

41 following:

42
43 1. Documentation of the geographic location of the property and current
44 usage.

45
46 2. Site operational history which will entail:

47
48 a) Document current and prior ownership based on information
49 obtained from area plat books, and title search.

50
51 b) Document current and past usage based on historical
52 aerial photographs, historical city directories, and fire
53 insurance maps.

54
55 3. Environmental site characteristics, which will encompass:

56
57 4. Visual inspection which will involve:

58
59 a) Geology and soils characterization, to include topography and
60 soil types.

61
62 b) Ground water characteristics, to include aquifers, depth of
63 usable groundwater, special groundwater districts,

64
65 c) Surface water characteristics, to include topography run off
66 and run on drainage, flood plains, and location and distance from
67 downstream surface water, wet lands and endangered species.

68
69 d) Conversations with adjoining property owners, maintenance
70 personnel, and other knowledgeable parties.

71
72 e) Document current land usage, photographs of structures, and
73 operations.

74
75 f) Photographs of adjoining properties, indicating current usage.

76
77 g) Identify potential problem areas such as swine farms,
78 poultry farms, dairy farms, illegal dumping of hazardous
79 material, PCBs, land fills, waste water, containers, air emissions,
80 distinct odors, underground/above ground storage tanks.

81
82 4. Inspect for asbestos. Some of the more common areas for asbestos use
83 is ceiling tile, flooring, pipe and boiler insulation. If asbestos is found,
84 determine if it is damaged or flaking.
85

86 5. The Environmental Engineering Firm will review regulatory agencies
87 records which will include:
88

89 a) Reviewing federal and state environmental agency files, and
90 document any permits or complaints that relate to the subject
91 property or any adjoining property.
92

93 b) Review local governmental records that have jurisdiction
94 over underground storage tanks, solid waste, drinking water,
95 and septic systems.
96

97 6. The Environmental Engineering Firm will submit their completed
98 report on a timely basis. The report, which is paid for by the donor,
99 must be made jointly to the donor and the Georgia State University
100 Foundation, Inc. and submitted to the Foundation.
101

102 7. Properties which do not satisfy the standards as established by the
103 Phase I Environmental Site Assessment will be further studied and
104 referred to the Real Estate Advisory Committee as necessary prior to
105 further action being taken.
106

107 8. Properties which pass the environmental assessment test will be subject
108 to normal property acceptance guidelines.
109

110 **HELP**

111
112 **People to contact**

113 Position Title	Campus Location	Phone Number	Email Address
114 CFO, foundation	541 1PP	3-3434	findjp@langate.gsu.edu

115
116 **Additional information and resources**

117 Foundation policy 3.1 Real Estate Property Acceptance Policy

118 Foundation procedure 3.1a Real Estate Property Acceptance Procedure

119 Foundation procedure 3.1c Real Estate Marketing Procedure

120 Foundation form: Real Estate Gift Analysis Form (contact CFO)