

National Standards for Physical Inspection of Real Estate (NSPIRE)

Checklist (HCV)

Category / Deficiency		Location	Repair Timeline
Address & Signage			
	Location:		
	• Near building entrances or road entrances (where private road meets public)		
Deficiencies			
1	Address or building identification codes are broken, illegible, or not visible	Outside	30 Days
Bathtub / Shower			
	Deficiencies		
1	Bathtub Inoperable OR doesn't drain (only 1 in unit OR another exists)	Unit	30 Days
	Bathtub or Shower component damaged, inoperable, OR missing such that it may limit the resident's ability to maintain personal hygiene.	Unit	30 Days
P	Bathtub Inoperable or Shower components damaged, missing, inoperable OR doesn't drain (located outside the unit)	Inside	Pass
3	Bathtub or Shower cannot be used in private. (Resident should be able to be observed from adjacent room or exterior space)	Unit OR Inside	30 Days
Cabinet / Storage			
	Deficiencies		
1	Food storage space not present	Unit	30 Days
	50% or more of Kitchen, Bathroom, Laundry cabinet drawers, or shelves are Damaged, Inoperable, Missing. (Visibly defective/Impairs functionality)	Unit	30 Days
P	50% or more of Kitchen, Bathroom, Laundry cabinet drawers, or shelves are Damaged, Inoperable, Missing. (Visibly defective/Impairs functionality)	Inside	Pass
Call-for-Aid System			
	Exceptions:		
	• If system monitored offsite do not test		
	• If system removed do not test (see standards)		
	Deficiencies		
1	System is Blocked or Pull cord is higher than 6" off the floor	Unit / Inside	24 Hours
2	System does not function properly	Unit / Inside	24 Hours
	• System does not emit sound or light or send a signal to the annunciator		
	• The annunciator does not indicate the correct corresponding room.		
	• NOTE: 3rd Party documentation may satisfy instead of testing (see standards)		
	• Pull cord is missing.		
	• Pull cord is tied up such that it cannot be engaged.		
Carbon Monoxide Detector			
	Notes:		
1	Unit contains a fuel-burning appliance or fuel-burning fireplace, and a carbon monoxide alarm is not installed: a. in the immediate vicinity of each bedroom. OR b. within each bedroom.		
2	Bedroom or bathroom attached to bedroom: a. contains a fuel-burning appliance or fuel-burning fireplace. OR b. has adjacent spaces from which byproducts of combustion gases can flow. AND c. Carbon monoxide alarm is not installed in each bedroom.		
3	Unit or bedroom is served by a forced-air furnace that is located elsewhere and a carbon monoxide alarm is not installed: a. in the immediate vicinity of each bedroom. OR b. within each bedroom. OR c. within the room or area with the first duct register and the carbon monoxide alarm signals are automatically transmitted to an approved location.		
4	Unit or bedroom is located in a building that contains a fuel-burning appliance or fuel-burning fireplace and: a. a carbon monoxide alarm is not installed in an approved location between the fuel-burning appliance or fuel-burning fireplace and the Unit or bedroom. OR b. a carbon monoxide alarm is not installed on the ceiling of the room containing the fuelburning appliance or fuel-burning fireplace. OR c. The Unit or bedroom has communicated openings to the fuel-burning appliance or fuel-burning fireplace and a carbon monoxide alarm is not installed: i. in the immediate vicinity of each bedroom. OR ii. within each bedroom.		
5	Unit or bedroom is located one (1) story or less above or below an attached private garage that: a. does not have natural ventilation. OR b. is enclosed and does not have a ventilation system for vehicle exhaust. AND c. Carbon monoxide alarm is not installed: i. in the immediate vicinity of each bedroom. OR ii. within each bedroom.		
Inspector Note:			
	• Garages which have ventilation systems and the unit is otherwise all electric and has no fire place- CO2 Detector excluded		
	• If no test button is present do not have to test.		
Deficiencies			
1	No operable carbon Monoxide Detector (if in unit / building has fuel-burning appliance or fireplace, or has attached garage 1 or less stories above / below unit) • CO2 Detector does not produce audible alarm when tested. • CO2 Detector is obstructed	Unit / Inside	24 Hours
Ceiling			
	Deficiencies		
1	Ceiling has an unstable surface • Ceiling has an unstable surface, OR • Cracking or small circles or blisters that indicate sheetrock pulling away from nails/screws	Unit / Inside	30 Days
2	Ceiling has a hole. • A hole is present that opens directly to outside environment • A hole is present that is 2 inches or greater in diameter	Unit / Inside	30 Days
3	Ceiling Component(s) are not functionally adequate. • Ex: Does not allow ceiling to enclose a room, protect shaft or circulation space, create enclosure of and separation between spaces, control the diffusion of light and sound around a room)	Unit / Inside	30 Days

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Chimney			
Notes:			
<ul style="list-style-type: none"> Visually inspect each chimney, flue, and firebox for damage. Check ash cleanout 		Deficiencies	
1 A visually accessible chimney, flue, or firebox connected to a fireplace or wood-burning appliance is incomplete or damaged such that it may not safely contain fire and convey smoke and combustion gases to the exterior.		Unit/Inside/Outside	
2 Chimney exhibits signs of structural failure		Outside	
<ul style="list-style-type: none"> Ex: Misaligned - Detached - Leaning away from the building - Collapsed - Imminent danger of collapse 			
Clothes Dryer Vent			
Deficiencies			
1 Electric dryer transition duct is detached or missing.		Unit / Inside (Laundry Room)	
<ul style="list-style-type: none"> Note: • Look if vent connected. If can't see vent look if there is accumulation of lint on wall. If laundry room is locked or vent is not visible and machine can be reasonably moved request access from POA 			
2 Electric OR Gas dryer exhaust ventilation system has restricted airflow		Unit / Inside / Outside	
<ul style="list-style-type: none"> Note: Look for crushed or kinked line 			
P Exterior dryer vent cover, cap, or a component thereof is missing. (i.e. no cover on outside of building)		Outside	
3 Dryer transition duct is constructed of unsuitable material.		Unit / Inside	
Cooking Appliance			
Allowable cooking appliances:			
Range, Stovetop & Oven, Microwave			
<ul style="list-style-type: none"> Microwave can be considered primary ONLY if no evidence that a cooking range, cooktop, or oven was previously installed, or one of these is present and inoperable 			
Deficiencies			
1 Burner on Cooking range, cooktop does not produce heat / oven does not ignite or produce heat.		Unit /Inside -Pass	
<ul style="list-style-type: none"> No items should be stored on stovetop. No items that can be damaged can be stored inside oven. POA should turn on stove / oven. POA should not hand light burners 			
2 Cooking range, cooktop, or oven component is damaged or missing such that the device is unsafe for use.		Unit / Inside	
<ul style="list-style-type: none"> Includes but not limited to Baking or burner elements, grates, knobs, ignition system, door hinges, seal, handles, drip pans, glass, broiler / warming drawer 			
3 Primary cooking appliance is missing.		Unit	
4 A microwave is the primary cooking appliance and it is damaged.		Unit	
5 A burner does not produce heat, but at least 1 other burner is present on the cooking range or cooktop and does produce heat.		Unit	
Door (Entry)			
Deficiencies			
1 Entry door will not open.		Unit / Inside	
2 Entry door will not close		Unit / Inside	
Entry door self-closing mechanism is damaged, inoperable (does not close door to latch), or missing (if evidence of previous installation).		Unit / Inside	
3 Entry door cannot be secured by at least one lock		Unit / Inside	
Hole (1/4" or >), split (1/4" or >), or crack (with separation) that penetrates completely through entry door that allow airflow or light through.		Unit / Inside	
6 Entry door is missing		Unit / Inside	
Entry door surface is delaminated or separated (2" wide or > OR effects the integrity of the door such as surface protection/strength of door).		Unit / Inside	
8 Entry door frame, threshold, or trim is damaged (Visibly defective/impacts functionality) or missing.		Unit / Inside	
<ul style="list-style-type: none"> This includes frame, jamb, threshold, and trim for damage) - Inspect the frame, jamb, threshold, and trim for damage (e.g., splits, cracks, holes, rot, gaps, sagging, etc.). 			
9 Entry door seal, gasket, or stripping is damaged, inoperable, or missing.		Unit / Inside	
P Entry door component is damaged, inoperable, or missing AND DOES NOT LIMIT the door's ability to provide privacy or protection from weather or infestation.		Unit / Inside	
Door (Fire Labeled)			
Identification of Fire Label Doors			
<ul style="list-style-type: none"> Fire labeled door should have a label either on the door that says (Fire Door) or on the inside where the hinges are located. 		Inspector Note:	
<ul style="list-style-type: none"> **Fire Doors may have audible alarm that POA may need to turn off prior to testing.** 			
Deficiencies			
1 Fire labeled door does not open.		Unit / Inside	
Fire labeled door does not close and latch or the self-closing hardware is damaged or missing such that the door does not self-close and latch.		Unit / Inside	
3 Fire labeled door assembly has a hole of any size or is damaged such that its integrity may be compromised.		Unit / Inside	
<ul style="list-style-type: none"> Assembly includes Frame, Door Slab, Hardware, Glazing. Damages that effect the integrity include damage to glass /missing hardware resulting in a hole 			
4 Fire labeled door seal or gasket is damaged or missing		Unit / Inside	
5 An object is present that may prevent the fire labeled door from closing and latching or self-closing and latching		Unit / Inside	
6 Fire labeled door cannot be secured		Unit / Inside	
7 Fire labeled door is missing.		Unit / Inside	
Door (General)			
Definition:			
<ul style="list-style-type: none"> Includes doors between rooms / utility closets and walk in closets. Privacy for Bathroom is evaluated under toilet 		Deficiencies	
1 A passage door does not open and limits tenants ability to move freely between rooms		Unit / Inside	
P A passage door component is damaged (door or component is visibly damaged or not functionally adequate, inoperable, or missing and the door is not functionally adequate.		Unit / Inside	
P A door that is not intended to permit access between rooms has a damaged, inoperable, or missing component.		Unit	

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2	An exterior door component is damaged, inoperable, or missing	Outside	30 Days
Drain			
	Deficiencies		
1	Drain is fully blocked. (standing water present or water does not drain)	Unit / Inside / Outside	30 Days
Egress			
	Definition:		
	• A safe, continuous, and unobstructed path of travel from any point in the building, unit, or structure to the public way.		
	• Includes Door; Window; Escape ladder; Fire escape; Stairwell		
	Deficiencies		
1	The exit access or exit is obstructed	Unit / Inside / Outside	24 Hours
2	Sleeping room is located on the third floor or below and has an obstructed rescue opening.	Unit	24 Hours
3	Fire escape access is obstructed.	Unit / Inside / Outside	24 Hours
Electrical - Conductor / Outlet / Switch			
	Deficiencies		
1	Outlet or switch is damaged	Unit / Inside / Outside	24 Hours
2	Testing indicates a three-pronged outlet is not properly wired or grounded.	Unit / Inside / Outside	30 Days
3	Outlet does not have visible damage and testing indicates it is not energized.	Unit / Inside / Outside	30 Days
4	Exposed electrical conductor.	Unit / Inside / Outside	24 Hours
	• Includes damaged or missing sheathing that exposes the insulated wiring or conductor, open port, missing knockout, missing outlet or switch cover, or missing breaker or fuse). OR An opening or gap is present and measures greater than 1/2 inch		
5	Water is currently in contact with an electrical conductor	Unit / Inside	24 Hours
Electrical - GFCI / AFCI Outlet or Breaker			
	Required for:		
	• All outlets within 6 feet of a water source		
	Exceptions:		
	• Outlets that go to major appliances (HVAC, Fridge, Garbage Disposal, Dish washer etc.)		
	• An outlet below the counter and enclosed inside the cabinet		
	Deficiencies		
1	GFCI outlet or GFCI breaker is not visibly damaged and the test or reset button is inoperable.	Unit / Inside / Outside	30 Days
2	AFCI outlet or AFCI breaker is not visibly damaged and the test or reset button is inoperable.	Unit / Inside / Outside	30 Days
3	An unprotected outlet is present within six feet of a water source. (Outlet is not GFCI/AFCI)	Unit / Inside / Outside	30 Days
Electrical - Service Panel			
	Deficiencies		
1	Electrical service panel is not reasonably accessible	Unit / Inside / Outside	30 Days
	• NOTE: If the POA / Resident cannot unlock or remove items that are blocking the inspection of this panel it is NOT considered reasonably accessible.		
2	The overcurrent protection device (Fuse or Breaker) is damaged such that it may not interrupt the circuit during an overcurrent condition.	Unit / Inside / Outside	24 Hours
3	The overcurrent protection device (fuse or breaker) is contaminated (such as water / rust / erosion).	Unit / Inside / Outside	30 Days
Elevator			
	Inspector Note:		
	• ** Look for the elevator certificate & not expired. If not present POA must show certificate. All elevators must be operable if present.		
	Deficiencies		
1	Elevator is inoperable.	Inside	30 Days
2	Elevator door does not fully open and close.	Inside	30 Days
	Elevator cab is not level with the floor. (There is more than a 3/4-inch difference in level between the elevator cab and the building's floor)		
3	Safety edge device (if present) has malfunctioned or is inoperable.	Inside	30 Days
Exit Sign			
	Inspector Notes:		
	• Engage Test button if present. (Test Buttons / Battery backups may be located elsewhere if AC powered)		
	Deficiencies		
1	Exit sign is damaged, missing (evidence of prior installation), obstructed (where the word EXIT is not visible), or not adequately illuminated	Inside / Outside	24 Hours
Fence & Gate			
	Inspector Notes:		
	• Inspect when fencing / gate is there to protect from some type of hazard (Examples: utility fencing, pool fencing, fencing around unprotected heights, storm water management pond, daycares, as well as associated gates)		
	• Excluded: Does not include landscape / perimeter / decorative		
	Deficiencies		
1	Fence component is missing resulting in a hole that is approximately 20% or greater of the area of a single section of fence	Outside	30 Days
2	Gate does not open, close, latch, or lock (includes gate will open when locked or latched)	Outside	30 Days
3	Fence demonstrates signs of collapse.	Outside	30 Days
Fire Escape			
	Deficiencies		
1	Fire escape component is damaged or missing. (Includes any stair, ladder, guardrail, handrail)	Outside	24 Hours
Fire Extinguisher			
	Inspector Note:		
	• Ask POA to point out all fire extinguishers provided by property.		
	Exclusions		
	• Does not apply if Fire Extinguisher is owned by the Tenant or those not in service such as in storage.		
	Deficiencies		

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1 Fire extinguisher pressure gauge reads over OR under-charged	Unit / Inside / Outside	24 Hours
2 Fire extinguisher service tag is missing, illegible, or expired.	Unit / Inside / Outside	24 Hours
<ul style="list-style-type: none"> • Service tag date must not exceed one year • For nonchargeable / disposable fire extinguishers must not be more than 12 months old based on manufacturers date • If POA provides invoice / report from servicing company do not mark for missing service tag 		
3 Fire extinguisher is damaged or missing.	Unit / Inside / Outside	24 Hours

Flammable & Combustible		
Deficiencies		
1 Flammable or combustible item is on or within 3 feet of an appliance that provides heat for thermal comfort or a fuel-burning water heater.	Unit / Inside / Outside	24 Hours
2 Improperly stored chemicals. (paint, gasoline etc. - excluding heating oil in a heating oil tank - gasoline, kerosene, propane must not be stored inside unit or inside.)	Unit / Inside / Outside	24 Hours
Floor	Deficiencies	
1 Floor substrate is exposed. 10% or more of the total room area	Unit / Inside	30 Days
<ul style="list-style-type: none"> • Bare concrete acceptable for unfinished basement. • Within unit / inside polished / painted concrete floors are acceptable but not bare concrete. 		
2 Floor component(s) is not functionally adequate. (does not allow floor to separate levels or to be walked on)	Unit / Inside	30 Days
<ul style="list-style-type: none"> • Examples: wood rot, sloping, deflection. 		
Food Preparation Area	Deficiencies	
1 Food preparation area is not present.	Unit	30 Days
2 Food preparation area is damaged or is not functionally adequate. Such as:	Unit / Inside	30 Days
<ul style="list-style-type: none"> • Exposed substrate surface comprises at least 10% or more of the total food preparation area. • The food preparation area is not functionally adequate (i.e., does not reasonably allow for adequate preparation of food) 		
Foundation	Deficiencies	
1 Foundation is cracked. (Crack is present with a width of $\frac{1}{4}$ -inch or greater and a length of 12 inches or greater.)	Unit / Inside / Outside	30 Days
2 Foundation vent cover is missing (evidence of prior installation) or damaged.	Outside	30 Days
3 Foundation has:	Unit / Inside / Outside	30 Days
<ul style="list-style-type: none"> • any exposed rebar, OR • foundation is spalling, flaking, or chipping and the affected area is 12x12 inches or greater and goes into the foundation at a depth of $\frac{1}{4}$-inch or greater 		
4 Foundation is infiltrated by water.	Unit / Inside	30 Days
<ul style="list-style-type: none"> • Inspector Note: Look at entire foundation for water infiltration such as excessive dampness, collected water, stains, or mineral deposits 		
5 Foundation support post, column, beam, or girder is damaged.	Unit / Inside / Outside	30 Days
<ul style="list-style-type: none"> • Inspector Note: damage includes, but not limited to, rot 		
Garage Door	Deficiencies	
1 Garage door has a hole that penetrates to the interior	Unit / Inside / Outside	30 Days
<ul style="list-style-type: none"> • Includes missing or broken panels/windows if evidence of prior installation 		
2 Garage door does not open, close, or remain open or closed	Unit / Inside / Outside	30 Days
<ul style="list-style-type: none"> • Inspector Note: Door must be opened and closed during inspection. 		
Grab Bar	Deficiencies	
1 Grab bar is not secure. (No movement should be detected)	Unit / Inside	30 Days
Guardrail	<p>Definition:</p> <ul style="list-style-type: none"> A barrier along an open, raised walking surface. A guardrail protects from fall hazards along balconies, stairs, ramps, decks, rooftops, hallways, retaining walls, and other walking surfaces <p>Inspectable Areas include:</p> <ul style="list-style-type: none"> All accessible walking areas the tenant has sole access to (unit), all accessible areas in common spaces such as stairs, ramps, hallways (inside), all accessible walking surfaces on the exterior that have been human made ex: balconies, stairs, ramps, decks, rooftops, retaining walls) 	
Deficiencies		
1 Guardrail is missing or not installed.	Unit / Inside / Outside	24 Hours
<ul style="list-style-type: none"> • Required on all walking surfaces that is more than 30 inches above the floor or grade below. (only where accessible to resident) 		
2 Guardrail is not functionally adequate	Unit / Inside / Outside	24 Hours
<ul style="list-style-type: none"> • Guardrail is missing functional component(s) (i.e., a component that is critical to the guardrail protecting from fall hazards). • Guardrail is damaged (i.e., visibly defective; impacts functionality) • Guardrail is less than 30 inches in height • Guardrail is not securely attached and cannot reasonably protect from fall hazards. 		
Handrail	General Requirements	
Stairs: Handrails required for stairs if 4 or more risers are present		
Ramp: Handrail required on both sides of ramp if has a rise greater than 6 inches or a horizontal projection greater than 72 inches		
All: The handrail and top rail of the stair rail system must be able to withstand, without failure, at least 200 pounds of weight		
Deficiencies		
1 Handrail is missing (evidence of prior installation)	Unit / Inside / Outside	30 Days
2 Handrail is not secure (there is movement in the anchors of the handrail)	Unit / Inside / Outside	30 Days

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3	Handrail is not functionally adequate <ul style="list-style-type: none"> • Cannot be reasonably grasped by hand to provide stability or support when ascending/descending stairways • Handrail is not continuous for the full length of each stair flight. • Handrail is not between 28 inches and 42 inches in height. 	Unit / Inside / Outside	30 Days
P	Handrail is not installed where required. <ul style="list-style-type: none"> • Required if 4 or more stair risers are present and a handrail is not installed. • A ramp has a rise greater than 6 inches or a horizontal projection greater than 72 inches and a handrail is not installed on both sides. 	Unit / Inside / Outside	Pass
Heating / Ventilation / A/C (HVAC)			
Heat Sources Requirements: <ul style="list-style-type: none"> • Heat source must be permanently installed. (installed and self fueled, permanently affixed to the unit or building, safety connected to the electrical system, thermostatically controlled by unit or building.) • A permanently installed heating source may include: <ul style="list-style-type: none"> -forced air heating, -radian heat, -baseboard units heated by electric, or -installed wall units AND may have an electric, gas, or oil energy source. • A permanently installed heating source may not be: <ul style="list-style-type: none"> - cooking appliances. - portable space heaters. - fireplaces or wood stoves. 			
Inspector Note: <ul style="list-style-type: none"> • Check temperature using ambient thermometer measure interior air temperature 3 feet above the floor and 2 feet from the exterior wall 			
Deficiencies			
1	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is not working OR the permanently installed heating source is working and the interior temperature is below 64 degrees Fahrenheit.	Unit	24 Hours
2	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is working and the interior temperature is 64 to 67.9 degrees Fahrenheit. <i>Heat Source must be able to maintain a minimum of 68 degrees</i>	Unit	30 Days
3	Air conditioning system or device is not operational. <ul style="list-style-type: none"> • Does not turn on • Produces only hot or room temperature air 	Unit / Inside	30 Days
4	Unvented space heater that burns gas, oil, or kerosene is present	Unit / Inside	24 Hours
5	Combustion chamber cover or gas shutoff valve is missing from a fuel burning heating appliance.	Unit / Inside	24 Hours
6	Heating system or device safety shield is damaged or missing.	Unit / Inside	30 Days
7	The inspection date is on or between April 1 and September 30 and a permanently installed heating source is damaged, inoperable, missing, or not installed	Unit / Inside	30 Days
Exceptions: <ul style="list-style-type: none"> • If a heat pump system is operating in the air conditioning mode, then do not test the heat mode. • If the heating system cannot be turned on due to design (e.g., system that is switched from a boiler to a chiller during the summer; a fuel-burning heating system that will not engage when the outside temperature is above a certain threshold), then do not evaluate under this deficiency. 			
8	Fuel burning heating system or device exhaust vent is misaligned, blocked, disconnected, improperly connected, damaged, or missing.	Unit / Inside / Outside	24 Hours
Must <ul style="list-style-type: none"> • Be properly connected through ceiling g/ wall and be Free of holes or blockage due to bending, warping, collapse, foreign material. • Must have a vent cap and exhaust vent must not have a downward slope. 			
9	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is inoperable.	Inside	30 Days
Infestation			
Deficiencies			
1	Evidence of cockroaches. (i.e. include live/dead roaches, shed skins, droppings, egg cases)	Unit / Inside	30 Days
2	Extensive cockroach infestation. <ul style="list-style-type: none"> • Sighting of at least 1 live cockroach in two or more units during a daytime surface visual assessment OR • Sighting of at least one live cockroach in two or more rooms in a Unit during a daytime surface visual assessment 	Unit / Inside	30 Days
3	Evidence of bedbugs (i.e. live or dead bedbugs, feces, eggs, blood trails)	Unit / Inside	30 Days
4	Extensive bedbug infestation. <ul style="list-style-type: none"> • Sighting of at least one live bedbug in two or more Units during a daytime surface visual assessment • Sighting of at least one live bedbug in two or more rooms in a Unit OR two or more separate locations in a building during a daytime surface visual assessment. 	Unit / Inside	30 Days
5	Evidence of mice, (i.e., a live or dead mouse or mice, droppings, chewed holes, or urine trails)	Unit / Inside	30 Days
6	Extensive mouse infestation. <ul style="list-style-type: none"> • Sighting of at least one live mouse in two or more Units during a daytime surface visual assessment • Sighting of at least one live mouse in two or more rooms in a Unit OR two or more separate locations in a building during a daytime surface visual assessment. 	Unit / Inside	30 Days
7	Evidence of rats (i.e., dead rat or rats, droppings, or chewed holes)	Unit / Inside / Outside	30 Days
8	Extensive rat infestation. <ul style="list-style-type: none"> • Live rat is seen in the Unit. 	Unit / Inside	30 Days
9	Evidence of other pests. (i.e., wasps /wasp nests, bees/beehives, squirrels/squirrel nests, birds, bats). Pests only include animals with potential impacts on resident health and safety.	Unit / Inside	30 Days
Gas Leak			
Deficiencies			
1	There is evidence of a gas, propane, or oil leak	Unit / Inside / Outside	24 Hours
	Inspector Note: Look for drips, puddles, visual signs of leaks around gas appliances. Listen for audible signs of a leak (i.e. hissing or whistling), smell such as sulfur,		
2	There is an uncapped gas or fuel supply line	Unit / Inside / Outside	24 Hours

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Sewage System Leak			
Deficiencies			
1	Blocked sewage system. Wastewater is unable to drain resulting in sewer backup.	Unit / Inside / Outside	30 Days
	• Inspector Note: Look for foul smells from drains, slow draining bath tubs or laundry lines, check if use of other fixtures lead to water backup in toilets / showers		
Water Leak			
Inspector Note:			
	• For Inactive leaks see Mold-Like Substance Standard		
Deficiencies			
1	Environmental water intrusion. (water from exterior environment leaking into interior)	Unit / Inside	30 Days
	• Includes swelling of windowsills, moisture around interior of windows/doors		
2	Plumbing leak	Unit / Inside (Outside = Pass)	30 Days
3	Fluid is leaking from the sprinkler assembly	Unit / Inside (Outside = Pass)	30 Days
Lighting - Auxiliary			
Inspector Note:			
	• Includes Lighting essential for safety in the event of a primary power supply failure.		
	• Engage test button for inspection to ensure operability		
Deficiencies			
1	Auxiliary lighting is damaged (i.e., visibly defective; impacts functionality), missing (i.e., evidence of prior installation, but is now not present or is incomplete), or fails to illuminate when tested.	Inside / Outside	30 Days
Lighting - Exterior			
Inspector Note:			
	• Includes lighting used to illuminate exterior areas (such as walkway lighting, pole lighting, wall packs, canopy lights for entryways, parking lots, exterior stairwells)		
Deficiencies			
1	A permanently installed light fixture is damaged, inoperable, missing, or not secure.	Outside	30 Days
Lighting - Interior			
Deficiencies			
1	A permanently installed light fixture is inoperable. (the overall system or component thereof is not meeting function or purpose; with or without visible damage)	Unit / Inside	30 Days
2	A permanently installed light fixture is not secure.	Unit / Inside	30 Days
3	At least one (1) permanently installed light fixture is not present in the kitchen and bathroom	Unit / Inside	30 Days
Litter			
Deficiencies			
1	Litter accumulated in an undesignated area and includes:		
	• 10 or more small items of litter (e.g., food wrappers, pieces of food, newspapers) are present within a 10-foot by 10-foot area not designated for garbage.	Inside Only (Outside = Pass)	30 Days
	• Any number of large items (e.g., furniture or appliances) have been clearly discarded in an area not designated for garbage.		30 Days
Minimum Electrical & Lighting			
Inspector Note:			
	• Habitable room defined as room used for living, sleeping, eating or cooking. Does not include bathroom, toilet room, closet, hallway, storage, utility spaces)		
Deficiencies			
1	At least two (2) working outlets are not present within each habitable room OR	Unit	30 Days
2	At least one (1) working outlet and one (1) permanently installed light fixture is not present within each habitable room.	Unit	30 Days
Mold-Like Substance			
Definition:			
	• "Mold-like substance" can include regular or irregular patches or spots on surfaces that can be colored differently than the surface (coloration can be white, green, yellow, gray, brown, or black), and can be raised from the surface, and are generally composed of minute filaments. A "Mold-like substance" can appear "fuzzy" or "cottony" and a musty or earthy odor can be associated with it.		
	• "Mold-like substance" would also include what is often identified as "mildew," i.e., small patches, generally on non-porous surfaces, and dusty (friable) when dry; mildew is generally a thin surface growth that can be wiped off easily.		
	• Note that algae are not mold-like substances (algae are grass-green)		
Deficiencies			
1	Presence of mold-like substance at moderate levels is observed visually. Cumulative area of patches are more than 4 square inches but less than 1 square foot in a room.	Unit Only (Inside = Pass)	30 Days
2	Presence of mold-like substance at high levels is observed visually. Cumulative area of patches is more than 1 square foot and less than 9 square feet in a room.	Unit / Inside	30 Days
3	Presence of mold-like substance at extremely high levels is observed visually. Cumulative area of patches is more than 9 square foot in a room.	Unit / Inside = 30 days	24 Hours
4	Elevated moisture level	Unit / (Inside = Pass)	30 Days
	• Inspector Note: Visually inspect for evidence of elevated moisture level (e.g., peeling paint or wallpaper, a wall that is warped or stained, or a buckled, cracked, or water-stained ceiling, carpet, or wooden floor). Test using a pinless moisture meter		
Parking Lot			
Deficiencies			
1	Parking lot has any one pothole that is 4 inches deep and 1 square foot or greater	Outside	30 Days

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2	Parking lot has ponding <ul style="list-style-type: none"> More than 3 inches of water has accumulated in a parking lot and 5 and 3/4 or more of the parking lot is unusable <p>Inspector Note: Measured after 24 hours since last rain</p>	Outside	30 Days
Lead Based Paint			
Applicable for:			
<ul style="list-style-type: none"> Only applies to properties built prior to 1978 and where children under the age of 6 are or will be residing. 			
WF Housing Dept. Policy			
<ul style="list-style-type: none"> No children under 6 may reside in unit built prior to 1978 unless proof that no lead based paint on property is present or that the person performing maintenance on the property has a LBP Renovators Certificate from the EPA proving knowledge LBP safety practices for making repairs with LBP in mind. 			
<ul style="list-style-type: none"> Acceptable Proof includes: <ul style="list-style-type: none"> Inspection Report from a reputable LBP Abatement Firm showing no LBP or that LBP present is below the <i>diminimus</i>. Proof (such as permits) that the unit was renovated down to the studs and all interior and exterior painted surfaces were removed. Work must be completed by a certified LBP renovator. If LBP Renovators certificate - all paint must be stabilized and meet the below inspection requirements. 			
Inspection Process:			
<ul style="list-style-type: none"> Under this policy only properties who are meeting the LBP policy under the LBP renovators certificate would be subject (Check this) <p>OBSERVATION: - Examine the property profile to determine if the property is a target property. - Please note: For the purposes of this inspection, if the property profile states that the property was constructed pre1978, you must assume that all painted structures on the property were built pre-1978. - For large surfaces in the Unit or Inside (e.g., walls, ceilings, and floors): Look at large painted surface areas in the Unit, including walls, ceilings, doors, and floors. Examine these areas for deteriorated paint, damage to the surface such as holes that expose paint layers, and friction on painted surfaces. - For small components in the Unit or Inside (e.g., windowsills, window trough, trim): - Look at small painted surface areas, including trim, doors, windows, windowsills, baseboards, and built-ins. Examine these areas for deteriorated paint, damage to the surface such as holes that expose paint layers, and friction on painted surfaces. REQUEST FOR HELP: - None ACTION: - For large surfaces in the Unit or Inside (e.g., walls, ceilings, and floors): - Evaluate the approximate length and width of the damage or deterioration. Determine the total area, per room, of the deteriorated paint. - For small components in the Unit or Inside (e.g., windowsills, window trough, trim): - Check painted surfaces that are subject to friction (e.g., painted steps, doors that rub on the jamb, wood window sashes) or impact (e.g., doorknobs that bang on walls) for wear; if wear is visible, include the worn area in the total deteriorated area.</p>			
Deficiencies			
1	Paint in a Unit or Inside the target property is deteriorated – below the level required for lead-safe work practices by a lead certified firm or for passing clearance. <ul style="list-style-type: none"> Paint is deteriorated (e.g., peeling, chipping, chalking, cracking, or detached from the substrate). For large surface areas in the Unit, deteriorated paint is less than or equal to 2 square feet per room; for small surface areas, less than or equal to 10% per component ("de minimis"). 	Unit / Inside	30 Days
2	Paint in a Unit or Inside the target property is deteriorated – above the level required for lead-safe work practices by a lead certified firm and passing clearance <ul style="list-style-type: none"> Paint is deteriorated (e.g., peeling, chipping, chalking, cracking, or detached from the substrate). For large surface areas in the Unit, deteriorated paint is more than 2 square feet per room; for small surface areas, greater than 10% per component ("significant"). 	Unit / Inside	30 Days
3	Paint Outside on a target property is deteriorated – below the level required for lead-safe work practices by a lead-certified firm or for passing clearance <ul style="list-style-type: none"> Paint is deteriorated (e.g., peeling, chipping, chalking, cracking, or detached from the substrate). For large surface areas Inside the target property, deteriorated paint is more than 2 square feet per room; for small surface areas, greater than 10% per component ("significant"). 	Outside	30 Days
4	Paint Outside on a target property is deteriorated – above the level required for lead-safe work practices by a lead-certified firm and passing clearance <ul style="list-style-type: none"> Paint is deteriorated (e.g., peeling, chipping, chalking, cracking, or detached from the substrate). Deteriorated paint is less than or equal to 20 square feet ("de minimis") 	Outside	30 Days
Private Roads / Driveways			
Only includes:			
<ul style="list-style-type: none"> Only includes private roads owned & maintained by the property. 			
Deficiencies			
1	Road or driveway access to the property is blocked or impassable for vehicles	Outside	30 Days
2	Road or driveway has any one pothole that is 4 inches deep and 1 square foot or greater.	Outside	30 Days
Refrigerator			
Deficiencies			
1	Refrigerator is inoperable such that it may be unable to safely and adequately store food.	Unit / Inside	30 Days
2	Refrigerator component is damaged such that it impacts functionality.	Unit / Inside	30 Days
3	Inspector Note: (Includes seals, hanging/sagging/torn/detached, handle, interior lining)	Unit	30 Days
Retaining Wall			
Definition:			
<ul style="list-style-type: none"> A vertical structure that retains soil or rock at various grades. Only includes those that are at least 24 inches tall and do not include decorative planters/ foundation wall 			
Deficiencies			
1	Retaining wall is leaning away from the fill side. (more than 90 degrees from base of slope)	Outside	30 Days
2	Retaining wall is partially or completely collapsed.	Outside	30 Days
Roof Assembly			
Deficiencies			
1	Restricted flow of water from a roof drain, gutter, or downspout <ul style="list-style-type: none"> Debris (i.e. leaves etc.) is limiting the ability of water to drain; water may not be present. An area of approximately 25 square feet of ponding water is located above the drain 	Outside	30 Days

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2	Gutter component is: <ul style="list-style-type: none"> damaged (visibly defective, impacts functionality) missing (evidence of previous installation), or unfix (i.e., pulled away from the fascia or roofing structure). 	Outside	30 Days
3	Roof surface has standing water. <ul style="list-style-type: none"> Water ponding in an area approximately 25 square feet or greater on a flat roof surface not near a drain or scupper 	Outside	30 Days
4	Substrate (any amount) is exposed.	Outside	30 Days
5	Roof assembly has a hole. (includes soffits, eaves, fascia, roof decking) <ul style="list-style-type: none"> Unintentional hole of any size is found Intentional hole of any size is found and is not covered by a vent or screen 	Outside	30 days
6	Roof assembly is damaged. (includes all attic or roof ventilation components)	Outside	30 Days

Sharp Edges

Definition:

- Defined as any sharp edge that can result in a cut or puncture hazard that is likely to result in emergency care.
- Examples include broken glass or broken tile with exposed edge, damaged handrail, protruding rebar)

Deficiencies

1	A sharp edge that can result in a cut or puncture hazard is present	Unit / Inside / Outside	30 days
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Sidewalk, Walkway, Ramp

Deficiencies

1	Sidewalk, walkway, or ramp is blocked or impassable.	Outside	30 days
Inspector Note: Overgrown vegetation may result in the sidewalk, walkway, or ramp being blocked or impassable			
2	Sidewalk, walkway, or ramp is not functionally adequate.	Outside	30 days
Examples: Damage or deterioration to the extent that it disrupts a person's ability to traverse the plane			
	<ul style="list-style-type: none"> Unintentional dimensional changes that may interrupt a person's walking pattern or movement Unstable material 		

Sink

Deficiencies

1	Sink or sink component is damaged or missing and the sink is not functionally adequate.	Unit / Inside	30 days
P	Water is directed outside of the basin.		
2	Sink is not draining.	Unit / Inside	30 days
3	Sink is improperly installed, pulling away from the wall, leaning, or there are gaps between the sink and wall. <ul style="list-style-type: none"> Includes movement of sink when activating faucet, Front edge of sink leaning downward 	Unit / Inside	30 days
P	Sink component is damaged or missing and the sink is functionally adequate. <ul style="list-style-type: none"> Includes missing stopper 		
4	Cannot activate or deactivate hot and cold water	Unit / Inside	30 days
Inspector Note: An intermittent drip should not be evaluated under this standard.			
5	Sink is missing (evidence of prior installation) or not installed within the primary kitchen.	Unit	30 days

Site Drainage

Deficiencies

P	Water runoff is unable to flow through the site drainage system <ul style="list-style-type: none"> Standing water is present above the outflow pipe entrance. Drainage is blocked such that the inspector believes water is unable to drain in the event of precipitation. 	Outside	Pass
P	Erosion is present <ul style="list-style-type: none"> Erosion is present and the footer is exposed. Erosion is more than 2 feet away from the built environment and its depth is equal to or greater than its measured distance from the built environment, and the inspector believes it may undermine the supporting soil. 		
1	Grate is not secure or does not cover the site drainage system's collection point.	Outside	30 days
Inspector Note: An intermittent drip should not be evaluated under this standard.			

Smoke Alarm

General Information:

Installation Instructions

- Smoke alarm should be installed high on walls or ceilings.
 - If mounted on the ceiling, then it must be greater than 4 inches from the wall.
 - If mounted on the wall, then the top edge of the smoke alarm cannot be closer than 4 inches or greater than 12 inches from the ceiling.
- Smoke alarm should be installed at least 10 feet from a cooking appliance.
- Smoke alarm should not:
 - Be installed near windows, doors, or ducts where drafts might interfere with their operation.
 - Be painted or have decorative stickers or other decorations present.

Required to be installed in the following:

- The unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, in the following locations:
 - On each level of the unit / building;
 - Inside each bedroom;
 - Within 21 feet of any door to a bedroom measured along a path of travel; and
 - Where a smoke detector installed outside a bedroom is separated from an adjacent living area by a door, a smoke detector must also be installed on the living area side of the door.

Additional Requirement:

Required by 12/29/2024 -- All smoke alarms must either be hard wired or have tamper-resistant sealed batteries.

See HUD Docket No. FR-6086-N-05 for more information.

Deficiencies

1	Smoke alarm is not installed where required. <ul style="list-style-type: none"> Smoke alarm is not installed inside each bedroom. Smoke alarm is not installed outside the bedroom(s). Smoke alarm is not installed on each level. 	Unit / Inside	24 Hours
Inspector Note: A smoke alarm installed outside a bedroom may meet the requirement of "on each level" under this standard - Unit only.			
2	Smoke alarm is obstructed. <ul style="list-style-type: none"> (ex covered by a foreign object (e.g., plastic bag, shower cap, zip tie, paint, tape) 	Unit / Inside	24 Hours

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3	Smoke alarm does not produce an audio or visual alarm when tested. Inspector Note: If no test button is present, then ask the POA for a smoke alarm maintenance certificate. If alarm does not stop cease also evaluate under this deficiency	Unit / Inside	24 Hours
4	Required by 12/29/2024 -- All smoke alarms must either be hard wired or have tamper-resistant sealed batteries. See HUD Docket No. FR-6086-N-05 for more information.	Unit / Inside	30 days
Sprinkler Assembly			
Deficiencies			
1	Sprinkler head assembly is encased or obstructed by an item or object that is within 18 inches of the sprinkler head. Inspector Note: Includes items stored or stacked around the sprinkler head or alterations made that may impede its operability. <ul style="list-style-type: none">The 18" clearance does not include built environments such as closets, wall mounted cabinets, permanently installed light fixtures, exit signs) Examples do include furniture, shelves, stacked materials	Unit / Inside / Outside	24 Hours
2	Sprinkler assembly component is damaged, inoperable, or missing and it is detrimental to performance. <ul style="list-style-type: none">Examples of conditions that may be detrimental to performance may include, but are not limited to: - Physical damage - Glass bulb has lost fluid - Concealed sprinkler cover plate is caulked or glued to ceiling - Missing sprinkler head escutcheon.	Unit / Inside / Outside	24 Hours
3	Sprinkler assembly has evidence of corrosion.	Unit / Inside / Outside	24 Hours
4	Sprinkler assembly has evidence of foreign material that is detrimental to performance. <ul style="list-style-type: none">Foreign material covers 75% or more of the sprinkler assembly.Foreign material covers 75% or more of the glass bulb.Examples of foreign material that may be detrimental to performance include loading / dust, paint	Unit / Inside / Outside	24 Hours
Steps & Stairs			
Deficiencies			
1	Tread is missing or damaged. <ul style="list-style-type: none">Tread on a set of stairs is missing (i.e., evidence of prior installation, but now not present or is incomplete)Tread on a set of stairs is loose or unlevel.A portion of the tread nosing that is greater than 1 inch in depth or 4 inches wide is damaged or broken.	Unit / Inside / Outside	30 days
2	Stringer is damaged. <ul style="list-style-type: none">Includes not attached to structure/not secure	Unit / Inside / Outside	30 days
3	Step or stair is not functionally adequate. (does not allow a person to traffic from one level to the next) <ul style="list-style-type: none">Conditions that may impact the functional adequacy of a step or stairs may include, but are not limited to:<ul style="list-style-type: none">Damage or deterioration to the extent that it disrupts a person's ability to move from one level to the nextUnintentional dimensional changes that may interrupt a person's walking pattern or movement - Unstable material	Outside	30 days
Structural System			
Inspectors Note:			
<ul style="list-style-type: none">If area within inspection location is locked, request access from POA			
Deficiencies			
1	Structural system exhibits signs of serious failure	Unit / Inside / Outside	24 Hours
Toilet			
Deficiencies			
1	Only 1 toilet was installed, and it is missing	Unit / Inside / - 30 days	24 Hours (UNIT)
2	A toilet is missing and at least 1 toilet is installed elsewhere that is operational.	Unit / Inside	30 days
3	Only 1 toilet was installed, and it is damaged or inoperable	Unit / Inside	30 days
4	A toilet is damaged or inoperable and at least 1 toilet is installed elsewhere that is operational.	Unit / Inside	30 days
5	Toilet component is damaged, inoperable, or missing such that it may limit the resident's ability to safely discharge human waste. Note: Damaged, inoperable, or missing components that may limit the resident's ability to safely discharge human waste may include, but are not limited to: - Seat - Handle, lever, or button used for flushing - Tank - Bowl)	Unit / Inside	30 days
6	Toilet is not secured at the base.	Unit / Inside	30 days
P	Toilet component is damaged, inoperable, or missing and it does not limit the resident's ability to discharge human waste Note: Includes: Tank lid / Handle, lever, or button used for flushing that is loose, but is still operable	Unit / Inside	Pass
7	Toilet cannot be used in private. Note: Resident must be able to use toilet without being observed from an adjacent area/exterior space.	Unit / Inside	30 days
Trash Chute			
Deficiencies			
1	Chute door does not open or self-close and latch.	Inside	30 days
2	Chute is clogged (Trash is overflowing or backed up inside the chute.)	Inside	30 days
Trip Hazard			
Definition			
<ul style="list-style-type: none">Hazard caused by an abrupt change in vertical elevation or horizontal separation on any walking surface			
Deficiencies			
1	Trip hazard on walking surface. Including: <ul style="list-style-type: none">An unintended 3/4 inch or greater vertical difference. Excluded: Intentional engineer design gap / intentional transition from walking surface to doorway or entrance	Unit / Inside / Outside	30 days
<ul style="list-style-type: none">An unintended 2-inch or greater horizontal separation that is perpendicular to the path of travel.		Unit / Inside / Outside	30 days
Ventilation			
Deficiencies			
1	Exhaust system does not respond to the control switch	Unit / Inside	30 days
2	Exhaust system has restricted airflow.	Unit / Inside	30 days
3	Exhaust system component is damaged or missing. Note: Examples of damaged or missing components may include, but are not limited to: - Fan - Filter - Screen - Duct)	Unit / Inside	30 days
4	Bathroom does not have proper ventilation or dehumidification. <ul style="list-style-type: none">Neither an exhaust fan, window, nor adequate means of ventilation or dehumidification is present and operable.	Unit / Inside	30 days
Exterior Wall			
Deficiencies			
1	Exterior wall covering (i.e. siding, stucco) has missing sections of at least 1 square foot per wall. (cumulative)	Outside	30 days
2	Exterior wall has peeling paint of 10 square feet or more. Cumulatively	Outside	30 days
3	Exterior wall component(s) is not functionally adequate	Outside	30 days

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Interior Wall		Deficiencies		
1	Interior wall has a loose or detached surface covering Exception - Cosmetic damage (e.g., loose wallpaper)	Unit / Inside	30 days	
2	Interior wall component(s) is not functionally adequate. • (i.e., impacts the integrity of the interior wall or does not allow interior wall to provide vertical separation between rooms or spaces).	Unit / Inside	30 days	
3	Interior wall has a hole that is: • A hole is greater than 2 inches in diameter. • An accumulation of holes in any one wall that are cumulatively greater than 6 inches by 6 inches	Unit / Inside	30 days	
Water Heater		Deficiencies		
1	Temperature pressure relief (TPR) valve has an active leak or is obstructed or relief valve discharge piping is damaged, capped, has an upward slope, or is constructed of unsuitable material.	Unit / Inside / Outside	30 days	
	• TPR valve has an active leak. OR .			
	• TPR valve is obstructed such that the TPR valve is unable to be fully actuated OR			
	• Relief valve discharge piping is damaged (i.e., visibly defective; impacts functionality), capped, has an upward slope, or is constructed of unsuitable material.			
	• Acceptable relief valve discharge piping materials include: - Chlorinated polyvinyl chloride (CPVC) plastic pipe/tubing - Copper pipe - Cross-linked polyethylene (PEX) plastic tubing - Ductile iron - Cross-linked polyethylene/aluminum/high-density - Polyethylene (PEX-AL-HDPE) pipe - Polyethylene (PEX-AL-PEX) pipe - Galvanized steel pipe - Polyethylene/aluminum/ polyethylene (PE-AL-PE) pipe - Polypropylene (PP) plastic pipe or tubing - Stainless steel pipe (type 304 or 316)			
2	No hot water.	Unit / (Inside - Pass)	30 Days (Unit only)	
3	The relief valve discharge piping is missing or terminates greater than 6 inches or less than 2 inches from waste receptor flood level.	Unit / Inside / Outside	30 Days	
4	Chimney or flue piping is blocked, misaligned, or missing	Unit / Inside / Outside	24 Hours	
5	Gas shutoff valve is damaged, missing, or not installed.	Unit / Inside / Outside	24 Hours	
Window		Deficiencies		
1	Window will not open or stay open Note: Window must stay open without the use of a tool or item • Excluded: if window is not designed to open or permanently installed window AC is present	Unit / (Inside - Pass)	30 Days (Unit only)	
2	Window cannot be secured (by at least 1 lock) • <i>Not acceptable includes</i> : - Stick/wooden dowel / Other devices that are not attached to the window assembly	Unit / (Inside - Pass)	30 Days - Unit only	
3	Window will not close.	Unit / Inside	30 Days	
4	Window component is damaged or missing and the window is not functionally adequate. • <i>Not functionally adequate</i> (i.e., cannot protect from the elements, bugs, or debris, permit illumination within the interior space, or permit visual access between spaces). • A visually accessible (i.e., can be reasonably accessed and observed) window screen has a hole, tear, or cut that is 1 inch or greater	Unit / Inside	30 Days	