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TECHNICAL HANDBOOK FOR  
ENVIRONMENTAL HEALTH AND ENGINEERING  
VOLUME VI - FACILITIES ENGINEERING  
**PART 73 - FACILITIES CONDITION ASSESSMENT PROGRAM**

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**73-2.1 INTRODUCTION**

**A. Purpose**

This chapter provides guidance on planning and implementing facilities condition assessments. It is designed to (1) promote maximum flexibility to the Area Offices in satisfying requirement for the facility surveys and inspections, (2) outline key elements for identifying deficiencies and potential problems, and (3) provide a standard format for execution of facilities condition assessments. The information contained in this chapter provides:

- An overview of the planning process for execution of the facilities condition assessments;
- An overview of the assessment process so that team members, management officials, and the Facilities Manager will have an understanding of what to anticipate during a survey; and
- Detailed instructions and standard formats to be used in completing assessment reports.

**B. Objective**

The objective of the facility condition assessment program is to ensure that:

- Good facilities condition data are available and used in the decision making process at all levels of IHS (i.e., Installation, Service Unit, Area Office, and HQ);
- Data are developed at a reasonable cost; and
- Data are evaluated using a consistent methodology across all Area Offices.

**C. Definitions**

Refer to [Chapter Technical Handbook Chapter 73-1](#), "Facilities Condition Assessment Overview," for an overview of definitions related the facility condition assessment program.

#### **D. Applicable Codes Laws and Standards**

Codes, laws, standards, etc. applicable to conducting and documenting surveys and inspections are stated in the GSA General Reference Guide for Real Property Policy, the Federal Register, Guidelines for Design and Construction of Hospital and Health Care Facilities, and Technical Handbook Volume III, Part 24, Chapter 2, Applicability of Codes, Construction Codes and Standards.

The ASTM standard E 2018-01 "Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process" will be used as a basis for planning and implementing facility condition assessments.

#### **73-2.2 ASSESSMENTS**

The IHS uses two types of assessments to evaluate an installation's condition: annual general inspections and facility condition surveys. However, it also uses data obtained from other surveys and reviews of IHS facilities. The primary assessment areas include:

- Operational state of the facility;
- Physical condition of the real property;
- Compliance with codes, standards and guidelines;
- Program requirements to meet current and future needs to ensure efficient and effective delivery of services; and
- Restoration requirements that address the recapitalization of the facility.

It is the Area Office's responsibility to ensure the assessments are conducted.

#### **E. Annual General Inspection**

The Annual General Inspection (AGI) is "desk-top" assessment with a limited facility inspection and is conducted every year in which a facility condition survey is not conducted. The Area Office typically assists the installation facility manager in performing the AGI. Individuals performing inspections review the status of the most current FEDS information, document additional corrective action, review new problem areas, revise estimates, survey any buildings that may have been added to the facility inventory since the last annual general inspection or facility condition survey, and evaluate recently developed problems. The AIG is the primary means for IHS Area facilities staff to review the status of all existing FEDS corrective items at an installation. The limited building inspection is to confirm the general condition of the facility matches current data. If the facilities manager has not visited parts of the facilities in several years, the AGI provides an opportunity to assess condition.

#### **F. Facility Condition Survey**

A detailed visual facility condition survey of each installation is conducted a minimum of once every five years. This is an in-depth evaluation of the physical condition and functional performance of the real property (i.e., structure, appurtenances), building service equipment, utilities, grounds, and program space. The Area Offices are afforded the maximum flexibility in determining how to conduct this detailed assessment. The options may include:

- Hiring a survey team that specializes in these assessments;
- Conducting a focused, detailed engineering survey of major building systems and/or components throughout the Area (e.g., an Area-wide roof assessment);
- Establishing an in-house team consisting of Area Office engineers and facility managers from other installations to conduct the survey, typically at smaller installations (e.g., less than 2,300 GSM);
- Conducting change of occupancy inspections for quarters; or
- A mixed of these and other assessment options and tools.

The goal is to perform a detailed, independent evaluation of the installation on a five-year cycle. In one cycle, the Area Office may hire an architecture-engineering firm to conduct a complete physical survey, and then five years later they may conduct a detailed assessment that focuses on a major problem area that the prior survey identified (e.g., obsolete boilers approaching the end of their useful lives). Using the same approach to assessing facility condition survey every five years may not be the best approach if the condition of the facility has not significantly changed.

Smaller sites may require less formal facility condition surveys than a major health center or hospital. Sound engineering and professional judgment is critical to ensure that available resources to conduct these surveys are wisely spent. Using information from other surveys (e.g., accreditation surveys, post-occupancy evaluation surveys, other Federal, state, and local authority survey inspections, etc.) may help develop a good strategy for facility condition surveys

Area Offices may use Maintenance and Improvement (M&I) funds to contract for facility condition surveys of government-owned installations and leased facilities that are M&I eligible.

#### **G. Other Potential Sources of Deficiencies**

Other inspections and surveys are also a source for identifying deficiencies. Some of these other sources include

- Accreditation surveys;
- Post-occupancy evaluation surveys;
- Other Federal, state, and local authority surveys or inspections;
- Facilities master plans;

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- Operation and maintenance site visits; and
- Reports from environmental health professionals, safety officers, or Occupational Safety Health Administration (OSHA)

#### **H. Guidance for Conducting Surveys and Inspections**

Consistent identification of deficiencies is a key to conducting and completing effective condition assessments. The following is provided to assist in conducting the assessments.

- Identify deficiencies by the combination of methods including visual observations, interviews, maintenance history, documentation research (e.g., as-built drawings), expected useful life tables, etc.
- Note physical deficiencies that exist at the time of the assessment. If a physical deficiency affects the mission or operation of a facility at the time the assessment is being conducted, then it should be documented.
- Note deficiencies that are anticipated to be corrected or require action in order to provide uninterrupted operation of the system(s) and provide continuous delivery of services for the next five years.
- Note potential repair requirements that are based on standard industry estimated useful life data but that are not classified as a deficiency because they are not reflective of the condition of the facility at the time it is being inspected. These repair requirements should be reported as Code '99 - Other' in FEDS (see Technical Handbook Chapter [73-3, "Facilities Engineering Deficiency System."](#))
- Include restoration requirements that address the recapitalization of the facility. These are activities needed to
  - o Keep existing facilities modern and relevant in an environment of changing standards and missions,
  - o Replace major building components that are beyond their useful life, or
  - o Implement new or higher standards.

Recapitalization extends the service life of facilities or restores lost service life, typically on a 30-50 year cycle. It does not include new space or expanding existing space.

- Use standard/recognized cost sources when estimating repair needs and plant replacement values. The total cost for each deficiency, including both direct and indirect costs, must be included in cost estimates. These costs include the rates and costs used for non-construction items associated with repair needs. Such items may include, but are not limited to, contingencies, architects/engineers fees, pre-design and design fees, contracting fees, and management fees.
- Identify as deficiencies any requirement for system or component replacement that have become necessary due to failure of aged or obsolete systems. Cost estimates for these deficiencies should make allowances for performing repairs or replacements with modern systems.

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- Base prioritization of deficiencies on the careful consideration of the mission dependency and utilization, as well as on the nature of the associated deficiencies and the risks associated with them. To ensure accurate prioritization, assessment reporting should include the mission and utilization information related to each deficiency as well as the nature (category), severity of the deficiencies, and other attributes. Keeping this data will facilitate planning and programming specific projects, developing annual budget submissions, and developing and revising plans.

### **I. Assessment Reporting**

An assessment report lists each deficiency along with a recommended corrective action and an associated budget cost estimate. Repair needs greater than a minimum threshold value of \$1,000 should not be included in inspection and assessment reports. Deficiency data from reports are entered into the Facilities Engineering Deficiency System (FEDS), which is contained within the structure of the Health Facilities Data System (HFDS). The FEDS can then be used to establish and prioritize projects for the upcoming fiscal year and subsequent years. A yearly report, derived from the FEDS, establishes a plan for corrective actions on the FEDS data. This report is typically incorporated into the Facilities Engineering Program Plan (FEPP).

### **73-2.3 IMPLEMENTATION**

Commonality on conducting the formal facility condition survey is important to ensure that all IHS Areas and service units evaluate facilities the same way. The information obtained from these surveys is used in the IHS financial documentation and reported annually to Congress to justify the Maintenance and Improvement (M&I) appropriation.