



## **Reserve Fund Planning**

### **Best-practice Report**

### **What we look for and at During a site-visit?**

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Constructive Condo Reporting Corp.



# THE UNIFORMAT II SYSTEM HAS OVER 500 ELEMENTS – AND COUNTING

## SUMMARY OF CONSTRUCTION

*Type:* Residential \_\_\_\_ Commercial \_\_\_\_ Industrial \_\_\_\_ New \_\_\_\_ Retrofit \_\_\_\_ Other \_\_\_\_\_

*Legal:* Mixed-use building \_\_\_\_ Mixed-use development \_\_\_\_ Phased \_\_\_\_ Sectioned \_\_\_\_ Air-parcel \_\_\_\_ Lease \_\_\_\_  
Native land \_\_\_\_ Other \_\_\_\_\_

*Use:* Single-family \_\_\_\_ Townhome \_\_\_\_ Low-rise \_\_\_\_ High-rise (6+) \_\_\_\_ Other \_\_\_\_\_

*Construction Date:* 19\_\_\_\_ 195\_\_\_\_ 196\_\_\_\_ 197\_\_\_\_ 198\_\_\_\_ 199\_\_\_\_ 20\_\_\_\_ Other \_\_\_\_\_

*Condition:* Poor \_\_\_\_ Fair \_\_\_\_ Average \_\_\_\_ Good \_\_\_\_ Other \_\_\_\_\_

# buildings \_\_\_\_ # residential lots \_\_\_\_ # commercial lots \_\_\_\_ Other \_\_\_\_\_

*Stores:* One \_\_\_\_ Two \_\_\_\_ Three \_\_\_\_ Four \_\_\_\_ Five \_\_\_\_ Six \_\_\_\_ Other \_\_\_\_\_

*Area:* Total property s.f. \_\_\_\_ Total building(s) footprint area \_\_\_\_ Total parkade area s.f. \_\_\_\_ Parkade footprint area s.f. \_\_\_\_ Total site liveable area s.f. \_\_\_\_ Other \_\_\_\_\_

## VERTICAL SUB-GRADE AND SUPER STRUCTURES: **Foundations | Basements | Patios**

*Construction:* Standard \_\_\_\_ Slab-on-grade \_\_\_\_ Pads \_\_\_\_ Post-beam \_\_\_\_ Piles \_\_\_\_ Tilt-up \_\_\_\_ Columns \_\_\_\_ Wood frame \_\_\_\_  
Mixed \_\_\_\_ Masonry bond-beams \_\_\_\_ Other \_\_\_\_\_

*Features:* Post-tensioning \_\_\_\_ Under-slab insulation \_\_\_\_ Sandwich insulation \_\_\_\_ Edges – chamfered, rough \_\_\_\_ Edges slope – in,  
level, out \_\_\_\_ Reglets \_\_\_\_ Under-drain – inside, outside \_\_\_\_ Perforated perimeter drainage \_\_\_\_ Wrong-type \_\_\_\_ Other \_\_\_\_\_

*Materials:* Concrete (CIP) \_\_\_\_ Masonry \_\_\_\_ Cinder block (CMUs) \_\_\_\_ Steel \_\_\_\_ Aluminium \_\_\_\_ Damp-proofing \_\_\_\_ Plastic  
drainage matt \_\_\_\_ Extruded polystyrene \_\_\_\_ Batt insulation \_\_\_\_ Other \_\_\_\_\_

*Detailing:* Air space \_\_\_\_ Vapour barrier \_\_\_\_ Drainage matt \_\_\_\_ Earth screen \_\_\_\_ Bug screen \_\_\_\_ Flashing \_\_\_\_ Pedestals \_\_\_\_

*Type:* # Patios \_\_\_\_ # Partly-enclosed \_\_\_\_ # Enclosed \_\_\_\_ Thickness) \_\_\_\_ Area \_\_\_\_ Other \_\_\_\_\_

*Problems:* Water ingress \_\_\_\_ Air infiltration \_\_\_\_ Air exfiltration \_\_\_\_ Delamination \_\_\_\_ Sealant de-bonding \_\_\_\_ Rebar  
deterioration | exposure \_\_\_\_ Discontinuous sealant \_\_\_\_ Discontinuous spray-foam \_\_\_\_ Other \_\_\_\_\_

## HORIZONTAL SUPERSTRUCTURE AND SHELL: **Floors | Eyebrows | Podium | Balconies | Porches**

*Floors / eyebrows:* Concrete \_\_\_\_ Wood over concrete \_\_\_\_ Suspended concrete slab over parkade \_\_\_\_ Concrete precast floor slab \_\_\_\_  
Wood joists \_\_\_\_ Engineered wood joists \_\_\_\_ Steel columns \_\_\_\_ Fire-rated partition walls \_\_\_\_ Concrete topping \_\_\_\_ Detached offset-  
point supported \_\_\_\_ Detached stand-alone \_\_\_\_ Vinyl sheet membrane \_\_\_\_ Other \_\_\_\_\_

*Parkade:* Underground parkade \_\_\_\_ # levels \_\_\_\_ # stalls \_\_\_\_ Materials: Asphalt \_\_\_\_ Concrete \_\_\_\_ Repairs \_\_\_\_ Epoxy coated \_\_\_\_

# Balconies \_\_\_\_ # enclosed \_\_\_\_ # partly-enclosed \_\_\_\_ Parapets \_\_\_\_ Saddles Area \_\_\_\_ Concrete upstand wall \_\_\_\_ Wood  
upstand walls \_\_\_\_ Other \_\_\_\_\_

# Porches \_\_\_\_ # enclosed \_\_\_\_ # partly-enclosed \_\_\_\_ Parapets \_\_\_\_ Saddles \_\_\_\_ Area \_\_\_\_ Other \_\_\_\_\_

*Problems:* Capillary action \_\_\_\_ Efflorescence \_\_\_\_ Cracking \_\_\_\_ Staining \_\_\_\_ Splitting \_\_\_\_ Dry-rot \_\_\_\_ Rot \_\_\_\_ Debris \_\_\_\_  
Standing water \_\_\_\_ Mould/mildew \_\_\_\_ Back-flow \_\_\_\_ Other \_\_\_\_\_

## HORIZONTAL SUPERSTRUCTURE AND SHELL: **Roofs | Decks**

*Sloped Roofs:* Age \_\_\_\_ High pitch \_\_\_\_ Medium pitch \_\_\_\_ Low pitch \_\_\_\_ Material \_\_\_\_\_

*Low-sloped Roofs:* Age \_\_\_\_ Single-ply SBS \_\_\_\_ Two-ply SBS \_\_\_\_ EPDM \_\_\_\_ Inverted \_\_\_\_ Other \_\_\_\_\_

*Decks:* # Decks \_\_\_\_ #partly-enclosed \_\_\_\_ #enclosed \_\_\_\_ Area \_\_\_\_ Wood joists and decks \_\_\_\_ Wood trusses \_\_\_\_ Suspended concrete  
slab \_\_\_\_ Metal joists and decks \_\_\_\_ Metal and wood \_\_\_\_ Blown fire-rated ceiling insulation \_\_\_\_ Other \_\_\_\_\_

*Green components:* Roofs vegetation \_\_\_\_ Roof gardens \_\_\_\_ Grey-water plumbing \_\_\_\_ Other \_\_\_\_\_

*Problems:* breakage \_\_\_\_ missing elements \_\_\_\_ Other \_\_\_\_\_

## SHELL ENCLOSURE AND EXTERIOR ELEMENTS: **Air barrier | Air retarder | Soffits | Transitions | Interfaces**

*Type:* Rain-screened \_\_\_\_ EIFS \_\_\_\_ PIP/CIP \_\_\_\_ Butyl water-stop \_\_\_\_ Control-joint \_\_\_\_ Concrete coping \_\_\_\_ Vinyl \_\_\_\_ Wood  
siding (buted, lapped, T&G) \_\_\_\_ Stucco \_\_\_\_ Coated CMUs \_\_\_\_ Brick \_\_\_\_ Shelf-angle \_\_\_\_ Lintels (steel, masonry) \_\_\_\_ Asphalt  
membrane at shelf-angle \_\_\_\_ Mortar joints (concave/convex) \_\_\_\_ Weep holes (top/bottom) \_\_\_\_ Fibre-cement/ Hardi-board \_\_\_\_ Cultured-  
stone \_\_\_\_ Glass \_\_\_\_ Window-wall \_\_\_\_ Curtain-wall \_\_\_\_ Concrete eyebrows \_\_\_\_ Stick-built curtain-wall \_\_\_\_ Unitized



curtain-wall \_\_\_\_\_ Spandrel wall \_\_\_\_\_ Metal \_\_\_\_\_ Rubble \_\_\_\_\_ Composite/layered \_\_\_\_\_ Steel Z-girts (Horizontal/vertical) \_\_\_\_\_  
 Composite Z-Girts \_\_\_\_\_ Other \_\_\_\_\_

*Air barrier:* Air barrier \_\_\_\_\_ Vapour retarder \_\_\_\_\_ Air barrier/retarder (SPF/Closed cell (CCSPF) \_\_\_\_\_ Open cell (ocSPF) \_\_\_\_\_  
 Peel-and-stick \_\_\_\_\_ Film (Polyethylene) \_\_\_\_\_ House/building wrap \_\_\_\_\_ Sheet (Gypsum, Asphalt impregnated fibreboard, USB or  
 plywood sheathing) \_\_\_\_\_ Coating (SPF) \_\_\_\_\_ Membrane (SAM) with mastic \_\_\_\_\_ Other \_\_\_\_\_

*Transitions:* Balcony to wall \_\_\_\_\_ Pipe/duct penetration \_\_\_\_\_ Wall to roof \_\_\_\_\_ Window to wall \_\_\_\_\_ Door to wall \_\_\_\_\_ Wall to grade  
 \_\_\_\_\_ Base-of-wall concrete curb \_\_\_\_\_ Other \_\_\_\_\_

*Soffits:* Aluminum \_\_\_\_\_ Vinyl \_\_\_\_\_ Pattern \_\_\_\_\_ Parallel strip vents \_\_\_\_\_ Perpendicular vents \_\_\_\_\_ Vent  
 pucks \_\_\_\_\_ No venting \_\_\_\_\_ Other \_\_\_\_\_

*Substrate/Assembly:* Wood stud \_\_\_\_\_ Metal stud \_\_\_\_\_ Wood sheathing (Plywood, OSB, Fiberboard) \_\_\_\_\_ Breathable Sheathing membrane  
 (Tyvek) \_\_\_\_\_ Building tar paper \_\_\_\_\_ Polyethylene film \_\_\_\_\_ Drainage cavity \_\_\_\_\_ P.T. strapping \_\_\_\_\_ B.T. strapping \_\_\_\_\_ Stucco  
 backer board \_\_\_\_\_ Self-Adhesive membrane (SAM) \_\_\_\_\_ Gussets \_\_\_\_\_ Mastic \_\_\_\_\_ Metal lath \_\_\_\_\_ Metal angle \_\_\_\_\_ Aluminum tape  
 \_\_\_\_\_ Unsupported building paper at bricks \_\_\_\_\_ Other \_\_\_\_\_

*Insulation:* Interior \_\_\_\_\_ Exterior \_\_\_\_\_ Split \_\_\_\_\_ Ventilated \_\_\_\_\_ Fiberglass \_\_\_\_\_ Mineral wool \_\_\_\_\_ Spray foam (Polyurethane, Low density,  
 Medium density) \_\_\_\_\_ Cellulose spray-on \_\_\_\_\_ Rigid \_\_\_\_\_ Semi-rigid \_\_\_\_\_ Batt \_\_\_\_\_ Fill/Blown \_\_\_\_\_ Polystyrene (Extruded XPS)  
 Polystyrene (Expanded EPS) \_\_\_\_\_ Other \_\_\_\_\_

*Metal Flashings:* Drip-edge \_\_\_\_\_ S-lock \_\_\_\_\_ Standing \_\_\_\_\_ Apron \_\_\_\_\_ Diverter \_\_\_\_\_ Cap \_\_\_\_\_ Counter \_\_\_\_\_ Cricket \_\_\_\_\_ Step  
 \_\_\_\_\_ Valley \_\_\_\_\_ Continuous \_\_\_\_\_ Base \_\_\_\_\_ Through-wall \_\_\_\_\_

*Mechanical fasteners:* Stainless steel \_\_\_\_\_ Galvanized \_\_\_\_\_ ACQ rated \_\_\_\_\_ Staples \_\_\_\_\_ Nails \_\_\_\_\_ Other \_\_\_\_\_

*Structural Sealants:* Continuous \_\_\_\_\_ Intermittent \_\_\_\_\_ Gum-lip \_\_\_\_\_ Layered \_\_\_\_\_ Repairs \_\_\_\_\_ Elastomeric \_\_\_\_\_

*Problems:* Penetrations \_\_\_\_\_ Gaps \_\_\_\_\_ Cracks \_\_\_\_\_ Transitions \_\_\_\_\_ Interstices \_\_\_\_\_ Spaces \_\_\_\_\_ Holes \_\_\_\_\_ Tears \_\_\_\_\_ Missing  
 tape \_\_\_\_\_ Rot \_\_\_\_\_ Dry-rot \_\_\_\_\_ Debris \_\_\_\_\_ Inadequate \_\_\_\_\_ flashing \_\_\_\_\_ Blocking damaged \_\_\_\_\_ Butted flashing with no upturn  
 \_\_\_\_\_ Detached fasteners \_\_\_\_\_ Loose materials \_\_\_\_\_ Stucco expansion joint corroded \_\_\_\_\_ No weep-holes \_\_\_\_\_ Droppings at mortar joints  
 \_\_\_\_\_ Back-sloped shelf-angle \_\_\_\_\_ Mortar cracking \_\_\_\_\_ Brick cracking \_\_\_\_\_ Stucco cracking \_\_\_\_\_ Other \_\_\_\_\_

**SHELL ENCLOSURE AND EXTERIOR BALCONY, DECK, PATIO AND ATTACHMENTS: Railings | Guardrails | Privacy Fencing**

*Walkable wear-surface:* liquid-applied membrane \_\_\_\_\_ Sheet-vinyl \_\_\_\_\_ Duck-boards \_\_\_\_\_ Other \_\_\_\_\_

*Railings:* Top-mount \_\_\_\_\_ Face-mount \_\_\_\_\_ Wood \_\_\_\_\_ Metal \_\_\_\_\_ Glass \_\_\_\_\_ Vinyl \_\_\_\_\_ Pre-cast concrete blocks \_\_\_\_\_ Mixed  
 \_\_\_\_\_ Parapet(s) \_\_\_\_\_

*Guardrails:* CIP \_\_\_\_\_ Upstand-wall \_\_\_\_\_ Wood \_\_\_\_\_ Stucco \_\_\_\_\_ Aluminium \_\_\_\_\_ Glass \_\_\_\_\_ Metal \_\_\_\_\_ Parapet \_\_\_\_\_  
 Saddle flashing \_\_\_\_\_

*Parapet guardrail:* Wood \_\_\_\_\_ Concrete-block \_\_\_\_\_ Concrete tilt-up \_\_\_\_\_ Wood 2x4 \_\_\_\_\_ Wood 2x6 \_\_\_\_\_ Wood strapping \_\_\_\_\_ Wood  
 strapping P.T. \_\_\_\_\_ Vapour membrane \_\_\_\_\_ Sheathing Tyvek \_\_\_\_\_ Sheathing tar-paper \_\_\_\_\_ Batt-insulation \_\_\_\_\_ Spray insulation \_\_\_\_\_  
 Polyethylene 6 mm \_\_\_\_\_ Polyethylene other \_\_\_\_\_

*Privacy Fencing:* Wood \_\_\_\_\_ Wood trellises \_\_\_\_\_ Metal \_\_\_\_\_ Glass \_\_\_\_\_ Vinyl \_\_\_\_\_ Details \_\_\_\_\_ Coating(s) \_\_\_\_\_

*Problems:* Pooling \_\_\_\_\_ Bubbling \_\_\_\_\_ Seam issues \_\_\_\_\_ Wear-surface damage \_\_\_\_\_ Fastener loose \_\_\_\_\_ Fastener missing  
 \_\_\_\_\_ Sealant missing \_\_\_\_\_ Missing elements \_\_\_\_\_

**SHELL ENCLOSURE AND EXTERIOR OPENINGS: Windows | Glazing | Doors**

# Windows: \_\_\_\_\_ Size variation \_\_\_\_\_ Stamp(s) \_\_\_\_\_

Percent large \_\_\_\_\_ Percent medium \_\_\_\_\_ Percent small \_\_\_\_\_ Percent odd \_\_\_\_\_

*Window Size:* 1x1 \_\_\_\_\_ 1x2 \_\_\_\_\_ 1x3 \_\_\_\_\_ 1x4 \_\_\_\_\_ 2x2 \_\_\_\_\_ 2x3 \_\_\_\_\_ 2x4 \_\_\_\_\_ 2x5 \_\_\_\_\_ 3x3 \_\_\_\_\_ 3x4 \_\_\_\_\_ 3x5 \_\_\_\_\_ 3x6 \_\_\_\_\_  
 4x4 \_\_\_\_\_ 4x5 \_\_\_\_\_ 4x6 \_\_\_\_\_ 5x5 \_\_\_\_\_ 5x6 \_\_\_\_\_ Other \_\_\_\_\_

*Window Type:* # Fixed/size(s) \_\_\_\_\_/\_\_\_\_\_ # Tilt/turn \_\_\_\_\_/\_\_\_\_\_ #Casement/Hopper/size(s) \_\_\_\_\_/\_\_\_\_\_ # Awning/size(s)  
 \_\_\_\_\_/\_\_\_\_\_ #Hung/size(s) \_\_\_\_\_/\_\_\_\_\_ #Slider/size(s) \_\_\_\_\_/\_\_\_\_\_ Window wells(s) \_\_\_\_\_ # Bay/Bow windows/size(s)  
 Window-wall \_\_\_\_\_ # Veranda/size(s) \_\_\_\_\_/\_\_\_\_\_ # Atrium/size(s) \_\_\_\_\_/\_\_\_\_\_ #Louvered—Jalousie/size(s) \_\_\_\_\_/\_\_\_\_\_  
 #Other/size(s) \_\_\_\_\_/\_\_\_\_\_ Other \_\_\_\_\_

*IGU Glass:* Thermally broken \_\_\_\_\_ Non-thermally broken \_\_\_\_\_ Clear \_\_\_\_\_ Safety \_\_\_\_\_ Opaque \_\_\_\_\_ Other \_\_\_\_\_

*Materials/Installation:* Punched (P) \_\_\_\_\_ Strip (Sp) \_\_\_\_\_ Boxed (B) \_\_\_\_\_ Flanged (Fl) \_\_\_\_\_ Wood (W) \_\_\_\_\_ Vinyl/PVC (V) \_\_\_\_\_  
 Aluminium (A) \_\_\_\_\_ Steel (St) \_\_\_\_\_ Fiberglass (Fi) \_\_\_\_\_ Shutters (Sh) \_\_\_\_\_ Other \_\_\_\_\_



# Exterior doors/size(s): \_\_\_\_/\_\_\_\_ Curb (material) \_\_\_\_ Insulated \_\_\_\_ Overhead Electric Parkade door/size \_\_\_\_/\_\_\_\_ by \_\_\_\_ Overhead Electric garage door/size \_\_\_\_/\_\_\_\_ by \_\_\_\_ Stamp \_\_\_\_ Wood \_\_\_\_ Vinyl \_\_\_\_ Aluminium \_\_\_\_ Steel \_\_\_\_ Other \_\_\_\_ Handles \_\_\_\_ Panic-hardware \_\_\_\_ Automatic-closers \_\_\_\_ Dead-bolts \_\_\_\_ Locks \_\_\_\_ Swing-arms \_\_\_\_ Air leakage \_\_\_\_ Other \_\_\_\_

# Sliding doors/size(s): \_\_\_\_/\_\_\_\_ Curb (material) \_\_\_\_ Stamp \_\_\_\_ Wood \_\_\_\_ Vinyl \_\_\_\_ Aluminium \_\_\_\_ Steel \_\_\_\_ Other \_\_\_\_ Handles \_\_\_\_ Foot locks \_\_\_\_ Other \_\_\_\_

Problems: Reverse lap wrap / paper \_\_\_\_ Compromised mitre corners \_\_\_\_ Corroded visible fasteners and holes \_\_\_\_ Flashing over sheathing membrane \_\_\_\_ Air leakage \_\_\_\_ Water infiltration \_\_\_\_ Other \_\_\_\_

**SHELL ENCLOSURE AND EXTERIOR ROOF ELEMENTS: Overhangs | Skylights | Canopies | Fascia | Trim**

Coverings: Built-up \_\_\_\_ Overhang(s)/Feet \_\_\_\_/\_\_\_\_ # Canopies/size(s) \_\_\_\_/\_\_\_\_ Other \_\_\_\_

Openings: Hatches \_\_\_\_ #Skylights/Size(s) \_\_\_\_/\_\_\_\_ Vented \_\_\_\_ Fixed \_\_\_\_ T-bar skylight \_\_\_\_ Vents \_\_\_\_

Materials: Asphalt \_\_\_\_ Torch-on \_\_\_\_ EPDM \_\_\_\_ Tar-and-gravel \_\_\_\_ Shakes \_\_\_\_ Shingles \_\_\_\_ Metal \_\_\_\_ Stone ballast \_\_\_\_ Pavers \_\_\_\_ Repairs \_\_\_\_ Pea gravel \_\_\_\_

Flashings: Drip-edge \_\_\_\_ S-lock \_\_\_\_ Standing \_\_\_\_ Diverter \_\_\_\_ Apron \_\_\_\_ Counter \_\_\_\_ Cap \_\_\_\_ Cricket \_\_\_\_ Step \_\_\_\_ Valley \_\_\_\_ Continuous \_\_\_\_ Base \_\_\_\_ Through-wall \_\_\_\_ Other \_\_\_\_

Sealants: Continuous \_\_\_\_ Intermittent \_\_\_\_ Gum-lip \_\_\_\_ Layered \_\_\_\_ Repairs \_\_\_\_ Other \_\_\_\_

Problems: De-bonding \_\_\_\_ Delamination \_\_\_\_ Other \_\_\_\_

Fascia: Wood \_\_\_\_ Aluminium \_\_\_\_ Vinyl \_\_\_\_ Sizes \_\_\_\_

Trim: Wood \_\_\_\_ Rough-cut \_\_\_\_ Vinyl \_\_\_\_ Dado \_\_\_\_ Butted \_\_\_\_ Other \_\_\_\_

**COMMON INTERIORS: Types | Accessories**

Structures: Meeting party rooms \_\_\_\_ Reading room \_\_\_\_ Management office \_\_\_\_ Lobby/mail room \_\_\_\_ Changing room \_\_\_\_ Swimming pool \_\_\_\_ Sauna \_\_\_\_ Hot tub \_\_\_\_ Washrooms \_\_\_\_ Laundry Room \_\_\_\_ Exercise room \_\_\_\_ Theatre \_\_\_\_ Interior corridors \_\_\_\_ Interior stairs \_\_\_\_ Other \_\_\_\_

Partition type: Core \_\_\_\_ Corridor \_\_\_\_ Toilet \_\_\_\_ Handicap \_\_\_\_ Other \_\_\_\_ Assembly: Wood stud \_\_\_\_ Metal stud \_\_\_\_ Wood sheathing (Plywood, OSB, Fiberboard) \_\_\_\_ Sheath. membrane (felt/Tyvek) \_\_\_\_ Building paper \_\_\_\_ Polyethylene film \_\_\_\_ Gypsum \_\_\_\_ Gypsum (airtight with gaskets) \_\_\_\_ Gypsum (airtight with sealants) \_\_\_\_ Panelling \_\_\_\_ Other \_\_\_\_

Problems: \_\_\_\_

Fittings – Bathroom: Towel-bar \_\_\_\_ Grab-bar \_\_\_\_ Toilet-paper \_\_\_\_ Hand paper towel (box) \_\_\_\_ Hand paper towel (electrical) \_\_\_\_ Hand-dryer \_\_\_\_ Mirror \_\_\_\_ Boards \_\_\_\_ Blinds \_\_\_\_ – Kitchen: Sink (stainless, composite etc.) \_\_\_\_ Faucet \_\_\_\_ Soap dispenser \_\_\_\_ Cabinet \_\_\_\_ Cabinet-handles \_\_\_\_ Euro-hinges \_\_\_\_ Hinge-bar \_\_\_\_ Melamine \_\_\_\_ Veneer \_\_\_\_ Hardwood \_\_\_\_ Counter (laminare, granite, marble, manmade etc.) \_\_\_\_ Blinds \_\_\_\_ Other \_\_\_\_

Problems: \_\_\_\_

Walls: Exposed/Gypsum \_\_\_\_ Paint \_\_\_\_ Stippled \_\_\_\_ Wallpaper \_\_\_\_ Wainscoting \_\_\_\_ Panelling \_\_\_\_ Mirrors \_\_\_\_ Furring \_\_\_\_ Plywood \_\_\_\_

Problems: \_\_\_\_

Interior doors – Location: Corridor \_\_\_\_ Service \_\_\_\_ Lot \_\_\_\_ Lobby \_\_\_\_ Elevator \_\_\_\_ Closet \_\_\_\_ Bedroom \_\_\_\_ Bathroom \_\_\_\_ – Type: Fire-door \_\_\_\_ Accordion \_\_\_\_ Office \_\_\_\_ Gym \_\_\_\_ Roll-down \_\_\_\_ Shutter \_\_\_\_ Bi-fold \_\_\_\_ Track \_\_\_\_ Pocket \_\_\_\_ French/# lites \_\_\_\_/\_\_\_\_ – Construction: Solid \_\_\_\_ Hollow \_\_\_\_ Pattern \_\_\_\_ Veneer \_\_\_\_ In/Out swinging \_\_\_\_ Wire-mesh Glazing \_\_\_\_ Gaskets \_\_\_\_ Weather-stripping \_\_\_\_ – Hardware: hinges \_\_\_\_ Handles \_\_\_\_ Privacy-handle \_\_\_\_ Deadbolt \_\_\_\_ Handle protection \_\_\_\_ Magnetic-closers \_\_\_\_ Lights \_\_\_\_ Locksets \_\_\_\_ Automatic closers \_\_\_\_ Kick-plates \_\_\_\_ – Finish: Rough \_\_\_\_ Primed \_\_\_\_ Stained \_\_\_\_ Painted \_\_\_\_ Varnished \_\_\_\_ Six faces Done? \_\_\_\_ Other \_\_\_\_

Problems: \_\_\_\_

Floor: Concrete topping \_\_\_\_ Exposed concrete \_\_\_\_ Sealed-concrete \_\_\_\_ Linoleum \_\_\_\_ Marmoleum \_\_\_\_ Carpet/oz. \_\_\_\_/\_\_\_\_ Tiles/size \_\_\_\_/\_\_\_\_ by \_\_\_\_ Terazzo \_\_\_\_ Rubber \_\_\_\_ Stone/marble etc. \_\_\_\_ Parquet \_\_\_\_ Laminate \_\_\_\_ Engineered wood \_\_\_\_ Hardwood \_\_\_\_ Other \_\_\_\_

Interior Stairs: Steel \_\_\_\_ Wood \_\_\_\_ Carpet \_\_\_\_ Parquet \_\_\_\_ Trim \_\_\_\_ Paint \_\_\_\_ # Stairwells \_\_\_\_ # Landings/s.f. \_\_\_\_/\_\_\_\_ # Risers/size \_\_\_\_/\_\_\_\_ by \_\_\_\_ # Runs/size \_\_\_\_/\_\_\_\_ by \_\_\_\_ # Handrails/material \_\_\_\_/\_\_\_\_/\_\_\_\_ Other \_\_\_\_

Problems: \_\_\_\_





Ceilings: Exposed \_\_\_\_\_ Gypsum \_\_\_\_\_ Painted \_\_\_\_\_ T-bar suspended \_\_\_\_\_ Stippled \_\_\_\_\_ Wood \_\_\_\_\_ Acoustic Tile (mineral fiber boards) \_\_\_\_\_ Other \_\_\_\_\_

**LIFE SERVICES: Elevator | Escalator | Plumbing | HVAC | Fire Protection**

*Elevators:* Type: Technology \_\_\_\_\_ # Barrels \_\_\_\_\_ #Hydraulic-cabs \_\_\_\_\_ #Cable-cars \_\_\_\_\_ Manufacturer \_\_\_\_\_ Service provider \_\_\_\_\_ Contract type \_\_\_\_\_ *Problems:* \_\_\_\_\_

*Escalators / Moving walkways:* Type \_\_\_\_\_ Slope \_\_\_\_\_ Manufacturer \_\_\_\_\_ Servicing \_\_\_\_\_ Other \_\_\_\_\_

*Plumbing – Interior fixtures:* Lavatory \_\_\_\_\_ Service sink \_\_\_\_\_ Bidet \_\_\_\_\_ Urinal \_\_\_\_\_ Water closet (floor, wall hung) \_\_\_\_\_ Waterless \_\_\_\_\_ Composting \_\_\_\_\_ Grey-water \_\_\_\_\_ – *Exterior fixtures:* Hose-bibb \_\_\_\_\_ Back-flow preventer valve \_\_\_\_\_ Freeze-valve \_\_\_\_\_ – *Domestic water distribution:* Electric \_\_\_\_\_ Gas \_\_\_\_\_ Tank-size \_\_\_\_\_ Boiler \_\_\_\_\_ Holding tank size \_\_\_\_\_ Re-circulation pump \_\_\_\_\_

Re-circulation tank \_\_\_\_\_ Centralized \_\_\_\_\_ Manufacturer \_\_\_\_\_ Indirect-burner water heater storage tank \_\_\_\_\_ Heat-pump water heater \_\_\_\_\_ Solar closed-loop water heater (active, passive) \_\_\_\_\_ Tankless (electric, gas / house, room) \_\_\_\_\_ GFX heat exchanger \_\_\_\_\_ Remote-meter \_\_\_\_\_ Meter and valve box \_\_\_\_\_ Water softener \_\_\_\_\_ Trunk and branch \_\_\_\_\_ Home-run manifold \_\_\_\_\_ Valves (gate, globe, check, back-flow etc.) \_\_\_\_\_ – *Sanitary waste:* # Floor drain \_\_\_\_\_

Diameter \_\_\_\_\_ Roof drain/hub size \_\_\_\_\_/\_\_\_\_\_ Cast-iron \_\_\_\_\_ Copper \_\_\_\_\_ Brass \_\_\_\_\_ PVC \_\_\_\_\_ ABS \_\_\_\_\_ CPVC \_\_\_\_\_ Stainless steel clamps \_\_\_\_\_ Rubber sleeve \_\_\_\_\_ Couplings \_\_\_\_\_ – *Rain water drainage:* Roof drain system \_\_\_\_\_ Diameter \_\_\_\_\_ Cast-iron \_\_\_\_\_ PVC/ABS \_\_\_\_\_ Joints \_\_\_\_\_ Connectors \_\_\_\_\_ Fasteners \_\_\_\_\_ SAM \_\_\_\_\_ Sump-pump \_\_\_\_\_ Sub-drain \_\_\_\_\_ – *Balcony/deck drainage:* Gutter/size \_\_\_\_\_/\_\_\_\_\_ # Drain Scuppers/size/material/manufacture \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Chain-leader \_\_\_\_\_ Splash-pad/block \_\_\_\_\_

# Overflow Scupper/size/material/manufacture \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Overflow scupper \_\_\_\_\_ *Problems:* Cracked fixtures \_\_\_\_\_ Improper drainage \_\_\_\_\_ Improper drain size \_\_\_\_\_ Clogs \_\_\_\_\_ Slope (proper/improper) \_\_\_\_\_ Missing sealant at gutter corners \_\_\_\_\_ Detached rain water leaders \_\_\_\_\_ Missing attachments \_\_\_\_\_ Reverse-laps at junctions \_\_\_\_\_ No clean-out \_\_\_\_\_

Vent stack \_\_\_\_\_ Waste stack \_\_\_\_\_ Drain stack \_\_\_\_\_ Fixture branch \_\_\_\_\_ Branch vent \_\_\_\_\_ Builder sewer \_\_\_\_\_ Other \_\_\_\_\_

*HVAC: – Unconditioned spaces:* Attic \_\_\_\_\_ Crawlspace \_\_\_\_\_ Utility room \_\_\_\_\_ Attached garage \_\_\_\_\_ – *In-suite common asset HVAC:* Central air-con \_\_\_\_\_ Gas fireplaces \_\_\_\_\_ In-floor heating \_\_\_\_\_ – *Heat systems:* Boiler/manufacture \_\_\_\_\_/\_\_\_\_\_ # MBH \_\_\_\_\_ Circulating pump-manufacture \_\_\_\_\_/\_\_\_\_\_ – *Cooling systems:* Chiller/manufacture \_\_\_\_\_/\_\_\_\_\_

Reciprocating \_\_\_\_\_ Water cooled \_\_\_\_\_ # tons \_\_\_\_\_ Chilled water pump/motor size (HP) \_\_\_\_\_/\_\_\_\_\_ Cooling tower \_\_\_\_\_ Galvanized steel \_\_\_\_\_ Cooling tower pump/size (HP)/manufacture \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ – *Distribution systems:* Hot water \_\_\_\_\_ Fin tube \_\_\_\_\_ Air-cooling supply and return \_\_\_\_\_ Air-handling unit/#CFMs \_\_\_\_\_/\_\_\_\_\_ – *Terminal/package units:* Corridor make-up air unit \_\_\_\_\_ Parkade make-up air unit \_\_\_\_\_ Garage make-up air unit \_\_\_\_\_ Direct gas fired unit/CFMs \_\_\_\_\_/\_\_\_\_\_ Gas venting \_\_\_\_\_ Vent piping \_\_\_\_\_ – *Controls and instrumentation:* \_\_\_\_\_ – *System testing/balancing:* \_\_\_\_\_ – *Problems:* Joint improper duct tape \_\_\_\_\_ Joint improper brush-applied sealant \_\_\_\_\_ Unit malfunction \_\_\_\_\_ Other \_\_\_\_\_

*Fire Protection: – Sprinklers:* Size \_\_\_\_\_ Heads \_\_\_\_\_ Grilles \_\_\_\_\_ Wet pipe \_\_\_\_\_ Dry pipe \_\_\_\_\_ Below-grade \_\_\_\_\_ First storey \_\_\_\_\_ Other storeys \_\_\_\_\_ – *Standpipes:* Wet standpipe risers \_\_\_\_\_ Class \_\_\_\_\_ Diameter \_\_\_\_\_ Manifold \_\_\_\_\_ – *Specialties* \_\_\_\_\_ – *Other* \_\_\_\_\_

**ELECTRICAL SERVICES: Main | Parkade | Basement | Elevator | Storey(s) | Corridors | Stairwells | Outdoors | Generator | Telecoms**

*Services – Main:* # Phases \_\_\_\_\_ # Wires \_\_\_\_\_ 120V \_\_\_\_\_ 208V \_\_\_\_\_ 220V \_\_\_\_\_ OtherV \_\_\_\_\_ Total amps \_\_\_\_\_ Typical amps \_\_\_\_\_ # Feeders \_\_\_\_\_ # Switchgears \_\_\_\_\_ #Elec. closets \_\_\_\_\_ – *Parkade lighting and Branch wiring:* Sconces \_\_\_\_\_ Track \_\_\_\_\_ Pot light \_\_\_\_\_ Signage \_\_\_\_\_ Fluorescent \_\_\_\_\_ Halogen \_\_\_\_\_ Compact-fluorescent \_\_\_\_\_ Incandescent \_\_\_\_\_ Receptacles \_\_\_\_\_ Wall switches \_\_\_\_\_ Dimmers \_\_\_\_\_ Frost trace-heating wire \_\_\_\_\_ Other \_\_\_\_\_ – *Basement lighting and Branch wiring:* Sconces \_\_\_\_\_ Track \_\_\_\_\_ Pot light \_\_\_\_\_ Signage \_\_\_\_\_ Fluorescent \_\_\_\_\_ Halogen \_\_\_\_\_ Compact-fluorescent \_\_\_\_\_ Incandescent \_\_\_\_\_ Receptacles \_\_\_\_\_ Wall switches \_\_\_\_\_ Dimmers \_\_\_\_\_ Other \_\_\_\_\_ – *First storey lighting and Branch wiring:* Sconces \_\_\_\_\_ Track \_\_\_\_\_ Pot light \_\_\_\_\_ Signage \_\_\_\_\_ Fluorescent \_\_\_\_\_ Halogen \_\_\_\_\_ Compact-fluorescent \_\_\_\_\_ Incandescent \_\_\_\_\_ Receptacles \_\_\_\_\_ Wall switches \_\_\_\_\_ Dimmers \_\_\_\_\_ Other \_\_\_\_\_ – *Upper storeys lighting and Branch wiring:* Sconces \_\_\_\_\_ Track \_\_\_\_\_ Pot light \_\_\_\_\_ Signage \_\_\_\_\_ Fluorescent \_\_\_\_\_ Halogen \_\_\_\_\_ Compact-fluorescent \_\_\_\_\_ Incandescent \_\_\_\_\_ Receptacles \_\_\_\_\_ Wall switches \_\_\_\_\_ Dimmers \_\_\_\_\_ Other \_\_\_\_\_ – *Corridors lighting and Branch wiring:* Sconces \_\_\_\_\_ Track \_\_\_\_\_ Pot light \_\_\_\_\_ Signage \_\_\_\_\_ Fluorescent \_\_\_\_\_ Halogen \_\_\_\_\_ Compact-fluorescent \_\_\_\_\_ Incandescent \_\_\_\_\_ Receptacles \_\_\_\_\_ Wall switches \_\_\_\_\_ Dimmers \_\_\_\_\_ Other \_\_\_\_\_ – *Stairwells lighting and Branch wiring:* Sconces \_\_\_\_\_ Track \_\_\_\_\_ Pot light \_\_\_\_\_ Signage \_\_\_\_\_ Fluorescent \_\_\_\_\_ Halogen \_\_\_\_\_ Compact-fluorescent \_\_\_\_\_ Incandescent \_\_\_\_\_ Receptacles \_\_\_\_\_ Wall switches \_\_\_\_\_ Dimmers \_\_\_\_\_ Emergency lights \_\_\_\_\_ Other \_\_\_\_\_ – *Elevator lighting and Branch wiring:* Sconces \_\_\_\_\_ Track \_\_\_\_\_ Pot light \_\_\_\_\_ Signage \_\_\_\_\_ Fluorescent \_\_\_\_\_



Halogen \_\_\_\_\_ Compact-fluorescent \_\_\_\_\_ Incandescent \_\_\_\_\_ Receptacles \_\_\_\_\_ Wall switches \_\_\_\_\_ Dimmers \_\_\_\_\_ Emergency lights  
 \_\_\_\_\_ Other \_\_\_\_\_ – *Outdoor lighting:* Gazebo \_\_\_\_\_ Pool \_\_\_\_\_ Jacuzzi \_\_\_\_\_ Other \_\_\_\_\_ 120V \_\_\_\_\_ 24V \_\_\_\_\_ 12V \_\_\_\_\_  
 – *Central air conditioning:* Make \_\_\_\_\_ Capacity \_\_\_\_\_ Thermostat \_\_\_\_\_ Wireless \_\_\_\_\_ Rheostat \_\_\_\_\_ Wireless \_\_\_\_\_  
*Other(s):* \_\_\_\_\_

*Generator:* # \_\_\_\_\_ Capacity (KW) \_\_\_\_\_ Manufacturer \_\_\_\_\_ Service-provider \_\_\_\_\_

Problems: \_\_\_\_\_

*Telecoms – Fire detection system:* Hard-wired smoke detectors \_\_\_\_\_ Hard-wired heat detectors \_\_\_\_\_ Monitoring panel \_\_\_\_\_  
 Manufacturer \_\_\_\_\_ – *Telephone system:* Enterphone \_\_\_\_\_ Manufacturer \_\_\_\_\_ In-suite modules \_\_\_\_\_ In-suite wall plates  
 \_\_\_\_\_ – *CCTV:* Parkade \_\_\_\_\_ Entrance \_\_\_\_\_ Garages \_\_\_\_\_ In-suite video monitoring (module, tv channel) \_\_\_\_\_ Other \_\_\_\_\_

**EQUIPMENT AND FURNISHINGS: Furniture | Furnishings | Equipment**

*Building – Vehicular equipment:* Dock leveller \_\_\_\_\_ Automatic parking gate \_\_\_\_\_ Door in gate \_\_\_\_\_ Lexan panels on gate \_\_\_\_\_ Metal  
 mesh on gate \_\_\_\_\_ – *Waste handling:* Containers \_\_\_\_\_ Compactors \_\_\_\_\_ Recycling \_\_\_\_\_ Management provider \_\_\_\_\_  
 – *Fixed:* PVC blinds \_\_\_\_\_ – *Movable:* Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Sofas \_\_\_\_\_ – *Other(s):* \_\_\_\_\_  
*Storage Rooms:* \_\_\_\_\_ *Bike Storage Rooms:* \_\_\_\_\_ *Garbage Rooms:* \_\_\_\_\_ *Parkade:* \_\_\_\_\_ *Vestibules:* \_\_\_\_\_

**OTHER COMMON CONSTRUCTION: Site structures | Facilities | Easements | Limited property assets**

*Other Common:* – structures \_\_\_\_\_ Facilities \_\_\_\_\_

Easements \_\_\_\_\_ Limited property assets \_\_\_\_\_

Other(s) \_\_\_\_\_ Problems: \_\_\_\_\_

**SITework IMPROVEMENTS: Site structures | Facilities | Easements | Limited property assets**

*Sitework – Hard / Outdoor stairwells:* – Roadways \_\_\_\_\_ Thickness \_\_\_\_\_ Width \_\_\_\_\_ Curbing \_\_\_\_\_ Height \_\_\_\_\_ Width \_\_\_\_\_  
 Materials: Asphalt \_\_\_\_\_ Gravel \_\_\_\_\_ Interlocking pavers \_\_\_\_\_ Brick \_\_\_\_\_ Other \_\_\_\_\_ Limestone \_\_\_\_\_ Marble \_\_\_\_\_ Cultured \_\_\_\_\_  
 – *Outdoor stairwells:* Concrete \_\_\_\_\_ Pavers \_\_\_\_\_ Bricks \_\_\_\_\_ ACQ wood \_\_\_\_\_ Cedar \_\_\_\_\_ Painted \_\_\_\_\_ Stained \_\_\_\_\_  
 – Problems: \_\_\_\_\_

*Surface parking:* Type: # Surface stalls \_\_\_\_\_ #Unit garages \_\_\_\_\_ # Carports \_\_\_\_\_ # Detached garages \_\_\_\_\_ Angle parking \_\_\_\_\_ Wheel stop  
 \_\_\_\_\_ Painted lines \_\_\_\_\_ Materials: Asphalt \_\_\_\_\_ Concrete \_\_\_\_\_ Interlocking pavers \_\_\_\_\_ Brick \_\_\_\_\_ Repairs \_\_\_\_\_ Epoxy coated  
 \_\_\_\_\_

*Pedestrian furnishings:* Type: Walkways \_\_\_\_\_ Patios \_\_\_\_\_ Materials: Asphalt \_\_\_\_\_ Gravel \_\_\_\_\_ Interlocking pavers \_\_\_\_\_ Brick \_\_\_\_\_  
 Other \_\_\_\_\_ Limestone \_\_\_\_\_ Marble \_\_\_\_\_ Cultured \_\_\_\_\_

*Soft landscaping:* % of surface \_\_\_\_\_ Grass \_\_\_\_\_ Shrubs \_\_\_\_\_ Trees \_\_\_\_\_ Mature \_\_\_\_\_ Middle-aged \_\_\_\_\_ Young \_\_\_\_\_

*Detached structures:* Meeting party rooms \_\_\_\_\_ Management office \_\_\_\_\_ Swimming pool \_\_\_\_\_ Sauna \_\_\_\_\_ Washrooms \_\_\_\_\_ Tennis  
 court \_\_\_\_\_ Exercise room \_\_\_\_\_ Playground \_\_\_\_\_ Theatre \_\_\_\_\_ Laundry room \_\_\_\_\_ Entrance gate/canopy \_\_\_\_\_ Exterior corridors/  
 stairwells \_\_\_\_\_ Water feature \_\_\_\_\_ Benches \_\_\_\_\_ Gazebos \_\_\_\_\_ Bike racks \_\_\_\_\_ Pedestrian gate \_\_\_\_\_ Handicap ramp \_\_\_\_\_

*Hard landscaping: Retaining walls:* Concrete \_\_\_\_\_ Interlocking blocks \_\_\_\_\_ Rocks \_\_\_\_\_ Wood ties \_\_\_\_\_ ACQ  
 landscape ties \_\_\_\_\_ Cedar Landscape ties \_\_\_\_\_ Repairs \_\_\_\_\_ *Detached Fencing:* Concrete \_\_\_\_\_ Metal \_\_\_\_\_ Steel \_\_\_\_\_ Chain-link \_\_\_\_\_  
 Vinyl \_\_\_\_\_ Wood \_\_\_\_\_ Other \_\_\_\_\_ *Patio coverings:* Filter fabric \_\_\_\_\_ Drainage matt \_\_\_\_\_ Pedestals \_\_\_\_\_ Precast pavers  
 \_\_\_\_\_ Bricks \_\_\_\_\_ Other \_\_\_\_\_ Planters \_\_\_\_\_

*Site Mechanical Utilities: Water supply:* Trenching \_\_\_\_\_ Depth \_\_\_\_\_ Distribution piping \_\_\_\_\_ Diameter \_\_\_\_\_ Material \_\_\_\_\_ *Sanitary  
 sewer:* Trenching \_\_\_\_\_ Size \_\_\_\_\_ Drainage piping \_\_\_\_\_ Sewage piping \_\_\_\_\_ Diameter \_\_\_\_\_ Material \_\_\_\_\_ *Storm sewer:* Trenching  
 \_\_\_\_\_ Drainage piping \_\_\_\_\_ Diameter \_\_\_\_\_ Material \_\_\_\_\_ Sewage piping \_\_\_\_\_ Diameter \_\_\_\_\_ Curb \_\_\_\_\_ Gutter \_\_\_\_\_  
 Manhole \_\_\_\_\_ Catch-basin \_\_\_\_\_ Material \_\_\_\_\_ Culvert \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_ Back-flow valves \_\_\_\_\_ *Septic system:*  
 \_\_\_\_\_ *Heat distribution:* \_\_\_\_\_ *Cooling distribution:* \_\_\_\_\_ *Fuel Distribution:* Gas service piping \_\_\_\_\_  
 Size \_\_\_\_\_ Schedule \_\_\_\_\_ *Irrigation system:* Grass \_\_\_\_\_ Shrubs \_\_\_\_\_ Planters \_\_\_\_\_ Sprinkler/type  
 \_\_\_\_\_/\_\_\_\_\_ Grey-water/type \_\_\_\_\_/\_\_\_\_\_

*Site Electrical Utilities: Distribution:* Underground ductwork \_\_\_\_\_ Material \_\_\_\_\_ Grounding wire bare \_\_\_\_\_ Grounding wire  
 stranded \_\_\_\_\_ Concrete duct and bank work \_\_\_\_\_ *Site lighting:* PVC conduit/size \_\_\_\_\_/\_\_\_\_\_ Wire size/Volts  
 \_\_\_\_\_/\_\_\_\_\_ Photoelectric control/#V \_\_\_\_\_ Poles \_\_\_\_\_ Type \_\_\_\_\_ Material \_\_\_\_\_ Bulb type \_\_\_\_\_ *Site  
 telecommunications:* Underground duct work \_\_\_\_\_ Material \_\_\_\_\_ Size \_\_\_\_\_ Concrete duct and bank work \_\_\_\_\_ *Site security:* \_\_\_\_\_

*Site Pedestrian Tunnels:* \_\_\_\_\_

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