

## 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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