

## **Instructions for Completing the Airport Evaluation Form**

1. **Recommendations** – Note the areas of the airport that need to be monitored. Indicate what needs to be monitored, why, and at what point the condition will cause a change in the posting. In the second part of this section provide information about the posting decision that is pertinent for the jurisdiction.
2. **Comments** – Used this space to explain any part of the assessment as needed. In the case where the airport may be posted RESTRICTED USE, note the restrictions here. If the airport is to be posted UNSAFE, explain the reasons for the recommendation.
3. **Damage Observation (DO)** – The damage scale is a scale from 0 to 6 used to rate the damages that are found. It will be used in the assessment of the various components of the facility. The damage scale gives the evaluator and the jurisdiction a tool to indicate the level of damage. However, the evaluator's use of the scales is based strictly on their professional judgment.
4. **Surface Displacement** – Note the vertical and horizontal displacements of various portions of the paved areas of the airport. On the first line indicate the level of damage using the damage scale. On the second and third lines, record the actual displacements at the time of the assessment. Overpasses that carry runways over streets are considered as bridges that should be evaluated using the Bridge Evaluation Form.
5. **Underground Utilities** – For each of the utilities listed, estimate the level of damage using the damage scale. Individually damage to each utility may or may not justify recommending a RESTRICTED USE posting. For example, a failed sanitary sewer may not be sufficient to consider the airport unsafe. However, the sewer system may not be usable until it is fixed, especially if the airport is a staging area. The restriction in this case would be to close and lock all restrooms due to the sewer damage.
6. **Buildings** – Fill out a Rapid Evaluation or Detailed Evaluation form for each building at the airport. Each building assessment form should be stapled to the airport evaluation form.
7. **Remarks** – In this section, expand in appropriate detail on the assessment results for the various components. This is a good place to cross-reference to the bridge or building evaluation forms if needed.