

## PRE-AUDIT ITEMS NEEDED FROM PROPERTY

### CHECKLIST

- 1.) Preventative Maintenance Records, System Used
- 2.) Major upgrades to building systems, if any
- 3.) Equipment List
- 4.) Name of Fire Life Safety System, if any
- 5.) Name of Elevators and is permit up to date and has 5 year load test been done
- 6.) Roof maintenance and warranty, if any
- 7.) Name of Energy Management System, if any
- 8.) Name and age of Closed Circuit TV and is it VHS or Digital format
- 9.) Name of card access, if any
- 10.) Any Environmental Issues?
- 11.) Any Structural Issues?
- 12.) Any Major Building System Issues?
- 13.) Is there any open permit or code violations?
- 14.) Do you have any plans on building system upgrades?
- 15.) What are the planned upgrades and budget #'s?
- 16.) Is the property benchmarked in Energy Star and do you have copies of all the utility bills?
- 17.) Do you have a Green program?
- 18.) Are you following any Utility programs?
- 19.) Have you implemented any Energy control measures?
- 20.) What is your cost per square foot for total utilities per month?
- 21.) What are your hours of operation?

- 22.) Do you have the occupant population of the building?
- 23.) Do you recycle? Both building and tenant desk side?
- 24.) Who is your pest control vendor?
- 25.) Who is your Janitorial Company?
- 26.) Are you currently running any water saving programs?
- 27.) Can we have a current list of tenants and operating hours? Any retail or special use?
- 28.) Please list all utility and vendors.
- 29.) Are you registered in LEED with the USGBC?
- 30.) List the building staff including the engineering staff and janitorial crew.
- 31.) Provide an emergency contact list.
- 32.) Please list any unusual building conditions.
- 33.) Please provide any and all utility analysis check-lists.
- 34.) Do you have a building base building system requirement?
- 35.) Do you have a building standard requirement?
- 36.) Do you have copies of all CFO's, Permits and TI build outs?
- 37.) Are there any outstanding code or NFPA outstanding issues?
- 38.) Do you have a full ADA survey?
- 39.) Do you have a full Structural survey? What is the PML of the property?
- 40.) Do you have a full and complete Environmental Phase-I & II survey?
- 41.) Please provide any and all PCA's done on the property.
- 42.) Do you have a best practices program?
- 43.) Do you or have you had an energy audit done?
- 44.) Who is your Energy Management Company if applicable?
- 45.) Are you on a maintenance contract for HVAC?

- 46.) Do you have a CMMS for PM's & WO's?
- 47.) What is your OSA minimum/maximum? Any room or application of improved OSA?
- 48.) Are all your plumbing fixtures post 1992 EPACT?
- 49.) What are your irrigation controls?
- 50.) What are your building amenities?
- 51.) Do you have a spa/changing facility and bike rack?
- 52.) What are your parking capabilities, 3-1?
- 53.) Do you have alternate transportation alternatives for the tenants?
- 54.) How close are the alternative transportation vendors/bus lines and rails? How many service your building within a 1/4/1/2 mile?
- 55.) What is the refrigerant type in your HVAC?
- 56.) Do you have construction standards including diverted waste management?
- 57.) Please provide all the lighting spec's in your building, both type and model numbers.
- 58.) Please provide all sequence of operations for all building systems, include matrixes if applicable.
- 59.) Please provide filter type and pressure drop on all building HVAC systems.
- 60.) Please provide any and all other pertinent information on the operation of your building.