



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure for Building Condition Survey

Procedure No. 415

	Print Name	Title	Date
Prepared by	Jacqueline Kenny	Property Manager	21/06/05
Reviewed by	J.G. MacNamara	T.S.O.	21/06/05
Corporate Authorisation	J.G. MacNamara	T.S.O.	21/06/05

INTRODUCTION

The purpose of this procedure is to clarify the physical condition of the property portfolio.

Scope

This procedure applies to the Health Service Executive, Mid-Western Area.

Responsibility

It is the responsibility of the Architectural Technician / Draughtsman to ensure that the Building Condition Surveys are carried out satisfactorily.

PROCEDURE

1.0 The Building Condition Survey is carried out by the Architectural Technicians on the request of the Technical Services Officer.

2.0 Upon inspection of a property, the Building Condition Survey should be completed under the following areas:

- Roofing
- Walls
- Windows
- Doors
- Floor Covering
- External
- Electrical / Wiring
- Water Mains / Plumbing
- Ceilings
- Lifts
- Misc

3.0 The Building Condition Survey information must be then input into the Property Database, using the file reference number contained on the survey.

4.0 Any issues, which have been identified in the survey regarding fire and safety, should be brought to the attention of the Fire and Safety Officer. Relevant maintenance issues identified should also be addressed.

References: Appendix 1 – Building Condition Survey

APPENDICES
Appendix 1:

Building Condition Survey	
File Ref no:	
Name:	
Address:	
Roofing:	
Roof:	<input type="checkbox"/>
Flashing	<input type="checkbox"/>
Gutters	<input type="checkbox"/>
Down Pipes	<input type="checkbox"/>
Fixin	<input type="checkbox"/>
Fascia	<input type="checkbox"/>
Soffit	<input type="checkbox"/>
Internal Members	<input type="checkbox"/>
Walls	
External	<input type="checkbox"/>
External Plaster	<input type="checkbox"/>
External Paint	<input type="checkbox"/>
Pointing	<input type="checkbox"/>
Plinth	<input type="checkbox"/>
Plaster (Internal)	<input type="checkbox"/>
Internal Paint	<input type="checkbox"/>
Rising Damp	<input type="checkbox"/>
Windows	<input type="checkbox"/>
Doors	<input type="checkbox"/>
Floor Covering	<input type="checkbox"/>
External	
External walls	<input type="checkbox"/>
External Paths	<input type="checkbox"/>
Gates	<input type="checkbox"/>
other (Sheds etc.)	<input type="checkbox"/>
Electrical/Wiring	
Electrical	<input type="checkbox"/>
Compliance	<input type="checkbox"/>
lighting	<input type="checkbox"/>
Heating	<input type="checkbox"/>
Intruder Alarm	<input type="checkbox"/>
Fire Alarm	<input type="checkbox"/>
Water Mains/Plumbing	
Water Mains	<input type="checkbox"/>
Radiators	<input type="checkbox"/>
Pipe Work	<input type="checkbox"/>
Toilets (Number)	<input type="checkbox"/>
Basins (Numbers)	<input type="checkbox"/>
Ceilings	<input type="checkbox"/>
Lifts	<input type="checkbox"/>
Misc	
Date of Survey	
Compiled by	