

CDBG-DR INSPECTION GUIDELINES

All rehab premises shall be in a sanitary and safe condition. Construction/Rehab work will include all flood related damage and will also include corrections of items that make the property unsafe weather flood related or not. Major mechanical and/or structural items (i.e. roof, furnace, water heater etc.) may be replaced if within 1 year of the live expectancy of the equipment.

Exterior

Sanitation: All exterior property should in a, safe and a sanitary condition. Below are things to look for;

- Sewer odor
- Propane/Gas/ Methane Gas detected
- Heavy accumulation of garbage and debris (could not be picked up in an hour)
- Broken/damaged garbage enclosures – inadequate garbage storage.
- Infestation
- Stagnant water
- Animal feces
- Proper means of Egress
- Mold

Grading and Drainage: All premises shall be graded to prevent the erosion of soil and to prevent the accumulation of stagnant water on the property. Things to look for;

- Erosion or rotting areas that water or ice has collected.
- Pooling of stagnant water
- Storm drainage is damaged or obstructed
- Mold or water damage to basements

Sidewalks and Driveways: All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be free from hazardous conditions. Things to look for;

- Large cracks that pose a tripping hazard
- Ponding
- Potholes/loose materials
- Settlement/heaving
- Tripping hazards – 1” change in the plane of concrete surface
- Sharp edges

Fencing and Gates: All fences and gates shall be upright and in good repair. Things to look for;

- Leaning/damaged/falling fencing
- Holes in fencing
- Missing sections in fencing
- Missing gates

Exterior Surface: All exterior surfaces, including doors, door and window frames, porches, trim, balconies, decks and fences shall be free from holes, breaks and loose or rotting materials. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. Things to look for;

- Damaged door frames/threshold/trim
- Missing or Damaged locks or hardware
- Damaged surfaces such as holes, gaps, missing siding etc.
- Graffiti
- Stained or peeling paint
- Missing mortar/caulking
- Loose and/or missing bricks, stone, etc.

Roofs and Drainage: The roof and flashing should be adequate to prevent dampness or deterioration in the walls and interior portions of the structure. Roof drains, gutters and downspouts should be free from obstructions and capable of carrying runoff water away from the foundation. Things to look for;

- Damaged soffits/Fascia
- Damaged vents
- Damaged or clogged drains
- Damaged or torn membrane/missing ballast
- Missing or damaged downspouts/gutters
- Evidence of water leaks

Stairways, Handrails, Guards, Decks, Porches and Balconies: Every exterior stairway, deck porch and balcony should be structurally sound, in good repair and capable of supporting the imposed loads. Every handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition. Things to look for;

- Broken or missing handrails/guard rails
- Cracks/settlement/heaving
- Broken or missing stairs
- Loose handrails or balusters

Windows and Doors: Every window and door should be in sound condition, good repair and weather tight. Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented shall be equipped with a deadbolt lock designed to be readily operable from the inside without the need for keys, and shall have a lock throw of not less than 1 inch. Things to look for;

- Missing/broken/cracked panes
- Damaged sills/frames/lintels/trim, thresholds etc.
- Missing/deteriorated caulking/seals/glazing compound
- Peeling painted surfaces
- Security bars that prevent egress

- Locks that do not work

Insect Screens: Insect screens should be provided on all operable windows. Screens should be free from tears, holes or imperfections that would admit insects. Things to look for;

- Damage to the screen frame that cause buckling
- Holes in the screen
- Missing screens

Interior

The interior of a structure and equipment should be in good repair, structurally sound and in a sanitary condition. Specific items are as follows:

Structural Members: Should be capable of supporting the imposed loads. (*Problems with foundations will be determined to be capable of supporting the imposed loads by a qualified engineer*)

- Foundations should be free from cracks/gaps/exposed rebar
- Support beams shall be free from structural damage/rot, etc.

Interior Surfaces: All interior surfaces, including windows and doors, should be free of peeling, chipping, flaking paint, cracked and loose plaster and decayed wood may be removed and repaired.

- Ceilings – bulging/buckling/missing tiles/water stains/peeling paint/holes/mold
- Walls – bulging/buckling/water stains/holes (larger than a quarter)/peeling paint/mold.
- Trim – damaged/missing/peeling paint
- Exposed track strips, drywall edges, trim nail heads, exposed insulation, subfloor

Stairs, Walking Surfaces, Handrails and Guards: Should be capable of supporting the imposed load. Things to look for;

- Floors – damage to floor covering (30%) holes in floor covering/tripping hazard/ water stains/water damage/animal damage/mold/missing or broken tile.
- Subfloor- rot/deteriorated/water damage/water stains/animal damage/cracks/mold
- Stairs – broken/damaged/missing steps and missing handrails, missing guards and/or balusters.

Infestation: The structure should be free from insect and rodent infestation. Things to look for;

- Evidence of insects such as roaches and ants throughout the unit/room
- Evidence of mice/rats – mice holes or droppings

Light and ventilation requirements

Common Halls and Stairways: Every common hall should be lighted at all times with at least a 60 watt light bulb for each 200 square feet of floor area and a maximum spacing of 30 feet between bulbs. Stairways should be illuminated at all times with a minimum of 1 foot-candle at floor level.

Bathroom and Toilet Rooms: Every bath or toilet room should have a window capable of opening or mechanical ventilation discharging to the exterior.

Occupancy Limitations

Minimum Ceiling Heights: Habitable spaces, hallways, bathrooms, basements, etc., shall have a clear ceiling height of not less than 7 feet.

Access from Bedrooms: Bedrooms shall not constitute the only means of access to other bedrooms or habitable space. Bedrooms require emergency escape windows and shall be maintained in accordance with the code in effect at the time of permit issuance for the new structure, remodel or addition (whichever is applicable) and IEBC requirements.

Overcrowding: The number of persons occupying a dwelling unit shall not create

Food Preparation: All spaces to be occupied for food preparation purposes should contain suitable space and working equipment to store, prepare and serve foods in a sanitary manner such as a stove, refrigerator and sink.

Plumbing Facilities

Required Facilities: Every dwelling unit shall contain its own bathtub or shower, lavatory, water closet and kitchen sink, in a sanitary and safe working condition.

Plumbing Systems: All plumbing fixtures should be properly installed and in working order and should be kept free from obstruction, leaks and defects and functional condition. Plumbing fixtures shall have adequate clearances for usage and cleaning. Things to look for;

- Pooled water, dripping pipes or faucets, evidence of mold and rot.

Water System: The water supply should be free from contamination. The water supply system should be installed to provide a supply of water to plumbing fixtures in sufficient volume and pressure to enable the fixtures to function properly.

Hot Water: Water heating facilities should be able to provide an adequate amount of water at every required sink, or lavatory, bathtub or shower at a temperature of not less than 120 degrees Fahrenheit. A gas-burning water heater should not be located in any bathroom, toilet room, bedroom or storage room, unless adequate combustion air is provided and the access opening is provided with a solid weather-stripping door, equipped with an approved self-closing device.

Sanitary Drainage System: All plumbing fixtures should be properly connected to a public sewer system and maintained free from obstructions, leaks and defects.

Heating and Electrical Requirements

Carbon Monoxide Detectors: All residential occupancies that have a fuel fired appliance or attached garage must have a carbon monoxide detector installed within 15 feet of any bedroom whenever the unit has a change of ownership or tenancy, or when work requiring a permit is done.

Heating Facilities: Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 65 degrees Fahrenheit in all habitable rooms when the outside temperature is -2 degrees Fahrenheit.

Electrical Service: Dwelling units shall be served by a three-wire, 120/240 volt, single phase electrical service having a rating of not less than 60 amperes.

Electrical Equipment: Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry and bath area shall contain at least one grounded-typed receptacle with a ground fault circuit interrupter. Every kitchen shall contain receptacles that are ground fault circuit interrupter type.

Extension Cords: Extension cords shall not be used for permanent wiring. Extension cords shall not extend from one room to another, be placed across a doorway, extend through a wall or partition, or be used in any area where such cord may be subject to physical damage.

HUD CPD Green Building Retrofit Checklist

The City of Longmont will follow the HUD CPD Green Building Retrofit checklist in its entirety and apply all measures within the Checklist to the extent applicable to the particular building type being rehabbed. The Phase “When replacing” in the Checklist refers to the mandatory replacement with specified green improvements, products, and fixtures ONLY when replacing those systems during the normal course of the rehab.

Green Building Retrofit Checklist

WATER AND ENERGY CONSERVATION MEASURES

- Water-Conserving Fixtures**

Install or retrofit water conserving fixtures in any unit and common facility, use the following specifications: Toilets-- 1.28 gpf; Urinals-- 0.5 gpf; Showerheads-- 2.0 gpm; Kitchen faucets-- 2.0 gpm; and Bathroom faucets-- 1.5gpm.
- ENERGY STAR Appliances**

Install ENERGY STAR-labeled clothes washers, dishwashers, and refrigerators, if these appliance categories are provided in units or common areas.
- Air Sealing: Building Envelope**

Seal all accessible gaps and penetrations in the building envelope with low-VOC caulk or foam.
- Insulation: Attic** (if applicable to building type)

For attics with closed floor cavities directly above the conditioned space, blow in insulation per manufacturer's specifications to a minimum density of 3.5 Lbs. per CF. For attics with open floor cavities directly above the conditioned space, install insulation to meet or exceed 2009 IECC levels.
- Insulation: Flooring** (if applicable to building type)

Install \geq R-19 insulation in contact with the subfloor in buildings with floor systems over vented crawl spaces. Install a 6-mil vapor barrier in contact with 100% of the floor of the crawl space (the ground), overlapping seams and piers at least 6 inches.
- Duct Sealing** (if applicable to building type)

In buildings with ducted forced-air heating and cooling systems, seal all penetrations of the air distribution system to reduce leakage in order to meet or exceed ENERGY STAR for Homes' duct leakage standard.
- Air Barrier System**

Ensure continuous unbroken air barrier surrounding all conditioned space and dwelling units. Align insulation completely and continuously with the air barrier.
- Radiant Barriers: Roofing**

When replacing or making a substantial repair to the roof, use radiant barrier sheathing or other radiant barrier material; if economically feasible, also use cool roofing materials.
- Windows**

When replacing windows, install geographically appropriate ENERGY STAR rated windows.
- Sizing of Heating and Cooling Equipment**

When replacing, size heating and cooling equipment in accordance with the Air Conditioning Contractors of America (ACCA) Manuals, Parts J and S, or ASHRAE handbooks.

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- Domestic Hot Water Systems**
When replacing domestic water heating system(s), ensure the system(s) meet or exceed the efficiency requirements of ENERGY STAR for Homes' Reference Design. Insulate pipes by at least R-4.
 - Efficient Lighting: Interior Units**
Follow the guidance appropriate for the project type: install the ENERGY STAR Advanced Lighting Package (ALP); **OR** follow the ENERGY STAR MFHR program guidelines, which require that 80% of installed lighting fixtures within units must be ENERGY STAR-qualified or have ENERGY STAR-qualified lamps installed; **OR** when replacing, new fixtures and ceiling fans must meet or exceed ENERGY STAR efficiency levels.
 - Efficient Lighting: Common Areas and Emergency Lighting** (if applicable to building type)
Follow the guidance appropriate for the project type: use ENERGY STAR-labeled fixtures or any equivalent high-performance lighting fixtures and bulbs in all common areas; **OR** when replacing, new common space and emergency lighting fixtures must meet or exceed ENERGY STAR efficiency levels. For emergency lighting, if installing new or replacing, all exist signs shall meet or exceed LED efficiency levels and conform to local building codes.
 - Efficient Lighting: Exterior**
Follow the guidance appropriate for the project type: install ENERGY STAR-qualified fixtures or LEDs with a minimum efficacy of 45 lumens/watt; **OR** follow the ENERGY STAR MFHR program guidelines, which require that 80% of outdoor lighting fixtures must be ENERGY STAR-qualified or have ENERGY STAR-qualified lamps installed; **OR** when replacing, install ENERGY STAR compact fluorescents or LEDs with a minimum efficacy of 45 lumens/watt.

INDOOR AIR QUALITY

- Air Ventilation: Single Family and Multifamily** (three stories or fewer)
Install an in-unit ventilation system that complies with ASHRAE 62.2-2010.
- Air Ventilation: Multifamily** (four stories or more)
Install apartment ventilation systems that satisfy ASHRAE 62.2-2010 and common area ventilation systems that satisfy ASHRAE 62.1-2010. Consider heat/energy recovery for 100% of corridor air supply.
- Composite Wood Products that Emit Low/No Formaldehyde**
Composite wood products should be certified compliant with California 93120. If using a composite wood product that does not comply with California 93120, all exposed edges and sides must be sealed with low-VOC sealants.
- Environmentally Preferable Flooring**
When replacing flooring, use environmentally preferable flooring, including the FloorScore certification. Any carpet products used must meet the Carpet and Rug Institute's Green Label or Green Label Plus certification for carpet, pad, and carpet adhesives.
- Low/No VOC Paints and Primers**
All interior paints and primers must be less than or equal to the following VOC levels: Flats--50 g/L; Non-flats--50 g/L; Floor--100 g/L.

- Low/No VOC Adhesives and Sealants**

All adhesives must comply with Rule 1168 of the South Coast Air Quality Management District. All caulks and sealants must comply with regulation 8, rule 51, of the Bay Area Air Quality Management District.
- Clothes Dryer Exhaust**

Vent clothes dryers directly to the outdoors using rigid-type duct work.
- Combustion Equipment**

When installing new space and water-heating equipment, specify power-vented or direct vent combustion equipment.
- Mold Prevention: Water Heaters**

Provide adequate drainage for water heaters that includes drains or catch pans with drains piped to the exterior of the dwelling.
- Mold Prevention: Surfaces**

When replacing or repairing bathrooms, kitchens, and laundry rooms, use materials that have durable, cleanable surfaces.
- Mold Prevention: Tub and Shower Enclosures**

When replacing or repairing tub and/or shower enclosures, use non-paper-faced backing materials such as cement board, fiber cement board, or equivalent in bathrooms.
- Integrated Pest Management**

Seal all wall, floor, and joint penetrations with low-VOC caulking or other appropriate sealing methods to prevent pest entry.
- Lead-Safe Work Practices**

For properties built before 1978, use lead-safe work practices consistent with the EPA's Renovation, Repair, and Painting Regulation and applicable HUD requirements.
- Radon Testing** (if applicable based on building location)

For buildings located in EPA Zone 1 or 2, perform radon testing. For buildings with levels of radon greater than 4 pCi/L, implement EPA's recommended Residential Radon Mitigation Standard of Practice.
- Mold Remediation**

Inspect the interior and exterior of the building for evidence of moisture problems. Document the extent and location of the problems, and implement the proposed repairs according to the Moisture section of the EPA Healthy Indoor Environment Protocols for Home Energy Upgrades.