



Adopted: November 7, 2018

XIII. MINIMUM ASSESSMENT REQUIREMENTS

Per A.R.S. §41-1091 B: This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. §41-1033 for a review of the statement.

A. Information to be included in SFB-funded Assessments

The attached spreadsheet provides the Minimum Assessment Requirements to be included in SFB-funded Assessments for Building Renewal Grant and Emergency Deficiencies Corrections projects. The spreadsheet is organized by Preventative Maintenance category. The specific criteria are listed in the left column and, if required, is marked with an 'X' in the corresponding PM category column.

B. Exceptions

If there are extenuating circumstances specific to a BRG or EDC application where it may not be appropriate to require certain information in an Assessment, the district may request that SFB staff review the circumstances and may receive an exception relative to modifications for inclusion of that specific circumstance.

**Assessment Requirements
by PM Category**

| Criteria | HVAC | Roofing | Electrical | Plumbing | Surfaces | Special Systems | Special Equip |
|----------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Report Requirements | | | | | | | |
| Executive Summary | X | X | X | X | X | X | X |
| Conclusions | X | X | X | X | X | X | X |
| Recommendations | X | X | X | X | X | X | X |
| Current Conditions | X | X | X | X | X | X | X |
| Existing As-Built Drawings | X | X | X | X | X | X | X |
| Schedule of Values | X | X | X | X | X | X | X |
| Warrantees (current) | X | X | X | X | X | X | X |
| Preventative Maintenance | X | X | X | X | X | X | X |
| Systems Details | | | | | | | |
| Age | X | X | X | X | X | X | X |
| Manufacturer | X | X | X | X | X | X | X |
| Serial # | X | | X | X | | X | X |
| System ID | X | X | X | X | X | X | X |
| Curbs | X | X | | | | | |
| Parapets | | X | | | X | | |
| Flashings | | X | | | X | | |
| Roof Drains | | X | | X | | | |
| Code Compliance | X | X | X | X | X | X | X |
| Citation from Jurisdiction | | | X | X | | X | X |
| Inspection Compliance | | X per A.R.S. 15-342.01 | X | X | | X | X |
| Hazardous Materials | <i>Is testing anticipated</i> | <i>Is testing anticipated</i> | <i>Is testing anticipated</i> | <i>Is testing anticipated</i> | <i>Is testing anticipated</i> | <i>Is testing anticipated</i> | <i>Is testing anticipated</i> |
| Asbestos | X | X | | X | X | | X |
| Lead | | X | | X | X | | X |
| PCB | | | X | | | | |
| Rare Earth Metals | | | | | | X | X |
| Disposal of Materials | X | X | X | X | X | X | X |
| Structural Review | X | X | X (on roof only) | X | X | X | X |
| Core samples | | X | | | | | |
| Thermal Imaging/Mapping | | X | | | | | |
| Cost Estimate | X | X | X | X | X | X | X |
| Construction Admin | X | X | X | X | X | X | X |
| Affidavit of Non-Collusion | X | X | X | X | X | X | X |
| Pictures | X | X | X | X | X | X | X |
| The Trust Participation | X | X | X | X | X | X | |
| Special Requirements | Proprietary Controls | HOA CCR's | Verify Wire Load | Verify Certification | Rilem Tube Testing | Non-conformance Criteria | IDEA Compatible |
| | Commissioning | Historic Districts | Megger Testing | Bi-metal Electrolysis | Sample/?ft | Parts Availability | Food Service Grants |
| | Unit Output Capacity | Region/Elevation | | | High and Low | Cross Talk Compadibility | Systems Certification |
| | BTUH | | | | Other Evidence | | Periodic Inspections |
| | Roof Curbs | | | | Effervescence | | |
| | Structural Analysis | | | | Compromised Caulk | | |
| | Elevation Above Sea Level | | | | Compromised Masonry | | |
| | | | | | Wall Construction Type | | |
| | | | | | Diagram Condition | | |
| | | | | | Secondary Damage | | |
| | | | | | Mold | | |
| | | | | | Drainage | | |
| | | | | | Landscaping | | |
| | | | | | Environmental Humidity (ET) | | |
| | | | | | Annual Precipitation | | |
| | | | | | Tripping Hazards | | |
| | | | | | Incident Reports | | |