Chapter 8: Physical Inspection

Table of Contents

Chapter 8: Physical Inspection 8-1
8.1 Physical Inspection List 8-2
8.2 Physical Inspection Detail 8-5
8.3 Inspection Report 8-8
8.4 Physical Inspection Report Photo 8-10
8.5 On-Site Visit List 8-13
8.6 On-Site Visit Detail 8-14

Table of Figures

Figure 8-1. Physical Inspection List page 8-3
Figure 8-2. Physical Inspection List Section 8-3
Figure 8-3. Physical Inspection/LT&S EH&S Items Table 8-4
Figure 8-4. Physical Inspection Indicator History Table 8-4
Figure 8-5. Physical Inspection/LT&S/EH&S Detail page 8-5
Figure 8-6. Physical Inspection/LT&S/EH&S Event Tracking Table 8-6
Figure 8-7. Physical Inspection/LT&S/EH&S Event Tracking Detail page (Add) 8-6
Figure 8-8. Physical Inspection/ LT&S/EH&S Event Tracking Detail page (Delete) 8-7
Figure 8-9. Delete Confirmation Dialog box 8-7
Figure 8-10. Inspection Report Tab 8-8
Figure 8-11. Sample of Physical Inspection Cover Letter display 8-9
Figure 8-12. Sample of Physical Inspection Summary Report display 8-9
Figure 8-13. Photo Review page 8-11
Figure 8-14. Photo List page 8-12
Figure 8-15. Print Photo page 8-12
Figure 8-16. On-Site Visit List page 8-13
Figure 8-17. On-Site Visit Detail page 8-14

8

Physical Inspection

The **Physical Inspections iREMS** sidebar option displays information about a property's physical inspections and on-site visit lists. The **Physical Inspections** section allows you to view, add or edit information, photos and comments, depending on our assigned rights. There are narratives boxes provided to enter and revise comments concerning the owner, contacts and the overall physical condition of the property.

Assigned users (Housing, DEC and PBCAs) have editing rights on the **Physical Inspection Detail** page. All users can view physical inspection reports and data, LT&S/EH&S items and on-site visit history. Only Housing and DEC can edit On-Site Visit history information. PBCA users can view this information.

Objectives:

By the end of this chapter, you will be able to:

- Assess the Physical Inspection page
- View the Physical Inspection Indicator History
- View and print Physical Inspection photos
- Add Physical Inspection/LT&S/EH&S Event Tracking items
- Review data entered for on-site visits

8.1 Physical Inspection List

Once you have selected *Physical Inspection* from the sidebar, the **Physical Inspection List** Tab displays. This page displays a list of all physical inspections associated with this property. Essential information pertaining to each inspection is displayed including the Physical Inspection List information: *Physical Inspection Required Indicator, Physical Inspection Indicator Set By and Date of Status.*

The Physical Inspection/LT&S/EH&S Items table displays the *inspection number*, *inspection date*, a *Y/N* indicator if there are LT&S/EH&S items, the *release date* and the *score.*

The Physical Inspection Indicator History Table displays the *Required status: Y (Yes), N (No), or D (Delayed), Changed by and Changed on date*. This table is sorted with the most recent date on top.

Additionally, there are three narrative fields:

- Owner/Field Office Contacts Narrative: Physical Condition (view only for PBCA)
- Summary Narrative: Physical Condition (view only for PBCA)
- Contract Administrator Narrative: Physical Condition (editable by PBCA)

Accessing the Physical Inspection Page:

To access the **Physical Inspection** page you must first select a specific property. Once you have selected a property, the **Property Attributes** page displays. From the **Property Attributes** page you can select *Physical Inspection* link from the **Asset Management** sidebar. (See *Chapter 3: Portfolio/Dashboard* or *Chapter 2. Getting Started* for detailed information.)

> ✍ *Note: The Property Header located at the top of the page displays the* Property ID, Name, Contract/FHA#, Active Status, DEC Status, Watch List *and* Troubled Status*. This Header will appear on most of the pages in* ***iREMS****. There is also a search feature in the header that allows the user to select a different property without having to return to the* ***Portfolio/Dashboard*** *page to make the change.*

To view the Physical Inspection List:

1. From the **Property Attributes** page select the *Physical Inspection* link from the **Asset Management** sidebar. The **Physical Inspection List** page displays.

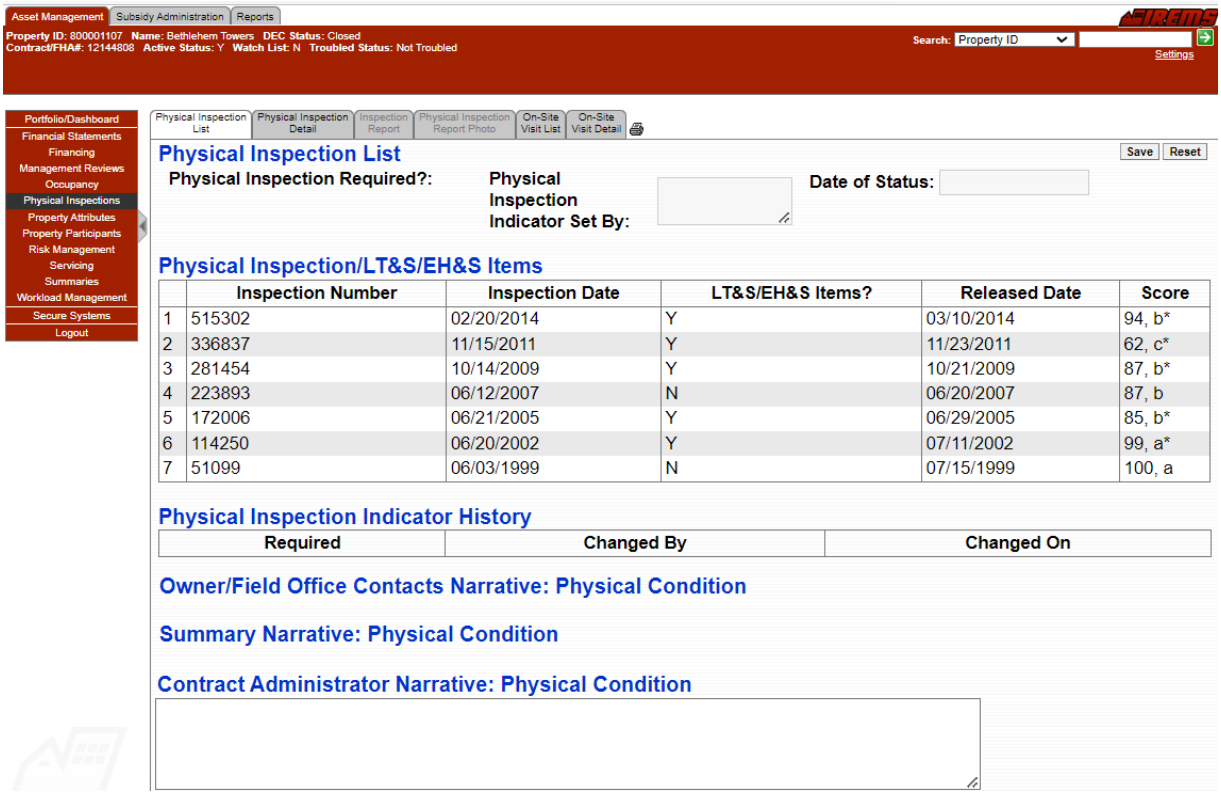


Figure 8-1. Physical Inspection List page

2. View the information.

> ✍ *Note: The Physical Inspections are presented in "inspection date" order and each inspection functions as a link to the* ***Physical Inspection Detail*** *page.*

3. The **Save** *and* **Reset** buttons are available for all users with edit rights.

The Physical Inspection List

This Section displays the Physical Inspection Required status: *Y (Yes), N (No), or D (Delayed*).

The Physical Inspection Indicator Set By displays who has set this Physical Inspection Indicator.

The date of status displays the date the Indicator status was set.

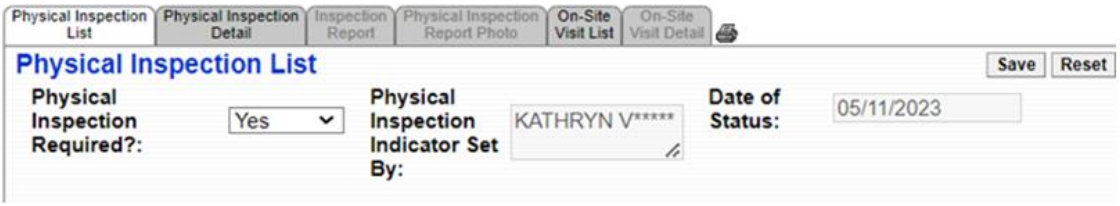


Figure 8-2. Physical Inspection List Section

The Physical Inspection/LT&S/EH&S Items displays information pertaining to each inspection including the *inspection number*, *inspection date*, a *Y/N* indicator if there are LT&S/EH&S items, the *released date* and the *score*.

Physical Inspection/LT&S/EH&S Items

	Inspection Number	Inspection Date	LT&S/EH&S Items?	Released Date	Score
1	515302	02/20/2014	Y	03/10/2014	94, b*
2	336837	11/15/2011	Y	11/23/2011	62, c*

Figure 8-3. Physical Inspection/LT&S EH&S Items Table

The Physical Inspection Indicator History Table displays the history of changes made. This includes the Physical Inspection Required status: *Y (Yes), N (No), or D (Delayed).* The Changed By and Changed On date.

Physical Inspection Indicator History

Required	Changed By	Changed On
D	KATHRYN V*****	05/12/2023
Y	KATHRYN V*****	05/11/2023
N	KATHRYN V*****	05/11/2023

Figure 8-4. Physical Inspection Indicator History Table

To add narratives to the Physical Inspection List page:

1. From the **Physical Inspection List** page, click in the *Contract Administrator Narrative: Physical Condition* box to enter information:
2. Enter the information.
3. Click on Save and the save was successful message displays.

> ✍ *Note: Users with edit rights can enter comments in the appropriate narrative boxes on this page. Each narrative allows up to 255 characters of information.*

> ✍ *Note: If any of the data in any of the three narrative fields has been newly entered or edited, you must remember to click on* Save *before closing or linking to another section. If you find that you have entered data incorrectly, click on* Reset *to refresh/clear the page.*

8.2 Physical Inspection Detail

On the **Physical Inspection Detail** tab, the **Physical Inspection/LT&S/EH&S Detail** page displays information on those properties where a physical inspection has been received and approved by REAC. The *Physical Inspection Numbers* listed in the *Physical Inspection/LT&S/EH&S Items* table on the **Physical Inspection List** page are presented in "inspection date" order and each inspection also functions as a link to the **Physical Inspection Detail** page.

To view the Physical Inspection Detail page:

1. From the **Physical Inspection List** page, highlight and click on the *Inspection Number/ Inspection Date* entry that you want to access. The **Physical Inspection/LT&S/EH&S Detail** page displays.

> ✍ *Note: If the user clicks on the **Physical Inspection Detail** tab when **no** inspection is selected from the **Physical Inspection List** page, the information for the most recent inspection date will display.*

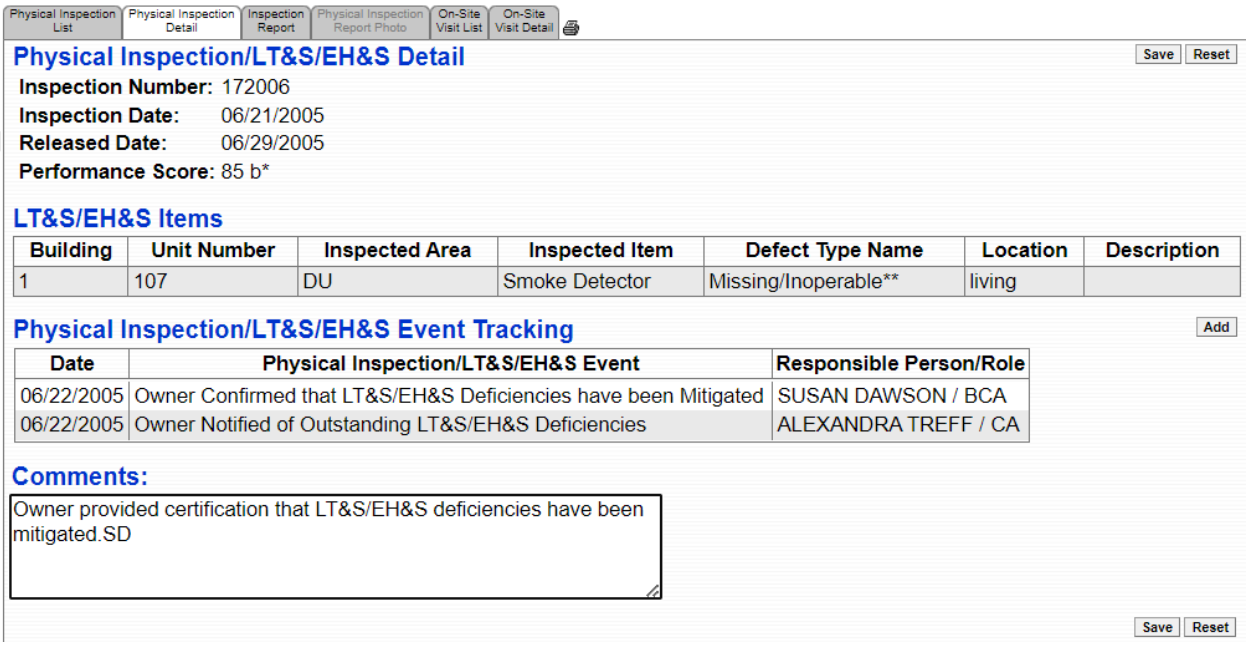


Figure 8-5. Physical Inspection/LT&S/EH&S Detail page

2. View the Physical Inspection detail data.

> ✍ *Note: If the user clicks on the **Physical Inspection Detail** tab when **no** inspection is selected from the **Physical Inspection List** page, the information for the most recent inspection date will display.*

To add Physical Inspection/LT&S/EH&S Event Tracking items:

1. From the **Physical Inspection List** page, in the Physical Inspection/LT&S/EH&S Items table, highlight and click on the *Inspection Number, Inspection Date* entry that you want to access. The **Physical Inspection/LT&S/EH&S Detail** page displays.

2. Click on Add in the *Physical Inspection/LT&S/EH&S Event Tracking table* section and the **Physical Inspection/EH&S Event Tracking Detail** page displays.



Figure 8-6. Physical Inspection/LT&S/EH&S Event Tracking Table

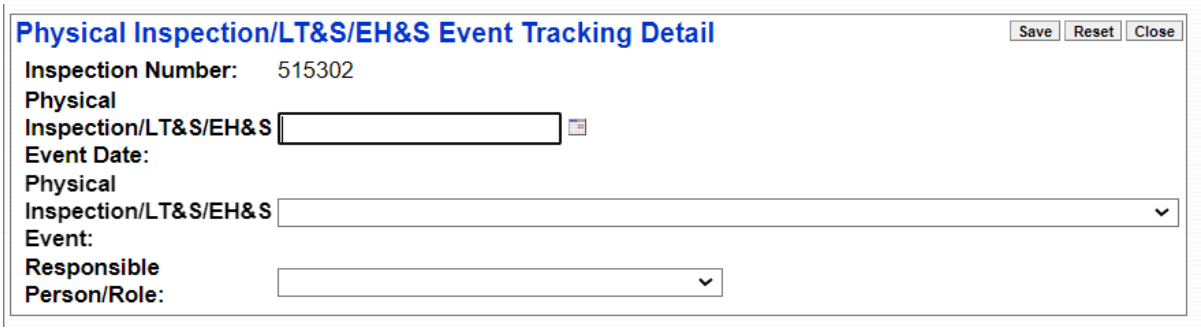


Figure 8-7. Physical Inspection/LT&S/EH&S Event Tracking Detail page (Add)

3. Enter the following:
   - *Physical Inspection/LT&S/EH&S Event Date, calendar*
   - *Physical Inspection/LT&S/EH&S Event, drop-down - (required field)*
   - *Responsible Person/Role*, drop-down - *(required field)*

4. Click on Save and the save was successful message displays. (The new *Physical Inspection/LT&S/EH&S Event* is added to the list on the **Physical Inspection/LT&S/EH&S Event Tracking** page.)

To delete Physical Inspection/ LT&S/EH&S Event Tracking items:

1. From the **Physical Inspection List** page, in the *Physical Inspection/LT&S/EH&S Items table* section, highlight and click on the *Inspection Number/Inspection Date* entry that you want to access. The **Physical Inspection/LT&S/EH&S Detail** page displays on the Physical Inspection Detail Tab.

2. Click on the *date* field in the Physical Inspection/LT&S/EH&S Event, in the *Physical Inspection/LT&S/EH&S Event Tracking* table, and the **Physical Inspection/LT&S/EH&S Event Tracking Detail** table displays.

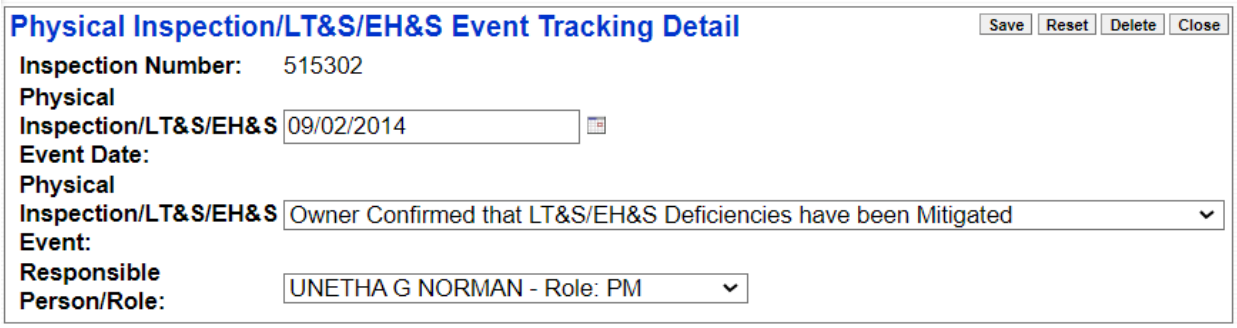


Figure 8-8. Physical Inspection/ LT&S/EH&S Event Tracking Detail page (Delete)

3. Click on Delete and the delete confirmation dialog box displays.

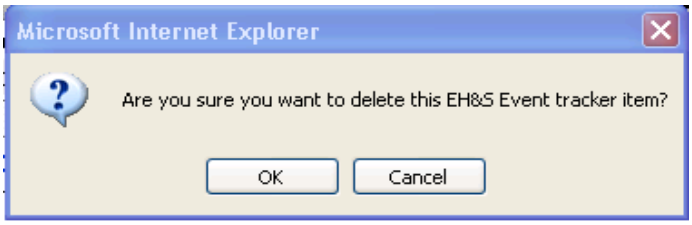


Figure 8-9. Delete Confirmation Dialog box

4. Click on OK and a message display that the delete was successful.

To add Comments to the Physical Inspection/LT&S/EH&S Detail page:

1. From the **Physical Inspection List** page, highlight and click on the *Inspection Number/ Inspection Date* entry that you want to access. The **Physical Inspection/LT&S/EH&S Detail** page displays.

2. Click into the *Comments* box and enter information.

3. Click on Save and the save was successful message displays.

8.3 Inspection Report

The **Inspection Report** tab allows assigned users to access a viewable file of the Physical Inspection report that has been received and approved by REAC. The Inspection report is sent from the Department of Housing to the Owner to report the findings that were made during a Physical Inspection.

To view a Physical Inspection report

1. From the **Physical Inspection List** page, highlight and click on the *Inspection Number/ Inspection Date* entry that you want to access. The **Physical Inspection/LT&S/EH&S Detail** page displays.

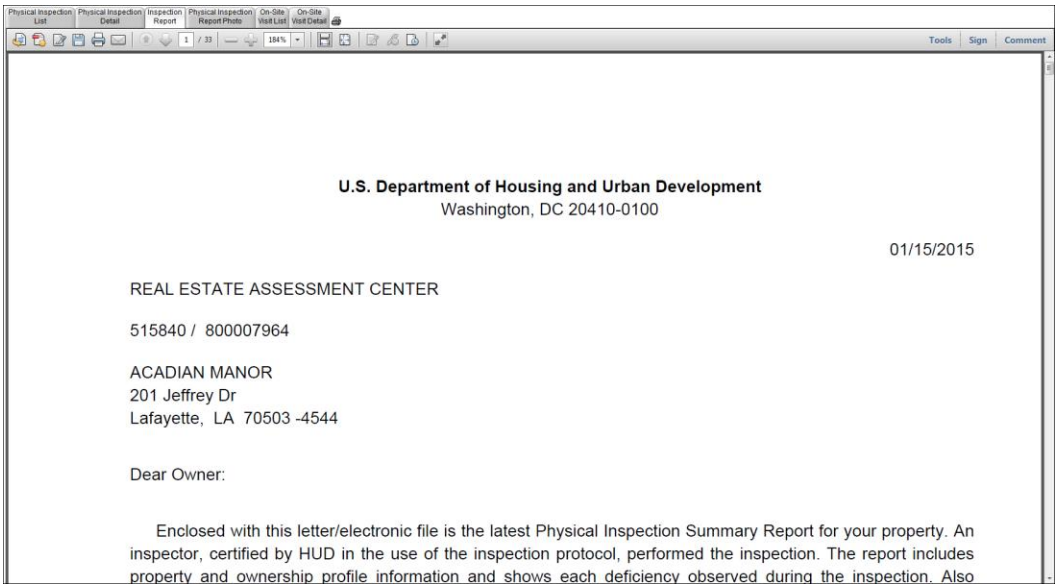
2. From the **Physical Inspection/LT&S/EH&S Detail** page, click on the **Inspection Report** tab. The REAC/PASS Inspection Report, for the specified inspection number, displays.



Figure 8-10. Inspection Report Tab

✍ *Note: If the user clicks on the **Inspection Report** tab from the **Physical Inspection List** page, when **no** inspection is specified, the report for the most recent inspection date will display.*

✍ *Note: The Inspection Report is presented with a cover letter, several summary pages and additional enclosures.*



U.S. Department of Housing and Urban Development
Washington, DC 20410-0100

01/15/2015

REAL ESTATE ASSESSMENT CENTER

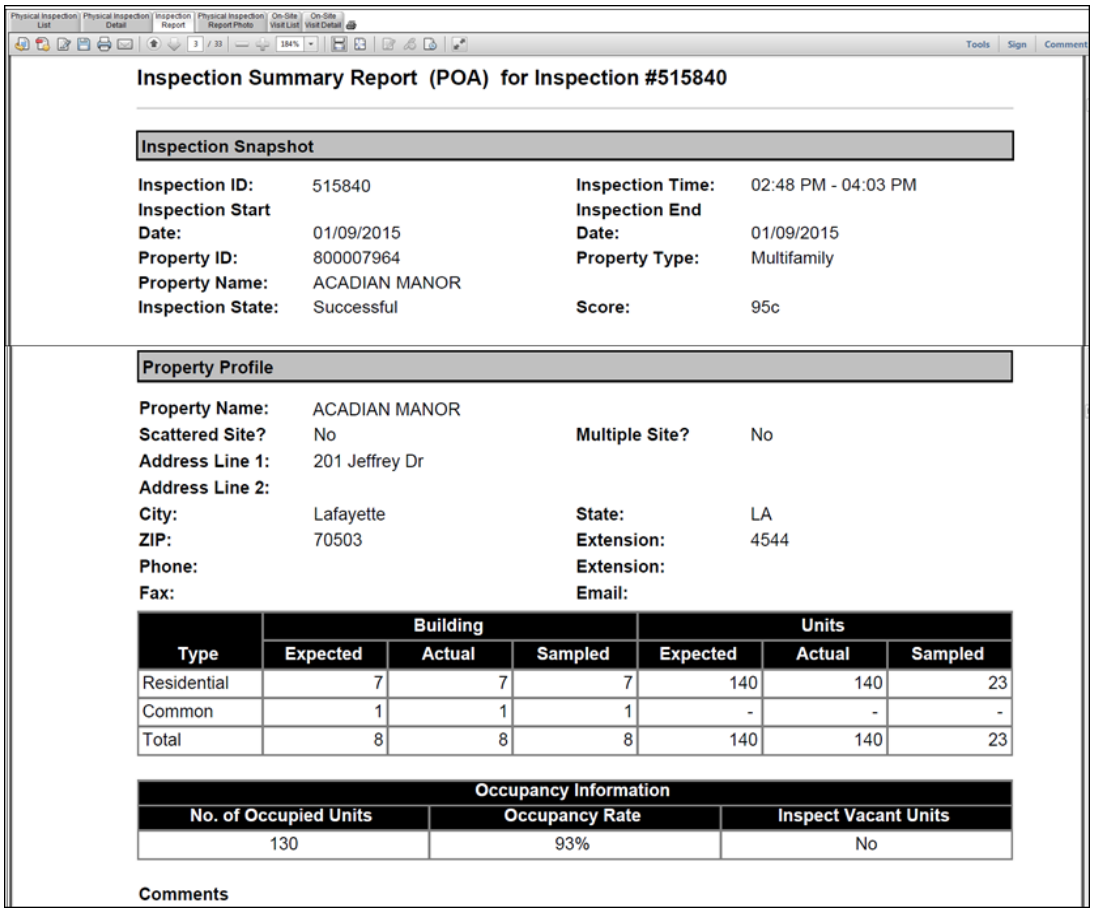
515840 / 800007964

ACADIAN MANOR
201 Jeffrey Dr
Lafayette, LA 70503 -4544

Dear Owner:

Enclosed with this letter/electronic file is the latest Physical Inspection Summary Report for your property. An inspector, certified by HUD in the use of the inspection protocol, performed the inspection. The report includes property and ownership profile information and shows each deficiency observed during the inspection. Also

Figure 8-11. Sample of Physical Inspection Cover Letter display



Inspection Summary Report (POA) for Inspection #515840

Inspection Snapshot

Inspection ID:	515840	**Inspection Time:**	02:48 PM - 04:03 PM
Inspection Start Date:	01/09/2015	**Inspection End Date:**	01/09/2015
Property ID:	800007964	**Property Type:**	Multifamily
Property Name:	ACADIAN MANOR		
Inspection State:	Successful	**Score:**	95c

Property Profile

Property Name:	ACADIAN MANOR		
Scattered Site?	No	**Multiple Site?**	No
Address Line 1:	201 Jeffrey Dr		
Address Line 2:			
City:	Lafayette	**State:**	LA
ZIP:	70503	**Extension:**	4544
Phone:		**Extension:**	
Fax:		**Email:**	

Type	Building			Units		
	Expected	Actual	Sampled	Expected	Actual	Sampled
Residential	7	7	7	140	140	23
Common	1	1	1	-	-	-
Total	8	8	8	140	140	23

Occupancy Information		
No. of Occupied Units	**Occupancy Rate**	**Inspect Vacant Units**
130	93%	No

Comments

Figure 8-12. Sample of Physical Inspection Summary Report display

3. View the data. Use the instructions within the reported area to access or print the various pages of the Inspection Report.

4. Click on an **iREMS** side-bar link or an **iREMS** page tab to return to **iREMS** from the Inspection Report area.

8.4 Physical Inspection Report Photo

The Physical Inspection reports in iREMS display associated images and/or photos. This effort will enable HUD, DEC, PBCA and Other Agencies the ability to view actual physical inspection photos when viewing the physical inspection report, for properties assigned to them.

A "***Physical Inspection Report Photo***" tab in the **Physical Inspection** section will provide the user access to view images/photos associated with each inspection report.

To view a Physical Inspection Report Photo:

1. From the ***Physical Inspection List*** page, highlight and click on the *Inspection Number/ Inspection Date* entry that you want to access. The ***Physical Inspection*/LT&S/*EH&S Detail*** page displays.

2. From the ***Physical Inspection*/LT&S/*EH&S Detail*** page click on the **Physical Inspection Report Photo** tab and the ***Photo Review*** page displays.

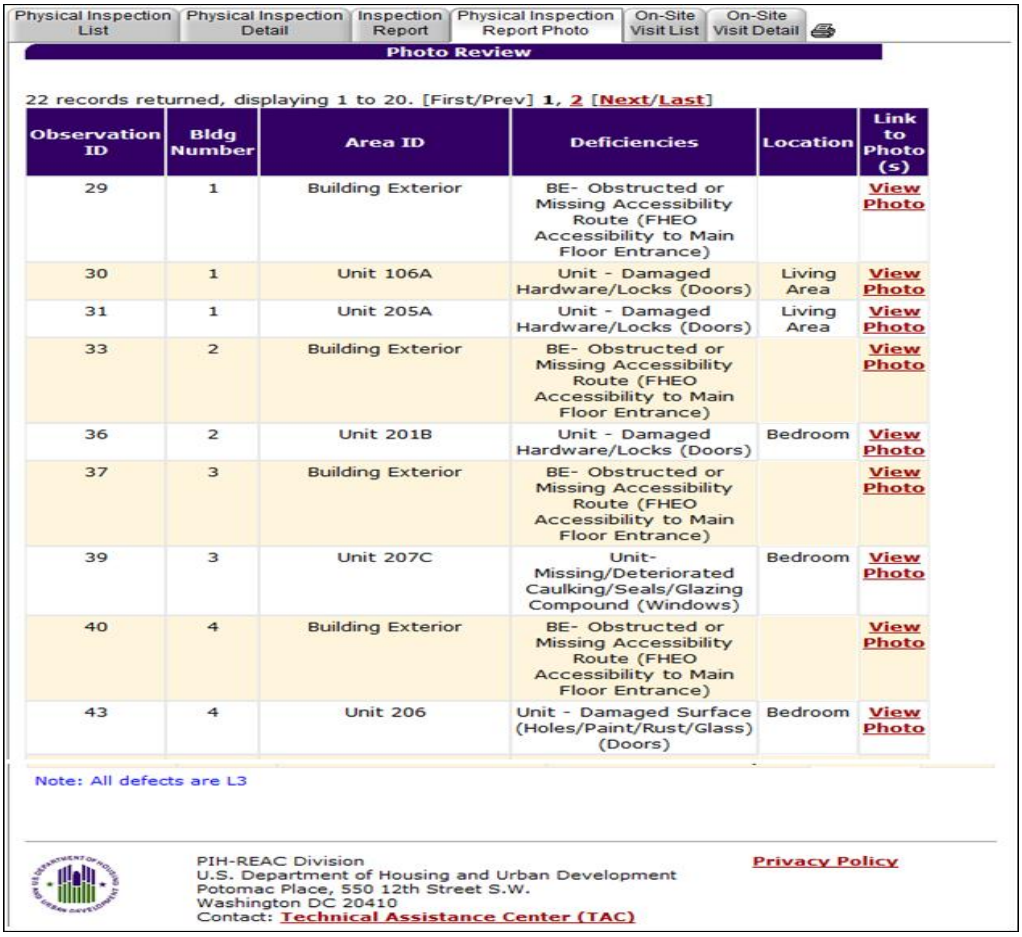
*Note: The user can click on the **Physical Inspection Report Photo** tab from the Physical Inspection List page. The Physical Inspection Report Photo page will display for the first listed Inspection number. The **Physical Inspection Report Photo** tab must be darkened to indicate that there are photos associated with the requested Physical Inspection.*



darkened



Not darkened



Physical Inspection List | Physical Inspection Detail | Inspection Report | Physical Inspection Report Photo | On-Site Visit List | On-Site Visit Detail

Photo Review

22 records returned, displaying 1 to 20. [First/Prev] 1, 2 [Next/Last]

Observation ID	Bldg Number	Area ID	Deficiencies	Location	Link to Photo (s)
29	1	Building Exterior	BE- Obstructed or Missing Accessibility Route (FHEO Accessibility to Main Floor Entrance)		View Photo
30	1	Unit 106A	Unit - Damaged Hardware/Locks (Doors)	Living Area	View Photo
31	1	Unit 205A	Unit - Damaged Hardware/Locks (Doors)	Living Area	View Photo
33	2	Building Exterior	BE- Obstructed or Missing Accessibility Route (FHEO Accessibility to Main Floor Entrance)		View Photo
36	2	Unit 201B	Unit - Damaged Hardware/Locks (Doors)	Bedroom	View Photo
37	3	Building Exterior	BE- Obstructed or Missing Accessibility Route (FHEO Accessibility to Main Floor Entrance)		View Photo
39	3	Unit 207C	Unit- Missing/Deteriorated Caulking/Seals/Glazing Compound (Windows)	Bedroom	View Photo
40	4	Building Exterior	BE- Obstructed or Missing Accessibility Route (FHEO Accessibility to Main Floor Entrance)		View Photo
43	4	Unit 206	Unit - Damaged Surface (Holes/Paint/Rust/Glass) (Doors)	Bedroom	View Photo

Note: All defects are L3

PIH-REAC Division
U.S. Department of Housing and Urban Development
Potomac Place, 550 12th Street S.W.
Washington DC 20410
Contact: Technical Assistance Center (TAC)

Privacy Policy

Figure 8-13. Photo Review page

3. The Physical Inspection Photo Review page displays:
    - *Observation ID*
    - *Bldg Number*
    - *Area ID*
    - *Deficiencies*
    - *Location*
    - *Link to Photo(s)*

4. From the ***Physical Inspection Report Photo*** page click on the requested "*View Photo*" link and the ***Photo List*** page, for your selection, displays.

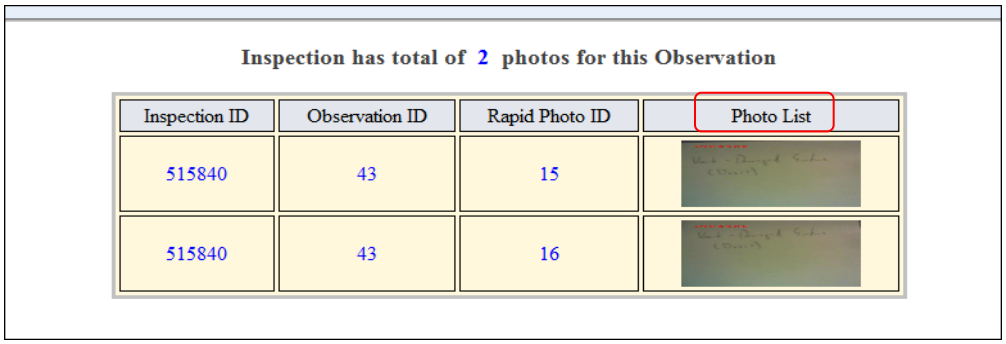


Figure 8-14. Photo List page

5. The ***Photo List*** page displays:

   - *Inspection ID*
   - *Observation ID*
   - *Rapid Photo ID*
   - *Photo List*

6. Click on the requested picture in the Photo List column and ***Print Photo*** page will display with that picture enlarged. This photo will display in a separate window

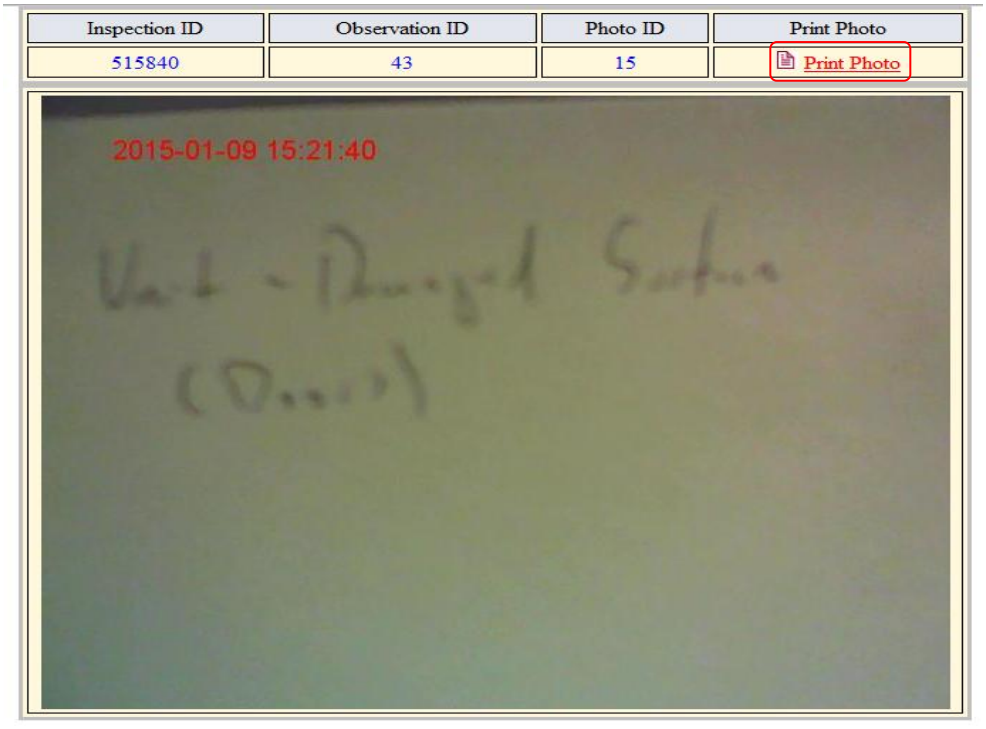


Figure 8-15. Print Photo page

7. Click on the "Print Photo" link and the photo will be printed.

> ✍ *Note: The photo will display in a separate window. That window can be closed to access more photo links or to get back to the rest of iREMS.*

8.5 On-Site Visit List

The **On-Site Visit List** page displays a history of on-site visits (not Physical Inspections) performed at the property. The list includes the *performed date, the overall rating, the report date, the response due date, the response received date, the closed date and the type of reviewer.*

From the **On-Site Visit List** page, a PBCA user can view information on an on-site visit. The list displayed in the On-Site Visit List table is also a link to the **On-Site Visit Detail** page.

To view an On-Site Visit List:

From the **Physical Inspection List** page, click on the *On-Site Visit List* tab and the **On-Site Visit List** page displays.

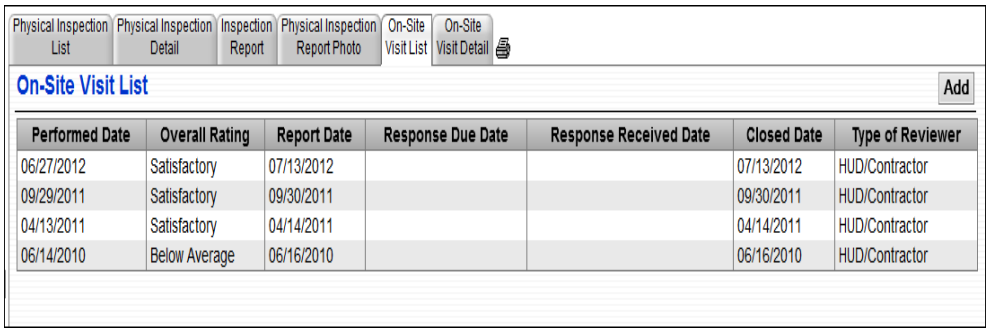


Figure 8-16. On-Site Visit List page

8.6 On-Site Visit Detail

The **On-Site Visit Detail** page allows you view the detailed data, dates and comments entered for *on-site visit* information.

To view the On-Site Visit Detail page:

1. From the **Physical Inspection List** page, click on the *On-Site Visit List* tab and the **On-Site Visit List** page displays.

2. Highlight and Click on the *Performed Date* that you want to view and the **On-Site Visit Detail** page displays.



Figure 8-17. On-Site Visit Detail page

3. View the following information:

   - *Performed Date*
   - *Report Date*
   - *Inspection Type*, select from drop-down
   - *Response Due Date*
   - *Response Received Date*
   - *Plan Required*, select a radio button
   - *Plan Approved*, select a radio button
   - *Close Date*
   - *Overall Rating,* select from drop-down
   - *Type of Reviewer*, select form drop-down
   - *Comments*

4. Click on another page tab or sidebar selection to exit this page.