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

![Delete Confirmation Dialog Box](image)

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
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 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.
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.
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
   - **Closed 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.