

UPCS ANNUAL INSPECTIONS SITE INSPECTION SHORT FORM

Development # _____ #Buildings: _____ #Apartments/Units: _____ Inspection Date: _____

Total Square Footage of Sidewalks: _____ Total Square Footage of Driveways and Parking Areas: _____ Year Constructed: _____

Inspection Type: ☐ Annual ☐ Special ☐ QC Inspector: _____ Date: _____

On each line, put an [X] in one of the columns: NA, No, or OD. If OD is marked, enter appropriate code in WO column. Record descriptions of deficiencies on the lines below.

1.	FENCING AND GATES				
		NA	NO	OD	WO
1.1	Damaged/Falling or Leaning				
1.2	Holes				
1.3	Missing Sections				
1.4	Other				

2.	GROUND					
2.1	Erosion/Rutting Areas					
2.2	Vegetation Overgrown or Penetrating					
2.3	Ponding/Drainage					
2.4	Other					

3.	MAILBOXES/PROJECT SIGNS				
3.1	Mailbox Missing/Damaged				
3.2	Signs Missing/Damaged				
3.3	Other				

4.	MARKET APPEAL				
4.1	Graffiti				
4.2	Litter				
4.3	Other				

5..	PLAY AREAS AND EQUIPMENT				
5.1	Damaged/Broken Equipment				
5.2	Deteriorated Play Area Surface				
5.3	Other				

6.	PARKING LOTS/DRIVEWAYS/ROADS				
		NA	NO	OD	WO
6.1	Cracks				
6.2	Ponding				
6.3	Potholes/Loose Materials				
6.4	Settlement/Heaving				
6.5	Other				

7.	REFUSE DISPOSAL				
7.1	Broken/Damaged Enclosure				
7.2	Inadequate Outside Storage Space				
7.3	Other				

8.	RETAINING WALLS				
8.1	Damaged/Falling or Leaning				

9.	STORM DRAINAGE			
9.1	Damaged			
9.2	Obstructed			

10.	WALKWAYS/STEPS				
10.1	Broken or Missing Handrail				
10.2	Cracks/Settlement				
10.3	Spalling				
10.4	Other				

11.	SITE LIGHTING				
11.1	Missing/Not Working				
11.2	Other				

12.	HEALTH AND SAFETY				
		NA	NO	OD	WO
12.1	Mold/ Mildew				
12.2	Natural/Methane Gas				
12.3	Sewer Gas				
12.4	Electrical Hazards				
12.5	Flammable Storage				
12.6	Garbage and Debris				
12.7	Tripping Hazards				
12.8	Cutting Hazards				
12.9	Insect Infestation				
12.10	Rats/Mice/Vermin				
12.11	Other				

CODES:

NA = Not Applicable (not intended to be on Site)

ND = No Deficiencies Observed

OD = Observed Deficiency

WO = Work Order/ Corrective Action

C = Completed During Inspection

E = Emergency

R = Routine

M = Defer to Capital Fund/Mod

Signatures:

Inspector _____

Supervisor _____

[illegible]