Appendix A
Scope of Inspection for Material Building Systems and Components

Purpose and Use. Appendix A shall be used as a guide for the existing conditions to be observed during the physical inspection as applicable to the Subject Property. Appendix A is not an exhaustive list, and the CNA Consultant should supplement the list as necessary based on actual conditions of the Subject Property. The Consultant shall include appropriate descriptions, assessments and evaluations of each applicable item listed below in the Capital Needs Assessment Report, including age of building components and equipment, recommended replacement specifications, repairs, maintenance, and scope of work for any recommended repairs or replacements.

Refer to Appendices B (accessibility), C (required features), D (material and design issues) and F (EUL tables) for more detailed information.

The intent of the physical inspection is to visually investigate the Subject Property to obtain information on material building systems and components and identify physical deficiencies. With the exception of accessibility features indicated in Appendix B, testing, measuring, or preparing calculations for any system or component to determine adequacy, capacity, or compliance with any standard is outside the scope of the inspection.

Unless specified otherwise, the Consultant is not expected to observe every recurring component or system during the physical inspection, only representative observations of such areas are to be provided unless scope of work or conditions warrant otherwise. Representative observations extend to all conditions, areas, equipment, components, systems, buildings, etc., to the extent that they are similar and representative of one another.

I. Development Information
1. Total Number of Buildings
2. Number of Floors per Building
3. Number of Dwelling Units per Building
4. Total Number of Dwelling Units
5. Unit Counts
    5.1 Number of Bedrooms per Unit
    5.2 Number of Baths per Unit
    5.3 Number of Units per Bedroom Type
6. Number of Down or Vacant Units
7. Number of Dwelling Units inspected (% of Total)

II. Evaluation of FHFC Required Construction Features

1. Existing qualifying General Features currently in place:
    1.1 Termite / Pest Control Service
    1.2 Window Treatments
    1.3 Cable / Satellite TV Connection
    1.4 Full Size Range / Oven
2. Accessibility Features (refer also to Appendix B for a complete list)
    2.1 Was a formal accessibility survey previously conducted? If so, are the results still accurate and available for inclusion in the CNA Report?
    2.2 Number of Existing Accessible Units
        2.2.1 Existing Mobility Impaired units:
        2.2.2 Existing Sensory Impaired units:
3. Existing qualifying Green Building Features to remain
    3.1 Low-flow plumbing fixtures
    3.2 Energy Star qualified appliances and fixtures
    3.3 Additional qualifying Green Building features
4. Does the project meet the Concrete Construction Qualification as described in the RFA?

III. Site Conditions

1. Site Configuration and Size (indicate if a single parcel or scattered site)
2. Topography
3. Site Access (adjacent streets, service alleys and pedestrian connections)
4. Vehicular Paving and Curbing (indicate if light colored topping is present for heat reduction)
5. Parking (including parking counts and ADA compliant parking and access aisles)
6. Flatwork and Vertical Access
    6.1 Sidewalks
    6.2 Plazas, Decks and Patios
    6.3 Ramps and Stairs
7. Utilities Service Providers and Service Equipment
    7.1 Electrical Power
    7.2 Domestic Water (including pipe materials If available)
        7.2.1 Municipal System
        7.2.2 On-site Well
    7.3 Sanitary Sewer (including pipe materials if available)
        7.3.1 Municipal System
        7.3.2 Private Treatment Plant
        7.3.3 On-site Septic System
    7.4 Fuel Gas
        7.4.1 Municipal System
        7.4.2 On-site Storage
    7.5 Data
    7.6 Communications
8. Site Drainage

8.1 Grading and Swales

8.2 Curbs and Inlets

8.3 Storm Water Piping

8.4 On-Site Detention / Retention Facilities

9. Landscaping and Irrigation (indicate if Florida Yards and Neighborhoods certified)

10. Erosion Control

11. Guardrails

12. Site Lighting (including system controls and lighting sufficiency)

13. Site Security Features (fencing, gates, cameras)

14. Retaining Walls

15. Signage

16. Waste Containment

17. Common / Recreational Areas

18. Postal Equipment

19. Other Site Features (as applicable)

IV. Building Components - Residential Units, Common Use Areas, Employee Areas, Appurtenances and Accessory Structures

1. Structural

    1.1 Foundation (note basements or crawl spaces)

    1.2 Load Bearing Masonry or Concrete Walls

    1.3 Primary Framing Systems

        1.3.1 Floor

        1.3.2 Framed Walls

        1.3.3 Stairs, Balconies and Covered Walkways

        1.3.4 Roof

2. Building Envelope and Enclosure Elements

    2.1 Exterior Walls

        2.1.1 Materials

        2.1.2 Finishes

        2.1.3 Trim

    2.2 Exterior Doors

        2.2.1 Door Units

        2.2.2 Door Finishes

        2.2.3 Door Hardware

        2.2.4 Weather-Stripping and Sealants

    2.3 Windows

        2.3.1 Window Units

        2.3.2 Window Finishes

        2.3.3 Window Hardware

        2.3.4 Weather-Stripping and Sealants

    2.4 Skylights

2.5 Roofing System

    2.5.1 Materials (indicate if Energy Star certified materials are present)

    2.5.2 Age and Condition

    2.5.3 Positive Drainage Issues / Leaks

2.6 Flashing

    2.6.1 Wall

    2.6.2 Roof

    2.6.3 Penetrations

    2.6.4 Roof Mounted Equipment

2.7 Roof Drainage Components

    2.7.1 Gutters

    2.7.2 Downspouts

    2.7.3 Splash Blocks / Subsoil Drains

    2.7.4 Diverters

    2.7.5 Roof Drains

2.8 Roof Vents

    2.8.1 Soffit Vents

    2.8.2 Ridge Vents

    2.8.3 Turbine Ventilators

    2.8.4 Fans or other ventilation equipment

2.9 Building Insulation

    2.9.1 Floor

    2.9.2 Wall

    2.9.3 Roof

2.10 Insect Screening and Rodent Control

    2.10.1 Windows

    2.10.2 Vents

2.11 Access Components

    2.11.1 Crawl Space Access

    2.11.2 Attic Access

    2.11.3 Roof Access

3. Interior Features and Finishes

    3.1 Floors (indicate if certified eco-friendly)

    3.2 Walls

    3.3 Millwork

        3.3.1 Baseboards

        3.3.2 Door and Window Trim

        3.3.3 Misc. Trim

    3.4 Interior Doors

        3.4.1 Door Units

        3.4.2 Door Finishes

        3.4.3 Door Hardware

    3.5 Ceilings

3.6 Sound Transmission Control (both airborne and structure-borne sound)

4. Building Systems
    4.1 Mechanical
        4.1.1 Heating / Air Conditioning Equipment*
            * (include age, EER / Energy Star rating labels and maintenance level)
        4.1.2 Equipment Piping
        4.1.3 Ductwork
        4.1.4 Terminal Devices
        4.1.5 Controls (indicate if thermostat is programmable and humidistat exists)
        4.1.6 Ventilation Fans (indicate if Energy Star rated)
        4.1.7 Ceiling Fans (indicate if Energy Star rated)
        4.1.8 Appliance and Equipment Exhaust
        4.1.9 Equipment, Duct and Piping Insulation

    4.2 Plumbing
        4.2.1 Domestic Water Service
            4.2.1.1 Metering (indicate if central or separate at each unit)
        4.2.2 Sanitary Sewer Service
        4.2.3 Potable Water Piping
        4.2.4 Waste Piping
        4.2.5 Waste Vents
        4.2.6 Fixtures (indicate if low-flow water saving features are included)
            4.2.6.1 Toilets
            4.2.6.2 Lavatories
            4.2.6.3 Bathtubs / Showerheads
            4.2.6.4 Sinks
            4.2.6.5 Controls and Faucets
        4.2.7 Domestic Water Heaters*
            * (include age, capacity, indicate electric or gas operation and EER / Energy Star rating labels)
        4.2.8 Plumbing Devices (water softeners, filtration, etc.)
        4.2.9 Piping Insulation
    4.3 Electrical Power
        4.3.1 Metering (indicate if central or separate at each unit)
        4.3.2 Supply and Service Devices (include service size)
        4.3.3 Main Distribution Panels and Switchgear (indicate if fused panels are used)
        4.3.4 Individual Unit Distribution Panels*
            * (confirm a 60-amp minimum service is present and no fused panels are used, only circuit breakers are allowable)
        4.3.5 Wiring and Conduits (indicate if aluminum wire is used)
        4.3.6 Outlets and Controls (include ground fault interrupter protection)
        4.3.7 Lightning Protection Systems
        4.3.8 Standby Generators (include fuel storage if applicable)

4.4 Lighting

    4.4.1 Interior Fixtures

    4.4.2 Exterior Fixtures

    4.4.3 Switches and Controls

4.5 Fuel Gas

    4.5.1 Metering (indicate if central or separate at each unit)

    4.5.2 Supply and Service Devices

    4.5.3 Piping and Connections

    4.5.4 Controls

    4.5.5 Equipment / Appliance Ventilation

    4.5.6 Storage

4.6 Data and Communications (include provider and speed)

    4.6.1 Supply and Service Devices

    4.6.2 Wiring and Conduits

    4.6.3 Outlets and Controls

4.7 Security Systems

    4.7.1 Detection

    4.7.2 Alarms

    4.7.3 Cameras

5. Life Safety

5.1 Adequate Egress Routes

5.2 Fire and Smoke Protection

5.3 Handrails and Guardrails

5.4 Exit Lighting

5.5 Emergency Lighting

5.6 Alarms and Detection Devices

    5.6.1 Fire

    5.6.2 Smoke

    5.6.3 Carbon Monoxide

5.7 Fire Suppression

    5.7.1 Portable Extinguishers

    5.7.2 Sprinkler Systems (indicate wet or dry)

    5.7.3 Standpipes (indicate wet or dry)

    5.7.4 Hydrants

5.8 Stairwell Smoke Protection (pressurization or evacuation system)

5.9 Observed Exigent Safety Conditions

6. Vertical Access

6.1 Stairs

6.2 Ramps

6.3 Elevators and Lifts (identify operation type)

    6.3.1 Car condition (include finishes)

    6.3.2 Opinion of adequate number and capacity

    6.3.3 Communications features

6.3.4 Equipment condition
            6.3.5 Certifications and Maintenance Contracts

V. Fixtures, Casework and Equipment
   1.   Appliances (include age, Energy Star or other efficiency ratings)
        1.1 Clothes Washers
        1.2 Clothes Dryers
        1.3 Dishwashers
        1.4 Range / Ovens
        1.5 Stove Hoods
   2.   Casework (indicate age and if certified eco-friendly)
        2.1 Kitchen Counters
        2.2 Lavatories / Vanities
        2.3 Work Surfaces
        2.4 Shelving
   3.   Equipment (as applicable)

VI. Amenities and Program Features

   1.   Playgrounds
        1.1 Playground Surfaces
        1.2 Playground Equipment
        1.3 Accessible Route
        1.4 Accessible Equipment
   2.   Swimming Pools
        2.1 Accessible Route
        2.2 Accessible Entry Feature(s)
        2.3 Equipment and Accessories
        2.4 Structure and Finishes
        2.5 Security Enclosure

VII. Hazardous Materials and Conditions
   1.   Flood Zone designation (provide FEMA flood map zone for the Subject Property)
   2.   Inclusion of subject property in a High Velocity Hurricane Zone or Windborne Debris Region (identify any existing mitigation measures observed such as impact resistant windows, storm shutters, continuous load path systems, etc.)
   3.   Observed or suspected geotechnical issues (expansive soils, karst features, etc.)
   4.   Observed or suspected hazardous building materials (lead-based paint, asbestos, etc.)
   5.   Observed or suspected environmental hazards (radon, chemicals, petroleum products, etc.)
   6.   Observed moisture intrusion, mold and biological growth (identify sources)
   7.   Observed presence of rodents, insects or wood destroying organisms
   8.   Observed or known problematic materials and design Issues (see Appendix D)
   9.   Observed excessive noise or odor Issues
   10. Observed indoor air quality issues