

SEMPER FI HOME INSPECTIONS

Commercial PCA

Property condition assessments in the Semper Fi Home Inspection app

This guide takes you through a commercial property condition assessment on real screens: starting a job, recording findings with a cost to cure and a remaining useful life, handing a section to a specialist, approving their signed work, the 10-year capital reserve and the client report. It works the same on a phone, a tablet or a computer.

What Commercial PCA does

Commercial PCA is its own monthly plan. You can have it with any other Semper Fi plan, or on its own. It gives you a structured way to assess a commercial building system by system, put a number and a timeline on what you find, and hand your client a report they can budget from.

Every finding carries two things a property owner or lender asks for first: what it will cost, and how long it has left. The app turns those into a 10-year capital reserve as you work, so the schedule is finished when the walk-through is.

Every section prints who did it. A section you record yourself prints your name, company and license. A section a specialist records prints their name, company, phone, email and address, with their license if they hold one.

The 15 sections

The sections are the systems ASTM E2018-24 and the CCPIA ComSOP list: ASTM's eleven, in ASTM's order, with the four systems the CCPIA ComSOP lists that ASTM does not carry as their own. When a property has none of something - no elevator, no commercial kitchen - say so in that section.

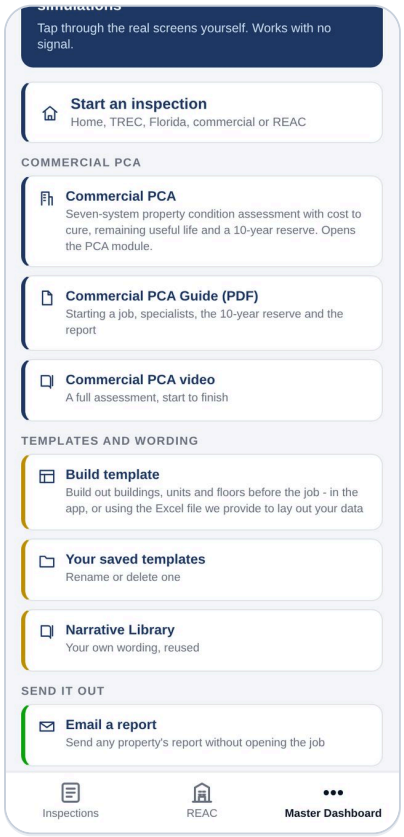
Section	What it covers	Listed in
1. Site Improvements	Paving and parking, curbs and sidewalks, drainage, landscaping, loading docks, site utilities.	ASTM
2. Structural Frame & Substructure	Foundations, slabs, basements and crawlspaces, columns, beams, load-bearing walls, floor and roof framing.	ASTM, CCPIA
3. Roofing	Roof coverings, flashings, penetrations, rooftop equipment supports, gutters and roof drainage.	ASTM, CCPIA
4. Exterior Walls & Building Envelope	Wall cladding, windows and storefronts, exterior doors, sealants, canopies, exterior stairs.	ASTM, CCPIA
5. Decks, Balconies, Terraces & Porches	Decks, balconies, terraces and porches, their supports, guards and stairs.	CCPIA
6. Plumbing	Water service, backflow prevention, piping, drains, water heaters, fixtures, gas piping.	ASTM, CCPIA
7. Heating	Boilers, furnaces, heaters, flues, fuel supply, heat distribution.	ASTM, CCPIA
8. Air Conditioning & Ventilation	Cooling equipment, rooftop units, air handlers, ductwork, exhaust and make-up air.	ASTM, CCPIA

9. Electrical	Service, switchgear, panels, transformers, wiring, emergency power, lighting.	ASTM, CCPIA
10. Vertical Transportation	Elevators and escalators, their condition and service records.	ASTM
11. Life Safety & Fire Protection	Fire alarm, sprinklers and standpipes, extinguishers, emergency lighting, exits and signs.	ASTM, CCPIA
12. Interior Elements	Common areas, corridors, lobbies, stairwells, restrooms, finishes, interior doors and windows.	ASTM, CCPIA
13. Fireplaces & Chimneys	Fireplaces, chimneys, hearths, dampers, gas shutoffs.	CCPIA
14. Ventilation & Insulation of Unfinished Spaces	Insulation and ventilation in attics, plenums, crawlspaces and other unfinished spaces.	CCPIA
15. Commercial Cooking Areas	Kitchen hoods and exhaust, grease filters and traps, make-up air, suppression systems.	CCPIA

How a job flows

01	02	03	04	05	06
Start the job	**Record findings**	**Hand off a section**	**Approve signed work**	**Review the reserve**	**Print the report**

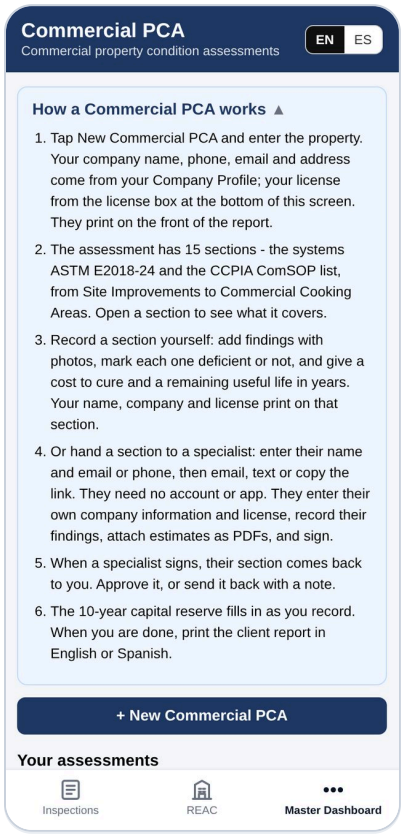
Part 1 - Getting started



STEP 1

Find Commercial PCA

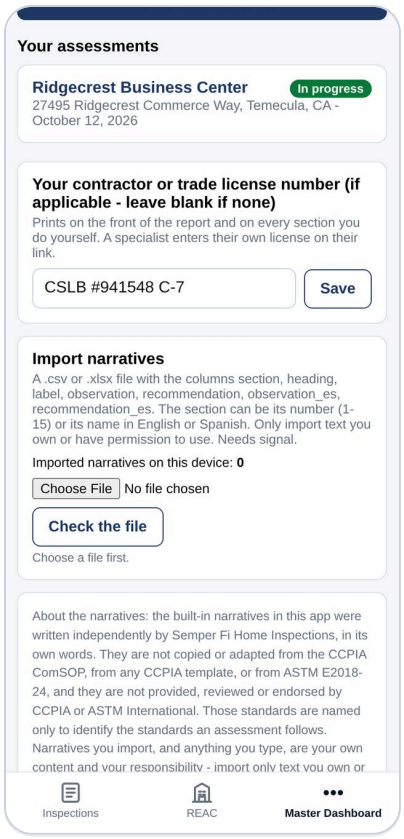
Commercial PCA has its own group on the Master Dashboard. If the plan is not on your account yet, the Commercial PCA screen shows how to add it.



STEP 2

How it works, on the screen

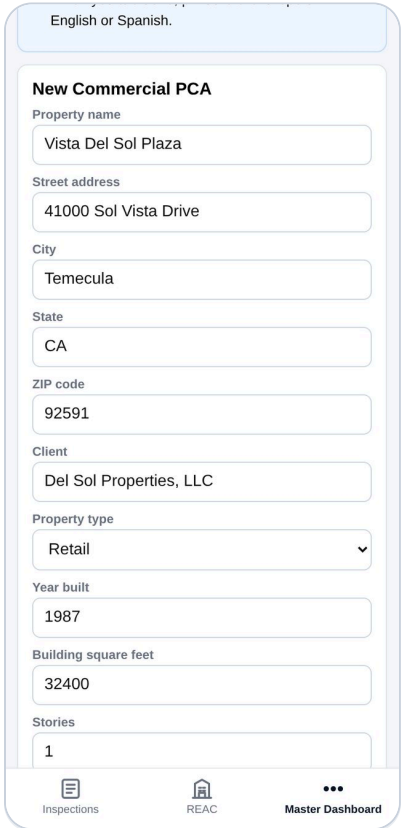
The first time you open Commercial PCA, How a Commercial PCA works is open at the top: six short steps, from starting a job to printing the report. Tap it any time to open it again. Below it are your assessments, with their property, address, date and status.



STEP 3

Your license

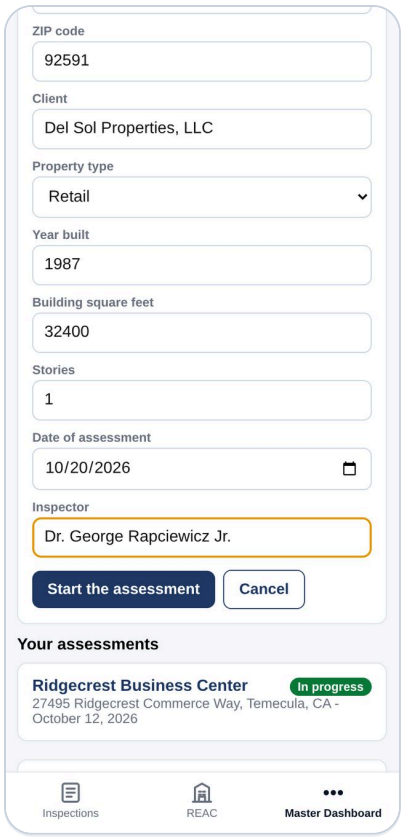
At the bottom of the screen, enter your contractor or trade license number once - whatever license you hold. Leave it blank if you hold none. It prints on the front of the report and on every section you do yourself. Your company name, phone, email and address come from your Company Profile.



STEP 4

Start a new assessment

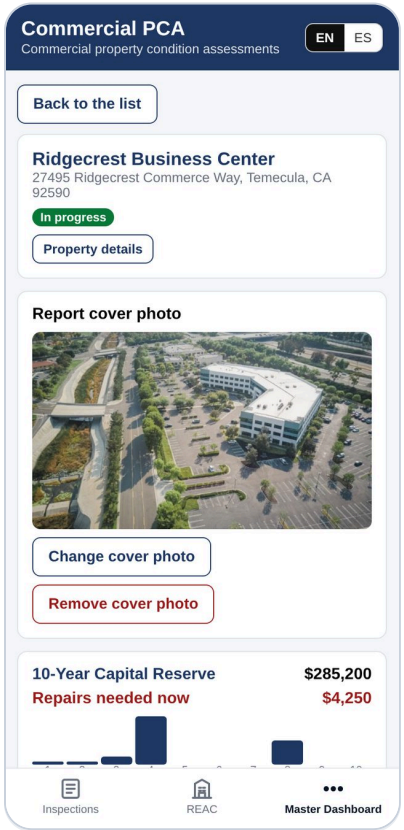
Tap + New Commercial PCA. Enter the property name, street address, city, state and ZIP, and the client. Pick the property type from the list - office, retail, industrial, multifamily and more - or pick Other and type your own.



STEP 5

Building facts and the date

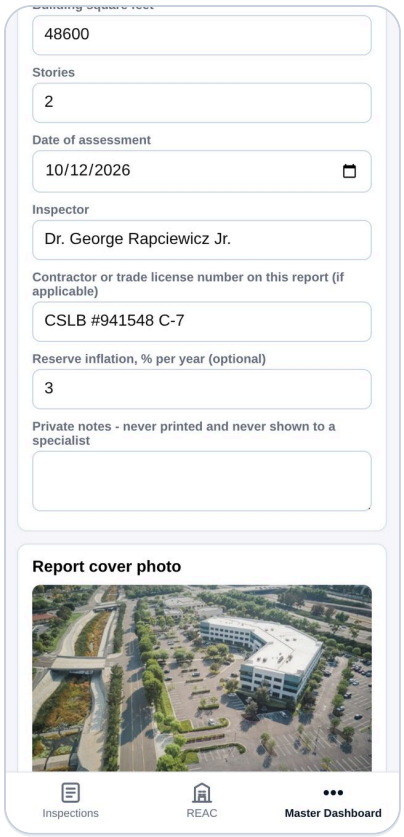
Add the year built, the building square feet, the number of stories, the date of the assessment and the inspector. Tap Start the assessment. You can change any of this later.



STEP 6

The job and its cover photo

The job opens with its address and status. Tap Add cover photo to choose the photograph that goes on the first page of the report - usually the front elevation or an aerial.

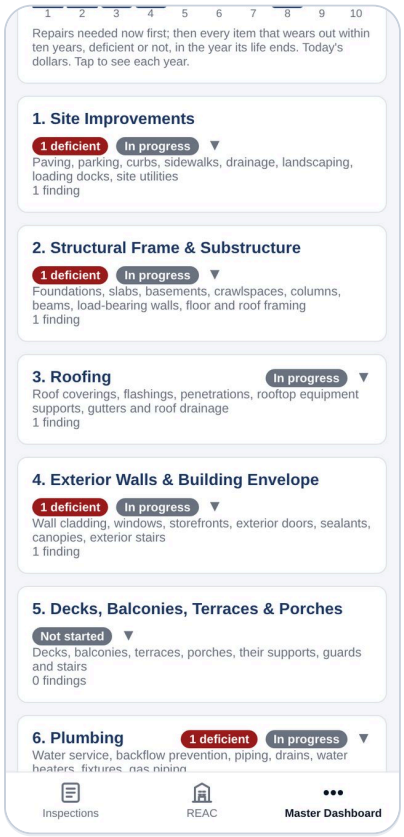


STEP 7

Property details

Property details holds the facts you entered. Here you can also set a reserve inflation rate, change the license printed on this job, and keep private notes. Private notes never print and are never shown to a specialist.

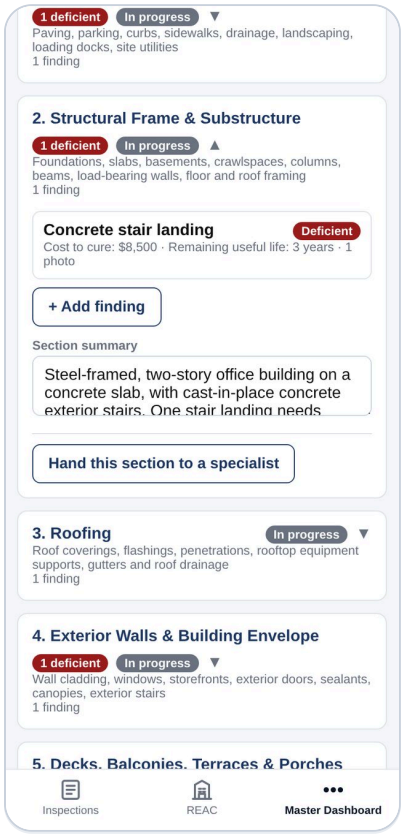
Part 2 - Recording findings



STEP 8

Fifteen sections

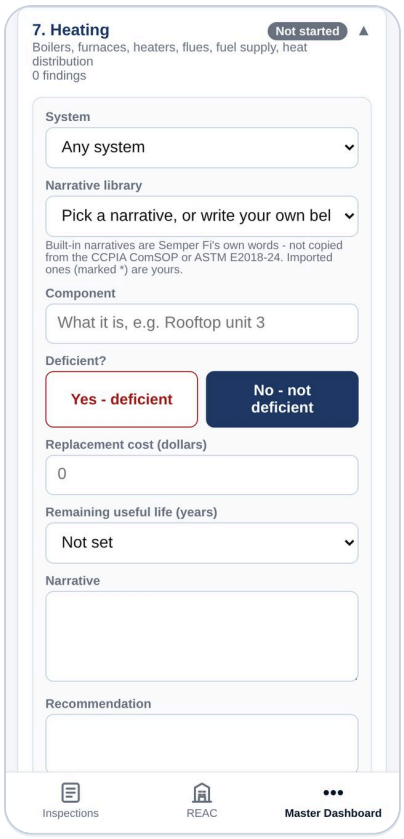
Below the reserve are the 15 sections. Each one says in a line what it covers, how many findings it has, how many are deficient, and where it stands - not started, in progress, with a specialist, waiting for your review, or approved. Tap a section to open it.



STEP 9

Inside a section

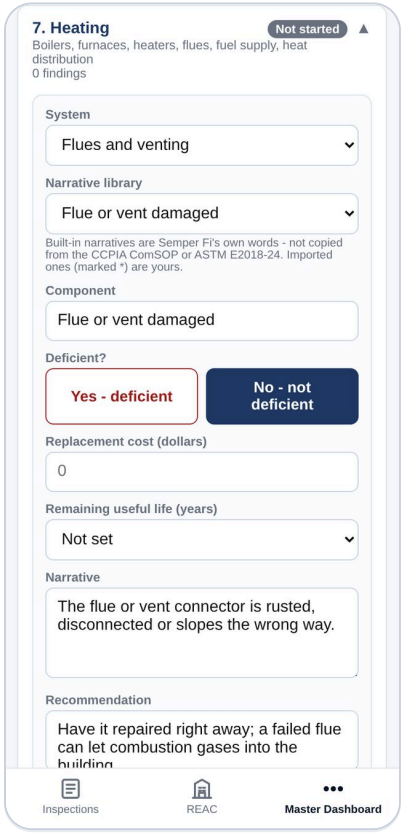
An open section lists its findings with the cost, the remaining useful life and the photo count. Below them: + Add finding, the section summary that prints at the top of the section, and Hand this section to a specialist.



STEP 10

Add a finding

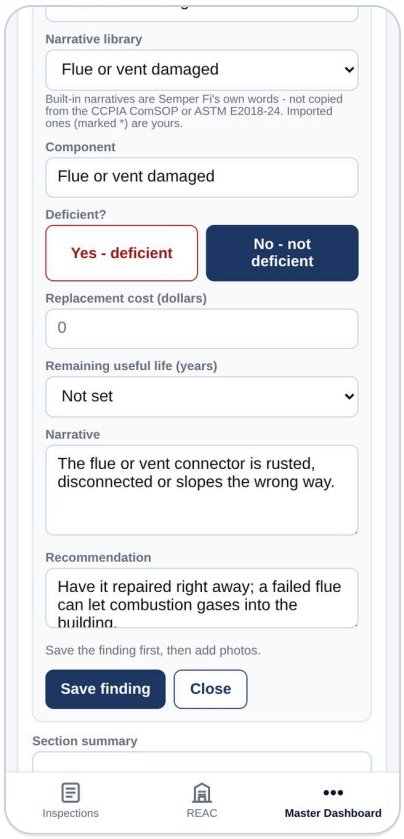
Tap + Add finding. Choose the system, then pick a narrative from the library or write your own. Give the component a name a client will recognize - Rooftop unit 3, Fire riser, East stair landing.



STEP 11

Start from a narrative

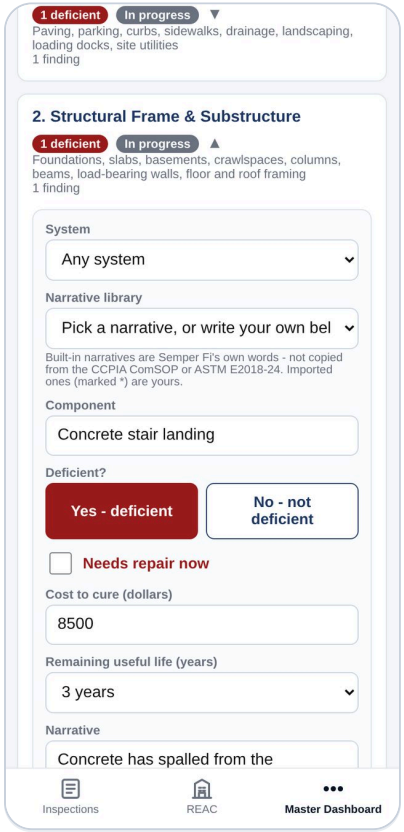
The built-in library is written in our own words, in English and Spanish, for all 15 sections. Pick one and the observation and recommendation fill in. Edit them freely - what you type is what prints. You can also import your own narratives from a spreadsheet.



STEP 12

Cost, life and repairs needed now

Choose Yes - deficient or No - not deficient, and tick Needs repair now when it cannot wait. Enter the cost to cure (for a deficiency) or the replacement cost (for an item that is wearing out normally), and the remaining useful life in years. Tap Save finding, then add photos with Take photo or Choose from gallery.

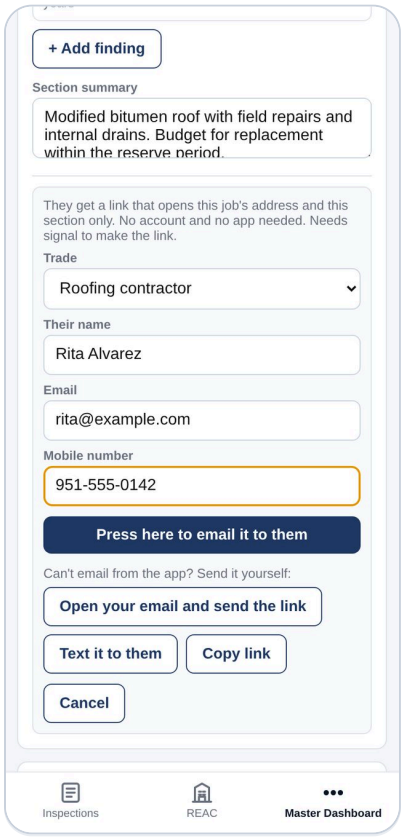


STEP 13

Change a finding later

Tap any finding to open it again. Everything you saved is there, in both languages. Delete finding, tapped twice, removes the finding and its photos.

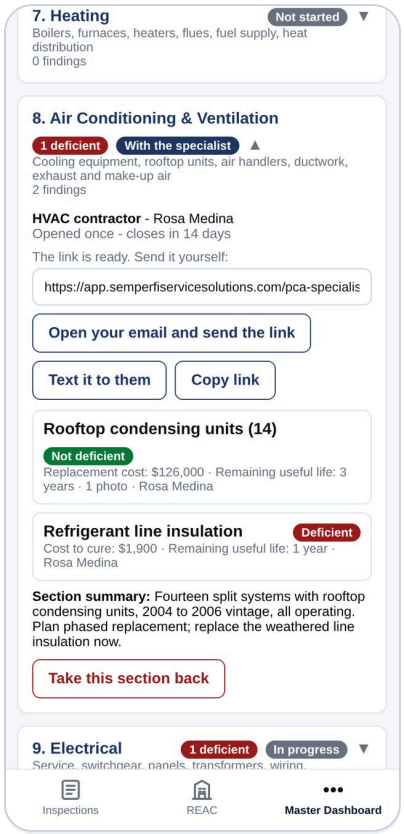
Part 3 - Working with specialists



STEP 14

Hand a section to a specialist

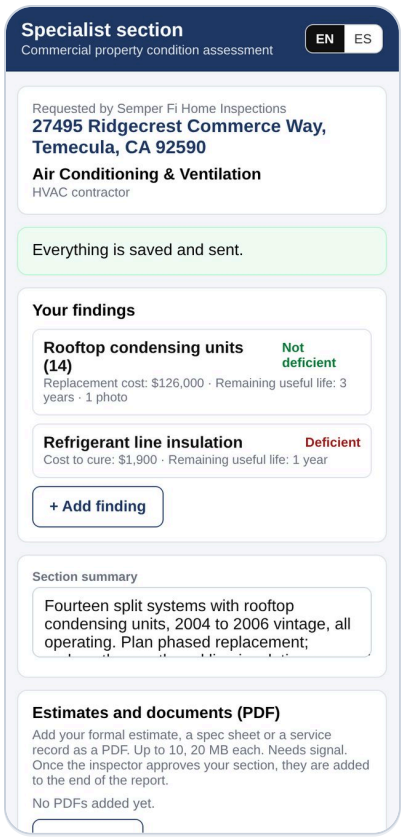
When a system belongs to a specialist - a roofer, an HVAC or electrical contractor, a plumber, a fire protection or elevator contractor, a structural engineer - open the section and tap Hand this section to a specialist. Choose the trade and enter their name, email and mobile number. Press here to email it to them sends the link from your own email; or use Open your email and send the link, Text it to them, or Copy link.



STEP 15

Follow it

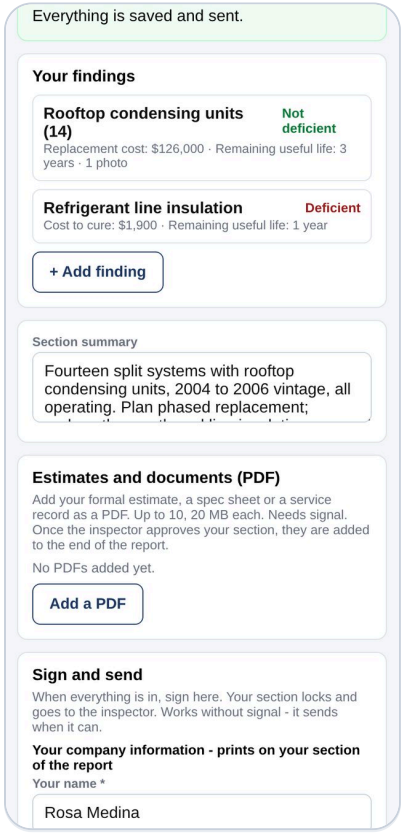
The section shows the specialist, the trade and whether the link has been opened. A green box confirms the email went. If it did not, a red box says why and how to fix it, and you can close it and send the link another way. Take this section back closes their link. Each link closes 14 days after it is made.



STEP 16

What the specialist sees

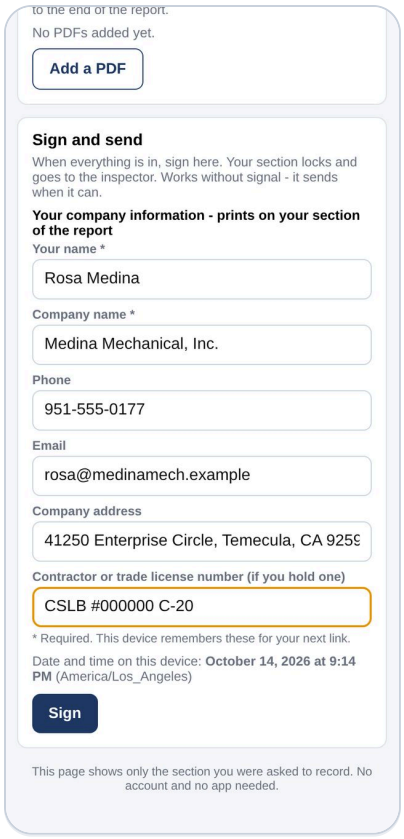
The specialist opens the link in any browser - no account and no app. They see only the section you asked for: the property, the section and their trade. Everything they enter is saved on their device and sends by itself when there is signal.



STEP 17

They record their own findings

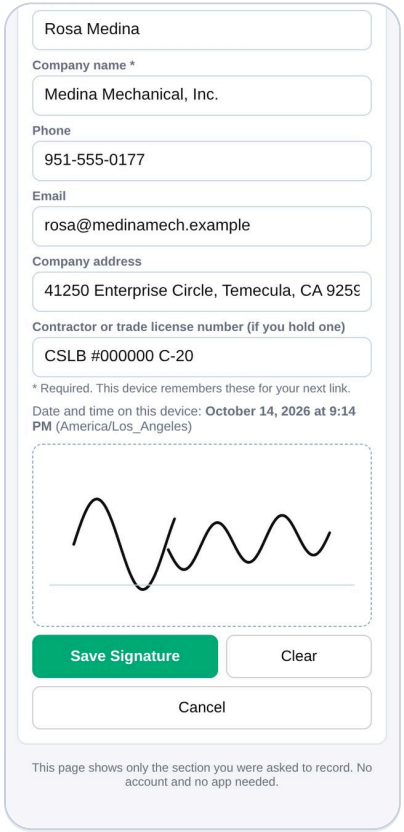
They add findings with photos, cost and remaining life exactly as you do, write the section summary, and can attach their formal estimate, a spec sheet or a service record as a PDF - up to 10 per section.



STEP 18

They enter their own company information

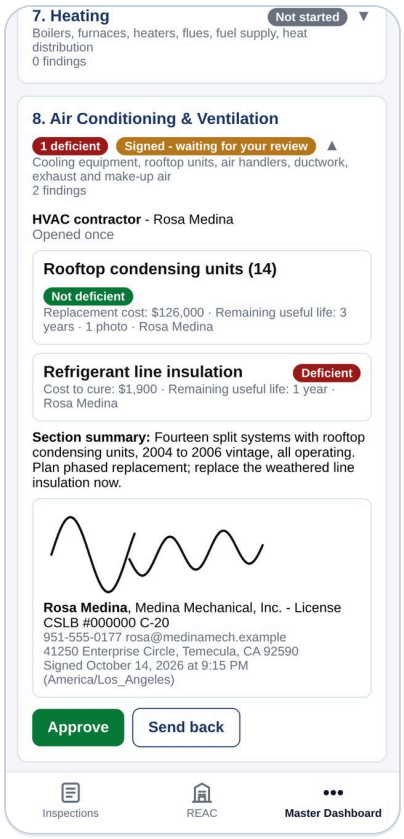
Before they sign, they enter their name and company name (both required), their phone, email and company address, and their contractor or trade license number if they hold one. Their device remembers it for the next link. All of it prints on their section.



STEP 19

They sign

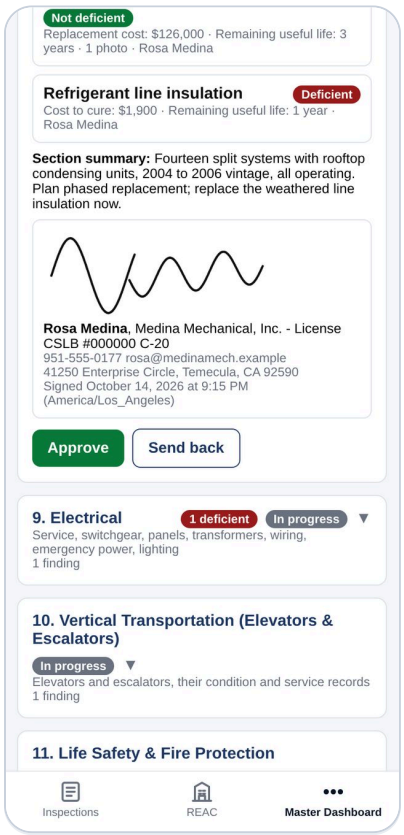
They sign with a finger, a stylus or a mouse. Their section locks and comes back to you. If they have no signal, it is held on their device and sends when the signal returns.



STEP 20

Review their work

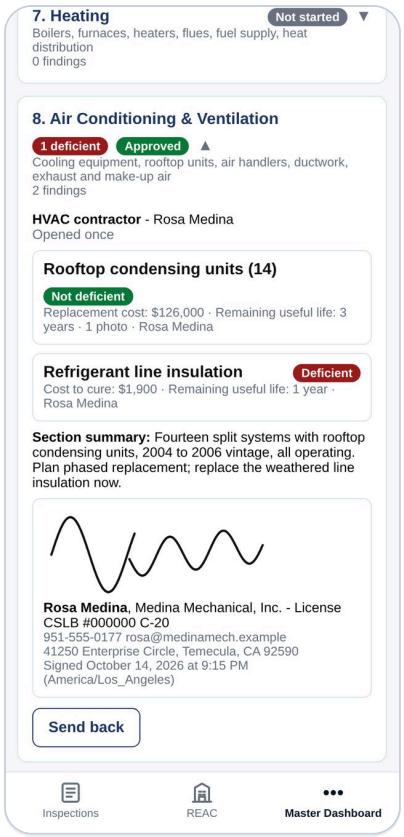
The section now reads Signed - waiting for your review, with their findings, their summary, their PDFs, their company details and their signature.



STEP 21

Approve it, or send it back

Tap Approve, or Send back with a note telling them what needs changing. A section that is sent back unlocks for them; their earlier signature is cleared and they sign again when they are done. A specialist's section prints only after you approve it.

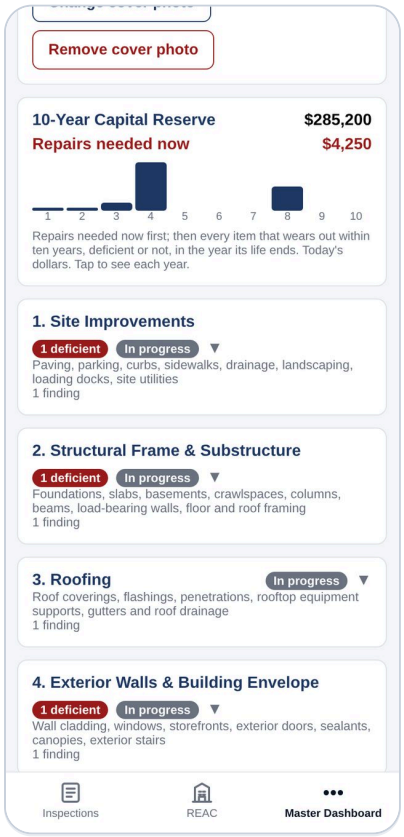


STEP 22

Approved

An approved section prints in the report under their name, company and signature, with their license where they hold one. Their PDFs are added to the end of the report.

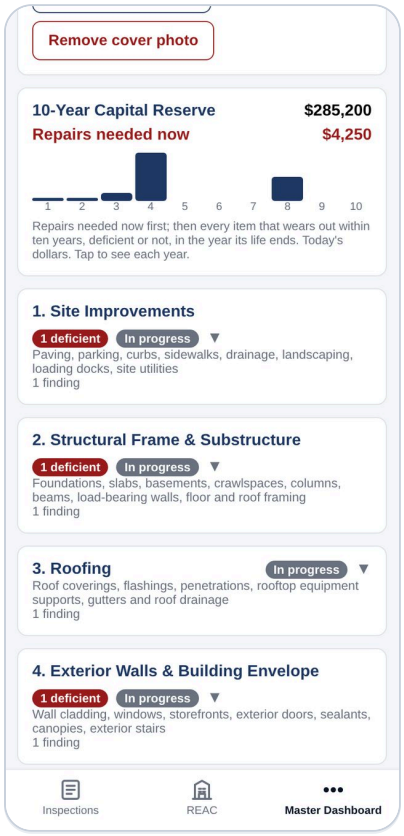
Part 4 - The 10-year capital reserve



STEP 23

The reserve at a glance

The 10-year capital reserve sits near the top of the job. It shows the total, the repairs needed now, and a bar for each of the next ten years.



STEP 24

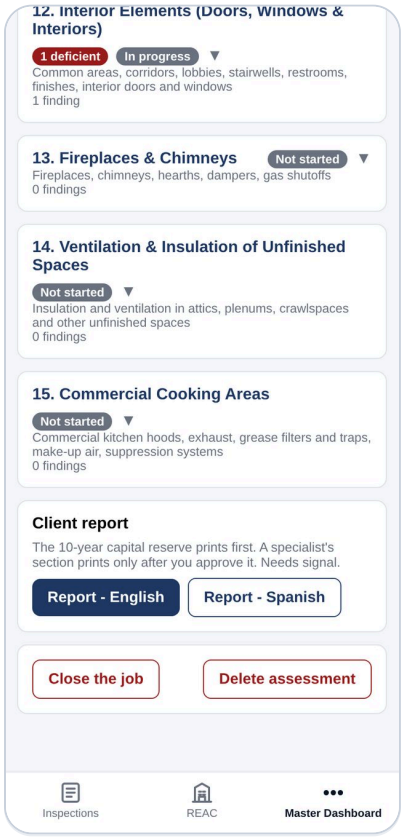
Year by year

Tap it to see every year. Repairs needed now come first. Then every item expected to need repair or replacement within ten years - deficient or not - is placed in the year its remaining useful life ends.

How the reserve is built

- Repairs needed now: every finding marked Needs repair now, at its cost to cure.
- Years 1 to 10: every finding with a remaining useful life of ten years or less, placed in the year that life ends. A remaining useful life of 3 years lands in year 3.
- Costs are in today's dollars. When you set a reserve inflation rate in Property details, the report adds a column that grows each later year by that rate.
- Findings with no remaining useful life, or a life longer than ten years, are recorded in their section but not scheduled.

Part 5 - The client report

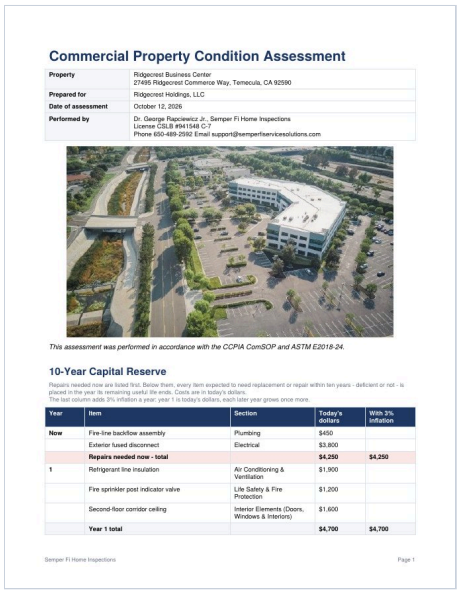


STEP 25

Print the report

Tap Report - English or Report - Spanish. The report is built on the server, so it needs signal and everything sent first. A specialist's section prints only after you approve it.

What the report looks like


Commercial Property Condition Assessment

Property	Ridgecrest Business Center 27495 Ridgecrest Commerce Way, Temecula, CA 92590
Prepared for	Ridgecrest Holdings, LLC
Date of assessment	October 12, 2026
Performed by	Dr. George Rapciewicz Jr., Semper Fi Home Inspections License CSLB #941548 C-7 Phone 650-489-2592 Email support@semperfiservicesolutions.com

This assessment was performed in accordance with the CCPIA ComSOP and ASTM E2018-24.

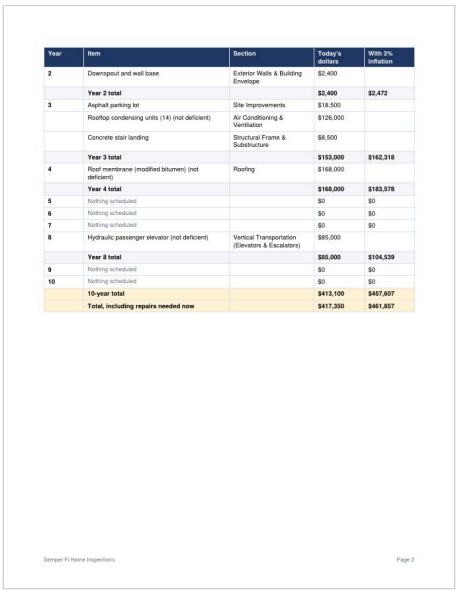
10-Year Capital Reserve

Repairs needed now are listed first. Below them, every item expected to need replacement or repair within ten years - deficient or not - is placed in the year its remaining useful life ends. Costs are in today's dollars.
The last column adds 3% inflation a year: year 1 is today's dollars, each later year grows once more.

Year	Item	Section	Today's dollars	With 3% inflation
Now	Fire-line backflow assembly	Plumbing	$450	
	Exterior fused disconnect	Electrical	$3,800	
	Repairs needed now - total		**$4,250**	**$4,250**
1	Refrigerant line insulation	Air Conditioning & Ventilation	$1,900	
	Fire sprinkler post indicator valve	Life Safety & Fire Protection	$1,200	
	Second-floor corridor ceiling	Interior Elements (Doors, Windows & Interiors)	$1,600	
	Year 1 total		**$4,700**	**$4,700**

Semper Fi Home Inspections — Page 1

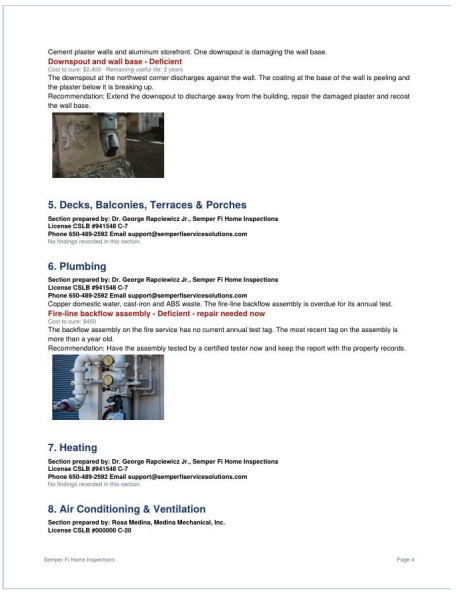
The first page: the property, the client, and who performed the assessment with license, phone and email.



Year	Item	Section	Today's dollars	With 3% inflation
2	Downspout and wall base	Exterior Walls & Building Envelope	$2,400	
	Year 2 total		**$2,400**	**$2,472**
3	Asphalt parking lot	Site Improvements	$18,500	
	Rooftop condensing units (14) (not deficient)	Air Conditioning & Ventilation	$126,000	
	Concrete stair landing	Structural Frame & Substructure	$8,500	
	Year 3 total		**$153,000**	**$162,318**
4	Roof membrane (modified bitumen) (not deficient)	Roofing	$168,000	
	Year 4 total		**$168,000**	**$183,578**
5	Nothing scheduled		$0	$0
6	Nothing scheduled		$0	$0
7	Nothing scheduled		$0	$0
8	Hydraulic passenger elevator (not deficient)	Vertical Transportation (Elevators & Escalators)	$85,000	
	Year 8 total		**$85,000**	**$104,539**
9	Nothing scheduled		$0	$0
10	Nothing scheduled		$0	$0
	10-year total		**$413,100**	**$457,607**
	Total, including repairs needed now		**$417,350**	**$461,857**

Semper Fi Home Inspections — Page 2

A section you did yourself: your name, company and license, its summary, then every finding with cost, remaining life and photos.


Cement plaster walls and aluminum storefront. One downspout is damaging the wall base.

Downspout and wall base - Deficient

Cost to cure: $2,400 · Remaining useful life: 2 years

The downspout at the northwest corner discharges against the wall. The coating at the base of the wall is peeling and the plaster below it is breaking up.

Recommendation: Extend the downspout to discharge away from the building, repair the damaged plaster and recoat the wall base.

5. Decks, Balconies, Terraces & Porches

Section prepared by: Dr. George Rapciewicz Jr., Semper Fi Home Inspections
License CSLB #941548 C-7
Phone 650-489-2592 Email support@semperfiservicesolutions.com

No findings recorded in this section.

6. Plumbing

Section prepared by: Dr. George Rapciewicz Jr., Semper Fi Home Inspections
License CSLB #941548 C-7
Phone 650-489-2592 Email support@semperfiservicesolutions.com

Copper domestic water, cast-iron and ABS waste. The fire-line backflow assembly is overdue for its annual test.

Fire-line backflow assembly - Deficient - repair needed now

Cost to cure: $450

The backflow assembly on the fire service has no current annual test tag. The most recent tag on the assembly is more than a year old.

Recommendation: Have the assembly tested by a certified tester now and keep the report with the property records.

7. Heating

Section prepared by: Dr. George Rapciewicz Jr., Semper Fi Home Inspections
License CSLB #941548 C-7
Phone 650-489-2592 Email support@semperfiservicesolutions.com

No findings recorded in this section.

8. Air Conditioning & Ventilation

Section prepared by: Rosa Medina, Medina Mechanical, Inc.
License CSLB #000000 C-20

Semper Fi Home Inspections — Page 4

A specialist's section, under their name, company, license, phone, email and address.

Close the job

When the assessment is finished, tap Close the job. Closing it also closes every specialist link. Reopen the job if you need to change something; old links do not come back.

Good to know

No signal

Jobs, findings and photos are saved on your device first and send by themselves when there is signal. The report, specialist links and PDFs need a connection.

Your team

A front office account opens the inspectors' assessments to read and print, but only the inspector who owns an assessment can change its findings, photos and sections. The Commercial PCA plan is bought on the inspector's account that runs the assessments.

Importing your own narratives

Import narratives takes a .csv or .xlsx file with the columns section, heading, label, observation, recommendation, observation_es and recommendation_es. The section can be its number (1-15) or its name. Import only text you own or have permission to use.

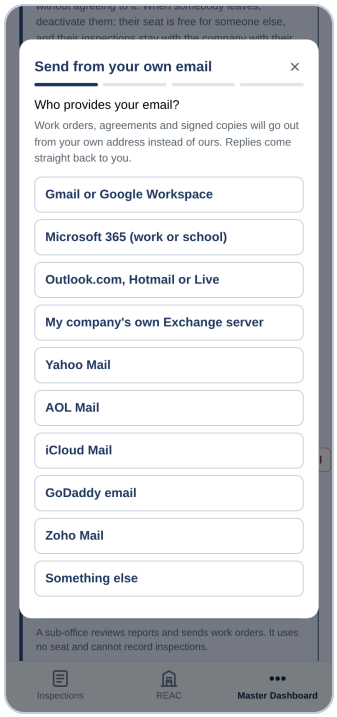
Deleting

Delete assessment removes the job, its findings, photos and PDFs for good. Check how long you must keep records before you delete one.

About the standards

The sections follow the systems ASTM E2018-24 and the CCPIA ComSOP list, and reports state the standards the assessment follows. The section names, descriptions and built-in narratives were written independently by Semper Fi Home Inspections in its own words; they are not copied from any standard or template, and no standards body has reviewed or endorsed them. Not affiliated with or endorsed by CCPIA or ASTM International.

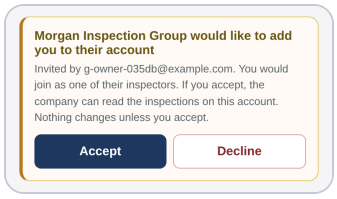
Part 6 - Your email and your team



STEP 26

Connect your email (one time)

Reports, letters, work orders and invitations go out from your own email address, so replies come back to you. This is separate from the email you sign in with, and you can use the same address. On the **Master Dashboard**, open **Your company**, then **Your own email**, and press **Set up my email**. Choose your provider - Gmail or Google Workspace, Microsoft 365, Outlook.com, Exchange, Yahoo Mail, AOL Mail, iCloud Mail, GoDaddy, Zoho or Something else - and follow the steps on the screen. Most providers need an app password; the screen has a button that opens the page that makes one. Press **Save and send a test**; when the test email arrives, you are done.



STEP 27

A company account: adding your inspectors

The person who runs a company account adds the inspectors, from the app in a web browser on a computer, tablet or phone: sign in with the company account and press **Add your inspectors** on the Master Dashboard. Connect your email first - invitations go out from it. Type the inspector's email and press **Invite inspector**; they do not need an account yet. Each waiting invitation shows when it was sent and when it expires (30 days), with **Resend** and **Cancel**. The inspector signs up with that same email, or signs in, and presses **Accept**, and you get an email when they join. From then on their inspections show up in the company account, with their name and license on every report.