



St. Patrick's

25 Year Capital Maintenance Plan

Submitted June 2014/ Last Revised June 2019



In June 2014, the Garden & Maintenance Committee completed the initial "Inventory and Estimate of 25 Year Replacement Costs" for the major equipment and structures owned by St. Patrick's Catholic Church. This vital effort provided the foundation for creating the long-range Comprehensive Capital Maintenance Plan contained herein. It also provided the basis for the initial 5 Year Capital Facilities Plan, which has been updated and now includes 23 projects valued at \$120,700 needed to properly sustain our equipment and facilities over the next five years. According to our replacement cost estimates, we will need a total of \$301,631 in capital funds to sustain our facilities over the next 25 years. Meeting this financial obligation as well as upgrading our facilities to better accommodate our handicapped parishioners and visitors will require continued Maintenance Reserve Fund contributions from our parishioners and as well as additional capital funding from our other sources.

Thank you for your continued support!

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FORWARD



221 west nelson • p.o. box 725 • lexington • virginia 24450

June 30, 2019

Dear Parishioners,

Over the past 14 years, we have made tremendous progress as a Parish to make St. Patrick's Catholic Church a sustainable place for all us to worship. Many needed repairs were made; and thanks to your generosity, we have made investments in our facilities to bring them up to a higher state of repair.

As I mentioned in my cover letter last year, we have learned some very important health and safety and preventive maintenance lessons that point to the need to plan ahead. Lessons include the need for:

- Maintenance Reserve Fund to avoid future Capital Campaigns and to ensure adequate funds are available to repair or replace equipment over time.
- Adequate operating funds to put in place contract service agreements for accomplishing preventive maintenance using appropriate experts.
- An accurate inventory of St. Patrick's facilities inventory and equipment.
- A long-term comprehensive maintenance plan for forecasting future projects and investments.

We continue to avail ourselves of these lessons. Our Maintenance Reserve Fund is now firmly established and our Garden & Maintenance Committee has put in place the needed contract service agreements for accomplishing preventive maintenance. They have continued to update the facilities inventory and to maintain the long-range 25 Year Comprehensive Maintenance Plan (CMP) as well as Five-Year Capital Facilities Plan. This invaluable plan has been and will continue to be shared with our parishioners both in hard copy and on our web page. During the last fiscal year ending in June 2019, we were able to execute 8 key projects valued at \$53,468.

The CMP that follows is very informative and explains that the Parish has buildings and equipment valued at \$2,080,421 that must be continuously maintained and/or replaced. The plan estimates future capital funding requirements of approximately \$301,631 over the next 20-25 years with approximately \$120,700 needed over the next five years.

I encourage all of you to read this updated plan to become more familiar with our facilities and equipment capital investment needs and to continue to make generous donations to the regular plate offering to pay for recurring maintenance costs and to our Maintenance Reserve Fund to cover major repairs and facility and equipment replacement costs. I thank all who had a hand in developing and maintaining this plan especially our Garden & Maintenance Committee.

Sincerely in Christ,

A handwritten signature in purple ink that reads "Joseph A. D'Aurora".

Rev. Joseph A. D'Aurora
Pastor

GENERAL INFORMATION

St Patrick's Catholic Church			
25 Year Comprehensive Maintenance Plan (CMP)			
GENERAL INFORMATION			
Date:	6/30/2019	Persons Preparing this Plan:	Mike Yoemans/Jim Kvach
Parish Plan Year:	St Patrick's 2019	Title/Position	Garden and Maintenance Committee
		Address:	P.O. Box 725
		State:	VA
		Zip:	24450
		Telephone:	(540) 463-3533
		Fax:	(540) 464-3790
		E-mail:	office@stpatrickslxington.com

INTRODUCTION

With the assistance and guidance of our Pastor, Rev. Joseph A. D'Aurora, the Parish Council, the Parish staff, and the Finance Council, the Garden & Maintenance Committee has established an inventory of facilities and contents that are currently assessed at 2,080,421. This represents an important and vital step in the process of developing this long-range Comprehensive Maintenance Plan (CMP), which has been a goal of the Parish for some time. It is the Parish policy to provide properly maintained and furnished Church facilities. This can only be accomplished through efficient, timely, and economical maintenance.

The St. Patrick's Garden & Maintenance Committee prepared and continues to update this 25 year CMP using a best practice template designed by the New York State Energy Research and Development Authority and the New York State Education Department¹. Under this approach, data are entered once and used and reused to populate the various templates and to print out reports. The Toolbox also acts as a Parish database that can be easily updated throughout year. Some of the appendices contained in the Toolbox provide templates for a Preventive Maintenance (PM) program. Where appropriate, the template has been modified to fit St. Patrick's unique requirements and/or terminology.

The template is designed to enter and maintain information on topics related to good facilities planning and management using an assortment of best practices that include inventory, inspections, project management, quality management, budgeting, preventive maintenance, and reporting. Topics addressed in the template include:

¹ The template was designed by the New York State Energy Research and Development Authority and the New York State Education Department to help New York Schools produce required annual reports easily and effectively.

- | | |
|-------------------------------|---------------------------------------|
| 1. Introduction | 8. Indoor Environmental Quality |
| 2. General Information | 9. Current Projects |
| 3. Facilities Inventory | 10. Planned Projects |
| 4. CMP Overview | 11. Facilities Report Card |
| 5. Health and Safety | 12. Five Year Capital Facilities Plan |
| 6. Integrated Pest Management | 13. Equipment Inventory |
| 7. Preventive Maintenance | 14. Facility Report Card |

The planning template (a Microsoft Excel Programmable Spreadsheet) will be used by the Garden & Maintenance Committee to create and maintain the 25 Year CMP and to prepare the Five-Year Capital Facilities Plan (CFP). The template will be used as a guide and a support tool with topical sections populated only to the extent practicable and continuously updated throughout the year. Many portions of the CMP and the CFP contained herein were taken directly from the planning template.

ASSUMPTIONS

1. The Parish will put in place necessary preventive maintenance service contracts to assure full useful life of equipment is achieved.
2. Parishioners will sustain the Maintenance Reserve fund necessary to meet future capital investment outlays that are projected at approximately \$4,000 each quarter of the year.

GOALS

Comprehensive Maintenance Plan (CMP) goals include:

- Fulfill Father Joseph A. D'Aurora's pastoral desire to develop and annually update a Comprehensive Maintenance Plan.
- Help ensure that all Church buildings in Lexington, VA are maintained in a state of good repair, combining data from the CMP and Report Cards.
- Aid the Parish Council, Finance Council, Parish staff and volunteers to manage operating costs (energy, annual maintenance, and repairs) with effective maintenance.
- Improve occupant health, safety, and comfort.
- Help justify capital expenses that reduce energy or maintenance costs.
- Focus preventive maintenance approaches to improve overall maintenance.
- Document capital expenses above and beyond recurring costs (for service contracts, supplies, and recurring costs) that will be included in the Five-Year Capital Facilities Plans.

SCOPE AND OVERVIEW OF OVERALL BUILDING CONDITIONS

The scope of CMP includes the Church and Parish House buildings and grounds as well as the Rectory located at 225 Denny Lane. The display on the next page was taken directly from the template and provides an overview of the buildings, their recent work orders, and their service contracts by major subsystem. It provides a detailed description of the maintained conditions for the buildings compared to a year ago. The information from the yearly Visual Inspections and the original Building Condition Survey helps us track the progress being made.

FACILITIES INVENTORY

Taken directly from the template, this display provides high level facilities inventory information on the Church, Parish House, Rectory buildings.

St. Patrick's Catholic Church			
Parish: St Patrick's		Prepared by: Mike Yoemans/Jim Kvach	Date: 06/30/2019
FACILITIES INVENTORY			
Name of Facility	Church	Parish House	Rectory
Street Address	219 W. Nelson Str.	221 W. Nelson St.	225 Denny Ln
City	VA	VA	VA
State	Lexington	Lexington	Lexington
ZIP	24450	24450	24450
Year Built	1953	1920	1996
Square Footage	10,800	3,042	1,288
# of Floors	3	2	2
Basement?	Yes	Yes	Yes
Occupants	250	6	1
Capacity	250	50	6
Ownership Type:	Ow ned	Ow ned	Ow ned
Primary Heat Source:	Natural Gas	Electric	Electric
Can upgrades to building systems be viewed on Building Condition Survey?	Yes	Yes	Yes
Can the number of different types of program spaces currently in this building be viewed on the Building Condition Survey?	Yes	Yes	Yes
Date current 5-year building condition survey conducted:	5/1/2014	5/1/2014	5/21/2016
Overall building safety rating from Building Condition Survey conducted by Diocese Safety Inspector:	Good	Good	Good
Date current year annual visual inspection was conducted:	5/6/2019	5/6/2/2019	5//21/2019
Overall condition:	Good	Good	Good
Can estimated remaining useful life of building and systems be viewed on the Building Condition Survey?	Yes	Yes	Yes
Probable Useful Life of Building (years):	100+	50+	50+
Estimated Replacement Value:	\$1,129,910.00	\$434,660.00	\$214,220.00
Can the need for routine maintenance, repairs, rehabilitation, reconstruction, and construction be viewed on the Capital Facilities	Yes	Yes	Yes
Original Construction Square Footage:	10,800	3,042	1,288
For each building, list any current unsatisfactory building systems that have not been corrected since the previous Building Condition Survey:			
Church	None		
Parish House	None		
Rectory	None		

CMP OVERVIEW

Coming directly from the template, the CPM Overview provides an assessment of the overall condition of the church properties.

St. Patrick's Catholic Church

Parish: St Patrick's

Prepared by: Mike Yoemans/Jim Kvach

Date: 06/30/2019

OVERVIEW

Summary of Overall Conditions

Building Name	General Conditions and Goals
Church	The Church building is in good condition with all of the major heating, cooling and electrical systems recently replaced with in the past five years. Chairs and kneelers have been reupholstered. A new kitchen stove, sink, and dishwasher were installed within the past three years. The main Church heating system was augmented within the past year. The Undercroft has been completely renovated.
Parish House	The Parish building is in good condition. The main electrical box was replaced in 2014. The HVAC system for the upstairs was replaced this year. The downstairs unit is about ten years old and may need to be replaced in the next 1-2 years. The basement has been insulated and water issues resolved. The back porch has been repaired and painted. All the gutters have been replaced or repaired. The interior of the house needs to be painted.
Rectory	The Rectory is in good shape with major and minor repairs completed based on an in-depth inspection completed in May 2016. Heating and HVAC systems were replaced in 2016. A major safety repair was done on the Chimney in 2016. The driveway which was fractured throughout was replaced in 2016. The roof, which is more than 20 years old, will need to be replaced with in the next year or two.

Work Order Systems

To help with unplanned maintenance and repairs, do you have a work-order system in place?	Yes
If yes, approximately how many work orders were completed last year?	5

Service Contracts

Indicate all systems that have preventive maintenance (PM) or service and repairs performed under service contracts with outside contractors.

	Yes/No		Yes/No
Heating	Yes	Computer/PA	No
Air Handling	Yes	Roof	No
Cooling	Yes	Backup Power	No
HVAC Controls	Yes	Electrical Distribution	No
Fire Protection/Suppression	No	Lighting	Yes
Plumbing	No	Landscaping	Yes
Furnishing	Yes	Parking Lot and Fence	Yes
Sound System	No	Musical	No
Has the Parish compared costs of these contracts with in-house costs to ascertain whether the service contracts are cost-effective?			Yes

HEALTH & SAFETY

The display below gives a description of the Health and Safety Committee activities as well environmental awareness issues that must be periodically assessed. The display was taken straight from the template.

St. Patrick's Catholic Church		
Parish: St Patrick's		Prepared by: Mike Yoemans/Jim Kvach
		Date: 06/30/2019
HEALTH & SAFETY		
Description of Health and Safety Committee activities:	Yes/No	
Does the Parish have a health and safety committee?	Yes	
Does the Health and Safety Committee have a chairperson?	Yes	
- Name	Jim Kvach	
- Phone Number	540-817-8514	
- Email	Jim Kvach@aol.com	
Does the Health and Safety Committee membership include:		
- Diocese Officials	Yes	
- Staff	No	
Did the Health and Safety Committee receive any type of training?	Yes	
Health and Safety Committee membership expanded during construction to include parish officials, staff, bargaining units, parents and:		
- Project Architect	Yes	
- Project Engineer	Yes	
- Construction Manager	No	
- Contractors	Yes	
Frequency of Health and Safety Committee meetings (check one):	1-2 Times / School Year	
ENVIRONMENTAL AWARENESS		
Environmental Awareness	Yes/No	Yes/No
Has this building been tested for the presence of lead: paints, plumbing, etc.?	Yes	Yes
Based on the testing results, are there elements in this building that would require construction or maintenance projects to be conducted in accordance with the US Department of Housing and Urban Development Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing?	No	No
If yes, has this type of work been done in accordance with the Guidelines?	Yes	Yes
Does this building contain known or assumed Asbestos Containing Building Materials? (ACBM)	No	Yes
If yes, has an original Asbestos Hazard Emergency Response Act (AHERA) management plan been developed for this building? (The AHERA Management Plan for this building must be able to be viewed at the main office during normal business hours).	Yes	Yes

INTEGRATED PEST MANAGEMENT

The display below is taken from the template. It provides a questionnaire that will be updated annually. Pest Management is an area that requires further review and analysis to ensure the Church, Parish House, and Rectory are properly protected from unwanted pests, especially in the basement of the Parish House.

St. Patrick's Catholic Church			
Parish: St Patrick's		Prepared by: Mike Yoemans/Jim Kvach Date: 06/30/2019	
INTEGRATED PEST MANAGEMENT			
FACILITY:	Church	Parish House	Rectory
Status of measures to assure acceptable integrated pest management:	Yes/No	Yes/No	Yes/No
Does this building have an Integrated Pest Management program? See Appendix B.	No	No	No
Does this building have a person designated to oversee the pest management program?	Yes	Yes	Yes
Has this building established a list of persons to notify at least 48 hours prior to the application of pesticides?	Yes	Yes	Yes
Have pesticide application summary reports been provided to all parents and staff pursuant to CR 155.24?	No	No	No

PREVENTIVE MAINTENANCE

Preventive Maintenance (PM) will be accomplished at regular intervals throughout the year using a predefined checklist and through the use of formal PM contracts, especially when it comes to the heating, HVAC, plumbing, and electrical systems. The primary goal of PM is to prevent the failure of equipment before it actually occurs. It is designed to preserve and enhance equipment reliability by replacing worn components before they actually fail. For some, logic might dictate that it would cost more for regularly scheduled maintenance than it would normally cost to operate equipment until repair is absolutely necessary. While it may be true for some components, one should compare not only the costs but the long-term benefits and savings associated with PM. Long-term benefits of preventive maintenance include:

- Improved system reliability
- Decreased cost of replacement
- Decreased system downtime
- Better management of spare replacement parts such as filters and fan belts

Long-term effects and cost comparisons usually favor preventive maintenance over performing maintenance actions only when the system fails.

INDOOR ENVIRONMENTAL QUALITY

The display below is a questionnaire taken directly from template. It will be updated annually and the results will be reported to Parish officials along with required actions.

St. Patrick's Catholic Church				
Parish: St Patrick's		Prepared by: Mike Yoemans/Jim Kvach		Date: 06/30/2019
INDOOR ENVIRONMENTAL QUALITY				
FACILITY:	Church	Parish House	Rectory	
Status of actions and policies taken to assure acceptable indoor environmental quality:	Yes/No	Yes/No	Yes/No	
Does this building use the US Environmental Protection Agency's <i>Indoor Air Quality Tools for Schools Action Kit</i> ?	No	No	No	
Does this building have a procedure in place for reporting indoor environmental quality concerns?	Yes	Yes	Yes	
Is ventilation with outdoor air available in all occupied spaces?	Yes	Yes	Yes	
1) Is all ventilation and exhaust equipment operational?	Yes	Yes	Yes	
2) Are all outdoor air intakes unobstructed and clear of foreign objects?	Yes	Yes	Yes	
3) Are all outside air damper controls in place and operational?	Yes	Yes	Yes	
4) Have facilities operations been reviewed with respect to impact on outside air intakes (i.e., vehicle emissions, waste storage, mowing, etc.)?	Yes	Yes	Yes	
Are there any unresolved complaints regarding the indoor environment at this facility?	No	No	No	
If yes, describe for each building:				
Church	None			
Parish House	None			
Are the heating, ventilation, and air conditioning equipment cleaned and maintained in accordance with manufacturer's instructions (e.g., filter changes, coils cleaned, etc.)?	Yes	Yes	Yes	
Has the interior of ductwork (air passageways) been inspected for cleanliness within the past year?	Yes	Yes	Yes	
Have exterior ductwork and rooftop air handling units been inspected for leaks within the past year?	Yes	Yes	Yes	
Does the Parish have a policy encouraging the use of environmentally friendly products?	Yes	Yes	Yes	
Does the Parish annually review products used in and around the building with the intent of reducing or eliminating hazardous chemicals that occupants and visitors are exposed to, including volatile organic compounds (VOCs), semi-volatile organic compounds, etc. (cleaning supplies, repair and maintenance supplies, materials, etc.)?	Yes	Yes	Yes	
Does the Parish perform an annual review to ensure hazardous chemicals used as part of instructional programs are used and stored properly?	Yes	Yes	Yes	
Is each building inspected for roof leaks, growth of mold and mildew, evidence of rodent infiltration, and other indicators of potential problems to acceptable IEQ?	Yes	Yes	Yes	
What level (dB) of maximum background acoustic settings has been set for Parish?	70	70	70	
Does this facility regularly test and record levels of CO, CO2, total VOCs, Radon, mold spores, etc.?	No	No	No	
Does this facility regularly measure and track relative humidity levels?	Yes	Yes	Yes	
Does this facility verify lighting levels meet Illuminating Engineering Society guidelines each year?	No	No	No	
Does this facility follow green cleaning guidelines?	No	No	No	
Is this facility seeking to comply with a whole building sustainable guideline, such as the U.S. Green Building Council's LEED® for Existing Buildings?	No	No	No	

MAJOR PROJECTS COMPLETED DURING THE LAST YEAR

This template display below is designed to track projects that are completed during the current year.

St. Patrick's Catholic Church				
District: St Patrick's		Prepared by: Mike Yoemans/Jim Kvach		Date:
06/30/2019				
MAJOR PROJECTS COMPLETED DURING Current Fiscal YEAR				
Item Number	Brief Project Description	Project Dates	Costs	Project Benefits
1	New Corpus	8/2/18	\$1,191	Inhance the presence of Jesus in the church
2	Parish Hall Renovation	9/10/18	\$24,179	Upgrade the hall appearance and make it brighter
3	Exterior Doors Replacement	10/24/18	\$5,879	Replace worn-out doors
4	Meeting Room Heat Pump	1/8/19	\$2,900	Replace worn-out equipment
5	TV and Camera Paris Hall	1/10/19	\$5,598	Allow viewing of mass in Parish Hall
6	Parish Hall Furniture and Equipment	3/27/19	\$6,921	Replace worn-out equipment
7	Altar Railing	3/28/19	\$1,600	Improve safety
8	New Heat Pump Parish House	6/3/19	\$5,200	Replace worn-out equipment
Total			\$53,468	

EQUIPMENT INVENTORY

Maintaining a complete, accurate equipment inventory for all of the major facility systems in each building is absolutely essential for developing and maintaining a long-range CPM Plan and for producing the Five-Year Capital Facilities Maintenance Plan. By collecting inventory information and estimating equipment life, it is possible to estimate future capital investment requirements. The next four pages provide equipment inventory displays for the Church building, the Parish House, the Rectory, and the Common Infrastructure. The inventory was updated to reflect projects completed during the 2019/2019 budget cycle.

The inventory displays were created using the template tool. The columns up to and including the notes column provide details on the individual property item. The remaining columns to the right of the notes column provide fields for estimating future capital investment requirements starting with the current year, and then further subdivided into five year increments all the way out to twenty years. By taking into account the replacement year estimate and the cost estimate for either replacing or repairing, the dollar value is placed in the appropriate out-year column. Out-year columns are then totaled to show the amount of capital investment dollars required for each planning year increment. The total projected investment funding requirement for all inventory items over the 20-25 year period is \$301631. This is an increase of \$6,800 over last year's inventory all of which is attributed to changes in equipment replacement costs.

CHURCH BUILDING INVENTORY AND PROJECTED 20 YEAR COSTS

St. Patrick's Catholic Church													
Comprehensive Maintenance Plan (CMP) Equipment Inventory													
Parish: St Patrick's				Prepared by: Mike Yoemans/Jim Kvach				Date: 06/30/2019					
Equipment Inventory Church Building													
Church Item	Purchase Date	Manufacturer	Model	Model No.	Serial No.	Replacement Year Est.	Replacement Cost Est.	Estimated Repair Cost	Notes	3-5 Yrs.	6-10 Yrs.	11-15 Yrs.	16-20 Yrs.
Slate roof	1953					2103			Best Guess				
Meeting room roof	2009	Miller Roofing				2030	\$ 7,000		Past Experience			\$ 7,000	
Work sacristy roof	2012	Miller Roofing				2030	\$ 7,000		Past Experience			\$ 7,000	
Exterior walls mortar joints	2000					2050	\$ 4,000		Past Experience				
Paint Interior walls main level	2014					2025	\$ 3,000		Past Experience		\$ 3,000		
Boiler	2011	Buderus	Logamax plus GB 142	M708427A	3290-105000028-8747-0212	2030	\$ 20,000		RS Boyer provided est.			\$ 20,000	
Undercroft HVAC	2010	Carrier		48TCED14A2G5A0A0A1	4309G40655	2030	\$ 35,000		RS Boyer provided est.			\$ 35,000	
Upstairs AC Compressor	2011	Carrier		38AUZB25A05A0A0A0	5110U38594	2027	\$ 15,000		RS Boyer provided est.		\$ 15,000		
Upstairs AC Condensor	2011	Carrier		39SMH17-6G	4810R36097	2027	\$ 20,000		RS Boyer provided est.		\$ 20,000		
Meeting Room HVAC	2019	Mitsubishi	SEER Ductless H2i Hyper Heat Pump	MZ-FH12NA		2035	\$ 2,900		Est. on mfg.'s current list price				\$ 2,900
Hot water tank	2012	A.O. Smith			T7XJ-8213-NC6R	2018-2020	\$ 500		Est. on mfg.'s current list price	\$ 500			
Six Burner Gas stove	2014	American Range	AR6			2030	\$ 4,500		Est. on mfg.'s current list price			\$ 4,500	
Double door refrig	2017	Traulsen		G20010	T84412F17	2035	\$ 3,822		Est.on mfg's current list price				\$ 3,822
Ice maker	2017	Scotsman		17011320014563		2028	\$ 1,549		Est. on mfg's current list price		\$ 1,549		
Upright freezer	?	Signature		?	?	2020	\$ 300		Est. on mfg.'s current list price	\$ 300			
Heating Cabnet	2017	Vulcan		VBP5	481890596	2028	\$ 2,210		Est. on mfg.'s current list price		\$ 2,210		
Dishwasher	2015	Champion		UH130B M4	W150954461	2028	\$ 4,150		Est. on mfg.'s current list price		\$ 4,150		
Chairs & Kneelers	2015					2040	\$ 62,500	\$ 24,000	J&C est. to Reupholster				
Organ	2015	Roland	C-330-DA			2035	\$ 13,500		Est. base on C-330-DA model				\$ 13,500
Great Kawai Baby Grand Piano	1980	Kawai	Great Kawai			2035	\$ 6,000		ebay				\$ 6,000
Hynnals	2015					2025	\$ 4,000		Est. on mfg's current list price		\$ 4,000		
Sound System	2005	Various				2017-2020	\$ 12,000		Est. on original contract price		\$ 12,000		
HD Camera	2018					2020	\$ 1,200		Est. on original contract price			\$ 1,200	
Large Screen TV	2018	Samsung				2020	\$ 1,200		Est. on original contract price			\$ 1,200	
Total projected cost										\$ 800	\$ 61,909	\$ 75,900	\$ 26,222

PARISH HOUSE INVENTORY AND PROJECTED 20 YEAR COSTS

St. Patrick's Catholic Church													
Comprehensive Maintenance Plan (CMP) Equipment Inventory													
Parish: St Patrick's				Prepared by: Mike Yoemans/Jim Kvach				Date: 05/15/2017					
Equipment Inventory Parish House													
Parish House Item	Purchase Date	Manufacturer	Model	Model No.	Serial No.	Replacement Year Est.	Replacement Cost Est.	Estimated Repair Cost	Notes	3-5 Yrs.	6-10 Yrs.	11-15 Yrs.	16-20 Yrs.
Roof	1953					2050	\$ 15,000		Past Experience				\$ 15,000
Exterior paint	2012					2027	\$ 20,000		Past Experience		\$ 20,000		
Interior paint	2013					2018	\$ 3,000		Past Experience	\$ 3,000	\$ 5,000		
Windows													
Heat pump	2019	Rheem	Condenser Model Air Handler Model	# RA1430AJ1NA # RH1P3017STANJA		2035	\$ 5,200		Est. on mfg.'s current list price			\$ 5,200	
Air Conditioner	2004	Lennox		HPXA12-030-230-01	5804B74301	2024	\$ 2,500		Est. on mfg.'s current list price		\$ 2,500		
Gas furnace (basement)	204	Lennox		MC333BC3F	6004A08781	2024	\$ 2,000		Est. on mfg.'s current list price		\$ 2,000		
Gas furnace (basement)	204	Lennox		MC333BC3F	6004A08781	2024	\$ 2,000		Est. on mfg.'s current list price		\$ 2,000		
Hot water tank	2012	A.O. Smith		FFFX-TRF7 32H1		2018-2020	\$ 500		Est. on mfg.'s current list price	\$ 500	\$ 2,000		
Computers	2005					2018	\$ 1,200		Used Dell mfg.	\$ 2,000	\$ 2,000		
Kitchen stove/oven	2013	GE				2023	\$ 500		Est. on mfg.'s current list price		\$ 500		
Kitchen dishwasher	2013	GE				2023	\$ 500		Est. on mfg.'s current list price		\$ 500		
Kitchen refrigerator		Frigidaire					\$ 500		Est. on mfg.'s current list price	\$ 500			
Clothes washer	2018	Samsung	WA45M7050AW			2028	\$ 600		Est. on mfg.'s current list price		\$ 600		
Clothes dryer	2018	Sansung	DV45H7000EW			2028	\$ 600		Est. on mfg.'s current list price		\$ 600		
Parish House Furniture	2017	Various				2040	\$ 4,000		Past Experience				\$ 4,000
Total projected cost										\$ 6,000	\$ 37,700	\$ 5,200	\$ 19,000

RECTORY INVENTORY AND PROJECTED 20 YEAR COSTS

St. Patrick's Catholic Church													
Comprehensive Maintenance Plan (CMP) Equipment Inventory													
Parish: St Patrick's				Prepared by: Mike Yoemans/Jim Kvach				Date: 05/15/2017					
Equipment Inventory Rectory													
Rectory Item	Purchase Date	Manufacturer	Model	Model No.	Serial No.	Replacement Year Est.	Replacement Cost Est.	Estimated Repair Cost	Notes	3-5 Yrs.	6-10 Yrs.	11-15 Yrs.	16-20 Yrs.
Clothes dryer	2018	Sansung	DV45H7000EW			2028	\$ 600		Est. on mfg.'s current list price		\$ 600		
Clothes dryer	2018	Sansung	DV45H7000EW			2028	\$ 600		Est. on mfg.'s current list price		\$ 600		
Refrigerator	?					2020	\$ 700		Est. on mfg.'s current list price	\$ 700			
Dishwasher	2018	Whirlpool	51-Decibel Built-In	WDT730PAHZ		2028	\$ 500		Est. on mfg.'s current list price		\$ 500		
Driveway	2016					2036	\$ 8,000		Past exp.				\$ 8,000
Roof	1996					2019	\$ 8,000		Past exp.	\$ 8,000			
HVAC & Furnace	2016					2036	\$ 4,500		Est. on mfg.'s current list price				\$ 4,500
Interior Paint & Carpeting	2010					2021	\$ 8,000		Est. on mfg.'s current list price	\$ 8,000			
Total projected cost										\$ 16,700	\$ 1,700		\$ 12,500

COMMON INFRASTRUCTURE INVENTORY AND PROJECTED TOTAL 20 YEAR COSTS

St. Patrick's Catholic Church													
Comprehensive Maintenance Plan (CMP) Equipment Inventory													
Parish: St Patrick's Prepared by: Jim Kvach/Mike Yoemans Date: 05/15/2017													
Equipment Inventory Common Infrastructure													
Common Infrastructure Item	Purchase Date	Manufacturer	Model	Model No.	Serial No.	Replacement Year Est.	Replacement Cost Est.	Estimated Repair Cost	Notes	3-5 Yrs.	6-10 Yrs.	11-15 Yrs.	16-20 Yrs.
Parking lot asphalt	2010					2030	\$ 20,000					\$ 20,000	
Piazza/front sidewalk	2013					2035	\$ 6,000						\$ 6,000
Concrete sidewalks	1953					2021	\$ 12,000			\$ 12,000			
Total projected cost										\$ 12,000		\$ 20,000	\$ 6,000
Total potential cost outlays for all years										\$ 35,500	\$ 101,309	\$ 101,100	\$ 63,722



APPENDIX A

St. PATRICK'S

FIVE-YEAR CAPITAL FACILITIES PLAN Submitted June 2014/ Last Revised June 2019



In June 2014, the Garden & Maintenance Committee completed the initial "Inventory and Estimate of 25 Year Replacement Costs" for the major equipment and structures owned by St. Patrick's Catholic Church. This vital effort provided the foundation for creating the long-range Comprehensive Capital Maintenance Plan contained herein. It also provided the basis for the initial 5 Year Capital Facilities Plan, which has been updated and now includes 23 projects valued at \$120,700 needed to properly sustain our equipment and facilities over the next five years. According to our replacement cost estimates, we will need a total of \$301,631 in capital funds to sustain our facilities over the next 20-25 years. Meeting this financial obligation as well as upgrading our facilities to better accommodate our handicapped parishioners and visitors will require continued Maintenance Reserve Fund contributions from our parishioners and as well as additional capital funding from our other sources.

Thank you for your continued support!

INTRODUCTION

The Five-Year Capital Facilities Plan (CFP) is a logical outcome of the overall Capital Management Planning (CMP) process. Building on the analytical and inventory collection work done in formulating the CMP, the CFP is easily produced. Here again the template tool provides resources for defining projects, set priorities, and forecasting facility capital investment requirements. The CFP is a living document and will be updated as required at least annually or when major unforeseen events dictate. The main aim of the CFP is to plan ahead, put projects in place and avoid catastrophic facility and/or equipment failure as has been experienced in the recent past.

GENERAL CONDITION OF ST. PATRICK'S FACILITIES AND EQUIPMENT

St. Patrick's facilities and equipment are generally in good condition after many years of hard work and investment to get them there. The Church building is in good condition with all of the major heating, cooling, and electrical systems recently replaced within the past five years. Chairs and kneelers have been reupholstered. For safety reasons, hand railings were added near the Ambo. A new kitchen stove, sink, dishwasher, and food warmer were installed within the past three years. The main Church heating system was augmented within the two past years. The Undercroft has been completely renovated. A camera and big screen TV were installed to allow parishioners to be able to view mass Parish Hall. The Parish building is in good condition. The main electrical box was replaced in 2014. The main heat pump was replaced this year. The second HVAC system is approximately ten years old and may need to be replaced in the next 3-5 years. The basement has been insulated and water issues resolved. The back porch has been repaired and painted. All the gutters have been replaced or repaired. The Rectory is in good shape with major and minor repairs completed based on an in-depth inspection completed in May 2016. Heating and HVAC systems were replaced in 2016. A major safety repair was done on the chimney in 2016. The driveway, which was fractured throughout, was replaced in 2016. The Roof, which is more than 20 years old, will need to be replaced within the next year or two.

GOALS

The Five-Year Capital Facilities Plan goals are as follows:

- Provide a forecast of the five-year facility and equipment capital investment requirement.
- Define a logical set of capital investment projects necessary to restore St. Patrick's facilities and equipment to a high state of repair prior to major system failure.
- Provide a method of tracking and reporting capital investment projects to Parish officials, staff, and parishioners.

DETERMINING PROJECTS AND THEIR TIMING

Regular Capital Projects are determined through an analysis of the facility and equipment inventory items and their need for major repair or replacement. Where appropriate, like equipment items will be grouped into a project category such as “Appliances”, “Chairs & Kneelers,” etc. They may also be titled according to their system function such as Kitchen or Sound. Project estimates will be based on either replacement cost or bid estimates. If necessary, some costly projects may be divided into equal dollar increments and executed across more than one fiscal year.

The timing of projects will depend on several factors. First is Pastoral approval. Second is the availability of funding. It is possible for a project to be accelerated should funding become available sooner than expected or through a gift. Third is the actual occurrence of a facility or equipment failure event. The life span of appliances, for example, is hard to predict. Frequent use could cause them to fail sooner and the converse is true if the appliance is infrequently used.

A category called Special Projects is included for projects that do not fit the normal facilities and equipment definition. Examples of special projects might include new construction, renovation of existing facilities and/or adding additional handicap facilities and equipment.

Routine maintenance projects and emergency projects will not flow through the CFP process even though they are funded via the Capital Maintenance Fund. However, information related to these projects will be entered into the template tool and used for future planning purposes.

SETTING PRIORITIES

The template tool allows for priorities to be set from 1 to 10 with ten being the lowest priority. The Garden & Maintenance Committee will recommend project priorities to the Pastor and Parish and Finance Councils. Health & Safety will always be a number “1” priority followed by security. A project related to facility equipment that is about to fail will also be rated as a “1”. Projects in the tables below provide recommended priorities that are subject to Pastoral review and approval.

FORECAST OF CAPITAL PROJECTS AND FUNDING NEEDS BY FISCAL YEAR

In the displays beginning on page 4, you will find a description of the 23 (22 regular and one special) projects that are anticipated over the next five years. Projects are organized by fiscal year, but they are numbered consecutively. The last column provides the rationale and anticipated benefits associated with each. The table above shows the yearly capital investment requirements

Capital Investment Requirements by Fiscal Year	
Fiscal Year 1	\$28,200
Fiscal Year 2	\$39,500
Fiscal Year 3	\$12,500
Fiscal Year 4	\$13,000
Fiscal Year 5	\$2,500
Special Project	\$25,000
Grand Total	<u>\$120,700</u>

for regular projects. A line has also been added showing the funding needed for the one special project. The overall projected funding requirement over the next five fiscal years is \$120,700. Displays showing the planned projects for each year of the CFP are provided below.

PLANNED CAPITAL PROJECTS YEAR 1

Five-Year Capital Facilities Plan

Parish: St Patrick's

Prepared by: Mike Yoemans/Jim Kvach

Date: 06/30/2019

PLANNED CAPITAL PROJECTS YEAR 1

Facility Name	Item #	Project Description	Year	Priority	Project Type	Funding Source	Estimated Cost	Actual Cost	Notes
Church	1	Church Simplex Locks	1	1	Health/Safety	Capital	\$5,000		Improve security and make it easier to lock down church
	2	Replace Ext.Caulking	1	1	Health/Safety	Capital	\$1,000		Prevent mold and water damage
Church	3	Church Doors	1	1	Major Repair	Capital	\$10,000		Fabricate, stain, finish and install three remaining doors
Parish House	4	Parish House Painting	1	2	Major Repair	Capital	\$1,200		1st floor interior plus the side porch
Parish House	5	Computer Replacement	1	3	Major System	Capital	\$2,500		Three years is normal life-span of a desktop and laptop computer
Rectory	6	Storm doors and locks	1	3	Health/Safety	Capital	\$2,000		Add deadbolts and two storm doors
Parish House	7	Appliance Replacement	1	3	Major System	Capital	\$500		Appliances are aging and will need to be replaced
Church	8	Fix Dranage Problems	1	3	Major System	Capital	\$6,000		Prevent mold, blistering, and water damage
		Total Year 1					\$28,200		

PLANNED CAPITAL PROJECTS YEAR 2

Five-Year Capital Facilities Plan

Parish: St Patrick's

Prepared by: Jim Kvach/Mike Yoemans

Date: 06/30/2019

PLANNED CAPITAL PROJECTS YEAR 2

Rectory	9	Replace Roof	2	1	Major Repair	Capital	\$8,000	This will double the BTU capacity
Church	10	Replace cement steps	2	1	Health/Safety	Capital	\$6,000	Stairs going down to kitchen are badly pitted and slippery when wet
Church	11	Hot Water Heater	2	1	Major System	Capital	\$500	Appliance is reaching the end of its useful life
Parish House	12	Heat Pump Replacement	2	1	Major System	Capital	\$5,000	The second Heat Pumps was installed as an integrated unit in 2004 with an estimated useful life of 8 years.
Church	13	Upgrade Heating Radiators	2	2	Major System	Capital	\$20,000	This will double the BTU capacity
		Total Year 2					\$39,500	

PLANNED CAPITAL PROJECTS YEAR 3

Five-Year Capital Facilities Plan

Parish: St Patrick's

Prepared by: Jim Kvach/Mike Yoemans

Date: 06/30/2019

PLANNED CAPITAL PROJECTS YEAR 3

Facility Name	Item #	Project Description	Year	Priority	Project Type	Funding Source	Estimated Cost	Actual Cost	Notes
Parish House	14	Computer and Electronic Equipment	3	2	Major System	Capital	\$1,500		Computers and printers as well as the software that runs them are reaching the end of there useful life and must be replaced before they stop functioning.
Rectory	15	Furniture Replacement	3	3	Major Repair	Capital	\$2,000		The Rectory furniture is comprised of a combination of donated, mismatched items that are very outdated and in need of upgrade.
Rectory	16	Painting, Carpting, and Appliance Replacement	3	3	Major Repair	Capital	\$8,700		This is part of a normal life cycle maintainence requirement.
Church	17	Upright Freezer	3	3	Major System	Capital	\$300		Appliances are aging and will need to be replaced when they can no longer be repaired.
		Total Year 3					\$12,500		

PLANNED CAPITAL PROJECTS YEAR 4

Five-Year Capital Facilities Plan

Parish: St Patrick's

Prepared by: Jim Kvach/Mike Yoemans

Date: 06/30/2019

PLANNED CAPITAL PROJECTS YEAR 4

Facility Name	Item #	Project Description	Year	Priority	Project Type	Funding Source	Estimated Cost	Actual Cost	Notes
Parish House	18	Computer and Electronic Equipment	4	1	Major System	Capital	\$1,500		Computers and printers as well as the software that runs them are reaching the end of there useful life and must be replaced before they stop functioning.
Church	19	Concrete sidewalks Replacement	4	3	Major Repair	Capital	\$12,000		Church sidewalk and one in front of the Parish House are starting to show considerable wear.
Rectory	20	General Maintenance	4	3	Major Repair	Capital	\$1,000		Funds will be used to complete painting and other general repairs
		Total Year 4					\$13,000		

PLANNED CAPITAL PROJECTS YEAR 5

Five-Year Capital Facilities Plan

Parish: St Patrick's

Prepared by: Jim Kvach/Mike Yoemans

Date: 06/30/2019

PLANNED CAPITAL PROJECTS YEAR 5

Facility Name	Item #	Project Description	Year	Priority	Project Type	Funding Source	Estimated Cost	Actual Cost	Notes
Parish House	21	Computer and Electronic Equipment	5	2	Major System	Capital	\$1,500		Computers and printers as well as the software that runs them are reaching the end of there useful life and must be replaced before they stop functioning.
Rectory	22	General Maintenance	5	3	Major Repair	Capital	\$1,000		Funds will be used to complete painting and other general repairs
		Total Year 5					\$2,500		

PLANNED CAPITAL SPECIAL PROJECTS

Five-Year Capital Facilities Plan

Parish: St Patrick's

Prepared by: Mike Yoemans/Jim Kvach

Date: 06/30/2019

SPECIAL PROJECTS

Church	23	Handicap Assistance	5	5	Major System	Capital	\$15,000		The Church basement is not wheelchair accessible making it difficult or impossible for some of our parishioners and visitors to participate in various Parish functions. The project estimate is based on the installation of a commercial chair lift or a vertical assist lift. Other approaches are also being investigated.
		Total Special Projects					\$25,000		