

APPENDIX G

Example of Property Condition Assessment & Detailed Work Write-Up

Reference ASTM E2018-24 for methods and procedures for the property condition assessment.

To be completed by Licensed Architect, Licensed General Contractor, Engineer, or Home Inspector

Assessment Date:

Property Owner's Name:

Address/City:

Number of Buildings	Number of Units/Beds	Gross Building Square Feet	Number of Elevators	Parcel Size	Year Built

Facade:

Roof System:

Foundation:

Heating System:

Hot Water System:

Electrical Wiring Type:

Plumbing Supply Type:

Plumbing Drain Type:

Fire Suppression System:

Parking Area:

Total Parking Spaces:

ADA Parking Spaces:

Property Condition Assessment Summary: Summarize the deficiencies identified using the SHD Property Inspection Form (*box expands as text is entered*).

Detailed Work Write-Up Example

Organizational format listed below is an example of a detailed work write-up with a budget summary. There are more categories visible than would be needed. Organize in a logical fashion either by room or by system. You are only required to show categories with proposed work. Please be explicit with relevant room/area details, quantities, measurements, and any other details necessary to adequately secure bids for work.

1. Site

- a. Fences, Gates, & Security Access
- b. Retaining Walls
- c. Grounds, Tree Limbs Overhanging Walkways/Buildings or Wires, & Free of Trip Hazards
- d. Cluster Mailbox Units, Mail Shelters, & Office/Project Signage
 - i. Install exterior covered cluster mailbox unit meeting accessibility requirements on new 12'x12' concrete pad adjacent to office.
 - ii. Install and anchor 2 wrought iron and composite benches perpendicular to new CMU
- e. Accessible path, HC Parking, & HC Signage
- f. Parking Lots, Driveways, & Roads
- g. Play Areas & Equipment
- h. Refuse Disposal, Recycling, Enclosure, & Ramps
- i. Storm Drainage, Retention, & Site Moisture Management
- j. Site Walkways & steps
 - i. Remove all vines, brush from the property
 - ii. Remove all trees within 10' of the building
 - iii. Remove tree stumps. Spec. 02.A
 - iv. Repair window wells and install new metal grates

2. Building Systems

- a. Domestic Water Supply System
 - i. Replace the entire plumbing system (excluding 2nd floor bathroom at front)
 - ii. Replacement to include all cold and hot water supply lines, drain lines, traps, vents and valves
 - iii. Install new 1 inch line from house to city line. CONTRACTOR TO PAY ALL FEES.
- b. Water Connections
- c. Hot Water Heating
- d. Sanitary Plumbing System
- e. Sewer Connections & Septic System
- f. Electrical Systems & Controls
- g. GFCI's on Exterior & Commons
- h. Elevators
- i. HVAC & air filtration

- j. Exhaust System & Ventilation
- k. Sources of noxious fumes, mold, or mildew
- l. Food preservation/refrigeration, storage, & cooking

3. Building Exterior

- a. Doors, thresholds, & weather stripping
- b. Overall Accessibility: Doors, Parking, Office, On-Site Amenities, Public Transportation
 - i. Install composite and pressure treated wood accessible ramp to front door
- c. Fire Escapes, walkways, & stairs/handrails
- d. Foundations & Structural Support
- e. Exterior & Security Lighting
 - i. Replace light fixture and interior wall switch. Spec 18.D
- f. Roofs, gutters, waterproofing, & bulk moisture management
 - i. Remove all gutters and downspouts
 - ii. Install new seamless gutters, downspouts, and splashguards
 - iii. Use fill dirt to insure positive draining within 10 feet of full foundation
 - iv. Remove rolled tar/gravel roof at front porch and portico
 - v. Replace all damaged wood sheathing and install new rolled roof, top with white quartz gravel
 - vi. Repair metal roof at rear
 - vii. Remove all loose paint, repair metal and apply 1 coat of approved primer with 2 coats of finish paint. Color to be approved by owner.
- g. Walls, sidings, fascia, & trim
 - i. Replace all damaged or missing wood brackets at roof cornices. New brackets to match existing.
 - ii. Replace all damaged or missing fascia and soffit boards to match existing.
- h. Windows, locks, & screens
- i. Any other building penetrations

4. Common Areas (if applicable)

- a. Basement/garage/carport
 - i. Remove and properly dispose of all trash and refuse from the basement and crawl space
 - ii. Remove existing oil furnace and all ducts
 - iii. Remove insulation and all abandoned plumbing and electrical work. Spec. 03.D
- b. Closet/utility/mechanical
- c. Community Room
- d. Day Care & Play Areas
- e. Fair Housing Signage
- f. Halls, Corridors, Covered Walkways, & Stairs

- g. Common or Commercial Kitchen or Breakroom
- h. Laundry
 - i. Install gypsum wallboard ceiling. Spec.12.F.
 - ii. Repair and paint wall and ceiling. Spec.16.(D).2.
- i. Lobby
- j. Office
- k. Other Community Spaces
- l. Patio/Porch/Balcony
 - i. Replace approximately 30 SQFT of tongue and groove wood flooring. Match existing thickness Spec. 07.A.
 - ii. Replace approximately 24' of bottom plate. Spec. 07.B.
- m. Pools and related Structures

5. General Health & Safety

- a. Air Quality
- b. Electrical Hazards
- c. Emergency/Fire Exits
- d. Flammable Materials
- e. Garbage and Debris
- f. Hazards
- g. Infestations
- h. Fire Protection, Suppression, Fire Extinguishers, Carbon Monoxide

6. Each Individual Unit (ex. Units 103, 104, 105, etc.)

- a. Entire Unit & Halls
 - i. Repair door to attic and install new keyed lock. Spec 10.B
 - ii. Construct chase in bedroom # 6 closet for return air duct. Refer to floor plan.
- b. Living Room/Dining Area
 - i. Remove carpet, repair and refinish floor. Spec. 16.G
 - ii. Replace 5 electrical outlets. Spec. 18.B
- c. Kitchen
 - i. 13'8" WIDE X 9'5"
 - ii. Replace approximately 20' of wood base cabinet. Spec. 15.A
 - iii. Replace approximately 20' of countertop with backsplash. Spec. 15.B
- d. Bathroom 1
 - i. Remove sink base cabinet. Do not damage ceramic tiles.
 - ii. Paint windows, doors and all trim. Spec. 16.E. and F.
 - iii. Mount grab bars around toilet per ANSI A117.1
- e. Bathroom 2
 - i. 8'6" WIDE X 6'3" DEEP

- ii. Install new vinyl floor covering with trim
 - iii. Replace 48" mirror above vanity with lights. Spec. 15.F. Install with reflective edge at 39"
- f. Bedroom 1
 - i. 13'7" WIDE X 17'5" DEEP
 - ii. Install new gypsum wallboard ceiling. Spec. 12.F
 - iii. Paint walls and ceiling include closet. Spec. 16.D.(2)
- g. Bedroom 2
 - i. 12'6" WIDE X 13'5" DEEP
 - ii. Replace light fixture and wall switch. Spec. 18.D and E
 - iii. Remove carpet, repair and refinish floor. Spec. 16.G
- h. Bedroom 3
 - i. 11'6" WIDE X 12'5" DEEP
 - ii. Remove carpet, repair and refinish floor. Spec. 16.G
 - iii. Replace 4 electrical outlets. Spec. 18.B

Rehabilitation Work Summary Example

Please organize and summarize the anticipated expenses for the projected work based on estimates, market knowledge, and recent bids.

Work to Be Done	Estimate / Bid
Foundation Stabilization	\$35,000.00
Site Drainage	\$14,000.00
Mold Remediation	\$23,000.00
Demolition	\$16,000.00
Paint, Drywall Patching	\$12,000.00
Upgrade Electrical	\$20,000.00
Add ramps, repair deck	\$24,000.00
New Roof and Gutters	\$28,000.00
New Flooring	\$18,000.00
Add more as needed	Group by building system or by contractor/work type