

***Amarillo City Transit***

***Transit Asset Management Plan***

***FTA Regulatory Guidance***

***October 1, 2018***



## **Acknowledgments**

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### Revision History

**Agency Name:**

**Accountable Executive:**

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Last Modified By (Name):	Last Modified (Date):
Brianna Mills, Management Analyst	8/29/18

## ***Mission***

To provide the Safe, Reliable and Cost Effective Public Transportation services valued by Users, Non-users and Community Leaders.

## ***Introduction***

Amarillo City Transit (ACT) is a small urban local government transit agency within the panhandle of Texas. ACT has a total 67 staff responsible for daily operations. Beginning in the summer of 2018, ACT will begin the implementation of their Master plan, operating 16 fixed route vehicles and providing service for 12 fixed routes. In addition, ACT provides a flex route in the medical district. ACT operates a maximum of 8 buses to operate Spec-Trans, their paratransit division. Public transportation services are available from 6:00 am until 7:00 pm, Monday through Saturday. ACT's service area is within the city limits of Amarillo west of Lakeside Drive. ACT operates 30 revenue vehicles that have a radio, security cameras that record audio and video, a wheelchair lift, two forward facing wheelchair securement areas, similar seating capacity and perimeter seating.

## ***Vision for the TAM Plan***

ACT hopes to achieve an efficient and effective methodology for keeping our assets in a state of good repair, thus providing reliable and efficient service. Also, ACT hopes to maintain vehicles in good working condition at all times minimizing the likely hood of road calls and missed trips. With the utilization of this Transit Asset Management Plan, Amarillo City Transit will have the opportunity to improve our resource allocation methods to ensure sustainability of its assets. This plan will allow for better decision making based upon more quantitative information, while still utilizing a qualitative approach.

Broader goals for the utilization of this plan include to be more cost efficient in our procurement of vehicles and improving the transit fleet to provide an enhanced customer experience. As well as keeping facilities in a constant state of good repair, to provide a suitable environment for customers and overall appearance and view of ACT. Amarillo City Transit would also like to increase productivity while reducing cost and find more innovative ways to achieve future growth and improve stakeholder communication.

## ***TAM Goals and Objectives***

### **Provide quality service**

To provide quality service short term, ACT plans to replace six buses that have surpassed their ULB, replace one maintenance truck that has surpassed its ULB, and purchase one to two

support vans. One way the purchase of the new buses will provide for better service is the elimination of the use of lifts to load wheel chairs, instead there will be a ramp which will minimize the time spent to board wheel chairs and increase safety. To provide quality service long-term, ACT plans to eventually replace all fixed route cutaways with traditional 35 foot buses. The replacement of the maintenance service truck will increase the quality of service provided because it will be a more efficient means to respond to road call when needed in an effort to keep buses safely in operation.

### **Increase safety**

To increase safety, ACT will improve and increase safety training and awareness. In addition, the purchase of the new traditional buses will enhance safety because as stated above there will not be any use of lifts, instead ramps will be used. Also, in an effort to continually increase safety, ACT will continue to implement safety best practices throughout the department.

### ***TAMP Elements***

Developing an asset management plan encompasses many of the basic steps in implementing an asset management approach. An asset management plan describes the physical assets that a transit agency owns and/or maintains, their existing condition, the strategy used for investing in those assets, the transit agency's plan for future asset rehabilitation and replacement, and how assets relate to levels and the quality of services that agencies provide. The TAMP covers four years, and will be updated at least every two years, or as needed.

The TAMP contents and structure is as follows:

1. An asset inventory for all assets used in the provision of public transportation.
2. A condition assessment of all assets
3. A management approach to preserve and replace assets
4. Investment prioritization to accomplish the management targets.

### ***state of Good Repair (SGR) Standards Policy***

According to 49 CFR Part 625.41, standards for measuring the condition of capital assets: A capital asset is in a state of good repair if it meets the following objective standards:

- (a)** The capital asset is able to perform its designed function;
- (b)** The use of the asset in its current condition does not pose an identified unacceptable safety risk; and
- (c)** The life-cycle investment needs of the asset have been met or recovered, including all scheduled maintenance, rehabilitation, and replacements

Amarillo City Transit's State of Good Repair policy directly coincides with our mission, which is to "to provide the Safe, Reliable and Cost Effective Public Transportation services valued by Users, Non-users and Community Leaders." Amarillo City Transits' State of Good Repair policy is designed to allow us to "set appropriate targets, benchmark progress over time, and provide direction and guidance in the prioritization of capital improvements and maintenance."

Amarillo City Transit is in a SGR if it exhibits the following characteristics:

- **Safety:** Transit vehicles are well maintained and replaced before their condition deteriorates to the point of presenting a safety risk.
- **Quality Transit:** Transit vehicles meet customer expectations for comfort and reliability.

In order to carry out this plan it is imperative that everyone do their assigned duties and understand what is expected of them. It is expected that everyone understand the importance and purpose of our Transit Asset Management Plan, and ultimately what is hoped to be achieved in the implementation of it.

### ***SGR Performance Measures & Targets:***

The following are ACT's current performance measures, which is also the minimum standard for transit operators outlined in 49 USC 625 Subpart D:

***Rolling Stock:*** The percentage of revenue vehicles (by type) that exceed the useful life benchmark (ULB).

***Equipment:*** The percentage of non-revenue service vehicles (by type) that exceed the ULB.

***Facilities:*** The percentage of facilities (by group) that are rated less than 3.0 on the Transit Economic Requirements Model (TERM) Scale.

In the future as ACT continues to grow and develop, ACT will more accurately track the performance of capital assets throughout their entire life cycle by adding performance measures in addition to the minimum required standard.

## **SECTION 1: ASSET INVENTORY PORTFOLIO**

### **Rolling Stock**

Rolling stock is defined in the Buy America regulations (49 CFR Part 661.3) as: "transit vehicles such as buses, vans, cars, railcars, locomotives, trolley cars and buses, and ferry boats, as well as vehicles used for support services." ACT does not utilize or operate any third-party rolling stock assets. Circular 5010 – Grant Management Requirements, Chapter IV requires the

following data fields to be maintained for each rolling stock and equipment asset acquired with federal funds:

- a) Asset Description
- b) Identification number
- c) Ownership
- d) Source of funding and Percentage of Federal
- e) Acquisition Date
- f) Asset Cost
- g) Location
- h) Use and Condition
- i) Useful Life
- j) Disposition Data

As of FY 17/18, ACT operates a total of 30 buses and is in the process of replacing 3 buses that have surpassed their ULB. The following is the inventory for ACT total fleet of rolling stock:

<b>Asset Class</b>	<b>Asset Name</b>	<b>Make</b>	<b>Model</b>	<b>ID/Serial No.</b>	<b>Asset Owner</b>	<b>Age (Yrs)</b>	<b>Mileage 7-31-18</b>
CU-Cutaway	6951	Eldorado	Aero Elite	1HVBTSKL19H051566	ACT	10	381,328
CU-Cutaway	6952	Eldorado	Aero Elite	1HVBTSKL39H051567	ACT	10	346,879
CU-Cutaway	6954	Eldorado	Aero Elite	1HVBTSKL59H051568	ACT	10	358,144
CU-Cutaway	7233	International	Aero Elite	1HVBTSKL3AH249702	ACT	8	280,991
CU-Cutaway	7236	International	Aero Elite	1HVBTSKL3AH249697	ACT	8	264,881
CU-Cutaway	7237	International	Aero Elite	1HVBTSKLXAH249695	ACT	8	296,982
CU-Cutaway	7238	International	Aero Elite	1HVBTSKL7BH313774	ACT	8	260,001
CU-Cutaway	7239	International	Aero Elite	1HVBTSKL5AH249703	ACT	8	291,353
CU-Cutaway	7241	International	Aero Elite	1HVBTSKL8AH249713	ACT	8	271,794
CU-Cutaway	7242	International	Aero Elite	1HVBTSKL7AH249699	ACT	8	275,873
CU-Cutaway	7243	International	Aero Elite	1HVBTSKL1AH249696	ACT	8	277,635
CU-Cutaway	7244	International	Aero Elite	1HVBTSKL9AH249705	ACT	8	276,243
CU-Cutaway	7246	International	Aero Elite	1HVBTSKL6AH249712	ACT	8	228,010

CU-Cutaway	7247	International	Aero Elite	1HVBTSKL0AH249706	ACT	8	226,496
CU-Cutaway	7248	International	Aero Elite	1HVBTSKL5AH249698	ACT	8	201,984
CU-Cutaway	7249	International	Aero Elite	1HVBTSKL2AH249707	ACT	8	282,864
CU-Cutaway	7250	International	Aero Elite	1HVBTSKL4AH249711	ACT	8	223,401
CU-Cutaway	7251	International	Aero Elite	1HVBTSKL4AH249708	ACT	8	250,499
CU-Cutaway	8427	Champion	Defender	4UZADRDT2HCJA3326	ACT	1	57,477
CU-Cutaway	8428	Champion	Defender	4UZADRDT4HCJA3327	ACT	1	31,355
CU-Cutaway	8429	Champion	Defender	4UZADRDT8HCJA3329	ACT	1	30,210
CU-Cutaway	8430	Champion	Defender	4UZADRDT6HCJA3328	ACT	1	43,382
CU-Cutaway	8431	Champion	Defender	4UZADRDT5HCJA5684	ACT	1	33,166
CU-Cutaway	8432	Champion	Defender	4UZADRDT3HCJA5683	ACT	1	55,330
CU-Cutaway	8433	Champion	Defender	4UZADRDT1HCJA5682	ACT	1	51,680
CU-Cutaway	8434	Champion	Defender	4UZADSDT0HCJB1254	ACT	1	63,344
CU-Cutaway	8435	Champion	Defender	4UZADSDT9HCJB1253	ACT	1	61,336
CU-Cutaway	8436	Champion	Defender	4UZADSDT3HCJB1250	ACT	1	62,432
CU-Cutaway	8437	Champion	Defender	4UZADSDT5HCJB1251	ACT	1	47,750
CU-Cutaway	8438	Champion	Defender	4UZADSDT7HCJB1252	ACT	1	64,638

## Equipment

According to the FTA, equipment is all non-revenue service vehicle or a non-vehicle equipment asset with an acquisition value of \$50,000 or more. Equipment includes non-revenue service vehicles that are primarily used to support maintenance and repair work for a public transportation system, supervisory work, or for the delivery of materials, equipment, or tools. ACT does not utilize or operate any third-party non-revenue service vehicle equipment assets.



## Equipment: Non-Revenue Service Vehicles

ACT operates seven non-revenue service vehicles in its daily operations. In ACT's daily operations maintenance has three Ford trucks, 2 half tons and one 1 ton. In addition, ACT operates 4 additional support vehicles. ACT does not own any piece or set of equipment that costs over \$50,000. Circular 5010 – Grant Management Requirements, Chapter IV requires the following data fields to be maintained for each rolling stock and equipment asset acquired with federal funds:

- k) Asset Description
- l) Identification number
- m) Ownership
- n) Source of funding and Percentage of Federal
- o) Acquisition Date
- p) Asset Cost
- q) Location
- r) Use and Condition
- s) Useful Life
- t) Disposition Data

Asset Class	Asset Name	Make	Model	ID/Serial No.	Asset Owner	Age (Yrs)	Mileage 7-31-18
Support Vehicle	7098	Ford	Taurus	1FAHP24W48G185896	ACT	10	70,189
Support Vehicle	7148	Ford	1Ton SB	1FDWF36578EE54429	ACT	9	50,998
Support Vehicle	7313	Ford	Fusion	3FAHPOGA0BR191215	ACT	7	51,949
Support Vehicle	7314	Ford	Fusion	3FAHPOGA2BR191216	ACT	7	27,381
Support Vehicle	7696	Ford	1/2 Ton Truck 4x4	1FTMF1EM5DKE67149	ACT	5	25,855
Support Vehicle	7848	Ford	1/2 Ton Truck 4x4	1FTMF1EM1EKD12440	ACT	4	41,452
Support Vehicle	5929	Ford	1 Ton SB	1FDWF36F6YEB36634	ACT	18	38,433

## Facilities

Facilities are any structure used in providing public transportation where the Authority owns and has a direct capital responsibility. ACT currently oversees three facilities. One facility includes the administrative, maintenance, and parking garage. The other facilities include one

transfer station and one bus wash. The following required data fields are maintained for each facility asset:

- a) Asset Ownership
- b) Asset Description/Name
- c) Location
- d) Asset Type
- e) Facility Size
- f) Age/Year Built
- g) Reported Condition
- h) Number of Parking Spaces

Asset Class	Asset Name	Address	Asset Owner	Age (Yrs)	Sq Ft	# of Parking Spaces
Transit Offices & Maintenance Facility	Transit Offices & Maintenance Facility	801 S.E. 23rd Ave., Amarillo, TX 79105	ACT	37	30,620	17
Transfer Station	Transfer Station	219 S. Fillmore St., Amarillo, TX 79101	ACT	16	1,290	n/a
Bus Wash	Bus Wash	800 S.E. 23rd Ave., Amarillo, TX 79105	ACT	40	1,170	n/a

## SECTION 2: ASSET CONDITION ASSESSMENT

The condition assessment is a systematic process of inspecting and evaluating the visual and/or measured condition of your assets. A well-established condition assessment process can help predict failure, identify unacceptable safety risks, initiate an evaluation of their root causes, and integrate directly with proactive planning for the investments required to maintain good performance on your most critical assets.

In an effort to be sufficiently detailed to monitor performance and plan capital investments appropriately, ACT assesses the condition of its assets annually.

### Rolling Stock

Rolling stock condition assessments are conducted annually. Currently condition is solely based upon the vehicle ULB. The following table is a list of all rolling stock ACT owns and is responsible

for. At the time of this writing ACT owns and operates a total of 30 rolling stock (revenue vehicles), of which 10% (3 vehicles) has surpassed their ULB.

Asset Class	Asset Name	ID/Serial No.	Age (Yrs)	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
CU-Cutaway	6951	1HVBTSKL19H051566	10	\$350,000.00	10	Yes
CU-Cutaway	6952	1HVBTSKL39H051567	10	\$350,000.00	10	Yes
CU-Cutaway	6954	1HVBTSKL59H051568	10	\$350,000.00	10	Yes
CU-Cutaway	7233	1HVBTSKL3AH249702	8	\$350,000.00	10	No
CU-Cutaway	7236	1HVBTSKL3AH249697	8	\$350,000.00	10	No
CU-Cutaway	7237	1HVBTSKLXAH249695	8	\$350,000.00	10	No
CU-Cutaway	7238	1HVBTSKL7BH313774	8	\$350,000.00	10	No
CU-Cutaway	7239	1HVBTSKL5AH249703	8	\$350,000.00	10	No
CU-Cutaway	7241	1HVBTSKL8AH249713	8	\$350,000.00	10	No
CU-Cutaway	7242	1HVBTSKL7AH249699	8	\$350,000.00	10	No
CU-Cutaway	7243	1HVBTSKL1AH249696	8	\$350,000.00	10	No
CU-Cutaway	7244	1HVBTSKL9AH249705	8	\$350,000.00	10	No
CU-Cutaway	7246	1HVBTSKL6AH249712	8	\$350,000.00	10	No
CU-Cutaway	7247	1HVBTSKL0AH249706	8	\$350,000.00	10	No
CU-Cutaway	7248	1HVBTSKL5AH249698	8	\$350,000.00	10	No
CU-Cutaway	7249	1HVBTSKL2AH249707	8	\$350,000.00	10	No
CU-Cutaway	7250	1HVBTSKL4AH249711	8	\$350,000.00	10	No
CU-Cutaway	7251	1HVBTSKL4AH249708	8	\$350,000.00	10	No
CU-Cutaway	8427	4UZADRDT2HCJA3326	1	\$350,000.00	10	No
CU-Cutaway	8428	4UZADRDT4HCJA3327	1	\$350,000.00	10	No
CU-Cutaway	8429	4UZADRDT8HCJA3329	1	\$350,000.00	10	No
CU-Cutaway	8430	4UZADRDT6HCJA3328	1	\$350,000.00	10	No
CU-Cutaway	8431	4UZADRDT5HCJA5684	1	\$350,000.00	10	No
CU-	8432	4UZADRDT3HCJA5683	1	\$350,000.00	10	No

Cutaway						
CU-Cutaway	8433	4UZADRDT1HCJA5682	1	\$350,000.00	10	No
CU-Cutaway	8434	4UZADSDT0HCJB1254	1	\$350,000.00	10	No
CU-Cutaway	8435	4UZADSDT9HCJB1253	1	\$350,000.00	10	No
CU-Cutaway	8436	4UZADSDT3HCJB1250	1	\$350,000.00	10	No
CU-Cutaway	8437	4UZADSDT5HCJB1251	1	\$350,000.00	10	No
CU-Cutaway	8438	4UZADSDT7HCJB1252	1	\$350,000.00	10	No

## Equipment

Equipment condition assessments are conducted annually. ACT does not own or have direct capital responsibility for any equipment which acquisition value more than \$50,000, but ACT does own non-revenue service vehicles.

Currently condition is solely based upon the vehicle ULB. The following table is a list of all equipment ACT owns and is responsible for. At the time of this writing ACT owns a total of 8 vehicles, of which 43% (3 vehicles) has surpassed their ULB.

Asset Class	Asset Name	ID/Serial No.	Age (Yrs)	Replacement Cost/Value	Useful Life Benchmark (Yrs)	Past Useful Life Benchmark
Support Vehicle	7098	1FAHP24W48G185896	10	\$16,500.00	8	Yes
Support Vehicle	7148	1FDWF36578EE54429	9	\$23,500.00	8	Yes
Support Vehicle	7313	3FAHPOGA0BR191215	7	\$30,000.00	8	No
Support Vehicle	7314	3FAHPOGA2BR191216	7	\$30,000.00	8	No
Support Vehicle	7696	1FTMF1EM5DKE67149	5	\$19,000.00	8	No
Support Vehicle	7848	1FTMF1EM1EKD12440	4	\$19,500.00	8	No
Support Vehicle	5929	1FDWF36F6YEB36634	18	\$30,000.00	8	Yes

## Facilities

Facility condition assessments are conducted on annually. ACT has direct capital responsibility for three facilities: Transit Offices & Maintenance Facility, Transfer Station, and Bus Wash.

Asset Class	Asset Name	Age (Yrs)	TERM Scale Condition	Past Useful Life Benchmark
Transit Offices & Maint. Facility	Transit Offices & Maint. Facility	40	4	Yes
Transfer Station	Transfer Station	16	3	Yes
Bus Wash	Bus Wash	40	1	Yes

When conducting a facility assessment the *TAM Facility Performance Measure Reporting Guidebook: Condition Assessment Calculation* is used as guidance. Attachment A, (from this guidance), *Appendix B: Condition Rating Descriptions* should be used for reference when rating under the TERM scale. Facility condition assessment should be conducted annually in August or September, according to the following steps:

1. Identify facility rating levels
2. Conduct assessment – TERM scale
3. Aggregate results
4. Calculate performance measures using the Median Value Method
5. Document and report the condition assessments

See Appendix A for the form that will be used for each facility condition assessment annually.

The following is the TERM scale, per FTA that will be used:

TERM Rating	Description
Excellent	New construction, no visible defects.
Good	Minor improvement or superficial repairs needed, can be addressed through routine maintenance. No significant visible damage such as cracking, spalling, sagging, rust, or shifting.

Adequate	Needs some repair. There may be surface cracking, rust, shifting, and spalling on elements. Insulation or drainage may need maintenance. Substructure is cosmetically “fair”, and functioning as designed; within useful life.
Marginal	Elements need extensive repair at a minimum. They show signs of significant cracking, sagging, rust, shifting, and spalling / decay. Significant insulation or drainage issues may be present. There are no apparent safety issues, however. Elements are functional but have exceeded their useful lives.
Poor	Elements show critical defects affecting function, health, or safety. They are visibly in poor condition. They cannot be repaired; must be replaced. They have exceeded their useful life and warrant structural review.

Once all levels are rated the results should be aggregated using the median value. The condition rating of each level must be determined, and then the TERM scores should be sorted in ascending order. When there is an odd number of a value, the median is the value that falls in the middle of the list. When there is an even number of values, choose the lower of the two middle values since that is the condition rating that at least 50% are at or below.

For instance, if 50% of the secondary level have a TERM rating of 2, 30% have a TERM rating of 3, and 20% have a TERM rating of 4, then the aggregated rating would be 2, as over half of the secondary level have a rating of 2 or less. Note that the median in this case is not an average, or mean value, meaning that you do not take the individual value of each number into account.

Once results are formulated it should be documented and ready to be reported accordingly.

### SECTION 3: Management Approach

#### Decision Support:

Process/Tool	Brief Description
Performance Measures/Targets	With this TAM plan, ACT has begun to use performance measures and targets to support decision-making, such as project selection and prioritization. But prior to this ACT did not have any processes or tools in relation to this.

Inventory List	ACT has an inventory list of all rolling stock, equipment, and facilities that is updated as needed which new information such as acquisitions, disposals, and conditions.
Annual Budget	ACT's performance measures/targets are included in the budget process.

**Investment Prioritization Process:**

Amarillo City Transit will take in to consideration each year the conditions of the assets, evaluate the needs of the organizations, and prioritize with emphasis on keeping assets in a state of good repair. ACT will continue to emphasis the importance of providing a safe and efficient transit system. ACT will continue to evaluate cost allocation process from year to year to compare asset needs versus or capital funding available. This transit asset management plan will allow Amarillo City Transit to implement new strategies and asset training techniques that can alleviate conflict between need versus availability.

**Risk Management:**

Risk	Mitigation Strategy
Loss of significant amounts of federal funds	Decrease dependence on federal funds for capital
Rolling Stock Failure	Replace buses and improve preventative maintenance measures and procedures

**Maintenance Strategy:**

Asset Category/Class	Maintenance Activity	Frequency	Avg Duration (Hrs)	Cost
30ft Bus	Engine tune-up	Annual	3	\$1,000
Buses	Service	10,000 miles	2-3 hours	\$260
Buses	PM	25,000 miles	4 hours	\$433-637
Vehicles	Service	5,000 miles	1 hour	\$76
Facilities	Inspection	Semi-annually	2 – 3 hours	n/a

### **How does your agency address unplanned maintenance needs?**

When an issue arises ACT tries to first diagnose the issue as soon as possible. Once the issue is determined, ACT then takes the necessary steps to solve the issue. For example, if a bus breaks down ACT brings it in to the shop to diagnose the problem, if possible. If the issue is determined ACT then takes the next step, which would be purchasing a part or taking some other type of action, like outsourcing.

#### **Overhaul Strategy:**

Currently, due to current funding constraints an overhaul is only done when one must be done. For example, the only way to keep bus in service is to do an overhaul. When it is determined that a vehicle's engine needs to be replaced, ACT performs engine replacements of vehicles to extend its life and keep it in operation, until it can be replaced.

In the future, with the implementation of this plan, ACT hopes to set measures in place to help better determine when we should conduct an overhaul, such as when to do mini, mid-life, and major overhauls.

#### **Disposal Strategy:**

Once a vehicle has exceeded its useful life, no longer in SGR, and no longer can be efficient, ACT goes through the City of Amarillo Purchasing department for the disposal of these assets. Purchasing sends ACT a disposal form, which is a list of the items that need to be disposed. Then ACT sends this form back the Purchasing for their approval. After they approve, Purchasing lets us know when and where the asset will be disposed.

#### **Acquisition and Renewal Strategy:**

Once the need is determined and funding is available then the procurement process is initiated. Generally the life cycle of asset is used as a guide of when to plan to dispose of an asset. This gives a general idea of when to plan for the replacement of an asset.

<b>Asset Category/Class</b>	<b>Acquisition and Renewal Strategy</b>
All fixed route cutaways	ACT plans to eventually replace all fixed route cutaways with traditional 35' buses.
Service vehicles	ACT plans to replace one maintenance truck in the near future, and replace the other service vehicles in the future as needed.



## SECTION 5: Investment Prioritization

### Proposed Investments:

Project Year	Project Name	Asset/Asset Class	Cost	Priority
2018-2019	6-7 Low Floor Bus Acquisition	Traditional 35' Bus	Approx - \$2,700,000 – 3,150,000	High
2018-2019	1 maintenance support truck	½ Ton 4x4 Ford	Approx - \$45,000	Medium
2018-2019	1-2 support vans	Van	Approx - \$25,000 – 50,000	Medium

**Appendix A**

Facility Condition Assessment					
Facility Name					
Date:					
Inspector 1:					
Inspector 2:					
Component	Sub-components	1-5 Rating			1-5 Rating
Substructure	Foundation		Fire Protection	Sprinklers	
	Basement			Standpipes	
Shell	Superstructure		Electrical	Hydrants	
	Roof			Distribution	
	Exterior			Wiring	
	Shell appurtenances			Communications	
Interiors	Partitions		Equipment	Other	
	Stairs		Site	Roadways/driveways	
	Finishes			Signage	
Conveyance	Elevators			Parking Lots	
	Escalators			Pedestrian Areas	
	Lifts			Fences/Walls	
Plumbing	Fixtures			Landscaping	
	Water Distribution			Site Utilities	
	Sanitary Waste				
HVAC	Rain water drainage				
	Energy supply				
	Generation/distribution				
	Controls				
	Chimneys/vents				

Does any portion of the facility pose an immediate safety risk?

If yes, please describe the risk and attach photos of the risk?

Write any additional comments about the facility.