

## PROJECT APPROVAL REQUEST

1. **Project Name:** Great Hall and Office Gutters and Downspouts Replacement
2. **The Person or Persons and Committee Proposing the Project:**

- a. Operations Manager

3. **The Project's Description/Scope Including:**

- a. **Narrative description of the project.**

The current inspections of the existing gutters on the Great Hall and Offices show the gutters are completely clogged and not draining. Rainwater is continuing to overflow and run over the front and rear of the existing gutters, causing damage to the building facias and entrance deck boards. The step roof pitch and lack of tie-off rings create a servicing liability for clean-out. The existing gutters are detaching away from the framing structure in numerous locations, as noted in the inspection pictures. Recommend having all existing gutters and downspouts replaced with new Leaf Guard gutters and downspouts to improve water run-off and to preserve the building.

- b. **The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.**

The project aims to improve the longevity and investment of the great hall building, allowing the rainwater/element debris to properly drain and carry water away from the building. The new Rain Guard system will include two-year endcap warranty, replace up to 20' of fascia board as needed, lifetime no clog warranty, lifetime no pull away-detachment warranty, lifetime paint finish warranty, 2-year performance warranty and 100% labor discount.

- c. **Description, drawings and sketches as necessary to understand the project.**

1. Removal of old gutter system and downspouts, free haul away.
2. Installation of new Leaf Gutter system, including installation of new coal gray oversized 3x4 downspouts, coal gray big mouth adapters, coal gray drain mouth adapters, drain tile adapter and new downspout drop-in.
3. New Leaf Guard downspouts will have built-in clean out access on every downspout for easy maintenance.
4. The Leaf Guard coal gray color will closely match the existing gutter and downspout color on the building.

- d. **The approximate cost for the project and the basis and assumptions for that cost estimate.**

It is estimated that the total cost of this project will not exceed \$8,500. \$8,000.00 has already been included and approved in the 2025 LLCC budget.

- e. **A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants or be carried out by a combination of in-house and outside resources.**

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This project will be managed by the Operations Manager, but the work will be contracted.

**f. An approximate schedule, including any time constraints regarding project activities or completion dates.**

Work will commence between January and February with an anticipated completion date of 2-Days. During this time, there will be open accessibility for all into the great hall, offices, crow's nest and Inn.

**4. The budget status of the project.**

The BOD authorized funding for this project is (\$8,000.00), which is included in the FY 2025 LLCC baseline budget. This project will create a \$ 500.00 variance increase to the approved baseline budget.

**5. Any additional issues the board may need to consider, including foreseeable project risks or liabilities.**

The use of the Great Hall is available for use otherwise until the work is completed.

**6. The proposed project manager.**

The Operations Manager will manage this project.

**7. Evidence of coordination with appropriate staff departments and management.**

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*Presented and approved at 1-18-25 Board Meeting*

*Motion was presented to increase budget to \$8,500 and approve this PAR.*

*Passed by the Board at Board Meeting in Open Session*