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

INTERIOR ENVELOPE

- Classrooms
  - Finishes-Ceilings
  - Finishes-Floors
  - Finishes-Walls
  - Casework
  - Chalkboards &Markerboards
  - Bulletin Boards

- Offices
  - Finishes-Ceilings
  - Finishes-Floors
  - Finishes-Walls

- Music Room
  - Finishes-Ceilings
  - Finishes-Floors
  - Finishes-Walls
  - Casework
  - Chalkboards & Markerboards
  - 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 & Markerboards
  - Bulletin Boards

- Science Room
  - Finishes-Ceilings
  - Finishes-Floors
  - Finishes-Walls
  - Casework
  - Chalkboards & Markerboards
  - Bulletin Boards

- Life Skill/Home Ec
  - Finishes-Ceilings
  - Finishes-Floors
  - Finishes-Walls
  - Casework
  - Chalkboards & Markerboards
  - Bulletin Boards

- Teachers Room
  - Finishes-Ceilings
  - Finishes-Floors
  - Finishes-Walls

- Technology Ed
  - Finishes-Ceilings
  - Finishes-Floors
  - Finishes-Walls
  - Casework
  - Chalkboards & Markerboards
  - Bulletin Boards

- Small Group
  - Finishes-Ceilings
  - Finishes-Floors
  - Finishes-Walls
  - Casework
  - Chalkboards & Markerboards
  - Bulletin Boards

- Gymnasium
  - Bleachers
  - Finishes-Ceilings
  - Finishes-Floors
  - Finishes-Walls

Notes:
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 & Markerbds

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategories</th>
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<tbody>
<tr>
<td>Piping</td>
<td>❑ Piping–Domestic Water&lt;br&gt;❑ Piping–Sanitary&lt;br&gt;❑ Piping–Storm</td>
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<tr>
<td>Pipe Insulation</td>
<td>❑ Pipe Insulation</td>
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<tr>
<td>Fixtures</td>
<td>❑ Sinks&lt;br&gt;❑ Toilets&lt;br&gt;❑ Urinals&lt;br&gt;❑ Water Fountains</td>
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<tr>
<td>Hot Water System</td>
<td>❑ Hot Water System</td>
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<tr>
<td>Drains</td>
<td>❑ Floor Drains&lt;br&gt;❑ Roof Drains</td>
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<tr>
<td>Pumps</td>
<td>❑ Pumps–Plumbing</td>
</tr>
<tr>
<td>Misc. Plumbing</td>
<td>❑ Backflow Preventors&lt;br&gt;❑ Grease Traps&lt;br&gt;❑ Sewage Ejectors</td>
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<td>Notes:</td>
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## DISCIPLINE: MECHANICAL SYSTEMS

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<tr>
<th>Category</th>
<th>Subcategories</th>
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<tbody>
<tr>
<td>Heating Plant</td>
<td>❑ Boiler&lt;br&gt;❑ Boiler Burners</td>
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<tr>
<td>Cooling Plant</td>
<td>❑ Air Conditioning System-Add&lt;br&gt;❑ Chiller&lt;br&gt;❑ Cooling Tower</td>
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<tr>
<td>Piping</td>
<td>❑ Piping-HVAC-Hot Water&lt;br&gt;❑ Piping-HVAC-Steamp&lt;br&gt;❑ Piping-HVAC-Chilled Water&lt;br&gt;❑ Piping-HVAC-Condensate</td>
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<tr>
<td>Terminal Units</td>
<td>❑ Radiators&lt;br&gt;❑ Unit Ventilators&lt;br&gt;❑ Exhaust Fan&lt;br&gt;❑ Terminal HVAC Units</td>
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<tr>
<td>Pumps</td>
<td>❑ Pumps-HVAC</td>
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<tr>
<td>ATC System</td>
<td>❑ Automatic Temperature Controls&lt;br&gt;❑ Automatic Temperature Controls Air Compressors</td>
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<td>Return</td>
<td>❑ Steam Traps</td>
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<td>Exhaust System</td>
<td>❑ Exhaust Systems</td>
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<td>Ventilation System</td>
<td>❑ Ventilation Systems</td>
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<td>Miscellaneous</td>
<td>❑ Dust Collection System</td>
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<td>Notes:</td>
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## DISCIPLINE: SITE

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<th>Category</th>
<th>Subcategories</th>
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<tbody>
<tr>
<td>Exterior Paving/Walks/Stairs</td>
<td>❑ Paving/Walks&lt;br&gt;❑ Stairs-Exterior</td>
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<tr>
<td>Handicapped Access</td>
<td>❑ Ramps-Exterior</td>
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<tr>
<td>Landscaping</td>
<td>❑ Landscaping&lt;br&gt;❑ Fencing</td>
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<td>Site Drainage</td>
<td>❑ Drywell</td>
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<tr>
<td>Play Areas</td>
<td>❑ Play Fields&lt;br&gt;❑ Play Equipment</td>
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<td>Notes:</td>
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## DISCIPLINE: LIFE SAFETY

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<th>Category</th>
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<tbody>
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<td>Life Safety</td>
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## DISCIPLINE: CHANGE OF USE

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<th>Category</th>
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<tr>
<td>Maximum Renovation</td>
<td>❑ Maximum Renovation</td>
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<tr>
<td>Minimum Renovation</td>
<td>❑ Minimum Renovation</td>
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<tr>
<td>Moderate Renovation</td>
<td>❑ Moderate Renovation</td>
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<tr>
<td>Notes:</td>
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