

Senior Services Municipal Building Renovation 2023  
INVITATION TO BID

OWNER – The OWNER of the project is Covert Township, 73943 Lake St, PO BOX 35, Covert, MI 49043, (269) 764-8986. Project documents can be viewed at the Township Hall and the Township Website, [Covertwp.com](http://Covertwp.com).

PROJECT – The Project consists primarily of renovating the interior of an 1800 sq ft bank building located at 33800 M-140, Covert, MI 49043, to be used for government services. A commercial inspection report and conceptual drawings are attached to this invitation to bid. A walk through of the building can be arranged upon request. The work includes, but is not limited to, the following:

- Remove approximately 40 linear feet of wall and various closets
- Adjust drop ceiling as needed
- Remove various attached counters, cabinetry and sinks
- Remove bank vault door and replace with standard door.
- Remove old security system and other bank mechanical equipment
- Repair several windows
- Replace light fixtures as needed
- Repair and install communication lines as needed
- Convert a storage space into an ADA restroom
- Make modifications as needed to ensure ADA compliance
- Inspect mechanical, plumbing and electrical systems for possible repair or replacement
- Install an alternative entrance with vestibule and ADA sidewalk in rear of building
- Repair and paint drywall, and replace carpet throughout
- Install signage
- Install intercom and security system
- Install counters, backsplash, cabinets, sink, oven, and refrigerator in kitchenette
- Upgrade drinking fountain
- Minor paint and repair of building exterior
- Repair of sidewalk and minor landscaping
- Submit samples for asbestos testing and abatement if necessary

NOTICE: Proposal for service will be received until noon on January 10, 2022, in the Covert Township Clerk's Office at the Covert Township Hall, 3943 Lake St, PO BOX 35, Covert, MI 49043, requesting quotations for supplying the Township with the item(s) listed herein and as further specified. These proposals will be publicly opened in a meeting of the Covert Township Board of Trustees on a date to be noticed to the public.

HOW TO SUBMIT PROPOSAL: All proposals shall be submitted in sealed opaque envelopes, mailed to the Covert Township Clerk at the Covert Township Hall, PO BOX 35, Covert, MI 49043, or delivered in person the office of the Covert Township Clerk, 3943 Lake St, Covert, MI 49043 and marked on the outside of the envelopes as follows:

SEALED PROPOSAL FOR: Senior Services Municipal Building Renovation 2023

Any proposal transmitted to Covert Township's facsimile (fax) machine or email will be deemed **an invalid bid and not be considered for review.** It will be the bidder's sole responsibility to ensure that

Senior Services Municipal Building Renovation 2023  
INVITATION TO BID

their proposal reaches the Covert Township Clerk's office on or before the closing hour and date shown above.

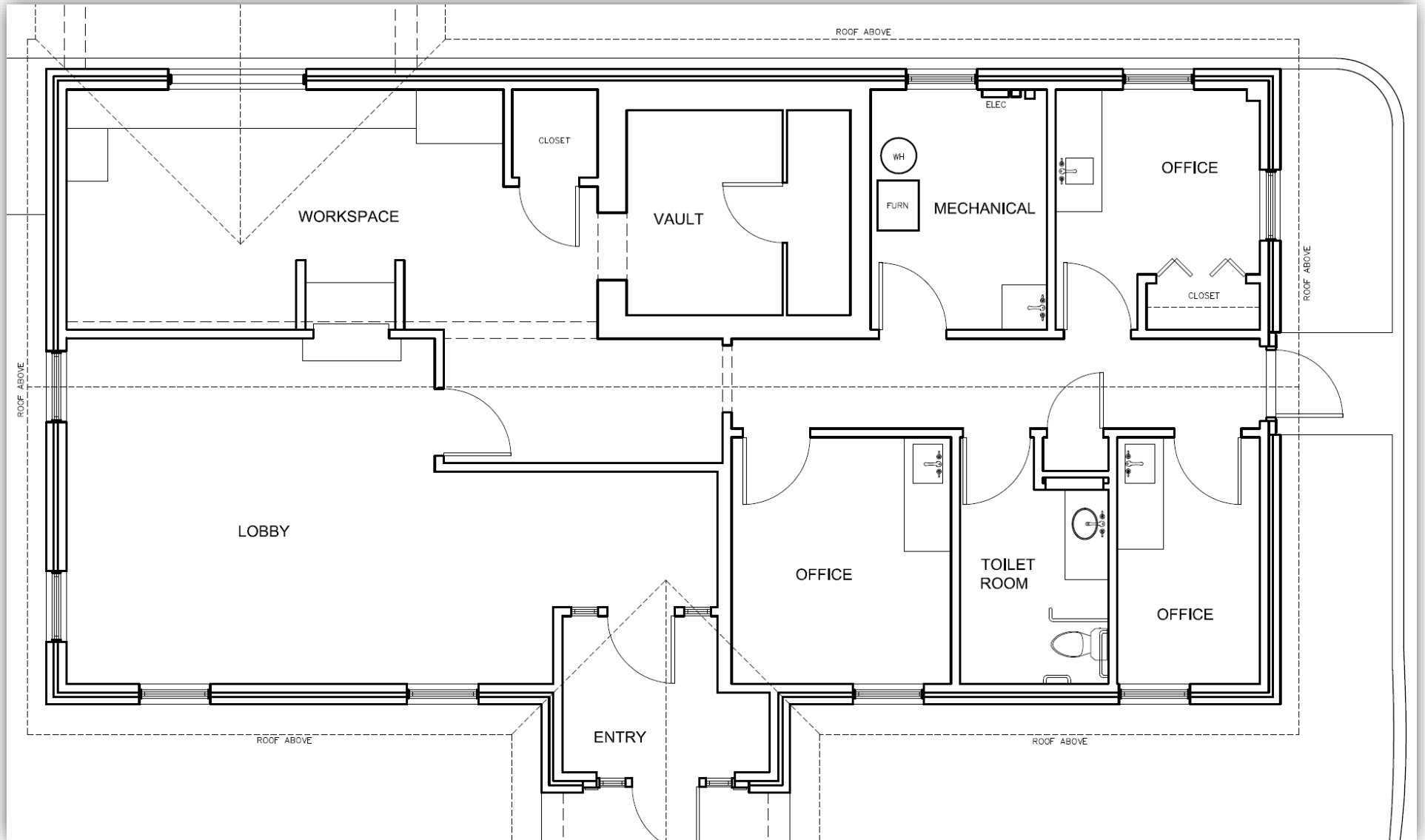
**PURPOSE OF PROPOSAL:** Covert Township intends to secure a supply source for the services(s) defined by considering (but not limited to) the following: lowest price, terms of the warranty, and prompt and convenient service by the supplier to the Township. Any failure on the part of the supplier or contractor to comply with the following conditions and specifications shall be a reason for contract termination. The Township reserves the right to award the supplier where the service meets the specification, terms, and conditions. The Township Board of Trustees considers the bid to be in the Township's best interest.

**FUNDING SOURCE:** Funding for this project is provided, in part, by the Covert Township millage for Activities or Services for Older Persons. A portion of the project will also be funded by the Covert Township General Fund.

Naomi Barnes  
Covert Township Clerk  
3943 Lake Street, PO BOX, Covert, MI 49043  
Office: (269) 764-8986 Ext. 3  
Clerk@coverttwp.com

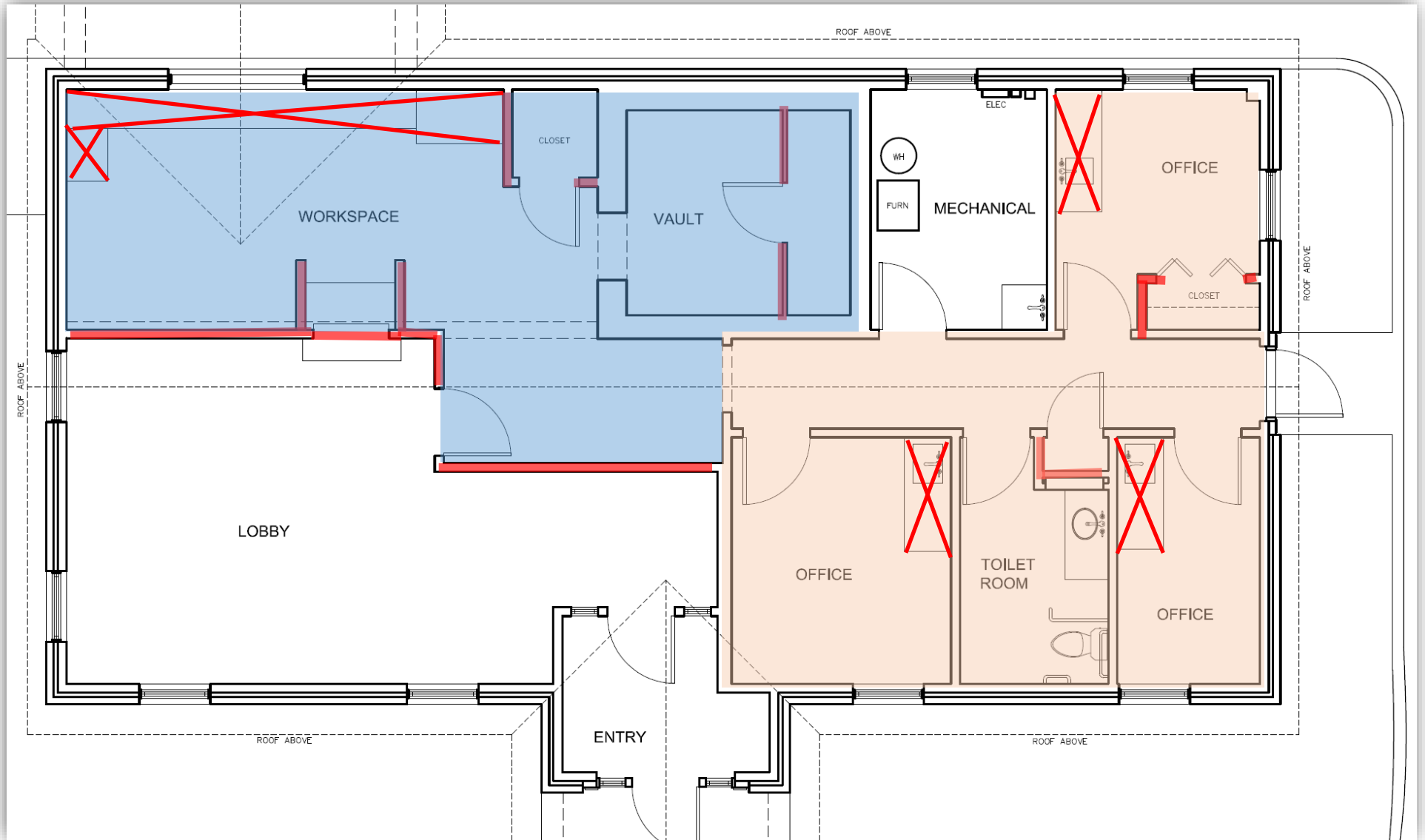
# Covert Township Senior Services Municipal Building

## CURRENT LAYOUT



# Covert Township Senior Services Municipal Building

## PROPOSED MODIFICATIONS

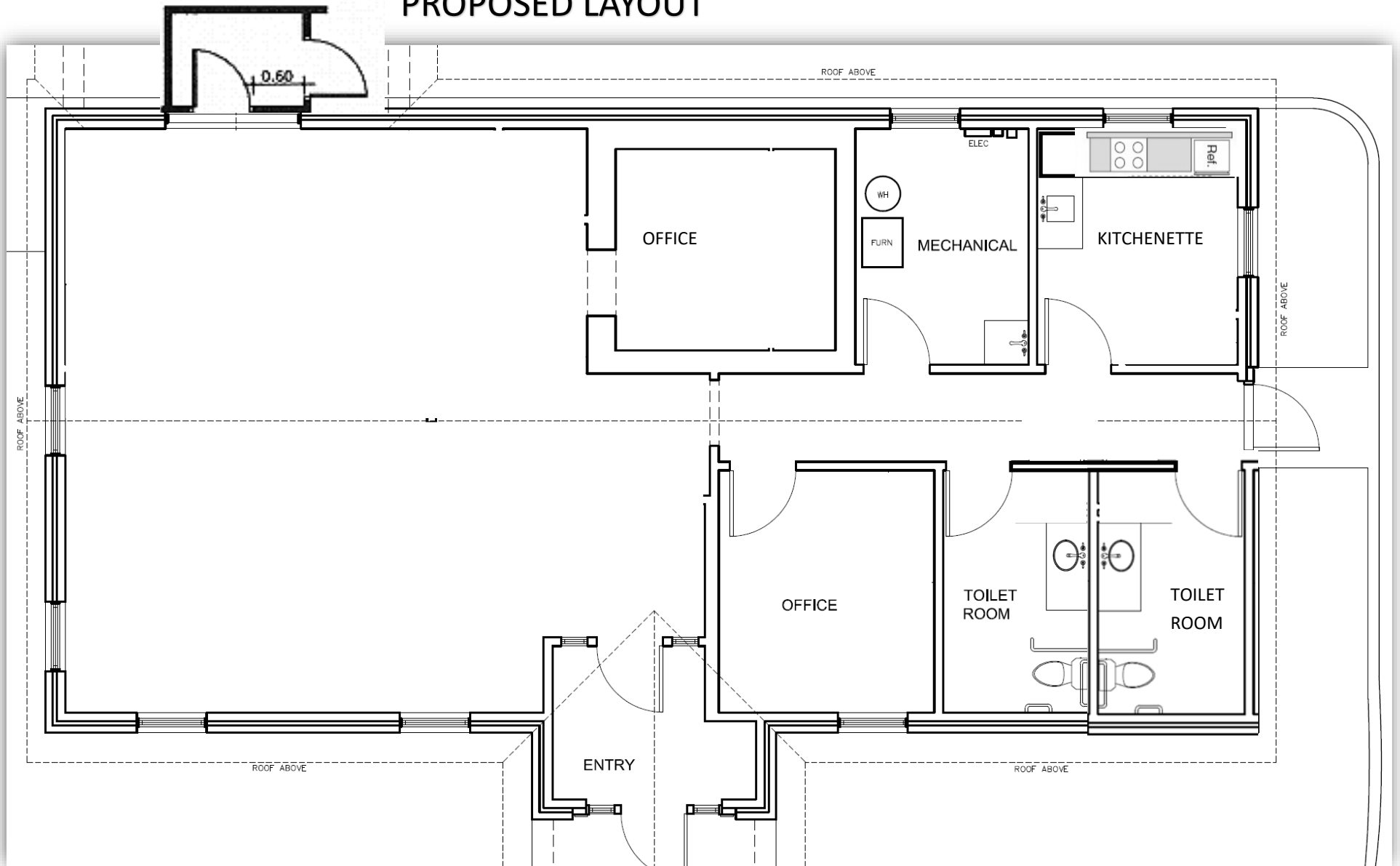


Match floor and drop ceiling with lobby area (brick tile)

Replace carpet with nonporous floor material

Walls and installations to remove

# Covert Township Senior Services Municipal Building PROPOSED LAYOUT



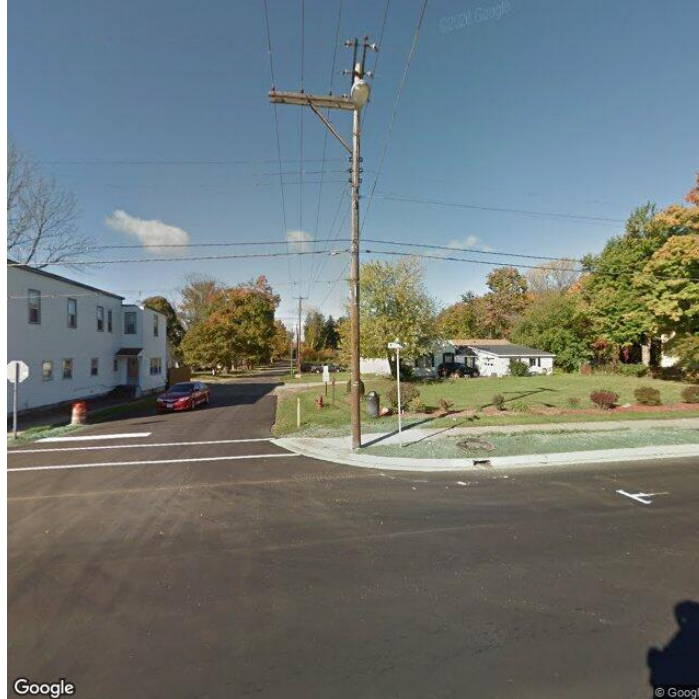


# TRU-SPECT INSPECTIONS & ENVIRONMENTAL

(269)414-0469

greg@tru-spect.com

<http://www.tru-spect.com>



## RESIDENTIAL

33380 M-140  
Covert, MI 49043

Covert Township  
OCTOBER 3, 2022



Inspector

**Josh Hill**

InterNachi Certified #NACHI18120509

(269)414-0337

[josh@tru-spect.com](mailto:josh@tru-spect.com)

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# SUMMARY

158

ITEMS INSPECTED

6

MAINTENANCE ITEM

45

RECOMMENDATION

3

SAFETY HAZARD

- ⊖ 2.1.1 Roof - Coverings: Damaged (General)
- ⊖ 2.1.2 Roof - Coverings: Exposed nails.
- ⊖ 3.3.1 Exterior - Exterior Faucet: Spigot is missing handle
- ⊖ 3.4.1 Exterior - Electrical ( Outlets, Fixtures, Switches): Light Inoperable
- ⊖ 3.4.2 Exterior - Electrical ( Outlets, Fixtures, Switches): Debris inside receptacle
- ⊖ 3.5.1 Exterior - Cooling Equipment: Damaged fins
- ⊖ 3.6.1 Exterior - Siding, Flashing & Trim: Spalling brick
- ⊖ 3.7.1 Exterior - Decks, Balconies, Porches & Steps: Damaged support column
- ⊖ 3.8.1 Exterior - Exterior Doors: Door Sill/Trim
- ⊖ 3.10.1 Exterior - Eaves, Soffits & Fascia: Paint/Finish Failing
- ⊖ 3.12.1 Exterior - Walkways, Patios & Driveways: Sidewalk Trip Hazard
- ⊖ 3.13.1 Exterior - Vegetation, Grading and Drainage : Tree Overhang
- ⊖ 3.13.2 Exterior - Vegetation, Grading and Drainage : Vegetation on siding
- ⊖ 5.2.1 Attic - Framing : Moisture staining.
- ⚠ 5.3.1 Attic - Electrical: Live wires outside of junction box
- ⊖ 5.5.1 Attic - Bathroom Exhaust : Bathroom vents into attic
- ⊖ 6.1.1 HVAC - Heating Equipment: Leaking humidifier
- ⊖ 9.4.1 Vault Room - Floors: Carpet Stains
- ⊖ 10.3.1 Exam Room 1 - Lighting Fixtures, Switches & Receptacles: Outlet loose
- ⊖ 10.3.2 Exam Room 1 - Lighting Fixtures, Switches & Receptacles: Wires tied outside of junction box
- 🔧 10.5.1 Exam Room 1 - Windows: Missing Screen
- ⊖ 10.5.2 Exam Room 1 - Windows: Window is screwed shut
- ⊖ 10.6.1 Exam Room 1 - Walls: Minor damage
- ⚠ 11.3.1 Exam Room 2 - Lighting Fixtures, Switches & Receptacles: No GFCI protection
- ⊖ 11.4.1 Exam Room 2 - Floors: Carpet Stains
- 🔧 11.5.1 Exam Room 2 - Windows: Missing Screen
- ⊖ 11.5.2 Exam Room 2 - Windows: Chipping paint
- ⊖ 11.5.3 Exam Room 2 - Windows: Window is screwed shut



- ⊖ 11.6.1 Exam Room 2 - Walls: Minor Damage
- ⊖ 11.7.1 Exam Room 2 - Ceilings: Minor Damage
- ⊖ 11.7.2 Exam Room 2 - Ceilings: Moisture Staining/Damage
- ⊖ 12.3.1 Treatment Room - Lighting Fixtures, Switches & Receptacles: Damaged receptacle
- ⊖ 12.4.1 Treatment Room - Floors: Moderate Wear
- ⊖ 12.4.2 Treatment Room - Floors: Flooring possibly asbestos
- 🔧 12.5.1 Treatment Room - Windows: Missing Screen
- ⊖ 13.3.1 Mechanical Room - Lighting Fixtures, Switches & Receptacles: Missing light fixture cover
- ⊖ 13.3.2 Mechanical Room - Lighting Fixtures, Switches & Receptacles: Light flickers when on
- ⊖ 13.4.1 Mechanical Room - Floors: Damaged (General)
- ⊖ 13.4.2 Mechanical Room - Floors: Flooring possibly asbestos
- 🔧 13.5.1 Mechanical Room - Windows: Missing Screen
- ⊖ 13.5.2 Mechanical Room - Windows: Window is screwed shut
- ⊖ 13.8.1 Mechanical Room - Doors: Door does not close
- ⚠️ 14.4.1 Bathroom 1 - GFCI & AFCI: No GFCI Protection Installed
- ⊖ 14.5.1 Bathroom 1 - Exhaust Systems: Vent needs cleaning
- ⊖ 14.6.1 Bathroom 1 - Floors: Damaged (General)
- 🔧 14.6.2 Bathroom 1 - Floors: Flooring possibly asbestos
- 🔧 15.5.1 Lobby - Windows: Missing Screen
- ⊖ 15.5.2 Lobby - Windows: Broken glass
- ⊖ 15.5.3 Lobby - Windows: Window is screwed shut
- ⊖ 16.6.1 Office - Walls: Minor cracks
- ⊖ 16.6.2 Office - Walls: Damage
- ⊖ 16.9.1 Office - Closets: Minor damage
- ⊖ 17.6.1 Main Floor Hallway - Walls: Minor cracks
- ⊖ 18.3.1 Main Floor Hallway 2 - Lighting Fixtures, Switches & Receptacles: Damaged receptacle

# 1: INSPECTION DETAILS

## Information

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**In Attendance**

Inspector

**Style**

Commercial

**Type of Building**

Commercial

**Temperature (approximate)**

51 Fahrenheit (F)

**Weather Conditions**

Clear

**Occupancy**

Partial

Houses that occupied limit the visibility throughout the house for outlets, flooring areas, areas of wall, ECT. We can only inspect what is visible.

## 2: ROOF

		IN	NI	NP	D
2.1	Coverings	X			X
2.2	Layers	X			
2.3	Ventilation	X			
2.4	Plumbing Vent	X			

IN = Inspected    NI = Not Inspected    NP = Not Present    D = Deficiency

### Information

**Roof Type/Style**

Gable

**Coverings: Material**

Asphalt

**Layers: Layers**

1

**Plumbing Vent: Present**

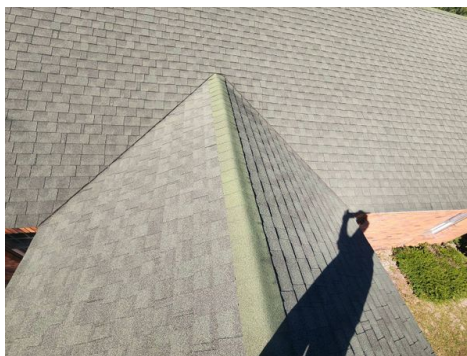
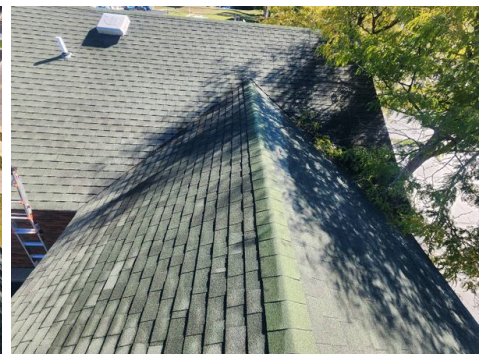
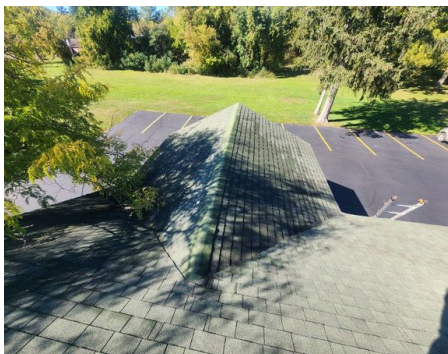
**Plumbing Vent: Amount**

1



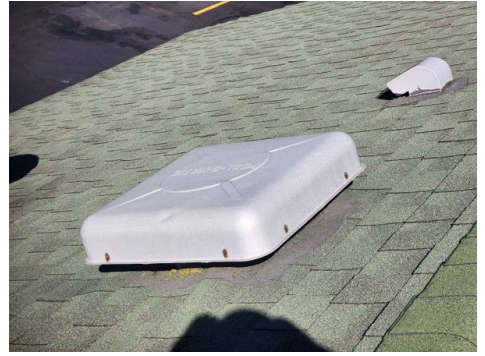
**Inspection Method**

Roof



**Ventilation: Ventilation Type**

Gable Vents, Soffit Vents, Thermostatically Controlled Fan



**Observations**

2.1.1 Coverings

**DAMAGED (GENERAL)**

Roof coverings had damage to the materials.

Recommend a qualified roofing contractor evaluate and repair as needed.

 Recommendation



2.1.2 Coverings

**EXPOSED NAILS.**

Water can seep around the edge of the nails, working its way through your roof.

Recommend covering with tar or silicone to prevent moisture intrusion.

 Recommendation



### 3: EXTERIOR

		IN	NI	NP	D
3.1	Foundation		X		
3.2	Service Entrance Conductors	X			
3.3	Exterior Faucet	X			X
3.4	Electrical ( Outlets, Fixtures, Switches)	X			X
3.5	Cooling Equipment	X			X
3.6	Siding, Flashing & Trim	X			X
3.7	Decks, Balconies, Porches & Steps	X			X
3.8	Exterior Doors	X			X
3.9	Windows	X			
3.10	Eaves, Soffits & Fascia	X			X
3.11	Gutter System			X	
3.12	Walkways, Patios & Driveways	X			
3.13	Vegetation, Grading and Drainage	X			X

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### Information

**Foundation: Material**

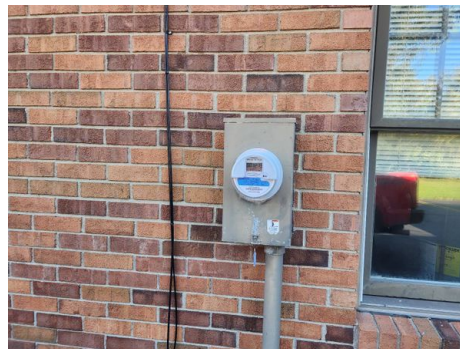
Slab on Grade

**Service Entrance Conductors:  
Electrical Service Conductors**

Below Ground

**Cooling Equipment: Energy  
Source/Type**

Electric



**Cooling Equipment: Location**

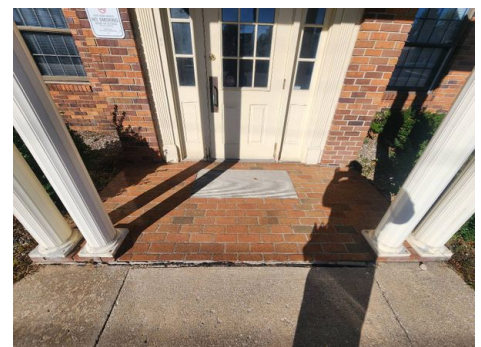
Exterior North

**Siding, Flashing & Trim: Siding  
Material**

Brick

**Decks, Balconies, Porches &  
Steps: Type**

Front Entryway, Covered Patio



**Decks, Balconies, Porches &**

**Steps: Material**

Concrete, Asphalt

**Windows: Window Material**

Wood

**Inspection Method**

Visual

**Exterior Doors: Exterior Entry**

**Door**

Steel, Wood

**Eaves, Soffits & Fascia: Type**

Wood

**Windows: Window Type**

Double-hung

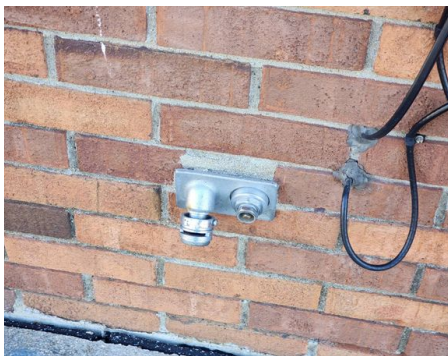
**Gutter System: Gutter Material**

Not present

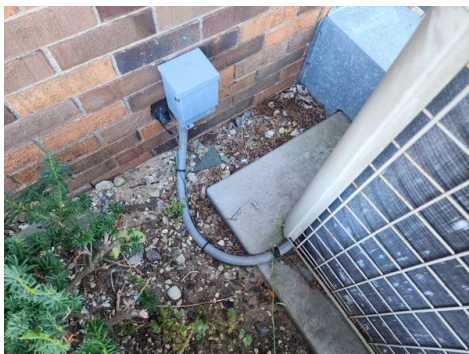


**Exterior Faucet: General**

2



**Cooling Equipment: Brand**  
Arcoaire



**Walkways, Patios & Driveways: Driveway Material**  
Asphalt, Concrete



**Limitations**

Foundation

**FOUNDATION NOT VISIBLE**

Cooling Equipment

**LOW TEMPERATURE**

The A/C unit was not tested due to low outdoor temperature. This may cause damage the unit.

**Observations**

3.3.1 Exterior Faucet

**SPIGOT IS MISSING HANDLE**





3.4.1 Electrical ( Outlets, Fixtures, Switches)

 Recommendation

**LIGHT INOPERABLE**

One or more lights are not operating. New light bulb possibly needed.



3.4.2 Electrical ( Outlets, Fixtures, Switches)

 Recommendation

**DEBRIS INSIDE RECEPTACLE**

Recommend repair or replacement.



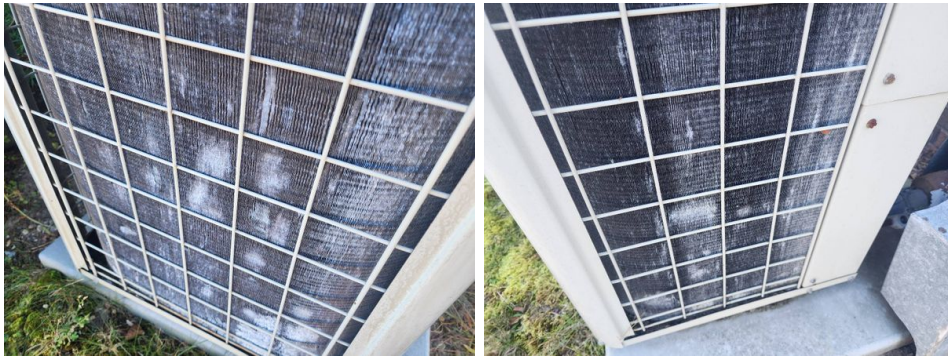


3.5.1 Cooling Equipment

Recommendation

**DAMAGED FINS**

Recommend further evaluation by qualified HVAC technician.



3.6.1 Siding, Flashing & Trim

Recommendation

**SPALLING BRICK**

Suggest resealing brick to keep further spalling from occurring.



3.7.1 Decks, Balconies, Porches & Steps

Recommendation

**DAMAGED SUPPORT COLUMN**

Recommend repair or replacement.



3.8.1 Exterior Doors

Recommendation

**DOOR SILL/TRIM**

Door sill and/or trim is loose, deteriorated or worn and repair or replacement should be considered.



3.10.1 Eaves, Soffits & Fascia

**PAINT/FINISH FAILING**

 Recommendation

The paint or finish is failing. This can lead to deterioration and rot of the material. Recommend that the areas be properly prepared and painted / finished.



3.12.1 Walkways, Patios & Driveways

**SIDEWALK TRIP HAZARD**

Trip hazards observed. Patch or repair recommended.

 Recommendation



3.13.1 Vegetation, Grading and Drainage

 Recommendation

**TREE OVERHANG**

Trees observed overhanging the roof. This can cause damage to the roof and prevent proper drainage. Recommend a qualified tree service trim to allow for proper drainage.



3.13.2 Vegetation, Grading and Drainage

 Recommendation

**VEGETATION ON SIDING**

Vegetation on siding may cause premature failure.



## 4: BASEMENT, CRAWLSPACE & STRUCTURE

		IN	NI	NP	D
4.1	Basements & Crawlspace			X	
4.2	Lighting Fixtures, Switches & Receptacles		X		
4.3	Steps, Stairways & Railings			X	
4.4	Floor		X		
4.5	Columns			X	
4.6	Joist		X		
4.7	Beam		X		
4.8	Foundation		X		
4.9	Windows			X	

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### Information

#### Basements & Crawlspace: Type

Slab on Grade

#### Floor : Material

Inaccessible

#### Floor : Sub-floor

Not visible

#### Columns : Type

Not present

#### Joist: Type

Unknown

#### Beam: Type

Unknown

#### Foundation: Type

Poured Concrete

#### Windows: Window Type

Not present

#### Windows: Window Material

Not present

# 5: ATTIC

		IN	NI	NP	D
5.1	Access Location	X			
5.2	Framing	X			X
5.3	Electrical	X			X
5.4	Insulation	X			
5.5	Bathroom Exhaust	X			X

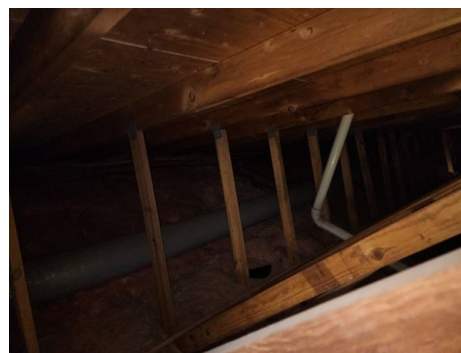
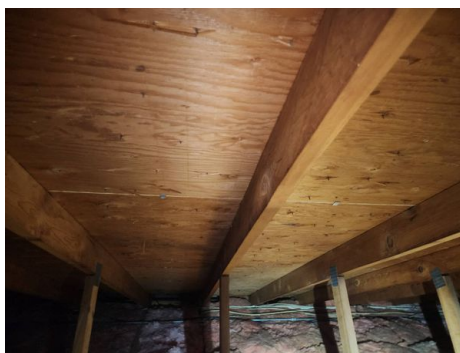
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## Information

**Access Location: Access type**  
Hatch

**Framing : Sheathing**  
Plywood

**Framing : Framing**  
Trusses

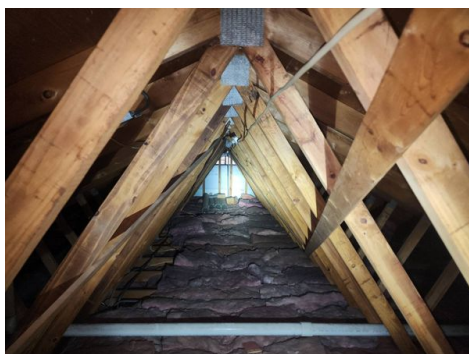


**Insulation: Insulation**  
Fiberglass

**Bathroom Exhaust : Bathroom Exhaust Fan**  
Vented Into Attic



**Access Location: Location**  
Mechanical Room



## Observations

### 5.2.1 Framing

#### **MOISTURE STAINING.**

Area of moisture staining. No moisture detected at the time of the inspection.

 Recommendation



### 5.3.1 Electrical

#### **LIVE WITES OUTSIDE OF JUNCTION BOX**

 Safety Hazard

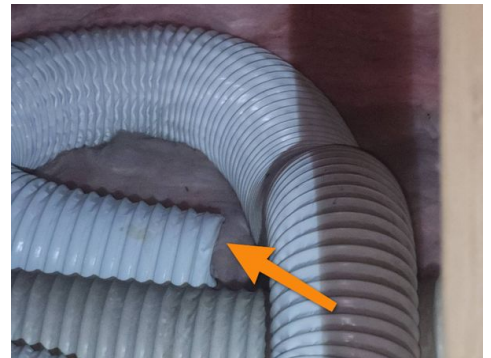


### 5.5.1 Bathroom Exhaust

#### **BATHROOM VENTS INTO ATTIC**

The bathroom vent exhausts inside the attic. This may cause excessive moisture buildup inside the attic which in turn may cause fungal growth. Recommend running pipe so vent exhausts outside.

 Recommendation



# 6: HVAC

		IN	NI	NP	D
6.1	Heating Equipment	X			X

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## Information

**Heating Equipment: Energy Source**

Natural Gas

**Heating Equipment: Heat Type**

Forced Air

**Heating Equipment: Ductwork**

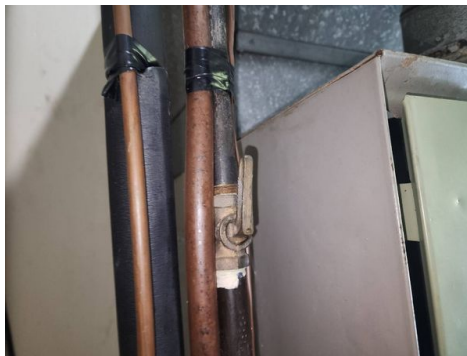
Metal

**Heating Equipment: Manufacture Date**

Unknown

**Heating Equipment: Brand**

Luxaire



## Heating Equipment: Attachments

Humidifier, Central Air



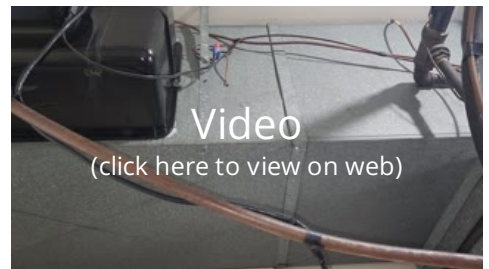
## Observations

6.1.1 Heating Equipment

### LEAKING HUMIDIFIER

The humidifier leaks substantially when the furnace is on. Recommend further evaluation and repair by a qualified HVAC technician.

 Recommendation





# 7: ELECTRICAL

		IN	NI	NP	D
7.1	Main Panel	X			
7.2	Branch Wiring Circuits, Breakers & Fuses	X			
7.3	Building Receptacles	X			

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## Information

**Main Panel: Main Panel Location**  
Mechanical Room

**Main Panel: Panel Capacity**  
200 AMP

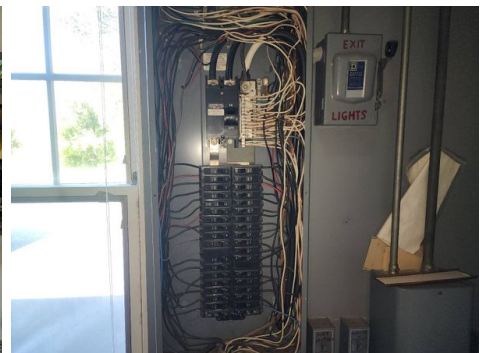
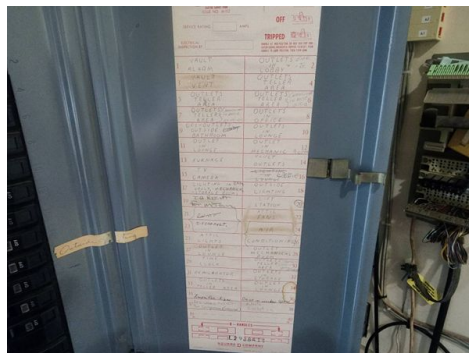
**Main Panel: Panel Type**  
Circuit Breaker

**Branch Wiring Circuits, Breakers & Fuses: Branch Wire 15 and 20 AMP**  
Copper

**Branch Wiring Circuits, Breakers & Fuses: Wiring Method**  
Romex

**Building Receptacles: Grounded Outlets**  
Yes

**Main Panel: Panel Manufacturer**  
Square D



# 8: PLUMBING

		IN	NI	NP	D
8.1	Main Water Supply	X			
8.2	Distribution piping	X			
8.3	Waste Plumbing		X		
8.4	Water Heater	X			
8.5	Sump Pump			X	
8.6	Water Softener			X	

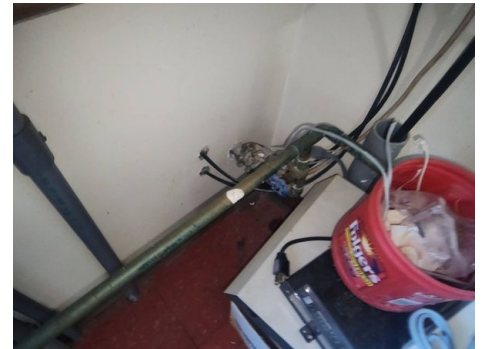
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## Information

**Main Water Supply: Water Source**  
Public

**Main Water Supply: Location**  
Mechanical Room

**Distribution piping: Type**  
Copper



**Waste Plumbing: Type**  
Not visible

**Water Heater: Power Source/Type**  
Gas

**Water Heater: Capacity**  
40 gallons

**Water Heater: Location**  
Mechanical Room

**Water Heater: Manufacture Date**  
02/08/2016

**Sump Pump: Location**  
Not Present

**Water Softener : Location**  
Not Present

## Water Heater: Manufacturer

Richmond

I recommend flushing & servicing your water heater tank annually for optimal performance. Water temperature should be set to at least 120 degrees F to kill microbes and no higher than 130 degrees F to prevent scalding.

[Here is a nice maintenance guide from Lowe's to help.](#)



## Limitations

Waste Plumbing

**NO WASTE PLUMBING WAS VISIBLE AT TIME OF INSPECTION.**

# 9: VAULT ROOM

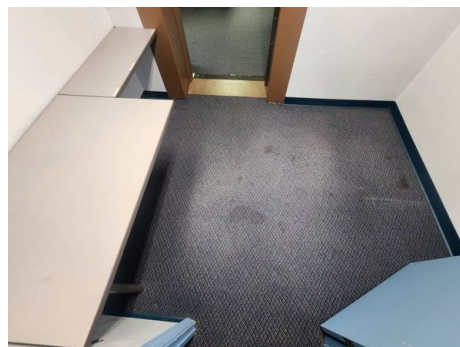
		IN	NI	NP	D
9.1	General	X			
9.2	Heating/ Cooling			X	
9.3	Lighting Fixtures, Switches & Receptacles	X			
9.4	Floors	X			X
9.5	Windows			X	
9.6	Walls	X			
9.7	Ceilings	X			
9.8	Doors	X			
9.9	Closets	X			
9.10	Smoke Detectors			X	

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## Information

**Heating/ Cooling:** Heating Cooling  
**Source**

Carpet



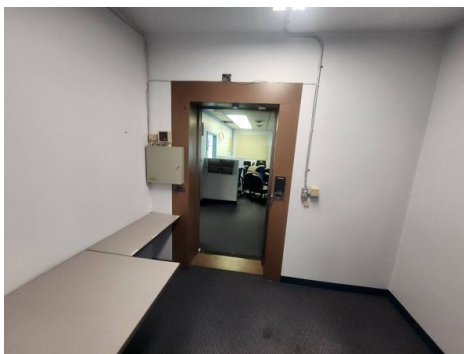
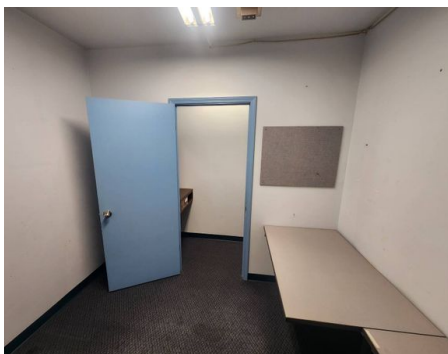
**Windows:** Window Type  
**Not Present**

**Windows:** Window Material  
**Not Present**

**Walls:** Wall Material  
**Concrete**

**Ceilings:** Ceiling Material  
**Concrete**

**General:** Location  
**Main Floor**



## Limitations

Doors

## UNABLE TO ASSESS VAULT DOOR

### Observations

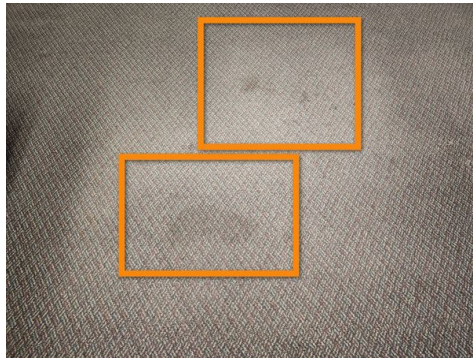
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9.4.1 Floors

 Recommendation

#### CARPET STAINS

Carpet had areas of staining or discoloration. Recommend a thorough steam clean by a qualified carpet cleaning company



# 10: EXAM ROOM 1

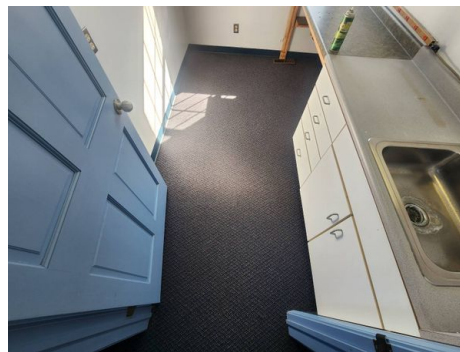
		IN	NI	NP	D
10.1	General	X			
10.2	Heating/ Cooling	X			
10.3	Lighting Fixtures, Switches & Receptacles	X			X
10.4	Floors	X			
10.5	Windows	X			X
10.6	Walls	X			X
10.7	Ceilings	X			
10.8	Doors	X			
10.9	Closets			X	
10.10	Smoke Detectors			X	
10.11	Sink	X			

IN = Inspected    NI = Not Inspected    NP = Not Present    D = Deficiency

## Information

**Heating/ Cooling:** Heating Cooling  
**Source**

Carpet



**Windows:** Window Type  
Double-hung

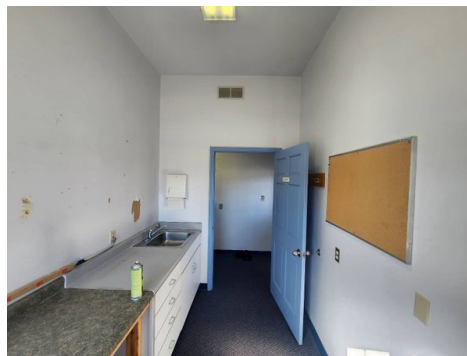
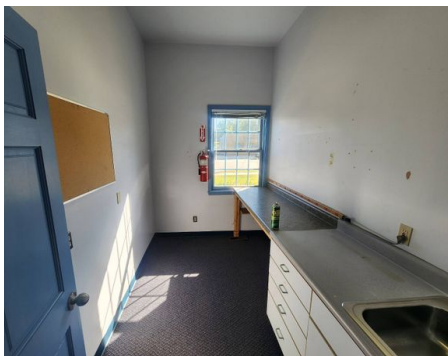


**Windows:** Window Material  
Wood

**Walls:** Wall Material  
Drywall

**Ceilings:** Ceiling Material  
Drywall

**General:** Location  
Main Floor



**Sink: General**



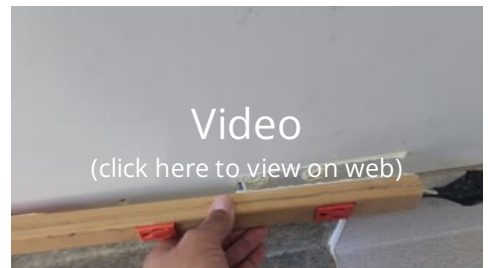
**Observations**

10.3.1 Lighting Fixtures, Switches & Receptacles

**OUTLET LOOSE**

Electrical strip was loose on the wall. Recommend refasting to the wall to prevent movement.

 Recommendation



10.3.2 Lighting Fixtures, Switches & Receptacles

**WIRES TIED OUTSIDE OF JUNCTION BOX**

Electrical strip was loose on the wall. Recommend refasting to the wall to prevent movement.

 Recommendation



10.5.1 Windows

**MISSING SCREEN**

Window missing screen. Recommend replacement.

 Maintenance Item



10.5.2 Windows

**WINDOW IS SCREWED SHUT**

 Recommendation



10.6.1 Walls

**MINOR DAMAGE**

 Recommendation





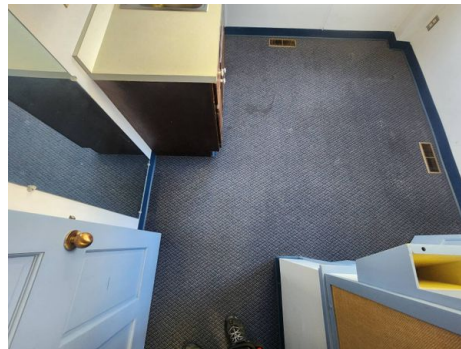
# 11: EXAM ROOM 2

		IN	NI	NP	D
11.1	General	X			
11.2	Heating/ Cooling	X			
11.3	Lighting Fixtures, Switches & Receptacles	X			X
11.4	Floors	X			X
11.5	Windows	X			X
11.6	Walls	X			X
11.7	Ceilings	X			X
11.8	Doors	X			
11.9	Closets	X			
11.10	Smoke Detectors			X	

IN = Inspected    NI = Not Inspected    NP = Not Present    D = Deficiency

## Information

**Heating/ Cooling:** Heating Cooling  
**Floors:** Floor Coverings  
 Source Carpet



**Windows:** Window Material  
 Wood

**Walls:** Wall Material  
 Drywall

**Ceilings:** Ceiling Material  
 Suspended Ceiling Panels

**General:** Location  
 Main Floor



### Windows: Window Type

Double-hung



## Observations

### 11.3.1 Lighting Fixtures, Switches & Receptacles

 Safety Hazard

#### **NO GFCI PROTECTION**

No GFCI protection present in all locations. Recommend licensed electrician upgrade by installing ground fault receptacles in all locations.

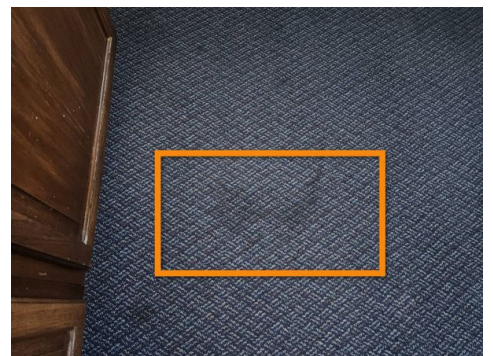


### 11.4.1 Floors

 Recommendation

#### **CARPET STAINS**

Carpet had areas of staining or discoloration. Recommend a thorough steam clean by a qualified carpet cleaning company



### 11.5.1 Windows

 Maintenance Item

#### **MISSING SCREEN**

Window missing screen. Recommend replacement.



11.5.2 Windows  
**CHIPPING PAINT**

 Recommendation



11.5.3 Windows  
**WINDOW IS SCREWED SHUT**

 Recommendation



11.6.1 Walls  
**MINOR DAMAGE**

 Recommendation



11.7.1 Ceilings

**MINOR DAMAGE**

Minor damage or deterioration to the ceiling was visible at the time of the inspection.

 Recommendation



11.7.2 Ceilings

**MOISTURE STAINING/DAMAGE**

No moisture detected at time of inspection. Unknown if issue has been resolved. Recommend asking seller if any repairs have been made.

 Recommendation



# 12: TREATMENT ROOM

		IN	NI	NP	D
12.1	General	X			
12.2	Heating/ Cooling	X			
12.3	Lighting Fixtures, Switches & Receptacles	X			X
12.4	Floors	X			X
12.5	Windows	X			X
12.6	Walls	X			
12.7	Ceilings	X			
12.8	Doors	X			
12.9	Closets			X	
12.10	Smoke Detectors			X	

IN = Inspected    NI = Not Inspected    NP = Not Present    D = Deficiency

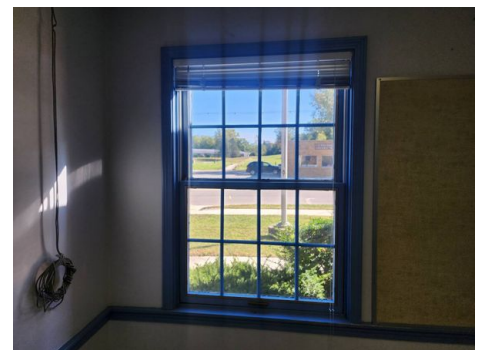
## Information

**Heating/ Cooling:** Heating Cooling  
**Floors:** Floor Coverings  
Source

Tile



**Windows:** Window Type  
Double-hung

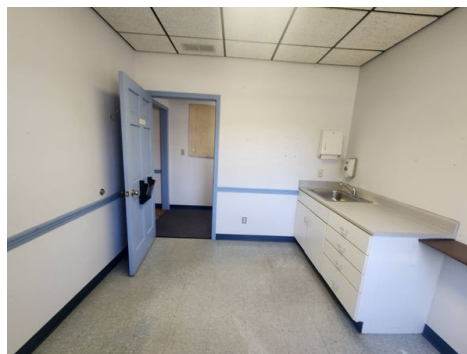
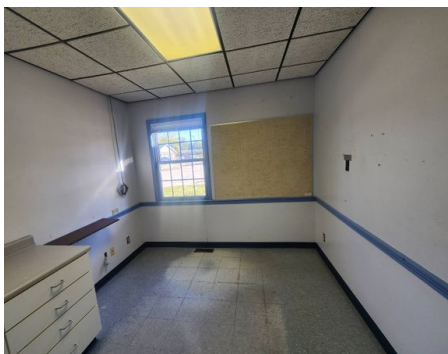


**Windows:** Window Material  
Wood

**Walls:** Wall Material  
Drywall

**Ceilings:** Ceiling Material  
Suspended Ceiling Panels

**General:** Location  
Main Floor



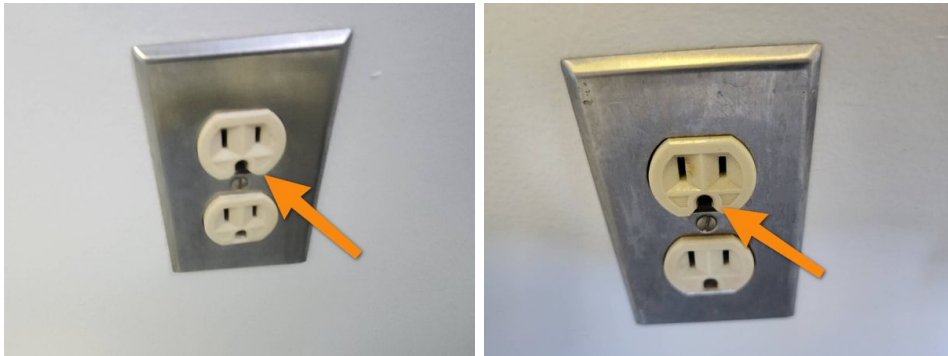
## Observations

12.3.1 Lighting Fixtures, Switches & Receptacles

Recommendation

**DAMAGED RECEPTACLE**

Recommend replacement.



12.4.1 Floors

Recommendation

**MODERATE WEAR**

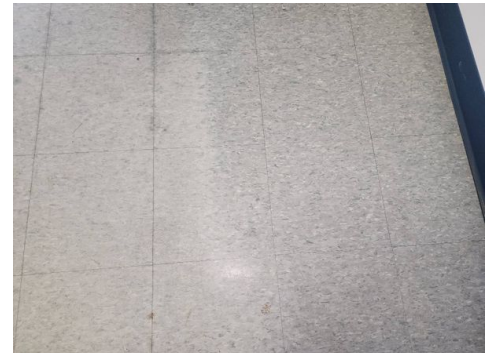
Floors in the room exhibited moderate surface wear along major paths of travel. Recommend a qualified flooring contractor evaluate.

12.4.2 Floors

Recommendation

**FLOORING POSSIBLY ASBESTOS**

Recommend testing before removal.



12.5.1 Windows

Maintenance Item

**MISSING SCREEN**

Window missing screen. Recommend replacement.



# 13: MECHANICAL ROOM

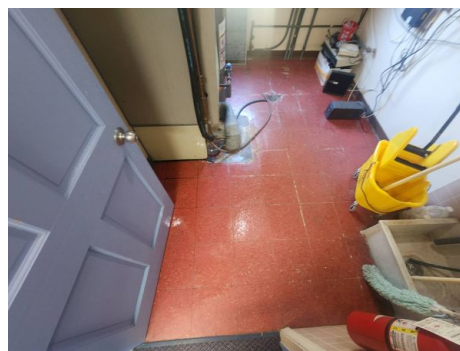
		IN	NI	NP	D
13.1	General	X			
13.2	Heating/ Cooling	X			
13.3	Lighting Fixtures, Switches & Receptacles	X			X
13.4	Floors	X			X
13.5	Windows	X			X
13.6	Walls	X			
13.7	Ceilings	X			
13.8	Doors	X			X
13.9	Closets			X	
13.10	Smoke Detectors			X	
13.11	Mop Sink	X			

IN = Inspected    NI = Not Inspected    NP = Not Present    D = Deficiency

## Information

**Heating/ Cooling: Heating Cooling Source**

Tile



**Windows: Window Type**  
Double-hung

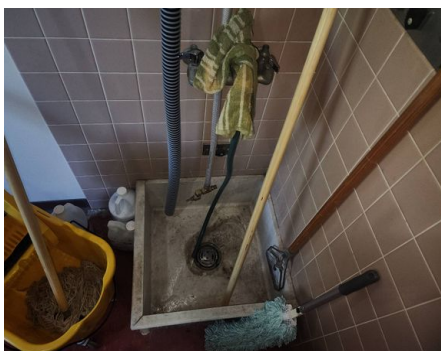


**Windows: Window Material**  
Wood

**Walls: Wall Material**  
Drywall, Concrete

**Ceilings: Ceiling Material**  
Drywall

**Mop Sink: General**



**General: Location**

Main Floor



**Observations**

13.3.1 Lighting Fixtures, Switches & Receptacles

**MISSING LIGHT FIXTURE COVER**

 Recommendation

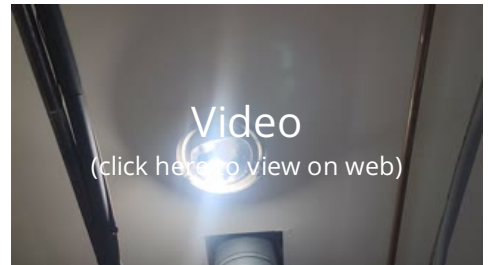


13.3.2 Lighting Fixtures, Switches & Receptacles

**LIGHT FLICKERS WHEN ON**

 Recommendation

Recommend further evaluation by a qualified electrician.



13.4.1 Floors

**DAMAGED (GENERAL)**

 Recommendation

The floor had general moderate damage visible at the time of the inspection. Recommend service by a qualified contractor.





13.4.2 Floors

**FLOORING POSSIBLY ASBESTOS**

Recommend testing before removal.

 Recommendation



13.5.1 Windows

**MISSING SCREEN**

Window missing screen. Recommend replacement.

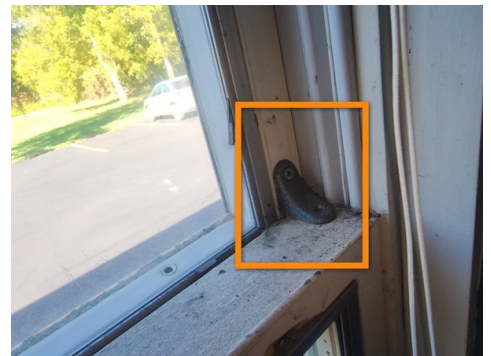
 Maintenance Item



13.5.2 Windows

**WINDOW IS SCREWED SHUT**

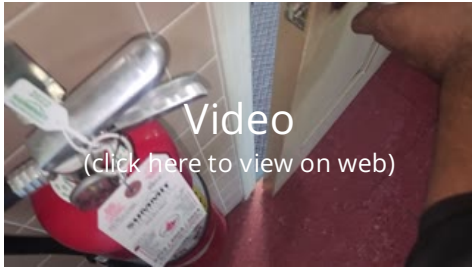
 Recommendation



13.8.1 Doors

**DOOR DOES NOT CLOSE**

 Recommendation



# 14: BATHROOM 1

		IN	NI	NP	D
14.1	General	X			
14.2	Heating/ Cooling	X			
14.3	Lighting Fixtures, Switches & Receptacles	X			
14.4	GFCI & AFCI	X			X
14.5	Exhaust Systems	X			X
14.6	Floors	X			X
14.7	Windows			X	
14.8	Walls	X			
14.9	Ceilings	X			
14.10	Sink	X			
14.11	Toilet	X			
14.12	Doors	X			

IN = Inspected    NI = Not Inspected    NP = Not Present    D = Deficiency

## Information

**General: Location**

Main Floor

**Heating/ Cooling: Heating Cooling Exhaust Systems: Exhaust Fans**

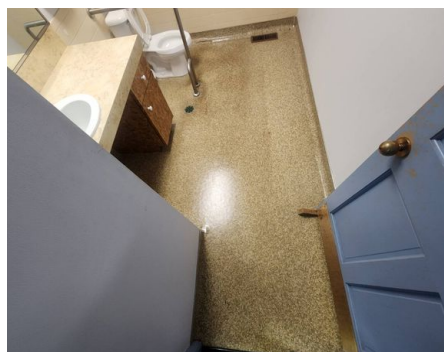
Source

Fan Only



**Floors: Floor Coverings**

Linoleum



**Windows: Window Type**

Not Present

**Windows: Window Material**

Not Present

**Walls: Wall Material**

Tile, Wallpaper

**Ceilings: Ceiling Material**

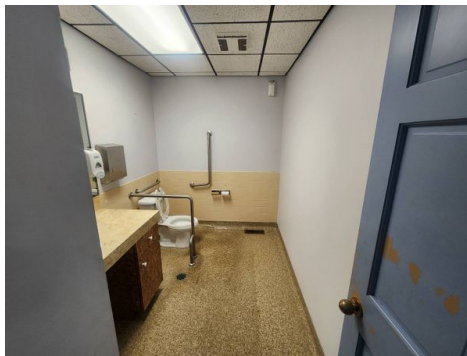
Suspended Ceiling Panels

**Toilet: Toilet**



**General: # of Items**

2



**Sink: # of sinks**

1



**Observations**

14.4.1 GFCI & AFCI

**NO GFCI PROTECTION INSTALLED**



No GFCI protection present in all locations. Recommend licensed electrician upgrade by installing ground fault receptacles in all locations.

[Here is a link](#) to read about how GFCI receptacles keep you safe.



14.5.1 Exhaust Systems

**VENT NEEDS CLEANING**

 Recommendation



14.6.1 Floors

**DAMAGED (GENERAL)**

 Recommendation

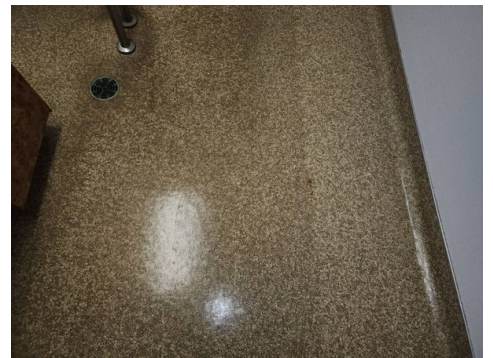
The floor had general moderate damage visible at the time of the inspection. Recommend service by a qualified contractor.



14.6.2 Floors

**FLOORING POSSIBLY ASBESTOS**

 Maintenance Item



# 15: LOBBY

		IN	NI	NP	D
15.1	General	X			
15.2	Heating/ Cooling	X			
15.3	Lighting Fixtures, Switches & Receptacles	X			
15.4	Floors	X			
15.5	Windows	X			X
15.6	Walls	X			
15.7	Ceilings	X			
15.8	Doors	X			
15.9	Closets			X	
15.10	Smoke Detectors			X	

IN = Inspected    NI = Not Inspected    NP = Not Present    D = Deficiency

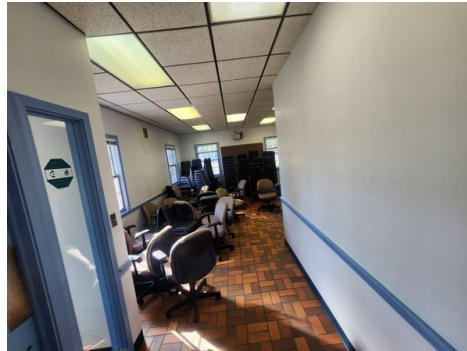
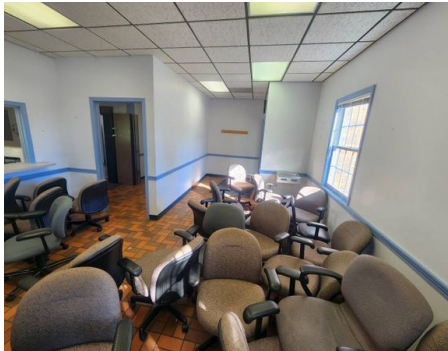
## Information

**Heating/ Cooling:** Heating Cooling Source  
**Windows:** Window Material  
 Wood

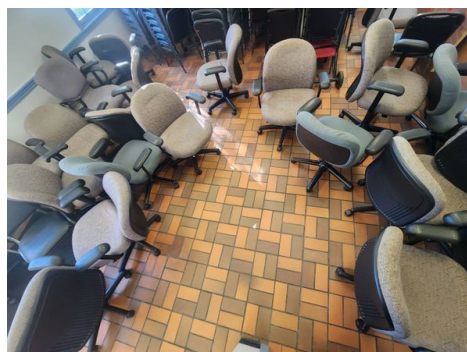
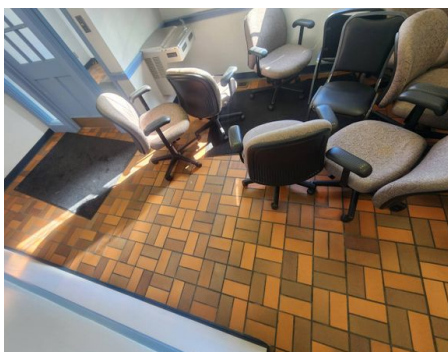
**Walls:** Wall Material  
 Drywall

**Ceilings:** Ceiling Material  
 Suspended Ceiling Panels

**General:** Location  
 Main Floor

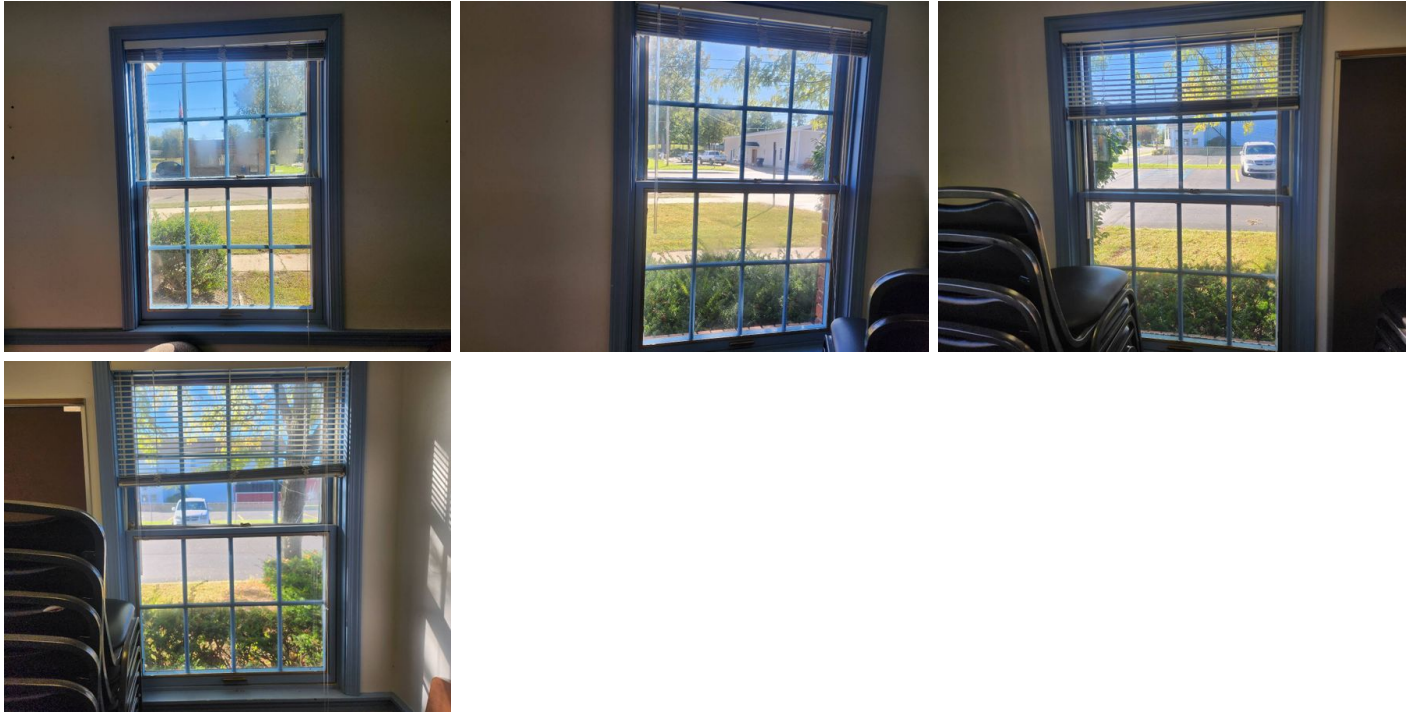


**Floors:** Floor Coverings  
 Tile



**Windows: Window Type**

Double-hung

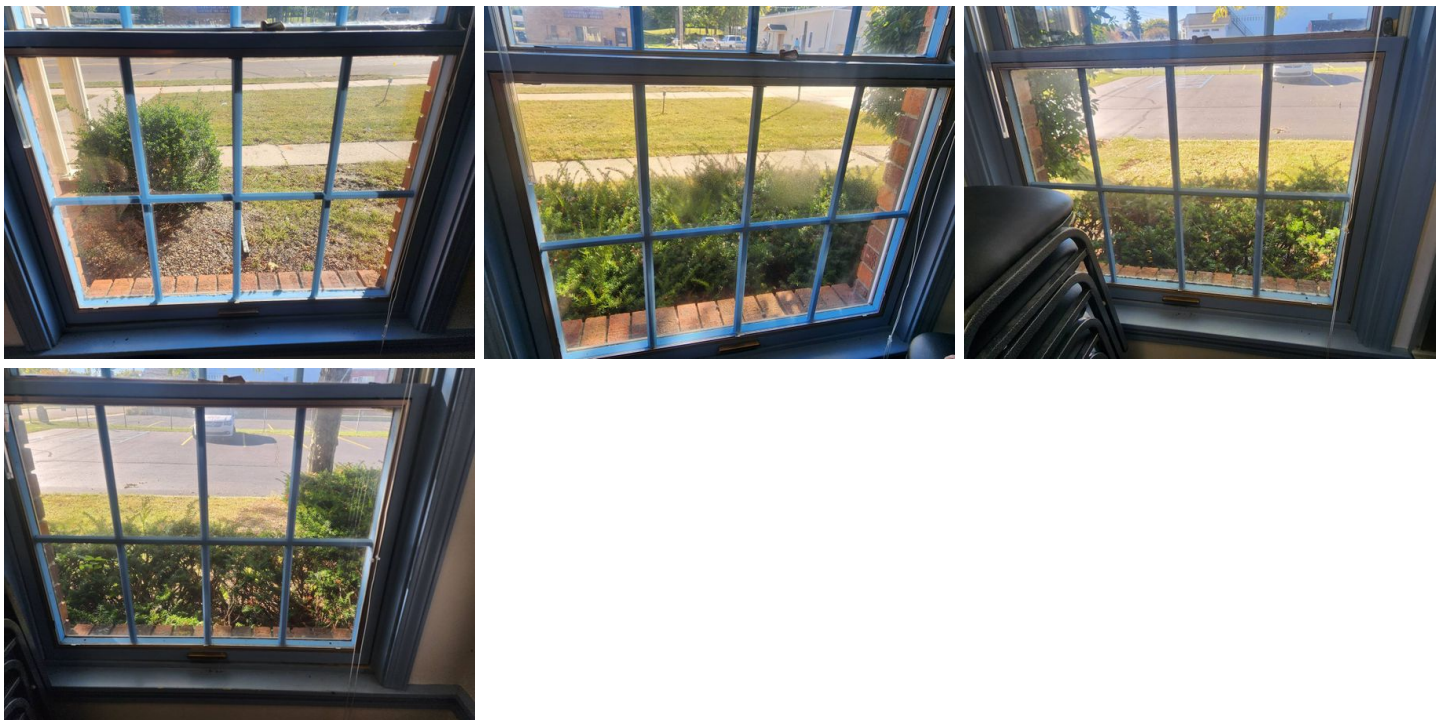


**Observations**

15.5.1 Windows

**MISSING SCREEN**

Window missing screen. Recommend replacement.



15.5.2 Windows

**BROKEN GLASS**

 Recommendation



15.5.3 Windows

**WINDOW IS SCREWED SHUT**

 Recommendation





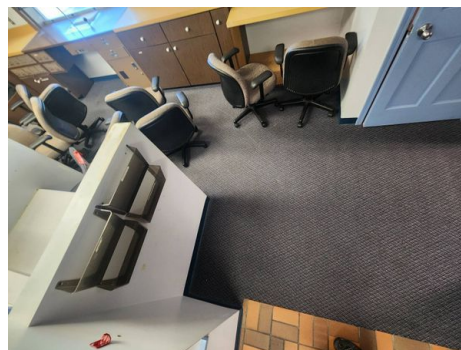
# 16: OFFICE

		IN	NI	NP	D
16.1	General	X			
16.2	Heating/ Cooling	X			
16.3	Lighting Fixtures, Switches & Receptacles	X			
16.4	Floors	X			
16.5	Windows	X			
16.6	Walls	X			X
16.7	Ceilings	X			
16.8	Doors	X			
16.9	Closets	X			X
16.10	Smoke Detectors			X	

IN = Inspected    NI = Not Inspected    NP = Not Present    D = Deficiency

## Information

**Heating/ Cooling:** Heating Cooling  
**Floors:** Floor Coverings  
Source Carpet



**Windows:** Window Type  
Fixed

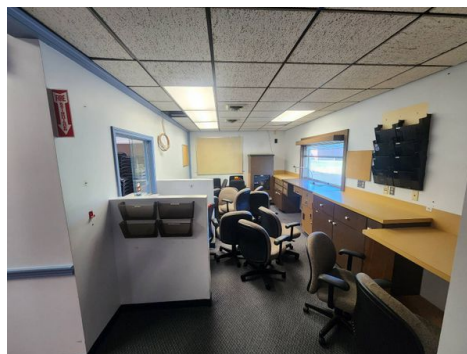
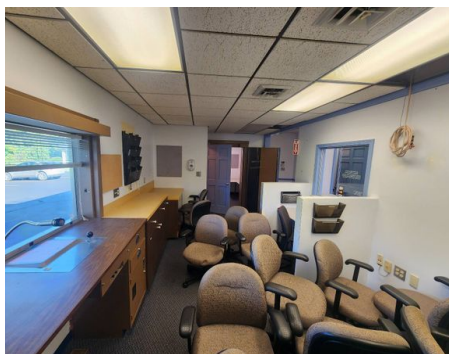


**Windows:** Window Material  
Metal

**Walls:** Wall Material  
Drywall

**Ceilings:** Ceiling Material  
Suspended Ceiling Panels

**General:** Location  
Main Floor

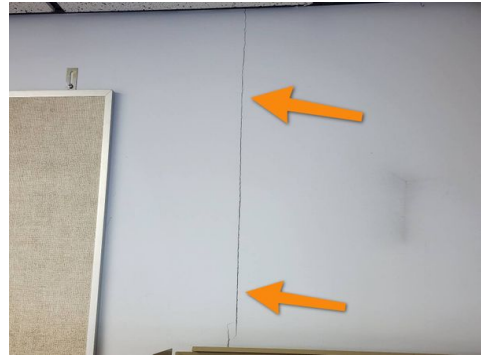


## Observations

16.6.1 Walls

**MINOR CRACKS**

 Recommendation



16.6.2 Walls

**DAMAGE**

 Recommendation



16.9.1 Closets

**MINOR DAMAGE**

 Recommendation



# 17: MAIN FLOOR HALLWAY

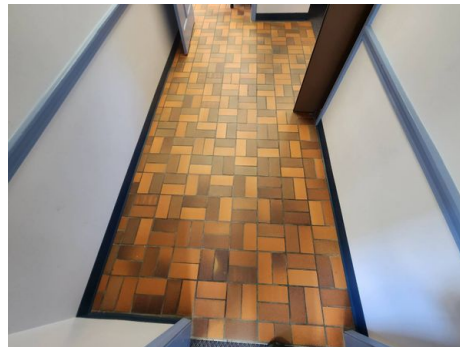
		IN	NI	NP	D
17.1	General	X			
17.2	Heating/ Cooling			X	
17.3	Lighting Fixtures, Switches & Receptacles	X			
17.4	Floors	X			
17.5	Windows			X	
17.6	Walls	X			X
17.7	Ceilings	X			
17.8	Doors	X			
17.9	Closets			X	
17.10	Smoke Detectors			X	

IN = Inspected    NI = Not Inspected    NP = Not Present    D = Deficiency

## Information

**Heating/ Cooling:** Heating Cooling  
**Source**

**Floors:** Floor Coverings  
**Tile**



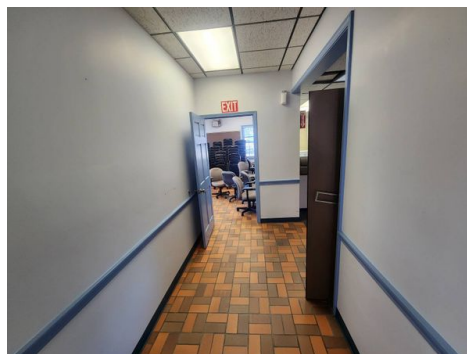
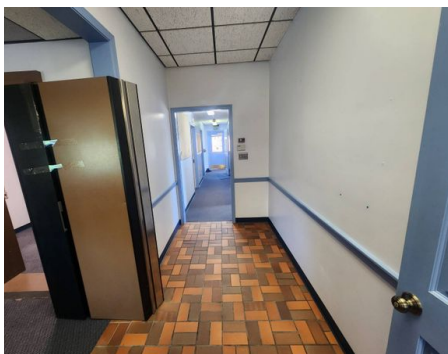
**Windows:** Window Type  
**Not Present**

**Windows:** Window Material  
**Not Present**

**Walls:** Wall Material  
**Drywall**

**Ceilings:** Ceiling Material  
**Suspended Ceiling Panels**

**General:** Location  
**Main Floor**



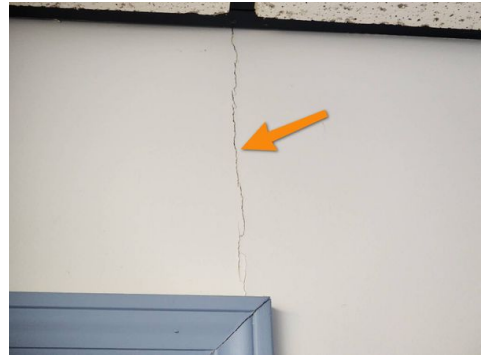
## Observations

17.6.1 Walls

**MINOR CRACKS**

Minor cracks

 Recommendation



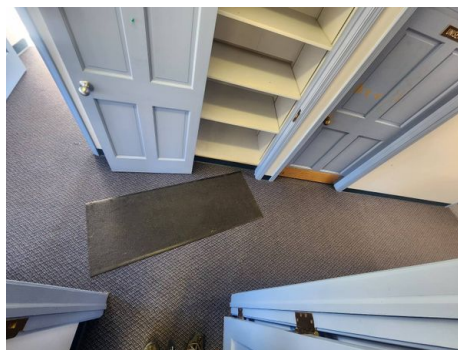
# 18: MAIN FLOOR HALLWAY 2

		IN	NI	NP	D
18.1	General	X			
18.2	Heating/ Cooling			X	
18.3	Lighting Fixtures, Switches & Receptacles	X			X
18.4	Floors	X			
18.5	Windows			X	
18.6	Walls	X			
18.7	Ceilings	X			
18.8	Doors	X			
18.9	Closets	X			
18.10	Smoke Detectors	X			

IN = Inspected    NI = Not Inspected    NP = Not Present    D = Deficiency

## Information

**Heating/ Cooling:** Heating Cooling  
**Floors:** Floor Coverings  
Source Carpet



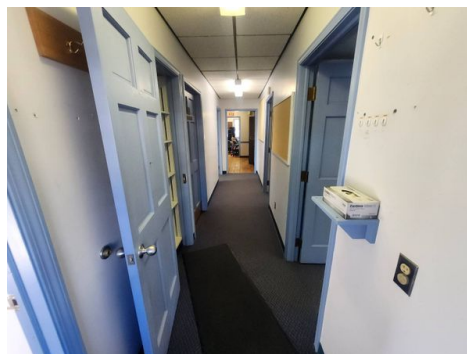
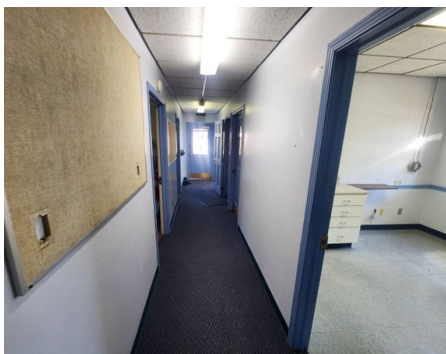
**Windows:** Window Type  
Not Present

**Windows:** Window Material  
Not Present

**Walls:** Wall Material  
Drywall

**Ceilings:** Ceiling Material  
Suspended Ceiling Panels

**General:** Location  
Main Floor



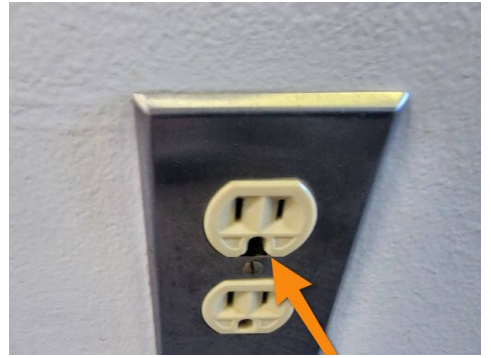
## Observations

18.3.1 Lighting Fixtures, Switches & Receptacles

 Recommendation

**DAMAGED RECEPTACLE**

Recommend replacement.



# 19: FOYER

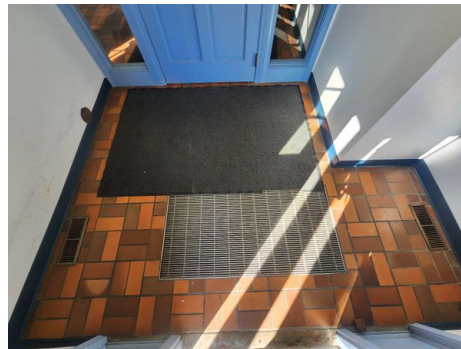
		IN	NI	NP	D
19.1	General	X			
19.2	Heating/ Cooling	X			
19.3	Lighting Fixtures, Switches & Receptacles	X			
19.4	Floors	X			
19.5	Windows			X	
19.6	Walls	X			
19.7	Ceilings	X			
19.8	Doors	X			
19.9	Closets			X	
19.10	Smoke Detectors			X	

IN = Inspected    NI = Not Inspected    NP = Not Present    D = Deficiency

## Information

**Heating/ Cooling:** Heating Cooling  
**Floors:** Floor Coverings  
Source

Tile



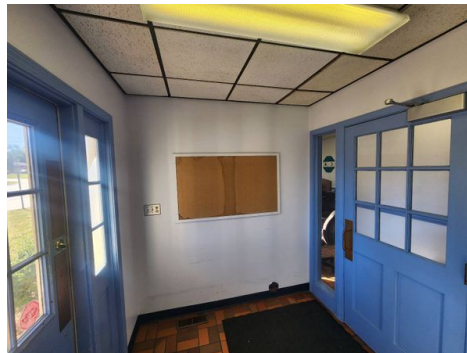
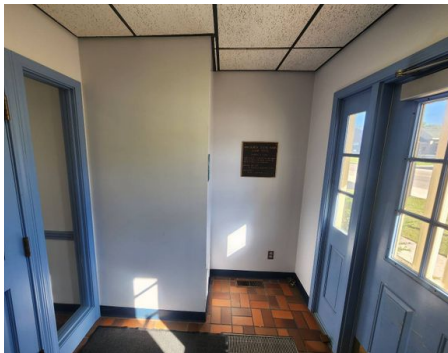
**Windows:** Window Type  
Not Present

**Windows:** Window Material  
Not Present

**Walls:** Wall Material  
Drywall

**Ceilings:** Ceiling Material  
Suspended Ceiling Panels

**General:** Location  
Main Floor



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# STANDARDS OF PRACTICE

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## Roof

I. The inspector shall inspect from ground level or the eaves: A. the roof-covering materials; B. the gutters; C. the downspouts; D. the vents, flashing, skylights, chimney, and other roof penetrations; and E. the general structure of the roof from the readily accessible panels, doors or stairs. II. The inspector shall describe: A. the type of roof-covering materials. III. The inspector shall report as in need of correction: A. observed indications of active roof leaks. IV. The inspector is not required to: A. walk on any roof surface. B. predict the service life expectancy. C. inspect underground downspout diverter drainage pipes. D. remove snow, ice, debris or other conditions that prohibit the observation of the roof surfaces. E. move insulation. F. inspect antennae, satellite dishes, lightning arresters, de-icing equipment, or similar attachments. G. walk on any roof areas that appear, in the inspectors opinion, to be unsafe. H. walk on any roof areas if doing so might, in the inspector's opinion, cause damage. I. perform a water test. J. warrant or certify the roof. K. confirm proper fastening or installation of any roof-covering material.

## Exterior

I. The inspector shall inspect: A. the exterior wall-covering materials, flashing and trim; B. all exterior doors; C. adjacent walkways and driveways; D. stairs, steps, stoops, stairways and ramps; E. porches, patios, decks, balconies and carports; F. railings, guards and handrails; G. the eaves, soffits and fascia; H. a representative number of windows; and I. vegetation, surface drainage, retaining walls and grading of the property, where they may adversely affect the structure due to moisture intrusion. II. The inspector shall describe: A. the type of exterior wall-covering materials. III. The inspector shall report as in need of correction: A. any improper spacing between intermediate balusters, spindles and rails. IV. The inspector is not required to: A. inspect or operate screens, storm windows, shutters, awnings, fences, outbuildings, or exterior accent lighting. B. inspect items that are not visible or readily accessible from the ground, including window and door flashing. C. inspect or identify geological, geotechnical, hydrological or soil conditions. D. inspect recreational facilities or playground equipment. E. inspect seawalls, breakwalls or docks. F. inspect erosion-control or earth-stabilization measures. G. inspect for safety-type glass. H. inspect underground utilities. I. inspect underground items. J. inspect wells or springs. K. inspect solar, wind or geothermal systems. L. inspect swimming pools or spas. M. inspect wastewater treatment systems, septic systems or cesspools. N. inspect irrigation or sprinkler systems. O. inspect drainfields or dry wells. P. determine the integrity of multiple-pane window glazing or thermal window seals.

## Basement, Crawlspace & Structure

I. The inspector shall inspect: A. the foundation; B. the basement; C. the crawlspace; and D. structural components. II. The inspector shall describe: A. the type of foundation; and B. the location of the access to the under-floor space. III. The inspector shall report as in need of correction: A. observed indications of wood in contact with or near soil; B. observed indications of active water penetration; C. observed indications of possible foundation movement, such as sheetrock cracks, brick cracks, out-of-square door frames, and unlevel floors; and D. any observed cutting, notching and boring of framing members that may, in the inspector's opinion, present a structural or safety concern. IV. The inspector is not required to: A. enter any crawlspace that is not readily accessible, or where entry could cause damage or pose a hazard to him/herself. B. move stored items or debris. C. operate sump pumps with inaccessible floats. D. identify the size, spacing, span or location or determine the adequacy of foundation bolting, bracing, joists, joist spans or support systems. E. provide any engineering or architectural service. F. report on the adequacy of any structural system or component.

## Attic

I. The inspector shall inspect: A. insulation in unfinished spaces, including attics, crawlspaces and foundation areas; B. ventilation of unfinished spaces, including attics, crawlspaces and foundation areas; and C. mechanical exhaust systems in the kitchen, bathrooms and laundry area. II. The inspector shall describe: A. the type of insulation observed; and B. the approximate average depth of insulation observed at the unfinished attic floor area or roof structure. III. The inspector shall report as in need of correction: A. the general absence of insulation or ventilation in unfinished spaces. IV. The inspector is not required to: A. enter the attic or any unfinished spaces that are not readily accessible, or where entry could cause damage or, in the inspector's opinion, pose a safety hazard. B. move, touch or disturb insulation. C. move, touch or disturb vapor retarders. D. break or otherwise damage the surface finish or weather seal on or around access panels or covers. E. identify the composition or R-value of insulation material. F. activate thermostatically operated fans. G. determine the types of materials used in insulation or wrapping of pipes, ducts, jackets, boilers or wiring. H. determine the adequacy of ventilation.

## Electrical

I. The inspector shall inspect: A. the service drop; B. the overhead service conductors and attachment point; C. the service head, gooseneck and drip loops; D. the service mast, service conduit and raceway; E. the electric meter and base; F. service-entrance conductors; G. the main service disconnect; H. panelboards and over-current protection devices (circuit breakers and fuses); I. service grounding and bonding; J. a representative number of switches, lighting fixtures and receptacles, including receptacles observed and deemed to be arc-fault circuit interrupter (AFCI)-protected using the AFCI test button, where possible; K. all ground-fault circuit interrupter receptacles and circuit breakers observed and deemed to be GFCIs using a GFCI tester, where possible; and L. smoke and carbon-monoxide detectors. II. The inspector shall



describe: A. the main service disconnect's amperage rating, if labeled; and B. the type of wiring observed. III. The inspector shall report as in need of correction: A. deficiencies in the integrity of the service entrance conductors insulation, drip loop, and vertical clearances from grade and roofs; B. any unused circuit-breaker panel opening that was not filled; C. the presence of solid conductor aluminum branch-circuit wiring, if readily visible; D. any tested receptacle in which power was not present, polarity was incorrect, the cover was not in place, the GFCI devices were not properly installed or did not operate properly, evidence of arcing or excessive heat, and where the receptacle was not grounded or was not secured to the wall; and E. the absence of smoke detectors. IV. The inspector is not required to: A. insert any tool, probe or device into the main panelboard, sub-panels, distribution panelboards, or electrical fixtures. B. operate electrical systems that are shut down. C. remove panelboard cabinet covers or dead fronts. D. operate or re-set over-current protection devices or overload devices. E. operate or test smoke or carbon-monoxide detectors or alarms F. inspect, operate or test any security, fire or alarms systems or components, or other warning or signaling systems. G. measure or determine the amperage or voltage of the main service equipment, if not visibly labeled. H. inspect ancillary wiring or remote-control devices. I. activate any electrical systems or branch circuits that are not energized. J. inspect low-voltage systems, electrical de-icing tapes, swimming pool wiring, or any timecontrolled devices. K. verify the service ground. L. inspect private or emergency electrical supply sources, including, but not limited to: generators, windmills, photovoltaic solar collectors, or battery or electrical storage facility. M. inspect spark or lightning arrestors. N. inspect or test de-icing equipment. O. conduct voltage-drop calculations. P. determine the accuracy of labeling. Q. inspect exterior lighting.