**INSTRUCTIONS: PRESS TAB TO ADVANCE FROM FIELD TO FIELD. CLICK MOUSE TO SELECT CHECKBOX**

|  |  |  |  |
| --- | --- | --- | --- |
| LOGOFULL **GROUP HOME INSPECTION - SHORT** | PRHC AnnualPRHC Move-inPRHC Move-outPRHC (Other) | [ ] [ ] [ ] [ ]  |  |
| Date:       | Estate No.:      - 24 | Block No.:       |
| Building Name:       |
| Building Address:       |
| Operator:       | Phone Number:       |
| Home Supervisor:       | Phone Number:       |
| Program:       | Client Type:   | # of Eligible Beds:       |
| Estimated Age of Building:  | # Clients:       | Licensed: Yes [ ]  No [ ]   |
| Lot Size:   | Construction Type:       (enter description) |
| SPONSORING MINISTRY: MCFD [ ]  MHR [ ]  MCAWS [ ]  OTHER: [ ]       (enter description) |
| ATTENDEES: BC Housing:       Other:       | Operator:       |
| Security:       |
| Master Key: [ ]  Service Master Key: [ ]  | Individual Door Keys: [ ]  |
| Keys are kept in a secure area: [ ]  |  |
| **BUILDING SERVICES/MECHANICAL** |
| **Description** | **Comments / Date Inspected** | **Responsibility** |
|  |  | BC Housing | Operator |
| [ ]  Fire Alarm System |       | [ ]  | [ ]  |
| [ ]  Fire Sprinkler |       | [ ]  | [ ]  |
| [ ]  Extinguishers |       | [ ]  | [ ]  |
| [ ]  Smoke Alarms:  |       | [ ]  | [ ]  |
| [ ]  Emergency Lights |       | [ ]  | [ ]  |
| [ ]  Generator  |       | [ ]  | [ ]  |
| [ ]  Intercom/Security Alarm |       | [ ]  | [ ]  |
| [ ]  Heating Type:  |       | [ ]  | [ ]  |
| [ ]  Fuel Type:  |       | [ ]  | [ ]  |
| [ ]  Heat Recovery/Exchanger |       | [ ]  | [ ]  |
| [ ]  Fire/Emergency Plans |       | [ ]  | [ ]  |
| [ ]  Gas/Wood Fireplace |       | [ ]  | [ ]  |
| [ ]  Irrigation Systems |       | [ ]  | [ ]  |
| [ ]  Specialized Equipment (arjo, lifts, etc.) |       | [ ]  | [ ]  |
| [ ]  Air Conditioning |       | [ ]  | [ ]  |

**GENERAL COMMENTS/CONDITION/WORK IDENTIFIED TO BE DONE:**

|  |
| --- |
| **Immediate Repairs:** |
| **Date** | **W.O. #** | **Contractor** | **Details** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

Block #:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INVENTORY** | **MAKE** | **MODEL** | **SERIAL #** | **Installation Date** | **Condition** |
| [ ]  Fridge |       |       |       |       |  |
| [ ]  Stove |       |       |       |       |  |
| [ ]  Dishwasher |       |       |       |       |  |
| [ ]  Washer |       |       |       |       |  |
| [ ]  Dryer |       |       |       |       |  |
| [ ]  Window Coverings |       |       |       |       |  |
| [ ]  Built in Vacuum |       |       |       |       |  |
| [ ]  Specialty Tub |       |       |       |       |  |
| [ ]  Hood Fan/Microwave |       |       |       |       |  |
| [ ]  Other       |       |       |       |       |  |
| **BUILDING EXTERIOR** |
| **Description** | **Comments** | **Responsibility** |
|  |  | BC Housing | Operator |
| [ ]  Septic/Sewer |       | [ ]  | [ ]  |
| [ ]  Landscaping |       | [ ]  | [ ]  |
| [ ]  Tree Pruning |       | [ ]  | [ ]  |
| [ ]  Deck/Stairs |       | [ ]  | [ ]  |
| [ ]  Fencing |       | [ ]  | [ ]  |
| [ ]  Gutters |       | [ ]  | [ ]  |
| [ ]  Sidewalks/Driveways |       | [ ]  | [ ]  |
| **BUILDING INTERIOR** |
| **Description** | **Comments** | **Responsibility** |
|  |  | BC Housing | Operator |
| [ ]  Flooring |       | [ ]  | [ ]  |
| [ ]  Carpets |       | [ ]  | [ ]  |
| [ ]  Interior Painting |       | [ ]  | [ ]  |
| [ ]  Countertops |       | [ ]  | [ ]  |
| [ ]  Kitchen Cabinets |       | [ ]  | [ ]  |
| [ ]  Duct Cleaning |       | [ ]  | [ ]  |
| **ADDITIONAL OPERATING EXPENSES** |
|       |
|  |
|  |
|  |
|  |
| **PROPERTY PORTFOLIO MANAGER (PPM) COMMENTS** |
|       |
|  |
|  |
|  |
|  |
|  |