

# **ASTM E 2018-08 Standard for Property Condition Assessment of Commercial, Institutional and Multi-family Properties**

**Cover Letter and Report Reviewer's Signature**

**Table of Contents**

- 1. Executive Summary**
  - 1.1 General Description**
  - 1.2 General Physical Condition**
  - 1.3 Opinions of Probable Costs**
  - 1.4 Deviations from the Guide**
  - 1.5 Recommendations**
- 2. Purpose and Scope**
- 3. System Description and Observations**
  - 3.1 Overall General Description**
  - 3.2 Site**
    - 3.2.1 Topography**
    - 3.2.2 Storm Water Drainage**
    - 3.2.3 Access and Egress**
    - 3.2.4 Paving, Parking, Curbing**
    - 3.2.5 Flatwork, walkways, equipment pads, patios**
    - 3.2.6 Landscaping and Appurtenances**
    - 3.2.7 Recreational Facilities**
    - 3.2.8 Utilities: Water, Electricity, Natural Gas, Sanitary Sewer, Storm Sewer, Emergency Generator, Special Utility Systems**
  - 3.3 Structural Frame and Building Envelope**
    - 3.3.1 Foundation**
    - 3.3.2 Building Frame**
    - 3.3.3 Facades or Curtainwall**
      - 3.3.3.1 Cladding**
      - 3.3.3.2 Windows and Doors**
      - 3.3.3.3 Parapets**
    - 3.3.4 Roofing**
  - 3.4 Mechanical and Electrical System**
    - 3.4.1 Plumbing (Piping, hot water and fixtures)**
    - 3.4.2 HVAC (heating and cooling equipment and ventilation)**
    - 3.4.3 Electrical Systems (Service, Metering and Switchgear)**
  - 3.5 Vertical Transportation (Elevators and Escalators)**
  - 3.6 Life Safety/Fire Protection (Sprinklers, Alarm systems, Security, Suppression)**
  - 3.7 Interior Elements - Common and Tenant (Finishes, Equipment, Fixtures)**
- 4. Additional Considerations (Microbial Growth, ADA (handicap accessibility), etc)**
- 5. Document Review and Interviews**
- 6. Opinions of Probable Cost to Remedy Physical Deficiencies**
- 7. Out of Scope Considerations**
- 8. Qualifications**
- 9. Limiting Conditions**
- 10. Exhibits, Appendices, Photo Logs, etc**

*(Note that the precise outline can vary for the "full monty" depending on the client need and provider preference but the content cannot)*