

# Missouri Housing Development Commission

## HeRO Inspection Form Instructions

Revised 05/15/2018

**INITIAL INSPECTION:** Complete each line of each section by marking the column labeled “P” for pass or “F” for fail. Indicate that the area being inspected passes if the area meets the criteria indicated below and is free from hazards. For each line item marked as failing, explain why the item failed and indicate the scope of repair needed in order for the item to pass. Add an additional Section 4.0 as needed. Any observed code violations not included in the specific instructions below should be reported and explained.

**FINAL INSPECTION:** Complete each line of each section marked “F” in the initial inspection. All areas must pass by meeting the criteria indicated below.

### 1.0 Living Room

**1.1 Living Room Present** - Is there a living room?

**1.2 Electricity** - Are there at least two working outlets, or one working outlet and one working light fixture?

In order to qualify, the outlets must be present and properly installed in the baseboard, wall or floor of the room. Do not count a single duplex receptacle as two outlets, i.e., there must be two of these in the room, or one of these plus a permanently installed ceiling or wall light fixture.

Do not count any of the following items or fixtures as outlets/fixtures: Table or floor lamps (these are not permanent light fixtures); ceiling lamps plugged into a socket; extension cords.

**Missing/Inoperable Fixture:** This area is deficient if the lighting fixture is missing or does not function as it should. The malfunction may be in the total system or components – excluding light bulbs. The area is deficient if a permanent lighting fixture is missing or not functioning, and no other switched light source is functioning in the room.<sup>1</sup>

**Missing Outlets/Switches:** This area is deficient if an outlet, switch, or both are missing. This does not apply to empty junction boxes that were not intended to contain an outlet or switch.<sup>2</sup>

**Missing/Broken Cover Plates – Outlets/Switches:** This area is deficient if the flush plate used to cover the opening around a junction box, switch or outlet is damaged or missing.<sup>3</sup>

**1.3 Electrical Hazards** - Is the room free from electrical hazards?

Examples of what this means: broken wiring; non-insulated wiring; frayed wiring; improper types of wiring, connections or insulation; wires lying in or located near standing water or other unsafe places; light fixture hanging from electric wiring without other firm support or fixture; missing cover plates on switches or outlets; badly cracked outlets; exposed fuse box connections; overloaded circuits evidenced by frequently “blown” fuses (ask the homeowner).

**1.4 Security** - Are all windows and doors that are accessible from the outside lockable?

“Accessible to outside” means: doors open to the outside; windows accessible from the outside (e.g. basement and first floor); windows or doors leading onto a fire escape, porch or other outside place that can be reached from the ground. “Lockable” means: the window or door has a properly working lock, or is nailed shut, or the window is not designed to be opened. A storm window lock that is working properly is acceptable. Windows that are nailed shut are acceptable only if these windows are not needed for ventilation or as an alternate exit in case of fire.

**1.5 Window Condition** - Is there at least one window, and are all windows free of signs of severe deterioration or missing or broken out panes?

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<sup>1</sup> HUD Dictionary of Definitions DCD Version 2.3, p. 277

<sup>2</sup> *Ibid.*, p. 279

<sup>3</sup> *Ibid.*, p. 280

There must be at least one window. Window systems provide light, security, and exclusion of exterior noise, dust, heat and cold. Frame materials include wood, aluminum, and vinyl.

Cracked/Broken/Missing Panes: This area is deficient if a glass pane is cracked, broken, or missing from the window sash.<sup>4</sup>

Damaged Window Sill: The sill is the horizontal part of the window that bears the upright portion of the frame. This area is deficient if the sill is damaged, even if the sill is still there and the inside of the surrounding wall is not exposed and you see no impact on the operation or functioning of the window or its weather tightness. Scratches and cosmetic damage are not deficiencies.<sup>5</sup>

Inoperable/Not Lockable: This area is deficient if a window cannot be opened or closed because of damage to the frame, faulty hardware, or another cause. If a window is not designed to lock, do not record this as a deficiency. Windows that are accessible from the outside – a ground-level window, for example – must be lockable. This area is deficient if a window is not functioning, even if it can be secured.<sup>6</sup>

Missing/Deteriorated Caulking/Seals: This area is deficient if the caulking or seals that resists weather is missing or deteriorated. This includes Thermopane and insulated windows that have failed. Caulk and seals are considered to be deteriorated when two or more seals for any window have lost their elasticity or if the seals crumble and flake when touched. This area is deficient if most of the window shows missing or deteriorated caulk or seals, even if there is no evidence of leaks or damage to the window or surrounding structure.<sup>7</sup>

Peeling/Needs Paint: This area is defective if paint covering the window assembly or trim is cracking, flaking, or otherwise failing. This area is defective if you see peeling paint or window that needs paint.<sup>8</sup>

Security Bars Prevent Egress: This area is deficient if exiting by window is severely limited or impossible because security bars are damaged or improperly constructed or installed. This does not include windows that were not designed for exiting. This area is defective if security bars are not functioning as they should, limiting the ability to exit through the window and posing safety risks.<sup>9</sup>

## 1.6 Ceiling Condition - Is the ceiling sound and free from hazardous defects?

Bulging/Buckling: This area is deficient if the ceiling is bowed, deflected, sagging, or is no longer aligned horizontally. This area is deficient if you see bulging, buckling, sagging, or a problem with the alignment.<sup>10</sup>

Holes/Missing Tiles/Panels/Cracks: This area is deficient if the ceiling surface has punctures that may or may not penetrate completely; or panels or tiles are missing or damaged.<sup>11</sup>

Peeling/Needs Paint: This area is deficient if you see paint that is peeling, cracking, flaking, or otherwise deteriorated; or you see a surface that is not painted. This area is deficient if the affected area is larger than one square foot.<sup>12</sup>

Water Stains/Water Damage/Mold/Mildew: This area is deficient if you see evidence water infiltration, mold, or mildew that may have been caused by saturation or surface failure. This area is deficient if you see evidence of a leak, mold, or mildew – such as a darkened area – over an area of more than one square foot. You may or may not see water.<sup>13</sup>

## 1.7 Wall Condition - Are the walls sound and free from hazardous defects?

“Unsound or hazardous” includes: serious defects such that the structural safety of the building is threatened, such as severe buckling, bulging or leaning; damaged or loose structural members; and holes that allow significant draft or air

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<sup>4</sup> *Ibid.*, p. 295

<sup>5</sup> *Ibid.*, p. 296

<sup>6</sup> *Ibid.*, p. 297

<sup>7</sup> *Ibid.*, p. 298

<sup>8</sup> *Ibid.*, p. 299

<sup>9</sup> *Ibid.*, p. 300

<sup>10</sup> *Ibid.*, p. 226

<sup>11</sup> *Ibid.*, p. 227

<sup>12</sup> *Ibid.*, p. 228

<sup>13</sup> *Ibid.*, p. 229

infiltration. Pass walls that are basically sound but have some nonhazardous defects, including: small or shallow holes, cracks, loose or missing parts, or unpainted surfaces.

**Bulging/Buckling:** This area is deficient if a wall is bowed, deflected, sagging, or is no longer vertically aligned.<sup>14</sup>

**Damaged:** This area is deficient if you see punctures in the wall surface that may or may not penetrate completely or panels or tiles may be missing or damaged. This does not include small holes created by hanging pictures, etc. This area is deficient if you find a hole, missing tile or panel, or other damage that is more than 1 inch, even if the hole does not penetrate the adjoining room and you cannot see through it. This area is deficient if you find a crack greater than 1/8 inch wide and at least 11 inches long. This area is deficient if you find a hole of any size that penetrates an adjoining room and you can see through the hole.<sup>15</sup>

**Damaged/Deteriorated Trim:** This area is deficient if cove molding, chair rail, base molding, or other decorative trim is damaged or has decayed. This area is deficient if you see small areas of deterioration in the trim surfaces and you estimate that 5% or more of the wall area is affected.<sup>16</sup>

**Peeling/Needs Paint:** This area is deficient if, in an area of at least one square foot, paint is peeling, cracking, flaking, or otherwise deteriorated or if a surface is not painted.<sup>17</sup>

**Water Stains/Water Damage/Mold/Mildew:** This area is deficient if walls are not watertight or if you see evidence of water infiltration, mold, or mildew – or damage caused by saturation or surface failure. This area is deficient if you see evidence of a leak, mold, or mildew – such as a darkened area – over a small area of at least one square foot. You may or may not see water. This area is deficient if you see cracks, moist areas, mold, or flaking.<sup>18</sup>

### **1.8 Floor Condition - Is the floor sound and free from hazardous defects?**

**Bulging/Buckling:** This area is deficient if a floor is bowed, deflected, sagging, or is no longer aligned horizontally.<sup>19</sup>

**Floor Covering Damage:** This area is deficient if you see damaged carpet tiles, wood, sheet vinyl, or other floor covering. This area is deficient if you estimate that 5% or more of the floor covering has stains, surface burns, shallow cuts, small holes, or tears in non-traffic areas; loose areas; or exposed seams, even if the covering is fully functional and there is no safety hazard.<sup>20</sup>

**Missing Flooring/Tiles:** This area is deficient if VCT, sheet, vinyl, carpet, or other flooring material is missing. This area is deficient if you estimate that more than 5% of the floors are affected, even if it does not cause a safety problem.<sup>21</sup>

**Peeling/Needs Paint:** For floors that are painted, this area is deficient if you see paint that is peeling, cracking, flaking, or otherwise deteriorated if the area affects more than one square foot.<sup>22</sup>

**Rot/Deteriorated Subfloor:** This area is deficient if the subfloor has decayed or is decaying. This area is deficient if you see small areas of rot or spongy flooring of more than one square foot.<sup>23</sup>

**Water Stains/Water Damage/Mold/Mildew:** This area is deficient if you see evidence of water infiltration, mold, or mildew that may have been caused by saturation or surface failure. This area is deficient if you see evidence of a water stain, mold, or mildew – such as a darkened area – over an area of the floor at least one square foot in size. You may or may not see water. This area is deficient if you estimate that a portion of the floor has been saturated or damaged by water, mold, or mildew or if you see cracks, mold, and flaking, and the floor surface may have failed.<sup>24</sup>

### **1.9 Lead Paint - Are all interior surfaces either free of cracking, scaling, peeling, chipping, and loose paint or adequately treated and covered to prevent exposure of the occupants to lead based paint hazards?**

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<sup>14</sup> *Ibid.*, p. 289

<sup>15</sup> *Ibid.*, p. 290

<sup>16</sup> *Ibid.*, p. 291

<sup>17</sup> *Ibid.*, p. 292

<sup>18</sup> *Ibid.*, p. 293

<sup>19</sup> *Ibid.*, p. 246

<sup>20</sup> *Ibid.*, p. 247

<sup>21</sup> *Ibid.*, p. 248

<sup>22</sup> *Ibid.*, p. 249

<sup>23</sup> *Ibid.*, p. 250

<sup>24</sup> *Ibid.*, p. 251

Do not inspect painted surfaces if the house: was built January 1, 1978 or after and no child under age six will occupy or currently occupies it; is a 0-BR, elderly or handicapped unit with no children under age six; or has been certified lead based paint free by a certified lead-based paint inspector (no lead-based paint present or no lead-based paint present after removal of lead-based paint.).

This requirement applies to all painted surfaces and building components. Do not include homeowner belongings. Surfaces to receive a visual assessment for deteriorated paint include walls, floors, ceilings, built in cabinets (sink bases), baseboards, doors, door frames, windows systems including mullions, sills, or frames and any other painted building components. Deteriorated paint includes any painted surface that is peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate. All deteriorated paint surfaces more than 2 sq. ft. in any one interior room or space, or more than 10% of the total surface area of an interior type of component with a small surface area (i.e., window sills, baseboards, and trim) must be stabilized (corrected) in accordance with all safe work practice requirements and clearance is required. If the deteriorated painted surface is less than 2 sq. ft. or less than 10% of the component, only stabilization is required. Clearance testing is not required. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint.

**1.10 Doors** – Do the doors providing access to the house, a room, or a closet provide privacy and security, control passage, and provide fire and weather resistance?

Damaged Surface – Holes/Paint/Rusting/Glass: This area is deficient if you see damage to the door surface that may affect either the surface protection or the strength of the door or that may compromise security. This includes holes, peeling, cracking, no paint, broken glass, and significant rust. This area is deficient if a door has a hole with a diameter of more than 1/4 inch.<sup>25</sup>

Damaged Frames/Threshold/Lintels/Trim: This area is deficient if you see a frame, header, jamb, threshold, lintel, or trim that is warped, split, cracked, or broken. This area is deficient if a door is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim.<sup>26</sup>

Damaged Hardware/Locks: This area is deficient if the attachments to a door that provide hinging, hanging, opening, closing, surface protection, or security are damaged or missing. These include blocks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures. If a door is designed to have a lock, the lock should work. If a door is designed without locks, do not record it as a deficiency. If a lock has been removed from an interior door, do not record this as a deficiency. This area is deficient if a door does not function as it should because of damage to the door's hardware or a door that requires locking cannot be locked because of damage to the door's hardware.<sup>27</sup>

Damaged/Missing Screen/Storm/Security Door: This area is deficient if you see damage to surfaces, including screens, glass, frames, hardware, and/or surfaces. This area is deficient if a screen door or storm door is damaged or is missing screens or glass as shown by an empty frame. This area is deficient if a security door is not functioning or is missing. "Missing" applies only if a security door that should be there is not there.<sup>28</sup>

Deteriorated/Missing Seals (Entry Only): This area is deficient if the seals and stripping around the entry door(s) to resist weather and fire are damaged or missing. This defect applies only to entry doors that were designed with seals. If a door shows evidence that a seal was never part of its design, do not record it as a deficiency. This area is deficient if the seals are missing on an entry door, or are so damaged that they do not function as they should.<sup>29</sup>

Missing Door: This area is deficient if a door is missing. If a bathroom door has been removed to improve access for an elderly or handicapped homeowner, do not record this as a deficiency.<sup>30</sup>

## 2.0 Kitchen

### 2.1 Kitchen Area Present - Is there a kitchen?

Note: A kitchen is an area used for preparation of meals. It may be either a separate room or an area of a larger room.

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<sup>25</sup> *Ibid.*, p. 231

<sup>26</sup> *Ibid.*, p. 232

<sup>27</sup> *Ibid.*, p. 233

<sup>28</sup> *Ibid.*, p. 234

<sup>29</sup> *Ibid.*, p. 235

<sup>30</sup> *Ibid.*, p. 236

**2.2 Electricity** - Is there at least one working electric outlet and one working, permanently installed light fixture?

The explanation for this item is the same as Section 1.2 above except note that the requirement is that at least one outlet and one permanent light fixture are present and working.

**2.3 Electrical Hazards** - Is the kitchen free from electrical hazards?

The explanation for this item is the same as Section 1.3

**2.4 Security** - Are all windows and doors that are accessible from the outside lockable?

The explanation for this item is the same as Section 1.4

**2.5 Window Condition** - Are all windows free of signs of deterioration or missing or broken out panes?

The explanation for this item is the same as Section 1.5 except note the absence of a window does not fail this item in the kitchen. If there is no window, check "Pass."

**2.6 Ceiling Condition** - Is the ceiling sound and free from hazardous defects?

The explanation for this item is the same as Section 1.6

**2.7 Wall Condition** - Are the walls sound and free from hazardous defects?

The explanation for this item is the same as Section 1.7

**2.8 Floor Condition** - Is the floor sound and free from hazardous defects?

The explanation for this item is the same as Section 1.8

**2.9 Lead Paint** - Are all interior surfaces either free of cracking, scaling, peeling, chipping, and loose paint or adequately treated and covered to prevent exposure of the occupants to lead based paint hazards?

The explanation for this item is the same as Section 1.9

**2.10 Stove or Range with Oven** - Is there a working oven and a stove (or range) with top burners that work?

Both an oven and a stove (or range) with top burners must be present and working. If either is missing check "Fail." Hot plates are not acceptable substitutes for these facilities. Look for hazardous gas hook-ups evidenced by strong gas smells; these should fail. (Be sure that this condition is not confused with an unlit pilot light, a condition that should be noted, but does not fail.) Minor defects such as being marked, dented, or having scratched surfaces, cracked burner rings or is limited in size relative to family needs are not to be considered deficiencies.

Range Hood/Exhaust Fans – Excessive Grease/Inoperable: This area is deficient if the apparatus that draws out cooking exhaust does not function as it should. This area is deficient if an accumulation of dirt threatens the free passage of air. This area is deficient if the exhaust fan does not function or you estimate that the flue may be completely blocked.<sup>31</sup>

Range/Stove – Missing/Damaged/Inoperable: This area is deficient if the range/stove is missing or damaged. This area is deficient if the operation of doors or drawers is impeded, even if the stove is functioning. This area is deficient on gas ranges if flames are not distributed equally. This area is deficient if the pilot light is out on one or more burners. This area is deficient if a burner is not functioning. This area is deficient if the oven is not functioning.<sup>32</sup>

**2.11 Refrigerator** - Is there a refrigerator that works and maintains a temperature low enough so that food does not spoil over a reasonable period of time?

Minor defects such as being marked, dented, or having scratched surfaces are not be considered deficiencies.

This area is deficient if the refrigerator is missing or does not cool adequately for the safe storage of food. This area is deficient if the refrigerator has an excessive accumulation of ice or seals around the doors are deteriorated.<sup>33</sup>

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<sup>31</sup> *Ibid.*, p. 270

<sup>32</sup> *Ibid.*, p. 271

<sup>33</sup> *Ibid.*, p. 272

## **2.12 Sink-** Is there a kitchen sink that works with hot and cold running water?

If a permanently attached kitchen sink is not present in the kitchen or kitchen area, mark "Fail." A sink in a bathroom or a portable basin will not satisfy this requirement. A sink is not working unless it has running hot and cold water from the faucets and a properly connected and properly working drain (with a "gas trap").

This area is deficient if a sink, faucet, hardware or accessories are missing, damaged, or not functioning. If a stopper is missing, do not record as a deficiency. This area is deficient if you see extensive discoloration or cracks in 50% or more of the basin, even if the sink and hardware can still be used to prepare food.<sup>34</sup>

## **2.13 Food Areas** – Is there space to store, prepare and serve food?

Some space must be available for the storage, preparation, and serving of food. If there is no built-in space for food storage and preparation, a table used for food preparation and a portable storage cabinet will satisfy the requirement. If there are some minor defects, such as marks, dents, or scratched surfaces, check "Pass".

## **2.14 Doors** – Do the doors providing access to the house, a room, or closet provide privacy and security, control passage, and provide fire and weather resistance?

The explanation for this item is the same as Section 1.10.

## **2.15 Cabinets** – Does the kitchen contain missing or damaged cabinets?

This area is deficient if you see that 10% or more of the cabinets, doors, or shelves are missing or the laminate is separating. This includes cases, boxes, or pieces of furniture with drawers, shelves, or doors – primarily used for storage – mounted on walls or floors.<sup>35</sup>

## **2.16 Countertops** – Does the kitchen contain missing or damaged countertops?

This area is deficient if you see a flat work surface in a kitchen often integral to lower cabinet space is missing or deteriorated. This area is deficient if you see that 20% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate – not a sanitary surface to prepare food.<sup>36</sup>

## **2.17 Dishwasher/Garbage Disposal** – Is a functional dishwasher/garbage disposal present?

This area is deficient if either a dishwasher or garbage disposal is present, but does not function as it should.<sup>37</sup>

## **2.18 Plumbing – Clogged Drains** – Does water drain adequately?

This area is deficient if water does not drain adequately. This area is deficient if the basin does not drain freely. This area is deficient if completely clogged or has suffered extensive deterioration.<sup>38</sup>

## **2.19 Plumbing – Leaking Faucets/Pipes** – Do water connections leak?

This area is deficient if you see a basin faucet or drain connections leak. This area is deficient if you see a leak or drip that is contained by the basin or pipes, even if the faucet is functioning as it should. This area is deficient if you see a steady leak that is having an adverse effect on the surrounding area and the faucet or pipe is not usable.<sup>39</sup>

## **3.0 Bathroom**

### **3.1 Bathroom** - Is there a bathroom?

Most homes have easily identifiable bathrooms (i.e., a separate room with toilet, washbasin and tub or shower). In some cases, however, you may encounter scattered bathroom facilities (i.e., toilet, washbasin and tub or shower located in separate parts of the home). At a minimum, there must be an enclosure around the toilet. In this case, count the enclosure around the toilet as the bathroom and proceed with respect to this enclosure. If there is more

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<sup>34</sup> *Ibid.*, p. 273

<sup>35</sup> *Ibid.*, p. 265

<sup>36</sup> *Ibid.*, p. 266

<sup>37</sup> *Ibid.*, p. 267

<sup>38</sup> *Ibid.*, p. 268

<sup>39</sup> *Ibid.*, p. 269

than one bathroom that is normally used, rate the one that is in best condition for this section. Use Section 4 to inspect any additional bathroom(s).

### **3.2 Electricity** - Is there at least one permanently installed light fixture?

The explanation for this item is the same as 1.2 except note the requirement is that at least one permanent light fixture is present and working.

### **3.3 Electrical Hazards** - Is the bathroom free from electrical hazards?

The explanation for this is the same as 1.3 except note that in addition to the mentioned hazards, outlets that are located where water might splash or collect are considered an electrical hazard.

### **3.4 Security** - Are all windows and doors that are accessible from the outside lockable?

The explanation for this is the same as 1.4.

### **3.5 Window Condition** - Are all windows free of signs of deterioration or missing or broken out panes?

The explanation for this is the same as 1.5 except note that the absence of a window does not fail this item in the bathroom (but see item 3.13 covering ventilation for relevance of a window with respect to ventilation).

### **3.6 Ceiling Condition** - Is the ceiling sound and free from hazardous defects?

The explanation for this is the same as 1.6.

### **3.7 Wall Condition** - Are the walls sound and free from hazardous defects?

The explanation for this is the same as 1.7 except include under nonhazardous defects (that would pass, but should be noted) the following: broken or loose tile; deteriorated grouting at tub/wall and tub/floor joints, or tiled surfaces; water stains.

### **3.8 Floor Condition** - Is the floor sound and free from hazardous defects?

The explanation for this is the same as 1.8 except include under nonhazardous defects (that would pass, but should be noted) the following: missing floor tiles; water stains.

### **3.9 Lead Paint** - Are all interior surfaces either free of cracking, scaling, peeling, chipping, and loose paint, or adequately treated and covered to prevent exposure of the occupants to lead based paint hazards?

The explanation for this is the same as 1.9.

### **3.10 Flush Toilet** - Is the water closet/toilet missing or damaged?

This area is deficient if the fixture elements – seat, flush handle, cover, etc. – are missing or damaged or the toilet seat is cracked or the hinges broken. This area is deficient if the bowl is fractured or broken and cannot retain water; or the water closet/toilet is missing; or there is a hazardous condition; or the water closet/toilet cannot be flushed, because of obstruction or another defect.<sup>40</sup>

### **3.11 Wash Basin Or Lavatory** – Is the basin (sink) missing or does it show signs of deterioration or distress?

This area is deficient if the basin (sink) is missing or shows sign of deterioration or distress. This area is deficient if the sink can be used, but there are cracks or extensive discoloration in more than 50% of the basin; or, a stopper is missing (if the stopper is near the shower/tub area, do not recorded as a deficiency). This area is deficient if the sink cannot be used because the sink or associated hardware is missing or has failed.<sup>41</sup>

### **3.12 Tub Or Shower** - Is there a working tub or shower?

This area is deficient if the shower, tub, or components are damaged or missing. This includes associated hardware: grab bars, shower doors, etc. This area is deficient if the shower or tub can be used, but there are cracks or extensive discoloration in more than 50% of the basin. This area is deficient if the shower or tub cannot be used for any reason. This area is deficient if the shower, tub, faucets, drains, or associated hardware is missing or has failed.<sup>42</sup>

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<sup>40</sup> *Ibid.*, p. 222

<sup>41</sup> *Ibid.*, p. 217

<sup>42</sup> *Ibid.*, p. 220

### **3.13 Ventilation** – Is the apparatus used to exhaust air working?

This area is deficient if the apparatus used to exhaust air has failed. This area is deficient if an exhaust fan is not functioning or a bathroom window cannot be opened. If the homeowner has blocked an exhaust fan but it can function properly, do not record this as a deficiency. If a homeowner has disconnected the fan, consider it functional if it can be immediately reconnected for inspection. If there was never a bathroom fan, do not record this is a deficiency.<sup>43</sup>

### **3.14 Cabinets** – Are there damaged or missing cabinets, vanity tops, drawers, shelves, doors, medicine cabinet, or vanities?

This area is deficient if you see damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose.<sup>44</sup>

### **3.15 Plumbing – Clogged Drains** – Does water drain adequately in the shower, tub, or basin (sink)?

This area is deficient if the water does not drain adequately in the shower, tub, or basin (sink). This area is deficient if water does not drain freely, even if the fixtures can be used. This area is deficient if the fixtures are not usable because the drain is completely clogged or shows extensive deterioration.<sup>45</sup>

### **3.16 Plumbing – Leaking Faucet/Pipes** – Is water leaking?

This area is deficient if a basin, shower, water closet, tub faucet, or associated pipes are leaking water. This area is deficient if you see a leak or drip that is contained by the basin, even if the faucet or pipe can be used. This area is deficient if you see a steady leak that is adversely affecting the area around it or the faucet or pipe cannot be used.<sup>46</sup>

### **3.17 Doors** – Do the doors providing access to the house, a room, or closet provide privacy and security, control passage, and provide fire and weather resistance?

The explanation for this item is the same as Section 1.10.

## **4.0 Other Room Used for Living and Halls**

Complete an “Other Room” checklist for as many “other rooms used for living” as are present and not already noted in Parts 1, 2, and 3. See the discussion below for definition of “used for living.” Also complete an “Other Room” (Room Code #6 below) checklist for all entrance halls, corridors, and staircases that are part of the area used for living. If a hall, entry and/or stairway are contiguous, rate them as a whole ( i.e., as part of one space). Additional forms for rating “Other Rooms” should be attached and labeled with sequential letters to identify the rooms and forms (i.e., the second bedroom receives a separate Section 4 and is labeled 4A, the third bedroom receives a separate Section 4 and is labeled 4B, the second bathroom receives a separate form 4 and is labeled 4C, etc.).

Rooms “used for living” are areas that are walked through or lived in on a regular basis. Do not include rooms or other areas that have been permanently, or near permanently, closed off or areas that are infrequently entered. For example, do not include an attached shed, attached closed-in porch, or garage if they are closed off from the main living area and are infrequently entered. Do include any of these areas if they are frequently used (e.g., a finished or unfinished basement used as bedrooms, play-rooms, etc. or a closed-in porch that is used as a bedroom during summer months). If there is no chance that the room will be used on a regular basis, do not include it (e.g., an unfinished basement).

### **4.1 Room Code and Room Location**

Enter the appropriate room code as

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<sup>43</sup> *Ibid.*, p. 221

<sup>44</sup> *Ibid.*, p. 216

<sup>45</sup> *Ibid.*, p. 218

<sup>46</sup> *Ibid.*, p. 219



- 1 = Bedroom or any other room used for sleeping (regardless of type of room)
- 2 = Dining Room or Dining Area
- 3 = Additional Living Room, Family Room, Den, Playroom, TV Room
- 4 = Entrance Halls, Corridors, Halls, Staircases
- 5 = Additional Bathroom
- 6 = Other

Enter the sequential letter assigned to the room (as described in the introductory paragraph above).

On the line provided, write the location of the room with respect to the home's width, length and floor level as if you were standing outside the home facing the entrance to the unit. Record whether the room is situated to the right, left, or center of the home and the whether the room is situated to the back, front or center of the home. Indicate the floor level.

**4.2 Electricity** - If Room Code = 1, are there at least two working outlets or one working outlet and one working, permanently installed light fixture? If Room Code does not = 1, is there a means of illumination?

The explanation for this item is the same as 1.2 except if the room code is not a "1," the room must have a means of natural or artificial illumination such as a permanent light fixture, wall outlet present, or light from a window in the room or near the room. If any required item is missing, check "Fail."

**4.3 Electrical Hazards** - Is the room free from electrical hazards?

The explanation for this item is the same as 1.3

**4.4 Security** - Are all windows and doors that are accessible from the outside lockable?

The explanation for this item is the same as 1.4

**4.5 Window Condition** - If Room Code = 1, is there at least one window? And, regardless of Room Code, are all windows free of signs of severe deterioration or missing or broken out panes?

The explanation for this item is the same as 1.5 except any room used for sleeping must have at least one window. If the windows in sleeping rooms are designed to be opened, at least one window must be operable. The minimum standards do not require a window in "other rooms." Therefore, if there is no window in another room not used for sleeping, check "Pass," and note "no window" in the area for comments.

**4.6 Ceiling Condition** - Is the ceiling sound and free from hazardous defects?

The explanation for this item is the same as 1.6.

**4.7 Wall Condition** - Are the walls sound and free from hazardous defects?

The explanation for this item is the same as 1.7

**4.8 Floor Condition** - Is the floor sound and free from hazardous defects?

The explanation for this item is the same as 1.8

**4.9 Lead Paint** - Are all interior surfaces either free of cracking, scaling, peeling, chipping, and loose paint, or adequately treated and covered to prevent exposure of the occupants to lead based paint hazards?

The explanation for this item is the same as 1.9

**4.10 Smoke Detectors** - Is there a working smoke detector on each level?

This area is deficient if a smoke detector will not activate, does not function as it should or is missing. There must be at least one smoke detector on each level. If two or more smoke detectors are on the same level in visible proximity, at least one of the smoke detectors must function as it should.<sup>47</sup>

**4.11 Doors** - Do the doors providing access to the house, a room, or closet provide privacy and security, control passage, and provide fire and weather resistance?

The explanation for this item is the same as Section 1.10.

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<sup>47</sup> *Ibid.*, p. 284

#### **4.12 Stairs** – Are stairs damaged or missing?

Stairs are defined as a series of four or more steps or flights of steps joined by landings connecting levels and includes supports, frame, treads, and handrails.

This area is deficient if the hand rail is missing, damaged, loose, or otherwise unusable.<sup>48</sup>

This area is deficient if a step, the horizontal tread or stair surface is damaged or missing.<sup>49</sup>

### *5.0 All Secondary Rooms*

If any room did not meet the requirements for “other room used for living” in Part 4, it is to be considered a “secondary room (not used for living).” Rate all of these rooms together (i.e., a single Part 5 checklist for all secondary rooms).

**5.1 None** - If no Secondary Rooms exist, skip Section 5 and go to Part 6.

**5.2 Security** - Are all windows and doors that are accessible from the outside lockable?

The explanation for this item is the same as 1.2

**5.3 Electrical Hazards** - Are all these rooms free from electrical hazards?

The explanation for this item is the same as 1.3

**5.4 Doors** – Do the doors providing access to the house, a room, or closet provide privacy and security, control passage, and provide fire and weather resistance?

The explanation for this item is the same as Section 1.10.

### *Building Exterior*

**6.1 Condition of Foundation** - Is the foundation sound and free from hazards?

“Unsound or hazardous” means foundations with severe structural defects indicating the potential for structural collapse; or foundations that allow significant entry of ground water (for example, evidenced by flooding of basement).

Cracks/Gaps: This area is deficient if you see a split in the exterior of the lowest structural wall. This area is deficient if you see a crack of more than 1/8 inch wide by 1/8 inch deep by 6 inches long or you see large pieces – many bricks, for example – that are separated or missing from the wall or floor or you see cracks that are the full depth of the wall, providing opportunity for water penetration or you see sections of the wall or floor that are broken apart.<sup>50</sup>

Spalling/Exposed Rebar: This area is deficient if a concrete or masonry wall is flaking, chipping, or crumbling – possibly exposing underlying reinforcing material (rebar). This area is deficient if you see obvious, large spalled areas affecting at least 10% of any foundation wall or that exposes any reinforcing material – rebar or other.<sup>51</sup>

**6.2 Condition of Stairs, Rails, and Porches** - Are all the exterior stairs, rails, and porches sound and free from hazards?

"Unsound or hazardous" means: stairs, porches, balconies, or decks with severe structural defects; broken, rotting, or missing steps; absence of a handrail when there are extended lengths of steps (generally four or more consecutive steps); absence of or insecure railings around a porch or balcony which is approximately 30 inches or more above the ground.

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<sup>48</sup> *Ibid.*, p. 286

<sup>49</sup> *Ibid.*, p. 287

<sup>50</sup> *Ibid.*, p. 58

<sup>51</sup> *Ibid.*, p. 59

### 6.3 Condition of Roof and Gutters – Is the roof free from hazards?

**Damaged/Clogged Drains:** This area is deficient if the drainage system does not effectively remove water. Generally, this deficiency applies to flat roofs. If there has been measurable precipitation of 1/10 inch or more during the previous 48 hours, consider the impact on the extent of the ponding. Determine that ponding has occurred only when there is clear evidence of a persistent or long-lasting problem. This area is deficient if you see debris around or in a drain even if there is no evidence of ponding. This area is deficient if the drain is damaged or partially clogged with debris, even if the drain system still functions and you see no evidence of ponding.<sup>52</sup>

**Damaged Soffits/Fascia:** This area is deficient if you see damage to soffit fascia, soffit vents, or associated components that may provide opportunities for water penetration or other damage from natural elements. This area is deficient if you see damaged soffits or fascia, even if no obvious opportunities for water penetration are present.<sup>53</sup>

**Damaged Vents:** This area is deficient if damaged vents on or extending through the roof surfaces or components are damaged or missing. Vents include ridge vents, gable vents, plumbing vents, gas vents, and others. This area is deficient if vents are visibly damaged even if they do not present an obvious risk of further roof damage.<sup>54</sup>

**Damaged/Torn Membrane/Missing Ballast:** This area is deficient if you see a rip or tear in the membrane or flashing including punctures, holes, cracks, blistering, and separated seams. PVC, rubber, bitumen, and similar materials are all subject to tears and punctures. This area is deficient if a ballast has shifted and no longer functions as it should. This area is deficient if you see signs of damage to the membrane that may result in water penetration.<sup>55</sup>

**Missing/Damaged Components from Downspout/Gutter:** This area is deficient if you see that components of the drainage system – including gutters, leaders, downspouts, splash blocks, and drain openings – are missing or damaged, even if there is no visible damage to the roof, structure, exterior wall surface, or interior.<sup>56</sup>

**Missing/Damaged Shingles:** This area is deficient if shingles are missing or damaged, including cracking, warping, cupping and other deterioration.<sup>57</sup>

**Ponding:** This area is deficient if you see evidence of areas of standing water – roof depression, mold ring, or effervescence water ring. If there has been measurable precipitation of 1/10 inch or more during the previous 48 hours, consider the impact on the extent of the ponding. Determine that ponding has occurred only when there is a clear evidence of a persistent or long-standing problem. This area is deficient if you see evidence of standing water on the roof, causing potential or visible damage to roof surface and underlying materials.<sup>58</sup>

### 6.4 Condition of Walls - Are exterior walls sound and free from hazards?

Walls are defined as the exterior enclosure of the building. Materials for construction may include concrete, masonry block, brick, stone, wood, or glass block. Surface finishing materials may include metal, wood, vinyl, and stucco.

**Cracks/Gaps:** This area is deficient if you see a split, separation, or gap in the exterior walls. This area is deficient if you see a crack that is more than 1/8 inch wide by 1/8 inch deep by 6 inches long or you see pieces – many bricks, for example – that are separated from the wall; or you see a crack that is the full depth of the wall; or you see sections of the wall that are broken apart.<sup>59</sup>

**Damage Chimneys:** This area is deficient if the chimney, including the part that extends above the roof line, has separated from the wall or has cracks, spalling, missing pieces, or broken sections. This area is deficient if the surface of the chimney shows surface damage on more than one piece of wall – a few bricks or a section of siding, for example; or the surface of the chimney has holes that affect an area larger than 4" x 4". This area is deficient if part or all of the chimney has visibly separated from the adjacent wall or there are cracks or fallen pieces or sections or there is a risk that falling pieces could create a safety hazard.<sup>60</sup>

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<sup>52</sup> *Ibid.*, p. 63

<sup>53</sup> *Ibid.*, p. 64

<sup>54</sup> *Ibid.*, p. 65

<sup>55</sup> *Ibid.*, p. 66

<sup>56</sup> *Ibid.*, p. 67

<sup>57</sup> *Ibid.*, p. 68

<sup>58</sup> *Ibid.*, p. 69

<sup>59</sup> *Ibid.*, p. 71

<sup>60</sup> *Ibid.*, p. 72

Missing Pieces/Holes/Spalling: This area is deficient if you see deterioration of the exterior wall surface, including missing pieces, holes, or spalling that may be attributable to materials that are rotting or a concrete, stucco, or masonry wall that is flaking, chipping, or crumbling. This area is deficient if you see that there is a missing piece – a single brick or a section of siding for example – or a hole larger than 1/2 inch in diameter. This area is deficient if you see deterioration that exposes any reinforcing material (rebar) or you see a hole of any size that completely penetrates the exterior wall.<sup>61</sup>

Missing/Damaged Caulking/Mortar: This area is defective if caulking designed to resist weather or mortar is missing or deteriorated.<sup>62</sup>

Stain/Peeling/Needs Paint: This area is deficient if paint is cracking, flaking, or otherwise deteriorated or if water damage or related problems have stained the paint.<sup>63</sup>

### **6.5 Lead-Based Paint: Exterior Surfaces** - Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed 20 sq. ft. of total exterior surface area?

If the house was built January 1, 1978 or after and: no child under age six will occupy or currently occupies; is a 0-BR, elderly or handicapped unit with no children under age six; has been certified lead based paint free by a certified lead-based paint inspector (no lead based paint present or no lead-based paint present after removal of lead), do not inspect painted surfaces. Visual assessment for deteriorated paint applies to all exterior painted surfaces (building components) associated with the house including windows, window sills, exterior walls, floors, porches, railings, doors, decks, stairs, play areas, garages, fences or other areas if frequented by children under age six. All deteriorated paint surfaces more than 20 sq. ft. on exterior surfaces must be stabilized (corrected) in accordance with all safe work practice requirements. If the painted surface is less than 20 sq. ft., only stabilization is required. Clearance testing is not required. Stabilization means removal of deteriorated paint, repair of the substrate, and application of a new protective coating or paint. Lead-Based Paint Owner Certification is required following stabilization activities except for de minimis level repairs.

### **6.6 Manufactured Homes** - If the house is a manufactured home, is it properly permanently affixed to a concrete foundation?

If not a manufactured home, check "Pass".

Pre-1978 manufactured homes are not eligible and must be marked "Fail".

Manufactured homes must be permanently affixed to the land by means of a poured permanent concrete foundation; be permanently connected to utilities such as water, sewer, electricity, and gas; and, have all wheels, axles, and hitches removed.

### **6.7 Doors** – Are the doors functional, safe and free from damage?

Doors are the means of access to the interior of the structure. Doors provide privacy, control passage, maintain security, and provide fire and weather resistance.

Damaged Frames/Thresholds/Lintels/Trim: This area is deficient if you see a frame, header, jamb, threshold, lintel, or trim that is warped, split, cracked, or broken. This area is deficient if a door is not functioning or cannot be locked because of damage to the frame, threshold, lintel, or trim.<sup>64</sup>

Damaged Hardware/Locks: This area is deficient if the attachments to a door that provide hinging, hanging, opening, closing, or security are damaged or missing. These include locks, panic hardware, overhead door tracks, springs and pulleys, sliding door tracks and hangers, and door closures. If a door is designed to have locks, the locks should work. If a door is not designed to have locks, do not record a deficiency for not having a lock. This area is deficient if a door does not function as it should or cannot be locked because of damage to the door's hardware.<sup>65</sup>

Damaged Surface (Holes/Paint/Rusting/Glass): This area is deficient if you see damage to the door surface that may affect either the surface protection or the strength of the door or may compromise building security. This includes

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<sup>61</sup> *Ibid.*, p. 73

<sup>62</sup> *Ibid.*, p. 74

<sup>63</sup> *Ibid.*, p. 75

<sup>64</sup> *Ibid.*, p. 44

<sup>65</sup> *Ibid.*, p. 45

holes, peeling/cracking/no paint, broken glass, and significant rust. This area is deficient if a door has a hole with a diameter of at least 1/4 inch.<sup>66</sup>

Damage/Missing Screen/Storm/Security Door: This area is deficient if you see damage to surfaces, including screens, glass, frames, hardware, and door surfaces. This area is deficient if a screen door or storm door is damaged or is missing screens or glass as shown by an empty frame. This area is deficient if a security door is not functioning or is missing – missing applies only if a security door that should be there is not there.<sup>67</sup>

Deteriorated/Missing Caulking/Seals: This area is deficient if sealant and stripping designed to resist weather or caulking is missing or deteriorated. This applies only to entry doors that were designed with seals. If a door shows evidence that a seal was never part of its design, do not record a deficiency. This area is deficient if the seals/caulking is missing on an entry door or is so damaged that it does not function as it should.<sup>68</sup>

Missing Doors: This area is deficient if an exterior door is missing.<sup>69</sup>

### **6.8 Patio/Porch/Balcony – Baluster/Side Railings Damaged – Are balusters or side railings damaged?**

This area is deficient if a baluster or side railings on a porch/patio/balcony is loose, damaged, or does not function, which limits the safe use of the area.<sup>70</sup>

### **6.9 Fire Escapes– Are fire escapes missing or damaged?**

Blocked Egress/Ladders: This area is deficient if any part of a fire escape – including ladders – is blocked, limiting or restricting people from exiting. This includes fire escapes, fire towers, and windows on the ground floor that would be used in an emergency. This area is deficient if stored items or other barriers restrict or block people from exiting.<sup>71</sup>

Visibly Missing Components: This area is deficient if you see that any of the components that affect the function of the fire escape are missing – one section of a ladder or railing, for example.<sup>72</sup>

### **6.10 Lighting – Broken Fixtures/Bulbs – Does exterior lighting have broken fixtures/bulbs?**

This covers all or part of the lighting associated with the building, including lights attached to the building used to light the site. This area is deficient if 20% or more of the lighting fixtures and bulbs surveyed are broken or missing.<sup>73</sup>

### **6.11 Exterior Windows – Are exterior windows in good repair?**

Broken/Missing/Cracked Panes: This area is deficient if a glass pane is broken, missing, or cracked, even if you see no sharp edges.<sup>74</sup>

Damaged/Missing Screens: This area is deficient if screens are punctured, torn, otherwise damaged or missing.<sup>75</sup>

Damaged Sills/Frames/Lintels/Trim: This area is deficient if window sills, frames, sash lintels, or trim are damaged by decay, rust, rot, corrosion or other deterioration. Scratches and cosmetic damage shall not be considered a deficiency. This area is deficient if you see damage to seals, frames, lintels, or trim, even if nothing is missing and the inside of the surrounding wall is not exposed and you see no impact on either the functioning of the window or weather tightness.<sup>76</sup>

Missing/Deteriorated Caulking/Seals/Glazing Compound: This area is deficient if the caulking or glazing compound that resists weather is missing or deteriorated. This also includes Thermopane or insulated windows that have failed. Caulk and seals are considered to be deteriorated when two or more seals for any window have lost their elasticity.

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<sup>66</sup> *Ibid.*, p. 46

<sup>67</sup> *Ibid.*, p. 47

<sup>68</sup> *Ibid.*, p. 48

<sup>69</sup> *Ibid.*, p. 49

<sup>70</sup> *Ibid.*, p. 282

<sup>71</sup> *Ibid.*, p. 55

<sup>72</sup> *Ibid.*, p. 56

<sup>73</sup> *Ibid.*, p. 61

<sup>74</sup> *Ibid.*, p. 77

<sup>75</sup> *Ibid.*, p. 78

<sup>76</sup> *Ibid.*, p. 79

This area is deficient if most of the window shows missing or deteriorated caulk or glazing compound, even if there is no evidence of damage to the window or surrounding structure.<sup>77</sup>

Peeling/Needs Paint: This area is deficient if paint covering the window assembly or trim is cracking, flaking, or otherwise failing or the window assembly or trim is not painted or is exposed to the elements. This does not include windows that are not intended to be painted. This area is deficient if you see peeling paint or a window that needs paint.<sup>78</sup>

Security Bars Prevent Egress: This area is deficient if exiting (egress) is severely limited or impossible, because security bars are damaged or improperly constructed or installed. This does not include windows that are not intended for exiting. This area is deficient if the ability to exit through the window is limited by security bars that do not function properly.<sup>79</sup>

## 7.0 Heating, Plumbing, Insulation, HVAC

**7.1 Adequacy of Heating** - Is the heating equipment or system capable of providing adequate heat (either directly or indirectly) to all rooms used for living?

“Adequate heat” means that the heating system is capable of delivering enough heat to assure a healthy environment in the home. Portable electric room heaters or kitchen stoves or ranges with a built-in heat unit are not acceptable as a primary source of heat. “Directly or indirectly to all rooms used for living” means: “directly” means that each room used for living has a heat source (e.g., working radiator; working hot air register; baseboard heat) “indirectly” means that, if there is no heat source present in the room, heat can enter the room easily from a heated adjacent room ( i.e. a dining room may not have a radiator, but would receive heat from the heated living room through a large open archway).

**7.2 Safety of Heating Equipment** - Is the unit free from unvented fuel burning space heaters or any other types of unsafe heating conditions?

Examples of “unvented fuel burning space heaters” are portable kerosene units and unvented open flame portable units. “Other unsafe heating conditions” may include breakage or damage to heating system such that there is a potential for fire or other threats to safety; improper connection of flues allowing exhaust gases to enter the living area; improper installation of equipment (e.g., proximity of fuel tank to heat source, absence of safety devices); indications of improper use of equipment (e.g., evidence of heavy build-up of soot, creosote, or other substance in the chimney); disintegrating equipment; or combustible materials near heat source or flue.

Convection/Radiant Heat System Covers Missing/Damaged: This area is deficient if a cover on a convection/radiant heat system is missing or damaged allowing contact with the heating/surface elements or associated fans, which could cause a burn or related injury.<sup>80</sup>

**7.3 HVAC – General Rust/Corrosion** - Does the system have deterioration from oxidation or corrosion?

This area is deficient if you see a component of the system with deterioration from oxidation or corrosion of system parts, even if the system still provides enough heating or cooling.<sup>81</sup>

**7.4 HVAC – Inoperable** – Is the heating, cooling, or ventilation system functional?

This area is deficient if the heating, cooling, ventilation system does not function. If the HVAC system does not operate because of seasonal conditions, do not record this as a deficiency. This area is deficient if the HVAC does not function, it does not provide the heating or cooling should, or the system does not respond when the controls are engaged.<sup>82</sup>

**7.5 HVAC – Misaligned Chimney/Ventilation System** – Is an exhaust system misaligned?

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<sup>77</sup> *Ibid.*, p. 80

<sup>78</sup> *Ibid.*, p. 81

<sup>79</sup> *Ibid.*, p. 82

<sup>80</sup> *Ibid.*, p. 259

<sup>81</sup> *Ibid.*, p. 260

<sup>82</sup> *Ibid.*, p. 261

This area is deficient if the exhaust system on a gas-fired unit is misaligned or if you see any misalignment that may cause improper dangerous venting of gases.<sup>83</sup>

### **7.6 HVAC – Noisy/Vibrating/Leaking** – Is the HVAC system noisy, vibrating or leaking?

This area is deficient if the HVAC distribution components, including fans, are the source of abnormal noise, unusual vibrations, or leaks when engaged, even if the system still provides enough heating or cooling to maintain appropriate temperature levels.<sup>84</sup>

### **7.7 Water Supply** - Is the unit served by an approvable public or private sanitary water supply?

If the structure is connected to a city or town water system, check “Pass.” If the structure has a private water supply (usually in rural areas) inquire into the nature of the supply (probably from the owner) and whether it is approvable by an appropriate public agency.

### **7.8 Plumbing** - Is plumbing free from major leaks or corrosion that causes serious and persistent levels of rust or contamination of the drinking water?

“Major leaks” means that main water drain and feed pipes (often located in the basement) are seriously leaking. “Corrosion” (causing serious and persistent levels of rust or contamination in the drinking water) can be determined by observing the color of the drinking water at several taps. Badly corroded pipes will produce noticeably brownish water. (Make sure that the “rusty water” is not a temporary condition caused by city or town maintenance of main water lines.)

### **7.9 Sewer Connection** - Is plumbing connected to an approvable public or private disposal system, and is it free from sewer back-up?

If the structure is connected to the city or town sewer system, check “Pass.” If the structure has its own private disposal system (e.g., septic field), inquire into the nature of the system and determine whether this type of system can meet appropriate health and safety regulations. The following conditions constitute “evidence of sewer back up”: strong sewer gas smell; numerous clogged or very slow drains; or marshy areas outside above septic field.

### **7.10 Weather Stripping and Insulation** – Is weather stripping present and in good repair? Does the home have adequate insulation to assist in heating and cooling the home?

Weather stripping of doors and windows should be present to help keep the home properly heated or cooled. Metal stripping should be free of dents and loose sections, and plastic or rubber stripping should be glued tightly. The junction between windows, doors and exterior wall material (i.e. siding, brick) should be caulked to minimize air infiltration.

### **7.11 Laundry Area Ventilation** – If a laundry room is present, does it have adequate ventilation?

This area is deficient if the means to vent accumulated heat and lint to the outside is inadequate. This area is deficient if the dryer vent is missing or is visually determined to be inoperable or blocked or if the dryer exhaust is not effectively vented to the outside.<sup>85</sup>

## **8.0 Electrical System**

### **8.1 Blocked Access to Electrical Panel**- Is there a fixed obstruction or item of sufficient size and weight that can delay or prevent access to any panel board switch in an emergency?

This area is deficient if you see a fixed obstruction or item of sufficient size and weight that can delay, prevent or impede access to any panel board switch in an emergency. If you see an item that is easy to remove, like a picture, do not note this as a deficiency.<sup>86</sup>

### **8.2 Burnt Breakers** – Do breakers have carbon on the plastic body, or is the plastic body melted or scarred?

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<sup>83</sup> *Ibid.*, p. 262

<sup>84</sup> *Ibid.*, p. 263

<sup>85</sup> *Ibid.*, p. 275

<sup>86</sup> *Ibid.*, p. 238

This area is deficient if you see any carbon residue, melted breakers, or arcing scars.<sup>87</sup>

**8.3 Evidence of Leaks/Corrosion** – Do you see liquid stains, rust marks, or other signs of corrosion on electrical enclosures or hardware?

This area is deficient if you see liquid stains, rust marks, or other signs of corrosion on electrical enclosures or hardware. Do not consider surface rust a deficiency if it does not affect the condition of the electrical enclosure. This area is deficient if there is any corrosion that affects the condition of the components that carry current; or there is any stain or rust on the interior of electrical enclosures; or there is any evidence of water leaks in the enclosure hardware.<sup>88</sup>

**8.4 Frayed Wiring** – Do you see nicks, abrasions, or fraying of the insulation that expose wires that conduct current?

This area is deficient if you see nicks, abrasions, or fraying of the insulation that exposed wires that conduct current. Do not consider this a deficiency for wires that are not intended to be insulated, such as grounding wires.<sup>89</sup>

**8.5 GFI - Inoperable** – Does the GFI function?

This area is deficient if the GFI does not function. To determine whether the GFI is functioning, you must press the self-test button in the GFI unit.<sup>90</sup>

**8.6 Missing Breakers/Fuses** – Are there missing breakers or fuses?

This area is deficient if, in a panel board, main panel board, or other electrical box that contains circuit breaker/fuses, you see an open breaker port or a circuit breaker position that is not appropriately blanked-off.<sup>91</sup>

**8.7 Missing Covers** – Are there missing covers?

This area is deficient if the cover is missing from any electrical device box, panel box, switch gear box, control panel, etc., with exposed electrical connections.<sup>92</sup>

## 9.0 General Health and Safety

**9.1 Air Quality – Mold and/or Mildew** - Do you see evidence of mold or mildew?

This area is deficient if you see evidence of mold or mildew, especially in bathrooms and air outlets.<sup>93</sup>

**9.2 Air Quality – Propane/Natural Gas/Methane Gas Detected** - Do you detect strong propane, natural gas, or methane gas odors?

This area is deficient if you detect strong propane, natural gas, methane gas odors that could pose a risk of explosion/fire or pose a health risk if inhaled.<sup>94</sup>

**9.3 Air Quality – Sewer Odor Detected** - Do you detect sewer odors?

This area is deficient if you detect sewer odors that could pose a health risk if inhaled for prolonged periods.<sup>95</sup>

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<sup>87</sup> *Ibid.*, p. 239

<sup>88</sup> *Ibid.*, p. 240

<sup>89</sup> *Ibid.*, p. 241

<sup>90</sup> *Ibid.*, p. 242

<sup>91</sup> *Ibid.*, p. 243

<sup>92</sup> *Ibid.*, p. 244

<sup>93</sup> *Ibid.*, p. 303

<sup>94</sup> *Ibid.*, p. 304

<sup>95</sup> *Ibid.*, p. 305



**9.4 Electrical Hazards –Exposed Wire/Open Panels** - Are there exposed bare wires or openings in electrical panels?

This area is deficient if you see exposed bare wires or openings in electrical panels. If the accompanying authority has identified abandoned wiring, capped wires do not pose a risk and should not be recorded as a deficiency.<sup>96</sup>

**9.5 Electrical Hazards – Water Leaks** - Are there water leaks on or near electrical equipment?

This area is deficient if you see water leaking, puddling, or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution, or explosion.<sup>97</sup>

**9.6 Flammable Materials** - Are flammable materials causing risk?

This area is deficient if you see flammable materials that are improperly stored, causing the potential of fire or explosion.<sup>98</sup>

**9.7 Garbage and Debris** -Is there an accumulation of garbage and debris?

This area is deficient if you see too much garbage has gathered either inside or outside that is more than the planned storage capacity; or garbage has gathered in an area that is not appropriate for staging or storing garbage or debris.<sup>99</sup>

**9.8 Hazards - Other** - Are there general defects or hazards?

This area is deficient if you see any general defects or hazards that are not specifically defined elsewhere that pose risk of bodily injury.<sup>100</sup>

**9.9 Hazards – Sharp Edges** - Are there sharp edge hazards?

This area is deficient if you see any physical defect that could cause cutting or breaking of human skin or other bodily harm.<sup>101</sup>

**9.10 Hazards –Tripping** - Are there tripping hazards?

This area is deficient if you see any physical defect that poses a tripping risk.<sup>102</sup>

**9.11 Evidence of Infestation** - Is the unit free from severe infestation?

Insects: This area is deficient if you see evidence of infestation of insects – including roaches and ants – throughout the house or room, especially in food preparation and storage areas. If you see baits, traps, or sticky boards that show no presence of insects, do not record this as a deficiency.<sup>103</sup>

Rats/Mice/Vermin: This area is deficient if you see evidence of rats or mice – sightings, rat or mouse holes, or droppings. If you see baits, traps, or sticky boards that show no presence of vermin, do not record this as a deficiency.<sup>104</sup>

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<sup>96</sup> *Ibid.*, p. 307

<sup>97</sup> *Ibid.*, p. 308

<sup>98</sup> *Ibid.*, p. 315

<sup>99</sup> *Ibid.*, p. 317-318

<sup>100</sup> *Ibid.*, p. 320

<sup>101</sup> *Ibid.*, p. 321

<sup>102</sup> *Ibid.*, p. 322

<sup>103</sup> *Ibid.*, p. 324

<sup>104</sup> *Ibid.*, p. 325

## 10.0 Hot Water Heater

### 10.1 Misaligned Chimney/Ventilation System - Is the exhaust system for a hot water heater misaligned?

This area is deficient if the exhaust system on a gas-fired or oil-fired unit is misaligned that may cause improper or dangerous venting of gases.<sup>105</sup>

### 10.2 Inoperable Unit/Components - Is the hot water heater operable?

This area is deficient if a hot water supply is not available because the system or system components have malfunctioned. This area is deficient if, after running, water from the hot water tap is not warmer than room temperature.<sup>106</sup>

### 10.3 Leaking Valves/Tanks/Pipes - Is the hot water heater leaking?

This area is deficient if you see water leaking from any hot water system component, including valve flanges, stems, bodies, domestic hot water tank, or its piping.<sup>107</sup>

### 10.4 Pressure Relief Valve Missing- Is the pressure relief valve missing?

This area is deficient if the pressure relief valve on the water heating system is missing or does not extend to the floor.<sup>108</sup>

### 10.5 Rust/Corrosion - Is there rust or corrosion present?

This area is deficient if the equipment or associated piping/ducting shows evidence of flaking, oxidation, discoloration, pitting, or crevices. This area is deficient if you see superficial surface rust, formations of metal oxides, flaking, or discoloration, or a pit or crevice. This area is deficient if because of this condition, the equipment or piping does not function.<sup>109</sup>

## 11.0 Major Systems

All major systems are required to have an expected life of at least five years. Rate each major system as a whole and indicate whether the system has a useful life of at least five additional years from the date of inspection. If the system does indeed have a useful life of at least five additional years after the date of the inspection, the system passes. If the system does not have a useful life of at least five additional years from the date of inspection, mark the system as failing and indicate what repairs are needed so that the system will have a useful life of five years or more.

## 12.0 Comments and Other Issues to be Addressed

Section 12 may be used to add additional comments or details about any item included in the inspection. The item number should be noted when appropriate.

Section 12 may also be used to add details of any significant observations made by the inspector that need repair or need to be addressed that are not otherwise covered in the inspection.

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<sup>105</sup> *Ibid.*, p. 253

<sup>106</sup> *Ibid.*, p. 254

<sup>107</sup> *Ibid.*, p. 255

<sup>108</sup> *Ibid.*, p. 256

<sup>109</sup> *Ibid.*, p. 257