

# chfa nspire reference and implementation guidebook



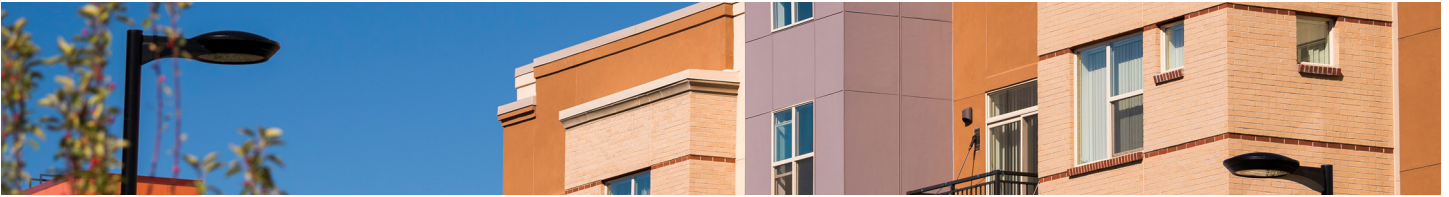
2026 • Volume 3

This guidebook is not to be used as a replacement for HUD's NSPIRE Compilation Bulletin but is intended as a supplemental source to the Bulletin.



*financing the places where  
people live and work*

# chfa's top 10 common deficiencies for nspire



| Deficiency                                       | Severity Rating           | CHFA Guidebook Page Number | HUD NSPIRE Compilation Bulletin Page Number           |
|--------------------------------------------------|---------------------------|----------------------------|-------------------------------------------------------|
| Fire Doors                                       | ❗ Severe/Life-threatening | 14                         | 88                                                    |
| Fire Extinguishers                               | ❗ Severe/Life-threatening | 13                         | 169                                                   |
| Sprinkler Heads                                  | ❗ Severe/Life-threatening | 13                         | 389                                                   |
| Smoke Detectors/Carbon Monoxide Detectors        | ❗ Severe/Life-threatening | 11-12                      | Smoke Detectors: 382<br>Carbon Monoxide Detectors: 22 |
| GFCI/AFCI Protection                             | ❗ Severe/Life-threatening | 22                         | 120                                                   |
| Outlets/Outlet Covers                            | ❗ Severe/Life-threatening | 21                         | 120                                                   |
| Infestation                                      | ❗ Severe/Life-threatening | 18                         | 258                                                   |
| Blocked Egress                                   | ❗ Severe/Life-threatening | 17                         | 114                                                   |
| Sharps Hazards                                   | ❗ Severe/Life-threatening | 18                         | 357                                                   |
| Combustible Items (stored in mechanical closets) | ❗ Severe/Life-threatening | 14                         | 179                                                   |

🚩 **Important note:** CHFA's Physical Inspection Officer (PIO) team utilized information from several sources for its Guidebook; for in-depth information regarding certain deficiencies, refer to HUD's NSPIRE Compilation Bulletin, which can be found on HUD's NSPIRE website.

## Severity Rating Key:

- Low
- ✓ Moderate
- ❗ Severe
- ❗ Life-threatening
- ✖ Not Observed
- ⊕ Multiple Levels

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# 1.0 exterior areas



## 1.1 Address and Signage

This standard includes all items that are used to identify the property, property location, or individual buildings/units. Citable findings will include whether the property identifiable items are broken, not easily visible, illegible, or obstructed from view.

| Deficiency                                                                               | Severity Rating | Repair Timeframe |
|------------------------------------------------------------------------------------------|-----------------|------------------|
| Broken, illegible, nonvisible, or obstructed property signage or building identification | ✓ Moderate      | 30 days          |

## 1.2 Fencing/Gates

Citable findings will include any leaning, missing components that compromises the integrity of the fence, holes that are greater than 20 percent of a single section, a damaged or inoperable gate, and damaged fence posts.

| Deficiency                                                   | Severity Rating | Repair Timeframe |
|--------------------------------------------------------------|-----------------|------------------|
| A hole that is 20 percent or larger of an individual section | ✓ Moderate      | 30 days          |
| Gate will not open or close                                  | ✓ Moderate      | 30 days          |
| Gate opens when locked/latched                               | ✓ Moderate      | 30 days          |

## 1.3 Retaining Walls

For a retaining wall to be inspected, it must be at least 24 inches in height and used to retain soil/rock and/or prevent erosion on a sloped surface.

| Deficiency                                          | Severity Rating | Repair Timeframe |
|-----------------------------------------------------|-----------------|------------------|
| Retaining wall is leaning away from the fill side   | ✓ Moderate      | 30 days          |
| Retaining wall is partially or completely collapsed | ✓ Moderate      | 30 days          |

## 1.4 Parking Lots

Parking lots are evaluated for two deficiencies: (1) potholes, and (2) water/ice ponding where 5 percent or more of the parking lot is affected.

| Deficiency                                                                                    | Severity Rating | Repair Timeframe |
|-----------------------------------------------------------------------------------------------|-----------------|------------------|
| Any single pothole more than four inches deep and one square foot                             | ✓ Moderate      | 30 days          |
| Ice and water ponding more than three inches deep and affecting 5 percent of the parking area | ✓ Moderate      | 30 days          |

### 1.4.1 Property-owned Driveways and Private Roads

Citable findings are obstructions which block or make the entrance into a property impassable, such as snowbanks, holes, parked cars, flooding, etc.

| Deficiency                                                                  | Severity Rating | Repair Timeframe |
|-----------------------------------------------------------------------------|-----------------|------------------|
| Any single pothole more than four inches deep and one square foot or larger | ✓ Moderate      | 30 days          |
| Roads or driveways where access to the property is blocked or impassable    | ! Severe        | ! 24 hours       |

🚧 **Important to note:** Temporary blockage (i.e., construction cones) will not be evaluated.

## 1.5 Walkways and Ramps

This standard pertains to walking surfaces that are blocked or obstructed, which can be defined as fixed objects that prevent access to a walkway or ramp, or when the width and height of a walkway is restricted.

Additionally, the Uniform Federal Accessibility Standards (UFAS), paired with the Americans with Disabilities Act (ADA), set a standard that accessible routes should be:

- a minimum of 36 inches wide along the entire length of the route, and
- free of any horizontal objects that are within 80 inches of the walking surface.

| Deficiency                                                               | Severity Rating | Repair Timeframe |
|--------------------------------------------------------------------------|-----------------|------------------|
| Sidewalk, walkway, or ramp is obstructed and/or less than 36 inches wide | ✓ Moderate      | 30 days          |
| Sidewalk, walkway, or ramp not functioning as designed                   | ✓ Moderate      | 30 days          |
| Damaged walking surface (that presents a hazard)                         | ✓ Moderate      | 30 days          |

## 1.6 Site Drainage

Inspectable systems include drains, culverts, ditches, retention areas, and curbing. Areas that are close to structures (i.e., security fences, walls, foundations, parking areas, and walking surfaces) will be evaluated for site erosion. Erosion that exposes footers of walkways or structures will also be marked as deficient.

Soil erosion must be a minimum of two feet from a structure, walkway, fence, or wall; the depth of the erosion **must be equal to or greater than** the distance from the listed areas.

- Example 1: If erosion is occurring three feet from a structure and is four feet in depth, **it is a finding**.
- Example 2: If the erosion is 10 feet from a structure but is two feet in depth, it is **not** a finding.

| Deficiency                                                              | Severity Rating | Repair Timeframe |
|-------------------------------------------------------------------------|-----------------|------------------|
| Standing water above the outflow pipe entrance                          | ● Low           | 30 days          |
| Blocked site drainage                                                   | ● Low           | 30 days          |
| Erosion two feet or more in depth and length (from a defined structure) | ● Low           | 30 days          |
| Exposed foundation footer                                               | ● Low           | 30 days          |
| Unsecured or missing grate cover                                        | ✓ Moderate      | 30 days          |

## 1.7 Litter or Discarded Items

NSPIRE defines litter as “waste that is discarded/disposed of in a location not designated for waste.” Findings may include furniture, appliances, large bags of garbage, etc.

| Deficiency                                                               | Severity Rating | Repair Timeframe |
|--------------------------------------------------------------------------|-----------------|------------------|
| Exterior: 10 or more discarded items in a 100 square foot area           | ● Low           | 30 days          |
| Exterior: improperly discarded large items (i.e., furniture, appliances) | ● Low           | 30 days          |
| Interior: 10 or more discarded items in a 100 square foot area           | ✓ Moderate      | 30 days          |
| Interior: improperly discarded large items (i.e., furniture, appliances) | ✓ Moderate      | 30 days          |

# 2.0 structural and structural systems



## 2.1 Structural

This standard covers any observed condition that reveals signs of an imminent failure of a building's structure or surrounding area. Inspection areas will include any load-bearing systems; accessible areas within the interior space like balconies, decks, patios, or attached basements; patio areas not attached to a unit; and playgrounds.

| Deficiency                                                                       | Severity Rating    | Repair Timeframe |
|----------------------------------------------------------------------------------|--------------------|------------------|
| Structural systems exhibit signs of failure and pose a threat to resident safety | ❗ Life-threatening | ❗ 24 hours       |

## 2.2 Structural System

| Deficiency                                                                          | Severity Rating    | Repair Timeframe |
|-------------------------------------------------------------------------------------|--------------------|------------------|
| Any load-bearing device, (i.e., wall, ceiling) with evidence of structural failure  | ❗ Life-threatening | ❗ 24 hours       |
| Foundations or other support structures with evidence of serious structural failure | ❗ Life-threatening | ❗ 24 hours       |

❗ **Important to note:** If signs of failure are present but **cannot** be attributed to a **specific** structural element, then that item will be evaluated under this standard.

## 2.3 Roofing

The roof surface is inspected to ensure the components/hardware are free from damage and are intact; components/hardware include guttering, soffit, fascia, shingles (if applicable), downspouts, and ventilation.

### 2.3.1 Roof Drains and Ponding

| Deficiency                                                                         | Severity Rating | Repair Timeframe |
|------------------------------------------------------------------------------------|-----------------|------------------|
| Water's ability to drain is limited                                                | ✔ Moderate      | 30 days          |
| 25 square feet or larger area of water ponding (regardless of near a drain or not) | ✔ Moderate      | 30 days          |
| Damaged, missing, or unsecured gutter hardware                                     | ✔ Moderate      | 30 days          |

## 2.3.2 Roof Assembly

Roof assemblies are inspected to ensure there is no surface damage or damaged components attached to the roof (scuppers, ventilation, soffit/facia). “Intentional” holes refer to items such as roofing vents, soffit vents, or associated punctures paired with ventilation.

| Deficiency                                                        | Severity Rating | Repair Timeframe |
|-------------------------------------------------------------------|-----------------|------------------|
| Any square feet of roofing substrate that is exposed              | ✓ Moderate      | 30 days          |
| Intentional penetrative hole of any size missing a vent or screen | ✓ Moderate      | 30 days          |
| Unintentional penetrative hole of any size                        | ✓ Moderate      | 30 days          |
| Damaged roofing hardware (i.e., soffit, fascia, or decking)       | ✓ Moderate      | 30 days          |

## 2.4 Fire Escapes

Fire escapes provide an alternative means of emergency egress from an interior space to an exterior space. Fire escapes can be built from a set of stairs, an attached ladder, a counterbalanced stairway, or an attached drop ladder.

| Deficiency                                                         | Severity Rating    | Repair Timeframe |
|--------------------------------------------------------------------|--------------------|------------------|
| Damaged or missing stair, ladder, platform, guardrail, or handrail | ❗ Life-threatening | ❗ 24 hours       |

## 2.5 Exterior Wall Covers

Exterior wall coverings provide security, privacy, fire control, and the prevention of water from entering the structure.

| Deficiency                                                                                                       | Severity Rating | Repair Timeframe |
|------------------------------------------------------------------------------------------------------------------|-----------------|------------------|
| Missing sections of exterior coverings larger than 12 square feet                                                | ✓ Moderate      | 30 days          |
| Buildings built after 1978: peeling paint of any wall larger than 10 square feet                                 | ✓ Moderate      | 30 days          |
| Exterior wall does not function as designed (fails to provide security, fire control, privacy, water prevention) | ✓ Moderate      | 30 days          |
| Large holes or any sized hole that penetrates from the exterior space to the interior space                      | ✓ Moderate      | 30 days          |

## 2.6 Foundations

| Deficiency                                                                                    | Severity Rating | Repair Timeframe |
|-----------------------------------------------------------------------------------------------|-----------------|------------------|
| A crack that is one-fourth inch wide or larger and a minimum of 12 inches in length           | ✓ Moderate      | 30 days          |
| Missing or damaged foundation vent cover                                                      | ✓ Moderate      | 30 days          |
| Spalling, flaking, or chipping larger than 12 square inches and three-fourths of an inch deep | ✓ Moderate      | 30 days          |
| Exposed rebar                                                                                 | ✓ Moderate      | 30 days          |
| Evidence of water damage                                                                      | ✓ Moderate      | 30 days          |
| Foundation support posts, columns, beams, or girders have evidence of damage                  | ✓ Moderate      | 30 days          |

## 2.7 Chimneys

Inspection of visible chimneys that extend from a fireplace or a wood-burning appliance; this can also include any building that expels combustion exhaust to an exterior space.

| Deficiency                                                                     | Severity Rating    | Repair Timeframe |
|--------------------------------------------------------------------------------|--------------------|------------------|
| Unit/Interior/Exterior: incomplete or damaged wood-burning fireplace/appliance | ❗ Life-threatening | ❗ 24 hours       |
| Exterior: signs of structural failure                                          | ❗ Life-threatening | ❗ 24 hours       |

# 3.0 mechanical



## 3.1 Elevators

Inspection of elevators will include safety devices/doors in association with an elevator. While there are no specific design requirements, any safety devices that are present must operate as designed.

| Deficiency                                                                                 | Severity Rating | Repair Timeframe |
|--------------------------------------------------------------------------------------------|-----------------|------------------|
| Any elevator is non-operational                                                            | ✓ Moderate      | 30 days          |
| Any elevator door does not fully open or close                                             | ✓ Moderate      | 30 days          |
| Elevator cab has a gap of three-fourths of an inch or more from being level with the floor | ✓ Moderate      | 30 days          |
| Safety edge device malfunctions or does not function as designed                           | ✓ Moderate      | 30 days          |

## 3.2 Gas and Oil Leaks

| Deficiency                                      | Severity Rating    | Repair Timeframe |
|-------------------------------------------------|--------------------|------------------|
| Natural gas, propane, or oil leak               | ! Life-threatening | ! 24 hours       |
| Evidence of an uncapped gas or fuel supply line | ! Life-threatening | ! 24 hours       |

## 3.3 Plumbing and Water Leaks

Inspection for leaks will include the plumbing system, HVAC, and domestic water systems.

Water leaks from environmental issues may appear as:

- swelling windowsills or moisture around the interior of windows or doors,
- damage to ceiling and walls, and/or
- cracks in the interior or window glazing that is failing.

Leaks in the plumbing system may result in:

- mildew/mold, wallpaper that is peeling, a wall that is stained or warped without visible evidence of damage (i.e., active water leak); and/or
- signs of buckling, cracking, or water staining along the floor or ceiling.

| Deficiency                                 | Severity Rating | Repair Timeframe |
|--------------------------------------------|-----------------|------------------|
| Exterior: observed plumbing leak           | ● Low           | 30 days          |
| Exterior: sprinkler assembly leak          | ● Low           | 30 days          |
| Evidence of an environmental water leak    | ✔ Moderate      | 30 days          |
| Interior: leaks within the plumbing system | ✔ Moderate      | 30 days          |
| Interior: sprinkler assembly leak          | ✔ Moderate      | 30 days          |

### 3.4 Sanitary Leak

| Deficiency                       | Severity Rating | Repair Timeframe |
|----------------------------------|-----------------|------------------|
| Missing or detached cleanout cap | ✔ Moderate      | 30 days          |
| Damaged cleanout cap/riser       | ✔ Moderate      | 30 days          |
| Sewage system blockage           | ❗ Severe        | ❗ 24 hours       |
| Leak in the sewage system        | ❗ Severe        | ❗ 24 hours       |

### 3.5 Water Heaters

This standard covers key elements of hot water heaters, including:

- Proper ventilation and ductwork
- Ventilation piping must be free of any holes, disconnected pieces, or misalignment that may allow the gases into the interior space. Taped joints will be assessed to ensure the tape is not covering a hole/space in the flue pipe.

Acceptable relief valve discharge piping materials include:

- Chlorinated polyvinyl chloride (CPVC) plastic pipe/tubing – copper piping
- Cross-linked polyethylene (PEX) plastic tubing
- Ductile iron
- Cross-linked polyethylene/aluminum/high-density – Polyethylene (PEX-AL-HDPE) pipe
- Polyethylene (PEX-AL-PEX) pipe
- Galvanized steel pipe
- Polyethylene/Aluminum/Polyethylene (PE-AL-PE) pipe-polypropylene (PP) plastic pipe or tubing
- Stainless steel pipe (type 304 or 316)

Source: US Housing Consultant NSPIRE Standard and Protocols Manual (08.08.2023)

| Deficiency                                                                                                    | Severity Rating    | Repair Timeframe |
|---------------------------------------------------------------------------------------------------------------|--------------------|------------------|
| Common area: faucet does not dispense hot water                                                               | ● Low              | 30 days          |
| Missing pressure relief valve/discharge pipe                                                                  | ✓ Moderate         | 30 days          |
| Pressure relief valve pipe ends higher than six inches from the floor or less than two inches from the floor. | ✓ Moderate         | 30 days          |
| Pressure relief valve is damaged, capped, has an upward slope, or the wrong material is being used            | ✓ Moderate         | 30 days          |
| Obstructed pressure relief valve/discharge pipe                                                               | ! Severe           | ! 24 hours       |
| Damaged pressure relief valve/discharge pipe                                                                  | ! Severe           | ! 24 hours       |
| Pressure relief valve has an active leak                                                                      | ! Severe           | ! 24 hours       |
| Unit: hot water does not dispense from a faucet or other fixture                                              | ! Severe           | ! 24 hours       |
| Chimney or flue pipe is blocked, misaligned, missing, or has a negative downward slope                        | ! Life-threatening | ! 24 hours       |
| Damaged, missing, or uninstalled gas shutoff valve                                                            | ! Life-threatening | ! 24 hours       |

## 3.6 Heating and Cooling (HVAC)

### 3.6.1 Minimum HVAC Requirements

- Heating: a system consisting of a heat source and method of distribution designed to heat the surrounding air and area
- Ventilation: a method of air distribution by air ducts to transfer air from one location to another
- Air conditioning: a system consisting of a cooling source and a method of distribution designed to cool the surrounding air and area

Examples of items that cannot be used as a permanently installed heating source include:

- Cooking appliances
- Space heaters
- Fireplaces/Wood stoves

| Deficiency                                                                                    | Severity Rating    | Repair Timeframe |
|-----------------------------------------------------------------------------------------------|--------------------|------------------|
| Damaged, inoperable, or missing heating system<br>Timeframe: 04.01 and 09.30                  | ✓ Moderate         | 30 days          |
| Common-area HVAC is not working between 10.01 and 03.31.                                      | ✓ Moderate         | 30 days          |
| Operational HVAC system, but unable to provide an interior temperature higher than 68 degrees | ! Severe           | ! 24 hours       |
| Damaged or inoperable HVAC system (interior temperature is gauged at less than 64 degrees)    | ! Life-threatening | ! 24 hours       |

 **Important to note:** Mechanical rooms/mechanical closets do not fall under this standard.

## 3.6.2 HVAC Equipment

HVAC equipment will be inspected to ensure the following:

- The exhaust fan is present, properly connected to the ceiling or wall, with no evidence of holes or blockages (i.e., bending, warping, collapse, or possible foreign material).
- The heating appliance doesn't have an incomplete or missing previously installed combustion chamber cover or gas shutoff valve.

| Deficiency                                                                       | Severity Rating    | Repair Timeframe |
|----------------------------------------------------------------------------------|--------------------|------------------|
| Common area: inoperable or damaged air conditioning                              | ● Low              | 30 days          |
| Unit: inoperable air conditioning system                                         | ✓ Moderate         | 30 days          |
| Damaged or missing HVAC device safety shield                                     | ! Severe           | ! 24 hours       |
| A non-vented gas, oil, or kerosene space heater                                  | ! Life-threatening | ! 24 hours       |
| Combustion-fueled HVAC system is missing a cover or gas shutoff valve.           | ! Life-threatening | ! 24 hours       |
| Misaligned, blocked, disconnected, or improperly connected exhaust vent ductwork | ! Life-threatening | ! 24 hours       |
| HVAC exhaust vent ductwork has a negative downward slope.                        | ! Life-threatening | ! 24 hours       |

## 3.7 Drains

A drain is defined as openings that are located within the common/public space and dwelling units; examples can include a strainer, grate, covers, traps, and trap seal.

| Deficiency                           | Severity Rating | Repair Timeframe |
|--------------------------------------|-----------------|------------------|
| Blocked or obstructed sanitary drain | ✓ Moderate      | 30 days          |

## 3.8 Trash Chutes

For trash chutes, three elements are inspectable: (1) the chute door must have a self-closing device, (2) the self-closing device must properly function (must open, close, and latch), and (3) have no obstructions that will hinder its functionality.

| Deficiency                                       | Severity Rating | Repair Timeframe |
|--------------------------------------------------|-----------------|------------------|
| Chute door failed to open                        | ✓ Moderate      | 30 days          |
| Chute door does not self-close and latch         | ✓ Moderate      | 30 days          |
| Trash is overflowing and hinders proper function | ✓ Moderate      | 30 days          |

# 4.0 fire safety



## 4.1 Smoke Alarms

NSPIRE lays out specific guidelines regarding the placement of smoke alarms as well as distances that smoke detectors are allowed on ceilings, walls, or within devices that can produce an air draft.

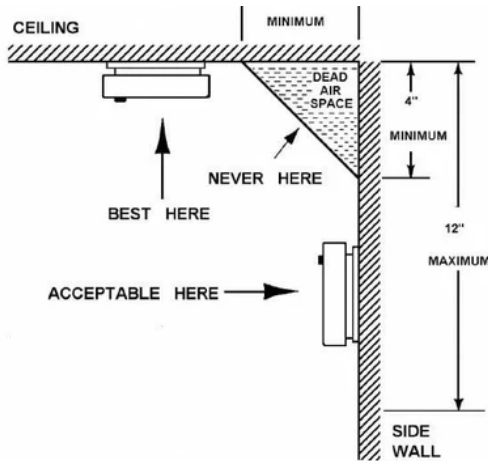
- If a smoke detector is mounted on the ceiling, it **cannot be within four inches** of the wall.
- If a smoke detector is mounted on the wall, it cannot be within four inches of the ceiling and it cannot be more than 12 inches from the ceiling.
- There must be a minimum of 36 inches between a smoke detector and a window, a door leading to the exterior, or ducts where an air draft may interfere with the proper function of a smoke detector.
- Smoke detectors cannot be painted over or have any other decorations present (i.e., stickers etc.).

Source: US Housing Consultant NSPIRE Standard and Protocols Manual (08.08.2023)

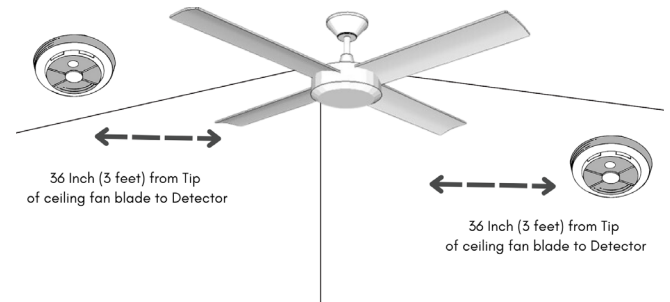
| Deficiency                                                                                              | Severity Rating    | Repair Timeframe |
|---------------------------------------------------------------------------------------------------------|--------------------|------------------|
| Smoke alarm not installed within or outside a sleeping room                                             | ❗ Life-threatening | ❗ 24 hours       |
| If applicable: each level of a unit does not have at least one smoke detector                           | ❗ Life-threatening | ❗ 24 hours       |
| Ceiling-mounted smoke alarm within four inches of a wall                                                | ❗ Life-threatening | ❗ 24 hours       |
| Wall-mounted smoke alarm within four inches of a ceiling                                                | ❗ Life-threatening | ❗ 24 hours       |
| Wall-mounted smoke alarm more than 12 inches from a ceiling                                             | ❗ Life-threatening | ❗ 24 hours       |
| Smoke alarm installed within 10 feet of a cooking appliance                                             | ❗ Life-threatening | ❗ 24 hours       |
| Smoke alarm installed within 36 inches of windows, exterior doors, or devices that produce an air draft | ❗ Life-threatening | ❗ 24 hours       |
| Smoke alarm is painted or has stickers/other decorations present                                        | ❗ Life-threatening | ❗ 24 hours       |
| Obstructed smoke alarm                                                                                  | ❗ Life-threatening | ❗ 24 hours       |
| When tested, smoke alarm does not produce an audio or visual alarm                                      | ❗ Life-threatening | ❗ 24 hours       |

🚩 **Important to note:** Effective December 29, 2024, all smoke detectors which are solely battery-operated will have to be sealed with tamperproof batteries and a 10-year lifespan. It will not be an NSPIRE deficiency until then.

#### A NFPA Smoke Detector Diagram



#### B Smoke Detector and Distance to Air Draft



## 4.2 Carbon Monoxide Detectors

The NSPIRE standard for carbon monoxide detectors is based off Chapters 9 and 11 of the 2018 International Fire Code (IFC). While NSPIRE does not have specific requirements on design, installation, or type, it does follow the International Code Council (ICC) and the International Building Code (IBC) governing standard unless the local code is more stringent.

The essentials of the governing codes are as follows:

- “Carbon monoxide detection shall be installed in dwelling units containing a fuel-burning appliance or a fireplace.” (IFC-Chapter 9, Section 915.1.2)
- “Carbon monoxide detection shall be included in any dwelling units with an attached private garage.” (IFC, Chapter 9, Section 915.1.5)
- “Carbon monoxide detectors shall be installed in dwelling units outside each sleeping area and in the immediate vicinity of the bedroom. If a fuel-burning appliance is installed in the bedroom, a carbon monoxide detector must be installed in the bedroom.” (IFC, Chapter 9, Section 915.2.1)

Source: US Housing Consultant NSPIRE Standard and Protocols Manual (08.08.2023)

| Deficiency                                                                              | Severity Rating    | Repair Timeframe |
|-----------------------------------------------------------------------------------------|--------------------|------------------|
| Detector missing in a common area or mechanical room with fuel-burning equipment        | ❗ Life-threatening | ❗ 24 hours       |
| Detector missing in a bedroom with a fuel-burning piece of equipment                    | ❗ Life-threatening | ❗ 24 hours       |
| Detector missing in a unit within a story or less above or below an unventilated garage | ❗ Life-threatening | ❗ 24 hours       |
| Obstructed or blocked detector                                                          | ❗ Life-threatening | ❗ 24 hours       |
| When tested, detector failed to produce a sound or visual alarm                         | ❗ Life-threatening | ❗ 24 hours       |

## 4.3 Fire Sprinkler System

| Deficiency                                                                            | Severity Rating    | Repair Timeframe |
|---------------------------------------------------------------------------------------|--------------------|------------------|
| Sprinkler head is covered or has an obstruction present within 18 inches.             | ❗ Life-threatening | ❗ 24 hours       |
| Encased or obstructed sprinkler head                                                  | ❗ Life-threatening | ❗ 24 hours       |
| Sprinkler assembly missing components (i.e., escutcheon ring) or damaged              | ❗ Life-threatening | ❗ 24 hours       |
| Concealed sprinkler cover plate is glued or caulked to the ceiling                    | ❗ Life-threatening | ❗ 24 hours       |
| Sprinkler head has evidence of corrosion.                                             | ❗ Life-threatening | ❗ 24 hours       |
| Evidence of foreign material that covers 75 percent or more of the sprinkler assembly | ❗ Life-threatening | ❗ 24 hours       |

A Corroded Sprinkler Head



B Loose Sprinkler Hardware



## 4.4 Fire Extinguishers

| Deficiency                                                                  | Severity Rating    | Repair Timeframe |
|-----------------------------------------------------------------------------|--------------------|------------------|
| Extinguisher gauge reads over- or under-charged                             | ❗ Life-threatening | ❗ 24 hours       |
| The service date on the tag is older than 12 months                         | ❗ Life-threatening | ❗ 24 hours       |
| Missing or illegible inspection tag                                         | ❗ Life-threatening | ❗ 24 hours       |
| Disposable extinguisher is older than 12 years (based on manufactured date) | ❗ Life-threatening | ❗ 24 hours       |
| Damaged fire extinguisher                                                   | ❗ Life-threatening | ❗ 24 hours       |
| Missing fire extinguisher                                                   | ❗ Life-threatening | ❗ 24 hours       |
| Missing fire extinguisher                                                   | ❗ Life-threatening | ❗ 24 hours       |

❗ **Important to note:** Fire extinguishers not in use/in storage will not be inspected. Additionally, fire extinguishers owned by residents will **not** be inspected.

## 4.5 Flammables/Combustibles

Storage of flammable/combustible materials must be stored appropriately to prevent fires. NSPIRE applies this standard to any flammable/combustible material that is stored on or near an ignition source or chemicals that have been improperly stored.

Examples include:

- Hairspray, acetone, lighter fluid, or paint thinner cannot be stored within three feet of a heat appliance or fuel-burning water heater. Even if these items are still in their original containers, they will be cited as a deficiency.
- Paper, plastic, or clothing that is within 36 inches of a fuel-sourced heat appliance or fuel-burning water heater.
- Gas, kerosene, and propane should never be stored in units regardless of if it is near an ignition source or not.
- Gas-powered equipment (including propane tanks) should be stored outside a unit, or inside a storage closet that is accessible only from the exterior of the building.

Source: US Housing Consultant NSPIRE Standard and Protocols Manual (08.08.2023)

| Deficiency                                                                             | Severity Rating    | Repair Timeframe |
|----------------------------------------------------------------------------------------|--------------------|------------------|
| Combustible/Flammable material on or within 36 inches of a fuel-sourced HVAC appliance | ❗ Life-threatening | ❗ 24 hours       |
| Combustible/Flammable material on or within 36 inches of a fuel-burning water heater   | ❗ Life-threatening | ❗ 24 hours       |
| Improperly stored chemicals (i.e., paint, gasoline)                                    | ❗ Life-threatening | ❗ 24 hours       |

🚩 **Important to note:** Combustible items in their original container and are safely stored (under a kitchen sink, in a hall closet etc.) are **not** a deficiency. Resident owned flammable or combustible materials are **not** excluded from this standard.

## 4.6 Fire-labeled Doors

This standard relates to doors with a fire-resistant rating; fire doors whose rating label is missing, hidden, painted over, or obscured will still be inspected based on this standard.

| Deficiency                                                                                                                                                                                                                                                             | Severity Rating    | Repair Timeframe |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|
| Common area: fire door cannot be locked/secured                                                                                                                                                                                                                        | ✅ Moderate         | 30 days          |
| Fire-labeled door failed to open                                                                                                                                                                                                                                       | ❗ Severe           | ❗ 24 hours       |
| Missing or inoperable self-closing hardware                                                                                                                                                                                                                            | ❗ Severe           | ❗ 24 hours       |
| Identified hole of any size                                                                                                                                                                                                                                            | ❗ Severe           | ❗ 24 hours       |
| Damaged hardware that affects functionality                                                                                                                                                                                                                            | ❗ Severe           | ❗ 24 hours       |
| Damaged or missing door seal/gasket                                                                                                                                                                                                                                    | ❗ Severe           | ❗ 24 hours       |
| Fire door is propped open                                                                                                                                                                                                                                              | ❗ Severe           | ❗ 24 hours       |
| Obstructed fire door                                                                                                                                                                                                                                                   | ❗ Severe           | ❗ 24 hours       |
| Unit: fire door cannot be locked/secured                                                                                                                                                                                                                               | ❗ Severe           | ❗ 24 hours       |
| Missing fire door (evidence of prior installation)                                                                                                                                                                                                                     | ❗ Life-threatening | ❗ 24 hours       |
| Colorado Specific Deficiency                                                                                                                                                                                                                                           |                    |                  |
| With the implementation of the NSPIRE Standards, CHFA has decided that to ensure the proper function of a fire rated door that <b>all</b> identified doors with a fire rating will be <b>required</b> to have a self-closing device, and it must function as designed. |                    |                  |

🚩 **Important to note:** If a proposal is presented to replace a fire door with a non-fire rated door approval must be obtained from the local fire district prior to the proposed replacement. Furthermore, this approval must also be sent to CHFA prior to the proposed replacement of the fire door to ensure proper compliance standards are being followed.

## 4.7 Call-for-Aid System

A Call-for-Aid system is not required, but if present, it must work as intended/designed. Components of the system that are tested include the pull cord, lights, enunciators, etc.

### Abandoned systems

- For systems to be considered abandoned, all the pull cords must be removed with just the indicator lights, audible indicators, or the annunciator panel remaining.

### Offsite monitored systems

- Notify the site monitor and ask them to put the system on test.
- Provide third-party documentation of a call-for-aid inspection.

| Deficiency                                                          | Severity Rating    | Repair Timeframe |
|---------------------------------------------------------------------|--------------------|------------------|
| Pull cord ends higher than six inches from the floor                | ❗ Life-threatening | ❗ 24 hours       |
| Blocked, tied up, or missing call-for-aid pull cord                 | ❗ Life-threatening | ❗ 24 hours       |
| Call-for-aid system does not emit sound or light                    | ❗ Life-threatening | ❗ 24 hours       |
| Call-for-aid panel does not indicate the correct corresponding room | ❗ Life-threatening | ❗ 24 hours       |
| Call-for-aid system fails to send a signal to the annunciator panel | ❗ Life-threatening | ❗ 24 hours       |

### Do senior properties have to have a Call-for-Aid System?

- On October 31, 2014, HUD published a memorandum regarding “Office of Multifamily Programs Policy on Emergency Call Systems in elderly Properties. In this memorandum, HUD clarifies that “There is no requirement that a property use a particular type of call systems (such as older pull cord systems), as long as the system in place meets the functional requirements described in HUD Handbook 49101.1, Section 100-2.20.

Source: US Housing Consultant NSPIRE Standard and Protocols Manual (2023)

## 4.8 Auxiliary Lights

Buildings that are equipped with emergency power lighting/auxiliary lights must meet the following standards:

- When tested, the light needs to function as designed.
- The bracket must be intact and damage-free.
- The light fixture is damage-free and is fully secured.

| Deficiency                                      | Severity Rating | Repair Timeframe |
|-------------------------------------------------|-----------------|------------------|
| Auxiliary light fails to test as designed       | ❗ Severe        | ❗ 24 hours       |
| Damaged or missing auxiliary lighting component | ❗ Severe        | ❗ 24 hours       |
| Damaged auxiliary lighting bracket              | ❗ Severe        | ❗ 24 hours       |
| Auxiliary lighting is loose from its mounting   | ❗ Severe        | ❗ 24 hours       |

❗ **Important to note:** Combination exit and auxiliary light findings will be individually cited under their respective standards and respective items.

## 4.9 Exit Signs

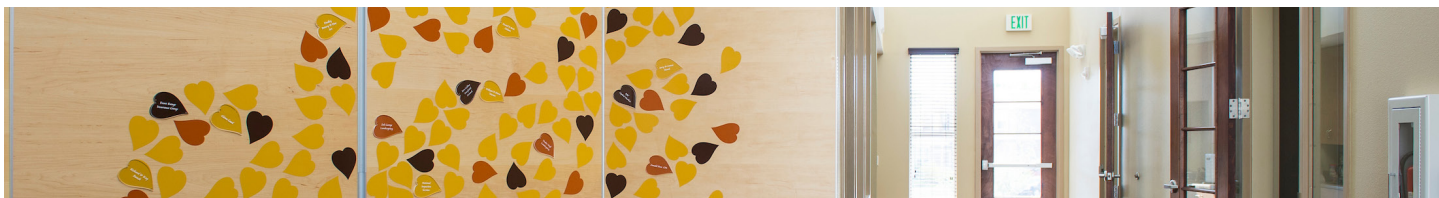
NSPIRE requires that if an exit sign is being used, that it meets the following guidelines against which it will be inspected:

- Intact, functional
- Firmly mounted and in good condition

| Deficiency                                                                                    | Severity Rating    | Repair Timeframe |
|-----------------------------------------------------------------------------------------------|--------------------|------------------|
| Damage to an exit sign<br>(visible defects, impacts functionality)                            | ❗ Life-threatening | ❗ 24 hours       |
| Missing exit sign (evidence of prior installation)                                            | ❗ Life-threatening | ❗ 24 hours       |
| Obstructed sign; "EXIT" is not clearly visible                                                | ❗ Life-threatening | ❗ 24 hours       |
| Inadequate illumination; "EXIT" must be clearly legible; no obstructions or missing lettering | ❗ Life-threatening | ❗ 24 hours       |

❗ **Important to note:** Combination exit and auxiliary lights findings will be individually cited under their respective standards and respective items.

## 5.0 hazardous conditions



### 5.1 Blocked Egress

The NSPIRE standard for blocked egresses pertains to any means of egress within a unit or building area that is blocked, obstructed, does not open, or where hardware is present that requires a special tool to operate.

| Deficiency                                                                           | Severity Rating    | Repair Timeframe |
|--------------------------------------------------------------------------------------|--------------------|------------------|
| Common area: obstructed means of egress                                              | ❗ Life-threatening | ❗ 24 hours       |
| Obstructed exit path leading to the outside                                          | ❗ Life-threatening | ❗ 24 hours       |
| Double-keyed lock present on any door                                                | ❗ Life-threatening | ❗ 24 hours       |
| Windows or doors, identified as egress pathways, do not fully open                   | ❗ Life-threatening | ❗ 24 hours       |
| Window has a keyed lock                                                              | ❗ Life-threatening | ❗ 24 hours       |
| Obstructed unit entry door, identified as a means of egress                          | ❗ Life-threatening | ❗ 24 hours       |
| Double-keyed cylinder lock is present on a bedroom door                              | ❗ Life-threatening | ❗ 24 hours       |
| Bedroom door or windows do not open fully                                            | ❗ Life-threatening | ❗ 24 hours       |
| A permanently installed window air conditioner in a bedroom window                   | ❗ Life-threatening | ❗ 24 hours       |
| Sleeping room (third floor or below) has an obstructed egress opening                | ❗ Life-threatening | ❗ 24 hours       |
| Windows or doors require special knowledge or tool to operate (from the egress side) | ❗ Life-threatening | ❗ 24 hours       |
| Malfunctioning door or window preventing access to a means of egress                 | ❗ Life-threatening | ❗ 24 hours       |
| Obstructed fire escape access                                                        | ❗ Life-threatening | ❗ 24 hours       |
| <b>Colorado Specific Deficiency</b>                                                  |                    |                  |
| Resident Owned Items will be evaluated as a blocked egress along egress pathways.    |                    |                  |

## 5.2 Sharp Edges

| Deficiency                                                                                              | Severity Rating | Repair Timeframe |
|---------------------------------------------------------------------------------------------------------|-----------------|------------------|
| Any component or item that has a sharp edge with the potential to cut, puncture, or cause physical harm | ❗ Severe        | ❗ 24 hours       |

## 5.3 Infestation

Regardless of any preventative measure by the property (i.e., extermination contracts), signs and evidence of infestation **will be cited**, including:

- Cockroaches: can be found alive or dead, shed skin, droppings (these can look like black specks/smears), egg cases (brown, oblong cases)
- Bedbugs: dead or living bedbugs or blood trails
- Mice and rats: can be found in areas of food storage or disposal; chewed holes, urine trails, and droppings. For mice, a deficiency will be cited if a trap contains a mouse; a deficiency will not be called on an empty trap.
- Other pests: any trails near food storage area, nests for bees or wasps, nest-building for squirrels, birds, or bats either inside the building or building covering

| Deficiency                                                                            | Severity Rating | Repair Timeframe |
|---------------------------------------------------------------------------------------|-----------------|------------------|
| Evidence of cockroaches (one live cockroach or evidence of)                           | ✔ Moderate      | 30 days          |
| Building: extensive cockroach infestation (live cockroaches in two or more locations) | ✔ Moderate      | 30 days          |
| Evidence of bedbugs                                                                   | ✔ Moderate      | 30 days          |
| Building: evidence of bedbugs in two or more locations                                | ✔ Moderate      | 30 days          |
| Evidence of mice                                                                      | ✔ Moderate      | 30 days          |
| Building: evidence of mice in two or more locations                                   | ✔ Moderate      | 30 days          |
| Evidence of rats                                                                      | ✔ Moderate      | 30 days          |
| Evidence of any other pests                                                           | ✔ Moderate      | 30 days          |
| Unit: extensive cockroach infestation (live cockroaches in two or more rooms)         | ❗ Severe        | ❗ 24 hours       |
| Unit: evidence of bedbugs in two or more rooms                                        | ❗ Severe        | ❗ 24 hours       |
| Unit: evidence of mice in two or more rooms                                           | ❗ Severe        | ❗ 24 hours       |
| Evidence of extensive rat infestation (live rat observed)                             | ❗ Severe        | ❗ 24 hours       |

## 5.4 Tripping Hazards

A tripping hazard is defined as an abrupt change in elevation and/or horizontal separation identified along a pathway:

- Vertical: a minimum of three-fourths of an inch difference in the walking path
- Horizontal: a minimum of two inches of separation

| Deficiency                                                                      | Severity Rating | Repair Timeframe |
|---------------------------------------------------------------------------------|-----------------|------------------|
| Vertical: tripping hazard with a minimum of three-fourths of an inch difference | ✔ Moderate      | 30 days          |
| Horizontal: tripping hazard with a minimum of two inches of separation          | ✔ Moderate      | 30 days          |

 **Important to note:** Gaps that have been designed into the walking path will not be a citable deficiency (i.e., raised maintenance hole, plant grate).

## 5.5 Lead-based Paint

For this standard, properties that are built prior to 1978 are assumed to have Lead-based Paint (LBP). A lead-based paint inspection, risk assessment, or paint testing can be provided by the PO/A. In absence of this assessment/mitigation, the inspection will be conducted under the assumption that lead-based paint is present.

| Deficiency                                                                            | Severity Rating | Repair Timeframe |
|---------------------------------------------------------------------------------------|-----------------|------------------|
| On a small interior surface where more than 10 percent of the component is affected   | ✔ Moderate      | 30 days          |
| On a small interior surface where less than 10 percent of the component is affected   | ✔ Moderate      | 30 days          |
| On an exterior wall where deteriorated paint is less than or equal to 20 square feet  | ✔ Moderate      | 30 days          |
| On a large interior surface where more than two square feet of paint has deteriorated | ❗ Severe        | ❗ 24 hours       |
| On a large interior surface where less than two square feet of paint has deteriorated | ❗ Severe        | ❗ 24 hours       |
| On an exterior wall where deteriorated paint is more than 20 square feet              | ❗ Severe        | ❗ 24 hours       |

## 5.6 Mold-like Substance

Mold-like substances refer to moisture damage sustained to interior surfaces. They can:

- appear to be fuzzy or have a cottony appearance, and/or
- be identified as mildew.

| Deficiency                                                                              | Severity Rating    | Repair Timeframe |
|-----------------------------------------------------------------------------------------|--------------------|------------------|
| Common area: moisture damage on a surface that is four square inches to one square foot | ● Low              | 30 days          |
| Common area: elevated moisture level                                                    | ● Low              | 30 days          |
| Unit: moisture damage on a surface that is four square inches to one square foot        | ✓ Moderate         | 30 days          |
| Common area: moisture damage on a surface from one square foot to nine square feet      | ✓ Moderate         | 30 days          |
| Unit: elevated moisture level                                                           | ✓ Moderate         | 30 days          |
| Unit: moisture damage from one foot to nine square feet                                 | ! Severe           | ! 24 hours       |
| Common area: moisture damage on a surface greater than nine square feet                 | ! Severe           | ! 24 hours       |
| Unit: moisture damage on a surface greater than nine square feet                        | ! Life-threatening | ! 24 hours       |

# 6.0 lighting and electrical

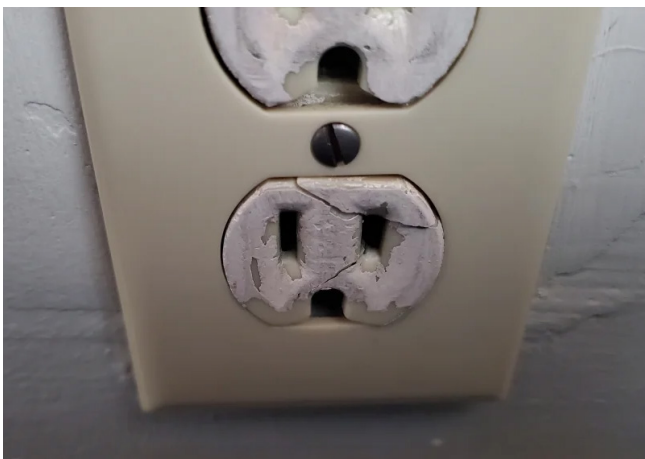


## 6.1 Outlets, Switch, Conductors

This standard covers improperly enclosed/improperly insulated conductors, damaged sheathing, open ports, missing knockouts, outlets/switch covers that are missing, and a missing breaker or fuse. An opening with a half-inch gap or greater also falls under this standard.

| Deficiency                                                  | Severity Rating    | Repair Timeframe |
|-------------------------------------------------------------|--------------------|------------------|
| Outlet that is not properly grounded or wired               | ❗ Severe           | ❗ 24 hours       |
| No visible external damage to an outlet but is inoperable   | ❗ Severe           | ❗ 24 hours       |
| Damage to an outlet or switch                               | ❗ Life-threatening | ❗ 24 hours       |
| Exposed electrical conductor                                | ❗ Life-threatening | ❗ 24 hours       |
| Half-inch or more gap of any high-voltage electrical device | ❗ Life-threatening | ❗ 24 hours       |
| Electrical conductor is not properly enclosed/insulated     | ❗ Life-threatening | ❗ 24 hours       |
| Electrical conductor is in contact with water               | ❗ Life-threatening | ❗ 24 hours       |

A Cracked Outlet



B Burn Marked Outlet



## 6.2 GFCI and AFCI Protection

A GFCI-protected outlet is required in all areas that has the potential to be wet or damp; the following will be performed, assessed, and cited during an inspection:

- All GFCI outlets will be tested (if applicable)
- AFCI/GFCI breakers will be tested (if applicable)
- Ensuring proper protection is present if an outlet is within six feet of a water source (AFCI-/ GFCI-protected)

| Deficiency                                                      | Severity Rating | Repair Timeframe |
|-----------------------------------------------------------------|-----------------|------------------|
| GFCI-protected outlet or breaker fails to test as designed      | ❗ Severe        | ❗ 24 hours       |
| AFCI outlet/breaker reset button fails to test as designed      | ❗ Severe        | ❗ 24 hours       |
| GFCI outlet/breaker reset button fails to test as designed      | ❗ Severe        | ❗ 24 hours       |
| Outlet within six feet of a water source and not GFCI-protected | ❗ Severe        | ❗ 24 hours       |

🚩 **Important to note:** Outlets that are designated for major appliances regardless of distance to a water source (i.e., washing machine, dishwasher, water heater etc.) are exempt from this standard. If the outlet is within six feet of a water source but is enclosed within a cabinet etc., it does not need to be GFCI-/AFCI-protected. Unless, the outlet designated for a major appliance is available to be used by a resident within the six feet of a water source, it then must be GFI protected. Outlets designated for major appliances without GFI protection **must** only be available to that major appliance. Additionally, if an outlet is not a GFCI outlet **but** is protected by a GFCI on the same circuit, the non-GFCI outlet is compliant.

## 6.3 Breaker Boxes/Electric Service Panels

| Deficiency                                         | Severity Rating    | Repair Timeframe |
|----------------------------------------------------|--------------------|------------------|
| Service panel is not readily accessible/obstructed | ✅ Moderate         | 30 days          |
| Evidence of water, rust, or corrosion              | ❗ Severe           | ❗ 24 hours       |
| Damaged breakers/fuses                             | ❗ Life-threatening | ❗ 24 hours       |

## 6.4 Minimum Electrical and Lighting

| Deficiency                                                                                            | Severity Rating | Repair Timeframe |
|-------------------------------------------------------------------------------------------------------|-----------------|------------------|
| Living space is missing two or more operational outlets or at least one outlet with one light fixture | ✅ Moderate      | 30 days          |

## 6.5 Exterior Lighting

---

NSPIRE does not lay out specific requirement regarding exterior lighting; however, if lighting is in place, the following guidelines will be followed:

| Deficiency                                          | Severity Rating | Repair Timeframe |
|-----------------------------------------------------|-----------------|------------------|
| Missing permanent light fixture                     | ✔ Moderate      | 30 days          |
| Damaged permanent light fixture                     | ✔ Moderate      | 30 days          |
| Permanent light fixture not functioning as designed | ✔ Moderate      | 30 days          |
| Permanent light fixture not fully attached/loose    | ✔ Moderate      | 30 days          |

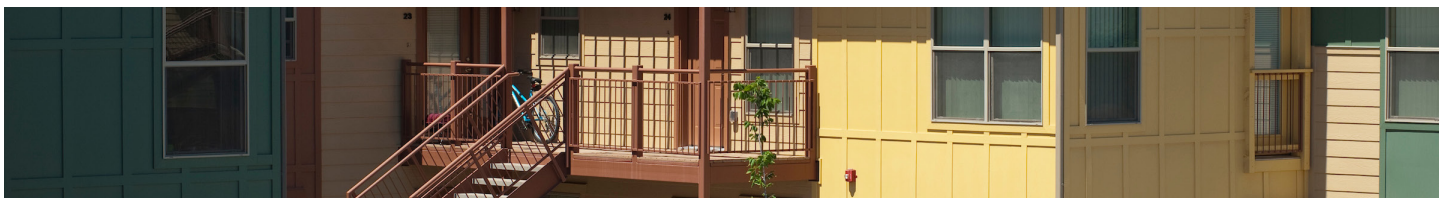
## 6.6 Interior Lighting

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For the purposes of this standard, interior lighting is defined as a “light controlled by a wall mounted switch.”

| Deficiency                                                                                  | Severity Rating | Repair Timeframe |
|---------------------------------------------------------------------------------------------|-----------------|------------------|
| Permanent light fixture fails to test as designed                                           | ✔ Moderate      | 30 days          |
| Permanent light fixture is not fully secured to its mounting                                | ✔ Moderate      | 30 days          |
| Inadequate lighting in the kitchen or bathroom                                              | ✔ Moderate      | 30 days          |
| Missing permanent light fixture in the kitchen or bathroom (evidence of prior installation) | ✔ Moderate      | 30 days          |

## 7.0 finishes and railing



### 7.1 Floor Coverings and Finishes

NSPIRE breaks flooring into two subcategories, flooring and floor coverings; flooring is defined as the substrate or the underlayment, concrete etc. Floor coverings are defined as tile, carpet, vinyl; this does not cover loose floor coverings (i.e., area rug).

| Deficiency                                                                          | Severity Rating | Repair Timeframe |
|-------------------------------------------------------------------------------------|-----------------|------------------|
| 10 percent or more substrate is exposed in any room.                                | ✓ Moderate      | 30 days          |
| Evidence of collapse, bulging, sagging, or misalignment of the subfloor in any room | ✓ Moderate      | 30 days          |
| Flooring has evidence of wood rot and sloping.                                      | ✓ Moderate      | 30 days          |
| Evidence that floor components are not functioning as designed                      | ✓ Moderate      | 30 days          |

🚩 **Important to note:** Unfinished concrete in a basement or mechanical rooms is acceptable. Unfinished concrete in a unit or an interior space is not acceptable.

### 7.2 Ceiling Coverings and Finishes

Examples of ceiling coverings and finishes include drywall, plaster, baseboards, and molding.

| Deficiency                                            | Severity Rating | Repair Timeframe |
|-------------------------------------------------------|-----------------|------------------|
| Unstable ceiling surface                              | ✓ Moderate      | 30 days          |
| Signs of structure failure (cracking, blisters, etc.) | ✓ Moderate      | 30 days          |
| A hole that penetrates to the outside                 | ✓ Moderate      | 30 days          |
| A hole that is two inches or more in diameter         | ✓ Moderate      | 30 days          |
| Evidence of sagging or materials are dropping         | ❗ Severe        | ❗ 24 hours       |
| Ceiling components not functioning as designed        | ❗ Severe        | ❗ 24 hours       |

## 7.3 Wall Coverings and Finishes

Examples of wall coverings and finishes include drywall, plaster, baseboards, and molding.

| Deficiency                                                | Severity Rating | Repair Timeframe |
|-----------------------------------------------------------|-----------------|------------------|
| Loose or detached surface covering                        | ✔ Moderate      | 30 days          |
| Signs of buckling, bulging, and/or bowing                 | ✔ Moderate      | 30 days          |
| Component of an interior wall not functioning as designed | ✔ Moderate      | 30 days          |
| Holes two inches in diameter or greater                   | ✔ Moderate      | 30 days          |
| Area greater than six square inches affected by holes     | ✔ Moderate      | 30 days          |

## 7.4 Stairs and Steps

NSPIRE breaks down stairs and steps into three subcategories for evaluation:

1. Stringer: the housing on either side of a flight of stairs. The tread and risers are fixed into this housing; a flight of stairs will comprise of two stringers.
2. Nosing: the part of the tread that extends beyond the riser
3. Tread: the part of the stair a person walks on and can be made of wood, metal, plastic, or other materials

| Deficiency                                                            | Severity Rating | Repair Timeframe |
|-----------------------------------------------------------------------|-----------------|------------------|
| Missing tread on a set of stairs                                      | ✔ Moderate      | 30 days          |
| Loose or uneven tread                                                 | ✔ Moderate      | 30 days          |
| Tread nosing is damaged or has damage of an one inch or more in depth | ✔ Moderate      | 30 days          |
| Tread has damage more than four inches wide                           | ✔ Moderate      | 30 days          |
| Damaged stringer                                                      | ✔ Moderate      | 30 days          |
| Step or stair is not functioning as designed                          | ✔ Moderate      | 30 days          |
| Step or stair is constructed from unstable materials                  | ✔ Moderate      | 30 days          |
| Damaged step or stair; no longer functions as designed                | ✔ Moderate      | 30 days          |

## 7.5 Guardrails

Within the new NSPIRE standards, guardrails are required for walkways where there is a drop of 30 inches or more from the walking surface. Installed guardrails must be free from damage and fully secured; all hardware items will be assessed to ensure they are functional, and that the guardrail is free from movement. Guardrails should be utilized for elevated walkways used by the public or wherever they were previously installed.

| Deficiency                                                       | Severity Rating    | Repair Timeframe |
|------------------------------------------------------------------|--------------------|------------------|
| Elevated surface is 30 inches or more and is missing a guardrail | ❗ Life-threatening | ❗ 24 hours       |
| Damaged guardrail                                                | ❗ Life-threatening | ❗ 24 hours       |
| Guardrail is less than 30 inches                                 | ❗ Life-threatening | ❗ 24 hours       |
| Guardrail is not fully secure and does not function as designed  | ❗ Life-threatening | ❗ 24 hours       |
| Guardrail is missing hardware                                    | ❗ Life-threatening | ❗ 24 hours       |

🚩 **Important to note:** Guardrails are not required for rooftops where access is restricted, and guardrails were never previously installed. However, if there is general access to the rooftop then guardrails are required.

## 7.6 Handrails

NSPIRE defines handrails as a rail that is fixed and provides support.

Missing:

- When a set of stairs has four or more risers and there is not a railing present, a minimum of one handrail is required.

Damaged:

- If there is movement in the railing when tested using moderate force
- The handrail must be securely attached to its anchor points.

| Deficiency                                                                                      | Severity Rating | Repair Timeframe |
|-------------------------------------------------------------------------------------------------|-----------------|------------------|
| Handrail absent on a set of stairs with four or more risers                                     | ● Low           | 30 days          |
| Ramp identified to be longer than six feet and missing a handrail on both sides                 | ● Low           | 30 days          |
| Ramp identified to have six or more inches in vertical rise and missing a railing on both sides | ● Low           | 30 days          |
| Evidence of prior installation but handrail is currently missing                                | ✔ Moderate      | 30 days          |
| Handrail is not fully secure                                                                    | ✔ Moderate      | 30 days          |
| Handrail short of the full length on a flight of stairs                                         | ✔ Moderate      | 30 days          |
| Handrail less than 28 inches in height                                                          | ✔ Moderate      | 30 days          |
| Handrail exceeds 42 inches in height                                                            | ✔ Moderate      | 30 days          |

# 8.0 kitchens



## 8.1 Kitchen Cabinetry

| Deficiency                                                                                                           | Severity Rating | Repair Timeframe |
|----------------------------------------------------------------------------------------------------------------------|-----------------|------------------|
| Common areas: 50 percent or more of the cabinet components are missing, damaged, or failing to function as designed. | ● Low           | 30 days          |
| 50 percent or more of the cabinets are missing.                                                                      | ✓ Moderate      | 30 days          |
| Missing food storage area                                                                                            | ✓ Moderate      | 30 days          |
| Unit: 50 percent or more of the cabinet components are missing, damaged, or failing to function as designed.         | ✓ Moderate      | 30 days          |
| Colorado Specific Deficiency                                                                                         |                 |                  |
| Any identified damage to cabinetry will be a citable deficiency.                                                     |                 |                  |

## 8.2 Kitchen Countertops

The International Building Code requires that a countertop be a minimum of 30 inches wide.

| Deficiency                                                                | Severity Rating | Repair Timeframe |
|---------------------------------------------------------------------------|-----------------|------------------|
| Missing countertop/food prep area                                         | ✓ Moderate      | 30 days          |
| Exposed substrate exceeds 10 percent or more of the food preparation area | ✓ Moderate      | 30 days          |
| Countertop/food prep area is not to standard size or function             | ✓ Moderate      | 30 days          |

## 8.3 Kitchen Sinks/Sinks

NSPIRE defines a sink as a basin with hardware to dispense and hold water. Common components of a sink include a basin, faucet, handle, drain, drain line, supply valve, supply line, splash guard, and a drain control (sink overflow).

| Deficiency                                                                    | Severity Rating | Repair Timeframe |
|-------------------------------------------------------------------------------|-----------------|------------------|
| Damaged or missing common area/interior space sink or hardware                | ● Low           | 30 days          |
| Sink basin does not retain water; water is directed outside of the basin      | ● Low           | 30 days          |
| Missing or damaged sink or hardware                                           | ● Low           | 30 days          |
| Damaged or missing unit sink or sink hardware                                 | ✓ Moderate      | 30 days          |
| Sink does not drain as designed (clogged)                                     | ✓ Moderate      | 30 days          |
| Improperly installed sink; leaning or pulling away from the wall              | ✓ Moderate      | 30 days          |
| Existing gap between sink and wall                                            | ✓ Moderate      | 30 days          |
| Hot or cold water does not run or shut off when activating the control knobs. | ✓ Moderate      | 30 days          |
| Sink is missing/not installed within the primary kitchen                      | ✓ Moderate      | 30 days          |

## 8.4 Refrigerators

The International Building Code states that a refrigerator can maintain temperatures between 32 and 40 degrees while a freezer maintains a temperature below 32 degrees. Common components for a refrigerator include a compressor, condenser and evaporator coils, handles, shelving, lightbulbs, drawers, and door seals.

For inspection purposes, built-in freezers are considered a component of the refrigerator.

| Deficiency                                                                            | Severity Rating | Repair Timeframe |
|---------------------------------------------------------------------------------------|-----------------|------------------|
| Refrigerator is inoperable/unable to maintain proper temperature (fridge and freezer) | ✓ Moderate      | 30 days          |
| Damaged doors/door seals                                                              | ✓ Moderate      | 30 days          |
| Damaged doors/door handles                                                            | ✓ Moderate      | 30 days          |
| Damaged drawers or shelving                                                           | ✓ Moderate      | 30 days          |
| Damaged interior lining                                                               | ✓ Moderate      | 30 days          |
| Missing refrigerator                                                                  | ✓ Moderate      | 30 days          |

 **Important to note:** Resident-owned refrigerators/standalone freezers are **not** inspected.

## 8.5 Cooking Appliance

This standard covers four different devices that can/may be used to cook/warm up food.

1. Cooking range: a gas or electric stove with several burners and a minimum of one or more ovens
2. Cooktop: a standalone device that can have one or more gas/electric burners, with no attached oven.
3. Oven: an insulated chamber that can be utilized for cooking, heating, and baking food
4. Microwave: a portable device that heats food

Common components include, but are not limited to, grates, racks, knobs, ignition system, fans, seals, door hinges, handles, lights/fixtures, glass surfaces, drip pans.

| Deficiency                                                               | Severity Rating | Repair Timeframe |
|--------------------------------------------------------------------------|-----------------|------------------|
| Oven/Range/Burner in a common area failed to test as designed            | ● Low           | 30 days          |
| One or more hardware pieces are missing.                                 | ✓ Moderate      | 30 days          |
| Burner failed to test as designed (one or more burner still functioning) | ✓ Moderate      | 30 days          |
| Oven failed to test as designed                                          | ! Severe        | ! 24 hours       |
| All burners failed to test as designed.                                  | ! Severe        | ! 24 hours       |
| Missing primary cooking appliance                                        | ! Severe        | ! 24 hours       |
| Damaged or inoperable microwave (primary cooking device)                 | ! Severe        | ! 24 hours       |

## 8.6 Range Hood/Fan/Ventilation

Inspection of ventilation for a range will only apply if there is a ductwork system present. If one is installed, inspection will be conducted on the following: all range fan elements (filter, vent duct, components of the fan), proper ventilation and suction, any obstructions present, fan and light power test.

| Deficiency                                           | Severity Rating | Repair Timeframe |
|------------------------------------------------------|-----------------|------------------|
| System does not engage/respond to the control switch | ✓ Moderate      | 30 days          |
| Restricted airflow                                   | ✓ Moderate      | 30 days          |
| Damaged or missing system hardware                   | ✓ Moderate      | 30 days          |

 **Important to note:** Recirculating fans (microwave and/or range component), kitchen ceiling fans that do not have ductwork to an outside space **will not** be inspected.

# 9.0 bathroom and laundry



## 9.1 Bathroom Exhaust Fan

A form of ventilation in a bathroom is required, regardless of whether it is a window or a motorized exhaust fan.

- If present, open the window; window must stay open.
- For wall- or ceiling-mounted ventilation fans, the fan must engage with the control switch on; to ensure proper function, a piece of tissue paper or similar will be held to the vent cover.
- If the system is activated via a sensor or a timer, no deficiency will be cited for the system as malfunctioning or inoperable.

| Deficiency                                        | Severity Rating | Repair Timeframe |
|---------------------------------------------------|-----------------|------------------|
| System fails to engage with the control switch on | ✓ Moderate      | 30 days          |
| Exhaust system has restricted airflow.            | ✓ Moderate      | 30 days          |
| Missing or damaged hardware                       | ✓ Moderate      | 30 days          |
| No ventilation system (exhaust fan or window)     | ✓ Moderate      | 30 days          |
| Ventilation system does not function as designed  | ✓ Moderate      | 30 days          |

## 9.2 Cabinetry (Bathroom/Laundry)

| Deficiency                                                                                                            | Severity Rating | Repair Timeframe |
|-----------------------------------------------------------------------------------------------------------------------|-----------------|------------------|
| Common area: evidence of damage or missing hardware to 50 percent or more of the cabinets within the bathroom/laundry | ● Low           | 30 days          |
| Unit: evidence of damage or missing hardware on 50 percent or more of the cabinets within the bathroom/laundry        | ✓ Moderate      | 30 days          |
| Colorado Specific Deficiency                                                                                          |                 |                  |
| Any identified damage to cabinetry will be a citable deficiency.                                                      |                 |                  |

## 9.3 Clothes Dryers

Items that will be assessed include:

- Improper filter materials (stockings, t-shirts etc.) that are attached to the ductwork.

| Deficiency                                                        | Severity Rating    | Repair Timeframe |
|-------------------------------------------------------------------|--------------------|------------------|
| Missing exterior dryer vent cover or cap                          | ● Low              | 30 days          |
| Detached or missing gas or electric dryer duct                    | ❗ Life-threatening | ❗ 24 hours       |
| Dryer exhaust system has restricted airflow or is blocked/damaged | ❗ Life-threatening | ❗ 24 hours       |
| Dryer duct is not metal or an approved material                   | ❗ Life-threatening | ❗ 24 hours       |

## 9.4 Toilets

NSPIRE requires at least one functional toilet within a resident dwelling.

Inspection of function and overall condition will include the following:

- Toilet flushes, refills, and stops running.

| Deficiency                                                               | Severity Rating    | Repair Timeframe |
|--------------------------------------------------------------------------|--------------------|------------------|
| Hardware has damage but is functional                                    | ● Low              | 30 days          |
| Common area: missing single installed toilet                             | ✓ Moderate         | 30 days          |
| Unit: missing toilet (at least one other toilet installed)               | ✓ Moderate         | 30 days          |
| Common area: missing toilet (at least one other toilet installed)        | ✓ Moderate         | 30 days          |
| Common area: Damaged or inoperable toilet                                | ✓ Moderate         | 30 days          |
| Unit: Damaged or inoperable toilet (at least one other toilet installed) | ✓ Moderate         | 30 days          |
| Damaged or inoperable hardware                                           | ✓ Moderate         | 30 days          |
| Toilet is not fully attached/secure.                                     | ✓ Moderate         | 30 days          |
| Toilet cannot be used in private.                                        | ✓ Moderate         | 30 days          |
| Unit: Damaged or inoperable single installed toilet                      | ❗ Severe           | ❗ 24 hours       |
| Unit: missing single toilet                                              | ❗ Life-threatening | ❗ 24 hours       |

## 9.5 Showers/Bathtubs

### 9.5.1 Unit Shower/Bathtub

The standards for unit and common-area showers/bathtubs are the same, differing only in severity levels and repair timeframe.

| Deficiency                                                              | Severity Rating | Repair Timeframe |
|-------------------------------------------------------------------------|-----------------|------------------|
| Damaged, missing, or inoperable stopper                                 | ● Low           | 30 days          |
| Pan/basin has discoloration on at least 50 percent of the surface       | ● Low           | 30 days          |
| Damaged, missing, or inoperable curtain/door                            | ● Low           | 30 days          |
| Privacy is compromised.                                                 | ✓ Moderate      | 30 days          |
| Inoperable or not draining shower or bath (another bath/shower present) | ✓ Moderate      | 30 days          |
| Damaged, missing, or inoperable hardware                                | ✓ Moderate      | 30 days          |
| Damaged, missing, or inoperable valve                                   | ✓ Moderate      | 30 days          |
| Damaged, missing, or inoperable basin/pan                               | ✓ Moderate      | 30 days          |
| Inoperable or not draining shower or bath (only bath/shower)            | ! Severe        | ! 24 hours       |

### 9.5.2 Common Area Shower/Bathtub

| Deficiency                                       | Severity Rating | Repair Timeframe |
|--------------------------------------------------|-----------------|------------------|
| Inoperable or not draining shower or bath        | ● Low           | 30 days          |
| Damaged, missing, or inoperable hardware         | ● Low           | 30 days          |
| Damaged, missing, or inoperable hardware fixture | ● Low           | 30 days          |
| Damaged, missing, or inoperable basin/pan        | ● Low           | 30 days          |
| Privacy is compromised.                          | ✓ Moderate      | 30 days          |

## 9.6 Grab Bars

| Deficiency            | Severity Rating | Repair Timeframe |
|-----------------------|-----------------|------------------|
| Any movement detected | ✓ Moderate      | 30 days          |

# 10.0 windows and doors



## 10.1 Windows

NSPIRE standards of inspection for windows, regardless of inspectable area, will be assessed based on the same guidelines; however, the severity and repair timeframe **will** change based on area.

### 10.1.1 Unit Windows

| Deficiency                                                                        | Severity Rating | Repair Timeframe |
|-----------------------------------------------------------------------------------|-----------------|------------------|
| Window will not open or stay open                                                 | ✓ Moderate      | 30 days          |
| Window cannot be secured/latched                                                  | ✓ Moderate      | 30 days          |
| Damaged weather stripping/seal                                                    | ✓ Moderate      | 30 days          |
| Damaged/missing windowpane, sash, frame                                           | ✓ Moderate      | 30 days          |
| Damaged window that obstructs light into the unit or protection from the elements | ✓ Moderate      | 30 days          |
| A hole, tear, or cut in a screen greater than one inch                            | ✓ Moderate      | 30 days          |
| Missing window screen                                                             | ✓ Moderate      | 30 days          |
| Window will not close                                                             | ! Severe        | ! 24 hours       |

### 10.1.2 Common Area Windows

| Deficiency                                                                        | Severity Rating | Repair Timeframe |
|-----------------------------------------------------------------------------------|-----------------|------------------|
| Window will not open or stay open                                                 | ● Low           | 30 days          |
| Window cannot be secured/latched                                                  | ● Low           | 30 days          |
| Window will not close                                                             | ✓ Moderate      | 30 days          |
| Damaged weather stripping/seal                                                    | ✓ Moderate      | 30 days          |
| Damaged/missing windowpane, sash, frame                                           | ✓ Moderate      | 30 days          |
| Damaged window that obstructs light into the unit or protection from the elements | ✓ Moderate      | 30 days          |
| A hole, tear, or cut in a screen greater than one inch                            | ✓ Moderate      | 30 days          |
| Missing window screen                                                             | ✓ Moderate      | 30 days          |

## 10.2 Garage Doors

NSPIRE standards assesses garage doors for two conditions:

| Deficiency                                   | Severity Rating | Repair Timeframe |
|----------------------------------------------|-----------------|------------------|
| A hole that penetrates through the door      | ✓ Moderate      | 30 days          |
| Broken/Missing window                        | ✓ Moderate      | 30 days          |
| Garage door fails to close and remain closed | ✓ Moderate      | 30 days          |
| Garage door fails to open and remain open    | ✓ Moderate      | 30 days          |

## 10.3 Entry Doors and Hardware

Entry doors refers to doors that provide access to an area where there is a presumption of privacy and security (i.e., common hallway into a unit).

This standard relates to the “hardware” of the door that aids in the operation of the door; this will include self-closing hinges, standard hinges, and locks.

| Deficiency                                                      | Severity Rating | Repair Timeframe |
|-----------------------------------------------------------------|-----------------|------------------|
| Entry door will not open                                        | ✓ Moderate      | 30 days          |
| Common area: entry door fails to close                          | ✓ Moderate      | 30 days          |
| Damaged, missing, or inoperable self-closing device             | ✓ Moderate      | 30 days          |
| Missing self-closing device (evidence of previous installation) | ✓ Moderate      | 30 days          |
| Common area: entry door cannot be secured/locked                | ✓ Moderate      | 30 days          |
| Unit: entry door cannot be secured/locked                       | ! Severe        | ! 24 hours       |
| Unit: entry door fails to close                                 | ! Severe        | ! 24 hours       |

### 10.3.1 Entry Door Surface

This standard refers to deficiencies found regarding an entry door's physical condition, frame, and surface, including holes, gaps, seal defects, and any other damages that could impact the integrity of the door.

| Deficiency                                                                                   | Severity Rating | Repair Timeframe |
|----------------------------------------------------------------------------------------------|-----------------|------------------|
| A hole that is one-fourth of an inch or greater that penetrates the door's surface           | ✓ Moderate      | 30 days          |
| A crack that one-fourth of an inch or greater that penetrates the door's surface             | ✓ Moderate      | 30 days          |
| A hole or crack and separation is also present.                                              | ✓ Moderate      | 30 days          |
| Missing glass (evidence of prior installation)                                               | ✓ Moderate      | 30 days          |
| Separation or delamination of two inches or greater                                          | ✓ Moderate      | 30 days          |
| Missing or damaged frame, threshold, or trim                                                 | ✓ Moderate      | 30 days          |
| A gap of one-fourth of an inch or more around the seal/gasket and there is light penetration | ✓ Moderate      | 30 days          |
| Evidence of water penetration/damage to door seal                                            | ✓ Moderate      | 30 days          |
| Damaged, missing, or inoperable hardware but privacy/security is not compromised             | ✓ Moderate      | 30 days          |
| Missing entry door                                                                           | ❗ Severe        | ❗ 24 hours       |

### 10.4 General Doors

Non-fire-rated doors and non-entry doors to an interior/exterior space (i.e., closet doors) fall under this standard. Interior general doors are referred to as passage doors; exterior general doors are referred to as exterior doors.

| Deficiency                                             | Severity Rating | Repair Timeframe |
|--------------------------------------------------------|-----------------|------------------|
| Damaged, missing, or inoperable passage door hardware  | ● Low           | 30 days          |
| Damaged, missing, or inoperable closet door hardware   | ● Low           | 30 days          |
| Damaged, missing, or inoperable exterior door hardware | ✓ Moderate      | 30 days.         |
| Passage door failed to open as designed.               | ✓ Moderate      | 30 days          |

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