

D.,E.,F. Porch Posts, Steps, Floors

- (1) Condition _____
- (2) Hazards _____
- (3) Proper Railing _____

G. Windows

- (1) Do all windows operate properly? _____ If not, which? _____
- (2) Types of windows _____
- (3) Need for weather stripping _____ If so, which? _____
- (4) Need for storm windows _____
- (5) Storm windows - effective dead air barrier? _____
- (6) Condition (framing, sills, etc.) _____
- (7) Latches securing properly _____
- (8) Glazing - putty/cracked/broken/weatherstripping _____

H. Doors (Exterior)

- (1) Do all operate properly? _____ If not, which? _____
- (2) Properly weather stripped _____ If not, which? _____
- (3) Need for storm doors _____ If so, which? _____
- (4) Condition _____
- (5) Paint or finish _____
- (6) Latches securing properly _____
- (7) Condition of jambs _____
- (8) Glazing - putty/cracked/broken/weatherstripping _____

I. Shutters

- (1) Operation _____
- (2) Condition _____

J. Screens (doors, windows, crawl space vents)

- (1) Condition _____
- (2) Need for them _____

K.,L. Carport/Garages

- (1) Hazardous storage/hazards _____
- (2) Type of floor, condition _____
- (3) Structural damage _____
- (4) Door type & condition _____

M. Hardware (Refer to 9.A. through C.)

N. Siding (Refer to 4.A.)

O. Puttying/Painting (Refer to 4.A. through N. and 5.A. through I.)

General exterior maintenance requirements/notes _____

5.A.-I. INTERIOR WOODWORK

A.,D. Doors (Interior), including sliding
(1) Do all operate properly? _____ If not, which? _____
(2) Condition _____

B. Sidelites
(1) Operational _____
(2) Condition _____

C. Trim and Molding
(1) Condition _____
(2) Finish _____

E.,F.,G.,H.,I. Closets, Cabinets
(1) Operational _____
(2) Finish/Condition _____
(3) Latches working _____
(4) Doors hanging straight _____

5.A.-I. BUILDING INTERIOR - GENERAL

(1) Ceiling -Type of material _____
Appearance _____
Light reflectivity _____
Need for repainting _____
(2) Walls -Type of material _____
Appearance/condition _____
Need for repainting _____
(3) General - Number of rooms _____
Size of each(Length x Width x Height) OR ATTACH SKETCH -
THIS INFORMATION NOT REQUIRED IF PLANS ARE AVAILABLE:

Living Room _____
Dining Room _____
Bedroom(s) _____
Kitchen _____
Bathroom(s) _____
Storage _____
Garage _____
Office(s) _____
Others (identify) _____

6. STAIRS

- (1) Condition _____ Handrail height/dia. _____
- (2) Height of risers _____ Depth of tread _____ Stairwell width _____
- (3) Hazards/tread material & condition _____
- (4) Construction materials _____
- (5) Storage underneath properly utilized? _____

7. FLOOR COVERING

- (1) Type of subfloor/underlayment _____
- (2) Type of finish floor or covering _____
- (3) Condition & soundness _____
- (4) Estimated remaining life of finish or covering _____
- (5) Base cove & molding condition _____

8. ROOFING

- (1) Type of roofing _____
- (2) Condition _____
- (3) Age _____
- (4) Moss build-up (wood only) _____
- (5) Treatment need (wood only) _____
- (6) Evidence of leakage _____
- (7) Ice build-up (need for heat cables?) _____
- (8) Snow load capacity _____ (design) or (est.) _____

A.,B.,C. Gutters, Downspouts, Drain Tile

- (1) Condition _____
- (2) Cleanliness _____
- (3) Operational _____
- (4) Is drainage directed away from building? _____

D. Shingles (1) Refer to Item 8, under roofing.

E., F. Roof trusses, purlins, beams, joists, & ridge boards

- (1) Adequate for snowload _____
- (2) Condition/Damage _____
- (3) Truss/Beam material, span & spacing _____
- (4) Purlin/Joist material, span, & spacing _____

G. Flashing

- (1) Condition/Existence _____
- (2) Evidence of leakage _____

H. Attic and ventilation

- (1) Flooring/runner plank condition _____
- (2) Hazards _____
- (3) Venting adequate _____
- (4) Evidence of moisture build-up _____

9.HARDWARE

- A. Windows - Refer to Item 4g. - Windows
- B. Doors - Refer to 4h. - Doors
- C. Bathroom - Refer to item 5e. - Cabinets/Closets
- D. Kitchen - Refer to Item 5e. - Cabinets/Closets

10.GLASS A., B., C., D. (Refer to 4 G & 4 H)

Proj.
Priority

11.PLUMBING/SEWER

A.WATER SERVICE - Within Building & to Meter (not distribution system)

(1) General: Service size _____ in. Type of pipe _____ Age: _____ yrs.,
Condition: _____

(2) Kitchen: Sink _____ Faucets _____ Drain _____
Shutoffs _____ Strainer/Plug _____

(3) Bathrooms: Sink _____ Faucet _____ Drain _____
Shutoffs _____ Strainer/Plug _____
Toilet _____ Seal _____ Shutoffs _____
Shower/Tub _____ Faucets _____ Head _____
Drain _____ Strainer/Plug _____
Other _____

(4) Laundry: Tub _____ Faucet _____ Drain _____
Strainer/Plug _____ Washer Connections _____
Other _____

(5) Water Heater: Capacity _____, Temp. Setting _____
Pressure/Temp. Relief Valve _____ Plumbed to Near Floor _____
Fuel _____ Fuel supply/plumbing _____

(6) Outside hydrants: Number _____, protected from freezing _____
Is location or installation hazardous _____
Appearance _____

B. SEWER - Within Building & to Cleanout (not collection/treatment system)

Type (Septic tank, sewer, other) _____

Pipe Material _____

(1) Properly plumbed _____

(2) Are all drains vented within 5 feet? _____

(3) General Condition _____

C. PLUMBING COMMENTS: _____

Proj.

12. TERMITE OR DECAY DAMAGE

(1) Refer to Items 1 a & c, 2 a & b.

13. FIREPLACE / WOOD HEAT STOVE

(1) Condition - Fire box _____ Flue (Liner) _____
 Chimney _____ Hearth _____

(2) Type _____

(3) Cleanliness _____

(4) Efficiency to heat _____

(5) Damper _____

(6) Heatilator _____ Insert _____

(7) Glass doors _____

(8) Screen _____

14.ACCESSORIES - If Government owned (i.e.: refrigerator, cook stove, microwave)

Item _____

Make _____ Model _____

Year Purchased _____ Size _____

Present Condition _____

Item _____

Make _____ Model _____

Year Purchased _____ Size _____

Present Condition _____

Item _____

Make _____ Model _____

Year Purchased _____ Size _____

Present Condition _____

Item _____

Make _____ Model _____

Year Purchased _____ Size _____

Present Condition _____

Item _____

Make _____ Model _____

Year Purchased _____ Size _____

Present Condition _____

Item _____

Make _____ Model _____

Year Purchased _____ Size _____

Present Condition _____

15.ELECTRIC

A. Wiring

- (1) Condition _____
- (2) Connection tight, outlets _____, switches _____
- (3) Outlets grounded _____, polarity _____

B. Service & Circuit Controls/Breakers

- (1) Type _____
- (2) Conditon/Age _____
- (3) GFCI's on bath, kitchen, work areas _____

C. Other

- (1) All boxes covered _____
- (2) Electrical condition survey conducted _____ Date _____

16.HEATING & AIR CONDITIONING

A. Primary Heating

- (1) Fuel type: ___ Nat. Gas ___ LPG ___ Oil ___ Wood ___ Coal ___ Electric _____
- (2) Method: ___ Individual Room/Area (type: _____)
___ Radiators (___ water ___ steam) ___ Central Forced Air _____
- (3) Unit capacity (BTU/hour) _____, _____, _____, _____, _____, _____
- (4) Is heating adequate? _____
- (5) Year last maintained (needed annually) _____
- (6) Cleanliness: register, chimney flues, furnace room - hazards _____
- (7) Stack condition (pipe to chimney seal) _____
- (8) Filter - oil/air (condition) _____

B. Auxiliary Heating

- (1) Fuel type/method _____
- (2) Safety - insulation/vents/controls _____
- (3) Is heating adequate _____
- (5) Condition _____

C. Cooling

- (1) Type: ___ Std. Refrigeration ___ Evaporative Cooler ___ Heat Pump _____
- (2) Capacity or size _____ Central ___ Single Room/Area _____
- (3) Is cooling adequate _____
- (4) Condition _____

17. SPACE HEATERS (Refer to 16 B)

18. WATER HEATERS (Refer to 11 A.5)

ADDITIONAL ITEMS

The following information may or may not pertain to the present structure that you are inspecting. Complete any pertinent items.

Proj.
Priority

A. DRAINAGE

- (1) Is structure adequately drained? _____
- (2) What drainage structures exist? _____

- (3) What is needed? _____

B. SECURITY

- (1) Is building fenced? ___ No ___ Front Fenced ___ Back Fenced ___ Fenced All Around _____
- (2) Is fencing required? _____ Is fencing desired by occupant? _____
- (3) Are gates operable? _____ Lockable? _____
- (4) Outside lighting: _____ None _____ Some _____ Fully Lit _____
- (5) Is lighting adequate? _____
- (6) Any past security problems? _____

- (7) Is private and Government property adequately protected? _____
- (8) Comments: _____

C. ACCESS AND PARKING

- (1) Access surfacing mat'l: _____, width _____ ft. grade _____ % _____
- (2) Is access adequate? _____
- (3) Is structure on main roads? _____ Should it be on main roads? _____
- (4) Parking for _____ vehicles; surface mat'l. _____, grade _____ % _____
- Is parking adequate? _____
- (5) Condition of roads/parking: _____

D. LANDSCAPING

- (1) Is building landscape plan available? _____. Has it been used? _____
- (2) Is structure landscaped? _____
- (3) Is landscaping adequate? _____
- (4) Is adequate water/hydrants available for landscaping? _____
- (5) Does building present an acceptable appearance? _____

Suggestions _____

E. LIQUID FUEL SYSTEM

- (1) Fuel Type: ___ L.P. Gas ___ Natural Gas ___ Fuel Oil ___ Other: _____
- (2) Does Oil Tank meet U.M.C. Std. #5-1? _____
- (3) Does L.P.G. Tank meet N.F.P.A. #58? _____
- (4) Are supports adequate? _____
- (5) Condition/Use of Flex Connectors _____
- (6) Are Barriers needed/adequate? _____
- (7) Is Clearance adequate? _____
- (8) Do Pipe & fittings meet UPC 12XX? _____
- (9) Does Service cock meet UPC 12XX? _____

F. FIRE PROTECTION SYSTEM

- (1) Brief description _____
 - (2) Smoke detectors installed per Code? _____ Operating? _____
 - (3) Date of last sprinkler system (if any) inspection _____
 - (4) Are exits and exit routes adequate & adequately identified? _____
 - (5) Is there adequate clearance around the structure from fuels? _____
 - (6) Is the structure fire resistant? _____ What could be done to improve fire resistance? _____
 - (7) Nearest fire hydrant _____
 - (8) Does location & spacing meets FSM requirements, ___ Yes ___ No.
- Comments: _____
- (9) Adequate fire protection? ___ Yes ___ No _____
- Condition: ___ Excellent ___ Good ___ Fair ___ Poor _____
- Comments: _____

I. OTHER

- (1) Are the facilities adequate for their current use? _____
- (2) Is the facility effectively located in relationship to the overall site layout? _____
- (3) Do people living or working in this structure like it? _____
- (4) Occupant remarks concerning the maintenance condition of this building:

- (5) Other comments about this structure:

Use this page to sketch the building & call out dimensions.

Following is an explanation of the project prioritization categories:

- "A" Essential Funding.** Correction of critical health and safety hazards and Code violations and repairs necessary to keep water, wastewater, and other utility systems functioning, as well as correct critical structural problems that endanger life or health. Also includes "pass-through" funds reimbursement for utility assessments collected from residents as part of their rent.
- "B" Required Maintenance, Protection of Investment.** Includes correcting wiring & plumbing problems, re-roofing & exterior painting where putting it off would lead to deterioration of the structure, wood-damaging insect control, repairing structural & functional problems, bringing buildings up to current Code standards, etc.
- "C" Should Do.** Work that's clearly maintenance or replacement work such as repainting grungy interiors, cabinet & other interior maintenance, yard or fence maintenance (not operations stuff like mowing the grass), replacing failing carpet and vinyl flooring, etc. Also includes fixing or replacing non-critical items such as bathroom fans, eve vents, weather seals, etc.
- "D" Nice to Do.** Work that's clearly maintenance or replacement work such as repainting grungy interiors, cabinet & other interior maintenance, yard or fence maintenance (not operations stuff like mowing the grass), replacing failing carpet and vinyl flooring, etc. Also includes fixing or replacing non-critical items such as bathroom fans, eve vents, weather seals, etc.
- "E" Non-Maintenance or Not Recommended projects.** Includes projects that should be submitted as capital improvements and renter-desired changes that conflict with Code or FS standards.