

# **NATIONAL OCCUPATIONAL STANDARD Home and Property Inspector**

**August 2013**

This occupational standard has been developed by industry professionals and describes the skills, knowledge and abilities required to perform the duties of a Home and Property Inspector in Canada. Occupational standards can be used for a variety of purposes, including: acting as the basis for training; curriculum development; accreditation of training programs; recruitment; performance improvement; career development; and the certification of practitioners.

For copies of this standard, information on their development or to provide feedback and suggest changes, please contact:

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## Acknowledgements

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The Canadian Association of Home and Property Inspectors appreciates the time that the working group took from their busy schedules to provide a vision for the future. Without their co-operation, the revisions to the National Occupational Standard could not have been completed. We would also like to thank Griffiths Sheppard Consulting Group in Calgary for facilitating the NOS updating process, and for their continued support for the Home and Property Inspection profession.

The objective of the working group was:

***To update the 2008 National Occupational Standards to reflect current realities of the profession and to provide additional guidance on performance standards, learning requirements and personal attributes leading to success.***

## **Guide to the National Occupational Standard**

### **Development of the National Occupational Standard**

This National Occupational Standard was developed and validated by industry professionals with extensive knowledge and experience in all aspects of the home and property inspection occupation.

In 2001, research was conducted to develop the first National Occupational Standard for Home and Property Inspectors. That initial document was updated in 2008, and this revision represents the third edition of the standard.

Since the 2008 revision, the industry has continued to evolve; licensing of home inspectors is a reality in British Columbia and Alberta, and is being considered in other jurisdictions. The competency of inspectors is based on the tasks contained in the National Occupational Standard, and as such it must continue to reflect the reality of the industry.

### **Uses of the National Occupational Standard**

The National Occupational Standard for Home and Property Inspectors may be used to consider the following activities:

- Develop or revise basic and advanced training programs;
- Establish or improve certification or credentialing programs;
- Establish or improve accreditation programs for institutions delivering training programs;
- Develop criteria for prior learning assessment and recognition (PLAR);
- Provide guidance to employers for recruiting, selecting, training and retaining qualified employees.

### **Development Methodology**

The baseline for developing this third edition of the National Occupational Standard was the 2008 National Occupational Standard for Home and Property Inspectors. In order to develop these competencies into an occupational standard, input was required from experienced industry practitioners.

In April of 2013, an NOS Working Group of highly experienced Home and Property Inspectors from across Canada was assembled and the revision process was begun. Unlike previous NOS, which had been created in face-to-face meetings using the classic Canadian Vocational Association (CVA) DACUM methodology, the process this time piloted the use of joint development tools in an on-line, virtual collaboration environment. Initial briefings for the working group were conducted, and the working group members collaborated in revising the NOS over a period ending in July of 2013.

The draft document was validated by provincial representatives in August and September 2013, and the revised National Occupational Standard was approved by the CAHPI Board of Directors in mid-September 2013. Ongoing validation and industry feedback is being collected through the CAHPI National office. Comments can be emailed to [NOSfeedback@cahpi.ca](mailto:NOSfeedback@cahpi.ca).

## Scope of the 'Home and Property Inspector' Occupation

The title ' Home and Property Inspector' refers to a professional who uses his or her professional competency and technical knowledge to visually inspect and report on observed property conditions in an objective manner and to provide recommendations to the client for repairs, maintenance and/or further evaluation.

In addition, many Home and Property Inspectors provide ancillary services such as the inspection of commercial buildings, pre-renovation consultations, phase and pre-delivery / quality control inspections on new construction, problem identification etc. **It must be noted that while building codes provides the basic premise or benchmark for the evaluation of the building and its systems, Home and Property Inspectors are not required to provide building or other code compliance services which do not fall within the scope of the occupation**

Most prospective clients engage the services of a Home and Property Inspector prior to purchasing, listing, maintaining and/or renovating a property. A qualified Home and Property Inspector will visually inspect major components and systems relating to the electrical, heating and air conditioning, plumbing, interior and exterior structures. Where major concerns and/or defects are identified, the inspector will make recommendations for mitigation, remediation, maintenance, repair or replacement based upon their professional evaluation. The inspector will also point out typical and/or potential risks involved and, where specialized knowledge may be required, refer the client to the appropriate specialists or professionals for further evaluation. Inspections of structures and properties are generally visual in nature, but may include the use of specialized sensors and testing equipment to verify visual observations.

Home and Property Inspectors should have a general knowledge of construction and building systems both past and present. They must also have knowledge of the normal operation of building systems and recognize and report on conditions that indicate the performance is not within normal operating parameters. Inspectors must also have knowledge of the typical useful lifecycles of systems and components and be able to comment on the potential for failure over time. Home and Property Inspectors are by definition general practitioners and will make referrals to specialists when specialized knowledge is required.

Home and Property Inspectors must be aware of their legal responsibilities and Duty of Care to clients, owners and occupants when inspecting homes and properties.

The Home and Property Inspection sector includes sole-operators, multi-inspector companies, consulting firms, and franchised businesses.

### Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance to industry in Canada. These responsibilities are shared and require the joint efforts of government, business owners, practitioners, employers and employees. It is imperative that all parties be aware of circumstances that may lead to injury or harm. Safe learning experiences and environments can be

created by controlling the variables and behaviors that may contribute to accidents or injury.

It is generally recognized that a safety-conscious attitude and work practices contribute to a healthy, safe and accident-free working environment.

It is imperative to apply and be familiar with applicable Provincial occupational health and safety acts and regulations. As well, it is essential to determine workplace hazards and take measures to protect oneself, co-workers, the public and the environment.

## **Standards of Practice**

As a rule, Home and Property Inspector work is performed under Standards of Practice developed by recognized professional associations, Standards of Practice are guidelines that describe the scope and limitations of a home and/or property inspection. Standards of Practice provide detail as to what a client can expect from a standard home inspection.

If appropriately qualified, the Home and Property Inspector may perform additional inspection services at the request of the client.

## **New Construction Inspections**

A growing number of Home and Property Inspectors are performing pre delivery inspections of new construction.

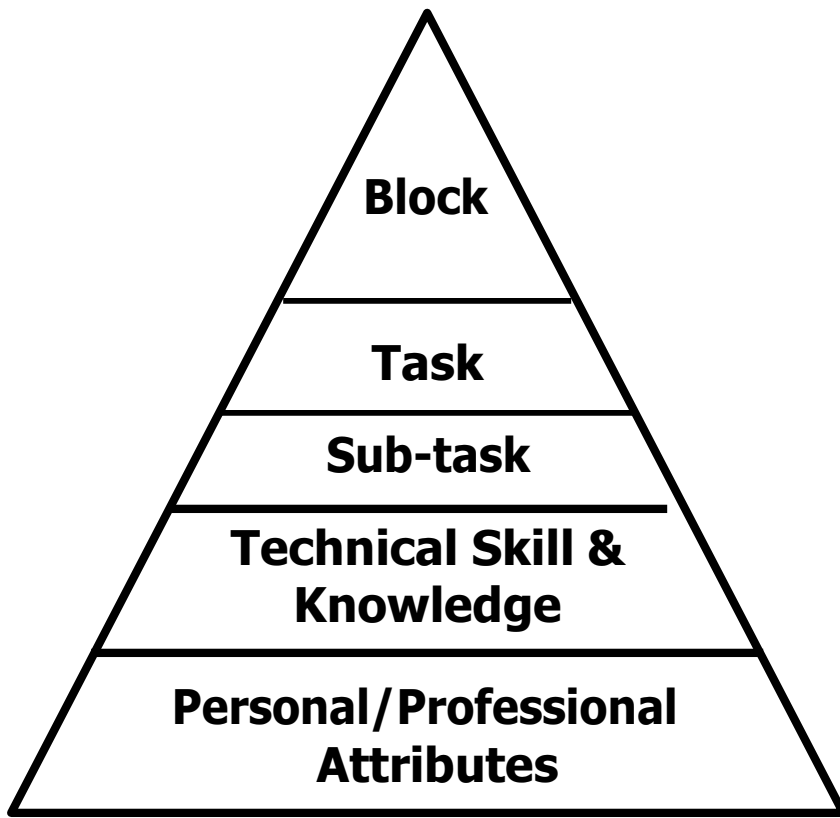
## **“Stage” Inspections of New Construction**

A growing number of Home and Property Inspectors are performing stage inspections on new construction. At the present time this type of work is not within the general scope of the ‘Home and Property Inspector’ occupation. This type of work may come within the scope of this occupation in the future.

## Structure of the National Occupational Standard

*To facilitate the understanding of the nature of the occupation, the work performed is divided into the following divisions*

<i>To facilitate the understanding of the nature of the occupation, the work performed is divided into the following divisions</i>	
<b>BLOCK /General Area of Competence</b>	The largest division within the analysis, it reflects a major function or responsibility of a particular occupation
<b>TASK</b>	A specific, observable unit of work complete in itself (having a definite start and end point), which can be broken down into two or more steps (sub-tasks); can be performed in a limited period of time; when completed, results in a product, service or decision; and is something a worker is normally paid to do
<b>Occupational Context</b>	Defines the parameters of the task, and provides additional information to amplify the nature of the task, and guidance on performance criteria.
<b>SUB-TASK</b>	The smallest division into which it is practical to subdivide any work activity, and, combined with others, fully describes all duties constituting a task.
<b>Specific Knowledge and Abilities</b>	The elements of skill and knowledge an individual must acquire to adequately perform a given sub-task.
<b>Level of Learning (BLOOM)</b>	<p>The required level of learning for supporting knowledge and abilities, per Bloom's Taxonomy. The taxonomy recognizes six different levels of processing thought. These levels relate directly to rigor and complexity in thinking and learning, and are provided as guidance to training providers and instructional designers:</p> <ul style="list-style-type: none"> <li>• <b>Level 1: Knowledge</b> – ability to recall information</li> <li>• <b>Level 2: Comprehension</b> – ability to understand information, and grasp its meaning</li> <li>• <b>Level 3: Application</b> – the ability to use ideas in particular situations</li> <li>• <b>Level 4: Analysis</b> – the ability to break down information into its parts</li> <li>• <b>Level 5: Synthesis</b> – the ability to put parts of information together to form new knowledge</li> <li>• <b>Level 6: Evaluation</b> – the ability to make judgements about the value of methods or materials for a given purpose</li> </ul>
<b>Personal and Professional Attributes</b>	Describes the generic attributes desirable for individuals in an occupation. They are useful for describing characteristics of the type of individual required for recruiting, retention and advancement in an occupation.



These elements combine to form a “Pyramid of Competency” at the Task level.

In this model, the performance requirements of the task are derived from the abilities at the sub-task level, when performed in the context of the overall task.

## **Interpreting the National Occupational Standard**

The following section provides guidelines for the interpretation of the National Occupational Standard.

### **Interpreting Occupational Context Statements**

The Occupational Context Statement describes the reason why the performance of a specific task is important. It may also describe the sorts of judgments the Home and Property Inspector makes when working effectively.

### **Interpreting the ‘Level of Learning’ Ratings**

Each task also has associated technical skills and knowledge, with a ‘learning level’ indicated. The learning level is a rating drawn from the “Cognitive Levels” scale developed by Dr. Benjamin Bloom and generally known in the training world as “Bloom’s Taxonomy”. This scale describes progressively more complex learning, from a Level 1 (Knowledge: the ability to recall information) to Level 6 (Evaluation: the ability to make judgements about the value of methods or materials for a given purpose). The levels between describe progressively higher levels of learning, which are reflected in the types

of action verbs used to describe learning or performance objectives for a particular task or subtask in the development of a competency-based training program. This information is included in the attached chart.

<b>Bloom's Taxonomy of Cognitive Levels</b>		
<b>Cognitive Level</b>	<b>Definition</b>	<b>Illustrative Verbs for Learning Objectives</b>
1. Knowledge	Remembering previously learned information	Arrange, define, describe, duplicate, identify, label, list, match, memorize, name, order, outline, recognize, relate, recall, repeat, reproduce, select, state
2. Comprehension	Grasping the meaning of information	Classify, convert, defend, discuss, distinguish, estimate, explain, express, extend, generalize, give example(s), identify, indicate, infer, locate, paraphrase, predict, recognize, rewrite, report, restate, review, select, summarize, translate
3. Application	Applying knowledge to actual situations	Apply, change, choose, compute, demonstrate, discover, dramatize, employ, illustrate, interpret, manipulate, modify, operate, practice, predict, prepare, produce, relate schedule, show, sketch, solve, use write
4. Analysis	Breaking down objects or ideas into simpler parts and seeing how the parts relate and are organized	Analyze, appraise, breakdown, calculate, categorize, classify, compare, contrast, criticize, derive, diagram, differentiate, discriminate, distinguish, examine, experiment, identify, illustrate, infer, interpret, model, outline, point out, question, relate, select, separate, subdivide, test
5. Synthesis	Rearranging component ideas into a new whole	Arrange, assemble, categorize, collect, combine, comply, compose, construct, create, design, develop, devise, explain, formulate, generate, plan, prepare, propose, rearrange, reconstruct, relate, reorganize, revise, rewrite, set up, summarize, synthesize, tell, write
6. Evaluation	Making judgments based on internal evidence or external criteria	Appraise, argue, assess, attach, choose, compare, conclude, contrast, defend, describe, discriminate, estimate, evaluate, explain, judge, justify, interpret, relate, predict, rate, select, summarize, support, value



## Core or “Foundation” Skills and Knowledge

In order to be considered competent, Home and Property Inspectors require a particular blend of applied technical knowledge, business and legal acumen, and high-level interpersonal skills.

The following can be considered as “foundation knowledge”, applicable to virtually every Block/Task/Subtask in the NOS.

### Building Science and the National Building Code

Inspectors must have a working knowledge of building science, particularly the manner in which the various building systems and subsystems interact to make the building safe, comfortable and durable.

While building code conformity inspections are not part of the scope of the Home Inspection occupation, a working knowledge of Part 9 of the National Building Code (and/or the provincial/territorial/local variations to Part 9) should be considered as foundation knowledge for Home Inspectors. (*BLOOM LEVEL 3*)

### Construction Practices

Similarly, an understanding of construction practices and building materials across different eras of home construction are necessary in order to be able to provide a basic assessment of building safety, condition and life expectancy of components and systems. (*BLOOM LEVEL 2*)

### Standards of Practice

Every home inspection association includes some form of “Standard of Practice” that details the manner in which inspection services are to be performed, and generally also includes specific guidance on exclusions and limitations to inspections that should be adhered to. The purpose of Standards of Practice is to ensure that the client is informed of the fundamental limitations posed by a visual inspection, and that inspectors operate in a manner that is ethical, safe, and protects all parties of the inspection (home owner, home buyer, inspector, realtor) from unrealistic expectations and avoidable litigation. The Standard of Practice could be made available to the client, and typically forms the basis of the agreement between the parties. Inspectors must have a thorough understanding of the appropriate Standards of Practice, and be able to apply these standards to realistic situation in the field. (*BLOOM LEVEL 4*)

### Business and Legal Acumen

Home Inspectors must understand the fundamentals of business and commercial law: contracts, torts, licensing requirements, trespass laws and rules and regulations governing access to private property, health and safety rules, “duty of care”, etc. are necessary to protect both the Inspector and their client during the course of the inspection. (*BLOOM LEVEL 3*)

## **Environmental, Health and Safety Considerations**

Home inspectors must be keenly aware of the environmental, health and safety laws and the implications of building defects on occupant health and safety. This implies not only knowledge of rules and standards, but also an awareness of the impact on human health when these standards are broken. Examples of areas of concern for the home inspection industry include: mould, radon gas infiltration into basements, asbestos contamination, lead contamination, etc. (BLOOM LEVEL 2)

## **Interpersonal Skills**

Home and property inspectors interact with clients and other stakeholders on every job, and their ability to effectively manage these interactions will in large measure determine their success. As interpersonal communication is an integral part of the ongoing inspection process, the Home and Property Inspector must be able to communicate (verbally and in writing) their findings and recommendations to the client in specific, easily understood terms.

These skills are further articulated in Block G of the NOS.

## Occupational Analysis

**NOTE - The occupational analysis encompasses the entire scope of the Home and Property Inspector occupation. Not every task or subtask will be performed by every practitioner on every job, and some variation may exist between geographical regions due to legislation, regulation and/or local conditions.**

### Block A: Manage the Inspection Process

Home and Property Inspectors must take care to manage all of the aspects of each inspection in order to ensure satisfactory results for both themselves and their clients. *In addition to the core/foundation knowledge elements, all tasks in this block involve the application of knowledge of the inspection process, contractual requirements, and interpersonal skills (particularly communication skill).*

#### Task A1 Perform Pre Inspection Procedures

*Context Statement - Interpersonal communications is a key component of the Home and Property Inspector occupation. Home and Property Inspectors should manage the client's expectations of the inspection and make clear the scope and limitations of the inspection upon acceptance of the commission and before the commencement of the inspection. Access to the site must be arranged and the availability of the utilities such as gas, power, and water should be determined, since this may further limit the scope of the inspection. Under normal circumstances a written contract is in place before the inspection commences.*

##### Subtask A1.01: Outlines methodology

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A1.01.01	Ability to determine client's needs, intended use of the property, occupancy and preconceptions of the property	3
A1.01.02	Ability to convey limitations of the inspection	3
A1.01.03	Ability to direct client to specialized services outside the standard of practice such as well capacity testing	3
A1.01.04	Ability to assess client's understanding of the process and the limitation of the inspection	3

##### Subtask A1.02: Qualifies site conditions

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A1.02.01	Knowledge of local conditions and concerns	2
A1.02.02	Ability to determine utility conditions such as gas, power and water availability	3
A1.02.03	Ability to inform clients of limitations of inspection without utilities	3
A1.02.04	Ability to ensure access to site	3

##### Subtask A1.03: Determines client's Terms of Reference

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A1.03.01	Ability to determine client's requirements and expectations of the inspection	3
A1.03.02	Ability to reconcile client's requirements with realities of inspection process	3

**Subtask A1.04: Determines scope of the work**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A1.04.01	Knowledge of personal abilities and limitations	3
A1.04.02	Knowledge of condominium/multi-family residence rules with respect to owned and common areas and the limitations on the inspection	2
A1.04.03	Ability to negotiate scope of work with client	3
A1.04.04	Ability to reconcile client's expectations with realities of inspection process	4
A1.04.05	Ability to document scope of work in contracts	3
A1.04.06	Ability to direct client to specialized/professional services beyond the accepted scope of a home/property inspection or other limiting circumstances	3

**Subtask A1.05: Contracts with clients**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A1.05.01	Ability to adopt existing contracts or contract blanks to meet requirements	3

**Task A2 Communicate Orally**

*Context Statement - Home and Property Inspectors act for and on behalf of a client. While the written report is the ultimate deliverable, inspectors should be able to verbally explain the condition of the property and address the client's questions and concerns in understandable terms. They must also take care to ensure the client understands the practical limitations of inspecting a property. They should also be able to communicate with other parties affected by the transaction such as owners, agents, and trades conducting repair (with the written permission of the client).*

**Subtask A2.01: Answers clients' questions**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A2.01.01	Knowledge of local conditions, current and past practices	2
A2.01.02	Ability to respond at a level compatible to client's level of comprehension	3
A2.01.03	Ability to solicit feedback to clarify client's understanding	3
A2.01.04	Ability to refer clients to additional sources of information such as CMHC, local building authorities, professionals and trades people	3

**Subtask A2.02: Explains building operating systems to clients.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A2.02.01	Ability to provide information at a level compatible to client's level of comprehension with reference to technical manuals and documents	3
A2.02.02	Ability to solicit feedback to clarify understanding	3

**Subtask A2.03: Explains building defects**

Supporting Knowledge and Abilities		Learning Level (BLOOM)
A2.03.01	Knowledge of problems, causes and possible solutions to common building system problems	2
A2.03.02	Ability to provide information at a level compatible to client's level of comprehension	3
A2.03.03	Ability to determine client's needs and expectations of the house and the inspection	3
A2.03.04	Ability to describe the building defects in a balanced, non-judgmental manner	3
A2.03.05	Ability to describe hazardous and potentially hazardous conditions related to environmental, health and safety issues impacting building occupants	3
A2.03.06	Ability to address client's concerns	3
A2.03.07	Ability to solicit feedback to clarify client's understanding	3

## Task A3 Provide Written Reports

*Context Statement - A written report is prepared by the Home and Property Inspector, consolidating the details of the inspection. The report may be a computer generated custom report, a pre printed checklist or a combination of both. Whatever the format used the report must be carefully worded so the client understands the conditions noted and the recommendations. Again, the limitations of the inspection must be carefully spelled out to avoid misunderstandings. Written reports can be supplemented with supportive documents such as photographs, etc.*

### Subtask A3.01: Determines report formats

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A3.01.01	Knowledge of the purpose and end uses of the report	2
A3.01.02	Knowledge of report formats	2
A3.01.03	Ability to supplement a proprietary inspection report to provide relevant report details or to meet specific contractual requirements	3
A3.01.04	Ability to identify the details required to meet client's needs	3

### Subtask A3.02: Prepares report

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A3.02.01	Knowledge of reporting systems	2
A3.02.02	Knowledge of the use and limitations of photographic images in a report	2
A3.03.03	Knowledge of privacy rights related to the distribution of reports, images and identifiable property information	2
A3.02.04	Knowledge of problems, causes and possible solutions to common building system problems	2
A3.02.05	Ability to describe site and building conditions in a concise, objective manner	3
A3.02.06	Ability to relate report to scope of inspection	3
A3.02.07	Ability to specify clearly and concisely the limitations of the inspections and the reasons (what was and what was not inspected and why)	3

### Subtask A3.03: Delivers and explains report

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A3.03.01	Ability to provide information at a level compatible to client's level of comprehension	3
A3.03.02	Ability to solicit feedback to clarify understanding	3
A3.03.03	Ability to apply active listening skills	3
A3.03.04	Ability to respond at a level compatible to client's level of comprehension	3
A3.03.05	Ability to determine client's needs and expectations	3
A3.03.06	Ability to ascertain client's understanding of the report	3

## Task A4 Resolve Conflicts

*Context Statement – Several parties may be involved in the inspection process, including Buyers, Sellers, Tenants, other occupants, and representatives of various agencies. The client is typically the Buyer or the Seller. Occasionally, conflicts may arise from the perceived condition of the property when purchased, as opposed to the actual condition of the property when inspected, as a result of a misunderstanding of the limitations of the inspection, or as a result of actual or perceived negligence by the inspector. The Home and Property Inspector should respond to the client's concerns as soon as they arise to prevent escalation of the conflict. The Home and Property Inspector must be aware of the responsibilities (if any) of associates or referred professionals involved in a conflict.*

**Subtask A4.01: Obtains details of complaint**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A4.01.01	Knowledge of conflict resolution techniques	2
A4.01.02	Knowledge of potential legal liability related to a complaint	2
A4.01.03	Ability to listen to or read client's complaint in an objective manner	3
A4.01.04	Ability to record details of complaint for potential insurance/legal action	3

**Subtask A4.02: Responds to complaints**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A4.02.01	Knowledge of conflict resolution techniques	2
A4.02.02	Knowledge of potential legal liability related to complaint	2
A4.02.03	Ability to listen to or read client's complaint in an objective manner	3
A4.02.04	Ability to respond to complaint with tact, diplomacy and fairness	3

**Subtask A4.03: Verifies complaint**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A4.03.01	Knowledge of potential legal liability related to complaint	2
A4.03.02	Ability to recognize the need for third party involvement/intervention	3
A4.03.03	Ability to record and document current condition of building in relation to complaint	3

**Subtask A4.04: Develops a resolution process**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A4.04.01	Knowledge of conflict resolution techniques	2
A4.04.02	Knowledge of potential legal liability related to complaint	2
A4.04.03	Ability to identify and include specialists, such as architects and professional engineers, if necessary	3
A4.04.04	Ability to negotiate mutually beneficial resolution to complaint	3

**Task A5 Recognize Legal Responsibility**

*Context Statement - Home and Property Inspectors require a basic understanding of relevant law and their legal responsibilities to their client and (in some cases) to government and/or regulatory bodies. They must also be aware of their responsibility to warn other parties when a dangerous or unsafe condition is observed.*

**Subtask A5.01: Recognizes duty of care situations**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A5.01.01	Knowledge of principles of duty of care	2
A5.01.02	Knowledge of legal implications of adhering to duty of care	2
A5.01.03	Ability to differentiate between duty of care, duty to warn, and standard of care (practice)	2
A5.01.04	Ability to adhere to duty of care	3
A5.01.05	Ability to apply standard of care	3
A5.01.06	Ability to document duty of care and duty to warn situations	3

**Subtask A5.02: Recognizes roles and responsibilities.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A5.02.01	Knowledge basic principles of roles and responsibilities under the law	2
A5.02.01	Knowledge of professional and legal responsibilities to all parties and duties to employers, employees, franchiser, etc.	2
A5.02.02	Knowledge of legal implications of actions	2
A5.02.03	Knowledge of individual rights and responsibilities	2
A5.02.04	Knowledge of applicable laws and/or regulations (national, provincial, local)	2
A5.02.05	Ability to act within legal guidelines	3

**Subtask A5.03: Recognize limitations on inspection caused by legislation and jurisdictional issues**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
A5.03.01	Knowledge of practice limitations related to occupational restrictions and health and safety regulations (e.g., electrical panels, etc.)	2
A5.03.02	Knowledge of individual rights and responsibilities	2
A5.03.03	Ability to act within legal guidelines determined by laws and standards	3

## Block B Inspect Building Exteriors (Structure and Envelope)

Home Inspectors perform visual inspection of the exterior of the building to note conditions and defects. *The application of the core/foundation knowledge of building science, building systems and construction materials and methods is fundamental to this block.*

### Task B1 Visually Inspect Exterior Structures

*Context Statement - Home and Property Inspectors visually inspect the exterior structural components of the building(s). They observe and describe the condition of structural components, such as foundation, walls and roofs, and report on observed deficiencies and conditions caused by improper workmanship, inappropriate materials or deterioration/degradation, wear etc.*

**Subtask B1.01: Visually inspects condition of exposed foundations.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B1.01.01	Knowledge of foundation construction materials such as concrete, masonry, wood and stone	2
B1.01.02	Knowledge of typical methods of foundation construction	2
B1.01.03	Knowledge of types of foundations	2
B1.01.04	Knowledge of causes of foundation problems (weather conditions, frost, soil conditions, water levels, etc.)	2
B1.01.05	Knowledge of the effects of foundation movement	2
B1.01.06	Knowledge of remedial measures for common foundation problems	2
B1.01.07	Ability to recognize foundation construction materials and methods	3
B1.01.08	Ability to recognize signs of foundation movement	3
B1.01.09	Ability to identify defects in exposed foundations such as cracks, water penetration, frost damage and movement	3
B1.01.10	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask B1.02: Visually inspects condition of exterior roof structure (see Subtask B2.01 for roof membranes).**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B1.02.01	Knowledge of roof construction material such as wood, metal etc.	2
B1.02.02	Knowledge of roof structure such as trusses, rafters, joists, sheathing etc.	2
B1.02.03	Knowledge of roof surface membranes such as wood, asphalt, steel etc.	2
B1.02.04	Knowledge of requirements for roof materials and methods of installation	2
B1.02.05	Knowledge of roof hazards, safe ladder and climbing practices	2
B1.02.06	Knowledge of remedial measures for common roofing problems	2
B1.02.07	Ability to identify common framing materials and methods	3
B1.02.08	Ability to identify defects in roof structures such as signs of deflection, damage, aging, leaks, ice damage, poor eavestrough drainage, rot etc.	3
B1.02.09	Ability to estimate approximate age and life span of roof and exterior roof components	3
B1.02.10	Ability to identify defects related to roof penetrations and flashings	3
B1.02.11	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask B1.03: Visually inspects condition of exterior wall structure and components**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B1.03.01	Knowledge of wall construction materials such as wood, metal, masonry, stucco etc.	2
B1.03.02	Knowledge of requirements for wall assembly materials and penetrations	2
B1.03.03	Knowledge of remedial measures for typical wall structure problems	2
B1.03.04	Ability to identify defects in wall structures such as poor rain shedding, moisture penetration, aging, deflection settling, etc.	3
B1.03.05	Ability to document component conditions and recommend repairs or further evaluation.	3
B1.03.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask B1.04: Visually inspects condition of extended structures and floors (decks, patios, solariums, etc.).**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B1.04.01	Knowledge of extended structure construction materials such as wood, metal, concrete etc.	2
B1.04.02	Knowledge of construction methods for joining new and existing structures	2
B1.04.03	Knowledge of supporting elements such as posts, piers, foundation pads, poured footings, cantilever construction, etc.	2
B1.04.04	Knowledge of requirements for extended structure materials and installation	2
B1.04.05	Knowledge of remedial measures for common extended structures problems	2
B1.04.06	Ability to identify defects in extended structures such as deterioration, settlement, heaving, deflection and rot	3
B1.04.07	Ability to document component conditions and recommend repairs or further evaluation.	3
B1.04.08	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask B1.05: Visually inspects condition of exterior columns**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B1.05.01	Knowledge of column material such as wood, metal, masonry, concrete etc.	2
B1.05.02	Knowledge of column types such as solid, hollow, pre-engineered etc.	2
B1.05.03	Knowledge of purposes of columns, such as structural or decorative	2
B1.05.04	Knowledge of requirements for materials and installation	2
B1.05.05	Knowledge of remedial measures for typical column problems	2
B1.05.06	Ability to identify column defects such as rot, heaving, settling, lean, rust etc.	3
B1.05.07	Ability to document component conditions and recommend repairs or further evaluation.	3
B1.05.08	Ability to determine impact of defects on building and occupant health and safety	3



**Subtask B1.06: Visually inspects condition of exterior beams.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B1.06.01	Knowledge of beam materials such as wood, metal, concrete etc.	2
B1.06.02	Knowledge of beam types such as solid, laminated, pre-engineered, etc.	2
B1.06.03	Knowledge of purpose of beams, such as structural or decorative	2
B1.06.04	Knowledge of materials and installation requirements	2
B1.06.05	Knowledge of remedial measures for typical beam problems	2
B1.06.07	Ability to identify beam defects such as rot, deflection, disconnection, improper support etc.	3
B1.06.08	Ability to document component conditions and recommend repairs or further evaluation.	3
B1.06.09	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask B1.07 Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B1.07.01	Knowledge of reporting formats	2
B1.07.03	Ability to document component conditions and recommend repairs or further evaluation.	3
B1.07.04	Ability to communicate findings in inspection report	3

**Task B2 Visually Inspect Exterior and Roof Components**

*Context Statement - Home and Property Inspectors inspect exterior building components such as roofing, chimney exteriors, exterior cladding and finishes, windows and skylights, exterior doors and trim, and garage doors for their safety, durability and ability to shed water. Physical features such as roof height, weather conditions such as snow, extreme high or low temperatures and wind can limit this element of the inspection. The Home and Property Inspector typically reports these and any other limitations of the inspection.*

**Subtask B2.01: Visually inspects condition of roofing components.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B2.01.01	Knowledge of roofing and membrane materials such as asphalt, wood, tile, metal etc.	2
B2.01.02	Knowledge of roofing components such as flashing, skylights, eaves troughs and roof venting	2
B2.01.03	Knowledge of roof systems and the interplay of joints, transitions, penetrations, and various materials and components in the roof performance	3
B2.01.04	Knowledge of requirements for roof component materials and installation	2
B2.01.05	Knowledge of methods of roof drainage	2
B2.01.06	Knowledge of roof hazards, safe ladder and climbing practices	2
B2.01.07	Knowledge of remedial measures for common roofing problems	2
B2.01.08	Ability to identify common roofing and membrane materials and construction methods	3
B2.01.08	Ability to identify defects in roofing components such as signs of deflection, damage, aging, leaks, ice damage, poor eavestrough drainage, rot etc.	3
B2.01.09	Ability to estimate end of service life conditions	3
B2.01.10	Ability to document component conditions and recommend repairs or further evaluation.	3
B2.01.11	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask B2.02: Visually inspects condition of chimney exterior.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B2.02.01	Knowledge of chimney materials, such as masonry, metal, stone etc.	2
B2.02.02	Knowledge of chimney components, such as braces, clean-outs, caps, liners etc.	2
B2.02.03	Knowledge of accepted chimney standards for compatibility, sizing, fuel types, height and	2

	clearance requirements	
B2.02.04	Knowledge of chimney materials, installation and clearance requirements	2
B2.02.05	Knowledge of remedial measures for typical chimney problems	2
B2.02.06	Ability to identify defects in chimney exteriors such as signs of abnormal movement, aging corrosion and separation, defective masonry, etc.	3
B2.02.07	Ability to document component conditions and recommend repairs or further evaluation.	3
B2.02.08	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask B2.03: Visually inspects condition of exterior cladding and finishes.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B2.03.01	Knowledge of cladding materials such as wood, masonry, metal, asbestos, vinyl, EIFS etc.	2
B2.03.02	Knowledge of finishing materials such as paint, stain, flashing, caulking etc.	2
B2.03.03	Knowledge of installation requirements of common cladding material	2
B2.03.04	Knowledge of basic building science principles related to air movement, pressure, infiltration, exfiltration etc.	2
B2.03.05	Knowledge of wood to soil infestation and deterioration issues	2
B2.03.06	Knowledge of remedial measures for cladding and finish problems	2
B2.03.07	Ability to identify cladding and finish defects due to poor installation, aging, buckling, separation, spalling etc.	3
B2.03.08	Ability to document component conditions and recommend repairs or further evaluation.	3
B2.03.09	Ability to determine the impact of defects on building and occupant health and safety	3

**Subtask B2.04: Visually inspects condition of windows and skylights.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B2.04.01	Knowledge of window types such as awnings, sliders, casements, skylights and single/double hung, etc.	2
B2.04.02	Knowledge of window materials such as vinyl, wood, metal etc.	2
B2.04.03	Knowledge of window components such as flashing, weather stripping etc.	2
B2.04.04	Knowledge of window material and installation requirements	2
B2.04.05	Knowledge of remedial measures for common window problems	2
B2.04.06	Ability to test window operation	3
B2.04.07	Ability to identify window defects such as rot, misalignment, defective hardware etc.	3
B2.04.08	Ability to document component conditions and recommend repairs or further evaluation.	3
B2.04.09	Ability to determine the impact of defects on building and occupant health and safety	3

**Subtask B2.05: Visually inspects condition of exterior doors and trim.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B2.05.01	Knowledge of types of exterior doors	2
B2.05.02	Knowledge of door locks and common deficiencies	2
B2.05.03	Knowledge of exterior door materials such as wood, metal etc.	2
B2.05.04	Knowledge of exterior door material and installation requirements	2
B2.05.05	Knowledge of remedial measures for common exterior door problems	2
B2.05.06	Ability to test function of doors and locks for normal and egress operation	3
B2.05.07	Ability to identify exterior door defects such as rot, misalignment, defective hardware etc.	3
B2.05.08	Ability to document component conditions and recommend repairs or further evaluation.	3
B2.05.09	Ability to determine the impact of defects on building and occupant health and safety	3

**Subtask B2.06: Operates garage doors and automatic devices.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B2.06.01	Knowledge of types of garage doors	2

B2.06.02	Knowledge of installation and function requirements for doors from home to an attached garage (gas seal, closure, etc.)	2
B2.06.03	Knowledge of requirements of garage doors, operating devices and their controls	2
B2.06.04	Knowledge of safety devices	2
B2.06.05	Knowledge of remedial measures for common garage door problems	2
B2.06.06	Ability to recognize abnormal operation and non– functioning safety devices	3
B2.06.07	Ability to document component conditions and recommend repairs or further evaluation.	3
B2.06.08	Ability to determine the impact of defects on building and occupant health and safety	3

**Subtask B2.07: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B2.07.01	Knowledge of reporting formats	2
B2.07.02	Ability to document component conditions and recommend repairs or further evaluation.	3
B2.07.03	Ability to communicate findings in inspection report	3

**Task B3 Visually Inspect Site Elements**

*Context Statement - Home and Property Inspectors inspect the building surroundings such as vegetation, driveways and grading to assess the impact that these elements may have on the building, and on occupant safety. They are not required to inspect or report on the condition of the landscaping, recreational facilities or outbuildings (other than attached garages) unless specifically directed or contracted to by the client. Physical features such as height, and weather conditions such as snow, extreme high or low temperatures and wind can limit this element of the inspection. The Home and Property Inspector must report on these and any other limitations of the inspection.*

*While pools, spas and other additions to the property are not generally within the scope of the inspection, it is incumbent on the inspector to recognize how and when these items could present a deleterious condition for building and occupant health and safety.*

**Subtask B3.01: Identifies potential impacts of site surroundings.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B3.01.01	Knowledge of the effects of surrounding elements such as lakes, trees, water table, soil etc.	2
B3.01.02	Knowledge of erosion and its control	2
B3.01.03	Knowledge of local soil and site conditions	2
B3.01.04	Ability to identify above-ground site contamination and refer environmental evaluation	3
B3.01.05	Ability to identify the impact of large trees and other potential site hazards on the building	3
B3.01.06	Ability to identify and report trip and fall hazards	3
B3.01.07	Ability to document component conditions and recommend repairs or further evaluation.	3
B3.01.08	Ability to determine the impact of defects on building and occupant health and safety	3

**Subtask B3.02: Visually inspects condition of site for grading.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B3.02.01	Knowledge of acceptable grading practices	2
B3.02.02	Knowledge of proper surface water control	2
B3.02.03	Knowledge of remedial measures for common grading problems	2
B3.02.04	Ability to identify defects in site grading	3
B3.02.05	Ability to document component conditions and recommend repairs or further evaluation.	3
B3.02.06	Ability to determine the impact of defects on building and occupant health and safety	3

**Subtask B3.03: Visually inspects condition of walkways, driveways and patios.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B3.03.01	Knowledge of walkway, driveway and patio materials	2
B3.03.02	Knowledge of walkway, driveway and patio installation requirements	2
B3.03.03	Knowledge of requirements for exterior catchment drains, catch basins, and surface water control	2
B3.03.04	Knowledge of remedial measures for common walkway, driveway and patio problems	2
B3.03.05	Ability to identify defects in walkways, driveways and patios	3
B3.03.06	Ability to document component conditions and recommend repairs or further evaluation.	3
B3.03.07	Ability to determine the impact of defects on building and occupant health and safety	3

**Subtask B3.04: Visually inspects condition of retaining walls.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B3.04.01	Knowledge of materials used in construction of retaining walls	2
B3.04.02	Knowledge of types of retaining walls	2
B3.04.03	Knowledge of basic size requirements for retaining walls and other soil retention devices	2
B3.04.04	Knowledge of retaining wall construction requirements	2
B3.04.05	Knowledge of purposes of retaining walls	2
B3.04.06	Knowledge of remedial measures for common retaining wall problems	2
B3.04.07	Ability to identify defects in retaining walls	3
B3.04.08	Ability to document component conditions and recommend repairs or further evaluation.	3
B3.04.09	Ability to determine the impact of defects on building and occupant health and safety	3

**Subtask B3.05: Visually inspects condition of steps, railings, decks and balconies.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B3.05.01	Knowledge of material and products used to construct steps, railings, decks and balconies	2
B3.05.02	Knowledge of installation and construction requirements of steps, railings, decks and balconies such as weather resistance, and attachment to building	2
B3.05.03	Knowledge of possible unsafe conditions such as railing height, riser height etc.	2
B3.05.04	Knowledge of remedial measures for common step, railing deck, and balcony problems	2
B3.05.05	Ability to identify defects in steps, railings, decks and balconies such as possible unsafe conditions, component or structural weakness that renders the installation unsafe, rot, corrosion, improper installation etc.	3
B3.05.06	Ability to document component conditions and recommend repairs or further evaluation.	3
B3.05.07	Ability to determine the impact of defects on building and occupant health and safety	3

**Subtask B3.06: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
B3.06.01	Knowledge of reporting formats	2
B3.06.02	Ability to document component conditions and recommend repairs or further evaluation.	3
B3.06.03	Ability to communicate findings in inspection report	3

## Block C Inspect Building Interior and Envelope

Home Inspectors perform visual inspection of the interior and envelope of the building to note condition and defects. This includes doors, windows and skylights. *The application of the core/foundation knowledge of building science, building systems and construction materials and methods is fundamental to this block, as is an understanding of window and door design and construction, particularly with regards to energy efficiency and air infiltration.*

### Task C1 Visually Inspect Windows and Skylights

*Context Statement - Home and Property Inspectors inspect and operate a representative number of accessible windows and skylights, and report on signs of damage, deterioration water penetration, air leakage, safety (egress) or non-operability. They may provide advice regarding the impact of glazing on heat gains and losses as well as occupant comfort*

Subtask C1.01: Visually inspects condition of windows and skylights.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C1.01.01	Knowledge of reference sources for window performance (building codes, Window Wise, etc.)	2
C1.01.02	Knowledge of window types such as awnings, sliders, casements, skylights, single/double hung etc.	2
C1.01.03	Knowledge of glazing types and their impact on energy use and occupant comfort	2
C1.01.04	Knowledge of window materials such as vinyl, wood, metal etc.	2
C1.01.05	Knowledge of window material and installation requirements	2
C1.01.06	Knowledge of requirements for ventilation, egress, natural light, child safety and security and energy efficiency	2
C1.01.07	Knowledge of remedial measures for common window problems	2
C1.01.08	Ability to identify window defects such as rot, misalignment, defective hardware etc.	3
C1.01.09	Ability to determine impact of defects on building and occupant health and safety, energy consumption and occupant comfort	3

Subtask C1.02: Test function of windows and skylights.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C1.02.01	Knowledge of appropriate reference sources for window function and performance	2
C1.02.02	Knowledge of purpose, function, safety and performance characteristics of windows	2
C1.02.03	Knowledge of proper operation of windows and skylights	2
C1.02.04	Knowledge of proper operation of hardware such as locks, hinges and sash weights	2
C1.02.05	Knowledge of remedial measures for common window operating problems	2
C1.02.06	Ability to operate all types of windows and skylights such as casements, sliders, awnings, double hung, etc.	3
C1.02.07	Ability to identify window defects such as water infiltration, rot in frames and sashes, rack frames etc.	3
C1.02.08	Ability to identify non-operability of windows	3
	Ability to document component conditions and recommend repairs or further evaluation.	3
C1.02.09	Ability to determine impact of defects on building and occupant health and safety	3

Subtask C1.03: Document inspection findings

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level

		(BLOOM)
C1.03.01	Knowledge of reporting formats	2
C1.03.02	Ability to document component conditions and recommend repairs or further evaluation.	3
C1.03.03	Ability to communicate findings in inspection report	3

## Task C2 Visually Inspect Doors

*Context Statement - Home and Property Inspectors inspect and operate a representative number of doors and their hardware, and report on signs of damage, deterioration, non-operability, safety or failure to perform their intended function. Note that function could include environmental separation, security, privacy, fire separation, etc.*

### Subtask C2.01: Visually inspects condition of doors.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C2.01.01	Knowledge of door types such as hinged, bi-fold, pocket, hollow, sliding and solid core	2
C2.01.02	Knowledge of door materials such as wood, metal, insulated, and plastics	2
C2.01.03	Knowledge of door material and installation requirements	2
C2.01.04	Knowledge of gas-proofing and fire separation requirements of doors connecting to common areas, garages, etc.	2
C2.01.05	Knowledge of remedial measures for common door problems	2
C2.01.06	Ability to identify door defects such as warp, racked, rot and lack of gas proofing between garage and home access doors	3
	Ability to document component conditions and recommend repairs or further evaluation.	3
C2.01.07	Ability to determine impact of defects on building and occupant health and safety	3

### Subtask C2.02: Test function of doors.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C2.02.01	Knowledge of proper operation of doors	2
C2.02.02	Knowledge of proper operation of door hardware such as hinges, locks, rollers, self closers etc.	2
C2.02.03	Knowledge of remedial measures for common door operating problems	2
C2.02.04	Ability to operate all types of doors such as hinged, sliding, pocket and folding	3
C2.02.05	Ability to determine proper operation of all types of doors such as hinged, sliding, pocket, folding etc.	3
C2.02.06	Ability to identify defects in doors such as warping, rot, air and water leakage, etc.	3
C2.02.07	Ability to identify non-operability of doors	3
	Ability to document component conditions and recommend repairs or further evaluation.	3
C2.02.08	Ability to determine impact of defects on building and occupant health and safety	3

### Subtask C2.03: Document inspection findings

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C2.03.01	Knowledge of reporting formats	2
C2.03.02	Knowledge of standards of practice	2
	Ability to document component conditions and recommend repairs or further evaluation.	3
C2.03.04	Ability to communicate findings in inspection report	3

## Task C3 Inspect Ventilation Systems (Mechanical and Natural)

*Context Statement - Home and Property Inspectors operate and report on the condition of all mechanical ventilation systems where possible, to identify signs of back-drafting and insufficiency.*

*Non-permanent installations (portable heaters, etc.) may indicate heating/ventilation problems.*

**Subtask C3.01: Visually inspects condition of mechanical exhaust systems.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C3.01.01	Knowledge of basic building science concepts of pressure differences, air flow, stack effect, back drafting etc.	2
C3.01.02	Knowledge of exhaust ventilation requirements for bathrooms, kitchens, gas cooking appliances, etc.	2
C3.01.03	Knowledge of ventilation requirements for sub-slab areas for locations with high radon or other soil-gas concentrations	2
C3.01.04	Knowledge of air movement	2
C3.01.05	Knowledge of principles and requirements of energy recovery ventilators	2
C3.01.06	Knowledge of exhaust system components, such as fans, ducting, fan controls, filters, dampers, dryer vents, etc.	2
C3.01.07	Knowledge of types of ducting materials	2
C3.01.08	Knowledge of remedial measures for common exhaust system problems	2
C3.01.09	Ability to operate fan controls	3
C3.01.10	Ability to identify signs of inadequate ventilation such as condensation, soot stains, etc.	3
C3.01.11	Ability to identify mechanical exhaust systems defects	3
	Ability to document component conditions and recommend repairs or further evaluation.	3
C3.01.12	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C3.02: Visually inspects condition of passive ventilation.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C3.02.01	Knowledge of types of passive vents such as soffit, gable, roof, ridge, baffles, make-up air, combustion air, etc.	2
C3.02.02	Knowledge of humidity, it's impact on habitability and how it is affected by ventilation	3
C3.02.03	Knowledge of required air circulation such as attic venting, crawl space venting, furnace combustion air, etc.	2
C3.02.04	Knowledge of remedial measures for common ventilation problems	2
C3.02.05	Ability to identify defects such as mold, rot, back drafting, high humidity, etc. caused by inadequate ventilation and air leakage	3
C3.02.06	Ability to document component conditions and recommend repairs or further evaluation.	3
C3.02.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C3.03: Document inspection findings**

Supporting Knowledge and Abilities		Learning Level (BLOOM)
C3.03.01	Knowledge of reporting formats	2
C3.03.02	Ability to document component conditions and recommend repairs or further evaluation.	3
C3.03.03	Ability to communicate findings in inspection report	3

**Task C4 Visually Inspect insulation**

*Context Statement - Since the inspections performed by Home and Property Inspectors are non-intrusive in nature, inspections of insulation are generally limited to the observation of insulation and air/vapour barriers in unfinished spaces. The use of thermographic/infrared imaging cameras may provide additional information to assist the inspection.*

**Subtask C4.01: Visually inspects condition of visible air/vapor barriers.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
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C4.01.01	Knowledge of types of air/vapor barriers such as polyethylene, foil etc. and vapour permeability of common building materials such as drywall, plaster and paint.	2
C4.01.02	Knowledge of air/vapor barrier requirements	2
C4.01.03	Knowledge of remedial measures for common air/vapour barrier problems	2
C4.01.04	Ability to differentiate between vapor and air barriers	3
C4.01.05	Ability to identify defects caused by inadequate vapor barriers or air leakage such as mold, rot, high humidity, moisture infiltration etc.	3
C4.01.06	Ability to document component conditions and recommend repairs or further evaluation.	3
C4.01.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C4.02: Visually inspects condition of visible insulation.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C4.02.01	Knowledge of thermal resistance value by type such as fiber-glass, cellulose, rigid and blown in foam products, etc.	2
C4.02.02	Knowledge of insulation material and installation requirements for insulation levels and protection of flammable insulation materials.	2
C4.02.03	Knowledge of remedial measures for common insulation problems	2
C4.02.04	Ability to identify types of insulation such as bats, loose fill, low and high density foam, rigid etc.	3
C4.02.05	Ability to identify insulation defects such as voids, compressed and wet insulation and improper use/installation, thermal bridging, etc.	3
C4.02.06	Ability to assess approximate thermal resistance value of insulation	3
C4.02.07	Ability to document component conditions and recommend repairs or further evaluation.	3
C4.02.08	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C4.03: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C4.03.01	Knowledge of reporting formats	2
C4.03.02	Ability to document component conditions and recommend repairs or further evaluation.	3
C4.03.03	Ability to communicate findings in inspection report	3

**Task C5 Visually Inspect Interior Surfaces**

*Context Statement - Home and Property Inspectors observe the condition of readily accessible interior walls, ceilings and floor finishes, installed fixtures and trim, and report on signs of damage, deterioration and hazards. In other words, they can only inspect the interior surfaces (walls/ceilings) that are not hidden by cabinetry, closets, furniture, etc. In some cases the Home and Property Inspector will physically probe structural components displaying signs of rot or decay. The Home and Property Inspector will enter and report on the condition of crawl spaces and attics if accessible and safe to do so. If these spaces are not accessible or safe to enter and inspect, the Home and Property Inspectors reports on the conditions that limited, restricted or prevented the inspection. Proper adherence to safety regulations (confined spaces, etc.) and attention to the presence of adequate walk boards, catwalk, etc. in attic spaces may preclude entering the space beyond the access hatch.*

**Subtask C5.01: Visually inspects condition of walls**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C5.01.01	Understanding of the functional and structural purposes and requirements for interior walls, including fire separation, load bearing vs. partition, etc.	2
C5.01.02	Knowledge of the function and composition of wall materials such as studs, paneling, plaster, drywall, trim etc.	2
C5.01.03	Knowledge of plaster and drywall installation methods	2



C5.01.04	Knowledge of remedial measures for typical wall problems	2
C5.01.05	Ability to identify wall defects such as cracks and water damage	3
C5.01.06	Knowledge of party wall and fire separation wall requirements for multiple dwellings	2
C5.01.07	Knowledge of fire separation and flame spread ratings for walls and ceilings	2
C5.01.08	Ability to recognize flammable finishes	3
C5.01.09	Ability to document component conditions and recommend repairs or further evaluation.	3
C5.01.10	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C5.02: Visually inspects condition of floors.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C5.02.01	Knowledge of types of floor finishes such as hardwood, tiles, slates, vinyl etc.	2
C5.02.02	Knowledge of floor material and installation requirements	2
C5.02.03	Knowledge of finished floor underlay and other installation requirements for ceramic tile, hardwood and wood finishes	2
C5.02.04	Knowledge of remedial measures for common floor problems	2
C5.02.05	Ability to recognize floor finish problems such as tripping hazards, slipping, permeability, etc.	3
C5.02.06	Ability to identify structural floor defects such as slope, deflection, etc.	3
C5.02.07	Ability to document component conditions and recommend repairs or further evaluation.	3
C5.02.08	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C5.03: Visually inspects condition of ceilings.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C5.03.01	Knowledge of ceiling material such as plaster, drywall, ceiling tiles, etc.	2
C5.03.02	Knowledge of plaster and drywall material and installation requirements	2
C5.03.03	Knowledge of remedial measures for common ceiling problems	2
C5.03.04	Ability to identify ceiling defects such as deflection, water damage, cracks etc.	3
C5.03.05	Ability to document component conditions and recommend repairs or further evaluation.	3
C5.03.05	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C5.04: Visually inspects condition of crawl spaces.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C5.04.01	Knowledge of building science (movement of air, moisture and heat) as applicable to crawl spaces	2
C5.04.02	Knowledge of requirements for crawl space construction, ventilation, clearances, service, moisture control, etc.	2
C5.04.03	Knowledge of wood to soil clearance issues	2
C5.04.04	Knowledge of structural components encountered in crawl spaces	2
C5.04.05	Knowledge of insulation installation	2
C5.04.06	Knowledge of ventilation	2
C5.04.07	Knowledge of moisture protection in crawl space	2
C5.04.08	Knowledge of remedial measures for common crawl space problems	2
C5.04.09	Ability to identify signs of moisture/humidity problems apparent in crawl space	3
C5.04.10	Ability to identify signs of structural defects apparent in crawl space	3
C5.04.11	Ability to identify signs of plumbing and electrical defects apparent in crawl space	3
C5.04.12	Ability to identify insulation/ventilation defects apparent in crawl space	3
C5.04.13	Ability to document component conditions and recommend repairs or further evaluation.	3
C5.04.14	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C5.05: Visually inspects condition of attics.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C5.05.01	Knowledge of building science as applicable to attics	2

C5.05.02	Knowledge of attic construction requirements	2
C5.05.03	Knowledge of structural components observed in attics	2
C5.05.04	Knowledge of insulation and air/vapor barriers	2
C5.05.05	Knowledge of attic ventilation requirements	2
C5.05.06	Knowledge of remedial measures for common attic problems	2
C5.05.07	Ability to identify signs of structural defects visible in attics	3
C5.05.08	Ability to identify signs of insulation defects visible in attics	3
C5.05.09	Ability to identify signs of pest infestation in attics	3
C5.05.10	Ability to identify signs of plumbing defects visible in attics	3
C5.05.11	Ability to identify signs of electrical defects visible in attics such as exposed wiring, lack of strain relief, pot lamp protection, etc.	3
C5.05.12	Ability to identify signs of ducting defects such as poor connection and lack of insulation	3
C5.05.13	Ability to identify signs of moisture problems such as leakage, condensation water infiltration, ice damming, etc.	3
C5.05.14	Ability to document component conditions and recommend repairs or further evaluation.	3
C5.05.15	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C5.06: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C5.06.01	Knowledge of reporting formats	2
C5.06.02	Ability to document component conditions and recommend repairs or further evaluation.	3
C5.06.03	Ability to communicate findings in inspection report	3

**Task C6 Visually Inspect Interior Structure**

*Context Statement - Home and Property Inspectors perform a visual inspection of the accessible interior structural components to detect and report conditions that need repair or further evaluation by a qualified structural specialist. Such conditions include deterioration, deflection/displacement and improper alteration or modification. The inspection is limited to floor wall, foundation, ceiling, roof, stair and railing assemblies which are visible, accessible and not covered by finishes, storage, personal items and/ or furnishings.*

**Subtask C6.01: Visually inspects condition of floor structure.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C6.01.01	Knowledge of floor structure material such as wood, steel, engineered wood products, concrete etc.	2
C6.01.02	Knowledge of floor components such as joists, subfloor, blocking etc.	2
C6.01.03	Knowledge of flooring material and installation requirements	2
C6.01.04	Knowledge of proper framing methods and span tables	2
C6.01.05	Knowledge of remedial measures for typical floor problems	2
C6.01.06	Ability to identify indications of floor defects such as improper framing methods, improper supports, improper joist spacing, over-spanning, rot, deflection etc.	3
C6.01.07	Ability to document component conditions and recommend repairs or further evaluation.	3
C6.01.08	Ability to approximate impact of defects on building and occupant health and safety	3

**Subtask C6.02: Visually inspects condition of interior wall structure.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C6.02.01	Knowledge of wall assemblies such as studs, plates, headers etc.	2
C6.02.02	Knowledge of purpose of walls such as load bearing, partition, fire separation, etc.	2
C6.02.03	Knowledge of wall material and installation	2
C6.02.04	Knowledge of remedial measures for typical wall problems	2
C6.02.05	Ability to identify signs of wall defects such as cracks, settling, deflection, bulges etc.	3
C6.02.06	Ability to document component conditions and recommend repairs or further evaluation.	3
C6.02.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C6.03: Visually inspects condition of interior foundation structure.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C6.03.01	Knowledge of foundation materials such as wood, concrete, brick, stone etc.	2
C6.03.02	Knowledge of foundation construction	2
C6.03.03	Knowledge of remedial measures for typical foundation problems	2
C6.03.04	Ability to identify defects in foundation systems such as settlement, cracks, bowing, shrinkage, progressive cracks, cold joints, water infiltration, degradation, pyrite etc.	3
C6.03.05	Ability to document component conditions and recommend repairs or further evaluation.	3
C6.03.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C6.04: Visually inspects foundation systems for leaks and water infiltration.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C6.04.01	Knowledge of requirements for foundation water control	2
C6.04.02	Knowledge of retrofitted water control systems	2
C6.04.03	Knowledge of floor slabs, drain and sump systems	2
C6.04.04	Knowledge interior and exterior water catchment methods	2
C6.04.05	Knowledge of leak patterns of various wall types	2
C6.04.06	Knowledge of remedial measures for typical water infiltration problems	2
C6.04.07	Knowledge of sources of water leaks including roof and surface drainage, subsurface conditions, soil conditions and local flooding	2
C6.04.08	Knowledge of the seasonal and intermittent nature of foundation and other building envelope leaks	2
C6.04.09	Knowledge of the principles of moisture detection and limitations of the use of pin type and surface contact moisture meters, and thermal imagers	2
C6.04.10	Knowledge of photo documentation techniques to document conditions at time of inspection	2
C6.04.11	Ability to identify signs of water infiltration	3
C6.04.12	Ability to identify visible signs of elevated moisture on interior and exterior surfaces	3
C6.04.13	Ability to identify potential leak contributing sources	3
C6.04.14	Ability to use a pin type and surface contact moisture meter	3
C6.04.15	Ability to document component conditions and recommend repairs or further evaluation.	3
C6.04.16	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C6.05: Visually inspects condition of interior roof systems.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C6.05.01	Knowledge of roof assemblies, framing materials such as trusses, sheathing, rafters etc.	2
C6.05.02	Knowledge of purpose of roof framing components	2
C6.05.03	Knowledge of roof material and installation	2
C6.05.04	Knowledge of remedial measures for typical roofing problems	
C6.05.05	Ability to document component conditions and recommend repairs or further evaluation.	3
C6.05.06	Ability to identify signs of roof defects such as improper modifications, over-spanning, truss uplift, sheathing sag, rot, water infiltration, etc.	3
C6.05.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C6.06: Visually inspects condition of interior stairs and railings.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C6.06.01	Knowledge of stair and railing material such as wood, metal, concrete etc.	2
C6.06.02	Knowledge of stair and railing material and installation defects	2
C6.06.03	Knowledge of remedial measures for typical stair and railing problems	2
C6.06.04	Ability to identify stair and railing defects such as attachment, improper riser to tread ratios, railing height, baluster spacing, stairwell lighting, rot, deterioration etc.	3
C6.05.05	Ability to document component conditions and recommend repairs or further evaluation.	3
C6.06.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C6.07: Visually inspects condition of interior columns.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C6.07.01	Knowledge of column materials such as wood, pre-engineered, concrete, masonry, metal etc.	2
C6.07.02	Knowledge of purposes of columns such as decorative or structural	2
C6.07.03	Knowledge of remedial measures for typical interior column problems	2
C6.07.04	Ability to identify column defects such as rot, out of plumb, rust etc.	3
C6.07.05	Ability to document component conditions and recommend repairs or further evaluation.	3
C6.07.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C6.08: Visually inspects condition of interior beams.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C6.08.01	Knowledge of beam materials such as wood, pre-engineered, steel etc.	2
C6.08.02	Knowledge of purpose of beams such as decorative or structural	2
C6.08.03	Knowledge of remedial measures for typical interior beam problems	2
C6.08.04	Ability to identify beam defects such as rot, deflection poor installation etc.	3
C6.08.05	Knowledge of typical beam assembly	2
C6.08.06	Ability to document component conditions and recommend repairs or further evaluation.	3
C6.08.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask C6.09 Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
C6.09.01	Knowledge of reporting formats	2
C6.09.02	Ability to document component conditions and recommend repairs or further evaluation.	3
C6.09.03	Ability to communicate findings in inspection report	3

## Block D Inspect Building Heating and Air Conditioning Systems

Home Inspectors perform visual inspection of heating, ventilation and air conditioning systems to note condition and defects. This includes forced air and baseboard heaters, central air conditioning, heat pumps, and both forced air and passive ventilation. *In addition to the core/foundation skills and knowledge, tasks in this block require a more detailed knowledge of HVAC systems, and the differences in requirements for ventilation in recent versus historic construction – current construction practice makes housing much more air tight than in the past, so active ventilation and energy recovery systems are required. Solid fuel appliances are normally only inspected if the inspector holds appropriate industry qualifications (such as WETT).*

### Task D1 Visually Inspect Primary Heating Systems

*Context Statement - Home and Property Inspectors visually inspect the primary heating system to determine type, fuel source, physical condition and functional operation. Normal user controls and equipment components are observed and described. The Home and Property Inspector is not required to operate equipment that is damaged, shut down or otherwise inoperable due to weather conditions, and is not required to inspect the interior of chimneys and venting systems. The home and property inspector does not normally remove any access panels, covers, etc., that would not be removed during normal homeowner operation and maintenance, and or would require the use of tools to open, unless the Inspector is licensed to work on the fuel supplied to that appliance.*

#### Subtask D1.01: Identifies type of heating system(s).

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D1.01.01	Knowledge of forced air systems	2
D1.01.02	Knowledge of solid fuel burning appliances	2
D1.01.03	Knowledge of hydronic systems	2
D1.01.04	Knowledge of heat pump systems	2
D1.01.05	Knowledge of convection, conduction, radiation and heat transfer	2
D1.01.06	Knowledge of latent heat, sensible heat, evaporation and condensation	2
D1.01.07	Knowledge of fuel systems	2
D1.01.08	Ability to recognize combined systems	3
D1.01.09	Ability to identify type of heating system	3
D1.01.10	Ability to estimate approximate age and useful service life of heating equipment	3

#### Subtask D1.02: Identifies type and source of fuel(s).

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D1.02.01	Knowledge of types and sources of fuels such as oil, propane, natural gas, electricity, solid fuels etc.	2
D1.02.02	Knowledge of tanks, piping and material	2
D1.02.03	Knowledge of safety aspects of fuels containment and distribution	2

#### Subtask D1.03: Visually inspects condition of fuel storage system(s).

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level

		(BLOOM)
D1.03.01	Knowledge of types of fuel tanks and containers	2
D1.03.02	Knowledge of fuel storage material and installation	2
D1.03.03	Knowledge of impact of above ground and underground fuel storage tanks	2
D1.03.04	Knowledge of solid fuel storage systems such as wood, coal, etc.	1
D1.03.05	Knowledge of remedial measures for common fuel storage problems	1
D1.03.06	Ability to identify fuel storage system defects such as signs of leakage and spillage, instability and corrosion	3
D1.03.07	Ability to identify impact of defects on building and occupancy safety	3
D1.03.08	Ability to determine the approximate age and expected service life of fuel storage systems	3
D1.03.09	Knowledge of insurance industry concerns regarding fuel oil tanks	3
D1.03.10	Ability to document component conditions and recommend repairs or further evaluation.	3
D1.03.11	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D1.04: Visually inspects condition of fuel distribution system.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D1.04.01	Knowledge of fuel distribution components such as fill pipes, supply lines, vent pipes isolation valves and safety shut off devices	3
D1.04.02	Knowledge of fuel supply system requirements and installation	3
D1.04.03	Knowledge of remedial measures for common fuel distribution problems (piping, protection of lines (gas, oil) etc.	2
D1.04.04	Ability to identify defects in fuel distribution systems such as signs of leaks and unsafe installation	3
D1.04.05	Ability to document component conditions and recommend repairs or further evaluation.	3
D1.04.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D1.05: Visually inspects condition of heating equipment.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D1.05.01	Knowledge of acceptable installation requirements of heating equipment such as clearances and venting	2
D1.05.02	Knowledge of remedial measures for common heating equipment problems	2
D1.05.03	Knowledge of appliance data plates and the information they provide	2
D1.05.04	Ability to identify heating equipment defects such as rust, cracks, loose components, leaks and the condition of filters and humidifiers	3
D1.05.05	Ability to ability to estimate approximate age and typical useful service life of heating equipment	3
D1.05.06	Ability to document component conditions and recommend repairs or further evaluation.	3
D1.05.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D1.06: Visually inspects condition of heat distribution systems.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D1.06.01	Knowledge of duct installation	2
D1.06.02	Knowledge of pipe installation	2
D1.06.03	Knowledge of heat distribution components	2
D1.06.04	Knowledge of proper operation of heat distribution systems	2
D1.06.05	Knowledge of proper installation of radiant heating panels	2
D1.06.06	Knowledge of remedial measures for common heating distribution problems	2
D1.06.07	Ability to identify heat distribution defects such as improper duct installations, incorrect pipe installations, radiator deterioration, corrosion, missing heat sources, etc.	3
D1.06.08	Ability to document component conditions and recommend repairs or further evaluation.	3
D1.06.09	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D1.07: Observes operation of heating system(s).**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D1.07.01	Knowledge of room temperature control devices, types and typical location(s)	2
D1.07.02	Knowledge of required controls such as safety devices, service shut-offs, etc.	2
D1.07.03	Knowledge of burners and flame condition of heating systems	2
D1.07.04	Knowledge of operation of ancillary components such as fans, pumps, etc.	2
D1.07.05	Knowledge of remedial measures for common heating equipment problems	2
D1.07.06	Ability to operate normal user controls	3
D1.07.08	Ability to document component conditions and recommend repairs or further evaluation.	3
D1.07.09	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D1.08: Identifies source of combustion and/or make-up air.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D1.08.01	Knowledge of requirements of combustion and/or make-up air systems	2
D1.08.02	Knowledge of combustion and make-up air materials	2
D1.08.03	Knowledge of combustion and make-up air installation and ventilation for direct vent and natural vent appliances	2
D1.08.04	Ability to identify combustion and make-up air defects such as back-drafting	3
D1.08.05	Ability to document component conditions and recommend repairs or further evaluation.	3
D1.08.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D1.09: Visually inspects exterior condition of chimneys, flues and vents.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D1.09.01	Knowledge of chimney, flue and vent material such as metal, stone and ceramic	2
D1.09.02	Knowledge of chimney, flue and vent components such as dampers, caps and cleanouts	2
D1.09.03	Knowledge of chimneys, flues and vents installation requirements such as clearances, joints and minimum heights in relation to appliance installed	2
D1.09.04	Knowledge of remedial measures for common chimney problems	2
D1.09.05	Ability to identify chimneys, flues and vents defects such as incorrect installation, deterioration and unsafe conditions	3
D1.09.06	Ability to document component conditions and recommend repairs or further evaluation.	3
D1.09.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D1.10: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D1.10.01	Knowledge of reporting formats	2
D1.10.03	Ability to document component conditions and recommend repairs or further evaluation.	3
D1.10.04	Ability to communicate findings in inspection report	3

**Task D2 Visually Inspect Supplemental Heating Systems**

*Context Statement - Home and Property Inspectors visually inspect supplemental heating system for the purpose of determining safe and functional operation. They describe appliance type, fuel type, fuel storage, normal user controls and equipment components. The Home and Property Inspector is not required to operate supplemental appliances or any heating device that does not respond to normal operating controls.*

*The home and property inspector does not normally remove any access panels, covers, etc., that would not be removed during normal homeowner operation and maintenance.*

**Subtask D2.01: Identifies types of supplemental heating.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D2.01.01	Knowledge of supplemental heating systems such as wood fuel burning devices, fossil fuel burning devices, site built fireplaces prefabricated fireplaces, radiant heating systems, electric heating systems, etc.	2
D2.01.02	Ability to identify types of supplemental heating	3
D2.01.03	Ability to document component conditions and recommend repairs or further evaluation.	3
D2.01.04	Ability to determine the approximate age and expected life span of supplemental heating system	3

**Subtask D2.02: Visually inspects condition of supplemental fuel storage system(s).**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D2.02.01	Knowledge of types of fuel tanks and containers	2
D2.02.02	Knowledge of unsafe fuel storage conditions	2
D2.02.03	Knowledge of impact of above and below ground fuel storage tanks	2
D2.02.04	Knowledge of solid fuel storage systems	2
D2.02.05	Knowledge of remedial measures for common supplemental fuel storage problems	2
D2.02.06	Ability to identify supplemental fuel storage system defects such as signs of leakage and spillage, instability, corrosion etc.	3
D2.02.07	Ability to determine the approximate age and expected life span of supplemental fuel storage systems	3
D2.02.08	Ability to document component conditions and recommend repairs or further evaluation.	3
D2.02.09	Ability to identify impact of defects on building and occupancy safety	3

**Subtask D2.03: Visually inspects condition of supplemental fuel distribution system.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D2.03.01	Knowledge of supplemental fuel distribution components such as fill pipes, supply lines and venting pipes of containers	2
D2.03.02	Knowledge of supplemental fuel distribution installation	2
D2.03.03	Knowledge of remedial measures for common supplemental fuel distribution problems	2
D2.03.04	Ability to identify defects in supplemental fuel distribution systems such as signs of leaks and unsafe installation	3
D2.03.05	Ability to document component conditions and recommend repairs or further evaluation.	3
D2.03.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D2.04: Visually inspects condition of supplemental heating equipment.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D2.04.01	Knowledge of acceptable installation of supplemental heating equipment such as clearance and venting	2
D2.04.02	Knowledge of remedial measures for common supplemental heating equipment problems	2
D2.04.03	Ability to identify supplemental heating equipment defects such as rust, cracks, loose components, leaks and the condition of filters	3
D2.04.04	Ability to ability to estimate approximate age and life span of supplemental heating equipment	3
D2.04.05	Ability to document component conditions and recommend repairs or further evaluation.	3
D2.04.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D2.05: Visually inspects condition of supplemental heat distribution systems.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level



		(BLOOM)
D2.05.01	Knowledge of duct and pipe installation	2
D2.05.02	Knowledge of supplemental heat distribution components such as ducts, pipes, radiators etc.	2
D2.05.03	Knowledge of proper operation of supplemental heat distribution systems	2
D2.05.04	Knowledge of installation requirements of radiant heating panels	2
D2.05.05	Knowledge of remedial measures for common supplemental heating distribution problems	2
D2.05.06	Ability to identify supplemental heat distribution defects such as improper duct installations, incorrect pipe installations, radiator deterioration, corrosion, missing registers or grilles, etc.	3
D2.05.07	Ability to document component conditions and recommend repairs or further evaluation.	3
D2.05.08	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D2.06: Identification of source of combustion and/or make-up air.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D2.06.01	Knowledge of combustion and/or make up air systems	2
D2.06.02	Knowledge of combustion and make-up air materials	2
D2.06.03	Knowledge of combustion and make-up air installation	2
D2.06.04	Ability to identify combustion and make-up air defects such as back-drafting	3
D2.06.05	Knowledge of situations when additional/specialized testing for makeup air and ventilation might be recommended to homeowners	3
D2.06.06	Ability to document component conditions and recommend repairs or further evaluation.	3
D2.06.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D2.07: Visually inspects exterior condition of chimneys, flues and vents.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D2.07.01	Knowledge of chimney, flue and vent material such as metal, stone, ceramic etc.	2
D2.07.02	Knowledge of chimney, flue and vent components such as dampers, caps and cleanouts	2
D2.07.03	Knowledge of chimneys, flues and vents installation such as clearances, joints and minimum heights	2
D2.07.04	Knowledge of remedial measures for common chimney problems	2
D2.07.05	Ability to identify chimneys, flues and vents defects such as incorrect installation, deterioration and unsafe conditions	3
D2.07.06	Ability to document component conditions and recommend repairs or further evaluation.	3
D2.07.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D2.08: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D2.08.01	Knowledge of reporting formats	2
D2.08.02	Ability to interpret sensory observations and instrument readings to determine component condition and determine priority or need for repair	3
D2.08.03	Ability to communicate findings in inspection report	3

**Task D3 Visually Inspect Permanent Cooling Systems**

*Context Statement - Home and Property Inspectors visually inspect the condition of permanently installed cooling systems for safe and functional operation. Describe normal user controls and equipment components. Signs of ineffective operation, damage or deterioration are observed and noted.*

**Subtask D3.01: Identifies type of cooling system.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D3.01.01	Knowledge of types of cooling systems such as central, isolated, ground source etc.	2

D3.01.02	Knowledge of documentation to support the installation and therefore operation of ground source heat pump installations. Work done under CSA 445 is usually deficient in heating and cooling capacities.	3
D3.01.03	Ability to document component conditions and recommend repairs or further evaluation.	3
D3.01.04	Ability to estimate approximate age and life span of cooling equipment	3

**Subtask D3.02: Visually inspects condition of exterior equipment.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D3.02.01	Knowledge of exterior equipment and components	2
D3.02.02	Knowledge of exterior equipment installation	2
D3.02.03	Knowledge of remedial measures for common cooling equipment problems	2
D3.02.04	Ability to identify exterior cooling equipment defects such as blocked filter, aging, improper installation and leaks, etc.	3
D3.02.05	Ability to document component conditions and recommend repairs or further evaluation.	3
D3.02.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D3.03: Visually inspects condition of interior equipment.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D3.03.01	Knowledge of interior equipment and components	2
D3.03.02	Knowledge of interior equipment installation	2
D3.03.03	Knowledge of remedial measures for common cooling equipment problems	2
D3.03.04	Ability to identify cooling equipment defects such as blocked filter, aging, improper installation, improper condensation drainage, leaks etc.	3
D3.03.05	Ability to document component conditions and recommend repairs or further evaluation.	3
D3.03.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D3.04: Visually inspects condition of cold air distribution system.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D3.04.01	Knowledge of cooling system components such as ducts, dampers, grilles etc.	2
D3.04.02	Knowledge of types of cold air distribution systems	2
D3.04.03	Knowledge of cold air distribution systems' installation	2
D3.04.04	Knowledge of remedial measures for common cold air distribution systems' problems	2
D3.04.05	Ability to identify cooling distribution system defects such as improper duct installation, corrosion, missing grilles, etc.	3
D3.04.06	Ability to document component conditions and recommend repairs or further evaluation.	3
D3.04.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D3.05: Tests function of cooling system(s).**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D3.05.01	Knowledge of proper location of thermostat(s)	2
D3.05.02	Knowledge of proper operation of cooling systems	2
D3.05.03	Ability to operate normal user controls	3
D3.05.04	Ability to identify proper cooling system operation	3
D3.05.05	Ability to document component conditions and recommend repairs or further evaluation.	3
D3.05.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask D3.06: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D3.06.01	Knowledge of reporting formats	2

D3.06.02	Ability to document component conditions and recommend repairs or further evaluation.	3
D3.06.04	Ability to communicate findings in inspection report	3

## Task D4 Visually Inspect Ventilation, Energy Recovery and Air Handling Systems

*Context Statement - Home and Property Inspectors identify the type of air handling systems and visually inspect the system for safe and functional operation. Describe normal user controls, interior and exterior equipment and components. Signs of ineffective operation, damage or deterioration are observed and noted. In addition, the impact of these systems on indoor air quality and occupant health and comfort must be understood.*

### Subtask D4.01: Identifies type of air handling system.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D4.01.01	Knowledge of types of ventilation and air handling systems such as central, energy recovery ventilator, fan coil. Principle exhaust, etc.	2
D4.01.02	Ability to identify type of ventilation, energy recovery and /or air handling system	3

### Subtask D4.02: Visually inspects condition of air handling system.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D4.02.01	Knowledge of types of ventilation energy recovery and /or air handling system	2
D4.02.02	Knowledge of pipe installation see D4.02.02 above	3
D4.02.03	Knowledge of ventilation distribution components see D4.02.02 above	3
D4.02.04	Knowledge of proper operation of ventilation distribution systems	3
D4.02.05	Knowledge of remedial measures for common ventilation distribution problems	3
D4.02.06	Ability to identify ventilation distribution defects such as improper duct installations, incorrect pipe installations, missing register or grilles, etc.	3
D4.02.07	Knowledge of remedial measures for common ventilation, energy recovery and/ or air handling system problems	2
D4.02.08	Ability to identify ventilation and or air handling system defects such as inadequate support, leakage, missing insulation, improper installation etc.	3
D4.02.09	Ability to document component conditions and recommend repairs or further evaluation.	3
D4.02.10	Ability to determine impact of defects on building and occupant health and safety	3

### Subtask D4.03: Tests function of air handling system.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D4.03.01	Knowledge of proper operation of air handling systems	2
D4.03.02	Knowledge of controls such as dampers	2
D4.03.03	Knowledge of operation of thermostats and humidistats	2
D4.03.04	Ability to identify air handling systems defects	3
D4.03.05	Ability to document component conditions and recommend repairs or further evaluation.	3
D4.03.06	Ability to determine impact of defects on building and occupant health and safety	3

### Subtask D4.04: Document inspection findings

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
D4.04.01	Knowledge of reporting formats	2
D4.04.02	Ability to document component conditions and recommend repairs or further evaluation.	3
D4.04.03	Ability to communicate findings in inspection report	3

## Block E Inspect Building Plumbing Systems

Home Inspectors perform visual inspection of building plumbing systems to note condition and defects. This includes water supply lines, hot water heaters, drains, fixtures and waste collection and disposal systems. *The application of the core/foundation knowledge of building science, building systems and construction materials and methods is fundamental to this block, as is an understanding of current and past plumbing codes and practices.*

### Task E1 Visually Inspect Water Service Supply and Distribution

*Context Statement - Home and Property Inspectors perform a visual inspection of the potable water supply and distribution systems on the property. They observe and describe the type of service, components such as piping material, supports, valves, and fixtures, perform functional flow and drainage tests and report on their condition including signs of deterioration, under-performance and leaks.*

#### Subtask E1.01: Identifies source(s) of water supply.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E1.01.01	Knowledge of public and private water systems	2
E1.01.02	Knowledge of piping materials such as copper, lead, plastic and galvanized	2
E1.01.03	Knowledge of local conditions such as community wells, private wells, tanks and municipal supply	2
E1.01.04	Knowledge of local standards related to water supply	2
E1.01.05	Knowledge of limitations of inspection of private wells and need to recommend separate well capacity and potability testing	2
E1.01.06	Ability to locate and identify sources of water supply	3
E1.01.07	Ability to document component conditions and recommend repairs or further evaluation.	3
E1.01.08	Ability to determine impact of defects on building and occupant health and safety (including abandoned/ dangerous/ poorly protected wells, etc.)	3

#### Subtask E1.02: Identifies presence and condition of shut-off valves.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E1.02.01	Knowledge of types of shut-off valves	2
E1.02.02	Knowledge of shut-off valve requirements	2
E1.02.03	Ability to locate main shut-off valve	3
E1.02.04	Ability to identify shut-off valve defects such as corrosion, leakage etc.	3
E1.02.05	Ability to identify absence of shut-off valves	3

#### Subtask E1.03: Visually inspects condition of pumps and tanks.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E1.03.01	Knowledge of types of pumps such as submersible, pressure, in-line, jet pumps etc.	2
E1.03.02	Knowledge of types of tanks such as water storage and pressure tanks	2
E1.03.03	Knowledge of pump/tank installation requirements	2
E1.03.04	Knowledge of remedial measures for common pump and tank problems	2
E1.03.05	Ability to determine pump location and tank type	3
E1.03.06	Ability to determine inadequate or non-performance of installed pumps (corrosion, leakage, defective drive systems, improper pump/tank installation, etc.)	3
E1.03.07	Ability to identify tank defects such as corrosion, leakage, water-logging etc.	3
E1.03.08	Ability to document component conditions and recommend repairs or further evaluation.	3
E1.03.09	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask E1.04: Visually inspects condition of distribution piping.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E1.04.01	Knowledge of piping installation	2
E1.04.02	Ability to identify type(s) of distribution piping	3
E1.04.03	Knowledge of remedial measures for common distribution problems	2
E1.04.04	Ability to recognize improper installation of distribution piping	3
E1.04.05	Knowledge of proper pipe jointing techniques	2
E1.04.06	Ability to test and recognize improper pipe joints	3
E1.04.07	Ability to identify distribution piping defects such as improper material usage, unsupported piping, corrosion, cross connections, manufacturers defects, known product recalls or insurability issues etc.	3
E1.04.08	Ability to document component conditions and recommend repairs or further evaluation.	3
E1.04.09	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask E1.05: Visually inspects exterior hose bib.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E1.05.01	Knowledge of types of hose bib	2
E1.05.02	Knowledge of installation of hose bib	2
E1.05.03	Knowledge of reasons for vacuum breaks and backflow preventers	2
E1.05.04	Ability to identify defects of hose bib such as leaking, cross connections and absence of anti-siphoning devices	3
E1.05.05	Ability to document component conditions and recommend repairs or further evaluation.	3
E1.05.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask E1.06: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E1.06.01	Knowledge of reporting formats	2
E1.06.02	Ability to document component conditions and recommend repairs or further evaluation.	3
E1.06.03	Ability to communicate findings in inspection report	3

**Task E2 Visually Inspect Fixtures**

*Context Statement - Home and Property Inspectors visually inspect and operate plumbing fixtures. They observe and report on the functional water flow, proper operation, and the condition of water resistant surfaces such as shower enclosures and counter tops. They are not required to operate the shut-off valves or any inoperative fixture, and do not report on recreational facilities.*

**Subtask E2.01: Visually inspects condition of fixtures.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E2.01.01	Knowledge of types of fixtures such as steel or ceramic sinks and tubs and water closets	2
E2.01.02	Knowledge of fixture material and installation	2
E2.01.03	Knowledge of remedial measures for common fixture problems	2
E2.01.04	Ability to identify fixture defects such as improper installation, loose water closets, cracks, ineffective seals and leakage	3
E2.01.05	Ability to document component conditions and recommend repairs or further evaluation.	3
E2.01.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask E2.02: Visually inspects condition of tub and shower enclosures.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E2.02.01	Knowledge of types of tub/shower enclosures such as molded acrylic, ceramic tile, plastic laminate, etc.	2
E2.02.02	Knowledge of tub and shower enclosures material and installation	2
E2.02.03	Knowledge of remedial measures for common tub and shower enclosures problems	2
E2.02.04	Ability to identify tub and shower enclosures defects	3
E2.02.05	Ability to document component conditions and recommend repairs or further evaluation.	3
E2.02.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask E2.03: Visually inspects condition of faucets.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E2.03.01	Knowledge of faucet types such as washer less, single lever, pressure/temperature sensitive etc.	2
E2.03.02	Knowledge of faucet installations	2
E2.03.03	Ability to identify faucet defects such as leakage, corrosion, deterioration etc.	3
E2.03.04	Ability to document component conditions and recommend repairs or further evaluation.	3
E2.03.05	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask E2.04: Operates faucets and fixtures**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E2.04.01	Knowledge of standard operation procedures regarding faucets and fixtures	2
E2.04.02	Knowledge of proper function of faucets and fixtures such as controls and overflow mechanisms	2
E2.04.03	Knowledge of remedial measures for common fixture problems	2
E2.04.04	Ability to identify defects of faucets and fixtures such as leaks, water hammer and blockage	3
E2.04.05	Ability to document component conditions and recommend repairs or further evaluation.	3
E2.04.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask E2.05: Verifies functional flow of water.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E2.05.01	Knowledge of acceptable flow rate	2
E2.05.02	Knowledge of remedial measures for common flow problems	2
E2.05.03	Knowledge to identify excessive water pressure	2
E2.05.04	Ability to recognize abnormal flow such as weak flow and intermittent flow	3
E2.05.05	Ability to document component conditions and recommend repairs or further evaluation.	3

**Subtask E2.06: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E2.06.01	Knowledge of reporting formats	2
E2.06.02	Ability to document component conditions and recommend repairs or further evaluation.	3
E2.06.03	Ability to communicate findings in inspection report	3

## Task E3 Visually Inspect Water Heaters

*Context Statement - Home and Property Inspectors visually inspect and operate water heaters for the purpose of determining safe and functional operation and fuel sources. Normal user controls and equipment components are observed and described. Operation of the water heater is limited to operating hot water taps and observing the results.*

### Subtask E3.01: Identifies types of water heaters.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E3.01.01	Knowledge of types of water heaters such as electric, gas fired, oil fired etc.	2
E3.01.02	Ability to identify type, capacity and intended use of water heater	3
E3.01.03	Ability to estimate approximate age and life span of water heating equipment	3

### Subtask E3.02: Visually inspects condition of water heater.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E3.02.01	Knowledge of water heater installation	2
E3.02.02	Knowledge of remedial measures for common water heater problems	2
E3.02.03	Ability to identify water heater defects such as rust/corrosion, improper exhaust venting and inadequate safety devices such as temperature and pressure temperature relief valves	3
E3.02.04	Ability to ability to estimate approximate age and life span of water heating equipment	3
E3.02.05	Ability to document component conditions and recommend repairs or further evaluation.	3
E3.02.06	Ability to determine impact of defects on building and occupant health and safety	3

### Subtask E3.03: Verifies serviceability of water heater.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E3.03.01	Knowledge of proper water heater operation	2
E3.03.02	Ability to activate water heater	3
E3.03.03	Ability to identify a deficiency in hot water supply/temperature	3
E3.03.04	Ability to document component conditions and recommend repairs or further evaluation.	3

### Subtask E3.04: Identifies type and source of fuel(s).

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E3.04.01	Knowledge of types of fuels such as oil, propane, natural gas, electricity etc.	2
E3.04.02	Knowledge of tanks, piping and material	2
E3.04.03	Knowledge of safety aspects of fuels containment	2
E3.04.04	Ability to identify type and sources of fuel	3

### Subtask E3.05: Visually inspects condition of fuel storage system(s).

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E3.05.01	Knowledge of types of fuel tanks and containers	2
E3.05.02	Knowledge of unsafe fuel storage conditions	2
E3.05.03	Knowledge of impact of above and below ground fuel storage tanks	2
E3.05.04	Knowledge of spill protection measures	2
E3.05.05	Knowledge of remedial measures for common fuel storage problems	2
E3.05.06	Ability to identify fuel storage system defects such as signs of leakage and spillage, improper installation, instability, corrosion etc.	3
E3.05.07	Ability to determine the approximate age and expected life span of fuel storage systems	3
E3.05.08	Ability to document component conditions and recommend repairs or further evaluation.	3
E3.05.09	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask E3.06: Visually inspects condition of fuel distribution system.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E3.06.01	Knowledge of fuel distribution components such as fill pipes, supply lines and venting pipes of containers	2
E3.06.02	Knowledge of fuel distribution installation and the protection of fuel supply lines.	2
E3.06.03	Knowledge of remedial measures for common fuel distribution problems	2
E3.06.04	Ability to identify defects in fuel distribution systems such as signs of leaks and unsafe installation	3
E3.06.05	Ability to document component conditions and recommend repairs or further evaluation.	3
E3.06.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask E3.07: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E3.07.01	Knowledge of reporting formats	2
E3.07.02	Ability to document component conditions and recommend repairs or further evaluation.	3
E3.07.03	Ability to communicate findings in inspection report	3

**Task E4 Visually Inspect Drain, Waste and Venting**

*Context Statement - Home and Property Inspectors inspect visible waste and drain components such as traps, waste lines, vent piping, and piping supports, venting and cleanouts. They look for evidence of obsolescence, leaks, deterioration, improper installations, and improper terminations and cross connections.*

Subtask E4.01: Visually inspects condition of piping.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E4.01.01	Knowledge of types of waste water piping such as copper, metal and plastics	2
E4.01.02	Knowledge of waste piping installation	2
E4.01.03	Knowledge of remedial measures for common waste piping problems	2
E4.01.04	Ability to identify waste piping defects such as rust, cracks, joint separation, inadequate slope, and improper connections	3
E4.01.05	Ability to document component conditions and recommend repairs or further evaluation.	3
E4.01.06	Ability to determine impact of defects on building and occupant health and safety	3

Subtask E4.02: Observes functional drainage.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E4.02.01	Knowledge of venting requirements to prevent siphoning	2
E4.02.02	Knowledge of remedial measures for common drainage problems	2
E4.02.03	Ability to identify drainage and venting defects such as signs of leakage and blockage	3
E4.02.04	Ability to document component conditions and recommend repairs or further evaluation.	3
E4.02.05	Ability to determine impact of defects on building and occupant health and safety	3

Subtask E4.03: Visually inspects for existence of vents.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level



		(BLOOM)
E4.03.01	Knowledge of vent material and installation	2
E4.03.02	Knowledge of remedial measures for common venting problems	2
E4.03.03	Ability to identify mechanical vents	3
E4.03.04	Ability to identify venting defects such as inadequate non-siphoning action improper installations and lack of proper venting	3
E4.03.05	Ability to document component conditions and recommend repairs or further evaluation.	3
E4.03.06	Ability to determine impact of defects on building and occupant health and safety	3

Subtask E4.04: Visually inspects for existence of clean-outs.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E4.04.01	Knowledge of clean-out installations	2
E4.04.02	Ability to locate and identify clean-outs	3

Subtask E4.05: Visually inspects for existence of floor drains.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E4.05.01	Knowledge of floor drain material and installation	2
E4.05.02	Ability to locate floor drain, determine if properly located	2
E4.05.03	Ability to determine presence of floor drain seals	3
E4.05.04	Ability to determine presence of trap seals and back water valves	3

Subtask E4.06: Visually inspects for existence and condition of sump pump and discharge.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E4.06.01	Knowledge of types of sump pumps such as submersible and free standing	2
E4.06.02	Knowledge of sump pump and discharge installations	2
	Knowledge of sump pit installations	2
E4.06.03	Knowledge of remedial measures for common sump pump problems	2
E4.06.04	Ability to activate system	3
E4.06.05	Ability to identify sump pump defects such as rust, improper connections and illegal discharge of grey water	3
E4.06.06	Ability to document component conditions and recommend repairs or further evaluation.	3
E4.06.07	Ability to determine impact of defects on building and occupant health and safety	3

Subtask E4.07: Visually inspects for existence and condition of sewage ejection pump

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E4.07.01	Knowledge of types of sewage ejection pumps	2
E4.07.02	Knowledge of proper sewage ejection pumps material and installation	2
E4.07.03	Knowledge of necessity of sewage ejection pumps	2
E4.07.04	Knowledge of remedial measures for common sewage ejection problems	2
E4.07.05	Ability to operate pump	3
E4.07.06	Ability to identify sewage ejection pump defects such as improper ventilation, seepage and improper installation	3
E4.07.07	Ability to document component conditions and recommend repairs or further evaluation.	3
E4.07.08	Ability to determine impact of defects on building and occupant health and safety	3

Subtask E4.08: Document inspection findings

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
E4.08.01	Knowledge of reporting formats	2
E4.08.02	Ability to document component conditions and recommend repairs or further evaluation.	3
E4.08.03	Ability to communicate findings in inspection report	3

## Block F Inspect Building Electrical Systems

Home Inspectors perform visual inspection of the interior and envelope of the building to note condition and defects. This includes service entrances, the exterior of main and secondary panels, and a representative number of fixtures, receptacles, etc. *The application of the core/foundation knowledge of building science, building systems and construction materials and methods is fundamental to this block, as is an understanding of current and past electrical codes and practices.*

### Task F1 Visually Inspect Exterior Service Entrance

*Context Statement - Home and Property Inspectors visually inspect electrical supply components (which can be safely accessed), from the electrical utility's connection at the property line to the main breaker or fuse box. They check for unsafe conditions, interference, deterioration and compatibility, and the suitability of components.*

#### Subtask F1.01: Identifies type of service entrance.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F1.01.01	Knowledge of types of service entrance such as overhead and underground	2
F1.01.02	Knowledge of installation of service entrance components	2
F1.01.03	Ability to identify types of service entrance	3

#### Subtask F1.02: Visually inspects compatibility of service entrance components.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F1.02.01	Knowledge of electrical theory	2
F1.02.02	Knowledge of principles of grounding, phasing, overcurrent protection, sizing of conductors and residential circuit layout	2
F1.02.03	Knowledge of service entrance, components and installation	2
F1.02.04	Knowledge of service cable capacity	2
F1.02.05	Knowledge of conduit size/capacity	2
F1.02.06	Knowledge of proper mast configuration/assembly	2
F1.02.07	Knowledge of main breaker capacity	2
F1.02.08	Knowledge of service panel capacity	2
F1.02.09	Ability to identify capacity of service cable	3
F1.02.10	Ability to identify proper configuration of mast assembly	3
F1.02.11	Ability to determine compatibility of service components	3
F1.02.12	Ability to document component conditions and recommend repairs or further evaluation.	3
F1.02.13	Ability to determine impact of defects on building and occupant health and safety	3

#### Subtask F1.03: Visually inspects condition of service entrance.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F1.03.01	Knowledge of service entrance components such as cable and mast	2
F1.03.02	Knowledge of principles of grounding, phasing, overcurrent protection, sizing of conductors and residential circuit layout	2
F1.03.03	Knowledge of service entrance components installation	2
F1.03.04	Knowledge of remedial measures for common service entrance problems	2
F1.03.05	Ability to identify service entrance defects such as height above grade, lack of support and damaged or missing components	3
F1.03.06	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F1.03.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask F1.04: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F1.04.01	Knowledge of reporting formats	2
F1.04.02	Ability to document component conditions and recommend repairs or further evaluation.	3
F1.04.03	Ability to communicate findings in inspection report	3

**Task F2 Visually Inspect Main Panel**

*Context Statement - Home and Property Inspectors identify the location of the main electrical panel and visually inspect the branch circuit wiring. Basic electrical test equipment may be used to determine if circuits are live. In some jurisdictions the cover plate of the main panel may be removed to inspect the condition and compatibility of wiring. In other jurisdictions only cover plates of switches, receptacles and junction boxes may be removed. The Home and Property Inspector is not required to insert any tool or testing device inside the panel, turn on circuits that are shut off, perform any physical work beyond observing conditions inside the panel, nor are they required to operate any overcurrent device except for Ground Fault Circuit Interrupters (GFCI) or Arc Fault Circuit Interrupters (AFCI). The Home and Property Inspector should identify any types of branch circuit wiring.*

**Subtask F2.01: Identifies type of main disconnect.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F2.01.01	Knowledge of types of main disconnect	2
F2.01.02	Knowledge of appropriate location of disconnect	2
F2.01.03	Knowledge of remedial measures for common main disconnect problems	2
F2.01.04	Ability to recognize defects in main disconnect such as signs of overheating and arcing	3
F2.01.05	Ability to identify type of main disconnect	3
F2.01.06	Ability to document component conditions and recommend repairs or further evaluation by specialists.	3
F2.01.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask F2.02: Visually inspects condition of main panel(s).**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F2.02.01	Knowledge of types of electrical panels such as fused, breakers, etc.	2
F2.02.02	Knowledge of basic electricity such as wire size, breakers and fuse size and Ohms law	2
F2.02.03	Knowledge of appropriate locations for main panel	2
F2.02.04	Knowledge of remedial measures for common panel problems	2
F2.02.05	Ability to identify electrical panel defects such as rust, loose connections, overheating, open panel slots, etc.	3
F2.02.06	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F2.02.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask F2.03: Identifies size of disconnect and service panel.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F2.03.01	Knowledge of disconnects and service panel capacities (60, 100, 200 amp, etc.)	2
F2.03.02	Knowledge of two phase panels	2
F2.03.03	Knowledge of three phase panels	2
F2.03.04	Ability to identify disconnect and service panel capacity	3

**Subtask F2.04: Identifies type of over-current protection device.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F2.04.01	Knowledge of types of over-current protection devices such as fuses and circuit breakers	2
F2.04.02	Ability to identify types of over-current protection devices	3

**Subtask F2.05: Determines compatibility of wire size with fuses/breakers.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F2.05.01	Knowledge of wire capacity (15, 20, 25 amp etc.)	2
F2.05.02	Knowledge of breaker/fuse capacity	2
F2.05.03	Knowledge of basic electricity such as wire size and service size calculations	2
F2.05.04	Knowledge of remedial measures for common wiring compatibility problems	2
F2.05.05	Ability to identify wire size and current carrying capacity	3
F2.05.06	Ability to identify breaker/fuse capacity	3
F2.05.07	Ability to reconcile breaker/fuses ratings with circuit they protect	3
F2.05.08	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F2.05.09	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask F2.06: Visually inspects existence and condition of grounding.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F2.06.01	Knowledge of grounding systems and materials	2
F2.06.02	Knowledge of grounding and bonding and methods such as connections to water pipes and ground rod systems	2
F2.06.03	Knowledge of remedial measures for common grounding problems	2
F2.06.04	Ability to identify grounding system defects such as inadequate grounding, missing components and corrosion	3
F2.06.05	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F2.06.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask F2.07: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F2.07.01	Knowledge of reporting formats	2
F2.07.02	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F2.07.03	Ability to communicate findings in inspection report	3

**Task F3 Visually Inspect Distribution**

*Context Statement - Home and Property Inspectors visually inspect branch circuit wiring where it is visible, and the condition of sub-panels. In some jurisdictions the cover plate of the main and auxiliary panels may be removed to inspect the condition and compatibility of wiring. In other jurisdictions only cover plates of switches, receptacles and junction boxes may be removed. The Home and Property Inspector is not required to use any tool or testing device, make repairs, or verify continuity, nor are they required to operate any overcurrent device except for Ground Fault Circuit Interrupters (GFCI) or Arc Fault Circuit Interrupters (AFCI). The Home and Property Inspector should identify the types of branch circuit wiring.*

**Subtask F3.01: Identifies type of wiring.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F3.01.01	Knowledge of wiring materials such as aluminum and copper	2
F3.01.02	Knowledge of wiring material and installation	2
F3.01.03	Knowledge of incompatibility between wiring types, fixtures, and breakers	2
F3.01.04	Knowledge of wiring types such as knob and tube, aluminum clad, etc	2
F3.01.05	Knowledge of remedial measures for common wiring incompatibility problems	2
F3.01.06	Ability to identify types of wire and material	3
F3.01.07	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F3.01.08	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask F3.02: Identifies size of disconnect and wire at sub-panels.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F3.02.01	Knowledge of disconnect and sub panel capacities (60, 100, 200 amp)	2
F3.02.02	Knowledge of electrical sub-panel material and installation	2
F3.02.03	Knowledge of basic electricity	2
F3.02.04	Knowledge of remedial measures for common wiring compatibility problems	2
F3.02.05	Ability to reconcile sub-panel disconnect capacity with wire capacity at sub-panel	3
F3.02.06	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F3.02.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask F3.03: Visually inspects condition of sub-panels.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F3.03.01	Knowledge of types of sub-panels	2
F3.03.02	Knowledge of electrical sub-panel material and installation	2
F3.03.03	Knowledge of basic electricity principles	2
F3.03.04	Knowledge of remedial measures for common sub-panel problems	2
F3.03.05	Ability to identify electrical sub-panel defects such as looseness, rust, signs of overheating, loose connections, missing components, openings, etc	3
F3.03.06	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F3.03.07	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask F3.04: Visually inspects branch circuit wiring.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F3.04.01	Knowledge of wire sizes, types and capacities	2
F3.04.02	Knowledge of wiring material and installation	2
F3.04.03	Knowledge of basic electrical principles	2
F3.04.04	Knowledge of remedial measures for common wiring problems	2
F3.04.05	Ability to identify wire sizes and types	3
F3.04.06	Ability to identify wiring defects such as inappropriate wiring techniques, undersized junction boxes, signs of overheating, wiring incompatibility, poor connections, obsolete wiring, missing covers, etc	3
F3.04.07	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F3.04.08	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask F3.05: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F3.05.01	Knowledge of reporting formats	2
F3.05.02	Ability to document component conditions and recommend repairs or further evaluation.	3
F3.05.03	Ability to communicate findings in inspection report	3

## Task F4 Visually Inspect Outlets, Switches and Fixtures

*Context Statement - The Home and Property Inspector operates and visually inspects a representative number of interior and exterior outlets, switches and fixtures for condition and functionality. They may also observe the presence or absence of devices such as GFCI's, smoke and CO detectors, etc. Home and Property Inspectors are not required to remove cover plates or fixtures, make repairs or test items that may be connected to the outlet.*

### Subtask F4.01: Observes and operates fixture switches.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F4.01.01	Knowledge of types of switches such as toggle, dimmer and three way	2
F4.01.02	Knowledge of switch material and installation	2
F4.01.03	Knowledge of remedial measures for common wiring problems	2
F4.01.04	Ability to identify switch defects such as inoperability, missing covers etc	3
F4.01.05	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F4.01.06	Ability to determine impact of defects on building and occupant health and safety	3

### Subtask F4.02: Visually inspects and tests receptacles.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F4.02.01	Knowledge of types of receptacles	2
F4.02.02	Knowledge of receptacle material and installation	2
F4.02.03	Knowledge of remedial measures for common wiring problems	2
F4.02.04	Ability to identify defective receptacles such as inoperability, missing covers etc	3
F4.02.05	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F4.02.06	Ability to determine impact of defects on building and occupant health and safety	3

### Subtask F4.03: Tests ground fault circuit interrupters/arc fault circuit interrupters.

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F4.03.01	Knowledge of the purposes of ground fault circuit interrupters (GFCI)	2
F4.03.02	Knowledge of the purposes of arc fault circuit interrupters (AFCI)	2
F4.03.03	Knowledge of GFCI installation	2
F4.03.04	Knowledge of AFCI installation	2
F4.03.05	Knowledge of remedial measures for common GFCI problems	2
F4.03.06	Knowledge of remedial measures for common AFCI problems	2
F4.03.07	Ability to identify GFCIs	3
F4.03.08	Ability to identify AFCIs	3
F4.03.09	Ability to test GFCIs	3
F4.03.10	Ability to test AFCIs	3
F4.03.11	Ability to identify GFCI defects	3
F4.03.12	Ability to identify AFCI defects	3
F4.03.13	Ability to identify lack of GFCIs where required such as in bathrooms, exterior outlets, whirlpools and pool areas	3
F4.03.14	Ability to identify lack of AFCIs where required such as in bedrooms, etc	3
F4.03.15	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F4.03.16	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask F4.04: Visually inspects condition of fixtures.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F4.04.01	Knowledge of types of fixtures such as pot lights and fluorescent lights etc	2
F4.04.02	Knowledge of material and installation for permanently connected electrical fixtures	2
F4.04.03	Knowledge of remedial measures for common fixture problems	2
F4.04.04	Ability to identify fixture defects such as inoperability, improper installation and missing components etc	3
F4.04.05	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F4.04.06	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask F4.05: Identifies presence or absence of smoke, CO and/or other detectors.**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F4.05.01	Knowledge of smoke detectors	2
F4.05.02	Knowledge of CO detectors	2
F4.05.03	Knowledge of propane detectors, etc	2
F4.05.04	Knowledge of optimum smoke and CO detectors location	2
F4.05.05	Knowledge of optimum detection for other types of detectors	2
F4.05.06	Ability to identify smoke and CO detectors	3
F4.05.07	Ability to identify other types of detectors (propane, etc)	3
F4.05.08	Ability to identify the presence or absence and location of smoke, CO and other detectors	3
F4.05.09	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F4.05.10	Ability to determine impact of defects on building and occupant health and safety	3

**Subtask F4.06: Document inspection findings**

In addition to the core/foundation knowledge, this subtask requires the following specific knowledge and abilities		Learning Level (BLOOM)
F4.06.01	Knowledge of reporting formats	2
F4.06.02	Ability to document component conditions and recommend repairs or further evaluation by specialists	3
F4.06.03	Ability to communicate findings in inspection report	3

## Block G Demonstrate Communication and Interpersonal Skills

Communication and interpersonal skills are used whenever the Home and Property Inspector interacts with clients, suppliers, peers, regulators, etc.

All Home and Property Inspectors require these skills in order to carry out their professional functions. These form the foundation for the applied skills discussed in Block A.

**G1: Practice Active Listening.** Active listening is a structured way of listening and responding to others, focusing attention on the "function" of communicating objectively as opposed to focusing on "forms", passive expression or subjectivity. It is a communication technique that requires the listener to feed back what they hear to the speaker, by way of re-stating or paraphrasing what they have heard in their own words, to confirm what they have heard and moreover, to confirm the understanding of both parties. Active Listening ensure that you are fully understanding what the other person is saying, while ensuring the other person feels that you are fully engaged in the conversation and that what they are saying matters.

**G2: Speak in a clear and concise manner.** Home inspectors must consciously strive to be clear in their verbal communications to ensure that other parties understand and remain engaged in the conversation

**G3: Write in a clear and concise manner.** The ability to clearly, simply and concisely relate ideas and concepts using the written language is a key skill for home inspectors. They must be able to write effectively: failure to clearly communicate in writing has resulted in misunderstandings with clients, and in some cases has resulted in litigation.

**G4: Exercise tact and diplomacy.** An unavoidable reality of the Home Inspector's job is that they are often the "bearer of bad news" for a client. The ability to use tact and diplomacy in interpersonal relations limits conflict and helps ensure collaboration

**G5: Negotiate with clients and suppliers.** Home inspectors are required to negotiate contracts with clients suppliers and vendors, as well as other professionals. The ability to negotiate effectively and fairly is a vital skill for home inspectors.

## Block H Personal Skills

Personal Skills are individual characteristics that lead to competency and success in an occupation.

There are many 'attitude' and/or 'life skills' attributes that apply to the multitude of tasks and subtasks.



Personal skills are useful for recruiting competent people into a professional occupation. They are not listed in any particular order or priority.

**H1: Demonstrate Professionalism and Integrity.** Honesty: doing what you say you will do; following through on your commitments. Persons with this attribute go out of their way to be honest, keep their promises and will always make contact if something comes up that prevents their doing so.

**H2: Demonstrate Desire for Self-improvement.** This is a psychological need to see personal skill sets grow and develop. Persons with this attribute seek training and development opportunities and seek to learn new things.

**H3: Demonstrate Results Focus.** This is simply a desire to see jobs completed. Persons with this attribute are never satisfied until the job is completed satisfactorily.

**H4: Demonstrate Attention to Detail.** This is an ingrained focus on the small things that lead to success. Persons with this attribute are fastidious and will spot the “little things” that add together to make or break a project. Persons with this attribute will not accept behavior, productivity or craftsmanship that is below the recognized standard.

**H5: Demonstrate a Sense of Responsibility.** This is a desire to do the right things, the right way. Persons with this attribute don’t cut corners, bend rules or look for loopholes to excuse unacceptable or sub-standard behavior or performance. They place their client's objectives ahead of their own.

**H6: Demonstrate Customer-service Orientation.** This is manifested as a desire to help or serve others and meet their needs. Individuals with this aptitude will spend time to discover what the customer needs, and figure out how best to fill that need. Customers can be internal to the organization or external.

**H7: Demonstrate Self-control.** This manifests itself as an ability to keep emotions in check and stay cool under pressure. Persons with this attribute will respond calmly and calms others in stress/conflict situations, and will respond constructively rather than provoking greater conflict.

**H8: Demonstrate Teamwork & Cooperation.** Manifested as an ability to work effectively with others. Individuals with this attribute enjoy working as members of a team, and they express this sense of “team” in their conversations and actions.

**H9: Demonstrate administration skills.** Home and Property Inspectors need to exercise administrative skills in order to efficiently and effectively perform their tasks. These include (in no particular order or priority):

Time management skills

Planning skills

Organization skills

Problem solving/decision making skills

Document handling skills: An awareness of the importance of keeping accurate, complete and current records. These records are important

for legal accountability

## **Physical Attributes**

Home and Property Inspectors must be in reasonable health and physical condition, able to climb ladders and perform inspections in attics, on roofs and in confined and/or claustrophobic spaces (basements, crawl spaces).

They must have good observation skills and good sensory perception.

Home and Property Inspectors may be exposed to mold, pests, vermin and other unpleasant conditions in the ordinary course of their work.

## **Tools, Equipment and Other Resources**

Home and Property Inspectors regularly use some or all of the following tools, specialized equipment and other resources in the accomplishment of their duties:

- Personal Protective Equipment
- Flashlight
- Ladders
- Lifts
- Cameras
- Measuring devices GPS
- systems Communication
- systems Moisture meters
- Gas “sniffers”
- Infra-red detection instruments
- Pressure testing equipment
- Computer: document retrieval, word processing, record keeping, on-line research, email, database
- Electrical test equipment (GFCI's, AFCI's, Polarity)



E. Inspect Building Plumbing Systems	E1. Visually Inspect Water Service Supply and Distribution	E2. Visually Inspect Fixtures	E3. Visually Inspect Water Heaters	E4. Visually Inspect Drain, Waste and Venting
F. Inspect Building Electrical Systems	F1. Visually Inspect Exterior Service Entrance	F2. Visually Inspect Main Panel	F3. Visually Inspect Distribution	F4. Visually Inspect Outlets, Switches and Fixtures

*And to accomplish the previously described professional/technical competencies, a HOME AND PROPERTY INSPECTOR must be able to ...*

G. Demonstrate communication and interpersonal skills	G1. Practice active listening	G2. Speak in a clear and concise manner	G3. Write in a clear and concise manner	G4. Practice tact and diplomacy	G5. Exercise an advisory role with clients	G6. Negotiate with clients and suppliers
H. Demonstrate personal skills	H1. Demonstrate professionalism and integrity	H2. Demonstrate desire for self-improvement	H3. Demonstrate results focus	H4. Demonstrate attention to detail	H5. Demonstrate a sense of responsibility	H6. Demonstrate customer service orientation
	H7. Demonstrate self-control	H8. Demonstrate teamwork & cooperation skills	H9. Demonstrate administration skills			