

ASBESTOS BUILDING INSPECTION REPORT GUIDELINE

This document is designed and distributed to assist a license asbestos building inspector in preparation of an acceptable Asbestos Building Inspection Report. The report should include all of the following information.

1. **Title Page**

- a. Company name, building inspector name(s), report preparer name (if different from inspector), company mailing address, and company telephone number.
- b. Name, address, contact person and telephone number of building owner(s).
- c. Name (if any) and street address, city, state, zip code for structure(s) inspected.
- d. Date of inspection, and date of report preparation (if different).

2. **Signature Page**

- a. Printed name and signature of each individual involved in the inspection.
- b. Asbestos Building Inspection License number and expiration date for each individual involved in the inspection and/or preparation of the inspection report.

3. **Letter to Building Owner**

- a. Cover letter or copy of cover letter should be included in the report here.

4. **Table of Contents**

- a. Include title and location of all information/data included in report for easy identification and access.

5. **Executive Summary**

- a. Identify the inspector(s), the date, location, and purpose of the inspection.
- b. Identify the inspection report writer if different from the inspector.
- c. Provide a separate, detailed, discussion for each building inspected if multiple buildings are included in the same report.

7/11/2005

- d. For each building, identify and provide a detailed description of all exterior and interior building materials.
- e. Provide an estimated square or linear footage for each type of suspect building material. This may be calculated by room size or actual measurement.
- f. Clearly state the number of samples collected for each type of suspect material based on the estimated or actual square or linear footage.
- g. Discuss the type, amount (square or linear footage) and condition of all suspect material testing positive or assumed positive for asbestos.
- h. Include a written recommendation for disposition of all identified asbestos-containing materials (ACM). Please note that thermal system insulation (TSI), ceiling tiles and joint compound are always friable (regulated) ACM.
- i. Include photographs, building drawings or sketches, etc here.
- j. Provide a copy of all sample collection data, chain of custody form(s), and lab analysis reports.
- k. Other documents such as copies of directives, state or federal regulations, guidance documents, or any other printed materials should be included last.