



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY INSTALLATIONS COMMAND  
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Canc: Mar 2023

CNICNOTE 11103  
N9  
25 Mar 2022

CNIC NOTICE 11103

From: Commander, Navy Installations Command

Subj: UNACCOMPANIED HOUSING INSPECTION PROGRAM

Ref: (a) CNIC WASHINGTON DC ltr 11101 Ser N9/20U411 of 30 Jul 20  
(b) NAVMED P-5010-2  
(c) FC 4-721-10N  
(d) CNIC M-11103.2  
(e) CNICINST 11000.3A  
(f) DoD 7000.14-R, DoD Financial Management Policy

Encl: (1) Unaccompanied Housing Inspections  
(2) Unaccompanied Housing Inspection Checklist  
(3) How to Access House Learning Center Courses in Total Workforce Management Services

1. Purpose. To standardize and provide guidance for the inspection program of government owned or leased unaccompanied housing (UH).

2. Policy

a. The Navy UH inspection program is reformed to establish uniform standards and processes across the Navy Installations Command (CNIC) Enterprise to ensure the health and safety of residents, and the adequacy and habitability of facilities as provided in references (a) through (e) and enclosure (1).

b. Standardized inspection checklist will be utilized when conducting inspections in UH. Inspections will be properly documented in enterprise Military Housing (eMH) to ensure the transition of relevant environmental, health and safety (EHS) data in the EHS module.

c. Inspections will be coordinated to respect resident privacy and minimize disruptions. Notice will be provided to residents before and after each inspection. Inspection results requiring corrective actions will be communicated clearly with the affected residents.

d. Maintenance issues found during inspections will be recorded and tracked until completion in the Service component of the UH Module in eMH.

e. EHS issues and hazards will be tracked and addressed in a timely manner using the EHS ratings derived from the UH inspection data.

### 3. Action

a. CNIC will:

(1) Incorporate this UH inspection program guidance and enclosure (1) into reference (d) and update all inspection-related contents of the manual.

(2) Establish training requirements on the new inspection component and housing health and safety standards.

b. Region Commanders will:

(1) Disseminate and ensure compliance with the guidance contained in this notice.

(2) Provide resources for the procurement of inspection tool kits and training requirements.

c. Installation Commanding Officers will:

(1) Implement the inspection policies, procedures and standards of operation.

(2) Ensure proper training of staff and other inspectors on how to conduct Navy UH inspections and retention of inspection records in eMH. See enclosures (2) and (3) for training requirements.

(3) Provide inspection tool kits for inspectors' use when conducting inspections in UH.

(4) Track environmental, health and safety concerns captured during inspections, and ensure timely corrective actions.

(5) Ensure all tenant commands are conducting monthly inspections on their personnel residing in UH. Record tenant command inspection results in eMH to ensure 100 percent of their residents are inspected monthly.

(6) Record in eMH all UH facility inspections by Public Works, Public Health, and all other inspectors to ensure the EHS module captures current facility condition information.

### 4. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page

CNICNOTE 11103  
25 Mar 2022

at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).



Y. B. LINDSEY

**Releasability and distribution:**

This notice is cleared for public release and is available electronically only via CNIC Gateway 2.0, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>.

## UNACCOMPANIED HOUSING INSPECTIONS

1. Objective. To identify and outline the various inspections that are conducted in UH to ensure the health and safety of staff, residents and visitors, and the adequacy of the facility. It is imperative that UH staff understand the different inspections, as well as their role in conducting the inspections, to ensure UH standards are upheld. It is equally important that residents' rights related to inspections and their responsibilities are clear and understood.

2. Overview. Understanding the objective of inspections, the responsibilities of inspectors and residents in the inspection process, and the uniform standards for assessment, reporting and documentation is key in the implementation of the inspection program. All UH inspections will follow the standardized procedures for routine and investigatory inspections, and utilize the inspection component of eMH in generating inspection forms and uploading inspection results.

a. Staff and other inspectors responsible in conducting inspections in UH, whether routine or investigatory, will comply with the established standards and procedures with due diligence, transparency, and coordinated efforts to minimize inconvenience and to respect resident privacy.

b. Inspectors will utilize inspection tool kits, as appropriate, to conduct inspections. The UH manager is responsible in budgeting for and supervising the procurement, replacement, and inventory of these tools.

c. All inspections conducted in UH will utilize the appropriate standardized checklist based on inspection type. The checklist can be generated from the inspection component of the eMH UH module.

(1) Electronic Checklist. Use of electronic checklist is preferred when devices are available. The checklist may be shared to authorized inspectors in electronic form. When the checklist is generated electronically, the filename is unique to the location subject for inspection; it is important to maintain the unique filename when uploading inspection data into eMH.

(2) Hardcopy Checklist. When electronic devices are unavailable, a hardcopy of the appropriate checklist generated from eMH may be used when conducting inspections. Inspection results will be transcribed to the electronic form in eMH to allow the data to auto-populate various reports as well as the EHS module in eMH. **Do not upload a scanned copy of the inspection form.**

d. All inspection results will be uploaded into eMH within two business days from the day of inspection. UH staff will use the eMH Scheduler for planning and coordination of inspections and distribution of workload.

(1) Ensure all tenant commands are conducting monthly inspections on all personnel residing in UH. Record tenant command inspection results in eMH to ensure 100 percent of residents are inspected monthly.

(2) Record in eMH facility inspections by Public Works, Public Health and other inspectors to ensure the EHS module captures current facility condition information.

e. Inspection Standards include:

(1) The daily inspection of unoccupied units to ensure habitability for immediate occupancy.

(2) The daily inspection of interior and exterior common areas, including but not limited to furniture, appliances (e.g., laundry), lighting, fixtures, equipment and amenities for functionality, cleanliness and safety.

(3) The coordination of UH facility assessments and tenant command daily living standard (DLS) inspections to improve operational efficiencies and minimize disruption of residents.

(4) Room entry protocol and communication with resident of any known inspection and emergency entry. Information on inspection results or reasons for emergency entry will be communicated to the affected residents in a timely manner.

(5) Expected professional inspection behaviors and communication considerations.

(6) Use of the standardized inspection checklist and inspection types.

(7) Re-inspection of unsatisfactory rooms or units. Reasons for failed inspections must be clearly communicated to the resident for their correction prior to the scheduled re-inspection.

3. Rights and Responsibilities. UH residents have both rights and responsibilities in relation to inspections.

a. Residents have the right to:

(1) Reside in a housing unit and a community that meets applicable environmental, health and safety standards.

(2) Reside in a housing unit that is clean and has working furniture, fixtures, appliances and utilities.

(3) Reside in a community with well-maintained common areas and amenities.

(4) Verify the condition of the housing unit and the furnishing provided during check-in and check-out inspections.

(5) Privacy and notice of any room entry by inspectors, staff, maintenance workers or other members of the chain of command into the housing unit.

b. Residents are responsible for:

(1) Prompt Reporting. Timely reporting of any issues in the housing unit to the UH staff for corrective actions. This includes furniture, fixtures, appliances and systems that are defective, broken, damaged or malfunctioning.

(2) Maintaining Daily Living Standards. Maintaining cleanliness and standard upkeep of their housing unit.

(3) Personal Conduct. Personal behavior and the behavior of their guests while in UH. They are liable for damages and loss of government property resulting from their negligence, abusive conduct or criminal actions.

(4) Allowing Entry. Allowing access to inspect the housing unit and make necessary maintenance and repairs.

(5) Complying with UH Rules and Regulations. Reading the policies, rules and regulations, including emergency procedures and any guidance provided in the welcome aboard handbook to protect their health and safety in housing.

(6) Termination Requirements. Providing a minimum of 30 days notification prior to move out, conducting a pre-termination inspection with UH staff, and correcting any discrepancies prior to final check out inspection.

c. Inspector Responsibilities. Assess habitability based on established standards, identify and coordinate with appropriate personnel to address any issues or hazards found during the inspection, and advocate for the residents' health and safety.

4. Types of Inspections. Inspections are grouped into two broad types based on when they are conducted: cyclical (i.e., routine) and investigatory. Cyclical inspections are routine facility inspections for adequacy and habitability to capture general condition and sanitation. Investigatory inspections are conducted in response to an issue or complaint, such as health and safety-related issues and other complaints.

a. Check-In or Assignment Inspection. Inspector, typically a building manager, conducts a concurrent move-in inspection with a new resident to document the condition of the room or unit, including the furnishings inventory listed on the check-in sheet that is generated by eMH. This inspection will ensure that the resident is not charged for any existing or known damages and loss of government property when they move out, and show the resident how to operate seemingly complicated appliances and safety features. Challenges associated with group check-in of new residents can be minimized by advanced knowledge of their arrival or follow up with new residents to schedule the inspection and answer any check-in or assignment concerns. The resident will have at least five days to verify the condition of the unit and the furnishings.

<b>Cyclical or Routine</b>	<b>Investigatory</b>
Assignment or Check-in Inspection	Command-Directed Inspection (e.g., resident requested, command-level issues, complaint, abandoned property and checkout inspection by proxy)
Pre-Termination Inspection	EHS (e.g., resident requested, EHS issues like bed bugs, fire, infestation, etc., that require expertise)
Termination or Check-out Inspection	
Re-Inspection	
Furnishings Inspection	
Vacant Unit Inspection	
Change of Occupancy Maintenance (COM) Inspection	
Maintenance Quality Assurance Inspection	
Common Area Inspection	
EHS Inspections	
Command-Directed Inspection (e.g., DLS, zone inspection)	

Table 12-1: Inspection Types

b. Pre-Termination Inspection. UH staff, typically a building manager, conducts a pre-check-out inspection with a resident who is terminating occupancy within 30-45 days. The staff and resident document the condition of the unit and its installed furnishings to assist the resident in understanding required repairs, replacement or cleaning to be completed before check-out in order to mitigate charges. Compare the current condition with the condition during check-in inspection to determine charges for damages or government property loss.

c. Check-out or Termination Inspection. UH staff, typically a building manager, conducts a move-out inspection (also known as final check-out inspection) with a resident on the check-out date. Discrepancies found during the pre-termination inspection and any additional discrepancies since then, if not corrected, will be charged against the resident per reference (f), volume 12, ch. 7, sec. 0707.

d. Change of Occupancy Maintenance (COM) Inspection. UH will conduct a COM inspection after the change of occupancy maintenance is complete. The purpose of this inspection is to perform quality assurance and oversight to ensure the unit is ready to be assigned for occupancy prior to a new resident's assignment or check-in.

e. Maintenance Quality Assurance Inspection. UH staff or a quality assurance evaluator will conduct this type of inspection to evaluate maintenance and repairs performed in UH. This ensures that work performed meet standards and the area cleaned upon completion of work.

f. Re-Inspection. Re-inspection is an additional inspection conducted when initial inspection results failed to meet standards or required follow-up to ensure that corrective actions meet the standards and are completed.

g. Furnishings Inspection. UH staff will conduct physical inventory and condition assessment of all installed furniture, fixtures and equipment (FF&E) in UH, and reconcile the furnishing data as outlined in the Navy Housing Furnishings Desk Guide. Building managers will ensure that the installed FF&E issued to the room, unit and building are in good working condition.

h. Vacant Unit Inspection. UH staff will conduct vacant unit or room inspections daily to ensure that the unit is still unoccupied, has no maintenance issues and is ready for immediate assignment.

i. Common Area Inspection. UH staff will conduct daily inspections of all common areas, interior and exterior, including surrounding areas of the UH buildings for facility condition and EHS concerns. These daily inspections will include the community kitchens and laundry rooms to ensure cleanliness and that appliances are functioning properly.

j. EHS Inspection. Certified inspectors (e.g., preventative medicine technician, security, public works (PW), fire marshal, etc.) conduct periodic inspections in UH to assess sanitation and EHS requirements. Investigatory EHS inspections are conducted in response to reported EHS issues in UH.

k. Command-Directed Inspection. This type of inspection is typically conducted by Housing representatives (e.g., Housing director from the installation, Region or HQ, installation leadership (e.g., zone inspection), tenant commands (e.g., DLS of their Sailors) and other stakeholders as directed by instruction or policy. Investigatory command-directed inspections are conducted in response to reported non-EHS issues and complaints in UH, including inspections requested by residents.

(1) Inspection of Occupied Rooms. Command inspections will ensure residents are complying with local policy and guidance set forth in the welcome aboard handbook, including specific compliance with DLS, and that units or rooms are being kept in a safe and sanitary condition. UH staff will conduct facility inspections of occupied units or rooms at least quarterly.

(2) Building Manager and Building Energy Monitor Programs. Reference (e) requires that Installation Commanding Officers (ICO) appoint primary and alternate building managers who will conduct monthly walk-through inspections and initiate maintenance and repair requests for UH buildings and areas of responsibility to ensure that requests that cannot be addressed in a timely and effective manner be brought to the attention of the cognizant PW department. Similarly, the ICO will appoint primary and alternate energy monitors who will conduct monthly walk-through inspections to promote energy security awareness, identify low or no cost energy or water measures, and support the installation on current and future energy security initiatives in addressing energy gaps.



5. Inspection Procedure

a. Advance Notification. UH staff will provide at least 24 hours advance notification prior to any known or scheduled inspection in UH to respect the residents' privacy and ensure their safety.

b. Preparation for Inspection. Inspectors will utilize the standardized inspection checklist generated from the UH module's inspection component in eMH, ensuring that the inspection is properly documented and relevant EHS data will transition into EHS module. Transparency in reports, particularly on EHS concerns, is extremely significant to ICOs who are responsible in tracking all EHS concerns.

c. Professionalism in Conducting Inspections. At a minimum, inspectors will:

(1) Dress appropriately, have the required forms and tools, and announce themselves prior to room entry. Give reasonable time for residents to respond and allow room entry.

(2) Use neutral language when speaking to avoid inciting or escalating potentially contentious situations.

(3) Observe and do not diagnose a potential issue that a specialist (e.g., medical, security, etc.) would identify or confirm.

(4) Protect resident privacy and personally identifiable information when taking inspection photographs.

(5) Notify the resident of the inspector's entry to the unit or room when the resident is absent during the inspection, and provide a copy of the results.

d. In the event of overlapping inspection types conducted by the same inspector on the same day for the same unit or room (e.g., checkout, change of occupancy and check-in inspections of the same unit on the same day), the most comprehensive checklist that covers all the related inspection types will be utilized and reported as one inspection with a comment for that event, listing all inspection types conducted. However, a DLS inspection will be reported separately from the building manager's facility assessment even when conducted for the same unit at the same time.

6. Inspection Tool Kit. Inspectors will be provided the necessary tools when conducting inspections. Installations will establish local policy on the procurement, care and physical inventory of inspection tool kits. The suggested inspection tool kit includes:

<b>Tool</b>	<b>Function</b>
Sturdy Bag, Backpack, Case or Vest	Keeps all tools together
Hygrometer	Measures dew point and relative humidity
Infrared Temperature Sensor Gun	Measures temperature changes in HVAC and appliances

<b>Tool</b>	<b>Function</b>
Submersible Thermometer	Tests for hot water temperature
Extension Pole	Trigger detector “TEST” button
Flashlight with Black Light Option	Detects fluid stains
Night Light with Manual On/Off Switch	Tests electrical outlets for power
Tape Measure or Ruler	Measures area or item (e.g., holes or area with mold)
Telescoping Mirror with Light	Looks behind appliances, such as refrigerators, washers, dryers and heavy furniture (e.g., barcodes)
Safety Glasses	Personal protection
Face or Dust Mask	Personal protection
Disposable Gloves	Personal protection
Disposable Shoe Covers	Personal protection and no trace of dirt
Tablet or Clipboard	Notes inspection findings
Pen or Pencil	Notes inspection findings
Camera (if not part of tablet)	Takes inspection photos. Must protect resident’s privacy when taking photos.

Table 12-2: Suggested Inspection Tools and Functions

7. Housing Health and Safety Training. Inspectors must be trained on common topics of housing health and safety standards available via Total Workforce Management Service website, <https://twms.dc3n.navy.mil/selfservice/>, or Navy eLearning website, <https://learning.nel.navy.mil>.
  
8. eMH Documentation. UH staff will document inspection results in eMH through the inspection component of the UH module. This allows tracking of inspection data at installation, Region and HQ levels, which enhances transparency and management of health and safety issues.
  
9. Retention of Non-eMH Inspection Files. Inspection files that are not uploaded in eMH will be retained per the Department of the Navy Records Management Manual. Inspection files that have been transcribed into eMH, duplicates or have no potential use for future reference may be disposed accordingly.

# Unaccompanied Housing Inspection Checklist

Installation:  
 Location:  
 Address:  
 State/Providence:  
 Unit Designation:  
 Housing Rep Name:  
 Resident Name:  
 Paygrade:

Postal Code:

Country:

Room Designation:

Housing Rep Signature: \_\_\_\_\_

Resident Signature: \_\_\_\_\_

Re-Inspection:  Yes  No Present:  Yes  No

Date of Inspection:  
 Inspection Number:

## Property Type

## Inspection Type

### General Safety

Yes No N/A

- Does every habitable room meet local/building/occupancy ordinance requirements for egress for emergency escape and rescue opening?
- Do all exterior doors and windows open/close/lock properly?
- Do all unit entry and bedroom doors open/close/lock properly?
- Are all Fire Doors and Emergency Exits unlocked and in working order?
- Are there properly secured handrails and guard rails on all interior and exterior stairs, stairwells and walkways?
- Are all government provided free-standing furnishings and equipment properly anchored as required?
- Is the unit free of any identified gas or propane hazards ("rotten eggs" smell, disconnected gas appliances, or gas equipment, etc.)?
- Is the building free of any identified gas or propane hazards ("rotten eggs" smell, disconnected gas appliances, or gas equipment, etc.)?
- Are interior GFCI outlets (within six feet of a water source) present and operable?
- Are exterior GFCI outlets (within six feet of a water source) present and operable?
- Are outlets in uninhabitable basements GFCI protected?
- Is the unit free of any identified electrical hazards (tripped breakers that won't reset, overloaded outlets, scorch marks on outlets, etc.)?
- Are floors and carpets free from slip/trip/fall hazards (peeling, bulging, buckling, etc.)?

If you answered "No" to any question above, please provide details:

### Radon

Yes No UNK N/A

- Has the building been previously tested for Radon? If yes, Date: \_\_\_\_\_ Reading: \_\_\_\_\_
- Has the building been retested since being renovated, resided, or having a window/door or HVAC replacement?
- If present, is the Radon Mitigation system in working order? Date of last system inspection: \_\_\_\_\_

If you answered "No" to any question above, please provide details:

### Mold/Moisture Control

Measurements and Readings (More than one reading may need to be taken to enable a representative reading for level) - per service guidance

	Outdoor Readinas	Main Floor Readinas	Unit Readinas	Unit Floor Readinas (Outside Unit)	Habitable Room Readinas	Bathroom Readinas	Comments
Temperature 68°F - 80°F (per comfort)							
Dew Point < 55° F							
Relative Humidity 30% - 50%							

## Mold/Moisture Control (Continued)

Yes No

- Is the unit free of visible mold, water damages/stains, persistent dampness/moisture on all surfaces, surface coverings and around doors and windows?
- Are common areas in the building free of visible mold, water damages/stains, and persistent dampness/moisture on all surfaces, surface coverings and around doors and windows?
- Is the building/unit free from any exterior water intrusion?
- Is the unit free of any visible signs of leaks at plumbing fixtures, joints or appliances?
- Is the unit free of any strong musty odors?
- Are common areas in the building free of any strong musty odors?
- Does the building have an exterior drainage system or does rainwater drain away from the structure?
- Is the building free of any visible standing water against the foundation?

If you answered "No" to any question above, please provide details:

## Pest Management

Yes No

- Does the unit appear to be free of pests?
- Do common areas in the building appear to be free of pests?
- Is the building included in an Integrated Pest Management (IPM) plan?
- Has the building been free of any reported Bed Bugs for the past 6-months?
- Has a trouble ticket been logged for bed bugs in the past 6 months?

If you answered "No" to any question above, please provide details:

## Asbestos

Yes No UNK

- Does the building have an asbestos inventory assessment? If yes, Date: \_\_\_\_\_
- Does the building have an asbestos free certification?
- Is potential asbestos containing material (ACM) in the unit free of visible damage (walls, ceilings, fibrous pipe, insulation, tile flooring, etc.)?

If you answered "No" to any question above, please provide details:

## Water

Yes No UNK N/A

- Is this facility captured in the installation drinking water monitoring program or equivalent?
- Has the water (sink faucets, drinking fountains, etc.) been tested in accordance with the Safe Drinking Water Act and State Regulations as applicable by service standards?
- Is the unit tap water free of any visual discoloration?
- Is the unit tap water free of any oily consistency?
- Is the unit tap water free of any odors?
- Does the unit have adequate water pressure?
- Is the water temperature less than 120 degrees Fahrenheit?
- If the unit has a water filtration system have the filters been changed according to the manufacturer's guidelines?  
       If no, is the water filtration system still required?
- If ice machines are present have they been inspected and sanitized based on manufacturer recommendations?
- If ice machines are present have they been tested for potability?

## Water (Continued)

If you answered "No" to any question above, please provide details:

## HVAC

**Yes No N/A**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Are all unit exhaust fans in working order (Kitchen, Bathroom, Laundry, etc.)?
- Are exhaust fans in common Kitchens in working order?
- Are exhaust fans in common Laundry rooms in working order?
- If there is in unit laundry are the dryer vent(s) in working order?
- If there are common laundry rooms are the dryer vent(s) in working order?
- Does this property have a central HVAC system?
- Is the building heating system in working order?
- Is the heating system capable of maintaining unit indoor Winter design temperatures?
- Does unit have HVAC temperature control?
- Is the building air conditioning system in working order?
- Is the air conditioning system capable of maintaining unit indoor Summer design temperatures?
- Is the humidifier/dehumidifier in working order?
- Is the unit free of any visible damage to or leaks in ducts (No visible gaps, tears, or holes in ducts)?
- Are HVAC and plumbing components and systems properly insulated (No signs of condensation or rust)?
- Has HVAC filter been changed per installation policy?

If you answered "No" to any question above, please provide details:

## Smoke and Carbon Monoxide Detectors and Fire Sprinklers

**Yes No N/A**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- Are unit Smoke Detectors in working order?
- Does the building have Carbon Monoxide (CO) Detectors?  
If yes, are building CO Detectors in working order?
- Are unit Carbon Monoxide Detectors in working order?
- Is the building fire alarm control panel and alarm system in working order?
- Are the unit fire sprinkler heads free of paint or covering?
- Are the unit fire sprinkler effective spray areas free of any obstructions (i.e. anything hanging from a sprinkler head)?
- Have the fire sprinklers been inspected and certified according to the regulations? If yes, latest date: \_\_\_\_\_
- Are existing Smoke and Carbon Monoxide Detector and Fire Sprinkler system connected to the Fire Alarm Control Panel (FACP)?
- Is the FACP connected to the Installation Fire Response System?  
If no, does the building have a continuous (24/7) fire watch?
- Are portable fire extinguishers certified according to regulations?

If you answered "No" to any question above, please provide details:

The condition of the unit is clean, with no visible damage other than the items noted on this form.

Component Rating			Condition Codes					
G	Good	New or like new, fully functional. No potential EHS issues.	BR	Broken (repair/replace)	FS	Foul Smell	R	Maintenance/repair required
			BU	Burned	FWT	Fair Wear and Tear	S	Soiled
F	Fair	Functional, minor or cosmetic damage only. No potential EHS issues.	C	Requires cleaning	MI	Missing	SC	Scratch
			CH	Chipped	MO	Suspect Mold	SP	Spot
P	Poor	Not functional. Requires repair.	CL	Clogged (total/partial)	ND	Need Defrosting	ST	Stained
EHS	Environmental, Health, Safety	Presents potential EHS hazard. Required repair and/or further inspection.	CR	Cracked	NH	Nail Hole	TO	Torn
			DA	Damaged; if caused by resident, may be assess fine	NP	Needs Paint	WA	Warped
N/A	Not Applicable	Component is not present in room.			NWT	Non-Fair Wear and Tear		

### Kitchen/Kitchenette

Component	Rating	Condition	Comments
Cabinets/Shelving			
Carbon Monoxide Detectors			
Ceiling			
Chair(s)			
Counter/Counter Tops			
Door(s)			
Electric Outlets/Switches			
Floors/Carpets			
Light Fixtures			
Sink (including fixtures)			
Smoke Detectors			
Sprinklers			
Table			
Trash and Recycling Receptacles			
Wall(s)			
Window Area/Glass (including screens)			
Additional Items			

### Appliances

Component	Rating	Condition	Comments
Dehumidifier			
Dishwasher			
Dryer			
Freezer			
Ice Machines			
Microwave			
Range Vent/Hood/Exhaust Fan			
Range/Cooktop/Stove			
Refrigerator			
Washer			
Additional Items			

### Bathroom

Component	Rating	Condition	Comments
Cabinets/Shelving			
Carbon Monoxide Detectors			
Ceiling			
Counter/Counter Tops			
Door(s)			
Electric Outlets/Switches			
Fan Vent/Ventilation/Exhaust Fans			
Floors/Carpets			
Light Fixtures			
Mirrors			
Radiator			
Shower (including fixtures/joints)			
Shower Curtain/Door/Rods			
Sink (including fixtures)			
Smoke Detectors			
Sprinklers			
Toilet/Commode			
Towel Rack			
Tub (including fixtures)			

## Bathroom (Continued)

Vanity			
Wall(s)			
Window Area/Glass (including screens)			
Additional Items			

## Bedroom

Component	Rating	Condition	Comments
Bedding/Linen			
Built-In Furniture			
Carbon Monoxide Detectors			
Ceiling			
Ceiling Fan			
Closet Shelves			
Curtain/Blinds			
Door(s)			
Electric Outlets/Switches			
Floors/Carpets			
Furniture			
Gear Adrift (property not stored away)			
Light Fixtures			
Laundry			
Locker/Closet			
Smoke Detectors			
Sprinklers			
Trash			
Wall(s)			
Window Area/Glass (including screens)			
Additional Items			

## Living Area

Component	Rating	Condition	Comments
Built-In Furniture			
Carbon Monoxide Detectors			
Ceiling			
Ceiling Fan			
Closet Shelves			
Curtain/Blinds			
Door(s)			
Electric Outlets/Switches			
Floors/Carpets			
Furniture			
Gear Adrift (property not stored away)			
Light Fixtures			
Laundry			
Locker/Closet			
Smoke Detectors			
Sprinklers			
Trash			
Wall(s)			
Window Area/Glass (including screens)			
Additional Items			

## Common Area/Day Room/Lounge/Laundry/Recreation

Component	Rating	Condition	Comments
Appliances			
Built-In Furniture			
Carbon Monoxide Detectors			
Ceiling			
Ceiling Fan			
Curtain/Blinds			
Door(s)			
Electric Outlets/Switches			
Floors/Carpets			
Furniture			
Light Fixtures			
Smoke Detectors			

## Common Area/Day Room/Lounge/Laundry/Recreation (Continued)

Sprinklers			
Recreation Equipment			
Trash			
Wall(s)			
Window Area/Glass (including screens)			
Additional Items			

### General Safety Components

Component	Rating	Condition	Comments
Carbon Monoxide Detectors			
Odors (cigarette, gas, sewage, smoke, etc.)			
Escape Path/Walkway Blocked			
Heating, Ventilation, Air Conditioning, and Indoor Air Quality			
Improper Use of Extension Cords			
Mold/Dampness/Water Damage			
Interior Noise Levels			
Pest Management			
Smoke Detectors			
Unauthorized/Prohibited Item			
Additional Items			

### Follow-up Actions

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> None                   | <input type="checkbox"/> EHS - General Safety        | <input type="checkbox"/> EHS - Asbestos  |
| <input type="checkbox"/> Re-Inspection Required | <input type="checkbox"/> EHS - Radon                 | <input type="checkbox"/> EHS - Water   |
| <input type="checkbox"/> Work Request Required  | <input type="checkbox"/> EHS - Mold/Moisture Control | <input type="checkbox"/> EHS - HVAC  |
| <input type="checkbox"/> In-House Maintenance   | <input type="checkbox"/> EHS - Pest Management       | <input type="checkbox"/> EHS - Smoke and Carbon Monoxide Detectors and Fire Sprinklers |

### Overall Inspection Results

- Pass   
  Pass with Condition   
  Pass with non-Environmental, Health and Safety   
  Fail

### Inspection Comments

EXAMPLE



# How to Access HLC Courses in TWMS

Housing Learning Center (HLC) courses are now located in TWMS: the Housing Health and Safety Topics (HHST) series courses and the "How to Use the Government Owned/Leased and Privatized Family Housing Inspection Checklist" course. To access the courses in TWMS after registering in the HLC Module/eMH:

1. Select and copy the link --> <https://twms.dc3n.navy.mil/selfservice/login.asp>.
2. Open a new web browser window\* or new tab and paste the TWMS link into the URL address bar (not the search box). TWMS self-service page will display.
3. In the Navigation menu on the left, select "Online Training & Notices."
4. The "Required Training & Notices" tab should appear.
5. Click "Online TWMS" tab (High-lighted in **Yellow** in Figures 1 and 2).
6. Depending on the class for which you are registered, enter the acronym "HHST" (Figure 1) or the words "How to" (Figure 2) in the Search field on the right/middle of the page. **Outlined in Red** in Figures 1 and 2. The class link should now display.
7. Click on the appropriate class link to access the training.
8. Complete the course. Your training record will usually be updated in HLCM/eMH within one week.

Figure 1 HHST Series

The screenshot shows the TWMS interface with the following elements:

- Navigation Menu (Left):** Includes sections for Navigation, Tools/Actions, and Information.
- Required Training & Notices Tab:** Active tab showing available training courses.
- Search Field:** Contains the text "HHST" and is highlighted with a red box. A note above it states "Information entered in the Search field will search for matches in all available columns."
- Table of Available Training:**

Course Title	Course Number	Course Id	508 Compliant	CE Unit	Notes	Date Last Completed
<a href="#">HHST ASBESTOS</a>	680519	TWMS-680519	no	0		--
<a href="#">HHST CARBON MONOXIDE</a>	680156	TWMS-680156	no	0		2020-07-07

\*Try Chrome browser if you have any challenges signing in to TWMS.

Figure 2 How to Use the Government Owned/Leased and Privatized Family Housing Inspection Checklist

**Total Workforce Management Services (TWMS)**  
Employee Self-Service 2.0 // Online Training Information  
\* For Official Use Only - Safeguard in accordance with the provisions of the Privacy Act \*

**Navigation:**  
Logout  
General Information  
Assignment/Position Info  
Training/Educ/Cert & Skills  
Personal/Recall Information  
Work History  
Assigned Assets  
**Tools/Actions:**  
Daily Muster  
Employee Locator  
SAAR-N/DD-2875  
Event Notification Service  
SF182 Training Request  
Mentoring  
My IDP  
Telework Request  
View My Other Records  
**Information:**  
Contact Us/Help  
POCs/Contacts  
Data Update Status  
Privacy Act Statement  
Correcting your Data  
User Guide

**Required Training & Notices** | Training Reminder Snooze Setting | **Online TWMS** | Online Non-TWMS | Online Supervisory

The following training courses/notifications are available in TWMS:

- If you have required courses to complete, they will be available to take on the REQUIRED TRAINING & NOTICES tab.
- To take any of the courses below, click on the course name. Once completed, your training record will automatically be updated.
- Clicking the PDF link below (where available), allows user to download an accessible pdf file of the training.
- **To view what training you have completed, please click on the Training/Educ/Certs button from the Navigation Menu on the left side of your screen.**
- Loading times for courses will vary based on time of day and the specific content being presented. It is recommended that training be done during non-peak hours.

**AVAILABLE TWMS TRAINING**

Information entered in the Search field will search for matches in all available columns.

Show 10 entries

Search: How to

Course Title	Course Number	Course Id	508 Compliant	CE Unit	Notes	Date Last Completed
<a href="#">ACTIVE SHOOTER HOW TO RESPOND</a>	650092	TWMS-650092	no	0		--
<a href="#">HOW TO USE GOV OWNED LEASED AND PPV FH CHECKLIST 680608.T</a>	680608	TWMS-680608	no	0		--

Contact us if you have questions or need additional assistance.



## Housing Learning Center

✉ <mailto:HousingLearningCtr@navy.mil>

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