

Peer Review

Inspection Process

Property Name:

Date of Inspection:

Inspector's Name:

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General Comments: All areas must comply with corporate standards of Class A office condition in order to receive a "pass" mark (e.g., clean, in good condition, operable, void of rust, holes, scratches, dents, or other imperfections, bad odors, void of potential hazards).

Exterior

Landscaping

Criteria

- Plants should be full and lush
- No holes or uneven pockets
- All trees trimmed
- Annuals planted near road and pedestrian entrances
- Mulch is not blown over walkways. Note if replacement of mulch with stone may be more practical

Exceeds Expectations Meets Expectations Needs Improvement N/A

Lighting

Criteria

- All lights are on and operable
- Lighting is all the same color and lumens
- Light covers free of bugs and leaves

Exceeds Expectations Meets Expectations Needs Improvement N/A

Curbs/Driveway

Criteria

- Pavers even; no tripping hazards

Exceeds Expectations Meets Expectations Needs Improvement N/A

Fountains/Water Features

Criteria

- Must work properly
- Surface/finishes in good condition

Exceeds Expectations Meets Expectations Needs Improvement N/A

Railings

Criteria

- Refinished if metal

Exceeds Expectations Meets Expectations Needs Improvement N/A

Glass/Windows

Criteria

- Check for chipped glass and smudge marks

Exceeds Expectations Meets Expectations Needs Improvement N/A

Signage

Criteria

- Clean and consistent, using the same font
- Digital directories operable, up to date, and includes CP Group branding

Exceeds Expectations Meets Expectations Needs Improvement N/A

Handicapped Access

Criteria

- Accessible at all times (doors, sidewalks, etc.)
- Confirm security/concierge can direct visitors/users
- Parking stalls in place
- Handicapped accessible doors in place and push buttons working
- Properly labeled

Exceeds Expectations Meets Expectations Needs Improvement N/A

Trash Containers

Criteria

- Properly located
- Maintained; not overflowing

Exceeds Expectations Meets Expectations Needs Improvement N/A

Parking Garage/Lot

Criteria

- Clear of debris
- Properly striped
- Garage bumps are clean, painted, and free of cracks
- Wheel stops in good order and properly anchored

Exceeds Expectations Meets Expectations Needs Improvement N/A

Outdoor Common Area Spaces

Criteria

- Check condition of seating areas, benches, umbrellas, and other outdoor spaces as applicable

Exceeds Expectations Meets Expectations Needs Improvement N/A

Bicycle Racks

Criteria

- Recently pressure washed

Exceeds Expectations Meets Expectations Needs Improvement N/A

Doors

Criteria

- Open properly and easily
- Handicap accessible

Exceeds Expectations Meets Expectations Needs Improvement N/A

Smoking Areas

Criteria

- Free of cigarette butts
- Trash containers emptied

Exceeds Expectations Meets Expectations Needs Improvement N/A

Trash Dumpster Area

Criteria

- Freshly power washed
- Not in need of replacement

Exceeds Expectations Meets Expectations Needs Improvement N/A

Irrigation Heads

Criteria

- All working and operable
- Timers set for after hours

Exceeds Expectations Meets Expectations Needs Improvement N/A

Rust or Corrosion Stains

Criteria

- Corrosion control in place

Exceeds Expectations Meets Expectations Needs Improvement N/A

Sidewalks

Criteria

- Freshly pressure washed
- Pavers even, no tripping hazards

Exceeds Expectations Meets Expectations Needs Improvement N/A

Fire Hydrants and Fire Department Connections

Criteria

- Properly labeled per local code requirements

Exceeds Expectations Meets Expectations Needs Improvement N/A

Main Entrance

Criteria

- Mats properly placed, branded where possible
- Lighting operable

Exceeds Expectations Meets Expectations Needs Improvement N/A

Facade

Criteria

- No signs of deteriorations i.e. cracks, bubbling stucco, etc.

Exceeds Expectations Meets Expectations Needs Improvement N/A

Entrance Doors

Criteria

- Smooth operation, properly oiled
- Hardware in good condition (no scratches, not loose)

Exceeds Expectations Meets Expectations Needs Improvement N/A

Parking Garage

Elevator Rooms

Criteria

- Well-lit
- No leaking oil

Exceeds Expectations Meets Expectations Needs Improvement N/A

Garage Entrances

Criteria

- Property labeled with building name and/or address
- Booth clean and interior organized
- Signage identifying floor and section

Exceeds Expectations Meets Expectations Needs Improvement N/A

Garage Attendance Appearance (if applicable)

Criteria

- Uniforms in good order
- Friendly and attentive staff

Exceeds Expectations Meets Expectations Needs Improvement N/A

Lighting

Criteria

- Same color bulbs, no dark areas

Exceeds Expectations Meets Expectations Needs Improvement N/A

Cleanliness

Criteria

- No dusty corners or pipes
- Absence of trash and general appearance

Exceeds Expectations Meets Expectations Needs Improvement N/A

Elevator Lobby Entrances

Criteria

- Proper, consistent signage in place
- Odor-free cabs

Exceeds Expectations Meets Expectations Needs Improvement N/A

Doors

Criteria

- Doors properly lubricated and working properly
- Any handicapped accessible door options operable

Exceeds Expectations Meets Expectations Needs Improvement N/A

Floor

Criteria

- Clean of spots, gum, or trash

Exceeds Expectations Meets Expectations Needs Improvement N/A

Sprinkler and Other Pipes

Exceeds Expectations Meets Expectations Needs Improvement N/A

Columns

Criteria

- Painted with reflective or visible colors

Exceeds Expectations Meets Expectations Needs Improvement N/A

Bollards

Criteria

- Properly located near equipment

Exceeds Expectations Meets Expectations Needs Improvement N/A

Trash Receptacles

Criteria

- Properly located
- Well maintained; not overflowing

Exceeds Expectations Meets Expectations Needs Improvement N/A

Emergency Stairwells

Criteria

- Signs properly positioned, well-lit and operable
- Free of debris
- Code compliant
- Steps in good condition

Exceeds Expectations Meets Expectations Needs Improvement N/A

Standing Water

Criteria

- Non-existent

Exceeds Expectations Meets Expectations Needs Improvement N/A

Access Gates

Criteria

- Aligned and functional

Exceeds Expectations Meets Expectations Needs Improvement N/A

Height Bars

Criteria

- Properly located

Exceeds Expectations Meets Expectations Needs Improvement N/A

Exhaust Fans (if applicable)

Exceeds Expectations Meets Expectations Needs Improvement N/A

Common Area

Lobby/Entrance

Signage

Exceeds Expectations Meets Expectations Needs Improvement N/A

Lobby

Exceeds Expectations Meets Expectations Needs Improvement N/A

Security/Visitor Desk

Exceeds Expectations Meets Expectations Needs Improvement N/A

Doors

Exceeds Expectations Meets Expectations Needs Improvement N/A

Frames

Exceeds Expectations Meets Expectations Needs Improvement N/A

Flooring

Exceeds Expectations Meets Expectations Needs Improvement N/A

Lighting Fixtures

Exceeds Expectations Meets Expectations Needs Improvement N/A

Outlets

Exceeds Expectations Meets Expectations Needs Improvement N/A

Ceiling

Exceeds Expectations Meets Expectations Needs Improvement N/A

Walls/Trim

Exceeds Expectations Meets Expectations Needs Improvement N/A

Metal Maintenance

Exceeds Expectations Meets Expectations Needs Improvement N/A

Vents

Exceeds Expectations Meets Expectations Needs Improvement N/A

Furniture

Exceeds Expectations Meets Expectations Needs Improvement N/A

Mailboxes

Exceeds Expectations Meets Expectations Needs Improvement N/A

Stairwells

Exceeds Expectations Meets Expectations Needs Improvement N/A

Restrooms

Aesthetics

Exceeds Expectations Meets Expectations Needs Improvement N/A

Lighting

Exceeds Expectations Meets Expectations Needs Improvement N/A

Ceiling

Exceeds Expectations Meets Expectations Needs Improvement N/A

Plumbing Fixtures

Exceeds Expectations Meets Expectations Needs Improvement N/A

Elevators/Elevator Lobbies

Lobbies

Exceeds Expectations Meets Expectations Needs Improvement N/A

Cabs

Exceeds Expectations Meets Expectations Needs Improvement N/A

Elevator Mechanical Room

Exceeds Expectations Meets Expectations Needs Improvement N/A

Multi-Tenant Lobbies

Lighting

Exceeds Expectations Meets Expectations Needs Improvement N/A

Walls

Exceeds Expectations Meets Expectations Needs Improvement N/A

Doors

Exceeds Expectations Meets Expectations Needs Improvement N/A

Amenities

Café

Windows (if applicable)

Exceeds Expectations Meets Expectations Needs Improvement N/A

Doors

Exceeds Expectations Meets Expectations Needs Improvement N/A

Equipment

Exceeds Expectations Meets Expectations Needs Improvement N/A

Signage

Exceeds Expectations Meets Expectations Needs Improvement N/A

Furniture

Exceeds Expectations Meets Expectations Needs Improvement N/A

Conference Facility

Access

Exceeds Expectations Meets Expectations Needs Improvement N/A

Lighting

Exceeds Expectations Meets Expectations Needs Improvement N/A

Windows (if applicable)

Exceeds Expectations Meets Expectations Needs Improvement N/A

Doors

Exceeds Expectations Meets Expectations Needs Improvement N/A

Furniture

Exceeds Expectations Meets Expectations Needs Improvement N/A

Walls

Exceeds Expectations Meets Expectations Needs Improvement N/A

Ceiling

Exceeds Expectations Meets Expectations Needs Improvement N/A

WiFi

Exceeds Expectations Meets Expectations Needs Improvement N/A

Equipment

Exceeds Expectations Meets Expectations Needs Improvement N/A

Fitness Center

Access

Exceeds Expectations Meets Expectations Needs Improvement N/A

Lighting

Exceeds Expectations Meets Expectations Needs Improvement N/A

Windows (if applicable)

Exceeds Expectations Meets Expectations Needs Improvement N/A

Doors

Exceeds Expectations Meets Expectations Needs Improvement N/A

Equipment

Exceeds Expectations Meets Expectations Needs Improvement N/A

Water access

Exceeds Expectations Meets Expectations Needs Improvement N/A

Showers (if applicable)

Exceeds Expectations Meets Expectations Needs Improvement N/A

Locker Rooms

Exceeds Expectations Meets Expectations Needs Improvement N/A

Vacancies

Vacancies

Criteria

- All vacated suites should be free of trash with blinds/shades open, floors smooth and free of any mastic, and all wallcovering removed
- Temperature and humidity maintained in accordance with lower end of ASHRAE standards
- Free of any damaged ceiling tiles / grid has been fixed or replaced
- All vacancies keyed to the vacancy master key
- Compliant with leasing standards including walls, floors ceiling, lighting, and HVAC. Refer to leasing standards document for any questions.

Exceeds Expectations Meets Expectations Needs Improvement N/A

Plant Operations

Other

Air Handling Units

Exceeds Expectations Meets Expectations Needs Improvement N/A

Exhaust Units

Exceeds Expectations Meets Expectations Needs Improvement N/A

Fresh Air Makeup

Exceeds Expectations Meets Expectations Needs Improvement N/A

Generator

Exceeds Expectations Meets Expectations Needs Improvement N/A

Life Safety

NPFA #25

Exceeds Expectations Meets Expectations Needs Improvement N/A

NPFA #20 Fire Pump

Exceeds Expectations Meets Expectations Needs Improvement N/A

Fire Hydrant Test

Exceeds Expectations Meets Expectations Needs Improvement N/A

Backflow Certification

Exceeds Expectations Meets Expectations Needs Improvement N/A

Fire Alarm Book

Exceeds Expectations Meets Expectations Needs Improvement N/A

Inspections

Infrared Testing

Exceeds Expectations Meets Expectations Needs Improvement N/A

Lightning Protection (if applicable)

Exceeds Expectations Meets Expectations Needs Improvement N/A

Irrigation

Exceeds Expectations Meets Expectations Needs Improvement N/A

Generator

Exceeds Expectations Meets Expectations Needs Improvement N/A

Roof Anchor

Exceeds Expectations Meets Expectations Needs Improvement N/A

Elevator

Exceeds Expectations Meets Expectations Needs Improvement N/A

Fire Extinguisher

Exceeds Expectations Meets Expectations Needs Improvement N/A

HVAC

Exceeds Expectations Meets Expectations Needs Improvement N/A

Chiller Operations

Chiller Logs

Exceeds Expectations Meets Expectations Needs Improvement N/A

Insulation

Exceeds Expectations Meets Expectations Needs Improvement N/A

Water Treatment

Comprehensive Plan

Exceeds Expectations Meets Expectations Needs Improvement N/A

Testing

Exceeds Expectations Meets Expectations Needs Improvement N/A

Dip Slides

● Exceeds Expectations ● Meets Expectations ● Needs Improvement ● N/A

Eye Wash Station

● Exceeds Expectations ● Meets Expectations ● Needs Improvement ● N/A

Material Safety

● Exceeds Expectations ● Meets Expectations ● Needs Improvement ● N/A

Other

Roof

Criteria

- No storage on the roof; signage present that addresses this
- Drain cover in place
- Equipment properly labeled

● Exceeds Expectations ● Meets Expectations ● Needs Improvement ● N/A

Loading Dock(s)

Criteria

- No storage allowed
- Drain cover in place
- Equipment properly labeled

● Exceeds Expectations ● Meets Expectations ● Needs Improvement ● N/A

Mechanical Areas

Criteria

- No storage allowed
- Properly labeled

● Exceeds Expectations ● Meets Expectations ● Needs Improvement ● N/A

Storage Areas

Criteria

- Organized with tools and supplies easily identified
- No fire hazard materials (i.e. gasoline unless in a fire proof cabinet)

Exceeds Expectations Meets Expectations Needs Improvement N/A

Engineering Shops

Criteria

- Tools and supplied easily identified
- OSHA poster in place

Exceeds Expectations Meets Expectations Needs Improvement N/A

Janitor's Closet

Criteria

- MSDS book accessible
- SDA sheets available
- Chemicals labeled

Exceeds Expectations Meets Expectations Needs Improvement N/A

Electrical Rooms

Criteria

- Well-lit

Exceeds Expectations Meets Expectations Needs Improvement N/A

As-Builts (if applicable)

Criteria

- Organized, stored and properly labeled

Exceeds Expectations Meets Expectations Needs Improvement N/A
