

# OHFA PCNA Table of Contents

This PCNA Table of Contents template must be used in all PCNAs submitted to OHFA. All items in the TOC must be included in the PCNA. If an item is not applicable, it must be stated as such.

<b>Section</b>	<b>Page #</b>
<b>1. Executive Summary</b>	
<b>1.1 General description of property (use, size, age, location, construction type, design style, occupancy status)</b>	
<b>1.2 Name of consultant preparing the PCNA</b>	
<b>1.3 Name of user of the PCNA</b>	
<b>1.4 User's position with respect to the subject property</b>	
<b>1.5 Date of the site visit</b>	
<b>1.6 General physical condition</b>	
1.6(a) Subject property's general physical condition	
1.6(b) Summary of the apparent level of preventive maintenance exercised	
1.6(c) Summary of any significant deferred maintenance	
1.6(d) Schedule of material physical deficiencies	
1.6(e) Any significant capital improvements that are pending, in-progress, or were recently implemented	
1.6(f) Any significant findings resulting from research (This should include material life-safety code and building code violations)	
<b>1.7 Opinions of costs</b>	
<i>Present the aggregate sum of opinions of costs segregated between immediate and short-term costs.</i>	
<b>1.8 Deviations from ASTM E2018-15</b>	
<b>1.9 Consultant/Field Observer relationship</b>	
<b>1.10 Recommendations/Discussions</b>	
1.10(a) Briefly identify those components and systems necessitating further study, research, testing, intrusive survey, or exploratory probing.	
1.10(b) This section also may be used to discuss any obvious major deviations from the subject property description provided by the user to the consultant, ongoing repairs or improvements, or other relevant issues.	
<b>2. Purpose and Scope</b>	
<b>2.1 Provide a short paragraph specifically stating the purpose the PCNA should serve and the client's position with respect to the real estate transaction. If the client does not disclose the PCNA's purpose or its role to the consultant, the PCNA should so state.</b>	
<b>2.2 Identify the improvements that comprise the subject property.</b>	
<b>2.3 Provide an outline of the scope of work completed for the PCNA and methods utilized.</b>	
<b>2.4 If there were any constraints preventing the consultant from performing the PCNA in accordance with this outline, these constraints should be identified.</b>	
<b>3. System Descriptions and Observations</b>	

<p><i>For each major building system listed below, provide a brief description of each system and its components and observed physical deficiencies, if any. Include <b>both</b>:</i></p> <ul style="list-style-type: none"> <li><i>• The item's Estimated Useful Life (based on the OHFA EUL table) and Remaining Useful Life; and</i></li> <li><i>• The item's current physical condition, stated as "good", "fair", or "poor".</i></li> </ul> <p><i>This list should not be considered all-inclusive. Conversely, some items may not be applicable to the subject property and should be noted as such.</i></p>	
<b>3.1 Site</b>	
Storm Water Drainage	
Access and egress	
Paving, curbing, and parking	
Flatwork (walks, plazas, terraces, patios)	
Landscaping and Appurtenances	
Recreational Facilities	
Site Utilities- Water, Electric, Gas, Sewer, Trash	
<b>3.2 Structural</b>	
Roof framing	
Wall structure	
Foundation	
Lintels	
Posts	
<b>3.3 Thermal/Moisture Envelope</b>	
Siding	
Windows	
Doors	
Roof (shingles, membrane)	
Gutters/Downspouts	
<b>3.4 Plumbing</b>	
Fixtures (toilets, sinks, tubs/showers)	
Site sanitary	
Site water supply	
Building sanitary pipes	
Building supply pipes (including shutoff valves)	
Water heaters	
<b>3.5 Heating and Cooling (HVAC)</b>	
Heating components (furnace, boiler, heat pump, PTAC)	
Cooling components (window units, heat pump, PTAC, cooling towers, etc.)	
Heat exchanger/ Condensers	
Steam systems	
Water heater code upgrades (pans, expansion tanks)	
<b>3.6 Electrical</b>	
Smoke detectors not part of a life safety system	
Light fixtures	

Switches, outlets	
Unit panels	
Sub panels	
Main service meters/ disconnects	
Transformers	
Solar Photovoltaic panels	
<b>3.7 Elevators</b>	
Hoist way	
Hoist way safety equipment (pit springs and stops)	
Cab	
Controls	
Electrical safety (shunt trip)	
Motor (hydraulic or traction)	
Hydraulic cylinder/ traction cables	
<b>3.8 Life Safety</b>	
Fire alarm system (addressable smoke detectors)	
Sprinkler systems (flow alarms, pumps, heads, pipes)	
<b>3.9 Interiors</b>	
<i>Common areas (indoor recreation, laundry, mail, offices, maintenance, storage, etc.)</i>	
Finished walls, ceilings, floors	
Millwork (doors, trim, cabinets, tops)	
Appliances	
<i>Dwelling units</i>	
Finished walls, ceilings, floors	
Millwork (doors, trim, cabinets, tops)	
Appliances	
Bathroom fixtures and specialties	
Kitchen fixtures and specialties	
Window treatments	
<b>3.10 Accessibility<sup>1</sup></b>	
<i>Parking spaces, path, common area features, units, etc.</i>	
ADA requirements	
FHA requirements	
504 requirements	
<b>4. Document Reviews and Interviews</b>	
<i>Identify any material information relating to physical deficiencies of the subject property resulting from the review of documents and interviews conducted.</i>	
<b>5. Additional Considerations</b>	

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<sup>1</sup> Existing accessibility items should only be addressed in the PCNA if the owner requests it and the PCNA provider is adequately qualified to provide such an evaluation.

<p><i>Identify any material additional considerations or out of scope considerations that are included in the PCNA. This may include:</i></p> <ul style="list-style-type: none"> <li>• Capital improvements, enhancements, or upgrades to building components, systems, or finishes; and/or</li> <li>• Improvements, capital expenditures, repairs, maintenance and other activities that are or may be required at a future date, except as needed in the review of short term and long term needs; and/or</li> <li>• Environmental considerations, such as mold, asbestos, or lead-based paint.</li> </ul>	
<b>6. Opinions of Costs</b>	
<b>6.1 Identification of material physical deficiencies and suggested remedies, including opinions of costs.</b>	
<i>For each material physical deficiency, the consultant should provide a suggested remedy, which may include recommending further research or testing, or both, if appropriate in the consultant’s opinion.</i>	
<i>Opinions of costs should be provided for material physical deficiencies and not for repairs or improvements that could be classified as: (1) cosmetic or decorative; (2) part or parcel of a building renovation program (3) tenant improvements/finishes; (4) enhancements to reposition the subject property in the marketplace; (5) for warranty transfer purposes; or (6) routine or normal preventive maintenance, or a combination thereof.</i>	
<i>Identify all Immediate Repairs as occurring in year zero and project the expected reserve requirements necessary for at least the following 20 years of operations.</i>	
6.1(a) Immediate Costs (table)	
<i>Identify each material physical deficiency, suggested remedy, and opinion of cost.</i>	
6.1(b) Short-term Costs (table)	
<i>Identify each material physical deficiency, suggested remedy, and opinion of cost.</i>	
6.1(c) Replacement Reserves/Ongoing Physical Needs (table)	
<i>Provide opinion of cost for all long-term capital expenses. Long-term capital expenses are typically based on the expected useful life of the building systems and components.</i>	
6.1(d) Costs for Additional Study	
<i>Provide the opinions of costs for additional study for any physical deficiencies that warrant further study/research or design, testing, exploratory probing, and exploration of various repair schemes, or a combination thereof, in order to determine the appropriate suggested remedy or scope.</i>	
<b>7. Qualifications</b>	
<i>Provide the qualifications for the professionals contributing to and completing the PCNA.</i>	
<b>8. Limiting Conditions</b>	
<i>Provide all limiting conditions of the PCNA.</i>	
<b>9. Exhibits</b>	

<b>9.1 Representative photographs</b>	
<b>9.2 Pre-survey questionnaire</b>	
<b>9.3 User/owner submitted documents</b>	
<b>9.4 Photocopied plot plans, sketches, etc.</b>	
<b>9.5 Inspected units list (unit number, size, accessibility)</b>	
<b>9.6 Other exhibits considered appropriate by the consultant</b>	