AMENDMENT NO. 8 TO LEASE

This Amendment No. 8 to Lease ("Amendment No. 8") is entered into as of the 16th day of August, 2010, between SAN FRANCISCO ELKS NO. 3 BUILDING ASSOCIATION, a California nonprofit corporation ("Landlord"), and TCC UNION SQUARE, L.P., a California limited partnership ("Tenant"), with reference to the following facts:

A. Landlord and Tenant's predecessor-in-interest, 450 POST INVESTMENT CO. ("450 Post Investment"), entered into a written lease agreement, dated October 1, 1981 (the "Master Lease"), in which Landlord leased to 450 Post Investment and 450 Post Investment leased from Landlord certain leased premises (the "Premises") located in the building (the "Building") located at 450 Post Street, San Francisco, California.

B. The Master Lease has been amended as follows: a first time by that certain document entitled Settlement Agreement, dated September 7, 1983; a second time by that certain document entitled Settlement Agreement and Mutual General Release, dated September 7, 1983; a third time by that certain document entitled Attornment Agreement, dated September 7, 1983; a fourth time by that certain letter agreement, dated September 20, 1993; a fifth time by that certain letter agreement, dated September 20, 1993; a sixth time by that certain document entitled Amendment No. 6 to Lease, dated on or about May 26, 1996; and a seventh time by that certain document entitled Amendment No. 7 to Lease, dated as of June 7, 1999.

C. Tenant has succeeded to all of the rights and assumed all of the obligations of the tenant under the Master Lease pursuant to the terms and conditions of a written Assignment and Assumption of Lease between BA Properties, Inc., as Assignor, and Tenant, as Assignee.

D. Concurrently with the execution of this Amendment No. 8, Landlord and Tenant have entered into a Settlement Agreement, to which this Amendment No. 8 is attached, pursuant to which Landlord, Tenant and SAN FRANCISCO LODGE NO. 3, B.P.O.E., an unincorporated association (the "Lodge"), have agreed to resolve certain disputes regarding the Master Lease and other issues.

E. Landlord and Tenant intend to amend the Master Lease as set forth below.

NOW, THEREFORE, in consideration of the covenants and conditions hereinafter contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned agree as follows:

1. Extension of Lease Term. (a) Paragraph 2(a) of the Master Lease is amended to provide that the term of the Master Lease shall end on August 31, 2035.

(b) Paragraph 2(b) of the Master Lease is deleted. Tenant shall have no right or option to extend the term of the Master Lease beyond August 31, 2035.

2. Minimum Fixed Rental. (a) Paragraph 3(a)(2) of the Master Lease is amended by inserting the following subparagraphs (iv) and (v) after subparagraph (iii) thereof:

> "(iv) During the period April 1, 2013 through March 31, 2028, the Minimum Fixed Rental shall be the average of the total of the Minimum Fixed Rental paid or payable pursuant to this paragraph 3(a)(2) and Percentage Rental paid or payable pursuant to paragraph 3(c) below during the five (5) year period immediately preceding April 1, 2013. Percentage Rental payable pursuant to paragraph 3(c) shall continue during the period April 1, 2013 through March 31, 2028.
>
> "(v) During the period April 1, 2028 through August 31, 2035, the Minimum Fixed Rental shall be the average of the total of the Minimum Fixed Rental paid or payable pursuant to paragraph 3(a)(2)(iv) above and Percentage Rental paid or payable pursuant to paragraph 3(c) below during the five (5) year period immediately preceding April 1, 2028. Percentage Rental payable pursuant to paragraph 3(c) shall continue during the period April 1, 2028 through August 31, 2035."

(b) Subparagraph 3(b) of the Master Lease is deleted.

3. Completion of Exterior Maintenance and Repair. Paragraph 5 of the Master Lease is hereby amended by adding the following new subparagraphs (i) and (j):

> "(i) Tenant will proceed diligently to complete all of the maintenance and repair work to the exterior of the Premises described in **Exhibit B** attached hereto. The work shall be subject to review and inspection on behalf of the Building Association by Architectural Resources Group, or such other architectural or construction management firm as the Building Association may designate from time to time ("ARG"), and all work shall be completed not later than January 31, 2011. Tenant will not be responsible for payment of the fees of ARG.

"(j) The Materials Assessment and Maintenance Manual for Common Areas, dated July 2009, together with the Maintenance and Inspections Schedules for Common Areas, dated August 2010, attached hereto as **Exhibit C** are hereby adopted as the standard for future maintenance obligations of Tenant arising under paragraph 5(a) above."

4. Cross Default with Settlement Agreement. Under Section 3(b) of the Settlement Agreement, Tenant has agreed to reimburse the Lodge for the costs of certain maintenance and repair work in connection with the third floor balcony of the Premises. That reimbursement payment shall be deemed to be additional Rent due under this Master Lease and, in the event of any failure or default by TUS in making such payment, the provisions of the Master Lease for interest and late charges shall be applicable, the Building Association shall have all the rights and remedies for breach of the Master Lease, and TUS shall have all defenses that may be available to it under law or under the Master Lease. The reimbursement paid or payable to the Lodge pursuant to Section 3(b) of the Settlement Agreement shall not be included in any amount used to determine the Minimum Fixed Rental due under paragraph 3(a) of the Master Lease or Percentage Rental payable under paragraph 3(c) of the Master Lease.

5. Exhibits. Exhibits B and C attached to this Amendment No. 8 are hereby added as Exhibit B and C of the Master Lease.

6. Effective Date. This Amendment No. 8 shall be effective as of August 16, 2010.

7. Ratification. Except as expressly set forth herein, all terms and conditions of the Master Lease, as from time to time previously amended, shall remain in full force and effect.

8. Entire Agreement. This Amendment No. 8 constitutes the entire agreement between Landlord and Tenant concerning its subject matter, and it is expressly understood and agreed that this Amendment No. 8 may not be altered, amended, modified or otherwise changed in any respect or particular whatsoever except by a writing duly executed by an authorized representative of each party affected by any such modification.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 8 as of the day and year first written above.

Landlord	Tenant
SAN FRANCISCO ELKS NO. 3 BUILDING ASSOCIATION, a California nonprofit corporation	TCC UNION SQUARE, L.P., a California limited partnership By: Tiburon Capital Corporation, General Partner
By: _____	By: _____
Its: PRESIDENT	Its: Secretary

Exhibit B

EXHIBIT B

Exterior Façade and Envelope

- Repair or replace steel ties and anchors currently holding terra cotta in place.
- Repair areas where ornamental terra cotta units are missing.
- Repair cause of cracks in the terra cotta on the second floor and twelfth floor window headers and sills.
- Seal cracks at the tower corners and between brick and terra cotta masonry.
- Repair deteriorated mortar joints through tuck pointing or repointing on façade wall, including upper level, columns, towers, terra cotta units and granite base.
- Clean and power wash terra cotta façade.
- Install T-caps at parapet coping joints and repair cracks in parapet walls.
- Coat glaze spalls to prevent moisture intrusion.
- Install sealant at joints between buildings.
- Maintain sealant joints at sidewalk and granite base.

Flat Roofs (Upper and Lower)

- Clean obstructed gutters, scuppers and downspouts and install gutter covers.
- Replace missing and deteriorated drainage elements (including downspouts, leader heads, etc.).
- Paint or replace corroding steel railings, bracing, flashing and sheet metal ducts and vents.

Concrete and Stucco Exterior Wall

- Seal cracks in rear cement plaster walls, including tower section and parapet walls.
- Clean and re-paint cement plaster and rear concrete parapet walls, as well as metal bracing, downspouts and flashing.
- Remove extraneous anchors and straps from the parapet walls.

Fire Escapes

- Paint non-galvanized fire escapes.
- Repair or replace corroded fire escape components and repaint.
- Repair walls at fire escape anchorage points.

Sub-basement and Mechanical Systems

- Patch foundation wall to prevent further corrosion.
- Replace boiler flue for basement boilers and repair supports for flue.

- Repair sump pump installation in basement.

Windows and Doors

- Repair deteriorated wood and steel windows.
- Apply coatings to unpainted wood trim.
- Repair cracks in concrete at window openings.
- Repair and paint corroded skylight frames.
- Repair corroding metal doors at penthouses.

Exhibit C

450 Post Street

Materials Assessment and Maintenance Manual for Common Areas

San Francisco, California

prepared for:
San Francisco Elks No. 3 Building Association
San Francisco, California

prepared by:
Architectural Resources Group, Inc.
Architects, Planners & Conservators
San Francisco, California

July 2009

Project No. 08016

CONTENTS

1 – MANAGEMENT PREFACE

Executive Summary ..... 1 - 1
Introduction and Background ..... 1 - 3
Methodology ..... 1 - 4

2 – COMMON AREAS: SURVEY & TREATMENT RECOMMENDATIONS

Brick Cladding ..... 2 - 1
Terra Cotta Cladding ..... 2 - 2
Granite Base ..... 2 - 3
Flat Roofs ..... 2 - 4
Concrete Walls ..... 2 - 5
Cement Plaster Walls ..... 2 - 6
Steel Fire Escapes ..... 2 - 7
Windows ..... 2 - 8
Doors ..... 2 - 10
High Priority Treatment Recommendations ..... 2 - 11
Maintenance Manual ..... 2 - 12

Appendix A: References

PART 1 – MANAGEMENT PREFACE

EXECUTIVE SUMMARY

Architectural Resources Group (ARG) was contracted to conduct a conditions survey of common areas for 450 Post Street in San Francisco (the "building"). This report includes a maintenance manual for the preservation of the building's exterior architectural elements and selected interior spaces, and is based on a visual survey of the building.

The purpose of the condition assessment is to provide baseline data for the preparation of a Maintenance Program for the property. The objective of the assessment is to 1) document the prevalence and severity of deterioration, 2) identify high priority treatments, and 3) specify appropriate repairs and maintenance practices to be carried out over a 20-year period. A visual survey of the façade was conducted from the ground using binoculars, and common interior spaces as well as rooftops were also visited and examined. The condition assessment builds on previous investigations of specific areas of the building facades. The Third Floor Balcony is covered with protective netting and was not visually accessible for the current project scope. This report partially relies on the information previously developed by McGinnis Chen Associates, Inc. (MCA), who undertook a close-range survey and investigation in May 2008.

Maintenance Manual

A Maintenance Manual is enclosed at the end of the report that identifies prioritized actions needed to preserve and protect the building, including high priority treatments, annual inspections and tasks, as well as repair and maintenance measures to be carried out over the ensuing 20 years. These actions are organized into tables that clearly outline recommended tasks within specific timeframes. Areas under discussion are shown on accompanying drawings annotated for this purpose. The tables, together with the annotated drawings, should be used by the building engineer and maintenance staff to plan and track maintenance actions.

Conclusions and Recommendations Summary

Overall, the building is in fair condition. However, damage to the Third Floor Balcony terra cotta cladding is significant and this condition exposes underlying structural steel elements to moisture. Cracks in the tower corners and 12th floor window headers point to potential deterioration in underlying steel. The roof, gutter system, and façade masonry require maintenance to prevent moisture intrusion. Deferred maintenance of concrete walls and windows should be addressed.

High priority recommendations include:

1. Close off access to the third floor balcony until it is stabilized, if not already done so;
2. Investigate and repair cracks in the tower corners and at 12th floor window headers;
3. Patch concrete at the foundation wall in the sub-basement;
4. Repair and restore the terra cotta balcony and balustrade;
5. Replace missing and deteriorated drainage elements;
6. Clear obstructed gutters, downspouts, and drains;
7. Rehabilitate deteriorated wood and steel windows, primarily on the south elevation; and
8. Repair deteriorated mortar joints at the brick and terra cotta masonry façade.

INTRODUCTION AND BACKGROUND

Building Description

Designed by Architects Frederick H. Meyer and Albin R. Johnson, the building was constructed in 1924 as a place of gathering and recreation for local and visiting Elks. Located at 450 Post Street between Mason and Powell Streets, it is a steel-framed building with reinforced concrete walls clad in light tan brick and terra cotta masonry. This gothic inspired building features a balcony, lancet windows, and squat towers flanking a central gabled parapet. It houses the longest continuously-operating Lodge in the organization.

Previous Studies/Investigations

Several investigations by Donley Construction Consultants (DCC) occurred over the span of three years between 2002 and 2005. Their reports discuss deferred maintenance issues at 450 Post Street. In the January 31, 2002 report, the consultant lists numerous conditions found on site including leaks at the Elk's main meeting room and adjacent conference room, leaks into the backstage ceiling of the theatre and resulting efflorescence, peeling paint at the sidewalls of Farallon's fourth floor kitchen, as well as incidents such as a large sewage spill into the basement that occurred in August 2001 (some of these issues have since been addressed). A memorandum dated June 28, 2005 raised concerns regarding the "hazardous overall condition" of the building due to deferred maintenance. Additionally, a number of other serious safety concerns were also raised, including life-safety issues regarding spalls and loss of terra cotta from the deteriorated overhanging balcony, the lack of maintenance of the main sewer line (a health and safety hazard), and the deterioration of the rear concrete wall caused by water intrusion, resulting in large spalls at the theatre interior. It appears that although some specific conditions were addressed, there has not been a comprehensive attempt to remedy important maintenance issues.

In addition to the cleaning of the sewer line and addressing the deterioration of the rear concrete wall, DCC also advises a detailed inspection of the fire escape and fasteners on the hotel tower and the "twelve-story abandoned chimney" (inspection has since been carried out). Finally, in the November 9, 2005 correspondence the consultant points to the lack of a maintenance plan, the failure of the façade (south elevation), the deterioration of the rear concrete wall, water infiltration at the north wall of the hotel (floors 5 to 12), deterioration of fire escape, corroding steel chimney (boiler flue), inadequate maintenance of the sewage line and hazardous materials present in the common areas of the building (at the basement).

In May 2008, MCA produced a report based on their general observations of the building façade and investigation of the third floor balcony. In summary, MCA found typical exterior conditions such as deteriorated mortar joints, minor cracks and spalls, missing terra cotta ornamentation, soiling and differential movement between large building components. Their balcony investigation indicated the deterioration of the exposed steel beam and support at the underside of the balcony, as

evaluated by Holins Collier Structural Engineers. MCA concluded that the weakness of the older style of terra cotta assembly found at the building can lead to failing materials, due to differential movement of embedded structural steel elements and the brittle nature of terra cotta.

The categories of repairs indicated in MCA's report are typical for buildings of this type, i.e., steel frame structures with masonry infill walls and terra cotta cladding. There are numerous similar buildings in the vicinity, such as the Ritz Carleton Hotel, the Mark Hopkins Hotel, 209 Post Street, and the Sir Francis Drake Hotel. Repair strategies for historic buildings of this type are well established and there are many specialized contracting firms in San Francisco that are able to undertake these repairs successfully.

METHODOLOGY

A visual survey of the exterior facade was carried out by ARG to identify and quantify various deterioration conditions for the purpose of prioritizing repair work. The locations of cracks, spalls, stains, missing elements, etc. were marked on historic drawings and photographs. The survey was conducted from the ground using binoculars and a spotting telescope. Occurrences of deterioration recorded on the drawings were quantified in order to identify the general scope of proposed work. Roofs above the 12th floor and on the 5th floor were accessed for close-range inspection to identify deterioration and deficiencies of roof coverings, flashing, parapet walls, skylights, and penthouse structures. The sub-basement was also examined to identify deterioration to structural foundation walls.

PART 2 – COMMON AREAS: SURVEY & TREATMENT RECOMMENDATIONS

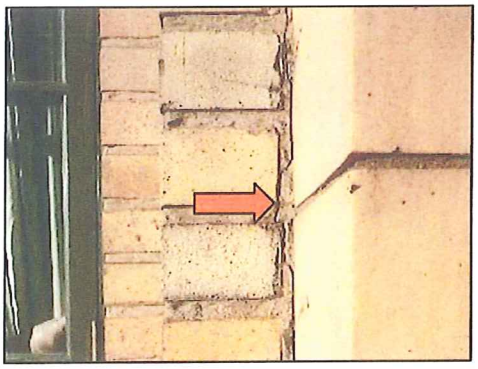
EXTERIOR BRICK CLADDING

Long vertical cracks visible at the corners of each tower may be caused by differential movement between adjacent masonry elements, or by corrosion of underlying steel columns; further investigation will be necessary to determine this. Cracking also occurs between the brick masonry and adjacent terra cotta pilasters at the balcony. In general, the brick masonry is in good condition, with no other major areas of cracks, spalls, brick failures, or salt deposits (known as efflorescence). Efflorescence is the crystallization of soluble salts on surfaces, indicating the movement of water through porous materials. Small anchor holes and isolated areas of abrasions are found throughout the building. Mortar joints appear to be in fair condition overall, but joints at the towers are weathered and eroded and in poor condition. Front parapet returns show poor repointing and partially cut joints that were never repointed. Graffiti was also observed at the west parapet return. The spaces between 450 Post Street and adjacent buildings on both sides show deteriorated sealant joints. *Brick masonry, such as the exterior brick cladding and all sealant and mortar joints, should be inspected on an annual basis every June.*

Maintenance Recommendations:

- Clean the façade to remove soiling and reveal potentially hidden deterioration such as open joints in the masonry
- Seal cracks at the tower corners and between brick and terra cotta masonry; monitor the cracks to see if they open again (water could get in through the cracks)
- Repoint deteriorated mortar joints at the towers
- Install sealant at joints between buildings

Deteriorated mortar joints are typical at front parapet wall returns.



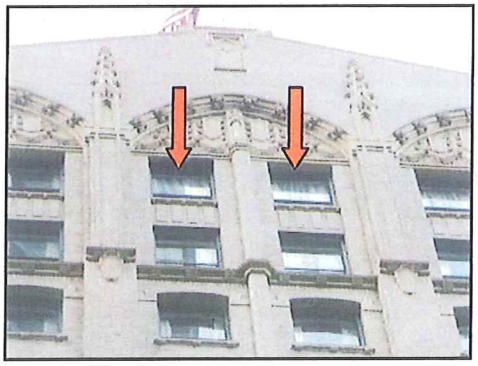
Cracks are common between brick and terra cotta masonry.

EXTERIOR TERRA COTTA

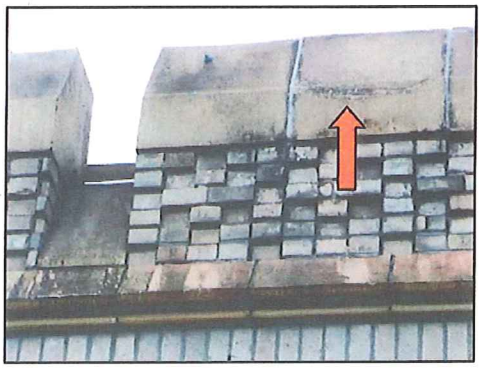
The exterior terra cotta cladding appears to be in overall fair condition, including coping at the front parapet and towers. Aside from the damage at the 3rd floor balcony, the most significant deterioration occurs at the 12th floor window headers, where cracks in the terra cotta units are potentially caused by the corrosion of underlying steel lintels. Elsewhere, mortar joints are deteriorated and there are minor instances of spalls, where the terra cotta glaze surface is detached from the clay body. Efflorescence is visible at some of the glaze spalls and in some small open anchor holes. Soiling is especially heavy at the undersides of third floor arches and headers and at horizontal stringcourses on the south elevation, as well as at tower stringcourses and coping. Several terra cotta units are missing from the façade, including a lattice piece and a decoration at the entrance. A crack remains in the sill at the location of the missing ornamental piece. In addition, four elements of unknown design below the tower parapets appear to have been removed. A metal flagpole anchorage attached to terra cotta cladding above the entrance is corroding. *Terra cotta masonry should be inspected on an annual basis every June.*

Maintenance Recommendations:

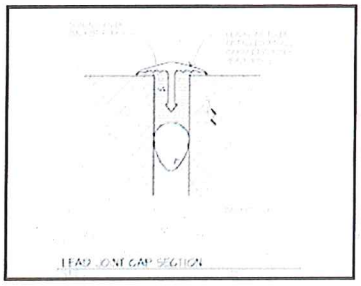
- Repair and restore the 3rd floor balcony and balustrade
- Investigate and repair the cause of cracked window headers at the 12th floor
- Repair cracked terra cotta units and repoint deteriorated mortar joints
- Install lead T-caps at parapet coping joints to minimize water infiltration
- Restore missing terra cotta ornamental units
- Coat glaze spalls to prevent moisture intrusion



Terra cotta window headers at the 12th floor are cracked.



Soiling and deteriorated mortar are typical at the towers parapets.



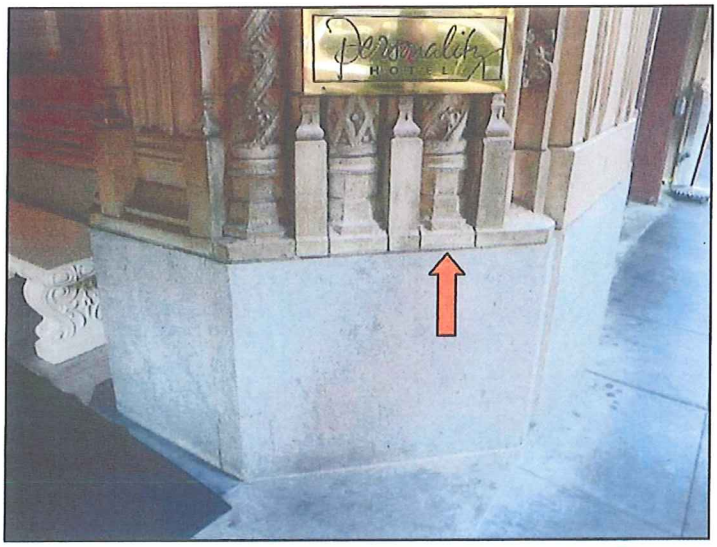
This detail drawing shows how lead joint caps ("T-caps") can be installed at sky-facing parapet terra cotta joints to prevent water intrusion.

GRANITE BASE

The granite base found at the front building façade is in good condition. No major cracks, spalls or displacement was observed, but light staining and abrasions occur throughout. Mortar joints are in fair condition, showing cracks and voids typical at joints between granite and terra cotta. Joints between granite base and concrete sidewalk and other flooring appeared to be in good condition. *Granite base and joints should be inspected once a year in June.*

Maintenance Recommendations:

- Repoint deteriorated mortar joints
- Maintain sealant joints at the sidewalk to prevent water infiltration



Mortar joints between the granite base and terra cotta elements are typical locations of deterioration.

FLAT ROOFS

The upper roof (above the 12th floor) is only a few years old and is in excellent condition. However, the lower roofs and drainage systems exhibit deterioration including obstructed scuppers and downspouts as well as missing downspout and leader sections. Miscellaneous debris such as plywood boards and beverage containers obstruct drainage features and retain moisture at roof surfaces. Wires and cables are in disarray, potentially trapping debris. Scuppers, downspouts and gutters, as well as vents, hoods, shafts, flues, pipe rails, and vent pipes appear to be in fair to poor condition, showing widespread corrosion. Most gutters lack covers or screens. Some metal elements are so deteriorated that portions have failed and fallen off. Similarly, a large flue extending past the upper roof has rusted completely through at some strap locations, diminishing its structural integrity. Flashing and sealant are deteriorated or missing at various locations. Biological growth was observed at the base of parapet walls, suggesting poor drainage, and paint loss was visible at flashing. *Inspection of flat roofs should occur twice a year in February and August, while metal vents and other roof components should be inspected once a year in February. Scuppers, downspouts and gutters should be inspected twice a year in April and October.*

Maintenance Recommendations:

- Clean obstructed gutters, scuppers, and downspouts, and install gutter covers
- Replace missing and deteriorated drainage elements (downspouts, leader heads, etc)
- Initiate weekly litter policing to prevent accumulation of debris
- Paint or replace corroding steel railings, bracing, flashing , and sheet metal ducts and vents
- Replace lower roofs within the next 5 years

A downspout draining a 4th floor roof is obstructed by a soft drink can.

Corroding pipe rails protecting elevated walkways present a life safety hazard.

CONCRETE WALLS

The concrete foundation wall in the sub-basement below the pool exhibits cracking and spalling of the concrete that is exposing underlying reinforcing metal. Efflorescence, corroding pipes, and new concrete patching suggest that excessive moisture is a perennial problem here.

Exterior concrete walls, mainly at parapets, are in fair condition. At the upper roof, minor cracks and spalls at the north parapet wall are visible where an aluminum framed wind barrier has been installed. Metal anchor straps on the parapet have corroding fasteners that conduct moisture into the wall. Biological growth is prevalent at top ledges, in cracks, and on adjacent wall surfaces that have peeling paint. At the south parapet wall and diagonal bracing, peeling paint and minor cracks caused by moisture intrusion are prevalent. Biological growth is also present at joints between the bracing and wall, and water staining is visible beneath the horizontal beam and diagonal bracing. *Concrete walls and diagonal bracing should be inspected annually in September.*

Maintenance Recommendations:

- Patch the foundation wall in the sub-basement to prevent further corrosion of reinforcing metal
- Repair cracks in parapet walls
- Remove extraneous anchors and straps from the parapet walls
- Clean and re-paint concrete parapet walls and metal bracing

Cracked plaster is falling off a wall in the sub-basement, exposing underlying reinforcing metal to corrosion.

On the north parapet wall, cracks and corroding metal strap fasteners are entry points for moisture penetration that can corrode underlying reinforcing metal.

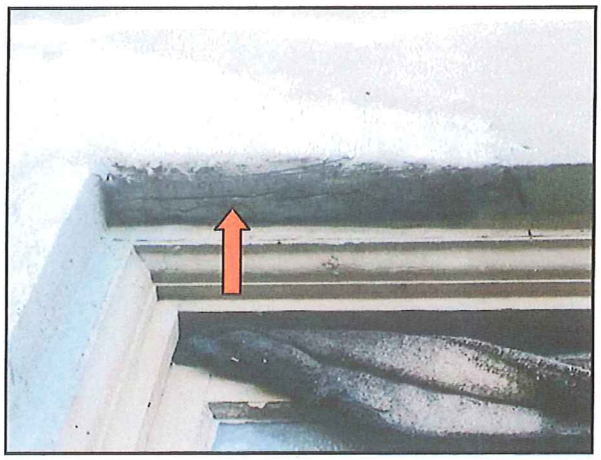
CEMENT PLASTER WALLS

Walls covered with cement plaster are generally in fair condition, but show isolated areas of paint failure, cracks, hairline cracking, abrasion and soiling. Paint failure is typical at parapet walls and penthouses on the upper roof. At the fifth floor roof, peeling paint is extensive at the bituminous coated east parapet wall (on the east face). The painted Handball Court walls show diagonal cracking at the window corners. Unpainted walls on the north and west facades show widespread cracks that have been patched with sealant but remain uncoated. In at least two locations, patches applied to the plaster at window lintels are de-bonding and failing, indicating that moisture intrusion is a continuing problem. Biological growth and soiling near upper cement plaster walls is common, typically below ledges. None of the cracks in the cement plaster appear to be structural. However, moisture can intrude through hairline cracking as well as less conspicuous micro-cracking of the plaster surface. *Inspection of cement plaster walls should occur once a year in September.*

Recommendations:

- Seal cracks in cement plaster
- Clean and paint cement plaster walls, as well as metal downspouts and flashing

Painting walls will protect cement plaster from excessive soiling and prolong the life of sealants applied to cracks.



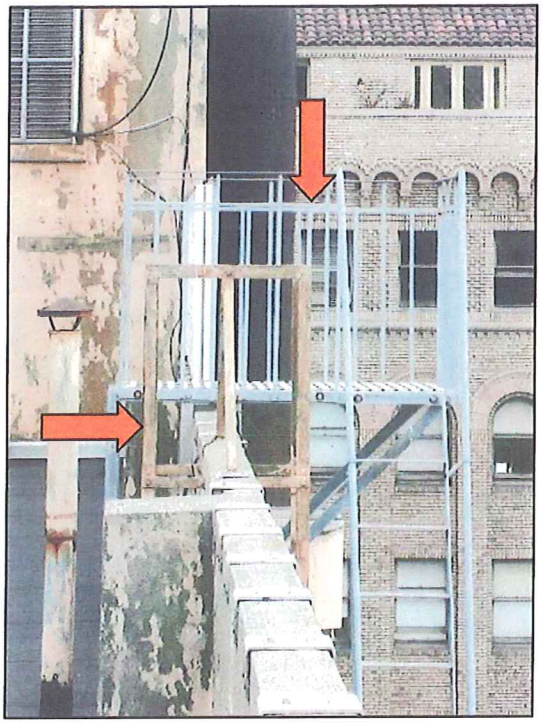
Moisture is continuing to penetrate the cement plaster, where the corrosion and expansion of underlying metal window lintels is cracking recent patches and causing them to de-bond.

STEEL FIRE ESCAPES

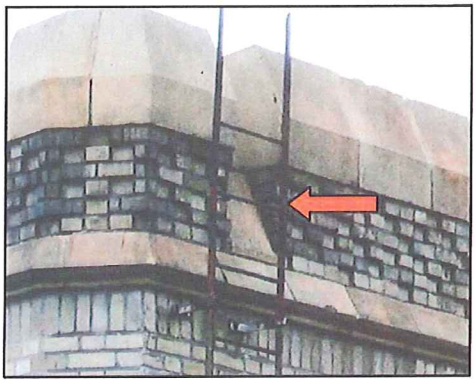
Galvanized steel fire escapes at north and east elevations are uncoated and are in fair to poor condition. Corrosion at fire escapes has been noted in previous assessment reports by Donley Construction Company since 2001. Similarly, older and painted non-galvanized steel access ladders at roofs show widespread corrosion and paint loss. Paint loss can indicate deferred maintenance or the use of poor bonding primer or lack of any primer. At some access ladder anchor locations, cracks in masonry walls allow moisture to corrode ladder anchors as well as embedded metal concrete reinforcing, increasing the potential for anchorage failure. The non-galvanized steel railing at the third floor balcony is also uncoated and appears to be in fair condition, showing only slight soiling. *Fire escapes, access ladders and railings should be inspected twice a year in February and August.*

Recommendations:

- Paint non-galvanized fire escapes
- Repair or replace corroded fire escapes components, and repaint
- Repair walls at anchorage points to protect life safety



Painted, non-galvanized steel access ladders are older than the galvanized, uncoated fire escapes. Corrosion is a typical condition found at older non-galvanized ladders, especially in areas of paint loss and at anchors.

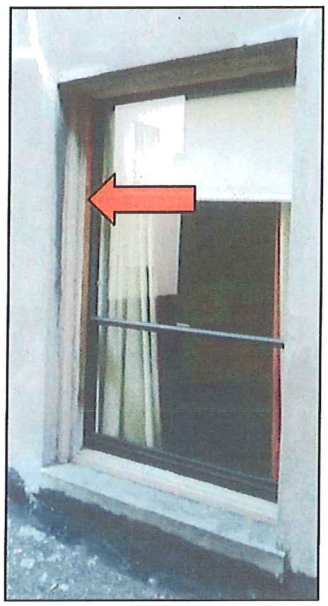


Corrosion of non-galvanized, steel access ladders is common.

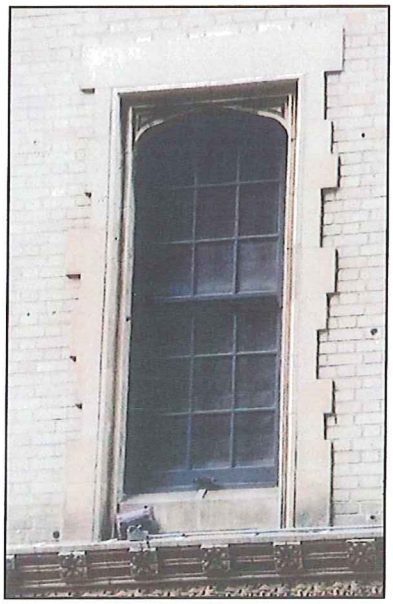
WINDOWS

Windows were observed from the ground using binoculars, from selected interior spaces, and at close range from roof tops. Original wood windows are located at the bottom floors of the south elevation, mainly in spaces occupied by the Elks Lodge and Post Street Theatre, and typically have a terra cotta surround and sill. Newer, aluminum windows with concrete sills on the upper floors and in Kensington Hotel spaces are generally in good condition. Overall, wood and aluminum windows and frames appear to be in good condition. Wood windows at theatre foyer are in operable condition, but corrosion is visible at the frames of interior metal wind baffles. Minor cracks and spalls are visible at concrete sills. Wood trim around windows on the north side (rear) of the building are unpainted and show water stains.

Wood windows at penthouses and at the fifth floor are in poor condition showing peeling paint, raised grain, missing glazing putty and in one location, penetrations for piping. Despite these conditions, windows are salvageable. Cracks around penthouse window openings are common. Aluminum louvers, grilles and frames at the penthouses and front building facade are unpainted and in fair condition, showing slight corrosion and paint loss.



Aluminum window with unpainted wood trim

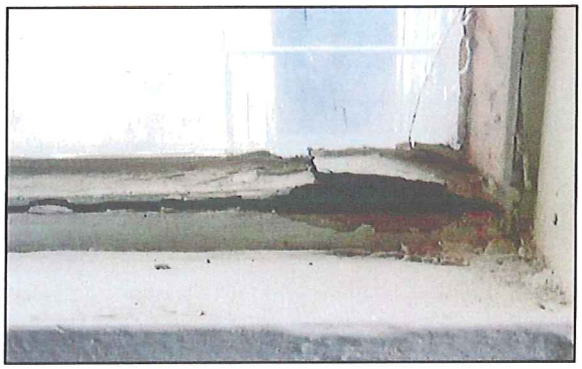


Wood window (south façade)

Wood window (penthouse)

Steel sash windows and frames in the west stair tower, Officers Changing Room (overlooking the 3rd floor Kitchen), Old Bakery and two-story Handball Court building are in fair to poor condition. Window openings show corrosion, especially at the base of the window frames where scaling is prevalent. Corrosion leads to metal expansion, which impedes window function and allows further water intrusion. Cracks in glazing, missing glazing putty, and peeling paint were also observed. Hardware appears to be fair condition; some components are painted. Visible diagonal cracks are common at exterior window openings.

Typical conditions at penthouse wood windows include missing putty, paint loss, and splitting and separation of the sash.



Typical deterioration at steel windows includes cracked glass, corrosion scaling, and paint loss.

Copper framed skylights appear to be in fair condition, showing only deformation of the caps and frames and corrosion at nail penetrations. No glazing failures were observed. Steel framed skylights lining the edge of the swimming pool in the sub-basement appear to be in good condition. *Aluminum and wood windows should be inspected on a semiannual basis every May and November, while steel windows should be inspected annually every May. Aluminum louvers and all skylights should be inspected once a year in April. Weep holes in copper framed skylights should be checked and cleared of obstructions semiannually in April and November.*

Recommendations:

- Rehabilitate deteriorated wood and steel windows
- Apply coatings to unpainted wood trim
- Repair and paint corroded skylight frames
- Repair cracks in concrete at window openings

DOORS

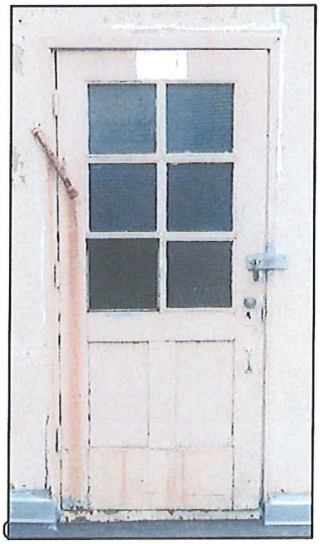
Exterior wood French doors with multi-lite transoms leading to the third floor balcony are generally in fair condition. In some locations, hardware does not align properly. During the investigation, the lack of exterior door hardware made it difficult to return indoors. Similar doors line the north wall of the building on the same floor, in the Ballroom. Hardware for these doors was recently restored and doors in general appear to be in good condition. None of the wood French doors had weather stripping.

Metal and metal-clad wood doors at penthouses are in poor condition, showing corrosion staining, deteriorated wood and missing glazing units. Painted and unpainted metal awnings over some metal doors are in fair condition and do not show any major deterioration. Contemporary metal and glass doors at the building entrances on the ground floor are in good condition. An ornate multi-lite transom over the Hotel entrance doors appears to be in good condition. *Exterior doors, including doors leading to third floor balcony and fire escape should be inspected annually every April.*

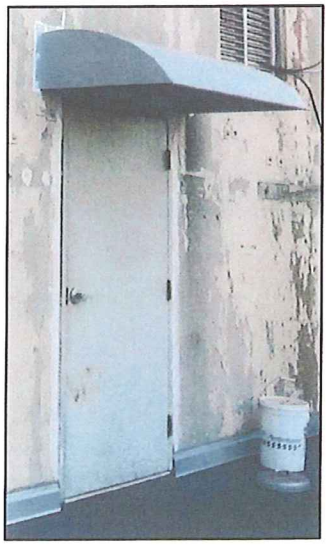
Recommendations:

- Ensure doors to the unstable third floor balcony remain locked at all times
- Rehabilitate corroding metal doors at penthouses
- Install weather stripping at third floor balcony French doors to minimize heat loss
- Rehabilitate French doors at third floor balcony after balcony is stabilized or restored

French doors at the third floor balcony are accessible from the Lounge.



Metal clad wood door



Metal door with unpainted metal awning

HIGH PRIORITY TREATMENT RECOMMENDATIONS

A number of deteriorated conditions were noted that should be addressed as soon as possible, ideally within the next six months to one year. Life safety hazards must be corrected as soon as possible. Quick action will minimize further damage to historic fabric, representing cost savings over time. It is prudent to document all repairs before, during and after treatment with photographs, drawings and reports. Maintaining a repair log will assist in better understanding frequencies of certain deterioration conditions, evaluate whether treatments were successful, and prevent similar conditions in the future.

- Life Safety: According to a 2008 report by McGinnis Chen Associates, the beam at underside of balcony is exposed and deteriorated, showing corrosion that will cause the beam to lose its structural strength due to loss of material. Structural repairs should be carried out as soon as possible.
- Balcony: The third floor terra cotta balcony and balustrade should be repaired and restored.
- Further Investigation (Masonry): Vertical cracks in the tower masonry and cracked terra cotta window headers should be investigated to determine whether underlying steel is corroding.
- Deferred Maintenance (Roofing): Obstructed gutters, downspouts, and drains should be cleaned out. Corroded and missing sheet metal elements should be replaced or repaired and painted. Corroding fire escapes should be painted.
- Deferred Maintenance (Concrete Walls): Spalls and cracks in concrete and cement plaster walls should be patched and sealed and the walls painted with an appropriate primer and topcoat system.
- Deferred Maintenance (Windows and Doors): Wood and steel windows and doors at the upper roof areas are deteriorated and should be rehabilitated.
- Deferred Maintenance (Masonry): Deteriorated mortar in parapets should be replaced.

MAINTENANCE MANUAL

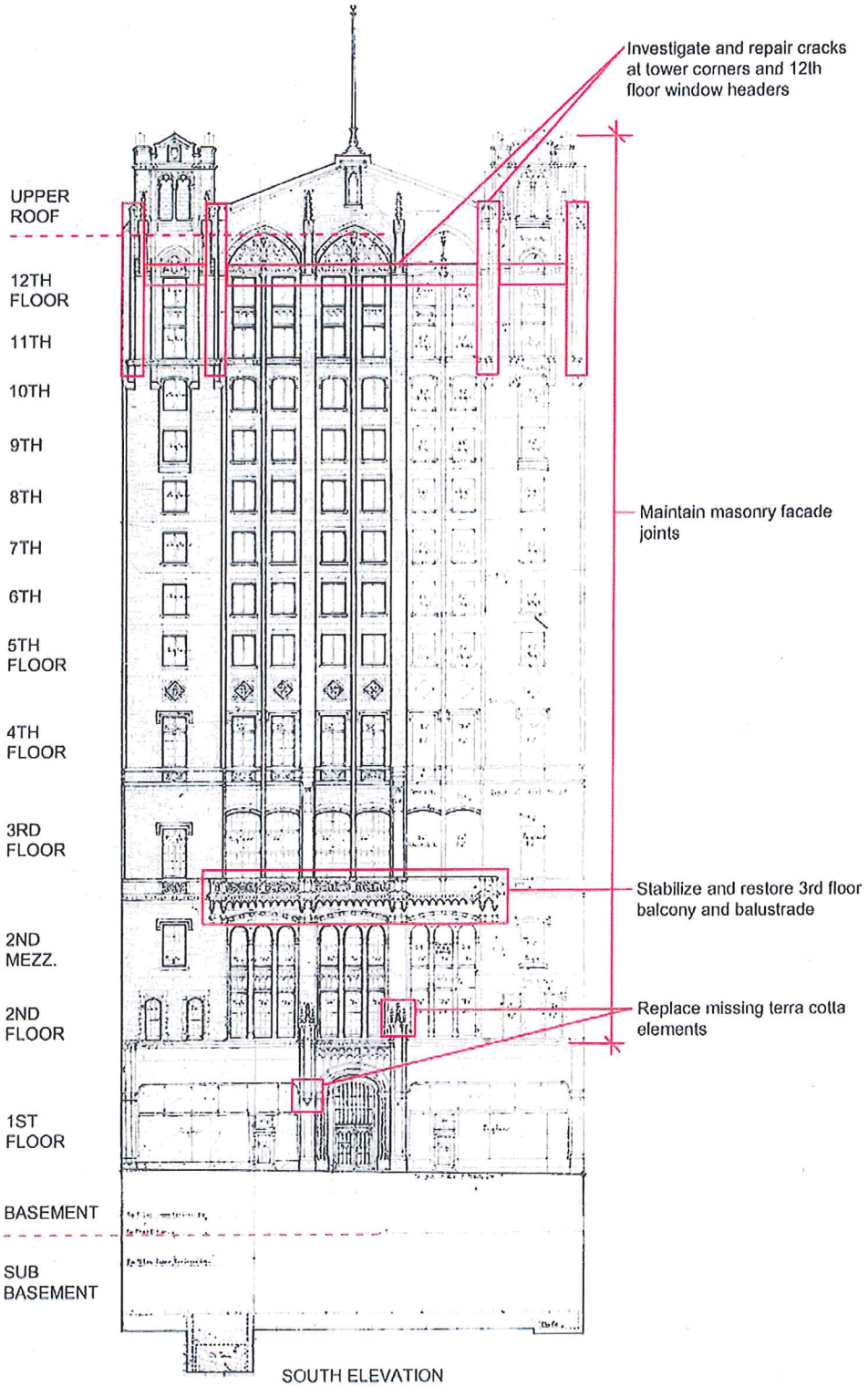
Common Area Inspections and Prioritized Maintenance Actions

The following tables summarize two types of recommended maintenance procedures. The **Prioritized Maintenance Schedule** identifies prioritized repairs and maintenance over the ensuing 20-year period. The **Exterior Maintenance Inspections Matrix** at the end of this section lists periodic inspections that should be carried out on an annual basis, and describes methods for inspections as well as repairs to remedy deterioration. Regular inspection of materials, features, and systems is vital in detecting incremental changes in condition. Timely inspections protect investments made in major repair and rehabilitation projects, and may prevent cumulative deterioration resulting in sudden or catastrophic loss of materials.

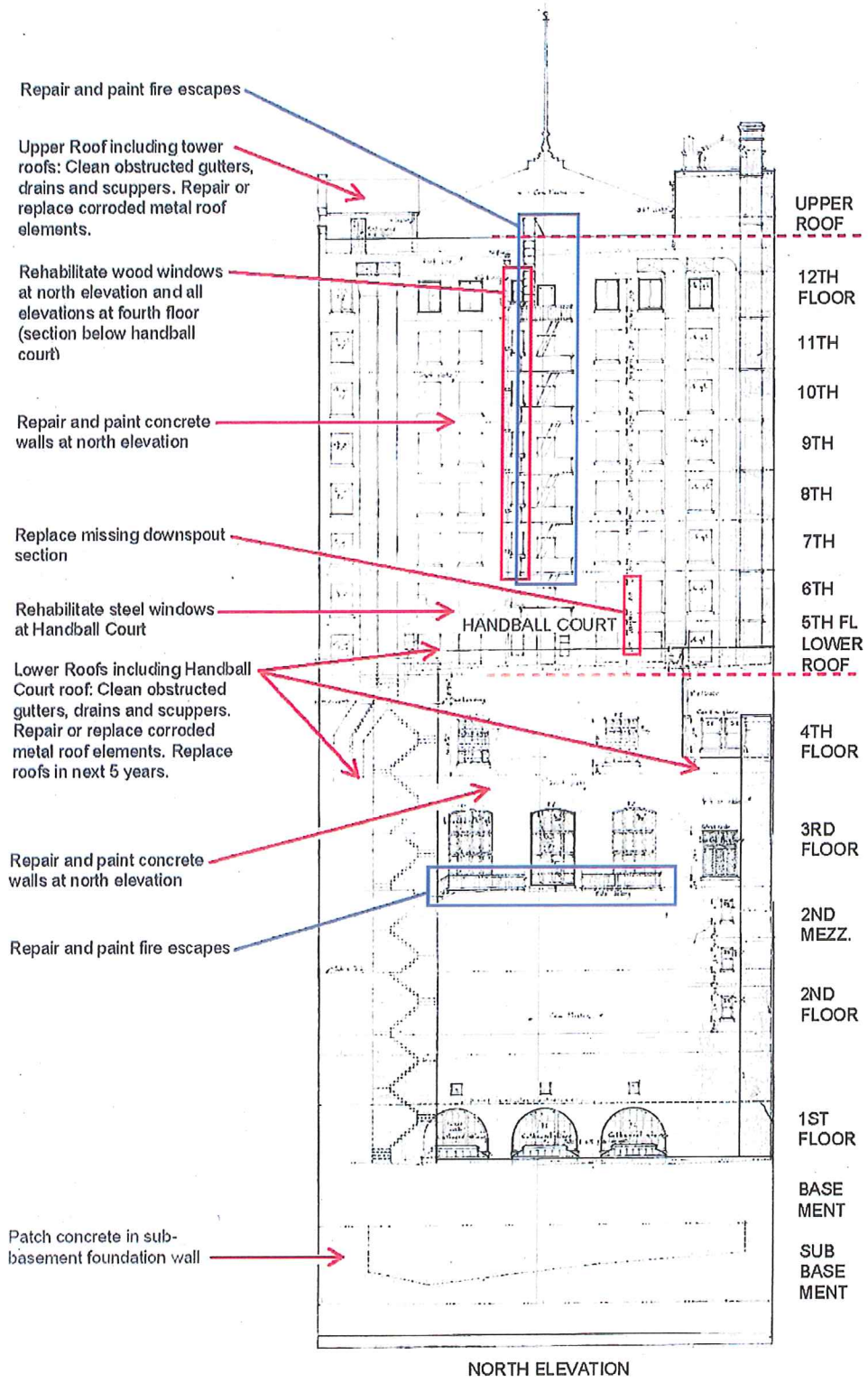
Prioritized Maintenance Schedule

The Emergency Treatments should be carried out as soon as possible, preferably within the next 1-2 years. The remaining tasks are organized according to priority, and may be phased according to the availability of funds. However, it may be more cost effective to group similar tasks together, such as the stabilization of the balcony with masonry façade repairs and maintenance. The replacement of roof coverings and drainage systems can occur in conjunction with updating or replacing rooftop utilities.

Emergency Treatments	2 – 5 Years	5 – 10 Years	10 – 20 Years
Stabilize and restore third floor terra cotta balcony	Repair or replace and paint corroded sheet metal roof elements and fire escapes	Replace lower roofs in conjunction with other scheduled work	Replace upper roof at the end of its material life span
Investigate cracking at tower corners and 12th floor window headers	Replace deteriorated downspouts and gutters	Maintain masonry façade joints and replace missing terra cotta elements	Maintain masonry façade joints
Patch concrete in sub-basement foundation wall	Repair and paint concrete walls		Re-paint concrete walls, spot paint windows
Replace missing downspouts	Rehabilitate wood and steel windows		
Clean gutters, drains, and scuppers, remove debris	Address waterproofing issues at masonry parapets and building joints		



Repair and maintenance priorities, South Elevation



Repair and maintenance priorities, North Elevation

Exterior Maintenance Inspections Matrix

Once emergency repairs have been carried out on the buildings, a maintenance program should be implemented that is guided by regular inspections of building systems. Periodic inspections detect gradual deterioration as well as sudden changes in building conditions, and thus aid in prioritizing and planning necessary repairs. Inspections trigger cyclical maintenance actions that protect investments in previous repair campaigns. Re-establishing regular maintenance of buildings helps to keep repair and rehabilitation projects small, resulting in costs savings over time.

The following Exterior Maintenance Inspection Matrix is a summary of annual inspections of different building systems and materials. The inspections follow a seasonal schedule to help prepare the buildings for winter storms and to evaluate any deterioration or damage after the rainy season. In addition to annual inspections, it is recommended that an exterior façade survey be repeated every five years.

Notes on Exterior Façade Inspections

A number of major cities including New York, Boston, and Chicago have specific codes, ordinances, or laws requiring regular inspections of building facades. Generally the ordinances apply to high rise structures over six stories tall. The mandatory inspections, characterized as "critical examinations," are designed to detect unsafe façade conditions or deficiencies in watertightness, and must be carried out by licensed professionals such as architects or engineers. In New York and Boston, critical examinations must be carried out on applicable buildings every five years. In Chicago, the interval is every four years for terra cotta.

Although San Francisco does not have a corresponding code or ordinance, the laws of New York, Boston, and Chicago serve as appropriate examples for the inspection of historic skyscrapers. Each of these cities contain hundreds of high rise buildings constructed with historic materials such as terra cotta cladding, and their collective experience is instructive in the judiciousness of detecting maintenance deficiencies in order to prevent catastrophic building damage and loss of life. Though San Francisco's climate is milder and freeze-thaw damage is not an issue, the frequency and severity of seismic events justifies a similar approach to preventive inspections.

450 Post Street
Exterior Maintenance Inspection Matrix

Month	Features	Typical Locations	Inspection and Maintenance Guidelines
February	Steel fire escapes Steel access ladders Steel railings	Rear elevations (5th and above 12th floors) At roof above 12th floor, to towers Balcony 3rd floor	Inspect for flaking paint, corrosion and positive attachment. Check all attachments for proper function, reattach with new fasteners if required. Remove corrosion and repaint as soon as practical.
	Flat Roofs	Roofs above 12th floor, penthouse, towers Roof at 4th & 3rd floors (restaurant use) Roof at 5th floor (between hotel and handball) Balcony at 3rd floor (outside Lounge/Bar)	Inspect all areas at penetration through roofing materials; ensure all seams are properly sealed. Inspect roofing material at perimeter and built-up areas to determine they are secure; look for blistering or splitting. Inspect flashing at roofing material interface, ensure transitions are secure and flashing cement is intact; look for shrinkage cracks. Ensure all drains have a proper cover and drains are clear of debris and functioning properly. Inspect roofs after a period of rain to detect ponding or improper drainage. Survey interior spaces directly below to detect leaks.
	Metal bracing	Top of Towers at roof above 12th floor	Inspect for flaking paint, corrosion and positive attachment. Check all attachments for proper function, reattach with new fasteners if required. Remove corrosion and repaint as soon as practical.
	Metal vent hoods/vents/shafts	Various locations at roofs	Inspect sheet metal for corrosion, peeling paint (if applicable). Inspect straps, welds, and fasteners to make sure units are secure. Check that filters are changed at appropriate intervals, and that oil/lubricant levels are adequate.
	Concrete diagonal bracing	Supporting south parapet wall at roof above 12th floor	Inspect all concrete surfaces for small or large cracks. If cracks are large or small cracks lengthen or widen, contact Preservation Architect.
March	Cast iron / Wrought iron	Door surround at Hotel entrance 1st floor Radiator grilles at Theatre Lobby 2nd floor Light fixtures throughout building Theatre Box office at corridor 2nd floor	Inspect for flaking paint, corrosion or missing material. Check all attachments for proper function, reattach with new fasteners if required. Remove corrosion and repaint painted surfaces as soon as practical.
April	Aluminum flashing and scuppers Aluminum gutters and downspouts	Various locations at the roofs Various locations at the roofs	Inspect all flashings, scuppers, gutters and downspouts for open seams, displacement, detachment, or failure of sealant. Reseal open seams and reapply sealant in failed areas. Reattach gutters to ensure proper alignment for adequate drainage. Replace flashing, gutters or downspouts that are beyond repair.
	Copper louvers and grilles Copper framed skylights Copper roof	Penthouses at roof above 12th floor Penthouse above 12th floor hotel roof Roof above 3rd floor Elks Lodge kitchen Ticket booth roof at theatre entrance 1st floor	Inspect copper for deformation, detachment, tears, holes, separations at seams, sealant or substrate failure. Reform copper as needed. Patch or repair copper holes and substrate, replace as needed. Reseal separations at seams. Inspect for corrosion; where extant, determine the cause and repair source of corrosion prior to repair. Inspect copper framed skylights for deformations or penetrations at copper components and inspect for any cracked or missing glazing. Reform copper deformations; repair or replace copper where penetrations compromise integrity of skylight. Replace cracked or missing glazing units.
	Wood French doors Metal clad wood door	Door to balcony from Lounge 3rd floor Penthouse at roof above 12th floor	Inspect wood French doors for proper function, detachment or displacement of wood components, missing or broken glazing, and deterioration of the finish. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing. Renew finish where it is missing or abraded. Inspect thresholds to detect open seams, dented or deformed metal, and loose or corroded fasteners.
	Aluminum door awnings	Connecting passage from hotel to handball court building 5th floor Penthouse at roof above 12th floor	Inspect all aluminum awnings for open seams, loose fasteners, detachment, or failure of sealant or paint. Reseal open seams and reapply sealant in failed areas. Secure any loose fasteners. Remove loose paint and repaint as soon as practical. Replace components that are beyond repair.
May	Steel sash windows and frames Window hardware	Handball court building 5th floor North stairwell	Inspect steel windows for proper function, detachment or displacement of metal elements. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing, broken or deteriorated. Inspect for corrosion; where extant, determine the cause and repair the source of corrosion prior to repair. Repaint windows where paint is missing or heavily abraded.
	Aluminum windows with concrete sills	Hotel lobby and guestrooms 5th to 12th floors	Inspect aluminum windows for proper function, detachment or displacement of aluminum elements, missing or broken glazing, and deterioration of the paint finish. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing. Spot repaint where paint is missing or abraded. Inspect concrete sills for cracks or de-bonding, patch as needed.
	Wood windows with terra cotta sills	Theatre lobby 2nd floor Administrative offices 2nd Mezzanine level Lounge/Bar and Ballroom 3rd floor Elks Billiard & X Rooms 3rd Mezzanine level Hotel service 5th floor and penthouse above 12th floor (north elevation)	Inspect wood windows for proper function, detachment or displacement of wood components, missing or broken glazing, and deterioration of the paint finish. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing. Spot repaint where paint is missing or abraded. Inspect terra cotta sills for cracks and deteriorated mortar, repair as needed.

450 Post Street
Exterior Maintenance Inspection Matrix

Month	Features	Typical Locations	Inspection and Maintenance Guidelines
June	Exterior brick	Exterior walls and towers	Inspect all brick surfaces for cracking, spalling or displacement; repair small surface cracks and spalls. If cracks are large or bricks are displaced, contact Preservation Architect. Inspect mortar joints; replace missing or deteriorated mortar. Record areas of missing or deteriorated mortar that are in difficult access areas, include in later scope of work. Inspect brick for soiling, biological growth or corrosion staining; remove general soiling and biological growth in areas of easy access; record other areas for later work. If corrosion staining exists, contact Preservation Architect.
	Flat and ornamental glazed terra cotta	Building entrances (south elevation) Horizontal bands (south elevation) Balcony at 3rd floor, Coping at south parapet and Towers Window surrounds, headers, sills Decorative central bays 2nd to 3rd Mezz level	Inspect terra cotta surfaces for cracks and spalls; repair small surface cracks and spalls. If cracks are large or units are displaced, contact Preservation Architect. Inspect mortar joints; replace mortar where missing or deteriorated. Inspect surfaces for soiling or staining; remove general soiling. If corrosion staining exists, contact Preservation Architect.
	Granite base	Base at south elevation	Inspect granite surfaces for cracking, spalling or displacement; repair small surface cracks and spalls. If cracks are large or granite blocks are displaced, contact Preservation Architect. Inspect mortar joints; replace missing or deteriorated mortar. Inspect joint at sidewalk for deteriorated or missing sealant; replace as needed. Inspect granite for soiling, biological growth or corrosion staining; clean as needed. If corrosion staining exists, contact Preservation Architect.
August	Metal railing Metal attachments	Balcony at 3rd floor (outside Lounge/Bar) Various locations at south elevation	Inspect for flaking paint, corrosion and positive attachment. Check all attachments for proper function, reattach with new fasteners if required. Remove corrosion and repaint as soon as practical.
	Steel fire escapes Steel access ladders Steel railings	Rear elevations (5th and above 12th floors) At roof above 12th floor, to towers Balcony 3rd floor	Inspect for flaking paint, corrosion and positive attachment. Check all attachments for proper function, reattach with new fasteners if required. Remove corrosion and repaint as soon as practical.
	Flat Roofs	Roofs above 12th floor, penthouse, towers Roof at 4th & 3rd floors (restaurant use) Roof at 5th floor (between hotel and handball) Balcony at 3rd floor (outside Lounge/Bar)	Inspect all areas at penetration through roofing materials, ensure all seams are properly sealed. Inspect roofing material at perimeter and built-up areas to determine they are secure; look for blistering or splitting. Inspect flashing at roofing material interface, ensure transitions are secure and flashing cement is intact; look for shrinkage cracks. Ensure all drains have a proper cover and drains are clear of debris and functioning properly. Inspect roofs after a period of rain to detect ponding or improper drainage. Survey interior spaces directly below to detect leaks.
September	Poured in place concrete walls Concrete parapets	Sub-basement at boiler room Roof above 12th floor, Roof at 5th floor	Inspect all surfaces of concrete walls and parapets for cracks, spalls, flaking paint, or heavy soiling; repair small cracks; clean soiling, remove flaking paint and spot paint as required. Record and monitor cracks to determine if cracks are growing larger. If large cracks lengthen or widen, contact Preservation Architect. Repaint all concrete surfaces every 7 to 10 years.
	Cast iron / Wrought iron	Door surrounds at Hotel entrance 1st floor Radiator grilles at Theatre Lobby 2nd floor Light fixtures throughout building Theatre Box office at corridor 2nd floor	Inspect for flaking paint, corrosion or missing material. Check all attachments for proper function; reattach with new fasteners if required. Remove corrosion and repaint painted surfaces as soon as practical.
	Canvas Awnings	Over building entrances	Inspect all canvas awnings for tears or holes, corrosion at metal frame or missing components. Check all attachments for proper function to ensure frame is securely attached and in sound condition. Reattach with new components if required. Remove corrosion and replace deteriorated components as needed.
	Cement plaster walls	North elevation of hotel 5th to 12th floors Handball court building 5th floor Penthouses at roof above 12th floor	Inspect all surfaces of the cement plaster walls for cracking, spalling, flaking paint, or heavy soiling; repair small cracks and clean surfaces if heavily soiled. Sound plaster to determine if plaster is de-keyed; replace loose or missing plaster to match existing. Remove flaking paint and spot paint as needed; repaint all cement plaster surfaces approximately every 10 years. If large cracks exist, contact Preservation Architect.

450 Post Street
Exterior Maintenance Inspection Matrix

Month	Features	Typical Locations	Inspection and Maintenance Guidelines
October	Brass sign Brass clad doors	Main entrance to hotel	Inspect all brass elements for proper attachment; reattach if necessary. Polish bronze and brass elements regularly to maintain luster. Apply lacquer annually to maintain surface finish.
	Aluminum flashing and scuppers Aluminum gutters and downspouts Copper framed skylights	Various locations at the roofs Various locations at the roofs Penthouse above 12th floor hotel roof Roof above 3th floor Elks Lodge kitchen	Inspect all flashings, scuppers, gutters and downspouts for open seams, displacement, detachment, or failure of sealant. Reseal open seams and reapply sealant in failed areas. Reattach gutters to ensure proper alignment for adequate drainage. Replace flashing, gutters or downspouts that are beyond repair. Inspect copper framed skylights for deformations or penetrations at copper components and inspect for any cracked or missing glazing. Reform copper deformations, repair or replace copper where penetrations compromise integrity of skylight. Replace cracked or missing glazing units.
November	Steel sash windows and frames Window hardware	Handball court building 5th floor North stairwell	Inspect steel windows for proper function, detachment or displacement of metal elements. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing, broken or deteriorated. Inspect for corrosion; where extant, determine the cause and repair the source of corrosion prior to repair. Repaint windows where paint is missing or heavily abraded.
	Aluminum windows with concrete sills	Hotel lobby and guestrooms 5th to 12th floors	Inspect aluminum windows for proper function, detachment or displacement of aluminum elements, missing or broken glazing, and deterioration of the paint finish. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing. Spot repaint where paint is missing or abraded. Inspect concrete sills for cracks or de-bonding, patch as needed.
	Wood windows with terra cotta sills	Theatre lobby 2nd floor Administrative offices 2nd Mezzanine level Lounge/Bar and Ballroom 3rd floor Elks Billiard & X Rooms 3rd Mezzanine level Hotel service 5th floor and penthouse above 12th floor (north elevation)	Inspect wood windows for proper function, detachment or displacement of wood components, missing or broken glazing, and deterioration of the paint finish. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing. Spot repaint where paint is missing or abraded. Inspect terra cotta sills for cracks and deteriorated mortar, repairs needed.
	Steel skylights	Over pool deck Basement floor	Inspect skylights for open seams or displacement of metal elements. Repair or replace as required. Reattach loose, detached or displaced elements. Inspect all glazing, caulking, and sealant; replace where missing, broken or deteriorated. Inspect all gutters around skylights for proper drainage; clear any debris obstructing drainage. Inspect for corrosion; where extant, determine the cause and repair the source of corrosion prior to repair.

APPENDIX A

REFERENCES

REFERENCES

Boston, Massachusetts, Municipal Code chapter IX § 9-9.12 (1995).

Chicago, Illinois, Municipal Code title 13 § 13-196 (2007).

Donley Construction Consultants. *Deferred Maintenance – 450 Post Street.* San Rafael: November 9, 2005.

Donley Construction Consultants. *Deferred Maintenance – 450 Post Street.* San Rafael: July 8, 2005.

Donley Construction Consultants. *Safety of Deferred Maintenance.* San Rafael: June 29, 2005.

Donley Construction Consultants. *Par of Master Lease and Sublease.* San Rafael: November 10, 2004.

Donley Construction Consultants. *Elks Building, 450 Post Street, SF, Preliminary Report, Maintenance.* San Rafael: January 31, 2002.

McGinnis Chen Associates Inc. *Elks Lodge No. 3 Building, Preliminary Report and Balcony Investigation.* San Francisco: 15 May 2008.

New York, New York, Administrative Code Title 27 § 27-129 (1998).

SOHA Engineers. *Structural Evaluation Report for Elks Club – 450 Post Street, San Francisco, California.* San Francisco: December 15, 2008.

450 Post Street

Maintenance and Inspection Schedules for Common Areas

San Francisco, California

prepared for:
San Francisco Elks No. 3 Building Association
San Francisco, California

prepared by:
Architectural Resources Group, Inc.
Architects, Planners & Conservators
San Francisco, California

August 2010

Project No. 08016

MAINTENANCE AND INSPECTION SCHEDULES

Common Area Inspections and Prioritized Maintenance Actions

The following tables summarize recommended procedures associated with remedial repairs as well as preventive maintenance for 450 Post Street in San Francisco. Recommendations are drawn from two reports produced by Architectural Resources Group, Inc.: "450 Post Street Materials Assessment and Maintenance Manual for Common Areas" (July 2009) and "450 Post Street Phase II: Systems Analysis and Design Study" (March 2009).

The **Prioritized Maintenance Schedule** identifies prioritized repairs and maintenance for architectural as well as mechanical/electrical/plumbing (MEP) systems over the ensuing 25-year period. The **MEP Equipment List** identifies equipment serving the building that should be inspected and maintained according to the manufacturer's standards and recommendations, and describes critical maintenance tasks for plumbing systems. The **Architectural Inspections Matrix** at the end of this report lists periodic inspections of architectural features that should be carried out on an annual basis, and describes methods for inspections as well as repairs to remedy deterioration.

Prioritized Maintenance Schedule

Following are remedial repairs and maintenance tasks for 450 Post Street. The Emergency Treatments should be carried out as soon as possible, preferably within the next 1-2 years. The remaining tasks are organized according to priority. However, it may be more cost effective to group similar tasks together, such as the stabilization of the balcony with masonry façade repairs and maintenance. The replacement of roof coverings and drainage systems can occur in conjunction with updating or replacing rooftop utilities.

	Emergency Treatments	2 – 5 Years	5 – 10 Years	10 – 25 Years
ARCHITECTURAL	Stabilize and restore third floor terra cotta balcony	Repair or replace and paint corroded sheet metal roof elements and fire escapes	Replace lower roofs in conjunction with other scheduled work	Replace upper roof at the end of its material life span
	Investigate cracking at tower corners and 12th floor window headers	Replace deteriorated downspouts and gutters	Maintain masonry façade joints and replace missing terra cotta elements	Maintain masonry façade joints, as needed
	Patch concrete in sub-basement foundation wall	Repair and paint concrete walls		Re-paint concrete walls, spot paint windows, as needed
	Replace missing downspouts	Rehabilitate wood and steel windows		
	Clean gutters, drains, and scuppers, remove debris	Address waterproofing issues at masonry parapets and building joints		
MEP	Mechanical: Replace main boiler flue	Mechanical: Replace steam boiler #3	Mechanical: Replace supply fans 1-3	Mechanical: Remove abandoned equipment including steam boiler #5 and the two large Birchfield steam boilers
	Mechanical: Improve ventilation of the pool room	Mechanical: Replace steam boiler #4	Mechanical: Replace steam boiler #1	
	Electrical: Provide main breaker in Hotel Panel "A"	Mechanical: Drain water at air plenum	Electrical: Devise new equipment naming and labeling scheme	
	Electrical: Perform preventive maintenance (PM) on main service pressure switch	Electrical: Perform an IR scan of all house and tenant panel boards		
	Plumbing: Bring sump installation to code	Electrical: Inspect and test emergency lighting		
		Electrical: Upgrade fire alarm system		
		Plumbing: Replace sewer piping below Elks kitchen and bar, above Theatre, and elsewhere where leaking		

Mechanical and Electrical Systems List

Following is a summary of Mechanical and Electrical equipment identified in an inspection of common areas of 450 Post Street. The list does not necessarily include additional equipment maintained by sub-lessees such as the Farallon restaurant. It is the responsibility of the Master Lessee to obtain and confirm proof of service contracts pertaining to the periodic maintenance and servicing of MEP equipment and systems of all tenants, including service records and inspection logs produced by certified inspectors. This information is to be submitted on an annual basis in January.

MECHANICAL EQUIPMENT

Qty	Equipment and Service	Details	Tenants Affected	Approx. Age (Years)	Typical Life Expectancy (Years)*	Comments
Sub-Basement: Boilers						
1	Boiler #1 (steam): Hotel heating	Peerless steam boiler #211-10, SN#211-6106, 1890 MBH in, 1512 MBH out. Appears to be gravity fed.	Hotel	>25	30	Appears to have a gravity condensate feed.
1	Boiler #2: Pool	Laars Mighty Therm Pool Heater #136654, SN# C03D02869, 500 MBH input. Circulating Pump	Elks	6 <5	25 10	Looks older than serial number indicates.
1	Boiler #3 (steam): Elks Steam Room or Clothes Dryer?	Peerless steam boiler, 7psi Abandoned boiler feed pump	Elks	>25	30	Condensate pump has been disconnected (no return); boiler reportedly has a leak.
1	Boiler #4 (steam)	HB Smith steam boiler, 15 psi, MN#G220-S/W-10, SN#1991-87, 376 MBH input, 300.8 MBH output. Hoffman condensate pump	Elks, Theater	>25	30	Condensate pump looks corroded.
1	Boiler #5 (steam): Abandoned and partially cannibalized	Peerless steam boiler #G-1061, 15 psi, SN#61-72655-0494 Boiler feed pump	-	15	N/A	Out of service.
1	Boiler #6 (domestic hot water): Elks Kitchen	Laars Mighty Therm, SN# 92020209C Laars tank, 119 gallons Circulating pump	Elks	16	25 10	P&T pressure relief is not properly routed to a receptor (instead, there is a bucket at the boiler).
1	Boiler #7 (domestic hot water): Elks Shower	A.O. Smith #HW-420-932, 420 MBH input (2) storage tanks, approx. 200 gallons each Bell & Gossett circulating pump	Elks	14 14	25 10	
2	Boilers #8 and #9 (domestic hot water): Hotel and Kitchen	Laars Mighty Max, SN#M00D04437 HW boilers 2 large storage tanks connected to boilers: "Hotel" and "Kitchen" Bell & Gossett circulating pump with each boiler	Hotel	9 >50 <5	25 40 10	1 additional storage tank appears to be disconnected and abandoned in place.
2	Large abandoned steam boilers	Large Birchfield steam boilers, no longer in service	-	>50	N/A	Out of service.
Sub-Basement: Airside Equipment						
3	Main supply fans	Sirocco, American Blower Co., belt drive; disconnected steam heating coil at each fan.	Hotel, Elks, Theater	>50	25	Some exterior corrosion of fan housing; noisy drives.
3	Booster supply fans	Greenheck #SBCE-3H650X, propeller fans with belt drives.	Hotel, Elks, Theater	13	25	
1	Locker Room exhaust fan	Cabinet exhaust fan mounted up high; belt drive.	Elks	<10	25	Some associated ductwork looks corroded.
Sub-Basement: Plumbing						
1	Domestic water booster pumps skid	California Hydronics duplex skid with (2) Bell & Gossett pumps, each #1531 1.5AC, SN#202262, 5hp.	Hotel	<10	25	
1	Duplex sump pump	Two submersible pumps		>25?	10	Recently replaced volutes; floor plate does not meet code and is not properly vented.
Basement: Fire Protection						
1	Electric fire pump	40 hp		<10	25	
Penthouse						
3	Exhaust fans	Sirocco, American Blower Co., Size 7, Fan #146078B	Hotel, Elks, Theater	>50	25	

*Based on Median Service Life Listed in 2007 ASHRAE Handbook- HVAC Applications, Chapter 36.

ELECTRICAL EQUIPMENT

Section	Switch	Meter	Name	Floor	Equip. Fed
1L	400	1003643986	Farallon	1st	Panel A
2L	400	1003204092	Farallon	4th	Panel A
3La (600A)	100	28540A	Farallon	4th	Panel C
3Lb (600A)	100	1003204379	Farallon	4th	Panel B
3Lc (600A)	100	42790R	460 Post	1st	Panel
3Ld (600A)	100	1003631974	Farallon	1st	Panel C
3Le (600A)	200	18M122	Hotel		Panel B
3Lf (600A)	200	1003632014	Farallon	1st	Panel B
1R	400	16634T	Elks		Panel A
2R	400	25202R	Hotel		Gutter
3R	600	4895R7	Theater		Gutter
4R	800	25285	House		Gutter

Service

The building has a 2000 Ampere 208/120 volt electrical service in basement 2B, fed from an adjacent Pacific Gas & Electric transformer vault located below existing sidewalk. The main service comes into a fused bolted pressure switch, which then feeds a multi-meter distribution board in an adjacent room. The main switch was installed in 1983 as part of a building service upgrade, is manufactured by ITE and appears to be in fair condition. However, bolted pressure switches are somewhat prone to failures and by their nature require maintenance to operate properly. The switches shall be inspected in January and July by a licensed electrician, and reports shall be submitted at that time.

Adjacent to the main switch and installed at the same time is a separate 100A service for the electric fire pump, separately metered and dedicated for the fire pump. The feeder to the fire pump goes up to the equipment locate on basement floor B1, and once exiting the electrical room appears to be concrete encased as required by code for the rating of feed to fire pump equipment.

The main distribution board in the adjacent room has six individual meter/main sections with four 400 Ampere, one 600 Amp, and one 800 Amp fused disconnects providing power to tenants and house power distribution. There is also a single multi-meter section with six meters and two 200 Amp and four 400 Ampere fused disconnects providing distribution to other tenants. There is not room in the existing line-up to easily allow for expansion or additional sections to be installed. Please refer to the power distribution section for additional information.

Given the overall square footage of approximately 130,000 square feet, the incoming service provides an overall electrical capacity of approximately 5.5 VA/s.f. Although the building has been operating adequately with this size, it is on the lower range for building capacity, and would limit renovation or expansion possibilities, particularly eliminating the possibility of adding mechanical cooling in the future.

Power Distribution

The main distribution board, manufactured by ITE, is laid out in a U-configuration, with distribution sections located on the left and right sides and an incoming main pull section joining the two at the middle. Although current code would require two means of egress when standing in front of this equipment rated over 1200A, there was an allowed clause of "where reasonably practicable" in the code at the time of the service upgrade, and the installation was clearly approved by the inspector at the time. Given the difficulty of reconfiguring this equipment to meet the current two exit requirement, any work in the space would likely by grandfathered in for compliance.

The existing equipment is in fair condition.

The Farallon Restaurant, located on the first and fourth floors, has six separate meters to panels located within their space, and fed via conduit and wire directly to each piece of equipment. As this is dedicated and specific to the user, the individual components were not catalogued but are presumably functioning for the tenant.

The retail tenant at 460 Post has a dedicated meter and 100 Amp switch, feeding via conduit and wire to a panelboard located within the retail space.

The hotel loads are fed from two metered services, a 200A switch in the multi-meter board feeding Hotel Panel B located in the basement satellite electrical room, and a 400A switch feeding a gutter in the same room. Directly off the gutter are two 200A fused disconnects, one feeds panels on floors 5 and 6, the other feeds panels on 7 through 12. In addition tapped off the gutter is Hotel Panel A, located in the same satellite electrical room. This panel is rated at 200 Amps and does not have required overcurrent protection for the panel or the feeders. Overcurrent protection shall be replaced within two years of the contract date. Both Hotel Panels A and B are manufactured by ITE and appear to have been installed at the same time as the service upgrade, and are in good condition. These panels feed back of house type hotel loads, including booster pumps, exhaust fans, and the lobby. The eight panels located on the hotel floor 5 and above are smaller load center type panels feeding room loads. Although the quantity of circuits per floor can be an issue in older hotels due to overloaded breakers, the building engineer has reported they do not have issues of tripped breakers within the guest rooms.

The Elks Club loads are fed from a 400Amp meter/main to Elks Panel A located in the basement satellite electrical closet. This panel feeds branch circuit loads in the locker rooms and athletic facility. It also sub-feeds panelboards throughout the Elks Club, including Elks Panel B in the satellite electrical closet, two kitchen panels, locker room panel, third floor panel, and a panel at the handball court on the fifth floor.

The final occupant, the Theater, has a 600 Amp meter/main feed to a gutter in the basement satellite electrical closet. From there, at 30 Amp disconnect feeds load labeled theater fans, and a 400Amp disconnect feeds Panel D located in the east stairwell on the second floor. This panel subfeeds and adjacent Panel L for branch circuti loads, as well as a sound system and presumably a lighting system. Both panels in the stairwell are manufactured by ITE, and installed in the 1980s.

Emergency Power and Distribution

The building does not have an emergency or standby generator. Code required egress and exit lighting is provided via battery units located either within the fixture. An emergency generator shall be installed within two years of the contract date.

Lighting Systems

Typical lighting within the building is fluorescent linear lighting with the exception of specialty lighting in some of the banquet areas, and the lighting within the guest rooms. Most lighting appears to be intact and functional. Failed fixtures shall be replaced within 30 days of failure. Lighting is typically controlled via local switching, and would not comply with automatic shut-off requirements. Exterior lighting at the building is controlled via time clock.

The lighting system is in general of poor to fair quality.

Fire Alarm Systems

There are currently two fire alarm systems in the building, one put in with the restaurant tenant improvement, and the other serving the other spaces within the building. Apparently, the two systems have limited communication between the two, and the City has expressed some concern about the lack of an overall cohesive fire alarm system. Although the base building system appeared to have all required initiation devices, it did not appear to have complete notification coverage. Code-complying upgrades to this system shall occur within two years of the contract date.

PLUMBING SYSTEMS

Critical maintenance tasks that shall be undertaken:

Task	Frequency	Notes
Backflow testing	every 6 months	
Flushing and testing of Farallon Restaurant pipes	quarterly	Garbage disposal and washer tend to back up the pipes if there is no regular flushing
Servicing of Farallon Restaurant grease trap(s)	monthly	
Flushing and inspection of Hotel pipes	annual	Backups from solid waste accumulation lead to breaks in the line.

Domestic Water

There are five separate water meters located in the Elks locker room that serve various spaces of the building. At one location, two water meters are manifolded together at inlet and outlet such that they serve a single service. This service runs down in an insulated line to the subbasement, where it feeds a duplex booster pump assembly, presumably for the hotel domestic water system. The booster pump package appears to be in fair condition, although some of the piping is starting to rust. This system shall be re-evaluated by a MEP consultant within two years of the contract date and upgraded as recommended.

Sewer

The building is served by an 8" sewer, which seems to be adequate for a building of this size (based on a quick estimate of fixtures without a specific count). In June 2001, there was a sewage blockage in the main which caused a "major sewage eruption" in the Light Opera Gallery tenant space. According to the building engineer, there is now flushing of that pipe on a regular basis, which seems to have prevented a recurrence of the problem.

Fire Protection

The building sprinkler system is served by a 40 hp electric fire pump in the basement. The fire pump appears to be in good condition. Although listed as fully sprinklered on tenant improvement drawings, no sprinklers were observed in the pool area.

Architectural Inspections Matrix

Month	Features	Typical Locations	Inspection and Maintenance Guidelines
February	Steel fire escapes Steel access ladders Steel railings	Rear elevations (5th and above 12th floors) At roof above 12th floor, to towers Balcony 3rd floor	Inspect for flaking paint, corrosion and positive attachment. Check all attachments for proper function, reattach with new fasteners if required. Remove corrosion and repaint as soon as practical.
	Flat Roofs	Roofs above 12th floor, penthouse, towers Roof at 4th & 3rd floors (restaurant use) Roof at 5th floor (between hotel and handball) Balcony at 3rd floor (outside Lounge/Bar)	Inspect all areas at penetration through roofing materials; ensure all seams are properly sealed. Inspect roofing material at perimeter and built-up areas to determine they are secure; look for blistering or splitting. Inspect flashing at roofing material interface, ensure transitions are secure and flashing cement is intact; look for shrinkage cracks. Ensure all drains have a proper cover and drains are clear of debris and functioning properly. Inspect roofs after a period of rain to detect ponding or improper drainage. Survey interior spaces directly below to detect leaks.
	Metal bracing	Top of Towers at roof above 12th floor.	Inspect for flaking paint, corrosion and positive attachment. Check all attachments for proper function, reattach with new fasteners if required. Remove corrosion and repaint as soon as practical.
	Metal vent hoods/vents/shafts	Various locations at roofs	Inspect sheet metal for corrosion, peeling paint (if applicable). Inspect straps, welds, and fasteners to make sure units are secure. Check that filters are changed at appropriate intervals, and that oil/lubricant levels are adequate.
	Concrete diagonal bracing	Supporting south parapet wall at roof above 12th floor	Inspect all concrete surfaces for small or large cracks; repair small surface cracks. If cracks are large or small cracks lengthen or widen, contact Preservation Architect.
March	Cast iron / Wrought iron	Door surround at Hotel entrance 1st floor Radiator grilles at Theatre Lobby 2nd floor Light fixtures throughout building Theatre Box office at corridor 2nd floor	Inspect for flaking paint, corrosion or missing material. Check all attachments for proper function, reattach with new fasteners if required. Remove corrosion and repaint painted surfaces as soon as practical.
April	Aluminum flashing and scuppers Aluminum gutters and downspouts	Various locations at the roofs Various locations at the roofs	Inspect all flashings, scuppers, gutters and downspouts for open seams, displacement, detachment, or failure of sealant. Reseal open seams and reapply sealant in failed areas. Reattach gutters to ensure proper alignment for adequate drainage. Replace flashing, gutters or downspouts that are beyond repair.
	Copper louvers and grilles Copper framed skylights Copper roof	Penthouses at roof above 12th floor Penthouse above 12th floor hotel roof Roof above 3rd floor Elks Lodge kitchen Ticket booth roof at theatre entrance 1st floor	Inspect copper for deformation, detachment, tears, holes, separations at seams, sealant or substrate failure. Reform copper as needed. Patch or repair copper holes and substrate, replace as needed. Reseal separations at seams. Inspect for corrosion; where extant, determine the cause and repair source of corrosion prior to repair. Inspect copper framed skylights for deformations or penetrations at copper components and inspect for any cracked or missing glazing. Reform copper deformations, repair or replace copper where penetrations compromise integrity of skylight. Replace cracked or missing glazing units.
	Wood French doors Metal clad wood door	Door to balcony from Lounge 3rd floor Penthouse at roof above 12th floor	Inspect wood French doors for proper function, detachment or displacement of wood components, missing or broken glazing, and deterioration of the finish. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing. Renew finish where it is missing or abraded. Inspect thresholds to detect open seams, dented or deformed metal, and loose or corroded fasteners.
	Aluminum door awnings	Connecting passage from hotel to handball court building 5th floor Penthouse at roof above 12th floor	Inspect all aluminum awnings for open seams, loose fasteners, detachment, or failure of sealant or paint. Reseal open seams and reapply sealant in failed areas. Secure any loose fasteners. Remove loose paint and repaint as soon as practical. Replace components that are beyond repair.
May	Steel sash windows and frames Window hardware	Handball court building 5th floor North stairwell	Inspect steel windows for proper function, detachment or displacement of metal elements. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing, broken or deteriorated. Inspect for corrosion; where extant, determine the cause and repair the source of corrosion prior to repair. Repaint windows where paint is missing or heavily abraded.
	Aluminum windows with concrete sills	Hotel lobby and guestrooms 5th to 12th floors	Inspect aluminum windows for proper function, detachment or displacement of aluminum elements, missing or broken glazing, and deterioration of the paint finish. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing. Spot repaint where paint is missing or abraded. Inspect concrete sills for cracks or de-bonding, patch as needed.
	Wood windows with terra cotta sills	Theatre lobby 2nd floor Administrative offices 2nd Mezzanine level Lounge/Bar and Ballroom 3rd floor Elks Billiard & X Rooms 3rd Mezzanine level Hotel service 5th floor and penthouse above 12th floor (north elevation)	Inspect wood windows for proper function, detachment or displacement of wood components, missing or broken glazing, and deterioration of the paint finish. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing. Spot repaint where paint is missing or abraded. Inspect terra cotta sills for cracks and deteriorated mortar, repair as needed.

Month	Features	Typical Locations	Inspection and Maintenance Guidelines
June	Exterior brick	Exterior walls and towers	Inspect all brick surfaces for cracking, spalling or displacement; repair small surface cracks and spalls. If cracks are large or bricks are displaced, contact Preservation Architect. Inspect mortar joints; replace missing or deteriorated mortar. Record areas of missing or deteriorated mortar that are in difficult access areas, include in later scope of work. Inspect brick for soiling, biological growth or corrosion staining; remove general soiling and biological growth in areas of easy access; record other areas for later work. If corrosion staining exists, contact Preservation Architect.
	Flat and ornamental glazed terra cotta	Building entrances (south elevation) Horizontal bands (south elevation) Balcony at 3rd floor, Coping at south parapet and Towers Window surrounds, headers, sills Decorative central bays 2nd to 3rd Mezz level	Inspect terra cotta surfaces for cracks and spalls; repair small surface cracks and spalls. If cracks are large or units are displaced, contact Preservation Architect. Inspect mortar joints; replace mortar where missing or deteriorated. Inspect surfaces for soiling or staining; remove general soiling. If corrosion staining exists, contact Preservation Architect.
	Granite base	Base at south elevation	Inspect granite surfaces for cracking, spalling or displacement; repair small surface cracks and spalls. If cracks are large or granite blocks are displaced, contact Preservation Architect. Inspect mortar joints; replace missing or deteriorated mortar. Inspect joint at sidewalk for deteriorated or missing sealant, replace as needed. Inspect granite for soiling, biological growth or corrosion staining, clean as needed. If corrosion staining exists, contact Preservation Architect.
August	Metal railing Metal attachments	Balcony at 3rd floor (outside Lounge/Bar) Various locations at south elevation	Inspect for flaking paint, corrosion and positive attachment. Check all attachments for proper function, reattach with new fasteners if required. Remove corrosion and repaint as soon as practical.
	Steel fire escapes Steel access ladders Steel railings	Rear elevations (5th and above 12th floors) At roof above 12th floor, to towers Balcony 3rd floor	Inspect for flaking paint, corrosion and positive attachment. Check all attachments for proper function, reattach with new fasteners if required. Remove corrosion and repaint as soon as practical.
	Flat Roofs	Roofs above 12th floor, penthouse, towers Roof at 4th & 3rd floors (restaurant use) Roof at 5th floor (between hotel and handball) Balcony at 3rd floor (outside Lounge/Bar)	Inspect all areas at penetration through roofing materials, ensure all seams are properly sealed. Inspect roofing material at perimeter and built-up areas to determine they are secure; look for blistering or splitting. Inspect flashing at roofing material interface, ensure transitions are secure and flashing cement is intact; look for shrinkage cracks. Ensure all drains have a proper cover and drains are clear of debris and functioning properly. Inspect roofs after a period of rain to detect ponding or improper drainage. Survey interior spaces directly below to detect leaks.
September	Poured in place concrete walls Concrete parapets	Sub-basement at boiler room Roof above 12th floor, Roof at 5th floor	Inspect all surfaces of concrete walls and parapets for cracks, spalls, flaking paint, or heavy soiling; repair small cracks, clean soiling, remove flaking paint and spot paint as required. Record and monitor cracks to determine if cracks are growing larger. If large cracks lengthen or widen, contact Preservation Architect. Repaint all concrete surfaces every 7 to 10 years.
	Cast iron / Wrought iron	Door surround at Hotel entrance 1st floor Radiator grilles at Theatre Lobby 2nd floor Light fixtures throughout building Theatre Box office at corridor 2nd floor	Inspect for flaking paint, corrosion or missing material. Check all attachments for proper function, reattach with new fasteners if required. Remove corrosion and repaint painted surfaces as soon as practical.
	Canvas Awnings	Over building entrances	Inspect all canvas awnings for tears or holes, corrosion at metal frame or missing components. Check all attachments for proper function to ensure frame is securely attached and in sound condition. Reattach with new components if required. Remove corrosion and replace deteriorated components as needed.
	Cement plaster walls	North elevation of hotel 5th to 12th floors Handball court building 5th floor Penthouses at roof above 12th floor	Inspect all surfaces of the cement plaster walls for cracking, spalling, flaking paint, or heavy soiling; repair small cracks and clean surfaces if heavily soiled. Sound plaster to determine if plaster is de-keyed; replace loose or missing plaster to match existing. Remove flaking paint and spot paint, as needed; repaint all cement plaster surfaces approximately every 10 years. If large cracks exist, contact Preservation Architect.

Month	Features	Typical Locations	Inspection and Maintenance Guidelines
October	Brass sign Brass clad doors	Main entrance to hotel	Inspect all brass elements for proper attachment; reattach if necessary. Polish bronze and brass elements regularly to maintain luster. Apply lacquer annually to maintain surface finish.
	Aluminum flashing and scuppers Aluminum gutters and downspouts Copper framed skylights	Various locations at the roofs Various locations at the roofs Penthouse above 12th floor hotel roof Roof above 3rd floor Elks Lodge kitchen	Inspect all flashings, scuppers, gutters and downspouts for open seams, displacement, detachment, or failure of sealant. Reseal open seams and reapply sealant in failed areas. Reattach gutters to ensure proper alignment for adequate drainage. Replace flashing, gutters or downspouts that are beyond repair. Inspect copper framed skylights for deformations or penetrations at copper components and inspect for any cracked or missing glazing. Reform copper deformations, repair or replace copper where penetrations compromise integrity of skylight. Replace cracked or missing glazing units.
November	Steel sash windows and frames Window hardware	Handball court building 5th floor North stairwell	Inspect steel windows for proper function, detachment or displacement of metal elements. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing, broken or deteriorated. Inspect for corrosion; where extant, determine the cause and repair the source of corrosion prior to repair. Repaint windows where paint is missing or heavily abraded.
	Aluminum windows with concrete sills	Hotel lobby and guestrooms 5th to 12th floors	Inspect aluminum windows for proper function, detachment or displacement of aluminum elements, missing or broken glazing, and deterioration of the paint finish. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing. Spot repaint where paint is missing or abraded. Inspect concrete sills for cracks or de-bonding, patch as needed.
	Wood windows with terra cotta sills	Theatre lobby 2nd floor Administrative offices 2nd Mezzanine level Lounge/Bar and Ballroom 3rd floor Elks Billiard & X Rooms 3rd Mezzanine level Hotel service 5th floor and penthouse above 12th floor (north elevation)	Inspect wood windows for proper function, detachment or displacement of wood components, missing or broken glazing, and deterioration of the paint finish. Repair, adjust, or replace hardware as required. Reattach elements that are detached or displaced. Inspect all glazing, caulking, and sealant; replace where missing. Spot repaint where paint is missing or abraded. Inspect terra cotta sills for cracks and deteriorated mortar, repair as needed.
	Steel skylights	Over pool deck Basement floor	Inspect skylight for open seams or displacement of metal elements. Repair or replace as required. Reattach loose, detached or displaced elements. Inspect all glazing, caulking, and sealant; replace where missing, broken or deteriorated. Inspect all gutters around skylights for proper drainage; clear any debris obstructing drainage. Inspect for corrosion; where extant, determine the cause and repair the source of corrosion prior to repair.