

# Chapter 3

## *Definitions Training*



## **Participant Guide**

## Chapter 3: Definitions Training

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## Chapter 3: Definitions Training

### Chapter 3 Definitions Training

- **Definitions Overview**
- **Health and Safety**
- **Site**
- **Building Exterior**
- **Building Systems**
- **Common Areas**
- **Unit**

#### **Overview:**

Chapter 3 provides:

- A detailed review of REAC definitions.
- Inspectors with experience in understanding, identifying, recording, and reporting property definitions using the REAC inspection protocol.

#### **Objectives:**

Upon completion of the objectives, participants will be able to:

- Identify all REAC definitions
- Recognize the importance of using the PASS 2.1 software on the DCD to look up definitions when conducting an inspection

## ➤ Definitions Overview

### **Overview:**

The overview provides a summary of the REAC definitions for inspectable items including site, building and unit.

### **Objectives:**

Upon completion of the objectives, participants will be able to:

- Realize the importance of entering consistent and objective data in the PASS 2.1 software
- Access definitions using three different methods
- Comprehend the effects of deviating from the REAC inspection protocol

## Overview

***Consistent and Accurate Data*** All inspections should be conducted using the REAC Physical Inspection Protocol. This enables REAC to obtain consistent, objective information to effectively monitor its housing portfolio. It is essential that inspectors clearly understand the definitions.

***Accessing Definitions*** The inspector must become knowledgeable looking up definitions on the PASS 2.1 software. While reviewing Chapter 3, the inspector should take notes on the following pages, as well as follow along using the PASS 2.1 software on the DCD.

Definitions can be accessed in the PASS 2.1 software using three methods.

- **Help Button** – Inspectors can access any definition by clicking on the help button from the main navigation screen
- **Item Definition Button** – If an inspectable item is highlighted in the PASS 2.1 software, clicking the item definition button will allow the inspector to view the definition for that specific inspectable item.
- **Defect Definition Button** – If the Observed Defect screen is shown, the inspector can click on the defect definition button to view the definition of the inspectable item

***Deficiency  
Comments***

Deficiencies rated “Severe” in the PASS 2.1 software require an inspector comment. Comments are used to:

- Enable identification of specific location and nature/degree of the deficiency for repair purposes
- Inform HUD Hub and Field Offices of required follow-up activities
- Provide the Enforcement Center with a basis for enforcement action
- Help REAC conduct Quality Assurance reviews and trend analysis
- Help Contractor Quality Control improve consistency and inspector performance

When recording comments, inspectors should be as specific as necessary in describing the **location** of the deficiency.

**Inspectors should also include key words from the definitions to describe the deficiency.**

**Example**

**Observation** - Broken Fixtures

**Unacceptable Comments** -

*Location:* Street lights

*Comments:* Resident reported most were out

**Preferred Comments** -

*Location:* Street lights around Bldg. 1, 2, 3.

*Comments:* 60% of fixtures inoperable - broken supports and lamps

## Definition Concerns

**Definition**  
**Variances**      Variances in the established Physical Inspection Protocol impact the accuracy and validity of property inspections. Variances are alterations to the standard inspection procedures as defined by the Physical Inspection Protocol.

The following are common definition variances:

- Improper use of the comments field
- Disregard for REAC definitions

Definition protocol **must** be followed in order to maintain REAC's goal to provide HUD with consistent, objective, and standardized information about the physical condition of properties.

***Improper  
Use of the  
Comments  
Field***

Inspectors sometimes use the *Comments* field to record information about the property or observed deficiency, which is not relevant to the actual physical inspection, but is actually a result of the inspector's personal biases, judgments, or opinions. The improper use of the *Comments* field by inspectors hinders the goal of objective and factual inspections and may, in some cases, impact the final property score. Comments that explain the reason for an observed deficiency or suggest recommendations for correction are not appropriate remarks to enter into the *Comments* field. For example, an inspector may observe an inoperable smoke detector and include a comment such as "resident removed battery from smoke alarm". While this may be true, it is not relevant to the physical assessment of the property and should not be recorded as a comment.

It is important to stress that the role of the inspector is not to determine the "hows" and "whys" of deficiencies. A broken window is a broken window, regardless of why it is broken, who broke it, or how it got that way. Irrelevant deficiency comments overload the PASS 2.1 software with unnecessary information. In addition, paying attention to deficiency explanations may influence an inspector's assessment of other deficiencies.

In addition to the improper use of the *Comments* field, inspectors often rate deficiencies as "Severe" simply to gain access to the comment field. This negatively impacts scoring, as "Severe" ratings are weighted more heavily than "Minor" or "Major" ratings. A few undeserved "Severe" ratings will cause an inaccurate score.

Comments should only be entered to:

- Indicate the location of the deficiency
- Describe the deficiency (use keywords from the definitions)

**Key Point:**

The role of the inspector is to assess property deficiencies, not explain them. Inspectors must remain neutral about deficiencies and include comments that are limited to the location and description of the deficiency.



**Discussion**

**Scenario 1:**

While inspecting Regal Estates, Alicia Inspector observed a broken window in one of the sample units. The property owner, Mr. Albert, explained that the resident's son had broken the window just that morning playing ball inside the unit. Alicia rated the deficiency and made a note of the explanation in the PASS 2.1 software. In addition to the broken glass, the windowsill was also damaged. Assuming all window damage was caused by the resident's son, Alicia unconsciously overlooked the "minor" damage to the windowsill.

**Scenario 2:**

During his inspection of Chalet Woods, Winston Inspector noticed that the maximum occupancy limit for a unit was being violated. While inspecting the walls, Winston noticed three holes about the size of a baseball. Winston rated the deficiency as "Severe" and indicated the resident occupancy issue in the *Comments* field.

***Disregard  
for REAC  
Definitions***

Possibly the most common form of definition variance is the disregard for REAC approved definitions. Inspectors often feel that the pre-defined deficiency ratings do not correctly reflect the nature of the problem, and attempt to redefine the deficiency using their own interpretation of the situation. This is problematic because one inspector's perception of a "Major" deficiency most likely will not correspond with another inspector's interpretation. This disregard for standard definitions creates significant discrepancies between assessments done by different inspectors.

REAC has spent countless hours discussing and refining deficiency and rating definitions. The pre-defined terms and rating scales in the PASS 2.1 software were not agreed upon lightly. Current definitions represent REAC's best attempt at describing ambiguous and often indistinct concepts in factual and verifiable terms. Definitions are open for review, and may change if a better description is formulated. However, until then, inspectors are required to adhere to the current definitions as they are presented in the PASS 2.1 software.

**Key Point:**

Inspectors are required to conform to REAC definitions. Using individual interpretations of deficiencies and ratings dramatically impacts the validity and uniformity of the physical inspection process.



**Activity**

Break into groups of four and write a definition for the observed deficiency "Walls - Damaged/Deteriorated Trim". Be sure to include criteria for "Minor", "Major", and "Severe" deficiency ratings.

➤ **Health and Safety**

**Overview:**

The purpose of this overview is to provide an understanding of Health and Safety definitions.

**Objectives:**

Upon completion of the Health and Safety section, participants will be able to:

- Look up Health and Safety definitions
- Identify deficiencies using real life photographic examples

## Health and Safety Overview

<b>Inspectable Items</b>	<p>The following areas are inspected for possible Health and Safety deficiencies.</p> <ul style="list-style-type: none"><li>• Air Quality</li><li>• Electrical Hazards</li><li>• Elevator</li><li>• Emergency/Fire Exits</li><li>• Flammable Materials</li><li>• Garbage and Debris</li><li>• Handrails</li><li>• Hazards</li><li>• Infestation</li></ul>
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The “Hazards” inspectable item is further defined into three deficiencies; Other, Sharp Edges, and Tripping. The “Other” deficiency can be used if the inspector finds physical hazards that pose the risk of bodily injury. As a general rule, a deficiency that the inspector strongly feels should be rated as a Health and Safety Hazard, but can not be recorded elsewhere, should be identified in this field.

Inspectors should use the Health and Safety, Hazards, Other definition with caution. The inspector must remember that they are at the sites to assess the physical condition of the properties and must follow the REAC inspection protocol.

Certain deficiencies when rated Severe automatically generate a Health and Safety concern and may be marked as Life threatening if applicable. Refer to appendix F for the list of these observed deficiencies that will automatically be marked as a health and safety concern in the PASS 2.1 software.

**Key Point:**

Life-Threatening hazards are always Health and Safety deficiencies. However, not all Health and Safety Deficiencies are life-threatening.

**DEFINITIONS**

Inspectable Item	Notes
<b>2.1 Air Quality</b>	
<ul style="list-style-type: none"> <li>Mold and/or Mildew Observed</li> </ul>	<ul style="list-style-type: none"> <li>Not included on Life-Threatening H &amp; S form</li> </ul>
<ul style="list-style-type: none"> <li>Propane/Natural Gas/Methane Gas Detected</li> </ul>	
<ul style="list-style-type: none"> <li>Sewer Odor Detected</li> </ul>	
<b>2.2 Electrical Hazards</b>	
<ul style="list-style-type: none"> <li>Exposed Wires/Open Panels</li> </ul>	<ul style="list-style-type: none"> <li>If you can reach in and directly touch circuitry, it should be rated as a deficiency</li> <li>If a wire is exposed but has wire nuts on it, it should not be assessed as a deficiency</li> </ul>
<ul style="list-style-type: none"> <li>Water Leaks on/near Electrical Equipment</li> </ul>	<ul style="list-style-type: none"> <li>Example: Dripping leaks onto floor near electrical equipment</li> </ul>
<b>2.3 Elevator</b>	
<ul style="list-style-type: none"> <li>Tripping</li> </ul>	<ul style="list-style-type: none"> <li>Not included on Life-Threatening H &amp; S form</li> </ul>
<b>2.4 Emergency/ Fire Exits</b>	
<ul style="list-style-type: none"> <li>Emergency/Fire Exits Blocked/Unusable</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Missing Exit Signs</li> </ul>	<ul style="list-style-type: none"> <li>Not included on Life-Threatening H &amp; S form</li> </ul>
<p><b>2.5 Flammable Materials</b></p>	
<ul style="list-style-type: none"> <li>Improperly Stored</li> </ul>	<ul style="list-style-type: none"> <li>Does not address whether flammable material is stored in a metal cabinet</li> </ul>
<p><b>2.6 Garbage and Debris</b></p>	<ul style="list-style-type: none"> <li>Is assessed because it creates problems with rats, mice, and vermin</li> </ul>
<ul style="list-style-type: none"> <li>Indoors</li> </ul>	
<ul style="list-style-type: none"> <li>Outdoors</li> </ul>	<ul style="list-style-type: none"> <li>Includes abandoned furniture and furniture piled outdoors</li> </ul>
<p><b>2.7 Handrails</b></p>	
<ul style="list-style-type: none"> <li>Indoors</li> </ul>	
<ul style="list-style-type: none"> <li>Outdoors</li> </ul>	
<p><b>2.8 Hazards</b></p>	
<ul style="list-style-type: none"> <li>Other</li> </ul>	<ul style="list-style-type: none"> <li>If there is anything you feel you must record as a deficiency it should be recorded here. The inspector must indicate specifically what the deficiency is.</li> </ul>

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Sharp Edges</li> </ul>	<ul style="list-style-type: none"> <li>Barbed wire should not be recorded as sharp edges because it is serving its intended purpose. An exception is when the barbed wire has fallen and a resident or child can be hurt</li> </ul>
<ul style="list-style-type: none"> <li>Tripping</li> </ul>	<ul style="list-style-type: none"> <li>Cracks in areas of traffic are considered a safety hazard and should be rated as a deficiency</li> </ul>
<p><b>2.9 Infestation</b></p>	
<ul style="list-style-type: none"> <li>Insects</li> </ul>	<ul style="list-style-type: none"> <li>Dead insects are cause for a deficiency rating</li> </ul>
<ul style="list-style-type: none"> <li>Rats/Mice/Vermin</li> </ul>	



**Activity**

After receiving pictures from the instructor, complete the following steps:

- Review pictures
- Use the PASS 2.1 software to look up any definitions
- Discuss what deficiency is shown in the picture
- Rate the deficiency in the picture

➤ Site

**Overview:**

The purpose is to provide an understanding of Site definitions.

**Objectives:**

Upon completion, participants will be able to:

- Look up Site definitions
- Identify deficiencies using real life photographic examples

## Site Overview

**Site** The Site inspectable area includes all items on or surrounding the property.

**Inspectable Items** The following areas are inspected for the Site.

- Fencing and Retaining Walls
- Grounds
- Lighting
- Mailboxes/Project Signs
- Market Appeal
- Parking Lots/Driveways/Roads
- Play Areas and Equipment
- Refuse Disposal
- Storm Drainage
- Walkways/Steps

**DEFINITIONS**

Inspectable Item	Notes
<p><b>3.1 Fencing and Retaining Walls</b></p>	<ul style="list-style-type: none"> <li>A perimeter fence (one surrounding the property) has a higher priority than a fence a resident installs (around a patio, for example)</li> </ul>
<ul style="list-style-type: none"> <li>Damaged or Missing Gates</li> </ul>	
<ul style="list-style-type: none"> <li>Damaged/Falling/Leaning</li> </ul>	
<ul style="list-style-type: none"> <li>Holes</li> </ul>	
<ul style="list-style-type: none"> <li>Missing Sections</li> </ul>	<ul style="list-style-type: none"> <li>If a section of a fence is missing due to erosion, it should be classified as a <b>hole</b> or <b>erosion</b>, not a missing section</li> </ul>
<p><b>3.2 Grounds</b></p>	
<ul style="list-style-type: none"> <li>Erosion Areas</li> </ul>	
<ul style="list-style-type: none"> <li>Overgrown/Penetrating Vegetation</li> </ul>	
<ul style="list-style-type: none"> <li>Ponding/ Site Drainage</li> </ul>	<ul style="list-style-type: none"> <li>Ponding on parking lots/driveways should <b>not</b> be entered here (weighting may be different for the ponding on grounds versus the ponding on parking lots/driveways)</li> </ul>

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Rutting</li> </ul>	<ul style="list-style-type: none"> <li>Rutting is intended to cover conditions in which people drive their cars onto the grounds. It is not sunken in land as a result of other reasons, such as backfill around a sewer line</li> <li>Rutting is man-made, while erosion is nature-made</li> </ul>
<p><b>3.3 Lighting</b></p>	
<ul style="list-style-type: none"> <li>Broken Fixtures</li> </ul>	
<ul style="list-style-type: none"> <li>Missing/Broken Bulbs</li> </ul>	
<p><b>3.4 Mailboxes/Project Signs</b></p>	<ul style="list-style-type: none"> <li>Post office takes care of blue mailboxes on the street; mailboxes on the building or site are taken care of by the property</li> <li>If one person can not get mail, it should be rated as Severe</li> <li>Mailboxes can not and must not be asked to be opened</li> </ul>
<ul style="list-style-type: none"> <li>Mailbox Missing/Damaged</li> </ul>	
<ul style="list-style-type: none"> <li>Signs Missing/Damaged</li> </ul>	<ul style="list-style-type: none"> <li>Those properties that do not and never had signs should not be assessed for them</li> <li>Numbered signs, as in Unit 234, do not need to be assessed</li> </ul>

Inspectable Item	Notes
<b>3.5 Market Appeal</b>	
<ul style="list-style-type: none"> <li>• Graffiti</li> </ul>	
<ul style="list-style-type: none"> <li>• Litter</li> </ul>	<ul style="list-style-type: none"> <li>• Only includes litter on the property</li> </ul>
<b>3.6 Parking Lots/Driveways/Roads</b>	
<ul style="list-style-type: none"> <li>• Cracks</li> </ul>	<ul style="list-style-type: none"> <li>• A crack that has settled or heaved <math>\frac{3}{4}</math> inch should be recorded under Health and Safety, Hazards, Tripping</li> </ul>
<ul style="list-style-type: none"> <li>• Ponding</li> </ul>	
<ul style="list-style-type: none"> <li>• Potholes/Loose Material</li> </ul>	
<ul style="list-style-type: none"> <li>• Settlement/Heaving</li> </ul>	
<b>3.7 Play Areas and Equipment</b>	<ul style="list-style-type: none"> <li>• Only include items which are owned by or the responsibility of the property owner</li> <li>• Safety hazards other than sharp edges should be rated as Health and Safety, Hazards, Other</li> </ul>
<ul style="list-style-type: none"> <li>• Damaged/Broken Equipment</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Deteriorated Play Area Surface</li> </ul>	
<b>3.8 Refuse Disposal</b>	<ul style="list-style-type: none"> <li>Includes large garbage cans</li> <li>Slabs should be recorded under Parking Lots/Roads, not under Refuse Disposal</li> </ul>
<ul style="list-style-type: none"> <li>Broken/Damaged Enclosure</li> </ul>	
<ul style="list-style-type: none"> <li>Inadequate Outside Storage Space</li> </ul>	
<b>3.9 Storm Drainage</b>	
<ul style="list-style-type: none"> <li>Damaged/Broken/Cracked</li> </ul>	
<ul style="list-style-type: none"> <li>Debris/Obstruction/Sediment</li> </ul>	
<b>3.10 Walkways/Steps</b>	
<ul style="list-style-type: none"> <li>Cracks/Settlement/Heaving</li> </ul>	<ul style="list-style-type: none"> <li>Stairs separating from the building is NOT considered heaving</li> </ul>
<ul style="list-style-type: none"> <li>Broken/Missing Hand Railing</li> </ul>	
<ul style="list-style-type: none"> <li>Spalling</li> </ul>	





**Activity**

After receiving pictures from the instructor, complete the following steps:

- Review pictures
- Use the PASS 2.1 software to look up any definitions
- Discuss what deficiency is shown in the picture
- Rate the deficiency in the picture

➤ **Building Exterior**

**Overview:**

The purpose is to provide an understanding of Building Exterior definitions.

**Objectives:**

Upon completion, participants will be able to:

- Look up Building Exterior definitions
- Identify deficiencies using real life photographic examples

## Building Exterior Overview

**Inspectable Items** The following items are inspected for the Building Exterior.

- Doors
- Fire Escapes
- Foundations
- Lighting
- Roofs
- Walls
- Windows

**DEFINITIONS**

Inspectable Item	Notes
<b>4.1 Doors</b>	<ul style="list-style-type: none"> <li>An exterior door is one that leads to the outside of the building from the inside or to the inside of the building from the outside; a unit door is one that leads from inside the unit to other areas inside the building</li> </ul>
<ul style="list-style-type: none"> <li>Broken/Missing Glazing/Glass</li> </ul>	
<ul style="list-style-type: none"> <li>Damaged Frames/Threshold/Lintels/Trim</li> </ul>	
<ul style="list-style-type: none"> <li>Damaged Hardware/Locks</li> </ul>	
<ul style="list-style-type: none"> <li>Damaged Surface (Holes/Paint/Rusting)</li> </ul>	
<ul style="list-style-type: none"> <li>Damaged/Missing Screen/Storm/Security Door</li> </ul>	
<ul style="list-style-type: none"> <li>Deteriorated/Missing Caulking/Seals</li> </ul>	
<ul style="list-style-type: none"> <li>Missing Door</li> </ul>	
<b>4.2 Fire Escapes</b>	
<ul style="list-style-type: none"> <li>Blocked Egress/Ladders</li> </ul>	
<ul style="list-style-type: none"> <li>Visibly Missing Components</li> </ul>	

Inspectable Item	Notes
<b>4.3 Foundations</b>	
<ul style="list-style-type: none"> <li>Cracks/Gaps</li> </ul>	
<ul style="list-style-type: none"> <li>Spalling/Exposed Rebar</li> </ul>	
<b>4.4 Lighting</b>	<ul style="list-style-type: none"> <li>Does not include lighting on the building that is lighting the Site or lights turned on from the inside (which are rated under Unit).</li> </ul>
<ul style="list-style-type: none"> <li>Broken Fixtures</li> </ul>	<ul style="list-style-type: none"> <li>Broken means no light coming from the fixture; a broken globe is not a deficiency if there is light from the fixture</li> <li>Sharp edges should be recorded under Health and Safety, Hazards, Sharp Edges</li> </ul>
<ul style="list-style-type: none"> <li>Missing/Broken Bulbs</li> </ul>	<ul style="list-style-type: none"> <li>Sharp edges should be recorded under Health and Safety, Hazards, Sharp Edges</li> <li>More than 10% of the bulbs need to be missing/broken for there to be a deficiency</li> </ul>
<b>4.5 Roofs</b>	
<ul style="list-style-type: none"> <li>Damaged/Clogged Drains</li> </ul>	<ul style="list-style-type: none"> <li>Does not include debris around the drain if water can go through the drain</li> </ul>
<ul style="list-style-type: none"> <li>Damaged Soffits/Fascia</li> </ul>	
<ul style="list-style-type: none"> <li>Damaged Vents</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Damaged/Torn Membrane/Missing Ballast</li> </ul>	
<ul style="list-style-type: none"> <li>Missing/Damaged Components from Downspout/Gutter</li> </ul>	<ul style="list-style-type: none"> <li>Does not include drains on a flat roof</li> <li>If a splashblock is not aligned, it must be assessed</li> </ul>
<ul style="list-style-type: none"> <li>Missing/Damaged Shingles</li> </ul>	
<ul style="list-style-type: none"> <li>Ponding (Roofs)</li> </ul>	<ul style="list-style-type: none"> <li>Ponding addresses conditions in which water stays on the roof for extended periods of time and/or ruins the roof</li> </ul>
<p><b>4.6 Walls</b></p>	
<ul style="list-style-type: none"> <li>Cracks/Gaps</li> </ul>	<ul style="list-style-type: none"> <li>Hairline cracks are not a deficiency</li> <li>Stucco shrinkage is not a deficiency</li> </ul>
<ul style="list-style-type: none"> <li>Damaged Chimneys</li> </ul>	
<ul style="list-style-type: none"> <li>Missing Pieces/Holes/Spalling</li> </ul>	
<ul style="list-style-type: none"> <li>Missing/Damaged Caulking/Mortar</li> </ul>	<ul style="list-style-type: none"> <li>Masonry units include concrete block, brick, etc.</li> </ul>
<ul style="list-style-type: none"> <li>Stained/Peeling/Needs Paint</li> </ul>	

Inspectable Item	Notes
<p><b>4.7 Windows</b></p>	<ul style="list-style-type: none"> <li>• Be sure not to rate the same window under building and unit</li> <li>• Boarded up windows are not assessed unless the apartment is lived in</li> </ul>
<ul style="list-style-type: none"> <li>• Broken/Missing/ Cracked Panes</li> </ul>	<ul style="list-style-type: none"> <li>• Example: A double pane window with the outer pane broken should not be recorded if above the ground floor.</li> </ul>
<ul style="list-style-type: none"> <li>• Damaged/Missing Screens</li> </ul>	<ul style="list-style-type: none"> <li>• through the screen</li> </ul>
<ul style="list-style-type: none"> <li>• Damaged Sills/Frames/Lintels/ Trim</li> </ul>	
<ul style="list-style-type: none"> <li>• Missing/Deteriorated Caulking/Glazing Compound</li> </ul>	
<ul style="list-style-type: none"> <li>• Peeling/Needs Paint</li> </ul>	<ul style="list-style-type: none"> <li>• Aluminum, anodized windows are not included</li> </ul>
<ul style="list-style-type: none"> <li>• Security Bars Prevent Egress</li> </ul>	<ul style="list-style-type: none"> <li>• There must be one exit for every room: An exit includes 2 door to the outside, a window, or any other way that residents can get out 532the unit to the outside</li> <li>• Padlocks count as blocked exit. The excuse “resident has the key” is not acceptable</li> </ul>



**Activity**

After receiving pictures from the instructor, complete the following steps:

- Review pictures
- Use the PASS 2.1 software to look up any definitions
- Discuss what deficiency is shown in the picture
- Rate the deficiency in the picture

➤ **Building Systems**

**Overview:**

The purpose is to provide an understanding of Building Systems definitions.

**Objectives:**

Upon completion, participants will be able to:

- Look up Building Systems definitions
- Identify deficiencies using real life photographic examples

## Building Systems Overview

**Inspectable Items** The following items are inspected for the Building Systems.

- Domestic Water
- Electrical System
- Elevators
- Emergency Power
- Exhaust System
- Fire Protection
- HVAC
- Sanitary System

## DEFINITIONS

Inspectable Item	Notes
<b>5.1 Domestic Water</b>	
<ul style="list-style-type: none"> <li>Central Hot Water Supply Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>Leaking Central Water Supply</li> </ul>	
<ul style="list-style-type: none"> <li>Misaligned Ventilation System</li> </ul>	
<ul style="list-style-type: none"> <li>Missing Pressure Relief Valve</li> </ul>	
<ul style="list-style-type: none"> <li>Rust/Corrosion on Heater Chimney</li> </ul>	
<ul style="list-style-type: none"> <li>Rust/Corrosion - Central Water Components</li> </ul>	
<ul style="list-style-type: none"> <li>Water Supply Inoperable</li> </ul>	<ul style="list-style-type: none"> <li>If water supply is unavailable, it is inoperable</li> </ul>
<b>5.2 Electrical System</b>	
<ul style="list-style-type: none"> <li>Blocked Access/Improper Storage</li> </ul>	<ul style="list-style-type: none"> <li>Improper storage example: 5 gallons of paint thinner in front of an electrical panel</li> </ul>
<ul style="list-style-type: none"> <li>Burnt Breakers</li> </ul>	
<ul style="list-style-type: none"> <li>Evidence of Leaks/Corrosion</li> </ul>	<ul style="list-style-type: none"> <li>Do not include surface rust if it does not affect electrical enclosure</li> </ul>

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Frayed Wiring</li> </ul>	
<ul style="list-style-type: none"> <li>Missing Breakers</li> </ul>	<ul style="list-style-type: none"> <li>Openings must be covered with an appropriate covering (not duct tape or aluminum foil)</li> </ul>
<ul style="list-style-type: none"> <li>Missing Covers</li> </ul>	<ul style="list-style-type: none"> <li>Telephone boxes should not be assessed because they are low voltage</li> </ul>
<p><b>5.3 Elevators</b></p>	
<ul style="list-style-type: none"> <li>Not Operable</li> </ul>	<ul style="list-style-type: none"> <li>If the elevator is operable, but there is no working light in it, it should be covered under Health and Safety, Hazards, Other</li> </ul>
<p><b>5.4 Emergency Power</b></p>	
<ul style="list-style-type: none"> <li>Auxiliary Lighting Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>Run-Up Records/ Documentation Not Available</li> </ul>	<ul style="list-style-type: none"> <li>If the property owner says they have the records on their computer, ask to see their computer</li> <li>If the project owner has proof of a service that maintains the generators, the item should be marked as NOD</li> </ul>
<p><b>5.5 Exhaust System</b></p>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Roof Exhaust Fans Inoperable</li> </ul>	
<p><b>5.6 Fire Protection</b></p>	
<ul style="list-style-type: none"> <li>Missing Sprinkler Head</li> </ul>	<ul style="list-style-type: none"> <li>Anything that interferes with the spray head is considered blocking</li> <li>Sprinklers in range hoods, if installed, should be assessed</li> </ul>
<ul style="list-style-type: none"> <li>Missing/Damaged/Expired Extinguishers</li> </ul>	
<p><b>5.7 HVAC</b></p>	
<ul style="list-style-type: none"> <li>Boiler/Pump Leaks</li> </ul>	
<ul style="list-style-type: none"> <li>Fuel Supply Leaks</li> </ul>	<ul style="list-style-type: none"> <li>This includes the fuel pump</li> </ul>
<ul style="list-style-type: none"> <li>Gas Fired Unit— Missing/Misaligned Chimney</li> </ul>	
<ul style="list-style-type: none"> <li>General Rust/Corrosion</li> </ul>	
<p><b>5.8 Sanitary System</b></p>	
<ul style="list-style-type: none"> <li>Broken/Leaking/Clogged Pipes or Drains</li> </ul>	

<b>Inspectable Item</b>	<b>Notes</b>
<ul style="list-style-type: none"><li>Missing Drain/Cleanout/ Manhole Covers</li></ul>	<ul style="list-style-type: none"><li>Even if the manhole is owned by the city, it must be assessed to reduce liability</li></ul>

➤ **Common Areas**

**Overview:**

The purpose is to provide an understanding of Common Areas definitions.

**Objectives:**

Upon completion, participants will be able to:

- Look up Common Areas definitions
- Identify deficiencies using real life photographic examples

## Common Areas Overview

**Inspectable Items** The following items are inspected for the Common Areas.

- Basement/Garage/Carport
- Closet/Utility/Mechanical
- Community Room
- Day Care
- Halls/Corridors/Stairs
- Kitchen
- Laundry Room
- Lobby, Office, Other Community Spaces
- Patio/Porch/Balcony
- Pools and Related Structures
- Restrooms/Pool Structures
- Storage
- Trash Collection Areas

**DEFINITIONS**

Inspectable Item	Notes
<b>6.1 Definitions included in all Common Areas (excluding Pools and Related Structures, and Trash Collection Areas)</b>	
<ul style="list-style-type: none"> <li>• Ceiling - Bulging/Buckling</li> </ul>	
<ul style="list-style-type: none"> <li>• Ceiling – Holes/Missing Tiles/Panels/Cracks</li> </ul>	
<ul style="list-style-type: none"> <li>• Ceiling – Needs Paint</li> </ul>	
<ul style="list-style-type: none"> <li>• Ceiling – Water Stains/Water Damage/Mold/Mildew</li> </ul>	
<ul style="list-style-type: none"> <li>• Doors – Broken/Missing Glazing/Glass</li> </ul>	
<ul style="list-style-type: none"> <li>• Doors – Damaged Frames/Thresholds/Lintels/Trim</li> </ul>	
<ul style="list-style-type: none"> <li>• Doors – Damaged Hardware/Locks</li> </ul>	
<ul style="list-style-type: none"> <li>• Doors – Damaged Surface (Holes/ Paint/Rusting)</li> </ul>	<ul style="list-style-type: none"> <li>• An entry door in a common area should be rated as Severe if it has a damaged surface</li> </ul>
<ul style="list-style-type: none"> <li>• Doors - Damaged/Missing Screen/Storm/Security Door</li> </ul>	
<ul style="list-style-type: none"> <li>• Doors –Deteriorated/Missing Seals</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Doors - Missing Door</li> </ul>	<ul style="list-style-type: none"> <li>In the case of a group home, there might be a bathroom and/or bedroom door that opens up to the common area. If the door is missing in this instance, it must be rated as Severe</li> </ul>
<ul style="list-style-type: none"> <li>Electrical - Blocked Access to Electrical Panel</li> </ul>	
<ul style="list-style-type: none"> <li>Electrical - Burnt Breakers</li> </ul>	
<ul style="list-style-type: none"> <li>Electrical - Evidence of Leaks/Corrosion</li> </ul>	
<ul style="list-style-type: none"> <li>Electrical - Frayed Wiring</li> </ul>	
<ul style="list-style-type: none"> <li>Electrical - Missing Breakers</li> </ul>	
<ul style="list-style-type: none"> <li>Electrical - Missing Covers</li> </ul>	
<ul style="list-style-type: none"> <li>Floors – Bulging/Buckling</li> </ul>	<ul style="list-style-type: none"> <li>Floors that are missing nails are not considered to be bulging or buckling</li> </ul>
<ul style="list-style-type: none"> <li>Floors – Floor Covering Damage</li> </ul>	<ul style="list-style-type: none"> <li>If there are floor coverings, they must be assessed, no matter who put the covering down</li> </ul>
<ul style="list-style-type: none"> <li>Floors – Missing Flooring</li> </ul>	
<ul style="list-style-type: none"> <li>Floors –Needs Paint</li> </ul>	<ul style="list-style-type: none"> <li>Does not apply to hardwood floor finishes</li> </ul>
<ul style="list-style-type: none"> <li>Floors –Rot/Deteriorated Subfloor</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Floors – Water Stains/Water Damage/Mold/Mildew</li> </ul>	
<ul style="list-style-type: none"> <li>Lighting - Missing/ Inoperable Fixture</li> </ul>	
<ul style="list-style-type: none"> <li>Outlets/Switches/ Cover Plates - Missing or Broken</li> </ul>	
<ul style="list-style-type: none"> <li>Smoke Detector - Missing/Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>Stairs – Broken/Damaged/ Missing Steps</li> </ul>	
<ul style="list-style-type: none"> <li>Stairs – Broken/Missing Hand Railing</li> </ul>	
<ul style="list-style-type: none"> <li>Walls – Bulging/Buckling</li> </ul>	
<ul style="list-style-type: none"> <li>Walls – Damaged</li> </ul>	
<ul style="list-style-type: none"> <li>Walls – Damaged/ Deteriorated Trim</li> </ul>	
<ul style="list-style-type: none"> <li>Walls - Missing Pieces/Holes/Spalling</li> </ul>	
<ul style="list-style-type: none"> <li>Walls –Needs Paint</li> </ul>	
<ul style="list-style-type: none"> <li>Walls – Water Stains/Water Damage/Mold/Mildew</li> </ul>	
<ul style="list-style-type: none"> <li>Windows – Cracked/Broken/ Missing Panes</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Windows – Damaged Window Sill</li> </ul>	
<ul style="list-style-type: none"> <li>Windows - Deteriorated/Missing Caulking/Seals</li> </ul>	
<ul style="list-style-type: none"> <li>Windows - Inoperable/Not Lockable</li> </ul>	
<ul style="list-style-type: none"> <li>Windows - Peeling/Needs Paint</li> </ul>	
<ul style="list-style-type: none"> <li>Windows – Security Bars Prevent Egress</li> </ul>	
<p><b>6.2 Basement/Garage/ Carport</b></p>	
<p><b>6.3 Closet/Utility/Mechanical</b></p>	
<p><b>6.4 Community Room</b></p>	
<ul style="list-style-type: none"> <li>HVAC - Convection/Radiant Heat System Covers</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Gas Fired Unit - Missing/Misaligned Chimney</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Inoperable</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>HVAC - Noisy/Vibrating/Leaking</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Rusted/Corroded</li> </ul>	
<b>6.5 Day Care</b>	
<ul style="list-style-type: none"> <li>HVAC - Convection/Radiant Heat System Covers</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Gas Fired Unit - Missing/Misaligned Chimney</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Noisy/Vibrating/Leaking</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Rusted/Corroded</li> </ul>	
<b>6.6 Halls/Corridors/Stairs</b>	
<ul style="list-style-type: none"> <li>Graffiti</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Convection/Radiant Heat System Covers</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Gas Fired Unit - Missing/Misaligned Chimney</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>HVAC - Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Noisy/Vibrating/Leaking</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Rusted/Corroded</li> </ul>	
<ul style="list-style-type: none"> <li>Mailbox Missing/Damaged</li> </ul>	
<b>6.7 Kitchen</b>	
<ul style="list-style-type: none"> <li>Cabinets -Missing/ Damaged</li> </ul>	
<ul style="list-style-type: none"> <li>Countertops -Missing/ Damaged</li> </ul>	
<ul style="list-style-type: none"> <li>Dishwasher/Garbage Disposal Damaged/Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>Exhaust System - Excessive Grease/Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>GFI - Inoperable</li> </ul>	<ul style="list-style-type: none"> <li>GFI must be present to be rated. GFI's are often not in kitchens due to local code changes. If GFI is present, use the button to see if it is working.</li> </ul>
<ul style="list-style-type: none"> <li>Plumbing - Clogged Drains</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Plumbing - Leaking Faucet/Pipes</li> </ul>	
<ul style="list-style-type: none"> <li>Range Hoods/Exhaust Fans - Excessive Grease/Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>Range/Stove - Missing/Damaged/Inoperable</li> </ul>	<ul style="list-style-type: none"> <li>Many ranges have electronic igniters, not pilot lights, which if turned too far, won't ignite. Inspectors should listen for the "tick, tick, tick."</li> </ul>
<ul style="list-style-type: none"> <li>Refrigerator - Missing/Damaged/Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>Sink - Damaged/Missing</li> </ul>	
<b>6.8 Laundry Room</b>	
<ul style="list-style-type: none"> <li>Dryer Vent Missing/Damaged/Inoperable</li> </ul>	<ul style="list-style-type: none"> <li>Inspectors must check for lint; if lint is visible, it should be rated</li> </ul>
<ul style="list-style-type: none"> <li>GFI - Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Convection/Radiant Heat System Covers</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Gas Fired Unit - Missing/Misaligned Chimney</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Inoperable</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>HVAC - Noisy/Vibrating/Leaking</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Rusted/Corroded</li> </ul>	
<p><b>6.9 Lobby, Office, Other Community Spaces</b></p>	<ul style="list-style-type: none"> <li>Other community spaces are all spaces that don't fit other categories of common areas. Examples include: maintenance rooms, commercial areas, study rooms, etc. All are collectively one inspectable item.</li> </ul>
<ul style="list-style-type: none"> <li>HVAC - Convection/Radiant Heat System Covers</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Gas Fired Unit - Missing/Misaligned Chimney</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Noisy/Vibrating/Leaking</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Rusted/Corroded</li> </ul>	
<p><b>6.10 Patio/Porch/Balcony</b></p>	
<ul style="list-style-type: none"> <li>Baluster/Side Railings Damaged</li> </ul>	<ul style="list-style-type: none"> <li>Includes those around balconies/decks</li> </ul>

Inspectable Item	Notes
<b>6.11 Pools and Related Structures</b>	<ul style="list-style-type: none"> <li>Does not include locker rooms (which is addressed under Restrooms/Pool Structures)</li> </ul>
<ul style="list-style-type: none"> <li>Fencing - Damaged/Not Intact</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor fence surrounding and protecting the pool</li> </ul>
<ul style="list-style-type: none"> <li>Pool - Not Operational</li> </ul>	
<b>6.12 Restrooms/Pool Structures</b>	<ul style="list-style-type: none"> <li>This includes all Common Area restrooms</li> </ul>
<ul style="list-style-type: none"> <li>GFI - Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Convection/Radiant Heat System Covers</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Gas Fired Unit - Missing/Misaligned Chimney</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Noisy/Vibrating/Leaking</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Rusted/Corroded</li> </ul>	
<ul style="list-style-type: none"> <li>Lavatory Sink - Damaged/Missing</li> </ul>	
<ul style="list-style-type: none"> <li>Plumbing - Clogged Drains</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Plumbing - Leaking Faucet/Pipes</li> </ul>	
<ul style="list-style-type: none"> <li>Restroom Cabinet - Damaged/Missing</li> </ul>	
<ul style="list-style-type: none"> <li>Shower/Tub - Damaged/Missing</li> </ul>	
<ul style="list-style-type: none"> <li>Ventilation/Exhaust System - Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>Water Closet/Toilet - Damaged/Clogged/Missing</li> </ul>	
<p><b>6.13 Storage</b></p>	
<ul style="list-style-type: none"> <li>HVAC - Convection/Radiant Heat System Covers</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Gas Fired Unit - Missing/Misaligned Chimney</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Noisy/Vibrating/Leaking</li> </ul>	
<ul style="list-style-type: none"> <li>HVAC - Rusted/Corroded</li> </ul>	

Inspectable Item	Notes
<b>6.14 Trash Collection Areas</b>	
<ul style="list-style-type: none"><li>• Chutes - Damaged/Missing Components</li></ul>	



**Activity**

After receiving pictures from the instructor, complete the following steps:

- Review pictures
- Use the PASS 2.1 software to look up any definitions
- Discuss what deficiency is shown in the picture
- Rate the deficiency in the picture

➤ Unit

**Overview:**

The purpose is to provide an understanding of Unit definitions.

**Objectives:**

Upon completion, participants will be able to:

- Look up Unit definitions
- Identify deficiencies using real life photographic examples

### Unit Overview

**Inspectable Items** The following items are inspected for possible Unit deficiencies.

- Bathroom
- Call-for-Aid
- Ceiling
- Doors
- Electrical System
- Floors
- Hot Water Heater
- HVAC
- Kitchen
- Lighting
- Outlets/Switches
- Patio/Porch/Balcony
- Smoke Detector
- Stairs
- Walls
- Windows

**DEFINITIONS**

Inspectable Item	Notes
<b>7.1 Bathroom</b>	
<ul style="list-style-type: none"> <li>Bathroom Cabinets— Damaged/Missing</li> </ul>	
<ul style="list-style-type: none"> <li>Lavatory Sink— Damaged/Missing</li> </ul>	
<ul style="list-style-type: none"> <li>Plumbing—Clogged Drains</li> </ul>	
<ul style="list-style-type: none"> <li>Plumbing—Leaking Faucet/Pipes</li> </ul>	
<ul style="list-style-type: none"> <li>Shower/Tub— Damaged/Missing</li> </ul>	
<ul style="list-style-type: none"> <li>Ventilation/Exhaust System— Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>Water Closet - Damaged/ Clogged/Missing</li> </ul>	
<b>7.2 Call-for-Aid</b>	
<ul style="list-style-type: none"> <li>Inoperable</li> </ul>	<ul style="list-style-type: none"> <li>Do not check the Call-for-Aid (by pushing the button) if connected to the fire department - ask the resident if the button works</li> </ul>
<b>7.3 Ceiling</b>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Bulging/Buckling</li> </ul>	
<ul style="list-style-type: none"> <li>Holes/Missing Tiles/Panels</li> </ul>	
<ul style="list-style-type: none"> <li>Needs Paint</li> </ul>	
<ul style="list-style-type: none"> <li>Water Stains/Water Damage/Mold/Mildew</li> </ul>	
<p><b>7.4 Doors</b></p>	
<ul style="list-style-type: none"> <li>Broken/Missing Glazing/Glass</li> </ul>	
<ul style="list-style-type: none"> <li>Damaged Frames/Threshold/Lintels/Trim</li> </ul>	
<ul style="list-style-type: none"> <li>Damaged Hardware/Locks</li> </ul>	
<ul style="list-style-type: none"> <li>Damaged Surface (Holes/Paint/Rusting)</li> </ul>	
<ul style="list-style-type: none"> <li>Damaged/Missing Screen/Storm/Security Door</li> </ul>	<ul style="list-style-type: none"> <li>Major and Severe ratings only apply to Security Doors</li> </ul>
<ul style="list-style-type: none"> <li>Deteriorated/Missing Seals (Entry Only)</li> </ul>	
<ul style="list-style-type: none"> <li>Missing Door</li> </ul>	

Inspectable Item	Notes
<b>7.5 Electrical System</b>	
<ul style="list-style-type: none"> <li>Blocked Access to Electrical Panel</li> </ul>	
<ul style="list-style-type: none"> <li>Burnt Breakers</li> </ul>	
<ul style="list-style-type: none"> <li>Evidence of Leaks/Corrosion</li> </ul>	
<ul style="list-style-type: none"> <li>Frayed Wiring</li> </ul>	
<ul style="list-style-type: none"> <li>GFI Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>Missing Breakers</li> </ul>	
<ul style="list-style-type: none"> <li>Missing Covers</li> </ul>	<ul style="list-style-type: none"> <li>Not rated for low-voltage boxes such as telephone, cable</li> </ul>
<b>7.6 Floors</b>	
<ul style="list-style-type: none"> <li>Bulging/Buckling</li> </ul>	
<ul style="list-style-type: none"> <li>Floor Covering Damage</li> </ul>	
<ul style="list-style-type: none"> <li>Missing Flooring</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Needs Paint</li> </ul>	
<ul style="list-style-type: none"> <li>Rot/Deteriorated Subfloor</li> </ul>	
<ul style="list-style-type: none"> <li>Water Stains/Water Damage/Mold/Mildew</li> </ul>	
<b>7.7 Hot Water Heater</b>	
<ul style="list-style-type: none"> <li>Gas Fired Unit— Missing/Misaligned Chimney</li> </ul>	<ul style="list-style-type: none"> <li>If the chimney is bent or smashed, it should be assessed as misaligned</li> <li>Also includes oil, kerosene, diesel</li> </ul>
<ul style="list-style-type: none"> <li>Inoperable Unit/Components</li> </ul>	
<ul style="list-style-type: none"> <li>Leaking Valves/Tanks/Pipes</li> </ul>	
<ul style="list-style-type: none"> <li>Pressure Relief Valve Missing</li> </ul>	
<ul style="list-style-type: none"> <li>Rust/Corrosion</li> </ul>	
<b>7.8 HVAC</b>	
<ul style="list-style-type: none"> <li>Convection/Radiant Heat System Covers Missing/Damaged</li> </ul>	
<ul style="list-style-type: none"> <li>Gas Fired Unit— Missing/Misaligned Chimney</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>Noisy/Vibrating/Leaking</li> </ul>	
<ul style="list-style-type: none"> <li>Rust/Corrosion</li> </ul>	
<p><b>7.9 Kitchen</b></p>	
<ul style="list-style-type: none"> <li>Cabinets—Missing/Damaged</li> </ul>	
<ul style="list-style-type: none"> <li>Countertops— Missing/Damaged</li> </ul>	
<ul style="list-style-type: none"> <li>Dishwasher/Garbage Disposal Damaged/Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>Plumbing—Clogged Drains</li> </ul>	
<ul style="list-style-type: none"> <li>Plumbing—Leaking Faucets/Pipes</li> </ul>	
<ul style="list-style-type: none"> <li>Range Hoods/Exhaust Fans— Excessive Grease/Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>Range/Stove—Missing/ Damaged/Inoperable</li> </ul>	
<ul style="list-style-type: none"> <li>Refrigerator - Missing/ Damaged/Inoperable</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Sink—Missing/Damaged</li> </ul>	
<p><b>7.10 Lighting</b></p>	
<ul style="list-style-type: none"> <li>Missing/Inoperable Fixture</li> </ul>	
<p><b>7.11 Outlets/Switches</b></p>	
<ul style="list-style-type: none"> <li>Missing</li> </ul>	<ul style="list-style-type: none"> <li>If the outlet was never there, it is not missing</li> </ul>
<ul style="list-style-type: none"> <li>Missing/Broken Cover Plates</li> </ul>	
<p><b>7.12 Patio/Porch/Balcony</b></p>	
<ul style="list-style-type: none"> <li>Baluster/Side Railings Damaged</li> </ul>	
<p><b>7.13 Smoke Detector</b></p>	
<ul style="list-style-type: none"> <li>Missing/Inoperable</li> </ul>	
<p><b>7.14 Stairs</b></p>	

Inspectable Item	Notes
<ul style="list-style-type: none"> <li>Broken/Damaged/Missing Steps</li> </ul>	
<ul style="list-style-type: none"> <li>Broken/Missing Hand Railing</li> </ul>	
<b>7.15 Walls</b>	
<ul style="list-style-type: none"> <li>Bulging/Buckling</li> </ul>	
<ul style="list-style-type: none"> <li>Damaged</li> </ul>	
<ul style="list-style-type: none"> <li>Damaged/Deteriorated Trim</li> </ul>	
<ul style="list-style-type: none"> <li>Needs Paint</li> </ul>	
<ul style="list-style-type: none"> <li>Water Stains/Water Damage/Mold/Mildew</li> </ul>	
<b>7.16 Windows</b>	
<ul style="list-style-type: none"> <li>Cracked/Broken/Missing Panes</li> </ul>	
<ul style="list-style-type: none"> <li>Damaged Window Sill</li> </ul>	
<ul style="list-style-type: none"> <li>Deteriorated/Missing Caulking/Seals</li> </ul>	

Inspectable Item	Notes
<ul style="list-style-type: none"><li>Inoperable/Not Lockable</li></ul>	
<ul style="list-style-type: none"><li>Peeling/Needs Paint</li></ul>	
<ul style="list-style-type: none"><li>Security Bars Prevent Egress</li></ul>	



**Activity**

After receiving pictures from the instructor, complete the following steps:

- Review pictures
- Use the PASS 2.1 software to look up any definitions
- Discuss what deficiency is shown in the picture
- Rate the deficiency in the picture