TECHNICAL CHAMBER OF CYPRUS

METHODOLOGY
FOR THE
REGULAR INSPECTION OF BUILDINGS

Edition: JUNE 2024
ISBN: 978-9925-633-04-3
(The initial edition was approved on 18.12.2018 by ETEK Administrative Committee)

METHODOLOGY
FOR THE
REGULAR INSPECTION OF BUILDINGS

REVISED REPORT

Committee Members – Civil-Structural Engineers:
Platonas Stylianou (Coordinator 2018-2020 & 2020-2023)
Nikolas Kyriakidis
Nikos Kalathas
Paris Skouloukos (Coordinator 2012-2017)
Kleopas Papanikolaou
Polydoros Polydorou
George Karas
Loukas Petrou
Petros Christou
Michalis Pittas
Panayiotis Polykarpou
Christakis Tyrimou
Stelios Avraamidis
Yiannos Poumbouris (Revision - 2020-2023)
Despina Hadjimarkou (Revision - 2020-2023)
Irini Yiannakou (Revision - 2020-2023)
Kyriakos Kyriakidis (Revision - 2020-2023)
Lydia Mina (Revision – 2020-2023 (Scientific Support))

Note: (the methodology is based on a report prepared by the "**ETEK BUILDINGS SAFETY Committee"**, composed of the following members)

Committee Members - Civil Engineers:
George Karas (Team Chairman for the preparation of the methodology (2008-2012))
Loukas Petrou
Dimitris Partellas
Petros Christou
Michalis Pittas
Yannis Konstantinidis
Nikos Kalathas
Paris Skouloukos

Members of the Working Group, consisting of members of ETEK Scientific Committee for the Regular Inspection of Structures, and other members, that worked for the preparation of the Buildings General Visual Inspection Form (B.G.V.I.F.):

Platonas Stylianou (Coordinator), Civil-Structural Engineer
Paris Skouloukos, Civil-Structural Engineer
Christos Marathovouniwtis, Architect
Constantinos Constantinou, Architect
Kyriakos Neoptolemou, Architect
Iacovos Charalambous, Electrical Engineer
Xenios Papastaurou, Mechanical Engineer

Members of the Working Group that worked for the revision of the B.G.V.I.F Form (September 2022 and January 2023):

Platonas Stylianou (Coordinator), Civil-Structural Engineer
Nikos Kalathas, Civil-Structural Engineer
Dr. Nikolas Kyriakides, Civil-Structural Engineer
Yiannos Poumpouris, Civil-Structural Engineer
Paris Skouloukos, Civil-Structural Engineer
Constantinos Constantinou, Architect
Kyriakos Kyriakides, Civil-Structural Engineer
Irene Yiannakou, Civil-Structural Engineer
Despoina Chadjimarkou, Civil-Structural Engineer
Michalis Michael, Architect
Pampos Charalambous, Electrical Engineer
Iacovos Christodoulou, Mechanical Engineer
Charalambos Skamballis, Electrical Engineer
Lydia Mina (Scientific Support)

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1. INTRODUCTION

The need for a standardized methodology for the visual inspection of buildings is imperative and stems mainly from:

a. the fact that many of the existing buildings have issues with regards to their structural and seismic capacity, mainly due to being designed in time periods during which no anti-seismic codes were implemented for the design of structures and built during time periods during which there was lack of suitable materials for the construction of structural elements (i.e. lack of suitable gravel) and/or the mandatory supervision of construction works had not been enforced by legislation, etc.
b. the lack of systematic maintenance of buildings, as a preventive measure for ensuring public safety, due to gaps in the legislation regarding management committees of residential buildings with several owners and even isolated/independent properties.

The carrying out of visual inspections and follow-up inspections is a necessary preventive measure for ensuring public safety and should therefore be set as a priority, especially for public use buildings, critical infrastructure and buildings of particular cultural significance. The inspection of such buildings may also include the carrying out of visual checks for the stability of non-load bearing elements such as external and internal cladding as well as functional elements such as fire safety and others.

The present methodology can be applied to public buildings owned by the central government, as well as to buildings that fall under the provisions of the Regulation of Streets and Buildings Law, i.e. general government buildings, private buildings of public use and other buildings.

The initial committee used the report of the Ad-hoc Committee which was formed on 18/06/2008 with the scope of preparing a proposal for the government for the inspection of Public Buildings, as a basis for its work.

2. BUILDING VISUAL INSPECTION FORMS

For the purposes of applying the methodology, the Buildings General Visual Inspection Form (B.G.V.I.F.) and Visual Inspection Form (V.I.F.) will be used. Residential buildings will be inspected with the use of the Visual Inspection Form (V.I.F.) (Annexes 3 and 4). Other buildings will be inspected with the use of the Buildings General Visual Inspection Form (B.G.V.I.F.) (Annexes 1 and 2).

The B.G.V.I.F. and V.I.F. forms have been prepared by ETEK Scientific Committee for the regular inspection of structures and have been published by ETEK, as part of ETEK's continuous efforts for the encouragement of the regular inspection of buildings with the scope of ensuring minimum basic health and safety requirements for building users and the public. Also, the aforementioned forms provide a standardized methodology for the visual

inspection of buildings. The use of the forms may also serve as a tool for the development of an electronic buildings' identity register.

Both forms include sections for recording data regarding the identity of the building.

Form B.G.V.I.F. includes guidelines for the visual inspection of the following elements/ installations of a building:

- Architectural an other non load-bearing elements
- Load bearing / structural elements
- Electrical Installation
- Mechanical Installation

Visual Inspection Form (V.I.F.) includes guidelines for the visual inspection of load bearing and other non-load bearing elements of a buildings, such as cladding.

Upon completion of the visual inspection with the use of the B.G.V.I.F. or V.I.F. form, one of the following Certificates, as per Annex 5, is issued, depending on the result of the visual inspection:

(a) Visual Inspection Certificate – No visually apparent damages (of concern) observed
(b) Visual Inspection Certificate with Observations – Re-inspection Required
(c) Visual Inspection Certificate – Damages of concern observed – Further Actions needed

It is stressed that carrying out inspections and visual checks on the load-bearing structure of a building using the V.I.F. form, is not equivalent to carrying out the rapid visual screening of buildings for potential seismic hazard nor to assessing the load-bearing capacity and/or the 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).

3. FREQUENCY OF INSPECTION

An inspection for the issuing of a new Certificate (as described above) shall be carried out no later than at the frequency specified in the table "Regular Inspection of Buildings Table" (Annex 8), depending on the year the structural design of the building was carried out and the category in which the building falls into.

4. CATEGORIZATION OF BUILDINGS

For the purposes of applying the methodology, buildings are categorized according to their IMPORTANCE CLASS in accordance with CYS EN 1998-1:2004.

Structures, according to CYS EN 1998-1:2004, are classified into four different importance classes, depending on the consequences of collapse for human life, on the importance for public safety and civil protection in the immediate post-earthquake period, and on the social and economic consequences of collapse, as follows:

Importance Class

I	Buildings of minor importance for public safety, e.g. agricultural buildings, etc.
II	Ordinary buildings, not belonging in the other categories
III	Buildings whose seismic resistance is of importance in view of the consequences associated with a collapse, e.g. schools, assembly halls, cultural institutions etc.
IV	Buildings whose integrity during earthquakes is of vital importance, e.g. fire stations, power plants, etc.

Buildings which will be subject to a Visual Inspection for the purpose of issuing a Certificate according to Annex 5

The classification of buildings is based on their importance class according to CYS EN 1998-1:2004.

Importance Class I buildings will be exempted from the above inspection unless there is a risk to human life.

Importance Classes II, III and IV buildings will be re-inspected at the frequency specified in the Regular Inspection of Buildings table (Annex 7) after the 1st inspection and the renewal of the Certificate issued according to Annex 5 will be required.

5. LAWS/ INTERPRETATIONS

For the purposes of completing the various forms, the interpretation of "public building" as described in the Streets and Buildings Regulations has been adopted, which includes the concepts of Public Building or Public Use Building (Annex 6).

ANNEX 1

Buildings General Visual Inspection Form

B.G.V.I.F.

BUILDINGS GENERAL VISUAL INSPECTION FORM (B.G.V.I.F.) FORM No.: .....

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

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. Building 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: .....

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

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 upgraded? 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/ Cladding: 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:

.....

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.....

.....

32. INTERIOR

		YES	NO	IF YES, PLEASE ASSESS ** I	II	III
i.	Coatings/ Cladding: 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:

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Note: In cases where damages are deemed to be of concern (III), a "Visual Inspection Certificate – No visually apparent defects (of concern) observed" is not issued.

**** I: Insignificant II: Not of concern III: Of concern**

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 of concern (III), a "Visual Inspection Certificate – No visually apparent defects (of concern) observed" is not issued.

**** I: Insignificant II: Not of concern III: Of concern**

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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 ☐ *

* A "Visual Inspection Certificate – No visually apparent defects (of concern) observed" is *not* 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, indicate 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 "Visual Inspection Certificate – No visually apparent defects (of concern) observed" 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.	☐	☐	☐	☐	☐
GENERAL……					
xx. There are structures with visually apparent problems, which may endanger the users of the building and concern Mechanical installations	☐	☐			

Observations/Comments: .....

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**** I: Insignificant II: Not of concern III: Of concern**

Note: In cases where damages are deemed to be of concern (III), a "Visual Inspection Certificate– No visually apparent defects (of concern) observed" 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 *"Visual Inspection Certificate – No visually apparent defects (of concern) observed" / "Visual Inspection Certificate with Observations - Re-inspection Required" / "Visual Inspection Certificate - Defects of concern observed – Further Actions needed"* is issued.

DETAILS OF INSPECTING ARCHITECT ENGINEER:

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

NAME: ……..... ETEK Member Register 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 *"Visual Inspection Certificate – No visually apparent defects (of concern) observed" / "Visual Inspection Certificate with Observations - Re-inspection Required" / "Visual Inspection Certificate - Defects of concern observed – Further Actions needed"* is issued.

DETAILS OF INSPECTING CIVIL ENGINEER:

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

NAME: ……..... ETEK Member Register No.: .....

Address: .....

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

Note: It is stressed that carrying out inspections and visual checks of 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) 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 *" Visual Inspection Certificate – No visually apparent defects (of concern) observed " / "Visual Inspection Certificate with Observations - Re-inspection Required" / "Visual Inspection Certificate - Defects of concern observed – Further Actions needed"* 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 *"Visual Inspection Certificate – No visually apparent defects (of concern) observed " / "Visual Inspection Certificate with Observations - Re-inspection Required" / "Visual Inspection Certificate - Defects of concern – Further Actions needed"* 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.

ANNEX 2

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

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 substructures by joints) only one Buildings General 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.

Check boxes should be marked with X or √. An "observations/comments" box is also provided in most sections of the Form, where information that requires special mention or clarification can be included.

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 or the name of the complex to which the building under inspection belongs to. If the building is part of a complex, it should be made clear which building is of interest. If the building has no name, indicate 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's reference point is specified as the building's main entrance or as the building's centre and correspondingly is described in section "Additional Information" of the form (building's main entrance/centre). If the assigned coordinates follow 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 the numbers of all recent permits, and their dates of issue, relating to the building.

12. If over time several planning/building permits were issued, these should be recorded 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 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 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 shall be estimated.

19. Total built area

Record the total area of the building which results from the summation of the above-ground floors, 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" section 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), the number of occupants should be estimated and indicated in the corresponding (last) box.

21. Year of Design

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

22. Year of Construction

Record the year of the building's construction 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 an exact date cannot be identified, 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 during the construction of the additions or extensions, the building was structurally upgraded as a result of the addition/extension, this must be indicated in field with number 24 of the form.

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

It should be noted that this field seeks to establish whether the additions/extensions to the 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 building has undergone structural interventions for either repair or for structural upgrading, the corresponding box should be marked with an X or √.

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 cases of buildings where interventions were carried out in order to repair damages (e.g. caused by earthquakes) or for the addition of floors according to earthquake regulations subsequent 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/ Structural 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, indicate YES or NO, depending on the available information.

27. Type of Structure

No further explanation is required.

28. Type of Walls

Indicate 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, its condition and the reliability of the information available 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 to be of concern (III), a "Visual Inspection Certificate – No visually apparent defects (of concern) observed" is not 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 of concern (III), a "Visual Inspection Certificate – No visually apparent defects (of concern) observed" is not 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 corrosion of 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 below is satisfactory and the appropriate box is filled in. In the case where the bearing of the roof structure is judged to be unsatisfactory, a “Visual Inspection Certificate – No visually apparent defects (of concern) observed” 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

Indicate 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 “Visual Inspection Certificate – No visually apparent defects (of concern) observed” is not issued and a 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.B.) 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 of concern (III), a “Visual Inspection Certificate – No visually apparent defects (of concern) observed” is not issued and these must be recorded in detail in the observations/comments section.

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 "Visual Inspection Certificate – No visually apparent defects (of concern) observed" / "Visual Inspection Certificate with Observations– Re-inspection Required" / "Visual Inspection Certificate – Defects of concern observed – Further Actions needed" 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)

Indicate 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, a 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.

ANNEX 3

Edition: **June 2024**

Visual Inspection Form (V.I.F.)

FORM No.: .....

VISUAL INSPECTION FORM (V.I.F.) (June 2024)

SECTION A: IDENTITY OF BUILDING

1. DISTRICT: .....
2. MUNICIPALITY/COMMUNITY: ..... Sheet/Plan: ..... Block: ..... Parcel: .....
3. ADDRESS: .....

..... P.C. ..... Tel.: .....

4. COMPLEX: ..... 4a. BUILDING: .....

4a. GEOGRAPHICAL POSITION OF BUILDING (COORDINATES): X:..... Y:.....

5. BUILDING USE: Initial ..... Current .....
6. USER: .....
7. OWNER: .....
8. CONTRACTING AUTHORITY: .....
9. MAXIMUM NUMBER OF PERSONS OCCUPYING THE BUILDING:

UP TO 10 ☐ 10 - 100 ☐ >100 ☐ Estimated number of occupants ☐

SECTION B: TECHNICAL INFORMATION OF THE BUILDING

10. NUMBER OF FLOORS: ..... NUMBER OF BASEMENTS: .....
11. FLOOR PLAN AREA: .....
12. TOTAL BUILT AREA: .....
13. YEAR OF DESIGN: .....
14. YEAR OF CONSTRUCTION: ..... 14a. YEAR OF LAST ADDITION/ EXTENSION: .....
15. AVAILABILITY OF STRUCTURAL DESIGN / STRUCTURAL DRAWINGS: YES ☐ NO ☐
15a. AVAILABILITY OF GEOTECHNICAL STUDY OR THE GEOTECHNICAL CHARACTERISTICS OF THE SUBSOIL: ..... YES ☐ NO ☐
16. HAS THE STRUCTURAL DESIGN BEEN USED FOR THE INSPECTION? YES ☐ NO ☐
17. IS THE BUILDING CLASSIFIED AS LISTED? ..... YES ☐ NO ☐
18. HAS THE BUILDING BEEN REPAIRED/STRUCTURALLY UPGRADED? YES ☐ NO ☐

IF YES, FOR WHAT REASON AND WHEN: .....

.....

18a. IMPACT IN RELATION TO ADJACENT STRUCTURES: YES ☐ NO ☐

IF SO, PLEASE SPECIFY: .....

19. ADDITIONAL INFORMATION: .....

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

VISUAL INSPECTION FORM (V.I.F.)

SECTION C: ELEMENTS OF INSPECTION

20. EXTERIOR — **YES** **NO** IF YES, PLEASE ASSESS **

		YES	NO	I	II	III
i.	Damage to beams, slabs, cantilevers	☐	☐	☐	☐	☐
ii.	Deflection of beams, slabs, cantilevers	☐	☐	☐	☐	☐
iii.	Damage to columns / shear walls	☐	☐	☐	☐	☐
iv.	Damages to load bearing walls	☐	☐	☐	☐	☐
v.	Damages to non-load bearing walls	☐	☐	☐	☐	☐
vi.	Settlement /Displacement	☐	☐	☐	☐	☐
vii.	Damages to glazing units/ windows/ doors	☐	☐	☐	☐	☐
viii.	Damages to cladding	☐	☐	☐	☐	☐
ix.	Damages to awnings (canopies)	☐	☐	☐	☐	☐
x.	Condition of Concrete	Good ☐	Moderate ☐	Poor ☐		

Observations/Notes:

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21. INTERIOR — **YES** **NO** IF YES, PLEASE ASSESS **

		YES	NO	I	II	III
i.	Damage to beams, slabs, cantilevers	☐	☐	☐	☐	☐
ii.	Deflection of beams, slabs, cantilevers	☐	☐	☐	☐	☐
iii.	Damage to columns / shear walls	☐	☐	☐	☐	☐
iv.	Damages to load bearing walls	☐	☐	☐	☐	☐
v.	Damages to non-load bearing walls	☐	☐	☐	☐	☐
vi.	Damages to suspended ceilings	☐	☐	☐	☐	☐
vii.	Damages to balustrades (railings)	☐	☐	☐	☐	☐
viii.	Settlement /Displacements	☐	☐	☐	☐	☐
ix.	Condition of Concrete	Good ☐	Moderate ☐	Poor ☐		

Observations/Notes:

.....

.....

.....

**** I: Insignificant II: Not of concern III: Of concern**

Note: A "Visual Inspection Certificate - No visually apparent defects (of concern) observed" is not issued in cases where damages are deemed to be of concern (III).

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

VISUAL INSPECTION FORM (V.I.F.)

SECTION D: ROOF ELEMENTS**

22. ROOF TYPE	Timber ☐	Steel ☐	Reinforced Concrete ☐	Other ☐
23. BEARING OF ROOF STRUCTURE	Satisfactory ☐	Non Satisfactory* ☐		
24. NODES / CONNECTIONS	Satisfactory ☐	Non Satisfactory* ☐		
25. DEFLECTION	NO ☐	YES* ☐		

* A "Visual Inspection Certificate – No visually apparent damages (of concern) observed" is not issued. Further Checks required.

** Ensure that adequate and safe access is provided to the Inspecting Engineer.

SECTION E: OBSERVATIONS/NOTES

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Note: In case that during the visual inspection of a building with the use of the Visual Inspection Form (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.

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

VISUAL INSPECTION FORM (V.I.F.)

SECTION F: FINDINGS

Based on all of the above sections *there are / there are no* visually apparent areas of concern in the building and a "*Visual Inspection Certificate – No visually apparent defects (of concern) observed*"/ "*Visual Inspection Certificate with Observations – Re-inspection Required*"/ "*Visual Inspection Certificate – Defects of concern observed – Further Actions needed*" is issued.

26. DETAILS OF INSPECTING ENGINEER (Civil Engineer / Architect):

SIGNATURE: .....

NAME: .....

ETEK Member Registration Number: .....

Civil Engineer/Architect (*delete accordingly*)

27. DATE OF INSPECTION: .....

Note: It is stressed that carrying out inspections and visual checks on the load-bearing structure of a building using the "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).

SECTION G: 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.

SECTION H: 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 have understood its contents and the various findings will be taken into account in the building's maintenance program.

Signature .....

(Name) .....

Stamp

FORM No.: .....
("V.I.F.")

VISUAL INSPECTION FORM ("V.I.F.")

SECTION I: LIST OF ATTACHED DOCUMENTS/ DATA

a) Photos

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b) Sketch

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c) Other documents/data

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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.

NOTE: This form was proposed by the Ad-hoc Committee on the basis of a decision of the Council of Ministers and modified by the ETEK Committees on "Building Safety" and "Regular Inspection of Structures".

ANNEX 4

"INSTRUCTIONS FOR COMPLETING

THE VISUAL INSPECTION FORM (V.I.F.)

June 2024

INSTRUCTIONS FOR COMPLETING THE VISUAL INSPECTION FORM (V.I.F.)

General

The **Visual Inspection Form** consists of five pages.

- For each structurally independent building (not divided into smaller substructures by joints) only one Visual Inspection Form is completed.
- The Form is divided in nine (9) sections, from A to I, which are explained below.

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 assessing 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.

Section A: Identity of building (1st page)

1. **District**
   No further explanation is required.

2. **Municipality/Community**
   Record the Sheet/Plan, the block and parcel(s).

3. **Address**
   The full postal address of the building, i.e. street, number, postcode, district and contact number of the owner or management committee is recorded. In the case that several autonomous Authorities occupy the building, it is useful to provide additional telephone numbers.

4. **Complex**
   Record the official name of the complex to which the building under inspection belongs to (where applicable).

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

4b. 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 building's reference point on the orthophoto maps of Department of Lands and Surveys web portal (DLS Portal). The building's reference point should be set as the building's main entrance or as the building's centre and correspondingly described in section "Additional Information" of the form (building's main entrance/centre. If the assigned geographical coordinates follow 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. **Building use**

Record the initial use of the building (for which a permit was issued). Subsequently, record the current use of the building (in case the initial use has changed). If the building has more than one use, record the main one at the time of the inspection.

6. **User**

Record the Authority or private company that occupies the building. If the user is a natural person, the full name of the user is recorded.

7. **Owner**

Record the name of the Municipality/Community, the Ministry, the Public Authority etc., that owns the building. If the building is privately owned, record the name of the private company or the full name of the owner, in case the building is owned by a natural person.

8. **Contracting Authority**

No further explanation is required.

9. **Maximum number of persons occupying the building**

Check the box that corresponds as closely as possible to the maximum number of persons normally occupying the building. For a number of persons exceeding 100, the number of occupants should be estimated and indicated in the corresponding box.

Section B: Technical Information of the Building (1st page)

10. **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.

11. **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.

12. **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.

13. **Year of Design**

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

14. **Year of construction**

Record the year of the building's construction 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 to identify the building's year of construction.

If an exact date cannot be identified, the recording of a broader reference period (e.g. 1933 - 1937) is allowed, even by approximation.

14a. **Year of last addition/extension**

Record the year of the last addition/ extension to the building. If during the construction of the additions or extensions, the building was structurally upgraded as a result of the addition/extension, this must be indicated 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 should be noted that this field seeks to establish whether the additions/extensions to the 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.

15. **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, YES or NO is marked, depending on the available information.

16. **Has the structural design been used for the inspection?**

No further explanation is needed.

17. **Is the building classified as a Listed?**
Record whether the building has been classified as listed.

18. **Has the building been repaired/structurally upgraded?**
If the building has undergone structural interventions for either repair or for structural upgrading, the corresponding box should be marked with an X or √.

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 cases of buildings where interventions were carried out in order to repair damages (e.g. caused by earthquakes) or for the addition of floors according to earthquake regulations subsequent to those implemented (if any) in the original study.

If yes, 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.

18a. **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 etc.

19. **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 the 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.

Section C: Elements of Inspection (2nd page)

In cases where damages are identified to be of concern (III), a "Visual Inspection Certificate – No visually apparent defects (of concern) observed" shall not be issued.

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

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

20, 21: 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 reinforcements.

- **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 severe signs of moisture or detachment of the concrete cover (to reinforcement) or disintegration of the concrete or corrosion of 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/Notes" field of the form.

Section D: Roof Elements (3rd page)

22. **Roof Type**
No further explanation is required.

23. **Bearing of the Roof Structure**
After on-site inspection, it is judged whether or not the bearing of the roof structure on the structure below is satisfactory and the appropriate box is filled in. In the case where the bearing of the roof structure is judged to be unsatisfactory, a "Visual Inspection Certificate - No visually apparent defects (of concern) observed" is not issued and further checks are required.

24. **Nodes / Connections**
The same comments as in the previous field apply.

25. **Deflection**
Indicate whether or not there is deflection (visible to the naked eye). In case that deflection is identified and it is deemed to be of concern, a "Visual Inspection Certificate – No visually apparent defects (of concern) observed" is not issued and further checks are required.

Section E: Observations/Notes (3rd page)

This part of the form is intended for any observations of the Inspecting Engineer with respect to the building's condition, it's use, and the reliability of information provided or anything that

may require special mention or clarification and any other information deemed necessary to be reported.

Section F: Findings (4th page)

Based on all the previous sections, it is stated whether or not there are visually apparent areas of concern in the structure/building and subsequently whether a "Visual Inspection Certificate – No visually apparent defects (of concern) observed", a "Visual Inspection Certificate with Observations – Re-inspection Required" or a "Visual Inspection Certificate - Defects of concern observed – Further Actions needed" is issued.

26. **Details of Inspecting Engineer (Civil Engineer/ Architect)**
    No further explanation is required.

27. **Date of Inspection**
    No further explanation is required.

Section G: DANGEROUS BUILDINGS (4th page)

Record whether the building is considered dangerous to public safety based on the inspections carried out. If the building is deemed dangerous, 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.

Section H: Declaration by the Owner/Authorised Representative of the Owner (4th page)

No further explanation is required.

Section I: List of attached documents/data (5th 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 facade 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, oxidation of reinforcements, 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.

ANNEX 5

"Certificates Issued

following visual inspection with the use of V.I.F. form"

BUILDING VISUAL INSPECTION CERTIFICATE – NO VISUALLY APPARENT DAMAGES (OF CONCERN) OBSERVED

(Certificate no. 1)

I, the undersigned ....., Civil Engineer / Architect (*delete accordingly*), with ETEK Member Registration no: ....., declare that on .....(dd/mm/yyyy) the building ..... located in the Municipality/Community of ....., at the address .....
.....
has been inspected and after visual inspection (refer to Visual Inspection Form (V.I.F.) No. .....), no visually apparent problems (of concern) were observed in the structure.

Signature: .....

Name of Inspecting Engineer: .....

Seal/Stamp: .....

Note: It is highlighted that the carrying out inspections and visual checks on the load-bearing structure of a building using the "V.I.F." form is not equivalent to visual screening of buildings 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).

BUILDING VISUAL INSPECTION CERTIFICATE WITH OBSERVATIONS – RE-INSPECTION REQUIRED

(Certificate no. 2)

I, the undersigned ....., Civil Engineer / Architect (*delete accordingly*), with ETEK Member Registration no: ....., declare that on ..... (dd/mm/yyyy) the building ..... located in the Municipality/Community of ....., at the address .....

.....

has been inspected and after visual inspection (refer to Visual Inspection Form (V.I.F.) No. .....) apparent problems to the load-bearing structure of the building have been observed, which are recorded on the form and which remedial measures and subsequent re-inspection are required.

Date of re-inspection (to be determined by the Inspecting Engineer that carried out the inspection): ……..

Signature: .....

Name of Inspecting Engineer: .....

Seal/Stamp: .....

Note: It is highlighted that the carrying out inspections and visual checks on the load-bearing structure of a building using the "V.I.F." form is not equivalent to rapid visual screening of buildings 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).

VISUAL INSPECTION CERTIFICATE - DEFECTS OF CONCERN OBSERVED – FURTHER ACTIONS NEEDED

(Certificate no. 3)

I, the undersigned ....., Civil Engineer / Architect (*delete accordingly*), with ETEK Member Registration no.:.....,declare that on ..... (dd/mm/yyyy) the building ..... located in the Municipality/Community of ....., at the address .....
.....
has been inspected and after visual inspection (refer to Visual Inspection Form (V.I.F.) No.. ....., apparent damages of concern to the load-bearing structure have been observed, which are recorded on the form and for which a "Visual Inspection Certificate - Defects of concern observed – Further Actions needed" is issued.

Signature: .....

Name of Inspecting Engineer: .....

Seal/Stamp: .....

Note: It is highlighted that the carrying out inspections and visual checks on the load-bearing structure of a building using the "V.I.F." form is not equivalent to rapid visual screening of buildings 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).

ANNEX 6

"STREETS AND BUILDINGS REGULATION REGULATIONS"

LAW/REGULATIONS: THE STREETS AND BUILDINGS REGULATION

REGULATIONS PART I, ARTICLE 2

Public building or public use building

The term "Public building" or "public use building" is deemed to refer to buildings where a larger than the normal number of people assemble (the use of a building as a residence is equivalent to ordinary use).

For the purposes of the work of the present Committee on "Regular Inspection of Structures", the term public buildings or public use buildings, and in accordance to the basic Regulations of the Regulation of Streets and Buildings Law, shall cover at least the following buildings:

a) Buildings of Public Worship: churches, chapels, mosques and other places of public worship.

b) Teaching Facilities: universities, colleges, schools, after-school educational establishments, public lecture halls.

c) Entertainment buildings: (with a main hall area greater than 100m^2), theatres, restaurants or cafes, public concert halls, public dance halls, public exhibition halls or places of public assembly (including stadiums).

d) Hotels with more than eight (8) rooms and a volume greater than 1400 cubic meters.

e) Hospitals, clinics, charitable institutions and other healthcare establishments.

f) Sports Venues / Facilities: Stadiums, Sports Centres, Multipurpose halls, Swimming pools.

ANNEX 7

"REGULAR INSPECTION OF BUILDINGS TABLE"