

NSPIRE HCV INSPECTION CHECKLIST

PHA: DCHRA	ADDRESS OF UNIT:				
INSPECTOR:	FAMILY:				
DATE OF INSPECTION:	OWNER:				
TYPE OF INSPECTION:	OWNER CONTACT #				
CHILDREN UNDER 6 Y OR NO?	HOUSING TYPE:				
FAMILY CONTACT #	YEAR BUILT:				
SUMMARY DECISION PASS OR FAIL:	# OF BEDROOMS:				
OUTSIDE	Deficiency Description	LT	S	M	Inspector Comments
Address & Signage	Broken, illegible or not visible				
Chimney	Visually accessible chimney, flue or firebox connected to a fireplace or wood-burning appliance is incomplete or damaged such that it may no safely contain fire & convey smoke & combustion gases to the exterior. Structural failure.				
Dryer Vent	Missing or damaged cover noted Vent is blocked/clogged (lint, nest, etc)!				
Door General/Fire	Exterior door component is damaged, inoperable or missing.				
Egress	Exit point is obstructed - locked gate, debris, etc.				
Electrical I Wires or Conductors	Damaged or missing cover (includes wall mounted lights) Missing knockout Open breaker port > 1/2" gap noted Exposed wire nuts Unshielded wires noted (damaged covering)				
Enclosures	Service/breaker panel is blocked or difficult to access Damaged breakers !; foreign materials water intrusion, rust over components				
Erosion	Causing footer or support exposure; >2' away & depth is > than distance to structure.				
Exit Signs	Test battery for 30 sec; obscured from view; not securely attached; no illumination (either internal or adjacent) Test button inoperable. !				
Fence & Gate	Is missing, doesn't open, close, latch or lock inoperable Demonstrates signs of collapse				
Fire Escape	Component is damaged or missing				
Fire Extinguisher	Under/over charged; missing with evidence of prior install; rechargeable: missing or expired tag; damage impacting function; disposable: > 12 yrs old !				
Flammable & Combustible Item	Gasoline, etc. near open flame or heat source, etc. Flammable/combustible item within 3 feet of ignition source (furnace, heat, etc)!				
Foundation	Damaged/missing vent; crack > 1/4" X 12"; exposed rebar; spalling of flaking 12" x 12" X 3/4"; Rot/damage noted to post or girder, etc Possible structural concern noted				
Garage	Has a hole, doesn't open, close, remain open or closed				
Guardrails	Required for elevated heights of 30" or more - rails must be at least 30" tall Guardrail is missing where required; incorrect height; missing of loose components impacting function				
Guttering	Debris limiting the gutter; component not secure; damaged or impacts function				
Handrails	Two rails required for ramps Is missing where needed without evidence of previous installation Is loose; missing w/evidence of previous install; incorrect installation				
HVAC	Fuel burning system or device exhaust vent is misaligned, blocked, disconnected, improperly connected, damaged or missing				
Infestation	Empty traps are not citable				

Infestation	Evidence of rats; burrowing, droppings, chewed hole, etc				
Lead Based	< 20 sf of deterioration (chipping, cracking, chalking, etc)				
Paint	> 20 sf of deterioraton (chipping, cracking, chalking, etc)				
Leaks and Wastewater	Leak noted at hose bib, irrigation or fire suppression system				
	Sewer cleanout cover missing or damaged (includes riser); evidence of gas, propane, oil leak ; sewage backup				
Lighting - Exterior	Missing with evidence of previous install. Damaged & impacts function; Not securely attached or pole is unstable.				
Litter	10 small items (food wrapper, paper, etc) noted within 100 sf area; any large discarded incorrectly (furniture, etc)				
Outlets / Switches & GFCI / AFCI	"No longer safe" = burn marks, physical damage				
	GCFI/AFCI inoperable				
	GCFI missing where required				
	Undergrounded or incorrect wiring noted				
	Outlet/switch damaged - no longer safe !				
Parking Lot	Has ponding, has any pothole 4" deep and 1sq ft or greater				
	> 3" of ponding cover or >5% of parking				
Roads & Drives (owner owned)	Access is blocked, or impassable for vehicles				
	Has any one pothold that is 4" deep & 1 sq ft or greater				
Retaining Wall	(Minimum of 24" tall & doesn't include planters) Is leaning away from the fill side or partially /completely collapsed				
Roofing Material	25 sf of ponding noted				
	Damage / missing roofing exposing substrate				
Sharp Edges	Can result in a cut or puncture hazard is present				
Walks & Ramp	Watch for vegetation "blocking" walks; Is blocked or impassable, not functional, severely damaged				
Soffit/Fascia	Penetrating holes noted in soffit, fascia or roof deck				
	Damage causing instability				
Site Drainage	Evidence clogged drains (culvert, swale, ditch, etc.)				
	Provided grate/cover no longer secured or missing				
Sprinkler Assembly	"Foreign material" citable if covering 75% of assembly or bulb (includes heavy dust, paint, etc.) Corrosion issue d/n include escutcheon				
	Obstruction placed within 18" of head				
	Assembly damaged or corroded				
	Significant paint/foreign material covering 75%				
	Escutcheon/concealed cover plate missing				
Stairs and Steps	Tread is missing or damaged/stringer is damaged/loose or unlevel tread				
	Nosing damage >1" deep or 4" wide				
Structural Defects	Any structural member appearing in danger of collapse / failure !				
Trip Hazard	Abrupt change in normal path or travel - do not consider engineered designs defective				
	3/4 inch vertical deviation; 2-inch horizontal separation				
Wall Coverings	Missing sections of at least 1 sq ft per wall				
	Covering is not "functionally adequate" / Structural failure				
	Any size hole penetrating to interior				
	Peeling paint of 10 sq ft on single wall (post 1978 building)				
Water Heater	Temp relief valve has active leak or is obstructed or piping is damaged, capped, has an upward slope or constructed of unsuitable material				
	Relief valve discharge piping is missing or terminates greater than 6" or less than 2" from waste receptor flood-level				
	Chimney or flue piping is blocked, misaligned or missing				
	Gas shutoff valve is damaged, missing or not installed				
INSIDE	Deficiency Description	LT	S	M	Inspector Comments

General Areas					
Auxiliary Lights	Missing or inoperable				
Carbon Monoxide	Missing detector; detector obstructed (paint, tape, etc); detector inoperable; !				
Ceiling	Includes ceiling tiles				
	Unstable surface noted (deflection, etc); hole noted (>2" diameter)				
	Ceiling not functionally adequate (large section missing, etc.)				
Chimney	Chimney, flue or firebox no longer safe !				
Door - Entry - Includes all non-fire rated entry doors	Entry door repairs must be made with "equivalent" material				
	If seal is defective on door from unit to other interior space (like high rise unit doors), the defect is "Low"				
	Secondary latch /lock or other non-impacting issues (deadbolt, strike plate, etc)				
	Door glass damaged (cracked, fogged, etc)				
	> 1/4" crack or hole penetrating through door or frame / self-closing hardware missing /inoperable				
	Delamination >2" - Seal missing/damaged with >1/4" gap or evidence of moisture penetration				
	Frame / trim damaged impacting function				
	Inoperable locking (unable to secure)				
	Entry door missing !				
	Door won't close (hits frames)				
Door - Fire Rated	Hardware inop/missing or door won't latch				
	Self-closure inop; any size hold noted				
	Assembly damaged (glass, frame, etc)				
	Seal damaged / miss				
	Door propped open				
	Fire door missing				
Door - General	Includes all doors except "Fire" and "Entry" / Includes hardware / surface				
	Inoperable/missing or damage compromises privacy				
	Passage door won't open				
Dryer Vent - Includes both gas and electric	Properly filled "trap box" allowed on electric dryer				
	Non-metal duct utilized !				
	Vent missing, detached or damaged !				
	Improvised vent filter (cloth, sock, stocking, etc.)				
	Kinks restricts flow!				
Egress	Not allowed - double cylinder deadbolts on exit doors or other locks that require a key/tool				
	Locked security bars on bedroom egress means				
	First 3 floors - bedroom does not have at least one unblocked egress window - or - bedroom / unit entry doors blocked / won't open fully				
	4th Floor & Above - Unit does not have at least one unblocked egressz				
Elevator	If multiple elevators are present, ALL must operate				
	Inoperable, does not fully open or close on each floor. Cab is not level with the floor. Safety edge device has malfunctioned or is inoperable.				
	> 3/4" height difference between cab and floor				
	Safety reverse inoperable				
	Certificate expired or unavailable				
Enclosures	"Foreign material" is material that isn't UL Listed; Doesn't include low voltage				
	Service breaker panel is blocked or difficult to access				
	Damaged breakers !				
	Foreign material used in repair				
	Water intrusion, rust, or foreign substance over breakers / fuse				
Exit Signs	Test battery for 30 sec; obscured from view; not securely attached; no illumination (either internal or adjacent) Test button inoperable. !				

Fire Extinguisher	Not required, but if present and owned by property will be inspected				
	Under/over charged; missing with evidence of prior install; rechargeable: missing or expired tag; damage impacting function; disposable: > 12 yrs old !				
Fire Rated Doors - includes only doors with fire rating tag	Repairs to fire doors must include manufacturer's documentation				
	Hardware inop/missing or door won't latch				
	Self-closure inop; any size hold noted				
	Assembly damaged (glass, frame, etc.)				
	Door propped open				
	Seal damaged / miss				
Flammable & Combustible Item	Fire door missing !				
	Heat source = wall heaters, fuel-burning water heaters, etc.				
	Flammable/combustible item within 3 feet of ignition source (furnace, heat, etc)! Petroleum product (gas, propane, etc.)				
Floor Covering & Finish	>10% of flooring missing - exposing substrate				
	Floor structure sloped, rotted (not functionally adequate)				
Floor Drain	Standing water in contact with existing drain				
Foundation (Basement)	Evidence of water penetration				
	Crack >1/4" x 12"				
	Exposed rebar noted				
	Spalling/flaking noted - 12" x 12" x 3/4" deep				
	Rot/damage noted to post, girder, etc Possible structural concern noted !				
Garage	Penetrating hole, doesn't open, close, remain open or closed				
Guardrails	Required for elevated heights of 30" or more - rails must be at least 30" tall				
	Guardrail is missing where required; incorrect height; missing of loose components impacting function				
Handrails	Two rails required for ramps				
	Is missing where needed without evidence of previous installation				
	Is loose; missing w/evidence of previous install; incorrect installation				
HVAC - Heat source must be self-fueled, designed for interior use and be permanently installed	Inspection date on or between 10/1 or 3/31 heat inoperable !				
	Heat working but can't maintain 68 degrees				
	Flue is misaligned or restricted holes				
	Combustion chamber cover missing				
	Gas shut off valve missing/incomplete				
	Unvented fuel burning heater				
	Inspection date is on or between 4/1 & 9/30 inoperable Cooling system inoperable				
Infestation	Evidence = droppings, eggs, etc., but empty traps are not citable				
	Evidence of roaches, bedbugs, mice/rats, other pests (ants, bees, etc.)				
	Extensive infestation (1 live rat seen within building)				
Lead-based Paint	Large surfaces: <2sf of painter deteriorating - per room				
	Small surfaces: <10% deterioration - per component				
	Large surfaces: >2sf of painter deteriorating - per room				
	Small surfaces: >10% deterioration - per component				
Leaks and Wastewater	Plumbing leaks noted into unintended areas (includes sprinklers) Environmental water intrusion; Cleanout cover damaged or missing				
	Sewage leak or sewage backed up				
	Evidence of gas, propane/oil leak at main, appliance, etc.!				
Light Fixtures	POA can change bulbs if needed				
	Fixture inoperable; fixture not securely mounted				
Litter	10 small items (food wrapper, paper, etc) noted within 100 sf area; any large discarded incorrectly (furniture, etc)				

Minimum Electrical & Lighting	Each inhabitable room (living, bed, kitchen) must have 2 outlets or 1 outlet and 1 light				
Outlets/Switches & GFCI / AFCI	GFCI / AFCI inop or missing				
	Outlet / switch is damaged - no longer safe !				
	Ungrounded/incorrectly wired outlet/ outlet is not energized				
Sharp Edges	Sharp edge noted (likely to require professional medical treatment)				
Smoke Detector	"Obstruction" includes tape, paint, etc				
	Missing not installed				
	Inoperable				
	Detector obstructed (paint, tape, etc.)				
Sprinkler Assembly	"Foreign material" citable if covering 75% of assembly or bulb (includes heavy dust, paint, etc.) Corrosion issue d/n include escutcheon				
	Obstruction placed within 18" of head				
	Assembly damaged or corroded				
	Significant paint/foreign material covering 75%				
	Escutcheon/concealed cover plate missing				
Stairs and Steps	Tread is missing or damaged/stringer is damaged.				
	Loose or unlevel tread				
	Stringer damaged (rot, severe cracks, etc.)				
Structural Defects	Walls, floors, ceilings, beams, columns, etc.				
	Any structural member appearing in danger of collapse / failure !				
Trash Chute	Self-closure or latch inoperable; trash in chute				
Trip Hazard	Abrupt change in normal path or travel - do not consider engineered designs defective				
	3/4 inch vertical deviation; 2-inch horizontal separation				
Walls	>2" hole or cumulative holes in one wall >6"x6"				
	Any size hole penetrating into adjoining space; detached covering				
Water Heater	Discharges piped through wall are not subject to the 2-6" from floor/pan requirement. Drip pans are not required.				
	No hot water.				
	Temp relief valve (TPR) valve is leaking; discharge pipe is incorrect material; is blocked-cannot fully actuate				
	TPR discharge pipe has upward slope or is damaged or capped				
	Flue misaligned or blocked !				
	Gas shutoff valve is damaged, missing or not installed !				
Window - "Fogging" is not a defect	Each window needs at least 1 operable lock; Aftermarket locks are allowed (if attached to window/frame) - sticks are not suitable primary locks				
	Missing screen or damaged 1" or larger				
	Pane/sash is missing or damaged (cracks, weatherstri, etc.)				
	Lock inoperable				
	Will not open or stay open				
	Window will not close				
Wires & Conductors - Does not include low voltage	Unshielded wire including damaged conduit & sheathing or missing smoke detectors				
	Missing globe on wall mounted light is included				
	Damaged or missing cover				
	Missing knockout; open breaker port; exposed wire nuts (All !)				
	>1/2" gap noted				
	Unshielded wires noted (damaged covering)				
	Water in contact with conductors				
KITCHEN					
Cabinet & Storage	50% of cabinets or components missing/damaged/inop				
	No food storage area				

Ceiling	Includes ceiling tiles				
	Unstable surface noted (deflection, etc); hole noted (>2" diameter)				
	Ceiling not functionally adequate (large section missing, etc.)				
Countertops	No food prep area				
	>10% of top has exposed substrate				
	Not functionally adequate (can't be sanitized, etc.)				
Floor Covering & Finish	>10% of flooring missing - exposing substrate				
	Floor structure sloped, rotted (not functionally adequate)				
Kitchen Ventilation	Does not include self-circulating fans				
	Filter missing or damaged				
	Vent is inoperable or part or / fully blocked				
	Exhaust duct not securely attached or missing				
Leaks and Wastewater	Plumbing leaks noted into unintended areas (includes sprinklers)				
	Environmental water intrusion				
	Clean out cover doamaged or missing				
	Evidence of gas, propane/oil leak at main, appliance, etc				
	Sewage leak / sewage backed up				
Light Fixtures	Fixture inoperable; permanent fixture not present in kitchen; fixture not securely mounted				
Minimum Electrical & Lighting	Each inhabitable room (living, bed, kitchen) must have 2 outlets or 1 outlet and 1 light				
Mold-Like Substance	Elevated moisture levels noted; >4 sq inches noted				
	> 1 sf noted				
	>9 sf noted				
Outlets/Switches & GFCI / AFCI	GFCI / AFCI inop or missing				
	Outlet / switch is damaged - no longer safe !				
	Ungrounded/incorrectly wired outlet/ outlet is not energized				
Range /Oven	If microwave is primary cook source and damaged or inop this is a severe defect POA can relight pilot Componet + knob, grate, etc.				
	1 burner or more not producing heat				
	Component missing				
	Appliance missing				
	100% of burners or oven not producing heat				
Refrigerator	Not cooling adequately				
	Seal sagging, torn or detached impacting function				
	Component damaged or missing (handle, drawers, etc.) impacting function				
	Missing appliance				
Sharp Edges	Sharp edge noted (likely to require professional medical treatment)				
Sink - Stopper not required if by design	Missing or inoperable stopper / strainer				
	Leak outside of basin (around handles, etc)				
	Missing or inoperable handles - steady leak is cited as "inop handle" but an interermittent drip is not				
	Won't hold water / drain clogged / pulled away from wall				
	Cannot activate or deactivate hot and cold water. Sink is missing or not installed within primary kitchen.				
Trip Hazard	Abrupt change in normal path or travel - do not consider engineered designs defective				
	3/4 inch vertical deviation; 2-inch horizontal separation				
Walls	>2" hole or cumulative holes in one wall >6"x6"				
	Any size hole penetrating into adjoining space; detached covering				
Window - "Fogging" is not a defect	Each window needs at least 1 operable lock; Aftermarket locks are allowed (if				
	Missing screen or damaged 1" or larger				
	Pane/sash is missing or damaged (cracks, weatherstri, etc.)				
	Lock inoperable				

not a defect	Will not open or stay open				
	Window will not close				
BATHROOM					
Bath Ventilation	Either mechanical or passive				
	Inop or missing and no window present				
	Missing or damaged vent cover; obstruction noted				
Cabinets	50% of cabinets or components missing/damaged/inop				
Call for Aid System	Wireless systems not inspected				
	Pull cord missing or >6" from floor !				
	Sound/light inoperable or indicates wrong room; pull cord missing or >6: from floor; system/ cord blocked !				
Ceiling	Includes ceiling tiles				
	Unstable surface noted (deflection, etc); hole noted (>2" diameter)				
	Ceiling not functionally adequate (large section missing, etc.)				
Floor Covering & Finish	>10% of flooring missing - exposing substrate				
	Floor structure sloped, rotted (not functionally adequate)				
Grab Bars	Loose (even slightly)				
Light Fixtures	Fixture inoperable; permanent fixture not present in kitchen; fixture not securely mounted				
Mold-Like Substance	Elevated moisture levels noted; >4 sq inches noted				
	> 1 sf noted				
	>9 sf noted				
Sharp Edges	Sharp edge noted (likely to require professional medical treatment)				
Shower/Tub & Hardware	Component (stopper, curtain, etc.) damaged or missing and does NOT impact function / <50% discoloration				
	Component (diverter, head, handle, door, etc.) damaged and impacts function				
	>50% discoloration				
	Shower or tub can't be used in private				
	Tub/shower is operable				
	Drain fully clogged				
	If unit has multiple tubs or showers, "Severe" H&S defects change to "Moderate"				
Sink - Stopper not required if by design	Missing or inoperable stopper / strainer				
	Leak outside of basin (around handles, etc)				
	Missing or inoperable handles - steady leak is cited as "inop handle" but an interermittent drip is not				
	Won't hold water / drain clogged / pulled away from wall				
	Cannot activate or deactivate hot and cold water. Sink is missing or not installed within primary kitchen.				
Toilet	If multiple toilets installed, "Severe" defects change to "Moderate"				
	Continues to "run" after flushing or tank lid or other components damaged/missing that do not impact function				
	Base is not secure. Cannot be used in private.				
	Seat or flush handle is broken, loose or missing - impacts function				
	Can't be used in private				
	Does not flush or refill correctly				
Trip Hazard	Toilet missing !				
	Abrupt change in normal path or travel - do not consider engineered designs defective				
Walls	3/4 inch vertical deviation; 2-inch horizontal separation				
	>2" hole or cumulative holes in one wall >6"x6"				
	Any size hole penetrating into adjoining space; detached covering				

