PROPERTY INSPECTION

Colliers - U.S.
Us Hwy 123, Toccoa *** Property Inspection - Commercial
Wednesday, November 23, 2011
Lisa Dowdy
Monthly Inspection - November 2011

1.0 Floor/Ceiling/Walls (Interior)	
A) Check roof hatch and skylights where applicable	N/A - Land only.
B) Check ceiling tiles,supply and return air grills	N/A - Land only.
C) Check for pest control	N/A - Land only.
D) Check that vent stacks are secure	N/A - Land only.
E) Check for moisture/leakage/dripping water	N/A - Land only.
1.1 Doors	
A) Check for damage	N/A - Land only.
B) Ensure doors are locked	N/A - Land only.
1.2 Lighting	
A) Check timers	N/A - Land only.
B) Check light bulbs	N/A - Land only.
C) Check exit lights	N/A - Land only.
1.3 Electrical	
A) Check transformer room	N/A - Land only.
B) Check for evidence of excess heat	N/A - Land only.
C) Check for scorching or humming	N/A - Land only.
D) Test emergency generators	N/A - Land only.
E) Test battery operated emergency & exit lights	N/A - Land only.
F) Check exterior lighting time clocks for accuracy	N/A - Land only.
1.4 Mechanical	
A) Check all heating/AC	N/A - Land only.
B) Check seasonal heat during cold weather	N/A - Land only.
C) Check grease traps	N/A - Land only.
D) Check gas detectors	N/A - Land only.
E) Check water heaters	N/A - Land only.
F) Check sump pumps, test operation, & high-level alarms.	N/A - Land only.

1.5 Fire/Life/Safety	
A) Check fire alarm system to ensure its working	N/A - Land only.
B) Confirm pressure on sprinkler risers	N/A - Land only.
C) Check extinguishers	N/A - Land only.
1.6 Tripping Hazards	
A) Check for carpeting edges	N/A - Land only.
B) Check for tripping hazards	N/A - Land only.
1.7 Restrooms	
A) Check for leakage	N/A - Land only.
B) Flush all toilets/urinals to circulate water	N/A - Land only.
1.8 Garbage	
A) Ensure all garbage is picked up	N/A - Land only.
1.9 Special	
A) Check to ensure key is in lockbox	There is a combination lock on the gate. Code: 2522.
B) Check stairwells	N/A - Land only.
C) Check to ensure space is in show condition for leasing	N/A - Land only.
D) Ensure emergency contact information is displayed	There is a cell tower that has to have access to our road to access their cell tower. Management has contacted the cell company and provided the combination code.
2.0 Exterior Walls (Exterior)	
A) Check exterior for any signs of neglect	N/A - Land only.
B) Check for graffiti	N/A - Land only.
2.1 Doors	
A) Check and ensure all doors are locked	N/A - Land only.
B) Check overhead, sliding and rolling doors	N/A - Land only.
2.2 Windows	
A) Check for cracks and breakage	N/A - Land only.
B) Check and ensure all windows are locked	N/A - Land only.
C) Check for forced entry	N/A - Land only.
2.3 Roof	
A) Visual inspection of the roof	N/A - Land only.

B) Check for leaks, drainage, & leaf build-up	N/A - Land only.
C) Check roof mounted exhaust fans re: grease	N/A - Land only.
D) Check roof hatch, skylights, and vent stacks	N/A - Land only.
E) Check for moisture/leakage/dripping water	N/A - Land only.
2.4 Parking Lot	
A) Check pavement for deterioration, manhole covers in place, etc.	There are clay roads only. The main road is only drivable about halfway through the property. The road has washed out too much in areas to allow vehicular passing.
B) Check sidewalks for trip hazard	N/A - Land only.
C) Check for graffiti & litter	N/A - Land only.
D) Check waste and recycling area	N/A - Land only.
E) Confirm that perimeter lock boxes are intact	N/A - Land only.
F) Pressure washing required?	N/A - Land only.
2.5 Parking Lot Lights	
A) Check time clock	N/A - Land only.
B) Check standards and bulbs	N/A - Land only.
C) Check for graffiti	N/A - Land only.
2.6 Landscaping	
A) Check lawn, plants and planters	N/A - Land only with two cemeteries.
B) Check fences where applicable	There is a combination lock on the gate at the front entrance near the church. Code: 2522 There is a second gate within the property. Maitnenace to install a chain and lock on it as well.

C) Check retaining walls	N/A - Land only.
D) Check backflow preventers	N/A - Land only.
E) Check for graffiti & litter	There is debris located throughout the property. Maingtenance to provide pricing to remove,
F) Check irrigation system and time clocks	N/A - Land only.
2.7 Signs	
A) Check lamps, panels, posts & cabinet condition	There are No Trespassing, No Hunting and Private Property Signage installed
B) Check movable, leasing & traffic sign placement	There are No Trespassing, No Hunting and Private Property Signage installed
C) Check for graffiti	N/A - Land only.
2.8 Utilities	
A) Check fire main, confirm locked in open condition	N/A - Land only.
B) Check domestic water main and back-flow	N/A - Land only.
C) Check gas main	N/A - Land only.
D) Inspect line-side switchgear cabinet	N/A - Land only.