

STANDARDS OF PROFESSIONAL PRACTICE

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Glossary NOTE: Italicized words are defined in the Glossary

1. INTRODUCTION

- 1.1 These Standards define the practice of Home Inspection in the State of Arizona.
- 1.2 These Standards of Practice:
 - A. provide inspection guidelines.
 - B. make public the services provided by private fee-paid *Inspectors*.

2. PURPOSE AND SCOPE

- 2.1 Inspections performed to these Standards shall provide the *client* with a better understanding of the property conditions, as *observed* at the time of the inspection.
- 2.2 *Inspectors* shall:
 - A. before the inspection report is delivered, enter into a written agreement with the *client* or their authorized agent that includes:
 1. the purpose of the inspection.
 2. the date of the inspection.
 3. the name, business address and certification number of the *Inspector*.
 4. the fee for services.
 5. a statement that the inspection is performed in accordance with these Standards.
 6. limitations or exclusions of *systems* or *components* inspected.
 - B. *observe readily accessible installed systems and components* listed in these Standards.
 - C. submit a written report to the *client* which shall:
 1. *describe systems and components* identified in sections 4-12 of these Standards.

2. state which *systems* and *components* designated for inspection in these Standards have been inspected and any *systems* and *components* designated for inspection in these Standards which were present at the time of the inspection and were not inspected and a reason why they were not inspected.
3. state the condition of *systems* and *components* so inspected with specifically descriptive or defined terminology.
4. state any *systems* and *components* so inspected which were found to be in need of *immediate major repair* and any recommendations to correct, monitor or evaluate by appropriate persons.

2.3 These Standards are not intended to limit *Inspectors* from:

- A. reporting observations and conditions in addition to those required in Section 2.2.
- B. excluding *systems* and *components* from the inspection if requested by the *client*.

3. GENERAL LIMITATIONS AND EXCLUSIONS

3.1 General limitations:

- A. Inspections done in accordance with these Standards are visual, not *technically exhaustive* and will not identify concealed conditions or latent defects.
- B. These standards are applicable to completed buildings as a single-family dwelling, along with their garages and/or carports, and individual dwelling units in a multi-unit building.

3.2 General exclusions:

A. *Inspectors* are NOT required to report on:

1. life expectancy of any *component* or *system*.
2. the causes of the need for a major repair.
3. the methods, materials and costs of corrections.
4. the suitability of the property for any specialized use.
5. compliance or non-compliance with applicable codes or regulatory requirements.
6. the market value of the property or its marketability.
7. the advisability or inadvisability of purchase of the property.
8. any *component* or *system* which was not *observed*.
9. the presence or absence of pests such as wood damaging organisms, rodents, or insects.
10. cosmetic items, underground items, or items not permanently *installed*.
11. property boundary lines or encroachments.
12. product recalls or conformance with manufacturers' installation instructions.
13. the insurability of the property.

B. *Inspectors* are NOT required to:

1. offer warranties or guarantees of any kind.
2. calculate the strength, adequacy, or efficiency of any *system* or *component*.
3. enter any area or perform any procedure which may damage the property or its *components*, or be dangerous to the *Inspector* or other persons.
4. operate any *system* or *component* which is *shut down* or otherwise inoperable.
5. operate any *system* or *component* which does not respond to *normal operating controls*.
6. disturb insulation, move personal items, furniture, equipment, plant life, soil, snow, ice, or debris which obstructs access or visibility.

7. determine the presence or absence of any suspected environmental hazards including but not limited to toxins, fungus, molds, mold spores, mildew, radon, electromagnetic radiation, carcinogens, noise, electromagnetic fields, hazardous waste, contaminants in building *components*, soil, water, and air.
8. determine the effectiveness of any *system installed* to control or remove suspected hazardous substances.
9. predict life expectancy, future conditions, including but not limited to failure of *components*.
10. project operating costs of *components*.
11. evaluate acoustical characteristics of any *system* or *component*.
12. determine the age of the structure, or *component* of a building, or differentiate between original construction, and subsequent additions, improvements, replacements or renovations.
13. *observe* any *system*, *component* or any non-*primary function* that is not included in these Standards.

3.3 Limitations and exclusions specific to individual *systems* are listed in following sections.

4. SYSTEM: STRUCTURAL COMPONENTS

4.1 The *Inspector* shall *observe*:

A. *structural components* including:

1. foundation.
2. floors.
3. walls.
4. columns.
5. ceilings.
6. roofs.

4.2 The *Inspector* shall:

A. *describe* the type(s) of:

1. foundation.
2. floor structure.
3. wall structure.
4. ceiling structure.
5. roof structure.

B. enter *underfloor crawl spaces* and attic spaces except when:

1. access is obstructed;
2. the clearance is less than a nominal sixteen inches by twenty-four inches;
3. when entry could damage the property; or,
4. when *dangerous or adverse situations* are suspected.

C. report the methods used to inspect *underfloor crawl spaces* and attics.

D. report signs of water penetration into the building or signs of condensation on building *components*.

5. SYSTEM: EXTERIOR

5.1 The *Inspector* shall *observe*:

A. wall cladding, flashings and trim.

- B. entryway doors and *representative number* of windows.
- C. garage vehicle doors and door operators.
- D. decks, balconies, stoops, steps, areaways, and porches including railings.
- E. eaves, soffits and fascias.
- F. vegetation, grading, drainage, driveways, patios, walkways and retaining walls with respect to any apparent adverse effect on the condition of the building.

5.2 The *Inspector* shall:

- A. *describe* wall-cladding materials.
- B. operate a *representative number* of windows and all entryway doors, including garage vehicle doors, manually or by using permanently *installed* controls of any garage door operator.
- C. report whether or not any garage vehicle door operator will automatically reverse when tested using any available method.

5.3 The *Inspector* is NOT required to *observe*:

- A. storm windows, storm doors, screening, shutters, awnings and similar seasonal accessories.
- B. fences.
- C. *safety glazing*.
- D. garage vehicle door remote control transmitters.
- E. geological conditions.
- F. soil conditions.
- G. *recreational facilities*.
- H. outbuildings other than garages and carports.
- I. coatings on and the hermetic seals between panes of glass.

6. SYSTEM: ROOFING

6.1 The *Inspector* shall *observe*:

- A. roof coverings.
- B. visible portions of *roof drainage systems*.
- C. flashings.
- D. skylights, chimneys and roof penetrations.
- E. signs of leaks or abnormal condensation on building *components*.

6.2 The *Inspector* shall:

- A. *describe* the type of roof covering materials.
- B. report the methods used to inspect roofing.

6.3 The *Inspector* is NOT required to:

- A. walk on the roofing.
- B. *observe* attached accessories including but not limited to solar *systems*, antennae, and lightning arresters.
- C. *observe* underground *roof drainage systems*.

7. SYSTEM: PLUMBING

7.1 The *Inspector* shall *observe*:

- A. interior water supply and distribution *system* including:
 - 1. piping materials, including supports and insulation.
 - 2. fixtures and faucets.

3. *functional flow*.
4. leaks.
5. *cross connections*.

B. interior drain, waste and vent *system*, including:

1. traps, drain, waste, and vent piping; piping supports and pipe insulation.
2. leaks.
3. *functional drainage*.

C. hot water *systems* including:

1. water heating equipment.
2. *normal operating controls*.
3. *automatic safety controls*.
4. chimneys, flues and vents.

D. fuel storage and distribution *systems* including:

1. interior fuel storage equipment, supply piping, venting and supports.

E. drainage sump pumps.

F. waste ejector pumps.

7.2 The *Inspector* shall:

A. *describe*:

1. visible water supply and distribution piping materials.
2. visible drain, waste and vent piping materials.
3. water heating equipment and energy source.
4. location of the main water and main fuel shutoff valves

B. operate all plumbing fixtures, including their faucets and all exterior faucets attached to the house.

C. operate jetted bathtubs.

7.3 The *Inspector* is NOT required to:

A. state the effectiveness of anti-siphon devices.

B. determine whether water supply and waste disposal *systems* are public or private.

C. operate *automatic safety controls*.

D. operate any valve except water closet flush valves, fixture faucets and hose faucets.

E. operate drainage sump pumps.

F. *observe*:

1. water conditioning *systems*.
2. fire and lawn sprinkler *systems*.
3. *on-site water supply quantity and quality*.
4. on-site waste disposal *systems*.
5. foundation irrigation *systems*.
6. solar water heating *systems*.

8. SYSTEM: ELECTRICAL

8.1 The *Inspector* shall *observe*:

A. service entrance conductors.

- B. service equipment, grounding equipment, main overcurrent device, main and distribution panels.
- C. amperage and voltage ratings of the service.
- D. branch circuit conductors, their overcurrent devices, and the compatibility of their ampacities and voltages.
- E. the operation of a *representative number of installed* lighting fixtures, switches and polarity and grounding of receptacles located inside the house, garage, and on its exterior walls.
- F: the presence or absence of *GFCI* and *AFCI* protection.
- G: operation of *readily accessible GFCI* devices.
- H: the presence or absence of smoke alarms.
- I: the presence or absence of carbon monoxide alarms.

8.2 The *Inspector* shall:

- A. *describe*:
 1. service amperage and voltage.
 2. branch circuit conductor materials.
 3. service type as being overhead or underground.
 4. location of main disconnect(s), main panel and sub panels.

8.3 The *Inspector* is NOT required to:

- A. insert any tool, probe or testing device inside the panels.
- B. test or operate any electrical disconnect or overcurrent protection device, including *AFCI* devices.
- C. *dismantle* any electrical device or control other than to remove covers of the main and sub panels.
- D. test smoke or carbon monoxide alarms.
- E. *observe*
 1. low voltage electrical *components* and *systems*.
 2. telephone, security, cable TV, intercom, audio-video, home network, wifi *systems*, *electronic controls* or any *components* that are not a part of the primary electrical *distribution system*.
 3. geothermal, solar, wind, and other renewable energy *systems*.

9. SYSTEM: HEATING

9.1 The *Inspector* shall *observe*:

- A. permanently *installed* heating *systems* including:
 1. heating equipment.
 2. *normal operating controls*.
 3. *automatic safety controls*.
 4. chimneys, flues and vents.
 5. *distribution systems*.
 6. air filters.
 7. the presence or absence of an *installed* heat source in each *habitable space*.
- B. fuel-burning fireplaces and appliances including, but not limited to:
 1. manufactured fireplaces, freestanding stoves, and fireplace inserts.
 2. accessories *installed* in fireplaces.
 3. chimneys, flues, dampers, and vents.

4. mantles, hearth, floor protection and wall protection.

9.2 The *Inspector* shall:

A. *describe*:

1. primary energy source.
2. heating equipment type.
3. distribution type.

B. operate the *systems* using *normal operating controls*.

C. open *readily openable access panels* provided by the manufacturer or installer for routine homeowner maintenance.

9.3 The *Inspector* is NOT required to:

A. operate heating *systems* when weather conditions or other circumstances may cause equipment damage.

B. operate *automatic safety controls*.

C. ignite or extinguish solid fuel fires, or move fireplace inserts and stoves or firebox contents.

D. *observe*:

1. the interior of flues.
2. humidifiers.
3. electronic air filters.
4. the uniformity or adequacy of heat supply to the various rooms.
5. the function and efficiency of multi-zone HVAC *system* dampers and thermostats.
6. seals and gaskets.
7. adequacy of combustion air *components*.
8. draft characteristics.
9. window or portable heating *systems*.
10. fireplace insert flue connections.
11. automatic fuel feed devices.
12. heat distribution assists (gravity fed and fan assisted).
13. fuel-burning fireplaces and appliances located outside the inspected structures.
14. glass enclosures and screens.

10. SYSTEM: COOLING

10.1 The *Inspector* shall *observe*:

A. permanently *installed* cooling *systems* including:

1. cooling equipment.
2. *normal operating controls*.
3. *distribution system*.
4. air filters.
5. the presence or absence of an *installed* cooling source in each *habitable space*.

10.2 The *Inspector* shall:

A. *describe*:

1. energy source.
2. cooling equipment type.
3. distribution type.

B. operate the *systems* using *normal operating controls*.

- C. open *readily openable access panels* provided by the manufacturer or installer for routine homeowner maintenance.
- 10.3 The *Inspector* is NOT required to:
- A. operate cooling *systems* when weather conditions or other circumstances may cause equipment damage.
 - B. *observe* window or portable air conditioners.
 - C. *observe* the uniformity or adequacy of cool-air supply to the various rooms.

11. SYSTEM: INTERIORS

- 11.1 The *Inspector* shall *observe*:
- A. walls, ceiling and floors.
 - B. steps, stairways, balconies and railings.
 - C. counters and a *representative number* of cabinets.
 - D. a *representative number* of doors and windows.
 - E. separation walls, ceilings, and doors between a dwelling unit and an attached garage or another dwelling unit.
 - F. *installed* ovens, ranges, surface cooking appliances, microwave ovens, dishwashing machines and food waste grinders by using *normal operating controls* to activate the *primary functions*.
- 11.2 The *Inspector* shall:
- A. operate a *representative number* of windows and interior doors.
 - B. report signs of water penetration into the building or signs of abnormal or harmful condensation on building *components*.
 - C. report absence of *secondary fire egress* from bedrooms.
- 11.3 The *Inspector* is NOT required to *observe*:
- A. paint, wallpaper and other finish treatments on the interior walls, ceilings, and floors.
 - B. carpeting.
 - C. draperies, blinds or other window treatments.
 - D. *recreational facilities* or another dwelling unit.
 - E. non-primary features of any *observed* appliance.
 - F. *installed* and freestanding kitchen and laundry appliances not listed in section 11.1.F

12. SYSTEM: INSULATION & VENTILATION

- 12.1 The *Inspector* shall *observe*:
- A. insulation and vapor retarders in unfinished spaces.
 - B. ventilation of attics and foundation areas.
 - C. kitchen, bathroom, and laundry venting *systems*.
- 12.2 The *Inspector* shall *describe*:
- A. presence or absence of insulation and vapor retarders in unfinished spaces.
- 12.3 The *Inspector* is NOT required to report on:
- A. concealed insulation and vapor retarders.
 - B. venting equipment which is integral with household appliances.

GLOSSARY

Arc Fault Circuit Interrupter (“AFCI”):

A type of safety device that is designed to quickly shut-off electric power in the event of arcing.

Automatic Safety Controls:

Devices designed and *installed* to protect *systems* and *components* from *unsafe* conditions.

Client:

A customer who contracts with a home *Inspector* for a home inspection.

Component:

A *readily accessible* and observable aspect of a *system*, such as a floor, or wall, but not individual pieces such as boards or nails where many similar pieces make up the *system*.

Cross Connection:

A physical connection or arrangement between potable water and any source of contamination.

Dangerous or Adverse Situations:

Situations which pose a threat of injury to the *Inspector*, and those situations that require the use of special protective clothing or safety equipment.

Describe:

Report in writing a *system* or *component* by its type, or other *observed* characteristics, to distinguish it from other *components* used for the same purpose.

Dismantle:

To take apart or remove any *component*, device or piece of equipment that is bolted, screwed, or fastened by other means and that would not be taken apart or removed by a homeowner in the course of normal household maintenance.

Distribution System(s):

Components including but not limited to; fans, ducts with supports, fan coil units, registers, insulation, pumps, pipes and lines with supports, radiators, and convectors that are used for supplying heating or cooling in *habitable spaces*.

Electronic Controls:

Digital, computerized, low-voltage or solid-state operating devices.

Functional Drainage:

A drain is functional when it empties in a reasonable amount of time and does not overflow when another fixture is drained simultaneously.

Functional Flow:

A reasonable flow at the highest fixture in a dwelling when another fixture is operated simultaneously.

Ground Fault Circuit Interrupter (“GFCI”):

A type of safety device that is designed to quickly shut-off electric power in the event of a hot and neutral imbalance.

Habitable Space:

A space in a building for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable rooms.

Immediate Major Repair:

A *major defect*, which if not quickly addressed, will be likely to do any of the following:

1. worsen appreciably
2. cause further damage
3. be a serious hazard to health and/or personal safety

Inspector:

A person certified as a Home *Inspector* by the Arizona Board of Technical Registration.

Installed:

Attached or connected such that the *installed* item requires tools for removal.

Major Defect:

A *system* or *component* that is *unsafe* or the *primary function* is not working properly.

Normal Operating Controls:

Homeowner operated devices such as a thermostat, wall switch or safety switch.

Observe:

The act of making a visual examination of the *primary function* of a *system* or *component* and reporting on its Condition.

On-site Water Supply Quality:

Water quality is based on the bacterial, chemical, mineral and solids content of the water.

On-site Water Supply Quantity:

Water quantity is the rate of flow of water.

Primary Function:

The function of a device that is most reasonably apparent such as heat provided at elements or burners at a stove/oven, but not added features such as clocks, calibration, temperature settings, induction, convection or other characteristics.

Readily Accessible:

Available for visual inspection without requiring moving of personal property, dismantling, destructive measures, or any action which will likely involve risk to persons or property.

Readily Openable Access Panel:

A panel provided for homeowner inspection and maintenance that has removable or operable fasteners or latch devices in order to be lifted off, swung open, or otherwise removed by one person, and its edges and fasteners are not sealed in place. Limited to those panels within normal reach or from a 4-foot stepladder, and otherwise *readily accessible*.

Recreational Facilities:

Spas, saunas, steam baths, swimming pools, tennis courts, playground equipment, and other exercise, entertainment, or athletic facilities.

Representative Number:

For multiple identical *components* such as windows and electrical outlets, the inspection of one such *component* per room. For multiple identical exterior *components*, the inspection of one such *component* on each side of the building.

Roof Drainage Systems:

Gutters, scuppers, roof drains, downspouts, leaders, splash blocks, and similar *components* used to carry water off a roof and away from a building.

Safety Glazing:

Tempered glass, wired glass, laminated glass, or rigid plastic.

Secondary Fire Egress:

Openings, such as doors or windows, that allow direct access to the exterior of the structure from bedrooms.

Shut Down:

A piece of equipment whose safety switch or circuit breaker is in the “off” position, or its fuse is missing or blown, or a *system* that cannot be operated by the device or control that a home owner should normally use to operate it.

Structural Component:

A *component* that supports non-variable forces or weights (dead loads) and variable forces or weights (live loads).

System:

A combination of interacting or interdependent *components*, assembled to carry out one or more functions.

Technically Exhaustive:

An inspection is technically exhaustive when it involves the use of measurements, instruments, testing, calculations, and other means to develop scientific or engineering findings, conclusions, and recommendations.

Underfloor Crawl Space:

The area within the confines of the foundation and between the ground and the underside of the lowest floor structural.

Unsafe:

A condition in a *readily accessible, installed system or component* that is judged by the *Inspector* to be a significant risk of serious bodily injury during normal day-to-day use.