

OTSEGO COUNTY VRP INSPECTION CHECKLIST (ADAPTED FROM NSPIRE FOR HCV/PBV)

Property Owner:		Address of Unit:			
Owner Contact Information:		Housing Type:			
Inspector:		Year Constructed:			
Date of Inspection:		Number of Bedrooms:			
Summary Decision on Unit (Pass/Fail):		Health & Safety Designation		Correction Timeframe (P/F)	
		LT		Life-Threatening - 24 Hours (Fail)	
		S		Severe - 30 Days (Fail)	
		M		Moderate - 30 Days (Fail)	
		LF		Low Fail - 60 Days (Fail)	
LP		Low Pass - N/A (Pass)			
NSPIRE Standards	Mark all that apply:				
Standard	Deficiency Description	Unit	Inside	Outside	Inspector Notes
Address and Signage	Address, signage, or building identification codes are broken, illegible, or not visible.			M	
Bathtub and Shower	Only 1 bathtub or shower is present and it is inoperable or does not drain.	S	LP		
	A bathtub or shower is inoperable or does not drain and at least 1 bathtub or shower is present elsewhere that is operational.	M	LP		
	Bathtub component or shower component is damaged, inoperable, or missing such that it may limit the resident's ability to maintain personal hygiene.	M	LP		
	Bathtub component or shower component is damaged, inoperable, or missing and it does not limit the resident's ability to maintain personal hygiene.	LP			
	Bathtub or shower cannot be used in private.	M	M		
Cabinet and Storage	Food storage space is not present.	M			
	Storage component is damaged, inoperable, or missing.	M	LP		
Carbon Monoxide	Carbon monoxide alarm is missing, not installed, or not installed in a proper location. ORHA modification: Proper installation defined as in compliance with NYS Fire Code.	LT			
	Carbon monoxide alarm is obstructed.	LT	LT		
	Carbon monoxide alarm does not produce an audio or visual alarm when tested.	LT	LT		
Ceiling	Ceiling has an unstable surface.	M	M		
	Ceiling has a hole.	M	M		
	Ceiling component(s) is not functionally adequate.	S	S		
	Ceiling has peeling paint, damaged wallpaper, or other significant cosmetic damage of at least 5 square feet in a single room. <i>ORHA modification: Deficiency added by ORHA.</i>	LF	LF		
Chimney	A visually accessible chimney, flue, or firebox connected to a fireplace or wood-burning appliance is incomplete or damaged such that it may not safely contain fire and convey smoke and combustion gases to the exterior.	LT	LT	LT	
	Chimney exhibits signs of structural failure.			LT	
Clothes Dryer Exhaust Ventilation	Electric dryer transition duct is detached or missing.	LT	LT		
	Gas dryer transition duct is detached or missing.	LT	LT		
	Electric dryer exhaust ventilation system has restricted airflow.	LT	LT	LT	

Standard	Deficiency Description	Unit	Inside	Outside	Inspector Notes
	Dryer transition duct is constructed of unsuitable material.	LT	LT		
	Gas dryer exhaust ventilation system has restricted airflow.	LT	LT	LT	
	Exterior dryer vent cover, cap, or a component thereof is missing.			LP	
Cooking Appliance	Cooking range, cooktop, or oven does not ignite or produce heat. ORHA modification: If a cooking appliance does not produce heat because a tenant has temporarily disabled it due to personal preference for an alternative appliance (e.g., disconnecting a gas stove to use a portable induction cooktop instead), this deficiency will not be evaluated.	S	LP		
	Cooking range, cooktop, or oven component is damaged or missing such that the device is unsafe for use.	M	M		
	Primary cooking appliance is missing.	M			
	A microwave is the primary cooking appliance and it is damaged.	S			
	A burner does not produce heat, but at least 1 other burner is present on the cooking range or cooktop and does produce heat.	M	M		
	Entry door will not open.	M	M		
Door - Entry	Entry door will not close. ORHA modification: Unit severity increased to LT.	LT	M		
	Entry door self-closing mechanism is damaged, inoperable, or missing.	S	M		
	Hole, split, or crack that penetrates completely through entry door.	M	M		
	Entry door is missing.	LT	S		
	Entry door surface is delaminated or separated.	M	M		
	Entry door frame, threshold, or trim is damaged or missing.	M	M		
	Entry door seal, gasket, or stripping is damaged, inoperable, or missing.	M	M		
	Entry door component is damaged, inoperable, or missing and it does not limit the door's ability to provide privacy or protection from weather or infestation.	LP	LP		
	Entry door cannot be secured.	S	M		
Door - Fire	Fire labeled door does not open.	S	S		
	Fire labeled door does not close and latch or the self-closing hardware is damaged or missing such that the door does not self-close and latch.	S	S		
	Fire labeled door assembly has a hole of any size or is damaged such that its integrity may be compromised.	S	S		
	Fire labeled door seal or gasket is damaged or missing.	S	S		
	An object is present that may prevent the fire labeled door from closing and latching or self-closing and latching.	S	S		
	Fire labeled door cannot be secured.	S	M		
	Fire labeled door is missing.	LT	LT		
Door - General	A passage door does not open.	M	M		
	A passage door component is damaged, inoperable, or missing and the door is not functionally adequate. ORHA modification: Designated a Low - Fail, not a Low - Pass.	LF	LP		
	A door that is not intended to permit access between rooms has a damaged, inoperable, or missing component.	LP			

Standard	Deficiency Description	Unit	Inside	Outside	Inspector Notes
	An exterior door component is damaged, inoperable, or missing.			M	
Drain	Drain is fully blocked.	M	M	M	
Egress	Obstructed means of egress.	LT	LT	LT	
	Sleeping room is located on the 3rd floor or below and has an obstructed rescue opening.	LT			
	Fire escape access is obstructed.	LT			
Electrical - Conductor, Outlet, and Switch	Outlet or switch is damaged.	LT	LT	LT	
	Testing indicates a three-pronged outlet is not properly wired or grounded.	S	S	S	
	Outlet does not have visible damage and testing indicates it is not energized.	S	S	S	
	Exposed electrical conductor.	LT	LT	LT	
	Water is currently in contact with an electrical conductor.	LT	LT		
Electrical - GFCI/AFCI	GFCI outlet or GFCI breaker is not visibly damaged and the test or reset button is inoperable.	S	S	S	
	AFCI outlet or AFCI breaker is not visibly damaged and the test or reset button is inoperable.	S	S	S	
	An unprotected outlet is present within six feet of a water source.	S	S	S	
Electrical - Service Panel	Electrical service panel is not readily accessible.	M	M	M	
	The overcurrent protection device is damaged.	LT	LT	LT	
	The overcurrent protection device is contaminated.	S	S	S	
Elevator	Elevator is inoperable.		M		
	Elevator door does not fully open and close.		M		
	Elevator cab is not level with the floor.		M		
	Safety edge device has malfunctioned or is inoperable.		M		
Exit Sign	Exit sign is damaged, missing, obstructed, or not adequately illuminated.		LT	LT	
Fence and Gate Note to owners: Non-security perimeter, landscape, or decorative fencing is not inspected.	Fence component is missing.			M	
	Gate does not open, close, latch, or lock.			M	
	Fence demonstrates signs of collapse.			M	
Fire Escape	Fire escape component is damaged or missing.			LT	
Fire Extinguisher	Fire extinguisher pressure gauge reads over or under-charged.	LT	LT	LT	
	Fire extinguisher service tag is missing, illegible, or expired.	LT	LT	LT	
	Fire extinguisher is damaged or missing.	LT	LT	LT	
Floor	Floor substrate is exposed.	M	M		
	Floor has cosmetic damage that would affect its marketability in an area greater than 5 square feet in a room. <i>ORHA modification: Deficiency added by ORHA.</i>	LF	LF		
	Floor component(s) is not functionally adequate.	M	M		
Food Preparation Area	Food preparation area is not present.	M			
	Food preparation area is damaged or is not functionally adequate.	M	M		
	Foundation is cracked.	M	M	M	

Standard	Deficiency Description	Unit	Inside	Outside	Inspector Notes
Foundation	Foundation has exposed rebar or foundation is spalling, flaking, or chipping.	M	M	M	
	Foundation is infiltrated by water.	M	M		
	Foundation support post, column, beam, or girder is damaged.	M	M	M	
	Foundation vent cover is missing or damaged.			M	
Garage Door	Garage door has a hole.	M	M	M	
	Garage door does not open, close, or remain open or closed.	M	M	M	
Grab Bar	Grab bar is not secure.	M	M		
Guardrail	Guardrail is missing or not installed.	LT	LT	LT	
	Guardrail is not functionally adequate.	LT	LT	LT	
Handrail	Handrail is missing.	M	M	M	
	Handrail is not secure.	M	M	M	
	Handrail is not functionally adequate.	M	M	M	
	Handrail is not installed where required. ORHA modification: Deficiency for Unit added, and severity for Inside and Outside revised.	M	LF	LF	
Heating, Ventilation, and Air Conditioning (HVAC)	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is not working or the permanently installed heating source is working and the interior temperature is below 64 degrees Fahrenheit.	LT			
	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is working and the interior temperature is 64 to 67.9 degrees Fahrenheit.	S			
	Air conditioning system or device is not operational.	M	LP		
	Combustion chamber cover or gas shutoff valve is missing from a fuel burning heating appliance.	LT	LT		
	Heating system or device safety shield is damaged or missing.	S	S		
	The inspection date is on or between April 1 and September 30 and a permanently installed heating source is damaged, inoperable, missing, or not installed.	M	M		
	Fuel burning heating system or device exhaust vent is misaligned, blocked, disconnected, improperly connected, damaged, or missing.	LT	LT	LT	
	The inspection date is on or between October 1 and March 31 and the permanently installed heating source is inoperable.		M		
A component of the heating system (e.g., a radiator) is damaged such that it impacts functionality or is inoperable. ORHA modification: Deficiency added by ORHA.	M	M			
Infestation	Evidence of cockroaches.	M	M		
	Extensive cockroach infestation.	S	M		
	Evidence of bedbugs.	M	M		
	Extensive bedbug infestation.	S	M		
	Evidence of mice.	M	M		
	Extensive mouse infestation.	S	M		
	Evidence of rats.	M	M	M	
	Extensive rat infestation.	S	S		
Evidence of other pests.	M	M			

Standard	Deficiency Description	Unit	Inside	Outside	Inspector Notes
Leak - Gas/Oil	Natural gas, propane, or oil leak.	LT	LT	LT	
Leak - Sewage System	Blocked sewage system.	S	S	S	
	Leak in sewage system.	S	S	S	
	Cap to the cleanout or pump cover is detached or missing.	M	M	M	
	Cleanout cap or riser is damaged.	M	M	M	
Leak - Water	Environmental water intrusion.	M	M		
	Plumbing leak.	M	M	LP	
	Fluid is leaking from the sprinkler assembly.	M	M	LP	
Lighting - Exterior	A permanently installed light fixture is damaged, inoperable, missing, or not secure.			M	
Lighting - Interior	A permanently installed light fixture is inoperable.	M	M		
	A permanently installed light fixture is not secure.	M	M		
	At least one (1) permanently installed light fixture is not present in the kitchen and bathroom.	M	M		
Litter	Litter is accumulated in an undesignated area.		M	LP	
Minimum Electrical and Lighting	At least two (2) working outlets are not present within each habitable room. OR At least one (1) working outlet and one (1) permanently installed light fixture is not present within each habitable room.	M			
Mold-Like Substance	Presence of mold-like substance at moderate levels is observed visually.	M	LP		
	Presence of mold-like substance at high levels is observed visually.	S	M		
	Presence of mold-like substance at extremely high levels is observed visually.	LT	S		
	Elevated moisture level.	M	LP		
Parking Lot	Parking lot has any one pothole that is 4 inches deep and 1 square foot or greater.			M	
	Parking lot has ponding.			M	
Potential Lead-Based Paint Hazards	Paint in a Unit or Inside a property constructed prior to 1980 is deteriorated ORHA modification: Combined both scenarios in NSPIRE Standards. VRP requires lead-safe work practices regardless of size of problem.	M	M		
	Paint Outside on a property constructed prior to 1980 is deteriorated ORHA modification: Combined both scenarios in NSPIRE Standards. VRP requires lead-safe work practices regardless of size of problem.			M	
Private Roads and Driveways	Road or driveway access to the property is blocked or impassable for vehicles.			S	
	Road or driveway has any one pothole that is 4 inches deep and 1 square foot or greater.			M	
Refrigerator	Refrigerator is inoperable such that it may be unable to safely and adequately store food.	M	M		
	Refrigerator component is damaged such that it impacts functionality.	M	M		
	Refrigerator is not damaged but is not functioning properly. ORHA modification: Deficiency added by ORHA.	M	M		
	Refrigerator is missing.	M			
Roof Assembly	Restricted flow of water from a roof drain, gutter, or downspout.			M	
	Gutter component is damaged, missing, or unfixed.			M	
	Roof surface has standing water.			M	
	Substrate is exposed.			M	

Standard	Deficiency Description	Unit	Inside	Outside	Inspector Notes
	Roof assembly has a hole.			M	
	Roof assembly is damaged.			M	
Sharp Edges	A sharp edge that can result in a cut or puncture hazard is present.	S	S	S	
Sidewalk, Walkway, Ramp	Sidewalk, walkway, or ramp is blocked or impassable.			M	
	Sidewalk, walkway, or ramp is not functionally adequate.			M	
Sink	Sink or sink component is damaged or missing and the sink is not functionally adequate. ORHA modification: For purposes of VRP, a sink is also not functionally adequate if the sink cannot dispense hot and cold water at an adequate water pressure and rate for its intended purpose (e.g., washing hands in bathroom sink, washing dishes in kitchen sink).	M	LP		
	Water is directed outside of the basin.	LP	LP		
	Sink is not draining.	M	M		
	Sink is improperly installed, pulling away from the wall, leaning, or there are gaps between the sink and wall.	M	M		
	Sink component is damaged or missing and the sink is functionally adequate.	LP	LP		
	Cannot activate or deactivate hot and cold water.	M	M		
	Sink is missing or not installed within the primary kitchen.	M			
Smoke Alarm	Smoke alarm is not installed where required.	LT	LT		
	Smoke alarm is powered by a removable battery only. ORHA modification: Already a requirement of NSPIRE, but we have listed it as its own deficiency for clarity purposes.	LT	LT		
	Smoke alarm is obstructed.	LT	LT		
	Smoke alarm does not produce an audio or visual alarm when tested.	LT	LT		
Sprinkler Assembly	Sprinkler head assembly is encased or obstructed by an item or object that is within 18 inches of the sprinkler head.	LT	LT	LT	
	Sprinkler assembly component is damaged, inoperable, or missing and it is detrimental to performance.	LT	LT		
	Sprinkler assembly has evidence of corrosion.	LT	LT	LT	
	Sprinkler assembly has evidence of foreign material that is detrimental to performance.	LT	LT	LT	
Steps and Stairs	Tread is missing or damaged.	M	M	M	
	Stringer is damaged.	M	M	M	
	Step or stair is not functionally adequate. ORHA modification: Deficiency made applicable to Unit.	M	M	M	
Structural System	Structural system exhibits signs of serious failure.	LT	LT	LT	
Toilet	Only 1 toilet was installed, and it is missing.	LT	M		
	A toilet is missing and at least 1 toilet is installed elsewhere that is operational.	M	M		
	Only 1 toilet was installed, and it is damaged or inoperable. ORHA modification: Severity of Unit increased to LT.	LT	M		
	A toilet is damaged or inoperable and at least 1 toilet is installed elsewhere that is operational.	M	M		
	Toilet component is damaged, inoperable, or missing such that it may limit the resident's ability to safely discharge human waste.	M	M		

Standard	Deficiency Description	Unit	Inside	Outside	Inspector Notes
	Toilet is not secured at the base.	M	M		
	Toilet component is damaged, inoperable, or missing and it does not limit the resident's ability to discharge human waste. <i>ORHA modification: Unit deficiency now results in failure.</i>	LF	LP		
	Toilet cannot be used in private.	M	M		
Trash Chute	Chute door does not open or self-close and latch.		M		
	Chute is clogged.		M		
Trip Hazard	Trip hazard on walking surface.	M	M	M	
Ventilation	Exhaust system does not respond to the control switch.	M	M		
	Exhaust system has restricted airflow.	M	M		
	Exhaust system component is damaged or missing.	M	M		
	Bathroom does not have proper ventilation or dehumidification.	M	M		
Wall - Exterior	Exterior wall covering has missing sections of at least 1 square foot per wall.			M	
	Exterior wall has peeling paint of 10 square feet or more.			M	
	Exterior wall component(s) is not functionally adequate.			M	
Wall - Interior	Interior wall has a loose or detached surface covering.	M	M		
	Interior wall has peeling paint, damaged wallpaper, or other significant cosmetic damage of at least 5 square feet on a single wall. <i>ORHA modification: Deficiency added by ORHA.</i>	LF	LF		
	Interior wall component(s) is not functionally adequate.	M	M		
	Interior wall has a hole that is greater than 2 inches in diameter or there is an accumulation of holes that are cumulatively greater than 6 inches by 6 inches.	M	M		
Water Heater	Temperature pressure relief (TPR) valve has an active leak or is obstructed or relief valve discharge piping is damaged, capped, has an upward slope, or is constructed of unsuitable material.	S	S	S	
	No hot water.	S	LP		
	The relief valve discharge piping is missing or terminates greater than 6 inches or less than 2 inches from waste receptor flood-level.	M	M	M	
	Chimney or flue piping is blocked, misaligned, or missing.	LT	LT	LT	
	Gas shutoff valve is damaged, missing, or not installed.	LT	LT	LT	
Window	Window will not open or stay open.	M	LP		
	Window cannot be secured.	M	LP		
	Window will not close.	S	M		
	Bedroom does not have at least 1 window or other means of natural light and ventilation. <i>ORHA modification: Deficiency added by ORHA.</i>	S	S		
	Window component is damaged or missing and the window is not functionally adequate.	M	M		

To view NSPIRE Standards in detail, visit:
<https://www.hud.gov/reac/nspire-standards>