Facility Audit System Evaluation Guidelines

**FACILITY NUMBER:**

**FACILITY NAME:**

**NUMERICAL GUIDELINES:**

1. Satisfactory - Meets all current needs for living, work, teaching, and research. Suitable for continued use with normal maintenance.

2. Minor Repairs Required - Repair of components will improve service or efficiency. Corrections required under normal operating budgets.

3. Major renovation of select components required to return equipment to original design performance standards. Corrections should be completed within 6-10 years.

4. Major renovation of a majority of components required to meet functional needs for living, work, teaching, and research. Corrections should occur within 3-5 years.

5. Unsatisfactory - Does not meet the requirements for living, work, teaching, and research and requires complete system redesign and replacement. Corrections should be completed during the next 1-2 years.

**COMPONENT EVALUATION**

Evaluate the condition and serviceability of each applicable component. Provide comments on any less than satisfactory component or condition. Any extensive comments, observations, or evaluations of problems should be documented for generation of a Service Request if immediate action is required or for generation of a Physical Plant project for near future requirements. CIP Project Requests should be prepared for long-range Capital Improvement Projects. Assign a numerical rating to each applicable component.