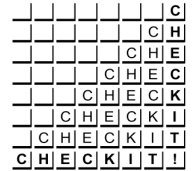


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Renovations Survey

Check
Box *

No.		Check Box *
01	Confirm with client or PIC the complete purposes of the survey; prepare checklist of items to be documented.	
02	Confirm permission and access details to building; arrange for power to be on if possible; obtain complete set of keys.	
03	Obtain and study any existing drawings. Take copies to survey for comparison to actual conditions.	
04	Determine whether any documentation of historic detail is required.	
05	Determine whether any photographic record is required; if so, arrange for same.	
06	For measuring of existing conditions, a party of 3 is most efficient: 2 to measure, 1 to record.	
07	Equipment check: (1) min. 30m tape, (1) 6m tape, (2) torches with extra batteries, camera (with spare film), clipboard, pocket tape recorder (with extra batteries), screwdriver, hammer.	
08	Check and note all external spaces, including roof. If roof is not accessible, take binoculars.	
09	Check and note all rooms on each floor in a clockwise manner. Note any alterations from existing drawings.	
10	Measure floor-to-floor heights in stairwells; measure exterior wall heights by dropping tape line from roof.	
11	Check and note carefully beams and timbers above top ceiling, if possible, and in basements.	
12	Check and note carefully all exposed portions of foundation walls, noting any evidence of past movement, including stabilised movement.	
13	Note any evidence of insect infestation or dry rot. Use screwdriver as probe.	
14	Note drain locations, position of drains, locations and size of water, fire, and gas entry lines.	
15	Note electrical equipment and building service capacity.	
16	Note heating and cooling equipment; copy data from nameplates; note operating condition if known.	
17	Note history of additions, extensions and alterations as can be determined.	
18	Check conditions of all flashings, copings, dampcourses, windows, skylights, external grilles, intakes and exhausts; note and photograph defects.	
19	Check adequacy of crawl space ventilation; check all ground floor floorboards, where accessible.	
20	Collect any drawings or photographs of the structure found during the survey.	
21	Prepare complete report promptly from notes.	
22	Obtain adjoining owners' consent as required for demolition permit.	
23	Prepare existing conditions drawings (if required); note taken dimensions; note check dimensions which do not appear to be correct.	
24	Revisit site and verify all doubtful dimensions.	
25	Incorporate survey reports from subconsultants, if any, and distribute complete report and survey drawings package.	
26	Review survey report against project brief; advise client and other consultants of any modification indicated.	