

Property Condition Assessment



OFFICE

Inspection Date:

00/00/2021

Prepared For:

Report Number:

Prepared By:

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1.0 Summary

This is a typical office building which has been well maintained.

The priority items should be to have the EIFS siding inspected and asphalt paving repairs.

Most systems were found to be in satisfactory condition.

No major structural deficiencies were noted.

The electrical system was generally found to be in satisfactory condition.

No major electrical deficiencies were noted.

The heating systems are in serviceable repair.

The air-conditioning systems are in serviceable repair.

The plumbing system was generally found to be in satisfactory condition.

The sloped roofing system is in satisfactory condition, for the most part.

Repairs are required to several flashing details.

The exterior walls were found to be in fair condition.

The windows and doors were found to be in fair condition.

The asphalt paving is in serviceable repair, for the most part.

Localized repairs would be desirable.

DEVIATION FROM ASTM STANDARD

The assessment performed deviated from the ASTM Standard in the following respects:

- A review of the fire protection systems was not undertaken.
- An inquiry into outstanding building code and fire code violations, as well as whether an occupancy permit was issued for the building was not carried out.

SUMMARY OF REPAIRS

1.1 SUMMARY OF NECESSARY REPAIRS

The following table summarizes the recommendations made in this report that are of an immediate, necessary nature.

Recommendations	Report Reference	Budget Cost (2022 Dollars)
Service heating equipment.	5.2.5	\$1,000 - \$2,000
Service air conditioning equipment.	6.2.7	\$1,000 - \$2,000
Repair gutter system.	9.2.6	\$1,000 - \$2,000
Repair EIFS siding.	11.2.2	\$3,000 - \$4,000

Re-caulk windows and expansion joints.	11.2.8	\$1,000 - \$2,000
Paint and repair wood windows.	11.2.9	\$1,000 - \$2,000
Deck repairs and paint	11.2.19	\$3,000 - \$4,000
Mud jacking of walkways at west side.	11.2.16	\$1,000 - \$2,000
Asphalt paving repairs.	11.2.17	\$3,000 - \$4,000
Crawlspace improvements	12.2.1	\$1,000 - \$2,000

1.2 SUMMARY OF SHORT-TERM REPAIRS

The following table summarizes the recommendations made in this report that should be addressed within the next 2 years.

Recommendations	Report Reference	Budget Cost (2022 Dollars)
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1.3 SUMMARY OF UNPREDICTABLE REPAIRS

The following table summarizes the recommendations made in this report that are unpredictable by nature, but may require addressing within the next few years.

Recommendations	Report Reference	Budget Cost (2022 Dollars)
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* The timing for replacement of this component is unpredictable. Statistically, it has reached the end of its life expectancy at this time.

2.0 Introduction

As per the request of (Client Name) representing (Company) and in accordance with our proposal dated 00/00/2021, a visual inspection was performed of the property. Our inspection was limited to identify the existing conditions of the following readily visible building components:

- Structure
- Heating System
- Plumbing System
- Ventilation System
- Insulation
- Electrical System
- Air-conditioning System
- Roofing System
- Exterior Components
- Interior Components

This assessment meets or exceeds the ASTM standard for Property Condition Assessments.

This report provides recommendations, preliminary cost estimates and priorities for:

- remedying major deficiencies,
- updating ageing major components, and
- undertaking further detailed investigations.

The recommendations are for remedial actions that are considered to be beyond the normal maintenance of the building. Costs are provided for recommendations expected to exceed \$3,000. The costs are only intended to provide an order of magnitude. Contractors should be contacted for exact quotations.

This report is intended for the exclusive use of our client. Use of the information contained within the report by any other party is not intended and, therefore, we accept no responsibility for such use.

This report is a professional opinion, based on the accessible features of the building. We evaluated the current physical condition. We did not perform a design analysis. We visually reviewed the performance, looking for evidence of distress. It should be understood that there are limitations to such an inspection. Throughout any inspection, inferences are often drawn which cannot be confirmed by direct observation. Therefore, it should be understood that we can reduce the number of unforeseen repairs; however, we cannot eliminate them. Consequently, no guarantee or warranty can be offered or implied.

Only the items specifically addressed in this report were examined. No comment is offered on fire protection equipment or on fire regulation, building code and building bylaw compliance, or environmental concerns.

BUILDING DESCRIPTION

This is a one-story office structure covering approximately 5,525 square feet (very rough estimate).

The visible evidence suggests that the building was constructed in the 1990's and remodeled in 2014.

For the purpose of this report, the front of the building is considered to be facing east.

PLANS

No plans or drawings were available at the time of this inspection.

No inquiries have been made to the local building or fire departments. It is the buyers due diligence to check for code violations.

3.0 Structure

3.1 DESCRIPTION

GENERAL

There is a small basement below the south west corner of the building.

There is a crawlspace below the rest of the building.

FOUNDATIONS/WALLS

The concrete-block foundations support wood frame exterior walls.

FLOORS

The floor joists are wood.

ROOF

The wood roof deck is supported by open web wood trusses.

3.2 OBSERVATIONS AND DISCUSSION

FOUNDATION/WALL

3.2.1 No major structural defects were noted.

3.3 RECOMMENDATIONS, COSTS, AND PRIORITIES

Recommendations		Costs	Time Frame
	No repairs needed		

3.4 LIMITATIONS

The examination of the structural components was visual only; a design review was not undertaken.

Since access to the crawlspace is limited, a full investigation was not possible here.

The evaluation of the building's structure was limited because of the exterior finishes.

The evaluation of the building's structure was limited because of the interior finishes.

4.0 Electrical

4.1 DESCRIPTION

SERVICE

The electrical service to the building is underground.

The building is equipped with a 400 amp, 480-volt, three-phase, three-wire electrical service.

This capacity was determined by the rating of the main disconnect switch.

The main service is divided into the following areas:

Location	Amperage
May's Insurance	100 amps
Merrill Lynch	200 amps
Common	100 amps

Each sub-service is individually metered.

PANELS

The distribution panels employ circuit breakers.

WIRING

The wiring examined is a combination of copper and aluminum.

4.2 OBSERVATIONS AND DISCUSSION

SERVICE ADEQUACY

- 4.2.1 While detailed load calculations were not performed, no problems are suspected with the service capacity.
- 4.2.2 This service should be adequate for the present usage.
- 4.2.3 However, the current occupants indicated that no power interruptions have been encountered.

DISTRIBUTION EQUIPMENT

- 4.2.4 The distribution equipment is well arranged.
- 4.2.5 No deficiencies were noted.

BRANCH WIRING

- 4.2.6 Representative samples of accessible wiring were examined and electrical switches were spot tested in the areas inspected.
- 4.2.7 All switches tested operated satisfactorily.
- 4.2.8 No major deficiencies were noted.

GROUNDING

- 4.2.9 Because of interior finishes, it could not be verified that the electrical system is properly grounded.

4.3 RECOMMENDATIONS, COSTS, AND PRIORITIES

Recommendations		Costs	Time Frame
	No repairs are needed.		

4.4 LIMITATIONS

This was a visual review only. No load calculations or equipment testing was undertaken.

5.0 Heating

5.1 DESCRIPTION

FORCED AIR SYSTEM

The building is heated by 4 gas-fired, high-efficiency furnaces with a total output of 400,000 BTUs per hour (total).

There are 2 gas meters at the building.

5.2 OBSERVATIONS AND DISCUSSION

CAPACITY

- 5.2.1 While detailed heat loss calculations were not performed, no problems are suspected with heating capacity.

LIFE EXPECTANCY

- 5.2.2 These units are approximately 6 to 7 years old.
- 5.2.3 The life expectancies for high-efficiency furnaces are not yet well defined. Problems relating to premature failure resulting from corrosion have been encountered with many makes 15 to 20 years is what you can expect.

OPERATING STATUS

- 5.2.4 Since the heating systems had been shut down for the summer, they were not observed in operation.
- 5.2.5 The heating units require servicing.
- 5.2.6 No major deficiencies were noted.

HEAT DISTRIBUTION

- 5.2.7 The heat distribution appears adequate.

5.3 RECOMMENDATIONS, COSTS, AND PRIORITIES

Recommendations		Costs	Time Frame
5.3.5	Service heating equipment.	\$1,000 - \$2,000	Immediate

5.4 LIMITATIONS

This was a visual review only. No load calculations or equipment testing was undertaken. Since the air-conditioning components were operating at the time of this inspection, the rooftop units were not observed in the heating mode.

6.0 Air Conditioning

6.1 DESCRIPTION

CENTRAL AIR CONDITIONING

The building is air-conditioned by 4 air-cooled, split systems.

The total available cooling capacity for the building is 12 tons.

The air is distributed through the same air handling equipment previously mentioned in the Heating section.

REFRIGERANT

The refrigerant used in the air conditioning systems was identified as A410A.

6.2 OBSERVATIONS AND DISCUSSION

CAPACITY

- 6.2.1 While detailed heat gain calculations were not performed, no problems are suspected with cooling capacity.

LIFE EXPECTANCY

- 6.2.2 These units are approximately 7 years old.
- 6.2.3 The air-conditioning compressor normally determines the life expectancy of this equipment.
- 6.2.4 Air-conditioning compressors have an average life span of 20 years.
- 6.2.5 All compressors were found to be original.

OPERATING STATUS

- 6.2.6 The air-conditioning equipment was operating at the time of this inspection.
- 6.2.7 The AC units require servicing.

6.3 RECOMMENDATIONS, COSTS, AND PRIORITIES

Recommendations		Costs	Time Frame
6.3.7	Service air conditioning equipment.	\$1,000 - \$2,000	Immediate

6.4 LIMITATIONS

This was a visual review only. No load calculations or equipment testing was undertaken.

7.0 Ventilation

7.1 DESCRIPTION

The washrooms are ventilated by individual exhaust fan units.
Operable windows ventilate the offices.

7.2 OBSERVATIONS AND DISCUSSION

MAKEUP AIR

7.2.1 The amount of fresh air available to the offices appears adequate.

7.3 RECOMMENDATIONS, COSTS, AND PRIORITIES

Recommendations		Costs	Time Frame
	No repairs are needed		

7.4 LIMITATIONS

8.0 Plumbing

8.1 DESCRIPTION

SUPPLY

There is a $\frac{3}{4}$ -inch-diameter, copper, domestic water supply line to the building.

The main shutoff valve is located in the basement.

There is a single water meter for the building.

All supply plumbing examined is copper.

WASTE

The visible waste piping is a combination of ABS plastic and PVC plastic.

DOMESTIC WATER HEATING

There is a 6-gallon, electric domestic water heater in May's insurance.

There is a 6-gallon, electric domestic water heater in Merrill Lynch.

Washrooms are located in each unit.

There is a sump pump located in the basement.

8.2 OBSERVATIONS AND DISCUSSION

SUPPLY

8.2.1 Adequate water pressure appears to be available.

8.2.2 No active leaks were noted in the supply plumbing pipes.

WASTE

8.2.3 No active leaks were noted in the waste piping system.

SUMP PUMP

8.2.4 The sump pump operated properly when tested.

DOMESTIC WATER HEATING

8.2.5 The domestic water heaters are approximately 7 years old.

8.2.6 While it is impossible to predict with certainty when a domestic water heater will fail, these units typically last 15 years.

FIXTURES

8.2.7 The plumbing fixtures that were tested operated satisfactorily.

8.3 RECOMMENDATIONS, COSTS, AND PRIORITIES

Recommendations		Costs	Time Frame
	No repairs needed at this time.		

8.4 LIMITATIONS

The evaluation of the well and submersible pump is beyond the scope of this assessment.

The evaluation of the septic system is beyond the scope of this assessment.

The water quality was not tested. The local health unit should be contacted for advice in this regard.

9.0 Roofing

9.1 DESCRIPTION

SLOPED

The sloped roof is covered with asphalt shingles.

ROOF DRAINAGE

The roof drainage is via aluminum gutters and downspouts.

9.2 OBSERVATIONS AND DISCUSSION

ASPHALT SHINGLES

- 9.2.1 The asphalt-shingle roof covering is considered to be in satisfactory condition.
- 9.2.2 The shingles are estimated to be 7 years old.
- 9.2.3 The normal life expectancy for this type of roof covering is approximately 30 years or more.

ROOF FLASHINGS

- 9.2.4 The roof flashings are in satisfactory condition.

DRAINAGE

- 9.2.5 The aluminum gutters and downspouts are in satisfactory condition.
- 9.2.6 Some gutter cleaning is necessary.
 - Downspouts should discharge water at least six feet from the building, where practical.
 - Downspouts should not discharge onto the roof system. They should discharge into the gutter below.

9.3 RECOMMENDATIONS, COSTS, AND PRIORITIES

Recommendations		Costs	Time Frame
9.3.6	Repair gutter system.	\$1,000 - \$2,000	Immediate

9.4 LIMITATIONS

10.0 Interior

10.1 DESCRIPTION

The office ceiling finishes consist of hanging tile.

The office wall finishes consist of sheetrock.

The office floor coverings consist of carpet and tile.

10.2 OBSERVATIONS AND DISCUSSION

10.2.1 Since interior components are subjective to some degree, our comments here will be general, except where functional concerns are noted.

10.2.2 Walls are relatively plumb; doorjambs are square and floors are reasonably level.

10.2.3 On the whole, the interior finishes are in serviceable repair.

BASEMENT LEAKAGE

10.2.4 Evidence of minor moisture seepage was noted in some areas of the basement.

10.2.5 No serious structural damage has occurred.

10.2.6 The most common source of basement moisture problems is surface water from rain and/or melting snow. Control of this will minimize, although not always eliminate, water in the basement. Ground around the building should be sloped to promote natural drainage of surface water away from the walls. A grade of one inch per foot for at least the first six feet is recommended, where practical. The grading is discussed later in the report.

10.2.7 The roof drainage system (discussed earlier in the report) must also perform properly to minimize basement moisture.

10.3 RECOMMENDATIONS, COSTS, AND PRIORITIES

Recommendations		Costs	Time Frame
	No repairs needed		

10.4 LIMITATIONS

Moisture problems in basements can develop as a result of clogged or damaged perimeter foundation drainage tiles. There is, of course, no way to predict this during a visual examination.

11.0 Exterior

11.1 DESCRIPTION

WALLS

The exterior walls are clad with EIFS siding.

DOORS

The front entrance doors are aluminum-framed, double-glazed units.

The exit doors are steel units.

WINDOWS

The windows are wood-framed, double-glazed units.

The operable windows are casement type.

SIDEWALK

There is a poured-concrete sidewalk at the east and south sides.

ASPHALT PAVING

There is asphalt paving on the east and south sides.

There is a pond at the west side of the building.

11.2 OBSERVATIONS AND DISCUSSION

WALLS

- 11.2.1 The EIFS cladding is in fair repair.
- 11.2.2 The EIFS cladding requires repair. There are cracks and stains in the EIFS siding. In EIFS systems the water barrier is the outside cover on traditional siding like masonry, wood and metal sidings the water barrier or drainage field is behind the siding. So, it is paramount that the exterior finish of the EIFS be water tight.

PERSONNEL DOORS

- 11.2.3 The entrance doors are in satisfactory condition.
- 11.2.4 All doors that were tested operated properly.

WINDOWS

- 11.2.5 The windows are in satisfactory condition, for the most part.
- 11.2.6 All windows that were tested operated properly.
- 11.2.7 Some windows have been replaced.
- 11.2.8 The caulking around the windows is deteriorated and should be renewed.
- 11.2.9 The wood trim around the windows requires repainting.
- 11.2.10 Evidence of condensation was noted on some windows. Reduced humidity levels will help to minimize this.

GRADING

- 11.2.11 The grading is considered to be satisfactory in most areas.

BASEMENT WALKOUT

- 11.2.12 The exterior basement stairwell is considered to be serviceable.
- 11.2.13 A drain is missing and should be provided.
- 11.2.14 A hand rail is missing and should be provided.

SIDEWALK

- 11.2.15 The poured-concrete sidewalks are in serviceable repair.
- 11.2.16 The sidewalk in its present state is considered a trip hazard.

ASPHALT

- 11.2.17 The asphalt paving is in mild disrepair but considered serviceable.
 - The large cracks in the asphalt should be sealed with an asphalt slurry.

PORCH/DECK

- 11.2.18 The rear deck is in mild disrepair but considered serviceable.
 - Exterior wood should be kept six inches above the earth, where practical. The deck needs paint or stain to protect wood surfaces.

11.3 RECOMMENDATIONS, COSTS, AND PRIORITIES

Recommendations		Costs	Time Frame
11.3.2	Repair EIFS siding.	\$3,000 - \$4,000	Immediate
11.3.8	Re-caulk windows and expansion joints.	\$1,000 - \$2,000	Immediate
11.3.9	Paint and repair wood windows.	\$1,000 - \$2,000	Immediate
11.3.19	Deck repairs and paint	\$3,000 - \$4,000	Immediate
11.3.16	Mud jacking of walkways at west side.	\$1,000 - \$2,000	Immediate
11.3.17	Asphalt paving repairs.	\$3,000 - \$4,000	Immediate

11.4 LIMITATIONS

12.0 Insulation

12.1 DESCRIPTION

CRAWL SPACE

The crawlspace is not insulated.

WALLS

The presence of insulation in the exterior walls could not be verified. It is quite possible that little or no insulation is present.

ATTIC

Fiberglass insulation, valued at approximately R- 19-38, was noted in the attic.

VENTILATION

The attic is ventilated by roof vents and soffit vents.

12.2 OBSERVATIONS AND DISCUSSION

CRAWL SPACE

- 12.2.1 The crawlspace is not vented to the building exterior. This may allow excessive moisture build-up and damage the building structure.

ATTIC

- 12.2.2 The amount of attic insulation is consistent with modern standards.
12.2.3 The insulation is somewhat uneven and should be rearranged.

VENTILATION

- 12.2.4 Attic ventilation is considered adequate.

FLOOR

- 12.2.5 Even when properly insulated, the floor above an unheated space is often cooler than the remainder of the building.

12.3 RECOMMENDATIONS, COSTS, AND PRIORITIES

Recommendations		Costs	Time Frame
12.3.1	Crawlspace improvements	\$1,000 - \$2,000	Immediate

12.4 LIMITATIONS

The determination of the presence of urea formaldehyde foam insulation (UFFI) is beyond the scope of this assessment.

13.0 Closing Comments

This report provides you with an overview of the condition of the major components in the building. Should you have any questions, please do not hesitate to contact us.

Please find photographs documenting several conditions noted in Appendix A.

Appendix A: Photographs



North building elevation



South building elevation



East building elevation



West building elevation



General roof area- north looking south



General roof area- nail heads need to be caulked



General roof area- roof vents



General roof area- dormer



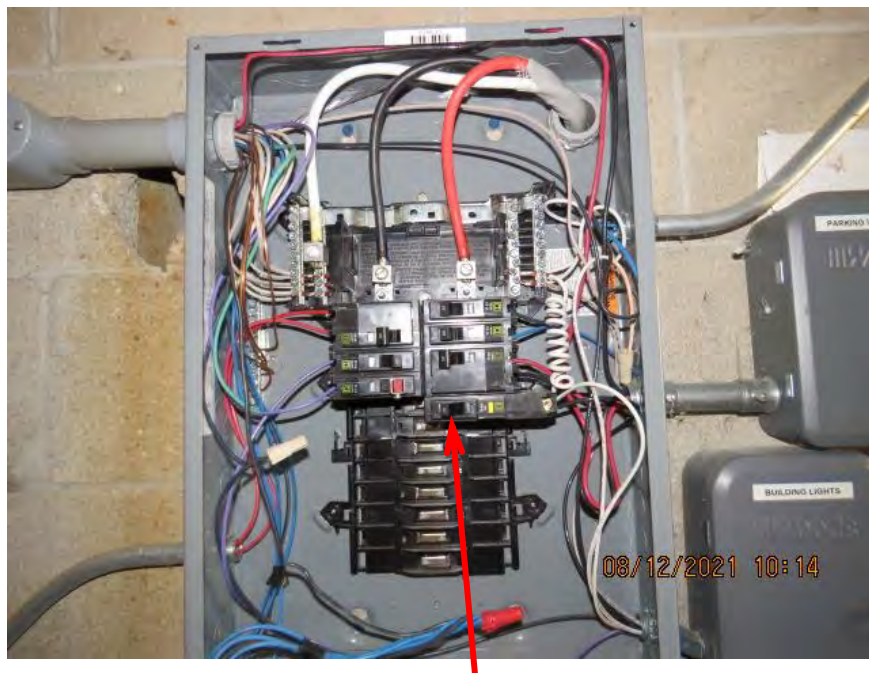
General roof area- south looking north



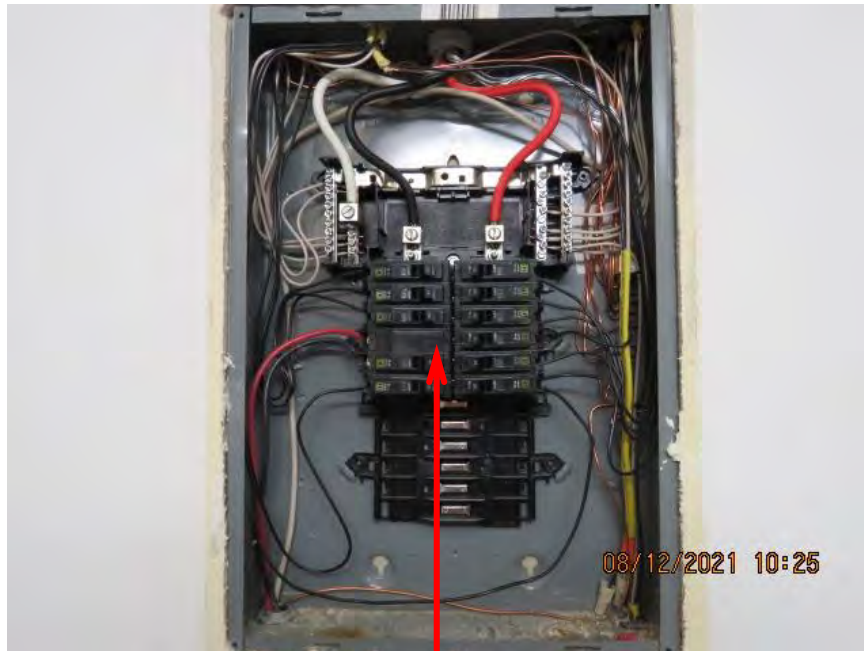
Main domestic water service entrance



Main electrical service equipment 400 amp



Main electrical service equipment- House panel



Main electrical service equipment- 100-amp panel Unit B



Main electrical service equipment- 200-amp panel Unit A



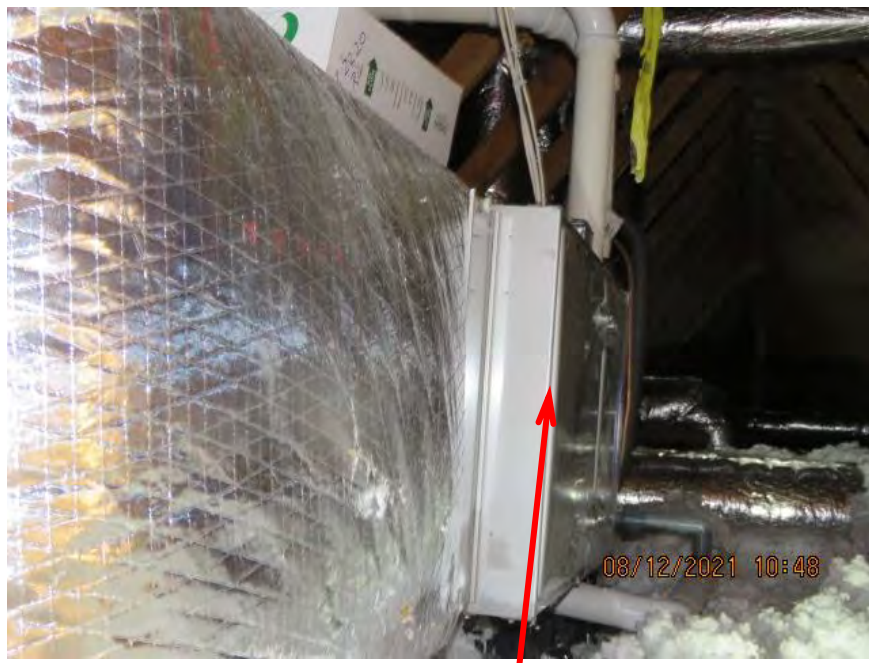
Main heating equipment- unit B 2014 100,000 BTU



Main heating equipment- unit A #1 100,000 BTU 2014



Main heating equipment- unit A #2 100,000 BTU 2014



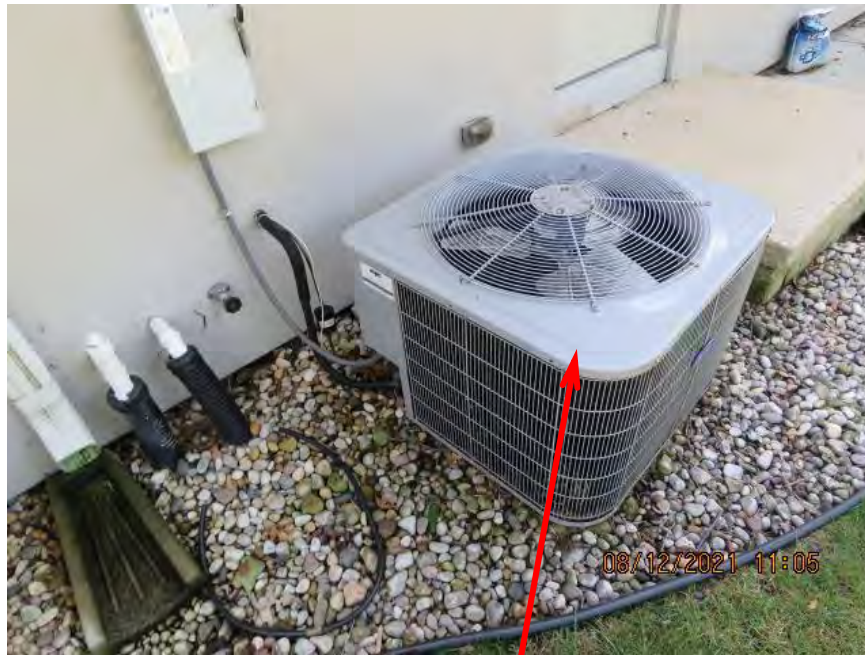
Main heating equipment- unit A #3 100,000 BTU 2014



Main air conditioning equipment- unit A # 1 2014 3 ton



Main air conditioning equipment- unit A # 2 2014 3 ton



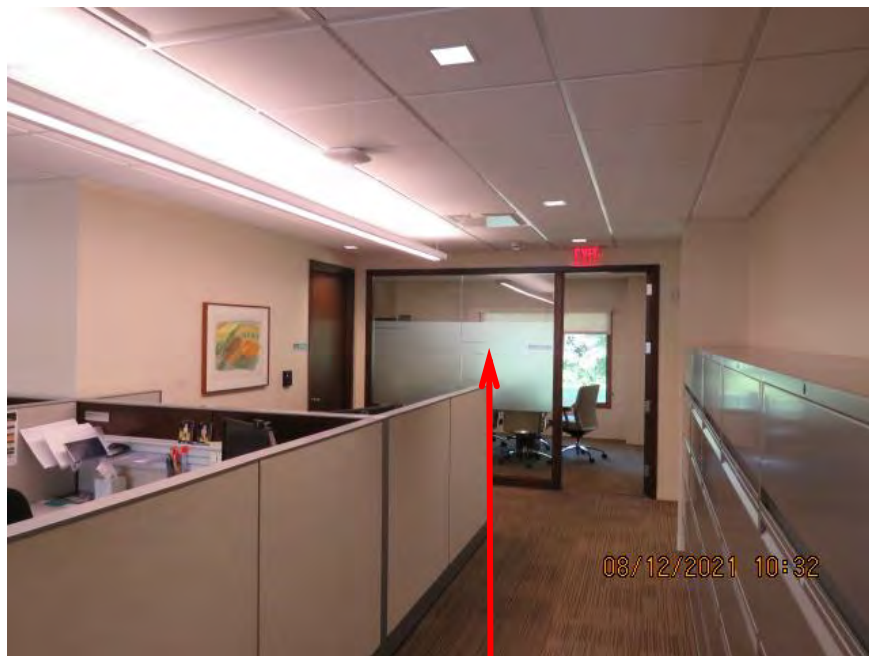
Main air conditioning equipment- unit A # 3 2014 3 ton



Main air conditioning equipment- unit B # 1 2014 3 ton



Typical building interior- unit B



Typical building interior- unit A



Typical building interior- crawlspace



Typical building interior- stain on structural framing due to poor crawlspace ventilation



Building parking area- east lot



Building parking area- cracks in the asphalt need to be sealed



Building parking area- cracks in the asphalt need to be sealed



Building parking area- cracks in the asphalt need to be sealed



Windows need repair



Deck needs repair



EIFS sides needs repair- wood surfaces need repair



EIFS sides needs repair



EIFS sides needs repair



North patio- trip hazard