



**U.S. Army Corps
of Engineers**
Engineering and Support
Center, Huntsville

Gate 10 CDC (Gardner Hill) (0-5);

Building 7404 Fort Campbell, KY



**POTR – Phase 1
Project No 58583**

November, 2011

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CHAPTER 1 - GENERAL

1-1 Purpose

The intent of this document is to present the findings of the Phase I Post Occupancy Technical Review (POTR) performed on Building 7404 (Gate 10/Gardner Hill Child Development Center) at Fort Campbell, Kentucky. The POTR was performed by the HNC team on November 17, 2011.

1-2 Facility Description

Building 7404 is a modified medium sized (232 children), Child Development Center (CDC) for ages 6 weeks to 5 years that was occupied in July 2010. Hours of operations for the facility are Monday thru Friday from 6:00 am to 6:00 pm. There are occasional weekend operations on Saturdays when they rotate "Super Saturdays" between centers. Janitorial services are performed at night.

The facility was a non-standard that was "custom designed" by HNC and FMWRC due to the 1391 being based on the outdated standard. The Standards FDT felt it was important to incorporate as many of the features of the new standard as possible into the square footage allowed by the 1391. Therefore, many of the findings and comments are not applicable to the current standard.

The users are overall pleased with the facility.

1-3 POTR Team Members

The following is a list of HNC's team members that participated in the POTR:

- Jay Clark – Architectural
- Tim Brown – Mechanical
- Mike Eisenzimmer - Electrical

1-4 Meeting Contacts

The roster is attached in Appendix A

1-5 Contract Modifications

The design-build contractor for this project was Nationview/Bhate. The following is a list of the major contract modifications issued during construction. There was a total of 11 or 12 mods, and many were site issues.

- Schedule delays due to harvesting trees and due to the school next door having priority
- Huge one from G-9 stemming from the differences in the standard at award, and the standard upon completion.

- One large difference in the standards is the elimination of occupancy sensors in any occupied space.
- Problems finding the correct size toilets in the infant area.
- Change in the list of poison plants. Had to remove a ground cover that had been added to the list.
- Added wheel stops to the parking lot
- Enclosed the mechanical yard with chain link fencing
- Added an additional gate in the infant playground
- Added third handicap parking sign
- Provide a separate fire alarm annunciator panel in the vestibule. The other panel is in the entrance to the admin area.
- Changed playground surface from wood chips to poured in place recycled rubber.
- Added a standalone AC unit for the video room.
- Added smoke detectors to the exterior storage rooms.

1-6 Construction Issues

- Floor to ceiling crack in sheet rock had to be repaired shortly after facility opened.
- Contractor was sub-par. While most things were resolved, they did not put out any ownership or pride in the project. This is evident in the quality of workmanship. Subs were the lowest cost from around the area. Would only do absolute minimum required.
- Cost growth was approximately 15% which is astronomical.
- Reoccurring problem with some closet doors not closing
- Problem with exterior doors trying to maintain the proper speed for closing and having enough force to close completely.

1-7 Overall Satisfaction

- Overall, everyone is satisfied with the facility.
- Users love the views into the rooms and the access control into the building. They also appreciate the standardization of CDC across the Army to help in easing transitions from one post to another. They also love the tamper resistant electrical outlets, the car seat storage area, and the buggy storage alcoves.
- Parents love the openness and brightness of the facility and the easy view into and out of the room

CHAPTER 2 - ARCHITECTURAL

2-1 General Discussion

- There have been no issues with the smoke detectors in the exterior storage rooms. The building has gone through all 4 seasons.
- Latches on windows are not the best. They are meant more for opening a bottom sash. You must push the window up in order to release the latch.



- Problems with some of the drinking fountains in the classrooms leaking.
- Outside set of doors on the vestibule cannot be locked at any time. This has led to an instance when someone came into the building and vomited in the vestibule.
- The reception counter functions well, and there were adequate data and electrical outlets provided.



- The admin space is adequate.
- Flooring in laundry is sheet vinyl.



- Wall wainscot in kitchen is same quarry tile as on floor.



- All activity rooms exit into the playgrounds. Only doors that exit into non-fenced areas are alarmed.
- Exterior window sills are so low in the activity rooms that the children climb on them. They are approximately 14" off the floor. In addition, from an aesthetic standpoint, the tops of the windows are below the tops of the doors. Both problems would have been resolved had they raised the windows approximately 6".



- Staff commented lounge needs to be bigger; however, this is a non-standard plan, and the lounge was reduced to bring the facility within scope.

2-2 Feedback/Lessons Learned/Standard Design Impacts

- Corners of the toilet partition at the ADA stall in the pre-school rooms work loose. They are not overhead braced, nor do they have extra support at the base. This needs to be addressed in the criteria.



- Issues with the diaper changing station. More details need to be provided in the room by room document to help the contractor understand what is required. Stairs have been a problem. Rollers did not provide the correct type of locking. Drawer slides help, but are not durable enough.



- Epoxy paint difficult to work with. Not easy to patch.
- They would NOT want a door from the admin area to the main corridor. They are trying to keep the admin area separate from the main flow of the facility.
- They do not see the need for taller storage rooms for more storage capacity. In addition, this will become a concern for shorter staff, which ultimately could be a safety concern.
- Quarry tile floor in kitchen is a problem with the grout lines. They become dark and dirty looking and are

constantly being written up.

- They ended up taking out all of the blinds in the whole facility. The 2 concerns were safety (strangulation) and also security. Blinds must be open when the facility is not occupied.
- Would like a change in the dishwashing area of the kitchen to locate the 3 compartment sink next to the garbage disposal so that it's in the "flow" instead of across from it.
- Staff lounge needs a window.
- Staff lounge needs a waterline for the refrigerator icemaker.
- Isolation area does not have enough room for a crib and a cot at the same time.

CHAPTER 3 - MECHANICAL

3-1 General Discussion

HVAC

- The HVAC is a ducted return VAV system. There was only one room with a CO2 sensor. No apparent reason why there was only one. The room thermostats are Trane with no temp read out and were set at various values ranging from 50 deg F to 75 deg F. Amazingly however, all of the rooms were comfortable and there was overall satisfaction with the system with the main complaint being the bathroom ventilation. There have been false smoke alarms from the bathrooms when they spray air freshener. A list was developed detailing which air fresheners were safe to use.
- The system was Tested and Balanced and Commissioned.
- The two rooms at the end of the hallway furthest from the air handler do not get enough air and are hot in summer and cold in winter.
- The air handler had a flow switch to go out in the past and was fixed. The heat recovery wheel was being serviced. They think it has something to do with a voltage spike.
- The chiller could not be enclosed in conc. block wall as designed due to air flow. They installed chain link fence on two sides to accommodate the air flow.
- The video rooms were apparently not expected to have such a large heat load and a 1 ton Mitsubishi unit was installed.
- The inverter for the VAV was serviced several times by Trane. It is working at present.

PLUMBING

- The small toilets specified were not standard height and had to be special ordered from somewhere in Europe.
- There was a vent to the roof near the intake of the airhandler.
- There are two 119 gal gas water heaters. They are 97% efficient.
- There is a bad smell outdoors like raw sewage. Jay Clark said that there were other CDC's with the same problem but, no one really knows why the smell is there. There is no foul smell indoors. Possible research into the plumbing design and construction for CDC's is may be necessary.

FIRE PROTECTION

- A fire alarm panel was added to the vestibule area for accessibility.
- Smoke detectors were added to the outdoor storage rooms.
- The smoke detector in the break room goes off when they pop corn in the microwave.
- The smoke detectors sometimes go off in the restrooms when they spray air freshener.

3-2 Lessons Learned/ Standard Design Impacts

- The equipment in the video room is a large heat source and needs to be accounted for in the design.
- Fire protection design needs to include smoke detectors in the outdoor storage rooms.
- The restrooms and break room need to be ventilated better to avoid false smoke alarms. Also, the smoke alarm should not be installed directly above where the microwave is placed. The microwave is on a small cabinet and cannot be relocated. It may be beneficial if the standard provided the desired location for the microwave to avoid conflicts.
- The pressure drop in the ductwork needs to be calculated better to allow for air to the furthest rooms.
- CO2 monitors need to be installed in each room.
- The fire alarm panel needs to be installed per the requirements of the standards and the AHJ. This should be determined during design to avoid a change order to add an additional panel.
- Insure that toilets are specified in a readily available size.
- Insure that the chiller has ample room for air flow.
- The sewage smell outdoors needs to be researched and observed in other CDC's to determine the cause.
- Insure there is ample distance between the roof vents and the air intake.

CHAPTER 4 - ELECTRICAL

4-1 General Discussion

- DPW did not receive the laptop and software required to program the light timing and the timing is not well suited for the facility's operational and maintenance hours. Maintenance is at night and the lights turn off. There is no over-ride panel available for them. Also, the exterior lights are on during the day.
- During acceptance inspection the occupancy sensors were removed from all closets.
- During acceptance inspection a fire alarm annunciator panel was added in the vestibule.
- During acceptance inspection a stand alone air conditioning unit was added to the video room.
- During acceptance inspection smoke detectors were added to the exterior closets.
- During acceptance inspection data outlets were added to the comm outlets in the admin area because there was only one jack in outlet.
- The intercom system has a delay of several seconds after the button is pressed before sound is heard.
- There are no exterior speakers on the playgrounds for the intercom system, only MNS speakers. Need speakers on playgrounds for all-call.
- Fort Campbell MPs will not respond to a duress signal.

4-2 Lessons Learned/ Standard Design Impacts

- Ensure that the electrical shop is given a laptop and software in addition to any other submitted for the facility
- Verify comm outlet details give adequate resources for admin areas, which requires more connections than the childcare areas.
- Try to get more involvement from fire department during design to avoid mods later.
- Verify communications requirements for announcements on playgrounds.

CHAPTER 5 - MISCELLANEOUS

5-1 CIVIL/SITE

- No trike path in the Toddler/Pre-school playground. Instead, there is a trike path in the Infant/Pre-Toddler and the Pre-K/Kindergarten playgrounds.
- In the Toddler/Pre-school playground no paved path was provided to second shade structure area. Contractor came back and provided one to first structure, but would not go the extra 12' to the second one.



- Need to have intercoms (to include speakers) and electrical outlets in the playgrounds.
- Too much grass area in the playground. The playgrounds are larger than the standard playground.
- They do not want any plantings at all in the playground.
- The play structure in the pre-K/Kindergarten playground is not challenging enough. Really more appropriate for the Toddler/Pre-School playground. Play structure in Toddler/Pre-School playground is really more appropriate for the Infant/Pre-Toddler playground. There is no play structure in the Infant/Pre-Toddler playground.



- The Toddler/Pre-school playground has no swings. The only play element in the Infant/Pre-Toddler playground is swings.
- Too many fixed benches in playground. Makes it easy for the caregivers to just sit.
- A number of access lids in the playground.



- Downspouts have sharp edge exposed in playground.



- Parking lot is the “boat dock” configuration, which leads to cars driving on the sidewalks and other traffic concerns. The sidewalks are at the same level as the parking. The parking lot is pervious paving.
- Perimeter sidewalk is not against side of building. Gutters empty on to splash blocks. Have problems with run-off water washing away mulch and dirt.



5-2 STRUCTURAL

5-3 OTHER

APPENDIX A - ATTENDEES

Post Occupancy Technical Review (POTR) - Roster

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Post Occupancy Technical Review (POTR) - Roster

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APPENDIX B G-9 PRE-OCCUPANCY INSPECTION

Pre-occupancy Inspection of the Child Development Center Facility FT CAMPBELL, KY – PN 58583 – Building #7404 - 6 - 9 July 2010

1. BACKGROUND:

Representatives from Headquarters, Family, Morale, Welfare and Recreation Command (FMWRC) conducted a preoccupancy inspection at Fort Campbell, Kentucky's new Child Development Center facility, Building 7404. This facility is for designed for children ages six months to five years of age. The inspection was conducted by Terry Williams, Facilities Specialist; Sheila Glaspie, Program Specialist; Norman Price, Fire Protection Specialist, all from HQ, FMWRC and Cpt. Paul Speering, Environmental Health and Safety Specialist, US Army Public Health Command. The purpose of the evaluation was to certify the facility for use by children as required by public law, Department of Defense instructions and Army regulations.

2. CRITICAL FINDINGS:

These include items and issues that must be completely corrected and approved prior to allowing children in the facility:

1. Provide a separate Fire Alarm enunciator panel in the Vestibule as required in the RFP, Appendix P, page 268; or provide memo of acceptance from the Garrison Fire Department of the current location.

Section 1.18 on page 105 of the RFP requests that notification be issued if the mass notification system be combined with the fire alarm system, which was completed during submittals. Also, the Life Safety section on page 268 of the RFP notes that the placement of the FAAP is a local fire department call and that where possible the Mass Notification System shall be integrated with the fire alarm system. Also on page 403 of the RFP, it requests the Mass Notification System be integrated with the fire alarm system. Also on page 413 of the RFP, states that the location for the fire alarm control panel and enunciator will be coordinated with the local Fire Authority, which was done through the document development.

Will be complete by end of week. (week of 20 Sep 10)

2. Provide closers on doors # 104 (Office), #105 (Office), #131 (Staff Training) and #140 (Staff Lounge). NFPA 101 Life Safety Code requires a smoke barrier separation between the corridors and adjacent rooms. Such barrier is breached if these doors can be left in an open position. Refer to the RFP, Appendix P, page 268.

As noted, NFPA 101-2009, 16.3.6 applies only to spaces "normally subject to client (i.e. children) occupancy." The cited spaces are not subject to normal occupancy by the children in the facility, thus no protection is required since each child care area or area subject to occupancy by children have at least one direct exit to the building exterior.

Complete, USACE verified

3. The hold-open devices on the Infant/Pre-Tod/Tod Rooms exit doors must be adjusted and reset so that the doors will be held open for the passage of cribs during a fire emergency. Refer to the RFP, Appendix P, page 267 and Appendix Q, page 282.

The hold open devices have been adjusted as requested.

Item complete, USACE verified.

4. Provide smoke detectors in all Exterior Storage Rooms as required in the current Army Standards and as directed by IMCOM.

As noted, smoke detectors are provided in all spaces that meet the environmental requirements for smoke detectors (i.e. continuously maintained between 32- and 100-deg F and maximum 93% relative humidity). The exterior storage rooms are not heated or conditioned and do not meet these environmental requirements. Installation of smoke detectors in these spaces would be a violation of NFPA 72-2007, National Fire Alarm Code, 5.7.1.8 which states smoke detectors “shall not be installed” outside of these environmental conditions.

This will be addressed as a user-requested change if at all.

5. Provide a smoke detector in the Entry Vestibule as required in the current Army Standards and as directed by IMCOM.

As noted, smoke detectors are provided in all spaces that meet the environmental requirements for smoke detectors (i.e. continuously maintained between 32- and 100-deg F and maximum 93% relative humidity, and maximum velocity of 300 fpm). The entry vestibule would not continuously meet these conditions as it is designed to act as a buffer between the inside and outside environmental conditions. Additionally, the vestibule would be subject to wind gust that could exceed the 300 feet per minute (which is only 3.4 MPH) permitted by NFPA 72. Installation of smoke detectors in these spaces would be a violation of NFPA 72-2007, National Fire Alarm Code, 5.7.1.8 which states smoke detectors “shall not be installed” outside of these environmental conditions.

This will be addressed as a user-requested change if at all.

6. Complete the final acceptance testing on the fire alarm system and kitchen exhaust hood suppression to the satisfaction of the Garrison Fire Department. Refer to the RFP, Appendix P, page 268.

The final acceptance testing of the fire alarm system and Ansul system has previously been completed and confirmation and certifications have been submitted to the Government. The comments regarding the Ansul system by the USACE have been addressed. A second test of the Ansul system has recently been requested, which will be coordinated with Simplex and USACE.

A second test was not required. The original test failed, thus requiring changes to be made to the system. Once the changes have been completed, a test is required to ensure the system works properly. The changes have been made and the system is working properly. Item complete, USACE verified.

7. Provide the exterior sprinkler water flow visual alarm device. Refer to the RFP, Appendix P, page 268.

This item has been completed and confirmation has been submitted to USACE.

USACE still awaiting completion of placard being installed per NFPA 13.

8. Patch unsealed wall penetrations above the ceiling of the Laundry Room with the proper UL listed fire stop system for the penetration. Refer to the RFP, Appendix P, page 268.

Penetrations have been sealed using 3M fire barrier sealant using both grey and red colors.

Item complete, USACE verified.

9. Replace entry doors to all Activity Rooms with doors that are compliant with the Army Standards and the approved construction drawings - Type A doors (half glazed) per Drawings A-504 and A-502, and Appendix P (page 263, 282, and 287) of the RFP.

The glazing size was reduced in order to meet a STC rating of 40. Additionally, an STC rating is required for walls between classrooms and common areas per the RFP under the Special

Acoustic Requirements included in Section 3.3.4.2 on page 15. The doors and glass sizes were provided to meet this requirement as noted in the wood door submittals issued to USACE and cannot be achieved with larger glass sizes.

Contractor stated that they met the STC rating of 42 and a half-height view window per the RFP. USACE concurs that the contractor met the RFP requirements. User informed USACE on 22 Sep 10 that the doors and view panels installed will be acceptable.

10. Provide a view window in the Corridor wall of Activity Room # 146 as required in the Army Standards and the RFP, Appendix P, pages 264 and 308.

Review of 50% and 100% Dr. Checks comments during the design provided no directive to provide a view window to room #146. Nor was there a directive to provide a view window in the final construction documents. Additionally, there are 3 view windows required for room 146 as included on the contract documents. These windows have been installed as required.

Complete, USACE verified.

11. Replace all water closets in the Preschool/Pre-K/Kinder Activity rooms with 13" high (to the rim) water closets as required in the RFP, Appendix Q, pages 262 and 291.

The requirement for a 13" high water closet cannot be achieved because 13" high water closets are not available to the market utilizing 1.28 gpm as required for water efficiency. There are 10" high and 15" high water closets available utilizing 1.28 gmp water efficiency. A 15" high water has been used as noted on the approved submittal data issued to USACE. If 13" high water closets' are still preferred, these can be revised provided a request for pricing is submitted due to the submission of this request after the final acceptance inspection and the completion of the final acceptance punch list due to additional extended general conditions. Please note, however, that the only 13" high water closets available to the market are provided by Crane, who no longer manufactures this size and the availability of these materials, can be provided only by the use of existing inventory stock at various supply houses and retail stores. The Government should be aware that this could present potential warranty or maintenance problems at a later date as they will not be available for replacement.

Where is the requirement for 1.28 gpm water efficiency? Is this for a LEED point you want to acquire? The Government did in no way determine what LEED points you are required to achieve. It is the Contractor's responsibility to meet the LEED requirements, and determine

how they will meet this requirement. If installation the 13" water closet per the RFP requirements eliminated a LEED point, then it is the Contractor's responsibility to determine a way to make that point up in another way. Furthermore, the Government approval/review of the submittals shall not be construed as a complete check, but will indicate only that design, general method of construction, materials, detailing and other information appear to meet the Solicitation and Accepted Proposal. Approval will not relieve the Contractor of the responsibility for any error which may exist, as the Contractor under the Contractor Quality Control (CQC) requirements of this contract is responsible for design, dimensions, all design extensions, such as the design of adequate connections and details, etc, and the satisfactory construction of all work. This is stated in paragraph 1.4 of section 01 33 00 of the RFP.

As of 19 Aug 10, all water closets have been changed to the 13" RFP required water closets in all Preschool/Pre-K/Kinder Activity rooms. Complete

12. Relocate the water closets in the Preschool/Pre-K/Kinder Activity rooms in the ADA toilet stalls to comply with the American's with Disabilities Act (ADA), Section 604.2 requiring minimum 12" to maximum 16" space from centerline of water closet to adjacent side wall or toilet partition. Existing water closets are located too close to the adjacent partitions to comply. See RFP, Appendix P, page 268.

The 18" spacing noted in the RFP conflicts with the ADA requirement for ages 3 through 8, which specifically identifies 12"-14". All water closets have been installed as required per ADA.

As of 19 Aug 10, USACE and contractor met and field measured that the water closets were in deed a min of 12" from centerline of water closet to side wall. Complete

13. Provide an 18" min. length vertical grab bar above the side wall grab bar as required by ADA Section 604.5.1 in all adult ADA-compliant toilet rooms. See RFP, Appendix P, page 268.

Comment does not apply to this RFP, as the 1998 ANSI standard was used as confirmed by email by FMWRC on July 21, 2010.

This requirement is no longer required per 20 July 10 email from Terry Williams of FMWRC. Complete

14. Provide protective coverings of the drains and water piping under all wall mounted lavatories, including Infant/Pre-Tod/Tod Rooms and the Kitchen hand sinks per ADA Section 606.6 See RFP, Appendix P, page 268

These will be installed as requested where they can physically be installed. However, due to the submission of this request after the final acceptance inspection and completion of the final punch list, additional extended general conditions may need to be requested.

As of 19 Aug 10, all protective coverings have been installed. USACE informed contractor that some were installed loosely, and contractor informed USACE that they will re-evaluate all of them and tighten.

As of 22 Sep 10, coverings are installed but of poor quality

15. Remount all lavatories and drinking fountains in the Activity Rooms to be within a ½” higher or lower than the required AFF height, per the RFP, Appendix Q, pages 283, 286, and 291, as follows:

Infant/Pre-Tod/Tod Rooms: Lavatories and Drinking Fountains =17” AFF.

Preschool/Pre-Kinder/Kinder Rooms: = 20” AFF.

Lavatories and drinking fountains in the activity rooms will be adjusted, as requested. However, due to the submission of this request after the final acceptance inspection and completion of the final punch list, additional extended general conditions may need to be requested.

As of 19 Aug 10, all lavatories have been adjusted and field verified. Complete

16. Change the location and orientation of the drinking fountain spouts where fountains are located adjacent to a side wall to ensure that the water flow from the spout is reachable by a child (spout on the fountain side nearest the wall with water flow away from the wall).

The drinking fountains are installed as indicated in the RFP provided floor plan and construction documents.

As of 19 Aug 10, there are a handful of drinking fountain spouts that are not corrected. This is due to the fact that only one style was available (i.e. left hand, no right hand). Some still point towards adjacent wall.

17. Provide auto wheel stops at all parking spaces to protect children and adult pedestrians from vehicles driving across concrete sidewalks that are not protected by curbs. See RFP, Appendix P, page 265 – “All vehicular pathways must be kept away from children and pedestrian pathways and outdoor play areas.” Maintain minimum ADA sidewalk width requirements for all sidewalks.

Vehicular pathways are kept way from children and pedestrian pathways and outdoor play areas. The pedestrian pathways are concrete, light gray in color and the vehicular pathway is bituminous concrete, dark black. The pedestrian pathway is clearly defined between the parking stalls and is 10'-0" wide, which allows for 2'-6" overhang for cars on each side. Minimum ADA width for walkways is 4'-0". Minimum walkway widths on the CDC site are 6'-0".

Complete via Mod, USACE verified

18. All sensed light controls, with the exception of Adult Toilet, Mechanical and Electrical Rooms must be provided with manual override capability so that the room's lights can remain on during all operational hours; or remove the sensors and provide regular toggle switches. Contact Brian Bezilla, RA, Project Manager, C of S, USACE, Huntsville for further direction.

Occupancy sensors were installed to help obtain the RFP requirement to achieve an energy consumption that is at least 30% below the consumption of a baseline building meeting the minimum requirements of ANSI/ASHRAE/IESNA Standard 90.1-2004.

Complete via Mod, USACE verified

19. The existing stairs on several diaper changing stations are not compliant with normal operating use requirements. These stairs lack handles to pull the stairs out; when opened, stairs do not lock into place; tracks are not level so that some stairs do not open completely or easily, stairs must be adjusted, stabilized, and secured to eliminate excessive lateral movement.

Handles are not required by the RFP. The stairs lock into place with adjustable and lockable wheels as required on the construction documents. After review, the stairs function as designed. The wheels will be adjusted where they are not level.

Diaper changing stations meet RFP requirements. Not working properly, do not completely lock

20. Document that the sealants and caulking used in this facility comply with the RFP Appendix P, page 270 requiring USDA approved edible caulk.

This was discussed with USACE on December 10, 2009. Because of the requirement of vinyl base on this project in lieu of wood base or other materials, there is no caulk used in a location that could be consumed by a child. This requirement does not exist on this facility due to the conditions that exist in the design and materials selected. If it is requested that the vinyl base be caulked, this can be achieved provided that a request for pricing be submitted due to the submission of this request being received after the final acceptance inspection and completion of the final acceptance punch list. Please note that caulking vinyl base is not recommended for aesthetic reasons.

As of 19 Aug 10, contractor informed USACE that they will be caulking all crevasses shortly.

As of 23 Sep 10, all has been caulked but still many gaps in wall base

21. Remove all poisonous plant materials from all fenced playground areas, as restricted in the RFP, Appendix P, page 265.

There are no poisonous plants per: A Field Guide to Venomous Animals and Poisonous Plants (1994) by Steven Foster and Roger Caras planted in fenced playground areas. This field guide is the reference book for the CDC poisonous plants.

This will have to be addressed via user-requested modification. Contractor met all RFP requirements.

22. Eliminate entanglement hazards from playground equipment by closing and aligning the "S" hooks on all swings (ASTM F1487 6.4.5); fill gaps on climbing piece in the west playground (ASTM F1487 6.4.5); eliminate the entanglement problem at the slide on the composite structure on the Preschool/Pre-K/Kinder playground area (ASTM F1487 6.4.12).

All S hooks were reclosed by JA Dawson staff on 26 July 10. Gaps on climbing piece: The structure is IPEMA certified and meets the standards of ASTM F1487. The structure is

intended to have gaps for hand and foot holds and they meet the certified sizes.

Entanglement problem on slide: The washers on the bolts were eliminated to eliminate the entanglement issue.

Item complete, USACE verified.

23. The use zone for the belt swings does not comply with ASTM requirements as required by the RFP, pages 264 and 265. Refer to ASTM F1487 9.4.1.

The top rail on the swing will be lowered to make the swing height 6'-0". The safety zone for this swing height is 24'-0". The reduced height will comply with the ASTM Section F1487 9.4.1 requirements for safety zones.

Item complete, USACE verified.

24. Provide ADA accessibility to the covered patio and the playground equipment area in the southwest playground as required in the RFP, Appendix P, page 265 and 268.

To ensure that there is an accessible route to the covered patio, a grass path 3'-6" wide between the patio and the concrete walk will be mowed and maintained at the height of 1/2" to 3/4".

Contractor met RFP requirements, and USACE verified that the ADA requirements allow a mowed path.

25. Modify the swing of the fence gate at the southeast corner of the building to provide full swing opening in both directions. Eliminate head entrapment potential by ensuring that there is no opening of the fence or gate 4" or more in width. Refer to the RFP, Appendix P, page 265 and 268.

The gate swing was modified during the week of 19 July 10 to provide full swing opening in both directions.

Gate swing opens 90 degrees in one direction and roughly 70 degrees in the other direction. As of 19 Aug 10, contractor informed USACE that this will be corrected shortly.

26. Move the lightning grounding rod connections that are located within a playground area to outside the fence to eliminate the potential for sharply pointed metal cables to injure the children. This is a child safety issue.

After review, we have found only one instance of this condition located at the West side of the Southwest playground area, which will be addressed.

Items have been corrected except for the one area.

27. Provide documentation that all wiring used above the ceilings is plenum rated as required in the International Mechanical Code, Section 602.2.

Documentation that plenum rated cable was used for the project is included in the product literature submitted to USACE.

USACE compiled documentation that wiring/cablings in ceilings is plenum rated.

28. Provide 32" minimum egress aisle clearance between the corner of the sink in the dishwasher area and the wall of the dry storage area in the Kitchen. Refer to the RFP, Appendix P, page 268.

The table top has been adjusted accordingly.

Item complete, USACE verified.

29. Reposition the stove to be fully under the exhaust hood and the Ansul system in the Kitchen as required in the International Mechanical Code, Section 507.12.

The stove has been relocated.

Item complete, USACE verified.

30. Provide a fence gate from the Infant/Pre-Tod/Tod Playground area at the perimeter sidewalk near the front entry. Gate shall open at least 90 degrees both ways.

This will have to be addressed via user-requested modification. Contractor met all RFP requirements.

Fencing for chiller pad and gate has been ordered as of 22 Sep 10. Will be installed once the material arrives.

3. GENERAL COMMENTS:

The following items apply to multiple areas throughout the facility and are too numerous to list in every area in which these were noted. These include comments concerning caulking and sealing. Such comments are intended to achieve the required salient characteristics of the Room-By-Room Descriptions in the RFP that will result in a facility that is protected from insect infestation, that remains easily cleanable, that prevents moisture penetration and reduces debris accumulation.

1. The installation of the vinyl cove base throughout the facility substandard and unacceptable. Remove and reinstall (or replace) the vinyl cove base such that the cove base is seated tightly to the flooring material, is completely supported down to the floor by the adjacent wall or cabinetry is fully adhered to the adjacent wall or cabinetry, fits tightly into all inside corners and has no gaps or openings in adjacent cove base sections or other materials.
2. Remove all pieces of vinyl cove base where installed over ceramic tile flooring and replace with proper ceramic tile cove base. Such use of vinyl cove base is not appropriate as noted in the RFP, Appendix P, page 270 – Room Finish Schedule.
3. Completely seal the top and bottom edges of all vinyl cove base with USDA approved edible caulking as required in the RFP, Appendix P, page 270 – Room Finish Schedule.
4. Completely seal all openings, cracks or joints between dissimilar materials, such as walls and cabinetry, walls and ceramic tile finishes, walls and mirror frames, walls and electrical cover plates, walls and penetrations for water supply piping and drain lines, walls and escutcheon plates at pipe penetrations, walls and door frames, walls and window frames, walls and corners guards, etc. All caulk must be USDA approved edible caulk.
5. Relocate all children storage “cubbies” so that the “cubbies” are tight to the adjacent corner walls eliminating the creation of “niches” that are difficult to maintain and clean, and a waste of floor space. Refer to the RFP, Appendix Q, pages 284 and 289 for proper “cubbie” locations. Seal all

“cubbies” completely to adjacent wall and floor surfaces, as well as all joints between “cubbie” sections. Use USDA approved edible caulk.

6. Provide plastic or metal blind cord cleats mounted at 5’-0” above the floor on all windows with blinds to permit the cords to be tied out of the reach of the children.

7. Replace the sensor controlled faucets on all diaper changing station sinks. Refer to the RFP, Appendix P, page 261 – faucets to have wrist blade handles. Replace the sensor controlled faucets on all Food Prep Area sinks in the Activity Rooms. These sinks must be able to readily adjust the temperature of the water from cold to hot in order to meet program operational requirements.

8. Clean grout residue from all toilet floor drain grates.

9. Completely seal all toilet water closets to the floor tile as required by the International Plumbing Code, Section 405.5.

10. There are numerous locations with cracks and gaps in the ceramic tile grout work, especially the joint under the tile cove base and the floor tile. Fill all grout joints completely, eliminating voids, gaps and cracks.

11. Replace all pieces of broken ceramic wall tile and ceramic cove tile base.

12. Ease the edges of the toilet partitions, doors and screens. Refer to RFP, Appendix P, page 267.

13. Caulk and touch up paint on the underside of all vision and view window frames between adjacent rooms and between rooms and corridors.

14. File and ease all exterior window frames, especially at sills to eliminate sharps per RFP, Appendix P, page 267. Remove extraneous sash catch mechanism from the lower sash section on all exterior windows.

15. Provide thermostat covers for all thermostats mounted lower than 48” AFF.

16. Provide cabinet locks for all base cabinet doors as required in RFP, Appendix Q, pages 283 and 288.

17. Replace all damaged ceiling tiles throughout the facility.

18. Ensure that all Activity Room light switches in the same location are up (or down) in tandem when lights are on and when lights are off. In several rooms light switches were not functioning in tandem.
 19. Caulk the underside of all exterior window sills to the wall. Touch up paint where needed.
 20. Ease edges of wood caps at low walls in all Activity Rooms. Caps are less than 48" AFF and pose a head injury danger to children. Refer to RFP, Appendix P, page 267. Caulk and touch-up at the underside of the wood caps
 21. Relocate the towel dispenser cabinets in all Activity Room toilet areas to permit use by more than one child at a time. Allow a minimum of 12" clear space between the dispenser and the lavatory.
 22. Remove the coat hooks from all Activity Room toilet areas. Refer to the RFP, Appendix P, page 271 – the toilet accessory schedule does not show coat hooks in the Activity Room toilets. These are a danger to children.
 23. Relocate the fire alarm pull stations that are above and behind the front edge of the counter top in the Activity Rooms to a location on the wall between the counter and the adjacent door. The current locations interfere with placing the items necessary to the childcare operation on the counters.
 24. The widths of Corridors #154, 155, and 156 do not comply with Appendix Q, page 312 of the RFP. Corridors must be a minimum of 6'-0" clear width (6'-2" preferred). The construction drawing, sheets A-103, A-104 and A-105 show the Corridors to be 6'-1 1/4" minimum wide (rough-in dimension), but the actual width of the corridor is 5' -11 3/4" +/-.
 25. Seal the toilet partition base plates in all children Activity Rooms.
 26. Provide the rough-in for hot and cold water supply and sanitary drain lines in the low wall at the potential diaper changing station on the opposite side of the toilet area lavatories in the Preschool/ Pre-Kinder/Kinder Activity Rooms as required in the RFP, Appendix Q, page 288. Provide the required access panel at each location.
 27. Correct the sprinkler hydraulic calculations to reflect the actual pipe used and make any required changes to the pipe sizes. Since the hydraulic calculations for the kitchen/mechanical room are based on the use of CPVC piping and the piping is actually installed as steel pipe the changes could reduce the effectiveness of the system due to changes in the water flow characteristics of the different materials.
 28. Reprogram the mass notification system such that when the mass notification is activated during a fire alarm activation the MNS (mass notification system) will override the fire alarm signal and when the MNS message is stopped the fire alarm signal WILL RESTART and operate until reset. The current configuration does not continue the fire alarm message after the MNS is stopped.
-

29. Remove all wall phone jack plates in the corridor and reception area that have protruding screws which are a hazard. Wall phones are not typically provided in these areas.

30. The wall installed intercom/PA system does not operate consistently throughout the facility. Some rooms' offer a privacy button and others do not. Coordinate with the CYSS staff to determine which system is preferred, replace the call unit as necessary to ensure consistency.

4. ROOM SPECIFIC ITEMS:

General comments in all rooms: Cubbies need to be pushed up flush against wall and need to be sealed somehow. User suggests looking at the CDC by APSU building. Apparently, the contractor did a good job sealing the cubbies there.

Cove base still looks bad

Diaper Changing stations do not work properly.

Under sinks, the pipe protection has large gaps and is bad quality.

Room 102 – Lobby – Waiting:

1. Provide GFCI protection to the electrical outlets for the electric water coolers. **Not complete**
Still no GFCI installed

Room 103- Women's Toilet:

1. Grout around the floor drain grate. **Not complete, still needs a little work**
2. Relocate the towel dispenser away from the lavatory so that it is accessible. **This is accessible.**
Complete
Under the sink, the pipe protection is taped together...looks bad

Room 104 – Men's Toilet:

1. Relocate the towel dispenser away from the lavatory so that it is accessible. **This is accessible.**
Complete
Under the sink, the pipe protection is taped together...looks bad

Room 109 – Isolation Toilet:

1. Tighten the water closet flush valve piping cover and escutcheon. **This is still loose. Also caulk in corner of floor tile looks**

Room 110 – Isolation Area:

1. Remove the tile mastic from the face of the vinyl floor tile. **Could not find any mastic on tile.**

Room 111 – Reception:

1. Redo the telephone stub-up under the counter. **This is accessible.**
2. Caulk under both levels of the countertops to the cabinet below. **This is accessible.**
Also, 2 places where tile looks bad, one where tile is buckling up and one by telephone stub up

Room 113 – Infant/Pre-Tod/Tod Activity Room:

1. Redo cove base at the entry door frame. **Complete**
2. Clean excess grout from face of tile at the entry to the toilet area. **Still some grout on tile.**
3. Completely set all screws at exterior windows. **Complete**
4. Exterior exit door panic hardware device sticking. Door does not latch properly. **Not complete**
5. Fill and correct dents and bumps in the frame of the exterior exit door.
door. **No dents visible**
7. Repair screw pop in wall of Storage Room. **Not complete**

Room 114 – Exterior Storage:

1. Caulk sawed joint in concrete floor. **Not complete**

Room 115 – Buggy Storage:

1. Provide wall mounted buggy bumper strips as required in RFP, Appendix Q, page 292. **Complete, however cove base looks bad...can push in easily**
2. Clean excess mastic from face of vinyl tiles. **Could not find any mastic on tile.**

Room 116 – Infant/Pre-Tod/Tod Activity Room:

1. Install missing wall tile piece under right lavatory in the toilet area. **Complete**
2. Replace damaged exhaust fan grille above toilet area. **Complete**
Also need to adjust the exterior door to close slower

Room 117 - Infant/Pre-Tod/Tod Activity Room:

1. Repair the screw pop in the wall near the entry door. **Complete**
2. Touch-up paint "holiday" at the south wall. **Complete**
3. Fix mounting of left mirror in toilet area. **Complete**
4. Touch-up paint on the walls near the entry door. **Complete**
5. Tighten the flush valve piping cover and escutcheon plates for both water closets. **Complete**
6. Patch and paint hole in drywall above the entry door. **Complete**
7. Remove mastic from floor tile in the storage room. **Complete**
8. Correct the door bottom at the entry door and replace threshold. **Complete**
 - Entrance door, left side of door needs caulking
 - Header entering bathroom has large chunk of plaster knocked out (ktr just painted over the missing chunk)

Room 120 - Infant/Pre-Tod/Tod Activity Room:

1. The left exterior window sash catches and does not close properly. **Complete**
 - Gap in cove base under sink
 - Left window does not close and latch in, and is very shaky
 - Corner in cove base next to right exterior window has large gap
 - Gap in corner cove base where fridge goes
 - Cove base left side of diaper changing sink looks bad

Room 121 - Infant/Pre-Tod/Tod Activity Room:

1. Missing the door stop at the entry door. **Not complete**
2. The front exterior window doesn't close completely; latch is sticking. **Complete**
3. Tighten the upper cabinet door hinges at the Food Prep area. **Complete**
4. Reset the sheet vinyl flooring at the exterior exit door; eliminate "bubble". **Not complete**
5. Redo the weather stripping on the exterior exit door. **Complete**
6. Re-caulk around the lavatory outside of the toilet area. **Complete**
7. Debur the flush valve and piping at the water closet. **Complete**
 - Exterior Door closes too hard
 - Left side of storage door has large gap that needs more caulk
 - Cove base by left side of entry door looks bad

Room 123 – Staff Toilet:

1. Re-caulk the water closet closet bolt cap. **Complete**
2. Replace broken ceramic floor tile. **Complete**
3. Caulk at the entry door transition strip. **Complete**

Room 124 - Infant/Pre-Tod/Tod Activity Room:

1. The exterior exit door does not latch properly. **Complete**
2. Repair the drywall corner at the upper cabinets in the Food Prep area. **Complete**
3. The upper sash of the left exterior window does not close correctly. **Not complete**
4. Replace bent section of ceiling suspension grid. **Complete**
5. Repair the drywall defect at the entry to the toilet area. **Complete**
Need to touch up next to drinking fountain

Room 125 - Infant/Pre-Tod/Tod Activity Room:

1. Adjust under counter drawers at the sign-in desk – wobbly. **Complete**
2. Seal the sheet vinyl flooring seam at the sign-in desk. **Not complete**
3. Reset the sheet vinyl flooring at the entry door and remove “bubble”. **Not complete**
4. Remove paint splatters from the “cubbies”. **Complete**
5. Replace the damaged ceiling speaker. **Not complete**
6. Adjust the hinges on the upper cabinet door in the Food Prep area. **Complete**
7. The left lavatory in the Food Prep area is not working. **Doesn't work**
Cove base gap by left corner of adult sink and wall drinking fountain is located
Huge hole in cove base by corridor windows

Room 126 – Exterior Storage:

1. Caulk sawed joint in concrete floor. **Not complete**

Room 127 – Staff Toilet:

1. Re-grout at the entry door frame. **Not complete**

Room 128 – Infant/Pre-Tod/Tod Activity Room:

1. Bondo and repair dented corridor vision window frame. **Complete**
2. Storage Room #128B could not be inspected – filled with ceiling tile and other construction materials. **Complete**
3. Repair “bubble” in sheet vinyl flooring at the corner of the diaper changing station. **Complete**
Right side of diaper changing sink cove base has a small piece that needs to be seamed better with caulk

Room 129 – Janitor's Closet:

1. Connect the door closer. **Not complete**
2. Seal the mop basin to the floor. **Complete**

3. Fix leaking faucet. **Complete**
4. Grout/seal hole in wall at the faucet support bracket. **Not complete**

Room 130 – Stroller Area:

1. Remove galvanized pipe rod, patch holes and repaint walls. **Not complete. This pipe serves as a coat rack but user states they do not want it.**

Room 131 – Training Room:

1. Redo the vinyl floor tiles at the Storage room door. **Complete**
2. Caulk around the door frame and flooring joint. **Complete**
3. Caulk around outlet cover plates. **Not complete**
4. Four electrical receptacles are not working. **Not complete – need to verify**
5. Replace vinyl floor tiles as marked. **Complete**

Room 132 – Preschool/Pre-Kinder/Kinder Room:

1. Drawer at sign-in desk is locked and not installed flush with cabinet. **Complete**
2. Storage Room door damaged in the inside. **Complete**
3. Correct electrical lighting switch problem. Current arrangement has one switch at the exterior exit door upside down in the box. **Not complete**
4. ADA stall toilet door is not functioning – must be self-closing. Add a wall bumper for the toilet partition door. **Complete**
5. Tighten all loose shelves “cubbies” flooring. **Not complete**
6. Redo the sheet vinyl flooring; All areas that show the concrete slab joints telescoping through the sheet vinyl flooring must be corrected. **Not complete**

Room133 –Exterior Storage:

1. Locked – no inspection. **Not complete**

Room 134 – Staff Toilet:

1. Grout the cove basis **Not complete**
2. Provide new flooring. **Flooring looks good**
3. Grout at the cove bass; **Not complete**
4. Provide fire alarm strobe device. **Complete**

Room 135

1. Missing bottom middle shelve bracket in storage room
2. Telescoping joints

Room 136 – Preschool/Pre-Kinder/Kinder Room:

1. Correct the unacceptable telescoping of the concrete joints under the sheet vinyl flooring. **This is slightly visible**
2. The exterior window latch is sticking. **Complete**
3. Provide cover plate on open junction box above the ceiling. **Could not verify, no ladder**
4. Provide missing shelf bracket in the Storage room. **Complete**
5. Correct damaged exterior window frame. **Windows need adjusting, wobbly and not on track**
6. Tighten the flush valve piping cover. **Complete**

Room 137 – Exterior Storage:

1. Locked – no inspection. **Not complete**

Room 138 –Storage Room:

1. This room was locked and could not be inspected. **Missing one shelf**

Room 139 – Preschool/Pre-Kinder/Kinder Room:

1. Telescoping joints
2. Readjust the left exterior window **Complete**

Room 140 – Staff Lounge:

1. Fix loose drawer – marked. **Complete**
2. Provide an electrical switch to control the ceiling lighting. **Not there**
3. Provide a water line to the refrigerator location for connection to an in-refrigerator ice maker. **Not there**

User requests an electrical outlet to turn lights on

Room 141 – Communication Room:

1. Door needs to open 180 degrees to avoid encroaching into the required exit width of the corridor. **Complete**

Room 143 – Preschool/Pre-Kinder/Kinder Room:

1. Window on the right side is not closing at the top sash. **Complete**
2. Remove the bumper on the toilet partition door of the non-ADA toilet stall. **Complete**

Room 144 – Exterior Storage:

1. Lights not working. **Not complete**

2. Top bolt not working. **Not complete**

Room 145 – Staff Toilet:

1. Remove paper shipping protector from the kickplate on the door. **Complete**
2. Grout at the light switch. **Complete**
3. Caulk and grout the door frame. **Complete**

Room 147 – Active Play Room:

1. Tighten flush valve piping cover at the water closet. **Complete**
2. Seal the outlet covers. **Complete**
3. Exterior windows are difficult to open and are very loose. **Complete**

Room 148 - Mechanical Room:

1. Anchor the HW supply line from the first water heater. **Complete**
2. Reconnect the BX cable wall straps behind the first Water Heater. **Complete**
3. Install plugs in the heating supply line strainer outlets. **Could not verify**
4. Provide booster pumps on all three of the dryer vents from the Laundry Room. **Could not verify**
5. Seal with foam all pipe openings for conduit and piping out to fenced equipment area. **Could not find this situation**

Room 149 – Video Room:

1. Replace and reset the return air grille. **Not complete**
2. Caulk at door frame and floor. **Complete**
Right side of door from inside needs caulk

Room 150 – Laundry:

1. Anchor the laundry tub to the wall and caulk. **Complete but needs back side of sink caulked to wall**

Room 152 – Kitchen

1. Check all quarry tile joints and ensure all are completely grouted. **Complete**
 2. Caulk at data outlet. **No caulk needed**
 3. Seal around the hand sink pipe penetrations and seal hand sink to wall. **Complete**
 4. Provide ADA-required under-sink insulated protection covering for both hand sinks. **Complete**
 5. Grout the wall at the walk-in freezer. **Complete**
 6. Grout around the water pipe stub-ups at the food prep area. **Complete**
 7. Electrical receptacle behind stove is not working – correct this. **Could not verify**
 8. Grout around the indirect waste behind the stove. **Complete**
-

9. Change the galv. end cap at the three compartment sink drain line to copper. **N/A**
10. Remove the packing film from the floor sink under the 3 compartment sinks. **Complete**
11. Seal all fixed equipment the adjacent walls. **Complete**
12. Seal all blank cover plates. **Complete**
13. Provide support for the copper drain line from the 3 compartment sinks booster heater. **Complete**
14. Provide a red line on the dry storage walla as required in the RFP, Appendix P, page 267. **Complete**
15. Ensure that AHU2 that provides make-up air to the kitchen exhaust hood shuts down upon activation of the kitchen exhaust hood fire alarm or detector. **Complete**
16. Reroute the exterior door sensor wiring for the air curtain to be inside the wall and frame. **Complete**

Room 153 – Electrical Room:

1. Check possible roof leak. Repair drywall and repaint. **Not complete**
2. Label the large Radon vent piping as to its use. **Not complete**

Room 156 – Corridor:

1. The electrical receptacle across from the Kitchen door is not working. **Could not verify, need an outlet checker**
2. Provide mssing screws in the floor drain grate. **Complete**
3. The west exit door does not self latch. **Complete**
4. Caulk the floor time at the east exit door threshold. **Complete**

Outdoor Activity Areas:

Note: The design and play equipment on the playgrounds for this facility do not comply with the current layout and equipment requirements as illustrated in the Army standard design package. Refer to RFP, Appendix P. pages 264-265; and Appendix Q, page 312A.

1. Fencing and gates - All ties and bolt threads are to be positioned so that all sharp points are directed to the outside of the playground and when this cannot be accomplished (fences separating 2 playgrounds) the sharp points be filed down, capped or caulked. Where fence fabric bolt threads and nuts are required to face a playground (generally between play areas), bolts will be trimmed to two exposed threads and sharp edges will be dressed with a file. Additionally, all wire fasteners used to secure the fence fabric to piping (poles, etc.), where the cut ends face an outdoor activity area, will be flush cut to reduce the introduction of knife edges on the ends of the wires. ASTM F1487 6.3 **Letter from installed in hand verifying everything was installed per ASTM F1487**

2. Secure all caps on the fence posts. ASTM F1487 6.2.2 **Not complete**
3. Provide age appropriate use labels and manufacturer labels on all play equipment. ASTM F1487 5.5 and 15.1 **Complete**
4. Raise all bucket swings so bottom of bucket is a minimum of 24" above the protective surfacing. ASTM F1487 8.6 **Appears to be 24" above, need to verify with tape measure**
5. Provide written verification from the installer that the bolts and lock washers on the inside of the slide on the Toddler area composite structure meet ASTM F1487 requirements. **Letter in hand**
6. Secure the bubble view panel on the Toddler area composite structure that is wobbly. **Still a little wobbly**
7. Replace the bolt cap on top of the step support post to eliminate an area where stinging insects may harbor. **Appears to be complete**
8. Fill gap at transition platform and top of slide to provide a smooth sliding surface and eliminate the entanglement hazard on the Preschool composite structure. ASTM F1487 6.4 **Not complete**
9. Eliminate the projection hazard on the top of petal step support pole on the Preschool composite structure. ASTM F1487 6.4.2 **Appears to be complete**
10. Ease all edges of the downspout support straps up to 48" to eliminate the sharp edges. ASTM F1487 6.2 **Appears to be complete**
11. Once all adjustments have been completed to play equipment and fencing, provide written documentation by the installer that all outdoor activity areas meet applicable ASTM and CPSC standards. A copy of this documentation needs to be provided to the installation CYSS staff for their records. **Letter in hand**

Exterior Items:

1. Provide missing ADA parking sign at the third parking space. **User requested change**
2. Reverse the installation of the storm water splash guards to avoid potential mosquito problems with standing water. **Most have been complete, after contractor completes all site modifications, will verify**
3. Caulk around the Knox Box at the front entry. **Not complete**
4. Caulk at the joint between the wood entry columns and the masonry cap base. **Not complete**

5. Additional Recommendations for CYSS:

The following are suggested recommendations for the local CYSS staff to consider. These will help in creating a facility that is as close to the current Army Room by Room Description as possible.

1. CYSS staff should consider replacing the sensor operated faucets on all child lavatories with front push style.
2. CYSS staff may want to provide under cabinet task lighting at the Activity Room sign-in desk.

3. CYSS staff may want to consider adding a rack for drying mops and storage cabinet/shelves in the Janitor's Closet.
4. CYSS Staff consider installing a phone intercom system at the Activity room sign-in desk where the phone line is located that would not be as disruptive the children when they are sleeping. The current intercom system could then be utilized as a PA system.
5. CYSS Staff may want to provide wall-mounted diaper changing stations in the Lobby Toilets.



**U.S. Army Corps
of Engineers**
Engineering and Support
Center, Huntsville

Hillside Child Development Center

**Building 6396
Fort Lewis, WA**



**POTR – Phase 1
Project No 63837**

December 6, 2011

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APPENDIX A ROSTER

APPENDIX B RMS OUTPUT

CHAPTER 1 - GENERAL

1-1 Purpose

The intent of this document is to present the findings of the Phase I Post Occupancy Technical Review (POTR) performed on Building 6396 (Hillside CDC) at Fort Lewis, WA. The POTR was performed by the HNC team on December 6, 2011.

1-2 Facility Description

Building 6396 is a modified medium sized (232 children), Child Development Center (CDC) for ages 6 weeks to 5 years that was occupied in October, 2010. Hours of operations for the facility are Monday thru Friday from 5:30 am to 6:00 pm. Janitorial services are performed at night.

The facility was a non-standard due to the 1391 being based on the outdated standard. The rooms are standard, however one room was cut off and the mechanical room decreased in size.

1-3 POTR Team Members

The following is a list of HNC's team members that participated in the POTR:

- Jay Clark – Architectural
- Tim Brown – Mechanical
- Gary East – Project Manager

1-4 Meeting Contacts

The roster is attached in Appendix A

1-5 Contract Modifications

The design-build contractor for this project was AMC. The RMS report with the major contract modifications issued during construction is attached. Other issues discussed but not shown in the report are:

- Issues with occupancy sensors to control the lighting. Right now occupancy sensors are remaining in the staff toilets, Assistant Director's Office, and Staff Lounge.
- Contractor would not install the correct size vision panels in the corridor until G-9 told them what they provided was unacceptable.
- Other issues include flooring types and enhanced commissioning.

1-6 Construction Issues

- This facility is modular construction. There were numerous conflicts between the modular contractors

and the installation contractors. The illusion is that modular is faster, when in reality it is a lot more time consuming and difficult in the end by the time you do close out, etc.

- There was limited quality control on the job. Corners cut wherever possible. An example is motors were not bolted down in the attic. Local personnel had to rework to avoid causing any damage.
- Big problem with the dishwashing machine for several months. Hobart had to come out and part of the wiring was wrong. Also, other cabinets are too close which keeps top from closing properly which causes water to spray out.
- Installed cheap controllers on the refrigerator/freezer in the kitchen. Caused refrigerator to go to freezing. Staff had to throw out produce. DPW installed better controller.
- Emergency shut off in freezer is located where it is bumped accidentally.
- Need O&M manuals. They have multiple sizes of valves that they had to figure out and try to buy replacements for. Also, their controller is from Germany, and they can't figure it out.
- The contractor was given an unsatisfactory rating in CCAS.

1-7 Comments from Pre-Occupancy Inspection

The G-9 pre-occupancy inspection had the following major issues:

- Lack of low vision panels in the hallway. The contractor came back and installed them after the G-9 report said they were required.



- Minor items such as slow draining sinks and cabinets needing adjusting
- Nails coming up through floor.
- All fire alarms (speakers and strobes) were too low, had to be raised.
- Had to add duress alarm.
- Couple of leaking sinks.
- Caulk.
- Open junction boxes above ceiling
- Playground equipment needed bolts covered.

1-8 Overall Satisfaction

- Overall, the users are very satisfied (4.5 on a scale of 1 to 5) with the facility.
- They love the closets in the classrooms. They feel they are nice and big. Also love exterior storage.
- Parents are thrilled with the facility. They like the clean, modern, bright, open feel. They like all the windows into the activity rooms. Most parents are coming from one of the oldest facilities, that is currently being renovated.

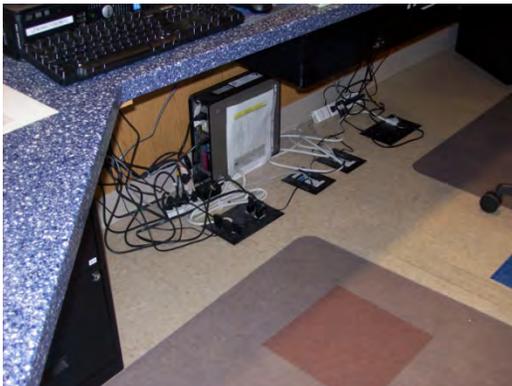
CHAPTER 2 - ARCHITECTURAL

2-1 General Discussion

- Flooring in Laundry Room is VCT.



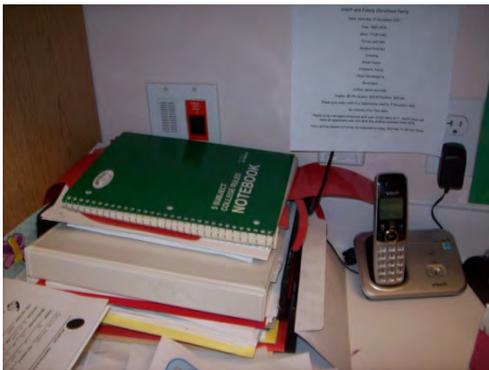
- All Activity Rooms exit into fenced playground areas. Doors at the ends of the corridors have local alarms even though they exit into fenced area.
- The reception counter functions well, and the large areas of counter are great. There are enough data/electrical outlets, however, placement of them in the floor is a little odd and awkward.



- The duress alarm connects directly to the MP's. They are very receptive of this alarm, and respond quickly.
- They love the door between the open office area and the main corridor. It allows the front office staff to hear what is going on in the facility. It also shows parents that staff is intimately involved.



- There are 2 Assistant Directors that share the Assistant Director Office. There are 2 staff members in the open office area. The Trainer is in the Training Room. In addition, there are 2 workstations in the Training Room.
- The intercom is a 2-way system with the front desk. In addition, they have a cordless phone with 2 handsets in each Activity Room. This phone can call 911 and the front desk. They use one of the handsets when they go to the playground in case of emergency.



- The Active Playroom has no exposed internal corners. The central portion of the ceiling is raised to 9'. They would like a second activity room. Difficult to program the space for all the groups.



- The corners of the ADA toilet stalls in the Pre-school/Pre-K/Kindergarten rooms are braced since the partition system is floor mounted and overhead braced.
- The pre-school/pre-K/Kindergarten rooms do not have built-in diaper changing stations. They have some portable ones they use if necessary. They have mixed emotions about having them in the room. It can be traumatic for older children to have to be put on the diaper changing station when their friends are using the toilet.
- They have installed an electronic “door bell” on the interior door of each Activity Room to notify the caregivers whenever the door is opened.
- The mechanical room was decreased to the minimum amount needed. All HVAC units are above the drop-down ceilings. Due to the reduction in the mechanical room, a large “storage” room and a small storage closet was added to the inside of the facility.
- Using one of the bye-bye buggy storage areas as a small “active-play area” for the infants.



- Breast feeding is done in the rooms. They find that moms are not uncomfortable doing this in the actual activity room.
- Roof on boiler house is not sloped properly. Water pools up and leaks around the roof penetrations.
- Playgrounds are very nice and well equipped. The infant/pre-toddler playground has a trike path which is a bit overkill, since they can't ride trikes at this age. However, the caregivers use it as a stroller path. Playground play equipment is age appropriate. Pre-K/Kindergarten playground is a little smaller since the building was shortened to stay in scope.



2-2 Feedback/Lessons Learned/Standard Design Impacts

- The cook rearranged the kitchen to be more efficient for use. The wall behind the dishwashing area needs full height protection. The original tile wainscot was not sufficient, added stainless steel guard.



- Need better sound isolation between private offices, and between Asst. Director's Office and the Lobby Restrooms.
- Taller ceilings in storage rooms to allow for higher storage would be beneficial.
- The sign-in desks are useful in the rooms, however, they use the top of the cubbies for sign-in. The counter at the sign-in desk needs to be higher.
- The intercoms are mounted above the sign-in desk. They need to be located centrally in the activity room.
- Sprinkler heads in the active playroom need to have cages over them to protect them from balls, etc. Ceiling tiles also need to be held down by clips.



- Kitchen needs a steam table or warming oven to keep food warm while serving.
- Kitchen needs a mop sink. Looking at installing one adjacent to interior door alcove.
- The kitchen needs more outlets in the ceiling, but need to be centered above equipment. Cord is barely long enough.



- Steamer is bolted down, can't clean behind it. Need to be on wheels.
- Mop gets caught on grout and tears up mop. Strands of the mop gets caught on grout which makes floor look bad. Grout gets stained.
- Laundry room could use a laundry sink as opposed to a kitchen sink.



- Isolation area could be larger. With the refrigerator there is only room for a chair.

CHAPTER 3 - MECHANICAL

3-1 General Discussion

HVAC

- According to ASHRAE Fundamentals, cooling degree days for Tacoma/Seattle, WA is only 189 for the whole year. Per UFC 3-410-01FA 4-21, this facility does not qualify for air conditioning. However, the CDC has a VAV system with ducted return. The system has fan coils installed above the ceiling in each room. The A/C was provided by special request of the future occupants.
- Maintenance personnel have labeled the ceiling where fan coils are so they can locate them for maintenance.
- Motors were not bolted down. (Construction issue)
- No one knew if the HVAC was TAB'd or commissioned.
- Maintenance personnel say it would be good to use 2" filters instead of 1" to reduce maintenance.
- Need O&M manuals for 3-way control valves.
- Dials on thermostats have no markings. Maintenance personnel removed the original dials and replaced them with a dial without temperature markings. They then marked each one with + and – signs so occupants would know which way to adjust the dial. Maintenance personnel say nuisance calls were reduced when they took off the dials that had temperature marked on them.
- It was suggested that electric heat in the mechanical room would be better in case the boilers were inoperable.
- The boilers were not labeled until the maintenance personnel labeled them.
- The boilers have pressure gages but the chiller does not have any.
- All rooms have CO2 monitors.
- There is no return air in the central storage room and it is always hot.
- There is a hydronic run-around heat recovery system. It would probably be more efficient with a heat wheel instead.

- The heating system is inadequate when temps approach or go below freezing.
- 3 way valves on coils do not have any isolation valves. Makes maintenance impossible without turning entire system off.
- Heating is critical. The maintenance personnel suggested that a back up pump for the heating system would be a good idea.
- Temperature sensors are mounted just above floor level. In many rooms, these sensors have been blocked by furniture. This will not be a problem for future CDC's as the standard design has been revised to have the sensors mounted at the standard height of 4'-6".
- They have defeated the purpose of the air curtain on the outside door to the kitchen. A timer was installed for the air curtain so it wouldn't run continuously while trucks were loading and unloading. They say it was a nuisance.

PLUMBING

- Leaking sinks were fixed. (Construction issue)
- Hot water is stored at 140 deg as required by code.
- Kitchen personnel say they need:
 - A mop closet
 - Steam table for keeping food hot
 - A pre-rinse sink in addition to the disposal.

FIRE PROTECTION

- Outdoor storage rooms are conditioned (heated only) and have sprinklers and smoke detectors installed.
- The sprinkler above the steamer in the kitchen has gone off in the past due to high temperature.
- The protective cages around the sprinklers in the Active Play Room are attached to the ceiling tile instead of the sprinkler head itself.

3-2 Lessons Learned

- Heating is critical for this geographical area. It is recommended that the 99.6 percent temperature be used in the heating design according to UFC 3-410-01FA, paragraph 2-2.1.2. Additional capacity (up to 30%) should also be considered in accordance with UFC 3-410-01FA, paragraph 2-1.1.
- Heating is critical for this geographical area. The boilers should have a back-up water pump for standby and maintenance purposes.
- Always have isolation valves for fan coil units.
- Sprinklers protecting the commercial cooking equipment shall be of the high or extra high temperature classification in accordance with NFPA 13 paragraph 8.3.2.5 (7). Mounting distance from heat source shall be in accordance with NFPA 13 table 8.3.2.5(c). This will avoid false activation of the sprinklers in the kitchen.

CHAPTER 4 - ELECTRICAL

4-1 General Discussion

- The outlet in the kitchen ceiling needs to have a power pole. It is inconvenient to stand on a chair to plug things in.
- They use cordless phones for communication with the playground. A PA system for the outdoors would be better.
- There are several relays on the control panel that are not labeled. No one knows their function.
- Lighting was inadequate in the Mechanical Room; lights were added.

CHAPTER 5 - MISCELLANEOUS

5-1 CIVIL/SITE

- Parking provided for carpools and for fuel efficient vehicles. All spaces were full. No way to tell if cars parked in carpool spaces were really carpooled. However, all of the cars in the fuel efficient vehicle parking spaces were NOT fuel efficient.



5-2 STRUCTURAL

- Construction technique was modular construction. Modules built off site and assembled on site.

5-3 OTHER

APPENDIX A - ROSTER

Post Occupancy Technical Review (POTR) - Roster

Name: <i>Richard E. Sanchez</i>	Organization: <i>USACE - JBLM</i>
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Professional Responsibility: <i>Project Engineer</i>	

Name: <i>Tim Brown</i>	Organization: <i>USACE HNC</i>
Phone: <i>(256) 8951896</i>	Email: <i>timothy.e.brown@USACE.army.com</i>
Professional Responsibility: <i>Mech Eng</i>	

Name: <i>GARY EAST</i>	Organization: <i>CEHNC-131</i>
Phone: <i>(256) 895-1336</i>	Email: <i>GARY.L.EAST@USACE.ARMY.MIL</i>
Professional Responsibility:	

Name: <i>JAY CLARK</i>	Organization: <i>CEHNC-ED-CS-A</i>
Phone: <i>(256) 895 1673</i>	Email: <i>james.t.clark@usace.army.mil</i>
Professional Responsibility: <i>Architect - COS</i>	

Name: <i>Paula Withrow</i>	Organization: <i>Hillside COC</i>
Phone: <i>(253) 477-3130</i>	Email: <i>paula.withrow@us.army.mil</i>
Professional Responsibility: <i>Facility Director</i>	

Name: <i>Justin Larsen</i>	Organization: <i>DPW</i>
Phone: <i>(253) 377-3128</i>	Email: <i>Justin.Larsen@Live.com</i>
Professional Responsibility: <i>HVAC</i>	

Name: <i>JOHN WANNER</i>	Organization: <i>Public Works (DPW)</i>
Phone: <i>(253) 377 6030</i>	Email: <i>john.wanner@us.army.mil</i>
Professional Responsibility: <i>Mechanical (HVAC)</i>	

Post Occupancy Technical Review (POTR) - Roster

Name: <i>Matthew Satter</i>	Organization: <i>CENWS-CD-FL-MP</i>
Phone: <i>(253) 966-4412</i>	Email: <i>matthew.satter@usace.army.mil</i>
Professional Responsibility: <i>ACD/Resident Engineer Lewis R.O. JB2M</i>	

Name:	Organization:
Phone: ()	Email:
Professional Responsibility:	

Name:	Organization:
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Professional Responsibility:	

APPENDIX B – RMS OUTPUT



US Army Corps
of Engineers

Change Request Register

07 Dec 2011

Lewis Resident Office

Change Request No.	Change Request Title	Mod Type	Org Agency	Reason	Trans Code	Inception Date		Government Estimate	Contractor Proposal	Change Amount / Time	Negotiated	Ref No	Contractor Signature	Stage / Status / Remarks	Mod Date	Mod Age
						RFP Date	Proposal Date									
Contract No. W912DY-08-D-0052-0001 FY08 (PN63837) Hillside CDC Building Atlantic Marine																
FL001	Gas Line Tie In Location	B	C	7	6	07/08/2009	07/20/2009	\$5,500.00	\$34,211.22	0 days	Yes	R00001	10/13/2009	L - Mod completed, mod package sent to district	08/07/2009	134
						09/01/2009		\$30,303.89		0 days			12/01/2009			
FL002	Phone and Data	B	C	V	6	07/28/2009	09/09/2009	\$45,000.00	\$47,960.05	0 days	Yes	R00002	11/13/2009	L - Mod completed, mod package sent to district	09/11/2009	83
						09/23/2009		\$46,356.00		0 days			12/01/2009			
FL003	Final Grade-East side of site	B	C	7	4	10/07/2009		\$0.00		0 days	Yes			M - Cancelled on 10/16/2009	11/06/2009	0
								\$0.00		0 days	No			Cancelled		
FL004	Concrete encased conduits @ MA0225	B	C	V	6	12/07/2009	12/16/2009	\$8,000.00	\$35,905.44	0 days	Yes	R00007	11/12/2010	L - Mod completed, mod package sent to district	01/06/2010	337
						01/11/2010		\$16,000.00		0 days			11/18/2010			
FL005	Site Grading	A	C	V	6	01/19/2010	01/21/2010	\$0.00	\$0.00	61 days	Yes	R00003	03/01/2010	L - Mod completed, mod package sent to district	02/18/2010	49
						01/21/2010		\$0.00		61 days			03/11/2010			
EL006	Deletion of USACE Site Trailer	B	C	1	6	03/11/2010	03/11/2010	-\$20,000.00	-\$4,000.00	0 days	Yes	R00006	11/22/2010	L - Mod completed, mod package sent to district	06/25/2010	270
						05/14/2010		-\$10,738.00		0 days			12/06/2010			
FL007	Additional Chainlink Fence	B	C	7	4	04/06/2010		\$0.00		0 days	N/A			M - Cancelled on 04/27/2010	04/06/2010	0
								\$0.00		0 days				Cancelled		
FL008	Water Meter DDC Device	B	C	V	6	04/09/2010	05/03/2010	\$2,000.00	\$2,109.01	0 days	Yes	R00005	07/16/2010	L - Mod completed, mod package sent to district	06/01/2010	199
						06/21/2010		\$1,941.26		0 days			11/18/2010			
EL009	Miscellaneous Sitework	B	C	6	6	04/19/2010	05/03/2010	\$0.00	\$0.00	13 days	Yes	R00004	06/02/2010	L - Mod completed, mod package sent to district	06/01/2010	36
						05/06/2010		\$0.00		13 days			06/08/2010			
EL010	Misc Construction Items	B	C	6	6	06/30/2010	06/30/2010	\$20,000.00	\$22,268.85	0 days	Yes	R00008	11/12/2010	L - Mod completed, mod package sent to district	06/30/2010	141
						07/03/2010		\$19,758.00		0 days			11/18/2010			
FL011	Tree Irrigation	B	C	6	4			\$500.00		0 days	Yes			M - Cancelled on 08/17/2010		0
								\$0.00		0 days	N/A			Cancelled		
11 Contract Changes \$103,621.15 74 days Contract Required Completion Date 05/14/2010																

BASIC CHANGE DOCUMENT (BCD)

MOD SERIAL NO: FL010	CONTRACT NO. W912DY-08-D-0052 0001	INCEPTION DATE 30 Jun 2010	DATE COMPLETED 30 Jun 2010
PROJECT FY08 (PN63837) Hillside CDC Building LOCATION Main Post, Ft Lewis, WA		CONTRACTOR Atlantic Marine Construction Company,	

PART A. 1. DESCRIPTION OF CHANGE	2. SPEC/DWG
Misc Construction Items	

1. Miscellaneous Construction Items

a. Gate between Ponds: Provide and install one 6 foot chainlink gate (material to match existing) at the east end of the walkway between the holding ponds on the east end of the site. Gate shall be provided with a means to secure and shall swing out toward the parking area.

b. Additional gates: Provide and install two (additional) 4 foot gates; one at the northeast playground and another outside the south exit of the building. Gates to match existing 4 foot gates.

c. Additional concrete:

(1) Provide and install additional concrete sidewalk at the northeast playground from the existing sidewalk within the playground north to the main sidewalk at the parking lot.

3. TIME EXTENSION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO CALENDAR DAYS <u>0</u>	4. TOTAL <u>\$20,000.00</u>
---	-----------------------------

5. NECESSITY FOR CHANGE *(Attach a copy of Directive letter of authority from OCE or Using Service and brief statement as to necessity of contract action. Include any special construction requirements or known quantities. Include any information regarding status of work in progress and future activities that will be affected by this change).*

1. Miscellaneous Construction Items

Item a. - Gate between Ponds. Fire Department requested this item be added to secure the east end of the building.

Item b. - Additional gates. FMWRC (Family, Morale, Welfare and Recreation Command) requested additional gates be installed to facilitate exiting the playground areas in the event of a emergency. The approved design drawing did not include these gates.

Item c. - Additional concrete sidewalks. FMWRC requested additional sidewalks be added to facilitate exiting the playground areas in the event of a emergency.

Item d. - Exterior site lighting. Due to the delay in completion of the building, the site contractor was not able to complete this work.

Item e. - Exterior lighting-mass notification strobes. FMWRC requested removal of the

PART B. 1. CONTROL DATES	2. FUNDS STATUS
--------------------------	-----------------

ITEM REQUIRED	YES	NO	DATE REQUIRED	ACTION REQUIRED BY	FUNDS RESERVED
PLANS		X			FUNDS RESERVED <input type="checkbox"/>
SPECIFICATIONS		X			FUNDS COMMITTED <input type="checkbox"/>
COST ESTIMATE		X			NOT AVAILABLE <input type="checkbox"/>
MODIFICATION	X		30 Jun 2010	Raines	FUNDS BEING REQUESTED <input type="checkbox"/>
					DESIGN FUNDS REQUESTED <input type="checkbox"/>

REQUESTED BY Sanchez, Richard E. Project Engineer	RECOMMENDED APPROVAL BY Kenneth M. Weaver Project Manager	CHANGE APPROVED BY Kelley, P.E., Steven K. Administrative Contracting Officer
---	---	---

BASIC CHANGE DOCUMENT (BCD)

Page 2 of 3

MOD SERIAL NO. FL010	CONTRACT NO. W912DY-08-D-0052 0001	INCEPTION DATE 30 Jun 2010	DATE COMPLETED 30 Jun 2010
PROJECT FY08 (PN63837) Hillside CDC Building	CONTRACTOR Atlantic Marine Construction Company,		
LOCATION Main Post, Ft Lewis, WA			

PART A. 1. DESCRIPTION OF CHANGE (Continued)

(2) Provide and install additional concrete sidewalks at both the southeast and southwest playgrounds from the existing sidewalk within the playground south to the existing fence and at the south exit from the perimeter sidewalk of building south to the existing fence.

d. Exterior Site Lighting: Connect exterior lighting bollards and parking lot lighting to the main electrical panel in the building.

e. Exterior Lighting-Mass Notification strobes: Remove current exterior audio notification boxes at two (2) south playground areas and replace with audio/visual (strobe) devices.

f. Interior Caulking: Caulk all gaps that exceed 1/4-inch in the kitchen area to include around all kitchen equipment, walk-in cooler/freezer. Caulking should include around equipment meets and/or penetrates the drop ceiling.

Initial Estimate: \$20,000.00

Time Extension: 0 Days

CHANGE IN DRAWINGS
Not applicable.

CHANGE IN SPECIFICATIONS
Not applicable.

5. NECESSITY FOR CHANGE (Continued)

exterior audio notification boxes at the south playgrounds be replaced with audio/visual (strobe) devices to provide visual notification to the children.

Item f. - Interior caulking. FMWRC requested the kitchen be thoroughly caulked to prevent access by insects. This requirement was not included in the scope of work for the building.

BASIC CHANGE DOCUMENT (BCD)

MOD SERIAL NO. FL009	CONTRACT NO. W912DY-08-D-0052 0001	INCEPTION DATE 19 Apr 2010	DATE COMPLETED 03 May 2010
PROJECT FY08 (PN63837) Hillside CDC Building		CONTRACTOR Atlantic Marine Construction Company,	
LOCATION Main Post, Ft Lewis, WA			

PART A. 1. DESCRIPTION OF CHANGE	2. SPEC/DWG
M i s c e l l a n e o u s S i t e w o r k	

1. Miscellaneous Sitework

a. Provide and install vinyl coated chain-link security type minimum 4-foot high fence along the north side of the sidewalk north of the front parking area that runs along Garcia Blvd from the northeast corner of the sidewalk west to the first parking lot sign. Fence is to match fencing at outdoor play areas. Location of fence to be field verified by the contractor and government representative.

b. Add two additional trees at the northwest main entrance of the parking lot along Garcia Blvd. Trees to match existing.

c. Manicure all existing grassed areas to include application of weed control throughout.

d. Remove weeds at all existing bedding areas.

e. Provide and install a bottom rail throughout at the bottom of the existing chainlink fencing at the retention ponds.

3. TIME EXTENSION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO CALENDAR DAYS <u>13</u>	4. TOTAL <u>\$0.00</u>
--	------------------------

5. NECESSITY FOR CHANGE *(Attach a copy of Directive letter of authority from OCE or Using Service and brief statement as to necessity of contract action. Include any special construction requirements or known quantities. Include any information regarding status of work in progress and future activities that will be affected by this change).*

1. Miscellaneous Sitework

(1) Items a. and b. below will satisfy the items discussed with both the Fire Department and Post Architect.

a. At a site inspection atteded by the Fire Department, it was verified that the bank along the north edge of the site, along Garcia Blvd, exceeds the slope requirements of the ADA. Fire Department is requiring additional fence be installed to meet the ADA requirements.

b. The Post Architect has requested 2 additional trees be planted to balance the landscaping along the north bank along Garcia Blvd.

(2) Addition of the bottom rail along the existing chainlink fence at the retention ponds will prevent children from going under the fence fabric.

PART B. 1. CONTROL DATES					2. FUNDS STATUS	
ITEM REQUIRED	YES	NO	DATE REQUIRED	ACTION REQUIRED BY	FUNDS RESERVED	<input type="checkbox"/>
PLANS		X			FUNDS COMMITTED	<input type="checkbox"/>
SPECIFICATIONS		X			NOT AVAILABLE	<input type="checkbox"/>
COST ESTIMATE		X			FUNDS BEING REQUESTED	<input type="checkbox"/>
MODIFICATION	X		01 Jun 2010	Raines	DESIGN FUNDS REQUESTED	<input type="checkbox"/>
REQUESTED BY Raines, David Construction Administration Specialist			RECOMMENDED APPROVAL BY Raines, David Construction Administration Specialist		CHANGE APPROVED BY Reid, John G. Construction Administration Specialist	



**U.S. Army Corps
of Engineers**
Engineering and Support
Center, Huntsville

MILAM CHILD DEVELOPMENT CENTER

**Building 11896
Fort Bliss, TX**



**POTR – Phase 1
Project No 64647/74515**

DATE: January 25, 2012

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CHAPTER 1 - GENERAL

1-1 Purpose

The intent of this document is to present the findings of the Phase I Post Occupancy Technical Review (POTR) performed on Building 11896 (Milam CDC) at Fort Bliss, Texas. The POTR was performed by the HNC team on January 25, 2012.

1-2 Facility Description

Building 11896 is a standard medium sized (232 children), Child Development Center (CDC) for ages 6 weeks to 5 years that was occupied starting June 1, 2011. Hours of operations for the facility are Monday thru Friday from 5:30 am to 6:00 pm, and every other Saturday from 1:00 pm to 11:00 pm. Janitorial services are performed at night.

The users are overall pleased with the facility, although they have some concerns with the layouts of the activity rooms that are mandated by Army G-9.

1-3 POTR Team Members

The following is a list of HNC's team members that participated in the POTR:

- Jay Clark – Architectural
- Robert Jackson – Mechanical
- Jackie White - Electrical

1-4 Meeting Contacts

The roster is attached in Appendix A

1-5 Contract Modifications

The design-build contractor for this project was Megen Construction. The installation was very happy with the work done by the Contractor, and their helpful attitude in resolving any issues. There were very few mods required on this project. The only concerns expressed were dealing with the experience and availability of the Installation QA and PM. The PM changed in the middle of the project.

Mods are listed below.

- Add Task lighting at food prep/sink areas in all Activity Rooms. Page 1192, 1197 & 1224 of 1597, Section 01 10 00, Para 3.2.9, Attachment B. For ELECTRICAL, ADD the following: Provide task lighting at food preparation/sink area, installed on underside of upper cabinets.

- Remove Room sensors at 12" AFF. Page 1154 of 1597, Section 01 10 00, Para 3.2.6.2 Temperature Control. DELETE the last 2 sentences: Provide temperature sensors mounted within 12 inches of the finished floor. These shall also have protective coverings.
- ADD clear caulking to seal around all staff lockers, lavatory mirrors, and escutcheons for all lavatories, sink piping, grab bars, etc in facility. Caulking shall be USDA or NSP approved.
- Delete Misters as Betterment. Page 1150 of 1597, Section 01 10 00, Para 3.1.2. BETTERMENTS - DELETE (a) Plumbing - Misters: Provide misters in playground areas in hot, dry climates. Connect misters to the potable water system and provide code compliant back-flow prevention devices.
- Add Shade Structures for three swing sets. Page 1287 of 1597, Section 01 10 00, Para 6.3.2.3. Playground. ADD (a) In addition to shade structures indicated in Chapter 3 of this section, provide shade structures for three (3) swing areas.
- Add vinyl coating on chains for all swings. Page 1287 of 1597, Section 01 10 00, Para 6.3.2.3. Playground. ADD (b) Provide vinyl coating on chains for all swings.
- Add approx 40SF of 3" thick concrete w/1.5" thick synthetic surface to meet ADA. Page 1287 of 1597, Section 01 10 00, Para 6.3.2.3. Playground. ADD (c) To meet ADA Accessibility requirements; provide concrete with synthetic surface for the Playhouse adjacent to trike path in the Pre-K & Kindergarten Playground.
- Relocate Exterior Storage Room electrical outlets from interior to exterior of building. Page 1203 of 1597, Section 01 10 00, 16. SPACE: Exterior Storage Room. For ELECTRICAL, REVISE as follows: Provide a minimum of 1 (one) GFCI outlet ~~in~~ on the exterior of building adjacent to each storage room.
- Delete Radiant Floor Heating & Insulation below Slab. Page 1150 of 1597, Section 01 10 00, Para 3.1.2. BETTERMENTS. DELETE (e) Heat Generation: For additional comfort in the infant and pre-toddler activity rooms, utilize radiant floor heating as a primary or supplemental heating source.

1-6 Construction Issues

- Some electrical problems with the air conditioning shutting off during the summer. The problem appears to be an undersized transformer. This transformer has been replaced.
- Video Room is too hot. Room temperatures are typically in the 80's. Due to the equipment, the room is to be kept at 70° F.
- They had issues with the doors that have both the magnetic lock and the power open. It took several tries to get them to operate correctly.

1-7 G-9 Pre-occupancy Evaluation

- The trike paths were originally poured in place surfacing. This was deemed unacceptable, and the surfacing had to be removed and concrete installed.
- Had to block off the sidewalk area under the split unit due to ADA concerns.
- The playground is settling which lowers the ground around the sidewalks which causes a tripping hazard. The installation has to keep building up the dirt.
- No duress alarm.
- No cages over sprinklers, etc. in Active Playroom

1-8 Overall Satisfaction

- Overall, everyone is satisfied with the facility. The largest concern is accreditation concerns with the layout of the room and the lack of visibility of some of the corners, specifically around the desk.
- Parents are very pleased. They are very happy with the separate rooms as opposed to the previous modules. They love the Active Play Room (parents and staff). They say it's great for those days when the weather does not allow them to go outside.

CHAPTER 2 - ARCHITECTURAL

2-1 General Discussion

- There is a warranty issue. DPW signed for the building way before move in. The building was turned over on December 3, 2010. The G-9 Pre-occupancy Evaluation was performed in February, 2011. The facility was moved into on June 1, 2011. The warranty period began at sign-over on December 3, 2010. That means that a large portion of the warranty period passed without the building being used.
- The reception counter functions well and is very spacious. The contractor put extra space into the reception area. There are adequate outlets and data ports.
- A duress alarm was installed after the fact.
- Toilet partitions in the pre-school/pre-k/Kinder rooms are braced overhead to ensure the corner piece in the ADA stall is rigid.



- There are no exposed exterior corners in the Active Play Room.
- None of the doors are alarmed since they all go to fenced areas. The users installed local alarms on the interior door of each activity room to notify caregivers of someone entering or exiting the room.
- The flooring in the laundry room is quarry tile. The ceiling is solid gypsum board or plaster. Not a lay-in ceiling.



- All activity rooms have direct access to the playgrounds.
- All playgrounds include concrete trike paths, shade structures and age-appropriate play elements with the exception of the infant area, which really doesn't have much for the infants due to lack of items on the market. They are pleased with the quality level of the play elements installed. Questioned the need for a trike path in the infant/pre-tod playground.

2-2 Feedback/Lessons Learned/Standard Design Impacts

- Design issue with the location of the door into the activity rooms. Causes a viewing problem.
- They do not like the diaper changing stations as located in the standard due to the caregiver having their back to the rest of the children.
- They have an issue with "escapees". They have installed alarms on the doors from the activity rooms to the corridor. They would like to be able to separate the entry area from the activity area by a gate, but they said that is not allowed.
- They have an acoustical problem between the admin area and the kitchen. They can hear conversations, etc., in the kitchen while working in their offices.
- Air conditioning in video room is insufficient. The room is to be kept at 70°F, but temperatures are routinely over 80°F. Installation believes another split unit will be required.
- This facility has a door between the open office and the corridor. They love it and highly recommend it to

allow office staff to have easy access to the facility.

- The admin area is fine except they have 2 asst. directors that have to share a small office. The original intent is that only one would be in there at a time; however, in practice there is a sizeable overlap.
- The intercom system is wall mounted near the sign-in desk. Ideally they would like to have another intercom station at the door to the playground. A more centrally located intercom station would be better for the caregivers.



- The exterior doors do not have a coating on the exterior to avoid burns. They had a child get 2nd degree burns on their arm by leaning on the door.

CHAPTER 3 - MECHANICAL

3-1 General Discussion

HVAC

- The HVAC system in use is chilled water supplied packaged AHU's in connection with VAV boxes.
- The user is not happy with the HVAC system installed.
- The user does not feel the HVAC system is doing the job of providing a comfortable environment. They describe the system as not being well balanced. They feel that there are space(s) that seem to get too hot within the facility while at the same time a nearby space seems to get too cold.
- The user had multiple issues with the HVAC unit not properly functioning ("it was going out") during the past summer months. The system would shut down properly after a fire drill, but it wasn't rebooting after the fire drill shut down. The user informed us they were told the cause of the HVAC system not properly functioning was because of an undersized transformer. The transformer in question has since been replaced.
- The user was asked to identify any miscommunication between what was described in the RFP and what was built. Their response was that they feel that there was too much wiggle room for the interpretation of the video surveillance room cooling system. They stated this room was getting too hot. The room was 81 deg. F. during our meeting with them.
- The user likes having the plus or minus 3 deg. F. thermostat, but they don't like not having control of the thermostat. They have to place a phone call to get the temperature changed.

PLUMBING

- The user stated that the domestic plumbing fixtures function properly and the user is happy with the plumbing system installed. Automatic water conserving fixtures are being used in the facility.
- The user stated odor issues from the toilet areas in the rooms if they are idle for long periods of time. They have to pour water in the drains and flush the toilets to eliminate the odor.
- In the kitchen, the cold water comes out hot and the user has to let the water run for multiple seconds for it to cool down to cold water temperature. This happens when the cold water "knob" is open while the hot water "knob" is completely closed at the fixture. It was not apparent what causes this to occur.

FIRE PROTECTION

- The user did not have any issues with the wet pipe fire protection system. They have not experienced any false alarms/trips with the system to date. They were not aware of any maintenance issues with the system.
- I talked with Tom Meier of (CEHNC Fire Protection Engineer) about the sprinkler heads with guards. The sprinkler heads do not require a guard. The guards are used for low ceiling heights.

3-2 Lessons Learned/ Standard Design Impacts

- Verify that during the commissioning phase that the HVAC system is properly energized to adequately perform all of its design requirements to provide a comfortable environment for the incoming occupants.
- Verify that the user and designer communicate to identify all equipment loads in the video surveillance room so that proper cooling is provided to prevent malfunctioning or damaging of the equipment due to excessive heat.
- Verify that trap primers are properly installed to help prevent odors in toilet locations and floor drains.
- Determine what causes hot water to come out of the cold side of the sinks for multiple seconds in the kitchen. This would eliminate the waste of water by having to let it run until it cools down, but more importantly to prevent possible burns by an unsuspecting individual.

CHAPTER 4 - ELECTRICAL

4-1 General Discussion

- The electrical work looks good overall. The CDC lamps are covered with lens/shields, the lighting is controlled with time clock and there is a keyed HOA switch in the reception area.
- Adequate working clearance was provided for electrical and communication panels.
- Intercom unit has a large base unit at reception desk.



4-2 Lessons Learned/ Standard Design Impacts

- Document if there is a Service Entrance Panel metering (EMS/UMCS connection?) The UMCS/EMS is not connected to the installation metering panels. Since this building is less than 29,000 square feet it does not have to be metered. The utility usage not being metered do not comply with E.O. 13514 or guideline for excluding building from the Energy Performance Requirements of Section 543 of the National Energy Conservation Policy Act as Amended by the Energy Policy Act of 2005.
- There is standing water on the floor in the mechanical room.
- The electrical room that opens from the outside has junction boxes that are uncovered and water damage on the ceiling.

CHAPTER 5 - MISCELLANEOUS

5-1 CIVIL/SITE

- Having problems with trees dying and also have a weed problem that they feel is due to a poor quality grass installed.
- Irrigation pipes are breaking because they were not back-filled properly. There is a lot of rocks around the pipes that are making them break.
- Plants and weeds will grow through the textile landscape fabric. The installation is going back to solid plastic sheets instead.
- There were no specs in the RFP for landscaping.

5-2 STRUCTURAL

-

5-3 OTHER

-

APPENDIX A - ROSTER

Post Occupancy Technical Review (POTR) - Roster

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Post Occupancy Technical Review (POTR) - Roster

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APPENDIX B – SERVICE ORDERS

Service Order #	Date Submitted	Date Recd.	Description
122171	5/20/11	5/31/11	sinks not turning off.
124868	6-1-11	(Partially Done)	SPRINKLER Problems. (North West side)
MIKE WATSON PEST CONTROL	6-1-11	Partially Done *	WATSON PEST CONTROL Appointment called in to Mike. To Mitchel's convenience.
	6-2-11	Partially (Missing Boards) DONE DONE *	Key chain holders installed Missing 146, 145, 138, 142 Pending: UPS Returns (2 BOXES)
4546-Emerg.	6-3-11	DONE *	4546-Confirmation for Walkin Refrigerator
	6-08-11	6/08/11	
127147	6-09-11	DONE *	Confirmation #127147 - No AC Air Conditioner not working
128926	6-15-11	6/15/11 DONE *	REST Room not flushing correctly
128929	6-15-11	6-15-11 Need Lock	Door Not Locking Right DONE
130243	6-17-11 Emergency priority	6-17-11 DONE	REST Room overflows on Rest Room 108.
131864	6-23-11	6-23-11	Kitchen Door

Service order	DATE submitted	DATE Recd	DESCRIPTION
(7-1-11) 134907	7-1-11	7-1-11	Water Alarm (EMERG)
135118	7-5-11	7-5-11	Water Alarm (DONE) ✓ AC out (Pending) PARTIAL
135649	7-6-11	7-6-11	(Done) ✓ VSS system installation prep
135551	7-7-11	7-7-11	Sprinkler System Leaking (WARRANTY) Problems SOLVED (DONE) ✓
136161	7/11/11	7-11-11	AC out (DONE) ✓
136881	7/11/11	11:00 A.M. 7-11-11	Hot water for kitchen (DONE) ✓
136870	7-11-11	7-11-11	Booster Pump WATER *Alarm* (DONE) ✓
135551	7-8-11	7-11-11	Sprinkler valves ARE Leaking WATER on the BACK Playground. (DONE) ✓
135553	7-11-11	7-11-11	AC Problems - 4 Problems in ONE Month. filters were replaced. (DONE) PARTIAL
\$ 137073	7-11-11	7-12-11	RM# 123 water leak in sink (GOOD) ✓
137216	7-12-11	7-12-11	WATER PRESSURE (DONE) ✓

Service order Date Date Received 140035

146707 8/12/11 - 11:31am put out a
other dead tree

147895 8/12/11 - 12:26 Call again for the
3rd time has going
of 4 time the
A/C.

147895 8/12/11 A/C OUT

151213 8/23/11 left hand side of sink
doesn't stay on long enough
and is hard to push in

151222 8/23/11 bathroom lock

154232 9/1/11 water too hot
in Pods 127

9/9/11 VAC for weekend
hours.

11:28 - Talk to Suky who
stated that she made a
call and the person was
not in + that she was
going to lunch + would
come back at 12:30 + would
call me back when she
gets back.

complete +
9/6/11

1:12 I called talk to Hugo
who stated that Suky would
call me back. She called

Service Order	Date	Work Resolved	Description
138876	7/15/11		water leaking in 146 - from ceiling ✓
140033 - Inside 140035 - outside	7/18/11	(Fumigation) DONE	Ants in Rm 119
141334	7-17-11	DONE	Electrical outlet on Room # 116
141-386	7-17-11 - 7-17-11	DONE	Test Switch Pilot Light on Room # 119
141651	7-26-11		SPrinkler System Problems Leaking - Always on -
141884 -	7-26-11	Checked and Reported for future fix	- Water Leak - Children's RSTRM
143212 - 143628 - 5035	7-28-11 - 7-29-11 7-29-11		Front Door not opening (Front Door not closing -)
5233	8-8-11	8/8/11	Ants in kitchen
146485	8/8/11		A/C OUT
146707	8/9/11 - 9:57am		Door 116 2 min valve replaced & pulled out. ✓

SERVICE ORDER

DATE	Description	E.A
08/15/11	Fix the signs EXIT in the room 142, and the hall	EA 14805
8/19/11	Ants in room 142 (come monday)	145333
8/22/11	Warranty Service orders Fix the changing table	EA 150676
8/22/11	Put the sal in the mecanico room (soaF near)	EA 150686
8/22/11	Fix the A/c (WARRANTY) not working.	EA 150688
8/25/11	Fix the Ice machine in the kitchen	EA 151838
8/31/11	Comm. RM A/C too hot	EA 5600
8/31/11	Put sal in the softner in the mecanico Room	EA 153873
9/6/11	The A/c not working in all buildings	EA 154868
9/8/11	Front door not opening.	EA 143222
9/8/11	WARRANTY SERVICE ORDES Fix the valve of sprinkles. Back to the building.	EA 155694
9/8/11	Lights outside Bldg. not C	EA 155879
9/10/11	A/C IS OUT	EA 5726 5726
9/19/11	The alarm in mecanico room is on.	EA 158758
9/21/11	Called A/C for Saturday	EA-160091
9/26/11 JRP	lights are burned out outside	EA 161311
9/28/11	The lock not working in the storage outside #144	EA 162095
10/3/11	Air conditioner turns off when we have a fire drill.	EA 163893
10/3/11	Front door keeps getting jammed.	EA 163890

Service Order

<u>Date</u>	<u>Description</u>	<u>Service Order</u>	<u>Date Resolved</u>
10/20/11 - (1:31pm)	A/c Out	Conf # 169785	
10/25/11	The grass it needs controls the weeds		EA 171507
10/31/11	Fix the outlet in front desk		EA 173253
11/7/11	Gross fungus issue - ^{MUST SPRAY W/ ORGANIC GYPSUM}		
11/09/11	Fix the pipe in front building. is leaking		EA 177770
11/09/11	The tree is dead. IT needs replaces		EA 177772
11/09/11	The building is cool. Check the a/c.		EA 177773
11/09/11	Check the softner in the mecanico room		EA 177774
11/9/11	Called to get work order # on the fungus problem		171507
8:55 am			
11/17/11	Talk to Suky gave me a conf. # <u>180680</u>		
12:43			
11/29/11	The bldg. is cool not working the heater.		EA 183918
11/30/11	Treat the grass w weedkiller		EA 184781
12/5/11	Water in Toddler Rm 124 comes out hot only.		EA 182330
12/8/11	The pipe is broken outside around the building. (warranty)		179996
12/8/11	The gate in the back to building is broken. (warranty)		188000

DATE	SERVICE ORDER	EA
1/09/12	The heater is not working.	EA 201053
1/19/12	The Blg is cool	EA 204897



**U.S. Army Corps
of Engineers**
Engineering and Support
Center, Huntsville

Sisisky CDC

**Building 10624
Fort Lee, VA**



**POTR – Phase 1
Project No 64143**

February 27, 2012

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CHAPTER 1 - GENERAL

1-1 Purpose

The intent of this document is to present the findings of the Phase I Post Occupancy Technical Review (POTR) performed on Building 10624 (Sisisky 0-5 CDC) at Fort Lee, VA. The POTR was performed by the HNC team on February 27, 2012.

1-2 Facility Description

Building 10624 is a modified small sized (126 children), Child Development Center (CDC) for ages 6 weeks to 5 years that was occupied May 11, 2011. Hours of operations for the facility are Monday thru Friday from 5:15 am to 6:00 pm. There are occasional weekend operations on Saturdays for special events.

The facility was a non-standard that is smaller than the standard small facility. There is no Active Play Room or Transitional Care Room. Also, an administrative facility was added to one end of the building. The admin facility has its own entrance and, while physically connected to the CDC portion, there is no direct connection between the two.

The users are overall extremely satisfied with the facility.

1-3 POTR Team Members

The following is a list of HNC's team members that participated in the POTR:

- Jay Clark – Architectural
- Robert Jackson – Mechanical
- Jackie White - Electrical

1-4 Meeting Contacts

The roster is attached in Appendix A

1-5 Contractor Feedback/Contract Mods

The design-build contractor for this project was AECOM, Homeland Contracting Corp.

- This was the first CDC project for the contractor. They had no clue regarding all of the specific requirements when they started this one. They did Ft. Eustis after this project. They were not prepared for the cleanliness requirement after construction (items such as hospital grade kitchen, pre-occupancy inspection, etc.). They were way out of their league.
- Slow to respond to issues. Was supposed to be complete in September, 2010. Building was finally

turned over February 22, 2011.

- RFP change in 2009 caused a big issue. A large mod had to be issued and once that was issued they started having issues with the Contractor. The changes in the RFP came from Huntsville. New criteria was provided when the building was at the slab. Not sure if the DB Contractor provided the changes to the designer in a timely manner.
 - Directed to change colors – partly due to RFP and updated criteria
 - Occupancy sensors had to be eliminated
 - Issues with thermostat sensors
 - Drain trap under art sinks. HNC needs to research this issue. There was some type of drain trap for the art sink. G-9 had it removed. Said it was a requirement in the RFP.
 - Faucets were single lever, had to change to 2 levers.
 - Panic button in each classroom
- Mod required to provide light above sign in desk.

1-6 Overall Satisfaction

Overall, everyone is extremely satisfied with the facility. Parents like the facility. They like that it is a basic shape; very simple.

CHAPTER 2 - ARCHITECTURAL

2-1 General Discussion

- Mechanical Room too small.
- Electronic door lock at front door. Originally no way to get into the building through the front door. Had to install front door key after the fact.
- Had roof leaks, but they seem to be fixed. Leaks were around curbing and exhaust fans. Too many penetrations for SSMR.
- Garbage disposal issues in kitchen. Motor went out, not sure if properly fixed. Originally motor burned up due to construction debris in sink.
- Window latches are breaking
- Diaper changing stations – locks on sides are breaking, so coming straight out. Design for diaper station is bad, locks are breaking and there is not enough support and no way to make it sturdier due to everything under it. These were custom built based on the Kaplan models at the other CDC.



- Issues with outlets and tile work – outlets are half on tile, and half not. Required special work around the outlets. Said it was due to requirements in RFP.
- Door handles are sticking up or down, so door cannot be secured.
- Playground gates – zip ties removed and some bolts are coming undone.
- Paint coming off exterior wall.

- Not enough counter space at reception desk; need space for swipe in computer, point of sale computer, 2 networked computer workstations.
- Intercom needs to have a handset at the reception counter.



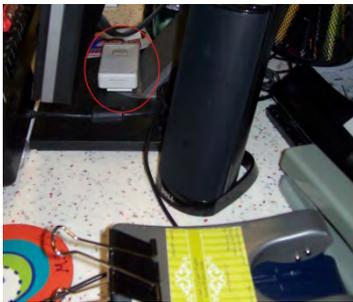
- Consider a duress alarm in the director's office to supplement the alarm at the desk.
- Have to push the green button next to the front door to exit the facility.
- Changed gate swing at front desk to swing both ways. The small reception desk has 2 gates. This results in a decreased amount of work space.
- Video Room door has a small window in it as opposed to half glass.



- There is not enough storage area at the reception counter area. Had to put tall cabinet in isolation area.



- A duress alarm is provided; however it looks like a garage door opener, and presently just sitting at base of one of the computer monitors.



- The admin space is sufficient and used as designed. However, this facility only has one assistant director.
- The corners of the ADA toilet stalls in the Pre-school/Pre-K/Kindergarten rooms are braced by an overhead rail.



- No doors are alarmed.

- The laundry room floor and walls are quarry tile.
- Recycling room used for storage.
- Smoke detector provided in laundry.
- Carpet provided at desk, training room, and offices.
- Training Room is OK for smaller training sessions. No additional computer workstations other than trainer.
- Kitchen has full height ceramic tile walls, but no corner guards.
- FF&E included wipe-off rugs at doors.
- Restroom doors are lockable, but not keyed.



- Activity rooms do not have tall windows to the corridor.
- Cubbies have the 2 slots at the bottom. Area where parents pick up paper should be at the top. Cubbies were manufactured locally (not OTS), by same people who made the diaper changing stations.



- Finger guards are provided on both the inside and outside of doors.
- Consider a window between activity rooms since 1 lead is over 2 rooms.
- Lockers in staff lounge used for flex employees since others have storage in activity rooms.
- Exterior doors have finger guards.
- Flip washers and dryers so that dryers are not against the video room wall to avoid issues with the wall being hot on one side, and cold on the other.

2-2 Feedback/Lessons Learned/Standard Design Impacts

- Need more data and electrical outlets at reception counter. In addition, counter area and storage space are inadequate. The counter drawers are too small. More data, power and telephone outlets are needed in this area.
- They could not find full circle seats for the small toilets. User does not care if you have open front toilet seat. Plus, IPC requires open front toilet seats.
- Room by Room needs to allow single lever in adult toilets due to maintenance issues.
- Ensure keying requirements for restroom doors is clarified. In addition, clarification on keying of all cabinet work needs to be addressed.
- Clarify where finger guards are required.
- Clarify height for electrical outlets in playground. Also address intercom.

CHAPTER 3 - MECHANICAL

3-1 General Discussion

HVAC

- The HVAC system in use is chilled water supplied packaged AHU's in connection with VAV boxes.
- The user is happy with the HVAC system installed from an overall standpoint.
- The user does feel the HVAC system is doing the job of providing a comfortable environment, although they did express that there are space(s) that seem to get too hot within the facility while at the same time a nearby space seems to get too cold. Rooms 115 and 121 seem to get too cold while rooms 123 and 129 seem to get too hot. These rooms are next to each other on the same side of the building.
- Ceiling tiles are shifting in the Foyer area between the reception lobby and the exterior front entrance door. There are no additional issues identified concerning the facility in regards pressurization of the building.
- The user was asked to identify any miscommunication between what was described in the RFP and what was built. There wasn't any miscommunication to their knowledge.
- Issues were discovered and resolved during the commissioning process. One of the issues was getting the VAV to meet the design requirements, which was resolved.
- The user was asked if the thermostats were working properly. Their response was that they do work but they had concerns about the location of the thermostats. They are currently located in the corner of the space near the cubbies. They said the criterion mandates the location of the thermostat. The user suggested thermostats be on an open wall space or closer to a return.
- Laundry Room – issues with temperature; room was not exhausting heat adequately.
- There are little heaters above the doors of the exterior storage rooms.
- Heating went out on February 6, but due to control issue. Power fluctuations tend to cause control issues.

PLUMBING

- The user stated that the domestic plumbing fixtures function properly and the user is happy with the plumbing system installed. Automatic water conserving fixtures are being used in the facility.

- Contractor put in pumps that must be maintained (not sealed bearings). Had to be replaced because the installation didn't know they needed to be maintained. New pumps also require maintenance.
- Sink in waiting area restroom malfunctions. Runs when no one is around and doesn't come on when needed. Sensor is an issue. Considering going to single handle instead.

FIRE PROTECTION



- When dryer is used the fire alarm may trip.
- The user did not have any issues with the wet pipe fire protection system. They have not experienced any false alarms/trips with the system to date. They were not aware of any maintenance issues with the system.

3-2 Lessons Learned/ Standard Design Impacts

- Verify during the commissioning and TAB process that that air is properly balanced to help avoid the shifting of ceiling tiles in the Foyer area between the reception lobby and the exterior front entrance door.
- Verify during the Commissioning and TAB process that diffusers are properly located and air is properly distributed and balanced to help avoid the situation of adjacent rooms seeming to have a noticeable fluctuation in temperature of one room being too hot and another being too cold.

CHAPTER 4 - ELECTRICAL

4-1 General Discussion

- Need more electrical and data outlets on back wall of reception area.
- I3A does not allow Comm. Rooms to have window in door of communication room.
- No intercoms are provided on the playground.
- Electrical outlets in playground mounted too low – were locked with zip ties which are breaking and allowing access to outlets.
- There is no multilevel switching or dimming in admin and/or other areas.

4-2 Lessons Learned/ Standard Design Impacts

- The EMS/UMCS is being worked on now. The UMCS/EMS is not connected to the installation metering panels.
- There was no timed over-ride at main entrance for janitorial staff

CHAPTER 5 - MISCELLANEOUS

5-1 CIVIL/SITE

- There is some deterioration of the playground mat.



- The sod did not grow in some areas.



5-2 STRUCTURAL

- Diapering Change Station stairs are a trip hazard. The latches break off and stair case is not secured.



- The diaper changing area needs a paper towel dispenser.



- The playground equipment is losing its screws.

5-3 OTHER

- The intercom system needs a phone handset attached to it. The owner would like to have intercom on inside and outside of building. An announcement should be heard on inside or outside of the facility but not both places.
- The video room is warm. The AC was turned off. The AC unit must be turned on manually if the facility is ever powered off.

- A pipe with liquid passes through the Tele Com Room.



APPENDIX A - ROSTER

Post Occupancy Technical Review (POTR) - Roster

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Professional Responsibility:	

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Post Occupancy Technical Review (POTR) - Roster

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Professional Responsibility: Q.A.		

Name: RUSSELL SMITH		Organization: USACE
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Name: Tonja McCallum		Organization: CYSS
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Professional Responsibility: CYSS Administrator		

Name: Tiffany Spradley for Natalie Franks		Organization: CYSS
Phone: (804) 734-1120	Email: CYSS Tiffany.Spradley@US.ARMY.MIL Natalie.Franks@US.ARMY.MIL	
Professional Responsibility: Lead Administrative Assistant for Facility Director		

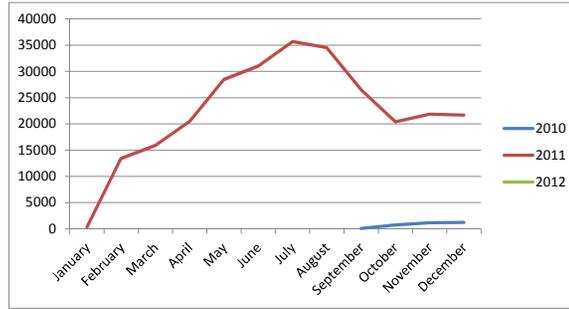
Name: Bill Walker		Organization: AFS/DPW
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Professional Responsibility: Warranty		

Name: John Royster		Organization: DPW Master Planner
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Professional Responsibility:		

APPENDIX B – ENERGY DATA

Building # : 16024
 Street Name: Sisisky
 Info: CDC
 Square Footage: 18,076

	2010	2011	2012
January		320	20320
February		13440	
March		15920	
April		20560	
May		28480	
June		31040	
July		35680	
August		34560	
September	80	26560	
October	800	20400	
November	1200	21840	
December	1280	21680	



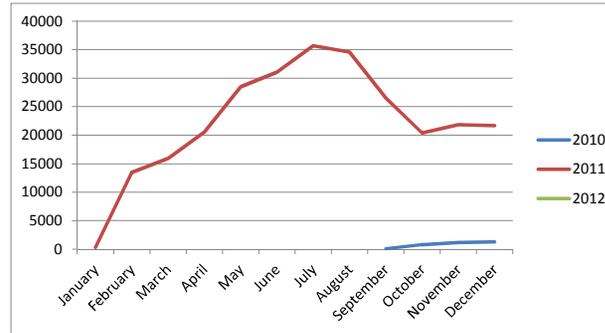
Bldg on Construction Meter
 Bldg not Occupied until Mid May 2011

HSE NBR	HSE MOD	DIR	STR NM	STR SX	DIR SX	AD MOD	SVC CTY	STATE	ZIP	ZIP+4	ADDTL ADR INFO	CUR READ DATE	CUR RDG SRCE	CUR MTR RDG	PRV READ DATE	PRV RDG SRC	PRV MTR RDG	TOT USAGE	DAYS USED	MTR NUMBER	MFG	DT MTR SET
10624			SISISKY	BLVD		NEW	FORT LEEVA		23801		0 CDC BLD	10/4/2010	V	7			0	80	61	165261502	F	8/14/2010
10624			SISISKY	BLVD		NEW	FORT LEEVA		23801		0 CDC BLD	11/2/2010	V	17	10/4/2010	V	7	800	29	165261502	F	8/14/2010
10624			SISISKY	BLVD		NEW	FORT LEEVA		23801		0 CDC BLD	12/6/2010	V	32	11/2/2010	V	17	1200	34	165261502	F	8/14/2010
10624			SISISKY	BLVD		NEW	FORT LEEVA		23801		0 CDC BLD	1/7/2011	V	48	12/6/2010	V	32	1280	32	165261502	F	8/14/2010
10624			SISISKY	BLVD		NEW	FORT LEEVA		23801		0 CDC BLD	2/4/2011	V	52	1/7/2011	V	48	320	28	165317388	F	2/9/2011
10624			SISISKY	BLVD		NEW	FORT LEEVA		23801		0 CDC BLD	3/4/2011	V	167	2/4/2011	V	52	13440	28	165317388	F	2/9/2011
10624			SISISKY	BLVD		NEW	FORT LEEVA		23801		0 CDC BLD	4/5/2011	V	366	3/4/2011	V	167	15920	32	165317388	F	2/9/2011
10624			SISISKY	BLVD		NEW	FORT LEEVA		23801		0 CDC BLD	5/5/2011	V	623	4/5/2011	V	366	20560	30	165317388	F	2/9/2011
10624			SISISKY	BLVD		NEW	FORT LEEVA		23801		0 CDC BLD	6/6/2011	V	979	5/5/2011	V	623	28480	32	165317388	F	2/9/2011
10624			SISISKY	BLVD		NEW	FORT LEEVA		23801		0 CDC BLD	7/5/2011	V	1367	6/6/2011	V	979	31040	29	165317388	F	2/9/2011
10624			SISISKY	BLVD		NEW	FORT LEEVA		23801		0 CDC BLD	8/3/2011	V	1813	7/5/2011	V	1367	35680	29	165317388	F	2/9/2011
10624			SISISKY	BLVD		NEW	FORT LEEVA		23801		0 CDC BLD	9/7/2011	V	2245	8/3/2011	V	1813	34560	35	165317388	F	2/9/2011
10624			SISISKY	BLVD		NEW	FORT LEEVA		23801		0 CDC BLD	10/6/2011	V	2577	9/7/2011	V	2245	26560	29	165317388	F	2/9/2011
10624			SISISKY	BLVD			FORT LEEVA		23801		0 CDC BLD	11/3/2011	V	2832	10/6/2011	V	2577	20400	28	165317388	F	2/9/2011
10624			SISISKY	BLVD			FORT LEEVA		23801		0 CDC BLD	12/5/2011	V	3105	11/3/2011	V	2832	21840	32	165317388	F	2/9/2011
10624			SISISKY	BLVD			FORT LEEVA		23801		0 CDC BLD	1/6/2012	V	3376	12/5/2011	V	3105	21680	32	165317388	F	2/9/2011
10624			SISISKY	BLVD			FORT LEEVA		23801		0 CDC BLD	2/6/2012	V	3630	1/6/2012	V	3376	20320	31	165317388	F	2/9/2011

Building # : 10624
 Street Name: SISISKY
 Info: CHILD DEVELOPMENT CENTER
 Square Footage: 18,076

ENERGY USAGE DATA

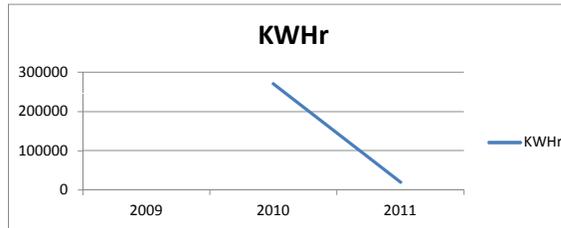
	2010	2011	2012
January		320	20320
February		13440	
March		15920	
April		20560	
May		28480	
June		31040	
July		35680	
August		34560	
September	80	26560	
October	800	20400	
November	1200	21840	
December	1280	21680	



Yearly Energy Usage

	KWHr
2008	
2009	
2010	270480
2011	20320

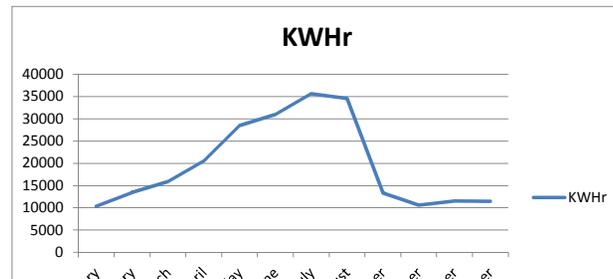
Average:



Average Energy Usage

Per Month:

	KWHr
January	10320
February	13440
March	15920
April	20560
May	28480
June	31040
July	35680
August	34560
September	13320
October	10600
November	11520



December	11480
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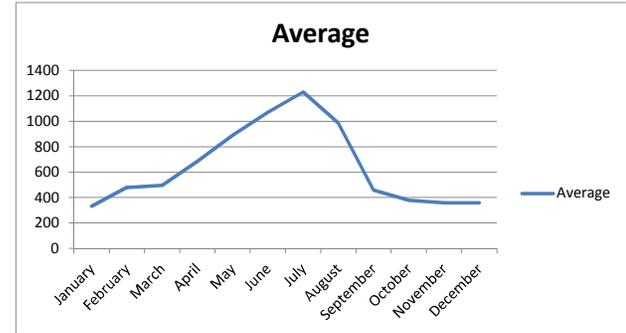


By Day:

	2010	2011	2012
January		11.428571	655.48387
February		480	
March		497.5	
April		685.33333	
May		890	
June		1070.3448	
July		1230.3448	
August		987.42857	
September	1.3114754	915.86207	
October	27.586207	728.57143	
November	35.294118	682.5	
December	40	677.5	



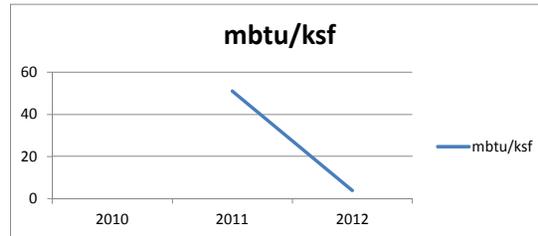
	Average
January	333.45622
February	480
March	497.5
April	685.33333
May	890
June	1070.3448
July	1230.3448
August	987.42857
September	458.58677
October	378.07882
November	358.89706
December	358.75



Average Energy Intensity (mbtu/ksf)

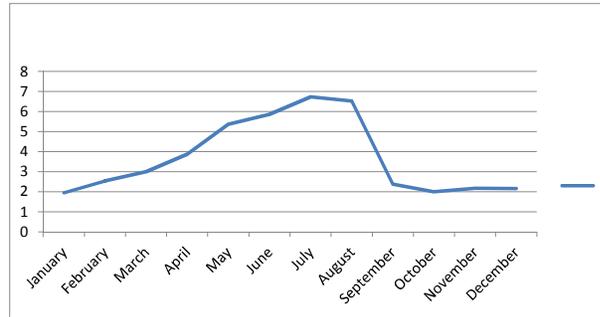
Per Year:

	mbtu/ksf
2009	
2010	
2011	51.05541934
2012	3.835574242



Per Month:

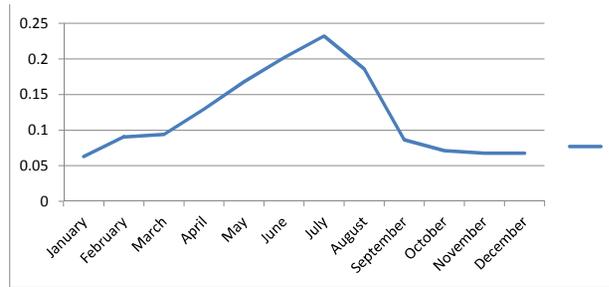
January	1.947988493
February	2.536915247
March	3.005036513
April	3.8808763
May	5.375844213
June	5.859066165
July	6.734905953
August	6.523496349
September	2.382461732
October	2.000840894
November	2.174498783
December	2.16694844



January	0.062942721
----------------	-------------



February	0.090604116
March	0.093907391
April	0.129362543
May	0.167995132
June	0.202036764
July	0.232238136
August	0.18638561
September	0.086562186
October	0.071365619
November	0.067744897
December	0.067717139





**U.S. Army Corps
of Engineers**
Engineering and Support
Center, Huntsville

Cactus Corner CDC

**Building 4150
Fort Irwin, CA**



**POTR – Phase 1
Project No 65334**

April 11, 2012

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CHAPTER 1 - GENERAL

1-1 Purpose

The intent of this document is to present the findings of the Phase I Post Occupancy Technical Review (POTR) performed on Building 4150 (Cactus Corner CDC) at Fort Irwin, CA. The POTR was performed by the HNC team on April 11, 2012.

1-2 Facility Description

Cactus Corner CDC is a hybrid standard medium sized (232 children), Child Development Center (CDC) for ages 6 weeks to 5 years that was occupied October 4, 2010. It is noted as a hybrid since it contains aspects of the original standard design that was in place when the contract was awarded, and changes in the design that were put into the standard much later. Hours of operations for the facility are Monday thru Friday from 6:00 am to 6:00 pm. There are no weekend operations. Janitorial services are performed after hours.

The users are overall extremely satisfied with the facility.

1-3 POTR Team Members

The following is a list of HNC's team members that participated in the POTR:

- Jay Clark – Architectural
- Bryan Merry – Mechanical
- Mike Eisenzimmer - Electrical

1-4 Meeting Contacts

The roster is attached in Appendix A

1-5 Contractor Feedback

The design-build contractor for this project was RQ/RBA Joint Venture.

- The contractor was very responsive to problems and concerns. They were especially responsive during the design phase. The installation feels the Contractor was very good. This was their first project on the installation, but they have had others since. They did not balk at any changes, and some of them were significant, such as lowering the height of the diaper changing stations and problems with the sinks that came up during the G-9 Pre-Occupancy inspection. The installation stated the contractor was great to work with. The G-9 Inspection may be found in Appendix B

1-6 Construction Mods

More detailed information on the mods may be found in Appendix C

- The most significant mod dealt with the water line. They were not able to tap into the near-by 16" water line, and instead had to go a fair distance to a different line.
- More information on the mods may be found in Appendix C.

1-7 Maintenance/Construction Issues

Issues deal primarily with HVAC. Having difficulties staying within the accepted temperature range. The boiler and the chiller are located outside in the mechanical yard. They feel the location of the filters is a problem. One concern is the unknowns of what is expected of the installation at the end of the project. There is some concern about performing maintenance during the warranty period, to avoid voiding the warranty. So, ultimately, maintenance is not being performed. Due to blowing sand here, changing of filters is a necessity.

1-8 Overall Satisfaction

Overall, everyone is satisfied with the facility. Some of the concerns that parents have include:

- Wood chips on playground are a concern. They can harbor snakes and scorpions. They can also cause splinters. Plus they blow around, not providing adequate coverage everywhere.
- The doors from the activity rooms to the corridor do not latch. This causes concerns for parents as children are able to push the door open and exit the activity room.

The facility director really likes the facility and feels one of the largest benefits is the smaller activity rooms that reduces the number of children in one area. This reduces stress on staff and improves behavior.

CHAPTER 2 - ARCHITECTURAL

2-1 General Discussion

- One of the major issues with the facility and standards is that the standards require grass; however, grass is not allowed at Ft. Irwin (way too difficult to grow). CYS would have liked to use artificial turf instead, however G-9 would not approve. Instead, the only other option was wood chips, which is a maintenance and safety concern.
- The range is smaller than they would have liked and than what they need. This kitchen actually serves all CYS facilities. They could really use a griddle as part of the range.



- Some of the equipment did not come with the right orifice for LPG. This was an issue with the equipment manufacturer and not the contractor.
- There is no duress alarm since someone at one of the meetings said they could not have it.
- Facility is LEED Gold. This was not planned from the start; however, about half way through construction it was realized that Gold could be achieved. Therefore, it is felt that the issues with the HVAC is not related to the increased sustainability measures.
- Escutcheons for the sprinklers should be the screw-on type, as these keep falling off due to seismic activity.
- Wood finishes in the building (doors, cubbies, diaper changing stations, cabinetry, etc.) is all dark wood. The IMCOM region G-9 reps wrote up the facility for not enough natural daylight because the furniture is too dark. So, they have a policy to leave blinds open at all times.



- Doors from the activity room to the corridor do not latch. Instead they are basic push/pull doors. This is a real concern as children can easily open the door and get out; which has happened. It's a staff issue because the caregiver can lose their job if a child gets into the corridor, but the caregiver may not be able to get across the room and get the child before they get out of the room. Originally the doors had latches, but evidently a group from Omaha COE came to the facility and told them they couldn't have latches. This was not a G-9 or contractor issue. Ft. Irwin reps are going to see if they can find documentation on this, however, it is felt that this came up in a discussion as they were doing a "pre-" walkthrough, and said if the doors had latches they would be written up when they did the final walkthrough. At this point no one is clear who this group was and who they were representing.



- The director commented its strange having diaper changing tables in rooms where they are not needed. It takes up valuable activity space.
- The reception desk functions well. However they have 5 computers (2 P.O.S., 2 admin stations, and 1 video monitoring station), and only 2 keyboard trays.

- There is not enough space in the Asst. Director's office if there were 2 assistants. Fortunately they only have one.
- There were adequate electrical and data outlets at the reception counter.
- They have a door from the open office area to the corridor. They are indifferent about whether this is a benefit or not. However, one of the 2 data drops is on the wall leading to the door. With the door there, it is not possible to locate an office there. So, there was only one drop for the open office area. More drops are needed.
- The toilet partitions in the larger activity rooms are overhead braced. However, they had originally installed full-height solid partitions. At the installation's request, the contractor cut holes in the larger solid panels to enhance visibility.



- The old standard had the corridor turn and exit out of the front of the building. This is the only door that is alarmed. The current standard has the corridor exiting out of the end of the building into a fenced area.
- In the laundry room, the flooring is VCT, the walls are CT to the ceiling, and the ceiling is VACT. There is no smoke detector in the laundry room.
- The corridor is barely 6' wide. With protrusions such as window frames, etc., the width is most likely less than 6'.
- The ceiling in the active play room is solid gyp bd. There is no acoustical treatment in the room. There is a significant sound and echo problem. Need to state a higher NRC for this space to reduce the acoustical problems.

- The sprinkler heads in the active play room are the recessed type to avoid damage.



- Training Room follows new standard in location and they have added windows in the wall between the training room and corridor. Since this is located across from the main entrance, the training room gets a lot of borrowed natural light from the entry.



- Cubbies and diaper changing stations were custom built. Cubbies are at least 48" tall, which is too tall. Forces the windows to be even higher. Most staff and parents are not able to use those windows.
- Had to add a handle and lock to the stairs in the diaper changing station. Unique design actually has the stairs behind a door when not in use.
- Some issues with the location of outlets/switches/etc. not being coordinated with the height of wainscot.



2-2 Feedback/Lessons Learned/Standard Design Impacts

- Need to have intercom, electrical, and water on each playground
- Taller ceilings in the storage rooms to allow for more vertical storage would be a benefit.
- The standard criteria addresses getting children 50' away from the building within the playground in case of emergency. The criteria does not really address what is required after that 50'. The requirements in a recent inspection (see Appendix D for inspection report) is requiring paved access to 75' from building.
- Would like the capability for the intercom system to be able to call from room to room and from room to kitchen. With the current design of the intercom only calling the front desk, it puts increased burden on the front desk staff to ensure they complete the request by contacting the other room or kitchen.
- Intercom is in bad location in the activity rooms. It is located at the sign-in desk, per the standard. When a caregiver uses the intercom the room goes out of ratio. The intercom needs to be located central in the room, and at a height that children cannot reach. The intercom system here is a handset in the room and at the desk.
- Recommend considering using recessed sprinkler heads in the Active Play Room to avoid damage to the sprinkler heads and to avoid the need for cages around the heads.

CHAPTER 3 - MECHANICAL

3-1 General Discussion

HVAC

- The AHU filters are difficult to change due to the arrangement of the equipment in the mechanical room. Suggest requirement for maintenance access be added to standard.
- AHU filters are a type not stocked by installation maintenance. Site specific requirements should be included by the local Corps district.
- The HVAC control system is not standard to the installation. The maintenance staff is not familiar with it's operation. Site specific requirements should be included by the local Corps district.



- The chiller and boiler are installed in an enclosed equipment yard that is too small to allow for proper airflow around the equipment. The boiler is exposed to the weather. All equipment should be installed in a mechanical room if possible to extend service life. Air cooled chillers need to be installed in an equipment yard with enough free space to allow for proper airflow.



- Customer was concerned about the amount of maintenance training that was provided. The RFP should emphasize proper training. Site specific requirements should be included by the local Corps district.
- Customer was concerned about the warranty process. It was often slow.
- Factory start-up of major equipment was not included in the RFP. This should be included for future projects.
- Temperature control was an issue during hot weather after the completion of the facility. Seasonal commissioning could have identified problems but was not included in the RFP. Seasonal commissioning requirements should be added as well as a requirement for third party commissioning. Site specific requirements should be included by the local Corps district.

PLUMBING

- Hot water needs to be circulating so that the push-button sinks can get tempered water quickly.
- Push button sinks do not allow enough water flow to get hot water without pressing the button many

times.



- The installation is concerned that the amount of LP gas storage is not adequate. Site specific requirements should be included by the local Corps district.

FIRE PROTECTION

- Customer noted that the fire sprinkler escutcheons tend to loosen and fall. These are replaced as needed.

3-2 Lessons Learned/ Standard Design Impacts

- Include a location in the standard design for the local Corps district to add site specific requirements such as standard controls systems and maintenance items.
- Place mechanical equipment indoors where possible.
- Provide instantaneous water heaters for lavatories.

CHAPTER 4 - ELECTRICAL

4-1 General Discussion

- Fire alarm system is not sending signal to fire station. Also, the first four pull stations tested in the last inspection were not working.
- Not enough strobes for proper coverage.
- Smoke detector missing from food storage.
- Electrical outlet for the freezer unit is located near the ceiling, thereby requiring use of an extension cord.
- Problems with exterior lighting. Not installed originally, then, after added, initially didn't work.
- Receptacle installed under food prep sink.
- Receptacle installed in ceiling in the middle of kitchen with extension cord hanging down. Not used.

4-2 Lessons Learned/ Standard Design Impacts

- Intercom system needs to be a hand-held set at the front desk.
- Intercom in childcare areas needs to be in activity area. Otherwise, one worker is out of sight and reach of children. Also needs to have both hands-free and handheld options.
- Exterior MNS speakers cannot be heard from the evacuation positions or even near playground fences. Need louder sound, possibly a series of horn blasts or visual signals.

CHAPTER 5 - MISCELLANEOUS

5-1 CIVIL/SITE

- Parking area was not wide enough for 2-way traffic, so they remarked it for one-way circulation
- Need shade structure over swings.



- Lots of issues with snakes, scorpions, etc. Have snake fencing and then a screen material to keep unwanted creatures out.



- The site cannot support growing grass. The standard needs to address options for locations where it is not possible to grow grass.

5-2 STRUCTURAL

-

5-3 OTHER

-

APPENDIX A - ROSTER



US Army Corps of Engineers, LA District
 Fort Irwin Resident Office
 Corner of 5th and F Ave
 Fort Irwin, CA 92310

US Army Corps Of Engineers, FIRO

Project Name: Post-Occupancy Tech. Review - Bldg 4150 CDC
 Date: 11 April 2012

Name	Company	Telephone #	E-mail Address
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GARY W COOPER	DPW	760-380-7722	GARY.W.COOPER.1@US.ARMY.MIL
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Mike Eisenzimmer	COE - HNC	256-895-1712	michael.d.eisenzimmer@usace.army.mil
JAY CLARK	COS - COE - HNC	256 895 1673	James.T.Clark@usace.army.mil
Bryan Merry	USACE - HNC	256-895-8100	bryan.C.merry@usace.army.mil

APPENDIX B – MODS



Change Request Register

11 Apr 2012

Fort Irwin Resident Office

US Army Corps
of Engineers

Change Request No.	Change Request Title	Mod Type	Org Agency	Reason	Trans Code	Inception Date	Government Estimate		Negotiated	Ref No	Contractor Signature	Stage / Status / Remarks	Mod Due Date	Mod Age Days
						RFP Date	Contractor Proposal			Mod No	Government Signature		Action By	
						Proposal Date	Change Amount / Time							
Contract No. W912PL-09-C-0011		Child Development Center										RQ-RBA JV		
WK001	RO and DO water systems	B	U	4	6	09/11/2009 02/08/2010 02/16/2010	\$600,000.00 \$642,853.00 \$613,591.00	0 days 20 days 60 days	Yes	R00003 P00001	06/29/2010 06/30/2010	L - Mod completed, mod package sent to district (MOD Copied to RMS)	09/11/2009 JPR	142
WK002	New Electric Power Point of Connection	B	U	7	6	02/16/2010 02/15/2010	\$67,000.00 \$71,858.00 \$69,921.00	0 days 0 days 0 days	Yes	R00001 A00001	03/19/2010 03/24/2010	L - Mod completed, mod package sent to district FED-X TO SCAO 25MAR2010 7985 0736 0445 (MOD Copied to RMS)	02/16/2010 WB	36
WK005	Building RO Water Piping	B	U	4	6	02/17/2010 03/22/2010 04/01/2010	\$79,000.00 \$99,995.00 \$99,995.00	0 days 0 days 0 days	Yes	R00002 P00002	06/23/2010 08/04/2010	L - Mod completed, mod package sent to district (MOD Copied to RMS)	02/17/2010 WB	135
WK009	Extended Field Office Overhead	B	C	S	6	06/09/2010 06/09/2010	\$148,750.00 \$319,058.00 \$125,243.00	0 days 58 days 0 days	Yes	R00004 P00003	09/02/2010 09/24/2010	L - Mod completed, mod package sent to district (MOD Copied to RMS)	06/09/2010 BCS	107
WK010	Miscellaneous charges	B	C	1	6	08/06/2010 08/06/2010 09/13/2010	\$47,900.00 \$63,198.00 \$63,198.00	0 days 0 days 0 days	Yes	R00005 A00002	10/07/2010 11/03/2010	L - Mod completed, mod package sent to district (MOD Copied to RMS)	08/06/2010 JPR	89
WK011	Mold Remediation	B	U	7	6	10/18/2010 10/18/2010 11/12/2010	\$208,000.00 \$277,144.00 \$195,128.00	30 days 30 days 0 days	Yes	R00006 P00004	01/11/2011 02/07/2011	L - Mod completed, mod package sent to district (MOD Copied to RMS)	10/18/2010 JPR	112
WK012	Repair causes of Mold	B	U	7	6	10/18/2010 10/18/2010 11/09/2010	\$610,260.00 \$882,459.00 \$798,185.00	10 days 90 days 75 days	Yes	R00006 P00004	01/11/2011 02/07/2011	L - Mod completed, mod package sent to district (MOD Copied to RMS)	10/18/2010 JPR	112
WK013	Extended Field Overhead for R00006	B	C	S	6	02/28/2011 02/22/2011	\$147,290.00 \$148,675.00 \$128,790.00	75 days 101 days 90 days	Yes	R00007 P00005	03/23/2011 04/06/2011	L - Mod completed, mod package sent to district (MOD Copied to RMS)	02/28/2011 Holley	37
WK015	Misc Interior Changes	B	C	4	6	09/23/2011 10/31/2011 11/16/2011	\$0.00 \$28,918.00 \$89,210.00	0 days 120 days 227 days	Yes	R00008 A00003	01/20/2012 02/09/2012	K - Mod completed, mod package needs to be sent to district	09/23/2011 Holley	101
9 Contract Changes							\$2,183,261.00	452 days		Contract Required Completion Date 02/19/2012				
Sort - Change Request No														

APPENDIX C – PRE-OCCUPANCY INSPECTION

Different
Locks
Sign in
black-

Duct @ Laundry room
fire caulk - looking to
near of Room.

PAULA

Preoccupancy Inspection
Child, Youth and School Services Facility CDC
US Army NTC, Ft. Irwin
27-29 July 2010

On 27-29 July 2010, the HQ Family, Morale, Welfare and Recreation Command (FMWRC) Inspection Team conducted a pre-occupancy inspection of the newly constructed Child, Youth and Schools Services facility, NTC Ft. Irwin, CA. The inspection was performed by Scott Copus, Operations Specialist; Martin Schroeder, Facilities Specialist; Tom Dolen, Fire Protection Specialist, all from HQ FMWRC, Ken Hilton, Industrial Hygienist of the US Army Public Command. Paula Dolliver-Marshall USASCE, and the Child and Youth Coordinator, Veronica Gonzalez accompanied the team on this inspection.

While the FMWRC evaluation team recognizes that the facility is not completed, the specific items identified in **bold** must be resolved prior to beneficial occupancy and recommendation for DoD certification. Requests for information/assistance or status of corrective actions should be coordinated through Child, Youth and School Services, IMCOM-West, ATTN: Tracy Roysdon.

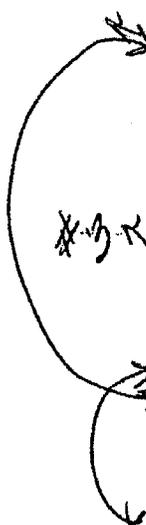
General Findings: The following items were typical throughout the facility:

1. Check all penetrations between activity rooms.
2. Caulk all toilets to floor, mirrors, lockers spaces, cabinets and around diaper changing stations.
3. **All closet doors and interior doors, in Activity Rooms must be operable from the inside of the room when the outside is locked. This is to insure that no child can be locked in a room/closet.**

The requirement for this is in TIR 10-01 page G22 (9) Doors and Hardware.

4. General cleaning and fit and finish items such as Floor, paint smears, windows must be completed.
5. Repair stairs to diaper changing station that do not lock and rub when opened
6. Seal estuation under sinks
7. Adjust all sinks - *utility*
8. Seal under food prep sinks
9. Caulk around all corner guards near hand washing sinks
10. Ease edges for splash guards around drinking fountains in all activity rooms to avoid sharp points
11. Install screens on all outside windows
12. Install blind cords hooks and cleats on all rooms
13. Seal around all thermostats - *back plates*
14. Install locks on all supply room doors
15. Install bumper guards on all doors and cabinets
16. Relocate electrical outlet under food prep sink
17. Touch-up paint around all windows
18. Lower storage cabinets over food prep area
19. Seal all pipes under food prep area sink
20. Caulk all outlets/verify that all outlets are plum and cover penetrations
21. **Lower all diaper changing stations to standard height (36" from the finished floor to diaper changing surface - *TOP of counter***
22. **Lower cabinets to the tops of the outlets in all food prep areas - *1" of Rec.***
23. The project documentation, Standards and Standard Designs used for this project does not specifically identify the requirement for any latching mechanism for the Activity Room doors that connect to the corridor. In order to provide a method of controlling the children to stay within the room and from wandering out into the corridor, we believe a latching hardware needs to be added to these doors. Of course any hardware must meet the requirements of the ABA

golds
Assess
lockets



Food Prep

General Fire Findings:

- Caulking at penetrations*
- ✓ 1. Provide mass notification System (MNS) amber strobes throughout the building where fire alarm (FA) speakers and strobes are provided IAW NFPA 72, Fire Alarm Standard and UFC 4-021-01 for Mass Notification Systems
 - ✓ 2. Provide FA/MNS strobes only in all staff/adult toilets IAW NFPA 72
 - ✓ 3. Provide FA/MNS speaker and strobes in the Laundry Room IAW NFPA 72
 4. Ensure that all penetrations through the fire rated walls above the ceiling in the laundry room are caulked with fire rated caulking -
 5. Fire caulk around the duct work penetrating the fire rated wall above the ceiling in the laundry room
 6. Provide documentation that boxes containing the hot and cold spigots are rated for fire walls
 7. Provide smoke detector in kitchen storage room
 8. Provide FA/MNS strobes in the Director and Assistant Directors office
 9. Replace battery for emergency light located over main entrance door
 10. Provide a 1" red line in all storage rooms as outlined in the Standard Design
 11. The mechanical Room Walls are required to go all the way to the roof and sealed and all penetrations through these wall are to be fire caulk. Will provide additional information for this requirement
- Smoke light*

Specific Room Items

Room 116/Infant/Pre Toddler:

Remove insulation in ceiling - *check roof deck*

Room 120/Infant/Pre Toddler:

Wall over cubbies needs to be re-smoothed

Room 121/Infant/Pre Toddler:

Thermo stats must be relocated beyond cabinet doors
Smooth burr from partition separation in toilet area -

Staff bathroom in corridor

Cover open junction box

Room 124/Infant/Pre Toddler:

Close open J-box
Check receptacles by sink (GFCI or blank it)
Repair under food prep cabinet

Room 131:

Replace repair loose outlet ✓

Janitor's closet:

Secure shelves

Kitchen:

Provide booster heater for 3 compartment sink
Repair/Replace exhaust fan over the dishwashing unit

OUTSIDE STORAGE ISSUES:

- IN EACH STOREROOM provide/install missing ACCESS PANEL(S)
- Install guard on all storage room sprinkler heads.
- Repair/Replace latches on fence gate bolt
- Install age appropriate label on all outdoor equipment
- Remove foreign items from ^{attendant} SURFACE such as loose concrete, rock, wood.
- Install mats under swings
- Remove concrete splash blocks
- Remove bottom portion (angle) of downspouts.
- Fire/need to ensure that the FAEMMS Panel interact as required by UFC-4-021-01.

- Active Play Room 148 has been provided with a solid ceiling. The RFP, drawings and our standard design requires acoustic ceiling tile for acoustic treatment. Room needs to be provided with ~~panels~~ acoustic panels to reduce the sound level.

Fire Rating

STC 40
CAC 38

APPENDIX D – INSPECTION REPORT

AREAS COVERED BY THIS CHECKLIST:

Risk Management - Health

- Health Inspections
- Special Needs Accomodation Process (SNAP)
- Infants Sleeping Practices and Procedures
- Toddler and Preschool Nap and Rest Periods
- Diapering, Toileting and Hygiene
- Handwashing
- Medical Emergencies
- Child Health Requirements
- Staff/Providers Health Requirements
- Administrating Medication
- Hazardous Plants, Materials, and Equipment
- Noise Levels
- Lamps and Fixtures
- Heating, Ventilation, Cooling System
- Toys and Equipment
- Food Preparation, Sanitation and Storage
- Plumbing Requirements
- Foor Coverings
- Maintenance
- Custodial

Risk Management - Fire

- Facility/FCC Home Fire Requirements
- Sprinkler Systems
- Fire Alarm Detection System (FADS), Fire Annunciator Panels and Pull Stations
- Family Child Care Smoke Alarms
- Fire Exits
- Fire Extinguishers
- Interior Finishes, Insulation, Corridor Construction Materials, Carpets Area Rugs, and Curtains
- Interior Walls and Window Treatments
- Fire Drills and Evacuation/Contingency Plan Procedures
- Infant Evacuation Cribs
- Smoking

Risk Management - Facility

- Facility Size
- Roof
- Building Entrance
- Mechanical Room
- Heating, Ventilation, Cooling System
- Electrical Wiring and Fixtures
- Lamps and Light Fixtures
- Doors and Windows
- Hardware and Fixtures
- Wall Treatments and Floor Coverings
- Interior Walls and Window Treatments
- Outdoor Play Areas
- Exterior Walkways, Parking and Roadways
- Stairways and Ramps
- Maintenance of Facilities, Installed Equipment, and Playground Equipment
- Custodial Services
- Construction and Alteration

Risk Management Checklist - FY12

Risk Management - Safety

Facility/FCC Home Safety Requirements
Furnishings

Risk Management - Child Abuse

Child Abuse Reporting Procedures
Established Procedures in the Event of an Allegation
Guidance and Discipline
Accountability of Children/Youth
Child Abuse Protective Procedures

Risk Management - Food & Nutrition

RISK MANAGEMENT - UNANNOUNCED INSTALLATION INSPECTION

N/A Met Not Met

INTENT: Installation CYS programs are inspected periodically throughout each year; all inspections are unannounced. Inspections include at least one comprehensive health and sanitation inspection, one comprehensive fire and safety inspection, one inspection by a representative of the Installation and one comprehensive inspection by higher headquarters representatives. Follow-up inspections are done in accordance with Army and DoD directives.

RISK MANAGEMENT - HEALTH

N/A Met Not Met

HEALTH INSPECTIONS

N/A Met Not Met

INTENT: To ensure programs are operated in a sanitary manner supportive of good health practices, and the facility and grounds are free of health hazards. To ensure preventive medicine officials and center staff are knowledgeable of health and sanitation responsibilities and able to demonstrate those duties as appropriate. NOTE: Results of inspections are monitored and assessed for trends.

SPECIAL NEEDS ACCOMMODATION PROCESS (SNAP)

N/A Met Not Met

INTENT: To utilize the SNAP screening tool in conjunction with the health assessment to identify children who should be referred for further screening and/or enrollment in the Exceptional Family Member Program. To ensure a ready team of professionals to jointly determine the CYS Services capability to provide services to children with special needs. To ensure that whenever possible, "reasonable accommodation" allows placement of children /youth with special needs within CYS Services programs. The SNAP Team :

- (a) Explores installation child care and youth supervision options for children/youth that have medical diagnosis that reflects life threatening conditions, functional limitations or behavioral/psychological conditions.*
- (b) Determine child care and youth supervision placement considering feasibility of program accommodations and availability of services to support child/youth needs.*
- (c) Recommends placement setting that accommodates to the extent possible the child's or youth's individual needs. NOTE: It may be determined that a facility-based program is not the best placement for the child. In these cases, an FCC home may be a reasonable alternative. In rare cases, CYS Services may not be able to "reasonably accommodate" a child/youth with special needs.*

INFANTS SLEEPING PRACTICES AND PROCEDURES

N/A Met Not Met

INTENT: To reduce the risk of SIDS by placing infants on their backs to sleep. To ensure that cribs and bedding material are safe for infants. To prevent strangulation and head entrapment.

TODDLER AND PRESCHOOL NAP AND REST PERIODS

N/A Met Not Met

INTENT: To provide rest necessary for growth and development; eliminate environmental contamination and prevent disease transmission.

Risk Management Checklist - FY12

DIAPERING, TOILETING AND HYGIENE

N/A Met Not Met

INTENT: To reduce environmental and personal contamination from disease producing organisms. To reduce environmental and personal contamination from disease producing organisms.

HANDWASHING

N/A Met Not Met

INTENT: To reduce environmental and personal contamination from disease producing organisms.

MEDICAL EMERGENCIES

N/A Met Not Met

INTENT: To provide appropriate approved actions during medical emergencies and minor illnesses after a child /youth has been admitted into the CYSS program. To allow program staff to respond appropriately to potential health problems/requirements of children/youth under care. Trainers should routinely "spot check" staff/provders to ensure they remain competent in CPR/1st Aid/Blood Borne Pathogens procedures. The CYMS Profile Print may be used for parental consent.

CHILD HEALTH REQUIREMENTS

N/A Met Not Met

INTENT: To reduce vaccine preventable diseases. Current and complete health assessment will indicate allergies, diet, and other special precautions necessary to ensure all required information is provided. To exclude children with communicable diseases and reduce risk of disease transmission. To allow children who are mildly ill, but feel well enough to participate in daily program activities to remain in care provided they do not pose a health risk to others. To exclude children with communicable diseases and reduce the risk of disease infection.

STAFF/PROVIDERS HEALTH REQUIREMENTS

N/A Met Not Met

INTENT: To reduce the risk of disease transmission and ensure staff have the stamina and physical capabilities to care for children.

ADMINISTERING MEDICATION

N/A Met Not Met

INTENT: To provide an opportunity for children/youth with common childhood diseases requiring medication, children / youth with chronic illnesses requiring ongoing medication, and special needs children/ youth requiring special medications and/or caregiving health practices to attend CYSS programs. To support readiness by preventing an interruption of duties of parent soldiers when their children are in care.

PETS

N/A Met Not Met

INTENT: To provide developmental experiences for children while preventing disease transmission between pets and children. To prevent high risk situations involving children and pets with unpredictable or unsafe behavior.

HAZARDOUS PLANTS, MATERIALS, AND EQUIPMENT

N/A Met Not Met

INTENT: To prevent exposure to hazardous plants which children may chew, consume or handle. To prevent burns, shock, electrocution, and fire ignition and loss of service caused by misuse or tampering. Local fire and safety personnel will determine if OCONUS equipment is satisfactory. To prohibit hazardous heat sources which could generate a fire. To prevent the introduction of highly toxic materials or materials of unknown hazard into center. To prevent accumulation of unneeded and unserviceable materials and clutter which create exiting, movement, and fire ignition hazards.

RISK Management Checklist - FY12

NOISE LEVELS

N/A Met Not Met

INTENT: To limit exposure to peak noise levels within and outside of the mechanical rooms. To ensure sound levels do not exceed maximum safe levels for children/youth. To preclude hearing loss associated with continued exposure to high noise levels.

LAMPS AND FIXTURES

N/A Met Not Met

INTENT: To ensure adequate light is provided to safely conduct routine CYS Services facility activities. NOTE: Rooms may be darkened during nap time through turning off lights or adjusting blinds. However, rooms may not be completely darkened and vision panels may not be covered to the extent that blocks out visual access.

HEATING, VENTILATION, COOLING SYSTEM (ENVIRONMENTAL HEALTH SECTION)

N/A Met Not Met

INTENT: To define criteria essential for heating, ventilation, and air quality systems which are responsive to the needs of children. To ensure temperatures are comfortable at child height or for children who spend large amounts of time on the floor. Fans may be used to lower temperature where air conditioning is not authorized. Thermostats should be calibrated to measure the temperature at one foot above the floor. There is no requirement for special equipment to produce/monitor relative humidity. Individual room humidifiers are an option if properly maintained and sanitized.

TOYS AND EQUIPMENT

N/A Met Not Met

INTENT: To prevent spread of communicable diseases from contaminated toys.

PLUMBING REQUIREMENTS

N/A Met Not Met

INTENT: To preclude infection by water borne diseases and/or contamination of drinking water. To support handwashing efforts to reduce the spread of disease especially by caregivers working with diapered children. Caregivers must wash their hands many times each hour and lack of warm water is not conducive to meeting this requirement. To preclude flooding damage caused by washing machine overflows, plugged toilets, and sinks which are frequent occurrences in child development centers.

FLOOR COVERINGS

N/A Met Not Met

INTENT: To provide safe crawling, walking and playing surfaces. Carpeting in child activity areas quickly becomes stained and acquires odors which are difficult to remove. For this reason, area rugs are recommended in lieu of installed carpeting to allow for cost effective replacement as required.

MAINTENANCE

N/A Met Not Met

INTENT: To reduce the likelihood of insect/rodent infestation and spread of communicable disease and injury to children. To ensure that children do not come into contact with hazardous materials.

CUSTODIAL

N/A Met Not Met

INTENT: To prevent disease transmission through environmental contamination. To ensure "boiler plate" custodial contracts which are ill suited to the special requirements of CDCs are not used. In many instances, special child care cleaning requirements usually do not increase costs, since requirements which are necessary in other buildings e.g., cleaning stairwells, are not required in CDCs. To prevent infestation of insects and rodents which may lead to disease transmission to children and staff.

RISK MANAGEMENT - FIRE REQUIREMENTS

N/A Met Not Met

Risk Management Checklist - FY12

INTENT: To provide an adequate number of portable fire extinguishers readily accessible to adults in the event of a fire. To provide a quick response to extinguish any small, early fire within the FCC housing unit.

INTERIOR FINISHES, INSULATION, CORRIDOR CONSTRUCTION MATERIALS, CARPETS, AREA RUGS, AND CURTAINS N/A Met Not Met

INTENT: To limit combustibility/flammability of interior finishes, construction materials, and wall/floor covering. **NOTE:** manufacturer's documentation of origin of materials is on file. Curtains must be cleaned according to the manufacturer's instructions in order to maintain the fire rating. Fire resistance spray is not authorized.

FIRE DRILLS AND EVACUATION/CONTINGENCY PLAN PROCEDURES N/A Met Not Met

INTENT: To provide an operationally ready reference for the evacuation of children and adults in the event of a fire or other emergency. To ensure rapid evacuation of children and adults in case of fire or other emergency and complete record of fire drill results. To ensure evacuation practiced under "worst case conditions." To ensure that children who require a greater amount of supervision or assistance, intermittent employees, and hourly care children, who are not regularly present in the facility, practice evacuation techniques.

INFANT EVACUATION CRIBS N/A Met Not Met

INTENT: To have crib/cart readily accessible to evacuate four infants/pretoddlers which will bear the weight of 18 month olds and can be easily rolled by a sole CYPA.

SMOKING N/A Met Not Met

INTENT: To meet DoD policy. To ensure children/youth do not witness CYS Services staff /FCC Providers smoking. To minimize exposure of children to smoke and prevent any mishap such as burning the child during caregiving routines. To preclude fire caused by placement of unattended lighted cigarettes.

RISK MANAGEMENT - FACILITY REQUIREMENTS (CDC/SAC/YC) N/A Met Not Met

INTENT: Intent To provide for an annual on-site inspection of the structure by qualified personnel to ensure no structural deficiencies exist. To define criteria essential for heating, ventilation and air quality systems which are responsive to the needs of youth. To define functional criteria for a mechanical room and prevent contact by youth with the area. To ensure sound levels are appropriate for youth audiences. To define criteria for safe, effective and efficient lighting systems for Youth Centers and satellite facilities. To provide adequate outside lighting to reduce the risk of injury to youth, staff and families using the facility during periods of darkness. Outdoor lighting also reduces the likelihood of vandalism to the facility and outdoor recreational areas. Energy conservation efforts should not reduce lighting to the extent it poses a health and safety risk to youth, parents or staff.

219	<p>ALL Facilities: Work order requests impacting on the health, safety and well being of children are processed and completed within 30 days. Until the work order is completed, the item or area is off limits. NOTE: Review of records, work orders and future repair/renovation projects indicate compliance with standards and standard designs. A log of service orders and work orders is available at the facility to ensure work is completed in a timely manner. Continually recurring items are provided the appropriate attention.</p>			
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FACILITY SIZE N/A Met Not Met

INTENT: To ensure constructed facilities are cost effective to build and operate (the smaller the facility, the fewer "economies of scale"), but are small enough to not be impersonal or "institutional."

220	<p>CDC: The CDC facility cares for not less than 20 children nor more than 338 children unless approved, i.e. specific alternative age group "wings" have been added to the building.</p>			
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ROOF		N/A	Met	Not Met	
INTENT: To ensure the roof is structurally sound to preclude potentially catastrophic outcomes.					
223	CRITICAL - Plan with 72 Hours	ALL Facilities: The roof has been inspected by DPW IAW AR 420-1 Chapter 5 (Roofing System Management). Documentation is on site. Based on the type of roof, the latest roof inspection is on file in the facility with the date the roof must be re-inspected. NOTE: Refer to TM 5-617 and Roofer to determine who is qualified to inspect and how often to inspect the roof, depending on the type. The previous requirement for yearly inspections for all roofs has been superseded by this regulation.		✓	

BUILDING ENTRANCE		N/A	Met	Not Met	
INTENT: To provide an easily recognizable, efficient, safe, and centrally controlled point of access into the facility.					
224		ALL Facilities: The main entrance to the facility is identified per the installation design guide.			
225		ALL Facilities: The building entrance is designed to provide a controlled access point for patrons. NOTE: Front desk personnel monitor the entrance.			
226		ALL Facilities: A system is in place to ensure patrons can gain access to their children, i.e. after hours when door is locked. Doorbell buzzer and/or intercom system installed in facilities open after 2000 hours or located in remote sites or subject to terrorist activities. 6 TO 18	✓		
227		ALL Facilities: With the exception of the front entrance and kitchen doors, all other exterior doors that open to unfenced areas are equipped with intrusion alarms that can be heard at the front desk and appropriate response made.		✓	
228		ALL Facilities: If required by installation security and in new construction or renovation after April 2008, a duress alarm is installed at the front reception counter and in the Director's office. NOT INSTALLED			✓

MECHANICAL ROOM		N/A	Met	Not Met	
INTENT: To define functional criteria for a mechanical room and prevent contact by children/youth with this dangerous area. In existing buildings, doors opening to the interior or playground must have a one hour fire resistant rating and be equipped with a self-locking latch and automatic door closer; on playgrounds, doors must be separated by a barrier such as fencing to prevent child access to equipment.					
229		ALL Facilities: The mechanical room is off limits to all CYS Services staff. Only DPW staff have key access to the mechanical room.		✓	
230		ALL Facilities: The mechanical equipment room opens directly to the exterior of the building with no access to the interior space or direct access to the outdoor activity area. NOTE: In existing buildings doors opening to the interior of the building, i.e. corridor or basement, must have a one hour fire resistant rating and be equipped with a self locking latch and automatic door closer. In existing buildings, doors opening to the playground must have a one hour fire resistant rating, be equipped with a self locking latch and automatic door closer, and be separated by a barrier to prevent child access. If no exterior equipment is present and Mechanical rooms are 20 square feet or less, then fencing is not required. CYS Services staff members do not have keys.		✓	
231		ALL Facilities: The mechanical room outdoor air supply and exhaust openings are adequately screened to prevent access by birds and animals and out of the reach of children/youth.		✓	
232		ALL Facilities: Electrical distribution (main power) panels are properly located and secured (circuit breaker panels need only be secured with a key lock).		✓	
233		ALL Facilities: Sensors and controllers to monitor climate control and operation of mechanical equipment are connected to the base master control room equipment, if applicable. A system is in place to override the system by the CYS Services staff for non-traditional hours when facilities are needed on an on-demand basis.		✓	

Risk Management Checklist - FY12

HEATING, VENTILATION, COOLING SYSTEM		N/A	Met	Not Met
<p>INTENT: To define criteria consistent with control of airborne bacteria and disease. Portable fans must be placed above the reach of children. Window fans must be made inaccessible to children and standing fans anchored to preclude tipping.</p>				
234	<p>ALL Facilities: The heating, ventilation, and cooling system is safe and responsive to operational needs:</p>		✓	
235	<p>ALL Facilities: Mechanical ventilation system and/or operable windows are present in all child/youth activity rooms, offices, administrative areas and kitchens.</p>		✓	
	<p>a. Installation and maintenance of heating and ventilation ductwork, related equipment and air conditioning, if required, IAW AEI and NFPA 90-a or 90-b.</p>		✓	
	<p>b. Mechanical exhausts vented outdoors are present in all kitchens, toilets/diaper changing stations, laundry rooms. <i>NOTE: The requirement for exhausts vented outdoors refers to new CDC facilities built after March, 2008.</i></p>		✓	
	<p>c. There are exhaust hoods over kitchen cooking equipment that comply with the requirements of TB Med 530.</p>		✓	
236	<p>ALL Facilities: Structure has been assessed to determine presence of asbestos and risk of exposure.</p>		✓	
	<p>a. If asbestos is present, CYS Services Facilities are included in the installation Asbestos Management Program.</p>		✓	

ELECTRICAL WIRING AND FIXTURES		N/A	Met	Not Met
<p>INTENT: To define criteria essential for safe and efficient electrical systems to support operational and functional requirements in CYS Services environments. To prevent shock, burns, electrocution, and fire ignition caused by children inserting items into outlets. Purpose of mass fire alarm/mass notification system is for emergency communications; system will not be used for music, general announcements, or announcing parent arrivals CDC: Staff/child ratio counts are not conducted via PA or intercom system, but by visual inspection. CDC: Because of the curiosity of children, their ability to figure out how to get into things, and the potential severity of any accident involving electricity, a dual system of protection is required. This dual system can be achieved with any two of the following combinations: outlets 54 inches above the floor; tamper resistant safety outlets; and/or Class A ground fault circuit interrupters (GFCI). Outlets which are permanently placed out of reach by heavy equipment are considered to be inaccessible. In older existing facilities, special recessed clock outlets placed more than six feet above the floor and covered with a clock are considered to be protected. No cords may run from such outlets.</p>				
237	<p>ALL Facilities: Appropriate power needs are provided for lobby/reception, computer lab, staff and kitchen areas to support work equipment, i.e., appliances, office machines, computer, fire notification panel, intercom, telephones and camera systems. There are adequate receptacles for office, staff, and general support space.</p>		✓	
238	<p>CDC: Outlets meet needed standards:</p>			
	<p>a. 120V convenience outlets or equivalent OCONUS voltage, as required, are installed in the perimeter walls in each child/youth activity space. 120V and 240V electrical outlets (or OCONUS equivalent) are in the kitchen and laundry areas. All receptacles are the grounding type. Ground Fault Circuit Interrupters (GFCI) are provided for all receptacles located in areas where required by the National Electric Code (NEC).</p>		✓	
	<p>b. Outlets in child activity rooms/modules and other areas accessible to children are child proof. Child proof outlets are (1) those with internal switching or barriers to prevent the flow of current to items other than electrical plugs or outlets with permanently fixed devices (rotary gates, etc.) to resist the insertion of foreign objects, (2) GFCI or (3) positioned in such a manner as to be inaccessible to children. Press-in outlet caps do not meet the intent of this requirement. <i>NOTE: Press-in outlet caps are not allowed because they damage the internal switching or barriers.</i></p>		✓	
239	<p>c. No operational outlets are installed along walls where cribs are located. Existing outlets are permanently blanked.</p>		✓	✓
	<p>ALL Facilities: Multiple outlet electrical extension cords are not permitted. <i>NOTE: Additional outlets should be installed if needed rather than using extension cords.</i></p>		✓	

Risk Management Checklist - FY12

240		ALL Facilities: Electrical wiring is not exposed.			
241		ALL Facilities: Surge protectors are used only to protect computer equipment and not in areas accessible to children.			
242		ALL Facilities: A functioning internal communication system (intercom) which allows for communication with individual rooms/areas is installed at adult height (exterior intercom stations are not required).			

LAMPS AND LIGHT FIXTURES N/A Met Not Met

INTENT: To define criteria for safe, effective, and efficient lighting systems for CYSS Facilities. To provide adequate outside lighting to reduce the risk of injury to staff, parents and children/youth using the facility during periods of darkness. Outdoor lighting also reduces the likelihood of vandalism to the facility and playground. Energy conservation efforts should not reduce lighting to the extent it poses a health and safety risk to parents, children and staff. NOTE: Rooms may be darkened during nap time through turning off lights or adjusting blinds. However, rooms may not be completely darkened and vision panels may not be covered to the extent that blocks out visual access.

243		ALL Facilities: Lamps and light fixtures are in good repair and replaced as needed.			
244		ALL Facilities: Lamps and light fixtures meet Garrison energy conservation goals but do not conflict with child abuse prevention measures. <i>NOTE: For facilities with lights in rooms and closets with movement detector automatic turn-off, the feature must be on override during hours of operation when children/youth are in the facility.</i> No Overrides			
245		ALL Facilities: Lighting is in accordance with the design criteria in Illuminating Engineering Society of North America (IESNA) Lighting Handbook Reference and Applications.			
246		ALL Facilities: There is a mixture of natural and artificial light which can be adjusted by the staff to changing outside light levels. Lighting fixtures do not oscillate visibly at low intensities. Ceiling baffles, roof overhangs, shades and window treatments control the natural light brightness ratios and lateral differences in illumination. Lights come from behind most activities and children. There are sufficient controls over the natural and artificial light to give lighting flexibility. Multi-ballast switches, dimmer switches, track lighting, movable lights, etc. are used to meet this requirement. INSUFFICIENT CONTROLS			
247		ALL Facilities: There are overhead lights in child/youth activity areas.			
248		ALL Facilities: 1/2 foot candle lighting is provided for sidewalks and in parking areas. Night security lighting within lobby and/or cash areas is visible from the outside.			

DOORS AND WINDOWS N/A Met Not Met

INTENT: To define criteria for doors and windows. To provide fire-safe physical barriers, where needed. To prevent children from falling or climbing out windows. To prevent free-falling windows from striking children. To prevent impacts and cuts from shattered glass in glazed areas which might be mistaken for open passages. A protective barrier may be used in existing buildings for expanses of common window glass 36 inches in height from the floor. Polycarbonate sheets 1/4 inch in thickness are also acceptable. Screens must be provided to reduce insect infestation, bites, stings, and other injuries to children. To prevent flying insects from entering food service areas. Use of folding partitions are not allowed in new construction/renovations. Limited access cords, e.g. blinds, minimizes risk of strangulation.

249		ALL Facilities: Doors and Windows are child/youth safe and provide natural lighting and ventilation.			
250		ALL Facilities: Window sills are low enough to allow children/youth to see out.			
251		ALL Facilities: New construction/renovations have Anti-Terrorism/Force Protection (AT/FP) windows IAW UFC 4-010-01.			
252		CDC required; stand alone SAC/MST Preferred: In new construction or renovations, double-hung windows have fixed bottom sash to prevent finger, arm and head injuries (single-hung top-operable sash windows are preferred). All windows are operable and counter-balanced.			

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253		ALL Facilities: Unobstructed Vision panels are present in hallway doors and/or adjacent walls leading to child/youth activity spaces except adult/SAC/MST toilets, mechanical rooms, and the isolation room toilet. Outside storage rooms have vision panel. <i>NOTE: Mechanical rooms, communications rooms are off limits to all CYS Services staff and therefore are not required to have vision panels. VSS room combined with any of the above have vision panels and strict key control.</i>		✓	
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HARDWARE AND FIXTURES

INTENT: To prevent children from locking themselves away from adult supervision and assistance, particularly in case of fire. This requirement is not intended to prohibit locks on doors specifically lockable to provide security for hazardous items or valuables. Such doors must be supervised or locked at all times. When special circumstances require locking cabinets at child height in activity rooms, positive key control procedures must be established to prevent child entry.

			N/A	Met	Not Met
255		CDC: Cabinet hardware in child activity rooms (to include gates) and non-child activity room doors are operable from either side, free from dangerous protrusions and non-locking except adult controlled access storage.		✓	
256	72 HOUR Fix Required	CDC: Finger guards are present on any door that is child accessible to include gates in child activity rooms.			
257		ALL Facilities: Exit door hardware is installed per manufacturer recommendation.		✓	
258		ALL Facilities: Paper towel dispenser in child/youth toilet located at child/youth height away from toilet.		✓	
259		ALL Facilities: Horizontal unbreakable safety mirrors are provided and are at child/youth height at child/youth sinks.		✓	
260		ALL Facilities: Faucet and toilet paper dispensers are easily operated by children/youth and meet ADA/ABA where applicable.		✓	
261		ALL Facilities: Child/youths sinks are equipped with faucets that automatically shut-off with a minimum of 15 second run-time. Sensor Faucets and Toilets are not authorized. <i>NOTE: Existing Sensor Faucets and Toilets should be replaced with an appropriate mechanical shut-off fixture as they break.</i>		✓	

WALL TREATMENTS, INTERIOR WALLS, WINDOW TREATMENTS and FLOOR COVERINGS

INTENT: To define criteria for interior wall treatments and floor coverings. To prevent lead poisoning in young children due to ingestion of lead paint. To provide safe crawling, walking and playing surfaces. To reduce the frequency of repainting walls by replacing painted surfaces at child level with easily maintained materials. Carpeting in child activity areas quickly becomes stained and acquires odors which are difficult to remove. For this reason, area rugs are recommended over installed carpeting to allow for cost effective replacement as required. Existing painted wall surfaces at child level may be resurfaced with wainscoting materials when routine painting is scheduled.

			N/A	Met	Not Met
262		ALL Facilities: Unsafe areas are closed until repaired with appropriate adjustments in child occupancy load.		✓	
263		ALL Facilities: Floors and walls are free of protrusions holes and splinters		✓	
264		ALL Facilities: Wall treatments meet needed standards:		✓	
		<p>a. ALL Facilities: soil resistant and easily cleaned.</p> <p>b. ALL Facilities: Vinyl wall covering and carpeting are not allowed except for computer labs. <i>NOTE: Those facilities with these existing materials can be kept until it is replaced. Any wood material must meet the appropriate fire-resistant rating.</i></p>	✓	✓	
265		ALL Facilities: Lead based paint is not used and existing paint is tested for lead content either by direct reach or instrumentation or by chemical analysis of sample. Special attention is given to vulnerable areas including accessible chewable lead based paint surfaces e.g., wood trim, window sills, baseboards, and wall surfaces which children can pick off during idle moments, e.g., rest time. Documentation is on site.	✓		
266		ALL Facilities: Chipped, cracked, or loosened lead based paint is managed through the Installation policy on lead based paint. Information on how the staff are to observe and report any issues or problems are available through the SOPs and coordinated with the appropriate DPW and Health/Safety offices.	✓		

OUTDOOR PORCHES, PATIOS AND DECKS		N/A	Met	Not Met
INTENT: To encourage the integration of indoor and outdoor play areas.				
267	ALL Facilities: Porches and decks spaces meet needed standards:			
	a. ALL Facilities: a minimum of six feet clear width (minimum dimension of the deck).	✓		
	b. ALL Facilities: Flooring is easily drained and has a quick drying surface.	✓		
	c. ALL Facilities: Decks and porches higher than one floor above the grade are protected by child-safe railings or barriers.	✓		

OUTDOOR PLAY AREAS		N/A	Met	Not Met
INTENT: To design outdoor activity areas as an extension of the activity room/module to offer a comparable learning environment. To provide separate outdoor activity areas to support age appropriate equipment and activities. Outdoor activity areas provide a variety of equipment and allow for choices. In the CDC, adult seating is limited to the infant area to preclude CYPA from assuming a passive role during outdoor play periods. Adequate square footage is provided to support program requirements. Fences are required to provide protection from unauthorized personnel, animals and other hazards but in no case is intended to substitute for staff vigilance. Fencing for accident prevention does not satisfy fencing requirements for personal security/crime prevention purposes. Storage sheds and/or exterior storage rooms are provided to protect equipment from theft, weather damage, and unauthorized use.				
268	ALL Facilities: Facilities designed or built under the Army Standard designs or the UFC 04-740-06 have Outdoor Activity Areas as prescribed by those documents.		✓	
	CDC: The outdoor activity area has a minimum of 100 square feet per child and is capable of supporting all of the children in centers of 100 or less.		✓	
	OR			
	CDC: The area is capable of supporting a <u>minimum</u> of 50% of the children at any given period in centers with a capacity of 100 or more children and there is a minimum of 100 square feet per child using the outdoor activity area during any one period.		✓	
269	ALL Facilities: All outdoor activity areas meet the ABA/ADA requirements for access and use. <i>NOTE: Architectural Barriers Act. (ABA) standards were to be met by 2008. The building needs to meet the standards that applied during the year it was built. Renovation projects must be built to ADA/ABA standards. ADA requires all federal facilities to comply by 1992 or provide a program in which you would become compliant by 2002 at which time every building should be compliant.</i>		✓	
270	ALL Facilities: The exterior grounds are used for designed purpose (i.e. no storage of broken toys, equipment in playground corner).		✓	
271	ALL Facilities: The exterior grounds are free from graffiti.		✓	
272	ALL Facilities: New construction and renovation projects provide direct exterior access from interior activity room/module to appropriate age group outdoor activity area. <i>NOTE: Older existing facilities may have access to outdoor activity areas through minimal corridor travel. If temporarily deviate from standard due to current installation demographics, playground immediately outside door may not match age group.</i>		✓	
273	CDC: An outdoor activity area for children six weeks to 3 years meets required standards.		✓	
	a. contains a variety of play surfaces to include soft, multi-textured crawling surfaces and play spaces scaled for infants and young toddlers		✓	
	b. open grassy areas for running and crawling;	NO GRASS	✓	✓
	c. hard surfaced areas for use of strollers, wagons and wheel toys		✓	
	d. surfaces suitable for skill oriented equipment (e.g., swings, climbing structures)		✓	
	e. easy access for strollers between indoor activity room and infant/toddler playground and strolling path.		✓	
	f. if already in existence, sand play areas are covered to protect the sand from animals at the end of each play day or new construction after 2008 sand play areas are portable and covered.		✓	

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		g. hard surface area for strollers and wheeled toys are a different material than the use zone, <i>NOTE: Rubber fall zone surfacing is not appropriate material.</i>			
		h. hard surface dual functions for fire exiting.			
		CDC: An outdoor activity area for children ages 3-5 meets required standards.			
		a. contains a variety of play surfaces to include a sand/dirt play area			
		b. open grassy areas for running, and games;			
274		c. hard surface riding area for wheel toys and tricycles; and areas to extend the indoor environment outdoors e.g., table activities, easels, and outdoor block building.			
		d. existing sand play areas need to be covered to protect the sand from animals at the end of each play day			
		e. new construction after 2008 sand play areas are portable and covered.			
		f. hard surface area for wheeled toys will be a different material than the use zone (i.e. fall zone).			
		g. hard surface dual functions for fire exiting.			
275		ALL Facilities: A water source is provided in each age group play area for i.e., water table, sprinklers, hose bibb and vacuum breaker. <i>NOTE: Drinking water is available to children/youth outside such as a jug with cups.</i>			
277		ALL Facilities: Outdoor, weather tight, vandal proof storage is accessible to each outdoor activity area. Storage is configured to provide easy access and visibility by adults.			
278		CDC: Outdoor activity area is enclosed with four foot high vinyl coated chain link fencing (unless there is a hazard) which provides some visual access by children. <i>NOTE: Existing fencing should be replaced with vinyl coated chain link when existing fencing wears out or outdoor activity area is renovated. In instances where adjacent hazards (e.g., pool, heavy traffic areas) pose a threat to children, height of perimeter fence is adjusted upward to ensure adequate protection. Exit gate(s) is/are provided with adult controlled securing device; allows access for maintenance and emergency vehicles/equipment; and permits staff/child egress from building area to safe, open area.</i>			

EXTERIOR WALKWAYS, PARKING, AND ROADWAYS

			N/A	Met	Not Met
INTENT: To provide safe access and circulation patterns. Consider designating number of close-in parking spaces for patrons driving car-pools with young children, or users with several children to minimize risk of children darting into traffic. <i>Note: Renovations will consider Army Standard Design requirements.</i>					
280		ALL Facilities: Exterior walkways, parking, and roadways are provided and meet ABA/ADA requirements.			
281		ALL Facilities: Walkway and parking lighting is provided at 1/2 foot candles. <i>NOTE: General lighting is not provided for the playgrounds but exterior lighting must include 1/2 foot candles to support the camera systems.</i>			
282		ALL Facilities: Drives and walkways preserve and utilize the natural landscape.			
283		ALL Facilities: DPW provides all maintenance including ground keeping and snow removal around walks, entrances, and parking lots as part of BASOPS.			
284		ALL Facilities: Parking lots are designed to minimize foot traffic in vehicle pathways. Safe walkways are provided for patron facility access which are separate from automobile circulation. <i>NOTE: Parking and drop off areas must be available so that children and parents can enter and leave the building without crossing a thoroughfare or walking through large parking lots. Parking for CDCs 0-5 years is not shared with any other facility - the only exception to this is when a CDC itself is physically shared within one facility. CYS Services parking lots do not allow through traffic access or be used as access ways to other facilities.</i>			
285		ALL Facilities: Parking is separate from the play area. Vehicular access close to the facility entrance is provided for patrons.			
286		ALL Facilities: Parking spaces are provided using the formula of 1 space for every 4 patrons and 1 space for every FTE staff.			
287		ALL Facilities: Service access is provided (not through outdoor child activity areas) and physical barriers separate service areas from child activity areas. Personnel and maintenance gates are provided. <i>NOTE: Emergency vehicles do not need access into outdoor activity areas.</i>			
288		ALL Facilities: Traffic approaches are properly signed and have appropriate speed limits.			

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STAIRWAYS AND RAMPS		N/A	Met	Not Met
INTENT: To provide handicapped access and emergency exit access to infants who are evacuated in cribs. To ensure stairs and ramps are sturdily constructed. To minimize the risk of children and adult falls. To provide safe day-to-day use and emergency access routes.				
289	ALL Facilities: Stairways and ramps meet required standards. a. Have anti-slip surfaces, handrails at both adult and child height, b. Protective barriers as needed. c. All room exits with ramps meet slope and width requirements per ABA/ADA. d. Ramps and stairways are constructed of substantial material.		✓	
290	CDC: Infant areas have inclined ramps which lead directly outside. Infant exit ramps lead to hard level surface which extends a minimum of 75' from building. <i>NOTE: The earth (dirt, grass, etc.) does not qualify as a hard surface as its texture and density may vary due to climate conditions.</i>		✓	

MAINTENANCE OF FACILITIES, INSTALLED EQUIPMENT, GROUNDS, AND PLAYGROUND EQUIPMENT		N/A	Met	Not Met
INTENT: To ensure that facilities, walkways, playground surfaces and equipment are maintained to reduce the risk of injury to children, youth and adults. To reduce the likelihood of insect/rodent infestation and spread of communicable disease and injury to children by outlining trash removal/grounds maintenance requirements. To allow maintenance vehicles (e.g. riding lawnmowers, snow removal equipment, trucks delivering replacement sand for sandbox) access to outdoor activity areas. To ensure funding is included as part of BASOPS.				
291	ALL Facilities/CYSFP: Maintenance of facilities is a DPW responsibility and is funded IAW AR 420-1 and AR 608-10.		✓	
292	ALL Facilities: Maintenance is provided on a continuing basis to ensure facilities, installed equipment, grounds and playground equipment are maintained in a safe, operational and orderly manner. a. Outdoor activity areas inspected by certified CPSI inspector IAW Consumer Product Safety Commission (CPSC) and appropriate ASTM standard every three years. Documentation is on site. b. Upkeep of playground surfaces to include replacement of loose material surfaces provided under equipment and that are maintained to meet Consumer Product Safety Commission (CPSC) guidelines and appropriate ASTM standard. c. Installed playground equipment maintained in safe working condition IAW CPSC and appropriate ASTM standard. e. Maintenance of sandboxes and periodic replacement of sand. <i>NONE</i> f. Snow and ice removal from facility entrance and walkways. g. Garbage service includes provision of Consumer Product Safety Commission approved receptacles and frequent trash removal. h. Pest control operations are implemented according to installation pest management plan and treatment is not in effect when children are in facility.		✓	✓

CONSTRUCTION, RENOVATION AND ALTERATION		N/A	Met	Not Met
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INTENT: To ensure that all new construction and alternation projects are designed IAW current CDS Standard Designs, include most current design guidance for facilities contained in the Corps of Engineers-Huntsville website: <https://eportal.usace.army.mil/sites/COS/layouts/viewLSTS.aspx>. When there is conflict between them, standards for technical architectural and engineer criteria, the standards and standard designs will govern for the construction. The current CYS Services Standard Designs are used which reflect DOD and Army construction standards.

- a. Allow flexible programming to meet changing child demographics.
- b. Accommodate assessed local needs for child age groups.
- c. Support cost effective business management practices.
- d. Minimize short and long term maintenance costs.
- e. Reduce the risk of institutional child abuse.

293		CDC: Standard designs are used for all CDC construction projects approved after 1988; SAC 2004; YS 2006.			
295		ALL Facilities: Information on facilities is accurately documented in IRO.			
296		ALL Facilities: Requests for exception to policy on use of the standard designs forwarded through the Region to the IMCOM G-9 FMWR CYS Services Standard Design Subcommittee for approval. Documentation on site.			
297		ALL Facilities: All facility renovations and new construction plans are reviewed and approved by IMCOM G-9 FMWR CYS Services COE IAW AR 608-10 5-53. <i>NOTE: Pre-occupancy inspection is required.</i>			

RISK MANAGEMENT - SAFETY REQUIREMENTS N/A Met Not Met

INTENT: To ensure all program environments and equipment are clean, safe and in good repair. To provide for scheduled maintenance. To ensure policies meant for infants and toddlers are not imposed upon middle school and teen youth. To ensure SOPs address accident prevention responsibilities and procedures to include vehicle accidents. To promote safety awareness in youth, staff and volunteers. To establish an effective safety and accident prevention program. To ensure that deficiencies that cannot be corrected on the spot are properly prioritized and corrected by the appropriate proponent.

FACILITY/FCC HOME SAFETY REQUIREMENTS N/A Met Not Met

INTENT: To identify and eliminate environmental sources of accidents. To assure ready access at a central location to telephone numbers for rapid response during emergencies.

FURNISHINGS N/A Met Not Met

INTENT: To purchase only those furnishings which are specifically designed for constant use by large numbers of children in a classrooms setting. While the initial purchase of institutional quality equipment may be more expensive, replacement costs for these less durable goods will far exceed the initial outlay for quality materials. To minimize head, eye and tooth injuries by ensuring that child height furnishings have rounded edges. To ensure that furnishings reflect the height, eye level and hand reach of children in the room. This is especially critical when multiple age groups are using the same room.

RISK MANAGEMENT - CHILD ABUSE PREVENTION, GUIDANCE AND DISCIPLINE, AND ACCOUNTABILITY FOR CHILDREN/YOUTH N/A Met Not Met

INTENT: To reduce the risk for child abuse in child and youth program. To gather statistical data to improve Army systems for reporting possible abuse and to mitigate risk to all stakeholders.

CHILD ABUSE REPORTING PROCEDURES N/A Met Not Met

INTENT: To ensure CYS employees and providers are aware of reporting requirements and procedure. To ensure information has been passed to appropriate authorities.

ESTABLISHED PROCEDURES IN THE EVENT OF AN ALLEGATION N/A Met Not Met

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INTENT: To safeguard children/youth and staff at a time of program upheaval. To ensure CYS Services perspective/pertinent operational information is provided in the course of the investigation. To make a distinction between confidentially issues in familial child abuse versus institutional child abuse where critical CYS Services management information is needed to protect other children/youth participating in the program. **Staff members are removed immediately upon allegation, not upon the decision to investigate, and are not returned until a postive resolution.**

GUIDANCE AND DISCIPLINE

N/A Met Not Met

INTENT: To ensure appropriate guidance techniques compatible with child/youth's developmental level which minimize the risk of child abuse. To ensure guidance techniques focus on inappropriate behavior rather than "bad" children/youth.

ACCOUNTABILITY OF CHILDREN/YOUTH

N/A Met Not Met

INTENT: To reduce the potential for child abuse in CYS Services settings through physical design, placement of staff, and monitoring children/youth. To identify visitors and limit their movement. To reassure parents that their children/youth are accounted for while in CYS Services programs. To encourage parents to visit their child/youth's program at all hours of operation. NOTE: In a self-contained classrooms/modules, Staff may be left alone with one ratio of children when 1. the CYPA is LOSS cleared; 2. the VSS system is operational; and 3. the classroom/module is in a high visibility/traffic area (includes rooms outside of the facility that are immediately adjacent to the main facility i.e., connected by a walkway). Allows for a CYPA to be left in charge of two ratios of children during nap time when the other staff member remains on the premises for training or planning time. Counting of children/staff does not require a name by name verification unless the numbers do not match or the children /youth are on a field trip.

CHILD ABUSE PROTECTIVE PROCEDURES

N/A Met Not Met

INTENT: To reduce the risk for child abuse in child and youth programs. To ensure systems are in place and followed to mitigate risk to all children and youth.

RISK MANAGEMENT - FOOD & NUTRITION

MENUS

N/A Met Not Met

INTENT: To document that meals/snacks provided to children/youth meet their nutritious and caloric needs and that parents are provided with that information.

MEAL SERVICE (KITCHEN)

N/A Met Not Met

INTENT: To ensure kitchen staff prepare meals/snacks based on quantifiable measurements, ie, correct number of servings and portion sizes. Meals and snacks are not an employee benefit, and staff should not rely on food prepared for children/youth as their source of food.

MEAL SERVICE (PROGRAM)

N/A Met Not Met

INTENT: To use meal service to facilitate socialization among children/youth. To build self help skills in young children. To help older children/youth make healthy eating choices by providing healthy options in vending machines and snack bars. Although older children/youth are able to self serve, area must still be supervised to ensure proper portion sizes are provided. Meals and snacks are not an employee benefit, and staff should not rely on food prepared for children/youth as their source of food.

INFANT FEEDING (CDC/FCC ONLY)

N/A Met Not Met

INTENT: To ensure safe, caring feeding of infants. Infants should be fed when they are hungry, rather than on caregiver/provider-imposed schedules. Feeding infants in large groups, propping of bottles, and putting older infants to bed holding milk or juice filled bottles are unsound, non-nurturing practices which may result in middle ear infections, dental problems, or choking. Young children walking around with bottles are exposed to health and safety risks. Daily communication with parents and a coordinated feeding plan are especially important for infants, where food allergies may develop as new foods are introduced. Provision of infant food is both an Army and USDA CACFP requirement regardless of enrollment in the program or state guidance. Infant formula must be commonly used by parents determined by survey. Providing off-brand infant formula so that parents will decline and provide their own is not acceptable. Providers purchase their own infant formula and are not given formula by the CYS Services program.

FOOD SUBSTITUTION AND ALLERGIES

N/A Met Not Met

INTENT: To identify and respond to special food requirements. Child records are screened at time of intake. CDC/FCC/SAS: The center/home provides equivalent substitutions for meal components whenever possible. Parents may be asked to provide substitutions when documented requirements can not be met within the program capabilities. Food prepared at home and transported has a higher risk of contamination and spoilage and therefore, is limited to medical and religious requirements or special occasions. Although the parent may have prepared the food which the CDC/SAS/FCC Home serves, CYS accepts the responsibility for the quality of the food at the time of service and could be accused of serving tainted foods over which it has no control. Additionally, it is difficult for parents to consistently provide nutritious meals which meet all USDA CACFP requirements. Therefore, no food is routinely permitted to solely satisfy a parent preference.

FOOD PREPARATION, SANITATION, AND STORAGE

N/A Met Not Met

INTENT: To prevent food contamination via the oral/fecal route by not using the same sink for food preparation handwashing as for diapering. The intent is not to require additional installation of sinks in existing facilities. To locate child tables used for eating away from diapering and toileting areas. To eliminate odors from diaper changing which are not conducive to food consumption. To ensure that foods are prepared, stored and served to prevent food borne illness. To identify items that present high risk of contamination. Special attention must be paid to food brought from home. Facilities with inadequate food storage/preparation areas may contract food service operations provided sanitary food service handling is ensured at the center.

FOOD PROGRAM MANAGEMENT

N/A Met Not Met

INTENT: To ensure the maximum number of programs are enrolled in the USDA CACFP. To ensure that meals and snacks provided are cost effective to prepare as well healthy. Even if programs are not eligible for enrollment or enrolled in the USDA CACFP, all USDA requirements must be met. The only difference in being in the USDA CACFP or not is the actual claim for reimbursement.

APPENDIX E – SERVICE CALLS

WO Number	Location	Report Date	Actual Start Date	Actual Finish Date	Pri	Work Type	Crew ID	Actual Labor Hours	Actual Material Cost	Actual Labor Cost	Actual Service Cost	Total Cost	Problem Description
110007098	04150	10/5/2010	11/23/2010	11/23/2010	3	SO	221000	0.00	\$0.00	\$0.00	6555.23	\$6,555.23	fill a propane tank for CDC BLDG 4150,
110015721	04150	10/12/2010	10/18/2010	10/18/2010	3	SO	221000	3.50	\$0.00	\$90.68	0.00	\$90.68	TURN ON AND OFF THE LIGHT SET AT THE DRIVEWAY TO THE ENTRANCE OF THE CDC
110017001	04150	10/13/2010	10/13/2010	10/13/2010	2	SO	221500	1.00	\$0.00	\$20.72	0.00	\$20.72	EXCESSIVE FLAMES ON THE STOVE // CAN'T TURN IT DOWN
110017312	04150	10/14/2010	10/20/2010	10/26/2010	3	SO	220100	6.00	\$0.00	\$160.74	0.00	\$160.74	MOUNT ART DISPLAYS
110017313	04150	10/14/2010	10/15/2010	10/15/2010	3	SO	220700	3.00	\$0.00	\$39.60	0.00	\$39.60	TRIM TREES ON PLAYGROUNDS (THEY HAVE LONG, SHARP THORNS)
110018733	04150	10/15/2010	10/18/2010	10/22/2010	3	SO	220500	0.00	\$0.00	\$0.00	95.00	\$95.00	RM 134 PEST CONTROL// SPRAY FOR ANTS.
110018755	04150	10/18/2010	10/18/2010	10/18/2010	3	SO	220600	4.00	\$0.00	\$116.26	0.00	\$116.26	CHECK ALL OUTSIDE RECEPTACLES FOR OPERATION
110000467	04150	10/19/2010	10/19/2010	10/19/2010	3	SO	221200	1.00	\$0.00	\$26.79	0.00	\$26.79	RELIGHT THE PILOT LIGHTS
110025109	04150	10/21/2010	10/25/2010	10/26/2010	3	SO	221300	2.00	\$0.00	\$44.16	0.00	\$44.16	FABRICATE AND INSTALL BLDG NUMBER SIGNS
110031474	04150	10/29/2010	11/4/2010	11/4/2010	3	SO	220600	1.00	\$0.00	\$28.08	0.00	\$28.08	PARKING LOT LIGHT IS ON DURING THE DAY
110031650	04150	11/1/2010	11/2/2010	11/2/2010	3	SO	220200	1.00	\$0.00	\$26.80	0.00	\$26.80	TOILET IN THE TODDLER ROOM (RM 128) IS CLOGGED AND KEEPS OVERFLOWING
110035764	04150	11/2/2010	11/4/2010	11/4/2010	3	SO	220600	4.00	\$0.00	\$107.16	0.00	\$107.16	REPAIR THE OUTLET ABOVE THE SINK IN INFANT ROOM 113//OUTLET WORKS INTERMITTENTLY
110035863	04150	11/3/2010	11/5/2010	11/5/2010	3	SO	220100	6.00	\$0.00	\$160.74	0.00	\$160.74	MOUNT FIRE EXTINGUISHERS IN STAFF LOUNGE, TRAINING ROOM, MECHANICAL ROOM, KITCHEN, AND LAUNDRY ROOM
110035864	04150	11/3/2010	11/5/2010	11/5/2010	3	SO	220100	1.00	\$0.00	\$26.80	0.00	\$26.80	MOUNT CHANGING TABLE IN THE RESTROOM
110035878	04150	11/3/2010	11/8/2010	11/8/2010	3	SO	221500	5.00	\$0.00	\$136.51	0.00	\$136.51	HOOK UP WASHERS AND DRYERS IN THE LAUNDRY ROOM
110035879	04150	11/3/2010	11/8/2010	11/8/2010	3	SO	221500	2.50	\$35.85	\$70.18	0.00	\$106.03	HOOK UP THE REFRIGERATOR IN THE LOUNGE TO THE WATER SOURCE FOR THE WATER/ICEMAKER
110036037	04150	11/5/2010	2/4/2011	2/4/2011	3	SO	220500	0.00	\$0.00	\$0.00	65.00	\$65.00	PEST CONTROL--SPRAY FOR ANTS IN RM 136
110036240	04150	11/9/2010	11/16/2010	11/16/2010	3	SO	221500	2.00	\$0.00	\$53.60	0.00	\$53.60	dishwasher. When the handle is up, there is some backflow of water that is spraying out
110040010	04150	11/10/2010	11/12/2010	11/15/2010	3	SO	220100	1.00	\$8.80	\$22.98	0.00	\$31.78	duplicate KEY FOR THE NEW CHILD CARE CONTRACTOR // 5 COPIES EACH // APPROVED BY ED ANGELES, COR, DPW
110040038	04150	11/12/2010	11/18/2010	11/18/2010	3	SO	220200	2.00	\$0.00	\$54.87	0.00	\$54.87	ONE OF THE TOILETS IN RM 146 IS CLOGGED
110040027	04150	11/12/2010	11/12/2010	11/12/2010	2	SO	220200	1.00	\$0.00	\$26.80	0.00	\$26.80	INFANT ROOM (RM 113) HAS A LEAK UNDER THE SINK
110049525	04150	11/22/2010	11/29/2010	11/29/2010	3	SO	220100	3.50	\$0.00	\$95.70	0.00	\$95.70	REPAIR THE BROKEN DRAWER IN RM 132
110057786	04150	11/30/2010	12/1/2010	12/1/2010	2	SO	220200	1.00	\$0.00	\$27.44	0.00	\$27.44	WATER LEAK IN MECHANICAL ROOM
110057909	04150	12/2/2010	12/3/2010	12/3/2010	3	SO	220100	2.00	\$0.00	\$48.16	0.00	\$48.16	REPLACE THE PADS AROUND ALL PLAYGROUND BEAMS
110058327	04150	12/6/2010	12/10/2010	12/10/2010	3	SO	220700	0.50	\$0.00	\$6.67	0.00	\$6.67	TRIM DOWN THE SHRUBS BY THE CROSSWALK ACROSS THE STREET FROM THE DAYCARE ON BARSTOW ROAD
110058530	04150	12/8/2010	12/8/2010	12/8/2010	2	SO	220600	1.00	\$0.00	\$30.29	0.00	\$30.29	electricity along the front desk is not working (two computer required for patron use are not working due to this)

110058539	04150	12/8/2010	12/8/2010	12/8/2010	1	SO	220200	1.00	\$0.00	\$28.08	0.00	\$28.08	STRONG SMELL OF GAS IN THE BLDG, CHILDREN ARE BEING EVACUATED,
110058538	04150	12/8/2010	12/9/2010	12/9/2010	3	SO	221500	2.00	\$0.00	\$53.58	0.00	\$53.58	DRAIN (2) REFRIGERATORS SO THAT THEY CAN BE PICKED UP
110058500	04150	12/8/2010	12/9/2010	12/9/2010	3	SO	220200	1.00	\$0.00	\$27.44	0.00	\$27.44	floor drains in kitchen appear to be backed up, looks like water is coming up from the drain rather than going down
110058545	04150	12/8/2010	12/27/2010	12/27/2010	3	RO	221000	5.00	\$184.19	\$136.51	0.00	\$320.70	CHECK BOILER
110069887	04150	12/13/2010	12/14/2010	12/14/2010	3	SO	220500	0.00	\$0.00	\$0.00	0.00	\$0.00	PEST CONTROL--SPRAY FOR BUGS THROUGHOUT THE BLDG
110069874	04150	12/31/2010	12/31/2010	12/31/2010	2	SO	220200	1.00	\$0.00	\$30.63	0.00	\$30.63	3" BACKFLOW PREVENTER IS LEAKING
110089523	04150	1/12/2011	1/12/2011	1/12/2011	3	SO	220100	1.00	\$0.00	\$22.98	0.00	\$22.98	UNLOCK THE MECHANICAL ROOM
110089773	04150	1/14/2011	1/14/2011	1/14/2011	2	SO	220200	2.00	\$0.00	\$53.58	0.00	\$53.58	CLOGGED TOILET IN RM 132//CLOGGED WITH WASTE AND DIAPER WIPES//BLDG CLOSES AT 1800
110094835	04150	1/19/2011	1/19/2011	1/19/2011	3	SO	220900	2.00	\$0.00	\$37.87	0.00	\$37.87	BULK PICK UP, FURNITURE, DESKS, (3 ea.) filing CABINETS, (A LOT) CHAIRS, TABLES, COUCH, ETC. //APPT TIME 1/20/11 PM
110070329	04150	1/20/2011	1/20/2011	1/20/2011	2	SO	221200	1.00	\$0.00	\$26.79	0.00	\$26.79	FAUCET WONT SHUT OFF
110100288	04150	1/24/2011	1/25/2011	1/25/2011	2	SO	221500	4.00	\$0.00	\$107.16	0.00	\$107.16	EXHAUST FANS IN THE KITCHEN ARE NOT WORKING
110100525	04150	1/26/2011	1/28/2011	1/28/2011	3	SO	220200	1.00	\$0.00	\$26.79	0.00	\$26.79	Room 124 sink next to changing table does not turn off, had to be shut off at valve
110100526	04150	1/26/2011	1/28/2011	1/28/2011	3	SO	220100	3.00	\$0.00	\$72.25	0.00	\$72.25	Room 124 changing table stairs not locking down
110100527	04150	1/26/2011	1/28/2011	2/1/2011	3	SO	220600	2.00	\$30.22	\$53.83	0.00	\$84.05	Room 124 light needs replaced
110100528	04150	1/26/2011	1/28/2011	1/28/2011	3	SO	220100	2.00	\$0.00	\$48.16	0.00	\$48.16	Room 135 safety guard on door needs replaced
110104973	04150	1/31/2011	2/4/2011	2/4/2011	3	SO	220500	0.00	\$0.00	\$0.00	85.00	\$85.00	rm 116, PEST CONTROL SPRAY ROOM FOR ANTS, SO ROOM CAN BE OPENED
110115724	04150	2/15/2011	2/17/2011	2/17/2011	3	SO	220100	1.00	\$0.00	\$24.09	0.00	\$24.09	RM 132 BROKEN DRAWER NEEDS FIXED
110115735	04150	2/15/2011	2/17/2011	2/17/2011	3	SO	220100	1.00	\$0.00	\$24.09	0.00	\$24.09	RM 132 HANDLE ON CABINET NEEDS FIXED
110115736	04150	2/15/2011	2/16/2011	2/16/2011	3	SO	221500	1.00	\$0.00	\$26.80	0.00	\$26.80	KITCHEN FREEZER IS READING OVER 0 DEGREES
110140322	04150	3/9/2011	3/10/2011	3/29/2011	3	SO	221500	4.50	\$0.00	\$123.76	0.00	\$123.76	TEMPERATURE IN THE BUILDING IS TOO HIGH
110145863	04150	3/17/2011	3/18/2011	3/18/2011	3	SO	220100	6.00	\$0.00	\$160.74	0.00	\$160.74	INSTALL/MOUNT CAN OPENER IN THE KITCHEN
110145864	04150	3/17/2011	3/24/2011	3/24/2011	3	SO	220500	0.00	\$0.00	\$0.00	0.00	\$0.00	PEST CONTROL--SPRAY FOR WEEDS AROUND THE FACILITY
110145865	04150	3/17/2011	3/18/2011	3/18/2011	3	SO	220200	4.00	\$47.06	\$107.16	0.00	\$154.22	HOOK UP (3) DRYERS TO GAS LINES
110146329	04150	3/22/2011	3/23/2011	3/23/2011	3	SO	220100	6.90	\$0.00	\$184.85	0.00	\$184.85	MOUNT MIRRORS WITH BALLET BARS IN FOUR INFANT ROOMS
110154998	04150	3/31/2011	3/31/2011	3/31/2011	3	SO	221300	2.00	\$0.00	\$48.16	0.00	\$48.16	RETURN THE LIGHT SET TO THE LANDFILL
110160471	04150	4/6/2011	4/13/2011	4/13/2011	3	SO	220500	0.00	\$0.00	\$0.00	85.00	\$85.00	PEST CONTROL--SPRAY FOR ANTS IN RM 135
110160469	04150	4/6/2011	4/6/2011	4/6/2011	3	SO	220100	0.00	\$0.00	\$0.00	0.00	\$0.00	DIAPER CHANGING TABLE IN RM 116 IS BROKEN//LEDGE HAS SEPARATED FROM THE BASE
110167957	04150	4/13/2011	4/13/2011	4/13/2011	1	SO	220200	1.00	\$21.78	\$26.79	0.00	\$48.57	strong REPORT OF GAS IN THE BLDG//safety issue
110172829	04150	4/20/2011	5/18/2011	5/18/2011	3	SO	220500	0.00	\$0.00	\$0.00	0.00	\$0.00	PEST CONTROL--SPRAY FOR MOSQUITOS IN THE BLDG//SET UP FOR NIGHT SERVICE
110177554	04150	4/25/2011	5/9/2011	5/9/2011	3	SO	220500	0.00	\$0.00	\$0.00	0.00	\$0.00	PEST CONTROL--SPRAY FOR ANTS IN RM 116
110184472	04150	5/3/2011	5/9/2011	5/9/2011	3	SO	220500	0.00	\$0.00	\$0.00	17.50	\$17.50	PEST CONTROL--SPRAY FOR SPIDERS IN THE JANITOR'S CLOSET//We found a vinegareon in the janitors closet

110193875	04150	5/9/2011	5/10/2011	5/10/2011	3	SO	220200	0.50	\$0.00	\$13.40	0.00	\$13.40	TOILET IS CLOGGED IN RM 124
110194129	04150	5/11/2011	6/13/2011	6/13/2011	3	SO	220100	3.00	\$252.85	\$68.94	0.00	\$321.79	laundry room door, it is not locking. This door must remained locked at all times for the safety of the children and the lock will not lock
110194305	04150	5/12/2011	5/13/2011	5/13/2011	3	SO	221200	1.00	\$0.00	\$26.79	0.00	\$26.79	THE TOILET IN RM 124 OVERFLOWS WHEN USED//This is a health and sanitation issue, room does have children enrolled.
110199038	04150	5/27/2011	6/6/2011	6/6/2011	3	SO	220500	0.00	\$0.00	\$0.00	125.00	\$125.00	PEST CONTROL--SPRAY FOR ANTS IN RMS 143 AND 128
110199034	04150	5/27/2011	5/31/2011	5/31/2011	3	SO	220200	3.00	\$0.00	\$80.38	0.00	\$80.38	TOILET IN RM 142 IS FLUSHING SLOW
110199035	04150	5/27/2011	5/27/2011	5/27/2011	3	SO	220100	0.00	\$0.00	\$0.00	0.00	\$0.00	R/R THE LOCK ON THE LAUNDRY ROOM DOOR
110210829	04150	6/10/2011	6/13/2011	6/13/2011	3	SO	220200	1.00	\$0.00	\$26.79	0.00	\$26.79	kitchen sink, the hose used for rinsing dishes is leaking
110217167	04150	6/14/2011	6/14/2011	6/14/2011	3	SO	220500	0.00	\$0.00	\$0.00	0.00	\$0.00	pest control// pick up dead birds in the playground area//health issue for the childres
110217189	04150	6/14/2011	6/30/2011	6/30/2011	3	SO	220500	0.50	\$0.00	\$10.69	80.00	\$90.69	PEST CONTROL--SPRAY FOR ANTS IN RM 124
110217604	04150	6/16/2011	6/16/2011	6/20/2011	3	SO	220200	2.00	\$0.00	\$53.59	0.00	\$53.59	CHECK THE WATER PRESSURE IN THE BLDG//SEE LONG DESCRIPTION
110230592	04150	6/29/2011	7/8/2011	7/8/2011	3	SO	220500	0.00	\$0.00	\$0.00	65.00	\$65.00	PEST CONTROL--SPRAY FOR RED AND BLACK ANTS IN RM 136
110251347	04150	7/26/2011	7/26/2011	8/3/2011	3	SO	221000	0.00	\$0.00	\$0.00	5486.65	\$5,486.65	FILL THE PROPANE TANK AT 4150
110251596	04150	7/28/2011	7/28/2011	7/28/2011	3	SO	221200	2.00	\$0.00	\$44.35	0.00	\$44.35	Bldg 4150 room 146: there is a metal strip hanging down from the bottom of the handicap accessible door in the children's restroom. This is a safety issue//BLDG CLOSSES AT 1800
110271859	04150	8/24/2011	9/8/2011	9/8/2011	3	SO	220500	0.00	\$0.00	\$0.00	0.00	\$0.00	PEST CONTROL//SPRAY ROOM's for ANTS 116, 124, 125, 128, AND 135
110279743	04150	9/2/2011	9/7/2011	9/7/2011	3	SO	220100	3.00	\$0.00	\$80.38	0.00	\$80.38	DUST TRAP AT BLDG ENTRANCE IS CAUSING A TRIPPING HAZARD
110279745	04150	9/2/2011	9/7/2011	9/7/2011	3	SO	220100	1.00	\$0.00	\$26.80	0.00	\$26.80	RE-ATTACH THE SOAP DISPENSER TO THE WALL IN RM 121
110294607	04150	9/23/2011	9/23/2011	9/23/2011	2	SO	221500	2.50	\$0.00	\$70.18	0.00	\$70.18	A/C IS NOT WORKING IN THE BLDG, 81.8 DEGREES IN THE BLDG
120007237	04150	10/3/2011	10/3/2011	10/3/2011	1	SO	220200	3.00	\$0.00	\$69.53	0.00	\$69.53	POSSIBLE GAS LEAK COMING FROM THE KITCHEN AREA,safety issue
120007291	04150	10/3/2011	10/3/2011	10/3/2011	1	SO	220200	1.00	\$0.00	\$26.79	0.00	\$26.79	SMELL OF GAS IN THE BLDG//safety issue
120007371	04150	10/4/2011	10/18/2011	10/18/2011	3	SO	220500	0.00	\$0.00	\$0.00	0.00	\$0.00	PEST CONTROL--SPRAY FOR ANTS IN RM 124
120007270	04150	10/14/2011	10/14/2011	10/14/2011	3	SO	220200	1.00	\$0.00	\$27.76	0.00	\$27.76	NO WATER PRESSURE TO SINK'S IN BLDG.
120018447	04150	10/14/2011	10/17/2011	12/6/2011	3	SO	221500	12.00	\$1,207.56	\$343.73	0.00	\$1,551.29	EVALUATE HVAC SYSTEM AT BLDG.4150 AND IF IT IS A QUICK ADJUSTMENT PLEASE DUE SO.IT'S 85 DEGREES IN BUILDING
120018440	04150	10/14/2011	10/14/2011	10/14/2011	2	SO	221600	2.00	\$0.00	\$68.20	0.00	\$68.20	ALARMS ARE GOING OFF IN THE BLDG, CAN'T BE RESET
120018363	04150	10/14/2011	10/17/2011	10/17/2011	3	SO	220200	1.00	\$0.00	\$27.76	0.00	\$27.76	BLDG 4150--sink in Rm 113 not working properly - cold water valve won't close//APPROVED BY ED ANGELES

120018617	04150	10/17/2011	10/18/2011	11/18/2011	3	RO	221600	10.00	\$238.00	\$282.19	0.00	\$520.19	DETECTOR ROOM##117 DETECTOR #16 SHOWS LOVAL ON PANEL
120023459	04150	10/19/2011	10/19/2011	10/19/2011	3	SO	221600	0.00	\$0.00	\$0.00	0.00	\$0.00	BLACK BOX IN THE BLDG IS CONSTANTLY BEEPING AT THE FRONT DESK AND IS STATING "SMOKE ALARM IN RM 117" BUT NO SMOKE OR FIRE IN THE ROOM
120028910	04150	10/26/2011	10/26/2011	10/26/2011	2	SO	220200	2.00	\$0.00	\$55.52	0.00	\$55.52	WATER LEAK IN THE KITCHEN COMING FROM A COPPER PIPE UNDER THE SINK
120028916	04150	10/26/2011	10/27/2011	10/31/2011	3	SO	220100	10.00	\$4.48	\$249.50	0.00	\$253.98	INTERIOR GATE POST BY RM 127 IS LOOSE//SAFETY ISSUE PER BRAD SMITH
120028917	04150	10/26/2011	10/26/2011	10/26/2011	3	SO	220500	0.00	\$0.00	\$0.00	0.00	\$0.00	PEST CONTROL--SPRAY FOR ANTS IN RM 125
120028973	04150	10/26/2011	10/26/2011	10/27/2011	3	SO	221000	2.00	\$0.00	\$57.52	0.00	\$57.52	BOILER ALARM IS GOING OFF
120030466	04150	10/28/2011	10/29/2011	10/29/2011	3	SO	220900	0.00	\$0.00	\$0.00	0.00	\$0.00	BULK PICK-UP OF SLOP BIN
120030483	04150	10/31/2011	11/3/2011	11/10/2011	3	SO	220100	0.00	\$0.00	\$0.00	0.00	\$0.00	**REWORK** INTERIOR GATE POST BY RM 127 IS LOOSE//SAFETY ISSUE PER BRAD SMITH//SEE LONG DESCRIPTION
120037975	04150	11/1/2011	11/1/2011	11/3/2011	3	SO	220200	3.00	\$0.00	\$83.28	0.00	\$83.28	TOILET IS OVERFLOWING IN MRS. HUEY'S ROOM (RM 147)//BLDG CLOSSES AT 1800
120038000	04150	11/2/2011	11/2/2011	11/2/2011	2	SO	221500	2.00	\$0.00	\$55.50	0.00	\$55.50	TEMP ON THE OVEN IS NOT WORKING
120038046	04150	11/2/2011	11/22/2011	11/22/2011	3	RO	221500	4.00	\$96.15	\$111.00	0.00	\$207.15	REPLACE THERMOSTAT TO OVEN
120046619	04150	11/14/2011	11/14/2011	11/14/2011	2	SO	221500	2.00	\$0.00	\$55.50	0.00	\$55.50	REFRIGERATOR DOOR IS NOT CLOSING PROPERLY//AFFECTING THE TEMPERATURE
120046842	04150	11/15/2011	11/17/2011	11/17/2011	3	SO	220100	1.00	\$0.00	\$27.76	0.00	\$27.76	SICK ROOM BATHROOM, NEED TO HAVE A SOAP DISPENSER INSTALLED // NEED ALSO A PAPER TOWEL DISPENSER INSTALLED
120046843	04150	11/15/2011	11/17/2011	11/17/2011	3	SO	220100	2.00	\$10.23	\$55.52	0.00	\$65.75	GROSS MOTOR ROOM, NEEDS A TOILET PAPER DISPENSER INSTALLED IN THE BATHROOM
120046893	04150	11/15/2011	11/17/2011	11/17/2011	3	SO	220600	3.00	\$0.00	\$87.87	0.00	\$87.87	LIGHTS NEED TO HAVE THE TIMERS ADJUSTED TILL MIDNIGHT FOR A FUNCTION FOR THE CHILDREN OF THE CENTER,
120047459	04150	11/21/2011	11/28/2011	11/28/2011	3	SO	221500	0.00	\$0.00	\$0.00	0.00	\$0.00	.. 4150- per the duct cleaning company the flange(intake) on the duct has a bad seat to inline fan, will leak all over ceiling.
120043156	04150	11/28/2011	11/30/2011	11/30/2011	3	SO	221000	1.00	\$0.00	\$28.43	0.00	\$28.43	BOILER IN ALARM RESET
120057364	04150	11/28/2011	11/28/2011	12/1/2011	3	SO	221000	1.00	\$0.00	\$27.76	0.00	\$27.76	NO LIGHT'S IN PARKINGLOT
120053614	04150	11/29/2011	11/29/2011	12/1/2011	3	SO	220600	3.50	\$0.00	\$103.28	0.00	\$103.28	NO OUTSIDE LIGHTS & PARKING LOT is dark//timer
120057366	04150	12/1/2011	12/1/2011	12/1/2011	3	SO	221000	2.00	\$0.00	\$55.52	0.00	\$55.52	CHECK LIGHTS
120057924	04150	12/1/2011	12/1/2011	12/1/2011	3	SO	220600	0.00	\$0.00	\$0.00	0.00	\$0.00	Bldg 4150 outdoor lighting including parking lot//SEE LONG DESCRIPTION//SAFETY ISSUE
120057868	04150	12/1/2011	12/1/2011	1/24/2012	3	SO	221500	2.50	\$0.00	\$72.73	0.00	\$72.73	.. 4150- per the duct cleaning company the flange(intake) on the duct has a bad seat to inline fan, will leak all over ceiling.
120063175	04150	12/2/2011	12/2/2011	12/8/2011	3	SO	220600	15.50	\$0.00	\$484.15	0.00	\$484.15	check timer for outside light's and adjust

120069554	04150	12/6/2011	12/13/2011	12/20/2011	3	SO	221500	3.00	\$0.00	\$87.28	0.00	\$87.28	Unsure if heater is working properly or needs to have times adjusted, when coming in each morning it is anywhere between 55 degrees and 66 degrees in the different rooms. This is too cold for the children.//APPROVED BY ED ANGELES
120069555	04150	12/6/2011	12/7/2011	12/7/2011	3	SO	220200	2.00	\$0.00	\$56.86	0.00	\$56.86	Room 146 adult sink at changing table area needs faucet to be adjusted it is spraying out of the top.//APPROVED BY ED ANGELES
120069556	04150	12/6/2011	12/21/2011	12/21/2011	3	SO	220500	0.00	\$0.00	\$0.00	97.00	\$97.00	PEST CONTROL--Room 125 has ants again
120069558	04150	12/6/2011	12/8/2011	12/9/2011	3	SO	220100	1.00	\$0.00	\$24.95	0.00	\$24.95	Interior playground fence outside of Room 147 is loose and wobbly, the cement is cracked therefore the fence is not secure//APPROVED BY ED ANGELES
120069559	04150	12/6/2011	12/7/2011	12/7/2011	3	SO	221500	2.00	\$0.00	\$55.50	0.00	\$55.50	2nd washer in laundry room is leaking, currently out of use//APPROVED BY ED ANGELES
120074071	04150	12/20/2011	1/6/2012	1/6/2012	3	PM	221600	1.00	\$0.00	\$23.27	0.00	\$23.27	PM General Fire Detection/ Protection
120089731	04150	1/12/2012	1/12/2012	1/12/2012	2	SO	220200	3.00	\$0.00	\$85.29	0.00	\$85.29	TOILET IN THE ROOM WITH THE CHILDREN (RM 147) IS STOPPED UP WITH WASTE
120099700	04150	1/24/2012	1/24/2012	1/25/2012	3	SO	221000	2.50	\$0.00	\$71.40	0.00	\$71.40	(check boiler)HALF OF THE BLDG IS READING 67 OR BELOW ON THE THERMOSTATS
120099694	04150	1/24/2012	1/24/2012	1/24/2012	2	SO	221500	7.50	\$0.00	\$200.32	0.00	\$200.32	HALF OF THE BLDG IS READING 67 OR BELOW ON THE THERMOSTATS
120099762	04150	1/25/2012	1/25/2012	1/25/2012	3	SO	220600	5.50	\$0.00	\$166.89	0.00	\$166.89	None of the parking lot lights nor building exterior lights are working. This is a safety issue for families and staff as it is dark when we open and close, the outside is almost pitch black//come reset our lighting timers so that we can see the sink in the kitchen, the water is not getting hot//APPROVED BY ED ANGELES
120099763	04150	1/25/2012	1/26/2012	1/26/2012	3	SO	220200	3.00	\$0.00	\$73.99	0.00	\$73.99	
120099792	04150	1/25/2012	3/6/2012	3/6/2012	3	RO	221500	20.00	\$51.20	\$534.05	0.00	\$585.25	R/R HVAC SYSTEM (replace valve) 2/22/12 wip, scheduled 2/23/12.AP.2/28/12 WIP FINISH 3/2/12.AP
120113654	04150	2/21/2012	2/21/2012	2/21/2012	2	SO	221500	8.50	\$14.01	\$250.86	0.00	\$264.87	Please place a work order for Bldg 4150. The building is very cold this morning, gross motor room was 55 degrees when I opened this morning and classrooms & offices are ranging from 58-60 degrees. This is too cold for the children in care
120115282	04150	2/21/2012	2/27/2012	3/14/2012	3	SO	221000	24.50	\$1,600.00	\$685.36	0.00	\$2,285.36	BOILER INOP
120122927	04150	3/1/2012	3/2/2012	3/5/2012	3	SO	220100	6.00	\$0.00	\$132.84	0.00	\$132.84	two of the exterior and one interior gate at Bldg 4150. The exterior gate of the snake fence facing Barstow Road is being held together with zip ties as the lock will not always engage in the cylinder to hold the fence close. The exterior gate at the b
120123171	04150	3/6/2012	3/6/2012	3/7/2012	3	SO	220100	4.00	\$186.42	\$95.24	0.00	\$281.66	15% to be done by cob today, recore all the gates to the same key and make 10 keys each
120123172	04150	3/6/2012	3/8/2012	3/9/2012	3	SO	220700	14.40	\$0.00	\$199.00	0.00	\$199.00	RETAKE THE TREES INSIDE AND OUTSIDE THE FENCELINE AND IF THE TREE CAN'T BE SAVED, REMOVE AND RECOMMEND REPLACEMENT
120143721	04150	3/22/2012	3/26/2012	3/27/2012	3	SO	220100	2.00	\$0.00	\$52.71	0.00	\$52.71	the fence gate outside Room 135 does not latch or close



**U.S. Army Corps
of Engineers**
Engineering and Support
Center, Huntsville

Replica CDC

**Building 5036
Fort Bliss, TX**



**POTR – Phase 1
Project No 64652/74514**

DATE: June 14, 2012

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CHAPTER 1 - GENERAL

1-1 Purpose

The intent of this document is to present the findings of the Phase I Post Occupancy Technical Review (POTR) performed on Building 5036 (Replica CDC) at Fort Bliss, Texas. The POTR was performed by the HNC team on June 14, 2012.

1-2 Facility Description

Building 5036 is a standard medium sized (232 children), Child Development Center (CDC) for ages 6 weeks to 5 years that was occupied in September 2011. Hours of operations for the facility are Monday thru Friday from 5:30 am to 6:00 pm. At this time there are no weekend hours. Janitorial services are performed during the day. Once the facility is filled, it is expected that the janitorial services will be performed at night.

The users are overall pleased with the facility.

1-3 POTR Team Members

The following is a list of HNC's team members that participated in the POTR:

- Jay Clark – Architectural
- Robert Jackson – Mechanical

1-4 Meeting Contacts

The roster is attached in Appendix A

1-5 Contractor Feedback and Contract Modifications

The design-build contractor for this project was Megen Construction. The installation really liked the contractors. They were very easy to work with. They involved the users at all phases. The CYS Coordinator said they were the best contractor he has ever worked with. The only significant mod is adding a dedicated split-system to the Video Equipment Room since it is too warm.

1-6 Construction Issues

- Every door had to be readjusted. Doors wouldn't latch when they close. This is true for both interior and exterior doors. Some cases it was due to alignment, or closers, or latches. There also seems to be a pressurization issue with the building's HVAC.
- There are water pressure problems, but this is due more with the site. However, it seems that the booster pumps may not be functioning properly.

- There is a sewer smell at times outside the building. CYS personnel feel its due to the old sewer mains that run across the site. They feel the pipes have collapsed.
- The Video Equipment Room is way too warm. There is no dedicated HVAC system for this space.
- The sanitizer with the dishwasher broke down shortly after the facility opened due to no salt in the water softener. The users had no information about the water softener. They have talked to DPW, and DPW will not maintain or support the water softener. So, CYS personnel had to research and obtain the correct salt, and their maintenance personnel have to maintain the water softener after being allowed access to the mechanical room by DPW.

1-7 Overall Satisfaction

- Overall, everyone is satisfied with the facility.
- Comments from parents were primarily when the facility opened regarding how nice and pretty it looked.

CHAPTER 2 - ARCHITECTURAL

2-1 General Discussion

- Water softener and irrigation control should be controlled/accessed by the users. DPW will not touch the water softener
- Playground equipment in some playgrounds is age inappropriate, such as the climbing wall. In addition, the climbing wall is in full sun, and is unprotected metal. Gets extremely hot.



- There should not be toilets in the infant rooms. Infant's heads are very heavy and they are pulling up on things. Would be easy for them to go head first into the toilet.
- Gates should be provided into toilet area with controlled access by care givers.
- In the infant room design, there is no way to protect non-mobile children from mobile children. Plus the room is very tight on space, which increases behavior problems and reduces mobility.
- Cubbies are too tall. That much height is not needed, plus it is too hard for staff to see over them. Cubbies are 12" wide, ~48.5" tall, and 15" deep.



- Wall between diaper changing and lavatories must go; caregivers cannot see into the toilet area.
- Activity Rooms need to be big open rooms, do away with built-in desks and just use free-standing desks, etc.
- The reception counter area is too large; lot of wasted space. The layout actually is larger than what is provided in the standard.
- There were not enough data drops at the reception counter. Had to add another above the original 4, and now have no capability for addition equipment without adding another drop.
- There is a duress alarm.
- They have the door from admin to the corridor, and they feel it is good. They use it a lot during emergency drills.
- The director did not want taller ceilings in the storage rooms, as it would just allow the caregivers to store more stuff.
- All doors exit into fenced areas, so no doors are alarmed.
- The Assistant Director's office is too small for 2 people. The director refused the furniture for the second person that was to go into that office.
- They do not feel the need for key control for the staff toilets in the hallway; they are in a busy area and covered by cameras. It was too difficult trying to obtain keys to use the bathroom. These doors are provided with privacy locksets only.
- The same light fixtures were utilized in the Active Play Room, although a piece of clear plastic was installed to protect the fixture from damage. Wire cages were provided over smoke detectors, sprinklers, etc. in the Active Play Room.



- Laundry has quarry tile floor, painted gyp bd ceiling and walls, and is equipped with a smoke detector.

- The kitchen has a quarry tile floor, ceramic tile wainscot, vinyl faced ceiling tile and corner guards.
- The janitor closet has quarry tile floor and painted gyp bd ceiling and walls.

2-2 Feedback/Lessons Learned/Standard Design Impacts

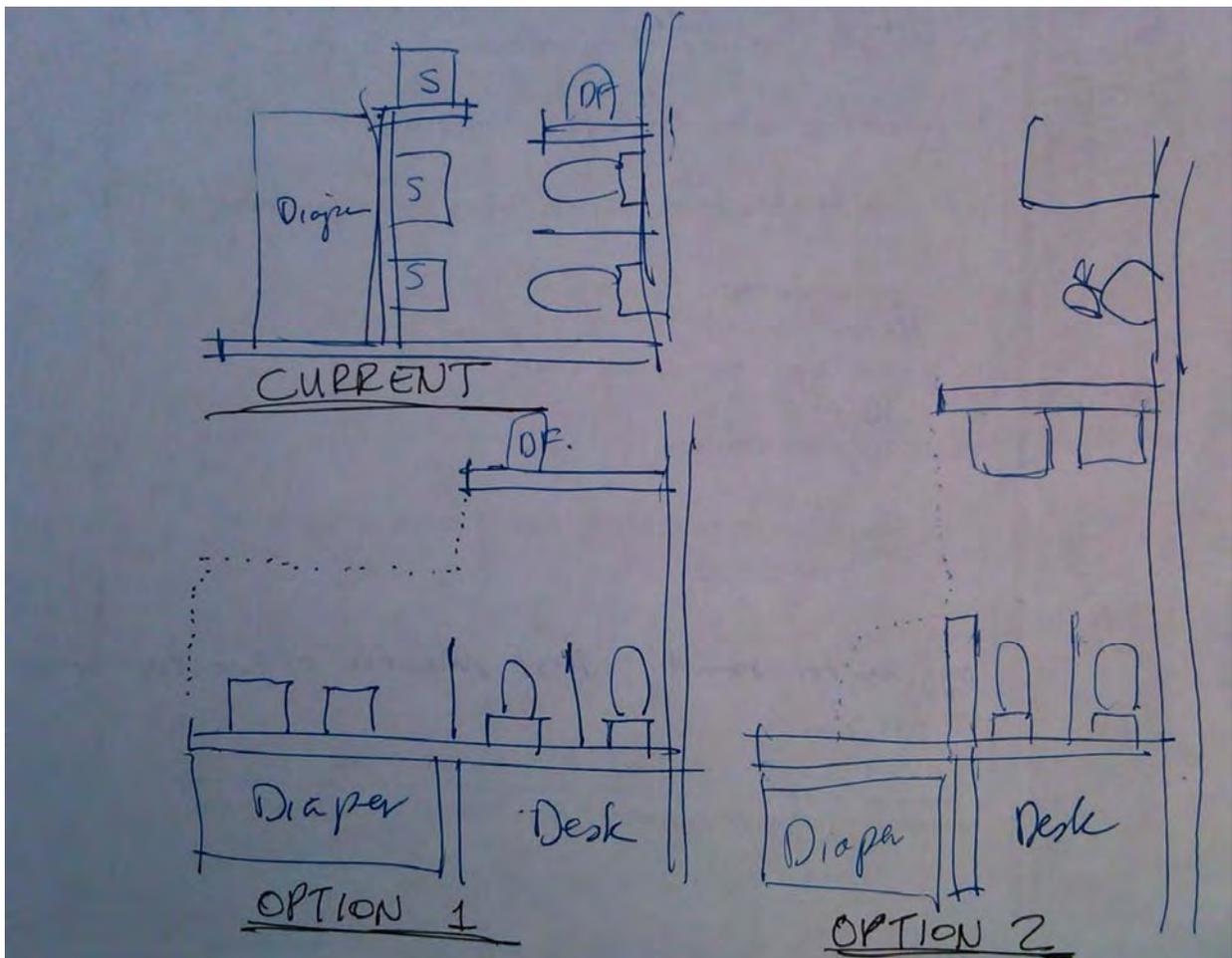
- RFP needs to say a dedicated HVAC system for the Video Equipment Room
- Integrity of the sewer lines needs to be evaluated before tying into them. The sewer smell would not be a problem if the main sewer line were replaced.
- Would prefer athletic flooring in Active Play Room. A little more cushion and more durable; would allow roller skating inside.
- Need storage areas for maintenance equipment such as mowers, weed eaters, etc.
- Kitchen needs more electrical outlets on the wall. The cord for the microwave had to be run under the sink.



- They do not use the steamer. They use the convection oven, and they need a larger stove that has a griddle attachment or built-in.



- Would be easier to clean if the kitchen were ceramic tile full-height on the walls.
- These facilities need to be provided with an ice machine in the kitchen as standard.
- Telephones need to be provided in the activity rooms, especially for emergencies like active shooter.
- Look at redesigning toilet area. Some ideas were discussed, and the following sketches were developed:



CHAPTER 3 - MECHANICAL

3-1 General Discussion

The user is happy with the HVAC system installed in the facility and feels that it is doing the job of providing a comfortable environment. The user states that the Video Surveillance Room gets too hot. There have been temperature readings of 95 deg. F inside the room. The user told us that they don't have access to the thermostats to know if they are working properly. Pressurization issues are occurring within the facility. Doors pop open and doors have difficulty latching due to a combination of air pressure and door needing to be readjusted. The maintenance schedule of the HVAC system are said to be properly followed to the best of their knowledge.

The user is happy with the plumbing system installed except for the water pressure issues they are experiencing. The hot water is being stored at 140 deg. F. A betterment they have is that in the child care activity rooms the lavatories are horizontal push meters instead of the normal vertical/top push meters because they learned from observing and talking to other CDCs that it's easier for the kids to push in the horizontal direction than to push down in the vertical direction. Low flow fixtures are being used in the adult bathrooms (1.28 toilets, 0.5 lavatories). The user likes the hands free toilet.

The user does not have any issues with the wet pipe sprinkler system. There have been no issues with performing inspection, testing and maintenance of the fire protection system.

HVAC

- The HVAC system installed is a chilled water split system tied into VAVs.
- The user has to maintain the salt in the water softener equipment. It is not maintained by DPW. They were having issues with the dishwasher leaving residue on the dishes due to running out of salt in the water softener. That issue has been resolved when the salt started getting maintained.
- Pressurization issues evident between the front door to the child activity room(s) and the back door that leads to the playground combined with latching issues causes doors not too fully latch close or close too quickly(example: Room 127).
- DPW was not represented at this meeting.
- A copy of previous service/work orders were able to be submitted (these were the only documents submitted).

- The facility is currently not being monitored
- The POC for HVAC related issues the user encounters is DPW.

PLUMBING

- The water pressure is too low and the booster pump is not functioning properly.
- The POC for plumbing related issues the user encounters is DPW.

FIRE PROTECTION

- The user stated there were no issues with the fire protection system.

3-2 Lessons Learned/ Standard Design Impacts

- It needs to be researched if it's better to have a standalone AC system for the Video Surveillance Room to keep the space from experiencing excessive temperatures.
- Ensure the rooms are properly balanced during the commissioning phase.

CHAPTER 4 - ELECTRICAL

4-1 General Discussion



- Lamps are enclosed by shields. Lamps are primarily indirect.
- There is a master switch at the desk to turn off/on all lights.
- The emergency lights remain on when the other lights are turned off. Often times the director does not turn on all the lights when she is there before the facility opens or after it closes as the emergency lights give adequate light.
- All rooms are provided with 2 switches to allow for different lighting levels.



- Tamper proof receptacles are used.



- Lighting protection is provided for this facility.

- There is EMS/UMCS connections, although they are just starting to monitor usage.
- Need additional data drops at the reception desk.
- The intercom system works well. There are wall mounted speakers in the activity rooms and a main console at the front desk. It is an Airphone system.
- The security system works well, and there are no significant blind spots. The security system records and stores for 21 days.

APPENDIX A – ROSTER

Post Occupancy Technical Review (POTR) - Roster

Installation: PT. Bliss		PN: 64652	Bldg: 5036
Name: Jay Clark		Organization: CEHNC-ED-CS-A	
Phone: (256) 895 1673	Email: james.t.clark@usace.army.mil		
Professional Responsibility: COS ARCHITECT			
Name: Robert E. Jackson, II		Organization: CEHNC-ED-ME-M	
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Professional Responsibility: Mechanical Engineer			
Name: JAMES Kingwell		Organization: FMWR-CYSS	
Phone: (915) 568-0834	Email: JAMES.R.KINGWELL.CIU@mail.mil		
Professional Responsibility: SME for CYSS Local ISSUES			
Name: Ann Ogle		Organization: CYSS-Replica	
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Professional Responsibility: Director			
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Professional Responsibility: facility maint			
Name: Ruben Padilla		Organization: MAINT CDC	
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Professional Responsibility: Facility Maint			
Name:		Organization:	
Phone: ()	Email:		
Professional Responsibility:			

APPENDIX B – PRE-OCCUPANCY INSPECTION

**Pre-Occupancy Inspection
Child, Youth and School Services
PN64652/74514,
232 Capacity CDC 0-5, 5036 Sheridan Road
FT. BLISS, TEXAS
28-30 June 2011**

On 28 – 30 Jun 2011, the IMCOM G-9, Family and Morale, Welfare and Recreation (MWR) Program, Child, Youth and School (CYS) Services, Center of Expertise Team conducted a pre-occupancy inspection of the newly constructed CYS Services 232 capacity Child Development Center (CDC) at 5036 Sheridan Road on Ft Bliss, TX. The inspection was performed by Sheila Glaspie, Program Specialist; Tom Dolen, Fire Protection Specialist, Terry Williams, Facilities Specialist, and CPT Raushan Salaam, Industrial Hygiene Specialist, US Army Public Health Command Region - North.

The specific items identified in **bold** must be resolved prior to children occupying the facility and recommendation for DoD certification. Requests for information/assistance or status of corrective actions should be coordinated through Ms. Tracy Roysdon, IMCOM West Region, Child, Youth and School Services. For maximum visibility and coordination, please also CC the pre-occupancy team listed above in all correspondence.

Facility, Health, Safety, and Program Items:

- 1. Adjust the temperature of the water at all diaper changing stations and child accessible lavatories to be between 85-95° F, but not more than 110° F. Refer to the Army Room-By-Room Descriptions in the RFP, page 1033.**
- 2. Ensure the temperature of the water in the Laundry Room clothes washers and laundry tray is 140° F as required in the Army Room-By-Room Descriptions in the RFP, page 1033.**
- 3. Adjust faucets on all lavatories in the Activity Rooms to operate for 15 seconds when activated, as required in the Army Room-By-Room Descriptions in the RFP pages 1054 and 1059.**
- 4. Provide door self-closing devices on all Activity Room Storage Room doors , including the Active Play Storage Room, the Outreach/Transitional Care Storage Room and the Dry Storage #158B, as required in the Army Room-By-Room Descriptions in the RFP pages 1053, 1058, 1071, 1085 and 1089.**
- 5. Ensure all exterior doors close with at least 5 seconds of closing time as required by ADAAG, Section 404.2.7.1. Refer to the RFP, page 1025, for requirement to comply with ADA/ABA.**

6. In Adult/Staff Toilets # 121 and 147, reduce dimension from centerline of the water closet to the adjacent wall to between 16"-18" as required in ADAAG, Section 604.2. Refer to the RFP, page 1025, for requirement to comply with ADA/ABA and the Drawings Sheet A-402, Detail 1.
7. Provide AD/ABA required protective coverings on all exposed piping under both hand washing sinks in Kitchen #158 in accordance with ADAAG Section 606.6 and the RFP, page 1025.
8. Ensure the walk-in refrigerator in Kitchen #158 maintains 40° F. as required in TB Med 530.
9. In Preschool/Pre-K/Kinder Toilets # 121 and 147, increase the dimension from centerline of the water closet to the adjacent partition to between 12"-18" as required in ADAAG, Section 604.10.2. Refer to the RFP, page 1025, for requirement to comply with ADA/ABA and the Drawings Sheet A-402, Detail 1.
10. Provide a duress alarm at the Reception Counter that is directly connected to the Garrison Military Police for use in emergencies as required in the Army Room-By-Room Descriptions in the RFP, page 1043. Coordinate installation location with the local CYSS staff.
11. Ensure the gas range and oven in Kitchen #158 function properly - unable to test during inspection.
12. Ensure that the top shelf in all storage areas is located a minimum of 12" below the red line.
13. Ease all edges of the wood door glass framing; fill all joint openings.
14. Ease/file the edges of the exterior window bottom sash to remove sharp edges and ease or remove the window clips.
15. Verify installation of all seismic bracing for the ceiling tile perimeter grid.
16. Ensure all cabinetry locks function properly.
17. Adjust all cabinet door locks on base cabinets to avoid potential finger pinching.
18. Replace the entry door lockset on all of the Adult/Staff Toilets with privacy function locksets.
19. Provide a clear plastic cover (unlocked) over the HVAC shut-down push button.
20. Ensure that age appropriate labels are installed on all play elements in accordance with ASTM F1487, Paragraphs 5.5 and 15.2 and the RFP, page 1092.

21. The exposed threaded ends of bolts used in the fencing shall be faced toward the outside of the playground areas or cut down to no more than two exposed threads, and eliminate all sharp ends of fencing fasteners accessible to children to prevent injury in accordance with ASTM F1487, Paragraph 6.2.
22. Close all selvage knuckles on the fencing to eliminate all sharp ends of fencing accessible to children to prevent injury in accordance with ASTM F1487, Paragraph 6.2.
23. Adjust the clearance beneath all to-fro swings to meet the ASTM F1487, Paragraph 8.6.1.5.
24. Re-slope or otherwise correct the drainage to eliminate all areas that retain water to prevent conditions conducive to mosquito or other pests breeding as required Technical Guide 29.
25. On the Infant Playground, eliminate all sharp edges on the Puzzle Board in accordance with ASTM F1487, Paragraph 6.2.
26. On the Toddler Playground, relocate the accessible hand rail at the ADA access platform on the composite play structure to be perpendicular to the platform.
27. On the Pre-K/Kinder playground, properly secure the handrail on the transition platform at the composite play structure.
28. Provide documentation that all three playground installations are in accordance with the Consumer Products Safety Commission (CPSC) and all applicable American Society for Testing and Materials (ASTM) standards, that all three playgrounds meet these standards and have been inspected by an independent Certified Playground Safety Inspector (CPSI) prior to acceptance by the Government as required in the RFP, page 1093. Ensure the building number, physical location and signature are included. A copy is to be maintained by CYS Services staff at the facility.
29. Provide a “van-accessible” sign below the parking sign on the pole to the East side of the entry walkway as required in ADAAG Section 502.7 and the RFP, page 1025.
30. Provide color-differentiated finish on the detectable walk surfaces (3 locations) as required in ADAAG Section 705.3 and the RFP, page 1025.

Fire Protection Items:

1. Provide a 1 hour rated ceiling in the Laundry #157, as required in the NFPA Life Safety Code 101, the Army Room-By-Room Descriptions in the RFP page 1089.
2. Provide documentation or a fire rated label for the hollow metal frame at the entry door to the Laundry Room #157, as required in the NFPA Life Safety Code 101, the Army Room-By-Room Descriptions in the RFP page 1089.
3. Provide 180° door opening capability for the entry door to Electrical Room #134 in accordance with the Army Room-By-Room Descriptions in the RFP for this project, page 1112 (Sheet A-102) and the Drawings Sheet A-101.
4. Provide a minimum of 34” clear opening width (between door frame and the edge of the door) or at a minimum 32 inches between the projection of the panic hardware and the strike plate for all exterior exit doors from the Activity Rooms, as required in the Army Room-By-Room Descriptions in the RFP pages 1050, 1055, 1082 and 1087.
5. Separate smoke detectors and HVAC diffusers by a minimum of 3 feet in all Activity Room Storage Rooms, Activity Room #119, Director #111, Assistant Director #110, and Central Storage #143 as required in NFPA 72.
6. Above the storage shelving in the Janitor #133, provide 1” wide red line mounted at 18” below the lowest point of the sprinkler heads, as required in the Army Room-By-Room Descriptions in the RFP, pages 1033.
7. Ensure all of the emergency lighting fixtures in Rooms #119 and #149 function properly.
8. Provide CO² detectors connected to the fire alarm system in all areas with gas-fired equipment.

General Items for Corrective Action

The items listed below are those that were noted throughout the facility. The areas requiring sealing or caulking are areas where there could be dirt accumulation and insect harborage. Sealing techniques and proper installation workmanship can eliminate cracks and crevices. Typical sealable areas include joints between different elements of construction, expansion joints, foundation cracks, utility runs, wall-floor junctions, door thresholds, window frames, rolled edges of stationary equipment, floor molding, bumper rails, etc.

1. Make all necessary repairs/replacements to correct imperfections in the painted and ceramic tile surfaces where marked with blue construction tape. Replace all damaged, scratched or broken floor tiles where marked.

2. Caulk and touch-up paint at the underside of the interior sills of all exterior windows.
3. Caulk the weep holes under the interior view windows.
4. Seal the joint between all “cubbies”, coat closets and base cabinets and the toe kick
5. Caulk the vertical joints of vinyl cove base.
6. Caulk all pipe penetrations at walls or inside cabinets; seal all escutcheons to the adjacent surface to prevent insect harborage.
7. Provide larger escutcheons or patch ceramic wall tile at all penetrations so that all openings are covered by the pipe penetration escutcheons. The current openings in the ceramic tile throughout are too large to be covered by the current escutcheons.
8. Provide plastic bumpers on all toilet partition doors that hit the water closets.
9. Replace all damaged or dirtied ceiling tiles.
10. Provide window screens on all exterior windows.
11. Remove all construction debris, ceiling tile pieces, temporary lighting, wiring, etc from above the suspended ceilings.
12. Ensure proper installation of all VAV equipment covers above the suspended ceilings.
13. Complete installation of vinyl bumper guards on all outside wall corners at the Reception, Waiting and Isolation Room.
14. Ensure all Exterior Storage Room doors close properly.

Room by Room Specific Items:

Room 115 – Infant/Pre-Tod/Tod Activity Room

1. Replace screw in the door of the diaper changing station.

Room 116 – Infant/Pre-Tod/Tod Activity Room

1. Adjust flush valve flow on the left water closet that runs too long.

Room 119 – Infant/Pre-Tod/Tod Activity Room

1. Repair hot and cold water leaks at right side lavatory.

Room 120 – Infant/Pre-Tod/Tod Activity Room

1. Repair outside lavatory cold water supply.

Room 123 – Infant/Pre-Tod/Tod Activity Room

1. Adjust the sweep on the exterior exit door to seal properly.

Room 123B – Storage Room

1. Ensure the door lockset functions properly.

Room 127 – Infant/Pre-Tod/Tod Activity Room

1. Determine the cause of the water spot on the ceiling tile, repair as needed and replace damaged tile.
2. Repair the water leak at the cold water supply to the right side lavatory.

Room 128 – Training Room

1. Eliminate the squeak at the entry door.

Room 128A – Training Storage Room

1. Adjust shelf brackets to permit use of all four shelves.

Room 133 – Janitor

1. Provide a wall bumper on the Corridor side of the entry door.

Room 139 – Adult/Staff Toilet

1. Repair the leak in the hot water supply line of the lavatory.

Room 141 – Preschool/Pre-K/Kinder Activity Room

1. Switch at entry door is upside down, adjust accordingly.
2. Repair leak in cold water supply line at the lavatory.

Room 135 – Communication

1. Provide a wall bumper on the Corridor wall.

Room 147 – Adult/Staff Toilet

1. Adjust hot water flow pressure in the lavatory.

Room 149 – Preschool, Pre-K, Kinder Activity Room

1. Adjust the Storage Room door and lockset to work properly.

Room 152 – Outreach/Transitional Care Activity Room

1. Move insulation from above the ceiling panels and reinstall within the walls.

Room 153 – Active Play Room

1. The water fountain outside of Room 153 is installed at 20" AFF, instead of 17" as required in the Army Room-By-Room Descriptions in the RFP. The 20" mounting height is acceptable to the CYS Services Center of Expertise team.
2. Provide wire guards at all smoke detectors, exit signs and sprinkler heads as required by the Army Room-By-Room Descriptions in the RFP, page 1087.

Room 155 – Video

1. Provide the missing junction box cover plate above the ceiling.

Room 103 – Reception

1. Provide junction box cover plate above the ceiling.
2. Provide openings and grommets in the upper countertops to align with openings in the lower countertops, as required in the Army Room-By-Room Descriptions in the RFP page 1045.
3. Ensure electrical receptacles located at 80" AFF on the walls are functioning.
4. Ensure the north most window latch functions properly.
5. Ensure the CYS Services staff receive clear, concise operating instructions of the entry door magnetic lock release and buzzer system.

Room 106 – Isolation Toilet

1. Trim the metal door sweep on the entry door to be flush with the edge of the door.

Room 109, 110 and 111 – Offices

1. Verify that the installed carpet is static resistant. If static resistant, the carpet is acceptable to the CYS Services Center of Expertise team as an alternative to VCT.

Corridors

1. Finish sealing around all electrical device cover plates.

Room 140- Exterior Storage Room

1. Ensure bottom bolt latches properly.

Room 148 – Exterior Storage Room

1. Install keeper hole in the threshold for the bottom bolt of the entry doors.

END OF REPORT



**U.S. Army Corps
of Engineers**
Engineering and Support
Center, Huntsville

South Riva Ridge CDC

**Building P10780
Fort Drum, NY**



**POTR – Phase 1
Project No 69812**

DATE: August 28, 2012

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CHAPTER 1 - GENERAL

1-1 Purpose

The intent of this document is to present the findings of the Phase I Post Occupancy Technical Review (POTR) performed on Building P10780 (South Riva Ridge) at Fort Drum, NY. The POTR was performed by the HNC team on August 28, 2012.

1-2 Facility Description

Building P10780 is a standard small sized (126 children), Child Development Center (CDC) for ages 6 weeks to 5 years that was occupied August 15, 2011. Hours of operations for the facility are Monday thru Friday from 6:00 am to 6:00 pm. There are no weekend operations. Janitorial services are performed after hours.

The users are overall satisfied with the facility.

This facility earned a LEED Gold rating. Two of the major unique aspects of the facility is the Geothermal system and the in-floor radiant heating.

1-3 POTR Team Members

The following is a list of HNC's team members that participated in the POTR:

- Jay Clark – Architectural
- Jackie White - Electrical

1-4 Meeting Contacts

The roster is attached in Appendix A

1-5 Contract Modifications

The design-build contractor for this project was Black Horse Construction. The modifications are included in Appendix B. Issues include:

- Addition of Knox Box
- Communications change
- Task lighting
- Parking entrance change (site)
- Site lighting

- Paint color change
- Condenser mod to relocate. The refrigerator condenser/heat exchanger location was not desired in the front of the building. They had to do a mod to relocate.

1-6 Contractor Issues

- The Contractor had a hard time staying on schedule
- They had a difficult time trying to determine what the standard and criteria says.
- They were very defensive, and always kept arguing that something asked of them was “not in the criteria”.

1-7 Construction Issues

The floor slab is settling at one end of the facility. There is a noticeable change in elevation around one of the diamonds at the base of the column. Ultimately this may require floor work and VCT replacement.



1-8 General Recommendations for Criteria

At the beginning of the meeting, all of the attendees addressed issues that they felt could be refined in the criteria to make it clearer and more helpful to the contractors.

- Look into putting OMA dollars into the 1391 for the construction contractor to provide the freezer for the kitchen. This was a big coordination issue, especially with trying to locate outlets, etc. If this is not allowable, then specs need to be provided so the contractor can build accordingly. Also consider doing

the same for washers and dryers.

- Consider spelling out the water temperature for EACH sink. Some confusion on what is child sinks, what are adult sinks, etc.
- Ensure criteria addresses the Knox Box
- Consider if fencing should extend under the ground level to reduce animals from digging under the fence.
- Ensure criteria is clear if sidelites are required at the exit doors at the ends of the corridors.
- Ensure criteria is clear regarding ADA covering under all sinks
- Ensure criteria is clear regarding items needing caulking, the correct type of caulking, and the fact that the correct type of caulk cannot be painted.
- Consider changing the flooring in the Active Play Room to an athletic flooring system, similar to Mondo, for safety and shock absorption.
- Need to clarify that the covering in the playground is water-resistant and not water-proof.
- Need to document the acceptable maximum temperature of the play surfacing in the playground.
- Need to be more prescriptive on the acceptable type(s) of finger guards. Original finger guards used were very cheap.
- ABA grab rail height needs to be noted for child toilet areas.
- Need to mandate that the contractor cannot put up the playground shade structures until the building is ready to be turned over. In this project they put them up early and used them as tenting for pouring the surfacing in January. In addition, the warranty on these began 8 months before the facility was opened.
- Need to clarify how many receptacles constitute an “electrical outlet”.
- Need to clarify that the number of shelves is per each wall to receive shelves, and not total for the whole room. They had issues with the contractor wanting to only provide 4 shelves distributed on 3 walls instead of 4 shelves on each of the 3 walls.
- Door into first Pre-School Room next to the Toddler Room should be on other end of room so that door to playground is closer to the fence that divides the 2 playgrounds in the back of the building. Right now

they have challenges getting the right children to the right playground due to the location of the door away from the gate between playgrounds. This is only an issue in the small facility.

1-9 Concerns from the G-9 Pre-Occupancy Inspection

There were no major concerns. Overall they were pleased. Had some concern with quality of construction and also the stairs on the diaper changing stations.

1-10 Overall Satisfaction

Overall, everyone is satisfied with the facility. Parents are upset the drop-off lane is closed, but it was creating a safety concern. Caregivers are not used to the open floor plan, they feel there is less control. There is some visibility and line of site concerns with the location of the diaper changing station and the sign-in desk.

CHAPTER 2 - ARCHITECTURAL

2-1 General Discussion

- The users had a question about the function of the Outreach/Transitional Care Room. I stated that it was basically an hourly care. They stated that they interpreted the regulations that you couldn't have hourly care in a facility with full-time children. They were basically using it as another full-day room.
- There was a request for a design change after construction to put side lites at the doors at the ends of the corridors. This could not be accommodated, however they replaced the solid doors with solid glass doors. If side lites are required at the end of the corridor, this needs to be clearly noted in the criteria.



- Front door buzzer system is not holding up for more than a week.
- All doors should have a vestibule for energy concerns (very important here)
- Diaper changing stations are not working – stairs are too wiggly. The user indicates that even 3 year olds don't use them if they have to have their diaper changed. They are not using the stairs at all.
- The Control Desk is very small for the small facility. Isolation area is used for admin storage. Need place to put copier. Cannot comfortably fit 2 admin personnel behind the desk at one time.



- Ensure there is no step at the outside kitchen entrance so that deliveries can be made easily.
- They have some concerns with visibility into the vestibule. Depending on where the person is standing when they push the button for access into the facility, the workers at the control desk cannot see them.
- The location of the duress alarm under the counter may not be the best location as it is getting pressed by accident by worker's knees.
- There is motion activated light in the video equipment room and storage room in the hallway, which causes a security problem since the lights can't be left on while the facility is open.
- The users of this facility do not feel it would be advantageous to have taller closets for storage as getting items off the top shelf would be a major concern.
- The doors out of the Active Play Room and at the ends of the corridor are alarmed. They do exit into the fenced area.



- The kitchen, laundry room and janitor's closet have quarry tile floors, ceramic tile wainscot, and vinyl faced acoustical tile. The kitchen had interesting tile work to accommodate the corner guard. Need to

ensure this is not driven unnecessarily by our criteria.



- It was noted that the ceiling tile throughout the facility was lay-in and not tegular.
- Document if all activity rooms exit directly into the playgrounds. Yes activity rooms exit to outside. The doors must be locked at all times. Teacher need a key to re-enter activity room from the playground area. Tape is placed on doors to allow the teachers to re-enter from the playground area.



CHAPTER 3 - MECHANICAL

3-1 General Discussion

HVAC

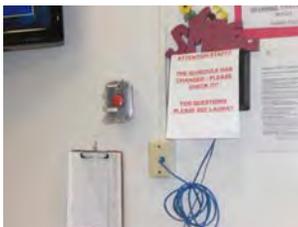
- Temperature sensors are provided 1' AFF. Need to ensure coordination with FFE.
- Radiant floor heating is used throughout the facility. Will make cutting holes in slab very tricky. No idea where tubing is.
- After initial adjustment after the facility was opened, the temperature in the facility is fine.
- Temperatures are remotely controlled by DPW.



- The building is monitored and metered for energy consumption.
- Document if carbon monoxide monitors are installed



- Document if duress alarm is designed to shutoff HVAC systems



Post Occupancy Technical Review

August, 2012

- Remote monitoring/logging is performed by the EMS/UMCS.

8/28/2012

Ft Drum

01:45 PM

Trend Interval Report (Temporary Report)

Selection: P10780.elec.mtr.kwh, p10780.gas.meter, p10780.water.meter

Key	Name:Suffix	Trend Definitions Used
Point_1:	P10780.elec.mtr.kwh	15 minutes
Point_2:	p10780.gas.meter	15 minutes
Point_3:	p10780.water.meter	COV
Time Interval:	30 Days	
Date Range:	8/28/2011 00:00:00 - 8/28/2012 23:59:59	
Report Timings:	All Hours	

<>Date	Time	Point_1	Point_2	Point_3
8/28/2011	00:00:00	No Data	68120.0000	No Data
9/27/2011	01:00:00	No Data	83170.0000	80000.0000
10/27/2011	01:00:00	No Data	107110.0000	80000.0000
11/26/2011	00:00:00	8996.94	144230.0000	80000.0000
12/26/2011	00:00:00	27146.80	185660.0000	80000.0000
1/25/2012	00:00:00	46607.02	251990.0000	80000.0000
2/24/2012	01:00:00	69185.63	298760.0000	80000.0000
3/25/2012	02:00:00	88018.57	342130.0000	80000.0000
4/24/2012	02:00:00	105978.09	373490.0000	80000.0000
5/24/2012	02:00:00	123660.95	398450.0000	80000.0000
6/23/2012	02:00:00	16277.35	94160.0000	80000.0000
7/23/2012	02:00:00	33110.65	108170.0000	80000.0000
8/22/2012	02:00:00	52067.91	123090.0000	80000.0000

***** End of Report *****

PLUMBING

- Plumbing in exterior walls for washers is a concern in this climate.
- Document satisfaction with plumbing fixtures installed (high efficiency type used)



- Document whether manual or automatic flush valves installed. Manual flush valves installed
- Document satisfaction with plumbing design in kitchen (adequate hot water, fixtures, etc)



- Document hot water storage temperatures



FIRE PROTECTION

- Wet pipe sprinkler system

CHAPTER 4 - ELECTRICAL

4-1 General Discussion

- The Communications Room in this facility does not comply with I3A.
- A standard they implement at Ft. Drum is to provide an electrical outlet at every data drop.



- Document if lamps in child accessible areas are enclosed by the lens/shields



- No lighting fixture were damaged or hanging open.
- Lighting is controlled IAW ASHRAE 90.1 (motion sensors, etc)



- Emergency lighting switches off during unoccupied hours.
- There is a keyed HOA switch at the reception area.
- There is a time over-ride at main entrance for janitorial staff.



- There is multilevel switching or dimming in admin and /or other areas



- Child proof receptacles are used in required areas



- Lightning Protection System is installed and appear adequate.



- Adequate working clearance for electrical and communications panels.



- A wall mounted and free standing intercom system was installed. The owners are satisfied with the system.



- The Communication Rooms are adequately heated/cooled. The owner do not like the “L” shaped room. It is too small.



- The owner is satisfied with the security systems. It does record. The playgrounds and exits are within the security system view.

CHAPTER 5 - MISCELLANEOUS

5-1 CIVIL/SITE

- They would like to recommend, or at least be able to use, “sand-filled synthetic carpet”. It provides the same fall attenuation, and doesn’t get nearly as hot as the poured in place rubber surfacing.
- They are getting temperatures on the playground surfacing of 160 – 170 degrees. Safety will not allow use of playground if the temperature exceeds 110 degrees, based on the water temperature allowed for the children. Need to document what is an acceptable temperature, and if lower than possible with the surfacing in the sun, then provide larger shade structures. The surfacing used was light in color – a solid tan.



- Critters are digging under the fence and using the bathroom on the safety surfacing. Foxes live under the shed next to the building.
- Document if playgrounds include concrete trike path, shade structures, and correct play elements. Ensure the playground equipment is age appropriate for the playground where it is installed, and that it is commercial quality.
- There is no play equipment for infants through 18 months old children in playground area.



- Need to be more specific on the requirements of the gate latches. The latches provided are lightweight and breaking.



- Sod didn't take in the playgrounds. Usage is wearing out the grass that was there.



- Challenge with the size of rocks in the top soil. This led to a large discussion with the Contractor. The contract calls for loam, but it should say the maximum particle size allowed.
- The drop off drive has been closed because patrons were using it and parking along the edge to check their children in. It became a safety concern.



- Hinges are offset to accommodate a required gate swing. However, they provide large holes for animals to get into the playground through. Need to see if there is a better solution.



- The designer of record should specify the size of the playground canopies.
- The finger guard had to be replaced with these.



- There is a line of sight problem for the bathroom and diaper changing station.



- Video room lighting is on a motion sensor. It turns off after 15 mins. The lighting in this room needs to remain on. This room is too large.
- The design documentation should specify who is alerted first. The MP's or the Fire Department.

APPENDIX A - ROSTER

Post Occupancy Technical Review (POTR) - Roster

Installation: FT. DRUM		PN:	Bldg:
Name: JAY CLARK		Organization: CEHNC	
Phone: (256) 895-1673	Email: james.t.clark@usace.army.mil		
Professional Responsibility: COS Architect.			
Name: Jackie White		Organization: CEHNC	
Phone: (256) 895-1742	Email: jackie.white@usace.army.mil		
Professional Responsibility: Electrical Engineer			
Name: Paul Lind		Organization: USACE Ft Drum AO	
Phone: (315) 767-8894	Email: paul.lind@usace.army.mil		
Professional Responsibility: Project Engineer			
Name: Cliff Lashway		Organization: PW M&E Services Group	
Phone: (315) 777-2231	Email: Cliff.Lashway@usace.army.mil		
Professional Responsibility: Construction Mgt.			
Name: David Chestnut		Organization: PMD/NEW YORK/FT Drum	
Phone: (917) 790-6137	Email: david.c.chestnut@usace.army.mil		
Professional Responsibility: PMD / PROJECT MANAGER			
Name: Shawn Jacobs		Organization: CVSS	
Phone: (315) 772-3722	Email: shawn.jacobs.usaf@mail.mil		
Professional Responsibility: "..."			
Name: Rebecca Morgan		Organization: "	
Phone: (315) 772-1566	Email: Rebecca.Morgan.usaf@mail.mil		
Professional Responsibility: Program Specialist			

APPENDIX B – CHANGE REQUESTS/MODIFICATIONS



US Army Corps
of Engineers

Change Request / Modification Funding

Child Development Center, 69812
W912DS-09-D-0004 0003

28 Aug 2012
Fort Drum, NY

TITLE AND LOCATION: Child Development Center, 69812 Fort Drum, NY									
CONTRACTOR: Black Horse Group, LLC		ORIGINAL COMP DATE: 04/02/2011	ORIGINAL CONTRACT AMOUNT: \$6,357,600.00						
CONTINGENCY: \$112,467.92		CURRENT COMP DATE: 05/20/2011	CURRENT CONTRACT AMOUNT: \$6,457,241.00						
CHANGE REQUEST NO.	REFERENCE NO.	MOD NO.	DESCRIPTION	GOVT SIGNED	AGENCY /REASON /TYPE	TIME	STATUS	INCREASE/ DECREASE	CONTINGENCY AMOUNT
WORK ITEM: 774LFC C0120-Contract [154801] FUNDING ACCOUNT: E3130467									
WD001	R00001	A00001	Knox Box	06/02/2010	C/6/B		6L	\$855.00	\$98,802.36
WD002	R00002	A00002	Communications Changes	06/29/2010	C/6/B		6L	-\$4,682.00	\$103,484.36
WD003	R00003	A00003	Task Lighting	06/30/2010	C/6/B		6L	\$3,931.00	\$99,553.36
WD004	R00004	A00004	New Entrance	10/05/2010	C/1/B		6L	\$33,806.00	\$65,747.36
WD005	R00005	A00005	CDC Standard Lighting/Electrical Changes	10/21/2010	C/6/B		6L	\$18,120.00	\$47,627.36
WD006	R00006	A00006	RFA-003 Paint Color Change	01/05/2011	C/6/B		6L	\$1,252.00	\$46,375.36
WD007	R00007	A00007	Revise Sidewalk Elevations	03/28/2011	C/V/B		6L	\$26,884.00	\$19,491.36
WD008	R00008	A00008	CDC Misc Standard Changes Sept 2010	03/28/2011	C/6/B		6L	\$10,975.00	\$8,516.36
WD009	R00009	A00009	Misc. Construction Changes	09/13/2011	C/V/B	48 days	6K	\$6,500.00	\$16.36
WORK ITEM: 30HB61 A1070-Contract-Admin Facilities [151383] FUNDING ACCOUNT: E3131580									
TOTAL CONTINGENCY: \$112,467.92									

BASIC CHANGE DOCUMENT (BCD)

Page 2 of 2

MOD SERIAL NO.

CONTRACT NO.

INCEPTION DATE

DATE COMPLETED

WD001

W912DS-09-D-0004 0003

03 Mar 2010

04 Mar 2010

PART C. CHANGE CLASSIFICATION

C CORPS OF ENGINEERS

T OTHER

21. SECTION I

U USING SERVICE

K CONTRACTOR

22. SECTION II REASON CODE 6 Miscellaneous Changes

23. SECTION III REASON FOR CHANGE

24. SECTION IV DESIGNER

FIRM

DESIGN SEC

25. SECTION V RECOVERABLE CONSTRUCTION COST

GUIDELINES:

The AE is liable for any "damages" in the form of additional construction cost to the Government which result from AE's negligent performance. The Government's legal authority to recover these "damages" is dependent upon two factors that the Government incurred actual damages, and that these damages were a direct result of the AE's negligence. If both these elements are evident, then the potential to assess the AE exists.

A. DAMAGES TO THE GOVERNMENT

B. AE IS RESPONSIBLE

C. AE NEGLIGENCE

D. POTENTIAL TO ASSESS THE AE

26. SECTION VIII

BASIC CHANGE DOCUMENT (BCD)

MOD SERIAL NO. WD002	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 03 Mar 2010	DATE COMPLETED 08 Mar 2010
PROJECT Child Development Center, 69812 LOCATION Fort Drum, NY		CONTRACTOR Black Horse Group, LLC	

PART A. 1. DESCRIPTION OF CHANGE **2. SPEC/DWG**

C o m m u n i c a t i o n s C h a n g e s

1. Communications Changes
 1. Fusion splice all fiber optic cable terminations/splices.
 2. In lieu of new telephone cable installed from switch node 4 (10720) to the new CDC, connect a new 100-pair telephone cable to existing cables in MH 62 adjacent to Fire Station 1.
 3. In lieu of the indicated 36-strand fiber optic cable install 12-strand fiber optic cable from the manhole adjacent to the new CDC into the CDC communications room.

Initial Estimate: \$0.00 Time Extension: 0 Days

CHANGE IN DRAWINGS
Contractor will annotate record drawings to show this change.

3. TIME EXTENSION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO CALENDAR DAYS <u> 0 </u>	4. TOTAL <u> \$0.00 </u>
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5. NECESSITY FOR CHANGE *(Attach a copy of Directive letter of authority from OCE or Using Service and brief statement as to necessity of contract action. Include any special construction requirements or known quantities. Include any information regarding status of work in progress and future activities that will be affected by this change).*

1. Communications Changes
This change is the result of an inaccurate RFP document. The RFP document incorrectly indicated points of connection to Fort Drum infrastructure for copper and fiber optic cables. In addition, the size of the required fiber optic cable was overstated. Relocating the points of connection and decreasing the number of fiber optic strands required from a portion of the run may result in a credit to the Government.

PART B. 1. CONTROL DATES **2. FUNDS STATUS**

ITEM REQUIRED	YES	NO	DATE REQUIRED	ACTION REQUIRED BY	FUNDS RESERVED
PLANS		X			FUND COMMITTED <input type="checkbox"/>
SPECIFICATIONS		X			NOT AVAILABLE <input type="checkbox"/>
COST ESTIMATE	X		08 Mar 2010	ESmith	FUNDS BEING REQUESTED <input type="checkbox"/>
MODIFICATION	X		13 Mar 2010	ESmith	DESIGN FUNDS REQUESTED <input type="checkbox"/>

REQUESTED BY James Cuilla Project Engineer	RECOMMENDED APPROVAL BY Martin W. Tokos Contracting Officer Representative	CHANGE APPROVED BY Tokos, Martin Administrative Contracting Officer
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BASIC CHANGE DOCUMENT (BCD)

Page 2 of 3

MOD SERIAL NO. WD002	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 03 Mar 2010	DATE COMPLETED 08 Mar 2010
PROJECT LOCATION	Child Development Center, 69812 Fort Drum, NY	CONTRACTOR Black Horse Group, LLC	

PART A. 1. DESCRIPTION OF CHANGE (Continued)

CHANGE IN SPECIFICATIONS
Remain unchanged.

BASIC CHANGE DOCUMENT (BCD)

Page 3 of 3

MOD SERIAL NO.

WD002

CONTRACT NO.

W912DS-09-D-0004 0003

INCEPTION DATE

03 Mar 2010

DATE COMPLETED

08 Mar 2010

PART C. CHANGE CLASSIFICATION

C CORPS OF ENGINEERS

T OTHER

21. SECTION I

U USING SERVICE

K CONTRACTOR

22. SECTION II REASON CODE 6 Miscellaneous Changes

23. SECTION III REASON FOR CHANGE

24. SECTION IV DESIGNER

FIRM

DESIGN SEC

25. SECTION V RECOVERABLE CONSTRUCTION COST

GUIDELINES:

The AE is liable for any "damages" in the form of additional construction cost to the Government which result from AE's negligent performance. The Government's legal authority to recover these "damages" is dependent upon two factors that the Government incurred actual damages, and that these damages were a direct result of the AE's negligence. If both these elements are evident, then the potential to assess the AE exists.

A. DAMAGES TO THE GOVERNMENT

B. AE IS RESPONSIBLE

C. AE NEGLIGENCE

D. POTENTIAL TO ASSESS THE AE

26. SECTION VIII

BASIC CHANGE DOCUMENT (BCD)

Page 2 of 2

MOD SERIAL NO.

CONTRACT NO.

INCEPTION DATE

DATE COMPLETED

WD003

W912DS-09-D-0004 0003

03 Mar 2010

08 Mar 2010

PART C. CHANGE CLASSIFICATION

C CORPS OF ENGINEERS

T OTHER

21. SECTION I

U USING SERVICE

K CONTRACTOR

22. SECTION II REASON CODE 6 Miscellaneous Changes

23. SECTION III REASON FOR CHANGE

24. SECTION IV DESIGNER

FIRM

DESIGN SEC

25. SECTION V RECOVERABLE CONSTRUCTION COST

GUIDELINES:

The AE is liable for any "damages" in the form of additional construction cost to the Government which result from AE's negligent performance. The Government's legal authority to recover these "damages" is dependent upon two factors that the Government incurred actual damages, and that these damages were a direct result of the AE's negligence. If both these elements are evident, then the potential to assess the AE exists.

A. DAMAGES TO THE GOVERNMENT

B. AE IS RESPONSIBLE

C. AE NEGLIGENCE

D. POTENTIAL TO ASSESS THE AE

26. SECTION VIII

BASIC CHANGE DOCUMENT (BCD)

MOD SERIAL NO. WD004	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 16 Jun 2010	DATE COMPLETED 16 Jun 2010
PROJECT Child Development Center, 69812 LOCATION Fort Drum, NY		CONTRACTOR Black Horse Group, LLC	

PART A. 1. DESCRIPTION OF CHANGE **2. SPEC/DWG**

New Entrance

1. New Entrance
 1. Relocate the parking lot entrance from the CDC circle drive to a separate 3 lane entrance located at the north end of the parking lot on to Po Valley Road.
 2. Reduce the circle drive to one-way traffic and a width of 20-feet.
 3. Prepare and submit for approval drawings detailing this new parking lot, entrance configuration. This design shall comply with appropriate requirements of the RFP.

Initial Estimate: \$0.00 Time Extension: 0 Days

CHANGE IN DRAWINGS

Contractor shall prepare revised site drawings showing this change. Contractor will annotate the record drawings to reflect this change.

3. TIME EXTENSION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO CALENDAR DAYS <u>0</u>	4. TOTAL <u>\$0.00</u>
--	------------------------

5. NECESSITY FOR CHANGE *(Attach a copy of Directive letter of authority from OCE or Using Service and brief statement as to necessity of contract action. Include any special construction requirements or known quantities. Include any information regarding status of work in progress and future activities that will be affected by this change).*

1. New Entrance
This change is the result of an oversight in the site plan included in the RFP. After award it was realized the suggested site plan for parking and entry to the CDC was impractical due to expected traffic congestion at the corner of Po Valley Road and South Riva Ridge Loop. This change to the traffic patterns of the CDC site should serve to reduce that anticipated congestion.

PART B. 1. CONTROL DATES **2. FUNDS STATUS**

ITEM REQUIRED	YES	NO	DATE REQUIRED	ACTION REQUIRED BY	FUNDS RESERVED <input type="checkbox"/>
PLANS		X			FUNDS COMMITTED <input type="checkbox"/>
SPECIFICATIONS		X			NOT AVAILABLE <input type="checkbox"/>
COST ESTIMATE	X		14 Nov 2010	ESmith	FUNDS BEING REQUESTED <input type="checkbox"/>
MODIFICATION	X		14 Oct 2010	ESmith	DESIGN FUNDS REQUESTED <input type="checkbox"/>

REQUESTED BY Smith, Eric C. Project Engineer	RECOMMENDED APPROVAL BY Tokos, Martin Team Leader	CHANGE APPROVED BY Tokos, Martin Administrative Contracting Officer
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BASIC CHANGE DOCUMENT (BCD)

Page 2 of 3

MOD SERIAL NO. WD004	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 16 Jun 2010	DATE COMPLETED 16 Jun 2010
PROJECT LOCATION	Child Development Center, 69812 Fort Drum, NY	CONTRACTOR Black Horse Group, LLC	

PART A. 1. DESCRIPTION OF CHANGE (Continued)

CHANGE IN SPECIFICATIONS
Remain unchanged.

BASIC CHANGE DOCUMENT (BCD)

Page 3 of 3

MOD SERIAL NO.

WD004

CONTRACT NO.

W912DS-09-D-0004 0003

INCEPTION DATE

16 Jun 2010

DATE COMPLETED

16 Jun 2010

PART C. CHANGE CLASSIFICATION

C CORPS OF ENGINEERS

T OTHER

21. SECTION I

U USING SERVICE

K CONTRACTOR

22. SECTION II REASON CODE 1 Engineering Changes

23. SECTION III REASON FOR CHANGE

24. SECTION IV DESIGNER

FIRM

DESIGN SEC

25. SECTION V RECOVERABLE CONSTRUCTION COST

GUIDELINES:

The AE is liable for any "damages" in the form of additional construction cost to the Government which result from AE's negligent performance. The Government's legal authority to recover these "damages" is dependent upon two factors that the Government incurred actual damages, and that these damages were a direct result of the AE's negligence. If both these elements are evident, then the potential to assess the AE exists.

A. DAMAGES TO THE GOVERNMENT

B. AE IS RESPONSIBLE

C. AE NEGLIGENCE

D. POTENTIAL TO ASSESS THE AE

26. SECTION VIII

BASIC CHANGE DOCUMENT (BCD)

MOD SERIAL NO. WD005	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 18 Aug 2010	DATE COMPLETED 18 Aug 2010
PROJECT Child Development Center, 69812 LOCATION Fort Drum, NY		CONTRACTOR Black Horse Group, LLC	

PART A. 1. DESCRIPTION OF CHANGE	2. SPEC/DWG
C D C S t a n d a r d L i g h t i n g / E l e c t r i c a l C h a n g e s	

1. CDC Standard Electrical/Lighting Changes

1. Furnish and install lighting with dimming control (continuous, flicker-free dimming from 100% to 10%) or a multilevel switching scheme (with one inboard lamp switched separately from outboard lamps to provide distinct, evenly distributed lighting levels) for the following locations:

1. Waiting Area
2. Central Counter/Reception Desk
3. Administrative Offices
4. Infant/Pre-Toddler Activity Room
5. Preschool/Pre-K/Kindergarten Activity Room
6. Training Room

A minimum lighting level of 0.1 foot candle must be maintained in the activity rooms at all times to facilitate proper camera operation.

2. The Isolation Area Toilet shall have one GFCI outlet near the lavatory. The outlet

3. TIME EXTENSION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO CALENDAR DAYS <u> 0 </u>	4. TOTAL \$ <u>5,000.00</u>
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5. NECESSITY FOR CHANGE *(Attach a copy of Directive letter of authority from OCE or Using Service and brief statement as to necessity of contract action. Include any special construction requirements or known quantities. Include any information regarding status of work in progress and future activities that will be affected by this change).*

1. CDC Standard Electrical/Lighting Changes

This change is the result of a variation not apparent prior to award. UFC requirements for the type child development center have changed since award. These lighting and electrical changes bring the facility in compliance with those changed requirements. Fort Drum PM/EN Branch was consulted regarding this change and supported this action.

PART B. 1. CONTROL DATES	2. FUNDS STATUS
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ITEM REQUIRED	YES	NO	DATE REQUIRED	ACTION REQUIRED BY	FUNDS RESERVED
PLANS		X			FUNDING RESERVED <input type="checkbox"/>
SPECIFICATIONS		X			FUNDS COMMITTED <input type="checkbox"/>
COST ESTIMATE	X		17 Sep 2010	PLind	NOT AVAILABLE <input type="checkbox"/>
MODIFICATION	X		16 Dec 2010	ESmith	FUNDS BEING REQUESTED <input type="checkbox"/>
					DESIGN FUNDS REQUESTED <input type="checkbox"/>

REQUESTED BY Eric C. Smith Project Engineer	RECOMMENDED APPROVAL BY Martin Tokos Team Leader	CHANGE APPROVED BY Martin Tokos Administrative Contracting Officer
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BASIC CHANGE DOCUMENT (BCD)

Page 2 of 3

MOD SERIAL NO. WD005	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 18 Aug 2010	DATE COMPLETED 18 Aug 2010
PROJECT LOCATION	Child Development Center, 69812 Fort Drum, NY	CONTRACTOR Black Horse Group, LLC	

PART A. 1. DESCRIPTION OF CHANGE (Continued)

shall be mounted 54-inches above finished floor and shall be a hospital grade, tamper-resistant safety type device.

3. The Janitor Closet door shall be fitted with a lockset having a lever-type interior handle that allows the door to be opened from the inside when the lockset is activated.

Initial Estimate: \$5,000.00

Time Extension: 0 Days

CHANGE IN DRAWINGS

Appropriate electrical drawings shall be revised to reflect this change. The Contractor will annotate the record drawings to show this change.

CHANGE IN SPECIFICATIONS

Remain unchanged.

BASIC CHANGE DOCUMENT (BCD)

Page 3 of 3

MOD SERIAL NO. WD005	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 18 Aug 2010	DATE COMPLETED 18 Aug 2010
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PART C. CHANGE CLASSIFICATION

C CORPS OF ENGINEERS **T** OTHER

21. SECTION I

U USING SERVICE **K** CONTRACTOR

22. SECTION II REASON CODE 6 Miscellaneous Changes

23. SECTION III REASON FOR CHANGE

24. SECTION IV DESIGNER

FIRM

DESIGN SEC

25. SECTION V RECOVERABLE CONSTRUCTION COST

GUIDELINES:

The AE is liable for any "damages" in the form of additional construction cost to the Government which result from AE's negligent performance. The Government's legal authority to recover these "damages" is dependent upon two factors that the Government incurred actual damages, and that these damages were a direct result of the AE's negligence. If both these elements are evident, then the potential to assess the AE exists.

A. DAMAGES TO THE GOVERNMENT

B. AE IS RESPONSIBLE

C. AE NEGLIGENCE

D. POTENTIAL TO ASSESS THE AE

26. SECTION VIII

BASIC CHANGE DOCUMENT (BCD)

MOD SERIAL NO. WD006	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 20 Sep 2010	DATE COMPLETED 20 Sep 2010
PROJECT Child Development Center, 69812		CONTRACTOR Black Horse Group, LLC	
LOCATION Fort Drum, NY			

PART A. 1. DESCRIPTION OF CHANGE **2. SPEC/DWG**

R e v i s e S i d e w a l k E l e v a t i o n s

1. Revise Sidewalk Elevations

Provide engineering and construction services to accomplish the following work:

- a. Revise the layout of the sidewalks around the perimeter of the CDC facility to eliminate the low spots in the sidewalks between the entrance doors and to meet the finish floor elevation at the Mechanical Room, Electrical Room and Kitchen landings.
- b. Ensure proper drainage is maintained for SWPPP compliance.

Initial Estimate: \$10,000.00

Time Extension: 0 Days

CHANGE IN DRAWINGS

Update design-build record drawings to reflect this change.

CHANGE IN SPECIFICATIONS

Remain unchanged.

3. TIME EXTENSION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO CALENDAR DAYS <u>0</u>	4. TOTAL <u>\$10,000.00</u>
---	-----------------------------

5. NECESSITY FOR CHANGE *(Attach a copy of Directive letter of authority from OCE or Using Service and brief statement as to necessity of contract action. Include any special construction requirements or known quantities. Include any information regarding status of work in progress and future activities that will be affected by this change).*

1. Revise Sidewalk Elevations

This change is the result of an oversight in the review of the design-build Contractor's design documents by Government personnel. DrChecks comment was made by Government reviewers to ensure a standard RFP requirement was met. Namely, the surrounding surface grades around the perimeter of the building must be 6-inches below finish floor elevation. The design was revised in response to this comment resulting in an up and down sloping layout of the sidewalks. This configuration was criticized by the Child Youth Services end-users. The elevation of the sidewalks around the perimeter of the building should be relatively flat to ensure the safety of the occupants during winter weather conditions.

PART B. 1. CONTROL DATES **2. FUNDS STATUS**

ITEM REQUIRED	YES	NO	DATE REQUIRED	ACTION REQUIRED BY	FUNDS RESERVED
PLANS		X			<input type="checkbox"/>
SPECIFICATIONS		X			<input type="checkbox"/>
COST ESTIMATE	X		19 Nov 2010	PLind	<input type="checkbox"/>
MODIFICATION	X		18 Jan 2011	PLind	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

REQUESTED BY Paul Lind Project Engineer	RECOMMENDED APPROVAL BY Martin Tokos Team Leader	CHANGE APPROVED BY Martin Tokos Administrative Contracting Officer
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BASIC CHANGE DOCUMENT (BCD)

MOD SERIAL NO. WD007	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 09 Nov 2010	DATE COMPLETED 09 Nov 2010
PROJECT Child Development Center, 69812 LOCATION Fort Drum, NY		CONTRACTOR Black Horse Group, LLC	

PART A. 1. DESCRIPTION OF CHANGE	2. SPEC/DWG
C D C M i s c S t a n d a r d C h a n g e s S e p t 2 0 1 0	

1. CDC Misc Standard Changes Sept 2010
 Provide design and construction services to accomplish the following work:

- a. For the corridor doors leading to the exterior, in place of a single glass viewing pane above the panic bar provide a single full height glass viewing pane with panic bar. The distance from the bottom of the door to the bottom edge of glass is 10 inches.
- b. Provide in the Camera Equipment Room a manual override switch for the ceiling mounted automatic motion light switch. The manual override switch shall be located next to the door at the same height required for standard light switches.
- c. Provide individually keyed locks, i.e. each keyed separately, for all lockable storage units in sign-in-desk cabinets located in all Infant/Pre-Tod/Toddler Rooms, Preschool/Pre-K/Kindergarten Rooms, and Outreach/Transitional Care Activity Rooms.
- d. Provide additional shelving in all Infant/Pre-Tod/Toddler Storage Rooms, Preschool/Pre-K/Kindergarten Storage Rooms, and Preschool/Pre-K/Kindergarten Storage Rooms so that when finished there will be 3 shelves per wall on each of the 3 walls. The additional shelving shall include two 18-inch deep shelves and four 12-inch deep shelves.

3. TIME EXTENSION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO CALENDAR DAYS <u>0</u>	4. TOTAL \$4,000.00
---	------------------------

5. NECESSITY FOR CHANGE *(Attach a copy of Directive letter of authority from OCE or Using Service and brief statement as to necessity of contract action. Include any special construction requirements or known quantities. Include any information regarding status of work in progress and future activities that will be affected by this change).*

1. CDC Misc Standard Changes Sept 2010
 This office received notification from PPMD and the COS that the Army CDC Standard had been revised as of September 2010. The updated standard has been analyzed by the Resident Office and a listing of changes prepared. Discussions ensued with our PPMD Project Manager and the Huntsville COS. A mutual understanding was reached that it would be in the best interest of the Government to mitigate the risk of future acceptance problems with the Army CDC Inspection Team by executing a contract modification to bring the current construction up to the revised Standard.

PART B. 1. CONTROL DATES	2. FUNDS STATUS
--------------------------	-----------------

ITEM REQUIRED	YES	NO	DATE REQUIRED	ACTION REQUIRED BY	FUNDS RESERVED
PLANS		X			FUND COMMITTED <input type="checkbox"/>
SPECIFICATIONS		X			NOT AVAILABLE <input type="checkbox"/>
COST ESTIMATE	X		23 Nov 2010	PLind	FUNDS BEING REQUESTED <input type="checkbox"/>
MODIFICATION	X		30 Nov 2010	PLind	DESIGN FUNDS REQUESTED <input type="checkbox"/>

REQUESTED BY Paul Lind Project Engineer	RECOMMENDED APPROVAL BY Martin Tokos Team Leader	CHANGE APPROVED BY Martin Tokos Administrative Contracting Officer
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BASIC CHANGE DOCUMENT (BCD)

Page 2 of 3

MOD SERIAL NO. WD007	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 09 Nov 2010	DATE COMPLETED 09 Nov 2010
PROJECT LOCATION	Child Development Center, 69812 Fort Drum, NY	CONTRACTOR Black Horse Group, LLC	

PART A. 1. DESCRIPTION OF CHANGE (Continued)

Shelving shall be able to support 100 pounds per lineal foot.

Initial Estimate: \$4,000.00

Time Extension: 0 Days

CHANGE IN DRAWINGS

Appropriate drawings shall be revised to reflect this change. The Contractor will annotate the record drawings to show this change.

CHANGE IN SPECIFICATIONS

Appropriate specification sections shall be revised to reflect this change.

BASIC CHANGE DOCUMENT (BCD)

Page 3 of 3

MOD SERIAL NO. WD007	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 09 Nov 2010	DATE COMPLETED 09 Nov 2010
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PART C. CHANGE CLASSIFICATION

- C** CORPS OF ENGINEERS **T** OTHER
 U USING SERVICE **K** CONTRACTOR

21. SECTION I

22. SECTION II REASON CODE 6 Miscellaneous Changes

23. SECTION III REASON FOR CHANGE

24. SECTION IV DESIGNER FIRM DESIGN SEC

25. SECTION V RECOVERABLE CONSTRUCTION COST

GUIDELINES:

The AE is liable for any "damages" in the form of additional construction cost to the Government which result from AE's negligent performance. The Government's legal authority to recover these "damages" is dependent upon two factors that the Government incurred actual damages, and that these damages were a direct result of the AE's negligence. If both these elements are evident, then the potential to assess the AE exists.

A. DAMAGES TO THE GOVERNMENT

B. AE IS RESPONSIBLE

C. AE NEGLIGENCE

D. POTENTIAL TO ASSESS THE AE

26. SECTION VIII

BASIC CHANGE DOCUMENT (BCD)

MOD SERIAL NO. WD008	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 13 Dec 2010	DATE COMPLETED 13 Dec 2010
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PROJECT Child Development Center, 69812	CONTRACTOR Black Horse Group, LLC
LOCATION Fort Drum, NY	

PART A. 1. DESCRIPTION OF CHANGE **2. SPEC/DWG**

R F A - 0 0 3 P a i n t C o l o r C h a n g e

1. Paint Color Change
In lieu of base color SW 2865 furnish and install base color SW 7101.

Initial Estimate: \$0.00 Time Extension: 0 Days

CHANGE IN DRAWINGS
The Contractor will annotate the record drawings to show this change.

CHANGE IN SPECIFICATIONS
Remain unchanged.

3. TIME EXTENSION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO CALENDAR DAYS <u>0</u>	4. TOTAL \$0.00
---	--------------------

5. NECESSITY FOR CHANGE *(Attach a copy of Directive letter of authority from OCE or Using Service and brief statement as to necessity of contract action. Include any special construction requirements or known quantities. Include any information regarding status of work in progress and future activities that will be affected by this change).*

1. Paint Color Change
This change is the result of a Contractor request for adjustment determined to have some merit. The base color chosen by the User was incorrect. When the error was detected the Contractor was instructed to change the base color. As the previously identified Government base color had already been purchased the Contractor has incurred some expense in complying with the Government instruction to change the base color. There is some merit to the Contractor's request.

PART B. 1. CONTROL DATES **2. FUNDS STATUS**

ITEM REQUIRED	YES	NO	DATE REQUIRED	ACTION REQUIRED BY	FUNDS RESERVED
PLANS		X			<input type="checkbox"/>
SPECIFICATIONS		X			<input type="checkbox"/>
COST ESTIMATE	X		03 Jan 2011	PLind	<input type="checkbox"/>
MODIFICATION	X		12 Apr 2011	PLind	<input type="checkbox"/>

REQUESTED BY Paul Lind Project Engineer	RECOMMENDED APPROVAL BY Tim Noble Resident Engineer	CHANGE APPROVED BY Martin Tokos Administrative Contracting Officer
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BASIC CHANGE DOCUMENT (BCD)

Page 2 of 2

MOD SERIAL NO. WD008	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 13 Dec 2010	DATE COMPLETED 13 Dec 2010
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PART C. CHANGE CLASSIFICATION

C CORPS OF ENGINEERS **T** OTHER

21. SECTION I

U USING SERVICE **K** CONTRACTOR

22. SECTION II REASON CODE 6 Miscellaneous Changes

23. SECTION III REASON FOR CHANGE

24. SECTION IV DESIGNER

FIRM

DESIGN SEC

25. SECTION V RECOVERABLE CONSTRUCTION COST
GUIDELINES:

The AE is liable for any "damages" in the form of additional construction cost to the Government which result from AE's negligent performance. The Government's legal authority to recover these "damages" is dependent upon two factors that the Government incurred actual damages, and that these damages were a direct result of the AE's negligence. If both these elements are evident, then the potential to assess the AE exists.

A. DAMAGES TO THE GOVERNMENT

B. AE IS RESPONSIBLE

C. AE NEGLIGENCE

D. POTENTIAL TO ASSESS THE AE

26. SECTION VIII

BASIC CHANGE DOCUMENT (BCD)

MOD SERIAL NO. WD009	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 25 May 2011	DATE COMPLETED 09 Jun 2011
PROJECT Child Development Center, 69812		CONTRACTOR Black Horse Group, LLC	
LOCATION Fort Drum, NY			

PART A. 1. DESCRIPTION OF CHANGE **2. SPEC/DWG**

Misc. Construction Changes

1. Misc. Construction Changes

1. In lieu of the three "waterproof" shade structures required in the playground areas as described in the RFP documents on page 113 of 260, provide "shade only" shade structures that meet the required dimensions of the "waterproof" shade structures.
2. Provide Fingersafe MK1A and MK1B finger guards or approved equal in the correct length at locations as required by the contract documents.
3. Move the walk-in cooler condenser unit and associated power and refrigerant lines from the present pad-mounted location in the front of the CDC to a location at the back of the CDC. Mount the condenser such that it is at the same elevation as the split unit A/C condensers. Follow manufacturer's installation recommendations for mounting requirements and maximum distance from walk-in cooler for optimum performance. Remove the existing concrete pad and buried associated power and refrigerant lines, except for lines under asphalt or concrete paving. Restore all disturbed areas in accordance with contract documents.
4. Provide padding that meets ADA requirements to cover all exposed piping underneath sinks in areas not required by the ADA.

3. TIME EXTENSION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO CALENDAR DAYS <u>48</u>	4. TOTAL <u>\$0.00</u>
--	------------------------

5. NECESSITY FOR CHANGE *(Attach a copy of Directive letter of authority from OCE or Using Service and brief statement as to necessity of contract action. Include any special construction requirements or known quantities. Include any information regarding status of work in progress and future activities that will be affected by this change).*

1. Misc. Construction Changes

Item 1 is the result of a Contractor error regarding the shade structures on the playground. Those shade structures were designed and installed as "shade only" rather than "waterproof" shade structures. In addition, the "shade only" material was installed last fall and exposed to a full winter of weather. To comply with the contract requirement for a "waterproof" shade structure would require redesigning the support system and then rebuilding it. This would have an extremely adverse affect on BOD. The User has agreed to accept replacement "shade only" shade structures rather than the required "waterproof" shade structures. The Contractor must provide an acceptable credit to the Government for the cost difference.

Items 2 through 5 are the result of variations not apparent prior to award or an error in the Government RFP documents. Item 2 - The finger guards installed by the Contractor minimally met the contract requirements but were not acceptable to the User. The User has requested they be upgraded to match what is being used elsewhere by Fort Drum CYSS. Item 3 - Due to an oversight in the site redesign the location of the pad mounted walk-in

PART B. 1. CONTROL DATES **2. FUNDS STATUS**

ITEM REQUIRED	YES	NO	DATE REQUIRED	ACTION REQUIRED BY	FUNDS RESERVED
PLANS		X			<input type="checkbox"/>
SPECIFICATIONS		X			<input type="checkbox"/>
COST ESTIMATE	X		29 Jun 2011	PLind	<input type="checkbox"/>
MODIFICATION	X		22 Sep 2011	MTokos	<input type="checkbox"/>

REQUESTED BY Martin Tokos Contracting Officer Representative	RECOMMENDED APPROVAL BY Tim Noble Resident Engineer	CHANGE APPROVED BY Martin Tokos Administrative Contracting Officer
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BASIC CHANGE DOCUMENT (BCD)

Page 2 of 3

MOD SERIAL NO. WD009	CONTRACT NO. W912DS-09-D-0004 0003	INCEPTION DATE 25 May 2011	DATE COMPLETED 09 Jun 2011
PROJECT LOCATION	Child Development Center, 69812 Fort Drum, NY	CONTRACTOR Black Horse Group, LLC	

PART A. 1. DESCRIPTION OF CHANGE (Continued)

5. Change out or modify door lockset hardware for the exterior doors at the nine activity rooms to operate in the following manner: The door is always locked from the outside and a key must be used to open the door from the outside, and then automatically lock when closed. When the door is opened from the inside no key is necessary and the door automatically locks when the door closes.

All materials, installation and quality control shall be in accordance with the applicable specification sections.

Initial Estimate: \$0.00

Time Extension: 48 Days

CHANGE IN DRAWINGS

Appropriate drawings shall be revised to reflect this change. The Contractor will annotate the record drawings to show this change.

CHANGE IN SPECIFICATIONS

Appropriate specification sections shall be revised to reflect this change.

5. NECESSITY FOR CHANGE (Continued)

cooler condenser was not changed. The User has requested the location be changed for safety reasons. Item 4 - The RFP documents did not include this requirement. The pads under the sinks have been requested by the User to prevent injury to the occupants of the facility. Item 5 - The RFP does not specifically call out the type of lock function for the exterior doors at the activity rooms. These locksets currently remain unlocked after exiting the door and remain that way until they are locked again with a key, this current locking function is unacceptable to the CYS end-user. These locksets must automatically lock when the door closes.

BASIC CHANGE DOCUMENT (BCD)

Page 3 of 3

MOD SERIAL NO.

CONTRACT NO.

INCEPTION DATE

DATE COMPLETED

WD009

W912DS-09-D-0004 0003

25 May 2011

09 Jun 2011

PART C. CHANGE CLASSIFICATION

C CORPS OF ENGINEERS

T OTHER

21. SECTION I

U USING SERVICE

K CONTRACTOR

22. SECTION II REASON CODE V Construction Changes

23. SECTION III REASON FOR CHANGE

24. SECTION IV DESIGNER

FIRM

DESIGN SEC

25. SECTION V RECOVERABLE CONSTRUCTION COST

GUIDELINES:

The AE is liable for any "damages" in the form of additional construction cost to the Government which result from AE's negligent performance. The Government's legal authority to recover these "damages" is dependent upon two factors that the Government incurred actual damages, and that these damages were a direct result of the AE's negligence. If both these elements are evident, then the potential to assess the AE exists.

A. DAMAGES TO THE GOVERNMENT

B. AE IS RESPONSIBLE

C. AE NEGLIGENCE

D. POTENTIAL TO ASSESS THE AE

26. SECTION VIII



**U.S. Army Corps
of Engineers**
Engineering and Support
Center, Huntsville

Ivy CDC

Building 1840 Fort Carson, CO



**POTR – Phase 1
Project No 70305**

DATE: September 25, 2012

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CHAPTER 1 - GENERAL

1-1 Purpose

The intent of this document is to present the findings of the Phase I Post Occupancy Technical Review (POTR) performed on Building 1840 (Ivy CDC) at Fort Carson, CO. The POTR was performed by the HNC team on September 25, 2012.

1-2 Facility Description

Building 1840 is a standard medium sized (232 children), Child Development Center (CDC) for ages 6 weeks to 5 years that was occupied in April, 2012. Hours of operations for the facility are Monday thru Friday from 5:45 am to 7:00 pm. There are some weekend operations.

The users are overall satisfied with the facility.

1-3 POTR Team Members

The following is a list of HNC's team members that participated in the POTR:

- Jay Clark – Architectural
- Robert Jackson – Mechanical
- Jackie White - Electrical

1-4 Meeting Contacts

The roster is attached in Appendix A. The facility director is Sarah Gersper.

1-5 Feedback on Contractors

The design-build contractor for this project was Atlantic Marine Corp.

- Contractors were difficult to work with.
- They were chronically late; ultimately the facility was finished about a year late. They got NTP in April, and didn't start digging until late May. They finally got a quality product.
- The Installation discovered the contractors with ads on Craig's List looking for subs. They had forgotten to get some contractors on board.
- They went through 4 QC people on the project.
- Poor construction techniques – they were set back 6 weeks due to improperly bracing of frames during erection.

- They had real issues with fall protection.
- People in the trailer did not get along with each other.

1-6 Contract Modifications

There were a number of mods, and many were site issues. Standard/building related mods included:

- Duress button revision dealing with the location of the button. Also, the duress button should alarm the MP first.
- Keyless entry was deleted.
- A gravel trail was added.
- Vision windows were an inch too high. Issue became was the dimension in the criteria to the bottom of the frame or the bottom of the glass.

1-7 Construction Issues

- Light ballasts are causing a beeping.
- Floor tiles are shrinking and joints between tiles are getting larger. 2'x2' floor tiles were used.
- There was a concern about formaldehyde in the ceiling tiles.
- Playground equipment labeled for 2-5 year olds, but not acceptable for toddlers. Army classifies ages of children differently than the manufacturers classify their play structures.
- The water temperature in the dishwasher is not hot enough during washing, and the dishes aren't drying.



- Handicap button to open the exterior doors are not working.

- The fencing at the bottom of the “T” is incorrect. Instead of gates at both corners of the building, there is one gate near the building exit. This creates 2 hiding areas for children.
- There is a sewage smell in summer.
- Doors on the west face of the building allow water to penetrate under the doors; especially the door at the end of the corridor.



- The door handles stick. Some of the locks were removed.



1-8 G-9 Pre-occupancy inspection

- Bottom of vision panels into the activity rooms from the corridor were too high.
- ABA covering under all sinks.
- File sharp corners on metal and mirrors.
- Finger guards on all doors
- Caulking

1-9 Overall Comments

- Parking needs to be self-contained and not allow through traffic. DPW connected the CDC parking lot to the Behavioral Sciences Center next door, which is resulting in traffic cutting through the CDC parking lot.
- The location next to the Behavioral Center has led to issues with soldiers being led up to the facility in shackles.
- Fall protection was an issue with the light gauge metal framing. Need more anchor points on the facility.
- Need more outlets (electrical and data) at front desk. With the hourly care mission, money is handled differently than with full-day children.
- Receive complaints on the parking regarding both the layout (boat-dock style arrangement) and the quantity (too few spaces).
- They feel there should be more cameras in the administration area.
- The ceiling in the Active Play Room was originally installed too low, and had to be raised. There is an awkward transition in ceiling height between the Active Play Room and the Active Play Room Toilet.



CHAPTER 2 - ARCHITECTURAL

2-1 General Discussion

- The reception counter works well, just need more data outlets due to the hourly care function. There should be more power/data outlets in the reception area for the phones, cameras, and receptacles.



- There is a duress alarm under the worksurface of the reception counter.
- They would prefer not to have a door from the admin area to the corridor. They like having more space to arrange the offices in.
- The admin space is adequate, and is being used as originally designed. However, it will be tight with 2 Asst. Directors.
- They would like taller ceilings in the storage rooms to allow for another shelf for storage. They would recommend putting lighter items on the top shelf.
- The corners of the handicapped stalls in the Pre-School rooms are not braced overhead, however, they are very well anchored to the floor, and have very little movement.
- G-9 liked the style of drinking fountains in the activity rooms.



- The users added local alarms to the corridor doors.
- The laundry room has an extra wide door, and has quarry tile floor, painted gypsum walls and ceiling.
- Exterior doors from the activity rooms are wider than standard 3'-0" doors



- The Active Play Room needs harder wall surfaces.
- The Active Play Room was provided with an athletic flooring.
- The steamer provided in this facility is too small.



CHAPTER 3 - MECHANICAL

3-1 General Discussion

The user is happy with the HVAC system installed in the facility and feels that it is doing the job of providing a comfortable environment. The user did not have any major complaints about the HVAC system. To the best of the user's knowledge maintenance schedules of the HVAC system are being properly followed and any issues they may have occurred with the HVAC system early on when they occupied the facility had been resolved(note: DPW did not have a representative present at the meeting).

The user is happy with the plumbing system installed and all fixtures are operating properly. Low flow fixtures are being used in the adult bathrooms (1.28 toilets, 0.5 lavatories). The hot water is being stored at 140 deg. F. The user is not experiencing any issues with the plumbing system.

The user does not have any issues with the wet pipe sprinkler system. There have been no issues with performing inspection, testing and maintenance of the fire protection system.

HVAC

- The Fan Cord Unit 2 leaks on the ceiling tile in room numbered 111.



- There is an emergency HVAC shut-off for ATRP concerns.



- The HVAC system installed is cold water from chillers and hot water from boilers tied to fan coil units
- During the commissioning phase the user stated the mechanical contractor installed a system that he thought was better than what the prime contractor submitted. They made the subcontractor submit drawings for what he installed so it could be reviewed and any problems fixed.
- The user stated that Room 184 Infant-Pre Toddler Activity Room stays cold. The thermostat read 71.5 degree F. during our visit.
- The POC for HVAC related issues the user encounters is DPW-Kira.

PLUMBING

- Solar panels are used for pre-heating the domestic hot water.



- The POC for plumbing related issues the user encounters is DPW-Kira.

FIRE PROTECTION

- The user stated there were no issues with the fire protection system.

CHAPTER 4 - ELECTRICAL

- Document if lamps in child accessible areas are enclosed by the lens/shields



- Document if the lighting fixture is damage or hanging open? Lighting ballast in the indoor electrical room was causing a beeping sound.



- Document if the lighting is controlled IAW ASHRAE 90.1 (time clock, motion sensors, etc). Lighting is controlled with a switch.



- Document if there is a keyed HOA switch at the reception area. Yes
- Document if there is a timed over-ride at main entrance for janitorial staff



- Document if there is multilevel switching or dimming in admin and/or other areas. No dimming in admin/or other areas.



- Document if correct child proof receptacles are used in required areas. Yes



- Document if Lightning Protection System is installed.



- Document if Cathodic Protection System was installed



- Document if there a Service Entrance Panel metering (EMS/UMCS connection?) Yes



- Document if wiring is concealed from view in finished rooms/areas. Yes



- Document if concealed/flush boxes are used for devices in finished areas and on exterior walls. No



- Document adequate working clearance for electrical and communication panels. Yes

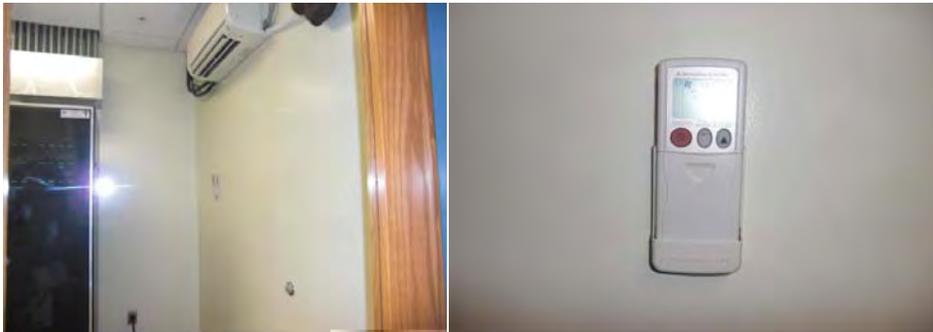


CHAPTER 5 - COMMUNICATIONS

- Document satisfaction with intercom system (announcements understandable). Yes
- Document type of intercom system installed (wall mounted, free standing, etc.). Yes



- Document if Communication Rooms are adequately heated/cooled



- Document if prohibited equipment/systems passed through Communication Rooms. Yes

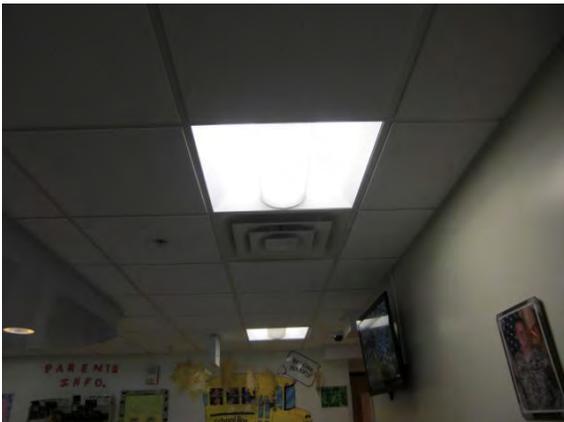


CHAPTER 6 - SECURITY

- Document satisfaction with security systems. Playground area should not have key card access.



- Document any playgrounds or exits not within view of security system. Yes
- Document recording capability of security systems. Yes



CHAPTER 7 - MISCELLANEOUS

7-1 CIVIL/SITE

- The fencing at the bottom of the “T” is not correct. Instead of fence and gates at both corners, there is only one fence and gate near the exit door from the building. This creates hiding places in 2 playgrounds.



- A gate was not provided into the infant/pre-toddler playground next to the building main entrance.
- Uneven sidewalk and holes in the playground area create trip hazards.



- The playground equipment is not appropriate for Toddlers (manufacturers indicate equipment for 2 – 5 year olds; Army classifies Toddlers as younger than 2). It is a better fit for older children. A child fell through the ladder shown below.



- The water in the playground area does not drain in all areas. It sometimes puddles.



7-2 STRUCTURAL

- Document any unique seismic design features. This box is not anchored to the wall.



APPENDIX A - ROSTER

Post Occupancy Technical Review (POTR) - Roster

Installation: FT. CARSON		PN:	Bldg:
Name: Jay Clark		Organization: Huntsville	
Phone: (256) 895-1673	Email: james.t.clark@usace.army.mil		
Professional Responsibility: Architect			
Name: Jackie White		Organization: CEHNC	
Phone: (256) 895-1742	Email: jackie.white@usace.army.mil		
Professional Responsibility: Electrical Engineer			
Name: TIA CHANDLER		Organization: CENWO	
Phone: (402) 995-2784	Email: tia.chandler@usace.army.mil		
Professional Responsibility: PROJECT MANAGER			
Name: WAYNE J. MCCORMICK		Organization: USACE	
Phone: (719) 338-8171	Email: wtmccormick@concast wayne.j.mccormick@usace.army.mil		
Professional Responsibility: PE - IVY CDC			
Name: Carolyn Woods		Organization: DFMWR - CYSS	
Phone: (719) 526-2301	Email: carolyn.a.woods@naf@mail.mil		
Professional Responsibility: Transition Spec.			
Name: Lorri Martindale		Organization: DFMWR - Recreation	
Phone: (719) 524-9120	Email: lorri.d.martindale.civ@mail.mil		
Professional Responsibility: Facilities Mgr.			
Name: Robert E. Jackson II		Organization: USACE - HNC	
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Post Occupancy Technical Review (POTR) - Roster

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Professional Responsibility:		
Name:		Organization:
Phone: ()	Email:	
Professional Responsibility:		
Name:		Organization:
Phone: ()	Email:	
Professional Responsibility:		



**U.S. Army Corps
of Engineers**
Engineering and Support
Center, Huntsville

Monarch CDC

**Building 2764
Fort Carson, CO**



**POTR – Phase 1
Project No 62832**

DATE: September 25, 2012

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CHAPTER 1 - GENERAL

1-1 Purpose

The intent of this document is to present the findings of the Phase I Post Occupancy Technical Review (POTR) performed on Building 2764 (Monarch CDC) at Fort Carson, CO. The POTR was performed by the HNC team on September 25, 2012.

1-2 Facility Description

Building 2764 is a standard medium sized (232 children), Child Development Center (CDC) for ages 6 weeks to 5 years that was occupied in January, 2012. Hours of operations for the facility are Monday thru Friday from 5:45 am to 6:00 pm. There are no weekend operations.

The users feel the facility meets their needs.

1-3 POTR Team Members

The following is a list of HNC's team members that participated in the POTR:

- Jay Clark – Architectural
- Robert Jackson – Mechanical
- Jackie White - Electrical

1-4 Meeting Contacts

The roster is attached in Appendix A. The facility POC is Ruth Combs.

1-5 Feedback on Contractors

The design-build contractor for this project was Arviso.

- Contractors did an OK job. This was their first Government job.
- They were on schedule.

1-6 Contract Modifications

There were a number of mods, which include:

- Change from LEED certifiable to LEED certified.
- G-9 requirements
- Shade structures – RFP did not specify load bearing as a requirement. Original fabric was too light.

- Added duress alarm.
- Remove access control from doors. Originally designed as keyless access, had to change to manual.
- Remove motion detectors on lights.
- Remove misters on playgrounds.
- Remove extra knox boxes. Only provide one at the main entrance.

1-7 Construction Issues

- There is no additional air conditioning in the Video Room, causing the server to overheat and lose video files. The contractor has been notified but they will not add another unit.

1-8 G-9 Pre-occupancy Inspection

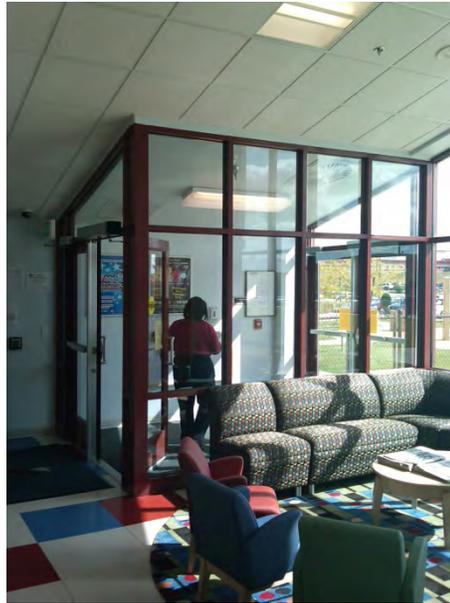
- Contract did not specify duration of ventilation above diaper changing tables. They did not like the timed switching provided.
- Bottom of vision panels into the activity rooms from the corridor were too high.
- ABA construction issues with items such as grab bars.
- Motion detectors were provided on lights, which had to be removed.

1-9 Overall Comments

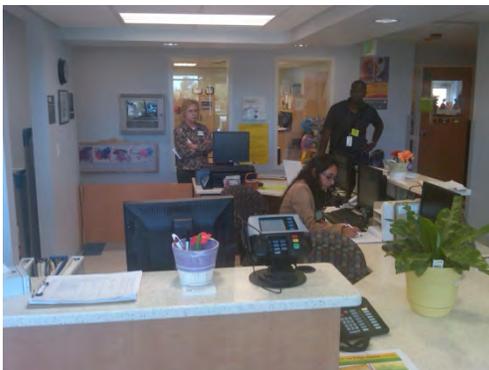
- Parents like the facility; they like the easy access to gate 20.
- There is no hourly care at this facility.
- Downspout straps have sharp edges and protection had to be added after the fact.



- The waiting area has a cathedral ceiling with storefront windows and vestibule. It provides a lot of natural daylighting, and provides excellent visibility on who is coming up to and entering the facility. A very nice feature!



- The training room has windows in the wall that allows natural lighting from the waiting area to help brighten this space. They also like these windows, as it shows parents that staff are training and improving.



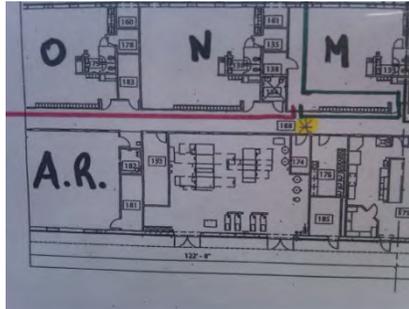
CHAPTER 2 - ARCHITECTURAL

2-1 General Discussion

- They would like taller ceilings in the storage rooms to allow for another shelf for storage. They would recommend putting lighter items on the top shelf.
- The corners of the handicapped stalls in the Pre-School rooms are braced overhead. This was a change as originally they were not braced and were very flimsy.



- The users added local alarms to the corridor doors.
- Need more data and electrical outlets at the reception counter.
- This facility has a duress alarm.
- They have mixed emotions about whether a door from the admin to the corridor would be a benefit
- Windows are very difficult to operate and open, and when they do open, they only open a couple of inches.
- Laundry room has quarry tile floor, full-height ceramic tile walls, and painted gypsum ceiling.
- The sprinkler heads in the Active Play Room are not protected by cages.
- Active Play Room has sheet vinyl flooring.
- This facility has a large recycling room (room 193), and they love it and use it for recycling. Not sure where the square footage came from to provide this space.

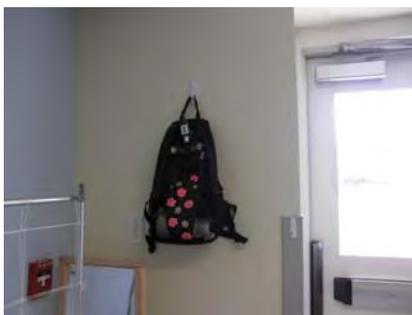


- Diaper changing stations had some problems and had to be reworked. Originally, the stairs were not done correctly and were not stable.



2-2 Lessons Learned/ Standard Design Impacts

- Need to require fiberglass screens on the windows, and not allow metal screens to avoid slicing hazard.
- Requirements for not allowing caregiver medications in the activity rooms means some smaller personal size lockers need to be provided in the break room for the caregivers.
- Need to provide emergency bag hooks at exterior doors at 6'-0" AFF, and these hooks need to be screwed into the structure. (In this facility they are adhesive stuck to the wall)



- They were told that the doors into the electrical room and communications room inside the building must be provided with half glass doors. The current requirement allows them to be solid. Need to verify which is correct.
- Should refrigerators be provided in the G-9 FF&E package?
- Consider wainscot in hall of the same material that the corner guards are made from.
- Janitor's Closet is too small.



- Need an icemaker.
- The cubbies provided in this facility meets the needs and are a height that would allow for lower vision panels. Perhaps the standard should establish a maximum cubby height.



- A digital display board is recommended for the reception area.



- The infant rooms need sliding doors or gates to close off the toilet area.



CHAPTER 3 - MECHANICAL

3-1 General Discussion

The user is happy with the HVAC system installed in the facility and feels that it is doing the job of providing a comfortable environment. The user did not have any major complaints about the HVAC system. To the best of the user's knowledge maintenance schedules of the HVAC system are being properly followed and any issues they may have occurred with the HVAC system early on when they occupied the facility had been resolved (note: DPW did not have a representative present at the meeting).

The user is happy with the plumbing system installed and all fixtures are operating properly. Low flow fixtures are being used in the adult bathrooms (1.28 dual flush toilets, 0.5 lavatories). The hot water is being stored at 140 deg. F. The user is not experiencing any issues with the plumbing system.

The user does not have any issues with the wet pipe sprinkler system. There have been no issues with performing inspection, testing and maintenance of the fire protection system.

HVAC

- The HVAC system installed is geothermal wells tied into fan coil units
- Video surveillance room: Racks are over heating in the video surveillance room because there is no air conditioning in this space to maintain a required temperature.
- The POC for HVAC related issues the user encounters is DPW-Kira.

PLUMBING

- Solar panels are used for pre-heating the domestic hot water.
- The POC for plumbing related issues the user encounters is DPW-Kira.

FIRE PROTECTION

- The user stated there were no issues with the wet pipe fire protection system.

3-2 Lessons Learned/ Standard Design Impacts

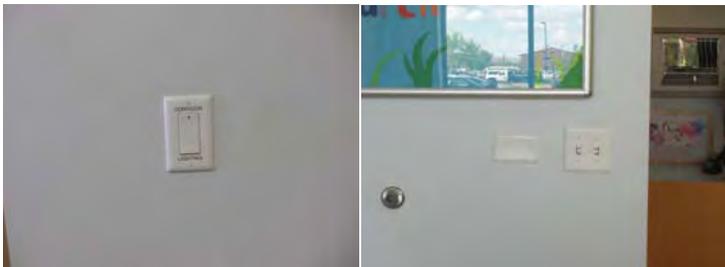
- An additional cooling should be provided to the Video Surveillance Room due to the heat generated to keep the space from experiencing excessive temperatures.
- The solar panels are on a roof that faces west and probably are better suited facing south.

CHAPTER 4 - ELECTRICAL

- Intercom system in the activity rooms include a push button on the wall, and then a speaker in the ceiling that you talk to as well as listen to.
- Document if lamps in child accessible areas are enclosed by the lens/shields



- Document if the lighting fixture is damage or hanging open? None
- Document if the lighting is controlled IAW ASHRAE 90.1 (time clock, motion sensors, etc) No, motion detector were removed.



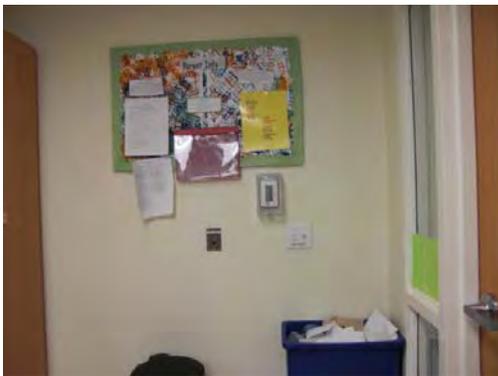
- Document if there is a keyed HOA switch at the reception area



- Document if there is a timed over-ride at main entrance for janitorial staff. No



- Document if there is a three lamp, two 3-way switch scheme (or 3-way dimming control) in the activity rooms. Yes



- Document if there is multilevel switching or dimming in admin and/or other areas. No
- Document if correct child proof receptacles are used in required areas. Yes



- Document if Lightning Protection System is installed.



- Document if Cathodic Protection System was installed



- Document if there a Service Entrance Panel metering (EMS/UMCS connection?) There is an issue with the electric meter. The electric meter does not read in KWHR at the Utility Control Station. This meter was difficult to interface. The warranty is expired. The electrical contractor (West Electric) is no longer in business, so this will be taken care of with another contractor.



- Document if wiring is concealed from view in finished rooms/areas. Yes



- Document adequate working clearance for electrical and communication panels



CHAPTER 5 - COMMUNICATIONS

- Document satisfaction with intercom system (announcements understandable) No, The intercom is position too low on the wall.



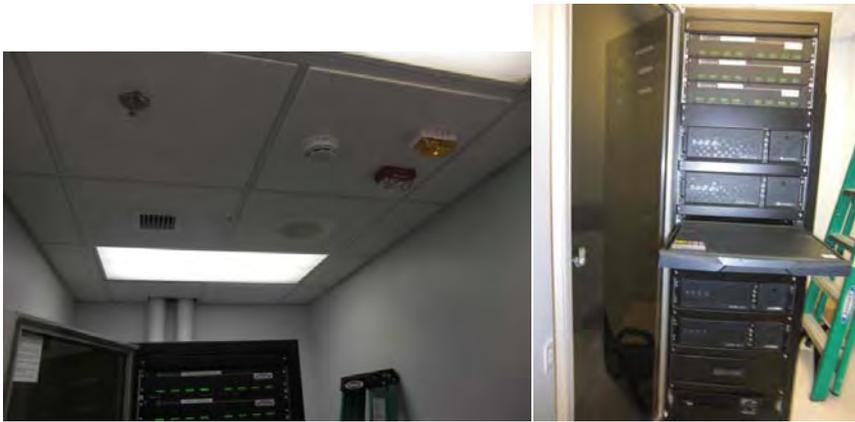
- Document type of intercom system installed (wall mounted, free standing, etc.)



- Document if Telephone/Data/Power outlets meet needs at reception and admin areas. Yes
- Document if Communication Rooms are adequately heated/cooled. The temperature is 66 F. Water is dripping from the ceiling. A copper line has water on it. This is in room 186.



- The video room is too warm. There is no AC unit in this room. This is room 174. SPAWARS stated they are about to lose \$30,000 worth of equipment because of the temperature issue. They have already lost video footage due to the heat.



CHAPTER 6 - SECURITY

- Document satisfaction with security systems. No. The door would not unlock.
- Document any playgrounds or exits not within view of security system. Yes. The TV monitor is not located in a good place. The windows produce a glare onto the TV monitor.



CHAPTER 7 - MISCELLANEOUS

7-1 CIVIL/SITE

- Playground equipment labeled for 2-5 year olds, but not acceptable for toddlers. Army classifies ages of children differently than the manufacturers classify their play structures.



- There are some raised planting areas in the playgrounds that have some tall ornamental grasses. These are providing good hiding spaces for children. Also, some concern about the corners of the raised concrete planters. Users would like to have these removed.



APPENDIX A - ROSTER

Post Occupancy Technical Review (POTR) - Roster

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Professional Responsibility: Transition Spec.			
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Professional Responsibility: Facilities Mgr.			
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Professional Responsibility: Mechanical Engineer			

Post Occupancy Technical Review (POTR) - Roster

Installation:	PN:	Bldg:
Name: <i>Diane McCarthy</i>		Organization: <i>USACE</i>
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Professional Responsibility: <i>PM</i>		
Name:		Organization:
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APPENDIX B - G-9 PRE-OCCUPANCY INSPECTION REPORT

**Re-Preoccupancy Inspection
Child, Youth and School Services
Gate 20 Womack CDC 0-5, Bldg 2764
Fort Carson, Colorado
4 August 2011**

On 19 – 20 April 2011, the Headquarters, Family, Morale, Welfare and Recreation Command (FMWRC) Inspection Team conducted a pre-occupancy inspection of the newly constructed Child, Youth and Schools Services (CYSS) facility, Fort Carson, CO. The inspection was performed by Donna Hinkle, Ed.D. – FMWRC Program Specialist; James Derby, FMWRC Fire Protection Specialist, Terry Williams, AIA - FMWRC Facilities Specialist, and CPT Nadia Kendall-Diaz, Project Officer, US Army Public Health Command Region-North.

The impetus for this second inspection was the due to the extensive number of non-compliant items to the Army Standard and Public Law.

On 4 Aug 2011 the IMCOM G-9 Inspection Team conducted a second pre-occupancy inspection of Bldg 2764 at Fort Carson, CO. The inspection was performed by Sheila Glaspie Program Specialist; Tom Dolen, Fire Protection Specialist; Terry Williams, Facilities Specialist, and CPT Nadia Kendall-Diaz, Project Officer, US Army Public Health Command Region-North.

Status of each item noted on the original finding are shown in **Red** below.

Facility, Health, Safety, and Program Items:

1. **Adjust the temperature of the water at all diaper changing stations and child accessible lavatories to not more than 110° F. Refer to the Statement of Work, page 31. **Incomplete; all temps still over 110° F****
2. **Drinking fountains in Infant, Pre-Tod and Toddler Activity Rooms shall be mounted at 17” above finish floor (AFF) to the rim. Drinking fountains in Preschool, Pre-K and Kindergarten Activity Rooms shall be mounted at 20” AFF to the rim. Refer to the Statement of Work, pages 49 and 54. The allowable construction tolerance for these is +/- ½”. **Incomplete; rooms 116, 128, 137, 140, 143, 149 and 177 not within allowable tolerances.****
3. **The thermostats and sensors mounted at 12” AFF pose a safety hazard to small children and must be removed. Blank cover plates on the empty boxes are acceptable. Thermostats mounted at 54” AFF are to be used to control are temperature at 12” AFF and comply with ASHRAE Standards. **Incomplete; sensors mounted at 12” AFF were covered by lockable plastic safety covers.****
4. **Seal all corner guards in the Activity Rooms to prevent insect infestation. **Incomplete; not sealed in all rooms.****

5. The bottom of the vision panel frames between the Corridor and the Activity Rooms are at approx. 56" AFF. This exceeds the requirement in the Army Standard – Refer to the Statement of Work, page 30. **Incomplete; Ktr will install convex mirrors – location to be determined by local CYS Services staff.**
6. At the diaper changing stations in all rooms, provide retractable stairs that are easy to open and close, lock into place when open and are physically attached to the diaper changing station cabinetry. Refer to pages 33, 49 and 54 in the Statement of Work. **Incomplete; the proposed sample "mock up" presented was unacceptable. The mock up did not keep stairs aligned to prevent side to side motion, did not lock into the extended position and were not securely attached to the cabinetry. The pull out handle is in the middle stair, requiring staff to bend over and reach into the retracted stair to pull out for use. The handle used to pull out the stair would cause a tripping hazard for the young children climbing the stairs. Recommend the information, drawing and photo provided in the Army Standard Room by Room Description which is included in the RFP be followed.**
7. Provide 14 removable underneath storage trays inside the lockable center base cabinet of all diaper changing stations as required in the Statement of Work, page 22. **Incomplete; the proposed solution is to provide a number of fixed shelves that would allow 10 typical size storage trays. Per the Ktr, USACE is not requiring the Ktr to provide these trays.**
8. Complete the installation of the toilet partitions and partition doors. Completely fill all empty holes. Stabilize all loose pilasters and seal the pilaster base covers to the floor and the pilasters. **Completed; the toilet partition pilasters at the corner of the ADA stall remain inadequately stabilized. These pilasters are wobbly enough to create pinching hazards for children and staff with minimal force applied to the corner pilaster and the ADA door. Ensure that children can lock the partition door from inside the stall.**
9. Provide at least one window opening device in each room with operable windows. **Incomplete; per CPT Diane McCarthy "we missed the delivery of the window opening devices and they will need to be re-delivered."**
10. Seal the top edge of the sheet vinyl cove base to the adjacent wall in all Activity Rooms. **Incomplete; not sealed in all rooms.**
11. Provide ADA required protective coverings on all exposed piping under both hand washing sinks in the kitchen in accordance with ADAAG Section 606.6. **Incomplete.**
12. Eliminate the timed ventilation control and motorized damper on the exhaust openings over the diaper changing stations in all Activity Rooms. The required

100-150 CFM exhaust must operate continuously when the room is occupied.
Incomplete; timed exhaust buttons still present.

13. In all Activity Rooms, remove all but the top two of the existing shelves in all of the coat closets adjacent to the sign-in desks and provide a coat rod below the shelves as required in the Statement of Work, pages 34, 49 and 54. **Incomplete; shelves remain, rendering the coat rod useless.**
14. Replace the following flush doors with half glass doors per the Statement of Work, page 18: doors #186, 188, 190, 191 and 192. **Incomplete; door 186 and 192 are still non-compliant.**
15. Provide documentation certifying the flooring and wall material in the Active Play Room #180 will withstand trikes, skates, ball play, etc. as required per the Statement of Work, pages 18 and 85. **Incomplete; no documentation available.**
16. Verify that the dryer vents for all three commercial dryers are outfitted with non-inline booster fans per the Statement of Work, page 79 and the International Mechanical Code. **Incomplete; As stated by Ktr, no dryer vent booster fans were provided. Based upon the length of duct work for all three dryers, booster fans are required to comply with IMC.**
17. Provide documentation that no poisonous plants, plants with thorns or fruit bearing plants have been installed in playground areas per the Statement of Work pages 20 and 90. A copy shall be provided to CYSS and maintained at the facility. **Incomplete; documentation not provided.**
18. Provide documentation certifying that the poured-in-place playground surfacing was installed IAW manufacturers specifications, including adherence to minimum temperature requirements. A copy shall be provided to CYSS and maintained at the facility. **Incomplete; documentation not provided.**
19. Provide documentation that all three Playground installations are in accordance with the Consumer Products Safety Commission (CPSC) and all applicable American Society for Testing and Materials (ASTM) standards. Contractor shall provide written documentation that all three playgrounds meet these standards and have been inspected by an independent Certified Playground Safety Inspector (CPSI) prior to turning over to the Government. A copy must be maintained by CYSS at the facility. **Incomplete; documentation not provided.**
20. Complete the installation of all fencing and gates. Ensure all gates open a minimum clear width of 32" and 90 degrees in both directions. **Complete; except the N Central gate needs the vertical slat trimmed up to allow for smooth operation and the rear center gate that leads to the north gravel access road cannot be opened to allow passage. All bolts on the fencing gates where the**

bolts face into the child activity area must be cut to two threads and ends dressed with a file to reduce sharp edges that would cut a child.

- 21. Eliminate potential choking hazard at the hose associated with the car wash structure in the Preschool Playground. Completed – however the piece was not originally installed correctly. If installed correctly, this would not have been a fun interactive ground play element.**

Fire Protection Items:

- 1. Provide door hold open device as part of self closing device on exterior exit doors in all Infant/Toddler Activity Rooms per the Statement of Work, page 30. Completed; except fix or replace the self closing device for the exterior exit door in room 119, so that the hold open function operates properly.**
- 2. Relocate smoke detectors to ceiling tiles as marked in rooms 114 and 131. Incomplete; relocate the smoke detector in rooms 113 and 131 to meet the spacing requirements of NFPA 73 . Detectors shall not be more than 21' from the further most corner.**
- 3. Ensure all penetrations above the ceiling in the Laundry Room #176 are fire sealed per the Statement of Work, page 179. Incomplete; Provide documentation to the installation fire inspector that the yellow caulking used to seal penetrations in the laundry room walls is fire rated caulking.**

General Items for Corrective Action:

- 1. Verify that all Staff lockable storage units above the sign-in desk in all Activity Rooms are individually keyed. Refer to the Statement of Work, page 17. Incomplete – the keys were not available to verify if the units were individually locked.**
- 2. Caulk/seal all joints between cubbies, diaper changing stations and cabinetry and adjacent walls, floors, countertops and other cabinets. Caulk all joints between cubbies and adjacent vinyl cove base. Incomplete; caulking was not visible in all required areas.**
- 3. Seal around all four edges of all mirrors. Incomplete; lavatory mirrors not sealed.**

4. Seal the joint between the bottom of the vinyl cove base and the floor at all locations. **Incomplete; joints not filled/sealed.**
5. Ensure all exterior window locking and latching devices operate easily. **Incomplete; Unable to verify as window opening devices were not available on site.**
6. Provide an unbreakable mirror on the wall behind all diaper changing stations per the Statement of Work, pages 16 and 33. **Complete; however, edges are sharp and must be eased.**
7. Provide a paper towel dispenser at the lavatory located outside of the toilet area in all Infant Activity Rooms per the Statement of Work, page 37. **Incomplete.**
8. Eliminate the excessively wide joints in the floor tile in all Corridors, the Reception Area, the Admin Storage and the Waiting Room. **Incomplete.**
9. Verify that the lighting levels in Corridors comply with recommended standards of Illuminating Engineers Society. **Incomplete.**
10. Verify that the intercom system notification volume is adjustable as needed. **Incomplete. The system was not operational at the time of this inspection.**

Room by Room Specific Items:

Room 101 – Entry

- Provide intercom with connection to the Reception Desk. **Completed; unable to verify unit functionality.**

Room 103 – Reception

- Repair the damaged joint at the underside of the Reception Desk counter. **Incomplete; repair has been made recently and the result was not verifiable.**
- Seal the underside of all countertops on both the staff and customer sides. **Incomplete.**

Room 106 – Isolation Room Toilet

- Provide the missing water closet. **Water closet installed is 13” AFF to rim; this must be replaced with 15” high to the rim water closet as required in the Army Room-By-Room Descriptions.**

Room 122 – Infant Activity Room

- Adjust 2 upper cabinet doors from hitting the coat closet. **Cabinets were locked at time of re-inspection – unable to verify.**

Room 140 – Preschool Room

- Fill hole in ceramic tile below the right lavatory. **Incomplete.**

Room 175 – Kitchen

- Seal walk-in cooler/freezer to walls and ceiling. **Partially completed; not sealed to ceiling.**
- Seal inside of walk-in cooler and freezer to the base. **Incomplete; transition plates not sealed to floor**
- Seal exhaust hood to walls and ceiling. **Partially completed; not sealed to ceiling.**
- Correct improper air gaps at indirect waste drain lines from the dishwasher, 2-compartment and 3-compartment sinks. **Incomplete; air gaps do not provide the space needed for pipe sizes.**

Exterior Storage

- Repair cracks in the concrete floor. **Incomplete.**

Exterior Site:

- Paint exposed steel lintels over all doors and windows. **Incomplete.**

Playgrounds:

- Per ASTM F1487, Paragraphs 5.5 and 15.2, provide labels on composite structures and swings. **Incomplete; labels are not provided on the composite structures.**

END REPORT