

ASTH305

Inspect the condition of property



Overview

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

ASTH305

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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 customers and other relevant parties where appropriate
- P5 collate any documentation required for your inspections
- P6 inspect the property in accordance with the inspection brief and your organisational procedures
- 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 records that are accurate, legible and complete

ASTH305

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Knowledge and understanding

You need to know and understand:

- K1 the reasons for carrying out property inspections
- K2 the procedures which your organisation has in place for undertaking and recording the results of inspections
- K3 any relevant legal or organisational constraints on inspection
- K4 how to communicate effectively with customers and others
- K5 who, other than customers, should be contacted to arrange inspections
- K6 when it might be appropriate to carry out inspections without prior notice to customers
- 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 your organisation's priorities and timescales for repairs
- K17 the responsibilities of all relevant parties with respect to the condition of property

ASTH305

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| Developed by | Asset Skills |
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| Originating organisation | Asset Skills |
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| Relevant occupations | Health, Public Services and Care; Health and Social Care; Corporate Managers and Senior Officials; Managers and Proprietors in Hospitality; Housing Officer |
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| Suite | Housing |
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| Key words | Property; condition; inspections; monitoring programme; customer; occupancy; response |
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