

# **Barbour County Schools**

## **Comprehensive Educational Facilities Plan**

**2010-2020**

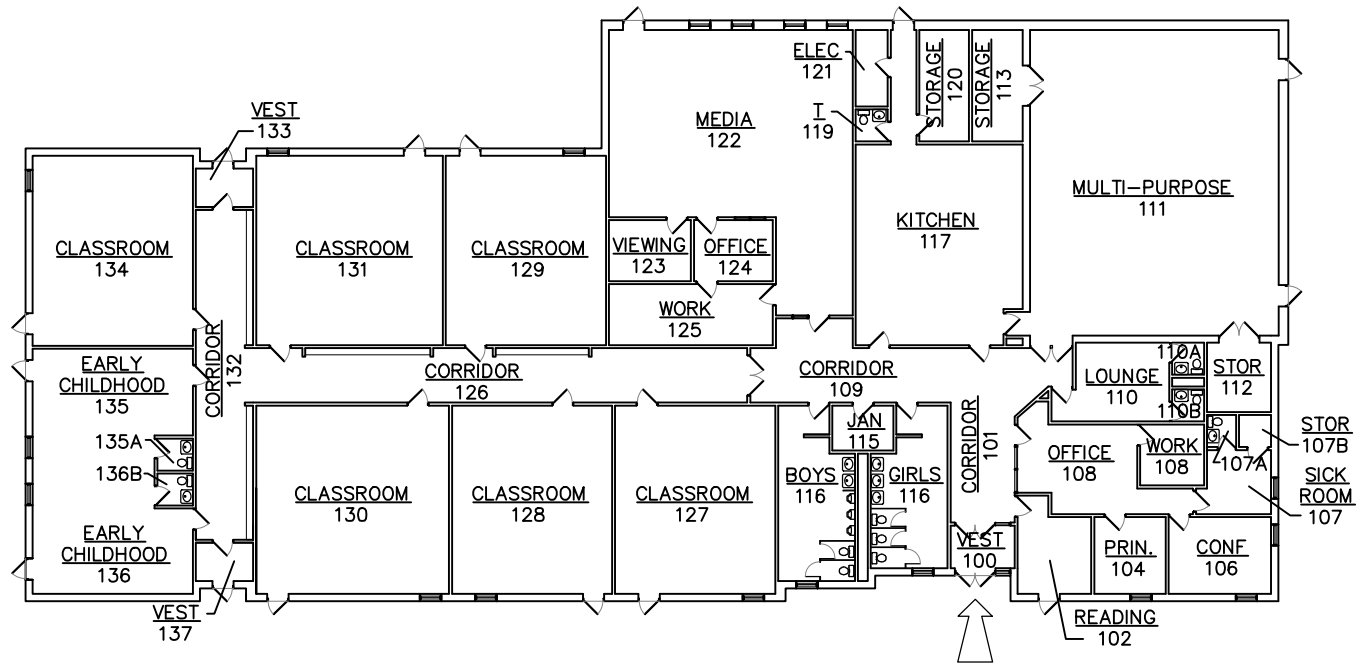
### **Mount Vernon Elementary School Grades PK – 5**

# Mount Vernon Elementary School





**Mount Vernon Elementary School**



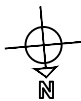
FIRST FLOOR

MOUNT VERNON ELEMENTARY SCHOOL

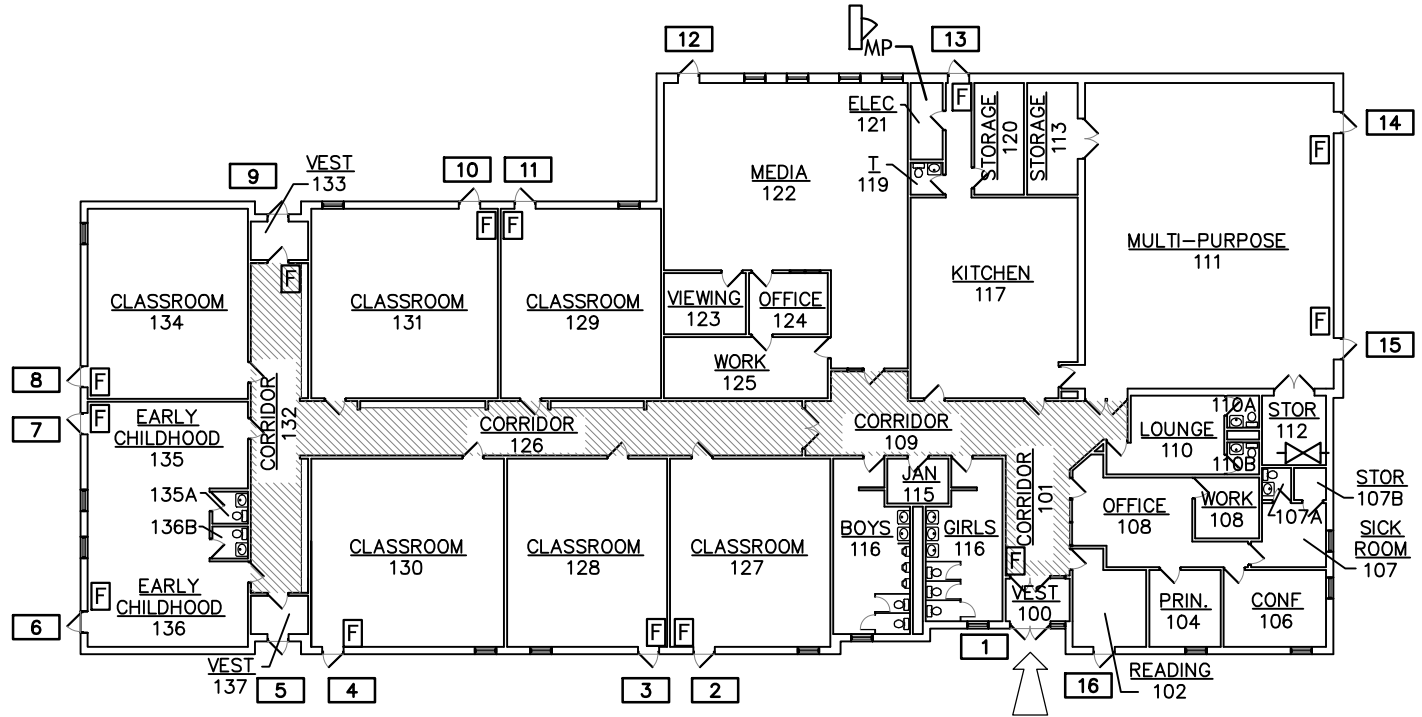
SCHOOL TOTAL 15,903 SQ. FT.



SCALE : 1" = 30'

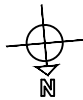


SYMBOL LEGEND	
SYMBOL	
F	FIRE ALARM PULL STATION
FS	MAIN SPRINKLER SHUTOFF
⊗	MAIN WATER SHUTOFF
MP	MAIN ELECTRIC DISTRIBUTION



FIRST FLOOR

MOUNT VERNON ELEMENTARY SCHOOL  
SCHOOL ACCESS SAFETY PLAN



SCALE : 1" = 30'

SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA  
FACILITY GENERAL INFORMATION WORKSHEET

**Facility ID#:** 02-203 **County:** Barbour  
**Facility Name:** Mount Vernon Elementary School **Date:** 7/10/2009

	<u>Year of Construction</u>
<b>Original Square Feet</b>	15,903
Addition One:	
Addition Two:	
Addition Three:	
Addition Four:	
Addition Five:	
Addition Six:	
Addition Seven:	
<b>Total Sq. Feet:</b>	15,903

**ENERGY INDEXES:**

(List below the total amount of each fuel source used by this facility for one year)

Electric	187,440	Kilowatts	
Natural Gas		MCF (List only mcf or decotherms)	
Natural Gas		Decootherms (List only mcf or decotherms)	
Coal		Tons	
#2 Fuel Oil		Gallons	
Propane		Pounds	
Used Oil		Gallons	
Wood Chips		Tons	
Other (specify)		Amount:	_____ Units _____

SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA

SITE EVALUATION WORKSHEET

(Complete just one form for each site)

Facility ID#: 02-203 County: Barbour

Facility Name: Mount Vernon Elementary School

**SITE:**

     City    X Rural                      Actual Acres:        5                Usable Acres:        5      
Site adequate for eXpansion:    X Yes                           No  
Are public parks/areas adjacent:         Yes                      X No  
     % site out of flood plain                      100 % site in flood plain  
Overall Site Condition:        3    

**DRAINAGE:**

Overall Drainage Condition:        3    

**PARKING:**

Paved Parking:         SF                      Unpaved Parking:    8,000 SF  
Parking adequately lit:         Yes                           No  
Adequacy of Parking:        3      
Overall Parking Condition:        2    

**BUS LOADING:**

Bus Loading Adequate:    X Yes                           No  
Overall Bus Loading Condition:        3    

**ACCESS ROADS:**

Adequacy of On-Site Access Roads:        2      
Adequacy of Off-Site Access Roads:        3      
Overall Access Road Condition:        2    

**PLAYFIELDS/PLAYCOURTS:**

Adequacy of Playfields                          3      
Adequacy of Playcourts:                          3      
Overall Playfield/Playcourts Condition:        3    

**SITE UTILITIES:**

**Electrical Services:**

    3     Phase                      208/120 Voltage                      1,060 Amps  
Electric Utility Company:    Allegheny Power Co.  
Main Service Feed into Building:         Underground                      X Overhead  
Overall Electrical Service Condition:        3

**Water Sources:**

Public                       Well                      Water Line Size:   2   inches  
Water Utility Company: Taylor County PSD  
Overall Water Source Condition:   3  

**Sewage Systems:**

Public                       Septic                      Other (Specify): Package Plant  
Overall Sewage System Condition:   3



**SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA  
BUILDING COMPONENT EVALUATION WORKSHEET**

(Complete an individual form for each building addition or homogenous area of the building)

Facility ID#: 02-203  
Facility Name: Mount Vernon Elementary  
Square Feet of Building: 15,903

County: Barbour  
Date: 7/10/2009  
Year Constructed: 1980

**BUILDING STRUCTURES:**

Load Bearing Masonry  
Overall Building Structure Condition: 3

**FLOOR STRUCTURES:**

Slab on Grade  
Overall Floor Structure Condition: 3

Floor Area Square Feet: 15,903

**ROOF:**

**Roof Structure:**

Steel Joists  
Overall Roof Structure Condition: 3

**Roof Coverings:**

	Sq. Feet	Yr. Installed	Condition
<input checked="" type="checkbox"/> Membrane, Ballasted	<u>15,903</u>	<u>1980</u>	<u>1</u>

**WALL FINISHES:**

Masonry  
Overall Wall Finishes Condition: 3

	Sq. Feet	Condition
<input checked="" type="checkbox"/> Masonry	<u>25,830</u>	<u>3</u>

**CEILING FINISHES:**

Acoustical Tile  
Overall Ceiling Finishes Condition: 2

	Square Feet	Condition
<input checked="" type="checkbox"/> Acoustical Tile	<u>15,903</u>	<u>2</u>

**FLOOR FINISHES:**

Vinyl Composition Tile  
 Carpet  
Overall Floor Finishes Condition: 2

	Square Feet	Condition
<input checked="" type="checkbox"/> Vinyl Composition Tile	<u>9,545</u>	<u>3</u>
<input checked="" type="checkbox"/> Carpet	<u>6,358</u>	<u>2</u>

**DOORS:**

**EXterior Doors:**

Aluminum, EXterior  
EXterior Doors Remarks:  
**One is double door. Need new door hardware.**  
Overall EXterior Doors Condition: 2

	Number	Condition
<input checked="" type="checkbox"/> Aluminum, EXterior	<u>16</u>	<u>3</u>

**Interior Doors:** Aluminum, Interior

Number

4

Condition

3 Solid Core Wood603Overall Interior Doors Condition: 3**WINDOWS****FiXed Windows:**

Number

22

Energy Efficient

Yes

Year Installed

1980 Aluminum Frame, FiXedOverall FiXed Windows Condition: 3**AIR HANDLING UNITS:**

Number

8 Roof TypeOverall Air Handling Units Condition: 1**INTERIOR VENTILATION TYPE:** CentralOverall Interior Ventilation Condition: 1**AIR HANDLING HEAT SYSTEMS:**

Number

4 Cabinet, Fan CoilOverall Air Handling Heat Systems Condition: 3**HEATING/COOLING UNITS:**

Number

8 Heat Pumps, StandardOverall Heating/Cooling Unit Condition: 1**ELECTRICAL:****Lighting FiXtures**

Number

 Florescent FiXtures184 Incandescent FiXtures5Overall Lighting FiXtures Condition: 3**Fire Alarm Systems:**Manufacturer: Spetronics

Number

 Smoke Detectors12 Heat Detectors7 Pull Stations16Overall Fire Alarm System Condition: 2**Power/Receptacle System:**Overall Power/Receptacle Condition: 2

**TECHNOLOGY INFRASTRUCTURE:**

	Condition
<u>  X  </u> Sufficient Electrical Capacity	<u>  3  </u>
<u>  X  </u> Power Receptacles Availability	<u>  3  </u>
<u>  X  </u> Technology Electrical Wiring	<u>  3  </u>
<u>  X  </u> Technology Delivery Systems	<u>  2  </u>
<u>    </u> ID Network Type (if available)	<u>    </u>
<u>  X  </u> Inventory Records of Hardware	<u>  2  </u>
Overall Technology Infrastructure Condition	<u>  3  </u>

**TECHNOLOGY ASSESSMENT:**

	Condition
<u>  X  </u> Teacher Training	<u>  4  </u>
<u>  X  </u> Software Use	<u>  3  </u>
<u>  X  </u> Purchasing Practices	<u>  3  </u>
<u>  X  </u> Network Administration	<u>  1  </u>
<u>  X  </u> Certified Network Engineer	<u>  1  </u>
<u>  X  </u> Inventory Records	<u>  2  </u>
Overall Technology Assessment Condition	<u>  2  </u>

**SCHOOL ACCESS SAFETY AUDIT**

Evaluate the effectiveness of the following School Access Safety Plan components.

	Condition
<u>  X  </u> Planning	<u>  4  </u>
<u>  X  </u> Deterrence	<u>  4  </u>
<u>  X  </u> Detection	<u>  4  </u>
<u>  X  </u> Delay	<u>  4  </u>
<u>  X  </u> Communication	<u>  4  </u>
<u>  X  </u> Evacuation	<u>  4  </u>
<u>  X  </u> Bullying	<u>  4  </u>
Overall Safety Audit Condition	<u>  4  </u>

## BUILDING IMPROVEMENT COST SUMMARY

School: Mount Vernon Elementary School

Description	Priority	Anticipated Completion Date	Total Cost	Anticipated Funding Source
<b>Site Improvements</b>				
Drainage	2	2015-2016	\$42,000.00	Local
Parking	2	2015-2016	\$108,000.00	Local
<b>New Construction</b>				
<b>Renovations/Additions (List each separately)</b>				
Exterior Renovations	2	2015-2016	\$201,769.50	Local/SBA
Interior Renovations	1/2	2015-2016	\$1,208,991.75	Local/SBA
Safe Entrance	1	2015	\$32,000.00	Local/SBA
<b>Technology</b>				
Technology	1	2015	\$63,612.00	Local/SBA
<b>Others (Describe)</b>				
Sprinkler System	1	2015	\$51,684.75	Local/SBA
			\$1,708,058.00	
Contingency @ 10.00% addition / renovation			\$170,805.80	
A&E Fees @ 8.50% on \$1,708,058.00			\$145,184.93	
Project Management @ on \$1,708,058.00				
Survey, geotechnical, contingency and other			\$8,000.00	
Total Improvement Cost			\$2,032,048.73	

### SUMMARY OF FUNDING SOURCES

Local	\$1,532,048.73
Local Bond	
Local Levy	
SBA Needs	
SBA MIP	\$500,000.00
Other (Describe)	

**SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA  
FACILITIES SPACES EVALUATION – EARLY CHILDHOOD/PRIMARY**

School ID#: 02-203 County: Barbour  
 School Name: Mount Vernon Elementary

Note: Difference = No. of existing rooms - (minus) No. of Required spaces.

1. ADMINISTRATION: Exist. spaces 7 Reqd. spaces 6 Difference ± 1

Size: 1      2      3 X 4      5       
 Condition: 1      2      3 X 4      5       
 Remarks:

2. STUDENT SERVICES: Exist. spaces 1 Reqd. spaces 2 Difference ± -1

Size: 1      2      3 X 4      5       
 Condition: 1      2      3 X 4      5       
 Remarks:

3. PreKINDERGARTEN: Exist. spaces 0 Reqd. spaces 0 Difference ± 0

Size: 1      2      3      4      5       
 Condition: 1      2      3      4      5       
 Remarks:

4. KINDERGARTEN: Exist. spaces 1 Reqd. spaces 2 Difference ± -1

Size: 1      2      3 X 4      5       
 Condition: 1      2      3 X 4      5       
 Remarks:

5. PRIMARY: Exist. spaces 5 Reqd. spaces 8 Difference ± -3

Size: 1      2      3 X 4      5       
 Condition: 1      2      3 X 4      5       
 Remarks:

6. ITINERANT SPACES: Exist. spaces        Reqd. spaces   0   Difference ±   0    
 Size: 1    2    3    4    5     
 Condition: 1    2    3    4    5     
 Remarks:

7. MEDIA CENTER: Exist. spaces   1   Reqd. spaces   1   Difference ±   0    
 Size: 1    2    3   X   4    5     
 Condition: 1    2    3   X   4    5     
 Remarks:

8. SPECIAL EDUCATION: Exist. spaces   0   Reqd. spaces   0   Difference ±   0    
 Size: 1    2    3    4    5     
 Condition: 1    2    3    4    5     
 Remarks:

9. MUSIC: Exist. spaces   0   Reqd. spaces   1   Difference ±   -1    
 Size: 1    2    3    4    5     
 Condition: 1    2    3    4    5     
 Remarks: Shared space with Middle School

10. ART: Exist. spaces   0   Reqd. spaces   1   Difference ±   -1    
 Size: 1    2    3    4    5     
 Condition: 1    2    3    4    5     
 Remarks:

11. COMPUTER LAB: Exist. spaces   0   Reqd. spaces   1   Difference ±   -1    
 Size: 1    2    3    4    5     
 Condition: 1    2    3    4    5     
 Remarks:

12. MULTI-PURPOSE:	Exist. spaces	<u>1</u>	Reqd. spaces	<u>1</u>	Difference ±	<u>0</u>
A. Activities						
Size:	1 <u>   </u>	2 <u>   </u>	3 <u>X</u>	4 <u>   </u>	5 <u>   </u>	
Condition:	1 <u>   </u>	2 <u>   </u>	3 <u>X</u>	4 <u>   </u>	5 <u>   </u>	
Remarks:						
B. Dining						
Size:	1 <u>   </u>	2 <u>   </u>	3 <u>X</u>	4 <u>   </u>	5 <u>   </u>	
Condition:	1 <u>   </u>	2 <u>   </u>	3 <u>X</u>	4 <u>   </u>	5 <u>   </u>	
Remarks:						
13. SEPARATE DINING:	Exist. spaces	<u>0</u>	Reqd. spaces	<u>0</u>	Difference ±	<u>0</u>
Size:	1 <u>   </u>	2 <u>   </u>	3 <u>   </u>	4 <u>   </u>	5 <u>   </u>	
Condition:	1 <u>   </u>	2 <u>   </u>	3 <u>   </u>	4 <u>   </u>	5 <u>   </u>	
Remarks:						
14. KITCHEN:	Exist. spaces	<u>1</u>	Reqd. spaces	<u>1</u>	Difference ±	<u>0</u>
Size:	1 <u>   </u>	2 <u>   </u>	3 <u>   </u>	4 <u>   </u>	5 <u>   </u>	
Condition:	1 <u>   </u>	2 <u>   </u>	3 <u>   </u>	4 <u>   </u>	5 <u>   </u>	
Remarks:						
15. STAFF/FACULTY:	Exist. spaces	<u>1</u>	Reqd. spaces	<u>1</u>	Difference ±	<u>0</u>
Size:	1 <u>   </u>	2 <u>   </u>	3 <u>X</u>	4 <u>   </u>	5 <u>   </u>	
Condition:	1 <u>   </u>	2 <u>   </u>	3 <u>X</u>	4 <u>   </u>	5 <u>   </u>	
Remarks:						
16. TOILETS:	Exist. spaces	<u>8</u>	Reqd. spaces	<u>15</u>	Difference ±	<u>-7</u>
Size:	1 <u>   </u>	2 <u>   </u>	3 <u>X</u>	4 <u>   </u>	5 <u>   </u>	
FIXTURES:	Exist. fixtrs.	<u>   </u>	Reqd. fixtrs.	<u>   </u>	Difference ±	<u>   </u>
Condition:	1 <u>   </u>	2 <u>   </u>	3 <u>X</u>	4 <u>   </u>	5 <u>   </u>	
Remarks:						

17. STORAGE GENERAL: Exist. spaces 1 Reqd. spaces 3 Difference ± -2

Size: 1      2 X 3      4      5     

Condition: 1      2      3 X 4      5     

Remarks:

18. STORAGE INSTR.: Exist. spaces 3 Reqd. spaces 9 Difference ± -6

Size: 1      2 X 3      4      5     

Condition: 1      2      3 X 4      5     

Remarks:

19. CUSTODIAL: Exist. spaces 1 Reqd. spaces 4 Difference ± -3

Size: 1      2      3 X 4      5     

Condition: 1      2      3 X 4      5     

Remarks:

20. TECHNOLOGY CLOSETS: Exist. spaces 0 Reqd. spaces 0 Difference ± 0

Size: 1      2      3      4      5     

Condition: 1      2      3      4      5     

Remarks:

21. OTHER SPACES: Exist. spaces 0 Reqd. spaces 0 Difference ± 0

Size: 1      2      3      4      5     

Condition: 1      2      3      4      5     

Remarks:

22. ADEQUACY / CONDITION OF FURNISHINGS AND EQUIPMENT:

Condition: 1      2      3 X 4      5     

Remarks:

23. ECONOMIES OF SCALE: 1      2      3      4      5 X

(Refer to Handbook - 100.0142 G)



24. BLDG UTILIZATION, (U): 45%      1 X      2          3          4          5    

$$\text{Building Utilization} = 100 \times \frac{\text{Current Enrollment}}{\text{Number of Existing Classrooms} \times 25} = \frac{78}{175}$$

Building Utilization = 44.57%

Number of classrooms used for exceptionality education 0

<u>*Below 60</u>	<u>61-70</u>	<u>71-80</u>	<u>81-85</u>	<u>Greater than 85</u>
1 = Inadequate	2= Below Average	3= Average	4= Above Average	5 = Excellent

\*Building utilizations in the range of 80% - 90% are recommended. However, programmatic offerings must be considered and the building capacity may be reduced as programmatic offerings are factored into the utilization calculation.

## SCHOOL IMPROVEMENT COST SUMMARY

*(Based on deficiencies identified during the evaluation of existing facilities)*

### EARLY CHILDHOOD/PRIMARY

SCHOOL NAME / USE	Mt. Vernon Elementary School
COUNTY	Barbour
DESIGN CAPACITY ENROLLMENT	165

#### IMPROVEMENT

Item	Unit	Quantity	Unit Cost	Item Cost	Remarks
<b>1. SITE WORK</b>					
Land Acquisition	Acres			\$0.00	
Excavation/Grade	Lump			\$0.00	
Drainage	LF	1,200	\$35.00	\$42,000.00	
Walks (6 ft. wide)	SF		\$4.50	\$0.00	
Parking	SF	12,000	\$9.00	\$108,000.00	
Bus Loading	SF			\$0.00	
Roads	SF			\$0.00	
Playing Fields	SF			\$0.00	
Other				\$0.00	
Other				\$0.00	
Other				\$0.00	
	Subtotal			\$150,000.00	
<b>2. RENOVATIONS, EXTERIOR</b>					
Wall Structure	SF			\$0.00	
Floor Structure	SF			\$0.00	
Roof Structure	SF			\$0.00	
Wall Facing	SF			\$0.00	
Windows	Each	22	\$1,200.00	\$26,400.00	
Doors/Frames	Each	16	\$2,000.00	\$32,000.00	
Roofing	LS	15,903	\$6.50	\$103,369.50	
Coping/Parapet	LF			\$5,500.00	
Painting	SF			\$0.00	
Masonry clean,repair,seal	SF		\$10.00	\$0.00	
Masonry Pointing	LS			\$9,500.00	
Fascia & Soffit	LS			\$25,000.00	
	Subtotal			\$201,769.50	

3. RENOVATIONS, INTERIOR

Floor Covering	SF	15,903	\$5.00	\$79,515.00	
Patch & Painting	SF	15,903	\$2.25	\$35,781.75	
Ceiling Finish	SF	15,903	\$4.50	\$71,563.50	
Plumbing	SF	15,903	\$12.50	\$198,787.50	
Heating/Ventilating	SF	15,903	\$15.00	\$238,545.00	
Air Conditioning	SF	15,903	\$11.00	\$174,933.00	
Lighting	SF	15,903	\$5.50	\$87,466.50	
Wiring	SF	15,903	\$12.00	\$190,836.00	
Fire Alarm/Security	SF	15,903	\$2.00	\$31,806.00	
Communication System	SF	15,903	\$2.50	\$39,757.50	
Technology	SF	15,903	\$4.00	\$63,612.00	
Interior Doors	Each		\$650.00	\$0.00	
Plaster Repair	SF		\$15.00	\$0.00	
Restrooms	LS			\$60,000.00	
Safe Entrance				\$32,000.00	
Subtotal				\$1,304,603.75	

4. BUILDING ADDITIONS INCLUDING FURNITURE, FURNISHINGS & EQUIPMENT

Administration	SF			\$0.00	
Sudent Services	SF			\$0.00	
Kindergarten	SF			\$0.00	
Primary	SF			\$0.00	
Media Center	SF			\$0.00	
Special Education	SF			\$0.00	
Music	SF			\$0.00	
Art	SF			\$0.00	
Computer Lab	SF			\$0.00	
Multi-Purpose	SF			\$0.00	
Kitchen	SF			\$0.00	
Staff / Faculty	SF			\$0.00	
Toilets / Fixtures	SF			\$0.00	
Storage General	SF			\$0.00	
Storage Instructional	SF			\$0.00	
Custodial	SF			\$0.00	
Gymnasium					
Corridor(classrooms)	SF			\$0.00	
Other				\$0.00	
Circulation	@30%				
Subtotal				\$0.00	

5. SPECIAL CONSTRUCTION

Elevator	Each			\$0.00
Sprinkler System	SF	15,903	\$3.25	\$51,684.75
Kitchen Equipment	All			\$0.00
Waste Treatment	Each			\$0.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Subtotal				\$51,684.75

6. OTHER SPECIAL COSTS

				\$0.00
				\$0.00
				\$0.00
Subtotal				\$0.00

**TOTAL CONSTRUCTION COST(1.thru 6.)**

**\$1,708,058.00**

7. ARCHITECTURAL / ENGINEERING FEES

New Construction		0.00%		\$0.00
Renovations		8.50%		\$145,184.93
Subtotal				\$145,184.93

8. MISCELLANEOUS

Survey	Each			\$5,000.00
Soil Inv.	Each			\$3,000.00
Other				\$0.00
Other				\$0.00
Other				\$0.00
Subtotal				\$8,000.00

9. CONTINGENCIES

New Construction		5.00%		\$0.00
Renovations		10.00%		\$170,805.80
Subtotal				\$170,805.80

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GRAND TOTAL PROJECT COST

\$2,032,048.73

Additional Land Acres  
Improved to Bring to  
State Standard Acres

\$0.00

\$0.00

\$0.00

\$0.00

Design /  
Capacity

\$/Student

Amount

Cost to Build a New School / No  
Land

78

\$33,744.00

\$2,632,032.00

Ratio - Cost to Improve The  
Building / Cost of New Building

0.77

**BUILDING PROGRAM UTILIZATION WORKSHEET**

County: **Barbour**      School: **Mt. Vernon Elementary School**      Current Enrollment: **78**

<b>Number Classrooms Types</b>	<b>Maximum Pupils / Class Type</b>	<b>Total Program Capacity</b>
1 Pre-Kindergarten Classrooms	20	20
1 Kindergarten Classrooms	20	20
5 General Purpose Classrooms	25	125
<b>Totals:</b>		<u>165</u>

Program Utilization =  $\frac{78}{\text{Current Enrollment}}$  divided by  $\frac{165}{\text{Total Program Capacity}}$  = 47%

**PROGRAM UTILIZATION = 47%      Desireable Program Capacity = 85%**

Instructions for Calculating Building Program Utilization

Elementary School - Calculate the number and type of classrooms using the maximum program capacity for each regular or special classroom. Assume for example - that all students are seated in a first period block without pullout programs. Do not include library/media, cafeteria, itinerant spaces, resource rooms, or optional academic classrooms such as art, music and computer labs that act as pullout programs to support the core curriculum.

Secondary School - Middle/Junior High School programs where various schedules exist, calculate the number and type of classrooms using the maximum program capacity for each regular or special classroom. Assume for example, that all students are seated in a first period block and exclude library/media, commons or any space that cannot be used for other course offerings in the daily capacity of each facility. The maximum capacity for instructional spaces for specialty classrooms is counted once. A specialty classroom may be available throughout the school day but due to its specialized design or equipment it is rendered impractical to use for other instructional purposes.

Mount Vernon Elementary School

Standard	Met	Not Met	Rational for Improvement	Cost to Meet Standard
1. Cabling complies with all applicable IEEE, EIA/TIA Standards	X			
2. Cabling complies with applicable state and local fire and building codes	X			
3. Cabling documents on hand includes schematics, cable lengths, equipment locations and certifications	X			
4. Cable trays, wire guides and supports provided and properly installed		X	None exist.	\$3,181.00
5. Cabling enclosed and protected where accessible	X			
6. Cabling is uniform and clearly labeled at distribution frames, electronics and work stations.	X			
7. Adequate electrical circuities with isolated ground provided for all electronic equipment	X			
8. All exterior, non-fiber cable includes shielding and lightning arresters at building penetrations	n/a			

**Network Subtotal**

<p><b>Distance Learning</b>                      Is distance learning utilized in this facility? <b>No</b>                      9. Yes                       10. If no, equipment needed and cost</p>			No need anticipated.	
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**Distance Learning Subtotal**

**GRAND TOTAL ALL TECHNOLOGY**

**\$3,181.00**

(Use back of Form of Additional Sheets, if necessary)