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## Overview

This unit is about recording the condition of property and preparing and presenting condition survey reports and records. You will need to select and evaluate relevant information, methods and techniques for the condition survey process.

You will also need to confirm agreements for the condition survey before 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 have given their permission.

You will need to take observations and measurements for the inspection and recording them. You will need to assemble and collate information on the condition survey. You will then need to prepare a condition survey report. You will also need to answer client's questions about the condition survey.

### Performance criteria

#### Confirm a condition survey process

*You must be able to:*

- P1 collate available information and documents and verify 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 confirm the instructions and agreements for the condition survey before work starts

#### Inspect condition of property

*You must be able to:*

- P7 evaluate available data, identify the purpose of the inspection and obtain the equipment and resources that will be needed
- P8 check and confirm, before starting the condition inspection, that people who will be affected have given their permission
- P9 take accurate observations and measurements which are necessary for the inspection and record them clearly, accurately and completely using agreed formats and conventions
- P10 identify gaps in information and obtain and evaluate additional data needed about the property and its use
- P11 record observations which are inconsistent with existing data and expected findings, and instances of failure and deterioration, and report them to people who have an interest
- P12 identify and record parts of the property which do not conform to statutory requirements and report them to people who have an interest

# COSCCOO05

## Record the condition of property in construction

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

*You must be able to:*

- P13 assemble and collate information on the condition survey
- P14 prepare a condition survey report which is accurate, complete, meets relevant codes of practice and standards, clearly specifies the level of condition.
- P15 explain clearly where and why accurate inspection and measurement may not be possible
- P16 answer the clients questions about the condition survey and give appropriate clarification
- P17 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:*

#### Confirm a condition survey process

- K1 how to collate available information and documents (application)
- K2 how to verify the objectives and purpose of the condition survey (application)
- 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 (evaluation)
- K7 how and why to evaluate relevant information and advice (evaluation)
- K8 what to identify as significant factors which may influence the condition survey (understanding)
- K9 how to confirm the instructions and agreements for the condition survey before work starts (application)

#### Inspect condition of property

*You need to know and understand:*

- K10 how and why to evaluate available data (evaluation)
- K11 what to identify as the purpose of the inspection (understanding)
- K12 how to obtain the equipment and resources that will be needed (application)
- K13 how to check and confirm, before starting the inspection, that people who will be affected have given their permission (application)
- K14 how to take and record accurate observations and measurements which are necessary for the inspection, using agreed formats and conventions (application)
- K15 what to identify as gaps in information (understanding)
- K16 how to obtain additional data needed about the property and its use (application)
- K17 how and why to evaluate additional data needed about the property and its use (evaluation)

- K18 how and why to record observations which are inconsistent with existing data and expected findings (analysis)
- K19 how to identify parts of the property that do not conform to statutory requirements (understanding)
- K20 how to record and report those parts of the property that do not conform to people who have an interest (application)

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

*You need to know and understand:*

- K21 how to assemble and collate information on the condition survey (application)
- K22 how to prepare a condition survey report (application)
- K23 how to explain clearly where and why accurate inspection and measurement may not be possible (application)
- K24 how to answer the clients questions about the condition survey and give appropriate clarification (application)
- K25 how to maintain records (application)

## Additional Information

### Scope/range

#### Confirm 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 rights
- 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 permissions

##### 4. Significant factors:

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

#### Inspect condition of property

##### 5. Sources:

- 5.1. the client
- 5.2. land registry
- 5.3. local search
- 5.4. tenants
- 5.5. occupiers
- 5.6. local authorities

**6. Inspection - type:**

- 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. electronically
- 7.3. graphically

**8. Conventions:**

- 8.1. relevant professional bodies guidance
- 8.2. in house
- 8.3. health and safety legislation
- 8.4. building standards and legislation

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

**9. Information - sources:**

- 9.1. the client
- 9.2. and registry
- 9.3. local search
- 9.4. tenants
- 9.5. occupiers
- 9.6. survey data
- 9.7. local authorities
- 9.8. industry standards and legislation
- 9.9. published technical data

**10. Condition survey:**

- 10.1. letting
- 10.2. compensation
- 10.3. insurance
- 10.4. dilapidation
- 10.5. tenant right
- 10.6. condition
- 10.7. estimating

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## Record the condition of property in construction

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

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**Suite** Construction Contracting Operations

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**Key words** Condition survey; inspection; measurement; property assets

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