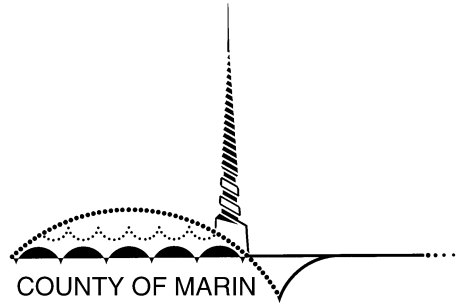




REQUEST FOR PROPOSALS

For

ARCHITECTURAL & ENGINEERING SERVICES PLANNING & DESIGN DEVELOPMENT for the Tenant Improvement Project

**350 Ignacio Blvd.
Novato, CA**

Issued September 22, 2026

Proposals Due:

**October 20th
Before 5:00 PM**

Tracie Holland, Project Manager
County of Marin, Department of Public Works
3501 Civic Center Drive Rm. 304, San Rafael CA
(415) 250-8789
Tracie.Holland@marincounty.gov

TABLE OF CONTENTS

I.	INTRODUCTION.....	1
II.	BACKGROUND	1
III.	SCOPE OF SERVICES	1
IV.	DESIRED QUALIFICATIONS	4
V.	PROPOSAL CONTENT	4
VI.	PRE-PROPOSAL SITE WALK	6
VII.	SUBMISSION AND INQUIRIES.....	6
VIII.	SELECTION PROCESS & CRITERIA	7
IX.	RFP SCHEDULE	7
X.	GENERAL CONDITIONS	8
XI.	GENERAL REQUIREMENTS	8
XII.	ATTACHMENTS	10
	1: SAMPLE PROFESSIONAL SERVICES CONTRACT	
	2: LEVINE ACT DISCLOSURE STATEMENT	
	3: 350 IGNACIO BLVD.FACILITY ASSESSMENT STUDY	

I. INTRODUCTION

The County of Marin (“County”) is seeking proposals from a qualified team of architects and engineers (“Consultant” or “Proposer”) to provide professional design, engineering and construction administration services for a tenant improvement project at 350 Ignacio Boulevard in Novato, California. The selected team will be expected to provide a coordinated, permit-ready and bid-ready design, support the County through bidding, and provide construction administration services through project closeout.

The project will adapt the recently acquired office building to support County operations and staff from University of California Cooperative Extension (UCCE), Agriculture Weights & Measures (AWM), and Health & Human Services (H&HS). The work is intended to build upon the County’s November 2025 350 Ignacio Boulevard Facility Assessment Study prepared by DLR Group and its subconsultants. The study included facility assessment, programming, conceptual planning, engineering narratives, and probable cost development. The County intends for the selected Consultant to validate and advance that work. The target construction budget for this project is \$4M.

The successful Proposer must be prepared to start work immediately upon contract award. The delivery schedule for all services outlined in this RFP is expected to take up to 17 months with design taking approximately 5 months and construction beginning summer 2027.

II. BACKGROUND

350 Ignacio Boulevard in Novato, California is a three-story, multi-tenant office building of type V wood frame construction, built in 1986 and encompassing 16,792 square feet based on published real estate data; the study’s 3-D scan produced approximately 17,527 SF of overall gross building area. The building currently contains eight commercial condominium units, with an elevator, two enclosed stairwells, and common restroom facilities at each level. A Bank of America ATM at the south end of the building is expected to remain operational.

The facility at 350 Ignacio was purchased by the County of Marin in spring 2026 for the purpose of moving County staff from leased to owned facilities. The Facility Assessment Study evaluated the building’s existing conditions and developed preliminary space requirements and conceptual plans for the intended tenants. The conceptual plans will require some updating to meet the specific needs of new tenants.

The study identified a serviceable architectural condition overall, with localized code, maintenance and repair needs. It also identified aging mechanical equipment, electrical distribution and branch-circuit conditions requiring design attention as part of renovation planning. Structural review found the building generally in good condition, while noting that actual shear-wall locations and framing must be field verified before demolition or structural modifications.

III. SCOPE OF SERVICES

The following scope represents the minimum anticipated services. Proposers may recommend refinements that improve delivery, provided that the proposal clearly identifies any changes.

Task 1 – Project Kickoff and Existing Conditions Verification

- Attend project kickoff meeting with County staff and user representatives.

- Establish communication protocols, decision log, action-item tracking, and deliverable review process.
- Review the Facility Assessment Study, conceptual plans, engineering narratives, available existing drawings, prior studies, and other County-provided documents.
- Identify missing information, design assumptions, potential conflicts, and early investigations needed to proceed.
- Develop and maintain a project schedule showing design, County review, permitting, bidding and construction milestones.
- Conduct detailed site investigation of all areas affected by the project, including architectural, structural, mechanical, plumbing, electrical, lighting, telecommunications, accessibility, life-safety and other relevant systems to update County provided architectural as-built plans.
- Verify dimensions and existing conditions sufficiently to prepare construction documents.
- Identify conditions that differ materially from the Facility Assessment Study.

Task 2 – Programming and Schematic Design

- Meet with County representatives from AWM/UCCE/H&HS representatives to validate current and future operational requirements.
- Meet with DPW Building Maintenance, IST and other County departments to determine County standards and building requirements.
- Develop Schematic Design Documents Progress Set and OPC Construction Cost Estimate (30%) for Stakeholder review based on the County-approved program and preferred conceptual design, with alternatives where required to reconcile program, budget or code.
- Coordinate building systems concepts with architecture and prepare updated engineering narratives.
- Prepare schematic-level probable construction cost and project schedule.

Task 3 – Design Development & Permit Package

- Advance the County-approved schematic design to provide Detailed Design Documents Progress Set (60%) for Stakeholder review and preliminary plan review
- Provide permit-ready Construction Documents Progress Set (90%) for Stakeholder review and plan check
- Implement a Quality Assurance and Quality Control (QA/QC) process to ensure that documents are thoroughly reviewed, all disciplines are coordinated, and the work product is in conformance with the design intent.
- Provide review and comment by a California Certified Access Specialist (CAsp) on progress and final set documents.
- Conduct in-person page-turn meetings with project stakeholders to answer questions and collect feedback at 30 %, 60% and 90% complete documents.
- Prepare an Opinion of Probable Construction Cost (OPC) based on the 30% completed documents. Provide an update to the OPC based upon the 90% completed documents.
- Assist the County with securing Building Permits and other regulatory approvals, as required. Produce required signed permit drawings, responding to permit agency questions, and incorporating agency comments into the plans and specifications. Track review comments and maintain a permit comment/response log. County shall be responsible for payment of all applicable permitting fees.
- Conduct weekly virtual progress check-ins with the County.

Task 4 – Construction Documents

- Prepare 100% complete, coordinated and biddable construction documents including complete plan set and project specification manual based on County standards for all authorized work.
- Use County of Marin Front End Specification documents to develop complete project specification manual. Review County of Marin general conditions document to determine if revisions or supplemental information are needed based on specific project scope.
- Submit draft specification outline/table of contents including technical specification sections for County review with 30% drawing submission.
- Submit draft specification manual, including complete front end (no dates) and technical specifications with 60% drawing submission.
- Submit final specification manual, including technical specification sections that clearly list basis of design/manufacturer/supplier for all products, materials, fixtures and finishes on the project with 90% drawing submission.
-

Task 5 – Design Support During Bidding

- Attend pre-bid site meeting.
- Respond to bidder questions and assist in preparing addenda, if necessary.

Task 6 – Design Support During Construction

- Provide design support throughout construction.
- Attend preconstruction and regularly scheduled construction meetings as required.
- Perform site observations as needed during construction to observe progress and ensure compliance with contract documents.
- Review and respond to contractor submittals, RFIs, substitution requests, and change order proposals.
- Assist with schedule review, payment application review and change order evaluation.
- Maintain an RFI/submittal/change order log and assist County staff with documentation.
- Create punch list, review punch-list work and observe completion.
- Review closeout documentation, O&M manuals, warranties, test reports and record documents.
- Prepare a final project closeout report and support resolution of outstanding deficiencies.
- Review contractor redlines/as-built information and incorporate applicable changes into record drawings.
- Provide final electronic record drawings and specifications in PDF and native/source formats requested by the County.

Deliverables:

- Firm's QA/QC Program or Project-Specific QA/QC Plan
- Technical Memorandum with Construction Cost Estimate at 30% and 90% construction documents (PDF)
- 30% Submittal: Schematic Design Progress Drawings and Draft Specifications (PDF)
- 60% Submittal: Detailed Design Progress Drawings, Specifications and OPC Construction Cost Estimate (PDF).
- 90% Submittal: Construction Drawings and Structural Calculations (stamped and signed) for Permitting, Specification and updated OPC Construction Cost Estimate (PDF)

- 100% Submittal: Final Construction Plans (stamped and signed) and Specification for Bid and Construction (PDF and original source format: AutoCAD/MSWord/Excel)
- Review and comment by a California Certified Access Specialist (CAsp) on progress and final set documents.
- Agendas and Meeting Notes from all meetings held during the design phase (PDF)

IV. DESIRED QUALIFICATIONS

The consultant team should demonstrate successful and verifiable experience in providing services for similar projects and for public sector clients. The successful proposal will clearly demonstrate that the consultant is:

- A professional firm whose sole source of income is derived from the professional services they offer to the clients they represent.
- A professional firm without any affiliation with contractors, suppliers, manufacturers, or any interest that could be construed as a conflict of interest to the proposed project.
- A professional firm that has experience delivering projects of similar scope and size.
- A project team whose members possess the skills and expertise needed to deliver the project.
- A project team possessing exceptional problem solving, interpersonal, and communication skills.
- A project team that includes at least one California Certified Access Specialist (CAsp).

V. PROPOSAL CONTENT

This section covers the general and background information each firm is to provide when submitting their proposal.

All information contained in the RFP response should be concise and responsive to the content of this request. Fewer pages are better; please do not include complete firm project portfolio. All information requested under Sections 1 and 2 should be provided within a **MAXIMUM of FIFTEEN (15) PAGES**. This limit does not include the proposal cover, section dividers, or any other materials not intended for review. No page limit shall apply to insurance certificates and fee proposal documents (Section 3 and 4).

The proposal should be organized in the following format and must contain, at a minimum, all listed items in the sequence indicated below. Within each section of the response, address the requirements in the order in which they appear below:

Section 1: Cover Letter

Each proposal received must include a letter of submittal including the following:

- Identify the submitting organization, including the company name, business address, including headquarters and all local offices and telephone numbers.
- Identify the name, title, telephone numbers, and e-mail address of the person or persons authorized by the organization to contractually obligate the organization and to be contacted for clarification of the proposal response.

- Statement of Understanding: Demonstrate an understanding of the project scope of work. Provide a brief statement indicating your overall understanding of the County's objectives, and the consultant services being requested.
- Project Approach: Demonstrate an understanding of the project issues. Include a short discussion of your intended approach to delivering the services, which demonstrates an understanding of the underlying issues, challenges, and goals of the effort.
- Qualifications: Summarize the experience, skillsets, areas of expertise, or other qualities that your firm will draw upon to deliver the services outlined in this RFP.
- Be signed by the person authorized to contractually obligate the organization; and,
- Acknowledge receipt of any, and all, addenda to this RFP.

Section 3: References and Experience

Proposer shall demonstrate relevant experience delivering similar projects.

Provide examples of the firm's experience delivering a minimum of three (3) projects of similar scope to this project. Examples should illustrate the firm's experience and success, the experience of individual team members, as well as the experience and success of key sub-consultants, if applicable. For each project provide the following information:

- Project name and location
- Brief description of the project and the contracted scope of work
- Month and year services began and ended
- Construction and/or Project Budget
- Firm's or Team Member's Role
- Client name, address, contact person and telephone. *Please verify in advance that the contacts provided are still currently employed and they are willing to serve as a reference.*

Please provide additional written materials illustrating the firm and/or proposed project team members' relevant experience. If sub-consultants are to be used, provide documentation of the firm/individual's qualifications. Additional materials should be limited to keep the overall proposal submission within the maximum page count specified.

Section 3: Fee Proposal

Proposers shall submit a not-to-exceed fee proposal for the full scope of services as described in section. The fee proposal should be broken down by task, milestone, and/or deliverable, as described in Section III – Scope of Services of this RFP. The Fee Proposal may include an allowance for reimbursable expenses, as required. Travel expenses are not reimbursable.

Proposers shall submit a copy of billing rates for all team members to be applied during the term of the contract. The term of the contract shall be up to 12 months. Should the project extend beyond the 1-year term, the fee for the balance of service may be renegotiated and the contract extended by addendum.

Section 4: Proof of Insurance

Consultant shall provide a certificate(s) of insurance or a copy of their insurance declaration page(s) with their proposal as written evidence of their ability to meet the insurance certificate and other applicable County insurance requirements in accordance with the provisions listed in the sample Professional Services

Contract, provided as Attachment A of this RFP. Professional Liability insurance coverage will be required for this contract. In addition, Consultant shall provide a letter from an insurance agent or other appropriate insuring authority documenting their willingness and ability to endorse their insurance policies naming the County of Marin additional insured.

Fee proposal, rate sheets and insurance certificate shall be submitted in a separate document file.

VI. PRE-PROPOSAL SITE WALK

A mandatory pre-proposal site walk will be held at 350 Ignacio Blvd, Novato CA, on Tuesday, September 29th at 10:00 AM. The purpose of the meeting is to review and clarify the project requirements.

VII. SUBMISSION AND INQUIRIES

Proposals shall be submitted electronically via email to **Tracie.Holland@marincounty.gov** by **Tuesday, October 20, 2026, at 5:00 PM**. Upon receipt, the County will issue a reply-confirmation email to the sender. If a confirmation email is not received by 12:00 PM the following day, the proposer should promptly call the County at (415) 473-4259 to confirm that their proposal was received.

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received prior to the deadline above.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the COUNTY OF MARIN.

All products used or developed in the execution of any contract resulting from this RFQ will remain in the public domain at the completion of the contract.

Any questions related to this RFP shall be submitted in writing to the attention of the Project Manager at the email noted below. Questions will be accepted until 5:00 PM on Tuesday, October 6, 2026. No oral questions or inquiry about this RFQ shall be accepted.

Tracie Holland, Project Manager III
Tracie.Holland@marincounty.gov

Addenda to this RFP, if issued, will be posted on the COUNTY OF MARIN website at:
<https://www.marincounty.org/depts/pw/bids-and-proposals>

It shall be the Consultant's responsibility to check the COUNTY OF MARIN website to obtain any addenda that may be issued.

VIII. SELECTION PROCESS AND CRITERIA

A DPW selection committee will review and evaluate submitted proposals and develop a ranked list of proposers. The following criteria and scoring sheet will be used to evaluate submittals:

CRITERIA	AVAILABLE POINTS
1. Understanding of and ability to deliver full scope of services.	25
2. Understanding of and strategies in place to meet project objectives.	30
3. Team qualifications	25
4. Relevant project experience	20
TOTAL POINTS	100

The selection committee will rank each firm based on the scoring results and determine if interviews are necessary. If interviews are conducted, the final ranking will consider the quality of both the written proposal and the interview. DPW will select the highest-ranked Proposer and negotiate a final contract scope and cost. If the County is unable to reach an agreement with the selected Consultant, the County will proceed to negotiate with next highest-ranked Proposer.

IX. RFP SCHEDULE

County will make every effort to adhere to the following anticipated schedule; however, this calendar is subject to change:

EVENT		DATE
1.	RFP Issued	Tuesday, September 22, 2026
2.	Site Walk 350 Ignacio Blvd. Novato, CA	Tuesday, September 29, 2026, at 10:00 AM
3.	Last Day to Submit Questions	Tuesday, October 6, 2026, 5:00 PM
4.	Submission of Proposal	Tuesday, October 20, 2026, 5:00 PM
5.	Interviews of Short-listed Proposers (if needed)	Week of November 2, 2026
6.	Notification of Final Selection	Week of November 9, 2026
7.	Contract Award by Marin County Board of Supervisors	December/January, 2026
8.	Commence Work	Immediately after Award

**Timeline is tentative and for informational purposes only.*

X. GENERAL CONDITIONS

The issuance of this RFP constitutes only an invitation to present responses. The County reserves the right, at its sole discretion, to determine whether or not any aspect of the response satisfactorily meets the criteria established in the RFP. The County reserves the right to seek additional information and/or clarification from the respondent, the right to confer with any respondent submitting a response and the right to reject any or all responses with or without cause. In the event that the RFP is withdrawn by the County for any reason, the County shall have no liability to any respondent for any costs or expense incurred with the preparation of this RFP or related work. The County reserves the right, at its sole discretion, to waive any irregularities or informality. The County may conduct interviews with any respondent it deems necessary.

The County of Marin reserves the right to reject any and all responses for failure to meet the requirements contained herein, to waive any technicalities and to select the responses which, in the County's sole judgment, best meets the requirements of the project.

The County of Marin Standard Contract is attached to this RFP. By submitting a proposal without exceptions, the Proposer accepts all terms and conditions contained in that agreement.

XI. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with the County's procurement policy and procedures.

Acceptance of Conditions Governing the Procurement

Firm must indicate their acceptance of these general requirements and conditions governing the procurement.

Incurring Cost

Firm agrees to incur all costs associated with the submission of the proposal, or in making necessary studies or designs for the preparation thereof. Further, no reimbursable cost may be incurred in anticipation of an award.

Guarantee of Proposal

Responses to this RFP will be considered firm and irrevocable for ninety (90) days after the due date for receipt of proposals or ninety (90) days after receipt of a best and final offer, if one is submitted.

Form of Proposals

No oral, telephone, or facsimile proposals will be accepted.

Late Responses

All proposals submitted in response to this RFP later than the due date and time will be rejected and sent back to the vendor unopened.

County/Architect Form of Agreement

The form of agreement for this project will be the County of Marin standard professional services agreement (attached). Please note that the Architect will be asked to respond in writing prior to the submission of their proposal that they accept this agreement. The County will not negotiate changes to this agreement.

California Public Records Act (CPRA)

All proposals become the property of the County, which is a public agency subject to the disclosure requirements of the California Public Records Act (PRA, California Government Code §6250 and following).

Levine Act

The Levine Act applies to all agencies whose members are directly elected by the voters. It precludes elected officials from participating in or influencing a decision to issue a “license, permit, or other entitlement for use” if he or she receives any political contributions totaling more than \$250 in the 12 months before the pendency of the license, permit or use. The Levine Act defines the phrase “license, permit or other entitlement for use” to include “all contracts (other than competitively bid, labor, or other personal employment contracts), and all franchises.”

Confidentiality

Each proposal, including all documentation submitted in response to this RFP, will be kept confidential until execution of a final agreement, whereas such time all documents become public records under state and local law. The County will not return the original or copies of the RFP response, including any proposals, and any such proposals will be considered public documents regarding which no expectation of compensation or claim of ownership shall remain with the proposer.

Electronic Mail Address

Most of the communication regarding this procurement will be conducted by electronic mail (e-mail). Potential Firms agree to provide the County with a valid e-mail address to receive this correspondence.

Use of Electronic Versions of the RFP

This RFP is being made available by electronic means. By accepting by such means, the proposing firm acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the Vendor’s possession and the version maintained by the County, procurement manager, the version maintained by the County must govern.

Reservations

The County reserves the right to take the following action(s) at any time, for its own convenience, and at its sole discretion:

- (1) Reject any and all proposals.
- (2) Cancel the RFP, 72 hours prior to award and issue a new RFP any time thereafter.
Extend any or all deadlines specified in the RFP, including deadlines for accepting responses.
- (3) Waive any minor informality, minor irregularity, immaterial defect, or technicality in proposals received when deemed to be in the best interest of the County.
- (4) Disqualify any vendor because of any real or apparent conflict of interest or evidence of collusion that is disclosed by the proposal or other data available to the County.
- (5) Reject the proposal of any vendor that is in breach of or in default under any other Agreement with the County.

- (6) Reject any proposal deemed by the County to be non-responsive, or submitted by a vendor deemed to be unreliable, unqualified, or not responsible.
- (7) Accept all or only a portion of the proposal as provided by the firm.

Disclaimer

This document will not be construed as a request or authorization to perform work or supply product at the County's expense. This RFP does not represent a commitment to contract for services. The information in this RFP is accurate to the best of the County's knowledge but is not guaranteed to be correct or complete.

XII. ATTACHMENTS

- 1. Sample County of Marin Standard Professional Services Agreement
- 2. Sample Levine Act Disclosure Statement
- 3. 350 Ignacio Blvd. Facility Assessment Study prepared by DLR Group

**COUNTY OF MARIN
PROFESSIONAL SERVICES CONTRACT
2025 - Revised**

THIS CONTRACT is made and entered into this _____ day of _____, 20_____, by and between the COUNTY OF MARIN, hereinafter referred to as "County" and _____, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, County desires to retain a person or firm to provide the following service: _____; and

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the Contract made, and the payments to be made by County, the parties agree to the following:

1. SCOPE OF SERVICES:

Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

2. FURNISHED SERVICES:

The County agrees to:

- A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.
- B. Make available all pertinent data and records for review.
- C. Provide general bid and Contract forms and special provisions format when needed.

3. FEES AND PAYMENT SCHEDULE:

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide County with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. MAXIMUM COST TO COUNTY:

In no event will the cost to County for the services to be provided herein exceed the maximum sum of \$ _____ including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to County may be amended by written notice from County to reflect that reduction.

5. TIME OF CONTRACT:

This Contract shall commence on _____, and shall terminate on _____. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. INSURANCE:

Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). The County shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of \$1,000,000.00.

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to County prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance:

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to a "claims made" basis. The insurer shall supply County adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the County immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, **Exhibit C**, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, County may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

7. **ANTI DISCRIMINATION AND ANTI HARASSMENT:**

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the County of Marin based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21.

8. **SUBCONTRACTING:**

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the County except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and County of Marin as an additional insured under this Contract for general liability. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the County evidence of same.

9. **ASSIGNMENT:**

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the County.

10. **LICENSING AND PERMITS:**

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit County to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from County. Contractor shall refund any monies erroneously charged.

12. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:

Any and all work product resulting from this Contract is commissioned by the County of Marin as a work for hire. The County of Marin shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the County of Marin.

13. TERMINATION:

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the County may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. APPROPRIATIONS:

The County's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Board of Supervisors, the State of California or other third party. Should the funds not be appropriated County may terminate this Contract with respect to those payments for which such funds are not appropriated. County will give Contractor thirty (30) days' written notice of such termination. All obligations of County to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Board of Supervisors, the State of California or other third party, County's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, County may reduce the Maximum Cost to County identified in section 4 to reflect that elimination or reduction.

15. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the County. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

16. AMENDMENT:

This Contract may be amended or modified only by written Contract of all parties.

17. ASSIGNMENT OF PERSONNEL:

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to County, as is evidenced in writing.

18. JURISDICTION AND VENUE:

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

19. INDEMNIFICATION:

Contractor agrees to indemnify, defend, and hold County, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

20. DIGITAL ACCESSIBILITY:

Contractor shall ensure that all digital content and deliverables shall meet the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG), Version 2.2, level AA or most recent version, including any and all other applicable law regarding accessibility requirements. Contractor is responsible for addressing accessibility problems in any implementation, configuration, or documentation delivered or performed by Contractor, and in any software, documents, videos, and/or trainings given and published by Contractor and delivered under this contract. Applicable laws include but are not limited to Americans with Disabilities Act (ADA), 21st Century Communications and Video Accessibility Act (CVAA), and California Government Code Sections 7405 and 11135.

Contractor will engage in good faith with open and effective communication with County of Marin to solve and address accessibility issues. County of Marin will collaborate with Contractor around accessibility, understanding that it is the Contractor's responsibility to conduct accessibility testing, provide proof of compliance, and create accessible deliverables.

21. COMPLIANCE WITH APPLICABLE LAWS:

The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone, Living Wage Ordinance, and Board of Supervisors Resolution #2005-97 prohibiting the off-shoring of professional services involving employee/retiree medical and financial data affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

- 1. Pursuant to California Franchise Tax Board regulations, County will automatically withhold 7% from all payments made to vendors who are non-residents of California.**
- 2. Contractor agrees to meet all applicable program access, digital access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.**

3. For Contracts involving any State or Federal grant funds, Exhibit D must be attached. Exhibit D shall consist of the printout results obtained by search of the System for Award Management at www.sam.gov.

Exhibit D - Debarment Certification

By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.

- The certification in this clause is a material representation of fact relied upon by County.
- The Contractor shall provide immediate written notice to County if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:
 - Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
 - Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
 - Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- Any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

22. NOTICES:

This Contract shall be managed and administered on County's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to County at the following location:

Contract Manager: _____

Dept./Location: _____

Telephone No.: _____

Notices shall be given to Contractor at the following address:

Contractor: _____

Address: _____

Telephone No.: _____

23. ACKNOWLEDGEMENT OF EXHIBITS

☒ **Check applicable Exhibits**

**CONTRACTOR'S
INITIALS**

EXHIBIT A.

EXHIBIT B.

EXHIBIT C.

☐	Scope of Services	
☐	Fees and Payment	
☐	Insurance Reduction/Waiver	

EXHIBIT D.
EXHIBIT E.
EXHIBIT F.

☐	Contractor's Debarment Certification	
☐	Subcontractor's Debarment Certification	
☐	Federal Provisions Exhibit / Attachment 1	

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

CONTRACTOR:

APPROVED BY

COUNTY OF MARIN:

By: _____

Name: _____

Title: _____

By: _____

COUNTY COUNSEL REVIEW AND APPROVAL *(required if template content has been modified)*

County Counsel: _____ Date: _____

EXHIBIT "A"
SCOPE OF SERVICES (required)

EXHIBIT "B"
FEES AND PAYMENT SCHEDULE (required)

COUNTY shall pay CONTRACTOR as follows:

- (1) BASE CONTRACT FEE. COUNTY shall pay CONTRACTOR a contract fee of _____ per month not to exceed _____ during the term of the contract. CONTRACTOR shall submit requests for payment via invoice net 30 following provision of services.
- (2) MILEAGE. COUNTY shall not pay CONTRACTOR for travel by private, leased or hired vehicle as required by this Contract.
- (3) TRAVEL COSTS. COUNTY shall not pay CONTRACTOR for meals, lodging or other travel costs not included in this Contract. All costs above base contract fee (the not to exceed limit) are capped at _____.
- (4) AUTHORIZATION REQUIRED. Services performed by CONTRACTOR and not authorized in this Contract shall not be paid for by COUNTY. Payment for additional services shall be made to CONTRACTOR by COUNTY if, and only if, this Contract is amended by both parties in advance of performing additional services.
- (5) MAXIMUM CONTRACT AMOUNT. The maximum term of this Contract is _____. The maximum amount payable to Contractor under this Contract for this period shall not exceed _____.



LEVINE ACT DISCLOSURE STATEMENT & FORM

The Levine Act applies to all agencies whose members are directly elected by the voters. It precludes these elected officials from participating in or influencing a decision to issue a "license, permit, or other entitlement for use" if he or she receives any political contributions totaling more than \$500 in the 12 months before the pendency of the license, permit or other entitlement for use, and for 12 months following the final decision, from the person or company awarded the license, permit or use.

The Levine Act requirements do not apply to (i) competitively bid contracts that are required by law, agency policy, or agency rule to be awarded pursuant to a competitive process; (ii) labor contracts; (iii) personal employment contracts; (iv) contracts valued under fifty thousand dollars (\$50,000); (v) contracts where no party receives financial compensation; (vi) contracts between two or more agencies; (vii) the periodic review or renewal of development agreements unless there is a material modification or amendment proposed to the agreement.

You must complete this form if you are a party, participant or agent that has contributed more than \$500 to a member of the Board of Supervisors, or to the Assessor, District Attorney, or Sheriff, within the 12 months prior to a proceeding involving a license, permit or other entitlement for use, as defined in Government Code section 84308, subd. (a). Agents to a party include an attorney, engineer, architect, or other representative, and are subject to the requirements of the Levine Act in the same manner as parties and participants.

Parties are solely responsible for completing this form accurately and should refer to Government Code section 84308, et seq. and to California Code of Regulations, Title 2, section 18438, et seq. If you are uncertain about whether you are required to report or combine a contribution, you should consult with an attorney. Submit separate forms for each elected County officer to whom a contribution was made.

You must complete this form if you are a party, participant or agent that has contributed more than \$500 to a member of the Board of Supervisors, or to the Assessor, District Attorney, or Sheriff, within the 12 months prior to a proceeding involving a license, permit or other entitlement for use, as defined in Government Code section 84308, subd. (a). Agents to a party include an attorney, engineer, architect, or other representative, and are subject to the requirements of the Levine Act in the same manner as parties and participants.

Parties are solely responsible for completing this form accurately and should refer to Government Code section 84308, et seq. and to California Code of Regulations, Title 2, section 18438, et seq. If you are uncertain about whether you are required to report or combine a contribution, you should consult with an attorney. Submit separate forms for each elected County officer to whom a contribution was made.

Title or Short Description of Proceeding:

Name of County Officer that Received Contribution: _____

Name of Party to the Proceeding: _____

Name of Person/Entity that Made the Contribution: _____

Contribution Date: _____ Contribution Amount _____

By signing below, I certify that the statements made herein are true and correct and that, as the party or agent to a party, I represent will comply with California Government Code section 84308. I also agree to disclose any contributions made to an elected County Official that participates in this proceeding

Date

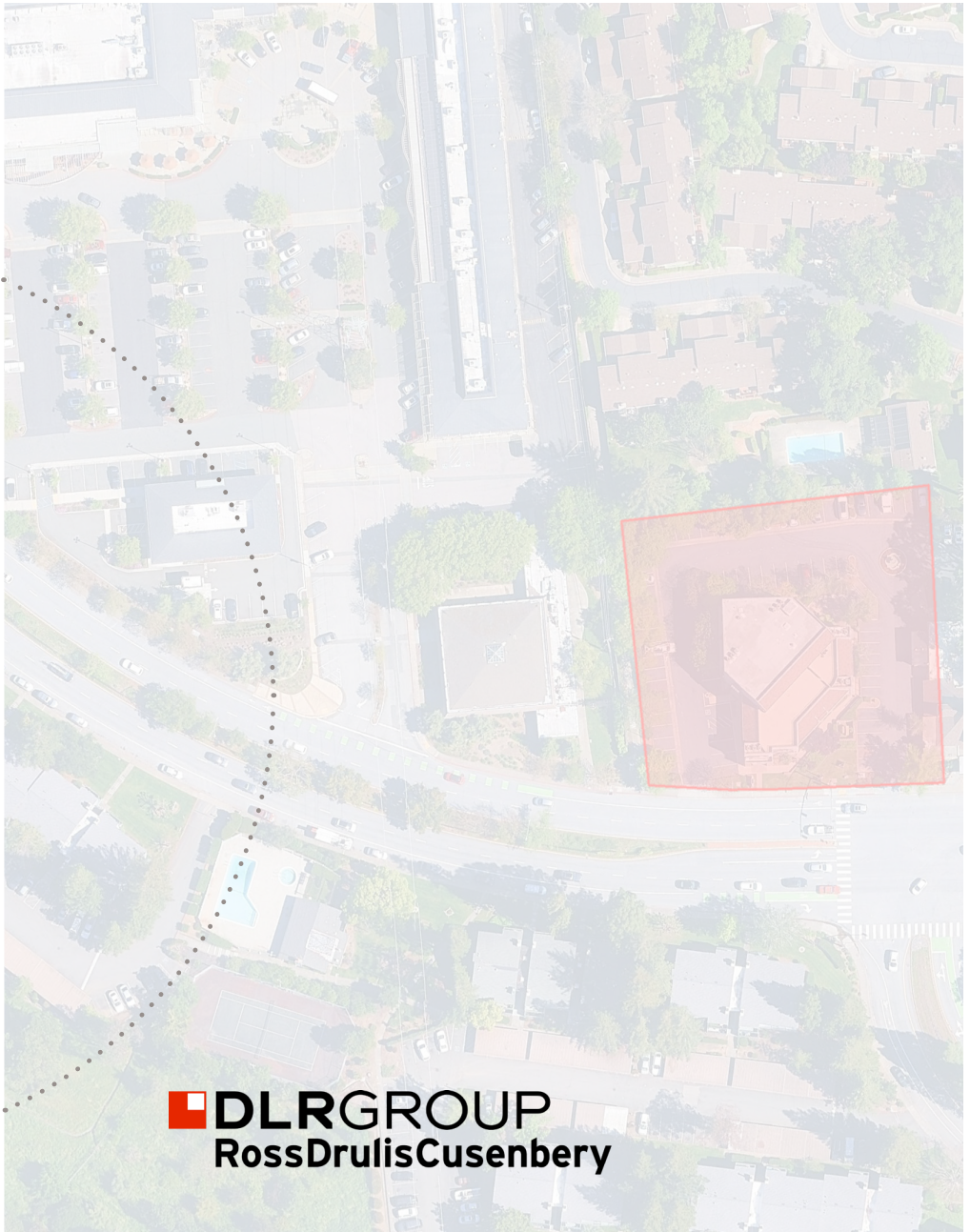
Signature of Party or Agent

Name of Party or Agent

November 13, 2025

MARIN COUNTY 350 IGNACIO BLVD FACILITY ASSESSMENT STUDY

PREPARED FOR:
County of Marin
General Services Agency
3501 Civic Center Drive #427
San Rafael CA





NOVEMBER 2025

**MARIN COUNTY
350 IGNACIO BOULEVARD
FACILITY ASSESSMENT
STUDY**

PREPARED FOR:



County of Marin
General Services Agency
3501 Civic Center Drive #427
San Rafael CA 94903



475 Sansome Street, Suite 700
San Francisco, CA 94111

PREPARED BY:



18294 Sonoma Highway
Sonoma, CA 95476
707-996-8448



ACKNOWLEDGMENTS

Marin County General Services Agency acknowledges the following individuals for their input and guidance during the preparation of the Marin County 350 Ignacio Boulevard Facility Assessment Study.

Marin County General Services Agency (GSA)

Sharyn Mitchell, Capitol Planning and Project Manager

Cumming Group

Joe Capps-Jenner, Project Director

Saul Flores, Project Manager

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Caroline Kabe, PE

Electrical, Lighting, & Telecommunications

Brokaw Design

Courtney Chuenyane, PE, Principal Engineer



TABLE OF CONTENTS

Acknowledgments

Table of Contents

Executive Summary

SECTION 1 – INTRODUCTION

SECTION 2 – FACILITY CONDITIONS ASSESSMENT

- Architectural Assessment and Recommendations
- Structural Assessment and Recommendations
- Mechanical & Plumbing Assessment & Recommendations
- Electrical, Lighting, & Telecommunications Assessment & Recommendations

SECTION 3 – PRELIMINARY SPACE REQUIREMENTS

SECTION 4 – CONCEPTUAL PLANS

SECTION 5 – APPENDICES



350 Ignacio Boulevard Commercial Property



EXECUTIVE SUMMARY

MARIN COUNTY 350 IGNACIO BOULEVARD FACILITY ASSESSMENT STUDY

OVERVIEW

The County of Marin is performing due-diligence investigation as they consider acquiring the commercial office building at **350 Ignacio Blvd., in Novato, California** for the potential renovation and adaptive reuse to house the County of Marin Agriculture, Weights and Measures Department and the University of California Cooperative Extension - Agriculture and Natural Resources Department which have outgrown their existing facility.

The purpose this study is to ascertain costs associated with a potential acquisition of the property, inclusive of deferred maintenance items, required upgrades, and suitability for the proposed programmatic functions within the context of the County's budget.

For this first phase, the study evaluates the facility's existing conditions and provides recommendations for architectural, structural, mechanical, plumbing, and electrical items or features. Note, this aspect of the report will be supplemented with waterproofing and hazardous material information from Cumming Group.

The second phase of this report was the development of preliminary space requirements through user group interviews and conceptual design floor plans with a target renovation value of \$1,000,000 supplemented by engineering narratives and validated with a statement of probable cost from Cumming Group.

Building Summary

350 Ignacio Boulevard in Novato, California is a three-story, multi-tenant office building of type V wood frame construction, built in 1986 and encompassing 16,792* SF. The 39 year-old building is divided into eight commercial condominium units – four on the ground floor, three on the second floor, and one on the third floor. These spaces are served by an elevator, two enclosed stairwells, and restroom facilities located adjacent to the central lobby on each level. A Bank of America ATM is located at the south end of the building and is expected to remain operational.

STUDY SCOPE OF WORK

- Data gathering, site visits, observation and photo documentation
- Documentation of findings and recommendations
- Development of proposed conceptual designs
- Development of engineering scope-of-work narratives to support the conceptual designs, inclusive of structural, mechanical, plumbing, and electrical narratives.
- Preparation of a statement of probable cost for 3 design options.
- Draft and Summary Documentation

The facility conditions assessment, conceptual designs, and statement of probable cost will guide the County's decision-making regarding acquisition and renovation feasibility.

SUMMARY OF FINDINGS

Architectural

The building is in serviceable condition requiring minor corrections for code compliance and select areas of maintenance or repair.

Exterior

The vertical wood slat building siding is in generally good condition but exhibits localized areas of warping and may require minor repair at the base of the exterior wall adjacent planters and worn areas at the inside face of the parapet.

Exterior glazing is largely single pane, and recommended to be replaced for occupant comfort; however window replacement is not required as the proposed interior reconfiguration does not trigger replacement of the windows per the California Energy Code.

The building roof membrane appears to be in decent condition but may require replacement within 5 years. The deck may require minor additional support from below or

a similar solution to alleviate minor areas of ponding, and the membrane is at the end of its useful life.

Interior

The egress components, stairs and elevators are in good condition. Aspects of the stairs and elevators are not compliant with current model codes but are "grandfathered" as compliant through application of the existing building code which are expanded in greater detail within the report.

Interior finishes are good throughout the common spaces inclusive of the bathrooms, albeit of a dated design.

Interior to the office suites, walls and doors are serviceable, likely requiring paint. Acoustic ceiling tile should be patched if possible, all casework requires modification for code compliance and should be replaced, and all carpet should be replaced. The extent of interior finish replacement will likely be dictated by the extent of demolition.

Structural

The structure appears to be in good condition. Areas of the roof and third floor deck that are spongy should be reinforced from below. Due to the limited renovation budget, it is recommended that all renovation avoid the existing shear walls.

Mechanical

The mechanical units are at the end of their useful life and complete replacement is recommended as they appear to be original to the building - roughly 40 years old and two cycles removed from California's progressive ban on refrigerants. In addition, several above-ceiling fan coil units were observed to be leaking condensate and causing damage to the ceiling below. It is recommended that these units be replaced to match the zoning of the proposed space layouts, to comply with Title 24, and for environmental compliance pertaining to refrigerants. Aspects of the duct work and refrigerant line sets may remain with minor servicing and reconfiguration as needed.

Plumbing

The plumbing system and fixtures are in serviceable condition with many flush valves requiring modification or replacement to bring current water consumption into code compliant limits. Minor modifications are required at sinks for safety and code compliance. Proposed conceptual plans (forthcoming) should limit the classroom assembly area occupancy change as this approaches a threshold where additional plumbing fixtures may be required, this is an added cost that should be avoided considering the proposed construction budget.



OPTION 3 - LEVEL 1

SCALE: 1/8" = 1'-0"

Room Legend

- LUCC OFFICE
- LUCC WORKSTATION
- LUCC CONFERENCE
- LUCC SUPPORT
- LUCC STORAGE
- UNUSABLE
- BUILDING CORE



OPTION 3 - LEVEL 2

SCALE: 1/8" = 1'-0"

Room Legend

- AWM OFFICE
- AWM WORKSTATION
- AWM CONFERENCE
- AWM SUPPORT
- AWM STORAGE
- UNUSABLE
- BUILDING CORE
- DECK

Note: Level 2 is the same across all options

Preferred Conceptual Design Floor Plans

Electrical

The electrical service is adequate for the proposed use and the system is in general serviceable condition, it is recommended to retain the existing switchboard and modify connections and replace panels throughout the building as they may not be insurable. Several aspects of the electrical wiring are not code compliant, and it is recommended that all branch circuit wiring throughout the building be upgraded to comply with current electrical codes. Light fixtures, although upgraded to LED, are not code compliant and cannot be reused where reconfigured to added performance requirements.

Conceptual Design Summary

The Conceptual Design floor plans indicate that renovating the building to meet the needs of the users is feasible but requires compromises to their current and future space needs as outlined in the preliminary space requirements.

The preferred conceptual design successfully meets the needs of the users with consideration toward the limits of the budget.

The cost of the preferred option is \$1,464,102 and entails 7,196 SF of renovation.

The cost of repairs, deferred maintenance, or end-of-useful life items is \$1,030,000.

The total project costs, inclusive of soft costs is projected to be \$2,992,922.

Considering the County has indicated that their budget for renovation is roughly \$1,000,000, it is likely that the County will need to find additional funding to complete both the tenant improvement scope and address those items from the Facility Conditions Assessment.

**The building size of 16,792 SF referenced in this report is useable square footage based on published real estate data. Through the course of this study, the square footage captured via 3-D scanning and resultant overall building gross square footage is 17,527 SF.*



350 Ignacio Boulevard Southwest Entrance

SECTION 1 ► INTRODUCTION

MARIN COUNTY 350 IGNACIO BOULEVARD FACILITY ASSESSMENT STUDY

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- Draft and Summary Documentation

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Three story, multi-tenant office building - South Facade

SECTION 2 ►

FACILITY CONDITIONS ASSESSMENT

GENERAL FACILITY DESCRIPTION

Building Description

The property at **350 Ignacio Boulevard** is a three-story, multi-tenant office building designed in a regional modernist architectural style. It is prominently located at the T-shaped intersection of Alameda Del Prado and Ignacio Boulevard in Novato, California. The existing structure comprises approximately 16,792 SF and was reportedly constructed in 1986.

It appears the building was originally developed as part of a larger, multi-building complex that includes the adjacent office building at 330 Ignacio Boulevard and the restaurant at 340 Ignacio Boulevard. These neighboring buildings share on-site parking, site circulation systems, and have similar architectural features.

Architecturally, the building is an irregular shape that recedes into the site and faces the adjacent intersection. As the structure steps back vertically from the intersection, the mansard roof serves dual purposes: acting as both a guardrail and privacy screen for a series of small second-level decks and a larger third-level terrace. This architectural composition creates a bold presence at the street level, while gradually transitioning into a more articulated, residentially scaled massing as it relates to the surrounding neighborhood.

The main entry lobby, accessed from the interior parking lot, is aligned parallel to the stepped, façade and cuts diagonally through the floor plate at a 45-degree angle. The building's structural grid follows this diagonal orientation of the entry lobby, resulting in interior partitions arranged to create several 45-degree intersections and triangular spaces where interior walls meet the exterior envelope.



Existing Electrical and Telecom Closet



Existing Ad-Hoc Server Closet



Existing Electrical and Telecom Closet Interior

The building is subdivided into eight commercial condominium units—four on the ground floor, three on the second floor, and one on the third floor. These units are served by an elevator, two enclosed stairwells, and restroom facilities located adjacent to the central lobby on each level. A Bank of America ATM is located at the south end of the building and is expected to remain operational.

FACILITY CONDITIONS ASSESSMENT - Architectural

Now 39 years old, the building is generally in good condition and features several recently updated finishes within the common areas and main lobby. Office suites on the first and second floors are similar in overall quality, offering consistent wall finishes, carpeting, window treatments, and door frames, although materials and color schemes vary by suite. Interior casework is minimal and lacks a unified design standard.

The third-floor suite differs in character, featuring upgraded finishes throughout most areas. However, the shared kitchen space has reached the end of its useful life and will require replacement. While the common area restrooms appear to meet ADA accessibility standards and remain functional, they are compact and dated in appearance, and require minor modification for full compliance.

Site Area: Approximately 35,738 SF (or 0.82 acres)

Building Square Feet: Approximately 16,792 SF

Construction Type: V-B, Fully Sprinklered

Services provided at this location

Currently, two tenants occupy the first-floor. A financial advisor company, Alpha Wealth Management and Planning, occupies the northeast corner of the building. An existing Bank of America ATM is situated at the southern

end. Only this ATM is expected to remain operational in the new facility.

Architect & Consultant Onsite Visit Schedule

- DLR Group | RDC, 15000 Inc, and ZFA initial site walkthrough occurred on 9/10/25.
- DLR Group | RDC and the DLR Reality Capture group met onsite on 9/25/25 for more detailed review field conditions

Site Description

The .82 acre site gently slopes from west to east, with the building's finished floor elevation sitting approximately 49 inches higher than the adjacent parking area located at the east end of the property.

At the north end of the site, the trash enclosure is positioned in a location with limited vehicle clearance, requiring dumpsters and waste bins to be manually wheeled out for collection by refuse vehicles. Similarly, the recycling enclosure, located at the northwest corner of the property, is flanked by parking spaces on both sides, restricting vehicular access. As a result, recycling bins must also be moved manually to a collection point, as there is no direct route from the drive aisle for collection trucks.

The building transformer is housed in a concrete masonry unit (CMU) enclosure with stone veneer, located on the east side of the building. Access to this enclosure is hindered by two parking spaces directly in front of the double gate, which must be cleared to allow entry.

Electrical panels and telecom equipment are installed at the southeast corner of the building and are only accessible via the adjacent site planter, limiting direct access. The fire sprinkler riser is located in a closet adjacent to



Existing ADA parking at Building Southwest



Perimeter Concrete Walkway around Building



Exterior Windows without Trim

this area, but there is no visible curb or barrier to protect the electrical and telecom equipment from potential water run-off.

Parking Quantity & Accessibility

The site provides a total of 55 parking spaces, including two (2) ADA-accessible stalls. Each accessible space includes an 8'-0" (96") wide access aisle, with a curb ramp at the adjacent sidewalk providing direct access to the first-floor lobby corridor. The northernmost ADA stall is designated as Van Accessible, measuring 9'-0" (108") in width.

Parking extends from the west side of the property, wrapping around to the north side, and terminates at a series of concrete planters. All parking areas east of these planters, including spaces along the east elevation of the building, are reserved for the adjacent Mamita Cocina Mexicana restaurant.

The asphalt concrete (AC) pavement, concrete planters, and curbs throughout the property are in good overall condition, with no significant signs of deterioration, cracking, or settlement noted at the time of assessment.

Site Pathways & Stairs

A minimum 5'-0" wide concrete walkway provides pedestrian circulation around the building's perimeter and is generally in good condition. Access to this walkway is provided by stairs at the northeast side and a 1:12 sloped ramp serving the ADA parking spaces at the southwest corner.

Along the north and east elevations, the site slopes downward toward the adjacent parking lot. On the elevated east side, a stone retaining wall serves as a barrier between the first-floor level and the parking area below,

supporting the grade separation. Due to this elevation change, the exposed walkway edge is protected by metal pipe guardrails for pedestrian safety.

Emergency stairwells are located at the southwest and northeast corners of the building and are readily accessible from all floors. Exit signage for these stairwells is clearly visible and in good condition, with no replacements required at this time.

Plantings

The property features abundant and well-maintained landscaping, including ground-level plantings and mature trees surrounding the building. However, planter elevations located immediately adjacent to the first-floor suite perimeter are approximately ½ inch below the interior floor level, raising concerns about potential water intrusion or flooding during heavy rain events.

It is uncertain whether the exterior wall assemblies incorporate perimeter concrete curbs, or whether subsurface drainage piping is present to convey runoff to the site's stormwater system. As as-built utility drawings were not available during the assessment, the existing drainage infrastructure could not be confirmed, and is not in the scope of this study.

Exterior Walls

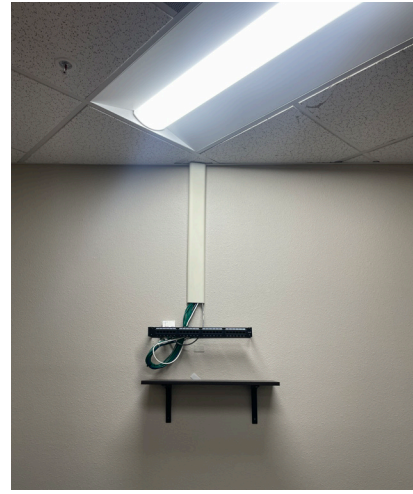
The building's exterior envelope consists of painted vertical wood slats installed over wood siding and framing, with single-glazed, aluminum-framed windows installed without trim consistent with a modern aesthetic. At the Bank of America ATM fronting Ignacio Boulevard, stone veneer pillars frame the ATM portico, creating a distinct architectural feature. Overall, the siding, veneer, and window systems appear to be in good condition.



Exterior Roof Parapet



Existing Level 3 Casework - circa 1977



Existing Ad-Hoc Wall Mounted Server Rack

It is recommended that the bottom of the wood siding be inspected along the building perimeter to ensure adequate clearance from adjacent soil and planter areas. Planters may need to be cleared or lowered to achieve the code-required separation between wood siding and grade, reducing the risk of dry rot and termite infestation. Localized repairs may be necessary in select areas.

The exterior wall assemblies are presumed to contain R-10 batt insulation. To improve energy efficiency and align with current energy standards, it is recommended to replace the existing single-pane windows with high-performance glazing systems, and to upgrade personnel doors as needed, however this is not required for code compliance.

Exterior Roof Areas

The building's primary roof, which houses air handling units (AHUs), consists of a built-up asphalt roof system surrounded by parapet walls ranging from 10 inches to 36 inches in height. A sloped asphalt shingle roof is located at the southeast corner, overlooking the third-floor outdoor deck. Both roofing assemblies and parapet walls are currently in good condition.

It is recommended that the following be addressed:

- Damaged wood veneer siding should be replaced
- Minor roof repairs should be completed
- New sealant should be applied at the parapet intersections to ensure the building envelope remains watertight prior to or immediately following acquisition.
- Parapet coping should be repainted and sealed at all joints

The third-floor outdoor deck features a Dex-O-Tex liquid-applied membrane roof surface with light-colored

granules providing a non-slip finish. The deck membrane is believed to be at the end of its useful life and should be replaced. The deck framing is in good condition, however sagging, as indicated by localized ponding should be addressed at the time of membrane replacement or addressed from below with supports to mitigate ponding without cutting into the roof membrane, otherwise, local cutting, re-sloping, and patch installation may be required for adequate drainage.

The access gates to the second-floor AHU locations require hinge replacements, as some gates are currently falling off. These items should be corrected either prior to or immediately after acquisition.

Exposed concrete deck surfaces at the second-floor outdoor areas are in good condition overall, though cleaning is recommended. Adjacent vertical wood siding panels show signs of water damage and should be replaced as part of routine maintenance.

Interior Finishes

Interior finishes within the tenant suites are in generally good condition. Minor touch-up painting is recommended throughout, assuming existing wall colors are acceptable. In the first and second-floor public corridors, visible roller patterns are apparent, especially where sunlight from northeast and southwest-facing windows strikes the walls. It is recommended that these corridors be repainted using an eggshell finish to create a more uniform and refined appearance.

Several suites contain non-original partitions, closets, and server rooms that have been added over time to accommodate evolving tenant needs. These modifications should be reviewed for potential removal or reconfiguration.



Existing Ramp to Level 3 Kitchen Area



Existing Leaks in Ceiling Damaging ACT



Existing Elevator

tion based on anticipated future space planning requirements.

In Suite 200, the existing carpet features a dated, multicolored pattern, and replacement is recommended to match the desired future aesthetic. In Rooms 201C and 202D, flooring also requires replacement. Current conditions include carpet extending into breakroom areas without a transition, or limited sections of resilient tile near sinks. These should be replaced with full resilient flooring or tile for improved durability and hygiene.

In Room 300J, all existing flooring should be removed and replaced with resilient flooring to enhance both durability and appearance.

Casework

The plastic laminate coffee bar casework located in Suites 101, 103, and 105 is currently ADA-compliant in terms of sink height and the presence of an integral toe-kick. However, the design and finishes are outdated, and replacement is recommended as part of any future renovation or modernization efforts.

Break room casework varies across the building and by suite, with some featuring full plastic laminate construction, while others include stained wood cabinetry with solid surface countertops. However, none of the break room casework or sinks on any floor currently meet ADA accessibility standards. Most installations exceed the maximum allowable sink height and lack the required toe-kick for wheelchair users.

This deficiency is most notable in Room 300J, where the original casework remains in place. Full replacement of this casework is recommended to ensure ADA compliance and functional improvements.

Ceilings

The acoustical ceiling tiles (ACT) throughout tenant suites are generally in good condition. However, numerous replacement tiles, installed over time, do not match the original tiles in color or texture, resulting in a visually inconsistent appearance. It is recommended that all mismatched tiles be replaced with new tiles matching the existing ACT pattern and finish to restore uniformity.

Water staining is evident on several ceiling tiles, which upon investigation was revealed to be from leaking condensate lines from mechanical units located directly above the ceiling space.

The mechanical units and or connections should be repaired or replaced and following that replacement ceiling tiles provided.

Elevator

The building is served by a single side-opening elevator providing vertical access to all floors. The elevator is currently in good operating condition, and the ride quality is satisfactory. Minor paint touch-ups are recommended within the elevator cab to maintain appearance.

The elevator cab dimensions cannot accommodate a stretcher laid flat, however this is not required for buildings less than three stories in height. The elevator control room is located adjacent to the elevator shaft on the first floor, with direct access from the main lobby.

Stairs

There are two (2) enclosed egress stairwells, located at the northeast and southwest corners of the building, providing access to all floors. The stair treads and landings are carpeted, with contrasting carpet strips installed at the

top and bottom of each run to enhance visibility and safety. Handrails with a 1-1/2" outside diameter are installed on both sides of each stairwell. The handrail extensions appear to comply with CBC requirements at stair landings.

In contrast, the three (3) exterior stair railings at the northeast corner do not comply with ADA standards. The handrails terminate with curved ends that do not return to the vertical balusters, creating open ends that may pose safety risks.

It is recommended that these non-compliant handrail extensions be removed and replaced with new, code-compliant extensions. New handrails should either be welded to existing vertical balusters or designed to return to grade using pipe sleeves installed in the concrete sidewalk, in accordance with current CBC and ADA guidelines.

CODE COMPLIANCE

Egress Components - Observations

ADA compliance

The site includes two (2) ADA-designated parking spaces, each with an 8'-0" (96") wide access aisle. The northernmost stall is designated Van Accessible, measuring 9'-0" (108") in width. A 6-inch high sidewalk ramp with a 1:12 slope is located at the end of the access aisle, providing direct access to the first-floor lobby corridor.

The 2 existing accessible parking spaces and path of travel to the building appear ADA compliant. However, 1 additional accessible parking space is required per CBC 11B-208.2. Verification of the overall parking count relative to planning requirements is not in the scope of the study.

The primary building entry doors located on the accessible route from the parking area appear to be fully compliant. Automatic push-button door operators are not installed or required, provided the force to operate the door does not

exceed 5lbs. Operating force was not expressly measured as a part of this study, however the force to operate the doors was not unusual or noteworthy.

Exit doors at both ends of the public lobby and within the public stairways are currently equipped with code required panic hardware. Door push and pull clearances at all tenant suite entries appear to be access compliant, however non-compliant door push clearances at the 1st and 2nd floor men's rooms will require correction in association with any tenant improvements. Egress doors from within the stairways do not have the required 48" deep push clearance, for which the proposed renovation should seek an exception under the California Existing Buildings Code section 804.2 where non-compliant aspects of the egress system are permitted.

The public restrooms on the first and second floors generally conform to ADA requirements for lavatory height, accessible water closet height, and urinal height. However, several exceptions were noted that require modification to achieve full compliance:

- The first- and second-floor Men's Room doors do not meet the required push clearance, requiring modification.
- In the second-floor Men's Room, the lavatory height exceeds the maximum allowable 34 inches.
- The accessible water closet in the third-floor Men's Room has a seat height above the 19-inch maximum.
- The third-floor Women's Room features off-the-shelf lavatory casework that lacks an integral toe-kick, impeding wheelchair accessibility.
- The third-floor Men's and Women's shower rooms contain stepped level changes ranging from 3/4 inch to 1 inch, which exceed the allowable threshold for accessible transitions.
- The third floor showers require complete reconfiguration to comply with code.



Existing Egress Stairs



Existing Level 2 Public Restroom Lavatory

CODE COMPLIANCE

Means of Egress

Aspects of the means of egress system do not comply with the current version of the California Building Code, however we believe they may remain as installed as indicated under the California Existing Buildings Code, Section 804.2, exception 2 pertaining, where the means of egress may remain as-constructed as it is assumed to be compliance with the requirements of the building code under which the building was constructed (paraphrased).

The following areas of non-conformance are listed to provide a complete picture of the building:

CBC Section 1006.2.1 & the corresponding table - Upper level floors are compliant for spaces provided with 1 exit. This section permits single exits from B occupancy spaces where the occupant load is less than 49 and the maximum common path of egress travel distance is less than 100', as such exit doors located with less separation than 1/3 the diagonal distance are compliant as the office suite is permitted to have a single means of egress.

CBC Section 1010.1.7 – Door arrangement – space between two doors in a series shall be 48 inches minimum plus the width of a doors swinging onto a space. Doors opening onto the southeast stair landing are non-compliant with only 2' of separation.

We believe that per CEBC 804.2 ex2, the as-constructed arrangement is permitted. Should the building official take issue with the exit access door opening onto the stair landing, that from the suite may be removed as the egress travel distance is within the distance permitted by table 1006.2.1 for spaces with on means of egress.

CBC Section 1011.6 Stairway landings – the width of landings measured perpendicularly to the direction of travel shall not be less than the width of stairways served. The width of the stair is 3'-8", however the landing depth is 3'-5", stair landings are out of conformance with current code by 3". Note that the required width of the stair is only 36" as the cumulative occupant load at the stair is less than 50.

Further within the same CBC Section, doors opening onto landings shall not reduce the landing to less than one-half the required width. Doors from the south-east suite on level one reduces the width to 21" where 22" is required; a similar door at level two appears to be compliant.

California Building Code Chapter 11 - Access Compliance

CBC - Chapter 11B- 202.4 - and the corresponding proposed project value requires the project to be fully accessible.

11B-404 – Doors – At the Level 3 south stair do not provide the required 60" deep maneuvering clearance. At the north stair, doors entering into the stair do not comply with required maneuvering clearance on the swing side of the door entering the stairwell.

Doors into level 2 men's restrooms do not provide sufficient approach, push-side clearance – 48"w & 48" deep clear space.

11B- 602.2.3 / 11B-606 .2 – Door swing & clear floor space at lavatories. Doors are not permitted to swing into the clear 30"x48" space at lavatories per CBC 11B-306. Doors to the first and second floor men's restroom will require repositioning / reconfiguring to comply with code.

11B-608 – Various aspects of the third floor showers are not compliant and the shower will require a reconfiguration for compliance, including widening the compartment to 60" width and allow for entry on the wide end of the shower, relocating the shower head and controls, relocating the seat, and grab bars. In addition, the threshold to the shower area is not in conformance will need to be lowered.

The remaining aspects of the restrooms appear to be largely compliant or easily adapted to compliance with minor relocation of elements.

California Building Code - Chapter 30 Elevators

3002.4a General Stretcher Requirements - Typically all new elevators must accommodate a medical gurney or stretcher per this section of the code. "All buildings and structures with one or more passenger service elevator shall be provided with not less than one medical emergency service elevator to all landings and shall be sized to fit a stretcher laid flat (paraphrased)." 350 Ignacio may seek relief under 3002/4a. exception 5, "Elevators in buildings or structures less than four stories in height for which the local jurisdictional authority has granted an exception in the form of a written document. " This paired with section 804.2 of the California Existing Building Code, mentioned previously in egress compliance should be sufficient evidence to allow the elevator to remain as installed.

California Plumbing Code - Chapter 4 - Plumbing Fixture Count – As of 2022, the California Plumbing Code requires that the plumbing occupant load be calculated in accordance with the building code, which is subsequently used to determine the number of plumbing fixtures required. The A occupancy classroom requires an occupant load factor of 20 and above 100 occupants, another plumbing fixture is required for the building. Unless an alternate means of compliance is requested and approved by the

building department, it is recommended that the classroom be limited to 2000 SF and 100 total occupants at 50 occupants per gender, results in 1 toilet for males and 2 toilets for females. The remainder of the building area is calculated as a business occupancy at 150 SF per occupant, resulting in 89 total occupants, and requiring 2 toilet fixtures for males and 3 toilet fixtures for females. The to-

tal number of toilet fixtures required is 3 for males and 5 for females, and matches the existing number of fixtures, therefore no additional fixtures are required.

The following pages contain Facility Conditions Assessment Reports from **ZFA Structural Engineers, 15000 Inc.** (Mechanical & Plumbing), & **Brokaw Design** (Electrical, Lighting & Telecommunications).



Conditions Assessment Report

350 Ignacio Boulevard

350 Ignacio Boulevard
Novato, CA
ZFA Project: 25515

October 29, 2025

Prepared For:
DLR Group
Sonoma, CA

Prepared By:
Marianne Wilson, Principal

250 D Street
Suite 200
Santa Rosa CA 95404
707 526 0992

350 Ignacio Blvd, Novato, CA 94949

INTRODUCTION

A general condition assessment structural review of the building located at 350 Ignacio Boulevard in Novato, CA was performed as requested by DLR Group. This review was based on one site visit completed on September 10, 2025 to visually review the general condition of the existing structure.

Original 1986 building drawings were not available for review at the time of assessment. Shear wall calculations from 2008 by Hohbach-Lewin, Inc. were provided. Reference images within Hohbach-Lewin calculations indicate shear wall strengthening of the building occurred between original construction and 2008.

STRUCTURE OVERVIEW

General Site Description

The building is located on a flat commercial lot approximately 0.2 miles west of Highway 101 and approximately one mile south of Highway 37 in Novato on the north side of Ignacio Boulevard. The building has two entrances, one at the northeast and one at the southwest corners of the building and shares a parking lot with the neighboring structure to the east.

Structural System and Materials Description

General

The subject building was originally constructed in 1986 as a three-story, wood framed commercial office building. Total building square footage is approximately 16,800 square feet with approximately 2,900 square feet of exterior decks. Subsequent interior remodels have broken the spaces on each floor level into smaller tenant condominium spaces with shared restroom and circulation spaces. Upper levels step inward to provide multiple outdoor deck areas.

Roof and Floor Framing

The roof and floor structure are wood framed with 2x members at 24 inches and 16 inches on center, respectively, with flush framed glued laminated beams. Roof and floor framing is supported by wood framed bearing walls and interior posts. The roof and floor are sheathed with plywood structural sheathing. 2008 calculations indicate floor framing has concrete topping slab above sheathing.

Walls

Typical exterior wood framed walls were observed to be 2x6 stud construction at first floor electrical room, anticipated typical at building exterior. Exterior plywood sheathing is anticipated but not observed. The exterior wall finish is painted wood vertical siding.

Seismic Force-Resisting System

The primary lateral force resisting system is indicated to be plywood sheathed wood shear walls. The roof and floor diaphragms utilize plywood structural sheathing.

Foundations

The foundations are concrete with concrete slab floor however the specific type of foundation system is unknown.

Field Verification and Condition Assessment

The structure appears in generally good structural condition with minimal structural damage or deterioration apparent except as noted below.

350 Ignacio Blvd, Novato, CA 94949

Building Type

Per ASCE/SEI 41-17 Standard for Seismic Evaluation and Retrofit of Existing Buildings, this building appears to fall under the classification for **Building Type W2: Wood Frames, Commercial and Industrial**. As described by ASCE/SEI 41-17: *‘These buildings are commercial or industrial buildings with a floor area of 5,000 square feet or more. There are few, if any, interior walls. The floor and roof framing consists of wood or steel trusses, glulam or steel beams, and wood posts or steel columns. The foundation system may consist of a variety of elements. Seismic forces are resisted by flexible diaphragms and exterior stud walls sheathed with plywood, oriented strand board, stucco, plaster, straight or diagonal wood sheathing, or braced with various forms of bracing. Wall openings for storefronts and garages, where present, are framed by post-and-beam framing.’*

Historical Performance

Modern wood frame structures detailed to resist seismic loads were generally not built prior to 1934, except for public schools in high seismic areas. In general, seismic provisions for wood framed structures started to be incorporated into building codes in the 1950’s. After 1970, well-defined lateral-force-resisting systems were usually incorporated as part of the design in high seismic areas. Seismic performance of these types of structures is dependent on proper detailing and quality of construction. Wood framed structures with diagonal lumber or plywood sheathed shear wall systems have demonstrated adequate performance in past earthquakes provided they had low height-to-length aspect ratios, acted as a unit, had an adequate number of shear walls, and were reasonably symmetric in plan and elevation. In particular, plywood shear wall systems with height-to-length aspect ratios less than 2-to-1 typically provide acceptable earthquake load resistance strength. However, plywood shear walls generally require hold-downs at each end to resist overturning especially in multistory structures.

Benchmark Buildings

In addition to classifying buildings by type of construction, ASCE 41-17 identifies ‘Benchmark Buildings’ for each construction type. The detailing of seismic force-resisting systems in Benchmark Buildings is generally considered to satisfy the performance requirements of ASCE 41-17 for the Collapse Prevention seismic performance level for the BSE-2E seismic hazard level. When a building is determined to satisfy Benchmark Building requirements through field verification of construction compliant with benchmark code requirements, only review of foundation and non-structural elements would be required. Even though a building appears meets the benchmark criteria, a full analysis may still be recommended under certain circumstances.

For building type W2, the 1976 Uniform Building Code (UBC) seismic design provisions are referenced as the oldest permitted standard. Since the subject building was constructed in 1986, if the building was designed and constructed to the current building code of the time, it would meet the criteria of a Benchmark Building, however this cannot be confirmed without original structural documentation and field verification of framing.

FINDINGS AND RECOMMENDATIONS

The following items of structural interest were observed during site review of the structure. Items are listed in order of structural significance.

- a. **CLEARANCE OF STRUCTURE TO GRADE** – At multiple locations around the perimeter of the structure, planter beds have been filled with soil up to, or over the elevation of exterior wood siding and assumed elevation of wood framed structural walls. This can lead to moisture and pest intrusion into siding and structural elements, leading to damage of gravity and lateral force resisting systems.

RECOMMENDATION: Reduce soils elevation at exterior planters to provide eight inches clear from top of grade to siding and structural framing as required by the California Building Code for new construction.

350 Ignacio Blvd, Novato, CA 94949

- b. ROOF PARAPET – At several locations, the sheathing on the interior face of the rooftop parapet walls showed localized signs of water damage (delamination) and some panel joints were heavily caulked.

RECOMMENDATION: Verify waterproofing adequate to prevent water intrusion and damage to structural elements.

- c. WATER SPOTS AT CEILING – At several locations there were large water spots noted on suspended ceiling tiles (first floor southwest corner, second floor northeast corner). Review of the areas above discolored suspended ceiling tiles found mechanical units and ducting that are presumed to have been leaking water at some point during their lifespan, though only the first-floor mechanical unit had signs of recent leakage. Structural framing at both locations appeared to be free of damage or deterioration.

RECOMMENDATION: Coordinate repairs of mechanical systems with other consultants as required.

It is our understanding that the building is intended to undergo a tenant improvement that would reconfigure individual suites into combined spaces for use with a single tenant/occupant. Where existing structural systems (posts, bearing walls, shear walls) are modified, localized structural strengthening will be required, while larger scale modifications may require a complete seismic upgrade of the structure. Full extents of structural elements were not observed or documented during the site review, however, walls and posts not shown on as-built plans or plans provided by real estate agents were observed.

In the existing calculations from Hohbach-Lewin for a 2008 remodel, reference images from a prior structural strengthening of the building showing existing and new shear walls were provided, albeit with low image quality. They appeared to indicate numerous interior shear walls at locations within tenant spaces that might typically be assumed as non-structural walls. Full extents of existing shear walls are currently unknown, however additional field verification of shear wall locations should be performed prior to demolition of interior wall construction. Schematic plans with potential existing shear wall locations can be found in Appendix B.

CLOSING

The structural review is based on that which was plainly visible at time of site review and review of available structural documentation. No attempt was made to uncover hidden conditions or perform any destructive or non-destructive testing. The items discussed in this report are subject to revision should more information become available. No structural analysis for loads or capacities was performed under the scope of this review.

We understand you may have questions regarding this evaluation and are available for comment and explanations. Please call with any questions you may have. Thank you for choosing ZFA Structural Engineers to assist you with this building seismic review.

Marianne Wilson
Principal
ZFA Structural Engineers

APPENDIX A – PHOTOGRAPHS

350 Ignacio Blvd, Novato, CA 94949



Photo 1: Northeast Corner



Photo 2: Building 1 – Southwest Corner

350 Ignacio Blvd, Novato, CA 94949



Photo 3: Grade at Building Perimeter



Photo 4: Grade at Building Perimeter



Photo 5: Water Damage at Ceiling with Mechanical Unit Above (First Floor)



Photo 6: Structural framing above Mechanical Unit (First Floor)

APPENDIX B – MAPS AND PLANS

350 Ignacio Blvd, Novato, CA 94949

Location Map

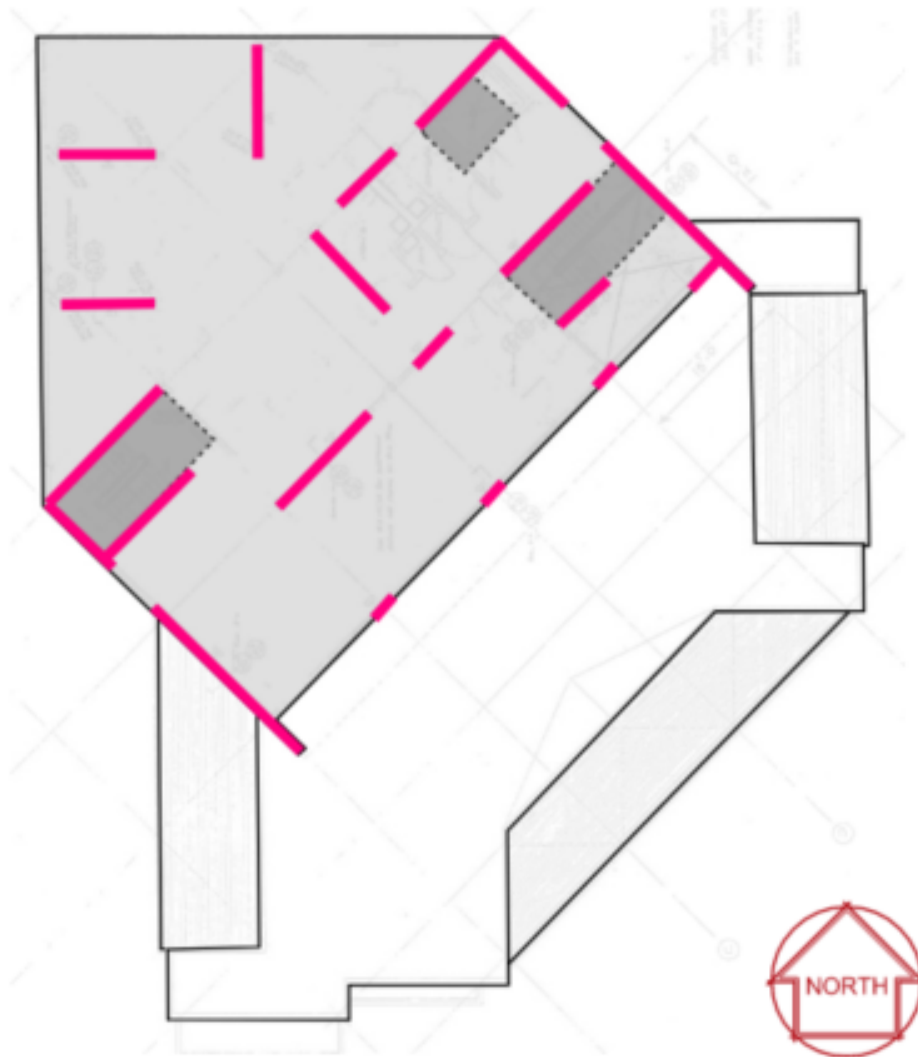


350 Ignacio Blvd, Novato, CA 94949

Schematic Shear Wall Plans

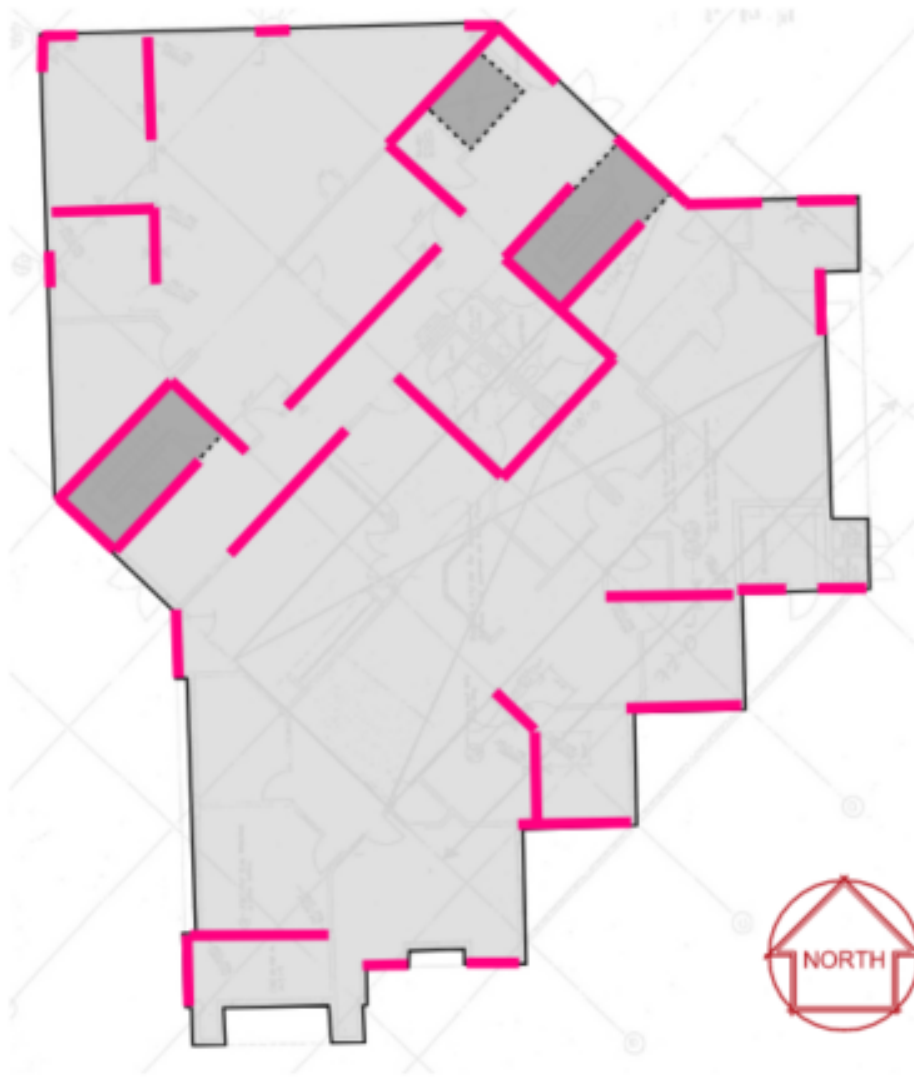
The following schematic shear wall plans indicate walls noted to be existing or new shear walls per structural strengthening documents referenced by the 2008 Hohbach-Lewin structural calculations. It is not implied that these are the full extents of all existing wood framed shear walls, nor has it been verified that all of the walls are still located as shown. Removal of finishes and field documentation of actual existing shear wall locations and structural framing is required to confirm full extents of the building structural system.

Potential shear wall locations in the following plans are indicated in pink.



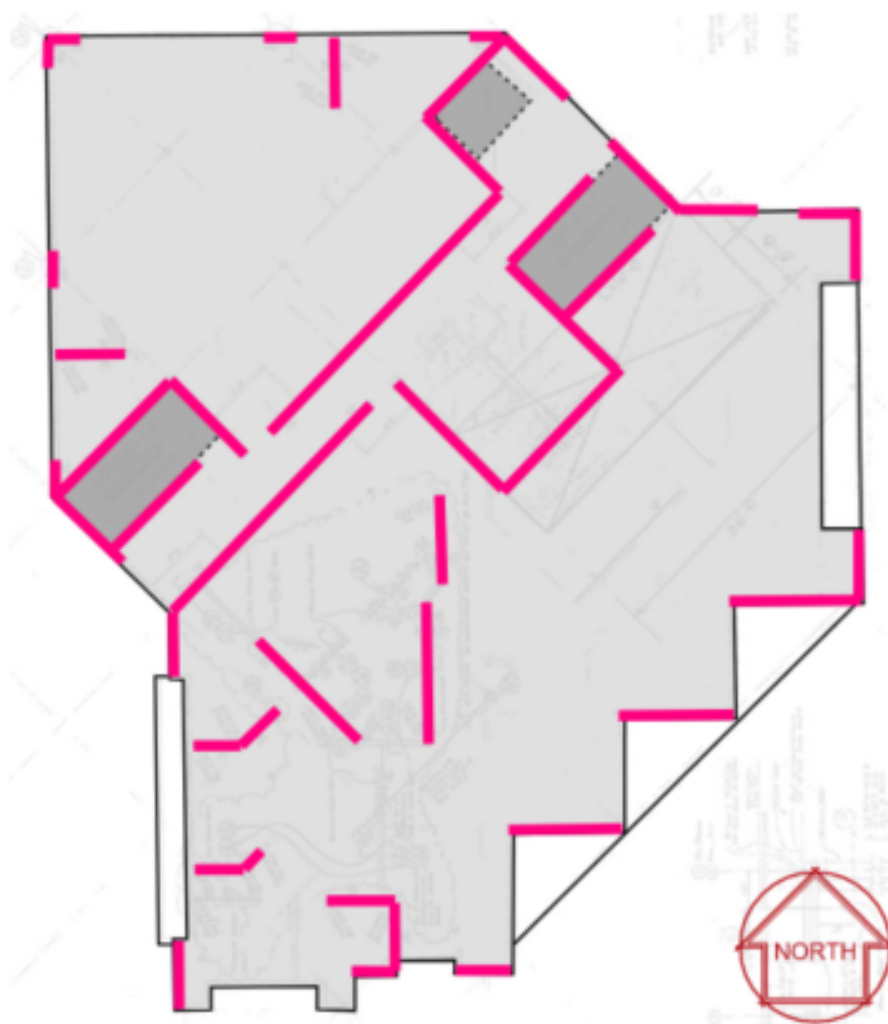
Potential Third Floor Shear Wall Locations

350 Ignacio Blvd, Novato, CA 94949



Potential Second Floor Shear Wall Locations

350 Ignacio Blvd, Novato, CA 94949



Potential First Floor Shear Wall Locations

To: Nick Morrow
Company Name: **DLR GROUP, ROSS DRULIS CUSENBERY**
From: Marianne Wilson, SE
Date: November 12, 2025
Regarding: 350 Ignacio Blvd – Schematic Structural Remodel Narrative
Project: 25515

STRUCTURAL SYSTEM DESCRIPTIONS

350 Ignacio Boulevard was originally constructed in 1986 as a three-story, wood framed commercial office building. Total building square footage is approximately 16,800 square feet with approximately 2,900 square feet of exterior decks. Subsequent interior remodels have separated the spaces on each floor level into smaller tenant condominium spaces with shared restroom and circulation spaces. Upper levels step inward to provide multiple outdoor deck areas at the second and third floors. The building is located on a generally flat commercial lot adjacent to Highway 101 in Novato.

The roof and floor structure are wood framed with 2x members at 24 inches and 16 inches on center, respectively, with flush framed glued laminated beams. Roof and floor framing is supported by wood framed bearing walls and interior posts. The roof and floor are sheathed with plywood structural sheathing. Ceilings are suspended grid system with drop in tiles. Typical exterior wood framed walls were observed to be 2x6 stud construction at first floor electrical room, anticipated typical at building exterior. Exterior plywood sheathing is anticipated but not observed. The exterior wall finish is painted wood vertical siding.

The primary lateral force resisting system is indicated to be plywood sheathed wood shear walls, likely with hold downs at each end for shorter wall conditions. The roof and floor diaphragms utilize plywood structural sheathing.

The foundations are concrete with concrete slab floor however the specific type of foundation system is unknown.

For additional recommendations not specifically related to remodel modifications see ZFA Conditions Assessment report dated 10/29/2025.

CONCEPTUAL DESIGN REVIEW AND SCHEMATIC STRUCTURAL

Based on the DLR Group conceptual floor plans for interior remodel of the building dated 10/31/2025, three options for alternate programming have been proposed. Remodel scope has been noted for levels one and two, however no modifications were proposed to the third level plan or exterior deck spaces at this time. Each option has varied programming for wings on each side of the building core elements and central corridor, however implications on the existing structure for all three schemes are comparable.

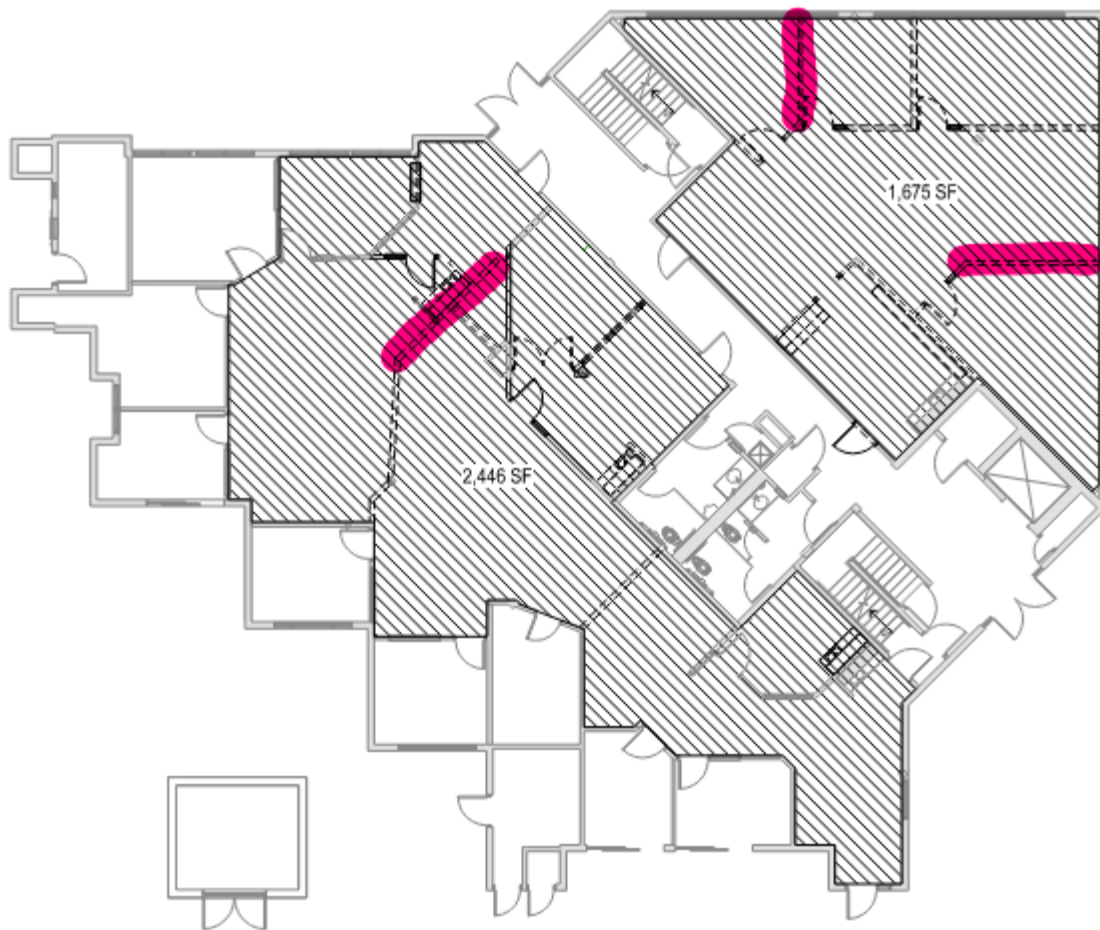
- *Exterior walls* – No modifications noted, no structural scope anticipated.
- *Interior core walls* – Modifications to existing core structural walls appears limited to a new man door or two at both interior levels with remodel scope. Existing structural walls are anticipated to be both bearing and plywood sheathed shear walls. New openings will require wood framed opening construction with header adequate for gravity loads. Reduction in shear wall length may require additional nailing at existing sheathing, or the installation of new sheathing and nailing on the opposite face of wall. Where new openings occur near the ends of existing shear walls, new hold downs may be required to replace those disconnected from the shear wall. Floor to floor blocking at new upper level hold downs, and adhesive anchor bolt to foundations would be required at new hold down elements.
- *Interior suite walls* –
 - Non-structural walls: Removal and reconfiguration of interior non-structural partition walls. New walls to be wood framed or metal stud construction. Brace walls above ceiling level as required or utilize deflection connections at top of walls to underside of floor above.
 - Shear walls: Where interior walls to be removed are existing shear walls, additional plywood sheathed shear wall length, with hold downs as needed, will be required to be provided in close proximity to the removed wall to avoid extensive retrofit of the building lateral force resisting systems. See Existing Interior Shear Wall discussion below.
- *Gravity framing* – No modifications to the existing gravity framing systems noted. Verify no existing structural posts or gravity framing are modified during demolition of existing interior partitions. Classroom programming appears limited to first floor areas on concrete slab floor which will not necessitate structural review for modified assembly loading requirements. Ceiling is anticipated to be similar to existing, suspended grid system with drop in tiles.
- *Foundations* – No modifications to existing foundation elements for modified utilities or other architectural elements are anticipated. Minor strengthening may be required at modified interior shear wall and hold down locations.
- *Mechanical* – Modifications to mechanical systems is anticipated to include repair or replacement of existing units, with no additional units indicated at this time. If unit replacement is necessary, weight of new units to be verified not to exceed that of the original unit. Where the new unit exceeds the weight of the original unit, local strengthening of the supporting framing may be required, which could include additional floor or roof joists or new beams.

EXISTING INTERIOR SHEAR WALLS

As noted in ZFA's Conditions Assessment Report for the structure dated 10/29/2025, no original structural documentation for the building was available for review. Limited additional information obtained from the building department appears to indicate that several modifications have occurred to the structural systems and shear walls of the structure over time. From available past remodel key plans, numerous interior walls beyond the central core appear to have been incorporated into the lateral force resisting system, though the full extent of affected locations is unclear.

From the proposed demolition plans provided by DLR in the conceptual TI plans, many of the additional existing interior shear walls do not appear to exist in the locations noted, and the existing layout of interior walls does not align with the limited existing documentation. As such, locations of potential existing interior shear walls cannot be estimated without additional site investigation.

Based on limited existing information, the walls indicated in the plans have the most likely potential to be shear walls. We recommend additional site reconnaissance to review existing walls at the noted locations to potentially determine if the wall is a structural element. Walls should be reviewed above the dropped ceiling to observe the construction. If the wall does not extend above ceiling level, the wall would not be anticipated to be a structural wall. However, if the wall extends above ceiling level, to the floor framing above, the wall is potentially structural (bearing or shear wall) and should be reviewed further prior to removal.



Level 1 – Potential Existing Shear Wall Locations



Level 2 – Potential Existing Shear Wall Locations

During the course of demolition, care should be taken to identify potential structural walls not indicated in the limited existing documentation. Similar review of wall conditions above ceiling level should be undertaken and ZFA notified if additional structural walls are discovered.

OUTLINE STRUCTURAL MATERIAL SPECIFICATIONS

Bolts & Anchor Rods:	Machine bolts - ASTM A307 High strength bolts - ASTM F3125 Grade A325 bolts Anchor Bolts/Rods: ASTM F1554 Gr. 36 or 55
Metal Studs:	362S162-43 at interior Members of the "Steel Stud Manufacturers Association (SSMA)" with products meeting ICC-ES ESR-3064P. Members of the "Certified Steel Stud Association (CSSA)" with products meeting ICC-ES ESR-3016 All connections screw-fastened, except king studs & sills skip welded
Wood (WCLIB/WWPA):	2x material – DF #2 4x and thicker – DF #1
Engineered Lumber:	PSL – 2.0E LVL – 1.9E LSL – 1.3E
Wood Connectors:	Simpson Strong Tie
Plywood:	APA Exposure 1 and Structural 1 per PS-1 or PS-2
Glulam Framing:	Douglas Fir Simple span 24F-V4-1.8E Multispan or cantilever 24F-V8-1.8E Alaskan Yellow Cedar at exterior exposed conditions Simple span 20F-V12-1.5E Multispan or cantilever 20F-V13-1.5E
I-Joists:	Redbuilt Weyerhaeuser Boise Cascade Louisiana Pacific

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CONDITION BUILDING ASSESSMENT REPORT FOR:

**COUNTY OF MARIN WEIGHTS AND MEASURES & UNIVERSITY OF
CALIFORNIA COOPERATIVE EXTENSION**



TABLE OF CONTENTS

BACKGROUND..... PAGE 3

OBJECTIVE..... PAGE 3

METHODOLOGY..... PAGE 3

FINDINGS.....PAGE 4

HVAC SYSTEM ANALYSIS.....PAGE 17

CONCLUSION..... PAGE 19

APPENDICIES:

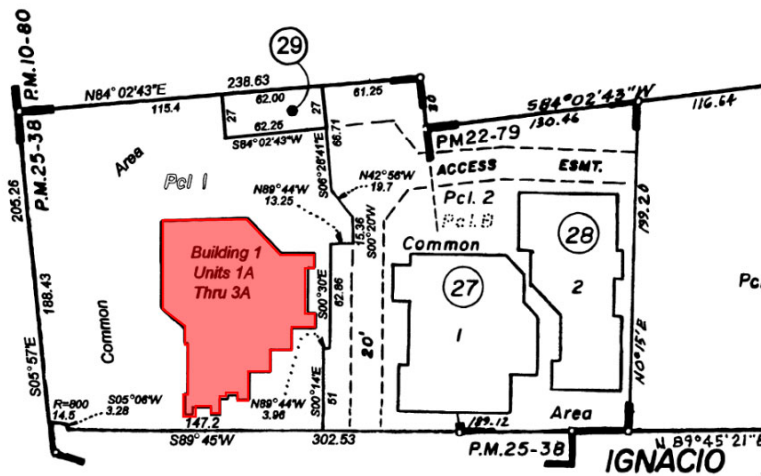
 APPENDIX A – ARCHIVE PLANS/EXISTING MECHANICAL LAYOUT..... PAGE 21

 APPENDIX B – HEAT GAIN/LOAD ANALYSIS PAGE 24

 APPENDIX C – ASHRAE EQUIPMENT LIFE EXPECTANCY CHART.....PAGE 33

BACKGROUND

The proposed County of Marin owned property, which is to house the future Weights & Measures Department/UC Cooperative Extension (APN's shown on map below) is currently a multi-tenant commercial building comprised of three floors with private offices, conference rooms, open-plan work areas, lobby/reception areas, breakroom/kitchen and meeting rooms. The Class A commercial structure was originally constructed in 1986 and consists of approximately 16,972 square feet of interior space and 2,890 square feet of balcony and deck area. The mechanical space conditioning systems are of the split system type with ducted distribution, and each floor contains one bathroom block with floors 1 and 2 having separate men's and women's restrooms, and floor 3 having two single stall restrooms with attached shower rooms. 15000 Inc. was retained as part of the DLR Group|RossDrulisCusenbery assessment team to evaluate plumbing and mechanical space conditioning systems, and make recommendations for system replacement, improvement and retrofit to support new occupant loading and spatial layout.



Building 1		
Unit No.	APN	Floor
1A	160-211-31	1
1B	160-211-40	1
1C	160-211-41	1
1D	160-211-38	1
1E	160-211-42	1
2A	160-211-34	2
2B	160-211-35	2
2C	160-211-36	2
3A	160-211-37	3

OBJECTIVE

The primary objective of the project is to observe and assess the current conditions of the existing structure (highlighted above) as they relate to plumbing and mechanical systems, as well as their associated distribution systems, and make recommendations for areas of improvement in regards to code compliant installations, general site improvements, energy efficiency, and equipment replacement.

METHODOLOGY

The Condition Building Assessment (CBA) is modeled after the ASTM E2018-24 standard for property assessments. A field/site walk was conducted by 15000 Inc. along with DLR Group|RossDrulisCusenbery and subconsultants where video and photos were taken of various features, infrastructure, and utilities serving the building highlighted above, to analyze and make recommendations thereof. Any recommendations made herein shall be field verified for quality assurance.

FINDINGS

PRIORITY RECOMMENDATIONS (Right Hand Columns)

- (Must): Immediate (within 1-year):** Code Violation or requires immediate attention; requires preparation of contract documents.
- (Need): High Priority (within 1-5 years):** Items requiring attention but can be scheduled; may require preparation of contract documents.
- (Want): Low Priority or Life Cycle Replacement (within 6-20 years):** Items that are either low priority or are part of an expected life-cycle replacement project.

Abbreviations

AHU – Air Handling Unit

ASME – American Society of Mechanical Engineers

ASPE – American Society of Civil Engineers

BAS – Building Automation System

BMS – Building Management System

CBC – California Building Code

CEC – California Energy Code

CFH – Cubic Feet Per Hour

CGBS – CalGreen Building Standards

CMC – California Mechanical Code

CPC – California Plumbing Code

CW – Cold Water

DCV – Demand Control Ventilation

DWV – Drain, Waste & Vent

GPF – Gallons Per Flush

GPM – Gallons Per Minute

HW – Hot Water

HVAC – Heating, Ventilation, and Air Conditioning

IAQ – Indoor Air Quality

NSF – National Sanitation Foundation

SMACNA – Sheet Metal and Air Condition Contractor's National Association

TAB – Test and Balance

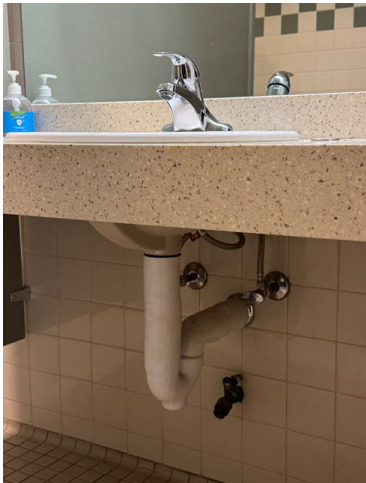
DLR Group

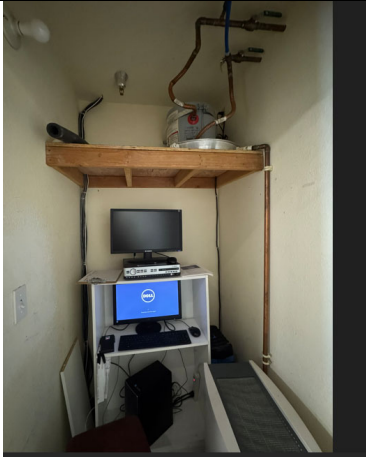
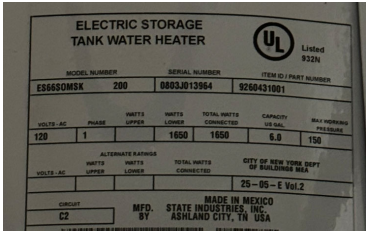
18924 CA-12 | Sonoma | CA 95476

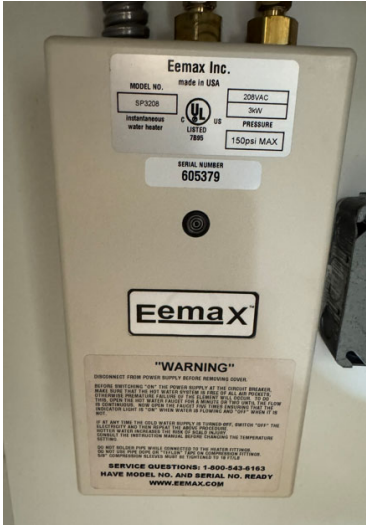
15000 Inc.

6085 State Farm Dr. #130 | Rohnert Park | CA 94928

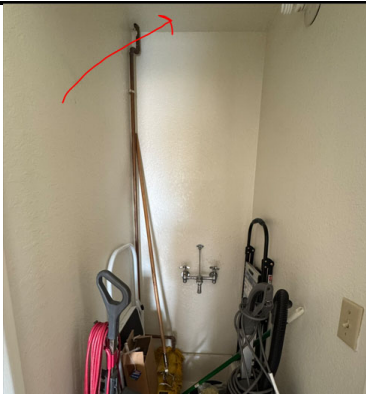
Item	Comments and Recommendations	Photos	M	N	W
9.4.4.1	ITEM: Water closet, floor mount with manual flushometer type valve (estimated at 1.6 GPF) OBSERVATION & RECOMMENDATION: Water closets were found to be in clean condition and functional at the time of visit. Valves shall have a maximum of 1.28 GPF per 2022 CGBS, Section 5.303.3.1 and it is recommended to replace valves which exceed the maximum. For increased water saving, a 1.0 GPF fixture assembly is recommended with a sensor actuated valve. Areas intended to see increased usage are encouraged to use wall hung fixtures with a wall carrier to allow for better cleaning/sanitation. Wall widths shall be evaluated at each floor to determine feasibility and adequate depth to support a carrier.	 Fig 1. Existing floor mount water closet			X
9.4.4.2	ITEM: Urinal, wall hung with automatic flushometer valve (estimated at 1.0 GPF) OBSERVATION & RECOMMENDATION: Urinals were found to be in clean condition and functional at the time of visit. Valves serving wall hung fixtures shall have a maximum of flush rate of 0.125 GPF per 2022 CGBS, Section 5.303.3.2.1. Upon observation this valve was found to be a Zurn Flush Retrofit Kit. It is recommended to verify the retrofit assembly is in compliance with current standards, and if found noncompliant, replace to allow for greater water savings and environmental consciousness.	 Fig 2. Existing wall hung urinal			X

Item	Comments and Recommendations	Photos	M	N	W
9.4.4.3	ITEM: Lavatory, ledgemount & wall hung with manual faucet (flowrate unable to be determined during time of visit) OBSERVATION & RECOMMENDATION: Lavatories were found to be in functional and working condition, however during the time of visit the flow rate could not be determined. It is recommended to confirm the actual flow rate (GPM) against the 2022 CGBS, Section 5.303.3.4.1 maximum flow rate of 0.50 GPM and retrofit with an accessory aerator if found to be in noncompliance. Certain traps were observed to include a cover to safeguard against scalding/abrasive surfaces (while others were found to have a makeshift wrap). The domestic water did not include protection and it is recommended to retrofit the exposed trap and domestic water piping with the Lav Guard 2 Pipe Cover System (or equal) to bring into compliance with 2022 CBC, Section 11B-606.5.	 Fig 3.1 Existing lavatory  Fig 3.2 Existing wall hung lavatory	X		
9.4.4.4	ITEM: Mop sink, floor mount with faucet, pail hook and threaded outlet OBSERVATION & RECOMMENDATION: Mop sinks were found to be in usable condition, however signs and evidence of water damage were present at the time of visit. It is recommended to patch, texture, and seal damaged portions of the wall to match the surrounding conditions and provide stainless steel splash guards to prevent water damage.	 Fig 4. Existing mop sink (sample)		X	

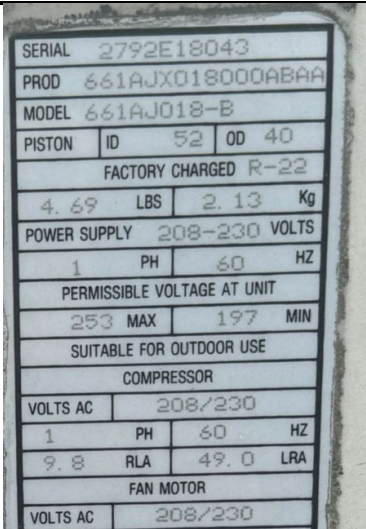
Item	Comments and Recommendations	Photos	M	N	W
9.4.4.5	ITEM: Accessible Shower, manual mixing valve and adjustable height/removable wand OBSERVATION & RECOMMENDATION: The existing showers were observed to be in functional condition and did not show excessive signs of wear. During the time of visit, the flow rate was not able to be measured, however it recommended to confirm the actual flow rate against 2022 CGBS, Section 5.303.3.3.1, and replace the head should the existing flow rate exceed 1.8 GPM. Note: Shower dimensional control for ADA compliance was not evaluated in accordance with 2022 CBS, Section 11B-608.1 as part of this assessment.	 Fig 5. Existing accessible shower (floor 3)			X
9.4.4.6	ITEM: Tank Style Electric Water Heater (1st Floor) Rheem ES66S0MSK 200 (S/N: 0803J013964) OBSERVATION & RECOMMENDATION: The water heater currently resides on a platform above an employee workstation, set in a drain pan, and with compliant strapping at the third points. The PRV was found to discharge into the drain pan itself with the drain pan discharged into a mop sink (not pictured). The unit was manufactured in 2003 and is approximately 22 years of age. Rheem water heaters typically have a useful service life of 10-12 years and based on lifespan is recommended for replacement before increased service intervals are required. If the unit is elected to remain for reuse, the PRV pipe is recommended for retrofit and routing to discharge directly into an approved receptacle (mop sink) to avoid overflow, spray or otherwise harming the occupant at the workstation below.	 Fig 6.1 Water heater above station  Fig 6.2 Nameplate data	X		

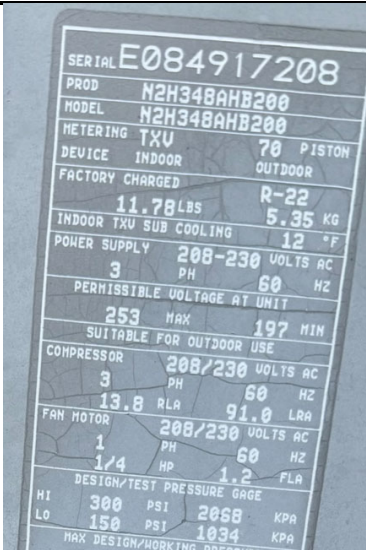
Item	Comments and Recommendations	Photos	M	N	W
9.4.4.7	ITEM: Point of Use Electric Water Heater (sample) Eemax SP3208 (S/N: 605379) OBSERVATION & RECOMMENDATION: The water heater is a point of use/instantaneous type with a 3kW element, 0.25 GPM activation flowrate, standard flow rate of approximately 0.75 GPM and utilizes 208V/1PH/60Hz power. It was found to be functional during the time of use but did not have an external means of high limit temperature control. The model (SP product line) was discontinued in 2023 and the age of the product is not able to be determined by serial number alone, therefore the actual age of the unit is not able to be determined. Eemax point of use heaters typically have an expected service life of 10-12 years before failure or increase service is expected. It is recommended at a minimum to provide a mixing valve similar or equal to Watts LFMMV to prevent scalding, and replace the unit entirely if approaching or exceeding the 12 year service life.	 Fig 7. Eemax SP3208			X
9.4.4.8	ITEM: Uninsulated domestic water piping (general) OBSERVATION & RECOMMENDATION: There were many instances observed where the domestic water piping did not include insulation. In addition to decreased energy efficiency, scalding/injury can occur when bare piping is not properly protected. It is recommended to insulate the domestic hot water piping with insulation and associated thickness as required by the 2022 CEC, Table 120.3-A throughout the building to bring into current code compliance.	 Fig 8.1 Uninsulated domestic water piping  Fig 8.2 Uninsulated piping above ceiling		X	

Item	Comments and Recommendations	Photos	M	N	W
9.4.4.9	ITEM: Pipe Hangers and Supports OBSERVATION & RECOMMENDATION: Much of the distribution drain, waste and vent (DWV) piping, as well as, the domestic water piping was concealed and not readily viewable. Should piping be overspanned, it is recommended to add additional pipe supports to allow for proper support intervals in accordance with 2022 CPC, Table 313.3.	(no photo available)			X
9.4.4.10	ITEM: Plumbing Vent Termination OBSERVATION & RECOMMENDATION: Plumbing vent terminations at the roof level were observed to terminate with a down turned elbow. While the distance above the roof level adheres to the current code, the manner of termination is not compliant and can lead to improper venting of gases. It is recommended to retrofit the existing vents for a vertical termination with minimum 6" height above the finished roof to bring into compliance with 2022 CPC, Section 960.1.	 Fig. 9 Plumbing vent termination	X		
9.4.5.1	ITEM: Shower Room Exhaust (general) OBSERVATION & RECOMMENDATION: The shower rooms found on floor three were observed to be without mechanical ventilation/exhaust. It is recommended to retrofit these rooms with dedicated mechanical exhaust per 2022 CMC, Section 405.3 with airflows as required by 2022 CMC, Table 403.7. For a heightened level of moisture removal for intermittent operation, a ceiling exhaust fan with integral dehumidistat is recommended.	 Fig. 10 Shower room without exhaust (sample)	X		

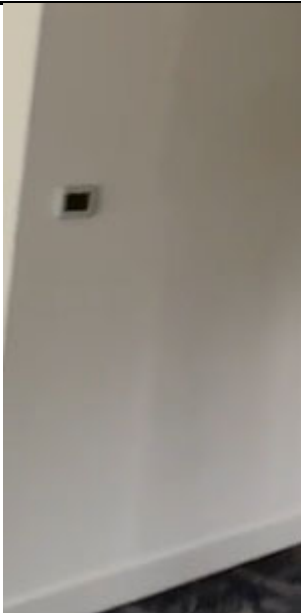
Item	Comments and Recommendations	Photos	M	N	W
9.4.5.2	ITEM: Janitor Closet Exhaust (general) OBSERVATION & RECOMMENDATION: The janitorial closets were observed to include only a light with manual switch and do not have mechanical ventilation. It is recommended to retrofit the space to allow for mechanical exhaust with a rate not less than 1CFM/SF as required by 2022 CMC, Table 403.7.	 Fig. 11 Janitor closet without exhaust (sample)	X		
9.4.5.3	ITEM: Ductwork and Duct Distribution OBSERVATION & RECOMMENDATION: Ductwork above the finished ceiling was observed to be a combination of rigid and flexible, with instances of flexible deformed/crimped around piping (Fig 12.2). Instances were observed where space conditioning ductwork did not include insulation and appeared overspanned (Fig 12.1) and was connected using legacy methods (e.g. duct tape) that can degrade over time with temperature fluctuations. It is recommended to support ductwork in accordance with SMACNA Duct Construction Standards, 4th Edition, Chapter 5 – Hanging requirements. Furthermore, ductwork is recommended to be joined in accordance with 2022 CEC, Section 120.4(a) through (g) and insulated to a minimum level of R-8 as required by the aforementioned sections.	 Fig 12.1 Uninsulated ductwork  Fig 12.2 Flex ductwork.			X

Item	Comments and Recommendations	Photos	M	N	W
9.4.5.4	ITEM: Split System Fan Coils & Heat Pumps (Carrier) OBSERVATION & RECOMMENDATION: Split system heat pump/fan coil configurations serving the building were observed to be a combination of Carrier, Bryant, Day & Night and Heil manufacturers, however this section focuses solely on the Carrier brand units which were found to be the most common brand. Capacities were found to be in the 4T range for the Carrier units and comprised of the 38QH (heat pump) and 40QH product lines with serial numbers beginning with 4986 and 5186, indicating these were manufactured in 1986 and use R22 refrigerant. Rusted condenser fan guards and overall degradation were observed on the heat pump units. Fan coil units were observed with taped edges, primary drain connection and no means of adequate overflow condensate protection from a secondary connection nor drain pan. Full viewing of the equipment was obstructed by other infrastructure limiting tile movement. While still operational, these units far exceed the useful life as qualified by the ASHRAE Equipment Life Expectancy Chart, and furthermore, use of R22 refrigerant is not permissible by current CARB and EPA standards for low GWP split systems. It is recommended to replace these entirely with zoning to match the load profile of the new spatial configuration.	 Fig 13.1 Carrier 38QH heat pumps (sample)  Fig 13.2 Carrier 40HQ fan coil (sample)		X	

Item	Comments and Recommendations	Photos	M	N	W
9.4.5.5	ITEM: Split System Fan Coils & Heat Pumps (Day & Night) OBSERVATION & RECOMMENDATION: The Day and Night split systems were found, based on serial number documentation, to be manufactured in 1992 using R22 refrigerant. Signs of wear were present on the equipment from rusted components. Refrigerant line suction insulation was completely weathered and in some cases, no longer present on the line itself which could lead to moisture forming. The paired fan coil was not able to be viewed at the time of visit and is assumed to be in similar condition as its associated counterpart. While still operational, these units far exceed the useful life as qualified by the ASHRAE Equipment Life Expectancy Chart, and furthermore, use of R22 refrigerant is not permissible by current CARB and EPA standards for low GWP split systems. It is recommended to replace these entirely with zoning to match the load profile of the new spatial configuration.	 Fig 14.1 Day & Night Heat Pump (Sample nameplate)  Fig 14.2 Day & Night Heat Pump		X	

Item	Comments and Recommendations	Photos	M	N	W
9.4.5.6	ITEM: Split System Fan Coils & Heat Pumps (Heil) OBSERVATION & RECOMMENDATION: The Heil split systems were found based on serial number to be manufactured in 2008 using R22 refrigerant. There were signs of wear present on the equipment, however the equipment was generally observed to be rust free and well cared for. The paired fan coil was not able to be viewed at the time of visit and is assumed to be in similar condition as its associated counterpart. While still operational, these units exceed the useful life as qualified by the ASHRAE Equipment Life Expectancy Chart, and furthermore, use of R22 refrigerant is not permissible by current CARB and EPA standards for low GWP split systems. It is recommended to replace these entirely with zoning to match the load profile of the new spatial configuration.	 Fig 15.1 Heil Heat Pump (nameplate)  Fig 15.2 Heil Heat Pump		X	
9.4.5.7	ITEM: Refrigerant Line Set Insulation (general) OBSERVATION & RECOMMENDATION: Insulation was found to either be missing or in an extremely dilapidated state on the refrigerant suction lines. Lack of insulation can cause failure and system inefficiencies from reduced cooling capacity, increased energy consumption, sweating/condensation, and increased equipment (compressor) stress. It is recommended to insulate the refrigerant line sets in accordance with manufacturer recommendations and with minimum thickness as prescribed by 2022 CEC, Table 120.3-A.	 Fig 16.1 Uninsulated refrigerant lines  Fig 16.2 Uninsulated refrigerant lines		X	

Item	Comments and Recommendations	Photos	M	N	W
9.4.5.8	ITEM: Rooftop Exhaust Fans (general) OBSERVATION & RECOMMENDATION: Exhaust fans at the roof level were found to be curb mounted with integral curb cap. There were visible signs of damage on the units including dented shrouds (Fig 17.1), and areas where rust was present. Nameplate data was not available nor able to be ascertained at the time of visit, however maintenance records indicate the fans have been in service for approximately 10 years. Based on the ASHRAE Equipment Life Expectancy chart, centrifugal exhaust fans have a usable life of 25 years before increased service intervals and degradation become present. Should the bathroom configuration remain the same (fixture count which fans sizing is predicated upon), it is recommended to preserve for reuse until the 25 year mark is reached, and thereafter further evaluate for repair or replacement.	 Fig 17.1 Downblast exhaust fan  Fig 17.2 Downblast exhaust fan			X
9.4.5.9	ITEM: Air Terminals (Diffusers, Grilles, and Registers) OBSERVATION & RECOMMENDATION: A combination of 4-way supply air diffuser with and without perforated face and return air grilles with perforated faces were observed on site and to be in satisfactory condition. Instances of dirt/debris (Fig 18.1) were observed at the perforated face inlets and diffuser outlets. The ASHRAE Equipment Life Expectancy chart qualifies a normal life of approximately 27 years. It is recommended to clean free of dust, dirt and debris with a nonabrasive cleaner for continued use in the current spatial configuration. Return air inlets utilizing a ceiling return air plenum are required to be ducted back to fan coil for combustible ceiling types.	 Fig. 18.1 Return air grille  Fig. 18.2 Supply air diffusers  Fig 18.3 Supply and return air terminals	X		

Item	Comments and Recommendations	Photos	M	N	W
9.4.5.10	ITEM: Controls Systems Thermostats OBSERVATION & RECOMMENDATION: The split systems were observed to be controlled with standalone thermostats with programming/scheduling capability, but no overall BAS/BMS was observed on site. The ASHRAE Equipment Life Expectancy chart qualifies a normal life of approximately 15 years before increased service and/or malfunction is present. It is recommended to replace the existing thermostats which can be tied into a BMS/BAS type of system for enhanced system monitoring and offsite visibility.	 Fig 19. Wall mounted thermostat			X

REFERENCES

Table 1A – Utility Providers

System	Provider	Telephone
Sanitary Sewer	Novato Sanitary District	415-892-1694
Natural Gas	N/A – No NG on site	N/A – No NG on site
Water	North Marin Water District (NMWD)	415-897-4133
Waste Disposal	Recology Sonoma-Marin	800-243-0291

Table 1B - Plumbing System Description

Plumbing System Description	
Water Service	Domestic water is supplied by the City water system.
Supply Piping	The domestic water supply within the building is copper material.
Waste Connection	Sanitary Sewer drains are connected to the City waste system.
Waste Piping	Waste piping within the building is assumed to be cast iron material.
Domestic Water Heating	The building is served by a combination of electric point of use and electric resistance tank storage water heaters.

HVAC SYSTEMS ANALYSIS

In addition to systems observation/recommendations, an analysis was requested for comparative evaluation of existing/baseline loads in comparison with the demands required by future spatial configurations. A building heat gain analysis was conducted using DOE licensed EnergyPro v9.4.1.0 software as a means to qualify existing equipment in support floors 1 and 2 of the building. Occupancy/loading types are broken out in five different groups as noted below:

- Lobby/Corridor/Hall/Transient Space
- Bathroom/Mech/Storage/Core (low occupancy groups)
- Office/Administrative Space
- Lecture/Classroom Areas
- Breakroom Areas

Roof, wall, flooring, glazing and all other building envelope assemblies used for thermal resistance were obtained from archive information and typical construction assemblies used during the era of construction. Assemblies must be verified with modernization plans and the energy model adjusted as required to reflect accuracy of information. The table below is used to illustrate the existing building conditions and baseline metrics as further means of analysis and comparison:

EXISTING SYSTEM METRICS						
FLOOR	AREA	EXISTING SYSTEM TAG	NOMINAL TONNAGE	APPROX. FLOOR AREA	OCC. TYPE	OSA* (CFM)
1	SUITE 100	HP FC 1-4	4T	6912	B	1037
		HP FC 1-5	4T		B	
	SUITE 101	HP FC 1-1	4T		B	
	SUITE 103	HP FC 1-2	4T		B	
	SUITE 105	HP FC 1-3	4T		B	
2	SUITE 200	FC HP 2-1	4T	6505	B	976
	SUITE 201	FC HP 2-2	4T		B	
		FC HP 2-3	4T		B	
	SUITE 202	FC HP 2-4	4T		B	
		FC HP 2-5	4T		B	
3	SUITE 300	FC HP 3-1	4T	3375	B	506
		FC HP 3-2	4T		B	
		FC HP 3-3	4T		B	
		FC HP 3-4	4T		B	
		FC HP 3-5	4T		B	

* OSA PREDICATED ON HISTORICAL METRICS FOR MINIMUM VENTILATION AIR OF 0.15 CFM / SQUARE FOOT, AND IS USED AS A BASELINE METRIC FOR COMPARISON

An analysis of heat gains attributed to each floor was performed to obtain baseline heating, cooling and ventilation values to assist with qualification of the existing system capacities against the requirements of the spatial reconfiguration on the first and second floor. The third floor was not included in analysis as its spatial configuration is to remain as is and no change to the associated heating/cooling systems is anticipated.

VENTILATION ANALYSIS												
FLOOR	OPTION #1				OPTION #2				OPTION #3			
	SPACE TYPE	APPROX FLOOR AREA	CFM/SF	CFM	SPACE TYPE	APPROX FLOOR AREA	CFM/SF	CFM	SPACE TYPE	APPROX FLOOR AREA	CFM/SF	CFM
1	OFFICE	2019	0.15	1658	OFFICE	1915	0.15	1677	OFFICE	2282	0.15	1710
	LOBBY/RECEPT	136	0.15		LOBBY/RECEPT	184	0.15		LOBBY/RECEPT	166	0.15	
	CONF	375	0.50		CONF	431	0.50		CONF	525	0.50	
	CLASS/LAB	1788	0.38		CLASS/LAB	1788	0.38		CLASS/LAB	1788	0.38	
	BREAK	224	0.50		BREAK	224	0.50		BREAK	224	0.50	
	(E) CORE	2370	0.15		(E) CORE	2370	0.15		(E) CORE	1927	0.15	
2	OFFICE	3606	0.15	1171	OFFICE	3606	0.15	1171	OFFICE	3606	0.15	1171
	LOBBY/RECEPT	168	0.15		LOBBY/RECEPT	168	0.15		LOBBY/RECEPT	168	0.15	
	CONF	445	0.50		CONF	445	0.50		CONF	445	0.50	
	BREAK	113	0.50		BREAK	113	0.50		BREAK	113	0.50	
	STORAGE	561	0.15		STORAGE	561	0.15		STORAGE	561	0.15	
	(E) CORE	1612	0.15		(E) CORE	1612	0.15		(E) CORE	1612	0.15	

From the analysis above, the first floor has the most drastic increase in outside air ranging from 60% to 65% above the baseline metrics while the second floor sees a nominal increase of 20%.

HEATING/COOLING ANALYSIS										
FLOOR	BASELINE		OPTION #1		OPTION #2		OPTION #3		(E) EQUIPMENT CAPACITY	
	HEATING (MBH)	COOLING (MBH)	HEATING (MBH)	COOLING (MBH)	HEATING (MBH)	COOLING (MBH)	HEATING (MBH)	COOLING (MBH)	HEATING (MBH)	COOLING (MBH)
									27F	95F
1	118	130	147	155	148	155	149	158	175	170
2	109	136	118	137	118	137	118	137	175	170
NOTES 1 COOLING VALUES REPRESENT SENSIBLE CAPACITIES (SC) 2 NOMINAL 400 CFM/TON VALUES ARE USED TO OBTAIN BASELINE EQUIPMENT HEATING/COOLING CAPACITIES 3 COOLING PEAK AMBIENT TEMP IS AT 90F AND HEATING LOW AMBIENT TEMP IS AT 25F.										

Load analysis of the proposed options 1, 2, and 3 determined an increase in required heating/cooling capacities above the baseline calculation. However, the existing equipment at their rated peak/low ambient conditions are capable to accommodate the increase in load shown above without supplemental conditioning.

CONCLUSION

The existing HVAC heating and cooling systems serving the building were observed to have been maintained and kept in operation for decades of continued use as was evident by equipment serial numbers, refrigerant type (R-22) and record logs describing preventative maintenance service. While it is highly recommended to replace the well-aged HVAC heating and cooling equipment within the building for modern energy efficient systems with a low GWP refrigerant, it is permissible for the existing equipment to remain in operation until increased service frequency is no longer cost effective. If the desire remains to reuse the existing equipment to limit first costs, it is highly advisable to allocate separate funding for future equipment replacement and/or increased cost of maintenance for the current systems. Ductwork was found to be in usable condition and archive plans indicate the ceiling space is used as a return air plenum in select areas. This type of return air system is permissible with a non-combustible ceiling assembly, however, wood assemblies (combustible material) were found above the ceiling which requires a ducted connection from the inlet back to the associated fan coil.

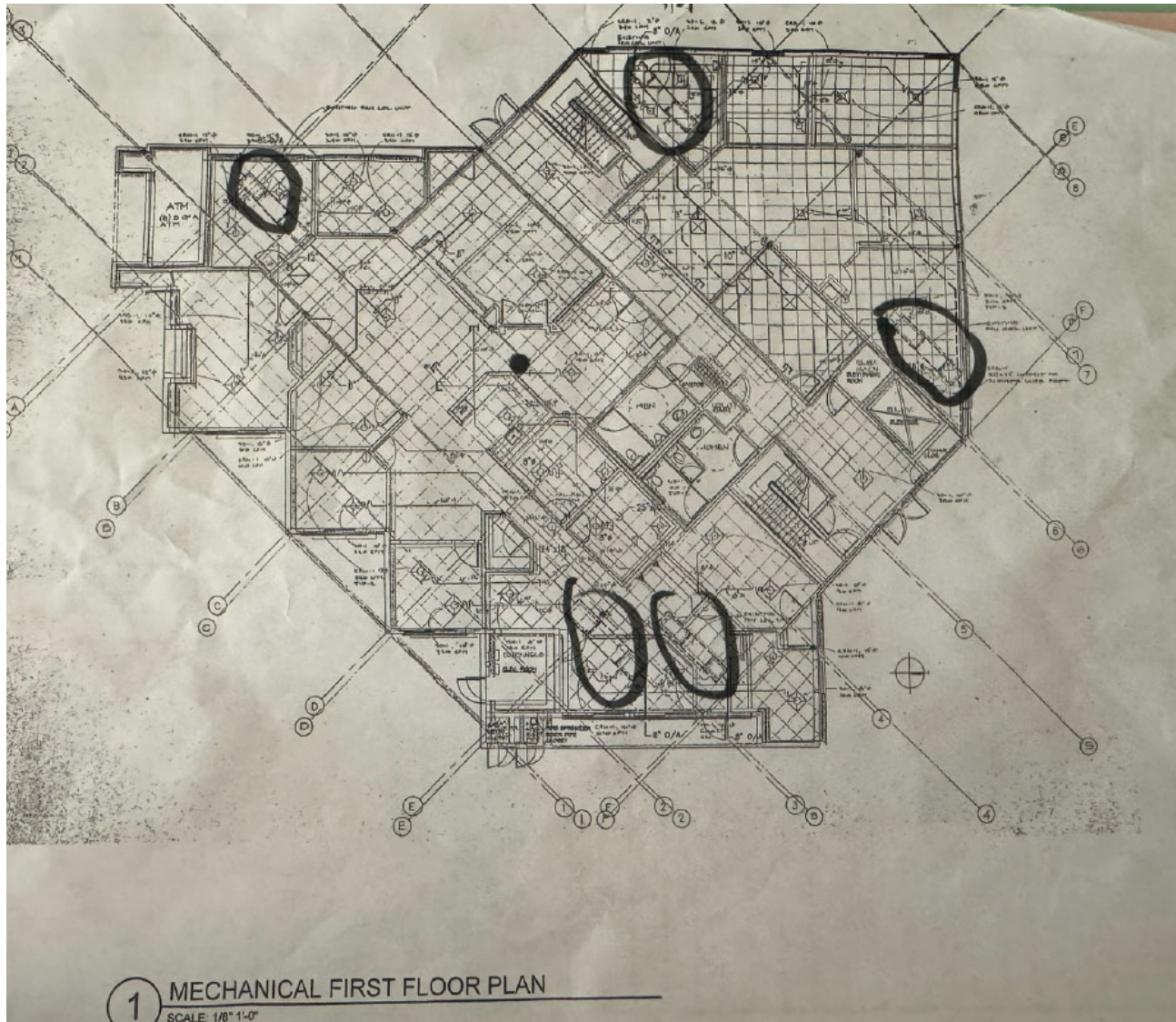
The HP/FC systems serving the building are functionally operational, however, in order to zone and/or accommodate new spatial configurations and load profiles relating to ventilation air, the equipment will require modifications to ductwork and air outlet placement. Ventilation calculations demonstrated the change in occupancy will require modifications to ventilation ductwork and openings to accommodate the increase in required outside air flow rate above the baseline metric. Heat gain load analysis determined the current equipment has the capacity to accommodate a change in occupancy and the associated increase in ventilation air, however proper air distribution will play an important part in thermal comfort. A preTAB (air test and balance) report provided by a California State License Board C-61/D-62 licensed contractor is further recommended to obtain baseline measurement of airflow to assist with future renovation/alteration and balancing of airside systems.

Plumbing fixtures serving the building appeared clean and were in usable condition, however there are opportunities for increased water savings through replacement of fixtures with lower consumption fixtures. The number of fixtures supports the current occupancy type of the building (B-Occupancy per 2022 CPC Table 422.1). Based on preliminary floor plan layouts for spatial reconfiguration, it is not anticipated that additional plumbing fixtures are required. Life safety issues are present in the tank water heater located on the first floor which requires immediate attention to retrofit.

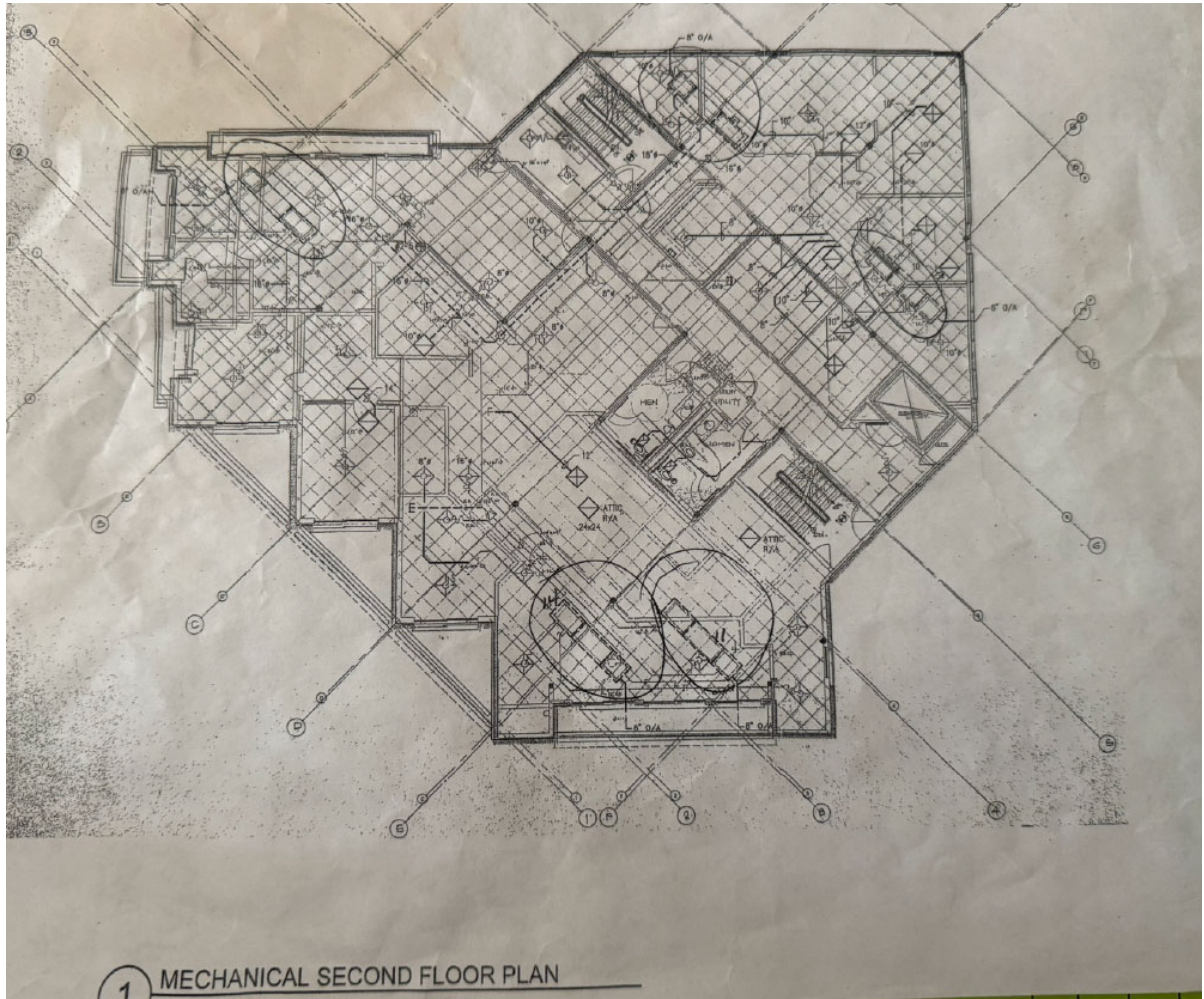
APPENDICES

APPENDIX – A

ARCHIVE PLANS/EXISTING MECHANICAL LAYOUT



Mechanical First Floor Plan



Mechanical Second Floor Plan

APPENDIX – B

HEAT GAIN/LOAD ANALYSIS

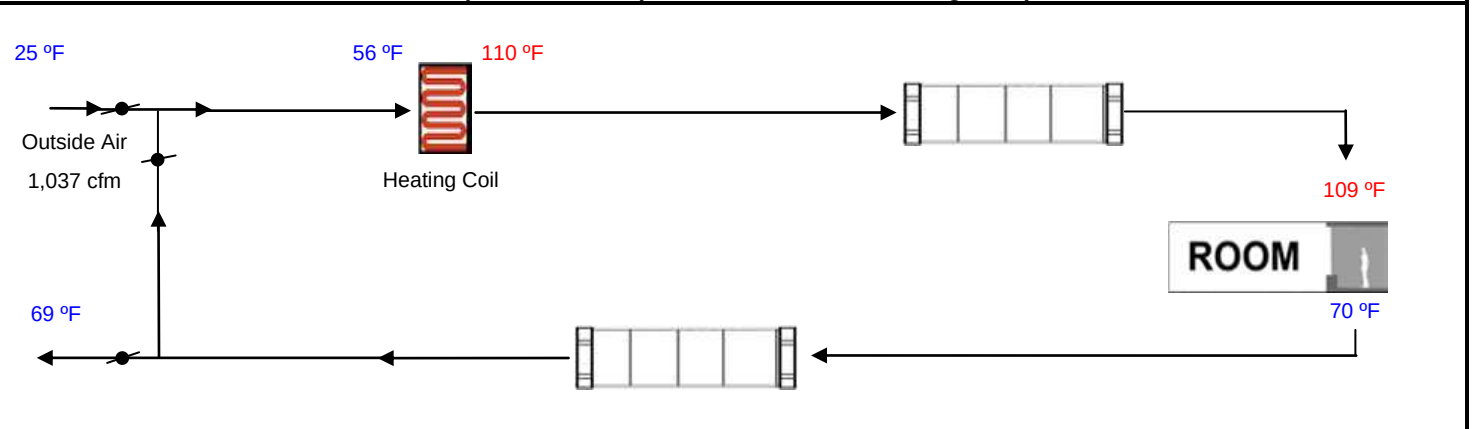
HVAC SYSTEM HEATING AND COOLING LOADS SUMMARY

Project Name 350 IGNACIO BLVD	Date 11/11/2025
System Name BASELINE - FLOOR 1	Floor Area 6,912

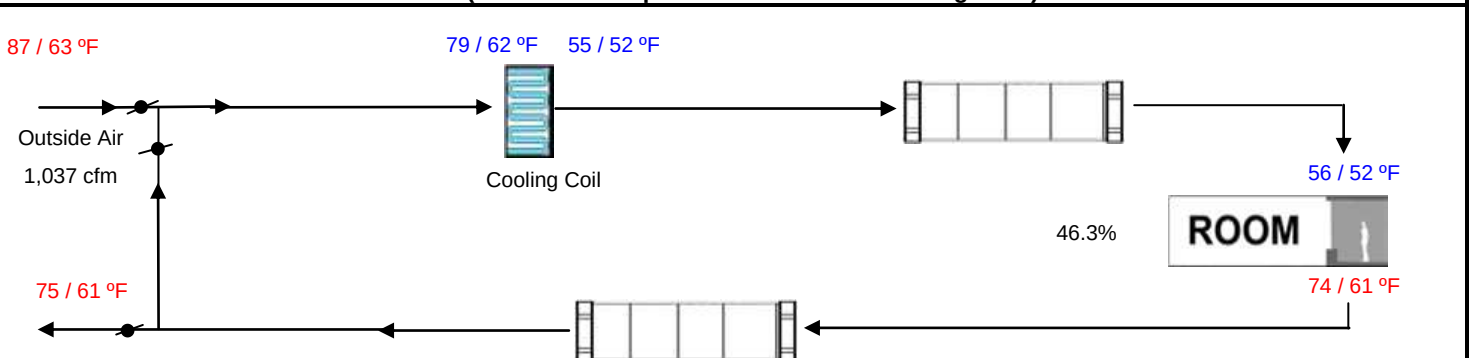
ENGINEERING CHECKS		SYSTEM LOAD				
Number of Systems		Total Room Loads Return Vented Lighting Return Air Ducts Return Fan Ventilation Supply Fan Supply Air Ducts TOTAL SYSTEM LOAD	COIL COOLING PEAK			COIL HTG. PEAK
Heating System			CFM	Sensible	Latent	CFM
Output per System			5,678	106,214	13,824	1,490
Total Output (Btuh)				0		
Output (Btuh/sqft)				5,311		3,108
Cooling System				0		0
Output per System			1,037	12,767	-7,214	1,037
Total Output (Btuh)				0		0
Total Output (Tons)				5,311		3,108
Total Output (Btuh/sqft)						
Total Output (sqft/Ton)						
				129,602	6,610	117,158

Air System		HVAC EQUIPMENT SELECTION				
CFM per System						
Airflow (cfm)						
Airflow (cfm/sqft)						
Airflow (cfm/Ton)						
Outside Air (%)		Total Adjusted System Output (Adjusted for Peak Design conditions)				
Outside Air (cfm/sqft)						
Note: values above given at ARI conditions		TIME OF SYSTEM PEAK		Jul 3 PM	Jan 1 AM	

HEATING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Heating Peak)



COOLING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Cooling Peak)



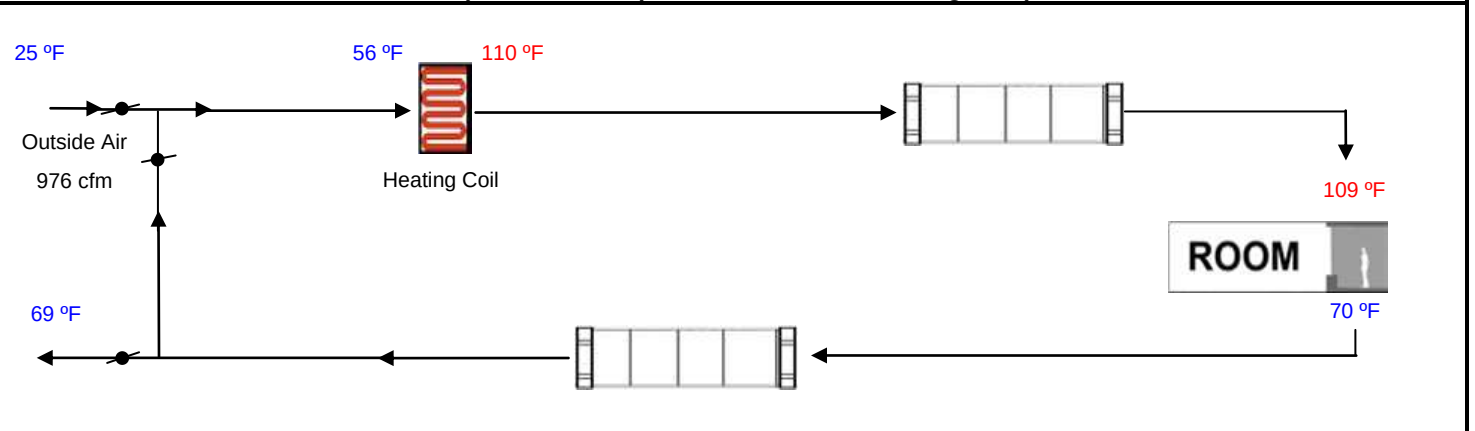
HVAC SYSTEM HEATING AND COOLING LOADS SUMMARY

Project Name 350 IGNACIO BLVD	Date 11/11/2025
System Name BASELINE - FLOOR 2	Floor Area 6,505

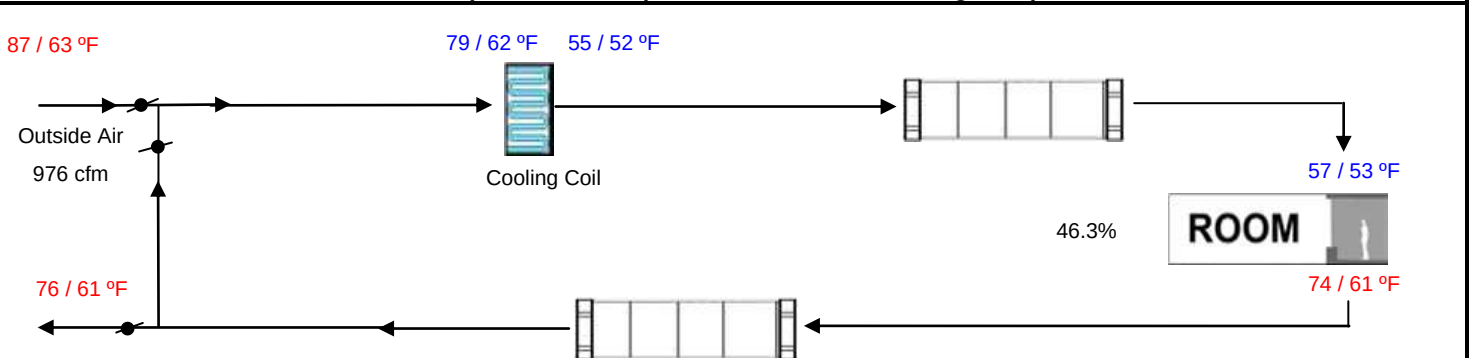
ENGINEERING CHECKS		SYSTEM LOAD				
Number of Systems		Total Room Loads Return Vented Lighting Return Air Ducts Return Fan Ventilation Supply Fan Supply Air Ducts TOTAL SYSTEM LOAD	COIL COOLING PEAK			COIL HTG. PEAK
Heating System			CFM	Sensible	Latent	CFM
Output per System			6,089	112,700	13,010	1,368
Total Output (Btuh)				0		
Output (Btuh/sqft)				5,635		2,854
Cooling System				0		0
Output per System			976	11,824	-6,789	976
Total Output (Btuh)				0		0
Total Output (Tons)				5,635		2,854
Total Output (Btuh/sqft)						
Total Output (sqft/Ton)						
				135,794	6,221	108,721

Air System		HVAC EQUIPMENT SELECTION				
CFM per System						
Airflow (cfm)						
Airflow (cfm/sqft)						
Airflow (cfm/Ton)						
Outside Air (%)		Total Adjusted System Output (Adjusted for Peak Design conditions)				
Outside Air (cfm/sqft)						
Note: values above given at ARI conditions		TIME OF SYSTEM PEAK		Jul 3 PM	Jan 1 AM	

HEATING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Heating Peak)



COOLING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Cooling Peak)



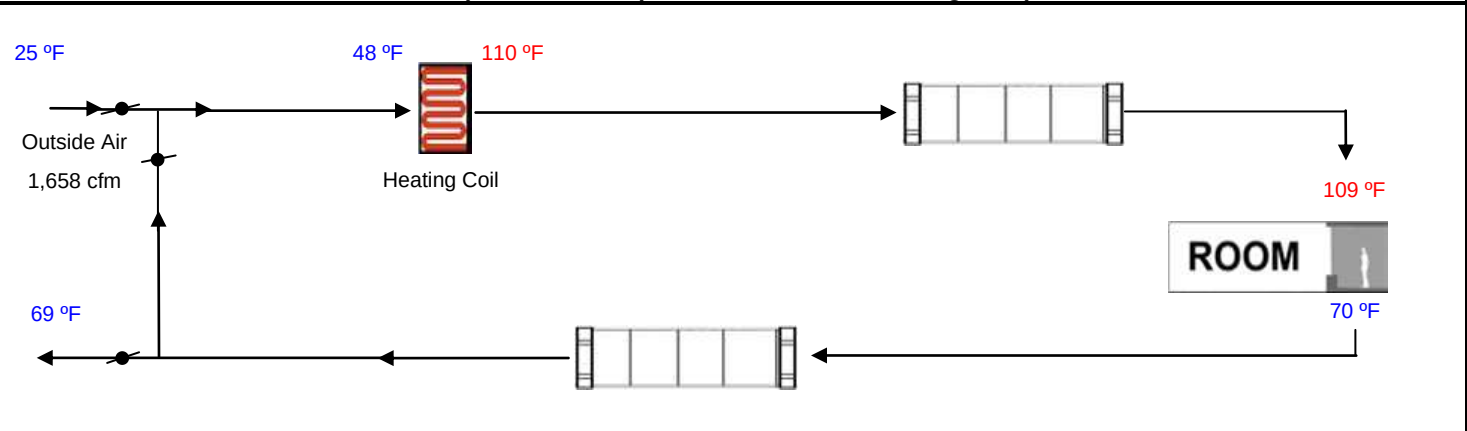
HVAC SYSTEM HEATING AND COOLING LOADS SUMMARY

Project Name 350 IGNACIO BLVD	Date 11/11/2025
System Name OPTION 01 - FLOOR 1 BLOCK	Floor Area 6,912

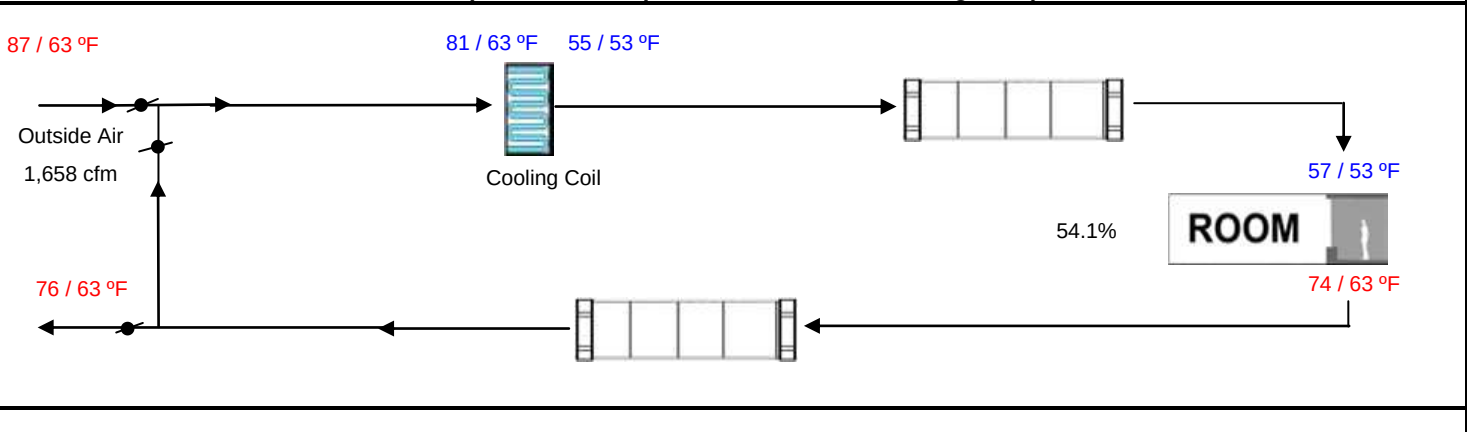
ENGINEERING CHECKS		SYSTEM LOAD				
Number of Systems		Total Room Loads Return Vented Lighting Return Air Ducts Return Fan Ventilation Supply Fan Supply Air Ducts TOTAL SYSTEM LOAD	COIL COOLING PEAK			COIL HTG. PEAK
Heating System			CFM	Sensible	Latent	CFM
Output per System			6,603	122,012	30,957	1,490
Total Output (Btuh)				0		
Output (Btuh/sqft)				6,101		3,108
Cooling System				0		0
Output per System			1,658	20,033	-22,914	1,658
Total Output (Btuh)				0		0
Total Output (Tons)				6,101		3,108
Total Output (Btuh/sqft)						
Total Output (sqft/Ton)						
				154,246	8,042	146,366

Air System		HVAC EQUIPMENT SELECTION				
CFM per System						
Airflow (cfm)						
Airflow (cfm/sqft)						
Airflow (cfm/Ton)						
Outside Air (%)		Total Adjusted System Output (Adjusted for Peak Design conditions)				
Outside Air (cfm/sqft)						
Note: values above given at ARI conditions		TIME OF SYSTEM PEAK		Jul 3 PM	Jan 1 AM	

HEATING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Heating Peak)



COOLING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Cooling Peak)



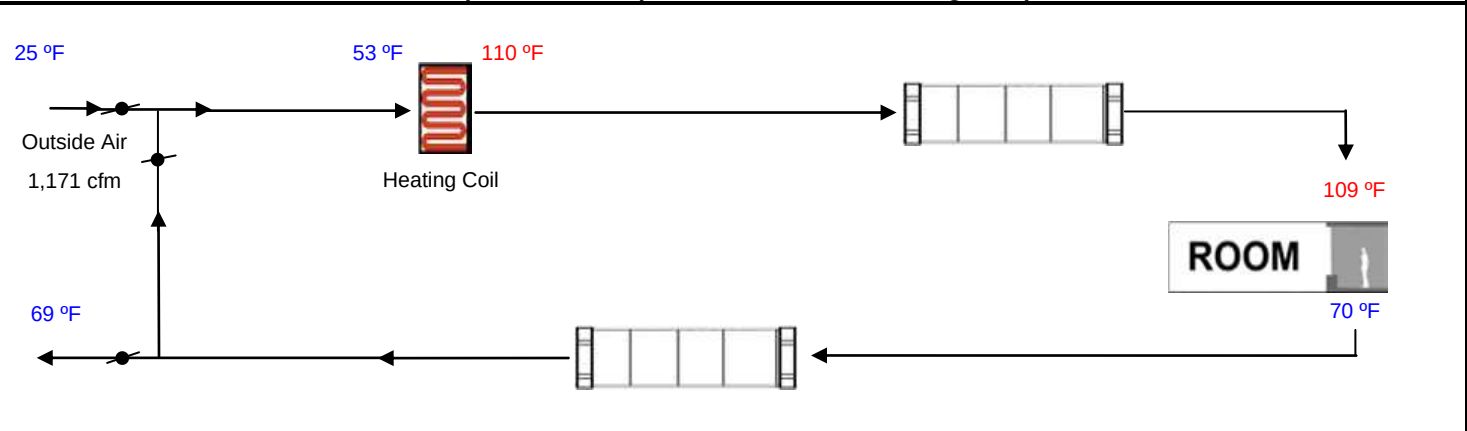
HVAC SYSTEM HEATING AND COOLING LOADS SUMMARY

Project Name 350 IGNACIO BLVD	Date 11/11/2025
System Name OPTION 01 - FLOOR 2 BLOCK	Floor Area 6,505

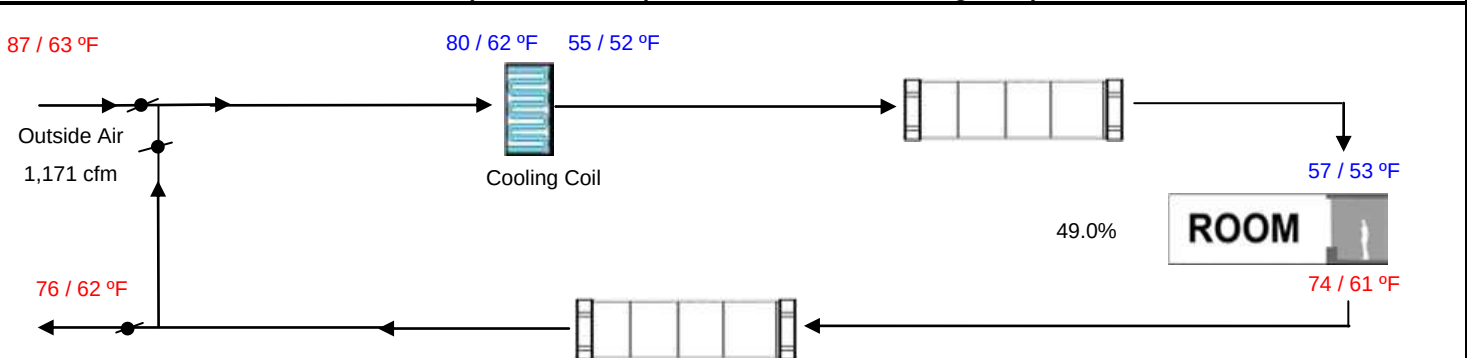
ENGINEERING CHECKS		SYSTEM LOAD					
Number of Systems		Total Room Loads Return Vented Lighting Return Air Ducts Return Fan Ventilation Supply Fan Supply Air Ducts TOTAL SYSTEM LOAD	COIL COOLING PEAK			COIL HTG. PEAK	
Heating System			CFM	Sensible	Latent	CFM	Sensible
Output per System			5,995	111,110	18,059	1,368	57,088
Total Output (Btuh)				0			
Output (Btuh/sqft)				5,555			2,854
Cooling System				0			0
Output per System			1,171	14,219	-10,865	1,171	55,116
Total Output (Btuh)				0			0
Total Output (Tons)				5,555			2,854
Total Output (Btuh/sqft)							
Total Output (sqft/Ton)				136,440	7,194		117,912

Air System		HVAC EQUIPMENT SELECTION				
CFM per System						
Airflow (cfm)						
Airflow (cfm/sqft)						
Airflow (cfm/Ton)						
Outside Air (%)		Total Adjusted System Output (Adjusted for Peak Design conditions)				
Outside Air (cfm/sqft)						
Note: values above given at ARI conditions		TIME OF SYSTEM PEAK		Jul 3 PM	Jan 1 AM	

HEATING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Heating Peak)



COOLING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Cooling Peak)



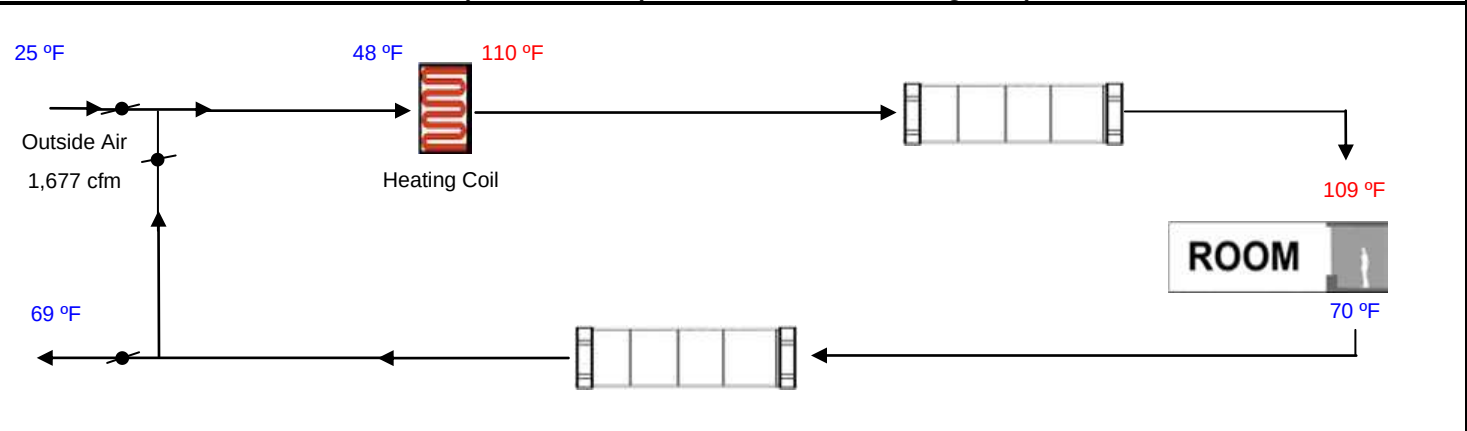
HVAC SYSTEM HEATING AND COOLING LOADS SUMMARY

Project Name 350 IGNACIO BLVD	Date 11/11/2025
System Name OPTION 02 - FLOOR 1 BLOCK	Floor Area 6,912

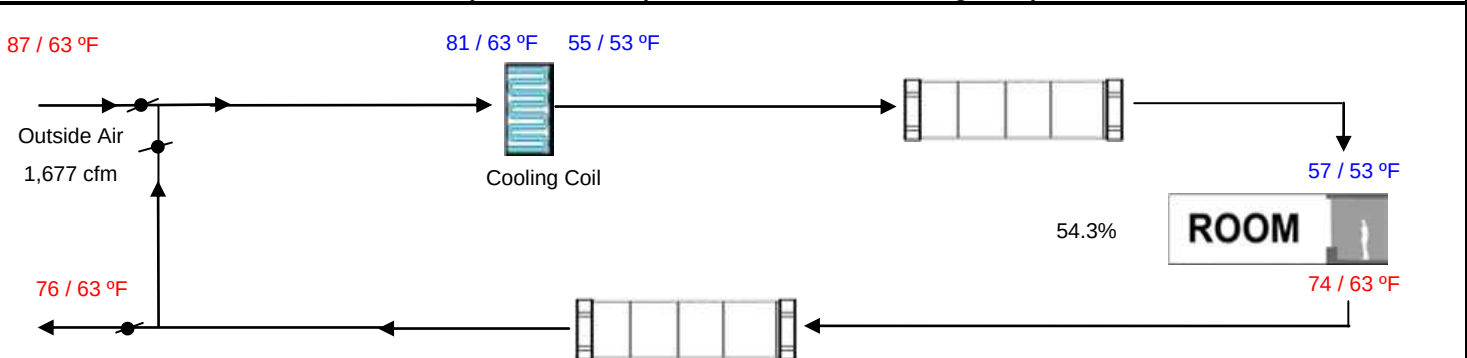
ENGINEERING CHECKS		SYSTEM LOAD				
Number of Systems		Total Room Loads Return Vented Lighting Return Air Ducts Return Fan Ventilation Supply Fan Supply Air Ducts TOTAL SYSTEM LOAD	COIL COOLING PEAK			COIL HTG. PEAK
Heating System			CFM	Sensible	Latent	CFM
Output per System			6,629	122,441	31,447	1,490
Total Output (Btuh)				0		
Output (Btuh/sqft)				6,122		3,108
Cooling System				0		0
Output per System			1,677	20,259	-23,463	1,677
Total Output (Btuh)				0		0
Total Output (Tons)				6,122		3,108
Total Output (Btuh/sqft)						
Total Output (sqft/Ton)						
				154,945	7,984	147,288

Air System		HVAC EQUIPMENT SELECTION				
CFM per System						
Airflow (cfm)						
Airflow (cfm/sqft)						
Airflow (cfm/Ton)						
Outside Air (%)		Total Adjusted System Output (Adjusted for Peak Design conditions)				
Outside Air (cfm/sqft)						
Note: values above given at ARI conditions		TIME OF SYSTEM PEAK		Jul 3 PM	Jan 1 AM	

HEATING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Heating Peak)



COOLING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Cooling Peak)



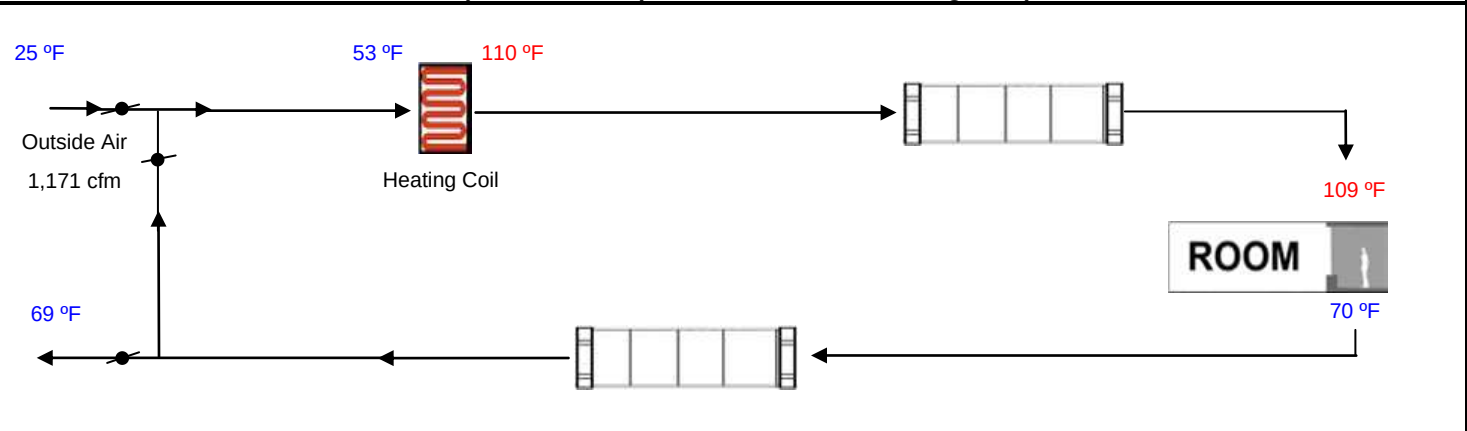
HVAC SYSTEM HEATING AND COOLING LOADS SUMMARY

Project Name 350 IGNACIO BLVD	Date 11/11/2025
System Name OPTION 02 - FLOOR 2 BLOCK	Floor Area 6,505

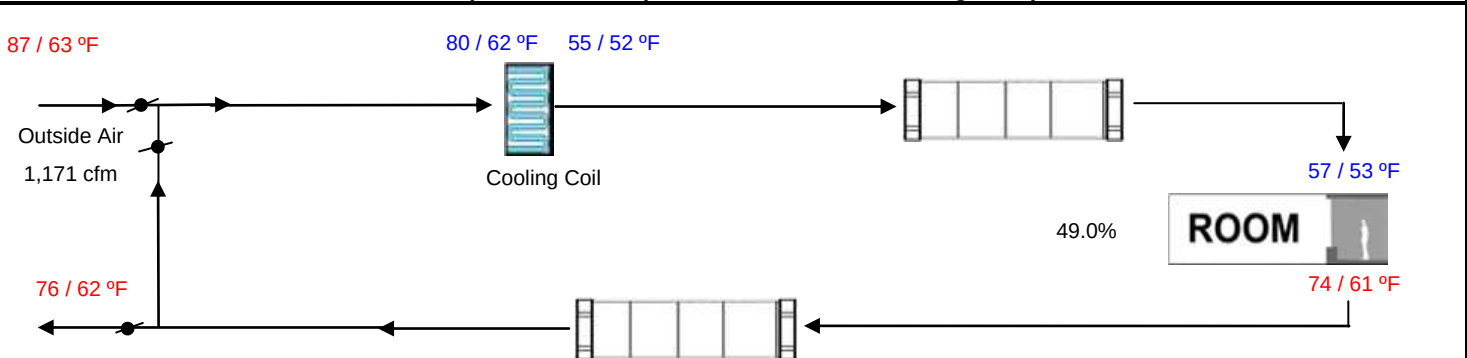
ENGINEERING CHECKS		SYSTEM LOAD				
Number of Systems		Total Room Loads Return Vented Lighting Return Air Ducts Return Fan Ventilation Supply Fan Supply Air Ducts TOTAL SYSTEM LOAD	COIL COOLING PEAK			COIL HTG. PEAK
Heating System			CFM	Sensible	Latent	CFM
Output per System			5,995	111,110	18,059	1,368
Total Output (Btuh)				0		
Output (Btuh/sqft)				5,555		2,854
Cooling System				0		0
Output per System			1,171	14,219	-10,865	1,171
Total Output (Btuh)				0		0
Total Output (Tons)				5,555		2,854
Total Output (Btuh/sqft)						
Total Output (sqft/Ton)						
				136,440	7,194	117,912

Air System		HVAC EQUIPMENT SELECTION				
CFM per System						
Airflow (cfm)						
Airflow (cfm/sqft)						
Airflow (cfm/Ton)						
Outside Air (%)		Total Adjusted System Output (Adjusted for Peak Design conditions)				
Outside Air (cfm/sqft)						
Note: values above given at ARI conditions		TIME OF SYSTEM PEAK		Jul 3 PM	Jan 1 AM	

HEATING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Heating Peak)



COOLING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Cooling Peak)



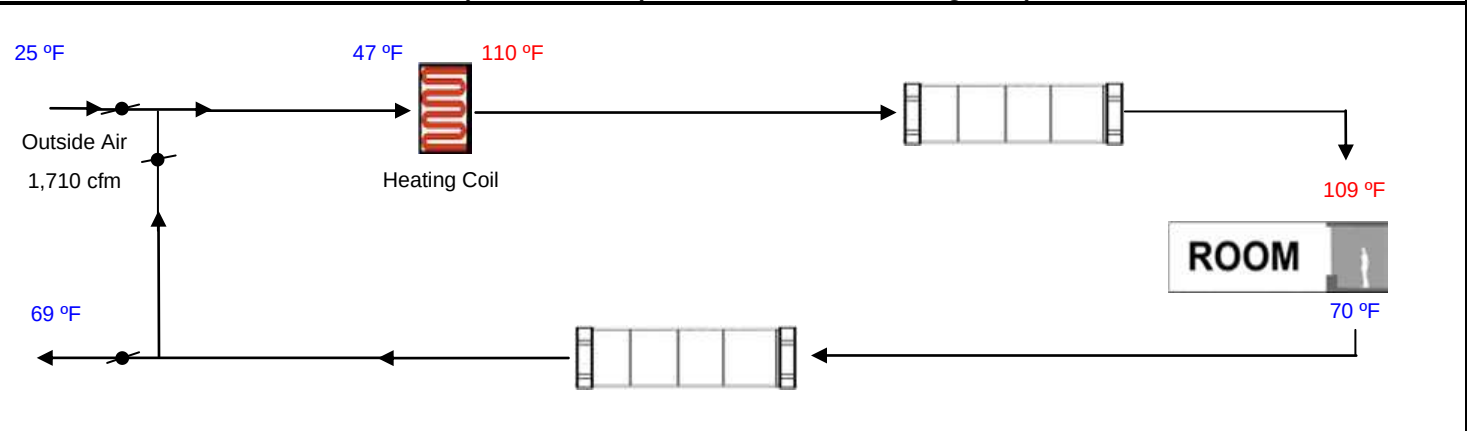
HVAC SYSTEM HEATING AND COOLING LOADS SUMMARY

Project Name 350 IGNACIO BLVD	Date 11/11/2025
System Name OPTION 03 - FLOOR 1 BLOCK	Floor Area 6,912

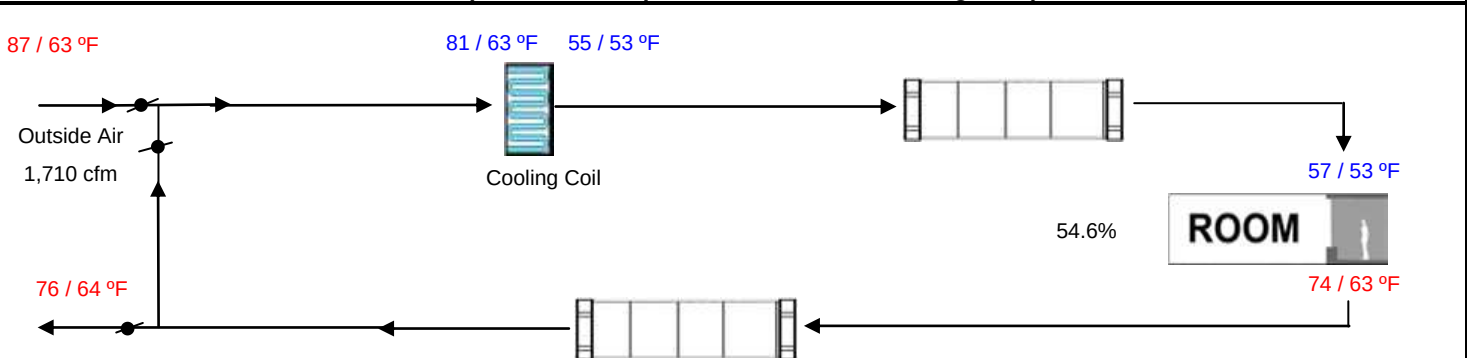
ENGINEERING CHECKS		SYSTEM LOAD				
Number of Systems		Total Room Loads Return Vented Lighting Return Air Ducts Return Fan Ventilation Supply Fan Supply Air Ducts TOTAL SYSTEM LOAD	COIL COOLING PEAK			COIL HTG. PEAK
Heating System			CFM	Sensible	Latent	CFM
Output per System			6,769	124,792	32,222	1,490
Total Output (Btuh)				0		
Output (Btuh/sqft)				6,240		3,108
Cooling System				0		0
Output per System			1,710	20,599	-24,355	1,710
Total Output (Btuh)				0		0
Total Output (Tons)				6,240		3,108
Total Output (Btuh/sqft)						
Total Output (sqft/Ton)						
				157,870	7,867	148,836

Air System		HVAC EQUIPMENT SELECTION				
CFM per System						
Airflow (cfm)						
Airflow (cfm/sqft)						
Airflow (cfm/Ton)						
Outside Air (%)		Total Adjusted System Output (Adjusted for Peak Design conditions)				
Outside Air (cfm/sqft)						
Note: values above given at ARI conditions		TIME OF SYSTEM PEAK		Jul 3 PM	Jan 1 AM	

HEATING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Heating Peak)



COOLING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Cooling Peak)



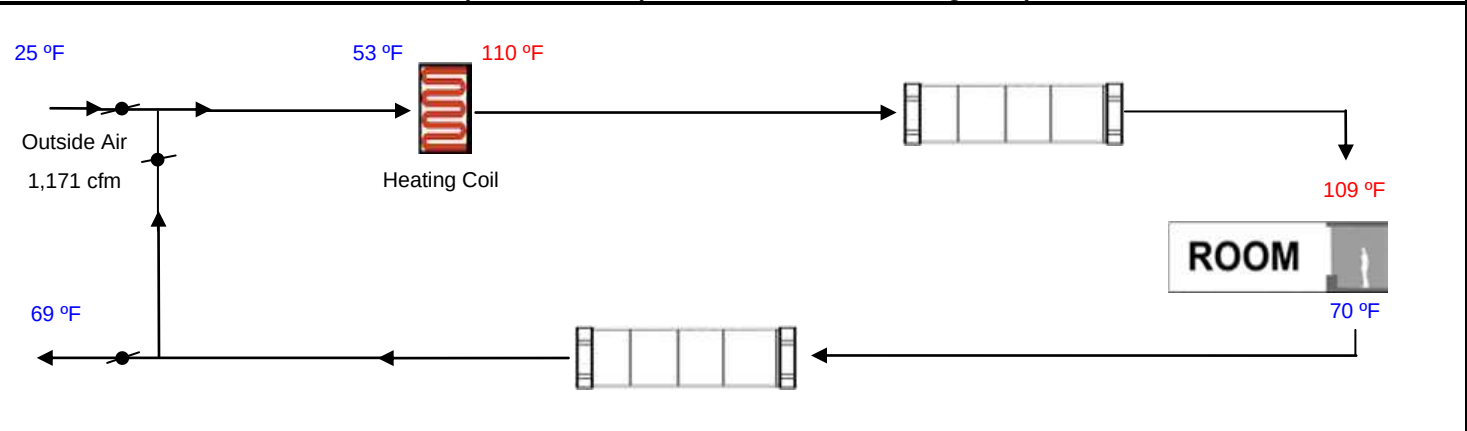
HVAC SYSTEM HEATING AND COOLING LOADS SUMMARY

Project Name 350 IGNACIO BLVD	Date 11/11/2025
System Name OPTION 03 - FLOOR 2 BLOCK	Floor Area 6,505

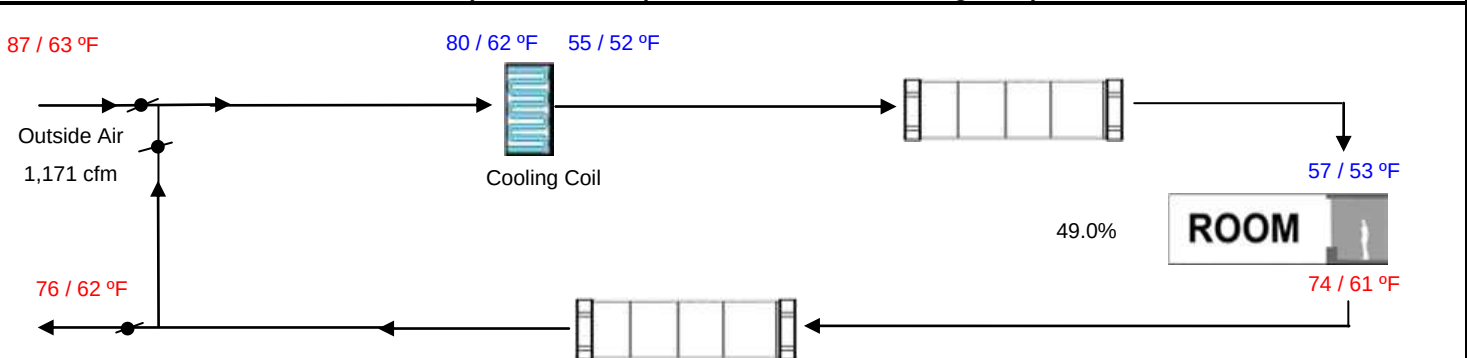
ENGINEERING CHECKS		SYSTEM LOAD					
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Total Output (Btuh)				0			0
Total Output (Tons)				5,555			2,854
Total Output (Btuh/sqft)							
Total Output (sqft/Ton)			136,440	7,194		117,912	

Air System		HVAC EQUIPMENT SELECTION				
CFM per System						
Airflow (cfm)						
Airflow (cfm/sqft)						
Airflow (cfm/Ton)						
Outside Air (%)		Total Adjusted System Output (Adjusted for Peak Design conditions)				
Outside Air (cfm/sqft)						
Note: values above given at ARI conditions		TIME OF SYSTEM PEAK		Jul 3 PM	Jan 1 AM	

HEATING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Heating Peak)



COOLING SYSTEM PSYCHROMETRICS (Airstream Temperatures at Time of Cooling Peak)



APPENDIX – C

ASHRAE EQUIPMENT LIFE EXPECTANCY CHART

ASHRAE Equipment Life Expectancy chart

ASHRAE is the industry organization that sets the standards and guidelines for most all HVAC-R equipment.
For additional info about ASHRAE the website is www.ashrae.org.

Equipment Item	Median Years	Equipment Item	Median Years	Equipment Item	Median Years
Air conditioners		Air terminals		Air-cooled condensers	20
Window unit	10	Diffusers, grilles, and registers	27	Evaporative condensers	20
Residential single or Split Package	15	Induction and fan coil units	20	Insulation	
Commercial through-the wall	15	VAV and double-duct boxes	20	Molded Blanket	20
Water-cooled package	15	Air washers	17		24
Heat Pumps		Ductwork	30	Pumps	
Residential air-to-air	15	Dampers	20	Base-mounted	20
Commercial air-to-air	15	Fans		Pipe-mounted	10
Commercial water-to-air	19	Centrifugal	25	Sump and well	10
Roof-top air conditioners		Axial	20	Condensate	15
Single-zone	15	Propeller	15	Reciprocating engines	20
Multi-zone	15	Ventilating roof-mounted	20	Steam turbines	30
Boilers, hot water (steam)		Coils		Electric motors	18
Steel water-tube	24 (30)	DX, water, or steam	20	Motor starters	17
Steel fire-tube	25 (25)	Electric	15	Electric transformers	30
Cast iron	35 (30)	Heat Exchangers		Controls	
Electric	15	Shell-and-tube	24	Pneumatic	20
Burners	21	Reciprocating compressors	20	Electric	16
Furnaces		Packaged chillers		Electronic	15
Gas- or oil-fired	18	Reciprocating	20	Valve actuators	
Unit heaters		Centrifugal	23	Hydraulic	15
Gas or electric	13	Absorption	23	Pneumatic	20
Hot water or steam	20	Cooling towers		Self-contained	10
Radiant Heaters		Galvanized metal	20		
Electric	10	Wood	20		
Hot water or steam	25	Ceramic	34		

Design Analysis

350 Ignacio Blvd

Novato, CA

Brokaw Design

Submittal

November 14, 2025

Electrical

Design Criteria

- NFPA 70, National Electrical Code
- CEC California Building Code, Part 2, Title 24 CCR
- UL Standards

Existing Conditions

Existing Power System – Service entrance

The existing power system on site consist of an interior 1200A, 120/208V 3P main switchboard. The service is feed from a pad mount utility transformer located close to the Electrical room and routed underground into the electrical room.

The service is comprised of a main fuse, (2) six stack meter sections and (2) single meter panel sections with distribution breakers. The service size should be adequate for the building renovations, exact connections and configurations will depend on final building layout. The panel has many options for connecting and distributing power to tenants. Our recommendation is to keep the existing switchboard and modify connections for new building layout.



350 Ignacio
Novato, CA

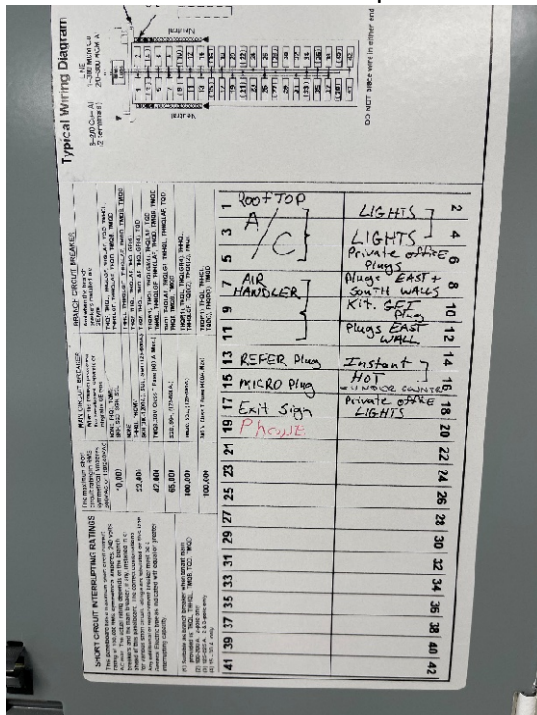
Existing power system – Distribution

There are currently 9 distribution panels in the building. Panels are recommended to be replaced. Many are older and a few are on walls that may be reconfigured or in locations that do not provide the minimum clearance per code. Feeders to the panels appear to be wired to code requirements. Feeders shall extend to new panel locations.

Panel S – Existing Site lighting to remain.



Panel 101 – Demolish and replace in new location.



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Novato, CA

Panel 103 - Demolish and replace in new location.



Panel 100 "C" - Demolish and replace.



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Panel H1 – To Remain



Panel A – To remain



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Panel B – To remain



Panel D – To be Demolished and relocated because of clearance issues.



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Panel D1 – To be demolished and relocated because of Clearance issues.



It is our recommended the main switchgear can remain for the new layout and that many of the existing feeders can also be reused after testing of existing feeders and equipment. The breaker panels in the space are old “Challenger” panels and should be replaced with newer panels. Many insurance companies will not insure the older panels.

See Floor plans and Schematic Single line at the end of the report for locations and current wire configuration.

Power - General

Upon inspection, it was observed that the electrical wiring within tenant areas does not meet current code requirements. Specifically, Romex cable was found above accessible ceiling spaces, and splice connections were identified outside of approved junction boxes.

We recommend that all branch circuit wiring throughout the building be upgraded to comply with current electrical codes. This includes the use of copper conductors installed in conduit systems such as MC or EMT above accessible ceiling areas, with all splices properly enclosed within junction boxes.

Additionally, we advise the installation of new electrical outlets and faceplates throughout tenant spaces. All receptacles should be tamper-resistant in accordance with applicable safety standards.

Existing general-use receptacles located in common areas, storage rooms, and on the building exterior may remain in place.

For all new tenant spaces. Provide minimum 1 duplex and 1 quad receptacle per office and desk. Contractor shall supply power whip and power poles to any cubicles within the space. Provide new floor boxes for large meeting rooms and classrooms. Provide above counter receptacles at all new counter locations. Provide GFCI protection if a sink is present.



Ground Fault Circuit Interrupter (GFCI) protection should be provided for all receptacles located on the building's exterior, as well as in kitchen and restroom areas, in compliance with code requirements. Weatherproof covers must be installed where required to ensure safe and durable operation.

Lighting - General

Lighting Interior

While the majority of interior lighting fixtures have been upgraded to LED, the newly installed fixtures do not comply with current Title 24 requirements due to the absence of dimming capabilities. In any areas where electrical rewiring or fixture relocation is planned, replacement of non-compliant fixtures will be necessary. Existing Emergency Lighting within the building looks to be compliant with current building codes and no changes are noted.



For optimal performance and flexibility, we recommend installing high-efficiency LED fixtures equipped with integrated wireless controls that support dimming functionality. The proposed lighting control system should include features such as occupancy sensing, daylight harvesting, and automated dimming for sweep-off operations. New dimmer switches should be installed at existing switch locations to maintain user accessibility and control.

Lighting Exterior:

The existing exterior lighting fixtures are of an outdated design and do not comply with current code requirements. Due to the timing of the inspection, nighttime functionality and overall illumination levels could not be verified. Based on available observations, it is assumed that the current lighting provides minimal coverage sufficient for basic operational needs.



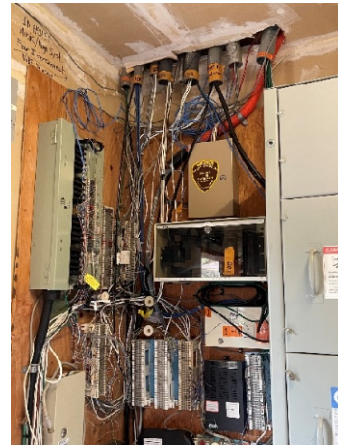
We recommend that the property owner consider replacing the existing fixtures with modern, energy-efficient LED units equipped with integrated control systems and emergency lighting capabilities. Upgrading to compliant LED fixtures will enhance both safety and energy performance, ensuring reliable illumination and adherence to applicable standards. However, upgrade would most likely not be required for building reconfiguration.

For all building reconfigurations it is recommended that existing exterior fixtures on the path of egress are connected through an EM inverter or provided with new EM wet location bug eye lighting on the exterior stairs / pathways to safe dispersal area for minimum of 90-minutes.

Telecommunications

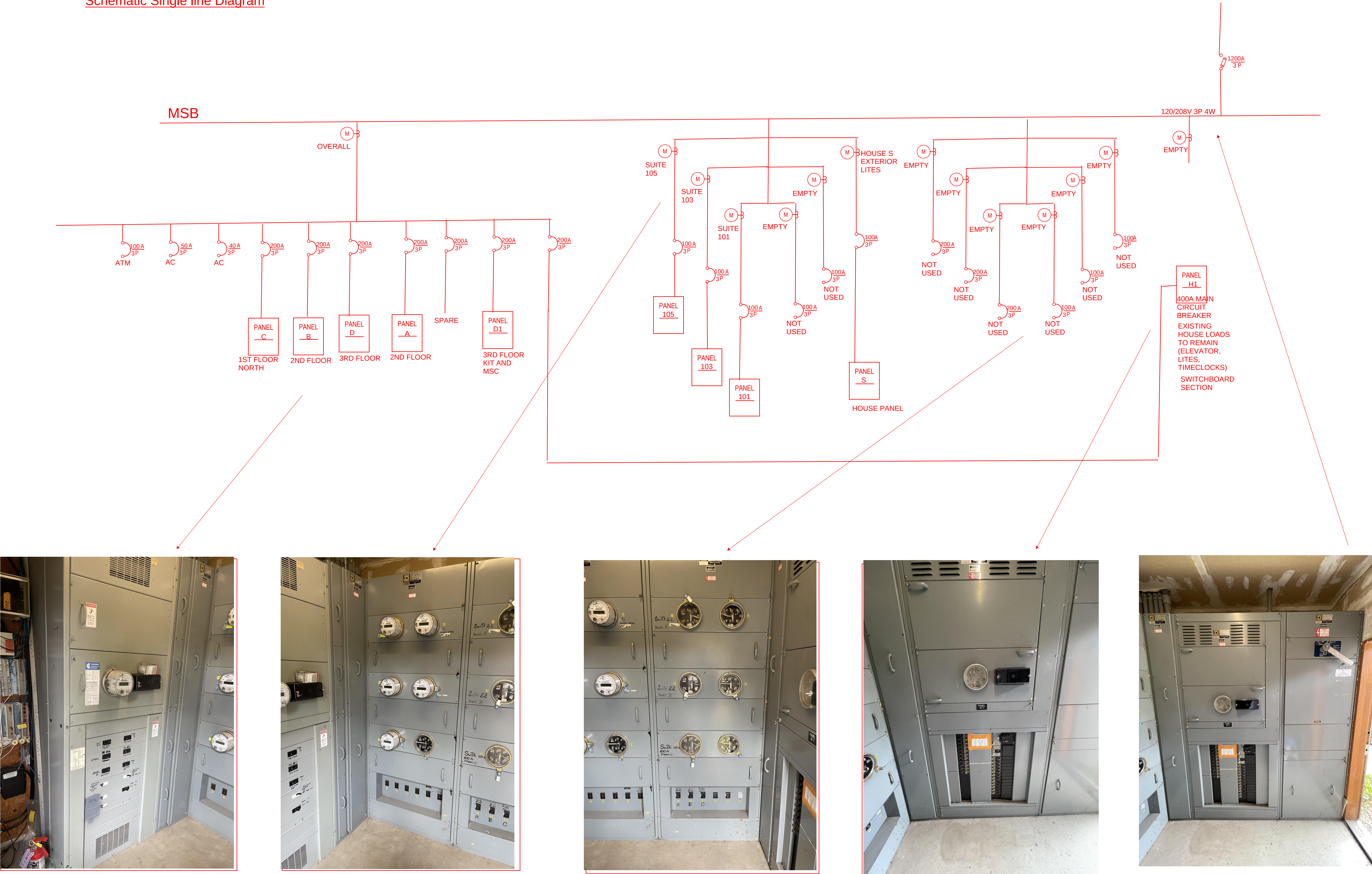
The existing building has main pathways and Telecomm racks at most current tenant spaces. These may remain or be removed depending on final device layouts and final counts in new building layout. Quantity may be more than needed for combined spaces.

In schematic options where existing offices and existing Telecomm rack remain in place. Telecomm wiring may remain. Contractor to verify existing cabling is mounted on Jhooks and not laid directly on the ceiling tiles. If not, contractor shall provide new Jhooks or cable racks. For all modified tenant spaces, provide minimum 2 (Cat 6) outlets per office or desk. Contractor shall supply telecom poles to all cubicles within the space. Provide new floor boxes for large meeting rooms and classrooms. Provide connection from floor boxes to AV boxes behind all television locations.



Sincerely,
Courtney Chuenyane, PE
Brokaw Design
707/799-6822
Courtney.Chuenyane@brokawdesign.com

Schematic Single line Diagram

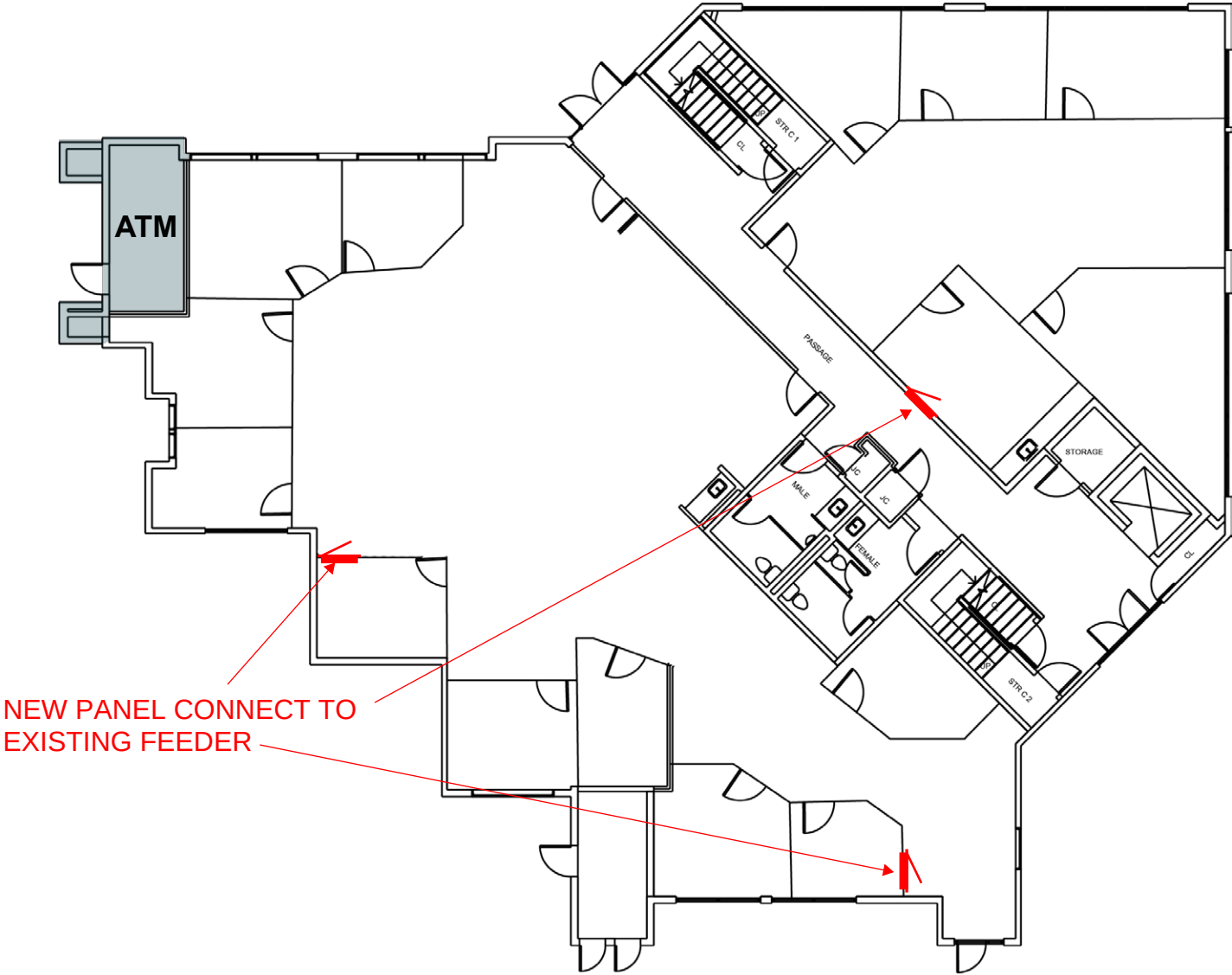


EXISTING FIRST FLOOR PLAN



LEVEL	USEABLE SQUARE FEET	NOTES
FIRST FLOOR	±6,912	First floor includes a ±121 USF unit leased to Bank of America as an ATM.

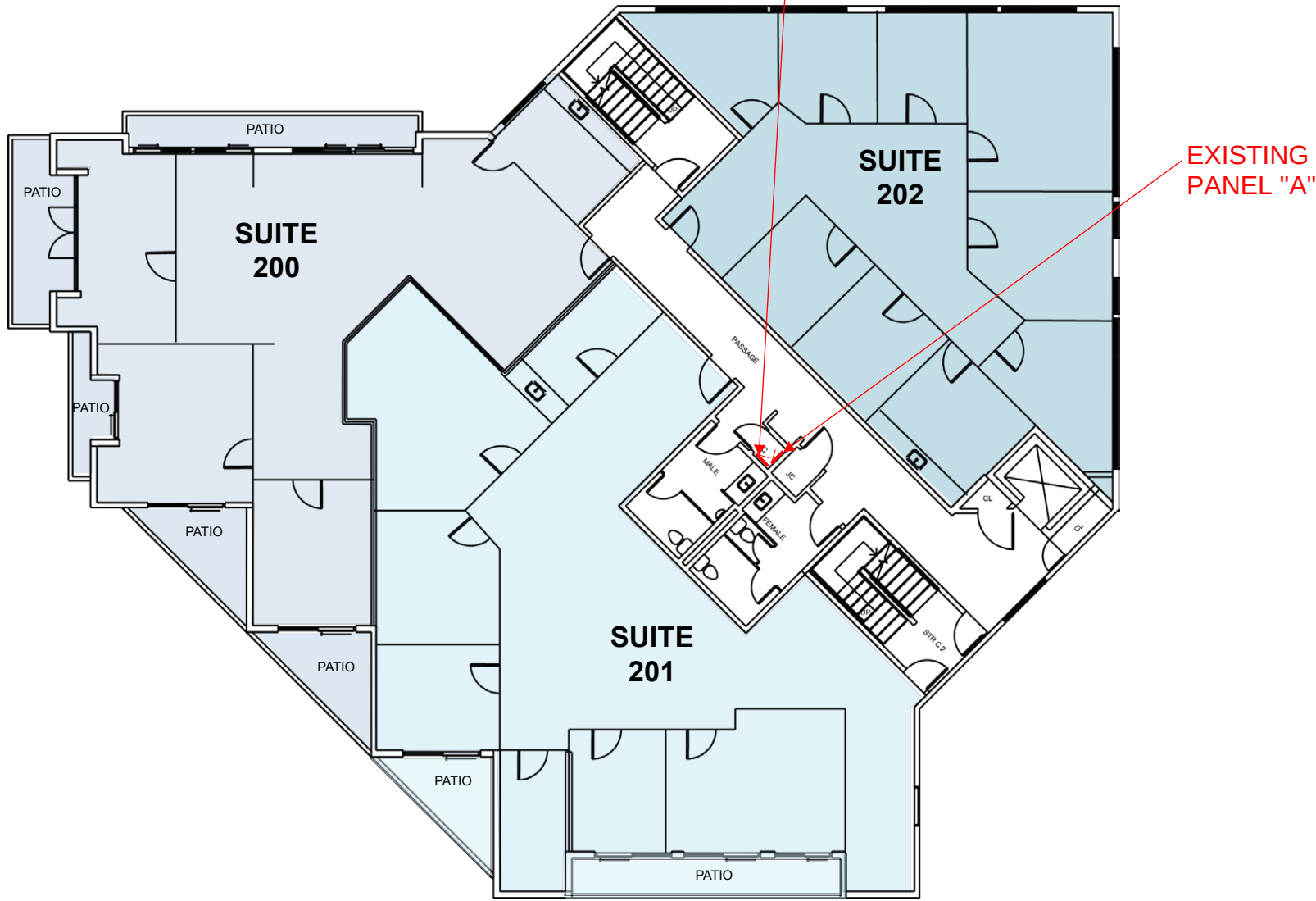
POTENTIAL COMBINED FIRST FLOOR PLAN



FLOOR PLANS NOT TO SCALE

LEVEL	USEABLE SQUARE FEET	NOTES
SECOND FLOOR	±6,505	Second floor offers access to 7 private patios, totaling an additional ±648 USF.

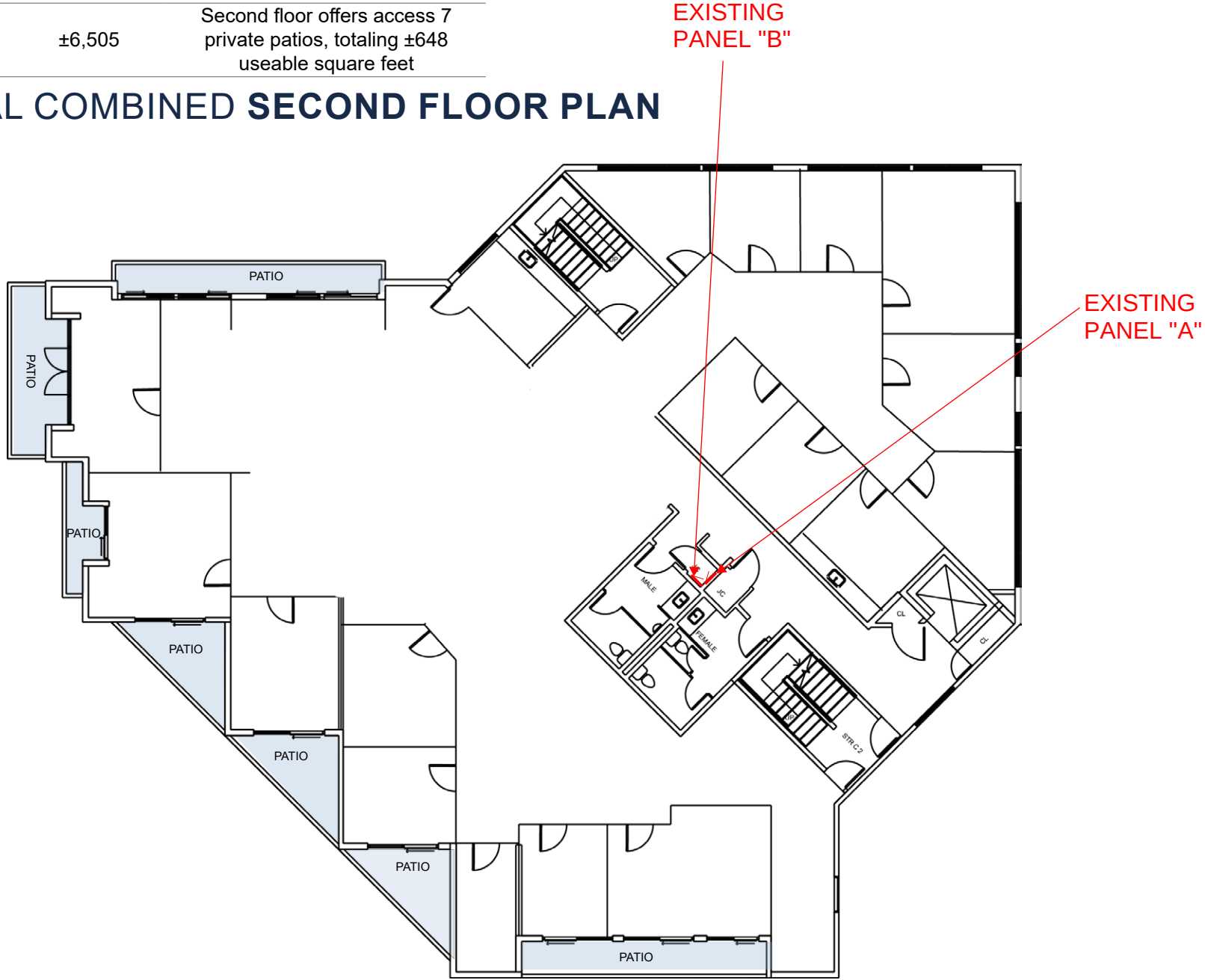
EXISTING SECOND FLOOR PLAN



FLOOR PLANS NOT TO SCALE

LEVEL	USEABLE SQUARE FEET	NOTES
SECOND FLOOR	±6,505	Second floor offers access 7 private patios, totaling ±648 useable square feet

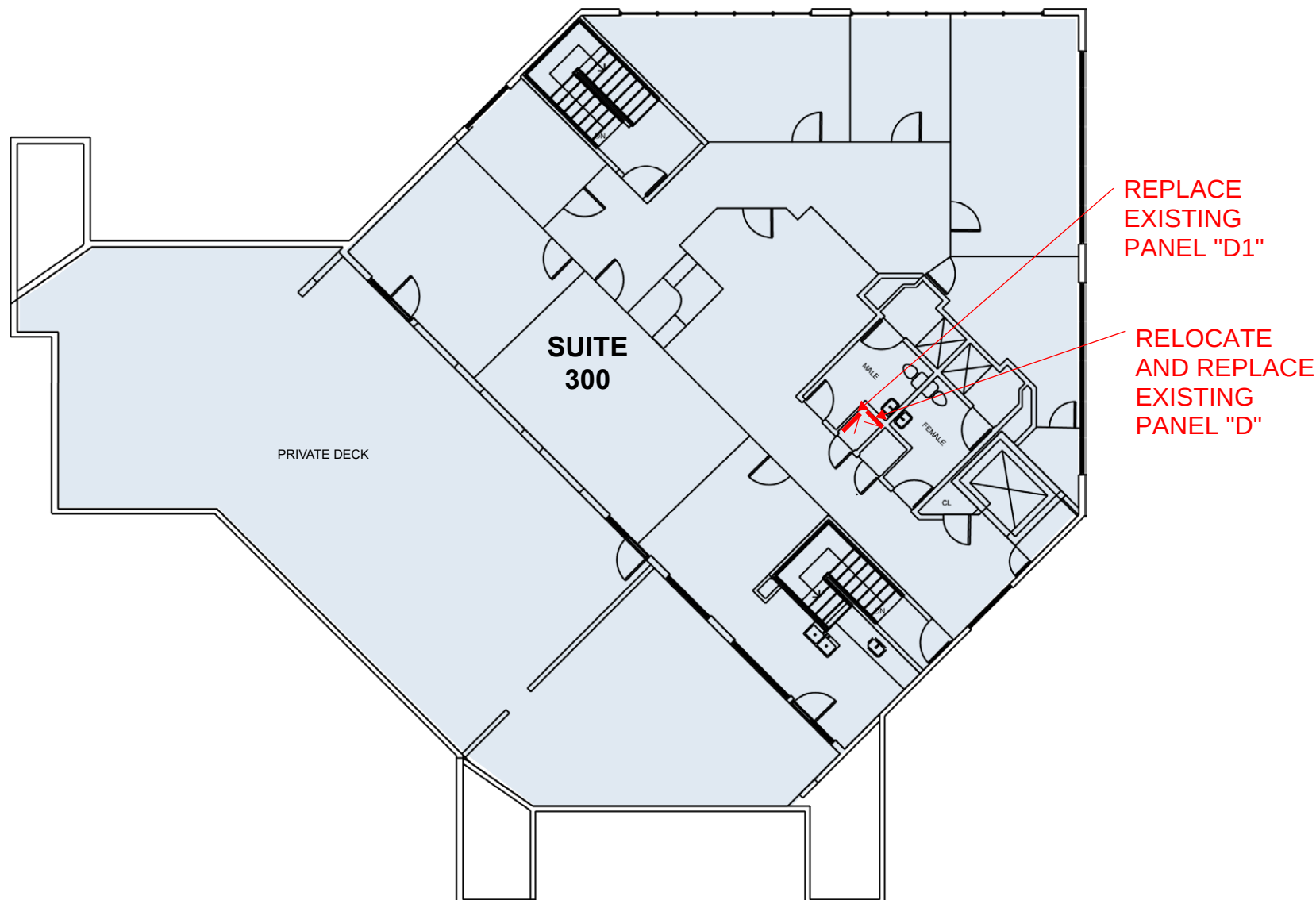
POTENTIAL COMBINED SECOND FLOOR PLAN



FLOOR PLANS NOT TO SCALE

LEVEL	USEABLE SQUARE FEET	NOTES
THIRD FLOOR	±3,375	Penthouse offers a full kitchen with a range, showers, and a 2,242 USF private deck

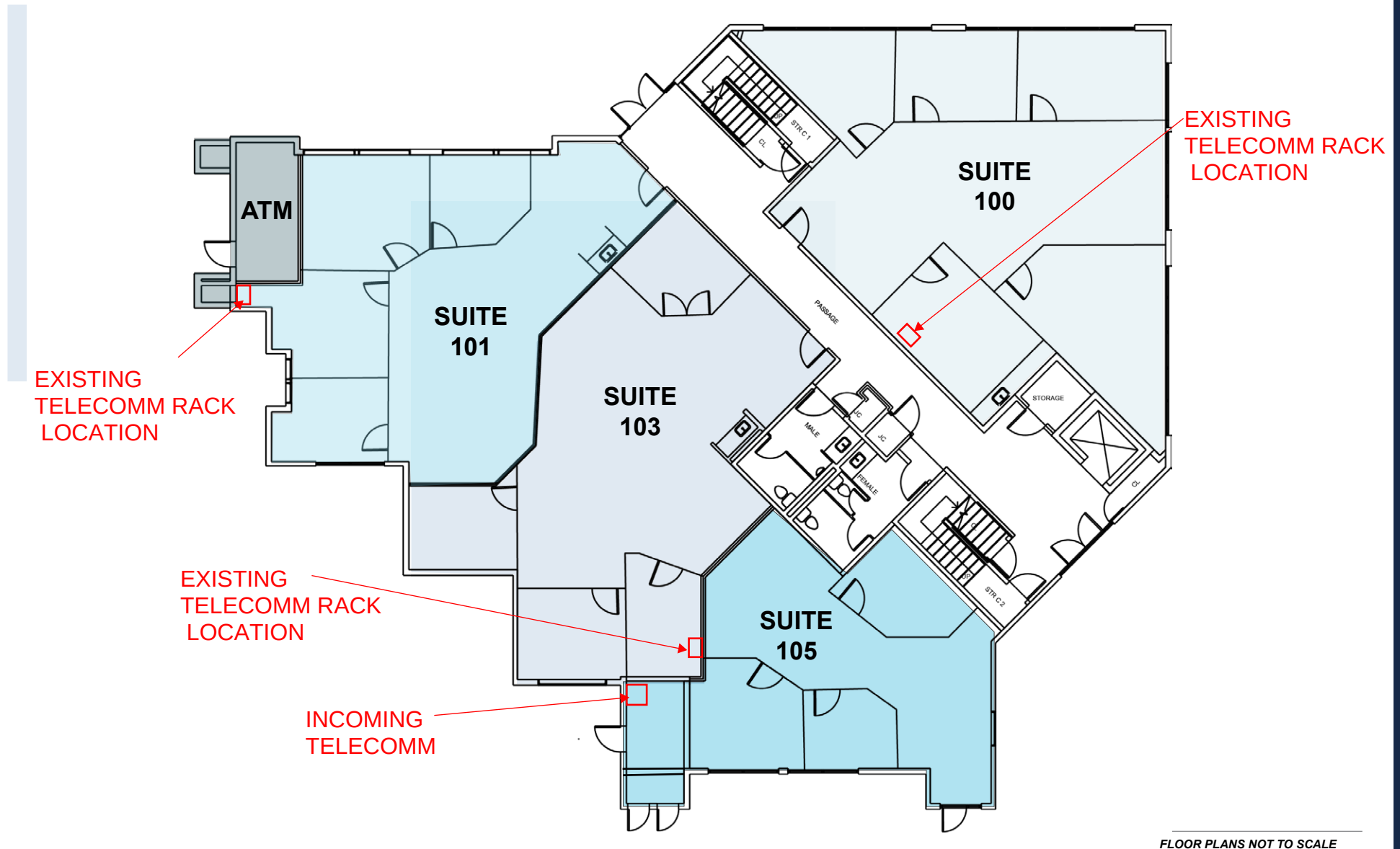
EXISTING THIRD FLOOR PLAN



FLOOR PLANS NOT TO SCALE

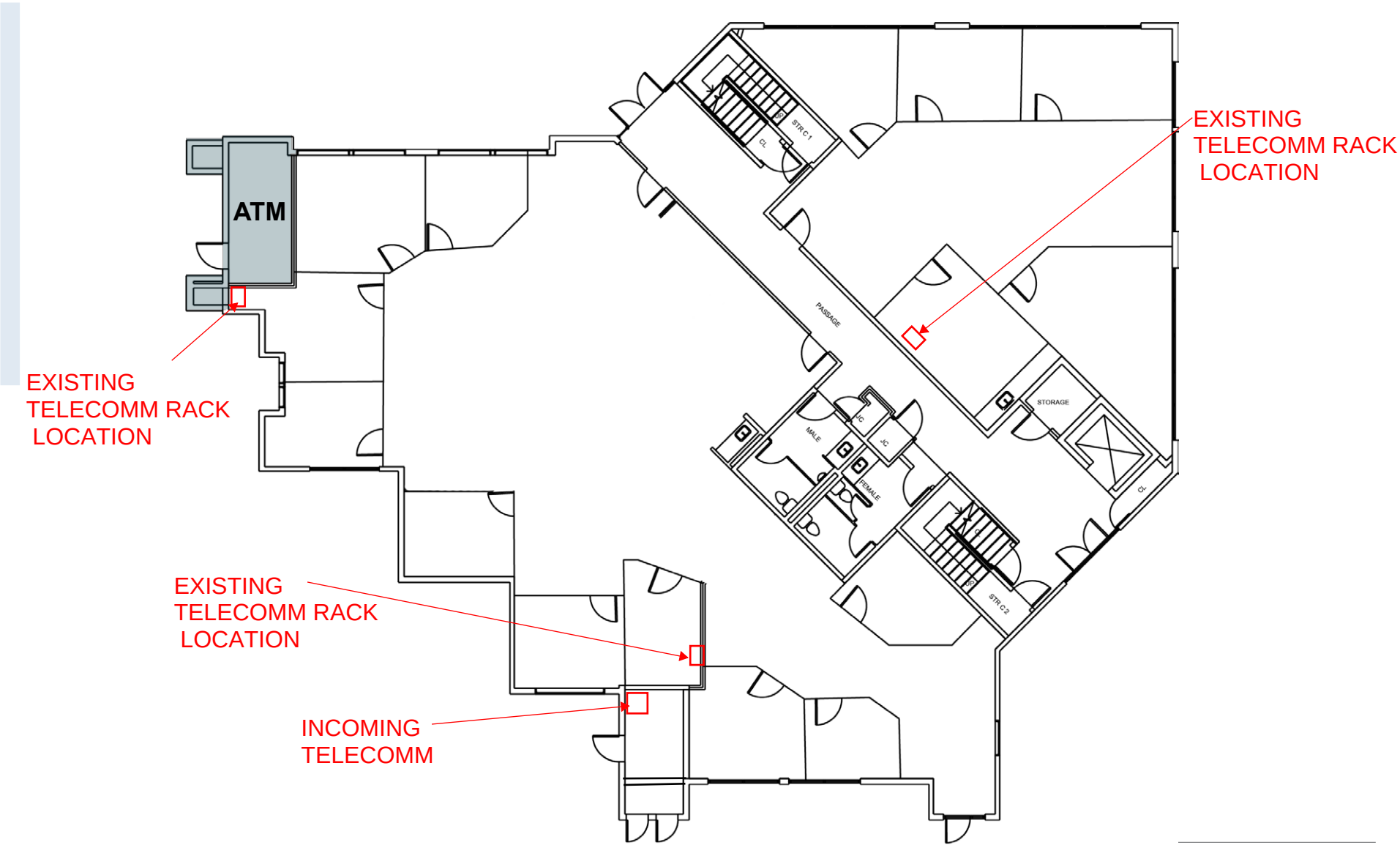
LEVEL	USEABLE SQUARE FEET	NOTES
FIRST FLOOR	±6,023	First floor includes a ±121 USF unit leased to Bank of America as an ATM.

EXISTING FIRST FLOOR PLAN



LEVEL	USEABLE SQUARE FEET	NOTES
FIRST FLOOR	±6,912	First floor includes a ±121 USF unit leased to Bank of America as an ATM.

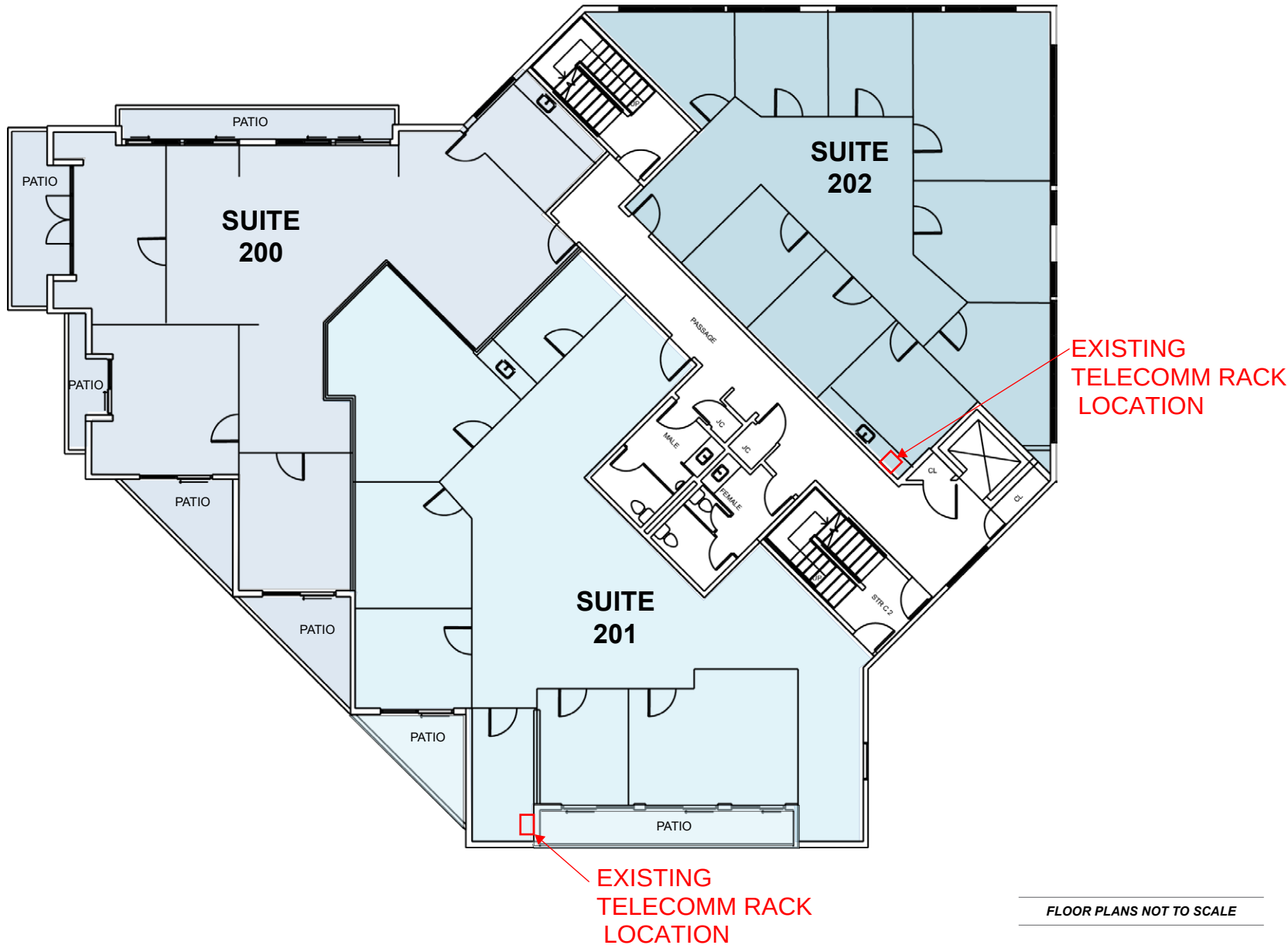
POTENTIAL COMBINED FIRST FLOOR PLAN



FLOOR PLANS NOT TO SCALE

LEVEL	USEABLE SQUARE FEET	NOTES
SECOND FLOOR	±6,505	Second floor offers access to 7 private patios, totaling an additional ±648 USF.

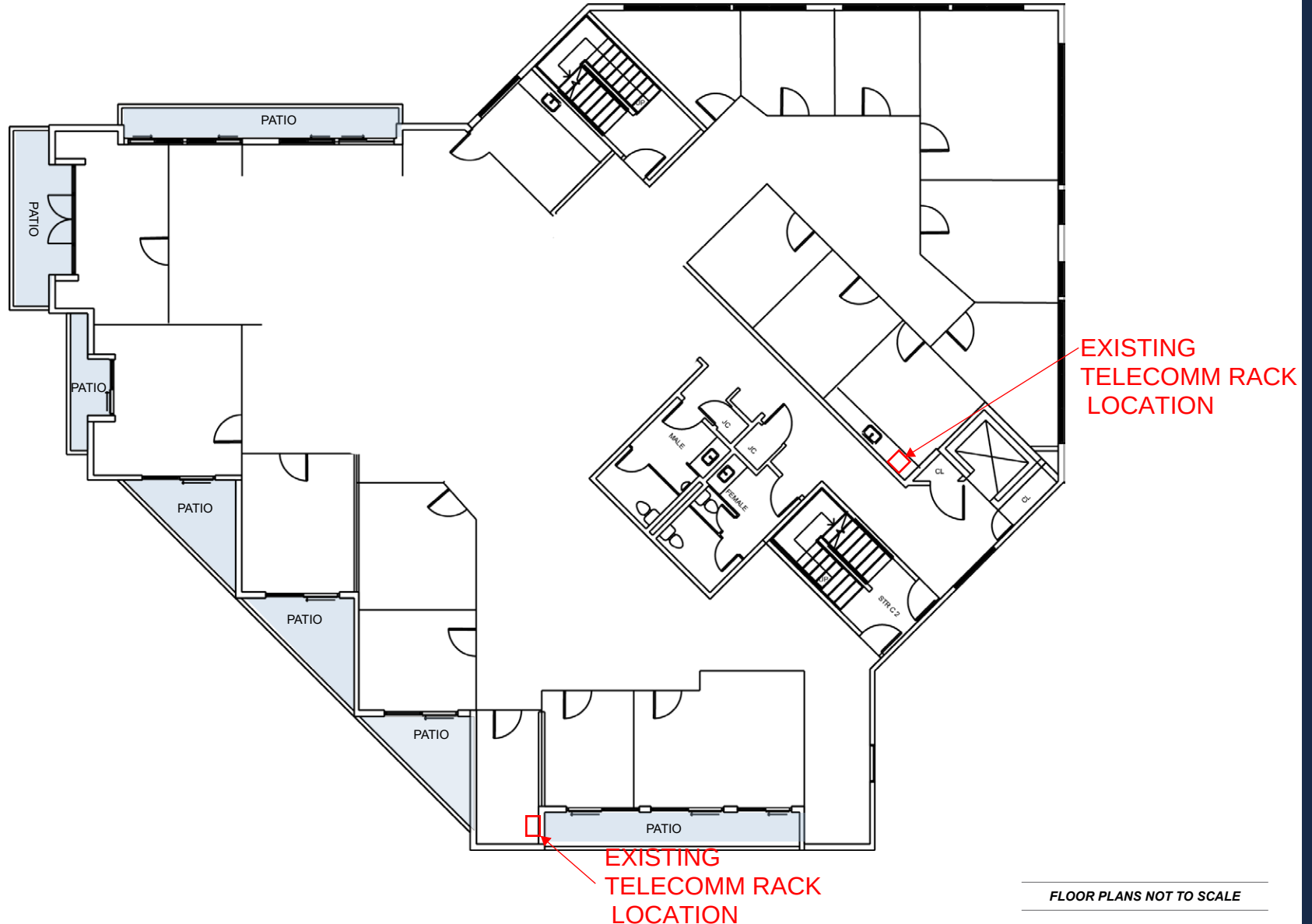
EXISTING SECOND FLOOR PLAN



FLOOR PLANS NOT TO SCALE

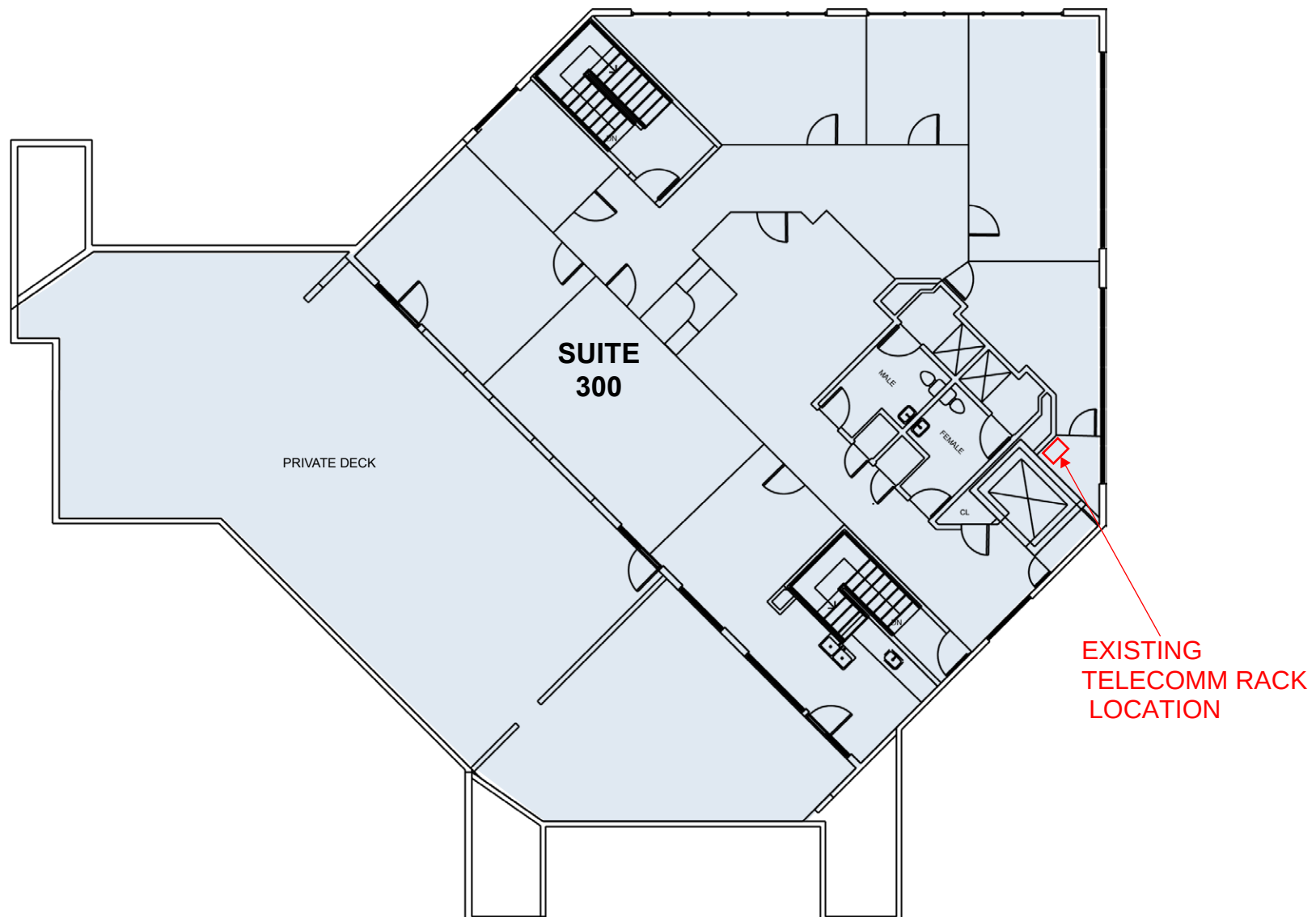
LEVEL	USEABLE SQUARE FEET	NOTES
SECOND FLOOR	±6,505	Second floor offers access 7 private patios, totaling ±648 useable square feet

POTENTIAL COMBINED SECOND FLOOR PLAN



LEVEL	USEABLE SQUARE FEET	NOTES
THIRD FLOOR	±3,375	Penthouse offers a full kitchen with a range, showers, and a 2,242 USF private deck

EXISTING THIRD FLOOR PLAN



FLOOR PLANS NOT TO SCALE



Aerial View of Building

SECTION 3 ►

PRELIMINARY SPACE REQUIREMENTS

PRELIMINARY SPACE REQUIREMENTS (PROGRAM)

DLR Group conducted user group programming meetings on October 14th and 22nd to determine preliminary space needs and a site visit on October 16th, to review and assess the existing facility serving the Marin County Agriculture, Weights, and Measures Department and the University of California Cooperative Extension's Agriculture & Natural Resources Department. Using data provided by the County, programming meetings and assessments, DLR Group developed the following preliminary space requirements that chronicles the existing space requirements and projected future growth of the respective departments.

The University of California Cooperative Extension currently supports 20 staff and requires 5,578 SF and is projected to grow to 24 staff requiring 11,444 SF by 2040.

The County of Marin Agriculture, Weights and Measures Department currently supports 19 staff requiring 3,304 SF and is projected to grow to 23 staff requiring 4,446 SF by 2040.

When adding factors for departmental circulation, and building circulation space to account for common shared spaces both within the respective departments and the building, spaces such as hallways, bathrooms, mechanical rooms, elevators, and stairs, the resultant Building Gross Square Footage required for the 39 staff members and their functions is 12,910 SF and for the projected year 2040 staff of 47, requires 16,605 SF.

The need for dedicated lobby with reception counter, dedicated laboratory space, collaboration spaces, conference rooms, and break rooms were the highest priorities for both tenants, in addition to accommodating staff with offices or workstations located in proximity for collabora-

tion. The current ad-hoc laboratory stations adapted by each tenant are a safety concern and must be addressed; they are either collocated in the common lunch-room kitchen or within a workstation. Additionally, both tenants wish to consolidate their storage on-site, and UCCE aspires to expand their educational offerings to the community through a demonstration kitchen and classroom.

Over the course of Conceptual Design, the County indi-

cated that approximately 3,000 SF shall be reserved for a future tenant.

The resultant overall program area inclusive of the proposed tenant is 15,910 SF currently and 19,905 SF by year 2040, 2,378 SF beyond the 17,527 sf available in the building.

The Preliminary Space Requirements are included on the following pages.

10/29/2025
350 Ignacio Blvd.

Series	Department	Verified [CURRENT YEAR]		Projected [+15 YEARS]		
		Staff	NSF	Staff	NSF	DGSF
100	UC Cooperative Extension	20	5,578	24	6,998	8,792
200	Agriculture/Weights and Measures	19	3,304	23	4,446	5,647
Total Personnel/NSF		39	8,882	47	11,444	14,439
Departmental Circulation			2,344		2,995	
Departmental Gross SF (DGSF)			11,226		14,439	
Building Spaces/Circulation (15%)			1,684		2,166	
Building Gross SF (BGSF)			12,910		16,605	
Total BGSF						

		<u>68.80%</u>	<u>68.92%</u>	
Parking Requirements				
Staff Parking AWM	14	0		
Staff Parking UCCE	16	0		
Additional Parking AWM - County Fleet Vehicles	19	0		
Additional Parking UCCE	0	0		
Total Parking	49	0	0	0

Site Requirements				
300	Site Requirements	0	0	

Facility Program Reviewed and Approved for Basis of Design

Approving for Marin County

Title

Date

100 UC Cooperative Extension				Verified [Current Year]			Projected [+15 Years]				
Ref. #		Circ	Type	NSF	Unit 2025	Staff	Total NSF	Unit 2040	Staff	Total NSF	Remarks
	Personnel										
	Offices										
	Private Office	25%	PO	110	7	7	770	10	10	1100	Is Master Gardener still in this category, or are they 2 of the workstations below?
	Shared Office	25%	PO	140	2	5	280	3	6	420	Contains 2 workstations per office. To be re-evaluated per current needs. Likely needs to be larger, maybe 140 sqft?
	Subtotal					12	1050		16	1520	
	Circulation						263			380	
	Subtotal Private Office						1313			1900	
	Workstations										
	Standard Workstation	35%	WS	56	8	8	448	8	8	448	
	Subtotal					8	448		8	448	
	Circulation						157			157	
	Subtotal Workstations						605			605	
	Total Personnel Spaces					20			24		
	Departmental Spaces										
	Lobby/Entry	25%		150	1	1	150	1	1	150	Receptionist and Patron seating. Secure entry to rest of office. Customer counter and pony gate would suffice
	Breakout Room	25%		110	2	0	220	2	0	220	Small breakout rooms
	Medium conference room	25%		500	1	0	500	1	0	500	Can be shared with AWM. To support 15-20 people
	Classroom	25%		2400	1	0	2400	1	0	2400	Can be shared with AWM. Supports 50-75 people. Can be subdividable, but must be flexible. Adjacent to medium conference room. Have countertop, sink, fridge, microwave, coffee maker, potentially a dishwasher. Supports group work (4-5) - chairs around tables reconfigurable to 40+ lecture seats, requires storage space for microscopes, etc.
	Office work area / supplies	25%		100	1	0	100	1	0	100	Copy machine, printer, supplies
	Office Records	25%		100	1	0	100	1	0	100	Cabinets, drawers, shelves etc.
	Break room / Kitchenette	25%		110	1	0	110	1	0	110	Sink, Refrig., microwave, storage. Should likely be closer to 180 sqft?
	Technology Closet	25%		50	1	0	50	1	0	50	IT, Telephones, etc. Should this be bigger to accommodate growth/new capabilities?
	Lab	25%		150	1	0	150	1	0	150	Sinks, Racks for electric meters, glassware, 36" hood, scale, sample fridge and freezer distinguished from break room fridge.
	Equipment storage (onsite)	25%		100	1	0	100	3	0	300	To accommodate offsite storage. Aspirational ground floor closet
	Equipment storage (offsite)	25%		100	2	0	200	0	0	0	To be consolidated onsite
	Instructional Kitchen	25%		150	0	0	0	1	0	150	Freestanding in galley kitchen layout. Faces Instructional Kitchen Classroom. For future program
	Instructional Kitchen Classroom	25%		800	0	0	0	1	0	800	Faces Instructional Kitchen
	Subtotal						4080			5030	
	Circulation						1020			1258	
	Subtotal Departmental Spaces						5100			6288	
	Total DGSF					20	7017		24	8792	
	Series NSF					0	5578			6998	
	Series Circ					0	1439			1794	

200 Agriculture/Weights and Measures				Verified [Current Year]			Projected [+15 Years]				
Ref. #		Circ	Type	NSF	Unit 2025	Staff	Total NSF	Unit 2040	Staff	Total NSF	Remarks
	Personnel										
	Offices										
	Private Office	25%	PO	110	5	5	550	7	7	770	
	Subtotal					5	550		7	770	
	Circulation						138			193	
	Subtotal Private Office						688			963	
	Workstations										
	Standard Work Station	35%	WS	56	14	14	784	16	16	896	
	Subtotal					14	784		16	896	
	Circulation						274			314	
	Subtotal Workstations						1058			1210	
	Total Personnel Spaces					19			23		
	Departmental Spaces										
	Lobby/Entry	25%		200	1	1	200	1	1	200	Receptionist in 1 standard county cubicle and patron seating. Secure entry to rest of office
	Breakout Room	25%		160	2	0	320	3	0	480	3 small breakout/zoom rooms
	Medium conference room	25%		500	1	0	500	2	0	1000	1 Current (10-20 people). 1 additional in 2040 for a total of 2
	Office work area / supplies	25%		100	1	0	100	1	0	100	Copy machine, 3 printers, supply cabinets (toner, paper pens/pencils
	Office Records	25%		100	1	0	100	1	0	100	Filing cabinets, drawers, shelves etc.
	Break room	25%		250	0	0	0	1	0	250	Sink, Refrig., microwave, storage.
	Technology Closet	25%		50	1	0	50	1	0	50	IT, Telephones, etc.
	Lab	25%		200	1	0	200	1	0	200	Sink, abundant counter space, sample refrigerator (no food), vent hood (vapors, but especially powders), microwave (used for drying samples), cabinets (for volumetric testing glassware, scales, gloves, masks, plastic wrap, papertowels, etc.), table and chairs, racks for electric meters (EM), EM testing bench. Lockable cabinet for petroleum and/or pesticide samples (requ'd for maintaining chain of custody), lab coats.
	Equipment storage (onsite)	25%		400	1	0	400	1	0	400	5-gallon gas provers (x4), prover carts (x2), shopping cards (x3), 50-25 lbs weights (x25), 30-lb weight kits (x4), scanner gear (x4), Pesticide sampling kit (x2 - pesticides, organic), Pesticide ipads (x4), EVFS testing gear (x1). Hand trucks, cones, safety equipment, IMPORTANT: due to weight, important to have easy access to organize & move all items.
	Equipment storage (offsite)	25%		100	1	0	100	0	0	0	To be consolidated onsite
	Subtotal						1970			2780	
	Circulation						493			695	
	Subtotal Departmental Spaces						2463			3475	
	Total DGsf					19	4208		23	5647	
	Series NSF					0	3304			4446	
	Series Circ					0	904			1201	

Preliminary Space Requirements

DLR Group inc.

350 Ignacio Blvd.

300	Site Requirements				Verified 2025			Projected 2040			
Ref. #		Circ	Type	NSF	Unit 2025	Staff	Total NSF	Unit 2040	Staff	Total NSF	Remarks
	Site Requirements										
	Total Site Requirements						0			0	
	Parking Requirements										
	Staff Parking AWM				14						
	Staff Parking UCCE				16						12-14 staff + 2 fleet vehicles
	Additional Parking AWM - County Fleet Vehicles				19						
	Additional Parking UCCE				40						For larger events with 10-40 attendees 4x per week. Could the County work out a shared agreement with the neighbors, restaurant, etc?
	Total Parking				89			0			Currently 55 available spots on site (2 ADA)



Entrance to 350 Ignacio Boulevard Facility

SECTION 4 ► **CONCEPTUAL PLANS**

CONCEPTUAL PLANS

DLR Group has developed a series of conceptual plans to accommodate UCCE and AWM. The basis of design for the conceptual plans assumes an overall budget is \$1,000,000 for the project and roughly allocates \$200 / SF across 5,000 SF of renovated area with adjacent areas intended largely to remain with minimal improvements, thus adopting a true adaptive re-use approach to the renovation.

The basis of design scheme was determined to be a reasonable compromise to meet the program and budget, however all schemes developed over the course of this study are included for reference and for the record.



OPTION 1 - LEVEL 1

SCALE: 1/8" = 1'-0"

Room Legend

- UCCE OFFICE
- UCCE WORKSTATION
- UCCE CONFERENCE
- UCCE SUPPORT
- UCCE STORAGE
- UNUSABLE
- BUILDING CORE



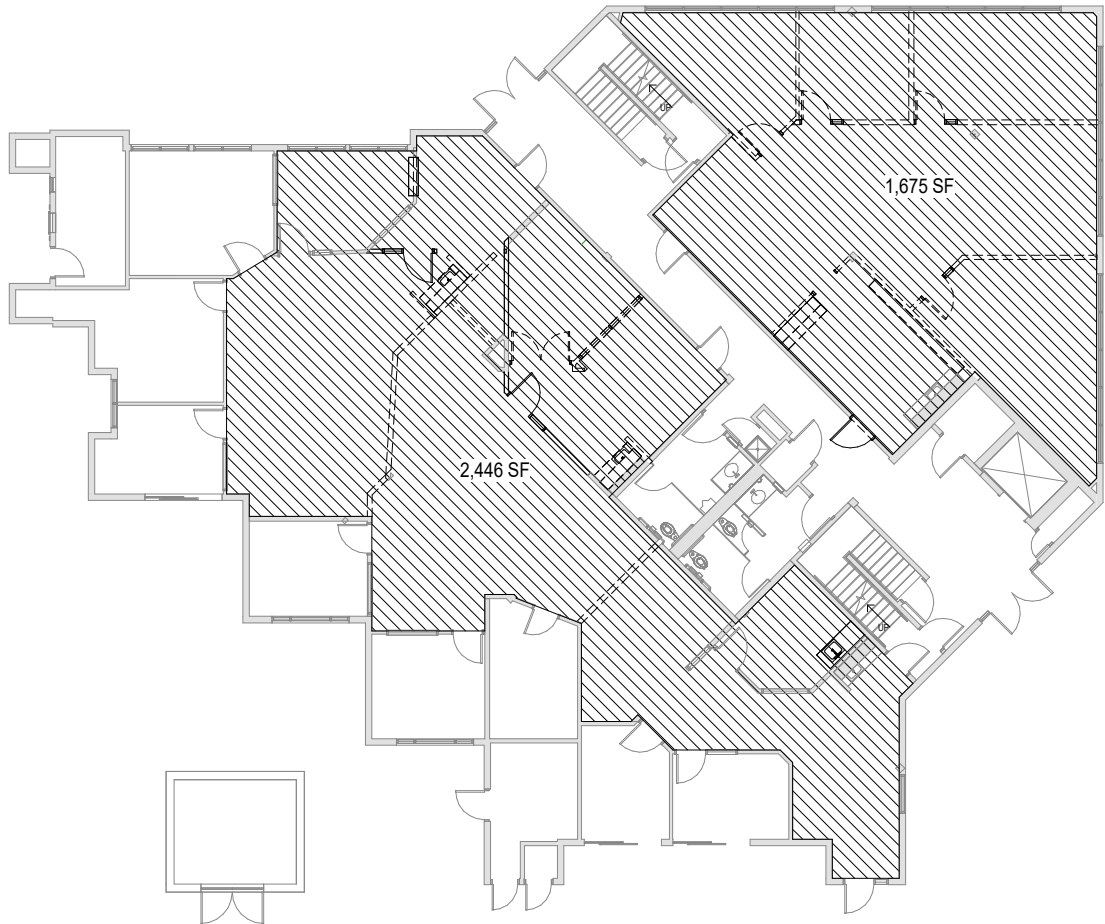
OPTION 1 - LEVEL 2

SCALE: 1/8" = 1'-0"

Room Legend

- AWM OFFICE
- AWM WORKSTATION
- AWM CONFERENCE
- AWM SUPPORT
- AWM STORAGE
- UNUSABLE
- BUILDING CORE
- DECK

Note: Level 2 is the same across all options



OPTION 1 - LEVEL 1

SCALE: 1/8" = 1'-0"

Level 1 Demolished Walls		
Total Linear Feet	Total Count	
153' - 2"	15	

Level 1 Demolished Windows		
Total Linear Feet	Total Count	

Level 1 Demolished Doors		
Total Linear Feet	Total Count	
15' - 0"	5	

Level 1 New Walls		
Total Linear Feet	Total Count	
8' - 4"	2	

Level 1 New Windows		
Total Linear Feet	Total Count	

Level 1 New Doors	
Total Linear Feet	Total Count
3' - 0"	1

3 Existing Doors rotated 180 degrees for egress

Total: 7,064 SF



OPTION 1 - LEVEL 2

SCALE: 1/8" = 1'-0"

Note: Level 2 is the same across all options

Level 2 Demolished Walls		
Total Linear Feet	Total Count	
166' - 6"	21	

Level 2 Demolished Windows		
Total Linear Feet	Total Count	
17' - 0"	3	

Level 2 Demolished Doors		
Total Linear Feet	Total Count	
23' - 4"	7	

Level 2 New Walls		
Total Linear Feet	Total Count	
75' - 10"	3	

Level 2 New Windows		
Total Linear Feet	Total Count	

Level 2 New Doors	
Total Linear Feet	Total Count
11' - 8"	4
3 Existing Doors rotated 180 degrees for egress	



OPTION 2 - LEVEL 1

SCALE: 1/8" = 1'-0"

Room Legend

- UCCE OFFICE
- UCCE WORKSTATION
- UCCE CONFERENCE
- UCCE SUPPORT
- UCCE STORAGE
- UNUSABLE
- BUILDING CORE



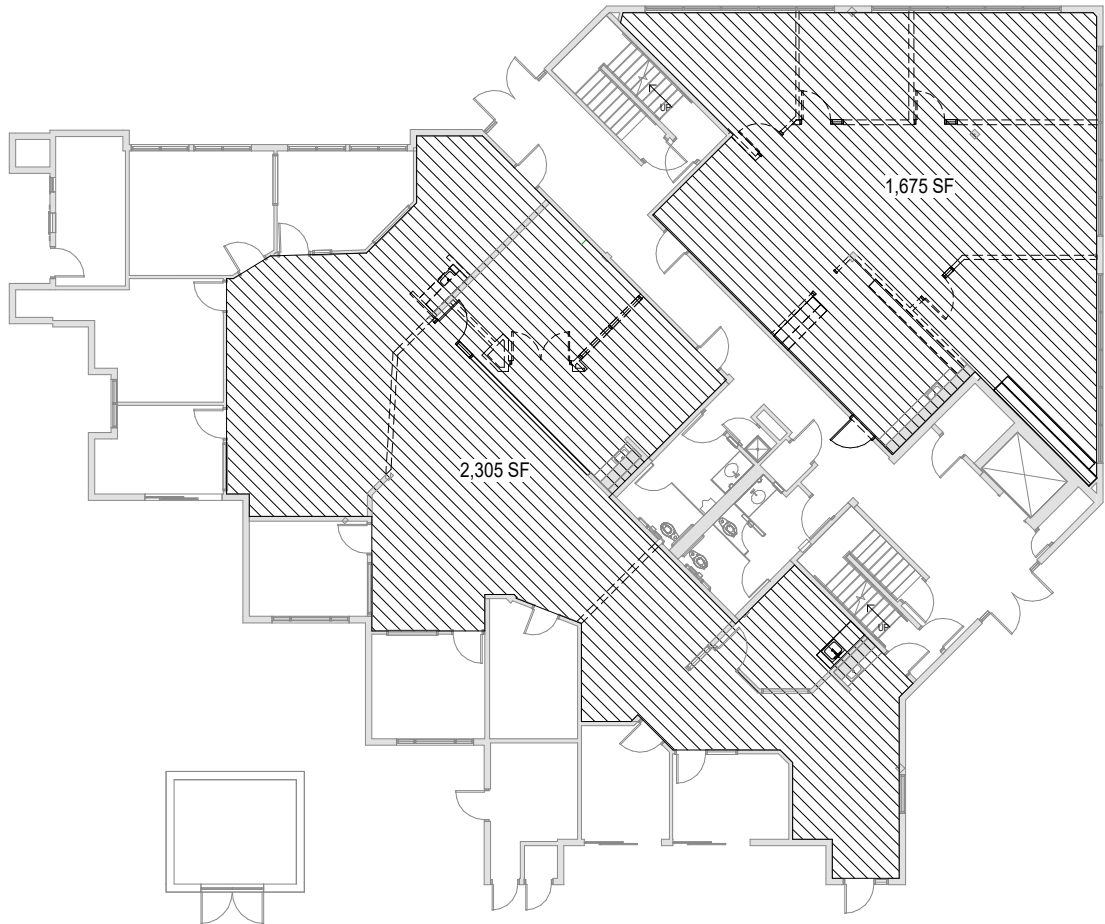
OPTION 2 - LEVEL 2

SCALE: 1/8" = 1'-0"

Room Legend

- AWM OFFICE
- AWM WORKSTATION
- AWM CONFERENCE
- AWM SUPPORT
- AWM STORAGE
- UNUSABLE
- BUILDING CORE
- DECK

Note: Level 2 is the same across all options



OPTION 2 - LEVEL 1

SCALE: 1/8" = 1'-0"

Level 1 Demolished Walls		
Total Linear Feet	Total Count	
153' - 2"	15	

Level 1 Demolished Windows		
Total Linear Feet	Total Count	

Level 1 Demolished Doors		
Total Linear Feet	Total Count	
15' - 0"	5	

Level 1 New Walls		
Total Linear Feet	Total Count	
8' - 4"	2	

Level 1 New Windows		
Total Linear Feet	Total Count	

Level 1 New Doors		
Total Linear Feet	Total Count	
3' - 0"	1	

3 Existing Doors rotated 180 degrees for egress

Total: 6,923 SF



OPTION 2 - LEVEL 2

SCALE: 1/8" = 1'-0"

Note: Level 2 is the same across all options

Level 2 Demolished Walls		
Total Linear Feet	Total Count	
166' - 6"	21	

Level 2 Demolished Windows		
Total Linear Feet	Total Count	
17' - 0"	3	

Level 2 Demolished Doors		
Total Linear Feet	Total Count	
23' - 4"	7	

Level 2 New Walls		
Total Linear Feet	Total Count	
75' - 10"	3	

Level 2 New Windows		
Total Linear Feet	Total Count	

Level 2 New Doors		
Total Linear Feet	Total Count	
11' - 8"	4	

3 Existing Doors rotated 180 degrees for egress



OPTION 3 - LEVEL 1

SCALE: 1/8" = 1'-0"

Room Legend

- UCCE OFFICE
- UCCE WORKSTATION
- UCCE CONFERENCE
- UCCE SUPPORT
- UCCE STORAGE
- UNUSABLE
- BUILDING CORE



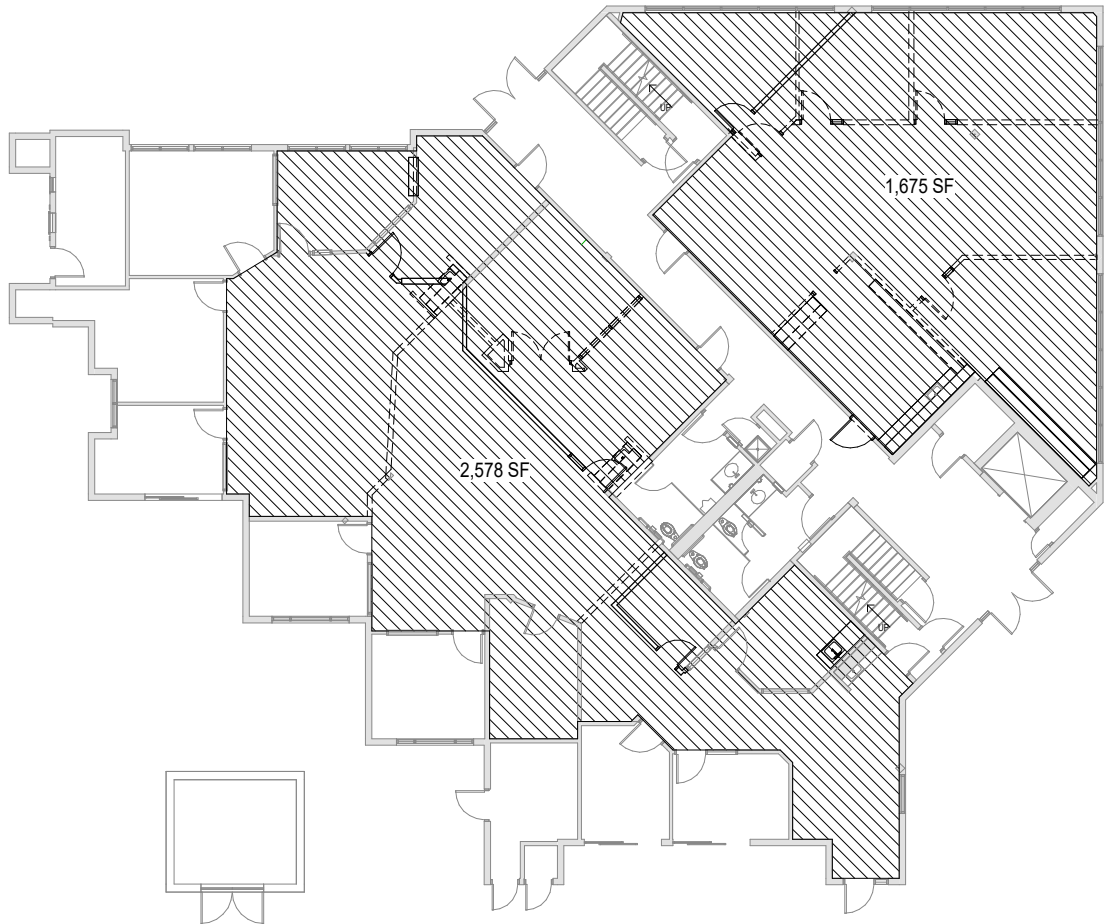
OPTION 3 - LEVEL 2

SCALE: 1/8" = 1'-0"

Room Legend

- AWM OFFICE
- AWM WORKSTATION
- AWM CONFERENCE
- AWM SUPPORT
- AWM STORAGE
- UNUSABLE
- BUILDING CORE
- DECK

Note: Level 2 is the same across all options



OPTION 3 - LEVEL 1

SCALE: 1/8" = 1'-0"

Level 1 Demolished Walls		
Total Lineal Feet	Total Count	
153' - 2"	15	

Level 1 Demolished Windows		
Total Lineal Feet	Total Count	

Level 1 Demolished Doors		
Total Lineal Feet	Total Count	
15' - 0"	5	

Level 1 New Walls		
Total Lineal Feet	Total Count	
8' - 4"	2	

Level 1 New Windows		
Total Lineal Feet	Total Count	

Level 1 New Doors		
Total Lineal Feet	Total Count	
3' - 0"	1	

3 Existing Doors rotated 180 degrees for egress

Total: 7,196 SF



OPTION 3 - LEVEL 2

SCALE: 1/8" = 1'-0"

Note: Level 2 is the same across all options

Level 2 Demolished Walls		
Total Lineal Feet	Total Count	
166' - 6"	21	

Level 2 Demolished Windows		
Total Lineal Feet	Total Count	
17' - 0"	3	

Level 2 Demolished Doors		
Total Lineal Feet	Total Count	
23' - 4"	7	

Level 2 New Walls		
Total Lineal Feet	Total Count	
75' - 10"	3	

Level 2 New Windows		
Total Lineal Feet	Total Count	

Level 2 New Doors		
Total Lineal Feet	Total Count	
11' - 8"	4	

3 Existing Doors rotated 180 degrees for egress



Site Location

SECTION 6 ► APPENDICES

The following section documents in detail, the conditions observed on site by the architectural team which were used as the basis for the architectural portion of the facility conditions assessment.

350 Ignacio Blvd - Preliminary Facility Assessment R3

Prepared by Tina Harris

Oct 29, 2025

Description

210 tasks in this report.

Contents

#2 Paint Touch Up 10

#3 Ceiling 14

#4 Carpet..... 17

#5 General..... 18

#6 Paint Touch Up 20

#7 Paint Touch Up 22

#8 Carpet..... 24

#9 Cleaning Needed..... 26

#10 Paint Touch Up 27

#11 Paint Touch Up 29

#12 Cleaning Needed..... 32

#13 Water Leak 33

#14 Paint Touch Up 34

#15 Cleaning Needed..... 35

#16 Cleaning Needed..... 36

#17 Carpet..... 37

#18 Cleaning Needed..... 39

#19 Paint Touch Up 40

#20 General..... 42

#21 Cleaning Needed.....	43
#22 Paint Touch Up	45
#23 Paint Touch Up	49
#24 General.....	51
#25 Cleaning Needed.....	52
#26 Paint Touch Up	53
#27 Casework	54
#28 General.....	57
#29 Casework	59
#30 Water Leak	62
#31 General.....	65
#32 General.....	66
#33 Water Leak	68
#34 Ceiling	70
#35 Water Leak	72
#36 Paint Touch Up	74
#37 General.....	75
#38 General.....	76
#39 Carpet.....	77
#40 General.....	78
#41 Casework	79
#42 Casework	81
#43 Casework	82
#44 Carpet.....	85
#45 Carpet.....	86
#46 Paint Touch Up	87

#47 Ceiling	89
#48 General.....	91
#49 Casework	93
#50 General.....	94
#51 Flooring	95
#52 Flooring	97
#53 Ceiling	99
#54 Ceiling	101
#55 General.....	103
#56 General.....	104
#57 Ceiling	105
#58 Paint Touch Up	106
#59 Ceiling	107
#60 General.....	108
#61 Paint Touch Up	109
#62 Casework	110
#63 General.....	113
#64 Casework	114
#65 General.....	116
#66 Cleaning Needed.....	118
#67 General.....	120
#68 Ceiling	121
#69 General.....	122
#70 Ceiling	123
#71 Ceiling	124
#72 General.....	125

#73 Cleaning Needed.....	126
#74 Ceiling	128
#75 Ceiling	129
#76 Water Leak	131
#77 Casework	133
#78 Casework	136
#79 Plumbing	137
#80 General.....	138
#81 General.....	140
#82 General.....	142
#83 General.....	145
#84 General.....	147
#85 General.....	149
#86 General.....	151
#87 General.....	153
#88 Casework	155
#89 Plumbing	156
#90 Casework	157
#91 Plumbing	158
#92 Casework	159
#93 Electrical.....	160
#94 Paint Touch Up	162
#95 Paint Touch Up	164
#96 Water Leak	165
#97 General.....	167
#98 Casework	168

#99 Ceiling	170
#100 Ceiling	172
#101 Ceiling	173
#102 General.....	175
#103 Casework	177
#104 Ceiling	180
#105 Paint Touch Up	181
#106 General.....	182
#107 Paint Touch Up	183
#108 Paint Touch Up	184
#109 General.....	186
#110 Carpet.....	187
#111 Electrical	189
#112 Ceiling.....	191
#113 General	192
#114 Ceiling.....	193
#115 Ceiling.....	194
#116 Flooring.....	195
#117 Casework.....	197
#118 Electrical	202
#119 General	204
#120 Casework	205
#121 General.....	207
#122 General.....	209
#123 General.....	211
#124 Flooring	212

#125 Casework	214
#126 General.....	216
#127 Ceiling	217
#128 General.....	218
#129 General.....	219
#130 Window.....	220
#131 Ceiling	221
#132 General.....	222
#133 Cleaning Needed.....	223
#134 Ceiling	224
#135 Electrical.....	225
#136 Cleaning Needed.....	226
#137 Ceiling	227
#138 Ceiling	228
#139 Ceiling	230
#140 General.....	231
#141 General.....	233
#142 Paint Touch Up	234
#143 Flooring	235
#144 Flooring	236
#145 Flooring	237
#146 Siding	238
#147 Flooring	239
#148 Flooring	240
#149 Door.....	241
#150 FLOORING.....	242

#151 Casework	243
#152 General.....	247
#153 Casework	248
#154 Flooring	249
#155 Flooring	250
#156 Flooring	252
#157 Flooring	253
#158 Flooring	255
#159 Electrical.....	256
#160 Ceiling	257
#161 General.....	259
#162 General.....	260
#163 General.....	261
#164 Window.....	263
#165 Window.....	265
#166 General.....	267
#167 Ceiling	268
#168 Flooring	270
#169 Flooring	272
#170 Ceiling	275
#171 Flooring	277
#172 Flooring	278
#173 Casework	279
#174 Ceiling	281
#175 Ceiling	283
#176 Plumbing	284

#177 Flooring	285
#178 Flooring	287
#179 Cleaning Needed.....	289
#180 Cleaning Needed.....	291
#181 Casework	294
#182 Plumbing	296
#183 Flooring	297
#184 Flooring	299
#185 General.....	300
#186 General.....	302
#187 General.....	304
#188 General.....	305
#189 General.....	306
#190 General.....	307
#191 General.....	308
#192 General.....	309
#193 Window.....	310
#194 Window.....	311
#195 Plumbing	312
#196 Window.....	313
#197 Window.....	314
#198 General.....	315
#199 Window.....	316
#200 Window.....	317
#201 General.....	318
#202 General.....	319

#203 Door..... 320

#204 Window..... 321

#205 Window..... 322

#206 Window..... 323

#207 General..... 324

#208 General..... 325

#210 General..... 326

#212 General..... 327

#213 General..... 328

#2 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:10 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

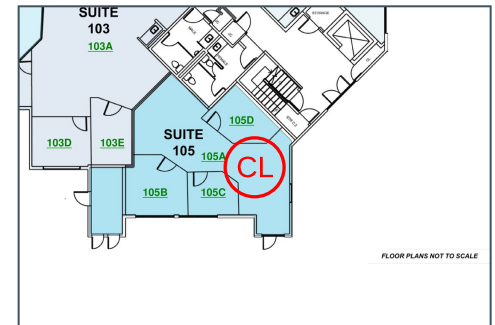
105A

Description

ISSUE: Minor damage to
ACT tiles

RECOMMENDATION:
Replaced damaged ACT and
replace with similar tile.

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_080919_photo

Tina Harris

Sep 25, 2025 8:09 AM



20250925_080935_photo

Tina Harris

Sep 25, 2025 8:09 AM

350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_080954_photo

Tina Harris

Sep 25, 2025 8:09 AM



20250925_081011_photo

Tina Harris

Sep 25, 2025 8:10 AM



20250925_081035_photo

Tina Harris

Sep 25, 2025 8:10 AM

#3 Ceiling

Status

Open

Created

Sep 25, 2025 4:10 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

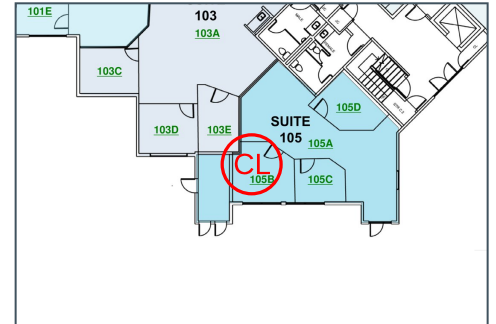
105B

Description

ISSUE: Water damage present at ceiling tiles. Possibly leaking from piping onto ducts/lights than on to tiles below.

RECOMMENDATION:

Research and address source of leak to make watertight. Then, replace non-matching ACT with similar color and style ACT for the rest of the ceiling.

Photos



20250925_081229_photo

Tina Harris

Sep 25, 2025 8:12 AM



20250925_081244_photo

Tina Harris

Sep 25, 2025 8:12 AM



20250925_081254_photo

Tina Harris

Sep 25, 2025 8:12 AM

#4 Carpet

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

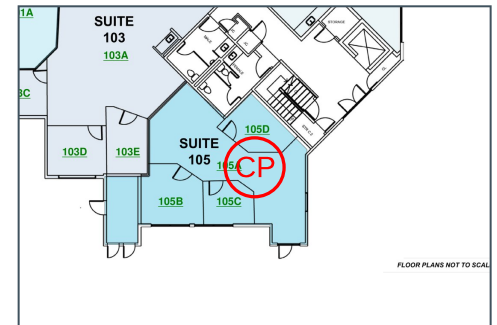
105A

Description

ISSUE: Carpet not laid out flat in space - wrinkling visible at receptionist station

RECOMMENDATION:

Remove and revise carpet installation.



Photos



20250925_081419_photo

Tina Harris

Sep 25, 2025 8:14 AM

#5 General

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

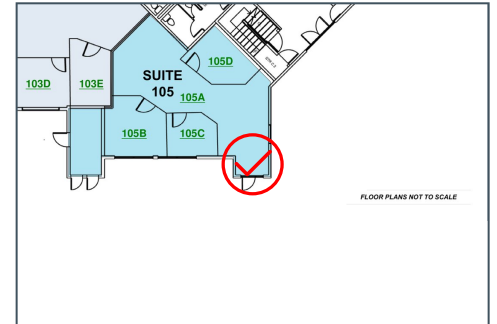
105A

Description

ISSUE: Dramatically sloped floor at entry lobby towards the sidewalk

RECOMMENDATION: None.
Noted.

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_081510_photo

Tina Harris

Sep 25, 2025 8:15 AM

#6 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

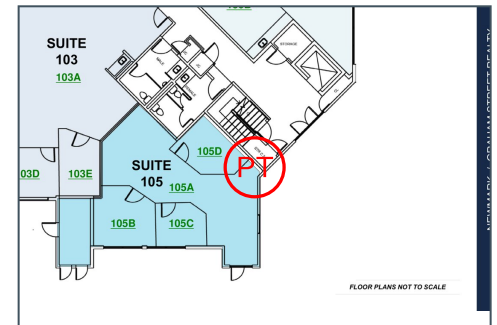
105A

Description

ISSUE: Minor scuffs at the bottom of the door.

RECOMMENDATION:
Repaint door.

Photos





20250925_081611_photo

Tina Harris

Sep 25, 2025 8:16 AM

#7 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

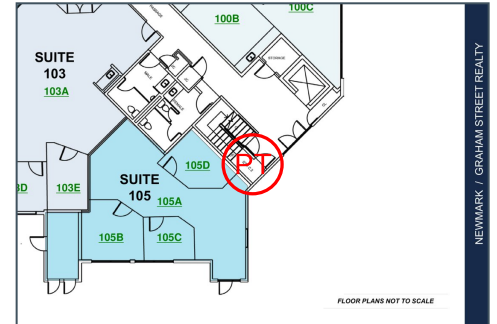
Location

Level 1 - Stair 2

Description

Minor scuffs on the door as it is currently used by active tenant.

Photos





20250925_082047_photo

Tina Harris

Sep 25, 2025 8:20 AM

#8 Carpet

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

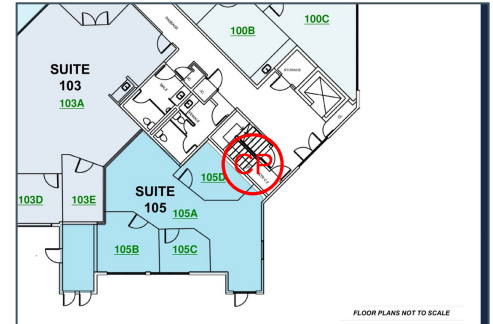
Location

Level 1 - Stair 2

Description

Carpet installed on stairs seems bloated. Minor damage to carpet at last step.

Photos





20250925_082110_photo

Tina Harris

Sep 25, 2025 8:21 AM

#9 Cleaning Needed

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

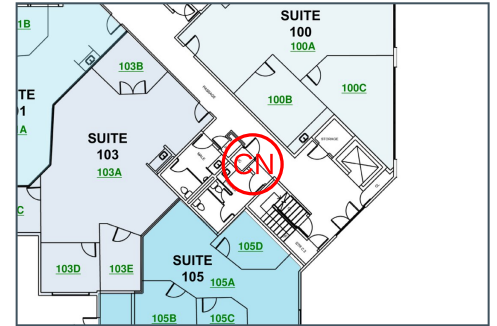
5

Type

Issue

Location

Level 1 Corridor



Photos



20250925_082210_photo

Tina Harris

Sep 25, 2025 8:22 AM

#10 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

Level 1 Women's Restroom

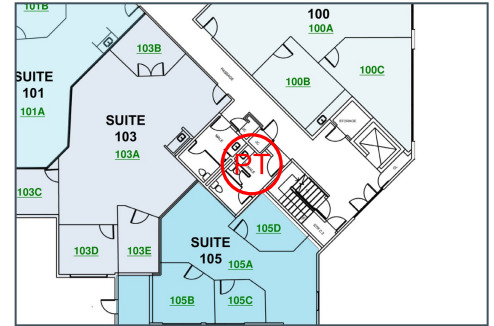
Description

ISSUE: Light "grate" missing
to cover all of light, paint
required near closer
installation

RECOMMENDATION:

Replace "grating" on light

Photos





20250925_082252_photo
Tina Harris
Sep 25, 2025 8:23 AM



20250925_082322_photo
Tina Harris
Sep 25, 2025 8:23 AM

#11 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

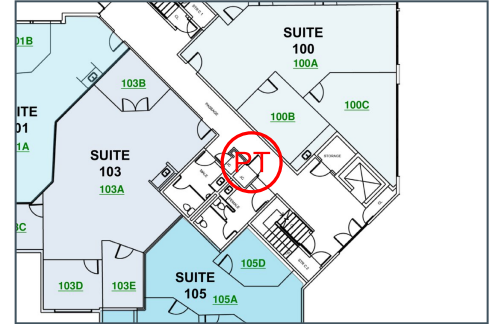
Location

Level 1 Data Closet

Description

Paint touch up needed at
inside face of door and
inside data closet

Photos





20250925_082411_photo

Tina Harris

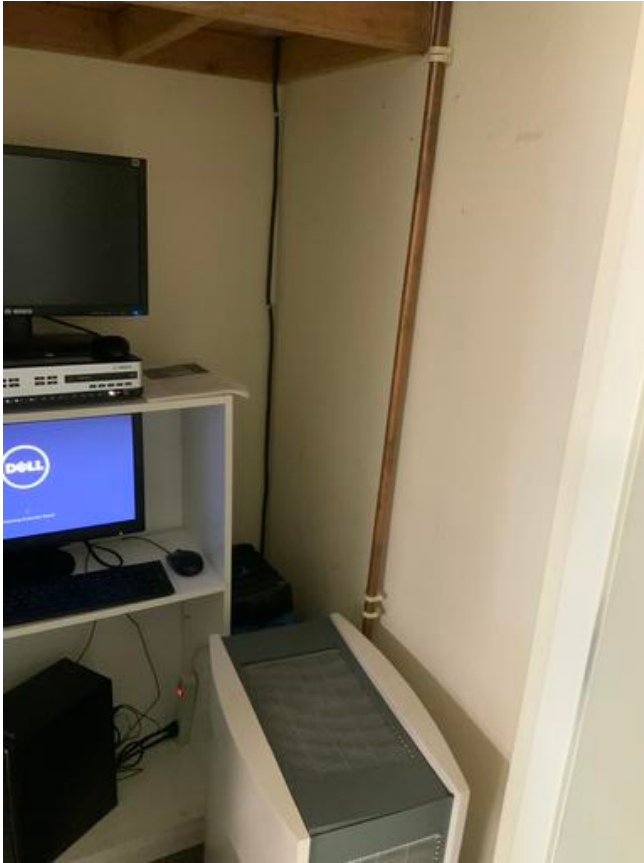
Sep 25, 2025 8:24 AM



20250925_082425_photo

Tina Harris

Sep 25, 2025 8:24 AM



20250925_082456_photo

Tina Harris

Sep 25, 2025 8:25 AM

#12 Cleaning Needed

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

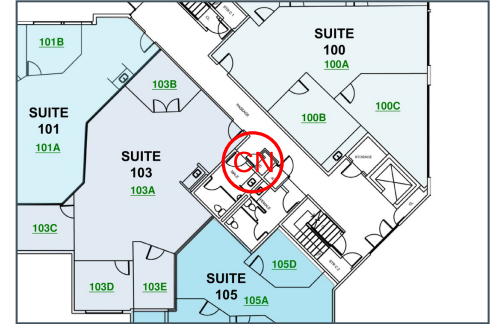
5

Type

Issue

Location

Level 1 Janitor's Closet



Photos



20250925_082528_photo

Tina Harris

Sep 25, 2025 8:25 AM

#13 Water Leak

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

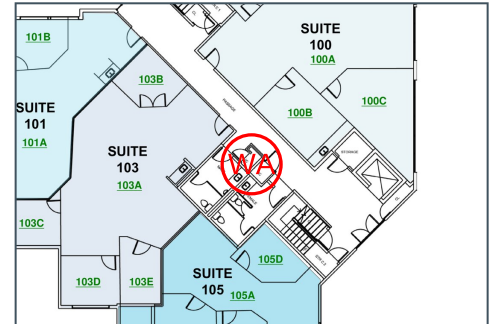
5

Type

Issue

Description

Water damage to rear wall of janitor closet, minor damage at right wall where gyp. doesn't meet level of floor sink



Photos



20250925_082556_photo

Tina Harris

Sep 25, 2025 8:26 AM



20250925_082613_photo

Tina Harris

Sep 25, 2025 8:26 AM

#14 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

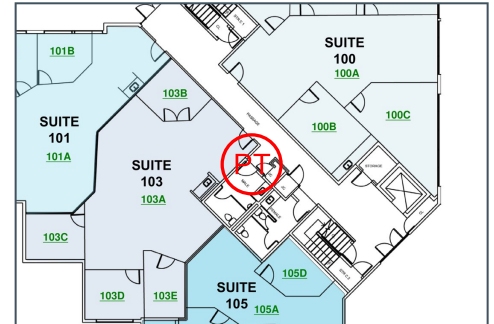
5

Type

Issue

Location

Level 2 Men's Restroom



Photos



20250925_082641_photo

Tina Harris

Sep 25, 2025 8:26 AM

#15 Cleaning Needed

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

5

Type

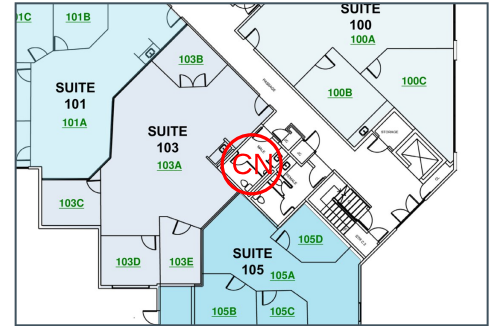
Issue

Location

Level 1 Men's Restroom

Description

Damage to bottom of toilet
partition present



Photos



20250925_082715_photo

Tina Harris

Sep 25, 2025 8:27 AM

#16 Cleaning Needed

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

5

Type

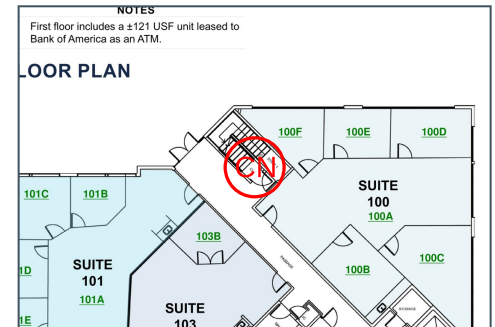
Issue

Location

Level 1 - Stair 1

Description

Miscellaneous building materials stored in closet.



Photos



20250925_082831_photo

Tina Harris

Sep 25, 2025 8:28 AM



20250925_082839_photo

Tina Harris

Sep 25, 2025 8:28 AM

#17 Carpet

Status

Open

Created

Sep 25, 2025 4:11 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

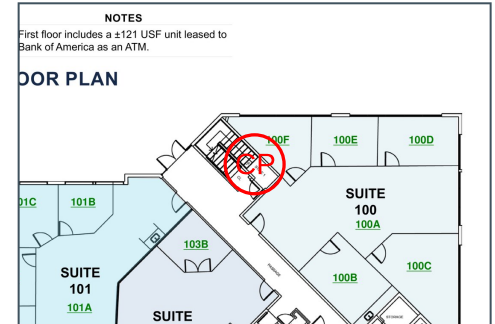
Location

Level 1 - Stair 1

Description

Sim. to other stair. Carpet installation looks poofy. Stain at bottom tread.

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_082919_photo

Tina Harris

Sep 25, 2025 8:29 AM

#18 Cleaning Needed

Status

Open

Created

Sep 25, 2025 4:12 PM
tharris@rdcarchitecture.com

Sheet

5

Type

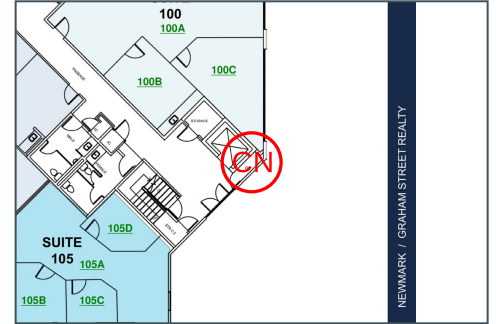
Issue

Location

Level 1 Corridor Closet

Description

Various building materials
stored in this closet



Photos



20250925_083825_photo

Tina Harris

Sep 25, 2025 8:38 AM



20250925_083834_photo

Tina Harris

Sep 25, 2025 8:38 AM

#19 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:12 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

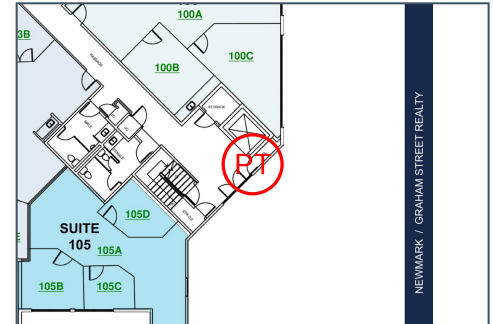
Location

Level 1 Corridor Closet

Description

Paint touch up required at
door edge perimeter and
inside the door

Photos





20250925_084005_photo

Tina Harris

Sep 25, 2025 8:40 AM



20250925_084013_photo

Tina Harris

Sep 25, 2025 8:40 AM

#20 General

Status

Open

Created

Sep 25, 2025 4:12 PM
tharris@rdcarchitecture.com

Sheet

5

Type

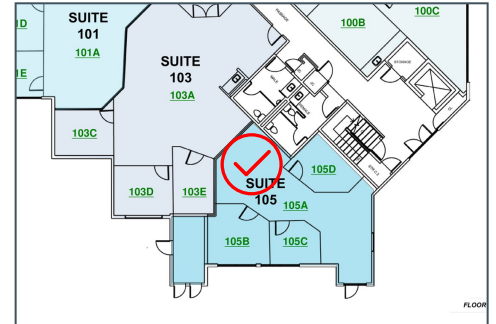
Issue

Location

105A

Description

ISSUE: None. Wall and carpet finishes appear acceptable.



#21 Cleaning Needed

Status

Open

Created

Sep 25, 2025 4:12 PM
tharris@rdcarchitecture.com

Sheet

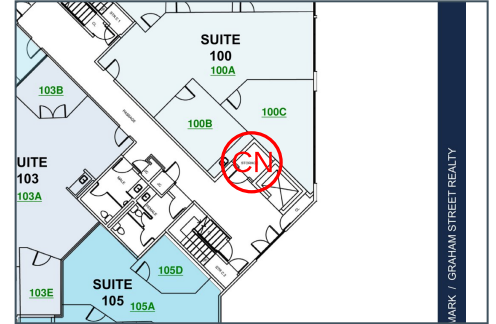
5

Type

Issue

Location

Level 1 Corridor Closet



Photos



20250925_085112_photo

Tina Harris

Sep 25, 2025 8:51 AM



20250925_085121_photo

Tina Harris

Sep 25, 2025 8:51 AM



20250925_085127_photo

Tina Harris

Sep 25, 2025 8:51 AM



20250925_085138_photo

Tina Harris

Sep 25, 2025 8:51 AM

#22 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:12 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

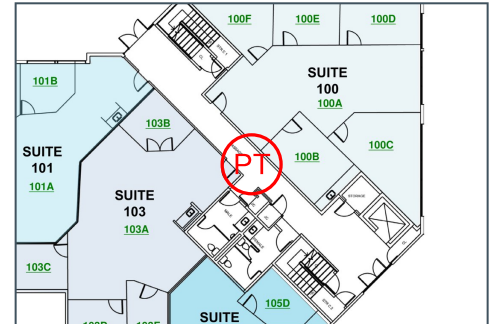
Location

Level 1 Corridor

Description

Paint finish appears to be semi-gloss. Eggshell paint would hide roller lines in wall.

Photos

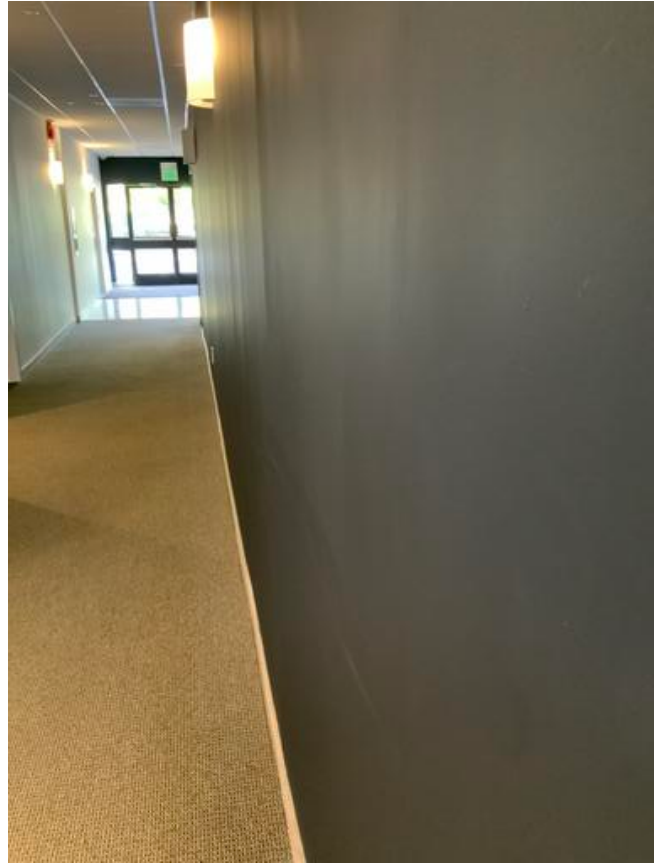




20250925_085214_photo

Tina Harris

Sep 25, 2025 8:52 AM



20250925_085225_photo

Tina Harris

Sep 25, 2025 8:52 AM



20250925_085243_photo

Tina Harris

Sep 25, 2025 8:52 AM



20250925_085253_photo

Tina Harris

Sep 25, 2025 8:52 AM

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20250925_085306_photo

Tina Harris

Sep 25, 2025 8:53 AM

#23 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:12 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

101 Entry

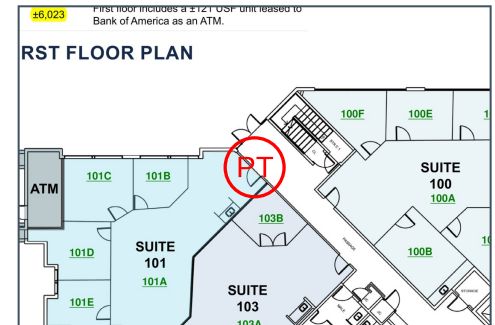
Description

ISSUE: Scratch marks,
scuffs on entry door

RECOMMENDATION:

Provide wood matching paint
to conceal door scratches.

Photos





20250925_085349_photo
Tina Harris
Sep 25, 2025 8:53 AM



20250925_090303_photo
Tina Harris
Sep 25, 2025 9:03 AM

#24 General

Status

Open

Created

Sep 25, 2025 4:12 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

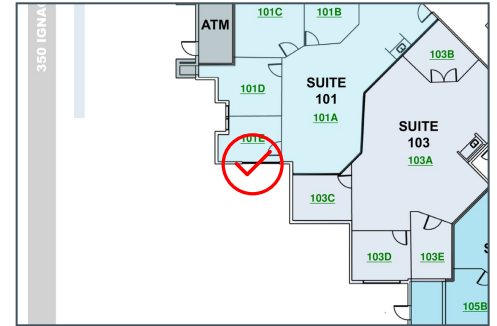
Location

101E

Description

ISSUE: Level of planter
equal to sill of sliding window

RECOMMENDATION: Lower
planter level to be minimum
1" below floor level.



Photos



20250925_085805_photo

Tina Harris

Sep 25, 2025 8:58 AM



20250925_085831_photo

Tina Harris

Sep 25, 2025 8:58 AM

#25 Cleaning Needed

Status

Open

Created

Sep 25, 2025 4:12 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

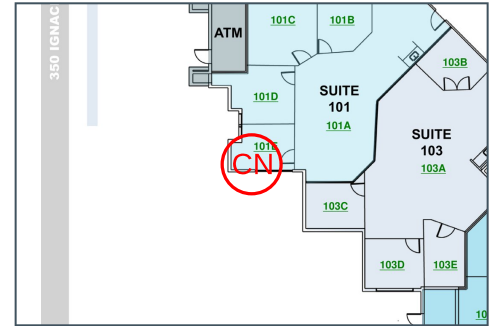
Location

101E

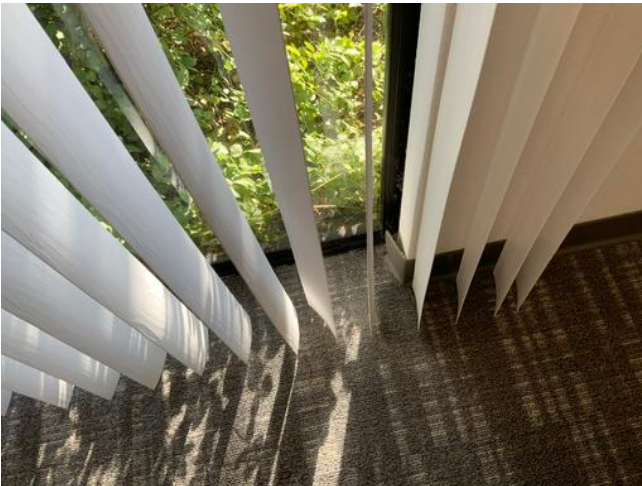
Description

ISSUE: Rubber base peeling
off of wall

RECOMMENDATION: Re-
adhere base to wall.



Photos



20250925_085847_photo

Tina Harris

Sep 25, 2025 8:58 AM

#26 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:12 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

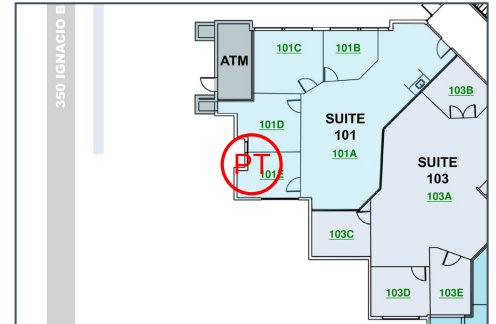
Location

101E

Description

ISSUE: Marks on wall

RECOMMENDATION:
Repaint to match existing
paint color and finish.



Photos



20250925_085908_photo

Tina Harris

Sep 25, 2025 8:59 AM

#27 Casework

Status

Open

Created

Sep 25, 2025 4:12 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

101A

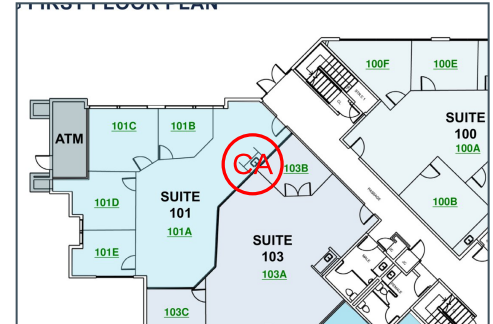
Description

ISSUE: 33.75" countertop height + 1/8" sink lip, 25" counter depth, PLAM cabinet exterior construction w/ melamine interior, PLAM countertop

RECOMMENDATION:

Though ADA compliant, recommend to demo and replace with new ADA compliant casework should this remain in new design.

Photos





20250925_090132_photo
Tina Harris
Sep 25, 2025 9:01 AM



20250925_090142_photo
Tina Harris
Sep 25, 2025 9:01 AM



20250925_090155_photo
Tina Harris
Sep 25, 2025 9:01 AM



20250925_090215_photo
Tina Harris
Sep 25, 2025 9:02 AM

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350 Ignacio Boulevard, Novato, California



20250925_090223_photo

Tina Harris

Sep 25, 2025 9:02 AM

#28 General

Status

Open

Created

Sep 25, 2025 4:13 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

101B

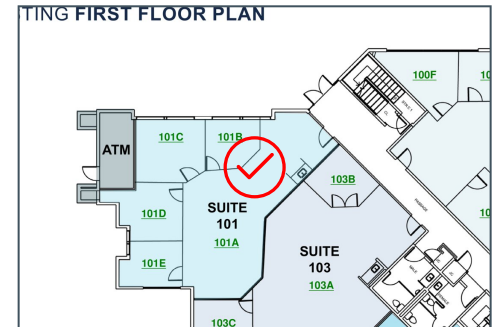
Description

ISSUE: Capped conduit
exposed near base of
column bump out

RECOMMENDATION:

Review condition and verify
if these are required or not. If
not, cut back conduit to
behind wall, patch and
repaint.

Photos





20250925_090328_photo

Tina Harris

Sep 25, 2025 9:03 AM

#29 Casework

Status

Open

Created

Sep 25, 2025 4:13 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

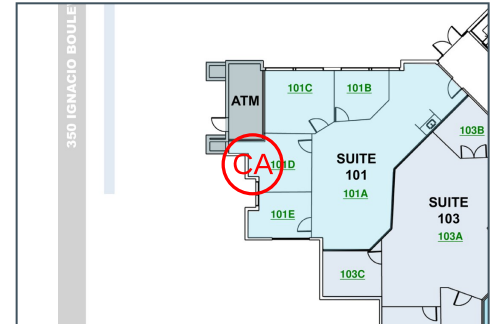
101D

Description

ISSUE: Non-ADA compatible
bottom cabinet and upper
cabinet

RECOMMENDATION:
Remodel non-compliant
casework should the tenant
choose to keep it. Demo and
replace with ADA compliant
casework.

Photos



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350 Ignacio Boulevard, Novato, California



20250925_090409_photo

Tina Harris

Sep 25, 2025 9:04 AM



20250925_090448_photo

Tina Harris

Sep 25, 2025 9:04 AM



20250925_090459_photo

Tina Harris

Sep 25, 2025 9:05 AM



20250925_090508_photo

Tina Harris

Sep 25, 2025 9:05 AM

350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_090519_photo

Tina Harris

Sep 25, 2025 9:05 AM

#30 Water Leak

Status

Open

Created

Sep 25, 2025 4:13 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

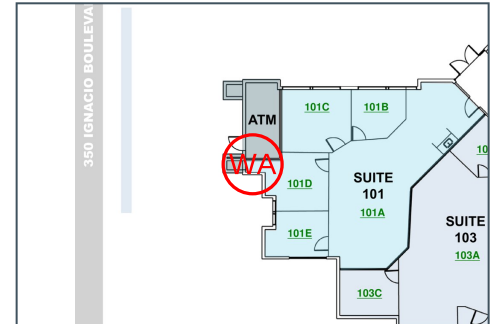
101D

Description

ISSUE: Water leak from
above hosed down to bucket
below in existing server
room

RECOMMENDATION:
Research and address
source of leak to make
watertight.

Photos





20250925_090610_photo

Tina Harris

Sep 25, 2025 9:06 AM



20250925_090620_photo

Tina Harris

Sep 25, 2025 9:06 AM



20250925_090632_photo

Tina Harris

Sep 25, 2025 9:07 AM

#31 General

Status

Open

Type

Issue

Description

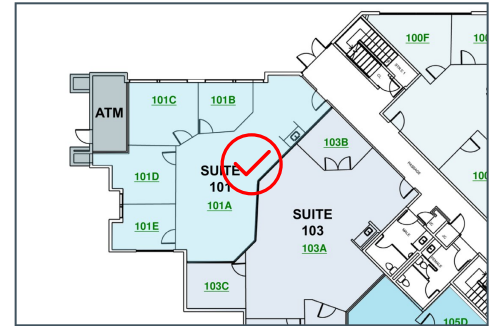
ISSUE: No interior issues at 101A

Created

Sep 25, 2025 4:13 PM
tharris@rdcarchitecture.com

Sheet

5



#32 General

Status

Open

Created

Sep 25, 2025 4:13 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

101E

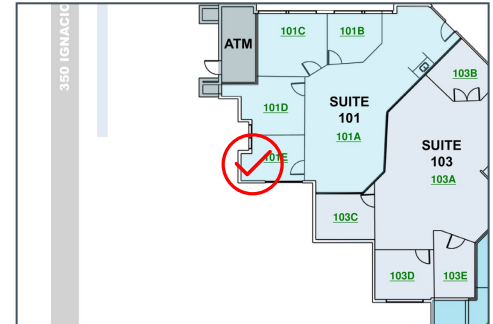
Description

ISSUE: Minor ceiling tile cuts

RECOMMENDATION:

Replace ACT tile to match
existing.

Photos





20250925_090811_photo

Tina Harris

Sep 25, 2025 9:08 AM

#33 Water Leak

Status

Open

Created

Sep 25, 2025 4:13 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

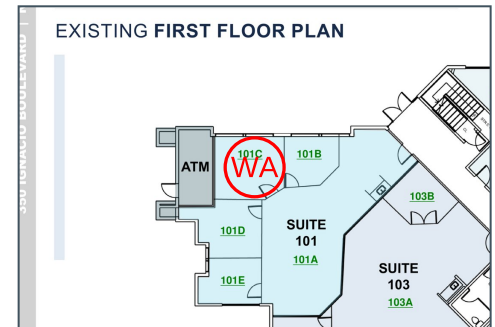
101C

Description

ISSUE: Water damage to
ACT tile - water travelling
from ductwork above. Water
source unknown

RECOMMENDATION:
Research and address
source of leak to make
watertight. Then, replace
non-matching ACT with
similar color and style ACT
for the rest of the ceiling.

Photos





20250925_090910_photo

Tina Harris

Sep 25, 2025 9:09 AM



20250925_090937_photo

Tina Harris

Sep 25, 2025 9:09 AM

#34 Ceiling

Status

Open

Created

Sep 25, 2025 4:13 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

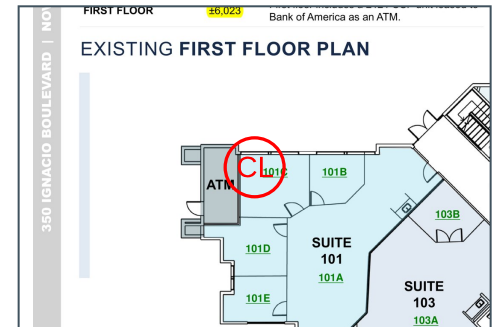
101C

Description

ISSUE: ACT near diffuser
missing triangular piece

RECOMMENDATION:
replace non-matching ACT
with similar color and style
ACT for the rest of the
ceiling.

Photos





20250925_091011_photo

Tina Harris

Sep 25, 2025 9:10 AM

#35 Water Leak

Status

Open

Created

Sep 25, 2025 4:13 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

101C

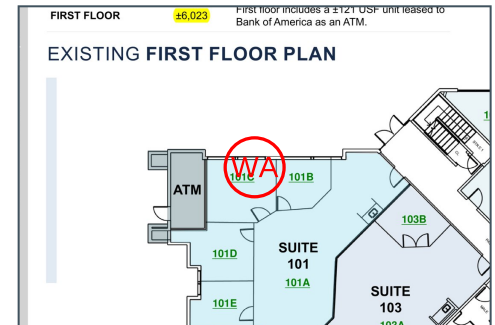
Description

ISSUE: Water damage to
ACT tile - water travelling
from ductwork above. Water
source unknown

RECOMMENDATION:

Research and address
source of leak to make
watertight. Then, replace
non-matching ACT with
similar color and style ACT
for the rest of the ceiling.

Photos





20250925_091034_photo
Tina Harris
Sep 25, 2025 9:10 AM

#36 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:13 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

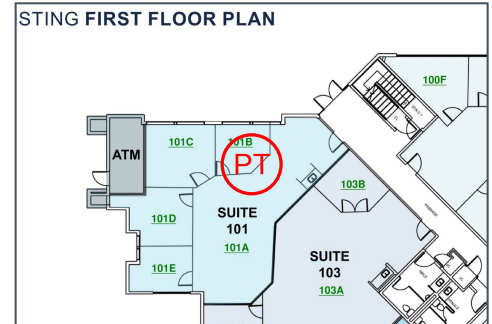
101B

Description

ISSUE: Marks on wall

RECOMMENDATION:

Repaint with similar
matching color and finish



Photos



20250925_091219_photo

Tina Harris

Sep 25, 2025 9:12 AM



20250925_091228_photo

Tina Harris

Sep 25, 2025 9:12 AM

#37 General

Status

Open

Created

Sep 25, 2025 4:13 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

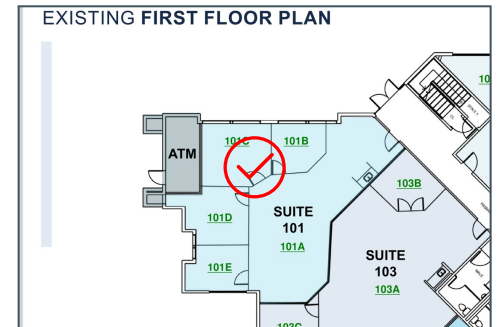
Location

101C

Description

ISSUE: Suite 101 thermostat location

RECOMMENDATION: None.
Noted.



Photos



20250925_091338_photo

Tina Harris

Sep 25, 2025 9:13 AM

#38 General

Status

Open

Created

Sep 25, 2025 4:13 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

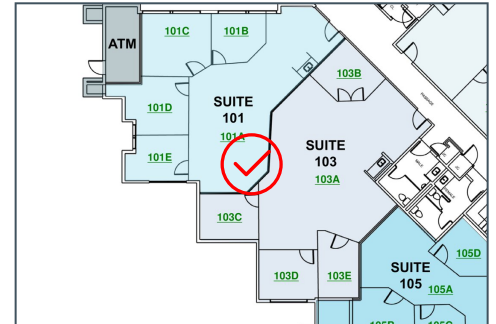
Location

101A

Description

ISSUE: Suite 101 breaker
panel location

RECOMMENDATION: None.
Noted.



Photos



20250925_091410_photo

Tina Harris

Sep 25, 2025 9:14 AM

#39 Carpet

Status

Open

Created

Sep 25, 2025 4:13 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

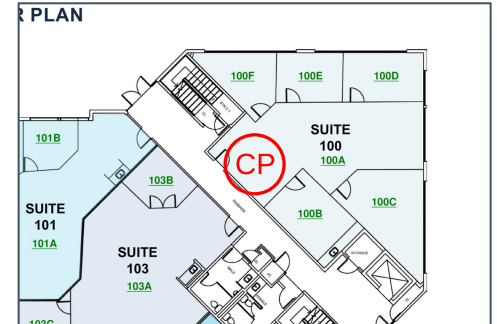
Location

100A

Description

ISSUE: Miscellaneous stains
in carpet near entry

RECOMMENDATION: Clean
stains from carpet if tenant
agrees to keep it. If not,
replace all of carpet.



Photos



20250925_091515_photo

Tina Harris

Sep 25, 2025 9:15 AM

#40 General

Status

Open

Created

Sep 25, 2025 4:17 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

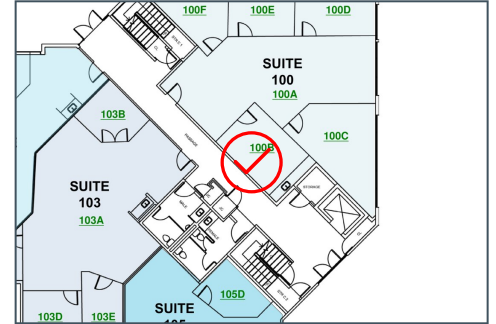
Location

100B

Description

ISSUE: Server and breaker panel located in breakroom

RECOMMENDATION: None.
Noted



Photos



20250925_091548_photo

Tina Harris

Sep 25, 2025 9:15 AM



20250925_091601_photo

Tina Harris

Sep 25, 2025 9:16 AM

#41 Casework

Status

Open

Created

Sep 25, 2025 4:17 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

100B

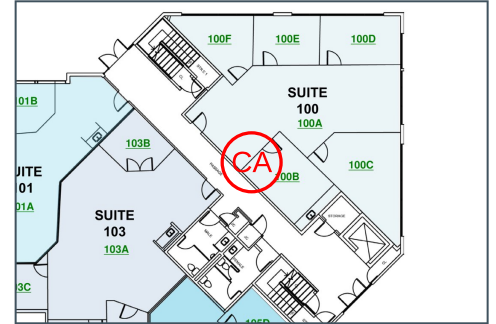
Description

ISSUE: Casework not in plans. 35.5" countertop height, 25.5" counter depth, painted wood cabinet construction, PLAM countertop

RECOMMENDATION:

Remodel casework to be ADA Compliant if the tenant agrees to keep it. Otherwise, demo and install new ADA compliant casework.

Photos





20250925_091633_photo
Tina Harris
Sep 25, 2025 9:16 AM



20250925_091704_photo
Tina Harris
Sep 25, 2025 9:17 AM

#42 Casework

Status

Open

Created

Sep 25, 2025 4:17 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

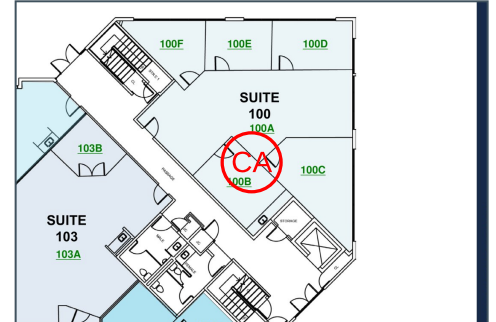
100B

Description

ISSUE: Upper shelves not in plans. Painted wood upper cabinets to match others

RECOMMENDATION:

Noted. Keep if the upper cabinets are remodeled. Or, remove or provide new upper cabinets.



Photos



20250925_091749_photo

Tina Harris

Sep 25, 2025 9:17 AM



20250925_091802_photo

Tina Harris

Sep 25, 2025 9:18 AM

#43 Casework

Status

Open

Created

Sep 25, 2025 4:17 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

100B

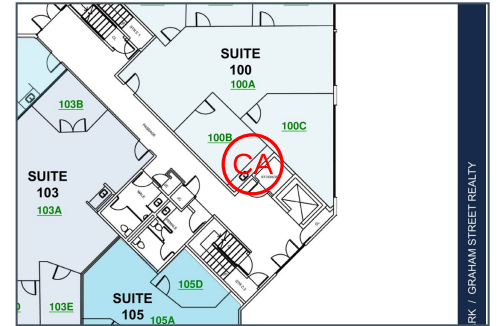
Description

ISSUE: 35.75" countertop height + 1/8" lip @ sink, 25.75" counter depth, upper shelves on walls. Painted wood cabinet w/ PLAM countertop, no integral toe kick

RECOMMENDATION:

Remodel casework to be ADA compliant. Or, provide new ADA compliant casework if it is to remain in new design.

Photos





20250925_091847_photo
Tina Harris
Sep 25, 2025 9:18 AM



20250925_091925_photo
Tina Harris
Sep 25, 2025 9:19 AM



20250925_091939_photo
Tina Harris
Sep 25, 2025 9:19 AM



20250925_091946_photo
Tina Harris
Sep 25, 2025 9:20 AM



20250925_092018_photo
Tina Harris
Sep 25, 2025 9:20 AM



20250925_092029_photo
Tina Harris
Sep 25, 2025 9:20 AM

#44 Carpet

Status

Open

Created

Sep 25, 2025 4:17 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

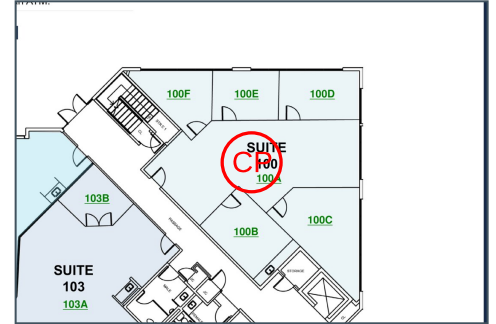
Location

100A

Description

ISSUE: Stains/discoloration
in carpet

RECOMMENDATION: Clean
stains from carpet if the
tenant agrees to keep it.
Otherwise, demo carpet and
provide new.



Photos



20250925_092055_photo

Tina Harris

Sep 25, 2025 9:20 AM

#45 Carpet

Status

Open

Created

Sep 25, 2025 4:17 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

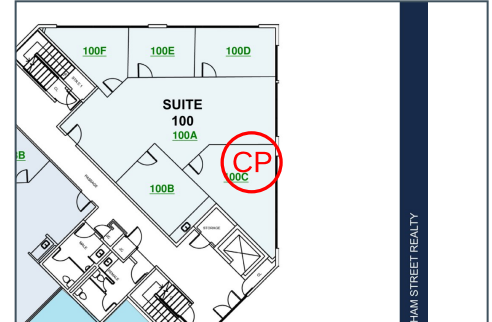
Location

100C

Description

ISSUE: Stains in carpet

RECOMMENDATION: Clean carpet to remove stains if the tenant keeps the existing carpet. Otherwise, replace the carpet.



Photos



20250925_092148_photo

Tina Harris

Sep 25, 2025 9:21 AM

#46 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:17 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

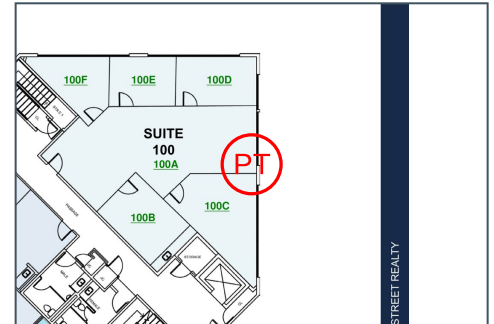
100C

Description

ISSUE: Paint cracking at
wall due to settling

RECOMMENDATION:
Repair or repaint wall to hide
wall cracking.

Photos





20250925_092233_photo
Tina Harris
Sep 25, 2025 9:22 AM



20250925_092242_photo
Tina Harris
Sep 25, 2025 9:22 AM

#47 Ceiling

Status

Open

Created

Sep 25, 2025 4:17 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

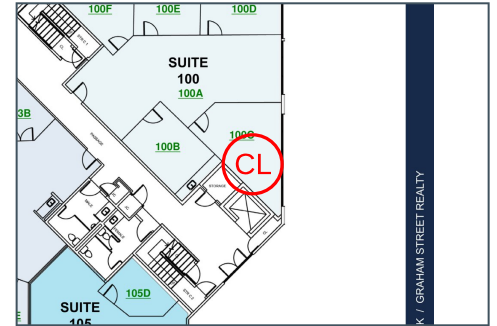
100C

Description

ISSUE: Different color tiles installed as replacement

RECOMMENDATION:
Replace non-matching ACT with similar color and style ACT for the rest of the ceiling.

Photos





20250925_092315_photo
Tina Harris
Sep 25, 2025 9:23 AM

#48 General

Status

Open

Created

Sep 25, 2025 4:17 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

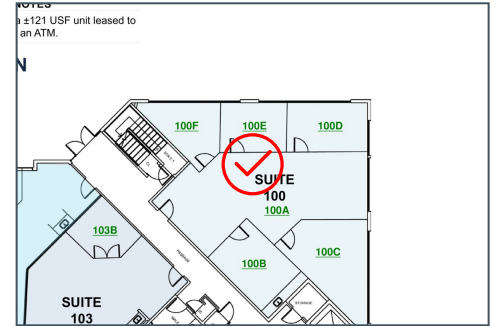
100A

Description

ISSUE: Column in room - not
in plans

RECOMMENDATION: None.
Noted.

Photos





20250925_092357_photo

Tina Harris

Sep 25, 2025 9:23 AM

#49 Casework

Status

Open

Created

Sep 25, 2025 4:17 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

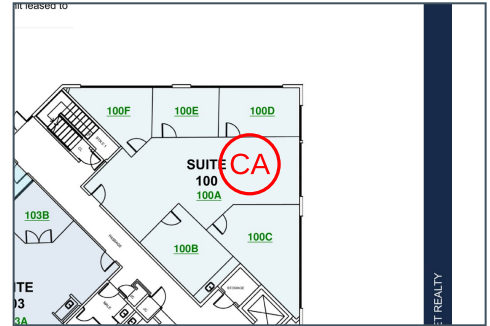
100A

Description

ISSUE: Previous tenant left office desks and chairs in space

RECOMMENDATION: Keep and re-use if tenant finds them acceptable. Otherwise, remove and donate.

Photos



20250925_092446_photo

Tina Harris

Sep 25, 2025 9:24 AM

#50 General

Status

Open

Created

Sep 25, 2025 4:17 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

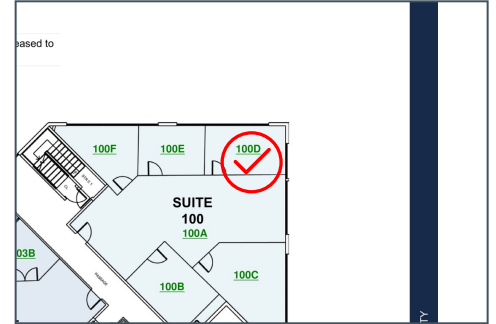
Location

100D

Description

ISSUE: Location of
thermometer for Suite 100

RECOMMENDATION: None.
Noted.



Photos



20250925_092545_photo

Tina Harris

Sep 25, 2025 9:25 AM

#51 Flooring

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

100B

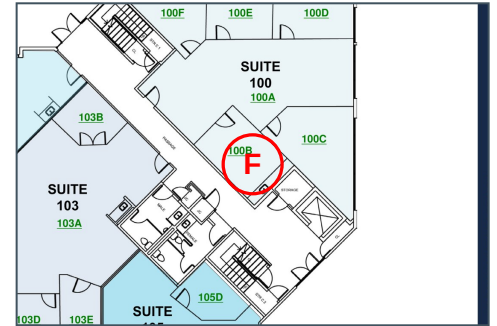
Description

ISSUE: Existing resilient tile

RECOMMENDATION:

Noted. Keep flooring if the tenant agrees. Otherwise. replace flooring during new design.

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_092652_photo

Tina Harris

Sep 25, 2025 9:26 AM

#52 Flooring

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

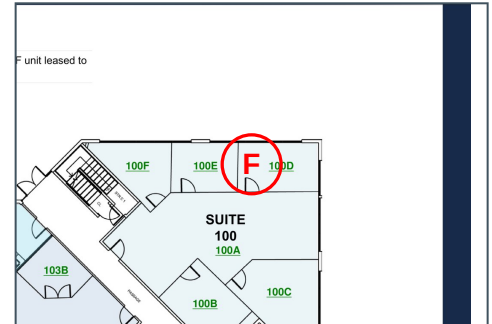
100D

Description

ISSUE: Ceramic tile

RECOMMENDATION: None.
Noted.

Photos





20250925_092724_photo

Tina Harris

Sep 25, 2025 9:27 AM



20250925_092733_photo

Tina Harris

Sep 25, 2025 9:27 AM

#53 Ceiling

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

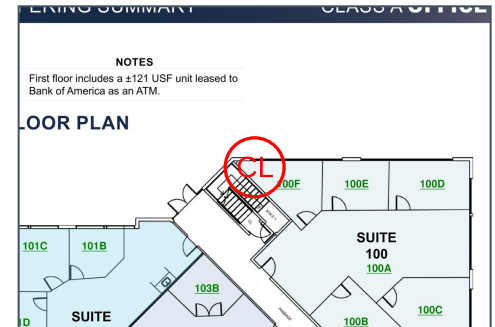
100F

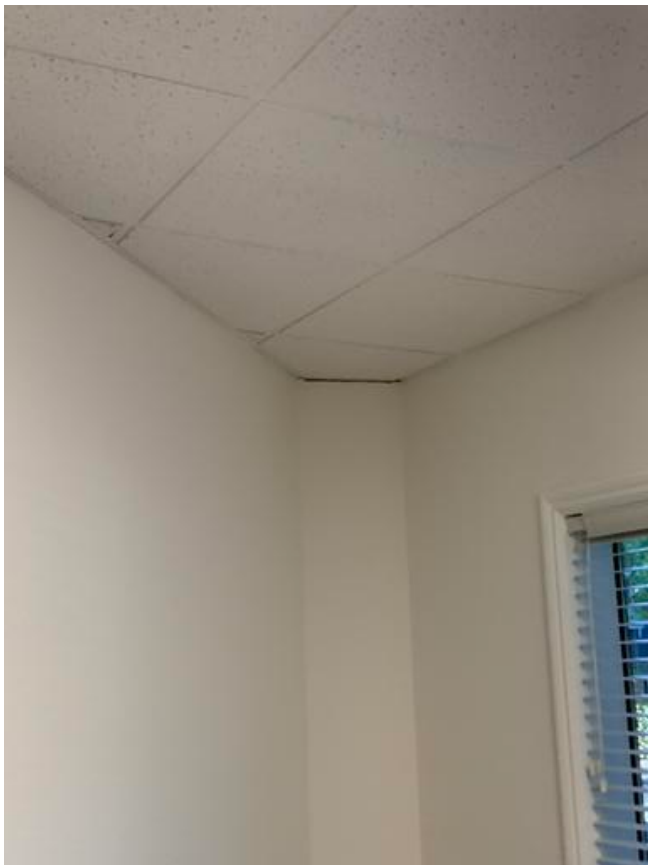
Description

ISSUE: Minor damage to
ACT

RECOMMENDATION:
Replace damaged ACT tile
with matching tile

Photos





20250925_092926_photo
Tina Harris
Sep 25, 2025 9:29 AM

#54 Ceiling

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

100F

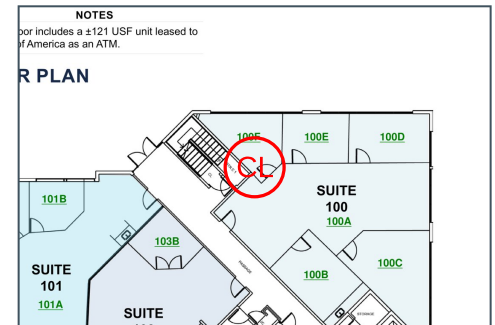
Description

ISSUE: Minor damage to
ACT. Also evidence of 1/4"
offset wall.

RECOMMENDATION:

Replace ceiling tile.
Restructure and reframe wall
to eliminate offset,

Photos





20250925_093227_photo

Tina Harris

Sep 25, 2025 9:32 AM

#55 General

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

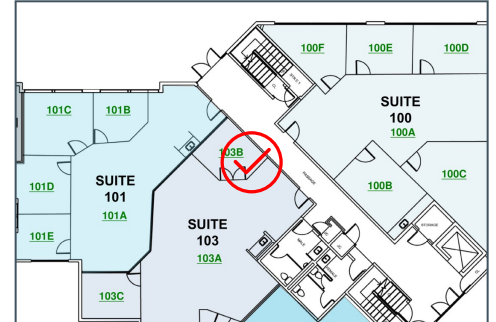
Location

103B

Description

ISSUE: Window installed -
not in plans

RECOMMENDATION: None.
Noted.



Photos



20250925_094145_photo

Tina Harris

Sep 25, 2025 9:41 AM

#56 General

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

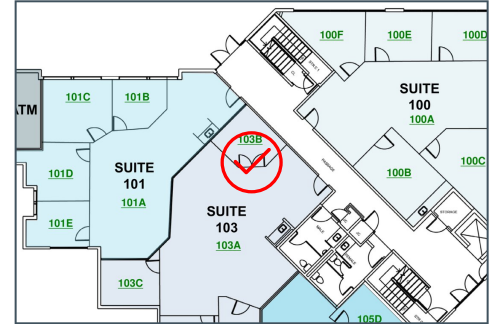
Location

103B

Description

ISSUE: Hardware is present on only (1) of the doors

RECOMMENDATION: None.
Noted.



Photos



20250925_094206_photo

Tina Harris

Sep 25, 2025 9:42 AM



20250925_094214_photo

Tina Harris

Sep 25, 2025 9:42 AM

#57 Ceiling

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

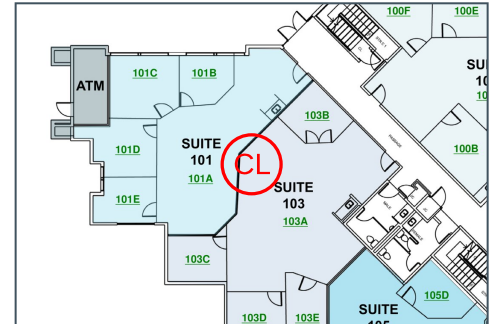
Location

103A

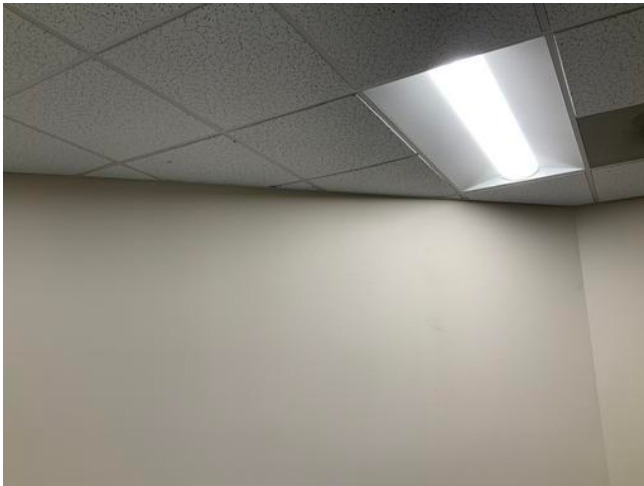
Description

ISSUE: Damaged ACT

RECOMMENDATION:
Replace damaged ACT with
similar tile



Photos



20250925_094324_photo

Tina Harris

Sep 25, 2025 9:43 AM

#58 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

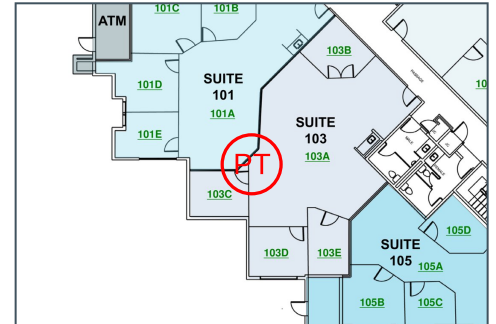
103A

Description

ISSUE: Touch up required.

RECOMMENDATION:

Repaint to match existing
paint color and finish.



Photos



20250925_094354_photo

Tina Harris

Sep 25, 2025 9:43 AM

#59 Ceiling

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

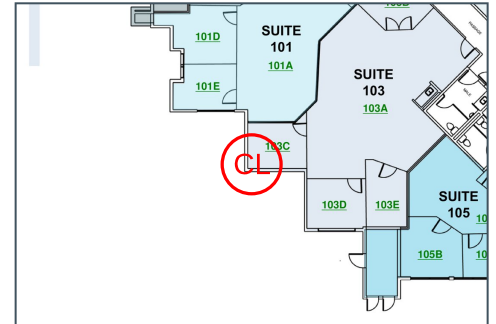
Issue

Location

103C

Description

Water damage present at
corner ACT



Photos



20250925_094428_photo

Tina Harris

Sep 25, 2025 9:44 AM

#60 General

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

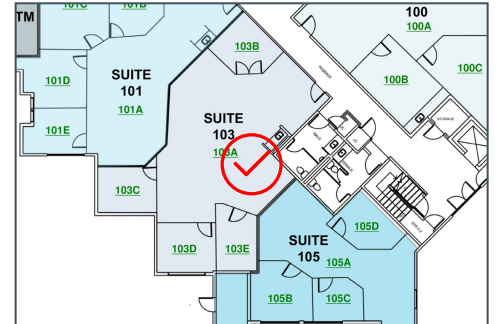
Location

103A

Description

ISSUE: Location of Suite
103 thermostat

RECOMMENDATION: None.
Noted.



Photos



20250925_094510_photo

Tina Harris

Sep 25, 2025 9:45 AM

#61 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

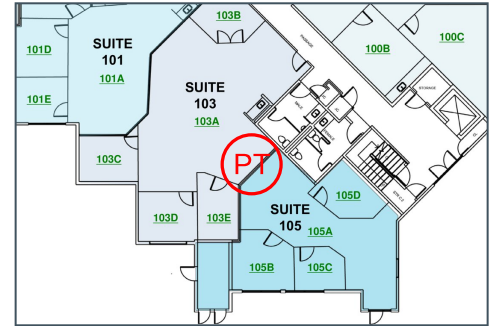
Location

103A

Description

ISSUE: Discoloration - paint touch up required

RECOMMENDATION: Re-paint entire wall surface to match existing paint color and finish.



Photos



20250925_094612_photo

Tina Harris

Sep 25, 2025 9:46 AM

#62 Casework

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

103E

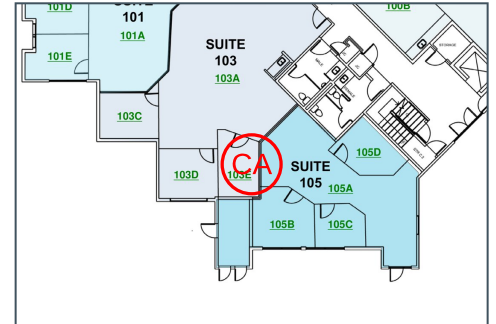
Description

ISSUE: 36" non-ADA
countertop height, 26"
counter depth, wood cabinet
and solid surface countertop

RECOMMENDATION:

Remodel non-compliant
casework should the tenant
choose to keep it. Demo and
replace with ADA compliant
casework.

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_094654_photo

Tina Harris

Sep 25, 2025 9:47 AM



20250925_094712_photo

Tina Harris

Sep 25, 2025 9:47 AM



20250925_094721_photo
Tina Harris
Sep 25, 2025 9:47 AM



20250925_094740_photo
Tina Harris
Sep 25, 2025 9:48 AM



20250925_094822_photo
Tina Harris
Sep 25, 2025 9:48 AM

#63 General

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

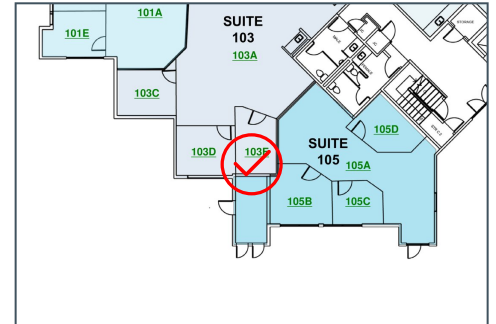
Location

103E

Description

ISSUE: Server rack and
exposed conduit

RECOMMENDATION: None.
Noted.



Photos



20250925_094908_photo

Tina Harris

Sep 25, 2025 9:49 AM

#64 Casework

Status

Open

Created

Sep 25, 2025 4:18 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

103A

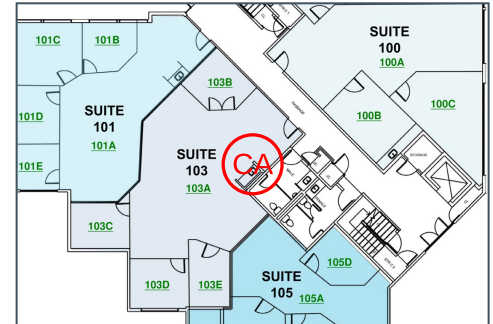
Description

ISSUE: 33.5" countertop height + 1/8" lip of mounted sink, 25" counter depth, sink cabinet with integral toe kick, PLAM cabinet exterior, melamine interior, and PLAM countertop construction

RECOMMENDATION:

Though ADA compliant, recommend to demo and replace with new ADA compliant casework.

Photos





20250925_094934_photo
Tina Harris
Sep 25, 2025 9:49 AM



20250925_094958_photo
Tina Harris
Sep 25, 2025 9:50 AM



20250925_095027_photo
Tina Harris
Sep 25, 2025 9:50 AM

#65 General

Status

Open

Created

Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

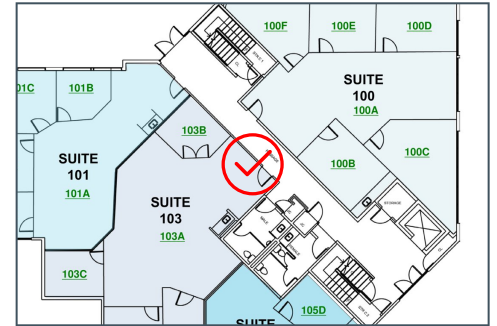
103A

Description

ISSUE: Location of Suite
103 thermostat

RECOMMENDATION: None.
Noted.

Photos





20250925_095427_photo

Tina Harris

Sep 25, 2025 9:54 AM

#66 Cleaning Needed

Status

Open

Created

Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

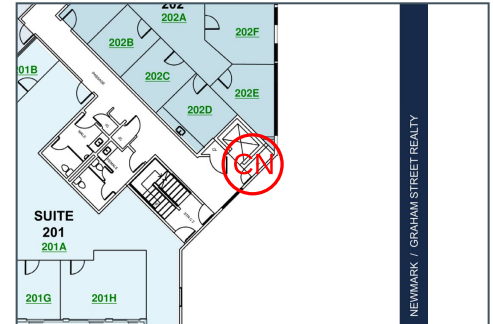
Level 2 - Closet

Description

ISSUE: Miscellaneous
building materials stored in
closet

RECOMMENDATION: None.
Noted.

Photos





20250925_100109_photo

Tina Harris

Sep 25, 2025 10:01 AM

#67 General

Status

Open

Created

Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

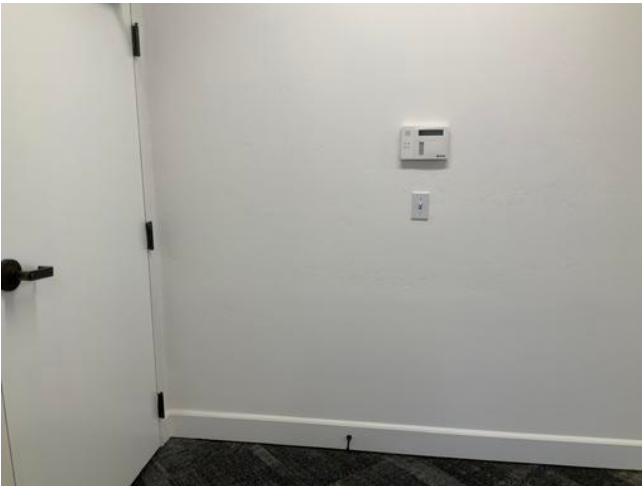
200A

Description

ISSUE: Suite 200 thermostat location

RECOMMENDATION: None.
Noted

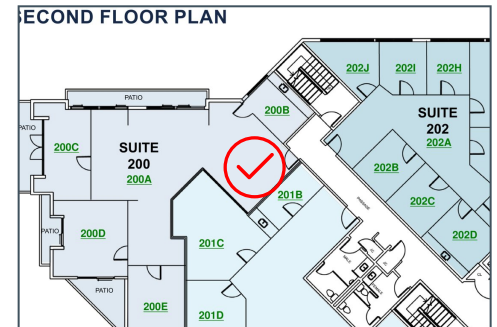
Photos



20250925_100233_photo

Tina Harris

Sep 25, 2025 10:02 AM



#68 Ceiling

Status

Open

Created

Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

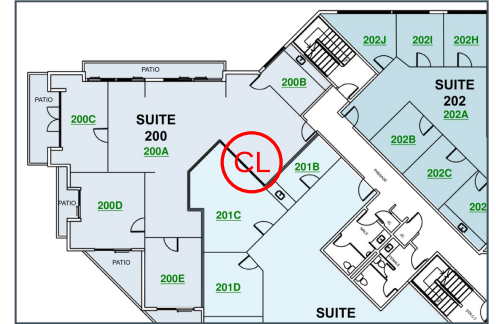
Location

200A

Description

ISSUE: Ceiling and grid appear to be sagging towards wall

RECOMMENDATION:
Check and repair grid supports to level ceiling



Photos



20250925_100330_photo

Tina Harris

Sep 25, 2025 10:03 AM

#69 General

Status

Open

Created

Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

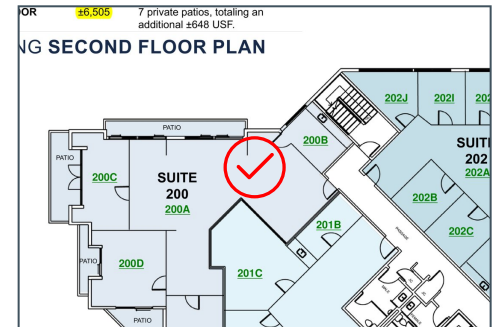
Location

200A

Description

ISSUE: Partial height wall constructed separating break room from open office - not in plans

RECOMMENDATION: Demo partial wall in new design



Photos



20250925_100508_photo

Tina Harris

Sep 25, 2025 10:05 AM

#70 Ceiling

Status

Open

Created

Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

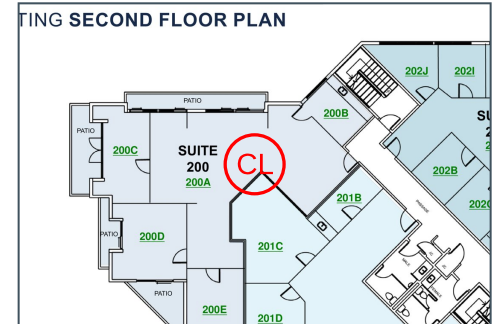
200A

Description

ISSUE: Water damage on ACT. Source of leak unknown.

RECOMMENDATION:

Research and address source of leak to make watertight. Then, replace non-matching ACT with similar color and style ACT for the rest of the ceiling.



#71 Ceiling

Status

Open

Created

Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

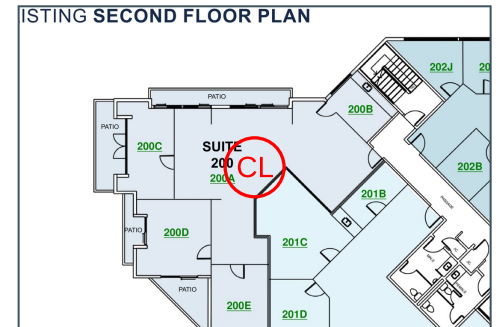
Location

200A

Description

ISSUE: ACT in this area
dipping/warping

RECOMMENDATION:
Check and repair grid
supports to level ceiling



Photos



20250925_100620_photo

Tina Harris

Sep 25, 2025 10:06 AM

#72 General

Status

Open

Created

Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

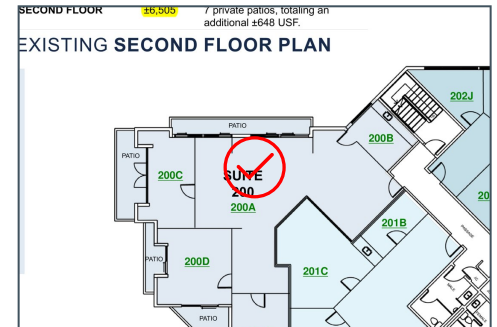
Location

200A

Description

ISSUE: Partial height wall constructed separating break room from open office - not in plans

RECOMMENDATION: Demo partial wall in new design



Photos



20250925_100708_photo

Tina Harris

Sep 25, 2025 10:07 AM

#73 Cleaning Needed

Status
Open

Created
Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

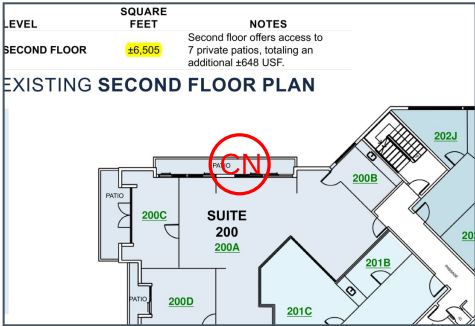
Sheet
7

Type
Issue

Location
Exterior Patio 200A

Description
ISSUE: Cleanup needed

RECOMMENDATION: Clean
outdoor area



Photos



20250925_100753_photo
Tina Harris
Sep 25, 2025 10:07 AM

20250925_100803_photo
Tina Harris
Sep 25, 2025 10:08 AM

350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_100814_photo

Tina Harris

Sep 25, 2025 10:08 AM



20250925_100838_photo

Tina Harris

Sep 25, 2025 10:08 AM



20250925_101057_photo

Tina Harris

Sep 25, 2025 10:11 AM



20250925_101106_photo

Tina Harris

Sep 25, 2025 10:11 AM

#74 Ceiling

Status

Open

Created

Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

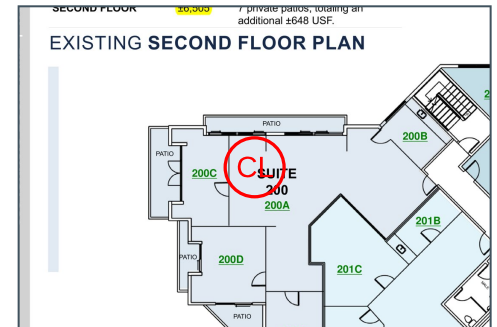
200A

Description

ISSUE: Unknown conduit
poking through ACT - unsure
why it is present

RECOMMENDATION:

Research reason for this
conduit. If it is no longer
needed it can be demoed
and the affected ACT tile will
be replaced.



Photos



20250925_101008_photo

Tina Harris

Sep 25, 2025 10:10 AM

#75 Ceiling

Status

Open

Created

Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

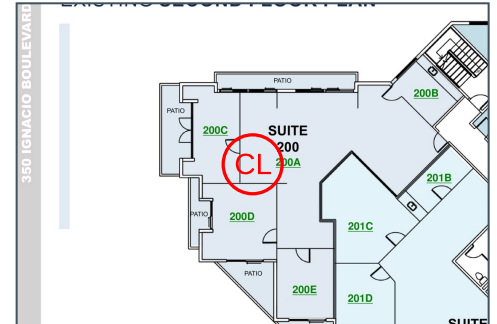
200A

Description

ISSUE: Replacement tile
color wrong

RECOMMENDATION:
Replace non-matching ACT
with similar color and style
ACT for the rest of the
ceiling.

Photos





20250925_101148_photo

Tina Harris

Sep 25, 2025 10:11 AM

#76 Water Leak

Status

Open

Created

Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

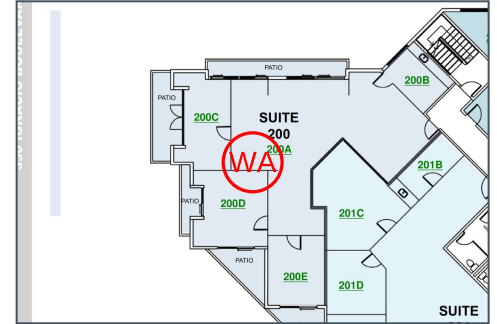
200A

Description

ISSUE: Water leak in tile -
leak source unknown

RECOMMENDATION:
Research and address
source of leak to make
watertight. Then, replace
non-matching ACT with
similar color and style ACT
for the rest of the ceiling.

Photos





20250925_101236_photo

Tina Harris

Sep 25, 2025 10:12 AM

#77 Casework

Status

Open

Created

Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

105A

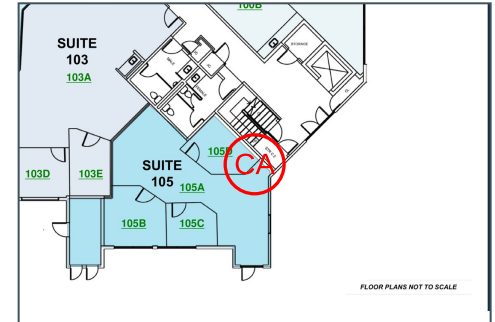
Description

ISSUE: 33.25" counter height + 1/8" counter mounted sink, 17.75" counter depth, integral toe kick, PLAM cabinet construction w/ melamine interior, PLAM countertop

RECOMMENDATION:

Though ADA compliant, recommend to demo and replace with new ADA compliant casework should this remain in new design.

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_101741_photo

Tina Harris

Sep 25, 2025 10:17 AM



20250925_101749_photo

Tina Harris

Sep 25, 2025 10:17 AM



20250925_101804_photo

Tina Harris

Sep 25, 2025 10:18 AM



20250925_101820_photo

Tina Harris

Sep 25, 2025 10:18 AM

#78 Casework

Status

Open

Created

Sep 25, 2025 4:19 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

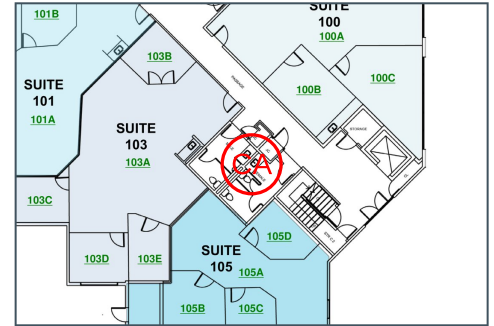
Level 1 Women's Restroom

Description

ISSUE: 33" countertop
height + 1/2" mounted sink,
24" counter depth

RECOMMENDATION:

Lavatory meets ADA
requirements



#79 Plumbing

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

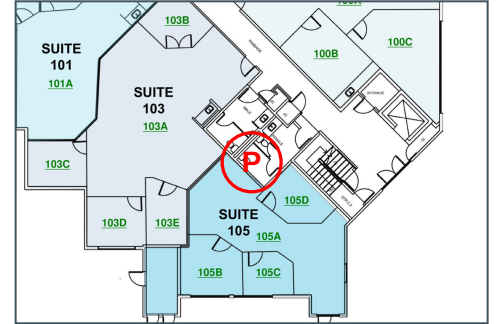
Location

Level 1 Women's Restroom

Description

ISSUE: 19" ADA toilet seat height

RECOMMENDATION: Meets ADA requirements for accessible water closet. However, may need additional water closet due to occupancy plumbing requirements.



#80 General

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

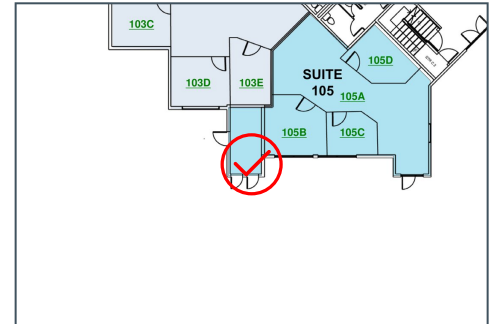
Exterior Closet

Description

ISSUE: Fire Riser location

RECOMMENDATION: None.
Noted.

Photos





20250925_102409_photo

Tina Harris

Sep 25, 2025 10:24 AM



20250925_102418_photo

Tina Harris

Sep 25, 2025 10:24 AM

#81 General

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

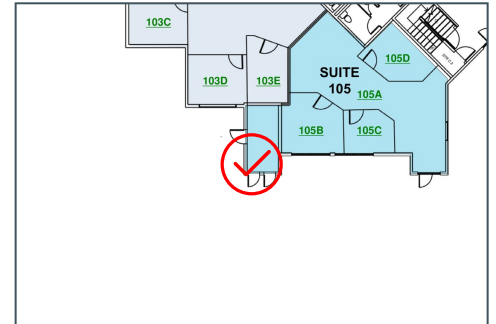
Exterior Closet

Description

ISSUE: Currently used for
interior/exterior paint storage

RECOMMENDATION: None.
Noted.

Photos





20250925_102434_photo

Tina Harris

Sep 25, 2025 10:24 AM

#82 General

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

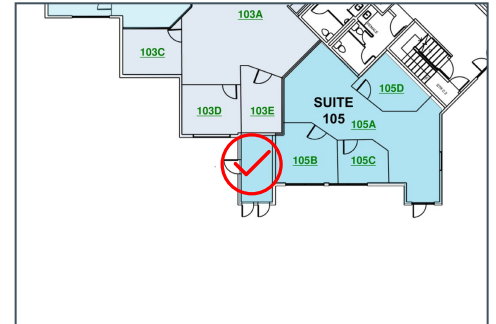
Exterior Closet

Description

ISSUE: Electric/telephone
room

RECOMMENDATION: None.
Noted.

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_102537_photo

Tina Harris

Sep 25, 2025 10:25 AM



20250925_102546_photo

Tina Harris

Sep 25, 2025 10:25 AM



20250925_102600_photo
Tina Harris
Sep 25, 2025 10:26 AM



20250925_102609_photo
Tina Harris
Sep 25, 2025 10:26 AM

#83 General

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

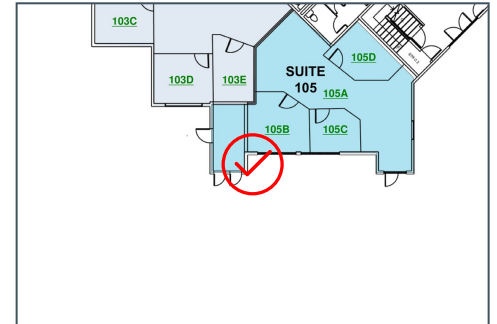
Exterior Outside Suite 105

Description

ISSUE: Overflow outlet kicks out to the sidewalk. However, siding is 1/8" above sidewalk level. Potential for water damage?

RECOMMENDATION: Verify positive water flow from the outlet away from the building.

Photos





20250925_102738_photo

Tina Harris

Sep 25, 2025 10:27 AM

#84 General

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

Exterior Closet

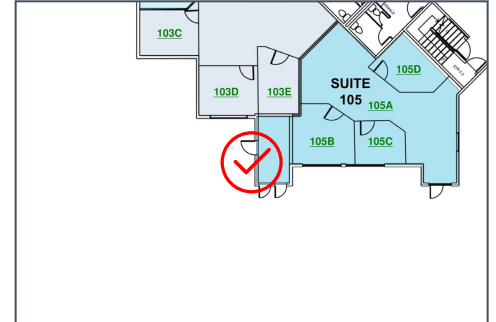
Description

ISSUE: Siding is damaged at this location. Approximately 1" x 1" square section of siding missing.

RECOMMENDATION:

Replace section of vertical wood siding and repaint.

Photos





20250925_102828_photo

Tina Harris

Sep 25, 2025 10:28 AM

#85 General

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

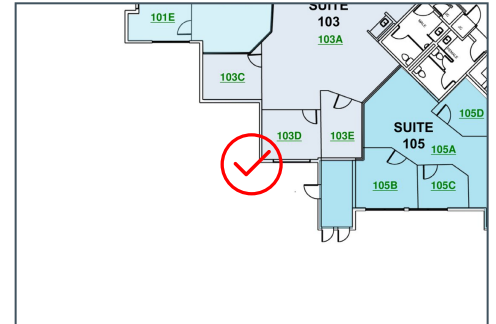
Exterior Planter off of Suite
103 and 105

Description

ISSUE: Siding is below level
of sidewalk

RECOMMENDATION: Trim
vertical wood siding at
corner. Install flashing at
corner for protection.

Photos





20250925_102847_photo

Tina Harris

Sep 25, 2025 10:28 AM

#86 General

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

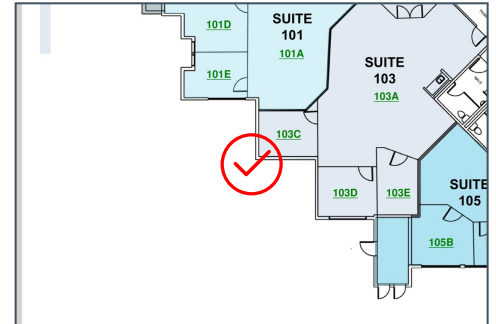
Exterior Planter off of Suite
101 and 103

Description

ISSUE: Siding is below level
of sidewalk

RECOMMENDATION: Trim
vertical wood siding at
corner. Install flashing at
corner for protection.

Photos





20250925_102906_photo

Tina Harris

Sep 25, 2025 10:29 AM

#87 General

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

Location

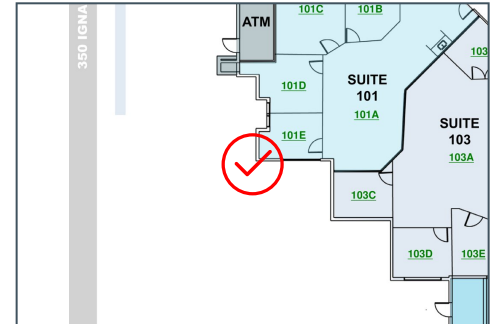
Exterior Planter off of Suite
101

Description

ISSUE: Siding is below level
of sidewalk

RECOMMENDATION: Trim
vertical wood siding at
corner. Install flashing at
corner for protection.

Photos





20250925_102931_photo

Tina Harris

Sep 25, 2025 10:32 AM

#88 Casework

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

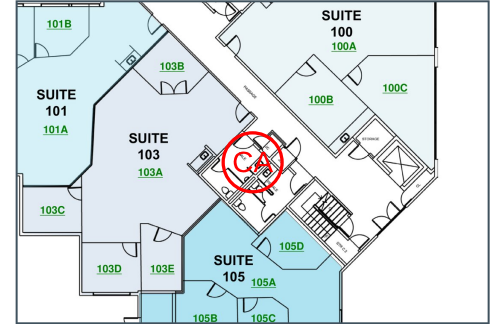
Location

Level 1 Men's Restroom

Description

ISSUE: 33.25" countertop
height +1/2" lip of mounted
sink, 24" counter depth.
Urinal 15" high

RECOMMENDATION:
Lavatory meets ADA
requirements



#89 Plumbing

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

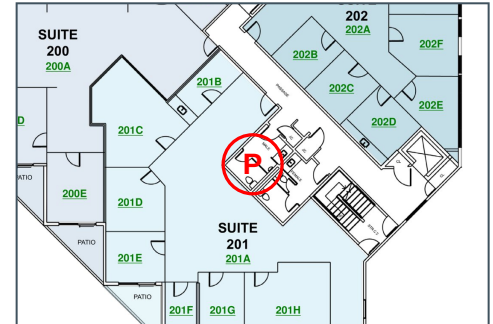
Location

Level 2 Men's Restroom

Description

ISSUE: 15" urinal height, 19" toilet seat height

RECOMMENDATION: Meets ADA requirements for accessible water closet. However, may need additional water closet due to occupancy plumbing requirements.



#90 Casework

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

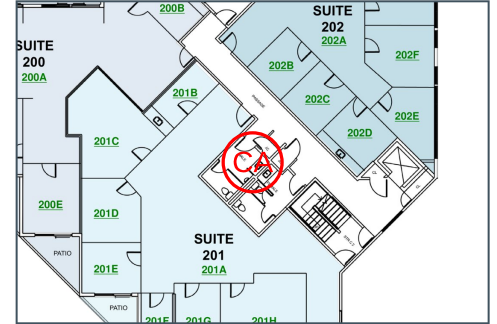
Location

Level 2 Men's Restroom

Description

ISSUE: 33.75" countertop
height + 1/2" sink, 23.75"
counter depth

RECOMMENDATION:



#91 Plumbing

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

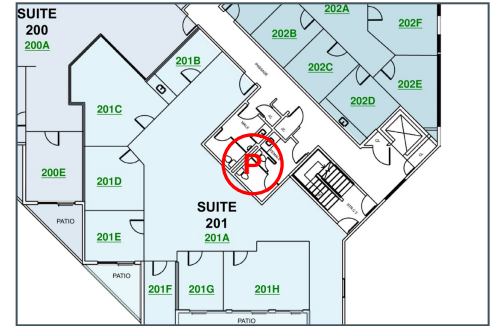
Location

Level 2 Women's Restroom

Description

ISSUE: 19" toilet seat height

RECOMMENDATION: Meets
ADA requirements for
accessible water closet.
However, may need
additional water closet due
to occupancy plumbing
requirements.



#92 Casework

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

7

Type

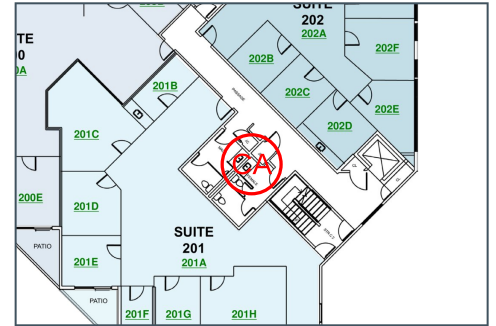
Issue

Location

Level 2 Women's Restroom

Description

23.5" counter depth, 32.75"
countertop height + 1/2" sink



#93 Electrical

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

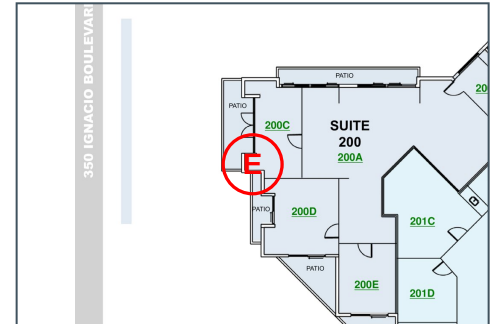
200C

Description

ISSUE: Server closet - not in plans

RECOMMENDATION:
Recommend relocating
conduit, wiring and rack into
separate space in new
design

Photos





20250925_104422_photo

Tina Harris

Sep 25, 2025 10:44 AM



20250925_104445_photo

Tina Harris

Sep 25, 2025 10:44 AM

#94 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

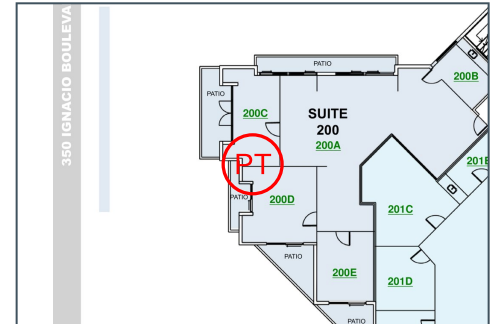
200C

Description

ISSUE: Marks present at
wall and base

RECOMMENDATION:
Provide paint touch-up

Photos





20250925_104524_photo

Tina Harris

Sep 25, 2025 10:45 AM

#95 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

7

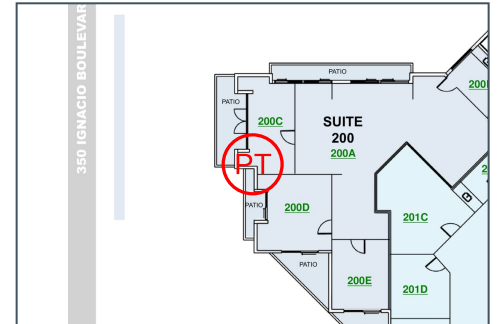
Type

Issue

Description

ISSUE: Paint touch up
needed in server closet

RECOMMENDATION: Re-
paint closet space



Photos



20250925_104554_photo

Tina Harris

Sep 25, 2025 10:45 AM

#96 Water Leak

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

Exterior Patio 200C

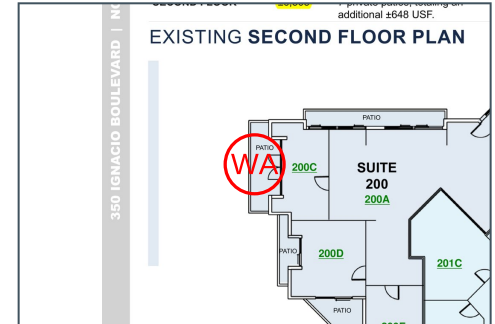
Description

ISSUE: Siding water damage - requires panel replacement

RECOMMENDATION:

Research, make watertight to prevent damage, and replace siding panel

Photos





20250925_104640_photo
Tina Harris
Sep 25, 2025 10:46 AM

#97 General

Status

Open

Created

Sep 25, 2025 4:20 PM
tharris@rdcarchitecture.com

Sheet

7

Type

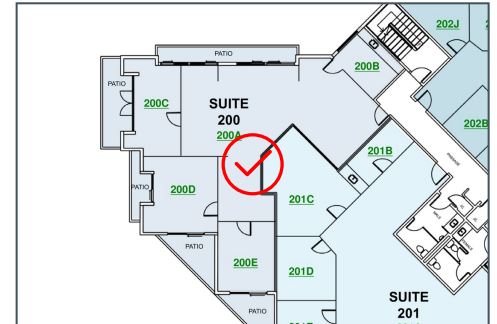
Issue

Location

200A

Description

Suite 200 thermostat
location



Photos



20250925_104719_photo

Tina Harris

Sep 25, 2025 10:47 AM

#98 Casework

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

200A

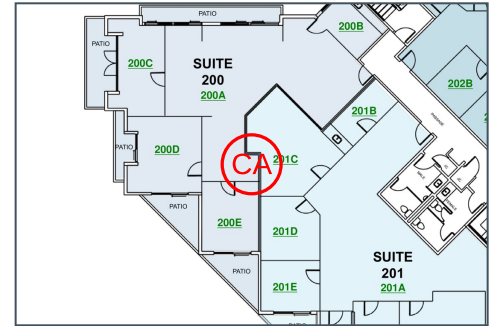
Description

ISSUE: Painted ad-hoc wood shelving w/ sliding door - not in plans.

RECOMMENDATION:

Noted. Provide better construction for closet if it is to be kept in new design

Photos





20250925_104758_photo
Tina Harris
Sep 25, 2025 10:48 AM



20250925_104806_photo
Tina Harris
Sep 25, 2025 10:48 AM

#99 Ceiling

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

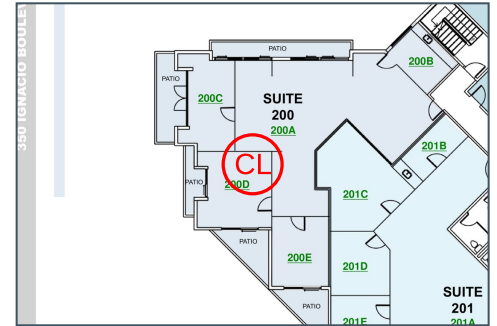
200D

Description

ISSUE: Water damage on ACT - source of leak unknown. Wrong color replacement ACT in certain locations

RECOMMENDATION:
Research and address source of leak to make watertight. Then, replace non-matching ACT with similar color and style ACT for the rest of the ceiling.

Photos





20250925_104925_photo
Tina Harris
Sep 25, 2025 10:49 AM



20250925_104932_photo
Tina Harris
Sep 25, 2025 10:49 AM

#100 Ceiling

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

200D

Description

ISSUE: Discoloration to ACT.

RECOMMENDATION:

Replace non-matching ACT
with similar color and style
ACT for the rest of the
ceiling.

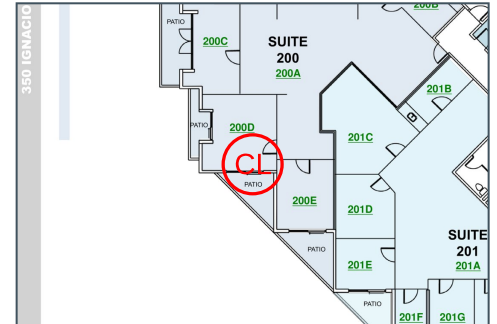
Photos



20250925_105005_photo

Tina Harris

Sep 25, 2025 10:50 AM



#101 Ceiling

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

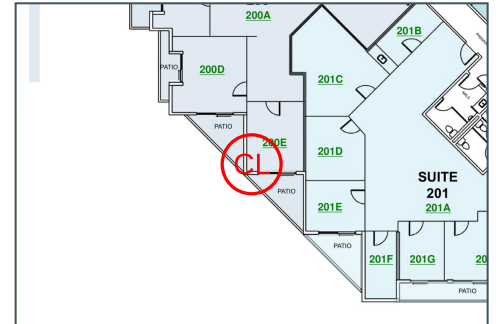
Description

ISSUE: Odd triangular transition from wall to ceiling.

RECOMMENDATION:

Review with as-builts and explore whether this can be revised in new design

Photos





20250925_105056_photo
Tina Harris
Sep 25, 2025 10:50 AM

#102 General

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

200A

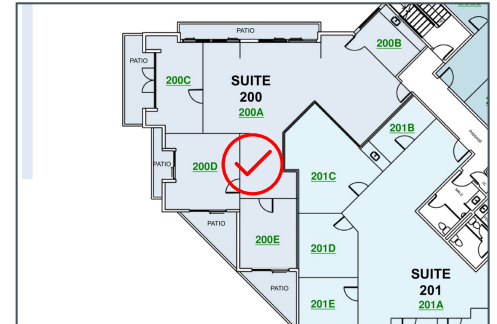
Description

ISSUE: Suite carpet color
"unique"

RECOMMENDATION:

Replace carpet in new
design for space

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_105201_photo

Tina Harris

Sep 25, 2025 10:52 AM

#103 Casework

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

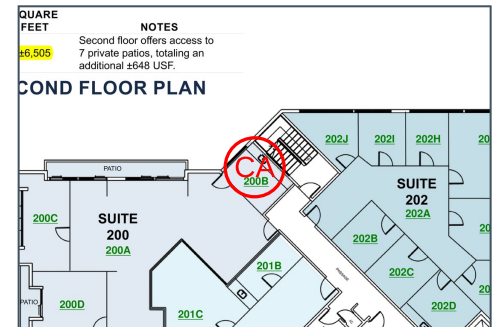
200B

Description

ISSUE: Non-ADA compliant casework. 34.5" counter height + 1/8" sink, 26" depth, 27.25" from center to lowest shelf in upper cabinet, PLAM cabinet construction, melamine interior, integral toe kick, and PLAM countertop

RECOMMENDATION: If room to be kept, provide ADA compliant casework

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_105302_photo

Tina Harris

Sep 25, 2025 10:53 AM



20250925_105315_photo

Tina Harris

Sep 25, 2025 10:53 AM



20250925_105321_photo

Tina Harris

Sep 25, 2025 10:53 AM



20250925_105349_photo

Tina Harris

Sep 25, 2025 10:53 AM



20250925_105357_photo
Tina Harris
Sep 25, 2025 10:53 AM



20250925_105432_photo
Tina Harris
Sep 25, 2025 10:54 AM



20250925_105438_photo
Tina Harris
Sep 25, 2025 10:54 AM

#104 Ceiling

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

200A

Description

ISSUE: Odd ceiling transition to wall - why does wall "angle" in this location?
Structural?

RECOMMENDATION:
Review condition w/
structural as-builts and
determine if this can be
cleaned up

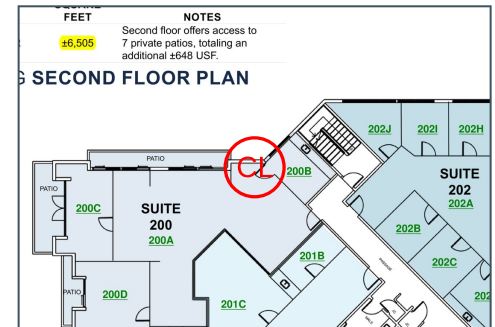
Photos



20250925_105659_photo

Tina Harris

Sep 25, 2025 10:57 AM



#105 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

202J

Description

ISSUE: Damage on wall finish (gyp/mud/paint) due to building settlement

RECOMMENDATION: Re-mud and repaint wall

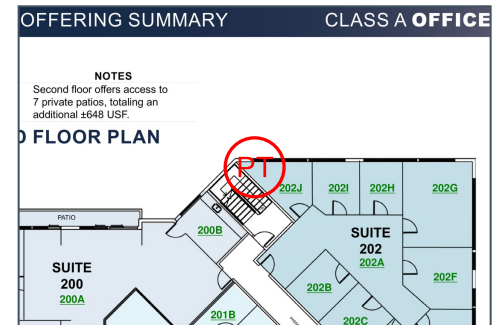
Photos



20250925_105810_photo

Tina Harris

Sep 25, 2025 10:58 AM



#106 General

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

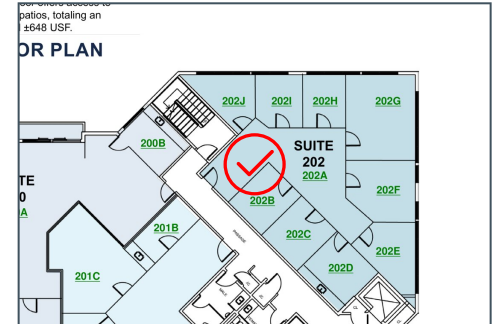
Location

202A

Description

ISSUE: Suite 202 thermostat location

RECOMMENDATION: None.
Noted



Photos



20250925_105836_photo

Tina Harris

Sep 25, 2025 10:58 AM

#107 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

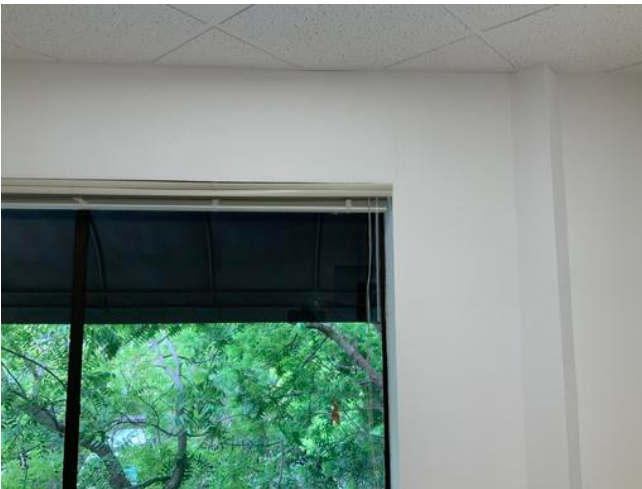
202I

Description

ISSUE: Marks/discoloration
on wall

RECOMMENDATION: Touch
up and repaint wall to match
existing

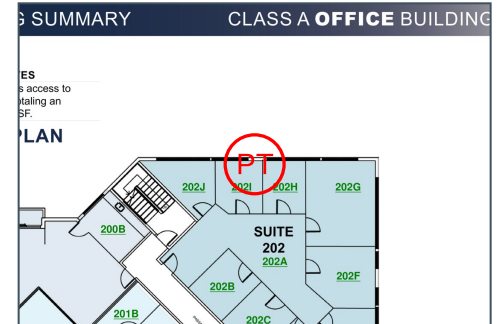
Photos



20250925_105924_photo

Tina Harris

Sep 25, 2025 10:59 AM



#108 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

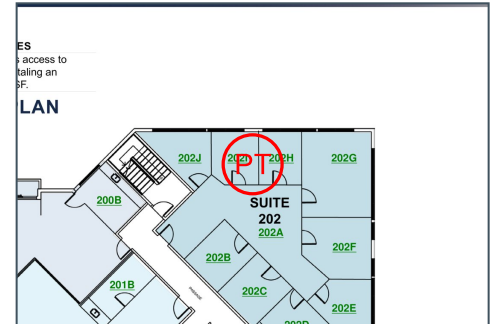
202I

Description

ISSUE: Odd change in wall plane

RECOMMENDATION:
Reframe wall to eliminate
"jog"

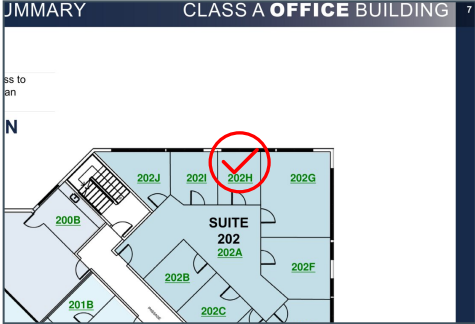
Photos





20250925_105955_photo
Tina Harris
Sep 25, 2025 10:59 AM

#109 General

Status Open	Created Sep 25, 2025 4:21 PM tharris@rdcarchitecture.com	Sheet 7
Type Issue		
Location 202H		
Description ISSUE: No issues RECOMMENDATION: Noted		

#110 Carpet

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

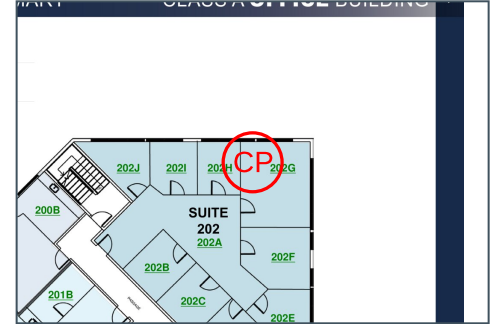
202G

Description

ISSUE: Stain/discoloration in carpet

RECOMMENDATION: Clean carpet

Photos





20250925_110105_photo

Tina Harris

Sep 25, 2025 11:01 AM

#111 Electrical

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

202G

Description

ISSUE: Missing cover plate
at wall outlet

RECOMMENDATION:
Provide cover plate

Photos





20250925_110144_photo

Tina Harris

Sep 25, 2025 11:01 AM

#112 Ceiling

Status

Open

Created

Sep 25, 2025 4:21 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

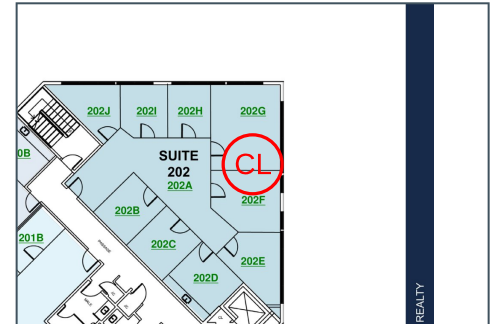
Location

202G

Description

ISSUE: Wall stops at ceiling.
Bad for acoustics between
private offices

RECOMMENDATION: If
rooms to be kept, suggest
applying insulation over the
ACT to minimize sound
transmission



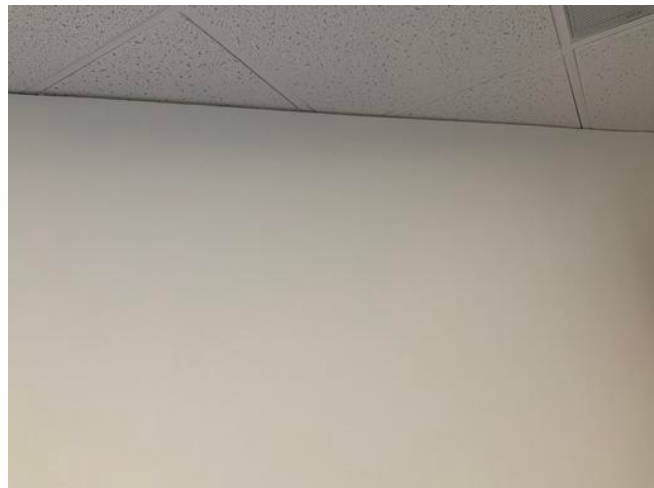
Photos



20250925_110223_photo

Tina Harris

Sep 25, 2025 11:02 AM



20250925_110238_photo

Tina Harris

Sep 25, 2025 11:02 AM

#113 General

Status

Open

Created

Sep 25, 2025 4:22 PM
tharris@rdcarchitecture.com

Sheet

7

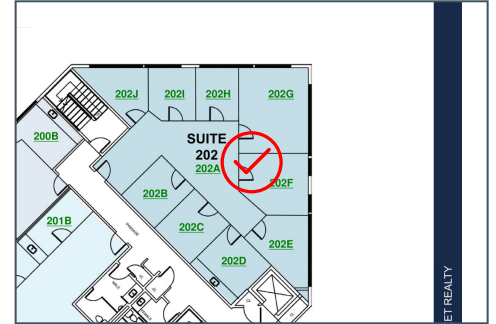
Type

Issue

Description

ISSUE: Odd variation in
plane of wall

RECOMMENDATION:
Propose reframing wall to
eliminate "jog"



Photos



20250925_110317_photo

Tina Harris

Sep 25, 2025 11:03 AM

#114 Ceiling

Status

Open

Created

Sep 25, 2025 4:22 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

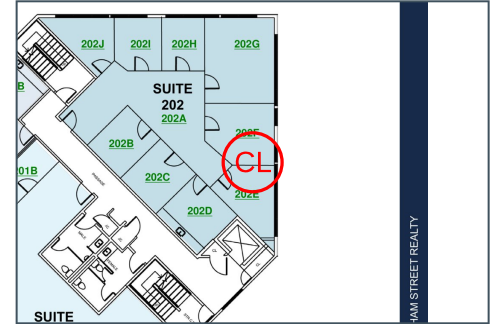
Location

202F

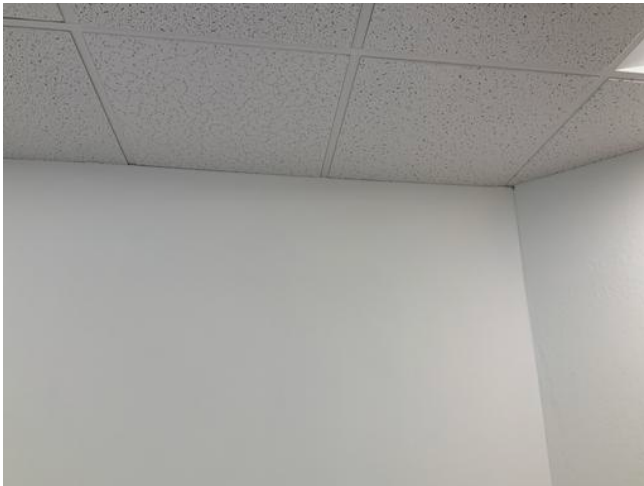
Description

ISSUE: Wall stops at ceiling.
Bad for acoustics between
private offices

RECOMMENDATION: If
rooms to be kept, suggest
applying insulation over the
ACT to minimize sound
transmission



Photos



20250925_110402_photo

Tina Harris

Sep 25, 2025 11:04 AM



20250925_110414_photo

Tina Harris

Sep 25, 2025 11:04 AM

#115 Ceiling

Status

Open

Created

Sep 25, 2025 4:22 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

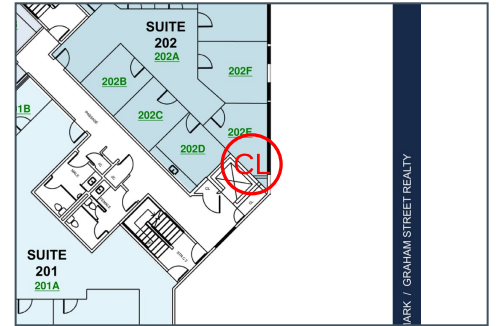
Location

202E

Description

ISSUE: Water damage to
ACT at corner of room

RECOMMENDATION:
Research and address
source of leak to make
watertight. Then, replace
non-matching ACT with
similar color and style ACT
for the rest of the ceiling.



Photos



20250925_110457_photo

Tina Harris

Sep 25, 2025 11:04 AM

#116 Flooring

Status

Open

Created

Sep 25, 2025 4:22 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

202D

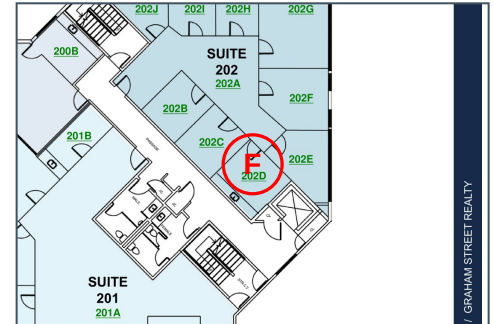
Description

ISSUE: Suite carpet extends to interior of break room

RECOMMENDATION:

Remove carpet and replace floor with resilient flooring or tile.

Photos





20250925_110558_photo

Tina Harris

Sep 25, 2025 11:05 AM

#117 Casework

Status

Open

Created

Sep 25, 2025 4:22 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

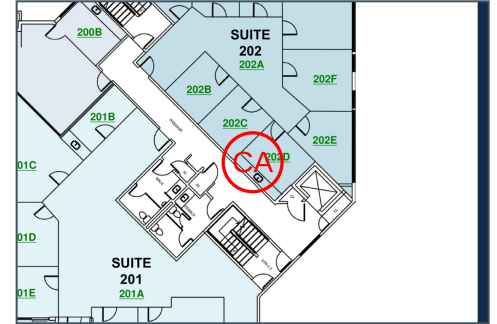
202D

Description

ISSUE: Non-ADA compliant construction - 1.5" thick backsplash, 25.75" overall counter depth, 35" countertop height + 1/8" lip of sink, 44.5" angled countertop depth at sink, 20" from top of countertop to lower shelf upper cabinet

RECOMMENDATION: If room to be kept, provide ADA compliant casework

Photos





20250925_110720_photo
Tina Harris
Sep 25, 2025 11:07 AM



20250925_110729_photo
Tina Harris
Sep 25, 2025 11:07 AM



20250925_110755_photo

Tina Harris

Sep 25, 2025 11:07 AM



20250925_110822_photo

Tina Harris

Sep 25, 2025 11:08 AM

350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_110829_photo

Tina Harris

Sep 25, 2025 11:08 AM



20250925_110902_photo

Tina Harris

Sep 25, 2025 11:09 AM



20250925_110909_photo

Tina Harris

Sep 25, 2025 11:09 AM



20250925_110925_photo

Tina Harris

Sep 25, 2025 11:09 AM

#118 Electrical

Status

Open

Created

Sep 25, 2025 4:22 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

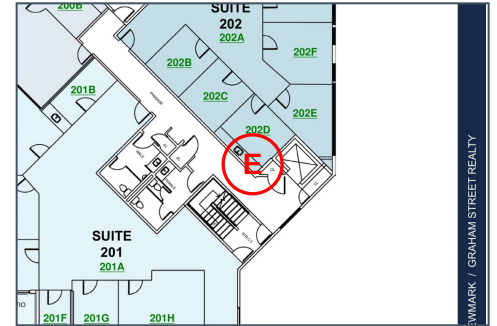
202D

Description

ISSUE: Appears to be old
location of server rack

RECOMMENDATION: If
room is to be remodeled,
propose relocating conduit,
wiring and rack into separate
room location in Suite

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California

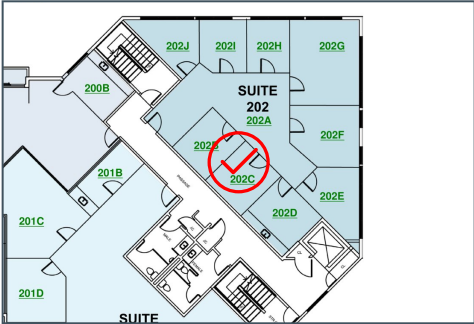


20250925_111226_photo

Tina Harris

Sep 25, 2025 11:12 AM

#119 General

Status Open	Created Sep 25, 2025 4:22 PM tharris@rdcarchitecture.com	Sheet 7
Type Issue		
Location 202C		
Description ISSUE: No issues RECOMMENDATION: None		

#120 Casework

Status

Open

Created

Sep 25, 2025 4:22 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

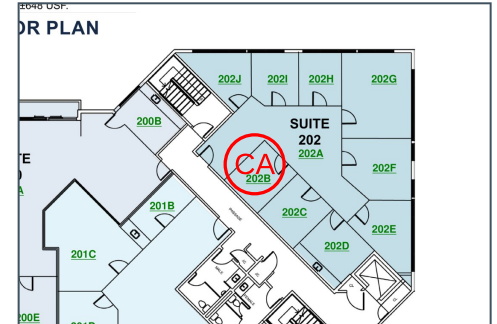
202B

Description

ISSUE: Non-ADA compliant casework. 35.5" countertop height, counter 25.5" depth, 25.25" from countertop to lower shelf.

RECOMMENDATION: If space to be re-used, provide ADA compliant casework.

Photos





20250925_111524_photo
Tina Harris
Sep 25, 2025 11:15 AM



20250925_111534_photo
Tina Harris
Sep 25, 2025 11:15 AM

#121 General

Status
Open

Created
Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet
7

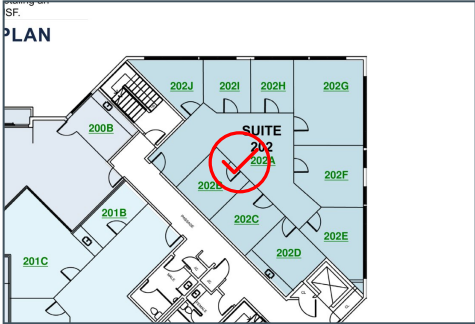
Type
Issue

Location
202B

Description
ISSUE: Folding Door - not in plans

RECOMMENDATION: None.
Noted

Photos





20250925_112019_photo

Tina Harris

Sep 25, 2025 11:20 AM

#122 General

Status

Open

Created

Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

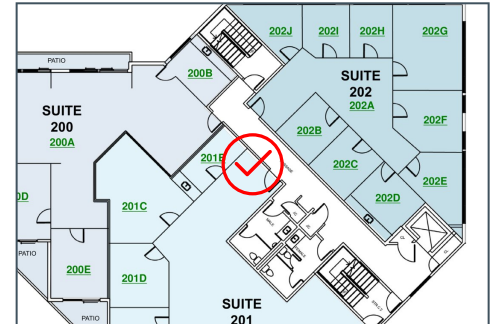
201A

Description

ISSUE: Suite 201 thermostat location

RECOMMENDATION: None.
Noted

Photos





20250925_113553_photo

Tina Harris

Sep 25, 2025 11:35 AM

#123 General

Status

Open

Created

Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

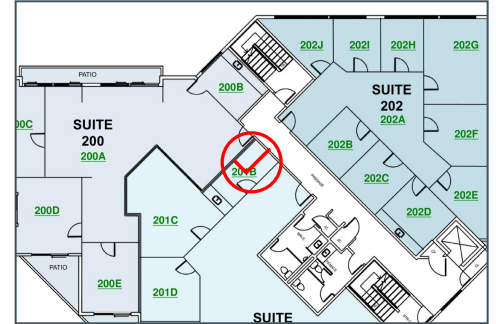
Location

201B

Description

ISSUE: No issues

RECOMMENDATION: None.
Noted



#124 Flooring

Status

Open

Created

Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

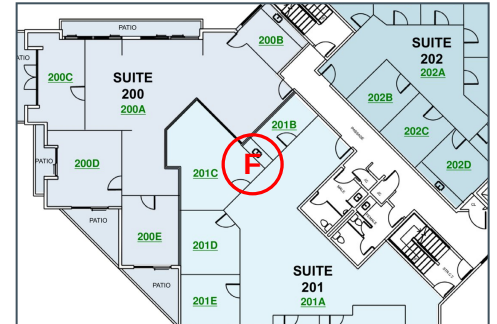
201C

Description

ISSUE: Resilient tile - not on plans

RECOMMENDATION: None,
if to be kept. Noted.

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_113718_photo

Tina Harris

Sep 25, 2025 11:37 AM

#125 Casework

Status

Open

Created

Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

201C

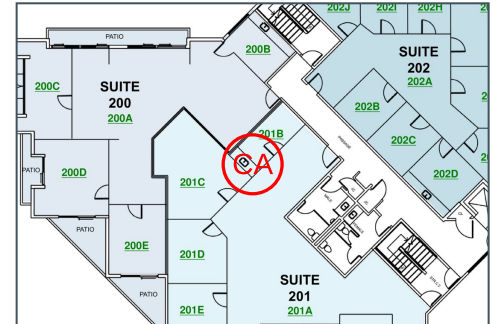
Description

ISSUE: Non-ADA compliant casework. 35.75" countertop height +1/8" lip of sink, 26" counter depth, wood cabinet construction w/ solid surface countertop, no integral toe kick

RECOMMENDATION:

Provide ADA compliant casework in new design if this is to be kept

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_113754_photo

Tina Harris

Sep 25, 2025 11:38 AM



20250925_113823_photo

Tina Harris

Sep 25, 2025 11:38 AM



20250925_113853_photo

Tina Harris

Sep 25, 2025 11:38 AM



20250925_113904_photo

Tina Harris

Sep 25, 2025 11:39 AM

#126 General

Status

Open

Created

Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

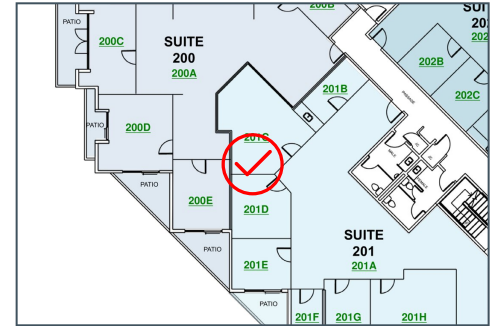
Location

201C

Description

ISSUE: Clerestory window to
201D

RECOMMENDATION: None.
Noted



Photos



20250925_114101_photo

Tina Harris

Sep 25, 2025 11:41 AM

#127 Ceiling

Status

Open

Created

Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

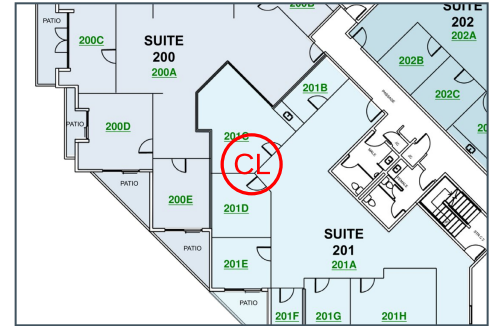
Location

201C

Description

ISSUE: Wall stops at ceiling level. Bad acoustics for private offices.

RECOMMENDATION: If these walls are to be kept, recommend adding acoustic insulation over ceiling to minimize sound transmission



Photos



20250925_114220_photo

Tina Harris

Sep 25, 2025 11:42 AM

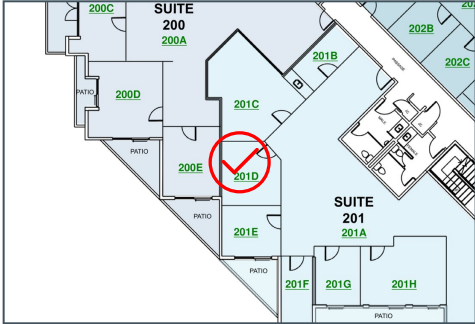


20250925_114229_photo

Tina Harris

Sep 25, 2025 11:42 AM

#128 General

Status Open	Created Sep 25, 2025 4:23 PM tharris@rdcarchitecture.com	Sheet 7
Type Issue		
Location 201D		
Description ISSUE: Window added RECOMMENDATION: None. Noted		

#129 General

Status
Open

Created
Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

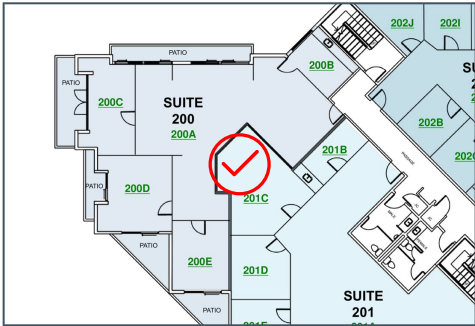
Sheet
7

Type
Issue

Location
201C

Description
ISSUE: No issues

RECOMMENDATION: None.
Noted.



#130 Window

Status

Open

Created

Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

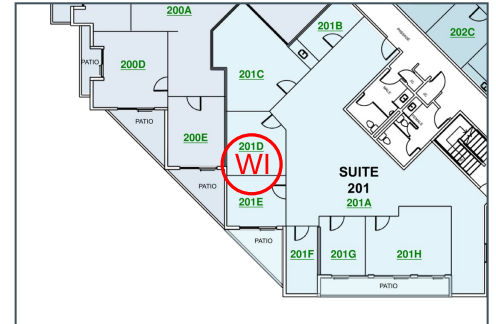
Location

201D

Description

ISSUE: Window location to
201E - not in plans

RECOMMENDATION: None.
Noted



Photos



20250925_114415_photo

Tina Harris

Sep 25, 2025 11:44 AM



20250925_114425_photo

Tina Harris

Sep 25, 2025 11:44 AM

#131 Ceiling

Status

Open

Created

Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

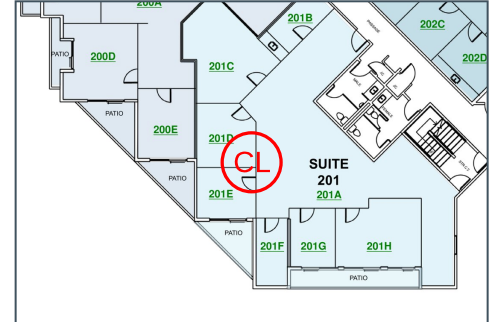
Location

201D

Description

ISSUE: Wall stops at ceiling level. Bad acoustics for private office.

RECOMMENDATION: If these walls are to be kept, recommend adding acoustic insulation over ceiling to minimize sound transmission



Photos



20250925_114500_photo

Tina Harris

Sep 25, 2025 11:45 AM



20250925_114507_photo

Tina Harris

Sep 25, 2025 11:45 AM

#132 General

Status

Open

Created

Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

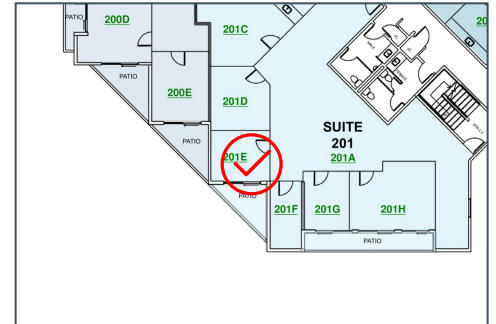
Location

201E

Description

ISSUE: No issues

RECOMMENDATION: None.
Noted



#133 Cleaning Needed

Status

Open

Created

Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

201E Patio

Description

Siding may need to be replaced

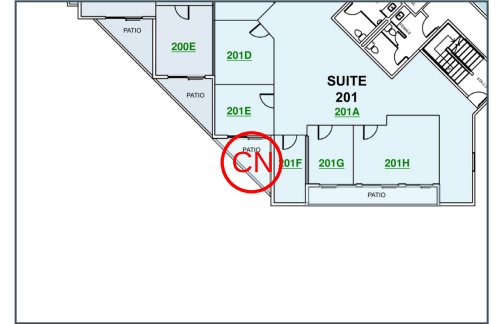
Photos



20250925_114610_photo

Tina Harris

Sep 25, 2025 11:46 AM



#134 Ceiling

Status

Open

Created

Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

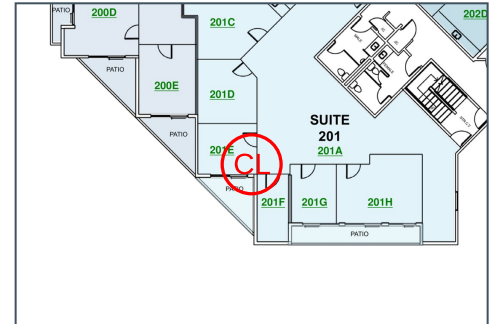
Location

201E

Description

ISSUE: Wall stops at ceiling level. Bad acoustics for private office.

RECOMMENDATION: If these walls are to be kept, recommend adding acoustic insulation over ceiling to minimize sound transmission



Photos



20250925_114630_photo

Tina Harris

Sep 25, 2025 11:46 AM

#135 Electrical

Status
Open

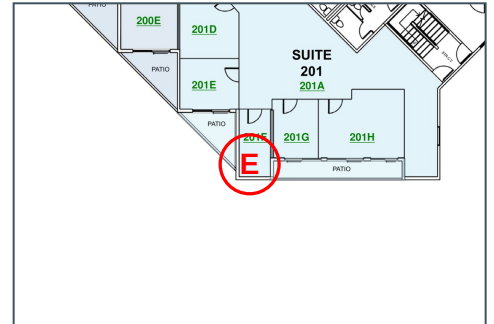
Created
Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet
7

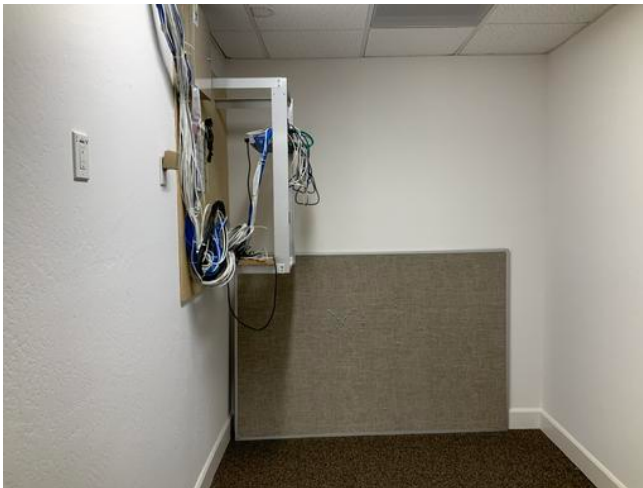
Type
Issue

Location
201F

Description
Server room racks and cable



Photos



20250925_114657_photo

Tina Harris

Sep 25, 2025 11:46 AM



20250925_114704_photo

Tina Harris

Sep 25, 2025 11:47 AM

#136 Cleaning Needed

Status

Open

Created

Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

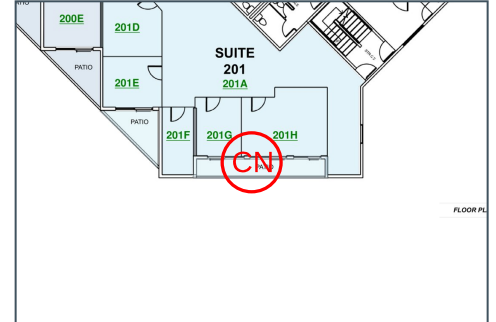
Location

Exterior off Offices 201G and
201H

Description

ISSUE: Cleanup needed

RECOMMENDATION: Clean
outdoor area



Photos



20250925_114741_photo

Tina Harris

Sep 25, 2025 11:47 AM



20250925_114748_photo

Tina Harris

Sep 25, 2025 11:47 AM

#137 Ceiling

Status

Open

Created

Sep 25, 2025 4:23 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

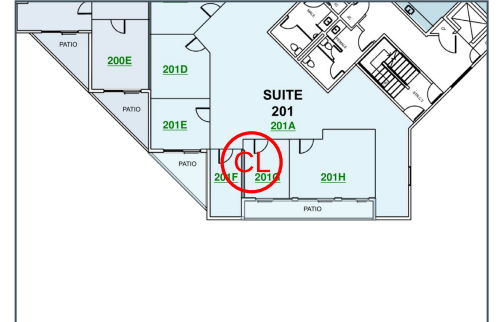
Location

201G

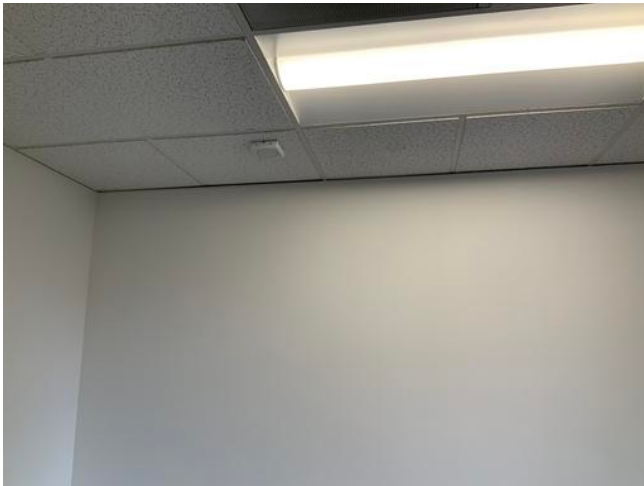
Description

ISSUE: Wall stops at ceiling.
Bad acoustics for private office.

RECOMMENDATION: If these walls are to be kept, recommend adding acoustic insulation over ceiling to minimize sound transmission



Photos



20250925_114823_photo

Tina Harris

Sep 25, 2025 11:48 AM

#138 Ceiling

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

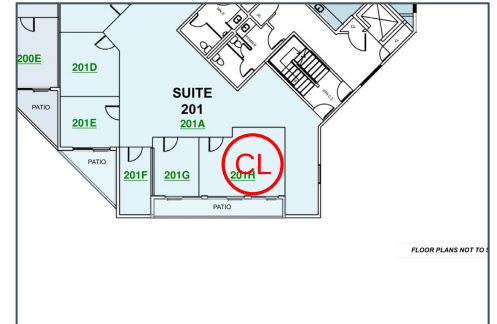
Location

201H

Description

ISSUE: Severe water damage at ACT - leak source unknown

RECOMMENDATION:
Research and address source of leak to make watertight. Then, replace non-matching ACT with similar color and style ACT for the rest of the ceiling.



Photos



20250925_114858_photo

Tina Harris

Sep 25, 2025 11:48 AM



20250925_114910_photo

Tina Harris

Sep 25, 2025 11:49 AM



20250925_114922_photo

Tina Harris

Sep 25, 2025 11:49 AM

#139 Ceiling

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

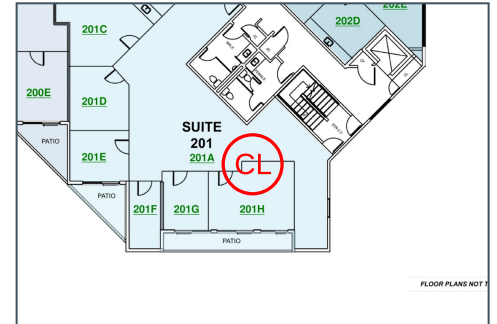
Location

201H

Description

ISSUE: Wall stops at ceiling.
Bad acoustics for private office.

RECOMMENDATION: If these walls are to be kept, recommend adding acoustic insulation over ceiling to minimize sound transmission



Photos



20250925_115022_photo

Tina Harris

Sep 25, 2025 11:50 AM

#140 General

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

Location

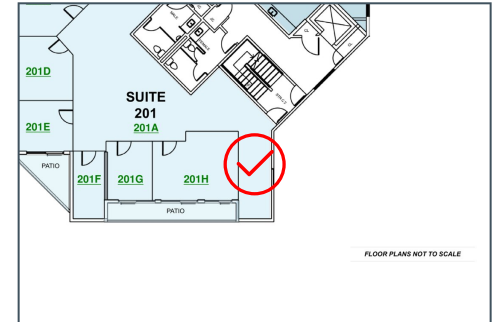
201A

Description

ISSUE: Odd open office space.

RECOMMENDATION:
Redesign layout to better
occupy available space

Photos





20250925_115057_photo
Tina Harris
Sep 25, 2025 11:50 AM

#141 General

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

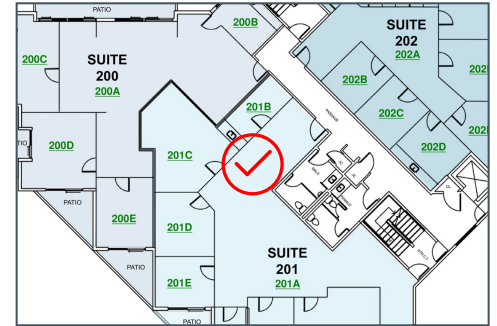
Location

201A

Description

ISSUE: No issues

RECOMMENDATION: None.
Noted



Photos



20250925_115139_photo

Tina Harris

Sep 25, 2025 11:51 AM



20250925_115150_photo

Tina Harris

Sep 25, 2025 11:51 AM

#142 Paint Touch Up

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

7

Type

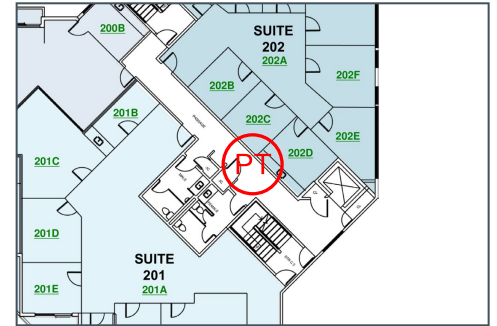
Issue

Location

Level 2 Corridor

Description

Paint finish appears to be semi-gloss. Eggshell paint would hide roller lines in wall.



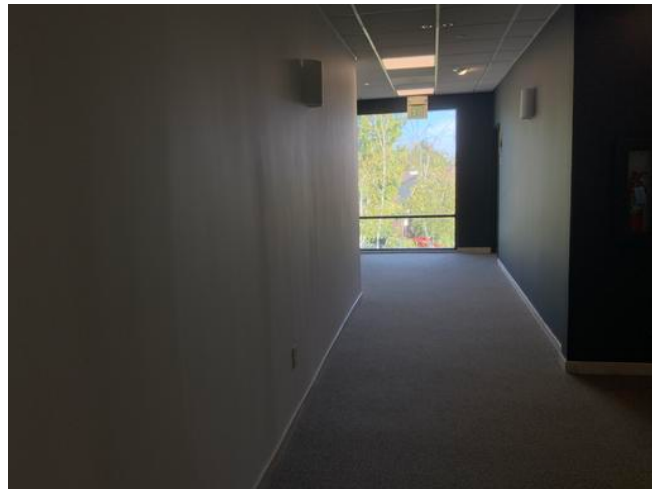
Photos



20250925_115233_photo

Tina Harris

Sep 25, 2025 11:52 AM



20250925_115253_photo

Tina Harris

Sep 25, 2025 11:52 AM

#143 Flooring

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

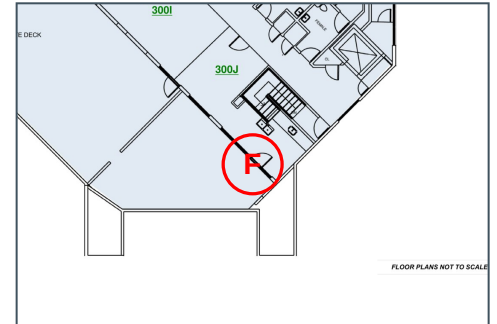
Third Level Exterior

Description

ISSUE: 1/2" transition actual,
1" with threshold

RECOMMENDATION:

Explore better ADA
compliant thresholds in new
design



Photos



20250925_124627_photo

Tina Harris

Sep 25, 2025 12:46 PM



20250925_124636_photo

Tina Harris

Sep 25, 2025 12:46 PM

#144 Flooring

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

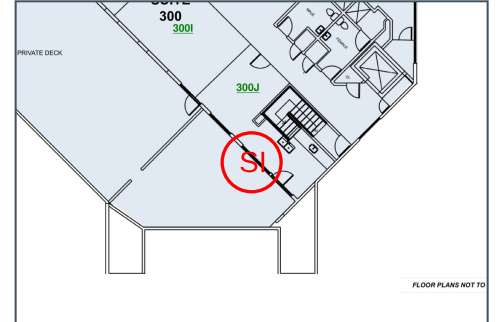
Location

Third Level Exterior

Description

ISSUE: Siding 1/8"-1/4"
above flooring

RECOMMENDATION:
Replace siding and explore
whether the space above
decking can be increased



Photos



20250925_124731_photo

Tina Harris

Sep 25, 2025 12:47 PM

#145 Flooring

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

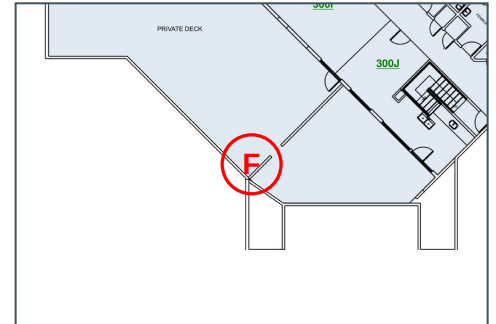
Third Level Private Deck

Description

ISSUE: Depression, ponding

RECOMMENDATION:

Partially demo to inspect and repair floor joists and substrate. Reconstruct and re-patch roof deck surface



Photos



20250925_124816_photo

Tina Harris

Sep 25, 2025 12:48 PM

#146 Siding

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

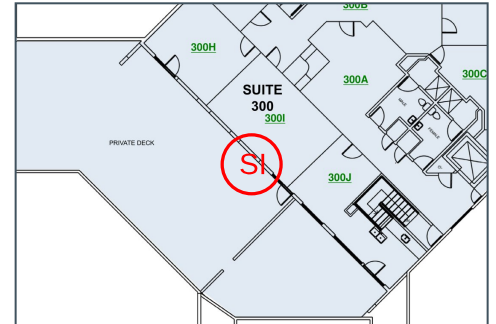
Third Level Exterior

Description

ISSUE: Siding needs to be replaced. Currently between 1/8" and 1/4" above decking

RECOMMENDATION:

Replace siding and explore whether the space above decking can be increased



Photos



20250925_124911_photo

Tina Harris

Sep 25, 2025 12:49 PM



20250925_124919_photo

Tina Harris

Sep 25, 2025 12:49 PM

#147 Flooring

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

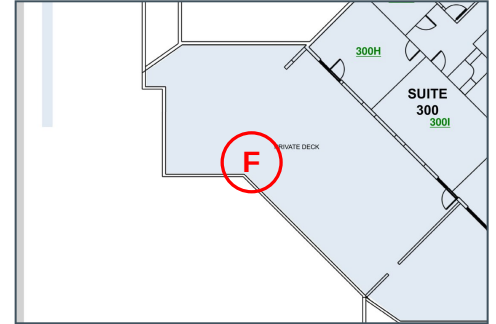
Third Level Private Deck

Description

ISSUE: Depression, ponding

RECOMMENDATION:

Partially demo to inspect and repair floor joists and substrate. Reconstruct and re-patch roof deck surface



Photos



20250925_124951_photo

Tina Harris

Sep 25, 2025 12:49 PM

#148 Flooring

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

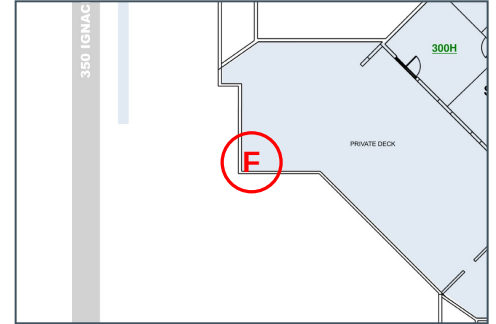
Third Level Private Deck

Description

ISSUE: Depression, ponding

RECOMMENDATION:

Partially demo to inspect and repair floor joists and substrate. Reconstruct and re-patch roof deck surface



Photos



20250925_125031_photo

Tina Harris

Sep 25, 2025 12:50 PM

#149 Door

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

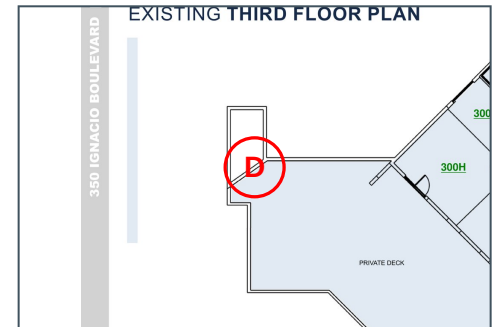
Third Level Private Deck

Description

ISSUE: Service door (or hinge) replacement needed

RECOMMENDATION:

Repair or replace hinge. Or, revise to be two swinging doors and limit weight on hinges



Photos



20250925_125120_photo

Tina Harris

Sep 25, 2025 12:51 PM

#150 FLOORING

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

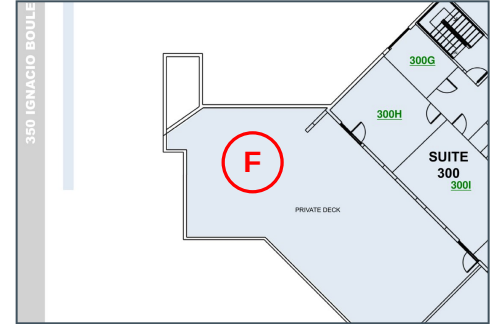
Third Level Private Deck

Description

ISSUE: Can feel minor depressions, sagging in built up roof surface

RECOMMENDATION:

Partially demo to inspect and repair floor joists and substrate. Reconstruct and re-patch roof deck surface



Photos



20250925_125146_photo

Tina Harris

Sep 25, 2025 12:52 PM

#151 Casework

Status

Open

Created

Sep 25, 2025 4:24 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

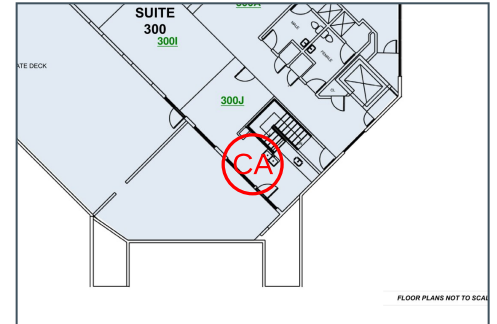
300J

Description

ISSUE: Casework and equipment needs replacement - circa 1970's

RECOMMENDATION:
Redesign and replace all in new design

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_125327_photo

Tina Harris

Sep 25, 2025 12:53 PM



20250925_125339_photo

Tina Harris

Sep 25, 2025 12:53 PM

350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_125352_photo

Tina Harris

Sep 25, 2025 12:53 PM



20250925_125404_photo

Tina Harris

Sep 25, 2025 12:54 PM

350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_125418_photo

Tina Harris

Sep 25, 2025 12:54 PM

#152 General

Status

Open

Created

Sep 25, 2025 4:25 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

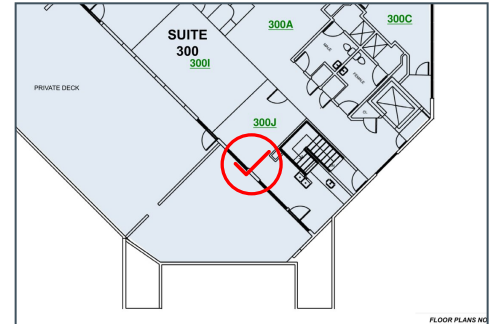
Location

300J

Description

ISSUE: Resilient flooring
ramp - approximately 6" tall

RECOMMENDATION: This
break room/kitchen must be
redesigned



#153 Casework

Status

Open

Created

Sep 25, 2025 4:25 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

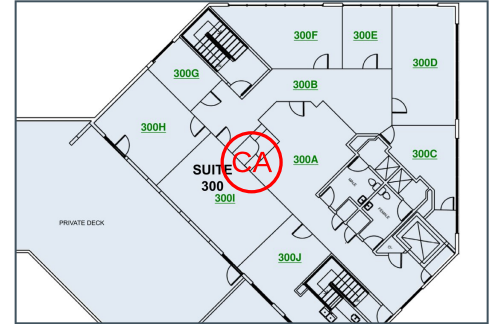
Location

300A

Description

ISSUE: 40" counter/ledge
height, 29" counter height
ADA

RECOMMENDATION: None.
Noted



Photos



20250925_125803_photo

Tina Harris

Sep 25, 2025 12:58 PM



20250925_125819_photo

Tina Harris

Sep 25, 2025 12:58 PM

#154 Flooring

Status

Open

Created

Sep 25, 2025 4:25 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

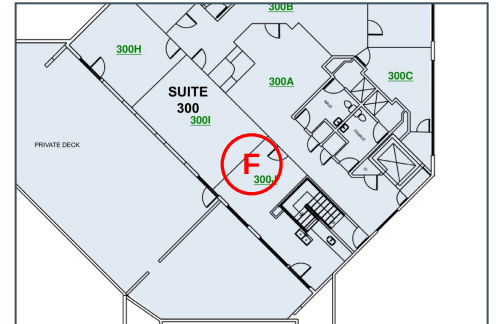
Location

300J

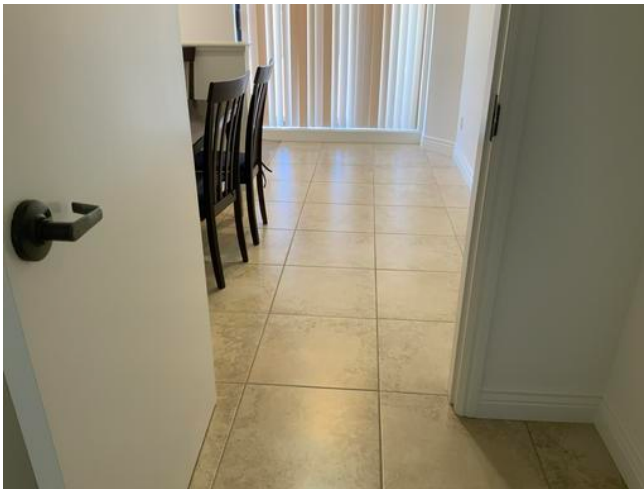
Description

ISSUE: Ceramic tile flooring

RECOMMENDATION: None.
Noted



Photos



20250925_130039_photo

Tina Harris

Sep 25, 2025 1:00 PM

#155 Flooring

Status

Open

Created

Sep 25, 2025 4:25 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

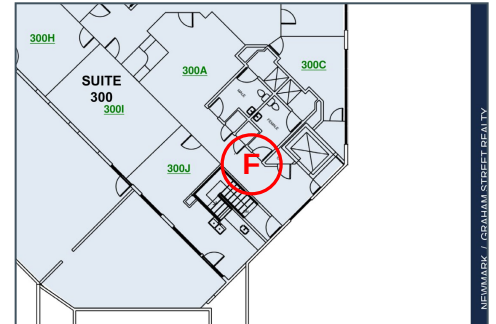
Level 3 Corridor

Description

ISSUE: Ceramic tile flooring

RECOMMENDATION: None.
Noted

Photos





20250925_130103_photo

Tina Harris

Sep 25, 2025 1:01 PM

#156 Flooring

Status

Open

Created

Sep 25, 2025 4:25 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

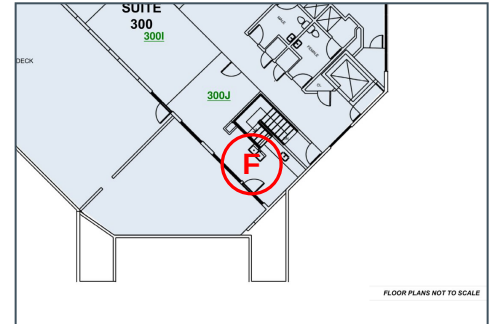
300J

Description

ISSUE: Old resilient flooring

RECOMMENDATION:

Replace flooring as part of
break room/kitchen redesign



#157 Flooring

Status
Open

Created
Sep 25, 2025 4:25 PM
tharris@rdcarchitecture.com

Sheet
9

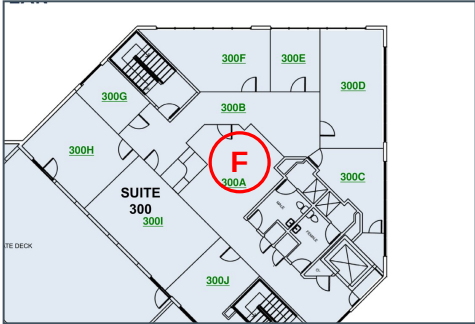
Type
Issue

Location
300A

Description
ISSUE: Carpet flooring

RECOMMENDATION: None.
Noted

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



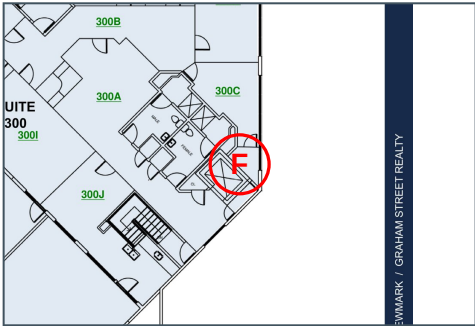
20250925_130129_photo

Tina Harris

Sep 25, 2025 1:01 PM

#158 Flooring

Status	Created	Sheet
Open	Sep 25, 2025 4:25 PM	9
Type	tharris@rdcarchitecture.com	
Issue		
Description		
Carpet cut		



Photos



20250925_130254_photo
Tina Harris
Sep 25, 2025 1:02 PM

#159 Electrical

Status

Open

Created

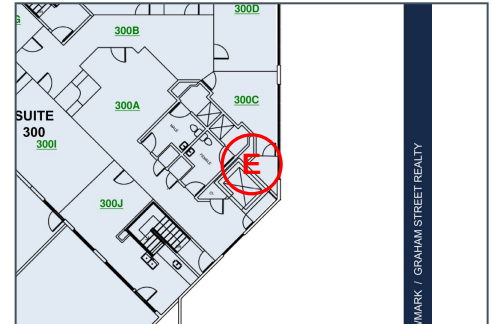
Sep 25, 2025 4:25 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue



Photos



20250925_130319_photo

Tina Harris

Sep 25, 2025 1:03 PM



20250925_130333_photo

Tina Harris

Sep 25, 2025 1:03 PM

#160 Ceiling

Status

Open

Created

Sep 25, 2025 4:25 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

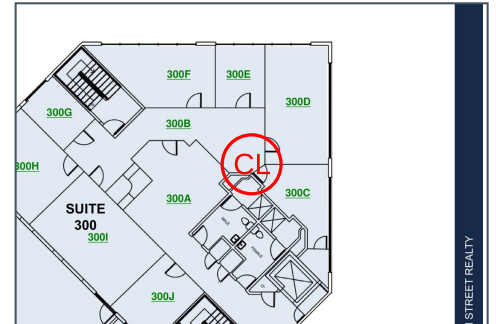
300B

Description

ISSUE: Replacement ceiling
tile color is wrong

RECOMMENDATION:
Replace non-matching ACT
with similar color and style
ACT for the rest of the
ceiling.

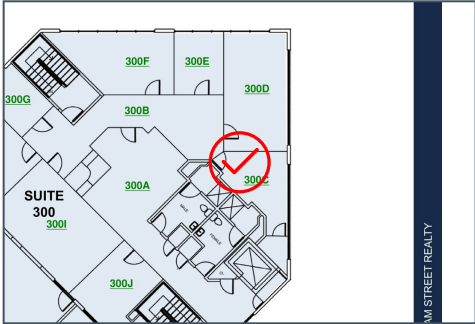
Photos



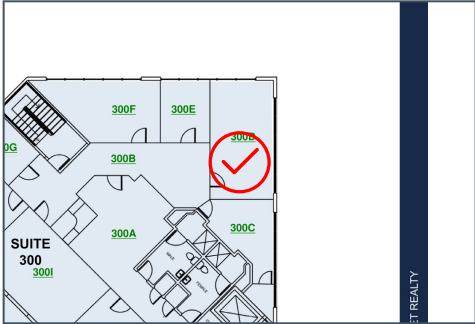


20250925_130426_photo
Tina Harris
Sep 25, 2025 1:04 PM

#161 General

Status Open	Created Sep 25, 2025 4:25 PM tharris@rdcarchitecture.com	Sheet 9
Type Issue		
Location 300C		
Description ISSUE: No issues RECOMMENDATION: None. Noted		

#162 General

Status Open	Created Sep 25, 2025 4:25 PM tharris@rdcarchitecture.com	Sheet 9
Type Issue		
Location 300D		
Description ISSUE: No issues RECOMMENDATION: None. Noted		

#163 General

Status

Open

Created

Sep 25, 2025 4:25 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

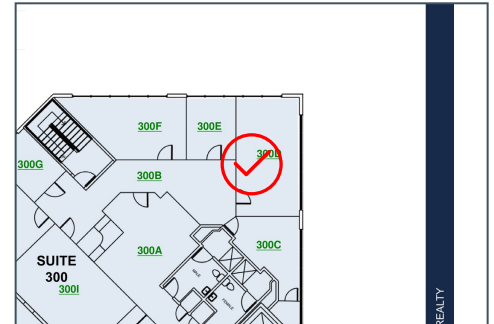
300D

Description

ISSUE: Suite 300 thermostat
location

RECOMMENDATION: None.
Noted

Photos





20250925_130643_photo

Tina Harris

Sep 25, 2025 1:06 PM

#164 Window

Status

Open

Created

Sep 25, 2025 4:26 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

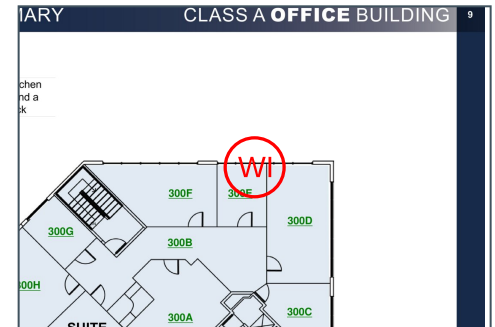
300E

Description

ISSUE: Wall is relocated to expose all of window - not in plans

RECOMMENDATION: None.
Noted

Photos





20250925_130731_photo
Tina Harris
Sep 25, 2025 1:07 PM

#165 Window

Status
Open

Created
Sep 25, 2025 4:40 PM
tharris@rdcarchitecture.com

Sheet
9

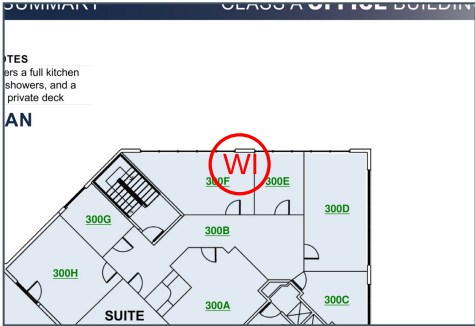
Type
Issue

Location
300F

Description
ISSUE: Wall relocated to
enclose all of window - not in
plans

RECOMMENDATION: None.
Noted

Photos





20250925_130824_photo

Tina Harris

Sep 25, 2025 1:08 PM

#166 General

StatusOpen

CreatedSep 25, 2025 4:40 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

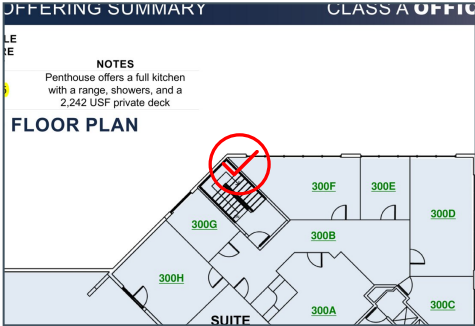
Location

300F

Description

Closet and door added - not in plans

Photos



#167 Ceiling

Status

Open

Created

Sep 25, 2025 4:40 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

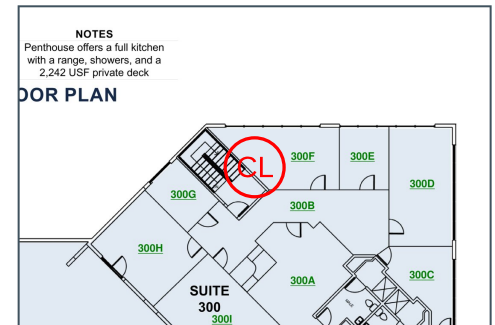
300F

Description

ISSUE: ACT tile replacement required.

RECOMMENDATION: Adjust ceiling grid to minimize amount of 4" (or less) diagonal tile cuts

Photos





20250925_130922_photo
Tina Harris
Sep 25, 2025 1:09 PM

#168 Flooring

Status

Open

Created

Sep 25, 2025 4:40 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

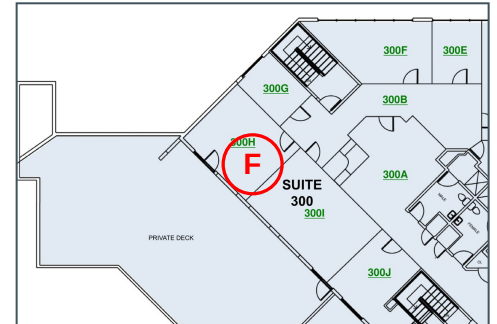
300H

Description

ISSUE: Wood floor in good condition.

RECOMMENDATION: None.
Noted

Photos





20250925_131349_photo
Tina Harris
Sep 25, 2025 1:13 PM



20250925_131356_photo
Tina Harris
Sep 25, 2025 1:13 PM

#169 Flooring

Status

Open

Created

Sep 25, 2025 4:40 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

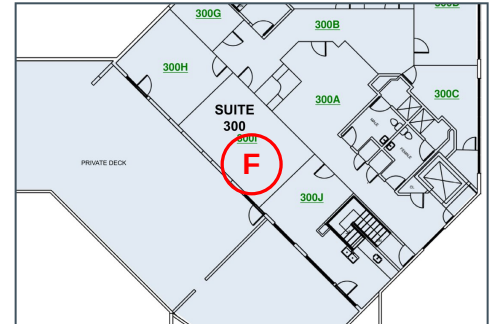
300I

Description

ISSUE: Wood floor, need
floor box cover plate

RECOMMENDATION:
Replace floor box cover
plate w/ similar cover.

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_131031_photo

Tina Harris

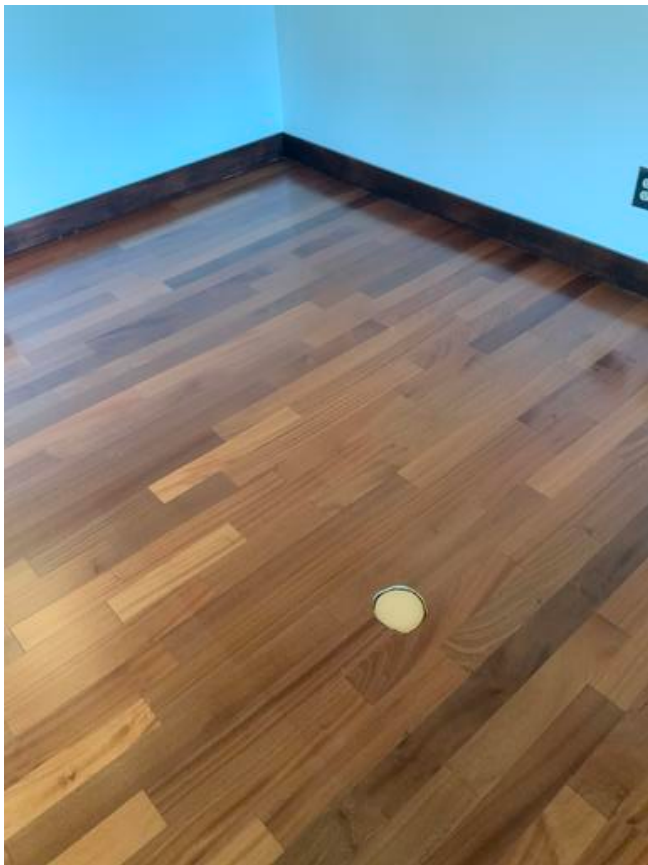
Sep 25, 2025 1:10 PM



20250925_131041_photo

Tina Harris

Sep 25, 2025 1:10 PM



20250925_131132_photo
Tina Harris
Sep 25, 2025 1:11 PM



20250925_131145_photo
Tina Harris
Sep 25, 2025 1:11 PM

#170 Ceiling

Status

Open

Created

Sep 25, 2025 4:40 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

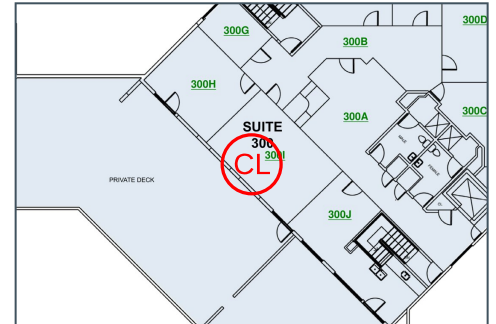
300I

Description

ISSUE: Gyp and soffit ceiling
in good condition.

RECOMMENDATION: None.
Noted

Photos





20250925_131210_photo

Tina Harris

Sep 25, 2025 1:12 PM

#171 Flooring

Status

Open

Created

Sep 25, 2025 4:40 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

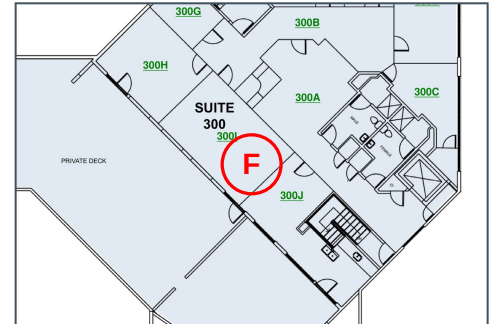
300I

Description

ISSUE: Slight depression in floor, noticeable when walking over it

RECOMMENDATION:

Remove wood flooring as needed to reframe floor. Re-install wood flooring if to keep



#172 Flooring

Status

Open

Created

Sep 25, 2025 4:40 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

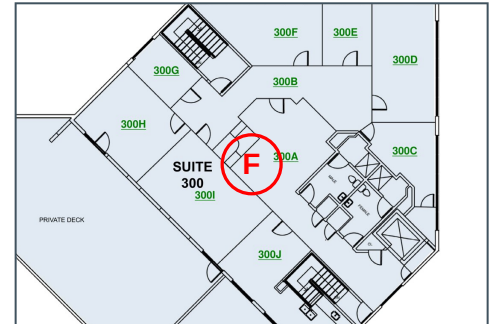
Location

300A

Description

ISSUE: Slight depression in floor right in front of in-place reception desk

RECOMMENDATION:
Repair floor framing to eliminate depression.



#173 Casework

Status

Open

Created

Sep 25, 2025 4:41 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

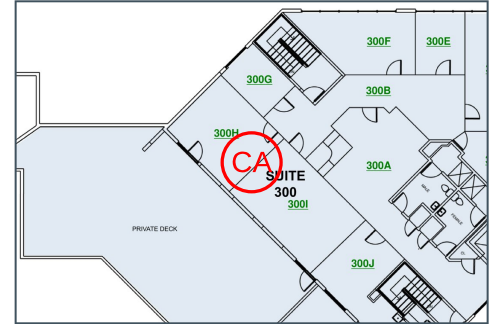
Location

300H

Description

ISSUE: Existing bookshelf
from previous tenant.

RECOMMENDATION: Keep
if to be re-used. If not,
donate.



Photos



20250925_131425_photo

Tina Harris

Sep 25, 2025 1:14 PM

#174 Ceiling

Status

Open

Type

Issue

Location

300H

Description

ISSUE: Wall stops at ceiling.
Bad acoustics for private
office.

RECOMMENDATION: If rooms to be kept, suggest applying insulation over the ACT to minimize sound transmission

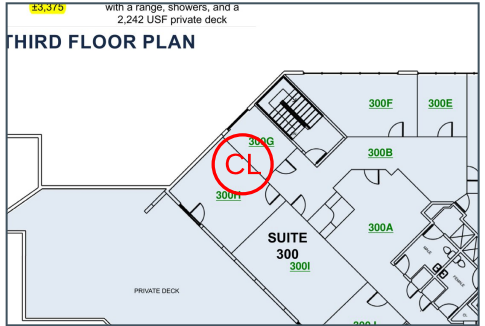
Photos

Created

Sep 25, 2025 4:41 PM
tharris@rdcarchitecture.com

Sheet

9





20250925_131545_photo
Tina Harris
Sep 25, 2025 1:15 PM

#176 Plumbing

Status

Open

Created

Sep 25, 2025 4:41 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

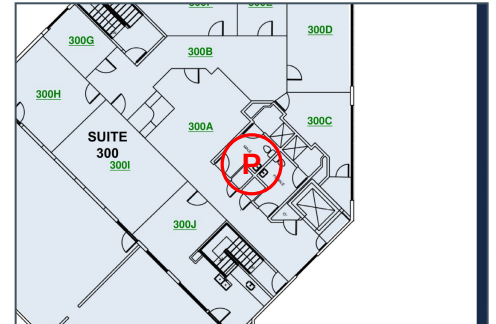
Level 3 Men's Restroom

Description

ISSUE: 33.5" lavatory height.
20-21" toilet seat height.
Though wall hung lavatory is
ADA compliant, water closet
is not.

RECOMMENDATION:

Replace water closet w/ ADA
compliant fixture



#177 Flooring

Status

Open

Created

Sep 25, 2025 4:41 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

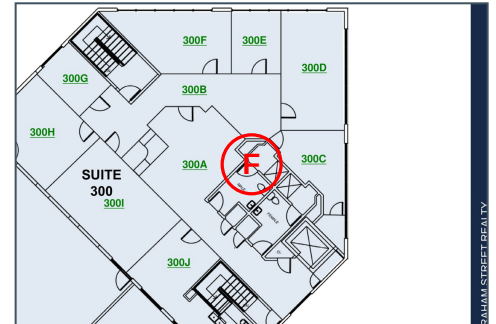
Level 3 Men's Restroom

Description

ISSUE: 3/4" step "up" to
shower room

RECOMMENDATION: Demo
step, redesign to make ADA
compliant shower enclosure

Photos





20250925_131838_photo

Tina Harris

Sep 25, 2025 1:18 PM

#178 Flooring

Status

Open

Created

Sep 25, 2025 4:41 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

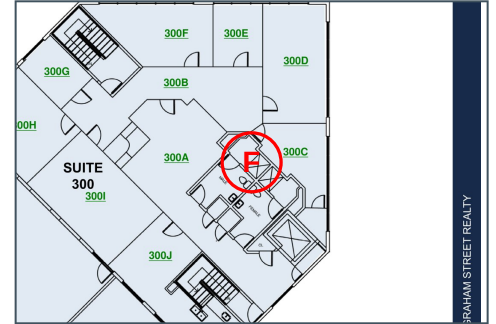
Level 3 Men's Restroom

Description

ISSUE: 3/4" step "down" to
depressed shower

RECOMMENDATION: Demo
step, redesign to make ADA
compliant shower enclosure

Photos





20250925_131931_photo

Tina Harris

Sep 25, 2025 1:19 PM

#179 Cleaning Needed

Status

Open

Created

Sep 25, 2025 4:41 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

Level 3 Corridor

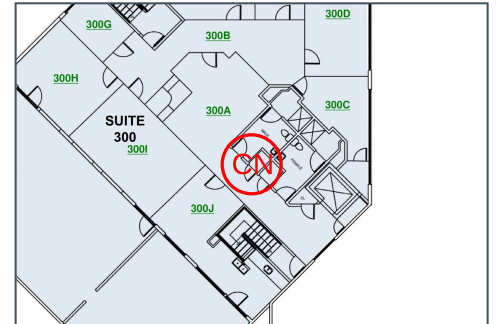
Description

ISSUE: Janitor's Closet

RECOMMENDATION:

Review/examine siding to
repair any potential areas for
water damage

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_132013_photo

Tina Harris

Sep 25, 2025 1:20 PM

#180 Cleaning Needed

Status

Open

Created

Sep 25, 2025 4:41 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

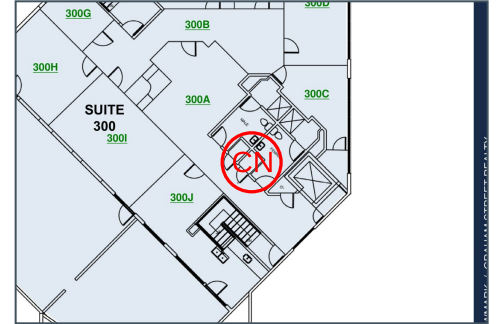
Level 3 Corridor

Description

ISSUE: Panels, roof access

RECOMMENDATION: None.
Noted

Photos



350 Ignacio Blvd Facility Assessment

350 Ignacio Boulevard, Novato, California



20250925_132052_photo

Tina Harris

Sep 25, 2025 1:20 PM



20250925_132102_photo

Tina Harris

Sep 25, 2025 1:21 PM



20250925_132115_photo

Tina Harris

Sep 25, 2025 1:21 PM

#181 Casework

Status

Open

Created

Sep 25, 2025 4:41 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

Level 3 Women's Restroom

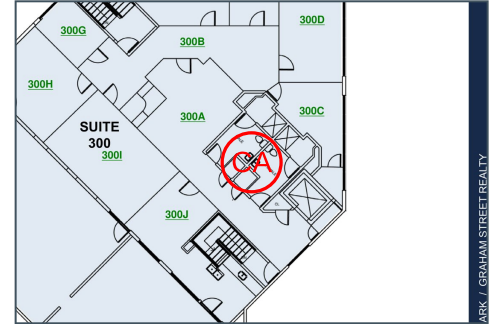
Description

ISSUE: 33.5" non ADA Sink,
no toe kick, PLAM
construction

RECOMMENDATION:

Replace w/ ADA compliant
casework or wall hung
lavatory.

Photos





20250925_132247_photo
Tina Harris
Sep 25, 2025 1:22 PM

#182 Plumbing

Status

Open

Created

Sep 25, 2025 4:41 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

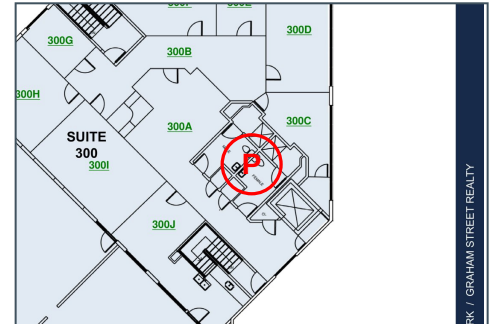
Location

Level 3 Women's Restroom

Description

ISSUE: 19" toilet seat height

RECOMMENDATION: None.
Noted.



#183 Flooring

Status

Open

Created

Sep 25, 2025 4:41 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

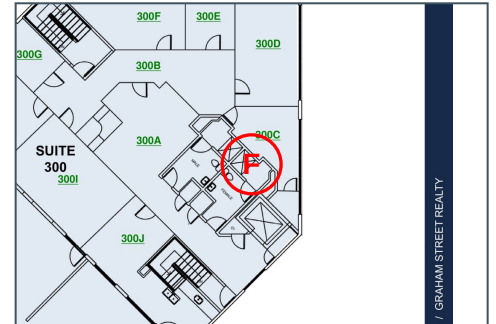
Level 3 Women's Restroom

Description

ISSUE: 3/4" step "down" to
depressed shower

RECOMMENDATION: Demo
step, redesign to make ADA
compliant shower enclosure

Photos





20250925_132401_photo

Tina Harris

Sep 25, 2025 1:24 PM

#184 Flooring

Status

Open

Created

Sep 25, 2025 4:41 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

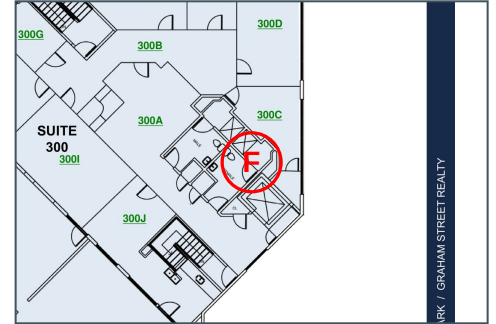
Location

Level 3 Women's Restroom

Description

ISSUE: 3/4" step "up" to
shower room enclosure.

RECOMMENDATION: Demo
step, redesign to make ADA
compliant shower enclosure



#185 General

Status

Open

Created

Sep 25, 2025 4:41 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

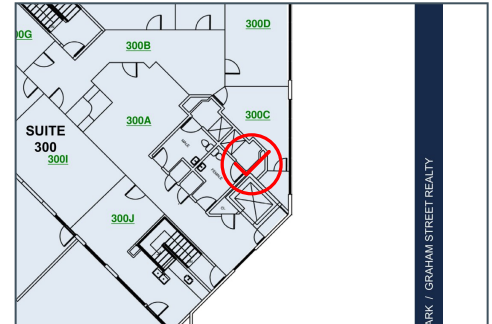
Level 3 Women's Restroom

Description

ISSUE: Built in lockers

RECOMMENDATION: None.
Noted

Photos





20250925_132517_photo

Tina Harris

Sep 25, 2025 1:25 PM

#186 General

Status

Open

Created

Sep 25, 2025 4:41 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

Location

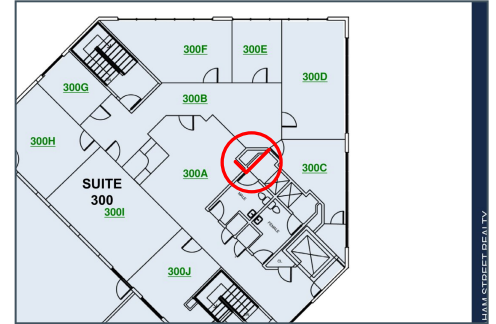
Level 3 Men's Restroom

Description

ISSUE: Built in lockers

RECOMMENDATION: None.
Noted

Photos





20250925_132601_photo

Tina Harris

Sep 25, 2025 1:26 PM

#187 General

Status

Open

Created

Sep 25, 2025 5:42 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

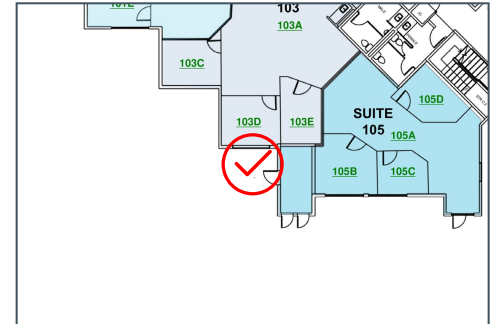
Location

Exterior Planter off of Suite
103 and 105

Description

ISSUE: Planter is below level of sidewalk. Siding is also below level of sidewalk. Need confirmation that planter drains to parking lot. Otherwise strong potential for damage when planter fills with water.

RECOMMENDATION: Verify drainage from planters away from building. Study as-built plans to check for curbs.



#188 General

Status

Open

Created

Sep 25, 2025 6:11 PM
tharris@rdcarchitecture.com

Sheet

5

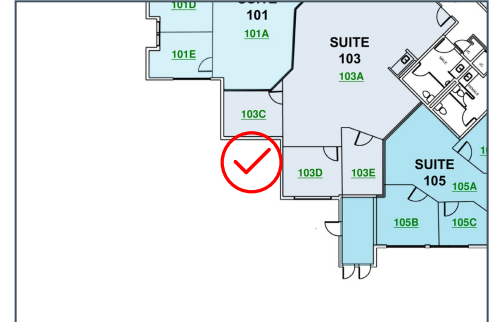
Type

Issue

Description

ISSUE: Planter is below level of sidewalk. Siding is also below level of sidewalk. Need confirmation that planter drains to parking lot. Otherwise strong potential for damage when planter fills with water.

RECOMMENDATION: Verify drainage from planters away from building. Study as-built plans to check for curbs.



#189 General

Status

Open

Created

Sep 25, 2025 6:11 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

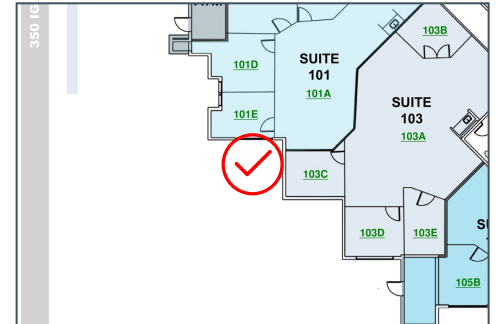
Location

Exterior Planter off of Suite
101 and 103

Description

ISSUE: Planter is below
level of sidewalk. Siding is
also below level of sidewalk.
Need confirmation that
planter drains to parking lot.
Otherwise strong potential
for damage when planter fills
with water.

RECOMMENDATION: Verify
drainage from planters away
from building. Study as-built
plans to check for curbs.



#190 General

Status

Open

Created

Sep 25, 2025 6:12 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

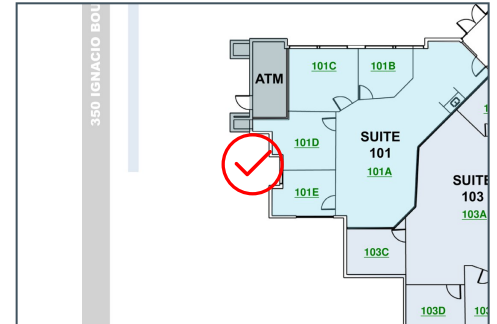
Location

Exterior Planter off of Suite
101

Description

ISSUE: Planter is below level of sidewalk. Siding is also below level of sidewalk. Need confirmation that planter drains to parking lot. Otherwise strong potential for damage when planter fills with water.

RECOMMENDATION: Verify drainage from planters away from building. Study as-built plans to check for curbs.



#191 General

Status

Open

Created

Sep 25, 2025 6:35 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

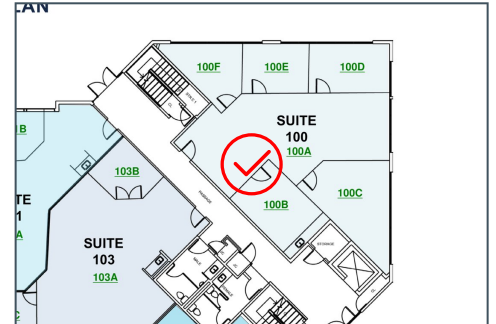
Location

100A

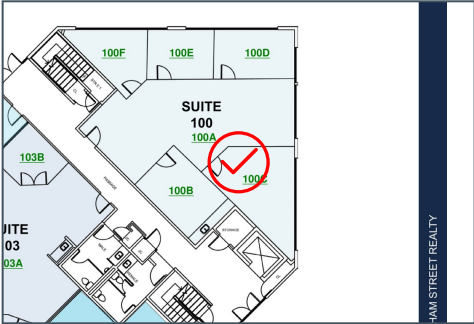
Description

ISSUE: Cased opening, not
a door, to room 100B

RECOMMENDATION: None.
Noted only.



#192 General

Status Open	Created Sep 25, 2025 6:39 PM tharris@rdcarchitecture.com	Sheet 5
Type Issue		
Location 100C		
Description ISSUE: Wall moved (not present in plans) RECOMMENDATION: None. Noted.		

#193 Window

Status
Open

Created
Sep 25, 2025 6:44 PM
tharris@rdcarchitecture.com

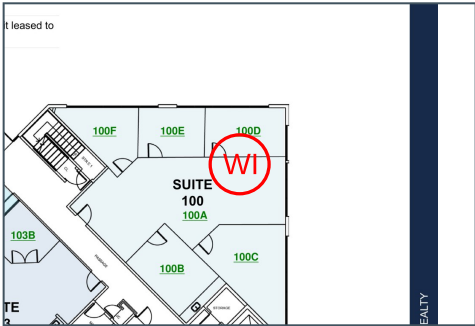
Sheet
5

Type
Issue

Location
100D

Description
ISSUE: Window installed -
not in plans

RECOMMENDATION: None.
Noted.



#194 Window

Status

Open

Created

Sep 25, 2025 6:45 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

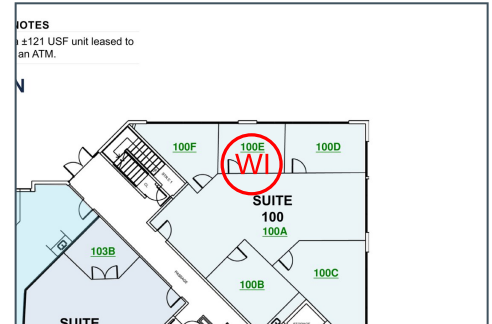
Location

100E

Description

ISSUE: Window installed -
not in plans

RECOMMENDATION: None.
Noted.



#195 Plumbing

Status

Open

Created

Sep 25, 2025 6:48 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

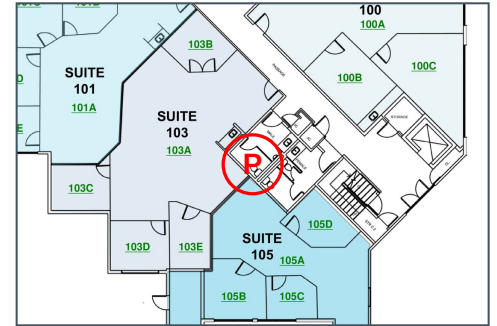
Location

Level 1 Men's Restroom

Description

ISSUE: 19" ADA toilet seat height

RECOMMENDATION: Meets ADA requirements for accessible water closet. However, may need additional water closet due to occupancy plumbing requirements.



#196 Window

Status

Open

Created

Sep 25, 2025 6:56 PM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

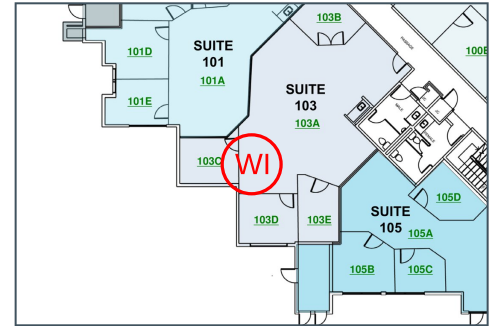
Location

103C

Description

ISSUE: Window installed -
not in plans

RECOMMENDATION: None.
Noted.



#197 Window

Status
Open

Created
Sep 25, 2025 6:57 PM
tharris@rdcarchitecture.com

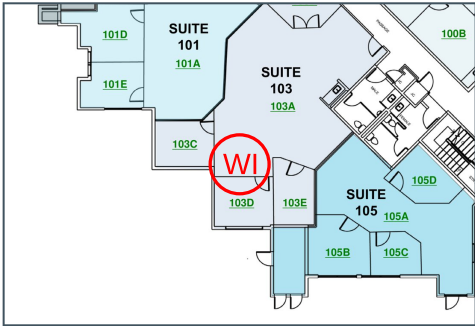
Sheet
5

Type
Issue

Location
103D

Description
ISSUE: Window installed -
not in plans

RECOMMENDATION: None.
Noted.



#198 General

Status

Open

Created

Sep 26, 2025 10:55 AM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

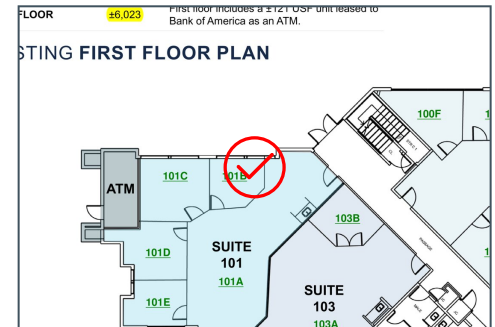
Location

101B

Description

ISSUE: Office wall relocated to enclose all of window - not in plans.

RECOMMENDATION: None.
Noted.



#199 Window

Status

Open

Created

Sep 26, 2025 10:56 AM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

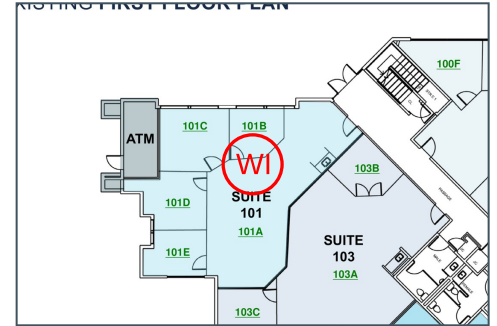
Location

101B

Description

ISSUE: Window location -
not in plans

RECOMMENDATION: None.
Noted.



#200 Window

Status

Open

Created

Sep 26, 2025 11:26 AM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

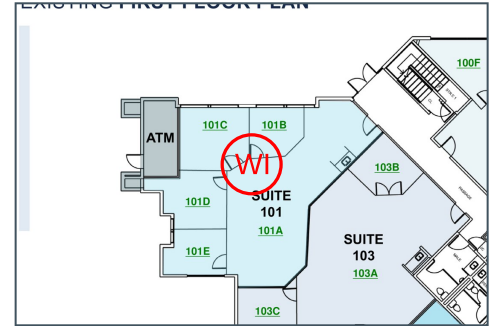
Location

101C

Description

ISSUE: Window location -
not in plans

RECOMMENDATION: None.
Noted.



#201 General

Status

Open

Created

Sep 26, 2025 11:27 AM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

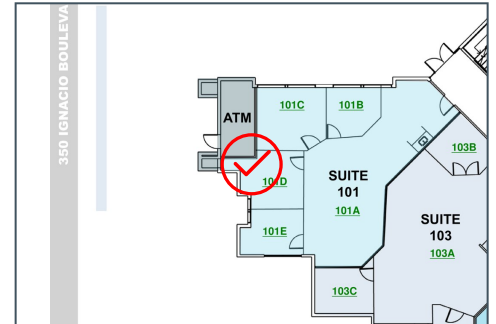
Location

101D

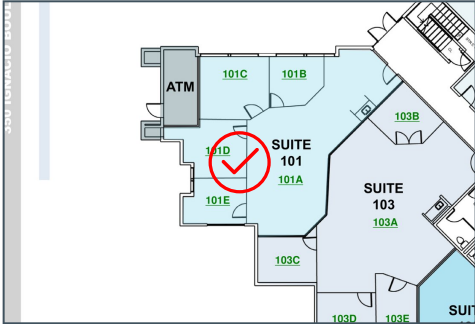
Description

ISSUE: Wall and door added
- not in plans. Existing server
closet

RECOMMENDATION: None.
Noted.



#202 General

Status Open	Created Sep 26, 2025 11:30 AM tharris@rdcarchitecture.com	Sheet 5
Type Issue		
Location 101D		
Description ISSUE: Window location - not on plans RECOMMENDATION: None. Noted.		

#203 Door

Status

Open

Created

Sep 26, 2025 11:32 AM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

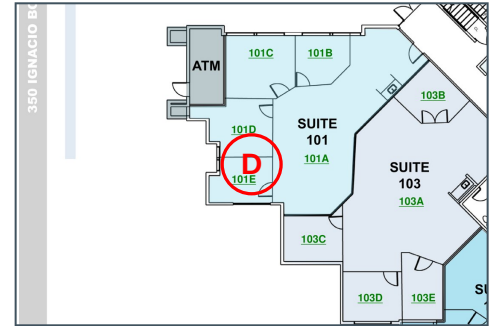
Location

101E

Description

ISSUE: Door relocated to
other side of room - not in
plans

RECOMMENDATION: None.
Noted.



#204 Window

Status

Open

Created

Sep 26, 2025 11:54 AM
tharris@rdcarchitecture.com

Sheet

5

Type

Issue

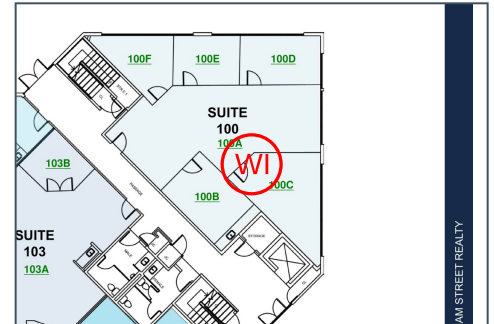
Location

100C

Description

ISSUE: Window location -
not in plans

RECOMMENDATION: None.
Noted.



#205 Window

StatusOpen

CreatedSep 26, 2025 4:30 PM
tharris@rdcarchitecture.com

Sheet7

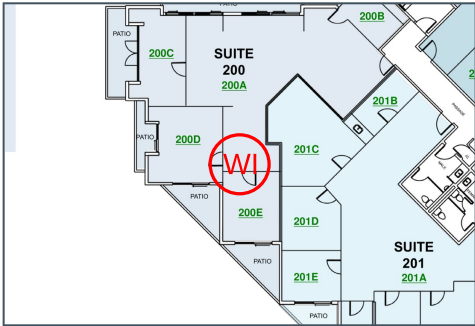
TypeIssue

Location200E

Description

ISSUE: Window location -
not in plans. Door moved

RECOMMENDATION: None.
Noted



#206 Window

Status
Open

Created
Sep 26, 2025 5:00 PM
tharris@rdcarchitecture.com

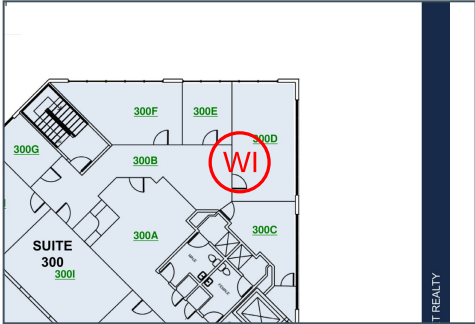
Sheet
9

Type
Issue

Location
300D

Description
ISSUE: Window location -
not in plans

RECOMMENDATION: None.
Noted



#207 General

Status

Open

Created

Sep 26, 2025 5:02 PM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

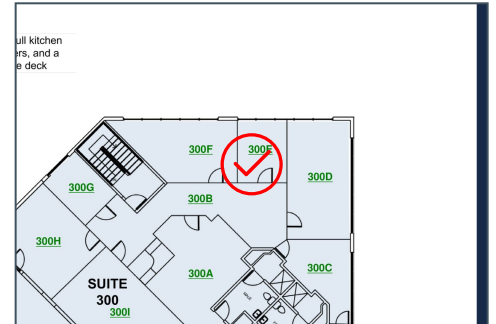
Location

300E

Description

ISSUE: Portion of wall
relocated so as to increase
office size - not in plans

RECOMMENDATION: None.
Noted



#208 General

Status

Open

Created

Oct 16, 2025 11:17 AM
tharris@rdcarchitecture.com

Sheet

5

Type

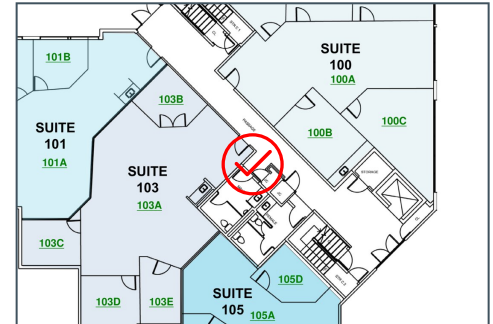
Issue

Location

Level 1 Corridor

Description

Insufficient push clearance -
less than 48" clear at door.



#210 General

Status

Open

Created

Oct 16, 2025 11:18 AM
tharris@rdcarchitecture.com

Sheet

7

Type

Issue

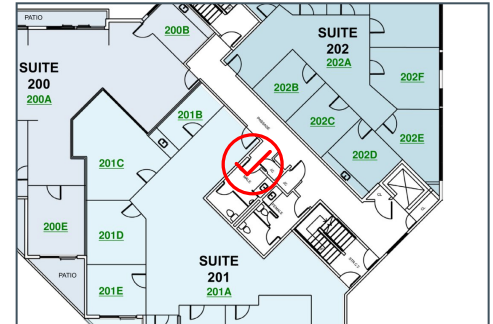
Location

Level 2 Men's Restroom

Description

ISSUE: Insufficient push
clearance - less than 48"

RECOMMENDATION:
Revise layout to make ADA
compliant in new design



#212 General

Status

Open

Created

Oct 16, 2025 11:20 AM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

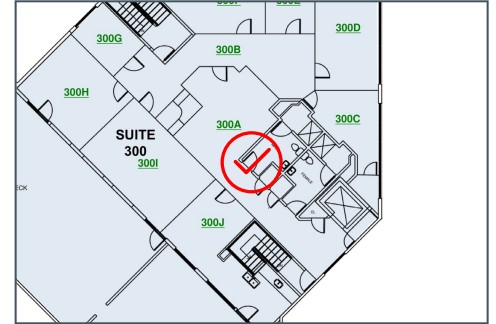
Location

Level 3 Men's Restroom

Description

ISSUE: Insufficient pull
clearance - less than 60"

RECOMMENDATION:
Redesign to be ADA
compliant



#213 General

Status

Open

Created

Oct 16, 2025 11:21 AM
tharris@rdcarchitecture.com

Sheet

9

Type

Issue

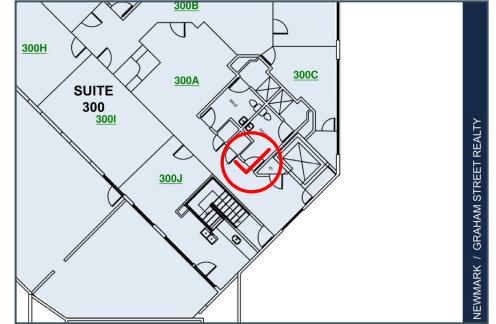
Location

Level 3 Women's Restroom

Description

ISSUE: Insufficient pull
clearance - less than 60"

RECOMMENDATION:
Redesign to be ADA
compliant.



Thank you!

PREPARED BY:

 **DLR GROUP**
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