

Appendix A

PROPERTY INSPECTION CHECKLIST

Property Location: _____

Client Name: _____

INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
LIFE EXPECTANCY OF SYSTEMS				
Major systems in the property, including: roofs, heating, cooling, plumbing, water heaters & electrical components have minimum 3 year life expectancy.				
GENERAL HOUSING FACILITIES				
Sufficient space & facilities for the storage, preparation & serving of food.				
Bathroom located in a separate room with privacy door that can be locked. Door in good operating condition.				
If more than 1 bedroom & only 1 bathroom, a bedroom is not only means of ingress or egress to the bathroom.				
At least 1 shower or tub with hot & cold running water.				
Uses an approved public or private waste disposal system.				
Bedrooms a minimum of 81 square feet in floor area with no dimension less than 7 feet.				
Each bedroom has separate access from a common room or area. No bedroom used as the only means of ingress & egress for another bedroom.				
SITWORK				
Pest Control				
Building is free of wood-boring insects.				
No conditions conducive to termite activity, such as wood-to-earth contact.				
Unit is free of mice, roaches, rats or other disease-carrying pests.				
Walls & Fences				
Retaining walls in good condition.				

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INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
Cracks & displacements of no more than 1/4".				
Walls lean not more than to make the center of the top course fall outside middle 1/3 of the base.				
Retaining walls have weep holes in sufficient number & size to relieve water trapped behind the wall.				
Existing fences in good repair.				
No holes, broken pickets, torn chain link fabric, missing top rails, defective posts or supports, broken or missing masonry units, wobbly gate posts, inoperable gates.				
Siting of building(s)				
Site allows water to drain away from the foundation & water to be channeled around the building in a manner capable of draining away heavy rains.				
Pedestrian Traffic				
Walks, driveways & concrete or asphalt paved pads or parking areas free of trip & slip hazards.				
No crack more than 1/2" in width & no crack that causes a trip hazard.				
Accessory Buildings				
Storage sheds in sound condition.				
Landscaping				
No dead trees or shrubs.				
Plants do not undermine any structure (i.e. walls, masonry fences, slabs) or interfere with drainage.				
Plants do not abrade roof surface.				
Plants do not block access to electrical panels, windows, doors, sidewalks or walkways or interfere with overhead electrical, telephone or television cables.				
Plants do not pose personal safety hazard.				
CONCRETE				
Foundations & footings are sound.				

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INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
No cracks or displacement larger than 1/4" .				
Slabs are free of excessive cracking, movement & trip hazards.				
MASONRY				
Exterior & load-bearing masonry walls are in good condition.				
Cracks passing through masonry units. Examine cracks of more than 1/4" in width, cracks caused by lateral displacement of more than 1/4" or half moon cracks for structural weakness.				
Masonry fireplaces are in good repair.				
Hoods, walls, chimneys, caps, hearths, fire brick & all other structural portions of fireplace & chimney are sound & free of excessive missing mortar, missing bricks or loose masonry.				
METALS				
Grilles or louvers that cover ventilated openings provided for attic or sub-floor ventilation are in sound condition & protect against entrance of rain and/or rodents or pests.				
Metal siding is sound & weather tight.				
CARPENTRY				
Bearing walls & structures are structurally sound & without obvious deficiencies.				
Exposed framing & wood construction are structurally sound.				
ROOFING				
General				
Existing roofs have an estimated life expectancy of at least 3 years.				
Roof framing is capable of supporting the roof & any equipment on it without sagging. No sags, swales, ridges or uneven pitch.				
Roof is free of leaks.				
Roofs have positive slope that provides good drainage.				
Roofs drain onto others in such a way that excessive wear does not result.				

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Roof drains are low enough to prevent excessive ponding & made of materials that are impervious to water.				
Flashing				
Roof penetrations are properly flashed & sealed.				
Roof flashing is properly installed, in good condition & serves the purpose for which it was intended. Flashing is not cracked, loose, improperly sealed, heavily corroded or damaged.				
Built-up Roof				
Built-up roofs have an elastomeric aluminized or gravel coating.				
Roof coatings are in good condition & consist of compatible materials.				
No excessive peeling, bubbling, chipping, sloughing or mechanical damage.				
Gravel roof has gravel present in sufficient quantity & in proper distribution.				
The roof is free of fissures, cracks, lifting seams, excessive bubbles (more than 5% of the roof area) or excessive alligating in coatings or asphalt flood coats.				
Rolled Roofs				
Cold-application rolled roofing has a slope of 2:12 or greater.				
No loose mineral surfacing, bare spots, wear, excessive wrinkles, loose seams, loose laps, etc.				
Foam Roof				
Roof has a slope of 2:12 or greater & a nominal 1" thickness.				
Foam roof has an elastomeric coating in near perfect condition. No detectable break in the coating surface.				
No ponding of 1/4" or more or ponding covering more than 5 square feet.				
Foam roof is well adhered to the substrate. No detectable break in the bond. No poor bonding areas larger than 3 square feet.				
No extensive bumps, bubbles, ripples or voids.				

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Shingle Roof				
Roof has slope of 3:12 or greater. Examine roofs with slopes between 2:12 & 3:12 for leaks or other signs of failure.				
Not more than 1/4" of the untabbed portion of the shingles are exposed.				
No excessive bird's mouths, lumps, breaks or tears.				
Fasteners are properly installed.				
Existing shingle roof surface has substantially all of the original mineral surface & is adhered both at the tabs & in the grooves. Minimal loose mineral surface, sparsely covered surfaces, curling, cupping, breakage or brittleness.				
Wood Shake				
Roof has a slope of at least 3:12.				
Roof is in good condition.				
Underlayment & interlayment are present & in good condition.				
No excessive splitting, breaking, rotting or loose shakes or worn, sloughing or cracked underlayments & interlayments.				
Tile Roofs				
Roof has a minimum slope of 3:12 & is installed over solid decking.				
Tiles are in good condition.				
No tiles cracked all the way through, tiles with badly weathered surface or tiles with chips or breaks larger than 2" in diameter.				
If evidence of leaking, inspect for underlayment. The underlayment is a minimum of 30 lb. felt & in good condition. No worn, flaking, sloughing, tearing or cracking of underlayment.				
Metal Roofs				
Verify minimum required gauge.				
Roof has a slope of 3:12 or greater.				

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INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
Roof is properly aligned over uniform substructure.				
All rib lap joints are sealed their entire length with a bead of caulking.				
EXTERIOR FINISHES/SURFACES				
No damaged or weathered siding.				
No excessive or prevalent broken stucco or stucco with cracks in excess of 3/16".				
Unstabilized adobe is completely protected from weather by a layer of suitable material in keeping with neighboring structures.				
DOORS & WINDOWS				
General				
Every bedroom has at least 1 window that can be opened & closed & securely locked or has door openable to exterior of house.				
All bathrooms have a privacy door.				
All habitable rooms have at least 1 openable window.				
Openable windows are in sound & proper operating condition.				
Windows installed in room additions or in rooms whose function or description has been altered meet current code requirements for required light, ventilation, security & egress.				
Doors				
Doors, frames, jambs & casings are in good condition & working order & are free of excessive scratches, gouges, chipping, peeling or other damage or wear.				
Gaps are sufficient to prevent rubbing & no larger than 1/4".				
No holes too large to be repaired, delaminating skins, broken stiles or rails.				
Exterior doors are protected from sunlight with a proper coating of varnish, paint or other suitable weather protection.				
Windows				
Glass is free of open holes or movable cracks.				

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INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
Hardware				
Door latches & locks & in good working order & operate freely.				
Those doors with lock-sets are capable of being locked.				
All openable windows have a secure & working lock.				
Security Doors & Bars				
Existing security doors are in good working condition.				
Latches & locks work properly & conform to applicable codes.				
Security bars do not impede the full & proper operation of any window.				
Security bars on windows located in sleeping rooms are provided with latches & dimensioned so that current code egress requirements are met.				
FINISHES				
General				
All surfaces that can be damaged by water or direct sunlight have a protective finish.				
Paneling, wallpaper, mirror tiles, corkboards, etc. are in good condition & not posing any form of hazard.				
Tub surrounds or shower walls are sound, made of waterproof materials & sealed against water penetration at all joints.				
No loose tiles, broken or missing grout, missing tiles, loose wall panels, delaminating surfaces & joints without caulking or grout.				
Paint				
Exterior paint is free of excessive peeling, checking, cracking, flaking, blistering or other defects that may lead to failure.				
Interior paint is in sound condition.				
Walls & Ceilings				
Walls & ceilings are in sound condition & free of hazardous defects.				
No cracks in plaster or gypsum wall board surfaces 1/8" or wider.				

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INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
No loose drywall, broken plaster, loose paneling, etc.				
FLOORING				
General				
Floor framing is capable of supporting existing dead load & anticipated live loads as defined by the UBC.				
Flooring is in good, sanitary condition & free of any hazardous conditions.				
Flooring in kitchens, bathrooms & laundry areas is impervious to water.				
Resilient Flooring				
Resilient flooring is free of excessive gouges, breakage, bubbling, lifting or shrinking.				
Wood Flooring				
Wood floors are in sound condition & free of excessive damage from wood-boring insects.				
Wood flooring does not have excessive gouges, breakage, lifting, curling, buckling or shrinking.				
Carpet				
Carpet is properly attached & not badly worn, torn or soiled.				
Ceramic Flooring				
Ceramic tile is in sound condition.				
SPECIALTIES				
Bath Accessories				
Each bath provided with towel rod, shower rod & toilet paper holder.				
Existing shower doors are in proper operating condition.				
Shower doors constructed of tempered glass or have no open holes or cracks.				
Shower & tub enclosures are in sanitary condition & properly sealed.				
Closets				
Each bedroom that contains a closet is equipped with a rod & shelf.				
Fireplaces				
Fireplace flues are free of debris, restrictions, holes or excessive soot deposits. Flue liners, where present, are in good condition.				

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INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
Chimneys are in good repair & high enough to induce a draft & keep smoke from being allowed into the dwelling. Freely operable dampers, except where gas logs are permanently installed. Gas log installations have dampers permanently affixed in the open position.				
The hearth complies with current code.				
EQUIPMENT				
Cooking Units				
Unit has a means of properly heating food.				
Existing gas stoves are free of leaks, clogged burner ports, missing parts or any defect that makes cleaning or repair of the stove difficult or that makes part of the stove inoperable or unsafe.				
Electric stoves have a power supply capable of providing power for all those heating elements the stove is capable of using at one time. Elements are capable of producing red heat except in those cases where design prohibits this.				
Electric stoves are connected to an approved electrical outlet.				
Refrigerators				
Unit has a refrigerator or means of cooling or preserving food.				
Existing refrigerator is in proper working order.				
Dryers				
Existing dryer is properly vented to outside using approved pipe, sleeve & vent cap.				
FINISH CARPENTRY				
Cabinetry				
All cabinets & vanities are in good condition & appropriately secured.				
Cabinets, drawers & doors are free of broken or dysfunctional hardware, holes, peeling, chipping, sloughing or any other damage rendering them difficult to clean or otherwise unsanitary.				
Countertops				
Counters have a surface that can be easily cleaned & is impervious to repeated cleaning.				

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INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
Counters are free of holes, gouges, burns, peeling, cracking or any condition making them absorbent.				
PLUMBING				
General				
Piping is properly installed & supported.				
No plastic piping is exposed to sunlight unless it is approved by listing for such installation.				
If equipped with facilities for a clothes washer, both hot & cold water is supplied & drain is connected to an approved waste system.				
Faucets, drains, valves, piping & supply lines are leak-free, functionally adequate & in proper operating condition.				
Domestic Water Supply				
Water supply, connected to a potable water source.				
No lead water-supply piping.				
Drain, Waste, Vent				
Gray water system approved by the local building authority.				
Waste lines are made of approved materials.				
Waste disposal system is connected to an approved public or private disposal system capable of handling the occupant load of the unit(s).				
The system is free of leaks, damaged or corroded pipe. Waste lines are free of blockage or gurgling.				
Existing waste systems are properly vented. Plumbing vents within 10' of a cooler are at least 1' taller than the cooler.				
Waste disposal systems are free of health hazards or unsafe conditions.				
Waste lines provide a functional plumbing vent, a trap & leak free connections to the waste disposal system.				
Gas				
Main gas shut-off is in good operating condition & free of leaks.				

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INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
Flexible gas supply connections do not exceed 3' in length.				
Flexible gas supply connections are appropriately caulked & vented.				
Fixtures				
Individual sinks, toilets, clothes washers, & other plumbing devices have individual water-supply shut-offs.				
Kitchen has a sink & faucet, in proper operating condition with a sink trap & hot & cold running water.				
Every bathroom in good operating condition with water supply.				
Faucets are free of leaks & drips.				
Sinks are free of excessive cracking, chipping or other damage that would make cleaning difficult or hazardous.				
The plumbing is free of leaks in supply lines & sewer connections.				
Supply lines & waste lines are in good condition.				
Each bathroom has a toilet in proper operating condition & connected to an approved public or private sewer system.				
Toilets are in proper operating condition & free of cracks in the bowl, tank or tank lid.				
Each toilet has a washable seat.				
Wall-mounted toilets are properly installed & secured.				
Valves				
Water supplies have individual shut-offs, where practical.				
No loose or broken handles or levers.				
Flexible gas supply connections are provided with an approved gas cock.				
Water Heaters				
Water heater supplies sufficient amount of hot water to serve occupant load of property at peak demand times.				

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INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
Water heater is properly vented.				
If the water heater is located outside, it is properly protected from the weather.				
Water heater has a properly installed, approved temperature/ pressure relief valve with a 3/4" drain line installed to comply with current code.				
Water heater has a rigid & properly supported door or platform under it.				
Flexible gas supplies do not exceed 3' & all plumbing fittings are free of leaks.				
HVAC				
General				
Air conditioning units are capable of cooling each room to a temperature 30 degrees below ambient outside temperature at 5 feet above floor.				
Filters are secure, clean, & large enough to pass sufficient recirculating air to make the unit operate properly.				
Equipment housings & access panels are intact & properly secured & installed. No exposed electrical connections, belts, pulleys or blowers.				
Heating				
Furnace is safe, operable & adequate.				
Forced air unit has a filter.				
Unit is provided with a means to control the unit's heating & cooling. Each heat source has a properly operating thermostat.				
Air handlers are quiet, well balanced & clean.				
The heat exchanger is in good condition. No excessive corrosion, soot, chemical deposits, cracks, back-draft or burners or other evidence of heat exchanger failure.				
All heating elements are connected to a power source & functioning properly.				
Room heaters are listed appliances, installed properly & sufficiently sized to heat the room in which they are installed.				

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INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
No unvented gas heaters, except those designed to be unvented.				
Ventilation				
Ventilation for each bathroom complies with local codes.				
Ventilation devices are in good operating condition.				
Exhaust hoods, fans & filters in sanitary condition.				
Air Conditioning				
Refrigeration units are in good working condition.				
Refrigeration units under the drip line of roofs or under rain gutters are protected from excessive run-off on the unit.				
Condensate drain lines are properly drained to avoid damage to the property. Roof units drain away from the roof in a manner that does not damage the roof or structure.				
Heat exchange fins are in good condition. The compressor is free of excessive debris. The unit is free of excess debris, vegetation or any obstruction that prevents the free circulation of air around the unit.				
Evaporative Coolers				
Evaporative coolers used as the only cooling source are capable of changing the air in a unit at a rate of once every 2 minutes				
Cabinet not heavily corroded.				
Each cooler cabinet has all pad-frames & a means of fastening pads in each frame securely enough to prevent sagging.				
Each cooler is level & has a water distribution system capable of delivering enough water to each pad to create run-off along the bottom of the entire pad. The water distribution system is free of leaks, including the attachments at the pump.				
Each cooler has a permanent water line with its own separate shut-off & a self regulating valve for maintaining the amount of water needed.				

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INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
The pump is capable of providing a reserve of water in each of the water distribution troughs when the troughs are clean & functioning properly.				
Fan belts, bearings, squirrel cage or blower are in good operating condition.				
Blower is balanced & capable of quiet operation.				
Combustion Air				
Gas furnaces & water heaters have sufficient combustion air. Proper volume of combustion air is not dependent on a door, a window or any other opening which is prepared for easy closing.				
Furnaces or water heaters are not enclosed in spaces too small to provide combustion air by infiltration.				
Furnace enclosures are enclosed in a manner that prevents any intermingling of combustion air with the recirculating air. Furnace enclosure doors, which open inside the building, are free of gaps.				
The furnace is properly caulked to its floor or platform.				
Each furnace enclosure is free of damaged or incomplete walls, floor or ceiling that in any way allow communication of air from the enclosure to the home.				
ELECTRICAL				
General				
A separate electric service & meter is provided.				
Electrical connections are made in a proper & safe manner.				
Permanently wired electric water heaters are supplied by properly sized conductors installed within metallic flex conduit where exposed.				
Exposed electrical cable serving the furnace is protected with flexible conduit & properly made connections.				
Termination of electrical supply conductors & conduit is by means of approved fittings.				

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INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
Exposed cables or wires meet code.				
Wiring is free of damaged insulation or damaged conductors. No fraying, cracking, charring or brittle insulation.				
All electrical circuiting is of proper design & suitable for intended use, with overcurrent protection suitable for conductor ampacity.				
Service Entry & Equipment				
The size of the electrical service is adequate for the needs of the property.				
Each electrical service has a properly-made ground, which is either protected or rigidly affixed in accordance with the National Electrical Code.				
Means of disconnect are provided for fixed electrical space heating units.				
Each electrical panel is, at a minimum, adequately sized for the service. All services & distribution centers are safe & free of excessive corrosion, debris, holes, uncapped knockouts, etc. Exterior panelboard enclosures are of UL listed, rain-tight design. The panel is soundly & properly attached to the wall.				
Each electrical panel has a main disconnect.				
All circuiting has overload protection in compliance with current code.				
Branch Circuiting				
Adequate number of circuits to provide safe, functional distribution.				
Property does not have knob & tube wiring.				
Evaporative Coolers				
Evaporative coolers have an approved means of fused disconnect. Proper fusing is provided for pump & blower motors.				
Cooler motors are of adequate size as determined by required number of air changes & function properly at all the speed settings for which they are designed.				

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INSPECTION ITEM	PASS	FAIL	N/A	COMMENTS
Motor does not evidence excessive corrosion.				
DEVICES				
General Lighting & Outlets				
Each bathroom has a light & 1 convenience outlet.				
Each bedroom has at least 2 working duplex outlets, properly installed & safe for use.				
Light fixtures have correct & proper fitting covers or diffusers.				
The kitchen has at least 2 110-volt duplex outlets.				
Appliances requiring a 220-volt are connected to a 220 volt outlet.				
Ground Fault Circuit Interruption				
GFCI's are installed where required in kitchens, bathrooms, garages/carports, & exterior outlets.				
Receptacles located at counter top level within 6 feet of the kitchen sink have ground fault interrupter protection.				
Each structure with sleeping quarters shall have a smoke alarm system installed in accordance with local code.				
Low Voltage & Miscellaneous Systems				
Existing television cable & antenna cable are in good condition.				

 Inspected By

 Date