Scope of Work for Facility Systems Assessment

Project Overview

This scope of work outlines the requirements for conducting a comprehensive facility systems assessment of the South Carolina Aeronautics Commission buildings and aircraft hangar. The objective is to evaluate the current condition, performance, safety, and compliance of all facility systems, and provide recommendations for maintenance, upgrades, or replacements as necessary.

Project Goals

1. Assess the condition and functionality of key facility systems.
2. Ensure compliance with relevant safety and environmental regulations.
3. Identify potential areas for improvement to enhance efficiency, safety, and longevity of the systems.
4. Provide a detailed report with recommendations for short-term repairs and long-term upgrades.

Scope of Work

1. Project Initiation and Planning

1.1 **Kick-off Meeting**
Meet with key stakeholders to confirm the project goals, timeline, deliverables, and access requirements for the facility.

- Review of as-built documentation, operational manuals, and previous maintenance records.
- Site safety requirements and procedures for accessing hangar and maintenance areas.

1.2 **Site Visit Coordination**
Coordinate access and schedule site visits with relevant facility managers, maintenance personnel, and safety teams.

2. Facility Systems Assessment

2.1 **Structural Systems Assessment**
Evaluate the structural integrity of the aircraft hangar, including:

- Roof and support beams

- Foundation
- Walls and floors
- Doors (including aircraft hangar doors)
- Fireproofing and wind protection systems

2.2 **HVAC (Heating, Ventilation, and Air Conditioning) Systems**
Review and assess the performance of HVAC systems, including:

- Airflow and ventilation within the office spaces
- Climate control for personnel comfort
- Maintenance and condition of ductwork, filters, and fans
- Energy efficiency and any need for upgrades

2.3 **Plumbing Systems**
Inspect the buildings' plumbing systems, including:

- Potable water supply and distribution
- Wastewater and drainage systems
- Oil-water separators and compliance with environmental regulations

2.4 **Electrical Systems**
Assess the condition and functionality of electrical systems, including:

- Power distribution and electrical panel condition
- Emergency and backup power systems (e.g., generators)
- Lighting systems (general and specialized for maintenance tasks)
- Grounding systems and bonding to prevent electrostatic discharge

2.5 **Fire Protection and Life Safety Systems**
Evaluate fire protection and safety systems, including:

- Fire suppression (administrative / office spaces and aircraft hangar)
- Alarm and notification systems
- Emergency exit signage and lighting
- Inspection of fire extinguishers and other fire safety equipment

2.6 **Fuel and Hazardous Material Storage Systems**
Review and assess storage and distribution systems for fuel and hazardous materials, including:

- Fuel tanks and fueling equipment
- Hazardous material storage (oil, grease, chemicals, etc.)
- Spill containment systems and environmental compliance
- Inspection for leaks, corrosion, or unsafe storage practices

2.7 **Building Automation and Control Systems**
Assess the performance of control systems, including:

- Building automation systems for HVAC, lighting (building and exterior), and security (surveillance, access control, and alarm)
- Integration of maintenance management software (CMMS)
- System alerts for malfunctions or performance issues

2.8 **Hangar Door**

- Assess current condition and Preventive Maintenance (PM) program
- Inspect and assess door, track, and support system structure and foundation
- Recommend short-term and long-term component replacement
- Recommend remaining life and time frame for replacement

2.9 **Elevator**

- Assess current condition and Preventive Maintenance (PM) program
- Recommend short-term and long-term component replacement
- Recommend remaining life and time frame for replacement

3. Regulatory and Safety Compliance Review

3.1 **Aviation-Specific Regulations**
Evaluate the facility's compliance with Federal Aviation Administration (FAA), Occupational Safety and Health Administration (OSHA), and Environmental Protection Agency (EPA) regulations.

3.2 **Environmental Impact**
Review the environmental impact of the hangar's operation, including hazardous waste management, emissions, and potential impacts on air and water quality.

3.3 **Safety Audits and Inspections**
Conduct safety inspections focused on operational hazards, fire safety, and personnel safety. Identify areas of non-compliance and propose corrective measures.

4. Data Collection and Analysis

4.1 **Documentation Review**
Collect and review all relevant documentation, including maintenance logs, inspection reports, and equipment certifications.

4.2 **Condition Rating and System Evaluation**
Provide a rating for each system based on condition, age, and expected life span.

4.3 **Gap Analysis**
Identify gaps between current performance and desired operational standards. Highlight areas of non-compliance or sub-optimal performance.

5. Reporting and Recommendations

5.1 **Preliminary Findings Presentation**
Present preliminary findings to the client to confirm accuracy and receive feedback.

5.2 **Final Assessment Report**
Provide a comprehensive report detailing:

- Condition of each system
- Regulatory and safety compliance
- Recommendations for repairs, upgrades, or replacements
- Prioritized action plan for immediate and long-term improvements
- Cost estimates for recommended actions

6. Post-Assessment Support

6.1 **Client Consultation**
Provide post-assessment support for implementation planning and additional consultations as needed.

Deliverables

- Comprehensive Facility Systems Assessment Report
- Executive summary with prioritized recommendations
- Digital copies of all inspection data, photos, and assessments
- Detailed, item by item cost estimates for recommended actions

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Timeline

The project is expected to take approximately [insert number] weeks, with key milestones as follows:

1. Project initiation and planning: [Week 1]
2. Site visits and system assessments: [Weeks 2-3]
3. Data analysis and report drafting: [Weeks 4-5]
4. Final report and presentation: [Week 6]

Assumptions and Exclusions

- Access to all required areas and systems will be provided by the client.
- Existing as-built drawings and maintenance records will be available for review.
- The assessment will be non-invasive, and no destructive testing will be performed.