STANDARD OF PRACTICE

RESIDENTIAL PROPERTY CONDITION INSPECTION

1. **Scope**
   - 1.1. *Purpose*- The purpose of this guide is to define a good practice for the evaluation and inspection of a piece of real property. It shall also define a reporting minimum standard for reporting. The use of this guide is at the discretion of the consultant.
   - 1.2. *Deficiencies*- In defining good customary practice for conducting a baseline property inspection. The goal is to identify and communicate through reporting physical deficiencies to a user. Deficiencies shall be any item, component not functioning and/or not safe at the time of the inspection. Items, components, or systems can be made deficient if the nature of the inspection is to include quality control and/or cosmetic issues.
     - 1.2.1. *Walk-through Survey*- A walk-through survey is strictly prohibited and shall not be considered any part of the Baseline Property Inspection.
     - 1.2.2. *Documents Reviews and Interviews*- The scope of this guide includes reviews, research and interviews to augment the inspection and report to assist in providing pertinent information to the user.
     - 1.2.3. *Property Inspection Report*- The work product resulting from completing a Property Condition Inspection (PCI) in accordance with this guide is a Property Condition Inspection Report (PCIR). The PCIR shall include information obtained in the Property Condition Inspection, documents, interviews, maps, and any other information that is deemed important. The sole purpose of the PCIR is for the user to have a complete understanding of the property.
   - 1.3. *Objectives*- Objectives of this guide are to: *(1)* define a good Standard of Practice for a Baseline Property Condition Assessment. *(2)* define a minimum standard for the PCIR *(3)* develop a scope that is both practical and reasonable for the consult during the PCI *(4)* establish a standard for recommendations items or issues found during the PCI *(5)* create terminology that is and guidelines for recommendations that are definable and objective.
   - 1.4. *Considerations Beyond the Scope*- This Standard of Practice is a guideline that outlines the minimum for PCI's and PCIR's. Items or issues should be considered to be included in both the inspection and/or the report if the information provided does not increase total liability to the consultant and provides more information to the user.
2. **Terminology**
   - 2.1. This section provides definitions, descriptions or terms, and a list of acronyms, where applicable, for the words used in this guide. The terms are critical to an understanding of this guide and its use.
   - 2.2. Definitions:
     - *2.2.1.* *building codes*- rules and regulations adopted by the governing authority having jurisdiction over the property which governs the design, construction, alteration, rand repair of such property
     - *2.2.2.* *component*- a portion of a system integral to the building

2.2.3. *dismantling*- to take apart, move, or remove an object, device, or piece of equipment that is held in-place mechanically using fasteners or other means

2.2.4. *engineer, n*- a designation reserved by law for a person to be professionally qualified, examined and licensed by the appropriate governmental board having jurisdiction to perform engineering services.

2.2.5. *engineering, n*- analysis or design work conducted by an engineer requiring extensive formal education, preparation and experience in the use of mathematics, chemistry, physics and the engineering sciences.

2.2.6. *installed, n*- attached such that removal requires tools

2.2.7. *practice, n*- a definitive procedure for performing one or more specific operations or functions that does not produce a test result.

2.2.8. *publicly available, n*- information that is available by anyone who requests it.

2.2.9. *recreational facilities, n*- facilities for exercise entertainment or athletics including but not limited to swimming pools, spas, saunas, steam baths, tennis courts, or playground equipment.

2.2.10. *structural frame, n*- the components of a building system that supports the building's non variable forces or weights (dead loads) and variable forces or weights (live loads)

2.2.11. *system, n*- a combination of interacting or interdependent components assembled to carry out one or more functions.

2.3. *Definitions of Terms Specific to This Standard:*

2.3.1. *baseline, n*- the minimum level of observations, due diligence, inquiry, documentation review, and preparation for conducting a PCI in this guide

2.3.2. *consultant, n*- the individual that is responsible for the completion of the PCIR

2.3.3. *cosmetic, n*- finish materials that are not essential to the function or safety of a component or system

2.3.4. *dangerous or adverse conditions, n*- conditions that may pose a threat or possible injury to the field observer, and which may require special protective clothing, equipment, access equipment, or any other precautionary measures.

2.3.5. *deficiency, n*- an observation of a component or system that is inhibiting either safety, function or both. Deficiencies can be cosmetic in nature if the nature of the inspection is to include quality of materials, components or systems.

2.3.6. *finish materials, n*- materials that are installed for decorative and protective means for components or systems that are in the rough-in area.

2.3.7. *inspect, n*- the process of examining or testing the functionality and safety of a component or system that is readily accessible.

2.3.8. *installed, n*- attached to the building in that removal requires tools

2.3.9. *readily accessible, n*- available for visual access without the act of dismantling of a component or system, moving of non permanent objects (ie furniture, rugs, or other personal property), without the destructive measures to any property, or is dangerous or adverse conditions.

2.3.10. *rough-in, n*- components or systems that are behind finish materials

3. **Baseline Property Condition Inspection**

3.1. *The consultant shall inspect:*

3.1.1. all readily accessible areas of the building and property.

3.1.2. all systems and/or components that are essential to the function of the property and building.

3.1.3. any other system, component, item or material that is not essential to the function of the property and/or building but may affect its safety or function.

3.2. *The consultant shall produce a PCIR that includes:*

3.2.1. objective information that reflects the property being inspected.

3.2.2. the minimum information and documentation that is prescribed in this standard.

3.2.3. deficiencies of components, systems, and any other items that are on the property or building.

3.2.4. recommendations on remediation of deficiencies if the component, system, or item can be remediated.

3.2.5. any information or documentation that provides asset/liability information to the user.

3.3. *The consultant shall produce a PCIR that does not include:*

3.3.1. any definitive information or documentation that the consultant is either unqualified to state, or requires licensure and/or certification by the governing authority having jurisdiction to state.

3.3.2. verbiage that has not been defined or where definitions vary.

3.3.3. opinions of the consultant that are not reinforced by accurate information.

3.3.4. photographs of the property that were not taken during the inspection process unless otherwise stated in the PCIR.

3.4. *The consultant is not limited to include in the PCIR:*

3.4.1. any definitive information or documentation that is provided by a person, persons, or firm that is qualified, licensed and/or certified by the governing authority having jurisdiction.

3.5. *The consultant is required:*

3.5.1. include descriptions of any photo included in the PCIR.

3.6. *The consultant is not required:*

3.6.1. to put themselves or any other person or persons in dangerous or adverse conditions

4. **Lots and Grounds:**

4.1. *The consultant shall inspect:*

4.1.1. The property around the building for any components, systems, or items that are or have potential to inhibit safety and/or function of any other component, system or items.

4.1.2. Walkways, driveways or any other access on the property to the building

4.2. *The consultant shall include in the PCIR:*

4.2.1. Minimum of a photo of each side of the building denoting the grading of the property around the building

4.2.2. Photos with the descriptions of the presence of any component, system, or item and as much information and/or documentation that can be obtained, that is not

essential for the function of the building (i.e. outside storage, recreational facilities, irrigation systems).

5. **Exteriors**
   - 5.1. *The consultant shall inspect:*
     - 5.1.1. the vertical wall sections of the building
     - 5.1.2. doors, windows and any other openings into the building
     - 5.1.3. any stairs, stoops, decks, porches, and/or balconies that are tied into the structure of the building.
     - 5.1.4. the exterior portions of the building for any components, systems, or items that are or have potential to inhibit safety and/or function of any other component, system or items.
   - *5.2. The consultant shall include in the PCIR:*
     - 5.2.1. minimum of one photo of every side of the building to document as much of each side as possible.
     - 5.2.2. photos and descriptions of all types of materials used in the exterior finishing systems of the building.
     - 5.2.3. description of type and material of the exterior windows and doors.
6. **Roofing**
   - 6.1. *The consultant shall inspect:*
     - 6.1.1. roof finish materials
     - 6.1.2. flashing materials
     - 6.1.3. stormwater management systems
     - 6.1.4. roof penetrations (i.e. skylights, chimneys, flue vents, plumbing vents)
     - 6.1.5. the roofing portions of the building for any components, systems, or items that are or have potential to inhibit safety and/or function of any other component, system or items.
   - 6.2. *The consultant shall include in the PCIR:*
     - 6.2.1. Methods utilized to inspect the roof
     - 6.2.2. minimum of two photos of each roof that denotes its geometry
     - 6.2.3. minimum of one photo to show general condition of each type roof finish material
     - 6.2.4. minimum of 4 photos of any and all chimneys denoting location, chase material, flashing, cap, and flue if capable.
     - 6.2.5. Minimum of one photo of any and all skylights
7. **Plumbing**
   - 7.1. *The consultant shall inspect readily accessible:*
     - 7.1.1. drain, waste and vent piping
     - 7.1.2. fixture traps and air admittance valves
     - 7.1.3. water and fuel supply piping
     - 7.1.4. water and fuel supply shut off valves
     - 7.1.5. fuel storage and metering equipment
     - 7.1.6. water heating equipment
     - 7.1.7. flues or other vents for water heating equipment

7.1.8. sump and sewage ejector pumps along with associated piping

7.2. *The consultant shall include in the PCIR:*

7.2.1. Water Service

7.2.1.1. Describe location of water service shut off valves

7.2.1.2. Minimum one photo of each water service shut off valve

7.2.2. Material types for water supply, drain/waste, and vent systems

7.2.2.1. Describe each type of material utilized for:

7.2.2.1.1. Supply

7.2.2.1.2. Drain/wastes

7.2.2.1.3. Vents

7.2.2.2. Minimum of one photo of each type of material utilized for:

7.2.2.2.1. Supply

7.2.2.2.2. Drain/wastes

7.2.2.2.3. Vents

7.2.3. Water heating equipment

7.2.3.1. Describe:

7.2.3.1.1. Location

7.2.3.1.2. Type

7.2.3.1.3. Fuel/Energy Source

7.2.3.1.4. Name of Manufacturer

7.2.3.1.5. Manufactured year

7.2.3.1.6. Size if applicable

7.2.3.2. Minimum one photo of:

7.2.3.2.1. Water heater location

7.2.3.2.2. Data plate

7.2.3.2.3. Pressure/temperature pressure relief valve

7.2.3.2.4. Hot water temperature for water heater

7.2.4. Fuel Storage and Delivery

7.2.4.1. Describe:

7.2.4.1.1. Fuel Type

7.2.4.1.2. Tank/Meter Location

7.2.4.1.3. Tank/Meter Shutoff location

7.2.4.1.4. Fuel Delivery plumbing material type

7.2.4.2. Minimum one photo of:

7.2.4.2.1. Tank/meter location

7.2.4.2.2. Fuel service shutoff

7.2.4.2.3. Tank Fuel level if applicable

7.2.4.2.4. Tank/meter bonding

7.2.5. Fuel burning appliance

7.2.5.1. Minimum one photo of:

7.2.5.2. Union fitting

7.2.5.3. Drip leg

7.2.5.4. Fuel shut off valve

7.2.6. Well water systems
7.2.6.1. Describe:
7.2.6.1.1. Well pump type
7.2.6.1.2. Well purpose
7.2.6.2. Minimum one photo of:
7.2.6.2.1. Well pump if applicable
7.2.6.2.2. Well pump disconnect
7.2.6.2.3. Well pump pressure tank
7.2.6.2.4. Well filtration system if applicable
7.2.7. Plumbing fixtures
7.2.7.1. Minimum one photo of each plumbing fixture in operation

8. **Electrical**
8.1.1. *The consultant shall inspect readily accessible:*
8.1.1.1. Utility service entrance and metering devices
8.1.1.2. Main disconnects and grounding systems
8.1.1.3. Distribution panels and disconnect/overcurrent protection devices
8.1.1.4. Arc fault circuit and ground fault circuit interrupting devices
8.1.1.5. Branch circuit wiring methods, lighting, general purpose receptacle outlets, and ceiling fans
8.1.2. *The consultant shall include in the PCIR:*
8.1.2.1. Utility service meter
8.1.2.1.1. Describe:
8.1.2.1.1.1. Location
8.1.2.1.1.2. Mounted direction
8.1.2.1.1.3. Service voltage
8.1.2.1.1.4. Service entrance conductor material type
8.1.2.1.1.5. Service entrance type
8.1.2.1.1.6. Grounding Type
8.1.2.1.2. Minimum one photo of:
8.1.2.1.2.1. Electrical meter
8.1.2.1.2.2. Service Utility's Tag
8.1.2.1.2.3. Service entrance
8.1.2.1.2.4. Grounding system
8.1.2.2. Electrical main disconnect
8.1.2.2.1. Describe:
8.1.2.2.1.1. Location
8.1.2.2.1.2. Panel manufacturer
8.1.2.2.1.3. Panel amperage rating
8.1.2.2.1.4. Disconnect amperage rating
8.1.2.2.1.5. Predominant wiring method
8.1.2.2.2. Minimum one photo of:
8.1.2.2.2.1. Main panel showing main disconnect/overcurrent protection device

8.1.2.2.2.2. Manufacturer's data label showing amperage rating
8.1.2.2.2.3. Main disconnect device
8.1.2.2.2.4. Thermal image of panel with panel cover removed

8.1.2.3. Sub panel/s

8.1.2.3.1. *Describe:*

8.1.2.3.1.1. Panel location
8.1.2.3.1.2. Panel manufacturer
8.1.2.3.1.3. Panel amperage rating

8.1.2.3.2. *Minimum one photo of:*

8.1.2.3.2.1. Panel showing overcurrent protection devices
8.1.2.3.2.2. Manufacturer's label showing amperage rating
8.1.2.3.2.3. Panel with panel cover removed to show wiring methods
8.1.2.3.2.4. Thermal image of panel with panel covered removed

8.1.2.4. Arc fault circuit/ground fault circuit interrupting devices

8.1.2.4.1. Describe location of protected areas
8.1.2.4.2. Minimum of one photo of each device

9. **Heating, ventilation, and air conditioning**

9.1. *The consultant shall inspect readily accessible:*

9.1.1. Air heating equipment
9.1.2. Air cooling equipment
9.1.3. Humidification equipment
9.1.4. Dehumidification equipment
9.1.5. Heat/Energy recovery units
9.1.6. Ventilation fans
9.1.7. Air filtration
9.1.8. Duct work

9.2. *The consultant shall include in the PCIR for each system:*

9.2.1. HVAC thermostat

9.2.1.1. Describe:

9.2.1.1.1. Location
9.2.1.1.2. Type

9.2.1.2. Minimum of one photo of the thermostat

9.2.2. Heating

9.2.2.1. Describe:

9.2.2.1.1. Primary method
9.2.2.1.2. Primary method BTU capacity
9.2.2.1.3. Auxiliary/supplemental method
9.2.2.1.4. Emergency method
9.2.2.1.5. Equipment location
9.2.2.1.6. Equipment manufacturer
9.2.2.1.7. Manufactured year
9.2.2.1.8. Distribution method
9.2.2.1.9. Operational status

9.2.2.2. Minimum one photo of:
9.2.2.2.1. Equipment location
9.2.2.2.2. Manufacturer's label
9.2.3. Cooling
9.2.3.1. Describe
9.2.3.1.1. Cooling method
9.2.3.1.2. Equipment location
9.2.3.1.3. Equipment manufacturer
9.2.3.1.4. Manufactured year
9.2.3.1.5. Cooling capacity in BTU/tonnage
9.2.3.1.6. Operational status
9.2.3.2. Minimum one photo of:
9.2.3.2.1. Condenser/compressor if applicable
9.2.3.2.2. Manufacturer's data label
9.2.3.2.3. Electrical disconnect
9.2.3.2.4. Refrigerant lines if applicable
9.2.4. Distribution
9.2.4.1. Describe:
9.2.4.1.1. Equipment location
9.2.4.1.2. Equipment type
9.2.4.1.3. Equipment manufacturer
9.2.4.1.4. Manufactured year
9.2.4.1.5. Operational status
9.2.4.2. Minimum one photo of:
9.2.4.2.1. Distribution equipment
9.2.4.2.2. Manufacturer's data label
9.2.4.2.3. Filtration if applicable
9.2.4.2.4. Condensate line if applicable
9.2.4.3. Minimum of 6 photos of distribution locations if applicable

10. **Interiors**
10.1. *The consultant shall inspect readily accessible:*
10.1.1. Walls, ceilings, and floors of interior spaces
10.1.2. Doors and windows
10.1.3. Installed cabinetry and countertops
10.1.4. Installed appliances
10.2. *The consultant shall include in the PCIR with description:*
10.2.1. A minimum of one photo of each interior room
10.2.2. A minimum of one photo of each appliance:
10.2.2.1. General photo
10.2.2.2. In operation if possible

11. Attics and Crawl Spaces
11.1. *The consultant shall inspect readily accessible:*
11.1.1. Access points

11.1.2. Attic and crawl space ventilation
11.1.3. Vapor barriers and retarders
11.1.4. Insulation
11.1.5. Structural systems such as but not excluding joists, beams, piers, pilons, trusses, framing members, subfloors, and roof decking
11.1.6. Structural member attachment methods

11.2. *The consultant shall include in the PCIR:*

11.2.1. A minimum of one of each access point
11.2.2. A minimum of one photo showing the type of structure system ie framing or trussed
11.2.3. A minimum of two photos of structural member attachment methods ie foundation structure to floor structure or roof structure to wall structure
11.2.4. A minimum of one photo of the vapor barrier or retarder if present
11.2.5. A minimum of one photo of each type of insulation