



ADMINISTRATIVE BULLETIN

NO. AB-110

DATE : August XX, 2024
SUBJECT : Permit Review and Operations
TITLE : Building Façade Inspection and Maintenance

PURPOSE : The purpose of this Bulletin is to establish policies for implementing San Francisco Existing Building Code Chapter 5F regarding building façade inspection and maintenance.

REFERENCE : San Francisco Building Code (SFBC), Current Edition
San Francisco Existing Building Code, Chapter 5F, Building Façade Inspection and Maintenance – Retroactive Provisions
2022 California Historical Building Code
San Francisco Planning Code, Articles 10 and 11, as well as properties defined as Category A – Historic Resource Present.
American Society for Testing and Materials (ASTM) E2270 Standard Practice for Periodic Inspection of Building Facades for Unsafe Conditions
ASTM E2841 Standard Guide for Conducting Inspections of Building Façades for Unsafe Conditions
Code of Federal Regulations, Part 61, Secretary of the Interior's Standards for the Treatment of Historic Properties

DISCUSSION:

San Francisco Existing Building Code Chapter 5F requires that building façades undergo initial and subsequent inspections according to a schedule based on the original construction date of a building. These inspections, as well as reporting and maintenance, are to be done as detailed in this Administrative Bulletin and in accordance with the San Francisco Existing Building Code (SFBC). SFBC Section 504F.1 specifies that the basis for inspection and reporting is ASTM E2270 *Standard Practice for Periodic Inspection of Building Facades for Unsafe Conditions*, and as modified and interpreted by this Administrative Bulletin. Façade inspections are primarily intended to identify Unsafe Conditions that could jeopardize public safety and to identify other conditions that could deteriorate into Unsafe Conditions before the next scheduled inspection. The intent of Chapter 5F is to verify that façade elements and systems are maintained to perform in accordance with the code under which they

were installed or improved.

APPLICABILITY:

All buildings that are five or more stories and of construction Type I, II, III, or IV are required to have comprehensive facade inspection and maintenance undertaken in accordance with San Francisco Existing Building Code Chapters 5F and, and this Administrative Bulletin. Among the buildings requiring comprehensive facade inspections, those of 15 or more stories are additionally required to have supplemental facade inspections undertaken in accordance with San Francisco Existing Building Code Chapter 5F and this Administrative Bulletin.

I. INSPECTORS

- A. Required facade inspection and maintenance shall be performed under the direct supervision of a qualified professional. The qualified professional shall be a California licensed architect or engineer retained by the property owner who shall oversee all work of qualified inspectors and all reporting.
- B. For inspection of buildings considered historic resources, the qualified professional shall have expertise in inspection and maintenance of historic resources. Such expertise must include a documented history of successful projects, detailed investigations of historic structures, and the preparation of recommendations or repair documents. All work must be in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties: Standards for Rehabilitation.

II. INSPECTION STANDARDS AND PROCEDURES

- A. For the purpose of meeting the requirements of Chapter 5F, the provisions of ASTM E2270 *Standard Practice for Periodic Inspection of Building Facades for Unsafe Conditions* to be applied shall be those in the ASTM E2270-14 revision of that Standard, as modified in this Administrative Bulletin. Subsequent revisions of ASTM Standard E2270 may apply when specifically referenced in an update of this Administrative Bulletin or by other Department of Building Inspection directive.
- B. Prior to inspection, the owner should determine from SF Planning if the building qualifies as a historic resource. Such information is available on the SF Planning Property Information Map (PIM) website at <https://sfplanninggis.org/pim/> or by contacting the SF Planning Preservation Program staff at the Planning Information Center (PIC) at 49 South Van Ness Ave, 2nd Floor, San Francisco, 628-652-7300, or pic@sfgov.org. Special requirements outlined here apply to buildings defined by SF Planning as *Category A – Historic Resource Present*:
 1. Assessment and recommendations related to facades of historic resources shall be performed in conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties: Standards for Rehabilitation.
 2. Inspection methods for historic resources shall use the least intrusive or invasive means feasible to effectively assess hidden conditions.
 3. When practical, building materials removed to allow for detailed inspection shall be salvaged and reinstalled, or stored by the property owner for future reinstallation.

4. Qualified historic resources may be evaluated using the provisions in the California Historical Building Code regarding strength, performance, utilization, and other properties of archaic materials, provided that such provisions result in acceptable performance as detailed in the San Francisco Existing Building Code and in this Administrative Bulletin.
- C. Comprehensive façade inspection per SFEBC Chapter 5F shall be in accordance with ASTM E2270 and clarifications made in this Administrative Bulletin.
1. Comprehensive façade inspections shall be per ASTM E2270 Item 10.3 General Inspection and Item 10.4 Detailed Inspection and shall encompass 100 percent visual inspection and 25 percent tactile inspection of the exterior façades per ASTM E2270 Table A1.1.
 2. The qualified professional shall assess the watertight integrity of the façade by performing a cursory interior leak survey of the exterior facades per ASTM E2270 Section 9 as well as consulting with the property owner and/or building manager regarding any locations of known water leakage or infiltration. This information may be useful in selecting locations for detailed inspection.
 3. As part of a detailed inspection, probes, per ASTM E2270, Item 10.4.8, are not mandatory and need not be undertaken unless considered necessary by the qualified professional. Inspection should include careful visual inspection of external indicators of façade deterioration before probing or opening to observe concealed façade components.
- D. Supplemental façade inspection per SFEBC Chapter 5F shall be in accordance with ASTM E2270, Item 10.3 General Inspection.
1. As part of a supplemental façade inspection, General Inspections under Item 10.3 of ASTM E2270 shall comprise of 100 percent visual inspection of the exterior glazing. The general inspection shall be a visual observation of exterior glazing system from an appropriate distance with or without magnification or remote optical devices. The qualified professional shall methodically scan façade areas and check for out-of-plane displacement, deterioration, and defects of glazing elements and for glass breakages.
 2. As part of the supplemental façade inspection, detailed inspections, per ASTM E2270, Item 10.4, and interior leak survey per ASTM E2270, Item 9, are not mandatory and need not be undertaken unless considered necessary by the qualified professional conducting the inspection and reporting.
- E. Remote sensing techniques, including 3-D survey, remote aerial vehicles, and other non-traditional inspection methods are considered a *means and methods* and may be deployed by the qualified professional for achieving General Inspections under Item 10.3 of ASTM E2270 and this Administrative Bulletin. All applicable laws and regulations associated with the *means and methods* for performing the inspections are the responsibility of the qualified professional. All applicable laws and regulations relating to the operation of remote vehicles and equipment must be followed.
- F. Persons conducting building façade inspections are encouraged to review ASTM E2841 *Standard Guide for Conducting Inspections of Building Façades for Unsafe Conditions*. The document provides recommended procedures and methodologies for conducting inspections of building façades.

III. INSPECTION WAIVERS OR EXEMPTIONS

- A. Waiver of Initial Comprehensive Inspection based on previous inspection, maintenance work, and report.
1. A request for a waiver of the Initial Inspection due to a previously completed comprehensive façade inspection and/or maintenance project and report, per Chapter 5F, Section 503F.1, Exception 2, shall include all materials required to be provided to the Department of Building Inspection in a comprehensive inspection report as detailed in this Administrative Bulletin. The request shall include documentation of the scope of completed repairs, such as reports, plans, specifications, and building permits.
 2. A waiver of the initial comprehensive façade inspection may be requested and granted if the following criteria are met:
 - a. A comprehensive façade inspection and necessary maintenance, restoration, or replacement was performed and completed within ten years prior to the initial inspection report due date listed in Table 503F of SFEBC for the building's specific compliance tier

Note: Where only partial inspection, maintenance, restoration, or replacement was performed and completed within ten years prior to the inspection due date, the remaining facades/areas/elements are required to undergo comprehensive façade inspection to provide for a complete report that thoroughly addresses all requirements outlined in SFEBC Section 504F and ASTM E2270, and this Administrative Bulletin.
 - b. A complete inspection report of the above comprehensive façade inspection, meeting the requirements of the Building Façade Inspection and Maintenance Program, is submitted, reviewed, and accepted, and
 - c. Documentation of the scope of completed repairs, such as reports, plans and specifications, and building permits, is submitted with the inspection report.
 3. Special approval of Waivers of Initial Inspection may be approved by the Director on a case-by-case basis for other reasons, such as for previously submitted reports or studies, or for work undertaken in previous phases.
- B. A supplemental inspection report shall be submitted in accordance with the due dates presented in SFEBC Chapter 5F unless all of the following is confirmed and documented by the qualified professional in the report compliance affidavit provided in AB-110 Attachment B, each time a supplemental inspection report is due:
1. The building contains no spandrel glass.
 2. The building has maintained a maintenance log pertaining to the glass and glazing replacement or repairs, available for review by the qualified professional.
 3. The building has no history of glass breakage within the last five years.

IV. INSPECTION REPORTS, AFFIDAVITS, AND REPORT CONCLUSIONS

- A. Comprehensive Inspection Reports
1. All comprehensive inspection reports shall include the *Comprehensive Building Façade Inspection Report Compliance Affidavit*, as provided in AB-110 Attachment A, completed

and signed by both the Owner and the qualified professional.

2. A Comprehensive Façade Inspection Report shall document the qualified professional's inspection findings, observations, discussions, conclusions, and recommendations as required by SFEBC Chapter 5F, ASTM E2270, and this Administrative Bulletin. The report shall be written and presented in a clear, well-organized and detailed manner. It shall have obvious references to photos and sources and be structured in a formal technical report format. A complete list of requirements is provided in AB-110 Attachment C *Comprehensive Façade Inspection Report Submittal Preparation Checklist*, along with a suggested report structure.
3. Detailed floor plans, construction details, and other detailed documentation per ASTM E2270, Item 7 are required only as necessary to undertake inspection or communicate inspection findings to the property owner or the Department of Building Inspection. Sufficient building plan information should be assembled to identify areas of inspection, locations or elements requiring maintenance work, locations of Unsafe Conditions, and other inspection findings.

B. Supplemental Inspection Reports

1. A Supplemental Inspection Report shall consist of the *Supplemental Building Façade Inspection Report and Compliance Affidavit*, as provided in AB-110 Attachment B, completed and signed by both the Owner and the qualified professional, with other attachments as necessary. The Supplemental Inspection Report shall briefly document information, observations, conclusions, and recommendations as applicable based on SFEBC Chapter 5F, ASTM E2270, and this Administrative Bulletin and attachments.
2. Where the supplemental inspection finds that the condition of the exterior glass and glazing system is classified as either Conclusion Category 1 *Repair/Stabilization following Temporary Mitigation of Unsafe Conditions* or Conclusion Category 2 *Requires Repair, Stabilization and Maintenance*, or where broken glass is identified, describe the nature and extent of repairs, maintenance, or corrective actions recommended to be performed immediately or before the next reporting period deadline. Include descriptions of the conditions observed, possible cause, and recommended mitigation measures. Include photographs locating and identifying the conditions. A complete list of requirements is provided in AB-110 Attachment D *Supplemental Façade Inspection Report Submittal Preparation Checklist*.

C. Report Conclusions

1. Each Comprehensive and Supplemental inspection report shall assign the overall building to one of the three report conclusion categories described below. Note that the *report conclusion categories* described below are distinguished from *façade condition categories* defined in ASTM E2270 in that, the *façade condition categories* are for categorizing the overall building, whereas the *façade condition categories* are for categorizing the conditions of the façade elements. An Unsafe Condition is not a façade inspection report conclusion category, but rather a condition that requires immediate notification and mitigation action as discussed in a subsequent section of this document.
 - a. Conclusion Category 1 – Repair/Stabilization following Temporary Mitigation of Unsafe Conditions:

A building in the category *Repair/Stabilization following Temporary Mitigation of Unsafe Conditions* has exhibited deterioration that constituted one or more Unsafe Conditions and has undergone actions to mitigate or repair the Unsafe Conditions.

The report shall identify all Unsafe Conditions addressed in previous mitigation as well as all other conditions that require repair, stabilization or maintenance to prevent existing deterioration from progressing to an Unsafe Condition before the next required inspection. The report shall recommend repair/stabilization actions to restore the building to its approved condition and a timeline for implementation of such repairs. The report shall also contain general repair and maintenance recommendations.

b. Conclusion Category 2 – Requires Repair, Stabilization and Maintenance:

A building in the category *Requires Repair, Stabilization and Maintenance* exhibits deterioration that, if not repaired, stabilized or maintained, could progress to an Unsafe Condition before the next required inspection.

The report shall identify building elements that require repair, stabilization and maintenance before the next required inspection and contain repair recommendations and a timeline for implementation so that the building performance meets an approved condition. The report should also contain general repair and maintenance recommendations.

The owner shall follow the recommendations in the report for stabilization and repair necessary to maintain the façade.

c. Conclusion Category 3 – Ordinary Maintenance: A building in the category *Ordinary Maintenance* requires on-going general repair and maintenance.

The report should make general maintenance and repair recommendations.

V. ACTIONS BY CITY FOLLOWING SUBMITTAL OF REPORTS

- A. Within 60 days of receipt of a façade inspection report, the Department of Building Inspection shall review reports and notify both the owner and the qualified professional that the report is acceptable as submitted, or provide comments that indicate any revisions or additional information that may be required.
- B. All reports shall become part of the permanent records of the Department of Building Inspection. The Department of Building Inspection will maintain a database that allows the public to have access to façade inspection reporting data and related information.

VI. PROCEDURE FOR PROCESSING BUILDING FACADE INSPECTION REPORTS

- A. The owner/owner's representative shall submit the Building Façade Inspection Report to the Department of Building Inspection for review, either:
 - 1. By e-mail: dbi.facade@sfgov.org
 - 2. By mail: Department of Building Inspection, Technical Service Division, 49 South Van Ness Ave, Suite 500, San Francisco, CA 94103

3. In person: Technical Services Division Key Programs Counter on the 2nd Floor of the Department of Building Inspection at 49 South Van Ness Ave, San Francisco, CA 94103.
- B. Once the Department has completed its review of the report, the Department of Building Inspection will issue an invoice to the owner or owner's representative with instructions on how to complete the payment. The number of plan review and administration hours will be indicated on the invoice.
- C. After fees are paid, the property will be deemed compliant with the program compliance deadline for which the report was submitted. An acceptance letter may be requested by the owner or owner's representative to confirm compliance with the program deadline.

VII. NOTIFICATION AND ACTION REGARDING UNSAFE CONDITIONS

A. Significant Damage

Either during the normal passage of time or following an earthquake, windstorm or other cause, building facades that appear to exhibit significant damage must be inspected within 60 days of the discovery of such damage per SFEB 503F.3. Immediate action is also required to address any Unsafe Conditions. Significant damage includes items that have fallen from a building or items that have cracked or dislodged to become potential falling hazards. Determination of such significant damage shall be by a qualified professional.

B. Unsafe Conditions

1. If an Unsafe Condition is identified at any time during the façade inspection and reporting process, the qualified professional shall immediately notify both the property owner and the Director of such condition.
2. If what appears to be an Unsafe Condition is observed by an inspector or a qualified professional during a post-earthquake evaluation or under any other circumstance, such person shall immediately notify the Director of such apparent condition. The Director shall immediately arrange to have a qualified professional or other appropriate investigator evaluate the conditions. If such condition is determined to be Unsafe, the owner shall be immediately contacted.
3. Immediate contact with the Department's Building Inspection Division shall be by telephone at 628-652-3400. Notice shall also be sent to the Façade Unit by email to dbi.facade@sfgov.org. In case of emergencies such as earthquakes, other notification contact methods may be established.
4. Upon receipt of notification from the inspector of an Unsafe Condition, the property owner shall, as soon as reasonably possible, take action to protect the public and property. Such actions may require the owner to coordinate with various City agencies in the installation of barriers or closure of sidewalks or streets. For such coordination in an emergency to mitigation Unsafe Conditions, contact:
 - a. San Francisco Police Department – 911
 - b. Department of Public Works – Radio Room 415-695-2134
 - c. Department of Building Inspection – Building Inspections Division 628-652-3400

5. The owner shall, within 72 hours of notification of an Unsafe Condition, provide a mitigation plan and schedule of implementation to the Department at dbi.facade@sfgov.org. The plan and schedule shall be prepared by a qualified professional engineer or architect, for the installation of protective barriers, stabilization, repair or other actions to provide temporary or long-term mitigation of all imminent hazard conditions. The mitigation plan, which shall include photographs, shall be reviewed and approved by the Director. Work shall be completed within a time frame acceptable to the Director but shall not be more than five days. Requests for extensions may be requested and approved on a case-by-case basis.
6. A Notice of Violation may be issued where (1) a mitigation plan is not submitted within 72-hours of reporting, and/or (2) if stabilization does not occur within the agreed upon time frame in the mitigation plan. For buildings classified by SF Planning as Category A – Historic Resource Present (including Article 10 and 11 buildings), any elements removed as part of stabilizing the façade for safety shall be preserved.
7. Issuance of Emergency Orders, permits, or other City approval and actions to mitigate Unsafe Conditions shall be done in accordance with San Francisco Building Code, Section 102A – Unsafe Buildings, Structures or Property, and other applicable regulations.
8. If the subject property is a historic resource, SF Planning Preservation staff shall be contacted for review and advice before the issuance of an Emergency Order or approval of any other emergency action that might impact the historic fabric.
9. The qualified professional shall notify the Department at dbi.facade@sfgov.org when Unsafe Conditions have been mitigated.
10. Notwithstanding timely reporting and mitigation of the Unsafe Condition, a completed inspection report is required to be subsequently submitted within the time frame required by Table 503F.

VIII. UNDERTAKING STABILIZATION, REPAIR AND MAINTENANCE WORK

A. Permitting

Building permits and other City permits are required to undertake work as required under the San Francisco Building Code and other applicable codes and regulations. A standard building permit review and issuance process shall be followed except when expedited permit processing is requested and authorized under Administrative Bulletin AB-004, Priority Permit Processing Guidelines. Repair work shall be performed in accordance with the applicable provisions of the San Francisco Building Code.

B. Stabilization and Repair of Buildings that are Historic Resources

SF Planning Preservation staff shall review and approve any permit applications for repair of historic resources. For buildings that are listed as historic properties defined by SF Planning as *Category A – Historic Resource Present*, facade repair, stabilization and maintenance shall be performed in conformance with The Secretary of the Interior's Standards for the Treatment of Historic Buildings: Standards for Rehabilitation. Methods of repair, stabilization and maintenance for historic resources shall use the least intrusive or least invasive means feasible and shall preserve existing materials and features to the maximum extent feasible.

Qualified historic buildings may be maintained and/or repaired using the provisions in the



BUILDING FAÇADE INSPECTION AND MAINTENANCE PROGRAM
Comprehensive Building Façade Inspection Report Compliance Affidavit

This document shall be completed in accordance with Administrative Bulletin AB-110 and Department of Building Inspection guidelines.

A. Building and contact information:

Building Address: _____ Assessor Block and Lot: _____
Report Submittal Date: _____ Year Originally Built: _____
Owner Name: _____ Owner Address: _____
Owner Representative: _____ Contact Phone: _____
Contact E-mail: _____

B. Program compliance and statement of scope of inspection:

1. Building Tier: (select one)
 Tier 1: Building was constructed prior to 1910
 Tier 2: Building was constructed from 1910 to 1925
 Tier 3: Building was constructed from 1926 to 1970
 Tier 4: Building was constructed from 1970 to 1997
 Tier 5: Building was constructed after 1997
2. This report is intended to satisfy the Comprehensive / Supplemental facade inspection report due on _____ as required in SFEBBC Table 503F.
(Specify report due date consistent with the inspection schedule in SFEBBC 503F.)
3. The comprehensive inspection was performed per SFEBBC 5F and Administration Bulletin AB-110. Date of inspection: _____

C. Description of building and exterior walls:

1. Type of Construction: Type I Type II Type III Type IV
2. Number of Stories: _____
3. Historic Resource Status: Historic A Historic B Historic C
 Article 10 Article 11

D. Conclusions:

Check one of the following conclusion categories for the overall condition of the building façade. Refer to Administrative Bulletin AB-110 Building Façade Inspection and Maintenance for conclusion descriptions.

- Conclusion Category 1: The building requires repair/stabilization following temporary mitigation of unsafe conditions.

You are required to notify the owner and the Department of Building Inspection immediately at 628-652-3400.

- Conclusion Category 2: The building requires repair, stabilization, and maintenance.
- Conclusion Category 3: The building requires ordinary maintenance.

E. Recommended re-inspections:

Subsequent required inspection due date:

- As specified by SFEBC Table 503F:
- Other (no later than that specified by SFEBC Table 503F):

F. California Licensed Professional's Declaration:

By signing this affidavit, I acknowledge and affirm that, to the best of my knowledge and based on visual observation, façade elements inspected are in the condition as described in the comprehensive building façade inspection report, this report compliance affidavit, and any required report attachments. I further certify that a copy the report and any required report attachments have been provided to the building owner or the owner's authorized representative.

Name:

Seal and Signature:

Company:

(California Licensed Engineer

Address:

or Architect stamp, sign, and date)

Phone:

Email:

License and Expiration:

G. Owner's Declaration:

As the owner or owner's authorized representative of the above-referenced building, I hereby certify that I am submitting the comprehensive building facade inspection report and this report compliance affidavit to the Department of Building Inspection. I acknowledge the condition of the facade as described in the report and commit to following the recommendations outlined in the report, any report attachments, and this report summary.

Name:

Company:

Signature:

Date:

Please make a copy of this affidavit for your records prior to submittal to the Department of Building Inspection. Please submit this completed and signed affidavit and the complete Comprehensive Building Facade Inspection Report by email at dbi.facade@sfgov.org, by mail to Department of Building Inspection, Technical Services Division, 49 South Van Ness Ave, Suite 500, San Francisco, CA 94103, or in-person at DBI's Key Programs Counter at 49 South Van Ness Avenue, 2nd Floor, San Francisco, CA 94103.



BUILDING FAÇADE INSPECTION AND MAINTENANCE PROGRAM
Supplemental Building Façade Inspection Report and Compliance Affidavit

A. Building and contact information:

Building Address: _____ Assessor Block and Lot: _____
Report Submittal Date: _____ Year Originally Built: _____
Owner Name: _____ Owner Address: _____
Owner Representative: _____ Contact Phone: _____
Contact E-mail: _____

B. Program compliance and statement of scope of inspection:

1. Building Tier: (select one)
 - Tier 1: Building was constructed prior to 1910
 - Tier 2: Building was constructed from 1910 to 1925
 - Tier 3: Building was constructed from 1926 to 1970
 - Tier 4: Building was constructed from 1970 to 1997
 - Tier 5: Building was constructed after 1997
2. This report is intended to satisfy the Supplemental Façade Inspection Report due on _____ as required in SFEBBC Table 503F. (Specify report due date consistent with the inspection schedule in SFEBBC 503E.)
3. The following type of inspection was performed (See SFEBBC 5F and Administrative Bulletin AB-110 and choose ONE of the following):
 - Supplemental Building Façade Inspection. Date of inspection: _____
 - A Supplemental Building Façade Inspection is due. However, I have confirmed that ALL of the following are true. Therefore, a Supplemental Building Façade Inspection Report is not required per SFEBBC 504F.5. (If this box is checked, skip sections C, D and F.)
 - The building has no spandrel glass.
 - A maintenance log was maintained pertaining to the building’s glass and glazing replacement and/or repairs and was made available for my review.
 - The building has no history of glass breakage within the last five years.
 - Comprehensive Building Façade Inspection. Date of inspection: _____
(If this box is checked, a complete Comprehensive Façade Inspection Report and AB-110 Attachment A is required.)

C. Description of building and exterior walls:

1. Type of Construction: Type I Type II Type III Type IV
2. Number of Stories: _____
3. Historic Resource Status: Historic A Historic B Historic C
 Article 10 Article 11

D. Composition of exterior finish:

(check all that apply)

- Brick Terra Cotta Stone Concrete Concrete Block
- Stucco Glass Metal Other: _____

Does the building have any special features?

- None Soffit Cornice Spandrel Glass Other: _____

E. Documents reviewed:

1. I (have/ have not) reviewed previous façade inspection reports or other reports on file for this building. Dates of prior reports reviewed and author:
2. I (have/ have not) reviewed exterior façade maintenance records or other reports on file for this building. Date range of maintenance records reviewed:

F. Conclusions:

Check one of the following conclusion categories for the overall condition of the building façade glass and glazing system. Refer to Administrative Bulletin AB-110 Building Façade Inspection and Maintenance for conclusion descriptions.

- Conclusion Category 1: The building requires repair/stabilization following temporary mitigation of unsafe conditions.
You are required to notify the owner and the Department of Building Inspection immediately at 628-652-3400.
- Conclusion Category 2: The building requires repair, stabilization, and maintenance.
- Conclusion Category 3: The building requires ordinary maintenance.

Additional documenting is required for Conclusion Category 1 or 2 per AB-110 Section IV.B. Describe the nature and extent of repairs, maintenance, or corrective actions recommended to be performed immediately and before the next reporting period deadline. Include observed conditions, possible causes, and recommended mitigation measures, along with photos identifying the issues. Refer to AB-110 Attachment D for a list of required information. Attach additional pages as required. Number of additional pages attached: _____

G. Recommended re-inspections:

Subsequent required inspection due date specified by:

- SFEBBC Table 503F:
 Other (no later than that specified by SFEBBC Table 503F):

H. California Licensed Professional's Declaration:

By signing this affidavit, I acknowledge and affirm that, to the best of my knowledge and based on visual observation, façade elements inspected or not inspected are in the condition as described in this report and any required report attachments. I further certify that a copy of this report and any required report attachments have been provided to the building owner or the owner's authorized representative.

Name:

Seal and Signature:

Company:

(California Licensed Engineer

Address:

or Architect stamp, sign, and date)

Phone:

Email:

License and Expiration:

I. Owner's Declaration:

As the owner or owner's authorized representative of the above-referenced building, I hereby certify that I am submitting this Building Facade Inspection Report and compliance affidavit to the Department of Building Inspection. I acknowledge the condition of the facade as described in this report and commit to following any recommendations outlined in this report and any report attachments.

Name:

Company:

Signature:

Date:

Please make a copy of this affidavit for your records prior to submittal to the Department of Building Inspection. Please submit this completed and signed affidavit and the Building Facade Inspection Report by email at dbi.facade@sfgov.org, by mail to Department of Building Inspection, Technical Services Division, 49 South Van Ness Ave, Suite 500, San Francisco, CA 94103, or in-person at DBI's Key Programs Counter at 49 South Van Ness Avenue, 2nd Floor, San Francisco, CA 94103.



**BUILDING FAÇADE INSPECTION AND MAINTENANCE PROGRAM
Comprehensive Façade Inspection Report Submittal Preparation Checklist**

This document provides submittal checklists for the preparation of (1) the *Comprehensive Building Façade Inspection Report Compliance Affidavit* as provided by AB-110 Attachment A, and (2) the comprehensive building façade inspection report, to comply with the comprehensive report required by SFEBC 5F. This checklist is intended to be used in conjunction with Administrative Bulletin AB-110 Building Façade Inspection and Maintenance.

(1) Checklist 1: Preparation of the *Comprehensive Building Façade Inspection Report Compliance Affidavit*

The *Comprehensive Building Façade Inspection Report Compliance Affidavit*, as provided by AB-110 Attachment A, is required to be included with the submittal of the comprehensive building façade inspection report. Follow Checklist 1 below to complete the compliance affidavit.

(2) Checklist 2: Preparation of the comprehensive building façade inspection report

The comprehensive building façade inspection report shall be per SFEBC 5F and shall be prepared per the requirements of ASTM E2270 and clarifications made in Administrative Bulletin AB-110. The report shall be presented as a formal technical report, with detailed discussions and obvious references to photos and sources. Follow Checklist 2 below for contents required in the report. The contents in Checklist 2 are organized in a suggested report format.

Checklist 1: Preparation of the <i>Comprehensive Building Façade Inspection Report Compliance Affidavit</i>, AB-110 Attachment A	
AB-110 Attachment A	<input type="checkbox"/>
Section A: Ensure building information regarding property address and associated block/lot matches SF PIM. Ensure year of original construction is accurate and matches report observations.	<input type="checkbox"/>
Section B.2: Select which submittal the report is intending to satisfy, Comprehensive report, Supplemental report, or both. Note: If the comprehensive inspection report is intended to also satisfy the supplemental inspection report, the Supplemental Building Façade Inspection Report and Compliance Affidavit found in AB-110 Attachment B is also required.	<input type="checkbox"/>
Section C.2: Specify the number of stories of the building. Verify number of stories is consistent with SF PIM otherwise provide explanation of discrepancy	<input type="checkbox"/>
Section D: Select a conclusion category for the overall condition of the building façade and ensure theselection is consistent with the report observations and recommendations. Refer to AB-110 Section IV for a description of each conclusion category.	<input type="checkbox"/>
Section E: Ensure the recommended reinspection date does not exceed the report due date indicated in SFEBC 503F.2 and Table 503F.	<input type="checkbox"/>
Section F:	<input type="checkbox"/>

The California license architect or engineer overseeing the inspection and reporting shall sign and seal this attachment.	
Section G: Ensure the owner or owner's representative that oversees possession, operation, and/or management of the building prints and sign this affidavit.	<input type="checkbox"/>

Report Content and Structure

This checklist lists key elements to be addressed in the inspection report and is presented in a suggested report format.

CHECKLIST 2: Preparation of the comprehensive building façade inspection report.	
Cover Sheet	<input type="checkbox"/>
Title the document "Comprehensive Building Façade Inspection Report"	<input type="checkbox"/>
Building Address	<input type="checkbox"/>
Indicate who the report was prepared for, i.e. "Prepared for <i>Owner Name</i> "	
Indicate the engineering or architecture firm who prepared the document.	<input type="checkbox"/>
Include the stamp and seal of the licensed engineer or architect who prepared or oversaw the preparation of the document, with the date of signature.	
Indicate the date of the report.	<input type="checkbox"/>
Executive Summary	<input type="checkbox"/>
Provide a summary of the scope of the inspections.	<input type="checkbox"/>
Provide a summary of the scope of the observations.	<input type="checkbox"/>
Indicate the conclusion category being assigned to the overall building.	<input type="checkbox"/>
Summarize the general recommendations.	<input type="checkbox"/>
Table Of Contents	<input type="checkbox"/>
Provide a table of contents. This checklist provides a suggested framework for organizing the report.	<input type="checkbox"/>
This is an optional location for the licensed engineer's or architect's stamp and seal.	<input type="checkbox"/>
I. Introduction	<input type="checkbox"/>
A. Applicable Codes - Provide a statement of intent, which clearly indicates the façade program deadline that this report is trying to comply with. Reference applicable codes reviewed and being applied to the inspection and the report.	<input type="checkbox"/>
1. Reference these applicable codes and references: SFEBC Chapter 5F, AB-110, ASTM E2270, ASTM E2841.	<input type="checkbox"/>
2. Indicate the type of inspection (comprehensive or supplemental) and the deadline that this report satisfies. See SFEBC 503F.	<input type="checkbox"/>
B. Property Information - Provide the following property information. (AB-110)	<input type="checkbox"/>
1. Block/lot	<input type="checkbox"/>
2. Address	<input type="checkbox"/>
3. Year Built	<input type="checkbox"/>
4. Number of stories	<input type="checkbox"/>
5. Historic status of building, as determined by SF Planning's San Francisco Property Information Map: sfplanninggis.org/pim . Identify SF Planning Historic Resource Status	<input type="checkbox"/>

and whether the building is part of Article 10 Designed Historic Districts and Landmarks and/or Article 11 Preservation Designation of San Francisco Planning Code	
6. Type of construction of the building per CBC Chapter 6	<input type="checkbox"/>
7. Provide description of building shape. Identify locations where facades are created by penthouse, lightwells, courts, irregularities, setbacks in stories, etc.	<input type="checkbox"/>
8. Identify the type of exterior construction on each façade and façade elements. See ASTM E2270 Section 3.2.2 for the definition of façade and all elements that encompasses the façade	<input type="checkbox"/>
9. Depict the location of building and façade face by including the following: a. Provide a plot plan with adjoining street frontages. b. Provide north arrow c. Provide approximate building dimensions d. Label each façade on a site plan or other visual means to show all facades of the building envelope subjected to inspection. Where any labeled façade was not inspected, indicate why they were exempt from inspection per SFEBC 504F.4	<input type="checkbox"/>
II. Documentation of Façade Inspection	<input type="checkbox"/>
A. Documentation and Assessment of Façade Service History: One part of the façade inspection is to investigate and review any documentation of the façade condition through its service life. Provide the following information about the building's façade service history per ASTM E2270 Section 8.	<input type="checkbox"/>
1. Document interview with building owner/building management on facade condition.	<input type="checkbox"/>
2. Identify any previous maintenance, repairs, modifications and performance issues.	<input type="checkbox"/>
3. Summarize discussions with maintenance staff about previous leaks, recurring issues, or other performance problems. Determine if these issues could cause hidden damage or create unsafe conditions.	<input type="checkbox"/>
4. Document any history of performance issues such as leaks, rust stains, efflorescence, cracking, spalling, bowing, etc.	<input type="checkbox"/>
5. Document of discussion with building owner/building management on any history of poorly conceived or improperly implemented maintenance/repair procedure that can contribute and/or aggravate unsafe conditions	<input type="checkbox"/>
6. Identify any building maintenance records/log or previous reports and provide a summary of the contents.	<input type="checkbox"/>
7. List permit applications related to façade repairs and modifications and provide a summary of the review.	<input type="checkbox"/>
8. Indicate if these repair or modification areas have been addressed or if the work is ongoing.	<input type="checkbox"/>
9. Distinguish between original construction and modifications and provide description and discuss the changes over time.	<input type="checkbox"/>
B. Scope of Façade Inspection: A general inspection is required on 100 percent of each façade face (ASTM E2270 Section 10.3). A minimum of 25 percent detailed inspection is required on each façade face (ASTM E2270 Section 10.4), north, south, east, west, curvatures, including lightwells and penthouses, etc. (ASTM E2270 Table A1.1). Include the dates when these inspections were performed. Provide the following information about the façade inspection performed.	<input type="checkbox"/>
1. General Inspection: List the façade faces that received the general inspection and indicate the percentage of the facade inspected. (Note: 100 percent of all faces should be indicated, unless exempted by SFEBC 504F.4.)	<input type="checkbox"/>
2. General Inspection: Describe the method used to perform the general inspection of each façade face, i.e binoculars from adjacent buildings or street, remote sensing device, etc.	<input type="checkbox"/>

<p>3. Detailed Inspection: List which façade face received a detailed inspection. Inspection shall be at areas of greatest risk to persons or property based on assessment from the general inspection.</p>	<input type="checkbox"/>
<p>4. Detailed Inspection: Provide a visual/photographic documentation depicting areas on each façade receiving detailed inspection to show a minimum of 25 percent detailed inspection was performed (i.e. on the photo, shade the area that received detailed inspection.). Provide the approximate percentage of facade inspected, accumulating to 25 percent minimum.</p>	<input type="checkbox"/>
<p>5. Detailed Inspection: Describe the method of detailed visual inspection less than 6 feet way</p>	<input type="checkbox"/>
<p>6. Detailed Inspection: Describe the method of tactile inspection (ASTM E2270 Section 10.4). Note: As part of a detailed inspection, probes, per ASTM E2270, Item 10.4.8, are not mandatory and need not be undertaken unless considered necessary by the qualified professional. Inspection should include careful visual inspection of external indicators of façade deterioration before probing or opening to observe concealed façade components.</p>	<input type="checkbox"/>
<p>7. The façade inspection encompasses the inspection of various façade elements and appendages. List all façade elements for the building, including but not limited to:</p> <ul style="list-style-type: none"> a. Exterior wall b. Windows c. Glass d. Fire escapes e. Balconies f. Parapets g. Flagpoles h. Ornaments i. Cornices j. Decorative elements such as urns, friezes, balustrades, attached artwork k. Chimneys l. Attached equipment such as pipes, ductwork, antenna m. Vertical extensions such as vents n. Light fixtures o. Hanging heating, ventilation, and air conditioning systems p. Window glass, frame and seal 	<input type="checkbox"/>
<p>8. Interior leak survey: cursory interior leak survey of the exterior facades is required per ASTM E2270 Section 9.1. Describe where and how observations took place.</p>	<input type="checkbox"/>
<p>III. Reporting Observations</p>	<input type="checkbox"/>
<p>A. Assessment of Watertight Integrity: Provide an assessment of the watertight integrity and report on areas where leaks, water intrusion, or ponding of water may occur that may compromise the integrity of the façade. Where none exists, still provide a statement that the inspection and assessment was performed and summarize the observations.</p>	<input type="checkbox"/>
<p>1. Provide a summary of observations from the cursory interior leak survey of the exterior facades per ASTM E2270 Section 9.1.</p>	<input type="checkbox"/>
<p>2. Assess and discuss the condition of the façade components as it relates to watertight integrity per ASTM E2270 Appendix X1. Include components such as:</p> <ul style="list-style-type: none"> a. Rainwater conductors on the exterior façade b. Gutters, cornice collectors and drainage c. Balconies and their rainwater collection system d. Scupper assemblies e. Mortar and sealant joints 	<input type="checkbox"/>

<ul style="list-style-type: none"> f. Exposed flashing g. Membrane and/or sheet metal coverings h. Coping systems i. Any other horizontal surfaces, components, or assemblies 	
<p>B. Detailed Documentation of Observations: Provide the following information to adequately document the observations of the inspection.</p>	<input type="checkbox"/>
<p>1. Document overall appearance of the façade via photographs of each elevation per ASTM E2270 Section 10.2 and 12.1.5</p> <ul style="list-style-type: none"> a. North façade full elevation b. West façade full elevation c. South facade full elevation d. East façade full elevation e. Other facades, such as those at penthouses, lightwells, courts, setbacks, etc. 	<input type="checkbox"/>
2. Provide detailed description of observations during the inspection.	<input type="checkbox"/>
3. Provide specific location (level, façade face, etc.) where observation took place.	<input type="checkbox"/>
4. Identify likely cause of each observation and the deteriorated elements.	<input type="checkbox"/>
5. Provide photographic documentation of each observation (ASTM E2270 Section 12.2.9-10).	<input type="checkbox"/>
6. Provide a legend on each elevation showing locations where all photographic documentation of each observation occurred.	<input type="checkbox"/>
7. Classify each condition as either (i) requiring ordinary maintenance, (ii) requiring repair stabilization and maintenance, or- (iii) as an unsafe condition per ASTM E2270 Section 12.2.7.	<input type="checkbox"/>
<p>C. Document Itemized Conditions: The following is a list of conditions and elements to inspect during the façade inspection. Individually, provide assessment of the condition observed.</p>	<input type="checkbox"/>
1. Out-of-plane displacement of façade or façade elements: identify any elements that have displaced (ASTM E2270 Section 10.4.2)	<input type="checkbox"/>
2. Identify any horizontal surfaces that can pond water such as sills, ledges, cornices, water tables, gutters, balconies, etc. (ASTM E2270 Section 10.4.1)	<input type="checkbox"/>
3. Document conditions that may lead to degradation of façade elements and describe condition observed. Conditions include staining, spalling, and water/moisture damage (ASTM E2270 Section 10.4.3). Where these conditions do not exist, indicate that these conditions were not found. For example, for staining, indicate any staining from corrosion, bird droppings, or moisture.	<input type="checkbox"/>
4. Document areas where weathering or distress of façade components occur and describe condition observed (ASTM E2270 Section 10.4.3). Where these conditions do not exist, indicate that these conditions were not found.	<input type="checkbox"/>
5. Document areas where potential material delamination of façade components occurs and describe condition observed (ASTM E2270 Section 10.4.4). Where these conditions do not exist, indicate that these conditions were not found.	<input type="checkbox"/>
6. Document areas with loose façade elements and describe condition observed (ASTM E2270 10.4.9). Where these conditions do not exist, indicate that these conditions were not found.	<input type="checkbox"/>
7. Discuss condition of sealant and/or adhesive where occurs.	<input type="checkbox"/>
8. Document location of cracked or broken glass and describe condition observed. Where condition does not exist, indicate that none were found.	<input type="checkbox"/>
9. Document the condition of structural attachments of all applicable appendages as listed in Section II.B.7 of this checklist.	<input type="checkbox"/>

IV. Recommendations	<input type="checkbox"/>
A. Recommendations for each Itemized Condition:	<input type="checkbox"/>
1. For each itemized condition, provide recommendation for repair, stabilization, and/or maintenance of façade element (ASTM E2270 Section 12.2.11).	<input type="checkbox"/>
2. Provide recommended timeline for treatment of each itemized condition.	<input type="checkbox"/>
B. Buildings Classified as Category A – Historic Resource Present	
1. For each repair recommendation, identify how the recommendation will adhere to The Secretary of the Interior's Standards for the Treatment of Historic Properties (Code of Federal Regulations, Part 61). State specific methods for preservation/rehabilitation/restoration or maintenance activity. Refer to the guidelines on the website: The Secretary of the Interior's Standards for the Treatment of Historic Properties - Technical Preservation Services (U.S. National Park Service, nps.gov).	<input type="checkbox"/>
2. Provide documentation of the history of successful projects and/or detailed investigations of historic structures. Provide a summary of the scope of work of the successful historical projects and a summary of the historical preservation/rehabilitation/restoration work performed.	<input type="checkbox"/>
V. Conclusion	<input type="checkbox"/>
A. Provide a statement from the qualified professional stating that, to the best of their knowledge based on visual observation, façade elements are in the condition stated in the report.	<input type="checkbox"/>
B. Select one of the following conclusion categories to summarize the overall condition of the building façade:	<input type="checkbox"/>
1. Conclusion Category 1: Repair/stabilization following temporary mitigation of unsafe condition(s).	
2. Conclusion Category 2: Repair/stabilization and ordinary maintenance.	
3. Conclusion Category 3: Ordinary maintenance.	



**BUILDING FAÇADE INSPECTION AND MAINTENANCE PROGRAM
Supplemental Façade Inspection Report Submittal Preparation Checklist**

This document provides a submittal checklist for the preparation of the *Supplemental Building Façade Inspection Report and Compliance Affidavit* as provided by AB-110 Attachment B. This checklist is intended to be used in conjunction with Administrative Bulletin AB-110 Building Façade Inspection and Maintenance.

The *Supplemental Building Façade Inspection Report and Compliance Affidavit*, as provided by AB-110 Attachment B, is intended to satisfy the requirements of the supplemental façade inspection report. Follow the below checklist for completing the report and compliance affidavit.

Checklist: Preparation of the <i>Supplemental Building Façade Inspection Report and Compliance Affidavit</i> , AB-110 Attachment B	
AB-110 Attachment B	<input type="checkbox"/>
Section A: Ensure building information regarding property address and associated block/lot matches SF PIM. Ensure year of original construction is accurate	<input type="checkbox"/>
Section B.3: Select which submittal the report is intend to satisfy. If submittal report intends to also satisfy the Comprehensive façade report, Attachment A Comprehensive Building Façade Inspection Report Compliance affidavit is required along with a comprehensive building façade report.	<input type="checkbox"/>
Section C.2: Specify the number of stories of the building. Verify number of stories is consistent with SF PIM otherwise provide explanation of discrepancy	<input type="checkbox"/>
Section F: Select a conclusion category for the overall condition of the building façade. Refer to AB-110 Section IV for a description of each conclusion category.	<input type="checkbox"/>
Section F: Where the supplemental inspection finds that the condition of the exterior glass or glazing system is classified as either Conclusion Category 1 Repair/Stabilization following Temporary Mitigation of Unsafe Conditions or Conclusion Category 2 Requires Repair, Stabilization and Maintenance, or where broken glass is identified, provide additional documentation to summarize inspection findings, observations, and provide recommendations for repair, stabilization, maintenance, or mitigation of an unsafe condition. (ASTM E2270 12.2)	<input type="checkbox"/>
1. Provide photos of the elevations where the conditions and recommendations are taking place.	<input type="checkbox"/>
2. Provide a brief description of observations.	<input type="checkbox"/>
3. Indicate the specific location (level, façade face, etc.) of the condition.	<input type="checkbox"/>
4. Discuss the likely cause of deterioration or damage.	<input type="checkbox"/>
5. Provide photos documenting each condition.	<input type="checkbox"/>
6. Each photo shall be keyed from the full elevation for obvious identification of where the photo was taken.	<input type="checkbox"/>
7. For each condition, provide recommendations for repair, stabilization, and/or maintenance.	<input type="checkbox"/>

8. Provide recommended timeline for treatment of each condition.	<input type="checkbox"/>
Section G: Ensure the reinspection date recommended does not exceed report due date per SFEBC 503F.2.2, 503F.2.3, and Table 503F.	<input type="checkbox"/>
Section H: The California license architect or engineer overseeing the inspection and reporting shall sign and seal this attachment.	<input type="checkbox"/>
Section I: Ensure the owner or owner's representative that oversees possession, operation, and/or management of the building prints and sign this affidavit.	<input type="checkbox"/>