

Virginia Judicial Security Initiative



Security Assessment of

**Greensville/Emporia
Courthouse
Emporia, Virginia**

Judicial Security Initiative Assessment Team

Assessor's Name	Agency	Affiliation
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02/22/2006

Report Date

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EXECUTIVE SUMMARY

The Greenville and Emporia Courthouse Complex is a very majestic and well maintained historical site. It is located in the City of Emporia which is in Greenville County. This posed an unique situation to the assessment team, because both the Greenville County Sheriff and the Emporia City Sheriff hold court in the same building, however, the Greenville Sheriff is charged with providing courthouse security. The courthouse security personnel assigned to the main entrance or public entrance were polite and professional. The Court Security Supervisor, our contact point, is the only full-time courthouse security staff. He proved to be very knowledgeable and helpful. The assistance given to the assessment team by sworn and civilian employees of the courthouse complex was commendable and greatly appreciated, especially the Court Security Supervisor. Even with his very busy schedule, he provided us with a guided tour of the courthouse and grounds; every request and question was answered with professionalism.

During the assessment, the team was impressed with several aspects of the court's operation. The front doors were the only entry and exit point given to the public, which during peak times were manned by two deputies, one working the magnetometer and the other working the hand wand. The assessment team observed the deputies check everyone upon entry into the courthouse in a polite and professional manner. There were physical barriers at the main entrance to assist the deputies with egress/ingress of the public through the same security check point. The high quality landscaping and maintenance of the complex's grounds and perimeter serve as an excellent symbolic barrier against crime and unwanted behavior. Structurally, the team was impressed with the placement of the stairwell adjacent to the first and second floor holding cell area; this would aid the deputies in safely and securely evacuating prisoners during an emergency when elevator use is not recommended.

The assessment team did identify some security issues and concerns that are addressed in the recommendations of this report. These issues include the lack of an alarm system with a keyless entry system for all deputies

and civilian employees, which would eliminate unwanted dissemination of excess keys to the public and a lack of a camera monitoring system throughout the exterior of the courthouse, to include the public and employee parking lots. The system should be monitored by deputies at all times and recorded by VCR. The ideal location for this monitoring system would be at the front security desk at the main entrance. The deputies at the main entrance should be equipped with a telephone system that is the same throughout the building. There should be a portable radio communication system between the Greenville deputies and Emporia deputies, so they can communicate with each other and with the patrol units of the Emporia Police Department.

There are several issues that are major concerns to the assessment team. These issues include:

1. Lack of an alarm/keyless entry system to control employee excess in the building. At this point, no deputy is monitoring the duress alarms that are in working order.
2. The manning and operation of the sally port requires review.
3. The lack of trained certified courtroom security personnel permanently assigned to work at the courthouse complex.
4. The lack of radio communications within the courthouse and of a telephone intercom communication system.
5. The most concerning issue is the lack of manpower. This is a security priority that needs to be addressed immediately. A complete recommendation is listed under the "Physical Security" recommendations section.

Other topics addressed in the recommendations are procedural issues in courtroom security, written directives out of VLEPSC compliance and staffing recommendations.

NOTE: The physical security recommendations are based on the concepts of Crime Prevention Through Environmental Design (CPTED) and are intended to reduce the likelihood of crime or an act of terrorism taking place against visitors, employees and/or the assessed public facilities. The recommendations do not guarantee a crime-free environment but are intended to delay and/or deter criminal activity in and/or around courthouses. The report recommendations result from observations of the facility and information provided by a representative of the facility's court security management.

SCOPE OF ASSESSMENT

This courthouse assessment is intended to examine the security of a courthouse in terms of procedures and physical infrastructure. The team's report is based on available information and observations. The report is intended to serve as a preliminary review of the security needs of this facility. Recommendations and security strategies that are proposed in this report are the product of the assessor's related efforts and expertise. Although based on generally accepted crime prevention principals and generally accepted security procedures, many aspects of this report are subjective in nature and do not imply the absence of alternative security options. Furthermore, these recommendations are intended to reduce the likelihood of a crime or acts of terrorism from occurring in and/or around the courthouse.

Site Overview and Findings

Exterior

The Greensville and Emporia Courthouse Complex is located at 315 South Main Street in the City of Emporia. The main courthouse is a two story block building constructed in 1781 and remodeled in 1997. The area surrounding the facility is a mix of retail storefronts and small businesses. The courthouse is directly accessible from South Main Street. The public and employee parking lots are accessible from Spring Street on the north side to Hicksford Avenue on the south side of the facility. The courthouse is directly accessible from South Main Street. There is minimal set-back (distance) from the building to the city sidewalks and streets. At this location, the building is exposed to a moderate volume of vehicular and pedestrian traffic.

The courthouse complex consists of two unconnected buildings - the main courthouse building and to the south, the Circuit Court Clerk's Office building. The courthouse complex is easily recognizable; its main entrance is prominent and its outer boundaries are clearly defined. The courthouse entrance has no signs posted at eye level describing items not permitted inside the facility. Although not enclosed with a fence or vehicular barricade, the landscaping design along with concrete curbing provides an excellent symbolic barrier.

The courthouse property is landscaped and well maintained. At the time of this assessment, the grounds were mowed and the exterior walkways were clear of obstruction and debris. Vehicular roadways in the back of the facility were in good condition. Plantings include barrier shrubs, specimen trees and a mix of very low sized grown cover plants. Bushes, trees and shrubs were regularly groomed and neatly kept. The team observed one tree on the north side of the courthouse that was over six feet in height from the base but was very thin and trimmed. The team did not observe any vegetation that would obstruct visibility at the entrance or through windows.

During hours of darkness, the Greensville and Emporia Courthouse Complex has a security lighting system set on a timer starting at 6:20 p.m.

The facility is sufficiently illuminated on the South Main Street and Spring Street sides. The exterior of the facility has numerous light fixtures set on a timer; all were in working order at the time of the assessment. The facility provides two reserved parking spaces for the judges and one for the magistrate. The judges' spaces are marked with a sign "Reserve Parking," and the magistrate's space has a sign that states "Reserved for Magistrate." Parking for visitors and court attendees is located in a rear parking lot off of Spring Street, which is directly behind the courthouse. There is an employee only parking lot behind the Circuit Court Clerk's building with a sign upon entry stating employee only. Due to the dynamics of the downtown area, along with the location of the historical courthouse complex, all parking is in the rear of the facility off of Spring Street or in front on South Main Street. The parking lot is not monitored by cameras or deputies. The assessment team feels the parking lot is adequate with some modifications. Parking on South Main Street directly in front of the courthouse facility should have street signs to allow police parking only. Also, in the rear parking lot there is a large water tower, an above ground fuel storage tank and A/C and heating units, which are not secured by a six foot chain link fence with barbed wire around the top and secured by a lock. The electrical and telephone panel boxes located outside at the rear of the building need to be secured by a locking bar or fence.

Building

The Greenville and Emporia Courthouse Complex is housed in two buildings connected only by a courtyard. The courthouse building serves as administrative office space for court clerks and staff. The Circuit Court Clerk's Office building houses clerks, records and evidence. The main courthouse building houses all of the facility's restrooms, the district clerks' service windows, holding cells, sally port, magistrate's office and waiting areas.

Members of the public entering the courthouse are required to pass through a screening station located at the main entrance. The screening process consists of passing through a magnetometer and/or screening with a hand-held wand, a physical search of any packages and containers and a pat-down of the person, if deemed necessary. Everyone entering the courthouse, attorneys included, is screened. The main entrance screening station is normally staffed by a single deputy. The team observed two deputies during peak times, one checking packages and observing the magnetometer and the other deputy screening with the hand-held wand when needed. During the day, there are no sheriff's personnel after court is over to relieve the deputy for breaks.

Court employees, including judges, usually enter the facility through a rear or side street level private entrance. Prisoner holding cells are directly accessed through a secured sally port located behind the facility. Prisoners are generally received through key operated steel overhead doors that could be remotely activated, if manned. The sally port operation needs attention. The main concern appears to be a lack of security manpower to operate effectively. The sally port should be closed when not in use. Regional jail officers have access to the sally port through an arrangement with the Greenville County Sheriff's Office.

Courthouse Procedures

Exterior access control at the Greenville and Emporia Courthouse Complex is limited to a standard lock and key system (with the exception of the sally port). The facility is not equipped with an alarm system; however, it is equipped with duress buttons throughout the building. These duress alarms connect to a switch board located in the control room for the sally port in the basement and are not monitored by deputies. The facility's main points of egress/ingress do not appear to be equipped with access control devices other than key locks or push bars on the emergency exits, which are not equipped with buzzers. Very few windows in the courthouse are equipped with iron bars, and those that are, are located on the second floor. The remainder of the windows in the courthouse appears to be standard double hung locking windows. The Circuit Court Clerk's building has several standard double hung locking windows located low to the ground, easily accessible and not alarmed or barred. In both buildings, the windows do not appear to have any blast resistance film or additional glass thickening applications. There should be a written key control policy.

The complex is not equipped with an emergency power system but does have appropriate fire protection equipment, which includes a built in sprinkler system, pull boxes, marked exits and smoke detectors. Court security personnel should be provided basic training on the use of this equipment.

Locks
→
A telephone utility room located on the first floor near the judges' offices is not equipped with a lock. In the Circuit Court Clerk's building, a utility power room located near the public restrooms was not locked. In the Circuit Court Clerk's office, the main door leading from the public foyer into the clerk's secure area contained a locking mechanism that was covered by scotch tape for easy employee access. Additionally, there is a back door with no lock near the public restrooms leading into the secure area of the clerk's office.

The courthouse building is equipped with a separate use elevator for public and prisoner use. However, the employees, judges and prisoners use the same elevator, which is controlled by separate keys.

Communication between Greenville deputies and Emporia deputies is not effective. The Greenville deputies do not transmit on the same channel

as the Emporia deputies or the Emporia Police Department, which directly patrols the area. Deputies do not have a covert duress protocol, such as a code word or transmission sequence, to alert others of an emergency situation. There is no telephone intercom communication system with the deputy at the front desk. The phone at the front desk is an outside line and is not on the courthouse complex's phone system.

Public waiting areas within the building are open and well lighted. This allows for easy monitoring by court deputies. Public restrooms and common areas, such as hallways and the main staircase, are checked by deputies. However, bathrooms were found to have aerosol air freshener cans and hand soap dispensers not permanently attached to the wall.

The facility has panic buttons strategically placed within the courthouse. Locations include the courtrooms, clerk's service area, judges' benches and judges' offices; however, the alarms are not monitored or integrated into the Emporia Police Department's communication system. The facility's record storage areas do not appear to be equipped with locking doors or alarm systems. Furthermore, testing of the existing panic alarms is not performed regularly.

The service windows of the district court are designed with no physical security barrier. The Circuit Court Clerk's service window is a sliding glass window, which is a limited physical security barrier. Financial and other sensitive transactions performed by court's clerks are often handled at windows with no security personnel present. Additionally, bank deposits are usually made by an unescorted court employee. There are large amounts of cash maintained in both clerk's offices overnight and during weekends. The District Clerk's Office has a safe weighing less than 750 pounds and is on wheels. There is no policy to change combinations when personnel are terminated. The Circuit Court Clerk's Office has no safe or strongbox; monies are locked in a desk drawer.

Courtroom and Related Areas

The facility's courtrooms and adjacent areas are well maintained and carefully monitored by court security personnel. However, the following physical security and procedural issues were identified by the assessment team:

Courtroom(s) Location:

The juvenile domestic relations courtroom is located directly behind the screening station, and at times, there are several members of the public waiting in this small area to go into the courtroom.

Courtroom(s) Security Devices:

The Court Security Supervisor is unaware if the bench is reinforced to make it bullet resistant. The panic buttons inside the courtroom are not monitored by court security personnel or integrated into the city police department's communication system. In the circuit courtroom, there is no telephone accessible to the clerk on the judge's bench.

Judges' Chambers and Related Offices:

The doors leading into the chambers are not routinely locked when the judge is present or not. There are public exit signs leading from the courtroom into the judges' chambers and secure areas. Panic buttons installed in the judges' offices are not monitored by court security personnel.

Attorney-Client Conference Rooms:

The rooms have drop or removable ceilings. Some of the doors can be locked from both the inside and outside. The rooms are equipped with telephones that have outside lines. In one of the rooms, the team found cleaning fluids and large items that could be used as weapons.

Prisoner Reception Area:

The sally port doors are left open, so the regional jail officers can bring the prisoners inside and up to the cells. There are no deputies in the reception area, although the camera monitors are there along with the panic button alert control panel. There are no deputies to escort the jail

officers in or out of the facility. The jail officers close the sally port doors after they pick up the prisoners later in the day. There is a secure conference room in the sally port area that is being used as a janitor supply closet. The magistrate's office is located in this area and is utilized by the public 24 hours a day, even after the courthouse is normally closed. Inside the magistrate's office hallway is a door with a push bar that is not alarmed but leads into a stairwell that is accessible to the rest of the building.

Temporary Holding Areas:

Deputies and law enforcement officers are required to leave guns in locked cabinets before entering temporary holding areas. However, there were no gun locking cabinets located in the circuit courtroom lock-up area. Also, no first aid kits are utilized in the holding cell areas. There was no alternative self-contained breathing apparatus in the case of a fire located in or near the holding cells.

Public Waiting Areas:

The team observed several potted plants that could be used as weapons in the waiting area outside circuit court. In the waiting area, there were light dimmer switches and climate controls devices on the wall without locking covers.

Courtroom Inside:

The team observed uncovered electrical sockets in the public seating area and public exit signs leading into secure areas or judges' chambers. The Commonwealth Attorney's table, as well as the defense attorney's table, was covered by a glass cover and the microphones were large with weighted stands that could easily be used as weapons. Also, there were numerous other items on the tables, such as trash cans, tape dispensers, desk name plates and water pitchers that could be used as weapons. In the circuit courtroom, there is no physical barrier between the judge on the bench and the prisoners as they enter the courtroom from the holding cells. There were several items and people directly in the path of the prisoner entering the courtroom from the holding cells, such as TV and video equipment, an easel, wooden chairs and a court stenographer with her back to the prisoner.

Security Recommendations

Physical Security Recommendations

Minimal Cost Recommendations

1. It is recommended that signs be posted at eye level describing items not permitted in the courthouse, in English and Spanish, on the main entrance doors.
2. It is recommended that the screening station have a telephone that is on the same intercom system as the other phones in the building.
3. It is recommended to have a first aid kit(s) at the screening station and near the holding cells.
4. It is recommended to have at least one set of leg irons and waist chains stored securely inside the courtrooms or elsewhere to be immediately accessible to courtroom deputies.
5. It is recommended that all aerosol cans and soap dispensers (not permanently mounted) be removed from the bathrooms on all floors.
6. It is recommended that deposits be made with an armed security escort. If armed escorts are not going to be used, then a two person policy should be in place. One person should make the deposit while a second person observes from a safe distance to summon assistance if needed. Also, the clerks' offices should have a safe. If the safe is over 750 pounds, it does not need to be mounted to the floor but should not be equipped with wheels. A policy should be in place to change the combination if an employee leaves for any reason.
7. It is recommended that the Greenville deputies should be able to communicate by portable radio with the Emporia deputies and with the Emporia Police Department in case of an emergency.

8. It is recommended that all fire alarm pull stations and light dimmer switches that are accessible to the public be covered by a clear plastic case that will alarm locally when opened. This will prevent people from tampering with the pull stations, yet allow access.
9. It is recommended that courtroom electrical outlets be covered, especially those located in the gallery (public) seating area. They can be easily tampered with and potentially serve to create a security risk.
10. It is recommended that drapes be installed on the windows of the circuit court waiting area to prevent visibility for a sniper on building roof tops across the street. Remove all potted plants from the waiting area, as they could be used as weapons.
11. It is recommended that the magistrate's office, which has one office at Southside Regional Jail, be moved there permanently. The assessment team feels the 24 hour use of the magistrate's office in the court building causes a breach in security. After normal business hours, there are no court security deputies onsite.
12. It is recommended that in both buildings all doors should have locks installed, and those with locks should be utilized.
13. It is recommended that all emergency exit doors that are equipped with a push bar have buzzer alarms installed.
14. It is recommended that the emergency exit door at the bottom of the public stairwell be alarmed or sealed off depending on the fire code, because deputies can not observe or monitor the egress or ingress.
15. It is recommended that all deputies working the courthouse receive DCJS training in courtroom security and civil process at their local academy.
16. It is recommended that a Court Security Committee be implemented, consisting of a representative from each office in the courthouse complex. They should meet regularly and implement an emergency evacuation plan.
17. It is recommended that electrical and telephone panel boxes on the outside rear of the building be equipped with a locking bar or fence.

18. It is recommended that locking gun cabinets be utilized. They should be located in an area not accessible to prisoners, so law enforcement and deputies can secure their weapons before they enter the holding cells.

Significant Cost Recommendations

1. It is recommended that the courthouse complex have at least three full time deputies, trained in courthouse security and assigned to the courthouse complex at all times.
2. It is recommended that the courthouse complex have an integrated alarm/keyless entry system for employees and staff to monitor the egress and ingress into the complex. Also, all cameras should be integrated into the system, with new cameras installed to monitor the public and employee parking lots and designated sites in the interior and exterior of the complex.
3. It is recommended that the front screening station has a new command center desk that would provide cover and concealment for the deputies in case of an emergency. This would also house the camera monitoring system and duress alarm system. It should be equipped with radio communications to other agencies and telephone communications to all courthouse complex offices at the touch of a button.
4. It is recommended that the control room on the ground floor lock-up area should be staffed during the arrival and departure of the regional jail officers with the prisoners. The sally port doors should be closed at all times. If funding is not available, then monitors should be relocated where court deputies can observe them along with panic buttons, for example, in the front screening area.
5. It is recommended that two deputies staff the main public screening station before court when there are increased volumes of visitors. One deputy is sufficient during times other than prior to court sessions. During higher profile court cases, two deputies may be necessary during all business hours for more thorough screening and security. There should be a deputy available to give the screening deputy a break.
6. It is recommended that at least two deputies work the lower courts at all times and three deputies in higher profile cases. In circuit court, at least three deputies should work the courtroom and four deputies in higher profile cases.

Critical Recommendations

1. It is strongly recommended that the following courtroom security staffing be consistently implemented: One deputy for every civil court session, two deputies for every criminal court session, two deputies for every juvenile court session, three deputies for circuit court criminal days and extra staffing for high profile cases
2. It is strongly recommended that an alarm/keyless security system be installed with integrated cameras and a recording device.
3. It is strongly recommended that the sally port procedure for the delivery and pick-up of prisoners be reviewed.

Procedural Recommendations

Minimal Cost Recommendations

It is recommended that the following written directives be implemented:

1. Prisoner/Patient Transport

A written directive should be implemented to prescribe the security and control of prisoners being transported to court. It should prescribe procedures for transporting and handling sick, injured, handicapped and mentally ill prisoners or prisoners suspected of carrying a communicable disease to court. It should prescribe the procedures for the transportation of juveniles or prisoners of the opposite sex to court. There should also be a written directive to prescribe procedures following the escape of a prisoner while being transported to court or if the escape occurs at the courthouse complex.

2. Lockup/Interview Rooms

There should be a written directive to specify that all deputies receive training in the operation of lockup holding cells, sally port controls and the prisoners' elevator.

There should be a written directive to describe the "security and control" features of the lockup/holding cells.

There should be a written directive to establish procedures or criteria for authorized access to the lock-up areas (i.e. attorneys, probation officers and medical staff).

3. Crisis Situations

It is recommended that all crisis plans be subject to periodic review and updating, once policies and procedures are written. Reviews should occur at least annually.

It is recommended that annual courthouse security reviews are conducted with the building's court security committee (i.e. building users/tenants).

4. Access Control

It is recommended that a written directive be developed to address access key control, key duplication and lost/stolen keys. The Greenville Sheriff should maintain strict control of courthouse keys.

Significant Cost Recommendations

None noted.

Critical Recommendations

It is recommended that written directives be utilized to set procedures for daily operations. These written directives are intended to meet the voluntary requirements of the Virginia Law Enforcement Professional Standards Commission (VLEPSC).

Policy Recommendations

Minimal Cost Recommendations

Noted in "Procedural Recommendations"

Significant Cost Recommendations

Noted in "Procedural Recommendations"

Critical Recommendations

Noted in "Procedural Recommendations"

Other Recommendations

Minimal Cost Recommendations

1. It is recommended that the "magistrate reserved parking" sign be changed to read "reserved parking."
2. It is recommended that all parking in front of the courthouse be reserved for police parking only.
3. It is recommended that all court security personnel be made aware of utility shut-off points and fire response procedures.

Significant Cost Recommendations

1. It is recommended that the court designate a central mailroom within the facility. The mailroom should be structurally self-contained and equipped with a separate air handling unit. Additionally, the mailroom should be staffed by employees trained in handling suspicious packages and substances. Prior to delivering mail to court personnel, mailroom employees should open all mail from the bottom of the envelope or package using a letter opener or similar tool. This allows suspicious powders or other malicious items to fall out and away from the employee's upper body and face. The mail should be opened above a catch box (a plastic or rubber container with a lid that can be easily closed). The catch box can then be easily secured providing immediate isolation for suspicious mail.

Critical Recommendations

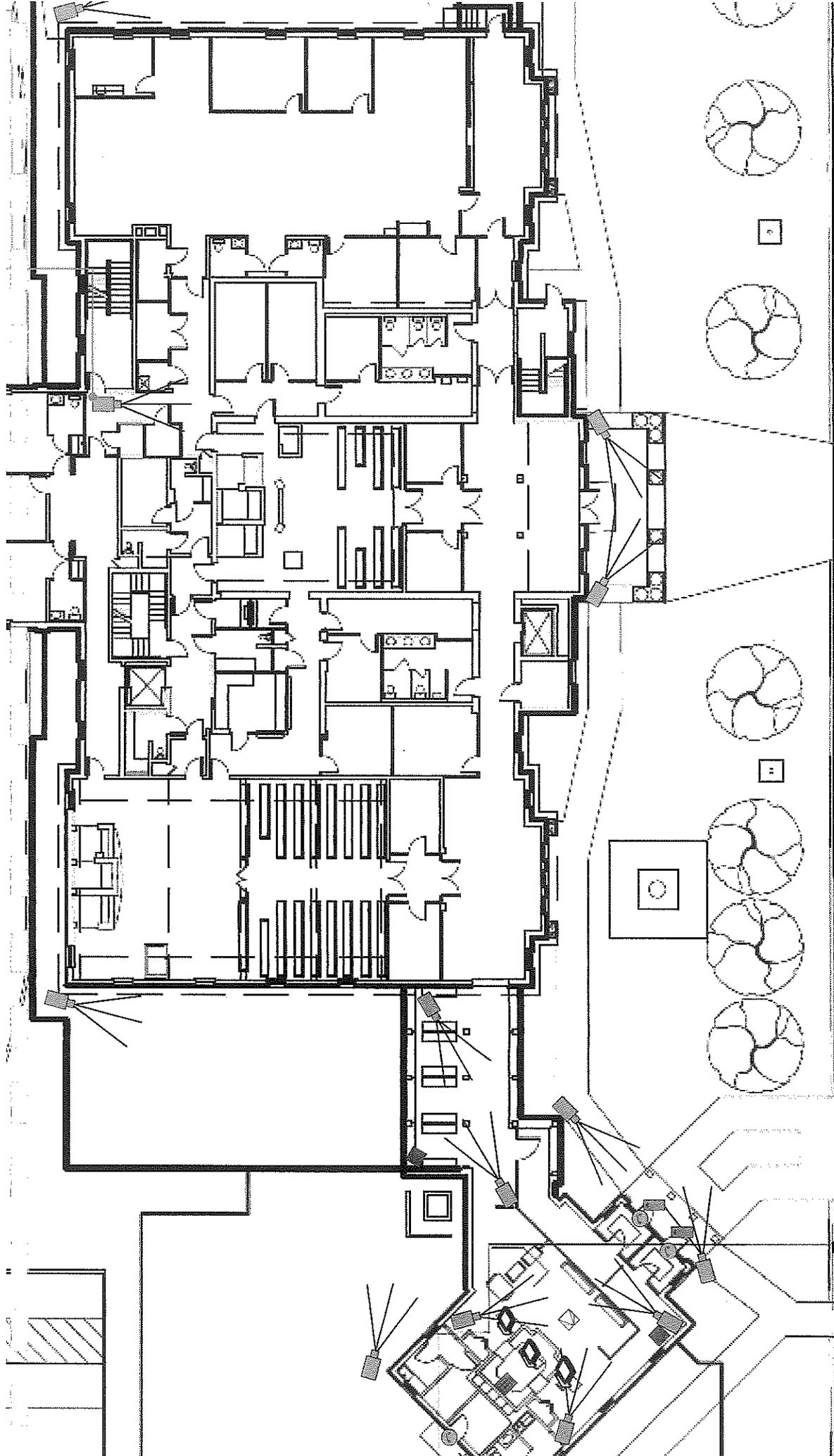
None noted

**Preliminary Architectural Report
GREENSVILLE COUNTY COURTHOUSE
SECURITY ENHANCEMENT PROJECT**

exhibit 3

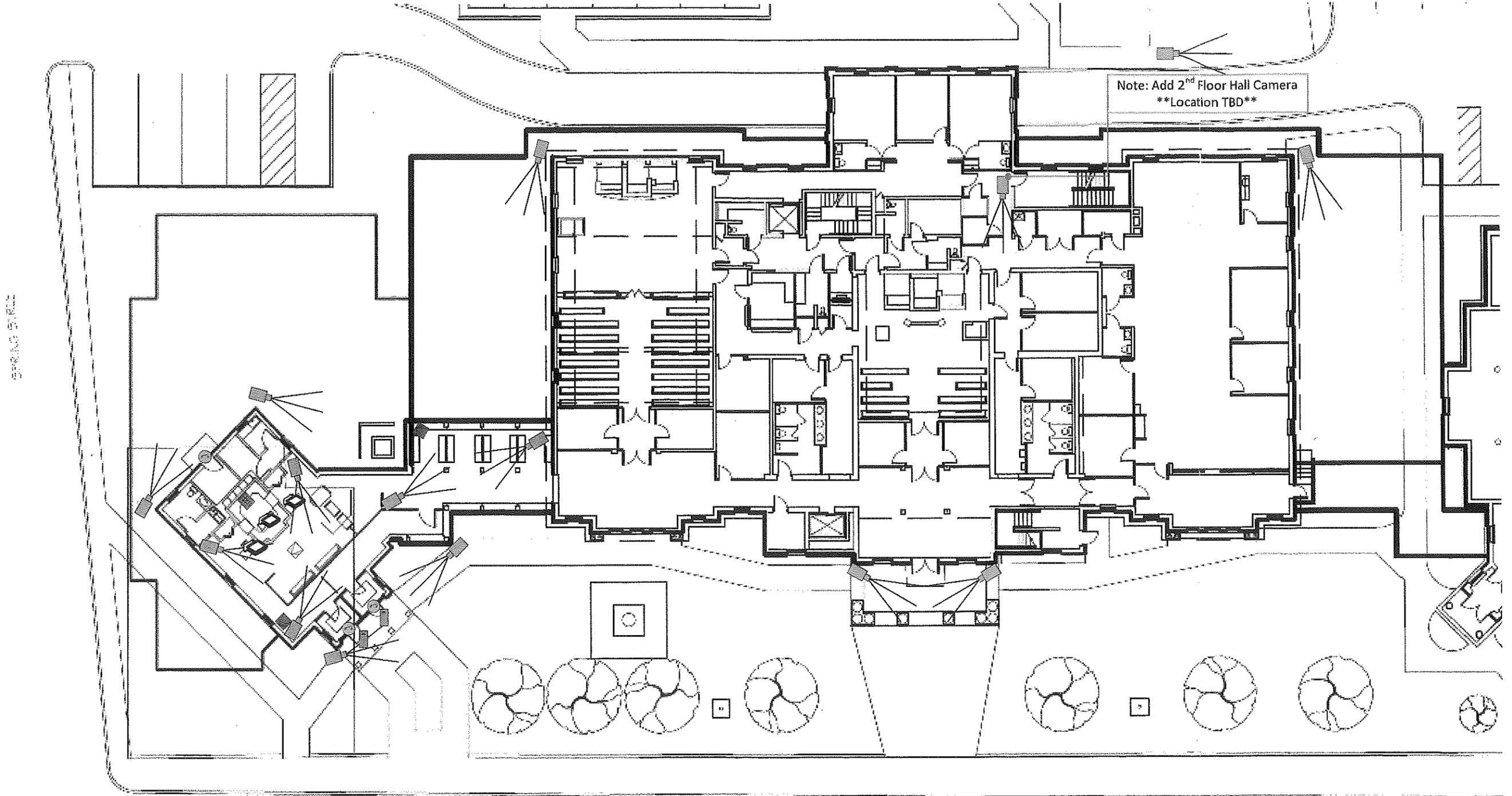
Security Equipment Layout & Budget

- This exhibit was prepared by Gaston Security, 115 N Main Street, Emporia, VA 23847.



SOUTH MAIN STREET

-  New Camera Coverage
-  Existing Coverage Enhancement (Replace Old, Add 2 Interior)
-  New Access Control
-  New Live Video Monitors
-  New Security Door Contacts
-  New Security Motion Detectors

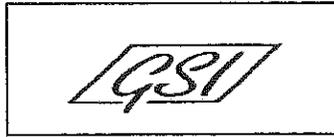


Note: Add 2nd Floor Hall Camera
 Location TBD

-  New Camera Coverage
-  Existing Coverage Enhancement (Replace Old, Add 2 Interior)
-  New Access Control
-  New Live Video Monitors
-  New Security Door Contacts
-  New Security Motion Detectors
-  New Security 360 Motion Detector
-  Alarm Keypad

SOUTH MAIN STREET

**GREENSVILLE
 COUNTY COURT
 HOUSE
 CCTV, ALARM, &
 ACCESS CONTROL
 LAYOUT**



GASTON SECURITY, INC.
P.O. BOX 219 • GASBURG, VIRGINIA 23857
PHONE: (434) 577-2716
FAX: (434) 577-3012

Greensville County
1781 Greensville County Circle
Emporia VA 23847
Attn: Mike Veliky
Reference: Greensville County Courthouse - Security Enhancements

December 8, 2014

Mike,

Gaston can provide various enhancements to the Court House security in conjunction with the proposed addition for a new enhanced security entry. We will expand the existing burglary and access system to cover the addition to the building and the 2 new entry doors. The video headend for security will be relocated to the new command desk and we will add one DVR and monitor for the additional cameras. This quote includes 2 new metal detectors and one xray

<u>Qty</u>	<u>Mfg.</u>	<u>Model & Description</u>	<u>Unit Cost</u>	<u>Ext. Cost</u>
1	DMP	714-16 16 Zone Expander	\$ 265.00	\$ 265.00
2	DMP	734 Card Access Module	\$ 215.00	\$ 430.00
2	HID	2465 Single Gang HID Prox Reader	\$ 285.00	\$ 570.00
2	Securitron	Electrified Panic Bar	\$ 985.00	\$ 1,970.00
1	DMP	1100XH HiPower Wireless Receiver	\$ 200.00	\$ 200.00
2	DMP	1100R Wireless Repeater	\$ 285.00	\$ 570.00
5	DMP	1101 Universal Wireless Transmitter	\$ 85.00	\$ 425.00
2	DMP	3045 Pull Type Panic Switch	\$ 48.00	\$ 96.00
1	Visonic	Duo240 Ceiling Mnt Motion Det	\$ 88.00	\$ 88.00
2	Bosch	PPR1-W16 Long Range Motion Det	\$ 125.00	\$ 250.00
8	Panasonic	WV-CW504 Fixed Outdoor Dome Camera with Bell Housing, Wall Mount	\$ 650.00	\$ 5,200.00
8	Panasonic	PWM484S Wall Mount Bell Housing Kit	\$ 325.00	\$ 2,600.00
7	Panasonic	WV-CF354 Fixed Indoor Dome Camera	\$ 510.00	\$ 3,570.00
1	Panasonic	WJ-HD616 16ch 2TB Digital Video Recorder	\$ 7,200.00	\$ 7,200.00
1	Panasonic	WV-CF354 Fixed Indoor Dome Camera	\$ 510.00	\$ 510.00
3	ViewZ	LCD24 24" LCD Monitor HDMI, BNC, VGA with Wall Mount	\$ 1,485.00	\$ 4,455.00
1	Panasonic	WV-CU650 System Controller	\$ 1,485.00	\$ 1,485.00
3	Vanco	HDMI Extender, PS, HDMI Cables	\$ 465.00	\$ 1,395.00
1	Altronix	2416 24VAC Camera Power Supply	\$ 245.00	\$ 245.00
1	SmithDetection	Scanner with all Imaging Options, Table Roller Table and Install	\$ 45,000.00	\$ 45,000.00
1	Garrett	Walk Thru Metal Detector with Floor Mount Hardware	\$ 5,800.00	\$ 5,800.00
1	Gaston	Misc. Cable, Hdw, Connectors, UPS Surge	\$ 850.00	\$ 850.00
1	Gaston	Installation, Cabling, Termination, Prog, Training	\$ 12,850.00	\$ 12,850.00
		TOTAL COST		\$ 96,024.00

The above price includes one (1) year warranty on equipment and labor. Should you have any questions or require any additional information, please feel free to contact our office.

Regards,

Greg Burns

Customer Acceptance:

Date: _____

Geotechnical Engineering Report

■ **Statement of Intent:**

The proposed **Security Enhancement Project** for the Greenville County Courthouse, all as described in Option 1; entails an addition of some 2,700 s.f. +/- to the immediate North of the existing structure. In order to achieve the preferred design shown in Option 1; the Old Office and Bank Building must be decommissioned and removed. Only at such time can a geotechnical survey be effectively made.

As a result of the inaccessibility conditions; any required soils testing will be/must be deferred to a later stage of design development, but prior to the preparation of Construction Documents.

Environmental Report

■ **Overview:**

The **Security Enhancement Project** for the Greenville County Courthouse, as illustrated in Option 1; consists of a limited scope, single story addition to the immediate North of the existing courthouse. This relatively modest addition of 2,700 s.f.+/- represents a net increase of only some 9.3% to the existing complex.

The siting of the proposed addition will be so situated that it replaces, in part, an existing decommissioned/abandoned structure. Thus, the massing of the new addition will be significantly smaller than the structure it replaces; and the footprint of the new structure will require less land coverage than the existing.

While the security enhancements will be contained in a new "pavilion" that significantly enhances the current courthouse functions, it will not increase either the occupancy load or the parking capacity needs of the overall complex.

No adjacent properties are to be affected and all new construction remains within a confined and limited zone of Courthouse Square. No traffic patterns or circulation is to be impacted; no increased storm water runoff is anticipated; no hazardous materials or fuels are anticipated to be a factor; and, the existing landscape plantings will be retained and enhanced.

The addition proposed will be of a compatible and complimentary architectural style; and the new addition will not come in direct contact with the historic fabric of the original courthouse.

As the project may possibly be funded by Rural Development, it is understood that their staff will present this report to the Department of Historic Resources for a status review at a more strategic time, and this action will be before the project is authorized to proceed to Construction Documents.

As a result of the various considerations above, this design team considers the suggested environmental impact to be minor. Rather, we anticipate that the project will basically have an overall positive impact on the complex.

Should Greenville County and/or their funding sources determine that a more indepth environmental study be required; this can/will be accomplished and cleared prior to the start of Construction Documents.

Summary Report – Old Office & Bank Building

Court Square, Main Street
Emporia, Virginia

■ **Overview:**

As part of and in preparation of the Preliminary Architectural Report (PAR), regarding the proposed Greensville County Courthouse Security Enhancement Project, an outline of four primary points have been set out to examine and evaluate the current state of the Old Office & Bank Building sited adjacent to the Greensville County Courthouse, within the Court Square proper.

All observations made herein are by way of a walkthrough of the building, consisting of a visual inspection and photographic survey. No further mechanical, plumbing, electrical, structural analysis or environmental testing has been performed to date.

Summary Report – Old Office & Bank Building

■ 1 - Purpose

The purpose of this Summary Report on the Old Office & Bank Building is to assist Greenville County in determining the practicality and options of incorporating or excluding the existing building as it may relate to the proposed **security enhancements** for the Greenville County Courthouse, now being considered.

■ 2 – General Description

This facility, known as the Old Office & Bank Building, is located at 301 South Main Street, Emporia, VA. The facility, though presented as one building, is in fact a combination of two separate buildings; (1) an old Office Building at the corner of South Main Street and Spring Street, and (2) the old Bank Building immediately adjacent to the South. The larger corner building, being the Office Building (left portion of Photos 1 & 3), appears to have been built prior to or after the turn of the century. The building presents itself as former retail space that has been significantly modified as an office facility, with various assignments and tenants over the years.

Evidence of the retail aspect is apparent by the large store front openings at the entrances off of South Main Street and Spring Street. The Spring Street portion of the Office Building, (see Photos 4 & 5), appears to possibly have been a separate commercial space, which is now accessible by a ramp. All in all, the old Office Building has been largely altered in years past to create the look the building has today.

The old Bank Building (right portion of Photo 1) appears to be the more original structure of the two, due to evidence viewed in the cornice, windows, doors and parapet wall on the South Main Street side. The interior of the Bank Building first floor is largely original with pressed metal walls and ceilings. These walls and ceilings show significant deterioration.

The old Office Building has a flat roof, while the old Bank Building has a pitched metal roof. Both the old Office Building and old Bank Building are vacant, and neither appear to be eligible for Certificate of Occupancy due to many non-compliant code and maintenance issues observed.

■ 3 – Architect's Observations

General Construction

The Old Office & Bank Building in both sections consists of masonry exterior bearing walls with all wood frame construction on the interior, including floors, stairs, and partitions. The general condition of the entire building is poor, and in some instances, beyond repair. Only with major renovation can this building be returned to use.

A.D.A. Issues

Throughout the building, there are multiple instances where a handicapped individual would not be able to access or navigate the building. They are as follows:

Entrances:

The entrances to both the old Office Building and the old Bank Building are not A.D.A. accessible at street level. The old Bank Building has (2) steps into the building, leaving the finished first floor level approximately 14" above street level. The old Office Building has (1) step into the building, leaving the finished first floor level approximately 9" above street level. The entrances appear to be set directly on the property line along South Main Street. With both entrances of the building touching the property line, there is no practical way to develop A.D.A. access without significant modification to the building or public sidewalk.

Conversely, the entrance accessible via the ramp off of Spring Street to the rear portion may be A.D.A. compliant, or nearly so. However, due to the slope of the site, the finished floor level of the rear portion of the old Office Building is approximately 30" below the finished floor of the main area. Upon accessing the rear portion via the ramp, there is a half flight of stairs inside returning you to the remainder of the old Office Building.

From our viewpoint, due to the limited space, it would not be cost or space effective to retrofit a chair lift in this area in order to make it A.D.A. compliant.

Elevator:

Once inside the building, there are multiple obstacles that prevent the application of an elevator. As stated above, the finished floor heights of the old Office Building and the old Bank Building are at a difference of approximately 6". This would make it very difficult to have an elevator service both sides of the building. In the case where an elevator was retrofitted in one side of the building only, an interior ramp would need to be installed to accommodate this change in first floor heights. However, the only reasonable place to do so is at the base of the Central Stairs (Photos 20 & 23), thereby now leaving them unapproachable.

Also, if an elevator were to be added, there would be a loss of approximately 80 s.f. for an elevator shaft, each floor, and 80 s.f. on the first floor for an equipment room, all totaling 240 s.f. Due to the building's limited area of approximately 6,900 s.f., it would not be reasonably feasible, nor cost effective, to install an elevator in the Old Office & Bank Building.

Stairs:

The (2) two set of stairs that access the second floor are non-compliant with current code requirements that would come into play should a major renovation of the building be undertaken. Simply stated, both the Central Stair (Photos 20 & 23) and the Back Stairs (Photo 25) are very steep and do not comply by today's building standards.

Fire Suppression

The building is not sprinkled and cannot be so without extensive work. Considering the non-compliance of the exit stairs situation, and with lack of a sprinkler system or other fire suppression system being in place; the building cannot currently meet the standards for a safe building.

Roof

Interior visual inspection shows that the roof is apparently failing in multiple places. The flat roof covering the old Office Building appears to have been deteriorating for some time now, with no attempt at repair. The pitched metal roof covering the old Bank Building shows indications of failing where the roof meets the walls and gutters. The deterioration of these two roofs have lead to multiple instances of leaking throughout the interior of the building and into the structural walls. Apparent damage has been sustained throughout the drop ceilings on both floors due to water intrusion. The apparent presence of mold causes the building to be an unhealthy environment, full scope of which has yet to be determined.

Mechanical

The existing mechanical systems are non-operational and have not been in use for a number of years. They appear to be virtually at the end of their life expectancy and are beyond repair. All new systems would be required as part of any major renovation should the building be brought back on line.

Toilets

The only toilets visible during inspection are located on the second floor of the old Office Building. They are extremely constricted spaces, and do not meet A.D.A. or current building code standards. There is a possibility of secondary toilets elsewhere that have not been observed. In summary, the toilet system in the combined building is beyond repair or future retrofit, as they now are configured and located.

■ 4 – Recommendations

All conditions considered, including general deterioration, the failure of the roof system, the evidence of water and mold damage throughout the structure, the need for an all new mechanical, electrical, and plumbing systems, the inability to reasonably make the building A.D.A. compliant, the inability to reasonably add an elevator, the difficulty of providing a fire suppression system, and the generally poor layout and configuration of the interiors; cause this facility to be a poor candidate for inclusion into any proposed **security enhancements** or **future expansion** of the Greenville County Courthouse. At this time no present or future use of this building as a stand alone facility is known or anticipated. Reluctantly, this consulting team recommends the decommissioning and eventual removal of the combined structures.

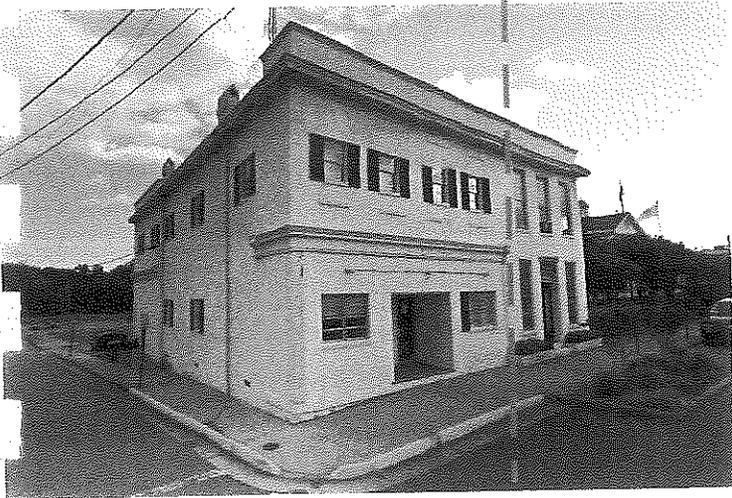
**Preliminary Architectural Report
GREENSVILLE COUNTY COURTHOUSE
SECURITY ENHANCEMENT PROJECT**



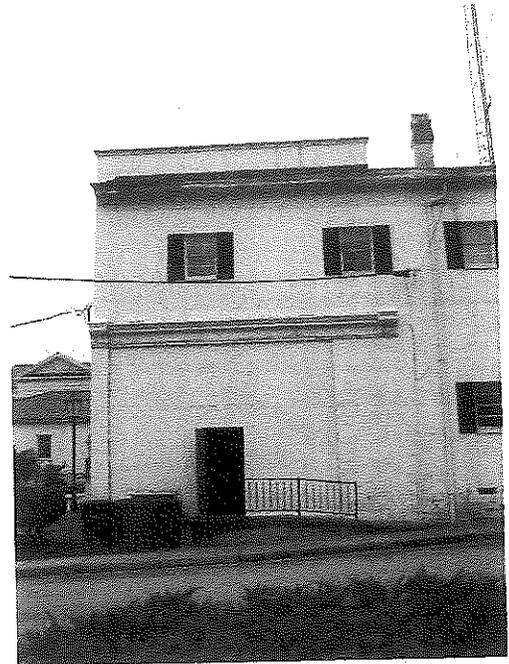
1. West Elevation on South Main Street



**2. Northwest Perspective from Intersection of
South Main Street and Spring Street**



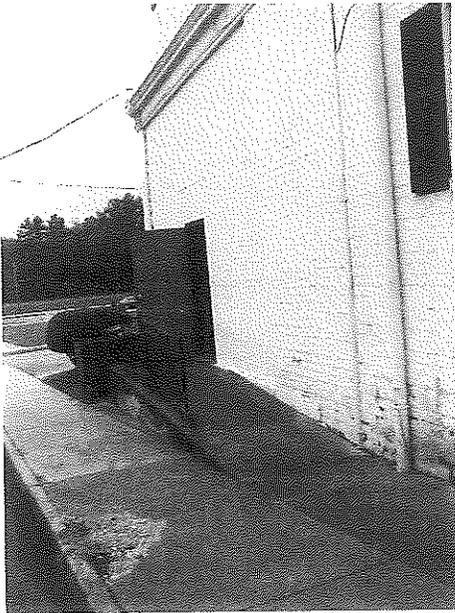
**3. Northwest Perspective from Intersection of
South Main Street and Spring Street**



4. Partial North Elevation on Spring Street

**OLD OFFICE & BANK BUILDING
Court Square/Main Street
Emporia, Virginia**

**Preliminary Architectural Report
GREENSVILLE COUNTY COURTHOUSE
SECURITY ENHANCEMENT PROJECT**



5. Ramp/Exterior Door at Northeast Corner of Building



6. Northeast Perspective from Spring Street



7. Partial East Elevation



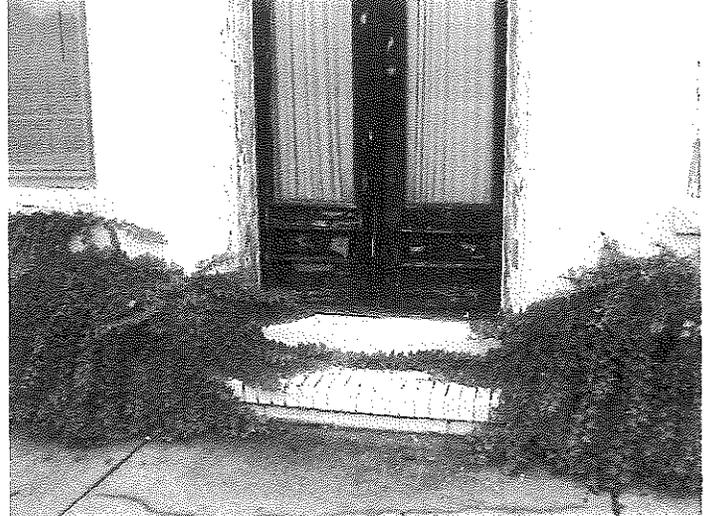
8. Partial East Elevation

**OLD OFFICE & BANK BUILDING
Court Square/Main Street
Emporia, Virginia**

**Preliminary Architectural Report
GREENSVILLE COUNTY COURTHOUSE
SECURITY ENHANCEMENT PROJECT**



9. Southwest Perspective from South Main Street



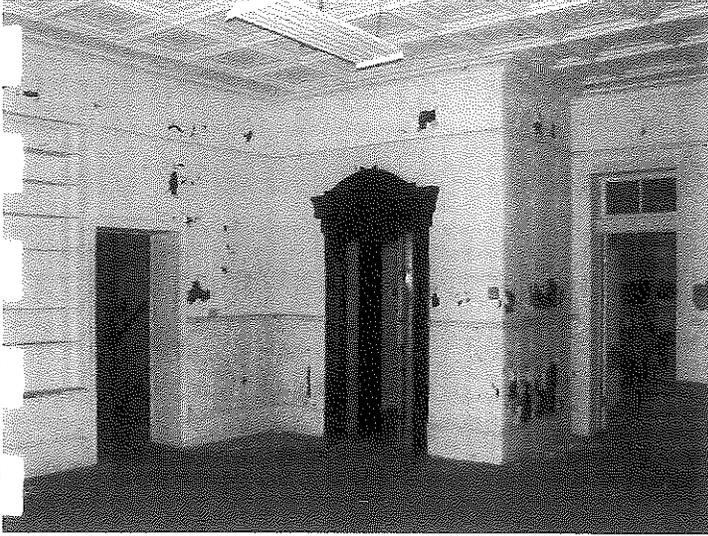
10. Existing Entry Door at Bank Building



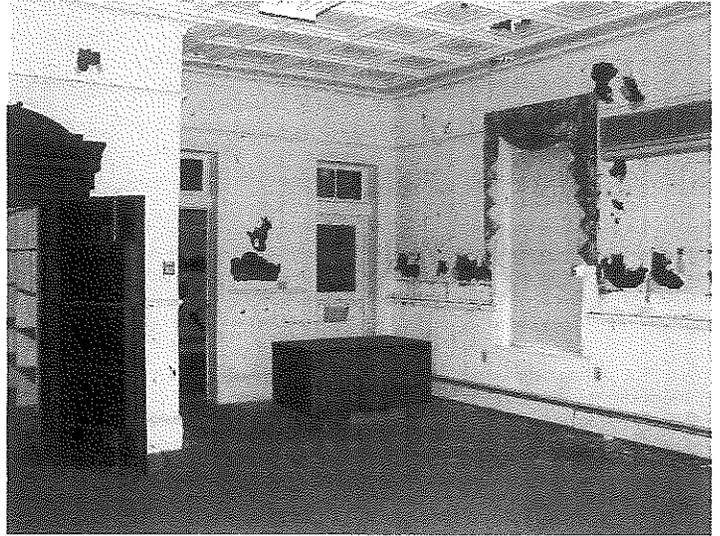
11. Existing Entry Door at Retail Building

**OLD OFFICE & BANK BUILDING
Court Square/Main Street
Emporia, Virginia**

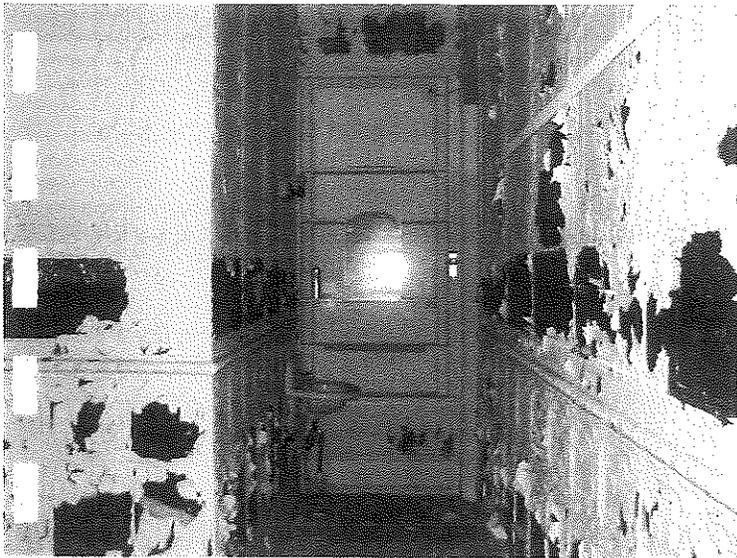
**Preliminary Architectural Report
GREENSVILLE COUNTY COURTHOUSE
SECURITY ENHANCEMENT PROJECT**



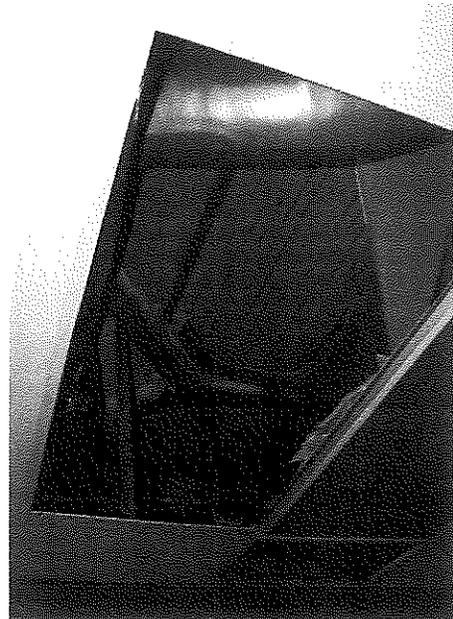
12. First Floor Bank Vault Perspective



13. First Floor Bank Perspective



14. First Floor Backroom Passage



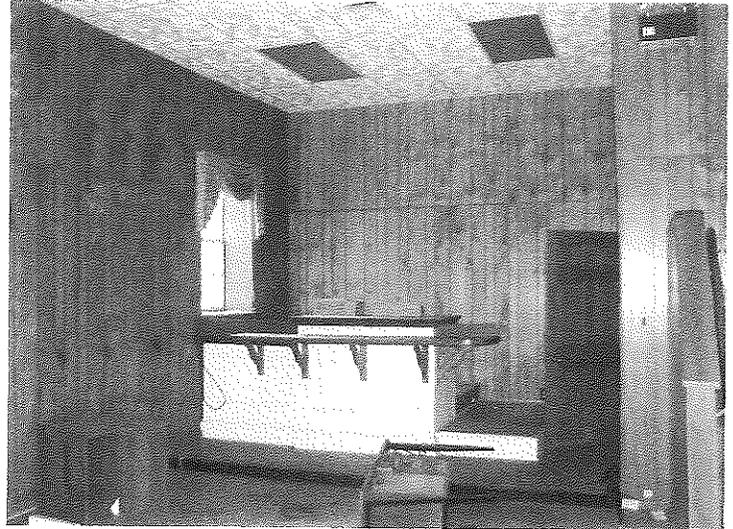
15. Ceiling Damage

**OLD OFFICE & BANK BUILDING
Court Square/Main Street
Emporia, Virginia**

**Preliminary Architectural Report
GREENSVILLE COUNTY COURTHOUSE
SECURITY ENHANCEMENT PROJECT**



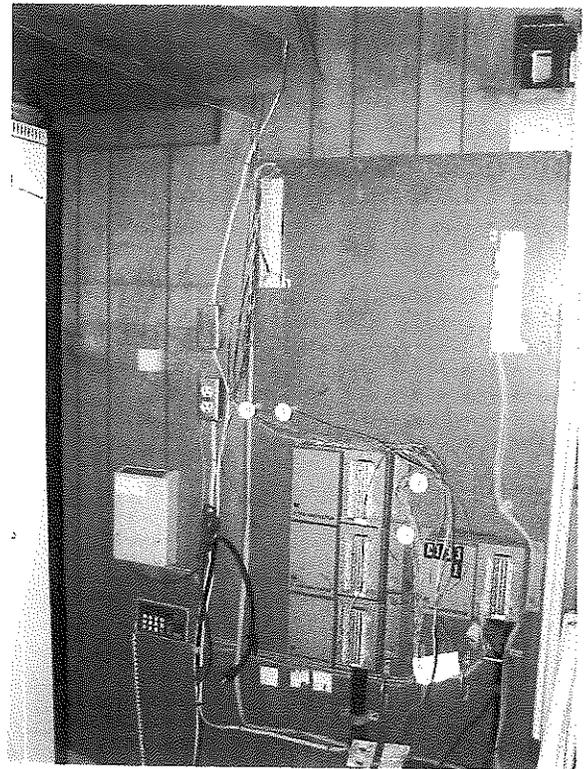
16. Water Damage at First Floor Crawl Space Access Door



17. First Floor Room at Northeast Corner of Building



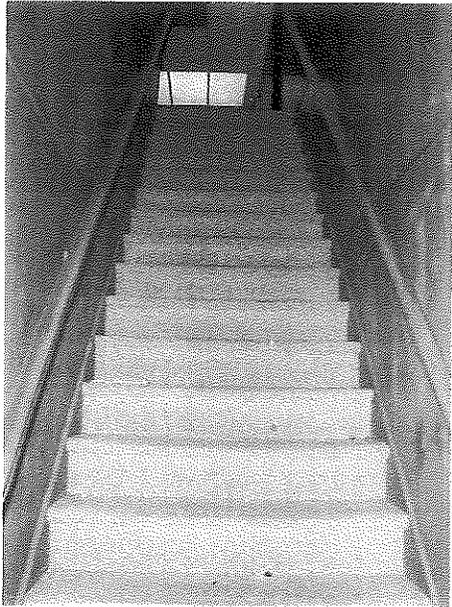
18. First Floor Mechanical Room



19. First Floor Mechanical Room

**OLD OFFICE & BANK BUILDING
Court Square/Main Street
Emporia, Virginia**

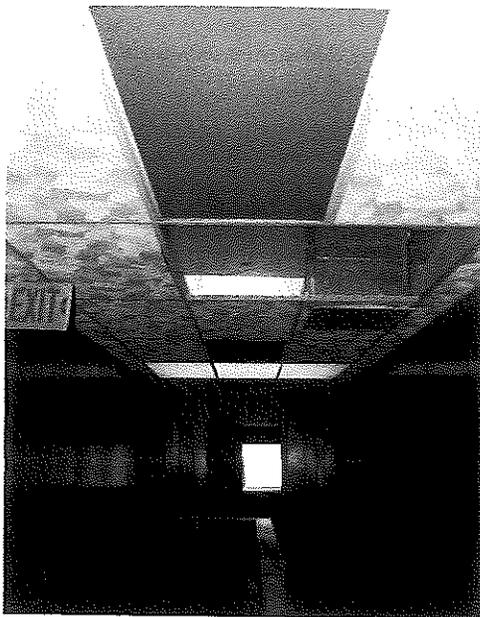
**Preliminary Architectural Report
GREENSVILLE COUNTY COURTHOUSE
SECURITY ENHANCEMENT PROJECT**



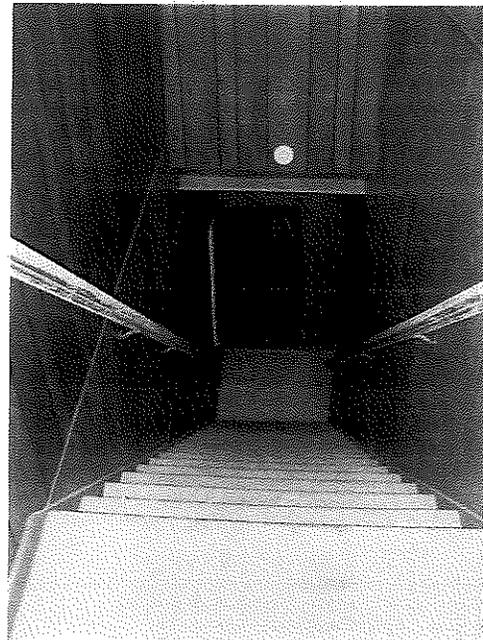
20. Central Stair at First Floor



21. Top of Central Stair at Second Floor



22. Top of Central Stair at Second Floor



23. Top of Central Stair at Second Floor

**OLD OFFICE & BANK BUILDING
Court Square/Main Street
Emporia, Virginia**

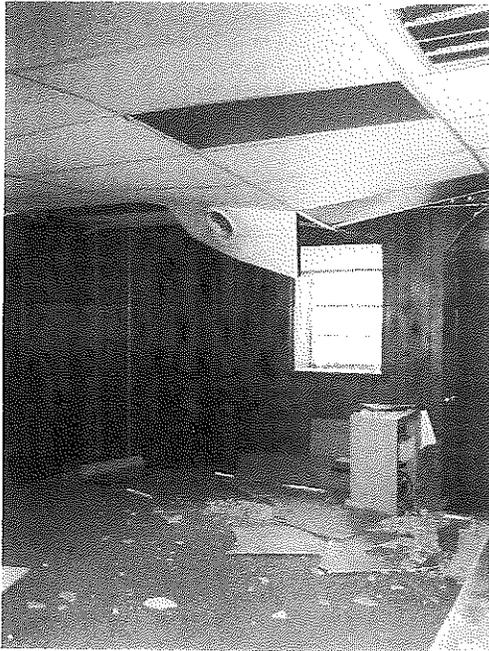
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24. Second Floor Board Room



25. Back Stairs in Bank Proper



26. Second Floor



27. Second Floor

**OLD OFFICE & BANK BUILDING
Court Square/Main Street
Emporia, Virginia**

**Preliminary Architectural Report
GREENSVILLE COUNTY COURTHOUSE
SECURITY ENHANCEMENT PROJECT**



28. Second Floor Bathroom

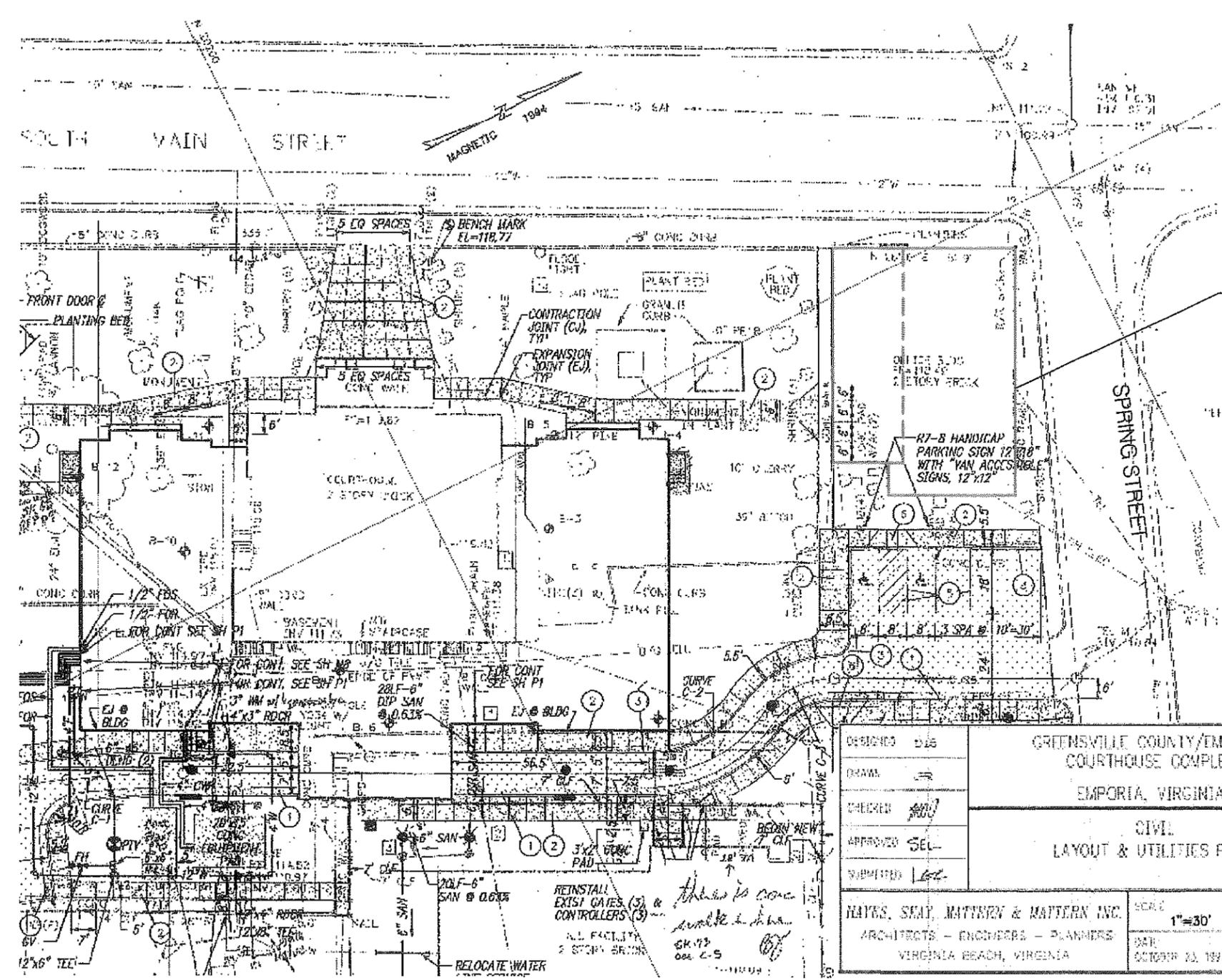


29. Second Floor Bathroom



30. Second Floor Damage

**OLD OFFICE & BANK BUILDING
Court Square/Main Street
Emporia, Virginia**



OLD OFFICE
& BANK BUILDING

DESIGNED	DES	GREENSVILLE COUNTY/EMPORIA COURTHOUSE COMPLEX EMPORIA, VIRGINIA
DRAWN	SR	
CHECKED	ADD	
APPROVED	SEL	
SUBMITTED	LEC	
HAYES, SMAY, MITCHELL & MATTERN INC. ARCHITECTS - ENGINEERS - PLANNERS VIRGINIA BEACH, VIRGINIA		SCALE 1"=30'
		DATE OCTOBER 23, 1995
		CLAIM NO. 707
		DATE 2-15-95
		C2

SITE PLAN - ORIGINAL TO THE COURTHOUSE EXPANSION, 1995

SCALE: 1"=30'

**OLD OFFICE
& BANK BUILDING**
COURT SQUARE/MAIN STREET
EMPORIA, VIRGINIA

**EXHIBIT 5
SCHEMATIC "AS-BUILTS"**

**BAXTER BAILEY
& ASSOCIATES**
ARCHITECTS
A PROFESSIONAL CORPORATION
11 EAST FRANKLIN STREET, RICHMOND, VIRGINIA 23219
(804) 343-1038 FAX (804) 644-0770

Owner:
GREENSVILLE COUNTY BOARD OF SUPERVISORS
K. David Whittington, County Administrator
GREENSVILLE COUNTY
James R. Edwards, Jr., Sheriff
GREENSVILLE COUNTY

PRELIMINARY ARCHITECTURAL REPORT
**GREENSVILLE COUNTY COURTHOUSE
SECURITY ENHANCEMENT PROJECT**
GREENSVILLE COUNTY GOVERNMENT CENTER
EMPORIA, VIRGINIA

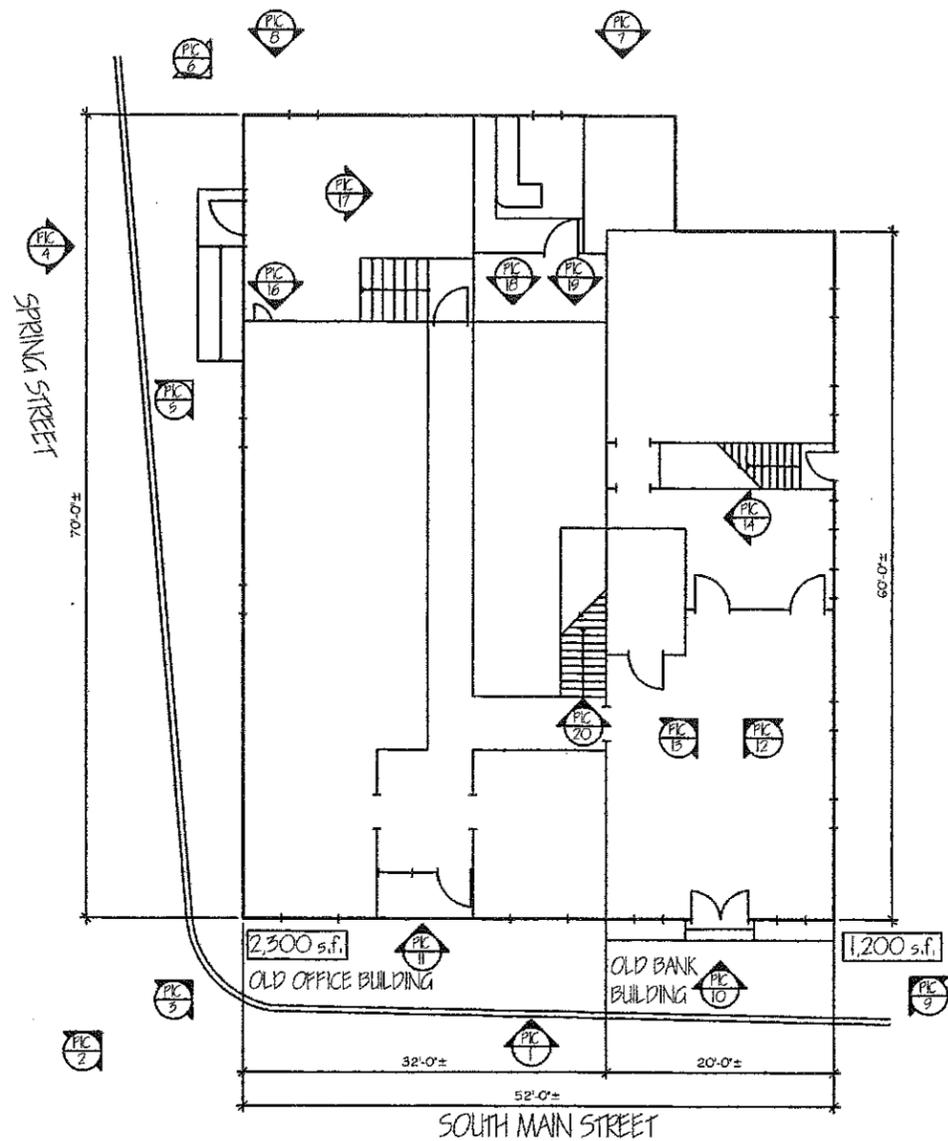
DATE: OCTOBER 2014

JOB NUMBER:

DRAWN BY:
CHECKED BY:

REVISIONS:

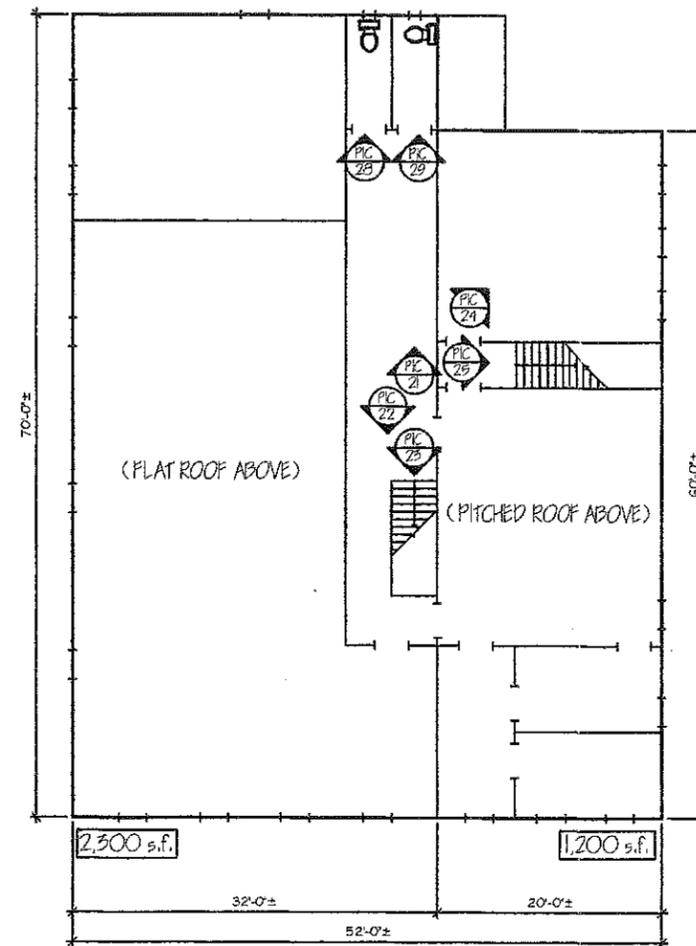
EXISTING
A-1



FIRST FLOOR SQUARE FOOTAGE:

EXISTING BANK: 1,200 s.f.±
 EXISTING OFFICE: 2,300 s.f.±

TOTAL: 3,500 s.f.±



SECOND FLOOR SQUARE FOOTAGE:

EXISTING BANK: 1,200 s.f.±
 EXISTING OFFICE: 2,240 s.f.±

TOTAL: 3,440 s.f.±

first and second floor Spacing Diagram

TOTAL BUILDING SQUARE FOOTAGE: 6,940 s.f.±

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

**OLD OFFICE
& BANK BUILDING**

COURT SQUARE/MAIN STREET
 EMPORIA, VIRGINIA

**EXHIBIT 5
SCHEMATIC "AS-BUILTS"**

DATE: OCTOBER 2014

JOB NUMBER:

DRAWN BY:
 CHECKED BY:

REVISIONS:

EXISTING

A-1

**Preliminary Architectural Report
GREENSVILLE COUNTY COURTHOUSE
SECURITY ENHANCEMENT PROJECT**

exhibit 7

Asbestos Report

 **Eastern Virginia Environmental, LLC**

Report of Findings

Asbestos Inspection

For

**301 South Main Street
Emporia, Virginia 23847**

Report Number: 140126.03

Prepared for

Greensville County

April 3, 2014

Prepared by

**Eastern Virginia Environmental, LLC
1539 Eagle Glen Drive
Chesapeake, VA 23322
Phone: 757-436-0795**

ASBESTOS-CONTAINING MATERIAL (ACM) SURVEY

1.0 PURPOSE AND SCOPE:

On March 28, 2014 Eastern Virginia Environmental inspected the interior and exterior for asbestos-containing building materials of the building located at 301 South Main Street, Emporia VA. The purpose of this inspection was to identify any asbestos-containing building materials that will be impacted by demolition of the building. All suspect building materials that were visible and accessible were tested.

Asbestos-Containing Materials Survey:

1. Environmental Protection Agency (EPA) and Virginia State accredited asbestos inspector/s employed by Eastern Virginia Environmental, LLC conducted the survey for materials suspected to contain asbestos. The survey was performed in accordance with AHERA, Occupational Health and Safety Administration (OSHA) construction standard and complied with EPA requirements as described in the National Emissions Standard for Hazardous Air Pollutants (NESHAP). The survey for Asbestos Containing Materials (ACM) included:
 - a. Visual inspection of all suspect building materials in place
 - b. Confirmation sampling and analysis to identify the presence or absence of asbestos
2. Eastern Virginia Environmental, LLC collected bulk samples in accordance with EPA guidelines, which identify a specific number of samples that must be collected from each homogeneous area: three samples of thermal system insulation, three to seven samples of surfacing materials, and at least one of miscellaneous materials are required.
3. Laboratories accredited under the National Voluntary Laboratory Accreditation (NVLAP) program analyzed the samples for asbestos fiber content by Polarized Light Microscopy (PLM) technique following the EPA methods 600/M4-82-020 and EPA 600/R-93/116.
4. Based upon field observations and the analytical results of suspect ACM, Eastern Virginia Environmental, LLC identified types, locations, and conditions of accessible ACM.

2.0 ASBESTOS-CONTAINING MATERIALS

The following asbestos-containing materials were identified during the survey conducted on March 28, 2014 at 301 South Main Street, Emporia VA 23847

- Pipe Insulation in the boiler room
- Window glazing on the right side of the building
- Linoleum in various locations (See Table)
- Floor tile under carpet 1st floor offices

NOTE: No pipe chases could be located during the inspection but there may be some exposed during demolition that may have pipe insulation in them. If the demolition contractor discovers pipe insulation in locations not identified in this report they should stop immediately until the insulation can be tested and identified as to its content.

Eastern Virginia Environmental, LLC collected a total of 32 bulk samples of suspect asbestos-containing materials. The samples were analyzed by a NVLAP accredited laboratory using Polarized Light Microscopy (PLM) techniques according to EPA methods 600/M4-82-020 and 600/R-93/116. The samples were analyzed by Eastern Virginia Environmental which participates in the National Voluntary Accreditation Program (NVLAP), a quality assurance program for PLM laboratories, administered by the National Institute for Standards and Technology (NIST). Eastern Virginia Environmental is also accredited by NIST (Lab ID#200131-0) to perform PLM analysis for identifying asbestos in building materials.

Analysis reports are included in Appendix A, which contains a list of all analyzed samples, sample locations, and analytical results. Results are reported in percent asbestos by volume and indicate the type(s) of asbestos present. Other common non-asbestos components may also be noted on the analytical report.

Any material containing greater than one percent asbestos is considered an asbestos-containing material (ACM) and must be handled according to Occupational Health and Safety Administration (OSHA), Environmental Protection Agency (EPA), and any other state and local regulations.

3.0 CONCLUSIONS and RECOMMENDATIONS

Based upon the scope of work conducted for this survey, Eastern Virginia Environmental, LLC concludes and recommends the following:

- The pipe insulation, linoleum and window glazing should be abated by a Virginia Licensed Asbestos Abatement Contractor in accordance with all Federal (29 CFR 1926.1101), State and Local Regulations prior to demolition.
- The floor tile is non-friable and main remain in place during demolition but becomes part of the waste stream so that the entire waste stream must be taken to a landfill that can accept non-friable asbestos-containing building materials.
- If the owner chooses to remove the floor tile prior to demolition it must be removed by a licensed Asbestos Abatement Contractor.
- The demolition contractor should receive a copy of this report prior to demolition.

4.0 ASSUMPTIONS and LIMITATIONS

The findings and conclusions in this report are based on the conditions which were observed on the date of the site survey. Eastern Virginia Environmental, LLC and this report make no representation or assumptions as to the past conditions or future occurrences.

This survey and report is limited to visible and accessible building materials and materials that were in place at the time of the survey. Eastern Virginia Environmental, LLC strongly recommends that if any additional suspect asbestos-containing materials are encountered during renovation activities, that all work in that area cease immediately and materials be sampled and tested to determine if they contain asbestos.

Eastern Virginia Environmental, LLC assumes no responsibility for any action or lack of action taken by our client or their representative/s as a result of this report.

This report is limited to generally accessible ACM at the site, in accordance with the scope of work.



Fred Guest
Asbestos Inspector VA # 3303 001534

Date: 4/3/2014

TABLE I

SAMPLE #	DESCRIPTION	LOCATION	ASBESTOS PERCENT	FRIABLE Y/N
1	Silver Paint Coating	Upper left Roof	NAD	N/A
2	Patch	Lower A-Roof	NAD	N/A
3	Chimney Flashing	Upper Roof	NAD	N/A
4	Plaster	1 st Floor Hall Ceiling	NAD	N/A
5	Plaster	1 st Floor Right Front Room	NAD	N/A
6	Plaster	1 st Floor Hall Adjacent to Boiler Room	NAD	N/A
7	Plaster	Restroom next to Boiler Room	NAD	N/A
8	Plaster	2 nd Floor Hall Ceiling	NAD	N/A
9	Plaster	2 nd Floor Hall Wall	NAD	N/A
10	Plaster	2 nd Floor Women's Restroom	NAD	N/A
11	2'x 4' Ceiling Tile	2 nd Floor Court Room	NAD	N/A
12	2'x 4' Ceiling Tile	2 nd Floor Court Room	NAD	N/A
13	2'x 4' Ceiling Tile	2 nd Floor Left Front Office	NAD	N/A
14	Drywall & Joint Compound	Court Room	NAD	N/A
15	Drywall & Joint Compound	2 nd Floor Women's Restroom	NAD	N/A
16	12"x 12" Floor Tile & Mastic	1 st Floor Hall	NAD	N/A
17	Linoleum	1 st Floor Right Front Office-under Carpet	20% Chrysotile Asbestos	YES
18	12"x 12" Floor Tile & Mastic	1 st Floor Left Front Office-under Carpet	NAD	N/A
19	Linoleum	1 st Floor Hall adjacent to Boiler Room	NAD	N/A
20	Linoleum	At Entrance to 1 st Floor Safe	20% Chrysotile	YES
21	Floor Tile & Black Mastic	1 st Floor 2 nd Room Back from Left Front Office-under Carpet	Floor Tile-4% Chrysotile Asbestos Mastic-NAD	NO N/A
22	Floor Tile & Black Mastic	1 st Floor-3 rd Room Back Left Side-under Carpet	Floor Tile-2% Chrysotile Asbestos Mastic-NAD	NO N/A
23	Linoleum	1 st Floor Restroom off Main Hall	10% Chrysotile Asbestos	YES
24	Linoleum	Left Side Entrance Door	15% Chrysotile Asbestos	YES

SAMPLE #	DESCRIPTION	LOCATION	ASBESTOS PERCENT	FRIABLE Y/N
25	12" X 12" Floor Tile & Mastic	1 st Floor Back Room Raised Platform	3% Chrysotile Asbestos 5% Chrysotile Asbestos	N N
26	12" x 12" Floor Tile & Mastic	2 nd Floor Right Front Offices-under Carpet	NAD NAD	N/A N/A
27	Ceramic Tile Adhesive	2 nd Floor Women's Restroom	NAD	N/A
28	Pipe Insulation	2 st Floor Boiler Room	25% Chrysotile Asbestos	YES
29	Window Caulk	Front	NAD	N/A
30	Window Glazing	Right Side	4% Chrysotile Asbestos	N
31	Window Glazing	Right Side	2% Chrysotile Asbestos	N
32	Brick Mortar	Back	NAD	N/A

NAD = NO ASBESTOS DETECTED

N/A = NOT APPLICABLE



Eastern Virginia Environmental, LLC

1539 Eagle Glen Drive, Chesapeake VA 23322

Phone: 757-436-0795 Fax: 757-549-1368

ASBESTOS INSPECTION CERTIFICATION

INSPECTION DATE: April 3, 2014

SITE INSPECTED: Two story commercial building

ADDRESS: 301 South Main Street
Emporia, VA 23847

The property at the above address was inspected for asbestos-containing building materials as indicated below:

 X ENTIRE STRUCTURE:

 PORTION AS DESCRIBED:

ONLY THOSE VISIBLE MATERIALS AND/OR PORTIONS OF THE PROPERTY WERE INSPECTED AND/OR SAMPLED FOR THE PRESENCE OF ASBESTOS-CONTAINING BUILDING MATERIALS AS DESCRIBED ABOVE.

ASBESTOS CERTIFICATION

 X ASBESTOS WAS DETECTED AND RESPONSE ACTIONS TO ABATE ANY RISK TO HUMAN HEALTH WILL BE UNDERTAKEN AS A PART OF THE RENOVATION OR DEMOLITION: Linoleum & floor tile, window glazing, pipe insulation.

 ASBESTOS WAS NOT DETECTED:

Inspector: Fred Guest 4/3/2014
Fred Guest
Inspector License # 3303 1534

APPENDIX A

Eastern Virginia Environmental, LLC

1539 Eagle Glen Drive
Chesapeake, VA 23322
Phone: (757) 436-0795 Fax: (757) 549-1368
Virginia Asbestos Laboratory License #: 3333000260
NVLAP Lab Code: 200131-0

Bulk Asbestos Sample Analysis Report

Page 1 of 4

Date: 3/31/2014
Client: Greensville County

Project Name: 301 S. Main Street
Project Location: Emporia, VA
Project Number: 140126.03
Batch Number: 14030384
Date Received: 03/31/2014
Date Analyzed: 03/31/2014
No. of Samples: 32
No. of PLMs: 37

Contact: Mike Zelicky

Ref. No.:

Lab ID	Client Sample No.	No. of Layers	Sample Location Sample Description	Asbestos Type	Asbestos %	Other Fibers Type	Other Fibers %	Matrix
001	1	1	Upper Left Roof Silver, Granular Paint	Asbestos Detected:	No	None Detected		Binder
002	2	1	Lower A-Roof Black, Fibrous/Pliable Patch	Asbestos Detected:	No	Cellulose	20	Binder
003	3	1	Upper Roof Black, Fibrous/Pliable Chimney Flashing	Asbestos Detected:	No	Cellulose	30	Binder
004	4	2	Hall Ceiling Beige and White, Granular Plaster	Asbestos Detected:	No	Cellulose	1	Binder
005	5	2	Right Front Room Beige and White, Granular Plaster	Asbestos Detected:	No	Cellulose	1	Binder
006	6	2	Hall Adjacent to Boiler Room Beige and White, Granular Plaster	Asbestos Detected:	No	Cellulose	2	Binder
007	7	2	Restroom Close to Boiler Room Beige and White, Granular Plaster	Asbestos Detected:	No	None Detected		Binder
008	8	2	Hall Ceiling Beige and White, Granular Plaster	Asbestos Detected:	No	None Detected		Binder
009	9	2	Hall Wall Beige and White, Granular Plaster	Asbestos Detected:	No	Cellulose	2	Binder
010	10	2	Women's Restroom Wall Beige and White, Granular Plaster	Asbestos Detected:	No	Cellulose	2	Binder
011	11	2	Courtroom Beige and White, Fibrous/Granular Ceiling Tile	Asbestos Detected:	No	Cellulose Fiberglass	60 20	Binder
012	12	2	Courtroom Beige and White, Fibrous/Granular Ceiling Tile	Asbestos Detected:	No	Cellulose Fiberglass	50 25	Binder
013	13	1	Left Front Office Beige and White, Fibrous/Granular Ceiling Tile	Asbestos Detected:	No	Cellulose Fiberglass	50 25	Binder

NVLAP Accredited Analytical Methods: EPA 600/M4-82-020 and 600/R-93/116

PLMRPTrev1p1

Eastern Virginia Environmental, LLC

1539 Eagle Glen Drive
Chesapeake, VA 23322
Phone: (757) 436-0795 Fax: (757) 549-1369
Virginia Asbestos Laboratory License #: 3333000260
NVLAP Code: 200131-0

Bulk Asbestos Sample Analysis Report

Page 2 of 4

Date: 3/31/2014
Client: Greensville County

Project Name: 301 S. Main Street
Project Location: Emporia, VA
Project Number: 140126.03
Batch Number: 14030384
Date Received: 03/31/2014
Date Analyzed: 03/31/2014
No. of Samples: 32
No. of PLMs: 37

Contact: Mike Zeliky

Ref. No.:

Lab ID	Client Sample No.	No. of Layers	Sample Location Sample Description	Asbestos		Other Fibers		Matrix
				Type	%	Type	%	
014	14	3	Courtroom Beige, Brown and White, Fibrous/Granular Drywall/Joint Compound	Asbestos Detected:	No	Cellulose	35	Binder
015	15	3	Women's Restroom Beige, Brown and White, Fibrous/Granular Drywall/Joint Compound	Asbestos Detected:	No	Cellulose	30	Binder
016	16	1	Hallway Beige, Granular Floor Tile	Asbestos Detected:	No	None Detected		Binder
017	16	1	Hallway Yellow, Pliable Mastic	Asbestos Detected:	No	None Detected		Adhesive
018	17	2	Right Front Office Beige and White, Fibrous/Pliable Linoleum	Chrysotile	20	Cellulose	15	Binder
019	18	1	Left Front Office Beige, Granular Floor Tile	Asbestos Detected:	No	Wollastonite	3	Binder
020	18	1	Left Front Office Black, Pliable Mastic	Asbestos Detected:	No	Cellulose	3	Adhesive
021	19	2	Hall Adjacent to Boiler Room Black and Grey, Fibrous/Pliable Linoleum	Asbestos Detected:	No	Cellulose	65	Binder
022	20	2	At Entrance to Safe Beige and White, Fibrous/Pliable Linoleum	Chrysotile	20	Cellulose	10	Binder
023	21	1	2nd Room Back Front Left FT Office Beige, Granular Floor Tile	Chrysotile	4	None Detected		Binder
024	21	1	2nd Room Back Front Left FT Office Black, Pliable Mastic	Asbestos Detected:	No	Cellulose	6	Adhesive
025	22	1	3rd Room Back Beige, Granular Floor Tile	Chrysotile	2	Wollastonite	4	Binder
026	22	1	3rd Room Back Black, Pliable Mastic	Asbestos Detected:	No	Cellulose	8	Adhesive

NVLAP Accredited Analytical Methods: EPA 600/M4-82-020 and 600/R-93/116

Eastern Virginia Environmental, LLC

1539 Eagle Glen Drive
Chesapeake, VA 23322
Phone: (757) 436-0795 Fax: (757) 549-1368
Virginia Asbestos Laboratory License #: 3333000260
NVLAP Code: 200131-0

Bulk Asbestos Sample Analysis Report

Page 3 of 4

Date: 3/31/2014
Client: Greensville County

Project Name: 301 S. Main Street
Project Location: Emporia, VA
Project Number: 140126.03
Batch Number: 14030384
Date Received: 03/31/2014
Date Analyzed: 03/31/2014
No. of Samples: 32
No. of PLMs: 37

Contact: Mike Zeliky

Ref. No.:

Lab ID	Client Sample No.	No. of Layers	Sample Location Sample Description	Asbestos		Other Fibers		Matrix
				Type	%	Type	%	
027	23	2	Restroom Off Main Hall Beige and White, Fibrous/Pliable Linoleum	Chrysotile	10	Cellulose	20	Binder
028	24	2	At Left Side Entrance Grey and Beige, Fibrous/Pliable Linoleum	Chrysotile	15	Cellulose	15	Binder
029	25	1	Raised Platform Back Left Room Beige, Granular Floor Tile	Chrysotile	3	Cellulose	2	Binder
030	25	1	Raised Platform Back Left Room Black, Pliable Mastic	Chrysotile	5	Cellulose	6	Binder
031	26	3	Right Front Offices Brown, Black and Beige, Fibrous/Gran/Pliable Floor Tile and Mastic	Asbestos Detected:	No	Cellulose Synthetic	50 15	Binder
032	27	1	Women's Restroom Brown, Pliable Ceramic Tile Adhesive	Asbestos Detected:	No	None Detected		Binder
033	28	1	Boiler Room Beige and White, Fibrous/Granular Pipe Insulation	Chrysotile	25	Cellulose	50	Binder
034	29	1	Front Grey, Pliable Window Caulk	Asbestos Detected:	No	None Detected		Binder
035	30	1	Right Side Beige, Granular Window Glazing	Chrysotile	4	None Detected		Binder
036	31	1	Right Side Beige, Granular Window Glazing	Chrysotile	2	None Detected		Binder
037	32	1	Back Brown, Cementitious Brick Mortar	Asbestos Detected:	No	None Detected		Binder

NVLAP Accredited Analytical Methods: EPA 600/M4-82-020 and 600/R-93/116

PLMRPTrev1p3

Eastern Virginia Environmental, LLC

1535 Eagle Glen Drive
Chesapeake, VA 23322
Phone: (757) 436-0795 Fax: (757) 549-1368
Virginia Asbestos Laboratory License #: 3333000260
NVLAP Code: 200131-0

Bulk Asbestos Sample Analysis Report

Page 4 of 4

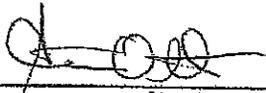
Date: 3/31/2014
Client: Greensville County

Project Name: 301 S. Main Street
Project Location: Emporia, VA
Project Number: 140126.03
Batch Number: 14030384
Date Received: 03/31/2014
Date Analyzed: 03/31/2014
No. of Samples: 32
No. of PLMs: 37

Contact: Mike Zelicky

Ref. No.:

Analyst and Approved Signatory: _____


Stan Ott

NVLAP Accredited Analytical Methods: EPA 600/M4-82-020 and 600/R-93/116

Fiber concentrations were determined by visually estimating the area percentage for each type. Samples estimated to contain less than ten percent asbestos may require quantification by point count. This service is available for an additional fee.

For all heterogeneous samples easily separated into sub-samples, each component will be analyzed separately. When layers can not be separated without compromising the layer/s, they will be analyzed as one sample. When a heterogeneous sample, except floor tile/mastic & cove base/mastic, contains no asbestos in any layer, reported results will be combined into one. When asbestos is detected in a layer/s of a heterogeneous sample, each individual layer will be reported separately.

Method Limitations: Analysis of floor tile and other resinously bound materials by Polarized Light Microscopy may yield false negative results due to method limitations. In these cases, alternative methods of analyses are recommended.

Enclosed test results relate only to items tested. This report shall not be reproduced, except in full, without the written approval of the laboratory. Additionally, this report can not be used to claim product endorsement by NVLAP or any other agency of the U.S. Government.

Eastern Virginia Environmental, LLC can not attest to nor be held liable for the proper collection of sample/s; and/or the accuracy of the sample information provided by the clients for sample/s collected and/or submitted by the clients.

Samples will be stored at the laboratory for thirty days after analysis, then disposed of if no other arrangements have been made.

PLMRPTrev1p4

Related Correspondence

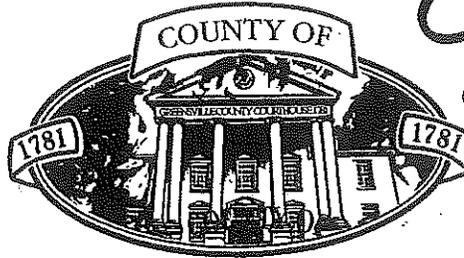
- Correspondences herein track the process of preparing this Preliminary Architectural Report (PAR); particularly our evaluation of the current facility's security and space deficiencies in addition to our working closely with K. David Whittington, Charles M. Veliky, and key staff to establish and document the proposed security enhancements of an expanded Greenville County Courthouse.

K. David Whittington
County Administrator

Natalie B. Slate
Director of Economic Development
Deputy County Administrator

Brenda N. Parson
Deputy County Administrator
Director of Administrative Services

Russell O. Slayton, Jr.
County Attorney



GREENSVILLE
♦ V I R G I N I A ♦
...Growing Towards New Horizons

COURTHOUSE

P.A.R.

Peggy R. Wiley
Chairman
Election District 4

Michael W. Ferguson
Vice-Chairman
Election District 2

James C. Vaughan
Election District 1

Margaret T. Lee, Ed.D.
Election District 3

June 25, 2014

The Honorable W. Allan Sharrett
Greensville County Circuit Court
P. O. Box 631
Emporia, VA 23847

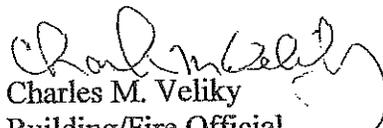
Dear Judge Sharrett:

Greensville County has retained the services of Baxter Bailey and Associates to prepare a Preliminary Architectural Report (PAR) to address Security Improvement Enhancements necessary to correct the remaining security deficiencies previously identified in a Security Assessment of the Courthouse.

We will be holding a kickoff meeting on Tuesday, July 8, 2014 at 3:00 p.m. at the Courthouse. Sheriff Edwards will be present, and representatives from the City of Emporia have been invited. The purpose of this initial meeting will be to receive input from the stakeholders in this project and to allow the architect to explain his intended course of action for completing the PAR.

Although your attendance at this meeting is not necessary, I certainly wanted to make you aware of it, and to extend an invitation to you and any of the other judges you deem appropriate to attend, if desired.

Sincerely,


Charles M. Veliky
Building/Fire Official

CMV/sdc

CC: K. David Whittington
Baxter Bailey

COUNTY OF GREENSVILLE
BUILDING AND PLANNING DEPARTMENT

TO: Sheriff Edwards
Ed Dailey, Assistant City Manager

FROM: Charles M. Veliky, ^{cm} Building/Fire Official

RE: Courthouse Security Improvements

DATE: June 25, 2014

Now that the Preliminary Architectural Report (PAR) for the Sheriff's Office is nearing completion, we are gearing up to begin working on the PAR for the Courthouse Security Improvements.

We have a kickoff meeting scheduled for Tuesday, July 8, 2014 at 3:00 p.m. The meeting will be held at the Courthouse. The purpose of this initial meeting will be to solicit input from the stakeholders and to allow the architect to lay out his course of action for this project.

I look forward to seeing you and/or your representative on July 8th.

LEP,Jr/sdc

CC: K. David Whittington
Baxter Bailey

WORK SESSION – July 8, 2014

An Outline of deficiencies taken from the SECURITY ASSESSMENT by the Judicial Security Initiative Assessment Team of February 22, 2006; which is included herein:

DEFICIENCIES NOTED:

1. The deputies providing courthouse security can't see beyond the front door to monitor pedestrian traffic as it approaches the front door.

Consider glass panel doors in lieu of solid wood. Possibly a second set of doors with visibility could be added/included at the existing main entrance. Any/all new entrance design should include glass doors as a given.

2. The front door is adjacent to the control station at which the deputies providing courthouse security are located.

Consider a new control desk, centrally located in a neutral/secure location that gives maximum visual control to the staff and separates them from the public entering the courthouse.

3. There is no protection for the deputies providing courthouse security.

A new desk console could be provided with bullet resistant panels below and possibly resistant glass above. Review this with Sheriff and staff.

4. There is no control of flow into the courthouse.

A full study of how patrons approach the courthouse, how patrons move through security, and how patrons are ushered through the public areas and ultimately how they exit the building.

5. There is on a frequent basis a line of individuals from the control station out of the front door to the exterior of the building.

Additional queing/waiting space needs to be added/implemented. The present lobby/security area is considered inadequate.

GREENSVILLE COUNTY COURTHOUSE
SECURITY ENHANCEMENT PROJECT P.A.R.

6. The open door has a detrimental impact to the conditioned environment in the interior of the building.

Double doors and a climate controlled vestibule should be a part of future designs. A second set of "storm doors" might be considered for the existing main entrance.

7. There is only a metal detector at the control station. No x-ray equipment can be provided due to small space allotted to the control station.

X-Ray equipment should be added and metal detectors should be added and arranged in a more secure and efficient manner. Virginia Courthouse Guidelines should be met.

8. Please note that a study was done by the Virginia Sheriff's Association in 2006.

This study done in 2006, was done after 9/11 and is generally relevant to today's needs. Other, more current standards, including the Virginia Courthouse Guidelines, should also be reviewed/considered should any new work be undertaken.

Summary/ Architectural Concerns:

- New command center desk at front screening station to house the camera monitoring/ alarm system. To be equipped w/ an integrated radio/telephone communications system.
 - **New central desk design should be adequate, through full and thorough collaboration with staff and security consultant.**
- Screening station to have a Telephone on a building-wide system.
 - **Is Gaston in a position to advise?**
- The Court to designate a central Mail Room within the facility. The Mail Room should be structurally self-contained and equipped with a separate air handling unit.
 - **Where does the mail go now? Has this been resolved?**
- Relocate the Magistrate's Office to the Southside Regional Jail.
 - **Has this been done? If not, how should we be proceeding?**

MEETING MINUTES

SUBJECT: Greensville/ Emporia Courthouse PAR

DATE: Wednesday, July 09, 2014

ATTENDEES: Mike Veliky – Chief Building Official, Greensville County
Ed Daley – Assistant City Manager, City of Emporia
Sandra Ligon – Clerk of the Court, Emporia General and J&DR Combined Courts
Sheriff James R. Edwards, Jr. – Sheriff's Office, Greensville County
Major William T. Jarratt, Jr. – Sheriff's Office, Greensville County
Baxter Bailey – Baxter Bailey and Associates Architects
Zack Saunders – Baxter Bailey and Associates Architects

As a summary of the kick-off meeting held on Tuesday, July 08, 2014 to discuss the Greensville/ Emporia Courthouse Enhancement PAR, the following key points were touched on:

- Deficiencies noted by the Sheriff in the initial RFP were recapped.
- The design team put forth various options they intend to explore including 'extruding' the existing facade forward to include additional space at the entry; as well as the inclusion of a new 'pavilion' building to the North of the existing Courthouse to facilitate the security needs of the Court. The latter would be studied in terms of the feasibility of utilizing the existing Bank Building, as well as proposed new construction.

The meeting ended with the premise that BBA would begin by assembling all existing documentation of the building for the purpose of beginning a series of preliminary proposals for expansion/ enhancement to the Greensville/ Emporia Courthouse.

Zack Saunders

Cc: OFFICE, Mike Veliky

BAXTER BAILEY
ASSOCIATES
ARCHITECTS

Memo

TO: Mike Veliky

FROM: Baxter Bailey

DATE: October 22, 2014

SUBJECT: Greenville County Courthouse
Security Enhancement Project
PAR

Mike,

As discussed earlier, we have determined that a brief report on the Old Office and Bank Building is a needed element to our studies for the **security enhancement** work at the **courthouse**. As you are aware, we have gone thru the building last week, and as a result, prepared a summary and photo essay of the conditions found there.

While no specific code analysis has been made, we find it appropriate to comment on glaring code deficiencies that we observed. Likewise, no mechanical, electrical or structural analysis has been made, but we do find it appropriate to comment on these various conditions, as they were observed.

Our original agreement for the PAR did not include an in-depth study of this facility. We conclude, as possibly the County does, that an in depth study is not critical to our effort. However, we did find that in order to speak effectively to the courthouse project, we should resolve the matter of the feasibility, practicality of incorporating this structure into the grand scheme of the work to come.

As the Chief Building Official for the County, please review our observations, and comment any findings that should be added, expanded or otherwise modified.

We are moving along with our space needs and schematic studies, and will be wanting to meet with you soon.

Best,

Baxter

PS – The report is one of several exhibits to be included in the overall PAR.

MEETING MINUTES

SUBJECT: Greenville County Courthouse Security Enhancement Project/PAR

DATE: Wednesday, November 05, 2014

TIME: 10:00AM-11:20AM

LOCATION: Greenville County Courthouse, Conference Room 2

ATTENDEES: Mike Veliky – Chief Building Official, Greenville County
Sheriff James R. Edwards, Jr. – Sheriff's Office, Greenville County
Major William T. Jarratt, Jr. – Sheriff's Office, Greenville County
Betsy Veliky - Sheriff's Office, Greenville County
Baxter Bailey – Baxter Bailey and Associates Architects
Michael Nonnenmann – Baxter Bailey and Associates Architects

INTRODUCTION:

The meeting was called to order by Mike Veliky. The meeting began with Mr. Bailey reviewing the existing conditions and space needs of the current historic courthouse, stating that all things considered, the building is very functional and has sufficient separation of prisoner, staff, and public spaces. Due to the satisfactory functionality of the building, and the absence of any proposed space needs by the stakeholders, Mr. Bailey stated that our main focus for this project would strictly be enhancing the security of the courthouse.

NOTES:

BBA also made reference to an Exhibit 5, as part of the P.A.R, which evaluates the practicality and options of incorporating or excluding the existing Old Office & Bank Building as it relates to the security enhancement project. It was agreed by all that the Old Office & Bank Building would serve no benefit to enhancing security, and the removal of the structure would be necessary. Mr. Bailey stated that we had (4) four security enhancement options to present:

Option 1

- All stakeholders seemed pleased with the design, stating that it has maximum visibility down the corridor of the courthouse and the entrance of the proposed pavilion. Reference was also made to the excellent separation between deputy staff and the general public, as well as the advantage of the control desk location, with no general public permitted behind the deputies.
- Concerns were raised for the lack of public waiting/seating, and it was requested that Option 1 be altered to allow for such. Mr. Bailey stated the desirability of secure/stationary seating to prevent the public from removing them. BBA agreed that alternate seating would be evaluated and added to Option 1.

- Reference was made by Sheriff Edwards to the absence of a janitorial closet in Option 1. BBA agreed that a janitorial closet would be added to Option 1.
- A concern was raised by Betsy Veliky that the railing is unsecure exiting the proposed pavilion; which could lead to improper exchange of weapons or other threats by the public. It was agreed that a secure, one-way locking gate would be added along the exit railing, thereby hindering an individual from re-entering the corridor once they exit.
- Sheriff Edwards discussed the application of ballistic glass throughout the proposed pavilion. Mr. Bailey voiced his thoughts on the financial impact of including ballistic glass. Sheriff Edwards stated the application of ballistic glass is necessary for optimal security. All were in agreement.

Option 2

- It was agreed by all that Option 2 did not allow for favorable visibility down the corridor of the courthouse; and that it would be best to bypass this option in favor of Option 1, ammended.

Option 3

- It was agreed by all that while Option 3 presented the best visibility down the corridor of the courthouse and the front entrance of the proposed pavilion, the need for the deputies to monitor a 360 degree perimeter was not ideal for their security needs. It was agreed that it would be best to bypass this option also.

Option 4

- Major Jarrat raised a concern that while Option 4 improves the overall security needs of the courthouse, it does not solve the issue or overflow on court days; Sheriff Edwards was in agreement. It was agreed by all that it would be best to bypass this option.

It was decided by BBA that although Option 1 was deemed most preferable by the stakeholders, all four options would remain in their preliminary report for the review of the board. However, only Option 1 would be a viable option for future development and improvements.

Mike Veliky suggested that once an entrance pavilion was in place, the old lobby/entrance to the courthouse should be fitted with rows of bench seating to allow for an alternate waiting area for the general public. All were in agreement.

The issue of parking in the rear of the courthouse, and having to walk around the building to the entrance was discussed. Major Jarrat stated that typically, the general public fill in street parking first, then the parking lots adjacent to the north of the courthouse second, making the entrance for Option 1 an optimal location. All were in agreement.

ACTION PLAN:

BBA is to implement the modest changes to Option 1, per the request of the stakeholders, including more public waiting/seating, and the addition of a janitorial closet. Enclosed, along with this letter, is a revised Option 1 - Alternate, for the review of the stakeholders. Per our request, after reviewing Option 1 - Alternate, Betsy Veliky will submit a written letter to BBA, stating all comments of both Sheriff Edwards and Major Jarrat.

Post meeting discussion and review with K. David Whittington produced a suggestion that the control desk in Option 1 be moved back 12-24" in order to maximize visibility down the length of courthouse corridor. BBA agreed to adding this enhancement to the modifications as noted above.

Michael Nonnenmann

Cc: OFFICE, Mike Veliky

Cc: OFFICE, Sheriff James R. Edwards, Jr.

Cc: OFFICE, K. David Whittington



Baxter Bailey <jbb@baxterbailey.com>

Greenville Court House

Greg Burns <gburns@gastonsecurity.com>
To: baxter.baileyarch@verizon.net
Cc: Email Joy Saunders <jsaunders@gastonsecurity.com>

Mon, Dec 1, 2014 at 7:47 PM

Baxter,
I received your mail packet, but even last week have been traveling like crazy.
I want to do a quick walk thru of existing equipment and should be back in Emporia Wednesday morning.
Hope to get a quote and scope of equipment to be installed to you by the end of this week.
Thanks
Greg

Greg Burns
Gaston Security
115 N Main St
Emporia, Va 23847

1-800-965-1266 O 434-336-0202 F
804-894-0595 C
gburns@gastonsecurity.com

**Greenville County Sheriff's Office***"Office of the Sheriff"*

James R. Edwards Jr.
Sheriff

William T. Jarratt, Jr., Major – Chief Deputy
Barbara S. Stroud, Investigations Captain
Chris E. Rose, Patrol Lieutenant
Katina M. Harrison, Communications Sergeant

Baxter Bailey & Associates
11 East Franklin Street
Richmond, VA 23219

Dear Mr. Bailey,

After our meeting on November 5, 2014, I would like to express a few suggestions to the presented options.

1. We are in favor of Option #1 overall design
2. We ask that more seating in the waiting areas be added
3. A janitor's closet be an added option for the operations area
4. A secure gate be added to the exiting scheme for one-way operation due to security concerns
5. Ballistic glass throughout be an added option for the addition
6. Parking needs to be thoroughly looked at as this progresses

Thank you for your work to get to this point and please feel free to contact us at any time.

Sincerely,

Sheriff James R. Edwards, Jr.

174 Uriah Branch Way ~ Emporia, Virginia 23847
(434) 348-4200 – Phone
(434) 634-9615 – Fax
gcsa@telpage.net - Email

MEMO

December 3, 2014

Ms. Betsy Veliky
Sherrif's Office
Greensville County
174 Uriah Branch Way
Emporia, VA 23847

Ms. Veliky,

Thank you very much for your most recent memo, dated December 1, 2014. In response, we've prepared some follow-up comments. They are as follows:

1. Per the comments given to us at the meeting on November 5, 2014, Option #1 has been chosen as the design we will move forward with and continue developing.
2. An additional seating area has been added to the East of the Enclosed Breezeway Connection, as shown on the revised Option #1 drawings, dated November 6, 2014.
3. A Janitor's Closet has been added adjacent to the I.T. Data room, equipped with a small utility sink, counter space, and storage room.
4. A secure, one-way locking gate has been added to the revised Option #1 drawings, dated November 6, 2014. This gate will provided further security to the proposed entry pavilion and hinder the re-entrance of any individual.
5. The suggestion of ballistic glass by Sheriff Edwards has been well-received and will be applied and further explored as the project progresses.
6. The site currently includes approximately 70 parking spaces, in addition to surrounding street parking. Because of the limited scope of the security enhacements envisioned, and their minor impact on the courthouse capacities, no additional parking is anticipated or planned for this project.

It is understood by our design team that if we receive no response to this memo, that you've received, reviewed, and agreed with all comments listed above. Thank you again for your most recent memo, and please feel free to contact us at any time with your thoughts or concerns.

Best,

Michael P. Nonnenmann

cc: Mike Veliky



Baxter Bailey <jbb@baxterbailey.com>

Greenville Court House

Greg Burns <gburns@gastonsecurity.com>

Mon, Dec 8, 2014 at 12:56 PM

To: Baxter Bailey <jbb@baxterbailey.com>

Cc: Email Joy Saunders <jsaunders@gastonsecurity.com>, Melissa Griffin <mgriffin@gastonsecurity.com>

Baxter

Attached, our refined layout and system quote.

I adressed quote to Mike Veliky as I normally do, but I have not sent it to him.

One of the existing DVRs is old and could probably be replaced, but I concentrated on the immediate needs.

Let us know if you need any else for your planning.

Thanks

Greg

Greg Burns
Gaston Security
115 N Main St
Emporia, Va 23847

1-800-965-1266 **O** 434-336-0202 **F**

804-894-0595 **C**

gburns@gastonsecurity.com



2 attachments

GCCHLayout.pdf
185K

EMAIL MEMO

TO: Mike Veliky
FROM: Baxter Bailey
DATE: December 10, 2014
SUBJECT: Greenville County Courthouse
Security Enhancement Project

Mike,

1. As I mentioned a few days ago, we have spoken with Peggy Jordan about the need for an Environmental Impact Survey, which would include a review/position by the Department of Historic Resources. She and I agree that this is a low impact project, so far as Environmental is concerned; and thought an Impact survey was probably not necessary for this project, at this time.

Paggy also indicated that upon approval of the P.A.R. by the County; and review on the part of Rural Development, they would then, on their own, send the P.A.R. through to D.H.R. for their comments.

In turn, I suggested that we set out a brief statement on this series of conditions in lieu of having a full blown Environmental Statement by a consultant. She concurred, and this we have done. Please see our attached Environmental Report – Overview.

My main reason for sending this on to all of you now, is to alert Dave Whittington. At our last meeting I had indicated that we would contact D.H.R. directly, but now the collective thinking has changed for the above noted approach. If Dave should take exception, we will step back and proceed with contacting D.H.R. Directly.

2. Also as I mentioned, at this time it is impossible to perform soils testing at the site proposed. Once the Old Office and Bank Building is removed, we can get a specialist from Atlantic Geotechnical Services, and the Project Engineer together to determine the best approach. Please see our Statement of Intent on the Geotechnical Engineering Report.
3. With the exception of the Elevation Studies, and a Building Section which we are currently working on; and the final Project Budget, which is in process; we are almost finished. The only untapped business is the Operations Cost which will come from the County. With the previous floor plans for Option 1, and the data we are sending today, do you need any additional information to get the Operations Budget started on your end?

4. Lastly, we have heard from Greg Burns and now have a Security Equipment Layout and Budget from him, which has also been copied to you. This gives us another component of the budget package. Do you want to get with Chris Vaughn and get him to set out an I.T./Communications Budget so that it may be included?

Please call if you have questions. Thank you for your help.

Regards,

Baxter Bailey

Attachments (2)



Baxter Bailey <jbb@baxterbailey.com>

Greenville County Courthouse Security Enhancement Project/P.A.R.

Baxter Bailey <jbb@baxterbailey.com>
To: Mike Veliky <mveliky@greenvillecountyva.gov>

Mon, Jan 5, 2015 at 8:51 AM

Hello Mike,

Please find the attached memo and respond at your earliest convenience. Thank you very much and we look forward to hearing back from you.

Regards,

—
Baxter Bailey



11 East Franklin Street
Richmond | Virginia | 23219

P: 804.343.1833
F: 804.643.8370

www.baxterbailey.com



EMAIL-MEMO-1-5-15.odt

55K

BAXTER BAILEY
ASSOCIATES
ARCHITECTS

EMAIL MEMO

TO: Mike Veliky
FROM: Baxter Bailey
DATE: January 5, 2015
SUBJECT: Greenville County Courthouse
Security Enhancement Project/P.A.R.

Mike,

Just a friendly reminder that we have not had a response to the memo of December 10, 2014. We have now essentially completed the P.A.R. with the exception of the Annual Operating Budget and a final review by the stakeholders.

Do you need data for the operating budget, and, do you have a date in mind when we can meet? Also, how many copies of the "Final Draft" do you need?

Lastly, do we include demolition costs for the Old Office and Bank Building? Thanks, let's get this wrapped up as soon as possible.

Regards,

Baxter Bailey

MEMO

TO: Mike Veliky
FROM: Baxter Bailey
DATE: January 5, 2015
SUBJECT: Greenville County Courthouse
Security Enhancement Project
Project Budget

Mike,

As a follow-up to our memo of this morning, we wanted to share the Project Budget as now prepared; and ask you about the possible inclusion/non-inclusion of the demolition costs for the Old Office and Bank Building. However, just a few minutes ago, Dave Whittington called on an unrelated matter, and we discussed this briefly. In short, Dave thinks it is best policy to include the demolition costs in the budget so that Rural Development knows of that cost and the question will not come up during the review process.

Please share this Project Budget with Dave and give us any feed back appropriate. Dave did say he wanted the demolition costs for his current budget considerations.

Please give us a call if you have any further questions.

Regards,

Baxter Bailey

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Mike Veliky

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Forward

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Spam

Actions

Asbestos Removal Estimate- 301 South Main St.

From: Mike Veliky

To: Brenda Parson

I finally recieved a quote for removal of the asbestos identified in the inspector quote is for \$12,300 and includes demo of some wall chases which may turn out to be change order. We would probably need to budget at least \$15,000 for the removal, ar quote

Mike

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