

COMPREHENSIVE ASSESSMENT PROCEDURE

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EQUIPMENT

- Property Assessment Report (PAR)
File found at:
- Floor sketch sheets (at least 4 keep extras in vehicle)
File found at:
- Flashlight
- Respirator
- Safety glasses
- Utility gloves
- Humidity Meter
- Screwgun
- 1 ½” Drywall screws for mounting detectors
- 4’ + Ladder
- Hammer
- Vacuum for allergen sampling
- Sample bags
- Extension cord
- Measuring tape
- Moisture meter
- Thermometer
- Inspection mirror
- CO detector
- Extra regular 9 volt batteries and lithium 9 volt batteries

ARRIVAL

Upon arriving to the client's residence:

1. Greet the client and introduce yourself
2. Sit with the client and the Community Health Educator (CHE) as she/he explains the program and completes the necessary paperwork.
3. Remain with the client and CHE as they discuss the initial questions on the interview worksheet. Pay attention to any problem areas or information the client is discussing. This information will help you in completing your assessment and identifying problem areas.
4. Be sure to ask client about any problem areas and any places where pests, mold or moisture problems or areas of chipping/flaking paint that she/he has noticed.
5. Be sure to ask how long the client and child has lived there.
6. Be sure to ask if the child's asthma is worse or better at this location. Ask about their last residence and try to examine any connections between the worsening and improvement of the child's asthma.

It is a good idea to sketch everything you can see while seated with the client and the CHE during the interview. Each floor should have its own floor sketch sheet. You can also use a notepad and redraw the floors on the sketch sheets back in the office.

TOUR WITH CLIENT (Visual Survey)

Once the CHE suggests that you and client take a tour of the home:

Note any problems areas like mold/moisture issues, pests, detearing paint, structural problems, and safety concerns on your notepad or sketch sheets

Ask about things that look suspicious and try to determine how long an area has had a moisture issue or pest issue

Look in any closets or cabinets while the client is with you and always be sure to ask before doing so. This will build trust with the client.

Note if the residents are eating and leaving food or dirty dishes in areas other than the kitchen or dining room.

Note the location of any smoke and or carbon monoxide alarms. You will need to inspect these units later to determine if they need a new battery replacement.

Determine if anyone is sleeping in the basement, if someone sleeps in the basement and there are combustion appliances in that area, and then be sure to install the carbon monoxide alarm in the basement. You should also suggest that the client install a second carbon monoxide alarm on the level where everyone else sleeps in the home.

If the asthmatic child sleeps in the basement, you should recommend that the child sleep in an area upstairs. Due to the humidity and moisture issues found in basements, there is always the chance for mold. This can exacerbate the child's symptoms. Be sure to ask if the child has issues while sleeping and if the child's symptoms alleviate once they leave this area. If the child feels bad while in the area, this could be a sign of mold triggering the child's asthma.

Determine which beds belong to the asthmatic children. Make sure to ask the client if the child or children are bed jumpers at night. If they are bed jumpers make sure you ask which beds the child or children do not sleep so you know where to perform the allergen sample later. Always be sure to sample the child's bed that is considered to be "theirs" whether they sleep in it every night or not.

Ask the client if they have any leaks in the roof or in any areas of the home.

After the tour kindly explain that you will be going to the car to get your tools and that the client will be talking with the CHE about asthma and its related triggers. Be sure to tell the client to let you know if they have any questions.

FRONT EXTERIOR

On your way to the vehicle check out:

The front yard for signs of rodent activity and clutter

The front of the home you are assessing for LBP concerns, structural integrity, roof condition if possible, presence of vegetation against the home and overhanging trees

The structures next door for LBP paint concerns

The gutter and downspout system to see if it is functioning

The other homes on the street to determine if they are vacant and what condition they are in

Signs of drug activity, gangs or other unsafe situation

Large piles of trash, debris or high weeds and grass on the property of other units

Upon returning to the home be sure to start in the basement first.

BASEMENT

Once in the basement be sure to start up your humidity gauge first and leave in an area near the center of the room off of the ground.

Next inspect all areas in the basement looking for mold/moisture issues, pest entry points and activity, electrical and plumbing issues, LBP concerns and structural defects.

Check the back door if present and any windows for openings where pests can enter.

Look at the furnace and water heater flues to make sure that they are intact and connected to their units correctly. Be sure to look at the joint between the flues and the chimney to see if they need to be recaulked with fire proof caulking to keep carbon monoxide from recirculating into the basement.

Note if the water heater has an insulation blanket installed and if any pipes are insulated in the area.

Water heaters that are older than 10 years should be replaced. Discuss this with client if they own the home. BGE may have replacement assistance available.

Be sure to note any rust on these units and discuss it with the client later.

If the unit is forced air, note any disconnected ducts and if the unit has a filter installed. Check the filter to see if it needs to be replaced. Record the size of the replacement filter and share this with the client after your assessment.

If there is a dryer in the basement, check to see if it is ducted to the outside. If it is ducted to the outside, note if the duct run is longer than 8 feet and if it has any bunching, excessive looping or pinches in it. If the unit is not run to the outside, determine the best route and difficulty of running the duct outside.

If there is a rug or carpet in a basement that is not finished, suggest that client remove these due to the possibility of mold growth

If the basement has excessive stored items or clutter, recommend that these materials are discarded or donated

Suggest that stored items should only be kept in plastic storage bins to limit damage from moisture and pests

If the basement has a bathroom check it out based on the bathroom section found later in this document

Install a smoke detector with the white removable lithium 9 volt near the bottom of the stairs. Do not install it at the top of the stairs since most basement doors are located off

the kitchen and this could result in nuisance alarms which cause the client to disconnect the unit. If the kitchen is in the basement, then install the alarm at the top of the stairs. Be sure to use the white lithium 9 volt in this unit. Keep the owners manual to give to client after your assessment is complete. Place an X on your sketch for the location of this unit.

Record the temperature and humidity on the gauge on the PAR.

Note all of the flooring in this area

Be sure to fill out any and all areas on the PAR that relate to the basement at this time.

Draw a sketch of this area with locations of all components and items

Next proceed to the kitchen

KITCHEN

Be sure to check the exit door in the kitchen for pest entry and weather tightness. If the unit is a rental it should have a self closing screen door as dictated by building code.

Any windows in the home should also have screens installed as dictated by building code.

Check under and in all cabinets and storage areas for signs of pest activity

Note any moisture issues especially under the sink

Record if the client has a trashcan with a lid

Check out the age of the fridge and note it

See if the stove has a vent fan or exhaust hood. If there are cabinets above a hood, open those cabinets and see if a duct is present. If no duct is present then the hood does not vent to the outside. Make a note of this and determine the possibility of venting the stove. Some homes have a vent fan in the wall. If you find one of these ask the client if it is functional and if they use it.

Note the cleanliness of the client and if/how they have tried to control any pest issues themselves. This information will be needed when writing a recommendation letter later and in formulating a plan to control any pest issues.

Recommend that the client wipe out the sink every night to reduce a water source for roaches

Note if there are any leaks in the ceiling from the bathroom above

Note the flooring in this area

Be sure to fill out any and all areas on the PAR that relate to the kitchen at this time.

Draw a sketch of this area with locations of all components and items

Next proceed to the living and dining rooms

LIVING AND DINING ROOMS

Check entry door, windows and around radiators for pest entry points

Note any excessive clutter, furniture or stored items

Note the locations of any pest issues

Note if food or dirty dishes have been left out

Note any LBP concerns

Do not install smoke detectors directly outside of the kitchen since it may cause nuisance alarms

Note the flooring in this area

Note any leaks or water damage marks in the ceiling

Be sure to fill out any and all areas on the PAR that relate to these rooms at this time.

Draw a sketch of this area with locations of all components and items

Proceed to the 2nd floor

2ND FLOOR HALL

Note any excessive clutter or stored items

Note the locations of any pest issues

Note if food or dirty dishes have been left out

Note any LBP concerns on raining stair, baseboard and trim.

Install the Sealed lithium smoke detector in this area but not directly outside of the bathroom since it may cause nuisance alarms. This unit does not have a removable battery. Keep the owners manual to give to client after your assessment is complete. Place an X on your sketch for the location of this unit.

Install the CO alarm on the wall about six feet from the floor. Do not install it directly out side of the bathroom since the moisture may damage the unit. Be sure to install the alarm in a place where it would get damaged from people walking or moving items past it. Be sure to use the black and gold lithium 9 volt in this unit. Keep the owners manual to give to client after your assessment is complete. Place an X or CO on your sketch for the location of this unit.

Note the flooring in this area

Note any leaks or water damage marks in the ceiling

Be sure to fill out any and all areas on the PAR that relate to this area at this time.

Begin a sketch of this area with locations of all components and items

Now proceed to the bedrooms

BEDROOMS

You can start in any bedroom that you prefer and they all should be treated the same. Be sure to pay attention to the following:

Check any windows, around radiators and in closets for pest entry points

Note any excessive clutter, furniture or stored items

Note the locations of any pest issues

Note if food or dirty dishes have been left out

Note any LBP concerns

Note the flooring in each area

Note any leaks or water damage marks in the ceiling

You can install the 2nd smoke detector with white lithium 9volt in the asthmatic child's room or in the rear bedroom if the house is large. Place an X on your sketch for the location of this unit.

Be sure to fill out any and all areas on the PAR that relate to these rooms at this time.

Draw a sketch of this area with locations of all components and items

Then check out the bathroom

BATHROOMS

Most homes will have more than one bathroom and each can be inspected in the same manner. When inspecting bathrooms be sure to do the following:

Check any windows, around radiators and in closets for pest entry points

Note the locations of any pest issues

Check under the sink and behind the toilet for pests and pest harborage

Note any LBP concerns

Note the flooring

Note any leaks from the sink or toilet

Note any leaks or water damage marks in the ceiling and on the floor. Check to see if the floor feels soft or not structurally sound.

Check the caulk seal between the tub and wall

Check any tiled surfaces and condition of grout

Recommend that the client wipe out the sink every night to reduce a water source for roaches

Be sure to fill out any and all areas on the PAR that relate to this room at this time.

Draw a sketch of this area with locations of all components and items

Proceed to the back yard if you have not done so already

REAR EXTERIOR

Check this area for:

Signs of rodent activity and clutter

LBP concerns, structural integrity, water damage, roof condition if possible, vegetation against the home and overhanging trees

LBP paint concerns on adjoining structures and storage sheds

A functioning gutter and downspout system

The other homes on the alley to determine if they are vacant and what condition they are in

Signs of drug activity, gangs or other unsafe situation

Large piles of trash, debris or high weeds and grass on the property of other units

Structural soundness of basement door and any evidence of pest entry

Return all tools to the vehicle and grab the sample vacuum, extension cord and a new sample bag.

ALLERGEN SAMPLING

Be sure to clean the brush and nozzle thoroughly before loading in the sample bag

Slide the bag carefully down into the nozzle until the white gauze part is flush with the end of the nozzle. Fold the blue plastic over the over the nozzle and place the brush over it to hold it in place.

Start on the bed first and sample a spot the size of 1 square foot in at least four areas on the bed. Simply vacuum the bedspread, then pull it back and sample the sheets, then pull them back and sample the mattress. Vacuum for 30-60 seconds per spot.

Next sample each pillow by placing the brush into the pillow case (if present) and fluff the pillow as you are vacuuming it for about 30-60 seconds.

Sample each bed that the asthmatic sleeps in before moving to any spots on the floor.

When sampling the floor, keep to 1 square foot spots sampling each for a total of 30-60 seconds. Do not prevent any materials from entering the brush and sample bag as sampling should be random.

You should sample at least four spots on the bed and four spots on the floor always with one spot sampled near the doorway and two to three spots sampled next to the walls.

Sample the hallway floor in at least three spots after your sampling in the bedrooms is complete

After sampling record all spots sampled on your floor sketches with a black dot. Since you have only one sample bag, only sample the bedrooms and hallway floor.

Now depending on time you can return to the vehicle and grab any tools and materials needed to patch up mouse entry points such as clippers and wire mesh. Repair any holes and note these on the correct place on your floor sketch sheets. If more work is needed or situations exist that you don't have materials to repair, then make notes and take pictures for your next visit.

CLIENT RECAP

If the CHE has finished their part of the visit, then simply recap what you have down in the home with the client. Tell the client about:

The location of any pests and holes that you repaired or harborage you removed

The location of new smoke detectors, CO alarm and existing detectors that have new batteries

Any information that you have learned about any concerns that the client pointed out

Location of allergen sampling spots

Tell the client to replace their pillows since most people need new pillows anyway and they should be replaced every 2-3 years

The locations of anything that concerns you (try not to scare the client)

Tell the client it will take about a month or longer for the allergen sampling results to be returned from the lab. Try not to make any promises on further services unless life threatening issues are present such as CO issues or severe LBP concerns. These will require immediate action on your part.

Thank the client for their time and address any of their questions or concerns

Once returning to office:

Redraw any sketches and make sure all information is legible

Rewrite the PAR if necessary

Scan these documents into the computer and place in the client's folder on the drive. The paper documents can then be placed in the client's hardcopy folder.

ALERGEN SAMPLE PROCESSING

The sample bag should be labeled with the date of sampling and the five digit client number and placed in the warehouse fridge.

At least once a week samples should be taken to the DACI lab at Bayview. Fill out the chain of custody form found here:

G:\Healthy Homes\2007 SAH Healthy Homes\Allergen Testing\DACI

Print this out and get it signed by the staff at the lab. Once you return to the office, scan in the custody form and place it here:

G:\Healthy Homes\2007 SAH Healthy Homes\Allergen Testing\DACI\COC Drop-off receipts

HUD QC SAMPLES

In the fridge are glass vials with allergen that need to be taken to the lab. You can take one of these per month. Simply remove and save the label and place the vial in a plastic sample bag. You will find these empty bags in the same box as the sample bags. You will find the next sample number to use on the file located here:

G:\Healthy Homes\2007 SAH Healthy Homes\Allergen Testing\HUD QC Samples
Also record the date of submission on this spreadsheet.

SMOKE DETECTOR NOTE

Always be sure to install all 3 smoke detectors you have in the safety kit in a client's home. The only exception is if the home has hardwired smoke detectors with battery backups in each room. This is rare but can be found in some newer homes and in some public housing units. In this situation replace all the battery backups with regular 9 volt batteries. The lithiums will not fit in this type of smoke detector.

If the home has existing smoke detectors, check the manufacture date located on the back of the unit. Smoke detectors should be replaced after 10 years in service. For the purposes of this program, do not remove or replace a detector unless the detectors are 7 years old or older. Simply replace its battery with a regular 9 volt and install your 3 new detectors in other areas. Remember to keep detectors out of the kitchen and do not install them directly outside of a bathroom to avoid nuisance alarms. Always keep in mind that you can never have too many smoke detectors in one home. Never leave a detector for a client to install, they will never do it.

CO ALARM NOTE

If the home has a CO alarm, check its age. CO alarms should be replaced every 5-7 years. Replace its battery with a regular 9volt if it accepts this type of battery. CO alarms should be placed on every floor in a home so use your best judgment in installing the new alarm from the safety kit. It may be best to install the new alarm where most of the occupants are sleeping. Remember if someone is sleeping in the basement on a regular basis then the alarm needs to be installed in that area.