

Chapter 8: Physical Inspection

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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 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, 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 a physical inspection report from PASS
- Add Physical Inspection/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** page displays. This page displays a list of all physical inspections associated with this property. Essential information pertaining to each inspection is displayed including the *inspection number*, *inspection date*, a *Y/N* indicator if there are EH&S items, the *release date* and the *score*.

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.

	Inspection Number	Inspection Date	EH&S Items?	Released Date	Score
1	123391	12/05/2002	N	12/12/2002	97.0000, a
2	105883	11/28/2000	N	12/07/2000	84.0000, a
3	52566	05/16/1999	N	06/24/1999	63.0000, a

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. (See section 10.2 of this chapter.)

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

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. The narrative section allows up to 255 characters of information.*

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

8.2 Physical Inspection Detail

The **Physical Inspection/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/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 /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.*

Physical Inspection List	Physical Inspection Detail	Inspection Report	On-Site Visit List	On-Site Visit Detail	
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Physical Inspection/EH&S Detail Save Reset

Inspection Number: 198071
Inspection Date: 05/21/2004
Released Date: 05/27/2004
Performance Score: 44.0000 c*

EH&S Items

Building	Unit Number	Inspected Area	Inspected Item	Defect Type Name	Location	Description
1	0	CA	Other Community Spaces	Smoke Detector - Missing/Inoperable**	DENTAL OFFICE	SMOKE DETECTOR NOT WORKING.
1	0	HS	Electrical Hazards	Exposed Wires/Open Panels**	BOILER ROOM, 2 ELECTRICAL BOXES FOR PUMPS	EXPOSED WIRES
1	0	CA	Other Community Spaces	Electrical - Missing Breakers	FOOTWARE STORE & MEDICAL OFFICE	MISSING BREAKERS IN PANEL BOX.

Physical Inspection/EH&S Event Tracking Add

Date	Physical Inspection/EH&S Event	Responsible Person/Role
09/23/2004	Closed - Subsequent inspection	JOHN TESTER / SPM
05/25/2004	Owner Notified of Outstanding EH&S Deficiencies	JOHN TESTER / CA

Comments:

On 5/25/04 CA was informed thru Event Notification of the REAC inspection dated 5/21/04. scored a 44

Figure 8-2. Physical Inspection/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/EH&S Event Tracking items:

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

The screenshot shows a web form titled "Physical Inspection/EH&S Event Tracking Detail" with "Save", "Reset", and "Close" buttons in the top right corner. The form contains the following fields:

- Inspection Number: 198071
- Physical Inspection/EH&S Event Date: A text input field with a calendar icon to its right.
- Physical Inspection/EH&S Event: A long dropdown menu.
- Responsible Person/Role: A dropdown menu.

Figure 8-3. Physical Inspection/EH&S Event Tracking Detail page (Add)

3. Enter the following:
 - *Physical Inspection/EH&S Event Date, calendar*
 - *Physical Inspection/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/EH&S Event* is added to the list on the **Physical Inspection /EH&S Event Tracking** page.)

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

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

Physical Inspection/EH&S Event Tracking Detail Save Reset Delete Close

Inspection Number: 198071

Physical Inspection/EH&S Event Date: 09/23/2004

Physical Inspection/EH&S Event: Closed - Subsequent inspection

Responsible Person/Role: - Role: SPM

Figure 8-4. Physical Inspection/EH&S Event Tracking Detail page (Delete)

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

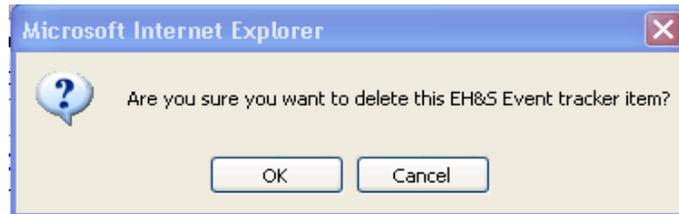


Figure 8-5. Delete Confirmation Dialog box

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

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

*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.

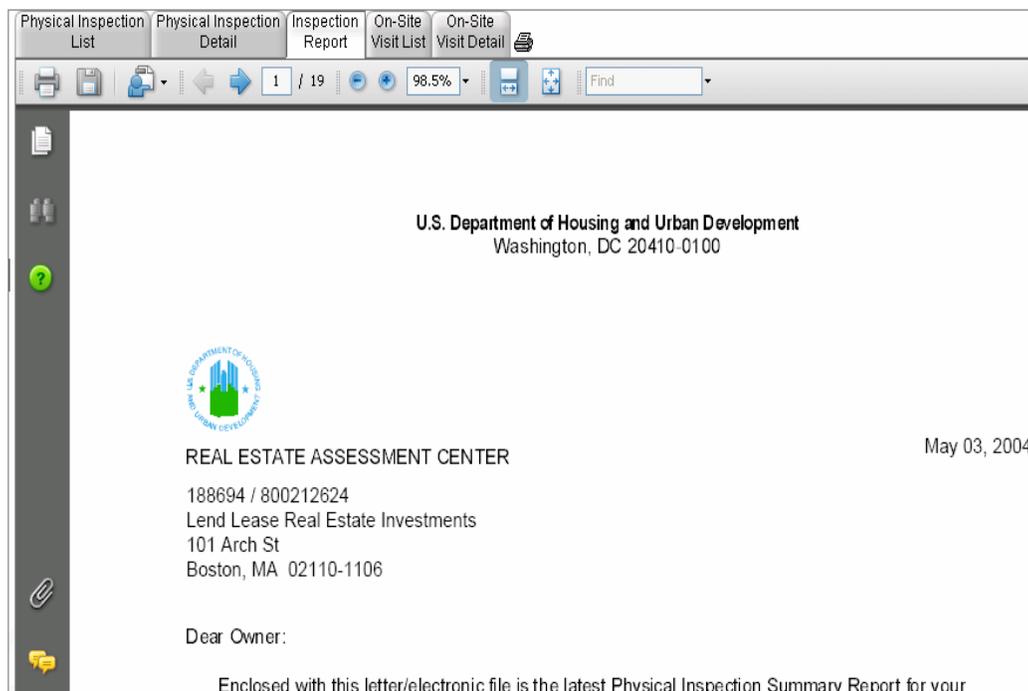


Figure 8-6. Sample of Physical Inspection Cover Letter display

Inspection Summary Report - 188694								
Inspection No:	188694			Inspection Date:	4/28/2004			
Property:	(800212624) GARDEN COVE APARTMENTS 3315 Dunn St HUNTSVILLE, AL 36605			Phone:	(256) 534-0020			
				Fax:	(256) 534-0020			
Scattered Site?:	No			E-Mail Address:	_____			
				ACC#:	_____			
				CA#:	_____			
Comments:	69.7% Occupied							
Building Unit Count			Health and Safety Counts					
	#Total	#Inspected						
Buildings	52	27						
Units	196	35						
Scores			Non-Life Threatening					
	Possible Points	Area Points	H & S Deduction	Site	Bldg	Unit	Total	
Site	15.5	11.5	0.0	Actual	0	0	2	2
Bldg Ext	20.0	8.3	0.0	%Inspected	---	52%	18%	---
Bldg Sys	16.5	14.5	0.0	Projected	0	0	11	11
			Life Threatening					
				Actual	0	0	3	3
				%Inspected	---	52%	18%	---
				Projected	0	0	17	17

Figure 8-7. Sample of Physical Inspection Summary Report display

- View the data. Use the instructions within the reported area to access or print the various pages of the Inspection Report.
- Click on an **iREMS** side-bar link or an **iREMS** page tab to return to **iREMS** from the Inspection Report area.

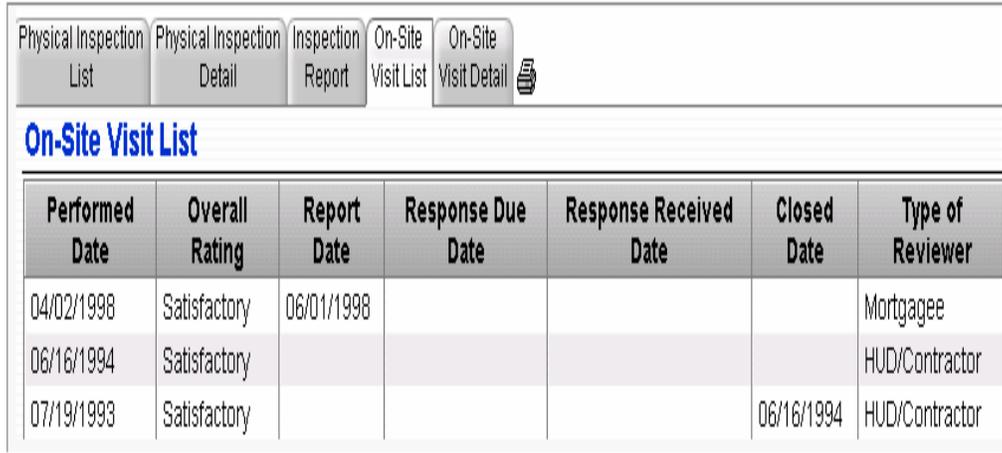
8.4 On-Site Visit List

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.



The screenshot shows a web interface with a navigation bar at the top containing five tabs: 'Physical Inspection List', 'Physical Inspection Detail', 'Inspection Report', 'On-Site Visit List', and 'On-Site Visit Detail'. The 'On-Site Visit List' tab is selected. Below the tabs is a title 'On-Site Visit List' and a table with the following data:

Performed Date	Overall Rating	Report Date	Response Due Date	Response Received Date	Closed Date	Type of Reviewer
04/02/1998	Satisfactory	06/01/1998				Mortgagee
06/16/1994	Satisfactory					HUD/Contractor
07/19/1993	Satisfactory				06/16/1994	HUD/Contractor

Figure 8-8. On-Site Visit List page

8.5 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.

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

Performed Date: 06/16/1994
Report Date:
Inspection Type:
Response Due Date:
Response Received Date:
Plan Required (if Applicable):
Plan Approved (if Applicable):
Closed Date:
Overall Rating: Satisfactory
Type of Reviewer: HUD/Contractor

Comments:

Figure 8-9. 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.