

# Condition Assessment Preparation Checklist

The following checklist should be used by 10YPP Consultants in preparation for conducting a Condition Assessment.

	Item	Tick
1	Arrange date, time and venue to conduct assessment with local school	<input type="checkbox"/>
2	Invite participants, eg Principal, Executive Officer, Caretaker, Others	<input type="checkbox"/>
3	Forward condition assessment briefing to school participants	<input type="checkbox"/>
4	Review PMIS data, and obtain site plans and update if needed	<input type="checkbox"/>
5	Obtain a copy of the most recent condition assessment report(s) and any compliance rectification notices (BWOFF)	<input type="checkbox"/>
6	If required, contact relevant trade contractors to pre-assess any on-going maintenance problems	<input type="checkbox"/>
7	Ensure you have access to a PC linked to the internet and a digital projector if you intend doing a Desktop live onto the MPlan system	<input type="checkbox"/>
8	Prepare a list of common unit cost rates for items like carpet replacements, re-painting, roof replacements, ablution refurbishments suited to the local area	<input type="checkbox"/>
9	Ensure you have copies of the data entry forms and minor items forms for use in the physical assessment	<input type="checkbox"/>