



NSPIRE INSPECTION CHECKLIST

BEFORE INSPECTION

1. CONFIRM THE INSPECTION WITH THE PROPERTY

The inspector should contact the POA as soon as practical after receiving the inspection assignment. The inspector should complete the following task on the initial phone call and again within a few days of the inspection.

- ☐ A. Confirm time and place to meet escort.
- ☐ B. Remind the property to update all property information in PIC/iREMS.
- ☐ C. Remind the property to provide a copy of the resident notification to the residents.
- ☐ D. Confirm the property name, address and POC information.
- ☐ E. Inquire as to the original date of construction for the development.
- ☐ F. Inquire as to the presence of Carbon Monoxide sources on the property.
- ☐ G. For Multi-Family Properties, confirm that HUD's financial interest is complete
- ☐ H. Inform the POA the inspector will need all property appropriate certificates.
- ☐ I. Inquire if the property is on a scattered site.
- ☐ J. Inquire if there is any other information about the property that the inspector should be made aware of.

2. ARRIVE ON TIME AND BE PREPARED

- ☐ A. Open the Federal Inspection App and perform a Full Sync. (This is critical to ensure the assigned inspection sample and all updated property profiles are stored on the device).
- ☐ B. Notify POA if you are running late for the inspection
- ☐ C. If you are late by 1 hour or more, call TAC to obtain a TAC reference number
- ☐ D. Display HUD inspection credentials at all times.
- ☐ E. Have a digital copy of the NSPIRE Protocol and Standards saved on the DCD.
- ☐ F. Be prepared to see in dark places, measure essential inspectable items for compliance, test electrical outlets for operation and safety, measure for elevated moisture and ambient temperature and test ALL items at 8' or below.

DURING THE INSPECTION

3. CONFIRM THE RESIDENTS HAVE BEEN NOTIFIED

- ☐ A. Request to see a copy of the resident notification.
- ☐ B. If residents have not been notified, the inspector must immediately call the TAC and report the inspection as unsuccessful in the Federal Inspection App.

4. START THE INSPECTION

- ☐ A. Once the inspector has seen the Resident Notification, begin the inspection by entering the Start Date/Time in the Federal Inspection App.
- ☐ B. Update escort information.
- ☐ C. Navigate to the Properties in Inspection screen and update Scattered Site Indicator.
- ☐ D. Review and update all certificates in the Federal Inspection App.

The inspector will inquire if the POA has a current certificate for each item and record them properly in the Federal Inspection App.

5. UNIT KEYS

- ☐ The inspector will provide the POA with a partial list of sample units; If selected units are not master keyed.

Inspector may need to obtain a rent roll to identify sample buildings and units. Buildings and units may need to be edited in the Federal Inspection App

6. INSPECTION BRIEF

- ☐ A. POA is required to keep the inspector in sight at all times while on the property.
- ☐ B. POA will need to open closed doors before entering a building, before entering a unit, and before entering any rooms within a unit (except for closets)
- ☐ C. Inspector will explain their routine.
 - i. Start with which Inspectable Area (Outside, Inside, Units)
 - ii. Right to left, left to right.
- ☐ D. Discuss elevator equipment room & off site monitored systems if applicable.
- ☐ E. Inspector must inspect all inspectable items 8' and below. (POA cannot assist with any inspectable items)
- ☐ F. POA will need to clear items (move drapes, move blinds, move residents' personal items) so inspector can inspect all inspectable items. If an inspectable item is inaccessible, the inspector will only record observable deficiencies associated with that item.



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- ☐ G. Exceptions:
 - i. POA must turn on/off stove/oven while inspector is watching.
 - ii. All inspectable items over 8 feet must be tested by POA while inspector is watching, or a defect must be recorded for those items
- ☐ H. Inspector will need to see behind all doors in a building and in a unit.
 - i. POA will need to be prepared with necessary keys to access all areas.
 - ii. If inspector cannot see behind any unit door, an alternate unit must be selected.
- ☐ I. All defects will be recorded when observed.
- ☐ J. During the inspection, inspector will call out every defect.
- ☐ K. Leave a copy of the resident survey form in a visible/accessible area for resident to complete. (QA Federal Inspector only)
- ☐ L. Once the inspection begins, property staff is not allowed to go in front of inspector to correct defects.
 - i. First observation of this will result in inspector requesting practice be terminated.
 - ii. Second observation will result in inspector calling TAC and inspection being reported as "Unsuccessful".
- ☐ M. There are **ONLY 5** exceptions to correcting defects in the presences of an inspector:
 - i. POA is allowed to replace (and leave) light bulbs in any permanent light fixture that has bulbs missing, damaged or burned-out.
 - ii. Reattaching/plugging in electric stove elements or appliances.
 - iii. Gas Stove – POA may attempt to light the pilot light if it is out. This does not include electric ignitors.
 - iv. Removing child safety protectors (e.g., outlet covers, cabinet/door locks, or oven knob protectors).
 - v. Plugging in bathroom exhaust vent fan.
- ☐ N. POA may want to take a note pad to record any defects.
- ☐ O. Please feel free to ask any questions during the inspection.
- ☐ P. Are there any questions before we start?

7. PROCEED WITH INSPECTION

- ☐ Make sure to take all required inspection tools.

8. COMPLETE H&S FORM

H&S form provided at the conclusion of each inspection day and at the conclusion of the inspection.

- ☐ A. Inspector will review the deficiencies with the POA.
- ☐ B. Complete the Acknowledgement section in the Federal Inspection App.
 - If POA refuses to sign, inspector will print in the signature box for the Acknowledgement the word "REFUSED" and save.
- ☐ C. Smart sync the Federal Inspection App.
- ☐ D. Generate the H&S report from Salesforce
- ☐ E. Deliver the H&S report electronically by the various means available in the Federal Inspection App.
- ☐ F. Inspector will inform the POA that a link to the Salesforce Portal will also be emailed to the POC listed in the Federal Inspection App.
- ☐ G. The inspector will explain HUD's requirements for mitigation of H&S hazards.

AFTER THE INSPECTION

9. INSPECTION REVIEW AND FULL SYNC

Once the inspection has been completed the inspector will review all Inspectable Areas and Items to ensure that they are **GREEN**

- ☐ A. Inspector will review the deficiencies with the POA.
- ☐ B. Complete the Acknowledgement section in the Federal Inspection App.
 - If POA refuses to sign, inspector will print in the signature box for the Acknowledgement the word "REFUSED" and save.
- ☐ C. Smart sync the Federal Inspection App.
- ☐ D. Generate the H&S report from Salesforce
 - Inspector should review the H&S report for the inspection status (PI complete) and number of inspected buildings/units to ensure sample has been met
- ☐ E. Deliver the H&S report electronically by the various means available in the Federal Inspection App.
- ☐ F. Inspector will inform the POA that a link to the Salesforce Portal will also be emailed to the POC listed in the Federal Inspection App.
- ☐ G. The inspector will explain HUD's requirements for mitigation of H&S hazards.
- ☐ H. The inspector will enter the inspection end date time and perform a Full Sync in the Federal Inspection App. This function relies on connectivity and will be performed as soon as a reliable connection is established.