

INSPECTION DAY

(Helpful Hints)

20 Jan 03

1. **Confirm the residents have been properly notified.** If not, contact your Help Desk for assistance.
 2. **Verify property:**
 1. A Property Representative must accompany the Inspector and all areas of the property must be observed. You may walk or drive the property to accomplish this.
 2. Verify the unit count and addresses
 3. Identify any Permanent and/or temporary offline buildings/units
 3. Use construction year NOT rehab date when entering building information.
 4. **Request and verify the following info:**
 1. All-inclusive list (rent roll, site map, self made list)
 2. Property address (This should be the physical address not P.O. Box)
 3. Participants and Addresses.
 4. Certificates (Use construction date NOT rehab date for LBP)
 5. Occupancy % (NOT required for PHA's)
 6. Acquire or estimate the Area Measures.
 7. Does property have any 504 (handicap) units?
 4. **Ask the right questions:**
 1. Are there any non-revenue units? i.e. Site Manager and/or Maintenance personnel living in a non-revenue unit.
 2. Have any residential units been converted? i.e. Office, commercial space, activity center, beauty shop, Police sub-station, has 2 units been converted into 1 unit, etc.
 3. Are there any other conditions related to the property and/or inspection that I should be made aware of?
 5. **Make any corrections to Property Profile before generating sample.**
 6. **GENERATE SAMPLE**
 7. **Prior to beginning the physical inspection explain to your escort:**
 1. You must be escorted at **All times** while on the property and that they must enter all buildings and units first and that you are not allowed to open any doors in the unit.
 2. How you identify and record deficiencies and that you will call out all deficiencies and the level of each. i.e. Paint-Level 1, Erosion-Level 2, etc.
 3. How you will conduct the inspection. Your pattern or routine
 4. Why a notepad would be helpful for the Site Representative to have during the Inspection.
 5. Explain that you must personally conduct the inspection and that they are not allowed to assist with the actual inspection. However, they may assist by making all windows, closets, stoves, etc. accessible by moving furniture and other resident personal property out of the way.
 8. **Make Site Representative aware that all common areas are to be made accessible for inspection. YOU MUST SEE BEHIND ALL DOORS – NO EXCEPTIONS.**
 9. **Explain to property personnel that they are allowed to do the following while inspection is in progress and you are present. THEY CAN:**
 1. Light gas stove pilot lights to prove that the elements work. If so, it is still a L1 deficiency.
 2. Plug in bathroom exhaust fans
 3. Install light bulbs to prove that the light fixture works.
 10. **Complete the EH&S form, request a signature and leave a copy with the property.** If the Property Representative refuses to sign the form, leave them an unsigned copy.
The EH&S form/s must be left at the site and the inspection completed before you leave the property. If an inspection continues for multiple days the EH&S form must be completed, and a copy left with the Property Representative, at the conclusion of each day.
- REAC REQUIRES:** You are to conduct the inspection using only your DCD, however, you must also be able to see into dark areas, measure specific items for compliance and test **all** Smoke Detectors. You must also conduct the inspection using battery power only. No connection to an AC outlet is permitted during the physical inspection.

