

HOME ACCESSIBILITY AND REPAIR PROGRAM (HARP)

**PROPERTY INSPECTION FORM**

**WARM, SAFE & DRY STANDARDS**

<b>Agency (CAA):</b> _____	<b>CAA Technician Name:</b> _____
<b>CAA Address:</b> _____ (Street, City State, Zip)	<b>CAA Technician Phone:</b> _____
<b>Applicant Name:</b> _____	<b>CAA Technician Email:</b> _____
<b>Property Address:</b> _____ (Street, City State, Zip)	<b>Co-Applicant Name:</b> _____
	<b>Inspection Date:</b> _____

**Part 1 – Building Exterior**

Item	Task	Pass	Fail	N/A	Description of Repairs/ Comments
1.1	<b>Condition of Foundation</b> Foundation sound and free from hazards				
1.2	<b>Stairs, Railings, and Porches</b> Meet building code and is free from hazards				
1.3	<b>Roof, Vent pipes, and Gutters</b> Roof in good condition, Gutters have downspouts and directed away from foundation. Vent pipes higher than average snowfall in area				
1.4	<b>Exterior Covering (Siding)</b> Exterior covering in good condition				
1.5	<b>Chimney</b> In good condition and has a Cap				
1.6	<b>Manufactured Homes : Tie Downs</b> Is the Unit properly placed and tied down?				
1.7	<b>Electrical Service Entrance</b> In good condition and free of hazards				
1.8	<b>Outlets and Lights</b> Outlets are GFCI with exterior cover Lights have cover and in good condition				
1.9	<b>Entrance Door</b> In good condition, no air leaks and able to secure				
1.10	<b>Patio or Sliding Door</b> In good condition, no air leaks and able to secure				
1.11	<b>Ventilation</b> Adequate Ventilation in Soffit, Gable End and Ridge Cap				
1.12	<b>Grading Around Structure</b> Is the grading around the home directing water away from structure?				
1.13	<b>Lead Paint Hazards (Pre 1978 Homes)</b> All paint surface free of deteriorated paint				

## Part 2 – Kitchen

Item	Task	Pass	Fail	N/A	Description of Repairs/Comments
2.1	<b>Kitchen Area Present</b> Is there a kitchen?				
2.2	<b>Electricity</b> There is at least one working outlet with no cracks and one working permanently installed light fixture with switch				
2.3	<b>Electrical Hazards</b> The kitchen is free of electrical hazards				
2.4	<b>Security</b> All windows and doors accessible from outside are lockable				
2.5	<b>Window Condition</b> All windows free of signs of deterioration or missing or broken out panes. Properly installed and sealed				
2.6	<b>Ceiling Condition</b> Ceiling is sound and free of hazardous defects				
2.7	<b>Wall &amp; Baseboard Condition</b> Walls in good condition, no holes				
2.8	<b>Floor Condition</b> The floor is sound, level, no trip hazards				
2.9	<b>Stove or Range with Oven</b> Stove and all top burners operating				
2.10	<b>Refrigerator</b> In good condition and keeping temperature of 40 degrees Fahrenheit or below				
2.11	<b>Sink</b> There is a kitchen sink that works with hot and cold running water				
2.12	<b>Space for Food Storage</b> There is a space to store food				
2.13	<b>Lead – Based Paint (Pre 1978 Homes)</b> All paint surfaces are in good condition				

## Part 3 – Living Room

Item	Section/Item	Pass	Fail	N/A	Description of Repairs/Comments
3.1	<b>Living Room Present</b> Is there a living room?				
3.2	<b>Electricity</b> There is at least one working outlet with no cracks and one working permanently installed light fixture with switch				
3.3	<b>Electrical Hazards</b> The living room is free of electrical hazards				
3.4	<b>Security</b> All windows and doors that are accessible from outside lockable				
3.5	<b>Window Condition</b> All windows free of signs of deterioration or missing or broken out panes. Properly installed and sealed				
3.6	<b>Ceiling Condition</b> Ceiling is sound and free of hazardous defects				
3.7	<b>Wall &amp; Baseboard Condition</b> Walls in good condition no holes				
3.8	<b>Floor Condition</b> The floor sound and no trip hazards				
3.9	<b>Lead – Based Paint (Pre 1978 Homes)</b> All paint surfaces are in good condition				



## Part 6 – Hallway, Stairs or Common Areas

*For additional areas please print extra copies.*

Item	Task	Pass	Fail	N/A	Description of Repairs/ Comments
6.1	<b>Electricity</b> There is at least one working outlet with no cracks and one working permanently installed light fixture with switch				
6.2	<b>Electrical Hazards</b> The area free of electrical hazards				
6.3	<b>Security</b> All windows and doors that are accessible from outside are lockable				
6.4	<b>Window Condition</b> All windows free of signs of deterioration or missing or broken out panes. Properly installed and sealed				
6.5	<b>Ceiling Condition</b> Ceiling is sound and free of hazardous defects				
6.6	<b>Wall &amp; Baseboard Condition</b> Walls are in good condition with no holes				
6.7	<b>Floor Condition</b> The floor is sound with no trip hazards				
6.8	<b>Interior Stairs</b> Stair treads in good condition with handrails				
6.9	<b>Smoke Detectors</b> There is a working smoke detector on each floor, by all bedrooms, including the basement				
6.10	<b>CO2 Detectors</b> There is a working CO2 detector on each floor, by all bedrooms, including the basement				
6.11	<b>Lead – Based Paint (Pre 1978 Homes)</b> All paint surfaces are in good condition				

## Part 7 – Basement or Mechanical Room

Item	Task	Pass	Fail	N/A	Description of Repairs/ Comments
7.1	<b>Electricity</b> There is at least one working outlet with no cracks and one working permanently installed light fixture with switch				
7.2	<b>Electrical Hazards</b> The area is free of electrical hazards				
7.3	<b>Electrical Panel</b> All breakers are labeled				
7.4	<b>Security</b> All windows and doors that are accessible from outside are lockable				
7.5	<b>Window Condition</b> All windows free of signs of deterioration or missing or broken out panes. Properly installed and sealed				
7.6	<b>Ceiling Condition</b> The ceiling is sound and free of hazardous defects				
7.7	<b>Wall and Baseboard Condition</b> Walls are in good condition with no holes				
7.8	<b>Floor Condition</b> The floor is sound with no trip hazards				
7.9	<b>Weatherization for Basement</b> The box sill is insulated, dry and support post in good condition				
7.10	<b>Lead – Based Paint (Pre 1978 Homes)</b> All paint surfaces are in good condition				

## Part 8 – Heating and Plumbing

Item	Task	Pass	Fail	N/A	Description of Repairs/ Comments
8.1	<b>Heating Unit (Furnace, Boiler or Heat pumps)</b> In good condition and operational				
8.2	<b>Water Supply</b> Is the home served by a public water system or private well?				
8.3	<b>Water Heater</b> In good condition, installed correctly, and wired on a separate breaker				
8.4	<b>Septic System</b> Working properly, no clogged drains, traps installed in kitchen, bath sink and shower.				
8.5	<b>Well Pump and Tank</b> Provides enough pressure and in good working order				

## Part 9 – Attic

9.1	<b>Attic Insulation</b> Appropriate amount of insulation exists, no visible joists				
9.2	<b>Attic Door/Hatch</b> Insulation present around the attic door/hatch				
9.3	<b>Attic Ventilation</b> Free of moisture and/or rot				

**Referred to CAA Weatherization Department for a complete Energy Audit.**

## Notes