

SECTION 5-5 EVALUATION OF DISPOSAL PROPERTIES OFFERED FOR HHS USE

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5-5-00 POLICY

HHS will evaluate real property to be disposed of by other Federal Agencies to determine its suitability to meet HHS requirements and for possible transfer and reuse by HHS.

5-5-10 PROCEDURES

Under the direction of OFMP, HHS ad-hoc evaluation teams will be formed to evaluate properties being disposed of by other Federal agencies to determine their potential for HHS use and make recommendations to the Secretary as to whether HHS should pursue a request for transfer of the real property that is excess to another agency's needs.

5-5-20 GUIDANCE AND INFORMATION

The following exhibits may be used and modified as appropriate by the ad-hoc teams in evaluation of disposed Federal real property for HHS use:

- X5-5-A.....Suggested Site Evaluation Factors
- X5-5-B.....Site Utilities Checklist
- X5-5-C.....Individual Building Checklist

SUGGESTED SITE EVALUATION FACTORS

A. Ability to meet the Function as Intended

1. Adequate Space to Meet the Requirements-
There must be adequate space to meet HHS needs
2. Configuration of Space to Meet the Requirements-
The space meets HHS's functional and adjacency requirements. The efficiency of circulation between and with space should be considered.
3. Adequate Structural Capacity-
The structural system of the property must be able to accommodate HHS needs. Unusual HHS structural requirements should be considered and evaluated.
4. Adequate Building Systems-
The building systems (i.e. HVAC, plumbing, fire protection, electrical and communications systems) must be adequate to meet HHS's needs. Unusual HHS building systems requirements should be considered and evaluated.

B. Ability to Deliver a Turnkey Facility in Accordance with the Government's Requirements

1. Minimum construction needed to meet the Government's Requirements-
Facilities that meet the requirements "as is" or with the least amount of construction are desirable because it will allow the HHS to occupy the space soon after transfer or purchase.
2. Opportunities with earliest delivery date or availability coincident with timing of requirement-
Consideration should be given to the ability to deliver the space at the earliest possible date in a cost efficient manner.

C. Transportation

1. Highway Access-
The property should be located on or very close to an arterial street as defined by the local planning jurisdiction.
2. Parking-
The property should be located in an area where there is adequate parking for HHS staff.
3. Public Transportation-
The property should be located within 2,500 feet walking distance to mass transit.
4. Pedestrian Traffic-
The property should be accessible to pedestrians without major conflicts with vehicular and service traffic.
5. Emergency Access-
All occupied structures on the property should be accessible on all sides to emergency response vehicles and personnel.
6. Service Access-
The property should be accessible to service vehicles and have adequate loading docks to accommodate the needs of HHS mission.
7. Architectural and Transportation Barriers-
The property should be accessible to persons with disabilities free of architectural and transportation barriers in accordance with the Americans with Disabilities Act and/or state or local regulations and laws.

D. Neighborhood Amenities

1. Eating Establishments-
The property should be in close proximity to eating establishments (within a ___ minute walking distance).

2. Shopping-
The property should be in close proximity to shopping facilities.
3. Postal Services-
The property should be in close proximity to postal services.
4. Healthcare-
The property should be in close proximity to healthcare facilities.
5. Quality-
The property should be located in a neighborhood that is well maintained and free of blight.
6. Other

E. Energy

1. Energy efficient construction, equipment and fixtures-
The buildings on the property should be constructed to meet federal energy requirements in accordance with the Energy Policy Act of 1992.

F. Security

1. Site Security-
The property should have the ability to implement security requirements in accordance with the Vulnerability Assessment of Federal Facilities report of the U.S. Department of Justice, June 28, 1995 or other applicable Federal policy.
 - a. Grouping of Structures-
The grouping of structures should reinforce associations of mutual benefit. There should be delineated paths of movement; there should be defined areas of activity for particular users through their juxtaposition with internal work areas, and provides for natural opportunities for visual surveillance. The grouping of buildings should promote a clear understanding of the function of the space.
 - b. Visibility of Streets and Open Space-
Streets and open spaces should be visible from the workspace within the property. Building entrances and lobbies should be visible from the street.
 - c. Subdivision of the Site-
The site should be subdivided so that all of its areas relate to a particular building or group of buildings. The area surrounding a building should be perceived by occupants as an outdoor extension of their workspace. As such, it comes under their continued use and surveillance. Persons using those areas should feel they are under the natural observation of their co-workers.
 - d. No Unassigned Areas-
No area should be unassigned or simply left "public". Outdoor space should be allocated to specific buildings or building clusters.
 - e. Boundaries-
Physical barriers or symbolic barriers should define the property's boundaries. The barriers should separate public from semi-public areas of the property, provide transition from outdoors to indoors, divide the semi-public space of building lobby from the corridors.
 - f. Physical Barriers-
The property should feature physical barriers such as fences, walls and berms that limit access to facilities by unauthorized persons. Certain areas such as maintenance yards, hazardous material storage, etc. will require fencing.
 - g. Symbolic Barriers-
The property should feature symbolic barriers such as plants, low walls, doors, berms, change in level, and security desks that will discourages unauthorized entry by making distinctions between the occupants and the visitor. The use of symbolic barriers should not

limit or block emergency access or access to emergency systems such as fire hydrants, electric disconnects switches, and gas shut-off valves.

h. Surveillance-

The buildings and structures on the property should promote the ease of surveillance by staff and security personnel. The surveillance system should be obvious to make a potential intruder aware that any overt act or suspicious behavior will come under the scrutiny of the facility's occupants.

G. Absence of Environmental Impacts.

1. Air Quality - *The building systems or operations should not affect air quality.*
2. Hazardous Waste - *The site should be free of medical pathological waste, radioactive materials, chemicals, lead, asbestos and other hazardous materials.*
3. Storage Tanks - *The site should be free of underground storage tanks.*
4. Abandoned Storage Tanks - *The site should be free of abandoned tanks.*
5. Electrical Transformers - *Transformers and other electrical equipment should be free of PCBs.*
6. Sewage Treatment - *On-site sewage treatment plants should have permit to operate and comply with EPA Standards.*
7. Sanitary Landfill - *On-site landfills have a permit to operate and adequate drainage.*

If the site adversely affects the environment, who will be responsible for mitigating environmental impacts once HHS takes possession?

H. Historic Preservation

1. Properties eligible or listed on National Register for Historic Places - *Are historic properties identified? Will historic properties affect HHS or OPDIV missions? Can the loss of historic property be mitigated by documentation or other consideration?*

SITE UTILITIES CHECK LIST

1. Domestic Water Supply

- a. Domestic Water Source: _____
- b. Adequate Water Pressure: Yes () No ()
- c. Service Meter: Individual () Master ()
- d. On site water treatment Plant: Yes () No
- e. Quality of Water: Excel () Good () Fair () Poor ()
- f. Distribution System Condition: Excel () Good () Fair () Poor ()
- g. Maintenance Responsibility: _____
- h. Storage Underground: _____ Gallons
- i. Storage Aboveground: _____ Gallons
- j. Domestic water Supply Comments: _____

2. Sanitary Sewer System-Collection:

- a. Sewer System: _____
- b. Sewer System Type: _____
- c. Sewer Piping Condition: Excel () Good () Fair () Poor ()
- d. Maintenance Responsibility: _____

3. Treatment:

- a. On-Site Sewage Treatment Plant: Yes () No ()
- b. Plant Type: _____
- c. Plant Capacity: _____ Gallons per day
- d. Plant Capacity Adequate: Yes () No ()
- e. Maintenance Responsibility: _____
- f. Plant Condition: Excel () Good () Fair () Poor ()
- g. Sanitary Sewer Comments: _____

4. Storm Drainage:

- a. Drainage System Type: _____
- b. Downspouts or Roof Drains: Yes () No ()
- c. Site Grading System Adequate: Yes () No ()

5. Heating

- a. District Heating: Yes () No ()
- b. Type: _____
- c. Steam Boiler Type(s): _____
- d. Fuel: _____
- e. Adequate Capacity: Yes () No ()
- f. Condition of Boilers/Equipment: Excel () Good () Fair () Poor ()
- g. Condition of Distribution Sys.: Excel () Good () Fair () Poor ()
- h. Individual Building Systems: Yes () No ()
- i. Type: _____
- j. fuel: _____
- k. Heating Comments: _____

6. Cooling

- a. District Cooling: Yes () No ()
- b. Type: _____
- c. Chiller Type(s): _____
- d. Fuel: _____
- e. Adequate Capacity: Yes () No ()
- f. Condition of Chiller/Equipment: Excel () Good () Fair () Poor ()
- g. Condition of Distribution Sys.: Excel () Good () Fair () Poor ()
- h. Individual Building Systems: Yes () No ()
- i. Type: _____
- j. fuel: _____
- k. Cooling Comments: _____

7. Natural Gas

- a. Gas Company: _____
- b. Available: Yes () No ()
- c. Interruptible: Yes () No ()
- d. Adequate Capacity: Yes () No ()
- e. Condition of Distribution Sys.: Excel () Good () Fair () Poor ()
- f. Maintenance Responsibility: _____

8. Electrical Service

- a. Electric Company: _____
- b. Primary Service Characteristics: _____
- c. Primary Service Distribution: Underground () Above ground ()
- d. Substations: Yes () No ()
- e. Transformer Ownership: _____
- f. Transformer Primary Voltage Rating: _____
- g. Transformer KVA Rating(s): _____
- h. Transformer Cooling: _____
- i. Transformer PCBs: Yes () No ()
- j. Transformer Mounting: Pole () Pad () Platform () Vault ()
- k. Secondary Service Characteristics: _____
- l. Secondary Service Distribution: Underground () Above ground ()
- m. On-site Distribution Ownership: _____
- n. Maintenance Responsibility: _____
- o. Electric System Adequate? Yes () No ()
- p. Electric System Condition: Excel () Good () Fair () Poor ()
- r. Electric Meters: Primary () Secondary ()
Individual-Buildings () Master ()

9. Telephone Service:

- a. Telephone Company: _____
- b. Incoming Telephone Service: Underground () Above ground ()
- c. On-site Telephone Distribution: Underground () Above ground ()
- d. Telephone Equipment Location: _____

- e. Telephone System Adequate? Yes () No ()
- f. Telephone System Condition: Excel () Good () Fair () Poor ()
- g. Pay Telephones for the Public: Yes () No ()

10. Communications and Signals:

- a. Types: _____
- b. On-site Distribution: Yes () No ()
- c. Equipment Location: _____
- d. System Adequate: Yes () No ()
- e. System Condition: Excel () Good () Fair () Poor ()
- f. P/A system: Yes () No ()

11. Site Lighting:

- a. Luminaire Type: _____
- b. Mounting: Pole () Building () Other ()
- c. Lighting Control: _____
- d. Equipment Ownership: _____
- e. Maintenance Responsibility: _____
- f. Lighting Adequate? Yes () No ()
- g. Equipment Condition: Excel () Good () Fair () Poor ()

12. Miscellaneous Site Utilities:

- a. Types: _____
- b. On-site Distribution: Yes () No ()
- c. Equipment Location: _____
- d. System Adequate: Yes () No ()
- e. System Condition: Excel () Good () Fair () Poor ()

INDIVIDUAL BUILDING CHECK LIST

- 1. Number: _____
- 2. Building Name: _____
- 3. Function: _____

A. GENERAL:

- 1. Number of Floors: _____
- 2. Gross Square Feet: _____
- 3. Net Usable Square Feet: _____
- 4. Construction Date: _____
- 5. General Condition: Excel () Good () Fair () Poor ()
- 6. Special Function: Yes () No ()
- 7. Use Group: A() B() E() F() H() I() M() R() S() U()
- 8. Construction Type: 1() 2() 3() 4() 5()
- 9. Accessibility: Full() Limited() Not Accessible()
- 10. Historic Significance: Yes () No ()
- 11. Historic Eligibility: Yes () No ()
- 12. Optimum Use: Yes () No ()
- 13. Adaptable Reuse: Yes () No ()
- 14. Hazardous Material: Yes () No ()

B. ARCHITECTURAL/STRUCTURAL:

Structural System: Concrete Frame() Steel Frame() Wood Frame()
Masonry Load Bearing() Mixed()
Condition: Excel () Good () Fair () Poor ()
Remarks: _____

Exterior Material: Brick() CMU() Metal() Vinyl Siding()
Aluminum Siding() Wood() Glass()
Asbestos Cement Shingles() Other: _____
Condition: Excel () Good () Fair () Poor ()
Remarks: _____

Roof Structure: Concrete Slab() Concrete Shell() Steel Truss()
Steel Deck() Wood Truss() Wood Rafter()
Other: _____
Condition: Excel () Good () Fair () Poor ()
Remarks: _____

Roof Type: Flat() Gable() Gambrel() Hip() Vault()
Mansard() Saw tooth() Dutch Hip()
Other: _____
Condition: Excel () Good() Fair () Poor ()
Remarks: _____

Roofing Material: EDPM() Built-up-roofing() IRMA()
Asphalt Shingles() Slate() Wd Shingles()
Terra-cotta Tile() Metal() Other: _____

Condition:	Excel () Good () Fair () Poor ()
Remarks:	_____
Roof Drainage:	Interior Roof Drains() Gutter & Down spouts() Other:_____
Condition:	Excel () Good () Fair () Poor ()
Remarks:	_____
Floor Construction:	Conc 1-way() Conc. 2-way() Conc. Flat Slab() Conc. Joist() Conc. Flat Plate Slab() Steel Joist() Wood Joist() Other:_____
Penetration sealed with approved fire-stopping material:	Yes () No ()
Condition:	Excel () Good () Fair () Poor ()
Remarks:	_____
Window Type:	Wd. Double Hung () Wd. Casement() Wd. Hoper() Wd. Fixed () Wd. Sliding() Met. Casement() Met. Hoper () Met. Awning() Met. Sliding() Met. Fixed () Met. Jalousie() Other:_____
Condition:	Excel () Good () Fair () Poor ()
Remarks:	_____
Window Frame:	Hollow Metal() Aluminum() Wood() Other:_____
Condition:	Excel () Good () Fair () Poor ()
Remarks:	_____
Window Glazing:	Single Pane() Double Glazed() Triple Glazed() Other:_____
Condition:	Excel () Good () Fair () Poor ()
Remarks:	_____
Interior Door Type:	H.M.() H.C. Wd.() Solid Wd.() Fire Rated door () Other:_____
Condition:	Excel () Good () Fair () Poor ()
Remarks:	_____
Interior Door Frame:	H.M.() Wood() Alum() Fire Rated Assembly() Other:_____
Condition:	Excel () Good () Fair () Poor ()
Exterior Door Type:	I-Met() Wood() Alum Store Front() Glass() Met Roll-up() Met O/Head() Other: _____
Automatic Devices:	Yes () No ()
Condition:	Excel () Good () Fair () Poor ()
Exterior Door Frame:	H.M.() Wood() Alum() Met() Other: _____
Condition:	Excel () Good () Fair () Poor ()
Wall Insulation:	Batt() Rigid() Other: _____

Adequate: Yes () No ()

Roof Insulation: Batt() Rigid() Blown-in() Other: _____
Adequate: Yes () No ()

Floor Finishes: Brick() Wood() Conc() Stone() VAT()
Quarry Tile() Ceramic Tile() VCT() Epoxy() Carpet()
Other: _____
Condition: Excel () Good () Fair () Poor ()

Wall Finishes: Brick() Wood Panel() Stone() Conc() Ptd D.W.()
Ptd CMU() Wall Covering() Plaster() Ceramic tile()
Glazed CMU() Epoxy() Other: _____
Condition: Excel () Good () Fair () Poor ()

Ceiling Finishes: Lay-in Acoustical Tile() Ptd D.W.()
Lay-in Mylar Face Tile() Plaster() Epoxy()
Other: _____
Condition: Excel () Good () Fair () Poor ()

BUILDING DESCRIPTIONS (PLUMBING)

Cold Water Distribution: Copper() Brass() PVC() CPVC() Steel()
Other: _____
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Hot Water Distribution: Copper() Brass() PVC() CPVC() Steel()
Other: _____
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Sanitary Waste: Cast Iron() PVC () Other: _____
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Contamination Protection: Yes () No () Type _____
Adequate: Yes () No ()

Water Treatment: Yes () No () Type _____
Adequate: Yes () No ()

Plumbing Fixtures: Lavatories() Work Sink() Urinals() Other: _____
Water Closet Type: Flush Valve() Tank() Other: _____
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Domestic Hot Water Heater: Gas() Electric() Heat Exchanger() Other: _____
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Drinking Fountains: Yes () No ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Electric Water Coolers: Yes () No ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Grease Interceptor: Yes () No ()

BUILDING DESCRIPTIONS (HVAC)

Heat Distribution: Ducted Supply() Ducted Return() Plenum()
Piped Supply() Piped Return() Other: _____

Number of Zones Served: _____
Adequate: Yes () No ()

AC Distribution: Ducted Supply() Ducted Return() Plenum()
Piped supply() Piped Return() Other: _____

Number of Zones Served: _____
Adequate: Yes () No ()

Ventilation System: Operable Windows() Exhaust Fans() Other: _____
Adequate: Yes () No ()

Filtered: Yes () Type _____ No ()
Adequate: Yes () No ()

Smoke Management System Yes () No ()
Adequate Yes () No ()

Heating Elements: Elec. Finned Tube() Hot Water Finned Tube()
Steam Finned Tube() Hot Water Radiators()
Steam Radiators() Hot Water Fan Coil Units()
Steam Fan Coil Units() Electric Coil Units()
Gas-Fired Furnace() Oil-Fired Furnace()
Electric Furnace() Hot Water Coil AHU()
Steam Coil AHU() Electric AHU() Heat Pump()
Hot Water Unit Heater() Steam Unit Heater()
Electric Unit Heater() Other: _____

Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Cooling Elements: Water-Cooled Package Units()
Air-Cooled Package Units()
Water-Cooled Rooftop Units()
Air- Cooled Rooftop Units() Heat Pump()
Chilled Water AHU() DX Coil AHU() Widow Units()
Other: _____

Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Controls: VAV() Constant Volume() Other: _____
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

BUILDING DESCRIPTIONS (ELECTRICAL)

Service Entrance Equipment Type: _____

Electrical Characteristics: _____

Distribution Equipment: Panel-Boards() Load Centers()
Other: _____

Distribution Devices: Circuit Breakers() Fuse() Other: _____
Adequate: Yes() No()

Conduit: Rigid Steel() Metal() FMC() BX() EPC() EPT()
Non-Met Sheathed Cable() Other: _____
Condition: Excel () Good () Fair () Poor ()

Receptacles: Grounded () Not Grounded ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Special Purpose Receptacles: _____
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Illumination:

Fixture: Incandescent() Fluorescent() Other: _____

AREA	Type	Mounting	Condition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BUILDING DESCRIPTION (TELEPHONE/COMMUNICATIONS)

Telephone System: _____
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Security System: _____
Condition: Excel () Good () Fair () Poor ()

Adequate: Yes () No ()

Computer System: _____
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Central Fire Alarm: Yes () No ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Disaster Warning System: _____
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

BUILDING DESCRIPTION (FIRE PROTECTION/FIRE SUPPRESSION)

Fire Extinguisher: ABC() CO2() Other: _____
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Automatic Fire Suppression: Yes () No ()

Sprinkler System: Wet () Dry ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Stand Pipe System: Wet () Dry ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Fire Department Connection: Siamese () Other ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Fire Pump: Yes () No ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Emergency Lighting: Battery Power() Selected Lighting w/Battery Packs ()
Other: _____
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Exit Signs: Battery() Self-Power() Connected () Line Voltage()
Other: _____
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Fire Alarm System: Electrically Supervised() Zone() Code()
Other: _____

Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Annunciator Panel: Yes () No ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Manual Pull Stations: Yes () No ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Audible Alarm: Yes () No ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Visual Alarm: Yes () No ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Smoke Detectors: Yes () No ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Heat Detectors: Yes () No ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Emergency Stand-by System: Yes () No ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

UPS: Yes () No ()
Condition: Excel () Good () Fair () Poor ()
Adequate: Yes () No ()

Fire Depart Access:
Number of Sides Accessible _____

Fire Engines Yes () No ()

Ladder Trucks Yes () No ()

Fire Fighter Access:

Fire Alarm Control Panel: Yes () No ()

Sprinkler Control Valves Yes () No ()

Fire Pump Control Valves Yes () No ()

Standpipe Control Valves Yes () No ()

Fire Pump Controller Yes () No ()

