



ANNUAL PROPERTY ENGINEERING AUDIT BEST PRACTICES

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INTRODUCTION

The performance of Annual Engineering Audits on all Transwestern managed assets provides our organization opportunities to identify improvement in anticipation of the future. These audits will serve to evaluate existing building performance and enable us to project future measures which could add value for our clients.

All Transwestern properties are required to participate in an Annual Engineering Audit. These audits will be conducted by the Regional Engineering Lead through a coordinated effort with the Chief Engineer and the Property Manager.

EXISTING BUILDING INSPECTIONS

Existing Buildings are those already under a Property Management agreement with Transwestern. These properties will be audited and monitored as follows:

1. The property's Chief Engineer or Property Manager will download the Annual Property Inspection Template from the National Engineering SharePoint Site.

<http://twconnect.transwestern.net/Projects/nationalengineer/default.aspx>

The template is located in the Administrative Documents Library.

2. The Chief Engineer or Property Manager will complete the Inspection Form Tab. The inspection template must be forwarded to the Regional Engineering Lead within **30 days** after receipt.
3. The Regional Engineering Lead will contact the property to identify who will be performing the walk-through with the assigned inspector and to schedule the date of the inspection. The inspection will be scheduled within **30 days** of receipt of the inspection template from the property.

NOTE: It is recommended that annual inspections are staggered such that they will not all renew in the same month.

4. The Regional Engineering Lead will provide comments and attach photos within the inspection template regarding the property inspection. Critical issues and emergency comments will also be addressed.
5. During the inspection, the following priority levels will be set for all property areas identified during the inspection as requiring repair or updating:
 - Immediate Action Required
 - Within the Next 3 Months
 - As Time and Resources Allow
 - Budget Item

6. The Regional Engineering Lead will review the inspection verbally with the Chief Engineer or Property Manager.
7. The Regional Engineering Lead will distribute the completed inspection to the Sr. Property Manager. The Sr. Property Manager will distribute copies of the inspection to the Property Manager and Chief Engineer.
8. Once the inspection template is complete, it will be uploaded to the Annual Property Inspection Document Library on the National Engineering SharePoint Site.

NOTE: the standard naming convention for all Annual Property Inspections should contain the property name and month/year of the inspection as follows:

Sample: AnnualPropertyInspection_BuildingName_Month_Year
Example: AnnualPropertyInspection_MarathonTower_9_2009

PROPERTY TAKEOVER INSPECTIONS

Any property where Transwestern assumes responsibility for Property Management will be audited and monitored as follows:

1. The property's Chief Engineer or Property Manager will download the Annual Property Inspection Template from the National Engineering SharePoint Site.

<http://twconnect.transwestern.net/Projects/nationalengineer/default.aspx>

The template is located in the Administrative Documents Library.

2. The Chief Engineer or Property Manager will complete the Inspection Form Tab. The inspection template must be forwarded to the Regional Engineering Lead within **60 days** after receipt.
3. The Regional Engineering Lead will contact the property to identify who will be performing the walk-through with the assigned inspector and to schedule the date of the inspection. The inspection will be scheduled within **30 days** of receipt of the inspection template from the property.

NOTE: It is recommended that annual inspections are staggered such that they will not all renew in the same month.

4. The Regional Engineering Lead will provide comments and attach photos within the inspection template regarding the property inspection. Critical issues and emergency comments will also be addressed.

5. During the inspection, the following priority levels will be set for all property areas identified during the inspection as requiring repair or updating:
 - Immediate Action Required
 - Within the Next 3 Months
 - As Time and Resources Allow
 - Budget Item
6. The Regional Engineering Lead will review the inspection verbally with the Chief Engineer or Property Manager.
7. The Regional Engineering Lead will distribute the completed inspection to the Sr. Property Manager. The Sr. Property Manager will distribute copies of the inspection to the Property Manager and Chief Engineer.
8. Once the inspection template is complete, it will be uploaded to the Annual Property Inspection Document Library on the National Engineering SharePoint Site.

NOTE: the standard naming convention for all Annual Property Inspections should contain the property name and month/year of the inspection as follows:

Sample: AnnualPropertyInspection_BuildingName_Month_Year
Example: AnnualPropertyInspection_MarathonTower_9_2009

CRITICAL ISSUE REVIEW

All critical issues identified during the Annual Property Inspection will be prioritized as follows:

- Immediate Action Required

The Regional Engineering Lead will follow up with the Sr. Property Manager on all critical issues identified during the inspection. At that time, the Sr. Property Manager will determine how to proceed and the resources that are needed to complete any required work.

APPENDIX A
Annual Property Inspection Template