

City of Roxboro Walk-Through Housing Inspection Form

Severity Levels: **1** = Minor, **2** = Major, **3** = Severe

Observations: **NOD** = No Observed Deficiency, **OD** = Observed Deficiency, **NA** = Not Applicable

Severity Codes: **HS**=Health And Safety, **NHS**=Not Health And Safety, **LT**= Life Threatening, **NLT** = Not Life Threatening, **SD** = Smoke Detectors, **NEP** = No Electric Power, **NW** = No Water, **NGM** = No Gas Meter, **NPI** = No Permit Issued

A. Roofing / Exterior (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one)
1. Roof vent pipes / chimney				Damaged / missing
2. Shingles / flashing				Damaged / missing
3. Window Trim (wood / vinyl / metal)				Damaged / unsanitary / need cleaning / painting
4. Door Trim (wood / vinyl / metal)				Damaged / unsanitary / need cleaning / painting
5. Ext. Brick / Vinyl / Masonite / Stucco / Wood				Damaged / unsanitary / need cleaning / painting
6. Exterior Eave (decayed wood)				Damaged / unsanitary / need cleaning / painting
7. Gutters / downspouts				Damaged / missing / improperly working
8. Foundation				Damaged / infestation / improperly vented / holes
9. Openings into building @ trim, chimney,				Infestation noticed / water stains / gaps
10. Porches (decayed / unsecured wood post)				Damaged / unsecured / missing handrail / picket
11. Steps				Damaged / unsecured / missing handrail / picket
12. Signs of inadequate surface drainage?				Standing water / holes settling around clean-out
13. Signs of soil movement				Areas around building settling around clean-out
14. Ext Trip hazard (walkway / driveway)				Damaged concrete / damaged asphalt /tree roots
15. Grass / Weed				Uncontrolled growth (24")
16. Accumulation of Rubbish / trash / junk				Fire hazard / stagnant water
17. Accumulation of animal / vegetable matter				Offensive odor / offensive vapor (2 dogs)
B. Living Room (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one)
1. Door(s) Panel missing @ front screen door				Inoperable / improper working / blocked egress
2. Lock(s) (Single / Double) cylinder deadbolt				Damaged / inoperable / improperly working
3. Floor (tile / carpet / wood)				Damaged / holes / unsanitary / need cleaning
4. Ceiling (sheetrock / ceiling tile / wood)				Damaged / unsanitary / need paint
5. Light Fixture(s)				Damaged / inoperable / improperly working
6. Switches (painted / loose / exposed)				Damaged / inoperable / improperly working
7. Receptacle(s) painted / loose / exposed)				Damaged / inoperable / improperly working
8. Switch / Receptacle Cover(s)				Damaged / missing
9. Smoke Detector(s) battery/electric (missing)				Damaged / inoperable / improperly working
10. Walls (panel / sheetrock / tile)				Damaged / unsanitary / need paint
11. Windows (decayed wood)				Cracked / broken / inoperable / blocked egress
12. Screen(s)				Damaged / missing / not installed
C. Dining Room / Den (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one)
1. Door(s) Blocked egress need painting				Damaged / inoperable / improperly working
2. Ceiling (sheetrock / ceiling tile / wood)				Damaged / holes / unsanitary / need paint
3. Light Fixture(s) (missing cover)				Damaged / inoperable / improperly working
4. Switches (painted / loose / exposed)				Damaged / inoperable / improperly working
5. Walls (panel / sheetrock / tile)				Damaged / unsanitary / need paint
6. Receptacle(s) (painted / loose / exposed)				Damaged / inoperable / improperly working

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7. Switch / Receptacle Cover(s)				Damaged / missing
8. Floor (tile / carpet / wood)				Damaged / hole / unsanitary / need cleaning
D. Kitchen (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one)
1. Appliance (Range /Refrigerator/Dishwasher)				Uninstalled / inoperable / improperly working
2. Cabinets				Damaged / unsanitary / need repair / cleaning
3. Countertops				Damaged / unsanitary / need repair / cleaning
3. Door(s) Blocked egress / storm door screen				Damaged / inoperable / improperly working
4. Lock(s) (Single / Double) cylinder deadbolt				Uninstalled / inoperable / improperly working
5. Floor (tile / vinyl / carpet / wood)				Damaged / holes / unsanitary / need cleaning
6. Ceiling (sheetrock / ceiling tile / wood)				Damaged / holes / unsanitary / need paint
7. Walls (panel / sheetrock / tile)				Damaged / unsanitary / need paint
8. GFCI (missing)				Damaged / inoperable / improperly working
9. Light Fixture(s)(loose in utility room)exposed				Damaged / inoperable / improperly working
10. Switches (painted / loose / exposed)				Damaged / inoperable / improperly working
11. Receptacle(s) (painted / loose / exposed)				Damaged / inoperable / improperly working
12. Switch / Receptacle Cover(s)				Damaged / missing
13. Windows				Cracked / broken / inoperable / blocked egress
14. Screen(s)				Damaged / missing / not installed
15. Sink (cast iron, stainless steel, porcelain)				Leaking / inoperable / improperly working
16. Faucet				Leaking / inoperable / improperly working
17. Plumbing (drainpipe / line / fittings) (gap)				Leaking / inoperable / improperly working
18. Dryer (Gas, Electric) back porch				Uninstalled / inoperable / improperly working
19. Washer (exposed wire, leaking) back porch				Uninstalled / inoperable / improperly working
E. Bathroom(1) (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one)
1. GFCI / receptacles (missing /no outlet)				Damaged / inoperable / improperly working
2. Switches (painted / loose / exposed)				Damaged / inoperable / improperly working
3. Switch / Receptacle Cover(s)				Damaged / missing
4. Light Fixture(s) gap around fixture				Damaged / inoperable / improperly working
5. Ceiling (sheetrock / ceiling tile / wood)				Damaged / holes / unsanitary / need paint
6. Floor (tile / carpet / wood)				Damaged / holes / unsanitary / need cleaning
7. Walls (panel / sheetrock / tile)				Damaged / unsanitary / need paint
8. Window(s)				Cracked / broken / inoperable / blocked egress
9. Screen(s)				Damaged / missing / not installed
10. Lock(s)				Uninstalled / inoperable / improperly working
11. Exhaust (window / mechanical)				Damaged / missing / inoperable
12. Sink (cast iron, stainless steel, porcelain)				Leaking / inoperable / improperly working
13. Faucet				Leaking / inoperable / improperly working
14. Tub / Shower (tile loose, unsanitary)				Not draining / inoperable / improperly working
15. Toilets (leaking)				Not flushing / unsanitary condition / damaged

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Created 11/10/04, Revised 3/10/05, Revised 7/12/05, Revised 9/2/05, Revised 1/16/07

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16. Plumbing (drainpipe / line / fittings)				Leaking / mold / mildew / damaged / gap
17. Adequate water flow at fixtures and drains?				Clogged drains / leaking / slow drain
F. Bathroom (2) (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one)
1. GFCI / receptacles (missing / no outlet)				Damaged / inoperable / improperly working
2. Switches (painted / loose / exposed)				Damaged / inoperable / improperly working
3. Switch / Receptacle Cover(s)				Damaged / missing
4. Light Fixture(s) gap around fixture				Damaged / inoperable / improperly working
5. Ceiling (sheetrock / ceiling tile / wood)				Damaged / holes / unsanitary / need paint
6. Floor (tile / carpet / wood)				Damaged / holes / unsanitary / need cleaning
7. Walls (panel / sheetrock / tile)				Damaged / unsanitary / need paint
8. Window(s)				Cracked / broken / inoperable / blocked egress
9. Screen(s)				Damaged / missing / not installed
10. Lock(s)				Uninstalled / inoperable / improperly working
11. Exhaust (window / mechanical)				Damaged / missing / inoperable
12. Sink (cast iron, stainless steel, porcelain)				Leaking / inoperable / improperly working
13. Faucet				Leaking / inoperable / improperly working
14. Tub / Shower (tile loose, unsanitary)				Not draining / inoperable / improperly working
15. Toilets (leaking)				Not flushing / unsanitary condition / damaged
16. Plumbing (drainpipe / line / fittings)				Leaking / mold / mildew / damaged / gap
17. Adequate water flow at fixtures and drains?				Clogged drains / leaking / slow drain
G. Bed Room (1) (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one) Front
1. Door(s) (blocked egress)				Damaged / inoperable / improperly working
2. Lock(s)				Uninstalled / inoperable / improperly working
3. Floor (tile / carpet / wood)				Damaged / hole / unsanitary / need cleaning
4. Ceiling (sheetrock / ceiling tile / wood)				Damaged / holes / unsanitary / need paint
5. Walls (panel / sheetrock / tile)				Damaged / unsanitary / need paint
6. Smoke Detector (battery/electric) (missing)				Damaged / inoperable / improperly working
7. Light Fixture(s) (loose)				Damaged / inoperable / improperly working
8. Switches (painted / loose / exposed)				Damaged / inoperable / improperly working
9. Receptacle(s) (painted / loose / exposed)				Damaged / inoperable / improperly working
10. Switch / Receptacle Cover(s)				Damaged / missing
11. Window(s)				Cracked / broken / inoperable / blocked egress
12. Screen(s)				Damaged / missing / not installed
H. Bed Room (2) (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one) Back
1. Door(s) (blocked egress)				Damaged / inoperable / improperly working
2. Lock(s)				Uninstalled / inoperable / improperly working
3. Floor (tile / carpet / wood)				Damaged / hole / unsanitary / need cleaning
4. Ceiling (sheetrock / ceiling tile / wood) lose				Damaged / holes / unsanitary / need paint

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5. Walls (panel / sheetrock / tile)				Damaged / unsanitary / need paint
6. Smoke Detector (battery/electric) (missing)				Damaged / inoperable / improperly working
7. Light Fixture(s) (loose)				Damaged / inoperable / improperly working
8. Switches (painted / loose / exposed)				Damaged / inoperable / improperly working
9. Receptacle(s) (painted / loose / exposed)				Damaged / inoperable / improperly working
10. Switch / Receptacle Cover(s)				Damaged / missing
11. Window(s)				Cracked / broken / inoperable / blocked egress
12. Screen(s)				S/ missing / not installed
I. Bed Room (3) (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one) upstairs
1. Door(s) (blocked egress)				Damaged / inoperable / improperly working
2. Lock(s)				Uninstalled / inoperable / improperly working
3. Floor (tile / carpet / wood)				Damaged / hole / unsanitary / need cleaning
4. Ceiling (sheetrock / ceiling tile / wood)				Damaged / holes / unsanitary / need paint
5. Walls (panel / sheetrock / tile)				Damaged / unsanitary / need paint
6. Smoke Detector (battery/electric) (missing)				Damaged / inoperable / improperly working
7. Light Fixture(s) (loose)				Damaged / inoperable / improperly working
8. Switches (painted / loose / exposed)				Damaged / inoperable / improperly working
9. Receptacle(s) (painted / loose / exposed)				Damaged / inoperable / improperly working
10. Switch / Receptacle Cover(s)				Damaged / missing
11. Window(s)				Cracked / broken / inoperable / blocked egress
12. Screen(s)				Damaged / missing / not installed
J. Bed Room (4) (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one) upstairs
1. Door(s) (blocked egress)				Damaged / inoperable / improperly working
2. Lock(s)				Uninstalled / inoperable / improperly working
3. Floor (tile / carpet / wood)				Damaged / hole / unsanitary / need cleaning
4. Ceiling (sheetrock / ceiling tile / wood)				Damaged / holes / unsanitary / need paint
5. Walls (panel / sheetrock / tile)				Damaged / unsanitary / need paint
6. Smoke Detector (battery/electric) (missing)				Damaged / inoperable / improperly working
7. Light Fixture(s) (loose)				Damaged / inoperable / improperly working
8. Switches (painted / loose / exposed)				Damaged / inoperable / improperly working
9. Receptacle(s) (painted / loose / exposed)				Damaged / inoperable / improperly working
10. Switch / Receptacle Cover(s)				Damaged / missing
11. Window(s)				Cracked / broken / inoperable / blocked egress
12. Screen(s)				Damaged / missing / not installed
K. Bed Room (5) (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one) upstairs
1. Door(s) (blocked egress)				Damaged / inoperable / improperly working
2. Lock(s)				Uninstalled / inoperable / improperly working
3. Floor (tile / carpet / wood)				Damaged / hole / unsanitary / need cleaning
4. Ceiling (sheetrock / ceiling tile / wood)				Damaged / holes / unsanitary / need paint

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5. Walls (panel / sheetrock / tile)				Damaged / unsanitary / need paint
6. Smoke Detector (battery/electric) (missing)				Damaged / inoperable / improperly working
7. Light Fixture(s) (loose)				Damaged / inoperable / improperly working
8. Switches (painted / loose / exposed)				Damaged / inoperable / improperly working
9. Receptacle(s) (painted / loose / exposed)				Damaged / inoperable / improperly working
10. Switch / Receptacle Cover(s)				Damaged / missing
11. Window(s)				Cracked / broken / inoperable / blocked egress
12. Screen(s)				Damaged / missing / not installed
J. Heating/Cooling (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one)
1. Primary (Gas / Electric / Oil / Wood)				Inoperable / improperly working / inadequate
2. Furnace Unit (gaps @ lines, cables, pipes)				Inoperable / improperly working / inadequate
3. AC (window unit / central unit)				Inoperable / improperly working / inadequate
4. Vent(s) (ceiling / floor / walls)				Uninstalled / inoperable / improperly working
5. Serviced Record				No service record / new unit
6. Secondary Heat (fireplace / space heater)				Inoperable / improperly working / inadequate
7. Flammable Liquid (kerosene / propane / gas)				Stored inside
L. Electrical (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one)
1. Panel Box condition (inside / outside)				Damaged / blocked / unsecured / uncovered
2. Breakers / fuses (unused knockout)				Damaged / incorrectly sized / improperly working
3. Ext. Meter Base(s) 1, 2, 3, 4, 5, 6				Single Family / Two Family / Multiple Family
4. Ext. Service Wires				Damaged / unsecured / exposed
5. GFCI @ kitchen (missing)				Uninstalled / inoperable / improperly working
6. GFCI @ bathroom (missing)				Uninstalled / inoperable / improperly working
7. GFCI exterior (missing)				Uninstalled / inoperable / improperly working
8. Smoke Detector (battery/electric) (missing)				Damaged / inoperable / improperly working
9. Wiring (energized)				Damaged / unsecured / exposed
10. Trip hazard				Extension / TV cable / phone cord
11. Water heater (Gas, Electric) damaged				No hot water / not in unit interior / no overflow pipe
12. Water heater wire (exposed conductors)				Damaged / unsecured / improperly secured
M. Miscellaneous (HS / NHS / LT / NLT)	N/A	NOD	OD	Comments (underline one)
1. Interior (walls / ceilings / floors / trip hazard)				Holes / unsanitary / need paint / cleaning
2. Windows (decayed wood)				Cracked / broken / inoperable / blocked egress
3. Windows locks (nailed shut)				Uninstalled / inoperable / improperly working
4. Doors (blocked egress) (decayed wood)				Damaged / inoperable / improperly working
5. Door locks				Uninstalled / inoperable / improperly working
6. New water stains (leaks through-out)				Leaks at kitchen / bathroom / laundry / bedroom
7. Interior staircases				Unsafe / unsecured / missing handrails / pickets
8. Smoke Detector (battery/electric) (missing)				Damaged / inoperable / improperly working

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9. Flammable (kerosene / propane / gasoline)				Stored inside
10. Common Areas (halls / restrooms / closets)				Damaged / need painting / unsanitary

Comments:

Property Owner:

Tenant: Owner Occupied / Rental / Other

Type of Housing: Stick Built / Modular / Manufactured / Other

Exterior Finish: Brick / Siding (Vinyl, Aluminum, Masonite) / Stucco / Other

Inspected By: Julie Kelly, Planning & Zoning Director

Inspected By: Terry R. Scoggins, Code Enforcement Officer

Accompanied By:

Accompanied By:

Accompanied By:

Five Areas of Inspection:

Site: Fencing, gates, playground equipment, mail boxes and signs, play areas, grounds, walkways, parking lots, driveways, retaining walls, drainage and refuse disposal.

Building Exterior (Bldg Ext): Doors, fire escapes, roofs, walls, foundations, lighting, windows, gutters and down spouts.

Building Systems (Bldg Sys): Electrical, emergency power, domestic water, HVAC, sanitary systems, elevators, exhaust systems and fire protection.

Common Area (CA): Laundry rooms, community rooms, restrooms, swimming pools/structures, lobby, kitchen, offices, halls, stairs, corridors, porches/patios, storage areas, closets, basements and carport/garages.

Dwelling Unit (DU): Doors, windows, walls, ceiling, electrical, smoke detectors, water heater, HVAC, lighting, patio/porch/balcony, stairs and halls, bathrooms, floors, outlets and switches, laundry area.

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