

VACANT SPACE INSPECTION FORM

PROJECT: _____

2520 Venture Oaks

SUITE: 250

DATE: 2/24/2023

Completed By: _____

Carol Burke / Tyler Flannery

| ITEM | CONDITION | | | | COMMENTS |
|---|-----------|------|------|-----|--|
| | POOR | FAIR | GOOD | N/A | |
| CEILING | | | | | |
| CEILING GRID | | | X | | |
| CEILING TILES | | X | | | |
| LIGHT FIXTURES | | | X | | |
| LAMPS | | X | | | Tikkitt to replace several |
| LIGHTING CONTROLS | | | x | | |
| OCCUPANCY SENSORS | | | | | |
| EMERGENCY EXIT SIGNS | | | x | | |
| EMERGENCY EXIT LIGHTS | | | x | | |
| SPRINKLER HEADS | | | x | | |
| RETURN/SUPPLY REGISTERS | | | x | | |
| SPRINKLER ESCUTIONS | | | x | | |
| WALLS | | | | | |
| PAINT | x | | | | Kahki Color-suite looks dark. Paint white for showing? |
| BASE | x | | | | |
| DAMAGE | x | x | | | |
| CRACKS | | | | x | |
| INSULATION | | | x | | |
| DEMISING WALL IN TACT/NO HOLES IN WALL | | x | | | |
| DEMISING WALL EXTNEDS TO THE DECK | | | | x | |
| FIRE EXTINGUISHER IS MOUNTED ON WALL/CURRENT | | | x | | |
| WINDOWS | | | | | |
| WINDOW BLINDS | | x | | | |
| WINDOW FILM | | | | x | |
| WINDOW RAIN LEAKS | | | | x | |
| WINDOW HARDWARE | | | | x | |
| DOORS | | | | | |
| LOCK AND HARDWARE | | | x | | |
| FLUSHBOLTS | | | x | | |
| DOOR CLOSER | | | x | | |
| COORDINATOR | | | x | | |
| DOOR STOPS | | | x | | |
| WEATHER STRIPPING | | | x | | |
| KEY CARD / ACCESS | | | | X | Tenant removed |
| FLOORING | | | | | |
| CARPET | x | | | | Recommend Removing |
| TILE/LINOLEUM | | x | | | Dated |
| TRANSITIONS | x | | | | |
| PLUMBING | | | | | |
| SINKS / FAUCETS | | | x | | |
| DRAINS AND TRAP PRIMERS | | | x | | |
| VALVES | | | x | | |
| APPLIANCES - DISHWASHER, PLASTIC WATER LINES ETC. | | | x | | |
| HOT WATER DISPENSERS | | | x | | |
| GARBAGE DISPOSALS | | | x | | |

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|--|-----------|------|------|-----|-------------|
| | POOR | FAIR | GOOD | N/A | |
| ELECTRICAL | | | | | |
| ELECTRICAL RECEPTICALS | | | x | | |
| COVER PLATES | | | x | | |
| SWITCHES | | | x | | |
| PANELS | | | x | | |
| LABELS | | | x | | |
| PANEL SCHEDULES | | | x | | |
| SUPPLEMENTAL EQUIP | | | x | | |
| BASE FEED/POWER POLES | | | | X | |
| EMON DMON - FINAL READING | | | | x | |
| HVAC | | | | | |
| EMS | | | x | | |
| THERMOSTAT | | | x | | |
| CONTROLS | | | x | | |
| VAV | | | x | | |
| AIR LEAKS | | | x | | |
| HEAT PUMPS / AC UNITS | | | x | | |
| DUCTWORK | | | x | | |
| DIFFUSERS | | | x | | |
| VERIFICATION OF HVAC AS BUILT | | | x | | |
| INDIVIDUAL PACKAGE UNIT | | | x | | |
| CREATION OF HVAC HAND DRAWN MAP WITH ZONES | | | x | | |
| CO2 SENSORS | | | x | | |
| FURNITURE | | | | | |
| KITCHEN CABINETS | x | | | | |
| COUNTERS | x | | | | |
| DESKS | | | | X | |
| CHAIRS | | | | X | |
| MARKETING TABLE/MATERIALS TO BE REMOVED | | | | X | TBD |
| FILE CABINETS | | | | X | |
| EXTERIOR | | | | | |
| PATIOS | | | | X | |
| RAILINGS | | | | X | |
| DECK DRAINS | | | | X | |
| DECK SEALANT | | | | X | |
| IT ROOMS | | | | | |
| BOLTS FLUSH | | | | x | All Removed |
| ISOLATED HVAC UNIT | | | | x | |
| CABLING/DATA ROMOVED | | | | x | |
| SECURITY SYSTEM | | | | x | |
| BACKBOARD | | | | x | |
| IT INFRASTRUCTURE/EQUIPMENT | | | | x | |
| FIRE SUPPRESSION (FM200) | | | | x | |
| SIGNAGE | | | | | |
| PRIOR TENANT SIGNAGE REMOVED? | | | | X | Yes |
| ADD FOR LEASE TO TENANT PLAQUE | | | | | Ordered |

Reception Area



Reception Area looking towards back of Suite



Looking towards reception area



To The Right of the above Picture



Breakroom that includes a small closet and IT Room