



*Archicentre* **Australia**

# Home Access & Services Report

**SAMPLE**



# Home Access & Services Report

This Report provides independent advice from a registered architect about home access & services matters as they relate to your dwelling.

<b>CLIENT DETAILS</b>			
<b>Name:</b>	<TEXT>		
<b>Telephone:</b>	<TEXT>	<b>Booking No:</b> <TEXT>	
<b>PROPERTY DETAILS</b>			
<b>Address of Property:</b>	<TEXT>		
<b>Suburb:</b>	<TEXT>	<b>State:</b> <TEXT>	<b>Postcode:</b> <TEXT>
<b>Date of Assessment:</b>	<TEXT>	<b>Type of Assessment:</b> <TEXT>	
<b>Existing use of Property:</b>	<TEXT>		
<b>Weather conditions:</b>	<TEXT>		
<b>Verbal summary given to:</b>	<TEXT>	<b>Date:</b> <TEXT>	
<b>ARCHITECT DETAILS</b>			
<b>Architect:</b>	<TEXT>	<b>Registration No:</b> <TEXT>	
<b>Address:</b>	<TEXT>		
<b>Email Address:</b>	<TEXT>	<b>Phone:</b> <TEXT>	
<b>Referred by:</b> <TEXT>	<b>Email Address:</b> <TEXT>	<b>Phone:</b> <TEXT>	

## DETAILS OF ADVICE SOUGHT

<TEXT>

### Report Charges

This report covers up to 2 hours of the Architect's time which includes consultation and Report writing. An additional hourly charge is payable for reports exceeding this time.



# Report Scope

## Included in this Report ...

This Report has been prepared, on a visual review of the property, documentation and instructions, whether in writing or verbal, provided by you, the client. The Report is limited a visual assessment of the item, area or matter of concern. Where this relates to a defect or problem with a building or property element the architect will, where appropriate:

- Investigate and advise on the probable cause of the defect including the provision of advice on its repair or maintenance;
- Recommend the possible trades, profession or technical expert to undertake further investigation and/or the repair or rectification.

Where the matter relates to design, the architect will, where appropriate:

- Provide an assessment of design issues;
- Provide a conceptual design solution (sketch plans only).

## Not included in this Report ...

The Report will not contain advice on any matters beyond the scope of the advice sought.

- The Report is based on the condition of the property and the prevailing structural, soil and weather conditions at the time of the assessment. Note: Prolonged periods of wet or cold weather will cause structural changes to the property.
- The Report is based on a visual assessment of reasonably accessible parts of the property and does not cover enquiries of councils or other authorities.
- The Report will not disclose defects in inaccessible areas, defects that are not reasonably visible, defects which may be apparent in other weather conditions or defects which have not yet arisen.
- The Report will not assess roof elements, roof eaves (s) or sub-floors.
- This Report does not include a pest inspection. Clients wishing to have such should seek an independent pest inspection.
- The Report does not cover all maintenance items, particularly those such as jamming doors, windows or catches, decorative finishes and hairline or slight cracks (Category 0 and 1 of Appendix C – Australian Standard AS 2870-2011).

Unless specifically and explicitly agreed in writing with the client prior to the assessment, the Report does not cover the identification in the Property of:

- Asbestos related products;
- Condition or operation of swimming pools, spas and similar facilities;
- Condition or adequacy of underground pipes or drainage systems;
- Condition, adequacy or compliance of electrical, gas and plumbing systems including adequacy of roof plumbing;
- Operation, adequacy or compliance of security and communications systems, smoke detectors, building services, building automation, automatic garage door mechanisms, plant, equipment and mechanical or electrical appliances or fittings;
- Footings below ground or soil conditions.
- Compliance with BCA, planning, sustainability or environmental matters including but not limited to the adequacy or safety of insulation, waterproof membranes and/or other installations, or BAL assessments.

The Report assumes that the existing use of the Property will continue, and unless the advice is sought in respect of a change of use, the Report will not assess the fitness of the Property for any other intended purpose. Any proposed change in use of the Property should be verified with the relevant authorities by the client.

It is not a certificate of compliance for the Property within the requirements of any Act, regulation, ordinance or local by-law.

## Report Standard

The Report has been prepared by your Architect in accordance with Australian Standard AS4349.0-2007 Inspection of Buildings Part 0: General Requirements and to any other Australian Standards cited in these Terms and Conditions. The architect can only access the reasonably and safely accessible parts of the property. It is your responsibility to ensure that any inaccessible parts of the property that can be made reasonably accessible for an assessment, where appropriate for the scope of advice sought, are made so, prior to the assessment. Areas which are not reasonably and safely accessible cannot be assessed.

**SAMPLE**



Member  
Australian  
Institute of  
Architects

# Home Access & Services

PLEASE COMPLETE FOR ALL HOME SERVICES ASSESSMENTS		
Has the H&S CHECKLIST been completed?	Choose	If "NO" please state reason why not completed. []
Please state the number of DESIGNS	Choose	Please indicate design submitted: <input type="checkbox"/> Ramp <input type="checkbox"/> Bathroom Modification <input type="checkbox"/> Platform Steps <input type="checkbox"/> Other

CONSTRUCTION SUMMARY									
House Age	Choose	Storeys	Choose	Floor Structure	Choose	Walls	Choose	Roof	Choose

FAULT SUMMARY											
Trip & Slip	--	Fire Hazards	--	Health Hazards	--	Electrics	--	Security	--	Roof	--
Cracking	--	Stumps/Piers	--	Illegal Work	--	Timber	--	Damp/Mould	--	Drainage	--

HEALTH CHECK & SAFETY CHECK			
--	Damp / Mould / Ventilation	--	Glazing hazards
--	Unsanitary conditions	--	Hoarding
--	Vermin / signs of termites & borers	--	Heating
--	Flammable Risks	--	Electrical Hazards
--	Slip hazards	--	Security: effective locks front and rear /
--	Trip hazards	--	Smoke alarms (include if installed)
--	WC door operable from outside	--	Other (e.g. security lights, visibility to front fence, ramp rails poor lighting)

REPAIRS & MAINTENANCE CHECK					
STRUCTURE			OTHER		
--	Roof	--	Gutters / drainage	--	Decks, Balconies & Pergolas
--	Ceiling	--	Windows	--	Fences
--	Walls	--	Surfaces (e.g. painting, tiling)	--	Illegal building work
--	Floor / Subfloor	--	Plumbing	--	Hot Water System - HWS*

**NOTES:**

- 1 \* Gravity fed HWS's are generally unsuitable for hand held showers
- 2 Access restrictions



ENERGY & WASTAGE CHECK							
--	Dual-flush toilet	--	Window seals	--	Draught-proof exhaust fan	--	Pelmets / Curtains
--	Low-flow shower head	--	Door seals	--	Watertight cistern	--	Electrical
--	Watertight taps	--	Shaded west windows	--	Ceiling insulation	--	Low Energy Light Globes
--	Solar panels	--	Solar HWS	--	Water tank	--	Grey water recycling system

<b>KEY</b>	√	No visible Fault	X	Maintenance Item	XX	Serious Fault	--	Not Applicable
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FIELD NOTES							
In Attendance During Assessment	--	Client	--	Occupational Therapist	--	Others -	

**\*\*Please note that the above Checklists are a summary of your assessment. These provide vital information to you and your service provider(s)..**

**\*\*Only information correctly shown in the tables BELOW will be included in the Client's Report along with relevant Design Sketches provided. Please do not write "As Above"**

**\*\*Refer to the Shortcut menus for Item Codes, Categories and suggested costs for the 3 tables (i.e. 1 month, 6 months & Optional)**

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**HEALTH & SAFETY CONCERNS (Urgent – within 1 month)**

CATEGORY	(internal use) CODE	Architect's Comment ( <i>In addition to preset text only</i> )	TRADE	COST - indicative
Choose an item.	--		--	
Choose an item.	--		--	
Choose an item.	--		--	
Choose an item.	--		--	
Choose an item.	--		--	
Choose an item.	--		--	
Choose an item.	--		--	

**REPAIR & MAINTENANCE (RECOMMENDED – longer term)**

CATEGORY	(internal use) CODE	Architect's Comment ( <i>In addition to preset text only</i> )	TRADE	COST - indicative
Choose an item.	--		--	
Choose an item.	--		--	
Choose an item.	--		--	
Choose an item.	--		--	
Choose an item.	--		--	
Choose an item.	--		--	
Choose an item.	--		--	

ENERGY EFFICIENCY – OPTIONAL				
CATEGORY	(internal use) CODE	Architect's Comment <i>(In addition to preset text only)</i>	TRADE	COST - indicative
ENERGY EFFICIENCY	--		--	
ENERGY EFFICIENCY	--		--	
ENERGY EFFICIENCY	--		--	
ENERGY EFFICIENCY	--		--	
ENERGY EFFICIENCY	--		--	
ENERGY EFFICIENCY	--		--	

## Attachments

The following selected attachments are an important part of the Report. These can be downloaded from the Archicentre Australia Supplementary Documents page [http://www.archicentreaustralia.com.au/report\\_downloads/](http://www.archicentreaustralia.com.au/report_downloads/) or by referring to the Report cover email for downloading instructions. If you have difficulty downloading the following ticked attachments, please contact Archicentre Australia on 1300 1305 13 immediately.

ITEM		ITEM		ITEM	
Property Maintenance Guide		Cracking in masonry		Treatment of Dampness	
Health & Safety Warning	✓	Roofing & guttering		Home Safety Checklist	✓
Termites & Borers		Re-stumping		Cost Guide	✓

## Definitions

Reasonably and Safely Accessible – Accessible areas which can be accessed by a 3.6 metre ladder or those which have at least 600mm unimpeded vertical and horizontal clearance without the removal of any fixed or unfixed furniture, fittings, stored items, cladding or lining materials, plants or soil.

Archicentre Australia Architects are unable to access areas where there is a risk of damage to the property.

The extent of accessible areas will be determined by the inspector at the time of the assessment. The architect is unable to access areas higher than 3.0 m above ground level unless secure ladder access is available and fall prevention devices or barriers are present.

Workplace Health and Safety access conditions apply subject to relevant State and Territory regulations.



# Terms & Conditions

The Report has been prepared by Archicentre Australia, a division of ArchiAdvisory Pty Ltd (Archicentre Australia) and the named architect and is supplied to you (the named client) on the basis of and subject to the Scope and these Terms and Conditions.

Archicentre Australia accepts no responsibility to other persons relying on the Report.

The Report has been prepared in accordance with Australian Standard 4349.0-2007 Inspection of Buildings Part 0: General Requirements and to any other Australian Standards and definitions cited in the Terms and Conditions.

The Report should be read in conjunction with any other Archicentre Australia Reports issued concurrently for the Property.

The Scope and Terms and Conditions take precedence over any verbal or written representations by or on behalf of Archicentre Australia.

1. After making the booking, the client is deemed to have accepted these Terms and Conditions and the Scope of Report upon the architect arriving on site.
2. The Report is not a guarantee but is an opinion of the condition of the inspected property.
3. Archicentre Australia accepts no liability with respect to work carried out by other trades, consultants or practitioners referred by Archicentre Australia. It is your responsibility to make appropriate contractual arrangements with such persons.
4. The Report is not a certificate of compliance for the property within the requirements of any act, regulation, ordinance or local by-law.
5. Archicentre Australia does not accept responsibility for services other than those provided in this report.
6. Archicentre Australia's liability shall be limited to the provision of a new assessment and report or the payment of the cost of a new assessment and report, at the election of Archicentre Australia.
7. The assessment assumes that the existing use of the building will continue. The assessment will not assess the fitness of the building for any

intended purpose. Any proposed change in use should be verified with the relevant authorities.

8. The Archicentre Australia Property Maintenance Guide and any other selected attachments referred to in this Report are a vital part of the recommendations and failure to observe the recommendations in the Report, the Property Maintenance Guide or such other referred attachments could lead to premature deterioration of the property.
9. The Health and Safety Warnings constitutes a vital part of Archicentre Australia's recommendation to you. Failure to observe the provisions of the warning sheet could jeopardise the safety of the occupants.
10. The Report and its appendices and attachments, as issued by Archicentre Australia, takes precedence over any oral advice or other reports, to the extent of any inconsistencies, and only the Report and its appendices and attachments, which form a vital part of the assessor's recommendations, shall be relied upon by you.
11. If you are dissatisfied with the Report you agree to promptly give Archicentre Australia written notice specifying the matters about which you are dissatisfied and allow Archicentre Australia to attempt to resolve the matters with you within 28 days of receipt by Archicentre Australia of such written notice before taking any remedial action or incurring any costs.
12. Reference to Archicentre Australia in this Report and any other documentation includes, where the context permits, its agents and representatives authorised to act on its behalf.
13. These Terms and Conditions are in addition to and do not replace or remove any implied guarantees or warranties conferred by the Competition and Consumer Act or any other consumer protection legislation.

**Attachments: Sketches & Photos.**

**SAMPLE**