

XIII. Minimum Assessment Requirements

Per A.R.S. §41-1091 B: This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. §41-1033 for a review of the statement.

A. Information to be included in Division funded Assessments (Adopted November 7, 2018, Modified February 1, 2023)

The attached spreadsheet provides the Minimum Assessment Requirements to be included in Division-funded Assessments for Building Renewal Grant and Emergency Deficiencies Corrections projects to document evidence of a Minimum Adequacy Guideline deficiency to determine if the system can be repaired or must be replaced. The spreadsheet is organized by Preventative Maintenance category. The criteria are listed in the left column and, if required, is marked with an 'X' in the corresponding PM category column.

B. Exceptions

If there are extenuating circumstances specific to a BRG or EDC application where it may not be appropriate to require certain information in an Assessment, the district may request that SFB Division staff review the circumstances and may receive an exception relative to modifications for inclusion of that specific circumstance.

C. Division Staff Assessments (Modified February 1, 2023)

Division staff have the authority to document evidence of a Minimum Adequacy Guideline deficiency to determine if the system can be repaired or must be replaced.

Criteria	HVAC	Roofing	Electrical	Plumbing	Surfaces	Special Systems	Special Equip
Report Requirements							
Executive Summary	X	X	X	X	X	X	X
Conclusions	X	X	X	X	X	X	X
Recommendations	X	X	X	X	X	X	X
Current Conditions	X	X	X	X	X	X	X
Existing As-Built Drawings	X	X	X	X	X	X	X
Schedule of Values	X	X	X	X	X	X	X
Warranties (current)	X	X	X	X	X	X	X
Preventative Maintenance	X	X	X	X	X	X	X
Systems Details							
Age	X	X	X	X	X	X	X
Manufacturer	X	X	X	X	X	X	X
Serial #	X	X	X	X	X	X	X
System ID	X	X	X	X	X	X	X
Curbs	X	X					
Parapets		X				X	
Flashings		X				X	
Roof Drains		X			X		
Code Compliance	X	X	X	X	X	X	X
Citation from Jurisdiction				X	X		X
Inspection Compliance			X per A.R.S. 15-342.01	X	X		X
Hazardous Materials		Is testing anticipated	Is testing anticipated	Is testing anticipated	Is testing anticipated	Is testing anticipated	Is testing anticipated
Asbestos	X	X	X	X	X	X	X
Lead		X			X	X	X
PCB				X			
Rare Earth Metals							X
Disposal of Materials	X	X	X	X	X	X	X
Structural Review	X	X	X (on roof only)	X	X	X	X
Core samples		X					
Thermal Imaging/Mapping		X					
Construction Admin	X	X	X	X	X	X	X
Affidavit of Non-Collusion	X	X	X	X	X	X	X
Pictures	X	X	X	X	X	X	X
The Trust Participation	X	X	X	X	X	X	X
Special Requirements	Proprietary Controls	HOA CCR's	Verify Wire Load	Verify Certification	Rilem Tube Testing	Non-conformance Criteria	IDEA Compatible
	Commissioning	Historic Districts	Megger Testing	Bi-metal Electrolysis		Sample/ft	Parts Availability
	Unit Output Capacity	Region/Elevation				High and Low	Cross Talk Compadability
	BTUH				Other Evidence		Periodic Inspections
	Roof Curbs					Effervescence	
	Structural Analysis					Compromised Caulk	
Technical Diagnostic	X				Wall Construction Type		
						Diagram Condition	