

Facility Condition Assessment Checklist

Assessment Date: _____ Technician(s): _____

Getting Ready for Your FCA

Step 1: Review any previous reports

Gather any previous facilities condition assessment reports (if applicable)

Step 2: Collect all relevant documentation

Building plans

Preventative maintenance schedule

CAD drawings

Planned projects

Engineering drawings

Utility bills

Maintenance records

Maintenance budget

Repair histories

Step 3: Perform a pre-assessment inspection

Note any visible signs of wear and tear, water damage, or areas in need of repair

Note any safety hazards or code violations

Step 4: Prepare your team

Inform your maintenance staff about the upcoming assessment

Gather feedback from key personnel involved in facilities management

Provide a detailed asset list to your staff to ensure nothing is missed

Step 5: Plan for access

Coordinate with your staff to unlock doors

Provide assessors access to equipment rooms

Make necessary arrangements for access to restricted areas

Step 6: Get prepared for questions

Designate your point of contact to answer questions or provide assistance to assessors

Clear your calendar of non-urgent meetings to make yourself available

Following Up on Your FCA

Step 1: Review your findings

Organize and record data findings in CMMS or asset register.

Prioritize your issues based on urgency and available resources

Your FCA should include a Facilities Condition Index (FCI) which will help benchmark and prioritize repairs versus replacements

Note: a facility's index of 5% or less is expected, higher than 10% is considered poor, and anything over 30% is a critical need.

Step 2: Track your progress

Schedule ongoing meetings with key personnel to follow up on any outstanding items and ensure that improvements are implemented

Utilize your CMMS to keep your FCA data accurate as projects are completed and track up-to-date asset information

Maintain preventive maintenance histories, records of equipment repairs, interactive mapping features, and utility usage tracking

Consider using capital planning software to leverage CMMS data for predictive data modeling, asset health assessments, and benchmarking to support capital plan funding requests.