



FACILITY AUDIT SCHOOL DISTRICT OF MELLEN AUGUST 2023

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HISTORY

CESA 10 FACILITIES MANAGEMENT DEPARTMENT

Established in Wisconsin in 1964, Cooperative Educational Service Agencies (CESAs) have a long history of partnering with school districts. CESA 10 Facilities Management Department is a nonprofit educational service agency providing facilities management services to local government and school district customers throughout the midwest.

With decades of experience and expertise in managing school facility needs, CESA 10 has a unique perspective as an educational service agency and construction company. This distinct position helps to ensure customers benefit from CESA 10's trusted and unbiased judgment and experience gained through the execution of hundreds of investment grade audits, environmental projects, school construction management, and other facilities services.

CESA 10 assists public entities in the management of their facilities needs in the areas of health, safety, energy efficiency, referendum and long-term planning, and construction management. The department's main areas of concentration are:

- Investment Grade Audits including Long-Term Comprehensive Plans
- Referendum Planning
- Construction Management
- Owner's Representative
- Environmental Health and Safety Consulting
- Environmental Project Consulting and Management



EXECUTIVE SUMMARY

At the request of the School District of Mellen, CESA 10 technical experts performed a detailed on-site audit of the school and site. This audit provides the District with a comprehensive facilities maintenance and capital project plan, with identified problems, proposed solutions, and estimated costs. The recommendations in this report aim to improve building and site conditions, update failing and inefficient equipment, suggest needed maintenance, and reduce energy consumption to ensure all taxpayer investments are managed within an appropriate payback period.

According to a recent State of Our Schools report released by the Center for Green and Healthy Schools, schools should collectively spend around \$145 billion annually to maintain, operate, and renew facilities to provide healthy and safe 21st-century learning environments for all children. While on a national level, that number is ideal; local districts know their available funding options often fall short of maintenance wants and needs. Therefore, districts must engage in proper facilities planning.

The District has effectively utilized the existing building and equipment to the best of its available, limited resources. There are building exterior components, interior finishes, and equipment reaching, or past, the end of expected usable life that should be planned for replacement. The intent is to create and maintain a safe and comfortable environment for students and staff. Common themes throughout the building include safety; building exterior; grounds; internal elements; and mechanical, electrical, and plumbing systems.

A list of projects has already been identified and prioritized by the District through an existing ten-year plan, including:

- Constructing a community center addition to include a small gym, fitness center, and designated emergency shelter
- Renovating the cafeteria roof, windows, floor, and structural elements
- Completing street work projects, including a new bus drop-off area, water main, and secure entrance

Additional action items CESA 10 identified include:

- Updating safety communications by adding a panic button, public address system, door alarms, and controls
- Replacing the aerial electrical supply transformer with a ground mount
- Performing continuous cyclic replacements of civil, structural, exterior, and interior systems, equipment, and components
- Implementing cyclic annual inspections, maintenance, repairs, and energy management strategies

DETAILED ANALYSIS OF FACILITIES

MISSION

Work collaboratively in a respectful, responsible, safe, and ready environment to create an education where all students will succeed.

VISION

To thrive as a public school to promote education, embrace community involvement, and maximize available resources.

DISTRICT-WIDE FACILITY ANALYSIS

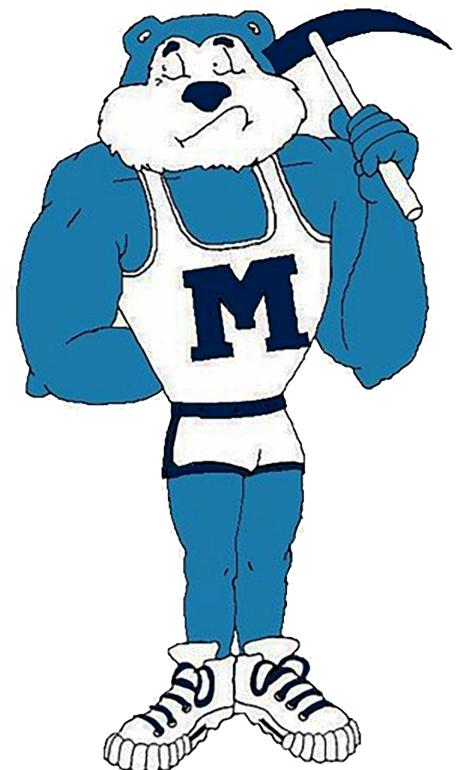
The School District of Mellen prides itself on being a small school that creates big futures. The District is proactive in achieving its mission and vision. A team of key stakeholders helped craft a 2021-2023 strategic planning document that outlines the District's educational goals and expectations, belief statements, and strategic directions.

One of the Board's goals is focused on facilities and the learning environment. It states the District will provide optimal and equitable learning environments through:

- Optimal learning environments and infrastructure
- Well-maintained facilities
- Sustainable facilities
- Safe and secure facilities
- Information technology infrastructure
- Outdoor learning and recreational opportunities

Priority projects to meet these goals include reviewing the District's 10-year capital improvement plan, annual allocation to Fund 46, developing a three-year technology plan, installing new playground equipment, and building an outdoor classroom.

As the current strategic planning cycle ends, now is the perfect time to conduct a facility audit. Findings from this assessment can give the District data to help shape the facilities portion of its next plan, and implementing long-term maintenance planning into the budget will help with fiscal responsibility and the continuous improvement process.

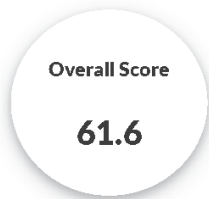


REPORT CARD

From an educational perspective, the Wisconsin DPI rates the District (2021-22 data) as “Meets Expectations.” It has a score of 61.6 which is average compared to the majority of school districts in the state. The District exceeds the state priority area standards in graduation rates and low absenteeism. However, there are facility needs that, if left unaddressed, could affect the health, safety, and achievement of students in the long term.

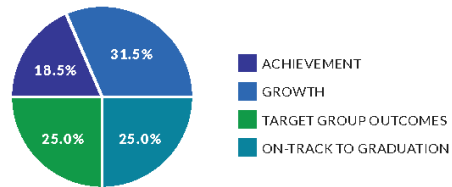
Score Summary

Due to the COVID-19 pandemic, please use caution when interpreting scores and ratings. Careful review of the detailed data on all pages is encouraged. Also, see <https://dpi.wi.gov/accountability/resources>.



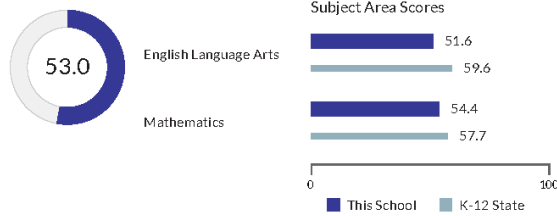
Meets Expectations
★★★

PRIORITY AREA WEIGHTS

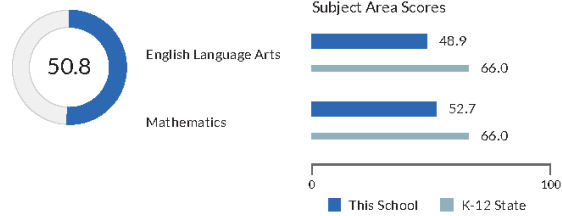


Priority Area Scores

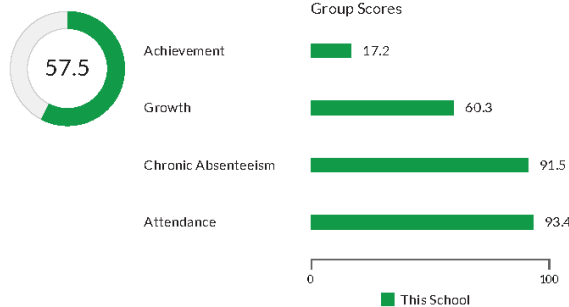
ACHIEVEMENT



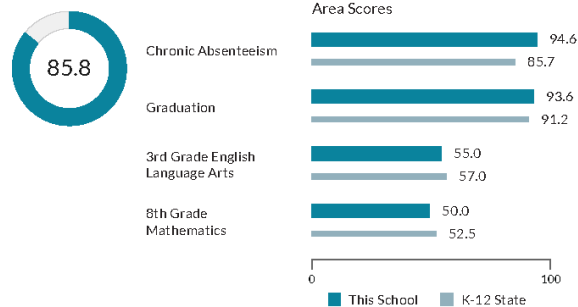
GROWTH



TARGET GROUP OUTCOMES



ON-TRACK TO GRADUATION



TECHNOLOGY ASSESSMENT

According to the National Education Technology Plan, technology is at the core of virtually every aspect of our daily lives, and we must leverage it to provide engaging and powerful learning experiences and content, as well as resources and assessments that measure student achievement in more meaningful ways. This statement challenges every school district to provide the technology, tools, and connectivity to help teachers teach and students learn in a way that reflects the world in which they live.

The School District of Mellen has made progress in meeting this challenge. As technology advances, so do the devices and ways to use them. Upgrades to technology and the training to use it are a continuous pursuit and have been budgeted for accordingly each year. Ensuring adequate technological infrastructure has enhanced student learning and teaching efficiencies. An overview of the District's digital technology includes:

- New racks/carts/tablets
- Critical Touch screens replacing Smart Boards
- New switches
- Adequate electrical and Wi-Fi services support
- Cyber safety e-course
- Planned upgrades implemented on schedule

In any school district, technology is essential to enable students and staff to reach their goals. Having a top-notch technology program is a balancing act of keeping up with technological advances while making wise choices that limit expenses and effectively utilize existing equipment. The School District of Mellen has maintained an IT infrastructure where equitable resource distribution supports every educational program and learning environment.

The School District of Mellen's technology plans have kept up with the fast pace of the field. The technology program is well-equipped to meet the District's goals. CESA 10 found the Information Technology program well coordinated and the equipment well-utilized and maintained. CESA 10 recommends continuing to manage IT needs as in the past, including routine staff meetings and ongoing technology planning.



SAFETY & SECURITY

School safety is one of the most important issues facing school districts today. The School District of Mellen has developed numerous practices, procedures, and protocols to ensure a safe learning environment. There are three components to school safety:

- Effective planning and coordination for potential emergencies
- Thorough training and regular drills for staff and students in emergency procedures
- Secure school buildings protected and monitored by current technology and best practices in design and infrastructure

Every year, the District spends considerable time and effort planning and practicing safety and security measures appropriate for dealing with major critical incidents. Successful efforts have provided safety grant awards assisting in funding security improvements. The grants support updating the District's emergency response plans and delivering online training and reporting.

Two online reporting systems the District utilizes are Interact and Speak Up, Speak Out. The Interact e-course is available to students, parents, and guardians on the District's website. It allows parents to serve as the trusted adult in their child's life. If the child sees something online that makes them uncomfortable, they know they can contact a parent or guardian. The e-course provides ideas on how to conduct discussions and tips to break the ice on awkward topics. Speak Up, Speak Out is a tip line on the District's website where parents, students, and guardians can submit a school safety concern. Resource Center staff work around the clock to respond to appropriate stakeholders regarding submitted tips. The tip line is meant to identify school threats, bullying, drug use, suicidal thoughts, and more.

The District has noticeably improved safety and security efforts with limited available and awarded funds. Several safety-based projects are identified in this report. Based on conversations with District staff, it intends to keep safety and security at the forefront as it plans and implements future projects.



SPACE ANALYSIS

CESA 10 performed a cursory space analysis of the school building as part of the audit. Overcrowding was not identified. Instead, ample space was observed in all areas during the inspection. The actual building square footage and occupancy levels were more than adequate per observations. Assigning specific storage areas using the available and less desirable educational spaces may improve operations and efficiency. The building's existing space appeared underutilized except for the gym and community fitness activities.

While preparing this report, the need for more gym and community fitness space was confirmed by the District. The need for a designated emergency shelter area was also identified. Preliminary investigations by the District have concluded all of these needed spaces could be housed in the same new building. FEMA floodplain relief funding may support the cost of a building shell to serve as a new gym and emergency shelter space. The community may support the provision of land for the structure. The District would need to provide funding for furnishings and other desired amenities for the new space. The additional space may also add schedule flexibility for future facility improvement needs by providing alternate space while other areas are under construction.

More detail must be considered before deciding on space reassignments and new construction. The typical factors include community support, staffing, student capacity, busing, and other logistical investigations. This report will assist as these factors and future decisions are made.



PROJECT PRIORITIZATION

CESA 10 created a project prioritization matrix for each school as part of this report. This Excel-based tool is not only a valuable part of the study but can also be adapted by District staff for future use.

To properly prioritize each building system and component, an assessment tool based on four criteria is utilized. Criteria are weighted, after discussion with District administration, to reflect current school and community priorities. The four criteria are:

- **Safety/Health/Compliance Issues** - Staff and student health and safety are critically important. Examples of components that receive priority because of safety are building systems that impact the learning environment, secure entrances, and compliance with the Americans with Disabilities Act.
- **Lack of Functional Condition** - This criterion encompasses both the functional condition and remaining useful life of systems or equipment. Items with a high probability of failure in the short term can generate much higher expenses if they are not taken care of properly. For example, failure to replace a failing roofing system could render much higher costs due to mold and water damage in the future.
- **Return on Investment** - After immediate needs and health and safety projects are completed, projects with the highest return on investment and short-term payback should be pursued. This includes installing LED lighting, variable frequency drives, or controls.
- **Project Cost** - Long-term vision is also a factor for project prioritization. Costs are weighted for projects \$10,000 or less, up to \$100,000, and over \$100,000.

Once the prioritization matrix is delivered to the District, the spreadsheet can be modified and sorted to provide data on any number of scenarios. For instance, if it is determined after further inspection that a roofing system is in poor condition and in jeopardy of failing, the criteria value for the functional condition can be changed and the list of projects sorted, so the roofing project advances in the list of prioritized projects.

It should be noted the most pressing project within each category is what drives the scoring. Each category may encompass several needs, but only the most urgent need is listed in the matrix. Several of the highest priority needs for each facility are then further described in each section. A copy of the prioritization matrix will be delivered digitally to the District to allow the tool to be fully utilized.

MELLEN PUBLIC SCHOOL

FACILITY ANALYSIS

Mellen Public School is located at 420 S Main Street in Mellen, Wisconsin. The school houses both the elementary and middle/high schools. Mellen Elementary School serves 120 students in PreK-5 with a goal to provide every student with an individualized educational plan. This is meant to foster a culture of belonging, accountability, and support. Mellen Middle/High School serves approximately 140 students in grades 6-12. It offers a balanced assortment of educational opportunities, while also providing extracurricular activities and dual enrollment/credit courses.

During the assessment, CESA 10 technical experts paid close attention to the building envelope, lighting, hardscapes, roofing, windows, interior finishes, and electrical systems. Items identified in this report are meant to improve the facility's efficiency over the next ten years while reducing future operation and maintenance costs.

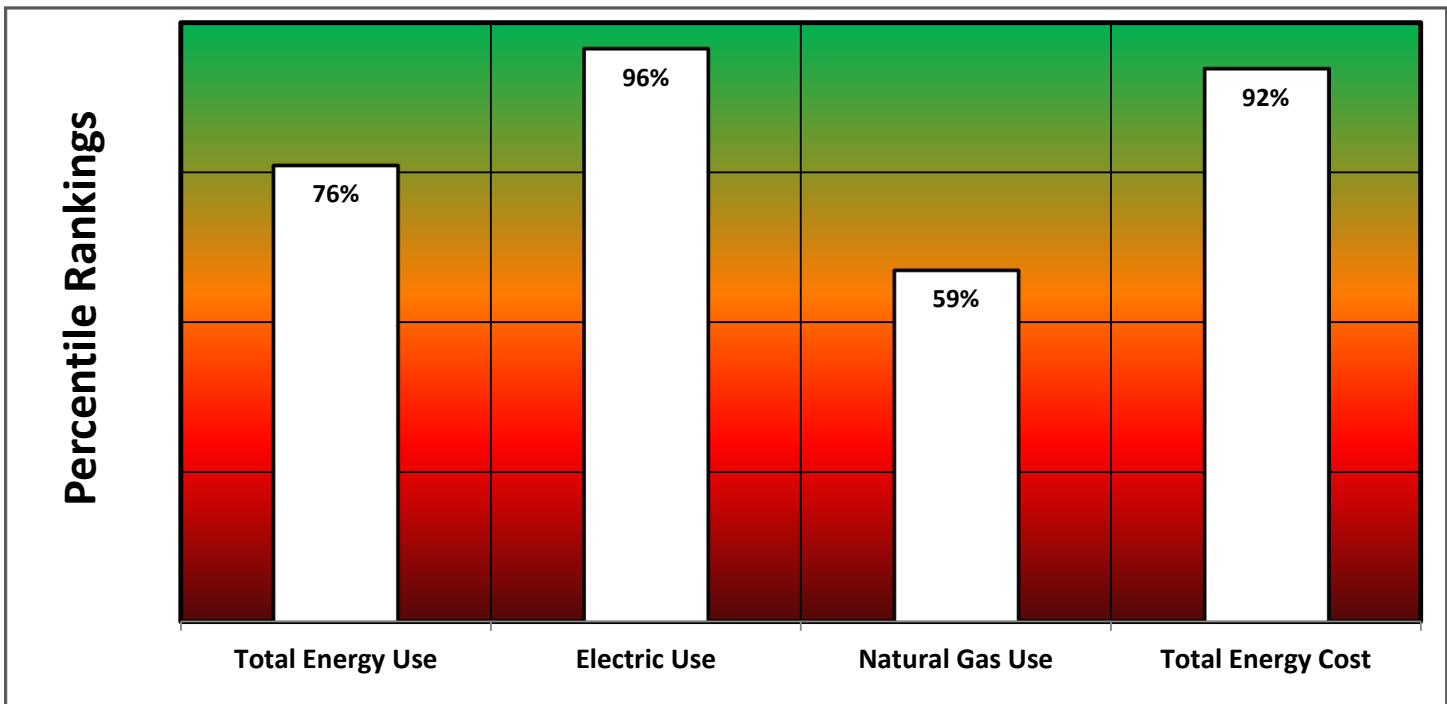
Mellen Public School	
Year Built	1910
Square Footage	101,445
Annual Electric Usage (kWh)	308,800
Annual Natural Gas Usage (Therms)	47,026



ENERGY USE

The following benchmarking analysis compares Mellen Public School to an average high school in Wisconsin. The District uses less electricity and natural gas per square foot than the average school in Wisconsin.

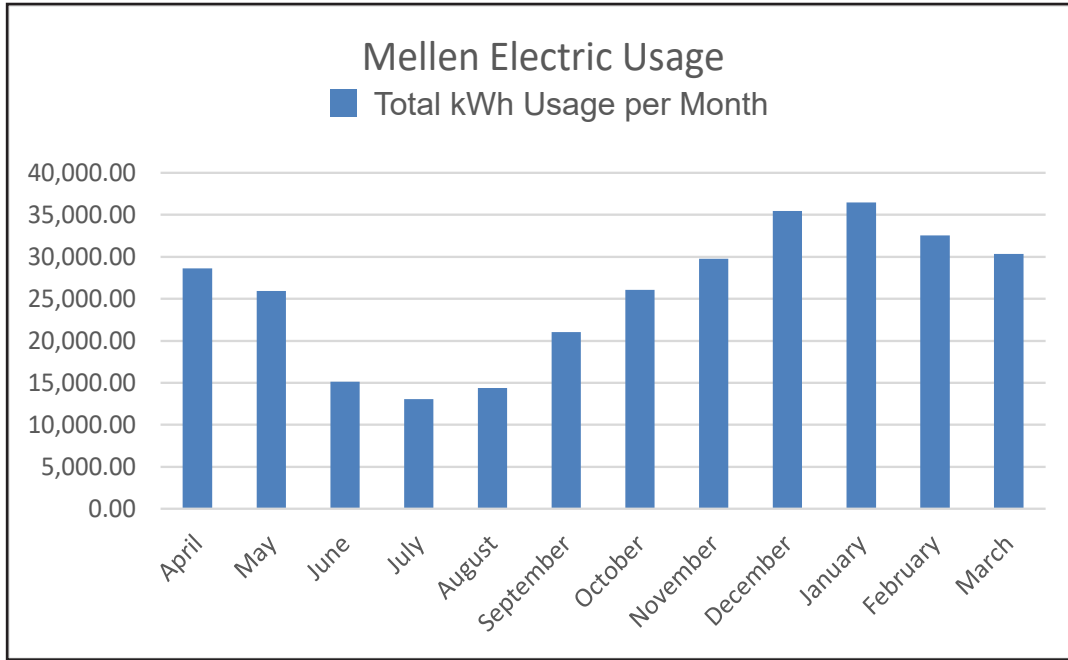
K-12 School Benchmarking				
	Total Energy Use kBtu/ft ²	Electric Use kWh/ft ²	Natural Gas Use Btu/ft ² /HDD	Total Energy Cost \$/ft ²
Average High Schools	85.57	7.6	7.2	\$1.46
Mellen Public School	66.1	3.0	6.7	\$0.77
Percentile Rankings	76%	96%	59%	92%



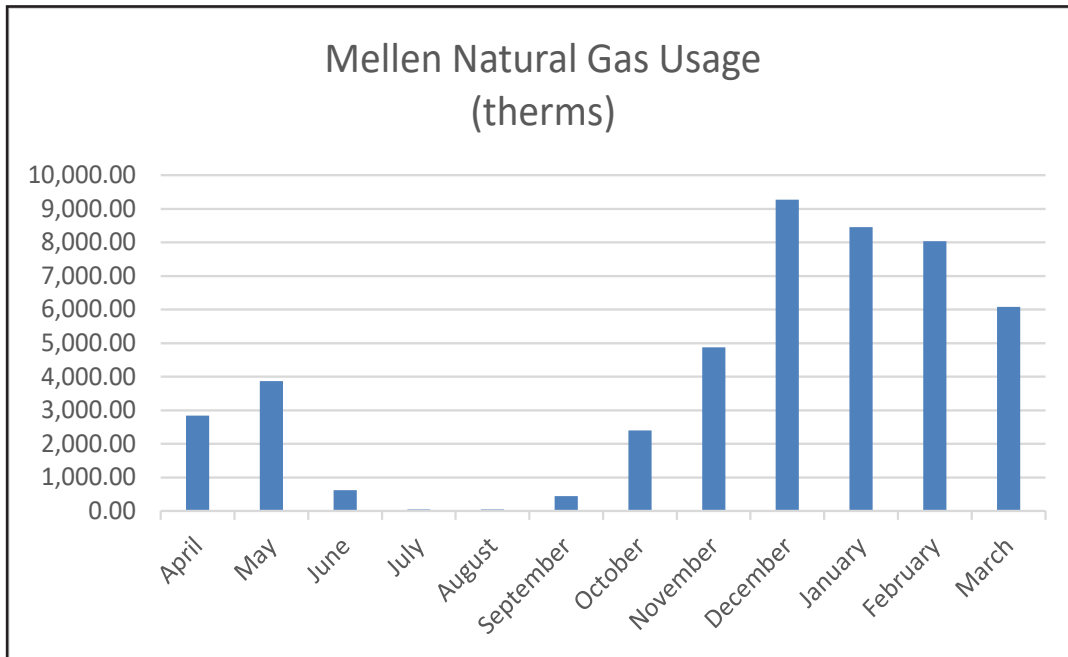
The chart above indicates the level of energy efficiency the facility is running at. Green equals good, yellow equals moderate, and red equals poor.


UTILITY ANALYSIS

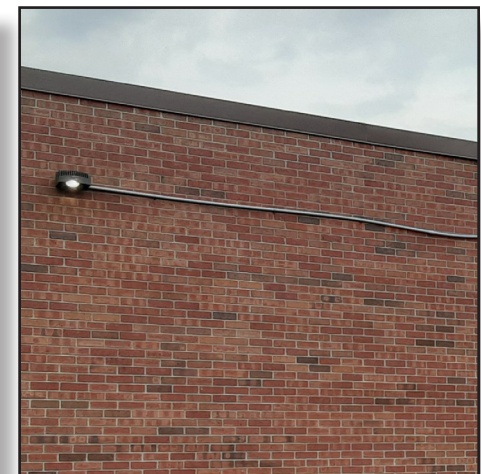
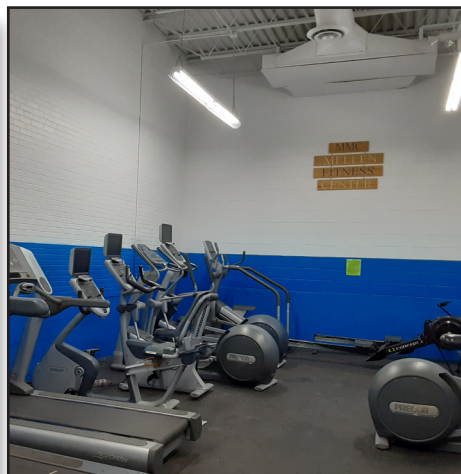
The utility graph below demonstrates the electrical consumption at Mellen Public School from April 2022 through March 2023. This consumption decreases over the summer months due to a decrease in building occupants and equipment usage.




The building is heated using natural gas. As shown in the graph below, the gas load follows a typical profile for a building that is heated with natural gas and is exposed to Wisconsin’s weather patterns.




 Facility Improvement Measures School District of Mellen			Project Recommendation Priority Order						
			<2 yr=10 3-5 yr= 7 5-10 yr= 3 10+ yr= 0	High=10 Med=5 Low=0	Poor =10 Ave =5 Great =0	<2 yr=10 5 yr= 5 10 yr= 2 20 yr= 0	Priority	<\$10K=1 <\$100K=2 >100K=3	
Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Electrical Other	There is an inadequate first responder call system.	The District should install a panic button with an automatic first responder call feature.	10	10	10	0	30	1	\$8,500
Interior Other	Additional gym space, a fitness center, and an emergency community shelter are needed.	The District should consider building a new area to include these features. The City has offered to provide a donated lot (\$200k). A FEMA floodplain relief grant would cover the cost of the building shell (\$1.2M). The District would be responsible for the furnishings and desired amenities (\$800k).	10	9	10	0	29	3	\$2.2 Million
Site Utilities	There is metal halide building-mounted lot lighting.	The District should replace these with LED fixtures for longer run times, decreased operational costs, and increased energy efficiency. It should reduce fixtures as needed.	7	6	10	5	28	1	\$2,200
Site Utilities	The wall-pack lighting is not LED.	The District should reduce fixtures, remount electrical supply conduit, and replace existing lighting with LEDs.	7	6	10	5	28	1	\$9,800




 Facility Improvement Measures School District of Mellen			Project Recommendation Priority Order						
			<2 yr=10 3-5 yr= 7 5-10 yr= 3 10+ yr= 0	High=10 Med=5 Low=0	Poor =10 Ave =5 Great =0	<2 yr=10 5 yr= 5 10 yr= 2 20 yr= 0	Priority	<\$10K=1 <\$100K=2 >100K=3	
Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Electrical Other	The public address (PA) system is in poor condition and beyond its expected usable life. A planned upgrade is scheduled for 2022-2023.	The District should replace the PA system as scheduled.	9	10	9	0	28	2	\$20,000
Site Utilities	An aerial mount electric supply transformer is beyond its expected useful life.	The District should replace this unit with an isolated ground-mount transformer. The estimated cost includes isolation and District accommodation costs. The utility should cover the transformer expense.	9	9	9	0	27	1	\$8,500
Exterior Walls	Perform annual exterior wall inspection, preventative maintenance, and tri-annual corrective wall maintenance.	The District should annually inspect and correct wall deficiencies. This includes sealing, caulking, fixing open weeps, replacing flashing, and tuckpointing missing, deteriorated, and failed mortar.	8	8	9	2	27	1	\$8,500
Exterior Walls	There are missing junction box covers.	The District should replace the missing electrical covers.	10	8	9	0	27	1	\$300




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Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Interior Other	The Science room countertops are in poor condition and beyond their expected useful life.	The District should replace the countertops and plumbing fixtures.	9	9	9	0	27	2	\$45,000
Site Utilities	The gas valve on the side of the building is not secured inside a fence.	The District should enclose and secure valve access and remove the metal window awning above the gas valve tree, as it can be used for unauthorized roof access.	5	8	6	7	26	1	\$500
Site Utilities	There are faded handicapped parking markings.	The District should repaint the accessible stalls to identify parking spots.	9	8	9	0	26	1	\$300
Exterior Roofing	The 1910 cafeteria roof has water infiltration, deteriorating bricks, and wall damage.	The District should inspect the shingles to the membrane transition for leak sources and patch, repair, or replace them as needed. Infiltration under the membrane can easily travel from the source to other areas. It should consider a replacement if a total area renovation is pursued.	10	6	10	0	26	2	\$28,000




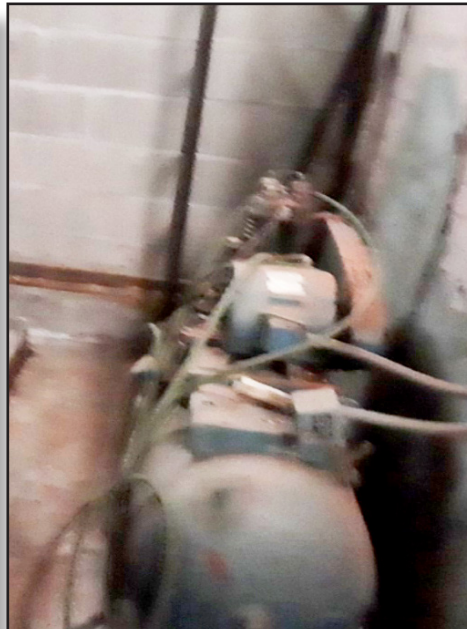
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Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Exterior Walls	There is effervescence on the exterior walls suggesting water retention. This is due to failed waterproofing, flashing, and lintels.	The District should replace or repair the flashing and lintels, caulk and seal to waterproof, and keep the weeps open.	9	7	10	0	26	3	\$250,000
Interior Other	There are obstructions in the corridors.	The District should store materials in appropriate storage areas.	7	10	9	0	26	2	\$500
Electrical Other	There are minimal exterior door controls and alarms. This is a planned upgrade scheduled for 2023-2024.	The District should upgrade Doors B, C, G, and H as scheduled.	8	10	8	0	26	2	\$20,000
Site/Civil (General)	The River Lot (north) is due for replacement. This is a planned upgrade scheduled for 2024-2025.	The District should replace this lot as scheduled and move the fence back to add more parking at that time.	8	9	8	0	25	2	\$18,000
Exterior Roofing	The metal roof edge flashings are missing.	The District should anchor and seal the roof edge and replace all flashings.	9	4	10	2	25	1	\$4,800




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			<2 yr=10 3-5 yr= 7 5-10 yr= 3 10+ yr= 0	High=10 Med=5 Low=0	Poor =10 Ave =5 Great =0	<2 yr=10 5 yr= 5 10 yr= 2 20 yr= 0	Priority	<\$10K=1 <\$100K=2 >100K=3		
Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.	
Exterior Roofing	The roof above Door H needs to be replaced. It was planned for replacement in 2022-2023 using fund balance dollars.	The District should replace it as scheduled and switch it from a ballasted roof to an EDPM-adhered membrane roof.	10	6	9	0	25	1	\$8,000	
Exterior Walls	The exterior walls have cracked brick, stone, and mortar. Brick replacement and tuckpointing are needed in many areas. Cracked lentils, coping, and caps are common.	The District should remove or replace the failed bricks and tuckpoint mortar. It should also replace cracked lentils, coping, and caps.	9	7	9	0	25	3	\$355,000	
Exterior Doors/Windows	There are leaking and failing glass block windows in Rooms 107 and 111. They are planned for replacement in 2027-2028.	The District should replace the glass block windows as scheduled.	9	8	8	0	25	2	\$15,000	
Restrooms	The second-floor restroom is beyond its expected useful life. It is planned for renovation in 2025-2026.	The District should renovate the restrooms as scheduled, including replacing surfaces and fixtures.	9	7	9	0	25	2	\$75,000	




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Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Interior Other	Middle and High School lockers are beyond the expected useful life and are planned for replacement in 2027-2028.	The District should replace the lockers as scheduled.	9	7	9	0	25	2	\$42,000
HVAC Controls	There is a decommissioned pneumatic compressor in the boiler room.	The District should remove and recycle it.	10	5	10	0	25	1	\$100
Site Utilities	Water main supply issues have occurred frequently in the past.	The District should replace the new main water supply after the street work is complete.	9	7	8	0	24	2	\$15,000
Exterior Roofing	The roof security fence is open.	The District should close and secure it to restrict roof access.	4	10	10	0	24	1	\$500
Exterior Doors/Windows	Secure entrance improvements are needed and are scheduled for replacement in 2022-2023.	The District should perform the secure entrance modifications as scheduled.	7	10	7	0	24	2	\$70,000




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			<2 yr=10 3-5 yr= 7 5-10 yr= 3 10+ yr= 0	High=10 Med=5 Low=0	Poor =10 Ave =5 Great =0	<2 yr=10 5 yr= 5 10 yr= 2 20 yr= 0	Priority	<\$10K=1 <\$100K=2 >100K=3	
Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Interior Other	The stage backdrop is in poor condition and is planned for replacement in 2029-2030.	The District should replace the stage backdrop as scheduled.	9	6	9	0	24	2	\$15,000
HVAC Controls	The pneumatic valves and actuators in the heating system are leaking and non-functional. They are causing stained ceiling tiles and occupant discomfort and are planned for replacement in 2026-2027.	The District should replace the pneumatic valves and actuators as scheduled.	9	6	9	0	24	3	\$85,000
Exhausts	The Tech-Ed dust collector is reaching the end of its useful life.	The District should plan for a replacement.	9	7	8	0	24	2	\$8,000
Refrigeration	The kitchen freezer and storage area are beyond their expected useful life.	The District should plan for renovations concentrating on the interior surfaces, such as the ceiling, walls, and floor.	9	7	8	0	24	2	\$16,000




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Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Site/Civil (General)	There is open and bent isolation fencing along the north front side of the original building.	The District should repair and secure fencing. More decorative fencing would pair well with the historic look of the north side.	6	8	9	0	23	1	\$1,200
Site/Civil (General)	The area around the DX condenser units is open and missing a barrier fence.	The District should repair and replace fencing around the units.	6	8	9	0	23	1	\$750
Exterior Doors/Windows	There are no safety barriers on windows that open on the second and third floors.	The District plans to add safety grates to the third-floor windows in 2023. It should consider adding security screens to all opening windows.	5	10	8	0	23	2	\$12,500
Exterior Doors/Windows	Room 112 conference room windows need to be replaced. They are planned for replacement in 2024-2025.	The District should replace the conference room windows as scheduled.	8	7	8	0	23	2	\$15,500




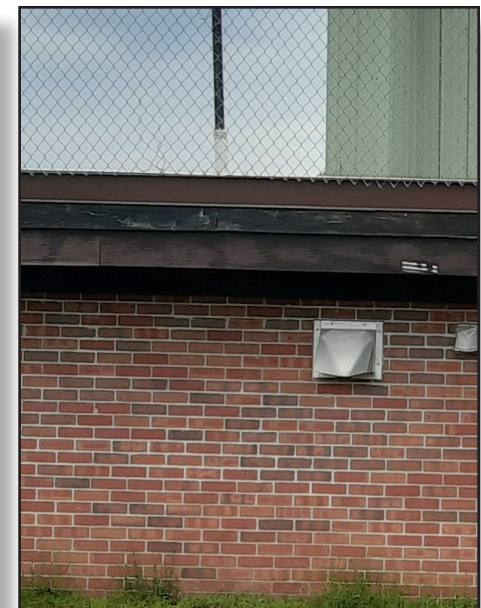
 Facility Improvement Measures South Elementary School			Project Recommendation Priority Order						
			<2 yr=10 3-5 yr= 7 5-10 yr= 3 10+ yr= 0	High=10 Med=5 Low=0	Poor =10 Ave =5 Great =0	<2 yr=10 5 yr= 5 10 yr= 2 20 yr= 0	Priority	<\$10K=1 <\$100K=2 >100K=3	
Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
HVAC Air Distribution	The unit ventilators are reaching the end of their expected useful life.	The District should inventory, prioritize, and schedule replacements and consider lowered ceilings with ducted demand control ventilation.	7	8	8	0	23	3	\$150,000
Electrical Other	The fire panel in the boiler room is reaching the end of its expected useful life and is planned for replacement in 2029-2030.	The District should upgrade the fire panel as scheduled.	7	8	8	0	23	3	\$120,000
Site/Civil (General)	The Fayette parking area (south) is congested, based on staff feedback. The bus and student drop-off areas need improvement. This is planned for replacement in 2024-2025.	The District should improve the parking plan as scheduled and mark the drop-off areas after the street work is complete.	8	7	7	0	22	2	\$75,000
Site/Civil (General)	The outdoor court fencing is bent and missing the top support rails.	The District should replace the missing top rails, realign the fence posts, and repair the gates.	5	9	8	0	22	1	\$5,500




 Facility Improvement Measures South Elementary School			Project Recommendation Priority Order						
			<2 yr=10 3-5 yr= 7 5-10 yr= 3 10+ yr= 0	High=10 Med=5 Low=0	Poor =10 Ave =5 Great =0	<2 yr=10 5 yr= 5 10 yr= 2 20 yr= 0	Priority	<\$10K=1 <\$100K=2 >100K=3	
Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Exterior Roofing	The elementary and LMC roof sections need replacement and are planned for 2024-2025.	The District should replace the roof sections as scheduled and consider an earlier replacement if funding is available.	8	6	8	0	22	3	\$115,000
Exterior Roofing	The office and high school hallway roof sections need replacement and are planned for 2024-2025.	The District should replace the roof sections as scheduled and consider an earlier replacement if funding is available.	8	6	8	0	22	3	\$125,000
Exterior Walls	There are rough panels over the large windows on the upper floors.	The District should replace with spandrel glass, insulated panels, or enclose the brick face as done in other areas.	7	5	10	0	22	3	\$85,000
Ceilings	Many acoustic ceiling tiles (ACT) are stained from roof, valve, and infiltration leaks.	The District should resolve the leak and replace the ceiling. Doing a spot or target tile replacement would provide a quick aesthetic improvement.	8	6	8	0	22	2	\$12,000




 Facility Improvement Measures School District of Mellen			Project Recommendation Priority Order						
			<2 yr=10 3-5 yr= 7 5-10 yr= 3 10+ yr= 0	High=10 Med=5 Low=0	Poor =10 Ave =5 Great =0	<2 yr=10 5 yr= 5 10 yr= 2 20 yr= 0	Priority	<\$10K=1 <\$100K=2 >100K=3	
Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Flooring	The small gym/cafeteria floor is deteriorated with rough edges. It is planned for replacement in 2026-2027.	The District should replace the wood floor as scheduled. The floor type will impact project costs. The District should consider replacement as part of a more extensive renovation.	8	6	8	0	22	2	\$15,000
HVAC Piping	There is missing and loose pipe/valve insulation.	The District should replace and repair missing and loose insulation.	7	5	5	5	22	1	\$1,000
Electrical Distribution	Access to the electrical panels is blocked.	The District should remove materials from the electrical panel areas and mechanical/electrical rooms to provide the required clearance around equipment.	5	10	7	0	22	1	\$1,000
Exterior Walls	There is deteriorating wood fascia and soffit on the south side of the building.	The District should paint or replace it with a finished standard-color metal.	9	3	9	0	21	1	\$2,800




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Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Flooring	The VCT flooring is worn and in need of replacement. Inconsistent floor covering replacements were made in the past.	The District should standardize vinyl tile, epoxy coating, and carpet square types and colors and replace worn or damaged flooring.	7	7	7	0	21	1	\$30,000
Stairs	Handrail openings are wider than a six-inch sphere and are not compliant.	The District should add guards, replace, or modify the handrails per code requirements.	5	8	8	0	21	2	\$28,000
Toilet Rooms	The District office restroom is beyond its expected useful life and is planned for renovation in 2028-2029.	The District should renovate the restroom surfaces and fixtures as scheduled.	7	6	8	0	21	1	\$12,000
Interior Other	The classrooms are cluttered with miscellaneous items.	The District should add cabinets or storage units as needed for proper storage and discard or recycle unused items.	7	6	8	0	21	2	\$15,000




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Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Site/Civil (General)	While the asphalt is in good condition, some areas have longitudinal and transverse cracks.	The District should crack clean and fill these cracks.	7	5	6	2	20	1	\$1,500
Site Landscaping	The building, turf, and hardscape transitions are in poor shape.	The District should install a permeable (traffic bond or gravel) edge transition between the building and turf, slope it away from the building, and cover it with crushed decorative granite.	5	5	9	1	20	1	\$8,000
Exterior Roofing	The roof decking under the membrane/ base needs work in several areas.	The District should increase the frequency of the roof replacement cycle and perform seasonal inspections and maintenance.	7	5	8	0	20	2	\$22,000
Exterior Walls	The big gym exterior walls need to be painted. They are planned for painting in 2024-2025.	The District should paint the gym exterior as scheduled.	8	4	8	0	20	1	\$7,500




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Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Exterior Walls	The lettering for the District office needs to be updated. It is planned for 2025-2026.	The District should update the lettering as scheduled.	8	4	8	0	20	1	\$5,000
Exterior Walls	The wall vent discharge hood is bent and rusted.	The District should repair and paint or replace the wall vent discharge hood.	8	5	7	0	20	1	\$300
Exterior Doors/ Windows	The wood window frames are stained.	The District should paint or remove the stains and finish.	6	5	9	0	20	2	\$18,000
Exterior Doors/ Windows	The boiler room windows are failed.	The District should replace it with a more durable frame and glazing.	6	5	9	0	20	2	\$18,000
Interior Doors	There are many stained and worn wood doors in the original building.	The District should refinish, paint, or replace.	8	5	7	0	20	2	\$18,000
Site Landscaping	Routine landscaping maintenance and replacement are needed.	The District should remove vegetation around building perimeters, fencing, hardscape surface edges, and utility supply areas. It should set slope standards per location and annually inspect and correct to standard.	7	3	7	2	19	1	\$5,000




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Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Exterior Doors/Windows	The exterior exit doors are faded, scratched, dented, and missing weatherstripping.	The District should inventory, prioritize, and schedule repairs or replacements.	8	3	8	0	19	2	\$35,000
Stairs	The handrails do not extend beyond the bottom or top stair risers.	The District should extend the handrails to the required length by code.	5	7	7	0	19	2	\$16,000
Site/Civil (General)	There is a cracked exit door landing and a concrete walk slab.	The District should replace the cracked walk slab. Much of the west side concrete will be replaced with the 2023 street project.	7	5	6	0	18	1	\$4,200
Site/Civil (General)	There is cracked concrete below the grade access door pad.	The District should patch or replace and consider labeling access to identify the access door's purpose.	7	5	6	0	18	1	\$4,200




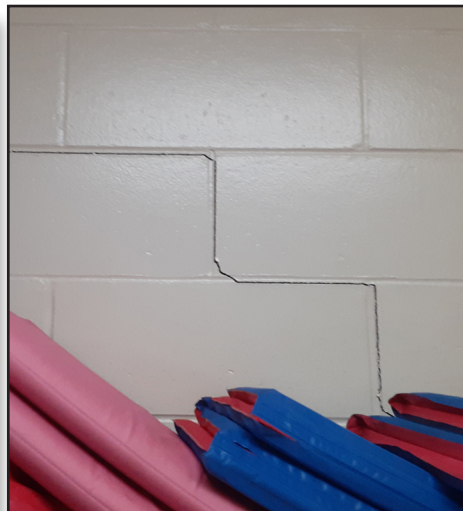
 Facility Improvement Measures School District of Mellen			Project Recommendation Priority Order						
			<2 yr=10 3-5 yr= 7 5-10 yr= 3 10+ yr= 0	High=10 Med=5 Low=0	Poor =10 Ave =5 Great =0	<2 yr=10 5 yr= 5 10 yr= 2 20 yr= 0	Priority	<\$10K=1 <\$100K=2 >100K=3	
Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Foundation	There is an open void under the foundation skirt on the north side of the original building.	The District should backfill with hydrostatic concrete to seal it from potential water/ice infiltration.	6	3	9	0	18	1	\$750
Exterior Roofing	Roof inspection, maintenance, and replacement are needed.	The District should inventory, schedule, and implement life cycle replacement for all roof sections, inspect seasonally, clean, and make corrections.	7	3	6	2	18	1	\$1,500
Exterior Roofing	The 1910 shingle plan is scheduled for roof replacement in 2027-2028.	The District should perform the roof replacement as scheduled and consider an earlier replacement if funding is available.	6	6	6	0	18	2	\$12,000
Exterior Walls	There is a stained stone facia on the west side of the building.	The District should clean and channel water flow to the drain system.	7	3	8	0	18	1	\$1,500




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Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Exterior Walls	There are stained brick walls in several areas.	The District should clean and channel water flow off of the walls.	7	3	8	0	18	1	\$1,000
Exterior Walls	There is a soiled decorative baluster balcony.	The District should clean and seal so all water and soil shed off the balcony.	7	3	8	0	18	1	\$1,000
Lighting	The LED lamp conversion from 2016 is aging. There are classrooms with minimal comfort and energy-saving controls and many overlit areas with fixtures covered to dim light.	The District should update lighting with LED fixtures, including dimming, daylight, and schedule controls. New wireless controls also offer this capability. The District should consider coordinating the lighting upgrades with the ceiling replacement.	4	4	5	5	18	3	\$110,000
Site Landscaping	There is invasive vegetation in the storage area.	The District should remove vegetation and treat it seasonally.	5	4	8	0	17	1	\$500



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Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Site Facilities	The playground fall areas require routine maintenance.	The District should maintain fall zone material every one to two years, remove decomposed material every five to seven years, and install edging or deep cut turf edge to retain the material in place.	6	6	5	0	17	1	\$2,500
Foundation	There are step cracks on the interior walls of the east addition.	The District should shore up the foundation to stabilize wall movements.	6	3	8	0	17	1	\$8,500
Ceilings	Many ACT tiles are bowed. CESA 10 suspects this is due to humidity.	The District should replace ceiling tiles after a standard has been set. It should consider doing it conjunction with the lighting control project.	6	5	6	0	17	2	\$38,000
Site Facilities	The bleachers are reaching the end of their useful life.	The District should plan for replacement in the next four to five years. The cost estimate is based on ADA-compliant aluminum bleachers.	5	5	6	0	16	2	\$12,000



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			<2 yr=10 3-5 yr= 7 5-10 yr= 3 10+ yr= 0	High=10 Med=5 Low=0	Poor =10 Ave =5 Great =0	<2 yr=10 5 yr= 5 10 yr= 2 20 yr= 0	Priority	<\$10K=1 <\$100K=2 >100K=3	
Building System	General Description	Recommendation	Useful Life	EHS Concern	Func. Cond.	ROI	Total Points	Proj. Cost	Cost Est.
Exterior Roofing	The big gym roof is scheduled for replacement in 2028-2029.	The District should replace the roof on schedule or consider an earlier replacement if funding is available.	5	6	5	0	16	3	\$135,000
Site/Civil (General)	Asphalt areas need routine maintenance and replacement.	The District should inspect, crack, clean, and fill annually. CESA 10 recommends crack cleaning, sealing, and repainting the asphalt every three to five years per condition. The District should inventory, schedule, and implement lifecycle replacement for all asphalt areas.	7	10	8	0	25	1	\$7,200
Site/Civil (General)	Concrete areas need routine maintenance and replacement.	The District should inspect and correct concrete deficiencies annually, reduce or eliminate hazards with hardscape improvements, and replace, patch, cut, grind, and mud jack as needed.	5	3	5	2	15	1	\$500
Site Facilities	There are dumpsters on the asphalt.	The District should install concrete pads for the dumpsters.	5	3	4	2	14	1	\$4,500
Exterior Roofing	The Tech Ed shop roof is scheduled for replacement in 2029-2030.	The District should replace the roof on schedule or consider an earlier replacement if funding is available.	4	6	4	0	14	3	\$110,000
Flooring	The main gym floor is in good shape.	The District should continue to deep clean and coat the floor.	3	3	3	2	11	1	\$1,800
Classroom Technology	Information technology upgrades are scheduled.	The District should continue with ongoing upgrades.	5	0	0	0	5	2	\$30,000

STRATEGIC PLAN

A strategic plan was created that breaks down projects over ten years. This is perfect for districts that want to create a Fund 46, pursue a referendum, or consider consolidation.

1-2 Year Plan	
Project	Cost Estimate
Install panic button	\$8,500
Construct a new gym that serves as a community emergency shelter	\$2,200,000
Replace public address system	\$20,000
Install isolated electric ground mount transformer	\$8,500
Perform routine exterior wall maintenance	\$8,500
Replace missing electrical covers	\$300
Repaint handicapped parking stalls	\$300
Remove corridor obstructions	\$500
Install door controls and alarms	\$20,000
Replace River Lot (north) and move the fence for additional parking	\$18,000
Replace metal roof flashing and anchor and seal roof edge	\$4,800
Replace roof above Door H	\$8,000
Install new water main supply	\$15,000
Install a secure entrance	\$70,000
Add security screens for all windows	\$12,500
Replace Room 112 windows	\$15,500
Improve bus/student drop-off at Fayette parking area (south)	\$75,000
Replace roofing (elementary, LMC, office, and high school hallway)	\$240,000
Clear access around electrical panels	\$1,000
Paint wood fascia and soffit	\$2,800
Paint big gym exterior walls	\$7,500
Perform routine landscaping maintenance	\$5,000
Perform routine roof inspection, maintenance, and replacement	\$1,500
Remove invasive vegetation	\$500
Perform routine asphalt maintenance	\$3,400
Perform routine concrete maintenance	\$500
Coat the main floor gym annually	\$1,800
Total	\$2,749,400

2-5 Year Plan	
Project	Cost Estimate
Replace the Science room countertop and plumbing	\$45,000
Repair or replace the 1910 cafeteria wall	\$28,000
Replace Rooms 107 and 111's glass block windows	\$15,000
Renovate second-floor restroom	\$75,000
Replace middle and high school lockers	\$42,000
Replace pneumatic valves and actuators	\$85,000
Update the Tech Ed dust collector	\$8,000
Replace stained ceiling tiles	\$12,000
Replace wood floor in small gym/cafeteria	\$15,000
Replace damaged VCT flooring	\$30,000
Renovate the District office restroom	\$12,000
Clean and fill asphalt cracks	\$1,500
Repair roof decking under membrane brace where needed	\$22,000
Update District office lettering	\$5,000
Replace boiler room windows	\$18,000
Replace cracked door landing and walkway slab	\$4,200
Repair the cracked concrete pad below the access door	\$4,200
Fill the foundation skirt void on the northside of the building	\$750
Replace 1910 roof shingles	\$12,000
Stain the stone facia on the west side of the building	\$1,500
Shore up the foundation on the east addition to stabilize wall movements	\$8,500
Replace bleachers	\$12,000
Replace the big gym roof	\$135,000
Install concrete pads for dumpsters	\$4,500
Total	\$596,150

5-10 Year Plan	
Project	Cost Estimate
Replace building-mounted lot lighting with LEDs	\$2,200
Replace wall packs with LEDs	\$9,800
Enclose and secure gas valve	\$500
Repair failed waterproofing, flashing, and lintels	\$250,000
Replace failed bricks and tuckpoint mortar	\$355,000
Remove pneumatic compressor in boiler room	\$100
Close and secure roof security fence	\$500
Replace stage backdrop	\$15,000
Renovate kitchen freezer/storage area	\$16,000
Repair north side fencing	\$1,200
Replace fencing around DX condenser units	\$750
Replace unit ventilators	\$150,000
Upgrade fire panel	\$120,000
Repair outdoor court fencing	\$5,500
Replace rough panels over large windows	\$85,000
Repair loose and missing pipe insulation	\$1,000
Fix handrail openings	\$28,000
Remove classroom clutter	\$15,000
Install edge transitions between the building and turf	\$8,000
Repair wall vent discharge hood	\$300
Paint or remove stained wood window frames	\$18,000
Paint or replace stained wood doors	\$18,000
Replace exterior exit doors	\$35,000
Extend handrails to required code length	\$16,000
Clean stained bricks and channel flow to off the walls	\$1,000
Seal and seal baluster balcony	\$1,000
Update lighting with new LED fixtures	\$110,000
Maintain playground fall areas	\$2,500
Replace acoustic ceiling tiles	\$38,000
Replace Tech Ed shop roof	\$110,000
Continue with ongoing IT upgrades	\$30,000
Total	\$1,443,350

SUMMARY

CESA 10 audited the School District of Mellen in the summer of 2023. The educational facilities are well maintained, and District leadership and facility staff should be commended on how the school is run, maintained, and managed.

The recommendations included in this report will assist the District over the next ten years in conserving energy, reducing operating and maintenance costs, and improving occupant comfort and safety where applicable. The District can achieve a safer and more effective learning environment by prioritizing projects that need to occur and determining both a short and long-term facility plan that aligns with the goals and budget of the District.

Any questions about this report can be directed to John Berget at jwberget@cesa10.k12.wi.us or 715-720-2196.

