



APPENDIX D

AUDIT FORM TEMPLATE

The following is a sample facility audit form that an education organization can refer to as it develops its own auditing materials. This checklist was provided by Edward H. Brzezowski, P.E., Facility Energy Services, Inc., Chester, NJ 07930 (<http://www.fes-nj.com>). Not all items will be applicable to all school facilities. Moreover, this audit form does not represent a standard or agreed-upon convention.

SCHOOL BUILDING FACILITY MANAGEMENT CHECKLIST

EXTERIOR ENVELOPE

Exterior Walls

- Curtainwall
- Finishes–Ceilings
- Masonry

Roof

- Roofing
- Skylights

Doors

- Doors/Hardware-Exterior

Windows

- Windows

Misc.

- Other Exterior

Notes:

INTERIOR ENVELOPE

Classrooms

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Markerbds
- Bulletin Boards

Offices

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Music Room

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Markerbds
- Bulletin Boards

Auditorium

- Auditorium Seating
- Stage Curtain
- Handicapped Access
- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Media Center

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Art Room

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Markerbds
- Bulletin Boards

Science Room

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Markerbds
- Bulletin Boards

Life Skill/Home Ec

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Markerbds
- Bulletin Boards

Teachers Room

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Technology Ed

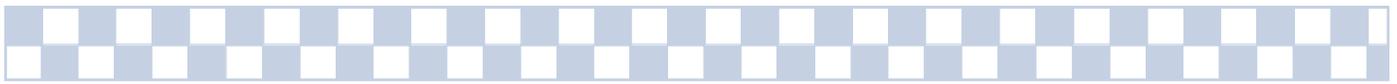
- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Markerbds
- Bulletin Boards

Small Group

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework
- Chalkboards & Markerbds
- Bulletin Boards

Gymnasium

- Bleachers
- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Gym Partitions



Cafeteria/MP Room

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Kitchen

- Finishes–Ceilings
- Finishes–Floors

Nurse

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Toilet Room Finishes

- Toilet Partitions
- Handicapped Access
- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Mechanical Room

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Janitor Closet

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Casework

Storage

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Stairs

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Railings
- Guard Rails
- Stair Treads
- Stairs
- Chalkboards & Markerboards

Corridors

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls
- Lockers
- Finishes–Walls

Handicapped Access

- Handicapped Access
- Ramps–Interior
- Railings

Doors

- Doors/Hardware–Exterior
- Doors/Hardware–Interior

Elevators/Lifts

- Elevator

Structural Issues

- Structural

Misc.

- Other–Interior
- Sump Pump
- Swimming Pool

Other

- Finishes–Ceilings
- Finishes–Floors
- Finishes–Walls

Notes:

DISCIPLINE: ELECTRICAL SYSTEMS

Power & Distribution System

- Electrical–Service
- Electrical–Distribution
- Electrical–Wiring
- Electrical–Receptacles
- Electrical–Transformer

Communication Systems

- Cable TV System
- Clocks & Program
- Local Area Network
- Public Address System
- Security System

Lighting Systems

- Lighting–Exterior
- Lighting–Interior
- Lighting–Theatrical

Emergency and Exit Systems

- Egress Lighting
- Emergency Generator
- Exit Signs

Fire Alarm Systems

- Fire Alarm–Entire System
- Fire Alarm–Main Panel
- Fire Alarm–Remote

Annunciator

- Fire Alarm–Detection System
- Fire Alarm–Audible Alarms

Notes:

DISCIPLINE: NEW CONSTRUCTION

- Addition
- Alteration
- Building Demolition

Notes:



DISCIPLINE: PLUMBING SYSTEMS

Piping

- Piping–Domestic Water
- Piping–Sanitary
- Piping–Storm

Pipe Insulation

- Pipe Insulation

Fixtures

- Sinks
- Toilets
- Urinals
- Water Fountains

Hot Water System

- Hot Water System

Drains

- Floor Drains
- Roof Drains

Pumps

- Pumps–Plumbing

Misc. Plumbing

- Backflow Preventors
- Grease Traps
- Sewage Ejectors

Fire Suppression

- Fire Suppression–Kitchen Hood
- Fire Suppression–Limited Area Sprinkler
- Fire Suppression–Sprinklers-Add System
- Fire Suppression–Fire Pump
- Fire Suppression–Standpipes

Notes:

DISCIPLINE: MECHANICAL SYSTEMS

Heating Plant

- Boiler
- Boiler Burners

Cooling Plant

- Air Conditioning System-Add
- Chiller
- Cooling Tower

Piping

- Piping-HVAC-Hot Water
- Piping-HVAC-Steam
- Piping-HVAC-Chilled Water
- Piping-HVAC-Condensate

Terminal Units

- Radiators
- Unit Ventilators
- Exhaust Fan
- Terminal HVAC Units

Pumps

- Pumps-HVAC

ATC System

- Automatic Temperature Controls
- Automatic Temperature Controls Air Compressors

Return

- Steam Traps

Exhaust System

- Exhaust Systems

Ventilation System

- Ventilation Systems

Miscellaneous

- Dust Collection System

Notes:

DISCIPLINE: SITE

Exterior Paving/Walks/Stairs

- Paving/Walks
- Stairs-Exterior

Handicapped Access

- Ramps-Exterior

Landscaping

- Landscaping
- Fencing

Site Drainage

- Drywell

Play Areas

- Play Fields
- Play Equipment

Notes:

DISCIPLINE: LIFE SAFETY

- Life Safety

Notes:

DISCIPLINE: CHANGE OF USE

- Maximum Renovation
- Minimum Renovation
- Moderate Renovation

Notes: