

This job aid reviews the recommended NSPIRE inspection flow and how that flow may differ between various building types. Specific variances can be found on the following page.

The inspection process begins as soon as the inspector arrives on the property and continues until leaving.

Be familiar with the most recent NSPIRE standards to view all possible deficiencies and their corresponding inspection criteria and time frames for repair. Immediately record any observed deficiencies.



Begin with the Outside inspectable area, which is the exterior of the building.

Inspect all structures, components, and systems the tenant can access, such as porches, decks, fences, sidewalks, and garages. With multi-family buildings, Outside includes more inspectable items than typical single-family homes or duplexes. For multi-family and duplex properties, determine the tenant's path of travel from the parking area to the front door and look for deficiencies along that path.



Then, inspect Inside, or areas in the building not including the Unit.

In multi-family buildings, determine the tenant's path of travel from the front door to the Unit and evaluate any deficiencies. Also, inspect any common areas the tenant can access, such as laundry facilities, community rooms, gyms, and boiler rooms.

Inspect along the path of travel to the Unit's front door, including elevators, hallways, egresses, and stairwells.



Finish with the Unit, which is the tenant's living area.

Enter the Unit through the front door and inspect each item according to the NSPIRE standards, moving room-by-room in a clockwise direction (right to left) to ensure no items or rooms are missed. Evaluate all habitable rooms, including sleeping rooms, kitchens, and bathrooms. Inspect an entire floor prior to moving to the next one and inspect the basement last, as applicable.



Multi-Family

Low-, mid-, or high-rise building with more than 2 residential units

Outside

- | | |
|--------------|-----------------------------|
| Parking Lots | Fire Escape |
| Playgrounds | Electrical Panel |
| Signage | Sidewalk, Walkway, and Ramp |
| Litter | Site Drainage |
| Fence | |
| Egress | |

Inside

- | | |
|-------------------|--------------------|
| Boiler Room | Auxiliary Lighting |
| Grab Bar | Egress/Fire Escape |
| HVAC | Call-in Aid System |
| Trash Chute | Laundry Room |
| Elevator | Common Hallways |
| Exit Sign | Common Kitchen |
| Fire Extinguisher | Common Bathrooms |
| Floor Drain | Gym/Workout Area |
| Sprinklers | Office Areas |

Unit

- | | |
|------------|--------------------|
| Sprinklers | Guardrail |
| Egress | Fire-Labelled Door |
| HVAC | Call-In Aid System |

Each building type differs based on what the tenant has access to in the Outside, Inside, and Unit inspectable areas. View the diagrams of multi-family, duplex, and single-family properties for specific differences to consider for each type.

The areas and inspectable items listed on each diagram are the main differences between each type. However, consider each NSPIRE standard during the inspection in addition to the items and spaces listed here.



Duplex

Structure containing 2 separate units surrounded by permanent open spaces

Outside

- | | |
|--------------|--------------------|
| Shared Roof | Shared Parking Lot |
| Shared Porch | Playground |

Inside

- Shared Heating System

Unit

- | | |
|-------------------------|-------|
| Shared Hot Water Heater | Attic |
|-------------------------|-------|



Single-Family

Single living unit and surrounded by permanent open spaces

Outside

Any items not directly on the property that impact the health and safety of residents, such as litter in alleys, blocked drains, or sharp objects penetrating through a shared fence.

Unit

- | | |
|-------|----------|
| Attic | Basement |
|-------|----------|