

Peer Review

Inspection Process

Property Name: Northpoint Center

Date of Inspection: 04/21/2022

Inspector's Name: Yogesh Apani

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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

● Meets Expectations

1) Landscaping Meets Expectations Image



Note:

2) Landscaping Meets Expectations Image



Note:

Lighting

Criteria

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

● Needs Improvement

1) Lighting Improvement Image



Note: test

2) Lighting Improvement Image



Note: test

Curbs/Driveway

Criteria

- Pavers even; no tripping hazards

● Needs Improvement

1) Curbs/Driveway Improvement Image



Note: Dev team test

2) Curbs/Driveway Improvement Image



Note: test note

3) Curbs/Driveway Improvement Image



Note: test note2

Fountains/Water Features

Criteria

- Must work properly
- Surface/finishes in good condition

● Exceeds Expectations

Railings

Criteria

- Refinished if metal

● Exceeds Expectations

Glass/Windows

Criteria

- Check for chipped glass and smudge marks

● N/A

Signage

Criteria

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

● Exceeds Expectations

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

Trash Containers

Criteria

- Properly located
- Maintained; not overflowing

● Exceeds Expectations

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

Outdoor Common Area Spaces

Criteria

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

● Exceeds Expectations

Bicycle Racks

Criteria

- Recently pressure washed

● Exceeds Expectations

Doors

Criteria

- Open properly and easily
- Handicap accessible

● Exceeds Expectations

Smoking Areas

Criteria

- Free of cigarette butts
- Trash containers emptied

● Exceeds Expectations

Trash Dumpster Area

Criteria

- Freshly power washed
- Not in need of replacement

● Exceeds Expectations

Irrigation Heads

Criteria

- All working and operable
- Timers set for after hours

● Exceeds Expectations

Rust or Corrosion Stains

Criteria

- Corrosion control in place

● Exceeds Expectations

Sidewalks

Criteria

- Freshly pressure washed
- Pavers even, no tripping hazards

● Exceeds Expectations

Fire Hydrants and Fire Department Connections

Criteria

- Properly labeled per local code requirements

● Exceeds Expectations

Main Entrance

Criteria

- Mats properly placed, branded where possible
- Lighting operable

● Exceeds Expectations

Façade

Criteria

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

● Exceeds Expectations

Entrance Doors

Criteria

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

● Exceeds Expectations

Parking Garage

Elevator Rooms

Criteria

- Well-lit
- No leaking oil

● Exceeds Expectations

Garage Entrances

Criteria

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

● Exceeds Expectations

Garage Attendance Appearance (if applicable)

Criteria

- Uniforms in good order
- Friendly and attentive staff

● Exceeds Expectations

Lighting

Criteria

- Same color bulbs, no dark areas

● Exceeds Expectations

Cleanliness

Criteria

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

● Exceeds Expectations

Elevator Lobby Entrances

Criteria

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

● Exceeds Expectations

Doors

Criteria

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

● Exceeds Expectations

Floor

Criteria

- Clean of spots, gum, or trash

● Exceeds Expectations

Sprinkler and Other Pipes

● Exceeds Expectations

Columns

Criteria

- Painted with reflective or visible colors

● Exceeds Expectations

Bollards

Criteria

- Properly located near equipment

● Exceeds Expectations

Trash Receptacles

Criteria

- Properly located
- Well maintained; not overflowing

● Exceeds Expectations

Emergency Stairwells

Criteria

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

● Exceeds Expectations

Standing Water

Criteria

- Non-existent

● Exceeds Expectations

Access Gates

Criteria

- Aligned and functional

● Exceeds Expectations

Height Bars

Criteria

- Properly located

● Exceeds Expectations

Exhaust Fans (if applicable)

● Exceeds Expectations

Common Area

Lobby/Entrance

Signage

● Exceeds Expectations

Lobby

● Exceeds Expectations

Security/Visitor Desk

● Exceeds Expectations

Doors

● Exceeds Expectations

Frames

● Exceeds Expectations

Flooring

● Exceeds Expectations

Lighting Fixtures

● Exceeds Expectations

Outlets

● Exceeds Expectations

Ceiling

● Exceeds Expectations

Walls/Trim

● Exceeds Expectations

Metal Maintenance

● Exceeds Expectations

Vents

● Exceeds Expectations

Furniture

● Exceeds Expectations

Mailboxes

● Exceeds Expectations

Stairwells

● Exceeds Expectations

Restrooms

Aesthetics

● Exceeds Expectations

Lighting

● Exceeds Expectations

Ceiling

● Exceeds Expectations

Plumbing Fixtures

● Exceeds Expectations

Elevators/Elevator Lobbies

Lobbies

● Exceeds Expectations

Cabs

● Exceeds Expectations

Elevator Mechanical Room

● Exceeds Expectations

Multi-Tenant Lobbies

Lighting

● Exceeds Expectations

Walls

● Exceeds Expectations

Doors

● Exceeds Expectations

Amenities

Café

Windows (if applicable)

● Exceeds Expectations

Doors

● Exceeds Expectations

Equipment

● Exceeds Expectations

Signage

● Exceeds Expectations

Furniture

● Exceeds Expectations

Conference Facility

Access

● Exceeds Expectations

Lighting

● Exceeds Expectations

Windows (if applicable)

● Exceeds Expectations

Doors

● Exceeds Expectations

Furniture

● Exceeds Expectations

Walls

● Exceeds Expectations

Ceiling

● Exceeds Expectations

WiFi

● Exceeds Expectations

Equipment

● Exceeds Expectations

Fitness Center

Access

● Exceeds Expectations

Lighting

● Exceeds Expectations

Windows (if applicable)

● Exceeds Expectations

Doors

- Exceeds Expectations
-

Equipment

- Exceeds Expectations
-

Water access

- Exceeds Expectations
-

Showers (if applicable)

- Exceeds Expectations
-

Locker Rooms

- Exceeds Expectations
-

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
-

Plant Operations

Other

Air Handling Units

- Exceeds Expectations
-

Exhaust Units

- Exceeds Expectations
-

Fresh Air Makeup

- Exceeds Expectations
-

Generator

- Exceeds Expectations
-

Life Safety

NPFA #25

- Exceeds Expectations
-

NPFA #20 Fire Pump

- Exceeds Expectations
-

Fire Hydrant Test

- Exceeds Expectations
-

Backflow Certification

- Exceeds Expectations
-

Fire Alarm Book

- Exceeds Expectations
-

Inspections

Infrared Testing

- Exceeds Expectations
-

Lightning Protection (if applicable)

● Exceeds Expectations

Irrigation

● Exceeds Expectations

Generator

● Exceeds Expectations

Roof Anchor

● Exceeds Expectations

Elevator

● Exceeds Expectations

Fire Extinguisher

● Exceeds Expectations

HVAC

● Exceeds Expectations

Chiller Operations

Chiller Logs

● Exceeds Expectations

Insulation

● Exceeds Expectations

Water Treatment

Comprehensive Plan

● Exceeds Expectations

Testing

● Exceeds Expectations

Dip Slides

● Exceeds Expectations

Eye Wash Station

● Exceeds Expectations

Material Safety

● Exceeds Expectations

Other

Roof

Criteria

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

● Exceeds Expectations

Loading Dock(s)

Criteria

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

● Exceeds Expectations

Mechanical Areas

Criteria

- No storage allowed
- Properly labeled

● Exceeds Expectations

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

Engineering Shops

Criteria

- Tools and supplied easily identified
- OSHA poster in place

● Exceeds Expectations

Janitor's Closet

Criteria

- MSDS book accessible
- SDA sheets available
- Chemicals labeled

● Exceeds Expectations

Electrical Rooms

Criteria

- Well-lit

● Exceeds Expectations

As-Builts (if applicable)

Criteria

- Organized, stored and properly labeled

● Exceeds Expectations
