



# Massachusetts School Building Authority

**Timothy P. Cahill**  
*Chairman, State Treasurer*

**Katherine P. Craven**  
*Executive Director*

## MEMORANDUM

To: Board of Directors, Massachusetts School Building Authority  
From: Katherine P. Craven, Executive Director  
Date: May 22, 2007  
Subject: Facilities and Maintenance Assessment Update

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This memorandum is intended to update you on significant developments in the Facilities and Maintenance Assessment program which are a result of the feedback received at the last meeting of the Subcommittee on April 11, 2007.

In an effort to include more qualitative elements in the assessments, we have incorporated a series of systems narratives to capture general assessment comments and observations by the assessment professionals. The systems narratives will be structured to correspond to the seven site systems and 18 building systems around which the Needs Survey was structured. Those systems include:

### Building Systems

1. Roofing
2. Exterior Walls
3. Exterior Windows
4. Exterior Doors
5. Interior Floors
6. Interior Walls
7. Interior Ceilings
8. Interior Other [doors, etc.]
9. HVAC
10. Electrical Lighting
11. Electrical Distribution
12. Electrical Other [panels, etc.]
13. Plumbing
14. Fire/Life Safety
15. Specialties [casework, etc.]
16. Structural
17. Technology
18. Accessibility

### Site Systems

1. Parking Lots/Driveways
2. Walkways/Drop Areas
3. Playgrounds/Playfields
4. Site Lighting
5. Fencing
6. Drainage
7. Accessibility

The inclusion of these narratives will allow for a general understanding of a particular building's condition without necessarily having to process and translate significant amounts of data.

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Additionally, to further add qualitative elements to the assessments and to better understand the comparative urgency of one deficiency to another, we are introducing an additional index for each deficiency that indicates the urgency of remediation of the deficiency and the potential consequences of action or inaction on the remediation of the deficiency. The so-called “Consequence Index” will be predetermined by the MSBA for each deficiency. The index proposed at this time is defined as follows:

Level	Urgency	Potential Consequences
Level 1	Little or no chance the deficiency will significantly deteriorate over time.	<ul style="list-style-type: none"> <li>Addressing this deficiency is primarily aesthetic in nature and will have little or no effect on the integrity, operation or functionality of essential building systems (structural, envelope, mechanical, electrical, occupant safety, security) and/or environmental integrity.</li> </ul>
Level 2	Remediation will likely avoid potential risks.	<ul style="list-style-type: none"> <li>Remediation will likely result in improved functionality and operability of essential building systems (structural, envelope, mechanical, electrical, occupant safety, security) and/or environmental integrity.</li> <li>Remediation will likely improve operational costs.</li> </ul>
Level 3	Remediation will stem reported risks and avoid potential future risks and adverse financial consequences.	<ul style="list-style-type: none"> <li>Deficiency reportedly affects occupants with environmental sensitivities.</li> <li>Deficiency results in a partial failure in the functionality and operability of essential building systems (structural, envelope, mechanical, electrical, occupant safety, security).</li> <li>Deficiency poses adverse financial consequences (i.e. increased operational costs).</li> <li>Deficiency poses potential environmental risk.</li> </ul>
Level 4	Delay in remediation will likely result in significantly increased deterioration and financial consequences	<ul style="list-style-type: none"> <li>Deficiency potentially poses an imminent risk to occupants.</li> <li>Deficiency results in a complete failure in the functionality and operability of essential building systems (structural, envelope, mechanical, electrical, occupant safety, security).</li> <li>Deficiency poses adverse financial consequences that continue to increase over time (i.e. increased operational costs).</li> <li>Deficiency has increasingly adverse environmental effects.</li> </ul>

This index will allow one to compare the relative importance of remediating deficiencies. For example, deficient indoor painting valued at \$25,000 that is largely aesthetic in nature (Level 1) can be compared to identified roofing repairs valued at \$25,000 that, without remediation, could result in further deterioration of the roof, damage to other building systems and cause mold, mildew and potential indoor air quality issues (Level 3 or 4).