

## Facility Condition Assessment Form

<b>Fair Name:</b>	<b>Date:</b>
<b>Contact Name:</b>	
<b>Telephone No.:</b>	
<b>Email Address:</b>	
<b>Mobile No.:</b>	

### Project Description:

<b>1</b>	<b>Project Name/Location:</b>
<b>2</b>	<b>Priority Reasoning:</b> Please describe why this project meets the Priority 1: Emergency Preparedness or Priority 2: Conservation Measures requirements.
<b>3</b>	<b>Project Description:</b> Details of the project, be specific. Contact CCA if needed. Attach additional pages as needed. Please include any time specific requirements like fair dates, weather impacts, other possible concurrent work, etc.
<b>4</b>	<b>Measurements &amp; Data:</b> Provide your best estimate of dimensions possible. Include things like height, length, depth, diameter, area, quantity, and capacity, etc. Add pertinent information like, name of service provider, type of material, age. Attach additional pages as needed.
<b>5</b>	<b>Attachments:</b> Provide as much related supporting documents as you can
	<ul style="list-style-type: none"><li><input type="checkbox"/> 1. Photos of relevant conditions attached.</li><li><input type="checkbox"/> 2. Plot plan or site area plans indicating the identified project and are of work attached.</li><li><input type="checkbox"/> 3. Inspection reports from CCA, CFSA, CalFire, Local Fire, Health Dept., Lab results, etc.</li><li><input type="checkbox"/> 4. Bids: If you already have bids for an identified project, the information in the bid might be useful attached. If not, call and request a free estimate of repair from a local contractor.</li><li><input type="checkbox"/> 5. Engineering or Architecture Plans or Drawings. Do you have a set of plans already developed? Let us know.</li><li><input type="checkbox"/> 6. Have you utilized local resources? Is there a retired Architect or Engineer that may help?</li><li><input type="checkbox"/> 7. Have you contact local City/County Resources (Building Inspectors, Fire Inspectors, Health Inspectors, etc.)</li></ul>

**California Construction Authority (CCA)**  
**via mail to: 1776 Tribute Road, Suite 220, Sacramento, CA 95815**  
**via Email to: Marcus Lee [mlee@ccaauthority.org](mailto:mlee@ccaauthority.org)**