

Assessment Matrix Scoring System

It is imperative to the master capital planning process that the condition of the existing district facilities is accurately assessed and objectively quantified. The following were steps taken to accurately assess and quantify the condition of the existing facilities.

- **Review facility condition information:** Existing building drawings and documents were reviewed and compared with existing conditions. With the help of district staff, already occurring issues were also identified and documented.
- **Identify Current Problems:** The assessment team included architects, engineers, and contractors familiar with the facilities in Montrose County School District. Through facility walk-throughs and observations, the assessment team reviewed and tabulated the existing conditions of the site, building, and MEP systems which revealed a list of attributes and deficiencies.
- **Evaluate and prioritize deficiencies:** The facility assessment broke down the deficiencies into detailed individual items that can be evaluated for cost and scored based on specific criteria. Each deficiency item was given a score based on a mathematical calculation of three levels of criteria:
 - The first criteria (Level 1) is the assessment rating. This identifies the potential timing of failure and goes from “requires immediate attention” to identifying the item as simply an “improvement item”.
 - The second criteria (Level 2) is the category of concern. This identifies the type of problem or concern and includes 11 categories. This includes high priority items such as life safety issue or potential for damage to the building down to less urgent concerns.
 - The third criteria (Level 3) is the consequence to inhabitants or the building based on the current condition of the item. Level 3 includes eight different descriptions used to identify the seriousness of the issue, “What happens when failure occurs?”.

Objectively outlining these three criteria determined a mathematical value for each item identified. The lower the number generated, the higher the priority the item should be to the owner. The higher numbers generated by the calculation were items that are not expected to fail as quickly or cause interruption of the use of facility.

The assessment information is then consolidated and broken down into groups called deficiency categories. These categories allow the District to identify critical items in assessing deferred maintenance priorities. These categories break down as follows:

- **0-25 Category** - This category requires creation of an action plan to address these items within a short period of time as determined by the owner.
- **26-50 Category** - This category does not require immediate attention, but an action plan to address these items in the next 3-5 years should be considered. These items have not failed and generally do not pose an immediate risk to the building or occupants.
- **51-100 Category** - This category identifies long-term items, or items which may not affect building or program operation, but planning should occur to re-evaluate and address these items in the future. Typically, these items require attention within the next 5-10 years.

- **Over 100 Category** - This category typically identifies other long-term items, or items which will not affect building or program operation but have been identified by the assessment team or owner as very long-term items.

Assessment Matrix Item Scoring System:

Level 1		Assessment Rating
	1	Needs Immediate Action/Life Safety Issue
	2	Replace within 5 Years
	3	Replace within 6-10 Years
	4	Improvement Item
Level2		Category - What is the problem or concern?
	1	Life Safety - This is unsafe
	2	Potential for damage to the building
	3	Code Issues.
	4	Space characteristics / adequacies
	5	ADA Issues.
	6	A component of a system or an entire system needs to be added or replaced.
	7	A component of a site element or an entire site system needs to be replaced.
	8	The Association would prefer a different product, system or equipment.
	9	Input from facility users and administrators.
	10	Politically expedient.
	11	System has been checked and does not have a problem
Level3		Consequences - What happens when failure occurs?
	1	Failure may compromise building occupant safety & health
	2	When failure occurs, complete or partial closure of the facility is necessary.
	3	Failure will cause damage to other components or elements but closure is not necessary
	4	Component does not meet current building code or ADA as required.
	5	Programmatic - Existing space does not meet the goals of the association or site.
	6	Positive cost or benefit. Correction in conjunction with another project could save money.
	7	Minor consequences. Failure will only damage the specific system or element. Damage will be cosmetic in nature.
	8	No failure/consequences expected
Final Rank		
		The final rank gives you a score from the highest priority of 1 up to a maximum value of 352 which would indicate the lowest priority item in the list. Typically, you would start to address any deficiencies in the order from 1 to 352.
Example		Item - If the roof is leaking the ranking would be:
	1	Ranking - (1) Needs Immediate Action/Life Safety Issue (Red)
x	2	Failure has potential to damage to the building
x	3	Failure will cause damage to other components or elements but closure is not necessary
=	6	Final Ranking calculated value