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Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process¹

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1. Scope*

1.1 *Purpose*—The purpose of this guide is to provide a framework for conducting a *property condition assessment* (PCA) of the *primary improvements* at *commercial real estate* properties by performing a *walk-through survey* and conducting research as outlined within this guide.

1.1.1 *Physical Deficiencies*—The goal of the *baseline* process for *property condition assessments* is to identify and communicate *material physical deficiencies* to a *user*.

1.1.2 *Walk-Through Survey*—This guide outlines procedures for conducting a *walk-through survey* to identify *physical deficiencies*, and recommends various *building systems* and *building components* that should be *observed* by the *field observer*.

1.1.3 *Document Reviews and Interviews*—The scope of this guide includes document reviews, research, and *interviews* to augment the *walk-through survey* to assist with understanding the *subject property* and identification of *physical deficiencies*.

1.1.4 *Property Condition Report*—The work product resulting from completing a PCA in accordance with this guide is a *property condition report* (PCR). The PCR incorporates the information obtained during the Walk-Through Survey, the Document Review and Interviews sections of this guide and includes *opinions of costs* for *suggested remedies* of *observed physical deficiencies*.

1.2 *Objectives*—Objectives in the development of this guide are to: (1) provide a framework for conducting a *property condition assessment* (PCA) of the *primary improvements* located on a parcel of *commercial real estate*; (2) facilitate consistent and pertinent content in PCRs; (3) develop pragmatic and reasonable recommendations and expectations for site *observations*, document reviews and research associated with conducting PCAs and preparing PCRs; (4) establish reasonable expectations for PCRs; (5) assist in developing an industry standard of care for appropriate *baseline observations* and research; and (6) recommend protocols for the *consultants* for communicating *observations*, opinions, and recommendations in a manner meaningful to the *user*.

1.3 *Out of Scope Considerations and Excluded Activities*—The use of this guide is strictly limited to the scope set forth herein. Section ~~H12~~ and **Appendix XI** of this guide identify, for informational purposes, certain considerations and physical conditions that may exist on the *subject property*, and certain activities or procedures (not an all-inclusive list) that are beyond the scope of this guide but may warrant consideration by parties to a *commercial real estate transaction* to enhance the PCA. *Users* should work with a knowledgeable *consultant* to identify additional considerations and concerns to be evaluated. The decision to inquire into out-of-scope considerations or extend the assessment to include excluded activities is to be made by the *user*. No assessment of out-of-scope considerations is required for a PCA to be conducted in conformance with this guide.

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*A Summary of Changes section appears at the end of this standard

1.4 *Organization of This guide*—This guide consists of several sections, an Annex and two (2) Appendixes. Section 1 is the Scope. Section 23 on Terminology contains definitions of terms both unique to this guide and not unique to this guide, and acronyms. Section 34 sets out the Significance and Use of this guide, and Section 45 describes the User’s Responsibilities. Sections 56 through 1011 provide guidelines for the main body of the PCR, including the scope of the *walk-through survey*, preparation of the *opinions of costs* to address *physical deficiencies*, and preparation of the PCR. Section 112 provides additional information regarding out-of-scope considerations, activities, and procedures (see section 1.3). **Annex A1** provides guidance relating to specific asset types that are considered as integral to this guide. **Appendix X1** describes additional concerns a *user* may consider in modification of the scope of the PCR. **Appendix X2** and **Appendix X3** outline an approach to limited accessibility screenings.

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1.5 *Multiple Buildings*—If the *subject property* is comprised of multiple buildings, it is the intent of this guide that all of the *primary improvements* are discussed in one PCR.

~~1.6 *Safety Concerns*—This guide does not purport to address all safety concerns, if any, associated with the *walk-through survey*. It is the responsibility of the *consultant* using this guide to establish appropriate safety and health protocols when conducting a PCA.~~

1.6 This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.

1.7 This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.

2. Referenced Documents

2.1 ASTM Standards:²

- [E1527 Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process](#)
- [E1528 Practice for Limited Environmental Due Diligence: Transaction Screen Process](#)
- [E2026 Guide for Seismic Risk Assessment of Buildings](#)
- [E2557 Practice for Probable Maximum Loss \(PML\) Evaluations for Earthquake Due-Diligence Assessments](#)
- [E2797 Practice for Building Energy Performance Assessment for a Building Involved in a Real Estate Transaction](#)
- [E3026 Guide for Readily Observable Moisture Affected Materials and Conditions Conducive to Elevated Moisture in Commercial Buildings: Limited Moisture Assessment Process](#)
- [E3224 Guide for Building Energy Performance and Improvement Evaluation in the Assessment of Property Condition](#)

2.2 Other Publications:

- [Fair Housing Act³](#)
- [The Fair Housing Act Design Manual⁴](#)
- [28 CFR Part 36 Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities⁵](#)
- [ADA Accessibility Guidelines \(ADAAG\)⁶](#)
- [ADA Standards for Accessible Design⁷](#)

3. Terminology

3.1 This section provides definitions, descriptions of terms, and a list of acronyms, where applicable, for the words used in this guide. The terms are an integral part of the guide and are critical to an understanding of this guide and its use.

3.2 Definitions:

3.2.1 *actual knowledge, n*—information that is possessed by an individual, as distinguished from information that is suspected, or would have been expected to be known.

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

³ Department of Justice/Civil Rights Division, <https://www.justice.gov/crt/fair-housing-act-1>.

⁴ <https://www.hudexchange.info/resource/5933/fair-housing-act-design-manual/>

⁵ Available from U.S. Government Publishing Office (GPO), 732 N. Capitol St., NW, Washington, DC 20401, <http://www.gpo.gov>.

⁶ <https://www.access-board.gov/ada/>

⁷ <https://www.ada.gov/law-and-regs/design-standards/>

3.2.2 *appropriate inquiry, n*—a request for information conducted by verbal, or written, or electronic request including a good-faith effort conducted by the *consultant* to obtain the information considering the time constraints to prepare and deliver the PCR.

3.2.3 *architect, n*—designation reserved by law for a person professionally qualified, examined, and registered by the appropriate governmental board having jurisdiction, to perform *architecture*.

3.2.4 *architecture, n*—professional services conducted by an *architect*.

3.2.5 *base building, n*—the core (common areas) and shell of the building and its systems that typically are not subject to improvements to suit tenant requirements.

3.2.6 *baseline, n*—the minimum level of *observations, due diligence, inquiry/research, documentation review, and opinions of costs* to remedy *material physical deficiencies* recommended to satisfy the intent of this guide.

3.2.7 *building codes, n*—rules and regulations adopted by the governmental authority having jurisdiction that govern the design, construction, alteration, and repair of *commercial real estate*.

3.2.8 *building component(s), n*—a portion of a *building system*, piece of equipment, or building element.

3.2.9 *building department records, n*—those records of the local government agency in which the *subject property* is located related to permission of the local government to construct, alter, or demolish improvements on the *subject property*.

3.2.10 *building envelope, n*—the outer elements of a building, both above and below ground, that divide the external from the internal environments; commonly included are exterior walls, windows, doors, roofs, and subfloors.

3.2.11 *building system(s), n*—interacting or independent *building components* or assemblies, that form integrated units that comprise a building and its site work, such as, pavement and flatwork, *structural frame*, roofing, exterior walls, plumbing, HVAC, electrical, etc.

3.2.12 *commercial real estate, n*—improved real property, except a dwelling or property with four or less dwelling units exclusively for residential use; including, but is not limited to, improved real property used for industrial, retail, office, hospitality, agriculture, other commercial, medical, or educational purposes; property used for residential purposes that has more than four residential dwelling units; and property with four or less dwelling units for residential use when it has a commercial function, as in the operation of such dwellings for profit.

3.2.13 *commercial real estate transaction, n*—a transfer of title to or possession of improved real property or receipt of a security interest in improved real property, except that it does not include the transfer of title to or possession of improved real property with respect to an individual dwelling or building containing four or less dwelling units.

3.2.14 *consultant, n*—the entity or individual that is contracted by a *user* and responsible for completion of the tasks outlined in this guide.

3.2.15 *dangerous conditions, n*—conditions that may pose a threat or possible injury to the *field observer*, and that may require the use of special protective clothing, safety equipment, access equipment, or any other precautionary measures.

3.2.16 *de minimis, n*—any consideration, finding or condition that, in the sole opinion of the *consultant*, does not represent an imminent threat of physical harm to occupants, and (1) can be remedied through *routine maintenance* or (2) where the cost of corrective action is expected to be below the agreed reporting threshold.

3.2.17 *deferred maintenance, n*—*physical deficiencies* that could have been remedied with *routine maintenance* or similar action.

3.2.18 *dismantling*, *n*—to take apart, move, or remove any component, device, or piece of equipment that is bolted, screwed, held in-place (mechanically or by gravity), secured, or fastened by other means.

3.2.19 *due diligence*, *n*—the process of inquiring into the characteristics of *commercial real estate*, usually in connection with a *commercial real estate transaction*.

3.2.19.1 *Discussion*—

The degree and type of the assessment may vary for different properties, different *user* purposes, and time allotted.

3.2.20 *easily visible*, *adj*—describes items, components, and systems that are conspicuous, patent, and that may be *observed* during the *walk-through survey* without: intrusion, relocation or removal of materials, exploratory probing, or use of special equipment or protective clothing.

3.2.21 *effective age*, *n*—an opinion representing the difference of the *expected useful life* and the *remaining useful life*.

3.2.21.1 *Discussion*—

The opinion of *effective age* may be more or less than the actual age and can vary significantly based upon maintenance history, location, weather conditions, and other factors.

3.2.22 *engineer*, *n*—designation reserved by law for a person professionally qualified, examined, and licensed by the appropriate authority having jurisdiction to perform *engineering* services.

3.2.23 *engineering*, *n*—analysis or design work conducted by an *engineer*.

3.2.24 *expected useful life (EUL)*, *n*—the average amount of time in years that a *building system* or *building component* is estimated to function without *material* repair when installed new and appropriate maintenance is performed.

3.2.25 *field observer*, *n*—the individual that conducts the *walk-through survey*.

3.2.26 *fire department records*, *n*—records maintained by or in the possession of the local fire department having jurisdiction over the *subject property*.

<https://standards.iteh.ai/catalog/standards/astm/513b1b9b-921e-45c3-9ca0-069f521f3b65/astm-e2018-24>

3.2.27 *guide*, *n*—a series of options and instructions that do not recommend a specific course of action.

3.2.28 *immediate costs*, *n*—*opinions of costs* to correct *physical deficiencies* that require immediate action as a result of any of the following: (1) conditions that the *consultant* concludes represent an imminent life-safety issue, (2) conditions that if left uncorrected would be expected to result in or contribute to *building system* or *building component* failure or result in a significant escalation of its remedial cost, or (3) recorded or reported violations of *building codes* or *fire codes*.

3.2.29 *interview(s)*, *n*—discussions with those knowledgeable about the *subject property*.

3.2.30 *long-term cost(s)*, *n*—*opinions of cost* for anticipated replacement of *building systems* and *building components* over an evaluation period defined by the *user*.

3.2.30.1 *Discussion*—

Long-term costs are generally based on the findings of the PCA and are frequently presented in tabular format. Unless expressly agreed between the *user* and *consultant*, *long-term costs* are not intended to represent enhancements or upgrades to the *subject property*. Refer to Section 910 for additional discussion of *opinions of cost*.

3.2.31 *material*, *adj*—that which is pertinent to the objectives of the assessment and which a reasonable observer would expect to influence the judgments and actions of any party to the assessment.

3.2.32 *observation*, *n*—the visual act of ~~survey~~ *observing* of *building systems* and *building components* that are readily accessible and easily ~~visible~~ *visible* during a ~~walk-through survey~~ of the *subject property*.

3.2.33 *observe, v*—to ~~conduct an~~ collect information observation by pursuant to this guide visual, auditory, and olfactory means while performing the PCA within the context of *easily visible* and *readily accessible*.

3.2.34 *obvious, adj*—that which is plain, evident; a condition *easily visible* or fact could not be ignored or overlooked by a reasonable observer.

3.2.35 *opinions of cost(s), n*—preliminary, order of magnitude, budgetary projection to assist the *user* in developing a general understanding of the *physical condition* of the *subject property*.

3.2.36 *owner, n*—the entity holding the title to the *commercial real estate*.

3.2.37 *owner's representative(s), n*—the person or entity authorized by, and acting on behalf of, the *owner* to provide information regarding and/or access to the *subject property*.

3.2.38 *PCR reviewer, n*—the individual that exercises responsible control over the *field observer* and reviews the PCR prior to delivery to the *user*.

3.2.39 *physical condition, n*—the physical state of a *subject property, building system* or *building component*.

3.2.39.1 *Discussion*—

Within the context of the assessment, the *consultant* may offer opinions of the *physical condition* of the *subject property*, or of *observed building systems* or *building components*. Such opinions commonly employ terms such as good, fair, and poor; though additional terms such as excellent, satisfactory, and unsatisfactory may also be used, provided that the utilized terms are defined within the PCR.

3.2.39.2 *good condition*—in working condition and does not require immediate or short term repairs above an agreed threshold as discussed in section ~~9.3.1~~^{10.3.1}.

3.2.39.3 *fair condition*—in working condition, but may require immediate or short term repairs above an agreed threshold.

3.2.39.4 *poor condition*—not in working condition or requires immediate or short term repairs substantially above an agreed threshold.

3.2.39.5 *Discussion*—

Where used to describe the physical condition of a *subject property, building system*, or *building component* the opinion is intended to reflect the predominant condition. For example, an air conditioning system may be in *good condition* despite a requirement to replace a limited number of units. Alternatively, a range of conditions may be described by combining terms such as “good to fair”, or “fair to poor.” Where conditions are not uniform, an explanation of the various disparate conditions shall be included in the report. Terms not defined above should be defined in the report or agreement for services.

3.2.40 *physical deficiency(ies), n*—*easily visible* defect or *deferred maintenance* of *material building systems* or *building components* as identified during completion of the PCA.

3.2.40.1 *Discussion*—

This definition specifically excludes conditions that are *de minimis* or may be remedied with *routine maintenance*, miscellaneous minor repairs, normal operating maintenance, or similar action, and excludes *de minimis* conditions.

3.2.41 *point of contact (POC)*—*owner, owner's representative*, or other person or persons identified to the *consultant* as knowledgeable about the physical characteristics, maintenance, and repair of the *subject property*.

3.2.42 *practically reviewable, adj*—describes information that is *readily available* and provided in a manner and form that, upon review, yields information relevant to the *subject property* without the need for significant analysis, measurements, or calculations.

3.2.43 *primary improvements, n*—the site work, structures, *building systems* and *building components* that are of fundamental importance with respect to the *subject property*; excluding ancillary buildings that provide support uses such as maintenance sheds, security booths, utility garages, pool filter and equipment buildings, and similar elements.

3.2.44 *property condition assessment (PCA), v*—the process by which a person or entity *observes* a *subject property*, conducts *interviews*, and reviews available documentation for the purpose of developing an opinion and preparing a PCR.

3.2.45 *property condition report (PCR), n*—a written report, prepared in accordance with the recommendations contained in this guide, documenting the observationsfindings and opinions developed during completion of the PCA.

3.2.46 *publicly available, adj*—describes information to which the source allows access to anyone upon request.

3.2.47 *readily accessible, adj*—describes areas of the *subject property* that are made available for *observation* by the *field observer* at the time of the *walk-through survey* and do not require the removal or relocation of materials, such as furniture, floor, wall, or ceiling coverings, equipment, or personal property.

3.2.48 *readily available, adj*—describes information that is easily and promptly provided to the *consultant* upon making a request through *appropriate inquiry* and without the need for researching archive files.

3.2.49 *reasonably ascertainable, adj*—information that is (1) *publicly available*, (2) obtainable from its source within reasonable time and cost constraints, and (3) is *practically reviewable*.

3.2.50 *remaining useful life (RUL), n*—a subjective opinion of the number of remaining years that an item, component, or system is estimated to be able to function in accordance with its intended purpose before warranting replacement.

3.2.50.1 *Discussion*—

An opinion of *remaining useful life* is affected by the initial quality of an item, component, or system, the quality of the initial installation, the quality and amount of preventive maintenance exercised, climatic conditions, extent of use, and other factors, and is not a guarantee of the remaining service life.

3.2.51 *representative observations, n*—the *survey* of a reasonable number of samples of repetitive systems, components, and areas, that is conducted by the *field observer* during the *walk-through survey*.

3.2.51.1 *Discussion*—

The concept of *representative observations* extends to all conditions, areas, buildings, *building systems* and *building components* to the extent that they are similar and representative of one another.

3.2.52 *routine maintenance, n*—an activity that can be conducted within the budget and skill set of typical maintenance staff and does not require specialized equipment, professional services, or contractors.

3.2.53 *short-term costs, n*—*opinions of costs* to remedy *physical deficiencies* that may not warrant immediate attention but require repairs or replacements that should be undertaken on a priority basis.

3.2.54 *shutdown, adj*—*building systems* or *building components* that are not operating at the time of the *walk-through survey*.

3.2.55 *site visit, n*—the visit to the *subject property* during which *observations* are made pursuant to the *walk-through survey* section of this guide.

3.2.56 *specialist(s), n*—individuals or entities with detailed, specialized knowledge and experience in the fields of *architecture* or *engineering*, or with the design, evaluation, operation, repair, or installation of any specific *building systems* or *building components*.

3.2.57 *structural frame, n*—the *building system* that supports the structural loads of a building.

3.2.58 *subject building(s), n*—referring to the primary building or buildings on the *subject property*, and that are within the scope of PCA.

3.2.59 *subject property, n*—the *commercial real estate* consisting of the site and *primary improvements* that are assessed in completion of the PCA.

3.2.60 *suggested remedy, n*—an opinion as to a course of action to remedy or repair an *observed* condition.

3.2.60.1 *Discussion*—

Such an opinion may also be to conduct further research or testing for the purposes of discovery to gain a better understanding of the cause or extent of a *physical deficiency* (whether *observed* or highly probable) and the appropriate remedial or reparatory response. A *suggested remedy* may be preliminary and does not preclude alternate methods or schemes that may be more appropriate to remedy the *observed* condition or that may be more commensurate with the *user's* requirements.

3.2.61 *survey(ed)*, *n*—*observations* made by the *field observer* during a *walk-through survey* to obtain information concerning the *readily accessible* and *easily visible building systems* and *building components*.

3.2.62 *technically exhaustive*, *adj*—describes the use of measurements, instruments, testing, calculations, exploratory probing or discovery, or other means to discover, or a combination thereof, or troubleshoot *physical deficiencies* or develop findings, conclusions, *suggested remedies*, or recommendations.

3.2.63 *timely access*, *n*—entry provided to the *field observer* at the time of the *site visit*.

3.2.64 *user*, *n*—the entity or individual that retains the *consultant* to complete the tasks outlined in this guide.

3.2.65 *walk-through survey*, *n*—nonintrusive *observations* of *readily accessible*, observable property improvements.

3.3 Abbreviations and Acronyms:

3.3.1 *ADA*, *n*—The Americans with Disabilities Act

3.3.2 *ASTM*, *n*—ASTM International

3.3.3 *BOMA*, *n*—Building Owners and Managers Association

3.3.4 *FEMA*, *n*—Federal Emergency Management Agency

3.3.5 *FHA*, *n*—Fair Housing Act

3.3.6 *HVAC*, *n*—Heating, Ventilating and Air Conditioning

4. Significance and Use

4.1 *Use*—This guide is intended to reflect a reasonable *baseline* process for the completion of PCAs for use on a voluntary basis. No implication is intended that use of this guide be required to have conducted a PCA in a commercially prudent and reasonable manner. The *baseline* process described in this guide is subject to a moderate level of uncertainty. Because the objectives, risk tolerance, schedule, and budget of *users* can be dramatically different there are varying levels of PCA and *due diligence* that can be exercised that are both more and less comprehensive than this guide that may be appropriate to meet the objectives of the *user*. In accordance with ASTM protocols, this guide does not recommend a specific course of action or scope of work. *Users* should consider their requirements, the purpose that the PCA is to serve, and their risk tolerance to refine the scope of assessment and *consultant* qualifications in order to establish appropriate objectives for the assessment.

4.2 Clarification of Use of Assessments:

4.2.1 *Specific Point in Time*—A *user* should only rely on the PCR for the point in time that the *observations* and research were conducted.

4.2.2 *Site-Specific*—The PCA prepared in accordance with this guide is site-specific in that it relates to the *physical condition* of *primary improvements* on a specific parcel of *commercial real estate*. Consequently, this guide does not address many additional issues in *commercial real estate transactions* such as economic obsolescence, the purchase of business entities, or *physical deficiencies* relating to off-site conditions.

4.2.3 *Specific Objectives*—PCAs are completed to address specific objectives identified to the *consultant* by the *user*. The *consultant* should be consulted prior to use of the PCA to address any other objective.

4.2.4 *Intended Users*—PCAs are typically completed for use by contracting parties. In some cases, the use of or reliance on reports may be extended to additional parties by mutual agreement of the contracting parties. Use of or reliance on PCAs by others may violate the rights of contracting parties and fail to satisfy the objectives of such unauthorized parties.

4.3 *Principles*—The following principles are an integral part of this guide. They are intended to be referred to in resolving ambiguity, or in exercising discretion accorded the *user* or *consultant* in conducting a PCA, or in judging whether a *user* or *consultant* has conducted *appropriate inquiry* or has otherwise conducted an adequate PCA.

4.3.1 *Uncertainty Not Eliminated*—No PCA can wholly eliminate the uncertainty regarding the presence of *physical deficiencies* and the performance of *building systems* or *building components*. Preparation of a PCR in accordance with this guide is intended to reduce, but not eliminate, the uncertainty regarding the potential for *building system* or *building component* failure and to reduce the potential that such *building system* or *building component* may not be initially *observed*. This guide also recognizes the inherent subjective nature of reported opinions as to such issues as workmanship, quality of original installation, and estimating the RUL of any given component or system. *Users* should work with their *consultant* to consider modifications to the scope of the PCA that may reduce uncertainties.

4.3.2 *Suggested Remedies*—The guide recognizes that a *suggested remedy* may be determined under time constraints, formed without the aid of *engineering* calculations, testing, exploratory probing, the removal or relocation of materials, design, or other *technically exhaustive* means. Furthermore, there may be other alternatives or more appropriate schemes or methods to remedy a *physical deficiency*. The *suggested remedies* are generally formed without detailed knowledge from those familiar with the historical or actual performance of the *building system* or *building component*.

4.3.3 *Not Technically Exhaustive*—The PCA is not intended to be construed as *technically exhaustive*. There is a point at which the cost of information obtained, or the time required to conduct the PCA and prepare the PCR, may outweigh the usefulness of the information and, in fact, may be a *material* detriment to the orderly and timely completion of a *commercial real estate transaction*. It is the intent of this guide to attempt to identify a balance between limiting the costs and time demands inherent in performing a PCA and reducing the uncertainty about unknown *physical deficiencies* resulting from completing additional inquiry.

4.3.4 *Representative Observations*—The purpose of conducting *representative observations* is to convey to the *user* the expected magnitude of commonly encountered or anticipated conditions. Recommended *representative observation* quantities for various asset types are provided in [Annex A1](#); however, if in the *consultant's* opinion, the recommended *representative observations* are unwarranted as a result of homogeneity of the asset or other reasons deemed appropriate, the *field observer* may survey sufficient units, areas, buildings, *building systems*, and *building components* so as to comment with reasonable confidence as to the representative presence of *physical deficiencies* at such repetitive or similar areas, *building systems*, and *building components*. If there is more than one building on the *subject property*, and they are homogeneous with respect to approximate age, use, basic design, materials, and systems, it is not a requirement of this guide for the *field observer* to *observe* the *building systems* and *building components* within each individual building to describe or comment on their condition within the PCR. The descriptions and *observations* provided in the PCR are to be construed as representative of all similar improvements.

4.3.4.1 *User-Mandated Representative Observations*—A *user* may mandate the *representative observations* required for a given *subject property* or a particular *building system* or *building component*. Such *representative observations* may be more or less detailed than this guide's recommended *representative observations* as provided in [Annex A1](#).

4.3.4.2 *Extrapolation of Findings*—*Consultant* may reasonably extrapolate *representative observations* and findings to all typical areas or systems of the *subject property* for the purposes of describing such conditions within the PCR and preparing the *opinions of costs* for *suggested remedies*.

4.3.5 *Level of Due Diligence is Variable*—Not every *subject property* will warrant the same level of assessment. The appropriate level of assessment is guided by the purpose the PCA is to serve; type of *subject property*; age of the improvements; expertise and risk tolerance of the *user*; and time available for preparing and reviewing the opinions contained in the PCR.

4.4 *Prior PCR Usage*—This guide recognizes that PCRs prepared in accordance with this guide may include information that subsequent *users* and *consultants* may want to use to avoid duplication and to reduce cost. Therefore, this guide includes procedures to assist *users* and *consultants* in determining the appropriateness of using such information. In addition to the specific procedures contained elsewhere in this guide, the following should be considered:

4.5 *Use of Prior PCR Information*—Information contained in prior *property condition reports* may be helpful to assist in understanding the *subject property* and planning the *walk-through survey* and research for the completion of a current PCR. Such information should serve only as an aid to a *consultant* in fulfilling the requirements of this guide and to assist the *field observer* in the *walk-through survey*, research, and the *field observer's* understanding of the *subject property*; and should be verified during the completion of a current assessment.

4.5.1 *Comparison with a Previously Prepared PCR*—Discrepancies between a PCR and a previously prepared PCR are not indicative that either PCR is deficient. *User* requirements and objectives, the purpose of the PCR, qualifications and experience of the assessment team, time available to complete the PCR, access to and availability of information, hindsight, new or additional information, enhanced visibility because of improved weather or site conditions, equipment not in a *shutdown* mode, specific *building systems* and *building components observed*, and other factors may significantly impact the findings and opinions of the PCR. It should not be concluded or assumed that a previous PCR was deficient because the previous PCA did not discover a certain *physical deficiency*, or because *opinions of costs* in the previous PCR are different. Because a PCR contains a representative indication of the condition of the *subject property* at the time of the *walk-through survey* and is dependent on the information available to the *consultant* at that time, the PCR should be evaluated on the reasonableness of judgments made at the time and under the circumstances in which they are made.

4.5.2 *Conducting Current Walk-Through Surveys*—At a minimum, for a PCR to be consistent with this guide, a new *walk-through survey*, *interviews*, and solicitation and review of building and *fire department records* for recorded *material violations* should be performed.

4.6 *Actual Knowledge Exception*—If the *user* or *consultant* conducting a PCA has *actual knowledge* that the information from a prior PCR is not accurate, or if it is *obvious* to the *field observer* that the information is not accurate, such information from a prior PCR should not be used.

4.7 *Contractual Issues*—This guide recognizes that contractual and legal obligations may exist between prior and subsequent *users* of PCRs, or between *users* and *consultants* who performed prior PCRs, or both. Consideration of such contractual obligations is beyond the scope of this guide. Furthermore, a subsequent *user* of a prior PCA should be apprised that the report may have been prepared for purposes other than the current desired purpose of the PCR and should determine the contractual purpose and scope of the prior PCA.

4.8 *Rules of Engagement*—The contractual and legal obligations between a *user* and *consultant* (and other parties, if any) are outside the scope of this guide. No specific legal relationship between the *user* and *consultant* was considered during the preparation of this guide.

5. User's Responsibilities

5.1 *Objectives and Scope of Assessment*—The *user* should identify the objectives of the PCA and work with the *consultant* to modify the scope of assessment to satisfy those objectives. In the absence of other notation in the PCR the objective should be assumed to be the identification of *physical deficiencies* to support continuation of the current use of the *subject property* without rehabilitation, change of use, or other modification.

5.2 *Point of Contact*—Prior to the start of work the *user* should identify a person with good knowledge of the physical characteristics, maintenance, and management of the *subject property* to arrange access and coordinate information to facilitate the PCR.

5.3 *Access*—*User* should arrange for the *field observer* to receive timely complete, supervised, and safe access to the *subject property* (including roofs). In addition, *timely access* to the *subject property's* POC, staff, vendors, and appropriate documents should be promptly provided by *owner*, *owner's representative* or made available by the *user*, or a combination thereof. In no event should the *field observer* seek access to any portion of the *subject property*, interview property management staff, vendors, or tenants, or review documents, if the *owner*, *user*, or occupant objects to such access or attempts to restrict the *field observer* from conducting any portion of the *walk-through survey*, research or *interviews*, or taking of photographs. Any conditions that significantly impede or restrict the *field observer's walk-through survey* or research, or the failure of the *owner* or occupant to provide access, information, or requested documentation should be communicated to the *user* in a timely manner. If such