



**SITE ASSESSMENT AND SCOPE REPORTS FOR “NON-PUBLIC” SCHOOL LEASE CONVERSIONS
SCOPING GUIDELINES**

I. General Introduction of Site Assessment and Scope Reports

When the SCA has an opportunity to lease a “non-public” school building for use as a public school, one might think that since it’s already being used as a school it can just be patched, painted, and moved into. Unfortunately, this is not the case. The following are general guidelines for approaching such opportunities to plan for a successful conversion of a non-public school to a NYC Public School.

- A. Containing costs are critical since these facilities are leased, not owned, by the DOE, typically for 15 to 20 years. If the lease is for a shorter period of time, the scope of work and associated costs will need to be more limited. The estimated cost of the work is a critical element in determining the viability of the potential lease and the project.
- B. Given an opportunity to lease a non-public school building, the first step is a Site Assessment Report to assess the potential scope of work. The report, which is to be prepared by a team of Architects and Engineers, will briefly evaluate the overall condition of the building and its systems. It will specifically investigate Certificate of Occupancy status, violations and potential life safety issues. Note that non-public school facilities that are not designed and built through a large facilities department, such as the Catholic School Diocese, will require a detailed investigation to determine that acceptable quality and industry standards were followed during the construction. As part of the investigation, the Designer shall note any existing potentially hazardous conditions and bring them to the attention of the SCA Real Estate Department.
- C. An architectural survey listing the existing available spaces is to be included in the Site Assessment Report. A POR (Program of Requirements) for the project will be developed by Capital Plan Management after a decision is made to proceed with the lease. The grade level and required programmatic spaces will be identified in the POR and will be customized for the available building’s layout.
- D. The primary intention for the project is to add student capacity to the NYC public school system. The project will provide a functional learning environment and will address issues regarding safety and code compliance in the existing building. The standard against which to measure the existing building would not be SCA current standards for New Schools, but rather existing NYC schools of a similar age. Acceptable attributes would include: undersized classrooms (as long as the required function and furniture layout can be accommodated); older, but still functional millwork and finishes (as long as they need only minor repair or cosmetics); ceiling fans to facilitate ventilation; etc. While the leased sites do not necessarily have to conform to current SCA standards, the CIP Scoping Guidelines may be a useful reference in preparing the assessment.
- E. Thus, it is the intention of the SCA to implement only necessary upgrades in these buildings to ensure a satisfactory learning environment. The design intent is to utilize the existing school layout with limited demolition and construction changes. From a functional perspective, the outfitting of classrooms should generally follow the Room Planning Standards, as the space allows.
- F. When evaluating a building that shares other non-school uses (i.e., convent, rectory, etc.), two scenarios should be explored:



1. Leasing the entire building (if available).
 2. Leasing only the school space.
- G.** The designer should carefully evaluate the impact of each scenario on construction cost and building code issues.
- H.** Scope and costs should be limited when possible and practical. The leased facility will be under DOE’s jurisdiction for a limited amount of time; therefore, the strict implementation of “new school” standards across all areas is not appropriate. Life Safety Systems must be fully functional, even as they are not necessarily the latest technology or standard. The building must be code compliant for the time it was built. Any new work must comply with the mandates of the current code as they apply to existing buildings. While any new construction must comply with LL58/87 for accessibility, the project intention does not require converting this to an accessible building. In some aspects, however, particularly in educational technology, new standards will be implemented. This technology shall include interactive whiteboards, inter/intranet access, and provisions for data/power for computers.
- I.** Leases are coordinated through the SCA Real Estate Division. All site visits and communication must be coordinated through them, who are in turn responsible for all lease negotiations. The extent of work needs to be submitted to the SCA Real Estate Division prior to finalization of design. The scope of work will be reviewed and approved by the landlord prior to turnover of documents.

II. Template for the Site Assessment Report

The following is the template for the Site Assessment Report. Refer to Section III for the information to be provided within each section.

A. Executive Summary

Project Description

Location

Building History

Potential SHPO Eligibility

Current Building Occupancy and Function

Significant High-Level Issues/Comments

“At a Glance” - basic building size and program/capacity information

School Building Overview – floors, spaces, access, uses, potential issues

Neighborhood Amenities

Public Transportation

Pros and Cons for consideration of leasing the building

B. Building Component Evaluations

Overview, Findings and Recommendations: Organize each section being reviewed in three sequential parts: a general overview, observed findings, and recommended scope of work as indicated below.

- **Overview** – general summary description, with highlights/concerns good and bad



- **Findings** – numbered, itemized and detailed
- **Recommendations** – numbered to match above, itemized and detailed.

1. **Code**
2. **Site**
3. **Exterior Envelope**
4. **Architectural and Program Requirements**
5. **HVAC Systems**
6. **Plumbing Systems**
7. **Electrical Systems**

C. Landlord Scope of Work

D. Appendix

1. **Certificate of Occupancy**
2. **Photographs**
3. **Supporting Data (Sanborn Map, Zoning map, Public Transportation map)**
4. **Printouts of Outstanding Violations**
5. **Reference Drawings (Existing Plans/Proposed Plans)**

III. Site Assessment Guidelines Format

A. Executive Summary

Provide a brief overview of the project and school being considered for a lease. The intent of the project and the Program of Requirements, if provided, should be noted. The Designer is to provide a description of the location of the school, age, size of building and site, and the number of available classrooms. Indicate if building is older than 45 years and thus subject to review by SHPO for eligibility. A notation of general “pros and cons” to the site is to be provided in this section.

B. Building Component Evaluation

Provide within this section an analysis of all exterior and interior building elements, description of existing conditions, and recommendations. Particular attention must be given to reviewing the existing C of O, outstanding building violations and other code related concerns that are to be reviewed and reported.



1. Code Issues

- a. Certificate of Occupancy - State whether an existing C of O exists for the proposed project site and the possible ramifications of the proposed work as they relate to the C of O. A change in the building to the information listed in the original C of O (additional spaces or revised use) may trigger the need for a new C of O and subsequently for ADA compliance. As much as possible, the intention is to fit the new Program into the existing spaces, both to limit the scope and cost of construction work, including those related with LL58/87 and new code compliance. For mixed use buildings, careful consideration on the impact to the C of O should be evaluated.
- b. PA and Mixed-Use Spaces - Take note of Public Assembly Space Designations and if they are legally designated for their intended use. Cafeterias designated on the C of O as “playrooms” may trigger an amended C of O. If construction work is to take place within this area (addition of a new kitchen or warming pantry), this new work may require the C of O to be amended. Also, it is not uncommon when scoping a Catholic School to find mixed uses within the school. Convents and rectories are sometimes part of the school’s C of O with different occupancy use groups. Conversion of these use groups to educational spaces may also require amending the C of O.
- c. DOB Filing and Code Issues - Leases are typically filed with NYC DOB, not BCC. If questions arise regarding code issues, it would be helpful to file a preconsideration with the DOB as early as possible since code issues often determine the viability of a project from an economic perspective. Indicate any particular filing strategies to be employed or particular code issues that may affect the design. Different filing strategies may include:
 1. No change to the C of O, Alt. 2 work only.
 2. No work Alt. 1 and then Alt. 2.
 3. Amend PA permit.

The designer shall recommend a filing strategy and support their reasoning for such. A meeting with SCA A&E is recommended to discuss the pros and cons of the strategy suggested.

- d. Environmental - Indicate the potential environmental issues that might arise for the work and indicate the current state of investigations, if any. An investigation by the SCA’s IEH Department regarding asbestos, lead (including water service mains) and PCB presence is required. A determination to the extent of remediation for the scope of work will be made as well as other environmental concerns. If underground fuel tanks are identified, open violations are to be noted, and older tanks not used must be properly decommissioned or removed by the landlord. This effort is conducted independently by IEH during the Scoping Phase.
- e. Egress - Review existing and new egress calculations to ensure compliance with applicable codes and indicate if the existing egress is adequate.
- f. Green School Rating System Compliance - Indicate if the school will be subject to compliance with LL86/05. A discussion with the SCA Green Schools Committee can assist in making the determination regarding compliance. Typically, the amount of GC



work subject to filing requirements will not rise to the percentage required for LL86/05 compliance. Coordinate this discussion with the DM or DPM.

- g. The designer shall complete the [Lease Conversion Code Trigger Matrix](#) to analyze any/all code triggers that may be required to legally occupy the space and include in the report.**

2. Site

- a. **Site Elements** - Include a summary description of exterior site elements such as security fences, drainage, playground etc. The Designer is to evaluate existing outdoor play space and compare to SCA/DOE standards. For catholic school lease conversions, the playground is typically used as a parking lot for the church on weekends. This would limit the ability to have playground equipment located here. This will require a discussion with the SCA leasing liaison negotiating the terms of the lease.
- b. **Maintenance** – Include a summary of equipment that would need to be provided for maintaining the grounds, if required by the lease. The DM/DPM must contact the SCA’s leasing department and DSF regarding the maintenance of the property. Some school leases require the local parish to maintain the property. If the site will be administered by the DOE, separate accommodations for grounds equipment may need to be provided, which is to be discussed with the DM or DPM).

3. Exterior Envelope

- a. **Exterior Masonry** - Include a summary description, with highlights/concerns regarding material, condition; cracks, damage, displacement, missing mortar, supporting steel, graffiti, stains, active infiltration etc.
- b. **Roof and Parapet** – Include a summary description, with highlights/concerns regarding material condition, cracks, damage, displacement, missing mortar, supporting steel, graffiti, stains, active infiltration, parapet height, posts, railings, equipment mounts, flashing, penetrations, drains, etc. Check to see if roof is under warranty. Typically, roofs are the landlord’s responsibility. It is advisable to verify the condition of the roof and presence of moisture prior to recommending any roof penetrations for new roof top equipment.
- c. **Exterior Windows** – Include a summary description, with highlights/concern regarding material condition, function, balances, hardware, limit stops, window guards, damage, supporting steel, active infiltration, flashing, etc.
- d. **Exterior Doors** – Include a summary description, with highlights/concerns regarding material condition, frames, alarm contacts, saddles, weatherstripping, function, hardware, graffiti, damage, supporting steel, active infiltration, flashing, etc.
- e. **Flood Elimination** – Include a summary description, with highlights/concerns regarding condition of areaways, sub-grade and surface conditions, below grade water infiltration, foundation walls, and slabs.



- f. Historic Significance – If modifying the building exterior, check with SHPO on the building’s possible historic significance if the building is over 45 years old. Treat building in scope as eligible until confirmed by SHPO.

4. Architectural and Program Requirements

- a. Iconography - Religious iconography shall be noted as to where they occur and indicate if they are to be removed or covered depending on location.
- b. Historic Significance – If modifying major interior spaces, check with SHPO on the building’s possible historic significance if the building is over 45 years old. Treat building in scope as eligible until confirmed by SHPO
- c. Signage - Note location of existing exterior and interior signage and if new signage is required. Flagpole is not required to be provided in the Contract.
- d. Circulation (Horizontal and Vertical) – Include a summary description, with highlights/concerns regarding materials and finishes, condition (walls, floors, ceilings), damage, active infiltration, doors, hardware, drinking fountains, LL41/16 compliance, etc. Older school buildings may have mid-stair landing toilets. If it presents a C of O issue, these spaces may be removed. Evaluate how this affects the fixture count and add where needed. Depending on the grade level served, installation of student lockers may be desirable (discuss with DM and DPM). Installation of lockers in corridors will depend on the existing corridor width. Lockers for high school students are highly recommended and every attempt to accommodate this amenity should be explored. Lockers may also be added in centralized locations such as the perimeter of the cafeteria if there is a problem with existing corridor width.
- e. Classrooms – Include a summary description of locations, counts of specific types with typical sizes, highlights/concerns, materials and finishes condition (walls, floors, ceilings), damage, active water infiltration, doors, hardware, lockers, wardrobes, storage, shelving, window shades, MEP fixtures, outlets and devices, radiator covers, specialty classroom equipment, signage, etc. The SCA criteria for “full-capacity classrooms” are 500 s.f. at a minimum, and 750 s.f. as a new standard. Classrooms that meet the minimum and can accommodate the necessary functional F&E requirements should remain. Existing classrooms with traditional blackboards may be left in place. If in good condition, they are typically covered with a marker board skin. All instructional spaces require interactive white boards. Where the classrooms have existing closets, they should be maintained where possible. For buildings to be converted to PS’s, closets can be used for wardrobes. For buildings converted to High Schools, since students typically keep their coats with them the closets can be converted for storage use. Sink and bubblers may be added, where feasible, for lower grades only (Pre-k through 2nd). Computer workstations may be added (as per room planning layout), but if room does not permit, they may be omitted. Computer work stations may be included in other spaces, such as the library or Technology Lab. Evaluate condition of classroom doors. Check all hardware and locking mechanisms. Follow the room planning standards for keying requirements. Discuss with DM/DPM about compromises as necessary to meet the needs or the room without increasing the budget.



- f. Specialty Classrooms – Include a summary description of location and condition of any existing specialty classrooms, i.e., Science Labs, Art Rooms etc. Depending on the grade level, a new science lab may be required. Gas service to lab, exhaust, and acid waste tanks may be required.
- g. Offices – Include a summary description of locations, counts of specific types and sizes, highlights/concerns, materials, finishes condition (walls, floors, ceilings), damage, active infiltration, doors, hardware, storage, shelving, window shades, MEP fixtures, outlets and devices, signage, etc.
- h. PA Spaces - Include a summary description of locations, specify type and dimensions, highlights/concerns, materials and finishes condition (walls, floors, ceiling, curtains, special lighting, and fixed furniture and equipment, damage, active infiltration, doors, hardware, lockers, wardrobes, storage, shelving, window shades and interior guards, MEP fixtures, outlets and devices, signage, LL41/16 compliance, etc.
- i. Kitchen - Include a summary description of locations, dimensions, highlights/concerns, materials and finishes condition (walls, floors, ceiling), equipment, damage, active infiltration, doors, hardware, lockers, wardrobes, storage, shelving, MEP fixtures, outlets and devices, signage, etc. The Office of School Food and Nutritional Services (OSFNS) must be consulted regarding all potential kitchen requirements and recommendations. Generally, a cooking kitchen will be required for a 300-seat or greater capacity school. This item should be addressed as early as possible due to the potential impact on the design, construction schedule, and costs.
- j. Toilet Rooms (Students, Staff) - Include a summary description of counts of specific types, with highlights/concerns, materials and finishes condition (walls, floors, ceilings), damage, leaks, functionality, active infiltration, doors, hardware, stalls, windows, toilet fixtures and equipment, signage, etc.

5. Mechanical Systems

- a. Heating Plant and Distribution - Include a summary of HVAC plant and distribution equipment, with highlights/concerns. Note the type of equipment, age, leaks, records and permits, and functionality. Note that typically the SCA requires 2 boilers, as one is for back-up. If the existing plant has only one, and it appears to be in reasonable condition and of sufficient size to heat the building, do not recommend installation of new boilers. If the boilers are in poor condition and not likely to last 10 years, then state such and recommend replacement and provide for redundancy as per standards.
- b. Ventilation/Exhaust - Include a summary description with highlights/concerns, specific types of equipment, location, quantities and components, relative age, condition, functionality, damage, leaks, supports, records, code issues, etc. If there is a change in the C of O or an amendment to the PA application, the PA spaces will be required to have mechanical ventilation per code. If mechanical ventilation is required, explore alternate locations for the mechanical unit other than the roof. Alternate locations must be discussed with the landlord through the SCA Real Estate department.
- c. Air Conditioning - Include a summary description with highlights/concerns, specific types of equipment, location, quantities and components, relative age, condition, functionality,



etc. If the PA spaces are required to have mechanical ventilation per code and must be installed during this project, the new system should include air conditioning. Instructional and administrative spaces will receive window air conditioners under a separate project and should not be included in the report. However, electrical service is to be sized to accommodate this demand as part of the new design. Distribution and electrical outlets at specified windows is to be provided.

- d. Shared Utilities - It is not uncommon when scoping a non-public school to find the utilities shared with other buildings on the “campus”, i.e., church, convent etc. Note this arrangement in the scope report. The SCA Leasing Department will structure the lease accordingly in terms of sharing of utility costs. In recommending a new RPZ for the school on a shared lot, DEP may require that all buildings on the lot also receive this upgrade.

6. Plumbing Systems

- a. Piping & Fixtures - Include a summary description with highlights/concerns, specific types of equipment, location, quantities and components, relative age, condition, functionality, etc. Plumbing and drainage recommendations for upgrading services should be based on the new intended occupancy. If the fixtures are functional, they may not need to be replaced. Replace only if in poor condition. The fixture heights do not have to meet ADA requirements unless they are being replaced. In older buildings, underground piping may need to be replaced if conditions warrant. Video inspection maybe required.
- b. Grease Traps/Acid Waste/RPZ/House Connections – Include a summary description with highlights/concerns specific types of equipment, location, quantities and components, relative age, condition, functionality, etc. Review condition of existing plumbing components and identify new components required by code. Note any issues with current water service, i.e., condition, size, code compliance, and make recommendations. See note regarding the RPZ in “Shared Utilities” above. If a new water service is required, an RPZ must be provided. It is not required if we are maintaining the existing water service.
- c. Gas Service – Research incoming gas service for building and recommend upgrade if needed.
- d. Permits/Records - Research building records with DEP and local utility company.
- e. Sprinkler Systems – Report on existing sprinkler systems and recommend new if required. Review code requirements for installation of sprinklers in occupied spaces below grade.

7. Electrical Systems

- a. Power Systems – Include a summary description with highlights/concerns, main service and power requirements, type of equipment, panels, meters, switches, receptacles, raceways, lightning protection, etc. Report on condition, functionality, and damaged components. Electrical power and outlets must support the needs of the classroom technology equipment. If it is currently inadequate, it will need to be upgraded. For electrical load calculations, assume window AC unit installation in all classrooms, offices, and instructional spaces. Incoming electrical service room may be shared with other



buildings on the site. This typically occurs with a parochial school campus; however, use can be metered separately. (Discuss with DM or DPM regarding shared utilities in the lease agreement).

- b. Lighting – Include a summary description with highlights/concerns, types of fixtures, relative age, condition, and functionality. Lighting levels in the classrooms must achieve SCA lighting level standards. SCA standard light fixtures or layout do not need to be installed if the light levels are adequate; however, if the existing light fixtures are T12 or HID, they are to be replaced with new T8 or LED fixtures respectively. Evaluate emergency lighting fixtures, note condition, functionality, and compliance with code.
- c. Telecommunication Systems – Include a summary description with highlights/concerns, type of equipment, data, voice, phone in classrooms, cable TV systems, etc. A new MDF room may be required if none exists (refer to DR 7.3.3 and DOE/DIIT standards for space requirements). MDF Room must be air conditioned.
- d. Fire Alarm System - Include a summary description with highlights/concerns, specific types of equipment, panels, pull stations, locations, condition, functionality, DOB/FDNY requirements/approvals, connection to central monitoring, elevator recall (if applicable), etc.
- e. City Fire Alarm System - Include a summary description with highlights/concerns, ERS box, location, condition, functionality, FDNY requirements/ approvals, etc.
- f. Security System - Include a summary description with highlights/concerns of the building’s intrusion alarm, exterior security lighting, and IPDVS systems. Report on condition, functionality, and type of equipment and components. A review by School Safety will be required to finalize design.
- g. PA System – Include a summary description with highlights/concerns, specific types of equipment and components, speakers, clocks, local sound systems, condition and functionality.
- h. Auxiliary Alarm System – Include a summary description with highlights/concerns, equipment, locations, quantities and components, functionality of alarms/alerts related to boilers/HVAC equipment, etc.
- i. Theatrical Lighting and Local Sound System (Aud., Gym, Multi-Purpose Rooms) – Include a summary description with highlights/concerns, specific types of fixtures and equipment, controls, locations, quantities and components, condition, functionality, etc.
- j. Emergency Generator – Include a summary description with highlights/concerns, specific types of equipment, location, components, condition, and functionality.
- k. Point of Sale System (POS) - A review by the OSFNS will need to determine if the POS component will be required for the cafeteria.



C. Landlord Scope of Work

Include as a separate section to the Site Assessment report the landlord's Scope of Work, which is work that the landlord is typically responsible to pay for as part of the lease agreement. The Landlord Scope of Work typically includes the building exterior envelope components including the roof, masonry, parapets, windows and doors, the boiler and related equipment, and all outstanding building violations. In making recommendation of items to be included as part of the Landlord's responsibility, include design requirements for those items. Please see the example [Landlord Scope of Work](#) in Appendix A as an example of what is to be included in this Section of the Site Assessment Report.

D. Appendix

Include back-up documentation for the report; Certificate of Occupancy, photographs, zoning maps, violations. Reference photographs with the following designations:

- Architecture: A - #
- Mechanical: M - #
- Structural: S - #
- Electrical: E - #
- Civil: C - #
- Plumbing: P - #

IV. Site Assessment Report Example (For reference only)

Please see [Site Assessment Report Example](#) in Appendix A for a successful example of what has been provided for a previous Site Assessment Report and is provided as a reference. This example report was prepared prior to development of these guidelines and may not follow this desired layout indicated within this Scoping Guideline, but is a useful example of the content for the different sections contained herein. The actual report is to follow the format provided by this Scoping Guideline.

V. Site Assessment Cost Estimate and Project Estimate Tracking Sheet

A. The cost estimate for the required work and upgrades to the building will be an important factor in judging the viability of the project. As a separate submission to be included along with the Site Assessment Report, provide both a Site Assessment Cost Estimate, prepared in the standard CSI format following the *Scope Estimate Template* for CIP projects and a [Project Estimate Tracking Sheet for Site Assessments](#), as provided in Appendix A, which is organized by building system/component category, with scope items tagged with the degree of criticality and justification as follows:

- **Required for Occupancy – Priority 1:** This is required for DOE occupancy.
Justification: A regulatory, safety, Program (POR), or functional necessity. Active water infiltration, health issues, IEH concerns, etc. are all reasons for this priority level.
- **Required in Short Term – Priority 2:** A requirement not necessary for occupancy, but should be addressed soon after occupancy.
Justification: A program or functional need. Where time constraints prohibit work from being completed prior to occupancy.



- **Recommended if Possible – Priority 3:** A long term need or work that may be deferred.
Justification: Component or condition that is recommended for replacement or repair, but may be deferred. Explain why it is recommended.
- B. The *Project Estimate Tracking Sheet for Site Assessments* has a summary page with the total costs including asbestos and phasing, followed by a detailed breakdown by priority. Items added after the original Site Assessment Report is submitted would be added to this tracking sheet in the appropriate section, with criticality, explanation, date item was added, and justification for the addition of the item.
- C. This scope tracking/estimating spread sheet can be used as a tool for prioritizing, and initially for determining which of the potential leases (from a funding point of view) appear to be viable candidates for moving forward.
- D. Typically, leases are written where the exterior envelope and boiler is the responsibility of the landlord. In organizing the scope estimate, separate costs for SCA work and landlord items. Discuss with DM or DPM.

VI. Scope Report

- A. The Site Assessment Report is designed to be a quick study to determine if the site is a good candidate for a NYC Public School. If a more in-depth study is required, a detailed Scope Report will be requested. The Site Assessment Report will serve as a basis for that Scope Report.
- B. The Scope Report template is available on the SCA website. The Scope Report shall provide additional information on the condition of the building (i.e., probes, etc), and will provide a more detailed scope of work with a more accurate cost estimate. This information will assist in making an informed decision as to whether the project is viable and should move into the design phase. At the start of the scoping phase, a POR will be provided by Capital Plan Management.

VII. Design Phase Recommendations

- A. Similar to typical capacity projects, progress meetings shall take place during the design phase. Submission may not reflect the same schedule as new buildings or additions, but should correspond to the scope of work. A separate meeting to discuss the schedule for opening of the new school must be scheduled. A meeting with SCA Real Estate, Construction Management, and Capital Planning must take place prior to finalizing the design schedule.

Recommended:

- 30% - The deliverable will be a scope report with attached drawings showing room layouts. The POR and room layouts should be finalized by this phase. Extent of MEP work and any code related issues should be identified.
- 50% - The deliverable will be the 50% design documents. Furniture layout and finishes shall be reviewed. The Deviation Report should be submitted at this phase.
- 100% - The deliverable will be the 100% contract documents including drawings and specifications. The design should be finalized based on test results which should have been completed in prior phases.



- B. The 30% QC meeting should be a sounding board for any conflicts between the SCA standards for a new building and the work that would be more practical for a leased site. These items should be discussed during the progress meetings with the discipline reviewer and manager.
- C. Self-certification vs. plan review with DOB must be discussed with the A&E Design Manager prior to start of design.
- D. During early stages of design, thought needs to be given to distribution of new low voltage items, electrical conduit, and mechanical ductwork. Surface mounted conduit tends to produce interior spaces that are unsightly and possibly more expensive to build. Example: suspended ceilings in corridors to hide distribution network. The Designer should specify actual location of vertical distribution as well, not leaving decision up to Contractor.
- E. Due to limited access during the scoping phase, a discussion must take place early in the project to determine if any probes or testing needs to be done to better understand the condition of the building. This is critical to determine the Scope of Landlord work to be included in the lease negotiations, i.e., roof, exterior masonry, etc.

**End of Site Assessment and Scope Reports for “Non-Public” School Lease Conversions
Scoping Guidelines**



APPENDIX A

- I. [LANDLORD SCOPE OF WORK](#)
- II. [SITE ASSESSMENT REPORT EXAMPLE](#)
- III. [EXAMPLE OF COST ESTIMATE FORMAT](#)