



FACILITY CONDITION ASSESSMENT WORKSHEET

Prepared by	Date
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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		

Exterior Lighting	Comments	Status
Type of Exterior Lighting		
Sufficient Lighting		
Energy Efficient		
Exterior Exit Signage		
Motion Sensors		
Playground	Comments	Status
Equipment Inventory		
Are Safety Guidelines Posted?		
Are Security Cameras Installed?		
Is Lighting Adequate?		
Safety concerns - ramps, railings, enclosures		
Lobby	Comments	Status
Vestibule - Heat Supplied		
Security Windows		
Interior Wall Finishes - Paint, Fabric, Stone		
Adequate Lighting		
Power Outlets		
Elevator		
Elevator Signs		
Call Buttons/Working Phone		
Elevator Maintenance Contract		
Emergency #		
Flooring - Type		
Ceiling - Type		
Communications System		

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?		
Operation/Disarm Instructions		
Card Readers at Entrance		
Alarm/door contacts		
Key Roster		
Camera locations		
Restrooms/Plumbing	Comments	Status
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		
Are Ground Fault Outlets Operable?		
Location of Shut Off Valves		

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		

