Appendix F

CONDITION ASSESSMENT GUIDANCE
Documenting the Scope

The inspector should write down the deficiencies found in a facility as they are discovered. As a minimum this write up should contain:

> ***WHERE*** *the deficient item is located in the facility (note to the lowest level of your location hierarchy)*
>
> ***WHAT*** *the item is (exterior door, chilled water pump, etc.)*
>
> ***DETAILS*** *on the item (size, capacity, manufacture, model, etc.)*
>
> ***WHY*** *the corrective action is needed or what is deficient (broken, missing, worn, obsolete, etc.)*
>
> ***CORRECTIVE ACTION*** *(REPAIR, REPLACE, etc)*
>
> ***QUANTITY*** *of the deficient item requiring correction using standard units of measure, include unit of measure used.*
>
> ***WHEN*** *does the corrective action need to be remedied (priority)*

Seven Steps to Deficiency Data Collection

For each deficiency you identify, you must (as a minimum) perform the following steps:

Step 1:

Identify WHERE the deficient item is located in the facility. Be specific. The goal is to be able to take the report, without a drawing or other guidance, and go to the deficiency. If the corrective action spans several locations, describe just that.

> Is it in room 101 or 101A? Does the corrective action recur across several rooms, e.g., in rooms 101, 101A and 105.
>
> Or does the corrective action occur in a specific location within a large area, e.g., in the southwest corner of the Hangar Bay #2.
>
> If a corrective action, such as painting, is needed “throughout” the building (or floor, or room), then the corrective action must be throughout and not in various locations. Also, when using “throughout” the item you are correcting should be the same, and be specific about where “throughout” is, e.g., throughout the building interior.

Step 2:

Identify WHAT the item is you are correcting. Is it a door, wall, ceiling, chilled water supply pump, condensate return unit, window….etc.

Step 3:

Give DETAILS on the item. Include material types and sizes; give details on capacities such as horsepower, voltage, amperes. Familiarize yourself with CESS before going out in the field to better understand what data is required.

Answer for yourself:

Is it a steel door or is it an aluminum door, is it a wood solid core door or is it a hollow core door

Is it 6'-8" X 3'-0" or some other size?

Is it a concrete wall or a dry board wall, or a CMU wall? Is it painted?

Is it a drywall ceiling or a 2' X 4' acoustical mineral fiber suspended ceiling?

Is it a 5, 10, 25 or 50 horsepower, base mounted, 3 phase, 480 volt pump?

Is it a single or duplex condensate return unit with an integral or external tank?

Note. This is critical. It is extremely hard to prepare cost estimates and work orders without this information.

Step 4:

Justify WHY you are correcting the deficiency. Try to be brief and to the point using descriptive verbs that verbalize the deficiency.

Is the item:

Broken, peeling, cracked, split, torn, corroded (surface), corroded with loss of base metal, weathered, missing, obsolete, outdated, bent, stained, …etc.

Note: Do not use words that are too broad, such as damaged. If the item is damaged, then detail what kind of damage has occurred. Be specific about why you are taking the corrective action. Remember this is to justify the need to correct the deficiency.

Step 5:

Determine the proper CORRECTIVE ACTION that is needed to correct the deficiency. e.g., Repair, Replace, Prepare and Paint, Clean …etc.

Step 6:

Identify HOW MUCH or QUANTITY. You must measure and quantify the materials needed for the corrective actions. Use standard units of measure. This is critical to preparing cost estimates and work orders. Familiarize yourself with the CESS database to insure you are collecting the appropriate quantities.

Square feet (SF) of 4" x 4" ceramic tile
Lineal Feet (LF) of 10" PVC pipeline

Step 7:

Identify WHEN by giving the corrective action a **PRIORITY** of when the correction needs to occur. Below are guidelines used to develop priorities:

- **Priorities general:**
  - Critical, Serious, or Minor for deferred maintenance—see below definitions/examples
  - Target start date for forthcoming deficiencies (component renewals or recapitalizations)

- **Priorities for Deferred Maintenance only**:
  - Critical-There is advanced deterioration, which has or will result in the failure of a system or component within one year if not corrected (such as a leaking or failed roof)
  - Serious-There is deterioration that currently exists that will impair the performance or seriously impacts the expected life cycle of the system of component. (extensive damage like spalling, blistering, cracking on roof)
  - Minor-There are current deficiencies of systems or components that have no impact to performance. (such as a missing paint cycle)