of elevator. Maybe replace with carpet squares?
Landscape:	No major issues. Continue to maintain all landscaping areas.
Façade:	Ongoing stone adherence issues around entire building including Library. Needs to be replaced.
Lighting/Electrical:	Most lighting has been updated to LEDs.
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Plumbing:	Faucets are obsolete. Buy a multiple of 10 for future replacement. Rob to count how many we need to update all - to be put in the budget.
Exterior Concrete:	Exterior concrete good. Replaced and/or fixed trip hazards as needed through years.
Doors:	Rust at bottoms of exterior doors - east side of building. Add kick plate or some thing to protect doors behind crash bars.

Routine Maintenance Observations

	Need	Action
1.	Courtyard Grounds Maintenance	Maybe add some more ground cover or fertilize existing ground cover between stone pavers to help with weeds from creeping up.
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Additional Recommended Projects

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Facilities Management

Building Audit and Budget Information

Attendees

Lane Rose, Tom Vervloet and Rob Nielsen

Audit date



Building: Valley View Golf Course

Year Built: 1974

Major Remodel/Addition: 2008

Sq. Footage:18,043 ft.

Address: 2501 E. Gentile Layton, Ut. 84040

Summary

Rock falling off around south end of building. Needs to be replaced with another rock or other material. Flooring issues include wearing carpets in common areas. Tile is also worn in some areas. HVAC has 4-5 yrs. left in life span before needing replaced. Interior walls and lighting are good.

Facility Recommended Projects

Project	Detail	Proposal	Estimate
HVAC	Budget for unit replacement.		
Parking Lot	Seal coat parking lot in 2022.		$30,000
Front Entrance Ballards	Remove outdoor lighting at Admin entrance.		$12,000
131A Remodel	If Library buys 131A, we will need to move the employee entrance on the west side of Admin down toward the 1st floor backroom. Need to concrete.		$30,000

Department Needs/Requests

Project	Detail	Proposal	Estimate
CED Remodel	Need to rework CED's work space to incorporate office space for existing employees.		$120,000
2nd Floor Elections	Remodel Elections to include a viewing area for spectactors.		
Admin Carpet	Completely replace carpet throughout Admin Building.		$50,000

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Roof:	No known issues.
HVAC:	Each unit has a 15 yr. life span-(4-5 yr. life left). Compressors - 3-4 yrs. before needing replacement.
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Additional Recommended Projects

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