

# J2's 5 SIMPLE STEPS TO

# BUILDING ASSESSMENTS

# +

# REPAIRS



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## OVERVIEW

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If you've never had an inspection or you've never had to make repairs to your building, then you may be curious about the steps you should take to get started. This document outlines the process of inspection, damage discovery, funding and repairs for your construction projects.

At J2 Building Consultants, it's our job to walk HOA boards, community managers, and building owners through the remediation process so you can stick to your budget and get the job done right.

As always, feel free to give us a call if you need advice

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## 1 – VISUAL INSPECTION

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A visual inspection should be done regularly:

- Buy/sell transactions
- Annual maintenance
- After storm events or other damage
- After reported leaks
- When suspicions of problems arise

The purpose of a visual inspection is to identify issues or potential issues with the building(s). When you receive the results of the inspection, you should do one of two things:

- If the damages are significant, you should hire a designer to create a plan, see step 2
- If simple, routine repairs are needed, proceed to step 5 and call a contractor.

Where J2 comes in:



We have certified inspectors on staff who can do full visual investigations of your condominium, apartment, commercial building, and more. We will photo-document our findings and produce a full written report for your records.

## 2 – INVASIVE INSPECTION

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You'll need an invasive inspection if your visual inspection revealed damage, improper construction techniques, or if more understanding of the problem is necessary.

The inspector will remove cladding and other exterior elements to fully understand the extent of the damage. They will then place a temporary cover over the openings.

The purpose of an invasive inspection is to identify issues, needed repairs, and develop a narrative repair plan

- If repairs are needed, proceed to step 3 with allowances and contingencies for the level of damages found during the invasive sampling.
- If routine repairs are easily identified and understood, proceed to step 5 and call a contractor to fix.

Where J2 comes in:



Our inspectors are also certified to do invasive inspections, where we use our background in construction, engineering, and design to not only identify the problems your building is experiencing, but also determine the cause.

### **3 – DEVELOP PLANS, SPECIFICATIONS + BID DOCUMENTS FOR REPAIRS**

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Plans, specifications, and bid documents are necessary for:

- Construction contract
- Building permit for the repairs
- Bank loan or community assessment (for resident understanding)
- File documentation for what was found and how it is to be addressed
- Design details for contractors to provide a bid and follow in the repair process

We'll then put the project out for contractors to provide a "bid" to do the work

- Precise bid documents are necessary to obtain accurate bids that are true to budget.
- If the project is too expensive, we can do some value engineering or make changes to the scope to meet fiscal budgets and plan for additional repairs or additional maintenance costs.
- It's a good idea to coordinate repairs with other planned maintenance on the building. (i.e. if you are planning on replacing the siding next year, don't proceed with painting the existing siding during this project.)

Where J2 comes in:



We have a team of designers and engineers that will work with you to engineer a solution to your damages as well as make your building look beautiful and fresh within your budget. We create precise bid documents and help you hire the best contractor to do the job.

## 4 – OBTAIN FUNDING FOR THE PROJECT

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There are a number of ways to obtain funding for a project like this:

- Use the reserves and savings you have stored
- Raise dues
- Get a loan
- Energy company + utility rebates
- Warranties
- Insurance claims
- If insurance or legal recover is necessary, seek professional counsel.

Where J2 comes in:



We've been through this before, so we have a lot of advice on how to find money for your repairs. We're always happy to give tips, and we go into more detail in our eBook, [\*Finding Money for Your Condominium Repairs\*](#), which guides you through the process of funding a repair project.

## 5 – PROCEED WITH REPAIRS

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Interview bidders

- We recommend interviewing bidders to find a contractor who has experience in your area with your type of building. There's a big difference between new construction contractors and companies who have experience with "occupied" building remediation.

Assemble contracts and insurance requirements

Obtain building permits

Perform construction administration during repairs

- Answer requests for information, review submittals and mockups, perform quality control observations
- Review pay applications
- Handle change orders and any unexpected problems that arise
- Ensure project completion and meet warranty requirements
- Document all repairs for future reference

Where J2 comes in:



J2 will help you interview contractors, obtain all necessary permits, make weekly site visits to photo-document progress and review workmanship quality, and we handle all construction administration so you don't have to worry about the construction schedule. We create periodic reports and attend board meetings to keep you updated.