

**Appendix A – Scope of Inspection**  
**Baseline Property Condition Assessment (PCA)**  
**ASTM E2018-24**

**1. Purpose and Scope**

*(ASTM E2018-24 Section 1)*

This Appendix defines the **minimum required scope of work** for completion of a **Baseline Property Condition Assessment (PCA)** of a commercial property.

The PCA is intended to identify and communicate **material physical deficiencies** affecting the **primary improvements** of the subject property, based on observable conditions and information that is reasonably ascertainable at the time of inspection.

**2. Referenced Standard and Standard of Care**

*(ASTM E2018-24 Sections 1.1, 1.6)*

The inspection and reporting shall be conducted **in general accordance with ASTM E2018-24 – Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process**.

ASTM E2018-24 establishes the **baseline standard of care** for the PCA.

This Appendix organizes and summarizes those requirements for contractual clarity.

**2.1 Relationship to ASTM E2018-24 (Summary and Precedence Clause)**

This Appendix is intended as a **plain-language summary and organizational framework** of the requirements of ASTM E2018-24 for ease of reference within this Contract.

This Appendix **does not replace, amend, or expand** ASTM E2018-24.

In the event of any **conflict, inconsistency, or ambiguity** between this Appendix and ASTM E2018-24, **ASTM E2018-24 shall govern and take precedence**.

**3. Definitions**

*(ASTM E2018-24 Section 3)*

All defined terms used in this Appendix shall have the meanings assigned to them in **ASTM E2018-24**.

**4. Significance and Use of the PCA**

*(ASTM E2018-24 Section 4)*

A Property Condition Assessment is a **limited, non-intrusive, visual evaluation** intended to provide a general understanding of the physical condition of a property.

The PCA:

- Is **not technically exhaustive**
- Does not eliminate uncertainty
- Does not identify every condition that may exist
- Does not guarantee future performance or service life
- Does not determine regulatory or code compliance

**5. User Responsibilities**

*(ASTM E2018-24 Section 5)*

The User shall:

- Identify PCA objectives and any scope modifications
- Designate a knowledgeable Point of Contact
- Provide timely, safe, and supervised access to the property (including roofs where practicable)

- Provide relevant documents, records, and contacts
  - Disclose known deficiencies, prior PCAs, studies, and pending repair proposals
- Any limitations on access or information shall be disclosed in the PCR.

## **6. Consultant Responsibilities**

*(ASTM E2018-24 Section 6)*

The Consultant shall:

- Perform the PCA in general accordance with ASTM E2018-24
- Exercise reasonable professional judgment consistent with a baseline PCA
- Identify material physical deficiencies
- Disclose assumptions, limitations, and deviations
- Prepare the Property Condition Report (PCR)

## **7. Walk-Through Survey**

*(ASTM E2018-24 Section 7)*

The Consultant shall conduct a **walk-through survey** of the subject property.

Observations shall be limited to conditions that are:

- Readily accessible
- Easily visible
- Safely observable at the time of inspection

The Consultant is not required to perform dismantling, testing, measurements, calculations, probing, or intrusive investigation.

### **7.3 Representative Observations**

*(ASTM E2018-24 Section 7.3)*

The Consultant is **not required to observe every identical system or component**.

Representative observations of repetitive systems, components, areas, or buildings are permitted, and findings may be reasonably extrapolated to similar conditions.

Where multiple buildings exist, all **primary improvements** shall be addressed within a **single PCR**.

## **8. Records Review and Interviews**

*(ASTM E2018-24 Section 8)*

Where information is **reasonably ascertainable**, the Consultant shall solicit and review:

- Certificates of Occupancy
- Recorded material building or fire code violations
- As-built drawings (for reference only)
- Maintenance records, warranties, and repair history
- Prior Property Condition Assessment reports

Interviews may be conducted with owners, managers, or maintenance personnel.

Information provided by others may be relied upon but is **not independently verified**.

## **9. Property Description and Physical Observations**

*(ASTM E2018-24 Section 9)*

During the walk-through survey, the Consultant shall observe **material building systems and components** of the primary improvements, where present and accessible.

### **9.4.1 Site Improvements**

- Site layout and general topography
- Surface drainage and stormwater features
- Ingress, egress, and access drives

- Parking, paving, curbs, sidewalks, and flatwork
- Loading docks and service areas
- Landscaping and site appurtenances
- Special or unusual site utility systems

#### **9.4.2 Structural Frame and Substructure**

- Foundations, slabs, crawlspaces, and basements where accessible
- Structural framing supporting floors and roofs
- Columns, beams, and load-bearing walls
- Identification of structural system type  
(No engineering analysis required.)

#### **9.4.3 Roofing Systems**

- Roof coverings and membranes
- Flashings, penetrations, and rooftop equipment
- Roof drainage systems
- Evidence of leakage, ponding, or deterioration

#### **9.4.4 Exterior Walls and Building Envelope**

- Exterior wall systems and cladding
- Windows, glazing, curtain walls, and exterior doors
- Sealants, expansion joints, exterior finishes
- Exterior stairs, balconies, canopies, and guardrails

#### **9.4.5 Plumbing Systems**

- Domestic water supply and distribution
- Sanitary and storm drainage
- Plumbing fixtures
- Domestic hot water systems
- Special or unusual plumbing systems

#### **9.4.6 Heating Systems**

- Heat-generating equipment and distribution systems
- Apparent age, condition, and maintenance level
- Identification of non-operational systems

#### **9.4.7 Air Conditioning and Ventilation Systems**

- Cooling equipment
- Ventilation and air distribution systems
- Exhaust and make-up air systems
- Apparent age, condition, and maintenance level

#### **9.4.8 Electrical Systems**

- Electrical service and distribution equipment
- Switchgear, panels, transformers, disconnects
- Emergency power systems, where present
- Interior and exterior lighting

#### **9.4.9 Vertical Transportation**

- Elevators and escalators (visible components only)
- Reported maintenance arrangements, if provided

#### **9.4.10 Life Safety and Fire Protection Systems**

- Fire alarm systems
- Fire suppression systems (sprinklers and standpipes)
- Fire extinguishers and emergency lighting
- Available inspection or testing records

#### **9.4.11 Interior Elements**

- Representative common areas and typical interior spaces

- Corridors, lobbies, stairwells, and washrooms
- Interior finishes and partitions
- Building amenities and support spaces

## **10. Opinions of Cost**

*(ASTM E2018-24 Section 10)*

The Consultant shall prepare **order-of-magnitude opinions of cost** for the suggested remedy of identified **material physical deficiencies**.

Costs shall:

- Be budgetary and construction-related only
- Be provided by line item where practicable
- Exclude routine maintenance and de minimis items
- Be categorized as Immediate, Short-Term, and Long-Term (if included)
- Include costs for additional study where further investigation is required

## **11. Property Condition Report (PCR)**

*(ASTM E2018-24 Section 12)*

The Consultant shall prepare a written Property Condition Report that includes:

- ASTM-compliant Executive Summary
- Property description and use
- Scope and methodology
- Areas surveyed and not surveyed
- Observed systems and components
- Material physical deficiencies and suggested remedies
- Opinions of cost
- Photographic documentation
- Limitations, assumptions, and deviations
- Identification and qualifications of the Field Observer and PCR Reviewer

## **12. Exclusions and Out-of-Scope Considerations**

*(ASTM E2018-24 Sections 1.3, 4.3, 12)*

The PCA does **not include**:

- Technically exhaustive evaluations
- Engineering or architectural services
- Code or regulatory compliance verification
- Environmental or hazardous materials assessments
- Accessibility compliance evaluations
- Testing, measurements, or intrusive investigations
- Concealed or latent conditions
- Warranties or guarantees

## **13. Use of the Report**

*(ASTM E2018-24 Section 12.8)*

The PCA and PCR are prepared for the **exclusive use of the contracting authority**, unless otherwise agreed in writing.