

WELLESLEY HOUSING AUTHORITY ANNUAL INSPECTION POLICY

PURPOSE

The Housing Authority will maintain a formal protocol for conducting annual inspections of all apartment dwellings. The protocol will consist of these areas:

- (A) Notification of residents
- (B) Assignment of inspection personnel
- (C) Proper completion of inspection forms
- (D) Inspection follow up

NOTIFICATION OF RESIDENTS

Residents will be given at least one weeks' notice of the date of the annual inspection. Those who wish to be present during the inspection must make arrangements to do so. Annual inspections will not be rescheduled.

ASSIGNMENT OF INSPECTION PERSONNEL

Annual inspections will be conducted by the Property Manager and the Maintenance Supervisor or his designee.

PROPER COMPLETION OF INSPECTION FORMS

All annual inspection forms are to be completed in full including date of inspection, resident name, address and all applicable areas marked off if violations exist. If the resident is present during the inspection, a copy of the inspection form will be signed and retained by the resident. A copy of the inspection will be left behind for the resident if they are not at home.

INSPECTION FOLLOW UP

Once the inspection has been completed, inspection forms will be turned over to the receptionist for inputting of work orders detailing the work that the maintenance staff will need to perform. These work orders will then be given to the Maintenance Supervisor, where he will designate a member of the maintenance staff to perform the repairs detailed on the work order. Maintenance staff will have 30 days to complete all work orders. Once completed, maintenance staff will detail on the work order what repair was completed and how long it took. Completed work orders will then be given to the receptionist for close out.

Approved by the Board of Commissioners 11/30/2015
Amended 8/9/2018