



# FACILITY CONDITION ASSESSMENT WORKSHEET

|             |      |
|-------------|------|
| Prepared by | Date |
|-------------|------|

| Organization | Address | County | Landlord/Lease | Sq. Ft. of Facility | Sq. Ft. Occupied | Date Built |
|--------------|---------|--------|----------------|---------------------|------------------|------------|
|              |         |        |                |                     |                  |            |

| Contact | Parcel Number | Permit Auth. | Tax I.D. Number | Site Plan? | Floor Plan? | # Acres |
|---------|---------------|--------------|-----------------|------------|-------------|---------|
|         |               |              |                 |            |             |         |

| Parking Lot                | Comments | Status |
|----------------------------|----------|--------|
| Pavement Condition         |          |        |
| Adequate Number of Spaces  |          |        |
| Handicapped Spaces/Signage |          |        |
| Other Signage              |          |        |
| Grating & Curbs            |          |        |
| Painted Stalls             |          |        |
| Adequate Lighting          |          |        |
| Parking Lot                |          |        |
| Walkway                    |          |        |
| Security Controls          |          |        |
| Controlled Access          |          |        |
| Cameras                    |          |        |
| Misc. Other                |          |        |
|                            |          |        |
|                            |          |        |
|                            |          |        |
|                            |          |        |
|                            |          |        |

| Landscaping                | Comments | Status |
|----------------------------|----------|--------|
| Sidewalks & Curbs          |          |        |
| Benches/ Seating           |          |        |
| Yards/Plaza/Courts         |          |        |
| Outdoor Railings           |          |        |
| Transportation Signs       |          |        |
| Irrigation                 |          |        |
| Signage                    |          |        |
| Rain Drains/Grates         |          |        |
| Misc. Other                |          |        |
|                            |          |        |
|                            |          |        |
| Exterior Façade            | Comments | Status |
| Entrance, Walk &/or Stairs |          |        |
| Handicap Entrance?         |          |        |
| Entrance Doors             |          |        |
| Storefronts                |          |        |
| Building Signage/Numerals  |          |        |
| Painting                   |          |        |
| Brickwork                  |          |        |
| Metal Condition            |          |        |
| Overhangs and Cornices     |          |        |
| Windows                    |          |        |
| Caulking                   |          |        |
| Frame and Wall Joints      |          |        |
| Coping                     |          |        |
| Tuckpointing               |          |        |
| Parapet Walls              |          |        |
| Loading Dock Doors         |          |        |
| Fire Service Connections   |          |        |
|                            |          |        |
|                            |          |        |
|                            |          |        |
|                            |          |        |



| Floor Finishes                             | Comments | Status |
|--------------------------------------------|----------|--------|
| Carpet - Broadloom/Modular                 |          |        |
| Vinyl Tile                                 |          |        |
| Walk-Off Mats                              |          |        |
| Ceramic                                    |          |        |
| Stone - Marble, Granite                    |          |        |
| Wood                                       |          |        |
| Concrete                                   |          |        |
| Decking                                    |          |        |
| Base                                       |          |        |
|                                            |          |        |
|                                            |          |        |
| Interior Wall Finishes                     | Comments | Status |
| Wallcovering                               |          |        |
| Paint                                      |          |        |
| Paint Labels/Adequate Stock of Paint       |          |        |
|                                            |          |        |
|                                            |          |        |
|                                            |          |        |
| Interior Ceiling                           | Comments | Status |
| Type of Finish                             |          |        |
| Broken/Damaged Acoustical Tile/Grid        |          |        |
| Evidence of Leaks - Indicate on Floor Plan |          |        |
| Grime at HVAC Diffusers                    |          |        |
|                                            |          |        |
|                                            |          |        |
|                                            |          |        |
| Windows                                    | Comments | Status |
| Type of Windows                            |          |        |
| Energy Efficiency                          |          |        |
| Type of Window Treatments                  |          |        |
| Condition of Window Treatments             |          |        |
|                                            |          |        |
|                                            |          |        |

| Doors and Hardware                                    | Comments | Status |
|-------------------------------------------------------|----------|--------|
| Type of Doors                                         |          |        |
| Condition of Doors                                    |          |        |
| Hardware                                              |          |        |
| Card Readers, etc.                                    |          |        |
|                                                       |          |        |
| Interior Lighting                                     | Comments | Status |
| Types                                                 |          |        |
| Adequate Lighting Throughout                          |          |        |
| Energy Efficiency - T8                                |          |        |
| Motion Detectors                                      |          |        |
| Emergency Lighting - battery/generator                |          |        |
| Exit Lighting                                         |          |        |
|                                                       |          |        |
|                                                       |          |        |
|                                                       |          |        |
|                                                       |          |        |
|                                                       |          |        |
| HVAC                                                  | Comments | Status |
| Adequate Air Flow                                     |          |        |
| Type of HVAC units - roof tops/floor by floor/central |          |        |
| Inventory                                             |          |        |
| Temperature Control/Location of Thermostats           |          |        |
| Programable Thermostats                               |          |        |
| Perimeter Heat                                        |          |        |
| Drafts Along Windows                                  |          |        |
| IT/Printer Room - Ancillary System?                   |          |        |
| Maintenance Contract                                  |          |        |
| Who?                                                  |          |        |
| Frequency?                                            |          |        |
| Type of Service?                                      |          |        |
|                                                       |          |        |
|                                                       |          |        |
|                                                       |          |        |

| Fire Protection                                | Comments | Status |
|------------------------------------------------|----------|--------|
| Tested Annually By                             |          |        |
| Sprinkler Heads in Ceiling                     |          |        |
| Fire Extinguishers - Required by Building Code |          |        |
| Tested Annually By                             |          |        |
| Show on Floor Plan                             |          |        |
| Fire Alarm Pull Stations                       |          |        |
| Fire Speaker/Strobes                           |          |        |
| Posted Evacuation Plans                        |          |        |
|                                                |          |        |
|                                                |          |        |
|                                                |          |        |
| Security System                                | Comments | Status |
| Who monitors the system?                       |          |        |
| Alarm/door contacts                            |          |        |
| Key Roster                                     |          |        |
|                                                |          |        |
| Restrooms/Plumbing                             | Comments | Status |
| Card Readers at Entrance                       |          |        |
| Lighting                                       |          |        |
| Operation of Plumbing Fixtures/Leaks           |          |        |
| Energy Efficient?                              |          |        |
| Adequate Drainage                              |          |        |
| Water Heaters                                  |          |        |
| Energy Efficient?                              |          |        |
| Type?                                          |          |        |
| Size?                                          |          |        |
| Age?                                           |          |        |
| Sewer/Septic                                   |          |        |
| Grease Trap - Show on Site Plan                |          |        |
| Check if ground fault outlets are operable     |          |        |
|                                                |          |        |
|                                                |          |        |
|                                                |          |        |

| Kitchen/Break Areas                              | Comments | Status |
|--------------------------------------------------|----------|--------|
| Cleanliness                                      |          |        |
| Condition of Countertops                         |          |        |
| Power Outlets Available                          |          |        |
| Check if ground fault outlets are operable       |          |        |
| Refrigerators                                    |          |        |
| Vending Machines                                 |          |        |
| Ice Maker                                        |          |        |
| Microwaves                                       |          |        |
| Dishwasher                                       |          |        |
| Maintenance agreements                           |          |        |
| Type of Floor Finishes                           |          |        |
| Condition?                                       |          |        |
| Type of Wall Finishes                            |          |        |
| Condition?                                       |          |        |
|                                                  |          |        |
| Equipment Rooms - IT, Mechanical, Electrical     | Comments | Status |
| Secured Door                                     |          |        |
| UPS Unit                                         |          |        |
| Model/Serial Number                              |          |        |
| Tag Number                                       |          |        |
| Site ID                                          |          |        |
| Last Scheduled Maintenance                       |          |        |
| Cleanliness                                      |          |        |
| Cooling in Roof Adequate                         |          |        |
| Auxillary unit to run after hrs?                 |          |        |
| Lighting - Local switched?                       |          |        |
| Emergency Lighting - battery/generator           |          |        |
| Confirm room is not used for unnecessary storage |          |        |
| Electrical Panel Boxes                           |          |        |
|                                                  |          |        |
|                                                  |          |        |
|                                                  |          |        |
|                                                  |          |        |

| Roof                       | Comments | Status |
|----------------------------|----------|--------|
| Type                       |          |        |
| Under Warranty             |          |        |
| Manufacturer               |          |        |
| Date Installed             |          |        |
| Contractor                 |          |        |
| Maintenance Contract       |          |        |
| Who?                       |          |        |
| How often?                 |          |        |
| Condition of Roofing       |          |        |
| Debris?                    |          |        |
| Ponding Water?             |          |        |
| Damaged?                   |          |        |
| Condition of Flashing      |          |        |
| Base Flashing              |          |        |
| Counterflashing            |          |        |
| Condition of Walls         |          |        |
| Movement Cracks?           |          |        |
| Spalling?                  |          |        |
| Condition of Metal Coping  |          |        |
| Attachment?                |          |        |
| Drainage?                  |          |        |
| Punctures?                 |          |        |
| Gutters                    |          |        |
| Drains                     |          |        |
| Through Wall Scuppers      |          |        |
| Interior/Exterior Drainage |          |        |
| Downspouts?                |          |        |
| Roof Top Equipment         |          |        |
| Walkpads                   |          |        |
| Regular Maintenance Items  |          |        |
| Clean?                     |          |        |
| Caulk?                     |          |        |
| Pitch-pans                 |          |        |

[illegible]