

InSight Inspections NW, LLC

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WA HOME INSPECTOR LICENSE #1663

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STANDARDS OF PRACTICE (SOP)

STATE OF WASHINGTON

Standards of practice (SOP)—Purpose and scope:

Reference: WAC 308 – 408C – 010

Violations of the following SOP and ethics are subject to disciplinary action under RCW 18.235.130.

The purpose of a home inspection is to assess the condition of the residence at the time of the inspection using visual observations, simple tools and normal homeowner operational controls; and to report deficiencies of specific systems and components. Inspectors must perform all inspections in compliance with the SOP set forth by the Washington state department of licensing.

A home inspection is not technically exhaustive and does not identify concealed conditions or latent defects. This SOP is applicable to buildings with four or fewer dwelling units and their attached garages or carports.

Ethics—Statement of purpose.

Reference: WAC 308 – 408C – 020

In order to ensure the integrity and high standard of skill and practice in the home inspection profession, the following rules of conduct and ethics shall be binding upon the inspector.

The home inspector must:

1. **Provide** home inspection services that conform to the Washington state home inspectors' SOP.
2. **Provide** full written disclosure of any business or familial relationships or other conflicts of interest between themselves and any other party to the transaction. The parties may include, but are not limited to, buyers, sellers, appraisers, real estate licensees, mortgage representatives, title companies, vendors and service contractors.

3. **Act** as an unbiased party and discharge his or her duties with integrity and fidelity to the client.
4. **Perform** services and express opinions based on genuine conviction and only within the inspector's area of education, training, or expertise.
5. **Not conduct** a home inspection or prepare a home inspection report that knowingly minimizes, compromises or attempts to balance information about defects for the purpose of garnering future referrals.
6. **Not provide** services that constitute the unauthorized practice of any profession that requires a special license when the inspector does not hold that license.
7. **Not accept** compensation for a home inspection from more than one party without written disclosure to the inspector's client(s).
8. **Not for one year after** completion of the inspection repair, replace, or upgrade for compensation components or systems on any building inspected – this section applies to the inspector's firm and other employees or principals of that firm or affiliated firms.
9. **Not provide** compensation, inducement, or reward directly or indirectly, to any person or entity other than the client, for the referral of business, inclusion on a list of recommended inspectors or preferred providers or participate in similar arrangements. The purchase and/or use of low-value advertising or marketing services or products that does not exceed ten dollars per item, is not considered inducement or reward.
10. **Not disclose** information contained in the inspection report without client approval or as required by law. However, at their discretion inspectors may disclose when practical observed safety or health hazards to occupants or others that are exposed to such hazards.
11. **Not advertise** previous experience in an associated trade as experience in the home inspection profession. An inspector's advertised inspection experience will reflect only the inspector's experience as a home inspector and inspectors shall not advertise, market or promote their home inspection services or qualifications in a fraudulent, false, deceptive or misleading manner.
12. **Not accept** a home inspection referral or perform a home inspection when assignment of the inspection is contingent upon the inspector reporting predetermined conditions.

Exclusions and Limitations.

Reference: WAC 308 – 408C – 030

Inspectors are not required to:

1. **Determine** the condition of any system or component that is not readily accessible; the remaining service life of any system or component; the strength, adequacy, effectiveness or efficiency of any system or component; causes of any condition or deficiency; methods, materials, or cost of corrections; future conditions including, but not limited to, failure of systems and components.
2. **Comment** on the suitability of the structure or property for any specialized use, compliance with codes, regulations, laws or ordinances.
3. **Report** the presence of potentially hazardous plants or animals including, but not limited to, wood destroying insects or diseases harmful to humans; the presence of any environmental hazards including, but not limited to mold, toxins, carcinogens, noise, and contaminants in soil, water or air; the effectiveness of any system installed or methods utilized to control or remove suspected hazardous substances.
4. **Determine** the operating costs of any systems or components.
5. **Determine** the acoustical properties of any systems or components.
6. **Operate** any system or component that is shut down, not connected or is otherwise inoperable.
7. **Operate** any system or component that does not respond to normal user controls.
8. **Operate** any circuit breakers, water, gas or oil shutoff valves.
9. **Offer** or perform any act or service contrary to law.
10. **Offer** or perform engineering services or work in any trade or professional service other than home inspection.

11. **Offer** or provide warranties or guarantees of any kind unless clearly explained and agreed to by both parties in a preinspection agreement.
12. **Determine** the existence of or inspect any underground items including, but not limited to, underground storage tanks or sprinkler systems.
13. **Inspect** decorative items, or systems or components that are in areas not entered in accordance with the SOP.
14. **Inspect** detached structures, common elements and areas of multiunit housing such as condominium properties or cooperative housing.
15. **Perform** any procedure or operation that will, in the opinion of the inspector, likely be dangerous to the inspector or others or damage the property, its systems or components.
16. **Move** suspended ceiling tiles, personal property, furniture, equipment, plants, soil, snow, ice or debris.
17. **Dismantle** any system or component, except as explicitly required by the SOP.
18. **Enter flooded** crawlspaces, attics that are not readily accessible, or any area that will, in the opinion of the inspector, likely be dangerous to the inspector or other persons or damage the property, its systems or components.
19. **Inspect** or comment on the condition or serviceability of elevators or related equipment.
20. **Inspect** or comment on the condition or serviceability of swimming pools, hot tubs, saunas, sports courts or other similar equipment or related equipment.

Inspectors are not limited from examining other systems and components or including other inspection services. Likewise, if the inspector is qualified and willing to do so, an inspector may specify the type of repairs to be made.

An inspector may exclude those systems or components that a client specifically requests not to be included in the scope of the inspection or those areas that, in the opinion of the inspector, are inaccessible due to obstructions or conditions dangerous to the inspector. When systems or components designated for inspection under this SOP are excluded, the reason the item was excluded will be reported.

Recordkeeping:

Reference: WAC 308 – 408C – 040

The inspector is required to **maintain** the following records for a period of three years:

1. Pre-inspection agreements signed by the client and the home inspector for all home inspections.
2. Home inspection reports.
3. Timesheets or similar documentation used to establish proof of field training, when supervising a home inspector applicant/candidate.

Contracts.

Reference: WAC 308 – 408C – 050

A **preinspection** agreement is mandatory and as a minimum must contain or state:

1. Address of property.
2. Home inspector compensation.
3. General description of what the home inspector will and will not inspect. That description will include all items that the Washington state SOP requires to be inspected.

4. A statement that the inspection does not include investigation of mold, asbestos, lead paint, water, soil, air quality or other environmental issues unless agreed to in writing in the preinspection agreement.

Procedures.

Reference: WAC 308 – 408C – 060

A home inspector must:

1. **Provide** a copy of the preinspection agreement to the client prior to the inspection unless prevented by circumstances from doing so.
2. **Provide** the client a copy of the home inspection report according to the terms of the preinspection agreement.
3. **Return** client's money related to a home inspection report when ordered to do so by a court.

Structure

Reference: WAC 308 – 408C – 070

An inspection of the structure will include the visible foundation; floor framing; roof framing and decking; other support and substructure/superstructure components; stairs; ventilation (when applicable); and exposed concrete slabs in garages and habitable areas.

1. **The inspector will:**
 - **Describe** the type of building materials comprising the major structural components.
 - **Enter** and **traverse** attics and subfloor crawlspaces.
 - **Inspect:**
 1. The condition and serviceability of visible, exposed foundations and grade slabs, walls, posts, piers, beams, joists, trusses, subfloors, chimney foundations, stairs and the visible roof structure and attic components where readily and safely accessible.
 2. Subfloor crawlspaces and basements for indications of flooding and moisture penetration.
 - **Probe** a representative number of structural components where deterioration is suspected or where clear indications of possible deterioration exist. Probing is not required when probing will damage any finished surface or where no deterioration is suspected.
 - **Describe** any deficiencies of these systems or components.
 - **Report** all wood rot and pest-conducive conditions discovered.
 - **Refer** all issues that are suspected to be insect related to a licensed structural pest inspector (SPI) or pest control operator (PCO) for follow up.
2. **The inspector is not required to:**
 - **Enter**
 - **Subfloor crawlspaces** that require excavation or have an access opening less than eighteen inches by twenty-four inches or headroom less than eighteen inches beneath floor joists and twelve inches beneath girders (beams).
 - **Any areas** that are not readily accessible due to obstructions, inadequate clearances or have conditions which, in the inspector's opinion, are hazardous to the health and safety of the inspector or will cause damage to components of the home.
 - **Move** stored items or debris or perform excavation to gain access.

Exterior.

Reference: WAC 308 – 408C – 080

An inspection of the exterior includes the visible wall coverings, trim, protective coatings and sealants, windows and doors, attached porches, decks, steps, balconies, handrails, guardrails, carports, eaves, soffits, fascias and visible exterior portions of chimneys.

1. The inspector will:

- **Describe** the exterior components visible from ground level.
- **Inspect** visible wall coverings, trim, protective coatings and sealants, windows and doors, attached porches, decks, steps, balconies, handrails, guardrails, carports, eaves, soffits, fascias and visible exterior portions of chimneys.
- **Probe** exterior components where deterioration is suspected or where clear indications of possible deterioration exist. Probing is not required when probing will damage any finished surface or where no deterioration is suspected.
- **Describe** any deficiencies of these systems or component

2. The inspector is not required to

- **Inspect:**
 1. Buildings, decks, patios, fences, retaining walls, and other structures detached from the dwelling.
 2. Safety type glass or the integrity of thermal window seals.
 3. Flues or verify the presence of flue liners beyond what can be safely and readily seen from the roof or the firebox of a stove or fireplace.
- **Test** or **evaluate** the operation of security locks, devices or systems.
- **Enter** areas beneath decks with less than five feet of clearance from the underside of joists to grade.
- **Evaluate** the function or condition of shutters, awnings, storm doors, storm windows, screens, and similar accessories.

Roofs.**Reference: WAC 308 – 408C – 090**

An inspection of the roof includes the roof covering materials; gutters and downspout systems; visible flashings; roof vents; skylights, and any other roof penetrations; and the portions of the chimneys and flues visible from the exterior.

1. The inspector will:

- **Traverse** the roof to inspect it.
- **Inspect** the gutters and downspout systems, visible flashings, soffits and fascias, skylights, and other roof penetrations.
- **Report** the manner in which the roof is ventilated.
- **Describe** the type and general condition of roof coverings.
- **Report** multiple layers of roofing when visible or readily apparent.
- **Describe** any deficiencies of these systems or component

2. The inspector is not required to:

- **Traverse** a roof where, in the opinion of the inspector, doing so can damage roofing materials or be unsafe. If the roof is not traversed, the method used to inspect the roof must be reported.
- **Remove** snow, ice, debris or other material that obscures the roof surface or prevents access to the roof.
- **Inspect** gutter and downspout systems concealed within the structure; related underground drainage piping; and/or antennas, lightning arresters, or similar attachments.
- **Operate** powered roof ventilators.

- **Predict** remaining life expectancy of roof coverings.

Plumbing system.

Reference: WAC 308 – 408C – 100

An inspection of the plumbing system includes visible water supply lines; visible waste/soil and vent lines; fixtures and faucets; domestic hot water system and fuel source.

1. The inspector will:

- **Describe** the visible water supply and distribution piping materials; drain, waste and vent materials; water-heating equipment.
- **Report**
 - 1. The presence and functionality of sump pumps/waste ejector pumps when visible or confirm the float switch activates the pump when the sump is dry.
 2. The presence and location of a main water shutoff valve and/or fuel shutoff valve(s), or report that they were not found.
 3. The presence of the temperature and pressure relief (TPR) valve and associated piping.
 4. Whether or not the water temperature was tested and state that the generally accepted safe water temperature is one hundred twenty degrees Fahrenheit.
- **Inspect** the condition of accessible and visible water supply pipes, drain/waste plumbing and the domestic hot water system when possible.
- **Operate** fixtures in order to observe functional flow.
- **Check** for functional drainage from fixtures.
- **Describe** any deficiencies of these systems or components in the inspection report.
- **Operate** any valves, including faucets of freestanding or built-in appliances or fixtures, if the outlet end of the valve or faucet is connected or intended to be connected to an appliance

2. The inspector is not required to

- **Inspect**
 1. Any system that is shut down or winterized.
 2. Any plumbing components not readily accessible.
 3. Floor drains and exterior drain systems, including but not limited to, exterior stairwell drains and driveway drains.
 4. Fire sprinkler systems.
 5. Water-conditioning equipment, including softeners and filter systems.
 6. Private water supply systems.
 7. Gas supply systems.
 8. Interior components of exterior pumps or sealed sanitary waste lift systems.
 9. Ancillary systems or components such as, but not limited to, those related to solar water heating and hot water circulation.
- **Test**
 0. Pressure or temperature/pressure relief valve.
 1. Shower pans for leaks or use special equipment to test/scan shower or tub surrounds for moisture in surrounding substrate materials.
- **Determine**
 - 1. The potability of any water supply whether public or private.
 2. The condition and operation of water wells and related pressure tanks and pumps.
 3. The quantity of water from on-site water supplies.

4. The quality or the condition and operation of on-site sewage disposal systems such as waste ejector pumps, cesspools, septic tanks, drain fields, related underground piping, conduit, cisterns, and related equipment.
- **Ignite** pilot lights.

Electrical System.

Reference: WAC 308 – 408C – 110

The inspection of the electrical system includes the service drop through the main panel; subpanels including feeders; branch circuits, connected devices, and lighting fixtures.

1. The inspector will:

1. **Describe** in the report the type of primary service, whether overhead or underground, voltage, amperage, over-current protection devices (fuses or breakers) and the type of branch wiring used.
2. **Report**
 - 1. The existence of a connected service-grounding conductor and service-grounding electrode when same can be determined.
 2. When no connection to a service grounding electrode can be confirmed.
3. **Inspect** the main and branch circuit conductors for proper over-current protection and condition by visual observation after removal of the readily accessible main and subelectric panel cover(s).
4. **Report**, if present, solid conductor aluminum branch circuits. Include a statement in the report that solid conductor aluminum wiring may be hazardous and a licensed electrician should inspect the system to ensure it's safe.
5. **Verify**
 - 1. The operation of a representative number of accessible switches, receptacles and light fixtures.
 2. The grounding and polarity of a representative number of receptacles; particularly in close proximity to plumbing fixtures or at the exterior.
 3. Ground fault circuit interrupter (GFCI) protection and arc-fault circuit interrupter (AFCI) protection where required.
6. **Report** the location of any inoperative or missing GFCI and/or AFCI devices when they are recommended by industry standards.
7. **Advise** clients that homes without ground fault protection should have GFCI devices installed where recommended by industry standards.
8. **Report** on any circuit breaker panel or subpanel known within the home inspection profession to have safety concerns.
9. **Describe** any deficiencies of these systems or components.

2. The inspector is not required to:

1. **Insert** any tool, probe or testing device into the main or subpanels.
2. **Activate** electrical systems or branch circuits that are not energized.
3. **Operate** circuit breakers, service disconnects or remove fuses.
4. **Inspect** ancillary systems, including but not limited to:
 - Timers.
 - Security systems.
 - Low voltage relays.
 - Smoke/heat detectors.
 - Antennas.

- Intercoms.
 - Electrical deicing tapes.
 - Lawn sprinkler wiring.
 - Swimming pool or spa wiring.
 - Central vacuum systems.
 - Electrical equipment that's not readily accessible.
5. **Dismantle** any electrical device or control, except for the removal of the deadfront covers from the main service panel and subpanels.
 6. **Move** any objects, furniture, or appliances to gain access to any electrical component.
 7. **Test** every switch, receptacle, and fixture.
 8. **Remove** switch and receptacle cover plates.
 9. **Verify** the continuity of connected service ground(s).

Heating system.

Reference: WAC 308 – 408C – 120

The inspection of the heating system includes the fuel source; heating equipment; heating distribution; operating controls; flue pipes, chimneys and venting; auxiliary heating units.

- **The inspector will:**
 1. **Describe** the type of fuel, heating equipment, and heating distribution systems.
 2. **Operate** the system using normal readily accessible control devices.
 3. **Open** readily accessible access panels or covers provided by the manufacturer or installer, if readily detachable.
 - **Inspect**
 1. The condition of normally operated controls and components of systems.
 2. The condition and operation of furnaces, boilers, heat pumps, electrical central heating units and distribution systems.
 3. Visible flue pipes and related components to ensure functional operation and proper clearance from combustibles.
 4. Each habitable space in the home to determine whether or not there is a functioning heat source present.
 5. Spaces where fossil fuel burning heating devices are located to ensure there is air for combustion.
 6. Electric baseboard and in-wall heaters to ensure they are functional.
 - 1. **Report** any evidence that indicates the possible presence of an underground storage tank.
 2. **Describe** any deficiencies of these systems or components.
1. **The inspector is not required to:**
 - **Ignite** pilot lights.
 2. **Operate:**
 - Heating devices or systems that do not respond to normal controls or have been shut down.
 - Any heating system when circumstances are not conducive to safe operation or when doing so will damage the equipment.
 3.
 1. **Inspect** or **evaluate**
 1. Heat exchangers concealed inside furnaces and boilers.
 2. Any heating equipment that is not readily accessible.

3. The interior of chimneys and flues.
 4. Installed heating system accessories, such as humidifiers, air purifiers, motorized dampers, heat reclaimers; solar heating systems; or concealed distribution systems.
 2. **Remove** covers or panels that are not readily accessible or removable.
 3. **Dismantle** any equipment, controls, or gauges except readily identifiable access covers designed to be removed by users.
 4. **Evaluate** whether the type of material used to insulate pipes, ducts, jackets and boilers is a health hazard.
4. **Determine:**
0. The capacity, adequacy, or efficiency of a heating system.
 1. Determine adequacy of combustion air.
 2. **Evaluate** thermostats or controls other than to confirm that they actually turn a system on or off.

Air conditioning system.

Reference: WAC 308 – 408C – 130

The inspection of the air conditioning system includes the cooling equipment; cooling distribution equipment and the operating controls.

- **The inspector will:**
 1. **Describe** the central air conditioning system and energy sources.
 2. **Operate** the system using normal control devices and measure and record temperature differential.
 3. **Open** readily accessible access panels or covers provided by the manufacturer or installer.
 4. **Inspect** the condition of controls and operative components of the complete system; conditions permitting.
 5. **Describe** any deficiencies of these systems or components in the inspection report.
 - 6.
- **The inspector is not required to:**
 1. **Activate** cooling systems that have been shut down.
- **Inspect**
 1. Gas-fired refrigeration systems.
 2. Evaporative coolers.
 3. Wall or window-mounted air-conditioning units.
 4. The system for refrigerant leaks.
- 1. **Check** the coolant pressure/charge.
- 2. **Determine** the efficiency, or adequacy of the system.
- 3. **Operate** cooling system components if the exterior temperature is below sixty degrees Fahrenheit or when other circumstances are not conducive to safe operation or when doing so might damage the equipment.
- 4. **Remove** covers or panels that are not readily accessible.
- 5. **Dismantle** any equipment, controls, or gauges except readily identifiable access covers designed to be removed by users.
- 6. **Determine** how much current the unit is drawing.
- 7. **Evaluate** digital-type thermostats or controls.

Interiors.**Reference: WAC 308 – 408C – 140**

The inspection of the interior includes the walls, ceilings, floors, windows, and doors; steps, stairways, balconies and railings.

- **The inspector will:**
 1. **Verify** that steps, handrails, guardrails, stairways and landings are installed wherever necessary and **report** when they are missing or in need of repair and **report** when baluster spacing exceeds four inches.
- **Inspect**
 1. The overall general condition of cabinets and countertops.
 2. Caulking and grout at kitchen and bathroom counters.
 3. The interior walls, ceilings, and floors for indicators of concealed structural deficiencies, water infiltration or major damage.
 4. The condition and operation of a representative number of windows and doors.
- 1. **Comment** on the presence or absence of smoke detectors.
 2. **Describe** any noncosmetic deficiencies of these systems or components.
- **The inspector is not required to:**
- **Report** on cosmetic conditions related to the condition of interior components.
- **Verify** whether all walls, floors, ceilings, doorways, cabinets and window openings are square, straight, level or plumb.

Insulation and ventilation.**Reference: WAC 308 – 408C – 150**

The inspection of the insulation and ventilation includes the type and condition of the insulation and ventilation in viewable unfinished attics and subgrade areas as well as the installed mechanical ventilation systems.

- **The inspector will:**
 - **Inspect** the insulation, ventilation and installed mechanical systems in viewable and accessible attics and unfinished subfloor areas.
 - **Describe** the type of insulation in viewable and accessible unconditioned spaces.
 - **Report** missing or inadequate vapor barriers in subfloor crawlspaces with earth floors.
 - **Report** the absence of insulation at the interface between conditioned and unconditioned spaces where visible.
 - **Report** the absence of insulation on heating system ductwork and supply plumbing in unconditioned spaces.
 - **Describe** any deficiencies of these systems or components.
- **The inspector is not required to:**
 - **Determine** the presence, extent, and type of insulation and vapor barriers concealed in the exterior walls.
 - **Determine** the thickness or R-value of insulation above the ceiling, in the walls or below the floors.

Fireplaces and stoves.**Reference: WAC 308 – 408C – 160**

Includes solid fuel and gas fireplaces, stoves, dampers, fireboxes and hearths.

- **The inspector will:**
 - **Describe** fireplaces and stoves.
 - **Inspect** dampers, fireboxes and hearths.
 - **Describe** any deficiencies of these systems or components.
- **The inspector is not required to:**
 - **Inspect** flues and verify the presence of flue liners beyond what can be safely and readily seen from the roof or the firebox of a stove or fireplace.
 - **Ignite** fires in a fireplace or stove.
 - **Determine** the adequacy of draft.
 - **Perform** a chimney smoke test.
 - **Inspect** any solid fuel device being operated at the time of the inspection.
 - **Evaluate** the installation or adequacy of fireplace inserts.
 - **Evaluate** modifications to a fireplace, stove, or chimney.
 - **Dismantle** fireplaces or stoves to inspect fireboxes or remove rain caps to inspect chimney flues.

Site.**Reference: WAC 308 – 408C – 170**

The inspection of the site includes the building perimeter, land grade, and water drainage directly adjacent to the foundation; trees and vegetation that adversely affect the structure; walks, grade steps, driveways, patios, and retaining walls contiguous with the structure.

- **The inspector will:**
 1. **Describe** the material used for driveways, walkways, patios and other flatwork around the home.
- **Inspect**
 1. For serviceability of the driveways, steps, walkways, patios, flatwork and retaining walls contiguous with the structure.
 2. For proper grading and drainage slope.
 3. Vegetation in close proximity to the home.
 1. **Describe** any deficiencies of these systems or components.
 - 2.
- **The inspector is not required to:**
 1. **Inspect** fences, privacy walls or retaining walls that are not contiguous with the structure.
 2. **Report** the condition of soil, trees, shrubs or vegetation unless they adversely affect the structure.
 3. **Evaluate** hydrological or geological conditions.
 4. **Determine** the adequacy of bulkheads, seawalls, breakwalls, and docks.

Attached garages or carports.**Reference: WAC 308 – 408C – 180**

The inspection of attached garages and carports includes their framing, siding, roof, doors, windows, and installed electrical/mechanical systems pertaining to the operation of the home.

- **The inspector will:**
 - **Inspect** the condition and function of the overhead garage doors and associated hardware.
 - **Test** the function of the garage door openers, their auto-reverse systems and secondary entrapment devices (photoelectric and edge sensors) when present.
 - **Inspect** the condition and installation of any pedestrian doors.
 - **Inspect** fire separation between the house and garage when applicable.
 - **Report** as a fire hazard the presence of any ignition source (gas and electric water heaters, electrical receptacles, electronic air cleaners, motors of installed appliances, etc.) that is within eighteen inches of the garage floor.
 - **Describe** any deficiencies of these systems or components.
- **The inspector is not required to:**
 - **Determine** whether or not a solid core pedestrian door that is not labeled is fire rated.
 - **Verify** the functionality of garage door opener remote controls.
 - **Move** vehicles or personal property.
 - **Operate** any equipment unless otherwise addressed in the SOP.