



# Navy Owned Family Housing Inspection Guide for MTF Public Health



**NAVY AND MARINE CORPS PUBLIC HEALTH CENTER**  
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[WWW.NMCPHC.MED.NAVY.MIL](http://WWW.NMCPHC.MED.NAVY.MIL)

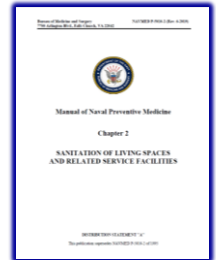
# Objective

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**To provide guidance for conducting Family Housing (FH) Inspections and how to use the Navy Environmental Health (EH) Checklist.**



## NAVMED P-5010-2 (Rev. 6-2019)



- ❑ Preventive medicine authority is responsible for conducting applicable sanitation inspections and preventive medicine related surveillance of all aspects of the operation and maintenance of housing.
- ❑ Inspections include:
  - ❑ Navy FH (government owned and leased).
  - ❑ Using the DOEHRS Habitability Survey and Navy EH Assessment Checklist

# Inspection Frequency

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While conducting 10% of Government Owned Family Housing inspections annually, conduct inspections in order to capture occupied and unoccupied housing. These annual inspections should reflect 50% occupied and 50% unoccupied.

- Make ready/Check in inspection (unoccupied) - The resident may be present and shown the unit by housing office representative.**
  
- Pre-termination/Final inspection (occupied)- This inspection is completed between 20 and 30 days before the projected vacate date.**
  
- Complaint Inspection (occupied) - resident is concerned about issue with the home.**

# Prior To Inspection

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- **Coordinate with Local Housing Office to perform inspections**
- **Gather information from Housing Office as indicated on checklist by asterisk.**
- **Per Chapter 2, Section II. 2-9, 3.a.(1) Inspection, residents will be given a minimum 3 day notice prior to the inspection**
- **Housing Office representative must accompany Preventive Medicine Authority (PMA) inspector**



# Family Housing Checklist

Start Date/Time			
End Date/Time			
Location Inspected			
PMA Surveyor			
Housing Representative			
Housing Status	<input type="radio"/> Occupied	<input type="radio"/> Unoccupied	
<b>Family Housing Assessment</b>			
	Yes	No	N/A
Is there any condensation on surfaces visible inside home?			
Any water, moisture problems or concerns?			
Are there any visible mold or musty odors?			
Any signs of past water intrusion or mold remediation?			
HVAC system in working order and odor free with filters replaced on a periodic schedule?			
Any problems, concerns, or visible pests in the home?			
Any conditions contributing to pests in the home?			
*Are integrated pest management (IPM) methods used to maintain every dwelling free of infestation, openings that allow pest entry, conditions that harbor pests or provide them with food or water, and visible pest residue or debris?			
*Has the home been tested for lead by housing if required?			
*Has the home been tested for radon by housing if required?			
*Has the home been tested for asbestos by housing if required?			
*Are carbon monoxide and smoke detectors installed and working as required by housing?			
Any visible cracks, holes or leaks in interior/exterior of structure?			
Any cracks, bulging, buckling in the foundation or floors?			
Does the building's drainage system, such as footing or foundation drains, gutters, downspouts, rainwater collection containers, or other elements, direct water away from the structure?			
Any slope to yard noted that would cause pooling of water or water intrusion to home?			
Home has adequate supply of potable water that meets the standards for drinking water? Resident aware of installation consumer confidence report (CCR) for drinking water?			
Home has adequate, safe sewage disposal system?			
Plumbing and fixtures in good working order with no leaks?			
Is resident aware of the dispute resolution process with the local Housing Service Center?			
Overall Facility Rating	<input type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory	

# Testing Conducted by Housing

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**Has Housing conducted testing and/or resident notification if required in the following areas?**

- Lead**
- Asbestos**
- Radon**
- Drinking Water**



# During Inspection

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- ❑ **Ask resident if there any problems or concerns, open work orders, repeated work orders for the same housing issue (e.g., mold issue) and if they are aware of the Dispute Resolution Process with local Housing Office**
- ❑ **If permitted and warranted take pictures of areas, interior/exterior of public health concern related to inspection**
  - ❑ **Exclude resident/family members and any personal item photos**



# What To Look For

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**Begin by looking at exterior of structure**

- Walkways, driveways, patios and decks free of cracks, broken or uneven surfaces**
- Is the lawn free of garbage, trash and/or animal waste**



# Exterior of Structure



- ❑ Examine wall coverings for missing or cracked bricks, boards, and siding for gaps and/or rot
- ❑ If present, look for paint and caulking problems
- ❑ Is porch is in good repair and is roof sagging

- ❑ Roof is straight and level, no damaged or missing shingles and loose flashing at the chimney or where the various elevations of the roof meet
- ❑ Do balconies and handrails appear structurally sound



# Foundation or Crawl Space

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- ❑ Note structural issues of the foundation such as sinking, water marks, cracking or flaking

- ❑ Look for existing/possible water pooling that could promote pooling around home and in crawl space



# Water Intrusion

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- ❑ Assess the lawn topography for sloping away from the home, especially where it meets the house. Does it promote pooling or water intrusion?



# Gutters and Downspouts

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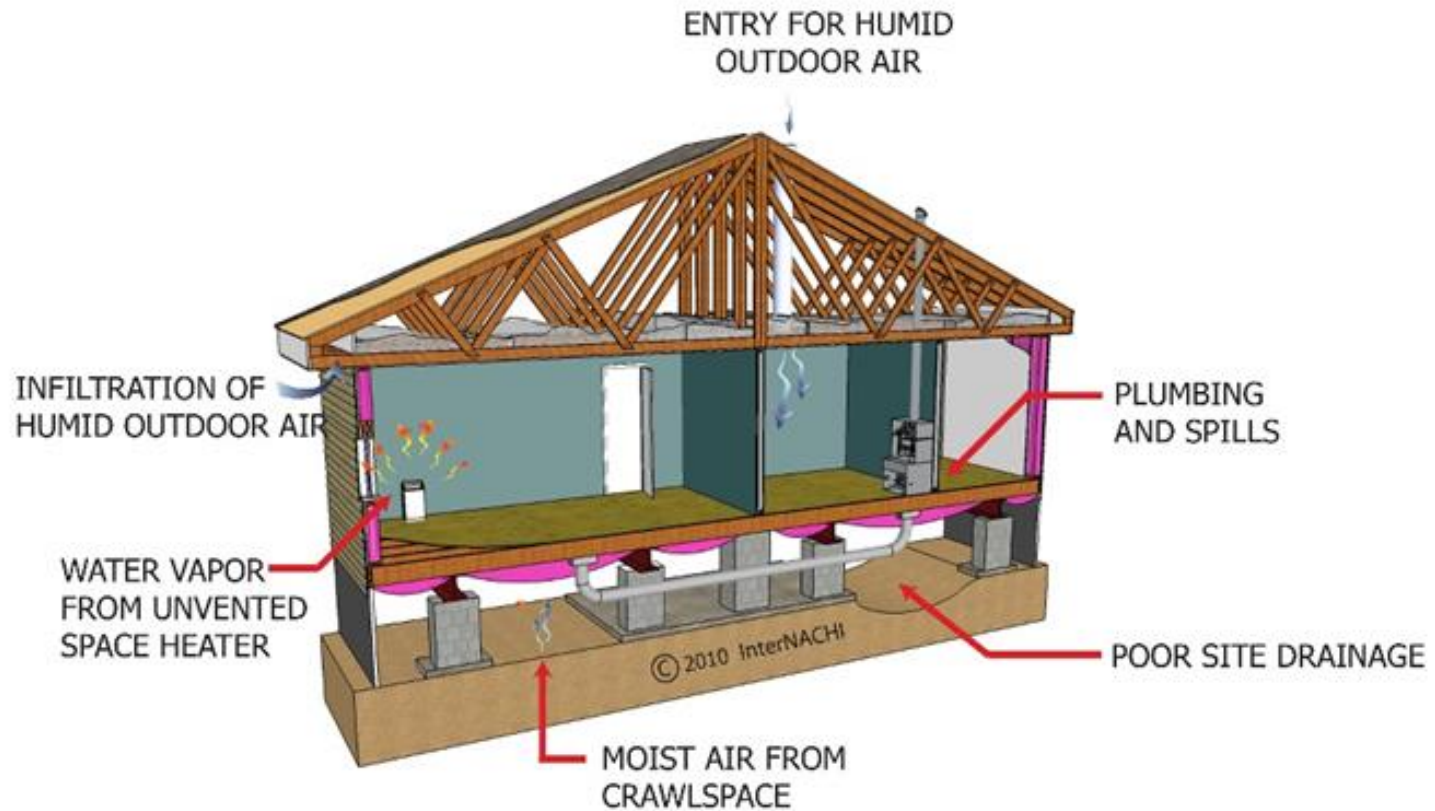


- ❑ **Inspect gutters and downspouts for proper drainage, gutter slopes toward downspouts and is adequately secured**



# Water, Moisture Problems or Concerns

## SOURCES OF MOISTURE



# Interior Inspection

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# Condensation



- Is there condensation on surfaces visible inside the home?
- Are there any water, moisture problems or concerns?





# Mold or Musty Odors

- ❑ Free of visible mold, musty odors or mildew – floors, walls, ceiling, vents, shower/bathtubs, attics and crawlspaces



# HVAC System

- ❑ HVAC System is in working order, free of odors and mold, filters replaced on schedule.



# Water Leaks/Cracks

- ❑ Any visible cracks, holes or active or past leaks in walls, floors or ceiling?



# Safe Sewage Disposal

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- ❑ Is sewage disposal adequate and functioning without issue?



# Plumbing



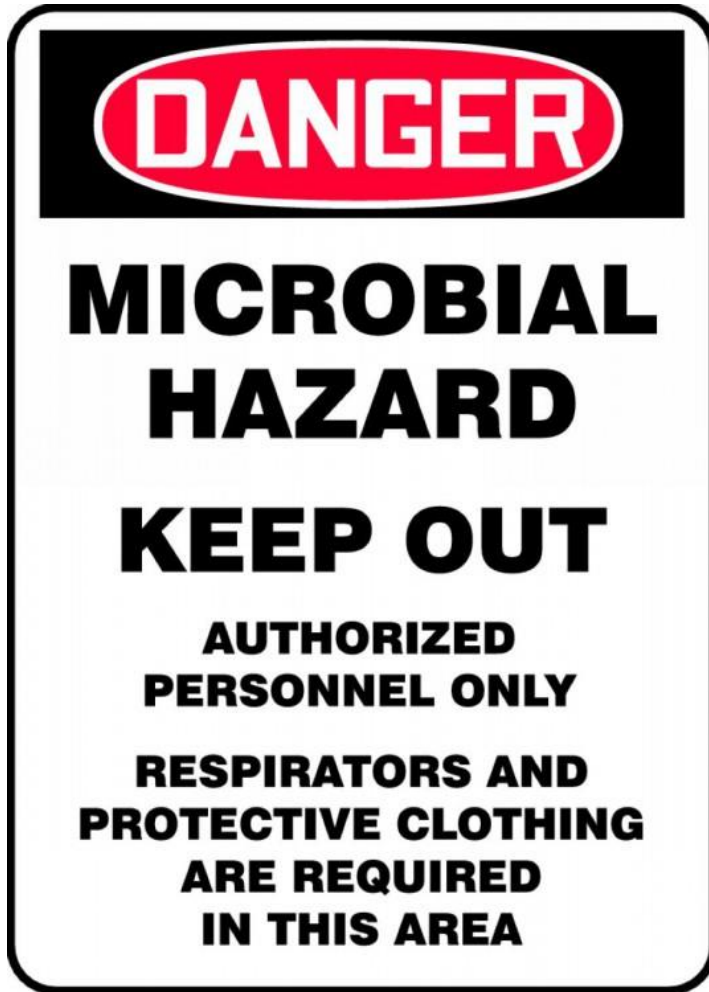
- ❑ Check bathroom(s) and kitchen floors, walls, ceiling and each plumbing fixtures (e.g. sinks, toilets, bathtubs, dishwashers, washing machines) for leaks and working properly?

- ❑ Check for any visible water supply pipes for rust, corrosion or leaks under sinks, dishwasher, and hot water tank?



# Water Intrusion/Mold Remediation

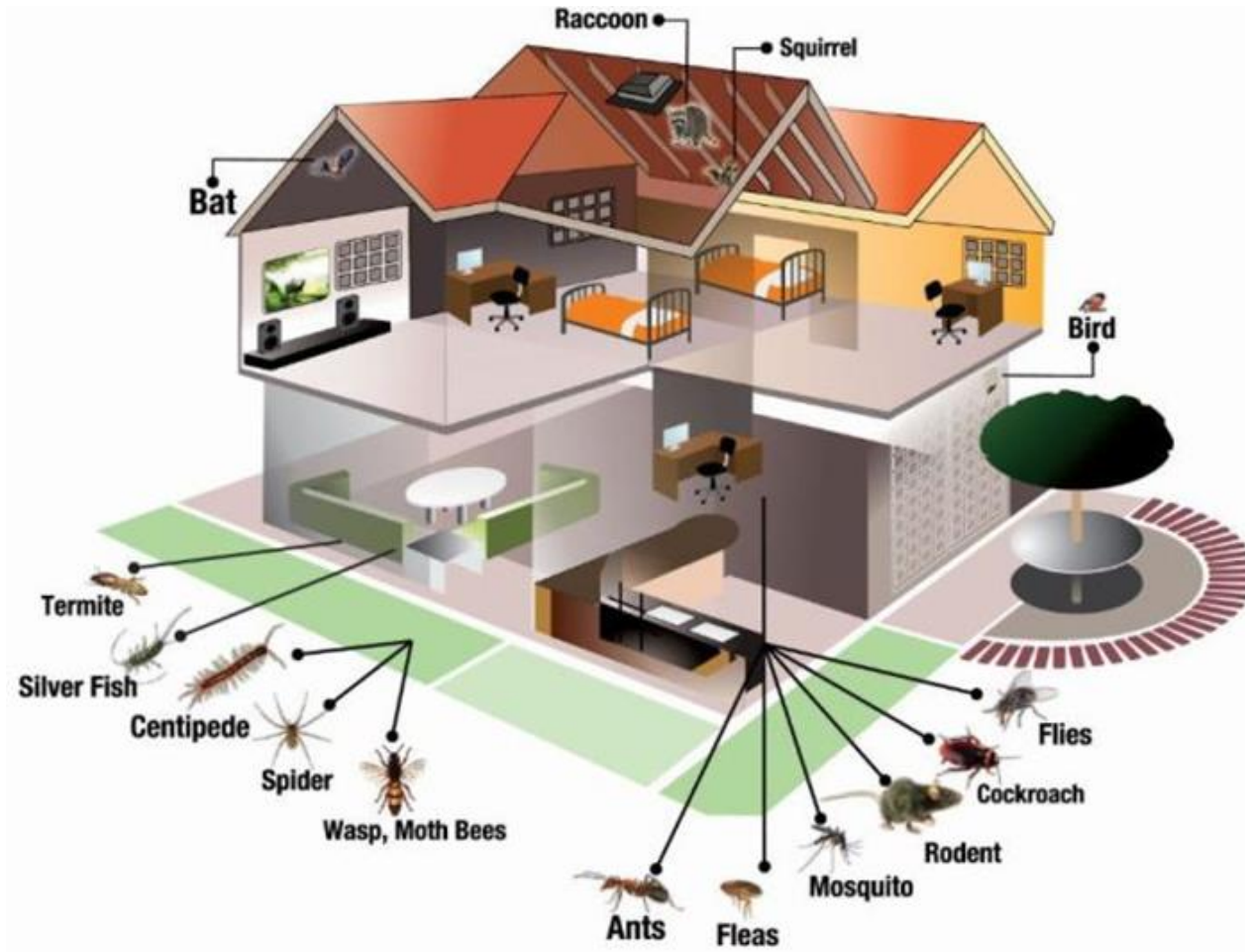
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- Has there been any past water intrusion or mold remediation?

# Pests

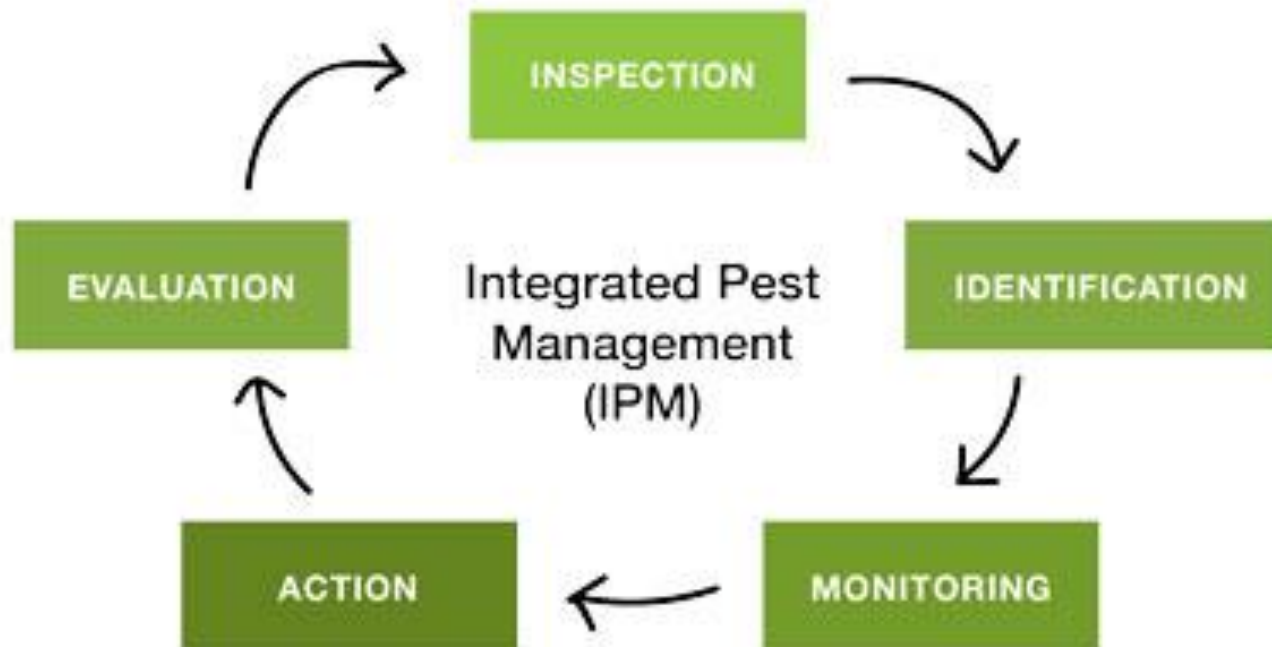
Free of evidence of rodent or insect infestation?



# Integrated Pest Management

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Has Housing been active in implementing IPM?





# Drinking Water

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**Does water meet Safe Drinking Water Standards?**



# Consumer Confidence Report (CCR)

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A Consumer Confidence Report (CCR), which can be called an annual water quality report or a drinking water quality report, provides information on your local drinking water quality and is required to be posted on the installation website.

[https://www.cnic.navy.mil/om/base\\_support/environmental/water\\_quality.html](https://www.cnic.navy.mil/om/base_support/environmental/water_quality.html)



# *What Not to Inspect*

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## ■ DO NOT:

- Go into residence without prior permission from Housing Office and accompanied by Housing Representative
- Go through personal drawers/closets
- Open medicine cabinets
- Open refrigerators or freezers
- Handle any item that may appear unsafe
- Take photos of individuals



# Notification of Discrepancies

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Immediately following a complaint or regular inspection, the PMD should consult with appropriate personnel (e.g., safety personnel, industrial or occupational health (OH) personnel, emergency services, pest control etc.) concerning any issues not related to sanitation or hygiene.



# Dispute Resolution Process

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The Local Housing Office can provide assistance when Service Member and families encounter issues regarding housing to satisfactorily resolve.



# DOEHRS EH INFORMATION

Information can be found on the NMCPHC website.

<https://www.med.navy.mil/sites/nmcphc/program-and-policy-support/Pages/default.aspx>

- NAVMED P 5010-2**
- Inspector Guide Presentation**
- Housing Assessment Checklist**
- DOEHRS EH Habitability Tutorial**
- Mold Information Resources**
- Navy Indoor Environmental Quality – Mold Sampling Policy in Navy Buildings**

<https://www.med.navy.mil/sites/nmcphc/industrial-hygiene/Pages/Industrial-Hygiene-Topics.aspx>



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# ***DOEHRS Contacts***

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## **Navy & Marine Corps Public Health Center DOEHRS EH Service Level Administrators (SLA) & User Security Administrators (USA)**

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# Questions

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