

Property Condition Assessment

Topography and Drainage



Condition	Good	Fair	Poor	N/A
Does drainage flow away from the building?				
Comments:				
Is parking lot free of any trash and/or debris?				
Comments:				
Is parking lot free of holes, spidercracking, etc.?				
Comments:				
Is gravel spread evenly in parking areas? (If applicable)				
Comments:				
Is the parking lot properly striped?				
Comments:				
Are unloading zones clearly marked?				
Comments:				
Is there proper lighting in the parking lot? Are any lights out?				
Comments:				

Property Condition Assessment

Paving, Curbing, and Flatwork



Condition	Good	Fair	Poor	N/A
Are there wheelchair-accessible ramps leading up to the main entrance?				
Comments:				
Are there handrails leading up to the main entrance?				
Comments:				
Are there cracks or lifting in the sidewalk?				
Comments:				

Property Condition Assessment

Landscaping



Condition	Good	Fair	Poor	N/A
Is the property free of flooded or soggy landscaping?				
Comments:				
Are shrubbery and foliage well-maintained and not scattered across the lawns and parking lots?				
Comments:				
Are retaining walls in good condition?				
Comments:				
Is an irrigation system in place?				
Comments:				
Are there any dead trees on the property?				
Comments:				
Are there any areas with dead grass?				
Comments:				
Are there any landscape related issues and/or obstructions to the property? (i.e. preventing access)				
Comments:				

Property Condition Assessment

Structural, Substructure, and Frame



Condition	Good	Fair	Poor	N/A
Are walls free of material deterioration? (i.e. holes, cracking, peeling, etc.)				
Comments:				
Are floors, walls, and ceilings free of stains? (detail findings and location)				
Comments:				
Are floors free of moisture, settling, cracks, and holes?				
Comments:				
Do floors feel solid and even?				
Comments:				
Are windows and doorframes free of gaps?				
Comments:				
Are walls free of damage by an external force (i.e. felled tree damage)?				
Comments:				
Are there signs of weather/nature damage? (i.e. weather staining, shrubbery build up, etc.)				
Comments:				

Property Condition Assessment

Façade



Condition	Good	Fair	Poor	N/A
Is the property's address clearly visible from the roadway?				
Comments:				
Are utility/cable boxes properly marked?				
Comments:				
Are all entrances and exits properly marked?				
Comments:				
Are "No Smoking" signs posted?				
Comments:				
Is the exterior siding, brick, concrete masonry unit, etc. free of any cracks, dents, holes?				
Comments:				
Is the building free of vandalism? (i.e. graffiti, broken windows, etc.)				
Comments:				
Are the docks in good working order? (if not describe the issue(s))				
Comments:				
Are there permanently mounted dock plates?				
Comments:				

Property Condition Assessment



Roof System

Condition	Good	Fair	Poor	N/A
Is membrane, metal roof, ballast rocks free of buckling, curling, blistering, or holes?				
Comments:				
Are rubber boots around vent pipes free of cracks and wear?				
Comments:				
Is the roof free of standing water?				
Comments:				
Is the roof free of visible leaks?				
Comments:				
Are gutters unblocked and allow for proper drainage?				
Comments:				
Is the useful life on the roof known?				
Comments:				

Property Condition Assessment



HVAC

Condition	Good	Fair	Poor	N/A
Is HVAC system maintenance documentation available?				
Comments:				
Are fans clean, leak-free, and corrosion-free?				
Comments:				
Are humidifiers clean and free of standing water?				
Comments:				
Have office filters been cleaned monthly and changed?				
Comments:				
Are thermostats in good working order? (if not, describe where they are located)				
Comments:				
Is the boiler room kept locked and free of any stored items? Who has access?				
Comments:				
Are there any combustible objects kept near heaters?				
Comments:				
Is the building's thermostat kept at a comfortable temperature?				
Comments:				

Property Condition Assessment



Electrical

Condition	Good	Fair	Poor	N/A
Are all electrical switches in working order? (if not, detail the amount of and their locations)				
Comments:				
Are outlets free of loose-fitting plugs?:				
Comments:				
Are electrical panels properly covered, secured, and free of any flammable obstructions?				
Comments:				
Does the building utilize permanent wiring instead of extension cords? (if not, state locations)				
Comments:				
Are electrical cords and wiring free of damage or fray?				
Comments:				
Are all electrical boxes, outlets and switches properly covered?				
Comments:				
Are there any frayed wires in the building?				
Comments:				

Property Condition Assessment

Plumbing



Condition	Good	Fair	Poor	N/A
Are plumbing areas free of water spots, moisture, and puddles? (give examples of specific areas)				
Comments:				
Do faucets and fixtures have adequate water pressure?				
Comments:				
Are all drains free-flowing and unclogged? (if not, specify location)				
Comments:				
Does the building have functional backflow prevention devices? When was the last time it was checked and by whom?				
Comments:				

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Vertical Transportation



Condition	Good	Fair	Poor	N/A
Are staircases in good working order?				
Comments:				
Are staircases free of any aesthetic deformities (i.e., paint chipping, etc.)?				
Comments:				
Are elevators in good working order?				
Comments:				
Are escalators in good working order?				
Comments:				

Property Condition Assessment

Life Safety and Fire Protection



Condition	Good	Fair	Poor	N/A
Are all smoke alarms functional?				
Comments:				
Does the building have a sprinkler system? If so, define the type.				
Comments:				
Is the sprinkler system inspected annually and by whom?				
Comments:				
Is all storage at least 6 inches below the sprinklers? If not, describe and provide remedy.				
Comments:				
Are portable fire extinguishers readily available (based on ordinance/applicable governing body)?				
Comments:				
Are fire extinguishers inspected regularly?				
Comments:				
Are fire evacuation diagrams posted throughout the building? (detail number and location)				
Comments:				
When was the last fire sprinkler inspection (date/year) and who authorized/approved?				
Comments:				

Property Condition Assessment



Common Areas

Condition	Good	Fair	Poor	N/A
Are all combustible and flammable liquids labeled and stored properly?				
Comments:				
Is there any combustible storage in unprotected attics or crawl spaces? What is the protocol for organizing the items?				
Comments:				
Are cabinets and containers containing chemicals properly labelled and locked?				
Comments:				
Are spill-containment materials readily available in case of a spill? What is the protocol in place for dealing with spills?				
Comments:				
Are permits maintained and located in the appropriate location for applicable governing body? Who oversees this?				
Comments:				
Is there a procedure in place of emergencies? (i.e. fires, wash stations, sharps exposure, etc.)				
Comments:				
Are office walls painted properly? (i.e. is there chipping, smoke stains, etc.)				
Comments:				
Is office flooring still of quality condition? (i.e. chips, tears, etc. in flooring)				
Comments:				