The New York City School Construction Authority (SCA) has contracted with PB/A&W Group to provide a baseline building condition assessment survey for all school facilities of the NYC Department of Education (DOE). The NYC school system is made up of approximately 1,500 buildings, including school buildings, administrative buildings, leased facilities, annexes, mini schools, and temporary buildings. Based on the preliminary schedule, the inspections are due for completion by June, 2013 and all inspection reports will be in the possession of the SCA by July 2013.

For this project PB/A&W has created four person teams comprised of two architects (or one architect and one structural engineer), one electrical engineer and one mechanical engineer to inspect each building; one of the four people must be a licensed New York State professional engineer or architect and the other three must hold at least a bachelor’s degree in the area that he/she inspects. One of the architects must have at least 15 years architectural experience. Each inspector will be equipped with a menu driven handheld computer. The menus were developed in coordination with and approved by the SCA. Each menu item requires a response, thereby ensuring that all items have been considered. The information that the inspectors input is uploaded weekly, hard copies are printed and reviewed by quality assurance/quality control (QA/QC) specialists who are full time members of the project staff. Follow-up action is based on the outcome of these reviews and is described below.

PB/A&W has initially formed thirteen, four person teams to accomplish this task. Behind these teams is an organization that is focused on providing the SCA with accurate and consistent inspection reports.

Here is a summary of BCAS Scope of Work:

- Provide training in inspection methodology for all inspectors and designated SCA personnel.
- Conduct inspections to assess the current Architectural/Engineering condition of approximately 1,500 DOE/SCA assets. Four inspectors, two architects (or an architect and a structural engineer), an electrical engineer and a mechanical engineer will perform each inspection.
- Use stylus-based handheld computers to record the field information.
- Update the existing database of school building condition information.
- Meet various NY State Department of Education regulations.
- Determine the status of previously cited violations vis-à-vis current deficiencies.
- Provide routine quality coordination and meet every two weeks with SCA oversight personnel.
- Coordinate data/reporting and QA/QC findings with SCA. Data must meet the requirements of the 2008 State Education Department reporting requirements.
- Generate priced deficiency data from the Deficiency Cost Program (DCP).
- Provide an Annual Final Report with Executive Summary.
- Provide the State Education Report in an SCA approved format.