shelter

Property Condition Assessment Report

Shelter Architects & Planners Pty Ltd ABN 44 121 018 353 ACN 121 018 353

Street Address of Property

Property photo here

REPORTS PROVIDED

Property Condition Report Part A Visual inspection covering the readily accessible areas to evaluate the condition of the building and elements and to assess the maintenance needs. Including preliminary budget costs where recommended.	☐	**Condition Costing Report Part B** Industry referenced of Opinion of Probable Costs and/or Trade Quotes to replace or rectify defects to new or functional condition of type, criticality of use and life-cycle cost.	☐

INSPECTOR DETAILS

Name:	Markus Pye	**Phone:**	00434631555	**Email**	markus@shelterarchitectsplanners.com.au
Architect's Registration No:		3165	**BSA license No:**		71249

CLIENT DETAILS

Name:		**Phone:**	
Address:		**Email:**	

PROPERTY DETAILS

Roof finish	Choose an item.	**Storeys**	Choose an item.	**Inspection**	
Superstructure	Choose an item.	**Site**	Choose an item.	**Aspect**	Choose an item.
Substructure	Choose an item.	**Age**		**Occupied**	Choose an item.
Floor structure	Choose an item.	**Additions**	Choose an item.	**Weather**	Choose an item.

DETAILS of INSPECTION PURPOSES

Member Australian Institute of Architects

PIA Planning Institute Australia

Information Regarding the Scope of the Inspection and the Report

Client Agreement: Having had an abstract of the full report format provided to you for an opportunity to accept the Purpose, Scope, Terms and Conditions of Inspection, and after having made a booking for the Property Inspection, this full report confirmed your instructions to undertake inspections and report on the condition of the property and its significant items at the time of the inspection.

The following statements outline our observations and opinions in relation to the condition of the property as reasonably accessed. It should be noted that this report relates only to that which is readily viewable. No warranty of opinion is made on that which cannot be readily seen.

Purpose and Scope of Inspection
Prior to commencing the collection of data, the scope of the inspection should identify what is to be accomplished by the inspection so it is suitable for the defined purpose of the inspection. To do this the Client should clearly identify:

- the purpose for collecting performance information; and
- how the information will be used.

The outcome of the scoping stage should also include and co-ordinate with any other inspections or data collection services which might be undertaken concurrently such as defined 'periodic' inspections of plant and safety services in the building (e.g. lift and fire protection).

The Client should also institute appropriate arrangements for those specialist service providers to access building asset data and/or any associated information required.

Access
The inspector shall inspect all area included in the scope of the inspection. The inspector shall not enter or inspect areas where safe unobstructed access is not available. The extent of accessible areas, as defined by the presence of what is safe and reasonable shall be determined by the inspector, based on the conditions encountered at the time of the inspection.

If in the opinion of the inspector, restrictions on access have compromised satisfaction of the purpose of the inspection, a recommendation shall be made as to the necessity to gain access to allow further inspection.

Limitations
This report is limited to a visual inspection which only covered the Readily Accessible Areas of the Building and Site that safe and reasonable access was permitted at the time of inspection. Limitations that are expected to be present, or that may occur, shall be identified where possible including concealment of potential defects and any other relevant factor restricting the inspection.

Report continuity.
Continuity is an important aspect of performance measurement as the performance of a physical asset changes over its life cycle. While 'snapshots' of performance for specific purposes are useful, the monitoring of trends over time is also important, especially for assessing the performance of a building overall, as opposed to individual components (which may have shorter life spans). Maintaining the continuity of performance information through monitoring enables assessment of the outcome data being critical to the effective evaluation of condition performance information.

Condition Assessment Rating & Reporting

Condition assessments are technical inspections by competent assessors to evaluate the physical state of building elements and services and to assess the maintenance needs of the property. Reliable and objective knowledge of the physical state of their buildings will enable asset managers to develop appropriate strategies and actions for maintenance, major replacements, refurbishments and upgrades. A lack of such knowledge could result in:

- unnecessary exposure to legal, social and other risks associated with deteriorated facilities, statutory non-compliance and hazardous materials
- premature failures, shorter useful asset lives, higher repair and replacement costs,

The determination of condition 'standard' ratings for building assets is fundamental to the maintenance management process. In assigning a condition 'standard' asset managers must consider what they require of that asset to provide a clear statement of the level to which assets must be maintained (i.e. the "desired" condition) to meet service needs. Specifically condition standards:

- are benchmarks against which building condition assessment results are evaluated (identifying the extent of any gap between "desired" and "actual" building condition)
- facilitate the analysis of "actual" condition over time (i.e. the detection, monitoring and forward-projection of trends in building condition)
- ensure that, during the condition assessment process, maintenance service providers focus only on work required to bring an asset up to the specified condition (rather than unnecessarily identifying work that may exceed requirements).

The results from the condition assessment should be presented in a report should enable an asset manager to:

- form an objective view of the relative condition of its buildings/component compared to the desired condition necessary (As defined - refer to Table 1)
- a condition index determined by the assessor for each building/component, which communicates the general state of the buildings (As defined - refer to Table 3)
- undertake any further analysis to refine that knowledge or initiate any other investigations, as required, to further define the severity of defects.
- identify and understand the scope of the remedial work required, priority and potential cost of maintenance work required to rectify to the required condition standard, and at a level of detail agreed
- identify and develop for longer term strategic plans for the maintenance needs of the building (e.g. any anticipated major replacements or upgrades).

Whilst the condition assessment report is the primary output of the condition assessment process for the development of a maintenance program, within that report there may be 'performance indicators'. At times, the nature or intent of the work (or parts of the work) identified may extend beyond restoring an asset to its original condition, capacity or function. Descriptions of performance indicators are:

- *Condition*: the physical condition of the building asset appropriate for current and future service activity.
- *Capacity:* the physical capacity of the building asset to support the level of current and future service activity.
- *Functionality*: the suitability and flexibility of the building asset for current and future service delivery.
- *Remaining life:* an estimate of the remaining useful or economic life of the building asset in terms of either its future potential to sustain the delivery of services or the costs of ownership and use not being viable.

Condition Assessment - Definitions, Tables & Example – Part A

Table 1: Condition Standards

Use this table to determine the appropriate standard required at facility level or individual building level.

Rating	Functional Purpose	Specified Standard
S5	Highly sensitive purpose with critical results (e.g. hospital operating theatre) or high profile public building (e.g. Parliament House).	Building to be in the best possible condition. Only minimal deterioration will be allowed.
S4	Good public presentation and a high quality working/living environment are necessary (e.g. CBD building, Multi unit dwellings, Retail units).	Building to be in good condition operationally and aesthetically, benchmarked against industry standards for that class of asset.
S3	Functionally-focused building (e.g. laboratory, public carparks).	Building to be in reasonable condition, fully meeting operational requirements.
S2	Ancillary functions only with no critical operational role (e.g. storage) or building has a limited life.	Building to meet minimum operational requirements only.
S1	Building is no longer operational - it is dormant, pending disposal, demolition, etc.	Building can be allowed to deteriorate, however, or maintained to meet minimum statutory requirements.

Where standards are specified at overall building level, further detailed descriptions of what is meant by the S1 to S5 ratings may be articulated in terms of condition standards of key building elements most critical to delivery of services. This is because more complex and critical building elements may have specific performance requirements and these elements may therefore need to be maintained above the standards required of the overall building.

Table 2: Access assessment

This table sets out the rankings to be used by the assessor undertaking condition assessments to provide an indication of access.

Priority ranking	Definition
R	Reasonably accessible: • Unimpeded vertical or horizontal clearance without the removal of any fixed or unfixed furniture, fittings, stored items, cladding or lining materials, plants or soil due to not physically accessible but visibly generally accessed with; • Adequate day lighting and/or lighting for inspection purposes
P	Partially accessible: • due to not physically accessible but visibly generally accessed e.g. roof viewed from ladder or with binoculars • due to limited physical access from obstructions e.g. stored goods
N	No access: • Due to security measures e.g. Private residence • Due to safety hazard e.g. No secure ladder or fall protection to high level roof.

Table 3: Condition index:

Defect – Fault or deviation from the intended condition of a material, assembly, or component.

- **Major defect (xx) –** The Australian Standard 4349.1 defines Major Defect as**:** ***"****A defect of sufficient magnitude where rectification has to be carried out in order to avoid unsafe conditions, loss of utility or further deterioration of the property".* Including **Structural defect.**
- **Minor defect (x) –** A defect other than a major defect, and includes *Appearance Defects and/or Serviceability Defects* being a fault or deviation from the intended serviceability performance of a building element, or where in the Inspector's opinion the expected consequence is unknown until further information is obtained.

This table sets the ratings used by the assessor to represent the general condition of building assets.

Rating	Status	Definition of rating/condition of building asset
5	Excellent	• no defects, in as new condition and appearance
4	Good	• minor defects or defects that do not unduly impact on operation • superficial wear and tear • some deterioration to finishes, major maintenance not required
3	Fair	• average condition or worn finishes require maintenance • significant defects are evident • services are functional but need attention • deferred maintenance work exists
2	Poor	• major defects and/or potential structural or safety concerns • badly deteriorated or inferior appearance • components fail frequently
1	Very poor	• building or component has failed and not operational • not viable to remain in use • unfit for occupancy or normal use • environmental/contamination/pollution issues exist

Table 4: Hazard Management:

Definitions

- **Hazard** – is a situation that has the potential to harm a person, the environment or damage property.
- **Risk** – is the probability (likelihood) of harm or damage occurring from exposure to a hazard, and the likely consequences of that harm or damage.
- **Hazard Control** – is the elimination or minimisation of risk associated with an identified hazard.

This table sets the predetermined hierarchy of controls that must be used when dealing with elements, components or areas identified as a hazard. The primary aim of these controls is to eliminate the risk – optimally by removing the hazard, or if this is not practical, minimising the risk by using one other control options from the hierarchy. The risk control measure within the hierarchy is to minimise the risk to the lowest level as reasonably practicable. The hierarchy of controls includes:

Preference	Control	Example
4	Eliminate	• Removing the hazard e.g. demolishing or removing the element or component that is hazardous
3	Substitute	• replacing a hazardous element or component with a less hazardous one e.g. substituting broken asbestos roof sheeting with new corrugated metal roof sheeting
2	Isolation	• restricting access to the hazardous element or component or area e.g. securing the electricity meter box away from children and protecting it from the elements, such as rain
1	Design	• redesign the element to make it less hazardous • isolating the hazard from the person at risk e.g. using a barrier or access prevention design feature

Table 5: Condition assessment priority ranking scale

This table sets the rankings to be used to provide an indication of recommended maintenance work.

Priority ranking	Definition
4	Works needed to: • meet related statutory obligation and due diligence requirements • ensure the health and safety of building occupants and users • prevent serious disruption of building activities and/or may incur higher costs if not addressed within 1 year.
3	Works that: • affect the operational capacity of the building • are likely to lead to serious deterioration and therefore higher future repair costs if not addressed between 1 to 2 years.
2	Works that: • have minimal effect on the operational capacity of the building but are desirable to maintain the quality of the building • are likely to require rectification within 3 years.
1	Works that: • can be safely and economically deferred beyond 3 years and reassessed at a future date.

Table 6: Maintenance Costs Classification

This table sets out variable maintenance costs associated with critical functionality.

Cost component	Definition
Statutory maintenance cost	Costs associated to meet mandatory requirements of various regulations. e.g. such as the servicing of fire protection systems.
Preventative maintenance cost	Costs associated with the periodic servicing and preventative repairs of plant & equipment with "duty of care" responsibilities to preserve assets in a condition appropriate for service delivery. E.g. Lift, HVAC
Condition-based maintenance cost	Condition-based maintenance is maintenance undertaken as a result of deteriorated condition identified through condition assessments. In this regard, funding of this component is variable & less predictable.
Unplanned maintenance cost	Unplanned maintenance is reactive work undertaken as a result of breakdowns and failure of building components & services. Funding of this component of maintenance would fluctuate, however historical data may provide guidance of future funding required.

Table 7: Basic Costs Guide

This table ranks indicative cost levels for preliminary budgeting and decision making.

Ranking	Cost component	Trades
5	Greater than $5000	May require single trades. E.g. Full repaint, or multiple trades. Recommend obtain quotes to confirm accurate cost over Opinions.
4	$1000 - $2500	May require multiple trades to carry out full repairs and rectification. E.g. Roof leak requiring plumber, plasterer and painter. Recommend obtaining quotes before proceeding.
3	$500 - $1000	Generally only requires single trade eg. Fencing, but may require additional trades to 'fit-off'. Eg Hot water system.
2	$250 - $500	Generally only requires single trade. E.g. Fence repair.
1	$0 - $250	Generally only requires single trade. E.g. Broken aerial.

Defect Costing – Part B

This section provides additional information on scope of the rectification, more accurate estimates includes information on relevant references and sources of costing, date of estimate, and may include obtained quotes for complete or the major repair component.

Example

Defect Item	Additional Information	Reference or Quote
1. Portico	Repair Portico ceiling lining & Repaint Additional work: As the defect has been previously repaired of the heavily aged roof sheeting, consider if re-roofing is best 'economic' option as due to 'end of serviceable life' of existing sheeting.	***ABC P&Paint*:** $??? 10 Dec 12 ***EFG Roofing***: $???? 12 Dec. 12
2.		
3.		

Appendix 1: Example schedule of maintenance works in a condition assessment report

1	2	3	4	5	6	7	8	9	10	11	12
Building/ Condition Standard	**Building element**	**Access**	**Condition Index**	**Hazard Index**	**Condition and/or Defect description**	**Work to rectify defect**	**Priority Ranking**	**Cause Code**	**Class**	**Indicative Cost guide**	**Photo**
River Mews – CS4	Portico (Free standing)	P	2	3	Portion of ceiling plaster at entry is loose/sagging due to failed fixings. Residents at risk if ceiling falls.	Replace 5m2 of ceiling lining, check all fixings to entry area, and repaint full ceiling; and repair/patch aged roof sheeting as cause of defect as minimum.	4	D	U	4	3

Column Legend Part A:

1. **Building ID** & **Condition Standard**– Industry condition standard (Table 1) established for the building asset or the key building element
2. **Building asset/element (e.g. Roof covering)**
3. **Access** – Level of inspection access (Table 2)
4. **Condition Index** – Assessed condition index (Table 3)
5. **Hazard Management -** Assessed hazard index (Table 4)
6. **Defect description** – Description of the defect, associated risk and any other additional information to assist the owner to develop work programs
7. **Work to rectify defect** – Description of the task required to rectify the defect
8. **Priority** – Priority of work as per condition assessment priority ranking scale (1-4) (Table 4).
9. **Cause code** – Code to indicate cause of defect (e.g. A=Age deterioration, D=Design fault, I=Installation fault, H=Hostile environment)
10. **Maintenance Costs Classification -** Statutory; Preventative; Condition-based; Unplanned (Table 5).
11. **Cost** – This column give indicative costs for the purposes of gauging ‘scope’ of costs.
12. **Photo** – If applicable: Photographic evidence on defect at time of inspection for immediate or future reference located in photo table.

Appendix 2: Example table of 'SITE' building elements in a report. Headings include:

SITE ROOF SUPER STRUCTURE SUB-STRUCTURE INTERIOR FITOUT SERVICES

SITE

1	2	3	4	5	6	7	8	9	10	11	12
Condition Standard	**Building element**	**Access**	**Condition Index**	**Hazard Index**	**Condition and/or Defect description**	**Work to rectify defect**	**Priority Ranking**	**Cause code**	**Class**	**Indicative Cost guide**	**Photo**
River Mews - CS4	Driveway/Paving										
	Fencing										
	Retaining walls										
	Surface drainage										
	Parking/Signage										
	Fittings & Fixings (e.g. lighting)										
	Isolated and/or basement Garage										
	Portico (Free standing)										
	Pool/Fence										
	Isolated structures										
	Pest Management										
	Irrigation										
	Hard Landscaping										
	Soft Landscaping										
Notes:											