

ATTENTION ALL INSPECTORS:

- **Effective Saturday 3/10/12 with Auction 110 Protocol Change**

***NEW*- Protocol for scattered site properties: (There is no longer a difference between single-family and multi-family scattered site protocols.)**

Scattered Sites - (Single-Family & Multi-Family)

The new "scattered site" protocol requires that the inspector visits all property locations to visually verify all building and unit counts prior to generating sample. After generating sample and selecting/entering the buildings/units in the inspection software, the inspector is no longer required to re-visit all locations. Instead, the new protocol requires the inspector to only re-visit and inspect the associated sites for the locations that are selected as part of the sampled buildings/units. If any building is selected as part of the sample on a multiple building location, the entire site for that location must be inspected.

Example #1:(One building per location)

When the Inspector visually verifies the scattered site property, he/she finds that the profile consist of 40 buildings and 80 units, and is scattered over 40 different locations throughout the city. The inspector updates property profile and generates sample. In this case, the software selects 16 buildings and 20 units for inspection. The inspector identifies the units on the rent roll and enters them into DCD. The inspector is now required by protocol to re-visit and inspect the sites associated with only the 16 locations selected as part of the sample and does not have to re-visit the remaining 24 locations.

Example #2: (Multiple buildings at one location)

Inspector visually verifies the scattered site property and observes that it has 20 buildings and 40 units, and is scattered over 16 locations (15 locations have a single building and 1 has 5 buildings). Property information is updated and sample generated. The sample generates 16 buildings and 16 units in the sample (11 locations in the sample have a single building and 1 location in the sample has 5 buildings). When the inspector arrives at each of the 11 locations with a single building he/she must inspect the site around that building. However, when he/she inspects the location with 5 buildings, the entire site must be inspected – even around the buildings not in the sample. The inspector does not have to re-visit the 4 remaining scattered site locations.