**Property Profile Form**

# **{*Company Name*}**

**Property Information:**

Association Name: Date:

Building Contact: Property Manager:

Address Phone:

Of Building: Alternate:

 Fax:

County:

Description:

Photos Taken?:

Onsite PM?:

Site Plans or Handouts Received at Tour?:

**Utilities & Fuel Information:**

**Electric:**

Utility Company: Rate Class:

Are Tenants Sub-Metered? If yes, who reads meters?

Utilities included in CAM or separately billed

Per Square Foot Costs: Year:

**Natural Gas:**

Utility Company: Rate Class:

Per Square Foot Costs: Year:

**Water & Sewer:**

Utility Company: Rate Class:

Sewer Credits Available:

Sub-Meters for Tower Make-up Water: Irrigation:

**Miscellaneous:**

Utility Company: Rate Class:

 Does building sell/buy any utilities to/from others?:

**Building & Site Information:**

Bldg Sq. Ft.: Sq. Ft.:

Onsite Building Technician/Engineer: Day Porter Service:

Sq. Ft. of Garages or Other Attached Structures:

(Explain):

Special Operating Conditions:

### **Compliance Issues:**

Liquids: Fuel Age Location

Storage: Chemical Age Location

MSDS: Available Update Cycle

Osha 200: Posted Comments

HazMat: Storage Pad Location

 Labeling Posted Procedures

**Other Compliance Issues:**

EPA:

Confined Space Entry:

Licenses Business: Local State

 Trades: HVAC

 Electrical

 Mechanical

### **General Building Information – Exterior:**

**Roof:** Installation/Repair Date: Guarantee Expiration Date:

 Surface & Type:

 Copings, Parapets & Flashing:

 Drains & Scuppers:

 Ventilators, Skylights & Other Openings:

 Steps, Ladders & Other Structures:

 Other Structures or Equipment:

**Exterior:** Building Skin Construction:

**Walls:** Canopies, Soffits & Cornice:

 Window Glass & Gaskets:

 Signs:

 Door & Window Frames:

 Entrance Doors:

 Exterior Lighting:

**Other:** Loading Dock:

**Exterior:** Trash Compactor: Size Owned/Leased

**Site:** Sidewalks:

**Improvement:** Driveways & Aprons:

 Exterior Parking:

 Landscaping:

 Fountains/Lakes:

 Fencing, Gates:

 Sprinkler System:

**Parking:** Vehicle Spaces: Full Size Compact Handicap

 Visitor Parking: Reserved Parking:

 Construction:

 Decks:

 Ramps:

 Walls:

 Lighting:

 Ingress/Egress Control:

### **General Building Information – Interior:**

**Lobby:**

 Ceilings, Walls & Floors:

 Lighting:

 Directory Board:

 Guard Stations:

 Furniture & Furnishings:

 Interior Fountain:

 Mail Boxes & Telephones:

 Cleanliness:

**Corridors:**

 Ceilings, Walls & Floors:

 Interior Plants/Foliage:

 Lighting:

 Exit Signs:

 Directory Signs:

 Door Size & Type:

 Cleanliness:

**Lower Level:**

 Description:

 Elevator Openings:

 Vaulted Sidewalks:

 Structural Condition:

 Water Seepage:

 Cleanliness:

**Stairways:**

 Quantity:

 Ceilings, Walls & Floors:

 Lighting:

 Cleanliness:

**Cafeteria:**

 Employee Lunchrooms:

 Full-Service Cafeteria:

Kitchen Equipment:

**Restrooms:**

 Ceilings, Walls & Floors:

 Lighting:

 Floor Drains:

 Sink Valves:

 Toilet Valves:

 Soap Dispensers:

 Waste Receptacles:

 Women's Room Fixtures: WC Sinks Condition

 Men's Room Fixtures: WC Sinks Condition

 ADA Compliant:

 Cleanliness:

**Mechanical/Electrical/Janitor Closets:**

 Size: Location: Cleanliness:

### **Mechanical Systems:**

**HVAC Maintenance:**

 Equipment Covered:

 Level of Service:

 Scope of Service:

**Building Control System (Energy Management System):**

 Manufacturer:

 Type:

 Console Location:

**Cooling Equipment:**

 Manufacturer:

 Type:

 Size:

**Heat Rejection Equipment:**

 Manufacturer:

 Type:

 Size:

**Heating Equipment:**

 Manufacturer:

 Type:

 Size:

**Air Moving Equipment:**

 Manufacturer:

 Type:

 Size:

**Hot Water Equipment:**

 Manufacturer:

 Type:

 Size:

**Pumps:**

 Chilled Water:

 Condensing Water:

 Boiler Feed Water:

 Vacuum Return:

 Domestic Water:

 Sump:

 Fire:

**Plumbing:**

 Service Entrance:

 Meter:

 Risers:

 House Tank:

 Water Softener:

 Salt Tank:

 Waste & Vent Lines:

 Supply Lines:

**Fire Alarm Equipment:**

 System Type:

 Pull Stations:

 Smoke Detectors:

 Heat Detectors:

 Flow Switch:

 Tamper Switch:

 On-Site Annunciator: Location Audio Video

 Voice Communication:

 Off-Site Annunciator:

 System Testing:

**Extinguishing Equipment:**

 Sprinkler System:

 Hose Cabinets, Racks:

 Portable Extinguishers:

 Fire Dept. Connections:

**Egress:**

 Fire Escapes:

 Stairways:

 Signage:

 Fire Door Hardware:

 Smoke Towers:

**Smoke Control:**

 HVAC Fans:

 Stairwell Pressurization:

 Exhaust System:

### **Electrical System:**

Electrical Service

 Size:

 Main Switch gear:

 Service Entrance:

 Emergency Power:

 Riser Size & Number:

 Floor Distribution:

**Emergency Generator:**

 Manufacturer:

 Type:

 Size:

 Equipment Powered:

 Test Cycle:

**UPS Battery Systems:**

 Manufacturer:

 Type:

 Size:

 Equipment Powered:

 Test Cycle:

### **Vertical Transportation:**

Elevators: Passenger: Quantity: Capacity: lbs.

 Type:

 Freight: Quantity: Capacity: lbs.

 Type:

 Emergency Recall: Telephone:

 Doors, Cabs:

 Cleanliness:

 Elevator Annual Inspection Certification Onsite:

 Equipment Rm. Ventilation:

 Contract Type: Full Service Oil & Grease

Escalators: Quantity Type:

Emergency Stop Switch:

### **Security System:**

**Security Alarm Equipment:**

 System Type:

 CCTV:

 Intrusion Alarms:

 Off-Site Alarm:

 Security Contact:

 Watch Stations:

**Access Control:**

 Manufacturer:

 Type:

 Console Location:

**SERVICE CONTRACTS & VENDOR SUMMARY:**

| **SERVICE PERFORMED** | **VENDOR****NAME** | **TELE.****#** | **CONTRACT****ON HAND** | **CONTRACT****AMOUNT** | **Exp.****Date** |
| --- | --- | --- | --- | --- | --- |
| **Cleaning** |  |  |  |  |  |
| **Landscaping** |  |  |  |  |  |
| **HVAC**  |  |  |  |  |  |
| **Pest Control** |  |  |  |  |  |
| **Trash Removal** |  |  |  |  |  |
| **General Repairs** |  |  |  |  |  |
| **Plumbing** |  |  |  |  |  |
| **Electrical** |  |  |  |  |  |
| **Security** |  |  |  |  |  |
| **Elevators** |  |  |  |  |  |
| **Interior Plant Service** |  |  |  |  |  |
| **Carpet Cleaning** |  |  |  |  |  |
| **Lighting Inspect** |  |  |  |  |  |
| **Fire Equip Inspect** |  |  |  |  |  |
| **Signage** |  |  |  |  |  |
| **Locksmith** |  |  |  |  |  |
| **Dining Services** |  |  |  |  |  |
| **Recycling** |  |  |  |  |  |

**Miscellaneous**:

Emergency Preparedness Program:

Program In Place: Yes\_\_\_\_\_ No\_\_\_\_\_

Program Includes:

Form Completed By: Date:

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