

Location: New York State Office of General Services **Date:**

Real Estate Planning and Development Building Information Review List

Boilers/Furnaces:

	Type	Fuel	Capacity	Age	Last Inspected	Misc
Boiler						
Boiler (more than one)						
Furnace						
Furnace						
Controls						

Description of sequence of operations:

Operating hours/Seasonal limitations -24/7 Capability:

Define overlapping HVAC that overlap Tenants:

Area(s) Served:

Location in Building:

General Notes:

Refrigeration:

	Type	Capacity	Age	Last Inspected	Misc
Centrifugal Chiller					
Reciprocating Chiller					
Cooling Tower					
Air Cooled Condenser					
Pumps					

Area(s) Served

Location in Building

Operating hours/Seasonal limitations -24/7 Capability:

General Notes:

Electrical:

	Quantity	Amps	Volts	Age	Phase	Misc
Service Entrance Switch						
Main Switchboard						
Lighting-Power Panels						
Lighting						
Circuits per panel						
Watts per sf available						
Emergency Generator						

Area(s) Served

Location

General Notes:

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Roof Construction:

Type	Quantity	Size	Age	Last Inspected	Misc

Insulation

General Notes:

Elevators:

	Type	Quantity	Size	Age	Last Inspected	Misc
Passenger						
Freight						
Machine Room						
Hydraulic						
Traction						
Handicapped Accessible						
Area(s) Served						
Location in Building						

General Notes:

Communications:

	Type	Quantity	Operating	Age	Last Inspected	Misc
Telephone						
Public Address						
Intercom						
Cable TV						
White Noise						
Speakers						
Microphone						
Wiring						
Fiber Optics						
Security System						
Area(s) Served						
Location in Building						

General Notes:

Miscellaneous:

	Yes	No	Type	Partial	Last Inspected	Misc
Sprinkler System						
Windows						
Building insulation						
Bld Alarm						
connected to fire dept.						
Raised access floor sys.						
Floor Loading						
Column spacing						

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Any Building Restrictions			
Additional Notes:			
Check if additional sheets are included:	No	Yes	How many?

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