

Building Watch Inspection Volunteer Instructions

- Once you have decided to participate in the Building Watch program then please contact the BUC to ensure against duplication inspections and to provide you with any assistance you may need. Simply contact the BUC to let us know which building (s) you would like to inspect or simply to let us know how many buildings you can inspect. We will then assign you buildings to inspect that are close to your residence as possible. You can contact the BUC at 571-306-BLDG or email us at: Volunteer4BUC@yahoo.com
- You will need to download the PDF files: Building Inspection Forms. This is a two page form that you will use for this process. If possible please use a pen when filling out the forms as it is easier for staff to read when writing up work orders generated from your inspection.
- The last item you will need is a copy of the Parkfairfax Community map. You can also download this file from the website.

If you are unable to download the inspection forms or map of the community then please let us know and we will provide them for you.

Thanks again for your participation in the Building Watch Program.