

Library Annex Work Scope Draft  
September 10, 2015

Foundation

1. Structural inspection to confirm ability to support bookshelf loads
2. Repair and upgrade if needed

Utilities

1. HVAC
  - a. Service/Repair Unit
  - b. inspect, and clean ductwork
  - c. Optional: Price replacement of registers
2. Electrical
  - a. Inspect wiring
  - b. Recommendations for code compliance and upgrades to support current technology needs
  - c. Check for / add (if needed) data wiring
  - d. Add Dryer receptacle in kitchen
3. Plumbing
  - a. Inspect and make recommendations for code compliance and upgrades
  - b. Repair/update if needed
  - c. Update washing machine connections.
4. Gas
  - a. Check and update for code compliance
  - b. Dismantle piping to range and retest for pressure
  - c. Demo range hood

Roof

1. Inspect for cracks and degradation
2. Repair if needed

Building Exterior

1. Repair brick
2. Repair crawl space access
3. Pressure wash building
4. Repair or replace soffit/gutters/misc as needed

Front Porch

1. Update or replace front door
2. Add ramp
3. Optional: Add porch swing

Grounds

1. Remove limbs / raise canopies / remove trees as needed
2. Build retaining wall
3. Install portable storage shed
4. Add exterior sign
5. Optional: Add fence between annex and neighbor if needed

Fireplace

1. inspect for usability
2. clean chimney

Throughout Interior

1. Update windows: price repair vs storm vs new
2. Paint walls, window/door frames, ceiling, trim - sand/repair prior to paint if needed
3. Paint registers to match

4. Add and update lighting and light fixtures
5. Update to comply with ADA and code as required
6. Add additional outlets
7. Security alarm

#### Front Room/Lobby (1)

1. Patch, resurface, refinish floors

#### Parlor/Collection Room A (2)

1. Remove Door and patch jamb
2. Repair, resurface, and refinish floor
3. Remove quarter round from floor/trim and caulk
4. Remove curtain boxes

#### Bath Hall

1. Repair ceiling
2. Remove closets
3. Optional: convert closet space to display or other storage

#### Bathroom

1. Remove all fixtures / replace sink, cabinet, and toilet
2. Remove linoleum and replace with plank vinyl
3. Repair walls / remove mold
4. Add mop sink in place of bathtub
5. Add exhaust fan / light combo

#### Center Room / Collection Room B (3)

1. Remove cabinets
2. Remove doors and patch jamb
3. Resurface and refinish floors
4. Remove ceiling fan
5. Remove plumbing access
6. Remove closet
7. Remove door hinges and patch jamb

#### Center Room #2 / Collection Room C (4)

1. Update floors
  - a. Remove carpet
  - b. Resurface and refinish floors
2. Update ceiling
3. Paint doors
4. Repurpose small closet
5. Demo large closet
6. Replace door to conference room

#### Conference Room (5)

1. Remove curtain boxes
2. Refloor with vinyl plank(?)
3. Update ceiling
  - a. Remove drop ceiling
  - b. Install sheetrock
4. Remove upper paneling and replace with sheetrock
5. Add chair rail
6. Replace closet hardware
7. Sheetrock closet

#### Dining Room / Technology Room (6)

1. Add 3 way switch
2. wire for fan
3. Remove french doors
4. Patch and paint jambs
5. Sand/paint built-in cabinet and replace hardware

#### Kitchen (7)

1. Replace Countertops
2. Paint cabinets and replace hardware
3. Replace sink
4. Sheetrock ceiling
5. Sand and paint doors
6. Update floors
  - a. remove linoleum
  - b. resurface and refinish hardwoods

#### Back Porch (8)

1. Enclose with windows or glass blocks
2. Remove washer connection
3. Replace back door
4. Upgrade vents

#### Furniture/Equipment

\*Donated from local stores?

1. Couch or loveseat (lobby)
2. Wingback chair (lobby)
3. Coffee table (lobby)
4. Small desk w/chair for staff (lobby or technology room)
5. Work Table(s) w/ chairs (technology room)
6. Computer workstation (technology room)
7. Staff laptop (lobby or technology room)
8. Copy/Print/Fax (technology room) - Vendor: Datamax
9. Wireless phone
10. Conference table w/ chairs (conference room)
11. Optional: Stacked washer/dryer (kitchen)
12. Bookcarts
13. Fire extinguishers
14. Interior and exterior trash cans

## Priority Schedule for Scope of Work

### Priority 1

- All Structural Issues
- All Compliance Issues
- All Code Issues
- Bathroom
- Air conditioning and Heat
- Problem Tree limbs
- Storage Building

### Priority 2

- Porch Ramp
- All remaining Utility work
- Remove gas from kitchen

### Priority 3

- Wall and trim repair and painting
- Floor updates, repair, and refinishing
- Closet and Cabinet demo
- Back Porch enclosure and doors

### Priority 4

- Light fixtures
- Curtain Boxes
- Kitchen updates and repair
- Door and door jamb update and repair

### Priority 5

- Retaining wall
- Removal/Addition/Change to washer and dryer connections
- Exterior Sign
- All Exterior work

### Priority 6

- All remaining projects
- Furniture