

# chfa nspire reference and implementation guidebook

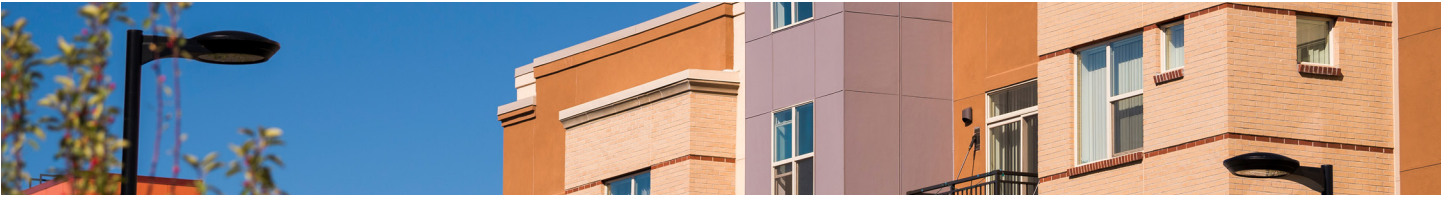


2025 • Volume 2

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



# chfa's top 10 common deficiencies for nspire



Deficiency	Severity Rating	CHFA Guidebook Page Number	HUD NSPIRE Compilation Bulletin Page Number
Fire Doors	❗ Severe/Life-threatening	14	88
Fire Extinguishers	❗ Severe/Life-threatening	13	169
Sprinkler Heads	❗ Severe/Life-threatening	12	389
Smoke Detectors/Carbon Monoxide Detectors	❗ Severe/Life-threatening	11-12	Smoke Detectors: 382 Carbon Monoxide Detectors: 22
GFCI/AFCI Protection	❗ Severe/Life-threatening	20	120
Outlets/Outlet Covers	❗ Severe/Life-threatening	20	120
Infestation	❗ Severe/Life-threatening	17	258
Blocked Egress	❗ Severe/Life-threatening	16	114
Sharps Hazards	❗ Severe/Life-threatening	17	357
Combustible Items (stored in mechanical closets)	❗ Severe/Life-threatening	13	179

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

## Severity Rating Key:

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

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

# table of contents



1.0 exterior areas	1
1.1 Address and Signage	1
1.2 Fencing/Gates	1
1.3 Retaining Walls	1
1.4 Parking Lots	2
1.4.1 Property-owned Driveways and Private Roads	2
1.5 Walkways and Ramps	2
1.6 Site Drainage	3
1.7 Litter or Discarded Items	3
2.0 structural and structural systems	4
2.1 Structural	4
2.2 Structural System	4
2.3 Roofing	4
2.3.1 Roof Drains and Ponding	4
2.3.2 Roof Assembly	5
2.4 Fire Escapes	5
2.5 Exterior Wall Covers	5
2.6 Foundations	6
2.7 Chimneys	6
3.0 mechanical	7
3.1 Elevators	7
3.2 Gas and Oil Leaks	7
3.3 Plumbing and Water Leaks	7
3.4 Sanitary Leak	8
3.5 Water Heaters	8
3.6 Heating and Cooling (HVAC)	9
3.6.1 Minimum HVAC Requirements	9
3.6.2 HVAC Equipment	10
3.7 Drains	10
3.8 Trash Chutes	10
4.0 fire safety	11
4.1 Smoke Alarms	11
4.2 Carbon Monoxide Detectors	12
4.3 Fire Sprinkler System	13
4.4 Fire Extinguishers	13
4.5 Flammables/Combustibles	14
4.6 Fire-labeled Doors	14
4.7 Call-for-Aid System	15
4.8 Auxiliary Lights	15
4.9 Exit Signs	16

<b>5.0 hazardous conditions</b>	<b>17</b>
5.1 Blocked Egress	17
5.2 Sharp Edges	18
5.3 Infestation	18
5.4 Tripping Hazards	19
5.5 Lead-based Paint	19
5.6 Mold-like Substance	20
<b>6.0 lighting and electrical</b>	<b>21</b>
6.1 Outlets, Switch, Conductors	21
6.2 GFCI and AFCI Protection	22
6.3 Breaker Boxes/Electric Service Panels	22
6.4 Minimum Electrical and Lighting	22
6.5 Exterior Lighting	23
6.6 Interior Lighting	23
<b>7.0 finishes and railing</b>	<b>24</b>
7.1 Floor Coverings and Finishes	24
7.2 Ceiling Coverings and Finishes	24
7.3 Wall Coverings and Finishes	25
7.4 Stairs and Steps	25
7.5 Guardrails	26
7.6 Handrails	26
<b>8.0 kitchens</b>	<b>27</b>
8.1 Kitchen Cabinetry	27
8.2 Kitchen Countertops	27
8.3 Kitchen Sinks/Sinks	28
8.4 Refrigerators	28
8.5 Cooking Appliance	29
8.6 Range Hood/Fan/Ventilation	29
<b>9.0 bathroom and laundry</b>	<b>30</b>
9.1 Bathroom Exhaust Fan	30
9.2 Cabinetry (Bathroom/Laundry)	30
9.3 Clothes Dryers	31
9.4 Toilets	31
9.5 Showers/Bathtubs	32
9.5.1 Unit Shower/Bathtub	32
9.5.2 Common Area Shower/Bathtub	32
9.6 Grab Bars	32
<b>10.0 windows and doors</b>	<b>33</b>
10.1 Windows	33
10.1.1 Unit Windows	33
10.1.2 Common Area Windows	33
10.2 Garage Doors	34
10.3 Entry Doors and Hardware	34
10.3.1 Entry Door Surface	35
10.4 General Doors	35

# 1.0 exterior areas



## 1.1 Address and Signage

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

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

## 1.2 Fencing/Gates

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

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

## 1.3 Retaining Walls

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

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

## 1.4 Parking Lots

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

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

### 1.4.1 Property-owned Driveways and Private Roads

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

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

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

## 1.5 Walkways and Ramps

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

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

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

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

## 1.6 Site Drainage

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

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

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

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

## 1.7 Litter or Discarded Items

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

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



# 2.0 structural and structural systems



## 2.1 Structural

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

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

## 2.2 Structural System

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

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

## 2.3 Roofing

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

### 2.3.1 Roof Drains and Ponding

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



## 2.3.2 Roof Assembly

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

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

## 2.4 Fire Escapes

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

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

## 2.5 Exterior Wall Covers

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

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

## 2.6 Foundations

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

## 2.7 Chimneys

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

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

# 3.0 mechanical



## 3.1 Elevators

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

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

## 3.2 Gas and Oil Leaks

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

## 3.3 Plumbing and Water Leaks

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

Water leaks from environmental issues may appear as:

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

Leaks in the plumbing system may result in:

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

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

### 3.4 Sanitary Leak

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

### 3.5 Water Heaters

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

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

Acceptable relief valve discharge piping materials include:

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

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

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

## 3.6 Heating and Cooling (HVAC)

### 3.6.1 Minimum HVAC Requirements

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

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

- Cooking appliances
- Space heaters
- Fireplaces/Wood stoves

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

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

## 3.6.2 HVAC Equipment

HVAC equipment will be inspected to ensure the following:

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

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

## 3.7 Drains

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

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

## 3.8 Trash Chutes

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

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



# 4.0 fire safety



## 4.1 Smoke Alarms

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

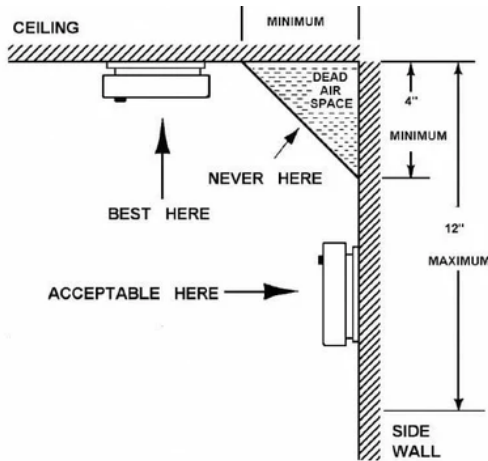
- If a smoke detector is mounted on the ceiling, it **cannot be within four inches** of the wall.
- If a smoke detector is mounted on the wall, it cannot be within four inches of the ceiling and it cannot be more than 12 inches from the ceiling.
- There must be a minimum of 36 inches between a smoke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

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

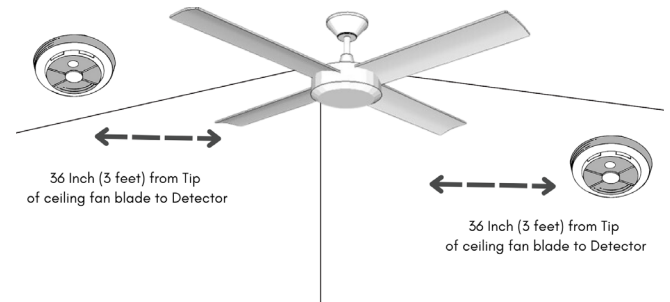
Deficiency	Severity Rating	Repair Timeframe
Smoke alarm not installed within or outside a sleeping room	❗ Life-threatening	❗ 24 hours
If applicable: each level of a unit does not have at least one smoke detector	❗ Life-threatening	❗ 24 hours
Ceiling-mounted smoke alarm within four inches of a wall	❗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

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

#### A NFPA Smoke Detector Diagram



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



## 4.2 Carbon Monoxide Detectors

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

The essentials of the governing codes are as follows:

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

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

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

## 4.3 Fire Sprinkler System

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

A Corroded Sprinkler Head



B Loose Sprinkler Hardware



## 4.4 Fire Extinguishers

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

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

## 4.5 Flammables/Combustibles

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

Examples include:

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

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

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

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

## 4.6 Fire-labeled Doors

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

Deficiency	Severity Rating	Repair Timeframe
Common area: fire door cannot be locked/secured	✅ Moderate	30 days
Fire-labeled door failed to open	❗ Severe	❗ 24 hours
Missing or inoperable self-closing hardware	❗ Severe	❗ 24 hours
Identified hole of any size	❗ Severe	❗ 24 hours
Damaged hardware that affects functionality	❗ Severe	❗ 24 hours
Damaged or missing door seal/gasket	❗ Severe	❗ 24 hours
Fire door is propped open	❗ Severe	❗ 24 hours
Obstructed fire door	❗ Severe	❗ 24 hours
Unit: fire door cannot be locked/secured	❗ Severe	❗ 24 hours
Missing fire door (evidence of prior installation)	❗ Life-threatening	❗ 24 hours

❗ **Important to note:** With the implementation of the NSPIRE Standards, CHFA has decided that to ensure the proper function of a fire rated door that **all** identified doors with a fire rating will be **required** to have a self-closing device, and it must function as designed. Additionally, if a proposal is presented to replace a fire door with a non-fire rated door approval must be obtained from the local fire district prior to the proposed replacement. Furthermore, this approval must also be sent to CHFA prior to the proposed replacement of the fire door to ensure proper compliance standards are being followed.

## 4.7 Call-for-Aid System

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

### Abandoned systems

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

### Offsite monitored systems

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

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

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

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

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

## 4.8 Auxiliary Lights

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

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

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

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

## 4.9 Exit Signs

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

- Intact, functional
- Firmly mounted and in good condition

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

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



# 5.0 hazardous conditions



## 5.1 Blocked Egress

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

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

❗ **Important to note:** NSPIRE standard states that resident-owned property should not be evaluated as an obstruction; CHFA will continue to inspect blocked egresses according to the old UPCS standard and will evaluate resident-owned property as an obstruction.

## 5.2 Sharp Edges

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

## 5.3 Infestation

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

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


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

## 5.4 Tripping Hazards

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

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

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

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

## 5.5 Lead-based Paint

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

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

## 5.6 Mold-like Substance

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

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

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

# 6.0 lighting and electrical

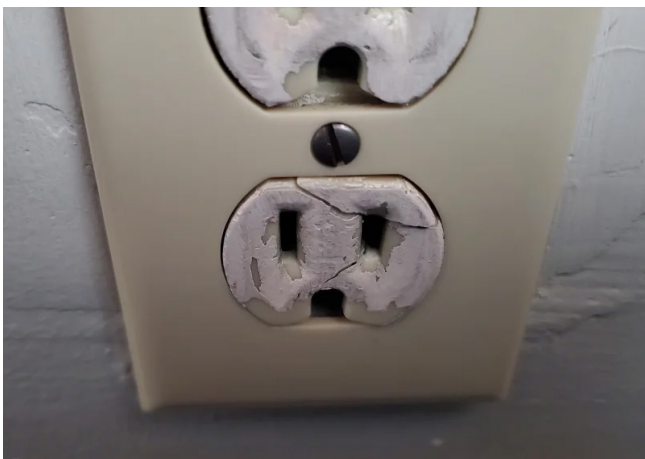


## 6.1 Outlets, Switch, Conductors

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

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

A Cracked Outlet



B Burn Marked Outlet



## 6.2 GFCI and AFCI Protection

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

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

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

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

## 6.3 Breaker Boxes/Electric Service Panels

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

## 6.4 Minimum Electrical and Lighting

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



## 6.5 Exterior Lighting

---

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

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

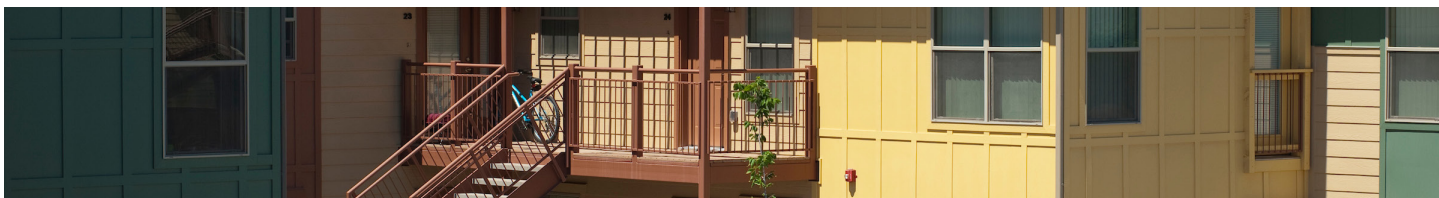
## 6.6 Interior Lighting

---

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

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

## 7.0 finishes and railing



### 7.1 Floor Coverings and Finishes

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

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

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

### 7.2 Ceiling Coverings and Finishes

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

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

## 7.3 Wall Coverings and Finishes

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

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

## 7.4 Stairs and Steps

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

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

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

## 7.5 Guardrails

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

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

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

## 7.6 Handrails

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

Missing:

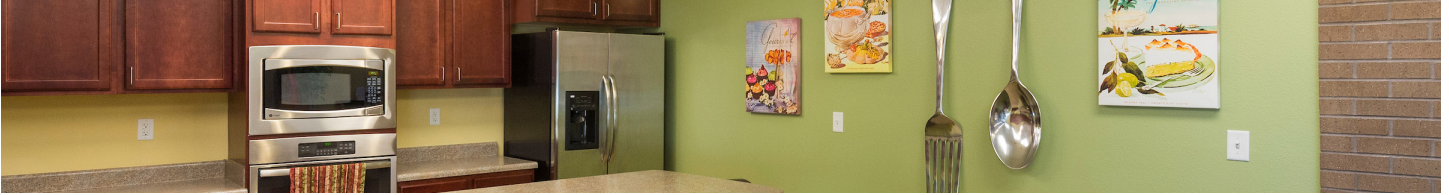
- When a set of stairs has four or more risers and there is not a railing present, a minimum of one handrail is required.

Damaged:

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

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

# 8.0 kitchens



## 8.1 Kitchen Cabinetry

Deficiency	Severity Rating	Repair Timeframe
Common areas: 50 percent or more of the cabinet components are missing, damaged, or failing to function as designed.	● Low	30 days
50 percent or more of the cabinets are missing.	✓ Moderate	30 days
Missing food storage area	✓ Moderate	30 days
Unit: 50 percent or more of the cabinet components are missing, damaged, or failing to function as designed.	✓ Moderate	30 days

🚩 **Important to note:** CHFA will continue to assess damage to cabinetry as any damage observed will be cited (i.e. missing door(s), damaged hardware, holes, etc.)

## 8.2 Kitchen Countertops

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

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

## 8.3 Kitchen Sinks/Sinks

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

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

## 8.4 Refrigerators

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

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

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

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



## 8.5 Cooking Appliance

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

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


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

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

## 8.6 Range Hood/Fan/Ventilation

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

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

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

# 9.0 bathroom and laundry



## 9.1 Bathroom Exhaust Fan

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

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

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

## 9.2 Cabinetry (Bathroom/Laundry)

Deficiency	Severity Rating	Repair Timeframe
Common area: evidence of damage or missing hardware to 50 percent or more of the cabinets within the bathroom/laundry	● Low	30 days
Unit: evidence of damage or missing hardware on 50 percent or more of the cabinets within the bathroom/laundry	✓ Moderate	30 days

**Important to note:** CHFA will continue to assess damage to cabinetry as any damage observed will be cited (i.e. missing door(s), damaged hardware, holes, etc.)

## 9.3 Clothes Dryers

Items that will be assessed include:

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

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

## 9.4 Toilets

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

Inspection of function and overall condition will include the following:

- Toilet flushes, refills, and stops running.

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

## 9.5 Showers/Bathtubs

### 9.5.1 Unit Shower/Bathtub

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

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

### 9.5.2 Common Area Shower/Bathtub

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

## 9.6 Grab Bars

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

# 10.0 windows and doors



## 10.1 Windows

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

### 10.1.1 Unit Windows

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

### 10.1.2 Common Area Windows

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

## 10.2 Garage Doors

NSPIRE standards assesses garage doors for two conditions:

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

## 10.3 Entry Doors and Hardware

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

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

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

### 10.3.1 Entry Door Surface

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

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

### 10.4 General Doors

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

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



# chfa nspire reference and implementation guidebook



2025 • Volume 2

800.877.chfa (2432)

800.659.2656 tdd

[www.chfainfo.com](http://www.chfainfo.com)

With respect to its programs, services, activities, and employment practices, Colorado Housing and Finance Authority prohibits unlawful discrimination against applicants or employees on the basis of age 40 years and over, race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, disability, military status, genetic information, marital status or any other status protected by applicable federal, state or local law. Requests for reasonable accommodation, the provision of auxiliary aids, or any complaints alleging violation of this nondiscrimination policy should be directed to the Nondiscrimination Coordinator, 1.800.877.2432, TDD/TTY 800.659.2656, CHFA, 1981 Blake Street, Denver, Colorado 80202-1272, available weekdays 8:00am to 5:00pm.



**chfa**®

*financing the places where  
people live and work*