Standards of Practice for Commercial Inspections

Inspector Nation Board for Industry Standards

Inspector Nation Commercial Inspection Standard of Practice

I. Purpose

This document was written to provide a standard of practice for inspectors that perform inspections in regions or states that do not regulate the use of the title "Commercial Inspector" and or "Professional Commercial Inspector" and or to enhance existing state standards of practices established by state licensure acts. The goal of this standard of practice is to clearly define the scope and limitations of a commercial inspection. **The commercial inspection is to be performed for the client(s) as a survey of the general condition of the building base. This inspection is not an environmental evaluation.**

II. Definitions

1. **Board**. – The Inspector Nation Board
2. **Home inspection**. – A written evaluation of two or more of the following components of a residential building: heating system, cooling system, plumbing system, electrical system, structural components, foundation, roof, exterior, and or interior components.
3. **Home inspector**. – A home inspector also referred to as member or inspector who has satisfied the membership requirements of Inspector Nation.
4. **Commercial Inspection**.- A written evaluation of two or more of the following components of a commercial base building: heating systems, cooling system, plumbing system, electrical system, structural components, foundation components, roof, exterior and or interior components.
5. **Commercial Inspector**.- The commercial inspection project leader whose tasks include the duty of the project field inspector. The commercial inspector will also be responsible for coordination of specialty inspectors and correlation of all written evaluations.
6. **Project Field Inspector**.- The listed and identified field inspector that has the task of inspecting accessible systems and components identified during the baseline assessment and outlined in the service contract.
7. **Project Field Inspector Scope**.- The listed identified system and or components designated for inspection by the specific field inspector based on a baseline assessment and outlined in the service contract.
8. **Project Field Inspector: Licensed Specialist**.- The listed and identified licensed field inspector specialist that has the task of inspecting accessible systems and components identified during the baseline assessment and outlined in the service contract including by not limited to licensed or registered individuals or entities in the field of engineering, architecture, construction, electrical, mechanical, structural, plumbing, fire/life safety, cost assessments, and environmental studies.
9. **Project Field Inspector: Specialist**.-The listed and identified field inspector specialist that has the task of inspecting accessible systems and components identified during the baseline assessment and outlined in the service contract including by not limited to individuals or entities with special knowledge and training and experience in design, inspection, operation, installation or repair in the field construction, electrical, mechanical, structural, plumbing, fire/life safety, cost assessments, and environmental studies.
10. **Residential building.**-A building that contains at least one kitchen, one full bathroom, and one habitable living/sleeping area. A building that is intended to be, or that is in fact, used as a residence by one or more individuals. A Residential building will also be defined as a building built based on residential building codes.
11. **Commercial building.**-A building used for offices, retail, healthcare, assembly, educational and manufacturing. A building that is intended to be, and that is in fact, used for commercial commerce. This standard excludes Residential R-3, R-4, Air Traffic Control Towers, Ambulatory care facilities, Industrial Group I and High Hazard Group H as defined by ICC Building Codes.

III. Inspector Nation Board, members

1. Membership. – The Inspector Nation Board shall be composed of at least four members. The members must meet all of the following qualifications;
   1) A public member who has never conducted a home inspection or held a home inspection license.
   2) Two home inspectors, one of whom must have at least 15 years of experience actively inspecting commercial and residential buildings.
   3) A licensed general contractor
   4) A professional engineer
   5) A professional member with a doctorate level education in engineering or a related field
   6) A real estate or legal professional

IV. Board Powers and Responsibilities

1. Meetings. – The Board shall hold at least three regular meetings each year as provided by the rules adopted by the Board. The Board may hold additional meetings upon the call of any two Board members. A majority of the Board membership constitutes a quorum.
2. General. – The Board has the power to do all of the following:
   1) Examine and determine the qualifications and fitness of applicants for membership
   2) Adopt and publish a code of ethics and standard of practice for members.
   3) Issue, renew, deny, revoke, and suspend memberships under this document.
   4) Conduct investigations, hold membership hearings, request records, to ensure membership quality.
   5) Employ professional, clerical, investigative, or special personnel necessary to carry out the provisions of this document.
   6) Purchase or rent office space, equipment, and supplies necessary to carry out the provisions of this document
   7) Adopt a seal by which it shall authenticate its proceedings, official records, and memberships.
   8) Establish education requirements for membership.
   9) Establish continuing education requirements for membership renewal.
   10) Create and implement rules to maintain and establish quality membership.

V. Ownership Responsibility

1. Gregory Enterprises, The Home Inspection Training Center, Inspector Nation, The Board and or all of the associated owners and employees cannot guarantee that every member, home inspector, commercial inspector or person who claims to be an inspector will follow guidelines as presented and therefore cannot be held responsible for any actions or failures of the said inspector or organization member. Gregory Enterprises, The Home Inspection Training Center, Inspector Nation, The Board and or all of the associated owners and employees make every effort to assure that certified member present evidence of knowledge of the membership and or individual identified certification, however, assume no liability related to the negligence, error, omission or performance of the members, inspectors or person who claims to be an inspector.

VI. Membership Requirements

1) Meet two of the following three conditions:
   a. Have a high school diploma or its equivalent and satisfactorily complete an education program approved by the Board. The program must be completed within four years of the date the applicant submits an application for licensure under this section.
   b. Be licensed for at least six months as a home inspector by a State recognized by the Board.
   c. Hold a general contractor's license or registration as an engineer or architect.
   d. Have completed at least 500 home inspections or 25 commercial inspections for compensation.
   e. Have successfully completed an examination presented by the Board.
   f. Have education and experience the Board considers to be equivalent to listed requirements.

2) **Membership**. – Upon compliance with the conditions of membership under this section, to be eligible to be a member an applicant must meet all of the insurance requirements of this subsection.
   a. General liability insurance in the amount of five hundred thousand dollars ($500,000), which insurance may be individual coverage or coverage under an employer policy, with coverage parameters established by the Board.
   b. One of the following:
      a. Minimum net assets in an amount determined by the Board, which amount may not be less than five thousand dollars $5,000.
      b. A bond in an amount determined by the Board, which amount may not be less than five thousand dollars $5,000.
      c. Errors and omissions insurance in the amount of five hundred thousand dollars ($500,000), which insurance may be individual coverage or coverage under an employer policy, with coverage parameters established by the Board.
      d. Evidence of licensure in a State that has insurance or net assets requirements that meets or exceeds the requirements of this section.

3) The Board may deny or refuse to issue or renew a membership, may suspend or revoke a membership, or may impose probationary conditions on a member if the member has engaged in any of the following conduct:
    a. Employed fraud, deceit, or misrepresentation in obtaining or attempting to obtain or renew a membership.
    b. Committed an act of malpractice, gross negligence, or incompetence in the practice of home inspections.
    c. Engaged in conduct that could result in harm or injury to the public.
    d. Been convicted of or pled guilty or nolo contendere to any misdemeanor involving moral turpitude or to any felony.
    e. Been adjudicated incompetent.
    f. Engaged in any act or practice that violates any of the provisions of this document or any rule issued by the Board, or aided, abetted, or assisted any person in a violation of any of the provisions of this document
    g. Failed to maintain general liability insurance.
    h. Failed to main State Licensure or other credentials used to obtain membership.
    i. Had State Home Inspection or other professional licensed revoked or suspended.

4) Members must report Criminal Convictions and Disciplinary Actions. – A member who is convicted of any felony or misdemeanor or is disciplined by any governmental agency or Board in connection with any other professional membership, any occupational or professional license shall file with the Board a written report of the conviction or disciplinary action within 30 days of the final judgment, order, or disposition of the case.

VII. Duties of the Inspector Nation Inspector Member: Commercial Inspector

1) Inspection Report. – The Commercial Inspector must give to each person for whom the inspector performs the inspection a written report of the inspection. The Commercial inspector must give the person the report by the date set in a written agreement by the parties to the inspection. If the parties to the inspection did not agree on a date in a written agreement, the member must give the person the report within fourteen business days after the inspection was performed. In the event of an emergency or event out of the control of the member, the delivery of the report can be delayed as long as the parties to the inspection are notified prior to the original report deadline.
2) Summary Page. – A written report for the inspection must include a summary page that contains the information as described in this section. All other subject matters pertaining to the inspection must appear in the body of the report. The summary page should contain a statement that reminds the parties to the inspection to read the entire report. The statement should also remind the parties to the inspection that all recommendations for further evaluation or repair should be performed as soon as possible, the subject of negotiability of any item in the report should be referred to a Real Estate Agent or an Attorney.
   i. The summary page must describe in writing:
      a) any system or component of the building that does not function as intended, allowing for normal wear and tear that does not prevent the system or component from functioning as intended.
      b) any system or component that presented tangible evidence of a concern during the inspection to prevent the confirmation of "functioning as intended." This system would be considered as "appears not to function as intended" and or that requires subsequent examination, further investigation, and or evaluation by a specialist.
      c) The summary page may describe any system or component that poses a concern to the inspector such as a safety concern, such as a statement to remind the client of a system upgrade or improvement that would improve overall client safety.
      d) The summary page should include any limitation that prevents the inspection of a system or component outlined for inspection in this standard or in the service contract.
   ii. State Building Codes. – A member should avoid reporting a deficiency using the wording "a violation of a building Code or building code violation or code violation" unless the inspector is listed and identified as a specialty inspector. If a member includes a deficiency in the written report of an inspection that is stated specifically as a violation of a building code, the member should do all of the following:
      a) Consult Local and State agencies and licensing boards to ensure that current statutes do not prevent an inspector from reporting deficiencies as "Code Violations". Follow all State guidelines.
      b) Determine and report the date of construction, renovation, and any subsequent installation of each system or component of the home thought to be in violation.
      c) Identify the building code through the local code enforcement agency that was enforced at the time of construction, renovation, subsequent installation or replacement of each system or component of the building thought to be in violation.
      d) Identify the deficient system or component, describe the system or component, state the implication of each identified code violation, direct the client to the appropriate licensed professional for verification and correction of the assumed violation.

3) Commercial and Residential Inspections performed during the building process should be performed in accordance to any State, City or County regulation, this Standard of Practice, the Inspector Nation Home Inspection Standard of practice and the Inspector Nation Standard of Practice for Pre-Drywall Inspection.
4) All specialty and field inspectors must be identified with name, credentials and project scope.

VIII. DEFINITIONS

Standard of Practice defined terms Subsection 8-A	
1) Abnormal:	Without regard to age and only considering the intended function of a system or component, A condition that is not considered as a sign of the normal operation of a system or a component, therefore can be considered as tangible evidence that the system or component is not currently functioning as intended or has had a history of not functioning as intended. Damaging to the systems of the house, abnormal should not be used or interpreted as "Abnormal" concerning health related concerns, or suitability for habitability.
2) Adaptive Reuse:	A building converted to a different use in order to meet current demand. Examples include a factory converted to retail use or an office building converted to a school.
3) Addendum:	Written information adding to, clarifying or modifying the report, contract or other document used to provide the contracted service.
4) Assessment:	The act of making a judgment about a system or component based on the personal opinion and conviction of the inspecting party.
5) Apron:	The area, within the truck court, where trucks are parked for loading and unloading.
6) Automatic safety controls:	Devices designed and installed to protect systems and components from excessively high or low pressures and temperatures, excessive electrical current, loss of water, loss of ignition, fuel leaks, fire, freezing, or other unsafe conditions.
7) Base Building:	The basic core of a building including the visible structural components, roof components, roof coverings, that create the building envelope.
8) Building Envelope:	The waterproof elements of a building which enclose conditioned spaces through which thermal energy may be transferred to or from the exterior.
9) Built-up Roof:	A roofing composed of three to five layers of asphalt felt laminated with coal tar, pitch, or asphalt. The top is finished with crushed slag or gravel. Generally used on flat or low-pitched roofs.
10) Butterfly Roof:	A roof with two sides sloping down toward the interior of the building.
11) Breezeway:	A roofed walkway with open sides.
12) Cantilever:	An overhang. Where one floor extends beyond and over a foundation wall.
13) Cantilever Rack:	Racking system containing shelving supports that are connected to vertical supports at the rear of the rack. This type of rack is used for storing long material such as lumber and piping.
14) Ceiling Height:	Distance from the floor to the inside overhead upper surface of the room. This measure will be higher than any hanging objects, beams, joists or trusses, unless there is a suspended ceiling.
15) Clerestory Window:	A high section of wall that contain windows above eye level intended to admit light and or fresh air.

16) Central air conditioning:	A system that uses ducts to distribute cooled or dehumidified air to more than one room or uses pipes to distribute chilled water to heat exchangers in more than one room, and that is not plugged into an electrical convenience outlet.
17) Clear Height:	Distance from the floor to the lowest hanging ceiling member or hanging objects, beams, joists, or truss work descending down into a substantial portion of the industrial work area. This is the most important measure of the interior height of an industrial building because it defines the minimum height of usable space within the structure. (Synonyms: clear headway, clearance)
18) Clear Span:	An open area with no obstructions.
19) Common Area:	The generally accessible areas found on each floor of an office building such as washrooms, janitorial closets, electrical rooms, telephone rooms, mechanical rooms, elevator lobbies and public corridors that are available for use by all tenants on that floor. It does not include major vertical penetrations such as elevator shafts, stairways, equipment runs, etc.
20) Component:	A readily accessible and observable aspect of a system, such as a floor, or wall, but not individual pieces such as boards or nails where many similar pieces make up the component in the building shell not including improvements made for or by tenants.
21) Composite:	A combination of two or more materials are used together in the main structural elements. Examples include buildings which utilize: steel columns with a floor system of reinforced concrete beams; a steel frame system with a concrete core; etc.
22) Condition:	State of being based on tangible evidence.
23) Conversion:	A building that is changed from one use to another (i.e., an office building that is converted to a multifamily building).
24) Cosmetic damage:	Superficial blemishes or defects that do not interfere with the functionality of the component or system.
25) Cross connection:	Any physical connection between potable water and any source of contamination.
26) Cross Dock:	Loading docks on opposite sides of a relatively shallow distribution facility that allow for quick loading, sorting or unloading from one vehicle to another (i.e., materials from one truck at a loading dock are unloaded, sorted and reloaded onto one or more trucks).
27) Dangerous or adverse situations:	Situations that pose a threat of injury to the inspector, or those situations that require the use of special protective clothing or safety equipment other than standard coveralls, gloves, and safety glasses.
28) D.D.I.D	A report writing format that describes a system and or component that does not function as intended or a system and or component that appears not to function as intended. The statement should describe the system or component, state how the condition is defective; explain the implications of conditions listed; and direct the client to a course of action for repair, further investigation by a specialist, or subsequent observation.

29) Describe:	Report in writing a system or component by its type, or other inspected characteristics, to distinguish it from other systems or components used for the same purpose. The descriptions are focused on the subject house and not intended to distinguish systems and components from properties other than the subject property.
30) Dismantle:	To take apart or remove any component, device or piece of equipment that is bolted, screwed, fastened by any means or held in place mechanically or by gravity.
31) Dock High Door:	A loading dock door that is not at ground level but rather is elevated to 4 feet in order to be even with the standard tractor-trailer height for loading or unloading goods without a change in elevation. Some doors, called “semi-dock” or “half dock,” are constructed at a 2-foot height to accommodate smaller or lower delivery trucks.
32) Drive In Door:	A door through which trucks, forklifts, and other machinery or vehicles can enter and exit without a change in elevation
33) Energy Star®	Also referred to as an “EPA rating” or an “Energy Star rating,” the rating is a standardized national benchmark that helps architects and building owners assess energy use relative to similar buildings in the program. An Energy Star-qualified building means the building meets EPA criteria for energy efficiency and displays the Energy Star building label.
34) Enter:	To go into an area to inspect all visible components without moving or modifying the surroundings of the area except for opening an access door.
35) Flex Facility:	An industrial building designed to allow its occupants flexibility of alternative uses of the space, usually in an industrial park setting. Specialized flex buildings include service center/showroom properties
36) Functioning as intended:	A system that when inspected or operated during the home inspection presented no recognizable tangible evidence that would cause the inspector to come to the conclusion that an obvious visual defect or deficiency is present. This does not include tangible evidence that could be discovered by a specialist such as an engineer during an invasive inspection, and or a technically exhaustive evaluation.
37) Functional drainage:	A drain that empties in a reasonable amount of time and does not overflow when an adjacent fixture is drained simultaneously.
38) Functional flow:	A reasonable flow at the highest fixture in a dwelling when another fixture is operated simultaneously. Functional flow is judged based on a flow of water that appears to visibly fill at least 40 percent of the fixture opening.
39) Equipment Group I	Building Elements that are considered “part of the building.” These items are typically built into the structure of the building and are not movable. i.e.: wall mounted items, lighting, cabinetry, a/v equipment, etc.
40) Equipment Group II	Furniture/Equipment are movable and can be relocated from one space to another with ease. i.e.: tables, chairs, desks, office furniture, classroom equipment, lab equipment, etc.
41) Habitable space:	A space in a building for living, sleeping, eating or cooking. A habitable space is not a bathroom, toilet room, closet, or any space used or designed for storage.
42) Harmful:	Damaging to the systems of the house, harmful should not be used or interpreted as “harmful” concerning health related concerns, or suitability for habitability.
43) High Voltage:	Electrical energy 480 volts or more
44) Industrial Building	A facility in which the space is used primarily for research, development, service, production, storage, or distribution of goods and which may also include some office space. Industrial buildings are further divided into three primary classifications: manufacturing, warehouse and flex buildings.
45) Inspect:	The act of making a visual examination or observation of systems and components that are readily accessible.
46) Installed:	Attached or connected such that an item requires tools for removal.

47) Leveler:	Steel plates that are moved by auto-hydraulic lifts to make a loading dock level with a truck bed. A fully loaded truck may sit 4 to 6 inches lower than a standard 48-inch-high dock. The device is used to account for the difference so a forklift can be driven into and out of a truck. A building equipped with multiple loading docks may not have a leveler for each dock.
48) Life Safety	"Life safety" refers to the design and operating features of a building that provide its occupants a reasonable level of safety during fires and other emergencies.
49) Loading Dock:	An elevated platform at the shipping or delivery door of a building; it is usually situated at the same height as the floor of a shipping container on a truck or railroad car to facilitate loading and unloading.
50) Manufacturing Building:	A facility used for the conversion, fabrication and/or assembly of raw or partly wrought materials into products/goods
51) Mezzanine Office:	Office space that is built in an industrial facility. It is usually along the perimeter of a facility and creates an intermediate floor.
52) Normal operating controls:	Occupant operated devices such as a thermostat, wall switch, or safety switch.
53) Occupied/Occupant space/area:	Living spaces of residential structures; Space that is physically occupied by a tenant, subtenant, or owner to conduct administrative tasks, meet, or assemble. This does not include spaces used for storage or manufacturing.
54) Office Building:	A property providing environments conducive to the performance of management and administrative activities, accounting, marketing, information processing, consulting, human resources management, financial and insurance services, educational and medical services, and other professional services. At least 75% of the interior space is designed and finished to accommodate office usage but the space may include other usage
55) On-site water supply quality:	Water quality is based on bacterial, chemical, mineral, and solids content of the water. Water quality may also include an assessment of odor and color.
56) On-site water quantity:	The rate of flow of on-site well, water supply pressure, or flow rate.
57) Operate:	To cause a system or piece of equipment to operate in a manner that was intended for the function of the system and or component.
58) Permanently Installed:	Fixed in place, e.g., screwed bolted, nailed, or glued.
59) Primary Building:	A building an inspector has agreed to inspect.
60) Readily accessible	Approachable or enterable for visual inspection without the risk of personal danger, damage to any property or alteration of the accessible space, equipment, or opening including but not limited to removal or relocating storage, furniture, floor coverings, walls coverings or ceiling tiles.
61) Readily openable access panel:	A panel that the inspector can identify as a panel intended by the manufacturer for owner inspection and maintenance that has removable or operable fasteners or latch devices in order to be lifted off, swung open, or otherwise removed by one person; and its edges and fasteners are not sealed, taped, or painted in place. This definition is limited to non-service type panels and panels within normal reach or from a four-foot stepladder, and that are not taped, sealed, blocked by stored items, furniture, or building components.
62) Readily visible:	Seen by using natural or artificial light without moving personal property or the use of equipment or tools other than a standard flashlight.
63) Representative number:	For multiple identical components such as windows and electrical outlets, one such component per room; and, for multiple identical exterior components, one such component on each side of the building. Windows of all shapes, styles, or size are considered as identical components. HVAC systems
64) Residential Space:	Residential space means a private living area, but it does not include common areas such as lobbies, lounges, waiting areas, elevators, stairwells, and restrooms that are a structural part of a multicomplex building such as a dormitory.
65) Residential Home:	A structure that was built using residential building codes, that was intended to be a residence, and that is actually used as a residence by one or more people.

66) Roof drainage systems:	Gutters, downspouts, leaders, splash blocks, and system and or components used to carry water off a roof and away from a building.
67) Shell Space: Base Building	Space within a property that is currently not built out. The basic inside, or core, and the outer building envelope, or shell without adding things like furnishing, fixtures, equipment, interior fixtures, interior walls or ceilings,
68) Signs:	Visual evidence related to a condition, an object, or an event whose presence indicates the probable presence of another condition or the probable occurrence of another event
69) Shut down:	A piece of equipment or a system which cannot be operated by the device or control that an owner or tenant should normally use to operate it. If its safety switch or circuit breaker is in the "off" position, or its fuse is missing or blown, the inspector is not required to reestablish the circuit for the purpose of operating or inspecting.
70) Side-Loading Dock:	A loading dock configuration designed to facilitate the loading and unloading of a vehicle through its side.
71) Solid fuel heating device:	Any wood, coal, or other similar organic fuel burning device, including fireplaces whether masonry or factory built, fireplace inserts and stoves, wood stoves (room heaters), central furnaces, and combinations of these devices
72) Structural component:	A component that supports non-variable forces or weights (dead loads) and variable forces or weights (live loads) in the building shell not including improvements made for or by tenants.
73) Structural Component Inspection:	A visual inspection of a structural component or structural system during a field inspection without consideration for adequacy, design, sizing, code compliance, or feasibility of use.
74) Super Flat Floor:	Concrete floors with minimal variations in elevation from point to point. These floors are primarily found in automated warehouses where picking machinery and closed spaced racks mandate the need for level flooring to insure proper operation of the warehousing machinery. Super Flat Floors are specified according to the "F-Number System" which is government by The American Concrete Institute (#117)
75) System:	A combination of interacting or interdependent components, assembled to carry out one or more functions for the building shell not including improvements made for or by tenants.
76) Tangible Evidence:	Evidence that can be documented by a written description. The documentation would describe an observation, a procedure, or a sign that a system or component is deficient, needs repair, replacement, or further evaluation by a licensed specialist.
77) Technically exhaustive:	An inspection involving the use of measurements, instruments, testing, calculations, and other means to develop scientific or engineering findings, conclusions, and recommendations to gather tangible evidence. The inspector is not required to use technically exhaustive methods to make determinations of functioning as intended.
78) Tilt-Up Construction:	A construction technique in which concrete panels for structural support for the buildings are cast at the site and hoisted, or tilted, upright into vertical position. Although it is possible that a **pre-cast** panel would be similarly tilted into position, the term **tilt-up** is reserved for panels cast on site
79) Truck Court:	An area adjacent to a building's **loading docks** comprising the loading and truck maneuvering areas.
80) Truck Terminal:	This specialized distribution building for redistributing goods from one truck to another serves as an intermediate transfer point. The facilities are primarily used for staging loads (rather than long-term storage) and possess very little, if any, storage area.
81) Under floor crawl space:	The area within the confines of the foundation and between the ground and the underside of the lowest floor structural component.
82) Warehouse:	A facility primarily used for the storage and/or distribution of materials, goods, and merchandise.

IX. STANDARDS OF PRACTICE

This Section sets forth the minimum standards of practice expected of Inspector Nation members. Members that work in states or regions that require professional licensure should ensure that all commercial and or residential inspections are conducted according to their specific licensure laws as precedence over this standard. Inspector Nation's standards of practice should be used to enhance or clarify existing licensure standards of practice or to establish a standard where licensure does not exist. Members should strive to meet or exceed Inspector Nation standards of practice in addition to any state or regional licensure laws.

1. PURPOSE

i. Commercial Inspections performed according to the Inspector Nation Standard of Practice are intended to provide the client with an understanding of the property condition, as inspected at the time, as an assessment for one point in time. The client should note that the inspection access and therefore the ability gather tangible evidence varies based on the state of the subject property; such as occupied or vacant. Unless otherwise noted, the client should assume that the property was occupied at the time of the inspection, and visit the subject property in the unfurnished or empty state prior to purchasing. The recommendation for direct course of action, the level of evidence that is gathered and the scope of the final report will vary based on the background and education of the inspector, therefore it is the client's responsibility to make a careful and critical examination of the inspector's credentials prior to signing a contract for engagement.

2. SCOPE

i. Inspector shall:

a) Inspect readily visible and readily accessible installed systems and components described in this standard of practice.

b) Submit a written report to the client that shall:

i. Describe those systems and components requested to be described in this standard.

ii. State which systems and components present at the property and designated for inspection in this standard were not inspected, and the reason for not inspecting;

iii. State in the D.D.I.D format any system or component that was accessible for inspection and found not to function as intended based documented on tangible evidence.

iv. State in the D.D.I.D format any system or component that was accessible for inspection and appeared not to function as intended, given that when inspected or operated during the inspection the system or component presented tangible evidence of a concern during the inspection to prevent the confirmation of "functioning as intended". This system would be considered as "appears not to function as intended" and or that requires subsequent examination, further investigation, and or evaluation by a specialist. When a system or component appears not to function as intended and the inspector determines that evaluation by Licensed Specialist or Specialist is needed, the implication requirement for the D.D.I.D can be directed to that specialist.

v. State the name, license number, and signature of the person conducting the inspection.

c) This Section does not limit inspectors from:

a. Reporting observations and conditions, including safety or habitability concerns, or rendering opinions that they are so qualified to do.

b. Excluding systems and components from the inspection if requested by the client. Such exclusions should be documented in the inspection report or in a format that is clear to the client, such as in a written contract.

c. Excluding systems and components that are beyond the scope of the education and experience of the inspector.

ii. GENERAL LIMITATIONS

a) Inspections done within the scope of this standard are not technically exhaustive.

b) The overall scope and technical depth of the inspection will vary based on the education and experience of the inspector. The inspector is a general practitioner.

c) A building used for offices, retail, healthcare, hospitality, educational and Industrial. A building that is intended to be, or that is in fact, used for commercial commerce by one or more individuals. A building will also be defined as a building built based on commercial building codes. This Section applies to buildings with four or more dwelling units, commercial buildings and individually owned commercial units within multi-owner buildings.

a. **Level One Inspectors** are limited to buildings under 18,000 square feet per building used for residential, multifamily, offices, retail, factory industrial, and assembly.

b. **Level Two Inspectors** are limited to buildings under 36,000 square feet per building used for residential, multifamily, offices, retail, factory industrial, and assembly.

c. **Level Three Inspectors** are limited to buildings under 72,000 square feet per building per building used for residential, multifamily, offices, retail, factory industrial, and assembly.

d. The Inspection of a buildings over the listed limitations should not be undertaken for inspection unless the inspection leader and or team includes at one licensed specialist in the field of building and one licensed specialist in the field of engineering or architectural fields.

e. This standard excludes Residential R-3, R-4, Institutional Group I and High Hazard Group H as defined by ICC Building Codes.

d) **EXCLUSIONS:**

The following are excluded from a commercial building inspection:

a. System or components of a building, or portions thereof, which are not readily accessible, not permanently installed, refrigeration equipment, equipment and or fixtures installed to the building shell to meet the needs of the occupants;
b. Site improvements or amenities, including but not limited to; accessory buildings, fences, planters, landscaping, irrigation, swimming pools, spas, ponds, waterfalls, fountains, or their components or accessories;
c. Elevators, escalators, lifts, and dumbwaiters;
d. Fireplaces, flues, chimneys;
e. Signage; Signage installation methods, signage compliance or zoning;
f. Lighting pilot lights or activating or operating any system, component, or appliance that is shut down, turn off at fuel or power source, unsafe to operate, or does not respond to normal operating controls;
g. Deficiencies that fall within the scope of routine maintenance;
h. Nonessential features of inspected appliances for occupant kitchens or breakrooms;
i. Systems or components, or portions thereof, which are under ground, under water or where the inspector must come in contact with water;
j. Building ingress or egress, compliance with Americans with Disabilities Act, other accessibility standard, regulations, ordinances, covenants or other restrictions;
k. Determining adequacy, efficiency, suitability, quality, age, or remaining life of any building, system, or component;
l. Phase 1 or Phase 11 Environmental Assessment;
m. Differentiating between original construction or subsequent additions or modifications;
n. Reviewing information from third-party, including but not limited to, product defects, construction documents, or recalls or similar notices;
o. Known possible contaminations such as but not limited to Brownfield projects;
p. Service life or remaining life expectancy of any component or system;
q. The conditions, circumstances or cause of the reported defects;
r. The methods, materials, and costs of repairs to return a system or component to the "functioning as intended" state.
s. The fitness of the property for any use including but not limited to specialized use; childcare, health care, medical and or dental.
t. Medical service and first aid stations;
u. Compliance or non-compliance with codes, life safety, ordinances, zoning statutes, ADA compliance, regulatory requirements, or restrictions; including modifications made to or additions added to the property.
v. Specifications for accident prevention signs and tags; including but not limited to control of hazardous energy (lockout/tagout); confined spaces; and working platforms.
w. The market value of the property;
x. The ability of a property to be sold or marketed;
y. The advisability or inadvisability of the purchase of the property;
z. The advisability or inadvisability of the purchase of the property for a specific use;
aa. Any component or system that is evidently not accessible, or not inspected;
bb. The presence or absence of wood damaging organisms, rodents, bats, reptiles, or insects; or
cc. The presence or absence of conditions that could result in health-related concerns;
dd. The presence or absence of environmental concerns; or the effectiveness or functional operations of systems design to remove such concerns; the advisability or necessity to test for or to remove environmental concerns;
ee. Inspecting, testing, or reporting on the presence or absence of any suspected adverse environmental conditions or hazardous substance, including tight-building syndrome, toxins, carbon monoxide, VOCs, carbon dioxide, mold, animal waste, carcinogens, noise, subsurface industrial solvents, gasoline, materials not yet defined as "hazardous substances" under Federal law, such as per- and polyfluoroalkyl substances (PFAS) contaminants in the building or in soil, water, and or air;

ff. Supports, foundations, and anchorage for all storage tanks including but not limited to liquefied petroleum gases; explosive/blasting agents; flammable liquids;
gg. The absence or presence of fungal growths such as but not limited to mold and or mildew, or the advisability or necessity to remove fungal growth such as mold and or mildew.
hh. The presence or absence of issues directly related to the location of the property; such as but not limited to considerations related to available services, trains, landfills, noise, odors, and or crime rates.
ii. Verification for compliance with; National Institute for Occupational Safety and Health (NIOSH); OSHA's Hazard Communication Standard (HCS)
jj. Underground systems, or items not permanently installed.
kk. Abandoned systems or components, such as but not limited to chemical storage, wells, septic systems, electrical systems;
ll. Flood Plain Designation, History of flooding or need for flood insurance;
mm. History or identification of past events such as flooding, fires, workplace accidents, or events that involved robbery, injury or thief.
nn. Cranes, hoists, lifts and or any system in or attached in the building to move storage, supplies, or equipment.
oo. Working platforms, working platform identification, and or requirements for load rating and or load rating posting;
pp. Requirements for fall protection and or personal fall protection devices;
qq. Equipment and or fixtures that are additions or improvements to building shell installed for or by the owner, the occupants, and or tenants in order to enable the commercial business.
rr. Life Safety or fire safety; including but not limited to fire zone requirements, fire protection systems, fire suppression systems, sprinklers;
ss. Parking areas and loading docks;
tt. Exterior Lighting;
uu. Cosmetic issues;
vv. Security, Internet, Phone Systems
ww. Communication, computer, security, sound, music, or low voltage systems and remote, timer, sensor, or similarity-controlled system or components.
xx. Geological and soil conditions;

e) Inspectors are not required to:

a. Offer warranties, assurances, or guarantees of any kind;
b. Determine the structural stability of the systems and components of the building;
c. Determine availability or quality of needed mechanical, electrical, fuel or water services;
d. Grade or rate any system or component as satisfactory;
e. Calculate the strength, adequacy, or efficiency of any system or component including sizing and balance of HVAC systems;
f. Calculate the strength, adequacy, or efficiency of any system or component including loft, shelving, racks, or any storage systems;
g. Determine the age or effective useful life of subject property or of any system or component.
h. Enter any area or perform any procedure that may damage the property or its components or be dangerous to or adversely affect the health or safety of the inspector or other persons;
i. Operate any system or component that is shut down, thought to be defective, or otherwise considered inoperable;
j. Operate any system or component that does not respond to normal operating controls;
k. Move personal items, panels, furniture, equipment, plant life, soil, snow, ice, or debris that obstructs access or visibility;
l. Determine the effectiveness of any system installed to store, control or remove suspected hazardous substances;
m. Determine the need to test to identify, remove, clean or remediate any suspected hazardous substances such as but not limited to chemicals, asbestos, mold, subsurface industrial solvents, Dry cleaner solvents, and gasoline;
n. Predict future condition, remaining service, including failure of components after the day of the inspection;

o. Predict or determine operating costs of system and or components;
p. Predict or determine energy efficiency of systems and or components:
q. Evaluate acoustical characteristics of any system or component;
r. Inspect special equipment or accessories that are not listed as components to be inspected in this standard;
s. Disturb insulation, except as outlined in the standards;
t. Disturb insulation when safety concerns are present and reported.

f) Inspectors shall not:

a. Offer or perform any act or service contrary to law; or
b. Offer or perform engineering, environmental, architectural, plumbing, HVAC, electrical or any other service requiring an occupational license in the jurisdiction where the inspection is taking place, unless the inspector holds a valid occupational license, in which case the inspector shall inform the client that the inspector is so licensed, and therefore qualified to go beyond the inspection and perform additional inspections beyond those within the scope of the Standards of Practice.

3. DUTIES

I. STRUCTURAL COMPONENTS

a) The inspector shall inspect structural components including:

(1) Foundation;
(2) Floors;
(3) Walls;
(4) Columns or piers;
(5) Ceilings; and
(6) Roof.

b) The inspector shall describe the type of:

(1) Foundation;
(2) Floor structure;
(3) Wall structure;
(4) Columns or piers;
(5) Ceiling structure; and
(6) Roof structure.

c) The inspector shall:

(1) Probe structural components where deterioration is suspected; in lieu of probing with a tool, deterioration can be verified by other means such as sounding and pressure application.
(2) Enter under floor crawl spaces, basements, and attic spaces except when access is obstructed, when entry could damage the property, or when dangerous or adverse situations are suspected;
(3) Report the methods used to inspect under floor crawl spaces and attics; and
(4) Report signs of harmful water penetration into the building or on building components.

II. EXTERIOR

a) The inspector shall inspect:

(1) Wall cladding, flashing locations, and trim;
(2) Entryway doors and a representative number of windows in occupant areas;
(3) Garage door operators for occupant access;
(4) Decks, balconies, stoops, steps, areaways, porches, and applicable railings;
(5) Eaves, soffits, and facias;
(6) Patios, walkways, and retaining walls attached to the building; and
(7) Vegetation, grading, attached retaining walls, and drainage with respect only to their effect on the condition of the building.

b) The inspector shall:

(1) Describe wall type;
(2) Operate all entryway doors;
(3) Operate garage doors intended for occupants manually or by using permanently installed controls for any garage door operator;
(4) Probe exterior wood components where deterioration is suspected.

c) The inspector is not required to inspect:

a. Storm windows, inspection windows, clerestory windows, skylights, storm doors, screening, shutters, awnings, canopy systems, and similar seasonal accessories;
b. Security Fences; Containment Fences;
c. For the presence of tempered glass or safety glazing in doors and windows;
d. Garage door operator remote control transmitters;
e. Geological and soil conditions;
f. Recreational facilities (including spas, saunas, steam baths, swimming pools, tennis courts, playground equipment, and other exercise, entertainment, or athletic facilities);
g. Parking surfaces; paved surfaces; Detached buildings or structures; or
h. For the presence or condition of buried storage tanks; including fuel and chemicals use.
i. For the absence or presence of environmental hazards to concerns, such as but not limited to hazardous chemicals, chemicals, mold, and asbestos.
j. Determine past or present material, system, or component recalls, widespread consumer concerns or class actions for any system or component.
k. Determine the presence of environmental concerns such as but not limited to chemical contamination or identifying building materials that may be considered as a presumed asbestos containing material.
l. Industrial dock doors, loading dock leveler, dock bumpers, dock seals, dock safety gates.
m. Wind or storm rating of the building and or any system or component.

III. ROOFING

a) The inspector shall inspect:

(1) Roof coverings;
(2) Roof drainage systems;
(3) Flashings;
(4) Roof penetrations; and
(5) Signs of leaks on building components.

b) The inspector shall:

(1) Describe the type of roof covering materials; and
(2) Report the methods used to inspect the roof covering.

c) The inspector is not required to:

a. Walk on the roofing; or
b. Inspect attached accessories including cooking equipment, solar systems, antennae, and lightning arrestors.
c. Determine the number of layers of roof covering materials and or estimate remaining service life of the roof covering materials or associated systems such as but not limited to flashings.
d. Identify material recalls, consumer concerns or class actions for any system or component.
e. Determine the presence of environmental concerns such as but not limited to identifying building materialsthat may be considered as a presumed asbestos containing material.

IV. PLUMBING

a) The inspector shall inspect the following systems and components accessible in the occupant spaces:

(1) Interior water supply and distribution system, including: piping materials, supports, and insulation; fixtures and faucets; functional flow; leaks; and cross connections;

(2) Interior drain, waste, and vent system, including: traps; drain, waste, and vent piping; piping supports and pipe insulation; leaks; and functional drainage;

(3) Hot water systems for domestic use including: water heating equipment; normal operating controls; automatic safety controls; and metal flues, and vents;

(4) Fuel distribution piping for equipment used for heating occupant spaces and or domestic hot water including: heating equipment, supply piping, venting, and;

(5) Sump pumps when accessible and visible.

b) The inspector shall describe the following systems and components accessible in the occupant spaces:

(1) Water supply and distribution piping materials;

(2) Drain, waste, and vent piping materials;

(3) Water heating equipment, including fuel or power source, storage capacity for storage units or labeled GPM for tankless units, and location; and

(4) The location of any main water supply shutoff device.

c) The inspector shall operate all plumbing fixtures in occupant areas, including their faucets and all exterior faucets attached to the exterior, except where the flow end of the faucet is connected to an appliance or when exterior weather temperatures would result in freezing or ice formation.

d) The inspector is not required to:

(1) State the absence/presence or effectiveness of anti-siphon devices;

(2) Determine whether water supply and waste disposal systems are public or private;

(3) Operate automatic safety controls;

(4) Operate any valve except water closet flush valves, fixture faucets, and hose faucets;

(5) Inspect:

(A) Water conditioning, treatment, filtration, fountains, dispensing systems;

(B) Fire and lawn sprinkler systems;

(C) On-site water supply quantity and quality;

(D) On-site waste disposal systems;

(E) Foundation irrigation systems;

(G) Bathroom air jet tubs, Swimming pools; garden pools, fountains;

(H) Solar water heating equipment; or

(I) Overflow systems, fixtures, or devices such as but not limited to tub overflow drains

(J) Floor, spot, point, trench, ice maker, washing machine and slot drains,

(K) Storm drainage systems, subsurface drains, seepage pits, catch basins,

(L) Pressure assist toilets,

(M) Life Safety Systems including Fire pump systems or installations

(6) Inspect the system for proper sizing, design, or use of proper materials;

(7) Determine past or present material recalls, consumer concerns or class actions for any system or component;

(8) Determine the absence/presence or necessity for backflow prevention, water pressure regulators and or thermal expansion devices;

(9) For the necessity and or presence of tempered glass or safety glazing in the building included but not limited to the bathrooms;

(10) Determine the absence of washing machine service connections or verify sizing, functional flow, or drainage for such connection;

(11) Determine the absence or presence of anti-scald devices;

(12) Determine safe water heating temperatures to prevent burns or injury; or

(13) Determine if water heater capacity is adequate.

(14) Determine the feasibility of plumbing system replacement for historical systems such as but not limited to galvanized piping and or cast iron piping.

(15) Determine the adequacy of available water service and or water pressure.

V. ELECTRICAL

a) The inspector shall inspect the following systems and components accessible in the occupant spaces:

(1) Single Phase Electrical Panels:

i. Electrical service equipment, grounding equipment, and the compatibility of the main overcurrent protection device by removal of panelboard enclosure covers unless unsafe conditions are reported;

ii. Amperage and voltage ratings of the electrical service;

iii. Branch circuit conductors, their overcurrent protection devices, and the compatibility of their ampacities by removal of panelboard enclosure covers unless unsafe conditions are reported;

(2) The operation of a representative number of installed lighting fixtures, switches and receptacles located inside the occupant space, garage, and on the dwelling's exterior walls;

(3) The polarity and grounding of all receptacles within six feet of interior plumbing fixtures, and all receptacles in the garage or carport, and on the exterior of inspected structures;

(4) The operation of ground fault circuit interrupters where observed;

(5) Smoke detectors and permanently installed carbon monoxide alarms in occupant spaces.

(6) The inspector shall report in writing the presence of readily accessible single strand aluminum branch circuit wiring that was suspected to have been installed between 1963 and 1974 on 15/ 20 amp 120 volts circuits.

b) The inspector shall describe for Single Phase Electrical Systems:

(1) Electrical service amperage and voltage

(2) The electrical service type as being overhead or underground; and

(3) The location of main and distribution panels.

c) The inspector shall describe for Three Phase Electrical Systems:

(1) The electrical service type as being overhead or underground; and

(2) The location and panel label rating.

d) The inspector shall report in writing on the presence or absence of smoke detectors, and permanently installed carbon monoxide alarms in any residence and or office area with fuel fired appliances or attached garages, and operate their test function, if accessible, except when detectors are part of a central system.

e) The inspector is not required to:

(1) Insert any tool, probe, or testing device inside the panels;

(2) Test or operate any AFCI or other overcurrent device except ground fault circuit interrupters;

(3) Dismantle any electrical device or control other than to remove panelboard enclosure covers for single phase systems;

(4) Determine past or present material recalls, consumer concerns, or class actions for any system or component;

(5) Determine the adequacy of any electrical system based on load calculations and or system sizing.

(6) Determine requirements or absence/presence of OSHA requirements for accident prevention signs such as arc flash warnings, work space egress, panic hardware.

(7) Determine adequacy workspace lighting,

(8) Verify equipment electrical installations and or electrical requirements,

(9) Verify wiring methods are suitable for the use based on building use, zone, or installed equipment;

(10) Verify type of occupancy and wiring methods are suitable for occupancy;

f) The inspector is not required to inspect:

a. High voltage systems; Interiors of Three Phase panel enclosures;

b. Transformers, transfer switches, generators, Emergency lighting;

c. Grounding Methods for building and or equipment;

d. Low voltage systems; such as but not limited to alarms systems, doorbells, and accent lighting.

e. Security systems and heat detectors;

f. Telephone, security, cable TV, intercoms, or other ancillary wiring that is not a part of the primary electrical distribution system;

g. Built-in vacuum equipment;

h. Back up electrical generating equipment;

i. Other alternative electrical generating or renewable energy systems such as solar, wind or hydro power; or Automotive charging stations;

j. Electrical systems of pools, hot tubs, and spa; including bonding and grounding;

VI. HEATING

a) The inspector shall inspect permanently installed heating systems for occupant spaces including:

(1) Heating equipment;
(2) Normal operating controls;
(3) Automatic safety controls;
(4) Chimney, Metal flues, and vents, where readily visible;
(5) Solid fuel heating devices;
(6) Heat distribution systems including fans, pumps, ducts, and piping, with supports, insulation, air filters, registers, radiators, fan coil units, convectors; and
(7) The presence or absence of an installed heat source for occupant spaces.

b) The inspector shall describe:

(1) Energy source; and
(2) Heating equipment and distribution type.
(3) Method used to inspect the system

c) The inspector shall operate the systems using normal operating controls in the winter season and visually inspect the system in the summer months when conditions are not advisable for operation due to exterior temperatures over 80 degrees Fahrenheit.

d) The inspector cannot determine past or present material recalls, consumer concerns or class actions for any system or component.

e) The inspector cannot determine the presence of environmental concerns such as but not limited to identifying duct materials and or sealants that may be considered as a presumed asbestos containing material.

f) The inspector cannot determine the presence of environmental concerns such as but not limited to identifying mold on or inside the air handlers and or duct systems.

g) The inspector is not required to:

a. Operate heating systems in summer months or when other circumstances may cause equipment damage or when operation will not provide accurate data for inspection confirmation;
b. Operate automatic safety controls;
c. Determine the adequacy or presence of insulating materials.
d. Determine the adequacy of heating and cooling effectiveness during extreme conditions, heating days under 38 degrees Fahrenheit or cooling days over 90 degrees Fahrenheit.
e. Determine if a system can heat any office space above 65 degrees Fahrenheit.
f. Determine the system adequacy, required air flow, supply/ return duct sizing, required system BTUs, predicted load or system sizing;
g. Ignite a pilot light, Ignite or extinguish solid fuel fires;
h. Open Panels designed for Repair, Maintenance, or Inspection by a owner or HVAC contractor.
i. Inspect units intended to heat warehouse, storage, or manufacturing spaces
j. Inspect roof top units.
k. Inspect suspended units when access of overhead

h) The inspector is not required to inspect:

a. The interior of flues;
b. Fireplace insert flue connections;
(C) Heat exchanges;
c. Humidifiers;
d. Electronic air filters;
e. The uniformity or adequacy of heat supply to the various rooms; including feasibility of a single zone system in a multi floor spaces.
f. Solar space heating equipment.
g. Inspect Heating and or cooling system for manufacturing and or storage spaces.
h. Cooling Towers
i. Roof Top Units
j. Restaurant Cooking Equipment
k. Restaurant Ventilation Equipment
l. Industrial Chimney, Flues, or Ventilation Equipment
m. Boilers, Heating Units over 200,000 BTU's

VII. AIR CONDITIONING

a) The inspector shall inspect:

(1) Central air conditioning and through-the-wall installed cooling systems for occupant spaces including:
(A) Cooling and air handling equipment; and
(B) Normal operating controls.

(2) Distribution systems including:
(A) Fans, pumps, ducts, and piping, with associated supports, dampers, insulation, air filters, registers, fan-coil units; and
(B) The presence or absence of an installed cooling source for each occupant space.

b) The inspector shall describe:

(1) Energy sources; and
(2) Cooling equipment type.
(3) The method used to inspect the system.

c) The inspector shall operate the systems using normal operating controls in the summer season and visually inspect the system in the winter months when conditions are not advisable for operation due to exterior temperatures below 65 degrees Fahrenheit;

d) The inspector is not required to:

a. Operate cooling systems in the winter or when other circumstances may cause equipment damage; or when exterior temperatures are below 65 degrees Fahrenheit or when operation will not provide accurate data for inspection confirmation;
b. Inspect window air conditioners;
c. Inspect the uniformity or adequacy of cool-air supply to the various rooms of the occupant spaces; or
d. Determine the cooling effectiveness of warehouse, workrooms, upper levels of single zoned systems;
e. Determine the adequacy or presence of insulating materials;
f. Determine the adequacy of heating and cooling effectiveness during extreme conditions, heating days under 38 degrees Fahrenheit or cooling days over 90 degrees Fahrenheit;
g. Determine if a system can cool office areas below 74 degrees Fahrenheit; or
h. Determine the system adequacy, required air flow, supply/ return duct sizing, required system tonnage, predicted load or system sizing.
i. Determine the presence of environmental concerns such as but not limited to identifying duct materials and or sealants that may be considered as a presumed asbestos containing material.
j. Determine the presence of environmental concerns such as but not limited to identifying mold on or inside the air handlers and or duct systems.
k. Inspect Refrigeration Systems and or cooling system for manufacturing and or storage spaces.
l. Inspect Roof Top Units.
m. Open Panels designed for Repair, Maintenance, or Inspection by an owner or HVAC contractor.
n. Determine the remaining service life of the systems.
o. Inspect to determine conditions that could result in elevated humidity or condensation.
p. Inspect Cooling Towers.
q. Roof Top Units.
r. Presence of safety systems required for installation, repair or maintenance.

VIII. INTERIORS

a) The inspector shall inspect: of the interiors of the occupant spaces;

(1) Walls, ceiling, and floors;
(2) Steps, stairways, balconies, and railings;
(3) Counters and a representative number of built-in cabinets; and
(4) A representative number of doors and windows.

b) The inspector shall:

(1) Operate a representative number of windows and interior doors; and
(2) Report signs of water penetration into the building or on building components.

c) The inspector is not required to inspect:

a. Paint, wallpaper, and other finish treatments on the interior walls, ceilings, and floors;
b. Carpeting, floor coverings;
c. Draperies, blinds, or other window treatments; manual or automatic system;
d. Window clarity related to conditions such as but not limited to failed coatings, age, thermal seals;
e. Areas, systems, and or components where personal property / storage/ equipment of the occupant limits or blocks access.
f. Floors and walls under refrigerators or built in appliances such as but not limited to washing machines, icemakers, wine cooler, and dishwashers
g. Determine the presence of environmental concerns such as but not limited to identifying ceiling, flooring, wall material, roof materials that may be considered as a presumed asbestos containing material.
h. Determine the need to remove, clean or remediate any suspected hazardous substances such as but not limited to mold.
i. To identify fire zones or operate fire doors
j. To determine requirements for fire safety, life safety, egress, ADA compliance, and or potential conditions that could result in slip or fall

IX. INSULATION AND VENTILATION

a) The inspector shall inspect:

(1) Insulation and vapor retarders in unfinished spaces;
(2) Ventilation of attics and foundation areas;
(3) Breakroom kitchen, bathroom, and venting systems; and
(4) The operation of any readily accessible attic ventilation fan, and, when temperature permits, the operation of any readily accessible thermostatic control.

b) The inspector shall describe:

(1) Insulation in unfinished spaces; and
(2) The absence of insulation in unfinished space at conditioned surfaces.

c) The inspector is not required to report on:

a. Concealed insulation and vapor retarders; or
b. Venting equipment that is integral with equipment and or appliances
c. Required or recommended air exchanges

d) The inspector is not required to:

a. Move Insulation
b. Move Ceiling panels or tiles
c. Report the presence or signs of rodents or pests such as but not limited to ants, termites, squirrels, bats, bees, snakes, or spiders.
d. Determine the “R” value, depth, or adequacy of insulating materials.
e. Determine the presence of environmental concerns such as but not limited to identifying insulating materials that may be considered as a presumed asbestos containing material.

X. BUILT-IN KITCHEN APPLIANCES: BREAKROOM: PRIVATE KITCHENS

a) The inspector shall inspect and operate the basic functions of the following kitchen appliances:

(1) Permanently installed dishwasher(s), through a normal cycle; (2) Range(s), cook top(s), and permanently installed oven(s);
(3) Trash compactor(s);
(4) Garbage disposal(s);
(5) Ventilation equipment or range hood(s); and
(6) Permanently installed microwave oven(s).

b) The inspector is not required to inspect:

a. Clocks, timers, self-cleaning oven functions, or thermostats for calibration or automatic operation;
b. Non-built-in appliances;
c. Refrigeration units including but not limited to refrigerators, ice makers, and or wine coolers;
d. To determine the adequacy of cleaning of the dishwasher;
e. To determine the adequacy of grinding or any disposal appliance;
f. To determine the calibration of any cooking device including but not limited to ranges, ovens or permanently installed microwaves;
g. Laundry appliances are not inspected or operated;
h. To determine the presence of a service for clothes drying appliances or whether such service is for and electrical or gas appliance; or
i. To determine if the duct material for the clothes dryer is plastic, foil, or metal.
j. To determine if 240-volt appliance services are equipped with four wire service cables and associated four prong receptacles.

c) The inspector is not required to operate:

a. Appliances in use; or
b. Appliances used to service the public; such as restaurant refrigeration, ventilation, and cooking equipment;
c. Any appliance that is shut down or otherwise inoperable.

XI. CODE OF ETHICS

1) Members shall discharge their duties with fidelity to the public and to their clients, with fairness and impartiality to all.
2) Opinions expressed by Member shall be based only on their education, experience, and honest convictions.
3) A Member shall not disclose any information about the results of an inspection without the approval of the client for whom the inspection was performed, or the client's designated representative.
4) No Member shall accept compensation or any other consideration from more than one interested party for the same service without the consent of all interested parties.
5) No Member shall express, within the context of an inspection, an appraisal or opinion of the market value of the inspected property.
6) Before the execution of a contract to perform an inspection, a Member shall disclose to the client any interest he or she has in a business that may affect the client. No Member shall allow his or her interest in any business to affect the quality or results of the inspection work that the licensee may be called upon to perform.
7) A Member shall not solicit for repairs of systems or components found defective in the course of an inspection performed by the Member or that Member's company.
8) Members shall not engage in false or misleading advertising or otherwise misrepresent any matters to the public.
9) Members shall not inspect properties under contingent arrangements whereby any compensation or future referrals are dependent on reported findings or on the sale of a property.
10) Members shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practice, or employment of other members. Members who believe other members are guilty of unethical actions or practice related to the field of home inspection and or commercial inspection shall present such information to Inspector Nation Board for review. If the actions are thought to be of a nature that could result in public danger or injury, proper authorities or judiciary officials should also be contacted.
11) Members shall not review the work of another member for the same client or Real Estate Agent except with the knowledge of member, or unless the connection and all claims toward such member with the work has been terminated.

XII. CONTINUING EDUCATION

1) All members agree to obtain 12 credit hours of continuing education annually.
2) The course topics must be directly related to the practice of inspection.
3) No course can be repeated for credit within a three-year period.
4) A course on business or taxes can be substituted for one 4-hour home inspection elective every three years.
5) No single course should be used to meet more than 4 credit hours.
6) All online courses must utilize a full e-learning monitored system.
7) Seminar courses must be in a classroom, lab or other approved setting.
8) All Courses must be provided by an approved course sponsor.
9) All Course Sponsors must submit an application for approval annually.
10) All Course Sponsors must submit instructor applications for each course.
11) All Course Instructors must have a 4-year related degree or 10 years experience in the submitted course material; as well as 7 years of teaching experience.

12) All Course Instructors must meet three of the following criteria
    1. Hold an inspection license and actively perform home inspections for at least 7 years.
    2. Hold a 4-year degree in engineering or a Board approved field.
    3. Have 10 years experience in a Board approved field directly related to the course materials.
    4. Have 7 years teaching experience in a Board approved field.
    5. Hold a professional license in Engineering, Building or Architecture.
    6. Board Approved education, experience, or licensure.

XIII. COMPLAINTS

1) Anyone who believes that a member has not satisfied the duties of this standard may file a grievance with this Board in the form of a written complaint.
2) The complaint shall identify the member and describe the grievance in terms of the standard items and section that was violated.
3) A copy of the contract agreement, the inspection report, and any reports made by other consultants shall be included with the complaint.
4) The complaint shall be in writing, signed by the complainant, sealed, and dated by a notary. The complaint shall include the complainant's mailing address and a daytime phone number at which the complainant may be reached. The street address of the inspection property must be included if the complaint pertains to an inspection of a house.
5) Supporting information shall be included to justify the complaint. Supporting information shall refer to specific violations of the standards. This information may be provided by the complainant and must be confirmed or supported by an architect, professional engineer, licensed contractor, another inspector, or other person with knowledge of the inspection and the inspection standards.
6) Complaints must be filed within 3 years of the date of the home inspection, within 3 months after the discovery of the deficiency, and or prior to making repairs to the subject system and or component.
7) The complainant agrees to allow the member, the member’s representative and a representative of Inspector Nation to visit the subject property.
8) The Inspector reserves the right to call and utilize an Inspector Nation Board Member as an unbiased expert.