South Carolina Commission on Higher Education

MEMORANDUM

DATE: April 15, 2014

TO: Facilities Officers

FROM: Mr. Gary Glenn, Director of Finance, Facilities, & MIS

SUBJECT: Building Condition Survey – 2014 Update

It is time once again to evaluate the education and general (E&G) buildings on your campuses in order to determine the condition of buildings and institution maintenance needs. **Only buildings with 25 percent or more of space dedicated for E&G and are more than 3,000 SF are to be included.** The evaluations are updated every three years and used to calculate building condition codes which are submitted to the Commission's Management Information System (CHEMIS). The codes are used to calculate institutional maintenance needs and respond to legislative requests.

The instructions for the Building Condition Survey – 2014 Update are included in this e-mail. Under a separate email you will receive your institution's Building Condition Survey workbook. **The completed surveys are due no later than Monday, June 16, 2014.**

If you have any questions, please do not hesitate to contact me at (803) 737-2155 or Courtney Blake at (803) 737-9930. As noted in the instructions, please e-mail your completed surveys to Courtney.

2014 BUILDING CONDITION SURVEY

Introduction

The Commission on Higher Education (CHE) is conducting a building condition survey to determine the extent of maintenance needs at public colleges and universities in South Carolina. The purpose of this project is to (1) define the cost of bringing campus buildings to a satisfactory physical condition and (2) define the cost of maintaining them in that state. The Building Condition Survey has been designed to identify buildings that require capital outlay expenditures for renovation and repair and to create a baseline database to support fiscal policy recommendations to address the upkeep issues.

The survey has been designed so that building/facility personnel from each institution can rate the condition of their facilities using the rating forms included in these instructions. CHE staff will validate the condition rating of a representative sample of buildings throughout the state in order to ensure consistency in the collected data.

Buildings to be evaluated in the survey:

- All buildings included in the Building Condition Survey workbook should be included. If a facility is not included, please notify Courtney Blake immediately.
- Buildings scheduled for demolition should be excluded from the survey.

Building Evaluations

For the purposes of this study, building evaluations will deal with the functional and physical adequacy of a structure and its systems. In analyzing the functional adequacy of a facility, evaluation is limited to the individual structure as they are presently used. The study does not address the relationship of a structure to future programmatic needs of an institution. This survey will evaluate the physical and functional condition of every facility falling within the limitations of the study.

1. **Satisfactory** – No capital outlay funds will be needed during the next five years.

2. **Remodel-A** – The building is currently adequate. Restoration to acceptable standards without major use changes, alterations, or modernizations is not greater than 25 percent of the estimated replacement cost of the building system.

3. **Remodel-B** –The building requires major updating and/or modernization. The approximate cost is greater than 25 percent but less than 50 percent of the estimated replacement cost of the building system.

4. **Remodel-C** – The building requires major remodeling. The approximate cost is greater than 50 percent of the replacement cost of the building system.

5. **Demolition** – The building should be demolished or abandoned. The building is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement.

We will generate a specific facility condition index from the information you submit. This will reflect the required maintenance needs of the building as a percentage of the structure's replacement cost. This number represents a summation of the evaluation of each of the building's systems. It is extremely important that facilities be evaluated consistently on an institutional and statewide basis. Therefore, responsibility for form completion should be delegated, to the extent possible, to a single individual.

Reporting Procedures

1. Under a separate email you will receive your institution's Building Condition Survey workbook. Institutions should complete one set of forms (2 pages) for each building. Each set of worksheets has been named and hyperlinked to correspond with the facilities inventory summary sheet.

2. If you have any questions, contact Courtney Blake at (803) 737-9930 or via email at cblake@che.sc.gov.

3. Electronically forward the completed workbook to:

Courtney Blake
Program Coordinator for Facilities
E-mail: cblake@che.sc.gov
Phone: (803) 737-9930

4. **Surveys are due no later than Monday, June 16, 2014.**

GENERAL INSTRUCTIONS

I. Inventory

An electronic workbook of the E&G facilities and corresponding worksheets for your institution will be sent via separate email. If you have facilities that are not included in this workbook, please contact Courtney Blake immediately. Please complete/update a survey form for each of these buildings and fill out/verify information on the summary form.

The survey consists of two sections:

Page A – Building Condition Survey Summary Form
Page B – Individual System Condition Evaluation Form

Please fill out/verify building information at the top of page A and include any additional information you deem necessary in the Comments box. This information is updated annually with Facilities Data submitted to CHEMIS.

II. Individual System Condition Evaluation Forms (foundation, exterior wall system, etc.)

Evaluate each system on a scale of 1 to 5 where "1," is satisfactory and "5" is needs to be completely replaced. Select the number that best represents your overall evaluation of each system. Enter this number in the space provided on the right hand side of each system block. This is the number that will be brought forward to the summary page.

III. Building Condition Survey Summary Form

Please fill out/verify the top portion of this form for each of your buildings. The building number, gross square footage, age, and replacement cost should be included.

DETAILED INSTRUCTIONS

Foundation

1. Inspect the exterior perimeter of the building and observe the foundation walls. If there are no foundation walls, enter (1). If there are cracks in the foundation wall, judge the severity of the cracks and enter a number that best represents its condition.

2. Observe the foundation walls to see if they are out of plumb. If there is a basement or a sub-basement, observe the floor; pay particular attention to where the floor meets the walls. Judge the degree to which severe settlement has occurred.

Exterior Wall System

1. What is the physical condition of the exterior walls? Are they cracked? Are portions missing? Are portions separating? What is the condition of moisture barrier?

2. On wooden walls is there evidence of rot or termites? On concrete or brick, is there evidence of softening or other deterioration? In your best judgment, to what degree are the walls waterproof?

3. Inspect external door and window frames for gaps, cracks and damage. To what degree is caulking adequate?

4. Pointing refers to the condition of the mortar between bricks or stones or masonry block. What is the condition of the masonry joints?

5. Code relates to life safety and fire protection. Has the building recently passed fire and safety inspection? If it was satisfactory, enter (1). If not, evaluate the degree to which it did not pass.

6. In your opinion, does the wall provide adequate insulation for building? If satisfactory, enter (1). If not, evaluate the degree to which it does not.

7. In general, how maintainable do your exterior walls appear to be?

8. Do the exterior walls require painting? If satisfactory enter (1). If not, evaluate the degree to which they do not.

Floor Systems

1. What is the physical condition of the floors? Are there significant cracks, holes, unevenness, bowing, rotting or other general decay? Evaluate the degree to which these conditions exist.

2. How easy is it to maintain the floor? Is there asbestos to remove?

3. To what degree do the floors need to be refinished, carpet replaced, linoleum replaced, etc.?

4. To what degree do the floors move when they are walked on?

5. Has the building recently received a fire rating? If so, to what degree were there discrepancies with regard to the floors?

6. Is the current use of the structure adequate for the design load? If there are design load problems, judge the degree to which they exist. In most cases, the design load is appropriate unless the use of the building has changed.

Roof System

1. Fill in the age of the roof and its total gross square footage, checking the box for flat or pitched. (A flat roof is less than 1" per foot rise; a pitched roof is greater than 1" per foot rise.)

2. What is your general evaluation of the overall condition of the roof? Are there holes in it? Is it sagging? Are there bare spots in the tar? Are there soft spots or bubbles? Are there shingles missing or torn? What is the service order repair history?

3. Is there evidence of leakage on interior ceilings? Ask the occupants if it leaks when it rains.

4. Are there gutters, drain spouts or other means of draining moisture from the roof? Is there evidence of standing water?

5. Ask the facility engineer if the roof insulation is adequate. If it is adequate or if there is no insulation required, then enter (1).

6. Has the building recently received a fire rating? If so, to what degree were there discrepancies with regard to the roof?

7. Have additional heat/ac units been added on the roof due to additions to the building? Due to remodeling? Check with the facility engineer to determine if the roof is currently within its design load. If not, to what degree is it out of limits?

Interior Walls

1. What is the physical condition of the walls? Are there cracks, holes, or other damage? Are they off plumb? Is there asbestos present?

2. Are non-load bearing walls securely anchored? Do they vibrate?

3. Do the walls unduly transmit or reflect sound?

4. Evaluate the overall appearance of the walls. Do they need to be recovered or painted?

5. How adaptable are the walls; can they be relocated if necessary?

6. In general, how maintainable are the interior walls?

Windows

1. What is the physical condition of the sills, the glass, and the frames?

2. Do the frames and sills need refinishing? Do the windows need to be re-glazed? Is lead paint present?

3. Does the window open if intended to open? Can you see out of it?

4. Is there evidence of wind, rain, or light coming through window frames?

5. How maintainable are the windows? How easy to wash? How easy to replace?

Doors

1. What is the general condition of the doors?

2. What is the general condition of the doorframes? Are they fire rated?

3. Do the doors bind? Do the closers open and close the doors properly? Are they fire rated?

4. Are the locks and/or alarm systems functioning properly? If you have had a recent fire inspection, were your doors cited? If not, enter (1).

5. Do the doors have panic bars as required? Check the fire safety inspections for this.

Ceilings

1. What is the general condition of the ceilings? Are there holes or cracks?

2. Do the ceilings unduly transmit or reflect sound? Is there asbestos present?

3. Are you able to access the space above the ceiling if you need to?

4. What is the ceiling's appearance? Are there water stains, discoloration, and/or dinginess?

Heating

1. Fill in the age of the system and its heating capacity.

2. Is it adequate?

3. Do the temperature controls function properly?

4. Is the system quiet or does the noise disrupt the use of the building?

5. Does the energy consumption seem reasonable?

6. Is the circulation and venting adequate?

7. Is the system reliable?

8. Is the filtration adequate?

9. Are there any problems with condensation?

Cooling

1. Fill in the age of the system and its cooling capacity.

2. Is it adequate?

3. Do the temperature controls function properly?

4. Is the system quiet or does the noise disrupt the use of the building?

5. Does the energy consumption seem reasonable?

6. Is the circulation and venting adequate?

7. Is the system reliable?

8. Is the filtration adequate?

9. Are there any problems with condensation?

Plumbing

1. Do you have good water pressure and supply quantity? To what degree are they inadequate? Is the potable supply drinkable?

2. Do your drains work?

3. Do you have any cross-connections?

4. Are there enough fixtures?

5. Do you have the right kinds of fixtures?

6. Do you have wheelchair fixtures as required?

7. Are there enough restroom facilities?

8. Do your interior roof drains function properly?

9. Is the site drainage adequate? Is there standing water? Does the water run away from the building?

Electricity

1. Are there any bare wires, blown sockets, etc.? Is the system safe?

2. Is the capacity adequate for serving the building? (Electricity coming to the building.)

3. Is the panel capacity adequate? (Electricity distributed through the building.) Popping breakers once a month receives a (2), popping breakers daily receives a (5).

4. Are there enough outlets and are they in the right places? Look for extension cords.

5. Is there enough lighting?

6. Are there enough fixtures and are they functioning properly?

7. Do you need emergency power? If you do, do you have it and is it adequate?

8. Are the exit lights approved by fire inspections? Are there emergency lights?

Elevator Systems

1. Self-Explanatory. If there is no elevator system, enter (1).

Safety Standards

1. Are any of the exit doors blocked or not easily accessible?

2. Have you been cited by the fire marshal? Are the problems fixed?

3. Do you have a sprinkler system and is it adequate?

4. Do detection and alarm systems meet fire marshal rules and regulations? If applicable, do they meet life safety codes?

5. Do you have emergency power lighting as required by codes? If not required, enter (1).

6. Do you meet rules and regulations for handicap access? If not required, enter (1).

Design Standards

1. How flexible is the design of the building? How difficult would it be to change its purpose?

2. How well does the building satisfy its current purpose?

3. Divide the assignable (usable) square footage by the gross square footage. In your opinion, is this a satisfactory percentage with regard to the design and purpose of the building? If not, to what degree is it not satisfactory?