

BUILDING NO: _____

DATE: _____

Engineering Plans & Services Building & Facility Assessment

Directorate of Public Works, JFTB Los Alamitos



2014

Prepared by DPW Engineering Plans & Services

Purpose:

The purpose of the Engineering Plans & Services (EPS) Assessment is to identify critical deficiencies which may require a detailed project analysis by DPW EPS Staff. EPS Staff will be responsible for conducting these inspections. Building and facility deficiency identification will be accomplished by a comprehensive building assessment of vital components of all JFTB buildings, facilities, and infrastructures. When critical deficiencies are identified, a further analysis of the facility may be required to process a project request.

Inspection Procedures:

1. Gather building data using the following pages to compile important data regarding the building prior to inspection. The building data sheet will provide a comprehensive snapshot of the facility history to include renovations, modernizations, new MEP etc.
2. Building assessment will be accomplished using the building & facility assessment checklist to identify and annotate detected deficiencies and/or discrepancies.
3. DPW EPS Staff will provide the most current floor plan on file of the building being inspected. On the floor plan please identify and annotate the following:
 - Major renovations not shown on floor plan.
 - Deficiency locations with their corresponding letter and item number from the checklist provided below.
 - Location of utilities and shut off valves.
4. All forms will be assessed by DPW EPS Staff to determine if a further analysis is necessary to correct critical deficiencies noted.

Frequency of inspections:

DPW Staff will conduct critical deficiencies inspections for all facilities on a weekly basis and/or as needed. Inspections will continue until all facilities have been completed and all deficiencies have been identified and recorded. Facility inspection/assessments will then take place annually on the anniversary date of the initial assessment. DPW EPS Staff will determine the priority in which facility and building inspections are completed.

Building Data:

1. Building Number: _____

2. Street Address: _____

3. Facility / Building Manager Name: _____

Contact Information: Phone: () _____ - _____ Fax: () _____ - _____

E-mail address: _____

4. Original construction date: _____ As built on file: **yes/no**

5. Most recent **door/window** renovation date: _____ As built on file: **yes/no**

6. Most recent **plumbing** renovation date: _____ As built on file: **yes/no**

7. Most recent **electrical** renovation date: _____ As built on file: **yes/no**

8. Most recent **fire protection** renovation date: _____ As built on file: **yes/no**

9. Most recent **HVAC** renovation date: _____ As built on file: **yes/no**

10. Most recent **building exterior** renovation date: _____ As built on file: **yes/no**

11. Most recent **roof** renovation date: _____ As built on file: **yes/no**

12. Facility/building Primary use (offices, classroom, storage, Org/Non-Org, parking, other):

13. Building usage normally occurs on: Weekdays: _____ Weekends: _____ Both: _____

14. Name of individual filling out building assessment: _____

Contact Information: Phone: () _____ - _____

E-mail address: _____

15. Notes: _____

16. EPS Staff Assessment conducted by: _____

Date: _____

Signature _____

Building and Facility Assessment Checklist:

A. Floor Condition:

State the condition of the following:

1. Floor tile (broken tiles, shrinkage, fading, loose tiles, cupping, cuts, holes)

Explain: _____

Approximate area to repair: _____sq. ft.

2. Floor Covering & Square- Sheet Vinyl (shrinkage, fading, lifting, cupping, cuts, holes)

Explain: _____

Approximate area to repair: _____sq. ft.

3. Wood flooring (Damages, fading, loose board, etc.)

Explain: _____

Approximate area to repair: _____sq. ft.

4. Carpeting (Age stains, holes, tears, excessive wear, discoloration)

Explain: _____

Approximate area to repair: _____sq. ft.

5. Overall Condition: Does Not Need Repair Needs Repair

Possible contamination of: Asbestos Lead Mold

B. Walls & Ceilings:

1. Is there visible structural damage?

Explain: _____

2. Is there cracked or peeling paint?

Explain: _____

3. Stairs and Handrails – Is there damaged/missing steps or rails?

Explain: _____

4. Is there water leaks/ moisture penetration (from ceiling or pipes)?

Explain: _____

5. Overall Condition: Does Not Need Repair Needs Repair

Possible contamination of: Asbestos Lead Mold

C. Doors & Windows.

State the condition of the following:

1. Door hardware (locks, latch sets, guide, pulls, hinges, strikers, etc.)

Explain: _____

Quantity that needs repair: _____

2. Door: jambs, facings, stops, casings, thresholds, tracks, etc.

Explain: _____

Quantity that needs repair: _____

3. Door locks

Explain: _____

Quantity that needs repair: _____

4. Glass in doors/windows

Explain: _____

Quantity that needs repair: _____

5. Window hardware (latch, hinges, guides, arms, etc.)

Explain: _____

Quantity that needs repair: _____

6. Window: sills, casings, facings, frames, jambs, etc.

Explain: _____

Quantity that needs repair: _____

7. Overall Condition: Does Not Need Repair Needs Repair

Possible contamination of: Asbestos Lead Mold

D. Plumbing – Under building:

1. Annotate the location of the main water supply valve on floor plan. State its condition below:

Explain: _____

Quantity that needs repair: _____

2. Is galvanized piping present?

Explain: _____

Quantity that needs repair: _____

3. Flooding, leaks, corrosion build up, rust on pipes?

Explain: _____

Quantity that needs repair: _____

4. Overall Condition: Does Not Need Repair Needs Repair

Possible contamination of: Asbestos insulating Lead Mold

E. Plumbing - Interior of building:

1. Annotate the location of the water heater(s) on floor plan. State its condition below. Do they meet capacity and support standard requirements?

Explain: _____

2. Is there damaged, missing, or corroded piping?

Explain: _____

Quantity that needs repair: _____

3. How is the water supply pressure?

Explain: _____

4. Are any pipes clogged and do the sinks and toilets drain properly?

Explain: _____

Quantity that needs repair: _____

7. Overall Condition: Does Not Need Repair Needs Repair

Possible contamination of: Asbestos insulation Lead Mold

F. Electrical:

1. Annotate the location of the building transformer(s) on floor plan. State its condition below.

Explain: _____

Quantity that needs repair: _____

2. Annotate the location of the building electrical panel(s) on floor plan. State its condition below.

Explain: _____

Quantity that needs repair: _____

3. Is there any cloth and aluminum wire present?

Explain: _____

Quantity that needs repair: _____

4. Is there any exposed wiring, damaged receptacles, or missing cover plates?

Explain: _____

Quantity that needs repair: _____

5. What is the condition of the light fixtures?

Explain: _____

Quantity that needs repair: _____

G. Life and Safety:

1. Does the facility have a Fire Suppression System (FSS), and is it operational?

Explain: _____

2. Does the facility have a Fire Protection System (FPS), and is it operational?

Explain: _____

3. Does the facility have smoke detectors, and are they operational?

Explain: _____

Quantity that needs repair: _____

4. Does the facility have carbon monoxide detectors, and are they operational?

Explain: _____

Quantity that needs repair: _____

5. Does the facility have clearly visible emergency exit signage?

Explain: _____

Quantity that needs repair: _____

6. Does the facility have an emergency backup lighting system, and is it operational?

Explain: _____

Quantity that needs repair: _____

H. Heating Ventilation & Air Conditioning (HVAC)

1. Does the facility have HVAC, and is it operational?

Explain: _____

2. Does building have thermostats, and are they operational?

Explain: _____

Quantity that needs repair: _____

3. What is the condition of the vents, returns and intakes?

Explain: _____

4. Window Air Conditioners (WAC), are they properly installed?

Explain: _____

I. Building Exterior:

1. Is there any visible structural damage?

Explain: _____

2. What is the condition of the exterior paint finish? Any cracked or peeling paint?

Explain: _____

Possible contamination of: Asbestos Lead

3. What is the condition of the porch steps and railings? Are they made of concrete, wood or metal?

Explain: _____

4. What is the condition of the gutters, down spouts, and splash blocks?

Explain: _____

5. Are there any water pools from roof drainage?

Explain: _____

6. What is the condition of the adjacent sidewalks and concrete slabs?

Explain: _____

7. Does building have an irrigation system? Sprinklers or drip system?

Explain: _____

8. What is the condition of the irrigation lines and sprinkler heads. Does it have moisture sensors, submeters, and timers?

Explain: _____

