

Inspection Support Services Inc.

ISS-PD 201 Commercial Inspections (PCA)

OVERVIEW

This course requires approximately 20 hours of training that focuses on Commercial Property Condition Assessments. The ASTM E-2018 will be the prime focus for the standards. It provides guidelines for performing a baseline (PCA) commercial property condition assessments and completing a (PCR) property condition report.

Home Inspectors hold a broad diversity of opinion and knowledge on “building inspection”. Commercial buildings present a unique set of challenges. Home Inspectors that are considering a move into this market must first be acquainted with the skills and experience required to succeed by truly understand commercial construction. Nonetheless commercial buildings are complex structures comprised of a wide variety of materials and building systems. If you learn how these buildings are constructed it makes the inspection process much easier.

The (PCA) property condition assessment is to observe and report, to the extent feasible, on the physical condition of the subject property and consists of:

- 1) Document review, interview of maintenance staff, vendors and local building departments.
- 2) Conduct walk-through surveys.
- 3) Preparation of opinions and probable costs to remedy physical deficiencies.
- 4) Property condition report (PCR) per ASTM standards.

In our studies we will take a look at two standards, one by the NRC (National Research Council of Canada, and the ASTM version (American Society for Testing Materials) – Standard e2018.

The purpose of ASTM E2018 guide is to define good practices for conducting baseline property condition assessments with the goal being able to identify and communicate physical deficiencies to the user (client) via a Property Condition Assessment (PCA) and Property Condition Report (PCR). The field assessment is referred to as the PCA and the written report of observations, conclusions and recommendations is referred to as the PCR. The PCA and PCR provides a good starting point for property due diligence. More so, one needs to beware of and apply appropriate due diligence beyond what the ASTM calls for. The ASTM standard is a minimum standard or baseline just like the typical building codes and excludes many conditions and has many **exceptions**.

Participants are cautioned to be aware that there are varying levels of property condition assessment and due diligence that can be exercised that are more comprehensive than what can be offered by this session, and that may be more appropriate to meet the objectives of the user.

Likewise users need to consider their specific requirements, the purpose that the PCA is to serve, and their risk tolerance level before selecting the consultant and the level of due diligence to be exercised by the consultant. The user should also review or establish the qualifications, or both, of the proposed field observer and PCR reviewer prior to engagement.

MATERIALS

Most professionally trained inspectors choose to follow ASTM E2018 Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process, which offers guidelines for performing an overview examination of a structure.

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- ASTM Standard & NRC – BCA Assessment documents not supplied (purchase)
<http://www.astm.org/Standards/E2018.htm>
- PowerPoint presentations - supplied by instructors
- Electronic downloads - from ISS Website (password protected)

TRAINING SCHEDULE

Generally this training comprises of 20 hours of classes. A proctored exam is offered at the end of the training to provide an evaluation assessment of the participant's competency in this subject matter of property condition assessments.

Interactivity between the student and the course provider is made by the opportunity to correspond with the instructor via email. To ask questions at any time prior to, during or after the taking the course, the student can the course instructor via

TOPICS COVERED

Overview Commercial Building Systems & ASTM Standard & NRC - BCA

- **Building Systems** – What do you need to know?
- **ASTM Standard E2018**
- **NRC – Building Condition Assessments**
- **Sample Quiz Questions**

Sample Buildings & Case Studies

OUTCOMES & REVIEW

Upon completion the participant should be able to:

- Understand the procedures and techniques required to conduct a baseline PCA (commercial inspection) that meets ASTM Standard E2018
- Become familiar with the NRC – Protocols for Building Condition Assessments
- Identify typical building systems in commercial building types.
- Prepare typical scope and documentation proposals (PCR) for commercial inspection clients
- Use correct terminology specific to commercial inspections
- Recognize and report common “defects”.

The student agrees not to duplicate or distribute any part of this copyrighted work or provide other parties with the answers or copies of the assessments that are part of this course.

COURSE FACILITATORS

- Harry Janssen, ACI, CES, NHI, RBT, Retired-RHI
- Claude Lawrenson, ACI, NHI, Retired-RHI, RSW, B. Ed.
- Ron Nokes, CET, CIAQT, CRT, RHI

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COURSE OUTLINE (Approximate time frames)

Course Overview & Intro (90 - minutes)

1. Scope (60)
 2. Terminology (60)
 3. Significance & Use (60)
 4. User's Responsibilities (30)
 5. Property Condition Assessments (90)
 6. Consultant (60)
 7. Document Review & Interviews (60)
 8. Walk-Through Survey & Building Systems (120)
 9. Opinions of Probable Costs to Remedy Physical Deficiencies (60)
 10. Property Condition Report (90)
 11. Out of Scope Considerations (45)
 1. Keywords
 - A1. Specific Property Types (45)
 - X1. Guidance and Enhanced Due Diligence Services (45)
 - X2. (ADA - ODA) Accessibility Survey (60)
 - X3. (Note – not covered in this course – applies to American FHA Projects)
- Sample Reports (60)
- Q & A Review (60)

COURSE EXAM (Not mandatory – participants may opt for continuing education credits only, versus a full course completion certificate)

Duration (120 maximum – 2 hours)

Details

- Class participation - mandatory
- Successful completion (70% or better grade) of online 50-question quiz. – For full 20 hour continuing education credit

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