

# CAPITAL PLANNING CHECKLIST

10 Essentials for Facility Managers



## Inventory Critical Building Envelope Systems ☐



- Have you documented all major envelope systems—roofing, walls, windows, and structure?
- Is your asset inventory complete and current?

## Evaluate Existing Conditions & Risk Areas ☐



- Have condition assessments been performed recently?
- Are deficiencies, leaks, and performance issues—along with any active warranties—documented and prioritized?

## Analyze Remaining Service Life ☐



- Do you have age and material data for each envelope component?
- Have you projected system longevity based on performance observations?

## Prioritize Projects Strategically ☐



- Are repairs and replacements ranked by urgency, risk, and budget impact?
- Are sustainability, code compliance, and occupant safety factored in?

## Create a Multi-Year Capital Plan ☐



- Do you have a phased funding roadmap for the next 3–5 years?
- Are stakeholders aligned on timing and critical investment points?

## Need Help?

Our building envelope experts can help you identify risks, optimize priorities, and protect long-term asset value. **Let's talk !**

**W:** [www.technicalassurance.com](http://www.technicalassurance.com) **E:** [info@technicalassurance.com](mailto:info@technicalassurance.com) **P:** 440-953-3147