

SAMPLE REPORT

EXISTING CONDITIONS (DILAPIDATION) REPORT- Commercial

[Place for photo of façade of building]

Job Number: 212 ----
On: Commercial building
Site Address: No Street
Property Owner: Mr
For: Mr
Date of Inspection:

Time of Inspection:

BSS Inspector: David Gairns

Occupant providing access on day: Mr

Weather Conditions: Fine

Front of building assumed to face: West



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Inspection and Reporting Brief

Provide an Existing Conditions report on the above property and in particular to note damage, cracking defects or disrepair (both internal and external) existing prior to commencement of nearby works.

Existing Conditions

A listing of defects has been prepared and is provided in the attached Schedule:-

Existing Conditions Survey
Commercial Building
Site: *No Street Suburb*

Conditions

The general scope and conditions of the report are contained in Appendix A.

Access

The following areas were not able to be fully accessed or accessed at all:-

- Items of stored goods, furniture, etc. obscured some internal areas.
- Upper wall areas viewed from ground level.
- No access made available to the southern boundary – abutting neighbouring property.
- No access made to the roof.
- No access was made to any sub-floor area (concrete slab, etc.).

Photographs

A series of photographs was taken of the defects and these are referred to directly in the Schedule. Photographs are collated at the end of the report, after Appendix B.

Assistance in reading reports

Some guidance is provided in Appendix B to assist the reader in understanding and reading reports.

Consent to access property

Consent to access the property was obtained from the Owner/Occupier.

Summary

This two storey brick and concrete commercial building is generally in good condition. There is aged and slight cracking to the external brickwork and quite minor cracking to some internal bagged brickwork. There is a dampness issue low down to the north wall at ground floor level which has spalled the bagging to the masonry.

.....
(Signature)

BSS GROUP PTY. LTD.

David Gairns
(Name)

Date of report:

SCHEDULE - EXISTING CONDITIONS SURVEY
Commercial building
Site: No Street Suburb

1.01 SCHEDULE OF DEFECTS

INTERIOR		
Photo No.	Photo Location and Direction	Comment
GROUND FLOOR		
P100-0845	Partly vacant area to west (front door opens to this) – view to top right of front window.	There is minor separation between brickwork and concrete of beam/lintel above. Runs from brick reveal to window and on to face of brickwork to the first perpend. Less than 1mm.
P100-0846	Partly vacant area to west (front door opens to this) – view to north west corners at soffit level.	The base of the concrete slab shows separation in the corners from brickwork. Probably very aged.
P100-0847	Partly vacant area to west (front door opens to this) – view to south west corner at soffit level.	Above the entry door there is again separation between the slab and brickwork. Again likely aged.
P100-0848	Partly vacant area to west (front door opens to this) – view to junction of concrete slab and first beam from east.	On the east side likely concrete slab shrinkage has caused separation to the beam top flange. Maximum approx. 7-8mm. This at north end of the beam.
P100-0849	Partly vacant area to west (front door opens to this) – view to concrete soffit at second beam from east.	In a similar manner to the movement discussed in the last, the concrete slab here also shows separation from the beam flange. Gap here between top flange and edge of concrete nib is maximum 10-12mm. Again at north end of beam.
P100-0850 P100-0851	Partly vacant area to west (front door opens to this) – view to concrete floor slab to north west.	There is strong separation between the edges of the slab to the north and west sides of the corner in the brickwork. Maximum approx. 20mm to the east and slightly more to the north. This tapers to zero about 2metres south of the north west corner, under the window (0851).
P100-0852 P100-0853 P100-0854 P100-0855	Partly vacant area to west (front door opens to this) – view to cracking and leaking to window sill area.	These four photographs show various cracks through the render to the window sill. Other finer cracks not photographed but noted. In various locations there is free water on the sill or under it indicating leaking under the window.

INTERIOR		
Photo No.	Photo Location and Direction	Comment
GROUND FLOOR		
P100-0856 P100-0857 P100-0858	Partly vacant area to west (front door opens to this) – view to cracking in vicinity of entry door.	There are various cracks in the slab (2 photographed) around the brick pier to the north of the entry door opening. There is also aged cracking through the step which runs from main slab level to upper slab level (0858).
P100-0859 P100-0860	Partly vacant area to west (front door opens to this) – view to cracking to brickwork to north.	Just east of the north west corner is step cracking running down from 15 courses above carpet level, then into the north west corner proper and then down towards carpet level. Subsidiary stepped cracking exists directly under same running out one brick and up two courses. All the cracking is a maximum of 1mm.
P100-0861	Ground Floor toilet – view to plaster under beam.	To the north of the beam there is a small flake of plaster showing at the internal corner.
P100-0862	Ground Floor passage – view to north wall under plaster ceiling.	At the top of the bagged wall is a horizontal crack running from the west beam area to within about a metre of the next beam east. Hairline.
P100-0863 P100-0864	Ground Floor passage – view to base of wall above carpet.	The bagging finish to the brickwork is in poor condition and appears to be affected by previous or present rising damp. The plaster and paint is cracked, spalling and falling off in small areas. This area is opposite the passage to the southern material store area. Note areas west of the box store/passage largely obscured by stored goods.
P100-0865	Ground Floor passage – view to soffit of sink area.	Shrinkage has separated the soffit of the wall cupboard from the splashback material. Runs full width but intermittent but turns around both east and west ends.
No photo	Box store.	No comment.
P100-0866	Inner office – view to window to east.	There is infill at top of window opening which has separated from the green painted steel beam. Full width of window affected.
P100-0867 P100-0868	Reception – view to junction of epoxy floor and brickwork to north.	There is minor spalling, cracking and separation behind stored goods at this junction. Separation continues east to the blue feature wall. Intermittent. There is more noticeable paint loss to the east at the same wall/floor junction.

INTERIOR		
Photo No.	Photo Location and Direction	Comment
GROUND FLOOR		
P100-0869	Reception – view to north east corner.	At the north window sill level there is vertical cracking above and below this level. Cracking is less than 1mm. Bottom crack located approx. about 130mm under the sill.
P100-0870	Reception – view to aged slab movement to south east.	At the disused pipe and steel column there is aged movement in the slab between the two elements.
P100-0871 P100-0872 P100-0873	Loading Bay – view to wall to north of north jamb.	There is diagonal cracking low on the wall which has caused some damage. Fine cracking just above head level in the white rendered wall and both diagonal and horizontal cracking towards the top of the old roller door track. All cracks appear aged.
P100-0874	Loading Bay – view to south wall under beam.	Horizontal cracking runs under beam and appears to be under a steel bar or similar built into the render.
P100-0875	Loading Bay – view to concrete slab near entry door stop.	There is fine east west cracking running out west from the plaster box area. It disappears in the vicinity of the grey steel column. Hairline. Shows through epoxy.
P100-0876	Workshop – view south to junction of slab and brickwork.	There is probably aged separation showing between the edge of the slab and brick face. Runs full width between green steel beams.
No photo	Store to south of workshop.	No comment. (Note also that most of the walling and a significant area of the floor was covered by stored goods and therefore unable to be viewed).
FIRST FLOOR		
P100-0877	First floor toilet – view to east wall brickwork north of plaster boxing.	Diagonal cracking runs down approx. five courses. Less than 1mm.
P100-0878	First floor toilet – view to window head.	The steel window frame shows separation from the bagged masonry above. Runs full width of window.
P100-0879	First floor toilet – view to shelf above basin.	At the south end there is a crack running through from the mirror wall. Maximum approx. 1mm.
P100-0880	Bridge area – view to building east wall above ground floor exit sign.	At the top right of the northern window a curving crack runs up towards the ceiling. Probably extends for close to a metre out from the corner proper and appears to be maximum 1mm or less.

INTERIOR		
Photo No.	Photo Location and Direction	Comment
<u>FIRST FLOOR</u>		
P100-0881 P100-0882	Open office area – view to ceiling to south, second bay from west.	Just up from the springing line of the ceiling there is a horizontal crack in the plaster running out from the second truss from the west. Very similar cracking exists in the first bay from the west. Maximum appears approx. 1mm or less. Probably a section of infill between edge of plaster sheet and brickwork. Similar exists to the fourth and fifth bays from the west.
P100-0883	Open office area – view to north edge of plaster ceiling above photocopy area.	Again there is separation between the lower edge of the plaster ceiling and brickwork. Shows strongly from the first truss from the west.
P100-0884	Open office area – view to north wall at west end.	There is fine mainly horizontal crazing type cracking high on the wall (above shelf unit). The cracking is fine hairline and appears in mortar joints. Note adjacent is a water streak down the wall – probably from previously leaking.
P100-0885	Open office area – view to west wall above central window.	At the southern end of the window is a fine vertical crack above the pull chord of the Venetian. Extends out approx. 30mm from arris and is less than 1mm.
P100-0886	Open office area – view to ceiling at south west corner.	There is fine cracking very close to the corner at the junction of ceiling plaster and rendered west wall. There is also some staining in the area which is of an unknown source.
P100-0887	Open office area – view to window sill to south.	In the centre of the window sill is a very fine crack running for the full sill width. Fine hairline.
P100-0888	Open office area – view to southern wall at second brick pier from west.	At the top right there is disruption in the rendered/bagged surface and possibly cracking.
P100-0889	Open office area – view to south wall at first brick pier from west.	At the junction of the pier and wall proper there is fine delineation and probably intermittent cracking.
P100-0890	Meals and Kitchen area – view to head of central window.	The steel window frame has separated from the bagged head. This at northern end. Similar just commencing to corresponding location to the north of the southern window.

INTERIOR		
Photo No.	Photo Location and Direction	Comment
FIRST FLOOR		
P100-0891 P100-0892	Meals and Kitchen area – views to junction of raking ceiling and east wall.	There is intermittent separation at this junction commencing at the south east corner proper then running up towards the ceiling apex. It is located primarily in the south east corner, approx. over centre of the southern window and also above the north reveal to the southern window. There is also horizontal cracking at the junction of the raking ceiling and southern wall running from the south east corner proper to behind the bulkhead over the kitchen. This appears similar to that elsewhere in the main office area.
P100-0893	Inner office – view to southern reveal to large sliding door opening.	The southern reveal has separated from the ceiling plaster.

EXTERIOR		
Photo No.	Photo Location and Direction	Comment
P100-0894	East elevation and surrounds – view to north end of rendered beam over ground floor windows.	Curving cracking runs from window head of the northern window to the top of the rendered band. Appears maximum less than 1mm. Similar but less distinct cracking exists running out from the top left of the second window from the north and the same rendered band this more like hairline.
P100-0895	East elevation and surrounds – view to first floor rendered band to south of northern window.	A curving crack runs from base of lintel level into the vertical joint in the render.
P100-0896	East elevation and surrounds – view to main ground floor window sill.	There is a strong crack through the render of the sill.
P100-0897	East elevation and surrounds – view to brickwork between northern windows.	Two courses from base of the sill up, there is horizontal cracking from reveal to reveal. Two masonry fixings may have generated this crack.
P100-0898	East elevation and surrounds – view to ground floor rendered band at north east corner.	Render is lost from mainly the east face. This just in front of downpipe.

EXTERIOR		
Photo No.	Photo Location and Direction	Comment
P100-0899 P100-0900	East elevation and surrounds – view to brickwork to bottom right of northern first floor window.	Stepped cracking runs down from window sill level for approx. 3-4 courses. Appears maximum approx. 1mm. It then runs down vertically to within three courses of the top of the ground floor rendered band. This half a brick south of downpipe.
P100-0901 P100-0902 P100-0903 P100-0904	East elevation and surrounds – view to brickwork under northern windows.	There is fine generally horizontal cracking in the course under the sills.
P100-0905	East elevation and surrounds – view to brickwork under large ground floor window.	Under sill level stepped cracking runs down four courses. Less than 1mm.
P100-0906	East elevation and surrounds – view to brickwork to bottom left of main ground floor window.	There is fine step cracking under the bottom left of the window. Less than 1mm.
P100-0907 P100-0908 P100-0909	Northern elevation and surrounds – general views to wall.	These three photos show the north wall brickwork from a distance.
P100-0910 P100-0911	Northern elevation and surrounds – views to vertical cracking to east end of wall.	There is fine vertical cracking running up past half height from ground level. This is probably due to aged brick growth. Maximum approx. 1mm.
P100-0912 P100-0913 P100-0914	Northern elevation and surrounds – views to low level brickwork in eastern half.	The brickwork to the lower level has been laid overhand and is extremely open in the mortar joints. Very rough construction.
P100-0915	Northern elevation and surrounds – view to nature of brickwork to bottom half of wall to west.	The west also appears to have been laid overhand but less so than that to the bottom left of the wall. Mortar joints are poor in many cases.
P100-0916 P100-0917	Northern elevation and surrounds – views to vertical cracking to west end of wall.	Similar to the east end, there is vertical likely brick growth cracking running up the wall just in from the corner and rendered beam. Cracking will be aged.
P100-0918	West elevation and surrounds – view to north end of ground floor rendered beam.	Render is lost and cracked in the vicinity of the downpipe.

EXTERIOR		
Photo No.	Photo Location and Direction	Comment
P100-0919 P100-0920	West elevation and surrounds – views to top of ground floor rendered beam.	At the junction with or near the brickwork there is horizontal cracking running for at least half the width of the building. Extends from about rusted box area in approx. centre of wall to north end.
P100-0921 P100-0922	West elevation and surrounds – views to cracking to first floor rendered beam.	There is strong cracking to the rendered beam above both brick piers between windows. Both cracks extend through the height of the lintel. Viewing the brickwork above the first floor rendered band indicates slight diagonal cracking running up and south from the northern of these two cracks in a step pattern. Cracking is difficult to see even with binoculars.
P100-0923	West elevation and surrounds – view to brickwork at southern rainwater head.	Bricks immediately north of the rainwater head area cracked around.
P100-0924	West elevation and surrounds – view to junction of ground floor rendered beam and brickwork to south of entry.	There is cracking and spalling of the render at this junction.
P100-0925	West elevation and surrounds – view to top left of ground floor window.	Two bricks are cracked around in this location.
P100-0926	West elevation and surrounds – view to lower left of brickwork to elevation.	Six courses up from the bitumen paving there is horizontal cracking both sides of the downpipe.
P100-0927	West elevation and surrounds – view to brickwork to bottom left of northern first floor window.	There is fine cracking in the brickwork in this area. Viewing distance prevents more definitive definition of extent of cracking.
P100-0928	West elevation and surrounds – view to first floor rendered band at north end.	There is vertical cracking in the render just in from the north west corner proper.
P100-0929 P100-0930	West elevation and surrounds – general views of west elevation.	These two photographs show the upper two thirds of the elevation.

EXTERIOR		
Photo No.	Photo Location and Direction	Comment
P100-0931 P100-0932	West elevation and surrounds – view to brickwork immediately north of entry porch.	These two photographs show stepped cracking in the brickwork above the spalled brick and aged cracking in the entry porch concrete slab. The step cracking runs up approx. four courses. Maximum approx. 2mm.

1.02 OTHER MATTERS

In relation to other matters discussed in consultancy brief, we advise as follows:-

Construction Details

- Footing type: Concrete
- Stumps (if any): Nil (Note timber false floor to front ground floor over slab).
- Primary external cladding material: Brick
- Primary internal lining material: Plaster and brickwork
- Primary window frame material: Steel
- Roof cladding: Unknown
- Floor: Concrete and Timber
- Any renovations underway? No

Fence facing works area: Nil.

Other fences: Nil.

Driveway: Not applicable.

Property is: Owner occupied

Property is currently used as: Commercial premises.

APPENDIX A: BUILDING INSPECTION REPORT CONDITIONS - GENERAL

1. Weather Conditions

The building has been inspected on the date and in the prevailing weather and environmental conditions specified in this report.

2. Client Brief

The report describes the condition of those elements of the property described in the client brief (see Inspection and Reporting Brief), and lists faults then visible.

3. Report Exclusions:

- (a) faults in inaccessible parts of the building,
- (b) faults not apparent on visual inspection,
- (c) faults apparent only in different weather or environmental conditions,
- (d) faults resulting from different uses of the building,
- (e) minor faults (eg. very fine hairline cracks, jamming windows, etc.).
- (f) faults outside the scope of the client brief.

4. Unless Otherwise Specified:

- (a) no soil, etc., has been excavated nor has any investigation of sub ground drainage been made,
- (b) no plants or trees have been removed,
- (c) no fixtures, fittings, cladding or lining materials have been removed,
- (d) no items of furniture or chattels have been moved,
- (e) no enquiries of Councils or other Authorities or persons have been made for the purposes of inspecting the building and providing this report
- (f) no access has been made to the roof, roof space, or sub-floor.

5. Sole Use of Client

The report is provided solely for the use of the persons named on the face of this report and no responsibility to other persons is accepted.

6. Insect Attack, Asbestos and Soil Contamination

No special investigation of insect attack (eg. borer, termite, etc.) asbestos or soil contamination has been made and any reference to these has been based on a casual visual inspection.

7. Frame Inspection

Unless our engagement is a specific inspection at the Frame Stage, then the frame has NOT been inspected.

8. Report Reproduction

If this report is reproduced, it must be done in full.

APPENDIX B: GUIDE TO READING REPORTS

The following is provided for your assistance in reading reports...

Cardinal directions used

For the sake of clarity and ease of reference, the front of the subject building is assumed to face one of the cardinal points, North, or South, or East or West (rather than for instance north east, or north, north west). This assumed direction is given on the front page.

Room and external elevation condition

Reports list all rooms and external elevations (front elevation etc.). Where the room/elevation is defective, defects are listed for the room or elevation. If the report advises 'no comment' against a room or elevation this indicates no defects were found and the room/elevation is considered in excellent condition.

Terminology

Much of this report entails reference to cracking or separation. Cracks or separation gaps between elements, in the main, are not consistent in shape, size or form and in this report a maximum width is often provided, together with other information to describe the crack (diagonal, stepped, random, crazing, in corner, etc) or where the separation is (which elements the separation is between eg between cornice and wall (cornice/wall, cornice/ceiling, etc). Most of these terms are self explanatory but crazing is a form of multiple usually fine cracks in a random pattern, covering an area of walling or ceiling. Below 1mm cracks are usually described as "less than 1mm" or "hairline". Below 1mm and particularly hairline cracks are visible to the consultant under the light conditions existing at the time of inspection but not necessarily picked up in photos provided. Greater crack widths will usually be visible in photos. Sometimes cracks are described as intermittent indicating they are not continuous. Evidence of previous or present leaks is described but this evidence may not be visible in photos, particularly if in ceilings. Some surface ridges such as from patched cracking from previous movement, and the like may not be visible in photos or the photo may only show the location of such aspects. The text needs to be read in conjunction with photos. Occasionally no photo is taken but the defect is described (eg door will not close, or floor squeaking, floor obviously slopes or the same defect occurs in more than one location).

Scale of subjects in photos

In some photos cracks are located by reference to some fixed object such as the floor, ceiling, window head or rail, sill, door head and the like; where practicable a scale measure is shown in the photo where a fixed object giving scale is not visible. Where relevant an object is added into the photo (such as a pencil or biro) to give scale. Where used, a fine scale gives indication of distance down (such as down from cornice underside or square set cornice) and a coarse scale showing centimetre blocks (surveying staff) gives an indication of distance up (up from floor, ground, pavement, etc). In others a fixed object (such as cornice, tile grout joint, skirting, architrave, brick etc.) included in the photo naturally provides scale. In most instances the text provides important information such as location, approximate maximum crack or separation width, termination point, shape, characteristic (eg stepped, forked) etc. which helps to provide detail, assistance in understanding scale and clarity.

Photo number sequence

Photo quality is checked by the inspector while on site. Sometimes photos are deleted with the reasons being that very occasionally a photo is found to be badly blurred, very overexposed, underexposed, taken without a flash or is a duplicate. The next photo taken addresses any problem or burring, exposure etc. The cameras used by BSS do not however delete the photo *number* of any deleted photo and the photo sequence in the report may therefore show an occasional gap (eg P123 0415, P123 0417 (with the deleted photo being P123 0416 in this example)). Deleting a photo does not affect the scope of the inspection or detail provided in the report.

Photo labelling

The caption to photos provides:

- A unique photo number
- Date and time photo was taken.