

# SAMPLE REPORT

## EXISTING CONDITIONS (DILAPIDATION) REPORT- Residential

[Place for photo of façade of building]

**Job Number:** 212 ----

**Address:** No Street  
Suburb

**Property Owner:** Mr

**For:** Mr

**Date of Inspection:**

**BSS Inspector:** Graham Reid

**Occupant providing:**

**access on day:** Mr.

**Weather Conditions:** Fine

**Front of building  
assumed to face:** East



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**WINNER 1991**  
Australian Institute of Building  
Professional Excellence Award

*BSS donates 1% of its  
annual profit to  
Royal Children's Hospital,  
Melbourne.*

Inspection and Reporting Brief

Provide an Existing Conditions report on part of the above property and in particular to note damage, cracking defects or disrepair (both internal and external) existing prior to commencement of adjoining works.

Existing Conditions

A listing of defects has been prepared and is provided in the attached Schedule:-

Existing Conditions Survey  
*No Street Suburb*

Conditions

The general scope and conditions of the report are contained in Appendix A.

Access

The following areas were not able to be fully accessed or accessed at all:-

- Items of stored goods, furniture, construction materials etc. obscured some internal areas.
- No access was made to any sub-floor area or roof space.
- Roof viewed from ground level only.

Photographs

A series of photographs was taken of the defects and these are referred to directly in the Schedule. Photographs are collated at the end of the report, after Appendix C.

Assistance in reading reports

Some guidance is provided in Appendix B to assist the reader in understanding and reading reports.

Consent to access property

Consent to access the property was obtained from the Owner/Occupier.

Summary

The subject building is a single storey, single fronted, Victorian era house. It is currently under renovations where the back of the house will be demolished and rebuilt. The front section of the house, consisting of the front two bedrooms and the front and rear hallway, is being retained. These sections of the building are solid brick. The rear section is a mixture of brick and timber construction. The report advises minor cracking to internal plaster walls and evidence of rising damp in one section of the rear hallway.

.....  
(Signature)

**BSS DESIGN GROUP PTY. LTD.**

.....  
(Name)

Date of report:.

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**SCHEDULE - EXISTING CONDITIONS SURVEY**  
*No Street Suburb*

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**1.01 SCHEDULE OF DEFECTS**

<b>INTERIOR</b>		
<b>Photo No.</b>	<b>Photo Location and Direction</b>	<b>Comment</b>
<b>P108 0356</b>	Front hallway – view to cornice on north wall at approx. centre of wall.	Cracking in recess of cornice extends full extent of north wall and part west wall. Approx. 1mm. Cracking through cornice and across ceiling extends across full width of hallway and through south cornice. Crack also extends approx. 1metre down north wall and approx. 300mm down south wall. There are two other similar cracks through the ceiling and cornice to this ceiling.
<b>P108 0357</b>	Front hallway – view to east wall above top left corner of doorway highlight.	Crack extends from architrave up wall to underside of cornice. Approx. 1mm maximum.
<b>P108 0358</b>	Front hallway – view to east wall top right hand corner of doorway highlight.	Separation at architrave mitre. Approx. 1mm maximum. Note similar separation occurs to top left hand corner of architrave.
<b>P108 0359</b>	Front hallway – view to north wall.	Skirting has been removed from wall. Note this applies to all skirtings in the front and rear sections of the hall and the front bedroom.
<b>P108 0360</b>	Front hallway – view to archway at western end of front hall.	Crack through head of arch extends across plaster wall to north wall on both sides of arch. Approx. 1mm maximum.
<b>P108 0361</b>	Front hallway – view to south wall top left hand corner of door to front bedroom.	Crack extending vertically up wall from architrave approx. 400mm where the crack splits into two other cracks extending to within 200mm of cornice. Approx. 1mm maximum. Note architraves at top left hand corner of door have separation crack. Approx. 1mm maximum.
<b>P108 0362</b>	Rear hallway – view to ceiling at north west corner.	Crack through corner of ceiling and at ceiling/cornice junction extending full width across western end of hall and ¾ of the length of the north wall. Approx. 1-2mm.
<b>P108 0363</b>	Rear hallway – view to west wall above door head.	Crack in plaster commencing approx. 100mm above centre of door head and extending at approx. 45° to north west corner finishing approx. 300mm below cornice level. 1mm maximum.

<b>INTERIOR</b>		
<b>Photo No.</b>	<b>Photo Location and Direction</b>	<b>Comment</b>
<b>P108 0365</b>	Rear hallway – view to south west corner approx. 600mm above floor level.	Water damage to plaster on south wall extending approx. 400mm from corner and on west wall extending across to door architrave.
<b>P108 0366</b>	Rear hallway – view to south wall on right hand side of door to Bedroom Two.	Water damage at approx. 600mm above floor level extending over an area approx. 600mm x 400mm.
<b>P108 0367</b>	Rear hallway – view to top right hand corner of door to Bedroom Two.	Hairline crack extending from corner of architrave at approx. 45° and extending for approx. 400mm.
<b>P108 0368</b>	Rear hallway – view to south wall between door to Bedroom Two and south west corner.	A number of hairline cracks occur in this area of wall extending from approx. 1600mm above floor up to within 300mm of cornice. 1mm maximum.
<b>P108 0369</b>	Front bedroom – view to cornice at approx. centre of north wall.	Hairline crack through cornice and extending approx. 1metre into ceiling heading towards east wall.
<b>P108 0370</b>	Front bedroom – view to cornice near south corner of chimney.	Crack through cornice and extending across ceiling to south wall. Hairline.
<b>P108 0371</b>	Front bedroom – view to fireplace.	General damage and cracking to plaster at southern end and in approx. centre of fireplace.
<b>P108 0372</b>	Front bedroom – view to top right hand corner of doorway.	Separation at architrave mitre. Approx. 1mm maximum. Crack in plaster wall extending from corner of architraves approx. 400mm up wall. Approx. 1mm maximum.
<b>P108 0373</b>	Front bedroom – view to north west corner.	One flooring board removed.
<b>P108 0374</b>	Bedroom Two – view to ceiling at north west corner of fireplace.	Crack in ceiling extending from cornice to ceiling access hole. Approx. 1mm maximum.
<b>P108 0375</b>	Bedroom Two – view to fireplace.	Work on replastering under way.
<b>P108 0376</b>	Bedroom Two – view to north wall left of light switch and power points.	Damage to plaster.

<b>EXTERIOR</b>		
<b>Photo No.</b>	<b>Photo Location and Direction</b>	<b>Comment</b>
<b>P108 0377</b>	East elevation and surrounds – view to left hand side of front window.	Separation between window frame and brickwork. Approx. 4mm maximum. Note similar separation occurs around full perimeter of window frame.
<b>P108 0378</b>	East elevation and surrounds – view to brickwork above head of gate on north side of house.	Crack across full width of brickwork above head of gate and to right hand end of wall. Approx. 8mm maximum.
<b>P108 0379</b> <b>P108 0380</b>	North elevation and surrounds – view to junction between brick and timber sections of house.	Note this junction occurs at the western end of the rear hallway which is being retained. The timber section is to be demolished to the rear of the house.
<b>P108 0381</b>	General view of north elevation.	No comments.
<b>P108 0382</b>	South elevation and surrounds – general view of south elevation.	Note boundary fence of timber frame and corrugated iron sheeting is in generally poor condition.
<b>P108 0383</b> <b>P108 0384</b>	South elevation and surrounds - General views of junction between second bedroom and rear of house.	No comments.

## 1.02 OTHER MATTERS

In relation to other matters discussed in consultancy brief, we advise as follows:-

### □ Construction Details

- Footing type: Bluestone on strip footings.
- Stumps (if any): Not accessed.
- External cladding: Primarily brickwork
- Internal lining: Primarily plaster
- Window Frames: Timber
- Roof cladding: Corrugated iron.
- Floor: Timber
- Any renovations underway? Yes – throughout.

□ Fences Paling, corrugated iron and brick.

□ Driveway: Not applicable.

□ Property is: Not occupied.

□ Property is currently used as: Not applicable.

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## APPENDIX A: BUILDING INSPECTION REPORT CONDITIONS - GENERAL

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**1. Weather Conditions**

The building has been inspected on the date and in the prevailing weather and environmental conditions specified in this report.

**2. Client Brief**

The report describes the condition of those elements of the property described in the client brief (see Inspection and Reporting Brief), and lists faults then visible.

**3. Report Exclusions:**

- (a) faults in inaccessible parts of the building,
- (b) faults not apparent on visual inspection,
- (c) faults apparent only in different weather or environmental conditions,
- (d) faults resulting from different uses of the building,
- (e) minor faults (eg. very fine hairline cracks, jamming windows, etc.).
- (f) faults outside the scope of the client brief.

**4. Unless Otherwise Specified:**

- (a) no soil, etc., has been excavated nor has any investigation of sub ground drainage been made,
- (b) no plants or trees have been removed,
- (c) no fixtures, fittings, cladding or lining materials have been removed,
- (d) no items of furniture or chattels have been moved,
- (e) no enquiries of Councils or other Authorities or persons have been made for the purposes of inspecting the building and providing this report
- (f) no access has been made to the roof, roof space, or sub-floor.

**5. Sole Use of Client**

The report is provided solely for the use of the persons named on the face of this report and no responsibility to other persons is accepted.

**6. Insect Attack, Asbestos and Soil Contamination**

No special investigation of insect attack (eg. borer, termite, etc.) asbestos or soil contamination has been made and any reference to these has been based on a casual visual inspection.

**7. Frame Inspection**

Unless our engagement is a specific inspection at the Frame Stage, then the frame has NOT been inspected.

**8. Report Reproduction**

If this report is reproduced, it must be done in full.

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## APPENDIX B: GUIDE TO READING REPORTS

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The following is provided for your assistance in reading reports...

### Cardinal directions used

For the sake of clarity and ease of reference, the front of the subject building is assumed to face one of the cardinal points, North, or South, or East or West (rather than for instance north east, or north, north west). This assumed direction is given on the front page.

### Room and external elevation condition

Reports list all rooms and external elevations (front elevation etc.). Where the room/elevation is defective, defects are listed for the room or elevation. If the report advises 'no comment' against a room or elevation this indicates no defects were found and the room/elevation is considered in excellent condition.

### Terminology

Much of this report entails reference to cracking or separation. Cracks or separation gaps between elements, in the main, are not consistent in shape, size or form and in this report a maximum width is often provided, together with other information to describe the crack (diagonal, stepped, random, crazing, in corner, etc) or where the separation is (which elements the separation is between eg between cornice and wall (cornice/wall, cornice/ceiling, etc). Most of these terms are self explanatory but crazing is a form of multiple usually fine cracks in a random pattern, covering an area of walling or ceiling. Below 1mm cracks are usually described as "less than 1mm" or "hairline". Below 1mm and particularly hairline cracks are visible to the consultant under the light conditions existing at the time of inspection but not necessarily picked up in photos provided. Greater crack widths will usually be visible in photos. Sometimes cracks are described as intermittent indicating they are not continuous. Evidence of previous or present leaks is described but this evidence may not be visible in photos, particularly if in ceilings. Some surface ridges such as from patched cracking from previous movement, and the like may not be visible in photos or the photo may only show the location of such aspects. The text needs to be read in conjunction with photos. Occasionally no photo is taken but the defect is described (eg door will not close, or floor squeaking, floor obviously slopes or the same defect occurs in more than one location).

### Scale of subjects in photos

In some photos cracks are located by reference to some fixed object such as the floor, ceiling, window head or rail, sill, door head and the like; where practicable a scale measure is shown in the photo where a fixed object giving scale is not visible. Where relevant an object is added into the photo (such as a pencil or biro) to give scale. Where used, a fine scale gives indication of distance down (such as down from cornice underside or square set cornice) and a coarse scale showing centimetre blocks (surveying staff) gives an indication of distance up (up from floor, ground, pavement, etc). In others a fixed object (such as cornice, tile grout joint, skirting, architrave, brick etc.) included in the photo naturally provides scale. In most instances the text provides important information such as location, approximate maximum crack or separation width, termination point, shape, characteristic (eg stepped, forked) etc. which helps to provide detail, assistance in understanding scale and clarity.

### Photo number sequence

Photo quality is checked by the inspector while on site. Sometimes photos are deleted with the reasons being that very occasionally a photo is found to be badly blurred, very overexposed, underexposed, taken without a flash or is a duplicate. The next photo taken addresses any problem or burring, exposure etc. The cameras used by BSS do not however delete the photo *number* of any deleted photo and the photo sequence in the report may therefore show an occasional gap (eg P123 0415, P123 0417 (with the deleted photo being P123 0416 in this example)). Deleting a photo does not affect the scope of the inspection or detail provided in the report.

### Photo labelling

The caption to photos provides:

- A unique photo number
- Date and time photo was taken.

## Selection of Photos from Sample Existing Conditions Report



P1080361  
13/03/2008 9:18:42 AM



P1080362  
13/03/2008 9:21:42 AM



P1080363  
13/03/2008 9:23:40 AM



P1080365  
13/03/2008 9:27:36 AM



P1080366  
13/03/2008 9:29:54 AM



P1080367  
13/03/2008 9:33:42 AM