



Date: July 13, 2023
To: Board of Directors
From: David Aranda, Interim General Manager
Subject: Discussion Regarding Park Facilities, Improvements and Protection

Recommendation

Let us have a good overall discussion so that staff can start developing a list based on priorities and needs and obtain pricing to keep moving forward in addressing the wonderful park facilities and operations at Kensington Park.

Background (THIS IS A DISCUSSION ITEM ONLY)

There are a number of moving parts regarding the Kensington Park facilities and operations. This agenda item is to assist the Board and staff to better understand the issues, determine priorities and build a process of accomplishing numerous projects for the benefit and safety of the community.

1. Park Committee Proposal For Park Improvements. The attached e-mail from Director Gough outlines the projects that are being proposed. After a discussion on this subject the next agenda item will formally ask for approval of an initial dollar amount of \$50,000 to begin work on the recommended improvements. This agenda item will assist in the Board understanding the recommendations and prioritizing the work.
2. SDRMA Safety Report. Attached is a report based on an investigation by the SDRMA safety risk officer. Many of the recommendations will be handled by staff and not involve substantial costs but there are few items I feel should be discussed and followed through on ASAP. I will bring those up in our discussion, but I welcome board members giving consideration to the report and board member concerns.
3. Annex Building. The attached inspection report and a verbal discussion I had with the inspector leads to the fact that the Annex building can become a viable facility within the park operations. As noted in the inspection report there will be additional work and costs in order to pursue making the Annex Building a functioning operational entity. Board member thoughts on this are welcomed.

4. Other. There are other various items that need to be addressed. Some examples of items on my list would include, repairs that will need to be made on the Recreational Building in conjunction with the KCC-KPPCSD agreement. Repairs in and around the Community Center. I am sure other board members have items that they would like to see addressed regarding the park facilities.

Exhibits

- Kensington Park Re-Planting Committee Proposal
- SDRMA Safety Report
- Annex Building Inspection Report

Kensington Park Re-Planting Committee Proposal for FY 2023-2024

By: Director Gough and Director Duggan

Date: July 13, 2023

Background:

In the June KPPCSD Board Meeting, this Committee provided an overview of the input we received as well as several recommendations for future park re-planting and care. Since that time, we have further refined our recommendations to reduce both scope and costs.

Therefore, the Kensington Park Re-Planting Committee requests approval and funding of the items outlined below to mitigate the blight and tree loss from the recent large scale tree removal along Highland Boulevard.

In this revised proposal, we substantially reduced the project scope to save costs and eliminate any need to engage a landscape architect. Separately, we flagged some maintenance concerns as well as provided preliminary suggestions for Phase 2 plantings. Please note, our Committee is not seeking approval for Phase 2 projects at this stage.

Phase 1 Proposal (to be done during Fiscal Year 2023-2024):

- Soil Testing: perform soil testing at 2 locations (Highland Blvd. and by serpentine rock) to understand soil health (pollutants and needed amendments)
 - Contractor: Cole Rainey
 - Cost Estimate: \$750

- Plant 7 trees by the Viewpoint on Highland Blvd (4 to the north and 3 to the south): combination of Coast Live Oak and California Buckeye; requires irrigation, staking and protective wire fencing
 - Contractor: Fernando Herrera's Team
 - Cost Estimate: \$10,000 (includes trees at \$5250, water line at \$3800, and County meter at \$250)

- Construct a 22 ft x 15 ft Viewpoint platform next to the sidewalk on Highland Avenue, without carve-outs for additional plantings, but with baserock, de-composed granite and wood borders in the style of the "Presidio" steps
 - Contractor: FJ+I Engineering
 - Cost Estimate: \$16,700

- Plant 5-6 Redbud trees (24" boxes) on northern and southern edges of the lawn area by Annex and Building E; requires irrigation, staking and protective wire fencing
 - Contractor: Fernando Herrera's Team
 - Cost Estimate: \$3,750 - \$4,500

- Re-finish and repair all existing park benches and re-locate 2 to use at the Viewpoint platform. The plaques which are currently on the benches at the lower viewpoint will be placed on the Viewpoint benches. The lower viewpoint seating area will have at least one bench.
 - Provider: TBD
 - Cost Estimate: \$1000

Total Phase 1 Cost Estimate: \$32,200-\$32,950

Phase 2 Preliminary Suggestions ONLY (for FY 2024-2025):

- Swale with plantings
- Full replacement of existing path
- Rehabilitation of eastern slope
- Planting of additional trees by tot lot and library
- Removal of old fruit trees by library
- Removal of old concrete and wood by library

Flagged Maintenance/Safety Concerns

- Repairing/Mitigating dangerous concrete wall by oak tree
- Replacement of decomposing retaining wall by the tot lot
- Removal/Remediation of old foundation/structural remains behind Community Center



Kensington Police Protection & Community Services District

RISK CONTROL EVALUATION

Programs

Workers' Compensation ● Property/Liability

Conducted on
May 31, 2023

Enriqueta Castro, CSP
SDRMA Risk Control Manager

TABLE OF CONTENTS

Overview.....	1
Workers' Compensation Evaluation Criteria	
1. Injury & Illness Prevention Program Implementation (IIPP)	3
2. Bloodborne Pathogens & Aerosol Transmissible Diseases Exposure Control	4
3. COVID-19 Prevention Plan	5
4. Emergency Action Plan	5
5. Ergonomics Injury Management.....	6
6. Ladder Safety	6
7. Fire Prevention Plan.....	7
8. Hearing Conservation	7
9. Heat Illness Prevention	8
10. Personal Protective Equipment (PPE) Management	8
11. Return-To-Work Program	9
12. Wildfire Smoke Protection.....	9
Property & Liability Evaluation Criteria	
13. ADA Compliance	16
14. Contractor Selection	16
15. Driver Safety & Vehicle Use Operations	17
16. Employment Practices Liability.....	17
Inspection	
Community Center & Park	18

Overview

On May 31, 2023, SDRMA conducted the Kensington Police Protection & Community Services District's Risk Control Evaluation and inspection of the community center and park. We would like to express our appreciation to David Aranda, Interim General Manager, Police Chief Mike Gancasz, and Rosa Ruiz, Administrative Assistant, for their participation and extensive feedback during this process.

Purpose

The purpose of SDRMA's Risk Control Evaluation is three-fold. It is designed to review a variety of relevant workplace safety and liability exposures and requirements, evaluate how the District is managing those exposures, and provide guidance when warranted.

Workers' Compensation and Property/Liability Categories

The District participates in SDRMA's Workers' Compensation and Property/Liability programs. During the evaluation we discussed the District's operations and exposures. Based on the District's feedback regarding their current operations, it was determined the following categories are applicable:

Workers' Compensation - Cal/OSHA Compliance

- Injury Illness & Prevention Program
- ATD & BBP Exposure Control (Police)
- COVID-19 Prevention Plan
- Emergency Action Plan
- Ergonomic Injury Management
- Fire Prevention Plan
- Hearing Conservation
- Heat Illness Prevention
- Ladder Safety
- PPE Requirements & Management
- Return to Work Practices
- Wildfire Smoke Protection

Property/Liability – Regulatory Compliance and Industry Best Practices

- ADA Compliance
- Contractor Selection
- Driver Safety & Vehicle Use Operations
- Employment Practices Liability

This report outlines the criteria for each category, provides feedback on the District's procedures and control measures, and offers recommendations to assist the District with effective implementation. It also includes observations and recommendations identified during the community center and park inspection.

SDRMA Risk Control is available to assist the District with recommendation completion. We will reach out to the District to offer support and discuss the progress made on the recommendations. Please contact Henri Castro, SDRMA Risk Control Manager, with any questions or feedback.

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Please note the SDRMA Risk Control Evaluation is not intended to cover all workplace safety and property/liability exposures. The information contained in this report is based on information gathered and observed at the time of the evaluation. The information does not guarantee that operations, whether noted or not, are in compliance with federal, state, or local laws or regulations.

1. Injury & Illness Prevention Program Implementation (IIPP)

All California employers must develop, implement, and maintain an effective IIPP as outlined in Cal/OSHA Standard [CCR 3203](#). A written plan is required; however, employers with 10 or fewer employees, are permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to their job assignments.

CRITERIA

- A written IIPP is in place with the required elements and the District has assigned an IIPP Administrator who has the authority to implement the program.
- A system is in place to communicate safety information to employees through activities such as safety meetings, training, postings, safety committees, etc.
- A compliance system is in place to ensure employees are accountable for following the District's safety programs and safe practices.
- Hazard inspections are conducted and documented based on the IIPP's frequency schedule and a system is in place to identify and correct hazards in a timely manner.
- The District has identified and conducts Cal/OSHA required training topics which include the IIPP, and topics based on employee exposures.
- The District has accident reporting and investigation procedures in place.
- Training, inspections, and accident investigations are documented and maintained for at least three years.

COMMENTS:

The District has over 10 employees and are required to have a written IIPP in place. The Police Protection Department utilizes the Lexipol Police Manual and IIPP procedures are outlined in policy 1031. Relevant safety training for the police department is conducted. Safety training for other District employees is needed.

RECOMMENDATIONS:

- 1-1:** Develop a written IIPP that includes the outlined criteria and identify the Cal/OSHA training employees for non-police employees. Once completed, ensure a system is in place to effectively implement the IIPP requirements. A sample program and development assistance are available through SDRMA.

2. Bloodborne Pathogens & Aerosol Transmissible Diseases Exposure Control

The Bloodborne Pathogens Standard [CCR 5193](#) applies when employee(s) have an “occupational exposure” to blood or other potentially infectious materials. Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

The Aerosol Transmissible Diseases Standard's [CCR 5199](#) “referring employer” requirements apply to police operations when transporting or detaining persons reasonably anticipated to be ATD cases, and when providing services in conjunction with health care or public health operations

CRITERIA

Blood borne Pathogens

- There is a written blood borne pathogens exposure control plan (BBP ECP) consistent with Cal/OSHA requirements. It identifies all positions that have occupational exposure to blood borne pathogens.
- Engineering controls have been identified to reduce exposures to BBPs (i.e.: safe work practices, PPE).
- Exposed employees receive training on the BBP ECP at hire, annually, and when hazards/exposures change.
- The hepatitis B vaccination series is offered to all potentially exposed employees free of charge at hire or when first assigned to positions with occupational exposure. If employees decline, they are required to sign a declination form.

Aerosol Transmissible Diseases

- There is a written ATD procedure in place consistent with Cal/OSHA requirements.
- Exposed employees receive training on the District's ATD at hire and annually.
- The seasonal flu vaccination is offered annually to exposed employees free of charge at hire or when first assigned to positions with occupational exposure. If employees decline, they are required to sign a declination form.

COMMENTS:

The Police Manual includes exposure control procedures that address BBP and ATD control measures. It is uncertain if the procedures include the Cal/OSHA required elements. The District does not currently offer the Hep B vaccination or flu vaccination to police protection officers as required.

RECOMMENDATIONS:

- 2-1:** Review Cal/OSHA's program requirements for BBP and ATD to ensure the police policy includes the required elements. Ensure employees receive the required annual training.
- 2-2:** Offer applicable employees the Hep B vaccination and seasonal flu vaccination as required.

WORKERS' COMPENSATION SECTION

3. COVID-19 Prevention Plan

All CA employers are currently required to comply with the COVID-19 Prevention Standard [CCR 3205](#) with limited exceptions. Cal/OSHA outlines additional instructions on their [COVID-19 FAQ](#) site.

CRITERIA

- The District has developed a written COVID-19 Prevention Program (CPP) based on the most current requirements.
- A system is in place to keep abreast of changes from the California Department of Public Health (CDPH) and Cal/OSHA.
- A system is in place to keep abreast of County changes/requirements for workplaces.
- Employees have been trained on the written CPP and the signs and symptoms of COVID-19.

COMMENTS:

The District is in need of an updated program that includes the most current regulatory changes.

RECOMMENDATIONS:

- 3-1:** Develop a written CPP that includes the current requirements. A sample program and development assistance are available through SDRMA.

4. Emergency Action Plan

All CA employers are required to comply with the Emergency Action Plan (EAP) Standard [CCR 3220](#). A written plan is required except for employers with 10 or fewer employees. In this case the plan may be communicated orally to employees and the employer is not required to maintain a written plan.

CRITERIA

- The District has developed a written Emergency Action Plan as required by Cal/OSHA.
- The EAP addresses potential emergency situations that could affect the District and its facilities.
- Employees have received training on the program, exposures, and if applicable, their responsibilities.
- Emergency supplies are stored in the event employees must remain at District.

COMMENTS:

Cal/OSHA requires employers to have emergency procedures in place. Procedures should include evacuation measures, assembly areas, and shelter in place protocols.

RECOMMENDATIONS:

- 4-1:** Develop emergency procedures and ensure employees are trained on the requirements. A sample program and development assistance are available through SDRMA.

WORKERS' COMPENSATION SECTION

5. Ergonomics Injury Management

The Ergonomics Repetitive Motion Injuries Standard [CCR 5110](#) applies when a work-related repetitive motion injury (RMI) has occurred to more than one employee performing a job, process, or operation of identical work activity. The RMIs must be diagnosed by a licensed physician and were reported by the employees to the employer in the last 12 revolving months.

CRITERIA

- There has been an evaluation of the RMI's work activity to identify exposures and causes.
- The District has corrected/minimized the identified exposures to the extent feasible. (I.e.: engineering controls, workstation redesign, adjustable fixtures, tool redesign, job rotation, work pacing or work breaks, etc.).
- Employees have received training on the written program, the identified RMIs, symptoms, early reporting, and control measures.

COMMENTS:

Over the last few years there have been ergonomic related injuries caused by cumulative trauma, manual material lifting, and other types of sprains and strains. The Police Chief indicated the District has reviewed the ergonomic related exposures and have taken measures to reduce this exposure.

No current recommendations.

6. Ladder Safety

The Portable Ladder Standard [CCR 3276](#) applies when employees are required to use portable ladders, with the exception of step stools.

CRITERIA

- The District has developed a code of safe practice on the required use, care, and inspection on all the types of portable ladders used at the District.
- Exposed employees have received ladder safety training.

COMMENTS:

It is unknown if employees utilize portable ladders while working at the District.

RECOMMENDATIONS:

- 6-1:** If portable ladders are used by employees, ensure employees receive training on the proper use and care of the ladders. A Ladder Safety training handout is available through SDRMA.

WORKERS' COMPENSATION SECTION

7. Fire Prevention Plan

All CA employers are required to comply with the Fire Prevention Plan Standard [CCR 3221](#). A written plan is required except for employers with 10 or fewer employees. In this case the plan may be communicated orally to employees and the employer is not required to maintain a written plan.

CRITERIA

- The District has developed a written Fire Prevention Plan as required by Cal/OSHA with a designated person responsible for the maintenance of fire prevention equipment and systems
- Housekeeping procedures are in place to control of accumulation of flammable or combustible waste materials.
- Employees are trained on the fire prevention program.

COMMENTS:

The District is in need of a written Fire Prevention Plan that provides information about the District's fire prevention equipment and systems.

RECOMMENDATIONS:

- 7-1:** Develop a written Fire Prevention program as required. A sample program and development assistance are available through SDRMA. A sample program and development assistance are available through SDRMA.

8. Hearing Conservation

The Hearing Conservation Standards [CCR 5097](#), [CCR5095](#), [CCR5099](#) applies whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels.

CRITERIA

- A selection of hearing protectors is provided at no cost to employees exposed to noise levels at or above 85 dBA averaged over an eight-hour period.
- Annual training is conducted about the effects of noise on hearing. Training includes information on the purpose of hearing protectors and how to use them.

COMMENTS:

A written program is not currently required based on the Standard's application. Police officers are required to wear hearing protection while training at the shooting range.

RECOMMENDATIONS:

No current recommendations.

WORKERS' COMPENSATION SECTION

9. Heat Illness Prevention

The Heat Illness Prevention Standard [CCR 3395](#) applies all outdoor places of employment.

CRITERIA

- The District has a written heat illness prevention program consistent with Cal/OSHA requirements.
- Employees who work in outdoor environments that exceed 80° F, have access to shade, the required quantities of clean cool water, and cool-down rest periods.
- Annual training is conducted for all affected employees prior to exposing them to hot work environments. Supervisors with oversight responsibilities for affected employees are trained on their responsibilities.
- During high-heat conditions (95° F), employees are monitored for symptoms of heat illness.

COMMENTS:

Cal/OSHA requires all employers to have a Heat Illness Prevention program in place for employees who work outdoors. The District does not currently have a written Heat Illness Prevention Program.

RECOMMENDATIONS:

- 9-1:** Develop a written Heat Illness Prevention program and ensure it includes the required elements as outlined in the criteria.

10. Personal Protective Equipment (PPE) Management

Cal/OSHA Standard [CCR 3380](#) outlines the employers requirement to ensure that all required safety devices and safeguards, whether employer or employee provided, including personal protective equipment for the eyes, face, head, hand, foot, and extremities (limbs), protective clothing, respiratory protection, protective shields and barriers, comply with the applicable Title 8 Standards and are maintained in a safe, sanitary condition. This includes an assessment and training certification requirement.

CRITERIA

- The District has conducted an assessment to determine the District's workplace exposures and PPE requirements as required.
- The written assessment(s) include the date(s) of the assessment and who performed the assessment.
- A process is in place to select appropriate PPE based on the assessment results and the requirements.
- Training has been conducted for exposed employees on the required PPE and proper use and care.

COMMENTS:

A written assessment is required to ensure the District is utilizing the proper PPE and has procedures in place to train employees in the use and care.

RECOMMENDATIONS:

- 10-1:** Conduct an assessment of District operations to determine appropriate PPE requirements and ensure employees receive training as required.

WORKERS' COMPENSATION SECTION

11. Return-To-Work Program

A Return to Work (RTW) Program is a workers' compensation-related program allowing employees who are injured on the job to perform their usual duties in a temporary, limited, or light-duty capacity while recovering. The overall goals of a return-to-work program are to lower costs related to employee injuries and keep injured employees engaged.

CRITERIA

- The District has a written return-to-work program for lost time injuries.
- Alternate transitional duties are developed based on physical limitations set by the treating physician and the physical demands specified in the job descriptions.
- Employees are advised of the District's program at hire and routinely thereafter.
- The Districts industrial clinic and treating physicians have been informed of the District's return-to-work program.

COMMENTS:

The District has confirmed they support RTW efforts and have informal procedures in place.

RECOMMENDATIONS:

No current recommendations.

12. Wildfire Smoke Protection

The Protection from Wildfire Smoke Standard [CCR 5144.1](#) applies to employees working outdoors for more than one hour in locations where employee exposure to wildfire smoke can be reasonably anticipated.

CRITERIA

- Although not required, the District has a written Wildfire Smoke policy (preferred) or completes/provides [Appendix B](#) to affected employees.
- Designated person(s) monitors AQI when wildfire smoke is present and a system for communicating wildfire smoke hazards is in place.
- Training is provided to review smoke hazards and when the use of N95s is voluntary or required.

COMMENTS:

During a wildfire smoke event, the District monitors the AQI and provides employees with N95 respirators as required.

RECOMMENDATIONS:

- 12-1:** Ensure exposed employees review the mandatory handout [Cal/OSHA's Protection from Wildfire Smoke Information](#).

13.ADA Compliance

Title I Compliance – Prohibits discriminating against qualified individuals with disabilities in applying for jobs, hiring, firing and job training. Applies to employers engaged in an industry affecting commerce, employs 15 or more full-time employees, for at least 20 or more calendar weeks in the year. Title II - Prohibits discrimination against qualified individuals with disabilities in all programs, activities, and services of public entities.

CRITERIA

- The District has completed a self-evaluation of its programs and facilities with regard to ADA compliance.
- A process is in place to ensure all new construction, alterations, and additions meet current accessibility Standards. Existing and new programs and services are checked for accessibility.
- The District has developed a procedure for the filing of complaints related to compliance with the Americans with Disabilities Act.
- The District has designated a qualified individual to coordinate compliance with the Americans with Disabilities Act.

COMMENTS:

The District’s Community Center & Parks have several parking areas with available handicap parking. The District has a contract in place with the Kensington Community Council (KCC) to provide recreational programs. Jenny parks has confirmed access to recreational programs complies with the ADA requirements.

13-1: Consider utilizing an ADA Certified Access Specialist to determine if acceptable access is available at the Community Center and parks.

14.Contractor Selection

Industry Best Practices

CRITERIA

- The District has a contractor selection process for reviewing references, site checks, insurance, loss history (where practical), Cal/OSHA citation history, and license verification for general contractors and all subcontractors.
- All contractor bid submissions are required to contain specific safety plans for the protection of people and property from equipment, construction, or other activities.
- Contractors are obligated to accept responsibility for cleanup and debris removal at work sites to reduce the potential for injury and/or property damage.

COMMENTS:

The District has a contract in place with Kensington Community Council. The contract includes provisions for use of District facilities for recreational programs. The contract is currently being reviewed.

No current recommendations.

15. Driver Safety & Vehicle Use Operations

Industry Best Practices

CRITERIA

- The District has procedures in place that establish vehicle use, use of personal vehicles during District business, driver selection criteria, and defensive driver requirements.
- All employees who are required to drive in the course of their employment, possess a CA drivers' license for the class of vehicle they operate, and are placed in the Department of Motor Vehicles' Employee Pull Notice Program.
- The District verifies that all employees, who are authorized to drive their personally owned vehicles in the course of their employment, maintain auto liability and property damage insurance coverage in accordance with the State of California's minimum requirements.
- Vehicle maintenance procedures are in place.
- Defensive driver training is conducted periodically.

COMMENTS:

The District has confirmed their police manual includes procedures on driver safety and vehicle use operations. Vehicle pursuit reports are reviewed to identify trends. Vehicle inspections are conducted, and vehicles are on a regular maintenance schedule.

RECOMMENDATIONS:

No current recommendations.

16. Employment Practices Liability

Industry Best Practices

CRITERIA

- The District has a personnel policy manual, and it is periodically reviewed and updated.
- The manual is available to all employees.
- A human resource professional is available to the District (staff/contract).
- Harassment prevention training is conducted for employees every two years, with special training for managers and supervisors.
- Written procedures are in place for reporting and investigating alleged workplace wrongdoing.
- The District complies with HIPAA.
- The District complies with all State mandated posting requirements.
- Written job descriptions are in place and annual performance evaluations are conducted.

COMMENTS:

A personnel policy is in place and was approved in December 2021. It is uncertain if the required harassment training has been conducted.

RECOMMENDATIONS:

- 16-2:** Review the District's training records to ensure required harassment training has been conducted. If training is required, resources are available through Vector Solutions or CSDA.

Community Center & Park

During the evaluation an inspection was conducted to assist in identifying potential exposures at the Community Center and park. Please note the information contained in this report is based on information gathered and observed at the time of the inspection, it does not guarantee that all exposures were identified.

OBSERVATIONS/RECOMMENDATIONS

Stairways & Walkways

The park has a combination of unpaved trails, paved walkways, and stairways. It was noted that some stairways and paved walkways were well maintained, however, there were also stairways with worn planks, loose rails, and uneven steps, and raised cracks. The small stairway on the side of the community center is accessible to the public; however, the stairway leads to a path that has a drop and is unsafe.

- Consider utilizing an ADA Certified Access Specialist to evaluate the District's compliance with ADA requirements for parking lots, the Community Center, amphitheater, and general access.
- Develop an inspection process to identify maintenance and repair requirements.



Dog Leash Requirements

Based on feedback from the District, it's a common practice for dog owners to allow their dogs to go unleashed on a regular basis. The District is considering developing a fenced dog park. An SDRMA Risk Advisory is available on Dog park risk management.

- Enforce the Contra Costa County leash requirements, as noted on the parks signs.



INSPECTION

OBSERVATIONS/RECOMMENDATIONS

Court Benches

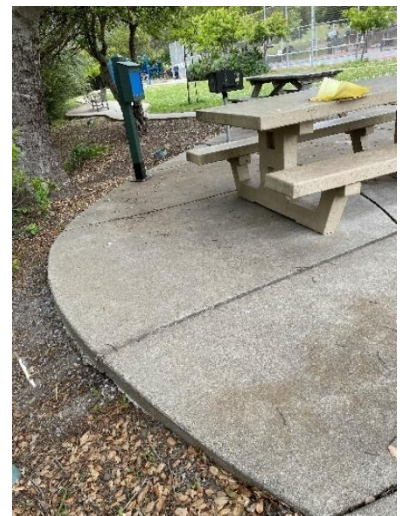
- Repair both benches to reduce the potential for impairment, from the metal plates.
- If there is a concern about skateboarders using the bench, consider installing skateboard deterrents.



Picnic Areas

One of the designated picnic areas is located near a significant land drop. This could pose a fall exposure.

- Consider installing a barrier to assist in preventing a fall down the hill.



Playgrounds

- Conduct regular inspections of both the swing set and preschool playgrounds. The U.S. Consumer Product Safety Commission recommends inspections based on anticipated playground use. The [Public Playground Safety Handbook](#) provides guidance and inspection checklists.
- Evaluate the adequacy of the surface material. Refer to page 8.2.4 for guidance on surfacing requirements.



INSPECTION

OBSERVATIONS/RECOMMENDATIONS

Tennis Court Surface

The hump inside the tennis courts could pose a fall risk when visitors are actively playing tennis. When playing tennis, the player is typically focused on hitting the ball and is not generally looking at the court surface.

- Consider determining why the hump is there and consider other solutions so the court surface is flat.



Parking Space

One of the parking spaces along an incline does not have a parking block or curb, which would allow a driver to drive forward over the hill and onto a stairway.

- Provide a parking block for this space and assess other parking spaces for similar exposures.



Community Center - Portable Fire Extinguishers

- Conduct a monthly visual inspection of all portable fire extinguishers. Confirm the pin is in place, the gauge is in the green, and sign-off on the provided tag.
- Ensure smoke detector battery inspections are conducted semi-annually



Community Center - Janitorial Supplies

The District has indicated the janitorial supplies are kept locked and used by the contractor. They are not available to the public.

- Ensure the contractor has required Safety Data Sheets for the hazardous materials utilized in the event of an exposure.



INSPECTION

OBSERVATIONS/RECOMMENDATIONS

Community Center - Kitchen Industrial Stove

- Contact the local fire marshal to determine if the industrial stove in the kitchen has adequate fire protection equipment.



CANTOR INSPECTIONS

5621 Ludwig Ave.
El Cerrito, CA 94530
(510) 507-2279

This report is CONFIDENTIAL.
It was prepared for the below-named
and is not intended for use by any other person.

David Aranda for the KPPCSD

59 Arlington Avenue, Annex Building
Kensington, CA

Inspected by Matt Cantor
Member: American Society of Home Inspectors

May 17, 2023

FOR OTHER THAN THE ABOVE-NAMED:

If you are not named above and wish to use this report, we strongly urge that you retain Cantor Inspections or other qualified inspection firm for an on-site review of this building and report. This report is based on information obtained at the site. With time, conditions change and the information may no longer be accurate. We will return and review the building and report with any interested party for an amount equal to 50% of the total fee paid for this inspection. This offer is good for 6 months from the date of inspection, after which a complete reinspection should be performed.

This inspection and report was performed according to the limitations and exclusions specified in the enclosed contract. In this contract our liability is limited to twice the cost of the inspection. Cantor Inspections will, upon request, perform an inspection without this limit on liability for an additional fee. The Inspector is not responsible for determining whether the structure complies with its plans or specifications. You should consult the architect, engineer, or other design professional on this topic.

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CONTENTS

INTRODUCTION 3

EXTERIOR 4

ROOF 8

FOUNDATION 10

ELECTRICAL 11

PLUMBING 15

WATER HEATER 16

ROOM HEATING 17

INTERIOR 18

BATHROOMS 20

SINK AREA 21

ENVIRONMENTAL 22

PRIMARY RECOMMENDATIONS 23

INTRODUCTION

Property Description

This building is a small commercial building, constructed in approximately 1960. This report describes the building as viewed from the front doors and the street. The building site slopes moderately to steeply down to the front. The sky was clear at the time of our inspection.

The interior was unfurnished at the time of our inspection, but storage blocked our view of some areas. These areas should be examined after the stored items have been removed.

General Comments

This report is a general overview of the structural components and major systems. It is not intended to be technically exhaustive in any one field. If further information is desired, specialists in the relevant fields should be retained to perform additional inspections.

A determination as to the presence of animal pests, rodents, termites, decay, or other wood destroying organisms is beyond the scope of this inspection. A qualified pest control firm should be contacted with any questions concerning the presence or treatment of these organisms. We are not qualified in these fields. Periodic examinations should be made by a licensed pest control firm as part of routine property maintenance.

We may make recommendations or suggestions in this report that differ from requirements by the local building department. For determinations as to what is permitted in this jurisdiction, the local building department should be consulted.

This report includes only those areas that are visually accessible and not areas that are made inaccessible by walls, concrete, earth, or any other obstacle to physical access or visual inspection, such as furniture or stored items. Defects in mechanical equipment not disclosed by our functional operation or visual inspection are not included. Items or conditions not mentioned in this report are not within the scope of this inspection. An examination of every window, door, light switch, outlet, water valve, etc., was not made.

At the end of this report we will list the recommendations we believe to be the most important. Those recommendations should not be considered the only significant items. You should establish your own priorities after thoroughly studying this report, reviewing all the recommendations in the report, and consulting experts or specialists as desired.

EXTERIOR

Siding

This building is primarily clad in a manufactured type of wood shingle siding. There is also common wood shingle siding on the side of the building.

The siding is in moderately worn to poor condition. Several manufactured shingles are damaged or missing. There is a large amount of siding damage, and we recommend repair or replacement by a qualified contractor. Replacement of the siding should be considered if the budget will allow and depending on the intended use. We suggest that replacement be considered.

There is wood-soil contact in several places. We recommend adequate wood-soil clearance be provided.

Adequate clearance between soil and wood (typically 6 inches in new construction) should be maintained to prevent moisture or insect damage. It is important to avoid raising the soil level too close to the siding when gardening adjacent to the structure. Areas of potential wood-soil contact should be checked periodically as part of routine maintenance.

Wood siding in several places is embedded in the soil below. See below.



This condition can trap moisture in the wood and is conducive to decay. We recommend adequate clearance be provided as needed to eliminate embedded conditions.

The lower edges of wood siding or wood trim are often buried in concrete, masonry, or asphalt when patios, sidewalks, or driveways are installed. The proper procedure is to leave a sufficient gap between the wood and the surface below. Ideally, embedded siding should be repaired to prevent damage by decay or termites. In some instances, repair may not be practical, such as with porches protected against rainfall which show no overt signs of damage.

Paint

The paint is peeling on the siding and trim in several places, several doors, window frames, window sills roof fascia (trim), and eaves. We recommend the peeling paint be scraped, sanded, caulked, primed, and painted as needed by a qualified painting contractor.

Trim

There are several gaps at the trim and siding connections. We recommend the exterior siding and trim be examined and caulked as necessary to prevent rainwater entry.

Windows

The exterior glazing putty is worn and missing in several places. We recommend new putty be installed as needed to protect the windows from moisture intrusion.



Grading

Grading at the rear is very poor and it appears that surface runoff descending from the hill behind the building is able to reach the doorways and penetrate the structure at floor level. This has resulted in flooding and damage over time. We strongly recommend that the rear areas be regraded to divert water around the structure and prevent surface runoff from reaching doorways or siding add floor level. Additionally, we strongly recommend the installation of a subsurface drainage system that would run across the rear of the building and drain down the left- and right-hand sides to a suitable point of discharge in accord with local municipal requirements.

Landscaping

We recommend the area plant growth be cleared away to provide an effective fire break. The local fire department should be consulted concerning fire break recommendations in this area.

This building is located in an area that may be considered to be a High Fire Severity Zone. As such, special building requirements may be mandated for newly constructed buildings as well as additions or major remodeling.

For more information regarding wild fires we suggest visiting the office of the State Fire Marshal online at <https://osfm.fire.ca.gov/divisions/code-development-and-analysis/wildfire-protection/>.

Also: <https://csfs.colostate.edu/wildfire-mitigation/wildfire-defensible-space-checklist/> and <http://www.readyforwildfire.org> and https://ucanr.edu/sites/fire/Wildfire_Preparation_-_Recovery

More information can also be found on line by searching for “Wildland Urban Interface”. We recommend, for increased fire protection, reducing or removing vegetation near all buildings.

There are several large trees on the property. We recommend the area trees be examined by a tree surgeon. Regular care can extend the life of a tree and reduce the potential for falling branches.

ROOF

Roof Surface

This building has a modified bitumen roof. We inspected this roof from its surface after obtaining access with a ladder. This roof is in generally worn condition.

Several of the seams are not properly welded together. See two of these below.



This may be an adhesive type of modified bitumen and normal without the typical adhering bead resulting for adequate heating.

The roofing is loose in several places, and we recommend repair by a qualified roofer.

We recommend further inspection by a qualified roofer to determine the appropriate method of repair.

Roof Drainage

The roof has sheet metal rain gutters. They are in poor condition. We recommend the gutters be replaced. See below.



Several downspouts are damaged. See one below. We recommend all of the downspouts be replaced.



We recommend rain gutter downspouts be directed into subsurface drain lines.

Rain gutter downspouts are sometimes connected to underground drainage systems to prevent water from ponding adjacent to the foundation where it could adversely affect the soils supporting the building. Catch basins or surface mounted drains may also be connected to this piping. Subsurface drain piping can become clogged with debris and should be checked periodically in rainy weather or by using water from a garden hose to be sure the drains are free flowing.

General

This inspection addresses only the apparent visual condition of roofing materials, and does not include invasive testing nor guarantee against present or future leakage. Annual examinations should be made by a qualified roofer for needed periodic maintenance and repair.

Roof surfaces, rain gutters, downspouts, and subsurface drain lines should be checked regularly. Leaves and other debris should be removed as needed. Gutter corner joints and connections may need periodic caulking or sealing. Screens can be put at the downspout gutter connections to keep debris from blocking the downspouts. To check for adequate drainage walk around the building during or shortly after a heavy rain and observe the adequacy of the roof and area drainage systems.

FOUNDATION

Foundation

This building has a wood-framed structure with a concrete slab foundation. The slab floor was mostly inaccessible to inspection due to the presence of flooring in all areas.

We were not able to observe the tops of the foundation walls and were unable to determine if the framing is bolted to the foundation. It is likely, given the structure's age and type, that very outdated bolts are present that we could not see. We recommend further investigation by a qualified engineer.

The nature of this particular structure demands a specialized type of seismic retrofit as there are not typical stud walls that can be bolted to the slab. Nonetheless, this should be a manageable undertaking for a qualified structural engineer, and we would anticipate a reasonable cost for this relatively simple task.

Nonetheless, we consider this extremely important to protect the building from severe damage during the next large earthquake. It should be noted that this building is located quite close to an active fault line that is overdue for a significant earthquake.

Foundation General

The adequacy and condition of area soils, footings, foundations, and structural framing can only be determined after a detailed analysis by a soils, geotechnical, or structural engineer. This type of analysis and these determinations are beyond the scope of this inspection.

ELECTRICAL

Electrical Service

The main service wires run underground to the main panel at the right.

Main Panel

The main breaker panel is at the right exterior. We estimate the capacity of this system to be 200-amps, which should be adequate for normal electrical use. Both 120- and 240-volt service are provided. This panel has a 200-amp circuit breaker disconnect.

We did not locate the main panel grounding connection. We recommend it be located and checked by a qualified electrician.

Modern electrical services are typically grounded to the water piping, a driven rod in the earth, and/or steel rods embedded in the foundation. Older electrical services are typically grounded only to the water piping. A grounding conductor is often visible at the main panel, but it is not possible to locate the grounding connection. The gas piping and other metallic interior piping should be bonded to the grounding system.

There is no ground bus, and we recommend further investigation by a qualified electrician. A ground terminal or bus is likely needed for safety.

There is corrosion and built-up precipitate along the left side breakers, and we recommend repair or replacement by a qualified electrician. See this below.



Subpanels

There are extremely outdated circuit breaker panels on the right and middle walls and we recommend these panels be replaced now. One is shown below.



There may be distribution or subpanels that we did not locate during our inspection. We recommend any panel found, not mentioned in this report, be checked by a qualified electrician.

Wiring

This building is wired primarily with conduit, with some flexible metal cable (AC/MC) and raceway wiring. The raceway wiring is damaged in several places. We recommend upgrading of the raceway wiring for safety and the addition of an adequate number of outlets for use based on planned use.

Fixtures

There are several broken light fixtures, and we recommend they be repaired or replaced.

Several light fixtures are poorly wired and have loose components. We recommend they be properly re-installed by a qualified electrician.

Receptacles and Switches

The receptacles are the grounded 3-hole type.

Several outlets are wired in reverse polarity. The hot and neutral wires should be connected so the small slot is connected to the hot wire and the large slot to the neutral wire. We recommend the reverse polarity be corrected.

Reverse polarity is a defect where the hot and neutral wires to an outlet are reversed (or cross wired). This is a potential safety hazard, but is usually easily corrected. The smaller outlet slot (brass terminal) should be connected to the hot wire (black) and the large slot (silver terminal) to the neutral wire (white). The standard since 1948 has been to provide electrical equipment with polarized plugs.

We observed several ungrounded 3-hole outlets. We recommend each 3-hole outlet be examined by a qualified electrician and properly grounded as needed.

Ungrounded 3-hole outlets, also known as an “open ground,” are common in older buildings and typically occur when 2-hole outlets are replaced with 3-hole types without adding a grounding wire. Properly installed three-hole outlets have a third grounding wire and are necessary for appliances with three-prong plugs. Using a three-prong plug in an ungrounded three-hole outlet is potentially hazardous. The accepted means of correcting this condition include replacement with a 2-hole receptacle; installation of a proper grounding wire to the outlet; or replacement with a GFCI receptacle.

Several outlets are loose and we recommend they be secured to prevent movement that can cause breakage or loose connections in the wiring.

We tested a representative number of the outlets and switches. An examination of each is beyond the scope of our inspection.

Exterior Electrical

There is loose conduit in several places, and we recommend this wiring be repaired or replaced.



Energy Efficiency

We recommend visiting the following website for information on energy cost and conservation:

<http://www.gosolarcalifornia.ca.gov/> or contacting the California Public Utility Commission for information on alternative energy source and energy conservation.

PLUMBING

Plumbing General

Waste piping should be cleaned out periodically to remove any accumulation of grease, hair, and dirt and to help prevent future debris blockage and subsequent drainage failure.

The gas and water piping was not fully accessible and an examination of each connection was not made. The standard test for leakage is to have the piping pressure tested. This is sometimes required before the gas can be turned on after it has been disconnected. With testing and a close examination of all the piping, leaking or other defects may be found.

The "sewer lateral," which is the buried waste piping that runs between the building and the main sewer, is often partially blocked or damaged by roots and other obstructions. We advise having all older sewer laterals checked by a qualified plumber using special video equipment designed for this purpose.

WATER HEATER

Water Heater

There is a 2½-gallon electric water heater below the sink in the large room at the left.



There was no hot water at the time of our inspection. The water heater was plugged into an operating electrical outlet and so is likely to have failed.

The water heater is 20 years old; it is in poor condition and we recommend it be replaced.

The water heater has a temperature and pressure relief (TPR) valve.

A temperature and pressure relief (TPR) valve is a safety valve which releases excess pressure from the water heater in the event the regulator fails. It is an important safety device which can prevent a dangerous explosion. Hot water may occasionally drip or spray from the valve discharge pipe, triggered by changes in water pressure. Leaky valves may fail from encrusted mineral residue, and should be replaced. Most TPR valve manufacturers recommend the valve be tested once a year.

Small capacity electric water heaters do not require seismic restraints.

Water Heater Maintenance

Water heaters should be set to 120° F. Third degree burns can occur in six seconds from a water heater output temperature of 140 degrees and in 30 seconds from 130 degree water. Small children can often not distinguish burns until they have already occurred.

ROOM HEATING

Unit Heaters

There are 2 gas-fired, ceiling-hung unit heaters, one in the left room and one in the right room. Both heaters are approximately 40 years old; they are in very worn condition and will soon need replacement.

Gas room heaters need regular cleaning and maintenance. They may not function safely when the burners or grills are obstructed by dust, lint, or personal property. Special care should be taken to keep children and combustible items well away from potentially hot surfaces. Room heaters should be routinely inspected for safety by the utility provider or a heating specialist.

The right room heater thermostat cover is missing.

There is no sediment trap at the left room heater and we recommend one be installed. This helps to deliver dry gas and prevent gas appliance failure.

We suggest both heaters replaced and the installation of heat pumps be considered.

Heating General

A determination as to whether adequate heating is provided to all the rooms is beyond the scope of this inspection.

Special care should be taken to avoid storing combustible materials (clothing or other items that could burn) near gas-fired heating equipment to prevent a potential fire hazard.

INTERIOR

Walls and Ceilings

The interiors appear to flood. We recommend grading and the installation of an adequate subsurface drainage system to address this condition.

Floors

We observed efflorescence on the VCT (vinyl composition tile) flooring.



We recommend these floors be removed and replaced after the flooring has been inspected and suitably sealed using a properly rated sealant. Sealants should be selected, in part, based on what is to be installed over them. A good choice for replacement may be vinyl plank, if this is compatible with future anticipated use of the space. (e.g. This would not be a good choice if very hot items may be dropped or fall in the space as in glass blowing, ceramics, etc.)

We recommend all of the concrete floors be sealed and a drainage system be installed to aid in addressing the signs of moisture in the slab as well as surface flooding.

Efflorescence is a white powdery deposit which occurs on masonry or concrete. Efflorescence indicates the presence of moisture in contact with the masonry or concrete. Minor efflorescence is common even in new construction. Substantial efflorescence indicates a defective drainage condition.

We do not perform a survey of the floors for slope or uniform elevation as part of our standard inspection. We can return with special equipment and provide a floor level survey to determine the extent of floor slope for an additional fee upon request.

Windows

The windows are primarily wood-framed, awning (which open from the bottom and are hinged at the top edge so that they open out as would an awning), and fixed glass. There are also some aluminum-framed, fixed glass and sliding glass windows.

We operated a representative sampling of the windows. All windows were not checked for proper functioning, cracked or broken glass, or for the presence or condition of screens. This inspection

does not include areas that are obscured by furniture, carpets, coverings, or any other items.

Doors

Several doors are difficult to operate and we recommend they be adjusted or repaired to operate properly.

Several doors rub at the frame and we recommend they be repaired to operate freely.

The door at the rear/right is damaged and we recommend it be repaired or replaced.

BATHROOMS

Rear Half Bathroom

This half bathroom has a toilet and china sink. The toilet is nonfunctional and does not have a flush handle and toilet seat. We recommend the toilet be repaired or replaced.

This bathroom has vinyl flooring, which is in poor condition. We recommend new flooring be installed.

This bathroom has 3-hole receptacles. We recommend upgrading to provide GFCI safety protection.

The outlets are wired in reverse polarity. The hot and neutral wires should be connected so the small slot is connected to the hot wire and the large slot to the neutral wire. We recommend the reverse polarity be corrected.

Front Half Bathroom

This half bathroom has a toilet and sink. The toilet is damaged and we recommend it be repaired or replaced.

General

Caulked joints should be checked frequently and recaulked as necessary. Proper caulking prevents water penetration and damage to walls and floors. Before caulk is applied, the surfaces should be cleaned carefully and any loose caulk should be removed. A good quality bathroom caulk, such as silicone, should be used. Bathrooms are areas of high humidity and special care should be exercised to keep them well ventilated. Windows should be left open when showering or bathing and fan-powered vents should be used when available.

SINK AREA

Sink Area

The sink is stainless steel. The sink drain is slow and we recommend it be cleared.

The sink area has plastic laminate countertops that are in generally worn condition and may soon need replacement.

There is a pull-chain light fixture near the metal sink and we recommend it be replaced with a safer fixture. Pull-chain switches are generally not approved for use within six feet of a water source to prevent electrical shock. We recommend a switch be added.

ENVIRONMENTAL

Hazardous Materials

Various potentially hazardous materials have been used in the construction of buildings over the years. Many naturally occurring materials and man-made building materials have been found to be hazardous or to have adverse environmental impact. These include but are not limited to asbestos, formaldehyde, lead paint, electromagnetic radiation, buried fuel tanks and radon. Buried fuel tanks may pose an environmental hazard. Hazardous materials, product liability, and environmental hazards are not included in the scope of our inspection. For information on hazardous materials, call the Environmental Protection Agency in San Francisco at 415-744-1500.

Asbestos

The chalk boards may contain asbestos materials.

Asbestos is found on most gas heating systems installed before 1978. Exposure to asbestos may be a health hazard and should be avoided. It may be possible to significantly reduce or eliminate the dispersal of asbestos fibers by painting the material. Removal or containment of these materials should only be done by properly trained and equipped professionals. Contractors in various trades such as flooring, roofing, heating, plumbing, or electrical may require asbestos abatement at additional expense prior to performing repairs, replacements, or modifications. For a determination as to the need for, or costs of abatement, a qualified asbestos abatement contractor should be retained. The presence of asbestos can only be determined by laboratory analysis, which is beyond the scope of our inspection.

PRIMARY RECOMMENDATIONS

Siding

There is a large amount of siding damage and we recommend repair or replacement by a qualified contractor. We suggest siding replacement.

There is wood-soil contact in several places. We recommend adequate clearance be provided as needed to eliminate embedded conditions.

Paint

We recommend the peeling paint be scraped, sanded, caulked, primed, and painted as needed by a qualified painting contractor.

Trim

We recommend the exterior siding and trim be examined and caulked as necessary to prevent rain water entry.

Windows

We recommend new putty be installed as needed to protect the windows from moisture intrusion.

Landscaping

We recommend the area plant growth be cleared away to provide an effective fire break.

Roof Surface

The roofing is loose in several places, and we recommend repair by a qualified roofer.

Roof Drainage

We recommend the gutters be replaced. We recommend all of the downspouts be replaced.

Foundation

It is likely, given the structure's age and type, that very outdated bolts are present that we could not see. We recommend further investigation by a qualified engineer.

Main Panel

We did not locate the main panel grounding connection. We recommend it be located and checked by a qualified electrician.

There is no ground bus and we recommend further investigation by a qualified electrician.

There is corrosion and built-up precipitate along the left side breakers and we recommend repair or replacement by a qualified electrician.

Subpanels

There are extremely outdated circuit breaker panels on the right and middle walls and we recommend these panels be replaced now.

Fixtures

There are several broken light fixtures and we recommend they be repaired or replaced.

Several light fixtures are poorly wired and have loose components. We recommend they be properly re-installed by a qualified electrician.

Receptacles and Switches

Several outlets are wired in reverse polarity. We recommend the reverse polarity be corrected.

We recommend each 3-hole outlet be examined by a qualified electrician and properly grounded as needed.

Several outlets are loose and we recommend they be secured to prevent movement that can cause breakage or loose connections in the wiring.

Exterior Electrical

There is loose conduit in several places and we recommend this wiring be repaired or replaced.

Water Heater

The water heater is 20 years old; it is in poor condition and we recommend it be replaced.

Unit Heaters

We suggest both heaters replaced and the installation of heat pumps be considered.

Floors

We recommend all of the concrete floors be sealed and a drainage system be installed.

Doors

The doors at the rear/right is damaged and we recommend it be repaired or replaced.

Rear Half Bathroom

We recommend the toilet be repaired or replaced.

We recommend new flooring be installed.

This bathroom has 3-hole receptacles. We recommend upgrading to provide GFCI safety protection.

The outlets are wired in reverse polarity. We recommend the reverse polarity be corrected.

Front Half Bathroom

The toilet is damaged and we recommend it be repaired or replaced.

Sink Area

The sink drain is slow and we recommend it be cleared.

There is a pull-chain light fixture near the metal sink and we recommend it be replaced with a safer fixture.

We recommend a switch be added for safety.

Thank you for using Cantor Inspections. If you have any questions or if we can be of further assistance, please do not hesitate to call us at (510) 507-2279.