

PROPERTY CONDITION ASSESSMENTS – Online Course



The **Property Condition Assessment** online course is intended to offer the must know information prior to conducting physical due diligence. The course spans **24 modules** covering the history, development and practical application of . Approximately 30 hours of content is all provided **online**, over **6 weeks**. Participants will complete 4 modules per week. Although it **does not require fixed “scheduled class time” participation**, attendees should expect to spend around **60 minutes per module** reviewing material, listening to narrated presentations, participating in forum discussions and taking short quizzes. Typically, classes will start the 1st of each month with around 40 students. **To achieve a Certificate of Completion, users must get 260 of a possible 330 points** from answering quiz questions and participating in group activities and forums.

Property Condition Assessments – Course Syllabus

	Course Module*	Major Topics
1	Intro, History, Purpose and Scope	History, Clients, Value Proposition and Components of a PCA
2	Terminology/ Guidance Documents	Terminology, E2018-08
3	Major Property Types	Office, Multifamily, Industrial, cost per unit measures
4	Costs and Cost Tables	Immediate, Short, Reserve, Approximating, EUL/RULs
5	Site Elements	Paving Curbing Parking, Retaining Walls
6	Structural Frame and Building Envelope	Foundation, Frame, Walls, Geotechnical
7	Roof	Special module just for Roofs
8	Interior Elements	Painting, stairs, flooring/carpeting
9	HVAC	Heating, cooling and ventilation systems
10	Electrical	Electrical plus Utilities
11	Plumbing	Plumbing plus Utilities
12	Vertical Transportation	Elevators and Escalators
13	Life Safety/Fire/Building Fire Codes	Systems and flaws
14	ADA and Handicapped Accessibility	The Act, non-compliance, FHAA
15	Seismic	Zones and requirements
16	Communication and Interviews	Who to ask, what to ask, how to ask and what to be careful saying
17	Conducting the Site Visit	How to be efficient at it, Taking Photos
18	Documentation and Municipal Offices	Where to go, what to look for and how to review it
19	Additional Considerations	Water intrusion, Flood, Pests, Radon, Asbestos, Wind, Seismic
20	Green PCAs	Energy, Sustainable Design, Indoor Air Quality
21	Professional Liability and Ethics	Protecting you and your company and Ethical Awareness
22	Writing the Report	Overview of technical writing
23	Managing the Process	How to be effective
24	FINAL EXAM	40 Questions