

**West Virginia Courthouse Facilities
Improvement Authority**

2013 – 11th Grant Cycle



Application for Funding Assistance

Application Postmark Deadline: NOVEMBER 4, 2013

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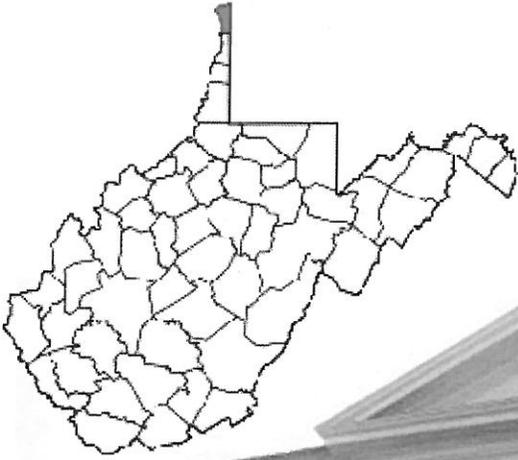
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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. The second part covers the various methods used to record transactions, including the double-entry system and the use of journals and ledgers. It also discusses the importance of regular reconciliations to identify and correct any errors. The third part of the document focuses on the classification of transactions into different accounts, such as assets, liabilities, and equity. It explains how these transactions affect the accounting equation and how they are recorded in the general ledger. The final part of the document discusses the preparation of financial statements, including the balance sheet, income statement, and statement of cash flows. It provides a step-by-step guide to the process, from gathering the data to the final presentation of the statements.

Hancock County Courthouse NEW CUMBERLAND, WV



The following Facility Assessment of the Hancock County Courthouse is provided by the West Virginia Courthouse Facilities Improvement Authority to assist the County in preparation of WVCFA grant applications. It is intended to identify and prioritize facility deficiencies, offer recommendations, and assist in developing project budgets. The on-site assessment was conducted on August 9 and 10, 2012. A list of the Assessment Team members is included at the end of this report.

The report is organized to align with the following project categories of the WVCFIA grant application.

1.0	NFPA Life Safety	6
2.0	Structural	14
3.0	Architectural - Roofing	18
4.0	Electrical/Data	22
5.0	Architectural - Exterior Systems	33
6.0	Architectural - Interior Systems	46
7.0	Mechanical Systems- HVAC, Plumbing, and Fire Protection	51
8.0	Architectural - Doors and Windows	62
9.0	Accessibility	67

The Hancock County Courthouse is located at 102 North Court Street, New Cumberland, West Virginia. The Courthouse was constructed in two main phases including the 1921 section located to the north of the 1968 section. The two sections are connected by an enclosed stair element. Each section has three stories. The total building area is approximately 20,360 gross square feet. The 1921 original building section is approximately 9,360 gross square feet. The 1968 annex section is approximately 10,764 square feet. The stair element that connects the two is approximately 236 gross square feet.

The Assessment identifies building code and ADA compliance issues, and the condition and usability of building systems. The following building codes have relevance to this assessment:

- 2009 National Fire Protection Agency NFPA 101 Life Safety
- West Virginia Fire Code
- 2009 NEC National Electric Code
- 2010 ADA Standards
- IBC Plumbing Structural HVAC
- NFPA 914 Code for Fire Protection of Historic Structures

Prior to the list of General Issues, we have indicated action item(s) that warrant attention as we believe these items have the capacity to pose an immediate threat to public safety. Our indication of these items in no way diminishes the importance of the list of General Issues.

General Issues are either building code deficiencies and/or building systems that require repair or total replacement. The recommended order of project priority is based upon our judgment of the relative importance of the issues and in recognition of the realities and limits of project funding. Ideally, the County would have the capability to immediately address all of the code deficiencies as every one of the items relate to the safety of building occupants. It should be noted that the Assessment Team cannot predict or be responsible for the eventualities of building use and the impact of rectifying one deficiency at the expense of another. The Assessment simply establishes a recommended general order of priorities that should be considered by the County in view of its particular building program, circumstances, and funding capacity.

After code issues, we have listed the primary building systems or components that are at or near the end of their useful service. We have established the priorities of system upgrade based upon either a

sequential logic of repair where one system should precede another due to interdependence, or based upon our opinion of which system is projected to fail first. However, it is clearly possible that one building system would fail before another requiring a shift in priorities. It should be also noted that the primary recommended ADA upgrade is the introduction of a new elevator that will provide accessibility between the 1921 and 1968 building sections. This recommendation is logically made after the electrical upgrades to provide the necessary power for elevator operation. Yet some matters of ADA accessibility are both relatively inexpensive and simple to address, and like all matters in this report, the County can obviously approach any of the items as they deem critical to their needs.

Recommended Immediate Action:

1. Repair the loose concrete wash at the top of the cornice as identified in 3.4. Estimated project cost \$12,000.

Code Compliance Issues:

1. Install sprinkler system throughout the building as indicated in sections 1.3 and 7.6 to comply with the Code. Estimated project cost \$200,000.
2. Install new fire alarm system to comply with the Code as indicated in section 4.8. Estimated project cost \$100,000.
3. Install separate emergency power transfer switches or install battery wall packs for emergency egress lighting to comply with the Code as indicated in section 4.1 and section 4.7. Estimated project cost \$15,000 to \$34,000.
4. Install emergency egress lighting and additional exit lighting to comply with the Code as indicated in section 4.7. Estimated project cost \$21,000.
5. Upgrade life safety requirements to comply with the Code as indicated in sections 1.4, 1.5 and 1.6. Estimated project cost \$10,000.
6. Upgrade branch electrical distribution panels and associated wiring to comply with the Code as indicated in section 4.3. Estimated project cost \$300,000.
7. Install elevator to provide ADA access to original section of the courthouse to comply with ADA Standards as indicated in section 9.1.2. Estimated project cost \$325,000.
8. Upgrade ADA parking requirements to comply with ADA Standards as indicated in section 9.1.1. Estimated project cost \$6,500.
9. Upgrade door hardware to comply with ADA Standards as indicated in section 9.5. Estimated project cost \$9,000.
10. Install signage to comply with the Code and ADA Standards as indicated in section 9.4. Estimated project cost \$8,000.
11. Upgrade courtrooms to comply with ADA Standards as indicated in section 9.2. Estimated project cost \$74,000.
12. Replace existing HVAC system to comply with the Code as indicated in section 7.3. Estimated project cost \$1.3 million.
13. Install new HVAC equipment catwalk to comply with the Code as indicated in section 7.1. Estimated project cost \$18,000.
14. Upgrade data wiring to comply with the Code as indicated in section 4.9. Estimated project cost \$78,000.

Recommended General Issues:

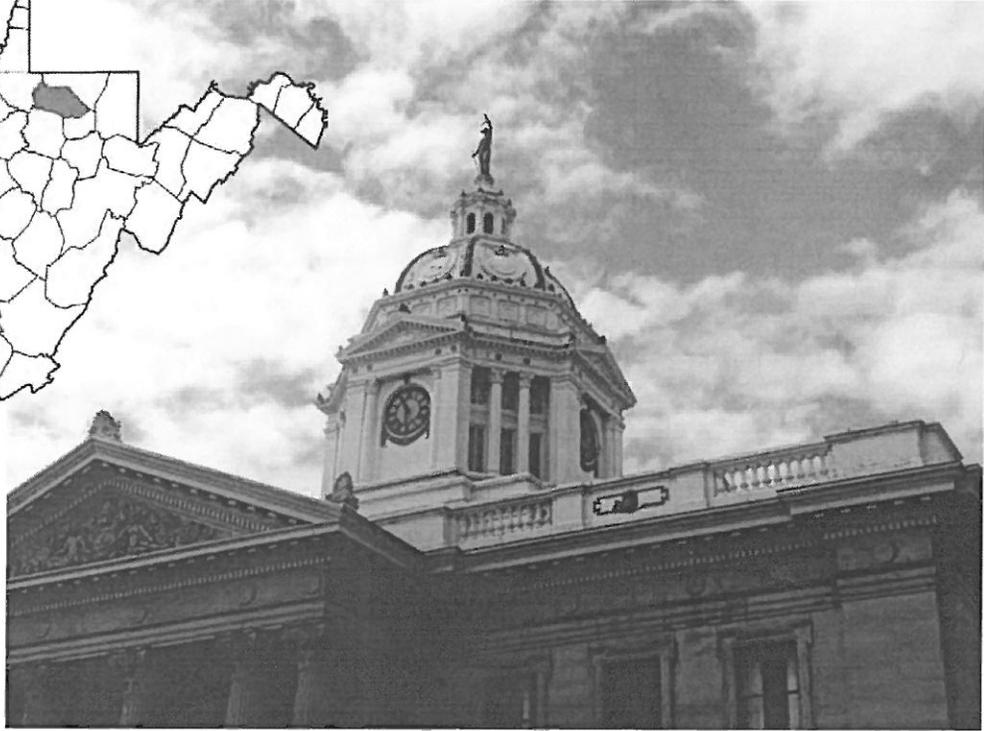
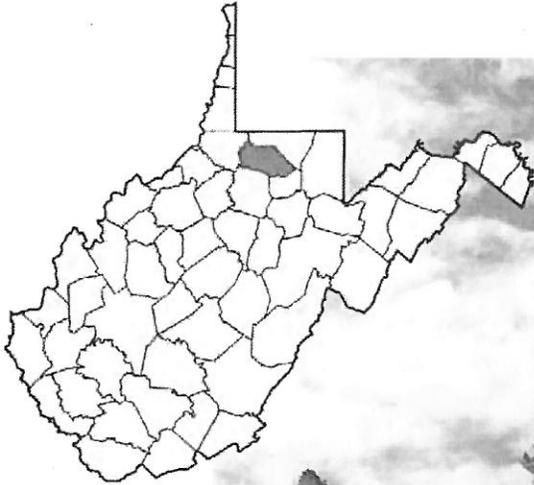
1. Replace roof on annex as identified in section 3.1. Estimated project cost \$100,000.

2. Install new coping on original courthouse and annex as identified in section 3.2. Estimated project cost \$18,000.
3. Rehabilitation of exterior masonry as identified in section 5. Estimated project cost \$63,000.
4. Install new perimeter foundation waterproofing at original courthouse section as indicated in section 5.1. Estimated project cost \$45,000.
5. Replace incoming electrical service as indicated in section 4.2 Estimated project cost \$100,000.
6. Replace non-emergency interior lighting and controls as identified in section 4.6. Estimated project cost \$8,000.
7. Replace sanitary piping as indicated in section 7.5. Estimated project cost \$30,000.
8. Interior finish upgrades as indicated in section 6. Estimated project cost to be determined.

Limits of assessment: While we believe the assessment has considered in a general way every primary building system, there is no guarantee that a system or component either addressed in the report or otherwise not addressed in the report will not fail. It should be noted that the assessment is not an exhaustive analysis. While it is a reasonably thorough review of the current building and its systems, it does not include an analysis of every building system component and all of its related parts, and it is reasonable to expect that the condition of a particular piece of equipment, condition, or building system could be omitted. The assessment also does not include destructive testing methods whereby a system is dismantled or building elements are uncovered to determine the underlying or concealed condition. The assessment is limited to what is readily observable of the systems that could be reasonably accessed. Additionally, the assessment did not test for hazardous materials. While some materials in the building are reasonably expected to contain lead paint or asbestos such an analysis is beyond the scope of this report. For knowledge of the extent of such materials we recommend a hazardous materials report.

Courthouse Physical Security: The assessment does not fully consider the matter of physical Courthouse security. As with many aged courthouses, the nature of the facility severely limits the capability to introduce new zoning and circulation systems that reasonably separate users, fully isolate in-custody litigants, and provide a level of safety found in newer justice facilities. As with many older Courthouses, detainees are unfortunately escorted through the public corridors and stairways of the Courthouse in the same space as the staff and public. However, it is worth noting that the proposed ADA elevator addition has the potential to both resolve much of the barrier issues between the 1921 and 1968 sections, while simultaneously serving as a circulation system for in-custody litigants and thus improving physical security.

Marion County Courthouse FAIRMONT, WV



The following Facility Assessment of the Marion County Courthouse is provided by the West Virginia Courthouse Facilities Improvement Authority. The Assessment is intended to identify and prioritize facility deficiencies, offer recommendations, and assist in developing project budgets. The on-site assessment was conducted on September 4, 2012. A list of the Assessment Team members is included at the end of this report.



The report is organized to align with the following project categories of the WVCFIA grant application.

1.0	NFPA Life Safety	6
2.0	Structural	16
3.0	Architectural - Roofing	21
4.0	Electrical/Data	27
5.0	Architectural - Exterior Systems	43
6.0	Architectural - Interior Systems	56
7.0	Mechanical Systems- HVAC, Plumbing, and Fire Protection	69
8.0	Architectural - Doors and Windows	88
9.0	Accessibility	96

The Assessment identifies building code and ADA compliance issues, and the condition and usability of building systems. The following building codes have relevance to this assessment:

- 2009 National Fire Protection Agency NFPA 101 Life Safety
- West Virginia Fire Code
- 2009 NEC National Electric Code
- 2010 Standards
- IBC Plumbing HVAC Structural
- NFPA 914 Code for Fire Protection of Historic Structures

Prior to the list of General Issues, we have indicated action item(s) that warrant attention as we believe these items have the capacity to pose an immediate threat to public safety. Our indication of these items in no way diminishes the importance of the list of General Issues.

General Issues are either building code deficiencies and/or building systems that require repair or total replacement. The recommended order of project priority is based upon our judgment of the relative importance of the issues and in recognition of the realities and limits of project funding. Ideally, the County would have the capability to immediately address all of the code deficiencies as every one of the items relate to the safety of building occupants. It should be noted that the Assessment Team cannot predict or be responsible for the eventualities of building use and the impact of rectifying one deficiency at the expense of another. The Assessment simply establishes a recommended general order of priorities that should be considered by the County in view of its particular building program, circumstances, and funding capacity.

After code issues, we have listed the primary building systems or components that are at or near the end of their useful service. We have established the priorities of system upgrade based upon either a sequential logic of repair where one system should precede another due to interdependence, or based upon our opinion of which system is projected to fail first.

Recommended General Issues and Project Cost:

Code Compliance Issues:

1. Life Safety upgrades and sprinkler system installation as indicated in section 1. Estimated project cost \$485,650.
2. Install smoke evacuation system in public lobby as indicated in section 7. Estimated project cost \$_____.
3. Upgrade Fire Alarm as indicated in section 4.8. Estimated project cost \$140,000.
4. Install Code required emergency lighting as indicated in section 4. Estimated project cost \$28,000.
5. ADA accessibility upgrades as indicated in section 9. Estimated project cost \$_____.
6. Configure data wiring in compliance with Code as indicated in section 4.9. Estimated project cost \$15,000.

Building Preservation and Maintenance Issues:

1. Repair skylights as indicated in section 3. Estimated project cost_____.
2. Dome/cupola restoration as indicated in section 3. Estimated project cost \$1,000,000.
3. Exterior masonry restoration as indicated in section 5. Estimated project cost_____.
4. Replace fan coil condensate drains throughout as indicated in section 7. Estimated project cost \$50,000.
5. Upgrade toilet exhaust as indicated in section 7. Estimated project cost_____.
6. Replace central 1994 boilers and chillers as indicated in section 7. Estimated project cost_____.
7. Replace Circuit Courtroom HVAC as indicated in section 7. Estimated project cost_____.
8. Plaster repair/restoration as indicated in section 5. Estimated project cost_____.
9. Stained glass window repair as indicated in section 5. Estimated project cost_____.
10. High density filing floor loading as indicated in section 2. Estimated project cost \$15,000.

Limits of assessment: While the assessment has considered in a general way every primary building system, there is no guarantee that a system or component either addressed in the report or otherwise not addressed in the report will not fail. It should be noted that the assessment is not an exhaustive analysis. While it is a reasonably thorough review of the current building and its systems, it does not include an analysis of every building system component and all of its related parts, and it is reasonable to expect that the condition of a particular piece of equipment, condition, or building system could be omitted. The assessment also does not include destructive testing methods whereby a system is dismantled or building elements are uncovered to determine the underlying or concealed condition. The assessment is limited to what is readily observable of the systems that could be reasonably accessed. Additionally, the assessment did not test for hazardous materials. While some materials in the building are reasonably expected to contain lead paint or asbestos, such an analysis is beyond the scope of this report. For knowledge of the extent of such materials we recommend a hazardous materials report.

