

To: Board of Directors
Lambda Alpha Epsilon Fraternity, Inc.

From: Peter Spiegel, Facilities Committee

Re: Capital Improvements and House Maintenance

Attached please find some comments I have collected from my visit to the house just prior to this past Christmas Vacation. During the visit I spent several hours with House Manager Bill Berg reviewing the results of this past summer's work, as well as reviewing some of the new maintenance problems and those created by errors in construction this summer.

I also discussed with Bill and Dave Haviland implementation of a yearly maintenance program, and have included recommendations for what can be done in this fiscal year, assuming that the board has no money remaining to put into maintenance.

Since with the start of the next fiscal year it will be possible to free up some money for maintenance, it is important that decisions be made now as to how much money will be available, and what it should be spent on. Questions of professional involvement should be settled now so that proper time can be allotted for any design work which may be necessary.

Palo Alto, CA
January 14, 1978

I would recommend that the following items be considered for completion during this fiscal year. They are selected on a basis of cost and need. Full descriptions of the work are on the following pages:

- 1. Attic Insulation- At least pull the insulation along the roof off and place it on the floor. This is an excellent pledge project. Other parts of this overall work, described on page 2, could be done as long as the house manager could handle the cost.
- 2. Rear Stairwell - Described on page 2
- 3. Patch 2nd Floor Ceiling - Not described on remainder of report, but is recommended by the fire department and involves about \$10 worth of sheetrock, nails, tape, compound and paint. It would make an excellent pledge project also.

For next fiscal year, I would recommend that we begin to investigate now all of the items described on pages 2 & 4 of this report. Decisions should be based on:

- 1. Available amount of money
- 2. Continued amount of deterioration of waiter's kitchen sink and hot water heater
- 3. Recommendations of Kroner/Droste as to structure problems (see their respective reports).
- 4. Possible rates of damage to new work by letting things slide further in time (new leader pipes need heat cables, completion of floor, heat loss at back door, damage to roof at dormers, etc.).

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The following problems have arisen from this past summer's work:

1. Kitchen Floor - Leaky floor drain, loose tiles and spalled grout should be looked at by some area contractors and bids solicited. If the cost of repairs is not prohibitive, this work should be attended to as soon as possible.

FLOOR PENETRATIONS WHICH HAVE NOT BEEN PROPERLY SEALED SHOULD BE AS SOON AS POSSIBLE. This work was supposed to be done during work week, and will lead to deterioration of the floor if it is not done soon.

Sealing of the floor should be reviewed with an area contractor, and done if he feels it is useful and/or necessary. Cleaning of the floor can be done with a mild solution of muriatic acid, since acid-resistant materials were used in construction of the floor.

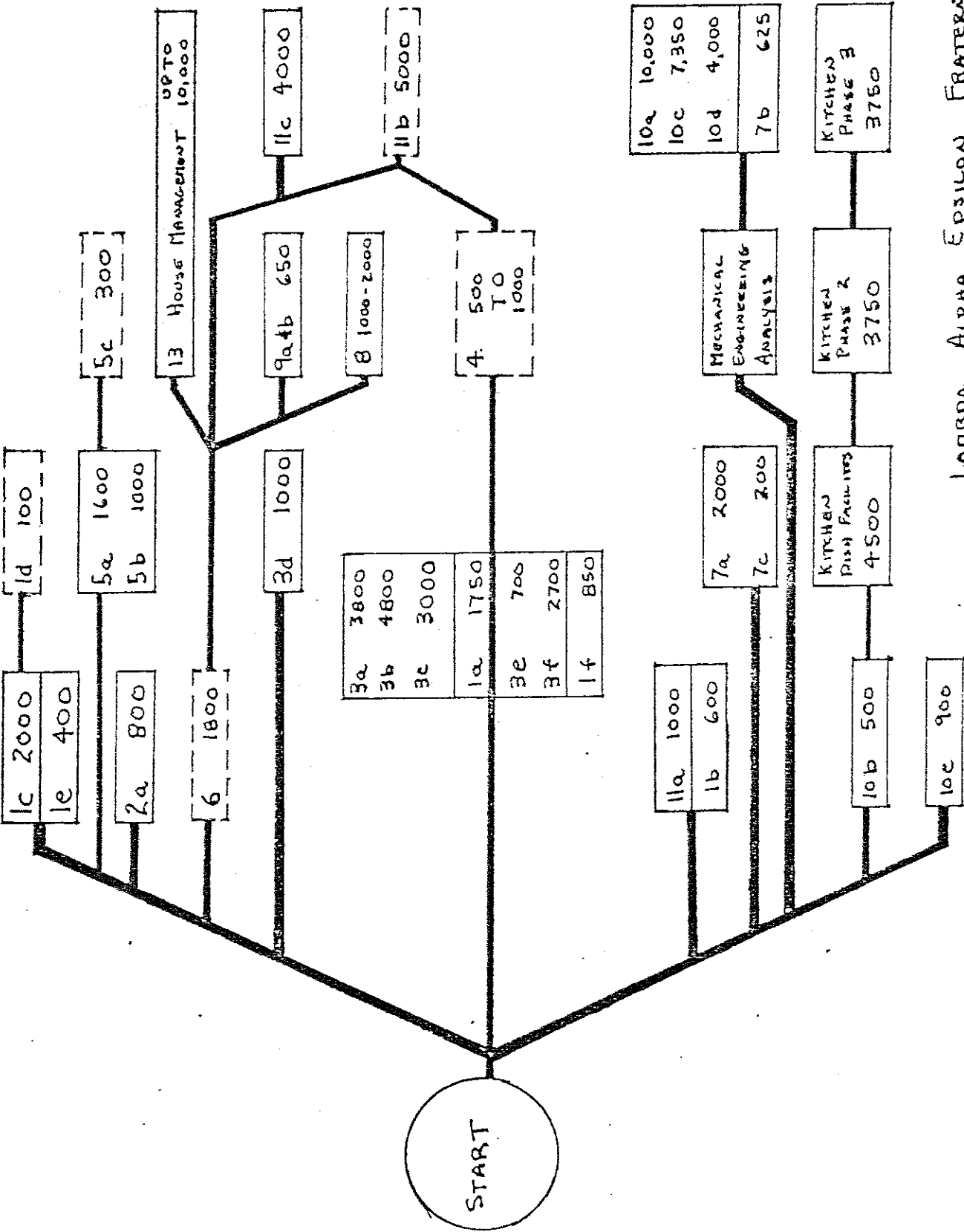
2. Rear Door & Swinging Door - Completion of a filler piece above the swinging door and installation of a suitable door saddle (weatherstriped) at the rear door should be undertaken. Dave is attempting to find the saddle which Jim Mellor ordered through Retallick's Lumber last summer.
3. Rear Stairwell - Hole at intersection of rear stairs up from basement and wall should be filled and painted. Handrail should be replaced at proper height and hole in ceiling of landing should be patched and finished. A sand or texture paint can be used to match the final finishes.
3. Meat Slicer - It may be possible to remove the right end bottom shelf from the pass-thru shelves (looking from main kitchen sink) and cut the support rods. The stainless steel table could also be electrified, but this would be quite an expensive undertaking.
4. Silverware Storage - A plastic silverware tray could be purchased from Lewis Equipment and placed on the pass-thru lower shelf or on the pass-thru counter. One of these is probably no more than \$5.00.
5. Kitchen Heat - Radiator may be air bound or drole valve (new) may be defective. I would contact Pete Fulgan, since the drole is guaranteed for one year, for help.

PRIORITY I

PRIORITY II

PRIORITY III

PRIORITY IV



Lambda Alpha Epsilon Fraternity, Inc.
 Capital Improvement Time Table

JANUARY 1978

High Priority Items - Revised for new conditions

Hot water - Existing hot water heater appears to need replacement due to leaks. I have asked Bill to contact Cole Supply, Trojan Plumbing and Pete Fulgan for prices. Cost for a properly sized unit should run about \$500.00 installed.

Dishwashing Facilities - Kitchen dishwashing sink has shown increased deterioration over the past few months, and I wonder how long it will remain servicable. Cost for complete replacement with designed facilities including dishwasher, sink, table, disposal controls and hookups will run about \$4500.00.

Dormer Repair - This has been discussed at length in the past. I estimate costs will run about \$2000.00.

Attic Insulation and Ventilation - I discussed this project with both Bill and Dave. In light of the increased heating costs, this would make an excellent pledge project for this year's pledges. Work would include installation of an attic stairway (weatherstriped), removing insulation from roof and placing it on the floor of the attic, sheetrocking of the unfinished room on the third floor, and insulating of the eaves. Ventilation of the attic can then be undertaken. Professional help will be needed to complete this and the eave insulation, as Dave and I have discussed. I estimate that total costs may run to \$1000.00, mostly in the ventilation and professional services needed.

Stabilize Interior Structure - See "Droste Report" The structure is probably approaching a dry condition, and completion of this work should be scheduled in, since it proceeds many items down line. Total cost with inhouse labor - \$1800.00.

Bath Ventilation - Bath renovation seems to be quite a ways down the line, and ventilation would significantly increase the life of the existing facilities. Total cost for the 4 baths with showers - \$600.00.

Window Wells - Completion of this will complete foundation waterproofing package. Total cost is \$800.00.

Leader Heat Cable - Installation of cables will help to prevent deterioration of all new roof and leader work. Total cost is \$400.00

1. ROOF REPAIRS

a. Main roof base flashings	1,750
b. Snow guards	600
c. Dormer repair	2,000
d. Repair and paint fascia trim	100
e. Leader heat cable	400
f. Garage base flashings	850

2. FOUNDATION

a. Window wells	800
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3. EXTERIOR MASONRY REPAIR

a. Pointing main house	3,800
b. Parapet repairs main house	4,800
c. Chimney caps	3,000
d. Terrace curbs	1,000
e. Pointing garage	700
f. Parapet work garage	2,700

4. REPAIR EXTERIOR DOORS AND WINDOWS

500 to 1,000

5. REPAIR FLAT ROOFS

a. Patio roof	1,600
b. Flat roofs	1,000
c. Repair and paint wood, fascia and trim	300

6. STABILIZE INTERIOR STRUCTURE

1,800

7. ELECTRICAL CORRECTIONS

a. Fire alarm	2,000
b. Electric heat	625
c. Correct unsafe lighting and wiring	200

8. STAIR REPAIRS

1,000 to 4,000

9. FIRE SAFETY PROBLEMS

- a. Installation of fire doors 550
- b. Hazards and protection 100

10. HEATING PLUMBING AND VENTILATION

- a. Repair heating system defects up to 10,000
- b. New hot water heater 500
- c. Renovation of bath facilities 7,350
- d. Upgrade plumbing system 4,000
- e. Bath ventilation 900

11. ENERGY CONSERVATION

- a. Attic ventilation and insulation 1,000
- b. Storm windows 5,000
- c. Air locks 4,000

12. KITCHEN RENOVATION

12,000

13. INTERIOR FINISHES

up to 10,000

Total Money Allocation 86,925 to 90,425

PROPOSED PROJECT PLAN

1. ROOF REPAIRS

While most of the roof repairs have been made, some work on flashings and miscellaneous repairs remain.

- a. Main roof base flashings: Replace existing parapet base flashings with new copper flashings.

Note: This work should be done in conjunction with repairs to parapet masonry. (#3b)

- b. Snow guards: Install snow guards on all slate roofs similar to the work done on main house rear roof. Main house and garage included.

Note: This work should be done in conjunction with or after the work on attic ventilation and insulation. (#11a)

- c. Dormer repair: Replace all trim at bottom of dormers to provide a permanent, watertight job.

- d. Repair and paint fascia trim: In-house finishing work to complete finishes associated with items 1c, and all previous work.

- e. Leader heat cable: Heating cables should be installed in all leaders subject to freezing in winter.

- f. Garage base flashings: Same work as 1a, except on garage.

Note: This work should be done in conjunction with repairs to parapet masonry. (#3f)

2. FOUNDATION

- a. Window wells: Raise level of basement window wells to prevent surface water from running in. Provide drains where none exist and flexible grout between foundation and well.

3. EXTERIOR MASONRY REPAIR

- a. Pointing main house: All loose mortar to be removed and pointing to be done to blend inconspicuously with existing mortar.

- b. Parapet repairs: Reset coping stones on rake of main house and repair loose masonry underneath.

Note: New flashing work should be done in conjunction with this work. (#1a)

- c. Chimney caps: Replace chimney caps and other cap stones with new drip edge cap stones and seal tops of unused chimney flues.
- d. Terrace curbs: Perimeter stones at front and side porches to be reset and spacing provided around piers. Loose paving at edges to be repaired.
- e. Pointing garage: Same work as 3a, except on garage.
- f. Parapet repairs: Same work as 3b, except on garage.

Note: New flashing work should be done in conjunction with this work. (#1f)

4. REPAIR EXTERIOR DOORS AND WINDOWS

Work included in this package is primarily related to repairing any defective or damaged doors or windows which might allow rain to enter the residence causing other damage.

5. REPAIR FLAT ROOFS

- a. Patio roof: Install new fabricated galvanized metal gutter and coat sloped roof.
- b. Flat roof: New hot process roof over existing flat roof structure.
- c. Repair and paint wood, fascia and trim: In-house finishing work to complete finishes associated with items 5a & 5b.

6. STABILIZE INTERIOR STRUCTURE

See "Droste report".

7. ELECTRICAL CORRECTIONS

- a. Fire Alarm: Upgrading of fire alarm system to include smoke detectors, exit lights, emergency lights, pull boxes and work on garage.
- b. Electric heat: Installation of permanent electric heaters

where needed. This work is only needed if some type of overall heating renovation is not undertaken.

- c. Correct unsafe lighting and wiring: While the major electrical problems have been taken care of, there still exists some problems with excessive use of zip cords in many of the rooms. In certain rooms, more duplex outlets should be provided where a history of problems exists. Most of this work is a problem of policing, not of major work.

8. STAIR REPAIRS

See "Kroner Report"

9. FIRE SAFETY PROBLEMS

- a. Installation of fire doors: This includes the installation of three fire doors required by fire inspectors. Additional doors may also be included to further enhance fire protection.
- b. Hazards and protection: This police action and any correction work should be done in conjunction with insurance company representatives.

10. HEATING PLUMBING AND VENTILATION

- a. Repair heating system defects: Minor repairs to the heating system were performed this summer. It is suggested that no work other than minor repairs be done until definite decisions as to our future actions have been made. A definite effort should be made to correct all leakage problems this coming winter.
- b. Hot water heater: Replace existing leaky heater with a new unit which can handle entire house and addition of dishwasher. A mechanical engineer should be consulted for proper sizing to maintain energy efficiency.
- c. Renovation of bath facilities: The bath facilities have deteriorated significantly, to the point that yearly maintenance is necessary to prevent serious water damage to other parts of the house.
- d. Upgrade plumbing system: Basement distribution has been replaced. Replacement of risers and waste lines are a questionable item. Each bathroom should have its plumbing replaced along with any renovation.
- e. Bath ventilation: All six bathrooms should be ventilated, with urgency being in the four with shower facilities.

11. ENERGY CONSERVATION

- a. Attic ventilation and insulation: See "Kroner report"
- b. Storm windows: See "Kroner report"
- c. Air Locks: See "Kroner report"

12. KITCHEN RENOVATION

See attached breakdown of remaining kitchen work

13. INTERIOR FINISHES

See "Kroner Report"

REMAINING KITCHEN WORK

Waiters' Kitchen

Dishwashing facilities	Table	1,730	
	Dish Washer	1,190	
	Booster	460	
	Disposal	490	
	Plumbing	100	
	Electrical	40	
	Sub Total	4,010	
Cabinets/Shelves		400	
Wall Finish		250	
	Total	4,660	4,660

Main Kitchen

Pass Thru Counter		660	
Table		930	
Pot Rack		110	
Cabinets/Shelves		250	
Plumbing		25	
Wall Finish		400	
	Total	2,375	2,375

Hung Ceiling

Carpentry		900	
Fixtures and Electrical		300	
	Total	1,200	1,200

Window Bars

	100	100
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Appliances

Meat Slicer		1,220	
Toaster		220	
	Total	1,440	1,440

Ventilation

	2,000	2,000
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Miscellaneous Finishes

	225	225
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Total Money Allocation

12,000

SUPPLEMENTAL FACILITIES REPORT
August 1977

The purpose of this report is to further define the scope of repairs necessary on the residence of the Lambda Alpha Epsilon Fraternity, Inc., to maintain a safe and functional living environment. It is written mainly as a planning tool for future development of project priorities and budgets.

This report draws much of its data from a report prepared for the fraternity by Walter M. Kroner and J. Bruce Kunkel, Associated Architects in March 1977, title "Evaluation Of Proposed Capital Improvement Program" ("Kroner report").

It does represent however, the revisions found necessary by investigation of many of the major items of work, and the removal of those items already contracted. It tries to give a more accurate accounting of the amount of expenditure needed to complete this program.

The major revisions are these:

1. Removal of those work items that the engineer, George Droste (see "Engineering Analysis Report" May 1977 -- "Droste report") felt were unnecessary.
2. Major increase of scope of masonry repairs.

It also shows a list of those items I feel are urgent to properly finish those work items begun this summer.

I feel that it is important that professional reaction to this report be solicited, especially in the area of masonry repairs.

It has been my pleasure to work on the Facilities Committee these past two years, and hope that the work I have begun will be continued in the years to come.

Respectfully submitted,



Peter Jay Spiegel
Facilities Committee Chairman

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HIGH PRIORITY ITEMS

Roof railing flashing		200
Dishwashing facilities		
a. Kitchen subtotal	4,010	
b. Hot water capacity	<u>250</u>	
	4,260	4,260
Pass thru table		
wood - temporary		150
steel - permanent		660
Pot rack		110
Dormer repair		2,000
Terrace curbs		1,000

1. ROOF REPAIRS

a. Main roof base flashings	1,750
b. Snow guards	600
c. Dormer repair	2,000
d. Repair and paint fascia trim	100
e. Leader heat cable	400
f. Garage base flashings	850

2. FOUNDATION

a. Window wells	800
b. Sill stones	200

3. EXTERIOR MASONRY REPAIR

a. Pointing main house	3,800
b. Parapet repairs main house	4,800
c. Chimney caps	3,000
d. Terrace curbs	1,000
e. Pointing garage	700
f. Parapet work garage	2,700

4. REPAIR EXTERIOR DOORS AND WINDOWS

500 to 1,000

5. REPAIR FLAT ROOFS

a. Patio roof	1,600
b. Flat roofs	1,000
c. Repair and paint wood, fascia and trim	300

6. STABILIZE INTERIOR STRUCTURE

1,800

7. ELECTRICAL CORRECTIONS

a. Fire alarm	2,000
b. Electric heat	625
c. Correct unsafe lighting and wiring	200

8. STAIR REPAIRS

1,000 to 4,000

9. FIRE SAFETY PROBLEMS

- | | |
|-------------------------------|-----|
| a. Installation of fire doors | 550 |
| b. Hazards and protection | 100 |

10. HEATING PLUMBING AND VENTILATION

- | | |
|----------------------------------|--------------|
| a. Repair heating system defects | up to 10,000 |
| b. Increase hot water capacity | 250 |
| c. Renovation of bath facilities | 7,350 |
| d. Upgrade plumbing system | 4,000 |
| e. Bath ventilation | 900 |

11. ENERGY CONSERVATION

- | | |
|-------------------------------------|-------|
| a. Attic ventilation and insulation | 600 |
| b. Storm windows | 5,000 |
| c. Air locks | 4,000 |

12. KITCHEN RENOVATION

12,000

13. INTERIOR FINISHES

up to 10,000

Total Money Allocation	86,475 to 89,975
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PROPOSED PROJECT PLAN

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Note: This work should be done in conjunction with repairs to parapet masonry. (#3b)

- b. Snow guards: Install snow guards on all slate roofs similar to the work done on main house rear roof. Main house and garage included.

Note: This work should be done in conjunction with or after the work on attic ventilation and insulation. (#11a)

- c. Dormer repair: Replace all trim at bottom of dormers to provide a permanent, watertight job.

- d. Repair and paint fascia trim: In-house finishing work to complete finishes associated with items 1c, and all previous work.

- e. Leader heat cable: Heating cables should be installed in all leaders subject to freezing in winter.

- f. Garage base flashings: Same work as 1a, except on garage.

Note: This work should be done in conjunction with repairs to parapet masonry. (#3f)

2. FOUNDATION

- a. Window wells: Raise level of basement window wells to prevent surface water from running in. Provide drains where none exist and flexible grout between foundation and well.

- b. Sill stones: Point marble sill stones on main house

3. EXTERIOR MASONRY REPAIR

- a. Pointing main house: All loose mortar to be removed and pointing to be done to blend inconspicuously with existing mortar.

- b. Parapet repairs: Reset coping stones on rake of main house and repair loose masonry underneath.

Note: New flashing work should be done in conjunction with this work. (#1a)

- c. Chimney caps: Replace chimney caps and other cap stones with new drip edge cap stones and seal tops of unused chimney flues.
- d. Terrace curbs: Perimeter stones at front and side porches to be reset and spacing provided around piers. Loose paving at edges to be repaired.
- e. Pointing garage: Same work as 3a, except on garage.
- f. Parapet repairs: Same work as 3b, except on garage.

Note: New flashing work should be done in conjunction with this work. (#1f)

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Work included in this package is primarily related to repairing any defective or damaged doors or windows which might allow rain to enter the residence causing other damage.

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- a. Patio roof: Install new fabricated galvanized metal gutter and coat sloped roof.
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- c. Repair and paint wood, fascia and trim: In-house finishing work to complete finishes associated with items 5a & 5b.

6. STABILIZE INTERIOR STRUCTURE

See "Droste report".

7. ELECTRICAL CORRECTIONS

- a. Fire Alarm: Upgrading of fire alarm system to include smoke detectors, exit lights, emergency lights, pull boxes and work on garage.
- b. Electric heat: Installation of permanent electric heaters

where needed. This work is only needed if some type of overall heating renovation is not undertaken.

- c. Correct unsafe lighting and wiring: While the major electrical problems have been taken care of, there still exists some problems with excessive use of zip cords in many of the rooms. In certain rooms, more duplex outlets should be provided where a history of problems exists. Most of this work is a problem of policing, not of major work.

8. STAIR REPAIRS

See "Kroner Report"

9. FIRE SAFETY PROBLEMS

- a. Installation of fire doors: This includes the installation of three fire doors required by fire inspectors. Additional doors may also be included to further enhance fire protection.
- b. Hazards and protection: This police action and any correction work should be done in conjunction with insurance company representatives.

10. HEATING PLUMBING AND VENTILATION

- a. Repair heating system defects: Minor repairs to the heating system were performed this summer. It is suggested that no work other than minor repairs be done until definite decisions as to our future actions have been made. A definite effort should be made to correct all leakage problems this coming winter.
- b. Increase hot water capacity: Taps have been placed in the plumbing system for this work. Additional capacity will be a necessity if dishwashing is added in the kitchen.
- c. Renovation of bath facilities: The bath facilities have deteriorated significantly, to the point that yearly maintenance is necessary to prevent serious water damage to other parts of the house.
- d. Upgrade plumbing system: Basement distribution has been replaced. Replacement of risers and waste lines are a questionable item. Each bathroom should have its plumbing replaced along with any renovation.
- e. Bath ventilation: All six bathrooms should be ventilated, with urgency being in the four with shower facilities.

11. ENERGY CONSERVATION

- a. Attic ventilation and insulation: See "Kroner report"
- b. Storm windows: See "Kroner report"
- c. Air Locks: See "Kroner report"

12. KITCHEN RENOVATION

See attached breakdown of remaining kitchen work

13. INTERIOR FINISHES

See "Kroner Report"

REMAINING KITCHEN WORK

Waiters' Kitchen

Dishwashing facilities	Table	1,730	
	Dish Washer	1,190	
	Booster	450	
	Disposal	490	
	Plumbing	100	
	Electrical	40	
	Sub Total	<u>4,010</u>	
Cabinets/Shelves		400	
Wall Finish		250	
	Total	<u>4,660</u>	4,660

Main Kitchen

Pass Thru Counter		650	
Table		930	
Pot Rack		110	
Cabinets/Shelves		250	
Plumbing		25	
Wall Finish		400	
	Total	<u>2,375</u>	2,375

Hung Ceiling

Carpentry		900	
Fixtures and Electrical		300	
	Total	<u>1,200</u>	1,200

Window Bars

	100	100
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Appliances

Meat Slicer		1,220	
Toaster		220	
	Total	<u>1,440</u>	1,440

Ventilation

	2,000	2,000
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Miscellaneous Finishes

	225	225
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Total Money Allocation		<u>12,000</u>
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