Competent Person’s Logo (if applicable)

**<Competent Person’s Name>, <Company Name and Address>, <Contact Number and Email>**

**Periodic Facade Inspection Report**

**Notice Reference No.: <PFI YYYY/MM/XXXX>**

**<Name of Building>**

**<Address of building>**

**<Photo Showing Overview of building elevations>**

.

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## **Standard Declaration by Competent Person**

**Standard Certification by Competent Person for**

**Periodic Façade Inspection of Buildings**

In accordance with Section 28(6) of the Building Control Act (the “Act”) and Regulations 15,16 and 17 of (Periodic Inspection of Buildings and Building Facades) Regulations 2021 (the “Regulations”), I, **<Name of Competent Person>**, the Competent Person appointed by the building owner under Section 28(3) of the Act have conducted an inspection on the condition and integrity of the building façade and hereby submit the report of the results of the inspection. I certify that the inspection was carried out and the report was prepared by me in accordance with the provisions of the Act and the Regulations.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Competent Person Date

 For Periodic Façade Inspection of Buildings

 (Signature and Stamp)

(To provide separate signatories for all FIs. Delete if there is no FI.)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Façade Inspector Date

 For Periodic Façade Inspection of Buildings

 (Signature)

## **Foreword**

The appointed Competent Person by the building owner is required to prepare a comprehensive report in accordance with Section 28(6) of the Building Control Act (the “Act”) and Regulations 15,16 and 17 of (Periodic Inspection of Buildings and Building Facades) Regulations 2021, detailing the visual and close-range inspection of the façade and providing an assessment of its condition. The report should be professional, clear, and conclusive, tailored to the specific building. It should include appropriate photographs representing the façade's condition and defects, demonstrating the thoroughness of the inspection. The report should also reflect the Competent Person's professional approach, technical analysis, judgment, conclusions, and recommendations for maintenance and repairs. Additionally, it must contain detailed descriptions, photographic evidence, and analyses of observations and tests conducted, along with recommendations for necessary building works to ensure the façade's integrity and prevent potential harm. The Competent Person should use the classification of "Safe", "Require Repair", or "Unsafe" for the building façade system.

If a façade is classified as "Unsafe" or "Require Repair", the Competent Person must advise the building owner to take immediate measures to eliminate any danger to individuals or property. Any loose or dangling façade elements should be promptly removed. The Competent Person should assess the need for immediate actions such as cordoning off the area and erecting protective hoarding to prevent access, as well as the removal of the affected façade element.

In cases where the façade defects and rectification involve structural elements, the Competent Person is advised to seek the expertise of a Professional Engineer in the Civil or Structural discipline (if the Competent Person is not one) to obtain engineering advice for assessing the integrity of the building façade and proposed rectification works.

When a full façade investigation is necessary, the Competent Person is required to submit an application to the Commissioner of Building Control to conduct the investigation. This application must include an interim report with a comprehensive description of the visual and close-range inspections, details about the design, construction, maintenance, and history of the building's façade, and a proposal outlining the percentage of the total surface area of each building elevation to be included in the full façade investigation. Additionally, the proposal should describe the specific design checks and tests to be carried out.

# **Section 1 – Facade System of the Building**

## **1.1 General Information of the Building**

|  |  |
| --- | --- |
| Development/building address and name |  |
| Number of building blocks in the development | *Example**2 blocks* |
| Age of each building block within the development | *Example**Block 25 – 35 years old**Block 27– 30 years old* |
| Height of each building block within the development | *Example**Block 25 – 30m**Block 27– 35m* |
| Number of storey in each building block within the development | *Example**Block 25 – 9**Block 27– 11* |
| Description of main usage of the buildings (e.g. commercial, residential, industrial, hospitality, mix-use development consist of commercial and residential, industrial, etc.) | *Example**Block 25 – Residential**Block 27 - Commercial**<For others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_>* |
| Details of as-built records/ drawings of façade systems, (if available, please attach in Annex C) | *Example**See façade drawings attached in Annex C* |
| Maintenance history of the façade (i.e. list records of Repair and Redecoration work) | *Example**R&R completed in 1 Dec 2022, scope of works include repair of spalling concrete at the Block 25, elevation 1, level 5 & 6 ledge.*  |
| Known defects from past PFI report provided by the owner, (list if any) | *Example**PFI completed in 1 Apr 2022, spalling concrete at the Block 25, elevation 1, level 5 & 6 ledge.* |
| Resurfacing of past defects, (list if any) | *Example**Nil* |

## **1.2 Overview of building elevations**

a) plan view (as-built drawing if available)

|  |  |
| --- | --- |
| **Plan** | **As-built drawing** |
|  | <Insert drawing> |

b) all elevation views (photos)

|  |  |
| --- | --- |
| **Elevation** | **Photograph** |
| North 1 | <Insert photo> |
| North 2 | <Insert photo> |

## **1.3 Description of facade system**

a) Description of the façade systems in different parts of the building include photograph of the façade system (i.e. materials, connection details, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Elevation** | **Façade type** | **Connection** | **Photograph/As-built connection detail or sketches** |
| North 1 | Plaster | Adhesive | <Insert photo/drawing/sketches> |
| North 1 | Cladding | Mechanical | <Insert photo/drawing/sketches > |

# **Section 2 – 100% Visual inspection**

## **2.1 Diary and Scope of Visual Inspection**

|  |  |
| --- | --- |
| Time and dates of inspection | Click or tap to enter a date. |
| Duration of inspection |  |
| Location of inspection |  |
| Methodology of carrying out the 100% visual inspection.If drone is not used, explained why and provide vantage locations in Annex A. |  |
| Names, addresses, contact details of others, drone service provider/specialist/consultants involved in the inspection (list if any) |  |
| Particulars of Façade Inspector engaged to assist the Competent Person in the inspection (if any) | NameRegistration no. FI-xxxxExpiry date |
| Description of any areas not covered by the visual inspection, and the reasons for the non-coverage | *Example**Drone not able to take photographs at Elevation 2, level 1 to 3, covered by tree. Digital camera was used to take photographs to supplement the inspection.* |
| Highlight any discrepancies and deviations from the approved plans by showing façade elevations (in drawings or photographs) |  |

The visual inspection has covered all façade system within the buildings.

## **2.2 Key Findings of the Visual Inspection**

All unsafe defects and representative images of defects that require repair (i.e spalling, cracks, corrosion, damaged glass). Please include all other images (safe, require repair in the Annex A showing full list of images).

For unsafe façade, the competent person to include photos to show whether the unsafe condition has been removed, either through repairs or through the implementation of temporary safety measures if any.

|  |  |  |
| --- | --- | --- |
| <Insert Photograph (before), showing medium long shot, including the unsafe defects observed, of not more than four storey façade shown in each photo on each elevation> | <Insert Photograph (before), showing closed-up condition of the unsafe facade> | <Insert Photograph (after), showing the unsafe condition has been removed, either through repairs or through implementation of temporary safety measures > |
| **Photograph number** | **View of building exterior at Elevation, Level** |
| **Observation:** | Describe the type of defect observed  |
| **Nature of defect:** | Unsafe |
| **Immediate follow up action (if any):** | Describe the immediate follow up action to remove the unsafe condition of the façade, either through to repairs or through the implementation of temporary safety measures. |

|  |  |
| --- | --- |
| <Insert Photograph, showing medium long shot, including the defects observed, of not more than four storey façade shown in each photo on each elevation> | <Insert Photograph, showing condition of the facade> |
| **Photograph number** | **View of building exterior at Elevation, Level** |
| **Observation** | Describe the type of defect observed  |
| **Nature of defect:** | Choose an item. |

# **Section 3 – Minimum 10% Close-range Inspection**

## **3.1 Diary and Scope of Close-range Inspection**

|  |  |
| --- | --- |
| Basis of selection of locations/ areas to carry out the Close-range inspection |  |
| Drawings/plan of selected areas as record (calculations showing the 10% area) | See Annex B |
| Time and dates of Close-range inspection | Click or tap to enter a date. |
| Duration of inspection |  |
| Methodology of carrying out the Close-range inspection, including the type of inspection tools & equipment used. Inspection of concealed fixings. Include CP’s instructions given to Façade Inspector |  |
| Particulars of Façade Inspector engaged to assist the Competent Person in the inspection (if any). To provide separate input if FI differs from visual inspection and more than one FIs.) | NameRegistration no. FI-xxxxExpiry date |

The close-range inspection has covered at least 10% of the surface area of each elevation (i.e. each face of the building).

## **3.2 Key Findings of the Close-range Inspection**

All unsafe defects and representative images of defects that require repair (i.e hollow concrete, loose appendages, shaky cladding panels). Refer to Annex B for full list of images.

|  |
| --- |
| <Photograph (can insert more than one), showing condition of the facade> |
| **Photograph number** | **View of building exterior at Elevation, Level** |
| **Observation** | Describe the type of defect observed |
| **Nature of defect:** | Choose an item. |

# **Section 4 – Assessment of the defects**

1. a) Describe and compare of current façade conditions with conditions observed during the previous façade inspection cycle
2. b) Assess and conclude if the defects are localized or systemic (e.g. non-stainless fixing, missing connection, excessive corrosion, multiple areas of hollow plaster)

# **Section 5 - Recommendations, Remedial and Follow-Up Actions**

1. a) If “Require Repair” or “Unsafe” conditions are found, to be submitted in the table below:
2. A repair proposal (to the entire façade, not just for the inspected façade areas) including details of proposed method, materials, precautionary measures, timeframe to complete the repairs, etc. shall be submitted.
3. b) The proposed recommendations must be robust and durability under the existing environmental conditions until next inspection cycle.

|  |
| --- |
| 1. Unsafe defects
 |
| 1. Photo no.
 | 1. Location
 | 1. Observation
 | 1. Possible cause
 | 1. Recommendation
 | 1. Timeframe (months)
 | 1. Remedial works requiring CP’s supervision
 |
|  |  |  |  |  |  | 1. Choose an item.
 |
|  |  |  |  |  |  | 1. Choose an item.
 |
|  |  |  |  |  |  | 1. Choose an item.
 |

|  |
| --- |
| 1. Defects that require repair
 |
| 1. Photo no.
 | 1. Location
 | 1. Observation
 | 1. Possible cause
 | 1. Recommendation
 | 1. Timeframe
 | 1. Remedial works requiring CP’s supervision
 |
|  |  |  |  |  |  | 1. Choose an item.
 |
|  |  |  |  |  |  | 1. Choose an item.
 |
|  |  |  |  |  |  | 1. Choose an item.
 |

# **Section 6 – Conclusion**

Choose an item. full façade inspection is required.

It is recommended that the building owner shall continue to properly maintain the façade of the building and conduct their own regular checks and repairs before the next cycle of inspection which will be conducted again in 7-years.

# **ANNEX A – Visual inspection report**

If drones are used for inspection, DSP to refer to guideline Annex E: UAS Inspection Report in “TR78-1 : 2020: Building façade inspection using unmanned aircraft system (UAS)” and attached the report here:

Key information and defect photos to be captured as below:

|  |
| --- |
| <Show mark up of façade defects on each elevation, prefer to input with as-built drawing> |
| **Elevation number** |

**Vantage point locations (If no drone is used)**

|  |
| --- |
| < show vantage point location where the inspection is carried out > |

|  |
| --- |
| <Insert Photograph, showing medium long shot of not more than four storey façade shown in each photo on each elevation> |
| **Photograph number** | **General view of building exterior**  |
| **Observation** | No \*defect has been observed |
| **Nature of defect:** | Choose an item. |

|  |  |
| --- | --- |
| <Insert Photograph, showing medium long shot, including the defects observed, of not more than four storey façade shown in each photo on each elevation> | <Insert Photograph, showing condition of the facade> |
| **Photograph number** | **View of building exterior**  |
| **Observation** | Describe the type of \*defect observed |
| **Nature of defect:** | Choose an item. |
| **Recommendation:** | Provide necessary repairs to be carried out in order to restore the integrity of the building façades |

**ANNEX B – Close range inspection report**

Provide calculation of 10% close-range inspection.

|  |
| --- |
| <Show locations of all the drops, prefer to input with as-built drawing> |
| **Plan** |

|  |
| --- |
| <Show mark up of façade defects on each elevation, prefer to input with as-built drawing> |
| **Elevation number** |

|  |
| --- |
| <Insert Close up photograph, showing condition of the facade> |
| **Photograph number** | **View of building exterior**  |
| **Observation** | Describe the type of defect observed |
| **Nature of defect:** | Choose an item. |
| **Recommendation:** | Provide necessary repairs to be carried out in order to restore the integrity of the building façades |

**ANNEX C – Records of** **relevant approved plans and shop drawings, If any**

**ANNEX D – Standard Declaration by Competent Person**

**Standard Certification by Competent Person for**

**Periodic Façade Inspection of Buildings**

In accordance with Section 28(6) of the Building Control Act (the “Act”) and Regulations 15,16 and 17 of (Periodic Inspection of Buildings and Building Facades) Regulations 2021 (the “Regulations”), I, **<Name of Competent Person>**, the Competent Person appointed by the building owner under Section 28(3) of the Act have conducted an inspection on the condition and integrity of the building façade and hereby submit the report of the results of the inspection. I certify that the inspection was carried out and the report was prepared by me in accordance with the provisions of the Act and the Regulations.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Competent Person Date

 For Periodic Façade Inspection of Buildings

 (Signature and Stamp)

(To provide separate signatories for all Façade Inspectors (FI). Delete if there is no FI.)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Façade Inspector Date

 For Periodic Façade Inspection of Buildings

 (Signature)