



Georgia's Real Property Portfolio Manager

ANNUAL LEASING COORDINATOR MEETING

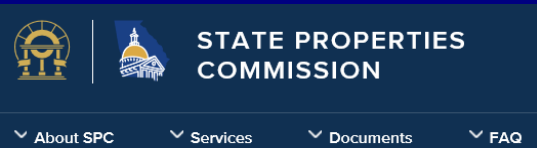
FEBRUARY 13, 2020





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Services

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[Agency Leasing Coordinators](#)

[Agency Land Coordinators](#)

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Facility Check List

Agencies are encouraged to use the Facility Checklist on a regular basis to create and maintain an ongoing record of facility condition and maintenance. Completing and submitting the Facility Checklist will simplify the interactions between facilities managers, SPC, and landlords. It also enables Agency facility managers to submit, track progress of and view details of facilities issues in leased buildings.

Leased Facility Issues:

SPC can assist tenants who are experiencing difficulty either determining responsibility for certain property issues or getting proper attention paid to these issues. As problems with a leased facility or a landlord arise, SPC recommends two courses of action. The first step the Agency should take in resolving facility issues would be to attempt to have the problem taken care of by notifying the Landlord verbally at least once, and in writing at least once, using the Problem Letter provided below. Please be sure to document all communications with the Landlord or their property manager.

If no action is taken by the Landlord to rectify the problem after the Agency has sent a Problem Letter describing the issue in detail, the second course of action would be for the Agency to complete and submit the Facility Checklist Form and a Space Action Form (SAF) to SPC, along with any supporting information or material (a copy of the problem letter to the landlord, photos of the problem affecting the premises, emails to the landlord, etc.), in a timely manner in order for SPC to address the issue with the Landlord directly.

The Facility Checklist must be used by State agencies to provide information to SPC regarding the unresolved issue(s) experienced with a leased facility. Remember to attach any letters, photos or documentation chronicling these issues to the checklist.

Facility Check List - Related Files

[Example Problem Letter Revised 12-12-2016.docx](#) (17.97 KB)

[Facility Inspection Checklist 03-12-18](#) (148.6 KB)

[Facility Inspection Checklist 03-12-18](#) (51.78 KB)



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Facility Check List

<https://gspc.georgia.gov/facility-check-list>

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<https://gspc.georgia.gov>

- Documents
- Forms



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270 Washington Street, Suite 2-129, Atlanta, GA 30334 (404)656-2355
Please submit form to: Transaction Management

General Information

- Download from SPC website
- Should be completed by agency on a monthly bases to document property conditions. Agency to keep completed checklist in their records.
- Submit form to SPC along with SAF **ONLY** if the documented items need to be addressed by SPC.

The following inspection report should be completed quarterly, for evaluation of each property occupied by a state agency, to properly document any needed repairs or deficiencies, and will serve to notify SPC of such deficiencies. Please fill out this form in its entirety; please do not leave any spaces blank. Insert N/A if the line item is not applicable. If additional room is needed to comment, please attach additional sheets to this report. We encourage the inclusion of clearly labeled photographs to document any deficiencies or necessary repairs.

Facility Inspection Checklist

General Information	
1	Lease #
2	Location Address
3	Occupying Agency
4	Representative Conducting Review-contact info
5	Local Representative assisting with review-contact info
6	Date of Current Review
7	Date of Last Review
8	Review conducted by observation or interview?

Mechanical Systems		Yes	No	Comments
9	HVAC			Is HVAC working properly?
10				Are units serviced on a regular basis? If so, how often?
11				Do any HVAC units have visible leaks?
12				Thermostats working?
13				HVAC vents operational?
14	Plumbing			Toilets working properly?
15				Sinks draining properly?
16				Faucets working properly?
17	Electrical			Lighting clean & operating?
18				No unauthorized electrical appliances are in facility?



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19		Extension cords are not being used?			
20		Power strips cords are properly located and out of reach?			
21		Power strip cords are not daisy-chained?			
22		GFCI outlets tested monthly?			

Building Interior		Yes	No	Comments
23				General cleanliness
24	Floors			Floor cleaned & maintained?
25				Baseboards condition?
26				Carpet/tile condition?
27	Doors			Doors clean & operating?
28				Lock mechanisms working?
29	Windows			Windows clean & operating?
30				Caulking
31				Screens in place?
32	Walls			Paint in need of touch up?
33				Drywall need patching?
34	Ceiling			Ceiling tiles are in good condition?
35				Ceiling tiles missing or stained?
36				Any visible leaks?
37	Kitchen			Kitchen area clean & operating?
38				Any unauthorized appliances in kitchen?
39	Storage/Equipment areas			Clean & orderly?
40				Storage areas do not contain unauthorized equipment or materials?
41				Ventilation/Exhaust working?
42				Warning signs in place?
43				Safety equipment available?
44				Painted surfaces maintained?
45				Lighting working properly?
46				Lock out tags in place?
47				Supplies properly labeled and stored?
48	Stairwells			Handrails secure?

49				Treads & landings maintained?
50				General & emergency lighting?
51	Restrooms			Restrooms are ADA compliant?
52				Partitions clean & operational?
53				Fixtures are clean & operational?
54				Paper & soap dispenser operational?
55				Mirrors undamaged & clean?
56				Floor drains clear?
57				Signage in place?
58				Trash receptacles clean?
59	Miscellaneous			Drinking fountains operational?
60				Directory
61				Do any tripping hazards exist?
62				Cords on window coverings are secured?
63				Elevators operational?
64				Water temperature is at 100 degrees max on all sinks accessible to children?
65				No exposed nails, screws, bolts or other sharp edges?

Building Exterior		Yes	No	Comments
66	Roof			Any active leaks?
67				Visible punctures or tears?
68				Drains clear of obstruction?
69				Gutters clean of debris?
70				Roof drains working & clear of debris?
71				Flashings properly installed?
72				Antennas & dishes on pads?
73	Building			General cleanliness
74				Painting
75				Masonry
76				Railings
77				Handicap Access in compliance?
78				Entrance doors operational?
79				Windows & glass intact & clean?
80				Facade signage
81				Building numbering/address
82				Lighting



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83		Canopies & overhangs			
84		General caulking			
85		Skylights in good condition			
86	Parking Lot/Grounds	Striping			
87		Asphalt condition			
88		Sidewalks & Curbs			
89		Signage for Towing			
90		Rain drains & grates clear of debris?			
91		Benches/fountains/tables			
92		Walkways			
93		Trash receptacles clean?			
94		Snow removal plan in place?			
95		Fences/gates in good repair?			
96		Monument Signage			
97	Landscaping	Overall appearance			
98		Lawn is well groomed			
99		Shrubs & trees pruned			
100		Irrigation system working			
101		Weeds under control			
102		Pest control			
103	Playground	Date of last safety inspection			

117	State Fire Marshal Inspected? Date of inspection?			
118	Carbon monoxide detectors inspected?			
119	Evacuation route posted?			
120	Facility operations plan is incorporated into main building's plan?			
121	Current OEP is onsite?			

Previous Repair History	
Please list all repairs that HAVE been completed during the last lease term	
Please list any repairs that have been requested but NOT completed	

Environmental		Yes	No	Comments
104	Any issues with air quality?			
105	Any unusual odors?			
106	Any visible water damage?			
107	Any visible mold or mildew?			

Security Access		Yes	No	Comments
108	Security system/cameras operational?			
109	Outside doors lock mechanisms operational?			
110	Key card access operational?			
111	Panic buttons operational?			

Life Safety		Yes	No	Comments
112	Emergency signs operating?			
113	Fire extinguishers in place & inspected?			
114	Fire system inspected? Date of last inspection?			
115	Fire doors working?			
116	Fire service connections?			

Please use this area (add additional pages if necessary) to include detailed comments regarding the condition of the property. Please add photographs as visual documentation of any issues.



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Facility Inspection Checklist

Proactive property maintenance

- Conduct routine inspections
 - Address issues before they become a crisis
 - Reduce repair costs & vendor maintenance contracts
 - Shorten response / repair time
- Foster a positive Landlord / Tenant-Occupant relationship
 - Preserve the value of the real estate asset for the Landlord
 - Maintain occupants' safety and well-being



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First Steps

- Call the Landlord / Property Manager; document with confirmation email copying the Landlord, Property Manager and SPC.
- Major Issue? Let SPC know immediately



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QUESTIONS?