

Appendix C: Facilities Survey Matrix

Objectives	Tasks	Products/References
<p>The field survey should identify facilities and the campus-wide status of the physical condition. They should identify site utilities, building architecture / structure (building envelope), mechanical, plumbing, fire protection and electrical systems and equipment conditions and deficiencies. A Facility Survey Scope Sheet has been included to assist with identifying most building and site components.</p> <p>The survey should conclude with a findings and recommendations report that identifies deficiencies. The report should also recommend MRR projects to remedy deficiencies, indicate their funding source, priority status, costs and how soon the work must be executed. A sample Facility Survey Report with the recommended project list has been included for assistance purposes.</p>	<ol style="list-style-type: none"> 1. Perform Facilities Survey 2. Write brief report outlining conditions and deficiencies. 3. Select projects, identify funding source, priority status, cost and schedule and year in which this is to be accomplished. 	<ol style="list-style-type: none"> 1. Facilities Survey Report 2. Utilize original construction documents for resource purposes when verifying existing conditions. 3. Utilize equipment handbooks and service records when determining equipment condition and life expectancy. 4. Utilize vendors, contractors, and published estimating manuals when determining project budget.