

## **Audit and Design: Building Assessment Questionnaire Example**

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**About:** This comprehensive questionnaire is designed for facility assessment. It covers a wide range of data points necessary for evaluating the current state and potential upgrades of a building, focusing on energy efficiency, sustainability, and overall functionality. Key areas addressed include building dimensions, HVAC systems, roofing, electrical and plumbing systems, accessibility features, emergency systems, and sustainability measures like photovoltaic installations and composting facilities.

**Usage Description:** The primary purpose of this questionnaire is to gather detailed information about a facility to guide future renovations, maintenance, or sustainability upgrades. It is particularly useful for:

- Assessing energy efficiency and identifying potential improvements.
- Planning sustainability initiatives, such as solar panel installations or upgrading to more efficient heating and cooling systems.
- Ensuring compliance with accessibility and safety regulations.
- Preparing for funding applications that require detailed facility data, especially in contexts where green grants or sustainability-focused funding is being pursued.

Facilities managers, sustainability coordinators, and development teams can use the information gathered through this questionnaire to make informed decisions that align with environmental goals and budget constraints. Additionally, it serves as a foundational document for consultants to tailor their recommendations and services effectively.

## CCRH Building Assessment Questionnaire

V1.0

Remember to SAVE file under a new file name that includes the CLIENTS name.

Re-name tab to actual name of facility of interest

Make a new copy of a tab to enter information on other facilities

Essential information is indicated with (\*)

Fill in everything else that is readily accessible. Rough estimates are fine for these purposes as long as that is noted

In this case a fast turn around is usually better than getting the most accurate information.

Don't make perfection the enemy of the good.

# CCRH Building Assessment Questionnaire



All questions answered are helpful, (\*) essential (¥) obtainable by Google Maps

(\*) essential

(¥) probably obtainable by Google Maps if information is not available

Use N/A for "Not applicable"

UNK - for unknown or uncertain

TBD - for will be filled out later

V1.0

Copies of utility bills, energy audits, photos, dwgs, plot plans, links, and other descriptions are welcome

## Location

\* Address \_\_\_\_\_

\* City \_\_\_\_\_

\* Owner Name \_\_\_\_\_

Tenant Name \_\_\_\_\_

\* Facility Manager Name \_\_\_\_\_

\* Best Contact \_\_\_\_\_

## Function(s)

\* Usage(s) \_\_\_\_\_

\* Max Capacity (est.) \_\_\_\_\_

Number of Constituents (est.) \_\_\_\_\_

## Building

\* Usable Square footage \_\_\_\_\_

¥ Footprint (est.) \_\_\_\_\_

\* Stories \_\_\_\_\_

\* Building Age \_\_\_\_\_

Framing \_\_\_\_\_

Outer Walls \_\_\_\_\_

Foundation Type \_\_\_\_\_

Major Renovations \_\_\_\_\_

\* Est number of rooms \_\_\_\_\_

\* Largest spaces (approx SF) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List major weatherization measures + approx dates if available \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of last energy audit \_\_\_\_\_

\_\_\_\_\_

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Other

## Roof

- \* Construction
- \* Age
- \* Tilt (est.)
- ¥ Orientation (Azimuth)
- ¥ Roof top obstructions (est. sf & hgt)
- Other

## HVAC

- \* Heating System (e.g. Force H20)
- \* Fuel type
  - Furnace Type/size
- \* Age
  - Furnace Type/size
  - Age
  - Furnace Type/size
  - Age
  - Other
- \* Cooling system type
- \* Type/Size (BTU or Tons)
- \* Age
  - Type/Size (BTU or Tons)
  - Age
  - Type/Size (BTU or Tons)
  - Age
  - Quantity Window ACs
- Other

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## Electrical System

- \* Incoming Voltage (e.g., 220 Single Phase, L-L)
- \* Number of meters
- \* Service 1 (amps)
- Service 2 (amps)
- Service 3 (amps)
- Service 4 (amps)
- Service 5 (amps)
- \* Outlet types (e.g., 110, 240 1P, 480 3P)
- Other

## Plumbing and Sewage

- \* Water Source (e.g., well,city)
- \* Sewer (e.g. septic, city)
- Piping
- Age
- \* Hot Water Heating Type
- \* Fuel
- Tank Size
- Hot Water Heating Type
- Fuel
- Tank Size
- Hot Water Heating Type
- Fuel
- Tank Size
- Other

## Major Appliances



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V1.0

## Accessibility

- \* Ramps (qty) \_\_\_\_\_
- \* Elevators (qty) \_\_\_\_\_
- \* HC Parking (qty) \_\_\_\_\_
- Other \_\_\_\_\_

## Communications

- \* Wifi Coverage (e.g. weak, moderate) \_\_\_\_\_
- Cellular (e.g. 5G, Strong) \_\_\_\_\_
- Land Lines (qty) \_\_\_\_\_
- Broadband (Speeds) \_\_\_\_\_
- Cable \_\_\_\_\_
- Other \_\_\_\_\_

## Storage Space

- ~SF + Hgt of indoor conditioned \_\_\_\_\_
- ~SF + Hgt of indoor non-conditioned \_\_\_\_\_
- ~SF of outdoor \_\_\_\_\_
- Other \_\_\_\_\_

## Emergency Systems

- \* Fire-Sprinkler type \_\_\_\_\_
- \* Emergency Lighting (qty) \_\_\_\_\_
- \* Back up generator size \_\_\_\_\_
- Other \_\_\_\_\_

## Sustainability Systems

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- \* Photovoltaic (size kW, age) \_\_\_\_\_
- \* EV chargers (qty & level) \_\_\_\_\_
- \* Battery (size- kWh, age) \_\_\_\_\_
- \* Compost (approx. volume) \_\_\_\_\_
- \* Rainwater collection (approx volume) \_\_\_\_\_
- \* Recycling (glass, cardboard, etc.) \_\_\_\_\_
- \_\_\_\_\_
- Other \_\_\_\_\_

## Utilities or services

- Electric (name) \_\_\_\_\_
- Gas (name) \_\_\_\_\_
- Oil (name) \_\_\_\_\_
- Water (name) \_\_\_\_\_
- Other \_\_\_\_\_

## Land

- \* Gross area (SF) \_\_\_\_\_
- Parking (SF) \_\_\_\_\_
- Est Paved (SF) \_\_\_\_\_
- ¥ Open area (SF) \_\_\_\_\_
- ¥ Forested (SF) \_\_\_\_\_
- ¥ Wetland (SF) \_\_\_\_\_
- ¥ Garden Space (SF) \_\_\_\_\_
- Other features \_\_\_\_\_

## Neighborhood

- \* Use (e.g., residential, commercial, mixed) \_\_\_\_\_
- Demographics \_\_\_\_\_
- Income levels (low, middle, high, mixed) \_\_\_\_\_

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V1.0

¥ Local services

\* Any additional descriptions of distinguishing features are welcome

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