

APPENDIX H

Example of Property Condition Assessment & Detailed Work Write-Up

Reference ASTM E2018-15 for methods and procedures for the property condition assessment.

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

Assessment Date:	
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Property Owner's Name:
Address/City:

No. of Bldgs.	No. of Units/Beds	Gross Bldg. Sq. Ft.	No. of Elevators	Parcel Size	Year Built

Facade:	
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Roof System:	
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Foundation:	
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Heating System:	
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Hot Water System:	
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Electrical Wiring Type:	
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Plumbing Supply Type:	
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Plumbing Drain Type:	
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Fire Suppression System:	
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Parking Area:	
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Total Parking Spaces:		ADA Parking Spaces:	
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Property Condition Assessment Summary: Summarize the deficiencies identified using the SHD Property Inspection Form (<i>box expands as text is entered</i>).

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