

THEC Guidelines for Facility Condition Assessments *02.03.2021, rev 06.14.2022*

The THEC Facilities Assessments Guidelines are provided to support the implementation of successful facilities maintenance and improvements planning. The purpose of the assessment data is to provide a platform to 1) inform long-range campus master plan initiatives, 2) plan and prioritize capital maintenance projects, 3) support ordinary maintenance planning, 4) serve as a repository for selected facilities documentation, and 5) provide order-of-magnitude deferred maintenance costs.

- Facility Condition Assessments should be completed for:
 - E&G Buildings –
 - Complete at least one comprehensive survey within a 5-year cycle. Surveys may be completed by trained in-house staff, or by consultant architects and engineers, or outside consultants with expertise in facility assessments. Minor structures such as storage sheds may be surveyed with a summary facilities score.
 - Complete comprehensive survey for all proposed capital outlay renovations, and for proposed capital maintenance projects within 2 years of the submittal date. Capital outlay project submittals that are new construction and are proposed as a result of conditions of other existing facilities, should include a full survey within 2 years of the submittal date. All surveys for proposed capital outlay projects should be completed by consultant architects and engineers, or by outside consultants with expertise in facility assessments. The scope of surveys for Capital Maintenance projects may be limited to the uniformat-based systems affected by the proposed project(s) and may be completed by in-house staff.
 - Complete data matrix of facility condition and program suitability with all surveys of E&G space. Matrix includes designation of:
 - Legacy building
 - Site Suitability Grade
 - Physical Building Rating
 - Program Suitability
 - Expected Lifespan
 - Survey and matrix scores should be recorded in the PFIS database at the time of the survey completion.
 - Auxiliary Buildings –
 - Inspections of Auxiliary spaces should be conducted at least every 5 years. The inspection should be documented with a summary survey facilities score. The inspection may be completed by trained facilities in-house staff, or by consultant architects and engineers, or outside consultants with expertise in facility assessments.

- Proposed capital renovations of auxiliary spaces should include a full survey of the facility completed within 2 years of the submittal date. Proposed capital projects of auxiliary spaces that are the result of deteriorating conditions of other auxiliary spaces should include full surveys of the related spaces, complete within 2 years of the submittal.
- Complete matrix of facility condition and program suitability with all surveys of auxiliary space.
- Survey and matrix scores should be recorded in the PFIS database at the time of the survey completion.
- Proposed Property Acquisitions – All proposed property acquisitions with occupied structures, including structures planned for demolition, should include a facility assessment completed prior to SBC request for approval. Residential structures that are planned for demolition may be evaluated by in-house trained staff. All other prospective properties should be evaluated by qualified outside consultants.
- Master Plans – Full Master Plans and Master Plan Updates should include a summary of the overall facility scores, and facility program suitability matrix of all owned facilities. Master Plan Amendments should include the overall facility scores and facility program suitability matrix of all owned facilities that are included in, or affected by, the amendment.