

AIA[®] Document B210[™] – 2007

Standard Form of Architect's Services: Facility Support

for the following PROJECT:
(Name and location or address)

THE OWNER:
(Name, legal status and address)

THE ARCHITECT:
(Name, legal status and address)

THE AGREEMENT

This Standard Form of Architect's Services is part of or modifies the accompanying Owner-Architect Agreement (hereinafter, the Agreement) dated the _____ day of _____ in the year _____
(In words, indicate day, month and year.)

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This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services only and must be used with an owner-architect agreement. It may be used with AIA Document G802[™]-2007, Amendment to the Professional Services Agreement, to create a modification to any owner-architect agreement.

ARTICLE 1 INITIAL INFORMATION

The Architect's performance of the services set forth in this document is based upon the following information. Material changes to this information may entitle the Architect to Additional Services.

(List below information, including conditions or assumptions, that will affect the Architect's performance.)

ARTICLE 2 FACILITY SUPPORT SERVICES

§ 2.1 The Architect shall consult with the Owner, research applicable criteria, attend Project meetings, communicate with members of the Project team and issue progress reports. The Architect shall coordinate the services provided by the Architect and the Architect's consultants with those services provided by the Owner and the Owner's consultants.

§ 2.2 The Architect shall make a presentation to explain the Facility Support Services to representatives of the Owner.

§ 2.3 The Architect shall prepare, and periodically update, a schedule of Facility Support Services that shall identify milestone dates for decisions required of the Owner, services furnished by the Architect, and completion of documentation to be provided by the Architect. The Architect shall coordinate the Facility Support Services schedule with the Owner's Project schedule.

§ 2.4 The Architect shall prepare a Facility Support Services Report utilizing the Facility Condition Index (FCI) or other standard format, where applicable, and present it to the Owner.

§ 2.5 The Architect shall submit facility support documentation to the Owner at intervals appropriate to the process for purposes of evaluation and approval by the Owner. The Architect shall be entitled to rely on approvals received from the Owner to complete the Facility Support Services.

§ 2.6 The Architect shall provide only the services specifically designated below as the Architect's responsibility. The Architect shall perform the designated services in accordance with a service description located in Section 2.7 or in an exhibit attached to this services document.

(Designate the services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 2.7 or in an exhibit attached to this services document. If in an exhibit, identify the exhibit.)

Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 2.7 below or an exhibit attached to this document and identified below)
§ 2.6.1 Site Survey		
§ 2.6.2 Exterior Building Survey		
§ 2.6.3 Interior Building Survey		
§ 2.6.4 Inventory Building Assets		
§ 2.6.5 Mechanical and Electrical Systems Survey		
§ 2.6.6 Data and Communication Systems Survey		
§ 2.6.7 Energy Operating Cost Evaluation		
§ 2.6.8 Labor Operating Cost Evaluation		
§ 2.6.9 Vendor Contracts Evaluation		
§ 2.6.10 Other Operating Cost Evaluation		

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Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 2.7 below or an exhibit attached to this document and identified below)
§ 2.6.11 Organization Structure Evaluation		
§ 2.6.12 Computer Software Evaluation		
§ 2.6.13 Building Automation System Evaluation		
§ 2.6.14 Work Order Systems Evaluation		
§ 2.6.15 Record Documents Evaluation		
§ 2.6.16 Administration Evaluation		
§ 2.6.17 Policy and Procedure Manuals Evaluation		
§ 2.6.18 Equipment Rooms Survey		
§ 2.6.19 Code Review		
Building Interior		
Building Exterior		
Site		
Other:		
§ 2.6.20 Agency Reviews		
§ 2.6.21 Energy Certification Program		
§ 2.6.22 Other:		

§ 2.7 Description of Services

A brief description of each Facility Support Service is provided below.

(If necessary, provide in Section 2.8 expanded or modified descriptions of the Facility Support Services listed below.)

§ 2.7.1 Site Survey. Survey the condition of the site, which may include the walkways, parking lots, driveways and landscaping. Assess the useful life of each.

§ 2.7.2 Exterior Building Survey. Survey the condition of the exterior of the building, which may include the roof, areaways, foundation, windows, entrances and exits. Assess the useful life of each.

§ 2.7.3 Interior Building Survey. Survey the condition of the interior of the building, which may include the ceilings, walls, floors, stairways, elevators and doors. Assess the useful life of each.

§ 2.7.4 Inventory Building Assets. Inventory the building assets, which may include the furnishings, fixtures and equipment. Assess the useful life of each.

§ 2.7.5 Mechanical and Electrical Systems Survey. Survey the mechanical and electrical systems, which may include the condition of equipment, distribution systems, devices, fixtures, finishes and controls. Assess the useful life of each.

§ 2.7.6 Data and Communication Systems Survey. Survey data and communication systems, which may include the condition of equipment, equipment rooms and closets, distribution systems, devices, hardware, software and licenses. Assess the useful life of each.

§ 2.7.7 Energy Operating Cost Evaluation. Review the energy operating data, which may include the utility bills, weather data, building automation system, cost of energy, hours of occupancy and applicable codes. Compare operating costs with industry benchmarks.

§ 2.7.8 Labor Operating Cost Evaluation. Review labor operating data, which may include organization structure, service contracts, job descriptions, salary structure, benefits, shift coverage and applicable codes. Compare operating costs with industry benchmarks.

§ 2.7.9 **Vendor Contracts Evaluation.** Review vendor contracts for materials and services, which may include review of work tasks and accounting records. Compare vendor contracts with industry benchmarks.

§ 2.7.10 **Other Operating Cost Evaluation.** Review operating data other than energy and labor data.

§ 2.7.11 **Organization Structure Evaluation.** Evaluate the organizational structure of the Facility Support Services, which may include existing structure, potential outsource and out-task services. Compare organization structures with similar organizations.

§ 2.7.12 **Computer Software Evaluation.** Evaluate the implementation of computer maintenance management software, computer aided facility management software, which may include the database, work orders, giving consideration to the workflow process, prioritizing balancing of workload and Computer Aided Drafting layering. Assess the efficiency of the application.

§ 2.7.13 **Building Automation System Evaluation.** Evaluate the building automatic temperature controls, which may include a review of record documents, computer software, equipment and system trending, alarms, energy management and job skills needed for the management of the building's automation system.

§ 2.7.14 **Work Order Systems Evaluation.** Evaluate the manual work order systems, which may include a review of the manual preventive maintenance work order system, the unscheduled work order system, database, workflow process or prioritizing the workflow. Assess the efficiency of the application.

§ 2.7.15 **Record Documents Evaluation.** Evaluate the record documents, which may include a review of record drawings, contract specifications, operation and maintenance manuals, commissioning final report, warranties, equipment shop drawings and test data reports.

§ 2.7.16 **Administration Evaluation.** Evaluate the Owner's administrative procedures, which may include a review of administrative organization, computerized software, administrative handbook, job descriptions and job skills. Compare the administrative procedures with industry standards.

§ 2.7.17 **Policy and Procedure Manuals Evaluation.** Evaluate the Owner's policy and procedure manuals, which may include a review of personnel requirements, health benefits and personnel training. Compare policy and procedure manuals with industry standards.

§ 2.7.18 **Equipment Rooms Survey.** Survey the equipment rooms, which may include a review of the equipment rooms for mechanical, electrical, data/communication and elevators relative to cleanliness, code compliance, adequate lighting, and accessibility. Compare with industry standards.

§ 2.7.19 **Code Review.** Review local, state and federal code requirements as designated in Section 2.6.19 and compare the existing conditions versus current compliance.

§ 2.7.20 **Agency Reviews.** Survey the specific requirements of applicable agency and compare the existing conditions with those required to maintain certification and licensing.

§ 2.7.21 **Energy Certification Program.** Assist in the application for and submission of the pertinent data for energy certification, such as LEED® Certification of Existing Building.

§ 2.8 Expanded Description of Services

(In the space below, provide expanded or modified descriptions of the Facility Support Services listed above, add other services as space permits, or refer to an exhibit attached to this document.)

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 The Architect shall provide Facility Support Services exceeding the limits set forth below as Additional Services. When the limits are reached, the Architect shall notify the Owner:

- .1 () visits to the site by the Architect over the duration of the services
- .2 () project interviews by the Architect over the duration of the services
- .3 () meetings by the Architect over the duration of the services
- .4 () copies of draft or final reports by the Architect over the duration
of services
- .5 () copies of final report by the Architect over the duration of the services
- .6 () presentations of reports by the Architect over the duration of the services

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 The Owner shall furnish a program setting forth the Owner's objectives, schedule, constraints and criteria.

§ 4.2 The Owner shall provide to the Architect data necessary for the Facility Support Services which may include record drawings, shop drawings, operation and maintenance manuals, master plans, operation costs, operation budgets, salary structure, organizational changes, job descriptions and qualifications, work order system data, building automation systems, and administration support and policy and procedure manuals, pertinent records relative to historical building data, building equipment, building materials, furnishings and repair records.

§ 4.3 The Owner shall provide access to the property, buildings and personnel necessary for the Architect to complete the services. The personnel shall conduct tours and walk-throughs and explain the facilities' original, current and anticipated future use.

ARTICLE 5 COMPENSATION

§ 5.1 For the Architect's Facility Support Services described under Article 2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

§ 5.2 For Additional Services that may arise during the course of the Project, including those under Section 3.1, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

§ 5.3 Compensation for Additional Services of the Architect's consultants when not included in Section 5.2, shall be the amount invoiced to the Architect plus _____ percent

(_____ %), or as otherwise stated below:

ARTICLE 6 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Standard Form of Architect's Services: Facility Support, if any, are as follows:

Sample

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