

FSILG Building Assessment Guide

The following procedure was developed during the FSILG Pilot program this summer. It represents what your House should expect during the assessment process.

A. Contact

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B. Preliminary

- 1) Your House should fill out the attached questionnaire (Appendix A) by Dec. 31.
- 2) All Houses will be invited to attend a preliminary informational meeting with the MIT/AILG Assessment Team on Wednesday Nov. 29 from 6:30-8:30pm at Maseeh Hall's Flowers Room. RSVP <https://tinyurl.com/FA-Maseeh> There will be an all-House Kickoff meeting with the Assessment Vendor, time and place to be determined. (December-January).
- 3) Assessments will be scheduled through the BSF. (December-March)
- 4) The House should designate one representative as its Assessment Contact.

C. Assessment

- 1) The initial assessment lasts a little over half a day.
- 2) The initial meeting at each house typically lasts 30 minutes and is attended by House Alumni, House Undergrads, Consultant Team (Leader/Architect/Structural Engineer/Life Safety Engineer/Electrical Engineer/HVAC Engineer), the AILG BSF, and an MIT Facilities Representative. Current and past building issues are reviewed. The questionnaire is reviewed. Special concerns are reviewed.
- 3) The BSF will accompany the Consultant Team. The building should be neat, tidy, and all areas made available to the Consultant Team. House representatives are welcome to participate.
- 4) The initial assessment will typically finish by early PM.
- 5) If subsequent visits are needed, the BSF will contact the House and schedule the visit.

D. Other Data Gathering

- 1) Houses will be asked if the Consultant Team can have access to a summary of BSF reports from the last 5 years in order to identify any chronic building problems.
- 2) Houses will be asked if the Consultant Team can have access to a summary of FCI, Insurance Assessments, and IRDF transactions for the House in order to see the history of minor/major building repair/renovation expenses.
- 3) Consultants may ask followup questions to the House through the BSF.

E. Reports

- 1) The Vendor's initial draft assessment will be reviewed by the House, the BSF, and MIT Facilities by email before a final draft is written (January-April).
- 2) The final draft will be reviewed with the Assessment Vendor, the House, the BSF, and MIT Facilities at an on-campus location before the final report is issued. (March-May).

F. Followup

- 1) The House will be asked to come up with a Facility Plan to address any critical concerns which may be revealed by the report. If requested, the AILG and MIT can help the House develop a Facility Plan and suggest ways to pay for it.
- 2) The Assessment Report and Facility Plan will be reviewed and renewed every two years as part of the House's normal AILG Accreditation.

APPENDIX A

AILG Facilities Assessment Questionnaire

Please provide any and all information to the following questions. The answers will help in the assessment of your building. Feel free to add any information which you think may be helpful.

- 1) What have been the most common building complaints from the residents?
- 2) What systems have needed to be repaired in the past few years?
- 3) What systems have needed to be replaced in the past few years?
- 4) What are your utility costs/usage in the past few years(Electrical, gas, water/sewer)?
- 5) What presents the biggest problem to inspectors on inspection days?
- 6) May the BSF compile and present a synopsis of the last 5 years of inspections (building systems only)?
- 7) What building/space related items are most requested by students (Examples: Better air conditioning, furniture, maker space, bike storage, common areas, single bedrooms, media room, elevator, kitchenettes, more outlets)?
- 8) What are the most difficult parts of managing the house?
- 9) If money were no object, how would you improve the building/spaces?
- 10) If money were no object, how would you better maintain the building/spaces?
- 11) Providing a description and date, indicate the last major replacement/repairs for:
 - a. Kitchen.
 - b. Heating system.
 - c. Plumbing system
 - d. Bathrooms.
 - e. Windows.
 - f. Exterior of the building.
 - g. Sprinkler system.
 - h. Alarm system.
 - i. Interior common spaces.
 - j. Bedrooms.
 - k. Electrical system.
 - l. IT system.
 - m. Landscaping.
 - n. Roof deck.
 - o. Roof
 - p. Other?
- 12) Are you happy with the heating, ventilation and air conditioning systems?
- 13) Have you noticed any water stains/cracks/sagging of walls/ceilings/floors?
- 14) What is percentage of doors do not operate properly? (Open, close, latch)
- 15) What building spaces/features do residents really like?
- 16) What building spaces/features do residents really hate?
- 17) Add your own building concerns and praise!