



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. Confirm the number of buildings and units.
- ☐ F. Inquire as to the original date of construction for the development.
- ☐ G. Inquire as to the presence of Carbon Monoxide sources on the property.
- ☐ H. For Multi-Family Properties, confirm that HUDs financial interest is complete
- ☐ I. Inform the POA the inspector will need all property appropriate certificates.
- ☐ J. Inquire if the property is on a scattered site.
- ☐ K. 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. Notify POA if you are running late for the inspection
- ☐ B. If you are late by 1 hour or more, call TAC to obtain a TAC reference number
- ☐ C. Display HUD inspection credentials at all times.
- ☐ D. Have a digital copy of the NSPIRE Protocol and Standards saved on the DCD.
- ☐ E. Be prepared to see in dark places, measure essential inspectable items for compliance, test electrical outlets for operation and safety, 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 letter sent to residents
- ☐ B. If residents have not been notified, immediately call TAC for directions on how to proceed and get a TAC reference number

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 Application.
- ☐ B. Navigate to the Development page and Review/update with the POA the property name, Escort information and Scattered Site Indicator.
- ☐ C. Review and update all Certificates in the Federal Inspection Application
- ☐ D. The inspector should review each certificate with the POA to determine if there is one loaded in the Federal Inspection Application. For any certificate that is not loaded or appears to be unacceptable, the inspector will inquire if the POA has a current certificate for that item and record it properly in the Federal Inspection Application.
- ☐ E. Determine the priority that Non-Dwelling building will be inspected. A maximum of two Non-Dwelling buildings.
- ☐ F. Identify any Non-Dwelling buildings I the download that the residents do not have any access to and mark them as unexpectable.

5. UNIT KEYS

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

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, or other.
- ☐ D. Discuss elevator equipment room & off site monitored systems if applicable.
- ☐ E. Inspector must inspect all inspectable items at 8' from floor or below, such as smoke alarms, carbon monoxide alarms, doors, windows, sink faucets, tub/shower items, etc. (POA cannot assist with any inspectable items)
- ☐ F. POA will need to clear area (move drapes, move blinds, move residents' personal items) so inspector can inspect all inspectable items. Note: Failure of POA to move items so inspector can inspect inspectable items will results in those items being recorded as defective.
- ☐ G. Only exceptions to inspector inspecting all inspectable items:
 - i. POA must turn on/off stove/oven while inspector is watching.
 - ii. All inspectable items over 8 feet from floor must be inspected 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. Once the inspection begins, the POA is not allowed to correct any defects prior to the inspector inspecting that area.
- ☐ L. There are **ONLY 5** exceptions to correcting defects in the presences of an inspector:
 - i. POA is allowed to replace light bulbs in any permanent light fixture that has bulbs missing, damaged or burned-out lightbulb to test a light fixture.



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ii. The POA is allowed to plug in an exhaust fan if it is present and unplugged.

iii. Gas/Electric Stoves – if stove components have been removed for cleaning, POA will be allowed to install those components if they are found in the immediate vicinity of the kitchen.

iv. Missing knob(s) will be an Advisory defect (Cooking Appliance, Def. 2 Components Missing) if all burners/oven work properly.

v. Gas Stove – POA may attempt to light the pilot light if it is out. This does not include electric ignitors. **Note: If any of the allowed corrections result in No Observed Deficiency, do not record a defect.**

- ☐ M. 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”.

- ☐ 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, complete the Acknowledgement section in the Inspection Application, smart sync the app, generate the H&S report and deliver the H&S report electronically by the various means available in the Inspection Application.
- ☐ B. Inspector inform the POA that a link to the Salesforce Portal will also be emailed to the POC listed in the Inspection Application
- ☐ C. The inspector will explain HUD’s requirements for mitigation of H&S hazards.
- ☐ D. If POA refuses to sign, inspector will print in the signature box for the Acknowledgement the word “REFUSED” and save.

AFTER THE INSPECTION

9. INSPECTION REVIEW AND FULL SYNC

- ☐ A. Once the inspection has been completed the inspector will review all Inspectable Areas and Items to ensure that they are GREEN
- ☐ B. The inspector will enter the inspection end date time and perform a Full Sync in the Inspection Application. This function relies on connectivity and will be performed as soon as a reliable connection is established.