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.
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.