

**MANDATORY ANNUAL UNIT INSPECTION**  
**(10-15-2013)**

This is a new once annual service / inspection that is required by the CPOA Board and provided through the operating portion of the monthly dues. The purpose is to mitigate losses caused by costly and disruptive water damage in the units and to hopefully reduce insurance premiums and deductibles.

Members of the BL Maintenance Staff who are HVAC Certified will perform the inspection in the off-season. Each homeowner will receive a report detailing any problems or deficiencies. You may elect to request that the recommended repairs be made by BL Maintenance or make arrangements with outside contractors. The cost of recommended changes or repairs will be the responsibility of the homeowner.

This program does not reduce the unit Owner's sole responsibility for maintaining the components of their unit, nor does this imply any liability to CPOA for damages that may occur at a future date involving these components.

**ITEMS THAT ARE INSPECTED INCLUDE:**

**KITCHEN**

Under Sink

Check for leaks, condition of plumbing lines / drains

Dishwasher

Check for gasket fitting correctly and intact

Check supply lines

Ice Maker Supply Line

Check for leaks, condition of supply line (NOT pulling fridge out to look, as this movement can cause leaks that may not be immediately detected if the lines are fragile / old)

Sprayer Hoses

Check for leaks, cracking of hose

Ceiling

Check for signs of leaks from above

**BATHROOM(S)**

Under Sink

Check for leaks condition of supply and drain lines

Caulking around Tub / Shower (at base where meets floor)

Toilet Wax Seal

Ceiling

Check for leaks from above

Toilet Tank Fitting to Bowl

Toilet Supply Line

Check flush valves and flapper fitting

**LIVING ROOM / DEN**

**BED ROOM(S)**

**CLOSETS**

Walls

Check for signs of leaks around windows

Ceiling

Check for signs of leaks from above

**WATER HEATER**

Rust

Check for rust on the exterior of the heater (indicates potential weak areas)

Drip Pan

Check drip pan to ensure it is intact

Supply Line

Check condition of line

Check to ensure that the blow off valve and drain valves are piped or hosed to a drain or sewer

Blow Off Valve

Test valve to ensure that it operates

Age Estimation

Check for sticker advising of installation date. If non available indicate as such and estimate remaining useful life

Water Shut Off Valve

Check to ensure that it operates and is not leaking

**UNIT'S MAIN WATER SHUT OFF (WHOLE HOUSE)**

Valve

Check to ensure that the main shut off valve works and does not leak

**HVAC UNIT**

Condensate Line

Check and clean out the unit's condensate line

Check and clean out the shared condensate collection line for stacked units

Drip Pan

Check for separations, debris, rusting

Add an ACT Tab

Check operation of float cut off valve (if unit has one)

Coils

Clean out as best as possible without opening up the system

Filters

Replace as needed (one time)

## **EXTERIOR WATER BIBS**

### Outside Faucet

Ensure that the outside water has been shut off

Ensure that hoses have been disconnected from bib (hoses will be disconnected and left where found)

## **BASEMENTS**

### Walls

Check for signs of water intrusion

Check for signs of foundation cracks

### Ceilings

Check for signs of leaks from above

### Floor

Check for signs of having had standing water

### Sump Pump

Check all basement sump pumps for operation (will not be going into crawl spaces)

### French Drains

Check to ensure that they operate (will not be going into crawl spaces)