

Housing Incentives Policy: Building Condition Assessment Template

Indicate the general condition of each element and assign an assessment and condition and priority rating. **See Appendices for description of condition and priority ratings, and habitability.**

Element		Assessment	Condition	Priority
Sub-structure	Foundation			
	Slabs			
	Basement walls and columns			
	Other sub-structure			
Shell/Exterior	Building envelope			
	Roofs			
	Beams and columns			
	Stairs/ramps			
	Exterior walls			
	Exterior windows			
	Exterior doors			
	Exterior louvers, vents, and hatches			
	Decks/balconies			
	Other shell/exterior			
Interiors	Interior walls			
	Ceilings			
	Floors			
	Interior windows			
	Interior doors			
	Trim			
	Wall finishes			
	Ceiling finishes			
	Flooring finishes			
	Stair finishes			
	Millwork/cabinetry			
Other interior				
Services	Water/plumbing			
	Energy/HVAC			
	Electrical			
	Fire protection			
	Security systems			
	CO detectors			
	Elevators/lifts			
	Sanitation (shower, toilet, etc.)			
	Food preparation/storage			
	Other services			
Site	Water utility			
	Wastewater utility			
	Drainage			
	Electrical utility			
	Energy utility			
	Other site			
Health & Safety	Mold			
	Asbestos			
	Drugs			
	Infestation/leavings			
	Other health & safety			
Overall Condition				

Summary: _____

Appendix A: Condition and Priority Ratings

Condition Rating: A general measure of the condition of the building or unit overall, and specific elements.

- **Good (G):** The element shows none to some deterioration and is fully functional. Only regular maintenance needed.
- **Fair (F):** The element shows moderate deterioration but still functions as intended. Maintenance recommended in the short- to medium-term but immediate intervention not required.
- **Poor (P):** The element shows significant deterioration or is not functioning properly. Maintenance or replacement is recommended soon, possibly immediately. The building or unit may or may not be fit for occupancy until corrective action is taken.

Priority Rating: A measure of threat represented by the condition of an element. Not all elements in poor condition merit immediate attention. For example, floor coverings (e.g., carpet) may be in poor condition, but it will rarely represent an immediate threat to occupants.

- **Emergency (E):** The condition of this element is an immediate threat to the health and safety of occupants or the public. Immediate corrective action should be taken and the unit or building should not be occupied until the issue is resolved.
- **High (H):** The condition of the element is not an immediate threat to occupants or the public but may impair the habitability of the building or unit (See Appendix B), or be at risk of becoming a threat to health and safety in the near-term. Alternatively, the condition of the element shortens the useful life of the building considerably.
- **Low (L):** The condition of the element is not an immediate threat to occupants or the public, nor is there a reasonable risk of the element becoming a threat to health or safety. The element may impact quality of life for occupants but does not impair habitability of the unit or building. The condition of the element may reduce the useful life of the building but not considerably.
- **None (N):** The condition of the element is not an immediate threat to occupants or the public, nor is there a reasonable risk of the element becoming a threat to health or safety. The element has no negative impact on quality of life for occupants. The condition of the element does not impact the lifespan of the building.

Appendix B: Habitability

A building's habitability is impacted if critical elements are non-functional or have considerably reduced functionality. This may include but is not limited to:

- Structure (e.g., foundation, walls, floors, ceilings, roofs)
- Egress routes
- Safety systems (e.g., fire alarms, strobes, carbon monoxide detectors)
- Security (i.e., if there are openings that cannot be secured against unwanted entry)
- Elevators or lifts
- Utilities (Water, wastewater, drainage, electricity, energy)
- Supply of:
 - Drinkable water
 - Hot water
 - Heating, cooling, ventilation
 - Electricity
 - Sanitary services (e.g., toilet, shower, sink, sewer line)
 - Food preparation and storage services (e.g., refrigerator, stove, oven, kitchen sink)

Habitability may be impacted by the presence of general health and safety issues such as:

- Hazardous substances (e.g., asbestos, drug residue)
- Mold
- Infestations/leavings (e.g., rodent fecal matter)