

SCULLY / ARCHITECTS

17 Elm Street, Keene, New Hampshire 03431 www.scully-architects.com (t) 603-357-4544 (f) 603-357-4545

5 - DEPARTMENT OF PUBLIC WORKS

A) BUILDING / SITE ASSESSMENT, WITH EXISTING SITE PLAN.

Daniel V. Scully, Principal Architect, LEED AP
Katie Cassidy Sutherland, Associate Architect, LEED AP
David Drasba, Architect, LEED AP
Andrew Weglinski, LEED AP/BPI Building Analyst
Bill Fleming, Architect

May 14, 2014

Building Assessment for the Existing Swanzey Department of Public Works

Pine Street
Swanzey, New Hampshire 03446

History of the Buildings:

The Site appears to have 7 main structures, as well as, several scaffolding structures for storing salt/sand dispensers when not in use.

Structure 1: DPW Main Garage, Office, and attached Shed:

The DPW Garage/Office building originally consisted of a 3,920 sf steel framed metal skinned building appearing to have been constructed sometime in the 1970's. Subsequently, a 950 sf addition, of similar construction was built in the late 1990's. The age of the attached shed is unknown, however, appears to have been constructed in the early 2000's. There appears to be no major upgrades to the building itself.

Structure 2: Cemetary Garage:

The garage is a 1,010 sf building. According to Lee Dunham, the original garage was in rough shape, as such, it was recently renovated. The renovation appears to have been carried out within the last 10 years. It appears the renovated garage kept the same footprint as the original. Many of the walls and roof trusses, as well as, slab - appears to be new.

Structure 3: Salt Shed:

The Salt Shed is a 1,120 sf structure with 3 walls and a roof. According to a date stamp on one of the foundation's concrete buttresses, the foundations were built in 1965. At a later date walls and a roof were added to protect the salt from the elements.

Structure 4: Sand Shed :

The Sand Shed is a 1410 sf structure with 3 walls and a roof. It is estimated that the large concrete blocks used as a foundation originates



sometime within the last 50 years. The roof and walls appear to be relatively new (within the last 5 years). There are some remnants that suggest this new enclosure replaced an older dilapidated one.

Structure 5: Storage Shed (260 sf) - History or date constructed is unknown.



Structure 6: Scaffolding Structures for Sand/Salt Dispensers – History or date constructed is unknown.

Structure 7: Sand Storage Building:

The 378 sf Sand Storage building is located just outside the fenced area of the Recycling Center.



Site Conditions from Brickstone Land Use Consultants:

The Public Works Department is located on the south side of Pine Street directly across the road from the Swanzey Recycling Center. The department occupies Map 57 Lots 111 & 112. The two lots are 6.14+/- acres and is located in the Business Zone in West Swanzey. The property has 4 main structures of various ages and size. The main building appears to be approximately 42 years old and has had at least one addition. This building contains office space and equipment storage with no fire separation and no fire suppression system. The other main structures are used for salt and sand storage and the Cemetery department. Public works by nature is a 24 hour operation in the winter as well as other bad weather conditions or natural disaster.



Site Data:

- **Lot Size-** 6.14 +/- acres
- **Land Assessed Value** – The property consists of two lots. The 2013 town assessment of the total land value is \$70,500.
- **Building Assessed Value** – The main storage and office building was constructed in 1972 and has had at least one later addition. There is also a separate storage building, Cemetery maintenance building, salt storage shed and sand storage shed. The 2013 town assessment of all the buildings on site is \$181,500.
- **3 Phase Power** – 3 phase power exists at the site.
- **Site Access** – The property is accessed through a wide open frontage with no defined entrances. There is parking for employees on the west end of the site. The east end is the entrance to the rear sand/material storage.
- **Topography** – The front of the site is fairly flat with a slight pitch towards Pine Street in the front. The rear of the property slopes down to the former town gravel pit. This area is now used for material storage. The sand storage building is in the center of the property taking advantage of the break in grade.
- **Uplands/Wetlands** – No wetlands were visible at the site.

- **Soils** – NRCS soils maps indicate soil group 526 B (Caesar Loamy Sand) on the front portion of the site and in the very rear of the site. Due to the excavation activities that have taken place over the years, the remainder of the site is listed as 298 – Gravel Pit.
- **Floodplain** – The property is not in the 100 year floodplain.
- **Site Configuration** – The site is rectangular and is approximately 350' wide at the frontage, approximately 700'deep and approximately 500' along the rear. The site is bounded by residential properties to the west and a mix of residential and commercial properties on the remainder of its boundaries including the Town of Swanzey Recycling Center.
- **Sewer** – The on-site septic was installed 1998 +/- to the west of the existing main building. The system was designed with a capacity of 300 GPD. Based on a usage of 15 gallons/day/person, it would have a capacity of up to 20 occupants. (See septic design plans by Mike Faulkner, approved NHWSPC 8/27/98, #1998010483-A)
- **Floor Drains** – floor drain noted in repair bay. Outfall of system unknown.
- **Water** – the property is served by an onsite well. The age, condition and capacity area unknown. (Well data not available)
- **Parking** – 8 – 10 paved parking spaces are provided near the front of the existing building. No ADA spaces were observed.
- **Site Lighting** – Site lighting is provided by wall mounted fixtures on the existing buildings.
- **Propane/Oil** – Oil fired hot air system.
- **Special Equipment** – Service bay for town vehicles.
- **Site Drainage** – Sheet drainage to all sides away from building.

Site Observations: Site visit on March 05, 2014

- Well located adjacent to existing salt and asphalt storage areas. These uses could be sources of contamination.
- Salt storage barn in poor condition. Location cannot be secured to prevent theft.
- No ADA parking or ADA accessibility evident.
- Salt/sand spreader scaffold storage in fair to poor condition. Workers need to climb structure to hook up equipment posing safety risk to employees.
- Equipment and supplies that should be under cover are stored outside due to lack of space.
- Inadequate site lighting for public areas.
- Condition of sand storage is adequate.
- Side slopes of former gravel pit area should be graded and stabilized.

Considerations:

- There is adequate space on the lot for expansion and continued use of this property.
- Additional equipment storage should be constructed to prevent premature wear and tear on municipal equipment and supplies.
- Building expansion may require the removal of the salt storage shed and possible relocation of existing well.
- The town should continue to hold vacant town owned residence (TMP 57-119) for possible use as temporary office during construction or renovation work to this facility.
- Larger salt storage would allow for more economical purchase of salt. Shed should be located close to sand storage.
- Possible storage shed for sand/salt mix should be considered.
- Possible covered storage for cold patch should be considered.

- Cemetery Department could be located off site to free up space for Public Works equipment and material storage.

Thayer Fellows Report:

The DPW facility provides many services to other departments within the Swanzey community. For example: A fire truck from the center fire station was being serviced at the DPW facility during our inspection, and the proximity of the recycling facility makes DPW equipment readily available for recycling activities. The large lot, and wide front parking make equipment maintenance and servicing very convenient.



Digging deeper at the rear of the site is not recommended. On the day of our investigation water was seen at the surface of the ground indication the spring water table may have been intercepted. Drainage from the site heads to the Ashuelot River to the West.



Expansion at the site appears possible because of the lot size. As noted above, relocation of the old poorly maintained salt shed would provide many options to expand other structures. Equipment such as the large loader and road graders do not appear to have a storage facility.

Structural Conditions from Thayer Fellows, PE:

The main structure is a steel frame building housing many activities from truck storage and repair to office space for the DPW staff. According to the DPW staff, steel shop drawings are available for review at the Town offices. The steel frame structure appears to be of the same vintage as the neighboring recycling facility steel frame. Use of the steel frame for cranes or other heavy suspended loads has not been attempted. Base on the plans, observations and analysis it is not recommended. The structure is well founded and the concrete floor slab is in good condition. Unusual deficiencies have not been observed. The building appears to be well sited for the DPW needs. The soils at the site are sandy and well drained which provide for sound building support and drainage.



The structure of the salt shed is in very poor condition. The photos show the damage and deficiencies clearly. Many of the wood trusses are broken and poorly repaired. The concrete and masonry foundation is also cracked and banged up. A date on a concrete pier reads 1965. According to some, there was a structure at the site without a roof prior to that date. The shed is also poorly located for use of the entire site. Expansion of other facilities is hampered by this facility. Therefore, it is not recommended the salt shed be significantly repaired. A sound properly constructed salt storage facility really needs to be constructed at a more appropriate location. The site appears to have sufficient room for proper siting.



The recently constructed sand shed at the rear center of the facility is in reasonable shape. The pre-engineered pre-manufactured wood trusses need to be braced more appropriately. Internal lateral bracing and wind bracing need to be added. We believe a thorough review of the shop drawings would indicate the proper bracing. The clear height of the trusses above the working surface appears to be working very well. No truck damage was noted. The foundation also appears to be working well for the site. No other unusual conditions were noted for this recent structure.



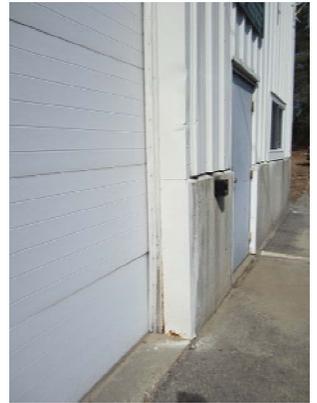
Many other small structures and supporting structures are found at the perimeter of the site. They support and house very specific equipment such as salt spreaders. Normal maintenance will take care of these structures.



Architectural Exterior Condition:

Structure 1: DPW Main Garage, Office, and attached Shed:

The DPW Garage/Office building appears to need some exterior refinishing. The exterior metal siding is visibly damaged (dented/punctured) at numerous locations. The concrete foundation wall appears to be in good condition with no visible damage. The roof could not be examined closely, however, appeared to be in fair shape.



Structure 2: Ancillary Garage:

The exterior of the building appears to be in good overall appearance. The roof seems to have its original finish intact. The exterior of the walls would benefit from a cleaning to wash away dirt. There is some minor staining at lower portions of the wood siding and garage doors from water splash back from the grade. This could potentially be a problem area in the future as the best practice is to keep wood at least 8" from grade. There were 10-12' mounds of snow piled next to the building, and some piles were visibly touching the garage. We recommend keeping snow off of the exterior wood siding of the building.



Structure 3: Salt Shed:

The Foundation is made from 12" thick Concrete block buttressed on three sides by earth and additional concrete buttresses. There are visible cracks in the concrete block, and mortar joints are deteriorated in numerous locations. There is visible vehicle impact damage to foundation at the entry. The exterior siding is corrugated metal panels. The wall panels are in poor condition. Many of the panels are damaged. Some panels are also pulling away from the structure and are corroded. The roof is also sheathed with metal panels. Condition of roof appears to be fair and no leaks were visible, although there appears to be some damage to the roof trusses from dump trucks. The wood along the eaves appears to be rotted in some areas with the majority already having lost its painted finish.

Structure 4: Sand Shed:

The Foundation consists of very large concrete blocks (20"x24"x48" approx.) stacked atop of each other and buttressed on three sides by earth. Minimal settling and movement is visible. Some weeds and small plants are growing between joints. The exterior shell consists of metal wall and roof panels which appear to be in good condition.

Structure 5: Storage Shed

The storage shed utilizes wood and metal on the exterior walls and has a metal roof. Exterior of shed appears to be in relatively good condition. There is some miscellaneous debris (broken wheel barrel, motorcycle parts, etc) surrounding the building which may reduce the ability to easily access the interior. The foundation and the condition of the foundation could not be determined from the exterior.

Structure 6: Scaffolding Structures for Sand/Salt Dispensers:

Scaffolding structures were created using pilings (possibly coated with creosote). They appear to be functioning properly and are in fair condition.



Architectural Interior Condition – General Comments:

Structure 1: DPW Main Garage, Office, and attached Shed:

The interior of the DPW Garage/Office building appears to need some maintenance and upgrades. The exterior walls of the steel framed metal building are insulated with fiberglass blanket insulation, thickness is unknown at this moment. The fiberglass insulation appears to be intact in most locations, however, there are some areas where insulation has been removed or let loose. Daylight could be visibly seen through several pea size holes in the exterior walls. These holes allow heated air to escape and possibly allow water into the building envelope. No holes or leaks were visible in the roof, however, the fiberglass blanket insulation was covering most of the roof deck. The concrete floor slab appeared to be in fair condition given its usage, however, could benefit from a good cleaning. The offices consist of wood framed walls, sheathed with OSB on the garage side and finished with a combination of composite material and gypsum wallboard. at the office interior. The interior of one office houses a bathroom which appears to be undersized for its purpose. The interior office finishes appeared to have a dust/sand mixture coating, possibly from dirt infiltration from the garage. The office and bathroom are overcrowded and do not meet accessibility requirements for public spaces. Additionally, electrical panels and water heaters are located in the break / conference room, and should be located in a separate mechanical room, and given proper clearances. The finishes themselves appear to be outdated. There are issues with snow run off from the vehicles in the garage off coming into office areas and a trench drain or separator of some kind is needed. A fire separation between these spaces is also required, with fire doors, to meet basic life safety codes. Above the offices is a storage loft. There appeared to be locations that were missing railings, and the access to the storage area is not code compliant.

Structure 2: Ancillary Garage:

The wall construction of the garage appears to consist of uninsulated 2x6 wall framing, plywood sheathing, and vertical wood siding. The roof structure uses wood trusses with an uninsulated metal roof. The floor is a concrete slab on grade. The interior is exposed wall and roof framing and appears to be in very good/like new condition. The concrete slab appears to be in good shape as well. No water infiltration was evident.



Structure 3: Salt Shed:

The interior side of the foundation wall has visible cracks, mortar joint deterioration, and some CMU movement. The wall framing is exposed and appears to be in fair condition, however, much daylight can be seen through most areas of the metal siding. No visible holes were observed in the roof, however, a few roof trusses appeared to have been previously damaged and temporarily fixed.

Structure 4: Sand Shed

See Exterior Architectural Condition on previous pages for condition of foundation. The interior wall and roof framing is exposed and appears to be mostly in very good condition. The roof framing consists of wooden trusses. The wall framing is a combination of 6x6 posts and large diameter creosote (or similar) coated pilings. There is some horizontal wooden bracing tying it all together. All existing finishes appear to be in good shape.



Structure 5: Storage Shed

Interior of storage shed was not accessible for observation.

Structure 6: Scaffolding Structures for Sand/Salt Dispensers;

N/A

Mechanical Conditions by WV Engineering Associates, PA:

Sprinkler

- The building is not sprinklered.

Plumbing

- The building has a well water system which is shared with the recycling center.
- Sanitary waste is connected to an onsite septic field.

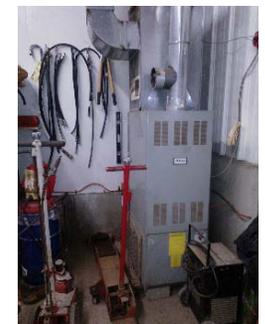


- The building has one toilet room with floor mounted tank water closet and wall hung lavatory. Fixtures are not ADA compliant.
- Domestic hot water is provided with a 42 gallon electric storage type heater.
- A 10 HP shop air compressor serves air drops and hose reels in various locations.
- There is an area grate drain located in the truck bay. The required oil/grit separator could not be located.



HVAC

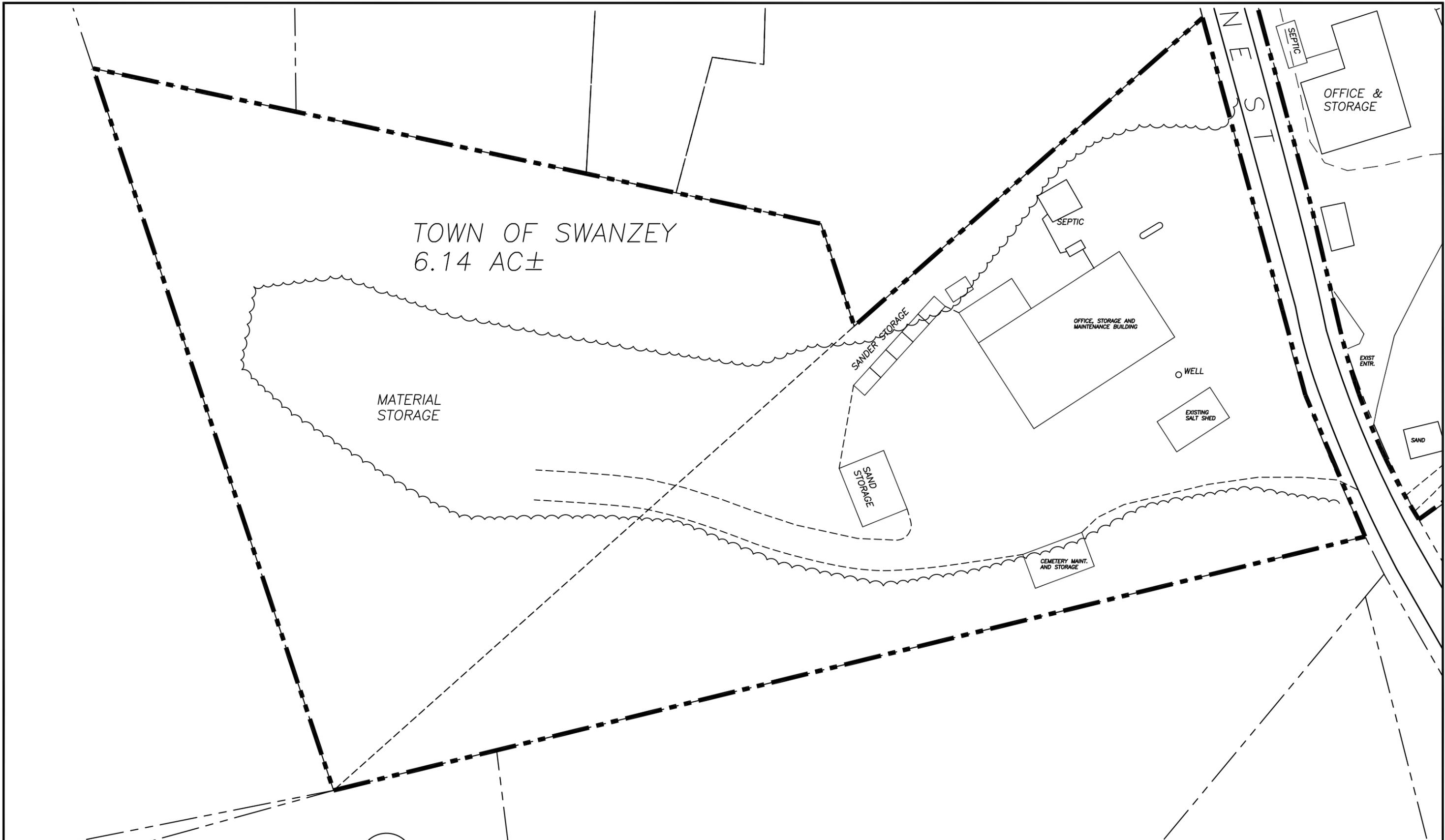
- The building has two (2) oil fired hot air furnaces. The main building is served by a Metro Matic LB200 – 1.75 gpm unit, the truck bay addition is heated with an Olsen 100C-90 MBH unit. Both are in fair condition.
- The garage bay has a manually operated wall fan.



Electrical

- The building has a 120/208 volt, 3-phase, and 200 amp electric service. There also is a 120/208 volt, single phase, and 700 amp sub-panel.
- The building has a cable TV service.
- General lighting is fluorescent fixtures with T8 lamps.
- There is a small manual fire alarm system with a pull station at the door and smoke detectors in the truck bay.
- Exit and emergency lighting is incomplete.
- Adjacent buildings are provided with overhead lighting and convenience power. A sub-panel is fed from the Town Garage.





TOWN OF SWANZEY
6.14 AC±

MATERIAL
STORAGE

SANDER
STORAGE

SAND
STORAGE

OFFICE, STORAGE AND
MAINTENANCE BUILDING

OFFICE &
STORAGE

SAND

CEMETERY MAINT.
AND STORAGE

WELL

EXISTING
SALT SHED

SEPTIC

SEPTIC

EXIST
ENTR.

NE
ST

TOWN OF SWANZEY
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SWANZEY, NH 03446

Brickstone
Land Use Consultants, LLC
185 Winchester Street, Keene, NH 03431
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DEPARTMENT OF PUBLIC WORKS
PINE STREET
WEST SWANZEY, NH

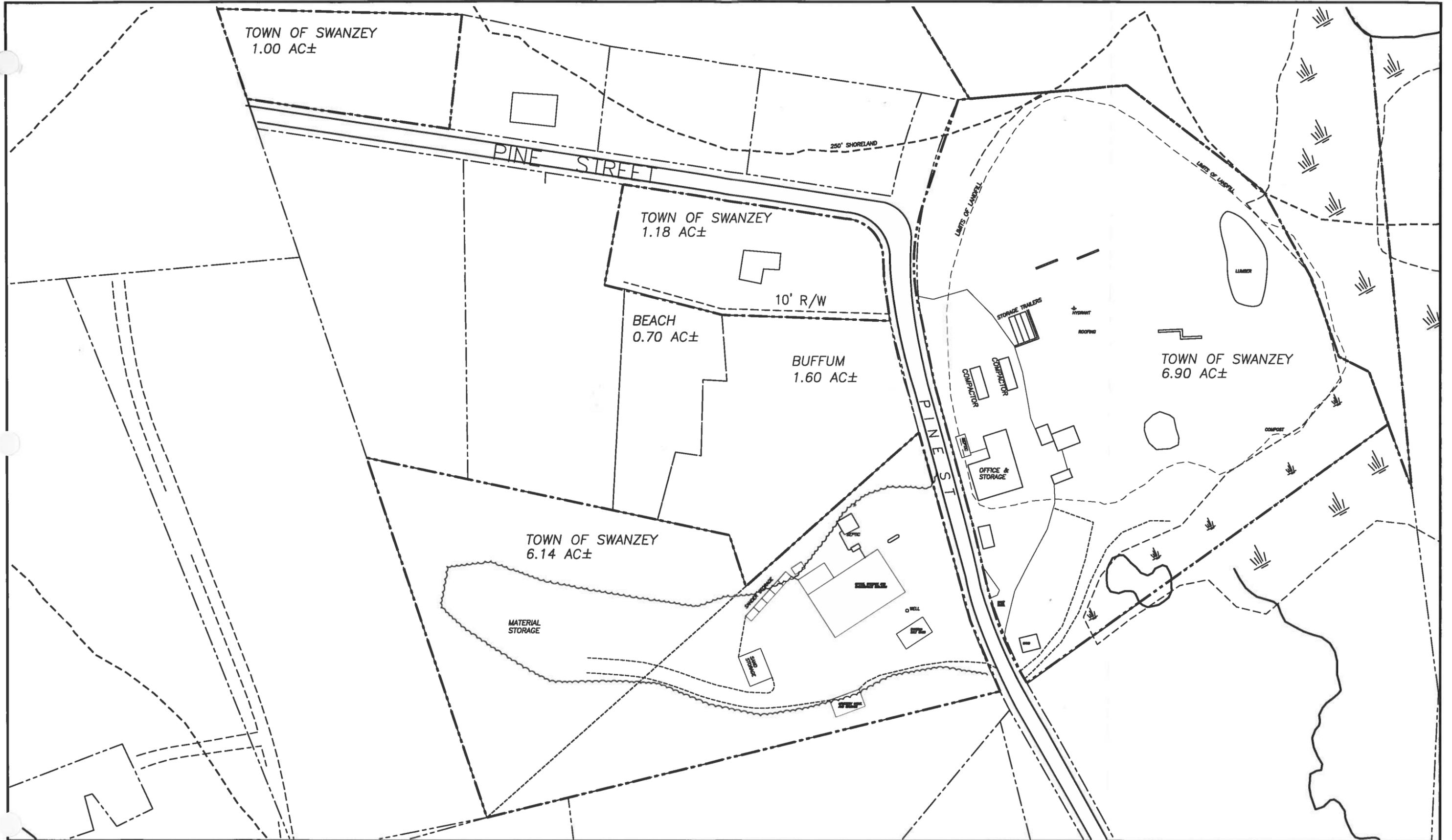
REVISION

CONCEPT PLAN

SCALE: 1"=60'

DATE

DPW 1



TOWN OF SWANZEY
 PO BOX 10009
 SWANZEY, NH 03446

Brickstone
 Land Use Consultants, LLC
 185 Winchester Street, Keene, NH 03431
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DEPARTMENT OF PUBLIC WORKS
 AND RECYCLING CENTER
 PINE STREET
 WEST SWANZEY, NH

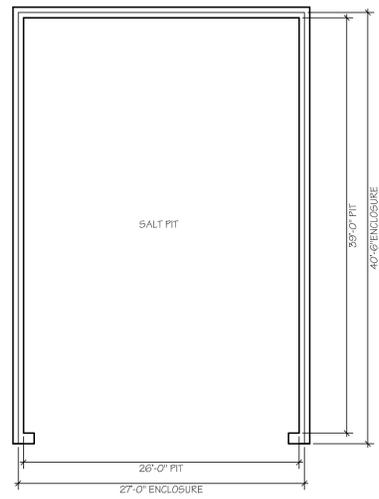
REVISION

AREA PLAN

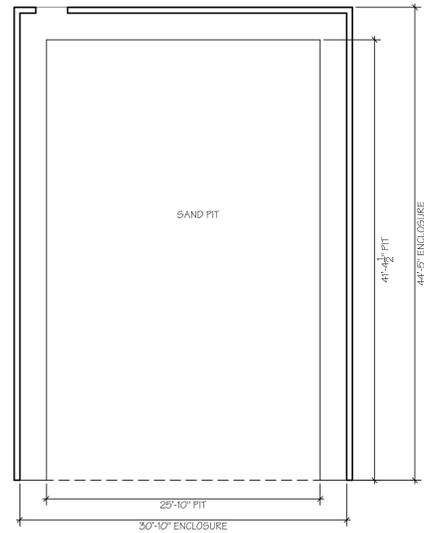
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DATE 4/14/14

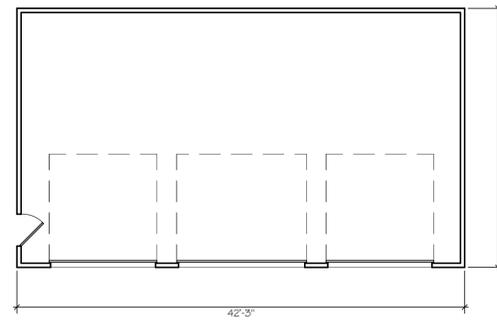
DPW



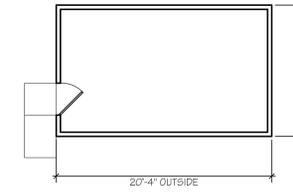
SALT SHED
SCALE: 1/8" = 1'-0"



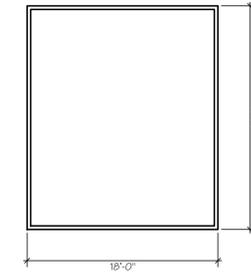
EXISTING SAND SHED
SCALE: 1/8" = 1'-0"



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



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



RESIDENT SAND STORAGE
SCALE: 1/8" = 1'-0"



GARAGE, SHOP, OFFICES
SCALE: 1/8" = 1'-0"

5.09.14	REVIEW
4.14.14	PRELIMINARY
DATE:	FOR:
ISSUE LOG	

DPW Garage building 50 X 82 = 4,100 built in 1972
Addition 24 X 42 = 1,008 built in 1998

Salt Shed 28 X 40 = 1,120

Salt Shed Capacity 26 X 41 = 1,066 x 7.5 = 7,995 equals 342 tons of storage
Average salt use per round is 38.5 tons, 342 / 38.5 = 8.8831 rounds in storage

Cemetery Garage 24 X 42 = 1,008 built 2005
Vehicle List

Truck #1	2008 F350 pickup	Assigned to director
Truck #2	2013 Int Dump Truck	Garage
Truck #3	2004 Int Dump Truck	Garage
Truck #4	2001 Int Dump Truck	Garage
Truck #5	2007 Int Dump Truck	Garage
Truck #6	2008 F550 Dump Truck	Garage
Truck #7	2004 F550 Dump Truck	Garage
Truck #8	2006 F350 pickup	Garage
Truck #30	1995 F150 pickup	Cemetery Garage
Truck #31	1999 F350 Dump Truck	Cemetery Garage
Loader	2011 JD 524K Loader	Garage
Backhoe	2003 NH LB110 Backhoe	Garage
Grader	1995 Champion Grader	Outside
SW Tractor	1989 Bombardier BM 50	Garage
Chipper	1993 Chipper	Outside
Cem Trailer	Mower Trailer	Cem Garage
Flatbed Trailer	Old Mower Trailer	Outside
Sm Roller w/Trailer	Roscoe roller	Whitcomb Hall Garage
Mixer	Cement Mixer Trailer	Whitcomb Hall Garage

SCULLY / ARCHITECTS

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5 - DEPARTMENT OF PUBLIC WORKS

B) PROGRAM

Department of Public Works

Draft Program Summary

PROJECT
Swansey Municipal Masterplan

Department of Public Works
Expand Existing Facilities

DATE 8.19.14

Primary Areas Room Name	Capacity (Persons)	Number Rooms	Notes	Area / Person	Proposed Area Net SF	Existing Area to Remain Net SF	Existing Building Area
Entry							
Office Administrative	2	1			169		123
Office Director of Public Works	2	1			102		
Staff Kitchenette / Conference	2-4	1			392		222
Cemetery Office/Future Offices/ Office Storage					860		
Workshop / Repair (Conditioned)	1-4	1				930	930
DPW Storage (Conditioned)	1-2	1	a				
New 10-Bay Garage (Unconditioned)	4-20	1			6520		
DPW Existing Garage (Unconditioned)	1-4	1				3885	3459
DPW Storage (Unconditioned)			a				1007
Sand Shed (Existing)	1-3	1				1200	1200
Resident Sand Storage (Existing)	1-3	1				378	378
Salt Shed (New)	1-3	1			2300		1120
Cemetery Garag						1010	1010
Salt Dispenser Storage			b				
Subtotal (Net SF)					10343	7403	9449
Support Spaces and Equipment							
Toilet Rooms	1	2			124		24
Locker / Shower Rooms	6	2			144		
Mop Sink Room	2	1			62		
Mechanical Room	3	1			153		
Subtotal (Net SF)					483		24
Total Program Area (Net SF)					10826	7403	9473
Wall and Chase Factor				2%	200	149	135
Circulation Factor				1%	108		
Mechanical & Electrical Factor					0		
Schematic Design SF Factor				0%	0		
Subtotal of Adjustment Factors				3%	308	149	135
Gross Floor Area SF					11134	7552	9608

Total Gross Floor (New + Existing) Building Area SF 18,686

General Comments and Notes:

- a. DPW storage to be housed in existing 3,800 sq ft Recycling Building
- b. Build new larger 2,160 sq ft Salt Dispenser Storage on site, to replace existing

SCULLY / ARCHITECTS

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- 5 - DEPARTMENT OF PUBLIC WORKS**
 - C) RECOMMENDATIONS - EXECUTIVE SUMMARY, PROPOSED SITE AND BUILDING PLAN.**

Daniel V. Scully, Principal Architect, LEED AP
Katie Cassidy Sutherland, Associate Architect, LEED AP
David Drasba, Architect, LEED AP
Andrew Weglinski, LEED AP/BPI Building Analyst
Bill Fleming, Architect

Swanzy Department of Public Works

We worked together with Lee Dunham, the Director of Public Works, and also Francis Faulkner, who was the Grounds & Facilities Supervisor, to make an assessment of the facilities and a recommended building program that will meet current as well as projected future needs.

- 1) At the DPW, the main issue is also the overcrowding of space.
 - a. Primary Garage and Office Building is too small. 4,900 SF versus 13,500 SF Programming Study.
 - i. There are currently only 7 covered garage bays, with vehicles parked right up to each other, and no space in between. 20 covered garage spaces are needed, many of those with dedicated bays to store the plows.
 - b. Insufficient office space, break room space with kitchenette, mechanical room space, toilet facilities and storage. Those functions are all essentially shared in one room carved out of the garage. These spaces should be thermally separated and fire separated from the garage for safety which they are not. Currently run off from the truck tires drains into the office and break rooms.
 - c. The salt shed is structurally in poor condition and also too small to meet current needs.
 - d. The salt dispenser storage is not ideally located, too small and unsafe.
- 2) Building is poorly insulated, and could operate more efficiently if insulation were improved, especially at office areas.
- 3) There is no ADA accessibility at building or site, in terms of parking.
- 4) The building is not sprinklered, which it should be for life safety.

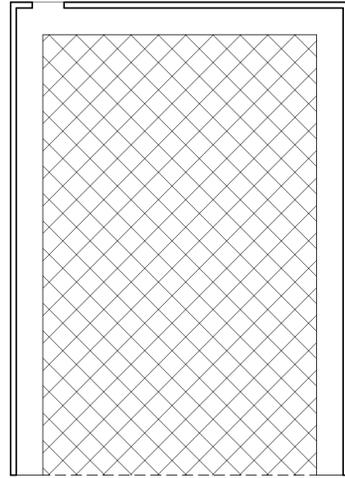
Program and Layout:

- 1) We found it most efficient and inexpensive of various sites considered to maintain the existing 6-acre site on Pine Street in West Swanzy with modifications to the existing structures and layouts.
- 2) More garage bays, and larger garage bays for larger vehicles stored there.
- 3) South facing garage bays with a back side to store plows.
- 4) Improved Office / Administration wing, that is adjacent to garage, but properly separated from garage.
- 5) Separate male and female bathrooms and lockers.

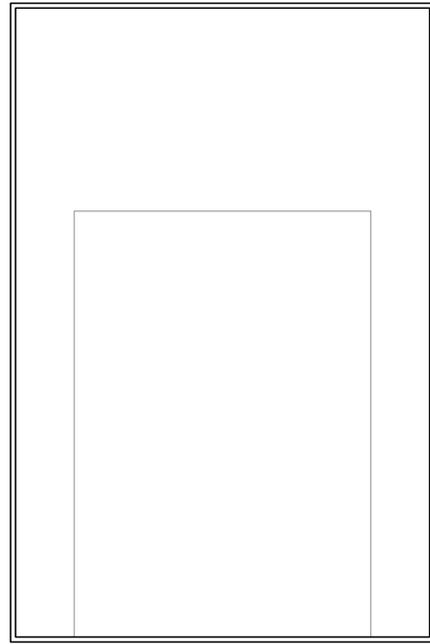
- 6) Grounds and Facility Office Space, Office Storage Space and Capacity for some additional office space, potentially for a water department, which was discussed at one point.
- 7) Improved site layout, with salt storage next to sand storage, which is convenient as these are often mixed.
- 8) Improved location of salt dispensers, easier location to pull in and out from.
- 9) Looking at the site plan with the relocated recycling center, leaves the existing recycling center building available for current and future DPW storage needs, road signs, construction signs, etc., much of which is currently housed at Whitcomb hall and needing to be relocated.
- 10) Looking at the site plan with recycling center, these buildings are located near to each other such that their sprinkler, septic and utility systems can be shared and located between the buildings.



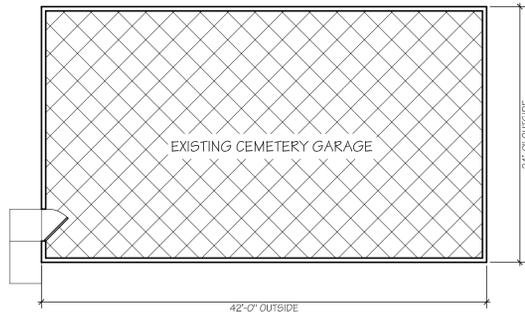
REVISIONS: DATE:
TOWN OF SWANZEY PO BOX 10009 SWANZEY, NH 03446
 <small>Site Planning, Permitting and Development Consulting 185 Winchester Street, Keene, NH 03431 Phone: (603) 357-0116</small>
RECYCLING & PUBLIC WORKS PINE STREET WEST SWANZEY, NH
CONCEPT PLAN
SCALE: 1"=40'
DATE AUG 19, 2014
SHEET C1



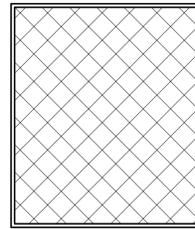
EXISTING SAND SHED
SCALE: 1/8" = 1'-0"



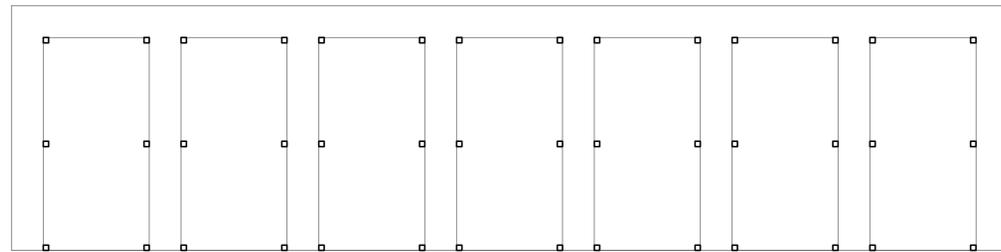
SALT SHED STORAGE
(UNCONDITIONED)
SCALE: 1/8" = 1'-0"



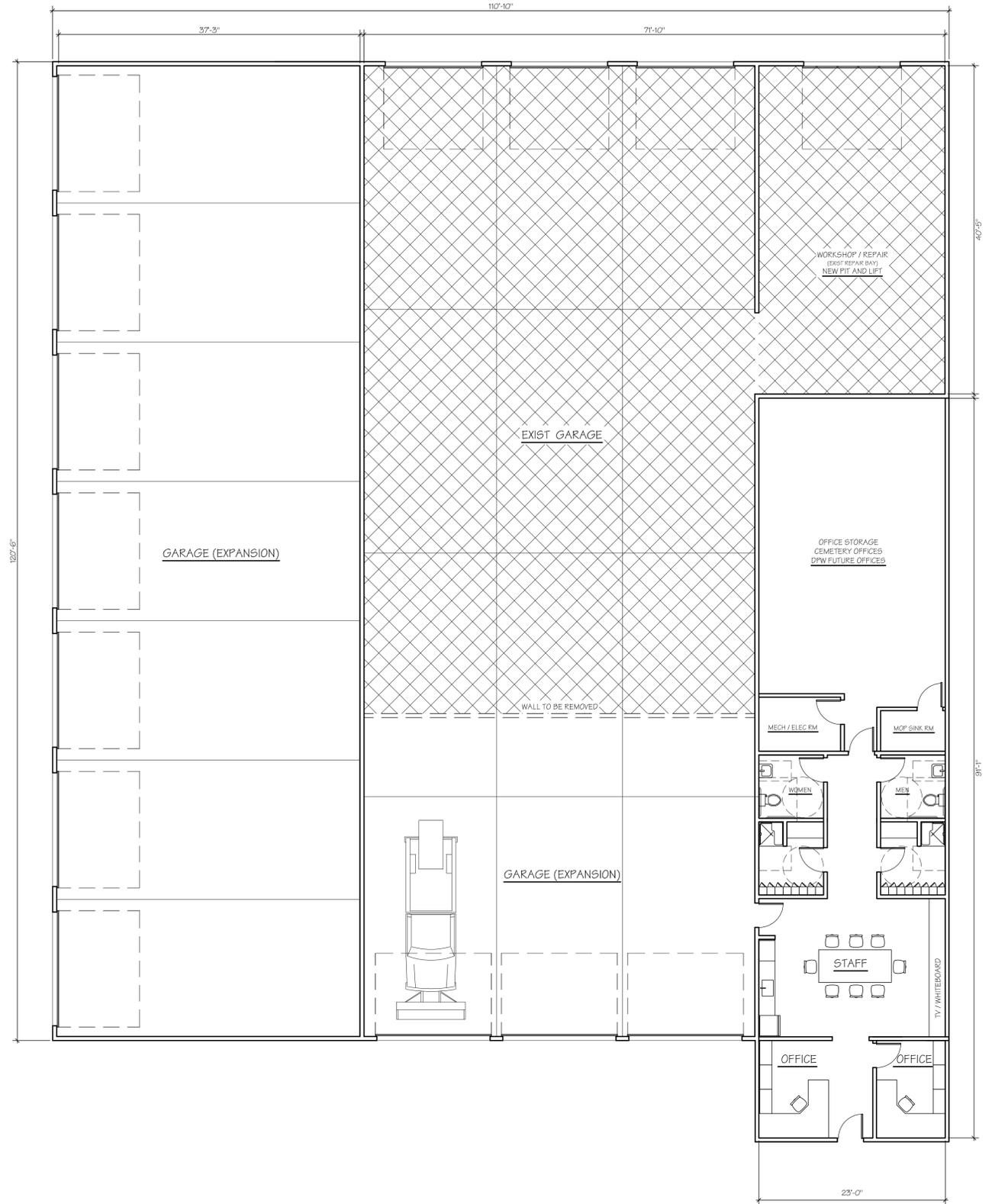
EXISTING CEMETERY GARAGE
SCALE: 1/8" = 1'-0"



EXISTING RESIDENT SAND STORAGE
SCALE: 1/8" = 1'-0"



NEW COVERED SALT DISPENSER STORAGE
SCALE: 1/8" = 1'-0"



8.4.14	REVIEW
5.12.14	REVIEW
4.14.14	PRELIMINARY
DATE:	FOR:

ISSUE LOG