

APPENDIX F: CAPITAL FACILITIES MANAGEMENT SURVEY



Agency:

Please answer the following questions pertaining to your agency’s capital facilities management. You may provide answers directly on this form or on a document you create.

<p>1. Does the agency maintain a complete inventory of capital facilities?</p> <ul style="list-style-type: none"> If so, how often is the inventory updated? 	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>2. Does the inventory include information about the condition of the facilities?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>3. Does the agency maintain a space utilization inventory of its facilities?</p> <ul style="list-style-type: none"> If so, how often is it updated? 	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>4. Has the agency completed a master plan for its facilities, to include program, function, and occupancy needs?</p> <ul style="list-style-type: none"> If so, what is the date of this plan? 	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>

<p>5. Does the agency have pre-determined maintenance schedules for capital facilities?</p> <ul style="list-style-type: none"> If so, how are such maintenance scheduled determined? 	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>6. How consistently is capital maintenance performed according to such schedules?</p>	
<p>7. Does the agency track items that could be considered deferred maintenance?</p> <ul style="list-style-type: none"> If so, does the agency prepare a dollar estimate regarding the cost to perform such maintenance? If the agency tracks estimates of deferred maintenance, what is the current estimate of the agency's total deferred maintenance? If the agency has identified deferred maintenance, what are the primary factors driving it? (e.g., lack of funding, age of facilities, etc.) 	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>8. Does the agency conduct regular condition assessments of capital facilities?</p> <ul style="list-style-type: none"> If so, who conducts condition assessments (e.g., institutional personnel, central office, contractor)? 	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>9. How often are condition assessments done?</p>	

<p>10. When undertaking a project funded with capital appropriations, does the agency use performance measures to track progress (timelines, cost)?</p> <ul style="list-style-type: none">• If so, please provide a recent example.	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
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