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Physical Inspection
Operations (PI-Ops)

Special Bulletin # 16

Clarification of Inspection Protocol

Inspectable Items in Various Building Types

Providing consistent and timely information helps to ensure quality inspections. As a result, the Real Estate Assessment Center (REAC) is providing a matrix, beginning on the next page, that details how certain inspectable items are recorded for different building types. The matrix addresses issues including windows, doors, garages, fire protection, and others.

> To see previous Special Bulletins, visit the REAC web site at:
>
> ***http://www.hud.gov/reac/products/pass/pass_bulletins.html***

- Released: November 15, 2000

Inspectable Items Matrix

Inspectable Items		Building Type			
Area	Item	Single-Family Homes	Apartments	Townhouses/Duplexes	Group or Nursing Homes
Site	Site Area	Record one cumulative site evaluation for the property ID/development.	Record one cumulative site evaluation for the property ID/development.	Record one cumulative site evaluation for the property ID/development.	Record one cumulative site evaluation for the property ID/development.
Building Exterior	Doors	Doors are N/A under Building Exterior. They are recorded in the Dwelling Unit.	Record exterior doors under Building Exterior, unless they are part of an inspected unit. If all exterior doors are part of a unit and all units in the building are inspected, the Building Exterior doors are NOD and any defects are recorded under the appropriate Dwelling Unit.	Record exterior doors under Building Exterior, unless they are part of an inspected unit. If all exterior doors are part of a unit and all units in the building are inspected, the Building Exterior doors are NOD and any defects are recorded under the appropriate Dwelling Unit.	Record shared exterior doors (e.g., building entry doors) as Building Exterior.
Building Exterior	Windows	Record defects impacting a window's exterior in Building Exterior. Broken/cracked glass is always recorded in Building Exterior. Internal defects, e.g. damaged sills, are captured in Dwelling Unit.	Record defects impacting a window's exterior in Building Exterior. Security bars and broken/cracked glass is always recorded in Building Exterior. Security bars are only a defect if they cannot be removed or easily opened. Internal defects, e.g. damaged sills, are captured in Dwelling Unit.	Record defects impacting a window's exterior in Building Exterior. Security bars and broken/cracked glass is always recorded in Building Exterior. Security bars are only a defect if they cannot be removed. Internal defects, e.g. damaged sills, are captured in Dwelling Unit.	Record defects impacting a window's exterior in Building Exterior. Security bars and broken/cracked glass is always recorded in Building Exterior. Security bars are only a defect if they cannot be removed. Internal defects, e.g. damaged sills, are captured in Dwelling Unit.
Building Systems	Shared Utilities	Single-family homes typically do not have shared utilities. Address domestic water, electrical, and sanitary sewer in Building Systems. All other items should be NA.	Record only shared utilities in Building Systems, as well as systems items that are not captured in Dwelling Unit.	Record only shared utilities in Building Systems, as well as systems items that are not captured in Dwelling Unit.	Record shared utilities in Building Systems.
Building Systems	Fire Protection	Record Fire Protection in Building Systems – it cannot be captured under Dwelling Unit.	Record Fire Protection in Building Systems – it cannot be captured under Dwelling Unit.	Record Fire Protection in Building Systems – it cannot be captured under Dwelling Unit.	Record Fire Protection in Building Systems – it cannot be captured under Dwelling Unit.
Common Area	Limited Use Buildings (Garages, etc.)	Any defects for a garage associated with a single family structure, attached or detached, should be recorded in Building Exterior (outside) or Dwelling Unit (inside).	Garages are a common building – record outside defects in Building Exterior and inside defects in Common Area for that building.	Garages are a common building – record outside defects in Building Exterior and inside defects in Common Area for that building.	Record all applicable Common Area items.
Common Area	Kitchens	Record kitchens under Dwelling Unit.	Record only kitchens outside the Dwelling Unit that can be shared by all residents in Common Area.	Record only kitchens outside the Dwelling Unit that can be shared by all residents in Common Area.	Record kitchens in Common Area unless they are located inside a Dwelling Unit.

Inspectable Items Matrix

Inspectable Items		Building Type			
Area	Item	Single-Family Homes	Apartments	Townhouses/Duplexes	Group or Nursing Homes
Common Area	Bathrooms/ Restrooms	Record bathrooms under Dwelling Unit.	Record bathrooms in areas accessible to all residents in Common Area.	Record bathrooms in areas accessible to all residents in Common Area.	Record only bathrooms with entry outside the Dwelling Unit in Common Area.
Dwelling Unit	Bedrooms				Record any sleeping room as a bedroom, regardless of the number of beds.
	Bathrooms		Record bathrooms entered into from the apartment in Dwelling Unit.		Record bathrooms that have access only through a client room in Dwelling Unit. Use the entry location to determine where it is recorded in the DCD.
	Kitchens		Record kitchens contained within an individual unit in Dwelling Unit. Record kitchens with common entry and location in Common Area.		Record kitchens used by all residents in Common Area. In the event an individual unit or client room has a kitchen, capture it in Dwelling Unit.
	Doors	Record doors associated with a single family home in Dwelling Unit. Building Exterior doors should be marked NA.	Record apartment doors in Dwelling Unit if unit is inspected. Record exterior doors not associated with an inspected unit in Building Exterior.	If all units in a townhouse/duplex grouping are inspected, record doors in Dwelling Unit and list Building Exterior doors as NOD. Record exterior doors not associated with an inspected unit in Building Exterior. If all exterior doors are part of a unit, and all units in the building are inspected, capture Building Exterior Doors as NOD – any defects are recorded under the applicable unit.	Record all exterior doors that do not open to an inspected client room in Building Exterior. Record all client room doors inside a building as Dwelling Unit. Record all other interior doors in Common Area.
	Windows	Record defects impacting a window's exterior in Building Exterior. Broken/cracked glass is always recorded in Building Exterior. Internal defects, e.g. damaged sills, are captured in Dwelling Unit.	Record defects impacting a window's exterior in Building Exterior. Security bars and broken/cracked glass is always recorded in Building Exterior. Security bars are only a defect if they cannot be removed. Internal defects, e.g. damaged sills, are captured in Dwelling Unit.	Record defects impacting a window's exterior in Building Exterior. Security bars and broken/cracked glass is always recorded in Building Exterior. Security bars are only a defect if they cannot be removed. Internal defects, e.g. damaged sills, are captured in Dwelling Unit.	Record defects impacting a window's exterior in Building Exterior. Security bars and broken/cracked glass is always recorded in Building Exterior. Security bars are only a defect if they cannot be removed. Internal defects, e.g. damaged sills, are captured in Dwelling Unit.