



Schedule Of Condition - Risk Minimisation

A Schedule of Condition is a specific type of report which fully and accurately assesses a properties condition at a specific point in time. It is an item by item account describing the elements of the building, their condition and recorded using both descriptive and photographic techniques. The schedules of Condition can be prepared for any type of property but within the industry these are most common with inclusion in lease documents for commercial, industrial and retail aspects of the property market.

The schedules should be prepared independently and ideally carried out by a professional consultant (Chartered Building Surveyor) who has the knowledge, experience and background in preparing Schedules of Condition for use with lease negotiations or updating property records. Using a Chartered Building Surveyor would result in a professional independent report, produced in an industry recognised format, correctly worded and include a element by element report of the present condition with photographic evidence which can be referred to when the need arises.

Washington Browns Building Consultants are Chartered Building Surveyors and have adopted the Royal Institution of Chartered Surveyors recommended guidance notes when preparing the schedules. All Washington Browns Schedules of Condition include the following:

- Summary of the Client brief
- A professional report which is written in a none technical language to make easy reading for non technical clients
- Introduction including building description and date & time of the inspection
- Comprehensive schedule recording the building elements with description, condition and photographic references to each item
- Condition of the main building services
- Identification of fittings
- Detailed appendices with photographs, identification sketch plans and declaration pages for inclusion in lease documents.



Schedules of Conditions are a benefit to any building owner or user. They are particular important to a Tenant prior to signing of leases for occupation of new buildings or space to minimise there future Make Good risk and hence profit.

There main functions of a Schedule of Condition are:

- Record the condition of a building at a particular point in time with photographic reference to the condition.
- Limit the liability of the Tenant with regard to the current condition of the property at the time of occupation.
- Included in the lease documents to show an accurate assessment of the building condition prior to lease commencement to limit the risk of the Make Good claims on termination of the lease.
- Identify defects with an existing building and assist with maintenance programming and future cost planning.

