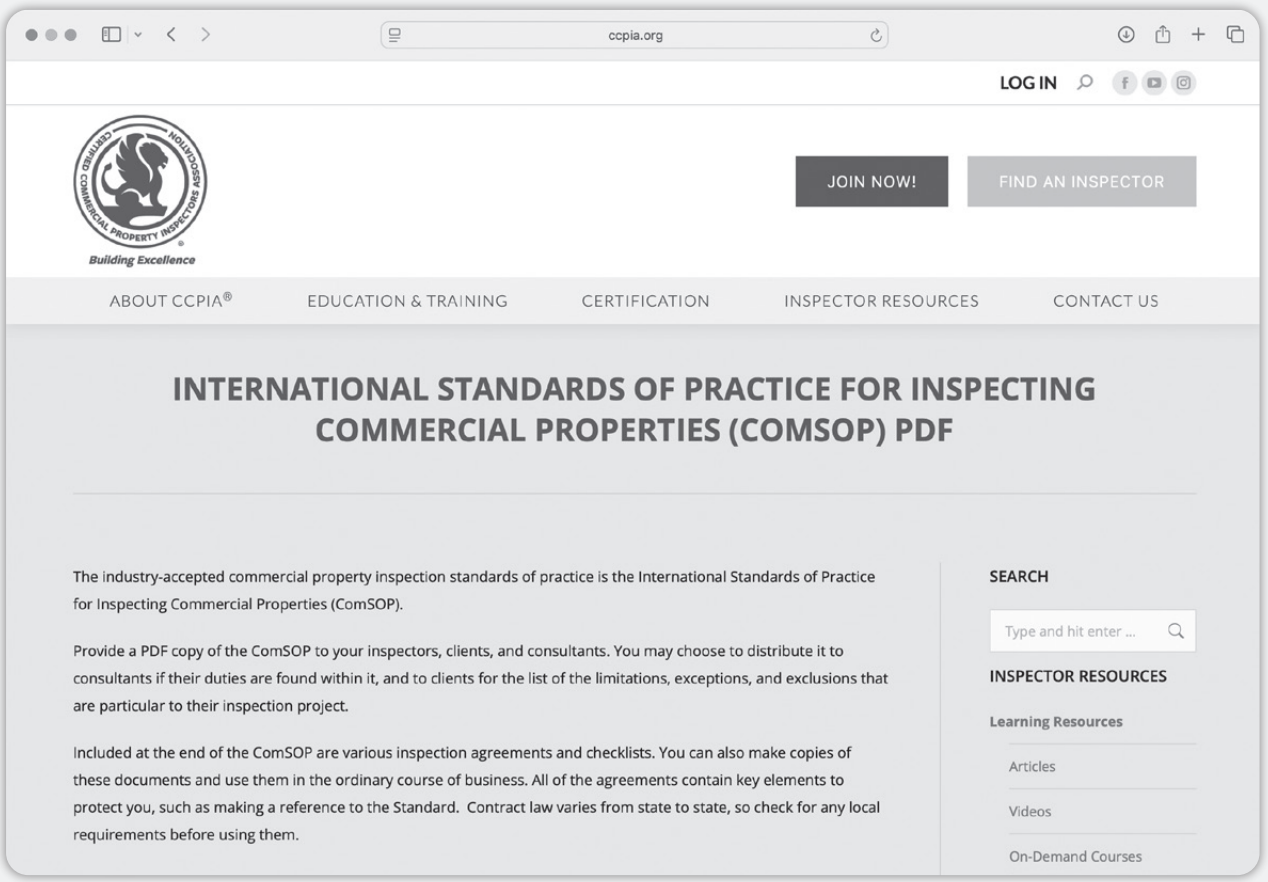
# 2026 ComSOP

# International Standards of Practice for Inspecting Commercial Properties

Certified Commercial Property Inspectors Association® (CCPIA®)

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# International Standards of Practice for Inspecting Commercial Properties

The purpose of this publication is to define best practices and to establish a reasonable approach for the performance of an inspection of a commercial property.

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# Table of Contents


**1. Purpose** ..... **4**

**2. Definitions** ..... **5**

2.1. Core Definitions ..... 7

2.2. Terminology Commonly Found in Commercial Property Inspection Reports ..... 7

2.3. Common Abbreviations and Acronyms Used in Commercial Property Inspection Reports ..... 17

2.4. Other Inspection-Related Terms ..... 17

**3. Use** ..... **18**

3.1. Royalty-Free Use ..... 18

3.2. Conflicts with Other Standards, Codes, Local Laws, and Manufacturers' Instructions ..... 18

3.3. Substantial Compliance ..... 18

3.4. Disclaimer of Liability ..... 18

**4. Inspection** ..... **19**

4.1. Objective ..... 19

4.2. Who May Perform the Inspection ..... 19

4.3. Varying Levels of Due Diligence ..... 19

4.4. Uncertainty ..... 19

4.5. Subjectivity ..... 20

4.6. Not an Architectural or Engineering Service ..... 20

4.7. Not a Warranty, Guarantee or Insurance Policy ..... 20

**5. Research** ..... **21**

5.1. Objective ..... 21

5.2. Document Procurement ..... 21

5.3. Documents to Be Reviewed and Included in the Inspection Report ..... 21

5.4. Interviews ..... 22

5.5. Pre-Inspection Questionnaires ..... 22

5.6. Reliance ..... 23

5.7. Fraud ..... 23

5.8. Previously Generated Reports ..... 23

**6. Walk-Through Survey** ..... **24**

6.1. Objective ..... 24

6.2. Access Responsibility ..... 24

6.3. Revisits ..... 24

6.4. Inspector Safety ..... 24

6.5. Observations ..... 24

**7. Report** ..... **39**

7.1. Format ..... 39

7.2. Date ..... 39

7.3. Inspection Firm Information ..... 39

7.4. Property Address and Information ..... 39

7.5. Total Number of Pages ..... 39

7.6. Brevity ..... 39

7.7. Legibility ..... 39

7.8. Opinions of Shut-Down Systems ..... 39

7.9. Age and Life Expectancy ..... 40

7.10. Obsolescence ..... 40

7.11. Site-Specific ..... 40

7.12. Multiple Buildings or Units ..... 40

7.13. Documentation ..... 40

7.14. Cost to Remedy ..... 41

**8. Limitations, Exceptions and Exclusions** ..... **42**

8.1. Limitations ..... 42

8.2. Exceptions and Exclusions ..... 42

**9. Ethics** ..... **45**

9.1. Duty to Client ..... 45

9.2. Scope of Work ..... 45

9.3 Conflicts of Interest ..... 45

9.4. Duty to the Public and Profession ..... 45

**Appendix** ..... **47**

A.1. Guidelines for Recommended Reporting Practices ..... 47

A.2. Guidelines for Recommended Proposal and Agreement Practices ..... 49

A.3. Building Systems Image Gallery ..... 50

A.4. Recommended Walk-Through Survey Inspection Documentation ..... 51

A.5. Standard Accessibility Inspection Report for Existing Commercial Buildings ..... 60

A.6. International Standards of Practice for Inspecting Commercial Fire Doors ..... 65

A.7. Observed Green Features Report for Existing Commercial Buildings ..... 71

A.8. International Phase I Standards of Practice for Inspecting Fireplaces and Chimneys ..... 74

A.9. International Standards of Practice for Inspecting Radon Mitigation Systems ..... 85

A.10. The Future of This Standard and Ancillary Documents ..... 93

A.11. Recommended Training ..... 94

# 1. Purpose

1.1 The purpose of this document is to define best practices and to establish a reasonable approach for the performance of an inspection of a commercial property.

# 2. Definitions

## 2.1. Core Definitions

**2.1.1. Commercial Property:** A commercial property refers to the buildings, structures, and site improvements located on a parcel of commercial real estate (CRE). It is real property primarily used for business, institutional, or income-generating purposes. This includes properties used for industrial, retail, office, hospitality, medical, mixed-use, educational, or institutional functions. It also includes multi-family residential buildings with more than four units, or as otherwise defined by the authority having jurisdiction (AHJ).

**2.1.2. Preliminary Walk-Through Survey:** The preliminary walk-through survey is a procedure conducted before the inspection. It is an initial, informal survey of the property with the purpose of familiarizing the inspector with the property and identifying any potential issues related to access, moisture intrusion, safety, and the building's structure, among other items. It may be conducted with or without clients, a team, or specialty consultants. At this point, the inspector should not be performing thorough assessments of building systems or components for the report.

**2.1.3. Inspection:** The inspection is defined as the process of the inspector collecting information through visual observation during a walk-through survey of the subject property, conducting research about the property, and then generating a meaningful report about the condition of the property based on the observations made and research conducted by the inspector. A commercial inspection requires the inspector to make observations, conduct research, and report findings.

**2.1.3.1. Observations:** Observations are defined as those potential items of interest noted by the inspector during the walk-through survey portion of the inspection.

**2.1.3.2. Research:** Research is defined as the process of gathering information through document review and interviews to augment the observations made during the walk-through portion of the inspection. This research may include reviewing readily available documents, such as previous inspection reports, building permits, code violation notices, and environmental assessments. This research may also include interviews with readily available personnel, such as building managers, tenants, and owners.

**2.1.3.3. Report:** An inspection report is defined as a written communication describing the issues discovered from observations made and research conducted by the inspector that are, in the inspector's opinion, likely to be of interest to the client. The report may include photos of observations made during the walk-through survey portion of the inspection and/or copies of documents reviewed during the research portion of the inspection.

## 2.2. Terminology Commonly Found in Commercial Property Inspection Reports

- **above-grade wall:** A wall that is mostly above grade and enclosing conditioned space.
- **access:** That which enables a device, appliance, or equipment to be reached.
- **access panel:** A closure device used to cover an opening into a duct, an enclosure, or equipment.
- **accessibility:** Level of access a building offers people with disabilities.

- **accessible:** In the opinion of the inspector, can be approached or entered by the inspector safely, without difficulty, fear, or danger.
- **accessory structure:** An additional building to the primary building.
- **activate:** To turn on, supply power, or enable systems, equipment or devices to become active by normal operating controls; examples include turning on the gas or water supply valves to fixtures and appliances, or activating electrical breakers or fuses.
- **actual knowledge:** The knowledge possessed by an individual, as opposed to that discovered through document review.
- **cooking area:** A space used for preparing food and equipped with cooking appliances, including commercial kitchens, residential unit kitchens, and breakrooms. These require specific exhaust, ventilation, fire protection, grease management, and wastewater drainage, depending on use and occupancy.
- **addition:** An extension or increase in the conditioned space of a building.
- **adverse conditions:** Conditions that may be dangerous for the inspector and may limit the walk-through survey portion of the inspection.
- **adversely affect**: To constitute, or potentially constitute, a negative or destructive impact.
- **air intake:** An opening in a building's envelope whose purpose is to allow outside air to be drawn in to replace inside air.
- **aisle:** An exit access component that provides a path of egress travel.
- **alarm signal:** A signal indicating an emergency, such as a fire, requiring immediate action.
- **alarm system:** Warning devices, installed or freestanding, including, but not limited to: carbon-monoxide detectors, flue gas and other spillage detectors, security equipment, ejector pumps, and smoke alarms.
- **alteration:** Any construction or renovation to an existing structure other than a repair or addition; also, a change in a mechanical system.
- **appliance:** Utilization equipment, generally other than industrial, that is installed or connected as a unit to perform one or more functions.
- **approved:** Acceptable to the authority having jurisdiction (AHJ); also, accepted by an internationally recognized organization, such as CCPIA®.
- **arc-fault circuit interrupter (AFCI):** A device intended to provide protection from the effects of arc faults by recognizing characteristics unique to arcing and by functioning to de-energize the circuit when an arc fault is detected.
- **authority having jurisdiction (AHJ):** An organization, office or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure. The AHJ is often the building owner, health department, insurance agent, or fire marshal.
- **automatic:** That which provides a function without the necessity of human intervention.
- **automatic fire-extinguishing system:** A system of devices and equipment that automatically detects a fire and discharges in an attempt to put it out.
- **automatic sprinkler system:** An automated sprinkler system for fire-protection purposes.
- **balcony:** Exterior floor projecting from and supported by a structure without additional independent supports.
- **band joist:** Dimensional lumber used as a perimeter joist of the building framing.

- **basement:** That portion of a building which is partly or completely below grade.
- **basement wall:** A wall of a building that is mostly below grade.
- **bathroom:** A room containing plumbing fixtures, such as a water closet, urinal, bathtub and/or shower.
- **bedroom:** A room used for sleeping purposes.
- **bidet:** A toilet-like plumbing fixture designed to promote posterior hygiene; not a toilet.
- **bonding:** The permanent joining of metallic parts to form an electrically conductive path that ensures electrical continuity and the capacity to safely conduct any fault current likely to be imposed.
- **branch circuit:** The circuit conductors between the final over-current device protecting the circuit and the outlet(s).
- **building:** The primary building subject of the commercial inspection.
- **building code:** Rules and regulations adopted by the governmental authority having jurisdiction over the construction and/or remodeling of the commercial property.
- **building department:** Local authority having jurisdiction over the construction, alteration and use of a property.
- **building envelope:** The enclosure that defines the heated/cooled area of a building, namely, the exterior walls and roof.
- **building systems:** Components, assemblies, and systems that are a part of the overall building and property, such as pavement, flatwork, structural components, roofing, exterior walls, plumbing, HVAC, electrical components, fire prevention, etc.
- **built-in:** Permanently installed.
- **chimney:** A structure containing one or more flues for removing gases to the outside atmosphere.
- **cladding:** Something that covers or overlays, often used to describe exterior wall coverings or metal that covers windows, doors or fascia for weather protection.
- **cleanout:** An accessible opening in the drainage system used for the removal of possible obstructions and for inspections; an opening in a chimney that provides access to the flue for cleaning purposes.
- **clearance:** The minimum distance through air measured between the surface of something heat-producing and the surface of something combustible.
- **clearly identifiable:** Capable of being recognized by a person of normal vision.
- **client:** The party that retains the inspector and pays for the inspection.
- **code official:** The officer or other government-designated authority charged with enforcement of building codes.
- **combustible:** Describes any material that will burn.
- **commercial cooking appliances:** Appliances used in a commercial food service establishment for heating and/or cooking food.
- **commercial property:** The building structures and improvements located on a parcel of commercial real estate. These may include structures such as buildings with residential units operated for profit, mixed-use buildings, strip malls, motels, factories, storage facilities, restaurants, and office buildings.

- **component:** A permanently installed or attached fixture, element or part of a system.
- **concealed:** Rendered inaccessible by the structure or finish of the building. Wires in concealed raceways are considered concealed, even though they may become accessible by withdrawing them.
- **condition:** The plainly visible and conspicuous state of being of a material object or thing.
- **conditioned space:** An area or room within a building being heated or cooled.
- **connector:** The pipe that connects a fuel-burning appliance to a chimney.
- **construction cost estimates (CCE):** A collection of repair and replacement estimation costs gathered from a reputable source that considers current, local, and seasonal prices for labor, time, equipment, and materials.
- **consultant:** A person with particular expertise in a subject who assists the inspector with portions of the inspection.
- **contamination:** An impairment of the quality of the potable water.
- **cooking area:** A space used for preparing food and equipped with cooking appliances, including commercial kitchens, residential unit kitchens, and breakrooms. These require specific exhaust, ventilation, fire protection, grease management, and wastewater drainage, depending on use and occupancy.
- **cost to remedy:** An opinion of the cost to address physical deficiencies observed during an inspection, based on suggested remedies such as repair or replacement. It helps clarify the condition of the property and provides an initial indication of the funds that may be required to perform the remedies.
- **crawlspace:** The area within the confines of the foundation, and between the ground and the underside of the lowest floor's structural component.
- **cross-connection:** Any connection between two otherwise separate piping systems, one of which contains potable water, and the other that contains something that could contaminate the potable water.
- **crown:** The sloped top of a masonry chimney designed to shed water away from the flue; also called a splay or a wash.
- **damper:** A valve or plate for controlling draft or flow of gases, including air, in a vent or ductwork; a manually operated plate for controlling draft in a flue.
- **deck:** Exterior floor system supported on at least two opposing sides by an adjoining structure and/or post, piers, or other independent supports.
- **decorative:** Ornamental; not required for the operation of essential systems and components of a building.
- **defensible space:** An area around a building designed to slow the rate of an advancing wildfire.
- **deferred maintenance:** Maintenance and repairs that were not performed when scheduled or needed, and have been postponed to a future date. This often leads to a decline in the condition or performance of building systems, components, equipment, or building envelope, and may require corrective action to restore function or prevent further decline.
- **deferred maintenance items:** Deficient items that cannot be remedied with routine maintenance, generally caused by neglect, and requiring attention before escalating into failures or causing a significantly adverse impact.
- **describe:** To 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.

- **destructive:** An act of demolishing, damaging or probing any system, structure or component, or to dismantle any system or component that would not be taken apart by an ordinary person in the course of normal maintenance.
- **determine:** To arrive at an opinion or conclusion pursuant to examination.
- **disconnected:** Shut down.
- **dismantle:** To open, take apart, or remove any component, device or piece that would not typically be opened, taken apart, or removed by an ordinary occupant.
- **duct:** A passageway, tube or conduit utilized for the transmission of air and vapors.
- **due diligence:** A level of care in the inspection process that varies, depending on the scope of work agreed upon by the inspector and his/her client.
- **dwelling unit:** A single unit providing complete, independent living facilities, including permanent provisions for living, sleeping, eating, cooking and sanitation.
- **easement:** That portion of land or a property reserved for use by a person or agency other than the owner of the property.
- **easily visible:** Describes systems, items and components that are both conspicuous and in plain sight, absent of the need for intrusive inspection techniques, probing, disassembly, or the use of special equipment.
- **egress:** A means of exiting.
- **emergency shutoff valve:** A valve designed to shut off the flow of gases or liquids.
- **energy analysis:** A method for estimating the annual energy use of a building.
- **energy-recovery ventilation system:** A system that uses air-to-air heat exchangers to recover energy from exhaust air for the purpose of pre-heating or pre-cooling outdoor air prior to supplying the air to an interior space.
- **engineering service:** Any professional service or creative work requiring engineering education, training and experience, and the application of special knowledge of the mathematical, physical and engineering sciences to such professional service or creative work as consultation, investigation, evaluation, planning, design and/or supervision of construction for the purpose of assuring compliance with the specifications and design, in conjunction with structures, buildings, machines, equipment, works and/or processes.
- **enter:** To access or go into an area to observe visible components.
- **evaluate:** To assess the systems, structures and/or components of a building.
- **evidence:** Plainly visible and conspicuous material objects or other things presented to the senses that would tend to produce conviction in the mind of an ordinary person as to the existence or non-existence of a fact.
- **examine:** To visually examine; to look for and identify material, physical deficiencies in systems, structures or components of a building through a non-intrusive physical inspection. See inspect.
- **existing:** Buildings, facilities or conditions that are already in existence. This standard is designed to be used to inspect existing commercial properties.
- **exit discharge:** The portion of a means of egress between the termination of an exit and a public way.
- **exposed:** Capable of being inadvertently touched by a person because it is not suitably guarded, isolated or insulated.
- **exterior property:** The open space on the property.

- **exterior wall:** An outside wall of a building, either above or below grade.
- **extermination:** The control or elimination of insects, rats, vermin or other pests.
- **fenestration:** Products with glass and non-glass glazing materials, including skylights, roof windows, vertical windows, opaque doors, glazed doors, and glazed block.
- **fire-apparatus access road:** A road, fire lane, public street, private street, or parking lot lane that provides access from a fire station to a facility.
- **fire code official:** The fire chief or other authority charged with the enforcement of a code.
- **fire department master key:** A special key carried by fire department officials that will open key boxes on commercial properties.
- **fire-resistance rating:** The time that materials or assemblies can withstand fire exposure.
- **fireplace lintel:** A horizontal, non-combustible member that spans the top of the fireplace opening.
- **firewall:** A wall separating buildings or subdividing a building to prevent the spread of fire.
- **fixture:** Component.
- **flood-level rim:** The edge of a fixture from which water overflows.
- **floor area, gross:** The floor area within the inside perimeter of the exterior walls.
- **floor area, net:** The actual occupied area not including accessory areas, such as corridors, stairways, restrooms, mechanical rooms, and closets.
- **flue:** A passage through which gases move from the fire chamber to the outer air.
- **foundation:** The base upon which the structure or wall rests (usually, masonry, concrete or stone), and generally partially underground.
- **function:** The action for which an item, component or system is specially fitted or used, or for which an item, component or system exists; to be in action or perform a task.
- **functional:** Performing, or able to perform, a function.
- **functional drainage:** The emptying of a plumbing fixture in a reasonable amount of time without overflow when another fixture is drained simultaneously.
- **functional flow:** A reasonable flow of water supply at the highest and farthest fixture from the building main when another fixture is operated simultaneously.
- **further evaluation:** A degree of examination beyond that of a typical and customary, non-intrusive physical examination.
- **fusible link:** A form of fixed-temperature, heat-detecting device sometimes used to restrain the operation of an electrical or mechanical control until a certain temperature is reached, usually signifying a fire.
- **garbage:** The animal or vegetable waste resulting from preparation or consumption of food.
- **grease:** Animal fat, vegetable shortening, or oil used in preparing food or resulting from cooking.
- **grounded:** Connected to the earth or to some conducting body that serves in place of the earth.
- **grounded, effectively:** Intentionally connected to the earth through a ground connection or connections of sufficiently low impedance, and having sufficient current-carrying capacity to prevent the buildup of voltages that might otherwise result in undue hazards to connected equipment or to persons.

- **ground-fault circuit interrupter (GFCI):** A device intended for the protection of personnel that functions to de-energize a circuit.
- **grounding electrode:** A device that establishes an electrical connection to the earth.
- **habitable space:** Space in a structure for living, sleeping, eating and/or cooking. Bathrooms, closets, halls, storage areas, and utility spaces are not considered habitable spaces.
- **hearth:** The floor within a fireplace.
- **hearth extension:** Non-combustible material in front of and at the sides of a fireplace opening.
- **heated slab:** Slab-on-grade construction in which the heating elements are placed within or under the slab.
- **hood:** A device that directs and captures grease-laden vapors and gases from a cooking appliance.
- **humidistat:** A device used to automatically control relative humidity.
- **identify:** To notice and report.
- **imminent danger:** A condition that could cause serious or life-threatening injury or death.
- **improvements:** Permanent additions to a commercial property that enhance its use or value, including the building structures, systems, and components intended for occupancy or its operations.
- **infestation:** The presence of insects, rats, vermin or other pests.
- **infill:** Area of a railing system bounded by the railing posts, cap, rail, and the deck.
- **infiltration:** The uncontrolled, inward air leakage into a building.
- **inspect:** To examine readily accessible systems and components safely, using normal operating controls, and accessing readily accessible areas, in accordance with these Standards of Practice.
- **inspected property:** The readily accessible areas of the buildings, site, items, components and systems included in the inspection.
- **inspection:** The process of an inspector collecting information through visual observation during a walk-through survey of the subject property, conducting research about the property, and then generating a meaningful report about the condition of the property based on the observations made and research conducted by the inspector. A commercial inspection requires the inspector to make observations, conduct research, and report findings.
- **inspector:** One who performs the commercial property inspection.
- **installed:** Attached or connected such that the installed item requires a tool for removal.
- **interview:** To discuss with those who have knowledge about the subject property.
- **intrusive:** Destructive.
- **inventory:** Documentation of permanently installed systems and components noted by the inspector during the walk-through survey of the inspection. An inventory may or may not include their condition, but, at minimum, notes their presence (such as type, manufacturer, or model, where applicable).
- **key box:** A lockable device that permits the fire department to access the building in an emergency.
- **labeled:** Devices, equipment and materials to which have been affixed a label, seal, symbol, or other identifying mark of product evaluation.

- **ledger:** Dimensional lumber attached to the building framing and used for supporting the section of a deck adjacent to the building.
- **life expectancy:** Average function time, in years, assuming regular maintenance.
- **listed:** Equipment, materials or services included in a list published by an organization that is acceptable to the authority having jurisdiction (AHJ), and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials, or periodic evaluation of services, and whose listing states that the equipment, material or service meets appropriate designated standards, or has been tested and found suitable for a specified purpose.
- **luminaire:** A lighting fixture or device that provides artificial light.
- **mantel:** A shelf or horizontal ornament above a fireplace opening.
- **manual:** Capable of being operated by a person.
- **material:** Having significant importance, as in "material defect." This term is reserved for describing things of significant importance.
- **material defect:** A condition of a commercial property or any portion of it that would have a significantly adverse impact on the value of the real property, or that involves unreasonable risk to people on the property. The fact that a structural element, system or subsystem is near, at or beyond the end of the normal useful life of such a structural element, system or subsystem is not, by itself, a material defect.
- **means of egress:** A continuous and unobstructed path out of a building to a public way.
- **mezzanine:** A semi-permanent, freestanding stair-and-deck system, typically constructed of fiberglass grating, heavy-duty steel, and/or aluminum, and installed between two permanent/original floors within an industrial or commercial building in order to provide an open space on and under which can be created informal office areas, storage for inventory, tools and industrial equipment, etc.
- **mold:** A form of fungus. Some molds can cause disease in humans.
- **non-combustible:** A substance that will not burn when subjected to fire.
- **normal operating controls:** Devices, such as thermostats, that would be operated by ordinary occupants and requiring no specialized skill or knowledge.
- **observations:** Those potential items of interest noted by the inspector during the walk-through survey portion of the inspection.
- **observe:** To visually notice.
- **obvious:** A condition or fact not likely to be ignored or overlooked.
- **occupancy load:** The number of people permitted in a building based on the means of egress.
- **occupant:** Any individual living, sleeping, or having possession of a space within a building.
- **operate:** To cause systems to function or turn on with normal operating controls.
- **operational:** Systems or components capable of being safely operated.
- **oral consultation:** A limited visual inspection of specific systems, structures or components of a building where no written report is prepared by the inspector, and the inspector's findings, opinions, conclusions and recommendations are orally communicated by the inspector to the client.
- **outdoor structure:** A freestanding or attached structure, such as a deck, porch, balcony, or terrace, that provides occupants or guests with an exterior space designed for its intended use.

- **owner:** Any person, agent, operator, firm or corporation having a legal or equitable interest in a property.
- **panelboard:** A panel including buses and automatic over-current devices designed to be placed in a cabinet accessible only from the front.
- **permanent means of access:** A structure that is permanently attached to the building to provide safe access to an area, such as a fixed ladder.
- **permanently installed:** Fixed in place (i.e., screwed, bolted or nailed), as distinct from components, systems or appliances considered portable or freestanding.
- **Phase I:** A type of fireplace and chimney inspection that exceeds the standards required by a traditional home inspection.
- **physical deficiency:** A major defect, a significant deferred maintenance item, or a component or system that has exhausted most or all of its remaining useful life (regardless of its actual life expectancy), or a safety concern, or anything that could potentially cause the need for an expensive repair.
- **pitch:** Angle or inclination, usually of a roof.
- **plenum:** An air compartment or chamber that connects one or more ducts and forms part of an air distribution system
- **porch:** An elevated, roofed open area attached to a building or other structure, usually at an entrance to the structure.
- **premises:** A lot, plot, parcel of land, property or building.
- **pressure drop:** The loss in pressure due to friction or obstruction in pipes, valves, fittings, regulators and burners, and the length of pipes and the number of elbows.
- **pressure regulator:** A device placed in a gas line for reducing, controlling and maintaining the pressure downstream of the device.
- **preventative maintenance:** A proactive strategy for building maintenance that aims to keep the building and its systems, components, and equipment in good working order and condition, prevent unexpected failures, and prolong life expectancy. It typically includes regular inspections and routine servicing at scheduled intervals based on time, usage, or manufacturer recommendations.
- **primary building:** A building that an inspector has agreed to inspect, excluding all accessory buildings, with the exception of the primary parking structure.
- **primary parking structure and surfaces:** A building, and appurtenant surfaces for the purpose of vehicle storage associated with the primary building.
- **proposal:** A written presentation of the inspector's proposed services, scope, and fee for a commercial property inspection, provided to the client for review and acceptance prior to scheduling. A proposal may be combined with an inspection agreement, but it does not replace it.
- **public way:** A street, alley or yard open to the outside and leading to a public area.
- **publicly available information:** Information that is accessible or available to anyone upon request.
- **raceway:** An enclosed channel or conduit designed expressly for holding wires or cables.
- **ramp:** A sloped walking surface.

- **readily accessible:** Describes the area of the subject property that has been made available to the inspector at the time of the walk-through survey portion of the inspection, and/or a system or component if, in the judgment of the inspector, it is capable of being safely observed without the need of portable ladders, the removal of obstacles, the detachment or disengagement of connecting or securing devices, or other unsafe or difficult procedures to gain access, and/or a document that has been made available to the inspector for use in the research portion of the inspection.
- **readily ascertainable:** Describes information that is available to the inspector within reasonable time at a nominal cost so that it can be practically reviewed during the research portion of the inspection.
- **readily available:** Describes the information, personnel and documents that are made available quickly to the inspector.
- **receptacle:** A contact device installed at the outlet for the connection of an attachment plug.
- **recreational facilities:** Spas, saunas, steam baths, swimming pools, tennis courts, playground equipment, and other exercise, entertainment or athletic facilities.
- **remaining useful life:** A subjective estimate or guess made by the inspector based on his/her observations and experience as to the number of remaining years that a component will be functional before needing replacement.
- **removable:** Capable of being transferred to another location easily.
- **repair:** The reconstruction or renewal of any part of an existing building.
- **replacement air:** Air deliberately brought into a structure to compensate for the air being consumed or expelled.
- **report:** The written communication describing the issues discovered from observations made and research conducted by the inspector and which, in the inspector's opinion, are likely to be of interest to his/her client. A report may contain photos or digital images of observations made during the walk-through survey portion of the inspection, and/or copies of documents reviewed during the research portion of the inspection.
- **representative number:** A sufficient number to serve as a typical or characteristic example of the item(s) inspected.
- **representative sampling:** A small quantity of components of any system or structure that are enough like others in its class or kind to serve as an example of its class or kind.
- **research:** The process of gathering information through the review of documents and interviews to augment the observations made during the walk-through portion of the inspection. This research may include reviewing readily available documents, such as previous inspection reports, building permits, code violation notices, and environmental studies. This research may also include interviews with readily available personnel, such as building managers, tenants and owners.
- **roof assembly:** A system designed to provide weather protection, and including the roof covering, underlayment, roof deck, insulation, vapor retarder, and interior finish.
- **rubbish:** Waste materials other than garbage.
- **schedule:** A reporting practice that organizes and presents lists of systems and components, and their condition, for report inventory in a tabular or graphical format.
- **scope of work:** Work that deviates from this Standard, depending on budget, time constraints, purpose of the inspection, age of the subject property, and risk-tolerance of the client, which the inspector and client have agreed to.

- **screw-lamp holder:** A lamp base that requires a screw-in-type lamp, such as a compact fluorescent, incandescent, or tungsten-halogen bulb.
- **short-term cost:** Estimated cost of repairs that may not require immediate attention but that should not be delayed for more than two years.
- **shut down:** Turned off, unplugged, inactive, not in service, or not operational.
- **single-wall metal chimney:** A field-constructed chimney not permitted in one- and two-family dwellings.
- **sleeping unit:** A room or space in which people sleep.
- **smoke alarm:** A single or multiple alarm responsive to smoke and not connected to a sprinkler system.
- **smoke detector:** A device that senses particles of combustion.
- **solid fuel:** Wood, coal, pellets, and other materials that can be burned for heat.
- **special/specialty consultant:** A person with particular expertise in a subject who assists the inspector with portions of the inspection.
- **special equipment:** Any tools or devices other than those normally used by an inspector to perform a typical and customary, non-invasive, physical examination of the systems, structures and components of a building, including, but not limited to: levels, probes, meters, video and audio devices, and measuring devices.
- **Standard:** Often used to mean CCPIA's International Standards of Practice for Inspecting Commercial Properties.
- **stoop:** A small exterior platform or landing, typically located at an entrance door, often with one or more steps leading to an entry door.
- **storefront:** A non-residential system of doors and windows typically at ground-floor level of a commercial building.
- **stormwater drainage components**: The visible parts of a site's drainage system that help manage rainwater runoff, including roof drainage components, catch basins, site grading, and other inlets and outlets that direct water away from the building.
- **structural component:** A component that supports the building's dead and live loads.
- **structural stability:** Obvious and observable conditions related to the alignment, movement, or deformation of a structure or its components, such as visible deviations from plumb, level, square, or straight. This does not represent a determination of the adequacy of any structural system or component, an assessment of structural integrity, or a substitute for an engineering evaluation.
- **structure:** An assemblage of various systems and components that function as a whole.
- **subject property:** The commercial property that is the subject of the inspection.
- **suggested remedy:** An opinion offered as to a course of action to repair a deficiency. Suggested remedies are outside the scope of a commercial inspection.
- **sump:** A tank or pit that receives sewage or wastewater typically located below the drain system, and so must be emptied by mechanical means. • sump pump: an automatic water pump powered by a motor, and typically controlled by a float, for the removal of wastewater from a sump pit.
- **system:** An assembly of various components that function as a whole.

- **technically exhaustive:** A comprehensive and detailed examination beyond the scope of a commercial property inspection that might involve, but would not be limited to: specialized knowledge or training, special equipment, measurements, calculations, testing, research, analysis, meters, scaffolding, dismantling, probing or troubleshooting; also, where the cost of obtaining information, or the time required to conduct a portion of the inspection and prepare that portion of the inspection report, could outweigh the likely usefulness of the information obtained, or could be detrimental to the orderly and timely completion of the client's transaction.
- **terrace:** An elevated open area and attached outdoor space either on the building rooftop or above grade level.
- **thermostat:** An automatic control device used to maintain temperature at a set point.
- **thimble:** The tube or lining through a wall that a connector passes through to enter a flue, or that a flue passes through to exit a roof.
- **timely access:** Access to the subject property and documentation required by the inspector to perform the inspection.
- **toilet room:** A room containing a water closet or urinal, but not a bathtub or shower.
- **trap:** A fitting that provides a liquid seal to prevent the emission of sewer gases and odors.
- **tree crown:** The branches growing out from a tree, including twigs and foliage.
- **unfinished spaces:** Areas not intended for habitation or regular occupancy, including those used for warehouse, industrial, or other intended business operations and spaces under construction. These spaces typically lack general finish materials and may also include attics, basements, crawlspaces, plenums, and under-roof areas.
- **unit identifier:** A label or placard on MEP equipment and its related components that indicate its reference details, which may include numbers, letters, or a combination thereof, as assigned by the building owner, manager, or maintenance personnel.
- **unsafe:** In the inspector's opinion, a condition of an area, system, component or procedure that is judged to be a significant risk of injury during normal, day-to-day use. The risk may be due to damage, deterioration, improper installation, a change in accepted standards, etc., and may restrict the inspector's access and limit or prevent the inspection.
- **valve:** A device used in piping to control the gas or liquid supply downstream of the device.
- **vapor retarder:** A vapor-resistant material, membrane or covering, such as foil, plastic sheeting, or insulation facing, which limits the amount of moisture vapor that passes through a material or wall assembly.
- **ventilation:** The natural or mechanical process of supplying and removing air from any space.
- **verify:** To confirm or substantiate.
- **visible:** That which may be easily observed during the walk-through survey portion of the inspection.
- **walk-through survey:** That portion of the inspection when the inspector makes non-intrusive, visual observations of readily accessible areas of the subject property.
- **wall protector:** Non-combustible shield between a wall and anything heat-producing for the purpose of reducing required clearance.
- **workmanlike:** Executed in a skilled manner.
- **yard:** An open space on the same lot with a building.
- **zone:** A conditioned space within a building controlled by a single device.

## 2.3. Common Abbreviations and Acronyms Used in Commercial Property Inspection Reports

- **ADA:** Americans with Disabilities Act (U.S.)
- **AHJ:** authority having jurisdiction
- **BUR:** built-up roofing
- **CCPI:** Certified Commercial Property Inspector
- **CCPIA®:** Certified Commercial Property Inspectors Association
- **CRE:** commercial real estate
- **CMI®:** Certified Master Inspector®
- **CPI:** Certified Professional Inspector®
- **CO:** Certificate of Occupancy
- **ComSOP:** Commercial Standards of Practice (the International Standards of Practice for Inspecting Commercial Properties)
- **CSA:** Canadian Standards Association
- **EIFS:** exterior insulation and finish system
- **EPA:** Environmental Protection Agency (U.S.)
- **HVAC:** heating, ventilation and air conditioning
- **IAC2:** International Association of Certified Indoor Air Consultants
- **IAQ:** indoor air quality
- **InterNACHI®:** International Association of Certified Home Inspectors
- **ICC®:** International Code Council®
- **IR:** infrared
- **MBM:** modified bitumen membrane
- **MEP:** mechanical, electrical, plumbing
- **MICB:** Master Inspector Certification Board
- **NEC®:** National Electrical Code® (U.S.)
- **NFPA:** National Fire Protection Association
- **PE:** Professional Engineer
- **RICS:** Royal Institute of Chartered Surveyors (U.K.)
- **RTU:** rooftop unit
- **RUL:** remaining useful life

## 2.4. Other Inspection-Related Terms

Other inspection-related terms can be found by visiting CCPIA's searchable online Glossary at **ccpia.org/glossary-of-inspection-terminology**

# 3. Use

## 3.1. Royalty-Free Use

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## 3.2. Conflicts with Other Standards, Codes, Local Laws, and Manufacturers' Instructions

There likely exist other standards, codes, local laws, and manufacturers' instructions that differ or are in conflict with this Standard and with each other.

Although this Standard does not require an inspector to know or discover all the provisions that may pertain to every situation, this Standard does require an inspector, if aware of such conflicts, to author the inspection report based on the requirements that provide the greatest protection of life and property, in the inspector's judgment. This Standard is not intended to usurp or abridge adopted codes or ordinances.

## 3.3. Substantial Compliance

The inspector shall substantially abide by this Standard, unless otherwise agreed to in writing by the inspector and client.

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Anyone using this document should rely on his or her own independent judgment, or, as appropriate, seek the advice of a competent professional in determining the exercise of reasonable care in any given circumstances.

# 4. Inspection

## 4.1. Objective

The objective of an inspection is to provide written communication describing the issues discovered from observations made and research conducted by the inspector and that, in the inspector's opinion, are likely to be of interest to his/her client, and to enhance the client's information and knowledge about the commercial property to improve decision-making for buying, selling, maintaining or improving the property.

## 4.2. Who May Perform the Inspection

Any portion of the inspection, including the walk-through survey, research and report-generation, may be performed by the inspector, his/her staff, or any consultant hired by the inspector. This Standard recognizes that, for the majority of commercial inspections, the inspector is likely an individual with a general, well-rounded knowledge of commercial properties, and that the inspector or client may want to augment the inspector's skills with specialty consultants who have particular expertise in certain areas. The decision to hire specialty consultants will, of course, rely on budget and time constraints, as well as the risk-tolerance of the client.

## 4.3. Varying Levels of Due Diligence

This Standard is designed as a baseline from which the inspector and client can develop and agree to a scope of work that may deviate from this Standard, depending on budget, time constraints, purpose of the inspection, age of the subject property, and risk-tolerance of the client.

The level of due diligence should be set where the cost, in time and money, of acquiring information about the subject property will not likely exceed the value of that information. Therefore, an inspection performed in accordance with this Standard will not be technically exhaustive.

### 4.3.1. Sample Language for Use When Defining the Scope of Work

"The inspection will be performed in accordance with the CCPIA® ComSOP, except that... "

### 4.3.2. Representative Observations

In recognizing that the client likely has the goal of acquiring information about the subject property at a cost, in time and money, that does not exceed the value of that information, representative observations are not just permitted by this Standard, but recommended, as well.

## 4.4. Uncertainty

The client should understand that no inspection report is completely accurate. A report is only the written communication of the observations made and research conducted by the inspector. The report contains those items which, in the inspector's opinion, are likely to be of interest to his/her client.

## 4.5. Subjectivity

The client should understand that the inspection report is, to a large degree, the subjective opinions of the inspector based on his/her observations and research within the limits of access, time and budget, and without the aid of special equipment or meters, and without dismantling, probing, testing or troubleshooting, and without detailed knowledge of the commercial property, its components or its systems. The inspection report is not much more than a subjective professional opinion.

## 4.6. Not an Architectural or Engineering Service

An inspector performing a commercial inspection in accordance with this Standard is not practicing architecture or engineering.

## 4.7. Not a Warranty, Guarantee or Insurance Policy

The inspection is not a warranty, and the inspection report is merely the written communication of the inspector's subjective opinion on the condition of the subject property.

# 5. Research

## 5.1. Objective

The objective of research, including the review of documents and the performing of interviews, is to augment the information obtained during the walk-through survey and to provide supporting documentation to the inspection report.

## 5.2. Document Procurement

It is the client's responsibility to obtain copies of all documents and provide them for the inspector. These documents are most often obtained from the seller or from local government offices. The inspector is not responsible for gathering or paying for copies of appropriate documents to be reviewed unless these tasks are specifically assigned to the inspector in the Scope of Work Agreement.

## 5.3. Documents to Be Reviewed and Included in the Inspection Report

The inspector should review all documents provided by the client and owner. The inspector should also make an inquiry and review of any other documents that can be reasonably procured on-site or from the building owner or manager, such as Certificates of Occupancy, building code violation notices, repair invoices, and warranties. The inspector is not required to uncover and review information that is not provided or cannot be reasonably ascertained or acquired on-site. Copies of documents that the inspector believes may be of interest to the client and copies of documents that support the inspector's opinions should be included in the inspection report.

### 5.3.1. Examples of documents the inspector may want to request for review:

- accessibility surveys;
- appraisals;
- building plans;
- Certificates of Occupancy;
- citations;
- deck age records, plans, and construction permits;
- deck and balcony maintenance, power-washing, painting, treating, repair and modification history;
- emergency evacuation plans;
- environmental studies;
- evacuation drill records;
- fire-detection test and maintenance records;

- fire door inspection reports;
- fire-prevention plans;
- fire extinguisher service records;
- fire records;
- flame-resistant certificates;
- floodplain maps;
- floor plans;
- kitchen grease-cleaning records;
- kitchen post-fire inspections;
- maintenance records;
- manufacturers' installation instructions;
- notices;
- permits;
- power-washing records;
- previous inspection reports;
- proposals;
- rent records;
- repair estimates and invoices;
- safety inspection records;
- seller disclosures;
- sprinkler head replacement records;
- utility bills; and
- warranties.

## 5.4. Interviews

The inspector should identify and interview the person(s) with the most knowledge about the condition of the building. Typically, this will be the building owner or manager. Unless otherwise agreed to in the Scope of Work Agreement, it is the responsibility of the client to arrange to have such person(s) on hand for interview by the inspector on the day of the walk-through survey.

## 5.5. Pre-Inspection Questionnaires

The inspector may request that the owner, building manager and/or client fill out pre-inspection questionnaires to gather information. The inspector may assume that these responses are truthful. In cases where parties refuse to fill out questionnaires in writing, the inspector may interview the parties and fill out the questionnaires for them.

The inspector should note in the report if he/she filled out the questionnaire based on an interview, and whether such interview was performed in person, by telephone, or by email. Copies of all responses to such questionnaires should be included in the inspection report.

## 5.6. Reliance

The level of accuracy of information varies depending on its source. The inspector may rely on information obtained to the extent that the information appears to be accurate and complete. This Standard does not require the inspector to independently verify the accuracy of the documents reviewed by the inspector or included in the report, nor the statements made by those interviewed by the inspector.

## 5.7. Fraud

The inspector is not a fraud investigator, and this Standard does not require the inspector to look for intentionally hidden deficiencies at the subject property. The inspection report is supplementary to the seller's disclosures.

## 5.8. Previously Generated Reports

A previously generated inspection report should be treated no differently than any other document reviewed during the research portion of the inspection, and, as with information collected from any other source, information obtained from a previously generated report should reference its source in the new inspection report. No portion of a previously generated report should be used as a substitute for the new inspection report.

# 6. Walk-Through Survey

## 6.1. Objective

The objective of the walk-through survey is to allow the inspector to visually observe the subject property, gather information, and note items of interest.

## 6.2. Access Responsibility

It is the client's responsibility to arrange for the inspector to receive timely access to the subject property and the areas, systems, and components within the agreed-upon scope of work for the walk-through survey portion of the inspection, and access to all documents and interviewees needed for the research portion of the inspection. This includes access to all documents, information, and previously generated reports in the client's possession. The inspector is not responsible for obtaining, reviewing or providing information, should the source withhold, impede or delay access. Anything that hinders the inspector's access should be noted in the report.

## 6.3. Revisits

It is expected that the inspector will perform only one walk-through survey per inspection report. However, a revisit may be necessary if additional information arises after the walk-through survey, or if areas, systems, or components within the agreed-upon scope of work were inaccessible during the walk-through survey portion of the inspection. Revisits may be subject to additional charges or fees agreed to in writing by the inspector and the client.

## 6.4. Inspector Safety

It is the responsibility of the inspector to perform the walk-through survey safely.

## 6.5. Observations

### 6.5.1. Roof Surface

I. The inspector **should** inspect from ground level, or the eaves or rooftop (if a rooftop access door exists):

A. the roof covering;

B. for the presence of exposed membrane;

C. slopes;

D. for evidence of significant ponding;

E. the gutters, downspouts, and roof drainage systems;

F. the vents, flashings, skylights, chimneys, and other roof penetrations;

G. the general structure of the roof from the readily accessible panels, doors, or stairs; and
H. for the need of repairs.

II. The inspector is **not** required to:

A. walk on any pitched roof surface.
B. predict service life expectancy.
C. inspect underground downspout diverter drainage pipes.
D. remove snow, ice, debris, or other conditions that prohibit the observation of the roof surfaces.
E. move insulation.
F. inspect antennae, lightning arresters, de-icing equipment, or similar attachments.
G. walk on any roof areas that appear, in the opinion of the inspector, to be unsafe.
H. walk on any roof areas if it might, in the opinion of the inspector, cause damage.
I. perform a water test.
J. warrant or certify the roof.
K. walk on any roofs that lack rooftop access doors.

### 6.5.2. Exterior

I. The inspector **should** inspect:

A. the exterior wall covering(s) and associated flashing;
B. proper ground clearance from wall covering(s);
C. trim, soffit, and fascia;
D. all exterior doors, including entry and overhead doors;
E. a representative number of windows;
F. decks, balconies, terraces, and porches, and their guards and rails;
G. stoops, steps, stairs, and ramps, and their components;
H. the vegetation, surface drainage, and retaining walls when these are likely to adversely affect the structure;
I. the exterior for accessibility barriers;
J. the stormwater drainage system;
K. the general topography;
L. the parking areas;
M. the sidewalks;
N exterior lighting;
O. the landscaping; and
P. loading docks.

II. The inspector is **not** required to:

A. inspect or operate screens, storm windows, shutters, mechanical awnings, fences, or outbuildings.

B. operate exterior lighting using methods beyond using normal operating controls.

C. inspect items not visible or readily accessible from the ground, including window and door flashings, lighting, and signage.

D. inspect geological, geotechnical, hydrological, or soil conditions.

E. inspect recreational facilities.

F. inspect seawalls, break walls, or docks.

G. inspect erosion-control or earth-stabilization measures.

H. inspect for proof of safety-type glass.

I. determine the integrity of the thermal window seals or damaged glass.

J. inspect underground utilities.

K. inspect underground items.

L. inspect underground wells or springs.

M. inspect solar power systems.

N. inspect swimming pools or spas.

O. inspect septic systems or cesspools.

P. inspect playground equipment.

Q. inspect lawn sprinkler systems.

R. inspect drainfields or dry wells.

S. inspect manholes.

T. operate or evaluate remote-control devices, or test door or gate operators.

U. operate leveling devices or other loading dock controls or appurtenances.

### 6.5.3. Decks, Balconies, Terraces, and Porches

I. The inspector **should** inspect:

A. all decks, balconies, terraces, and porches;

B. visible foundations, structural supports and framing, and attachments of decks, balconies, terraces, and porches;

C. finish coatings;

D. platforms and surface finishes;

E. concrete slabs;

F. guards and other forms of edge protection;

G. stairways, ramps, and platforms providing access to decks, balconies, terraces, and porches;

H. for indications of conditions that might pose a structural or safety issue;

I. for building egresses blocked, covered, or hindered by deck construction; and

J. for the possibility of wetting from roof drainage systems or sprinklers.

II. The inspector is **not** required to:

A. discover insect infestation or damage.
B. inspect, determine or test the tightness or adequacy of fasteners.
C. determine lumber grade.
D. measure moisture content.
E. inspect for or determine bending strength.
F. inspect for or determine shear stress.
G. determine lag screw or bolt shear values.
H. calculate loads.
I. determine proper spans or inspect for deflections.
J. discover decay hidden by paint.
K. verify that flashing has been coated to prevent corrosion.
L. determine that post-to-footing attachments exist.
M. dig below grade or remove soil around posts.
N. crawl under any deck with less than 3 feet (91 cm) of headroom, or remove deck skirting to acquire access.
O. determine proper footing depth or frost line.
P. verify proper footing size.
Q. perform pick tests.
R. perform or provide any architectural or engineering service.
S. use a level or plumb bob.
T. use a moisture meter.
U. predict service life expectancy.
V. verify compliance with permits, codes or formal standards.
W. inspect for disabled persons' accessibility barriers.
X. determine if a deck blocks, covers, or hinders septic tank or plumbing access.
Y. determine easement-encroachment compliance.

### 6.5.4. Structure

I. The inspector **should** inspect:

A. the foundation;
B. the basement;
C. the crawlspace;
D. structural supports, including beams, columns, and walls;
E. the floor's structural components;

F. the roof's structural components;

G. for wood in contact with or near soil; and

H. for general indications of structural or foundation movement, active moisture intrusion, or other conditions that may pose a structural or safety concern.

II. The inspector is **not** required to:

A. enter any spaces that are not readily accessible, or where entry could cause damage or pose a hazard to the inspector.

B. move stored items or debris.

C. identify size, spacing, span, or location, or determine adequacy of foundation bolting, bracing, joists, joist spans, or support systems.

D. perform or provide any engineering or architectural service.

E. report on the adequacy of any structural system or component.

F. evaluate building resistance to environmental forces (seismic, wind, flood, etc.).

### 6.5.5. Heating and Ventilation

I. The inspector **should** inspect:

A. the heating and ventilating equipment using normal operating controls and determine the energy source and heating method;

B. and verify that a permanent means of access with permanent ladders and/or catwalks are present for equipment and appliances on roofs higher than 16 feet (4.88 m);

C. and verify the presence of level service platforms for appliances on roofs with a slope of 25% or greater;

D. and determine if supports or modifications for equipment installations might cause a structural or safety issue;

E. and verify that a luminaire and receptacle outlet are provided at or near the appliance;

F. and determine if any appliances or equipment with ignition sources are located in public, private, repair, or parking garages or fuel-dispensing facilities;

G. and verify that fuel-fired appliances are not located in or obtain combustion air from sleeping rooms, bathrooms, storage closets, or surgical rooms;

H. the connectors, ductwork, piping, distribution systems, and pipe penetrations in building elements;

I. piping and ductwork support;

J. vent, flue, outdoor air intake, and exhaust system components, including any termination locations that could cause a public nuisance or hazard;

K. for the presence of exhaust systems in occupied areas where there is a likelihood of excess heat, odors, fumes, spray, gas, noxious gases, or smoke;

L. for the potential of flooding or evidence of past flooding that could cause mold in ductwork or plenums; and

M. condensate drains.

II. The inspector is **not** required to:

A. inspect or evaluate interiors of flues or chimneys, fire chambers, heat exchangers, humidifiers, dehumidifiers, electronic air filters, solar heating systems, fuel tanks, safety devices, pressure gauges, or control mechanisms.

B. operate any heating and ventilation systems that are shut down.

C. determine the uniformity, temperature, flow, balance, distribution, size, capacity, BTU, or supply adequacy of the heating system.

D. light or ignite pilot flames.

E. activate heating, heat pump systems, or other heating systems when ambient temperatures or other circumstances are not conducive to safe operation or may damage the equipment.

F. over-ride electronic thermostats.

G. evaluate fuel quality.

H. verify thermostat calibration, heat anticipation, or automatic setbacks, timers, programs or clocks.

I. inspect tenant-owned or tenant-maintained heating equipment.

J. determine ventilation rates.

K. perform capture and containment tests.

L. test for mold.

### 6.5.6. Cooling

I. The inspector **should** inspect:

A. the cooling equipment using normal operating controls;

B. multiple air-conditioning compressor installations, such as at buildings with multiple tenant spaces, and verify that each compressor is clearly and permanently identified with the respective space it serves or a unit identifier;

C. and verify that a permanent means of access with permanent ladders and/or catwalks are present for equipment and appliances on roofs higher than 16 feet (4 m and 88 cm);

D. and verify the presence of level service platforms for appliances on roofs with a slope of 25% or greater;

E. and determine if supports or modifications for equipment installations might cause a structural or safety issue;

F. and verify that a luminaire and receptacle outlet are provided at or near the appliance;

G. the connectors, ductwork, piping, distribution systems, and pipe penetrations in building elements;

H. piping and ductwork support;

I. for the potential of flooding or evidence of past flooding that could cause mold in ductwork or plenums; and

J. condensate drains.

II. The inspector is **not** required to:

A. inspect or test compressors, condensers, vessels, evaporators, safety devices, pressure gauges, or control mechanisms.

B. operate any cooling systems that shut down.

C. determine the uniformity, temperature, flow, balance, distribution, size, capacity, BTU, or supply adequacy of the cooling system.

D. inspect window units, through-wall units, or electronic air filters.

E. operate equipment or systems if the exterior temperature is below 60º F (or 15.5º C), or when other circumstances are not conducive to safe operation or may damage the equipment.

F. inspect or determine thermostat calibration, heat anticipation, or automatic setbacks or clocks.

G. examine electrical current, coolant fluids or gases, or coolant leakage.

H. inspect tenant-owned or tenant-maintained cooling equipment.

I. test for mold.

### 6.5.7. Plumbing

I. The inspector **should** inspect:

A. and determine whether the water supply is public or private;

B. the visible portion of the main water service pipe to each building;

C. the water meter for each building;

D. and verify the presence of a main water shut-off valve for each building;

E. and verify the presence of a backflow prevention device for the main water supply;

F. and verify the presence of cleanouts for the drainage system;

G. the visible portion of the drain, waste, and vent system;

H. and determine if the property is connected to a public sewer or private septic system;

I. the visible portion of the water distribution piping and verify the presence of shut-off valves;

J. the water heater, including combustion air, venting, connections, energy-source supply systems, and seismic bracing, and verify the presence or absence of temperature/pressure-relief valves and/or Watts 210 valves;

K. and flush a representative number of toilets;

L. the condition of a representative number of plumbing fixtures and their operation for water flow and functional drainage, including mechanical drain stops that are missing or do not operate if installed in sinks, lavatories, and tubs;

M. the water supply by viewing the functional flow in several fixtures operated simultaneously;

N. and verify the identification of hot and cold water faucets;

O. the mounting and attachment of plumbing fixtures;

P. the main gas meter, and verify the presence of a gas shut-off valve to each building;

Q. the visible portion of the fuel distribution piping and verify the presence of shut-off valves;

R. piping supports; and

S. for visible indications of active leaks, evidence of past leaks, and for any fixtures and their components that do not operate or are in need of repair.

II. The inspector is **not** required to:

A. determine the adequacy of the size of pipes, supplies, vents, traps, or stacks.

B. ignite pilot flames.

C. determine the size, temperature, life expectancy, or adequacy of the water heater.

D. inspect the interior of pipes, flues, vents, and chimneys.

E. inspect cleanouts, water-softening or filtering systems, dishwashers, interceptors, separators, well pumps or tanks, safety or shut-off valves, whirlpools, swimming pools, floor drains, lawn sprinkler systems, booster pumps, and recirculation pumps.

F. inspect or test septic systems, ejector pumps, drainfields, dry wells, cesspools, wells, or springs.

G. inspect fire sprinkler systems.

H. inspect or test sump pumps.

I. determine the exact flow rate, volume, pressure, temperature, or adequacy of the water supply.

J. verify or test anti-scald devices.

K. determine the water quality, potability, or reliability of the water supply or source.

L. open sealed plumbing access panels.

M. inspect clothes washing machines or their connections.

N. operate any main, branch, or fixture shut-off valve;

O. test shower pans, tub and shower surrounds, or enclosures for leakage.

P. evaluate the compliance with local or state conservation or energy standards, or the proper design or sizing of any water, waste, or venting components, fixtures, or piping.

Q. determine the effectiveness of anti-siphon, back-flow prevention, or drain-stop devices.

R. determine whether there are sufficient cleanouts for effective cleaning of drains.

S. evaluate gas, liquid propane, oil storage, or any fuel tanks.

T. inspect any private sewage waste disposal system or component within such a system.

U. inspect water treatment systems or water filters.

V. evaluate wait time for hot water at fixtures, or perform testing of any kind on water heater components.

W. evaluate or determine the adequacy of combustion air.

X. test, operate, open, or close safety controls, manual stop valves, or temperature- or pressure-relief valves.

Y. examine ancillary systems or components, such as, but not limited to, those relating to solar water heating or hot water circulation.

Z. determine the presence of polybutylene, lead, or similar piping materials that may affect potable water safety.

### 6.5.8. Electrical

I. The inspector **should** inspect:

A. the service drop/lateral;

B. the meter socket enclosures;

C. the service entrance conductors;

D. the means for disconnecting the service main;

E. the service entrance equipment;

F. and determine the rating of the service amperage, if labeled;

G. and determine the overcurrent protection and disconnect of any readily accessible switchboard, switchgear, panelboard, and transformer;

H. cable trays, raceways, conduit, busways, branch wiring, and distribution systems;

I. switchboards, switchgear, panelboards, transformers, and overcurrent devices, and verify lack of accessibility or working space (minimum 30 inches wide by 36 inches deep and 78 inches high in front of the panel) that would hamper safe operation, maintenance, or inspection;

J. for the absence or illegible of labeling of panelboards or other electrical equipment;

K. for circuit breaker panel openings that are not filled;

L. for open junction boxes or open wiring splices;

M. the service grounding and bonding, where visible;

N. and test a representative number of switches, lighting fixtures, and receptacles, including receptacles observed and deemed to be AFCI-protected using the AFCI (arc-fault circuit interrupter) test button, where possible;

O. inspect and test all ground-fault circuit interrupter (GFCI) receptacles and GFCI circuit breakers observed and deemed to be GFCIs using a GFCI tester, where possible;

P. for the presence of flexible cords being improperly used as substitutes for the fixed wiring of a structure or running through walls, ceilings, floors, doorways, windows, or under carpets;

Q. for physical damage, overheating, deterioration, or corrosion of electrical equipment, including service-entrance equipment and the insulation or sheathing of service conductors.

II. The inspector is **not** required to:

A. insert any tool, probe, or device into the main panelboard, subpanels, distribution panelboards, or electrical fixtures.

B. operate electrical systems that are shut down.

C. remove panelboard cabinet covers or dead fronts if they are not readily accessible.

D. operate over current protection devices.

E. operate smoke detectors, carbon monoxide detectors, or any other fixed-wired safety devices.

F. measure or determine the amperage or voltage of the main service equipment if not visibly labeled.

G. inspect the fire or alarm system and components.

H. inspect ancillary wiring or remote-control devices.

I. activate any electrical systems or branch circuits that are not energized.

J. operate or re-set overload devices.

K. inspect low-voltage systems, electrical de-icing tapes, swimming pool wiring, or any time-controlled devices.

L. verify the adequacy of the service ground.

M. inspect private or emergency electrical supply sources, including, but not limited to, generators, windmills, photovoltaic solar collectors, or the battery or electrical storage facility.

N. inspect spark or lightning arrestors.

O. inspect or test de-icing equipment.

P. conduct voltage-drop calculations.

Q. determine the accuracy of labeling.

R. inspect tenant-owned equipment.

S. inspect or determine the ampacity or adequacy of flexible cords or extension cords.

### 6.5.9. Fireplaces

I. The inspector **should** inspect:

A. readily accessible and visible portions of fireplaces and chimneys, including hearth extensions and lintels;

B. and determine the fuel source and verify the presence of shut-off valves of gas-fuel; and

C. the operation of damper doors and cleanout doors by opening and closing them, if readily accessible and manually operable.

II. The inspector is **not** required to:

A. inspect temporary or non-structural structures that are not permanently installed.

B. inspect the flue or vent system.

C. inspect the interior of chimneys or flues, fire doors or screens, seals or gaskets, or mantels.

D. determine the need for a chimney sweep.

E. operate gas fireplace inserts.

F. light pilot flames.

G. operate or evaluate remote-control devices.

H. inspect automatic fuel-fed devices.

I. inspect combustion or make-up air devices.

J. inspect heat-distribution assists, whether gravity-controlled or fan-assisted.

K. ignite or extinguish fires.

L. determine draft characteristics.

M. move fireplace inserts, stoves, or firebox contents.

N. determine the adequacy of draft, perform a smoke test, or dismantle or remove any fireplace component.

O. perform an NFPA inspection.

P. perform a Phase I fireplace and chimney inspection.

Q. determine the appropriateness of any installation.

### 6.5.10. Ventilation and Insulation of Unfinished Spaces

I. The inspector **should** inspect:

A. the insulation in unfinished spaces, including under-roof areas, plenums, attics, crawlspaces, and basements;

B. the ventilation of roof and attic spaces;

C. the ventilation of crawlspaces; and

D. for the presence of any visible ventilation components in unfinished spaces.

II. The inspector is **not** required to:

A. inspect or enter the attic or any unfinished spaces that are not readily accessible, or where entry could cause damage or pose a safety hazard to the inspector, in his or her opinion.

B. move, touch, or disturb insulation.

C. move, touch, or disturb vapor retarders or barriers.

D. break or otherwise damage the surface finish or weather seal on or around access panels or covers.

E. identify the composition or exact R-value of insulation material.

F. activate thermostatically operated fans.

G. determine the types of materials used in insulation or wrapping of pipes, ducts, jackets, boilers, or wiring.

H. use a moisture meter, thermal imaging, or similar equipment.

I. test for mold.

J. determine the adequacy of ventilation.

### 6.5.11. Doors, Windows, and Interior

I. The inspector **should** inspect:

A. and open and close a representative number of doors and windows;

B. the floors, walls, and ceilings;

C. interior stairways and ramps and their handrails, guards, rails, and platforms;

D. overhead doors and openers, and their operation using normal operating controls; and

E. test the operation of elevators and escalators only by riding them.

II. The inspector is **not** required to:

A. inspect paint, wallpaper, window treatments, or finish treatments.

B. inspect central vacuum systems.

C. inspect safety glazing.

D. inspect security systems or components.

E. evaluate the fastening of countertops, cabinets, sink tops, or fixtures, or firewall compromises.

F. move furniture, stored items, or any coverings, such as carpets or rugs, in order to inspect the concealed floor structure.

G. move drop-ceiling tiles.

H. inspect or move any appliances.

I. inspect or operate equipment housed in the garage, except as otherwise noted.

J. verify or certify safe operation of any auto-reverse or related safety function of an overhead door.

K. operate or evaluate any security bar release or opening mechanisms, whether interior or exterior, including their compliance with local, state, or federal standards.

L. operate any system, appliance, or component that requires the use of special keys, codes, combinations, or devices.

M. operate or evaluate self-cleaning oven cycles, tilt guards/latches, gauges, or signal lights.

N. inspect microwave ovens, or test leakage from microwave ovens.

O. operate or examine any sauna, steam jenny, kiln, toaster, ice maker, coffee maker, can opener, bread warmer, blender, instant hot-water dispenser, or other ancillary devices.

P. inspect elevators, hoists, or other mechanical vertical transportation.

Q. verify the operation of elevators or escalators beyond using normal operating controls, or when they are out of service.

R. inspect remote controls.

S. inspect appliances.

T. inspect items not permanently installed.

U. inspect items not permanently installed to determine whether they are safely or securely attached to ceiling and walls.

V. examine or operate any above-ground, movable, freestanding, or otherwise non-permanently installed pool, spa, recreational equipment, or self-contained equipment.

W. operate partitions or moveable walls that may be moved manually or via motorized tracks or remote controls.

X. come into contact with any pool or spa water in order to determine the system's structure or components.

Y. determine the adequacy of spa jet-water force or bubble effect.

Z. determine the structural integrity or leakage of a pool or spa.

AA. determine combustibility or flammability.

BB. inspect tenant-owned equipment or personal property.

CC. inspect non-permanent items to determine whether they are safely or securely attached to ceiling or walls.

## 6.5.12. Life Safety

I. The inspector **should** inspect:

A. fire access road obstructions or overhead wires lower than 13 feet and 6 inches (4.12 m);

B. the address or street number to determine whether it is visible from the street, with numbers in contrast to their background;

C. and determine that a 3-foot (91-cm) clear space exists around the circumference of fire hydrants;

D. storage of flammable or combustible materials for the presense of hazard signage and unsafe conditions, including separation from heaters by distance or shielding so that ignition cannot occur, and not stored in exits, boiler rooms, mechanical rooms, or electrical equipment rooms;

E. for proof of safety-type glass;

F. for the presence of fire alarm systems;

G. for the presence of smoke detectors and carbon monoxide detectors;

H. for alarm panel accessibility;

I. for the presence of readily accessible and visible portable fire extinguishers;

J. for the presence of sprinkler systems, and determine if the sprinkler heads were ever painted other than at the factory;

K. for the presence of emergency lighting systems;

L. for exit signs at all exits, and inspect for independent power sources, such as batteries;

M. for the presence of directional signs where an exit location is not obvious;

N. for penetrations in any walls or ceilings that separate the exit corridors, firewalls, and/or exit stairways from the rest of the building;

O. for fire doors that appear to have been blocked or wedged open, or that do not automatically close and latch;

P. for the presence of at least two exits to the outside, or one exit that has a maximum travel distance of 75 feet (22.86 m);

Q. for exit trip hazards or conditions hindering safe egress, including stairwells and their handrails;

R. exit doors to determine if they are functional in an emergency and if they swing in the direction of egress travel; and

S. determine if, at the time of the inspection, storage is potentially obstructing access to fire hydrants, fire extinguishers, alarm panels, or electrical panelboards, or aisles, corridors, stairways, or exit doors, or if it is within 18 inches (45.72 cm) of sprinkler heads, or within 3 feet (91.4 cm) of heat-generating appliances or electrical panelboards.

II. The inspector is **not** required to:

A. test alarm systems, or determine if alarms systems have been tested.

B. inspect or test heat detectors, fire-suppression systems, or sprinkler systems.

C. determine combustibility or flammability of materials in storage.

D. determine the adequate number of fire extinguishers needed or their ratings.

E. test or inspect fire extinguishers, their pressure, or for the presence of extinguisher inspection tags and/or tamper seals.

F. inspect or test fire pumps or fire department connections.

G. inspect or test cooking equipment suppression systems.

H. determine the operational time of emergency lighting or exit signs.

I. determine occupancy load or inspect for proper occupant load signs.

J. determine fire ratings of walls, ceilings, doors, etc.

K. inspect, test, or determine the adequacy of fire escapes or ladders.

L. inspect fire department lock boxes or keys.

M. determine the flame resistance of curtains or draperies.

N. inspect or determine adequacy of parking or outdoor lighting that may impact safety.

O. inspect or determine adequacy, size, or location of fire access roads or fine lanes and their signage.

P. inspect for unauthorized entry or crime issues.

Q. inspect or test security systems.

R. inspect for pet or livestock safety issues.

S. inspect for unsafe candle use or decoration hazards.

T. inspect or test emergency generators.

U. test kitchen equipment, appliances, or hoods.

V. verify that elevator keys exist, or that they work properly.

### 6.5.13. Cooking Areas

I. The inspector **should**:

A. inspect exhaust hoods and verify that all smoke or grease-laden, vapor-producing cooking equipment, such as deep-fat fryers, ranges, griddles, broilers, and woks, is equipped with an exhaust system;

B. inspect visible grease filters to verify that they are arranged so all exhaust air passes through them;

C. verify the presence of a grease trap or interceptor for cooking equipment or fixtures that discharge grease-laden wastewater or food waste, and in the inspector's opinion, could adversely affect the drainage system;

D. verify the presence of backflow prevention for food-handling equipment or fixtures, where, in the inspector's opinion, a cross-connection could occur between potable and non-potable water sources;

E. inspect for grease buildup or leakage;

F. inspect visible sections of exhaust ducts;

G. verify that visible sections of exhaust ducts are not interconnected with any other ventilation system;

H. verify that visible sections of exhaust ducts are installed without dips or traps that might collect residue;

I. verify that exhaust ducts do not appear to pass through firewalls;

J. try to verify that exhaust ducts lead directly to the exterior of the building;

K. inspect exterior exhaust equipment;

L. try to verify that exterior exhaust outlets do not discharge into walkways, or create a nuisance, in the opinion of the inspector;

M. inspect make-up air equipment;

N. for the presence of readily accessible and visible Type-K portable extinguishers within a 30-foot (9.14-m) travel distance of commercial cooking equipment using cooking oil or animal fat;

O. for the presence of sprinkler and/or fire suppression systems; and

P. for the presence of manual actuation devices near the means of egress from the cooking area 42 to 48 inches (1.07 to 1.22 m) above the floor and 10 to 20 feet (3.05 to 6.10 m) away, and clearly identifying the hazards.

II. The inspector is **not** required to:

A. determine proper clearances.

B. determine proper exhaust hood size, position, or adequacy.

C. operate or test exhaust hoods.

D. operate lighting using methods beyond using normal operating controls.

E. move appliances, equipment, stored items, or debris.

F. operate or test exhaust fans or dampers, or measure air flow.

G. operate or test fire extinguishers, fire-extinguishing equipment, or fusible links.

H. operate or test kitchen equipment, appliances, or their gauges.

I. inspect or test grease-removal or catchment devices, drip trays, or grease filters.

J. inspect or test air pollution-control devices or fume incinerators.

K. inspect or test kitchen refrigeration or storage equipment or appliances.

L. inspect for fuel storage issues.

M. inspect, test, or determine anything regarding food safety.

N. issue an opinion regarding cooking operating procedures.

# 7. Report

## 7.1. Format

The report must be in writing. This Standard does not require any one particular format. Inspectors may use any reporting method that adequately documents the baseline of this Standard and the agreed-upon scope of work.

## 7.2. Date

The report should be dated on the first page to indicate when the report was finalized. The inspection date should be noted in the report, if different.

## 7.3. Inspection Firm Information

The report should include the name and contact information of the inspection firm on the first or second page, along with the names of the inspector(s) who completed the inspection.

## 7.4. Property Address and Information

The report should include the address of the subject property, or a description sufficient for identification, on the first or second page. Additional relevant information may include its current use, approximate size, construction type, and occupancy status at the time of the inspection.

## 7.5. Total Number of Pages

The report should indicate the total number of pages and attachments on the first page.

## 7.6. Brevity

Reports should be concise and to the point, and avoid the inclusion of large amounts of pre-printed narratives or material.

## 7.7. Legibility

Reports should be typed or handwritten clearly.

## 7.8. Opinions of Shut-Down Systems

Based on their visual observations and judgment, the inspector should render an opinion of the condition of systems, even if they were shut down or not operational at the time of the walk-through

survey. The inspector should also note the operational status of these systems in their report.

## 7.9. Age and Life Expectancy

Although not required by this Standard, the inspector may render an opinion of the age of systems, where possible, based on a legible manufacturer label, data plate, or other observations and information gathered, and may include an estimated life expectancy based on readily available industry information in the report. See **ccpia.org/estimated-life-expectancy-chart** for estimated life expectancies for commercial building systems and components.

## 7.10. Obsolescence

The client should only rely on the inspection report at the point in time that the inspector's observations were being made and research was being conducted. The client should deem the report as obsolete to some extent, even while it is being prepared.

## 7.11. Site-Specific

The client should understand that an inspection performed in accordance with this Standard only relates to the observations made and research conducted. Consequently, this Standard does not address issues such as business operations at the subject property, deed encumbrances, neighborhood conditions, etc.

## 7.12. Multiple Buildings or Units

An inspection report produced in accordance with this Standard may encompass more than one building, dwelling unit, or property unit within a single report. Inspectors may use any reporting format that adequately documents the baseline of this Standard and the agreed-upon scope of work.

## 7.13. Documentation

Reports should include an inventory, descriptions, and photo documentation of systems, components, and other observed elements of the building that are material to understanding and providing documentation of the property's condition, in accordance with the baseline of this Standard and the agreed-upon scope of work. This may include, but is not limited to, observed defects, necessary repairs, and/or conditions that affect the building's safety and operations, or the proper function of a system.

### 7.13.1. Guidelines for Recommended Reporting Practices

Recommended reporting and documentation practices are provided in the Appendix of this Standard under "A.1. Guidelines for Recommended Reporting Practices." Inspectors are not required to follow the appendix guidelines, but they may help in meeting the baseline of this Standard and industry expectations.

## 7.14. Cost to Remedy

The inspector is not required to provide repair estimates or opinions of costs to remedy. The inspector may offer opinions about such costs as a courtesy, but the offering of these opinions is outside the scope of a commercial property inspection.

# 8. Limitations, Exceptions and Exclusions

## 8.1. Limitations

I. An inspection is not technically exhaustive.

II. An inspection will not identify concealed or latent defects.

III. An inspection will not deal with aesthetic concerns or what could be deemed matters of taste, cosmetic defects, etc.

IV. An inspection will not determine the suitability of the property for any use.

V. An inspection does not determine the market value of the property, or its marketability.

VI. An inspection does not determine the insurability of the property.

VII. An inspection does not determine the advisability or inadvisability of the purchase of the inspected property.

VIII. An inspection does not determine the life expectancy of the property, or any components or systems therein.

IX. An inspection does not include items not permanently installed.

X. An inspection will not determine zoning classifications, land use restrictions, code compliance, or permitted occupancies.

XI. An inspection will not identify hazardous environmental conditions or hazard zones (flood, seismic, hurricane, high-wind, etc.).

XII. This Standards of Practice applies only to commercial properties.

## 8.2. Exceptions and Exclusions

I. The inspector is **not** required to determine:

A. property boundary lines or encroachments.

B. the condition of any component or system that is not readily accessible.

C. the service life expectancy of any component or system.

D. the size, capacity, BTU, performance, or efficiency of any component or system.

E. the cause or reason of any condition.

F. the cause of the need for repair or replacement of any system or component.

G. future conditions.

H. or identify capital improvements, capital expenditures, repairs, service, or maintenance that are or may be required at a future date.

I. compliance with codes, regulations, or other standards developed by third-party entities.

J. compliance with standards developed by the insurance industry.

K. the presence of evidence of rodents, birds, bats, animals, insects, or other pests.

L. the presence of mold, mildew, fungus, or toxic drywall.
M. the presence of airborne hazards.
N. the presence of flora or fauna.
O. the air quality.
P. the presence of asbestos.
Q. the presence of environmental hazards.
R. the presence of electromagnetic fields.
S. the presence of hazardous materials, including, but not limited to, lead in paint.
T. any hazardous-waste conditions.
U. any manufacturers' recalls, or conformance with manufacturers' installations, or any information included for consumer-protection purposes.
V. the operating costs of systems.
W. replacement or repair cost estimates.
X. the acoustical properties of any system.
Y. estimates of the cost of operating any given system.
Z. resistance to wind, hurricanes, tornadoes, earthquakes, or seismic activities.
AA. geological conditions or soil stability.
BB. compliance with the Americans with Disabilities Act.

II. The inspector is **not** required to operate:

A. any system that is shut down.
B. any system that does not function properly.
C. or evaluate low-voltage electrical systems, such as, but not limited to:
    1) phone lines;
    2) cable lines;
    3) antennae;
    4) lights; or
    5) remote controls.
D. any system that does not turn on with the use of normal operating controls.
E. any shut-off valves or manual stop valves.
F. any electrical disconnect or over-current protection devices.
G. any alarm systems.
H. moisture meters, gas detectors, or similar equipment.
I. sprinkler or fire-suppression systems.

III. The inspector is **not** required to:

A. move any personal items or other obstructions, such as, but not limited to:
    1) throw rugs;

2) furniture;

3) floor or wall coverings;

4) ceiling tiles;

5) window coverings;

6) equipment;

7) plants;

8) ice;

9) debris;

10) snow;

11) water;

12) dirt;

13) foliage; or

14) pets.

B. dismantle, open or uncover any system or component.

C. enter or access any area that may, in the opinion of the inspector, be unsafe.

D. enter crawlspaces or other areas that are unsafe or not readily accessible.

E. inspect or determine the presence of underground items, such as, but not limited to, underground storage tanks, whether abandoned or actively used.

F. operate mechanical, electrical, and plumbing components that may adversely affect the building operation, condition, or inhabitants.

G. do anything which, in the inspector's opinion, is likely to be unsafe or dangerous to the inspector or others, or may damage property, such as, but not limited to, walking on roof surfaces, climbing ladders, entering attic spaces, or interacting with pets or livestock.

H. inspect decorative items.

I. inspect common elements or areas in multi-unit housing.

J. inspect intercoms, speaker systems, radio-controlled, security devices, or lawn-irrigation systems.

K. offer guarantees or warranties.

L. offer or perform any engineering services.

M. offer or perform any trade or professional service other than commercial property inspection.

N. research the history of the property, or report on its potential for alteration, modification, extendibility, or suitability for a specific or proposed use for occupancy.

O. determine the age of construction or installation of any system, structure, or component of a building, or differentiate between original construction and subsequent additions, improvements, renovations, or replacements thereto.

P. determine the insurability of a property.

Q. perform or offer Phase 1 Environmental Site Assessments or other types of environmental assessments.

R. inspect or report on any system or component that is not included in these Standards.

# 9. Ethics

Inspectors performing inspections in accordance with this Standard must maintain a high level of business ethics.

## 9.1. Duty to Client

9.1.1. The inspector shall be fair, honest, impartial, and act in good faith in all his/her dealings with clients and prospective clients.

9.1.2. The inspector-member shall be truthful regarding his/her services and qualifications.

9.1.3. The inspector shall always act in the best interests of the client, unless doing so violates a law or statute.

9.1.4. The inspector shall not communicate any information about a client or his/her inspection to anyone else without the client's prior written consent, except when the information may affect the safety of others, or when failure to communicate the information would violate a law or statute.

## 9.2. Scope of Work

9.2.1. The inspector shall use a written Scope of Work Agreement that specifies the services to be performed, the limitations of services, and fees.

9.2.2. The inspector shall substantially follow this Standard unless the Scope of Work indicates otherwise.

## 9.3 Conflicts of Interest

9.3.1. The inspector shall have no undisclosed conflict of interest with the client.

9.3.2. The inspector may not accept or offer undisclosed commissions, rebates, profits or other benefit from real estate agents, brokers or any third parties having financial interest in the sale of the property or the outcome of an inspection.

9.3.3. The inspector may not offer or provide any financial compensation directly or indirectly to any real estate agent, real estate broker, or real estate company for referrals or for inclusion on lists of preferred and/or affiliated inspectors or inspection companies.

9.3.4. The inspector shall not perform or offer to perform, for an additional fee, any repairs or repair-associated services to the structure for which the inspector or inspector's company has prepared a commercial inspection report for a period of 12 months. This provision shall not include services to components and/or systems that are not included in the Scope of Work.

## 9.4. Duty to the Public and Profession

9.4.1. The inspector shall not engage in any practices that could be damaging to the client, or bring discredit to CCPIA® or the inspection industry.

9.4.2. The inspector shall not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, familial status, or handicap, and shall comply with all applicable federal, state and local laws concerning discrimination.

9.4.3. The inspector shall comply with all governmental rules and licensing requirements in the jurisdiction where he/she conducts business.

# Appendix

The materials in this Appendix are intended to support and enhance the application of this Standard and perform commercial property inspections. It includes optional guidance, resources, and standards of practice for performing commercial property inspections. Use of this Appendix is not required when performing inspections in accordance with this Standard.

A.1. Guidelines for Recommended Reporting Practices

A.2. Guidelines for Recommended Proposal and Agreement Practices

A.3. Building Systems Image Gallery

A.4. Recommended Walk-Through Survey Inspection Documentation

A.5. Standard Accessibility Inspection Report for Existing Commercial Buildings

A.6. International Standards of Practice for Inspecting Commercial Fire Doors

A.7. Observed Green Features Report for Existing Commercial Buildings

A.8. International Phase I Standards of Practice for Inspecting Fireplaces and Chimneys

A.9. International Standards of Practice for Inspecting Radon Mitigation Systems

A.10. The Future of This Standard and Ancillary Documents

A.11. Recommended Training

## A.1. Guidelines for Recommended Reporting Practices

This appendix provides guidance to help inspectors create reports that are clear, consistent, and aligned with the intent of this Standard. It includes recommended practices for documenting observed conditions, reporting limitations, and organizing inspection findings.

### A.1.1. Reporting Scope and Recommendations

Based on this Standard, reports should include an inventory, descriptions, and photo documentation of systems, components, and other observed elements of the building that are material to understanding and providing documentation of the property's condition, in accordance with the baseline of this Standard and the agreed-upon scope of work. Refer to “Section 6. Walk-Through Survey” of the ComSOP for guidance on the inspection scope of this Standard.

### A.1.2. Observed Conditions

It is recommended that inventories, descriptions, and photo documentation include, but not be limited to, observed defects, necessary repairs, service, and corrections, and conditions that could adversely affect the building, its systems, and its structural stability, safety, intended use, operational status, and proper function. These reflect conditions observed at the time of the inspection, or, in the inspector’s opinion, may be relevant to observed deferred maintenance or level of preventative maintenance as indicated by existing conditions.

### A.1.3. Inventory Schedules

It is recommended that inspectors use schedules for inventory systems, components, and equipment in their reports. A schedule is a table that organizes and presents multiples of the same element, such as windows, doors, HVAC units, electrical panels, and/or restroom fixtures, in a concise, easy-to-read format. A separate schedule should be created for each element type.

### A.1.4. Schedule Format and Use

Schedules typically include each element's identifier, location, manufacturer label details, and condition. Using schedules allows inspectors to consolidate the property's inventory by element into a single graphical view, improving report clarity, brevity, and ease of reference for end use. Refer to **ccpia.org/reporting-schedules** for further guidance on how to create schedules.

### A.1.5. Documentation of Inspection Limitations and Exclusions

Any limitation or obstruction that hinders the inspector's ability to inspect certain areas fully should also be documented. The inspector should reference the location and hindrance of these items in their report and exclude them from the inspection.

### A.1.6. Reporting Software

Inspectors are free to choose their reporting software based on their own preferences and that of their clients. It is the opinion of CCPIA® that the commercial property inspection industry and consumer-clients are best served when inspectors are free to compete through report-generation innovation. Although this Standard does not require any one particular format, refer to "Section 7. Report" of the ComSOP for guidance on the baseline of this Standard.

#### A.1.6.1. Reporting Recommendations Software and Templates

Reporting software recommendations and templates that follow this Standard can be found at **InspectorOutlet.com** and **ccpia.org/documents**.

# A.2. Guidelines for Recommended Proposal and Agreement Practices

This appendix provides guidance to help commercial property inspectors manage the proposal and agreement process in a manner consistent with this Standard. Recommendations aim for clear communication and mutual understanding between the inspector and the client for the inspection scope, limitations, and other terms of service.

## A.2.1. Proposal Recommendations

It is recommended that the inspector provide a written proposal outlining the scope of the inspection and the intended scope of work for inclusion in the inspection agreement. The proposal should be signed by the client prior to execution of the agreement. The proposal may include the following elements: inspection firm information, subject property address; building description; adherence to the ComSOP; scope of work; fees and retainers; and acceptance to be signed, once the inspection scope and fee are agreed upon. Visit **ccpia.org/documents** for proposal templates, and **ccpia.org/articles** and **ccpia.org/online-courses** further guidance.

### A.2.1.1. Proposal Process

Once the proposal is signed, the inspector should follow up to obtain a signed inspection agreement and schedule the inspection. The proposal and inspection agreement may be combined into a single document or delivered separately, but both should be signed before the inspection.

## A.2.2. Inspection Agreement Recommendations

The agreement should be a written document that defines the scope, inspection date, fee, retainer, adherence to the ComSOP, limitations, exclusions, and other terms of service, and include a section for acceptance to be signed, once the inspection scope and fee are agreed upon. Visit **ccpia.org/documents** to sample agreements and further guidance. Inspectors can use the CCPIA® agreements as a basis for their own agreement in consultation with legal counsel.

### A.2.2.1. Agreement Process

It is recommended that the inspector not perform the inspection until an inspection agreement has been signed by the client.

## A.3. Building Systems Image Gallery

CCPIA's Commercial Property Inspection Image Gallery provides a comprehensive collection of technical graphics representing the major systems and components found in commercial buildings. It also includes marketing visuals and code-related illustrations that support commercial property inspectors in their training, marketing, and reporting. The gallery is available and free for all to view. All images are copyrighted by the Certified Commercial Property Inspectors Association (CCPIA®), all rights reserved. CCPIA® members may download and use the images freely. Non-members must obtain written permission from CCPIA® before using any image for any purpose. Visit **ccpia.org/gallery** to browse the gallery, which is categorized by building system and inspection type.

# A.4. Recommended Walk-Through Survey Inspection Documentation

This appendix provides guidance for report details. Recommendations for descriptions and photo documentation support clear inventory and condition reporting, in accordance with the baseline of this Standard. Report details may vary depending on the subject property and the agreed-upon scope of work between the inspector and the client. Refer to "Section 6. Walk-Through Survey" of the ComSOP for guidance on the inspection scope of this Standard.

## A.4.1. Roof Surface

Recommended report details include descriptions and photo documentation of:

A. the method and location(s) from which the roof was observed;
B. the types of roof covering materials and their condition;
C. the roof slope type (low-slope or steep-slope roof);
D. the roof drainage system and components and their condition;
E. flashing failures;
F. evidence of ponding or moisture-related issues; and
G. signs of deterioration, physical damage, or other conditions that could compromise the exterior envelope, or the roof's surface, structure, or drainage.

## A.4.2. Exterior

Recommended report details include descriptions and photo documentation of:

A. the exterior wall-covering material(s), including their condition and any visible signs of issues that could compromise the exterior envelope;
B. poor ground clearance from wall covering(s);
C. flashing and trim failures;
D. the lighting control device;
E. the parking area surface material(s) and striping, including their condition or any need for repair or service;
F. the number of loading docks;
G. stormwater drainage components and site topography, including potential issues related to drainage or moisture;
H. accessibility barriers, including:
    a. lack of accessible parking spaces or signage;
    b. lack of curb cuts or accessible features from the parking area to the main building entrance; and
    c. thresholds on accessible entrance doors that exceed ¼-inch (6 mm) high or ¾-inch (19 mm) if beveled on both sides;
I. any visible conditions or clear indications of physical or moisture damage, or potential moisture intrusion at doors and windows, such as:
    a. failed or missing window gaskets or weatherstripping;

b. obviously fogged windows or other evidence of broken seals; or

c. binding or other issues that impede the door's operation or safe movement;

J. any visible conditions that could adversely affect entry and overhead doors' function or safe operation;

K. any safety issues requiring repair related to sidewalks, parking areas, stoops, steps, stairs, ramps, handrails, guards, rails, platforms, or trip hazards, such as changes in floor level of 1/4-inch or more, or underground roots heaving walkways;

L. any vegetation or landscaping issues that could adversely affect the building or drainage, including:

a. vegetation growing too close to or overhanging the building;

b. dead or overgrown vegetation requiring removal or maintenance;

c. accumulation of leaves or debris that may obstruct drainage; or

d. trees shedding excessive debris onto the roof, contributing to clogged drains or vegetation growth;

M. signs of impact to exterior systems or components, or absence of impact protection for water and fuel equipment, loading docks, lighting, or other exterior elements; and

N. signs of deterioration, physical damage, moisture intrusion, or other issues with exterior systems and components.

### A.4.3. Decks, Balconies, Terraces, and Porches

Recommended report details include descriptions and photo documentation of:

A. the primary materials of all decks, balconies, terraces, or porches and their condition;

B. trip or safety hazards on decks, balconies, terraces, porches, or stairways, ramps, or platforms providing access to them, including:

a. non-graspable handrails;

b. handrail height that is less than 34 inches (86 cm) or more than 38 inches (97 cm);

c. lack of continuous handrails on both sides of stairs;

d. lack of edge protection on surfaces with a 30-inch (76-cm) or greater drop;

e. guards that are less than 42 inches (107 cm) in height;

f. edge protection openings larger than a 4-inch (10-cm)-diameter sphere;

g. open-tread stair riser that exceed 4 inches (10.16 cm) or open risers in egress stairs;

h. openings in the triangular area between guardrails and stairways that exceed 6 inches (15.24 cm); or

i. lack of dimensional uniformity for riser height and tread depth;

C. paint and coating failures;

D. loose or rusted fasteners;

E. flashing failures;

F. drainage or moisture issues;

G. visible structural supports that are noticeably out of level or out of plumb, or other signs of structural instability; and

H. signs of deterioration, decay, physical damage, or other issues affecting decks, balconies, terraces, or porches or their related components.

### A.4.4. Structure

Recommended report details include descriptions and photo documentation of:

A. foundation materials and construction type;

B. the primary structural material(s) and construction type;

C. the under-roof structure and decking material(s);

D. any present conditions or clear indications of moisture damage, active moisture intrusion, or wood-to-ground contact;

E. any floors, walls, ceilings, or structural supports that are noticeably out of level or out of plumb, or that deviate from square or straight;

F. any visible indications of foundation or structural movement, such as, but not limited to, cracking or floor slopes;

G. any cutting, notching, boring, or physical damage to structural supports or framing that may present a structural or safety concern;

H. the location of under-floor access openings; and

I. any signs of deterioration or observable indications of structural instability.

### A.4.5. Heating and Ventilation

Recommended report details include descriptions and photo documentation of:

A. the type, location, and energy source of the equipment and appliances, including each unit's identifier and manufacturer label;

B. the equipment and appliances that are deemed inaccessible or hazardous;

C. the equipment and appliances' physical condition and operational status;

D. the heating system fuel shut-off valves and/or electrical disconnects and location(s);

E. the type and location of any fuel storage serving the heating equipment;

F. the connectors, ductwork, piping, and distribution systems that might be installed in a way that exposes them to physical damage or that have physical damage;

G. missing or improper support for piping and ductwork, or visible sagging or other conditions that may constrict airflow or result in poor distribution;

H. pipe penetrations in concrete and masonry building components that are not protected from corrosion or abrasion, such as missing sleeves;

I. visible indications of moisture-related issues that could lead to moisture damage or mold in ductwork, plenums, or equipment;

J. and verify that outdoor air-intake openings are located at least 10 feet (3.05 m) away from any hazardous or noxious contaminant sources, such as vents, chimneys, plumbing vents, streets, alleys, parking lots, or loading docks;

K. vent, flue, and exhaust system components and terminations that could allow gases to reenter the building or create a public nuisance or hazard, including excess heat, odors, fumes, spray, noxious gases, or smoke near the building or adjacent walking paths;

L. fire, life safety, and structural concerns related to the location and installation of equipment and appliances, inadequate ventilation in occupied areas, and hazards or nuisances from exhaust systems and ignition sources; and

M. missing condensate drains or traps, or improperly terminated condensate drain discharges.

### A.4.6. Cooling

Recommended report details include descriptions and photo documentation of:

A. the type, location, and energy source of the equipment and appliances, including each unit's identifier and manufacturer label;

B. the equipment and appliances that are deemed inaccessible or hazardous;

C. the equipment and appliances' physical condition and operational status;

D. the cooling system fuel shut-off valves and/or electrical disconnects and location(s);

E. the type and location of any fuel storage serving the cooling equipment;

F. the connectors, ductwork, piping, and distribution systems that might be installed in a way that exposes them to physical damage, causes physical damage on the roof surface, or that have physical damage;

G. missing or improper support for piping and ductwork, or visible sagging or other conditions that may constrict airflow or result in poor distribution;

H. pipe penetrations in concrete and masonry building components that are not protected from corrosion or abrasion, such as missing sleeves;

I. visible indications of moisture-related issues that could lead to moisture damage or mold in ductwork, plenums, or equipment; and

J. missing condensate drains or traps, or improperly terminated condensate drain discharges.

### A.4.7. Plumbing

Recommended report details include descriptions and photo documentation of:

A. the main water service pipe, including the pipe material, its condition, and an indication of whether the water supply source is public or private;

B. the location of the main water shut-off valve for each building, and tenant shut-off valve locations, as applicable;

C. the location of the water meter for each building, and tenant meter locations, as applicable;

D. the material of the water distribution piping and the location of shut-off valves;

E. any backflow prevention device inspection tags;

F. where a cross-connection could occur, in the inspector's opinion, between the water distribution system and non-potable water or private water source;

G. the visible components of drain, waste, and vent system, including the materials used, and their condition, noting any missing traps, double traps, or S-traps;

H. the location(s) of any sewage ejectors or sump pumps;

I. any visible components of septic systems;

J. the location of the gas meter, and main shut-off valve for each building, and tenant shut-off valve locations, as applicable;

K. the pipes used for the fuel distribution, including:

   a. the material;

   b. exposed gas piping lacking identification by a yellow label marked "Gas" in black letters occurring at intervals of 5 feet (152 cm) or less; and

   c. fuel distribution and appliance shut-off valves and their location(s);

L. the type and location of the water heating equipment, including the manufacturer label or data plate;

M. the visible components of the vent, flue, and exhaust system components for the water heating equipment;

N. any readily accessible fuel storage equipment and their location, manufacturer label, gauges, and shut-off valves;

O. plumbing fixture deficiencies related to their condition or operation, including:

   a. commodes or fixtures that have cracks in the ceramic material, are improperly mounted on the floor, leak, or have tank components that do not operate;

   b. mechanical drain stops that are missing or do not operate if installed in sinks, lavatories, or tubs;

   c. water flow, functional flow, and functional drainage; and

   d. hot and cold water supply and identification at sinks and faucets;

P. visible indications that could adversely affect the flow of potable water or the drainage of wastewater, including sagging pipes, insufficient sanitary pipe slope, or missing or damaged pipe supports;

Q. piping that may cause or be subject to physical damage, including damage to the roof surface; and

R. signs of deterioration, physical damage, leaks, other issues for plumbing equipment and components.

### A.4.8. Electrical

Recommended report details include descriptions and photo documentation of:

A. the main electrical service location and equipment, including size, phase, and voltage;

B. the service entrance conductors, and any noted conductor insulation or cable sheath deterioration;

C. the service entrance equipment, and any noted physical damage, overheating, or corrosion;

D. the main service disconnect and manufacturer label and the overcurrent protection of readily accessible switchboard, switchgear, panelboards, and transformers;

E. the service grounding and bonding location;

F. the visible electrical distribution installations and their physical condition;

G. the electrical equipment, including their locations, manufacturer labels, and physical condition;

H. any unused and unprotected circuit breaker panel openings, such as missing filler plates;

I. the presence of solid-conductor aluminum branch-circuit wiring, if visible;

J. absent or illegible labeling of panels or other equipment;

K. lack of accessibility or working space for panels or other equipment that would hamper safe operation, maintenance, or inspection;

L. any noted missing or damaged faceplates or box covers;

M. missing junction box covers or open wiring splices;

N. any switches and receptacles that are painted;

O. observable indications of stray voltage or improper grounding, where possible (including the use of a voltage detector);

P. where possible, any electrical equipment that is shut down;

Q. the lack of GFCI receptacles near water sources or any other required location, such as in bathrooms, kitchens, garages, outdoor spaces, and laundry areas;

R. any tested receptacles in which power was not present, polarity was incorrect, the cover was not in place, the devices were not installed properly or did not operate properly, any evidence of arcing or excessive heat, or where the receptacle was not grounded or not secured to the wall, including GFCI receptacles, AFCI receptacles, and other protected receptacles;

S. the absence of smoke detectors and carbon monoxide detectors;

T. improper use of flexible cords; and

U. signs of deterioration, physical damage, overheating, or other observable conditions that could adversely affect the electrical equipment, switches, lighting fixtures, and receptacles, including their intended function or safe access and operation.

### A.4.9. Fireplaces

Recommended report details include descriptions and photo documentation of:

A. the location, type of construction, fuel, and chimney material of all fireplaces, including any associated manufacturer label or data plates;

B. whether, in the inspector's opinion, the fireplace is intended for use or has been decommissioned;

C. and report as in need of repair deficiencies in the lintel, hearth, and material surrounding the fireplace, including clearance from combustible materials;

D. evidence of joint separation, damage, or deterioration of the hearth, hearth extension, or chambers;

E. manually operated dampers that did not open and close;

F. the lack of a smoke detector in the same room as the fireplace;

G. the lack of a carbon monoxide detector in the same room as the fireplace;

H. accumulation of visible soot or other residue; and

I. signs of deterioration, physical damage, improper installation, or other observable issues affecting the fireplace and its intended use or safe operation.

### A.4.10. Ventilation and Insulation of Unfinished Spaces

Recommended report details include descriptions and photo documentation of:

A. the location(s) and method from which the unfinished area was observed, including access point location, and any hazards or obstructions affecting access;

B. missing insulation in conditioned spaces;

C. evidence of moisture or other issues that could cause mold on the insulation or in the unfinished space;

D. the visible condition of, and the presence or absence of, ventilation methods or components in under-roof areas, plenums, attics, crawlspaces, and basements; and

E. signs of deterioration, physical damage, or moisture damage affecting insulation, ventilation method or components, vapor retarders or barriers, or the unfinished space itself.

### A.4.11. Doors, Windows, and Interior

Recommended report details include descriptions and photo documentation of:

A. any doors or windows that are damaged or do not operate as intended;

B. any windows that are obviously fogged or display other evidence of broken seals;

C. trip or safety hazards on stairways or ramps, including:

   a. non-graspable handrails;

   b. handrail height that is less than 34 inches (86 cm) or more than 38 inches (97 cm);

   c. lack of continuous handrails on both sides of stairs;

   d. lack of edge protection on surfaces with a 30-inch (76-cm) or greater drop;

   e. guards that are less than 42 inches (107 cm) in height;

   f. edge protection openings greater than a 4-inch (10-cm)-diameter sphere;

   g. open-tread stair risers that exceed 4 inches (10.16 cm) or open risers in exit stairways;

   h. openings in the triangular area between guardrails and stairways that exceed 6 inches (15.24 cm); and

   i. lack of dimensional uniformity for riser height and tread depth;

D. overhead doors and openers that are inoperable, out of service, damaged, or, in the inspector's opinion, appear potentially unsafe;

E. visible certification or inspection notices for elevators and escalators;

F. out-of-service elevators or escalators;

G. any window or door frames that are noticeably out of plumb or out of square;

H. any visible conditions or clear indications of moisture damage, or active moisture intrusion at doors or windows; and

I. signs of deterioration, physical damage, moisture damage, active moisture intrusion, or other issues with floors, walls, or ceilings.

## A.4.12. Life Safety

Recommended report details include descriptions and photo documentation of:

A. any barriers obstructing fire access roads or conditions hindering emergency vehicle access to the building;

B. the location of the fire department connection;

C. visible emergency evacuation plans or life safety drawings;

D. any deficiencies, obstructions, or trip hazards along the means of egress, including:

   a. exit doors that are less than 32 inches (81 cm) in clear width;

   b. absence of signs over lockable exit doors stating "This Door Must Remain Unlocked During Business Hours";

   c. exit doors that are locked from the inside, chained, bolted, barred, latched, or otherwise rendered unusable at the time of the inspection; and

   d. absence of exit signage or emergency lighting, and report if they appear to be aged or damaged;

E. and verify that hinged shower doors open outward from the shower, and have safety glass-conformance stickers or indicators;

F. the presence of sprinkler systems;

G. the location of the fire sprinkler, riser room, or fire alarm control panel room, and the presence of any certificates or inspection tags, if the area is readily accessible;

H. a representative number of portable fire extinguishers and their inspection tags, and report if:

   a. they are not located in conspicuous and readily available locations, are not immediately available for use, or are obstructed or obscured from view; and

   b. the maximum travel distance to a fire extinguisher exceeds 75 feet;

I. the location of any hazardous or flammable materials or chemicals visibly stored onsite;

J. missing or damaged safety signage posted in areas where flammable or combustible material is stored, dispensed, or used, including "No Smoking" signs and other signage indicating the hazard present; and

K. missing or damaged life safety components, and any potential hindrances to the means of egress that could impact the continuous, unobstructed path out of a building to a public way.

## A.4.13. Cooking Areas

Recommended report details include descriptions and photo documentation of:

A. the visible condition of the cooking area's floors, walls, and ceilings;

B. the type of exhaust hood(s), and any exhaust hood manufacturer or inspection labels;

C. missing filters or baffles in exhaust hoods, and the absence of explosion-proof or flash-proof light fixtures within the hoods, as applicable;

D. the type of exhaust system(s), and the manufacturer label;

E. the type of make-up air system(s), and the manufacturer label;

F. the physical condition and operational status of the exhaust hood, exhaust equipment, and make-up air equipment;

G. any visible indication of a missing grease collection box at exhaust equipment terminations, where applicable;

H. the presence of any fire-suppression equipment, and any inspection tags or labels;

I. the presence of portable fire extinguishers, and any inspection tags or labels;

J. the lack of indirect drain or air gap for food-handling equipment or fixtures, where, in the inspector's opinion, a cross-connection could occur between the potable and non-potable water sources;

K. the lack of Type K portable fire extinguishers or manual activation devices near commercial cooking equipment using cooking oil or animal fat;

L. the presence of grease trap(s) or interceptor(s);

M. obstructions or other hindrances along the means of egress; and

N. signs of deterioration, physical damage, or other issues affecting permanently installed exhaust or ventilation equipment, including conditions that may require repair, service, or correction for safe use.

# A.5. Standard Accessibility Inspection Report for Existing Commercial Buildings

## A.5.1. About This Accessibility Inspection Report

Various laws around the world require public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. Businesses benefit from the patronage of all people. Those who own, lease, lease out, or operate places of public accommodation should have as a goal the identification and reduction of physical barriers to this patronage. This inspection report will help identify possible accessibility deficiencies in existing facilities.

## A.5.2. Who Must Comply

Most laws regarding accessibility regulate only new construction and remodeling, and do not oblige existing building owners to reduce barriers if such reduction is not readily achievable. This report does not cover all of the possible local, state, provincial and federal requirements regarding accessibility or barrier reduction. The information presented within this report was derived from a visual-only inspection of the property, and is intended solely as informal guidance, and is not a determination of legal rights or responsibilities.

## A.5.3. Stand-Alone Inspection Service Option

This report may be offered in conjunction with a complete commercial property inspection, or offered as a separate, stand-alone inspection service.

## A.5.4. The Accessibility Inspection Report

### Accessibility Inspection Report

Key:

Y = Yes. The statement is true and accessibility appears to be adequate.

N = No. The statement is false and accessibility appears to be deficient.

U = Unknown. Inspector did not determine accessibility.

N/A = Not applicable.

### 1. Parking

1.1 ___ There are enough accessible parking spaces (8 feet wide, plus 5-foot access aisle).

1.2 ___ There is at least one van-accessible parking space (parking space and access aisle combined for a minimum width of 16 feet).

| Total Number of Parking Spaces | Required Number of Accessible Parking Spaces |
|---|---|
| 1 to 25 | 1 |
| 26 to 50 | 2 |
| 51 to 75 | 3 |
| 76 to 100 | 4 |
| 101 to 150 | 5 |
| 151 to 200 | 6 |
| 201 to 300 | 7 |
| 301 to 400 | 8 |
| 401 to 500 | 9 |
| 501 to 1,000 | 2% of total number of parking spaces |
| over 1,000 | 20, plus 1 for each 100 over 1,000 |

1.3 ___ The accessible parking spaces are marked with the International Symbol of Accessibility.

1.4 ___ The accessible parking spaces are the closest spaces to the accessible entrance of the building.

1.5 ___ The accessible parking spaces have access aisles that are part of the accessible route to the accessible entrance of the building.

## 2. Route of Travel

2.1 ___ There is a route of travel from the accessible parking spaces to the accessible entrance that does not require the use of stairs.

2.2 ___ The route of travel is at least 36 inches wide.

2.3 ___ The slopes on the route of travel are not greater than 5% (1-inch rise to 20-inch run).

2.4 ___ The route of travel is stable, firm, and slip-resistant.

2.5 ___ The curbs on the route of travel include ramped curb cuts with a width of at least 36 inches.

### 3. Ramps

3.1 ___ Ramps longer than 6 feet have railings on both sides.

3.2 ___ Railings are sturdy and between 34 and 38 inches high.

3.3 ___ Ramps are stable, firm, and slip-resistant.

3.4 ___ There is a 5-foot long level landing at the top and bottom of every 30-foot horizontal length of ramp and at every ramp switchback.

### 4. Entrance

4.1 ___ The main entrance is accessible, or there is a ramp, a lift, or an alternative accessible entrance.

4.2 ___ All inaccessible entrances have signs giving directions to the nearest accessible entrance.

4.3 ___ The accessible entrance door has at least 32 inches of clear opening.

4.4 ___ The accessible entrance door has at least 24 inches of clear wall space on the pull-side of the door next to the handle, plus at least 60 inches of clear depth. Refer to CCPIA's maneuvering clearance graphics for push-side and side-approach requirements.

4.5 ___ The accessible entrance door handle is no higher than 48 inches.

4.6 ___ The accessible entrance door handle is operable with a closed fist (accessible to a person with limited use of his/her hands).

4.7 ___ The accessible entrance door can be opened without too much force (less than 8.5 pounds of force).

4.8 ___ The accessible entrance threshold is not a trip hazard or wheelchair barrier (less than ¼-inch high, or less than ¾-inch high with bevels on both sides).

4.9 ___ The automatic door closer (if one exists) on the accessible entrance takes at least three seconds to close the door.

### 5. Interior

5.1 ___ The interior carpeting is low-pile and tightly woven.

5.2 ___ There are no noted hindrances to a person who uses a cane (items detectable up to 27 inches above the floor, with minimum headroom clearance at least 80 inches above the floor).

5.3 ___ Objects protrude no more than 4 inches from the wall within the hazard zone.

5.4 ___ The corridors are at least 36 inches wide.

5.5 ___ The corridors have wheelchair-passing spaces at reasonable intervals (less than 200 feet), or intersecting corridors that can be used as passing spaces.

5.6 ___ There is wheelchair-maneuvering clearance at doors.

## 6. Drinking Fountains

6.1 ___ Where there are two drinking fountains on one floor, at least one is wheelchair-accessible.

6.2 ___ The accessible drinking fountain has adequate clear floor space for wheelchair maneuvering.

6.3 ___ The accessible drinking fountain has knee clearance of 27 inches measured from the bottom of the apron to 9 inches from the floor's surface.

6.4 ___ The accessible drinking fountain has unobstructed toe clearance of 9 inches measured from the bottom of the fountain to the floor's surface.

6.5 ___ The spout is located toward the front of the unit and no higher than 36 inches from the floor's surface.

## 7. Restrooms

7.1 ___ Public restrooms include at least one fully accessible restroom on an accessible route of travel.

7.2 ___ The inaccessible restrooms have signs that give directions to accessible ones.

7.3 ___ Pictograms or symbols are used to identify restrooms.

7.4 ___ Accessible restroom door handles are no higher than 48 inches.

7.5 ___ Accessible restroom door handles are operable with a closed fist (accessible to a person with limited use of his/her hands).

7.6 ___ Accessible restroom doors can be opened without too much force (less than 5 pounds of force).

7.7 ___ The accessible restroom entry configuration provides adequate maneuvering and turnaround space (60 inches in diameter) for wheelchairs.

7.8 ___ The path to all fixtures in the accessible restroom is at least 36 inches wide.

7.9 ___ The accessible restroom stall door is operable with a closed fist (accessible to a person with limited use of his/her hands) inside and out.

7.10 ___ The accessible restroom has at least one wheelchair-accessible stall that provides adequate maneuvering space for a wheelchair.

7.11 ___ The wheelchair-accessible stall has grab bars behind and on the side wall nearest the toilet.

7.12 ___ The wheelchair-accessible stall has a toilet seat that is 17 to 19 inches high.

7.13 ___ The wheelchair-accessible stall has a toilet seat that does not spring back to a lifted position.

7.14 ___ The accessible restroom has at least one urinal with a rim no higher than 17 inches above the floor.

7.15 ___ The accessible restroom has at least one lavatory with a 30-inch wide by 48-inch deep clear space in front of it.

7.16 ___ The accessible restroom lavatory has a rim no higher than 34 inches.

7.17 ___ The accessible restroom lavatory has at least 29 inches of knee space between the floor and the bottom of the lavatory apron.

7.18 ___ The accessible restroom lavatory has no obstruction within the toe clearance area (between 0 and 9 inches from the floor).

7.19 ___ The accessible restroom lavatory has no hot pipes or sharp surfaces underneath that could harm a person in a wheelchair.

7.20 ___ The accessible restroom lavatory faucet can be operated with one closed fist (accessible to a person with limited use of his/her hands).

7.21 ___ The accessible restroom lavatory faucet (if self-closing) permits the water to flow for at least 10 seconds.

7.22 ___ The accessible restroom soap dispensers and hand dryers are within reach of a person in a wheelchair, and are operable with one closed fist.

7.23 ___ The accessible restroom mirror (if provided) is mounted with the bottom edge of the reflecting surface no higher than 40 inches.

## 8. Elevators

8.1 ___ The passenger elevators are located on an accessible path of travel.

8.2 ___ The passenger elevator doors have a clear opening of not less than 36 inches.

8.3 ___ The passenger elevators have wheelchair-turning spaces that are at least 68 inches wide by 51 inches deep (only applicable for a minimum 36-inch-wide, off-center entrance). Refer to CCPIA's elevator graphics if door is at least 36 inches wide and is centered.

8.4 ___ The passenger elevators have controls that are not higher than 54 inches for side approach, and not higher than 48 inches for front approach.

8.5 ___ The passenger elevators have controls that are labeled in raised Braille.

8.6 ___ The passenger elevators serve all public levels of the building.

## 9. Other

9.1 ___ Notes regarding additional observed barriers are attached.

9.2 ___ Exhibits are attached.

# A.6. International Standards of Practice for Inspecting Commercial Fire Doors

## A.6.1. About These Standards for Inspecting Commercial Fire Doors

Many buildings, including schools, high-rises, healthcare facilities, churches, office buildings, factories and warehouses, are likely to have fire doors. Should a fire occur, the health, safety and welfare of building occupants and emergency responders depend on the regular inspection of fire doors.

## A.6.2. Purpose

The purpose of this document is to establish international standards for the inspection of commercial fire doors. This document also provides a universal commercial fire door inspection reporting form.

## A.6.3. Definitions

### A.6.3.1. Fire Door-Specific Definitions

- **active leaf:** the door of a pair of swinging doors that is normally used.
- **automatic closing device:** a device that causes the door to close when activated by a fusible link or heat-actuated device.
- **barrel:** a cylindrical part of a rolling steel fire door that contains the counter-balance springs.
- **bottom bar:** the lower edge of the door assembly.
- **coordinator:** a device used on pairs of swinging doors that causes the inactive leaf to close before the active leaf.
- **flame baffle:** a hinged piece of sheet metal that closes the space between the top of a rolling steel fire door and its hood.
- **fusible link:** a device consisting of pieces of metal held together by solder that melts during a fire.
- **hood:** a sheet metal housing that contains the rolled door.
- **inactive leaf:** the door of a pair of swinging doors that is normally latched.
- **non-combustible:** not capable of igniting when subjected to fire.
- **sill:** the bottom part of a doorway opening; threshold.

### A.6.3.2. Terminology Commonly Found in Commercial Property Inspection Reports

Visit **ccpia.org/glossary-of-inspection-terminology**

### A.6.4. Goal of the Inspection

The goal of a commercial fire door inspection is to provide an indication as to whether or not the door is in a state of readiness to perform its intended function during a fire.

### A.6.5. Limitations

It is not the purpose of this Standard to establish inspection procedures to: determine the fire rating or the degree of protection provided by a fire door or surrounding wall; determine the need for a fire door in any particular location; determine proper placement of detectors; determine the functionality of fire-detection systems; heat-test fusible links; determine the combustibility of floor coverings extending through doorways; inspect accordion, folding, hoistway, elevator, chute, access or dumbwaiter doors; inspect fire windows; or inspect fabric fire-safety curtains.

### A.6.6. Optional Add-On Inspection Service

The CCPIA Standards of Practice for Inspecting Commercial Properties does not require the inspector to perform fire door inspections. The fire door inspection may be offered in conjunction with a complete commercial property inspection, or as a separate, stand-alone inspection service.

### A.6.7. Inspection Frequency

Fire doors should be inspected after any incidents that may have damaged the door or its components, or upon noticing possible damage, but not less than annually.

### A.6.8. Visual Inspection

A.6.8.1. The inspector should visually inspect from both sides of the door assembly.

A.6.8.2. The inspector should inspect the door opening and surrounding area for potential obstructions, items or conditions that might interfere with the free operation of the door.

A.6.8.3. The inspector should inspect for auxiliary items that could interfere with door operation.

A.6.8.4. The inspector should inspect for missing or insecure mounting and assembly bolts.

A.6.8.5. The inspector should inspect for evidence of field modifications that may void the door's fire rating.

A.6.8.6. The inspector should inspect for open holes or breaks that exist in either the door or frame.

A.6.8.7. The inspector should inspect for failed glazing, and glazing beads that are not intact or securely fastened.

A.6.8.8. The inspector should inspect for missing or broken parts.

A.6.8.9. The inspector should inspect for combustible sills. Sills should be non-combustible.

A.6.8.10. The inspector should inspect for clearances of swinging doors between the top and vertical edges of the door and the frame, and the meeting edges of doors swinging in pairs, measured from the pull-side of the door, that exceed ⅛-inch (3.18 mm) + 1/16-inch (1.59 mm) for steel doors, and + ⅛-inch (3.18 mm) for wood doors.

A.6.8.11. The inspector should inspect for clearances of swinging doors under the bottom of the door that exceed ¾-inch (19 mm), and ⅜-inch (9.5 mm) for doors that have sills more than 38 inches (965 mm) above the finished floor (such as repair counters).

A.6.8.12. The inspector should inspect the opening (of sliding doors) at the sides and top for overlaps that are less than 4 inches (102 mm).

A.6.8.13. The inspector should inspect and note whether or not combustible floor coverings extend through the door opening, although, depending on the rating of the door, some combustible floor coverings are permitted to extend through door openings. Determining compliance lies beyond the scope of a commercial fire door inspection. Combustible flooring should never extend through doorways protected by three-hour (or greater)-rated fire doors.

### A.6.9. Operational Check

A.6.9.1. Before checking, the inspector should identify anything that might create a hazard during the operational check. If, in the opinion of the inspector, a hazard might be created by operating the door, the inspector shall not perform the operational check portion of the inspection.

A.6.9.2. The inspector should open and close the door using normal operation. Doors should open and close easily.

A.6.9.3. The inspector should inspect the condition of any gaskets or edge seals.

A.6.9.4. The inspector should inspect the guides and bearings for lack of lubrication.

A.6.9.5. The inspector should inspect for blocking or wedging of doors in the open position, or blocked or wedged release arms and weights of sliding and rolling doors.

A.6.9.6. The inspector should inspect for kinked, pinched, twisted, or excessively worn chains or cables of sliding and rolling doors.

A.6.9.7. The inspector should inspect the condition of any fusible links and heat–actuated devices (if equipped). Links should not be painted or coated with dust or grease.

A.6.9.8. The inspector should inspect signs installed on the surface of the fire door for interference with the proper operation of the door.

A.6.9.9. The inspector should inspect for signage that exceeds 5% of the total area of the face of the fire door to which it is attached.

A.6.9.10. The inspector should inspect for signs that are attached by mechanical means, such as screws or nails. Signs should be attached to fire doors by use of adhesive only.

A.6.9.11. The inspector should inspect for rating and inspection labels and tags that have been painted over. Labels and tags should not be painted over.

### A.6.10. Simulation (Drop) Test

A.6.10.1. Before testing, the inspector should identify anything that might create a hazard during testing. If, in the opinion of the inspector, a hazard might be created by testing, the inspector shall not perform the testing portion of the inspection.

A.6.10.2. The inspector should perform all testing and re-setting of the release mechanism in accordance with the manufacturer's instructions. If instructions are not made available at the time of the inspection, the inspector should continue only if the inspector has knowledge and understanding of the operating components of that type of door.

A.6.10.3. The inspector should inspect for missing closing devices (self or automatic). Every fire door should have a closing device.

A.6.10.4. The inspector should test any self-closing devices of swinging doors to assure that they close and latch the door completely when operated from the fully-open position.

A.6.10.5. The inspector should inspect closing mechanisms of swinging doors for hold-open features. Closing mechanisms should not have hold-open features unless they are on doors that are designed to automatically close during an alarm condition.

A.6.10.6. The inspector should test any coordinators of dual-leaf doors for failure to close the inactive leaf before the active leaf. A coordinator is not needed where each door leaf closes and latches independently of the other.

A.6.10.7. The inspector should inspect for latching hardware that fails to operate or fails to secure the door when it is in the closed position.

A.6.10.8. The inspector should inspect for normal operation and full closure of sliding and rolling doors with an initial simulation (drop) test.

A.6.10.9. The inspector should inspect the closing for speeds slower than 6 inches per second (152 mm/sec), or faster than 24 inches per second (610 mm/sec).

A.6.10.10. The inspector should perform a second simulation (drop) test of sliding and rolling doors to verify that the automatic closing device has been re-set.

## A.6.11. Sample Reporting Language

### Commercial Fire Door Inspection Report

Client: _____

Location of fire door: _____

This inspection was performed in substantial compliance with the CCPIA® Standards of Practice for Inspecting Commercial Fire Doors. It is designed to provide an indication as to whether or not the door is in a state of readiness to perform its intended function during a fire. Fire doors should be inspected after any incidents that may have damaged the door, or upon noticing possible damage, but not less than annually. A signed copy of this report should be maintained and made available to the authority having jurisdiction, insurance representatives, employees, and other interested parties.

___ The inspector was not able to visually inspect from both sides of the door assembly.

___ The inspector noted obstructions in the surrounding area that could interfere with the operation of the door.

___ The inspector noted missing or insecure mounting and assembly bolts.

___ The inspector noted auxiliary items that interfere with door operation.

___ The inspector noted open holes or breaks that exist in either the door or frame.

___ The inspector noted evidence of field modifications that may void the door's fire rating.

___ The inspector noted failed glazing, or glazing beads that are not intact or securely fastened.

___ The inspector noted missing or broken parts.

___ The inspector noted combustible sills.

___ The inspector noted clearances of swinging doors between the top or vertical edges of the door and the frame, or the meeting edges of doors swinging in pairs, measured from the pull-side of the door, that exceed ⅛-inch (3.18 mm) + 1/16-inch (1.59 mm) for steel doors, and + ⅛-inch (3.18 mm) for wood doors.

___ The inspector noted clearances of swinging doors under the bottom of the door that exceed ¾-inch (19 mm), and ⅜-inch (9.5 mm) for doors that have sills more than 38 inches (965 mm) above the finished floor (such as repair counters).

___ The inspector noted overlaps at the sides or top of horizontally sliding doors that are less than 4 inches (102 mm).

___ The inspector noted combustible floor coverings extending through the door opening, although, depending on the fire rating of the door, some combustible floor coverings are permitted to extend through door openings.

Determining compliance lies beyond the scope of this inspection. Combustible flooring should never extend through doorways protected by three-hour (or greater)-rated fire doors.

___ The inspector identified a condition that might create a hazard during the operational check and so did not perform the operational check portion of the inspection.

___ The inspector noted that the door does not open and close easily using normal operating procedures. Doors should open and close easily.

___ The inspector noted that the gaskets or edge seals were in poor condition.

___ The inspector noted that the guides and bearings lacked lubrication.

___ The inspector noted blocking or wedging of doors in the open position, or blocked or wedged release arms or weights of sliding or rolling doors.

___ The inspector noted kinked, pinched, twisted, or excessively worn chains or cables of sliding or rolling doors.

___ The inspector noted that the fusible links or heat-actuated devices (if equipped) were painted or coated with dust or grease.

___ The inspector noted that the signs installed on the surface of the fire door might interfere with the proper operation of the door.

___ The inspector noted signage that exceeded 5% of the total area of the face of the fire door to which it was attached.

___ The inspector noted signs that were attached by mechanical means, such as screws or nails. Signs should be attached to fire doors by use of adhesive only.

___ The inspector noted rating or inspection labels or tags that have been painted over. Labels and tags should not be painted over.

___ The inspector identified a condition that might create a hazard during testing and so did not perform the simulated (drop) testing portion of the inspection.

___ The inspector noted that the manufacturer's testing and re-setting instructions were not made available at the time of the inspection.

___ The inspector noted missing closing devices (self or automatic). Every fire door should have a closing device.

___ The inspector noted that the self-closing devices of swinging doors did not close and latch the door completely when operated from the fully-open position.

___ The inspector noted that the closing mechanisms of swinging doors include hold-open features. Closing mechanisms should not have hold-open features unless they are on doors that are designed to automatically close during an alarm condition.

___ The inspector noted coordinators of dual-leaf doors failed to close the inactive leaf before the active leaf. A coordinator is not needed where each door leaf closes and latches independently of the other.

___ The inspector noted latching hardware that failed to operate, or failed to secure the door when it was in the closed position.

___ The inspector noted abnormal operation or partial closure of sliding and rolling doors with the initial drop test.

___ The inspector noted that the closing speed was slower than 6 inches per second (152 mm/sec), or faster than 24 inches per second (610 mm/sec).

___ The inspector noted that the second drop test of sliding and rolling doors failed to re-set the automatic closing device.

This inspection was performed by _____ Signature _____

This inspection report expires on _____ (one year from the date of this inspection).

# A.7. Observed Green Features Report for Existing Commercial Buildings

## A.7.1. Definition of Green

"Green" describes features, technologies and products that increase efficiency in a building's energy and water usage, help protect the health of its occupants, and reduce the commercial property's impact on the environment. Green buildings are healthier, more environmentally friendly, and economically smarter than average buildings.

Green features:

- improve energy efficiency;
- reduce pollution;
- provide healthier air;
- increase comfort;
- reduce water usage;
- preserve natural resources;
- increase durability;
- make a building quieter;
- reduce maintenance;
- lower monthly costs; and
- improve resale value.

## A.7.2. Codes and Standards

Nearly all green building codes and standards have been developed by private organizations and pertain to new construction, not existing commercial properties. Nevertheless, many existing properties, by design, by luck, or through modification, have green features that clients should know about.

## A.7.3. Purpose

This Standard does not require the inspector to determine the "green-ness" of a building. The purpose of the Green Features Report is to permit the inspector to easily point out common green features of the property, thus increasing client awareness of the property's green features. The inspector is not required to perform an energy audit, determine code-compliance, perform environmental assessments, test for radon, lead, asbestos or mold, or report on all green features or the lack of them (see Section 8: Limitations, Exceptions and Exclusions).

## A.7.4. Optional Add-On Inspection Service

This Standard does not require the inspector to perform this green features inspection. The observed Green Features Report may be offered in conjunction with a complete commercial property inspection, or as a separate, stand-alone inspection service.

## A.7.5. Green Checklist

The following checklist is designed to help identify commonly found green features noticed by the inspector.

Key:

Y = Yes. The statement is true and accessibility appears to be adequate.

N = No. The statement is false and accessibility appears to be deficient.

U = Unknown. Inspector did not determine accessibility.

N/A = Not applicable.

* = May be implemented in existing properties._____

### Observed Green Features Report

___ The property appears to be in close proximity to public or alternative transportation.

___ The building's structure appears to permit expansion by building up versus out.

___ The building, if in a cold climate, is oriented so that the side with the most glass faces south (within 30 degrees).

___ Deciduous trees are providing sun in the winter and shade in the summer.*

___ Drives and walkways are mostly of permeable material, such as gravel.*

___ The downspouts and gutters are clean and in working order.*

___ The property appears to have systems that control erosion and manage storm water.*

___ The property appears to have a landscape design which limits water usage.*

___ The property appears to reduce heat-island effects through light-colored, shaded, and/or reduced-paved areas.*

___ The building appears to utilize materials that are easily returned to the earth, can be recycled, or are renewable.

___ The building appears to have some low VOC (volatile organic compound)-emitting materials.*

___ Most of the carpeting is light-colored.*

___ The building appears to be well insulated.*

___ The building envelope appears to be well sealed from potential air infiltration.*

___ The exterior doors appear to have intact weatherstripping and close tightly.*

___ The building's windows appear to be mostly high-performance or double-glazed.*

___ The flashing above windows and exterior doors appears to be correctly installed.*

___ The building has waterless urinals.*

___ The building has low-consumption toilets, faucets and showerheads.*

___ A geothermal heating or cooling system exists.*

___ A solar system exists.*

___ Wind or hydro-electric generators exist.*

___ High-efficiency furnaces, boilers and/or water heaters exist.*

___ Energy-recovery ventilators or air-to-air heat exchangers exist.*

___ Ductwork is sealed.*

___ Filters are clean.*

___ High-performance HVAC air filters exist.*

___ High-efficiency cooling equipment exists.*

___ Ceiling fans exist.*

___ Individual thermal comfort controls exist.*

___ Thermostats have a “fan only” option.*

___ Daylight views for building occupants exist.

___ Energy-efficient lighting fixtures exist.*

___ Some light fixtures have dimmers.*

___ Some interior lighting motion sensors exist.*

___ Some exterior lighting is controlled by motion sensors.*

___ Some of the outdoor/walkway lighting is solar-powered.*

___ A radon mitigation system exists.*

___ No visible indications of lead paint are noted.

___ No visible indications of asbestos are noted.

___ No visible indications of mold are noted.

* Feature may be implemented in existing properties.

Notes regarding additional observed green features are attached.

# A.8. International Phase I Standards of Practice for Inspecting Fireplaces and Chimneys

## A.8.1. About These Standards for Inspecting Fireplaces and Chimneys

Although this Standard applies to both commercial and residential fireplaces and chimneys, this Standard exceeds the requirements of CCPIA's ComSOP and InterNACHI's Residential Standards of Practices. The inspection shall include examination of readily accessible and visible portions of solid fuel-burning, low-heat fireplaces and chimneys.

## A.8.2. Purpose

The purpose of this document is to establish international standards for the inspection of fireplaces and chimneys. This document also provides universal fireplace and chimney inspection reporting language.

## A.8.3. Definitions

### A.8.3.1. Fireplace and Chimney-Specific Definitions

- **accessible:** can be approached or entered by the inspector safely, without difficulty, fear or danger.
- **chimney:** a structure containing one or more flues for removing gases to the outside atmosphere.
- **cleanout:** an opening in a chimney that provides access to the flue for cleaning purposes.
- **clearance:** the minimum distance through air measured between the surface of something heat-producing and the surface of something combustible.
- **connector:** the pipe that connects a fuel-burning appliance to a chimney.
- **crown:** the sloped top of a masonry chimney designed to shed water away from the flue; also called a splay or a wash.
- **damper:** typically, a manually operated plate for controlling draft in a flue.
- **fireplace lintel:** a horizontal, non-combustible member that spans the top of the fireplace opening.
- **flue:** a passage through which gases move from the fire chamber to the outer air.
- **hearth:** the floor within a fireplace.
- **hearth extension:** non-combustible material in front of and at the sides of a fireplace opening.
- **mantel:** a shelf or horizontal ornament above a fireplace opening.
- **Phase I:** a type of fireplace and chimney inspection that exceeds the standards required by a traditional home inspection.
- **single-wall, metal chimney:** a field-constructed chimney not permitted in one- and two-family dwellings.
- **solid fuel:** wood, coal, pellets, and other materials that can be burned for heat.

- **thimble:** the tube or lining in a wall that a connector passes through to enter a flue or that a flue passes through to exit a roof.
- **wall protector:** non-combustible shield between a wall and anything heat-producing for the purpose of reducing required clearance.

### A.8.3.2. Terminology Commonly Found in Commercial Property Inspection Reports

Visit **ccpia.org/glossary-of-inspection-terminology**

## A.8.4. Goal of the Inspection

The goal of the inspection is to provide observations that may lead to the decrease of hazardous conditions associated with fireplaces and chimneys.

## A.8.5. Limitations

The inspection is limited to readily accessible and visible portions of the fireplace and chimney. The inspection should not be considered all-inclusive or technically exhaustive.

This Standard does NOT require the inspector to:

- inspect appliances, wall furnaces, stoves, water heaters, incinerators, mechanical draft systems, draft regulators, catalytic converters, pollution-control devices, heat-reclamation devices, spark arrestors, induced-draft chimneys, fire-stopping, or for condensation issues.
- determine fire rating, adequacy of combustion air, status of product listing, compliance with manufacturers' instructions, proper clearances, proper load paths, combustibility, proper placement of flue-size changes, proper thimble installation, or repair history.
- remove or inspect fireplace inserts, stoves or accessories.
- determine the need for fire-stopping, chimney enclosures, hearth-thickness mitigation, or seismic reinforcing.
- test smoke detectors or carbon-monoxide detectors.
- perform video scans, smoke tests, flue gas measurements, or engineering calculations.

These Standards do not apply to the inspection of mobile homes.

## A.8.6. Optional Add-On Inspection Service

Although the CCPIA Standards of Practice for Inspecting Commercial Properties and InterNACHI's Residential Standards of Practice do not require the inspector to perform Phase I fireplace and chimney inspections, Phase I fireplace and chimney inspections may be offered in conjunction with a complete commercial or residential property inspection, or as separate, stand-alone inspection services.

### A.8.7. Inspection Frequency

The inspector should advise his/her client that all fireplaces and chimneys should be inspected prior to client's first use, and not less than annually.

## A.8.8. Visual Inspection

### A.8.8.1. Initial Inspection

A.8.8.1.1. The inspector should inspect for solid fuel-burning appliances or fireplaces improperly located where gasoline or other flammable vapors or gases are present.

A.8.8.1.2. The inspector should inspect for unused openings in chimneys and flues.

A.8.8.1.3. The inspector should inspect for lack of a smoke detector. A smoke detector should be installed in the same room as the fireplace.

A.8.8.1.4. The inspector should inspect for lack of a carbon-monoxide detector. A carbon-monoxide detector should be installed in the same room as the fireplace.

### A.8.8.2. Fireplaces

A.8.8.2.1. The inspector should inspect for combustible lintels above fireplace openings.

A.8.8.2.2. The inspector should inspect for combustible material within 6 inches above fireplace openings that projects out 1½ inches or less from the face of the fireplace.

A.8.8.2.3. The inspector should inspect for combustible material within 12 inches above fireplace openings that projects out more than 1½ inches from the face of the fireplace.

A.8.8.2.4. The inspector should inspect for throats or dampers located less than 8 inches above fireplace openings.

A.8.8.2.5. The inspector should inspect for manually operated dampers that do not operate or close properly.

A.8.8.2.6. The inspector should inspect for dampers and damper components that have rust or corrosion.

### A.8.8.3. Hearths, Hearth Extensions, and Fire Chambers

A.8.8.3.1. The inspector should inspect for hearth extensions that are less than 2 inches thick.

A.8.8.3.2. The inspector should inspect for hearth extensions that are less than 16 inches in front of or less than 8 inches beyond each side of fireplace openings (6 square feet or less).

A.8.8.3.3. The inspector should inspect for hearth extensions that are less than 20 inches in front of or less than 12 inches beyond each side of fireplace openings (greater than 6 square feet).

A.8.8.3.4. The inspector should inspect the hearth, hearth extension, and chambers for joint separation, damage and deterioration.

## 18.8.4. Single-Wall Metal Chimneys

A.8.8.4.1. Initial Single-Wall Metal Chimney Inspection

A.8.8.4.1.1. The inspector should inspect for single-wall metal chimneys in one- and two-family dwellings. Single-wall metal chimneys should not be used in one- and two-family dwellings.

A.8.8.4.1.2. The inspector should inspect for wall protectors (heat shields) with less than 1-inch air gaps.

A.8.8.4.2. Interior Single-Wall Metal Chimneys

A.8.8.4.2.1. The inspector should inspect for exposed interior single-wall metal chimneys that are not continuously enclosed where they extend through closets, storage areas, or habitable spaces, or where the surface of a chimney could come into contact with people or combustible materials.

A.8.8.4.2.2. The inspector should inspect for interior single-wall metal chimneys for distances less than 18 inches from wood frame walls or combustible materials.

A.8.8.4.2.3. The inspector should inspect for interior single-wall metal chimneys 18 inches or under in diameter that are less than 2 inches from non-combustible walls.

A.8.8.4.2.4. The inspector should inspect for interior single-wall metal chimneys over 18 inches in diameter that are less than 4 inches from non-combustible walls.

A.8.8.4.3. Exterior Single-Wall Metal Chimneys

A.8.8.4.3.1. The inspector should inspect for distances between exterior-mounted single-wall metal chimneys that are less than 2 feet from doors, windows or walkways.

A.8.8.4.3.2. The inspector should inspect for distances between exterior-mounted single-wall metal chimneys that are less than 18 inches from wood-frame walls or combustible materials.

A.8.8.4.3.3. The inspector should inspect for distances between exterior-mounted single-wall metal chimneys 18 inches or under in diameter that are less than 2 inches from non-combustible walls.

A.8.8.4.3.4. The inspector should inspect for distances between exterior-mounted single-wall metal chimneys over 18 inches in diameter that are less than 4 inches from non-combustible walls.

## A.8.8.5. Chimney Outlets

A.8.8.5.1. The inspector should inspect for missing ventilating thimbles where chimneys pass through combustible roofs.

A.8.8.5.2. The inspector should inspect for chimneys that terminate less than 3 feet above the highest point where they pass through the roof surface.

A.8.8.5.3. The inspector should inspect for chimneys that terminate less than 2 feet above any portion of a building (ridge, wall or parapet) within 10 feet.

A.8.8.5.4. The inspector should inspect for chimneys that terminate less than 3 feet from adjacent buildings or building openings.

A.8.8.5.5. The inspector should inspect for chimneys that terminate less than 10 feet above grade or walkways.

A.8.8.5.6. The inspector should inspect for chimney outlets that jeopardize people's safety, overheat combustible structures, or that might cause flue gases to enter nearby building openings.

A.8.8.5.7. The inspector should inspect the crowns of masonry chimneys for slopes that direct water into flues.

### A.8.8.6. Flues and Liners

A.8.8.6.1. The inspector should inspect for galvanized flues and connectors. Flues and connectors should not be galvanized.

A.8.8.6.2. The inspector should inspect readily accessible and visible flues for rust and corrosion.

A.8.8.6.3. The inspector should inspect for masonry chimneys that are not lined. All masonry chimneys should be lined.

A.8.8.6.4. The inspector should inspect for linings that don’t extend the entire length of the chimney to a level of 2 inches or more above the crown, splay or wash.

A.8.8.6.5. The inspector should inspect for liners that are visibly softened, cracked, deteriorated or damaged.

A.8.8.6.6. The inspector should inspect readily accessible and visible flues and liners for excessive accumulation of creosote, soot, and other combustible material.

A.8.8.6.7. The inspector should inspect for flues that have two or more openings at the same level.

A.8.8.6.8. The inspector should inspect for venting into the space around and between liners. The remaining space surrounding a chimney liner should not be used as a vent.

### A.8.8.7. Flue Size

The inspector should inspect the size of the flue, if visible, and compare it to the size of the fireplace opening. This relationship is the most important factor in achieving sufficient draft. A flue that is too small relative to the fireplace opening will be unable to lift and remove hazardous flue gases to the outside.

## Table A.8.8.7.1. Maximum Fireplace Opening for Round Flues

| Round Flues | Maximum Fireplace Opening |
|---|---|
| 4 inches in diameter | 150 square inches |
| 5 inches in diameter | 235 square inches |
| 6 inches in diameter | 339 square inches |
| 7 inches in diameter | 461 square inches |
| 8 inches in diameter | 603 square inches |
| 9 inches in diameter | 763 square inches |
| 10 inches in diameter | 942 square inches |
| 11 inches in diameter | 1,140 square inches |
| 12 inches in diameter | 1,357 square inches |
| 13 inches in diameter | 1,592 square inches |
| 14 inches in diameter | 1,847 square inches |
| 15 inches in diameter | 2,120 square inches |
| 16 inches in diameter | 2,412 square inches |
| 17 inches in diameter | 2,723 square inches |
| 18 inches in diameter | 3,053 square inches |
| 19 inches in diameter | 3,402 square inches |
| 20 inches in diameter | 3,769 square inches |
| 21 inches in diameter | 4,156 square inches |
| 22 inches in diameter | 4,561 square inches |
| 23 inches in diameter | 4,985 square inches |
| 24 inches in diameter | 5,428 square inches |
| 25 inches in diameter | 5,890 square inches |
| 26 inches in diameter | 6,371 square inches |
| 27 inches in diameter | 6,870 square inches |
| 28 inches in diameter | 7,389 square inches |
| 29 inches in diameter | 7,926 square inches |
| 30 inches in diameter | 8,482 square inches |

## Maximum Fireplace Opening, in Square Inches, for Rectangular Flues

Find the maximum size of the fireplace opening by matching the flue dimensions to the left column and top row of chart.

| | 6" | 7" | 8" | 9" | 10" | 11" | 12" | 13" | 14" | 15" | 16" | 17" | 18" | 19" | 20" | 21" | 22" | 23" | 24" | 25" | 26" | 27" | 28" |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **4"** | 240 | 280 | 256 | 288 | 320 | 352 | 384 | 416 | 448 | 480 | 512 | 544 | 576 | 608 | 640 | 672 | 704 | 736 | 768 | 800 | 832 | 864 | 896 |
| **5"** | 300 | 350 | 400 | 450 | 400 | 440 | 480 | 520 | 560 | 600 | 640 | 680 | 720 | 760 | 800 | 840 | 880 | 920 | 960 | 1000 | 1040 | 1080 | 1120 |
| **6"** | 360 | 420 | 480 | 540 | 600 | 660 | 576 | 624 | 672 | 720 | 768 | 816 | 864 | 912 | 960 | 1008 | 1056 | 1104 | 1152 | 1200 | 1248 | 1296 | 1344 |
| **7"** | 420 | 490 | 560 | 630 | 700 | 770 | 840 | 910 | 784 | 840 | 896 | 952 | 1008 | 1064 | 1120 | 1176 | 1232 | 1288 | 1344 | 1400 | 1456 | 1512 | 1568 |
| **8"** | 480 | 560 | 640 | 720 | 800 | 880 | 960 | 1040 | 1120 | 1200 | 1024 | 1088 | 1152 | 1216 | 1280 | 1344 | 1408 | 1472 | 1536 | 1600 | 1664 | 1728 | 1792 |
| **9"** | 540 | 630 | 720 | 810 | 900 | 990 | 1080 | 1170 | 1260 | 1350 | 1440 | 1530 | 1296 | 1368 | 1440 | 1512 | 1584 | 1656 | 1728 | 1800 | 1872 | 1944 | 2016 |
| **10"** | 600 | 700 | 800 | 900 | 1000 | 1100 | 1200 | 1300 | 1400 | 1500 | 1600 | 1700 | 1700 | 1900 | 1600 | 1680 | 1760 | 1840 | 1920 | 2000 | 2080 | 2160 | 2240 |
| **11"** | 660 | 770 | 880 | 990 | 1100 | 1210 | 1320 | 1430 | 1540 | 1650 | 1760 | 1870 | 1980 | 2090 | 2200 | 2310 | 1936 | 2024 | 2112 | 2200 | 2288 | 2376 | 2464 |
| **12"** | 576 | 840 | 960 | 1080 | 1200 | 1320 | 1440 | 1560 | 1680 | 1800 | 1920 | 2040 | 2160 | 2280 | 2400 | 2520 | 2640 | 2760 | 2304 | 2400 | 2496 | 2592 | 2688 |
| **13"** | 624 | 910 | 1040 | 1170 | 1300 | 1430 | 1560 | 1690 | 1820 | 1950 | 2080 | 2210 | 2340 | 2470 | 2600 | 2730 | 2860 | 2990 | 3120 | 3250 | 2704 | 2808 | 2912 |
| **14"** | 672 | 784 | 1120 | 1260 | 1400 | 1540 | 1680 | 1820 | 1960 | 2100 | 2240 | 2380 | 2520 | 2660 | 2800 | 2940 | 3080 | 3220 | 3360 | 3500 | 3640 | 3780 | 3136 |
| **15"** | 720 | 840 | 1200 | 1350 | 1500 | 1650 | 1800 | 1950 | 2100 | 2250 | 2400 | 2550 | 2700 | 2850 | 3000 | 3150 | 3300 | 3450 | 3600 | 3750 | 3900 | 4050 | 4200 |
| **16"** | 768 | 896 | 1024 | 1440 | 1600 | 1760 | 1920 | 2080 | 2240 | 2400 | 2560 | 2720 | 2880 | 3040 | 3200 | 3360 | 3520 | 3680 | 3840 | 4000 | 4160 | 4320 | 4480 |
| **17"** | 816 | 952 | 1088 | 1530 | 1700 | 1870 | 2040 | 2210 | 2380 | 2550 | 2720 | 2890 | 3060 | 3230 | 3400 | 3570 | 3740 | 3910 | 4080 | 4250 | 4420 | 4590 | 4760 |
| **18"** | 864 | 1008 | 1152 | 1296 | 1800 | 1980 | 2160 | 2340 | 2520 | 2700 | 2880 | 3060 | 3240 | 3420 | 3600 | 3780 | 3960 | 4140 | 4320 | 4500 | 4680 | 4860 | 5040 |
| **19"** | 912 | 1064 | 1216 | 1368 | 1900 | 2090 | 2280 | 2470 | 2660 | 2850 | 3040 | 3230 | 3420 | 3610 | 3800 | 3990 | 4180 | 4370 | 4560 | 4750 | 4940 | 5130 | 5320 |
| **20"** | 960 | 1120 | 1280 | 1440 | 1600 | 2200 | 2400 | 2600 | 2800 | 3000 | 3200 | 3400 | 3600 | 3800 | 4000 | 4200 | 4400 | 4600 | 4800 | 5000 | 5200 | 5400 | 5600 |
| **21"** | 1008 | 1176 | 1344 | 1512 | 1680 | 2310 | 2520 | 2730 | 2940 | 3150 | 3360 | 3570 | 3780 | 3990 | 4200 | 4410 | 4620 | 4830 | 5040 | 5250 | 5460 | 5670 | 5880 |
| **22"** | 1056 | 1232 | 1408 | 1584 | 1760 | 1936 | 2640 | 2860 | 3080 | 3300 | 3520 | 3740 | 3960 | 4180 | 4400 | 4620 | 4840 | 5060 | 5280 | 5500 | 5720 | 5940 | 6160 |
| **23"** | 1104 | 1288 | 1472 | 1656 | 1840 | 2024 | 2760 | 2990 | 3220 | 3450 | 3680 | 3910 | 4140 | 4370 | 4600 | 4830 | 5060 | 5290 | 5520 | 5750 | 5980 | 6210 | 6440 |
| **24"** | 1152 | 1344 | 1536 | 1728 | 1920 | 2112 | 2304 | 3120 | 3360 | 3600 | 3840 | 4080 | 4320 | 4560 | 4800 | 5040 | 5280 | 5520 | 5760 | 6000 | 6240 | 6480 | 6720 |
| **25"** | 1200 | 1400 | 1600 | 1800 | 2000 | 2200 | 2400 | 3250 | 3500 | 3750 | 4000 | 4250 | 4500 | 4750 | 5000 | 5250 | 5500 | 5750 | 6000 | 6250 | 6500 | 6750 | 7000 |
| **26"** | 1248 | 1456 | 1664 | 2080 | 2288 | 2496 | 2496 | 2704 | 3640 | 3900 | 4160 | 4420 | 4680 | 4940 | 5200 | 5460 | 5720 | 5980 | 6240 | 6500 | 6760 | 7020 | 7280 |
| **27"** | 1296 | 1512 | 1728 | 1944 | 2160 | 2376 | 2592 | 2808 | 3780 | 4050 | 4320 | 4590 | 4860 | 5130 | 5400 | 5670 | 5940 | 6210 | 6480 | 6750 | 7020 | 7290 | 7560 |
| **28"** | 1344 | 1568 | 1792 | 2016 | 2240 | 2464 | 2688 | 2912 | 3136 | 4200 | 4480 | 4760 | 5040 | 5320 | 5600 | 5880 | 6160 | 6440 | 6720 | 7000 | 7280 | 7560 | 7840 |
| **29"** | 1392 | 1624 | 1856 | 2088 | 2320 | 2552 | 2784 | 3016 | 3248 | 4350 | 4640 | 4930 | 5220 | 5510 | 5800 | 6090 | 6380 | 6670 | 6960 | 7250 | 7540 | 7830 | 8120 |
| **30"** | 1440 | 1680 | 1920 | 2160 | 2400 | 2640 | 2880 | 3120 | 3360 | 3600 | 4800 | 5100 | 5400 | 5700 | 6000 | 6300 | 6600 | 6900 | 7200 | 7500 | 7800 | 8100 | 8400 |

### A.8.8.8. Connectors (Solid Wood-Burning Appliance to Chimney)

A.8.8.8.1. The inspector should inspect for connectors from solid fuel-burning appliances that have a rise to the chimney of less than ¼-inch per foot.

A.8.8.8.2. The inspector should inspect for connectors that are not as short or straight as practical.

A.8.8.8.3. The inspector should inspect for connectors that are covered with insulation.

A.8.8.8.4. The inspector should inspect for connectors of natural-draft appliances connected to the positive pressure-side of a mechanical draft systems.

A.8.8.8.5. The inspector should inspect for larger connectors entering a flue above smaller connectors.

### A.8.8.9. Cleanouts

A.8.8.9.1. The inspector should inspect cleanouts for doors and frames that are not made of metal, pre-cast cement, or other non-combustible material.

A.8.8.9.2. The inspector should inspect combustible materials projected beyond the faces of chimneys that are within 18 inches of cleanout openings.

A.8.8.9.3. The inspector should inspect for combustible materials stored within 18 inches of cleanout doors.

A.8.8.9.4. The inspector should inspect cleanout doors that are obstructed or do not close tightly.

A.8.8.9.5. The inspector should inspect the interior cleanout's lower edge for heights above the lowest accessible floor level that are less than 16 inches.

A.8.8.9.6. The inspector should inspect the exterior cleanout's lower edge for heights above grade that are less than 16 inches.

A.8.8.9.7. The inspector should inspect the bases of chimney flues for distances that are not between 6 and 12 inches below the bottom edges of their cleanout openings.

## A.8.9. Sample Reporting Language

**Phase I Fireplace and Chimney Inspection Report**

Client: _____

Location of fireplace and chimney: _____

This inspection was performed in substantial compliance with the CCPIA Phase I Standards of Practice for Inspecting Fireplaces and Chimneys. It exceeds what is required by CCPIA's ComSOP and InterNACHI's Residential Standards of Practices. The inspection shall include examination of readily accessible and visible portions of solid fuel-burning, low-heat fireplaces and chimneys. The inspection is not all-inclusive or technically exhaustive. The goal of this inspection is to provide observations which may lead to the decrease of the hazards associated with fireplaces and chimneys.

___ The inspector noted solid fuel-burning appliances or fireplaces located where gasoline or other flammable vapors or gases were present.

___ The inspector noted unused openings in chimneys or flues.

___ The inspector noted missing smoke detectors. A smoke detector should be installed in the same room as the fireplace.

___ The inspector noted missing carbon-monoxide detectors. A carbon-monoxide detector should be installed in the same room as the fireplace.

___ The inspector noted a combustible lintel over the fireplace opening.

___ The inspector noted combustible material within 6 inches above the fireplace opening that projects out less than 1½ inches from the face of the fireplace.

___ The inspector noted combustible material within 12 inches above the fireplace opening that projects out more than 1½ inches from the face of the fireplace.

___ The inspector noted the throat or damper is located less than 8 inches above the fireplace opening.

___ The inspector noted that the manually operated damper did not operate or close properly.

___ The inspector noted that the damper or damper components had rust or corrosion.

___ The inspector noted that the hearth extension is less than 2 inches thick.

___ The inspector noted that the hearth extension was less than 16 inches in front of or less than 8 inches beyond each side of the opening (if less than 6 square feet).

___ The inspector noted that the hearth extension was less than 20 inches in front of or less than 12 inches beyond each side of the opening (if 6 square feet or greater).

___ The inspector noted hearths, hearth extensions or chambers that had joint separation, damage or deterioration.

___ The inspector noted single-wall metal chimneys in one- or two-family dwellings. Single-wall metal chimneys should not be used in one- and two-family dwellings.

___ The inspector noted wall protectors (heat shields) with less than 1-inch air gaps.

___ The inspector noted an exposed interior single-wall, metal chimney that was not continuously enclosed where it extended through closets, storage areas, or habitable spaces, or where the surface of the chimney could come into contact with people or combustible materials.

___ The inspector noted an interior single-wall metal chimney less than 18 inches from a wood frame wall or combustible material.

___ The inspector noted an interior single-wall metal chimney 18 inches or under in diameter less than 2 inches from a non-combustible wall.

___ The inspector noted an interior single-wall metal chimney over 18 inches in diameter less than 4 inches from a non-combustible wall.

___ The inspector noted that the distance between an exterior-mounted, single-wall metal chimney was less than 2 feet from a door, window or walkway.

___ The inspector noted that the distance between an exterior-mounted, single-wall metal chimney was less than 18 inches from a wood-frame wall or combustible material.

___ The inspector noted that the distance between an exterior-mounted, single-wall metal chimney 18 inches or under in diameter was less than 2 inches from a non-combustible wall.

___ The inspector noted that the distance between an exterior-mounted, single-wall metal chimney over 18 inches in diameter was less than 4 inches from a non-combustible wall.

___ The inspector noted a missing ventilating thimble where a chimney passes through a combustible roof.

___ The inspector noted a chimney that terminated less than 3 feet above the highest point where it passes through a roof surface.

___ The inspector noted a chimney that terminated less than 2 feet above a portion of a building (ridge, wall or parapet) within 10 feet.

___ The inspector noted a chimney that terminated less than 3 feet from an adjacent building or building opening.

___ The inspector noted a chimney that terminated less than 10 feet above grade or a walkway.

___ The inspector noted a chimney outlet that jeopardizes people's safety, overheats combustible structures, or that might cause flue gases to enter nearby building openings.

___ The inspector noted the slope of a crown of a masonry chimney that directs water into the flue.

___ The inspector noted galvanized flues or connectors. Flues and connectors should not be galvanized.

___ The inspector noted a rusted or corroded flue.

___ The inspector noted a masonry chimney that was not lined. All masonry chimneys should be lined.

___ The inspector noted a lining that didn't extend the entire length of the chimney to a level of 2 inches or more above the crown, splay or wash.

___ The inspector noted a liner that was visibly softened, cracked, deteriorated or damaged.

___ The inspector noted a liner that had an excessive accumulation of creosote, soot, or other combustible material.

___ The inspector noted a flue that has two or more openings at the same level.

___ The inspector noted an appliance venting into the space around and between liners. The remaining space surrounding a chimney liner should not be used as a vent.

___ The inspector noted that the size of the flue is too small relative to the size of the fireplace opening. This relationship is the most important factor in achieving sufficient draft. A flue that is too small relative to the fireplace opening will be unable to lift and remove hazardous flue gases to the outside.

___ The inspector noted a connector from a solid fuel-burning appliance that had a rise to the chimney of less than ¼-inch per foot.

___ The inspector noted a connector that was not as short or straight as practical.

___ The inspector noted a connector that was covered with insulation.

___ The inspector noted a connector of a natural-draft appliance connected to the positive pressure-side of a mechanical draft system.

___ The inspector noted a larger connector entering the flue above a smaller connector.

___ The inspector noted a cleanout door or frame that was not made of metal, pre-cast cement, or other non-combustible material.

___ The inspector noted combustible materials projecting beyond the face of the chimney within 18 inches of a cleanout opening.

___ The inspector noted combustible materials stored within 18 inches of a cleanout door.

___ The inspector noted a cleanout door that was obstructed or did not close tightly.

___ The inspector noted that the height of an interior cleanout's lower edge was less than 16 inches above the lowest accessible floor level.

___ The inspector noted that the height of an exterior cleanout's lower edge was less than 16 inches above grade.

___ The inspector noted that the base of a chimney flue was not between 6 and 12 inches below the bottom edge of its cleanout opening.

This inspection was performed by _____

Signature _____

(Date)

# A.9. International Standards of Practice for Inspecting Radon Mitigation Systems

## A.9.1. About Radon and These Standards for Inspecting Mitigation Systems

Radon is a radioactive gas that has been found in homes, schools and buildings around the world. Radon comes from the natural breakdown of uranium in soil and rock, and moves up into the indoor air that people breathe. Radon is the leading cause of lung cancer in non-smokers. Radon mitigation systems reduce radon levels in homes and buildings. Inspection of these systems helps assure that they were installed properly and are performing as designed.

Although this Standard applies to both commercial and residential radon mitigation systems, this Standard exceeds the requirements of CCPIA's ComSOP and InterNACHI's Residential Standards of Practices.

## A.9.2. Purpose

The purpose of this document is to establish international standards for the inspection of radon mitigation systems. This document also provides universal radon mitigation inspection reporting language.

## A.9.3. Definitions

### A.9.3.1. Radon Mitigation System-Specific Definitions

- **active soil depressurization system:** one or more of the following types of radon mitigation systems involving mechanically driven soil depressurization: sub-slab depressurization; sump (pit) depressurization; drain tile depressurization; sub-membrane depressurization; hollow-block wall depressurization; and crawlspace depressurization.
- **crawlspace depressurization:** an active radon mitigation system that lowers the air pressure inside a crawlspace in relation to the rooms adjacent or above the crawlspace. A fan draws air directly from the air space of the crawlspace and discharges the air outside. This type of system is typically not the best choice because of the great potential for appliance back-drafting and energy loss.
- **defect:** a condition of a radon mitigation system that may have an adverse impact on its performance.
- **depressurization:** a negative pressure created in one area compared to an adjacent area.
- **discharge:** the end of a vent stack pipe open to outside air.
- **drain tile depressurization:** an active soil depressurization system whereby a suction point is located at a drain tile.
- **heat-recovery ventilation (HRV) system:** a system that lowers radon levels by using outside air to dilute and pressurize indoor air; HRV systems are considered active radon systems.
- **hollow-block wall depressurization:** an active radon system that depressurizes the open spaces within concrete block foundation walls.

- **inspection:** a non-invasive, visual examination of a radon mitigation system.
- **manifold pipe:** pipe between a vent stack pipe and suction point pipe with two or more suction points.
- **radon mitigation system:** any system designed to reduce the radon concentrations of indoor air.
- **radon system piping:** the piping of a passive or active radon system that is composed of a suction-point pipe, manifold pipe, and vent stack pipe.
- **readily accessible:** a system or component that is, in the judgment of the inspector, capable of being safely observed without the removal of obstacles, or detachment or disengagement of connecting or securing devices, or other unsafe or difficult procedures in order to gain access.
- **sub-membrane depressurization:** an active radon mitigation system creating low air pressure under a vapor retarder; a common example is a vapor retarder (polyethylene plastic sheet) installed over the exposed dirt floor of a crawlspace. The radon fan draws air from below the vapor retarder and sends it outside.
- **sub-slab depressurization (active):** a radon system that creates low air pressure under a concrete floor using a fan.
- **sub-slab depressurization (passive):** a radon system that creates low air pressure under a concrete floor without the use of a fan.
- **suction point:** the end of a radon system that penetrates the slab, wall, vapor barrier, sump cover or drain tile.
- **sump (pit) depressurization system (active):** a radon system that has a suction point installed in the sump (pit).
- **vent stack pipe:** pipe leading from the suction point (in a system with a single suction point), or the manifold pipe (in a system with more than one suction point), to outside air. In active radon mitigation systems, the radon fan is installed vertically in the vent stack pipe.

### A.9.3.2. Terminology Commonly Found in Commercial Property Inspection Reports

Visit **ccpia.org/glossary-of-inspection-terminology**

## A.9.4. Goal of Inspection

The goal of the inspection is to provide observations that may indicate that a radon mitigation system was installed improperly, is not performing as designed, or is in need of repair.

## A.9.5. Limitations

The inspection is limited to readily accessible and visible portions of the radon mitigation system. The inspection should not be considered all-inclusive or technically exhaustive. It is not a substitute for a radon level measurement.

This Standard does not require the inspector to:

- inspect any portion of the system that is not readily accessible and visible.
- activate a system that has been turned off, unplugged or de-activated.
- measure the radon level.

### A.9.6. Optional Add-On Inspection Service

Although CCPIA's Standards of Practice for Inspecting Commercial Properties and InterNACHI's Residential Standards of Practice do not require the inspector to perform radon mitigation system inspections, radon mitigation system inspections may be offered in conjunction with a complete commercial or residential property inspection, or as separate, stand-alone inspection services.

## A.9.7. Visual Inspection

### A.9.7.1. Radon System Type

A.9.7.1.1. The inspector shall describe the radon system as one of the following types:

- active sub-slab depressurization;
- passive sub-slab depressurization;
- sump (pit) depressurization;
- drain tile depressurization;
- sub-membrane depressurization;
- hollow-block wall depressurization;
- crawlspace depressurization; or
- heat-recovery ventilation.

### A.9.7.2. Drain Tile Depressurization Systems

The inspector should inspect drainpipes that extend to daylight for missing devices, such as one-way flow valves, or water traps that prevent outdoor air from entering the sub-slab area.

### A.9.7.3. Sub-Membrane Depressurization Systems

The inspector should inspect the vapor retarder used for sub-membrane depressurization systems (passive or active) for seams that are lapped less than 12 inches, and edges that are not sealed to the walls, posts or other penetrations.

### A.9.7.4. Hollow-Block Wall Depressurization Systems

The inspector should inspect hollow-block walls for cracks, openings and open top-courses.

### A.9.7.5. Crawlspace Depressurization Systems

The inspector should inspect the crawlspace for the presence of asbestos-like material and combustible fuel-served appliances located within the crawlspace or spaces adjacent to the crawlspace.

### A.9.7.6. Heat-Recovery Ventilation (HRV) Systems

The inspector should inspect the area around the HRV system for the presence of asbestos-like material.

### A.9.7.7. Piping and Fittings

The inspector should inspect for:

- piping that is not PVC or ABS or downspout (outside);
- piping subjected to weather or physical damage that is not Schedule 40;
- pipe and fitting connections of different materials;
- piping that isn't solid and rigid;
- reducers that are installed in the direction of air flow; and
- piping that is not continuously sloped toward the suction point(s).

### A.9.7.8. Piping Supports

The inspector shall inspect for:

- supports installed more than 6 feet apart on horizontal runs; and
- supports installed more than 8 feet apart on vertical runs.

### A.9.7.9. Discharges

The inspector should inspect for:

- discharges less than 10 feet above ground level;
- discharges less than 6 inches above a roof edge, rake or gable that its stack passes by;
- discharges that exhaust less than 12 inches above a roof surface through which its stack pipe passes;
- discharges that exhaust below the roof surface of the highest roof of the building; and
- discharges within 2 feet directly above or less than 10 feet from any window, door or opening, including those in adjacent buildings.

### A.9.7.10. Radon Fan

The inspector should inspect for:

- interior radon fans installed in occupied or conditioned spaces;
- exterior radon fans installed underground;
- radon fans that are not connected to the piping with removable couplings or flexible connections; and
- radon fans that are not mounted vertically.

### A.9.7.11. Condensate Bypass

The inspector should inspect for missing condensate bypass mechanisms on systems in cold climates.

### A.9.7.12. Electrical

The inspector should inspect for:

- cord and plug assemblies supplying power to radon fans that are more than 6 feet in length;
- cord and plug assemblies supplying power to radon fans that pass through walls, floors or ceilings, or are concealed within building components;
- missing means of disconnect, such as a dedicated, labeled electrical breaker or switch, or an electrical plug cord;
- means of disconnects not in sight of their radon fans;
- missing grounded receptacles (required within 6 feet of radon fans installed under roofs);
- missing GFCI receptacles (required within 6 feet of radon fans installed above roofs); and
- missing electrical junction boxes (required within 6 feet of radon fan locations of both active and passive systems).

### A.9.7.13. Condensate Drainpipes

The inspector should inspect for condensate drainpipes that are not directed into condensate pumps, not directed into trapped floor drains, or do not have 6-inch or greater standing water trap seals.

### A.9.7.14. Monitoring Device

The inspector should inspect for missing air-flow or pressure-monitoring devices that are required to provide easily visible or audible indication of system failure or performance in active systems.

### A.9.7.15. Labeling

The inspector should inspect for:

- missing piping labels (required on each floor to identify piping as part of a radon system);
- missing labels on the plastic vapor barrier (if installed);
- labels that are illegible from a distance of 3 feet;
- piping or vapor barrier labels that fail to display one the following: “Radon Mitigation System,” “Radon Reduction System,” “Radon System,” or “Radon Removal System”;
- a missing main label that contains the mitigator’s name and contact information, date of installation, and a recommendation to test the building for radon every two years; and
- a missing “Radon,” “Radon Fan,” or “Radon System” label at the disconnect breaker controlling the electrical circuit to the radon fan.

## A.9.8. Sample Reporting Language

### Radon Mitigation System Inspection Report

Client: _____

Location of radon mitigation system: _____

This inspection was performed in substantial compliance with CCPIA's International Standards of Practice for Inspecting Radon Mitigation Systems. It is designed to provide an indication as to whether or not the radon mitigation system was installed improperly, is not performing as designed, or is in need of repair. It is not a substitute for a radon level measurement.

Radon is a radioactive gas that has been found in homes, schools and buildings around the world. Radon comes from the natural breakdown of uranium in soil and rock, and moves up into the indoor air that people breathe. Radon is the leading cause of lung cancer in non-smokers. Radon mitigation systems reduce radon levels in homes and buildings.

The inspector noted that the radon system type was:

___ active sub-slab depressurization;

___ passive sub-slab depressurization;

___ sump (pit) depressurization (active);

___ drain tile depressurization;

___ sub-membrane depressurization;

___ hollow-block wall depressurization;

___ crawlspace depressurization; or

___ heat-recovery ventilation.

**Drain Tile Depressurization Systems**

___ The inspector noted that the drainpipes that extend to daylight were missing devices, such as one-way flow valves or water traps, that prevent outdoor air from entering the sub-slab area.

**Sub-Membrane Depressurization Systems**

___ The inspector noted that the vapor retarder used for the sub-membrane depressurization system (passive or active) had seams that were lapped less than 12 inches, or edges that were not sealed to the walls, posts or other penetrations.

**Hollow-Block Wall Depressurization Systems**

___ The inspector noted that the hollow-block walls had cracks, openings or open top-courses.

**Crawlspace Depressurization Systems**

___ The inspector noted that the crawlspace had the presence of asbestos-like material, or combustible fuel-served appliances located within the crawlspace or spaces adjacent to the crawlspace.

**Heat-Recovery Ventilation (HRV) Systems**

___ The inspector noted the area around the HRV system had the presence of asbestos-like material.

**Piping and Fittings**

___ The inspector noted piping that was not PVC, ABS or downspout (outside).

___ The inspector noted piping subjected to weather or physical damage that was not Schedule 40.

___ The inspector noted pipe and fitting connections of different materials.

___ The inspector noted piping that wasn't solid and rigid.

___ The inspector noted reducers that were installed in the direction of air flow.

___ The inspector noted piping that was not continuously sloped toward the suction point(s).

**Piping Supports**

___ The inspector noted supports installed more than 6 feet apart on horizontal runs.

___ The inspector noted supports installed more than 8 feet apart on vertical runs.

**Discharges**

___ The inspector noted discharges less than 10 feet above ground level.

___ The inspector noted discharges less than 6 inches above a roof edge, rake or gable that its stack passes by.

___ The inspector noted discharges that exhausted less than 12 inches above a roof surface through which its stack pipe passes.

___ The inspector noted discharges that exhausted below the roof surface of the highest roof of the building.

___ The inspector noted discharges within 2 feet directly above or less than 10 feet from a window, door or opening.

**Radon Fan**

___ The inspector noted interior radon fans installed in occupied or conditioned spaces.

___ The inspector noted exterior radon fans installed underground.

___ The inspector noted radon fans that were not connected to the piping with removable couplings or flexible connections.

___ The inspector noted radon fans that were not mounted vertically.

**Condensate Bypass**

___ The inspector noted missing condensate bypass mechanisms on a system in a cold climate.

**Electrical**

___ The inspector noted cord and plug assemblies supplying power to radon fans that were more than 6 feet in length.

___ The inspector noted cord and plug assemblies supplying power to radon fans that passed through walls, floors or ceilings, or were concealed within building components.

___ The inspector noted missing means of disconnect, such as a dedicated, labeled electrical breaker or switch, or an electrical plug cord.

___ The inspector noted means of disconnects not in sight of their radon fans.

___ The inspector noted missing grounded receptacles (required within 6 feet of radon fans installed under roofs).

___ The inspector noted missing GFCI receptacles (required within 6 feet of radon fans installed above roofs).

___ The inspector noted missing electrical junction boxes (required within 6 feet of radon fan locations of both active and passive systems).

**Condensate Drainpipes**

___ The inspector noted condensate drainpipes that were not directed into condensate pumps, not directed into trapped floor drains, or did not have 6-inch or greater standing water trap seals.

**Monitoring Device**

___ The inspector noted missing air-flow or pressure-monitoring devices that are required to provide easily visible or audible indication of system failure or performance in active systems.

**Labeling**

___ The inspector noted missing piping labels (required on each floor to identify piping as part of a radon system).

___ The inspector noted missing labels on the plastic vapor barrier (if installed).

___ The inspector noted labels that were illegible from a distance of 3 feet.

___ The inspector noted piping or vapor barrier labels that failed to display one the following: "Radon Mitigation System," "Radon Reduction System," "Radon System," or "Radon Removal System."

___ The inspector noted a missing main label containing the mitigator's name and contact information, date of installation, and a recommendation to test the building for radon every two years.

___ The inspector noted a missing "Radon," "Radon Fan," or "Radon System" label at the disconnect breaker controlling the electrical circuit to the radon fan.

This inspection was performed by _____

Signature _____

(Date)

## A.10. The Future of This Standard and Ancillary Documents

The International Standards of Practice for Inspecting Commercial Properties (ComSOP) is a living document. Revisions will be made and posted at **ccpia.org/comsop**.

CCPIA® is currently focusing on:

- standardizing commercial property inspections to better serve inspectors and meet industry expectations;
- developing standards and ancillary documents as part of commercial property inspector services;
- assisting companies that produce reporting software for commercial property inspectors;
- delivering education and training for commercial property inspectors; and
- producing versions of this Standard in various languages.

Please submit suggestions for improvements to this Standard, and join us in our message board discussion regarding this Standard at
**forum.nachi.org/c/specific-inspection-topics/commercial-inspections-ccpia/39**

Formal requests should be emailed to **fastreply@ccpia.org** or mailed to:

CCPIA
1750 30th Street, Suite 301
Boulder, Colorado 80301

# A.11. Recommended Training

Training and education for performing commercial property inspections that support both the use and understanding of this Standard, as well as the broader knowledge and skills necessary to inspect properties, report conditions, and meet client expectations, are available through CCPIA®.

Training options are designed to support inspectors at every skill level and are offered in accessible formats to accommodate different learning preferences, including:

- on-demand online courses;
- live, online fast-track classes; and
- in-person and hands-on training.

Visit **ccpia.org/online-courses** and **ccpia.org/training-calendar** for training offerings.

## A.11.1. Certification

CCPIA® offers a certification program to attain the CCPIA® Certified Commercial Property Inspector designation. This program supports inspectors qualification in using and understanding this Standard, and in developing the skills necessary to perform inspections. Visit **ccpia.org/certification** to read the certification requirements and to complete the certification program.

## Notes

The International Standards of Practice for Inspecting Commercial Properties (ComSOP) is the industry-accepted standard for commercial property inspectors and serves as the foundation for all education and certification offered by the Certified Commercial Property Inspectors Association® (CCPIA®).

Its nine core sections outline the inspection process, reporting practices, inclusions and exclusions, and the ethics inspectors follow. The standard is applied to enhance understanding of property conditions across all types of commercial real estate, supporting better decision-making for those buying, selling, maintaining, or improving a property.

The appendix provides additional guidance and resources for reporting practices, training, and education. It also includes supplementary standards of practice for inspectors, such as those for accessibility and fire door inspections.

Find out more by visiting **CCPIA.org**.

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