

# City of Gahanna

Facility Assessments  
March 05, 2018





## Introduction:

OHM Advisors is pleased to present this Facility Analysis for existing buildings owned and operated by the City of Gahanna. Teams from OHM and our consultant Roger D. Fields and Associates visited the City Hall, Police Station, Senior Center, Service Operations Complex and the Parks Maintenance Facility, Fleet Maintenance and the Golf Course Facility and the over the course of several weeks during summer and fall of 2017. We used a format that allowed us to walk the spaces, make notes and photos, and then evaluate.

Our basis for evaluating these facilities is a triple rating scale that rates the quality of the space, the priority for repair for any items noted, and a functionality assessment. On the following pages, we will provide an overall narrative for each building followed by the detailed assessment data in the categories described above. A separate evaluation addressed Program functions and is to be used in combination with this report.

Items generally evaluated in the Facility Assessment include the structure, (cracks, deficiencies, corrosion), the exterior enclosure (walls, roofs, waterproofing, sealant, doors, hardware, Interior spaces (cracks, paint, carpet, flooring materials, lighting, ceilings, stairs, elevator), systems (HVAC, lighting, power) including type, age, lifespan, deficiencies.

Functionally, we looked at how well the current facility compares to modern, contemporary spaces including finishes, acoustics, comfort, light, storage, workspace, ability to meet requirements for program and performance.

Ratings were determined based on a scale of condition and priority to be addressed. The scale went from "A" to "C", with "A" being "Adequate" and "C" being "Poor". Priority was rated on a scale of 1 to 3, with 1 being "No Attention Required" and 3 being "Immediate Attention Required". Ratings are color-coded for easy review with a summary scale at the top of the page. The scale is as follows:

Ratings	Priority
A. Adequate	1. No Attention Required
B. Fair	2. Attention Required in next two years
C. Poor	3. Immediate Attention Required

## 1. Summary: City Hall Facility Condition

Str
Env
Int
Mech
Elect
Plumbing

The building is generally in adequate condition. The building's exterior requires no immediate investment except for the water infiltration occurring below grade in the basement. Maintenance staff reports that some windows currently leak and repairs should be undertaken.



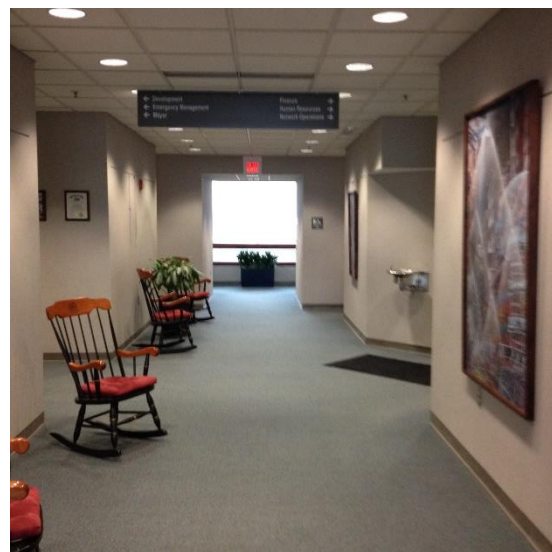
Finishes are generally adequate, but appear dated. Some wear is visible, and should be addressed as administrative program areas are updated. The basement is used for records storage but suffers from water infiltration and excess humidity.

Mechanical systems need to be updated to better be able to maintain consistent temperature and humidity. The building currently lacks dehumidification and feels musty due to lack of outside air changes. Most office spaces are lit with T8 fluorescent technology with parabolic lenses on fixtures and the building feels dim. The current digital control system does not allow for proper control of temperature and humidity, resulting in inconsistent temperature and humidity throughout. The mechanical units are older and may not be providing enough outside air to meet current standards. Digital Controls are obsolete and should also be updated as the mechanical systems are addressed.

Functionally, space in the building generally ranges from adequate to fair. Some program areas have more than enough space while others are somewhat cramped and inefficient. The location, adjacency of and size of administrative functions could benefit from a reshuffling and reapportionment based on more contemporary approaches to city administrative functions. Options for consolidating administrative functions between departments, establishing additional conference and meeting areas for shared use, consolidating cash and money transactions, and separating public service areas from administrative functional areas should be considered. A more targeted evaluation of Program and Space Needs is addressed in the companion report to this document.



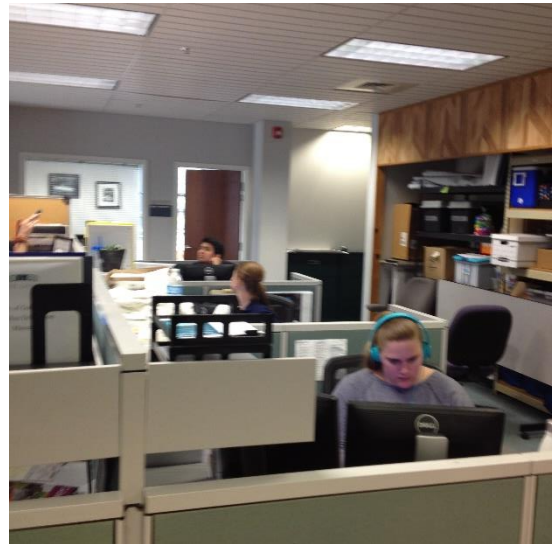
Evidence of moisture infiltration in basement walls



Dated finishes and lighting, and wasted space



Storage in exit vestibule



Cramped inefficient space utilization

---

**2. Summary: Fleet Maintenance Facility Condition\* (\*This is a facility jointly used by both City of Gahanna and the Gahanna Jefferson Public School District. It is not owned by the City of Gahanna)**

Str
Env
Int
Mech
Elect
Plumbing

This shared facility is in generally good condition. There is a concern with some cracks that are visible in the south wall and stairwell and at the east side of the break room. The south wall also shows signs of water damage due to a current or former parapet or roof leak. Due to structural movement, some exterior doors do not operate properly and are racked or binding. The hardware configuration on the doors does not meet ADA standards. Refer to Program and Needs Assessment report for other functional concerns.

Mechanical systems do not adequately maintain heat and cooling due to poor zoning and lack of proper controls. The spaces are utilitarian but function as intended.





Cracks in wall at break room and stairwell.



Stain on exterior indicates likely location of water infiltration  
In south wall at Parapet.



Heaved stoop at exit door causes door to bind



### 3. Oklahoma Property General-

City-owned property known as the Oklahoma Property is shared by the Parks Maintenance Department and the Service Operations Department. Each area is separately evaluated below.

#### 3A. Summary- Parks Maintenance Oklahoma Property

Str

Env

Int

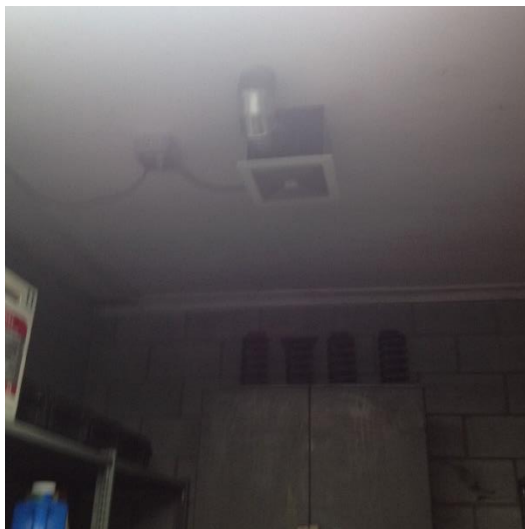
Mech

Elect

Plumbing

The Parks Maintenance portion of the campus consists of various buildings used for parks maintenance operations. These include an office/storage building (also sometimes used for lifeguard training and emergency shelter), a barn used by arborists, material storage sheds, and a maintenance building. We specifically reviewed the office building and barn. The office building was originally the water treatment plant for the Village of Gahanna. The tanks still exist below the building, accessible through a hatch in the floor. We did not investigate that space.

The building has been upgraded incrementally by parks staff and is currently serviceable. The home-made nature of the improvements causes some concern since it is not clear whether the materials are properly constructed and installed to meet building code requirements regarding fire resistance and fire separation. Because there is no fire suppression system, walls and doors should be fire rated and doors should all be on closers. Storage areas should be separated from business areas by fire walls. Additionally, paint and chemical storage needs to be properly accommodated including appropriate ventilation (currently a bathroom vent in the paint room).



Chemical storage and bath ventilation to remove fumes.



### 3B. Summary - Service Operations Building Oklahoma Property

Str
Env
Int
Mech
Elect
Plumbing

Service Operations occupies several buildings on the Oklahoma property. Because some of the site is in the flood plain, storage and some uses are restricted. In general, the office building includes a break area, offices, vehicle bays, equipment and supply storage. The building was initially constructed as a vehicle garage but has been modified over the years, mostly by city staff creating makeshift offices and other areas. It is the makeshift and ad-hoc nature of the improvements that causes the most concern.

Given the building's use as a shop and storage facility (with only periodic limited occupancy for office/administrative functions), the case could be made that it is adequate for use strictly as a maintenance shop area, yet there are concerns regarding compliance with building and life-safety codes should occupancy be more continuous. Concern would be greater if this was a public use facility.

Structurally, the buildings are utilitarian, and in fair condition. There are small cracks and routine maintenance items such as missing sealant that were noted. The home-made nature of the office and break room improvements causes the most concern since it is not clear whether the materials are properly constructed and installed to meet building code requirements regarding fire resistance and proper fire separation between maintenance / shop functions and administrative space. Office doors and corridors do not appear to carry proper flame spread and fire ratings.

As a shop and maintenance facility, the unit heaters are adequate. Due to the office and break room added, a makeshift furnace has been installed. Proper code compliant commercial quality systems and materials installed with proper fire separations should be considered if long term use is anticipated.

Specific mention was made regarding the salt dome, which has less than adequate capacity. The current dome holds 1300 tons of salt, yet to benefit from quantity buying, the city needs to buy 2000 to 3000 tons to get best value. The current dome must be loaded by blowing the salt in and dropping it from the top, given the conical shape of the building. A facility that would allow for the salt to be dumped and pushed in with a skid steer or front loader would be better.





Break Room/Training Room



Structural Cracks to be addressed



Typical Office



Makeshift furnace





#### 4. Summary - Police Building

Str
Env
Int
Mech
Elect
Plumbing

The police building is the least functional of the buildings visited. Originally constructed for a force half the size of current, most spaces and functions are inadequate to meet the needs of the current department. The building is structurally sound with the exception of water infiltration entering the basement and around second floor windows, but functionally, it cannot meet current needs.

There are some building code concerns (doors without closers, gunsmithing in the mechanical room, accessibility compliance). Gaps in exterior sealant and cracks in the stucco have allowed water in, and bees and birds into ceiling space on the second floor. The HVAC system is in poor condition and in need of significant upgrade. The electrical system is at capacity, since it was designed for a time when there weren't as many devices, charging stations and systems requiring power. The building is also not ADA compliant.

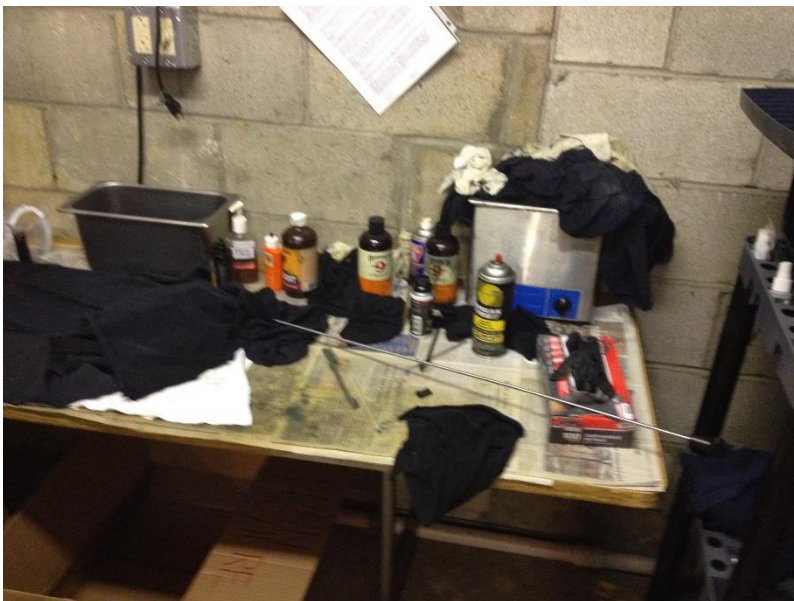
Modifications made to accommodate the growing changing department over the years have created compromised conditions in many areas and programmatically, many areas are at maximum capacity and below par for current police facilities. Locker rooms, equipment storage, fitness facilities, lack of separated space for command staff, proper separations for public, secure entry and detention functions, lack of proper gunsmithing area, training, roll call, operations, interview areas etc. are all sub-par. The emergency operation center in the second floor conference room also lacks proper secure protection and hardening from threats or severe weather conditions.

Mechanical equipment is not keeping up with heating and cooling demand, and the electrical system is overtaxed due to extension cords, lack of appropriate charging stations and panels at maximum capacity. An adjacent vehicle bay has been converted to a fitness facility but equipment is still stored in the same location.

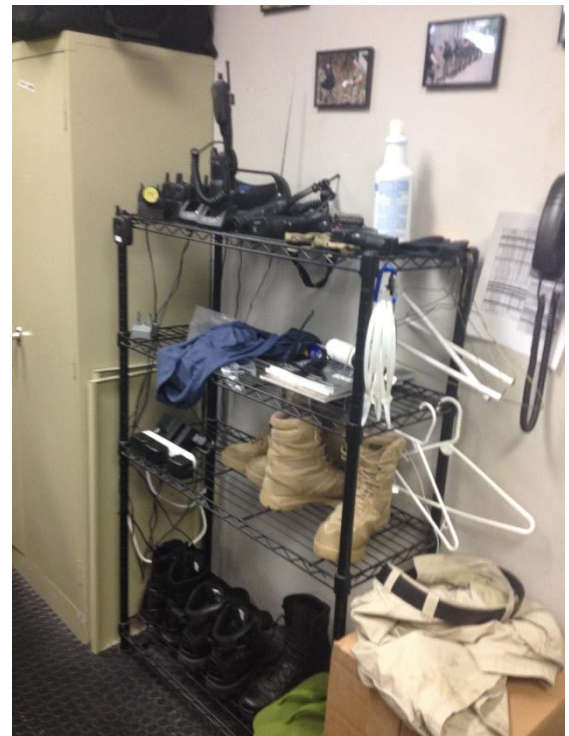
The detention functions are obsolete and inadequate since they were built in a time when the standards were different. Originally a three-day holding facility, the current facility can only be used as a six hour facility before prisoners must be transported to other facilities. There is also inadequate separation for male and female and poor facilities for juvenile holding.



Fire door must be on closers or hold-opens to release in the event of a fire. Charging stations for radios and flashlights in makeshift location.



"Gunsmith" workbench without proper ventilation



SWAT Team storage



## 5. Summary - Senior Center

Str  
Env  
Int  
Mech  
Elect  
Plumbing

The Senior Center is working well, with the exception of dated finishes and lack of full accessibility per Americans with Disabilities Act. The current toilet rooms do not meet ADA requirements. The entry doors should also have a power operator on the inside vestibule.

Office space is not acoustically separated from program functions, and due to the connected nature of the spaces, people must walk through one program to get to another. Refer to the Program Needs Assessment for additional comment regarding program functions.



Toilet stall does not comply with current ADA



Kitchen in Senior Center is compliant with standards



## 6. Golf Course Facility

Str
Env
Int
Mech
Elect
Plumbing

The Golf Course Facility is a two story wood frame structure with steel supports. It was “stick built” and rustic in appearance. The upper level is serviceable and accessible and is available for rentals and community classes. The lower level houses a pro shop and a maintenance shop. The maintenance shop is too small for adequate use and is not properly fire separated from the remainder of the structure. Additionally, items stored should be evaluated to make sure that proper ventilation and fire prevention requirements are met. Pro Shop finishes are worn and dated, and the toilet rooms are not accessible on the lower level. Office space is self-built and not up to commercial standards. The home-made nature of the office improvements causes the most concern since it is not clear whether the materials are properly constructed and installed to meet building code requirements regarding fire resistance and proper fire separation between maintenance / shop functions and administrative space. Office doors and corridors do not appear to carry proper fire ratings. It was reported that the building does not have sufficient insulation to keep occupants warm on extremely cold days. A covered area should be considered for mower and golf cart storage to keep them out of the weather.

### Rating Sheets

The following rating sheets contain more detailed Facility Assessment and Functional Assessment data and are organized by building condition and function. The information on the sheets is the raw data gathered as the result of the walk-throughs and conversations with city staff.

Refer also to the Programmatic Needs Assessments for additional evaluations regarding actual usability of the spaces and buildings.

City Hall ----- Pages 13 to 16

Fleet Maintenance----- Pages 17 to 21

Parks and Maintenance----- Pages 22 to 25

Service Operations----- Pages 26 to 29

Police----- Pages 30 to 35

Senior Center----- Pages 36 to 39

Golf Course Facility----- Pages 40 to 43



**City of Gahanna  
Facilities Assessment  
Inspection Form  
2-May-17**

Str  
Env  
Int  
Mech  
Elect  
Plumbing



**Building Name** Gahanna City Hall  
**Address** 200 South Hamilton Road, Gahanna Ohio  
**Construction Type** 2A  
**Gross Square Feet** 39,508  
**Number of Floors** 2+Basement  
**Occupancy** B  
**Year Constructed** 1965  
**Last Renovation** Various

**Ratings**

A. Adequate  
B. Fair  
C. Poor

**Priority**

1. No Attention Required  
2. Attention Required in next two years  
3. Immediate Attention Required

**SHELL**

STRUCTURAL	Rating	A	Priority	2	
Material	Concrete	Masonry	Wood	Steel	Other
Settlement Structural		No	Yes	Priority	1
Cracks	Rating	A	Priority	1	
Walls		No	Yes	Priority	1
Slab		No	Yes	Priority	1
Beam/Joists		No	Yes	Priority	1
Columns		No	Yes	Priority	1
Deter. / Corrosion	Rating	A	Priority	1	
Walls		No	Yes	Priority	1
Slab		No	Yes	Priority	1
Beam/Joists		No	Yes	Priority	1
Columns		No	Yes	Priority	1
Foundation Walls	Rating	B	Priority	2	Moisture Infiltration through walls
Site Str. Elements		No	Yes	Priority	1 Cracks at entry stair side walls

EXTERIOR ENVELOPE	Rating	A	Priority	1	
Walls	Rating	A	Priority	1	
Material	Concrete	Masonry	Wood	Steel	Other
Cracks		No	Yes	Priority	
Rot/Decay/Corrosion		No	Yes	Priority	
Efflorescence/Staining		No	Yes	Priority	
Flashing/Sealant Tight		No	Yes	Priority	
Moisture Damage		No	Yes	Priority	
Windows	Rating	B	Priority	3	Leaks at some
Material/Type	Steel	Wood	Alum	Operable	Fixed
Glass	Single	Insulated	Other		
Doors	Steel	Wood	Alum		
Hardware	Rating	A	Priority	1	
Door Slab	Rating	A	Priority	1	
Stoops/Walks	Rating	A	Priority	1	
Canopies	Rating	A	Priority	1	
Chimney	Rating		Priority		
Joints	Rating	B	Priority	1	
Roof	Rating	A	Priority	1	
Structure	Concrete	Masonry	Wood	Steel	Other
Membrane	Built-up	EPDM	PVC/TPO	Shingles	Mod Bit Metal IRMA
Leaks		No	Yes	Priority	2 Some leaks recently repaired
Skylight	Rating	A	Priority	1	
Coping	Rating	A	Priority	1	
Parapet	Rating		Priority		

## INTERIORS

INTERIOR SPACES		Rating	A	Priority	1	
Walls	Rating	A	Priority	3		Basement water infiltration
Cracks		No	Yes	Priority		
Peeling/Staining		No	Yes	Priority	3	Basement water infiltration
Doors	Steel	Wood	Alum			
Hardware	Rating	A	Priority	1		Stair doors on hold-opens
Door Slab	Rating	A	Priority	1		
Flooring	Rating	A	Priority	1		
Material	Carpet	Resilient	Ceramic	Exposed	Other	
	Rating	B	Priority	1		Areas are dated and worn, but other areas have been upgraded
Material	Carpet	Resilient	Ceramic	Exposed	Other	
	Rating	A	Priority	1		Servicable
Material	Carpet	Resilient	Ceramic	Exposed	Other	
	Rating	A	Priority	1		
Ceiling	Rating	A	Priority	1		
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other	
	Rating	B	Priority	1		Dated and worn
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other	
	Rating	A	Priority	1		
Stairs	Rating	A	Priority	1		
Elevators	Rating	A	Priority	3		Regular service required
Type	Traction	Hydraulic	MRL			

## SYSTEMS

MECHANICAL		Rating	B	Priority	2	
HVAC System Type		4-pipe boiler/chiller, 14 AHUs				
	Rating	B	Priority	2		Interior of units show signs of past condensation/moisture, low amounts of outside air were reported
Heat Gen. System		Two LAARs boilers are serve the building				
	Rating	A	Priority	1		
Cooling System		Trane 60 ton air-cooled unit is 6 yrs old				Chiller has 15 years of useful life remaining
	Rating	A	Priority	1		
Equipment (supply, exhaust, return, relief)	Rating	A	Priority	1		No issues noted
Piping, Pumps, Radiators, convectors, traps, insulation	Rating	A	Priority	1		Pumps appeared to be in good condition.
Ductwork, Dampers, Fire and smoke dampers, Insulation	Rating	C	Priority	3		Poor zones do not maintain temperature and humidity; outside air is suspect
Control systems	Rating	C	Priority	3		Digital controls are beyond their expected life, and do not maintain control of the building environment

ELECTRICAL		Rating	A	Priority	1	
Distribution	Rating	A	Priority	1		Main gear and emergency generator are adequate for the building.
Light Fixtures	Rating	A	Priority	2		The city should consider LED Light fixtures throughout
Material		T8 Fluorescent fixtures, some LED at the council chambers and at exterior				

Power	Rating	B	Priority	1	In general, sufficient power, but few remaining spaces or spares on the distribution panels.
<b>PLUMBING</b>					
Service Plumbing Fixtures	Rating	A	Priority	1	2" water service with BFP and solids filter, no sanitary issues reported. Natural gas seems adequate.
	Rating	A	Priority	1	
Type	Flush valve water closets and manual faucets at sinks				Plumbing fixtures are in good condition; some ADA items to address (insulate traps).
Hot Water	Rating	A	Priority	1	100 gallon water heater is new.  Wet and Dry Sprinklers are in fair condition
Fire Suppression	Rating	A	Priority	1	

**City of Gahanna  
Facilities Assessment  
Functionality Form**

**City Hall**

Address 200 Hamilton Rd  
Construction Type 2A  
Gross Square Feet 39508  
Number of Floors 2+ Basement  
Occupancy B  
Year Constructed 1965  
Last Renovation

		Rating	Priority
Functional Adequacy	Configuration, size and arrangement of spaces satisfies functional requirements and provides adequate sight lines	B	2
Accessibility	Spaces meet ADA standards	A	1
Room Finishes	Floor covering is appropriate for use, walls and ceilings are appropriate, color schemes and finishes are pleasing and updated	B	1
Acoustics and Sound Control	Finishes have appropriate sound absorption and reflective qualities and insulation against outside noise is sufficient to prevent unwanted distractions	A	1
Climate Control	HVAC systems permit comfortable work environments and are appropriate for use	B	1
Lighting	Adequate quality and level for the environment. Window coverings are appropriate where necessary.	B	1
Electrical Service	Adequate electrical supply to accommodate technology and work functions.	A	1
Furniture and Fixtures	Ergonomically correct, appropriately sized, properly oriented	B	1
Information technology	Spaces have appropriate technology to meet function and work needs	A	1
Storage and Support Space	Adequate to support use and functions in building	B	3

Ratings	Priority
A. Adequate	1. No Attention Required
B. Fair	2. Attention Required in next two years
C. Poor	3. Immediate Attention Required

**Remarks:**

Raised platform for council chamber is too high per client.  
Finishes in many areas have been updated but some are worn and dated.  
Lighting is dim and dated.  
Building feels musty- lacks fresh air.  
Current systems lack dehumidification.  
Basement storage is damp and musty.  
Consider upgrading building controls to a newer system.  
Some areas of the building are under-utilized while other areas are cramped and tight.  
Consider re-allocation of space based on functional relationships and adjacency requirements.  
Check ADA clearances in some work areas.  
Podium in Council Chamber does not meet ADA



**City of Gahanna  
Facilities Assessment  
Inspection Form  
23-May-17**

**Not a City-Owned  
Facility**

Str  
Env  
Int  
Mech  
Elect  
Plumbing



**Building Name**

**Fleet Maintenance**

Address

785 Science Blvd.

Construction Type

3B

Gross Square Feet

16,800

Number of Floors

1+ mezzanine

Occupancy

S2

Year Constructed

1998

Last Renovation

**Ratings**

**A. Adequate**

**B. Fair**

**C. Poor**

**Priority**

1. No Attention Required

2. Attention Required in next two years

3. Immediate Attention Required

**SHELL**

<b>STRUCTURAL</b>	<b>Rating</b>	<b>A</b>	<b>Priority</b>	<b>1</b>	<b>Remarks</b>
Material	Concrete	Masonry	Wood	Steel	Other
Str. Visibility		5% Col.	100% Soffit	25% Slab	
Settlement Structural		No	Yes	Priority	3
Cracks	Rating	A	Priority	1	
Walls		No	Yes	Priority	3
Slab		No	Yes	Priority	1
Beam/Joists		No	Yes	Priority	1
Columns		No	Yes	Priority	1
Deter. / Corrosion	Rating	A	Priority	1	
Walls		No	Yes	Priority	1
Slab		No	Yes	Priority	1
Beam/Joists		No	Yes	Priority	1
Columns		No	Yes	Priority	

<b>EXTERIOR ENVELOPE</b>	<b>Rating</b>	<b>B</b>	<b>Priority</b>	<b>3</b>	<b>Remarks</b>
Walls	Rating	A	Priority	5	
Material	Concrete	Masonry	Wood	Steel	Other
Cracks		No	Yes	Priority	3
Rot/Decay/Corrosion		No	Yes	Priority	1
Efflorescence/Staining		No	Yes	Priority	1
Flashing/Sealant Tight		No	Yes	Priority	3
Moisture Damage		No	Yes	Priority	3
Windows	Rating	A	Priority	1	
Material/Type	Steel	Wood	Alum	Operable	Fixed
Glass	Single	Insulated	Other		

Doors	Steel	Wood	Alum					
Hardware	Rating	C	Priority	3				
Door Slab	Rating	C	Priority	3				
Stoops/Walks	Rating	B	Priority	2				
Joints	Rating	B	Priority	1				
Roof	Rating	B	Priority	3				
Structure	Concrete	Masonry	Wood	Steel	Other			
Membrane	Built-up	EPDM	PVC/TPO	Shingles	Mod Bit	Metal	IRMA	
Leaks		No	Yes	Priority	3			
Parapet	Rating	B	Priority	3				

Not ADA Compliant  
Doors racked and binding  
Stoop may have partially heaved,  
binding door.

Leak at parapet of south wall

Leak

## INTERIORS

INTERIOR SPACES	Rating	A-	Priority	1	
Walls	Rating	A	Priority	1	OK for current use
Cracks		No	Yes	Priority	Recent upgrades
Peeling/Staining		No	Yes	Priority	3 South wall and stairwell
Doors	Steel	Wood	Alum		1 Maintenance areas
Hardware	Rating	B	Priority	1	
Door Slab	Rating	B	Priority	1	Non fire-rated doors in corridor do not meet code
Flooring	Rating	B	Priority	1	
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	A	Priority	1	Limited-servicable
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	A	Priority	1	
Ceiling	Rating	B	Priority	1	
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other
	Rating	B	Priority	1	Maintenance areas
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other
	Rating	B	Priority	1	Some stains, low quality
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other
	Rating	A	Priority	1	
Stairs	Rating	A	Priority	1	

## SYSTEMS

MECHANICAL	Rating	B+	Priority	2	
HVAC System Type	Boiler/DX Cool at Offices/AHU				
	Rating	A	Priority	1	
Heat Gen. System	Ajax 2,500 MBH Boiler, no issues reported				
	Rating	A	Priority	1	
Cooling System	Trane 15 ton air-cooled DX Air Conditioner				
	Rating	B	Priority	1	5 years of remaining useful life
Equipment (supply, exhaust, return, relief)	Rating	A	Priority	1	
Piping, Pumps, Radiators, convectors, traps, insulation	Rating	A	Priority	1	Pumps appear to be in good condition. Vehicle exhaust system and radiant heat are fair
Ductwork, Dampers, Fire and smoke dampers, VAV, Insulation	Rating	B	Priority	2	Poor zones and balancing do not maintain heat
Control systems	Rating	B	Priority	2	Controls are not adequate to maintain room temperature

ELECTRICAL		Rating	A	Priority	2	Main gear (800 amps) and emergency generator are adequate for the building. Consider LED throughout
Distribution	Rating	A	Priority	1		
Light Fixtures	Rating	A	Priority	1		
Material	T8 Flourescent fixtures, some LED					
Power	Rating	A	Priority	1	In general, sufficient power with some spares	

PLUMBING		Rating	A-	Priority	2	3" water service with BFP, no issues reported. Natural gas seems adequate
Service	Rating	A	Priority	1		
Plumbing Fixtures	Rating	C	Priority	1	Not ADA Compliant*, porcelain fixtures	
Type	Flush Tank toilets, flush valve urinals, manual faucets					75 gallon water heater is 20 years old.
Hot Water	Rating	A	Priority	1		
Fire Suppression	Rating	A	Priority	1	Limited area sprinklers are in fair c	

\*Plumbing fixtures and water coolers not ADA compliant



**City of Gahanna  
Facilities Assessment  
Functionality Form**

**Not a City-Owned  
Facility**

**Building:** Fleet Maintenance  
**Address** 785 Science Blvd.  
**Construction Type** 3A  
**Gross Square Feet** 16,800  
**Number of Floors** 1 + Mezzanine  
**Occupancy** S2  
**Year Constructed** 1998  
**Last Renovation**

		Rating	Priority
Functional Adequacy	Configuration, size and arrangement of spaces satisfies functional requirements and provides adequate work space	A	1
Accessibility	Spaces meet ADA standards	C	2
Room Finishes	Floor covering is appropriate for use, walls and ceilings are appropriate	B	1
Acoustics and Sound Control	Finishes have appropriate sound absorption and reflective qualities and insulation against outside noise is sufficient to prevent unwanted distractions	B	1
Climate Control	HVAC systems permit comfortable work environments and are appropriate for use	B	2
Lighting	Adequate quality and level for the environment. Window coverings are appropriate where necessary.	A	1
Electrical Service	Adequate electrical supply to accommodate technology and work functions.	A	2
Furniture and Fixtures	Ergonomically correct, appropriately sized, properly oriented	B	2
Information technology	Spaces have appropriate technology to meet function and work needs	A	2
Storage and Support Space	Adequate to support use and functions in building	A	1

Ratings	Priority
A. Adequate	1. No Attention Required
B. Fair	2. Attention Required in next two years
C. Poor	3. Immediate Attention Required

**Remarks:**

Building is generally servicable and in adequate condition.  
 Crack in stair wall and potential water infiltration south wall to be addressed  
 Exterior doors are binding due to stoop heave

**City of Gahanna  
Facilities Assessment  
Inspection Form  
23-May-17**

Str  
Env  
Int  
Mech  
Elect  
Plumbing



**Building Name**

**Parks and Recreation Maintenance**

Address

Oklahoma

Construction Type

3B

Gross Square Feet

6,800

Number of Floors

1 tank below grade

Occupancy

B / S2

Year Constructed

1939/1950's

Last Renovation

Various

**Ratings**

A. Adequate

B. Fair

C. Poor

**Priority**

1. No Attention Required

2. Attention Required in next two years

3. Immediate Attention Required

**SHELL**

STRUCTURAL	Rating	A	Priority	1	Remarks
Material	Concrete	Masonry	Wood	Steel	Other
Str. Visibility	5% Col.	100% Soffit	25% Slab		
Settlement Structural	Rating	No	Yes	Priority	1
Cracks	Rating	A	Priority	1	
Walls	Rating	No	Yes	Priority	1
Slab	Rating	No	Yes	Priority	1
Beam/Joists	Rating	No	Yes	Priority	1
Columns	Rating	No	Yes	Priority	1
Deter. / Corrosion	Rating	A	Priority	1	
Walls	Rating	No	Yes	Priority	1
Slab	Rating	No	Yes	Priority	2
Beam/Joists	Rating	No	Yes	Priority	1
Columns	Rating	No	Yes	Priority	1
Foundation Walls	Rating	B	Priority	2	Tank below not explored
Site Str. Elements	Rating	No	Yes	Priority	1

EXTERIOR ENVELOPE	Rating	A	Priority	1	Remarks
Walls	Rating	A	Priority	1	
Material	Concrete	Masonry	Wood	Steel	Other
Cracks	Rating	No	Yes	Priority	1
Rot/Decay/Corrosion	Rating	No	Yes	Priority	1
Efflorescence/Staining	Rating	No	Yes	Priority	1
Flashing/Sealant Tight	Rating	No	Yes	Priority	1
Moisture Damage	Rating	No	Yes	Priority	1
Windows	Rating	A	Priority	1	
Material/Type	Steel	Wood	Vinyl	Operable	Fixed
Glass	Single	Insulated	Other		
Doors	Steel	Wood	Alum		
Hardware	Rating	B	Priority	1	No power operators
Door Slab	Rating	A	Priority	1	single pane glass
Stoops/Walks	Rating	A	Priority	1	
Joints	Rating	B	Priority	1	
Roof	Rating	B	Priority	1	
Structure	Concrete	Masonry	Wood	Steel	Other
Membrane	Built-up	EPDM	PVC/TPO	Shingles	Mod Bit
Leaks	Rating	No	Yes	Priority	

## INTERIORS

INTERIOR SPACES	Rating	A-	Priority	1	
Walls	Rating	A	Priority	1	OK for current use
Cracks		No	Yes	Priority	1
Peeling/Staining		No	Yes	Priority	1
Doors	Steel	Wood	Alum		
Hardware	Rating	B	Priority	1	
Door Slab	Rating	C	Priority	3	Non fire-rated doors in corridor do not meet code
Flooring	Rating	B	Priority	1	
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	B	Priority	1	
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	B	Priority	1	Servicable
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	A	Priority	1	
Ceiling	Rating	B	Priority	1	
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other
	Rating	B	Priority	1	Maintenance areas
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other
	Rating	B	Priority	1	Some stains, low quality
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other
	Rating	A	Priority	1	Verify this provides fire barrier to combustible roof structure

## SYSTEMS

MECHANICAL	Rating	B	Priority	2	
HVAC System Type	Unitary and Split Systems				
	Rating	B	Priority	2	
Heat Gen. System	Various heaters and furnaces				
	Rating	B	Priority	2	
Cooling System	Various - 5 tons at new break room				Various ages: a comprehensive replacement plan is needed
	Rating	B	Priority	2	
Equipment (supply, exhaust, return, relief)	Rating	C	Priority	3	Paint storage and chemical storage need improved code compliant exhaust.
Piping, Pumps, Radiators, convectors, traps, insulation	Rating	B	Priority	2	Pumps appeared to be in good condition. Vehicle exhaust and radiant heat are fair
Ductwork, Dampers, Fire and smoke dampers, VAV, Insulation	Rating	B	Priority	2	Systems are in various condition from fair to poor
Control systems	Rating	B	Priority	2	Individual control at each unit

ELECTRICAL		Rating	B	Priority	2	Main gear (200 amps) is adequate for building Consider LED throughout  In general, sufficient power with some spares
Distribution	Rating	B	Priority	2		
Light Fixtures	Rating	A	Priority	1		
Material	T8 Fluorescent fixtures, some LED, Battery Exit					
Power	Rating	B	Priority	2		

PLUMBING		Rating	B	Priority	2	2" water service with BFP, no issues reported. Natural gas seems adequate  Not ADA Compliant*, porcelain fixtures
Service	Rating	B	Priority	2		
Plumbing Fixtures	Rating	C	Priority	2		
Type	Flush Tank toilets, flush valve urinals, manual faucets					
Hot Water	Rating	B	Priority	1	Various sources of hot water are in varying condition	
Fire Suppression	Rating	N/A	Priority			

\*Plumbing fixtures and water coolers not ADA compliant



**City of Gahanna  
Facilities Assessment  
Functionality Form**

**Building:** Parks and Recreation Maintenance  
**Address:** Oklahoma  
**Construction Type:** 3B  
**Gross Square Feet:** 6,800  
**Number of Floors:** 1 + tank below  
**Occupancy:** B / S2  
**Year Constructed:** 1939/1950's  
**Last Renovation:** Various

		Rating	Priority
Functional Adequacy	Configuration, size and arrangement of spaces satisfies functional requirements and provides adequate work space	A	3
Accessibility	Spaces meet ADA standards	C	2
Room Finishes	Floor covering is appropriate for use, walls and ceilings are appropriate, color schemes and finishes are pleasing and updated	B	1
Acoustics and Sound Control	Finishes have appropriate sound absorption and reflective qualities and insulation against outside noise is sufficient to prevent unwanted distractions	B	1
Climate Control	HVAC systems permit comfortable work environments and are appropriate for use	B	2
Lighting	Adequate quality and level for the environment. Window coverings are appropriate where necessary.	A	1
Electrical Service	Adequate electrical supply to accommodate technology and work functions.	A	2
Furniture and Fixtures	Ergonomically correct, appropriately sized, properly oriented	B	2
Information technology	Spaces have appropriate technology to meet function and work needs	A	2
Storage and Support Space	Adequate to support use and functions in building	C	3

Ratings	Priority
A. Adequate	1. No Attention Required
B. Fair	2. Attention Required in next two years
C. Poor	3. Immediate Attention Required

**Remarks:**

ADA accessibility does not meet current standards.  
 Toilet rooms and water cooler do not meet ADA  
 Many code concerns including no sprinklers, missing fire-rated doors, inadequate fire separations  
 Building functions as maintenance shop  
 Recent upgrades to lunch room, office space  
 Inadequate ventilation for storage of paints, chemicals.  
 Makeshift and random equipment  
 Tank below is a concern-should be filled and structural adequacy verified.

**Oklahoma Barn - 14000 sf**

Used by arbor crew, in rough shape but suitable as a "barn".  
 Miscellaneous storage.

**City of Gahanna  
Facilities Assessment  
Inspection Form  
29-Dec-17**

Str  
Env  
Int  
Mech  
Elect  
Plumbing



**Building Name**

**Service Operations Offices**

Address

Oklahoma

Construction Type

3B

Gross Square Feet

7760

Number of Floors

1

Occupancy

B / S2

Year Constructed

1939/1950's

Last Renovation

Various

**Ratings**

A. Optimum

B. Adequate

C. Fair

D. Poor

E. Unsatisfactory

**Priority**

1. Immediate Attention Required

2. Attention Required in next 6 Months

3. Attention Required in next two years

4. Attention Required in next five years

5. No Attention Required

**SHELL**

STRUCTURAL	Rating	B	Priority	5	Remarks
Material	Concrete	Masonry	Wood	Steel	Other
Str. Visibility		5% Col.	100% Soffit	25% Slab	
Settlement Structural		No	Yes	Priority	5
Cracks	Rating	B	Priority	5	
Walls		No	Yes	Priority	2 Repair small cracks
Slab		No	Yes	Priority	4
Beam/Joists		No	Yes	Priority	5
Columns		No	Yes	Priority	5
Deter. / Corrosion	Rating	B	Priority	5	
Walls		No	Yes	Priority	5 Monitor movement previously repaired
Slab		No	Yes	Priority	5
Beam/Joists		No	Yes	Priority	5
Columns		No	Yes	Priority	
Foundation Walls	Rating	B	Priority	5	
Site Str. Elements		No	Yes	Priority	4

EXTERIOR ENVELOPE	Rating	C	Priority	4	
Walls	Rating	C	Priority	3	
Material	Concrete	Masonry	Wood	Steel	Other
Cracks		No	Yes	Priority	3 Tuckpoint cracks and monitor previous repairs
Rot/Decay/Corrosion		No	Yes	Priority	5
Efflorescence/Staining		No	Yes	Priority	5
Flashing/Sealant Tight		No	Yes	Priority	4
Moisture Damage		No	Yes	Priority	4 None visible
Windows	Rating	C	Priority	5	
Material/Type	Steel	Wood	Vinyl	Operable	Fixed Makeshift- several different kinds
Glass	Single	Insulated	Other		
Doors	Steel	Wood	Alum		
Hardware	Rating	E	Priority	1	Makeshift -not code compliant
Door Slab	Rating	B	Priority	5	single pane glass
Stoops/Walks	Rating	B	Priority	5	
Joints	Rating	C	Priority	4	
Roof	Rating	C	Priority	5	
Structure	Concrete	Masonry	Wood	Steel	Other Not visible - assumed
Membrane	Built-up	EPDM	PVC/TPO	Shingles	Mod Bit Metal IRMA
Leaks		No	Yes	Priority	

## INTERIORS

<b>INTERIOR SPACES</b>	<b>Rating</b>	<b>C</b>	<b>Priority</b>	<b>4</b>	
Walls	Rating	C/D	Priority	4	Makeshift and not to code
Cracks		No	Yes	Priority	5
Peeling/Staining		No	Yes	Priority	5
Doors	<b>Steel</b>	<b>Wood</b>	<b>Alum</b>		
Hardware	Rating	E	Priority	2	Not code compliant
Door Slab	Rating	E	Priority	1	Non fire-rated doors in corridor do not meet code
Flooring	Rating	C	Priority	5	
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	C	Priority	5	
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	B	Priority	5	Servicable
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	C	Priority	5	Floor paint
Ceiling	Rating		Priority		
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other
	Rating	C	Priority	5	Maintenance areas
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other
	Rating	C	Priority	5	Some stains, low quality
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other
	Rating	B	Priority	5	Verify this provides fire barrier to combustible roof structure

## SYSTEMS

<b>MECHANICAL</b>	<b>Rating</b>	<b>C</b>	<b>Priority</b>	<b>3</b>	
HVAC System Type	Furnace and unit heaters				
	Rating	C	Priority	3	
Heat Gen. System	Various heaters and furnaces				
	Rating	C	Priority	3	
Cooling System	Furnace with cooling coil for offices/lockers				Residential furnace near end of life
	Rating	C	Priority	3	
Equipment (supply, exhaust, return, relief)	Rating	C	Priority	3	No AC in vehicle bays, no ventilation except fans except in offices
Piping, Pumps, Radiators, convectors, traps, insulation	Rating	C	Priority	3	No current issues
Ductwork, Dampers, Fire and smoke dampers, VAV, Insulation	Rating	E	Priority	3	No dampers or fire separations
Control systems	Rating	C	Priority	3	Individual control at each unit

<b>ELECTRICAL</b>	<b>Rating</b>	<b>C</b>	<b>Priority</b>	<b>3</b>	
Distribution	Rating	C	Priority	3	Main gear is adequate for building
Light Fixtures	Rating	C	Priority	2	
Material	T8 Fluorescent fixtures, some LED				no illuminated exit signs
Power	Rating	C	Priority	3	In general, sufficient power with some spares. Generator powers critical items.

<b>PLUMBING</b>	<b>Rating</b>	<b>C</b>	<b>Priority</b>	<b>3</b>	
Service	Rating	C	Priority	3	2" water service with BFP, no issues reported. Natural gas seems adequate
Plumbing Fixtures	Rating	D	Priority	3	
Type	Flush Tank toilets, flush valve urinals, manual faucets				Not ADA Compliant*, porcelain fixtures
Hot Water	Rating	C	Priority	5	Newer 20 gallon hot water tank with makeshift installation
Fire Suppression	Rating	N/A	Priority		None

\*Plumbing fixtures and water coolers not ADA compliant

\*Doors are not fire rated

**City of Gahanna  
Facilities Assessment  
Functionality Form**

**Building:** Service Operations Complex  
**Address:** Oklahoma  
**Construction Type:** Various  
**Gross Square Feet:** 7,760  
**Number of Floors:** 1  
**Occupancy:** B / S2  
**Year Constructed:** 1939/1950's  
**Last Renovation:** Various

		Rating	Priority
Functional Adequacy	Configuration, size and arrangement of spaces satisfies functional requirements and provides adequate work space	B	4
Accessibility	Spaces meet ADA standards	D	3
Room Finishes	Floor covering is appropriate for use, walls and ceilings are appropriate, color schemes and finishes are pleasing and updated	D	2
Acoustics and Sound Control	Finishes have appropriate sound absorption and reflective qualities and insulation against outside noise is sufficient to prevent unwanted distractions	C	4
Climate Control	HVAC systems permit comfortable work environments and are appropriate for use	C	3
Lighting	Adequate quality and level for the environment. Window coverings are appropriate where necessary.	C	4
Electrical Service	Adequate electrical supply to accommodate technology and work functions.	B	3
Furniture and Fixtures	Ergonomically correct, appropriately sized, properly oriented	C	3
Information technology	Spaces have appropriate technology to meet function and work needs	B	3
Storage and Support Space	Adequate to support use and functions in building	D	1

Ratings	Priority
A. Optimum	1. Immediate Attention Required
B. Adequate	2. Attention Required in next 6 Months
C. Fair	3. Attention Required in next two years
D. Poor	4. Attention Required in next five years
E. Unsatisfactory	5. No Attention Required

**Remarks:**

ADA accessibility does not meet current standards.

Toilet rooms do not meet ADA

Many code concerns including no sprinklers, missing fire-rated doors, inadequate fire separations

Building functions as maintenance shop

General makeshift make-do operational setup

Improper facilities for women / no amenities

Makeshift and random equipment

Vehicle storage is acceptable for diesels

Gas vehicles stored outside- could use canopy or cover

**Oklahoma Barn - 14000 sf**

Used for equipment and parts storage in rough shape but suitable as a "barn".

Miscellaneous storage.

**Salt Dome**

Salt dome is in adequate for current needs



**City of Gahanna  
Facilities Assessment  
Inspection Form  
18-Apr-17**

Str
Env
Int
Mech
Elect
Plumbing



**Building Name** Police Building

**Address** 460 Rocky Fork Boulevard

**Construction Type** 2A

**Gross Square Feet** 17,786

**Number of Floors** 2 + Basement

**Occupancy** B

**Year Constructed** 1965

**Last Renovation** Various

Ratings	Priority
A. Adequate	1. No Attention Required
B. Fair	2. Attention Required in next two years
C. Poor	3. Immediate Attention Required

**SHELL**

STRUCTURAL	Rating	A	Priority	1	Remarks
Material	Concrete	Masonry	Wood	Steel	Other
Str. Visibility		5% Col.	100% Soffit	25% Slab	
Settlement Structural		No	Yes	Priority	1
Cracks	Rating	A	Priority	1	
Walls		No	Yes	Priority	1
Slab		No	Yes	Priority	3 Wood floor over mechanical room is code violation
Beam/Joists		No	Yes	Priority	1
Columns		No	Yes	Priority	1
Deter. / Corrosion	Rating	A	Priority	1	
Walls		No	Yes	Priority	1
Slab		No	Yes	Priority	2 Needs to be painted where exposed
Beam/Joists		No	Yes	Priority	1
Columns		No	Yes	Priority	
Foundation Walls	Rating	B	Priority	2	Water Infiltration, bowed walls previously repaired
Site Str. Elements		No	Yes	Priority	2 Cracks in retaining wall

EXTERIOR ENVELOPE	Rating	A-	Priority	2	
Walls	Rating	A	Priority	1	
Material	Concrete	Masonry	Wood	Steel	Other
Cracks		No	Yes	Priority	3 Birds and bees are in ceiling space in chief's office. Stucco is cracked in a few locations
Rot/Decay/Corrosion		No	Yes	Priority	1
Efflorescence/Staining		No	Yes	Priority	1
Flashing/Sealant Tight		No	Yes	Priority	1
Moisture Damage		No	Yes	Priority	2 Water infiltration at foundation and stair walls
Windows	Rating	B	Priority	3	Sealant is failing at exterior, some windows leak.

Material/Type	Steel	Wood	Alum	Operable	Fixed		No power operators single pane glass Retaining wall is cracked and failing at steps
Glass	Single	Insulated	Other				
Doors	Steel	Wood	Alum				
Hardware	Rating	B	Priority	3			
Door Slab	Rating	A	Priority	1			
Stoops/Walks	Rating	D	Priority	3			
Canopies	Rating	A	Priority	1			
Joints	Rating	B	Priority	2	Minor pointing needed		
Roof	Rating	A	Priority	1			
Structure	Concrete	Masonry	Wood	Steel	Other		
Membrane	Built-up	EPDM	PVC/TPO	Shingles	Mod Bit	Metal	IRMA
Leaks	No		Yes	Priority	Leaks reported at some windows		
Coping	Rating	A	Priority	1			

## INTERIORS

INTERIOR SPACES		Rating	A-	Priority	2	
<b>Walls</b>	Rating	B		Priority	1	Worn
Cracks		No	Yes	Priority	1	
Peeling/Staining		No	Yes	Priority	3	Basement and stairway walls
<b>Doors</b>		Steel	Wood	Alum		
Hardware	Rating	B		Priority	1	
	Rating	C		Priority	3	Dutch Doors and non-rated doors in corridor do not meet code
<b>Door Slab</b>	Rating	B		Priority	1	
<b>Flooring</b>	Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	B		Priority	1	
	Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	B		Priority	1	Servicable
	Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	A		Priority	1	
<b>Ceiling</b>	Rating	A-		Priority	1	
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other	
	Rating	A		Priority	1	
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other	
	Rating	B		Priority	2	Some stains - dated
<b>Stairs</b>	Rating	A		Priority	1	
<b>Elevators</b>	Rating	A		Priority	3	Regular service required
Type	Traction	Hydraulic	MRL			

## SYSTEMS

MECHANICAL		Rating	C	Priority	3	
HVAC System Type	VAV with pneumatic controls					
	Rating	C		Priority	3	
Heat Gen. System	Two Raypak hot water boilers are near the end of their useful life, and reported to be undersized					
	Rating	C		Priority	3	Plan for replacement
Cooling System	Carrier 60 ton Air-cooled chiller is nearing the end of its useful life					
	Rating	B		Priority	2	
Equipment (supply, exhaust, return, relief)	Rating	A		Priority	1	No issues noted
Piping, Pumps, Radiators, convectors, traps, insulation	Rating	A		Priority	1	
Ductwork, Dampers, Fire and smoke dampers, VAV, Insulation	Rating	C		Priority	3	Zones do not maintain temperature and humidity
Control systems	Rating	C		Priority	3	Pneumatic controls have numerous issues/air leaks, and do not maintain

ELECTRICAL		Rating	C	Priority	2	Switchgear is old, with no room for new circuits
Distribution	Rating	C	Priority	2		
Light Fixtures	Rating	A	Priority	1		
Material	T8 Flourescent fixtures, battery exit/emerg. lights					
Power	Rating	C	Priority	2	Many areas (detective offices, radio/equipment charging) do not have access to adequate numbers of receptacles.	

PLUMBING		Rating	B	Priority	2	2" water service with BFP and solids filter
Service	Rating	A	Priority	1		
Plumbing Fixtures	Rating	C	Priority	3	Not ADA Compliant*, porcelain fixtures in holding cells	
Type	Flush Tank toilets, flush valve urinals, manual faucets					
Hot Water	Rating	A	Priority	1	Natural Gas water heater (75 Gallon) installed in 2012 is in good condition Limited Area only	
Fire Suppression	Rating	A	Priority	1		

\*Plumbing fixtures and water coolers not ADA compliant

**City of Gahanna**  
**Facilities Assessment**  
**Functionality Form**

**Building:** Police Station  
**Address** 460 Rocky Fork Blvd.  
**Construction Type** 2A  
**Gross Square Feet** 17,786  
**Number of Floors** 2 + Basement  
**Occupancy** B  
**Year Constructed** 1965  
**Last Renovation** 2007

		Rating	Priority
Functional Adequacy	Configuration, size and arrangement of spaces satisfies functional requirements and provides adequate work space	C	2
Accessibility	Spaces meet ADA standards	C	2
Room Finishes	Floor covering is appropriate for use, walls and ceilings are appropriate, color schemes and finishes are pleasing and updated	B	1
Acoustics and Sound Control	Finishes have appropriate sound absorption and reflective qualities and insulation against outside noise is sufficient to prevent unwanted distractions	B	1
Climate Control	HVAC systems permit comfortable teaching, learning and work environments and are appropriate for use	C	2
Lighting	Adequate quality and level for the environment. Window coverings are appropriate where necessary.	A	1
Electrical Service	Adequate electrical supply to accommodate technology and work functions.	C	2
Furniture and Fixtures	Ergonomically correct, appropriately sized, properly oriented	C	2
Information technology	Spaces have appropriate technology to meet function and work needs	C	2
Storage and Support Space	Adequate to support use and functions in building	C	2

Ratings	Priority
A. Adequate	1. No Attention Required
B. Fair	2. Attention Required in next two years
C. Poor	3. Immediate Attention Required

**Remarks:**

ADA accessibility does not meet current standards.  
 Toilet rooms and water cooler do not meet ADA  
 Programmatic requirements cannot be met in current facility (Juvenile holding, ADA secure holding)  
 No proper interview rooms



Locker rooms inadequate and in poor condition  
Many building code violations noted (lack of proper fire rated doors in corridor, extension cords, access)  
Current electrical system is overtaxed  
Lack of proper equipment / storage space for SWAT, gunsmith, equipment charging  
Sallyport is not secure  
Fitness facility is makeshift  
Emergency Operation Center is not secure  
Prisoners circulate in same corridors as officers  
Building is functionally obsolete for current police operations.

City of Gahanna  
Facilities Assessment  
Inspection Form  
2-May-17

Str  
Env  
Int  
Mech  
Elect  
Plumbing



**Building Name** Gahanna Senior Center

**Address** 480 Rocky Fork Boulevard

Construction Type	3A	<b>Ratings</b>	<b>Priority</b>
Gross Square Feet	4,900	A. Adequate	1. No Attention Required
Number of Floors	1	B. Fair	2. Attention Required in next two years
Occupancy	B	C. Poor	3. Immediate Attention Required
Year Constructed	1965		
Last Renovation	Various		

**SHELL**

STRUCTURAL	Rating	A	Priority	1	Remarks
Material	Concrete	Masonry	Wood	Steel	Other
<b>Str. Visibility</b>		5% Col.	100% Soffit	25% Slab	
<b>Settlement Structural</b>		No	Yes	Priority	1
<b>Cracks</b>	Rating	A	Priority	1	
Walls		No	Yes	Priority	1
Slab		No	Yes	Priority	1
Beam/Joists		No	Yes	Priority	1
Columns		No	Yes	Priority	1
<b>Deter. / Corrosion</b>	Rating	A	Priority	1	
Walls		No	Yes	Priority	1
Slab		No	Yes	Priority	1
Beam/Joists		No	Yes	Priority	1

EXTERIOR ENVELOPE	Rating	A	Priority	1	
<b>Walls</b>	Rating	A	Priority	1	
Material	Concrete	Masonry	Wood	Steel	Other
Cracks		No	Yes	Priority	1
Rot/Decay/Corrosion		No	Yes	Priority	
Efflorescence/Staining		No	Yes	Priority	
Flashing/Sealant Tight		No	Yes	Priority	
Moisture Damage		No	Yes	Priority	
<b>Windows</b>	Rating	A	Priority	1	
Material/Type	Steel	Wood	Alum	Operable	Fixed
Glass	Single	Insulated	Other		
<b>Doors</b>	Steel	Wood	Alum		
Hardware	Rating	B	Priority	3	No power operators inside single pane glass
Door Slab	Rating	A	Priority	1	
<b>Stoops/Walks</b>	Rating	A	Priority	1	
<b>Canopies</b>	Rating	A	Priority	1	
<b>Joints</b>	Rating	B	Priority	2	Minor pointing needed
<b>Roof</b>	Rating	A	Priority	1	
Structure	Concrete	Masonry	Wood	Steel	Other
Membrane	Built-up	EPDM	PVC/TPO	Shingles	Mod Bit Metal IRMA
Leaks		No	Yes	Priority	
<b>Coping</b>	Rating	A	Priority	1	

## INTERIORS

INTERIOR SPACES	Rating	A	Priority	1	
<b>Walls</b>	Rating	A	Priority	1	
Cracks		No	Yes	Priority	1
Peeling/Staining		No	Yes	Priority	1
<b>Doors</b>	Steel	Wood	Alum		
Hardware	Rating	A	Priority	1	
Door Slab	Rating	B	Priority	1	
<b>Flooring</b>	Rating	A	Priority	1	
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	A	Priority	1	
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	A	Priority	1	Servicable
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	A	Priority	1	
<b>Ceiling</b>	Rating	A	Priority	1	
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other
	Rating	A	Priority	1	
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other
	Rating	B	Priority	2	Some stains - dated

## SYSTEMS

MECHANICAL	Rating	A	Priority	1	
HVAC System Type	VAV with pneumatic controls				
	Rating	A	Priority	1	
Heat Gen. System	Two Raypak hot water boilers are near the end of their useful life				
	Rating	B	Priority	3	Plan for replacement
Cooling System	Trane 30 ton Air-cooled chiller is 13 years old, and has 7-12 years of useful life; replacement				
	Rating	B	Priority	1	
Equipment (supply, exhaust, return, relief)	Rating	A	Priority	1	No issues noted
Piping, Pumps, Radiators, convectors, traps, insulation	Rating	A	Priority	1	
Ductwork, Dampers, Fire and smoke	Rating	A	Priority	1	Some zones need attention
Control systems	Rating	A	Priority	1	Pneumatic system is in good condition

ELECTRICAL		Rating	A	Priority	1	Switchgear is old, with no room for new circuits
Distribution	Rating	C	Priority	1		
Light Fixtures	Rating	A	Priority	1		
Material	T8 Flourescent fixtures, battery exit/emergency lights					
Power	Rating	A	Priority	1	Adequate receptacles for office use	

PLUMBING		Rating	B	Priority	2	2" water service with BFP and solids filter
Service	Rating	A	Priority	1		
Plumbing Fixtures	Rating	C	Priority	3	Not ADA Compliant*	
Type	Flush Tank toilets, flush valve urinals, manual faucets					
Hot Water	Rating	A	Priority	1	Natural Gas water heater is in good condition Limited Area only	
Fire Suppression	Rating	A	Priority	1		

\*Plumbing fixtures and water coolers should be ADA compliant in a Senior Center

**City of Gahanna**  
**Facilities Assessment**  
**Functionality Form**

**Building:** Senior Center  
**Address** 480 Rocky Fork Boulevard  
**Construction Type** 3A  
**Gross Square Feet** 4900  
**Number of Floors** 1  
**Occupancy** B  
**Year Constructed** 1965  
**Last Renovation**

		Rating	Priority
Functional Adequacy	Configuration, size and arrangement of spaces satisfies functional requirements and provides adequate work space	A	1
Accessibility	Spaces meet ADA standards	C	2
Room Finishes	Floor covering is appropriate for use, walls and ceilings are appropriate, color schemes and finishes are pleasing and updated	A	1
Acoustics and Sound Control	Finishes have appropriate sound absorption and reflective qualities and insulation against outside noise is sufficient to prevent unwanted distractions	B	1
Climate Control	HVAC systems permit comfortable teaching, learning and work environments and are appropriate for use	A	1
Lighting	Adequate quality and level for the environment. Window coverings are appropriate where necessary.	A	1
Electrical Service	Adequate electrical supply to accommodate technology and work functions.	C	2
Furniture and Fixtures	Ergonomically correct, appropriately sized, properly oriented	A	1
Information technology	Spaces have appropriate technology to meet function and work needs	A	1
Storage and Support Space	Adequate to support use and functions in building	A	1

Ratings	Priority
A. Adequate	1. No Attention Required
B. Fair	2. Attention Required in next two years
C. Poor	3. Immediate Attention Required

**Remarks:**

ADA accessibility does not meet current standards. Interior vestibule doors lack power operators  
 Toilet rooms and water cooler do not meet ADA  
 No sound separation between activity room and office  
 Casework is dated and worn  
 Condensate leaks several locations  
 Counters may be too tall for ADA reach limits  
 Current electrical system is at maximum capacity



City of Gahanna  
Facilities Assessment  
Inspection Form  
24-Jan-18

Str  
Env  
Int  
Mech  
Elect  
Plumbing



Building Name Golf Course Facility

Address 220 Olde Ridenour

Construction Type 4

Gross Square Feet 3500

Number of Floors 2

Occupancy B / S2

Year Constructed 1975

Last Renovation Various

Ratings	Priority
A. Adequate	1. No Attention Required
B. Fair	2. Attention Required in next two years
C. Poor	3. Immediate Attention Required

## SHELL

STRUCTURAL	Rating	A	Priority	1	Remarks
Material	Concrete	Masonry	Wood	Steel	Other
Str. Visibility	5% Col.	100% Soffit	25% Slab		
Settlement Structural	Rating	No	Yes	Priority	1
Cracks	Rating	A	Priority	1	
Walls	Rating	No	Yes	Priority	1 Repair small cracks
Slab	Rating	No	Yes	Priority	1
Beam/Joists	Rating	No	Yes	Priority	1
Columns	Rating	No	Yes	Priority	1
Deter. / Corrosion	Rating	A	Priority	1	
Walls	Rating	No	Yes	Priority	1 Monitor movement previously repaired
Slab	Rating	No	Yes	Priority	1
Beam/Joists	Rating	No	Yes	Priority	1
Columns	Rating	No	Yes	Priority	1
Foundation Walls	Rating	A	Priority	1	
Site Str. Elements	Rating	No	Yes	Priority	1

EXTERIOR ENVELOPE	Rating	B	Priority	1	Remarks
Walls	Rating	B	Priority	2	
Material	Concrete	Masonry	Wood	Steel	Other
Cracks	Rating	No	Yes	Priority	1 Tuckpoint cracks and monitor previous repairs
Rot/Decay/Corrosion	Rating	No	Yes	Priority	1 Minimal insulation.
Efflorescence/Staining	Rating	No	Yes	Priority	1
Flashing/Sealant Tight	Rating	No	Yes	Priority	1
Moisture Damage	Rating	No	Yes	Priority	1 None visible
Windows	Rating	A	Priority	1	
Material/Type	Steel	Wood	Vinyl	Operable	Fixed
Glass	Single	Insulated	Other		Integral blinds
Doors	Steel	Wood	Alum		
Hardware	Rating	C	Priority	3	Not code compliant
Door Slab	Rating	A	Priority	1	single pane glass
Stoops/Walks	Rating	A	Priority	1	
Joints	Rating	A	Priority	1	
Roof	Rating	A	Priority	1	
Structure	Concrete	Masonry	Wood	Steel	Other
Membrane	Built-up	EPDM	PVC/TPO	Shingles	Mod Bit
Leaks	Rating	No	Yes	Priority	Trusses and supports visible and in good condition

## INTERIORS

<b>INTERIOR SPACES</b>	Rating	C	Priority	1	Makeshift and not to code
<b>Walls</b>	Rating	C	Priority	2	Wood framing not to code
Cracks		No	Yes	Priority	1
Peeling/Staining		No	Yes	Priority	1
<b>Doors</b>	Steel	Wood	Alum		
Hardware	Rating	C	Priority	3	Not code compliant
Door Slab	Rating	C	Priority	3	Non fire-rated doors in corridor do not meet code
<b>Flooring</b>	Rating	B	Priority	1	
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	B	Priority	1	
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	B	Priority	1	Servicable
Material	Carpet	Resilient	Ceramic	Exposed	Other
	Rating	B	Priority	1	Floor paint
<b>Ceiling</b>	Rating	B	Priority	1	
Material	Lay-in	Gyp. Bd.	Exposed	Plaster	Other
	Rating	C	Priority	3	Maintenance areas plaster is damaged creating code violation
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other
	Rating	A	Priority	1	Some stains, low quality
Material	Lay-in	Gyp. Bd.	Exposed	Other	Other
	Rating	A	Priority	1	Verify this provides fire barrier to combustible roof structure

## SYSTEMS

<b>MECHANICAL</b>	Rating	B	Priority	2	
HVAC System Type	Furnaces				
	Rating	B	Priority	2	Furnaces can't keep up on extremely cold days due to lack of insulation.
Heat Gen. System	Furnaces and ceiling fans				
	Rating	B	Priority	2	
Cooling System	Furnace with cooling coil for offices/meeting room				Furnaces appear to be 15 years old
	Rating	B	Priority	2	
Equipment (supply, exhaust, return, relief)	Rating	C	Priority	3	Need better ventilation in maintenance areas to remove fumes
Piping, Pumps, Radiators, convectors, traps, insulation	Rating	B	Priority	2	No current issues
Ductwork, Dampers, Fire and smoke dampers, VAV, Insulation	Rating	C	Priority	2	No dampers or fire separations
Control systems	Rating	B	Priority	2	Individual control for each unit

ELECTRICAL	Rating	B	Priority	2	
Distribution	Rating	B	Priority	2	Main gear is adequate for building
Light Fixtures	Rating	B	Priority	2	
Material	T8 Fluorescent fixtures, decorative fixtures upstairs				
Power	Rating	B	Priority	2	In general, sufficient power with some spares.

<b>PLUMBING</b>	<b>Rating</b>	<b>B</b>	<b>Priority</b>	<b>2</b>	
Service	Rating	B	Priority	2	2" water service with BFP, no issues reported. Natural gas seems adequate
Plumbing Fixtures	Rating	C	Priority	2	
Type	Flush Tank toilets, flush valve urinals, manual faucets				Not ADA Compliant*, porcelain fixtures
Hot Water	Rating	B	Priority	1	Older hot water tank still servicable
Fire Suppression	Rating	N/A	Priority		None

\*Plumbing fixtures and water coolers not ADA compliant

\*Doors are not fire rated

\*Corridor walls are not fire rated and vehicle bays are not fire separated

\*Egress hardware is not code compliant

Abandoned grease interceptor from former kitchen.

Fueling station has 2 year old 500 gallon diesel/gasoline above ground tank

**City of Gahanna  
Facilities Assessment  
Functionality Form**

**Building:** Golf Course Clubhouse  
**Address** 220 Olde Ridenour  
**Construction Type** 4  
**Gross Square Feet** 5,000  
**Number of Floors** 2  
**Occupancy** B / S2  
**Year Constructed** 1975  
**Last Renovation** Various

		Rating	Priority
Functional Adequacy	Configuration, size and arrangement of spaces satisfies functional requirements and provides adequate work space	B	1
Accessibility	Spaces meet ADA standards	C	2
Room Finishes	Floor covering is appropriate for use, walls and ceilings are appropriate, color schemes and finishes are pleasing and updated	B	2
Acoustics and Sound Control	Finishes have appropriate sound absorption and reflective qualities and insulation against outside noise is sufficient to prevent unwanted distractions	B	1
Climate Control	HVAC systems permit comfortable work environments and are appropriate for use	C	2
Lighting	Adequate quality and level for the environment. Window coverings are appropriate where necessary.	B	1
Electrical Service	Adequate electrical supply to accommodate technology and work functions.	A	2
Furniture and Fixtures	Ergonomically correct, appropriately sized, properly oriented	B	2
Information technology	Spaces have appropriate technology to meet function and work needs	A	2
Storage and Support Space	Adequate to support use and functions in building	C	3

Ratings	Priority
A. Adequate	1. No Attention Required
B. Fair	2. Attention Required in next two years
C. Poor	3. Immediate Attention Required

**Remarks:**

ADA accessibility does not meet current standards.  
 Toilet rooms do not meet ADA  
 Many code concerns including no sprinklers, missing fire-rated doors, inadequate fire separations  
 Maintenance shop area lacks intact fire separations  
 General makeshift make-do operational setup  
 Improper facilities for women / no amenities  
 Counter in pro shop does not meet accessibility standards  
 Vehicle storage is inadequate. Golf carts and mowers sit outside. Need covered protected area.  
 Fueling area is code compliant and new.  
 Upper level is accessible but lighting is older and dim.  
 Lower level is work and dated.  
 Due to poor insulation, heating does not keep up on cold days.  
 Equipment, chemicals, weed killer etc. stored in the maintenance area requires proper storage facility, ventilation and fire separation from the remainder of the building.  
 There was a restaurant in the original construction., The grease interceptor is still present.



## City of Gahanna

Programming & Needs Assessment  
March 05, 2018





## INTRODUCTION

The City of Gahanna retained OHM Advisors (OHM) to conduct a ‘Space Needs Inventory and Analysis’ as part of a larger Facility Assessment evaluation process. This report is a component of that larger effort.

Each of the City departments and the facilities that they are housed in were included in this review, including occupied spaces (and some storage facilities). We specifically include City Hall, Police HQ, the Senior Center, the Service Operations Building, Fleet Maintenance Facility, Golf Course Facility and the Parks Maintenance buildings and storage facilities located at the Oklahoma property. This review does not include the various park locations and the associated pavilions, etc. that may be located at each.

The goal of the evaluation is to build a database of current building conditions, deficiencies and facility needs. This is coupled with a functional evaluation of how well the current spaces and facilities provide appropriate environments for the programmatic and functional needs of each department. We also then evaluate the results in terms of contemporary work environments, safety and security of staff and public, and Space/usability.

This document is to be used in conjunction with the Facilities Assessment previously presented.

Ratings	Priority
A. Adequate	1. No Attention Required
B. Fair	2. Attention Required in next two years
C. Poor	3. Immediate Attention Required

## EXECUTIVE SUMMARY

### City Hall

Area	The City Hall building houses nine departments. In general, the building is a relatively modern and attractive facility. Most of the spaces, especially on the second floor, are generous and have plenty of room to ensure proper operation. There are a few spaces on the first floor, though, that have increased density based on growth over the years from when the building was initially planned. Where staff is working in more densely occupied space, it has the potential to impact the efficiency of the operation, the security objectives or the ability to service the constituents optimally.
Flow	
Adjacency	
Public Interface	
Security/Access Control	
Employee Safety	This building has plenty of space to accommodate city administrative functions, but its layout and design are based on an old administrative model where individual departments are isolated and separated from each other. Contemporary spaces would be designed to be more open and to share resources, foster more collaboration and provide more flexibility as the needs of the city change. This building, while sound, could benefit from a re-organization of space to more equally distribute staff and administrative functions across the available square footage. At the first floor, additional concerns revolve around security (separation of staff and administrative areas from public areas), continuity of services for constituents, safer operation of the Mayor’s Court, access to Council Chambers and improvements to circulation.
EEO	
Physical Resources	
Training/Meeting	





## **Senior Center**

Area	The Senior Center seems to be well-suited for the flexibility needed for their operation, but could use improvements to provide better acoustic separation between spaces and administrative space, creation of a circulation path to minimize disruption of activities when moving from one room to the next, and increased storage space. Full compliance with accessibility standards should be a priority.
Flow	
Adjacency	
Public Interface	
Security/Access	
Control	
Employee Safety	
EEO	
Physical	
Resources	
Training/Meeting	

## **Police Headquarters**

Area	The police headquarters building was built at a time when the department staff was much smaller, and the administrative, detention and public safety functions that were housed there had different standards. It is evident, both from discussion with the staff and administration, that there are significant programmatic and functional shortcomings. The major issue is space and the rigidity of the existing construction. It will be extremely difficult to provide the correct amount of program space in this building and to provide the arrangement and types of spaces that the Police Department requires to function in accordance with current standards.
Flow	
Adjacency	
Public Interface	
Security/Access	
Control	
Employee Safety	
EEO	
Physical	
Resources	
Training/Meeting	

## **Parks & Recreation Maintenance Building (Oklahoma Property)**

Area	The Parks & Recreation operation is split between two areas of the City Hall building (see separate individual evaluation as part of City Hall) and property primarily used for maintenance purposes, which is located at the yard at 152 Oklahoma. The Oklahoma facility building houses much of the equipment and supplies that are used for the maintenance of city amenities and services, and a few staff members that are stationed there during the day. While they have taken great measures to maximize the usability and appearance of the cramped building, much of the improvements have been self-constructed and are not commercial quality. The facility is in need of replacement or significant expansion to accommodate the needs.
Flow	
Adjacency	
Public Interface	
Security/Access	
Control	
Employee Safety	
EEO	
Physical	
Resources	
Training/Meeting	



### **Fleet Building (Not Owned by the City of Gahanna)**

Area	The building use is shared with the school district but is owned by them. It is serviceable but has some structural cracks that need to be reviewed by an engineer. In general, it meets the need but its location is its biggest liability, since it is remote from most other city facilities. The building is also to be used as an emergency operations center and should be upgraded with an elevator to allow material, equipment and handicap access to the second floor.
Flow	
Adjacency	
Public Interface	
Security/Access Control	
Employee Safety	
EEO	
Physical Resources	
Training/Meeting	

### **Service Operations Building (Oklahoma Property)**

Area	The facilities located at the Oklahoma property need to be upgraded both from a building code and from a usability standpoint. Spaces have been self-constructed using low quality materials and the facility functions, but is barely adequate. Most construction is not to the level expected for a commercial facility. Upgrades to offices, break room and chemical/paint storage should be considered to make the spaces function better. Additionally, a strategy for storing materials and equipment in a safer, more organized manner could allow for consolidation, especially since portions of the property are in the flood plain. The location could benefit from a master plan and reorganization.
Flow	
Adjacency	
Public Interface	
Security/Access Control	
Employee Safety	
EEO	
Physical Resources	
Training/Meeting	

The salt dome is in need of replacement with a larger and more usable structure that will allow the city to store twice the amount of salt that it currently does. A planned brine building will also allow the city to make its own brine rather than buying it from Whitehall.

---

## **PROGRAM/FUNCTIONAL ASSESSMENTS**

OHM Advisors has prepared this evaluation based on the results of a survey, in-person interviews and field verification/walk-through's of the existing spaces occupied by each department. The goal of the process is to generally explore:

- Efficiency of daily workflow and communications
- Efficiency of space utilization
- Anticipated growth
- Capacities for public facilities
- Hazards/safety concerns
- Amenities available to employees (listed as Internal / EEO)



OHM Advisors met with staff and reviewed the conditions at multiple locations, including City Hall, the Police Headquarters, the Senior Center, Service Operations, the Parks Maintenance Facility, Fleet Maintenance Facility and the Golf Course Facility.

## **Survey/Interview Results and Recommendations:**

A survey was developed and distributed to representatives from each department, prior to meeting key staff in person. The following items are key notes taken from those interviews and questionnaires:

### **City Hall – Building Concerns**

- There is a need for a designated lactation room in the building. (This item is not department specific)
- Current set-up has isolated departments rather than shared space. This leads to some duplication of areas such as break rooms, storage, cashier windows, file areas, conference and training rooms. To maximize efficiency and provide collaborative work environments would require significant reconfiguration, although space is adequate and the building is generally sound.

### **HR, IT and Finance - Combined**

These departments share a space and have the following issues and concerns in common:

- Could use wayfinding in their space to direct people to HR, IT or Finance
- They have plenty of extra space in the waiting area
- The shared conference room is good but they could use more flexible furniture (tables). The current set-up is quite large and the ‘knights of the round table’ feeling is not always suitable.
- There is no break room on the second floor. Kitchenette is in a small confined space.
- No natural light in the space, including some of the private offices

### **Human Resources**

- Would like a kiosk, ideally located in the first floor lobby, where job applicants could complete the applications process. This would limit how many people would need to visit the department (upstairs).
- Needs a designated space for the finger-printing machine and process, which is currently located in a storage closet.
- Internally, there is a concern that people visiting HR are very visible. Greater privacy when entering and waiting is desired.
- Strange arrangement of windows into the HR Director’s office is not desired.
- HR Assistant and HR Admin Assistant sit at the front desk, which is prone to disruptions

### **IT Department**

- The server room is located on an outside wall with extensive windows. This causes concern about security and ability to control the temperature.
- IT staff is physically separated, with Finance staff located in between. IT Director is down the hall from most of the staff.



## Finance

- They collect cash that is kept in a safe in a private office.
- Public interface usually revolves around RITA issues
- Once cash on hand exceeds \$5,000 the money is taken to the night drop at the bank
- Special equipment: pressure sealer
- Lack of appropriate security measures included in the Finance Department.
  - Finance Coordinator Receipting – requires security
  - Finance Director, Payroll Coordinator – requires privacy
- Staff members are not entirely happy with where they are located, which causes difficulty at times, and has a negative influence on the work environment.

## Mayor's Office

- Will need another private office in the future for a planned Communication Director
- City Administrator's office has a door that leads to the Mayor's office, which has been deemed unnecessary and adds to privacy issues between offices.
- BIC room needs additional soundproofing to ensure confidentiality and privacy
- Each office is equipped with a rope ladder system to allow escape in case of emergency (fire, shooter, etc.) but no training has been given on how to use them
- Would like to have a space to accommodate additional training options for other municipalities or peer organizations
- Natural light is desired in the 'main area'.
- Better acoustic separation throughout the suite is desired.
- Office sizes are not consistent.
- Concerns about ventilation
- Cited a 'lack of design appeal'
- Space is inequitably distributed, with a large lobby area that is mostly unused.

## Mayor's Court

- Court is held on Thursday and utilizes the Council Chamber, the prosecutor's office, the committee room, the lobby and the Mayor's Court office.
  - Committee room is a shared conference room that is taken out of service for the full day and thus, not available to other departments
- Everyday staff includes 3 FTE, but increases to 7 FTE and 2 PTE (interns) on Court days
- Current operation lacks the necessary security features for a modern court facility.
- Prosecutor (second) uses the committee room to meet with defendants, but is not visible to others based in the layout of the space. This leaves the prosecutor in a potentially dangerous position.
  - The papers, files and other required items must be set up and torn down each week since this is a shared space.
- The transaction windows at the Clerk reception areas need acoustical separation from the public and from the adjacent windows as there is sensitive and private information that needs to be shared.
- Current waiting area seats about 30 people, which aligns with needs.
  - Could use a better system for calling defendants to the window (speaker?)
- Physical area is dusty due to the files that are stored. Additional ventilation or air filter would improve the physical environment.



- Files were observed as being temporarily stored in a rear vestibule awaiting purge and archive processes. This area is subjected to greater variations of temperature and conditions. It should also be evaluated as to whether it is a required egress path.
- Clerk cannot see directly to the window reception areas to observe and monitor activities, which allows for the possibility of situations escalating without being observed.
- Natural light would be appreciated.

#### Clerk of Council

- Area has sufficient space and is shared by the City Attorney.
- Department could benefit from a small conference room or space that could allow for meetings with constituents without bringing them farther back into the private office areas.
- Does not need immediate access to or from the public.

#### Senior Center (Recreation)

- Needs an accessible van/shuttle for seniors
- Would like to continue offering public facility rentals
- Voting Days – would like to continue to be a polling location to allow accessibility for seniors to vote there
- Community meetings – The building could be used for more community meetings (Community/volunteer groups and organizations) and rentals without conflicting with other activities if circulation were improved.
  - The center needs a means of circulation from front of building to the back, without going through the main flex/meeting space.
  - This could be accomplished by capturing the exterior space under the current façade/canopy/soffit by enclosing the covered walkway.
- The center could benefit from additional flex spaces (additional partitions) that would allow for more programs and offerings.
- They currently use the lobby/waiting area for staff meetings, prior to public arrival.
- There is no acoustical separation between the administration areas and the flex space/meeting room. The walls do not go all the way to the ceiling.

#### Parks & Recreation (Including City Hall, Oklahoma and Golf Course Facility property)

##### City Hall Offices

- The Parks & Recreation Department is split between two separate spaces within City Hall. There is a completely separate department with a service window between them.
- This separation creates inefficient traffic flow and often leads to confusion for the visiting residents. Customers visiting at the counter are either re-directed to a different place or have to wait for someone to be located and come out to the hallway to answer questions.
- The Parks & Rec reception counter is sufficient, but the adjacent office space is awkwardly arranged and provides limited vision of the counter.
- Given that the office area is split, one section has sufficient space but the second area suffers from a lack of storage for the supplies needed for the summer/youth programs. In this same area, workstations are smaller and things are much more cramped.



### Oklahoma Facility

- Supervisor has a private office, but has no acoustic separation from the staff
- Could use a vestibule or separation from visitors to keep them from wandering around looking for staff.
- Cargo storage boxes are used for recreation equipment. It would be better if there was permanent storage space available.
- Need a better system for the Community Sign Program
- Flex space is sometimes used for conflicting needs, including as the lunch room and training room for staff and also as an emergency shelter for staff and summer camp participants from Friendship Park in case of emergency or even bad weather. The building was not constructed for secure use as an emergency storm shelter.
- The building includes inadequate spaces for the storage of flammable and hazardous materials. The existing storage areas have poor ventilation and lack required suppression systems.
- From a maintenance standpoint, the department appreciates the central location of the building as it enables their ability to conveniently service the parks,

### Golf Center

- The cash from the golf operations is not well-secured.
- Lower level (Pro Shop) toilet facilities are not handicap accessible. The upper floor is accessible.
- On very cold days, the HVAC system cannot keep up with demand due to poor insulation in the exterior walls.
- Much of the equipment, including golf carts and riding mowers are stored outside, which contributes to greater rates of decline and degradation of the vehicles.
  - Cracked seats get water-logged and staff need to sit on them to work.
  - Leads to negative morale issues
- The building is used for rentals, community programs and the Pro Shop. The Pro Shop is hidden behind and is not easily found if not familiar with the facility.
- The maintenance area is no longer properly fire separated from the remainder of the building due to breaches in the plaster ceiling and framed wall separating the space from the remainder of the building.

## **Public Service (Including City Hall and Oklahoma property)**

### General:

- The department is located in three areas. 15 maintenance employees are located at the Oklahoma Facility, 23 employees are located at City Hall and 5 employees are located at the Fleet Maintenance Facility.
- The department includes Public Service, Engineering, Building, Zoning, Water, Sanitary, Storm, Utility Billing, Streets, Facility Maintenance and Fleet Management.

### City Hall Component (General Comments)

- Utility billing is in City Hall (three people).
- Public Service shares Conference Rooms in the building, which are available by reservation, but get used up quickly. There are three on L1, three or four on L2 and a committee room available for use. Auditors use one room continuously for 3-4 months. On Thursdays, the committee room is used for staging by attorneys coming in for hearings, leaving a few smaller rooms that get used frequently.
- Office Space for Public Service is generally adequate and functional but City Engineer and Building Services are further evaluated below as follows:



#### City Engineer

- Currently there are five employees. The City Engineer has stated that he is the only one requiring an actual private office in order to hold confidential conversations. They do design work as well as plan review from outside consultants regarding city projects. Current space is adequate for their needs.
  - a. They have flat files, plan storage and need storage space for rods, levels, tripods and other equipment.
  - b. They need access to conference rooms on a regular basis for pre-bid meetings, consultant meetings etc. They occasionally have difficulty scheduling meetings such as pre-bid or consultant meetings due to the shared nature of the available rooms
- Much of the info they use is electronic and based on the GIS mapping system. They maintain paper copies of files at Oklahoma for review. The City Engineer also has copies of most info.
- Some documents are legal sized (deeds, surveys) that are stored.

#### Building Services

- Current space and layout work well. No changes necessary.
- Current plan storage and file capacity are fine. The department holds residential drawings for one year after permitting, and commercial plans for five years.
- Zoning and code enforcement shares the same space and files.
- Equipment is currently fine- plotter, copier, files.

#### Oklahoma Component (Service Operations Center)

- Oklahoma is not properly set up for meetings when the service department needs to get together. Would like a better meeting space.
- They created a lunch room and meeting space to try to improve conditions. They added air conditioning via a small split system but it is makeshift (see Service Operations Assessment).
- Locker Rooms need to be cleaned up and made more efficient. Usually showers are not used, but occasionally, they need to clean up after being splashed or dirty.
- Staff congregates mornings, at lunch and at end of the day. Between, they are out working on projects.
- Snow plow blades need to be stored under cover to protect them. They are currently outside.
- They need a larger salt barn. They have a cone style currently but would like a larger one with a push wall and easier front loader access.
- The yellow barn is under-utilized, partially due to condition and partially due to access. Need to look at options to better utilize it. There is a grease interceptor on the drain in the barn, to catch oil and grease before it enters the sewer system.
- There is a bit of a concern with public access to the property. There are times when the gate is open and crews are out, and the public wanders in. There needs to be better separation between publicly accessible areas and service department areas.
- Vehicle storage would be helped if there was covering. Having to knock snow and ice off of the equipment every morning takes time and effort.
- There is a wash bay with a wand, but a better solution is requested to keep the equipment salt free and to enable workers to get above and below the vehicle for proper cleaning



### **Police Department**

The Police Department should be separately evaluated in regard to needs, best practices, standards compliance, operational efficiency and command readiness. Comments below are more high level and general, given the nature of this study.

- Public access should be designed to separate the general public, victims, witnesses and suspects from each other. Currently, all enter the same way.
- Entrance to the secure portion of the facility should be completely separate from the public entry
- Public restrooms are required and need to be separated from secure areas.
- Toilet rooms for command staff and officers need to be more accessible and adjacent to work areas.
- Appropriate locker room and shower facilities are also required for both male and female officers.
  - Typically command staff have offices with restrooms in similar facilities in other communities.
- Extensive storage needs for personal items (uniforms, equipment and firearms) and extensive storage for departmental equipment (evidence, etc.)
- A public meeting room that is not part of the secure portion of the facility is needed.
- The only current conference room is located upstairs, immediately adjacent to the command staff and lacks acoustical and physical separation. Public must come all the way into the secure facility to meet with department staff.
- Other needs include but are not limited to:
- A firearms range needs to be convenient and accessible (previously present but removed to create Evidence Storage);
- Training rooms;
- Temporary holding facilities for prisoners; secure sally port; secure vehicle storage area; evidence/property room; interview rooms both within the secure portion of the building and non-secure; safe room and adequate report taking/interview rooms within the lobby area; sufficient network/data center facilities; communications center area with own restrooms; break area and private office areas; adequate storage for sensitive items such as firearms; emergency operations center for the City in a secure, hardened area of the building.
- The facility should be hardened and protected against weather events and purposeful acts of destruction (Kevlar drywall in appropriate areas, bullet resistant glass, etc.). A physical fitness facility for the City is the norm now and should be included.
- Public waiting area is inadequate. Two separate waiting areas should be provided with attached safe rooms.

### **Fleet Facility**

- The building is used for vehicle and equipment repairs. It is owned by Gahanna/Jefferson Schools and is shared by the city. The schools use half of the building and some equipment is shared.
  - a. Sometimes, both city mechanics and school mechanics need to use the same equipment. Need better scheduling.
  - b. The layout of the building creates near misses when busses are entering and city vehicles are exiting from service bays.
  - c. Suggest a study be done regarding vehicular entry, exit and circulation to improve conditions.
- There are structural cracks and issues that need to be reviewed by a structural engineer.
- The building could use a working service elevator (2500 lbs minimum). There is a shaft for a planned future elevator but it was not installed. Heavy items must be picked up by the crane and maneuvered to the mezzanine via chain hoist and muscle.





- Parking is normally ok, but at peak times things get tight. Peaks happen 2 to 3 times a year when 22-25 employees come in for meetings, training etc.
  - a. The building could use a fenced-in lock-up area outside for snow blade storage, auction items and new items that have just arrived.
- The location of the building is too remote for the majority of the fleet to have easy access. If a mower breaks down, they need to drive over with a flat bed, pick it up, and bring it back. They do have a field service truck that can go out to where a vehicle is broken down to try to get it running.
- They currently don't have a wash bay to clean vehicles, but would like one.
- Need to control access to the shop area. Need a doorbell and control so that people don't wander into the shop area.
- The current beam crane has limitations given its fixed location. They need to be very careful when lifting with it. Any eccentricity causes it to twist, creating an unsafe condition. They really need a traversing crane so that they can position it anywhere needed to lift an engine, dump bed etc.
- The Fleet facility serves as a backup emergency command center. The city is installing drops for emergency management such as additional phones, yet the space will be on the second floor and will not be handicap accessible.,
- The storm shelter in this building is inadequate. It is too small to house the staff and there is no ventilation. This should be improved if the building is to be a backup emergency command center.
- The configuration of the equipment lifts is not ideal- they need to be further apart to allow proper working clearances (this may not be possible without changing/expanding the building).
  - a. There are 4 permanent and 6 portable lifts.
  - b. There areas where the floor is not level enough for the portable lifts and the sensors will keep tripping due to the lift not being level.

---

### SPACE EVALUATIONS AND CONCERNS

OHM'S evaluation of the current city facilities is based on a rating scale that rates three key criteria:

- Space and Usability: Usability and size / configuration of the space, i.e. is there enough area, is it organized well and does it function efficiently, and adjacency i.e. is the location near other related functions
- Safety and security of the spaces, i.e. can the public gain access to do business effectively, is the public and staff safe from intrusion and external threats and is the work environment safe.
- Work Environment, i.e. are the proper resources, amenities and support spaces available to support 21<sup>st</sup> century workplaces according to EEO standards, Are the appropriate amenities available to staff and are appropriate training and meetings spaces available.

Functionally, we evaluated the current facility operations against the concerns identified by staff. We also assessed the existing condition of the finishes, acoustics, comfort, light, storage, workspace, ability to meet requirements for program and performance.



Ratings were determined based on a dual scale, rating condition and priority to be addressed. The scale went from “A” to “C”, with “A” being “Adequate” and “C” being “Unsatisfactory”. Priority was rated on a scale of 1 to 3, with 1 being urgent and 3 being no attention required. Ratings are color-coded for easy review with a summary scale at the top of the page. The scale is as follows:

Ratings	Priority
A. Adequate	1. No immediate attention required
B. Fair	2. Attention Required in next two years
C. Poor	3 Immediate Attention Required

City Hall-----	Page 13
Parks and Recreation Maintenance-----	Page 14
Senior Center-----	Page 15
Police-----	Page 16
Fleet Maintenance-----	Page 17
Service Operations-----	Page 18
Mayor-----	Page 19
Mayor’s Court-----	Page 20
City Council-----	Page 21
Human Relations-----	Page 22
Parks and Recreation-----	Page 23
Finance -----	Page 24
Information Technology-----	Page 25
Public Service Department-----	Page 26
Golf Course Facility-----	Page 27

City of Gahanna Facilities Assessment Programming Assessment Form				
Department Gross SF (Dept) Building Name Address Construction Type Gross Square Feet Number of Floors Occupancy Year Constructed Last Renovation			City Hall 39,508 Gahanna City Hall 200 South Hamilton Road, Gahanna Ohio 2A 39,508 2+Basement B 1965 Various	CITY HALL BUILDING
				Rating
SPACE & USABILITY	Gross Area	There is adequate space in the building but individual departments are separated and compartmentalized. Some areas are cramped and others generous. The building contains sufficient space to accommodate all functions.	Does the physical space have enough gross area to accommodate the staff, equipment and storage?	A
	Workflow/Function	Individual departments are separated from each other, and departments contain lots of individual offices. Some duplication between departments might be eliminated if opportunities were found to share similar functions.	Is the space organized in a manner that enables efficient function and operational workflow?	B
	Adjacency	The location is optimal	Does the location maximize the ability to properly interact with related departments and resources?	A
SAFETY & SECURITY	Public Interface	The public has easy access to city staff but perhaps there should be more of a security separation	How well is the public able to access the department and have an appropriate interaction with staff?	A
	Security & Access Control	The building lacks central control or security screening. Individual departments are separated from each other but the compartmentalization of the building makes monitoring security and response to potential situations more difficult.	Is the space properly secured from internal and external threats to staff, equipment & valuables?	C
	Employee Safety	The building is open and accessible to the public. There are no security perimeters. Individual departments report no safety concern. There are no barriers or secure zones, but some second floor offices have emergency escape ladders in the event of an active threat.	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?	B
WORK ENVIRONMENT	Internal (EEO)	There is a need for a designated lactation room in the building. Consider a universal toilet room. Multiple small break areas could be combined for better efficiency and collaboration.	Does the space provide equal resources and access for all employees? (male/female, disabled)	B
	Physical Resources	There is a need for a designated lactation room in the building. Consider a universal toilet room. Multiple small break areas could be combined for better efficiency and collaboration.	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)	B
	Training/Meeting	Current physical configuration is composed of individual departments that are separated by walls. Scheduling conference, meeting and training space can sometimes be difficult due to limited availability.	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.	B

**Ratings**

A. Adequate  
B. Fair  
C. Poor

Refer to individual departments for specific notes and ratings.

Mayor's Office	Mayor's Court	City Council	Human Resources	Parks & Recreation	Finance	Internet Technology	Public Service	City Engineer and Building/Zoning/Codes
Rating	Rating	Rating	Rating	Rating	Rating	Rating	Rating	Rating
A	A	A	A	B	A	A	A	A
A	B	A	A	B	A	A	A	A
A	C	A	A	B	A	A	A	A
A	B	A	A	A	A	A	A	A
A	C	C	A	A	B-	B	A	A
A	B	A	A	A	A	A	A	A
A	A	A	B	A	A	A	A	A
A	A	A	B	B	B	B	B	B
B	B	B	B	B	B	B	B	C

<b>City of Gahanna</b>	
<b>Facilities Assessment</b>	
<b>Programming Assessment Form</b>	
<b>Department</b>	<b>Parks &amp; Rec Maintenance Building</b>
Gross SF (Dept)	6,800
<b>Building Name</b>	<b>Parks &amp; Rec Maintenance Building</b>
Address	Oklahoma
Construction Type	3B
Gross Square Feet	6,800
Number of Floors	2+Basement
Occupancy	B & S2
Year Constructed	1939 & 1950's
Last Renovation	Various

			Rating	
SPACE & USABILITY	Gross Area	• The community football program stores equipment in a cargo storage box. • No good system is in place for the Community Sign Program.	B	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	Self-built spaces but have been painted and cleaned up. Efforts have been made to organize items and equipment and provide proper storage. The buildings are servicable. Other ocasional uses of the building for training and classes attended by the public should be evaluated for relocation elsewhere.	B	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	• From a maintenance standpoint, the department appreciates the central location of the building as it enables their ability to conveniently service the parks.	A	Does the location maximize the ability to properly interact with related departments and resources?
SAFETY & SECURITY	Public Interface	• Could use a vestibule or some sort of separation from the public to prevent unauthorized wandering if no one is present. Classes and training are sometimes held in this building. Public access through maintenance office areas and corridors is not optimal. The building and grounds were not designed for use by the general public, yet are used for staff meetings, training and emergency shelter.	B	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	• Supervisor has a private office, but has no acoustic separation from the staff. This is an active service yard with equipment entering and exiting. Careful attention should be paid to how and where the general public can gain access. Perhaps a secondary separation between the service yard and the parks building should be considered. Using this building for meeetings, training and especially emergency shelter should be re-evaluated since it was not constructed for this purpose.	B	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	• The building includes inadequate spaces for the storage of flammable and hazardous materials. The existing storage areas have poor ventilation and lack appropriate code compliant safety systems.	C	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
WORK ENVIRONMENT	Internal including required amenities to meet EEO standards	• Building is not ADA compliant, including deficiencies at the toilet rooms, especially since it is being used occasionally for training and meetings.	C	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	• Staff have made a concerted effort to improve the conditions in this building and are making the best of what they have. Other amenities are ad-hoc and minimal.	B	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	• Flex space is used for conflicting needs, including the lunch room, training room and emergency shelter for summer camp participants in case of emergency or even bad weather (rain). This space is also used by other departments for meetings and training. The space is near the park but is not a substantially built structure.	C	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.

<b>Ratings</b>	
A. Adequate	
B. Fair	
C. Poor	
	The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described

<b>City of Gahanna</b>	
<b>Facilities Assessment</b>	
<b>Programming Assessment Form</b>	
<b>Department</b>	<b>Senior Center</b>
Gross SF (Dept)	5,225
<b>Building Name</b>	<b>Senior Center</b>
Address	480 Rocky Fork Blvd , Gahanna Ohio
Construction Type	3A
Gross Square Feet	5,225
Number of Floors	1
Occupancy	B
Year Constructed	1965
Last Renovation	1991

**Rating**

SPACE & USABILITY	Gross Area	<ul style="list-style-type: none"><li>• The center could benefit from the ability to subdivide or separate additional flex spaces so that additional programs and offerings could occur at the same time.</li></ul>	A	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	<ul style="list-style-type: none"><li>• Center needs a means of circulation from front of building to the back, without going through the main flex/meeting space.</li></ul>	B	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	<ul style="list-style-type: none"><li>• Proximity to the City complex is a plus.</li></ul>	A	Does the location maximize the ability to properly interact with related departments and resources?
SAFETY & SECURITY	Public Interface	<ul style="list-style-type: none"><li>• The seniors who use the building have easy access to staff and programs.</li><li>• Having the building dedicated to seniors seems to restrict its use for other community functions</li></ul>	A	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	<ul style="list-style-type: none"><li>• There is no acoustical separation of the administration areas from the flex space/meeting room. The walls do not go all the way to the ceiling.</li></ul>	A	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	<ul style="list-style-type: none"><li>• Office and support spaces fit the function well.</li></ul>	A	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
WORK ENVIRONMENT	Internal including required amenities to meet EEO standards	<ul style="list-style-type: none"><li>• Building is not ADA compliant, including deficiencies at the toilet rooms. This is significant, given the building's role as a senior center.</li></ul>	C	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	<ul style="list-style-type: none"><li>• Needs an accessible van/shuttle for seniors.</li></ul>	A	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	<ul style="list-style-type: none"><li>• Would like to continue offering public facility rentals.</li><li>• Voting Days – would like to continue to be a polling location to allow ability for seniors.</li><li>• Community meetings – Would like more flexibility by separating circulation through spaces in order to offer spaces for community meetings (Community/volunteer groups and organizations) without conflicting with current activities.</li><li>• Currently uses lobby/waiting area for staff meetings, prior to public arrival.</li></ul>	A	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.
	<b>Ratings</b> A. Adequate B. Fair C. Poor	The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described		

<b>City of Gahanna</b>	
<b>Facilities Assessment</b>	
<b>Programming Assessment Form</b>	
<b>Department</b>	<b>Police HQ</b>
Gross SF (Dept)	17,786
<b>Building Name</b>	<b>Police HQ</b>
Address	460 Rocky Fork Blvd, Gahanna Ohio
Construction Type	2A
Gross Square Feet	17,786
Number of Floors	2+Basement
Occupancy	B
Year Constructed	1965
Last Renovation	2007

Note: This is a high level look at operations in the Police Building. This is not a detailed evaluation of police operations or standards compliance, which is beyond the scope of this study.

			Rating	
SPACE & USABILITY	Gross Area	• The building is too small in every way and is inadequate	C	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	• Many spaces are makeshift and too small to effectively function. Some areas are completely inadequate such as the location of the "gunsmithing shop".	C	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	• Functions are placed where space exists without regard for effective function.	C	Does the location maximize the ability to properly interact with related departments and resources?
SAFETY & SECURITY	Public Interface	• Security perimeter no longer meets current standards Public enters the lobby in the same space that is also the waiting area for witnesses, victims and attorneys, who all must come in contact with each other.	C	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	• The building is secure and access is limited and controlled. See above comment regarding mixing of public, victims and witnesses etc. Internal circulation is also poor. Prisoners walk the same corridors as officers. Additional operational standards are also compromised (command staff access to toilets, hardened separation between communications and public etc.)	C	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	• Many rooms are crammed full. Working with makeshift tight quarters causes uncomfortable situations when suspects and witnesses cross paths while being interviewed. • No proper interview spaces.	C	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
WORK ENVIRONMENT	Internal including required amenities to meet EEO standards	• Building is not ADA compliant, including deficiencies at the toilet rooms. • Female facilities are inferior to men's. • The building lacks proper amenities.	C	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	• The building was built for a police force half the size of the current force. • All areas are inadequate and overtaxed.	C	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	• The building lacks proper training, meeting, interview, locker room, storage etc. The building also needs a firing range for proper training and efficiency.	C	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.
Ratings		The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described		
A. Adequate				
B. Fair				
C. Poor				

Page 16 of 27

<b>City of Gahanna</b>	
<b>Facilities Assessment</b>	
<b>Programming Assessment Form</b>	
<b>Department</b>	<b>Fleet Building</b>
Gross SF (Dept)	16,800
<b>Building Name</b>	<b>Fleet Building</b>
Address	785 Science Blvd, Gahanna Ohio
Construction Type	3A
Gross Square Feet	16,800
Number of Floors	1+Mezzanine
Occupancy	S2
Year Constructed	1998
Last Renovation	

Note, this building is not owned by the City of Gahanna and is jointly used by the school district and the city

			Rating	
SPACE & USABILITY	Gross Area	<ul style="list-style-type: none"><li>• The building is owned by Gahanna Jefferson Schools and is shared with the city.</li><li>• The shop and parts storage are shared spaces but the lifts and maintenance bays are separate.</li><li>• Clearance around the lifts used by the city is tight, especially if pulling wheels off of a vehicle.</li></ul>	A	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	<ul style="list-style-type: none"><li>• The layout of the building creates near misses when busses are entering and city vehicles are exiting from service bays.<ul style="list-style-type: none"><li>a. Suggest a study be done regarding entry, exit and circulation to improve conditions.</li><li>b. The building could use a working service elevator (2500 lbs minimum). There is a shaft for a planned future elevator but it was not installed. Heavy items must be picked up by the crane and maneuvered to the mezzanine via chain hoist and muscle.</li><li>d. Parking is normally ok but at peak times things get tight. Peaks happen 2 to 3 times a year when 22-25 employees come in for meetings, training etc.</li><li>e. The building needs a fenced-in lock-up area outside for snow blade storage, auction items and new items just arrived. Also need a wash bay to clean vehicles.</li></ul></li><li>• The current beam crane has limitations given its fixed location. They need to be very careful when lifting with it. Any eccentricity causes it to twist, creating an unsafe condition. They really need a traversing crane so that they can position it anywhere needed to lift an engine, dump bed etc.</li></ul>	B	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	<ul style="list-style-type: none"><li>• The location of the building is too remote for the majority of the fleet to have easy access. If a mower breaks down, they need to drive over with a flat bed, pick it up, and bring it back. They do have a field service truck that can go out to where a vehicle is broken down to try to get it running.</li></ul>	C	Does the location maximize the ability to properly interact with related departments and resources?
SAFETY & SECURITY	Public Interface	Salesmen, vendors and the public sometimes wander into the maintenance bays. Need a way of allowing them limited access (buzzer with locked vestibule or other solution) to allow waiting area for two people.	B	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	<ul style="list-style-type: none"><li>• See above regarding public access.</li><li>• The second floor training room also serves as a backup emergency command center for the city. It is not accessible except for one stair and is not handicap accessible.</li></ul>	B	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	<ul style="list-style-type: none"><li>• Clearances around lifts is sometimes too tight.</li><li>• Portable lifts can't safely be used since the floor is not level and the sensors are triggered.</li><li>• The crane has limited use given its fixed location.</li></ul>	B	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
WORK ENVIRONMENT	Internal including required amenities to meet EEO standards	<ul style="list-style-type: none"><li>• The building is not handicap accessible.</li><li>• Training space on the second floor/mezzanine is functional.</li><li>• Locker Rooms are not accessible but servicable.</li><li>• Need better provisions for females</li></ul>	C	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	<ul style="list-style-type: none"><li>• Facilities are adequate for male employees but lack other amenities</li></ul>	C	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	<ul style="list-style-type: none"><li>• Rooms are available and adequate but not accessible. Use as an emergency operations center suffers from lack of accessibility</li></ul>	B	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.
Ratings				
A. Adequate		The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described		
B. Fair				
C. Poor				

<b>City of Gahanna</b>	
<b>Facilities Assessment</b>	
<b>Programming Assessment Form</b>	
<b>Department</b>	<b>Service Operations Building</b>
Gross SF (Dept)	28920 including:
	7760 Offices/ garage bays and break room
	6730 vehicle storage in yellow barn
	3360 covered bins
	3100 Salt dome
<b>Building Name</b>	<b>Service Operations Building</b>
Address	Oklahoma
Construction Type	Various
Gross Square Feet	28920 (several buildings)
Number of Floors	1
Occupancy	B and S2
Year Constructed	1939 & 1950's
Last Renovation	Various

SPACE & USABILITY	Gross Area	<ul style="list-style-type: none"><li>• The occupied area includes several buildings and structures and the area is adequate.</li><li>• A planned Brine structure would add one more building.</li><li>• The current salt dome is too small and is not as usable as a proper salt storage facility. The city can currently store approximately 1300 tons of salt in the dome but it's shape restricts its usability since the salt needs to be blown in. Ideally, the city wants to store 2000 to 3000 tons to get best value. The ideal facility would be designed so that material could be dumped and then pushed into the structure with a front loader or skid steer.</li><li>• Currently, salt is stored in two material bins as well as at the Franklin County Engineer due to lack of space. Other storage structures are servicable.</li></ul>	B	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	<ul style="list-style-type: none"><li>• There is a lot of space available and items are scattered. More efficient outdoor storage including racks and additional covered structures could allow for consolidation of space.</li><li>• Items seem to be put wherever space is available but could be better organized and consolidated.</li><li>• Because the area is in a flood plain, consideration must be given regarding what items can be safely stored and in what manner to protect the watershed and public.</li></ul>	B	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	<ul style="list-style-type: none"><li>• From a maintenance standpoint, the department appreciates the central location of the building as it enables their ability to conveniently service the city.</li><li>• Sharing space with Parks and Rec allows for synergy of some items like the wash bay and also allows for common use buildings like the yellow barn.</li></ul>	A	Does the location maximize the ability to properly interact with related departments and resources?
SAFETY & SECURITY	Public Interface	<ul style="list-style-type: none"><li>• The public does not access this site, except to dump yard waste.</li><li>• Gates and barrier fence should control access but could be made more secure.</li></ul>	A	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	The offices are accessible if the gates are open and workers are out in the yard and not in the building. No problems have been reported however. <ul style="list-style-type: none"><li>• Given the location, access control gates and perimeter fencing keeps the public out after hours. Given that the adjacent Parks and Recreation Building is used for emergency shelter, meetings and training, an additional barrier should be considered to separate service vehicles from public.</li></ul>	B	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	<ul style="list-style-type: none"><li>• The office space is self-built but servicable. As constructed, with combustible wood framing and no sprinklers, the building does not meet Ohio Building Code standards for office space.</li><li>• Given the size of the offices and the meeting/break area in relation to the vehicle bays, the office space cannot be viewed as accessory use and should be separated.</li><li>• Flammables are being stored in flammable storage cabinets but there are no fire separations or fire doors.</li></ul>	C	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
WORK ENVIRONMENT	Internal including required amenities to meet EEO standards	<ul style="list-style-type: none"><li>• Building is not ADA compliant, including deficiencies at the toilet/shower rooms. No facilities exist for women or universal.</li></ul>	C	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	<ul style="list-style-type: none"><li>• All spaces are makeshift and most were built internally. Conditions are servicable but not optimal.</li><li>• Accessibility, building code compliance and ammenities for employees other than men are lacking.</li></ul>	C	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	<ul style="list-style-type: none"><li>• There is a break room that is also used for meetings.</li><li>• Water uses one part and streets/utilities uses another part of the building.</li><li>• There are no training or proper meeting facilities in this building other than makeshift.</li></ul>	C	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.
	<b>Ratings</b> A. Adequate B. Fair C. Poor	The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described		



<b>City of Gahanna Facilities Assessment Programming Assessment Form</b>	
<b>Department</b>	<b>Mayor's Office</b>
Gross SF (Dept)	1,500
<b>Building Name</b>	<b>Gahanna City Hall</b>
Address	200 South Hamilton Road, Gahanna Ohio
Construction Type	2A
Gross Square Feet	39,508
Number of Floors	2+Basement
Occupancy	B
Year Constructed	1965
Last Renovation	Various

			Rating	
SPACE & USABILITY	Gross Area	• Will need another private office in the future for a planned Communication Director. • Office sizes are not consistent.	A	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	Excessive space in the lobby could be better utilized	A	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	• Location of the office works well and is properly accessible.	A	Does the location maximize the ability to properly interact with related departments and resources?
SAFETY & SECURITY	Public Interface	• Easily accessible with the appropriate separation from the public.	A	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	• City Administrator’s office has a door that leads to the Mayor’s office, which has been deemed unnecessary and adds to the privacy issues between offices. Building-wide security and access control would provide a greater degree of security for this and other departments	A	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	• Each office is equipped with a rope ladder system to allow escape in case of emergency (fire, shooter, etc) but no training has been given on how to use them.	A	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
WORK ENVIRONMENT	Internal including required amenities to meet EEO standards	• Refer to building evaluation	A	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	• Natural light is desired in the ‘main area’. • Better acoustic separation throughout the suite is desired. • Concerns about ventilation. • Cited a ‘lack of design appeal’.	A	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	• BIC room needs some sort of soundproofing to ensure confidentiality and privacy. • Would like to have a space to accommodate additional training options for other municipalities or peer organizations .	B	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.
Ratings		The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described		
A. Adequate				
B. Fair				
C. Poor				

<b>City of Gahanna Facilities Assessment Programming Assessment Form</b>	
<b>Department</b>	<b>Mayor's Court</b>
Gross SF (Dept)	X
<b>Building Name</b>	<b>Gahanna City Hall</b>
Address	200 South Hamilton Road, Gahanna Ohio
Construction Type	2A
Gross Square Feet	39,508
Number of Floors	2+Basement
Occupancy	B
Year Constructed	1965
Last Renovation	Various

			Rating	
SPACE & USABILITY	Gross Area	<ul style="list-style-type: none"><li>• Court is held on Thursday and utilizes the Council Chamber, the prosecutor’s office, the committee room, the lobby and the Mayor’s Court office.</li><li>o Committee room is taken out of service for the full day and not available to other departments</li></ul>	A	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	<ul style="list-style-type: none"><li>• Prosecutor (second) uses the committee room to meet with defendants. The papers, files and other required items must be set up and torn down each week.</li></ul>	B	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	<ul style="list-style-type: none"><li>• Prosecutor using the committee room is not visible to others based in the layout of the space. This leaves the prosecutor in a dangerous position.</li></ul>	C	Does the location maximize the ability to properly interact with related departments and resources?
SAFETY & SECURITY	Public Interface	<ul style="list-style-type: none"><li>• The windows at the Clerk reception areas need acoustical separation from the public and from the adjacent windows as there is sensitive and private information that needs to be shared.</li><li>• Could use a better system for calling defendants to the window (speaker?)</li></ul>	B	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	<ul style="list-style-type: none"><li>• Current operation lacks the necessary security features for proper operation.</li></ul>	C	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	<ul style="list-style-type: none"><li>• Clerk cannot see directly to the window reception areas to observe and monitor activities, which allows for the possibility of situations escalating without being observed.</li><li>• Physical area is dusty due to the files that are stored. Additional ventilation or air filter would improve the physical environment.</li></ul>	B	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
WORK ENVIRONMENT	Internal including required amenities to meet EEO standards	<ul style="list-style-type: none"><li>• Refer to building evaluation</li></ul>	A	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	<ul style="list-style-type: none"><li>• Natural light would be appreciated.</li></ul>	A	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	<ul style="list-style-type: none"><li>• A dedicated room for court operations would be preferred and would solve many security and operational issues.</li></ul>	B	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.
	<b>Ratings</b>	The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described		
	A. Adequate			
	B. Fair			
	C. Poor			

Page 20 of 27

City of Gahanna Facilities Assessment Programming Assessment Form				
<b>Department</b>	City Council			
Gross SF (Dept)	X			
<b>Building Name</b>	Gahanna City Hall			
Address	200 South Hamilton Road, Gahanna Ohio			
Construction Type	2A			
Gross Square Feet	39,508			
Number of Floors	2+Basement			
Occupancy	B			
Year Constructed	1965			
Last Renovation	Various			
<b>Rating</b>				
<b>SPACE &amp; USABILITY</b>	Gross Area	• Area has sufficient space and is shared by the City Attorney.	A	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	• The space functions sufficiently and has capacity for more workstations, if needed.	A	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	• The office area has access to the dais in the Council Chamber, which is very helpful. • Access by other departments and residents through the front door is sufficient.	A	Does the location maximize the ability to properly interact with related departments and resources?
<b>SAFETY &amp; SECURITY</b>	Public Interface	• Department could benefit from a small conference room or space that could allow for meetings with constituents without having to bring them farther back into the private office areas. • Does not need immediate access to or from the public.	A	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	• Council Chambers are not protected or screened with any special security. • All areas of the space (or their exits) are visible from the entrance.	C	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	• No issues with employee safety were identified.	A	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
<b>WORK ENVIRONMENT</b>	Internal including required amenities to meet EEO standards	• The space provides equal resources.	A	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	• No deficiencies were noted.	A	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	• Small meeting room at the entrance and separation from the private office areas would be an improvement.	B	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.
<b>Ratings</b>				
A. Adequate		The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described		
B. Fair				
C. Poor				

City of Gahanna Facilities Assessment Programming Assessment Form				
<b>Department</b>	<b>Human Resources</b>			
Gross SF (Dept)	X			
<b>Building Name</b>	<b>Gahanna City Hall</b>			
Address	200 South Hamilton Road, Gahanna Ohio			
Construction Type	2A			
Gross Square Feet	39,508			
Number of Floors	2+Basement			
Occupancy	B			
Year Constructed	1965			
Last Renovation	Various			
<b>Rating</b>				
<b>SPACE &amp; USABILITY</b>	Gross Area	• They have plenty of extra space in the waiting area.	A	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	• Could use wayfinding in their space to direct people to HR, IT or Finance. • A kiosk, ideally located in the first floor lobby, where job applicants could complete the applications process would limit how many people would need to visit the department (upstairs). • Needs a designated space for the finger-printing machine and process, which is currently located in a storage closet.	A	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	• HR Assistant and HR Admin Assistant sit at the front desk, which is prone to disruptions.	A	Does the location maximize the ability to properly interact with related departments and resources?
<b>SAFETY &amp; SECURITY</b>	Public Interface	• The space is appropriately accessible, however, much of the traffic that is generated by the public could be avoided and is deemed unnecessary.	A	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	• Strange arrangement of windows into the HR Director's office is not desired.	A	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	• No issues with employee safety were identified.	A	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
<b>WORK ENVIRONMENT</b>	Internal including required amenities to meet EEO standards	• Internally, there is a concern that people visiting HR are very visible. Greater discretion is desired.	B	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	• There is no break room. Kitchenette is in a small confined space. • No natural light in the space, including some of the private offices.	B	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	• The shared conference room is good but they could use more flexible furniture (tables). The current set-up is quite large and the 'knights of the round table' feeling is not always suitable.	B	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.
<b>Ratings</b>				
A. Adequate		The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described		
B. Fair				
C. Poor				

**City of Gahanna  
Facilities Assessment  
Programming Assessment Form**

<b>Department</b>	<b>Parks &amp; Recreation</b>
Gross SF (Dept)	X
<b>Building Name</b>	<b>Gahanna City Hall</b>
Address	200 South Hamilton Road, Gahanna Ohio
Construction Type	2A
Gross Square Feet	39,508
Number of Floors	2+Basement
Occupancy	B
Year Constructed	1965
Last Renovation	Various

**Rating**

SPACE & USABILITY	Gross Area	<ul style="list-style-type: none"><li>• The two areas occupied by the department are both quite filled.</li></ul>	B	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	<ul style="list-style-type: none"><li>• The space with the service counter is very congested and does not function well.</li><li>• The other space is well organized and efficiently arranged.</li></ul>	B	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	<ul style="list-style-type: none"><li>• Because the department is separated into two spaces, access and communication are hindered.</li><li>• The spaces could be combined to achieve greater efficiency and proper workflow.</li></ul>	B	Does the location maximize the ability to properly interact with related departments and resources?
SAFETY & SECURITY	Public Interface	<ul style="list-style-type: none"><li>• The space is sufficiently accessible by the public, but the separation causes confusion and difficulty in finding the right person.</li></ul>	A	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	<ul style="list-style-type: none"><li>• The supplies used for the summer/youth camps and programs should be stored in lockable storage.</li></ul>	A	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	<ul style="list-style-type: none"><li>• No issues with employee safety were identified.</li></ul>	A	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
WORK ENVIRONMENT	Internal including required amenities to meet EEO standards	<ul style="list-style-type: none"><li>• The space provides equal resources.</li></ul>	A	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	<ul style="list-style-type: none"><li>• Storage is needed for the supplies, which end up stacked all over the space, impeding efficiency.</li></ul>	B	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	<ul style="list-style-type: none"><li>• There is no conference room or common work area for informal, collaborative meetings.</li></ul>	B	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.
	<b>Ratings</b> A. Adequate B. Fair C. Poor	The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described		

City of Gahanna Facilities Assessment Programming Assessment Form				
<b>Department</b>	<b>Finance</b>			
Gross SF (Dept)	X			
<b>Building Name</b>	<b>Gahanna City Hall</b>			
Address	200 South Hamilton Road, Gahanna Ohio			
Construction Type	2A			
Gross Square Feet	39,508			
Number of Floors	2+Basement			
Occupancy	B			
Year Constructed	1965			
Last Renovation	Various			
<b>Rating</b>				
<b>SPACE &amp; USABILITY</b>	Gross Area	• They have plenty of extra space in the waiting area.	A	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	• Could use wayfinding in their space to direct people to HR, IT or Finance. • Special equipment: pressure sealer, which needs a specific location.	A	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	• Staff members are not entirely happy with where they are located, which causes difficulty at times, and has a negative influence on the work environment.	A	Does the location maximize the ability to properly interact with related departments and resources?
<b>SAFETY &amp; SECURITY</b>	Public Interface	• The space is appropriately accessible. • More privacy to discuss financial matters would be appreciated.	A	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	• They collect cash which is kept in a safe in someone's office. • Once cash on hand exceeds \$5,000 the money is taken to the night drop at the bank. • Lack of appropriate security measures included in the Finance Department.	B-	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	• No issues with employee safety were identified.	A	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
<b>WORK ENVIRONMENT</b>	Internal including required amenities to meet EEO standards	• The space provides equal resources.	A	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	• There is no break room. Kitchenette is in a small confined space. • No natural light in the space, including some of the private offices.	B	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	• The shared conference room is good but they could use more flexible furniture (tables). The current set-up is quite large and the 'knights of the round table' feeling is not always suitable.	B	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.
<b>Ratings</b>				
A. Adequate		The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described		
B. Fair				
C. Poor				

City of Gahanna Facilities Assessment Programming Assessment Form				
<b>Department</b>	IT Department			
Gross SF (Dept)	X			
<b>Building Name</b>	Gahanna City Hall			
Address	200 South Hamilton Road, Gahanna Ohio			
Construction Type	2A			
Gross Square Feet	39,508			
Number of Floors	2+Basement			
Occupancy	B			
Year Constructed	1965			
Last Renovation	Various			
			<b>Rating</b>	
<b>SPACE &amp; USABILITY</b>	Gross Area	• They have plenty of extra space in the waiting area.	A	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	• Could use wayfinding in their space to direct people to HR, IT or Finance. • IT staff is physically separated, with Finance staff located in between. IT Director is down the hall from most of the staff.	A	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	• IT is adequately accessed by the internal clients.	A	Does the location maximize the ability to properly interact with related departments and resources?
<b>SAFETY &amp; SECURITY</b>	Public Interface	• There is no need to be accessible by the public.	A	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	• The server room is located on an outside wall with extensive windows. This causes concern about security and ability to control the temperature.	B	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	• No issues with employee safety were identified.	A	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
<b>WORK ENVIRONMENT</b>	Internal including required amenities to meet EEO standards	• The space provides equal resources.	A	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	• There is no break room. Kitchenette is in a small confined space. • No natural light in the space, including some of the private offices.	B	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	• The shared conference room is good but they could use more flexible furniture (tables). The current set-up is quite large and the 'knights of the round table' feeling is not always suitable.	B	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.
<b>Ratings</b>				
A. Adequate		The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described		
B. Fair				
C. Poor				

**City of Gahanna  
Facilities Assessment  
Programming Assessment Form**

<b>Department</b>	<b>Public Service</b>
Gross SF (Dept)	X
<b>Building Name</b>	<b>Gahanna City Hall</b>
Address	200 South Hamilton Road, Gahanna Ohio
Construction Type	2A
Gross Square Feet	39,508
Number of Floors	2+Basement
Occupancy	B
Year Constructed	1965
Last Renovation	Various

The department includes Public Service, Engineering, Building, Zoning , Water, Sanitary, Storm, Utility Billing, Streets, Facility Maintenance and Fleet Management

			Rating	
SPACE & USABILITY	Gross Area	<ul style="list-style-type: none"><li>• Adequate space exists for the Utility Billing function.</li><li>• Meeting space is also needed by the service department when engineers need to come in to meet. Meeting spaces could continue to be shared with other groups to gain efficiency.</li></ul>	A	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	<ul style="list-style-type: none"><li>• There are currently different transaction windows for different payment functions. These could be considered for consolidation. Plan storage will eventually be consolidated if the city goes to an electronic submission format.</li></ul>	A	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	<ul style="list-style-type: none"><li>• This area needs to be accessible to the public. Current configuration with access off of the main corridor works well.</li><li>• Access to appropriate conference space is sometimes a challenge depending on other departments. Large engineering meetings sometimes occur.</li><li>• When the public comes in to request a meeting, it would be nice to have a conference room available.</li></ul>	A	Does the location maximize the ability to properly interact with related departments and resources?
SAFETY & SECURITY	Public Interface	<ul style="list-style-type: none"><li>• Transaction counter/window works well.</li></ul>	A	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	<ul style="list-style-type: none"><li>• The transction counter is open to the corridor but the door and office are secure. Meetings with the public are required to happen outside of the department in available conference space. The public interacts with Building and Zoning regularly. There have been no issues other than those noted for the building in general.</li></ul>	A	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	<ul style="list-style-type: none"><li>• See above.</li><li>• Current configuration is adequate. Building permit fees and an ocasional citizen questioning a permit denial are the only issues that arise.</li></ul>	A	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
WORK ENVIRONMENT	Internal including required amenities to meet EEO standards	<ul style="list-style-type: none"><li>• See Building concerns.</li><li>• The department configuration meets the need.</li></ul>	A	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	<ul style="list-style-type: none"><li>• See Building concerns. The department itself has adequate facilities</li></ul>	B	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	<ul style="list-style-type: none"><li>• Meetings with outside engineers need to be scheduled in shared conference space. Meeting space for pre-bid meetings, consultant meetings (etc.) are sometimes a challenge.</li></ul>	B	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.
	<b>Ratings</b> A. Adequate B. Fair C. Poor	The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described		

Page 26 of 27



**City of Gahanna  
Facilities Assessment  
Programming Assessment Form**

**Department** Parks and Recreation

Gross SF (Dept) 5,000

**Building Name** Golf Course Facility

Address 220 Olde Ridenour Rd, Gahanna Ohio

Construction Type 4

Gross Square Feet 3,500

Number of Floors 2

Occupancy B / S2

Year Constructed 1975

Last Renovation Various

**Rating**

SPACE & USABILITY	Gross Area	The building is used for events on the upper level (community based and rental) and the lower level houses a Pro Shop and maintenance/storage space. There is insufficient storage space for all maintenance items to be stored inside. • Much of the equipment, including riding mowers are stored outside which contributes to greater rates of decline and degradation of the vehicles. o Cracked covers on seats get water-logged and staff need to sit on them to work.	B	Does the physical space have enough gross area to accommodate the staff, equipment and storage?
	Workflow/Function	It is difficult to find the pro shop if one has not been there previously since it is on the lower level. Community programs on the upper level have awkward access since parking is behind the building and a level down. To access the space, one must walk up ramps or steps. There is no supervision of the upper level possible except for staff to run up and down the steps since the pro shop is on the lower level.	B	Is the space organized in a manner that enables efficient function and operational workflow?
	Adjacency	The building stands alone and is located in a good spot to service the golf course.	A	Does the location maximize the ability to properly interact with related departments and resources?
SAFETY & SECURITY	Public Interface	Most convenient access to the upper level for people with disabilities is through the street-facing the upper level doors. Facilities on the upper level are ADA compliant via front doors or concrete ramps. The pro shop and lower level are also accessible, however toilet rooms on the lower level do not meet accessibility requirements. As stated above, it is difficult to find the pro shop or understand that there is a lower level when arriving at the building for the first time.	B	How well is the public able to access the department and have an appropriate interaction with staff?
	Security & Access Control	The building is not secured. Upper level programs are open to anyone entering the building. The pro shop is somewhat hidden and not secure. No incidents have been reported.	C	Is the space properly secured from internal and external threats to staff, equipment & valuables?
	Employee Safety	Pro shop staff are isolated from view and the area is not secure. No incidents have been reported. Equipment and materials stored in the maintenance area are not properly fire separated from the remainder of the facility. The plaster ceiling that provided the fire separation has been breached. The fire wall that separated the pro shop from maintenance is also not intact.	C	Are the employees able to safely execute their work and responsibilities in a safe and secure environment?
WORK ENVIRONMENT	Internal including required amenities to meet EEO standards	The lower level space does not provide for proper accessibility. Office areas and support spaces are not constructed to commercial construction standards.	C	Does the space provide equal resources and access for all employees? (male/female, disabled)
	Physical Resources	Amenities are not provided except for offices and space in the pro shop.	C	Does the department/staff have appropriate workspace amenities? (Break area, Lactation room)
	Training/Meeting	The upper level is suitable for use as training and meeting space. Offices constructed in the pro shop area are substandard.	A	Availability of training rooms, conference rooms, shared collaboration spaces & private meeting rooms.

**Ratings**

A. Adequate

B. Fair

C. Poor

The ratings are intended to represent a simple measurement of the usability and alignment of the space with the functions described