

The Pre-Inspection Process for a Safety Assessment

GENERAL OVERVIEW

DAIL Housing Safety and Accessibility Inspection Process Protocol (July1, 2020)

Prior to scheduling the housing safety inspection, a Provider Agency staff member, with knowledge of safety issues, will perform a preliminary safety assessment of the home, using a copy of the DAIL Pre-Inspection Housing and Standards Checklist. The staff member will review each area of the inspection with the prospective shared living provider to get a general sense of the safety of the home and identify and correct any areas that do not meet requirements prior to the inspection visit by the Contractor. A preliminary assessment is intended to increase the likelihood of a successful and timely safety assessment and give the prospective shared living provider an understanding of the safety issues that must be addressed if they are to become a shared living provider.

WHAT MUST BE DONE AT THE LOCATION BEFORE THE HOUSING CONTRACTOR IS CONTACTED TO SCHEDULE THE INTIAL SAFETY ASSESSMENT:

1. Conduct the pre-inspection of the home using the [Pre-Inspection Housing and Standards Checklist](#).
2. Communicate all deficiencies found on the pre-inspection to the home provider so that they can address each noncompliant item.
3. Verify that all work on each noncompliant item found on the pre-inspection has been completed.
4. Obtain a copy of the fire escape plan.
5. Ensure the water test (if needed) has been conducted and results will be received before the Housing Contractor comes to the home for the assessment.
6. Ensure the chimney has been cleaned and inspected by a professional (if needed).

WHAT MUST BE UPLOADED INTO THE RELATED TAB OF THE INTIAL SAFETY ASSESSMENT IN THE HOUSING PORTAL BEFORE THE HOUSING CONTRACTOR IS CONTACTED:

1. Completed Pre-Inspection Housing and Standards Checklist. **always**
2. Water test results **if needed**
3. Certification of chimney cleaning and inspection. **if needed**
4. Fire escape plan **always**

Please have a copy of the water test results, the chimney cleaning and inspection certification and the fire escape plan available at the location to show to the Housing Contractor during the Initial Safety Assessment.

For more detailed information on the steps needed to enter this information in the DAIL Housing Portal, please refer to the [DAIL Inspection Application User Manual for Service Coordinators](#).

For more detailed information on the protocol rules that govern the pre-inspection process, please refer to the [DAIL Housing Safety and Accessibility Review Protocol](#).

All resources, including manuals, forms and trainings can be found on [DAIL's Housing Safety and Accessibility Process](#) page.