

Pre-Lease Considerations

The purpose of this questionnaire is to assess potential property conditions and environmental, health, and safety issues associated with prospective real estate locations intended to be occupied for more than 30 days.

Once completed, return this document to your legal and safety points of contact.

Part 1: Property Information (recommendation- to be completed by Locations Dept or Facility Manager):

Completed by:		Position/Title:		Date:	
Address:					
Production Name:		Location owner/lessor:			
Additional tenants at location? Y/N:		If YES, list tenants:			
# of buildings/floors:		Floor(s) occupied by production:			
Original Building Construction Date:					
Anticipated use of the location (ie. office, studio/stage, warehouse/storage):					
Location surroundings (ie. rural/commercial/residential/industrial):					

Part 2: Property Inspection (recommendation- to be completed by Locations and Safety):

Completed by:		Date:		
		YES	NO	Comments:
General				
Are significant improvement efforts planned at the location by Production?				
Are elevators present with permits and inspections current?				

Environmental

Are there visible signs of mold and/or excessive water damage?

Does the property have a lead paint report or management plan? What is the current condition of the paint?

Does the property have an asbestos containing materials report? What is the current condition of any asbestos containing materials?

Structural

Will access to the roof be required? If so, does the roof have parapet walls of at least 42 inches?

Have load limits of the roof, floors, and/or interior ceiling/beams/truss been determined by a professional engineer?

Are there engineered fall protection tie-off points (5000lb) for any unguarded elevated surface throughout the building and roof?

Fire/Life Safety

Are exits visible, well-marked, clear of hazards, and unlocked?

Are there a minimum of two exits per floor?

Do exit doors open to the direction of egress?

Are all exits free of locks or fastening devices that would prevent free escape from the inside of any building when the building is occupied?

Are exit doors equipped with panic hardware (crash bars)?

Do electronic access doors automatically open when alarm is sounded?

Are fire detection/suppression systems in place and maintained?

Are fire extinguishers easily accessible, inspected monthly, and in proper working order?

Are evacuation maps and emergency contacts posted?			
Working at Heights			
Are floor openings present? If so, are they covered and guarded by a standard railing and toe boards, an appropriate floor opening cover, or both?			
If wall openings are present with a drop of more than 4 feet, are the openings guarded and equipped with a toe board?			
Are standard handrails on all stairways having four or more steps?			
Where catwalks/grids are present, are they in good condition, free of excessive holes and openings that would compromise the integrity of the material?			
Are cages or wells provided on ladders of more than 20 feet to a maximum unbroken length of 30 feet?			
Are landing platforms (offset) provided for each 30 feet of height, or for each 20 feet of height if no cage?			
Are landing platforms equipped with standard railings and toe boards?			
Electrical			
Are pull boxes, junction boxes, and electrical panels provided with covers approved for the purpose?			
Are electrical panels marked and shut-off controls accessible?			
Is there sufficient access and working clearance around all electrical panels?			
Are there plans for a tie in to house power? (Note: Any tie in must be performed by a licensed electrician.)			

Part 3: To be completed by the landlord or owner.

Landlord/Owner Questionnaire

- Are any environmental, health and safety reports for the location available for review (Phase I, Phase II, etc.)? YES NO

- Are you aware of any complaints, concerns, or reports about the air quality (including mold, asbestos, radon etc.) or air circulation in the building? YES NO

- Are you aware of any occupational safety or chemical claims or complaints received from any employee at the property? YES NO

- Are you aware of any deed development and/or land use restrictions for the property resulting from environmental, health, or safety issues? YES NO

- Are you aware of any past or present polychlorinated biphenyl (“PCB”) containing materials or equipment, asbestos containing materials (friable and non-friable), lead paint, formaldehyde foam insulation, mold, or vermin at the property? YES NO

- Are you aware of the property having ever been evaluated or investigated for potential remedial action or having ever received any notification from any public or private entity or person that you may be responsible for contamination or cleanup of the property or neighboring property?
 YES NO

- Are you aware of any environmental problems associated with the property or neighboring properties including spills, releases, or accidents involving hazardous materials, waste or trash, fire rubble, or other debris being disposed of on the property? YES NO

- Are you aware of any past, current, or pending enforcement action, investigation, or notice of violation, either judicial or administrative, or threatened litigation regarding the property for violation of environmental requirements or occupational health and safety requirements?
 YES NO

- Are you aware of any past or present underground or aboveground storage tanks on the property?
 YES NO

- Is there, or has there ever been, any of the following operations at the property: print shop, plating shop, gas station, motor vehicle repair facilities, fueling operation, laundry, or dry cleaners?
 YES NO

- Are you aware of any wells that supply water for any use and/or are used for groundwater, soil vapor, or other monitoring? YES NO

- Is this location situated in a designated natural high hazard area, such as a flood plain or earthquake fault, seismic, hurricane, or fire zone? YES NO

- Are you aware of any operational disruptions at the location within the last 5 years (power outage, flood, fire, utility disruption)? YES NO

If you answered yes to any of these questions or can think of any other significant environmental, health, or safety concern or problem associated with the property not addressed above, please use the space below, or additional pages to provide explanation: