

# ***Building Surveying***

## ***Executive Summaries***

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# Learning Outcomes



1. An understanding of what Executive Summaries need to include
2. Prioritising what goes in an Executive Summary
3. Costing the elements
4. Record materials and condition typically in the external, internal and services sections.

# Executive Summary



Most clients READ ONLY the  
Executive Summary.

It has to be a precise, well executed  
digestible summary of the main issues

Our research showed  
clients typically read to page??

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# What it should include



**Write down three issues in the next  
??? minutes that it should include**

# What it shouldn't include



**Write down three issues in the next ??? minutes of that it shouldn't include**

# What it should include



**Cracks caused by  
Defective electrics  
Leaking drains**

# What it shouldn't include



**Dripping tap**  
**Paint flaking unless**  
**Cracked glass unless**

# Research



Our research showed from past clients that they required nothing more in the Executive Summary than:

- the MAIN ISSUES in priority order and how to resolve them
- Action Required
- and Approximate Cost



# Further Questions

We ask further questions,  
and we discovered that they also wanted:

1. Executive Summary to be written in a language they could understand – remove/**AVOID**/explain all **TECHNICAL** jargon.
2. Clients like to have **PHOTOS** of any problems next to the description of the problem (rather than a reference to the rear of the report).
3. They like to have a **SKETCH** of how to solve the problem.
4. We also floated a few ideas of these; the idea that we should talk about any **POTENTIAL** that the property has, is one that most of our past customers agree would be a good idea

# How is your Executive Summary divided?

You need to divide it into **PRIORITY ORDER** of the most urgent and costly items first, as this item may be so costly or difficult to repair would mean your advice is to not buy the property

Other items that fall outside this **IMMEDIATE** requirement should be identified as having a need to be repaired, replaced or altered within the **ONE** year, **THREE** years and **FIVE** years.

# You need to consider the building from both a technical point of view and from your client's point of view

Issues will fall into:

1. Acceptable
2. Acceptable, subject to a reduction for the cost of the works, or
3. Acceptable, subject to substantial reduction in the cost of the work.
4. Or not acceptable



## Clients Priority

- You also need to be aware that sometimes the client will have more important requirements than a property in average condition for its age, type and style.
- This may be because the location enables them to be close to both work and school, or relatives!

# Appropriate for age, type and style

In all cases when we are looking at a property we are judging it against an average property for its age, type and style.



For example, a modern traditionally constructed property with external cracking would be treated completely differently to a Georgian property with cracking  
Why?

# What should and shouldn't go in the Executive Summary



Can you think of 10 things in 10 minutes that should be in an Executive Summary and shouldn't be in.

# For Your Building



**Go out & survey a property and produce**

- **Executive Summary**
- **External,**
- **Internal and**
- **Services Sections.**

**Review in ?????? minutes**

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# For Your Building

External  
Chimneys  
Roof  
F&Soffits  
Gutters and Downpipes  
S&vent pipes  
Walls  
Windows



**Review in ????? minutes**

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# For Your Building



Internal

Ceilings

Internal walls

Floors

Review in ?????? minutes

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# For Your Building



Services

Heating

Drainage

Review in ?????? minutes

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