Architecture, Engineering, and Construction Division

Structural Investigation

Report Template

**Instructions to Consultant:**

1. This report template would be used for miscellaneous structural reviews such as building settlement problems, cracks in walls and so forth. It does not replace the Structural Evaluation Report Template generally used for seismic analysis or the Roof Trusses Evaluation Report Template. This template could also be used as a Structural Condition Survey and Assessment Report Template.
2. The latest version of this document is available for download to Church employees, consultant

architects and consultant structural engineers on the AEC Website: <http://aec.ldschurch.org/aec/design_guidelines/>

1. The Consultant should replace all **RED** guidelines and requirements with site specific information in **BLACK** text.
2. The Consultant is to modify the template as dictated by the needs, findings, conclusions and recommendations of the investigation to generate a site specific report. The Consultant will ensure that the template does not limit or supersede industry best practices or the experience, knowledge, and judgment of the Consultant.
3. Update the Table of Contents.

**THIS SHEET IS TO BE DELETED FROM THE FINAL REPORT**

Release Date: February 11, 2015

All previous versions of this document are obsolete.

A copy of this document is available for download to Church Employees,

Consulting Architects and Consulting Engineers on the AEC Website located at:

* http://aec.ldschurch.org/aec/
* Select “Design Guidelines” under “Support Documents”
* Select “Structural Investigation Report Template” under “Supplemental Documents” to download the document

Contact Chris Barker (Chris.Barker@ldschurch.org) in AEC

 with questions or suggestions for improvement.

Salt Lake City, Utah

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| Structural Investigation Reportfor?????????? |
| **Property Name****Property Address****LDS Church Property Number** Prepared For:Corporation of the Presiding Bishop of the Church of Jesus Christof Latter-day SaintsClient Address |
| **FIRM LOGO** | Prepared by **Firm Name**Month, Day, Year | **Consultant’s Stamp and Seal** |

**TABLE OF CONTENTS**

EXECUTIVE SUMMARY

INTRODUCTION

AUTHORIZATION

PURPOSE AND SCOPE OF INVESTIGATION

DESCRIPTION OF STRUCTURAL SYSTEMS (BUILDING DESCRIPTION)

FIELD INVESTIGATION FINDINGS (STRUCTURAL CONDITION)

CONCLUSIONS

RECOMMENDATIONS

LIMITATIONS

FIGURES AND PHOTOGRAPHS

# EXECUTIVE SUMMARY

1. Summarize the findings and recommendations from the structural survey.

# INTRODUCTION

1. Provide an overview of the report, location, and audience.

# AUTHORIZATION

1. Provide the name of the Client’s representative who authorized your firm to perform the survey and the authorization date.

# PURPOSE AND SCOPE OF INVESTIGATION

1. Provide a project description, purpose of survey, and scope of work.
2. Describe the purpose and scope of the report and the work completed. Include all items comprising the purpose and scope of work requested and provided. Provide an introduction to the figures and tables of the report.

# DESCRIPTION OF STRUCTURAL SYSTEMS (BUILDING DESCRIPTION)

1. Provide a description of the construction being surveyed.

# FIELD INVESTIGATION FINDINGS (STRUCTURAL CONDITION)

1. Provide the findings of the survey.

# CONCLUSIONS

1. Provide conclusions from the findings.

# RECOMMENDATIONS

1. Provide recommendations, when appropriate.

# LIMITATIONS

1. Note any limitations to the report.

# FIGURES AND PHOTOGRAPHS

1. Provide figures and tables needed to complete the report.