

PROPERTY MANAGEMENT TEMPLATE · ASSESSMENT QUALIFICATION

Building Assessment Pre-Screen

For properties considering professional acoustic evaluation in response to recurring low-frequency noise complaints. Use this pre-screen to qualify a building, document the case for professional engagement, and prepare a useful brief for the consultant.

Purpose

Professional acoustic assessment for low-frequency noise typically costs between \$1,000 and \$6,000 per investigation. This pre-screen is intended to qualify whether a building or specific complaint warrants that level of investment, and to give the engaged consultant a useful summary of the situation before site work begins. A well-prepared pre-screen reduces consultant time on site and produces a more actionable report.

1. Property Identification

PROPERTY NAME	PROPERTY ADDRESS
OWNER / MANAGEMENT CO.	PROPERTY MANAGER (POINT OF CONTACT)
PHONE	EMAIL

2. Building Characteristics

These factors affect how low-frequency sound propagates through the building. Consultants will ask for this information; capturing it in advance saves time.

YEAR BUILT	NUMBER OF UNITS	NUMBER OF FLOORS
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CONSTRUCTION TYPE (check primary)

- Wood frame (typical garden-style or low-rise multifamily)
- Light steel frame
- Concrete and steel (mid-rise / high-rise)
- Pre-cast concrete panel
- Masonry / brick load-bearing
- Mixed or unknown

FLOOR / CEILING ASSEMBLY (check if known)

- Concrete slab with gypsum overlay
- Wood joists with subfloor and finish floor
- Engineered floor system (TJI or similar)
- Unknown

MEP SYSTEMS PRESENT IN OR NEAR AFFECTED UNITS

- Centralized HVAC (rooftop unit serving multiple units)
- In-unit HVAC (PTAC, split system, etc.)
- Boiler or mechanical room adjacent to residential units
- Elevator equipment room adjacent to residential units
- Generator or transformer enclosure adjacent to building
- None of the above are adjacent to the affected unit(s)

3. Complaint History

Summarize the complaint pattern that has led to consideration of professional assessment. Attach copies of any prior Complaint Intake Forms if available.

FIRST COMPLAINT DATE	MOST RECENT COMPLAINT DATE	TOTAL COMPLAINTS ON RECORD
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AFFECTED UNITS (LIST ALL)

SUSPECTED SOURCE UNIT(S)

SUMMARY OF SYMPTOMS REPORTED (across all complainants)

4. Qualification Criteria for Professional Assessment

Check all that apply. The more criteria met, the stronger the case for professional engagement.

- Three or more complaints from a single unit on the same issue
- Two or more complaints from non-adjacent units attributing to a common source
- A complainant has medical documentation tying symptoms to time spent in the unit
- A complainant has independent measurement data (accelerometer, Raspberry Boom, infrasound monitor)
- Multiple maintenance staff have independently observed vibration or sensation in the affected unit
- A complainant has signaled intent to break lease, withhold rent, or pursue legal action
- Tenant turnover in affected unit(s) is materially higher than building average
- The property has received online reviews referencing vibration, humming, or sleep disruption
- Conflict between residents tied to the noise complaint has been reported or observed

5. Pre-Engagement Actions Recommended

- Confirm management's authority to engage a consultant under the property's operating agreement or owner directives.
- Notify legal counsel of intent to commission an acoustic assessment. The resulting report may become discoverable in later disputes; counsel may want to structure the engagement accordingly.
- Notify the property's insurance carrier if any complaint has involved a personal injury claim or threat thereof.
- Identify two or three qualified acoustical consulting firms. Prefer firms with documented capability in Z-weighted or G-weighted measurement (ISO 7196) and experience in multifamily residential work.
- Request scopes of work from each. Compare on methodology, deliverables, and price.

6. Recommended Scope of Work (for consultant)

When engaging a consultant, request that the scope of work include the following elements at minimum. A consultant who pushes back on these is likely not equipped for the work.

Measurement weighting. Z-weighted (flat response) and/or G-weighted measurement per ISO 7196, in addition to standard A-weighted and C-weighted measurement.

Frequency range. Measurement extending to at least 1 Hz, with 1/3-octave or narrower band resolution in the sub-100 Hz range.

Duration. Continuous logging over a minimum 48-72 hour period in each affected unit, with calibrated equipment, capturing day, evening, and overnight.

Concurrent observation. At least one episode of in-unit observation by the consultant during a reported event, where possible.

Source identification. Cross-correlation between affected unit and suspected source unit(s) where access is permitted, or alternative source identification methodology where not.

Vibration measurement. Accelerometer measurement of structural vibration in addition to airborne acoustic measurement.

Reporting. Written report including methodology, calibration records, frequency spectra, time-series data, and findings. Report should be suitable for review by non-specialist stakeholders (property counsel, tenants, courts).

7. Budget Expectations

Typical ranges for residential low-frequency acoustic assessment:

Single-unit assessment (\$1,000 – \$2,500). Site visit, calibrated short-term measurement, brief report. Appropriate for initial qualification of a single complaint.

Multi-unit / extended assessment (\$2,500 – \$6,000). Multiple measurement locations, multi-day continuous logging, source identification work, full narrative report. Appropriate where complaint patterns suggest building-level issues.

Building-level diagnostic (\$6,000 – \$15,000+). Full building acoustic characterization, including measurement across multiple units and floors, construction analysis, and recommendations for remediation. Appropriate for new construction defect investigations or pre-renovation planning.

8. Pre-Screen Completion

PRE-SCREEN COMPLETED BY

DATE

RECOMMENDATION

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- Proceed with professional acoustic assessment
 - Defer pending additional complaints or evidence
 - Address through existing property channels (mediation, lease enforcement, etc.)

Operational reference from the Low Frequency Research Initiative. Not legal advice. Adapt to property procedure and applicable law before use.