

Instructions for MDE Form B – Visual Inspection (*for Modified Risk Reduction*)

This form is to be used by the accredited inspector during the visual inspection and submitted to MDE with the Form 330 and any other applicable attachments. All sections of the form must be completed accurately, clearly and legibly.

- A.) Enter the MDE Tracking Number. The tracking number is also known as the MDE Owner Number.
- The property owner, NOT the inspector, should call MDE at 800-776-2706 or 410-537-4199 to receive a number or verify an existing number.
 - This is the number that the property owner will use to register their rental properties each year.
- B.) Enter the Inspection Certificate Number.
- C.) Enter the Supervisor's Accreditation Number.
- This number is on the Supervisor's Accreditation Certificate from MDE. It is NOT the number on the training card received by the training provider.
- D.) Enter the date the Supervisor's Accreditation expires.
- This date is also found on the Supervisor's Accreditation Certificate from MDE.
- E.) Enter the date the Supervisor's Statement of Work (SSW) was signed by the supervisor.
- This is the date in the lower right corner of the SSW.
 - It is not the date the work was performed or the date you received it from the supervisor or owner.
- F.) Complete the spaces in Part II indicate the total number of component or treatment types for windows, window sills and window wells.
- G.) All risk reduction treatments must be satisfactorily completed in order to pass a modified risk reduction.
- Circle **YES** to indicate the treatments are complete and satisfactory.
 - **Exception:** Please make a note in the comments section if untreated or non-replacement windows have not been fixed in place due to Federal, State or Local Codes. (Example of note: Top sashes not fixed in place per local code.)