TECHNICAL CHAMBER OF CYPRUS

Edition: **October 2023**

Buildings General Visual Inspection Form

(B.G.V.I.F.)

ISBN 978-9963-9361-9-9

Buildings General Visual Inspection Form (B.G.V.I.F.)

INTRODUCTION

The Buildings General Visual Inspection Form (B.G.V.I.F.) has been prepared and published by the Scientific and Technical Chamber of Cyprus ("ETEK") as part of its continuous efforts for the encouragement of the regular inspection of buildings and the establishment of a common methodology for the visual inspection of buildings. The B.G.V.I.F. Form includes guidelines for most visual checks carried out during a visual inspection of a building, with the aim of ensuring the minimum basic health and safety requirements for a building users and the public. The use of the form may also serve as a tool for the development of an electronic buildings identity register.

Specifically, the B.G.V.I.F. form includes sections for the recording of information regarding the identity and technical details of a building. It also includes guidelines for the inspection of the following elements/installations of a building:

- Architectural and other non-load bearing elements of the building
- Load-bearing/structural elements of the building
- Electrical Installation
- Mechanical Installation

Further to the above, it is clarified that the carrying out of visual checks on buildings using the B.G.V.I.F. form is under no circumstances intended to substitute other regulatory documents and legislations in relation to the carrying out of inspections of structures/ installations/ infrastructure required by the applicable legislation and regulatory documents currently in force.

In addition, it is stressed that the carrying out of inspections and visual checks on the load- bearing structure of a building with the use of the B.G.V.I.F. form is not equivalent to carrying out a first-level pre-seismic check (rapid visual screening inspection for potential seismic hazard) nor to the assessment of the load-bearing capacity and/or structural capacity of the building, which, if required, should be carried out in accordance with the requirements of Eurocode 8, Part 3 (CYS EN 1998-3:2005).

The B.G.V.I.F. form has been prepared by a Working Group consisting of members of ETEK Scientific Committee for the Regular Inspection of Structures, as well as other members, and was subsequently approved by the Administrative Committee of ETEK.

The members of the Working Group that worked on the development of the B.G.V.I.F. form are:

- Mr. Platonas Stylianou (Coordinator), Civil-Structural Engineer
- Mr. Paris Skouloukos, Civil-Structural Engineer
- Mr. Christos Marathovouniwtis, Architect
- Mr. Konstantinos Konstantinou, Architect
- Mr. Kyriakos Neoptolemou, Architect
- Mr. Iacovos Charalambous, Electrical Engineer
- Mr. Xenios Papastavrou, Mechanical Engineer

The members of the Team that worked on the revision of the B.G.V.I.F. form (September 2022 and January 2023) are:

- Mr. Platonas Stylianou (Coordinator), Civil-Structural Engineer
- Mr. Nikos Kalathas, Civil-Structural Engineer
- Dr. Nikolas Kyriakidis, Civil-Structural Engineer
- Mr. Yiannos Poumbouris, Civil-Structural Engineer
- Mr. Paris Skouloukos, Civil-Structural Engineer
- Mr. Konstantinos Konstantinou, Architect
- Mr. Kyriakos Kyriakides, Civil-Structural Engineer
- Ms. Irini Giannakou, Civil-Structural Engineer
- Ms. Despina Hadjimarkou, Civil-Structural Engineer
- Mr. Michalis Michael, Architect
- Mr. Pambos Charalambous, Electrical Engineer
- Mr. Iacovos Christodoulou, Mechanical Engineer
- Mr. Charalambos Skampallis, Electrical Engineer
- Ms. Lydia Mina (Scientific Support)

FORM No.: .....
(B.G.V.I.F.)

BUILDINGS GENERAL VISUAL INSPECTION FORM (B.G.V.I.F.)

Building: .....

SECTION A: IDENTITY OF BUILDING - GENERAL

APPLICANT / OWNER INFORMATION:

1. Full Name / Company Name: .....
2. ID no. / Company Registration number: .....
3. Address: .....

   Postal Code: .....Tel.: .....Fax: .....Email: .....

PARCEL DATA:

4. Building name: .....

4a. Buidling Geographical Position (Coordinates): X: ..... Y:.....

5. Certificate of Registration No: ..... Date of Issue: .....
6. Municipality / Community: .....
7. Region / Location: ..... Sheet / Plan: ..... Block: ..... Parcel: .....
8. Address: .....

PERMIT INFORMATION:

9. Planning Permit no: ..... Date of issue: .....
10. Building Permit No.: ..... Date of Issue: .....
11. Final Approval Certificate No.: ..... Date of Issue: .....
12. Other information: .....

.....

BUILDING INFORMATION:

13. Private: ☐ Public: ☐
14. Approved Use: .....
15. Existing Use (if different from approved use) : .....
16. Are there any unapproved additions/ structures: YES ☐ NO ☐

    If so, please provide a brief description:

.....

.....

.....

SECTION B: TECHNICAL INFORMATION OF THE BUILDING:

17. NUMBER OF FLOORS: ..... NUMBER OF BASEMENTS: .....
18. FLOOR PLAN AREA: .....
19. TOTAL BUILT AREA: .....
20. MAXIMUM NUMBER OF PERSONS OCCUPYING THE BUILDING:
    UP TO 10 ☐ 10 - 100 ☐ >100 ☐ Estimated number of occupants ☐
21. YEAR OF DESIGN: .....
22. YEAR OF CONSTRUCTION: ..... 22a. YEAR OF LAST ADDITION: .....
23. Is the building classified as Listed? YES ☐ NO ☐ If YES, date of Decree: .....
24. Has the building been repaired/ structurally uograded? YES ☐ NO ☐
    IF SO, FOR WHAT REASON AND WHEN: .....
    .....
25. Impact in Relation to Adjacent Structures/Works: YES ☐ NO ☐
    If YES, please specify: .....
    .....
26. AVAILABILITY OF DESIGN/ DRAWINGS: YES ☐ NO ☐
    If YES, please specify: .....
    .....
27. Type of Structure: Timber ☐ Steel ☐ Reinforced Concrete ☐ Other: .....
28. Type of Walls: .....
29. In the case of a non-residential property, is there:
    (a) a "HEALTH AND SAFETY MANAGEMENT SYSTEM" in the workplace areas? YES ☐ NO ☐
    There is insufficient data ☐
30. ADDITIONAL INFORMATION: .....
    .....
    .....
    .....
    .....
    .....

SECTION C: ELEMENTS OF INSPECTION

C1. INSPECTION OF ARCHITECTURAL AND OTHER NON-LOAD BEARING ELEMENTS OF THE BUILDING:

31. EXTERIOR

		YES	NO	IF YES, PLEASE ASSESS ** I	II	III
i.	Coatings/ Claddings: Damages ☐ Cracks ☐ Moisture ☐	☐	☐	☐	☐	☐
ii.	Damages to the roof/ awnings (metal cladding, roof tiles)	☐	☐	☐	☐	☐
iii.	Damages to waterproofing systems	☐	☐	☐	☐	☐
iv.	Damages to thermal insulation systems	☐	☐	☐	☐	☐
v.	Damages to floor finishes	☐	☐	☐	☐	☐
vi.	Damages to openings/ windows/ doors/ handrails	☐	☐	☐	☐	☐
vii.	Obstacles to Persons with Disabilities and emergency exits	☐	☐	☐	☐	☐

Observations/Comments:

.....

.....

.....

.....

32. INTERIOR

		YES	NO	IF YES, PLEASE ASSESS ** I	II	III
i.	Coatings/ Claddings: Damages ☐ Cracks ☐ Moisture ☐	☐	☐	☐	☐	☐
ii.	Moisture in roofs	☐	☐	☐	☐	☐
iii.	Floor finishes: Damages ☐ Moisture ☐	☐	☐	☐	☐	☐
iv.	Damages to suspended ceilings	☐	☐	☐	☐	☐
v.	Damages to staircases.....	☐	☐	☐	☐	☐
vi.	Damages to handrails	☐	☐	☐	☐	☐

Observations/Comments:

.....

.....

.....

.....

.....

Note: In cases where damages are deemed to be concerning (III), a “Successful Visual Inspection Certificate” is not issued.

**** I: Insignificant II: Not concerning III: Concerning**

SECTION C: ELEMENTS OF INSPECTION

C2. INSPECTION OF LOAD BEARING / STRUCTURAL ELEMENTS OF THE BUILDING:

33. EXTERIOR	YES	NO	IF YES, PLEASE ASSESS ** I	II	III
i. General Inspection for: Damages ☐ Cracks ☐ Moisture ☐	☐	☐	☐	☐	☐
ii. Damage to beams, slabs, cantilevers	☐	☐	☐	☐	☐
iii. Deflection of beams, slabs, cantilevers	☐	☐	☐	☐	☐
iv. Damage to columns / shear walls	☐	☐	☐	☐	☐
v. Damages to load bearing walls	☐	☐	☐	☐	☐
vi. Damages to non-load bearing walls	☐	☐	☐	☐	☐
vii. Settlement /Displacement	☐	☐	☐	☐	☐
viii. Condition of Concrete ..... Good ☐ Moderate ☐ Poor ☐					
ix. Are there structures with visually apparent problems, which may pose a safety hazard to building users or passers-by?	☐*	☐			

Observations/Comments:

.....

.....

34. INTERIOR	YES	NO	IF YES, PLEASE ASSESS ** I	II	III
i. General Inspection for: Damages ☐ Cracks ☐ Moisture ☐	☐	☐	☐	☐	☐
ii. Damage to beams, slabs, cantilevers	☐	☐	☐	☐	☐
iii. Deflection of beams, slabs, cantilevers	☐	☐	☐	☐	☐
iv. Damage to columns / shear walls	☐	☐	☐	☐	☐
v. Damages to load bearing walls	☐	☐	☐	☐	☐
vi. Damages to non-load bearing walls	☐	☐	☐	☐	☐
vii. Settlement / Displacement	☐	☐	☐	☐	☐
viii. Condition of Concrete (visual observation only) ..... Good ☐ Moderate ☐ Poor ☐					

Observations/Comments:

.....

.....

Note: In cases where damages are deemed to be concerning (III), a “Successful Visual Inspection Certificate” is not issued.

** I: Insignificant II: Not concerning III: Concerning

35. ROOF ELEMENTS***

i.	ROOF TYPE:	Timber ☐	Steel ☐	Reinforced Concrete ☐	Other: .....
ii.	Bearing of Roof structure:	Satisfactory ☐		Non Satisfactory ☐ *	
iii.	Nodes / Connections:	Satisfactory ☐		Non Satisfactory ☐ *	
iv.	Deflection:	NO ☐		YES ☐ *	

* No Successful Visual Inspection Certificate is issued.

*** Adequate and safe access to be ensured for the Inspecting Engineer.

Note: In case that during the visual inspection of a building with the use of the Buildings General Visual Inspection Form (B.G.V.I.F.), visually apparent damages to the structural elements of the building are identified that are deemed to pose a safety hazard to the building occupants and passers-by, according to the judgement of the Inspecting Engineer, then the Inspecting Engineer is not permitted to proceed with further checks with the use of the Rapid Visual Screening of Buildings for Potential Seismic Hazard (R.V.S.B.) Form.

SECTION C: ELEMENTS OF INSPECTION

C3. INSPECTION OF ELECTRICAL INSTALLATION:

36. Date of last inspection (Initial or periodic): ……

37. Presence of diagrams, drawings and installation certificate (if so, please attach the Cert.) Yes ☐ No ☐

38. If there is a certificate in place, record the recommended date for the periodic inspection and testing: .....

39. Have modifications been made to the installation according to the certificate? Yes ☐ No ☐

40. **Visual inspection**

i. Earthing System arrangement: TN-S ☐ TN-C-S ☐ TT ☐ IT ☐ OTHER ☐

ii. Condition of earthing and electrode .....

iii. Type of main protection device .....

iv. Condition of main protection device .....

v. Status of the distribution board/boards equipment .....

vi. Correct electrical separation of circuits? YES ☐ NO ☐

vii. Adequacy of cables for current-carrying capacity with regard for the type and nature of the installation YES ☐ NO ☐

viii. Correct selection of protective devices per circuit? YES ☐ NO ☐

ix. Presence of appropriate isolation and switching devices: YES ☐ NO ☐

x. Presence of labelling, diagrams, instructions, etc.? YES ☐ NO ☐

xi. Visual Inspection general observations. (Use additional page if necessary).

.....

.....

.....

.....

.....

xii. Visual inspection of the installation: Satisfactory ☐ Unsatisfactory ☐

41. **Measurements**

i. Nominal voltage U(V) .....

ii. Prospective Fault Current Ipf(kA) ..... Nominal frequency f(Hz) .....

iii. External Earth loop impedance Ze(Ω) .....

iv. Total Earth fault loop impedance Zs(Ω) .....

v. Type of earth electrode ..... Earth Resistance of an earth electrode (Ω) .....

vi. Presence of equipotential earthing (bonding)?..... YES ☐ NO ☐

vii. Insulation of electrical live parts? ..... YES ☐ NO ☐

viii. Adequacy of RCDs where required..... YES ☐ NO ☐

Notes: If the visual inspection and measurements are satisfactory AND there is a valid certificate (initial or periodic inspection) for the electrical installation, then the Successful Visual Inspection Certificate can be issued.

SECTION C: ELEMENTS OF INSPECTION

C4. INSPECTION OF MECHANICAL INSTALLATION

42. INSPECTION OF MECHANICAL INSTALLATIONS	YES	NO	IF YES, PLEASE ASSESS ** I	II	III
i. Damage to drainage/sewerage systems……..	☐	☐	☐	☐	☐
ii. Damage to water supply systems……..	☐	☐	☐	☐	☐
iii. Damages to water tank facilities……..	☐	☐	☐	☐	☐
iv. A Certificate of Conformity of the fire extinguishing systems……. issued by the Fire Department is available……..	☐	☐			
v. Damages to fire extinguishing systems……..	☐	☐	☐	☐	☐
vi. An Inspection Certificate for the air-conditioning systems…… in accordance with the applicable legislation is available ……	☐	☐			
vii. Damages to air-conditioning installations……..	☐	☐	☐	☐	☐
viii. Damages to ventilation/fresh air systems ……..	☐	☐	☐	☐	☐
ix. An Inspection Certificate for the boiler heating systems……. in accordance with the applicable legislation is available……	☐	☐			
x. Damages to heating installation systems……	☐	☐	☐	☐	☐
xi. A Certificate issued by the Department of Labour Inspection for the safe storage of Oil/ Liquefied Petroleum Gas (LPG) is available……..	☐	☐			
xii. Damages to oil installation systems ……..	☐	☐	☐	☐	☐
xiii. Damages to (exhaust) fume extraction systems ……	☐	☐	☐	☐	☐
xiv. Damages to liquefied petroleum gas (LPG) installation systems…….	☐	☐	☐	☐	☐
xv. A Certificate of Conformity of the swimming pool installation issued by the Department of Electromechanical Services is available…….	☐	☐			
xvi. Damages to swimming pool systems……..	☐	☐	☐	☐	☐
xvii. A Certificate of Inspection for the elevator issued by an independent Inspector in accordance with the applicable legislation is available….	☐	☐			
xviii. Damages to elevator installations ……....	☐	☐	☐	☐	☐
xix. Damage to other installation systems of Mechanical…….. installations such as Air Conditioning Units, Air ducts, Boiler rooms / Pumping stations, Piping, Wiring, Power Control Panels, Supply Systems of hazardous/ flammable/explosive gases (e.g. acetylene, oxygen), etc.	☐	☐	☐	☐	☐
xx. GENERAL					
xxi. There are structures with visually apparent problems, which may endanger the users of the building and concern Mechanical installations	☐	☐			

Observations/Comments: .....

.....

.....

**** I: Insignificant II: Not concerning III: Concerning**

Note: In cases where damages are deemed to be concerning (III), a "Successful Visual Inspection Certificate" is not issued.

SECTION D: FINDINGS

43. ***D1. DECLARATION OF ARCHITECT ENGINEER:*** *(Delete accordingly)*

Based on the inspection carried out, there are / there are no visually apparent areas of concern in the building and therefore, it is recommended that a "Successful Visual Inspection Certificate" / "Visual Inspection Certificate with Observations - Re-inspection Required" / "Unsuccessful Visual Inspection Certificate" is issued.

DETAILS OF INSPECTING ARCHITECT ENGINEER:

SIGNATURE: ..... DATE OF INSPECTION: .....

NAME: ……..... ETEK Member Registration No.: .....

Address: .....

Tel.: ..... Fax: ..... Email:.....

44. ***D2. DECLARATION OF CIVIL ENGINEER:*** *(Delete accordingly)*

Based on the inspection carried out, there are / there are no visually apparent areas of concern in the building and therefore, it is recommended that a "Successful Visual Inspection Certificate" / "Visual Inspection Certificate with Observations - Re-inspection Required" / "Unsuccessful Visual Inspection Certificate" is issued.

DETAILS OF INSPECTING CIVIL ENGINEER:

SIGNATURE: ..... DATE OF INSPECTION: .....

NAME: ……..... ETEK Member Registration No.: .....

Address: .....

Tel.: ..... Fax: ..... Email: .....

Note: It is stressed that carrying out inspections and visual checks on the load-bearing structure of a building on the basis of the B.G.V.I.F. form is *not* equivalent to carrying out a first-level pre-seismic check (rapid visual screening inspection for potential seismic hazard) nor to assessing the load-bearing capacity and/or structural capacity of the building, which, if required, should be carried out in accordance with the requirements of Eurocode 8, Part 3 (CYS EN 1998-3:2005).

45. ***D3. DECLARATION OF ELECTRICAL ENGINEER:*** *(Delete accordingly)*

Based on the inspection carried out, there are / there are no visually apparent areas of concern in the building and therefore, it is recommended that a "Successful Visual Inspection Certificate" / "Visual Inspection Certificate with Observations - Re-inspection Required" / "Unsuccessful Visual Inspection Certificate" is issued.

DETAILS OF INSPECTING ELECTRICAL ENGINEER:

SIGNATURE: ..... DATE OF INSPECTION: .....

NAME: ……..... ETEK Member Registration No.: .....

Address: .....

Tel.: ..... Fax: ..... Email: .....

46. ***D4. DECLARATION OF MECHANICAL ENGINEER:*** *(Delete accordingly)*

Based on the inspection carried out, there are / there are no visually apparent areas of concern in the building and therefore, it is recommended that a " Successful Visual Inspection Certificate" / "Visual Inspection Certificate with Observations - Re-inspection Required" / "Unsuccessful Visual Inspection Certificate" is issued.

DETAILS OF INSPECTING MECHANICAL ENGINEER:

SIGNATURE: ..... DATE OF INSPECTION: .....

NAME: ……..... ETEK Member Registration No.: .....

Address: .....

Tel.: ..... Fax: .....Email: .....

47. SECTION E: DANGEROUS BUILDINGS

Is the building or part of it deemed dangerous to public safety? YES ☐ NO ☐

If the building is considered dangerous to public safety, the competent authority is informed so that the necessary actions pursuant to Articles 15, 15A and 15B of the Regulation of Streets and Buildings Law are taken.

48. SECTION F: DECLARATION BY THE OWNER/AUTHORISED REPRESENTATIVE OF THE OWNER

I, the undersigned ....., owner/authorised representative of the owner, declare that I have received a copy of this form, have studied and understand its contents and the various findings will be taken into account in the building's maintenance program.

Date: ....
Signature

.....
Name

Stamp

49. SECTION G: LIST OF ATTACHED DOCUMENTS/ DATA

a) Photos

.....
.....
.....
.....
.....
.....

b) Sketches

.....
.....
.....
.....
.....
.....

c) Other documents/data

.....
.....
.....
.....
.....

Disclaimer: Completion of this form and recording of data and/or results, should be carried out with the required care and/or ordinary due diligence. The form and/or its contents are the sole responsibility of the individual on behalf of which they are recorded and their validity and/or legality is not checked by ETEK.

INSTRUCTIONS FOR THE COMPLETION OF THE BUILDINGS GENERAL VISUAL BUILDING INSPECTION FORM (B.G.V.I.F.)

I) General

The **Buildings General Visual Inspection Form** consists of eight pages.

- For each structurally independent building (not divided into smaller substructures by joints) only one Buildings Visual Inspection Form is completed.
- The Form is divided into seven (7) sections, from A to G, which are explained below.
- Section C (elements of inspection) consists of four parts: C1: Inspection of architectural and other non-load bearing elements of the building, C2: Inspection of load-bearing/structural elements of the building, C3: Inspection of Electrical Installations and C4: Inspection of Mechanical Installations.

An "observations/notes" box is provided in most sections, where comments that are worth special mention or require further clarification can be included. Check boxes should be marked with X or √.

It is understood that the completion of the form, including the assessment of whether any damage/signs of deterioration or other issues identified during the visual inspection of the building are of concern or not, relies on the judgement of the Inspecting Engineer.

II) Section A: Identity of building - General (1st page)

APPLICANT / OWNER INFORMATION

1, 2 & 3. No further explanation is required.

PARCEL INFORMATION:

4. Name of the Building:
Record the official name of the building. If it forms part of a complex, it should be made clear which building is of interest. If the building has no name, record the name of the Organisation/Authority that uses it or the owner of the building.

4a. Geographical Position of Building (Coordinates):

The geographical coordinates (X, Y) for the position of the building are specified according to the Geodetic System ΚΓΣΑ93 (Ellipsoid: WGS84 (φ, λ) & Cartographic Projection: LTM 93). Geographical coordinates are obtained by locating the reference point on the orthophoto maps of the Department of Lands and Surveys web portal (DLS Portal). The building reference point is specified as the building's main entrance or as the building's centre and the chosen reference point is described in section "Additional Information" of the form (building's main entrance/centre). In the case that the geographical coordinates are given in accordance to the WGS84 Geodetic Reference System, then their conversion to the ΚΓΣΑ 93 system is required. The geographical coordinates (X, Y) should be recorded as integers, i.e. no digits should be included following the decimal point (i.e. X= 232996, Y=391676).

5, 6, 7, 8: Enter the data as it appears on the title deed.

PERMITS INFORMATION:

9, 10, 11: Record all the recent permits for the building, and the dates they were issued.

12. If over time several planning/ building permits were issued, these should be mentioned in the "Additional Information" field (number 30), along with relevant explanation.

BUILDING INFORMATION:

13. Record whether the use of the building is private or public.

14. Record the initial use of the building (for which the building permit was issued).

15. Record the current use of the building (in case its initial use has changed). If the building has more than one use, record the main one at the time of the inspection.

16. Record whether there are any structures/ additions to the building that are not covered by a permit and provide a brief description.

III) Section B: Technical Information of the Building (2nd page)

17. Number of floors / basements

Record the number of floors of the building (e.g., ground floor + 3) and the number of basements. Any kind of structure whose purpose is to enclose the staircase landing above roof level does not count towards the number of floors. In the case of sloping ground surface, record the number of floors from the lowest point of the ground surface. A floor is considered to be a basement if it is predominantly below ground and is adequately encased in perimeter walls.

18. Floor plan area

Record the area most representative of the building's floor plan. If no drawings are available, the floor plan area should be measured on site and estimated.

19. Total built area

Record the total area of the building which results from the summation of the above-ground floor areas, including the ground floor (excluding basements, mezzanines, flat roofs, balconies, covered areas with pergolas, etc.). If no drawings are available, the total area of the building is estimated and a relevant note is made in the "additional information" subsection of the form.

20. Maximum number of persons occupying the building

Check the box which corresponds as closely as possible to the maximum number of persons normally occupying the building. For a number of persons exceeding 100 (one hundred), estimate the number of occupants and record it in the corresponding (last) box.

21. Year of Design

Record the year the building's structural design was carried out (if any).

22. Year of Construction

Record the year the building was constructed based on information or its structural characteristics.
This information is particularly useful and crucial in deciding whether more in-depth investigation is required. Therefore, every effort should be made for identifying the building's year of construction.
If it is not possible to identify an exact date, the recording of a broader reference period (e.g. 1933 - 1937) is allowed, even by approximation.

22a. Year of last addition/extension

Record the year of the last addition/ extension to the building. If the existing building was structurally upgraded as a result of the addition/extension, this must be recorded in fields with number 18 and 18a of the form.

This field refers to vertical extensions or horizontal extensions structurally connected to the existing structure.

It is noted that this field seeks to establish whether additions/extensions to an existing building were, either as provided for in the original design, or by an assessment of the load-bearing capacity of the building according to more recent regulations to those used in the original study.

23. Is the building classified as Listed?

Record whether the building has been classified as listed.

24. Has the building been repaired/ structurally upgraded?

If the load-bearing structure of the building has undergone interventions for repair or structural upgrading, check the corresponding box with an X.

Note: Of particular interest are the cases where buildings were designed without seismic regulations, which have undergone repair and structural interventions in order to restore their load-bearing capacity or for the addition of floors, as well as the case of buildings where interventions were carried out to repair damages (e.g. caused by earthquakes) or for the addition of floors according to more recent earthquake regulations to those implemented (if any) in the original study.

If so, for what reason and when?

For example, reasons might include repair due to deterioration, or restoration of damage caused by earthquakes or differential settlement, or structural upgrading as a result of the addition of floors to the building, etc.

25. Impact in relation to Adjacent structures or civil works

Potential impact in relation to adjacent structures is noted, such as due to roadworks, excavations, adjacent buildings and more.

26. Available Structural Design Report/ Drawings

The structural design (report/ drawings) of the building can be obtained from the records of the Authority that issued the building permit or from the owner.

Where only certain documents (usually drawings) are available, mark YES or NO, depending on the available information.

27. Type of Structure

No further explanation is required.

28. Type of Walls

Record whether the walls are load-bearing or infill walls and from what material they are made of.

29. HEALTH AND SAFETY MANAGEMENT PLAN

No further explanation is required.

30. Additional Information

This part of the form is intended for any comments or observations of the Inspecting Engineer in relation to the building, its use, the condition and reliability of information or any other information deemed necessary to be reported. If required, an additional annex with the necessary information can be attached by the Inspecting Engineer.

IV) Section C: Elements of Inspection

C1. INSPECTION OF ARCHITECTURAL AND OTHER NON-LOAD BEARING ELEMENTS OF THE BUILDING (3rd page)

31. Exterior

This part seeks to record any cracks or damages visible on the exterior of the building.

32. Interior

This part seeks to record any cracks or damages visible inside the building.

31, 32: In cases where damages identified are deemed concerning (III), no Successful Visual Inspection Certificate is issued.

C2. INSPECTION OF LOAD BEARING/STRUCTURAL ELEMENTS OF THE BUILDING: (4th page)

33. Exterior

This part seeks to record any cracks or damages visible on the exterior of the building.

34. Interior

This part seeks to record any cracks or damages visible inside the building.

33, 34: In cases where damages identified are deemed concerning (III), no Successful Visual Inspection Certificate is issued.

33, 34: In relation to the assessment of the condition of the concrete, the following are noted:

The condition of the concrete is defined as follows:

- **Good:** There are no visually apparent problems in the concrete and reinforcement.
- **Moderate:** There may be some signs of moisture but the concrete is not disintegrated, visually there does not appear to be a substantial reduction in its strength and the concrete is able to provide adequate protection (concrete cover) to the reinforcement.

- **Poor:** There are signs of severe moisture or detachment of the concrete cover (to reinforcement) or disintegration of the concrete or corrosionof the reinforcement with reduction of the reinforcement bars cross-sectional area.

It is understood that the assessment of the condition of the concrete of the load-bearing structure of the building relies also on the judgement of the Inspecting Engineer. Indicatively, it is noted that consideration should be given to whether any problems as far as the condition of concrete is concerned are of limited extent (e.g. relating to individual elements) or not. Consideration should also be given to the contribution of elements in which the condition of the concrete is assessed as moderate/poor, to ensuring the structural capacity of the building. For example, where severe problems regarding the condition of concrete are identified during the visual inspection, which concern a limited part of the elements constituting the load-bearing structure, it is recommended that if the problems relate to a main load-bearing element (e.g. a main column/beam), the condition of the concrete is recorded as “poor”. In addition, in such/similar cases, it is recommended that comments/explanations are recorded in the “Observations/Comments” field of the form.

35. ROOF ELEMENTS

i. Roof type

No further explanation is required.

ii. Bearing of the Roof Structure

After on-site inspection is carried out, it is judged whether or not the bearing of the roof structure on the structure belowis satisfactory and the appropriate box is filled in. In the case where the bearing of the roof structure is judged to be unsatisfactory, a Successful Visual Inspection Certificate is not issued and further checks or remedial measures are required.

iii. Nodes / Connections

The same comments as in the previous field apply.

iv. Deflection

Record whether or not there is deflection (visible to the naked eye) of the roof structural elements. In case deflection is identified and it is deemed to be of concern, a Successful Visual Inspection Certificate is not issued and further checks or remedial measures are required.

33, 34, 35: In case that during the visual inspection of a building with the use of the Buildings General Visual Inspection Form (B.G.V.I.F.) there are visually apparent damages to the structural elements of the building that are deemed to pose a safety hazard to the building occupants and passers-by, according to the judgement of the Inspecting Engineer, then the Inspecting Engineer is not permitted to proceed with further checks with the use of the Rapid Visual Screening of Buildings for Potential Seismic Hazard (R.V.S.) Form.

C3.: INSPECTION OF ELECTRICAL INSTALLATIONS (5th page)

36, 37, 38, 39:

No further explanation is required.

40, 41:

i. **Earth electrode**

Verify whether the earth electrode is in good condition and connected.

ii. **Electrical installation**

Carry out a visual inspection to determine whether the wiring and equipment of the electrical installation shows no evidence of damage, is correctly installed and there is no risk of electrocution. Any defects must be recorded.

iii. **Protection devices**

Verify whether the protection devices are correctly installed per circuit.

iv. **Labelling/Single Phase Diagrams**

Verify whether the correct labelling and single phase wiring diagrams are present on the Distribution Boards.

C4: INSPECTION OF MECHANICAL INSTALLATIONS: (6th page)

42. INSPECTION OF MECHANICAL INSTALLATIONS

This part seeks to record any damages or defects to the Mechanical Installations.

In cases of damages/ issues which are deemed to be concerning (III), a Successful Visual Inspection Certificate is not issued and these must be recorded in detail in the observations/comments section of the form.

V) Section D: Findings (7th page)

43, 44, 45, 46: Based on the completion of the required inspections, it is stated by the various inspecting engineers, whether or not there are visually apparent areas of concern in the structure /building and whether or not it is recommended to issue a "Successful Visual Inspection Certificate" / "Visual Inspection Certificate with Observations– Re-inspection Required" / "Unsuccessful Visual Inspection Certificate" for the building.

Details of Inspecting Engineers

No further explanation is required.

Date of Inspection

No further explanation is required.

VI) Section E: DANGEROUS BUILDINGS (8th page)

Record whether the building is considered dangerous to public safety based on the inspections carried out. If the building is deemed dangerous to public safety, the competent authority is informed so that the necessary actions pursuant to Articles 15, 15A and 15B of the Regulation of Streets and Buildings Law are taken.

VII) Section F: Declaration by the Owner/ Authorised Representative (8th page)

No further explanation is required.

VIII) Section G: List of attached supporting documents/ data (8th page)

a) Photos

As a general rule, an overall photograph of the building's façade is necessary to identify the building. It is recommended that it is taken from a sufficient distance so that the whole building façade is included. It is advisable to avoid depicting trees, vehicles or other objects that obscure the lowest (usually critical) floor. In exceptional cases, based on the judgement of the authors of the form (i.e. such as in cases of signs of poor workmanship, corrosion of reinforcement, visually apparent detachment problems (i.e. of concrete/coatings), etc.), additional photographs may be attached. Photographs must be in digital form, so that they can be managed electronically.

b) Sketch

If the authors of the form consider it useful to attach a sketch depicting part or the whole of the building, they may do so.

c) Other documents/ data

Any other documents or information that are deemed appropriate to be attached should be recorded.