

**mbi | k2m**  
ARCHITECTURE, INC.

# Existing Conditions Assessments

## Understanding What Lies Beneath Can Make All The Difference

Understanding the condition of a structure, as well as the major building systems and components, is vital when understanding the full scope of a renovation project. Due to the complexity and/or age of some properties, a more comprehensive assessment of some or all building systems may be in order. This assessment, known as an existing conditions assessment, can help property stakeholders position themselves to make better informed decisions regarding the stabilization and disposition of the property.

### Deliverables – CAD Drawings

The CAD drawings developed by mbi | k2m provide a critical point of departure for our clients' projects and help to improve long term facility maintenance abilities, improve effectiveness of facility staff, and reduce future project costs by providing recorded building conditions. Our photographic documentation provides accurate record keeping for risk management, liability, and insurance claims.

We provide building owners and developers, as well as facility and property managers with drawings that impact the bottom line. We help assist facility and property managers by standardizing documents and enable them to find information faster. The drawings include:

- Site Plans, Floor Plans, Ceiling Plans, Roof Plans
- Exterior Elevations and Interior Elevations
- Building & Wall Sections
- Mechanical & Plumbing Plans
- Fire Suppression Plans
- Power, Telephone, & Data Plans
- Egress & Evacuation Plans
- Furniture & Equipment Layouts
- Retail & Lease Area Drawings



### Our Methods

Our success is the result of the proven methodologies deployed on each project. We take a holistic approach to each building, understanding that each space is as important as the next and is a crucial piece to the overall puzzle. Our methodical approach to field survey and drawing development ensures the highest degree of accuracy by offering a built-in system of quality control that isolates any potential inconsistencies in building information and drawing coordination.

Our process begins with a clearly identifiable scope of work to be performed for a specific assessment. At a minimum, the scope of work includes a walk-through survey, relevant document reviews, and appropriate interviews with people knowledgeable about the subject property. The information gathered is conveyed in a well-written, informative existing condition report.

Additionally, we understand projects require advance planning and scheduling, as well as sensitivity to the building occupants and good communication throughout the process. We believe regular client communication is essential to a smooth outcome and we build this into our process and project schedule to ensure ease of project delivery and client satisfaction.

### Data Collection

There are three distinct areas of the data collection process when completing an existing conditions assessment. First is a walk-through survey which is a non-invasive visit to the property where we observe the overall condition of the existing subject and its representative building components and systems. Typically conducted in less than a day, the walk-through survey forms the foundation for the data collection. Photographs are taken, notes are compiled, and local interviews are conducted.

Second, we collect and review applicable documentation such as as-built construction documents, maintenance manuals and schedules, building department certificates of occupancy, jurisdictional inspection certificates, and other pertinent material. The review of such material is an on-going process throughout the assignment.

Third, interviews are conducted with the appropriate stakeholders, property managers, property maintenance personnel, and even jurisdictional authorities such as the local building inspector and fire marshal. These interviews form one basis of opinions regarding the subject property. Once the data is collected, it is analyzed and communicated in a written narrative known as an existing conditions report.

### Our Tools

By using sophisticated laser measurement and digital recording and data capture tools we have the advantage of greater speed and precision than traditional building survey methods. Our laser distance measuring tool is accurate to 1/4" over 100' and can be used indoors or out. The tool is a true laser measuring device, not one that relies on a sonar beam.

- Digital High Res. Camera
- Accurate Laser Level
- Laser Distance Measurer
- Long and Short Tape Measures



## Existing Conditions Report Content

The existing conditions report is structured in a manner that conveys the physical condition of the core areas of the subject property. Initially, the subject improvements are described in general, then a spatial condition analysis is performed.

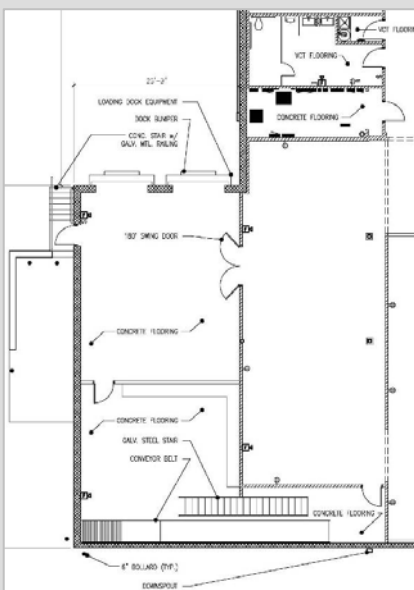
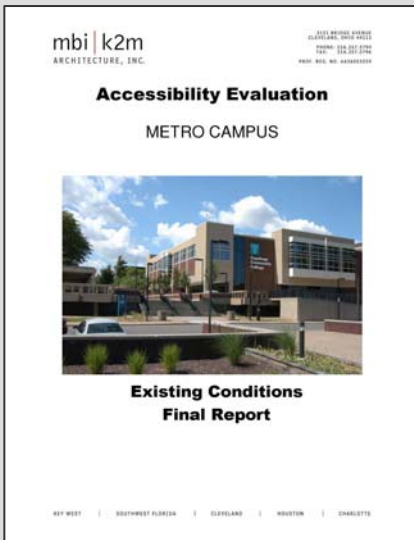
Data gathered from the walk-through survey of the major public and private areas are analyzed for their condition. The subject property is also analyzed for its individual building systems and components. Common observed elements of the building systems include:

- the exterior grounds system including landscaping, parking, signage, exterior lighting, and outdoor elements such as pools and patios
- the structural system foundation and frame
- the building envelope system including exterior walls, doors, windows, balconies, and roof
- the mechanical, electrical, and plumbing systems
- the conveyance system including elevators and/or escalators
- the life safety system including fire, smoke detection, and sprinkler systems

The accessibility of the property for compliance with the Americans with Disabilities Act (ADA) is another building ‘system’ that is a part of an existing conditions assessment. Compliance for the ADA is referenced through the Americans with Disabilities Act Accessibility Guidelines (ADAAG). There are varying levels of due diligence regarding an ADA survey which can be performed. At a minimum, a Visual Accessibility Survey is incorporated into every existing conditions assessment. Included within a Visual Accessibility Survey are observations regarding path of travel, parking, public restrooms, ADA compliant guest rooms, and elevators. ADA surveys are more involved and include the taking of measurements and counts for a more complete and full-scope determination of compliance. The appropriate tier of ADA survey is identified in the basic scope of work for every existing conditions assessment.

## The Truth is in the Accuracy of Details

Accurate as-built CAD drawings and photographic documentation are invaluable to building owners and developers, as well as facility and property managers. These drawings represent what exists in the building today and enable facilities staff to effectively manage a building. Having an accurate “record set” can drive operational improvements and enable owners to allocate resources to the proper maintenance a facility.



## Contact Information

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