

Contacts:  
Technical Assistance Center (TAC):  
Phone 888-245-4860  
**or**  
Sara Shelton:  
Sara\_B\_Shelton@hud.gov

Real Estate Assessment Center  
1280 Maryland Avenue, SW  
Washington, D.C. 20024

**Physical Inspection  
Operations (PI-Ops)**

# Special Bulletin # 17

## Revision of Inspection Protocol

### **Inclement Weather (Snow) Policy**

Providing consistent and timely information helps to ensure quality inspections. As a result, the Real Estate Assessment Center (REAC) is providing the following information to update the REAC protocol. Take some time to review the following revision of the inspection protocol:

#### **Snow Policy**

The previous REAC physical inspection protocol indicates that inspectors should not inspect a property if any of the following conditions have occurred:

1. Snow has accumulated to a depth of two inches or more.
2. A "severe weather advisory" is in effect. A severe weather advisory includes, but is not limited to, hurricanes, tornadoes, thunderstorms, hail or any other adverse weather condition that would likely endanger the safety of the participants. This also includes a snowstorm in which a severe weather advisory has been issued.

The REAC physical inspection protocol has been modified with regard to the snow policy in number one above. In the absence of a severe weather advisory, inspectors should attempt to inspect all properties, regardless of the presence of snow. Any inspectable items not visible due to snow are then recorded as No Observed Defect (NOD). In the comment field for the property (for site comments), or for each building and unit, provide a comment indicating that certain items were hidden by snow.

Number two above remains as it is currently written – that no inspector should conduct an inspection when a severe weather advisory is in effect.

A public housing agency or property representative may choose to cancel an inspection due to weather. If so, inspectors should report an unsuccessful inspection to the REAC Physical Inspections Technical Service Support Center (1-877-402-9220). The TSSC will give the inspector a log number to upload with the inspection, providing a reference for REAC to confirm the inspection cancellation.

To see previous Special Bulletins, visit the REAC web site at:

[http://www.hud.gov/reac/products/pass/pass\\_bulletins.html](http://www.hud.gov/reac/products/pass/pass_bulletins.html)