

**Title:** Inspections

**Purpose:** Explains the association's policy on inspections of units.

**I. Summer**

- a. Each unoccupied unit is inspected.
- b. During these inspections the following things are observed and noted:
  - i. Are windows and doors open.
  - ii. Is the heater off.
  - iii. Are there any drips coming from any sinks or tubs.
  - iv. Are there any water leaks on ceilings, indicated a leak from above.
  - v. Water heaters are checked to see if they are on or off and if there are any leaks coming from them.
  - vi. Are the smoke detectors and carbon monoxide detectors in proper working order (see policy SA-1).
  - vii. Is the pilot light off in the fireplace.
  - viii. Are exterior lights in proper working order.
  - ix. Do we have keys to each unit for emergency purposes.
- c. An inspection is also conducted for the exterior part of the buildings.
  - i. Heaters under each building are shut off.
  - ii. Foundation vents are opened.
  - iii. Turbines on the roofs are cleared.

**II. Winter**

- a. Each unoccupied unit is inspected.
- b. During these inspections the following things are observed and noted:
  - i. Are windows and doors open.
  - ii. Is the heater on. We leave the heaters on at the temperature of 50 degrees in order to prevent pipes from freezing.
  - iii. Are there any drips coming from any sinks or tubs.
  - iv. Are there any water leaks on ceilings, indicating a leak from above.
  - v. Water heaters are checked to see if they are on or off and if there are any leaks coming from them.
  - vi. Are the smoke detectors and carbon monoxide detectors in proper working order (see policy SA-1).
  - vii. Is the pilot light on in the fireplace.
  - viii. Are exterior lights in proper working order.
  - ix. Do we have keys to each unit for emergency purposes.
- c. An inspection is also conducted for the exterior part of the buildings.
  - i. Heaters under each building are shut on.
  - ii. Foundation vents are closed.
  - iii. Turbines on the roofs are taped shut.

**III. Non-Scheduled Inspections**

- a. Inspections are done of units when a major weather event has come through. For instance, after a major rain or snow storm.
- b. At times the Board of Directors may determine that an inspection of units is appropriate. At that time, an inspection will be done.