

1.1.5 Priority Ranking

EMG recorded existing conditions, identified problems and deficiencies, documented corrective action and quantities of recommended repairs and/or replacements. During the assessment the collected data is entered directly into the EMG assessment and capital planning database using tablet computers. Based on the analysis of the collected data a Priority Ranking is calculated for each item observed. The Priority Ranking calculation is a function of four key facility variables to include:

1. **Building Mission Ranking** – if the building is one of multiple building at the facility, each building is ranked on a scale of 1-10 based on conversations with the client. This rank helps defines the importance of each building to the overall mission of the facility. For example the building containing the administrative and executive offices for the subject property may carry a higher ranked importance than the building that the landscaping and lawn equipment is stored in at the facility. Both are required for the operation of the facility but the office / admin building has a higher importance to the mission than the landscaping / lawn equipment building. However, if the facility is a golf course that relies heavily of landscaping and lawn equipment this importance ranking may change significantly.
2. **Remaining Useful Life Ranking** – the estimated useful life (EUL) projection of the component is calibrated against the remaining useful life (RUL) as estimated by EMG field assessor. This ratio is then utilized as a factor in the priority ranking.
3. **Asset Component Category** – each asset or component evaluated is assigned a unique Uniformat code. The Uniformat designation is then associated with a ranking based on the overall importance to the operation of the facility. A asset that is a related to building envelope e.g. roof, window, exterior siding, is assigned a higher ranking than a component such a flooring, carpeting or other athletic type feature.
4. **Functional Asset Categories** – the cost associated with each asset or component evaluated is assigned to a category to include; Code Compliance, Facility Operations, Environmental Factors, Facility Functionality and Integrity of the Facility.

Based on the results of the ranking calculation derived from the analysis of the variables described above, the assets and component is assigned to one of the following Priority Ranking categories. The scale is 1-5 with 1=highest and 5=lowest priority. EMG will use seasoned judgment and the following guidance when determining priority:

- **Priority One** = Critical – Requires immediate attention to correct a cited safety and/or code hazard, stop accelerated deterioration, or return equipment or systems to operation. Priority One items are to be addressed on an immediate or short term time horizon.
- **Priority Two** = Indirect Impact on Facility Mission – conditions that, if not corrected expeditiously, will become critical within one year items are to be addressed for replacement, maintenance or repair on a near term horizon.
- **Priority Three** = Necessary – conditions that require appropriate action to prevent deterioration if deferred further. Items are to be addressed by a planned routine maintenance or be part of a documented preventive maintenance program in an effort to meet or extend the expected useful estimate. Items in this category, if not maintained, will reach end of useful life on an accelerated basis. Replace items that will reach or exceed their useful service life.
- **Priority Four** = Recommended – conditions that include items that represent a sensible improvement. Items in this category include conditions requiring appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.
- **Priority Five** = Enhancements – The items are aesthetic in nature. Typical enhancement items include repainting, improved signage, re-carpeting or other items that provide enhanced facility environs. These items could also include condition that meets current industry standards or do not conform to existing standards, but do not require action until substantial work is undertaken, which would then require corrective action. Priority Five items that represent code violations as a result of revised and changing codes.