

## Appendix #1 - General Exterior

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**(Please attach relevant photographs and addition information to this appendix)**

The exterior façade of the building is constructed of:

- Brick  
 Natural Stone (Type: \_\_\_\_\_)  
 Concrete Block  
 Siding (Please check one of the following:    Metal,    Vinyl,    Wood)  
 Other/Combination (Please describe below)
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Is the current condition of the exterior of the building a hazard to building users?

**(Please check one)**

YES (If YES, please describe the hazard below)                       NO

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Please provide a general description of the existing condition of the exterior of the building:

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Please note the proposed remedy for the concerns noted above, please detail any implications to the historical quality of the building (if any) due to the proposed solution:

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Please identify any portions of the exterior façade or building structure supporting the exterior façade that have failed (or are failing at this time):

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Please note the proposed long-term exterior maintenance that will be undertaken to ensure the integrity of the proposed changes:

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## **Appendix #2 - General Interior**

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**(Please attach relevant photographs and addition information to this appendix)**

Please provide a description of the general interior condition of the building:

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Please note any known environmental or safety hazards that exist within the building:

- Asbestos
- Lead Paint
- Mold
- Other (Please describe below)

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Please note the interior concerns that will be addressed through the proposed project:

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Please note the proposed remedy for the concerns noted above (including concerns related to environmental or safety hazards), please detail any implications to the historical quality of the building (if any) due to the proposed solution:

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Please note the proposed long-term interior maintenance that will be undertaken to ensure the integrity of the proposed changes:

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## Appendix #3 - Exterior Walls

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**(Please attach relevant photographs and addition information to this appendix)**

Please note the type of construction of the exterior walls:

- \_\_\_\_\_ Load Bearing Masonry
- \_\_\_\_\_ Steel Frame
- \_\_\_\_\_ Timber Frame
- \_\_\_\_\_ Metal/Wood Stud Framing
- \_\_\_\_\_ Cast-in-Place Concrete
- \_\_\_\_\_ Other (Please describe below)

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Please note any safety concerns regarding the exterior walls, including cracking, settlement, water infiltration, spalling, delamination, etc. – Specifically identify how the problems related to the exterior walls are affecting the building occupants and users.

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Please note the proposed remedy for the concerns noted above:

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Please note the proposed long-term exterior maintenance that will be undertaken to ensure the integrity of the proposed changes:

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Please note if (and if yes, how) the planned revisions to the exterior walls will improve the quality of record storage:

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Please note if the problems with the exterior walls is impacting the overall structural stability of the building:

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## Appendix #4 - Roof(s)

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**(Please attach relevant photographs and addition information to this appendix)**

Please note the type of construction of the roof(s):

- Single Ply Membrane
  - Built-up (Asphalt)
  - Metal (Please check: Standing Seam , Copper)
  - Shingles (Please check: Asphalt, Slate, Wood)
  - Tile
  - Other/Combination (Please describe below)
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Please note the date the current roofing system was installed, and the overall condition of the roofing system:

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Does the roofing material contain asbestos or any other hazardous materials? Are roof leaks creating any environmental hazards within the structure:

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Please describe the proposed remedy, including details of the type of roofing systems proposed, as well as the warranty that will be supplied with the new roofing system:

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Please note the effect of the current condition of the roof on record storage, and how the proposed remedy will improve record storage:

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Please note if and how the proposed remedy will affect the exterior appearance of the building, specifically note any historical implications:

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## Appendix #5 - Windows and Doors

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**(Please attach relevant photographs and addition information to this appendix)**

Please describe the windows requiring replacement (i.e. Aluminum Awning Type), additionally please identify if the windows have single or double pane glazing:

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Please note the type of existing doors requiring replacement:

- Hollow Metal
- Wood (Please check:    Solid,    Veneer)
- Aluminum
- Other/Combination (Please describe below)

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Please describe the improvements to overall building security that will occur as a result of the replacement of the doors and windows:

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Please describe the improvements to record storage that will occur as a result of the replacement of the doors and windows:

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Please describe the proposed improvements utilized and the historical implications:

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Is failure of the windows and/or doors affecting other building systems or finishes?

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## Appendix #6 - Fire Safety

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**(Please attach relevant photographs and addition information to this appendix, as well as any report and/or citations from State and Local Fire Officials)**

The existing building has (Please check all that apply):

- Fire Alarm System
- Sprinkler System
- Adequate Exit Signage
- Emergency Lighting
- Panic Hardware
- Smoke Evacuation System

Please note any deficiencies (either omissions or outdated equipment) in the Fire Safety System:

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Please identify any building configuration concerns (i.e. dead-end corridors, lack of egress) that impact the level of Fire Safety provided to the building occupants:

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Please identify the proposed improvements to the building that will enhance Fire Safety:

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Please describe how the proposed changes will improve the Fire Safety of the building for the occupants and users:

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Please note if the proposed solution addresses concerns raised by state or local Fire Officials:

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## Appendix #7 - ADA Compliance

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**(Please attach relevant photographs and addition information to this appendix)**

Please note the height of the building in stories (i.e. 1, 2, 3, 4): \_\_\_\_\_

Is the first floor of the building accessible on grade or with a ramp?

YES

NO

Describe any ADA deficiencies:

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Please note the proposed remedy for the accessibility concerns. If the remedy involves the addition of an elevator, please describe the proposed location of the elevator and the implications of the proposed elevator addition to the historical character of the building (if any):

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Is an ADA lawsuit pending?

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Please note if all offices in the Courthouse are accessible to users:

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Please note if the proposed solution appears to meet current ADA standards:

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## **Appendix #8 - Structural Integrity**

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**(Please attach relevant photographs and addition information to this appendix)**

Please note which structural elements are problematic:

- Foundations
  - Basement/Retaining Walls
  - Load Bearing Walls
  - Floor Slabs
  - Columns
  - Beams/Joists
  - Other/Combination (Please describe below)
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Please provide a description of the structural problems that the building is experiencing:

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Please describe the proposed improvements to the structural system (Please describe repair methods, warranties of the repair, and preventative maintenance):

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Please describe how the structural problems impact the safety of the occupants and users of the building, and how the proposed repairs will improve safety for the occupants:

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Please note the implications of the proposed structural repairs to the historical character of the building (if any):

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Please note the affect of the current structural condition on the use of the building:

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## Appendix #9 - Security

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**(Please attach relevant photographs and addition information to this appendix)**

Please describe deficiencies of the existing security system that impact the safety of the occupants and/or secure file storage:

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Please list any deficiencies in regard to Courtroom security standards, including the West Virginia Supreme Court of Appeals Revised Standards for Family Courts

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Please note the degree of increased security for staff and of records kept by the offices of the county and courts:

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Please describe the existing perimeter security system:

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Please describe the existing security level for the staff of the building:

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## Appendix #10 - Electrical

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**(Please attach relevant photographs and addition information to this appendix)**

Please describe the current electrical system: \_\_\_\_\_AMPS, \_\_\_\_\_VOLTS

Please check one:    3 Phase, 4 Wire        1 Phase, 3 Wire

Please note all elements of the electrical system that will require upgrade:

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Entire System                               | <input type="checkbox"/> Transformer |
| <input type="checkbox"/> Panel                                       | <input type="checkbox"/> Circuit(s)  |
| <input type="checkbox"/> Exterior/Interior Lighting                  |                                      |
| <input type="checkbox"/> Technology (Phone System, Data Ports, etc.) |                                      |
| <input type="checkbox"/> Other/Combination (Please describe below)   |                                      |

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Is there any evidence that either the transformer or the light ballasts contain PCB's or other materials that may constitute and environmental hazard? (Attach reports if they exist)

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Please describe any current problems relating to the electrical system (including but not limited to all parts and components of the power distribution, lighting, and data systems). Please describe the proposed remedy for theses concerns:

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Please note the degree of increased efficiency and modernization in the preservation and storage of records due to the proposed improvements to the electrical and data systems:

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Please describe how the current electrical conditions impact the building and occupants:

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Please note if the proposed improvements appear to comply with existing codes:

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## Appendix #11 - Mechanical

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**(Please attach relevant photographs and addition information to this appendix)**

Please note the fuel source for the heating system (Check all that apply):

Coal      Electric      Gas      Other (Please describe below):

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The Ventilation/AC System is:

- No A/C
  - Rooftop
  - Window
  - Central
  - Room
  - AHU's (Air Handling Units)
  - Other/Combination (Please describe below)
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Please describe any problems with the mechanical systems of the building, include, but not limited to: HVAC; Water Supply; Backflow Preventers; Piping; Fixtures; Water Heaters; etc.:

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Please note the proposed improvements to the mechanical systems, and how these improvements will provide increased safety for the building occupants and users:

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Please note how the changes to the HVAC (Heating, Ventilation, and Air Conditioning) System will effect the quality of record storage:

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Please note how the proposed change will improve the building for the occupants:

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## Appendix #12 - Work Safety

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**(Please attach relevant photographs and addition information to this appendix)**

Please note any related areas of Work Safety Concern:

- Hazardous Material Exposure (Asbestos, Mold, Lead, etc.)
  - Clean Air (Amount of Outside Air, Sick Building Syndrome)
  - Clean Water Supply
  - Fall Protection
  - Electrical Hazards
  - Other/Combination (Please describe below)
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Please describe health or safety hazards related to the working environment of the building occupants and users:

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Please document the proposed remedy to the Work Safety condition(s) noted above; please include information regarding the degree of increased workplace safety for the personnel whose offices are contained in the County building:

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Do the physical improvements made to eliminate the safety hazard impact the historical character of the building?

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Do the physical improvements made to eliminate the safety hazard improve the environmental conditions for the occupants?

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Do the physical improvements made to eliminate the safety hazard improve either the working conditions or the security for the building occupants?

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## Appendix #13 - Space Requirements

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**(Please attach relevant photographs and addition information to this appendix)**

Please note the size and use for the additional space being proposed:

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Please note the additional space requirements identified by the West Virginia Courthouse Facilities Improvement Authority through the assessment conducted in the Summer/Fall of 2002: \_\_\_\_\_ SF

The additional space will be (Please check one):            Addition            Free Standing

Please describe the proposed building program that would be required to alleviate the space requirement concerns noted above. Please note the implications of the proposed addition and/or new structure to the historical character of the building or campus (if any):

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Please note the degree to which the proposed additional space will increase safety for the building occupants and users and increase the security of county records:

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Please note all Court related standards that are currently deficient that will be corrected due to the proposed additional space. Please specifically identify and attach all relevant standards.

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Does the current space deficiency create a hazard for building users?

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