

### Overview

This unit is about assessing the condition of property and recommending a condition survey process. You will need to select and evaluate relevant information methods and techniques for the condition survey process.

You will also need to recommend a condition survey process and present it to the client. You will then need to assess the opinions of other people included in the recommendation and agree and confirm the instructions for the condition survey before the work starts.

You will need to evaluate data to identify the purpose of the inspection. You will need to check and confirm that people affected by the condition inspection have given their permission. You will need to examine actual and potential causes of failure and identify parts of the property which do not conform to statutory requirements.

You will need to assemble and collate information on the condition survey. You will also need to select evaluation methods and techniques appropriate to the type of property. You will then need to select evidence for the assessment of condition, analyse evidence and information with causes of failure and deterioration identified.

## Performance criteria

*You must be able to:*

### Recommend and agree a condition survey process

- P1 collate available **information and documents** and identify the objectives and purpose of the **condition survey**
- P2 select valid, accurate and **relevant information** for the **condition survey** process
- P3 identify the levels and types of professional support which will be needed and brief advisers with clear and accurate summaries of the **information** available
- P4 select methods and techniques for the **condition survey** process which meet the requirements of relevant professional codes of practice
- P5 evaluate **relevant information** and advice and identify **significant factors** which may influence the **condition survey**
- P6 recommend a **condition survey** process which is justified by the evaluation, present it clearly and explain it to the client in a manner which promotes goodwill and trust
- P7 assess the validity of the opinions of other people which are included in the recommendation
- P8 agree and confirm the instructions and agreements for the **condition survey** before work starts

### Investigate property for condition

*You must be able to:*

- P9 evaluate available **information**, identify the purpose of the **inspection** and obtain the equipment and resources and specialist advice that will be needed
- P10 check and confirm, before starting the **condition inspection**, that people who will be affected have given their permission
- P11 take accurate observations and measurements which are necessary for the **condition inspection** and **record** them clearly, accurately and completely using agreed formats and **conventions**
- P12 identify gaps in information and obtain additional **information** needed about the property and its use
- P13 make further investigations when observations are inconsistent with existing **information** and expected findings, and accurately identify the cause of inconsistencies
- P14 examine actual and potential causes of **failure, deterioration and decay**
- P15 identify and **record** parts of the property which do not conform to statutory requirements and circulate the findings to people who have an interest

### Prepare and present condition survey reports and records

*You must be able to:*

- P16 assemble and collate **information** on the **condition survey**

## Performance criteria

- P17 select **evaluation methods and techniques** which are appropriate to the type of property and which meet the requirements of professional standards and codes of practice
- P18 select evidence for the assessment of condition which is accurate, complete and relevant to the requirements of the **condition survey** process
- P19 analyse all relevant evidence and **information** using appropriate **methods and techniques** and make a realistic assessment of condition to identify causes of failure, deterioration and decay
- P20 prepare a **condition survey report** which is accurate, complete, meets relevant codes of practice and standards, clearly specifies the level of condition, recommends any **necessary remedial work**, and is qualified by any **relevant factors**
- P21 explain clearly where and why accurate inspection and measurement has not been possible
- P22 answer the client's questions about the **condition survey** and give appropriate clarification
- P23 maintain records which are clear, accurate and complete and conform to accepted professional and statutory requirements

## Knowledge and understanding

*You need to know and understand:*

### Recommend and agree a condition survey process

- K1 how to collate available **information and documents** (application)
- K2 what to identify as the objectives and purpose of the **condition survey** (understanding)
- K3 how and why to select valid, accurate and **relevant information** for the **condition survey** process (evaluation)
- K4 what to identify as the levels and types of professional support which will be needed (understanding)
- K5 how to brief advisers with clear and accurate summaries of the **information** available (application)
- K6 how and why to select methods and techniques for the **condition survey** process which meet the requirements of relevant professional codes of practice (evaluation)
- K7 how and why to evaluate **relevant information** and advice (evaluation)
- K8 how and why to identify **significant factors** which may influence the **condition survey** (synthesis)
- K9 how and why to recommend a **condition survey** process (synthesis)
- K10 how to present and explain the **condition survey** process to the client (application)
- K11 how and why to assess the validity of the opinions of other people which are included in the recommendation (analysis)
- K12 how and why to agree the instructions and agreements for the **condition survey** before work starts (evaluation)
- K13 how to confirm the instructions and agreements for the **condition survey** before work starts (application)

### Investigate property for condition

*You need to know and understand:*

- K14 how and why to evaluate available **information** (evaluation)
- K15 what to identify as the purpose of the **inspection** (understanding)
- K16 how to obtain the equipment and resources and specialist advice that will be needed (application)
- K17 how to check and confirm before starting the **condition inspection**, that people who will be affected have given their permission (application)
- K18 how to take and **record** accurate observations and measurements which are necessary for the **condition inspection**, using agreed formats and **conventions** (application)
- K19 what to identify as gaps in information (understanding)
- K20 how to obtain additional **information** needed about the property and its use (application)

## Knowledge and understanding

- K21 how and why to make further investigations when observations are inconsistent with existing **information** and expected findings and identify the cause of inconsistencies (analysis)
- K22 how and why to examine actual and potential causes of **failure, deterioration and decay** (analysis)
- K23 what to identify as parts of the property that do not conform to statutory requirements (understanding)
- K24 how to **record** those parts of the property which do not conform to statutory requirements and circulate the findings to people who have an interest (application)

### Prepare and present condition survey reports and records

#### *You need to know and understand:*

- K25 how to assemble and collate **information** on the **condition survey** (application)
- K26 how and why to select **evaluation methods and techniques** which are appropriate to the type of property and which meet the requirements of professional standards and codes of practice (evaluation)
- K27 how and why to select evidence for the assessment of condition which is accurate, complete and relevant to the requirements of the **condition survey** process (evaluation)
- K28 how and why to analyse all relevant evidence and **information** using appropriate **methods and techniques** and make a realistic assessment of condition to identify causes of **failure, deterioration and decay** (analysis)
- K29 how to **prepare a condition survey report** (application)
- K30 how to explain clearly where and why accurate inspection and measurement has not been possible (application)
- K31 how to answer the client's questions about the **condition survey** and give appropriate clarification (application)
- K32 how to maintain records which are clear, accurate and complete and conform to accepted professional and statutory requirements (application)

**Scope/range****Recommend and agree a condition survey process**

## 1 Information and documents - sources:

- 1.1 land registry
- 1.2 local search
- 1.3 statutory notice
- 1.4 acts of parliament
- 1.5 local authority

## 2 Condition survey:

- 2.1 letting
- 2.2 compensation
- 2.3 insurance
- 2.4 dilapidation
- 2.5 tenant right
- 2.6 condition
- 2.7 estimating

## 3 Relevant information:

- 3.1 legal
- 3.2 physical
- 3.3 previous surveys
- 3.4 technical
- 3.5 historical
- 3.6 access and permissions

## 4 Significant factors:

- 4.1 degree of urgency
- 4.2 gaps in information
- 4.3 susceptibility to damage
- 4.4 safety requirements

**Investigate property for condition**

## 5 Information sources:

- 5.1 the client
- 5.2 land registry
- 5.3 local search

**Scope/range**

- 5.4 tenants
- 5.5 occupiers
- 5.6 local authorities
- 6 Condition inspection:
  - 6.1 letting
  - 6.2 compensation
  - 6.3 insurance
  - 6.4 dilapidation
  - 6.5 tenant right
  - 6.6 condition
  - 6.7 estimating
- 7 Record:
  - 7.1 in writing
  - 7.2 graphically
  - 7.3 electronically
- 8 Conventions:
  - 8.1 relevant professional bodies' guidance
  - 8.2 in house
  - 8.3 health and safety legislation
  - 8.4 building standards and legislation
- 9 Causes of failures, deterioration & decay:
  - 9.1 building defects and failures
  - 9.2 rising damp, penetrating damp and condensation problems
  - 9.3 dry rot, wet rot and timber decay
  - 9.4 infestation
  - 9.5 physical, chemical and environmental processes
  - 9.6 sick building syndrome including indoor air quality
  - 9.7 lack of use, total or partial
  - 9.8 structural (including ground conditions)
  - 9.9 interaction of materials
  - 9.10 poor workmanship
  - 9.11 inappropriate materials
  - 9.12 wear and tear

**Scope/range**

- 9.13 fire
- 9.14 theft
- 9.15 vandalism
- 9.16 flora & fauna
- 9.17 weathering
- 9.18 flooding
- 9.19 thermal expansion

**Prepare and present condition survey reports and records**

- 10 Information - sources:
  - 10.1 the client
  - 10.2 land registry
  - 10.3 local search
  - 10.4 tenants
  - 10.5 occupiers
  - 10.6 survey data
  - 10.7 local authorities
  - 10.8 industry standards and legislation
  - 10.9 published technical data
- 11 Condition survey:
  - 11.1 letting
  - 11.2 compensation
  - 11.3 insurance
  - 11.4 dilapidation
  - 11.5 tenant right
  - 11.6 condition
  - 11.7 estimating
- 12 Evaluation methods and techniques:
  - 12.1 comparison
  - 12.2 quantitative
  - 12.3 qualitative
  - 12.4 risk assessment
- 13 Causes of failures, deterioration & decay:



**Scope/range**

- 13.1 building defects and failures
- 13.2 rising damp, penetrating damp and condensation problems
- 13.3 dry rot, wet rot and timber decay
- 13.4 infestation
- 13.5 physical, chemical and environmental processes
- 13.6 sick building syndrome including indoor air quality
- 13.7 lack of use, total or partial
- 13.8 structural (including ground conditions)
- 13.9 interaction of materials
- 13.10 poor workmanship
- 13.11 inappropriate materials
- 13.12 wear and tear
- 13.13 fire
- 13.14 theft
- 13.15 vandalism
- 13.16 flora & fauna
- 13.17 weathering
- 13.18 flooding
- 13.19 thermal expansion
- 14 Report:
  - 14.1 in writing
  - 14.2 graphically
  - 14.3 electronically
  - 14.4 client discussion
- 15 Necessary remedial work due to:
  - 15.1 susceptibility to damage
  - 15.2 safety requirements
  - 15.3 need to inhibit deterioration
  - 15.4 minimum legal standards
  - 15.5 in-house standards
  - 15.6 client requirements
- 16 Relevant factors:
  - 16.1 costs

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Establish the condition of property in construction contracting operations management



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**Scope/range**

16.2 specialist reports

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**Developed by** ConstructionSkills

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**Version number** 2

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**Date Approved** November 2013

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**Indicative review date** May 2020

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**Validity** Current

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**Status** Original

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**Originating organisation** ConstructionSkills

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**Original URN** COSCCOMO06

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**Relevant occupations** Building and civil engineering technicians; managers in construction; estimators; valuers and assessors managers; quantity surveyors

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**Suite** Construction Contracting Operations Management

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**Keywords** Condition survey; survey; inspection; property; assets

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