

ALLEGANY COUNTY
OFFICE OF ECONOMIC DEVELOPMENT

7 Court Street, Room 213
Belmont, NY 14813
Telephone: 585-268-7471
Ashley Smith, Director

REQUEST FOR PROPOSAL

FACILITY CONDITION ASSESSMENT
OLD BELMONT SCHOOL

34 South Street
Village of Belmont
Town of Amity
Allegany County
New York State
14813
Tax ID: 172.17-1-6.2

Thursday, October 8th, 2026

TABLE OF CONTENTS

Cover Sheet ..... pg. 1

Table of Contents ..... pg. 2

Location Map / Site Photo ..... pg. 3

Copy of Legal Advertisement ..... pg. 4

INSTRUCTIONS TO PROPOSERS

1. Feasibility Study ..... pg. 5 - pg. 8

    A. Intent ..... pg. 5

    B. Site Information ..... pg. 5

    C. Project Description ..... pg. 5

    D. Scope of Work ..... pg. 5

    E. Major Building Components ..... pg. 6

    F. Major Grounds Components ..... pg. 7

    G. Cost Accounting ..... pg. 8

    H. Building Systems Equipment Inventory / Capital Planning Software ..... pg. 8

    I. Building Codes ..... pg. 9

2. Reports ..... pg. 9

3. Directions for Proposal Submission ..... pg. 10

4. Addenda & Interpretations ..... pg. 11

5. General Requirements ..... pg. 11 - pg. 13

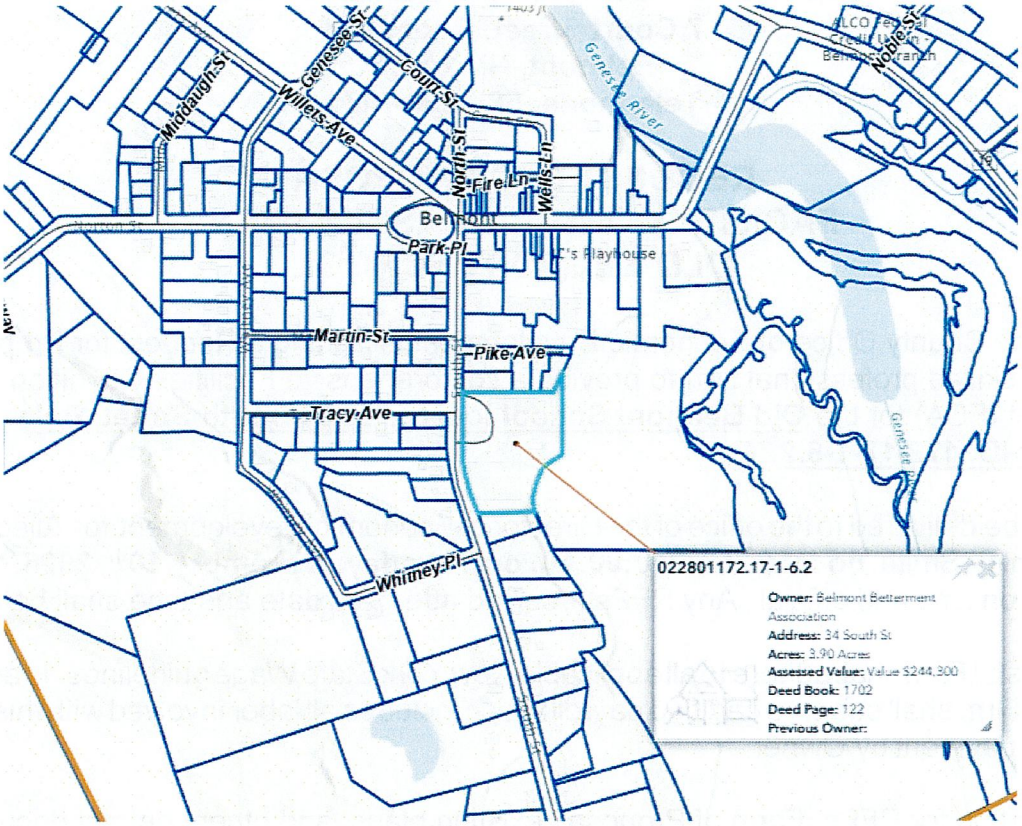
6. Proposer Contact Information ..... pg. 14

7. Proposal Sheet ..... pg. 15

8. Minimum Proposer Requirements ..... pg. 16

9. Minimum Proposer Services ..... pg. 17

LOCATION MAP



OLD BELMONT SCHOOL



ALLEGANY COUNTY
OFFICE OF ECONOMIC DEVELOPMENT

7 Court Street, Room 213
Belmont, NY 14813
Telephone: 585-268-7471

REQUEST FOR PROPOSAL
FACILITY CONDITION ASSESSMENT
OLD BELMONT SCHOOL

The Allegany County Office of Economic Development is issuing a Request for Proposal (RFP) for a highly skilled professional firm to provide a comprehensive Facilities Condition Assessment (FCA) for the **Old Belmont School located at 34 South Street, Belmont, NY 14813, Tax ID: 172.17-1-6.2**.

RFPs must be delivered to the office of the Director of Economic Development for Allegany County, Ashley Smith, **no later than 10:00 AM on Tuesday, November 10th, 2026**, to be considered on time and official. Any RFPs received after said date and time shall be rejected.

The successful Firm shall adhere to all applicable New York State Wage guidelines. In addition, the successful Firm shall submit a certified payroll which includes all labor involved with this project prior to final payment by Owner.

The Information for RFPs, Form of Proposal, existing plans, and other contract documents, may be examined at the following:

Allegany County Office of Development
7 Court Street, Room 213, Belmont, NY 14813
Email: *Development@alleganyco.gov*
Phone: (585) 268-7471

Request for Proposal documents may be obtained at the office of the Director of Economic Development, between the hours of 8:00 AM and 3:00 PM, after Thursday, October 8th, 2026.

Addenda, if any, will be issued only to those firms whose names and addresses are on record with Allegany County Office of Economic Development, as having obtained the contract documents.

The County reserves the right to reject any or all proposals, advertise anew, waive technical defects, if in the judgment of the County, it shall be in the best interests of the County.

By order of Ashley Smith, Director of Economic Development.

Ashley Smith
Director of Economic Development

10/8/26
Date

INSTRUCTIONS TO PROPOSERS

1. FEASIBILITY STUDY

The Allegany County Office of Economic Development is seeking Proposals for a highly skilled professional firm, having experience with site/building renovation and/or specializing in older school renovations, whose principal business is architectural, engineering, property management and/or building Inspection and assessment, to provide a comprehensive Facilities Condition Assessment (FCA) for the Old Belmont School located at 34 South Street, Belmont, NY 14813, tax identification number 172.17-1-6.2.

A. INTENT:

The objective is to provide the Allegany County Office of Economic Development with comprehensive technical information to guide decisions on improvements to the Old Belmont School buildings and grounds. The assessment will establish a current inventory of buildings and equipment, document the condition of the grounds, buildings, and major site and building components, support planning for future maintenance and replacement costs, and identify grant or funding opportunities for improvements to the buildings or overall facility.

B. SITE INFORMATION:

The Old Belmont School is located at 34 South Street, Belmont, NY 14813, on a 3.9 +/- acre site with over 90,000 +/- square feet of floor space.

C. PROJECT DESCRIPTION:

The County is seeking a respondent to perform a comprehensive building and grounds site/ equipment inventory and FCA of the property. The County's intent is to establish a condition baseline to reflect the current state of facilities and major building infrastructure as well as major building components (e.g. utilities, structural integrity, hazardous material findings). The scope of work is as follows:

D. SCOPE OF WORK:

The FCA and inventory shall be performed by building records review, walk-through inspection of the facility (including attic and crawl spaces) and grounds along with interviews of applicable County personnel, as required to understand current and future space needs, occupants, the maintenance projects and improvements that are planned, and any known problems.

All walk-through inspections shall be conducted with assigned County personnel. The FCA shall include analytical assessments of the grounds, all identified buildings, major building infrastructure, systems and components (including but not limited to exterior lighting; site drainage; roof condition; building envelope; structure and foundations; HVAC systems including boilers; water, electrical, communication/data and natural gas services supplied and the adequacy of these utilities for present and future demand, generator availability, and parking areas).

Based on the walk-through inspections and information obtained from County personnel, utility providers, partner organizations, and/or residents, the respondent shall provide the County with a complete assessment report of the grounds and buildings with the focus on the major components.

The Contractor shall evaluate each asset to determine whether sufficient evidence is available to warrant complete replacement of the system, or if repairing only portions of the system is preferable or more cost effective. The assessment report shall be supported with data acquired during the assessment and compiled in a database and supporting analytical software tools (i.e. Excel spreadsheet or other database format).

The assessment team shall also identify any grants or funding opportunities to remediate or improve the facility and shall determine, based on their findings, if it would be more economical to utilize the existing site or construct a new facility. The assessment team shall work with the County to determine the required parameters for a new facility and provide cost estimates and construction timelines if it is determined that a new facility is the best course of action. The assessment team shall also identify any grants or funding opportunities available to site and construct a new facility.

E. MAJOR BUILDING COMPONENTS

Including but not limited to:

1) Heating System: Identify, inspect and evaluate boilers, furnaces, and major equipment and provide analysis of the remaining useful lives and assess relative condition and adequacy to service the intended use of the facility presently and in the future, along with estimated budgets for any reasonably anticipatable maintenance, repair, modernization/renovation and/or replacements.

2) Ventilation System: Identify, inspect and evaluate ventilation systems at each building and assess its overall condition and provide analysis of the remaining useful lives and assess relative condition and adequacy to service the intended use of the facility presently and in the future, along with estimated budgets for any reasonably anticipatable maintenance, repair, modernization/renovation and/or replacements.

3) Air Conditioning System: Identify, inspect and evaluate major air-conditioning components, and provide analysis of the remaining useful lives and assess relative condition and adequacy to service the intended use of the facility presently and in the future, along with estimated budgets for any reasonably anticipatable maintenance, repair, modernization/renovation and/or replacements.

a) Window units excluded.

4) Roofing & Gutter System: Identify, inspect and evaluate roof systems, including roof type, reported age, slope, drainage, or any unusual/problematic and/or potentially problematic roofing and gutter conditions. Respondent shall observe for evidence of significant repairs needed (e.g., ponding, evidence of present roof leaks) and provide analysis of the remaining useful lives and assess relative condition and adequacy to service the intended use of the

facility presently and in the future, along with estimated budgets for any reasonably anticipatable maintenance, repair, modernization/renovation and/or replacements.

5) Electrical System: Identify, inspect and evaluate switchgear, transformers, emergency generators and main distribution panels and provide analysis of the remaining useful lives and assess relative condition and adequacy to service the intended use of the facility presently and in the future, along with estimated budgets for any reasonably anticipatable maintenance, repair, modernization/renovation and/or replacements.

6) Plumbing: Identify, inspect and evaluate major plumbing systems including domestic water supply, domestic hot water, sanitary sewer, backflow preventer and/or any special or unusual plumbing systems (such as fuel systems, gas systems) and provide analysis of the remaining useful lives and assess relative condition and adequacy to service the intended use of the facility presently and in the future, along with estimated budgets for any reasonably anticipatable maintenance, repair, modernization/renovation and/or replacements.

8) Building Envelope: Identify, inspect and evaluate the major elements of the building interior and exterior including: walls, doors, windows, curtain-wall systems, glazing, exterior sealant, stairways, elevators and ADA accessibility, and provide analysis of the remaining useful lives and assess their relative condition(s) and adequacy to service the intended use of the facility presently and in the future, along with estimated budgets for any reasonably anticipatable maintenance, repair, modernization and/or replacement(s).

9) Structural Components: Identify and visually, inspect and evaluate footings, foundations, slabs, columns, floor and roof framing systems, as part of the structural inspection for soundness and provide analysis of the remaining useful lives and assess their relative condition(s) and adequacy to service the intended use of the facility presently and in the future, along with estimated budgets for any reasonably anticipatable maintenance, repair, modernization and/or replacement(s).

a) County understands that observations are subject to grade and visibility of components.

b) The County is only looking for a visual Inspection; no structural testing of components or materials should be undertaken.

10) Hazardous Materials Abatement: Identify the type and location of all hazardous materials that may need to be remediated prior to any demolition, construction, or other use of the building, including, but not limited to, asbestos, lead paint, contaminated soil, etc... and provide analysis of the intended replacement of such materials in the future, along with estimated budgets for any removal and/or replacement.

F. MAJOR GROUNDS COMPONENTS

11) Site Paving: Identify, inspect and evaluate conditions of site paving components including curbs, drains and sidewalks and provide analysis of the remaining useful lives and assess their relative condition(s) and adequacy to service the intended use of the facility presently and in the future, along with estimated budgets for any reasonably anticipatable maintenance, repair, and/or reconstruction(s).

12) Exterior Lighting: Identify, inspect and evaluate exterior lighting systems for personnel safety and site security and provide analysis of the remaining useful lives and assess their relative condition(s) and adequacy to service the intended use of the facility presently and in the future, along with estimated budgets for any reasonably anticipatable maintenance, repair, modernization and/or replacement(s).

13) Site Drainage: Identify, inspect and evaluate site drainage system conditions for NYSDEC, EPA, USACOE and local code compliance as well as site and personnel safety and provide analysis of the remaining useful lives and assess their relative condition(s} and adequacy to service the intended use of the facility presently and in the future, along with estimated budgets for any reasonably anticipatable maintenance, repair, modernization and/or replacement(s).

14) Fuel System: Identify, inspect and evaluate fuel system to include above ground and underground petroleum bulk storage tanks and fuel dispensing systems (including but not limited to piping network, valves, pumps, alarms, etc.) and provide analysis of the remaining useful lives and assess their relative condition(s) and adequacy to service the intended use of the facility presently and in the future, along with estimated budgets for any reasonably anticipatable maintenance, repair, modernization and/or replacement(s).

G. COST ACCOUNTING

Each single building report and the grounds report should include an estimated cost for each system or component repair or replacement anticipated during the evaluation term. The capital needs analysis should include a summary and description of each component, its age and estimated remaining useful life, the recommended maintenance schedule, anticipatable year of repair or replacement, quantity, unit cost and total cost for the repair and/or refurbishment/ replacement of each item.

A consolidated Capital Needs Analysis should be presented that includes all anticipated capital needs for the buildings studied. The cost estimate for deficiencies will be based upon respondent's recommendations (maintain, repair, modernize/refurbish and/or replacement).

Project management costs, construction fees, and design fees should be derived using actual costs from previous projects, if available. Other costs should be derived from well-known estimating sources.

H. BUILDING SYSTEMS EQUIPMENT INVENTORY / CAPITAL PLANNING SOFTWARE

The County wishes to have the FCA data uploaded to a software program to manage the building/building equipment inventory and FCA data to help with Capital Planning.

The program can be web based or locally hosted and should have the capability to export data and reports in a "CSV" (comma delineated) format, such as Microsoft Excel.

At a minimum, the program should allow users to import/input building/building equipment inventory and FCA data, prioritize capital needs, develop cost estimates, allow analysis of different spending scenarios to determine long term costs, and create customized reports.

I. BUILDING CODES:

Most existing school buildings / sites will not comply with every code provision at the local and state levels. Despite the flexibility of many codes and the potential for waivers, often studies rigidly interpret this compliance, declaring a building unsafe or cost prohibitive to retrofit. The County requires that the feasibility study should investigate and address code compliance options or alternate codes for the building(s) / site.

2. REPORTS

At the conclusion of the assessments, reports shall be prepared as described above for the grounds and each building that include, but are not limited to:

1) A general description of the grounds and each building, needed maintenance, repairs and/or remedies/improvements and relative comments regarding the conditions observed during inspections.

2) Comments for components that are exhibiting deferred maintenance issues and provide estimates for "immediate" and "capital repair" costs based on observed conditions, available maintenance history and industry standard useful life estimates. If applicable, this analysis will include a review of any available documents pertaining to capital improvements completed within the last three years, or currently under contract, available maintenance records and procedures and interview current County staff.

3) A schedule for recommended replacement or repairs (schedule of priorities).

4) Address critical repairs separately from repairs anticipated over the term of the analysis.

5) A five-year capital plan with Executive Summary, graphic presentation(s) of FCA results to provide a quick, "user friendly" summary of the observed building(s) and grounds conditions and estimated costs assigned by category.

6) Provide individual cost tables and digital photographs to document the deficient conditions at each building or grounds.

7) Provide all data compiled during the FCA in a searchable database, along with an analytical software application to support future analysis and updates to the facility knowledge base.

3. DIRECTIONS FOR PROPOSAL SUBMISSION

1. On envelope containing sealed proposal:

    a. Print your company's name in upper left corner
    b. In lower left corner print:

    SEALED PROPOSAL: Tuesday, November 10th, 2026 @ 10:00 a.m.
    OLD BELMONT SCHOOL FACILITY CONDITION ASSESSMENT
    VILLAGE OF BELMONT, ALLEGANY COUNTY, NEW YORK

2. Non-Collusive certificate shall accompany each proposal.

3. The Allegany County Office of Development will receive sealed proposals until **Tuesday, November 10th, 2026 at 10:00 a.m.** At that time proposals shall be opened in Room 213 of the County Office Building, 7 Court Street, Belmont, New York.

4. Specifications may be obtained online at Bids/Awards/Permits/Applications – Allegany County, New York or at the Allegany County Economic Development office, Room 213, County Office Building, Belmont, New York 14813.

5. To be considered formal, proposals must be submitted on enclosed proposal submission sheets.

6. Proposals received after the specified opening time will not be considered and will be returned unopened.

7. All Proposals shall remain open for 45 days after proposal opening, unless hereinafter modified.

8. The Allegany County Economic Development office reserves the right to reject any or all proposals and award the proposal it determines to be in the best interest of the County.

4. ADDENDA AND INTERPRETATIONS

No interpretations of the meaning of the Plans or other Request for Proposal documents will be made to any prospective Professional Firm orally. Every request for such interpretation should be addressed in writing/email to:

ALLEGANY COUNTY ECONOMIC DEVELOPMENT
Allegany County Office Building
Room 213
Belmont, New York 14813
~ or ~
Development@alleganyco.gov

To be given consideration, the proposal must be received at least one (1) day prior to the date fixed for the opening of proposals. All such interpretations and any supplemental instructions will be in the form of written Addenda to the Request for Proposal which, if issued, will be mailed by certified mail with return receipt requested to all prospective Professional Firms submitting Proposals (at the respective addresses furnished for such purposes), not later than three (3) days prior to the date fixed for the receipt of proposal. Failure of any prospective Professional Firm to receive any such Addenda or interpretation shall not relieve such Professional Firm from any obligation under its proposal as submitted. All Addenda so issued shall become part of the Contract Documents.

5. GENERAL REQUIREMENTS

1. It is the responsibility of the Proposer to inspect the site prior to submitting their proposal. Arrangements for an accompanied site visit, if desired, may be made by calling the Allegany County Office of Development at 585-268-7471. Attention: Ashley Smith.

2. The County will pay the successful Proposer the full proposal price, in one lump sum, after project completion and upon the complete satisfaction of the County. Payment shall be made according to the County's established Audit policy.

3. The successful Proposer is responsible for obtaining all necessary approvals and means for carrying out the scope of work described herein.

4. The successful Proposer will be responsible for contacting all public and/or private utility companies to determine existing utility accessibility, as required for successful project completion.

5. **All work must be completed by March 1st, 2027.**

6. Proposals must be all inclusive (i.e. labor, materials, report copies, etc...).

7. The Proposer must comply with the hours, wages and supplements requirements of New York Labor Law § 220 to include the New York State Department of Labor wage rates. The rates for this project are part of this specification in Appendix B. Certified payrolls must be submitted to this office.

8. Insurance: The successful Proposer shall secure and maintain at their own expense insurance coverage as specified in "Allegany County Standard Insurance Requirements", contained herein. The Proposer shall provide a certificate of insurance naming Allegany County as an additional insured as well as stating that Allegany County be given thirty (30) days' notice prior to non-renewal or cancellation of policies.

9. Assignment: The successful Proposer shall not assign, transfer sublet or otherwise dispose of the contract, or its right title or interest, or its power to execute the same to any person or corporation without the previous consent, in writing, of Allegany County. An assignment of the contract shall not relieve the assignor of his obligations hereunder. In the event of assignments, all provisions herein shall be binding upon the assignor to the benefit of the respective successors and assignees to the same extent as if each such successor or assignee were named as a party to the original contract.

10. Late Proposals: Proposers shall bear sole responsibility for the delivery of their proposal in a timely manner. Reliance upon the U.S. Postal Service or other carriers is at the contractor's risk. Late proposals will not be considered and shall be returned unopened.

11. Allegany County reserves as its right the option to require clarification from the Proposer for the purpose of assuring a full understanding of the Proposer's responsiveness to the solicitation requirements.

12. Allegany County reserves as its prerogative the right to accept or reject any proposals (or separable portions thereof), the right to waive irregularities and technicalities, and the right to request resubmittal of proposals.

13. Proposer's Failure to Comply: The Proposer's failure to perform in compliance with the proposal award shall result in withholding payment. The payment shall be withheld until such times as the Proposer fulfills its responsibilities. Compliance shall be determined by and to the satisfaction of Allegany County. Such action would not necessarily preclude further initiatives on the part of Allegany County to protect and preserve its interest.

14. Non-Collusive Clause and Certificate: The Contractor shall submit a signed and dated Non-Collusive Certificate with its proposal which is included in this RFP document. Said certificate is mandated by Section 103-d of the General Municipal Law.

15. Preparation of Proposal Documents: Proposals must be submitted on the forms provided in the proposal documents and prepared in the following manner:

    a. All proposal forms shall be clearly legibly completed using a permanent medium (e.g. ink, typewriter, laser printer, etc.) Illegible entries may be rejected.

        i. If submittal of unit price(s) is a requirement, said unit price(s) shall prevail.

        ii. All mathematical functions (extensions, additions, etc.) are subject to audit.

        iii. Each price proposed shall be expressed as a numerical dollar value; indicators such as ditto marks, arrows, etc. are not acceptable.

b. All forms requiring the Proposer's signature shall be signed by the Proposer or the contractor's authorized representative. Erasures and/or alterations shall be initialized by the individual whose signature appears on the RFP forms.

c. The Proposer shall submit the proposal in accordance with the RFP documents and shall not make any changes in the wording of the proposal forms or make any stipulations or qualify the proposal in any manner.

d. All proposals shall be firm for a period of forty-five (45) days from the proposal opening date; during which time the County shall render its decision.

6. PROPOSER CONTACT INFORMATION

THE UNDERSIGNED PROPOSES TO PROVIDE SAID SERVICES required by the County of Allegany as set forth in the enclosed request for proposal(s). The successful Proposer shall be obligated to furnish said services at the price set forth in this proposal.

Sufficient information must be submitted with your proposal to allow Allegany County to determine if the product is acceptable and meets the needs of Allegany County. Final determination shall be made by the County of Allegany.

Company Name: _____

Address: _____

_____

City, State, Zip: _____

Printed Name: _____

Signature: _____

Title: _____

Date: _____

Telephone number: _____

Fax number: _____

Email address: _____

**** YOU MUST COMPLETE AND RETURN THE PROPOSAL FORM AT THE END OF THIS DOCUMENT ****

ALLEGANY COUNTY ECONOMIC DEVELOPMENT OFFICE
FACILITY CONDITION ASSESSMENT for the OLD BELMONT SCHOOL
7. PROPOSAL SHEET
Tuesday, November 10th, 2026

Assessment of the Old Belmont School located at 34 South Street, Belmont, New York 14813

1. Proposal: Create a complete Facility Condition Assessment, including all materials and labor to gather data on age, materials, performance, and predicted maintenance needs, generate reports (hardcopy and digital) with estimated costs, timelines, and actionable recommendations for maintenance, repair, or replacement, and create a database of details / findings (such as an Excel spreadsheet, or approved equal), along with site and building photos of all reported conditions.

Proposal Price: _____

Anticipated Start Date: _____

Number of anticipated days to complete project: _____ days

Company Name: _____

Date: _____

Printed Name: _____

Signature: _____

All proposals are to be received by the Allegany County Office of Development by **10:00 a.m. on Tuesday, November 10th, 2026**. Proposals will be publicly opened at that time in Room # 210, Allegany County Office Building, Belmont, New York. The Allegany County Office of Development reserves the right to reject any or all proposals and to accept the proposal(s) it determines to be in the best interest of the County.

8. MINIMUM PROPOSER REQUIREMENTS

Please direct questions to Ashley Smith, Allegany County Director of Economic Development, at (585) 268-7471, or at Ashley.Smith@alleganyco.gov.

Late proposals will not be accepted.

A. The minimum qualifications that will be considered by the County as a basis for selection of a Facility Condition Assessment (FCA) firm are as follows:

- Responding firms must have a minimum of five years' experience providing FCA services as described in the RFP.

- Firms' prior experience providing FCA services should include at least three completed projects. Prior experience will be a major consideration.

B. List your firm's current projects including name, contract amounts and completion dates.

C. Describe your financial and staff capability.

D. Explain your management plan and how you will staff the project.

- On site (*Designate specific personnel committed to this project*)

- Home office

Please provide details regarding your understanding of the scope of services required and the approach your firm will use to achieve the County's objectives. Explain how the firm will keep the project on schedule and provide report(s), database(s) and images.

E. Provide two (2) references of work where your company was the FCA firm of record and two references with past experience engaged in similar work for a municipality.

F. The financial costs to the County should be on a fixed sum cost proposal contract basis, with costs of all transportation, insurance, meals, supplies, etc. included in the proposal. The County will provide adequate local temporary office space, as needed, and telephone (including long distance capability), fax, use of copier and office supplies.

9. MINIMUM PROPOSER SERVICES

The scope of services that the FCA firm shall provide include, but are not limited to, the items listed below:

- *Identify critical assets that require immediate action*
- *Quantify deferred maintenance across sites*
- *Plan capital investments based on risk and impact*
- *Connect asset condition data to cost and timing*
- *Uncover hidden risks before they become costly emergencies*
- *Support capital planning with evidence-based priorities*
- *Optimize repair vs. replace decisions with lifecycle data*
- *Reduce operational disruptions through proactive maintenance*
- *Ensure compliance with codes, safety standards, and insurance requirements*
- *Identify energy efficiency opportunities tied to system performance*
- *Inspect structural components: foundations, roofing, load-bearing elements*
- *Inspect mechanical systems: HVAC, plumbing, elevators*
- *Inspect electrical systems: power distribution, lighting, emergency systems*
- *Inspect architectural elements: interior finishes, façades, windows, doors*
- *Review regulatory compliance: life safety, ADA, fire codes, local building regulations*
- *Analyze the building's energy efficiency: performance of critical systems, retrofitting opportunities*
- *Create a comprehensive, holistic snapshot of building health, backed by actionable recommendations, risk scoring, and long-term planning insights.*
- *Reveal what's aging, what's non-compliant, and where future capital should be directed.*
- *Inspect for structural damage (cracks, corrosion)*
- *Determine mechanical/electrical anomalies (noise, heat, leaks)*
- *Identify Safety risks (trip hazards, failed egress points)*
- *Look for non-compliant elements (signage, accessibility)*
- *Review maintenance history and asset data*
- *An FCA is only as strong as the context behind it. Pull records from your CMMS or FM database to analyze service frequency, costs, and past failures.*
- *Gather maintenance logs and breakdown history, equipment manuals and commissioning docs, warranties, inspection reports, and regulatory citations*
- *Assess major systems beyond their surface condition. This may include:*
- *Verify fire safety systems and security alarms / cameras / systems*
- *Where relevant, bring in third-party experts or use sensor-based diagnostics to avoid relying on assumptions.*
- *Gather inspection photos, compile results into database.*
- *Once inspections are complete, distill findings into a clear, actionable report. Use a consistent scoring system (e.g., Facility Condition Index or asset condition grades).*
- *Create an asset inventory – full catalog of equipment, utilities, and structural elements*
- *Create Architectural, Civil, Structural, and/or MEP plans as required for project*