



Pre-condition surveys of adjacent properties checklist

Pre-condition surveys of adjacent properties made easy with an interactive checklist that's commentable and can export as PDF/Excel. Capture photos, crack gauges, and notes reliably.

Project:

Date:

Filled by:

Pre-Survey Planning

1	Confirm the survey scope excludes structural assessment; document this in the project execution plan and checklist, referencing per approved project specifications and authority requirements; obtain supervisor approval and digital signature.
2	Compile a list and site map of adjacent properties using drawings and GIS; assign unique property IDs; verify addresses against signage; save an annotated PDF map as evidence.
3	Prepare equipment: camera ≥ 12 MP, tripod, 100 mm scale card, steel ruler, crack comparator (0–5 mm, 0.1 mm divisions), non-invasive telltale gauges, flashlight, PPE; record serials/calibration dates in the equipment log.

Property Access & Notifications

4	Notify owners/occupiers with written intent and proposed times; secure consent forms and access limitations; upload signed consent or refusal to the project folder with timestamped receipt.
5	On arrival, log date/time, weather (dry/wet), and light conditions; capture a street-view photo showing the property ID/number and façade to establish context and timestamp.
6	Explain non-invasive scope to the owner/representative; confirm privacy preferences (faces/plates blurred); obtain a signed acknowledgment; store signature and a photo of posted notice if applicable.

Exterior Condition Documentation

7	Photograph each elevation perpendicular and at 30–45° oblique; include a 100 mm scale card in at least one frame per elevation; ensure $\geq 30\%$ overlap and $\geq 3000 \times 2000$ px resolution; geotag if available.
8	Capture close-ups of visible cracks, spalls, displaced joints, or damaged finishes; place the scale card adjacent; annotate defect IDs in the app; ensure one context photo and one close-up per defect.
9	Measure crack widths using a transparent crack comparator held perpendicular to the surface; record the maximum width to ± 0.1 mm; photograph the reading with the comparator and scale card visible.
10	Record step heights or misalignments at thresholds/paving using a steel ruler; note measurements in millimetres; include a photo with the ruler legible and tie the record to the location plan.

Interior Condition Documentation	
11	Where permission is granted, document interior rooms adjacent to the work; proceed clockwise per room; take wide wall/ceiling/floor photos plus close-ups with a 100 mm scale; log room names and floor levels.
12	Photograph existing finishes and fixtures near party walls and foundations (e.g., skirtings, tiles, windowsills); ensure one context photo and one close-up with scale; label by propertyID_floor_room_fixture.
13	Record moisture-related staining or damp marks where visible; if available, take a non-invasive moisture meter reading and note the scale/units used; attach photos showing probe position.

Crack Measurement & Gauging	
14	Assign unique IDs to notable cracks; place removable tape tags adjacent (not on the crack); update the location plan with IDs; cross-reference in the photo index.
15	Where permitted, install acrylic tell-tale crack gauges with removable adhesive; align across the crack without drilling unless expressly authorized; photograph installation; record initial X/Y readings to ± 0.5 mm.
16	Record baseline measurements for all installed gauges and comparator readings in a crack register (CSV/Excel); include property ID, location, orientation, and date; capture a signed acknowledgment if the owner observes.
17	Set a monitoring cadence per approved project specifications and authority requirements; notify owners of planned visits; store the schedule and distribution list in the project files.

Data Control & Sign-Off	
18	Rename files using propertyID_room_location_defectID_YYYYMMDD; apply consistent case and separators; verify no duplicates; export the filename list for audit and attach to the report.
19	Upload all data to a secure cloud repository with version history; set read-only links for clients; log access permissions and capture a screenshot of the permissions matrix as evidence.
20	Compile a pre-condition report with site map, photo index, crack register, consent forms, and limitations statement (no structural assessment); obtain reviewer digital signature and date.
21	Distribute the report to the owner and contractor; export as PDF/Excel with an embedded QR code for verification; retain delivery receipts or read confirmations in the project folder.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Pre-condition surveys of adjacent properties provide a defensible record of visible conditions before construction begins. This baseline property survey, also called a preconstruction condition survey or adjacent building documentation, focuses on photos, crack width measurements, and clear notes that help benchmark potential damage claims. The scope purposefully excludes structural assessment, calculations, and engineering opinions; it captures what is observable and measurable with simple tools. By following a consistent method—wide-to-close photography with a scale, crack comparators in millimetres, clear room-by-room indexing, and consent-backed access—you reduce disputes, protect relationships, and streamline insurance discussions. You will also implement disciplined data control: unique IDs, dated filenames, mapped locations, and digitally signed acknowledgments. Use this interactive checklist to plan access, document exteriors and permitted interiors, install non-invasive tell-tale crack gauges where allowed, and compile a clean, shareable record. Tick each step, add comments where needed, and export your commentable report as PDF/Excel with a QR-secured link.	1. Preparation: Gather tools (camera, 100 mm scale, crack comparator, tell-tales, PPE), preload property IDs and plans, print consent forms, confirm scope exclusions, and test geotagging, timestamps, and photo upload from your device. 2. Start Interactive Mode: Open the checklist, select the property ID, enable location/time capture, and attach photos directly to items; use comments to note access limits or owner requests. 3. Document Systematically: Move exterior-to-interior where permitted; assign defect IDs, take scale-referenced photos, and enter crack readings in millimetres; keep all notes objective and non-diagnostic. 4. Export and Share: Generate a commentable report and export as PDF/Excel; embed a QR code for verification; share read-only links with owners and the contractor. 5. Sign-Off and Archive: Collect digital signatures from the reviewer and, where applicable, the owner; lock the report, archive in a versioned folder, and record distribution.