Conducting a Facilities Audit
State-Wide Capital Master Plan
Sub-Committee Meeting

The Ohio Board of Regents

October 9, 2006
I. OVERVIEW

II. DETERMINE THE DELIVERABLE

III. PRE-PLANNING

IV. FACILITY AUDIT PROCESS

V. SAMPLE DELIVERABLE

VI. SUMMARY
OVERVIEW

Conducting a Facilities Audit

The facility audit will allow the BOR to obtain:

• An independent audit of the physical condition and deficiencies of all selected buildings

• The cost of deferred maintenance for each building

• The cost of deferred maintenance for each school

• Baseline standardized data for all colleges & universities

• Prioritization of the costs based on pre-defined criteria
MANAGE EXPECTATIONS

- Meet with BOR & Sub-committee to restate goals and objectives
- Develop the overall master plan
- Establish reasonable expectations
- Interactively develop the deliverables
- Develop the level of detail for each system
- Develop the cost breakdown format
- Develop the schedule
System Components

- Site information
- Exterior skin
- Windows
- Roofing
- Interior elements
- ADA / Code
- Structural
- HVAC systems
- Plumbing
- Life safety / Fire protection systems
- Electrical
- Communications/technology
- Alarm systems
- Conveyance systems
Develop Database Parameters

- System description
- Component inventory
- General condition
- Deficiencies / repair recommendations
- Remaining life / replacement recommendations
- Code / ADA Compliance
- Repair replacement costs
PRE-PLANNING

Research
• Previous reports
• BOR databases
• Drawings & specifications
• Maintenance records
• Capital budgets
• Class schedules

Analyze
• Master plan vision
• Future plans for the building
• Building History
• Maintenance History
• Known Problems & Corrections

Collaborate
• Facility Managers
• Maintenance Managers
• Planners
• Facility Users
• Code Officials
PRE-PLANNING

Select Team Appropriate to Building
- Civil/Site
- Architect/Assessment Specialist
- Structural Engineer
- Mechanical Engineer
- Fire Protection
- Electrical Engineer
- Environmental

Specialists as Needed
- Roofing
- Elevators
- Façade / Curtainwall
FACILITY AUDIT PROCESS

Walk-Through Survey
• Multi-disciplinary, system approach
• Visual condition survey
• Look for system issues
• Look for issues involving two or more systems
• Observe equipment in operation
• Photograph deficiencies

Non-Destructive Testing
• Sounding
• Water tracing & chemical testing
• Light transmission tests

Destructive Testing
• Cores
• Roof tests
SAMPLE DELIVERABLE

Report To Include

- Use & occupancy status
- Age
- Size
- Location
- Construction type
- Limiting conditions
- Deficiencies found
- Condition of each system and its components
- Opinions of probable costs
- Prioritized costs
- Additional considerations
- Photos keyed to a location

Facility Management Tool

- Conditions Reports
- Deficiencies Reports
- Project Reports
SUMMARY

• Understand what you want up front
  • Goals

• Have everyone in the right direction when starting
  • Planning

• Have everyone starting with the same rating system
  • Consistency

• Keep and transfer data electronically for all users
  • Accuracy