

ASBESTOS BUILDING INSPECTION REPORT GUIDELINES

Taken from internet from 7/11/2005, modified by Amy Walden 12/01/09

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 Inspector License number and expiration date for each individual involved in the inspection and/or preparation of the inspection report.

3. Letter to Building Owner

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

4. Executive Summary

Summary of the asbestos containing materials and what needs to be abated based on the type of activity, renovation, demolition or fire training burn.

5. Table of Contents

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

6. Body of report

- 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.
- d. For each building, identify and provide a detailed description of all exterior and interior building materials. Indicate how samples locations and/or materials are labeled/identified in the building to assist with abatement. Document sample locations and areas that were not accessible during the inspection.
- 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).
- i. Include photographs, building drawings or sketches.
- j. Provide a copy of all sample collection data, chain of custody form(s), and lab analysis reports.
- k. Copy of the inspector's certification card.
- l. Other documents such as current copies of directives, state or federal regulations, guidance documents, or any other printed materials, if necessary.



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Wisconsin Department of Natural Resources
Box 7921, Madison, WI 53707

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