

ASTLL12

Inspect the condition of property to let



Overview

This unit is about inspecting the condition of property. This includes inspections made as part of an on-going monitoring programme, at the end of occupancy, or in response to requests for repairs.

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Performance criteria

You must be able to:

- P1 Clearly identify the purpose of your planned inspections
- P2 Produce clear inspection briefs
- P3 Assess any risks to your personal safety and security associated with the inspection and take appropriate steps to minimise these risks
- P4 Confirm the date and time of your inspections with all relevant parties as appropriate
- P5 Collate any documentation required for your inspections
- P6 Inspect the property in accordance with the inspection brief
- P7 Identify and record any problems with the condition of property
- P8 Identify the need for specialist inspection where you cannot determine the exact nature of a problem
- P9 Assess the results of the inspection, including expert advice where necessary
- P10 Determine who has responsibility for rectifying the identified problems under any relevant agreements
- P11 Take appropriate action to ensure that problems are rectified
- P12 Keep accurate and complete records

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Knowledge and understanding

You need to know and understand:

- K1 The reasons for carrying out property inspections
- K2 How to undertake and record the results of inspections
- K3 Any relevant legal constraints on inspection
- K4 How to communicate effectively with all relevant parties
- K5 Who should be contacted to arrange inspections
- K6 The amount of notice which must be given before undertaking inspections and how this may vary according to circumstances
- K7 The limits of your own capability with regard to inspecting property and when to bring in expert advice
- K8 Risk assessment procedures
- K9 How to ensure the health, safety and security of yourself and others
- K10 Basic building terms and diagrams
- K11 Technical aids for carrying out inspections
- K12 How to identify problems with the condition of properties
- K13 The common types of problems which may occur
- K14 How to assess the results of the inspection
- K15 The correct actions to take in response to problems
- K16 Priorities and timescales for repairs
- K17 The responsibilities of all relevant parties with respect to the condition of property

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Suite Residential Landlords

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