

# **Minneapolis Truth-In-Sale of Housing**

## **Guidelines**

## **Policy and Procedures**

Effective 11/27/2019

<b>MINNEAPOLIS TRUTH-IN-SALE OF HOUSING .....</b>	<b>1</b>
FORWARD .....	4
INTENT OF THE ORDINANCE, GUIDELINES, POLICIES AND PROCEDURES .....	5
CODE OF ETHICS FOR LICENSED TRUTH-IN-SALE OF HOUSING EVALUATORS .....	5
TOOLS OF THE TRADE .....	6
GENERAL EVALUATION PROCESS .....	6
SETTING THE APPOINTMENT .....	6
THE EVALUATION .....	7
REQUIREMENTS.....	7
EVALUATION CODES:.....	8
COMPLETING THE DISCLOSURE REPORT FORM .....	8
FILING AND LATE FEES ARE AS FOLLOWS: .....	10
PRE-INSPECTIONS .....	10
RE-INSPECTION PROCEDURES .....	10
<i>City Inspectors:</i> .....	10
<i>Evaluators:</i> .....	10
LICENSING REQUIREMENTS FOR TRUTH IN HOUSING EVALUATORS .....	11
PERMITS.....	11
BASEMENT .....	12
1) <i>Basement Stairs</i> .....	12
2) <i>Basement Floor</i> .....	12
3) <i>Foundation Walls</i> .....	12
4) <i>Evidence of Dampness or Staining</i> .....	12
5) <i>First Floor, Floor System</i> .....	12
6) <i>Columns and Beams</i> .....	13
7) <i>Basement Sleeping Rooms</i> .....	13
8) <i>Basement Plumbing Fixtures</i> .....	13
9) <i>Sump Pumps</i> .....	14
10) <i>Smoke Detectors/CO Detectors</i> .....	14
11) <i>Basement Electrical Outlets and/or Fixtures</i> .....	14
ELECTRIC .....	15
12) <i>Electrical Service Installation</i> .....	15
13) <i>Separate 20 Amp Kitchen Circuit</i> .....	16
14) <i>Electrical Outlet for Laundry</i> .....	16
PLUMBING.....	16
15) <i>Floor Drains</i> .....	16
16) <i>Waste and Vent Piping</i> .....	16
17) <i>Water Supply Piping</i> .....	17
18) <i>Gas Piping</i> .....	17
19) <i>Copper Water Line Visible on the Street Side of Water Meter</i> .....	18
WATER HEATER.....	18
20) <i>Water Heater Installation</i> .....	18
21) <i>Water Heater Venting</i> .....	19
HEATING.....	19
22) <i>Heating Plant Viewed in Operation</i> .....	19
23) <i>Heating Plant Installation</i> .....	20
24) <i>Heating Plant Combustion Venting</i> .....	22
25) <i>Auxiliary/Additional Heating Units/Gas fireplaces/Inserts/Incinerators/Fuel Tanks</i> .....	23
LAUNDRY .....	23
26) <i>Gas Piping</i> .....	23
27) <i>Dryer Venting</i> .....	24
28) <i>Plumbing Fixtures</i> .....	24
KITCHEN.....	24
29) <i>Walls and Ceiling Components</i> .....	24
30) <i>Evidence of Dampness or Staining</i> .....	24
31) <i>Floor Condition</i> .....	25
32) <i>Window Size and Openable Area</i> .....	25
33) <i>Window/Door Condition / Mechanical Ventilation</i> .....	25
34) <i>Electrical Outlets and/or Fixtures</i> .....	25
35) <i>Plumbing Fixtures</i> .....	26
36) <i>Water Flow</i> .....	26

37) Gas Piping .....	26
DINING ROOM / LIVING ROOM .....	27
38) Walls and Ceiling Components .....	27
39) Evidence of Dampness or Staining .....	27
40) Floor Area and Ceiling Height .....	27
41) Floor Condition .....	27
42) Window Size and Openable Area .....	27
43) Window/Door Condition .....	27
44) Electrical Outlets and/or Fixtures .....	28
BATHROOMS .....	28
45) Walls and Ceiling Components .....	28
46) Evidence of Dampness or Staining .....	28
47) Floor Condition .....	28
48) Window Size and Open-able Area / Mechanical Ventilation .....	29
49) Window/Door Condition .....	29
50) Electrical Outlets and /or Fixtures .....	29
51) Plumbing Fixtures.....	29
52) Water Flow.....	30
HALLWAYS AND STAIRWELLS .....	30
53) Walls and Ceiling Components .....	30
54) Evidence of Dampness and Staining .....	31
55) Floor Condition .....	31
56) Window/Door Condition .....	31
57) Electrical Outlets and/or Fixtures .....	31
58) Stairs and Railings.....	32
59) Smoke Detectors /CO Detectors.....	32
SLEEPING ROOMS.....	32
60) Wall and Ceiling Components .....	32
61) Evidence of Dampness or Staining .....	33
62) Floor Area and Ceiling Height .....	33
63) Floor Condition .....	33
64) Window Size and Open-able Area.....	33
65) Window/Door Condition .....	33
66) Electrical Outlets and/or Fixtures .....	33
PORCH, SUNROOM, AND OTHER ROOM .....	34
67) Wall and Ceiling Components .....	34
68) Evidence of Dampness or Staining .....	34
69) Floor Condition .....	34
70) Window/Door Condition .....	34
71) Electrical Outlets and/or Fixtures .....	35
ATTIC SPACE .....	35
72) Roof Boards, Rafters, Insulation & Mechanical Ventilation .....	35
73) Evidence of Dampness or Staining .....	36
74) Electrical Outlets and/or Fixtures .....	36
75) Mechanical Venting .....	36
EXTERIOR.....	36
76) Foundation.....	36
77) Basement Windows/Frames .....	37
78) Drainage (grade) .....	37
79) Exterior Walls .....	37
80) Doors (Frames/Storms/Screens/Dead Bolts) .....	37
81) Windows (Frames/Storms/Screens) .....	37
82) Stoops.....	37
83) Cornice and Trim .....	38
84) Roof Covering and Flashing .....	38
85) Chimney .....	38
86) Electrical Outlets and/or Fixtures .....	38
87) Exterior Plumbing/Backflow Prevention .....	39
88) Two -Family Dwelling Egress.....	39
OPEN/UNHEATED TYPE PORCHES .....	39
89) Floor .....	39
90) Walls .....	39
91) Roof /Ceiling .....	39

92) Doors/Screens/Windows .....	39
93) Electrical outlets/fixtures .....	40
GARAGE / ACCESSORY BUILDINGS .....	40
94) Roof Structure and Covering .....	40
95) Wall Structure and Covering .....	40
96) Garage Doors .....	41
97) Automatic Garage Door Opener.....	41
98) Electrical Outlets and/or Fixtures .....	41
MISCELLANEOUS .....	41
99) Clutter/Sanitation/Vermin.....	41
100) Other .....	42
WALL INSULATION.....	42
CONDO CONVERSIONS.....	43
101) Condo Conversion Professional Opinion .....	43
Acronyms: .....	43

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**FORWARD**

The purpose of this guide is to assure consistency and answer questions about the proper procedures to be followed by all Minneapolis licensed Truth-in-Sale of Housing (TISH) Evaluators. If after reading this guide or the web manual you still have questions, or anytime you're uncertain about a procedure, call the Truth in Housing Staff at (612) 673-5840 (TDD 612-673-3300). Evaluators are responsible for following procedures as outlined in these guidelines, polices, and procedures, web application manual, and in any memo, handout, training, or other notice as provided by the City of Minneapolis. A violation of any of the rules, procedures or Code

of Ethics or in violation of Chapter 248 may result in suspension or revocation of an evaluator's license or denial of a renewal of such license.

Web address: [www.minneapolismn.gov/truthinhousing](http://www.minneapolismn.gov/truthinhousing)

E-mail address: [tishadmin@minneapolismn.gov](mailto:tishadmin@minneapolismn.gov)

Phone: 612-673-5840 Fax: 612-673-5814

## KEY

3PS = 3<sup>rd</sup> party software **(Changed to XML Software)**

TISH = Truth-in-Sale of Housing

RRE = Required Repair Evaluator. Evaluator returns to sign off the repair.

RRP = Required Repair Permit. A permit is required. A licensed contractor may be required to obtain the permit. It is inspected by a City inspector and signed off by program staff.

LIC = Safety check by a licensed contractor needed. Any repairs completed may need a permit. Safety check form is reviewed and LIC signed off by program staff.

## INTENT OF THE ORDINANCE, GUIDELINES, POLICIES AND PROCEDURES

The Truth-in-Sale of Housing Ordinance, Minneapolis Code of Ordinances (MCO), Chapter 248 is intended to improve the City's housing stock and protect the public's health, safety and welfare by removing specific code violations upon time of sale. The ordinance applies to the sale of every one or two-family structure, townhouse or first time condo conversion (MCO, Chapter 250). It is expected that the licensed evaluator will be a professional partner with the City in supporting full compliance with this program's laws and related ordinances regarding permits and inspections. This compliance is required for all evaluations, including pre-inspections. Evaluators shall inform agents who are selling houses without an official Truth-in-Sale of Housing report of the requirements, and shall let TISH staff know so they can follow up. Evaluators are working as partners with the City, and should insist on following proper procedures. Evaluators are expected to work toward meeting the City's program goals, and not look at or suggest ways to circumvent rules.

Evaluators are required to follow these guidelines in their entirety. The evaluator shall also be familiar with and refer to the Minneapolis Housing Maintenance Code (MHMC) and the State Building Code for code requirements. For the purpose of these guidelines, "seller" is meant to mean seller, owner, or other responsible party that is offering the property for sale.

## CODE OF ETHICS FOR LICENSED TRUTH-IN-SALE OF HOUSING EVALUATORS

*A violation of any of these ethical standards may result in revocation or suspension of an evaluator's license or denial of the renewal of such license.*

- The evaluator will not discriminate in providing services and establishing fees.
- The evaluator, while acting as such, will not operate under the use of alcohol, drugs or narcotics, even if prescribed by a physician, which may impair his/her judgment or performance as an evaluator.
- The evaluator will not knowingly re-evaluate any premises for which a previous evaluation remains in force.
- The evaluator will be responsible at all times to execute his/her duties with due care and in good faith, in compliance with the laws and regulations of the City of Minneapolis, in compliance with the Minneapolis Evaluator Guidelines, Web application guide, and with the evaluator's Code of Ethics. Failure of the evaluator to comply with the law direction through the Evaluator Guidelines shall constitute an infraction of the Code of Ethics.
- The evaluator, while acting as such, will not engage in conduct that in any way is in violation of any law or ordinance, or is in contravention of good order and decorum.
- The evaluator will respond to all complaints received regarding his/her evaluation services in a timely manner.
- The evaluator will not knowingly submit or prepare for a homeowner, an evaluation which contains false or misleading statements. All evaluations made shall be completed upon the forms supplied by or approved by the City of Minneapolis, and shall be submitted to the duly appointed recipient and custodian of such completed forms.
- The evaluator will respond in a timely manner to all requests, written or oral, from the City of Minneapolis or its Appeals Board.
- The evaluator will not evaluate properties in which their immediate family has an interest. For purposes of this provision, immediate family shall mean parents, children, spouse, and siblings. Immediate family shall further mean those persons living together in a dwelling comprising a single housekeeping unit.
- The evaluator will not evaluate properties in which an interest is claimed or had by your employer, or by a person or entity retaining you for services other than such evaluations, or by a real estate company with which you are otherwise associated.
- The evaluator, while acting as such, will not endorse specific materials or firms. The evaluator will not appraise the value, or estimate the costs of repairs or services for properties he/she is evaluating. The evaluator will not make any repairs or

additions to a property they have evaluated, during the time period the evaluation they conducted is valid, nor make a Truth-in-Sale of Housing evaluation for any property for which they have made any repairs or additions within the last ninety (90) days.

- The evaluator, while acting as such, will not solicit the property for sale, nor suggest services of specific agencies or agents.

## TOOLS OF THE TRADE

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The evaluator is expected to have, at a minimum, the following tools and aids to assist with the actual evaluation. Additional equipment may be needed to properly conduct an evaluation. The minimum equipment necessary shall be:

2" wall plugs

2" hole/wall saw

Drill

Stud Finder (Recommended)

Hand held vacuum (Recommended)

Ladder to gain attic access

12' Measuring tape

Flashlight

Sharp instrument or tools such as an awl or ice pick

Electrical outlet-testing device w/GFCI

Outlet testing device with two (2) flexible leads

Binoculars

~~2 x 4 block of wood~~

~~Pail/water container~~

Mirror

Access to a computer and the internet

## GENERAL EVALUATION PROCESS

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Evaluator gets a request to do a TISH report.

- Check-in using the online application. Evaluators using XML software shall also check-in.
- If there are open reports, you will not receive check-in information, but will be informed of the status. You can access the checklists from the application or from Property Information.
- The evaluator shall inform the seller who hired them that they need to check PI for the checklist, and for information on getting repairs and re-inspections completed. The new report evaluation cannot be performed at this time, but a re-inspection of the old checklist items can take place, if the owner states that the work is complete.
- If the property is condemned, you will not receive check-in information. The message will be that the property is condemned. A re-inspection **shall not** be done, as a code compliance inspection is needed.
- If there is an open report, let staff know of any special circumstances, such as if the property has been acquired by the bank or mortgage company through foreclosure.
- Evaluator sets the appointment.
- Evaluation is performed.
- Appointment may result in a pre-inspection or official report. Please be sure the seller understands the choices, including any timelines and charges involved.
- When the official report is released to seller it is must also be filed with the city. It is not considered filed until it is in our online application and paid for.
- In no case should the report be released to seller until the evaluator has check-in information and has entered it on the report. (This mostly affects XML software users).
- If the seller completes the Required Repairs (RR's), the repairs need to be re-inspected. Once repairs are signed off, a Certificate of Approval (COA) is issued online to be used at closing.
- If a buyer signs the Acknowledgement of Responsibility at closing, it is filed with the City. After the buyer completes the RR's the repairs are re-inspected. Once repairs are signed off, a Buyer Certificate of Completion (COC) is issued online. The certificate cannot be used to sell the property. The buyer will need a new report in their name to re-sell the property.

## SETTING THE APPOINTMENT

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- 1) The evaluator should obtain the name and address of the seller, including bank or company names and their contact person, and enter in the appropriate section. If there is also a real estate agent or other agent/contact person, enter in the appropriate section.
- 2) The evaluator should discuss and settle upon a fee for the initial inspection and any subsequent inspection(s) before making an appointment. Be sure the seller knows whether they are having a pre-inspection or official evaluation. A pre-inspection is not required. Refer to the "pre-inspection" section for additional information.

- 3) The evaluator shall make clear to the seller that by ordinance, the seller does not have to complete the repairs if the house does not sell. If there are repairs that the seller doesn't complete, the buyer MUST sign an Acknowledgement of Responsibility form, to be filed with the City within **1** day of closing, and the buyer must complete the repairs within 90 days of closing.
- 4) The evaluator should make a definite appointment time for the evaluation and then keep that appointment. Immediately upon arriving at the premises, the evaluator's identification shall be shown to the seller. The evaluator should have prepared the home seller, in advance, for this evaluation by informing them that:
- 5) The seller(s) needs to provide access to all spaces, including the garage, attic and all mechanical systems. If the seller refuses to make these areas accessible, the evaluator shall indicate this fact on the report. In many cases, the lack of access will result in an **RRE** designation. Please be sure the seller understands this.
- 6) Explain to the seller that all heating systems must be up and running. Systems not up and running will require a safety check by a licensed contractor if there is any sign of rust/corrosion, etc. or a second visit from the evaluator, both of which will result in an additional fee. In addition, all utilities (gas, water, electric) must be on to complete the evaluation.
- 7) A Truth-in-Sale of Housing evaluator cannot evaluate condemned homes requiring a Code Compliance inspection. Refer the seller to the code compliance staff at 612-673-5805.

## **THE EVALUATION**

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The seller may be invited to accompany the evaluator on the evaluation tour. Make it clear to the seller the Truth-in-Sale of Housing evaluation is based upon a visual inspection. Politely suggest that they ask all questions they wish and request that they point out features known to them that may assist in determining the age and/or condition of the dwelling's structural, mechanical and electrical systems. This is not a mandatory requirement, but it may serve to furnish the evaluator with considerable information concerning the age and/or condition of these components.

Inform the seller that after the evaluation, you will be glad to discuss the report. You should go over the items marked as **RRP** and inform the seller that these items must be corrected by permit and inspected by a City inspector. The owner must have the evaluator back to re-inspect the **RRE** items. A licensed contractor is required for the safety check items marked **LIC**. By ordinance, the evaluator may charge reasonable fees for this service. The seller shall be informed that City permits may be required for any additional repairs/corrections/remodeling the seller or buyer chooses to undertake.

All required informational pages including the handouts: Common Required Repairs, Truth in Housing Information, and Consumer Information and Contacts shall be attached to the report provided to the customer by the evaluator. The report and handouts may be mailed, emailed, or faxed. The evaluator shall provide the first copy of the report, COA, or checklist, and handouts to the seller/agent. Subsequent copies can be obtained online.

Inform your customer that after you file the report, the report will be available on the City of Minneapolis Property Information (PI) website. The above handouts and the Acknowledgment of Responsibility (AR) form are all available online along with the checklist, and certificates.

## **REQUIREMENTS**

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- 1) Evaluators shall check-in a property before doing the evaluation. The online application will insert the check-in information regarding housing related orders, condemnations, "city referenced as" dwelling unit total, and zoning district information. Evaluators using XML software can download this information to their computer.
- 2) Evaluators shall indicate whether the property is conforming or nonconforming, the number of units found in the property and if it is a single family, duplex, townhouse or 1<sup>st</sup> time condo conversion.
- 3) **Accessory dwelling units (ADU) do NOT count towards a property's total dwelling units. For example, a duplex with an ADU is still subject to the TISH ordinance.**
- 4) This information **MUST** be on the report before the report is released.
- 5) If the customer asks about open housing related orders, refer them to 311 (612-673-3000) for details. The Truth-in-Sale of Housing Section has no specific information on open housing orders.
- 6) The declaration of flood damage, sewer backup or water seepage along with the information on the age and condition of the roof must be completed and signed by the seller. Inform the owner that this information should be completed before showing the house. Additionally, the seller must disclose if the property has had any environmental testing, removal or remediation of environmental contamination.
- 7) Please be accurate with your data entry. Proof read your entries before submitting the report. Misspelled words and sentence fragments are a poor reflection on your professionalism.
- 8) Be sure you enter the correct address of dwelling.
- 9) The owner's name must appear on the report. The evaluator shall obtain the name and address of the owner, and contact person, if a company, etc.
- 10) If someone other than the seller hires you to do the report, you must still enter the owner's name.
  - a) Clearly indicate if the property is being handled by an attorney, agent, power of attorney, relative or other such person and provide the name of that person. If the buyer is acting on behalf of the seller, the seller's name must still be on the report, not the buyer's name.
  - b) If there is also real estate agent or other agent/contact person, enter in the appropriate section.

- c) If the property is owned by a bank, company, LLC, etc. the evaluator shall also put down the contact person from that company.
- d) The TISH staff may need this information for follow-up contact. Please include phone numbers.
- 11) The evaluator shall provide to the seller one copy of the TISH evaluation with a copy of violation letter or Certificate of Approval, and all required handouts.
- 12) The evaluator is required to check-in the day of or as close as possible to the day of the evaluation, as the condemned status and the open orders status may change at any time.
- 13) If the evaluator has checked-in an address, and for some reason the official report is not done, the evaluator shall cancel their check-in. The system will delete the check-in after 35 days if an official report is not submitted and paid for.
- 14) Enter in the number of units you actually found in the dwelling. This will be "Observed Number of Units" on the report.
- 15) "City referenced as" is the number of units that the City of Minneapolis has listed as a legal use for that property. The system will autofill this number. In theory, the observed number of units and the referenced number of units should match.
  - a) If the evaluator finds three units, but the City references the building as two, then a Truth-in-Sale-of-Housing Disclosure Report is required, as the third unit is probably illegal.
  - b) If the City references the building as more than two units but the evaluator finds two or less, then a Truth-in-Sale-of-Housing Disclosure Report is required, as this discrepancy may be the result of an illegal downgrade.
  - c) When you encounter a discrepancy not listed here, call the Minneapolis Truth-in-Sale of Housing Section for clarification.
- 16) ~~Townhouse and Condo references refer to the number of units in the building.~~
- 17) ~~Zoning and Conforming or Nonconforming use: (change how below information is organized under this number??)~~
- 18) ~~The zoning is the current zoning district for the property. The code has changed over time. It is not the same as the referenced number of units.~~
- 19) ~~Based on the zoning district, and building type, the evaluator shall indicate if the use is conforming or nonconforming. If nonconforming, the evaluator shall indicate which of the reasons is pertinent to this nonconforming occupancy.~~
- 20) ~~Single family dwellings are a conforming use on any lot of record within the City and a new single family dwelling could be re-erected on the same premises. This is true of all Zoning Districts of the City with the exception of "I" Districts, which designates industrial. Residential units are not a conforming use in "I" Districts.~~
  - a) ~~Only one principle use is allowed on each zoning lot. The presence of two separate dwellings on any one lot should be noted as nonconforming.~~
  - b) ~~Two unit buildings (duplexes, double bungalows) located in the R1 or R1A Districts are, of course, nonconforming. Many such double dwellings located in R2 Districts can also be nonconforming, as they may not have the lot areas now required by the Zoning Code.~~
  - c) ~~All that is required of the evaluator is to determine if the dwelling is conforming or nonconforming. It is the responsibility of the owner to obtain a written verification of nonconforming status from the Zoning Administrator prior to transfer of ownership.~~
  - d) ~~The provided chart of residential lot requirements may assist the evaluator with the determination.~~
- 21) "Condemned status:" Properties may be condemned for different reasons. If it is a CON2, a TISH can still be done and a check in allowed as it is condemned for health or utility shut-off. If it is a CON1 or CONB, a TISH is not required or allowed as it is condemned for hazardous conditions, a lack of maintenance or for boarded windows/doors. Refer them to 311 if they have further questions.  
 "Open Orders" status refers to open orders written by a City of Minneapolis Inspector, including housing, building trades, or other city inspectors. Sellers should call 311 for further information on these orders.
- 22) The evaluator shall electronically sign and date the report in the online application signifying that the disclosure report was made in compliance with the Minneapolis Code of Ordinances, Chapter 248 or 250, and that the report and all required information pages will be given to the seller.

**EVALUATION CODES:**

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The evaluator shall use the following codes:

- |  |   |
|--|---|
| <b>M</b> , Meets minimum requirements  | <b>LIC</b> , Safety check by licensed contractor needed                               |
| <b>B</b> , Below minimum requirements  | <b>RRE</b> , Required Repair/Replace item, Evaluator return (no permit required)      |
| <b>C</b> , Comment   | <b>RRP</b> , Required Repair/Replace item, City Inspection required (permit required) |
| <b>SC</b> , Suggested correction (does not meet code, correction is advised) | <b>N/A or NA</b> =Not applicable or does Not Apply                                    |

**COMPLETING THE DISCLOSURE REPORT FORM**

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1. This evaluation is based on a visual inspection on a specific date. That date shall be the date the evaluator was at the property, and should be on the report as the report date. The evaluator is not expected to remove cover plates and/or access doors requiring the use of tools, and does not require the seller to do so, either. Minneapolis' program is disclosure with required repairs, which places an additional responsibility upon the evaluator to be as complete and accurate as possible.



2. The Truth-in-Sale of Housing Disclosure Report form must be filled out completely using the online application or XML software. The evaluator shall refer to the online application standard operating procedure for assistance.
3. If any item for evaluation cannot be viewed or evaluated because the room, attic, or garage is locked or not made accessible to the evaluator or if the appliance or utility is turned off, then mark as **RRE** with the comment “Not evaluated due to (insert comment here), evaluator to return to complete the evaluation”.
4. If any item for evaluation cannot be viewed because of wall or ceiling coverings, inadequate attic access opening or because of a permanent type of sealing, or the like, the evaluator shall mark as **C** and comment with the reason for no evaluation. If the areas are covered by installed building or remodeling materials, evaluate and grade the installation and mark as per the guidelines. If no reason is given, the report is incomplete and an amended report shall be required.
5. If any item for evaluation cannot be viewed because of storage of items, furniture, or the like, the evaluator shall mark as **RRE** with the comment “Not evaluated due to (insert comment here), evaluator to return to complete the evaluation”. If no reason is given, the report is incomplete and an amended report shall be required. (This does not mean that the evaluator is expected to view every last inch of every item. If a reasonable evaluation cannot be made, mark as **RRE**).
6. If the evaluator finds an item in a room or area that usually does not have that item, the evaluator shall evaluate that item according to the pertinent guideline. An example would be *plumbing fixtures in a garage*.
  - a. The evaluator should then evaluate the plumbing fixtures as if they were in a “normal” area—such as the kitchen or bathroom. The evaluator should code and make comments in that section on the forms, but also noting the location, such as, “*sink located in garage*”. The evaluator may also want to note in the garage section, “see kitchen also”.
  - b. The goal is to have the item evaluated, and coded accordingly.
7. Evaluator shall make a comment when using any code other than **M**.
8. If any item rates as two codes, for example an **RR** and a **B**, then the evaluator shall enter two separate comments and codes. Do not make one comment such as “Water off, RRE. Safety check required. RRP.” (What are the conditions? RRE? RRP- why, what for? Safety check- why, what for?)
9. All lines should have a code filled in. All comments shall be numbered.
10. Grouping of Comments: Comments shall not be grouped. Enter the appropriate comment for each line item. Do not use comments such as “See # xx.” Repeat the comment for each line item if necessary.
11. Comments shall be as specific as possible as this helps determine the repair needed, and if a permit is needed. Evaluators shall add comments as needed, to explain what and where deficiencies are. Comments such as ‘exposed wires’ or ‘broken components’ are too vague. Comments should pertain to the item being evaluated.
12. Specify the location of the deficiency or system or item.
13. Evaluators shall evaluate each room separately, giving each room an appropriate label. This usually applies to bedrooms and bathrooms.
14. Evaluators shall not call for a safety check of any system based solely on the number of violations or whether permits to repair could be required. The determination to call for a safety check shall be based on the evaluator’s opinion that a reasonable evaluation cannot be performed on the system due to its condition, or as otherwise required in the guidelines. The evaluator shall mark the item **LIC**, then explain the deficiency in the comment section, and also note “Safety Check”, Licensed Contractor required, (if the comments are not already pre-set). The evaluator shall also comment on other code violations that are observed. There is no “plumbing system” safety check. The evaluator needs to identify and code the deficiencies. **Staff cannot accept safety checks done more than 1 month prior to when the report was created.**
15. If there are no other sign of violations other than the system is shut off, the evaluator may return at a later time when the system is operating, to complete their evaluation. The evaluator shall then comment such as **RRE**, “Water/gas off, evaluator to return when system is on. (In this case the system does not appear to have any problems other than it was not in operation.)”
  - a. If the evaluator returns to view the system in operation and finds violations with the system, then these items must be noted, with the appropriate code. A licensed contractor and/or permit may then be required.
  - b. If however there are other code items in addition to the system “off” item, the evaluator shall code appropriately **RRE, RRP, or LIC**.
16. If evaluators make reference to safety check (or other) documents in their Truth-in-Sale of Housing evaluation report, they shall note that these are available from the seller. The evaluator shall not sign-off a **LIC** item based on a safety check form that the seller may have. The seller needs to submit them to the city for approval. The evaluator should still mark the item **LIC**. The City will review the safety check and sign-off the item if it is adequate.
  - a. Do not make notations such as “safety check on file with the city”. The seller is responsible for making these reports available to city, and to the buyer. The City will not be providing these reports.
  - b. When a safety check is completed on one report, and the property is then put up for sale, a new safety check shall be noted only if conditions warrant one. An owner may submit a safety check that is up to 30 days old.
17. Evaluators are to file with the City an exact copy of the report released to the customer.
18. Once a report is released, it becomes the Official report, and must be filed, regardless if the evaluator has been paid or not. Once released, the Official report can NOT be changed to a Pre-Inspection.
19. Reports shall be filed within 5 business days after the evaluation has been made. This means that reports must be filed and paid for by the 5<sup>th</sup> day or the system will automatically assess the \$50.00 late fee. Business days do not include weekends and holidays. Evaluators are required to use the web-based TISH program to file all reports.
20. Report is not considered “filed” until payment is made in the “epay” system.
21. Evaluators must notify TISH staff as soon as possible if a report needs to be amended. Amended reports can only be entered into the web-based system by TISH staff.

## Filing and late fees are as follows:

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Filing Fee: \$25.00 per report if filed within 5 business days.

Late Filing Fee: \$50, starting with the 6<sup>th</sup> business day.

## PRE-INSPECTIONS

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1. The City of Minneapolis has no involvement and does not require that a pre-inspection is done.
2. As pre-inspections are not required, evaluators may recommend them but may not require that they be done. Pre-inspections are done to allow sellers the opportunity to repair/replace items that would otherwise be coded as something other than an **M** on the official report. Evaluators shall indicate that sellers are still responsible for using licensed contractors and/or obtaining the proper permits when applicable.
3. Evaluators must make it clear to the seller that the pre-inspection report cannot be used in lieu of a Truth-in-Sale of Housing Disclosure Report at showings or for sale, or for closings.
4. A Seller may request that a "pre-inspection" be turned into an "Official" report with-in the initial 5 day filing period after the pre-inspection was performed without the evaluator returning to the property. After 5 days, the evaluator shall return on all pre-inspections to verify conditions, and use this new date as the report date. If the seller states that no work was done, the evaluator shall still return.
5. Evaluators shall not do a pre-inspection on properties that are being shown, have already sold, or have been available for sale more than three days, per Section 248.20 of the Minneapolis Code of Ordinances. An **official** Truth-In-Sale of Housing Report is required at this point.
6. Truth-in-Sale of Housing Disclosure Report Forms may not be used for pre-inspections or private evaluations.
7. ~~It is recommended, but not required, that the same evaluator, who makes the pre inspection, perform the actual Truth in Sale of Housing evaluation.~~
8. ~~Forms used for pre inspections shall be clearly marked as "pre inspection" or "not official report". The City must approve all pre inspection forms.~~
  - a. ~~If the seller has a safety check done by a contractor licensed to work in Minneapolis, the evaluator shall still call the item an **LIC** but may also comment that the seller has a safety check. The seller shall submit it. The city will review the safety check and if it is sufficient, we will then sign off that **LIC** item.~~
  - b. ~~If the item was replaced, the evaluator shall indicate this on the TISH report. The required permit inspection must be completed before a certificate is issued.~~
9. ~~Evaluator shall attach to the pre inspection a copy of "The Common Repair/Replace Items" handout to assist the seller in completing the repair and determining when a permit is required.~~

## RE-INSPECTION PROCEDURES

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### City Inspectors:

- Owners should call the city inspector directly to schedule a re-inspection.
- The owner will need to be sure the permit has been pulled, as they will need to give the permit number to the city inspector.
- The inspectors name and phone number is on the permit.
- Evaluators shall explain to the seller that they should have the checklist onsite for the City inspector.

### Evaluators:

- The evaluator will be inspecting the non-permitted items marked as RRE.
- The evaluator **may not** look at safety check items requiring a licensed contractor, even if no permit is required or indicated.
- The preferred way is to have the same evaluator who did the report return for the re-inspection, however the owner may hire any licensed evaluator.
- The evaluator may charge reasonable fees for this service.
- When scheduling re-inspections, the evaluator shall view or print out the checklist from PI, or ask if the owner has one to view. The owner may wish to keep their copy, so it is advisable that you have your own copy. You may initial it completed, if the owner wishes, but we will not accept this as proof. Evaluators will need to sign-off the RR items online.
- The repair checklist also has the licensed contractor/permit required items listed. In cases where the item was removed, it usually can be inspected by the evaluator, who will need to email TISH staff of the conditions so the RR can be signed-off.
  - An example would be an auxiliary heater where a safety check was required. If it was instead totally removed, there is no need for a safety check.

- Since adequate heat is required, this would not be an acceptable fix for the main heating plant.
- The reverse situation may also apply: A non-permit item is repaired such as to require a permit.
  - An example would be an uncapped gas line (no permit) that had an appliance installed (permit needed).
  - Evaluators cannot approve items that need permits.
- Evaluators should keep in mind that although the goal is to have the item repaired or replaced or removed if it is an illegal installation, any “fix” should not increase the code violation. If the code requires that an item be present, removal may not be acceptable and it may need to be replaced.

## **LICENSING REQUIREMENTS FOR TRUTH IN HOUSING EVALUATORS**

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1. Evaluators are required to acquire 18 continuing education credits each year to maintain their license. It is expected that the evaluator will take a variety of courses. State of MN and ICC courses are approved education. Credit for teaching or giving seminars or preparing for classes or seminars will not be given. Other education credits may be acceptable. If a course is graded, the evaluator must earn a passing grade (C or better) in order to receive credit. All other credits must be pre-approved by the City.
  - Please note, courses on Radon are not currently accepted for the education requirement.
2. The evaluator license year is from January 1 – December 31. The license fee is not pro-rated. Each evaluator is responsible for ensuring that they are licensed prior to doing any evaluations in any given year. Any evaluations done by an evaluator with an expired license or insurance will be denied and returned and the homeowner notified. Disciplinary action may be taken against the evaluator for working without insurance or a valid license.
3. The evaluator is responsible for making sure they have enough approved education hours, and their profile updated, and verification provided to the City.
4. The evaluator is responsible for making sure that their insurance has been correctly renewed, their profile updated, and verification provided to the City.
5. The evaluator shall update their profile immediately with any change of address or telephone number.
6. No evaluator shall fail to attend any evaluators’ meeting or training as required by the City of Minneapolis without prior notice and proper approval from the City.
7. No evaluator summoned in writing to appear before the Appeals Board shall fail to attend and respond to such summons on the date and at the time and place indicated in such writing.

## **PERMITS**

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Owner-occupants of single family homes or town houses may obtain permits for all work except heating plant gas and venting. Proof of ownership/occupancy is required. Owners may also get building permits for non-owner-occupied houses. If the owner has bought and sold more than one house in 2 years, they are considered speculators and will need to have a contractor license to pull permits.

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## PERFORMING THE EVALUATION

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### BASEMENT

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#### 1) Basement Stairs

- A) The evaluator shall determine if the stairway(s) leading to the basement are safe to use and capable of supporting the load that normal use would cause to be placed upon them. If the stairways are not capable of supporting normal use loads, mark as **SC**. The evaluator shall also determine if the stairway meets the rise, run and width requirements of the Housing Maintenance Code (Min. tread 9", max. rise 8", min. width 30"). If the stairways do not meet these minimums, mark as **B**.
- B) The evaluator shall determine if the stairway headroom is at least **six (6) feet four (4) inches**, if not it shall be marked as **B**.
- C) The Evaluator shall determine if the handrails are properly installed and securely fastened. The handrails shall be located 30-34 inches above the nosing to comply with Housing Maintenance Code, or 34-38 inches with the ends returned or terminated in newel posts or safety terminals to comply with the Minnesota State Building Code. Either installation must be separated by 1½ inches from any walls. Handrails not meeting these requirements shall be marked **B**.
- D) The handrail shall be located on the open side of an open stairway. Every stairway having four (4) or more risers shall have at least one handrail. Stairways missing required handrails mark as **B**.
- E) A guardrail shall be located on the open sides of a stairway and be securely attached. The openings in a guardrail shall meet the requirements of the Housing Maintenance Code per Section 244.555 such that no object 9" in diameter can pass between two intermediate rails. Guardrails not meeting these requirements shall be marked **B**.
- F) If there is an interior door which provides access to the basement/cellar, and the door swings over the steps, mark as **B**. Comment on the room location of the door.

#### 2) Basement Floor

- A) The evaluator shall check the floor slab and list any evidence of heaving, buckling, large cracks, holes, or other conditions that indicate problems or inadequate soil bearing. If such evidence exists, mark as **B**.
- B) The evaluator shall indicate if there is a dirt floor or if the concrete floor does not cover all usable floor areas of the basement. If either of these conditions exist, mark as a **C** and comment.
- C) The evaluator shall indicate if the floor has any holes or raised edges exceeding ½ inch, mark as **B**.

#### 3) Foundation Walls

- A) The evaluator shall carefully check the condition of the basement walls for any missing, cracked, or deteriorated blocks, bricks, stones or mortar, noting any spalling of walls and/or blistering paint. If any of these conditions exist, this item must be marked as **B**.
- B) If the foundation walls are concealed or covered, state so in the comment section and identify the obstruction. If the masonry walls are covered by installed building or remodeling materials evaluate and grade the installation as you would any other wall. Mark as **B** any wall or wall materials not found to be in a professional state of repair.
- C) The evaluator shall check the foundation walls for leaning, cracking, buckling or bulging conditions, which may indicate a potential structural failure. If the evaluator determines that there is evidence of severe structural damage or deterioration of the basement wall, mark as **SC**.
- D) Where crawl spaces exist, the evaluator need not crawl into this space, but shall use any holes or openings into these spaces to carefully inspect the condition of all-visible foundation walls and floor system. If the evaluator is unable to evaluate the crawl space, this should be marked as **C** and comment. Any walls not in a professional state of repair should be marked as **B**.
- E) Where crawl spaces exist, the evaluator need not access these spaces, but will use any holes or openings into these spaces to evaluate the visible floor joists and sub-floor system. Check to see that the proper clearances to the soil (18 inch minimum, unless treated) exist. If they do not, mark as **B**.
- F) Mark as **B** any foam insulation that is not covered by a minimum of one fourth (1/2) inch gypsum wallboard or the equivalent fire rated material (MSBC) R314. If found in other rooms than the basement, include it in the "wall and ceiling components" section for that room.

#### 4) Evidence of Dampness or Staining

- A) Check for any indications of past or present dampness or staining (dampness, stains, efflorescence or decay. Mark as **C** no evidence of dampness or staining or **C** evidence of dampness and staining, and add appropriate comments as to location, extent, etc. Pay particular attention to the bottom of any wood (stair stringers, columns, shelving, and paneling) in contact with the slab/floor when checking for this evidence.
- B) Comment if area (s) are concealed or covered and identify the obstruction and indicate the extent of the concealment. Evaluate and grade the installation of what is visible, or uncovered.

#### 5) First Floor, Floor System

- A) Whenever the evaluator assesses that the 1<sup>st</sup> floor support system (joists, columns, beams, etc.) based on a visual inspection is in such disrepair that a reasonable evaluation cannot be performed, the evaluator may mark as **B** or **SC** using their best judgment of the situation. The evaluator shall comment if the support system is covered.

- B) Check all floor joists and other wood-framing members for rot, decay, and insect damage. Also check for excessive holes and/or notches, over spanning, lack of supports, or improper support. If any of these conditions exist this item will be marked as **B**. If there are signs of structural failure or there is a potential for immediate structural failure, mark as **SC**. The evaluator will utilize a sharp instrument to determine if deterioration exists. Special attention should be given to areas where wood enters masonry walls. Some notching and boring is acceptable. Check the sub-floor for decay and evidence of water seepage that could indicate leaks in the plumbing system. If decay exists on the sub-floor mark as **B**. If evidence of water seepage, include a comment in the report.
- C) Where crawl spaces exist, the evaluator need not access these spaces, but will use any holes or openings into these spaces to evaluate the visible floor joists and sub-floor system. Check to see that the proper clearances to the soil (18 inch minimum, unless treated) exist. If they do not, mark as **B**.
- D) If area(s) are concealed or covered by permanent building materials, comment, and indicate the extent of concealment and condition of what is visible, or uncovered. Mark as **B** areas not found to be in a professional state of repair.

#### 6) Columns and Beams

- A) The evaluator shall determine if the columns and beams have been kept in a professional state of maintenance and repair. If they have not been maintained in such a state, mark as **B** and elaborate.
- B) The minimum standards do not specifically require that the columns be supported on a surface above the basement floor. However, the evaluator shall determine if the column remains in sound structural condition by utilizing the awl or ice pick to tell if a rotting condition exists at the floor level. If the evaluator estimates that there is the potential for structural failure, mark as **SC**.
- C) Check all beams and columns for rot, decay, and insect damage. Also check for improper holes or notches, sagging, lack of support, or improper support. If any of these conditions exist this item will be marked as **B**. If there are signs of structural failure, or a potential for immediate structural failure, mark as **SC**. The evaluator will utilize a sharp instrument to determine if deterioration exists. Special attention should be given to areas where wood enters masonry-
- D) Where crawl spaces exist, the evaluator need not access these spaces, but will use any holes or openings into these spaces to evaluate the visible floor joists and sub-floor system. Check to see that the proper clearances to the soil (18 inch minimum, unless treated) exist. If they do not, mark as **B**.
- E) If area(s) are concealed or covered by permanent building materials, comment, and indicate the extent of concealment and condition of what is visible, or uncovered. Mark as **B** areas not found to be in a professional state of repair.
- F) The use of adjustable posts or other temporary types of supports may indicate a structural problem, and the presence of such temporary supports should be carefully examined and noted in the comment section of the report. Any adjustable post not made permanent by removing the pin and spot-welding or peening the thread and properly anchoring the post will be marked as **B**. Telescope posts/columns used in lieu of permanent supports mark as **SC**.
- G) The evaluator should comment on any evidence that the columns have settled or have been relocated.

#### 7) Basement Sleeping Rooms

- A) The evaluator shall determine if there are any sleeping rooms located in the basement. Comment **C** and No if none, and Yes if found. If yes, comment "see bedroom section" for details. The evaluator shall determine if all sleeping rooms meet the necessary requirements for a bedroom. **MSBC ceiling height of six (6) feet four (4) inches is considered to meet basement bedroom height requirements. This includes the entire path of travel to access the bedroom and inside the bedroom.**
- B) NOTE: If an evaluator determines that a room is being used illegally for sleeping purposes, the evaluator should evaluate the area as a sleeping room, indicating what is not legal. Each bedroom is to be evaluated separately and properly labeled to indicate location, including basement.

#### 8) Basement Plumbing Fixtures

- A) **\*\* NOTE: This section has additional requirements for those fixtures totally located in the basement. See also section # 16 for basic requirements.** Please keep in mind the following when coding RRE or RRP: Permits are needed to replace a fixture, no permit is needed for a repair. A complete change-out of the waste or vent line requires a permit. Bathroom and laundry shall be evaluated in their designated section, using the guidelines below and in the designated section.
- B) The evaluator shall note any plumbing fixtures that are not protected with a water seal trap or have a missing trap. If found, mark as **RRE or RRP**. If the evaluator can see water in the drain, it can be assumed that there is a water seal.
- C) The evaluator shall determine if the plumbing fixtures located entirely in the basement, including laundry tubs, standpipes, toilets, lav sinks, bar sinks, and showers, are illegal installations, have undersized water pipes to the fixture, and/or have no visible signs of any waste and/or venting. If so, mark as **SC** and comment on why.
- D) The evaluator shall note the presence of any abandoned plumbing fixtures or openings in the basement or cellar and determine if these openings are properly sealed. If not, mark as **RRE**. If a shower, floor drain, or stool is to be removed, it must be properly sealed below grade. Mark as **RRP** (Permit is required as the floor must be opened and the sealing of the fixtures inspected before closing the floor.) A laundry tub or lav sink that is removed should be capped at the waste tee opening, if not mark **RRE**.

- E) The evaluator shall determine if the waste and venting have been properly installed with approved materials. Materials such as rubber hosing or corrugated piping are not acceptable repairs. If not properly installed mark as **SC**. If the waste and/or venting are leaking, then mark as **RRE or RRP**.
- F) All showers must have a proper waste and vent and a curb-type enclosure. If these conditions do not exist, mark as **SC**. Free-standing shower stalls must be properly connected to the waste and vent system. If not, mark as SC.
- G) The evaluator shall determine if any faucet supply openings are located below the spill line of the plumbing fixture they serve, and if found, mark as **RRE**. If a faucet is replaced, check to see that the handles are also either moved above the spill-line, or they are sealed (not leaking).
  - (1) **Note:** In-line dual check valves installed correctly (valves must be on both hot and cold water lines) are acceptable alternatives to replacing the faucet. (**Permit needed**)
- H) The evaluator shall note any plumbing fixture, including the water supply lines or faucet components, that are broken, cracked, leaking or in such condition as to give rise to unsanitary conditions. If any of these violations exist, mark as **SC**. The evaluator need only comment on dripping faucets.

## 9) Sump Pumps

- A) If there is a sump, the evaluator shall determine if it discharges properly to the exterior of the house and not into the sanitary sewer, and if it has a secure cover. If any of these conditions are not present, mark as **RRE**.
- B) Determine if there is a dedicated circuit with a GFCI outlet/breaker for the sump. If not, mark **SC**.
- C) If there is no sump, mark **C** and comment that there is no sump present. If there is a sump but no pump, mark **C** that there is only a basket, and no pump.
- D) If there is a water drainage system such as b-dry, beaver, etc, check to see that there is proper discharge to the exterior and not to the sanitary sewer. Mark as **RRE** if it drains to the sanitary sewer.

## 10) Smoke Detectors/CO Detectors

- A) Smoke detectors shall be required on every story of the dwelling unit, including basements and attics with finished areas (see # 59). Installation shall be as per Minneapolis Housing Maintenance Code Section 244.915. In dwelling units with split-levels and without an intervening door between the adjacent levels, a smoke detector installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level. If smoke detectors do not meet these requirements the evaluator must mark as **RRE**. Elaborate in the comment section where violations occur.
- B) All smoke detectors shall be installed per manufacturer's installation instructions and its listing. Hardwired smoke detectors shall be wired to a proper un-switched circuit. In addition, smoke alarms/detectors shall not be located closer than three (3) feet from any door to a bathroom or kitchen. Those located within twenty (20) feet of a cooking appliance shall be equipped with a silencing switch or be of the photoelectric type. If smoke detectors do not meet these requirements the evaluator shall mark as **RRE**. Depending on wiring conditions, **RRP** for hardwired detectors may be appropriate.
- C) All smoke detectors must be operable. The evaluator shall test all smoke detectors in the dwelling, including any found in the bedrooms. If any smoke detector is not operable in any location, mark as **RRE or RRP**.
  - (1) The smoke detector cover must be attached. If the detector is operable but the cover is missing, mark as **B**. NOTE: Many detectors require that the cover be in place for proper operation. If this is the case, mark as **RRE**.
  - (2) Non-working smoke detectors must be replaced or made operable, and not just removed.
- D) **NOTE:** Smoke detectors do not have to be installed in bedrooms under the Truth-in-Sale of Housing program. But if they exist in the bedrooms, they must be properly installed and operable or mark as **RRE**.
- E) If the smoke detector is connected to an active alarm system, do not test if it will set off the alarm. Mark as **C** and comment that testing was not done due to the alarm system.
- F) Carbon monoxide (CO) detectors are required per state statute. The evaluator shall determine if an approved UL listed CO detector(s) exists within 10 feet of a sleeping room. If not, mark as **RRE**. CO detectors may be hard wired, plugged into an outlet without a switch, or battery operated. (Minn. Stat. 299F.50)

## 11) Basement Electrical Outlets and/or Fixtures.

**Electrical outlets/fixtures - Permit is NOT required to cap wires & put back into the box. A permit is required when installing a fixture or a junction box.** Include laundry area fixtures and outlets in this section, and label as such.

- A) The evaluator shall determine if the required number of electrical outlets and fixtures are provided in this area per Minneapolis Code of Ordinances Section 244.420. If these items do not exist mark as **B**.
- B) The evaluator shall determine if all wiring, outlets and fixtures present in this area have been properly installed, maintained and energized in a manner which complies with the present National Electrical Code or the code applicable at the time of installation. If not properly installed, mark as **B**.
- C) The evaluator shall note extension cords in use in lieu of permanent wiring, or extension cords located in inappropriate areas (under floor covering, through walls, etc.) If found, mark as **SC**.
- D) The evaluator shall visually check for items such as missing covers plates, open junction boxes, broken or missing switches or outlets, or missing knockouts. If found, mark as **SC**. Look for exposed wiring such as live, uncapped or un-taped wires

protruding outside a junction box, frayed wires, or exposed contacts, or due to a missing fixture. If found, mark as **RRE** or **RRP**. Wiring that is spliced must be in a junction box, if not mark as **RRP**. **NOTE:** Some knob & tube wiring may be properly spliced outside a junction box.

- E) Knob and tube wiring covered by insulation shall be marked as **SC**. This will usually be in the attic.
- F) The evaluator will randomly check at least half of all outlets in each room/area with an electrical outlet-testing device, to determine if the outlets are properly wired. If not, mark as **B**.
- G) If any grounding type outlets are not grounded, mark as **SC**.
- H) The evaluator will check all GFCI outlets or (GFCI circuit breakers) in each room with an electrical outlet-testing device. If any GFCI outlet or GFCI circuit breaker does not trip, mark as **RRE**. (No permit needed to replace an existing GFCI outlet).
  - (1) Ungrounded GFCI's may not trip when a tester is used. In that case, test the outlet manually. The outlet should trip. If not, mark as **RRE**.
- I) The evaluator shall determine if the fixture is designed to have a globe or protective device covering the bulb. If missing, mark as **B**.
- J) The evaluator shall note all cord hung pendant lights and outlets and mark as **SC**. These are often found in basements, attic's and closets.
- K) The evaluator shall determine if there are any ungrounded metallic light fixtures and/or electrical outlets located within 8 feet vertically or 5 feet horizontally of ground or grounded metal objects or plumbing/sinks or water supply. Such ungrounded fixtures or outlets will be marked as **SC**.

## ELECTRIC

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### 12) Electrical Service Installation

The evaluator shall look at the electrical system as a whole, although individual items may not be up to code, they may not be RR items.

The evaluator shall observe the electrical system in operation. If the system is turned off, the owner or agent must turn it on.

- A) If electricity is not supplied to the building the evaluator shall mark as **RRE**. The evaluator shall note in the comment column that a re-inspection will be necessary. If the system has items that need repair, the evaluator should note **RRP** or **LIC** and comment, instead of **RRE**.
- B) Whenever the evaluator determines that the electrical service based on a visual inspection has been altered or tampered with, so that a reasonable evaluation cannot be performed, the evaluator should mark as **LIC** and note the conditions.
- C) Determine the amperage and voltage rating of the service, and indicate in the space provided. The evaluator is not required to remove the service panel cover if tools are required to do so, but shall determine the service size by observing the size and number of service entrance wires, the size of the service conduit, the rated size of the service panel and the size of the main fuse or circuit breaker.
- D) Determine if the service installation is safe and properly installed and maintained. If not, mark as **LIC** and comment on the conditions. Conditions such as exposed wires or contact shall be marked as **RRE** or **RRP**. Conditions such as rust, clearances, and obstructions should be marked as **B** or a **C**, depending on exact conditions.
  - (i) If the service panel is found in a bathroom, check for a door separating the electrical panel from the bathroom area, and that there is sufficient access space to the panel. Minimum requirements are 36" front, 30" width, 6'6" height. Panels in bathrooms were not illegal until 1993. If the panel is not separated from the bathroom mark as **SC**, unless the panel is within 5 feet of the plumbing/sinks/water supply. If less than 5 feet, mark as **RRP**. (A building permit will be required to build a closet for the electrical panel separation). If the panel is found in a bathroom remodel that is in progress, or has obviously just been completed, mark as **RRP**.
  - (2) When the cover and/or dead front panel is missing, or if there are openings due to missing breakers, mark as **RRE**.
- E) Many 100 amp (or more) services will have the meter on the outside of the house. If the evaluator finds a 100 amp box/main breaker with the meter inside the house, check to see if the seal has been cut or if it appears to be tampered with in any manner. If so, mark as **LIC** otherwise mark as **C** and comment that the meter is inside.
- F) Check to insure other panel box components are in place, i.e. knockouts. If missing mark as **SC**. Look to see if there is more than one conductor to the breakers, if found, mark as **C**. Some panels allow two conductors.
- G) Check for over fusing, tampering, or overloading of the system and if found mark as **LIC** and comment on conditions. For example: improper or illegal fuse boxes added to a 30-amp or 60-amp service, or an improper or illegal 60-amp service in a 100 amp box.
- H) If the evaluator observes two or more major 240-volt appliance circuits on a 60-amp (or less) service, mark as **LIC** and comment on conditions. The intent is to allow owner to possibly remove an appliance; have load calculations done on the

electrical service to determine if system has this capacity; or to upgrade the service. (Permit required for an up-grade to the service)

- I) Check the entire service ground. The service ground must be properly grounded from the panel to the water system. The ground should be connected to the cold water system according to the NEC in effect at the time of installation. If not, mark as **RRE**. Comment if ground wire from the panel is covered, and cannot be verified.
- J) There must always be a jumper wire installed around the water meter. Bonding jumpers shall be of copper or other corrosion-resistant material, have approved clamping devices and be of the correct wire gauge for the service installed. If this jumper wire is not present or is not properly connected on either side of the water meter, (or only the street side, when the water pipes are Pex or similar materials) or is not installed with approved materials, mark as **RRE**. Be specific on what work is needed.
  - (1) If the jumper wire/water meter is hidden, mark as **RRE**, evaluator to return to view when it is made accessible”.
  - (2) This applies to the water meter found in individual townhouse units, even if the meter is for more than one unit. Usually one wire properly installed will be sufficient.
  - (3) If the water meter is not in the unit being evaluated, mark as **C** and comment as such.
- K) If the evaluator determines that there is one electrical meter for a two-dwelling unit, mark as **C** and comment as such.
- L) Note: You may find that some manufactured homes may be wired without junction boxes, according to NEC 550.

### 13) Separate 20 Amp Kitchen Circuit

- A) The evaluator shall determine if the electrical service box has a 20-amp kitchen circuit indexed at the service panel. Mark as **M**, meets minimum Requirements if yes, or **C** and comment as needed, if no.

### 14) Electrical Outlet for Laundry

- A) Where laundry facilities are provided, the evaluator shall determine if there is a 20-amp electrical outlet and whether it is indexed. Mark **M**, meets minimum requirements” if yes and **C** and comment as needed, if no.

## PLUMBING

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### 15) Floor Drains

Floor drains must be operational and have the clean out plug in place. A backwater valve (ball) in the floor drain is not required.

- A) If no floor drain exists, the evaluator shall mark **C** and comment that there is no floor drain present.
- B) If a floor drain has been installed, the evaluator shall determine if the floor drain has a water seal trap, is not clogged, has a tight fitting secure clean-out plug, is free of debris, and is functioning. If these conditions do not exist, mark as **RRE or RRP** (a permit is needed when the floor drain is replaced). Also comment “**Drain must be functional.**” Test by pouring a pail full of water down the drain when the clean-out plug is in place. If the evaluator can see water in the drain, it can be assumed that there is a water seal.
- C) If the clean out plug is missing, a brass or plastic plug is acceptable. If the threads are stripped, a rubber plug with a steel core and wing nut fitting can be used.
- D) Evaluator shall check for a cover grate on the floor drain. If the cover grate is missing or broken, mark as **B**.

### 16) Waste and Vent Piping

See also section # 8, it has additional requirements for those fixtures totally located in the basement.

**NOTE:** Minor repairs are items such as replacing a trap. No permit is needed (**RRE**). A “Complete Change-out” would consist of replacing the pipe from the fixtures to the waste tee. A permit is required (**RRP**)

- A) Whenever the evaluator assesses that the plumbing system based on a visual inspection has been altered, tampered with or is in such a condition that a reasonable evaluation cannot be performed, the evaluator shall comment on why and code **RRE** or **RRP**. (Do not call for a plumbing “safety check” as that procedure does not exist.)
- B) If the water is off, and the plumbing system can not be evaluated, mark as **RRE**. If there are repairs that need a permit, then mark as **RRP** and comment on any visible conditions that would indicate what repairs are needed. The evaluator may return to complete the evaluation once the water has been turned on.
- C) The evaluator shall check waste or vent lines for leakage or seepage. If found, mark as **RRE or RRP**. (Repairs on leaking waste and vent lines made with tape, tar, rags, putty or other similar makeshift methods are not acceptable).
- D) The evaluator shall look for the use of saddle type connections and if found, mark as **B**.
- E) The evaluator shall check to see that all waste or vent openings have been properly plugged or secured. If these openings are not properly plugged or secured, mark as **RRE**.
- F) The evaluator shall determine if a clean out for the building sewer is provided either at the wall where the waste system leaves the building or at the base of the main stack. If no such clean out is provided, indicate the condition as being **B**.



- G) Determine if all waste and vent pipe is of approved materials and properly installed or connected, and the correct adhesive used for materials such as ABS and PVC. If not mark as **B**.
- (1) An open waste or vent line shall be marked as **RRE or RRP**.
  - (2) The evaluator shall note any steel drainage pipes going directly into the concrete floor as being **B**.
  - (3) All waste and vent pipes must properly terminate to the outside, not to the attic or other interior space. If they do not, mark as **RRP**. Abandoned lines must be properly capped, if not, mark as **RRE**. Mark barometric vents, if found, (i.e. Studor) as **RRP**. They're not legal in Mn.
  - (4) Proper repairs for waste lines include installing a fully shielded rubber coupling, or appropriate mechanical plastic fittings. A waste-line clean-out plug may be brass or plastic, must be tight-fitting and secure.

### 17) Water Supply Piping

- A) When possible the evaluator shall observe the plumbing system in operation. If the water service is turned off, the owner or agent must turn it on. All fixtures and piping must be observed with water running; if not, the evaluator shall mark as **RRE** and comment. The evaluator shall comment **C** if winterized exterior hose faucets were not observed running.
- B) The evaluator shall determine if all water piping has been properly installed utilizing approved materials, including galvanized steel, copper tubing and plastic pipe. Unapproved materials shall be marked **B**.
- C) The evaluator shall determine if the water piping is 1/2" and in such condition so as to furnish at least two plumbing fixtures with an uninterrupted supply of water simultaneously. The evaluator shall open the laundry tub cold faucet (or the lawn faucet (sill cock) if there is no laundry faucet) wide open and then proceed to test each fixture's water supply on the upper floors for an uninterrupted flow of water. The hot water should be tested in a similar manner. If the flow is intermittent or interrupted it shall be indicated as being **B**.
- D) Evaluator shall note the presence of any saddle type connections or repair clamps on the water lines as being **B**.
- E) If the evaluator finds that the water flow just meets the minimum flow test, mark as **C** and comment that the flow is minimal.
- F) If there is **no water flow**, the evaluator shall turn off the lower fixture and check the upper fixture. If there is still no flow, (with no other fixtures on) mark as **RRE** or **RRP**, depending on the conditions. Note the conditions.
- G) If the evaluator finds that any water piping has been removed, or otherwise damaged, the evaluator shall mark as **RRE** or **RRP**, and comment on location, extent, and what fixture(s) are affected. (A permit is needed to replace more than 10 ft. of piping.)
- H) The evaluator shall check visible water lines for leakage, seepage, improper repairs made with tape, tar, rags, putty or other similar makeshift methods. If found, mark as **SC**. If the leakage is to the extent as to cause structural damage, mark as **RRP**.
- I) Mark as **C** and comment if any water piping enters into unheated areas of the building where it would be subject to freezing during cold weather.
- J) If the filler spout has a threaded end for a hose, and no backflow prevention (or no approved in-line check valves) mark as **RRE**. Plastic backflow valves are not acceptable. They must be metal with a set-screw that is broken off after it is installed. Threads may also be cut off or permanently disabled.
  - (1) Faucets with aerator threads do not need a backflow prevention or the threads removed. Hose bibs on clothes washers do not need a backflow prevention.
- K) Minneapolis HMC requires at least one functioning toilet, sink and bathtub/shower be provided, and located above the basement level. Both hot and cold water shall be available to these fixtures. If these conditions do not exist, determine the reasons why, and code appropriately. In many cases it will be due to water off, or missing or broken fixtures, which would be **RRE** or **RRP** (Permit needed to replace fixtures or more than 10 feet of water piping).

### 18) Gas Piping

This applies to all gas appliances including heating plants. **When marking gas piping, please make sure to include the location and appliance type.** Some standalone **B** or **SC** items shall be marked as **RRP** when replaced as part of an assembly.

- A) If there is a strong smell of gas present, for their own safety and that of the public, the evaluator **SHALL** notify the Gas Company, and the owner/agent who is responsible for the property. Mark as **LIC** and comment on the report that you smelled gas and who was contacted. Also note that the owner must provide documentation that the gas leak has been looked at by a licensed contractor.
- B) The evaluator shall determine that the gas piping has been properly installed using approved materials. If unapproved materials are used, mark as **RRP**. In no instance may there be flexible corrugated gas appliance connectors through flooring, walls, cabinets, or ceilings. If this exists, mark as **RRP**. Soft copper, galvanized, **corrugated stainless steel** or black iron gas piping is allowed through these locations.
- C) All gas appliances, including gas dryers and heating plants, must have an approved lever type shutoff valve. If none present, mark as **RRP**. If the valves are broken, the lever missing, or require special equipment to turn, mark as **RRP**. A lube plug valve is approved; a core cock is not approved and should be marked as **B**. The old style core valves are OK if they are of an approved type, are operable and don't leak. They were once approved but now are not, they will need to be changed if the gas line or appliance is changed. Gate valves have never been approved for gas, and should be marked as

**RRP.** In general, if the valve is AGA approved, is not a core cock or gate valve it would meet, if operable and not broken. If the valve is not installed within 6' of an appliance (3' of decorative fireplaces), or is not properly located, or is not the ball type valve, mark as **B**.

- D) The evaluator shall determine if unapproved single wall flexible gas appliance connectors have been utilized. There are only two types of approved gas connectors. One is copper with flared connections. The other is any stainless steel flexible gas connector that meets A. N. S. I. Standard No. Z21.24 and is AGA approved. A label indicating compliance with the standard must be attached to the connector. If any unapproved connectors are found these must be marked as **RRP**. Comments shall also read: "New appliance installations require permits." If the label is missing, mark as **RRP**. If the label is there, verify that the connector is stainless steel. Brass connectors with or without a label are not acceptable. (Since coated connectors may be either brass or stainless steel, you may need to check the ends to determine what material is used.)
- E) The evaluator shall check to see that the required sediment trap is provided on gas piping when going to all appliances. If none is provided, mark as **B**.
- F) The evaluator shall determine if gas piping remaining after the disconnection of an appliance has been properly plugged or capped with the appropriate sealant. (pipe dope or approved Teflon tape) Check that the cap is tightly secured. If any of these conditions do not exist, mark as **RRE**. Comments shall also read: "New appliance installations require permits." If the gas valve is improper, it does not have to be replaced at this time, but will need to be corrected when an appliance is installed. (Permit then required).
- G) The evaluator shall determine if the gas line is kinked to a degree that it will significantly restrict gas flow or have potential of rupturing, if so, mark as **RRP**. Any other kink is **B**.
- H) Abandoned gas light pipes should be properly capped if they cannot be removed (capped and brazed to seal if copper, a screw cap if steel) If not, mark as **RRE**.
- I) Soft copper gas lines that are soft soldered are not approved, they must be brazed. If found, mark as **RRP**. NOTE: During the war years approximately 1942-1950, soldered soft copper gas lines were approved due to a shortage of materials. Initial installations found in houses built during this time period should be marked as **B**. Replacement heating plants installed in these homes may have been approved for the gas line to be replaced either to the ceiling, rather than all the way back to the main.
- J) Any new (installed within 3 years of the evaluation) gas appliance or gas connector installation must meet the current State Mechanical Code, including valves, connectors, sediment traps, range anti-tip devices, anchoring, exhaust vents, etc. If not, code appropriately.
- (1) The evaluator shall check the oven for an anti-tip requirement notice. If the anti-tip bracket is missing, mark as **SC**.
- K) With any **RR** gas line item, the entire assembly must be brought up to code, including sediment traps,, connectors, valves, dryer exhaust vent, etc. Some stand alone **B** or **SC** items must then be **RRP** as part of this assembly. **Note this on the evaluation.**

#### 19) Copper Water Line Visible on the Street Side of Water Meter

- A) The evaluator shall determine if the water piping on the street side of the meter is or is not copper and mark as **M** if copper, or mark as **C** and comment if not copper. (If in doubt, scrape the water line to see if it is copper or other material).

### WATER HEATER

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#### 20) Water Heater Installation

- A) Whenever the evaluator assesses that the water heater, based on a visual inspection, has been altered, tampered with or is in such a condition that a reasonable evaluation cannot be performed, mark as **LIC** and explain in the comments.
- B) Condition: The evaluator shall make a visual check of the condition of the water heater for rusted areas or leakage from the drain cock. If found, Mark as **B**.
- (1) If the water heater has any missing or broken control valves such as the gas or temperature control valve, or if the tank is leaking, mark as **RRP**. If a control knob is missing or broken, mark as **B**. A thermocouple is not a control valve.
- C) Installation: The evaluator shall check that the water heater is located over a noncombustible floor and is firmly set on the slab or floor. Type I domestic water heaters may be set directly on combustible floors if allowed by the manufacturer. The evaluator must note "the unit is on a combustible floor." If it is improperly installed or if manufactures specifications prohibit this installation, evaluator must mark as **SC**. Also comment if the manufacturer's specifications are not present.
- (1) Direct-vented or power vented units must follow manufacturers' specifications. If installation is incorrect, the evaluator must mark as **RRP**. (Permit is needed to replace the unit, repairs may require a permit, refer to related items.) Comment if specifications are not present. (**See also # 21 venting.**)
- D) Temperature/Pressure Relief Valve and Discharge Pipe:
- (1) The evaluator shall determine if the water heater is provided with a combined temperature and pressure relief valve. If there is no temperature and pressure relief valve, or if the valve is leaking, the evaluator must mark as **RRP**.

- (2) The evaluator shall determine if the relief valve is properly attached to the hot water pipe outlet near the water heater, directly into the top of the water heater, or into the side of the water heater within 6 inches of the top. If the relief valve is improperly located or installed, evaluator must mark as **RRP**.
- (3) The evaluator shall determine if the relief valve discharge pipe is of approved **metallic** materials **(not plastic)** per MN Plumbing Code 608.5 and piped to within 18 inches of the floor. There should be an air gap between the pipe and the floor. The piping shall also be unthreaded at the open (discharge) end and of the same size as the relief valve outlet for the full length of the pipe. If the discharge piping does not meet these requirements, mark as **RRE**.
- (4) If plugs or caps are attached to the relief valve or drain piping that would make either inoperable, the evaluator must mark as **RRE**.
- (5) The evaluator is not expected to test the relief valve, but if a visual inspection indicates that the relief valve could be inoperative due to damage or corrosion, or is leaking, mark as **RRP**.
- (6) **NOTE:** If evaluating a manufactured home, comment: "Water heaters in manufactured homes must also comply with Federal regulations." In addition, evaluate as per Truth-in-Housing guidelines.
- (7) **NOTE:** The evaluator shall attempt to determine the age of the water heater by checking the manufacturer's label. (Comment and explain if the date can not be determined or if the label is inaccessible due to insulation wrap, etc). If the water heater is 3 years old or newer, it shall be installed to the current code, including items such as water supply, venting, properly venting into the liner, gas valves, etc. If the water heater is in violation, mark as RRP noting corrections needed.

## 21) Water Heater Venting

- A) When possible the evaluator shall observe the venting system in operation. If the water, gas and/or pilot are turned off, the owner or agent must turn on all necessary elements to the unit for evaluation. If the venting system is not viewed in operation, the evaluator shall mark as **LIC, RRP or RRE**, based on the observed conditions and comment as needed.
- B) Determine if a gas fired water heater is provided with a draft hood (diverter), and the vent piping is of an approved material (black vent pipe is not approved for use with gas fired appliances), and is pitched upward toward the chimney. If any of these conditions are not met mark as **RRP**.
  - (1) Check to see if the vent line is deteriorated, separated, or missing. If found, mark as **RRP**. Check to see if the vent is sealed to the chimney; if not mark as **RRE**. Check if the vent is properly secured with 3 screws at each joint, and properly supported; if not mark as **B**.
- C) The evaluator shall check for back spillage at the draft hood. The spillage can be tested by turning on a hot water faucet and allowing the water to run until the water heater turns on, then a lit match or smoke should be placed by the draft hood to test if it is properly drafting up the vent pipe. If back spillage is evident this shall be marked as **LIC**.
- D) If the water heater vent enters another appliance vent line it should enter that line at a forty-five (45) degree angle and be consistent with the flow of the vent line entered. If these conditions are not met mark as **B**. Note: Tee saddle connections may be allowed by code, but are not preferred as they often back-draft.
- E) The evaluator shall determine if the vent piping has the proper clearances from combustibles and is properly supported. (*Class B, double wall vents require 1" of separation and Class C, single wall vents require 6" of separation*). If either of these items is incorrect the evaluator must mark as **RRE or RRP**. (No permit needed to install a metal shield; permit is needed to replace the vent). The evaluator's comments shall explain why clearances are not met (storage items, wall, etc). A metal shield, minimum of 28 gauge, with a 1" gap to combustibles, may be an adequate fix.
- F) No venting is required on electric water heaters. The evaluator shall comment that the water heater is electric.
- G) If the evaluator finds the gas water heater to be in a tight, confined space, determine if proper combustion air and ventilation openings are provided to the water heater: (If the footprint of the equipment is more than 50% of the footprint of the room, ventilation is needed).
  - (1) Combustion air intakes shall not be any less than the area of the common flue or flues of the appliance within the enclosure. If the proper amount of combustion air is not provided, mark as **B**.
  - (2) Ventilation air must be provided through at least two openings (one-half of the combustion air intake should be located within twelve (12) inches of the floor, and one-half within twelve (12) inches above the draft diverter.) Net free area of the openings shall be at least 1 square inch for each 2,000 BTU input. Inadequate ventilation shall be marked as **B**.
  - (3) If the water heater vents into the room, mark as **RRP**.

## HEATING

### Heating system information

Entering the needed heating information by selecting system type, system venting type, and system age. All of these are required for the energy disclosure report.

## 22) Heating Plant Viewed in Operation

Licensed contractors are required when the repair work involves gas or venting of heating plants.

- A) **NOTE:** The evaluator shall attempt to observe the heating system in operation. If any heating system is turned off, the evaluator may return to complete their evaluation when the heating system is on, unless the visual inspection indicates conditions which require a licensed contractor to perform the Safety Check. These conditions would not allow a re-inspection by the evaluator to remove the **RR** rating.
- B) The evaluator shall only operate the heating system by turning up the thermostat. They are not required to light any pilot, or perform any other service type activity. If the furnace is not observed operating, the evaluator shall mark as **RRE or LIC** based on the observed conditions, and comment as needed. The City reserves the rights to approve the safety check.
- C) If the heating plant is in operation, the evaluator shall observe the operation of the attached pumps or fans to determine if they are functioning properly. If they are not functioning properly, this item shall be marked as **B**.
- D) Whenever the evaluator determines that the heating system based on a visual inspection has been altered, tampered with or is in such a condition that a reasonable evaluation cannot be performed; the evaluator may mark as **LIC**. The evaluator shall then comment on the conditions.

### 23) Heating Plant Installation

See also # 18, Gas Piping

**NOTE:** This refers to heating units that have a constant flow of fuel such as gas, oil or electricity. Examples are gas fireplaces, gas and oil space heaters, wall heaters, electric baseboard heat, etc. This does not refer to solid fuel fireplaces or appliances. Only the gas line and connectors are evaluated for gas fireplaces or gas inserts. Be sure to identify the number and location of the appliance(s).

**Licensed contractors are required when the repair work involves gas or venting of heating plants. Homeowners are not able to pull permits for this work.**

- A) If the heating plant is not in operation at the time of the evaluation, code this as a **RRE, RRP** or **LIC**, depending on the observed conditions; either the evaluator may return or a safety check by a licensed contractor is required, or permits are needed to repair the heating plant.
- B) If there is a strong smell of gas present, for their own safety and that of the public, the evaluator **shall** notify the Gas Company, and the owner/agent who is responsible for the property. Mark as **LIC** and comment on the report that you smelled gas and who was contacted. Also note that the owner must provide documentation that the gas leak has been looked at by a licensed contractor.
- C) The evaluator shall evaluate the condition of the pipe or duct coverings, or heating plant wrap and **C** comment on conditions.
- D) Determine the type of main heating system (central forced air, boiler, gravity, space heater, etc...) and types of fuel used (natural gas, fuel oil, propane, electricity, etc...) and note this on the form.
- E) If there is more than one main system and/or there is one or more auxiliary heating systems installed, the evaluator shall note the location (s) and evaluate all systems according to the guidelines. This includes heating plants in the attic and the garage/accessory building.
- F) For all systems, the visual inspection of the heating system operation shall be as follows: The evaluator shall check the visible exterior and interior areas of the heating plant by removing the access panels to the furnace/boiler service compartments that do not require the use of tools. Look for and report signs of rust, corrosion, scorched areas, cracks, flue gas leakage, missing panels, and deteriorated and/or missing gaskets or seals.
- G) If found, the following areas will be marked as **LIC**.
  - (1) Excessive scale or rust on burners and/or bottom of burner compartment. (Indicates boiler leak or improper combustion.)
  - (2) Excessive flame distortion with the blower motor running. (Indicates a possible cracked heat exchanger.)
  - (3) Excessive discoloration (scorching) of the burner service panel. (Indicates flame rollout or improper venting.)
  - (4) Excessive rust and/or discoloration (scorching) of the draft hood or other indications of flue gas leakage. (Indicates improper venting and/or combustion.)
  - (5) Visible cracks in the heat exchanger
  - (6) Deteriorated and/or missing gaskets or seals
  - (7) Damaged or dangerous wiring
- H) If the Evaluator determines the heating system poses a safety risk, they shall mark as **LIC**. Note the reason for the safety check.
- I) **NOTE:** CO test levels that exceed accepted safety standards will require the furnace/boiler to be repaired or serviced so that additional CO readings would be in the safe range. Complete documentation of repairs by a licensed heating contractor including necessary permits is required.
- J) If found, the following items will be marked as **B**:
  - (1) Missing panels
  - (2) Lightly scorched areas
  - (3) Rusted areas (not too severe)

- (4) Cracked and/or damaged exterior panels or casings.
  - (5) Latch not filed off on self-closing access doors.
- K)** The evaluator shall check clearances to combustibles for the heating appliance. The clearances rating should be noted on the appliance nameplate and usually are 6 inches for space heaters and single-wall venting pipe. If clearances are not met mark as **B**. If the clearances to combustibles rating cannot be determined from the rating plate, this shall be noted in the comments section.
- L)** Check for the required safety controls. The evaluator need not test the operation of the safety controls but if a control is missing or visibly damaged, this shall be marked as **LIC**.
- (1) Gas fired heating plants:
    - (a) Thermostat
    - (b) Burner high limit control
    - (c) Fan control or pump control (as applicable)
    - (d) Manual appliance shut-off valve
    - (e) Automatic gas valve, pressure regulator, etc
    - (f) Thermocouple or other pilot proving system
  - (2) Fuel oil heating plants:
    - (a) Thermostat
    - (b) Burner High Limit Control
    - (c) Fan Control Or Pump Control (As Applicable)
    - (d) Manual Appliance Shut-Off Valve
    - (e) Automatic Shut-Off Valve
    - (f) Stack Control Relay Or Flame Proving Photoelectric Cell
  - (3) Electric units:
    - (a) Thermostat
    - (b) Limit Control
    - (c) Fan Control Or Pump Control (As Applicable)
    - (d) Electric Shut-Off Switch
    - (e) Adequately Sized Circuits, Circuit Breakers Or Fuses
- M)** The evaluator shall check that all habitable rooms are provided with a heat register, a radiator or other direct heat source. If any habitable room lacks an observable heat source, this marked as **B**. NOTE: Portable electric space heaters are not satisfactory.
- N)** The evaluator shall check for and record the presence of the following unusual condition:
- (1) Fuel burning systems: Look for excessive or unusual condensation or sooty conditions within the dwelling. This could be the result of a rusted out or cracked heat exchanger, a rusted out or blocked flue or vent connector, or a blocked or otherwise defective vertical vent or chimney. Mark as **LIC** and comment.
  - (2) Warm air systems:
    - (a) Space heaters:
      - (i) The evaluator shall check for freestanding space heaters located in bedrooms or bathrooms (Freestanding space heaters are those appliances that take their combustion air from the rooms in which they are located). If this condition exists, mark as **RRE** or **RRP**. (No permit needed to remove the heater. Permit is needed to install new heater, or to correct venting in existing heater). Licensed contractor required. If this is a required heat source, the space heater shall be replaced.
    - (b) Central Systems
      - (i) Determine that all ducts and ductwork is in good condition, is properly secured and supported and has airtight connections. Any openings must have duct registers on them. If these conditions are not met, mark as **B**.
      - (ii) No openings are allowed in the return air duct within the appliance enclosure or within 10 feet of the heating plant. If openings exist, mark as **B**.
    - (c) Hot water and Steam Heating systems:
      - (i) The evaluator shall verify that the water supply fill piping has a back-flow prevention device (9d valve) as required by state law. If it does not, mark as **RRP**, licensed contractor required.
      - (ii) The evaluator shall determine that the boiler is provided with a pressure relief valve. If there is no relief valve, or if the valve is leaking or if it is in such condition to be inoperable, mark as **RRP**, licensed contractor required. The relief valve should be installed horizontally, not vertically. If not horizontal, mark as **RRP**.
      - (iii) The evaluator shall determine if the relief valve discharge pipe is of approved metallic materials (not plastic) and piped to within 18 inches of the floor. There should be an air gap between the pipe and the floor. The piping shall also be unthreaded at the open (discharge) end and of the same size as the relief valve outlet for the full length of the pipe. No valves are allowed between the boiler and the relief valve. If the discharge piping does not meet these requirements, mark as **RRE**.

- (iv) All boilers require a drain valve. If there is none, mark as **B**.
- (v) Check to see that each radiator valve has a handle. If missing, mark as **B**.
  - 1. Hot water boilers only:
    - a. Hot water systems require expansion tanks. If it is a closed system, the expansion tank must have a drain valve on it and there must be a manual shut-off valve between the boiler and the expansion tank. This valve must have a metal tag on it stating that the valve must be kept open while the boiler is in operation. If the expansion tank is vented to the atmosphere a shutoff valve is not required. If these items are missing, mark as **B**. The evaluator shall note in the comments column if no expansion tank is visible. Note: Diaphragm type expansion tanks do not require the manual shut-off valve. If it is existing, then it must have the tag and be kept open. This type of tank may have an air charge valve instead of a drain valve, or may be a sealed tank.
  - 2. Steam boilers only:
    - a. The evaluator shall check steam boilers to determine if the automatic low water cutoff has been provided. The evaluator must also check that there is a pop safety valve set at 15# PSI and that there is a boiler blow down to flush boiler. If these items are missing, mark as **RRP**, Licensed contractor required.
    - b. The evaluator must check to see that each radiator valve has a handle, if not mark as **B**.
  - 3. Electric heating:
    - a. The evaluator shall check the rating panel on the heating equipment to determine if an adequately sized branch circuit is provided, if not mark as **B**. If a rating panel cannot be located a comment regarding that should be made.
    - b. Check all visible wiring to determine if it is properly installed, if not, follow the guidelines for #11 or #12 (electrical service or fixtures).
    - c. The evaluator shall look at the condition of baseboard heaters, if there are bent fins or other minor damage to components, mark as **B**. If the heaters are unsafe or damaged and not able to function properly, mark as **RRP**. (No permit needed to remove the heater, but they must be replaced if they are needed to meet minimum heating requirements. Permit needed to replace the heater.).

## 24) Heating Plant Combustion Venting

NOTE: Permit and licensed contractors are needed to work on heating plant-venting systems. Minor repairs may not need a permit, but only licensed contractors are allowed to do the work.

### A) For all fuels:

- (1) Determine if the visible vent system is of adequate size, based on the appliance(s) vent connection collar (no decreases in vent connector size are allowed). Tables may be used to determine the proper vent sizing, esp. where there are multiple appliances connected to the same venting system (i.e. furnace and water heater). If the vent size is inadequate, mark as **RRP**, licensed contractor needed, or **B** as judgment requires.
- (2) High efficiency condensing heating plants and those using power side-wall venting require dedicated venting systems. NO COMMON VENTING IS ALLOWED! Any common venting of these appliances shall be marked as **RRP**, licensed contractor needed.
- (3) Verify that the vent system is continuous, is free of rust or corrosion, and has no rust holes in it. The vent system shall be properly pitched (at least ¼ of an inch per foot to the chimney) and properly supported to the chimney. Vent connectors must enter an approved vertical vent or chimney depending on the fuel used. If not, mark as **RRP**, licensed contractor needed. Entry into the chimney must be sealed. If not, mark as **RRE**.
- (4) Verify if the vent system has properly assembled connections (three screws per joint on single wall metal pipe, proper glue on plastics, etc). If not properly installed, mark as **B**. NOTE: If other repairs are made to the vent, it must also be properly assembled with the 3 screws. Check to see if the vent is connected to the chimney liner. If not, mark as **C** and comment. If there is no vent liner, mark as **B**.
- (5) If transite (asbestos) type vent piping is visible it shall be noted in the comment column. If substantial signs of deterioration are visible, mark as **RRP**, licensed contractor needed.

### B) Additional Comments

- (1) The evaluator shall review the location of the heating plant. If the furnace room is accessible only by going through a bathroom, bedroom, or closet, this condition should be noted and mark as **B**.
- (2) If the evaluator finds the heating plant in a closet or confined place it shall be determined if proper combustion air and ventilation are provided to the heating plant.
- (3) Combustion air intakes shall not be any less in area than the area of the common flue or flues of the appliance within the enclosure. If the proper amount of combustion air is not provided, mark as **B**.
- (4) Ventilation air must be provided through at least two openings (one high and one low) communicating to the interior of the building. Net free area of the openings shall be at least 1 square inch for each 2,000 BTU input. Inadequate ventilation shall be marked as **B**.

- C) Gas fired appliances No permit needed for minor repairs. Permit needed to replace vent. Licensed contractor required.
- (1) Appliances that are common vented require a “Y-Saddle” connection if they are joined in the vent connectors. This Y-saddle should preferably intersect at a 45-degree angle. Appliance vents may also be jointed using “stacked tees” in the vertical vent. In no case shall a condensing appliance be common vented with any other appliance. Mark as **RRP**, licensed contractor needed, if found. Note: Tee saddle connections may be allowed by code but are not preferred as they often back-draft.
  - (2) The evaluator shall check that the vent connector and vent systems have the proper minimum clearances from combustibles. (Generally, Class B, double wall vents require 1” of separation and Class C, single wall vents require 6” of separation). Plastic vent systems require the evaluator to check the nameplate on the appliance to determine the proper clearance. ABS, PVC, and CPVC plastics typically have a zero clearance rating...but not always. All other plastics **MUST** be checked as per the appliance nameplate. If the proper clearances from combustibles are not met mark as **RRE**. A metal shield, minimum of 28 gauge, with a minimum 1” air gap may be acceptable. Class C may need more air gap. The evaluator shall explain in the comments how or why clearances are not met (storage items, wall, etc).
  - (3) If the heating plant is operating, the evaluator shall check the draft diverter for back spillage. This can be tested with a match or with smoke. (You should see that all gas appliances connected to the vent are operating at the time of the test and allow at least 2 minutes for the chimney to heat up before attempting the test.)
  - (4) If back spillage occurs, indicate on the form **LIC** Safety Check required. Add in comments that a licensed contractor is required to verify that the appliance is no longer back drafting, and that repairs may require a permit. Documentation must be provided to the City.
- D) Oil fired appliances:
- (1) Minimum clearances to combustibles from an oil burner single wall vent connector may be 6 inches, 9 inches, or possibly even 18 inches depending on the burner design. The evaluator shall check the heating plant’s nameplate. Any violation of minimum clearances to combustibles shall be marked **RRE**.
  - (2) The evaluator shall determine that a barometric draft regulator is provided on the vent connector between the heating plant and the chimney. Verify that the draft regulator is installed and is in sound working condition. If there is no draft regulator, or if the regulator does not operate properly, mark as **RRP**.

## 25) Auxiliary/Additional Heating Units/Gas fireplaces/Inserts/Incinerators/Fuel Tanks

- A) The evaluator shall evaluate any additional or auxiliary heating units as per the guidelines above. Evaluate each heating plant separately, and enter each heating plant separately. Clearly indicate where the additional units are located. All heating units are to be evaluated, even if located in places such as in the attic or garage.
- B) The evaluator shall evaluate the gas line and connectors on any gas fireplace or insert. See section # 18 Gas piping. Check that the unit is code approved, and that the fireplace damper is permanently open. If not, mark as **RRP**, licensed contractor required.
- C) If the gas unit is removed, the damper may then be closed. Check for the gas appliance vent liner insert. This should be removed if at all possible. If it is not, mark as **SC**.
- D) Mark as **RRP** any incinerator found. Comment whether it is connected in any manner to the chimney and/or gas lines. The incinerator must be removed from the property. The chimney and gas line must be properly capped or sealed. The evaluator shall comment if the incinerator is “built into” the chimney or elsewhere and cannot be entirely removed. It must then be completely disconnected.
- E) The evaluator shall determine if there are any abandoned fuel oil tanks. If found, mark as **RRP** or **RRE**. A licensed contractor must properly remove them. (A permit is not needed if the tank is less than 200 gallons.). (Per Uniform Fire Code Sec. 79 and Mpls. Code 48.145)

## LAUNDRY

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## 26) Gas Piping

- A) All gas appliances, including gas dryers and heating plants, must have an approved lever type shutoff valve. If none present, mark as **RRP**. If the valves are broken, the lever missing, or require special equipment to turn, mark as **RRP**. A lube plug valve is approved; a core cock is not approved and should be marked as **B**. The old style core valves are OK if they are of an approved type, are operable and don’t leak. They were once approved but now are not, they will need to be changed if the gas line or appliance is changed. Gate valves have never been approved for gas, and should be marked as **RRP**. In general, if the valve is AGA approved, is not a core cock or gate valve it would meet, if operable and not broken. If the valve is not installed within 6’ of appliance, or is not properly located, or is not the ball type valve, mark as **B**.
- B) The evaluator shall determine if unapproved single wall flexible gas appliance connectors have been utilized. There are only two types of approved gas connectors. One is copper with flared connections. The other is any stainless steel flexible gas connector that meets A. N. S. I. Standard No. Z21.24 and is AGA approved. A label indicating compliance with the standard must be attached to the connector. If any unapproved connectors are found these must be marked as **RRP**.

Comments must also read: **“New appliance installations require permits.** If the label is missing, mark as **RRP**. If the label is there, verify that the connector is stainless steel. Brass connectors with or without a label are not acceptable. (Coated connectors may be brass or stainless steel. Check the ends-they may be either brass or stainless steel.)

- C) The evaluator shall check to see that the required sediment trap is provided on gas piping to all appliances. If none is provided, mark as **B**.
- D) The evaluator shall determine if gas piping remaining after the disconnection of an appliance has been properly plugged or capped with the appropriate sealant. (pipe dope or approved Teflon tape) Check that the cap is tightly secured. If any of these conditions do not exist, mark as **RRE**. Comments must also read: **“New appliance installations require permits.”** If the gas valve is improper, it does not have to be replaced at this time, but will need to be corrected when an appliance is installed.
- E) The evaluator shall determine if the gas line is kinked to a degree that it will significantly restrict gas flow or have potential of rupturing, if so, mark as **RRP**. Any other kink is **B**.

## 27) Dryer Venting

- A) The evaluator shall determine if the dryer has a proper vent. Dryer vents shall be of metal with a smooth interior finish. Transition ducts to connect the appliance to the exhaust system shall not exceed 8 feet in length. The total length of the vent is not to exceed 25 feet. Two and a half (2.5) feet shall be deducted for each 45 degree bend and five (5) feet for each 90 degree bend. The vent must exhaust to the exterior. (This includes electric dryers). If the vent is not an approved installation, mark as **SC**. The dryer vent shall vent to the exterior, if not, or if it is completely missing, mark as **RRE**. The dryer vent shall also be brought up to code at this time. (MSMFGP code 504)

## 28) Plumbing Fixtures Permit is required to install waste pipes. No permit to replace only a trap.

- A) Laundry tubs must be properly connected to the waste system. If they drain to the floor, floor drain or are otherwise not properly piped, mark as **RRE or RRP** depending on conditions. The evaluator shall note any plumbing fixture, including the water supply lines or faucet components, that are broken, cracked, leaking or in such condition as to give rise to unsanitary conditions. If any of these violations exist, mark as **SC**. A laundry tub that is removed should be capped at the waste tee opening, if not mark **RRE**.
- B) The evaluator need only comment on dripping faucets.
- C) The evaluator shall check if the laundry tub is provided with an air gap or approved vacuum breaker between the filler spout and the top of the laundry tub. If the faucet is below the spill line (and there are no approved in-line check valves,) mark as **RRE**.
  - (1) A permit is not needed to install a new faucet. If a faucet is replaced, check to see that the handles are either moved above the spill-line, or they are sealed (not leaking).
  - (2) Inline duel check valves may also be installed. (**A permit is required.**) They can be used in lieu of replacing the faucet.
- D) If the filler spout has a threaded end for a hose, and no backflow prevention (or no approved in-line check valves) mark as **RRE**. A permit is not needed to install backflow valves. Plastic backflow valves are not acceptable. They must be metal with a set-screw that is broken off after it is installed. Threads may also be cut off or permanently disabled.
  - (1) Faucets with aerator threads do not need backflow prevention or the threads removed. Hose bibs on clothes washers do not need backflow prevention.

## KITCHEN

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### 29) Walls and Ceiling Components

- A) Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workman like state of repair, mark as **B**.
- B) The evaluator is not responsible for determining the condition of wallpaper, paint and other obvious cosmetic items.
- C) If the evaluator estimates that there is the potential for immediate structural failure of a wall or ceiling mark as **SC**.
- D) The evaluator shall check that the cook top is level with the countertop, and check if vertical clearance above the cook top is not less than 30” to a combustible surface. As defined by MMFGC 623.7, a minimum clearance of 24” is permitted if one of the followed is present above the cooktop: insulating millboard wrapped in sheet metal, a metal ventilating hood, or microwave oven. If these conditions are not met, mark as **SC**.

### 30) Evidence of Dampness or Staining

- A) Check the entire room, including walls, ceilings and closets for evidence water seepage, stains or water damage. Mark as **C** No evidence of dampness or staining or **C** Evidence of dampness and staining, and add appropriate comments as to location, extent, etc.
- B) The evaluator shall comment if obvious patches have been made to plaster or drywall.



### 31) Floor Condition

- A) Deficiencies and/or damage in the floor shall be marked **B**. Comment **C** on any apparent out-of-level floors.
- B) By visual inspections, determine if the floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark as **B**. If there is a potential for immediate structural failure mark as **SC**.
- C) The evaluator is not required to evaluate the condition of floor coverings such as linoleum, tile or carpeting unless their condition presents a potential risk through traffic areas. If a tripping potential exists the evaluator may mark the condition as **SC**.

### 32) Window Size and Openable Area

- A) The evaluator shall determine if the kitchen is provided with the required window area for light and the required open-able area for ventilation. Window area must be a minimum of eight percent (8%) of the floor area of a habitable room with a minimum of 8 sq. feet. Not less than one half (1/2) of the required window area shall be open-able to provide natural ventilation, or in lieu of openable windows, a mechanical ventilation system may be provided. If these conditions are not met, mark as **B**. (Refer to MHMC Section 244.410)
- B) When the kitchen is windowless, the evaluator shall determine if a proper opening exists between the windowless kitchen and the adjoining room and if the proper mechanical ventilation system is provided. The evaluator must then determine if the adjoining room has sufficient window area to meet the light and ventilation requirements of the windowless kitchen as well as the habitable room in which the windows are located. If sufficient opening does not exist mark as **B**.

### 33) Window/Door Condition / Mechanical Ventilation

- A) Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the 2<sup>nd</sup> story and every other window, which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark as **B**.
- B) Mark as **B** any cracked, missing or broken panes. Mark as **SC** any broken glass with exposed edges that present a cut hazard.
- C) Windows, other than a fixed window, shall be open-able and capable of being held in position by window hardware. If windows do not meet these requirements (i.e., sashes that are painted shut, crank out windows that do not operate, etc.), mark as **B**. All windows easily accessible must be evaluated, if not evaluated explain why.
- D) If the kitchen is provided with a mechanical exhaust, the evaluator shall determine if the unit is operational. If not, mark as **B**. If the exhaust vent is designed to go to the outside, it must be continuous to the outside and of metallic ductwork. If this system does not meet these requirements, mark as **RRP**. (Code and comment here or on line # 75).

### 34) Electrical Outlets and/or Fixtures

Electrical outlets/fixtures - Permit is NOT required to cap wires & put back into the box. A permit is required when installing a fixture or a junction box.

- A) The evaluator shall determine if the required number of electrical outlets and fixtures are provided in this area per Minneapolis Code of Ordinances Section 244.420. If these items do not exist mark as **B**.
- B) The evaluator shall determine if all wiring, outlets and fixtures present in this area has been properly installed, maintained and energized in a manner which complies with the present City Electrical Code or the code applicable at the time of installation. If not properly installed, mark as **B**.
- C) The evaluator shall note extension cords in use in lieu of permanent wiring, or extension cords located in inappropriate areas (under floor covering, through walls, etc.) If found, mark as **SC**.
- D) The evaluator shall visually check for items such as missing covers plates, open junction boxes, broken or missing switches or outlets, or missing knockouts. If found, mark as **SC**. Look for exposed wiring such as live, uncapped or un-taped wires protruding outside a junction box, frayed wires or exposed contacts or due to a missing fixture. If found, mark as **RRE or RRP**. Wiring that is spliced must be in a junction box, if not mark as **RRP**. NOTE: Some knob & tube wiring may be properly spliced outside a junction box. NOTE: Required lighting shall be repaired, not capped.
- E) Knob and tube wiring covered by insulation shall be marked as **SC**. This will usually be found in the attic.
- F) The evaluator will randomly check at least half of all outlets in each room with an electrical outlet-testing device, to determine if the outlets are properly wired. If not, mark as **B**.
- G) If any grounding type outlets are not grounded, mark as **SC**.
- H) The evaluator will check all GFCI outlets or (GFCI circuit breakers) in each room with an electrical outlet-testing device. If any GFCI outlet or GFCI circuit breaker does not trip, mark as **RRE**.
  - A) Ungrounded GFCI's may not trip when a tester is used. In that case, test the outlet manually. The outlet should trip. If not, mark as **RRE**.

- D) The evaluator shall determine if the fixture is designed to have a globe or protective device covering the bulb. If missing, mark as **B**.
  - J) The evaluator shall note all cord hung pendant lights and outlets and mark as **SC**. These are often found in basements, attic's and closets.
  - K) The evaluator shall determine if there are any ungrounded metallic light fixtures and/or electrical outlets located within 8 feet vertically or 5 feet horizontally of ground or grounded metal objects or plumbing/sinks or water supply. Such ungrounded fixtures or outlets will be marked as **SC**.
- 35) Plumbing Fixtures** Minor repairs don't need a permit, but a complete change-out of the waste line would require a permit. No permit needed to install a trap, permit required to replace the assembly.
- A) Determine if the kitchen is provided with a sink that is connected to the drain line. If not, mark as **RRE or RRP**.
  - B) Determine if the kitchen sink has a hot and cold water supply. If not, mark as **RRE or RRP**, depending on conditions.
  - C) Determine if the water supply lines are properly connected, controls are functioning, and there are no missing, worn or damaged components. If these conditions are not met mark as **B**.
  - D) The evaluator shall note any plumbing fixture, including the water supply lines or faucet components, that are broken, cracked, leaking or in such condition as to give rise to unsanitary conditions. If any of these violations exist, mark as **SC**. The evaluator need only comment on dripping faucets.
  - E) The evaluator shall determine if any faucet supply openings are located below the spill line of the plumbing fixture they serve, and if found, mark as **RRE**. If a faucet is replaced, check to see that the handles are also either moved above the spill-line, or they are sealed (not leaking).
    - a. **Note:** In-line duel check valves installed correctly (valves must be on both hot and cold water lines) are acceptable alternatives to replacing the faucet. (**Permit needed**)
  - F) The evaluator shall check that a high rise/air gap is provided for built-in dishwashers. If not, mark as **RRE**.
  - G) Evaluators may call the office to verify permit issuance of previously installed inline duel check valves.
  - H) The evaluator will determine if all abandoned drain or vent lines are properly capped. If not properly capped mark as **RRE**.
  - I) Determine if the drain line is properly connected to the sewage system, is of proper materials and is properly vented, if not mark as **B**.
    - a. In addition to the visual inspection of the vent pipe, the following evaluation should be made: Put the plug or strainers in the drain. Fill the fixture with 4 - 6 inches of water. Remove the drain plug. If a gurgling is heard after the water has drained out, this could indicate no vent or a defective vent. The evaluator should mark as **C** and comment "test indicates problem with venting".
  - J) The evaluator shall check waste or vent lines for leakage or seepage or open lines. If found, mark as **RRE or RRP**.
  - K) The evaluator shall check waste or vent lines for leakage or seepage that have improper repairs made with tape, tar, rags, putty or other similar makeshift methods. If found, mark as **RRE or RRP**. If not leaking, or no sign of leakage, mark as **B**.

### 36) Water Flow

- A) The evaluator shall check the water flow by opening the laundry tub cold water faucet or the lawn faucet (sill cock) wide open. Then test the hot and cold water supply to kitchen sink for a steady, uninterrupted stream of water. If the flow is interrupted, intermittent, or is not of an acceptable amount, mark as **B**.
- B) The minimal acceptable flow to a fixture is a continuous flow of water not less than a standard pencil in diameter. If the flow just meets the minimum requirement this should be marked as **C** and comment "Flow is minimal".
- C) If there is no water flow, the evaluator shall turn off the lower fixture and recheck the upper fixture. If there is still no flow, (with no other fixtures on) mark as **RRP**.

### 37) Gas Piping

See #18 also

- A) The evaluator shall determine that the gas piping has been properly installed using approved materials. If unapproved materials are used, mark as **RRP**. In no instance may there be flexible corrugated gas appliance connectors through flooring, walls, cabinets, or ceilings. If this exists, mark as **RRP**. (Soft copper, galvanized or black iron gas piping is allowed through these locations.)
- B) All gas appliances, including gas dryers, must have an approved lever type shutoff valve. If none present, mark as **RRP**. If the valves are broken, the lever missing, or require special equipment to turn, mark as **RRP**. If the valve is not installed within 3' of appliance, or is not properly located, or is not the ball type valve, mark as **B**. A lube plug valve is approved; a core cock is not approved and should be marked as **RRP**.
- C) The evaluator shall determine if unapproved single wall flexible gas appliance connectors have been utilized. There are only two types of approved gas connectors. One is copper with flared connections. The other is any stainless steel flexible gas connector that meets A. N. S. I. Standard No. Z21.24 and is AGA approved. A label indicating compliance with the standard must be attached to the connector. If any unapproved connectors are found these must be marked as **RRP**. "If the label is missing, mark as **RRP**. If the label is there, verify that the connector is stainless steel. Brass connectors with or

without a label are not acceptable. (Since coated connectors may be either brass or stainless steel you may need to check the ends to determine the material).

- D) The evaluator shall check to see that the required sediment trap is provided on gas piping when dropping down to all thermostatically controlled appliances. If none is provided, mark as **B**.
- E) The evaluator shall determine if gas piping remaining after the disconnection of an appliance has been properly plugged or capped with the appropriate sealant (pipe dope or approved Teflon tape). Check that the cap is tightly secured. If any of these conditions do not exist, mark as **RRE**. Comments must also read: "New appliance installations require permits.
- F) The evaluator shall determine if the gas line is kinked to a degree that it will significantly restrict gas flow or have potential of rupturing, if so, mark as **RRP**. Any other kink is **B**.
- G) Any new (installed within 3 years of the evaluation) gas appliance or gas connector installation must meet the current State Mechanical Code, including valves, connectors, sediment trap, range anti-tip devices, anchoring, etc. If not, code appropriately.
- H) The evaluator shall check the oven for an anti-tip requirement notice. If only the anti-tip bracket is missing, mark as **SC**.
- I) With any **RR** gas line item, the entire assembly must be brought up to code, including sediment traps, connectors, valves, dryer exhaust vent, etc. Some stand alone **B** or **SC** items must then be **RRP** as part of this assembly. Note this on the evaluation.

## **DINING ROOM / LIVING ROOM**

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### **38) Walls and Ceiling Components**

- A) Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workman like state of repair, mark as **B**.
- B) The evaluator is not responsible for determining the condition of wallpaper, paint and other obvious cosmetic items.
- C) If the evaluator estimates that there is the potential for structural failure of a wall or ceiling mark as **SC**.

### **39) Evidence of Dampness or Staining**

- A) Check the entire room, including walls, ceilings and closets for evidence water seepage, stains or water damage. Mark as **C** no evidence of dampness or staining or **C** evidence of dampness and staining, and add appropriate comments as to location, extent, etc.
- B) The evaluator shall comment if obvious patches have been made to the plaster or drywall.

### **40) Floor Area and Ceiling Height**

- A) The evaluator shall determine if the room(s) meet the required minimum floor area, width, and ceiling height. The sections that must be used to determine compliance include 244.800 (Ceiling Height), 244.810 (Required Space). MSBC ceiling height of 7' is considered to meet the height requirement. If the room(s) does not meet these standards, mark as **B**.

### **41) Floor Condition**

- A) Deficiencies and/or damage in the floor shall be marked **B**. Comment on any apparent out-of-level floors.
- B) By visual inspection, determine if the floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark as **B**. If there is a potential for immediate structural failure mark as **SC**.
- C) The evaluator is not required to evaluate the condition of floor coverings such as linoleum, tile or carpeting unless their condition presents a potential risk through traffic areas. If a tripping potential exists the evaluator may mark the condition as **SC**.

### **42) Window Size and Openable Area**

- A) The evaluator shall determine if the Dining Room/Living Room is provided with the required window area for light and the required open-able area for ventilation, or in lieu of openable windows, a mechanical ventilation system may be provided . Window area must be a minimum of eight percent (8%) of the floor area of a habitable room with a minimum of 8 sq. feet. Not less than one half (1/2) of the required window area shall be open-able to provide natural ventilation. If these conditions are not met, mark as **B**. (Refer to MHMC Section 244.410)

### **43) Window/Door Condition**

- A) Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the 2<sup>nd</sup> story and every other window, which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark as **B**.

- B) Mark as **B** any cracked, missing or broken panes. Mark as **SC** any broken glass with exposed edges that present a cut hazard.
- C) Windows, other than a fixed window, shall be open-able and capable of being held in position by window hardware. If windows do not meet these requirements (i.e., sashes that are painted shut, crank out windows that do not operate, etc.), mark as **B**. All windows easily accessible must be evaluated, if not evaluated explain why.

#### 44) Electrical Outlets and/or Fixtures

Electrical outlets/fixtures - Permit is NOT required to cap wires & put back into the box. A permit is required when installing a fixture or a junction box.

- A) The evaluator shall determine if the required number of electrical outlets and fixtures are provided in this area per Minneapolis Code of Ordinances Section 244.420. If these items do not exist mark as **B**.
- B) The evaluator shall determine if all wiring, outlets and fixtures present in this area has been properly installed, maintained and energized in a manner which complies with the present State Electrical Code or the code applicable at the time of installation. If not properly installed, mark as **B**.
- C) The evaluator shall note extension cords in use in lieu of permanent wiring, or extension cords located in inappropriate areas (under floor covering, through walls, etc.) If found, mark as **SC**.
- D) The evaluator shall visually check for items such as missing covers plates, open junction boxes, broken or missing switches or outlets, or missing knockouts. If found, mark as **SC**. Look for exposed wiring such as live, uncapped or un-taped wires protruding outside a junction box, frayed wires, exposed contacts or due to a missing fixture. If found, mark as **RRE or RRP**. Wiring that is spliced must be in a junction box, if not mark as **RRP**. NOTE: Some knob & tube wiring may be properly spliced outside a junction box. NOTE: Lighting that is required shall be repaired, and not capped.
- E) Knob and tube wiring covered by insulation shall be marked as **SC**. This will usually be in the attic.
- F) The evaluator will randomly check at least half of all outlets in each room with an electrical outlet-testing device, to determine if the outlets are properly wired. If not, mark as **B**.
- G) If any grounding type outlets are not grounded, mark as **SC**.
- H) The evaluator will check all GFCI outlets or (GFCI circuit breakers) in each room with an electrical outlet-testing device. If any GFCI outlet or GFCI circuit breaker does not trip, mark as **RRE**.
  - A) Ungrounded GFCI's may not trip when a tester is used. In that case, test the outlet manually. The outlet should still trip. If not, mark as **RRE**.
- I) The evaluator shall determine if the fixture is designed to have a globe or protective device covering the bulb. If missing, mark as **B**.
- J) The evaluator shall note all cord hung pendant lights and outlets and mark as **SC**. These are often found in basements, attic's and closets.
- K) The evaluator shall determine if there are any ungrounded metallic light fixtures and/or electrical outlets located within 8 feet vertically or 5 feet horizontally of ground or grounded metal objects or plumbing/sinks or water supply. Such ungrounded fixtures or outlets will be marked as **SC**.

## BATHROOMS

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#### 45) Walls and Ceiling Components

- A) Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workman like state of repair, mark as **B**.
- B) The evaluator is not responsible for determining the condition of wallpaper, paint and other obvious cosmetic items.
- C) If the evaluator estimates that there is the potential for immediate structural failure of a wall or ceiling mark as **SC**.

#### 46) Evidence of Dampness or Staining

- A) Check the entire room, including walls, ceilings and closets for evidence water seepage, stains or water damage. Mark as **C**, no evidence of dampness or staining or **C** evidence of dampness and staining, and add appropriate comments as to location, extent, etc. .
- B) The evaluator shall comment if obvious patches have been made to plaster or drywall.

#### 47) Floor Condition

- A) Deficiencies and/or damage in the floor, or if the floor is not water impervious, shall be marked **B**. Comment on any apparent out-of-level floors.
- B) By visual inspection, determine if the floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark as **B**. If there is a potential for immediate structural failure mark as **SC**.

- C) The evaluator is not required to evaluate the condition of floor coverings such as linoleum, tile or carpeting unless their condition presents a potential risk through traffic areas. If a tripping potential exists the evaluator may mark the condition as **SC**.

#### 48) Window Size and Open-able Area / Mechanical Ventilation

- A) The evaluator shall determine if the room housing the water closet is provided with the minimum size exterior opening and/or mechanical requirements for ventilation. Ventilation requirements must comply with MHMC Section 244.410. (Open-able exterior openings with an area of not less than 1/20<sup>th</sup> of the floor area, with a minimum of 1 ½ sq. ft). If these requirements are not met, mark as **B**.
- B) If the bathroom is provided with a mechanical exhaust, the evaluator shall determine if the unit is operational. If not, mark as **B**. If the exhaust vent is designed to go to the outside, it must be continuous to the outside and of metallic or plastic ductwork. (The vent can not be connected to the bottom of roof vent). If this system does not meet these requirements, mark as **RRP**. (OK to code and comment here or at # 75, attic area).

#### 49) Window/Door Condition

- A) Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the 2<sup>nd</sup> story and every window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark as **B**.
- B) Mark as **B** any cracked, missing or broken panes. Mark as **SC** any broken glass with exposed edges that present a cut hazard.
- C) Windows, other than a fixed window, shall be open-able and capable of being held in position by window hardware. If windows do not meet these requirements (i.e., sashes that are painted shut, crank out windows that do not operate, etc.), mark as **B**. All windows easily accessible must be evaluated, if not evaluated note why.

#### 50) Electrical Outlets and /or Fixtures

Electrical outlets/fixtures - Permit is NOT required to cap wires & put back into the box. A permit is required when installing a fixture or a junction box.

- A) The evaluator shall determine if the required number of electrical outlets and fixtures are provided in this area per Minneapolis Code of Ordinances Section 244.420. If these items do not exist mark as **B**.
- B) The evaluator shall determine if all wiring, outlets and fixtures present in this area has been properly installed, maintained and energized in a manner which complies with the present State Electrical Code or the code applicable at the time of installation. If not properly installed, mark as **B**.
- C) The evaluator shall note extension cords in use in lieu of permanent wiring, or extension cords located in inappropriate areas (under floor covering, through walls, etc.) If found, mark as **SC**.
- D) The evaluator shall visually check for items such as missing covers plates, open junction boxes, broken or missing switches or outlets, or missing knockouts. If found, mark as **SC**. Look for exposed wiring such as live, uncapped or un-taped wires protruding outside a junction box, frayed wires, exposed contacts, or due to a missing fixture. If found, mark as **RRP or RRE**. Wiring that is spliced must be in a junction box, if not mark as **RRP**. NOTE: Some knob & tube wiring may be properly spliced outside a junction box.
- E) Knob and tube wiring covered by insulation shall be marked as **SC**. This will usually be in the attic.
- F) The evaluator will randomly check at least half of all outlets in each room with an electrical outlet-testing device, to determine if the outlets are properly wired. If not, mark as **B**.
- G) If any grounding type outlets are not grounded, mark as **SC**.
- H) The evaluator will check all GFCI outlets or (GFCI circuit breakers) in each room with an electrical outlet-testing device. If any GFCI outlet or GFCI circuit breaker does not trip, mark as **RRE**.
  - (1) Ungrounded GFCI's may not trip when a tester is used. In that case, test the outlet manually. The outlet should still trip. If not, mark as **RRE**.
- I) The evaluator shall determine if the fixture is designed to have a globe or protective device covering the bulb. If missing, mark as **B**.
- J) The evaluator shall note all cord hung pendant lights and outlets and mark as **SC**. These are often found in basements, attic's and closets.
- K) The evaluator shall determine if there are any ungrounded metallic light fixtures and/or electrical outlets located within 8 feet vertically or 5 feet horizontally of ground or grounded metal objects or plumbing/sinks or water supply. Such ungrounded fixtures or outlets will be marked as **SC**.

#### 51) Plumbing Fixtures

No permit needed to install a trap; permit required to replace the assembly. Minor repairs don't need a permit, but a complete change-out of the waste line would require a permit.

- A) The evaluator shall determine if the bath and toilet room(s) is provided with the minimum number of plumbing fixtures required per Section 244.290 and 244.310 of the Housing Maintenance Code. If the dwelling unit does not comply with these minimums, mark as **RRP**. The evaluator must also comment that the property is non-habitable without the minimum number of functioning fixtures.
  - (1) Determine if the bath is provided with fixtures that are connected to the drain line. If not, mark as **RRE or RRP**.
- B) Determine if the water supply lines are properly connected, controls are functioning, and there are no missing, worn or damaged components. If these conditions are not met mark as **B**.
- C) Determine if the bathroom lav and tub/shower have a hot and cold water supply. If not, mark as **RRE or RRP**, depending on conditions.
- D) The evaluator shall note any plumbing fixture, including the water supply lines or faucet components, that are broken, cracked, leaking or in such condition as to give rise to unsanitary conditions. If any of these violations exist, mark as **SC**. The evaluator need only comment on dripping faucets.
- E) If the evaluator finds that any water piping has been removed, or otherwise damaged, the evaluator shall mark as **RRE or RRP**, and comment on location, extent, and what fixture(s) are affected. (A permit is needed to replace more than 10 ft. of piping.)
- F) Determine if the drain line for all fixtures is properly connected to the sewage system, is of proper materials and is properly vented. If not, mark as **B**.
  - (1) In addition to the visual inspection of the vent pipe, the following evaluation should be made: Put the plug or strainers in the drain. Fill the fixture with 4 - 6 inches of water. Remove the drain plug. If a gurgling is heard after the water has drained out, this could indicate no vent or a defective vent. The evaluator should mark as **C** and comment "test indicates problem with venting".
- G) The evaluator shall check waste or vent lines for leakage or seepage. If found, mark as **RRE or RRP**. (Repairs on leaking waste and vent lines made with tape, tar, rags, putty or other similar makeshift methods are not acceptable).
- H) The evaluator shall determine that all water closets are properly connected to a cold water supply, and are provided with an anti-siphon ball cock that is properly installed (with the critical line at least one (1) inch above the opening of the overflow tube). If not, mark as **RRE**.
- I) All water closets must be properly connected to a sewage system. If not, mark as **RRP**.
- J) The evaluator shall determine if any faucet supply openings are located below the spill line of the plumbing fixture they serve. If found, mark as **RRE**. If a faucet is replaced, check to see that the handles are also either moved above the spill-line, or they are sealed (not leaking).
  - (1) Note: In-line duel check valves installed correctly and by permit (on both hot and cold water lines) are an acceptable alternative to replacing the faucet. (**Permit required**). Evaluators may call the office to verify permit issuance for in-line duel check valves.
- K) If a handheld shower device drops below the spill line of the tub, mark as **RRE**. If found, check to see if the faucet handles are below the spill line. They must be sealed (not leaking). If the handheld shower has a permanently mounted holder that secures the device above the spill line, the evaluator need only comment.
- L) The evaluator shall determine if access to the tub plumbing connections is provided, if not mark as **B**.
- M) The evaluator will determine if all abandoned drain and vent lines are properly capped. If not properly capped, mark as **RRE**.

## 52) Water Flow

- A) The evaluator shall check the water flow by opening the laundry tub cold water faucet or the lawn faucet (sill cock) wide open. Then test the hot and cold water supply to the bathroom sink and bathtub or shower for a steady, uninterrupted stream of water. If the flow is interrupted, intermittent, or is not of an acceptable amount, mark as **B**.
  - (1) The minimal acceptable flow to a fixture is a continuous flow of water not less than a standard pencil in diameter. If the flow just meets the minimum requirement mark as **C** and comment "Flow is minimal".
- B) If there is no water flow, the evaluator shall turn off the lower fixture and recheck the upper fixture. If there is still no flow, (with no other fixtures on) mark as **RRE or RRP** depending on conditions.

## HALLWAYS AND STAIRWELLS

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### 53) Walls and Ceiling Components

- A) Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workmanlike state-of repair, mark as **B**.
- B) The evaluator is not responsible for determining the condition of wallpaper, paint and other obvious cosmetic items.
- C) If the evaluator estimates that there is the potential for immediate structural failure of a wall or ceiling mark as **SC**.

#### 54) Evidence of Dampness and Staining

- A) Check the entire room, including walls, ceilings and closets for evidence water seepage, stains or water damage. Mark **C** no evidence of dampness or staining or **C** evidence of dampness and staining, and add appropriate comments as to location, extent, etc. The evaluator shall comment if obvious patches have been made to plaster or drywall.

#### 55) Floor Condition

- A) Deficiencies and/or damage in the floor shall be marked **B**. Comment on any apparent out-of-level floors.
- B) By visual inspection determine if the floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark as **B**. If there is a potential for immediate structural failure mark as **SC**.
- C) The evaluator is not required to evaluate the condition of floor coverings such as linoleum, tile or carpeting unless their condition presents a potential risk through traffic areas. If a tripping potential exists the evaluator may mark the incident as **B** or **SC**.

#### 56) Window/Door Condition

- A) Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the 2<sup>nd</sup> story and every other window, which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark as **B**.
- B) Mark as **B** any cracked, missing or broken panes. Mark as **SC** any broken glass with exposed edges that present a cut hazard.
- C) Windows, other than a fixed window, shall be open-able and capable of being held in position by window hardware. If windows do not meet these requirements (i.e., sashes that are painted shut, crank out windows that do not operate, etc.), mark as **B**. All windows easily accessible must be evaluated, if not evaluated note why.

#### 57) Electrical Outlets and/or Fixtures

Electrical outlets/fixtures - Permit is NOT required to cap wires & put back into the box. A permit is required when installing a fixture or a junction box.

- A) The evaluator shall determine if the required number of electrical outlets and fixtures are provided in this area per Minneapolis Code of Ordinances Section 244.420. If these items do not exist mark as **B**.
- B) The evaluator shall determine if all wiring, outlets and fixtures present in this area has been properly installed, maintained and energized in a manner which complies with the present State Electrical Code or the code applicable at the time of installation. If not properly installed, mark as **B**.
- C) The evaluator shall note extension cords in use in lieu of permanent wiring, or extension cords located in inappropriate areas (under floor covering, through walls, etc.) If found, mark as **SC**.
- D) The evaluator shall visually check for items such as missing covers plates, open junction boxes, broken or missing switches or outlets, or missing knockouts. If found, mark as **SC**. Look for exposed wiring such as live, uncapped or un-taped wires protruding outside a junction box, frayed wires, or exposed contacts or due to a missing fixture. If found, mark as **RRE** or **RRP**. Wiring that is spliced must be in a junction box, if not mark as **RR**. NOTE: Some knob & tube wiring may be properly spliced outside a junction box.
- E) Knob and tube wiring covered by insulation shall be marked as **SC**. This will usually be in the attic.
- F) The evaluator will randomly check at least half of all outlets in each room with an electrical outlet-testing device, to determine if the outlets are properly wired. If not, mark as **B**.
- G) If any grounding type outlets are not grounded, mark as **SC**.
- H) The evaluator will check all GFCI outlets or (GFCI circuit breakers) in each room with an electrical outlet-testing device. If any GFCI outlet or GFCI circuit breaker does not trip, mark as **RRE**.
  - A) Ungrounded GFCI's may not trip when a tester is used. In that case, test the outlet manually. The outlet should still trip. If not, mark as **RRE**.
- I) The evaluator shall determine if the fixture is designed to have a globe or protective device covering the bulb. If missing, mark as **B**.
- J) The evaluator shall note all cord hung pendant lights and outlets and mark as **SC**. These are often found in basements, attic's and closets.
- K) The evaluator shall determine if there are any ungrounded metallic light fixtures and/or electrical outlets located within 8 feet vertically or 5 feet horizontally of ground or grounded metal objects or plumbing/sinks or water supply. Such ungrounded fixtures or outlets will be marked as **SC**.

## 58) Stairs and Railings

- A) The evaluator shall determine if all stairways to upper floors and the attic are safe to use and capable of supporting the load that normal use would cause to be placed upon them. If they do not meet these criteria, mark as **SC**. The evaluator shall also determine if the stairway leading to habitable space meets the rise, run and width requirements of the Housing Maintenance Code (Min. tread 9", max. rise 8", min. width 30"). If the stairways do not meet these minimums, mark as **B**.
- B) The evaluator shall determine if stairs of four or more risers are provided with handrails. The Evaluator shall determine if the handrails are properly installed and securely fastened. The handrails shall be located 30-34 inches above the nosing to comply with Housing Maintenance Code or 34-38 inches with the ends returned or terminated in newel posts or safety terminals to comply with the Minnesota State Building Code. Either installation must be separated by 1½ inches from any walls. Handrails not meeting these requirements shall be marked **B**.
- C) A guardrail shall be located on the open sides of a stairway and be securely attached. The openings in a guardrail shall meet the requirements of the Housing Maintenance Code per Section 244.555. Guardrails not meeting these requirements shall be marked **B**.

## 59) Smoke Detectors /CO Detectors

- A) Smoke detectors shall be required on every story of the dwelling unit, including basements. Installation shall be as per Minneapolis Housing Maintenance Code Section 244.915. In dwelling units with split-levels and without an intervening door between the adjacent levels, a smoke detector installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level. If smoke detectors do not meet these requirements the evaluator must mark as **RRE**. Elaborate in the comment section where violations occur. Attics should have a smoke detector installed when it is finished, has a walk-up staircase, has rooms or areas that are used as a playroom or den or other similar uses.
- B) All smoke detectors shall be installed per manufacturer's installation instructions and its listing. Hardwired smoke detectors shall be wired to a proper un-switched circuit. In addition, smoke alarms/detectors shall not be located closer than three (3) feet from any door to a bathroom or kitchen. Those located within twenty (20) feet of a cooking appliance shall be equipped with a silencing switch or be of the photoelectric type. If smoke detectors do not meet these requirements the evaluator shall mark as **RRE**. Depending on wiring conditions, **RRP** for hardwired detectors may be appropriate.
- C) All smoke detectors must be operable. The evaluator shall test all smoke detectors in the dwelling, including any found in the bedrooms. If any smoke detector is not operable in any location, mark as **RRE**.
  - (1) The smoke detector cover must be attached. If the detector is operable but the cover is missing, mark as **B**. NOTE: Many detectors require that the cover be in place for proper operation. If this is the case, mark as **RRE**.
  - (2) Non-working smoke detectors must be replaced or made operable, and not just removed.
- D) **NOTE:** Smoke detectors do not have to be installed in bedrooms under the Truth-in-Sale of Housing program. If they exist in the bedrooms, they must be properly installed and operable or mark as **RRE**.
- E) If the smoke detector is connected to an active alarm system, do not test if it will set off the alarm. Mark in comments that testing was not done due to the alarm system.
- F) Carbon monoxide (CO) detectors are required per state statute. The evaluator shall determine if an approved UL listed CO detector(s) exists within 10 feet of a sleeping room. If not, mark as **RRE**. CO detectors may be hard wired, plugged into an outlet without a switch, or battery operated. (Minn. Stat. 299F.50)

## SLEEPING ROOMS

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The evaluator shall indicate the location of each sleeping room(s) in the dwelling unit and evaluating each bedroom separately. The evaluator shall determine if all sleeping rooms meet the necessary requirements for a bedroom, such as room size, ceiling height, egress, light and ventilation.

- A) The evaluator shall determine if the sleeping rooms meet Minneapolis meet Minneapolis Housing Maintenance Code requirements regarding arrangement of rooms (per 244.830). If not, mark as **B**, and explain in the comments section.
- B) **NOTE:** Sleeping rooms do not need a closet to be considered a sleeping room, per MHMC, although lenders may require that sleeping rooms have closets.
- C) **NOTE:** If an evaluator believes that a room is being used for sleeping room purposes, the evaluator should count it as a sleeping room and evaluate it as such.

## 60) Wall and Ceiling Components

- A) Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workman-like state of repair, mark as **B**.
- B) The evaluator is not responsible for determining the condition of wallpaper, paint and other obvious cosmetic items.
- C) If the evaluator estimates that there is the potential for immediate structural failure of a wall or ceiling mark as **SC**.



### 61) Evidence of Dampness or Staining

- A) Check the entire room, including walls, ceilings and closets for evidence water seepage, stains or water damage. Mark “C” No evidence of dampness or staining or “C” Evidence of dampness and staining, and add appropriate comments as to location, extent, etc.
- B) The evaluator shall comment if obvious patches have been made to plaster or drywall.

### 62) Floor Area and Ceiling Height

- A) The evaluator must determine if all sleeping rooms have the required floor area, width and ceiling height. Refer to sections 244.800 and 244.810 of the Minneapolis Housing Code. For basement bedrooms, MSBC ceiling height of six (6) feet four (4) inches is considered to meet height requirements. This includes the entire path of travel to access the bedroom and inside the bedroom. For bedrooms on any other floor other than the basement, MSBC ceiling height of seven (7) feet is considered to meet the height requirement. If sleeping rooms do not meet these minimums mark as B.

### 63) Floor Condition

- A) Deficiencies and/or damage in the floor shall be marked B. Comment on any apparent out-of-level floors.
- B) By visual inspection determine if the floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark as B. If there is a potential for immediate structural failure mark as SC.
- C) The evaluator is not required to evaluate the condition of floor coverings such as linoleum, tile or carpeting unless their condition presents a potential risk through traffic areas. If a tripping potential exists the evaluator may mark the condition as SC.

### 64) Window Size and Open-able Area

- A) The evaluator shall determine if the bedrooms are provided with the required window area for light, ventilation, and egress.
- B) The evaluator shall determine if the bedroom is provided with the required window area for light and the required open-able area for ventilation or in lieu of openable windows, a mechanical ventilation system may be installed (see below for egress requirements). Window area must be a minimum of eight percent (8%) of the floor area of a habitable room with a minimum of 8 sq. feet. Not less than one half (1/2) of the required window area shall be open-able to provide natural ventilation. If these conditions are not met, mark as B. (Refer to MHMC Section 244.410)
- C) Where windows are for egress (installed prior to April 11, 1983) in sleeping rooms, they shall have a sill height of no more than forty-eight (48) inches above the floor. The window must have not less than five (5) square feet of glazed area with a minimum clear opening dimension not less than twenty (20) inches in width and 24 inches in height. New egress windows or egress windows installed on or after April 12, 1983 shall be in compliance with the state building code. If windows do not meet these requirements, mark as B. MHMC section 244.410. If windows have been replaced per IRC R310.1.5- Replacement Windows and existing rough opening was not altered, mark as C and select following language- “Existing windows do not meet current egress size. Windows are still code compliant if they’ve been replaced per MN Residential Code R310.1.5.”

### 65) Window/Door Condition

- A) Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the 2<sup>nd</sup> story and every other window, which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark as B.
- B) Mark as B any cracked, missing or broken panes. Mark as SC any broken glass with exposed edges that present a cut hazard.
- C) Windows, other than a fixed window, shall be open-able and capable of being held in position by window hardware. If windows do not meet these requirements (i.e., sashes that are painted shut, crank out windows that do not operate, etc.), mark as B. All windows easily accessible must be evaluated, if not evaluated explain why.

### 66) Electrical Outlets and/or Fixtures

Electrical outlets/fixtures - Permit is NOT required to cap wires & put back into the box. A permit is required when installing a fixture or a junction box.

- A) The evaluator shall determine if the required number of electrical outlets and fixtures are provided in this area per Minneapolis Code of Ordinances Section 244.420. If these items do not exist mark as B.
- B) The evaluator shall determine if all wiring, outlets and fixtures present in this area has been properly installed, maintained and energized in a manner which complies with the present State Electrical Code or the code applicable at the time of installation. If not properly installed, mark as B.

- C) The evaluator shall note extension cords in use in lieu of permanent wiring, or extension cords located in inappropriate areas (under floor covering, through walls, etc.) If found, mark as **SC**.
- D) The evaluator shall visually check for items such as missing covers plates, open junction boxes, broken or missing switches or outlets, or missing knockouts. If found, mark as **SC**. Look for exposed wiring such as live, uncapped or un-taped wires protruding outside a junction box, frayed wires, exposed contacts or due to a missing fixture. If found, mark as **RRE or RRP**. Wiring that is spliced must be in a junction box, if not mark as **RRP**. NOTE: Some knob & tube wiring may be properly spliced outside a junction box. Note: required lighting shall be repaired and not capped.
- E) Knob and tube wiring covered by insulation shall be marked as **SC**. This will usually be in the attic.
- F) The evaluator will randomly check at least half of all outlets in each room with an electrical outlet-testing device, to determine if the outlets are properly wired. If not, mark as **B**.
- G) If any grounding type outlets are not grounded, mark as **SC**.
- H) The evaluator will check all GFCI outlets or (GFCI circuit breakers) in each room with an electrical outlet-testing device. If any GFCI outlet or GFCI circuit breaker does not trip, mark as **RRE**.
  - (1) Ungrounded GFCI's may not trip when a tester is used. In that case, test the outlet manually. The outlet should still trip. If not, mark as **RRE**.
- I) The evaluator shall determine if the fixture is designed to have a globe or protective device covering the bulb. If missing, mark as **B**.
- J) The evaluator shall note all cord hung pendant lights and outlets and mark as **SC**. These are often found in basements, attic's and closets.
- K) The evaluator shall determine if there are any ungrounded metallic light fixtures and/or electrical outlets located within 8 feet vertically or 5 feet horizontally of ground or grounded metal objects or plumbing/sinks or water supply. Such ungrounded fixtures or outlets will be marked as **SC**.

## **PORCH, SUNROOM, AND OTHER ROOM**

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Use this category for all other rooms not previously evaluated, such as dens, sewing rooms, sunrooms, studies, nurseries, and libraries. Label the room(s). **If the room(s) is considered habitable space, evaluate as such, including size, ceiling height, window area, egress, and other such standards for habitable rooms.**

### **67) Wall and Ceiling Components**

- A) Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workman-like state-of repair, mark as **B**.
- B) The evaluator is not responsible for determining the condition of wallpaper, paint and other obvious cosmetic items.
- C) If the evaluator estimates that there is the potential for immediate structural failure of a wall or ceiling mark as **SC**.
- D) If habitable space, determine if the ceiling height meets requirements, If not, mark as **B**.

### **68) Evidence of Dampness or Staining**

- A) Check the entire room, including walls, ceilings and closets for evidence water seepage, stains or water damage. Mark as **C** no evidence of dampness or staining or **C** evidence of dampness and staining, and add appropriate comments as to location, extent, etc. The evaluator shall comment if obvious patches have been made to plaster or drywall.

### **69) Floor Condition**

- A) Deficiencies and/or damage in the floor shall be marked **B**. Comment on any apparent out-of-level floors.
- B) By visual inspection, determine if the floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark as **B**. If there is a potential for immediate structural failure mark as **SC**.
- C) The evaluator is not required to evaluate the condition of floor coverings such as linoleum, tile or carpeting unless their condition presents a potential risk through traffic areas. If a tripping potential exists the evaluator may mark the condition as **SC**.
- D) If habitable space, determine if the floor area meets requirements, If not, mark as **B**.

### **70) Window/Door Condition**

- A) Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the 2<sup>nd</sup> story and every other window, which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark as **B**.
- B) Mark as **B** any cracked, missing or broken panes. Mark as **SC** any broken glass with exposed edges that present a cut hazard.

- C) Windows, other than a fixed window, shall be open-able and capable of being held in position by window hardware. If windows do not meet these requirements (i.e., sashes that are painted shut, crank out windows that do not operate, etc.), mark as **B**. All windows easily accessible must be evaluated, if not evaluated explain why.
- D) If habitable space, determine if the window/egress meets requirements, If not, mark as **B**.

#### 71) Electrical Outlets and/or Fixtures

Electrical outlets/fixtures - Permit is NOT required to cap wires & put back into the box. A permit is required when installing a fixture or a junction box.

- A) The evaluator shall determine if the required number of electrical outlets and fixtures are provided in this area per Minneapolis Code of Ordinances Section 244.420. If these items do not exist mark as **B**.
- B) The evaluator shall determine if all wiring, outlets and fixtures present in this area has been properly installed, maintained and energized in a manner which complies with the present State Electrical Code or the code applicable at the time of installation. If not properly installed, mark as **B**.
- C) The evaluator shall note extension cords in use in lieu of permanent wiring, or extension cords located in inappropriate areas (under floor covering, through walls, etc.) If found, mark as **SC**.
- D) The evaluator shall visually check for items such as missing covers plates, open junction boxes, broken or missing switches or outlets, or missing knockouts. If found, mark as **SC**. Look for exposed wiring such as live, uncapped or un-taped wires protruding outside a junction box, frayed wires, exposed contacts or due to a missing fixture. If found, mark as **RRE or RRP**. Wiring that is spliced must be in a junction box, if not mark as **RRP**. NOTE: Some knob & tube wiring may be properly spliced outside a junction box.
- E) Knob and tube wiring covered by insulation shall be marked as **SC**. This will usually be in the attic.
- F) The evaluator will randomly check at least half of all outlets in each room with an electrical outlet-testing device, to determine if the outlets are properly wired. If not, mark as **B**.
- G) If any grounding type outlets are not grounded, mark as **SC**.
- H) The evaluator will check all GFCI outlets or (GFCI circuit breakers) in each room with an electrical outlet-testing device. If any GFCI outlet or GFCI circuit breaker does not trip, mark as **RRE**.
  - A) Ungrounded GFCI's may not trip when a tester is used. In that case, test the outlet manually. The outlet should still trip. If not, mark as **RRE**.
- I) The evaluator shall determine if the fixture is designed to have a globe or protective device covering the bulb. If missing, mark as **B**.
- J) The evaluator shall note all cord hung pendant lights and outlets and mark as **SC**. These are often found in basements, attic's and closets.
- K) The evaluator shall determine if there are any ungrounded metallic light fixtures and/or electrical outlets located within 8 feet vertically or 5 feet horizontally of ground or grounded metal objects or plumbing/sinks or water supply. Such ungrounded fixtures or outlets will be marked as **SC**.

#### ATTIC SPACE

Select the appropriate area type from the dropdown menu and indicate if the attic space is accessible. If not accessible, mark as such and enter attic area in square feet. If accessible, enter type and area square feet as well as insulation depth and type. Insulation depth is an average and should be in inches. This information is required for the energy disclosure report.

#### 72) Roof Boards, Rafters, Insulation & Mechanical Ventilation

- A) The evaluator shall make a visual inspection of the underside of the roof sheathing using the scuttle hole or other access when provided. The evaluator shall note any defects or deficiencies such as rot, decay, broken rafters, damaged components, improper framing, and mark them as **B**.
- B) The evaluator shall determine if the rafters and sheathing are in sound structural condition. If the evaluator estimates that there is the potential for structural failure mark as **SC**.
- C) The evaluator shall determine if plumbing stack vents are visible and continuous to the outside. If plumbing vents are not continuous to the outside, mark as **RRP**. If abandoned plumbing vents are not capped off, mark as **RRE**.
- D) The evaluator shall inspect the condition of the visible chimney in the attic areas for deterioration, holes or other visible defects. If the chimney appears to be structurally adequate, but has other visible defects, mark as **B**. If the chimney appears to be structurally unsafe, mark as **SC**.
- E) The evaluator shall determine if there is attic insulation and ventilation. Indicate the location, type and depth. If access to the attic code is not provided, (closets not cleaned out, locked,, etc) mark as **RRE** and note why in the comments column. The evaluator is to return to complete the evaluation when the attic is made accessible.
- F) If the evaluator is unable to evaluate the attic because the attic access is too small, there is a very limited view of the attic spaces, sealed attic doors, no walking surface, or the like, mark as **C** and clearly note an explanation in the comments column.

### 73) Evidence of Dampness or Staining

- A) The evaluator shall determine whether there is evidence of present or apparent signs of past water seepage or leakage and mark **C** no evidence of dampness or staining or **C** evidence of dampness and staining, and add appropriate comments as to location, extent, etc.

### 74) Electrical Outlets and/or Fixtures

Electrical outlets/fixtures - Permit is NOT required to cap wires & put back into the box. A permit is required when installing a fixture or a junction box.

- A) The evaluator shall determine if the required number of electrical outlets and fixtures are provided in this area per Minneapolis Code of Ordinances Section 244.420. If these items do not exist mark as **B**.
- B) The evaluator shall determine if all wiring, outlets and fixtures present in this area has been properly installed, maintained and energized in a manner which complies with the present State Electrical Code or the code applicable at the time of installation. If not properly installed, mark as **B**.
- C) The evaluator shall note extension cords in use in lieu of permanent wiring, or extension cords located in inappropriate areas (under floor covering, through walls, etc.) If found, mark as **SC**.
- D) The evaluator shall visually check for items such as missing covers plates, open junction boxes, broken or missing switches or outlets, or missing knockouts. If found, mark as **SC**. Look for exposed wiring such as live, uncapped or un-taped wires protruding outside a junction box, frayed wires, exposed contacts, or due to a missing fixture. If found, mark as **RRE or RRP**. Wiring that is spliced must be in a junction box, if not mark as **RRP**. **NOTE:** Some knob & tube wiring may be properly spliced outside a junction box. Note: Required lighting shall be repaired, not capped.
- E) Knob and tube wiring covered by insulation shall be marked as **SC**. This will usually be in the attic.
- F) The evaluator will randomly check at least half of all outlets in each room with an electrical outlet-testing device, to determine if the outlets are properly wired. If not, mark as **B**.
- G) If any grounding type outlets are not grounded, mark as **SC**.
- H) The evaluator will check all GFCI outlets or (GFCI circuit breakers) in each room with an electrical outlet-testing device. If any GFCI outlet or GFCI circuit breaker does not trip, mark as **RRE**.
  - A) Ungrounded GFCI's may not trip when a tester is used. In that case, test the outlet manually. The outlet should still trip. If not, mark as **RRE**.
- I) The evaluator shall determine if the fixture is designed to have a globe or protective device covering the bulb. If missing, mark as **B**.
- J) The evaluator shall note all cord hung pendant lights and outlets and mark as **SC**. These are often found in basements, attic's and closets.
- K) The evaluator shall determine if there are any ungrounded metallic light fixtures and/or electrical outlets located within 8 feet vertically or 5 feet horizontally of ground or grounded metal objects or plumbing/sinks or water supply. Such ungrounded fixtures or outlets will be marked as **SC**.

### 75) Mechanical Venting

- A) If mechanical exhaust is provided, the evaluator shall determine if the unit is operational. If not, mark as **B**.
- B) The evaluator shall determine if mechanical ventilation provided for bath, toilet or kitchen rooms is continuous to the outside. If these vents are not continuous to the outside, mark as **RRP**. Include comments if the ductwork is not of approved materials as this will need to be corrected at the same time. The vent shall be properly installed and cannot just be connected to the bottom of a roof vent. (OK to code and comment here or in section # 33 or # 48).
- C) If the vent is continuous to the exterior, determine if the exhaust vent is of approved materials (metallic or plastic). (Kitchen exhaust venting must be metal). If not, mark as **B**. (OK to code and comment here or in section # 33 or # 48).

## EXTERIOR

Enter the number of single pane windows at the property. Single pane windows are defined as windows that do not have storms. This information is required for the energy disclosure report.

### 76) Foundation

- A) The evaluator shall determine if all visible components of the foundation are in a professional state of repair. Missing or damaged mortar, broken, loose or missing block or bricks shall be marked as **B**. Damaged or loose plaster/stucco on the foundation, or exposed foam insulation shall be marked as **B**. The evaluator shall also check the foundation walls conditions such as leaning, cracks, and buckling or bulging conditions, which may indicate structural failure. If these conditions exist, mark as **SC**.
- B) Note if there are trees or shrubs growing at the foundation. Mark as **C** and comment.
- C) If areas are concealed by brick, stucco, snow, vegetation, etc., indicate with a **C** and comment (e.g. "areas concealed by vegetation", "can't view to evaluate due to some reason...")

**77) Basement Windows/Frames**

- A) The evaluator shall determine if the windows and frames have been kept in a professional state of repair including the condition of the paint, glazing and hardware and note if decay or rotting is present. If substandard conditions exist, mark as **B**.
- B) Mark as **B** any cracked, missing or broken panes. Mark as **SC** any broken glass with exposed edges that present a cut hazard.

**78) Drainage (grade)**

- A) The evaluator shall determine if grading conditions are such that they provide proper drainage away from the dwelling. If the grade does not allow surface water to drain away from the building, mark as **B**. Gutters and downspouts, if provided, shall be kept in a professional state of repair. If they are not, mark as **B**.

**79) Exterior Walls**

- A) The evaluator shall determine if all visible components of the exterior walls are protecting the dwelling against the elements, and are kept in a professional state of repair (look for items such as rot, weathered or cracked, flaked or peeling paint). Walls shall be reasonably weather-tight, watertight and rodent-proof. The protective surfaces on exterior walls of the dwelling shall be maintained in good repair so as to protect the structural elements underneath. If these items do not exist, mark as **B**. (MHMC Section 244.500).
- B) The evaluator shall carefully check the walls for conditions such as leaning, cracks, and buckling or bulging conditions, which may indicate structural failure. If the evaluator estimates that there is the potential for structural failure of the wall, mark as **SC**.
- C) Every dwelling shall have the proper street address posted front and rear as per MHMC Section 244.970. If dwelling does not comply mark as **B**. (See also # 90 for more details).

**80) Doors (Frames/Storms/Screens/Dead Bolts)**

- A) The evaluator shall determine if all exterior doors of the dwelling are provided with a storm door, unless the prime door has energy efficiency rating of R2. If not, mark as **B**.
- B) The evaluator shall determine if the doors have been kept in a professional state of repair, including the condition of the paint and glazing, and note if broken doorjamb, decay or rotting is evident. If substandard conditions exist, mark as **B**. Mark as **B** any cracked, missing or broken panes. Mark as **SC** any broken glass with exposed edges that present a cut hazard.
- C) The evaluator shall check to see that all dwelling units have an approved dead bolt lock on all exterior doors. Dead bolt locks shall not be less than 3/8 inch in its least dimension with a throw of at least 3/4-inch which penetrates into the strike plate not less than 3/8 inch. If the dead bolt does not meet these dimensions, mark as **B**. Deadbolt locks open-able from the inside with a key are not allowed above the ground story doors of two-family dwellings. If found, mark as **B**. (MHMC 244. 1650 &1680)

**81) Windows (Frames/Storms/Screens)**

- A) The evaluator shall determine if the screens and windows have been kept in a professional state of repair, including the condition of the paint and glazing, and note if decay or rotting is evident. If substandard conditions exist, mark as **B**. Mark as **B** any cracked, missing or broken panes. Mark as **SC** any broken glass with exposed edges that present a cut hazard.
- B) The evaluator shall determine if the required number of storms and screens are installed at the time of the evaluation. Comment if they are not installed, stored at the property, or are missing.

**82) Stoops**

- A) The evaluator shall determine if exterior stairways, porches and other appurtenances have been constructed so as to be safe for normal use and loading. If these items are unsafe, or incapable of carrying normal loads, mark as **SC**. Determine if these items have been kept in a professional state of maintenance and repair. If these conditions are not met, mark as **B**.
- B) The evaluator shall determine if the exterior steps have met the rise, run and width requirements of the Housing Maintenance Code. (Min. run 9", max. rise 8", min. width 30"). Steps not meeting these requirements shall be marked **B**.
- C) The evaluator shall determine if stairs of four or more risers are provided with handrails. The Evaluator shall determine if the handrails are properly installed and securely fastened. The handrails shall be located 30-34 inches above the nosing to comply with Housing Maintenance Code or 34-38 inches with the ends returned or terminated in newel posts or safety terminals to comply with the Minnesota State Building Code. Either installation must be separated by 1½ inches from any walls. Handrails not meeting these requirements shall be marked **B**.

- D) A guardrail shall be located on the open sides of a stairway and be securely attached. The openings in a guardrail shall meet the requirements of the Housing Maintenance Code per Section 244.555 such that no object 9” in diameter can pass between two intermediate rails. Guardrails not meeting these requirements shall be marked **B**.

### 83) Cornice and Trim

- A) The evaluator shall determine if the cornice and trim has been maintained in a professional manner and if the paint or finish surface meets the minimum standards of the Minneapolis Housing Maintenance Code Section 244.500, which pertains to protective surfaces. If not, mark as **B**.

### 84) Roof Covering and Flashing

- A) Although the evaluator is expected to conduct as thorough an investigation of the roof covering and flashing as possible, the evaluator is not required to use a ladder to observe the roof. The condition of the roof coverings shall be evaluated based on observations from the ground and through the window openings. The evaluator shall use binoculars to aid in viewing the roof or flashing when needed.
- B) The roof shall be weather resistive and have no defects that admit rain. The evaluator shall determine if there are missing shingles, shingles with granules worn off, curled shingles, damaged or deteriorated valleys or flashing. If conditions such as these exist, mark as **B**.
- C) The evaluator shall note if any tree limbs or branches are touching the roof. If this condition exists, mark as a **C** and comment.
- D) If areas of the roof are not visible from the ground and/or available window, mark as **C** and comment with a reasonable explanation (e.g. “snow covered”). If snow covered, very often there are still some areas that are visible. The evaluator shall evaluate and comment on any area’s that are visible.

### 85) Chimney

- A) The evaluator shall determine if the chimney or chimneys have been kept in a professional state of maintenance and repair. If not, mark as **B**.
- B) Any chimney that has missing brick, stone, or mortar shall be marked as **B**. If the evaluator estimates that there is the potential for structural failure of the chimney mark as **SC**.
- C) The evaluator shall determine if the chimney extends the appropriate height above the roof or adjacent obstructions. If the chimney does not obviously meet the requirements, mark as **B**.
- D) The evaluator shall observe whether or not a metal flue liner or other approved flue liner has been provided in the chimney when a gas fired heating plant is used. If flue liner is not visible from the ground, mark this as **C** and note this information in the comment column.
- E) If Transite (asbestos) type vent piping is visible and appears to be in good condition, mark as **C** and comment. If substantial signs of deterioration are visible, mark as **RRP**.

### 86) Electrical Outlets and/or Fixtures

- A) The evaluator shall determine if the required number of electrical outlets and fixtures are provided in this area per Minneapolis Code of Ordinances Section 244.420. If these items do not exist mark as **B**.
- B) The evaluator shall determine if all wiring, outlets and fixtures present in this area has been properly installed, maintained and energized in a manner which complies with the present State Electrical Code or the code applicable at the time of installation. If not properly installed, mark as **B**.
- C) The evaluator shall note extension cords in use in lieu of permanent wiring, or extension cords located in inappropriate areas (under floor covering, through walls, etc.) If found, mark as **SC**.
- D) The evaluator shall visually check for items such as missing covers plates, open junction boxes, broken or missing switches or outlets, or missing knockouts. If found, mark as **SC**. Look for exposed wiring such as live, uncapped or un-taped wires protruding outside a junction box, frayed wires, exposed contacts or due to a missing fixture. If found, mark as **RRE or RRP**. (Permit is needed to install a fixture, no permit needed to cap wires & put back into the box.) Wiring that is spliced must be in a junction box, if not mark as **RRP**. **NOTE:** Some knob & tube wiring may be properly spliced outside a junction box. Note: Required lighting shall be repaired, not capped.
- E) The evaluator will randomly check at least half of all exterior outlets with an electrical outlet-testing device, to determine if the outlets are properly wired. If not, mark as **B**.
- F) If any grounding type outlets are not grounded, mark as **SC**.
- G) The evaluator will check all GFCI outlets or (GFCI circuit breakers) in this area with an electrical outlet-testing device. If any GFCI outlet or GFCI circuit breaker does not trip, mark as **RRE**.
  - A) Ungrounded GFCI’s may not trip when a tester is used. In that case, test the outlet manually. The outlet should still trip. If not, mark as **RRE**.

- H) The evaluator shall determine if the fixture is designed to have a globe or protective device covering the bulb. If missing, mark as **B**.
- I) The evaluator shall determine if exterior electrical switch/outlet/junction boxes exposed to the weather are provided with a weather-tight cover and are properly grounded. If not, indicate this as **SC**.
- J) If the exterior mast is broken or is improperly secured to building mark as **RRP**.
- K) The evaluator shall check that the electrical service drop wires are located at a minimum of 10 feet above grade or walking surface and 12 feet above driveways. If wires are not properly located, mark as **B**. If there is a high probability of contact with the wires, mark as **LIC**.

#### 87) Exterior Plumbing/Backflow Prevention

- A) The evaluator shall also check if the outside sill cocks have backflow prevention (valves). If not, mark as **RRE**.

#### 88) Two -Family Dwelling Egress

- A) The evaluator shall determine if proper private egress is provided from the two-family dwelling, per MHMC 244.960. If not, mark as **B**.

#### OPEN/UNHEATED TYPE PORCHES

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#### 89) Floor

- A) Deficiencies and/or damage in the floor shall be marked **B**. Comment on any apparent out-of-level floors.
- B) By visual inspection, determine if the floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark as **B**. If there is a potential for immediate structural failure mark as **SC**.
- C) The evaluator is not required to evaluate the condition of floor coverings such as linoleum, tile or carpeting unless their condition presents a potential risk through traffic areas. If a tripping potential exists, the evaluator may mark the incident as **SC**.

#### 90) Walls

- A) Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workman-like state-of repair, mark as **B**.
- B) If the evaluator estimates that there is the potential for immediate structural failure of a wall or ceiling mark as **SC**.
- C) The evaluator is not responsible for determining the condition of wallpaper, paint and other obvious cosmetic items.
- D) Check the entire room, including walls, ceilings and closets for evidence water seepage, stains or water damage. Mark as **C** no evidence of dampness or staining or **C** evidence of dampness and staining, and add appropriate comments as to location, extent, etc. The evaluator shall comment if obvious patches have been made to plaster or drywall.

#### 91) Roof /Ceiling

- A) The evaluator shall visually check the condition of the rafters and roof sheathing. If these items are not visible and the evaluation cannot be made, mark as **C** and comment on why the evaluation could not be done. If the evaluator is unable to evaluate the roof because the attic access is too small, there is a very limited view of the attic spaces, sealed attic doors, no walking surface, or the like, mark as **C** and clearly note in the comments column an explanation.
- B) The evaluator shall note any defects or deficiencies such as rot, decay, broken rafters, damaged components, improper framing, and mark as **B**.
- C) Visually inspect the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a workman-like state-of repair, mark as **B**.
- D) If the evaluator is unable to evaluate the attic because it is locked, or not made accessible to the evaluator, then mark as **RRE** with the comment "Evaluator to return to complete the evaluation when attic is accessible".
- E) If the evaluator estimates that there is the potential for structural failure of the rafters and/or sheathing, mark as **SC**.

#### 92) Doors/Screens/Windows

The evaluator shall determine if the screens and windows have been kept in a professional state of repair, including the condition of the paint and glazing, and note if decay or rotting is evident.

- A) If substandard conditions exist, mark as **B**. Mark as **B** any cracked, missing or broken panes. Mark as **SC** any broken glass with exposed edges that present a cut hazard.
- B) The evaluator shall determine if the required number of storms and screens are installed at the time of the evaluation and mark as **C** and comment if they are not installed, stored at the property, or are missing.

- C) The evaluator shall determine if the doors have been kept in a professional state of repair, including the condition of the paint and glazing, and note if broken doorjambs, decay or rotting is evident. If substandard conditions exist, mark as **B**. Mark as **B** any cracked, missing or broken panes. Mark as **SC** any broken glass with exposed edges that present a cut hazard.

### 93) Electrical outlets/fixtures

Electrical outlets/fixtures - Permit is NOT required to cap wires & put back into the box. A permit is required when installing a fixture or a junction box.

- A) The evaluator shall determine if the required number of electrical outlets and fixtures are provided in this area per Minneapolis Code of Ordinances Section 244.420. If these items do not exist mark as **B**.
- B) The evaluator shall determine if all wiring, outlets and fixtures present in this area has been properly installed, maintained and energized in a manner which complies with the present State Electrical Code or the code applicable at the time of installation. If not properly installed, mark as **B**.
- C) The evaluator shall note extension cords in use in lieu of permanent wiring, or extension cords located in inappropriate areas (under floor covering, through walls, etc.) If found, mark as **SC**.
- D) The evaluator shall visually check for items such as missing covers plates, open junction boxes, broken or missing switches or outlets, or missing knockouts. If found, mark as **SC**. Look for exposed wiring such as live, uncapped or un-taped wires protruding outside a junction box, frayed wiring, exposed contacts, or due to a missing fixture. If found, mark as **RRE or RRP**. Wiring that is spliced must be in a junction box, if not mark as **RRP**. NOTE: Some knob & tube wiring may be properly spliced outside a junction box. Note: Required lighting shall be repaired and not capped.
- E) The evaluator will randomly check at least half of all outlets in this area with an electrical outlet-testing device, to determine if the outlets are properly wired. If not, mark as **B**.
- F) If any grounding type outlets are not grounded, mark as **SC**.
- G) The evaluator will check all GFCI outlets or (GFCI circuit breakers) in this area with an electrical outlet-testing device. If any GFCI outlet or GFCI circuit breaker does not trip, mark as “**RRE.**”  
(1) Ungrounded GFCI’s may not trip when a tester is used. In that case, test the outlet manually. The outlet should still trip. If not, mark as **RRE.**
- H) The evaluator shall determine if the fixture is designed to have a globe or protective device covering the bulb. If missing, mark as **B**.
- I) The evaluator shall determine if exterior electrical switch/outlet/junction boxes exposed to the weather are provided with a weather-tight cover and are properly grounded. If not, indicate this as **SC**.

### GARAGE / Accessory Buildings

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**NOTE:** Garages /accessory buildings must be evaluated from the inside also. If there are plumbing fixtures or heating appliances, evaluate as you would otherwise in this guide.

### 94) Roof Structure and Covering

The evaluator shall follow the same procedural guidelines as set out in Item 80 to evaluate the roof covering and flashing. The evaluator shall also determine the condition of the rafters and roof sheathing from inside the garage. If these items are not visible, note in the information column.

- A) The roof shall be weather resistive and have no defects that admit rain. The evaluator shall determine if there are missing shingles, shingles with granules worn off, or damaged or deteriorated valleys or flashings. If any of these conditions exist, mark as **B**.  
(1) If the evaluator estimates that there is the potential for structural failure of the rafters and/or sheathing, mark as **SC**.
- B) If the garage is locked or not accessible, the evaluator shall mark as **RRE**, with comments: “Not accessible, re-inspection necessary to complete evaluation

### 95) Wall Structure and Covering

- A) The evaluator shall determine if all visible components of the exterior walls are protecting the garage against the elements, and are kept in a professional state of repair (look for items such as rot, weathered or cracked, flaked or peeling paint). Walls shall be reasonably weather-tight, watertight and rodent-proof. The protective surfaces on exterior walls of the garage shall be maintained in good repair so as to protect the structural elements underneath. If these items do not exist, mark as **B**. (MHMC Section 244.500).
- B) The evaluator shall carefully check the walls for leaning, cracks, buckling and/or bulging conditions that may indicate structural failure. If the evaluator estimates that there is the potential for structural failure of the wall, mark as **SC**.



- C) The wall between the house and the garage shall have no windows or other openings in it other than a 20 minute fire rated door or a solid wood door not less than 1 3/8" thick, or a solid or honeycomb core steel door. Per MSBC 309. If these conditions exist, mark as **B**.
- D) The evaluator shall determine if the dwelling has the proper street address number conspicuously posted in the front and in the rear or on a building accessory to the dwelling at the rear so as to be readily identified in case of fire or other emergency, per section 244.970. The numbers shall be mounted on a permanently fixed surface, the numbers shall be Arabic, a minimum of two inches in height, and be of a contrasting color. If these conditions are not met, mark as **B**.

#### 96) Garage Doors

- A) The evaluator shall determine if the entranceways to accessory structures are provided with exterior doors that are maintained in a professional state of maintenance and repair. If not, mark as **B**.

#### 97) Automatic Garage Door Opener

- A) If at all possible the evaluator shall test the automatic garage door opener, if present. If the door has a light beam, the evaluator shall break the beam to test the reverse mechanism on the door. If the door does not have a light beam the evaluator shall ask the owner if they object to the testing of the automatic garage door opener. The evaluator should inform the owner of the consequences of a malfunctioning opener and damages that could be incurred if the 2 x 4 block is used. If owner refuses or owner is not present, this should be marked **C** and comment. If the owner allows the test, place a 2 x 4 block flat under the middle of the door and allow the door to close. If the reverse mechanism doesn't work, mark as **SC**.

#### 98) Electrical Outlets and/or Fixtures

Electrical outlets/fixtures - Permit is NOT required to cap wires & put back into the box. A permit is required when installing a fixture or a junction box.

- A) The evaluator shall determine if the required number of electrical outlets and fixtures are provided in this area per Minneapolis Code of Ordinances Section 244.420, if not, mark as **B**.
- B) The evaluator shall determine if all wiring, outlets and fixtures present in this area has been properly installed, maintained and energized in a manner which complies with the present State Electrical Code or the code applicable at the time of installation. If not properly installed, mark as **B**.
- C) The evaluator shall note extension cords in use in lieu of permanent wiring, or extension cords located in inappropriate areas (under floor covering, through walls, etc.) If found, mark as **SC**.
- D) The evaluator shall visually check for items such as missing covers plates, open junction boxes, broken or missing switches or outlets, or missing knockouts. If found, mark as **SC**. Look for exposed wiring such as live, uncapped or un-taped wires protruding outside a junction box, or due to a missing fixture. If found, mark as **RRE or RRP**. Wiring that is spliced must be in a junction box, if not mark as **RRP**. NOTE: Some knob & tube wiring may be properly spliced outside a junction box. Note: Required lighting shall be repaired, not capped.
- E) The evaluator will randomly check at least half of all outlets in each room with an electrical outlet-testing device, to determine if the outlets are properly wired. If not, mark as **B**.
- F) If any grounding type outlets are not grounded, mark as **SC**.
- G) The evaluator will check all GFCI outlets or (GFCI circuit breakers) in this area with an electrical outlet-testing device. If any GFCI outlet or GFCI circuit breaker does not trip, mark as **RRE**.
  - (1) Ungrounded GFCI's may not trip when a tester is used. In that case, test the outlet manually. The outlet should still trip. If not, mark as **RRE**.
- H) The evaluator shall determine if the fixture is designed to have a globe or protective device covering the bulb. If missing, mark as **B**.
- I) The evaluator shall determine if exterior electrical switch/outlet/junction boxes exposed to the weather are provided with a weather-tight cover and are properly grounded. If not, indicate this as **SC**.
- J) If the exterior mast is broken or is improperly secured to building mark as **RRP**.
- K) The evaluator shall check that the electrical service drop wires are located at a minimum of 10 feet above grade or walking surface and 12 feet above driveways. If wires are not properly located, mark as **B**. If there is a high probability of contact with the wires, mark as **LIC**.
- L) Garage door openers must be plugged directly into an outlet. If they are plugged into an extension cord, mark as **SC**.

#### MISCELLANEOUS

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#### 99) Clutter/Sanitation/Vermin

- A) The evaluator shall determine if there is an excessive amount of clutter. Clutter would be defined as any stored material that is not decaying organic matter (garbage). For example, a room in a dwelling may have furniture stacked from the

floor to ceiling and wall to wall; this would be considered excessive clutter. City ordinance 244.695 allows for no more than 4 cubic feet of stored material in any room (any enclosed area that can be completely closed off from other rooms in the dwelling), porch or deck. Further, the ordinance requires that garages have no more than 160 cubic feet of stored material and attics or basements have no more than 250 cubic feet of stored material. If the amounts of allowable stored material is significantly exceeded the evaluator will mark as **SC**.

- B)** Ordinance 244.690 states, “every occupant of a dwelling or dwelling unit shall keep in a clean and sanitary condition that part of the dwelling unit, and premises thereof which that person occupies or controls”. The evaluator shall determine if there is a sanitation problem (sanitary: the condition of being completely free from infective, physically hurtful, diseased, poisonous, unwholesome, or otherwise unhealthful substances). For example, unsanitary conditions include excessive rotting garbage, excessive human or animal waste, or standing sewage in the basement. Excessive dirty dishes piled on countertops because there are too many dirty dishes already in the sink, combined with burned on or dried on food spills on the kitchen cupboards, countertops, appliances, floors and walls, would also be considered unsanitary. However, realizing that even in our own dwellings we may have sanitation problems on occasion, for the evaluators guidance only excessive amounts of unwholesome or unhealthy substances will be marked as **SC**.
- C)** The evaluator shall determine if there is a cockroach, mouse, rat problem or other infestation in the dwelling or on the premises. Cockroaches will most likely be found in and around the kitchen or bathroom. Most cockroaches are brought into a dwelling in personal and household items. Spraying with insecticide and using poisonous bait is the most effective control measure for cockroaches. Mice will most often be found in the kitchen or where food is stored. Mice can be found in every yard but only enter a dwelling because there is an entry point. Repair the entry point and the mice cannot get into the dwelling. Mice in a dwelling are best controlled by the use of snap traps baited with peanut butter. Rats may be found anywhere in the dwelling, but most often in the kitchen and in the basement or where food is stored. Rats gain entrance to a dwelling through an open (including toilets where the water seal has evaporated) or broken sewer line. Rats in a dwelling are best controlled by the use of snap traps. If the evaluator finds vermin in the dwelling, mark as **SC**.

#### **100) Other**

- A)** If the evaluator finds something that needs to be mentioned but it doesn't fit in any other area, enter it here. This space is not to be used for promoting evaluator business.

#### **WALL INSULATION**

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Indicate if there is an existing hole drilled in the wall that you will be utilizing to conduct your wall insulation inspection. If a hole does not exist yet, you will need to find a discreet location, such as a closet, on an exterior facing interior wall. Verify the location with the homeowner before you drill into the wall. The hole should be drilled within 2 feet of the floor and shall be 2” in diameter. Once drilled, look into the hole to determine if there is any insulation and if so, the depth down to the half inch. Make sure to clean up any dust created from drilling. Insert 2” plug into the hole once inspection is completed to cap the opening.

In the online application, indicate where the hole used for the inspection is located and please be specific as to the room and room location within the house. This will help on future evaluations in quickly and easily finding the already existing hole. Indicate the wall type, area, insulation depth, and type of insulation used.

If a hole already exists from a previous TISH evaluation, the system will autofill the location of the hole. Locate it and remove the wall plug to view the wall insulation. Indicate the wall type, area, insulation depth, and type of insulation used.

If the owner provides you with a copy of an energy audit completed by an external company (i.e. Home Energy Squad), confirm that it is within the allowed 5 year timeline which is 5 years prior to the date you are doing the evaluation. If the report is valid and within the appropriate timeline, in the online application on the Dwelling Information page, check the box to certify that you have seen the report and it is within the allowed timeline and enter the date the external energy audit was completed. You will still need to enter the location of the wall hole but all other information is not required. Let the seller know they will need to have the external energy audit on display along with the TISH report at all openings.

## **CONDO CONVERSIONS**

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### **101) Condo Conversion Professional Opinion**

- A) The evaluator shall verify that the required condo conversion professional opinion, signed by a licensed architect or engineer, is available on-site and C comment as such. If not available, mark as LIC and comment that “the seller must be responsible for this”. Give the seller a copy of the PO verification form to be signed by the professional and submitted to the city.

#### **Acronyms:**

MHMC = Minneapolis Housing Maintenance Code

MSBC = Minnesota State Building Code

MSMFGP = Minnesota State Mechanical, Fuel Gas, and Plumbing code