

# Appendix C

## Requirement Priorities

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### Requirement Priority Overview

Each Requirement must be assigned a Priority that indicates its severity and the ideal time frame for correction. The VFA standard Priorities are described in detail below.

The chart below lists the current default Priorities along with their definitions and default years offset. These Priorities, their Descriptions and years offset may be modified based on client preference. Depending on the selected Priority's number of years offset, the Observed Years Remaining should be adjusted accordingly when following the Requirement Renewal Method.

Priority	Definition	Years Offset
Priority 1	Due within 1 Year of Inspection	1
Priority 2	Due within 2 Years of Inspection	2
Priority 3	Due within 5 Years of Inspection	5
Priority 4	Not Time Based	null

## **Requirement Priority Descriptions**

### **Priority 1 - Due within 1 Year of Inspection**

Should be undertaken immediately (including violations of health and life safety, building and electric codes).

The Prime System is at or exceeding the service life and must be replaced immediately to avoid major issues effecting the integrity of the Asset.

### **Priority 2 - Due within 2 Years of Inspection**

Should be corrected in the near future to maintain the integrity of the Asset, including Systems that are functioning improperly or not at all.

Problems that will cause additional deterioration, if not addressed.

The Prime System is at or exceeding its service life but is well maintained and an extended service life may expected.

### **Priority 3 - Due within 5 Years of Inspection**

Should be corrected to maintain the integrity of the building, including Systems that have exceeded their expected useful life, but are still functioning.

The Prime System is at or exceeding its service life, but is well maintained to achieve an extended service life.

### **Priority 4 - Not Time Based (no Action date)**

Items that represent a sensible upgrade or improvement to the existing Asset conditions. These items are not required for the most basic function of a facility; however, Priority 4 projects may improve overall usability and/or reduce long term maintenance.

Items that do not conform to existing codes, but are grandfathered in their existing condition. No immediate Actions are required, although the items may need to be addressed if any significant work is performed on the building. The amount of work that triggers code compliance is typically (at least partially) at the discretion of the local building official.